

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 06-10-20-B

Process for Authorization for Use of CARES Act Covid Relief Funds

- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Nation has received \$39,661,614.01 under the Tribal government's relief included with the CARES Act, referred as "COVID-19 Relief Funds"; and
- WHEREAS,** the COVID-19 Relief Funds are unbudgeted funds with specific restrictions and qualifications regarding the use of the funds; and
- WHEREAS,** the funds can be allocated to restricted activities across the organization and the community and are not assigned to any single program which results in potent; and
- WHEREAS,** the Oneida Business Committee believes that the approval of use of these funds should be centralized to ensure they are applied in the best and most effective manner reviewing all available resources; and
- WHEREAS,** the Oneida Business Committee believes that reimbursements will be made regarding expenditures made during the period beginning March 1, 2020 and June 10, 2020 which qualify for COVID-19 Relief Funds are finite and can be approved expediently through the Finance COVID-19 Team; and
- WHEREAS,** the purchasing and procurement processes should be amended to reflect the unique nature of these funds and the special restrictions on the use of these funds; and

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee adopts the following process for the use of the CARES Act COVID-19 Relief Funds (*CRF Government Relief Funds*):

Purpose

The Oneida Nation has received funds for the COVID-19 pandemic from various granting agencies as well as the CRF government relief funds. Use of the funds must be carefully monitored to avoid overlap regarding reimbursement and proposed expenses. This authorization resolution is broken into three groups

- Funds received by individual business units related to COVID-19 pandemic.
- CRF government relief funds requests for reimbursement.
- CRF government relief funds requests for new activities.

In general, the process will be for the Requestor to provide the following documentation to the COVID-19_Funding@oneidanation.org e-mail address or the on-line portal, which will be monitored by personnel delegated by the General Manager (*the CRF Funding Coordinator*), to approve the plan and identify funding source. The approved and funded request will then go to the Oneida Business Committee for approval. After approval, the request will be forwarded to the appropriate BU with funds, OR, forwarded to Purchasing to requisition the purchase.

Payroll will be documented through the PAR sheets distributed through Intergovernmental Affairs and Communication. The PAR sheets will have additions to include justifications for COVID-19 time only. Business units which are exclusive to COVID-19 activities (Emergency Management, Public Health, etc.) may receive a blanket approval after review and identification of documentation to authorize the blanket approval. A memo will be provided to those business units when this is finalized.

A summary expense will be provided monthly on personnel time.

COVID-19 Request Form

Every use of COVID-19 related funding must utilize the request form developed for tracking purposes. The request form will include the following information:

- BU Name
- BU Number (could indicate a new COVID-19 grant)
- Requestor (phone, etc.)
- Dollar amount
- Item(s) requested

The Requestor should provide with the request form:

- Justification
- Quotes (Sole Source or 3 quotes attached)

Funding/ Category

The funding/category will be recommended by a team made up of the CRF Funding Coordinator, the Self-Governance Coordinator from Intergovernmental Affairs and Communications, and attorney assigned from the Oneida Law Office.

Funds Received by Individual Business Units Related to COVID-19 Pandemic

There are currently 18 existing BU's/ PRT's with Covid funding that will be monitored monthly and expenses tracked to ensure that items are not requested through multiple sources. All use of these funds should use the request form for documentation and be forwarded to the COVID-19 Funding Coordinator for tracking purposes.

CRF Government Relief Funds Requests for Reimbursement

All reimbursement requests shall use the request form and contain the required backup documentation. The business unit shall identify whether the funds are originally tribal contribution or other funding. Past purchases will be reviewed by the Self Governance Coordinator, Covid-19 Funding Coordinator to ensure that the correct fund unit was used, and corrections made if needed. These requests will also be brought to Finance for post-purchase approval for auditing and tracking purposes.

CRF Government Relief Funds Requests for New Activities

A request to utilize CRF government funds will be accompanied by the request form which clearly identifies the purpose of the request, any activities, and all costs. The business unit may use estimates for costs. Any request shall identify the proposed start date and the completion date must be on or before December 1, 2020.

Timelines

The deadline to submit all requests, make all expenditures, complete activities, submit all invoices and pay all invoices is December 1, 2020. It is very important to remember and adhere to the December 1, 2020 deadline to ensure that all reports/invoices/checks/services and related activities are completed in a timely manner. There will be no exceptions.

A flowchart of the approval process is attached to this resolution.

BE IT FINALLY RESOLVED, the Finance COVID-19 Team is authorized to approve all reimbursements made for qualifying purchases between March 1, 2020 and June 10, 2020.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 9 members were present at a meeting duly called, noticed and held on the 10th day of June, 2020; that the forgoing resolution was duly adopted at such meeting by a vote of 7 members for, 1 members against, and 0 members not voting*; and that said resolution has not been rescinded or amended in any way.



Lisa Summers, Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."



