# COVID-19 Prevention Program

# CDC/Health Department Grant (Project 723)

Webinar
November 10, 2021

OKLAHOMA
Education

# Project 723 Grant Team

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# Reopening Schools Safely Grant

- **Goal:** Provide free, in-school COVID-19 screening and testing to students, faculty/staff, and volunteers who opt-in to the program.
- Grant is funded by CDC in collaboration with the Oklahoma State Department of Health.
- Oklahoma State Department of Education is a sub-recipient
- Grant is non-competitive, but a finite amount of funding has been allocated to the grant.

# DEADLINE EXTENDED

- The deadline has been extended until all funds are allocated.
- Schools can receive anywhere from $50,000 to $1,000,000 in funding, depending on the student population size.
- Reminder this is on a “first come, first served” basis.

# Testing Parameters

In order to apply for the grant, districts must:

- Implement a testing program focused on students; testing of faculty/staff and volunteers is encouraged.
- Submit a plan to test 10% of enrollment each month.
- Make a **Good Faith** effort to hit the 10% target each month and document reasons why target was missed in a particular month.

# Testing Parameters - 2

In order to apply for the grant, districts must:

- Administer tests at school/district.
  - ✓ **Anyone** can administer the test.
  - ✓ Students ages 12+ may self-administer the test; an adult must assist students younger than 12.
- Report both positive and negative results in State Infection Reporting System (SIRS).



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# Application Process

- Apply on GMS in OSDE Single Sign-on

- Grant Name:

  OK Schls COVID-19 Prevention Proj. 723



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# DUNS NUMBER

## Must attach a copy of the Entity Overview Record

| Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print |
|---|---|---|---|---|---|---|---|---|---|---|---|

**DUNS Number**

**Dun and Bradstreet Data Universal Numbering System (DUNS) & System for Award Management (SAM)**

LEAs are required, as per OMB Section 200.32 to register the DUNS number with the System for Award Management (SAM).

*A New, non-proprietary 12 character identifier number will replace the current DUNS number. Users will automatically be assigned the new UEI (Unique Entity Identifier) at the time of registration renewal. The transition from DUNS to UEI must be completed by April 30, 2022.

Follow these steps to access your Entity Overview Record.

1. Go to SAM.GOV.
2. Type in your User Name and Password.
3. Click on SEARCH RECORDS.
4. Enter your DUNS# or UEI# and click SEARCH.
5. Click on ENTITY DASHBOARD.
6. Click on ENTITY RECORD. This is the page that should show you your DISTRICT'S NAME, your DUNS# or UEI#, and your REGISTRATION EXPIRATION DATE.
7. Upload into the space provided.

*a screenshot from SAM.GOV or the confirmation e-mail from SAM.GOV can be uploaded in place of the Entity Overview Record as long as the document is clearly from SAM.GOV and includes the LEA name, DUNS# or UEI# and expiration date.

Enter current DUNS Number: [ ] or *UEI Number [ ]

Expiration Date: [ ]

A copy of the Entity Overview Record must be uploaded.

Choose File | No file chosen



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# Funding Details

## Enter Enrollment information

Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print

**Funding Details**

Each applicant is eligible for funds under the Oklahoma Schools COVID-19 Prevention Program. Applicants may apply for funds as follows:
Up to 500 students: Eligible for up to $50,000
501 to 1,000 students: Eligible for up to $150,000
1,001 to 5,000 students: Eligible for up to $300,000
5,001 to 15,000 students: Eligible for up to $500,000
15,001+ students: Eligible for up to $1,000,000

**Grants are based on enrollment from October 1, 2020 or October 1, 2021 (whichever is greater).**

**October 1, 2020 - Student Enrollment** [ ] **Eligible Amount** 50,000.00

OR

**October 1, 2021 - Student Enrollment** [ ] **Eligible Amount** [ ]

****Initially LEAs were given an allocation based on the FY20 enrollment numbers. If enrollment numbers are greater in FY21 and meet the criteria above, the larger allocation will be made available. UPON APPROVAL of the application, an updated allocation will be granted and a new budget with the larger amount can be created by the LEA.*



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# Allowable Activities

Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print

**Allowable Activities**

- ☐ 1. The financial resources provided are required, by law, to support school-based screening testing activities intended to support open, in-person K-12 school environments during the COVID-19 pandemic. Additionally, these resources may be used to support items or activities aimed at implementation of prevention strategies necessary to curtail the spread of COVID-19.
- ☐ 2. Personnel (term, temporary, students, overtime, contract staff, etc.).
- ☐ 3. Collection supplies, test kits, reagents, consumables, and other necessary supplies for existing testing (screening or diagnostic) or onboarding new platforms to support this testing.
- ☐ 4. Personal Protective Equipment (PPE) Please see the most current CDC guidance for details (Operational Strategy for K-12 Schools).
- ☐ 5. Hygiene and cleaning supplies as necessary for the purposes of carrying out duties associated with the grant.
- ☐ 6. Portable high-efficiency particulate air (HEPA) fan/filtration systems or other small items that may allow for improved air circulation.
- ☐ 7. Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, and evaluation of control measures to reduce the spread of COVID-19, that may be translatable to other diseases (e.g., GIS software, visualization dashboards, cloud services).
- ☐ 8. Public health events that include students and other community members and are aimed at providing opportunities for increased detection and prevention of COVID-19. Please note that promotion of vaccination may be considered a prevention strategy for preventing further spread of COVID-19; however, recipients are asked to coordinate these activities between ELC and Immunization staff within the jurisdiction. Additionally, coordination with ELC Project Officer and Immunization Project Officer is crucial to ensure there is not duplication between the two sources of financial support.
- ☐ 9. Wrap-around (e.g., hoteling, food, laundry, mental health services, etc.) services for those who test positive.
- ☐ 10. Expenses associated with outreach and assistance (e.g., support provided through community- based organizations).
- ☐ 11. Costs associated with transporting individuals to get tested.
- ☐ 12. Testing events that may also involve other mitigation activities (e.g., promotion of vaccination) to limit the spread of COVID-19.
- ☐ 13. The promotion of vaccinations when characterized as a mitigation strategy to prevent widespread COVID-19 within the school and the community.

**Unallowable Costs**

Retroactive reimbursement. Funds cannot be used to pay for associated costs that were incurred prior to the award.
Research
Clinical care
Publicity and propaganda (lobbying):

**Please attach your district's COVID-19 Testing Plan here.**

Choose File | No file chosen

Attach your District's COVID-19 Testing Plan

**COVID-19 Testing Plan Template**

*Be mindful to only check the boxes that correlate with your Budget*



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# Supporting Documentation

Add any other supporting documentation

| Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print |
|---|---|---|---|---|---|---|---|---|---|---|---|

**Supporting Documentation**

Supporting documentation pertinent to the project will be uploaded here. The following guidelines apply:

Allowable files types are: Microsoft Word (.doc/.docx) and Adobe PDF.
Files must be less than 10MB in size, and the file name should not include special characters (i.e. #, $, % etc).
Uploaded documents cannot be deleted. However, if an updated version will be uploaded, please make comments in the textbox.
Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

1. Additional uploads as requested by the Oklahoma State Department of Education

No files are currently uploaded for this page.



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# Assurances

District Superintendent checks box and signs

Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print

**Assurances**

☑ By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

**The Grantee as a recipient of funds under the Oklahoma Schools COVID-19 Prevention Program hereby assures the Oklahoma State Department of Education that:**

1. The Grantee will make a good faith effort to test 10 percent of the total school population on a monthly basis. For purposes of this grant, school population includes students, staff, volunteers, and/or anyone who is present for any part of the day at a school site or facility for operations or activities.
2. The Grantee will report rapid antigen test results, both positive and negative results, into the State Infection Reporting System (SIRS) program (via OSDE Single Sign-on program) on a daily basis.
3. The Grantee will utilize Quidel QuickVue rapid antigen tests provided by OSDH

Assurances Fully Agreed to By:

Assurances Fully Agreed To:



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# Budget Detail

## Enter your Budget Details

## Project 723 OCAS Coding

Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print

Allocations | Budget Detail | Budget Summary | Personnel

**Budget Detail**

To obtain additional detail lines, fill in all blank lines, and click Save Page. Three (3) more blank lines will then be added at the bottom.

| Function Code | Object Code | Expenditure Description and Itemization | OSDH_ReopenSchools Funds | Delete Row |
|---|---|---|---|---|
| 2132 | 100 | School Nurse Salary. School Nurse will be doing staff and student testing through out the 2021-22 school year. Also, contact tracing and notifications to the parents/guardians. She will work closely with staff and administrators in | 35000.00 | |
| 2620 | 100 | School Janitor Salary. Janitor will be disinfecting and deep cleaning all sites at Schools. | 18000.00 | |
| 2132 | 200 | School Nurse Benefits. Nurse will be doing staff and student testing through out the 2021-22 school year. Also, contact tracing and notifications to the parents/guardians. She will work closely with staff and administrators in | 8000.00 | |
| 2620 | 200 | School Janitor Benefits. Janitor will be disinfecting and deep cleaning all sites at Schools. | 2500.00 | |
| 2620 | 600 | Vape Detectors for all restrooms. 30 total for all sites. | 60000.00 | |
| 2620 | 600 | Air Purifiers will be portable for all classrooms, meeting areas and sites. | 26500.00 | |
| | | | 0.00 | |
| | | | 0.00 | |
| | | | 0.00 | |

Total Displayed: $150,000.00



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# Budget Parameters

- Testing kits and PPE will be provided and paid for by the Oklahoma State Department of Health.

- Testing kits and PPE are not charged to a district's grant amount listed in GMS.

# Allowable Expenses

| Not Allowable | Allowable |
|---|---|
| Floor Cleaning Machines | |
| Small Portable Floor Cleaners | Below is the link for a detailed list: |
| Washers & Dryers | Project 723 Grant Allowable Expenses |
| Touchless Water Fountains | |
| Touchless Paper Towel Dispensers | |
| Cameras | |
| Vehicle Purchases | |



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# Personnel

## List Employees from Budget Detail and Verify in SPR

Overview | Contact Information | DUNS Number | Funding Details | General Term and Conditions | Allowable Activities | Supporting Documentation | Assurances | Budget | Submit | Application History | Application Print

Allocations | Budget Detail | Budget Summary | Personnel

Status legend: U-Unverified, I-Inconsistent, A-Accreditation Check, V-Validated

| Status | First Name | Last Name | Teacher Number OR Last 4 SSN | Job Code in SPR | AREA Code in HQT | Site Code | OSDH_ReopenSchools Salary (Without Benefits) | OCAS Function | OCAS Object | OSDH_ReopenSchools Salary in SPR | Delete Row |
|---|---|---|---|---|---|---|---|---|---|---|---|
| U | Argus | Filch | | 954 | 0000 | 050 | 18000.00 | 2620 | 100 | 18000.00 | ☐ |
| U | Florence | Nightingale | | 347 | 000 | 050 | 35000.00 | 2132 | 100 | 35000.00 | ☐ |
| | | | | | | | | | | | ☐ |
| | | | | | | | | | | | ☐ |
| | | | | | | | | | | | ☐ |

| Button Selection | Certified (207, 210, 211) | Non-Certified Other Certified | Results |
|---|---|---|---|
| 1. Save | U (Unverified) | U (Unverified) | "U"-Personnel has not been verified yet with SPR or Accreditation system. |
| 2. Accredit | A/I (Accredited/Inconsistent) | U (Unverified) | "A" -Personnel is verified with the Accreditation system. All Personnel listed as 207, 210, and 211 must receive the "A" status. "I" -Personnel is not consistent with data within the Accreditation system and the data must be corrected or personnel must be removed. Before the SPR System goes live, the application will pass the Consistency Check with "A" and "U" status, and then allowed to be submitted to OSDE. |
| 3. Validate | V/I (Verified/Inconsistent) | V/I (Verified/Inconsistent) | After the SPR system goes live, all personnel must receive a "V" to be accepted. |

Accreditation



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# Salaries Budgeted

- Employees & salaries listed on Personnel Tab must match your Budget Detail amounts.

- Unlike ARP ESSER funds, this grant cannot be used to supplant.
  - ✓ The percentage of time that a salaried employee spends on grant-related activities (testing, prevention, and mitigation) are reimbursable/allowable grant expenditures.

****Grant-related job duties must be listed on Budget Detail****



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# Claims

**Reminders:**

- Expenditure Reports must begin with the **First Day** of the month and end on the **Last Day** of the month.
- Award date is **9/15/2021**.
- Budgeted Expenditures on or after **9/15/2021** are eligible for reimbursement.

# CLIA Application

Apply for a Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver or Revise Current Certificate.

- Complete the CLIA application at www.cms.gov/clia.
- Email the complete application to medicalfacilities@health.ok.gov. OSDH will process the application and send the school a fee coupon for $180.00. This can be used to pay the fee online.
- For help regarding your CLIA application, contact OSDH Medical Facilities at: Email: medicalfacilities@health.ok.gov Phone: (405) 426-8470

# Order PPE and Testing Kits

1. Set up a user account with the OSDH Emergency PPE Supply Program. Visit Oklahoma PPE Supply mybigcommerce.com to begin.

2. Place orders for testing and PPE supplies at: https://okppe.mybigcommerce.com

3. Orders must be placed by the 10th of the month prior to the month you need the materials. (For example, if you are ordering tests for January you will need to place your order by December 10th to receive by January).

4. Supplies will be shipped each month from the main OSDH warehouse in OKC.

# Reporting

Schools are required to report all negative and positive test results daily to OSDH

- The designated reporting process for school-based testing is via the State Infection Reporting System (SIRS) which is in the OSDE Single Sign-On application:

OSDE Single Sign-On



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# Testing & Ordering Guidance

- Use the below link, for a step-by-step guidance for schools to establish testing permissions, order tests and PPE, and report test results.

OSDH Testing & Ordering Guidance

# Opt-in and Parent Forms

The Oklahoma State Department of Health (OSDH) provides Project 723 resources for schools, parents and families. Below is a link to access various documents posted on their website:

OSDH Helpful Forms

For Project 723 inquiries on consent forms, testing kits, and PPE, contact OSDH at:

osdh.covidtesting@health.ok.gov

# Logistics

- If schools receive the grant and do not comply with grant requirements, funding will be suspended.
- Grant funds must be expended by **June 30, 2022**, and have until **July 31, 2022**, to submit for reimbursement.
- Make a **Good Faith** effort to hit the 10% target each month and document reasons why target was missed in a particular month.

# Project 723 Resources

Learn more about the grant and access resources including:

- FAQs
- OCAS Coding
- Testing Plan Template
- Allowable Expenses
- This site also contains OSDH Webpage and information

OSDE Project 723 Webpage



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# For Questions, Contact Us:

| Project 723<br>Grant Director | Project 723<br>Claims Specialist | Project 723<br>Claims Specialist |
|---|---|---|
| **Chelsea Hunt**<br>Chelsea.Hunt@sde.ok.gov<br>(405) 521-3459 | **Dannette Kyser**<br>Dannette.Kyser@sde.ok.gov<br>(405) 521-6428 | **Kellie Duckworth**<br>Kellie.Duckworth@sde.ok.gov<br>(405) 521-6474 |



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