

FY 2024 American Rescue Plan (ARP) Program Offer Guidance

Background:

In mid-March 2020, Congress passed the American Rescue Plan (ARP). This legislation provided a direct allocation of \$158 million to Multnomah County, paid in two tranches. The County knew that this funding would be limited in nature, and therefore planned to spend it over a two-year period. The first tranche of ARP funding was included in the FY 2022 budget, and the remainder was budgeted in FY 2023. These resources allowed Multnomah County to respond and recover from the COVID-19 emergency.

Now, as we enter the FY 2024 budget cycle, we must plan for the County's ARP-funded programs to be ramped down by the end of FY 2023. The expectation is that departments have a plan to ramp down each program in FY 2023. However, we know that the need for COVID-related services will not always neatly end at the FY 2023, so we anticipate some out-of-target requests to extend ramp down services into FY 2024. Keep in mind that FY 2024 ARP funding will be extremely limited. Below is some guidance on submitting ARP program offers in FY 2024.

How to submit FY 2024 requests for services that were funded with the Multco Direct ARP in FY 2023?

- Must be in stand alone program offers.
- Funding options:
 - **Reallocation:** If it is a high enough priority for the department, reallocate your existing budget to cover these services. Make sure to track these reallocations since you will have to discuss them in Chair Meeting #1.
 - These need to be in either new or scaled program offers.
 - **Out of Target (OOT) ARP:** Departments can submit requests to fund the program with the remaining OTO ARP funding.
 - **Do not submit it as an out-of-target General Fund request.** We need to be able to track what is happening to our current ARP programs. Keeping them as ARP requests will help us do so.

For Out-of-Target ARP requests:

- These must be prioritized with your out-of-target (OOT) General Fund requests. In Chair Meeting #1, you will receive a template to fill out that combines both OOT General Fund and ARP requests so that the Chair can see the relative prioritization for all of your requests. If the program is a top priority, it's strongly recommended that you consider reallocating funds instead of requesting out-of-target funding.
- Your program offers should:
 - Clearly link to the County's [ARP priorities](#)

- Explain the time frame that you are requesting funding for, especially if you are requesting funding for ramp down services.
- Explain your ramp down plan.
- Be marked one-time-only (OTO) in Questica if you are requesting ramp down funding.
- Leave the one-time-only box unchecked if you are requesting ongoing funding.
- Be marked out of target in Questica.
- Explain what successes have been accomplished in the current year, who in the community is benefiting from these services, and what success will look like in FY 2024.

For Other ARP (not the Direct County allocation):

- The program offers need to clearly explain the time frame for the funding and your plans as the expiration nears.
- Be in stand alone program offers.

Other Technical Guidance:

- **Program offer numbering:** These should be at the end of the department's program offer numbering (same structure as was used in FY 2022 and FY 2023).
- **Program offer's division:** Choose "COVID-19 & American Rescue Plan".
- **Explanation of Revenues:** For direct county allocation ARP, use the following format:
 - American Rescue Plan (ARP) Direct County Funding - \$xxx,xxx
- **Significant Changes Section:** Include the priority area that the program is addressing and how it's aligned with the priority area. Refer to [this document](#) for more information on the various priority areas. Due to the strict reporting requirements from the Federal Government, it is critically important to include the priorities and rationale for using this funding in the program offers.
- **Performance Measures:** The program offers' performance measures should align with the performance measures submitted to the CFO's office for federal reporting.