



**MAYOR JORGE O. ELORZA**  
CITY OF PROVIDENCE

# CITY OF PROVIDENCE

## STATE AND LOCAL FISCAL RECOVERY FUNDS POLICY AND PROCEDURES MANUAL

January 12th 2022

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## State and Local Fiscal Recovery Funds Introduction

### Background

On March 11, 2021, the [American Rescue Plan Act of 2021 \(H.R. 1319\)](#) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The SLFRF program provides local fiscal aid to support urgent COVID-19 response efforts, cover increased expenditures, replenish lost revenue, and mitigate economic harm from the COVID-19 pandemic.

### Statutory Eligible Uses

Per the [SLFRF Compliance and Reporting Guidance](#), recipients of SLFRF awards have substantial discretion to use the award funds as long as their use fits into one of the following statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.

The City of Providence must ensure all SLFRF award funds are used in compliance with the U.S. Department of Treasury's [Interim Final Rule](#), which was adopted to implement the eligible use categories above and restrictions on the use of funds under the SLFRF program.

Upon issuance of a Final Ruling by the U.S. Department of Treasury, this policy will be updated to reflect the changes provided in such Final Ruling.

### Eligible Costs Timeframe

Per the [SLFRF Compliance and Reporting Guidance](#), recipients of SLFRF awards must use funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024. Award funds for obligations incurred by December 31, 2024 must be expended by December 31, 2026. Any award funds not obligated or expended by such timelines must be returned to the U.S. Department of Treasury. See the [Contracts](#) sections of this manual for more details.

### Ineligible Uses

The U.S. Department of Treasury's [Interim Final Rule](#) provides information on restrictions on the use of SLFRF funds. Ineligible uses of SLFRF funds are as follows:

1. Recipients that are States or territories may **not** use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative interpretation;
2. Recipients may **not** deposit SLFRF funds into a pension fund;
3. Recipients may **not** use SLFRF funds as non-Federal match where prohibited;

4. Recipients may **not** use SLFRF funds directly to service debt;
5. Recipients may **not** use SLFRF funds to satisfy a judgement or settlement;
6. Recipients may **not** use SLFRF funds to contribute to a “rainy day” fund; and
7. General infrastructure spending is **not** covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision

### Uniform Administrative Requirements

The SLFRF awards are generally subject to the requirements set forth in [Part 200 of Title 2 of the Code of Federal Regulations \(Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\)](#), often referred to by the short-hand terms of “2 CFR 200” or the “Uniform Guidance.” As such, the City of Providence must comply with the applicable requirements of [2 CFR 200](#).

## ARPA Recovery Team

### ARPA Recovery Team: Introduction

The ARPA Recovery Team was established July 16, 2021 to assist The City of Providence execute the SLFRF funding. The ARPA Recovery Team is tasked with procuring, budgeting, monitoring, and reporting SLFRF funding dollars.

### Recovery Staff

#### Diana Perdomo, MPA, Chief of Policy and ARPA Recovery Office Director

Mrs. Perdomo will supervise the program leaders and ensure fulfillment of program and grant requirements. She will coordinate with city departments including Purchasing and Board of Contract and Supply to comply with City bidding and purchasing requirements. Diana serves as the final signing authority for ARPA Recovery Office contracts and payments.

#### Patrice Jean-Philippe, MBA, Recovery Specialist

Mrs. Jean-Philippe will serve as key program liaison for SLFRF programs. She will manage partnerships and programmatic reporting; work directly with department leads and subrecipients.

#### Laura Bridge, MPA, Fiscal Specialist

Ms. Bridge will coordinate all purchasing activities and payment of program expenses. She will strategize procurement options with department leads, submit BOCS letters and bids. Laura will review monthly expense reports, track expenses and compile all required financial reports.

#### Jax Gil, Communications Specialist

Jax, is responsible for developing status reports, press releases, and updating the [Providence Rescue Plan](#) website.

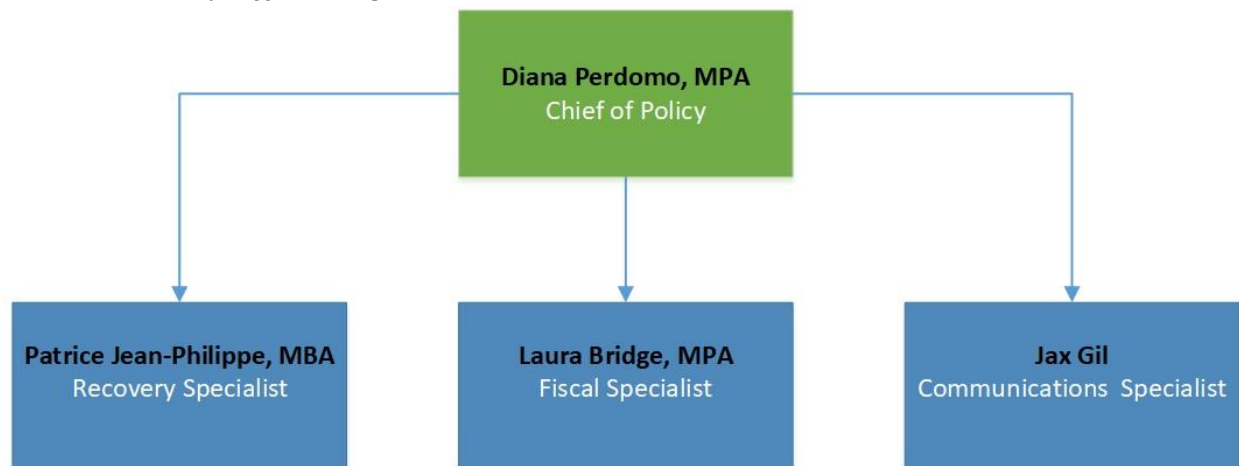
### **COVID-19 Resiliency and Recovery Task Force**

On May 6, 2021, the Providence City Council passed a [resolution](#), introduced by Councilwomen LaFortune, establishing the [City of Providence Recovery and Resiliency Task Force](#). This resolution charges the Task Force to “balance a long and short term equitable and impactful deployment of stimulus relief funds in the City of Providence” as well as to “provide guidance and make recommendations to the city government” about the use of the \$165 million received by Providence as part of the State and Local Fiscal Recovery Fund (SLFRF).

Mayor Elorza and Providence City Council worked to appoint this 14-member Task Force, composed of community leaders representing a wide array of interests and expertise who began meeting on July 23, 2021.

Each Task Force meeting is open to the public. You can see past meetings and access future meetings on the [Open Meetings Portal](#).

### **ARPA Recovery Office Organization Chart**



## Approved Ordinance

The City of Providence has approved [An Ordinance Adopting the American Rescue Plan Act Grant Budget](#) on July 16<sup>th</sup> 2021. The Ordinance adopted \$43 million of the total \$165 million awarded for the SLFRF program by the Department of Treasury.

The ARPA Recovery Team has collaborated with [City of Providence Resiliency and Recovery Task Force](#), community stakeholders, and Providence residents to recommend use of the remaining \$122 million SLFRF funding. *An Ordinance Adopting the American Rescue Plan Act Grant Budget: Schedule II* is due to be introduced to the City Council soon.

### Ordinance Adopting the American Rescue Plan Act Grant Budget: Schedule I

#### **ARPA Summer Programming:**

Summer Camp for Providence Residents	\$ 600,000
Summer Jobs for Providence Youth	\$ 1,000,000
Night Basketball	\$ 80,000
<b>TOTAL ELIGIBLE SUMMER PROGRAMMING</b>	<b>\$ 1,680,000</b>

#### **ARPA Youth Investments:**

Early Learning Infrastructure	\$ 1,000,000
Youth and Family Broadband Access	\$ 1,000,000
<b>TOTAL YOUTH INVESTMENT FUNDS</b>	<b>\$ 2,000,000</b>

#### **ARPA Anti-Violence Investments**

Mentoring Program	\$ 1,100,000
Non-violence training	\$ 500,000
Year-round youth jobs	\$ 1,000,000
<b>TOTAL ANTI-VIOLENCE INVESTMENTS</b>	<b>\$ 2,600,000</b>

#### **ARPA Funding to Providence Redevelopment Agency (PRA)**

Roger Williams Park Gateway	\$ 4,000,000
<b>TOTAL FUNDING TO PRA</b>	<b>\$ 4,000,000</b>

#### **ARPA Grants to Libraries:**

Providence Community Library	\$ 500,000
Providence Public Library	\$ 100,000
<b>TOTAL GRANTS TO LIBRARIES</b>	<b>\$ 600,000</b>

<b><u>ARPA Grants to Non-profits:</u></b>	
Homelessness Intervention	\$ 500,000
Providence Center	\$ 187,339
Waterfire, Inc	\$ 300,000
<b>TOTAL GRANTS TO NON-PROFITS</b>	<b>\$ 987,339</b>

<b><u>ARPA Sewer Water Investment</u></b>	
Street Sweeping and Sewer Repair	\$ 3,000,000
<b>TOTAL FUNDING TO WATER</b>	<b>\$ 3,000,000</b>

<b><u>ARPA Funding to General Fund:</u></b>	
FY21 Revenue Recovery	\$ 19,457,352
<b>TOTAL FUNDING TO GENERAL FUND</b>	<b>\$ 19,457,352</b>

<b><u>ARPA Small business relief program:</u></b>	
Relief for small business in Providence	\$ 7,000,000
<b>TOTAL FUNDING FOR SMALL BUSINESS RELIEF</b>	<b>\$ 7,000,000</b>

<b><u>ARPA Administration:</u></b>	
FY21 Administrative Expenditures	\$ 1,220,000
<b>TOTAL ADMINISTRATIVE FUNDING</b>	<b>\$ 1,220,000</b>

<b>GRAND TOTAL FUNDING 4/29/2021 - 12/31/2024</b>	<b>\$ 42,544,691</b>
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## Program Initiation

Once the Schedule II Ordinance is approved, obligating the remaining SLFRF funding, The Recovery Team will delegate each program to either be

1. ARPA Recovery Team Managed
2. Department Managed
3. Subgrantee

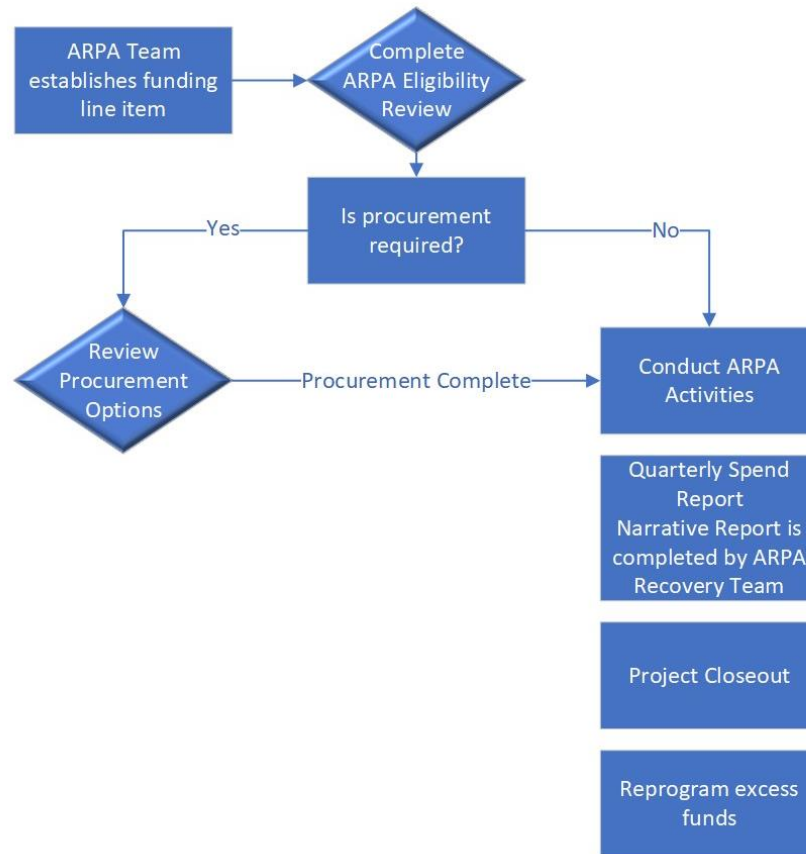
Before a program is initiated please complete the ARPA Eligibility Review Document embedded below.



ARPA Eligibility  
Review Document.p

### ARPA Recovery Team Managed

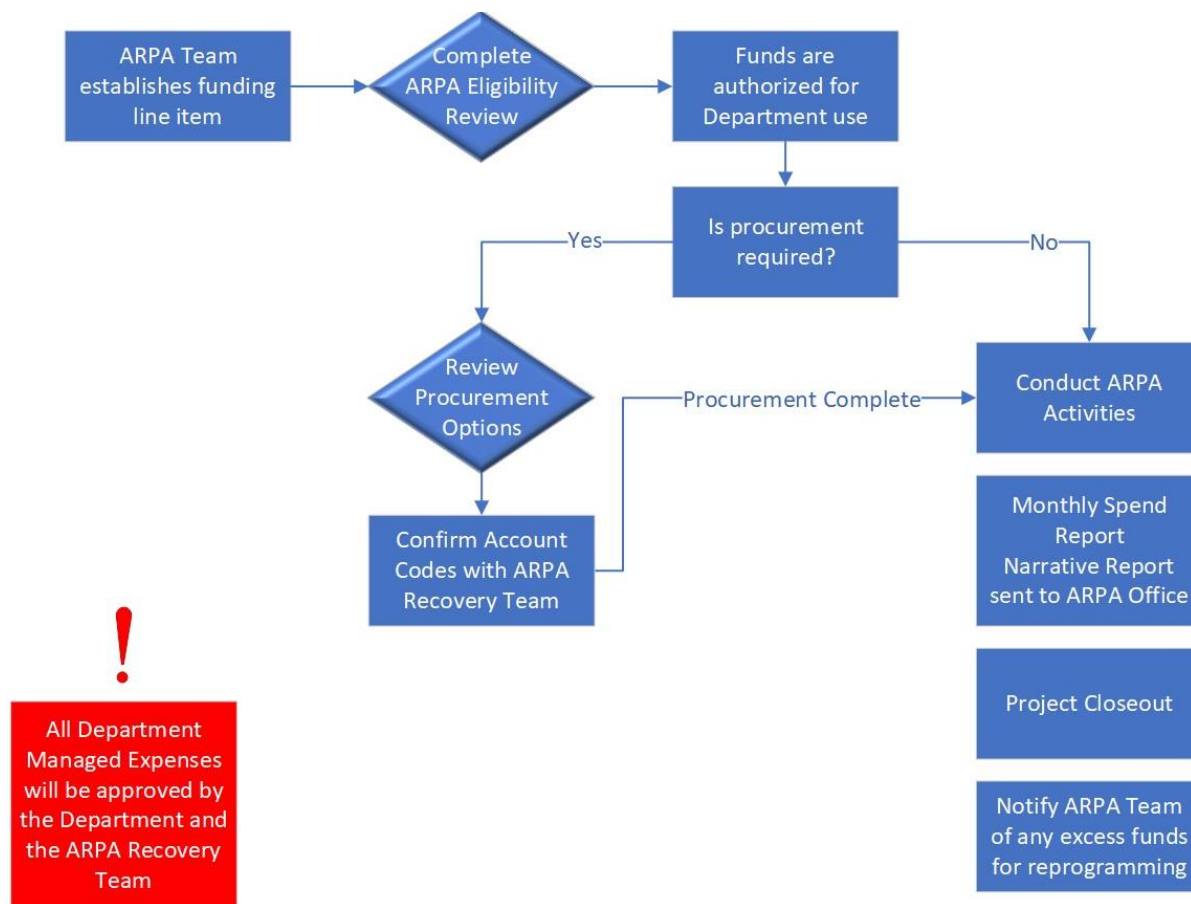
Recovery Office Managed programs will be those programs for which the ARPA Recovery Team will be primarily responsible for ensuring outcomes, conducting procurement, reporting on progress and closing out. They may require assistance from Subject Matter Experts.



All Recovery Office  
Managed Project  
Expenses will be  
approved by Diana  
and Patrice

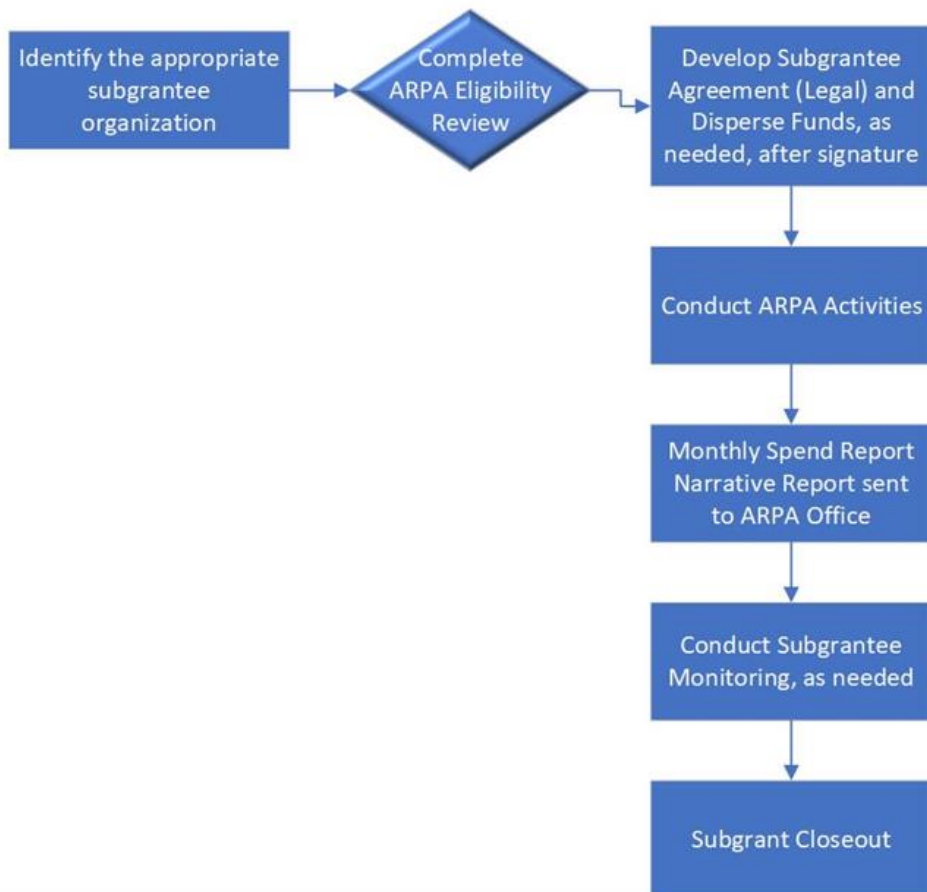
### Department Managed

Department managed programs will be those programs for which a specific department has been designated to manage the funds. The Department Director shall appoint a lead who will be primarily responsible for ensuring outcomes, conducting procurement, reporting on progress and closing out. If questions arise, Department leads should reach out to the ARPA Recovery Team. Please see the [Procurement](#) section of this manual for additional guidance.



### **Subgranted Program**

The City will, in certain cases, subgrant funds to various community non-profits and other agencies who will help advance the City's goal for ARPA funds. Please see the [Subgrantee](#) section of this manual for additional guidance.



## City Procurement

If an organization, company or vendor is explicitly named in the approved ARPA ordinance you may move forward without BOCS approval. See [Subgrantees](#) section of this manual

For programs that do not have an organization explicitly named in the ordinance you must comply with the City of Providence Procurement Policy. A summary is provided below with specifications that apply to SLFRF funding.

### Micro Purchases (Less than \$500)

Micro purchases are defined as purchases less than \$500, These purchases may be awarded without gathering three competitive quotes. If \$500 or more is spent with a single vendor in a year it will require an informal bid process or a request for proposal. A purchase order should be obtained prior to the purchase to ensure the availability of funds and timeliness of payments to the vendor.

Items or services costing less than \$500 should be transmitted to the Recovery Fiscal Specialist, [Laura Bridge](#), via Asana Task. Once Tasked, Laura will reference the approved program budget and confirm if the purchase is allowable. Once confirmed, Laura will create a Purchase Order Requisition in Lawson and process payments. Direct Payments to reimburse a staff member is allowed only with preapproval of purchases from Recovery Team.

### Small Purchases (\$500 - \$5,000)

Small Purchases are defined as purchases more than \$500 and less than \$5,000. These purchases require three or more written quotes, verbal quotes are not accepted.

Specifications for items costing between \$500 and \$5,000 should be transmitted to the Recovery Fiscal Specialist, [Laura Bridge](#), via Asana Task. Specifications should include all relevant details, including model or item numbers if possible, to support purchasing ability to accurately and efficiently procure the goods requested. Once Tasked in Asana, Laura will reference the approved program budget and confirm if the purchase is allowable.

Once confirmed, Laura will send the specifications to the assigned purchasing agent for procurement. Upon receipt of three (3) quotes, the Purchasing Agent will confirm with the fiscal specialist, Laura Bridge, that the lowest cost vendor and items are acceptable. If they are, the Purchasing Agent will place the order. If they are not, the departmental staff must provide a valid reason to go with a different vendor. No orders will be placed by the Purchasing Agent without the ARPA Recovery Team's approval.

### Large Purchases (More than \$5k)

Large purchases are defined as in excess of \$5,000, the department must have Board of Contract and Supply (BOCS) approval before initiating a contract or the purchase of items/services. Board of Contracts and Supply approval can be awarded through a competitive bid process known as a Request for Proposals (RFP), piggyback on an existing state or local contract, or sole source procurement. Template for these procurement methods can be found on the City's Employee portal under the [Purchasing Page](#).

## Request for Proposals

A Request for Proposals must appear on at least three Board of Contract and Supply agendas. First, the Board will approve the advertisement and distribution of the Request for Proposals. Second, at a meeting approximately a month later, the Board will receive and open bids from vendors. Third, following departmental review, scoring and selection of bids received, the Board will consider and approve a recommendation for award to the selected vendor.

***For example,** in September 2021, The Mayor's Office went out to bid for City-Wide Non-Violence Training. [The RFP included the program specifications and selection criteria](#). In October 2021, the bids were opened. The Mayor's Office reviewed the bid submissions and evaluated each submission based on the scoring criteria included in the RFP. Once the highest scored bidder was identified, the Mayor's office submitted an [award Letter](#) recommending the Non Violence Institute.*

## Cooperative Purchasing Agreements

As an alternative to formally, competitively bidding a good or service through the Board of Contract and Supply, departments can make use of cooperative purchasing agreements by piggybacking. A piggyback is when you use an existing contract to acquire the same commodities or services at the same or lower price from another public entity contract. There are three preapproved cooperatives that departments can establish a piggybacked contract with.

- 1) Another department's contract
- 2) The State of [Rhode Island Master Price Agreements](#)
- 3) A contract maintained through a cooperative purchasing program approved by the Rhode Island Attorney General.

The vendor must also agree to extend those terms, conditions and prices to the City of Providence.

Necessary Documents for a Piggyback Award:

- Official letter to the Board of Contract and Supply from the department
- A copy of the contract of which you intend piggyback
- Written confirmation from the vendor agreeing to extend the same contract terms and pricing.

*\*To be compliant with 2 CFR uniform guidance, the contract that is being sought for a piggyback must have been competitively procured and from the approved purchasing cooperatives listed above.*

***For example,** The State of Rhode Island issued an RFP for Security Guard Services (Unarmed) on April 3rd, 2019 and awarded a 2-year contract with Allied Universal Security. In June 2020, the department of Public Property sought to piggyback the State of Rhode Island MPA#296 for unarmed security guard services. The department of Public Property confirmed with Allied Universal that they will honor the same contract pricing and terms to the City of Providence. The department of Public Property submit the [communication letter](#) with the required supporting documentation to the Board of Contract and Supply.*

## Sole Source

A sole source award can be made when it is determined that there is only one source for the required good or service. This might occur when a vendor holds a patent for a particular item or when a vendor is the only authorized supplier for a good or service in our area/region. Official documentation from the vendor will be required to support sole source procurements.

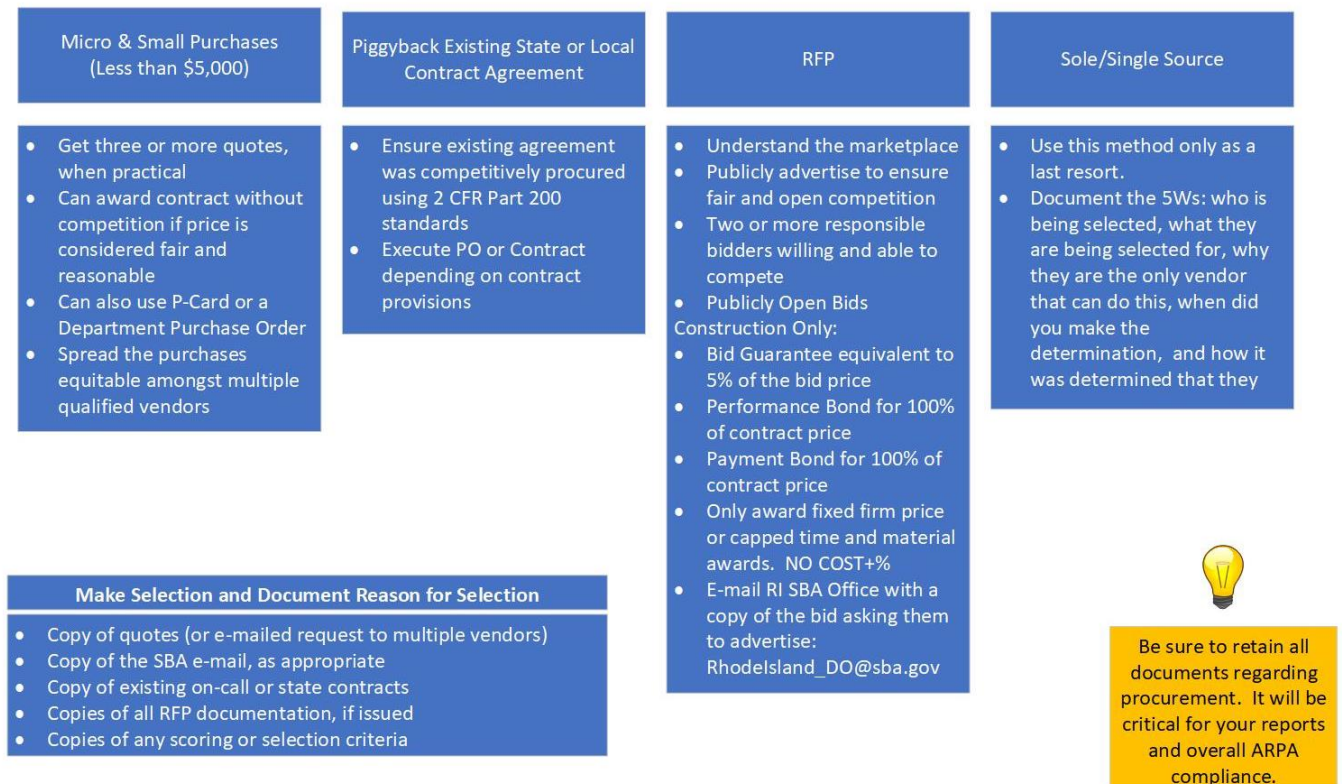
Necessary Documents for a Sole Source Award:

- Official letter to the Board of Contract and Supply from the department
- Signed letter from the vendor on their letterhead stating that they are a sole source

*For example, in May 2021, the Healthy Communities Office made a sole source award to Adapt Pharma to purchase \$53,500 of Narcan Nasal Spray. As they note in their [sole source letter to the Board of Contract and Supply](#), Adapt Pharma is the sole manufacturer of this application and dosage of Narcan. For documentation to support their award, the department submitted a letter from Adapt Pharma that identified them as the sole manufacturer of this product.*

## Procurement Compliance Process flow

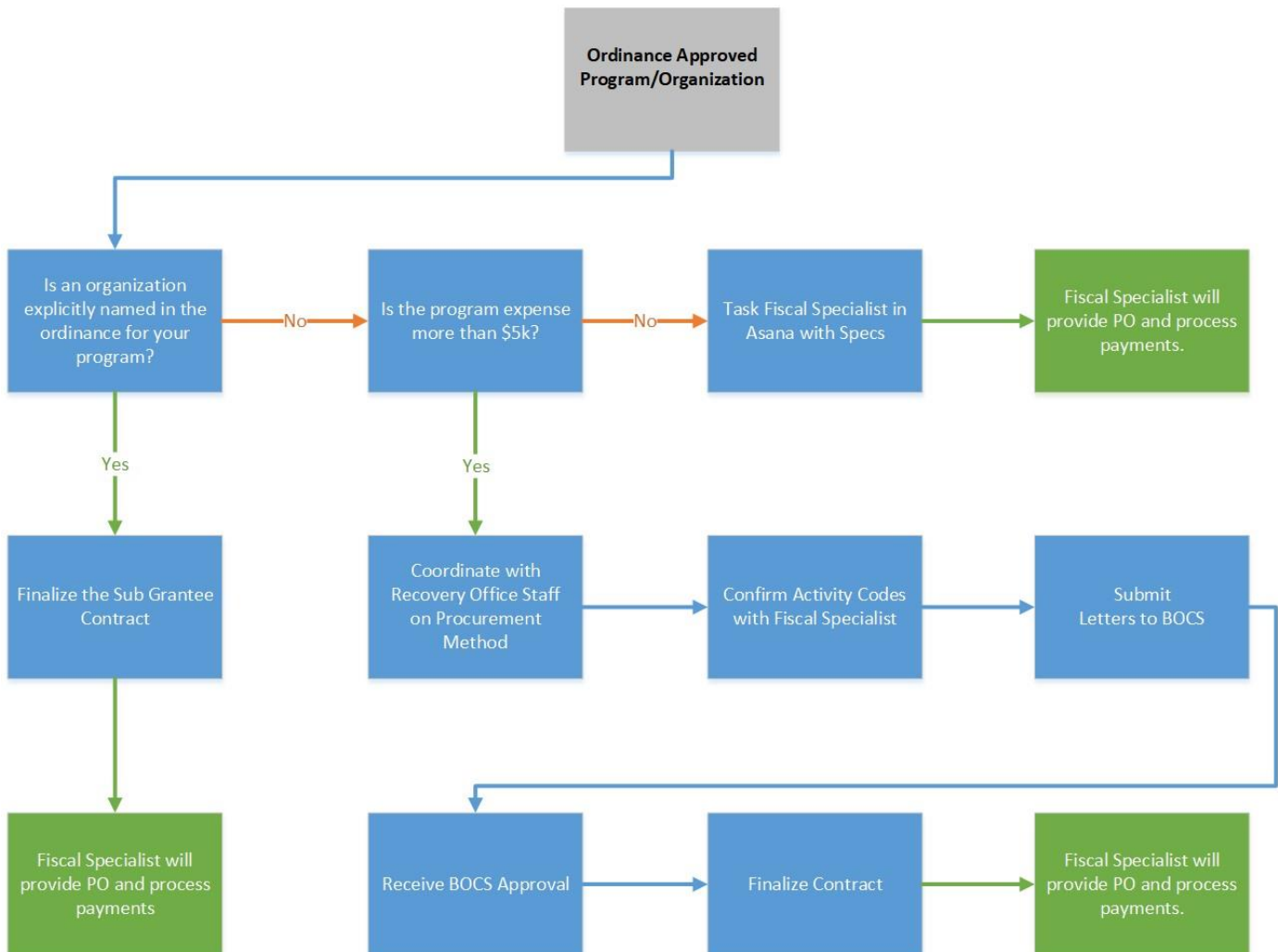
Proper procurement is critical to a successful ARPA program because the ARPA funds must comply with 2 CFR Part 200. Basically, the City need to ensure that all funds are spend in a fiscally responsible manner according to the federal rules. The chart below details possible procurement methods and well as items to ensure compliance. If you have any questions, please contact [Patrice Jean-Philippe](#) or [Alejandro Tirado](#).





## Procurement Workflow

To Initiate procurement, coordinate with the ARPA Recovery Team to strategize the best method to procure the services you seek. Fiscal Specialist, Laura Bridge, will provide the approve activity codes for the BOCS letters. Once the Board has approved and recommended an award letter Laura Bridge will provide the PO and initiate payments.



## Subgrantees

A “subgrantee” or “subrecipient” is defined as a legal entity to which a subgrant is awarded and which they are accountable to the grantee (City of Providence) to aid in the implementation of a program and spending of program funds.

First, when engaging with a subgrantee The City of Providence must clearly identify to the subgrantee:

1. that the award is a subaward of SLFRF funds
2. They need to follow any and all compliance requirements for use of SLFRF funds;

3. and any and all reporting requirements for expenditures of SLFRF funds

These terms are defined within the Subgrantee Agreement Template embedded below.



Subgrantee  
Agreement Template

### **Subgrantee Monitoring**

Per the [SLFRF Compliance and Reporting Guidance](#), the City of Providence is accountable to the U.S. Department of Treasury for oversight of its subrecipients and it must ensure compliance with [2 CFR 200](#). The City of Providence must ensure subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, the U.S. Department of Treasury's Interim Final Rule, and reporting requirements, as applicable. The subgrantee is obligated to provide any documentation the ARPA Recovery Team may request.

### **Social Media Obligation**

The ARPA Recovery Team is requiring that all Subgrantees post on their organization social media platforms profiles once a week at minimum. The Content must be original, factual, compliant with the terms and conditions of the social media platforms used, and must contain any tags, links, or titles the ARPA Recovery Team request to be included in the uploaded media.

### **Subgrantee Reporting**

Once the ARPA Eligibility Review Document is reviewed by the ARPA Recovery Team, they can inform the Subgrantee on the specific reporting information that will be required. The Subgrantee will then provide the ARPA Recovery team with a Narrative report and Expense report including backup documentation on a monthly basis. Failure to provide these reports and backup documentation will result in payments being held until receipt of the reports. The ARPA Recovery Team will meet with the Subgrantee and Department Lead on a monthly basis to review program expenses, program status and discuss programmatic goals. More documentation and reporting maybe required pending the U.S. Department of Treasury's issuance of The Final Rule.

### **Subgrantee Payment**

Payments will be initiated once the [ARPA Eligibility Review Document](#) is approved by the ARPA Recovery Team and the Subgrantee Agreement is finalized. Please note that its preferable to pay subgrantee via the reimbursement method, however, there are cases in which monies will need to be advanced to subgrantees. If this is necessary, please seek approval from the ARPA Recovery Team. This will require a payment schedule and additional language authorizing advance payments to be written into the [Subgrantee Agreement Template](#).

## **Contracts**

All SLFRF programs require contracts with vendors, contractors, sub-grantees, and any subsequent amendments, be reviewed for form and correctness by the Legal Department in addition to a departmental review. A fully executed SLFRF contract includes signatures from the vendor/organization,



Department lead, the ARPA Recovery Team and the Legal Department. No work with the vendor, contractor or subgrantee should commence until a fully executed contract, Purchase Order, BOCS approval (if applicable) is in place.

Copies of the fully executed contract will be:

- Sent to the vendor, contractor, or sub-grantee
- Sent to the Legal Department
- Retained by the ARPA Recovery Team and the Department lead in electronic format.

*\*All funds must be obligated by December 31, 2024 and spent by December 31, 2026. Therefore, we're asking that all contracts end on June 30, 2024 so if any funds are remaining, the City has 6 months to reprogram, obligate and recontract funds to ensure all funds will be spent to benefit the City of Providence, its businesses and residents.*

### **Contract Naming Convention**

All SLFRF contracts are expected to follow the specified naming convention to maintain organized files for the ARPA program.

SLFRF\_\_ Ordinance 1 or 2\_Program Name\_\_ Organization/ Vendor\_\_Date

**Example:** *SLFRF\_Ordinance1\_Antiviolence Training\_Nonviolence Insitute\_12.20.21*

### **Exhibit 3 & 4**

Please have your vendor/organization fill out the SLFRF Subgrantee Sample Budget (Exhibit 3). They will need to add or remove line items as they see fit for their program. The line items should line up with the budget they submitted in their RFP bid or the amount explicitly named in the ordinance.



SLFRF Subgrantee  
Sample Budget (Exhi

Include the Subgrantee Requisition (Exhibit 4) into the contract. The budget lines must line up to the SLFRF Subgrantee Budget (Exhibit 3) that was submitted.



SLFRF Subgrantee  
Requisition (invoice)

### **Contract Emailing: Subject Lines**

All SLFRF contracts that are emailed out to partners for signature and review are expected to follow the specified naming convention in the Subject line and include the Recovery team. This will ensure that uniformity when engaging with vendors.

Subject Line: City of Providence SLFRF Contract\_ Ordinance #\_Program Name\_ Vendor\_Date

**Example:** *City of Providence SLFRF Contract\_ Ordinance 1\_Antiviolence Training\_Nonviolence Insitute\_12.20.21*

CC: Vendor; [Patrice Jean Phillippe](#); [Laura Bridge](#); [Diana Perdomo](#); [Jax Gil](#)

### Contract Retention

It is the responsibility of the ARPA Recovery Team, Department leads and Subgrantees to retain a copy of the contract and any subsequent amendments for the life of the contract and for ten (10) years from the receipt date of the final reimbursement.

### Contract Compliance Process Flow

2 CFR Part 200 requires various contract elements are included in federally funded project. City legal team and the ARPA Recovery Team worked to create a the [Subgrantee Agreement Template](#) that includes these elements. The chart below details the required clauses for background.

Contract Requirements and Required Clauses			
All Contracts	Construction Contracts Above \$2,000 (Except FEMA PA and HMGP)	Contracts Exceeding \$100,000	Contract exceeding \$250,000
<ul style="list-style-type: none"> <li>• Suspension and Debarment Clause</li> <li>• Byrd Anti-Lobbying Clause</li> <li>• Maximize the use of recovered/recycled materials, if appropriate</li> <li>• Termination for cause and for convenience</li> <li>• Rights to Inventions Made Under Contract (if appropriate)</li> <li>• Provision acknowledging that 31 U.S.C. Chap. 38 applies to its actions pertaining to the contract</li> <li>• June 30, 2024 End Date*</li> </ul>	<ul style="list-style-type: none"> <li>• Davis-Bacon Act clause</li> <li>• Copeland "Anti-Kickback" Act</li> <li>• Equal Employment Opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Byrd Anti-Lobbying Certification</li> <li>• If it involves the employment of mechanics or laborers, include Contract Work Hours and Safety Standards clause</li> <li>• Clean Air Act and Federal Water Pollution Control Act clause</li> </ul>	<ul style="list-style-type: none"> <li>• Includes administrative, contractual and/or legal remedies in instances where contractors violate or breach contract terms, and provide for sanctions and penalties</li> </ul>

We recommend using the [Subgrantee Agreement Template](#) as a starter for contracts with any entity that is not defined as a "Subgrantee", this will ensure you have all the necessary clauses that satisfy 2 CFR Requirements.

### Disbarment

Some entities (companies or organizations) or individuals are declared ineligible to receive Federal funds due to a criminal conviction or a serious program violation. The System for Award Management (SAM) contains a list of debarred entities and individuals excluded from Federal procurement and non-procurement programs throughout the U.S. Government and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

Departments are responsible for ensuring that any sub-awards made with federal funds (including State passthrough) is not granted to an entity or individual that is disbarred. Departments will check

disbarment status of a potential subgrantee prior to initiating procurement and/or engagement with the Board of Contract and Supply.

SAM records search: <https://sam.gov/content/exclusions>

The City of Providence also has a disbarment policy. Please check with the Director of Purchasing, [Alejandro Tirado](#), to confirm if a vendor is disbarred.

## Department Reporting

Once the ARPA Eligibility Review Document is reviewed by the ARPA Recovery Team, they can inform the Department lead and the contracted entity on the specific reporting information that will be required. The entity will then provide the ARPA Recovery team with a Narrative report and Expense report on a monthly basis. Failure to provide these reports will result in payments being held until receipt.

The ARPA Recovery Team will meet with the contracted entity and Department Lead on a monthly basis to review program expenses, program status and discuss programmatic goals. More documentation and reporting maybe required pending the U.S. Department of Treasury's issuance of the Final Rule.

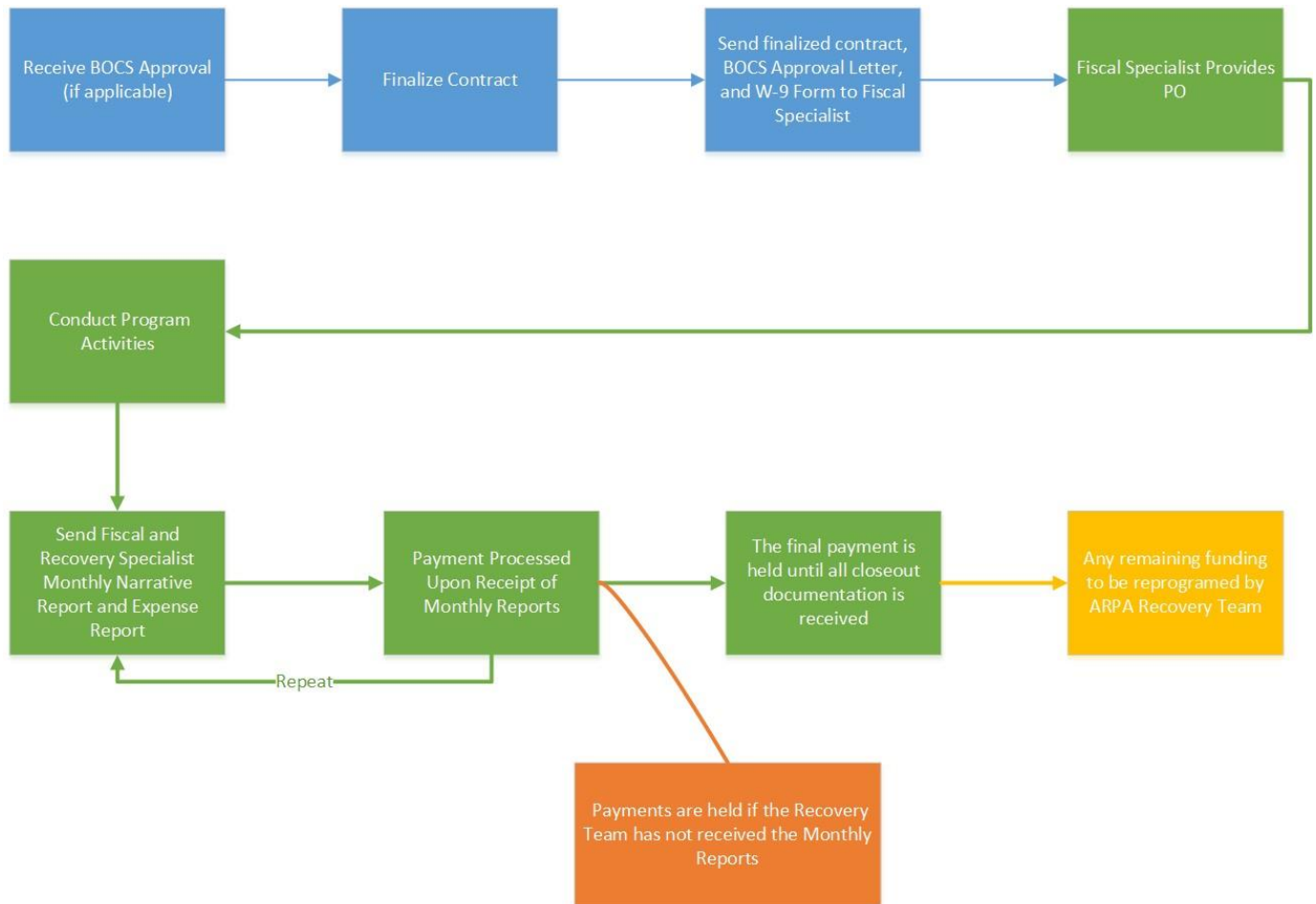
### Social Media Obligation

The ARPA Recovery Team is requiring that all department leads and contracted entities post on their social media platforms profiles at minimum once a week. The content must be original, factual, compliant with the terms and conditions of the social media platforms used, and must contain any tags, links, or titles the ARPA Recovery Team request to be included in the uploaded media.

## Payments

Payments will be initiated once the [ARPA Eligibility Review Document](#) is approved by the ARPA Recovery Team, BOCS approval (if applicable) is received and a contract has been finalized. Payments will be held if the Monthly Narrative Report and/or the Monthly Spend report is not received. The final payment is held until receipt of the final closeout documents.

### Payment Workflow



## Program Closeout

Upon closing of a SLFRF program the ARPA Recovery Team will require a final Expenditure Report and final Narrative Report inclusive of program outcomes, milestones and program evaluation if applicable. Any remaining balance is to be reprogrammed, obligated and contacted out. More information regarding program closeout will become available pending the U.S. Department of Treasury's issuance of The Final Rule.

## Resources

- Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions – <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>
- Code of Federal Regulations: The Executive Office of the President, Office of Management and Budget’s (OMB) guideline 2 CFR Part 200 (referred to as the “Uniform Guidance”) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards <https://www.ecfr.gov/>
- Department of Treasury: ARPA Interim Final Rule <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>
- U.S. Department of Treasury, Coronavirus State and Local Fiscal Recovery of Funds, Quick Reference Guide <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-GuideFINAL-508a.pdf>

## Revision History

Date	Changes Made
12/22/2021	Contracts, Contract Naming Convention
12/22/2021	Contracts, Exhibit 3 & 4
01/7/2022	Contract Emailing: Subject Lines