

Hello Everyone,

I hope this emails find you well.

We are continually working to make the reimbursement process more efficient and clarify as much information as possible. We have identified several items that need clarification. We are working to create a Frequently Asked Questions (FAQs) document to address these items. Below are some of the items we have identified.

Approval of the form – There are two ways that you can sign the budget form associated with your reimbursement requests. You can convert the Excel form and all related worksheets to PDF and then sign the document using the electronic signature capabilities of Adobe. Or you can use any type of electronic signature capabilities including typing /s/ *First Name Last Name* as the electronic signature. Once we receive the form it has to be converted to PDF (if not already) and signed which locks the document to prevent any changes to the form from the time it leaves our office and is sent to the Budget Office.

Payroll – Salary and Benefits Backup – We only need a total for salaries and a total for benefits for each payday entered into the spreadsheet. You can use your JVPR1 document information for the form. Please remember that you MUST follow the federal guidelines related to the type of positions eligible for reimbursement. You MUST be able to support these numbers with eligible employees for audit purposes. If you have the information related available and can be converted to PDF, I encourage you to provide that backup on your JVA document as support. If you do not provide it as backup we will refer auditors to your agency to provide that information.

State Match – At this time Coronavirus Relief Funds cannot be used to cover state match on federal programs so be sure that reimbursements you are requesting are not part of your state match.

JVA Processing - The vendor related to the reimbursement must be included on the JVA document. We are already receiving requests to provide how much we are paying vendors through the CRF and this is the only way we can have this information available. The backup information that you originally sent to shared services with your request for reimbursement must be attached to the JVA document.

If you have any questions or concerns please email:
comptroller--sharedservices@comptroller.alabama.gov.

Thanks for all your patience and understanding as we continue to distribute the Coronavirus Relief Funds (CRF) to entities throughout the State.

Take care and stay well,

Kathleen D. Baxter, PhD, CPM, CGFM
State Comptroller State of Alabama
100 North Union Street Suite 220
Montgomery, AL 36130-2602
kathleen.baxter@comptroller.alabama.gov
Work 3342424857
Cell 3344300984