

FY2026 Statement of Work
Justice Services – County Community Safety Investment Fund (SQ781)

PURPOSE

As authorized by 43A O.S. 2-312.1, the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) is providing funds to counties for development and implementation of specific evidence-based programs through the “County Community Safety Investment Fund”. For a project/program to be considered for funding, the requesting entity must submit all necessary documents to meet the requirements outlined below.

Entities eligible for this funding include county governments or multi-county government partnerships. All documentation must be submitted to 781Info@odmhsas.ok.gov to be considered for funding.

The total number of contracts and funding amounts of each award shall be at the discretion of the ODMHSAS and shall be based on total available funds as appropriated annually by the Oklahoma State Legislature, total award amount available per county as calculated by the Legislative Office of Fiscal Transparency, and the information provided in the project/program plan. A maximum of one project/program plan per county shall be considered for funding.

Proposed projects/programs shall be an addition of services to the county/counties and shall not supplant existing funds or otherwise fund programs or services which are existing governmental service requirements or funded through other governmental funding sources, i.e., other ODMHSAS funds, Oklahoma Opioid Abatement Grant, or Oklahoma Sheriff’s Office Funding Assistance Grant.

All SQ781 funds must be used by a county or multi-county government partnership from a previous fiscal year before current fiscal year dollars are expended.

REQUIRED ACTIVITIES

1. Projects/programs shall include the development and implementation of evidence-based programs within one or more areas:
 - a) Mental health and substance abuse treatment programs or other health care programs provided in the community.
 - b) Pretrial diversion programs, including intake substance use and mental health screenings or jail reentry programs.
 - c) Employment programs.
 - d) Education programs; or
 - e) Housing programs.
2. The project/program description shall minimally include (4 page maximum):
 - a) Clearly identify which of the allowable program category or categories are included.
 - b) Include description of evidence-based practices to be used.
 - c) Include detailed timeline with clear start date of program(s) or service(s).
 - d) Include county or multi-county data that supports the need for the proposed

- program(s) or services(s).
 - e) The anticipated outcome of the program(s) or service(s).
 - f) Number of individuals to be served by the proposed program(s) or service(s).
 - g) Ability to report data to ODMHSAS, including the completion of quarterly data reports.
 - h) Proposed payment methodology to any entities/services providers to be supported by this funding.
3. Description of ODMHSAS-contracted or ODMHSAS-certified entity/entities which will partner with or be supported by the project/program including (1 page maximum):
- a) Name and description of the entity/entities.
 - b) Clearly identify what portion of the program(s) or service(s) will be funded through the contract, if any.
 - c) Clearly identify what portion of the program(s) or service(s) will be provided but not funded by the contract.
For example, applicants may propose a partnership with an ODMHSAS-contracted entity for which services are funded through existing ODMHSAS and Medicaid contracts, therefore this contract will not be used for funding that piece.
 - d) The reason entity/entities was/were selected to partner for this project/program.
4. Documentation identifying support from county partners including (1 page each):
- a) MOU or other documents indicating a formal agreement in place between the project/program agency and the ODMHSAS-contracted or ODMHSAS-certified entity/entities.
 - b) Letter from the County Commissioners demonstrating majority support for the program/project.
 - c) Letters of support from court professionals, if applicable to program proposal. Examples include presiding district judge, district attorney, public defender, or private attorneys.
 - d) Letters of support from law enforcement professionals, if applicable to program proposal. Examples include chief of police, sheriff, or jail administrator.
5. Budget description for the project. The budget description shall include:
- a) Total annual amount requested.
 - b) Detail and narrative description to account for all funds requested.
 - c) If any funds are sub-awarded or subcontracted, include amount to the partnering entity/entities. The budget description shall include information about how Medicaid, ODMHSAS contracts, or other funding sources will be utilized as primary sources of funding for eligible programs or services. If eligible programs or services are not compensable by Medicaid or ODMHSAS contracts, this should also be noted.
 - i. Subawards, purchases or contracts of any kind shall follow established county purchasing standards, including standards related to selection of vendors, purchasing approvals, and retention of records.

- d) Include a per person cost based on the total amount requested and the total number of individuals to be served.
6. Contract Term and Renewal Options: The initial contract term, which begins on the effective date of the contract, is one fiscal year and there are two one-year options to renew the contract.
- a) If applicable, prior to any contract renewal, the State shall subjectively consider the value of the contract to the State, the Contractor's performance under the contract, and shall review certain other factors, including but not limited to the:
 - i. Terms and conditions of Contract Documents to determine validity with current State and other applicable statutes and rules.
 - ii. Current costs documented by Contractor; and
 - iii. Current products, services and support offered by Contractor.
 - b) If the State determines changes to the contract are required as a condition for renewal, the State and Contractor will cooperate in good faith to document such required changes in an Addendum.
 - c) Should a county or multi-county government partnership choose not to renew under the same project/program plan a new project/program plan must be submitted for consideration as a maximum of only one project/program per county shall be funded through 781 Funds.

REQUIRED DELIVERABLES AND PERFORMANCE MONITORING

- 1. Project/program must agree to submit data and participate in ODMHSAS evaluation processes, including those necessary to complete an annual program report for the Oklahoma State Legislature. Data required will be dependent on program/project.
- 2. Applicants awarded funding must have relevant staff attend training and meetings as required by ODMHSAS, per the Oklahoma Administrative Code (OAC) 450: 1-15-9.
- 3. Any changes in program operations must be submitted to ODMHSAS, 30 days prior to changes taking effect.
- 4. If the program is found to be in non-adherence on reporting criteria or documentation submission at any time, per OAC 450-1-15-9.
 - a) A notice of non-compliance may be issued to the Contractor.
 - b) Upon receipt of the notice, which may be issued through an on-site review or by certified mail, the Contractor shall have a written timeline to demonstrate compliance.
 - c) Failure to demonstrate compliance within the given timeline of receipt of the notice may result in immediate cancellation of access to funding.

Monthly

- 1. By the 15th of the month, following the last day of the previous month each county/multi-county government partnership will complete a performance measure survey and submit this survey to the link provided below.
- 2. Navigate to: https://odmhsas.co1.qualtrics.com/jfe/form/SV_5w4tw6ZSJFIJooK and complete the performance measure survey.

- a) Answer questions within the survey regarding the program/project
 - i. What county is the program/project in
 - ii. New collaborations/ partnerships
 - iii. Number of individuals referred, served, or removed from program/project (the responses here depend on the program)
 - iv. Number of training events held.
 - v. Amount of funding dollars spent in the month.
 1. If there are any salaries or allowable supplies purchased with funding dollars, a detailed receipt must be included with invoice submission. Contact 781Info@odmhsas.ok.gov with any questions.

Quarterly

1. By the 15th of the month, following the last business day of the quarter each county/multi-county government partnership will complete and submit their monthly program performance survey as outlined above and shall also submit a quarterly expenditure report.
2. Quarterly expenditure reports and all documentation shall be sent to 781Info@odmhsas.ok.gov.
3. The quarterly expenditure report provides a more detailed view of programmatic expenditures and shall include documentation for each expenditure; detailed receipts, paid invoices, etc. for expenses paid with 781 funds throughout that quarter.
4. The program/project can use the template provided by ODMHSAS or utilize their own so long as it provides the same overall categories held within the ODMHSAS template.
5. The quarterly expenditure report should match the total of each month's funding expenditures. Quarterly expenditure reports do not replace invoices for funding access.
 - a. Quarterly Expenditure Reporting Deadlines:
 - January – March: Report due by April 15th
 - April – June: Report due by July 15th
 - July – September: Report due by October 15th
 - October – December: Report due by January 15th

COMPENSATION

1. The total number of contracts and funding amounts of each award shall be at the discretion of the ODMHSAS and shall be based on total available funds as appropriated annually by the Oklahoma State Legislature, total award amount available per county as calculated by the Legislative Office of Fiscal Transparency, and the information provided in the project/program plan. Regardless of total county population, no county shall receive less than 0.5% of the total annual appropriation. A maximum of one project/program plan per county shall be considered for funding.
2. Invoices are based on the Contractor's submitted budget and available allocated funds. Invoice amounts paid by the Department are limited to disbursement of the amount allocated for a full fiscal year.
3. Invoices to draw on allocated funds may be submitted beginning the first day of the quarter of the fiscal year and on the first day of the following quarters thereafter within that fiscal year. This will provide 4 disbursements per fiscal year.
4. All invoices shall be submitted electronically using the eProvider Invoice application in Access Control with documentation as required in section, *Required Deliverables and Performance Monitoring*. Per OAC 450:1-15-9 the Contractor shall designate one person

who will be the designee for submitting e-invoices to ODMHSAS for the disbursement of awarded funds.

5. All previous fiscal year funds must be used by a county or multi-county government partnership before current fiscal year dollars are expended. If a county or multi-county government partnership has never accessed funds and wishes to now submit a project/program submission or if previous fiscal year dollars were not exhausted by a program ODMHSAS staff will assist with proper billing and utilization of funds.