American Rescue Plan Act

ARPA Close Out

Presenter: GrantWorks, Inc.

GrantWorks Introductions

Sherie Goin Marks
Associate Vice President of State Programs

Cell: (512) 567-0845

Sherie@grantworks.net

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**

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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! Document!

▶ Mirror Your Own Prior Grant Processes

GW

Key ARPA Compliance and Monitoring Areas:

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

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Close-Out Checklist

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

	Date (signed, adopted, expended, received)	Original Hard Copy	Original Digital Copy	Hard Copy in ARPA File	Notes
Agreements & Budget Information					
Uniform Guidance - Policies & Procedures					
Allowable Costs/Cost Principles Policy					
Policy Documents: Conflict of Interest, Program Policy and Procedures, Procurement, Nondescrimination Policy, Records 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					

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Projects
Procurement and Purchasing Information
Project #1

Interlocal Agreements or Lease Agreements or MOUs (*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
Construction inspection reports, progress reports, or as-builts
Written Justification Allowable and Eligible Uses

Project #2, etc.

Reporting

Interim Report (*if applicable*)
Annual Report: April 2023
Annual Report: April 2023
Quarterly Report: January – March 2022 (*if applicable*)
Quarterly Report: April – June 2022 (*if applicable*)
Quarterly Report: July – September 2022 (*if applicable*)
Quarterly Report: October – December 2022 (*if applicable*)
Quarterly Report: January – March 2023 (*if applicable*)

GRANTWORKS PROCESS

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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**

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THANK YOU FOR YOU TIME AND ATTENTION TODAY!

GrantWorks

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