



# Project 723 FAQs

UPDATED OCT. 2022

District and school leaders:

Thank you so much for your interest in the **Oklahoma Schools COVID-19 Prevention Program Grant (Project 723)**, funded by the Centers for Disease Control and Prevention (CDC) and offered in collaboration with the Oklahoma State Department of Health (OSDH). The Oklahoma State Department of Education (OSDE) is the sub-recipient ensuring funds are disseminated to schools, monitoring grant progress, and reimbursing schools for allowable expenses.

Below are answers to questions submitted by districts that may be helpful as you strategize to use grant funds in the most impactful way for Year Two.

## GENERAL

### 1. Can school districts participate in Project 723 and Project 724?

If a school district chooses to participate in Project 723, it cannot participate in 724 and vice versa. Both projects are in the same funding system, so a district cannot double dip. Choose the project that is best suited to meet the needs of your school district.

### 2. When can school districts apply or reapply for the Project 723 grant?

Starting July 1, 2022, school districts can apply for the first time or reapply for a second year. The application will remain open until May 31, 2023, or until all funds have been allocated (whichever comes first).

### 3. Which non-public schools are eligible to apply for service or assistance under the Emergency Aid for Non-public Schools (EANS) program ([OSDE EANS FAQs, p. 6](#))?

For purposes of the EANS program, an eligible non-public school is an elementary or secondary school that—

- > Is non-profit;
- > Is accredited, licensed, or otherwise operates in accordance with State law;
- > Was in existence prior to March 13, 2020, the date the President declared the national emergency due to COVID-19; and
- > Did not, and will not, apply for and receive a loan under the Small Business Administration's Paycheck Protection Program (PPP) (15 U.S.C. 636(a)(37)) that is made on or after Dec. 27, 2020.

## 4. How are grant amounts determined?

### Funding Details: Reapplying Grantees

- School districts that chose to participate in Year One, will see a dropdown box to choose a tiered allocation based on Oct. 1, 2021, enrollment data.

### Funding Details: First Time Grantees

- New school districts that chose to participate, beginning in Year Two, will have an allocation amount based on their student enrollment data for Oct. 1, 2021.

## 5. When can school districts begin purchasing items?

School districts may begin purchasing allowable items after their application has been approved. Please see the [Allowable & Unallowable Expenses](#) document for more information.

## 6. What deadlines do I need to meet?

December 16, 2022	Last day to file a 7/1/2022 - 10/31/2022 payable claim
February 15, 2023	Mid-Year Budget Narrative Mid-Year Evaluation e.g., Supporting Documentation
Feb. 15-28, 2023	Monitoring Window
May 31, 2023	Desktop Review Last day to apply for Project 723
June 1, 2023	Last day to file a payable claim to guarantee payment by 6/30
June 30, 2023	All funds must be expended
July 31, 2023	Final Budget Narrative Final Evaluation Last day to file claims
September 1, 2023	Closeouts Due
Refer to Personnel Section	School Personnel Records dates

## 7. If a school district participated in Year One, when will they see their carryover funds?

The FY22 carryover should appear on the Year Two application. If a school district does not see FY22 carryover reflected, please contact the Office of Innovation immediately.

## 8. If a school district decides NOT to apply for the grant, can they still access free testing from the OSDH?

Yes. However, you will need a CLIA form on file to order or administer testing. Refer to Testing Section below for the process for obtaining CLIA.

### TESTING

## 9. Is screening testing still required under the new testing guidance for the ELC Reopening Schools grant?

[Screening testing](#) identifies people with COVID-19 who do not have symptoms or known or suspected exposures so that steps can be taken to prevent further spread of COVID-19.

The “CDC no longer recommends routine screening testing in K-12 schools. However, at a high COVID-19 Community Level, K-12 schools may consider implementing screening testing for students and staff for high-risk activities (for example, close contact sports, band, choir, theater); at key times in the year, for example before/after large events (such as prom, tournaments, group travel); and when returning from breaks (such as, holidays, spring break, at the beginning of the school year).”

For more information, view [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning](#).

## 10. Is it still required to submit a COVID-19 testing plan?

School districts with existing [COVID-19 testing plans](#) in place that include screening testing **do not** need to halt these activities if they have proven to be successful at mitigating COVID-19 (i.e., demonstrated utility) within the justification.

It is recommended that school districts continue to make a good faith effort to test onsite 5% of the total school population each month for COVID-19.

### PPE and SUPPLIES

## 11. Does a school district have to purchase testing supplies from the grant amount shown in GMS?

No. Your district will receive tests and PPE at no charge against the grant amount shown in GMS. Schools still need to use OSDH’s [BigCommerce website](#) to order their rapid antigen tests until BigCommerce’s supply is depleted.

Schools can order PPE (adult and child size masks, latex-free disposable gloves, disposable gowns) on [McKesson Supply Manager](#). If districts need additional COVID-19 Rapid Antigen Test Kits and PPE, greater than those supplied by OSDH, contact OSDE.

## 12. Does a school district have to have a CLIA form completed before ordering tests?

Yes. Before ordering or administering tests, schools must have the required Clinical Laboratory Improvement Amendment (CLIA) form on file. To get started,

- > complete the CLIA application at [www.cms.gov/clia](http://www.cms.gov/clia).
- > list the school district as the sole lab, or choose to utilize the multiple site exception and list all the sites. The primary site will usually be the district level site.
- > Email the complete application to [clia@health.ok.gov](mailto:clia@health.ok.gov).

OSDH will process the application and send the school a bill/invoice from the Centers for Medicare & Medicaid Services (CMS) for 180.00. Please note that CMS refers to this bill/invoice as a “coupon.” The use of the word “coupon” on the invoice does not relate to a cost saving or fee exemption. The school will submit proof of their payment to OSDE for reimbursement. See [Project 723 OCAS codes](#).

For help regarding your CLIA application, contact OSDH Medical Facilities at: [clia@health.ok.gov](mailto:clia@health.ok.gov) or (405) 426-8470.

## 13. Can school districts purchase medical supplies with this grant?

Yes. Please see the [Allowable & Unallowable Expenses](#) document for more information.

## 14. Who can administer the COVID-19 tests to students?

All tests provided by OSDH through orders placed on the new [McKesson site](#) are point-of-care testing kits and must be administered by a trained individual. That individual does not have to be a licensed medical provider, but the individual needs to have received training on how to perform the test. **Students and staff may not swab themselves.** Among other eligible expenditures, the grant can pay for personnel to administer tests and report data in SIRS.

## 15. Can school districts purchase Hygiene/Cleaning/Custodial supplies with this grant?

Yes. Please see the [Allowable & Unallowable Expenses](#) document for more information.

## 16. Are schools required to report test results in the State Infection Reporting System (SIRS)?

Yes.

## 17. Is there anything school districts can do to help those who test positive?

Yes. [Allowable expenses](#) for wrap-around services include hoteling, food, laundry, mental health services, etc., for those who test positive.

### PERSONNEL

## 18. Can the grant pay for new personnel?

Yes. Districts may hire new employees including nurses (RN, LPN, CNA, etc.), case and contact investigators, administrative assistants, secretaries, other staff services, etc. to complete tracking and reporting, custodial staff, etc. to clean school grounds and surfaces, counselors, occupational therapist, etc. to provide wrap-around services.

## 19. Can the grant pay for existing personnel?

Yes; however, Project 723 funds cannot be used to supplant.

- Job responsibilities must change to include grant-related activities.
- Compensation and benefits for the portion of time spent on grant-related activities is allowable. \*For example, nurse salaries and benefits. If a nurse or any existing employee spends 50% of their time on grant-related work, then 50% of salary and benefits would be an allowable cost.
- Grant may be used to pay COVID-related overtime expenses.

**Please note;** updated job responsibilities, timesheets and/or time and effort forms **must be** submitted for existing employees' additional time spent on grant related activities for employees with claim reimbursements.

## 20. Can the grant pay for substitutes?

Yes, but only for grant-related activities. If the substitute is performing COVID-related duties (nurse, COVID custodian, contact tracer), the personnel cost **is covered**; if the substitute is not doing COVID-related duties, it is *not covered*.

## 21. Can a school district budget for a position if the person has not been hired yet?

Yes. In GMS, enter "Pending" for staff name and "Unverified" for their status.

## 22. What are the School Personnel Records (SPR) deadlines and who can I contact for SPR questions?

CLOSED for auditing/maintenance	Superintendent has rights to REOPEN
Feb 1 – 15	Nov 1 – Dec 15
May 16 – 31	Feb 15 – May 15
Oct 16 – 31	
Dec 16 – 31	

For other questions regarding SPR, contact Heather Young at [Heather.Young@sde.ok.gov](mailto:Heather.Young@sde.ok.gov) or Ashlee Parker at [Ashlee.Parker@sde.ok.gov](mailto:Ashlee.Parker@sde.ok.gov).

## CONTRACTS AND LEASING

### 23. Can a school district contract services for personnel?

Yes. Contract services for nurses and cleaning services are allowable costs. **Contracts and W-9 Forms must be submitted with claim reimbursements.**

### 24. Can a school district lease a space with grant funds to provide a COVID-19 safe testing space outside of the nurse's office or front office?

Yes. The grant will not reimburse for permanent fixtures, infrastructure, etc. The school district is responsible for all operational costs, insurance, and any liability that may result from the use of the portable building related to the lease. **The lease must terminate at the duration of the grant (i.e., June 30, 2023).**

### 25. Can a school district lease a vehicle?

Districts may lease or rent a vehicle for the duration of the grant and it must be used for grant-related purposes. The school district is responsible for all operational costs, insurance, and any liability that may result from the use of the vehicle related to the lease. **The lease must terminate at the duration of the grant (i.e., June 30, 2023).**

## 26. Is there anything school districts should know regarding leasing or contracts?

Yes.

**Contracts:** Contracts and W9 forms must be submitted with claim reimbursements. On the budget tab, the school district must list name of company and state the contract will terminate on June 30, 2023.

**Leasing:** The school district is responsible for all operational costs, insurance, and any liability that may result from the use of items related to the lease. Contract and documentation denoting appropriate usage of these items must be submitted with claim reimbursements. On the budget tab, the school district must list name of company and state the contract will terminate on June 30, 2023.

## ALLOWABLES

### 27. Can grant funds pay for student incentives?

Per CDC/OSDH; incentives are allowable but cannot exceed \$25 per incentive. Districts must complete an ELC Incentive Plan Template and receive prior approval from OSDH/CDC before purchasing student incentives for grant-related activities. To complete the ELC Incentive Plan Template, click [here](#) and return completed form to OSDE.

### 28. Can the grant pay for new construction?

No.

### 29. Can a computer be purchased for use in tracking and/or reporting test data?

Yes. This includes desktops, laptops and iPads and is only allowable for the nurse's station, testing site, or personnel working on grant-related activities.

### 30. Is there a list of approved OCAS codes a district should be using?

Yes. Please refer to the [Project 723 OCAS Coding](#) document for codes.

### 31. Who should schools contact for further questions?

Oklahoma State Department of Healths

[osdh.covidtesting@health.ok.gov](mailto:osdh.covidtesting@health.ok.gov)

Office of Innovation

[officeofinnovation@sde.ok.gov](mailto:officeofinnovation@sde.ok.gov)

[Project 723 Website](#)