

Commonwealth of Pennsylvania ARPA Project Intake Form

*New for September 2022 - To ensure compliance with federal regulations and reporting guidelines, please complete the following form to the best of your ability for each ARPA appropriation received by your agency. **Open document with Adobe Reader or Adobe Acrobat to ensure full functionality.***

Project Summary

| | |
|---|--|
| AGENCY | |
| APPROPRIATION NUMBER | |
| AGENCY PROGRAM CONTACT | |
| TOTAL ARPA ALLOCATION | |
| EXPENDITURE GROUP * <i>By looking at the list on the right, please select the category that you believe best fits your ARPA SLFRF allocation. See Federal Compliance and Reporting Guidance v 4.1. (p 42-46) for more detail.</i> | |
| EXPENDITURE SUB-CATEGORY * <i>By looking at the list on the right, please select the sub-category that you believe best fits your ARPA SLFRF allocation. While your activities may fall under several categories, please select the single most relevant. See Federal Compliance and Reporting Guidance v 4.1. (p 42-46) for more detail.</i> | |

COMPLETE THE FOLLOWING SECTIONS:

- ALL PROJECTS
 - PROJECT DESCRIPTION (p2)
 - BUDGET AND INTERNAL CONTROLS (p3 - p4)
 - PERFORMANCE METRICS, EVIDENCE, AND EVALUATION (p5)
- EXPENDITURE SUB-CATEGORIES 1.1 - 3.5
 - POPULATION DETERMINATION (p6)
 - CAPITAL EXPENDITURES (p7)

* Expenditure Category and Sub-Category selections will be reviewed by GBO. GBO will contact the agency if we have any questions.

Once the agency is informed by GBO that we agree with the selected Expenditure Category and Sub-Category, we will provide Expenditure Category specific data collection templates to the agency.

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 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](#)).

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.

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?

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.

Performance Metrics, Evidence, and Evaluation

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 Required Programmatic Data, page 8-10 of this form, 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 GBO

PROGRAM EVALUATION

Are you planning to conduct a program evaluation?

Eligible Population Determination

ARPA programs must be directed towards specific eligible populations. **Review [Federal SLFRF Final Rule Overview](#) pages 14-28 & 35-36 prior to completing this section** to ensure program alignment with federal eligibility requirements.

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. **Ensure policies incorporate federal eligibility standards, as described in the [Final Rule Overview](#).** If "EC 1 Only - 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.

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, no punctuation.</i> | | |
| WRITTEN JUSTIFICATION REQUIRED? <i>Additional information on capital projects is required for expenditures exceeding \$1 million.</i> | | |