

FAQ - FY 2023 ARP Program Offers

This document's guidance is for Direct County ARP allocation only

Overview

In mid March 2020, Congress passed the American Rescue Plan (ARP). This legislation provided a direct allocation of \$158 million to Multnomah County, paid in two tranches. The first tranche was included in the FY 2022 budget, and the remainder will be budgeted in FY 2023. Because this funding is very flexible and can be used on multiple priorities across departments, this **funding will be treated similarly to how General Fund decisions are processed**. All requests from departments will be reviewed at a countywide level by the Chair, and funding decisions will be made in alignment with the County's overall priorities (see this [file](#) for more information about the priorities).

Programs that were funded in FY 2022 are not guaranteed to continue into FY 2023. The Chair will make countywide decisions after the budgets are submitted. Due to this, we are requesting departments to mark their ARP program offers **out of target**. Once the Chair has made her funding decisions, we will align the ARP budget with those decisions through the budget adjustment process, as we already do with the General Fund.

Departments will not be allowed to carryover unspent funds from FY 2022 into FY 2023. You should not include any BWC or carryover funding in your ARP program offers. Similar to General Fund revenue, the funding will return to the overall County to be redistributed based on [Chair and County priorities](#). If you anticipate not being able to fully spend your existing FY 2022 budget and want to request additional funds in FY 2023 to complete the service, then submit a program offer and explain that it is a continuation of an existing program that won't utilize all of its FY 2022 budget.

Program Offers

All ARP funding should be in stand alone program offers

Naming - Program Offer names should begin with "ARP - "

Numbering - all program offers funded with ARP **must be** created in a number series at the end of the departments' program offer numbering and include a 90, 99, 900, or 999 numbering. For example NOND used 10090A through 10094. This will allow the Board and community to quickly and easily identify where the County has invested the funding.

If you are requesting program offers that existed in FY 2022, you can choose to either reuse the same program offer number or restart your numbering system so that you don't have numbering gaps. Just make sure that the "Last Year this Program Offer Was" field is filled out so a reader can identify where the budget existed last year.

When determining how many program offers to create for your ARP funding requests, you should follow normal practices for creating program offers. Program offers should be discrete decision choices for the Chair and Board. Don't submit a single ARP program offer if you're requesting for multiple programs/services to be funded. Also, remember to have the ARP program offers be stand alone without other funding sources included. If the ARP request is related to an existing program, describe that in the narrative and put the relevant number in the Related Program Offer field.

Note: This document is focused on the County's Direct Allocation ARP funding. However, other ARP funding should also use the same program offer numbering system so that they appear at the end of your department's program offers. **Do not commingle Direct County ARP and other ARP funds in a single program offer.** Because the Direct County allocation is all considered out of target for FY 2023, it needs to be separated from the other funding sources.

Program Offer Division: Please select "COVID-19 & American Rescue Plan" on the program offer's division drop down box. As in FY 2022, these program offers **will not** show up under regular department divisions on the Program Offer/Division table in the department narrative. These programs will be shown as their own "division" on the program offer table (see below for an example) and the division table.

| Prog. # | Program Name | FY 2022 General Fund | Other Funds | Total Cost | FTE |
|--|--|----------------------|-------------|------------|------|
| Nondepartmental (cont.) | | | | | |
| 10035 | Neighborhood Prosperity Initiative | 225,000 | 0 | 225,000 | 0.00 |
| 10040 | Complaints Investigation Unit | 1,066,000 | 0 | 1,066,000 | 5.00 |
| COVID-19 & American Rescue Plan | | | | | |
| 10090A | ARP Countywide Client Assistance | 0 | 1,861,864 | 1,861,864 | 0.00 |
| 10091 | ARP COVID-19 Policy and Project Coordination | 0 | 165,000 | 165,000 | 0.00 |
| 10092 | ARP Communications Office Public Health Emergency Response | 0 | 300,000 | 300,000 | 0.00 |

Program Offer Narrative: Please focus on how the program aligns with the [Chair's guidance](#) and will benefit the community. If the ARP program is related to an existing program, specify how the ARP program offer relates to the existing services.

Program Offer Characteristics

- **Program Offer Type** - This option should be selected based on the County's normal process. If It's a brand new program offer, or if it was marked one-time-only in FY 2022, then select "Innovative/New Program." If it's a continuation of an FY 2022 program that was not marked OTO last year, then choose the option that best describes the program offer.

- **OTO** - As with regular non-ARP program offers, select the one-time-only option if the requested service/program is limited in nature and will end after FY 2023.
- **Backfill** - There were three program offers marked as backfill in FY 2022:
 - DA - Domestic Violence Backlog
 - HD - Nurse Family Partnerships
 - HD - Corrections Health Restoration
 - If any of these are requested as ARP funding in FY 2023:
 - Mark as backfill
 - Explain how/why the services are still needed in FY 2023. In particular, focus on whether the requests are needed temporarily due to COVID-related operational changes or if they are more ongoing services.
- **In/Out of Target:** Select Out of Target

Explanation of Revenue Description - Use the following description to identify the funding: American Rescue Plan (ARP) Direct County Funding - \$XXX,XXX

Performance Measures - All program offers must include estimated performance measures. The FY 2021 actuals should be "N/A" unless the funding is being used to continue programs that were developed in FY 2021 with CARES to address the impacts of COVID-19.

Significant Changes - Include the priority area that the program is addressing and a brief description of how the program is aligned with the priority area. Refer to this [document](#) for more information on the various priority areas. Due to the strict reporting requirements from the Federal Government, it is critically important to include the priorities and rationale for using this funding in the program offers.

If you have questions about which priority area the program is addressing please contact your central budget analyst or your department's budget and finance manager.

Personnel - Please work closely with Human Resources to determine which positions can be budgeted as limited duration and which must be converted to FTE. Ideally, all positions would be limited duration because the funding is not ongoing. However, some of the positions that were originally funded with CARES revenue might be past the length of time allowed for LDAs. **Therefore, the FTE status will have to be determined on a position-by-position basis with HR.**

Grant Accounting Structure

The grant structure should be the same as it is in FY 2022:

- 4 Digit Fund Hierarchy - 1515 Coronavirus (COVID-19) Response Fund
- 5 Digit Fund - 19067 ARPA Federal Multco American Rescue Plan Act (for the Direct County ARP allocation)

Departments are required to set up the following:

- **Grant Award** - There should be **one** grant award for each department's ARP funding.
 - The **CFDA** number is 21.019
 - **Sponsor** is 300244 U.S. Department of the Treasury
- **Grant Tags** - Departments are responsible for setting up the grant tags by program within the above award in both Workday and Questica. Each department should determine how many grant tags are appropriate, and how the grant tags will relate to their programs and reporting. *Please keep in mind that the County will have many questions in the future about how this funding was spent. Create enough grant tags to make it easy to answer future questions.*
 - **Grant Tag Name** must lead with the abbreviation "ARPA." If the abbreviation is not included, Fiscal Compliance will add it before the grant tag is created.

Indirect Revenue: The grants should be set up so that grant tags **do not** collect indirect (there are some exceptions for ARP-related funding that isn't part of the direct County allocation).

There are multiple reasons that we aren't collecting indirect on the ARP funding:

- The revenue is limited in nature and we do not want to distort the General Fund budget. For most short-term grants, this isn't a consideration because the amount is not material at a countywide level. However, the amount of the indirect generated on over \$150 million could create a significant gap when it was removed.
- If you anticipate needing significant administrative support due to the ARP services, you should discuss the need at Chair Meeting #1.

Revenue Ledger Account - 50170 (Intergovernmental, Direct Federal)

Important Note - this grant accounting structure **only applies** to the County's Direct ARP allocation. If your department receives a program award (i.e. CDC funding to the Health Department to set up vaccine sites) you need to create additional grant awards/tags etc. in Workday. Please don't hesitate to reach out to Central Finance and Budget to work through this.