



Subrecipient Training: ARPA- SLFRF Grant Program

August 2, 2023 @ 1:00pm



Overview

- Welcome, Congratulations, Staff Introductions
- Reporting Requirements
 - Financial Reports
 - Activity and Evaluation Reports
- eCivis Demo
- Procurement 101
- Uniform Guidance 101
- Monitoring Plans
- Communications and Social Media
- Q&A
- What was funded



Staff Intros

- **Carissa Bradley**, Grants and Community Program Analyst
 - Award Manager – Contact for any questions related to your award!
 - Email: cbradley@washoecounty.gov
 - Phone: 775-895-4154 Call or text me
- **Amber Bunkowski**, Fiscal Compliance Officer
 - Contact for Financial-Related questions
 - Email: abunkowski@washoecounty.gov
- **Lauren Soulam**, Program Coordinator
 - Technical Assistance, Ongoing Monitoring Activities
 - Email: lsoulam@washoecounty.gov
- **Gabrielle Enfield**, Community Reinvestment Manager
 - Department Leader
 - Email: genfield@washoecounty.gov



Reporting Requirements

- Quarterly Activity Reports
 - Due on 10th Day after the close of the quarter
 - **First Due October 10th, 2023**
- Project Evaluation Report
 - Due with Activity Report
 - **First Due October 10th, 2023**
- Final Impact Report
 - Due 90 Days After Award Close
 - Photos, testimonials, impact of funds
- Financial Report
 - Due no more than monthly by the 10th day of the month



QUARTERLY ACTIVITY & FINANCIAL REPORTING Washoe County ARPA-SLFRF

Instructions: Activity and Financial Reports are due on the 10th day after the close of the quarter or the next business day, to Community Reinvestment through the eCivis portal. Please attach this form to your submission.

Financial reporting should be completed through the eCivis portal to request reimbursable funds from the reporting quarter. Documentation must be included using a cover page and necessary backup.

Project Name _____

Org Name _____ Org Contact _____

Activity Report Timeframe _____

Progress Summary

Work Completed Last Quarter	Anticipated Work for Next Quarter
<p>Brief project status update. What has happened on the project this quarter? Emphasize project outputs (materials purchased, staff hired, contracts signed, etc.)</p>	<ul style="list-style-type: none"> • RFP/RFQ/Upcoming Contracts? • Hiring? • Materials/Supplies Purchases? • Other?



Next Steps

- Board approved July 18th, 2023
- Direct Award Initiated in eCivis
- Accept Award
- If you haven't already - finalize and email to Carissa:
 - Budget
 - Scope of Work
 - Signed Conflict of Interest Form
- Kickoff Meetings
 - Performance metrics, goals, follow-up questions etc



We are pleased to inform you that a direct award has been initiated for the following program:

Grantor: Washoe County

Program Name: ARPA-SLFRF Washoe Internal

Project Title: TEST Award

Note from grantor:

Please follow link below to accept.

To complete the award initiation please use the following link. If you already have an eCivis Portal account you may use that to sign in, or you will be able to create a free account to manage this award:

[Initiate Direct Award](#)



Org Name: _____
Project Name: _____
Report Timeframe: _____

Project Evaluation Report

Due with Activity Report

You will complete the first five columns at the beginning of the project and **submit with your first quarterly report due on October 10th.**

The far-right column will be **updated each quarter.**

ARPA-SLFRF Subgrantee Project Evaluation Report

Goal	Objective	Outputs	Outcomes	Metrics Used	Status as of this Reporting Period
<i>Overarching aim of your program.</i>	<i>Specific achievements that contribute towards reaching the goal(s). When writing objectives remember to make them S.M.A.R.T.: Specific, Measurable, Achievable, Relevant, and Time-Bound.</i>	<i>Tangible deliverables from the project.</i>	<i>Changes in behavior, attitudes, perceptions, knowledge, skills, and/or behaviors as a result of your project.</i>	<i>What is your project tracking? (Usage? # of people served?)</i>	<i>Brief status of each Goal and Objective.</i>



Project Impact Report

- Project Impact Reports – due within 90 days of award close
- Closeout Checklist will be completed by the Community Reinvestment Fiscal Compliance Officer and confirmed with your organization.



PROJECT IMPACT REPORT ARPA-SLFRF Reporting

Instructions: Project Impact Reports are due within 90 days of the close of the award term. These reports inform the County on the impact of ARPA funds in the community and delivering services to constituents. Please take the time to document the effects of these funds on Washoe County's ability to serve its constituents with stories, data, or other informative narratives that can be shared on our ARPA-SLFRF website and with community leaders. If you have any photos or other visuals that have been produced because of this funding, please attach them to your Project Impact Report in eCivis.

Project Name _____ IO/PW _____
Department _____ Project Contact _____
Award End Date _____ Grant Award Amount _____
Unspent Funds _____

What were the outcomes of this ARPA-funded project?

What were the impact of funds on your department's ability to serve constituents?



Financial Reports

Reminder: These are cost-reimbursable grants with reports due by the 10th of the month when you are requesting reimbursement.

Invoice Details to Include

- Business Name
- Project Name
- Invoice Number
- Invoice Date
- Payment Terms

Budget Categories for Cover Sheet

- Salary
- Fringe
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect calculated at - 10% MTDC



Financial Documentation: Backup

Salary & Fringe

- Payroll Report and or Timecards
- Reflecting name, title, hours, rate and cost allocation

Travel

- Receipts for airfare, hotel, car, mileage etc...
- Name/Title of employee

Equipment

- Contract
- Proof of payment

Supplies

- Detailed/Itemized Receipts
- Clearly showing vendor

Contractual

- Contract
- Proof of payment

Other

- Detailed/Itemized Receipts
- Clearly showing vendor

Indirect calculated at - 10% MTDC

- No need for backup – reflect as percentage of allowable direct costs
- Can be requested each reimbursement request



eCivis Demo

- Portal login: <https://ecivis.com/>



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Grants Made Simple

At eCivis, we help state, local, and tribal governments simplify the entire grants process through our innovative grants management software and services, so you can focus on your most important missions and deliver greater impact in your communities.



Award Dashboard

Award Detail

View Budget View Files **Submit Financial Report** **Submit Activity Report** **Request Grant Amendment** Award Closeout Manage Project Team

Reimbursement requests with backup submitted here

Quarterly Activity Reports and Project Evaluation Reports submitted here

To amend budget, performance period etc.

Add team members to the award

Subrecipient: Carissa Test

Program: ARPA Community Reinvestment Non-Competitive Grants

Project: TEST APP/AWARD

Award ID: TEST

Award Status: Awarded

Approval Date: 09/20/2022

Approved amount: \$0.01 +

Total Federal Award: \$0.01

Total Match: \$0.00

Performance period: 09/01/2022 - 12/31/2026



Add Project Team Members

- Add members of your team
- Add ARPaprojects@washoecounty.gov for future technical assistance

Award Dashboard

Award Detail

[View Goals](#) [View Files](#) [Submit Financial Report](#) [Submit Activity Report](#) [Request Grant Amendment](#) [Award Closeout](#) [Manage Project Team](#)

Subrecipient: Incline Village Justice Court
Project: Incline Village Justice Court Renovations
Award Status: Awarded
Approval Date: 06/14/2022
Approved amount: \$747,800.00 [+](#)
Total Federal Award: \$747,800.00

Program: ARPA-SLFRF Washoe Internal
Award ID: SLFRF-WC-00059

Total Match: \$0.00
Performance period: 06/28/2022 - 03/31/2023



Activity Report - eCivis

- Enter reporting period
- Report narrative
 - “(See attached)” is sufficient or expand on activities that didn’t fit on the form
- Attach Report Files
 - Quarterly Activity Report Form
 - Project Evaluation Report
- Ignore the “Goals” section
- Submit!



Financial Report - eCivis

- Enter performance period
- Enter the amount spent in each category
 - This should match the invoice you provide and backup documentation
- Check Reimbursement Request
- Financial Report Narrative
 - What was the funding spent on and why was it allocable to the grant
- Upload ONE document with the invoice you generated on page 1 with necessary backup documentation on the subsequent pages
- Submit!

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Procurement Basics





How to Follow Federal Procurement Rules

Use Federal
Procurement Forms
(micro, small,
competitive, sole
source)

Review and Reference
2 CFR 200 Uniform
Guidance

Read and review the
resources available to
you (fed contract
provisions checklist)

ASK IF YOU ARE UNCERTAIN!





Federal Procurement 101

- All Community Reinvestment Grants are **subject to 2 CFR Part 200.318 through 2 CFR Part 200.327 of the Uniform Guidance**
- Your organization **must either have your own written procurement policy OR adopt the County's** in compliance with Uniform Guidance
- **Most importantly:** All procurement must follow cost principles
- Your organization must reach out to Minority-owned Businesses and Women-owned Businesses for each expenditure (micro, small, and competitive)
- Your organization **must maintain all files/correspondence related to your purchases and submit documentation in reimbursement requests**
- [2CFR200 Subpart D Procurement Standards](#)



Cost Principles

- 2 CFR 200 Subpart E (§200.403 - 404)

Allowability

- Expenses need to be necessary and reasonable
- Be treated consistently.
- Allowable under Final Rule
- Be adequately documented.
- Follow your organization's policies and regulations.

Reasonable Costs

- Does it make sense for the time and purpose? Would others have made the same choice?
- Market prices for comparable goods or services in our area

Allocable Costs

- Costs incurred specific to grant scope
- Cost is necessary to the overall operation of the organization and award.



Cost Allocation

- Federal vs. Non-federal
 - Be treated consistently
 - For example, an employee should be paid the same hourly rate no matter the funding source
- Direct vs. Indirect Costs
 - A cost cannot be both a direct and indirect cost
 - Indirect must be applied only to eligible Modified Total Direct Costs (10% unless you have a negotiated federal indirect cost rate)



Federal Procurement Forms

Your organization must use the federal procurement forms for all purchases over \$1,000 to ensure you have all required back-up documentation.

Micro-Purchases (<\$10,000)

- *Unless your organization self-certifies to increase threshold to \$50,000 with the federal govt. ([2 CFR 200.320\(a\)\(1\)\(iv\)](#))*
- Determine if goods or services are necessary and appropriate for your project scope.

Small Purchase (> \$10,001 - \$99,999)

- Obtain 3 quotes and document sources

Sole Source Purchase (> \$10,001)

- **Contact Washoe County prior to initiating a sole source**
- Identify reasoning for non-competitive procurement

Competitive Proposal/Sealed Bid (> \$100,000)

- **Contact Washoe County prior to initiating a purchase over \$100,000**



ARPA-SLFRF PROCUREMENT PROCEDURES

MICRO PURCHASE < \$10,000

This form must be filled out for all purchases over \$1,000 and uploaded to your reimbursement request. If you have questions or concerns about your project's procurement, please contact Washoe County at communitygrants@washoecounty.gov

Project Name: _____ Organization: _____

Staff Contact Making Purchase: _____

Purchase Dollar Amount: _____ Date of Purchase: _____

Purchase Description:

1. Determine if goods or services are necessary and appropriate for your project scope. Include a short description of how this purchase benefits the ARPA-funded project or is within your approved budget categories.

2. Identify and record potential source(s) of goods/services and obtain pricing. Document sources here.

3. Describe analysis of price reasonableness (prior purchases, price comparisons, etc.).

Forms

1. Determine Amount of Purchase
2. If over \$1,000 Use a Form
 - If under \$1,000 ensure purchases are necessary and reasonable for your grant award.
3. Select Procurement Form
4. Follow Steps in the Selected Form
5. Submit with Reimbursement Request and necessary documentation.



Contracts and Agreements

- Subrecipient v. Contractor Determination Forms *must* be completed and documented for any contract or subaward agreement made by your organization and another entity.
 - Subrecipient:
 - Receive subaward from a pass-through entity (Washoe County) or Recipient to carry out a program on their behalf.
 - Funds are distributed to and used for a specific purpose
 - Agreement needs to be signed on file.
 - If you think you have a subrecipient, please contact us.
 - Contractor:
 - An entity that receives a contract as defined in (§ 200.22).
 - Think Goods & Services
 - Contract is fine.
- Federal Contract Provisions Checklist and Sample Language included in resources

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Uniform Guidance 101





Uniform Guidance 101

Subpart A

- Acronyms and Definitions (§200.000 – 100).

Subpart B

- General Provisions (§200.100 – 113).

Subpart C

- Pre-Federal Award Requirements & Contents of Federal Awards (§200.200 – 216).

Subpart D

- Post-Federal Award Requirements (§200.300 – 346).

Subpart E

- Cost Principles (§200.400 – 476).

Subpart F

- Audit Requirements (§200.501 – 521).



Uniform Guidance: General Subrecipient Responsibilities

- Meet Proposed Scope of Work and Outcomes
- Maintain Records and Appropriate Documentation
- Allow for Monitoring and Oversight
- Make Reasonable, Allowable, and Allocable Expenditures
- Meet Timelines and Performance Period

Personnel Services



- [2 CFR 200.430\(i\)](#)
- Must be recorded accurately and reflect work performed under the grant award.
- Records must:
 - **Be supported by an internal control system** which provides reasonable assurance that the charges are accurate, allowable, and properly allocated
 - Must be **reported as the employee's full-time wages and work performed** on this grant and other funding sources.
 - Submit in reimbursement requests as the total the employee made with highlight in your invoice what portion you are requesting reimbursement for.



Personnel Services

Personnel reporting is required to document that:

- Federal funds were charged only for time actually worked
- Personnel costs are for allowable activities
- Federal programs paid only their proportionate share of personnel costs

Required for all employees (except contractors) who are paid in whole or in part with federal funds



Reporting Personnel Services: Internal Controls

If your organization's payroll system can:

- Track Employee Hours by Objective (grant)
 - Encompass all compensated activities (federal and non-federal)
- Track the total # of ACTUAL hours worked each day
- Support distribution of salary and wages across specific activities, projects, and funding sources
- Reasonably reflect total activity for which the employee is compensated
 - Track 100% of time worked including overtime
- Allows for employees to provide a note on activity on the grant
- Be incorporated into official records

... Then your organization can submit a record downloaded from your payroll system as backup



Uniform Guidance 101: Equipment

2 CFR Subpart D 200.313

Uses

- Must support program/project acquired to support
- Cannot be encumbered without prior approval
- Title must vest in the non-Federal entity (your organization) until the award performance period is complete.

Management

- Physical inventory of property
 - Description of property, serial number, source of funding, who holds the title, acquisition date, cost of property, Federal percentage, location, disposal data.
 - A physical inventory must be taken at least once every two years.
- Loss, damage, or theft safeguards
- Must be investigated
- Adequate maintenance records
- Sales procedures must be in compliance with Washoe County procedures.

Disposition

- Fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further responsibility.
- Greater than or equal to \$5,000 has specific disposition instructions in 200.313(e)(2)
- 2 CFR 200.313 (b)(c)(e)



Uniform Guidance 101: Record Retention

- Record Retention
 - Records must be maintained for a minimum of 5 years after project closed by Washoe County or after the completion of a single audit (whichever comes first)
 - Financial records
 - Procurement Documents
 - Supporting documents
 - Statistical records
 - All other records pertinent to the administration of the award
- Washoe County has the right to access records on federal pass-through awards



Uniform Guidance: Selected Items of Cost

See [200.420 – 200.476](#)

- § 200.421 Advertising and public relations.
- § 200.432 Conferences.
- § 200.439 Equipment and other capital expenditures.
- § 200.454 Memberships, subscriptions, and professional activity costs.
- § 200.456 Participant support costs.
- § 200.458 Pre-award costs.
- § 200.461 Publication and printing costs.
- § 200.465 Rental costs of real property and equipment.
- § 200.466 Scholarships and student aid costs.
- § 200.474 Transportation costs.
- § 200.475 Travel costs.



Examples of Unallowable Costs

- Alcoholic beverages (45 CFR 75.423)
- Bad debt (45 CFR 75.426)
- Contingency provisions (45 CFR 75.433)
- Fines and penalties (45 CFR 75.441)
- Lobbying (45 CFR 75.450)
- Entertainment Costs (e.g., amusement, social activities, meals) (45 CFR 75.438)



Monitoring Plans

You can expect to be monitored (in addition to regular reporting) **between April 2024 and June 2024.**

- **What we will be monitoring for:**
 - Compliant participant files
 - Staff time tracking by effort is documented
 - Equipment management is properly executed
 - Discussing procurement and reporting to date
 - Just coming to say hi and see how things are going! 😊



Resources

- eCivis!
- Community Reinvestment Grant Program Website – [Subrecipient Resources](#)



Social Media / Communications

- Please tag @washoecounty in any social media posts that are related to your grant!
- Along your journey, document program success stories, photos, and testimonials that can be used to share with the general public about your ARPA-SLFRF-funded project!
- Washoe County ARPA Project Dashboard 2.0 Coming Soon!
- If you have any events or volunteer opportunities, please let us know, we would love to come! We'd also love to see your programs in action so please let us know if we can schedule an informal site visit!

The image features a vibrant, stylized illustration of a diverse group of people. In the foreground, five individuals are shown in profile, facing right, engaged in conversation. They are wearing various colorful and patterned clothing, including a blue and white striped top, a yellow sweater, a red and black striped shirt, a teal top, and a blue top with white polka dots. Above them, several large, colorful speech bubbles in shades of yellow, pink, orange, dark blue, and teal are scattered across the upper half of the image. The background is a solid, light orange color. The word "Questions?" is written in a large, bold, white sans-serif font, centered horizontally and partially overlapping the speech bubbles and the people below.

Questions?

Thank you!

For questions or to schedule a one-on-one technical assistance call, contact Carissa or Amber:

