



Here's a quick list of questions to guide your inquiry with your jurisdiction's administration.

- **Where to start:** What department oversees the State and Local Fiscal Recovery Funds?
 - Finance
 - Budget
 - County Clerk
 - County Attorney
- **Tracking:** Where does the county/city/state track their SLFRF spending? Is that publicly available?
 - If not, why not?
 - If it is but only “upon request,” what’s the process for requesting the information?
 - Reference [Treasury's guidance](#) regarding websites. SLFRF recipients are required “to publish and submit to the Treasury a Recovery Plan performance report (“Recovery Plan”). Each Recovery Plan must be posted on an easily discoverable webpage on the public-facing website of the recipient by the same date the recipient submits the report to Treasury. Treasury recommends that Recovery Plans be accessible within three clicks or fewer from the homepage of the recipient’s website. Within Treasury’s reporting portal, recipients must upload a link to the publicly available Recovery Plan and provide required data.”
 - If so, where does that documentation live? Can you point me to it?
 - How frequently are the public-facing data updated?
- **Public input:** How and when are ARPA/SLFRF obligating and spending decisions made: for example, as a part of the formal county/city budgeting process or more piecemeal? Another way?
 - If piecemeal, how are *those* decisions made?
 - Does the executive propose something? To whom, and what is their power to question, amend, or veto an executive’s proposal?
 - What is their oversight role through the procurement and implementation process?
 - Does the city council/board of commissioners or similar discuss a range of projects? When are those conversations and are they open to the public?
 - What opportunities are there for public testimony on SLFRF funded projects?
 - Here you’ll want to cite the final rule and emphasize that “[Treasury encourages recipients to engage their communities as part of ensuring that funds are directed towards the communities most impacted by the pandemic](#)”

- **Procurement:** Procurement is the process by which local governments obtain goods and services, often from private companies, contractors, or consultants. Local governments contract out for a broad range of services: from [trash pickup and park maintenance, to public health programs, to the purchase of textbooks for students, to the complex technological systems that undergird many public services](#). Because of the vast range of services that are “bid out” and the requirement for obligation, which is *“an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment,”* your SLFRF campaign will likely intersect with the procurement process. A few questions to get you started:
 - If funds are budgeted or allocated to a program or project, what is the process for procurement in this jurisdiction to actually obligate the funding?
 - How long does the procurement process typically take? Are there mechanisms to expedite it (for example, in order to meet the obligation deadline!) Under what circumstances can those expedited measures take place?

Typically, projects are posted on a portal or website where contractors can go to submit their “bid” – a plan, often including a cost estimate, for how the contractor would provide the service the government is seeking. While not every project is “bid out,” it’s helpful to be generally familiar with the process your jurisdiction uses for posting bids, and the process by which bids are submitted, and selected.

- Is there a portal or website where bids are publicly available?
 - What is the review process for responses to bids and requests from the jurisdiction? Is that standardized or unique to each department?
 - Who (what individuals) review the bids?
 - How long are bids open and what is the notification system to announce bids?
- **Identifying Unobligated Funds.** When you have the Program and Expenditure Report in hand, determine how much your jurisdiction has in unobligated funds. The easiest way to do that is to add up the values in the “obligated” column and subtract that sum from the total SLFRF amount your jurisdiction received. **This number is the total “unobligated to-date” funds.** Knowing this number empowers you to ask more pointed questions about the unobligated balance:
 - I see you have \$x in unobligated funds. Can you describe to me how those funds will be obligated this year as the obligation deadline is December 31, 2024?
 - How is the city/county/state tracking the remaining funds to ensure they are used and not returned to Treasury?
 - *If SLFRF determinations are made through the budget:* Generally, when are the mid-year budget adjustments/amendments drawn up and presented? Will there be additional mid-year budget amendments obligating funds to new projects?
 - *If SLFRF determinations are made outside of the budget process:* Do funds get obligated on an ongoing/rolling basis or at regular intervals throughout the year?

- If correctly obligated funds are obligated to contracts that fall through or can't be completed, what is your back up plan to re-obligate funds?
 - Where do requests for proposals, contracts, and bids get posted?

Resources to have on hand:

- [SLFRF Final Rule FAQ](#)
- [SLFRF Best Practices Guide](#)