

I attempted to reach out to all entity's yesterday to see if questions or issues existed with any of the ARPA documents or processes OJA supplied to you. For many, I learned that there was an overwhelming feeling associated with submitting the budget. I just wanted to take a minute to emphasize that the budget is just your best guess today. Don't stress it. The budget should be one of the easier processes. It literally should just take the information that was used to prepare the amounts provided for this proposal. Use the same type of logic. Use the excel sheets to build that budget. The budget can be rather generic. If hours and a set rate do not work for your contractor, enter it as a lump sum with 1 hour and a set amount but be sure to justify inputting it as such for that amount within the scope/purpose. We don't ask for specific vendors. We just ask for descriptions of costs. Estimate number of hours and an expected rate, make it realistic but it is still a guesstimate based upon what you know today. Bids and quotes are not required nor expected for your budget. Those will come into play when we start reviewing details prior to your contracts to ensure required language was submitted with bids and etc. Don't sweat this process; it should not be as difficult as it may have originally been perceived. Have questions, call!

Then, as your bids come in, you can work on getting your budget modified, if need be. You may have to make decisions to reduce one category or not do something originally planned because another needed item came in with a cost higher than expected or budgeted. We will work through such. There will be a process to request budget modifications as long as one remains in the scope and within your total allowable amount or you have other funds to cover any overage. Remember that the scope is for capital expenditures to assist with public health prevention in congregate settings as necessary to address education disparities and emotional services to the youth of Oklahoma.

There also seems to be a lot of concern over the bid process. Again, bids are not needed for the budget but will be needed later. For the way we envision projects based upon our limited knowledge of your approved proposals, most items we believe should fall under construction so will utilize page 24 of the contract titled Pursuant to the Public Competitive Bidding Act of 1974 and will be required to get 3 bids for construction projects. For most of your expenditures, think that if you are contracting with someone to purchase and install/build the goods, then it should fall here for construction. If you are purchasing the goods directly then it will fall within the guidelines on page 21, Procurement Guidelines for Purchases. Just think through how you are having your project completed. When OJA receives your budgets, if questions arise, OJA will reach back out to get those items clarified.

Again, if you have any questions with this process, please reach out. My mobile number is (405) 443-6090 or send an email to [arpa@oja.ok.gov](mailto:arpa@oja.ok.gov). You can also email me any time at [amber.miller@oja.ok.gov](mailto:amber.miller@oja.ok.gov). The [ARPA@oja.ok.gov](mailto:ARPA@oja.ok.gov) email just has others that monitor that box as well so if I am not available, you should still get a rather timely response.

Hope this information helps make this process not seem as overwhelming. Need anything else, let me know. We are here to assist you through this process!

Thanks!

**Amber Miller, Director of Finance**

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