COMMUNITY PORTAL: GUIDEBOOK FOR APPLICANTS

Oklahoma County, Oklahoma Recovery Plan

State and Local Fiscal Recovery Funds

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SECTION 1: PROGRAM DESCRIPTION

1.1. OVERVIEW OF THE GRANT PROGRAM

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and aid in their efforts to contain impacts on communities, residents, and businesses.

1.2. FEDERAL AWARD INFORMATION

1.2.1. FUNDING AVAILABILITY

During the first round of community funding Oklahoma County allocated $8.4 million in community grants across the three districts. The county is now looking to award a second tranche of funding to community applicants. In total, for the second tranche, the county will distribute an additional $5.7 million throughout the community. Each County Commissioner will award a third of the $5.7M total to their individual priorities.

When the second round of awards is completed, $14.1 million will be authorized for community initiatives.

1.2.2. AWARD AMOUNT

Each County Commissioner will determine the award amount on a case-by-case basis.
- Currently there is no maximum or minimum amount for the grant application but is subject to change.
- Awarded amounts may vary by district and by project.

In the first round of community grants the median awarded amount was **$250,000.00**.

1.2.3. APPLICATION LIMITS

There is no limit to the number of submissions per applicant; however, in the past round, only one project per community applicant was awarded. If you were a recipient of funding during the first round of awards, you may still submit an application.

In the event of multiple project submission, please note that each application should reflect only one funding request. Individual programs within an organization with their own unique needs will need to apply for each project.

1.2.4. PERIOD OF PERFORMANCE

All contracts with grantees must be in effect by November 30, 2024, and funds must be expended by December 31, 2026.

Once a project is entered the recipient will be able to report on the project's obligations and expenditures. An obligation is considered a commitment to pay funds for a specific use. An expenditure is the actual payment of funds.

Recipients will be asked to report:
- Current period obligation
- Cumulative obligation
- Current period expenditure
- Cumulative expenditure

SECTION 2: ELIGIBILITY REQUIREMENTS

2.1.   ELIGIBLE VS. INELIGIBLE APPLICANTS

2.1.1. ELIGIBLE GRANT ENTITIES

The following examples represent eligible applications, **although this is not an exhaustive list.**

- Nonprofit: a legal entity that operates for a social, public, or collective benefit
- Government: a body that is closely affiliated with state and local governments, usually by government ownership or control.
- Quasi Government Entity: a hybrid organization that has legal characteristics of both the government and private sectors.
- For Profit Small Business: a for-profit company with 50 or fewer employees, a nonprofit organization, or an independent inventor.
- For Profit Medium Business: a for-profit company with 50 - 249 employees, a nonprofit organization, or an independent inventor.
- For Profit Large Business: a for-profit company with 250 or more employees, a nonprofit organization, or an independent inventor.

2.1.2. INELIGIBLE GRANT ENTITIES

- Internet service providers

2.2.   TARGET PROJECTS

Oklahoma County will prioritize projects aimed at providing support to disproportionately impacted communities facing challenges, particularly those in need of assistance in areas such as:
- Housing
- Mental health and addiction treatment
- Jail diversion
- Food assistance
- After-school support programs

2.3.   TARGET ELIGIBILITY CATEGORY CODES

The County has placed emphasis on particular E.C. Codes, which serve as the central focus of current county endeavors and undertakings. The below E.C. Codes have been recognized as critical domains warranting attention and allocation of resources.

1. Public Health
   Community Violence Interventions
   - 1.11: Community Violence Interventions*^
   Behavioral Health
   - 1.12: Mental Health Services*^
   - 1.13: Substance Use Services*^

2. Negative Economic Impacts
   Assistance To Households
   - 2.1: Household Assistance: Food Programs*^
   - 2.2: Household Assistance: Rent, Mortgage, And Utility Aid*^
   - 2.14: Healthy Childhood Environments: Early Learning*^
   - 2.15: Long-Term Housing Security: Affordable Housing*^
   - 2.16: Long-Term Housing Security: Services For Unhoused Persons*^
   - 2.17: Housing Support: Housing Vouchers And Relocation Assistance For Disproportionately Impacted Communities*^
   - 2.18: Housing Support: Other Housing Assistance*^
   - 2.22: Strong Healthy Communities: Neighborhood Features that Promote
   - Health and Safety^
   - 2.24: Addressing Educational Disparities: Aid To High-Poverty Districts^
   - 2.25: Addressing Educational Disparities: Academic, Social, And Emotional Services*^
   - 2.26: Addressing Educational Disparities: Mental Health Services*^
   - 2.27: Addressing Impacts Of Lost Instructional Time^

   Assistance To Nonprofits
   - 2.34: Assistance To Impacted Nonprofit Organizations (Impacted Or Disproportionately Impacted)^

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions. Please note the evidence-based questions are only applicable to states, U.S. territories, and metropolitan cities and counties with population over 250,000. You can find more information on this in Section 5.6.3.

^Denotes areas where recipients must report on whether projects are primarily serving disproportionately impacted communities.

2.4. DISPROPORTIONATELY IMPACTED COMMUNITIES

Oklahoma County does not adhere to stringent criteria for targeting specific populations. However, preference will be given to disproportionately affected communities. Recognizing the disproportionate public health and negative economic impacts of the pandemic on many households, communities, and other entities, recipients must report whether certain types of projects are targeted to impacted and disproportionately impacted communities. Disproportionately impacted communities include:

Public Health
- General Public

Assistance to Households
- Low-income households and populations
- Households and populations residing in Qualified Census Tracts
- Households that qualify for certain federal programs
- Households receiving services provided by Tribal governments
- Households residing in the U.S. territories or receiving services from these governments
- For services to address educational disparities, Title I eligible schools
- Other households or populations that experienced a disproportionate negative economic impact of the pandemic other than those listed above

Assistance to Non-Profits

- Non-profits operating in Qualified Census Tracts
- Non-profits operated by Tribal governments or on Tribal lands
- Non-profits operating in the U.S. territories
- Other non-profits disproportionately impacted by the pandemic

2.5. USE OF PROJECT FUNDS: ALLOWABLE VS. UNALLOWABLE COSTS

All grant request applications must have a detailed budget narrative explaining and justifying expenditures by budget category. For **each category** listed below, the applicant must provide the breakdown of **each cost**. The following categories are the most common for grantees and are considered eligible expenditures.

Applicants are invited to suggest additional costs relevant to each category with a justification. However, Oklahoma County reserves the right to reject proposed costs that are not applicable to the grant.

2.5.1. ALLOWABLE COSTS

- Personnel Salaries and Wages
- Personnel Fringe Benefits
- Supplies
- Advertising and Outreach
- Rent
- Maintenance and Repair
- Services for removing barriers to participation
- Assistance to Nonprofits
- Administrative Costs (not to exceed 10% of the total budget)
- Equipment (Over $5,000)
- Capital Purchases (Reviewed on a case-by-case basis)

2.5.2. UNALLOWABLE COSTS

The PMO team will assess your budget, and any budget items that lack justification for delivering services may be considered ineligible. Furthermore, please be aware that administrative costs exceeding 10% are also ineligible.

2.6.   COMPLIANCE

2.6.1. FAIR LABOR PRACTICES

Oklahoma County is subject to various federal, state, and local labor laws and regulations. These laws help govern and protect workers' rights, promote fair employment practices, and ensure safe working conditions. Oklahoma county complies with all federal requirements in its construction contracts to ensure projects use strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers. Applicants must provide record of - and plans to be - in compliance with both federal and State of Oklahoma labor and employment laws.

As part of U.S. Treasury's Final Rule, capital expenditure projects of over $10M are required to provide:
- Details on prevailing wages under the Davis – Bacon Act
- Certification on the existence of project labor agreement
    - meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f))

Additionally, all subrecipients who are executing capital expenditure projects must follow various wages law and rules according to Administrative Rules (OAC380:15, 16, 30) that govern hourly wages, benefits, overtime, and other related labor practices in Oklahoma.

2.6.2. CIVIL RIGHTS AND NONDISCRIMINATION LAW

Recipients of grants are required to follow all civil rights and nondiscrimination federal laws related to the use of federal funds. Recipients shall not discriminate or deny benefits or services, on the basis of race, color, national origin (including limited English proficiency), disability, age, sex, sexual orientation, gender identity, or handicap. Recipients must agree to, by binding commitment, abide by all civil rights and non-discrimination requirements set forth. For an exhaustive list with exact requirements, please refer to this link.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in federally funded programs. The PMO team will request information on recipients' compliance with Title VI annually.

2.6.3. DOMESTIC PREFERENCE

Under Uniform Guidance (2 CFR 200.322), grantees must prioritize purchasing goods made in the USA, including metals, plastics, aggregate, and lumber. Documentation of this preference and subcontractor compliance is essential, with the referenced clause included in all subcontracts.

SECTION 3: APPLICATION INFORMATION

3.1. PRE-APPLICATION STEPS

3.1.1. SYSTEM AWARD MANAGEMENT (SAM) REGISTRATION

Applicants must obtain a SAM Unique Entity ID from SAM.gov to be eligible for funding from the ARPA SLFRF grant program. As a subrecipient of a federal award, applicants are only required to obtain a Unique Entity ID and do not have to complete a full SAM registration. Once on SAM.gov entities should choose the "Get a Unique Entity ID Only (No Entity Registration Required)" option. To receive a Unique Entity ID, the entity must input their legal business name and physical address along with any other required information.

3.2. KEY DATES

Oklahoma County anticipates opening the ARPA SLFRF grant portal April 17th, 2024, and closing the applications on May 30th, 2024. Applicants will likely be notified they have won by early fall.

3.3. CONTENT AND FORM OF APPLICATIONS

Applications will be submitted via a Microsoft (MS) Form comprised of three sections that will cover information related to 1) your organization such as policies and procedures, 2) project information comprising of both quantitative and qualitative information and 3) information related to previous applications.

3.3.1. GENERAL INFORMATION

The applicant should be prepared to provide identifying information including the legal entity name, SAM ID, address, primary and secondary contact information, etc.

3.3.2. PROJECT INFORMATION

The applicant will need to provide information including project name, project descriptions, information about the service area, project implementation details, and information on the project timeline.

3.3.3. BUDGET INFORMATION

Your organization must articulate how the allocated funds will be utilized and provide a qualitative narrative that explains and justifies all associated costs. Costs must be within

the bounds of allowable costs and comply with 2 CFR Part 200 for administrative requirements, cost principles, and audit requirements.

You will be required to list the total anticipated funding across the following categories:
1.   Personnel Salaries and Wages
2.   Personnel Fringe Benefits
3.   Supplies
4.   Advertising and Outreach
5.   Rent
6.   Maintenance and Repair
7.   Services for removing barriers to participation
8.   Assistance to Nonprofits
9.   Administrative Costs
10.   Equipment (Over $5,000)
11.   Capital Purchases

SECTION 4: APPLICATION REVIEW PROCESS

4.1   PROCESS OVERVIEW

Upon the conclusion of the application deadline, each submission will undergo a rigorous evaluation process to ascertain both eligibility and completeness. This assessment will be conducted by the Project Management Office (PMO) Team.

The PMO will focus exclusively on evaluating the application's eligibility with respect to the specified Emergency Code (EC) Categories provided by the applicant. This scrutiny will adhere to the State and Local Fiscal Recovery Funds (SLRF) best practices and guidelines.

Subsequently, the final determination will rest with the county commissioners, who will make informed decisions based on the eligibility assessment and community needs.

This systematic approach ensures transparency, fairness, and adherence to established protocols throughout the decision-making process.

SECTION 5: OKLAHOMA COUNTY AWARD ADMINISTRATION

5.1. OKLAHOMA COUNTY AWARD NOTICES

Applicants will be notified in writing by the PMO Team if their application is selected for an award in fall 2024. If the application is selected for funding, the PMO Team will issue the grant award by an authorizing financial assistance award document. By signing the document, the recipient agrees to comply will all terms, conditions, and provisions set forth. If an applicant is awarded funding, the Oklahoma County office is not under any obligation to provide additional funding in connection with that award or make any future awards.

5.2. NATIONAL POLICY REQUIREMENTS

5.2.1. UNIFORM GUIDANCE AND COST PRINCIPLES

Award recipients must comply with federal regulations outlined in 2 CFR Part 200, which cover areas such as uniform guidance, cost principles, and audit requirements. Treasury may exempt certain provisions from applying to the award, but Subparts D, E, and F of the Uniform Guidance—including post-award requirements, cost principles, and audit requirements—remain applicable. For an exhaustive list of uniform guidance requirements, reference eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Cost principles, outlined in 2 CFR Part 200 Subpart E, dictate that allowable costs should be managed effectively and appropriately by the recipient. This includes employing sound organization and management techniques, as well as maintaining proper accounting practices. Recipients must establish internal controls to ensure compliance with these regulations. For the exhaustive list of cost principles regulations, see eCFR :: 2 CFR Part 200 Subpart E -- Cost Principles.

5.2.2. PROPERTY MANAGEMENT

Any purchase of real or personal property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D, unless stated otherwise by Treasury.

As outlined in 2022 Final Rule FAQ 13.16, Treasury has clarified the use and disposition requirements for real and personal property, supplies, and equipment purchased with SLFRF funds.

5.2.3. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

In accordance with 2 CFR § 200.321, the recipient of an award must take the following affirmative steps to ensure that businesses under 2 CFR § 200.321 are used when possible.

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this section and further described in [eCFR :: 2 CFR 200.321 -- Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.](#)

5.2.4. Debarred Contractors

The Uniform Guidance at 2 CFR 200.214, 2 CFR Part 180, and Treasury's implementing regulations at 31 CFR Part 19, prohibit recipients from entering contracts with suspended or debarred parties.

Please use this [link](#) to verify whether your contractors are debarred. You must make some reasonable effort to promote contracts to minority and women owned businesses. This may include sending purchasing information to a list of MBE & WBEs.

5.3. Technical Assistance

If awarded, recipients will have access to procurement and compliance resources that contain information regarding grantee requirements. Oklahoma County will provide compliance webinars, training, and one-on-one assistance for compliance questions.

If you face any difficulties while submitting the form, please feel free to contact us on okcounty_arpa@accenture.com.
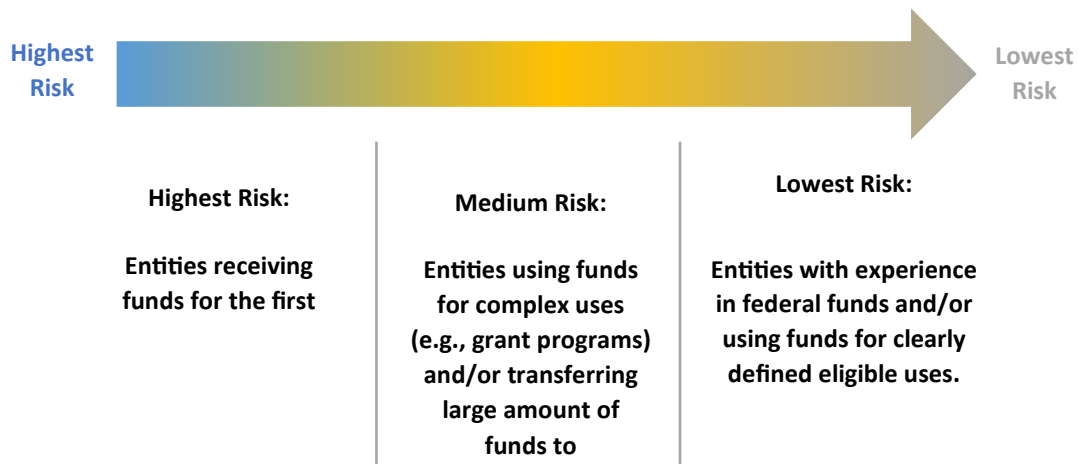
5.4. Risk Assessment

The Oklahoma County PMO team will perform an assessment of each organization to determine if they are categorized as low, medium, or high risk. This evaluation will influence invoicing requirements and other compliance checks.

Based on your project description and project budget, we will evaluate organizational risk of noncompliance, which includes consideration of such factors:

    (1) The subrecipient's prior experience with the same or similar subaward(s);

    (2) The results of previous audits, and the extent to which the same or similar subaward has been audited as a major program;

    (3) Whether the subrecipient has new personnel or new/ substantially changed systems; and

    (4) The extent and results of Federal awarding agency monitoring (*e.g.,* if the subrecipient also receives Federal awards directly from a federal awarding agency).

In preparations for potential audits, compliance and fraud risk can be defined into three categories as seen below.

Highest Risk	Lowest Risk

Highest Risk:

Entities receiving funds for the first

Medium Risk:

Entities using funds for complex uses (e.g., grant programs) and/or transferring large amount of funds to

Lowest Risk:

Entities with experience in federal funds and/or using funds for clearly defined eligible uses.

As outlined in Final Rule, Treasury employs a risk-based approach to project monitoring. Treasury expects more stringent monitoring for higher risk subrecipients and higher risk projects.

Low-Risk Monitoring Plan	Medium-Risk Monitoring Plan	High-Risk Monitoring Plan
i. Organization will be eligible to receive all payments once contract is signed and payment processing is in place. ii. All standard processes, as outlined in the Final Rule, are permitted. iii. **Random sampling of expenditures** for supporting documentation/detail should be conducted at least once per year. iv. Annual site visit	i. Payments **made on reimbursement basis only** and reviewed for allowability. ii. **Random sampling of expenditures** for supporting documentation/detail should be conducted at least quarterly. iii. Annual site visit	i. Payments made on **reimbursement basis only.** ii. Reimbursement requests should include supporting detail and documentation, including quotes, bids, requisitioning reports, purchase orders, receiving reports, invoices, and **proof of payment for all expenditures.** iii. Prior approval required for subrecipient subawards, subcontracts, equipment purchases, and capital expenditures. iv. For highest risk entities: subrecipient should include costs for management/technical assistance costs to support successful administration of the subaward. Annual site visit

5.5. SUBRECIPIENT DETERMINATION CHECKLIST

In addition to the risk assessments, the PMO team will conduct a subrecipient vs. beneficiary assessment.

For reference, a subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. Characteristics which support the classification of the non-Federal entity as a *subrecipient* include when the non-Federal entity:

- Determines who is eligible to receive what Federal assistance.
- Measures performance based on meeting objectives of Federal program.
- Is responsible for programmatic decision making.
- Is responsible for ensuring Federal requirements outlined in the award are followed.

- Uses the Federal funds to carry out a program of the organization as opposed to providing goods or services.

In comparison to this, an agreement with a beneficiary is for providing assistance to the end user—the individual or entity needing the benefit. The ***beneficiary*** is an individual (or organization for COVID-19 grants) receiving the funds as the end user/beneficiary of assistance.

5.6. REPORTING

Awarded grantees are required to adhere to the reporting requirements laid out by the Department of Treasury.

Reporting deadlines are as follows:
- Quarterly reporting:
  - January 3rd
  - April 3rd
  - July 3rd
  - October 3rd
- Annual report(s)
- Closeout report

Deadlines for the annual report and close out report those will be communicated to approved applicants.

5.6.1. REQUIRED PROGRAMMATIC DATA

Recipients of the ARPA SLFRF Grant may be required to submit additional information in the Quarterly Reports based on the organization's SLFRF expenditure category. Please reference [State and Local Fiscal Recovery Funds Compliance and Reporting Guidance June 2023](#).

More information will be provided upon award.

5.6.2 QUARTERLY REPORTING & ANNUAL REPORTING

As per Treasury guidance, recipients are required to submit quarterly reports and a cumulative annual report. The following information is required in Project and Expenditure Reports for both quarterly and annual reporting:

Project Identification Information:
- Treasury Portal ID
- Organization
- Project Name
- Project Description

Funding & Expenditure Information:
- Expenditure Updates
- Amount spent on evidence-based interventions
- Budget Information

Program Management:
- Progress of defined Milestones
- Program Updates
- Outcomes and Outputs KPI's
- Mandatory Performance Reporting (as applicable)

5.6.3 CLOSE OUT REPORT

The purpose of Closeout is to certify that all work has been done for a defined project, final costs have been reconciled, data sets of supporting KPI's have been saved, and confirmation that there are no remaining actions for the project.

(1) Project sponsor will **send an email** to the PMO confirming a project is nearing its budgetary end.
(2) The project sponsor will provide to the PMO when the **last project expenditure** or activity is scheduled to occur; and schedule a close out call or site visit.
(3) The PMO will review the project file and **validate all supporting documentation**, quarterly reports, annual visit checklist, and reimbursements/ proof of invoices for higher risk subrecipients.
(4) The PMO will **craft a summary** of this review and provide it to the project sponsor, included in this summary will be any requests necessary to complete the file. The PMO will track these requests and save them in the project file as "Closeout Activities" so that a record of the communication and any clarifications that are necessary may be made.
(5) Upon completion, the PMO will notify the **Policy and Governance Committee** that the project has been closed. The summary and closeout forms will then be submitted to BOCC.

5.6.4. EVIDENCE BASED INTERVENTIONS

Projects in certain expenditure categories **must describe whether and how evidence-based interventions** and/or program evaluation are incorporated into their SLFRF program. Recipients may include links to evidence standards, evidence dashboards, evaluation policies, and other public-facing tools that are used to track and communicate the use of evidence and evaluation for Fiscal Recovery Funds. Recipients must also specifically identify the **dollar amount** of the total project spending that is allocated towards evidence based.

5.7. AUDIT REQUIREMENTS

Requirements for non-profit subrecipients:
Subpart F of 2 CFR Part 200 states that any recipients and subrecipients of federal awards that expends $750,000 or more during the fiscal year in such awards are required to have a single audit conducted for that year. The exception for a single audit is when the organization elects to have a program-specific audit conducted. For more information on audit requirements, see eCFR :: 2 CFR Part 200 Subpart F -- Audit Requirements.

Requirements for for-profit subrecipients:
Though the single audit requirement does not apply to for-profit subrecipients; Oklahoma County has established their own audit requirements that apply to all subrecipients, including for-profit organizations.

5.8. MONITORING

All grantees will be subject to monitoring activities including a desk review and a site visit. Some grantees may be subject to additional monitoring such as additional site visits, based on risk level determinations. Site Visits will take place once a year for all projects (low, medium, and high risk) and medium risk projects also need to submit an expenditure report once every quarter.

There are certain details that need to be provided before and during the site visit as outlined below in the process:

Before Site Visit	Site Visit Questions	After Site Visit
- Send a Location and Point of Contact - Recommended 2 employees: Project Sponsor and financial officer/ procurement officer (or both if they are different individuals) - Project updates, photos of project/ services - Demographic information of those served - Sample of a procurement - Marketing materials circulated to advertise the services	- Any issues/challenges to the project? - How many customers have been served? - Feedback from community? - Review of the procurement sample.	The PMO (Accenture) will complete the monitoring checklist and store in compliance file

Site visits will be subject to the expenditure timelines submitted by subrecipients and a mid-point visit date will be determined based on individuals project scope and goals such as one-time costs vs. ongoing costs or short vs. long-term implementation. The PMO team will give the subrecipient advance notice of four weeks to prepare for the site visit. Site Visits will occur <u>annually until project completion</u>.

During the site visit, the PMO team will cover the following key compliance requirements:
- Activities Allowed/ Unallowed
- Allowable Cost/ Cost Principles
- Cash Management
- Equipment Real Property Management
- Matching level of effort earmarking
- Period of Availability of Funds
- Procurement Suspension & Debarment
- Program Income
- Real Property Acquisition & Relocation Assistance
- Reporting
- Subrecipient Monitoring
- Title VI

5.9. CONTRACTING

If awarded, each organization will have a contract signed by both parties outlining key project information such as budget, expenditure timeline, etc.

Mandatory Requirements for Contracting:
- Updated Project Description
- High Level Budget
- Expenditure Timeline

Any deviations during the life of the project must be elevated to the PMO. Please refer to appendix document A1 (attached separately) to review the contract template that you will be required to sign as a subrecipient.

5.10. INVOICING

Depending on the assigned risk level, grantees will follow different invoicing procedures. Low risk grantees will receive upfront payments, whereas medium and high-risk grantees will be required to invoice specific expenses directly to Oklahoma County.

Refer back to section 5.4 Risk Assessment of this document for detailed invoice requirements per risk level.

5.11. PAYMENT FORM

All invoices will undergo thorough review for accuracy and consistency before payment is processed.

To receive eligible payments, the following information needs to be provided:
- Bank Name
- Bank Address
- Routing Number
- Account Number
- An email address to send the payment information
- The most recent W9 Form
- Once this information is received payments can be processed electronically.

1. **WHAT IS THE BUDGET?**
   - In total, for the second tranche, the county will distribute an additional **$5.7 million** throughout the community.

2. **WHAT IS THE MEDIAN AMOUNT FOR THE PREVIOUS ROUND OF FUNDING?**
   - *The median amount in the last set of community applications was $250,000.00.*

3. **IS THERE A MAXIMUM OR MINIMUM AMOUNT YOU CAN APPLY FOR?**
   - *Currently there is not a maximum of or minimum for the grant application.*

4. **WHEN WILL THE PORTAL OPEN?**
   - *April 17th, 2024*

5. **WHEN WILL THE PORTAL CLOSE?**
   - *May 30th, 2024*

6. **ARE THERE ANY TARGET CAUSES THAT ARE BEING PREFERRED?**
   - *The county aims to use the funds to provide the best value for residents of Oklahoma and recover from negative effects of Covid 19 included but not limited to: Housing, Mental health and Addiction Treatment, Jail Diversion, Food Assistance, and After School Support Programs.*

7. **DO I NEED TO RENEW MY APPLICATION?**
   - *If you have previously applied for funding and wish to continue with the same project, please note that you will **not need to submit a new application.***
   - *However, if you intend to propose a new or different project, a new application will be required.*
   - *If you applied last year, your application will still be considered again for this round of funding.*
   - *If there are any changes in the application, please note you will need to submit a new one. Please fill the form out carefully as you will need to resubmit a new form if there are any errors.*

8. **WILL THERE BE ANY INFORMATION SESSIONS?**
   - Yes:
     - **First Virtual Training Session**:
       - **Date & Time**: March 26, 2024
       - **Time**: 11:30 a.m. – 12:00 p.m. (Central Time)
       - **Link to session**: [Oklahoma County ARPA Portal Application Webinar](#)

- **Second Virtual Training Session**:
    - **Date**: March 28, 2024
    - **Time**: 2:30 p.m. – 3:00 p.m. (Central Time)
    - **Link to session**: [Oklahoma County Second ARPA Portal Application Webinar](#)

> *Additionally, an in-person session is scheduled for April 10th.*
>   - *Specific details regarding the time and location of the in-person session will be communicated soon.*

A1. SUBRECIPIENT CONTRACT TEMPLATE

A2. FUNDING APPLICATION MICROSOFT FORM

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