



ARPA State Fiscal Recovery Funds Process and Reporting Overview

April 2023



Guidehouse State of Vermont Impact

CRF and SLFRF

Overview

Managing review and disbursement of **\$1B** in State Fiscal Recovery Funds (SFR) and **\$1.3B** Coronavirus Relief Funds (CRF)



Advised on eligibility and program design for **235+** CRF programs and **80+** SFR programs through the questionnaire process.

Developed Standard Processes

- ✓ CRF and SFR Questionnaire Templates
- ✓ CRF and SFR Process and Policy Guidance
- ✓ Federal Award Classification Checklist
- ✓ Quarterly Reporting and Annual Reporting
- ✓ Revenue Loss Selection and Tracking

State Fiscal Recovery Support by the Numbers

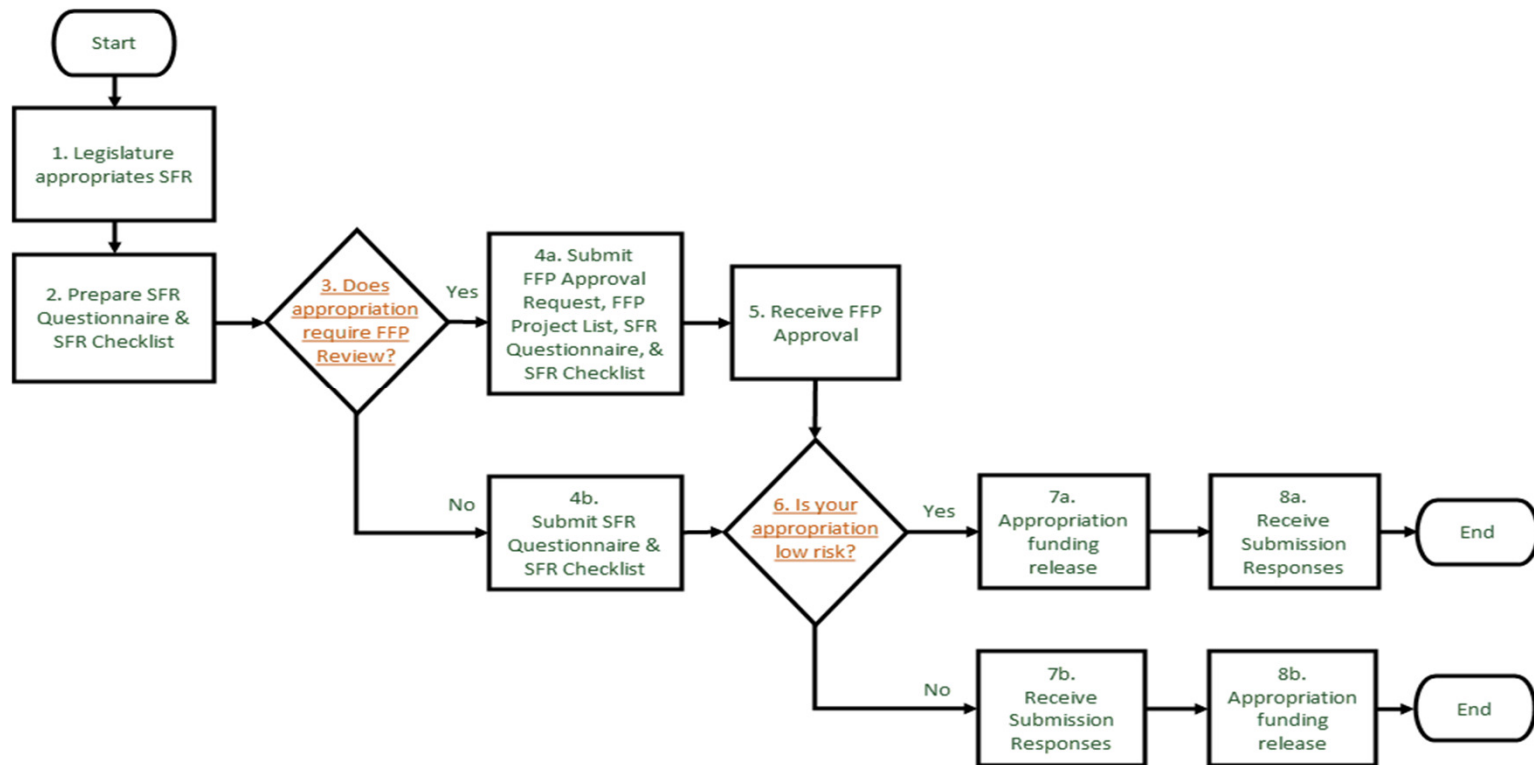


- **119 Appropriations** in total
 - **115 Appropriations** with **AoA approved questionnaires**
- **\$409M obligated; \$161M expended** (as of 12/31/2022)
- **\$238M** allocated to Revenue Loss, reducing risk and streamlining reporting requirements
- **280+ projects** established
- Provided program design assistance to **36 agencies/departments**
- Supported **five quarterly reports** and conducted **three webinars**
- Submitted **two annual reports** to Treasury and developed **one Governor's report**
- Conducted **two Uniform Guidance trainings** for Vermont agencies
- Developed **data-driven index** to inform funding strategy and capacity

PROCESS FOR IDENTIFYING SFRF PROJECTS FOR REPORTING

1. The Vermont Legislature appropriates SFRF funds.
2. Agencies complete SFRF questionnaires and classification checklists for review, detailing program design, expenditure plans, and recipient designations.
 - To facilitate coordination between projects and ensure that agencies and departments maximize the unique opportunity presented by SFRF, some appropriations require that their component projects receive a recommendation for funding from the Federally Funded Projects (FFP) Team. If FFP approval is needed, the agency submits an FFP Approval Request and an FFP Project List, which are used to identify SFRF projects for reporting
3. Once a questionnaire and FFP form are approved and spending authority has been received, projects are added to the SFRF Project & Expenditure Reporting Template to be reported on at the end of the quarter.

SFRF PROCESS MAP



PROGRAM APPROVAL SNAPSHOT

State of Vermont - State Fiscal Recovery (SFR) Fund Preliminary Risk Analysis

* Note: this preliminary risk analysis is based on the appropriation descriptions and is subject to change, based on changes in Treasury guidance, the Final Rule, and details collected through the COVID-19 Financial Office (CFO) questionnaire review process. The appropriation-level risk analysis, including the consolidated risk assessments, will be revised based on the changes detailed in the Final Rule and subsequent guidance.

** A single questionnaire may incorporate multiple appropriations. 87 questionnaires received, as of 9/13, with 76 of these CFO approved.

Risk	Total Appropriations	Appropriations with Received Questionnaires	Appropriations with FFP Approval	Appropriations with Approved Questionnaires	Appropriations with Spending Authority
High	6	6	1	6	2
Moderate	23	23	7	22	17
Low	90	87	50	87	65
Total	119	116	58	115	84

Risk	Require FFP Review	Sum of Total Spending Authority (VISION)	Total Appropriations	Appropriations with Received Questionnaires	Appropriations with FFP Approval	Appropriations with Approved Questionnaires	Appropriations with Spending Authority	Sum of FFP Approved Amount
High		\$47,250,000	6	6	1	6	2	\$1,500,000
	No	\$10,650,000	5	5	1	5	2	\$1,500,000
	Yes	\$36,600,000	1	1	0	1	0	\$0
Moderate		\$203,690,000	23	23	7	22	17	\$36,520,000
	No	\$92,560,000	14	14	4	14	11	\$18,620,000
	Yes	\$111,130,000	9	9	3	8	6	\$17,900,000
Low		\$822,770,960	90	87	50	87	65	\$415,558,172
	No	\$298,185,960	56	54	30	54	41	\$159,112,266
	Yes	\$524,585,000	34	33	20	33	24	\$256,445,906
Total		\$1,073,710,960	119	116	58	115	84	\$453,578,172

Note: The Sum of Total Spending Authority does not reflect planned reversion amounts.

VERMONT REPORTING RESPONSIBILITIES

As a recipient of State Fiscal Recovery Funds (SFRF), Vermont is required to submit an annual report and quarterly reports to Treasury which outline financial, performance, and compliance details related to the use of SFRF funds.

- The **Annual Recovery Plan Performance Report** provides an overview of SFRF reporting and includes key performance indicators (KPIs) for program and project success measurements as well as the identification of projects that are being used for evidence-based interventions.
- **Quarterly reports** are submitted to Treasury by the last day of the month following the end of each covered quarter (e.g., submission deadline of April 30, 2023, for the January 1 – March 31, 2023 reporting period).
 - The full schedule of quarterly reporting deadlines is available within the [SLFRF Compliance and Reporting Guidance](#) (p. 18).
 - Typically, Treasury issues quarterly updates to two reporting guidance documents:
 - [P&E User Guide](#) (last updated 3/31/23).
 - [SLFRF Compliance and Reporting Guidance](#) (last updated 9/20/22).
 - Quarterly reporting complies with the [Final Rule](#) and Uniform Guidance ([2 CFR 200](#)).

QUARTERLY REPORTING DATA COLLECTION

- Each agency receives an Excel template (screenshot on next slide) that is pre-filled with project-specific data from previous quarters on projects, subawards, and subrecipients.
- As of the 1/31/2023 report, there are 29 entities completing SFRF P&E reporting templates for the State. Some agencies have multiple templates due to having multiple departments.
- Agencies input programmatic data, obligations, and expenditures of their SFRF projects.
- All completed templates are reviewed by members of the Chief Performance Office within the AOA before submission to Treasury.

EXAMPLE – QUARTERLY REPORTING TEMPLATE

A		B	C	D		E				
Project Expenditure Category Group	Project Expenditure Category	Project Name	Project Identification Number (assigned to recipient)	Status of Completion	If "Cancelled", please explain.	Project Allocation	Cumulative Obligations	Cumulative Expenditure	Current Period Obligations	Current Period Expenditure
2-Negative Economic Impacts	2.16-Long-term Housing Security: Services for Unhoused Persons	Vermont Housing Incentive Program-Champlain Housing Trust-Act74-G.400(a)(2)	ACD-7110892206-001	Completed less than 50%		2,970,302.00	2,970,302.00	547,571.39	0.00	0.00
2-Negative Economic Impacts	2.16-Long-term Housing Security: Services for Unhoused Persons	Vermont Housing Incentive Program-Neighborhoods-Act74-G.400(a)(2)	ACD-7110892206-002	Completed less than 50%		3,295,234.00	3,295,234.00	421,600.00	0.00	0.00

- A:** Projects are categorized into specific Expenditure Categories which are aligned with eligible uses of SLFRF funds.
- B:** Each project is given a unique and descriptive Project Name which includes the Act and Section number of its legislative appropriation.
- C:** Each project is assigned a unique Project Identification Number which includes its agency acronym, Dept ID, and project number.
- D:** Each project has a status of completion reported (“not started”, “completed less than 50%”, “completed 50% or more”, “completed”, or “cancelled”). Agencies must provide an explanation for cancelled projects.
- E:** The quarterly reporting template collects information on project allocation, obligations, expenditures, and programmatic data, along with many other details.

PUBLICATION

- Data is transmitted to Treasury one month after the close of the quarter
- Data is published to [ARPA - State Fiscal Recovery Quarterly Project Overview | Open Data | State of Vermont](#) within 10 business days
- Projects reported to Treasury can be higher level in some cases and more granular tracking is updated separately
 - e.g. Vermont Housing and Conservation Board investments are reported as a single project because they are a subrecipient
 - Broadband projects are reported to Treasury at the Communication Union District Level
 - Treasury reporting is the primary responsibility, more granular reporting is still being normalized