

Temporary ARPA Grant Policy

Effective June 17, 2022

It is the intent that this policy supplement existing CAO Policy 22 -- Policy for Administration of Grants. For certain specific projects that are funded through utilizing American Rescue Plan Act (ARPA) funds, some or all of the following duties will be completed by designated personnel within certain other departments or divisions of LFUCG (i.e., "Divisional ARPA Project Managers") instead of personnel within the Division of Grants and Special Projects.

LFUCG's ARPA Project Manager and Chief Administrative Officer (CAO) will approve use of this *Temporary ARPA Grant Policy* on a case by case basis for specific ARPA-funded projects. For each such project, a Divisional ARPA Project Manager will be designated, and their duties related to the project specified and authorized. This policy is not intended to restrict the Divisional ARPA Project Manager from further delegating ministerial duties to their support staff.

Duties may include some or all of the following:

Administration

Preparation of agreements/contracts in partnership with the ARPA Project Manager and the Department of Law.

- Prior to entering into Legistar, all agreements must be sent to the ARPA Project Manager and the Department of Law for routing/review.

Preparation of all administrative review documents (Legistar) for Council action.

- The designated Divisional ARPA Project Manager will enter all of the relevant documents into Legistar and notify both the Division of Grants and LFUCG's ARPA Project Manager via email when they do so.

Financial Management

For purchases originating with the LFUCG, certain Divisional ARPA Project Managers may be further authorized to enter requisitions, request purchase orders, initiate purchases, authorize receipt of products and request expenditure of funds which may be allocated to the Division of Accounting or the Division of Grants and Special Programs. Further, certain Divisional ARPA Project Managers may be authorized to initiate and implement Budget Amendments and Budget adjustments within the grant project in collaboration with the Division of Budgeting, Division of Grants and Special Programs and or the LFUCG ARPA Project Manager, as needed. The Accountant Senior for Grants within the Division of Accounting is authorized on behalf of the Division of Grants and Special Programs to set up projects within the grant and assist in preparing any necessary documentation in order to initiate the project.