

<b>DATE:</b>	<b>August 31, 2020</b>
<b>SUBJECT:</b>	<b>TDEM CRF LEA Reimbursement Program</b>
<b>CATEGORY:</b>	<b>CARES Act Funding Update</b>
<b>NEXT STEPS:</b>	<b>Share with appropriate administrators and business office officials</b>

The Texas Division of Emergency Management (TDEM) opened the application process for the CARES Act Coronavirus Relief Fund (CRF) LEA Reimbursement Program in early August. The application will close on **September 30, 2020**.

To date, approximately 20% of LEAs have started the process with TDEM to apply for this reimbursement, and less than 2% of LEAs have submitted costs for reimbursement. The TDEM process has been streamlined for this program, but is still a multi-step process. LEAs cannot wait until the last week of the application period to begin this process.

#### **Action Needed**

To receive reimbursement, the LEA needs to complete the first step in the process by **September 7, 2020**. Instructions for completing and submitting the required documents to create an account in the TDEM grant management system can be found at <https://tdem.texas.gov/wp-content/uploads/2019/08/CRF-LEA-Terms-and-Conditions-FINAL-20200801.pdf>.

#### **Training**

TDEM is offering weekly trainings on the application process every Tuesday, Wednesday, and Thursday at 1:00 p.m. until further notice. You may register for the TDEM training at [https://zoom.us/meeting/register/tJYpfu6urDgvG93eNoD578Ldt7F0yjOQnto8](https://zoom.us/join/zoom/register/tJYpfu6urDgvG93eNoD578Ldt7F0yjOQnto8). After completing your registration, you will be provided a meeting link, meeting ID and meeting password.

#### **Background Information**

TDEM is administering the CRF LEA Reimbursement Program, which will provide reimbursements to LEAs for eligible expenditures incurred between March 1 and May 20, 2020. To be eligible for this reimbursement, the supplemental expenses must meet the following general statutory requirements:

- Necessary expenditures incurred due to the COVID-19 pandemic
- Allowable costs that were *not* accounted for in the most recently approved LEA budget as of March 27, 2020
- Allowable costs incurred March 1, 2020, through May 20, 2020

Specifically, the following education-related activities are allowed under the CRF reimbursements, and your requests for reimbursement should align to one or both of these uses:

- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions
- Other eligible expenditures including payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities *necessary to continue educational instruction in response to COVID-19-related school closures*.

The following types of expenses are not allowed for reimbursement:

- Expenses for the state share of Medicaid
- Damages covered by insurance
- Payroll or benefits expenses for employees whose work duties are *not substantially dedicated* to mitigating or responding to the COVID-19 public health emergency (*general LEA employees*)
- Expenses that have been or will be reimbursed under any federal program, such as other CARES Act programs
- Reimbursement to donors for donated items or services
- Workforce bonuses other than hazard pay or overtime
- Severance pay
- Legal settlements

**Contact Information**

For more information on the application steps and the TDEM CRF LEA Reimbursement Program, go to <https://tdem.texas.gov/crf-lea/> or submit questions to TDEM staff via email to [crf@tdem.texas.gov](mailto:crf@tdem.texas.gov).

Sincerely,

Cory Green, Associate Commissioner  
Department of Grant Compliance and Administration