Oklahoma County Grants Report:

Requested by: Oklahoma County Policy & Governance Committee

Tuesday, November 12, 2024

Below you will find a detailed explanation of grant funding received by Oklahoma County Grant Administrator.

1. State Department of Education-$22,058.46

This funding was used to purchase a new dishwasher at the Oklahoma County Juvenile Detention Center.

2. Public Fleet Conversion Grant-$429,240.00

This funding will be used to install 9 electric vehicle chargers across various Oklahoma County properties (proposed sites: Metro 1,2, Election Board, New Diversion Hub).

3. A.G. Opioid Grant Fund-$299,813.63

This funding will be used to fund an opioid abatement program that we selected through the Bid process. The Oklahoma City office of the Parent Child Assistance Program (PCAP) will provide services to 20 women who reside in Oklahoma County for a one-year period. PCAP is a three-year intensive case management and home visiting. PCAP serves mothers who misuse alcohol/drugs during pregnancy and their families using a theory-based model (relational theory, stages of change, and harm reduction). PCAP intervention activities are conducted by trained and supervised case managers beginning during pregnancy or postpartum. PCAP case managers provide regular home visitation and help clients obtain treatment and stay in recovery. They connect families with comprehensive services including health, housing, parenting, and vocational services. This grant funding has a possible life cycle of 19 years.

4. Oklahoma Department of Mental Health and Substance Abuse Grant (SQ781)- $2,452,676.00

This funding will be used to fill funding gaps for Oklahoma County Treatment Courts. This funding may be increased over the years as the savings accumulate across the state.

5. Solid Waste Grant-$1500.00

This funding was used for District 3 to purchase 6 chainsaws.

6. Solid Waste Grant-$3,000.00

This funding will be used to purchase a Dump Roll Off for District 1.

7. A.G. Sheriff Grant Fund-$300,000

This funding was created by HB 2914 which provides funding to the Oklahoma County Sheriff's Office to fund the lawful operations of the sheriff's office. Appropriations made available through legislation provide this funding stream.

GRAND TOTAL: $3,508,288.09

County Community Safety Investment Fund (781 Fund)
Program Performance Measures Reporting Guide

How to Access the Portal for Reporting:

- By the last business day of the month following the end of the reporting quarter navigate to: https://odmhsas.co1.qualtrics.com/jfe/form/SV_5w4tw6ZSJFIJooK
    - o It is recommended that you favorite or bookmark this link for future reporting.
    - o Reporting quarters:
        - January – March – Report due by April 30th
        - April – June – Report due by July 31st
        - July – September – Report due by October 31st
        - October – December – Report due by January 30th

How to Use the Portal for Reporting:

- Identify the county (or primary county) for which you are reporting (please note you are required to report for only one county at a time, if you have additional counties you will need to repeat the process for each county).
- Identify the number of new collaborations/partnerships that have developed during this reporting period as a result of the funding.
    - o If you have selected at least one new collaboration/partnership you will be asked to report: (note: this section will repeat once for each new collaboration/partnership identified)
        - the organization the partnership is with
        - the expected outcome of this new collaboration/partnership
        - identify if the provider is contracted or certified with ODMHSAS
- Services Section:
    - o You will be asked to report the following that have occurred during this reporting period as a result of the grant funding: (please note you are only required to report on elements your project is intending to impact, for example if your project is intending to link patients to housing and primary health care you will only be required to report on the number of clients receiving housing services and the number of clients receiving primary health care services all other questions you may elect to answer if your project is seeing an impact within those areas)
        - Number of individuals referred to/receiving behavioral health services
        - Number of clients receiving housing services

- Number of clients receiving educational advancement/job training
- Number of clients receiving employment services
- Number of clients receiving pre-trial services
- Number of clients receiving diversion services
- Number of clients receiving other mental health or substance abuse services
  - The service rendered
- Number of clients receiving primary health care services
- Number of clients successfully completing the program
  - Please note that all programs are required to report this measure
- Number of clients terminating from the program
  - For the purposes of this reporting tool the term "Terminating" refers to those participants who have left the program prior to completing all aspects needed to complete the program and can include:
    - those going AWOL
    - those becoming incarcerated
    - those who were arrested
  - Please note that all programs are required to report this measure
- Number of clients leaving the program
  - For the purposes of this reporting tool the term "Left the Program" refers to those participants who have left the program prior to completing all aspects needed to complete the program and can include:
    - those moving out of the area
    - those refusing to further participate in the project
    - those electing to participate in an alternative project
    - those who are deceased
  - Please note that all programs are required to report this measure

Training Section:
- You will be asked to report on the number of training events the project has sponsored/held <u>during this reporting period</u>
  - If you have selected at least one training you will be asked to report: (note: this section will repeat once for each training identified)
    - the event name/type
    - number of staff trained (these should include only staff of the provider)
    - number of community partners trained (these should include only partners within the community but are not a part of the provider)

Funding Expenditures:
- You will need to report the dollar amount expended from grant funds <u>during this reporting period</u> (please note you will only enter whole numbers with no symbols only, report "$5.50" as "6")
  - Once you have completed the expenses a sheet will appear that will provide a calculation of per person funding you have used during the quarter. This

calculation will take the total funding expended during the quarter and will divide this by the number of persons reported as receiving behavioral health services during the quarter. This will provide a per person expense.

Expense Report:

- You will be required to upload an expense report for the current quarter.

For questions about the reporting form please contact:

Lorrie A. Byrum
Data Analyst
Oklahoma Department of Mental Health and Substance Abuse Services
Lorrie.byrum@odmhsas.org

Office of the Oklahoma Attorney General
2024 Sheriff's Office Funding Grant Program
6-Month Reporting

As stated in the Sheriff's Office Funding Grant Program contract, each recipient shall provide the Oklahoma Attorney General with semi-annual reports outlining how grant funds were spent during the grant period. ***Please include any supporting financial documentation.*** The grant period begins on the date of the Agreement and extends for the following twelve months. Should the grant recipient require additional time to spend the grant funds, an extension of the grant period may be available. However, an extension will only be provided to those recipients who can show reasonable justification for such a request.

Grant Recipient:

Grant period: Click or tap here to enter text.

Reporting periods and report deadlines: (Please check the box for this submission). Please note that the period refers to the calendar reporting period, not necessarily your first or second reporting period. For example, the 2nd calendar period may be your first time to report any expenditures.

The first report is due January 31, 2025, for any funds expended July 1, 2024-December 31, 2024. A report will be due for each period in which you expend funds.

☐ **1st period (First 6 months of calendar):** January 1– June 30

Report due: July 31, 2025, and July 31, 2026

☐ **2nd period (Second 6 months of calendar):** July 1– December 31

Report due: January 31, 2025, and January 31, 2026

Semi-annual reports should be sent by the report deadlines listed above.

Please email your completed reports to:
Grants Administrator, Stephanie Lowery (Stephanie.Lowery@oag.ok.gov)

Please answer the following questions.

<u>**Financial**</u>

(1) Provide a detailed itemization of funds spent during the reporting period and the balance of remaining grant funds. *(Attach supporting documentation for funds spent during this quarter. Ex: A spreadsheet for funds spent during the quarter and any POs for purchased equipment if applicable is sufficient.)*

(2) **Complete the Financial Information page (at the end of this report).**

2024 SHERIFF'S OFFICE FUNDING GRANT PROGRAM GRANT PROGRAM FINANCIAL REPORTING

<u>Grant Total Awarded (2024)</u>	<u>6-month period:</u>	<u>Amount Spent in 6-month period</u>	<u>Balance</u>
	July 1, 2024-Dec 31 2024	*$0*	*$0*
	Jan 1, 2025-Jun 30, 2025	*$0*	*$0*
	July 1, 2025-Dec 31, 2025	*$0*	*$0*
$TOTAL	*Total Amount Spent (YTD)*	*$TOTAL*	*$0*

BE SURE TO ATTACHED SUPPORTING DOCUMENTATION – *such as invoices, POs, timesheets, budget reports, etc.*

SHERIFF'S OFFICE FUNDING GRANT PROGRAM GRANT
6-MONTH REPORTING FORM - EXPENDITURES

Sheriff's Office:

Send reports to: stephanie.lowery@oag.ok.gov

Date:

Budget Categories	Expenditures per 6 months				Remaining Grant Amount
	7/1/24-12/31/24	1/1/25-6/30/25	7/1/25-12/31/25	1/1/26-6/30/26	
1 **Expenditures**					
Budget categories					
Materials and Supplies					
Equipment Rental/Purchase					
Stipend					
Training					
Vehicle costs					
Other (please provide details)					
3 **TOTAL**					

Note: Itemized invoices and purchase orders MUST be included with report

Prepared by: Email address and phone number:

Oklahoma County Board of County Commisioners
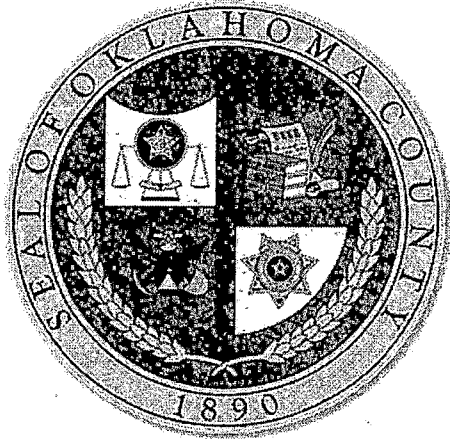
INVOICE

320   Robert   S.   Kerr
Oklahoma City, OK 73102

INVOICE #G0003-1
DATE:11.05.2024

TO: Oklahoma Office of the Attorney
General 313 N.E. 21st Street
Oklahoma City, OK 73102

FOR:
Sheriff's Office Funding Grant Program 2024

DESCRIPTION	AMOUNT
Sheriff's Office Funding Grant Program 2024	$ 300,000

	TOTAL	$ 300,000

Oklahoma County, Oklahoma

Grants Administration Framework

Version 1
July 2024

Table of Contents

Grants Management – Internal Controls – High-level Overview

Policy Purpose
To ensure the effective and compliant use of grant funds, Oklahoma County established a clear and consistent grant administration workflow. This document provides a high-level overview of the framework.

Policy Summary
A countywide grant procedure ensures that the County applies for and administers grants in a consistent, transparent, and accountable manner. It facilitates coordination and collaboration among different County departments involved in grant projects. Improves the efficiency and effectiveness of grant management by streamlining the workflow, clarifying the roles and responsibilities, and providing guidance and support throughout the grant lifecycle.

Control Environment
Roles and Responsibilities
- **Grant Office:** Oversees and supports the grant lifecycle, from identification, drafting, submission, and monitoring. It also presents grant proposals to P&G and BOCC for approval and authorization.
- **County Departments:** Identifies and pursues grant opportunities that align with their strategic goals and priorities. Provide the Grant Office with the necessary information, documentation, and collaboration for preparing and submitting grant proposals. Comply with the Grant Administration Framework and the policies and procedures established.
  - Each County Department that receives grant funds assigns a Project Manager (PM) to oversee grant compliance efforts, including collecting documentation. The Grant Office provides training, guidance, and support to all PMs, as needed. Departments are accountable for the progress of their grant related projects and coordinating with other state or federally funded programs and technology systems.
- **Policy & Governance:** Reviews all grant proposals for feasibility and recommends them to BOCC for authorization. Reviews the Grant Administration Framework and makes recommendations accordingly.
- **BOCC:** Reviewing and authorizing grant proposal submissions recommended by P&G. Reviews and approves vendor invoices for payment after the grant funds are allocated and received.

Post-Award Management
The post-award grant process involves the following: appropriation of grant funds by Budget Board, creation of budget record by County Clerk, creation of requisition by Requisitioning Officer, creation of purchase order and ordering by Purchasing Department, delivery and receiving by Receiving Officer, review and payment by Accounts Payable and BOCC, and reporting and compliance by Grant Office and Departments.

Risk Assessment
Based on project descriptions and project budgets, each subrecipient's risk of noncompliance will be evaluated, which includes consideration of such factors as:
- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits,
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring

The following monitoring plans will be considered standard for the corresponding risk levels.
Information and Communication

Low-Risk Monitoring Plan	Medium-Risk Monitoring Plan	High-Risk Monitoring Plan
1. Eligible to receive all payments once contract is signed and payment processing is in place.	1. Payments made on reimbursement basis only and reviewed for allowability.	1. Payments made on reimbursement basis only - requiring *proof of payment*.
2. Random sampling of expenditures for supporting documentation/detail should be conducted at least once per year.	2. Random sampling of expenditures for supporting documentation/detail should be conducted at least quarterly.	2. Prior approval required for subawards, subcontracts, equipment, and capital expenditures.
3. Annual site visit	3. Annual site visit	3. Highest risk entities should include management/technical assistance costs to support administration.
		4. Annual site visit

Purpose of Communication and Support Plan: To facilitate effective and timely communication between the Grant Office, County Departments, and other grant recipients, and to provide support services to assist in meeting the grants' compliance and reporting requirements.

Roles and Responsibilities of the Grant Office, County Departments, and Other Grant Recipients: Establishes the communication channels and frequency for each grant and defines the roles and responsibilities of the Grant Office staff, the County Departments, and other grant recipients.

Support Services Provided by the Grant Office: Outlines the support services that the Grant Office will provide, such as a dedicated email address, support sessions, office hours, regular updates and feedback, quarterly workshops, reminders, a repository of resources and tools, checklists, and site visits and audits.

Feedback and Suggestions from Grant Recipients: The plan solicits feedback and suggestions from the grant recipients on how to improve the communication and support. The Grant Office and incorporates them into the plan as appropriate.

Subrecipient Monitoring

Monitoring Steps	Outcomes
Subrecipient Determination	1. Subrecipient vs. Beneficiary Checklist 2. Risk Assessment
Subrecipient Agreement	1. Formalizes and provides conditions for subaward in a document 2. Plans outlined for ongoing monitoring, support, and closeout
Training and Reporting	1. Grant Office provides necessary training, material, and resources 2. Prepares subrecipient for compliance and performance monitoring 3. Site Visits and Audit Reports
Closeout	1. Following last expenditure schedule a desk review or site visit 2. Validate documentation 3. Summary of review and formal closeout by BOCC

Reporting

Grant Reporting and Monitoring Purpose: The Grant Office collects and analyzes data metrics from grant recipients to measure the progress, impact, and compliance of the grant project.

Information: Grant recipients report on project identification, funding and expenditure, program management, outcomes and outputs, evidence use and evaluation, and mandatory performance reporting.

Evidence-Based Interventions: Some grants may require reporting on how evidence-based interventions and/or program evaluations are incorporated into the project, and how much of the project spending is allocated to evidence-based interventions.

Performance Metrics: Performance metrics are used to track the implementation, effectiveness, and alignment of the project with the grant goals and expectations. Performance metrics include both output and outcome measures.

System of Record: Ensures consistency, accuracy, and reliability of the data collected and reported. It also helps to prevent errors, fraud, and misuse of funds, and to facilitate communication and collaboration among stakeholders.

Considerations

This document provides a high-level overview of grant administration internal controls. It is intended to help departments understand the basic requirements and expectations of the grant program. However, this **document is not a substitute** for the Grant Compliance Administration document, which contains detailed information and guidance on how to comply with the grant terms and conditions. Departments should refer to the Grant Compliance Administration document for in-depth understanding and clarification of the grant reporting process and procedures.

BOARD OF OKLAHOMA COUNTY COMMISSIONERS

STRATEGIC GOALS

Six strategic goals have been developed during the Strategic Planning Process. These goals are:

1. Increased citizen involvement and understanding.

2. County employee development.

3. Review funding sources and requirements to maximize the returns to the citizens of Oklahoma County.

4. Provide and improve the general welfare of our citizens.

5. Be the economic development leader for Central Oklahoma.

6. Achieve infrastructure excellence.

A description of the goals' objectives with action plans is included. The action plans include tasks and, when available, a time line for implementation and the responsible personnel for insuring completion of the tasks. Because strategic planning is an ongoing process, periodic reviews for each of the goals' action plans will be conducted.