

**American Rescue Plan Act (ARPA) CSLFRF Funds Documentation**  
**Municipality/County**

Local Government Address

Date Total Funds Expended: \_\_\_\_\_

Must be kept on file until: \_\_\_ (*5 years post final expenditure date*) \_\_\_

<b>Total ARPA CSLFRF Distribution:</b>
<b>Date of Agreement with NCPRO/Treasury:</b>
<b>Date(s) ARPA CSLFRF allocation was received:</b>
<b>Local Government UEI number:</b>
<b>Local Government former DUNS number:</b>
<b>ARPA CSLFRF Reporting Tier:</b>
<b>NEU Recipient number (<i>if applicable</i>):</b>

## ARPA Binder for SLFRF - Revenue Replacement & Infrastructure

- Cover page (*above*)
- Table of contents
- H.R. 1319 American Rescue Plan Act of 2021 (*reference to enabling legislation*)
- Agreements & Budget Information
  - Agreement with NCPRO or Treasury
  - Grant Project Ordinances – include all versions
  - Record of local government payments received from NCPRO/Treasury
- Uniform Guidance Compliance – Policies & Procedures
  - **Allowable Costs/Cost Principles Policy + additional worksheet**
  - **Conflict of Interest Policy + additional worksheet**
  - **Eligible Use Policy + additional worksheet**
  - **Nondiscrimination Policy**
  - **Records Retention**
  - **Written Internal Controls**
  - Procurement Policy (*if applicable and/or if the local government has adopted one*)
  - Program Income Policy (*if applicable*)
  - Property Management Policy (*if applicable*)
  - Real Property Policy (*if applicable*)
  - Subaward Policy & Monitoring (*if applicable*)
- Revenue Replacement Projects
  - Table(s) of Revenue Replacement Projects (*duplicate for multiple projects*)

Project Name		Reporting Period of Performance	Reporting Deadline	Period Obligations	Period Expenditures
Project ID Number		3/3/2021 - 3/31/2022	4/30/2022		
Expenditure Category Group	6-Revenue Replacement	4/1/2022 - 3/31/2023	4/30/2023		
Expenditure Category (EC)	6.1 Provision of Gov. Services	4/1/2023 - 3/31/2024	4/30/2024		
Completion Date		4/1/2024 - 3/31/2025	4/30/2025		
Project Budget	\$	4/1/2025 - 3/31/2026	4/30/2026		
Total Obligations	\$	4/1/2026 - 12/31/2026	4/30/2027		
Total Expenditures	\$	<b>Project Description</b>			

- Salaries & Benefits Projects

Employee Name	Department (if applicable)	Position Title	Total Salary Reimbursed	Total Benefits Reimbursed	Period of Service Covered by Salaries & Benefits

- Records of staff salaries/benefits paid
    - dating back to March 3, 2021 – **AND/OR** –
    - until December 31, 2026 (obligated by December 31, 2024)
  - JEs from special revenue fund to general fund
- Revenue Replacement Projects (*not salaries & benefits*)
  - Brief description of project, project budget, breakdown of ARP vs. non-ARP funding for the project, source of non-ARP funds, map location (*if applicable*)
  - Copies of RFQ's, RFP's, proposals, selection methodology and outcomes, contracts, permits, invoices, receipts, financial records show payment coming out of ARP account, as-builts, etc. **as applicable**
- Critical Infrastructure Projects (*if applicable*)
  - Cover Page
    - Brief description of project, project budget, breakdown of ARP vs. non-ARP funding for the project, source of non-ARP funds, map location
  - Table(s) of Critical Infrastructure Projects (*duplicate for multiple projects*)

Project Name		Reporting Period of Performance	Reporting Deadline	Period Obligations	Period Expenditures
Project ID Number		3/3/2021 - 3/31/2022	4/30/2022		
Expenditure Category Group		4/1/2022 - 3/31/2023	4/30/2023		
Expenditure Category (EC)		4/1/2023 - 3/31/2024	4/30/2024		
Completion Date		4/1/2024 - 3/31/2025	4/30/2025		
Project Budget	\$	4/1/2025 - 3/31/2026	4/30/2026		
Total Obligations	\$	4/1/2026 - 12/31/2026	4/30/2027		
Total Expenditures	\$	Project Description			

- Procurement and Purchasing Information
  - Project #1
    - Interlocal Agreements or Lease Agreements (*if applicable*)
    - RFPs/RFQs
    - Proposals – Include all received
    - Selection Methodology and Outcomes
    - Contracts
    - Permits
    - POs, Invoices
    - Receipts or other proof of payment
    - Financial records showing payment coming out of ARP account
    - Construction inspection reports, progress reports, or as-builts
  - Project #2, etc.
- Reporting
  - Interim Report (*if applicable*)
  - Annual Report: April 2022
  - 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 2022 (*if applicable*)

**American Rescue Plan Act (ARPA) Earmark Funds Documentation**  
**Municipality/County**

Local Government Address

Date of Closeout with NCDEQ: \_\_\_\_\_

Must be kept on file until: \_\_\_(5 years post final expenditure date)\_\_\_

<b>Total State Budget ARPA Earmark:</b>
<b>Date of Agreement with NCDEQ:</b>
<b>Local Government UEI number:</b>
<b>Local Government former DUNS number:</b>
<b>NEU Recipient number (if applicable):</b>

## ARPA Binder for ARPA Earmarks

- Cover page (*above*)
- Table of contents
- S.L. 2021-180 (*earmark legislation*)
- S.L. 2022-74 (*earmark legislation*)
- Agreements & Budget Information
  - Agreement with NCDEQ
  - Request(s) to Obligate Funds
  - Resolution by Governing Body to Accept an Offer of Funding
  - Letter of Intent to Fund
  - Offer and Acceptance of ARPA Funds
  - Record of local government payments received
  - Milestone Extension Requests
  - Milestone Extension Approvals
  - Reimbursement Request Forms
- Uniform Guidance Compliance – Policies & Procedures
  - **Allowable Costs/Cost Principles Policy + additional worksheet**
  - **Civil Rights Policy/Nondiscrimination Policy**
  - **Conflict of Interest Policy + additional worksheet**
  - **Records Retention Policy**
  - **Written Internal Controls**
  - Procurement Policy (*if applicable*)
  - Program Income Policy (*if applicable*)
  - Property Management Policy (*if applicable*)
  - Real Property Policy (*if applicable*)
  - Subaward Policy & Monitoring (*if applicable*)
- Procurement and Purchasing Information
  - Project #1
    - Interlocal Agreements or Lease Agreements (*if applicable*)
    - RFPs/RFQs
    - Proposals – include all received
    - Selection Methodology & Outcomes
    - Contracts
    - Permits
    - Bid-and-Design Package Submittal
    - Bid-and-Design Package Approval
    - POs, Invoices
    - Receipts or other proof of payment
    - Reimbursement Requests to DEQ
    - Reimbursement Records
    - Project Closeout Paperwork
  - Project #2, etc.