



Post-ARPA Compliance Checklist

Monitor Spending and Program Progress

- Ensure that ARPA funds are being spent in accordance with approved budgets and project scopes.
- Track spending by you and your subrecipients to verify compliance with subaward agreements.

Submit Required Reporting to Treasury

- Continue submitting quarterly or annual reports as required by the U.S. Department of the Treasury.
- Confirm that all reporting deadlines are met and accurate.

Conduct a Desk Review

- Review financial statements and Single Audit reports.
- Check the status of Unique Entity Identifier (UEI) numbers for your organization and subrecipients.
- Confirm that risk assessments and internal policies (financial and non-financial) are up to date.
- Verify that conflict-of-interest policies are in place for you and your subrecipients.

Oversee Project Closeout Process

- Ensure that all funds are spent per the approved project's statement of work and budget.
- Confirm that the awardee has followed Federal Uniform Guidance (2 CFR Part 200).
- Review annual audits or single audit reports for material weaknesses and ensure corrective actions are taken.

Issue Subrecipient Closeout Letters:

- After completing the review, issue closeout letters to subrecipients who have met all closeout requirements.

Plan for Future Funding Opportunities

- Stay updated on changes in federal funding.
- Schedule a meeting with your grant administrator to review upcoming deadlines.
- Create a team to research new federal funding opportunities.
- Regularly check Grants.gov, Sam.gov, and USAspending.gov for new opportunities.
- Align your funding needs with federal government strategies and priorities.
- Develop strategies to ensure ongoing accountability and transparency in future projects.