

Marion County American Rescue Plan Act (MC ARPA)

Subrecipient Frequently Asked Questions

Date: June 15, 2023

#	Question	Answer
1	Do all MC ARPA projects need to meet Davis-Bacon wage requirements?	No. If no other federal funds are being used, Davis-Bacon does not apply. If your funding is a mix of multiple federal sources, then yes Davis-Bacon applies.
2	How often are we required to report expenditures?	Subrecipients are required to report quarterly. Reports are due on the 15 th of the following months: April, July, September, January reflecting the previous three months. Note: If the 15 th is not a workday, then the report is due the next workday.
3	Do we have to submit a quarterly report if we have not had any expenditures during the quarter?	Yes. Subrecipients must submit a quarterly report every quarter after the contract is signed.
4	How often are we required to submit disbursement requests?	You can make requests at any time during the course of your project. We prefer monthly, but at least quarterly after expenditures are incurred.
5	Do we have to submit a disbursement request every quarter?	No. Subrecipients may submit disbursement requests as needed for reimbursement. If no funds need to be reimbursed, then a disbursement request is not needed.
6	What documentation do I need to include with a disbursement request?	A complete, signed Marion County Disbursement Request Form plus documentation which clearly identifies how the expenses were paid. For example, payroll reports, timecard reports, general ledger reports, invoices.
7	The project has been bid out and we have an apparent low bidder, but the contract has not been awarded to the contractor. Would this be “Not Started” or “Completed less than 50%”?	If a contract has not been executed, we would consider this Not Started. Once that contract is executed (all parties have signed), then your project officially starts and you’re in that next category/phase – less than 50%.
8	Do we need to notify Marion County when we update our SAM.gov registration?	Yes. Please keep your SAM registration current and download your renewal to PDF and submit to ARPArecovery@co.marion.or.us .
9	Is SAM registration free?	Yes. The official U.S. Government Website is 100% free. If you receive an email from a company offering to help you register in SAM, or asking you to contact them and pay them money, do not respond. Contact the Federal Service Desk or call 866-606-8220 for assistance.
10	For site visit reporting requirements, what is the definition of equipment?	Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000.

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11	Can we use our Engineer of Record to administer the ARPA project?	Maybe. Subrecipients may directly contract with organizations (sole source), without further solicitation or rate quotes, for up to \$10,000. Procurements greater than \$10,000 need to follow the methods outlined in 2 CFR 200.317-.320, which could include informal and formal solicitation methods (i.e. Sealed Bids, RFP's, etc..).
12	Does Marion County need to review our RFP Selection Process or draft Contracts?	Yes, the county would like to review your solicitation process and draft contracts to ensure federal procurement methods were followed and federal flowdown provisions are properly included in your draft contracts.
13	What if we need to adjust our original budget?	Program or budget revision requests must be approved prior to making any changes to the approved contract. Please use the ARPA Amendment and Budget Adjustment Request Form and submit request to ARPArecovery@co.marion.or.us . Note: Budget adjustments must be within the original award amount and ARPA category.