

Oklahoma Schools COVID-19 Prevention - Project 723

Mid-Year Budget Narrative - Due: February 15, 2022



	Total Award	Total Funds Spent as of 1/31/22	Explanation of Funds Spent
Travel – Include mileage reimbursement, hotel, per diem, student transportation costs, airfare, and conference registration for travel approved in the original budget.			(Ex.: Travel costs for 3 staff to attend the state distance learning conference @ \$1,000/staff).
Equipment – The Federal definition is a single unit item with a cost of \$5,000 or more and a shelf life of one year. LEAs should use the written definition of equipment found in their purchasing policy and include a copy if different from the Federal definition.			
Supplies – Consumable and non-consumable supplies that may include computers and technology costs. Depending on the LEA definition of equipment (see above).			
Contractual – Contractual agreements for goods and service delivery that cannot be provided by an existing LEA staff member.			
Other – Other costs not allocated to any other line item above (rent, utilities, postage, shipping, etc.)			
Total Direct Costs			

*Attach documentation of expenditures (invoices, reports, etc.). At least one claim must be submitted prior to Feb. 15.

*Attach documentation of consent forms on file, SIRS reporting, COVID-19 testing plan, etc

Budget Narrative: Explain any funds that have not been spent and the reason they have not been spent (for example, “Funding was delayed due to lack of inventory for computers”) and provide a timeline for when these funds will be spent prior to June 30, 2022, for each line item. Add pages as needed.