



American Rescue Plan Act (ARPA) Grants Management Assistance

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ARPA Grants Management

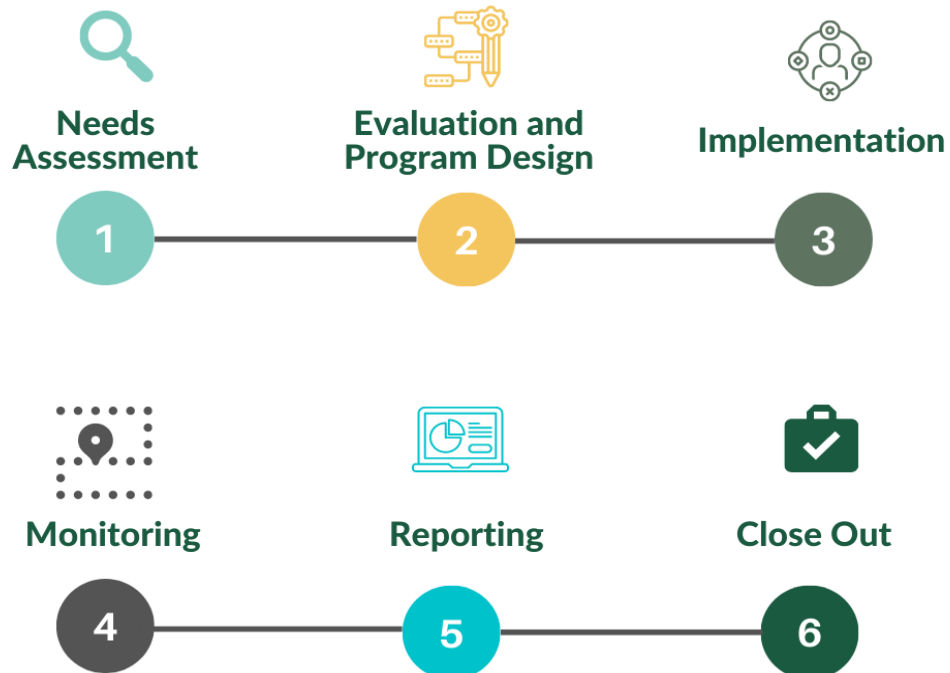
The American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (ARPA-CSLFRF) provided by the US Department of Treasury are intended to address short- and long-term needs associated with COVID-19 and equitable recovery for states and local governments. This funding is provided to:

- » Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control;
- » Replace lost revenue for eligible state, local, territorial, and Tribal governments to strengthen support for vital public services to help retain jobs;
- » Support immediate economic stabilization for households and businesses; and,
- » Address systemic public health and economic challenges that have contributed to the in-equal impact of the pandemic.

Available through 2024, state and local governments are encouraged to optimize ARPA funding to help their communities' recovery and resiliency objectives over the long term. Disaster Recovery Services (DRS) assists with this process through the implementation of a comprehensive grant management approach that includes formulating a financial recovery strategy that optimizes the use of available COVID-19 funding sources (ARPA, CARES, FEMA, CDBG, etc.).

In execution of the developed recovery strategy, DRS recommends the following proven approach:

1. Needs Assessment (internal and external)
2. Evaluation and Program Design
3. Program Implementation
4. Monitoring (internal and external)
5. Reporting
6. Close Out





Needs Assessment

DRS will schedule and conduct a kick-off meeting with your leadership and primary staff assigned to oversee and implement COVID-19 recovery efforts. This meeting will allow the “team” to work together and gain a better understanding of your:

- COVID-19 recovery efforts to-date, including those programs executed with CARES Act Funding
- Potential needs and projects and their associated complexities
- Priorities for recovery across all available funding sources (ARPA, FEMA, CDBG, CARES, etc.)
- Overall long-term goals and objectives

DRS will then assist with performing needs assessments both internally within the local government and externally within the community. These assessments gather the information necessary to identify and prioritize the internal and external needs that may be addressed with available funding. The results of these assessments help provide the direction and justification for the proposed ARPA spending plan and associated ARPA-funded program.

Evaluation and Program Design

Based upon information from the Needs Assessment, DRS will work with your ARPA leadership team to identify the organization’s top priorities for ARPA funding along with the intended program outcomes. DRS will assist in developing internal spending plans and external community programs that align with available funding sources and optimize long-term recovery and resiliency. Potential uses of funds will

will be evaluated and documented for eligibility and efficacy. After proposed programs have been approved, DRS assists with program design, including identifying the resource requirements and necessary reporting measures associated with successful program implementation according to the 66 available expenditure categories within ARPA.

Program Implementation

Successful program implementation includes ensuring that 2 CFR 200 federal funding compliance requirements are met, including allowable activities and allowable cost/cost principles, and that programs are executed to meet intended outcomes as determined during the Program Design phase. In addition to performing funding eligibility assessments, DRS will assist in performing risk assessments for sub-recipient programs, assigning appropriate levels of monitoring, and building processes and procedures to help ensure that adequate program monitoring takes place. DRS will also assist with implementation of the federal procurement requirements as determined by 2 CFR 200 for both internal and external programs.

Monitoring

Grant monitoring can require a significant amount of resources. DRS provides grant monitoring assistance for both internal and external programs, helping to ensure that the proper program oversight is in place and that compliance, documentation, and reporting requirements are met for the life of the program. The DRS team will work with your local government team to leverage any existing systems, processes, and procedures already in place to avoid duplication

of efforts while satisfying program requirements.

Reporting

ARPA SLFRF emphasizes performance reporting, including outcome measures based on both qualitative and quantitative metrics. Throughout the process, DRS will keep the end in mind, helping to design and implement programs that align with community needs while identifying key data elements that best evaluate program efficacy while meeting reporting requirements. The DRS Team will assist in preparing the initial Interim Report, if not already submitted, quarterly Project and Expenditure Reports, and the annual Recovery Plan Performance Reports.

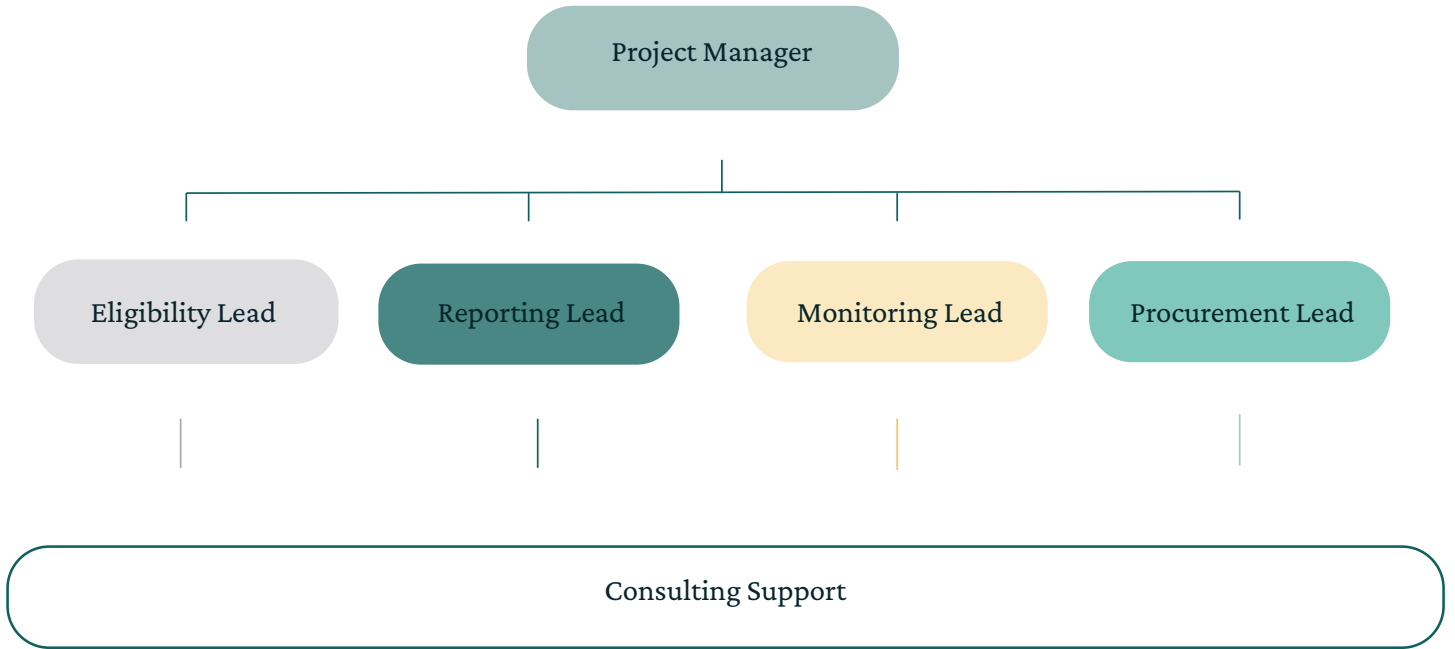
Close Out

DRS will support your organization with all final-close out procedures including close outs with program subrecipients and close out reporting requirements. DRS will assist with packaging the ARPA program documentation to assist with any financial audits, single audits, and Department of Treasury of OIG audits. DRS will retain grant documentation through the ARPA audit period of 2031.





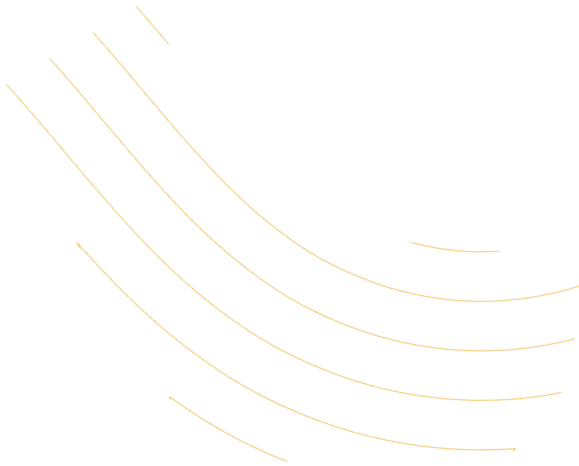
Typical DRS ARPA Team Structure



Contracting and Costs for DRS Assistance

DRS holds cooperative contracts through Harris County Department of Education (Choice Partners) and Houston-Galveston Area Council (HGACBuy). These contracts have been publicly solicited and competitively awarded and can be accessed through a no-cost membership with the respective cooperative.

ARPA funds can be applied toward direct and indirect administrative costs associated with grant management, making DRS fees eligible expenditures for grant funds.



See How We Can Help

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