# Grant Requirements

## State and Local Fiscal Recovery Funds - American Rescue Plan Act

Unlike CARES funding, there are substantial reporting requirements associated with ARPA funding which require a significant amount of tracking and on-going information updates, some of which are directed at describing actions taken during the planning phase of the grant. Due to these potentially onerous requirements, the County will vet all project partners on more than just project scope, eligibility, and readiness. All partners will be assessed for their organizational capacity to provide timely and comprehensive performance and financial reports as mentioned in more detail below. These guidelines are in place to ensure a speedy, equitable, transparent and accountable recovery for all Americans.

## Use of Evidence Based Interventions

Projects using existing evidence-based methods, such as those found on federal clearinghouse databases, may be prioritized. Examples of evidence based interventions can be found on federal databases such as:

- a) U.S. Department of Education's What Works Clearinghouse,
- b) U.S. Department of Labor's CLEAR, or
- c) Administration for Children and Families' Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness clearinghouses

1) Does your project rely on evidence-based methods of invention, if so, please describe and provide any relevant research?

2) If an evidence-based method is not used, the project may be required to conduct a program evaluation to support the program design, and/or the project may be required to share data needed for a national research evaluation.

## Key Performance Indicators

Both output (quantitative measurements) of the project and outcome (qualitative measurements) are required to be identified and tracked for all projects.

1) The following output (quantitative measurements) are required, if applicable to the project:
   - a) Number of people or households receiving eviction prevention services
   - b) Number of affordable housing units preserved or developed
   - c) Number of workers enrolled in sectoral job training programs
   - d) Number of workers completing sectoral job training programs
   - e) Number of people participating in summer youth employment programs
   - f) Number of students participating in evidence-based tutoring programs
   - g) Number of children service by childcare and early learning
   - h) Number of families served by home visiting

2) Identify and provide 3 relevant output measurements for your project (you may include one from the list above, if applicable).

3) Describe what a successful outcome for those receiving services through your project. Identify and provide 3 relevant, short-term ways this success could be measured (outcome measurements) for your project.

## Promoting Equitable Outcomes

1) Describe how you will consider and measure equity at each stage of your program.

2) Program goals: What population(s) will be served? Are there historically underserved, marginalized, or adversely affected groups the project intends to serve?

3) Awareness: How equal and practical is the ability for residents or business to become aware of the services offered?

4) Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?

5) Outcomes: Are intended outcomes focused on closing gaps, reaching universal levels of service or disaggregating progress by race, ethnicity and other equity dimensions where relevant for the policy objective?

   ***Future quarterly reports will need to provide qualitative and quantitative data on how the approach achieved or promoted equitable outcomes or progressed against equity goals.***

## Performance Reporting

1) The requesting organization will need to submit quarterly performance reports, by no later than the 10th of the month following the quarter's end.

2) Each performance report will include a section on:

   a) promoting equitable outcomes,
   b) use of evidence based interventions,
   c) output measures, and
   d) outcome measurements.

3) The Detailed Funding Request form will be used to develop performance metrics in each category above.

## Payment Reporting

1) Requesting organization will need to submit for reimbursement of costs paid on a monthly basis, by no later than the 10th of the month following the report.

2) Only expenses incurred after the completion of a MOU and before December 31, 2024 will be reimbursed.

3) Once the completed information is received, Frederick County Accounting staff will review and follow up if there are additional questions.

4) Upon receipt of a completed reimbursement form and completed documentation by the 10th of the following month, payment to the requesting organization will be scheduled for payment within ten (10) business days.

5) All payments will be made via ACH.