

Project 723: Oklahoma Schools COVID-19 Prevention Program

Chelsea Hunt & Lyric Jackson



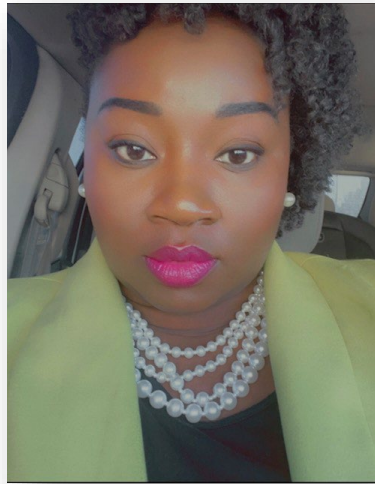
OKLAHOMA
Education



Project 723 Grant Team



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District Claims Checklist

Project 723 Grantees must use the District Claims Checklist. This will help prevent districts' claims from being rejected and decrease delays in receiving a reimbursement check. It is imperative that your school district complete this checklist prior to submitting your monthly claims for reimbursement.


Oklahoma Schools COVID-19 Prevention - Project 723
DISTRICT CLAIMS CHECKLIST

CHECKLIST INSTRUCTIONS:

Project 723 Grantees must use the District Claims Checklist. This will help prevent districts' claims from being rejected and decrease delays in receiving a reimbursement check. It is imperative that your school district complete this checklist prior to submitting your monthly claims for reimbursement.

- Reporting Period (first day of month, last day of month)
Example: 07/1/2022 - 10/31/2022
- Project No: 723
- Name: OK Schools COVID-19 Prevention
- Signature by Superintendent or Authorized Representative
- Fiscal Year Budgeted shows the total amount district been awarded
- Beginning Approved (Budgeted) Balance Matches Budget Detail
- Order Date (date of P.O.) must occur before Warrant Date (date paid)
- Verify invoices are in order and match expenditure reports
- Verify PO No and Project No are written on invoices
- Verify that invoices are clear and match expenditure reports
- W-9 Form must be included for individual names listed on DER
- Verify all Personnel is validated in SPR
- Ensure a contract and W-9 Form is included for any contract services
- Verify that vendor names match expenditure reports

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Tips

A few tips that will help assist in a faster turnaround for each claim

- Invoices/receipts must be in the order they are listed on your expenditure report
- Circle the totals on each invoice/receipt
- Write the Purchase Order (PO) number on the top of each invoice/receipt
- Ensure vendor names match on both invoice/receipt and detail expenditure report

Dates

- Expenditure Reports must begin with the **First Day** of the month and end on the **Last Day** of the month.
- Award date is **07/01/2022**.
- Budgeted Expenditures on or after **07/01/2022** are eligible for reimbursement.
- Your first claims should reflect **07/01/2022** to **10/31/2022**. All claims following must be submitted monthly.

Personnel Best Practices

- Unlike ARP ESSER funds, this grant cannot be used to supplant.
 - ✓ The percentage of time that an existing salaried employee spends on grant-related activities (testing, prevention, and mitigation) are reimbursable/allowable grant expenditures. *For example, if a nurse or spends 50% of their time on grant related work, then 50% of salary and benefits would be an allowable cost.
- Employees & salaries listed on Personnel Tab must match your Budget Detail amounts.

Personnel Documentation

- 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

Contracts and Leasing

- **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.

Final Notes

- All claims including documentation must be submitted through GMS. Please direct any questions to the Office of Innovation at officeofinnovation@sde.ok.gov.
- Once a review has been completed, notes for acceptance or rejection will be included in the GMS system.
- School districts may begin purchasing allowable items after their application has been approved. Please see the Allowable & Unallowable Expenses document for more information.

Project 723 Resources

Learn more about the grant and access resources including:

- FAQs
- OCAS Coding
- District Claims Checklist
- Allowable & Unallowable Expenses
- This site also contains OSDH Webpage and information

[OSDE Project 723 Webpage](#)

Who Do Schools Contact?

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