

# Introduction to American Rescue Plan Act of 2021:

## Preparing for the Project & Expenditure Report



NORTH CAROLINA  
DEPARTMENT OF STATE TREASURER



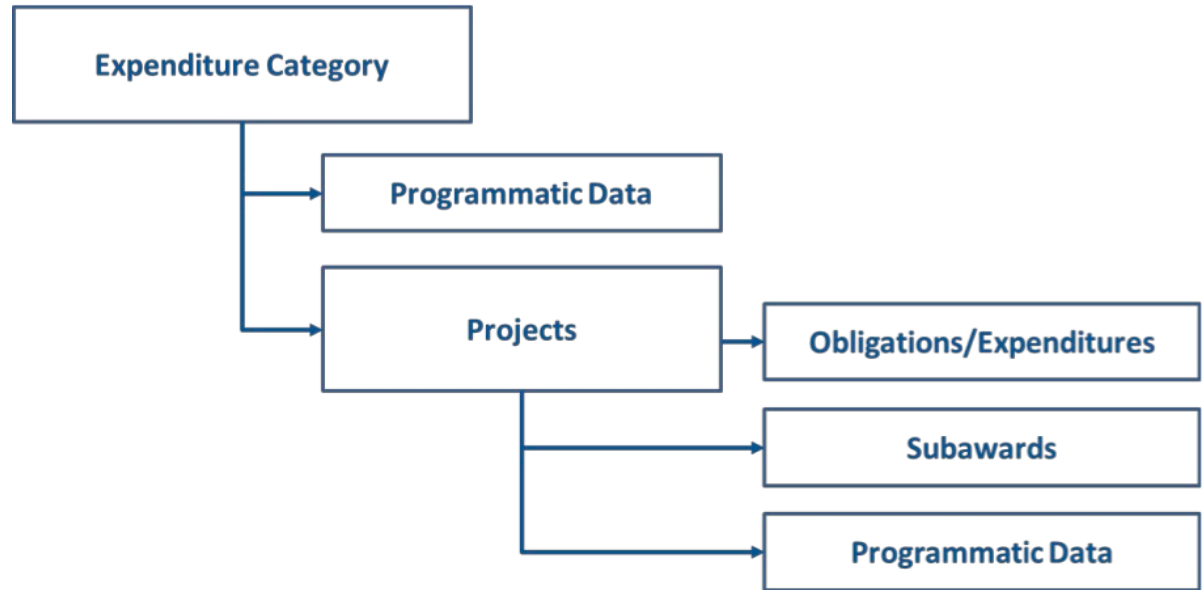
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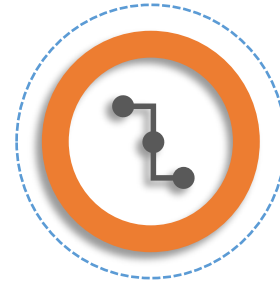
# ARP/CLFRF Reporting

Recipient Local Government	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
Counties & Metropolitan Cities with a population > 250,000		By <del>October 31, 2021</del> , <b>JANUARY 31, 2022</b> and then 30 days after the end of each quarter thereafter	By August 31, 2021, and annually thereafter by July 31
Counties & Metropolitan Cities with a population < 250,000, which receive > \$5 million in ARP funding		By <del>October 31, 2021</del> , <b>JANUARY 31, 2022</b> and then 30 days after the end of each quarter thereafter	Not required
Counties & Metropolitan Cities with a population < 250,000, which receive < \$5 million in ARP funding		By <del>October 31, 2021</del> , <b>JANUARY 31, 2022</b> and then annually thereafter	Not required
NEUs (all other municipalities)		By <del>October 31, 2021</del> , <b>APRIL 30, 2022</b> and then annually thereafter	Not required

# Project & Expenditure Report



Main reporting structure for ARP/CLFRF funds



Project-level based, within each Expenditure Category (EC). Projects are new or existing eligible gov't services or investments funded in whole or part by ARP/CLFRF.



Tracking of obligations to date, expenditures to date, subawards, other required data elements

★ Each project must be associated with **ONLY ONE EC**. The list of ECs is in the Appendix to the US Treasury Compliance Guide. \*

# Compliance and Reporting Guidance

State and Local Fiscal Recovery Funds



June 24, 2021  
Version: 1.1

## Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

### 1: Public Health

1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services

<https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>

# Grant Project Ordinance for the Town of TarHeel American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

**BE IT ORDAINED** by the town council of the Town of TarHeel, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

## Describe Grant Projects Generally

**Section 1:** This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The Town of TarHeel has received the first tranche in the amount of \$1,000,000 of CSLFRF funds. The total allocation is \$2,000,000, with the remainder to be distributed to the town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

**Section 2:** The following amounts are appropriated for the project and authorized for expenditure:

Appropriate Monies to Specific Projects

Assign each project to appropriate EC to aid in reporting

	Appropriation	Appropriation of CSLFRF Monies	Appropriation of Other Monies (specify revenue source)
0001	Vaccination Incentive Program for Employees (\$100 per employee who is fully vaccinated on or before Oct 31, 2021)	\$5,000	\$0
0002	Food assistance program for low-income citizens	\$35,000	\$0
0003	Part-time grant administrator to manage CSLFRF programs and compliance requirements	\$56,000	\$0
0004	Premium pay for essential employees (\$6.00 per hour supplement for 3 public works and 6 law enforcement employees for hours worked between March 2020 and Sept 2020)	\$13,600	\$0
	Brenthill water line expansion in conserved area with 4,000 linear feet of wells (4,000 linear feet of public water main)	\$1,438,400	\$0
	Unassigned****	\$1,438,400	
	<b>Total:</b>	<b>\$2,000,000</b>	

Grant project ordinance is a special revenue fund. May not include debt that may be associated with a project.

Remaining grant funds are unassigned until appropriated to a specific project

**Section 3:** The following revenues are anticipated to be available to complete the project:

<b>CSLFRF Funds:</b>	\$2,000,000
<b>General Fund Transfer:</b>	\$0
<b>Total:</b>	<b>\$2,000,000</b>

**Section 4:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

**Section 5:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a [monthly/quarterly] basis.

**Section 6:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

**Section 7:** This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated and expended by the town, whichever occurs sooner.

Appropriate  
Revenues  
(Must exactly equal  
appropriations)

Detail Any  
Directives

Add Expiration  
Provision

# Required Information

## PROJECT DESCRIPTION

- LG will list project name, LG identifier, brief description (50-250 words), and EC

## EXPENDITURES

- LG will report on current period obligations & expenditures and cumulative obligations & expenditures

## PROJECT STATUS

- LG will indicate whether project has started, is more or less than 50% complete, or is complete

## DEMOGRAPHIC DISTRIBUTION

- LG will identify whether certain projects are targeted to economically disadvantaged communities

## SUBAWARDS

- LG will provide detailed obligation and expenditure data for any contracts, grants, loans, transfers, and direct payments  $\geq$ \$50K (plus executive compensation data on some subrecipients)
- LG will provide aggregate data on all other subawards

## CIVIL RIGHTS COMPLIANCE

- LG will report annually on compliance with Title VI of the Civil Rights Act of 1964.



# Demographic Distribution

May assume that project is targeted towards economically disadvantaged communities if project funds are spent on:

A QCT is any census tract which is designated by the Secretary of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent. 26 U.S.C. 42(d)(5)(B)(ii)(I).

May make reasonable estimates, including identifying eligibility based on income characteristics, geographic location, or other criteria. Do not need to collect individualized data.



A program or service where the primary intended beneficiaries live within a QCT



A program or service is provided at a physical location in a QCT (for a multi-site project, a majority of sites are in a QCT)



A program or service for which the eligibility criteria are such that primary intended beneficiaries earn less than 60% of the median income for the lg



A program or service for which the eligibility criteria are such that over 25% of intended beneficiaries are below the federal poverty line

# Additional Reporting for Some ECs

## Small Business Economic Assistance (EC 2.9)

- Brief description of structure and objectives;
- # of small businesses served;
- Brief description of LG approach to ensuring that program responds to COVID-19 related negative economic impact

## Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (EC 2.11-2.12)

- Brief description of how assistance responds to COVID-19 related negative economic impacts;
- Additional info on subawards

## Household Assistance (EC 2.1-2.5)

- Brief description of structure and objectives;
- # of individuals served;
- Brief description of LG approach to ensuring that program responds to COVID-19 related negative economic impact

# Additional Reporting for Some ECs

## Revenue Replacement

(EC 6.1)

- General revenue collected over past 12 months;
- Calculated revenue loss due to COVID-19;
- Explanation of how revenue replacement funds were allocated to government services

## Premium Pay

(EC 4.1)

- # of workers to be served;
- Additional justification for premium pay for workers who total pay is about 150% of residing State's average annual wage or residing county's average annual wage, whichever is higher

## Payroll for Public Health & Safety Employees

(EC 1.9)

- # of FTEs

## Rehiring Public Sector Staff

(EC 2.14)

- # of FTEs

## Education Assistance

(EC 3.1-3.5)

- NCES School or District ID

# Additional Reporting for Infrastructure Projects (EC 5-5.17)



## **For all Infrastructure Projects**

- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Location
- For projects over \$10m certain wage certifications and employment and wage data



## **For Water and Sewer Projects**

- NPDES permit number (if applicable)
- PWS ID number (if applicable)

# NEUs ONLY



Copy of the signed award terms and conditions agreement (which was signed and submitted to State as part of the request for funding)



Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding)



Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding