ARPA Closeout Checklist

A Quick Readiness Checklist for Local Governments

The American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF) program is entering its final phase. Use this quick checklist to identify gaps, reduce compliance risk, and prepare for a successful Treasury closeout.

- **#1** All ARPA funds have been spent and documented
- **#2** Financial records reconcile with Treasury reporting
- **#3** Procurement and contract files are complete
- **#4** Subrecipient monitoring requirements are finished
- **#5** SAM.gov registration is active and current
- **#6** Treasury Portal contacts and permissions are updated
- **#7** Project outcomes and community impacts are documented
- **#8** Final reporting responsibilities have been assigned
- **#9** Audit and compliance files are organized
- **#10** Records retention plan is in place

Critical Dates

🗓️ **December 31, 2026 – All ARPA SLFRF funds must be fully expended**

🗓️ **April 30, 2027 – Final Project & Expenditure Report due**

🗓️ **5 Years After Closeout – Maintain all grant records**

GrantWorks Can Help!

- ✓ ARPA Compliance Reviews
- ✓ Expenditure Reconciliation
- ✓ Treasury Reporting Support
- ✓ Sub-recipient Monitoring
- ✓ Audit Readiness Assessments
- ✓ Final Closeout Documentation

Free ARPA Closeout Consultation

Don't wait until the final reporting deadline. **Contact GrantWorks today to schedule an ARPA Closeout Readiness Review.**

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