



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF THE STATE COMPTROLLER

1509 West Seventh Street, Suite 403
Post Office Box 3278
Little Rock, Arkansas 72203-3278
Phone: (501) 682-1675
Fax: (501) 683-0823
www.dfa.arkansas.gov

June 2, 2021

Mayor/Treasurer:

A few hours after DFA issued an email to cities and towns requesting information related to the distribution of ARPA funds, the U.S. Treasury issued additional guidance.

[Coronavirus State and Local Fiscal Recovery Funds for Non-entitlement Units of Local Government | U.S. Department of the Treasury](#)

- [Guidance on Distribution of Funds to Non-entitlement Units of Local Government \(treasury.gov\)](#)

It is imperative for each entity receiving funds to read all available information found on the U.S. Treasury website to ensure:

- Proper usage of funds
- Timelines for usage of funds are met
- Complete reporting requirements for usage of funds

Local Fiscal Recovery Funds can be used for purposes beyond the requirements of the CARES Act funding allocated to Cities and Towns in 2020. Review the various uses of the funds to determine the best opportunity for your city or town.

- If you desire to decline and return funding to the State Fiscal Recovery Fund, please complete and submit the [Decline of Funds](#) form. Other documentation is not required.
- If you have responded to DFA-OA via email that you want to decline the funds, complete and submit the [Decline of Funds](#) form to complete this action per Federal guidelines below. If this document is not received, your city or town will remain legally obligated under the award with respect to accounting for the uses of the funds and reporting on such uses to the Federal Government.
- If you do not respond with the requested information or this completed document, your actions will be declared as “unresponsive” and your allocation amount will be redistributed to participating cities and towns based upon Federal Guidelines.

Since the State is responsible for the calculation of the distribution to each entity and an initial reporting to the U.S. Treasury regarding the allocations, the following pieces of information are required:

1. Information Form

- Local government name
- Entity’s Taxpayer Identification Number
- DUNS number
- Address

- Authorized representative name, title, and email
- Contact person name, title, phone, and email
- Financial institution information (e.g., routing and account number, financial institution name and contact information)
 - DFA will be using the vendor information currently used for the monthly turnback distribution of general revenues

2. Budget Information Form (If previously submitted, do not submit again.)

- Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in exceptional cases in which the NEU does not adopt a formal budget)
 - Resolution must be signed by January 27, 2020 for 2020 Budget
 - **OR** submit 2019 total expenditures

3. NEU_Award_Terms_and_Conditions

- Award Terms and Conditions Agreement
 - [Non-entitlement Unit Award Terms and Conditions \(treasury.gov\)](http://treasury.gov)

4. Title_VI_Assurances

- Assurances of Compliance with Title VI of the Civil Rights Act of 1964
 - [Assurances of Compliance with Civil Rights Requirements \(treasury.gov\)](http://treasury.gov)

A total of **four (4) documents** will need to be submitted or three (3) documents if budget information has already been submitted. I apologize for any confusion this may have caused and due to the need for collecting information, we are extending the deadline to **Friday, June 11th**. Information can be emailed to arpa.city@dfa.arkansas.gov or faxed to 501-683-0823. Should these two option not be available for your city/town, please contact my office at 501-682-1675 to let us know the information will be mailed.

Address for Mail: Arkansas Department of Finance and Administration
ATTN: Office of Accounting – NEU program
1509 West 7th Street
Little Rock, AR 72201

For any questions, please contact DFA- Office of Accounting at 501-682-1675 or arpa.city@dfa.arkansas.gov

PLEASE ACKNOWLEDGE RECEIPT OF THIS EMAIL BY CLICKING REPLY AND SEND.



Paul S. Louthian, CPA

Arkansas Department of Finance and Administration
State Comptroller