



State of Oklahoma ARPA Project Portal Submission Walkthrough

December 22, 2021

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December 22, 2021

Navigate to the Portal



Step 1 | Visit [Oklahoma.gov/ARPA](https://oklahoma.gov/arpa)

Step 2 | Click on “Submit a Project Request.”
You will be directed to the state’s intake portal.

Access the Portal: Idea [or] Project

03



American Rescue Plan Act

The State of Oklahoma will be evaluating projects and ideas that will enable the State to make strategic investments that will benefit future generations while improving services for all Oklahomans today.

The State's goals for the use of ARPA funds are to:

- Build a stronger, more innovative, and more diverse economy for Oklahoma.
- Enhance capabilities of services for the well-being of all citizens, especially the most vulnerable.
- Invest in physical and digital infrastructure to expand opportunities across Oklahoma.

To accomplish these goals, Oklahomans can share their projects and ideas related to the use of ARPA funds.

1. The simplified path (with less than 10 high level questions) is for users with an idea for a project but not a full project plan or who want to tell us how the pandemic has impacted them or their community.
2. The more detailed path (approximately 30 questions) is designed for users with a project plan. Please be prepared to submit detailed budget information, project metrics and timelines.

Please note that both of these paths will receive the State's consideration.

Idea Questionnaire

Project Questionnaire

Step 3 | Review the descriptions to determine whether you would like to submit an “Idea Questionnaire” or a “Project Questionnaire.”

If you select “Idea Questionnaire” you will not need to log in. This questionnaire is designed to capture all the ideas people have, but don’t have access/ability to provide the relevant financial and programmatic data.

If you select “Project Questionnaire” you will be taken to another screen to either login or create a new user. This questionnaire is designed for users who have a project plan and are equipped to answer detailed questions about their project budget, metrics, timelines.

Idea Questionnaire



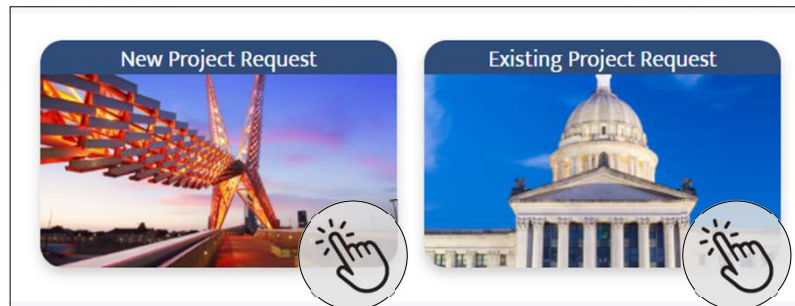
04A

Question	Portal Responses
Which of the following best represents you and/or the group making this request?	Select from dropdown
Name (optional)	Fill-in-the-blank
Contact info (optional)	Fill-in-the-blank
In 200 words or less, describe the purpose of the project or program.	Fill-in-the-blank
The American Rescue Plan Act requires that COVID-19 recovery and uses of funds applies to certain types of programs and projects. Which of these best describes your project or program?	Select from dropdown

Step 4A | Idea Questionnaire. This questionnaire is designed to capture all the ideas people have, but don't have access/ability to provide the relevant financial and programmatic data.

Project Questionnaire

04B




Step 4B | If you select “Project Questionnaire” you will be asked if you are submitting a project for the first time, or if you’re returning to work on a submission you have already started.

If you already have an account and want to look at applications you’ve submitted or are in the process of completing, select “existing project request.” The rest of this portal walkthrough focuses on how to complete a “new project request.”

Account Creation

05



Please log in to Submit a Project Request. If you have not yet registered, click "Not a Member?" below.

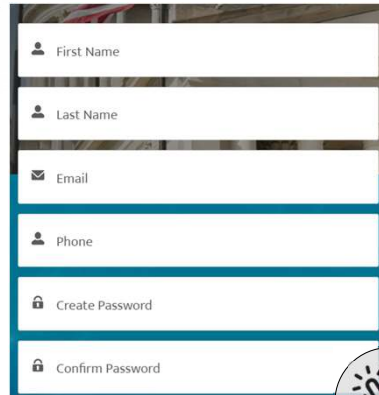
Username

Password

Log in

Forgot your password? Not a member?

06



First Name

Last Name

Email

Phone

Create Password

Confirm Password

Step 5 | To create an account, select “Not a Member?” to create an account. Accounts are only required if you are submitting a project.

Step 6 | Enter your information to create an account. Use an email address you check regularly so you can get status updates.

Note for NEUs: The ARPA NEU funds portal and the Project portal are not linked. You will need to create a separate Project portal account in order to submit a project. However, you can use the same email address to set up both accounts.

Project Submission Details

Entity Type

07

✓ --None--

- Small 501-C3 Non-profit (<\$1M revenue, annually)
- Large 501-C3 Non-profit (>\$1M revenue, annually)
- Other non or not-for profit entity
- State agency
- Municipal government entity
- County government entity
- Small business (<\$5M revenue annually)
- Other business enterprise (>\$5M revenue, annually)
- Oklahoma resident, not represented above

--None--

Next



Step 7 | To begin submitting a project, select your entity type. NEUs will most likely select “municipal government entity.”

Project Submission Details

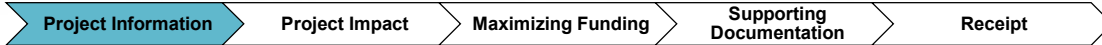


Tip: you can save progress and return at any time

Skip

Save and Continue

Information



	Question	Portal Responses
08	Organization name	Fill-in-the-blank
	In which county is your organization headquartered?	Select county from dropdown
	In 200 words or less, describe the purpose of the project or program	Fill-in-the-blank
	The American Rescue Plan Act requires that COVID-19 recovery and use of funds applies to certain types of programs and projects. Which of these best describes your project or program?	<ul style="list-style-type: none"> Public Health Expenditures Addressing Negative Economic Impacts Lost Public Sector Revenue Premium Pay for Essential Workers Investments on Water, Sewer, and Broadband
	Select the most accurate sub-category for the project expenditure	Dependent on previous answer. The full list of expenditure categories can be found on page 31 of the compliance and reporting guidance .
	The American Rescue Plan Act requires that funds are expended before December 31, 2026. Will your project be complete before that deadline?	<ul style="list-style-type: none"> Yes No
	After project or program approval, approximately how many months do you expect it to take for your project to be complete?	<ul style="list-style-type: none"> 0-6 months 6-12 months 12-18 months 18-24 months More than 24 months

Step 8 | Complete the *Project Information* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details



Information



08

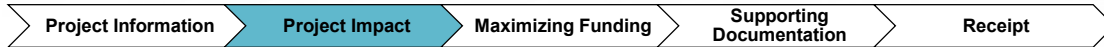
Question	Portal Responses
How much funding are you requesting from the State?	Enter dollar value
Approximately how many Oklahomans will benefit from this project?	0-25,000 25,000-100,000 100,000-500,000 500,000- 1,000,000 1,000,000+
Have you successfully completed a similar project in the past?	Yes No
In 100 words or less, please describe the process for measuring project performance, including plan for collecting the required programmatic data .	Fill-in-the-blank
Will you be administering the project?	Yes, I would administer the project No, contracted vendor required No, I'm not sure who would administer this project
In 100 words or less, please describe any evidence or sources that validate the interventions proposed in your project or program.	Fill-in-the-blank

Step 8 | Complete the *Project Information* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details



Impact



09

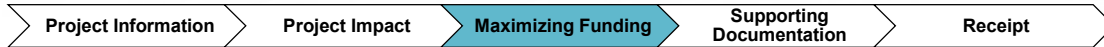
Question	Portal Responses
In 200 words or less, describe communities or vulnerable populations, including those that have been disproportionately impacted, that will benefit from this program. Include details on how this community was impacted by the pandemic.	Fill-in-the-blank
Which counties would be most impacted by this project or program?	Select specific counties or statewide
Will this project support qualified census tracts ?	Yes No Unknown
If so, please identify which qualified census tracts will be impacted.	Fill-in-the-blank

Step 9 | Complete the *Project Impact* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details



Funding



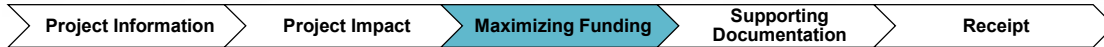
10	Question	Portal Responses
	Has your organization or entity received other pandemic relief funds?	Yes No
	If yes, how much funding was received by your organization or entity?	Enter dollar value
	Does your organization receive other Federal Funding?	Yes No
	If yes, please describe the type of funding (i.e., grant source and specific grant description) and provide the annual amount of funding received.	Enter dollar value
	Is your proposal a pre-existing project or program?	Yes No
	If yes, how much funding has already been committed to the project? Please describe in 50 words or less any other assets that have been committed to the project.	Enter dollar value
	Are matching funds or co-investment available from other organizations (philanthropic, local governments, other) that are interested in this project?	Yes No Unknown

Step 10 | Complete the *maximizing funding* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details



Funding



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Question	Portal Responses
In total, how many dollars have outside organizations financially committed to this project? Alternatively, describe other assets that have been committed to the project or program.	Enter dollar value and description
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.)	Fill-in-the-blank
After initial funding from the state, would this project be able to continue operation, or would ongoing investment be required?	One-time project will not need continued funding Able to continue operation without additional funding from the State of Oklahoma Not able to continue operation without additional funding from the State of Oklahoma

Step 10 | Complete the *maximizing funding* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details



Funding



10

Question	Portal Responses
If not able to continue operations without additional State funding, describe the amount of ongoing annual funding and the potential funding source.	Fill-in-the-blank
Will this project bring revenue to the state or impacted communities?	Yes No Unknown
If yes, how much revenue may be generated by this project annually, over the next five years?	Enter dollar value

Step 10 | Complete the *maximizing funding* section of the questionnaire. The question you will be asked is listed on the left and the response options are listed on the right.

Project Submission Details

Support



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The screenshot shows a form titled "Supporting Document" with the instruction "Upload supporting document". At the top right of the form is a button labeled "Upload supporting files" with a cloud and arrow icon. Below this is a table with three columns: "Title", "File Size", and "Delete". At the bottom of the form are three buttons: "Previous", "Skip", and "Save and Continue". Two circular callout icons with a hand cursor and a lightbulb are overlaid on the "Upload supporting files" button and the "Save and Continue" button, respectively.

Step 11 | Upload any supporting documentation you would like to include. Select “upload files.” A new window will appear, and you can select the files you would like to upload. Alternatively, you may drag and drop files. When the upload bar is complete and the green check mark appears, select “done.” Your files will appear in a list. Click “Save and Continue.”

Project Submission

Review and Submit



12

Please ensure you have completed all sections of the form before submitting. You can confirm you have completed the sections by validating all of the above boxes are checked and have turned green. If you need to save your form you can do so by clicking "Save and Continue"

Previous

Submit



Tip: Don't click submit unless you're sure the application is complete to your satisfaction. It will be queued for eligibility review, and we cannot send it back for editing once it's being reviewed

Step 12 | Ensure you have completed all sections of the questionnaire before clicking "submit." After submission, you **WILL NOT** be able to adjust your submission. You will receive an emailed receipt.



Need Help?

Encounter an Error?

OKARPAquestions@guidehouse.com