STAFF ROLES FOR ARPA ADMINISTRATION IN THE COUNTY OF SONOMA

Human Services Department

1) 1.0 FTE in PREE[1]: **Program Planning & Evaluation Analyst**
   a) Manage the NOFA process related to programming and RBA (NOFA implementation year one and year two contract renewals based on previous year outcomes)
   b) Contract Manager for ARPA (oversee contract development process, develop amendments when needed, quarterly check-in and monitoring and manage invoicing.)
   c) Develop and implement RBA plan for ARPA (Within first two months of each contract develop RBA plan for each contract. This includes meeting with contractor to develop performance measures and convene the community to set ARPA indicators and results.)
   d) Manage the RBA Reporting process (quarterly data collection, Turn the Curve meetings and training)
   e) Capacity building and training related to RBA/Monitoring/Data Collection (build curriculum for initial multi-day RBA trainings for providers, build curricula for ongoing trainings to support new staff and skill expansion to be offered throughout ARPA timeline, host trainings and field 1:1 post-training technical support for grantees)
   f) Manage Public Facing Dashboard (Includes initial build out and ongoing quarterly updates with quantitative PM data and qualitative turn the curve information)
   g) Manage data collection system - Upstream Shared Outcomes System (manage build out of system in partnership with Upstream Shared Outcome System Manager - Holly White-Wolfe - and ongoing system updates)
   h) Develop customized reports from the Upstream Shared Measurement System as requested for federal reporting, OoE and Board of Supervisors (as needed)
   i) Develop and document a standardized process for a community driven anti-racist RBA training, adoption and implementation.
2) 1.0 FTE in PREE: **Administrative Aide**
   a) Coordinate communications with CBO's (e.g. reminders for report, invoice due dates, etc.)
   b) Support training related to RBA and other data development, collection, and visualization trainings
   c) Coordinate calendars and meeting schedules for learning cohorts, contract reviews, contract negotiations, Upstream meetings (Turn the Curve monitoring).
   d) Communication material development, design, and translation
   e) Support CBOs through process of completing quarterly RBA reports, pull data from Apricot to Scorecard

[1] PREE: Planning, Research, Evaluation & Engagement.

f) Support creation and maintenance of documentation to standardize anti-racist, community driven RBA process
g) Admin Support for ARPA Contracts monitoring
h) Admin support to develop customized reports

3) 1.0 FTE in CPO[2]: **Program Planning & Evaluation Analyst**
   a) Provide administrative support to ARPA procurement process.
   b) Oversee the contracting process from drafting to execution (30-contract capacity.)
   c) Prepare quarterly report on subrecipient running balances (up to 50-vendor caseload).
   d) Quarterly compliance review w/ Assigned Internal Auditor
   e) Quarterly approval of budget modifications--reclassification of appropriations.
   f) Monthly, review reimbursement claims from ARPA-Subrecipients and monitor for Federal compliance.
   g) Monthly, reconcile reimbursement claims from ARPA-Subrecipients between OpenGov and EFS.
   h) Provide analysis to HSD FinBranch management on the reconciliation of expense claims between OpenGov and EFS.
4) 1.0 FTE in CPO: **Administrative Aide**
   a) Provide Administrative Support to ARPA procurement process.
   b) Process the drafting, review, and execution of CPO contracts (30 contract capacity.)
   c) Annual coordination of Single Audit requirements of ARPA Subrecipients: manage the document deliverables for audit requests. (Need additional FTE if more than 30 subrecipients.)
   d) Quarterly generation of Reports for U.S. Treasury compliance.
   e) Monthly generation of fund draw down summaries (up to 30 vendors-caseloads).
   f) Monthly, review reimbursement claims from ARPA-Subrecipients and verify for completeness
   g) Monthly, input reimbursement claims from ARPA-Subrecipients as Vouchers into EFS.

Office of Equity Department

5) 1.0 FTE: **Department Analyst for Community Engagement**
   a) Build relationships with community members and create awareness about the distribution of ARPA funds.
   b) Gather, validate, compile, manage, and analyze community input to bring their perspectives into the distribution process of ARPA Funds.
   c) Ensure that agendas and meeting spaces held by the County are culturally responsive to community members.
   d) Share consistent and relevant updates related to ARPA among County departments, community, and external partners.
   e) "Hold culturally responsive meetings to inform CBOs on approved ARPA funding priority areas and NOFA availability."

[2] CPO: Contracts & Procurement Office

f) Leverage connections with community members to gather qualitative data relating to service gaps, community assets, and unmet needs to help inform and support the Equity Data Analyst's work.
g) Ensure the community engagement process for the Portrait of Sonoma aligns with the ARPA community engagement process and informs ARPA performance metrics.
h) Invite community members to create a diverse NOFA review committee that reflects local communities.
i) "Support the management of the ARPA NOFA process:
j) Creation of a diverse NOFA review committee that reflects local communities,
k) Support the creation of a review committee orientation to ensure a shared understanding of disproportionately affected communities,
l) Analyze review committee proposal scoring and present recommendations to BOS for funding distribution to specific projects that address community needs.
m) Ensure that the dashboard is accessible to community members."

6) 1.0 FTE: **Department Analyst for Data Analysis**
a) Compile and analyze qualitative data from Community Engagement Analyst to inform performance measures as part of the Anti-racist RBA process.
b) "Support changes in data and demographic collection and analysis:
c) Enhance data collection processes through centering racial equity,
d) Identify areas where data disaggregation can better reflect Sonoma County communities,
e) Monitor data collection process with Upstream Team."
f) "Support the management of the ARPA NOFA process:
g) Creation of a diverse NOFA review committee that reflects local communities,
h) Support the creation of a review committee orientation to ensure shared understanding of disproportionately affected communities,
i) Analyze review committee proposal scoring and present recommendations to BOS for funding distribution to specific projects that address community needs."
j) Develop and lead adoption of anti-racist Results-Based Accountability (RBA) metrics throughout ARPA funding process.
k) Develop and implement Anti-Racist RBA plan for ARPA contracts (Within first two months of each contract develop anti-racist RBA plan for each contract. This includes meeting with contractor to develop performance measures and convene the CBOs to set ARPA indicators and results.)
l) "Manage the Anti-Racist RBA Reporting process with Upstream Team:
m) Capacity building and training related to Anti-Racist RBA/Monitoring/Data Collection for grantees,
n) Build curriculum for initial multi-day anti-racist RBA trainings for grantees,
o) Host trainings and deliver 1:1 post-training technical support for grantees,
p) Support with quarterly reporting and monitoring process for grantees."
q) Support management of Public Facing Dashboard (Includes initial build out and ongoing quarterly updates with quantitative and qualitative equitable performance metrics data)
r) Manage data collection system with Upstream Team (manage build out of system, identify data markers for collection)