



Monthly Report Form: August 2023: ARPA Funds through the Alabama Department of Finance

Planning for Grant Management, Monitoring, and Reporting

This month, meetings of the board of directors, the finance committee, and the ad hoc ARPA committee focused on the grant project. Discussions encompassed the roll-out timing, provisions of the subrecipient agreement, the impact of federal regulations, the applicability of environmental reviews, and internal controls.

Discussions were held with our auditors and our board treasurer. During a meeting with the Alabama Department of Finance, we were encouraged by the option of treating Habitat affiliates as the “contractors of record” in order to meet the “obligation” milestone.

Documents related to subgrant awards were created, including a three-year planning form that shows the sequencing of construction projects, a monthly report form that parallels the required quarterly report spreadsheets, and a draft memorandum of agreement between Alabama Habitat and local affiliates.

Activities to Support Local Habitat Subrecipients

A mandatory in-person meeting about grant reporting requirements was held with all local Habitat subrecipients on August 9th in Tuscaloosa. The afternoon began with a broad discussion during lunch. Presentations were given on the advocacy effort that led to the \$15 million grant award and on the subrecipient reporting requirements. An animated question-and-answer and brainstorming session identified multiple issues that need further clarification.

An initial discussion was held with two architecture professors from Auburn University about collaborating on program evaluation.

Preparation for Phase One Roll Out of Housing Grants

Six local Habitat affiliates were invited to participate in early pilot testing of the grant program and the draft compliance documents. These affiliates were selected based on strong leadership, readiness to launch grant-funded housing services, and experience with government funding.

| Habitat Affiliate | Scope of Work | Estimate |
|--|--|------------|
| Habitat for Humanity of Autauga and Chilton Counties | Construction: two homes in Prattville. | \$ 200,000 |
| Greater Birmingham Habitat for Humanity | Construction: two homes in Birmingham. | \$ 200,000 |
| Escambia County Habitat for Humanity | Construction: two homes in Atmore. | \$ 200,000 |
| Habitat for Humanity of Southwest Alabama | Downpayment assistance and construction for two families in Mobile | \$ 153,200 |
| Habitat for Humanity of Tuscaloosa | Downpayment assistance for two Tuscaloosa families. | \$ 50,000 |

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| Habitat for Humanity of the River Valley | Downpayment assistance for two families in Huntsville. | \$ 20,000 |
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Expenditures This Month

During August 2023, the only expenditures were for administrative costs as we prepare to launch the grant program. Emphasis was placed on planning activities, development of internal procedures, and meetings with the ARPA committee of our Board of Directors and with local Habitat subrecipients.

| Date | Notes | Subtotal |
|--------------------------------|---|--------------------|
| 7/5/23 | capital expense-pickup truck for affiliate visits and hauling of tools/supplies | \$41,000.00 |
| 7/31/23 | payroll/salary expenses for staff working on ARPA | \$11,932.08 |
| 8/9/23 | meeting expense-meal-grant admin training in Tuscaloosa | \$50.53 |
| 8/9/23 | meeting expense-meal-lunch for ARPA training attendees | \$561.80 |
| 8/9/23 | meeting expense-lodging-hotel for ED Brandon Dixon- ARPA training in Tuscaloosa | \$135.88 |
| 8/9/23 | meeting expense-milage-grant admin training in Tuscaloosa | \$206.98 |
| 8/11/23 | capital expense- laptop for ARPA bookkeeper | \$1358.68 |
| 8/13/23 | capital expense-laptop for ARPA project manager | \$1500.11 |
| 8/24/23 | meeting expense- lunch with ARPA project manager | \$26.88 |
| 8/30/23 | meeting expense- lunch with ARPA bookkeeper | \$38.96 |
| 8/31/23 | payroll/salary expenses for staff working on ARPA | \$11,932.08 |
| Expenditures this month | | \$68,743.98 |