

CITY OF PROVIDENCE MAYOR BRETT P. SMILEY





Table of Contents

- State and Local Fiscal Recovery Funds Introduction..... 3
 - Background 3
 - Statutory Eligible Uses 3
 - Eligible Costs Timeframe..... 3
 - Ineligible Uses 3
 - Uniform Administrative Requirements..... 4
 - COVID-19 Resiliency and Recovery Task Force 4
- Approved Ordinance 4
- ARPA Recovery Team 11
 - ARPA Recovery Team: Introduction..... 11
 - Recovery Staff 11
 - ARPA Recovery Office Organization Chart..... 11
- Program Initiation 12
 - Department Manager 12
 - Subgrantee Program 24
- City Procurement 13
 - Micro Purchases (Less than \$10,000) 13
 - Small Purchases (10,000 -\$20,000)..... 13
 - Large Purchases (More than \$20,000)..... 13
 - Request for Proposals*..... 14
 - Cooperative Purchasing Agreements..... 14
 - Sole Source..... 15
 - Procurement Compliance Process flow 15
 - Procurement Workflow 16
- Subgrantees 24
- Contract/Agreement..... 17
 - Contract Naming Convention 17
 - Exhibit 3 & 4..... 18
 - Contract Emailing: Subject Lines..... 18
 - Contract Retention..... 19



Contract Compliance Process Flow.....	19
Contract Finalization	21
Department Reporting.....	21
Payments.....	22
Program Closeout	23
Resources.....	23
Revision History	23



State and Local Fiscal Recovery Funds Introduction

Background

On March 11, 2021, the [American Rescue Plan Act of 2021 \(H.R. 1319\)](#) was signed into law and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds, which together make up the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The SLFRF program provides local fiscal aid to support urgent COVID-19 response efforts, cover increased expenditures, replenish lost revenue, and mitigate economic harm from the COVID-19 pandemic.

Statutory Eligible Uses

Per the [SLFRF Compliance and Reporting Guidance](#), recipients of SLFRF awards have substantial discretion to use the award funds as long as their use fits into one of the following statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.

The City of Providence must ensure all SLFRF award funds are used in compliance with the U.S. Department of Treasury's [Final Rule](#), which was adopted to implement the eligible use categories above and restrictions on the use of funds under the SLFRF program.

Eligible Costs Timeframe

Per the [SLFRF Compliance and Reporting Guidance](#), recipients of SLFRF awards must use funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024. Award funds for obligations incurred by December 31, 2024 must be expended by December 31, 2026. Any award funds not obligated or expended by such timelines must be returned to the U.S. Department of Treasury. See the [Contracts](#) sections of this manual for more details.

Ineligible Uses

The U.S. Department of Treasury's [Final Rule](#) provides information on restrictions on the use of SLFRF funds. Ineligible uses of SLFRF funds are as follows:

1. Recipients that are States or territories may **not** use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative interpretation;
2. Recipients may **not** deposit SLFRF funds into a pension fund;
3. Recipients may **not** use SLFRF funds as non-Federal match where prohibited;
4. Recipients may **not** use SLFRF funds directly to service debt;
5. Recipients may **not** use SLFRF funds to satisfy a judgement or settlement;
6. Recipients may **not** use SLFRF funds to contribute to a "rainy day" fund; and



7. General infrastructure spending is **not** covered as an eligible use outside of water, sewer, and broadband investments or above the amount allocated under the revenue loss provision

Uniform Administrative Requirements

The SLFRF awards are generally subject to the requirements set forth in [Part 200 of Title 2 of the Code of Federal Regulations \(Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards\)](#), often referred to by the short-hand terms of “2 CFR 200” or the “Uniform Guidance.” As such, the City of Providence must comply with the applicable requirements of [2 CFR 200](#).

COVID-19 Resiliency and Recovery Task Force

On May 6, 2021, the Providence City Council passed a [resolution](#), introduced by Councilwomen LaFortune, establishing the [City of Providence Recovery and Resiliency Task Force](#). This resolution charges the Task Force to “balance a long and short term equitable and impactful deployment of stimulus relief funds in the City of Providence” as well as to “provide guidance and make recommendations to the city government” about the use of the \$165 million received by Providence as part of the State and Local Fiscal Recovery Fund (SLFRF).

Mayor Smiley and Providence City Council worked to appoint this 14-member Task Force, composed of community leaders representing a wide array of interests and expertise who began meeting on July 23, 2021.

Each Task Force meeting is open to the public. You can see past meetings and access future meetings on the [Open Meetings Portal](#).

Approved Ordinance

The City of Providence has approved [An Ordinance Adopting the American Rescue Plan Act Grant Budget](#) on July 16th 2021. The Ordinance adopted \$43 million of the total \$165 million awarded for the SLFRF program by the Department of Treasury.

The ARPA Recovery Team has collaborated with [City of Providence Resiliency and Recovery Task Force](#), community stakeholders, and Providence residents to recommend use of the remaining \$122 million SLFRF funding. *An Ordinance Adopting the American Rescue Plan Act Grant Budget: Schedule II* is due to be introduced to the City Council soon.

The City allocated its first round of funding, totaling \$43 million, on July 16, 2021 through a multi-step process. After federal funds were announced, city department directors were surveyed and drafted proposals for high-impact projects. The Mayor’s Office and City Council also reviewed timely needs in the city, with a specific focus on violence prevention, and put together a list of high-priority work. All of the projects were reviewed at two public meetings, a finance committee meeting, and an open meeting as part of the City Council budget hearing process. The culmination of that work was the first ordinance passed by the City Council and signed into law by former Mayor Elorza allocating American Rescue Plan Act (ARPA) funds for transformative city programming.



Before allocating the remaining ARPA dollars, the City created the COVID-19 Recovery and Resiliency Task Force and conducted deep community engagement to inform the proposed second allocation.

The Mayor's Office and Task Force conducted a robust community engagement process, which involved listening to the needs of the City of Providence as presented by City department directors and engaging over 1,500 members of Providence communities (residents, businesses, and others) through community listening sessions and via a multilingual community survey. This engagement process informed the Task Force's recommendations for how to allocate the remaining American Rescue Plan Act funding. In November 2021, the Task Force finalized their recommendations and presented the City with their final report.

On January 5, 2022, former Mayor Elorza proposed a \$123,769,438 American Rescue Plan Act (ARPA) budget ordinance that aligns with the City's COVID-19 Recovery and Resiliency Task Force's recommendations. In light of the disproportionate impacts of COVID-19 on vulnerable and frontline communities, former Mayor Elorza prioritized equity and resiliency through all funding categories identified in this ordinance. On May 20, 2022, following City Council approval, former Mayor Elorza signed the \$123,769,438 American Rescue Plan Act (ARPA) budget ordinance into law. The ordinance builds an equitable, resilient recovery for Providence.

In 2023 Mayor Brett P. Smiley's Administration proposed revisions to the previously passed "ARPA I and ARPA II" ordinances, shifting unspent funds to investments targeted at making long-term impact Providence's neighborhoods while respecting the final report of the COVID-19 Recovery and Resiliency Task Force. Finally, in December 2024, final amendments were made to all three ordinances to ensure a full allocation of funds. See below for final versions ordinances and links to ordinances:

- [ARPA I](#)
- [ARPA II](#)
- [COVID Equities Program](#)



CHAPTER ORD-2024-72

No. **AN ORDINANCE AMENDING ORDINANCE 2023-37 NO. 466, ADOPTING THE AMERICAN RESCUE PLAN ACT GRANT BUDGET FOR THE PERIOD OF APRIL 29, 2021 THROUGH DECEMBER 31, 2024, APPROVED NOVEMBER 22, 2023**

Be it ordained by the City of Providence:

Section 1 - The Budget for April 29, 2021 - December 31, 2024 American Rescue Plan Act (ARPA) funding is adopted as follows:

<u>ARPA Summer Programming:</u>	
Summer Camp for Providence Residents	\$600,000
Summer Jobs for Providence Youth	\$996,472.35
TOTAL ELIGIBLE SUMMER PROGRAMMING	\$1,596,472.35
<u>ARPA Youth Investments:</u>	
Early Learning Infrastructure	\$1,000,000
Youth and Family Broadband Access	\$500,000
TOTAL YOUTH INVESTMENT FUNDS	\$1,500,000
<u>ARPA Anti-Violence Investments:</u>	
Mentoring Program	\$1,100,000
Non-violence training	\$500,000
Year-round youth jobs	\$998,130.18
TOTAL ANTI-VIOLENCE INVESTMENTS	\$2,598,130.18
<u>ARPA Funding to Providence Redevelopment Agency (PRA)</u>	
Roger Williams Park Gateway	\$4,000,000
TOTAL FUNDING TO PRA	\$4,000,000
<u>ARPA Grants to Libraries:</u>	
Providence Community Library	\$500,000
Providence Public Library	\$100,000
TOTAL GRANTS TO LIBRARIES	\$600,000
<u>ARPA Grants to Non-profits:</u>	
Homelessness Intervention	\$499,290
Providence Center	\$152,559
Waterfire, Inc.	\$300,000
TOTAL GRANTS TO NON-PROFITS	\$951,849
<u>ARPA Sewer Water Investment</u>	
Street Sweeping and Sewer Repair	\$3,000,000
TOTAL FUNDING	\$3,000,000
<u>ARPA Funding to General Fund:</u>	
FY21 Revenue Recovery	\$19,457,352
TOTAL FUNDING TO GENERAL FUND	\$19,457,352
<u>ARPA Small business relief program:</u>	
Relief for small business in Providence	\$851,174
TOTAL FUNDING	\$851,174 -



Neighborhood Investment Program

Neighborhood Infrastructure Fund	\$4,830,674.84
Grants to Community-Based Non-Profits for Neighborhood Projects	
Groundwork Rhode Island	\$151,256.70
Nonviolence Institute	\$151,881.50
DaVinci Center	\$459,675.96
Woonasquatucket River Watershed Council	\$66,237.00
Reaching the Harvest	\$50,000.00
Trinity Square Together	\$424,100.00
Southside Community Land Trust	\$15,000.00
TOTAL FUNDING	\$6,148,826
<u>ARPA Administration:</u>	
FY21 to FY26 Administrative Expenditures	<u>\$1,220,000</u>
TOTAL ADMINISTRATIVE FUNDING	\$1,220,000
<u>GRAND TOTAL FUNDING 4/29/2021 - 12/31/2024</u>	\$41,923,803.53

Section 2 - By December 15, 2024, any ARPA funds not under contract will be re-obligated to revenue recovery.

Section 3 - If by March 31, 2026, any ARPA funds not spent as outlined in Sections 1-5, the City will reserve the right to re-obligate those funds to revenue recovery. The Committee on Finance will receive a report on unspent funds if applicable.

Section 4 - All funding referenced is subject to American Rescue Plan Act (ARPA) spending guidance. Failure to comply with these regulations will result in a forfeiture of funding allocation. This Ordinance shall take effect upon passage.



CHAPTER ORD-2024-73

No. **AN ORDINANCE IN AMENDMENT OF ORDINANCE 2023-38, NO. 467, ADOPTING THE AMERICAN RESCUE PLAN ACT GRANT BUDGET FOR THE PERIOD OF JANUARY 6, 2022 THROUGH DECEMBER 31, 2024, APPROVED NOVEMBER 22, 2023**

Be it ordained by the City of Providence:

Section 1 - The budget for January 6, 2022 - December 31, 2024 American Rescue Plan Act (ARPA) funding is adopted as follows:

SCHEDULE II

Investment in Housing

Affordable Housing Development (PRA transfer)	27,226,239
Home Repair Program	3,000,000
Affordable and Alternate Housing Programming	500,000
Emergency Housing Solutions	3,694,185.48
Expand Rapid Rehousing	1,185,793.47
Right to Counsel	1,200,000
Permanent Supportive Housing (PRA Transfer)	2,000,000
Facilities Development Program – PRA Transfer	2,600,000
TOTAL INVESTMENT FOR HOUSING	41,406,217.95

Investment in Water, Sewer, Broadband, Equipment, and Infrastructure

Cybersecurity and Information Technology Investments	1,500,000
Parks and Recreation Capital Investment	3,500,000
Downtown Open Spaces	950,320
Stormwater and Sewer Repair	3,000,000
India Point Resiliency	3,000,000
Equipment/Parking Meter Replacement	1,000,000
Merino Park/WWC Investments	1,000,000
TOTAL INVESTMENT FOR WATER, SEWER, BROADBAND, EQUIPMENT & INFRASTRUCTURE	13,950,320

Investments in Community and Social Disparities

COVID-19 Equities Program	7,066,441.98
Direct Relief to Providence Residents	496,279
Justice Reform	1,687,152
Anti – Violence Investments	1,940,870.59
Providence Talks Early Learning Intervention, Federal Hill House	283,000
Pre-K and Early Learning Infrastructure Fund	500,000
Providence Community Library	1,000,000
Food Security Infrastructure Planning	125,000
Food Security Grant Program	375,000
Elderly Service Supports	260,315
Grants to Community Centers	
Capitol City Community Center	66,667
DaVinci Center	66,667
Federal Hill House	66,667
Joslin Community Center	66,667
Mount Hope Neighborhood Association	66,667
Nickerson Community Center	66,667
Silver Lake Community Center Annex	66,667
Washington Park Community Center	66,667
West End Community Center	66,667



Elmwood Community Center	1,500,000
Batastini Recreation Center	50,000
Davey Lopes Recreation Center	50,000
John Rollins Recreation Center	50,000
Joslin Recreation Center	50,000
Kennedy Recreation Center	50,000
Neutaconkanut Recreation Center	50,000
Rogers Recreation Center	50,000
Sacket Recreation Center	50,000
Vincent Brown Recreation Center	50,000
West End Recreation Center	50,000
Zuccolo Recreation Center	50,000
Capital Investment – Recreation Centers	<u>3,000,000</u>
TOTAL INVESTMENTS FOR COMMUNITY AND SOCIAL DISPARITIES	\$19,384,061.57

Speeding the Recovery of the Tourism, Travel & Hospitality Sectors

Arts, Culture and Special Events Support	874,327
PVDFest Producing Partner, FirstWorks	275,000
Cultural Facilities	2,500,000
Public Art to Encourage Tourism	703,807
Tourism and Marketing	700,000
Providence-Warwick Convention & Visitors Bureau	600,000
TOTAL INVESTMENT FOR SPEEDING THE RECOVERY OF THE TOURISM, TRAVEL & HOSPITALITY SECTORS	5,653,134

Economic Stabilization - Business-

Hardest Hit Community Organization	294,870
Shared Use Infrastructure Grant Program	202,617-
TOTAL INVESTMENT FOR ECONOMIC STABILIZATION -BUSINESS	497,487

Replace Lost Public Sector Revenue

Revenue Recovery	\$41,102,268.73
TOTAL LOST PUBLIC SECTOR REVENUE	\$41,102,268.73

ARPA Administration

FY21 to FY26 Administrative Expenditures	2,375,000
Independent Auditor	21,836.22
TOTAL ADMINISTRATIVE COSTS	2,396,836.22

GRAND TOTAL FUNDING 1/6/2022 - 12/31/2024 **124,390,325.47**

Section 2 - All funding referenced is subject to American Rescue Plan Act (ARPA) spending guidance. Failure to comply with these regulations will result in a forfeiture of funding allocation.

Section 3 - All projects funded through American Rescue Plan Act (ARPA) shall adhere to the City Charter Section 1006 (c), (d), (e), Section 1007 and Code of Ordinances, Chapter 21, Article II.

Section 4 - All Providence Redevelopment Agency projects funded through the American Rescue Plan Act (ARPA) must exhaust all other available financing options.

Section 5 - The \$3,000,000 for the Home Repair Program shall be a five-year forgivable loan in amounts ranging from \$5,000 - \$50,000, to be placed in the Providence Revolving Fund located with the City of Providence department of Inspection and Standards, pursuant to R.I. Gen. Laws §45-24.3-19. Eligible properties must:



CHAPTER

No. **AN ORDINANCE AMENDING ORDINANCE 2022-60, NO. 389, ADOPTING THE COVID-19 EQUITIES PROGRAM BUDGET FOR THE PERIOD OF JANUARY 6, 2022 THROUGH DECEMBER 31, 2024, APPROVED NOVEMBER 18, 2022**

Be it ordained by the City of Providence:

Section 1 - The \$10 million budget for January 6, 2022 - December 31, 2024 American Rescue Plan Act (ARPA) funding under the category entitled, "COVID-19 Equities Program" is adopted as follows:

Recognition of Harm	
Reimagining Building & Sites	\$400,000
Equity Building	
Capacity Investments in Community Organizations	\$500,000
Earn & Learn Workforce Training	\$997,294.70
Small Business Acceleration	\$699,136
Expansion of Youth Internship Program	\$250,000
United Way COVID-19 Equity Fund	\$1,750,000
Creation & Development of Media	
Expand Operational Capacity	\$170,011.28
Preserve, Safeguard & Promote Cultural Programs	\$200,000
Creation Of Survivors & Descendants of Urban Renewal Fund	
Establish A Fund Dedicated To Urban Renewal Impacts	\$200,000
Develop Grant Program To Assist Urban Renewal Impacted Neighborhoods	\$200,000
Expansion Of Cultural Engagement & Educational Opportunities	
Creation of K-12 "A Matter of Truth" Curriculum	\$50,000
Advancing Public Education Campaigns	\$50,000
Creation Of Artist In Residence Fund	\$100,000
K-12 Curriculum Grounded In Rhode Island & New England History	\$100,000
Creation Of Resident Scholarship Fund	\$500,000
Creation of Fund For Home-Based Day Care Providers	\$250,000
Invest In District Wide Coordinator For Educational Enrichment	\$100,000
Movement Towards A More Equitable Healthcare System	
Expansion of Mental & Behavioral Support Programs	\$150,000
Collaborate With Neighborhood Providers Including Barbershops	\$250,000
Accelerate The Evolution of AAAG Into Policy Institute Model	
Creation of Policy & Research Center	\$150,000
TOTAL	\$7,066,441.98



ARPA Recovery Team

ARPA Recovery Team: Introduction

The ARPA Recovery Team was established July 16, 2021 to assist The City of Providence execute the SLFRF funding. The ARPA Recovery Team is tasked with procuring, budgeting, monitoring, and reporting SLFRF funding dollars.

Recovery Staff

Christian Garcia, Director of Recovery

Mr. Garcia will supervise the program leaders and ensure fulfillment of program and grant requirements. She will coordinate with city departments including Purchasing and Board of Contract and Supply to comply with City bidding and purchasing requirements. In addition, provide strategic guidance and compliance for departments.

Shaina Maciejewski, Fiscal Associate

Ms. Maciejewski will coordinate all purchasing activities and payment of program expenses. She will strategize procurement options with department leads, submit BOCS letters and bids. Shaina will review monthly expense reports, track expenses and compile all required financial reports.

ARPA Recovery Office Organization Chart



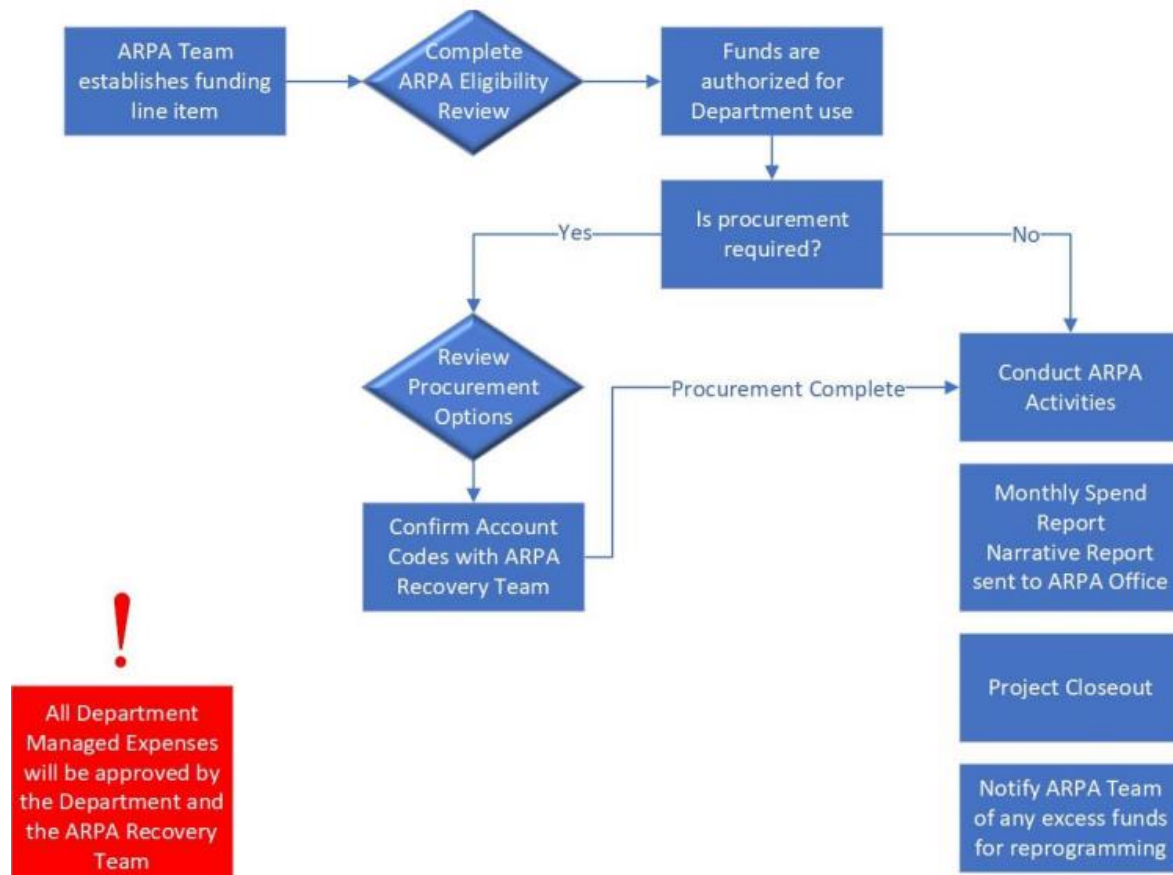


Program Initiation

The approved Ordinance will serve as a reference to the SLFRF funding designated categories.

Department Manager

Department managed programs/project will be those where a specific department has been designated to manage the funds. The Department Director shall appoint a lead who will be primarily responsible for ensuring ARPA [eligibility](#), conducting procurement, reporting on progress and close out. If questions arise, department leads should reach out to the ARPA Recovery Team. Please see the [Procurement](#) section of this manual for additional guidance.





City Procurement

If an organization, company or vendor is explicitly named in the approved ARPA ordinance you may more forward without BOCS approval. See [Subgrantees](#) section of this manual.

For programs that do not have an organization explicitly named in the ordinance you must comply with the City of Providence Procurement Policy. A summary is provided below with specifications that apply to SLFRF funding.

Micro Purchases (Less than \$500)

Micro purchases are defined as purchases less than \$500. These purchases may be awarded without gathering three competitive quotes. If \$500 or more is spent with a single vendor in a year it will require an informal bid process or a request for proposal. A purchase order should be obtained prior to the purchase to ensure the availability of funds and timeliness of payments to the vendor.

Items or services costing less than \$500 should be transmitted to the Director of Recovery, Christian Garcia, via Asana task. Once tasked, the Director will reference the approved program budget and confirm if the purchase is allowable. Once confirmed, the Fiscal Associate will create a Purchase Order Requisition in Lawson and process payments. Direct Payments to reimburse a staff member is allowed only with preapproval of purchases from Recovery Team.

Small Purchases (\$500 - \$9,999 / \$19,999 for Construction)

Small Purchases are defined as purchases more than \$500 and less than \$9,999. These purchases require three or more written quotes, verbal quotes are not accepted. Specifications for items costing between \$500 and \$9,999 should be transmitted to the Director of Recovery via Asana task. Specifications should include all relevant details, including model or item numbers, if possible, to support purchasing ability to accurately and efficiently procure the goods requested. Once Tasked in Asana, the Director will reference the approved program budget and confirm if the purchase is allowable.

Once confirmed, the Director will send the specifications to the assigned purchasing agent for procurement. Upon receipt of three (3) quotes, the Purchasing Agent will confirm with the Director that the lowest cost vendor and items are acceptable. If they are, the Purchasing Agent will place the order. If they are not, the departmental staff must provide a valid reason to go with a different vendor. No orders will be placed by the Purchasing Agent without the ARPA Recovery Team's approval.

Large Purchases (More than \$10,000; \$20K + for construction)

Large purchases are defined as in excess of \$10,000, the department must have Board of Contract and Supply (BOCS) approval before initiating a contract or the purchase of items/services. Board of Contracts and Supply approval can be awarded through a competitive bid process known as a Request for Proposals (RFP), piggyback on an existing state or local contract, or sole source procurement. Template for these procurement methods can be found on the City's Employee portal under the [Purchasing Page](#).



Request for Proposals

A Request for Proposals must appear on at least three Board of Contract and Supply agendas. First, the Board will approve the advertisement and distribution of the Request for Proposals. Second, at a meeting approximately a month later, the Board will receive and open bids from vendors. Third, following departmental review, scoring and selection of bids received, the Board will consider and approve a recommendation for award to the selected vendor.

***For example**, in September 2021, The Mayor's Office went out to bid for City-Wide Non-Violence Training. [The RFP included the program specifications and selection criteria](#). In October 2021, the bids were opened. The Mayor's Office reviewed the bid submissions and evaluated each submission based on the scoring criteria included in the RFP. Once the highest scored bidder was identified, the Mayor's office submitted an [award Letter](#) recommending the Non Violence Institute.*

Cooperative Purchasing Agreements

As an alternative to formally, competitively bidding a good or service through the Board of Contract and Supply, departments can make use of cooperative purchasing agreements by piggybacking. A piggyback is when you use an existing contract to acquire the same commodities or services at the same or lower price from another public entity contract. There are three preapproved cooperatives that departments can establish a piggybacked contract with.

- 1) Another department's contract
- 2) The State of [Rhode Island Master Price Agreements](#)
- 3) A contract maintained through a cooperative purchasing program approved by the Rhode Island Attorney General.

The vendor must also agree to extend those terms, conditions and prices to the City of Providence.

Necessary Documents for a Piggyback Award:

- Official letter to the Board of Contract and Supply from the department
- A copy of the contract of which you intend piggyback
- Written confirmation from the vendor agreeing to extend the same contract terms and pricing.

***To be compliant with 2 CFR uniform guidance, the contract that is being sought for a piggyback must have been competitively procured and from the approved purchasing cooperatives listed above.**

***For example**, The State of Rhode Island issued an RFP for Security Guard Services (Unarmed) on April 3rd, 2019 and awarded a 2-year contract with Allied Universal Security. In June 2020, the department of Public Property sought to piggyback the State of Rhode Island MPA#296 for unarmed security guard services. The department of Public Property confirmed with Allied Universal that they will honor the same contract pricing and terms to the City of Providence. The department of Public Property submit the [communication letter](#) with the required supporting documentation to the Board of Contract and Supply.*



Sole Source

A sole source award can be made when it is determined that there is only one source for the required good or service. This might occur when a vendor holds a patent for a particular item or when a vendor is the only authorized supplier for a good or service in our area/region. Official documentation from the vendor will be required to support sole source procurements.

Necessary Documents for a Sole Source Award:

- Official letter to the Board of Contract and Supply from the department
- Signed letter from the vendor on their letterhead stating that they are a sole source.

For example, in May 2021, the Healthy Communities Office made a sole source award to Adapt Pharma to purchase \$53,500 of Narcan Nasal Spray. As they note in the [sole source letter to the Board of Contract and Supply](#), Adapt Pharma is the sole manufacturer of this application and dosage of Narcan. For documentation to support their award, the department submitted a letter from Adapt Pharma that identified them as the sole manufacturer of this product.

Procurement Compliance Process flow

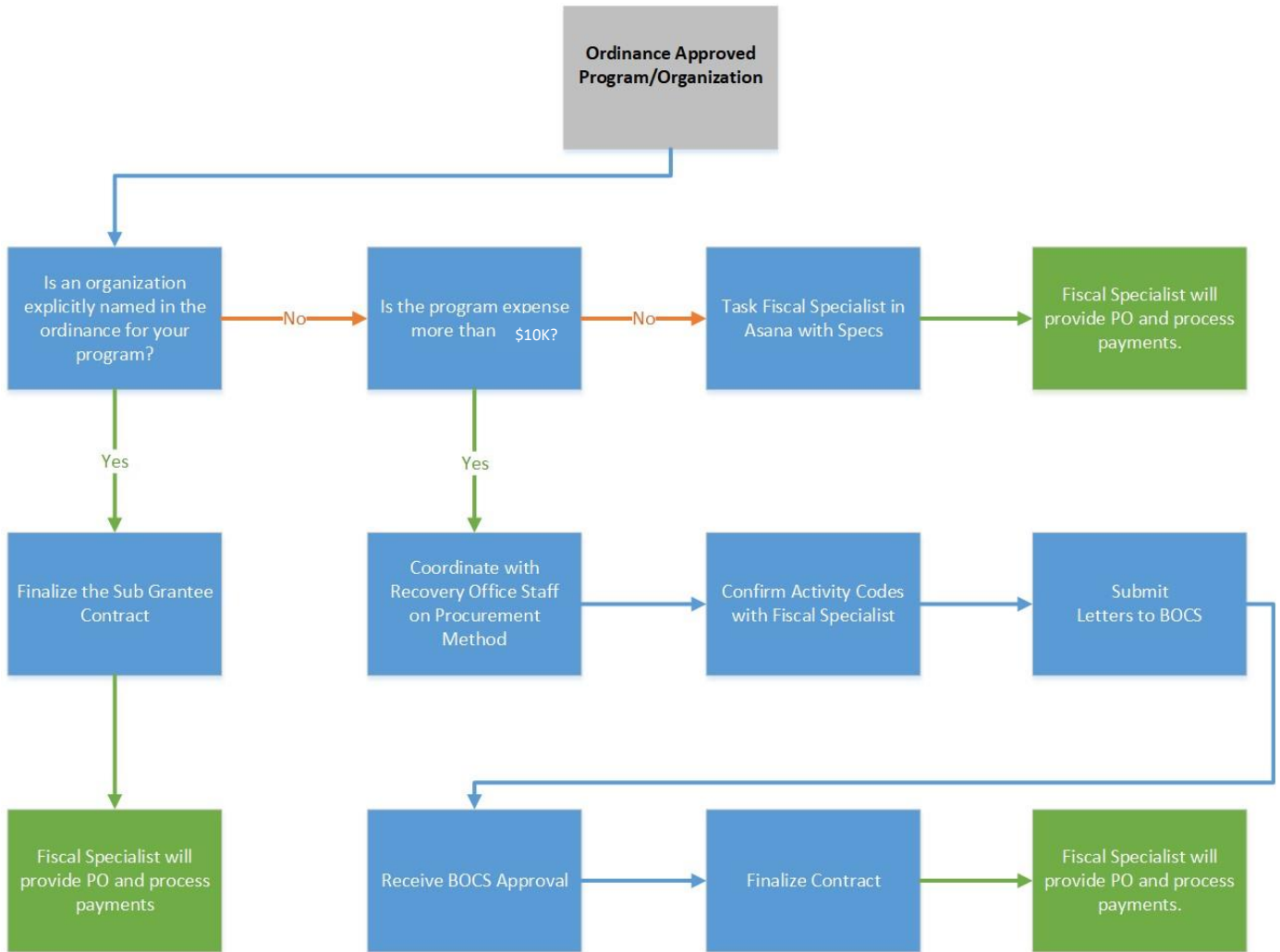
Proper procurement is critical to a successful ARPA program because the ARPA funds must comply with 2 CFR Part 200. Basically, the City needs to ensure that all funds are spend in a fiscally responsible manner according to the federal rules. The chart below details possible procurement methods and well as items to ensure compliance. If you have any questions, please contact [Alejandro Tirado](#).

<p>Overarching Goals:</p> <ul style="list-style-type: none"> • Create a procurement process that is fair, open and inclusive • Comply with all local, state and federal regulations, whichever is most stringent • Prevent favoritism, fraud, waste and abuse • Drive the best value for the residents, employees and visitors of the City of Providence 	<p>Purchasing Options</p>			<p>Determining Best Value</p>
<p>Emergency or Exigent Circumstances:</p> <p>When emergency and/or exigent situations exist, the rules detailed to the right will be adhered to greatest extent practical. For any non-compliant purchases, a decision memo should be created, when possible, documenting the condition, need and why procurement regulations could not be followed.</p>	<p>All purchasing options below are governed by the following principles: all employees are held accountable to the ethical standards set forth in the City of Providence, no unreasonable requirements will be placed on the procurement, any "brand name" product specified will allow for "an equal product", no arbitrary actions will be taken in the procurement policy, and all procurements will be fair and open.</p>			<p>When determining the "best value", consider the following:</p>
<p>Other Non Competitive Procurements:</p> <ul style="list-style-type: none"> • Single Source • Exhaustion of sources- after solicitation of a number of sources, competition is determined inadequate • Express Authorization- Federal awarding agency expressly authorizes non-competitive proposals in writing 	<p>Micro-Purchase (Less than \$500)</p> <ul style="list-style-type: none"> • Can authorize a PO without competition if price is considered fair and reasonable • If \$500 or more is spent with a single vendor in a year, must use a quoted process or IFB/RFP 	<p>Small Purchase (\$500-\$9,999 / \$19,999 for Construction)</p> <ul style="list-style-type: none"> • Determine the business best practice for the purchase being made: <ul style="list-style-type: none"> -Three or more quotes -Informal Bid -RFP • Cannot divide contract to lower cost below micropurchase threshold to avoid competitive bidding requirements but may divide where economically feasible to encourage MWSBE participation 	<p>Sealed Bids/Competitive Procurement (\$10k+ / \$20K+ for Construction)</p> <ul style="list-style-type: none"> • Prepare a cost estimate • Publicly advertise to ensure fair and open competition • Two or more responsible bidders willing and able to compete • Publicly Open Bids • Construction Only: <ul style="list-style-type: none"> • Bid Guarantee equivalent to 5% of the bid price • Performance Bond for 100% of contract price • Payment Bond for 100% of contract price 	<ul style="list-style-type: none"> • Purchase Price • Reputation of the vendor and vendor's goods and/or services • Quality of the vendor's goods and/or services • Extent to which the goods and/or services meet City needs • Vendor's past relationship with the City • Impact on the ability of the City to comply with the laws and rules regarding the procurement of goods and/or services • Total long-term cost to the City of acquiring the goods and/or services • Material used in repairing goods and/or property • Adherence with the City MBE/WBE Policy regarding maximum opportunity • Any other relevant factor regarding the particular good and/or service.
<p>Best Practices:</p> <ul style="list-style-type: none"> • Get at least one quote or itemized receipt (when practical, get three or more quotes). • Spread the purchases equitable amongst multiple qualified vendors 	<p>Best Practices:</p> <ul style="list-style-type: none"> • Get three or more quotes • Spread the purchases equitable amongst multiple qualified vendors 	<p>Best Practices:</p> <ul style="list-style-type: none"> • E-mail the Small Business Administration (https://www.sba.gov/sites/default/files/files/rhode-island-district-office-directory.pdf) a copy of the solicitation and ask they share widely in their network • Only award fixed firm price or capped time and material awards. NO COST+% 	<p><i>*Pre-Bid State Contracts in Rhode Island may be utilized to meet this requirement. However, when you are soliciting off a multiple award contract, you must solicit quotes from all bidders or AT LEAST three bidders, whichever is more. This will allow for competition amongst contract holders and drive the best value for the City. More information here: http://p20met.providenceri.com/purchasing/.</i></p>	



Procurement Workflow

To Initiate procurement, coordinate with the ARPA Recovery Team to strategize the best method to procure the services you seek. The Director will provide the approved activity codes for the BOCS letters. Once the Board has approved and recommended an award letter, the Fiscal Associate will provide the PO and initiate payments.





Contract/Agreement

Note: Before drafting the contract please provide all recipients with an award letter requiring the following information:

All SLFRF programs require contracts with vendors, contractors, sub-grantees, and any subsequent amendments, be reviewed for form and correctness by the Legal Department in addition to a departmental review. A fully executed SLFRF contract includes signatures from the vendor/organization, Department lead, the ARPA Recovery Team and the Legal Department. No work with the vendor, contractor or subgrantee should commence until a fully executed contract, Purchase Order, BOCS approval (if applicable) is in place.

Copies of the fully executed contract/Agreement will be:

- Sent to the vendor, contractor, or sub-grantee
- Sent to the Legal Department
- Retained by the ARPA Recovery Team and the Department lead in electronic format.

***All funds must be obligated by December 31, 2024, and spent by December 31, 2026. Therefore, we're asking that all contracts end on June 30, 2024. If any funds are remaining, the City has 6 months to reprogram, obligate and recontract funds to ensure all funds will be spent to benefit the City of Providence, its businesses and residents.**

Contract Agreement Type	Use When
Reimbursement Agreement	The subgrantee must submit invoice request to receive awarded funding
Two Payment (advance & reimbursement)	A portion of the awarded funding will be advanced & the remaining is reimbursable by invoice request to receive the remaining funding
25 % Advance Payment	25% of the awarded funding will be advanced & the remaining is reimbursable by invoice request to receive the remaining funding
100% Advance Payment	100% of the awarded funding will be advanced & the remaining is reimbursable by invoice request to receive the remaining funding
Beneficiary Agreement	
Agreement Addendum <small>(including contractors and other vendors)</small>	Used when any changes need to be made to the original agreement (dates, amounts, program, etc.)

Contract Naming Convention

All SLFRF contracts are expected to follow the specified naming convention to maintain organized files for the ARPA program. [Checklist Link](#)

ARPA_ Category_Program Name__ Organization/ Vendor__Date

Example: ARPA_YouthandCommunity_Year-Round Youth Jobs_CCAP_12.20.21



Exhibit 3 & 4

Please have your vendor/organization fill out the [SLFRF Subgrantee Sample Budget \(Exhibit 3\)](#). They will need to add or remove line items as they see fit for their program. The line items should line up with the budget they submitted in their RFP bid or the amount explicitly named in the ordinance.

Include the [Subgrantee Requisition \(Exhibit 4\)](#) into the contract. The budget lines must line up to the SLFRF Subgrantee Budget (Exhibit 3).

Contract Emailing: Subject Lines

All SLFRF contracts that are emailed out to partners for signature and review are expected to follow the specified naming convention in the Subject line and include the Recovery team. This will ensure that uniformity when engaging with vendors.

Subject Line: City of Providence SLFRF Contract_ Ordinance #_ Program Name_ Vendor_ Date

Example: *City of Providence SLFRF Contract_ Ordinance 1_ Antiviolence Training_ Nonviolence Insitute_12.20.21*

CC: Vendor; ARPA Team

ARPA Contract Approval Process

Step 1: Departments will upload all pertinent information/documents about an approved award to an Asana task and assign to Wendy Brown. She will then reassign to the appropriate attorney to determine whether a Contractor, Subrecipient, or Beneficiary contract should be used.

Step 2: After receiving guidance from the Law Department, the Department will fill in the appropriate information into the Subrecipient or Beneficiary contract templates (ARPA Approved Docs). If a Contractor contract is required, the Department shall obtain an appropriate template from the Law Department or work with the Law Department to draft a contract.

Step 3: Upon completion of the first draft of the contract, the Department will upload a digital copy for the Law Department to review and approve. The Law Department will not sign the contract at this point. This step is to confirm agreed upon contract terms.

Step 4: Once the Department and Law Department agree upon contract terms the Department will assign an Asana task that includes a digital copy to the Director (with Sheila Dormody added as a collaborator) to initiate PVD Recovery Office Compliance Review. If there are edits to be made to the contract, those edits will be tracked in the contract and notes will be communicated via Asana. It is the responsibility of the Department to ensure any changes made by the PVD Recovery Office are reviewed again by the Law Department.

Step 5: Upon final approval from the PVD Recovery Office and Law Department, the Department will send a digital copy to the Awardee for review. Please note that this is for review of the terms only. No signatures are required at this point. If the awardee requests changes, please repeat steps 3 and 4 until



agreement is reached. Please note that substantive changes to the Subrecipient and Beneficiary templates are unlikely to be accepted, but the terms of Contractor agreements are likely to be negotiated.

Step 6: When a tentative agreement with the Awardee is reached, the Department will assign a task to Wendy Brown to request a Law Department review for form and correctness, and to acquire the Solicitor's signature.

Step 7: The Law Department will print at least one (1) physical copy of the contract and send it via Interoffice mail to Chief Courtney Hawkins for city signature in room 207 in City Hall.

Step 8: Chief Courtney Hawkins will send the signed contracts to the Department via interoffice mail. It is the Department's responsibility to secure signatures from the Awardee.

Step 9: Once signatures are collected from the Awardee, the department will upload a digital copy to the relevant Asana task, email a copy to the Awardee, and send the original(s) back to the Law Department, addressed to Wendy Brown.

Contract Retention

It is the responsibility of the ARPA Recovery Team, Department leads and Subgrantees to retain a copy of the contract and any subsequent amendments for the life of the contract and for ten (10) years from the receipt date of the final reimbursement.

Contract Compliance Process Flow

2 CFR Part 200 requires various contract elements to be included in federally funded project. City legal team and the ARPA Recovery Team worked to create a the [Subgrantee Agreement Template](#) that



includes these elements. The chart below details the required clauses for background.

Contract Requirements and Required Clauses			
All Contracts	Construction Contracts Above \$2,000 (Except FEMA PA and HMGP)	Contracts Exceeding \$100,000	Contract exceeding \$250,000
<ul style="list-style-type: none"> • Suspension and Debarment Clause • Byrd Anti-Lobbying Clause • Maximize the use of recovered/recycled materials, if appropriate • Termination for cause and for convenience • Rights to Inventions Made Under Contract (if appropriate) • Provision acknowledging that 31 U.S.C. Chap. 38 applies to its actions pertaining to the contract • June 30, 2024 End Date* 	<ul style="list-style-type: none"> • Davis-Bacon Act clause • Copeland “Anti-Kickback” Act • Equal Employment Opportunity 	<ul style="list-style-type: none"> • Byrd Anti-Lobbying Certification • If it involves the employment of mechanics or laborers, include Contract Work Hours and Safety Standards clause • Clean Air Act and Federal Water Pollution Control Act clause 	<ul style="list-style-type: none"> • Includes administrative, contractual and/or legal remedies in instances where contractors violate or breach contract terms, and provide for sanctions and penalties

It is recommended to use the [Subgrantee Agreement Template](#) as a starter for contracts with any entity that is not defined as a “Subgrantee”, this will ensure all necessary clauses that satisfy the 2 CFR Requirements.

Debarment

Some entities (companies or organizations) or individuals are declared ineligible to receive Federal funds due to a criminal conviction or a serious program violation. The System for Award Management (SAM) contains a list of debarred entities and individuals excluded from Federal procurement and non-procurement programs throughout the U.S. Government and from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits. The SAM system combines data from the Central Contractor Registration, Federal Register, Online Representations and Certification Applications, and the Excluded Parties List System.

Departments are responsible for ensuring that any sub-awards made with federal funds (including State passthrough) are not granted to an entity or individual that is debarred. Departments will check the status of a potential subgrantee prior to providing award notice to the subgrantee.

SAM records search: <https://sam.gov/content/exclusions>

The City of Providence also has a debarment policy. Please check with the recovery team to confirm if a vendor is debarred.

Guide to SAM.gov



Below is a guide to getting a UEI (SAM). Be aware that UEI refers to the Federal Governments Unique Entity Identifier and that number used to be a UEI (DUNS) number but as of April 2022 has switched to SAM as the official UEI and the only one accepted by Treasury.

Getting a Unique Entity ID (SAM)

<https://sam.gov/content/entity-registration>

1. Create a Login.gov account: The individual who will be representing the company and setting up the SAM will need to create a personal login that they will use when setting up their entity (<https://login.gov/create-an-account/>)
2. Gather need data: Go to <https://sam.gov/content/entity-registration>, click Get Started on the right of the screen and click Get Unique Entity ID where you will prompted to enter entity information. For entities simply getting a Unique Entity ID and not formally registering all they will need to is provide the Legal Business Name, the Physical Address (including ZIP +4) and have a SAM.gov account (created through logging into the Login.gov account created in step 1). If the system is not able to find a matching entity in government records click “Create Incident” and explain the issue in the box to get help from the Federal Service Desk.
3. Proceed through additional questions about whether you would like your Unique Entity ID to be searchable to the public (preferably yes) and you will be prompted to create and then receive your entity’s Unique Entity ID (SAM) number

Video Guide

Below is a link to the Video Guide to Finding or Getting a Unique Entity ID (SAM) number. The link starts at 2:29 where it provides guidance how to get a SAM entities trying to find or update and ID should start the video from the beginning.

<https://youtu.be/0uv1YNAslNk?t=149>

Contract Finalization

Please include the SLFRF Manual in your contact and not as an attachment. You must also remove any watermarks before initiating any contract signatures.

Required Signatures

A fully executed SLFRF contracts include signatures from the vendor/organization, Department lead, Chief of Operations, [Courtney Hawkins](#), and the Legal Department.

Electronic Signatures

At this time electronic signatures are not accepted.

Department Reporting

Once the agreement has been fully executed, the Department lead and the contracted entity will be notified on the specific reporting information required. The entity will then provide the ARPA Recovery



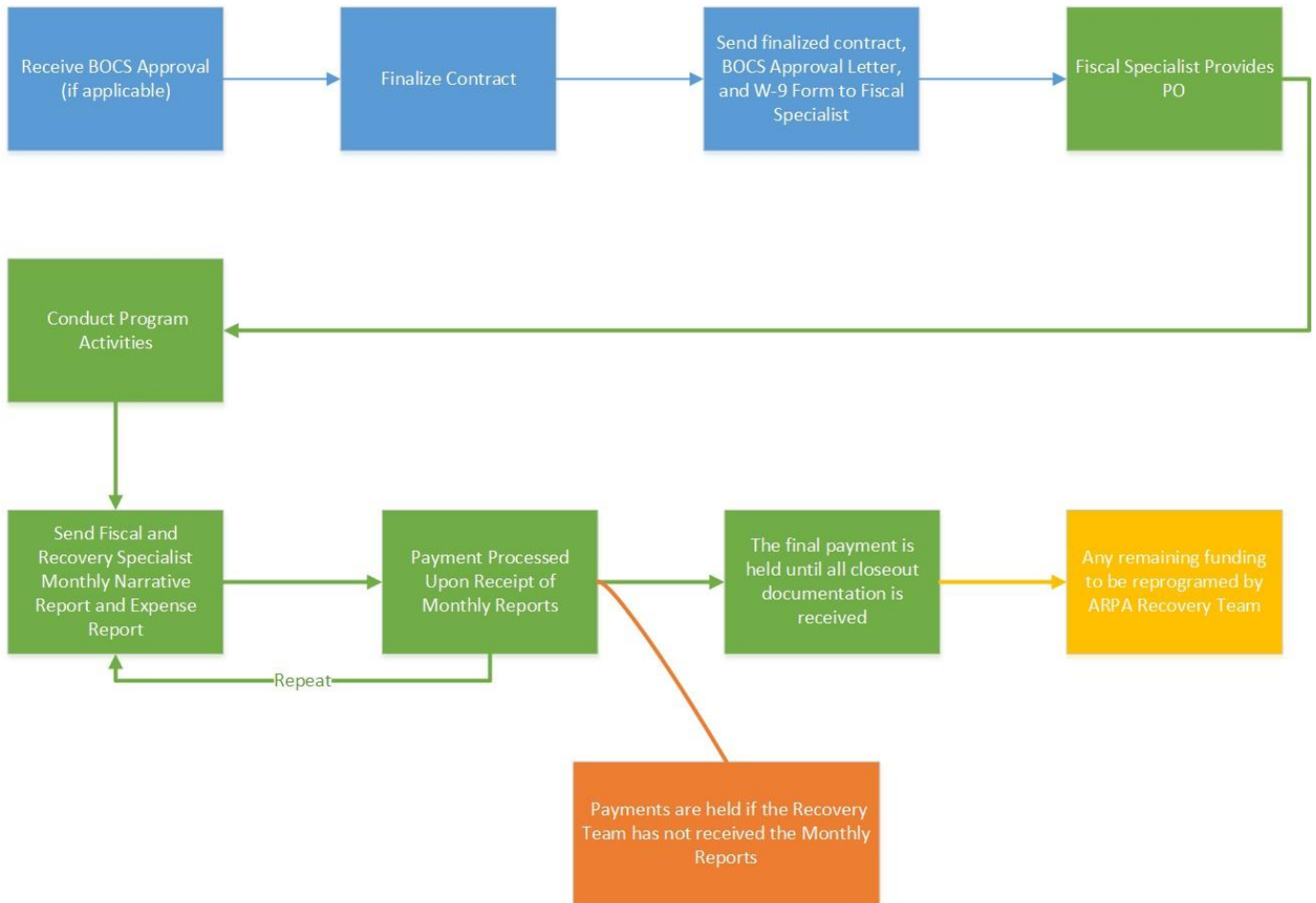
team with a Narrative and Expense report on a monthly to quarterly basis. Failure to provide these reports will result in payments being held until receipt.

The ARPA Recovery Team will meet with the contracted entity and Department Lead on a monthly basis to review program expenses, program status and discuss programmatic goals. More documentation and reporting maybe required should changes be made to U.S. Department of Treasury’s Final Rule.

Payments

Payments will be initiated once the [ARPA Eligibility Review Document](#) is approved by the ARPA Recovery Team, BOCS approval (if applicable) is received, and a contract has been fully executed. Payments will be held if the Monthly Narrative Report and/or the Monthly Spend report is not received. The final payment is held until receipt of the final closeout documents.

Payment Workflow





Program Closeout

Upon closing of a SLFRF program the ARPA Recovery Team will require a final Expenditure Report and final Narrative Report inclusive of program outcomes, milestones and program evaluation if applicable. Any remaining balance is to be reprogrammed, obligated and contacted out.

Resources

- Coronavirus State and Local Fiscal Recovery Fund Frequently Asked Questions – <https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>
- Code of Federal Regulations: The Executive Office of the President, Office of Management and Budget’s (OMB) guideline 2 CFR Part 200 (referred to as the “Uniform Guidance”) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards <https://www.ecfr.gov/>
- Department of Treasury: ARPA Interim Final Rule <https://home.treasury.gov/system/files/136/FRF-Interim-Final-Rule.pdf>
- Department of Treasury: ARPA Final Rule <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>
- U.S. Department of Treasury, Coronavirus State and Local Fiscal Recovery of Funds, Quick Reference Guide <https://home.treasury.gov/system/files/136/SLFRP-Quick-Reference-GuideFINAL-508a.pdf>

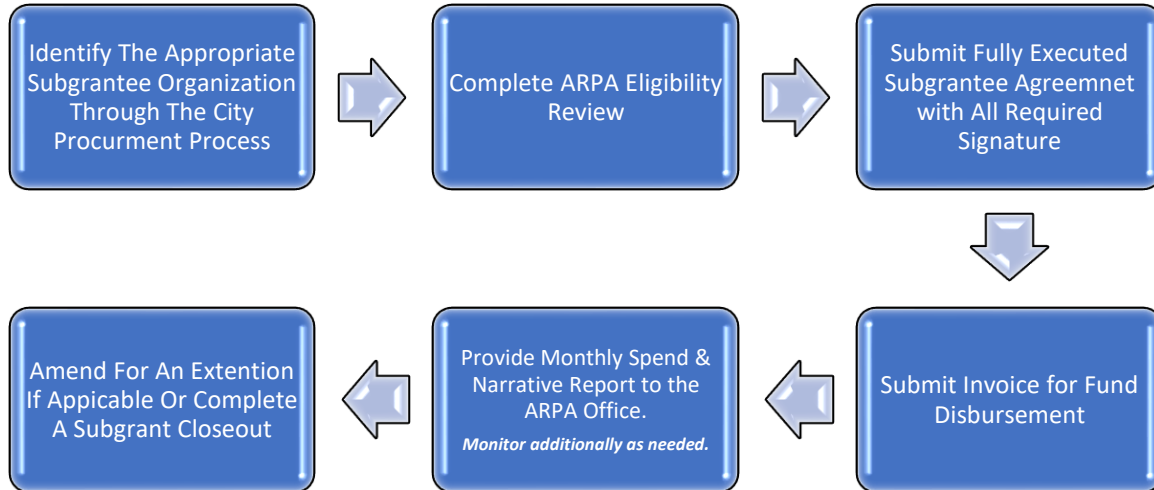
Revision History

Date	Changes Made
12/22/2021	Contracts, Contract Naming Convention
12/22/2021	Contracts, Exhibit 3 & 4
01/7/2022	Contract Emailing: Subject Lines
02/14/2022	Contract Finalization
08/25/2022	Updates to Recovery Office Staff
08/31/2022	ARPA Ordinance Budget
10/20/2022	Contract Naming Convention Update
10/20/2022	ARPA Staff Update
04/28/2023	ARPA & City Staff Update
8/7/2023	ARPA Staff & Procedural Updates
9/18/24	ARPA Staff & Procedural Updates



Subgrantee Program

The City will, in certain cases, subgrant funds to various community non-profits or other agencies who will help advance the City’s goal for ARPA funds. Please see the [Subgrantee](#) section of this manual for additional guidance.



Subgrantees

A “subgrantee” or “subrecipient” is defined as a legal entity to which a subgrant is awarded and which they are accountable to the grantee (City of Providence) to aid in the implementation of a program and spending of program funds.

When moving forward with a subgrantee The City of Providence must clearly identify to the subgrantee:

1. They have been awarded and that the awarded amount is a subaward of SLFRF funds.
2. Any and all compliance & reporting requirements for all use of SLFRF funds must be followed and adhered to.
3. These terms are defined within the Subgrantee Agreement.