



STATE OF ALABAMA
Department of Finance
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Kay Ivey
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Doryan Carlton
State Budget Officer

April 15, 2020

MEMORANDUM

TO: All State Agencies, Boards, Commissions, Departments or Institutions
FROM: Doryan Carlton, State Budget Officer
SUBJECT: COVID-19 Federal Funding Guidance

As we anticipate the increased federal receipts and expenditures related to the Coronavirus pandemic, we are requesting that your agencies submit additional documentation to related revisions.

When submitting revisions for funding from the 1) Families First Coronavirus Response Act; 2) Coronavirus Preparedness and Response Supplemental Appropriations Act; or the 3) Coronavirus Aid, Relief and Economic Security Act, please include a memo with the following information:

- 1) Federal Agency from which funds are being received
- 2) Amount of funding being received (This should match the total amount of the revision)
- 3) Identify whether this is a new or existing program for which the funds will be used
- 4) Intended purpose / plan for expenditure.
- 5) CFDA Number (if available).

This memorandum should be attached with other revision documents to the Document Management tab in STAARS Budgeting.

We appreciate your cooperation as we navigate the plans for these funds, and as we all work together to serve the citizens of Alabama. We are taking steps to properly identify and account for federal funding related to COVID-19 and must meet high standards of transparency and accountability. As we receive further guidance, we will communicate additional requirements if necessary.