

FY2023 CONTRACTS
AMERICAN RESCUE PLAN ACT
(ARPA)
STATE AND LOCAL FISCAL
RECOVERY FUNDS (SLFRF)
CFDA: 210270000

Through OJA



Agenda

- ARPA Approved Category
- Contract with OJA
- Budget Submittal
- Funding Requests

Introduction



OJA is the single agency of the State of Oklahoma designated to administer grant funds pursuant to the American Recovery Plan Act from State and Local Fiscal Relief Funds approved by the Joint Committee on Pandemic Relief Funding through the Oklahoma Management and Enterprise Services (OMES) awarded under 400-YY001793 for Youth Services of Oklahoma.

ARPA Selections

- Legislature approved an application submitted
 - Awarded that application under OJA
 - Application was submitted and approved for a 2% administration that was unfortunately not within the original application's budget amounts thus the **"less 2%"** on all approved awards
- Approved for Capital Expenditures **ONLY**
- Expenditure Category of Public Health Prevention in Congregate Settings

Contract with OJA

WHEREAS, OJA has accepted Contractor's Application, attached hereto as Exhibit A and made a part hereof, (henceforth the "Plan"), for use of SLFRF from the Oklahoma Joint Committee on Pandemic Relief Funding administered to OJA by OMES and

WHEREAS, Contractor is a sub-grantee of OJA capable of utilizing the SLFRF in a manner consistent with the recommendations for public health prevention in congregate settings adopted by the Joint Committee on Pandemic Relief Funding on September 20, 2022, as outlined in this Contract.

**Grant Application - Budget
Exercise**



Contract with OJA

- **WHEREAS NOW THEREFORE**, OJA and Contractor hereby agree as follows:

I. TERM OF CONTRACT

- For the base year, the Contract shall become effective from the **latter of January 12, 2023 or the date of execution** and shall **terminate at the close of June 30, 2026**, or when all contractual terms have been met, **whichever occurs first**. Work done before or after the effective date of the Contract is at the Contractor's risk.
- Funding shall be available based upon the timeline approved within the **Contractor's budget according to their schedule**, with any fluctuations requiring prior approval by OJA in writing; OJA will submit a change order for those fluctuations based upon guidelines provided to OJA. OJA will notify the contractor if budget changes have been approved; **no work outside of the approved budget can be conducted without written approval from OJA**.
- If Contractor does not wish to provide service to complete the contract, Contractor must give at least thirty (30) days written notice before the next timeline implementation and **reimburse any unused funds to OJA** along with the written notice. If Contractor **invokes the cancellation clause**, OJA may request reimbursement of all or partial funds **disbursed under this award**.

Why we recommend to get your applications in as soon as possible, award date will not start until date contract is executed


Some projects may require full completion in order to meet the project's approved scope of improving the congregate setting

Contract with OJA

II. COMPENSATION

For and in consideration of the performance of this Contract by Contractor, OJA agrees to pay Contractor an amount not to exceed \$ (where we will insert specific amount) pursuant to this Contract.

Should match the budget summary submitted in the budget exercise which should be at a max the original amount less 2%



Funds made available pursuant to this Contract shall be used to reimburse Contractor for expenses incurred during the Contract period for the purposes and activities approved and agreed to by OJA and specified in Exhibit A . These funds may not be used for expenses incurred either prior to or after the time period specified within this contract.

Contract with OJA

A. Claims Process

1. Payment pursuant to this Contract may be made from monies made available to OJA under the SLFRF through OMES.
2. Claims **must be submitted with details indicating the date work was performed or goods were received** so that claims can align within appropriate FYs. If the contract continues over multiple FYs, claims for expenses for previous FY ending June 30th **must be submitted within 60 days after June 30th**. Making invoices due as follows:
 - FY2023: January 12, 2023 – June 30, 2023 – Claims due by **August 29, 2023**
 - FY2024: July 1, 2023 through June 30, 2024 – Claims due by **August 29, 2024**
 - FY2025: July 1, 2024 through June 30, 2025 – Claims due by **August 29, 2025**
 - FY2026: July 1, 2025 through June 30, 2026 – Claims due by **August 29, 2026**

Contract with OJA

3. The OJA shall pay Contractor in accordance with this Contract upon receipt and approval by OJA of timely, properly executed requests for payment. **Requests must include details outlined in the cash management principles in Attachment B:**

a. Copies of quotes or estimates for service providers, unpaid itemized invoices for proposed purchases, Purchase Orders, executed contracts or subaward agreements, or similar documents indicating upcoming receipt of items or services.

b. Contractor will submit **proof of competitive bidding and document consideration of small, minority, women- and US-owned companies, where required.**

c. Contractor will **submit proof of Davis Bacon Act Requirements if applicable.** Recipients of SLFRF provided by the State of Oklahoma Grantee for the purposes provided in this Agreement and expended for capital project(s) are not subject to Davis-Bacon requirements, provided that the SLFRF are the only funds expended for the capital project(s). Should the capital project(s) funded under this Agreement also receive funding from other state and/or federal sources, then the Davis-Bacon requirements may apply. Grantee is solely responsible for determining the applicability of and compliance with Davis-Bacon requirements for all capital projects funded under this Agreement.

If you do not have a process, then OMES has an attestation form one can use. See next slide.

Extra notations

<https://oklahoma.gov/content/dam/ok/en/omes/documents/MinorityWomenOwnedBusiness.xlsx>

MINORITY- AND WOMEN-OWNED BUSINESS ATTESTATION

I have consulted the list of minority- and women-owned businesses found on the [OMES website](#). I was able to find the following suppliers that met the agency's need.

Supplier 1
Supplier 2
Supplier 3
If the agency was unable to find a supplier that met the agency's need, please state what the need was:

I was further able to invite the above identified suppliers to bid on the solicitation presented by my agency.

AGENCY FOR THE STATE OF OKLAHOMA

Authorized signature

Printed name

Title

Date

i. (fid).
ii. 2 CFR § 200.318, more specification is described in the statute.

Contract with OJA

4. Expenditures for each category shall be governed by the limitations set forth in applicable state and federal regulations; however, Contractor's expenditures **must conform to its certified budget proposal**, which shall be approved in advance by OJA. **A final request for payment must be submitted no later than sixty (60) days after the Contract period. The claim will be allowed only for payment of actual expenditures incurred.** Any claim submitted after the sixty (60) days shall be **disallowed by OJA.**
5. If a question arises as to the validity of any request for payment or insufficient or delinquent reporting under this Contract, **OJA may suspend further payments until the question is resolved or required reports are received.**
6. In the event that any claim for payment submitted by Contractor and paid by OJA includes **non-compensable items, Contractor shall repay OJA on demand.** OJA may, **in its sole discretion, deduct and withhold such amounts from subsequent payments to be made to Contractor without prejudice** to Contractor's right to establish the allowance of any such item of cost under the Contract.
7. In the event of termination or suspension, Contractor **shall be entitled to payment for otherwise valid and allowable obligations** incurred in good faith prior to notice of such action, and to pay for reasonable and necessary expenses. Contractor shall reduce to a minimum all obligations, prepaid expenses and other costs.
8. In the event of termination or suspension, Contractor **shall refund any pre-payment** for otherwise valid and allowable obligations incurred in good faith prior to notice of such action.

Contract with OJA

9. Budget Changes:

Prior approval is necessary for any budget changes. Contractor shall submit a “Revised Budget” for OJA’s review and approval. No expenditures outside the existing budget are allowed prior to OJA approval of the budget revision. Budget revisions submitted within forty-five (45) days of the end of the current Contract period will not be considered.

Contract with OJA

9. Budget Changes:

Prior approval is necessary for any budget changes. Contractor shall submit a “Revised Budget” for OJA’s review and approval. No expenditures outside the existing budget are allowed prior to OJA approval of the budget revision. Budget revisions submitted within forty-five (45) days of the end of the current Contract period will not be considered.

General Terms and Conditions will not be discussed today; believe all should be familiar with those already. If you have questions over such for this award, send an email to ARPA@oja.ok.gov

Contract with OJA

IV. SPECIAL TERMS AND CONDITIONS

A. Certifications by Contractor

Contractor expressly agrees to be solely responsible to ensure that the use of monies received under this agreement complies with all federal, state and local statutes, regulations and other legal authority, all as modified from time to time, that affect the use of said monies. Contractor thus recognizes that it is responsible for assuring financial and programmatic compliance by its subcontractors.

Contractor specifically certifies and assures that it will comply with applicable terms of the following statutes, regulations, and executive orders:

1. Civil Rights

- a. Title XVIII, Section 815(c) of the Justice System Improvement Act (JSIA), as amended;**
- b. Title 15 U.S.C. §631 and Executive Order 12608, as amended, requiring recipients of federal financial assistance to take appropriate affirmative action in support of women's business enterprises.**

2. Disadvantaged Youth

Title 42 U.S.C. §5633(16), requiring that assistance be available on an equitable basis to deal with disadvantaged youth, including but not limited to females, minority youth, and mentally challenged and emotionally or physically handicapped youth.

3. Privacy

Contractor must adhere to the provisions of 42 U.S.C. §5633(18), requiring confidentiality of program records containing the identity of individual juveniles.

Contract with OJA

B. Closing Out of Period Funded

Contractor shall submit a closeout package no later than sixty (60) days after the final date of the period funded. The closeout package may be accompanied by the final expenditure claim.

To be an allowable expense, funds must be expended or obligated during the contract period. For services, funds shall be considered obligated only if the services have been rendered as of the final date of the Contract period and payment by Contractor occurs within sixty (60) days of the end of the Contract period. For goods, funds shall be considered obligated only if Contractor has received them prior to the end of the Contract period. Such obligations will be honored by OJA only if payment by Contractor occur within sixty (60) days of the end of the Contract period.

Contract with OJA

C. Compliance Requirements

Contractor agrees to comply with organizational audit requirements as outlined in the **Uniform Guidance, 2 CFR Part 200**.

Contractor agrees to comply with the **American Rescue Plan Act of 2021**, P.L. 117-2, March 11, 2021, as amended, as well as the **US Department of Treasury Final Rule, Coronavirus State and Local Fiscal Recovery Funds**, 87 Fed. Reg. 4338, January 27, 2022 and all other applicable federal rules, policies, guidance, procedures, and directives including Reporting and Compliance Guidance, as may be amended.

Contractor agrees to comply with the **Uniform Guidance, 2 CFR Part 200**.

Contractor agrees to monitor all subcontractors for performance and fiscal integrity. In addition, the Contractor shall monitor all subcontractors to assure that required audits are performed as outlined in the Uniform Guidance, 2 CFR Part 200.

**Remember
audit is
determined
by amount
expended
by entity's
FY not
amount by
award**

Contract with OJA

D. Equipment and Real Property

Any purchase of supplies, equipment and/or real property with SLFRF must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D.

Contractor hereby certifies to OJA as the awarding agency of ARPA SLFRF that Contractor shall use all supplies, equipment, and real property purchased with ARPA SLFRF for the original authorized purpose. Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.

Contractor further certifies that it shall purchase, manage, and dispose of all supplies, equipment, and real property acquired with ARPA SLFRF pursuant to the provisions of 2 CFR 200.311 and 2 CFR 200.313. Contractor certifies it shall retain all records related to real property until seven (7) years after final disposition of the property

Contract with OJA

E. Grant Administration

Contractor shall comply with Treasury Circular 1075 and the Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities concerning cash management and administration of federal funds, and with OJA requirements pursuant thereto.

Contractor shall comply with applicable OMB circulars on administrative requirements and on cost principles, except as directed otherwise by OJA, as they relate to the application, acceptance and use of federal funds, and with OJA requirements pursuant thereto.

Contractor shall give OJA immediate notice in writing of any actions or suits filed against Contractor or any Subcontractor in connection with implementation and administration of the ARPA SLFRF Funds.

Contract with OJA

F. Grievance

The Contractor shall operate a system for resolution of grievances by recipients of the services provided under the Contract regarding the substance or application of any written or unwritten policy or rule of the Contractor, or any decision, behavior or action by Contractor, its agents or employees. The grievance system used by Contractor shall be subject to approval by OJA.

G. Liability

The parties agree that each entity shall be responsible for its own negligence, if any, in the delivery of services pursuant to the Contract. Neither party, by executing the Contract, assumes any liability for acts of omission or commission of the other.

Contractor shall not be relieved of liability to OJA for damages sustained by OJA by virtue of any breach of the Contract by Contractor. OJA may withhold payments due under Contract pending resolution of the damages.

Contract with OJA

H. Program Modifications

In addition to the requirements set forth in Section III. “General Terms and Conditions” part A, the Contract is subject to such modification as may be required by federal or state law or regulation.

I. No-Conflict Covenant

Contractor covenants that no officers, members or employees of its governing board have any interest, and that none shall acquire any interest, direct or indirect, that would conflict with full and complete execution of the Contract. Contractor further covenants that in the performance of the Contract no person having any such interest will be employed by it.

J. Political Activity

All employees of Contractor shall observe the limitations on political activities to which they may be subject under the Hatch Act Reform Amendments of 1993, Pub. L. 103-94, October 6, 1993, 107 Stat. 1001.

No portion of the grant funds shall be used for any political activity or to further the election or defeat of any candidate for public office.

No portion of the grant funds shall be used for lobbying activities.

Contract with OJA

K. Procurement

All purchases made by Contractor **must conform to Attachment A.**

L. Program Income

Contractor shall account to OJA for all program income. Program income must be used to **supplement project costs or reduce project costs,** or be refunded to the Federal government through OJA. Program income may only be used for allowable program costs and must be expended during the award period.

M. Publications and Other Materials

No material produced in whole or in part under the Contract shall be subject to copyright in the United States or any other country. OJA shall have authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under the Contract, provided, however, that the confidentiality of information regarding applicants, participants or their immediate families shall be maintained.

Any publication or other material produced as a result of the Contract shall include in a prominent location near the beginning the following statement:

“This [type of material] was financed in whole or in part by funds from the American Rescue Plan Act as administered by OJA”

**Would recommend placing
plaques on buildings
renovated/purchased.**

Contract with OJA

Format to be determined



N. Reports, Documentation

Contractor shall maintain thorough documentation that properly accounts for the expenditure of all project funds. Some specific types and forms of record may be required by OJA, OMES or any state or federal auditors. All such records and accounts shall be made available on demand to OJA, OMES or any state or federal auditors for inspection and use in carrying out its responsibilities for administration of the funds.

Contractor shall furnish OJA narrative reports, statistical reports and financial reports related to the elements of the Contract, in the format and at such times as may be required by OJA.

Contractor shall provide fiscal and programmatic oversight regarding this award and make quarterly progress reports to the OJA. Progress reports are due on fixed dates quarterly: October 15, January 15, April 15, and July 15 each year.

Contractor shall verify expenditures monthly by submitting a Report of Expenditures due by the 15th of each month.

O. Travel and Per Diem

Travel and per diem are not approved budget categories under this contract.

Contract with OJA

V. GRANT REQUIREMENTS

A. Program Requirements

Contractor shall accomplish the project detailed in **Exhibit A** in accordance with the terms and conditions of the Contract. All of the work and services required under the Contract including the application package shall be performed by Contractor or under an approved subcontract, and all personnel engaged therein must be fully qualified and authorized under state and local law to perform such work and services.

**Grant Application - Budget
Exercise**

Contract with OJA

B. Deadlines for Commencement and Operation

1. Commencement Within sixty (60) Days

If a project has **not commenced within sixty (60) days** of the original start date timeline outlined within contractor's approved project scope for this project period, Contractor must **report in writing to OJA the steps taken to initiate the project, the reasons for the delay, and the expected start date.**

2. Operational Within ninety (90) Days

If a project is not operational within ninety (90) days of the original start timeline date of the period, Contractor must submit a second written statement to OJA explaining the implementation delay. Upon receipt of the written statement, OJA may cancel the project and request Federal agency approval to redistribute the funds to other project areas. OJA may also, where extenuating circumstances warrant, extend the implementation date of the project past the ninety (90) day period. When this occurs, the appropriate contract files and records must so note the extension.

Contract with OJA

Contractor is authorizing the following individual(s) to be Authorized Officers to submit claims on this contract to OJA:

Print Name and Title

Phone number

Email

Print Name and Title


Phone number

Email



This is who OJA's claim review team will receive data from, coordinate with for questions, comments or additional information needed.

Contract with OJA



**State of Oklahoma
Office of Juvenile Affairs**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: TBD

Supplier Legal Name: _____

SECTION 174 O.S. § 85221

This is due to the amount exceeding \$5,000 so will be completed and signed with contract.

Contract with OJA

Do not forget these requirements:

- a. Contractor will submit proof of competitive bidding and document consideration of small, minority, women- and US-owned companies, where required.
- b. Contractor will submit proof of Davis Bacon Act Requirements if applicable.

Attachment A - Procurement Guidelines for Small Purchases

A. Purchases under \$5,000 (Sometimes referred to as Direct Order):

Grantee shall ensure that price is fair and reasonable.

B. Purchases between \$5,000 and \$10,000 (Sometimes referred to as Phone Solicitation):

Grantee shall solicit price quotes from a minimum of three suppliers based on written specifications. Grantee shall maintain written documentation of supplier responses. If quotations are taken verbally, Grantee shall produce written documentation of supplier responses. If quotations are taken verbally, Grantee shall produce a written account of suppliers' responses. At a minimum, the documentation of such a purchase shall include the following: Clear definition of the deliverable (product or service specifications), delivery date(s), number, name of person supplying responding solicitation, and date of solicitation response. Award shall be made to the lowest and best responsive supplier.

C. Purchase between \$10,000 and \$100,000 (Sometimes referred to as Written Quotes):

Grantee shall solicit written quotes from at least ten qualified suppliers. A full description of the goods or services shall be included with the request for the quote. At a minimum, the request for quotes shall request the following information: Total cost (net of any shipping charge, handling fee, installation charge, etc.), supplier address, supplier telephone number, name and signature of person supplying the quote, and date of the quotation. Award shall be made to the lowest and best responsive supplier.

D. Sole Source/Sole Brand Purchases (over \$5,000):

Grantee shall certify that the acquisition is **only** available from a single vendor or manufacturer. This method should rarely be used since there are very few goods or services that are only available from a single source. On all sole source or sole brand purchases, Grantee shall perform a market analysis verifying the sole source/sole brand, and document the specifications or scope of work based on the salient characteristics of the acquisition without reference to a specific brand or vendor.

Contract with OJA

Attachment B – Cash Management Principles

CASH MANAGEMENT PRINCIPLES

- A. The timeline spelled out in Contractor’s Exhibit A should provide the anticipated draw schedule. Draw schedules must be verified and reconciled with any changes to the proposed timeline need to be submitted to OJA at arpa@oja.ok.gov to ensure Contractor remains in compliance.
- B. An Authorized Officer of the Subrecipient may submit a monthly claim requesting funding in a format approved by OJA, see Attachment C. Subrecipients should work to minimize the time between the transfer of funds and the expenditure of such funds.
 1. Timing of claims:
 - a. Claims should be submitted monthly
 - b. Claims should only be requested for reimbursement or up to 30 days prior to upcoming expenditures.
 - c. Claims should only be submitted once per month and may contain both advanced payment requests and reimbursement requests
 - d. Subrecipients should ensure the claim is limited to the minimum amount needed for the 30-day time frame requested. The claim schedule must align as closely as possible with the actual expenditure of funds for that 30-day period.
 - e. Claims need to be submitted to arpa@oja.ok.gov by the 15th of each month to attempt to have claims paid by the 5th of the following month. Please note OJA is being requested to only submit one request for funding per month which drives the dates your claims are needed since OJA may not have this cash on hand.
 - f. Claims not received by the 15th of the month run the risk of not being funded until the next month’s cycle.
 - g. Claims submitted without the required supporting documentation run the risk of not being funded until the following month.

Contract with OJA

Attachment B – Cash Management Principles

C. OJA will review claim for compliance with this contract, state and federal laws, rules, and policy. If approved, OJA will request transfer for reimbursement of advance payments, not to exceed a 30-day advancement period, based on the draw schedule, pending review and approval of documentation discussed below for each individual draw.

1. Prior to submittal of a reimbursement claim for goods and/or services already expended, Contractor must submit detailed invoices with dates of service or dates goods were received totaling the amount requested.
 - a. If progress of project does not coincide with work completed based upon invoices, proof of payment and completion or work may be required.
2. Prior to approval of an advanced payment, Contractor is to submit to OJA a timeline of forecasted expenditures and any available detailed documentation for proposed expenditures, including copies of quotes or estimates for service providers, unpaid itemized invoices for proposed purchases, Purchase Orders, executed contracts or subaward agreements, or similar documents indicating upcoming receipt of items or services.
3. An advance payment will only be disbursed for the amount supported by documentation as described above that has a timeline within 30-days of the proposed payment date of the 5th.
4. After any advanced payment has been made, the next subsequent claim covering that 30-day period MUST provide a reconciliation of that prepayment to actual expenditures by Contractor submitting detailed invoices with dates of service or dates goods were received indicating the actual amount expended, as well as the amount of the advanced payment.
 - a. Any advanced payment overpayment will be deducted from current claim and any underpayment Contractor may request be added to current claim.
 - b. If adequate documentation supporting the actual expenditure of the advanced payment is not provided, current claim received will be reduced by the amount of advanced payment not having sufficient documentation.
 - c. Advanced payments are contingent on the continued compliance of the Subrecipient with all its financial and programmatic compliance and reporting duties. Failures or deficiencies in these activities can result in denial of advanced payments.

Contract with OJA

Attachment C – Claim Format

OFFICE OF JUVENILE AFFAIRS

Request for Payment of Funds

Claim must be submitted to OJA ARPA email address at: ARPA@oja.ok.gov by the 15th of the month. Full supporting documentation must accompany claim request.

SECTION I – REQUEST		
1. NAME OF CONTRACTOR	3. CONTRACT AMOUNT	4. AMOUNT REQUESTED
ADDRESS	5. CONTRACT NUMBER	35,000
CITY, STATE & ZIP	6. REQUEST NUMBER	
2. SEND WARRANT TO (IF DIFFERENT FROM CONTRACTOR)	7. PERIOD FUNDS REQUESTED (MM/DD/YY TO MM/DD/YY)	
ADDRESS	8. CONTACT PERSON (NAME AND TITLE)	
CITY, STATE & ZIP	9. CONTACT PERSON (PHONE)	

4 + 5 = Amount Requested

SECTION II – STATUS OF FUNDS	AMOUNT	FOR OJA USE ONLY
1. Contract Amount	\$	FUND:
2. Amount Received Before Today	\$	ACCT:
3. Requested in Transit (not yet received)	\$	SUB ACT:
4. Advancement Amount of this Request	\$ 10,000	CFDA:
5. Reimbursement Amount of this Request	\$ 25,000	OBJ. CODE:
6. Balance Remaining to Draw (1 minus sum of 2 thru 5)	\$	ORDER NO.:
		INVOICE NO.:

Contract with OJA

Exhibit A – Grant Application

Front tab has brief generic instructions

All information must be completed in its entirety or application will be disqualified. Pay special attention to "Notes" at the bottom of each section.

This file includes:

- Instructions
- Summary
- 4 Detail Tabs
 - Other Funding
 - Capital_Equipment
 - Capital_SubContracts
 - Real_Property
 - Budget_Schedule

To view tabs maximize both the Excel program as well as the spreadsheet. To maximize click double box symbol between _ and X in the upper right hand corner of program.

To complete the budget section of your application you need to begin with your program narrative being inserted into the Summary tab. The top portion of the summary tabs needs you to input data. The bottom portions pulls from other tabs.

Print this sheet for reference.

1 To begin completing the Budget Portion of your grant application:

Instructions | Summary | Other Funding | Capital_Equipment | Capital_SubContracts | Real_Property | Bt

Contract with OJA

Exhibit A – Grant Application

Summary tab pulls amounts from other tabs but also requires information from applicant. Please note this section is required. **ARPA requires all recipients to have a UEI is required so if you do NOT have one, start that process with the system of award management (SAM) now. Payments cannot be made to an entity that does not have a UEI.**

1	Entity Name:	
2	FEI/TIN	
3	Contact Name:	
4	Contact Email:	
5	Contact Phone Number:	
6	Unique Entity Identifier (Required)	
7	Description of how funds will be utilized:	
8		
9		
0		
1		
2		
3		
4		
5		
6		
7		
8		
9		
0		
1		
2		
3		

Instructions | **Summary** | Other Funding | Capital_Equipment | Capital_SubContracts | Real_Prop

Contract with OJA

Exhibit A – Grant Application

If you have other funding for this project, list it on the other funding tab. Amounts listed on this tab will have to be spread to the same penny as other funding listed on other tabs. Also, note that requirements due to other funding may change; must use the one that is the most stringent across the entire award.

	A	B	C	D
1	A	B	C	
2	Line	Funding Source (include name of grantor, organization, etc. from which you received the funds)	Amount	
3	1	Tom Smith, private donations	5,000	
4	2			
5	3			
6	4			
7	5			
8	6			
9	7			
10	8			
11	9			
12	10			
13	11			
14	12			
15	13			
16	14			
17	15			
18	16			
19	17	Total (Note 2)	\$ 5,000	-
20				
21				
22				

Contract with OJA

Exhibit A – Grant Application

A	B	C	D	E	F	G	H	I	J	K
Line	Description of Equipment Item	Quantity	Unit Price	Funds Requested	Other Funding	Total Project Cost	Will Equipment be attached/incorporated into building?	Scope / Purpose	Expected Request Date	Expected Delivery Date
1	XYZ System	1	25,000	20,000	5,000	\$ 25,000	Yes	Provide info	7/1/23	9/1/23
2						\$ -				
3						\$ -				
4						\$ -				
5						\$ -				
6						\$ -				
7						\$ -				
8						\$ -				
9						\$ -				
10						\$ -				
11						\$ -				
12						\$ -				
13						\$ -				
14						\$ -				
15						\$ -				
16	Totals			\$ -	\$ -	\$ -				

The dates will drive the budget schedule.

Contract with OJA

Exhibit A – Grant Application

	A	C	D	E	F	G	H	I	J
1	A	C	D	E	F	G	H	I	J
2	Line	Hours (or Basis)	Fee or Rate	Funds Requested	Other Funding	Total Project Cost	Scope / Purpose	Expected Start Date	Expected Completion date
3	1	1000	25	25,000	0	\$ 25,000 -	Provide info	9/1/23	12/1/24
4	2					\$ -			
5	3					\$ -			
6	4					\$ -			
7	5					\$ -			
8	6					\$ -			
9	7					\$ -			
10	8					\$ -			
11	9					\$ -			
12	10					\$ -			
13	11					\$ -			
14	12					\$ -			
15	13					\$ -			
16	14					\$ -			
17	15					\$ -			
18	16			\$ -	\$ -	\$ -			
19									
20									
21									
22									

The dates from this tab are for reference only. You will need to enter expected amounts for this category into appropriate budget dates for the budget schedule.

Contract with OJA

Exhibit A – Grant Application

A	B	C	D	E	F	G	H	I
A	B	C	D	E	F	G	H	I
Line	Physical Address of Property to be purchased	Acres/Buildings	Fee or Rate	Funds Requested	Other Funding	Total Project Cost	Scope / Purpose	Expected Purchase Date
1						\$ -		
2						\$ -		
3						\$ -		
4						\$ -		
5						\$ -		
6						\$ -		
7						\$ -		
8						\$ -		
9						\$ -		
10						\$ -		
11						\$ -		
12						\$ -		
13						\$ -		
14						\$ -		
15						\$ -		
16	Total			\$ -	\$ -	\$ -		

The expected purchase date will drive the budget schedule.

Contract with OJA

Exhibit A – Grant Application

This tab will pull from the other tabs based upon dates selected except for the subContracts in column C which is highlighted. Please enter expected amounts. We did not attempt to formulate since contracts are paid not all at once and often not at the same amount each month.

	A	B	C	D	H	I	J	K
1	Projected Month	Equipment	SubContracts	Real Property				
2	Jan-23	-		-				
3	Feb-23	-		-		FY2023	-	
4	Mar-23	-		-		FY2024	35,000	
5	Apr-23	-		-		FY2025	10,000	
6	May-23	-		-		FY2026	-	
7	Jun-23	-		-			45,000	
8	Jul-23	-		-				
9	Aug-23	-		-				
10	Sep-23	20,000		-				
11	Oct-23	-		-				
12	Nov-23	-		-				
13	Dec-23	-		-				
14	Jan-24	-		-				
15	Feb-24	-		-				
16	Mar-24	-	15,000	-				
17	Apr-24	-		-				
18	May-24	-		-				
19	Jun-24	-		-				
20	Jul-24	-		-				
21	Aug-24	-		-				
22	Sep-24	-	5,000	-				
23	Oct-24	-		-				
24	Nov-24	-		-				
25	Dec-24	-	5,000	-				
26	Jan-25	-		-				
27	Feb-25	-		-				

Ensure this amount totals your requested fund amount on this contract on the summary page

Contract with OJA

Exhibit A – Grant Application

*Did not calculate %s for this illustration

This tab will pull from the other tabs based upon amounts entered and should total in the funds requested section the total amount expected for this Contract (which OJA will verify that amount is at maximum the amount approved less 2%).

37	38	39	Line	Capital Real Property	Funds Request		Other Funding Sources		Total Project Costs	
					Purpose Area	1	Cash Match (not required)		Amount	Percentage
					Amount	Percentage	Amount	Percentage		
40	41	1	Equipment	20,000	0%	5,000	0%	25,000	0%	
42	42	2	Contractor/Consultants	25,000	0%	-	0%	25,000	0%	
43	43	3	Real Property	-	0%	-	0%	-	0%	
44	44	4	Total	45,000	0%	5,000	0%	50,000	0%	
45	46									
47	47									
48	48									
49	49									
50	50									
51	51									

Other Funding is not a requirement
 *If upgrading current structures/facilities, please submit pictures of current structures/facilities.

IMPORTANT NOTICES!
 The amounts included in the above budget must be used to increase the amount of funds that would be made available (or have

Summary | Other Funding | Capital_Equipment | Capital_SubContracts | Real_Property | Budget

Please ensure pictures are submitted with application. AND make sure your shelter changes have been approved by DHS licensing

Follow-up

- **If you find issues with formulas or getting data not anticipated when completing the budget spreadsheet, email ARPA@oja.ok.gov**
- **If items are adjusted due to any issues, they will be placed on OJA's website**
- **If OJA has any FAQs that come from these meetings, they will be placed on OJA's website.**

Questions???

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Thank you

