

Project Overview

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Project Name: *Covid Recovery Plan for Kids*

Organization Name: *Boys & Girls Clubs of Oklahoma County*

Primary Contact

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Name: *n/a*

Email: *n/a*

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Project Cost: *\$30,063,392.00*

Project Cost Breakdown: *The submitter must complete the template below. An incomplete project cost breakdown or a breakdown provided in a different format may result in delays in project review. The goal of the budget is to provide a clear and concise description of the expenses requested to support the activities in your application. A successful budget will show what each expense is, how much it costs, and the calculation used to get that amount.*

Proposed Project Cost Breakdown		
Total Requested Amount	\$ XXXXX	Total of all below sections
Personnel	\$ XXXXX (Total for Section)	Details
<i>Example: Program Coordinator</i>	<i>Example: \$35.00/hour x 4 hours/day x 5 days/month x 12 months = \$8,400.</i>	<i>Example: The coordinator will be responsible for programmatic needs, reporting and evaluating the program</i>
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)
Capital (Real Property)	\$ XXXXX (Total for Section)	Details
<i>Example: Renovation to Health Science Center</i>	<i>Example: \$1,500,000</i>	<i>Example: Funds will be used to upgrade labs on the first floor to include chemical flow</i>

		<i>hoods, to install an elevator and to perform HVAC repairs</i>
New Construction	\$ 1,860,000*	Funds will be used to construct additional classrooms at two sites, a teen wing w/ safe room, a new gym, parking facility for transportation vehicles, etc. at 6 sites throughout OK *No single project in this total is over \$600K.
New Construction	\$1,500,000	Funds will be used to add a kitchen and two classrooms and renovate the entrance at the Broken Arrow Club
New Construction	\$1,500,000	Funds will be used to build a new gym at the Ottawa County Club; will also provide space for transportation vehicles to be secured
New Construction/Renovation	\$5,188,539	Funds will be used to add a new gym onto the NE OKC Club and to renovate an empty 16K s.f. building for teens
New Construction	\$1,120,000	Funds will be used to complete construction of a new facility in Dewey.
New Construction	\$797,000	Funds will be used to build and improve playgrounds at 7 sites throughout OK; will also purchase land for green space at one site
Repairs/Renovation	\$1,250,000	Funds will be used to replace the roof, and flooring and make HVAC improvements at the North Mabee Shield Club
Repairs/Renovation	\$2,233,600	Funds will be used for numerous repairs and renovations at 15 Club sites throughout OK, including multiple HVAC improvements, roof repairs, flooring, build-out of unused space for additional program areas, plumbing/bathroom repairs, renovation of an empty building (LeFlore county), safety improvements, and kitchen renovations to serve more kids.
Renovation	\$4,800,000	Funds will be used for renovation of a 35K s.f. building in OKC's Capitol Hill area which will serve primarily K-12 Hispanic students from 6-8 schools
FF&E and Technology	\$2,197,000	Funds will be used to purchase a wide variety of furniture, equipment, technology, and software for all 94 Club sites throughout OK. A portion of this

		may ultimately be determined to be classified as supplies.
Capital (Other)	\$ XXXXX (Total for Section)	Details
<i>Include equipment if it has a useful life of > one year and a per-unit acquisition cost ≥\$5,000</i>		
<i>Example: Hospital Beds</i>	<i>Example: \$300,000</i>	<i>Example: Funds will be used to purchase 60 hospital beds. Beds will be placed in the addition to the hospital following renovation</i>
7 Mobile Clubhouses	\$1,925,000	Funds will be used to purchase 7 RVs and 7 dually trucks for Mobile Clubhouses throughout Oklahoma to reach youth disproportionately impacted by COVID in areas currently without a Club experience. Cost also include wraps for the vehicles and supplies for Mobile Clubhouse programs.
4 Cargo Vans	\$384,000	Funds will be used to purchase 4 cargo vans as part of the Club on the Go program to reach youth disproportionately impacted by COVID in areas of OK currently without a Club experience opportunity. Cost also includes wraps for the vehicles and supplies for Club on the Go programs.
21 Passenger Vans	\$1,365,000	Funds will be used to purchase 15-passenger vans to be used throughout Oklahoma to transport youth to Oklahoma Boys & Girls Clubs. Cost also includes wraps for the vehicles.
1 Truck	\$85,000	Funds will be used to purchase a truck for the Chelsea Club to be used in conjunction with the Club-on-the-Go program. Cost includes a wrap for the vehicle.
15 Buses	\$1,700,000	Funds will be used to purchase 15 buses ranging in size from 14-passenger to 66-passenger buses to be used throughout Oklahoma to transport youth to Oklahoma Boys & Girls Clubs. Cost also includes wraps for the vehicles.
Remodel of 5 buses	\$300,000	Funds will be used to remodel 5 buses to create mobile libraries, hands on learning stations, and food distribution

		sites that can be taken throughout Oklahoma.
Services	\$ XXXXX (Total for Section)	Details
<i>Example: Substance Use Services</i>	<i>Example: \$150,000</i>	<i>Example: Funds will be used to provide evidence-based outpatient treatment to 40 clients during the grant period</i>
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)
Supplies	\$ XXXXX (Total for Section)	Details
<i>Include equipment if it has a useful life of < one year, or per-unit acquisition cost < \$5,000</i>		
<i>Example: Afterschool programmatic supplies</i>	<i>Example: \$100/client x 90 clients x 1 year = \$9,000</i>	<i>Example: Backpacks, school supplies, hygiene items and healthy snacks for program clients</i>
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)
XXXXXX (Cost Type)	\$ XXXXX.XX	XXXX (Details and further elaboration on this cost, examples, etc. to describe the cost.)

Other funding identified by applicant (non-SLFRF, matching funds, SLFRF from other sources, private, etc.):

Some of the donors providing significant matching funds for these capital expenditures include: Inasmuch Foundation, Mabee Foundation, Lyon Foundation, Conoco Phillips, Cresap Foundation, Phillips 66, Rogers County, McClendon Family, MidFirst Bank, T-Mobile, Best Buy, JASCO Giving Hope Foundation, McClendon Family, Arnall Family Foundation, Zarrow Foundation, TSA Metro Tulsa Area Command, Anonymous Donor, US Cellular, and the City of Miami.

There are a number of additional donors who are providing matching funds for the operations that will take place in and with the assets provided by these capital expenditures. A list of these donors is available upon request.

What goods or services will you need to complete this project?

We are not aware of any additional goods or services that will be needed to complete the capital expenditure projects included in this ARPA proposal. However, once each of the above items is purchased/completed with capital expenditures from this ARPA proposal,

the assets will be used to serve thousands of Oklahoma youth with high-quality after school and summer programs. These assets will be used with a wide variety of academic, social, emotional and behavioral programs, activities and services designed to help disproportionately impacted Oklahoma youth recover from setbacks they are experiencing due to COVID. The operating costs for these activities are not included in this ARPA proposal but, along with the assets provided by this request, are part of the COVID Recovery Plan for Kids.

There was not a place for this in the budget table above, but administrative costs for this project are anticipated to be 2.5%, or \$733,235, over the 4-year life of this grant.

Have you identified competitive bidding procedures to be utilized to procure the necessary goods or services?

Boys & Girls Clubs always use competitive bidding procedures when required by law. We follow Oklahoma rules, grant guidance, federal guidelines and uniform code pertaining to competitive bidding for any single unit of purchase above the required threshold for either goods or services. In addition, each Oklahoma Club has its own internal policies regarding a dollar threshold that requires competitive bids for goods and services as set by their Board of Directors. These policies apply when no government or grant requirements are associated with specific funding streams and/or if the individual Board thresholds are less than those set by funders.

Project Timeline (all projects must expend funds before December 31, 2026) identifying anticipated start date, completion date, and any milestone date goals.

Work on all components of this project will begin immediately upon award of funds. Due to the variety of components within this project, completion will be over the course of 24 months. We expect all components to be fully complete and operational within 24 months with some components completed in as little as 3 months.

How many Oklahomans will benefit from this project?

This project will impact the 28,000 youth we serve annually, plus an additional 17,000+ Oklahoma youth through Club on the Go and the facility repairs/expansions purchased with these ARPA funds. It is anticipated that many more additional youth could be served with additional operating funds.

What is the potential return on investment for this project?

In 2015, Boys & Girls Clubs of America engaged researchers at the Institute for Social Research and the School of Public Health at the University of Michigan to conduct a national study to estimate the return on investment (ROI), or the benefit-cost ratio, of the

services Boys & Girls Clubs provide to youth and their families. The ROI analysis examined how the costs required to provide Club programming compare to the long-term benefits for youth and families in economic terms.

For every \$1 invested in Oklahoma Boys & Girls Clubs, \$14.89 in economic benefits is returned to youth, families and society. Therefore, this project yields a potential return on investment of \$447,643,907.

Economic impacts are significant and important; however, this study fails to quantify the social and emotional impact that Boys & Girls Clubs have on youth, nor the impact of recovering from setbacks due to COVID. NYOI membership data shows that youth feel safe at their Clubs, gain a higher level of self-esteem, are more likely to graduate from high school, and are less likely to participate in detrimental behaviors. Evidence-based programs also show that youth attending a Boys & Girls Club are recovering from setbacks due to COVID faster and better than their peers, which these ARPA funds are specifically being used for. This past June, students participating in a Club summer enrichment program for one month using BookNook (one of the capital expenditures included in this project) improved their grade level reading scores by 3.2 months in 4 weeks! These are values that cannot be measured by dollars.

Project Description to include impact of COVID-19, intended impact of project, and general description of services

Our COVID Recovery Plan for Kids is specifically designed to reach thousands of Oklahoma youth who were disproportionately impacted by COVID and to help them recover from academic, social, emotional, and behavioral setbacks from the pandemic.

This ARPA proposal consists of a variety of capital expenditures that are a critical component to helping Oklahoma's youth recover. These expenditures fall primarily into several categories:

- Our Club-on-the-Go program will allow us to reach thousands of youth who currently do not have access to high quality out-of-school-time programs and services. It will also allow us to transport thousands of youth where transportation is the barrier for kids and families being able to access a Club.*
- Critical repairs or fixed asset replacements are needed to keep some existing Clubs open and keep kids safe. Without these repairs, youth currently being served will lose access to their Club or the number of youth attending will have to be significantly reduced.*
- Expansion to existing sites, renovation of recently purchased empty buildings, and construction of a new Club site in Dewey will provide new capacity to allow thousands more disproportionately impacted Oklahoma youth to have access to a Club.*

As part of our Club-on-the-Go program, our Mobile Clubhouses will consist of a fleet of vehicles (RVs, trucks, vans, and buses) designed specifically to bring a full Club

experience to areas that do not currently have access to high quality out-of-school-time programming and where it is not economically or geographically feasible to open a full-time Club. The vehicles will be equipped with equipment and supplies that allow staff to provide children and teens with the same evidence-based programs and enrichment activities they would get if attending a brick-and-mortar Club. These programs and activities are designed specially to address the academic learning loss and social and emotional challenges kids have experienced due to COVID. Programs include academic enrichment, social skill development, emotional well-being, sports, arts, STEM, workforce development, college and career planning, and more.

Some of the vans and buses will be used to bring kids to a Club and/or take them home in areas where transportation is a barrier for youth having a safe, positive place to go when schools are closed. Transportation provided to these disproportionately impacted youth so that they have access to Club programs and services will be transformative for those youth and their families.

This proposal also includes a wide variety of capital improvement projects across the state that are critically necessary to address the needs in each community for youth who have been negatively impacted by COVID-19. Construction, renovation, and repair projects included in this project will expand services to thousands more Oklahoma youth, particularly in many communities that are currently unable to meet the needs in their communities and have wait lists.

Reporting and Planning

Which Expenditure Category should this project be reported under? (See Appendix A)

2.25 Addressing Educational Disparities: Academic, Social and Emotional Services

While the districts listed below will not be direct recipients of funds, students of these districts will benefit from this project through services at Boys & Girls Clubs.

NCES District IDs: 4022770, 4009150, 4028710, 4032400, 4003630, 4031290, 4007380, 4012570, 4013650, 4010650, 4015690, 4015990, 4008250, 4026730, 4025200, 4018000, 4007670, 4024870, 4014160, 4019440, 4021720, 4021930, 4032370, 4019950, 4019860, 4008490, 4011250, 4032940, 4010440, 4005520, 4010350, 4017250, 4027570, 4030240, 4012300, 4015210, 4033210, 4015370, 4003180, 4014130, 4005490, 4026880, 4026910, 4026790, 4020160, 4029380, 4015240

____ Initial here to confirm that you understand you will be a subrecipient and required to comply with federal compliance, reporting, and contract requirements, including the Uniform Guidance (2 CFR Part 200). Among other requirements of the Uniform Guidance, you are confirming that you have:

- A financial management system capable of separately tracking individual Federal programs, and providing accurate, current, and complete information

- Written procedures regarding compensation and benefits, procurement (including a conflict-of-interest policy), and allowability of costs
- Established and will maintain effective internal controls over each Federal award to provide reasonable assurance that such awards are managed in compliance with Federal statutes, regulations, and the terms and conditions of the award

____Initial here to confirm understanding that subrecipients expending more than \$750,000 total in Federal funds during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

Does your organization plan to expend \$750,000 or more in Federal funding in a single fiscal year when accounting for this request and any other federal awards you receive?

Yes

What are the performance indicators (inputs, outputs, and outcomes) that this project will track to capture impact?

A significant performance indicator will be the number of disproportionately impacted Oklahoma youth served by this project. We will be tracking the number of youth served by these capital expenditures, anticipating we will be able to safely serve over 45,000 youth annually for many years to come, once all capital projects are complete. We will also track frequency of attendance as we know higher levels of participation create stronger outcomes. Ultimately, the intended outcome from these expenditures is that youth disproportionately impacted by COVID will be better able to recover from academic, social, emotional, and behavioral setbacks due to the pandemic. This will be measured by evidence-based programs and NYOI surveys.

Please provide an outline/brief summary of your performance management plan.

For the past 27 years, Boys & Girls Clubs of Oklahoma County (BGCOKC) has had a strong history of successful grant performance with private and state, local, and federal government contracts, including acting as administrator for statewide grants. BGCOKC has a staffing plan in place to ensure the expectations and deliverables of this grant are met. If additional support is needed, our Oklahoma State Alliance and our national organization, Boys & Girls Clubs of America, are also available for additional support in working with the Oklahoma Clubs to ensure compliance. The Alliance has and experienced Executive Director and over a decade of experience managing multiple state contracts and BGCA has over 25 years managing state and federal government contracts.

Please provide an outline/brief summary of your community engagement or outreach plan.

Each of the 17 participating Boys & Girls Club organizations have unique community engagement and outreach plans that are specific to the communities in which they serve. Typically, these outreach plans include participating with local schools in events, having family night activities, providing opportunities for non-Club members through sports, A Day for Kids, holiday events, food and school supply distributions, Lights on After School, and other activities.

Please explain how non-English speaking constituents will be able to benefit from this program.

Each of the 17 participating Boys & Girls Club organizations identify local community resources in order to provide families with necessary translation services so that all youth have access to Club services and programs. Wherever possible, Boys & Girls Clubs hire bilingual staff and solicit bilingual volunteers, and many Clubs provide written information in both English and Spanish. Additionally, non-English speaking youth have positive experiences at Boys & Girls Clubs because they are able to practice their English skills in a non-threatening, social environment.

Capital Expenditure Requirements

Definitions: *Per the Uniform Guidance, the term “capital expenditures” means “expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.” Equipment with a useful life of more than one year and a per-unit acquisition cost greater or equal to \$5,000 is considered a capital expenditure.*

Does your project include a capital expenditure? If yes, is the total capital expenditure greater than \$1 million?

Yes. The majority of the \$30.1M request is for a wide variety of capital expenditures for Clubs throughout the state. As noted in the budget, there are six individual expenditures that are over \$1M. The remaining expenditures are less than \$1M each.

Do you or your team have prior experience in administering capital expenditure projects? If yes, briefly describe your years of experience. Please list details on project scope and size, as well as any relevant experience in handling capital expenditure projects.

Yes. Virtually all of the Boys & Girls Clubs organizations across the state have experience administering capital expenditure projects. Boys & Girls Clubs of Oklahoma County, the applicant and organization that will be the administrator overseeing the expenditure, has extensive experience handling capital expenditure projects.

BGCOKC has constructed and maintained a 42,000 s.f. building in OKC that had a 6,100 s.f. addition completed in 2019 and significant renovations in 2020. BGCOKC has recently purchased and completed renovations on a 15,000 s.f. school that had been closed for many years. The facility was in extreme disrepair and had no outdoor amenities. It has just opened to serve K – 8th grade in NE OKC and is a state-of-the-art facility with a outdoor facilities that include a football/soccer field, a futsal/basketball court, a ¼ mile walking track, and a playground. BGCOKC has also recently purchased a 35,000 facility in south OKC and has developed plans to renovate it. Recent project costs have ranged from \$20,000 to \$2.8M individually, and have been completed on budget.

Additionally, BGCOKC has purchased two RVs with trucks and converted them for use a mobile clubhouses. One will serve youth of all ages and has extensive supplies and equipment for a full Club experience. The other is specifically designed for middle school and high school students and focuses on STEM, workforce development, and college and career planning activities. A fenced parking facility was also constructed to keep the vehicles secure. These mobile clubhouses came in slightly under budget.

BGCOKC has extensive experience managing construction, renovation, and repair projects and successful construction budget oversight. BGCOKC's Controller has 16 years of experience at a prior company managing capital expenditures, and BGCOKC's President & CEO has over 20 years of prior experience as a commercial banker overseeing large client construction projects requiring progress billing and percentage of completion procedures and controls.

____Initial here to confirm that you have reviewed and understand provisions of the US Treasury Final Rule regarding the use of State and Local Recovery Funds for capital expenditure, including the requirement to complete a written justification, including an alternatives analysis for capital expenditures of more than \$1 million in SLRF funds. See 87 Fed. Reg. 4450, Sec. 35.6(b)(3)(ii)(E)(4)(January 27, 2022) (summary: Appendix B)

____Initial here to confirm that you agree to complete and meet the substantive requirements of a written justification for capital expenditure projects, where capital expenditures are greater than \$1million.

____Initial here to confirm that you have read and understand fully the real property provisions, laid out under 2 CFR 200, specifically, 2 CFR 200.310 – 2 CFR 200.316 and 2 CFR 200.330.

____Initial here to confirm that you have undertaken due diligence to ensure that the project will comply with all applicable federal and state laws, and including, but not limited to, environmental, siting and permitting laws and regulations.

____ Initial here to confirm you would be able to provide information regarding required programmatic data upon request (pg. 27-33, US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance version 4.0)

Public Health and Negative Economic Impact Requirements

Please complete this section if your project falls into Expenditure Categories 1 (Public Health), 2 (Negative Economic Impacts), or 3 (Public Health-Negative Economic Impact: Public Sector Capacity). U.S. Treasury requires the State of Oklahoma to submit short responses (max 250 characters) to these questions for each applicable project.

Please describe the structure and objectives of the assistance program(s), including public health or negative economic impact experienced.

N/A

Please describe how this project's response is related and reasonably proportional to a public health or negative economic impact of COVID-19.

N/A

Workforce and Job Training Requirements

Please complete this section if your project involves providing worker retention incentives; hiring or re-hiring public sector staff; or providing job training assistance, including tuition assistance.

Does your project include public sector worker retention incentives?

The Final Rule specifies that retention incentives will be presumed to be reasonable if the incentives are below 25% of the rate of base pay for an individual employee, or below 10% for a group or category of employees. Further, you must be able to substantiate and document that the employees were likely to leave employment in the absence of the retention incentive.

If your project will include worker retention incentives, describe how you will meet the substantiation requirements and provide calculations showing that your proposed incentives will not exceed the limits in the Final Rule.

This proposal does not include retention incentives.

Does your project involve hiring or re-hiring public sector staff?

The Final Rule permits the re-hiring of staff for pre-pandemic positions that were unfilled or eliminated due to the pandemic. Alternately, in recognition of historic underfunding of public sector employment, the Final Rule allows a recipient to increase the number of staff by hiring above the pre-pandemic baseline level, up to 7.5%. If you intend to increase staff above the pre-pandemic baseline, complete the calculation below to show your proposed hiring does not exceed 7.5% of baseline levels.

- **Step One:** Identify your budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
- **Step Two:** Multiply the *pre-pandemic baseline* by 1.075 (that is, 1 + *adjustment factor*). This is called the *adjusted pre-pandemic baseline*.
- **Step Three:** Identify your budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. You may, but are not required to, exclude FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
- **Step Four:** Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be hired and covered by SLFRF.

Note: This analysis may be performed on a government-wide basis, or for an individual department, agency or authority.

This proposal does not include public sector employees.

Does your project include job training assistance, such as tuition assistance, subsidized employment, or combined education and job training programs?

The Final Rule allows ARPA/SLRF funding to be used for job training assistance to individuals who are unemployed or who are currently employed but are seeking to move to a job that provides better opportunities for economic advancement, such as higher wages or more opportunities for career advancement.

The final rule maintains the definition of eligible beneficiaries, which is aligned with the Bureau of Labor Statistics' definitions of unemployed workers and other labor underutilization, using a common definition that incorporates a broad group of individuals both unemployed or whose skills are otherwise underutilized in the labor market.

Please describe how you will ensure and document that job training assistance is provided only to unemployed or underemployed workers.

This proposal does not provide job training to unemployed or employed workers seeking better opportunities. We will provide workforce development and job training opportunities to youth who are Club members.

Aid to Impacted Industries Requirements

Please complete this section if your project is categorized as Expenditure Category 2.36 “Aid to Other Impacted Industries”

Did the industry experience employment loss of at least 8% nationally? If yes, please show your calculation as described below. Per the Final Rule, an industry is presumed to be impacted by the public health emergency if the industry experienced employment loss of at least 8%.

To perform this calculation, compare the number of employees in the industry in the three months before the pandemic’s most severe impacts with the latest data as of the final rule release. (i.e., compare the three-month average of seasonally-adjusted data from December 2019, January 2020, and February 2021 with the three-month average of seasonally-adjusted data from September 2021, October 2021, and November 2021). The data to inform this calculation is available from the Bureau of Labor Statistics.

N/A

If the industry did not experience employment loss of at least 8%, please demonstrate how, in the totality of relevant national major economic indicators, the industry is experiencing comparable or worse economic impacts when compared to the tourism, travel, and hospitality industries, as a result of the public health emergency. Example economic indicators include gross output, GDP, net profits, employment levels, and projected time to restore employment back to pre-pandemic levels.

N/A

Risk Assessment

____Initial here to confirm your understanding that 2 CFR Part 200.206 requires the State to perform a risk assessment of applicants focusing on items such as financial stability, management systems and standards, history of performance, audit reports and findings, and ability to implement programs.

____Initial here to confirm your understanding that 2 CFR Part 200.206 requires any subrecipient that subgrants State and Local Recovery Funds provided by the State of Oklahoma for this project to its own subrecipients to perform a risk assessment of those

potential subrecipients for financial stability, management systems and standards, history of performance, audit reports and findings, and ability to implement programs.

Will you be administering the project? If so, describe your prior experience administering federal or state grants. How many years of experience do you have? If not, who will be administering and what is their prior experience?

Yes – Boys & Girls Clubs of Oklahoma County (BGCOKC) will be administering this project. BGCOKC has over 25 years of managing federal and state grants. We have over three years of experience managing statewide grants for multiple Boys & Girls Club organizations and will be supported by the Oklahoma Alliance of Boys & Girls Clubs that has over 20 years of experiencing managing statewide grants. Our annual audit and our Single Audit have been clean and had no findings. Additionally, Boys & Girls Clubs of America has over 25 years of experience managing federal and state grants and is available for support on this ARPA award if needed.

What administrative costs do you expect to incur from the funds requested? (Expressed as a percentage or an amount). Does your organization have a Negotiated Indirect Costs Rate Agreement (NICRA) established with a federal agency?

BGCOKC does not have a NICRA, but will of course incur administrative costs overseeing this ARPA award. If the full amount of the request is funded, it is anticipated that four years of administrative costs will be 2.5% - 3% of total project cost.

Have you successfully completed a similar project in the past?

If yes, how many years of experience do you have in completing projects similar in scope and size?

Yes. In 2021, BGCOKA administered a CARES Act grant of \$2.6M that included capital expenditures (purchases, renovations, repairs, etc.) for Boys & Girls Clubs throughout Oklahoma. BGCOKC reviewed reimbursement requests, receipts, and proof of project completion prior to submitting reimbursement requests from OMES. Upon receipt of funds from OMES, BGCOKC immediately distributed funds to individual Club organizations. We have managed a number of CAPEX, federal, state, local, and other grants for our own organization, and have been sub-recipients on 21st Century grants. We have also consulted with Oklahoma Clubs needing assistance on other state requests and/or individual federal grant applications.

Has your organization or entity been administratively responsible for expending, monitoring and compliance reporting for other pandemic relief funds?

If yes, how much funding was received by your organization or entity?

Yes. BGCOKC received \$2.2M of CARES Act funds for HOPE Centers, approximately \$800K in PPP loans that were forgiven, \$1.7M in additional CARES Act funds, OSDE ESSER funds (in process – roughly \$1.9M), \$500K in ESSER funds from Western

Heights School District, OKCPS ESSER Funds (awaiting final approval in October – approx. \$1.2M) and \$600K from the City of Midwest City (HUD funds)

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Does your organization receive other Federal Funding?

If yes, please describe the type of funding (i.e., federal agency grant source, specific grant description etc.). How many years of experience does your organization have with other Federal funding and the corresponding federal grant requirements, including the Uniform Guidance.

BGCOKC and many of the Club organizations throughout the state receive OJJDP pass-through funding from BGCA to run a mentoring program. We are each responsible for all federal grant requirements (performance, reporting, record retention, etc.) associated with these grants. We also have had pass-through funding from DHS and DMH from our Oklahoma Alliance for Boys & Girls Clubs since 2012 and are responsible for reporting, record retention and all other grant compliance requirements.

Is your proposal a pre-existing project or program?

If yes, how much funding has already been committed to the project? Please describe any other assets that have been committed to the project.

Our proposal includes a wide variety of both pre-existing programs/sites that are being improved or expanded, as well as new programs/sites that range from shovel-ready to in-process.

Over \$9.0M has been raised as a match for these capital expenditures. Two of the projects have land committed for them (not included in the \$9,0M amount), and numerous funders have committed additional monies for the operations that will run in these programs/sites.

Does your organization have a record retention policy, procedure, and/or system to comply with the federal requirement to retain records for 5 years? If yes, please describe. If no, how do you plan to develop a record retention policy, procedure, and/or system?

Yes. BGCOKC has record retention policies to comply with all record retention requirements. Procedures include retaining both physical and electronic records for all expenditures. This includes hard copies of all receipts, copies of canceled checks, credit card statements, payroll reports, and other documents, as well as scanned copies of these attached to payments in QuickBooks. Physical records are saved and labeled by year in a secure location, and all electronic records are backed up both on site and off site on a daily basis. Individual Club organizations will also be required to retain original copies of their expenditures, funding requests and payments.

Is your organization registered in SAM.gov? If yes, please provide the DUNS and unique entity identifier (UEI).

UEI: K5FWWELE37A6

Monitoring & Internal Controls

Has your organization ever been subject to an audit or state or federal monitoring in the last three years? If yes, describe and provide reports.

BGCOKC has not been subject any audits or monitoring outside of our required standard annual financial audit and Single Audit. Our audits have been clean with no findings, including on the Single Audit.

Describe all of the internal controls that will be used to ensure use of funds is consistent with State and Local Fiscal Recovery Funds regulations. (e.g., written policies and procedures, standard of conduct, etc.)

Boys & Girls Clubs of Oklahoma County has an extensive set of internal financial policies and procedures that have been reviewed by our auditor and approved by our Finance Committee and full Board of Directors. These policies and procedures include segregation of duties, record keeping requirements, handling of cash and deposits, expense approvals, use of credit cards, multiple signatures for larger expenditures, following GAAP and other accounting best practices and more. These policies exceed the requirements set by our national organization, Boys & Girls Clubs of America. We also have a Code of Conduct that is signed by all employees and Board members, and background checks are required annually for all employees and Board members. Our Controller, Dawn Duong, is responsible for ensuring compliance with all policies, procedures and regulations. Grant reports from Oklahoma Boys & Girls Clubs will be reviewed by a Grants Accountant, our Controller, and in some cases by the President & CEO. The Controller and President & CEO will sign off on all funding requests sent to OMES.

Does your organization utilize a financial management system? Would that same system be used to monitor/ track/ report projects financial compliance? If yes, please describe your accounting software and financial management system.

Boys & Girls Clubs of Oklahoma County uses QuickBooks for Non-profits as its accounting system. Clubs throughout the state use a variety of accounting and financial management systems and all are required to have an annual financial audit. BGCOKC capital expenditures would be tracked in QuickBooks. Capital expenditures at other Boys & Girls Club organizations would be included in each of their individual accounting systems, and then provided to BGCOKC as part of a routine reporting requirement. (See additional information below.) Where necessary, additional tracking requirements are managed through associated spreadsheets and/or databases.

Will this project distribute sub-grants or funds to beneficiaries (households, individuals, small businesses, non-profits, etc.)? If you plan to distribute these funds, what internal controls will be in place for eligibility determination to ensure funds are distributed in compliance with the U.S. Treasury Final Rule guidelines?

Yes. There are capital expenditure projects for all 17 Oklahoma Boys & Girls Club organizations in this ARPA request. (The four military organizations are not included in this request and will not be receiving ARPA funds.) The ARPA budget includes specific amounts for each organization that BGCOKC will distribute appropriately throughout the life of this grant.

BGCOKC will work with OMES, their Finance Committee, BGCA subject experts, and their auditor to ensure a full understanding of the U.S. Treasury Final Rule guidelines and OMES reporting requirements prior to authorizing any funds or beginning any capital expenditures. BGCOKC will require Letter Agreements (or similar documents) from each organization that include contractual reporting and compliance requirements. Individual organizations will have direct management responsibility of their capital expenditures, with BGCOKC having additional oversight responsibility. If this is a reimbursement only grant, copies of all receipts and pictures of purchased assets and completed project work will be required prior to funds being requested from OMES or passed through to the organization.

BGCOKC recently managed a statewide CARES Act grant with similar reporting requirements.

Please provide the job titles and years of experience for individuals who would be responsible for monitoring compliance.

*Teena Belcik, President & CEO – 35 years of experience
Dawn Duong, Controller – 17 years of experience
Lou Ann Holtz, Grants Accountant – 40 years of experience
Grants Accountant – TBD*

A Jaye Johnson, VP of Facilities and Safety – 20 years of experience

Other Project Questionnaire Information

In which county is your organization headquartered?

Oklahoma County

In 100 words or less, please describe any evidence or sources that validate the interventions proposed in your project or program.

The capital expenditures provided by this project will provide space to run evidence-based programs such as BookNook, Positive Action, Project Learn, and Ready, Set, Action. Outcomes data from these programs shows that participating youth participating are recovering from setbacks due to COVID more quickly and significantly than their peers. Additionally, Clubs offering yoga, mindfulness and similar programs show improved focus and concentration, as well as stronger academic performance. Yoga and mindfulness programs have been shown to help children with attention and behavior problems and support executive function development. (Kauts, 2009; Rabiner, 2019; Diamond, 2011). NYOI surveys also support these findings.

Describe communities or vulnerable populations, including those that have been disproportionately impacted, that will benefit from this project. Include details on how this community was impacted by the pandemic.

Communities across Oklahoma were disproportionately impacted by the Covid-19 pandemic. Currently Boys & Girls Clubs serve 8 counties with a poverty rate of greater than 20%. Our Club on the Go Mobile Clubhouses will allow us to serve an additional 5 counties with poverty rates greater than 20%. More than 90% of Club members at many of our Cubs qualify for free and reduced meals.

Oklahoma is home to a diverse population that is reflected in current membership demographics that include 37% Native American, 15% African American, and 9% Hispanic. Our minority Club members were disproportionately impacted by the pandemic, as their families struggled with work and school closures at a higher rate than their peers.

Additionally, 24% of Oklahoma residents don't have adequate broadband infrastructure. There is a significant number of Oklahomans who don't have broadband internet even in the counties where it is available. For example, in Rogers County 93% of households have access to internet but only 13% have a subscription. (Denwalt, 2021) This is reflected in the populations we served where some of our Clubs report that over 50% of their youth do not have broadband in their homes.

Which counties would be most impacted by this project or program?

Adair, Atoka, Beaver, Beckham, Blaine, Bryan, Canadian, Carter, Cherokee, Choctaw, Cimarron, Cleveland, Comanche, Craig, Creek, Custer, Delaware, Garfield, Grady, Jackson, Johnson, Kingfisher, Leflore, Lincoln, Logan, Love, Marshall, Mayes, McCurtain, Muskogee, Noble, Nowata, Okfuskee, Oklahoma, Okmulgee, Ottawa, Payne, Pittsburg, Pottawatomie, Rogers, Rogers Mills, Sequoyah, Stephens, Texas, Tulsa, Wagoner, Washington, Woodward

Will this project support qualified census tracts?

Yes, this project will support at least 40 qualified census tracts.

If so, please identify which qualified census tracts will be impacted.

40001376700, 40001376900, 40005587700, 40021977900, 40021978000, 40023967100, 40027200200, 40031002500, 40041375900, 40041376100, 40065968700, 40051000100, 40069660200, 40079040601, 40089098600, 40089098700, 40101000200, 40101000300, 40101000400, 40101001000, 40107080900, 40109104700, 40109105202, 40109106302, 40109107209, 40109107216, 40109107306, 40109108003, 40111000200, 40115574200, 40115574500, 40125500200, 40131050104, 40131050701, 40135030103, 40135030302, 40137000600, 40143001500, 40143006200, 40147000200

Are matching funds or co-investment available from other organizations (philanthropic, local governments, other) that are interested in this project?

Yes.

In 50 words or less, tell us which organizations have agreed to match or co-invest funds or have promised in-kind work and tell us what kind of organization they represent (business interest, non-profit, municipal agency, state agency, individual, etc.)

In total, how many dollars have outside organizations financially committed to this project? Alternatively, describe any other assets that have been committed to the project or program.

Boys & Girls Club organizations have secured matching funds from a wide variety of donors, including philanthropic organizations, local governments, public schools and businesses. The Inasmuch Foundation has committed to a .5% per dollar match for this project, a total of \$150,319.36. The City of Miami is also donating land.

After initial funding from the state, would this project be able to continue operation, or would ongoing investment be required?

The components of this project will require only minimal ongoing investment to address replacement and repairs over time. There is no need for annual support.

If not able to continue operations without additional State general fund appropriations, describe the amount of additional funding, the period of time such additional state funding would be required and potential alternative sources for the additional funding.

Operations will be able to continue without an ongoing annual investment from state funds. However, a minimal amount of maintenance funding would be needed to protect the investment.

Will this project bring revenue to the state or impacted communities?

This project does not create revenue.

If yes, how much revenue may be generated by this project annually, over the next five years?

N/A