

## **Oklahoma Water Resources Board (OWRB) ARPA Grant Next Steps**

The OWRB is administering the Oklahoma ARPA Grant program. These next steps apply to the designated grant program. The following steps are being provided to assist you with the process you will need to follow as your ARPA Grant project progresses.

1. **Board Approval:** To facilitate preparation for board approval, the project owner and/or the engineer/project manager will be required to provide the following documents, if not previously provided, for OWRB records and/or review and approval:
  - i. Attorney certification of compliance with engineering procurement as set forth in 2 CFR 200 or alternatively a request for exemption under the following guidelines:
    - a. Legal certification of compliance with the State law for procurement.
    - b. Application for and/or receipt of a permit to construct from the appropriate regulatory agency or an approved bid packet if a permit to construct is not required.
    - c. Proof that payment for the engineering services that were not procured under 2 CFR 200.317-320 were paid with funds that were not OWRB ARPA funds.
  - ii. Engineering Services Agreement
  - iii. Engineering Report or Technical Memorandum
2. **Risk Assessment, Grant Agreement and EFT form:** You will receive an electronic Risk Assessment Form which must be completed and submitted to us before your project can be taken to the Board. Upon Board approval you will be provided a grant agreement and an Electronic Funds Transmittal (EFT) form you will need to execute and return to the OWRB before you will be eligible to receive disbursements. You do not need to maintain a segregated account, but these funds must be accounted for in a separate General Ledger account.
3. **Project Implementation:**

It is understood that projects are at different stages of development. The purpose of this document is to inform grant recipients and/or their consulting engineers/project managers when to provide updates to OWRB.

  - i. After the engineering services agreement is signed, or as soon as the selected engineer becomes aware of the funding source: to discuss project requirements and timelines.
  - ii. After the engineering report is complete: this does not apply if the ER is the final product (planning & design projects). Note that Department of Environmental Quality (DEQ) approval is required for any report that is initiated by a consent order or for projects that require submission of that report to DEQ.
  - iii. After design is complete/at submission of plans and specifications to DEQ (if a permit is required) or prior to advertising for bids: OWRB staff must review and approve the bid packets. There is a complete ARPA bid packet available on OWRB website

### Complete ARPA Bid Packet

Provide copies of the following to the OWRB:

- a. Complete set of plans and specifications/bid packet for the project.
  - b. DEQ Permit to Construct or documentation that a permit is not required for the project.
- iv. Pre-bid meeting: For OWRB staff to discuss funding requirements with the bidders
- v. After bid opening: For OWRB staff to review bid documents from the selected bidder, bid tabulations, engineer's recommendations etc. prior to award of contract.
- vi. Pre-construction meeting: For OWRB staff to review and approve contract documents, discuss funding requirements during construction, including the disbursement process.
- vii. After all contract documents have been approved a payment request form (ARP-271) will be provided for requesting disbursements during the course of the project. Pay requests will be submitted using that form, along with substantiating documentation, to OWRB engineering staff. Staff will review the request to ensure eligibility of the expense, and once determined to be eligible, will process the request for disbursement. The funds will be electronically transmitted into the account on the EFT form referenced above. If a pay request is found to be for an ineligible expense, staff will reach out to discuss the reason for the ineligibility.
- viii. During construction/scheduling of progress meetings: For OWRB staff to plan to attend.
- ix. Project closeout: For OWRB staff to attend the final inspection & collect closeout documentation.