

# Division of Social Services

## Social Services Block Grant

### *Intended Use Plan*

The Paperwork Reduction Act of 1995 (Pub. L. 104-13). STATEMENT OF PUBLIC BURDEN: Through this information collection, ACF is identifying plans for State use of Social Services Block Grant (SSBG) Funding. The purpose of this information is to identify estimated SSBG expenditures and recipients, as well as the intended geographic location and eligibility considerations for planned services. Information will be used to gain insight on the administration of the SSBG program and to provide support to grantees related to the administration of their SSBG program. Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a mandatory collection of information and is required to retain a benefit [45 C.F.R. §96.74.]. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0234 and the expiration date is 05/31/2024. If you have any comments on this collection of information, please contact the Office of Community Services, Social Services Block Grant Program via email: [SSBG@acf.hhs.gov](mailto:SSBG@acf.hhs.gov).





## II. Administrative Operations

1. **Administering Agency** OKLAHOMA DEPARTMENT OF HUMAN SERVICES

2. **Location** 2400 Noth Lincoln Blvd., Oklahoma City, OK 73125

### 3. **Mission/Goals of Agency**

Oklahoma Department of Human Services' mission is to help individuals and families in need help themselves lead safer, healthier, more independent and productive lives.

### 4. **Description of Financial Operations Systems**

General:

Oklahoma Department of Human Services (OKDHS) cost accounting policies and procedures are consistent with state laws and are in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards codified at 2 CFR 200.

Costs incurred directly by OKDHS are supported by appropriate vendor and accounting records. All administrative costs claimed for FFP are based on actual expenditures paid during the quarter and reflected in the Administrative Cost Allocation Report (CSTPR).

Costs incurred by other state agencies are supported by written agreements as required by 45 CFR Part 95, Subpart E (b) (6).

Budget Process/Cost Accounting:

The Budget Unit ensures the coordination of OKDHS operating budget and expenditure transactions within the limits of the budget work program and budget revisions. The Budget Unit is responsible for coordination of Requests for Finance and/or Payroll Location necessary for setting up locations for new organizational units or payroll, agency contracts, agency contracts, specific purchases in need of cost separation for appropriate allocation. Request for Finance and/or Payroll Location identifies the fiscal year, Finance Division account number, location number, and budget code that the funding will come from, if funds are available. There are three types of funding: operating, capital and one-time funding which requires the Director's approval. The Budget Unit then analyzes the need for additional state monies, the fiscal and FTE impact to monitor expenditures that affect state dollars Budget Unit forwards Requests for Finance and/or Payroll Location to the Finance Division, Cost Accounting and Revenue Enhancement (CARE) Unit. CARE Unit assigns the cost center and cost pool (see below for further information regarding cost centers and cost pools) which represents the allocation of the new location.

The CARE Unit is responsible for the preparation, revision, and accumulation of all administrative costs of the cost allocation plan and oversees the collection of data necessary for allocation and distribution. CARE uses generally accepted accounting procedures of costs as described herein and responsible for the Grants Management System for OKDHS.

(Source: OKDHS Public Assistance Cost Allocation Plan (PACAP))

### III. Program Planning

#### 1. Planning for Distribution and Use of Funds

*Describe the planning process for determining the State's use and distribution of SSBG funds.*

Social services provided through Title XX Social Services Block Grant (SSBG) funding are delivered based on a plan of service or investigation and the expenditures are all allocated through the agency's approved Random Moment Time Study (RMTS). If the plan of service or investigation indicates a need for protective services, these services are provided without regard to income. 100% of recipients of the funding will receive services from a CWS or APS caseworker – and all are eligible to receive services within the state of Oklahoma.

#### 2. Describe the Characteristics of Individuals to be Served

*Include definitions for child, adult, and family; eligibility criteria; and income guidelines.*

A family is defined for the purpose of this income eligibility determination as one or more adults and/or children, related by blood, or law, and residing in the same household. When adults, other than spouses, reside together, each is considered a separate family.

"Child" means any unmarried person under eighteen (18) years of age. Title 10A, 10A Okla. Stat. 1-1-105 (7)

"Adult" means any person over eighteen (18) years of age.

The family size and composition of children living with persons who are not legally responsible for their support is either child only, a one-person family, when the caretaker cannot be a payee for them in Temporary Assistance to Needy Families (TANF), or a multiple-person child-only family when he/she is not included in an TANF grant but the caretaker could be a payee for them within TANF policy.



#### 3. Public Inspection of Pre-Expenditure Report

*Describe how the State made available for public inspection and comment the current Pre-Expenditure Report or revision to the report. Supporting documentation for public inspection is also required. (See V. Appendices, Appendix A: Documentation of public Hearing).*

An announcement of the availability of a copy of this plan was posted on the OKDHS website in September 2022. A copy of the plan will be made available to any interested parties upon request.

##### Fair Hearings

Persons may request a hearing when in their opinion they have been:

- (1) Unfairly determined to be ineligible for any services in this report whether at the time of application for services or after they have been a recipient of a service;
- (2) Unfairly determined not to be in need of a particular requested service; or,
- (3) Treated unfairly by staff of DHS with respect to any aspect of the services program.

Requests for hearings should be made within thirty (30) days of the date of a notice from DHS denying, terminating or reducing services. Complaints about unfair treatment may be made at any time. Requests for hearings or complaints may be made orally to the county office or in writing either to the county or state office of DHS. Requests, which cannot be resolved at the county office, level and those received at the state office, are forwarded to the Appeals Unit for follow-up action and fair treatment in accord with state and federal statutes and DHS policy.

#### IV. Program Operations

Complete one table for each service category provided by the state during the reporting period.

##### 1. Program Operations – Adoption Services

<b>a. Service Category (use uniform definition) – Adoption Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**2. Program Operations – Case Management Services**

<b>a. Service Category (use uniform definition) – Case Management Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**3. Program Operations – Congregate Meals**

<b>a. Service Category (use uniform definition) – Congregate Meals</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**4. Program Operations – Counseling Services**

<b>a. Service Category (use uniform definition) – Counseling Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**5. Program Operations – Day Care Services – Adults**

<b>a. Service Category (use uniform definition) – Day Care Services – Adults</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**6. Program Operations – Day Care Services – Children**

<b>a. Service Category (use uniform definition) – Day Care Services – Children</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**7. Program Operations – Education and Training Services**

<b>a. Service Category (use uniform definition) – Education and Training Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**8. Program Operations – Employment Services**

<b>a. Service Category (use uniform definition) – Employment Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**9. Program Operations – Family Planning Services**

<b>a. Service Category (use uniform definition) – Family Planning Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**10. Program Operations – Foster Care Services for Adults**

<b>a. Service Category (use uniform definition) – Foster Care Services for Adults</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**11. Program Operations – Foster Care Services for Children**

<b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**12. Program Operations – Health Related and Home Health Services**

<b>a. Service Category (use uniform definition) – Health Related and Home Health Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**13. Program Operations – Home Based Services**

<b>a. Service Category (use uniform definition) – Home Based Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**14. Program Operations – Home Delivered Meals**

<b>a. Service Category (use uniform definition) – Home Delivered Meals</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**15. Program Operations – Housing Services**

<b>a. Service Category (use uniform definition) – Housing Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**16. Program Operations – Independent and Transitional Living Services**

<b>a. Service Category (use uniform definition) – Independent and Transitional Living Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**17. Program Operations – Information and Referral**

<b>a. Service Category (use uniform definition) – Information and Referral</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**18. Program Operations – Legal Services**

<b>a. Service Category (use uniform definition) – Legal Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**19. Program Operations – Pregnancy and Parenting Services for Young Parents**


<b>a. Service Category (use uniform definition) –</b> Pregnancy and Parenting Services for Young Parents
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**20. Program Operations – Prevention and Intervention Services**

<b>a. Service Category (use uniform definition) – Prevention and Intervention Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**21. Program Operations – Protective Services for Adults**

<p><b>a. Service Category (use uniform definition) – Protective Services for Adults</b></p>
<p><b>b. SSBG Goal</b></p> <p>Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency. Achieve or maintain self-sufficiency, including reduction or prevention of dependency. Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families. Prevent or reduce inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care.</p>
<p><b>c. Description of Services</b></p> <p>Protective services for adults are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Examples of situations that may require protective services are injury due to maltreatment; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources. Protective services for adults are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of adults who are unable to protect their own interests. Examples of situations that may require protective services are injury due to maltreatment; lack of adequate food, clothing or shelter; lack of essential medical treatment or rehabilitation services; and lack of necessary financial or other resources.</p>
<p><b>d. Description of Recipients (eligibility considerations)</b></p> <p>Persons who are applicants or recipients of Temporary Assistance to Needy Families (TANF), Refugee Assistance, Title IV-E of the Social Security Act, recipients of Supplemental Security Income (SSI), SNAP, Medicaid, in out of home situations are considered to be automatically financially eligible for SSBG programs.</p> <p>Any funding transferred to SSBG from TANF will be considered eligible within the threshold of the 200% </p>
<p><b>e. Method of Delivery and Geographic Area</b></p> <p>Component services or activities may include immediate intervention, emergency medical services, emergency shelter, developing case plans, initiation of legal action (if needed), counseling for the individual and the family, assessment/evaluation of family circumstances, arranging alternative or improved living arrangements, preparing for placement if needed and case management and referral to service providers. Services will be provided Statewide.</p>
<p><b>f. Partnering State Agency</b></p> <p>Oklahoma Department of Human Services- Adult Protective Services Division</p>
<p><b>g. Subgrantee / Service Providers</b></p>

**22. Program Operations – Protective Services for Children**

<p><b>a. Service Category (use uniform definition) – Protective Services for Children</b></p>
<p><b>b. SSBG Goal</b></p> <p>Achieve or maintain economic self-support to prevent, reduce, or eliminate dependency.</p> <p>Achieve or maintain self-sufficiency, including reduction or prevention of dependency.</p> <p>Prevent or remedy neglect, abuse, or exploitation of children and adults unable to protect their own interests or preserve, rehabilitate, or reunite families.</p> <p>Prevent or reduce inappropriate institutional care by providing for community-</p>
<p><b>c. Description of Services</b></p> <p>Protective services for children are those services or activities designed to prevent or remedy abuse, neglect, or exploitation of children who may be harmed through physical or mental injury, sexual abuse or exploitation, and negligent treatment or maltreatment, including failure to be provided with adequate food, clothing, shelter, or medical care.</p>
<p><b>d. Description of Recipients (eligibility considerations)</b></p> <p>Persons who are applicants or recipients of Temporary Assistance to Needy Families (TANF), Refugee Assistance, Title IV-E of the Social Security Act, recipients of Supplemental Security Income (SSI), SNAP, Medicaid, in out of home situations, or involved in a child abuse investigation are considered to be automatically financially eligible for SSBG programs.</p> <p>Any funding transferred to SSBG from TANF will be considered eligible within the threshold of the 200%</p>
<p><b>e. Method of Delivery and Geographic Area</b></p> <p>Component services or activities may include immediate investigation and intervention, emergency medical services, emergency shelter, developing case plans, initiation of legal action (if needed), counseling for the child and the family, assessment/evaluation of family circumstances, alternative living arrangement, preparing for foster placement if needed, and case management and referral to service providers. Services will be provided Statewide.</p>
<p><b>f. Partnering State Agency</b></p> <p>Oklahoma Department of Human Services- Child Welfare Division- Child Protective Services</p>
<p><b>g. Subgrantee / Service Providers</b></p>

**23. Program Operations – Recreational Services**

<b>a. Service Category (use uniform definition) – Recreational Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**24. Program Operations – Residential Treatment Services**

<b>a. Service Category (use uniform definition) – Residential Treatment Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**25. Program Operations – Special Services for Persons with Developmental or Physical**

<b>a. Service Category (use uniform definition) –</b> Special Services for Persons with Developmental or Physical
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**26. Program Operations – Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity**

<b>a. Service Category (use uniform definition) –</b> Special Services for Youth Involved in or at Risk of Involvement with Criminal Activity
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**27. Program Operations – Substance Abuse Services**

<b>a. Service Category (use uniform definition) – Substance Abuse Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>



**28. Program Operations – Transportation Services**

<b>a. Service Category (use uniform definition) – Transportation Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

**29. Program Operations – Other Services**

<b>a. Service Category (use uniform definition) – Other Services</b>
<b>b. SSBG Goal</b>
<b>c. Description of Services</b>
<b>d. Description of Recipients (eligibility considerations)</b>
<b>e. Method of Delivery and Geographic Area</b>
<b>f. Partnering State Agency</b>
<b>g. Subgrantee / Service Providers</b>

## **V. Appendices**

### **Appendix A: Documentation of Public Hearing**

*Attach documentation of public hearing, such as public hearing notices, websites, electronic correspondence, letters, newspaper articles, etc.*

### **Appendix B: Certifications**

*Attach signed copies of the following certifications*

1. Drug-Free Workplace Requirements
2. Environmental Tobacco Smoke
3. Lobbying
4. Debarment, Suspension and Other Responsibility Matters

### **Appendix C: Proof of Audit**

Federal regulations state that: "Each State shall, not less often than every two years, audit its expenditures from amounts received (or transferred for use) under this title...Within 30 days following the completion of each audit, the State shall submit a copy of that audit to the legislature of the State and to the Secretary." (Sec. 2006 [42 U.S.C. 1397a, Sec. 2006]).

*Provide a copy or link to the most recent audit, or a description of the audit that specifies when the audit occurred and summarizes the results of the audit.*

### **Appendix D: SF 424M**

*Scanned copy must be uploaded with application*

### **Appendix E: Federal Financial Report (FFR) For SF-425 Federal Financial Reporting (FFR) Form SF-425**

*Scanned copy must be uploaded with the Intended Use Plan*

### **Appendix F: TANF ACF-196R form**

*Scanned copy must be uploaded with the Intended Use Plan*

## Table of Appendices

**Appendix A:** Documentation of Public Hearing

**Appendix B:** Certifications

**Appendix C:** TANF ACF -196-R

**Appendix D:** SF 424M

**Appendix E:** FFR Form SF-425

# **Appendix A**

Documentation of Public Hearing,

# Appendix B

## Certifications

## **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusive-Lower Tier Covered Transaction" provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check

the List of Parties Excluded from Federal Procurement and Non- procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

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#### Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other



remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction" without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

\*\*\*\*\*

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that

neither it nor its principals is presently debarred, suspended, proposed for debatement, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**Chris  
Smith** Digitally signed  
by Chris Smith  
Date: 2022.08.31  
13:51:20 -05'00'

Chris Smith  
Printed Name

Title: Deputy Director of Compliance  
Compliance & Contracts Division

Organization: Oklahoma Department of Human Services

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

---

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(l) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

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### Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies.
4. For grantees who are individuals, Alternate II applies.
5. Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified **in** the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file **in** its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in

particular, to the following definitions from these rules:

9. *Controlled substance* means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

*Conviction* means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

*Criminal drug statute* means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

*Employee* means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

#### Certification Regarding Drug-Free Workplace Requirements

##### Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about
  - (1) The dangers of drug abuse in the workplace;
    - The grantee's policy of maintaining a drug-free workplace;
  - (2) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will - -
  - (l) )Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

Check if there are workplaces on file that are not identified here. Alternate

## II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will repent the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Chris  
Smith

Digitally signed by  
Chris Smith  
Date: 2022.08.31  
13:51:38 -05'00'

Chris Smith

Printed Name

Title: Deputy Director of Compliance  
Compliance & Contracts Division

Organization: Oklahoma Department of Human Services

Source: SSBG Data Collection System

For technical assistance, please contact the SSBG Technical Team at [support@ssbgportal.net](mailto:support@ssbgportal.net).

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States To insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a Pre-requisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**Chris Smith**  
Digitally signed by  
Chris Smith  
Date: 2022.08.31  
13:51:51 -05'00'

---

Chris Smith  
Printed Name

Title: Deputy Director of Compliance  
Compliance & Contracts Division

Organization: Oklahoma Department of Human Services

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all sub-grantees shall certify accordingly.

**Chris  
Smith**

Digitally signed by  
Chris Smith  
Date: 2022.08.31  
13:52:02 -05'00'

Chris Smith  
Printed Name

Title: Deputy Director of Compliance  
Compliance & Contracts Division

Organization: Oklahoma Department of Human Services




# Appendix C

TANF ACF -196-R

**Department of Health and Human Services**  
**Administration for Children and Families**  
**Temporary Assistance for Needy Families (TANF) ACF - 196R Financial Report**  
**Part 1: Expenditure Data**

State OKLAHOMA	Grant Year 2022	Fiscal Year 2022	Report Quarter Ending 06/30/2022	Next Quarter En ding 12/31/2022	Report is Submit ted as: <input checked="" type="radio"/> New <input type="radio"/> Revised <input type="radio"/> Final
		( A ) Federal Funds  State Family Assistance Grant	( B ) State Funds	( C ) State Funds	( D ) Federal Funds  Contingency Funds Award Reconciliation FS at FMAP Rate of .7451
1. Awarded		\$104,073,947.89			\$0.00
2. Transferred to CCDF Discretionary		\$20,701,197.00			
3. Transferred to SSBG		\$10,350,603.00			
4. Adjusted Award		\$73,022,147.89			
5. Carryover		\$0.00			
Expenditure Categories		Federal TANF Expenditures	State MOE Expenditures in TANF	MOE Expenditures Separate State Programs	Expenditures with Contingency Funds
6. Basic Assistance		\$0.00	\$8,669,573.00	\$0.00	\$0.00
6.a. Basic Assistance (excluding Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies)		\$0.00	\$7,892,069.00	\$0.00	\$0.00
6.b. Relative Foster Care Maintenance Payments and Adoption and Guardianship Subsidies		\$0.00	\$777,504.00	\$0.00	\$0.00
7. Assistance Authorized Solely Under Prior Law		\$0.00			\$0.00
7.a. Foster Care Payments		\$0.00			\$0.00
7.b. Juvenile Justice Payments		\$0.00			\$0.00
7.c. Emergency Assistance Authorized Solely Under Prior Law		\$0.00			\$0.00
8. Non-Assistance Authorized Solely Under Prior Law		\$0.00			\$0.00
8.a. Child Welfare or Foster Care Services		\$0.00			\$0.00
8.b. Juvenile Justice Services		\$0.00			\$0.00
8.c. Emergency Services Authorized Solely Under Prior Law		\$0.00			\$0.00
9. Work, Education, and Training Activities		\$0.00			\$0.00
9.a. Subsidized Employment		\$0.00	\$0.00	\$0.00	\$0.00
9.b. Education and Training		\$0.00	\$14,656,106.00	\$0.00	\$0.00
9.c. Additional Work Activities		\$0.00	\$0.00	\$0.00	\$0.00
10. Work Supports		\$0.00	\$114,825.00	\$0.00	\$0.00
11. Early Care and Education		\$0.00	\$6,443,749.00	\$0.00	\$0.00
11.a. Child Care (Assistance and Non-Assistance)		\$0.00	\$6,443,749.00	\$0.00	\$0.00
11.b. Pre-Kindergarten/Head Start		\$0.00	\$0.00	\$0.00	\$0.00
12. Financial Education and Asset Development		\$0.00	\$0.00	\$0.00	\$0.00
13. Refundable Earned Income Tax Credits		\$0.00	\$0.00	\$0.00	\$0.00
14. Non-EITC Refundable State Tax Credits		\$0.00	\$0.00	\$0.00	\$0.00
15. Non-Recurrent Short Term Benefits		\$0.00	\$342,853.00	\$0.00	\$0.00
16. Supportive Services		\$0.00	\$1,369,069.00	\$0.00	\$0.00
17. Services for Children and Youth		\$0.00	\$1,067,966.00	\$0.00	\$0.00
18. Prevention of Out-of-Wedlock Pregnancies		\$0.00	\$0.00	\$0.00	\$0.00
19. Fatherhood and Two-Parent Family Formation and Maintenance Programs		\$0.00	\$0.00	\$0.00	\$0.00
20. Child Welfare Services		\$0.00	\$4,443,438.00	\$0.00	\$0.00
20.a. Family Support/Family Preservation /Reunification Services		\$0.00	\$4,056,978.00	\$0.00	\$0.00
20.b. Adoption Services		\$0.00	\$0.00	\$0.00	\$0.00

20.c. Additional Child Welfare Services	\$0.00	\$386,460.00	\$0.00	\$0.00
21. Home Visiting Programs	\$0.00	\$0.00	\$0.00	\$0.00
22. Program Management	\$0.00	\$5,679,337.00	\$0.00	\$0.00
22.a. Administrative Costs	\$0.00	\$3,618,581.00	\$0.00	\$0.00
22.b. Assessment/Service Provision	\$0.00	\$1,362,205.00	\$0.00	\$0.00
22.c. Systems	\$0.00	\$698,551.00	\$0.00	\$0.00
23. Other	\$0.00	\$133,256.00	\$0.00	\$0.00
24. Total Expenditures	\$0.00	\$42,920,172.00	\$0.00	\$0.00
25. Transitional Services for Employed	\$0.00	\$0.00	\$0.00	\$0.00
26. Job Access	\$0.00	\$0.00	\$0.00	\$0.00
27. Federal Unliquidated Obligations	\$0.00			\$0.00
28. Unobligated Balance	\$73,022,147.89			\$0.00
29. State Replacement Funds		\$0.00		
Quarterly Estimate	Estimate of TANF Funds Requested			
30. Estimate of TANF Funds Requested for the Following Quarter	\$0.00			
THIS IS TO CERTIFY THAT THE INFORMATION REPORTED ON ALL PARTS OF THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.				
Signature, Approving State Official 	State Official Name Chris Smith	State Official Title Comptroller II	State Official Agency OKLAHOMA	
Signature Date: 08/03/2022		Date Submitted: 08/03/2022		

# Appendix D

Form SF 424M

## APPLICATION FOR FEDERAL ASSISTANCE SF - 424 - MANDATORY

**OMB APPROVED**  
Control No: 4040-0020  
Expires 01/31/2023  
Version 01.1

<b>* 1.a. Type of Submission:</b> <input type="radio"/> Plan <input checked="" type="radio"/> Funding Request	<b>* 1.b. Frequency:</b> <input checked="" type="radio"/> Annual <input type="radio"/> Other  * Other (Specify)	<b>* 1.c. Consolidated Application/Plan/Funding Request?</b> Explanation:	<b>* 1.d. Version:</b> <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update
		<b>2. Date Received:</b>	<b>State Use Only:</b>
		<b>3. Applicant Identifier:</b>	
		<b>4a. Federal Entity Identifier:</b>	<b>5. Date Received By State:</b>
		<b>4b. Federal Award Identifier:</b>	<b>6. State Application Identifier:</b>

**7. APPLICANT INFORMATION**

<b>* a. Legal Name:</b> Oklahoma				
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>	1736017987E1	<b>* c. Organizational DUNS:</b>	809929904	<b>* c. Organizational UEI:</b> NML2FG3CVSG5
<b>* d. Address:</b>				
<b>* Street 1:</b>	P.O. Box 25352	<b>Street 2:</b>		
<b>* City:</b>	OKLAHOMA CITY	<b>County:</b>		
<b>* State:</b>	OK	<b>Province:</b>		
<b>* Country:</b>	United States	<b>* Zip / Postal Code:</b>	73125 -	

<b>e. Organizational Unit:</b>	
<b>Department Name:</b>	<b>Division Name:</b>

<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
<b>Prefix:</b>	<b>* First Name:</b> Arminda	<b>Middle Name:</b>	<b>* Last Name:</b> Arevalo
<b>Suffix:</b>	<b>Title:</b> Comptroller III	<b>Organizational Affiliation:</b>	
<b>* Telephone Number:</b> (405) 982-3551	<b>Fax Number:</b>	<b>* Email:</b> Arminda.Arevalo@okdhs.org	

<b>* 8a. TYPE OF APPLICANT:</b> A: State Government
<b>b. Additional Description:</b>
<b>* 9. Name of Federal Agency:</b>  Administration for Children and Families, Office of Community Services

	<b>Catalog of Federal Domestic Assistance Number:</b>	<b>CFDA Title:</b>
<b>10. CFDA Numbers and Titles 1</b>	93.667	Social Services Block Grant

<b>11. Descriptive Title of Applicant's Project</b> Child and Adult Protective Services
--


<b>12. Areas Affected by Funding:</b> Child Welfare and Adult Protective Services
--

<b>13. CONGRESSIONAL DISTRICTS OF:</b>	
<b>* a. Applicant</b> 05	<b>b. Program/Project:</b>

Attach an additional list of Program/Project Congressional Districts if needed.

<b>14. FUNDING PERIOD:</b>		<b>15. ESTIMATED FUNDING:</b>	
<b>a. Start Date:</b> 10/01/2022	<b>b. End Date:</b> 09/30/2023	<b>* a. Federal (\$):</b> \$0	<b>b. Match (\$):</b> \$0

<b>* 16. IS SUBMISSION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?</b>	
a. This submission was made available to the State under the Executive Order 12372	
Process for Review on :	
b. Program is subject to E.O. 12372 but has not been selected by State for review.	
c. Program is not covered by E.O. 12372.	

<p>* 17. Is The Applicant Delinquent On Any Federal Debt?</p> <p><input type="radio"/> YES</p> <p><input checked="" type="radio"/> NO</p>	
<p>Explanation:</p>	
<p>18. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>**I Agree <input checked="" type="checkbox"/></p>	
<p>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</p>	
<p>18a. Typed or Printed Name and Title of Authorized Certifying Official</p> <p>Chris L. Smith</p>	<p>18c. Telephone (area code, number and extension)</p>
	<p>18d. Email Address</p> <p>Chris.Smith@okdhs.org</p>
<p>18b. Signature of Authorized Certifying Official</p> 	<p>18e. Date Report Submitted (Month, Day, Year)</p> <p>08/31/2022</p>
<p><b>Attach supporting documents as specified in agency instructions.</b></p>	

# Appendix E

FFR Form SF-425

**FEDERAL FINANCIAL REPORT**

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted  <b>HHS-ADMINISTRATION FOR CHILDREN &amp; FAMILIES</b>				2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  <b>2101OKSOSR</b>				
3. Recipient Organization (Name and complete address including Zip code)  <b>OK ST DEPARTMENT OF HUMAN SERVICES</b> <b>2409 N. Kelley Avenue, Annex, , OKLAHOMA CITY, OK 73125</b>								
4a. DUNS  <b>809929904</b>	4b. EIN  <b>1736017987E1</b>	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  <b>1918B</b>		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual		
8. Project/Grant Period (Month, Day, Year) From: <b>October 1, 2020</b> To: <b>September 30, 2022</b>			9. Reporting Period End Date (Month, Day, Year) <b>September 30, 2021</b>					
<b>10. Transactions</b>					Cumulative			
(Use lines a-c for single or combined multiple grant reporting)								
<b>Federal Cash (To report multiple grants separately, also use FFR Attachment):</b>								
a. Cash Receipts					\$19,212,891.00			
b. Cash Disbursements					\$19,212,891.00			
c. Cash on Hand (line a minus b)					\$0.00			
(Use lines d-o for single grant reporting)								
<b>Federal Expenditures and Unobligated Balance:</b>								
d. Total Federal funds authorized					\$19,212,891.00			
e. Federal share of expenditures					\$19,212,891.00			
f. Federal share of unliquidated obligations					\$0.00			
g. Total Federal share (sum of lines e and f)					\$19,212,891.00			
h. Unobligated balance of Federal funds (line d minus g)					\$0.00			
<b>Recipient Share:</b>								
i. Total recipient share required					\$0.00			
j. Recipient share of expenditures					\$0.00			
k. Remaining recipient share to be provided (line i minus j)					\$0.00			
<b>Program Income:</b>								
l. Total Federal share of program income earned					\$0.00			
m. Program income expended in accordance with the deduction alternative					\$0.00			
n. Program income expended in accordance with the addition alternative					\$0.00			
o. Unexpended program income (line l minus line m and line n)					\$0.00			
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
g. Totals:					\$0.00	\$0.00	\$0.00	
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: Total SSBG Expenditures is \$33,013,691.00. Part of this is funded from TANF Transferred funds of \$13,800,800.00.								
<b>13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)</b>								
a. Typed or Printed Name and Title of Authorized Certifying Official  <b>Mangus, Paul</b> <b>Finance Audit Liaison</b>					c. Telephone (Area code, number, and extension) <b>+1 (405) 212-6541</b>			
b. Signature of Authorized Certifying Official  <b>Mangus, Paul</b>					d. Email Address <b>paul.mangus@okdhs.org</b>			
e. Date Report Submitted (Month, Day, Year) <b>February 18, 2022</b>								

Standard Form 425  
 OMB Approval Number: 4040-0014  
 Expiration Date: 02/28/2022

**Paperwork Burden Statement**  
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 4040-0014. Public reporting burden for this collection of information is estimated to average 1 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: US Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave, SW, Suite 336-E, Washington DC 20201. Attention: PRA Reports Clearance Officer