

Allocation Implementation Form

To ensure compliance with federal regulations and reporting guidelines, please complete the following form and relevant supplemental forms as part of your allotment request for ARPA funds. Open document within Adobe Reader or Adobe Acrobat to ensure full functionality..

Allotment Request

AGENCY	
SID	
ALLOCATION TITLE	
TOTAL ARPA ALLOCATION	
AMOUNT REQUESTED <i>Cannot exceed sum of FY22/FY23 allocation</i>	
EXPENDITURE CATEGORY <i>See Federal Compliance and Reporting Guidance v 4.1. (p 42-44) for a complete list of categories. While your activities may fall under several categories, please select the single most relevant category.</i>	
EXPENDITURE SUB-CATEGORY	

YOU ARE REQUIRED TO COMPLETE THE FOLLOWING SECTIONS:

- | | |
|------------------------------------------------------|-----------------------------------|
| • PROJECT DESCRIPTION (p2) | All Projects |
| • BUDGET AND INTERNAL CONTROLS (p3) | All Projects |
| • POPULATION DETERMINATION (p5) | Expenditure Categories 1.1 - 2.37 |
| • PERFORMANCE METRICS, EVIDENCE, AND EVALUATION (p6) | All Projects |
| • CAPITAL EXPENDITURES (p7) | Expenditure Categories 1.1 - 3.5 |
| • REQUIRED PROGRAMMATIC DATA (p8) | Expenditure Categories 1.1 - 5.21 |

Project Description

PROJECT DESCRIPTION

This brief description should detail the project's purpose, the population being served, the desired outcome from the project, and how this outcome is being measured (along with any current data on progress towards the desired outcome). 50-250 words.

PROJECT DETAIL

Overview of main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable. Link to website of project if available. Brief description of how a recipient's response is related, and reasonably and proportional to a public health or negative economic impact of COVID-19. Not required for projects that consist solely of capital expenditures. May attach additional project detail documents as part of allotment request package if additional space is needed.

EQUITY EFFORTS

Discuss if and how the project is promoting equitable outcomes. See [Federal Compliance and Reporting Guidance v 4.1.](#) (p 36-37) for more detail.

COMMUNITY ENGAGEMENT EFFORTS

Discuss if and how the project is incorporating community engagements strategies. See [Federal Compliance and Reporting Guidance v 4.1.](#) (p 37) for more detail.

Budget and Internal Controls

PLEASE SUBMIT BUDGET AS PART OF ALLOTMENT REQUEST PACKAGE

The agency may use the [OPM Budget Worksheet](#) or its own internal budget format; however, please ensure cost categories are aligned with relevant federal allowable costs including compensation ([200.430](#)), fringe benefits ([200.431](#)), travel ([200.475](#)), equipment and other capital ([200.439](#)), materials and supplies ([200.453](#)), subawards ([200.331-332](#)), contractual services ([200.318](#)), consultants/professional services ([200.459](#)), occupancy (rent and utilities) ([200.465](#)), telecommunications ([200.471](#)), training and education ([200.473](#)), direct administrative costs ([200.413c](#)), and indirect costs ([200.414](#)). Review the [Federal Funds Allowable Cost Checklist](#) to ensure projected expenditures comply with federal regulations.

INTERNAL CONTROLS

Describe internal controls over the project that provide reasonable assurance that the state agency is managing the federal funds in compliance with applicable federal statutes, regulations, and the terms and conditions of the federal awards. See [OMB 2022 Compliance Supplement](#) (p 1862) for more detail.

CIVIL RIGHTS

Discuss civil rights compliance procedures according to Title VI of the Civil Rights Act of 1964. Include details on how the agency will demonstrate that it is effectively monitoring the civil rights compliance of subrecipients. See [Federal Compliance and Reporting Guidance v 4.1](#). (p 12) and [U.S. Treasury 2021 Assurance of Compliance With Civil Rights Requirements](#) for more detail.

EXTERNAL FUNDING RELATIONSHIPS

What external relationships does the agency anticipate as part of the ARPA project? Please review [Beneficiary, Contractor, and Subrecipient Determination](#) memo prior to completing this question.

NO EXTERNAL RELATIONSHIPS

BENEFICIARY ONLY

CONTRACTOR ONLY

SUB RECIPIENT ONLY

COMBINATION

WHICH CATEGORIES:

SUBRECIPIENT(S) AND CONTRACTORS

Discuss subrecipient and/or contractor assessment and monitoring plan. Please note all subrecipients regardless of dollar amount must have a SAM.GOV Unique Entity ID (UEI), replacing the previously used federal DUNS number. Contractors and entity beneficiaries (small businesses and nonprofits) are required to have a UEI if a contract or beneficiary payment is \$50,000 more. See [Example Subrecipient Risk Assessment and Monitoring Procedures](#) and [Subrecipient Risk Assessment Template](#) for more detail.

Eligible Population Determination

See [Federal SLFRF Final Rule Overview](#) pages 14-25 for additional information to assist in completing this section.

PRIMARY ELIGIBLE POPULATION

Select ONE primary eligible population from either impacted or disproportionately impacted communities that is the recipient of the project/program. Some expenditure categories are restricted to serving only disproportionately impacted populations.

METHOD FOR DETERMINING ELIGIBLE POPULATION

Describe policies and procedures used to determine sub-recipient/beneficiary eligibility for project. If "Public Health - General Population" was selected, this section and subsequent sections are not required.

SECONDARY ELIGIBLE POPULATION(S)

If the project primarily serves more than one impacted and/or disproportionately impacted population, please select up to two additional populations served.

METHOD FOR DETERMINING SECONDARY ELIGIBLE POPULATIONS

Describe policies and procedures used to determine sub-recipient/beneficiary eligibility for project.

Performance Metrics, Evidence, and Evaluation

Please review [ARPA Evidence and Evaluation Guide](#) prior to completing this section.

MANDATORY PERFORMANCE INDICATORS

Performance indicators that have been selected by project expenditure category that must be tracked and reported quarterly.

The following expenditure categories are required to track and report mandatory performance indicators quarterly:

- Household Assistance (EC 2.2), Long-Term Housing Security (EC 2.15 - 2.16), and Housing Support (2.17-2.18)
- Assistance to Unemployed or Underemployed Workers (EC 2.10) and Community Violence Interventions (1.11)
- Addressing Educational Disparities (EC 2.24-2.26) and Addressing Impacts of Lost Instructional Time (EC 2.27)
- Health Childhood Environments (2.11 - 2.14)

Please see Require Programmatic Data, page 8-9, for additional details. See also [Federal Compliance and Reporting Guidance v 4.1](#), (p 33).

ADDITIONAL PERFORMANCE INDICATORS

Agency-selected performance metrics tracked over the lifetime of the project. Agencies are encouraged to set indicators that include both output and outcome measures, are disaggregated by demographic data, and reflect a focus on equity and inclusion.

DEMOGRAPHIC DATA

Discuss incorporation of demographic categories in outcomes tracking. Recommended categories include race, ethnicity, gender, income, and other categories relevant to the specific program.

EVIDENCE NARRATIVE REQUIRED

Expenditure categories 1.4, 1.11-1.13, 2.1-2.4, 2.6-2.7, 2.9-2.20, 2.25-2.26, 2.30, 2.32-2.33, and 2.37 require tracking of dollars spent towards evidence-based interventions, either by verifying the evidence base of a particular intervention according to federal standards or by completing a program evaluation. These evidence narratives must be submitted to OPM within 90 days of receiving ARPA allotment.

THE AGENCY WILL SUBMIT AN EVIDENCE NARRATIVE TO OPM

PROGRAM EVALUATION

Are you planning to conduct a program evaluation?

Capital Expenditures

ARPA Reporting Guidelines require additional information for any project that includes a capital expenditure, defined as “expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.” (2 CFR 200.1)

DOES THIS PROJECT INCLUDE A CAPITAL EXPENDITURE?	YES	NO
TYPE OF CAPITAL EXPENDITURE		
TOTAL ESTIMATED AMOUNT OF CAPITAL EXPENDITURES <i>Numerical values only.</i>		
WRITTEN JUSTIFICATION REQUIRED? <i>Additional information on capital projects is required for expenditures exceeding \$10 million. If yes, please complete Capital Expenditure Justification Form.</i>		

Required Programmatic Data

Certain expenditure categories are required to track and report additional programmatic data for the Quarterly Expenditure Report and Annual Recovery Report. Please refer to your expenditure category below for specific information needed and acknowledge the agency obligation to track and report.

1.8 COVID-19 ASSISTANCE TO SMALL BUSINESSES

- *Number of small businesses served (by program if recipient establishes multiple separate small business assistance programs)*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

1.9 COVID-19 ASSISTANCE TO NON-PROFITS

- *Number of non-profits served (by program if recipient establishes multiple separate non-profit assistance programs)*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

1.11 COMMUNITY VIOLENCE INTERVENTIONS

- *Number of workers enrolled in sectoral job training programs*
- *Number of workers completing sectoral job training programs*
- *Number of people participating in summer youth employment programs*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.1 & 2.3 – 2.8 HOUSEHOLD ASSISTANCE: FOOD PROGRAMS; CASH TRANSFERS; INTERNET ACCESS PROGRAMS; PAID SICK AND MEDICAL LEAVE; HEALTH INSURANCE; SERVICES FOR UN/UNDERBANKED; SURVIVOR'S BENEFITS

- *Number of households served (by program if recipient establishes multiple separate household assistance programs)*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.2 HOUSEHOLD ASSISTANCE: RENT, MORTGAGE, AND UTILITY AID

- *Number of households served (by program if recipient establishes multiple separate household assistance programs)*
- *Number of households receiving eviction prevention services (including legal representation)*
- *Number of affordable housing units preserved or developed*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.10 ASSISTANCE TO UNEMPLOYED OR UNDEREMPLOYED WORKERS

- *Number of workers enrolled in sectoral job training programs*
- *Number of workers completing sectoral job training programs*
- *Number of people participating in summer youth employment programs*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.11 – 2.13 HEALTHY CHILDHOOD ENVIRONMENTS: CHILD CARE; HOME VISITING; SERVICES TO POSTER YOUTH OR FAMILIES INVOLVED IN CHILD WELFARE SYSTEM

- *Number of children served by childcare and early learning services (pre-school/pre-K/ages 3-5)*
- *Number of families served by home visiting*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.14 HEALTHY CHILDHOOD ENVIRONMENTS: EARLY LEARNING

- *Number of children served by childcare and early learning services (pre-school/pre-K/ages 3-5)*
- *Number of families served by home visiting*
- *The National Center for Education Statistics (“NCES”) School ID or NCES District ID.*
 - *List the school district if all schools within the school district received some funds. If not all schools within the school district received funds, list the school id of the schools that received funds. For more information on NCES identification numbers see NCES search engines for [public school districts](#), [public schools](#), and [private schools](#).*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.15 – 2.16 LONG-TERM HOUSING SECURITY: AFFORDABLE HOUSING; SERVICES FOR UNHOUSED PERSONS

2.17 – 2.18 HOUSING SUPPORT: HOUSING VOUCHERS AND RELOCATION ASSISTANCE FOR DISPROPORTIONATELY IMPACTED COMMUNITIES; OTHER HOUSING ASSISTANCE

- *Number of households receiving eviction prevention services (including legal representation)*
- *Number of affordable housing units preserved or developed*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.24 – 2.26 ADDRESSING EDUCATIONAL DISPARITIES: AID TO HIGH-POVERTY DISTRICTS; ACADEMIC, SOCIAL AND EMOTIONAL SERVICES; MENTAL HEALTH SERVICES

2.27 ADDRESSING IMPACTS OF LOST INSTRUCTIONAL TIME

- *Number of students participating in evidence-based tutoring programs, as discussed in U.S. Department of Education’s [2021 COVID-19 Handbook \(Vol 2\)](#), p 20-21.*
- *The National Center for Education Statistics (“NCES”) School ID or NCES District ID.*
 - *List the school district if all schools within the school district received some funds. If not all schools within the school district received funds, list the school id of the schools that received funds. For more information on NCES identification numbers see NCES search engines for [public school districts](#), [public schools](#), and [private schools](#).*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.29 – 2.33 ASSISTANCE TO SMALL BUSINESSES: LOANS OR GRANTS TO MITIGATE FINANCIAL HARDSHIP; TECHNICAL ASSISTANCE, COUNSELING, OR BUSINESS PLANNING; REHABILITATION OF COMMERCIAL PROPERTIES OR OTHER IMPROVEMENTS; BUSINESS INCUBATORS AND START-UP OR EXPANSION ASSISTANCE; ENHANCED SUPPORT TO MICROBUSINESSES

- *Number of small businesses served (by program if recipient establishes multiple separate small business assistance programs)*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

2.34 ASSISTANCE TO IMPACTED NONPROFIT ORGANIZATIONS

- *Number of non-profits served (by program if recipient establishes multiple separate non-profit assistance programs)*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

3.1 PUBLIC SECTOR WORKFORCE: PAYROLL AND BENEFITS FOR PUBLIC HEALTH, PUBLIC SAFETY, OR HUMAN SERVICES WORKERS

- *Number of government FTEs responding to Covid-19 supported under this authority*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

3.2 PUBLIC SECTOR WORKFORCE: REHIRING PUBLIC SECTOR STAFF

- *Number of FTEs rehired by governments under this authority*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

4.1 – 4.2 PREMIUM PAY: PUBLIC SECTOR EMPLOYEES; PRIVATE SECTOR GRANTS TO OTHER EMPLOYERS

Premium pay projects are required to provide substantial additional programmatic information, documented on pages 29-30 of [Federal Compliance and Reporting Guidance v 4.1](#). Please reach out to OPM ARPA administrators for additional information.

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS

5.1 – 5.21 INFRASTRUCTURE

- *Projected/actual construction start date (month/year)*
- *Projected/actual initiation of operations date (month/year)*
- *Location*
- *For projects over \$10 million (based on expected cost), complete **Labor Standards Form***
- *Water and sewer projects (EC 5.1-5.18) and broadband projects (EC 5.19-5.21) are required to provide substantial additional programmatic information, documented on pages 31-33 of [Federal Compliance and Reporting Guidance v 4.1](#). Please reach out to OPM ARPA administrators for additional information.*

THE PROJECT PLAN WILL INCLUDE MECHANISMS TO TRACK AND REPORT THESE METRICS
