

Dear City Clerk and Mayor:

Please see below the note that went out this week regarding your American Recovery Funding. Now is the time to access the first ½ of your City funding. Please follow the instructions below. You have 30 days to access your funds. Thank you!

Note on how to access your funding:

My name is Jennifer Mt Castle. I'm working as a contractor for the State of Iowa's American Rescue Plan Act of 2021 ("ARPA"), Non Entitlement Unit Funding program, on behalf of the Iowa Department of Management ("Department"). I'm reaching out to let you know that the City of (City Name) is eligible for grant funding through ARPA. **If you have already submitted your request for funding through ARPCity@iowa.gov, please disregard this message.**

The State of Iowa has requested their allocation of dollars from ARPA this week and these dollars include an allocation available to non-entitlement cities for assorted projects and reimbursements for loss due to the COVID pandemic. The Iowa League of Cities has been offering educational information and webinars on this topic for the last few weeks. If you are unfamiliar with the details of ARPA, I would strongly suggest that your city review the ARPA information on the Iowa League of Cities website: <https://www.iowaleague.org/Pages/American-Rescue-Plan-Resources-.aspx>.

The rules within ARPA have tasked the State of Iowa with allocating and paying out the \$221 million of non-entitlement dollars. The State has contracted with

RSM to assist in this endeavor. RSM is the same firm that assisted with the previous Coronavirus Relief Fund requests during 2020. The rules of ARPA only allow the State of Iowa **30 days to disperse the funds** to non-entitlement cities from the date that the allocation is requested by the State. For example, if allocation is requested on July 6th, cities would have until August 5th to request and receive the ARPA dollars before any unclaimed dollars are to be sent back to the United States Treasury. Though the money is being paid in two installments, July 2021 and July 2022, a request must be made by your city now to get a payment from the first and second installment. **If a request is not made for the first installment, the city cannot receive an allocation for the second installment.**

For any cities that are not interested in claiming and spending the ARPA dollars on their own, there will be an option to sign these dollars over to the State of Iowa for use in ARPA allowable projects or reimbursements. If this is the direction your city would like to go, RSM will be able to assist you with this transfer of allocation to the State.

Please go to our application link below and upload the necessary information to apply for funds:

<https://app.smartsheet.com/b/form/1f77e14997524fccb8e53f95b0e5f784>

Required Information:

1. City Name
2. City Address
3. DUNS Number
4. Taxpayer ID Number
5. Total Operating Budget Amount (Total operating budget amount: defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020).
6. Authorized City representative's name, title, email address and phone number.
7. Contact person (This is not required, but included if you would like us to contact a secondary person regarding information requests).
8. Local government's FY20 budget amount most recently approved as of January 27, 2020. The budget amount needed is the annual total operating budget, including the general fund and other funds.

Required Documents to be attached to the Application

1. Signed award terms and conditions agreement as provided by the US Treasury
2. Signed assurances of compliance with Title VI of the Civil Rights Act of 1964 as provided by US Treasury.

We may reach out to you to request further documentation or clarification of the documents provided. Once we have completed our review, we will communicate our results to the Department. The Department will ultimately review the testing results and determine if payment is appropriate. Favorable and unfavorable adjustments may result as part of the Department's review. Please respond to this email at your earliest convenience. We are required to make three (3) communication attempts. If we do not hear from you after the 3rd attempt, please understand that the funds will be withheld from the NEU and reallocated at a later date pursuant to the US Treasury guidance. **This is our first attempt.** Please note that the second and third attempts may be made via email or phone.

Please let us know if you have any questions about this process or you would like to discuss the process further. If you have any questions moving forward, please email ARPCity@iowa.gov and we will respond as quickly as possible.

Sincerely,



Jennifer Mt Castle

Contractor on behalf of
Iowa Department of Management
State of Iowa ARPA NEU Funding Program
Email: jennifer.mtcastle@rsmus.com