

CDPH/CHVP MIECHV ARP Round 1 LIA Checklist

Once the ARP Scope of Work (SOW) and budget completed, review this checklist for additional requirements. For questions contact: CHVP-ARP@cdph.ca.gov

ARP Round 1 funding must be spent by September 30, 2023.

Task	Completed	Comments
<p>1. Review the CHVP ARP Category Budget Breakdown PDF. DO NOT SUBMIT the PDF.</p> <ul style="list-style-type: none"> a. Have your completed SOW and budget at hand. It is recommended that the PDF version is used to draft responses. b. Amounts, justifications, and spending categories provided in the ARP Category Budget Breakdown cannot be changed and will be used to track LIA spending quarterly. c. A link will be emailed to the LIA ARP contact for completion. d. LIAs must submit the CHVP ARP Category Budget Breakdown 10 days after their grant execution. 	<input type="checkbox"/>	
<p>2. If your LIA is spending funds in emergency supplies, review the Diaper Bank Coordination Procedure for contact information and suggested procedures to follow.</p> <ul style="list-style-type: none"> a. All LIAs using funds in emergency supplies must attempt to coordinate with diaper banks prior to purchasing supplies. b. Effort to coordinate with diaper banks must be documented. Any barriers and challenges to coordinating with diaper bank must be reported to CDPH/CHVP quarterly. 	<input type="checkbox"/>	
<p>3. If your LIA is spending funds in Gift Cards, Prepaid Grocery Cards, or Gas Cards review the ARP Gift Card Attestation and updated it with your LIAs information.</p> <ul style="list-style-type: none"> a. Attestations must be attained from all MIEHCHV-enrolled families receiving a gift card, prepaid grocery card, or gas card. b. Attestations must be kept by the LIA for tracking purposes in accordance to their internal Policies and Procedures. c. DO NOT SUBMIT completed attestations to CDPH/CHVP. 	<input type="checkbox"/>	
<p>4. Visit your SharePoint ARP folder for additional guidance and resources. If you do not have access, please contact CHVP-ARP@cdph.ca.gov.</p>	<input type="checkbox"/>	