



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: March 6, 2024

SUBJECT: Allocation of ARPA funds for ARPA administration expenses and for eligible costs in the District Attorney's Office and for the Victim's Assistance program

RECOMMENDED MOTION:

Move approval of ARPA allocation of \$162,000 for ARPA administration and \$480,182 for District Attorney's Office/Victim's Assistance eligible costs.

BACKGROUND AND POLICY IMPLICATIONS:

In FY21, Deschutes County was awarded approximately \$38.4 million in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) through the Federal Government. The Deschutes County Board of Commissioners has since allocated all ARPA funds toward categories including affordable housing, childcare, food assistance, homelessness, public health and Covid-19, mental health, small businesses, non-profits, and water and broadband infrastructure.

In July 2021, the Board of Commissioners allocated \$392,000 in ARPA SLFRF funds for administration costs through Fiscal Year 2024. Those funds support ongoing staff time for management of the grant and have almost been fully expended. The grant program will continue until its scheduled end date of December 31, 2026, and will require administration duties through the end of the program. Finance is requesting a formal reallocation of \$162,000 in ARPA funds for administration costs through the end of the ARPA program. The reallocated funds are available due to \$550,000 in returned ARPA funds from Veterans Village operations and expansion projects which were subsequently funded by the General Fund. In addition, \$92,182 was previously set aside for eligible Deschutes County reimbursement by the Board of Commissioners on August, 23, 2023.

The requested ARPA funds would partially cover an existing 1.0 regular duration FTE position. The position is responsible for both ARPA management and countywide budget functions. The ARPA funding request is based off a .5 ARPA / .5 Finance FTE split in FY25 and a reduced .33 ARPA / .67 Finance FTE split in FY26 and FY27 as ARPA funds are expended and closed out in December of 2026.

The remaining \$480,182 in ARPA funds would be applied to eligible costs in the District Attorney's Office and Victim's Assistance program.

BUDGET IMPACTS:

None. On August 23, 2023, the Board of Commissioners allocated any remaining or future returned ARPA SLFRF funds for Deschutes County reimbursement of ARPA eligible costs. Today's motion would provide the official obligation of those funds to satisfy the obligation deadline of December 31, 2024.

\$162,000 ARPA Administration personnel salary and benefits

\$480,182 District Attorney's Office & Victim's Assistance eligible programmatic costs

\$642,182 Total Funds

This motion will zero out the obligated balance within the ARPA fund as all previously returned funds will have been obligated.

ATTENDANCE:

Dan Emerson, Budget & Financial Planning Manager