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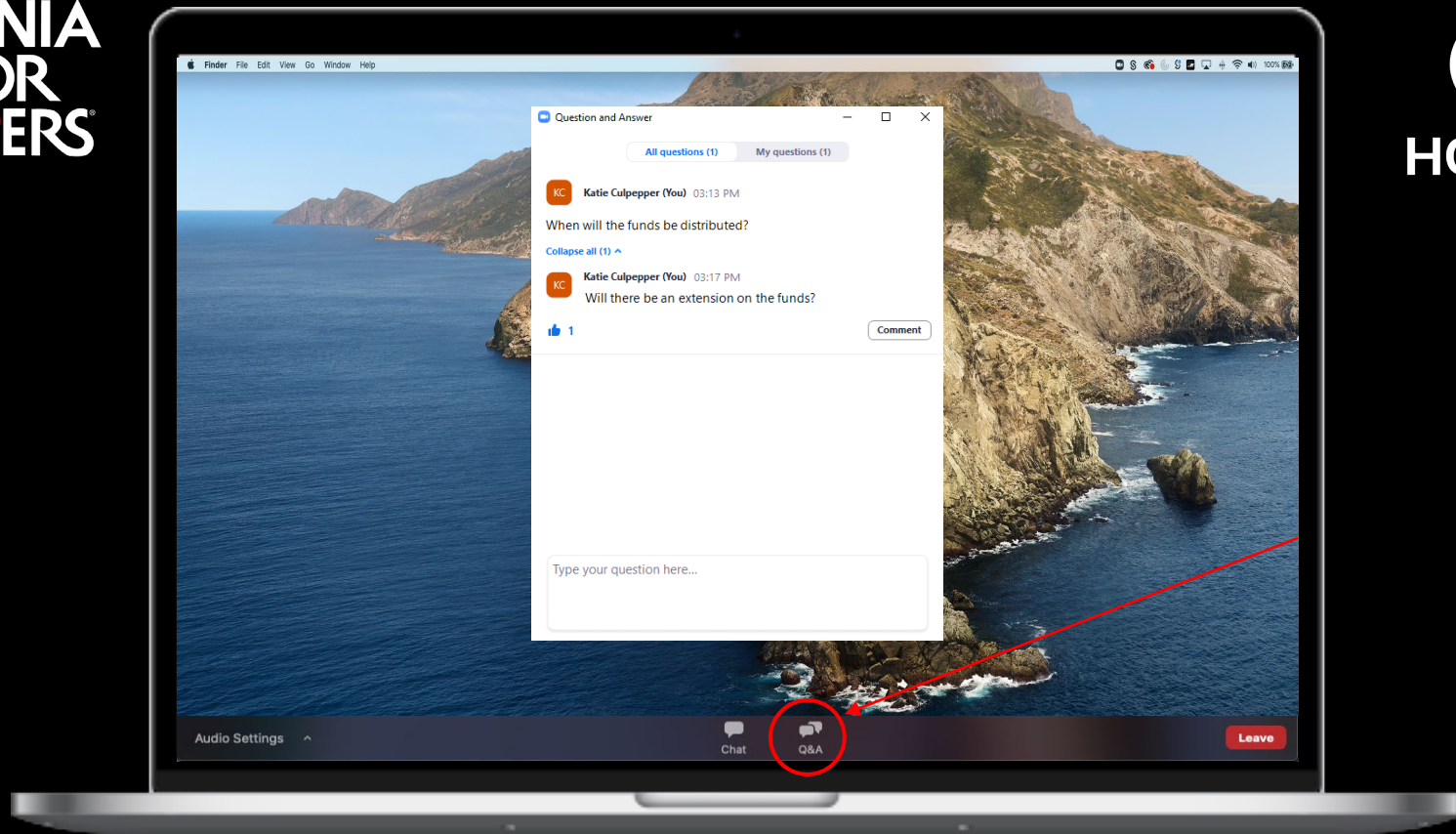
ARPA Tourism Recovery Program
Expense Report Submission

April 13, 2023

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Agenda for Today

- Introductions
- General Information and Overview
- Timeline and Deadlines
- Landing Page, Portal Information and Updates
- Expense Submission Information
- Q&A

ARPA Tourism Recovery Program
Overview:

Key aspects of program:
- Virginia legislature allocated funding to VTC to provide to all 133 counties and independent cities in Virginia. 132 of the 133 counties and independent cities are participating in the ARPA program.
- Purpose is to increase visitor engagement and thereby assist with the recovery of Virginia's tourism industry
- Funds will require submission and approval of a spending plan by each locality. Localities are encouraged to work with associated DMOs to use the funds.
- Funds are being disbursed 50% upon approval of a spending plan, and 50% on a reimbursement basis, once advanced funds are exhausted and documented.

ARPA Tourism Recovery Program

Key Deadlines:

Date	Milestone/Deadline
October 29, 2021	Portal Open (training webinar required for access)
December 31, 2021	Deadline for Plan Submission in order to receive Advanced Funds in January 2022 (subject to plan approval)
January 2022	First funds advanced to localities (subject to approval of plans submitted on or before Dec 31, 2021)
December 31, 2022	Final deadline for Spending Plan submission
December 31, 2023	Final deadline to obligate funds
June 30, 2024	Final deadline for period of performance—must complete expenditures and receive all goods and services
July 31, 2024	Final deadline to submit expense documentation
December 31, 2024	Federal Deadline for Virginia to complete funding

ARPA Tourism Recovery Program

Landing Page, Portal Information and Updates

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ARPATourism Recovery Program
Landing Page and Portal:

ARPA Tourism Recovery Program
Landing Page and Portal:

Landing page location: https://vatc.org/arpa/

Key Information found on Landing Page:
- Program Guidelines, FAQs, and related documentation
  - Check regularly for updates to FAQ's last updated 02/28/2023
- Marketing Resources and Guides
- Link to a recordings and slides for all webinars (including this one)
- Allocation information
- Link to Portal for plan submission and expense documentation
  - Expense Report Guide uploaded to the VTC website 03/10/2023
- Link to support email address (support@vatourismarpa.com)
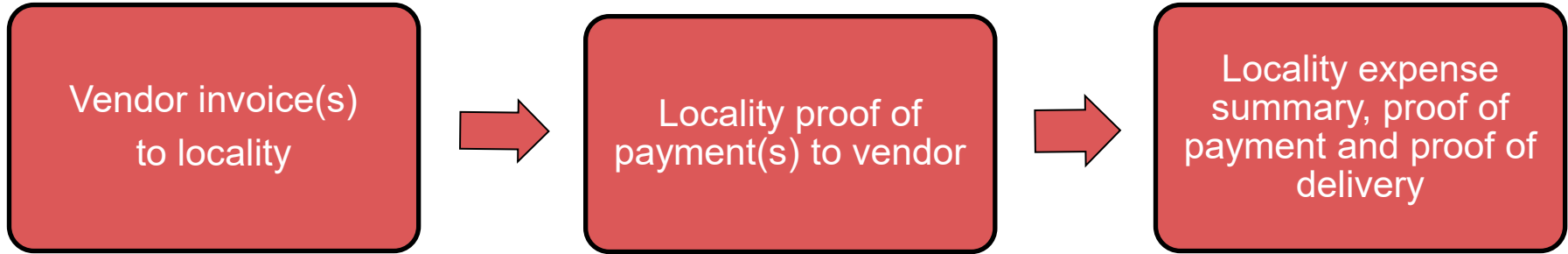
ARPATourism Recovery Program
Expense Report Submission information:

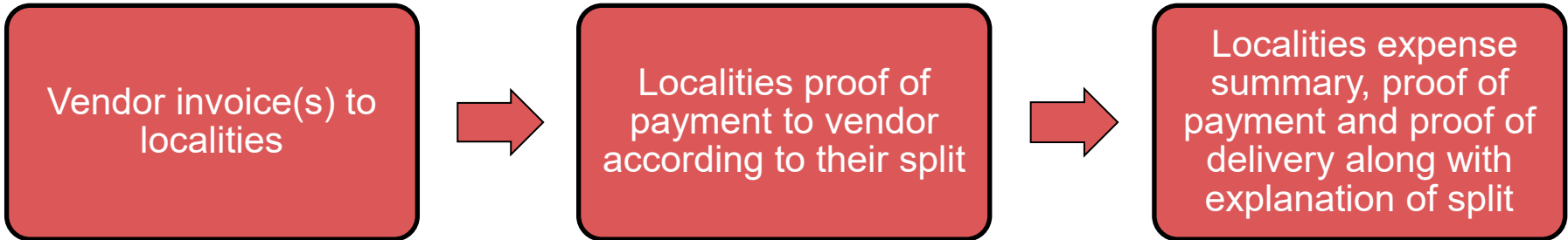Key Information regarding the Expense Submission:

- Expense submission is required for all expenses – including advanced funds.
    - Federal requirement for specific expense documentation – subject to audits
- Expense requests will generally be submitted in the portal either quarterly, or when the minimum amount of expenses is reached, whichever is later.
    - Expense request minimum amount – $5k
- Expense requests require several items to be approved for payment:
    - Expenses must mirror approved spending plan – material changes require prior approval
    - Documentation that items and services were received or delivered (within the program time period) – shipping receipts, invoices logs, etc.
    - Proof that items and services were paid for (within the program time period)

ARPATourism Recovery Program
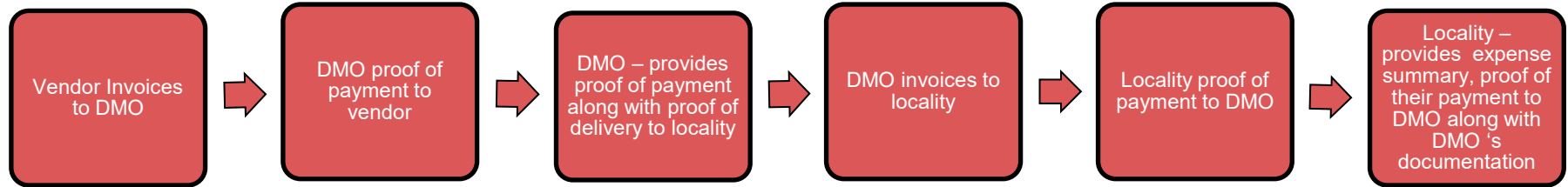
Proof of Payment Documentation for individual locality

| Vendor invoice(s) to locality | → | Locality proof of payment(s) to vendor | → | Locality expense summary, proof of payment and proof of delivery |

Proof of Payment Documentation for localities collaborating with each other (no DMO included)

| Vendor invoice(s) to localities | → | Localities proof of payment to vendor according to their split | → | Localities expense summary, proof of payment and proof of delivery along with explanation of split |

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Proof of Payment Documentation for localities collaborating with DMO

Vendor Invoices to DMO	DMO proof of payment to vendor	DMO – provides proof of payment along with proof of delivery to locality	DMO invoices to locality	Locality proof of payment to DMO	Locality – provides expense summary, proof of their payment to DMO along with DMO 's documentation

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Documentation Requirements

Required Expenditure Documentation:

Description of expense

- What was purchased
- Vendor Name
- Whether the expense involved a contract, sub-award, or grant over $50k
- Date of purchase
- Date of delivery
- Expense Summary – showing the breakdown of the categories

ARPATourism Recovery Program
Expense Submission

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Complete all required information on the expense report.

- **Payment date** (date payment for expenses was issued) If payments were disbursed on multiple dates, it should be the *last* date of payment submitted.
- **Date(s) of service** for expenditures on the expense report.
  - The start date and end date of all invoices that you are uploading

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Expense Information (Enter the amount associated with each activities category.)
The amounts in each category should mirror the approved spending plan. If the category amounts change by $10k or more, please submit a revised spending plan BEFORE submitting the expense report. If the changes to each category are under $10k, please submit a revised spending plan BEFORE submitting the final expense report.

- Paid Media
- Public Relations
- Marketing Production
- Sales
- Tourism Development

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Proof of Delivery Proof of Delivery is a receipt that confirms the recipient actually receives the goods promised by the sender. (Pod and ePod). A Proof of Delivery (POD) or Electronic Proof of Delivery is a document that should contain the delivery information, the recipient's name, the tracking number, an image of the recipient's signature, and the printed name and address

Examples of Proof of Delivery

- Delivery receipts
- Invoices
- Shipping Statements
- Statements indicating the goods or services were completed
- Certifications of delivery
- Completion of services, etc.

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Proof of Payment with an Expense Summary must include proof that locality paid the vendor or DMO.

- Localities are required to upload the "Expense Summary" with each expense submitted. By uploading this with your documents, it assists us with the review process.
    - An Expense Summary is a detailed index or summary of expenses that directly reflects the approved Spending Plan line items in the Budget Breakdown. (We can provide a template upon request.)

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- Expense Summary Template

				Paid Media	Public Relations	Marketing Production	Sales	Tourism Product Development
Locality Name								
Expense Report #								
Payment Date	**Invoice Number**	**Expense Description**		**Paid Media**	**Public Relations**	**Marketing Production**	**Sales**	**Tourism Product Development**

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- Proof of Payment Examples:
    - Canceled check copies
    - Check stubs (showing payment, vendor name and payee)
    - IET Wire Confirmation copies
    - credit card receipts
    - Bank statements
    - Credit card statements

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- **Important Notes regarding Proof of Payment**
  - Proof of Payment submitted includes additional funding.
    - A statement is needed to explain what other funding is being used.
      - No other federal funds can be matched with ARPA funding.
      - There will also be a requirement to provide additional documentation that shows each of the expenses that added up to the full payment, such as:
        - Individual invoices, including those that are not related to ARPA
        - A statement to explain that these other invoices were not for ARPA related activities.

        Example: The locality has an ARPA allocation of $30k, but you provide a cancelled check and an invoice for $35k. The locality will need to supply a statement explaining the source of the extra $5k in funds.