

American Recovery Plan Act (ARPA) Worksheet for Oklahoma Municipalities

*Note: This worksheet is intended to help verify the correct information. **You will still need to submit the application for ARPA funds through the online portal. You will receive an email with login information to access this online portal.** All fields are mandatory. Please ensure this worksheet is complete before logging on to the portal.*

Municipality name:

Taxpayer identification number:

DUNS number: If you do not know your municipalities DUNS number, you can look up a DUNS number at this link: <https://fedgov.dnb.com/webform/searchAction.do> (Your municipality must have a valid DUNS number to meet reporting requirements under ARPA. A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal money is allocated. Registering for a DUNS number is free of charge. If your municipality does not have a DUNS number, please visit <https://fedgov.dnb.com/webform/> or call 1-866-705-5711 to begin the registration process.)

Address:

Zip code:

City:

State:

Top-line budget total from the Pre COVID budget: (defined as your top- line budget total for the annual budget of the municipality, including its utility trust and/or other component units, and further including both operating and capital expenditure budgets, **in effect as of January 27, 2020**)

Authorized Representative Information

*Note- An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid. **It is strongly recommended that your municipality pass a resolution appointing a specific person to be the authorized representative to sign the award terms and conditions. Please consult your municipal attorney for further guidance.***

Name:

Title:

Telephone:

Email:

Contact Person Information.

Name:

Title:

Telephone:

Email:

Financial Institution Information

Name of Financial Institution:

Address of Financial Institution:

Zip code:

City:

State:

Phone number of Financial Institution:

Last Four numbers of your municipalities bank account number:

Attached Documents*Note: This document must be attached in the online portal.*

This document must accurately display the top- line budget total for the annual budget of the City, including its utility trust and/or other component units, and further including both operating and capital expenditure budgets, in effect as of January 27, 2020. " (or top-line expenditure total in exceptional cases in which the NEU does not adopt a formal budget) (The correct budget document is your PRE- COVID budget. This will most likely be your 2019-2020 budget, not the current budget or the FY 21 budget) (attached):	<input type="checkbox"/>
---	--------------------------

Signed Documents

*Note: These documents must be signed by the authorized representative through an electronic signature on the online portal. An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid. **It is strongly recommended that your municipality pass a resolution appointing a specific person to be the authorized representative to sign the award terms and conditions.** Please consult your municipal attorney for further guidance. **These signed documents must also be submitted again for the first report to the treasury. Click on the hyperlinked documents to view them.***

Award terms and conditions agreement (signed):	<input type="checkbox"/>
Assurances of compliance with Title VI of the Civil Rights Act of 1964 (signed):	<input type="checkbox"/>

Document Reviewed by Municipality

Compliance and Reporting Guidance:	<input type="checkbox"/>
--	--------------------------