

ARPA Reporting Schedule

The Treasury Department requires the City to submit two on-going reports on ARPA Fund

- Quarterly Project and Expenditure Reports
- Annual Recovery Plan Performance Report

Project & Expenditure Report: will report primarily on projects funded, expenditures, and contracts and subawards over \$50,000. Limited programmatic information needed.

Provide information on all ARPA projects:

- project name, project expenditure category, project description, obligations and expenditures, and status of completion
- identify which projects target impacted and disproportionately impacted communities and which specific population is targeted
- provide detailed obligation and expenditure information for any contracts and grants awarded, loans issues, and direct payments greater than \$50,000
- some programmatic information on projects in specific expenditure categories.

The reporting timeline is below:

Report	Year	Quarter	Period Covered	Due Date
1	2021	2 – 4	March 3 – December 31	January 31, 2022
2	2022	1	January 1 – March 31	April 30, 2022
3	2022	2	April 1 – June 30	July 31, 2022
4	2022	3	July 1 – September 30	October 31, 2022
5	2022	4	October 1 – December 31	January 31, 2023
6	2023	1	January 1 – March 31	April 30, 2023
7	2023	2	April 1 – June 30	July 31, 2023
8	2023	3	July 1 – September 30	October 31, 2023
9	2023	4	October 1 – December 31	January 31, 2024
10	2024	1	January 1 – March 31	April 30, 2024
11	2024	2	April 1 – June 30	July 31, 2024
12	2024	3	July 1 – September 30	October 31, 2024
13	2024	4	October 1 – December 31	January 31, 2025
14	2025	1	January 1 – March 31	April 30, 2025
15	2025	2	April 1 – June 30	July 31, 2025
16	2025	3	July 1 – September 30	October 31, 2025
17	2025	4	October 1 – December 31	January 31, 2026
18	2026	1	January 1 – March 31	April 30, 2026
19	2026	2	April 1 – June 30	July 31, 2026
20	2026	3	July 1 – September 30	October 31, 2026
21	2026	4	October 1 – December 31	March 31, 2027

Recovery Plan Performance Report: Provide information on projects and how City plans to ensure program outcomes are achieved in an effective, efficient and equitable manner. It will include key performance indicators identified by the recipient and mandatory indicators required by the Treasury. This report must be posted on the City’s website.

This report must contain the following sections:

- Executive Summary: high-level overview of how the City is using ARPA funds to promote a response to the pandemic and economic recovery, key outcome goals, progress on those outcomes, and any challenges or opportunities identified during the reporting period.
- Uses of Funds: detailed description of use of funds, including strategies to maximize programmatic impact and effective, efficient and equitable outcomes; explain how specific communities, populations or individuals are supported; describe how City is promoting the key goals of ARPA (public health; economic impacts; services to disproportionately impacted communities; premium pay; water, sewer & broadband infrastructure; revenue replacement).
- Promoting Equitable Outcomes: describe efforts to promote equitable outcomes, including how projects prioritize racial and economic equity, specific targets to equity results, strategies to achieve the targets, and qualitative and quantitative data showing progress against goals, describe geographic and demographic distribution of funding and whether it targets marginalized communities.
- Community Engagement: description of how the City’s use of funds incorporates input that captures diverse feedback from constituents, community-based organizations, and communities.
- Labor Practices: describe workforce practices for infrastructure projects regarding strong labor standards and employment opportunities, including community benefits agreements, prevailing wage requirements, and local hiring.
- Use of Evidence: identify if any ARPA funds are used for evidence-based interventions or if projects are being evaluated through rigorous program evaluations.
- Table of Expenses by Expenditure Category: table listing funds expended within each Expenditure Category
- Project Inventory: List name and brief description of all ARPA projects.
- Performance Report: Key performance indicators for major ARPA projects. Performance indicators should include both output and outcome measures. Most measures are at the discretion of the City, but there are some required performance indicators and programmatic data.

The reporting timeline is below:

Report	Period Covered	Due Date
1	March 3, 2021 – March 31, 2022	April 30, 2022
2	April 1, 2022 – March 31, 2023	April 30, 2023
3	April 1, 2023 – March 31, 2024	April 30, 2024
4	April 1, 2024 – March 31, 2025	April 30, 2025
5	April 1, 2025 – March 31, 2026	April 30, 2026
6	April 1, 2026 – December 31, 2026	April 30, 2027