

### **Objectives For This Session**

- □ ARPA close out under US Department of the Treasury terms and rules.
- □ Identify possible Treasury Department findings/issues regarding ARPA compliance.
- ☐ GWs Process
- Next steps and resources

onfidential. Not to be copied, distributed, or reproduced without prior approval. © 2021 GrantWorks - All rights reserve

GW

### For ARPA Close Out

- ▶ Treasury as of this morning has not issued requirements for ARPA Close Out
- ► Close Out by December 31, 2026
- Once a specific project is completed, start reviewing the files to ensure you everything you need.
- ▶ Check obligations and expenditures and reconcile to the grant awards
- ► Document! Document!
- ► Mirror Your Own Prior Grant Processes

Confidential. Not to be copied, distributed, or reproduced without prior approval. © 2021 GrantWorks - All rights reserved

Gw

## **Key ARPA Compliance and Monitoring Areas:**

- ► Procurement and Contracting
- ▶ Cost Tracking
- ► Acquisition of Property/Easement
- ► <u>Davis-Bacon</u> Labor Monitoring

GW

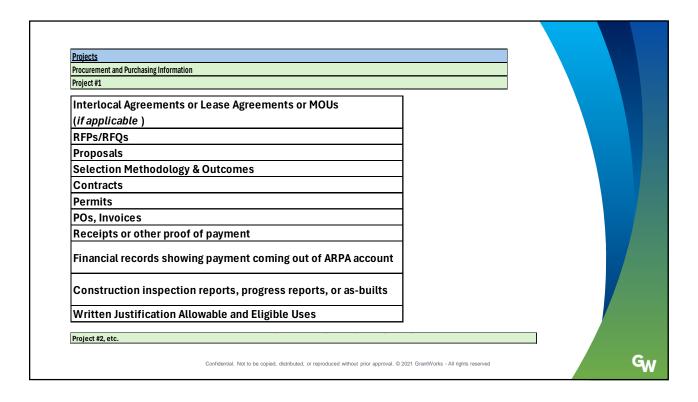
### **Close-Out Checklist**

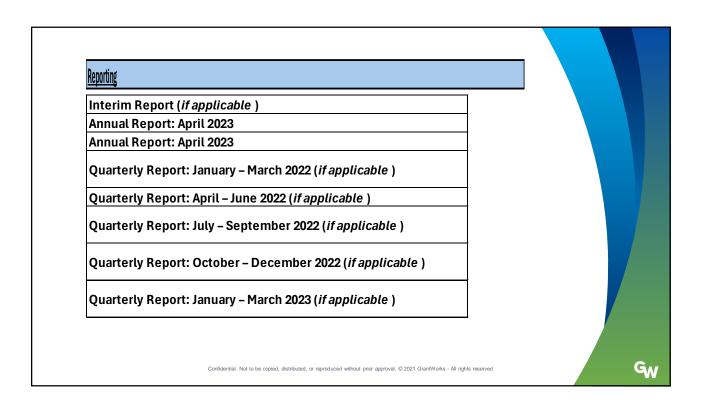
- □ Create and utilize a close out checklist
- □ Recheck project files for all information

|  | Date      | Original | Original | Hard    | Notes |
|--|-----------|----------|----------|---------|-------|
|  | (signed,  | Hard     | Digital  | Copy in |       |
|  | adopted,  | Сору     | Сору     | ARPA    |       |
|  | expended, |          |          | File    |       |
|  | received) |          |          |         |       |
| Agreements & Budget Information  |           |          |          |         |       |
| Uniform Guidance - Policies & Procedures   |           |          |          |         |       |
| Allowable Costs/Cost Principles Policy   |           |          |          |         |       |
| Policy Documents: Conflict of Interest, Program Policy and<br>Procedures, Procurement, Nondescrimination Policy, Records<br>Rentention, Written Internal Contral, Real Property, Subawards   |           |          |          |         |       |
| Revenue Replacement Projects - Payroll Records   |           |          |          |         |       |
| Revenue Replacement Projects (not salaries & benefits )  |           |          |          |         |       |
| Brief description of the project, project budget, Project budget, Breakdown of ARP vs non-ARP funding for the project, Source of non-ARP funds, Map location (if applicable), RFPs/RFQs Proposals, Selection Methodology & Outcomes, Contracts, Permits, POs, Invoices, Receipts or other proof of payment, Financial records showing payment coming out of ARPA account |           |          |          |         |       |

6

Gw





# GRANTWORKS PROCESS Confidential. Not to be copied, distributed, or reproduced without prior approval. © 2021 GrantWorks - All rights reserved

### **NEXT STEPS and RESOURCES**

- ► Start sooner rather than later
- ► Make sure your documents are in order
- ► Identify Treasury Department findings/issues regarding ARPA compliance and resolve them prior to close out.
- ► State and Local Fiscal Recovery Funds | U.S. Department of the Treasury
- ► Check with other jurisdictions

Confidential. Not to be copied, distributed, or reproduced without prior approval. © 2021 GrantWorks - All rights reserved

Gw

GW

THANK YOU FOR YOU TIME AND ATTENTION TODAY!

# GrantWorks

Confidential. Not to be copied, distributed, or reproduced without prior approval. © 2021 GrantWorks - All rights reserved