

2023 ARPA SLFRF Reporting for NEU Cities

Annual Project and Expenditure Report in the Treasury Portal



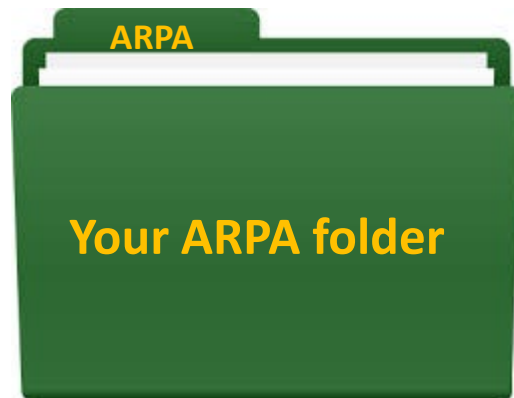
If you have not created a Login.gov account, stop here. Return to this document after you have completed this essential task.

To create a Login.gov account:

<https://login.gov/create-an-account/>

If you have not created an ARPA file for your city, now is the time to take this step.

This folder should include a printout of your 2022 ARPA report that will help you as a guide to report for 2023.



Step 1: Designating Roles

Treasury Compliance Portal Designating Roles

Treasury's Compliance Portal: <https://portal.treasury.gov/compliance>

BEFORE completing your Project and Expenditure Report, you must have already:

- Logged into Treasury's Portal using your Login.gov account. If you don't have one, then [create one](#).
- Designate your key roles ([Account Administrator](#), [Point of Contact for Reporting](#), and [Authorized Representative for Reporting](#) – it is important that you understand the capabilities and responsibilities of each role)

Special thanks to the Vermont League of Cities and Towns the Arkansas League of Municipalities who developed and informed many of the slides that follow; and to Floyd Jones, Town Clerk, Town of Sharpsburg, Georgia, who generously shared his time, patience, and portal screens, with GMA to use in the materials that follow.

To designate roles, select the “hamburger” (menu) icon at the top of the page.

Click here



State, Local and Tribal Support
Compliance

- Introduction
- Compliance Reports

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

Compliance Process

You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) – save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Compliance Reports” using the navigation to the left of the page. This will bring you to your list of compliance reports, click “Provide Information” to continue the process.

State and Local Fiscal Recovery Funds (SLFRF)

\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

Emergency Rental Assistance (ERA)

\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.


Homeowner Assistance Fund (HAF)

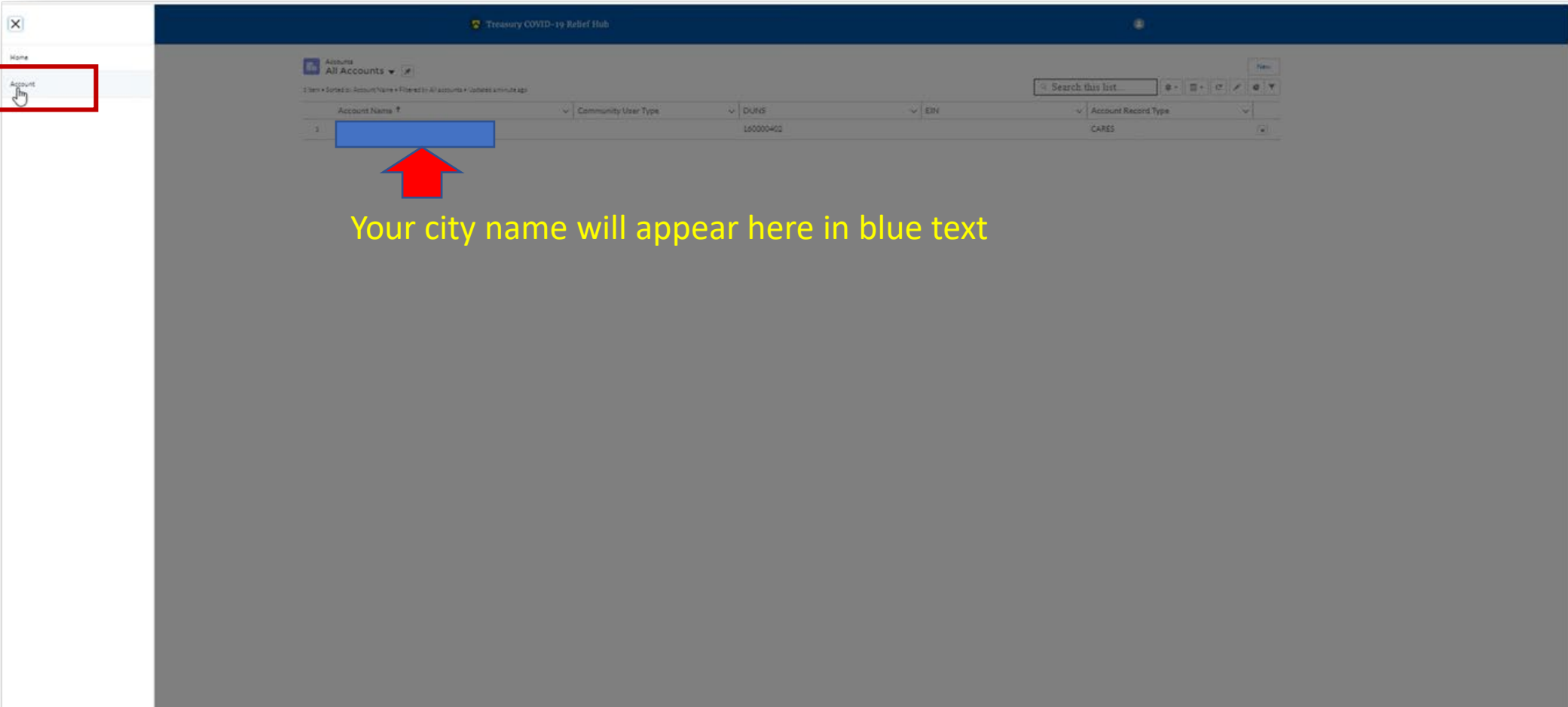
Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country’s most vulnerable homeowners.

Ready to get started? Click “Go to your reports” below.

Help/Co
For assistar
and other q
Covid Relie

After clicking the “hamburger” icon, select “**Account**” from the sidebar menu.

Click here 



Account Name	Community User Type	DUNS	EIN	Account Record Type
[Redacted]		160000402		CARES

Your city name will appear here in blue text

Your entity should appear under “**Account Name.**” Select it.

Accounts
All Accounts

1 item • Sorted by Account Name • Filtered by All accounts • Updated a few seconds ago

Search this list...

Account Name	Community User Type	DUNS	EIN	Account Record Type
[Redacted]		560000402		CARES

Click here

Your city name will appear here in blue text

Select “**Certification**” from the sidebar menu.

If you are the [Account Administrator](#), enter your name in the box provided and select “**Submit.**”

Click here →

The screenshot shows the Treasury COVID-19 Relief Hub interface. On the left sidebar, the 'Certification' link is highlighted with a red box. The main content area is titled 'Official Certification of Authorization' and contains a certification statement, a signature field with 'Penny Jones' entered, and a 'Submit' button. A red box highlights the 'Submit' button, with an arrow pointing to it from the text 'Click here'.

Click here →

After certifying, select “**Designation Form**” from the sidebar menu. On this page, you will be able to assign the three roles: [Account Administrator](#), [Authorized Representative for Reporting](#) and [Point of Contact for Reporting](#).

TIP: GMA encourages every city to assign 2-3 city officials to each user role. Be sure to save the list of individuals assigned to user roles, including name, title, phone, and email, in your city’s ARPA folder.

Click here



Introduction

Certification

Designation Form

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

Title: [Redacted]

First Name: Sara

Middle Name: [Redacted]

Last Name: [Redacted]

Suffix: [Redacted]

Phone: [Redacted]

Email: [Redacted]@org

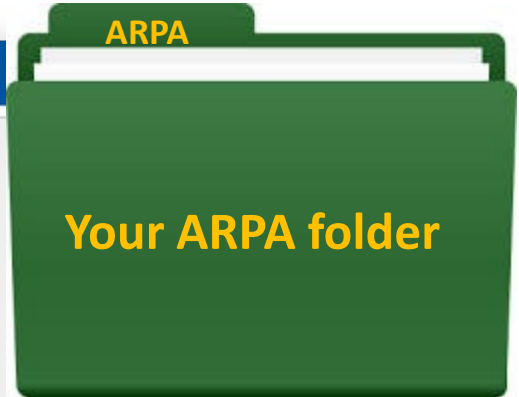
Name of Entity/Organization: [Redacted]

Program-Roles

- SLFRF - Point of Contact for Reporting
- SLFRF - Account Administrator
- SLFRF - Authorized Representative for Reporting

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit

Go back to Introduction



Click “Complete”
after each entry



Once you have completed designating roles* to all the appropriate people, select **“Go Back to the Introduction.”** If you go in and edit yourself, be sure that the **“Account Administrator”** role also moves over.

Introduction

Certification

Designation Form

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

First Name: [Text Field]

Middle Name: [Text Field]

Last Name: [Text Field]

Suffix: [Text Field]

Title: [Text Field]

Phone: [Text Field]

Email: [Text Field]

Name of Entity/Organization: [Text Field]

Program-Roles

- SLFRF - Account Administrator
- SLFRF - Point of Contact for Reporting
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	SLFRF - Account Administrator:SLFRF - Authorized Representative	Edit
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	SLFRF - Account Administrator:SLFRF - Authorized Representative	Edit

Click here → **Go back to introduction**

* There is system latency in the portal. If you do not immediately see new roles showing, refresh your screen and they should appear.

Problems Designating Roles?

- You will need to submit a help ticket to Treasury at: slfrf@treasury.gov and COVIDReliefITSupport@treasury.gov
- Include the following in the body of your email to Treasury:
 - City of _____, Georgia
 - UEI number _____
 - Federal Tax Identification Number _____

“Hello Treasury, I am the (Mayor, City clerk, etc.) for the City of _____, Georgia

(Sample detailed description of problem you need help with):

The email you have for the City’s Account Administrator is mayor@_____.com. We are unable to access Treasury’s reporting portal using this account. Please reset our Account Administrator as indicated below ASAP so we can make our ARPA filing by 4/30/2023 as required. The individual below is currently registered in [Login.gov](https://www.login.gov) and will need to be set as Account Administrator.

name: _____

title: _____

email: _____”

GMA Tip: Treasury needs as much detail as possible to find you in their system. They do not know Jackson, Georgia from Jackson, Mississippi. Be sure to provide your identifying numbers and let them know you’re from Georgia!

OPENING NOTES from GMA:

GMA urges all NEU cities to report ARPA obligations and expenditures using the Revenue Replacement Expenditure Category 6.1, regardless of how you are using your funds. By selecting this option, you DO NOT have to submit subrecipient data or bulk uploads.

Whether or not you have expenses/ obligations to report this year, GMA urges all NEU cities to select the Standard Allowance for Revenue Replacement for the full amount of your award. This allows maximum flexibility for uses of funds and reporting.

Treasury's Compliance Portal

2023 Project and Expenditure Report

For **No ARPA Funds Expended**

April 1, 2022 – March 31, 2023

Treasury's Compliance Portal: <https://portal.treasury.gov/compliance>

Select “Compliance Reports” from the sidebar menu or click “Go to My Reports” in the lower part of the page.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a blue header with a menu icon and the text "Treasury COVID-19 Relief Hub". Below the header, on the left, is a sidebar menu with a blue box containing the Treasury logo and the text "State, Local and Tribal Support Compliance". The "Compliance Reports" option in the sidebar is highlighted with a red box, and a red arrow points to it with the text "Click here". The main content area features a welcome message: "Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan." Below this is a "Compliance Process" section with an "Introduction" sub-section. Further down, there are sections for "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)". At the bottom, a button labeled "Go to your reports" is highlighted with a red box, and a red arrow points to it with the text "Or click here". On the right side, there is a "Legend" section with icons for "Provide Information", "View", "Download", and "Request Extension".

You will arrive at the “**My Compliance Reports**” page.

Look for the “**SLFRF Compliance Reports**” section.

You will see a Project and Expenditure Report for 2023 with a Status of “**Draft.**” Next to it is a blue pencil icon – click it.

Treasury COVID-19 Relief Hub

My compliance reports

SLFRF compliance reports

Search:

Records per page: 10 Page: 1 of 1

	Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1	NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2	AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Draft		
3	AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

SLFRF Information and/or Document Requests

You have no IDR Forms

Compliance

Introduction

Compliance Reports

Help

For assistance on your submission and other questions, contact Covid IT Relief Support

Legend

- Provide Information
- View
- Download
- Request Extension

You will arrive at the “**Introduction and Bulk Upload Templates**” page.

From the sidebar menu, find “**Recipient Profile**” and select it.

Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds received to date) at the bottom under “**Allocation Amount.**”

The screenshot displays the Treasury COVID-19 Relief Hub interface. The top navigation bar includes a hamburger menu, the Treasury logo, and the text "Treasury COVID-19 Relief Hub". The left sidebar menu contains the following items: "State, Local and Tribal Support SLFRF Compliance", "Introduction/Bulk Templates", "Recipient Profile" (highlighted with a red box and a red arrow pointing to it with the text "Click here"), "Project Overview", "Recipient Specific", and "Certification". The main content area is titled "Introduction and Bulk Upload Templates" and contains the following text: "SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections." and "Use the following link to access the 'User Guide' for a reference." Below this is a "User Guide" link. The "Bulk Uploads" section states: "SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following five (5) components allow the bulk upload process:" followed by a list: "Project", "Subrecipient/Beneficiary/Contractor", "Subaward/Direct Payment", "Expenditure", and "Tax Offset Provision". The "Expenditure Category Requirements and Bulk File Upload" section states: "Expenditure Categories must be used to categorize each project as noted in the Reporting Guidance. Certain Expenditure Categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each Expenditure Category is aligned to a unique bulk file upload template. You". On the right side, a red-bordered box highlights a "Draft" report form titled "Report Information". The form contains the following fields: "Report Name" (redacted with a blue bar), "Report Type" (Project and Expenditure Report), "Report Period" (Annual March 2022), "Reporting Period Start Date" (3/3/2021), "Reporting Period End Date" (3/31/2022), "Submission Deadline" (4/30/2022 11:59 PM), and "Allocated Amount" (redacted with a blue bar).

You will arrive at the “**Recipient Profile**” page.

Review the “**Recipient Information**” section to ensure it contains the correct information and then enter the required fields.

Click “**Save**” when done and then select “**Project Overview**” from the sidebar menu.

Recipient Profile

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

Recipient Information

UEI#	123456789000	Address#	PO Box 331
TIN#		Address 2#	111
Legal Entity Name#	NLC External Testers	Address 3#	111
Type#	Metro City or County	City#	Kotzebue
FAIN#	2222222	State/Territory#	AK
CFDA No.#	111111	Zip#	99752
Fiscal Year End Date	<input type="text"/>	Zip+4#	2222
		Reporting Tier#	Tier 5: Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding

* Is the Recipient Registered in SAM.Gov?

Point of Contact List

Name	Title	Phone	Email	Roles
1. Michael Gleason	External Testers	(111) 222-0333	<input type="text"/>	SLFRF - Account Administrator; SLFRF - Point of Contact for Reporting; SLFRF - Point of Contact for Reporting; Authorized Representative
2. Michael Wallace	External Testers	(111) 222-0333	<input type="text"/>	SLFRF - Account Administrator; SLFRF - Point of Contact for Reporting; SLFRF - Point of Contact for Reporting; Authorized Representative

Record Details

- Status: Submitted
- Report Name: NLC External Testing
- Report Type: Project and Expenditure Report
- Report Period: Quarter 1 2022 (January-March)
- Reporting Period Start Date: 1/1/2022
- Reporting Period End Date: 3/31/2022
- Submission Deadline: 2/31/2022 12:00 PM
- Allocated Amount: \$0,000,000.00

You will arrive at the “**Recipient Profile**” page. Review the “**Recipient Information**” section to ensure it contains the correct information and then enter the required fields. Click “**Save**” when done and then select “**Project Overview**” from the sidebar menu.

The screenshot shows the 'Recipient Profile' page in the Treasury COVID-19 Relief Hub. The page is titled 'Recipient Profile' and includes a sub-header: 'Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.' The main content area is divided into 'Recipient Information' and 'Report Information'.

Recipient Information

UEI	Address	PO Box 85
TIN	Address 2	
Legal Entity Name	Address 3	
Type	City	
FAIN	State/Territory	
CFDA No.	Zip5	
Fiscal Year End Date	Zip+4	0000
	Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding

Report Information (Draft)

Report Name	
Report Type	Project and Expenditure Report
Report Period	Annual March 2022
Reporting Period Start Date	3/3/2021
Reporting Period End Date	3/31/2022
Submission Deadline	4/30/2022 11:59 PM
Allocated Amount	

Annotations:

- A red arrow points from the text "After saving click here" to the "Project Overview" link in the sidebar menu.
- A red arrow points from the text "Enter the fiscal year end date for your jurisdiction" to the "Fiscal Year End Date" input field.
- A red arrow points from the text "Click here when done" to the "Save" button.

On the “**Project Overview**” page, you will find the “**No Projects Verification**” section. It contains the question “**Does your jurisdiction have projects to report as of this reporting period?**” Select “**My jurisdiction does NOT have projects to report,**” provide a written explanation (sample language below), hit “**Save**” and select “**Recipient Specific**” from the sidebar menu.

The screenshot shows the 'Project Overview' page in the Treasury COVID-19 Relief Hub. The page has a blue header with the Treasury logo and 'Treasury COVID-19 Relief Hub'. Below the header is a navigation bar with four tabs: 'Add Projects' (active), 'Add Subrecipients/Beneficiaries/Contractors', 'Add Subawards/Direct Payments', and 'Add Expenditure(s)'. On the left is a sidebar menu with the following items: 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview' (highlighted), 'Subrecipients/Beneficiaries/Contractors', 'Subawards/Direct Payments', 'Expenditures', and 'Certification'. The main content area is titled 'Project Overview' and contains several paragraphs of text. At the bottom of the page is a light blue box titled 'No Projects Verification' containing a dropdown menu, a text input field, and a 'Save' button. Red arrows and boxes highlight specific elements: 'Recipient Specific' in the sidebar, the dropdown menu, the text input field, and the 'Save' button.

After saving click here → **Recipient Specific**

Select that you have no projects to report → **My jurisdiction does NOT have projects to report**

Sample language → **We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified yet.**

Don't forget to click here → **Save**

On the “Revenue Replacement” page in the “Revenue Replacement Key Inputs” section, follow the steps in **RED** below:

The screenshot shows the 'Revenue Replacement' page in the Treasury COVID-19 Relief Hub. The page is divided into several sections: a left sidebar with navigation options, a main content area with instructions, and a right sidebar with report details. The 'Revenue Replacement Key Inputs' section is highlighted with a light blue background and contains several form fields. Red arrows and text annotations point to specific fields: 'Select "YES"' points to the dropdown for 'Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?'; 'Enter the allocated amount of your ARPA award' points to the text input field for 'Revenue Loss Due to Covid-19 Public Health Emergency'; 'Select "NO"' points to the dropdown for 'Were Fiscal Recovery Funds used to make a deposit into a pension fund?'; and 'Enter a brief 2-3 sentence explanation of how funds will be used.' points to the text area for 'Please provide an explanation of how revenue replacement funds were allocated to government services'. The right sidebar shows 'Record Details' with 'Allocated Amount' circled in red and set to '\$8,000,000.00'. The top navigation bar includes a menu icon, the 'Treasury COVID-19 Relief Hub' logo, and notification icons.

Revenue Replacement

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, "Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?" you will be asked conditional questions.

Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your "Revenue loss due to COVID-19 Public Health Emergency" using your fiscal year, you may do so by completing the "Fiscal Year End Date" field and entering your revenue loss in the same "Revenue loss due to COVID-19 Public Health Emergency" field.

If that situation applies to you, please make clear in the "Provide an explanation..." text box that you are using fiscal year for your calculation.

Revenue Replacement Key Inputs

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?
Yes

Select "YES"

If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.

If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.

Revenue Loss Due to Covid-19 Public Health Emergency
\$8,000,000.00

Enter the allocated amount of your ARPA award

Were Fiscal Recovery Funds used to make a deposit into a pension fund?
No

Select "NO"

Please provide an explanation of how revenue replacement funds were allocated to government services
xxxxxx

Enter a brief 2-3 sentence explanation of how funds will be used.

Record Details

Allocated Amount
\$8,000,000.00

Project Overview Next

You will arrive at the “**Certification**” page.

It should show zero (0) projects under “Complete” and zero (0) projects under “Incomplete.” It contains pre-populated information for whoever was designated to the role of “[Authorized Representative for Reporting](#).”

If this is not you, then you will not be able to “**Certify and Submit**.” Only the [Authorized Representative for Reporting](#) can do this.

Treasury COVID-19 Relief Hub

State, Local and Tribal Support SLFRF Compliance

- Introduction/Bulk Templates
- Recipients Profile
- Project Overview
- Recipient Specific
- Certification**

Certification

Review

Total Obligations: \$50,000.00 Total Expenditures: \$25,000.00

Total Number of Projects: 1
Total Number of Subawards: 0
Total Number of Expenditures: 0

Project Overview Status

	Project Status	Obligation Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

Name of Submitted User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Michael Gleeson Telephone: (111) 222-3333
Title: External Testers Email: [REDACTED]

Help

- Legend
- Record Details
 - Status: Submitted
 - Report Name: NLC External Testing
 - Report Type: Project and Expenditure Report
 - Report Period: Quarter 1 2023 (January-March)
 - Reporting Period Start Date: 1/1/2023
 - Reporting Period End Date: 3/31/2023
 - Submission Deadline: 3/31/2023 12:00 PM
 - Allocated Amount: \$8,000,000.00

If you were designated for the role of “[Authorized Representative for Reporting](#)”, then you will receive this message after hitting the “**Certify and Submit**” button.

If you are ready to submit, then select the “**Submit**” button

Project Overview

Total Number of Expenditures: 0

Project Overview Status

	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
Incomplete	0	0	0

Annual March 2022

Reporting Period Start Date
3/3/2021

Reporting Period End Date
3/31/2022

Submission Deadline
4/30/2022 11:59 PM

Allocated Amount

Certification

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise. (Including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the

Are you sure you want to submit?

If you are sure, then click “**Submit**”

Cancel **Submit**

Name of Current Login User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

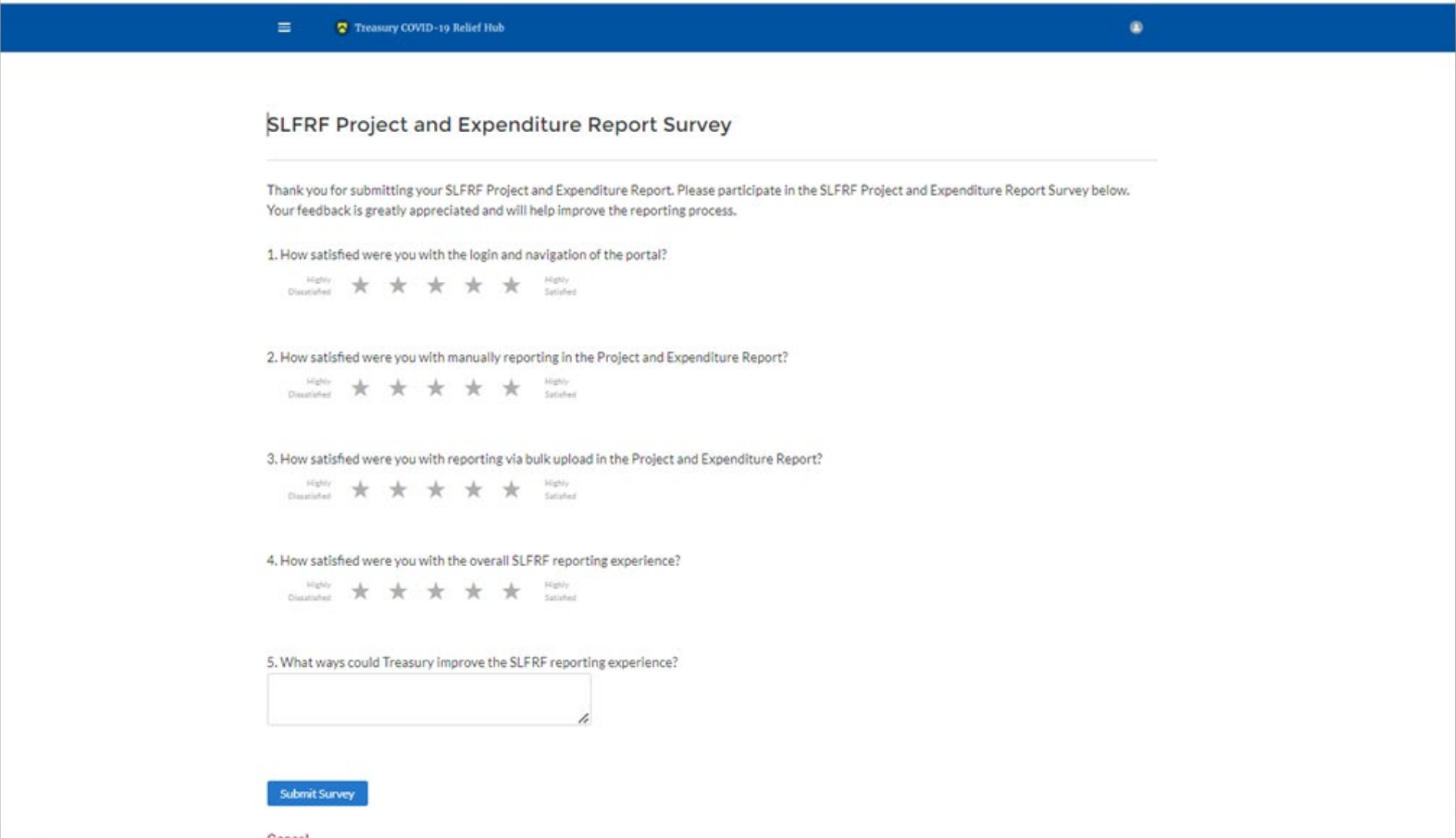
Name: Telephone:

Title: Email:

Town Clerk/Treasurer

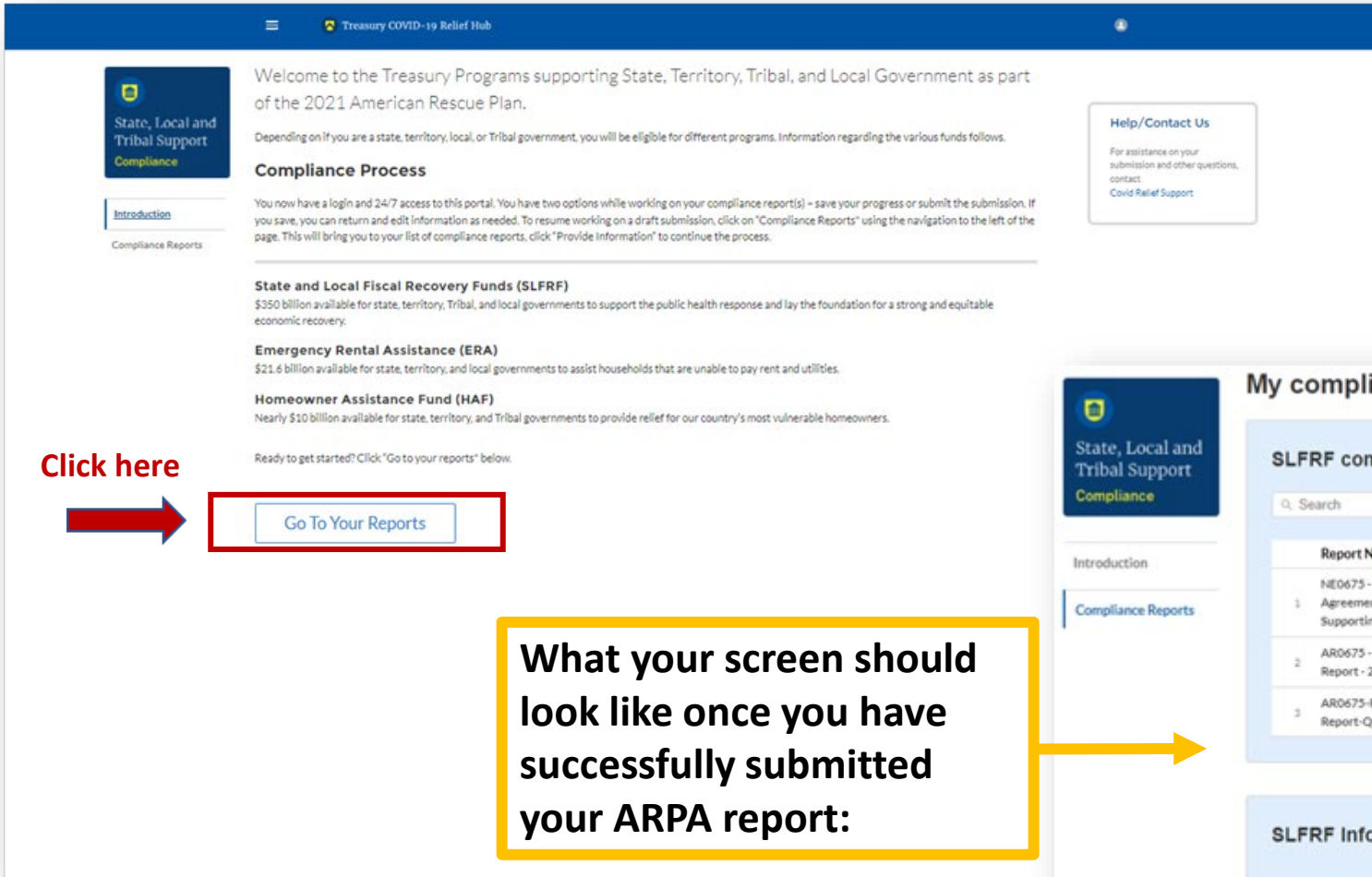
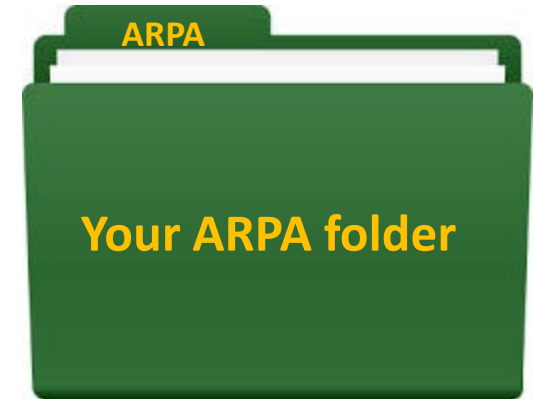
Back Certify and Submit

After hitting “Submit” you will arrive at the “SLFRF Project and Expenditure Report Survey” page. You can complete the Survey, but it is not a requirement of your reporting. If choose not to complete it, then scroll down and select “Cancel.”



After navigating the “Survey” page you will return to the main Portal page.

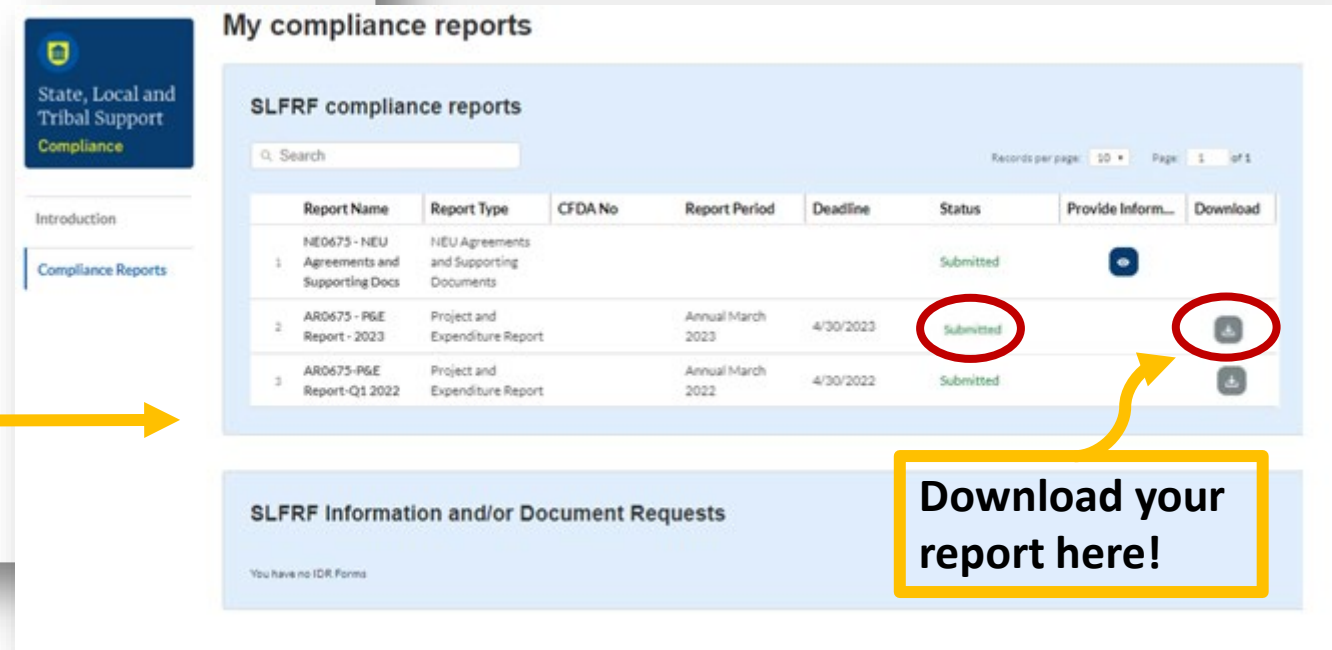
Best Practice: Click “Go to Your Reports” and review the “My Compliance Reports” page to verify that your 2023 Project and Expenditure Report shows as “Submitted” and download a copy of it to save to your ARPA grant file along with your 2022 report.



Click here



Go To Your Reports

What your screen should look like once you have successfully submitted your ARPA report:



My compliance reports

SLFRF compliance reports

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1. NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2. AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		
3. AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

SLFRF Information and/or Document Requests

You have no IDR Forms

Download your report here!

Treasury's Compliance Portal
2023 Project and Expenditure Report
For ARPA Funds Expended
April 1, 2022 – March 31, 2023

Treasury's Compliance Portal: <https://portal.treasury.gov/compliance>

Select “Compliance Reports” from the sidebar menu or click “Go to My Reports” in the lower part of the page.

The screenshot shows the Treasury COVID-19 Relief Hub website. The top navigation bar is blue with a hamburger menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. The main content area has a white background. On the left, there is a dark blue sidebar with a white icon of a building and the text "State, Local and Tribal Support" and "Compliance" in yellow. Below this, there is a white box with a blue border containing two links: "Introduction" and "Compliance Reports". The "Compliance Reports" link is highlighted with a red box. A red arrow points from the text "Click here" to this link. The main content area has a heading "Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan." followed by a paragraph of text. Below this is a section titled "Compliance Process" with a paragraph of text. Further down, there are three sections: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)", each with a paragraph of text. At the bottom of the main content area, there is a line of text: "Ready to get started? Click 'Go to your reports' below." The text "Go to your reports" is highlighted with a red box. A red arrow points from the text "Or click here" to this link. On the right side of the page, there is a white box with a blue border containing the text "Help/Co" and "For assistar and other q Covid Relie".

Click here



Or click here



You will arrive at the “**My Compliance Reports**” page.

Look for the “**SLFRF Compliance Reports**” section.

You will see a Project and Expenditure Report for 2023 with a Status of “**Draft.**” Next to it is a blue pencil icon – click it.

Treasury COVID-19 Relief Hub

My compliance reports

SLFRF compliance reports

Search:

Records per page: 10 Page: 1 of 1

	Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1	NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2	AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Draft		
3	AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

SLFRF Information and/or Document Requests

You have no IDR Forms

Compliance

Introduction

Compliance Reports

Help

For assistance on your submission and other questions, contact Covid IT Relief Support

Legend

- Provide Information
- View
- Download
- Request Extension

You will arrive at the “**Introduction and Bulk Upload Templates**” page.

From the sidebar menu, find “**Recipient Profile**” and select it.

Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds received to date) at the bottom under “**Allocation Amount.**”

Click here



The screenshot shows the Treasury COVID-19 Relief Hub interface. The top navigation bar is blue with the Treasury logo and the text "Treasury COVID-19 Relief Hub". On the left, a sidebar menu is visible with the following items: "State, Local and Tribal Support SLFRF Compliance", "Introduction/Bulk Templates", "Recipient Profile" (highlighted with a red box and a red arrow), "Project Overview", "Recipient Specific", and "Certification". The main content area is titled "Introduction and Bulk Upload Templates" and contains the following text: "SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections." Below this, there is a link to the "User Guide". The "Bulk Uploads" section states: "SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following five (5) components allow the bulk upload process:" followed by a list of five items: "Project", "Subrecipient/Beneficiary/Contractor", "Subaward/Direct Payment", "Expenditure", and "Tax Offset Provision". The "Expenditure Category Requirements and Bulk File Upload" section states: "Expenditure Categories must be used to categorize each project as noted in the Reporting Guidance. Certain Expenditure Categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each Expenditure Category is aligned to a unique bulk file upload template. You". On the right side of the screen, a red-bordered box highlights a "Draft" report form titled "Report Information". The form contains the following fields: "Report Name" (with a blue input field), "Report Type" (Project and Expenditure Report), "Report Period" (Annual March 2022), "Reporting Period Start Date" (3/3/2021), "Reporting Period End Date" (3/31/2022), "Submission Deadline" (4/30/2022 11:59 PM), and "Allocated Amount" (with a blue input field).

You will arrive at the “**Recipient Profile**” page.

Review the “**Recipient Information**” section to ensure it contains the correct information and then enter the required fields.

Click “**Save**” when done and then select “**Project Overview**” from the sidebar menu.

Recipient Profile

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

Recipient Information

UEI*	123456789000	Address*	PO Box 331
TIN*		Address 2*	111
Legal Entity Name*	NLC External Testers	Address 3*	111
Type*	Metro City or County	City*	Kotzebue
FAIN*	2222222	State/Territory*	AK
CFDA No.*	111111	Zip3*	99752
Fiscal Year End Date	<input type="text"/>	Zip+4*	2222
		Reporting Tier*	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding

* Is the Recipient Registered in SAM.Gov?

Point of Contact List

Name	Title	Phone	Email	Roles
Michael Gleason	External Testers	(111) 222-0331	[Redacted]	SLFRF - Account Administrator, SLFRF - Point of Contact for Reporting & Submission, SLFRF - Point of Contact for Reporting & Authorized Representative
Michael Wallace	External Testers	(111) 222-0331	[Redacted]	SLFRF - Account Administrator, SLFRF - Point of Contact for Reporting & Submission, SLFRF - Point of Contact for Reporting & Authorized Representative

In the “**Project Overview**” page, you will find the “**No Projects Verification**” section. It contains the question “**Does your jurisdiction have projects to report as of this reporting period?**” Select “**My jurisdiction has projects to report**” and hit “**Save.**” In the “**My Projects**” section, select “**Add New Project.**”

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

Add Projects Add Subrecipients/Beneficiaries/Contr... Add Subawards/Direct Payments Add Expenditure(s)

Project Overview

Recipients are required to enter projects funded through SLFRF funds as part of their Project and Expenditure Report. Projects can be entered, viewed, and updated from this screen.

All projects, regardless of Expenditure Category, require a set of "standard" data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods. Other fields, such as status of completion and total obligations, will change across reporting periods.

Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category

You may need to refresh your browser screen to see your new entries.

To submit a report if no projects identified, please answer the conditional questions below and proceed to certification.

No Projects Verification

Does your jurisdiction have projects to report as of this reporting period?

My jurisdiction has projects to report

Save

My Projects

Legend: ✓ = Complete ⚠ = Warning ✗ = Not Complete

Total Number of Projects : 0

Total Adopted Budget: Total Obligations: Total Expenditures:

Add New Project

You have no projects. Create a project by clicking 'Add new Project'

Back Next

Select that you have projects to report



Click here to add your project



Because you have elected the standard allowance for revenue loss, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using either Expenditure Category **6.1 Provision of Government Services** or **6.2 Non-federal Match for other Federal Programs**. When you have entered all the required fields, click **“Add Project.”** Continue adding all the projects for this reporting period (4/1/2022 – 3/31/2023).

Total Cumulative Obligations and Expenditures are from the time of the award through March 31, 2023.
Current Period Obligations and Expenditures refers to funds obligated or spent from April 1, 2022 to March 31, 2023.

Add Project

General Project Information

*Project Expenditure Category Group
6-Revenue Replacement

*Project Expenditure Category
6.1-Provision of Government Services

Please note: obligations and expenditures reported under Expenditure Category: 6.1 Provision of Government Services do not need to have subrecipients, subawards, or expenditures separately reported.

*Project Name
Test 1

*Recipient Project ID#
#1

Adopted Budget
\$1,000,000.00

*Total Cumulative Obligations#
\$50,000.00

*Total Cumulative Expenditures#
\$25,000.00

*Current Period Obligations#
\$10,000.00


*Current Period Expenditures#
\$5,000.00

Program Income Earned#
\$0.00

Program Income Expended#
\$0.00

*Project Description#
Test project 1

EC 6 project descriptions should include details on the specific government services traditionally provided by a government being funded by the project; please provide additional details on how the funds will be used, if possible.

Click here to add your project 

City assigns this ID

Optional for Non Tier 1 Cities

skip these/ not required

After you have added all the projects for this reporting period (4/1/2022 – 3/31/2023) they should appear in the table in the “**My Projects**” section. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been successfully entered, click “**Next**” at the bottom of the page to advance to the “**Recipient Specific**” screen.

My Projects ✓ = Complete ⚠ = Warning ✗ = Not Complete

Total Number of Projects : 1


Total Adopted Budget: \$1,000,000.00 Total Obligations: \$50,000.00 Total Expenditures: \$25,000.00

[Add New Project](#)

> Filters Records per page: 50 Page: 1 of 0

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1 Test 1	State assigned ID Number	\$50,000.00	\$25,000.00	Revenue Replacement	✓	✓	✓

[Download as CSV](#)

[Back](#) **After all projects have been successfully added, click here**  [Next](#)

The “**Recipient Specific**” screen is the “**Revenue Replacement**” page. For the question: “Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?” you should answer “**YES.**” After selecting “**YES**” a series of conditional questions will populate.

Treasury COVID-19 Relief Hub

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

Revenue Replacement

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, “Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?” you will be asked conditional questions.

Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your “Revenue loss due to COVID-19 Public Health Emergency” using your fiscal year, you may do so by completing the “Fiscal Year End Date” field and entering your revenue loss in the same “Revenue loss due to COVID-19 Public Health Emergency” field.

If that situation applies to you, please make clear in the “Provide an explanation...” text box that you are using fiscal year for your calculation.

Revenue Replacement Key Inputs

* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?

--None--

✓ --None--

Yes

No

Project Overview

Next

Draft

Report Information

Report Name

Report Type
Project and Expenditure Report

Report Period
Annual March 2022

Reporting Period Start Date
3/3/2021

Reporting Period End Date
3/31/2022

Submission Deadline
4/30/2022 11:59 PM

Allocated Amount

After selecting “Yes” for the first question in the “Revenue Replacement Key Inputs” section, follow the steps in RED below:

The screenshot shows a web application interface for "Revenue Replacement". The main content area is titled "Revenue Replacement Key Inputs" and contains several sections:

- Introduction:** Recipients will have the option below to update or provide information associated with revenue replacement. Depending on your answer to the question, "Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?" you will be asked conditional questions. Information that was previously provided as part of the Quarterly Report (if applicable) will display in this screen by selecting "Import Previous Report Data".
- Revenue Replacement Key Inputs:**
 - Question: "Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?"
 - Answer: "Yes" (indicated by a red arrow and the text "Select 'YES'").
 - Text: "If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million." and "If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation."
 - Question: "Revenue Loss Due to Covid-19 Public Health Emergency"
 - Answer: A blue bar representing an amount (indicated by a red arrow and the text "Enter the allocated amount of your ARPA award").
 - Question: "Were Fiscal Recovery Funds used to make a deposit into a pension fund?"
 - Answer: "No" (indicated by a red arrow and the text "Select 'NO'").
 - Text: "Please provide an explanation of how revenue replacement funds were allocated to government services"
 - Text: "Explanation"
 - Answer: A text area with a red arrow and the text "Short narrative use of funds".
- Buttons:** "Save" (indicated by a red arrow and the text "Don't forget to click here") and "Next" (indicated by a red arrow and the text "After saving click here").

On the right side, there is a "Report Information" sidebar with a "Draft" status. It contains the following information:

- Report Name: [Redacted]
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2022
- Reporting Period Start Date: 3/3/2021
- Reporting Period End Date: 3/31/2022
- Submission Deadline: 4/30/2022 11:59 PM
- Allocated Amount: [Redacted] (circled in red)

You will arrive at the “**Certification**” page.

It should show zero (0) projects under “Complete” and zero (0) projects under “Incomplete.” It contains pre-populated information for whoever was designated to the role of “[Authorized Representative for Reporting](#).”

If this is not you, then you will not be able to “**Certify and Submit**.” Only the [Authorized Representative for Reporting](#) can do this.

Treasury COVID-19 Relief Hub

State, Local and Tribal Support SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

Certification

Review

Total Obligations: \$50,000.00 Total Expenditures: \$25,000.00

Total Number of Projects: 1
Total Number of Subwards: 0
Total Number of Expenditures: 0

Project Overview Status

	Project Status	Obligation Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

Name of Submitted User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Michael Gleeson Telephone: (111) 222-3333

Title: External Testers Email: [Redacted]

Help

Legend

Record Details

- Status Submitted
- Report Name: NLC External Testing
- Report Type: Project and Expenditure Report
- Report Period: Quarter 1 2023 (January-March)
- Reporting Period Start Date: 1/1/2023
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 3/31/2023 12:00 PM
- Allocated Amount: \$8,000,000.00

If you were designated for the role of “[Authorized Representative for Reporting](#)” then you will receive this message after hitting the “**Certify and Submit**” button.

If you are ready to submit, then select the “**Submit**” button

Project Overview

Total Number of Expenditures: 0

Project Overview Status

	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
Incomplete	0	0	0

Annual March 2022

Reporting Period Start Date
3/3/2021

Reporting Period End Date
3/31/2022

Submission Deadline
4/30/2022 11:59 PM

Allocated Amount
[Progress Bar]

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or other offenses (including under 31 USC 3729 et seq.). The undersigned is an authorized representative of the [Recipient Name].

Are you sure you want to submit?

If you are sure, then click “Submit”

Cancel Submit

Name of Current Login User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Denise Daigle Telephone: [Progress Bar]

Title: Town Clerk/Treasurer Email: [Progress Bar]

Back Certify and Submit

After hitting “**Submit**” you will arrive at the “**SLFRF Project and Expenditure Report Survey**” page. You can complete the Survey, but it is not a requirement of your reporting. If you choose not to complete it, then scroll down and select “**Cancel.**”

Treasury COVID-19 Relief Hub

SLFRF Project and Expenditure Report Survey

Thank you for submitting your SLFRF Project and Expenditure Report. Please participate in the SLFRF Project and Expenditure Report Survey below. Your feedback is greatly appreciated and will help improve the reporting process.

1. How satisfied were you with the login and navigation of the portal?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

2. How satisfied were you with manually reporting in the Project and Expenditure Report?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

3. How satisfied were you with reporting via bulk upload in the Project and Expenditure Report?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

4. How satisfied were you with the overall SLFRF reporting experience?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

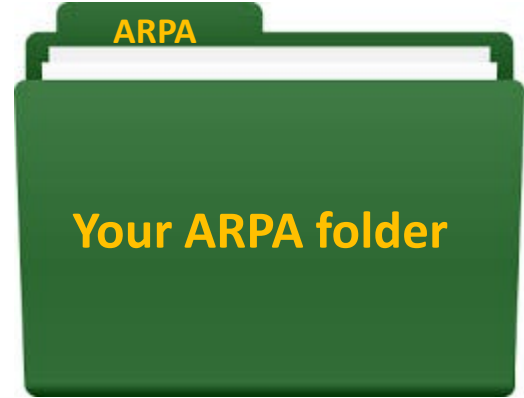
5. What ways could Treasury improve the SLFRF reporting experience?

Submit Survey

Cancel

After navigating the “Survey” page you will return to the main Portal page.

Best Practice: Click “Go to Your Reports” and review the “My Compliance Reports” page to verify that your 2023 Project and Expenditure Report shows as “Submitted” and download a copy of it to save to your ARPA grant file along with your 2022 report.



Click here



What your screen should look like once you have successfully submitted your ARPA report:

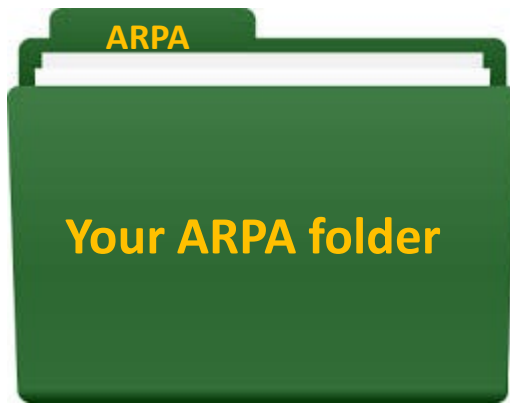


Download your report here!

The word "Congratulations!" is written in a gold, cursive font with a subtle drop shadow. It is surrounded by several decorative stars in black and gold. The stars vary in size and are scattered around the text, creating a celebratory atmosphere.

Congratulations!

YOU DID IT!!!



Before you celebrate, take these steps:

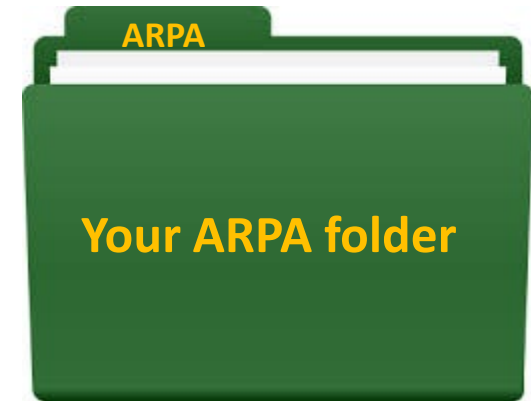
- Put everything in your **ARPA folder!**
- Write down all **logins, passwords, and other details** for Login.gov and the Treasury portal
- Write down details for all **assigned user roles** in Treasury portal
- Print out and put a **PDF copy** of your 2023 completed report in your ARPA file
- Keep all **records of funds spent including receipts** in this folder
- Prepare a **spreadsheet** to track ARPA funds spent and obligated for each year – put it in the folder

You will be required to file annually through 2026, then report on these funds for 5 years after that. **THINK OF THE NEXT PERSON WHO WILL COME AFTER YOU!**



It is essential to *document your numbers*! Track all funds obligated and spent, along with a description of the project. Keep a copy in your folder!

Sample ARPA SLFRF Tracking Spreadsheet						
Date of Award:						
Total ARPA SLFRF Allocation:						
Year 1						
Project Name	Project ID	Project Description	Amount Obligated	Amount Spent	Check number	Date
Year 2						
Project Name	Project ID	Project Description	Amount Obligated	Amount Spent	Check number	Date
Year 3						
Project Name	Project ID	Project Description	Amount Obligated	Amount Spent	Check number	Date
Year 4						
Project Name	Project ID	Project Description	Amount Obligated	Amount Spent	Check number	Date
Year 5						
Project Name	Project ID	Project Description	Amount Obligated	Amount Spent	Check number	Date





Please contact GMA for questions or to notify us of any problems you encounter.

- Becky Taylor
- Director, Federal Relations & Research
- btaylor@gacities.com
- 404-402-6110 cell

- Claire Chan
- Senior Research Analyst
- cchan@gacities.com
- 470-484-6705 cell