2023 ARPA SLFRF Reporting for NEU Cities

Annual Project and Expenditure Report in the Treasury Portal

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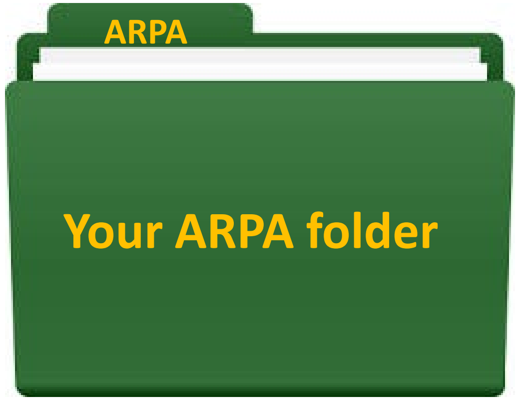
If you have not created a Login.gov account, stop here. Return to this document after you have completed this essential task.

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

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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.*

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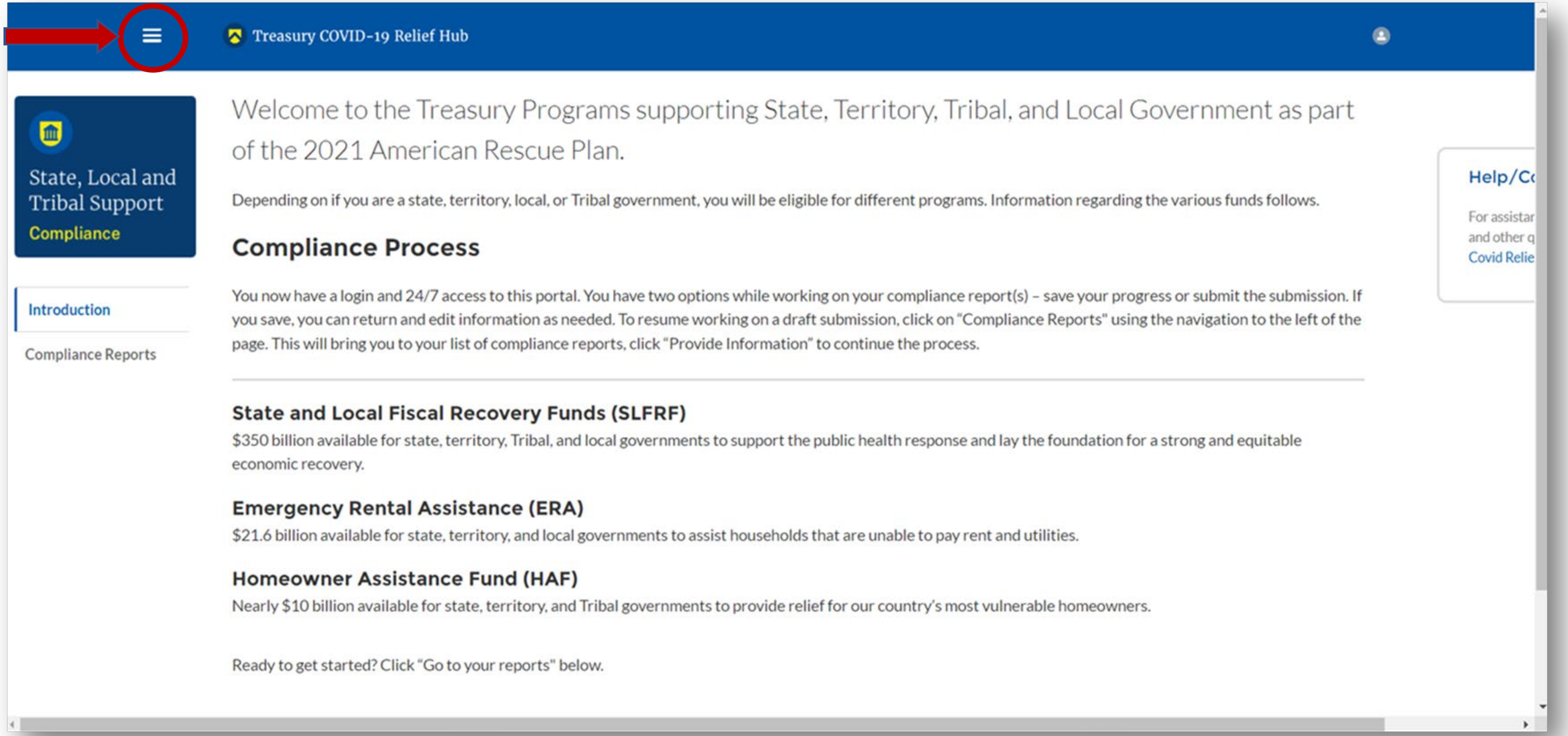
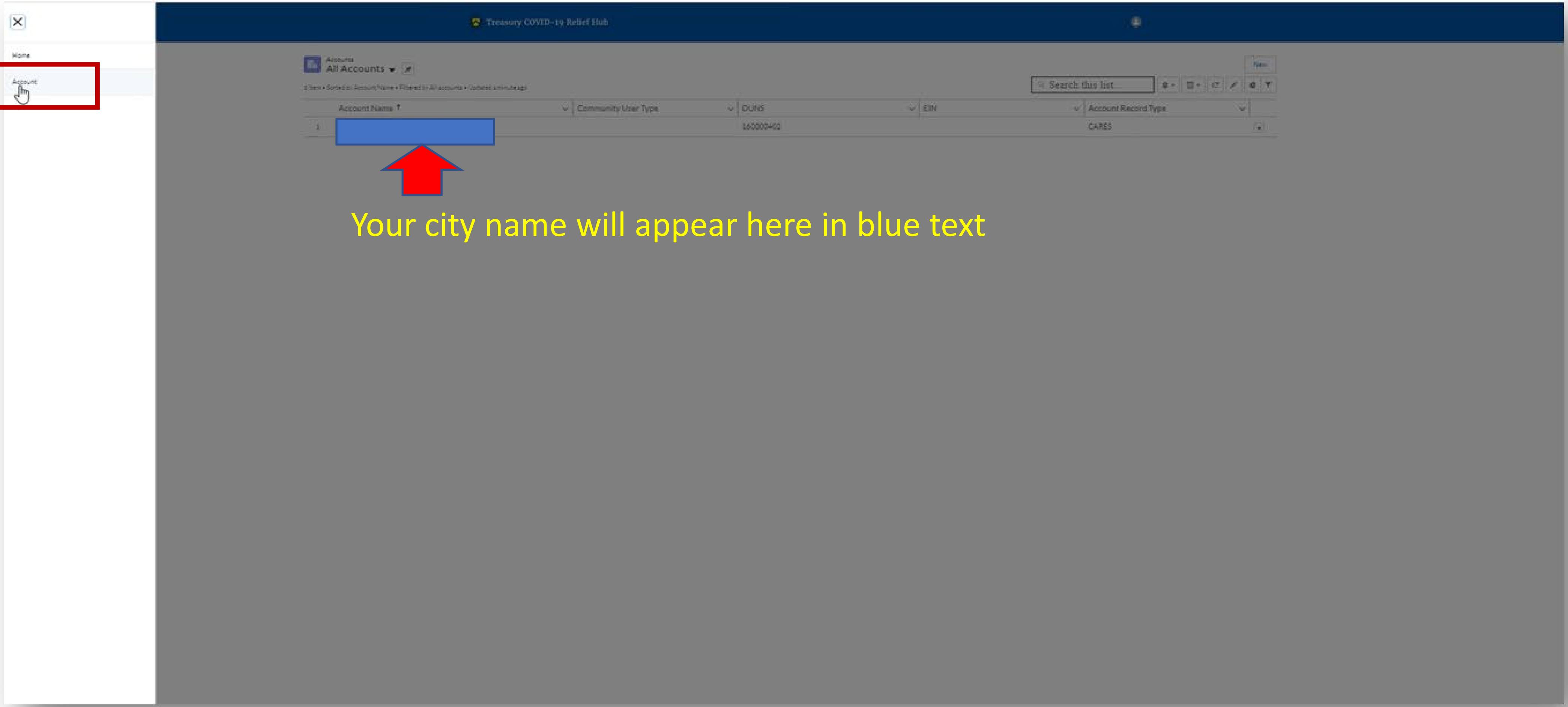
To designate roles, select the “hamburger” (menu) icon at the top of the page.

Click here

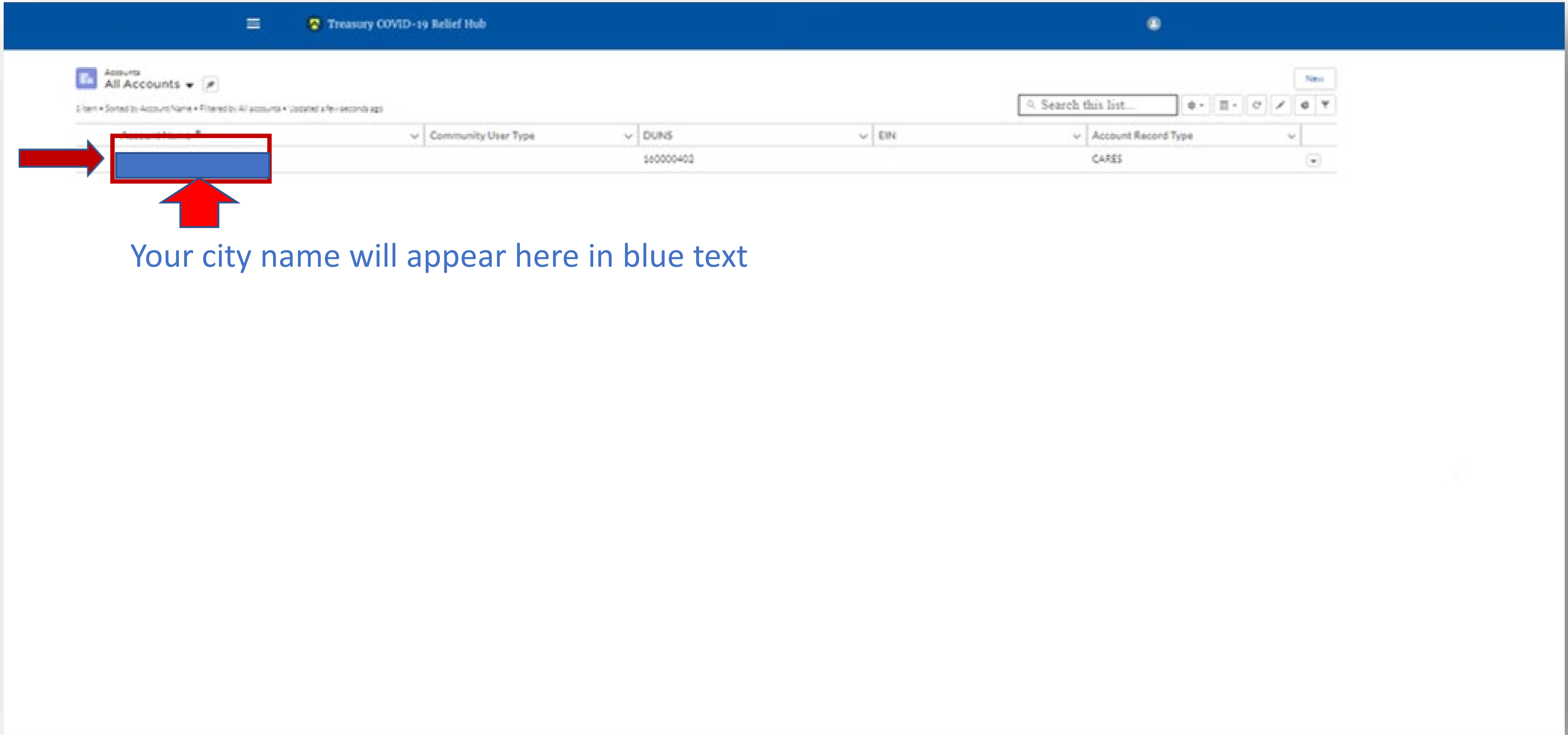


After clicking the “hamburger” icon, select “**Account**” from the sidebar menu.

Click here



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



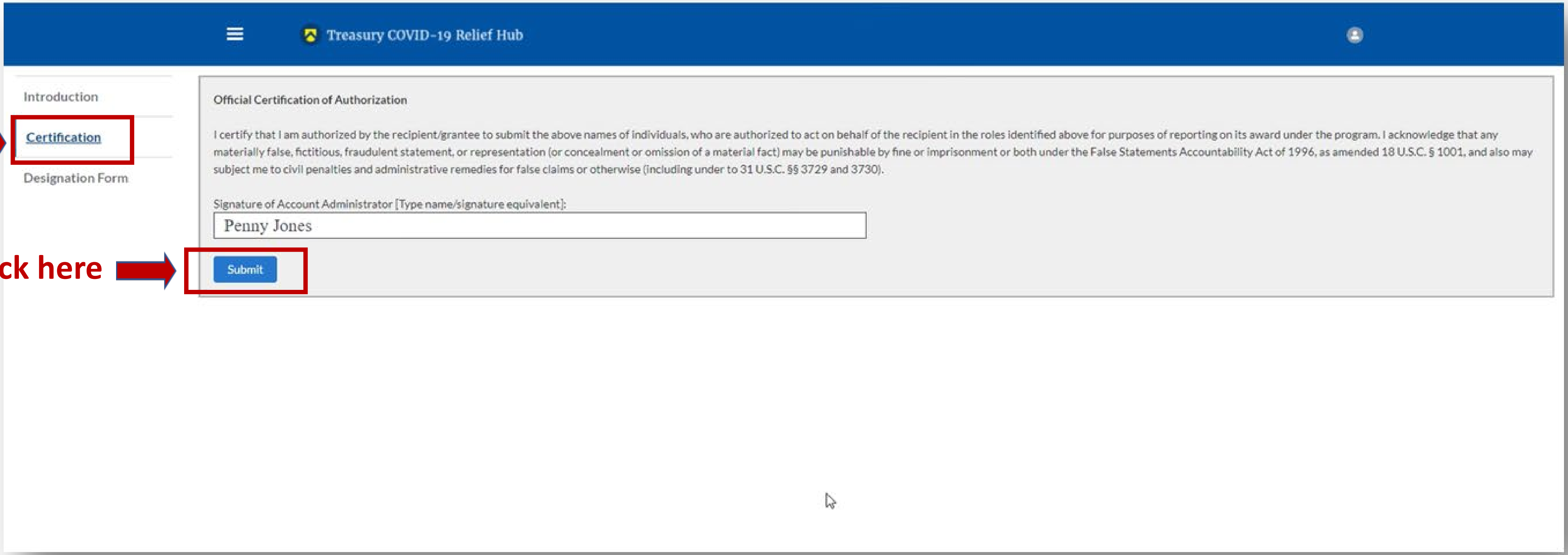
Click here

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

Click here

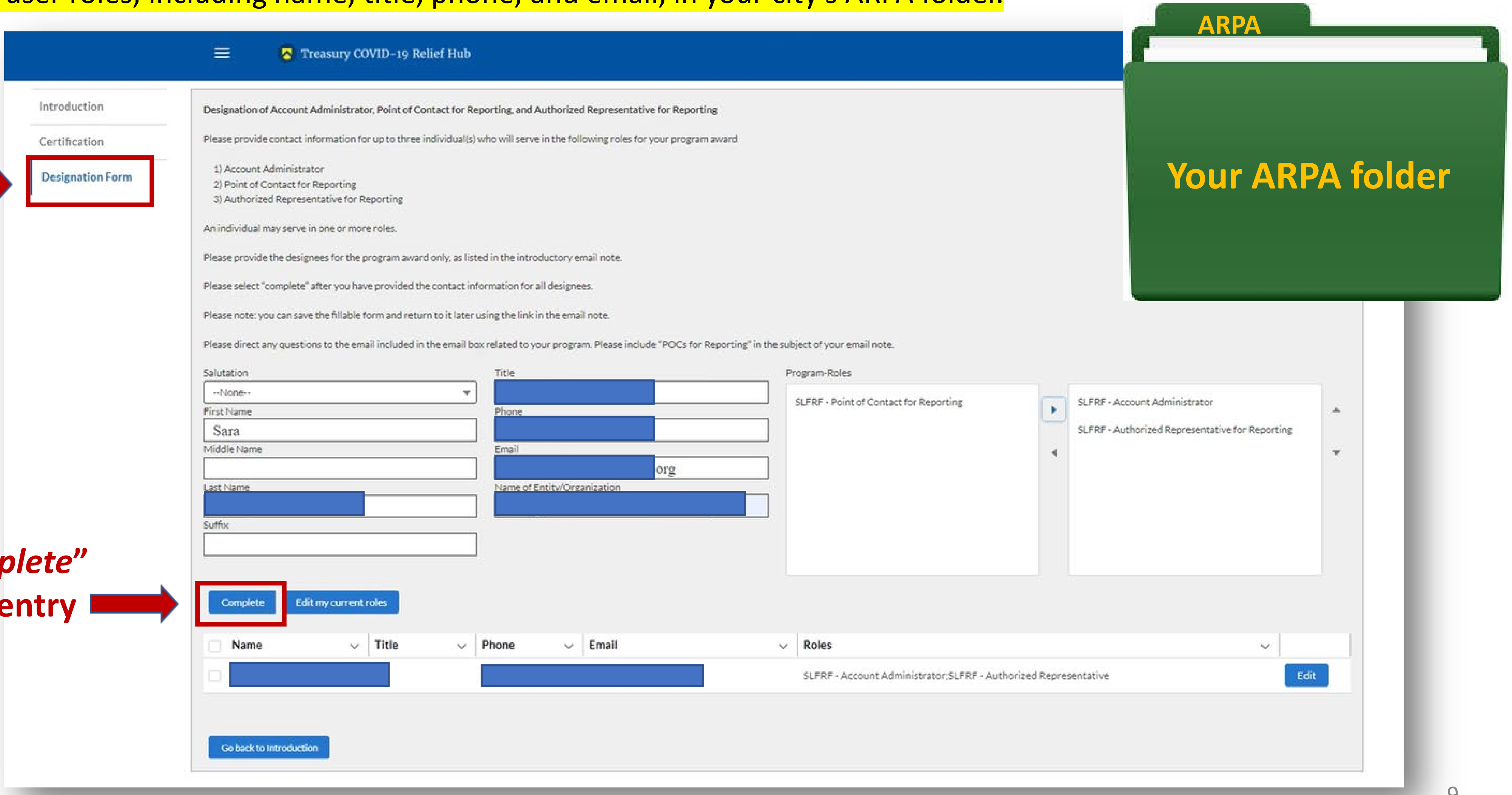


After certifying, select "**Designation Form**" from the sidebar menu. On this page, you will be able to assign the three roles: Account Administrator, Authorized Representative for Reporting and Point of Contact for Reporting.

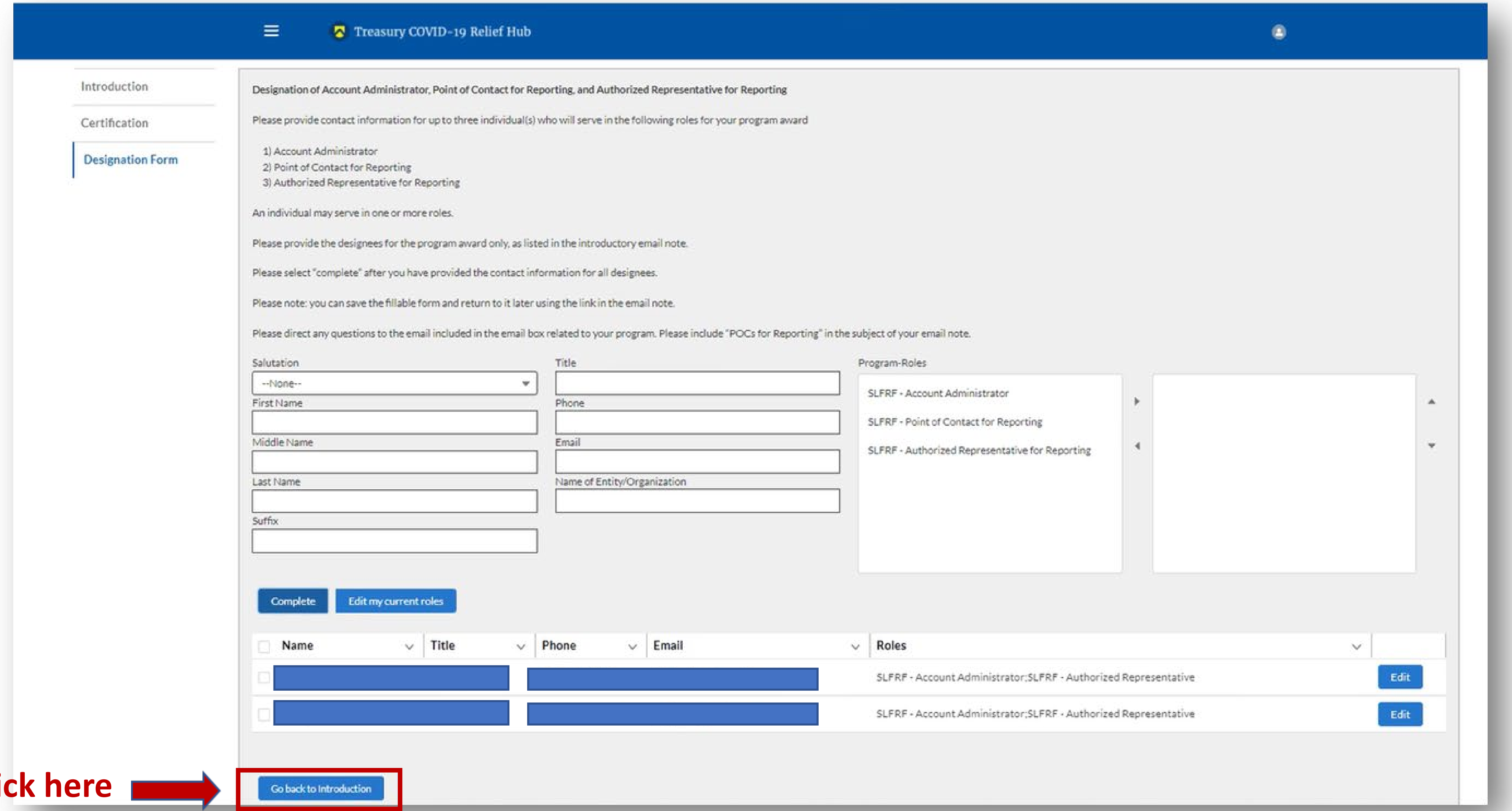
TIP: GMA encourages every city to assign 2-3 city officials **to each user role**. Be sure to save the list of individuals assigned to user roles, including name, title, phone, and email, in your city's ARPA folder.

Click here

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.



Click here

* 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 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

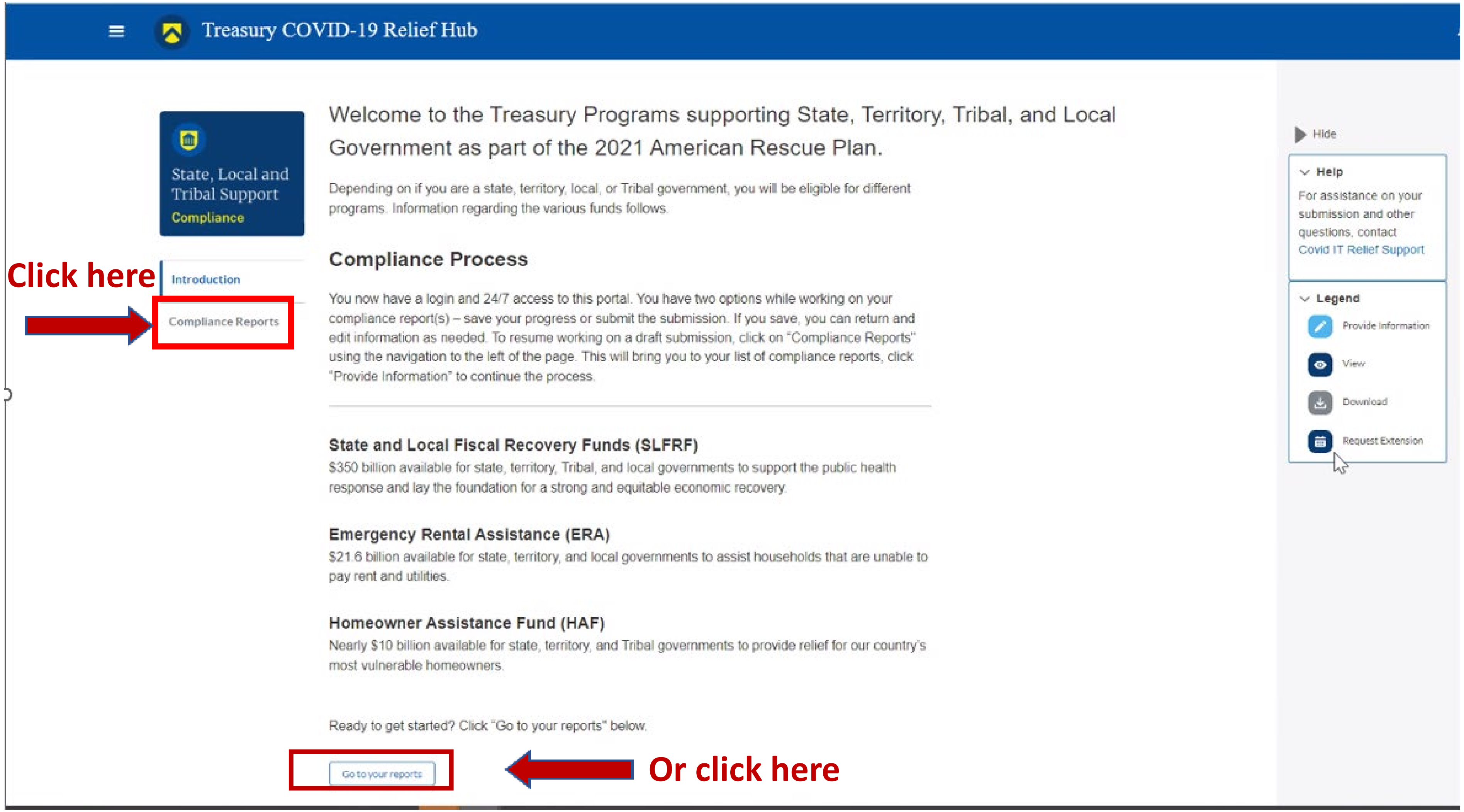
2023 Project and Expenditure Report

For <u>No</u> ARPA Funds Expended

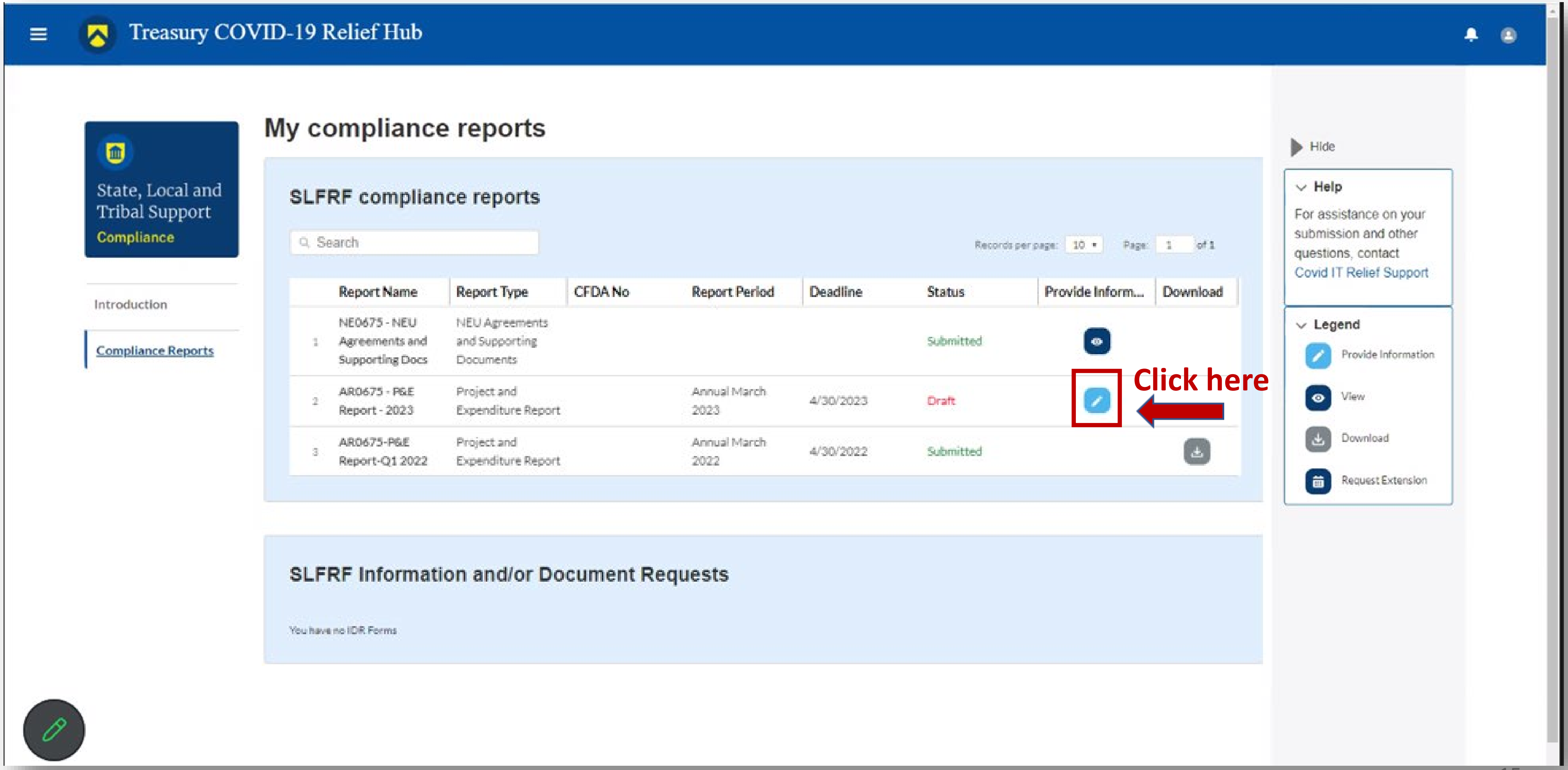
April 1, 2022 – March 31, 2023

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.

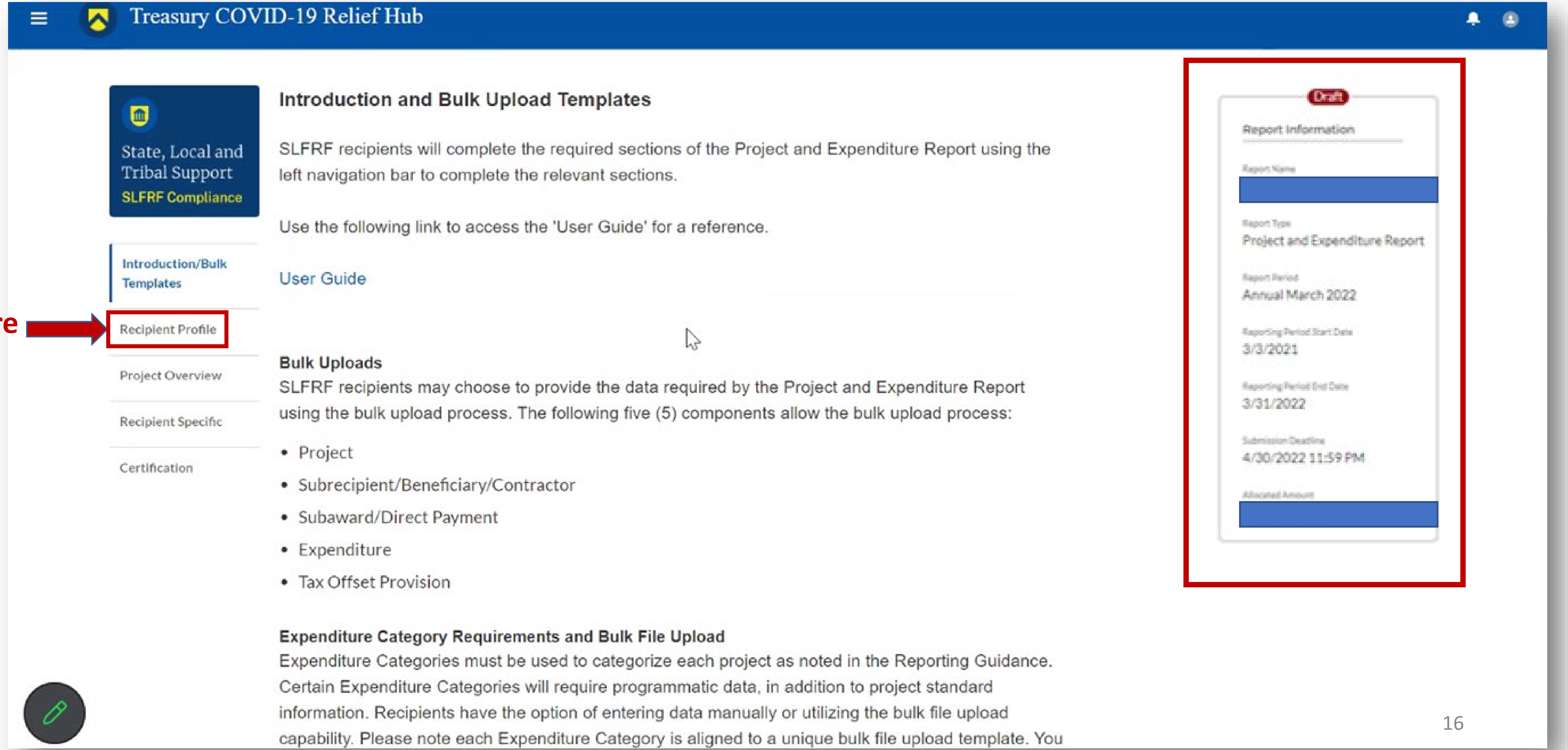


You will arrive at the “**My Compliance Reports**” page.
Look for the “**SLFRF Compliance Reports**” section.
You will see a Project and Expenditure Report for 2023 with a Status of “**Draft**.” Next to it is a blue pencil icon – click it.



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**."

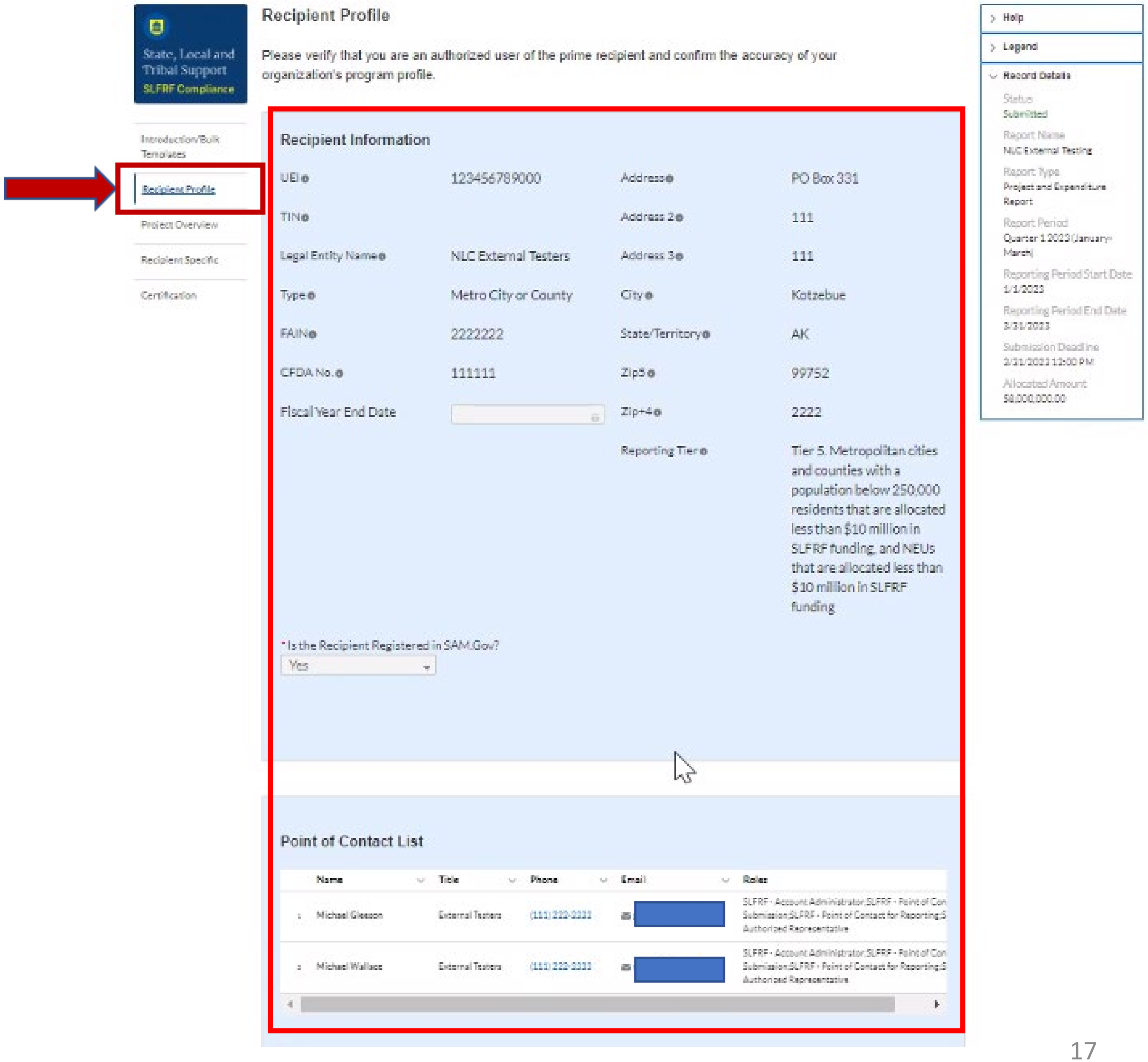
Click here



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.



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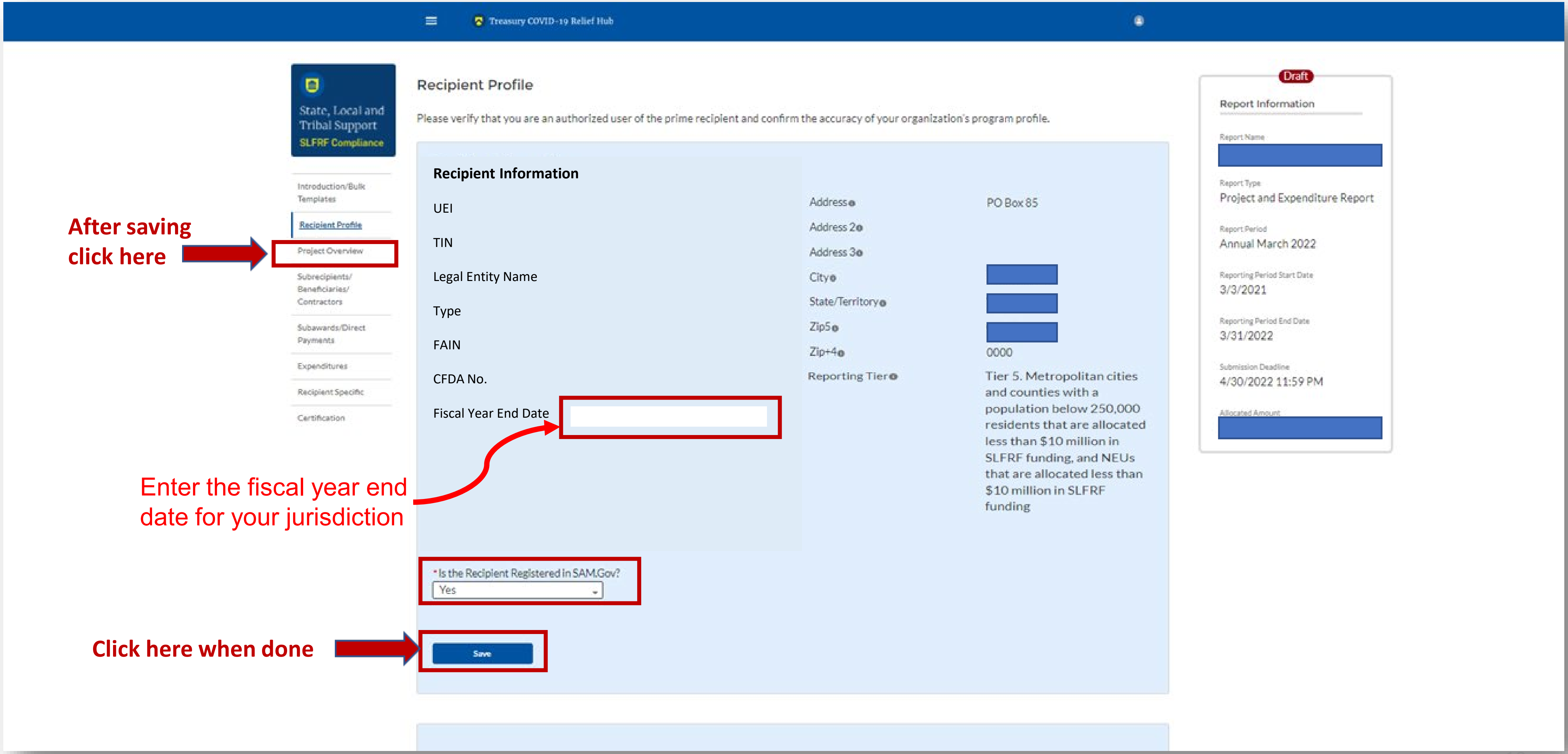
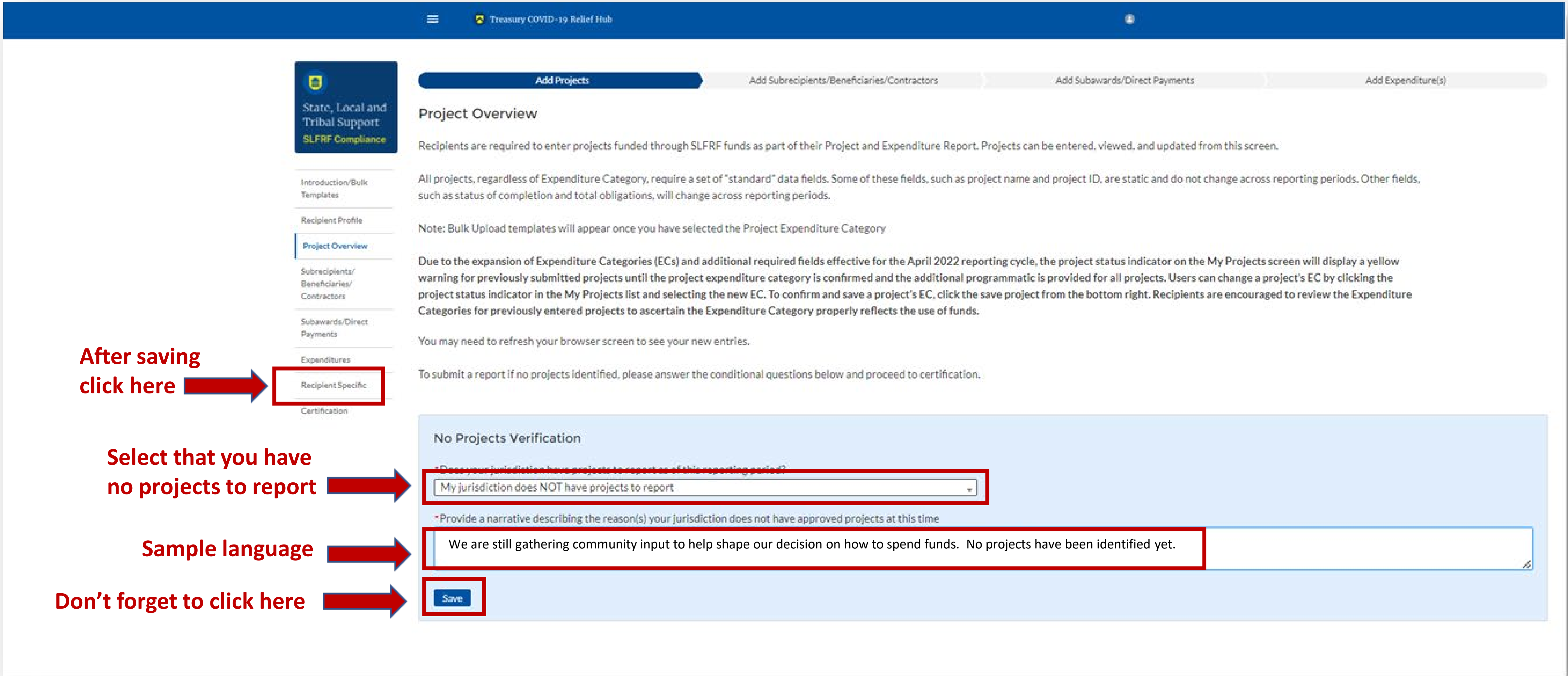
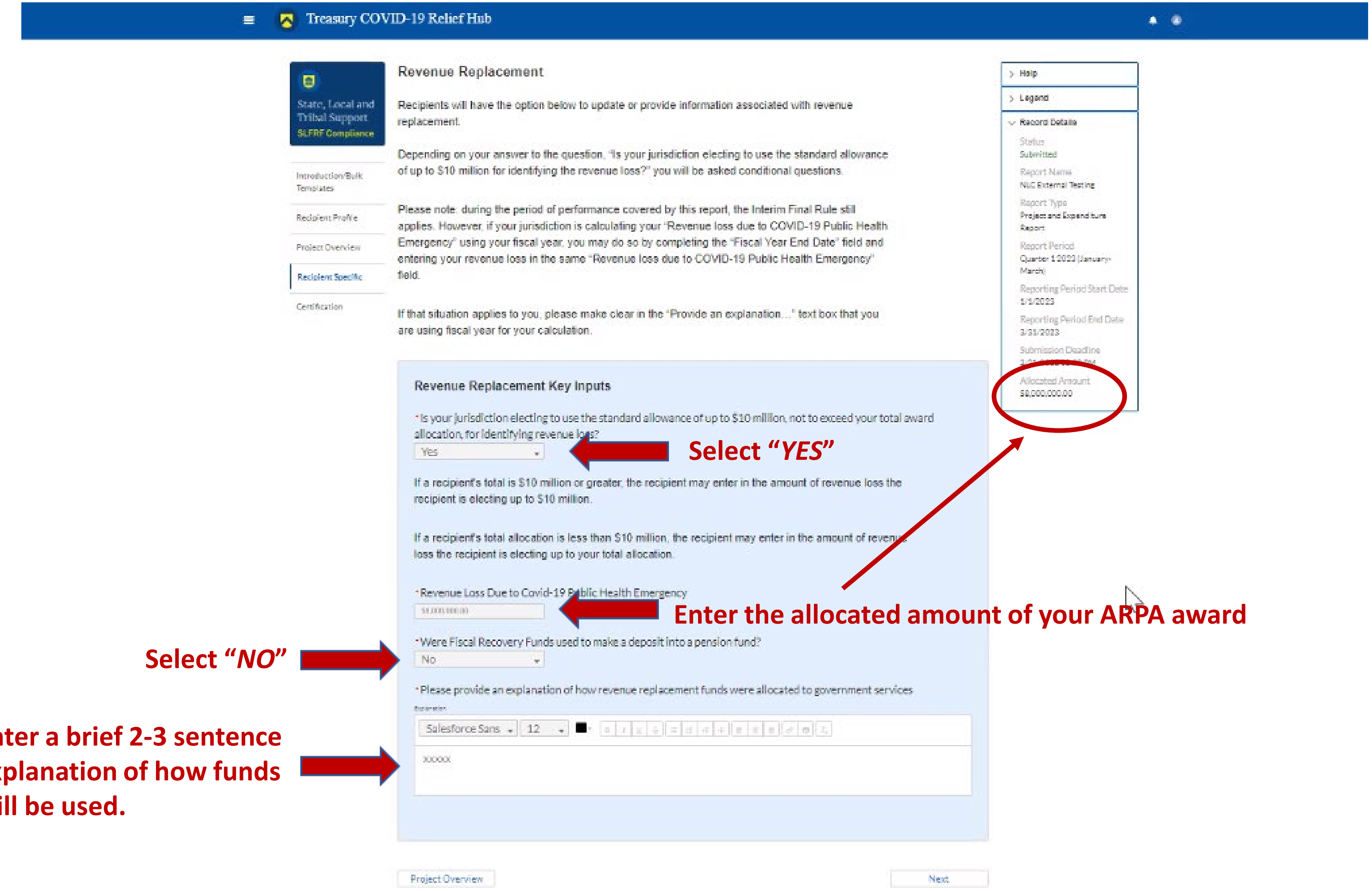


On the “**Project Overview**” page, you will find the “**No Projects Verification**” section. It contains the question “**Does your jurisdiction have projects to report as of this reporting period?**” Select **“My jurisdiction does NOT have projects to report,”** provide a written explanation (sample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



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



Select “*YES*”

Enter the allocated amount of your ARPA award

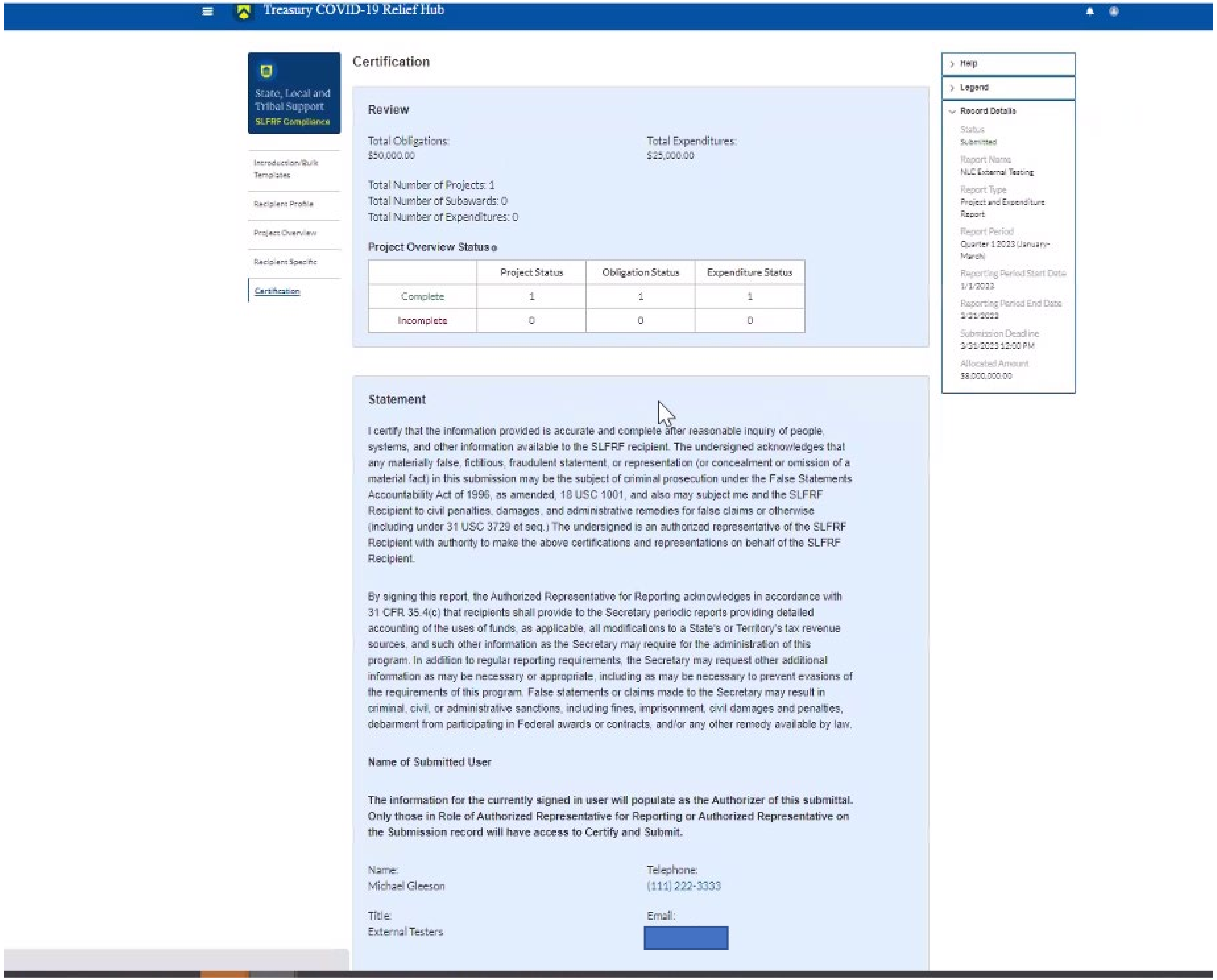
Select “*NO*”

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

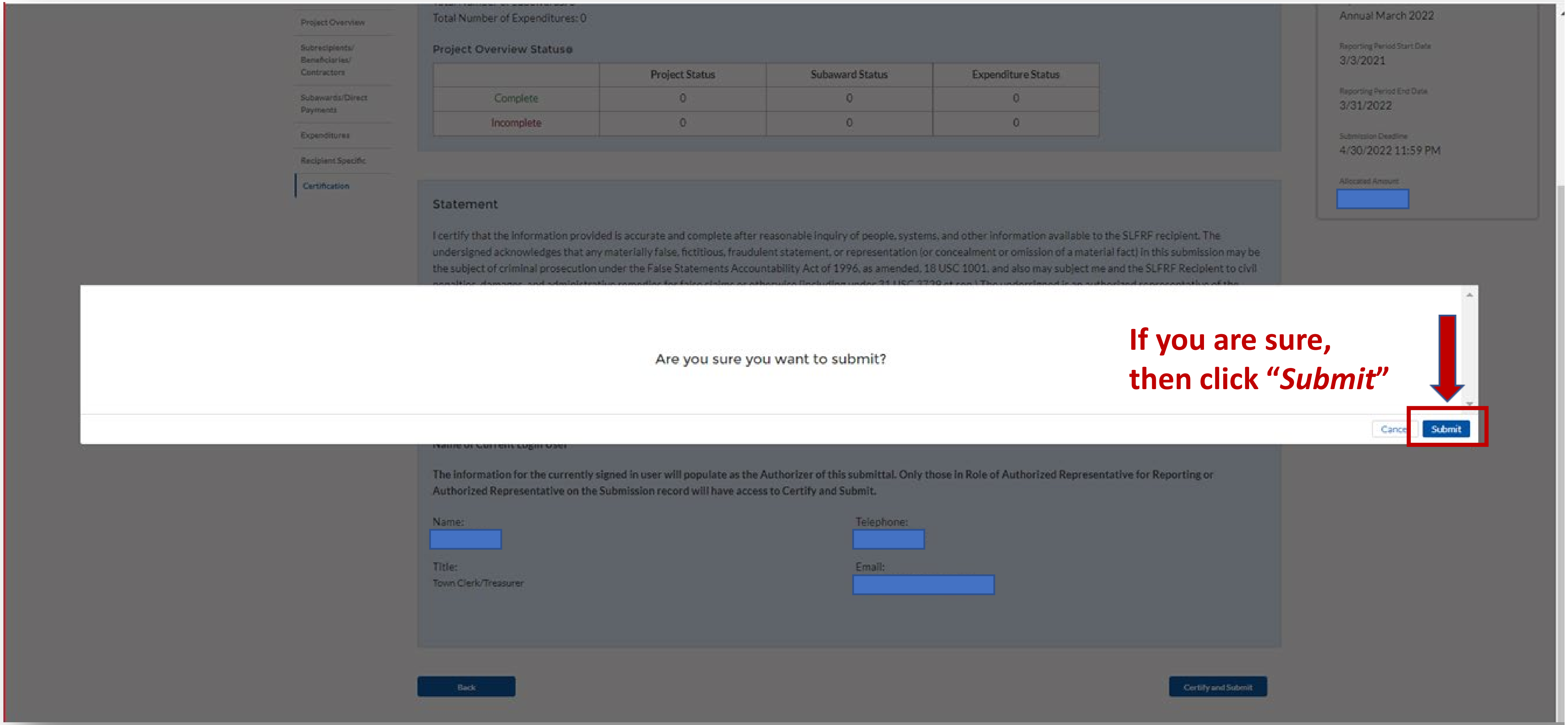
You will arrive at the “**Certification**” page.

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.”

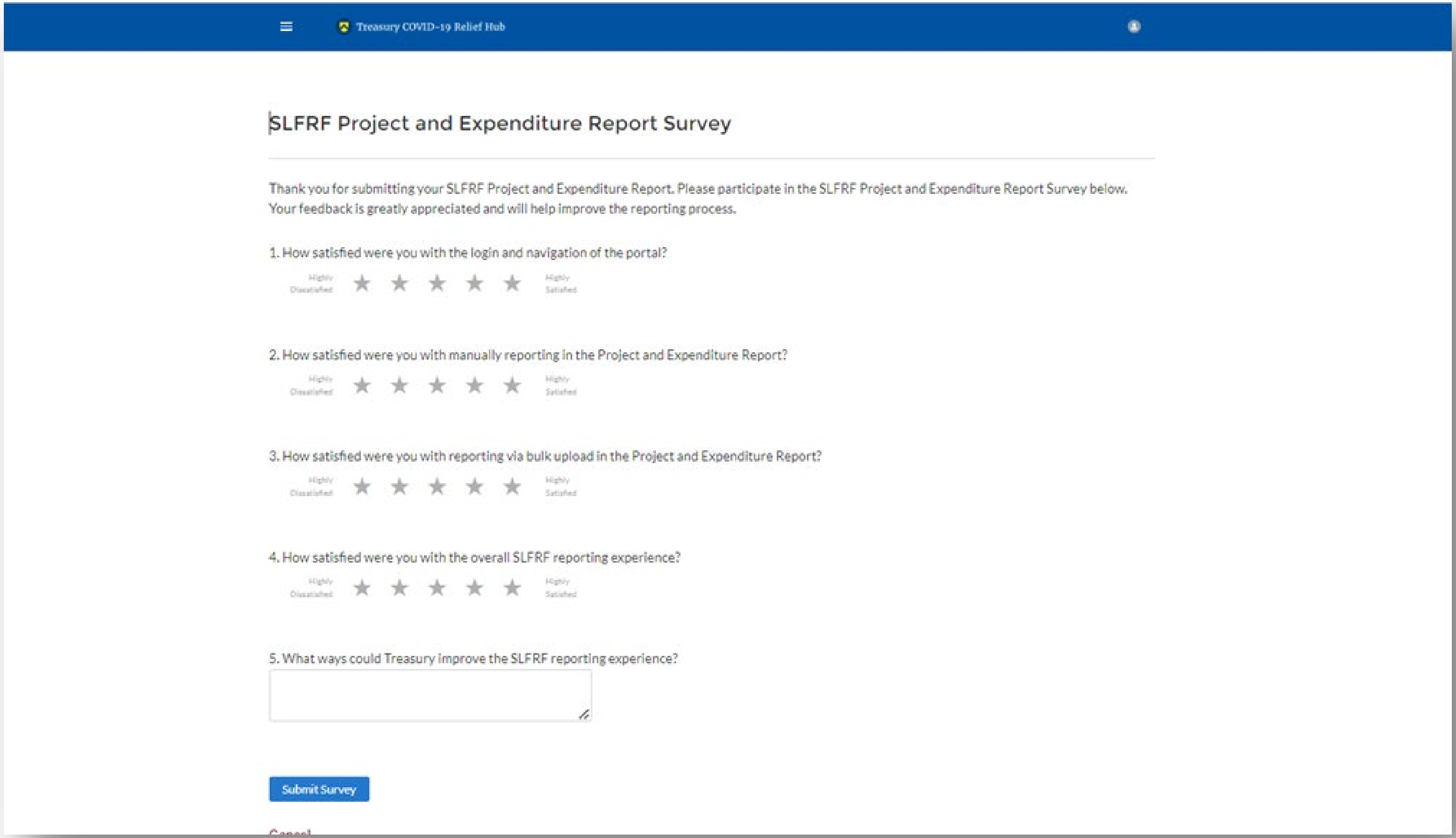
If this is not you, then you will not be able to “**Certify and Submit**.” Only the Authorized Representative for Reporting can do this.



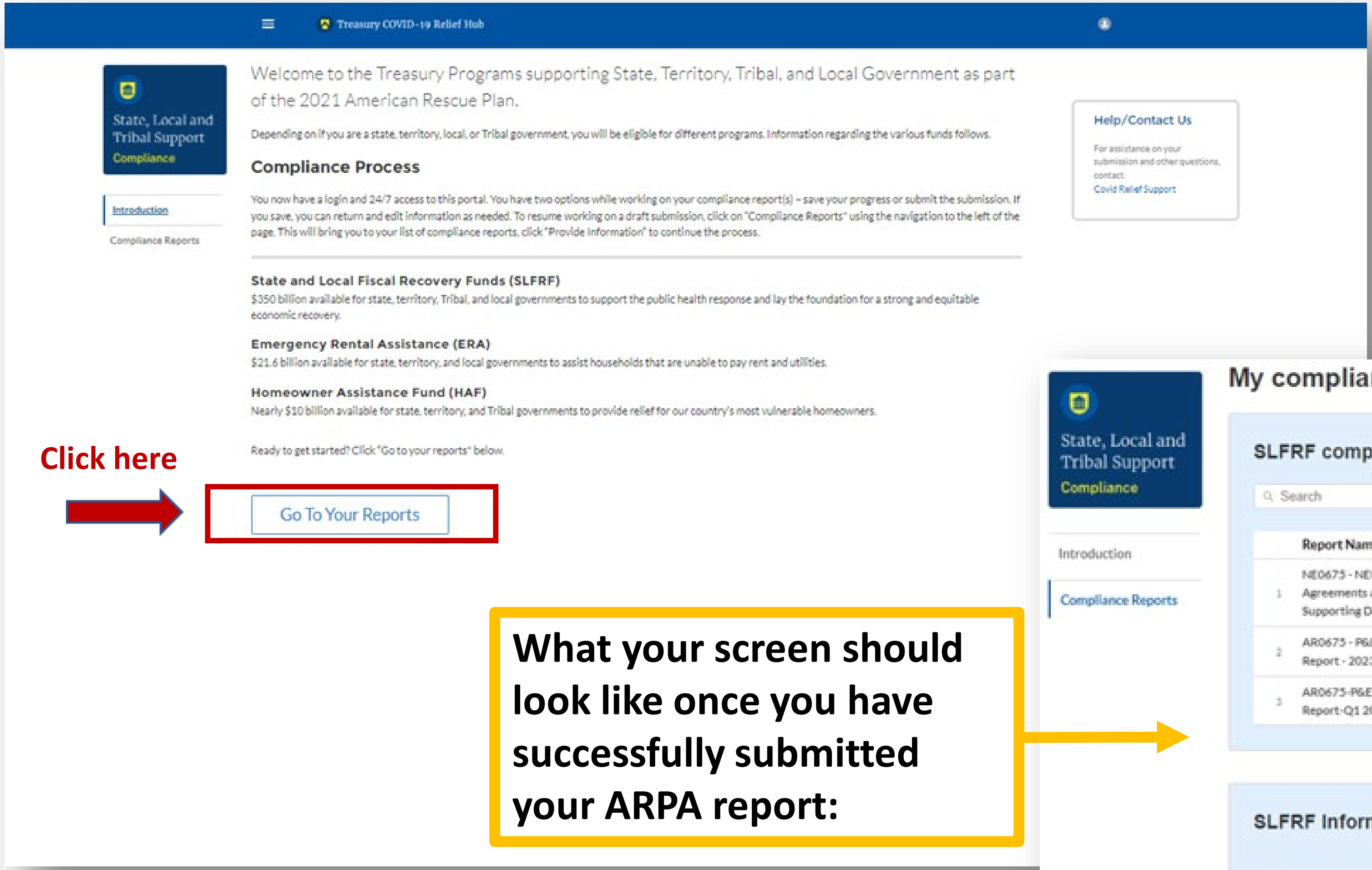
If you were designated for the role of "Authorized Representative for Reporting", then you will receive this message after hitting the "**Certify and Submit**" button.
If you are ready to submit, then select the "**Submit**" button



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**."

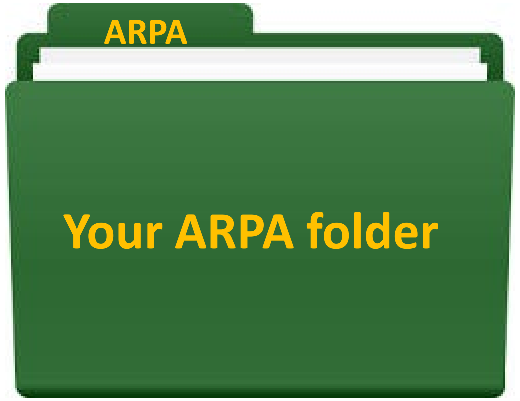


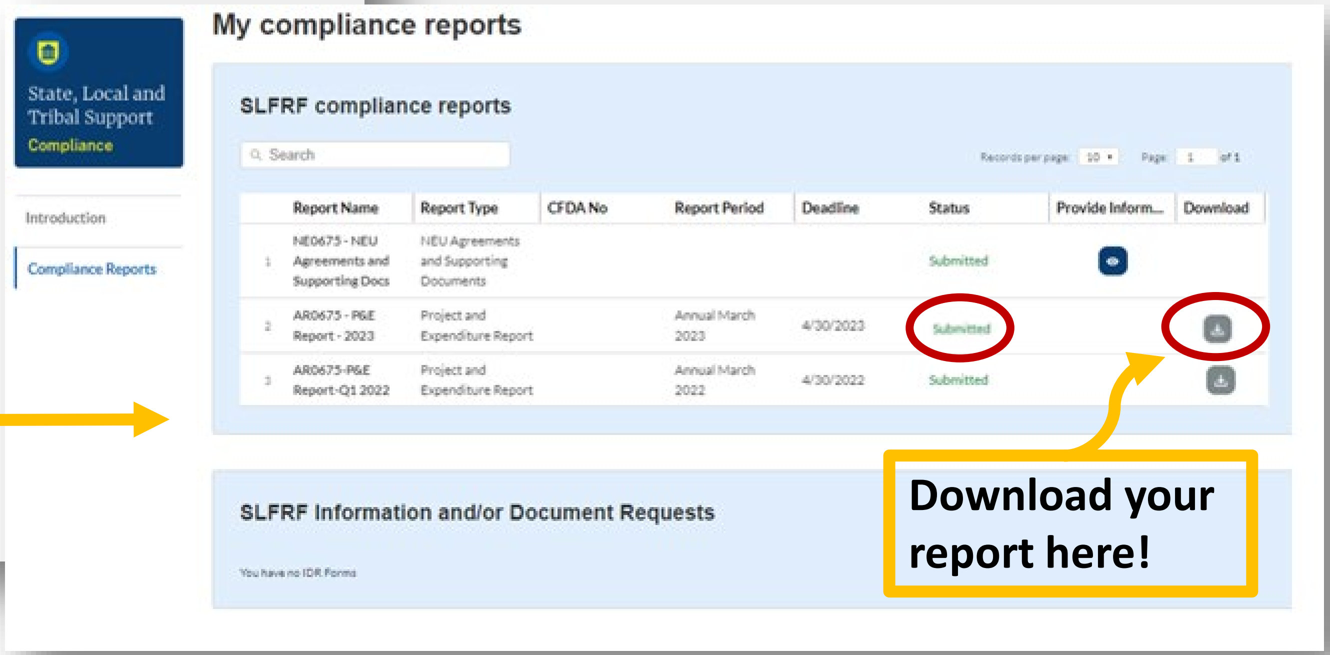
After navigating the “**Survey**” page you will return to the main Portal page.
Best Practice: Click “**Go to Your Reports**” and review the “**My Compliance Reports”** page to verify that your 2023 Project and Expenditure Report shows as “**Submitted**” and download a copy of it to save to your ARPA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



Click here

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





Download your report here!

Treasury's Compliance Portal

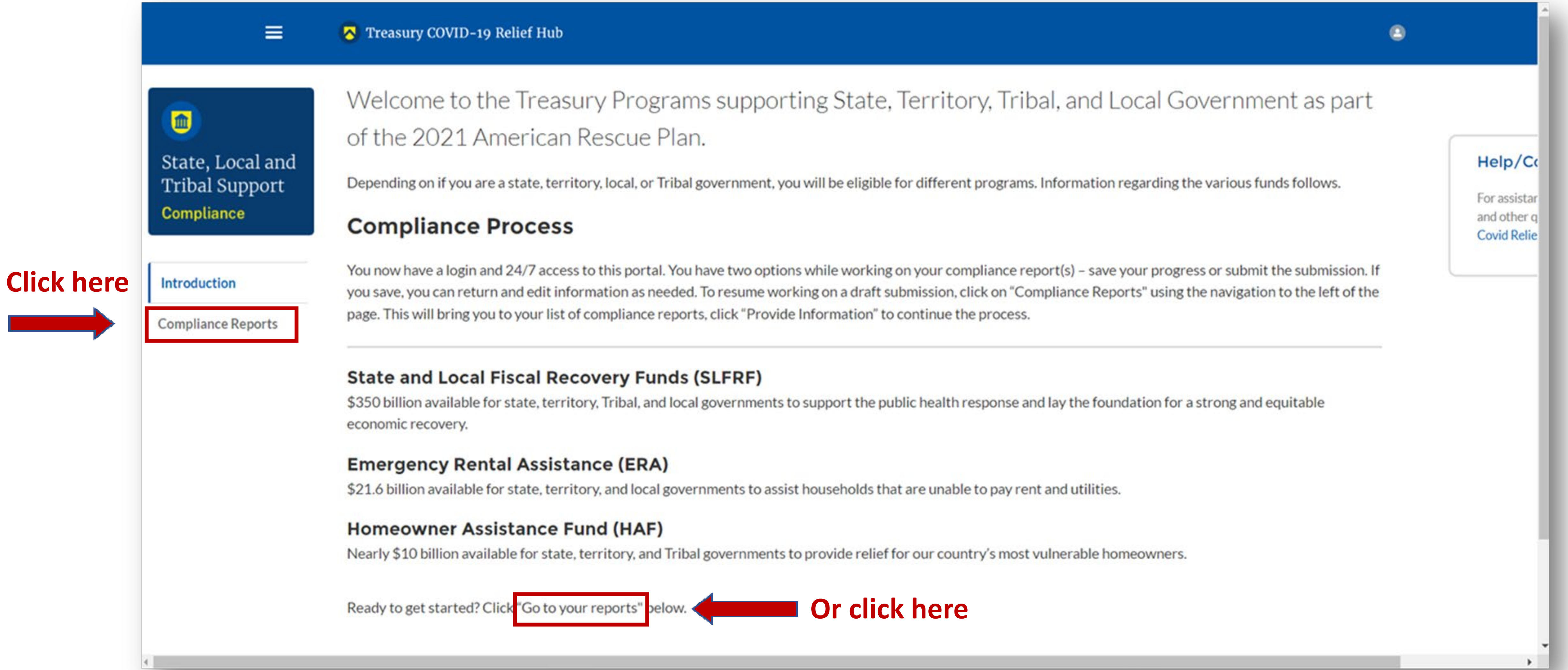
2023 Project and Expenditure Report

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.



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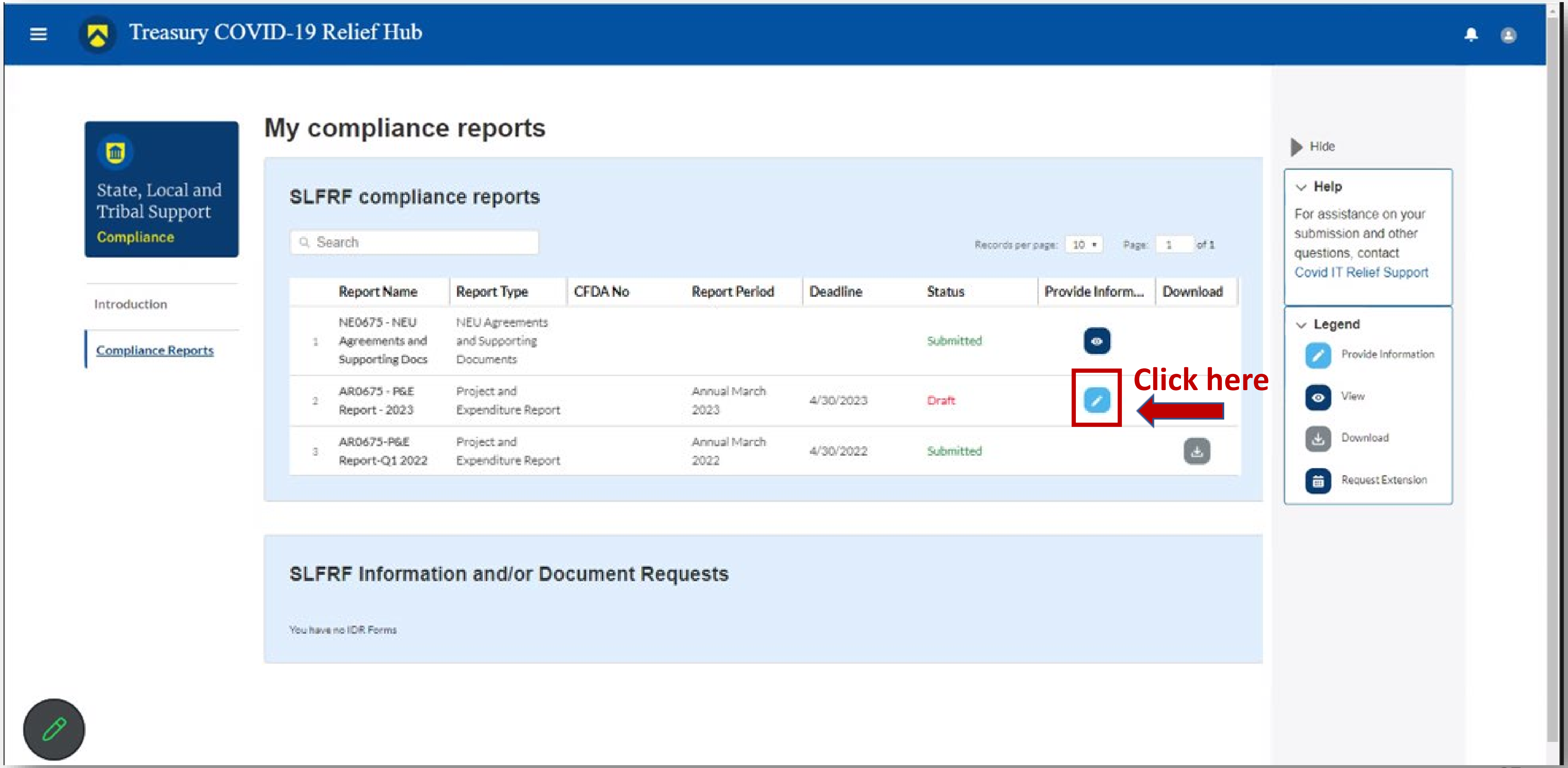

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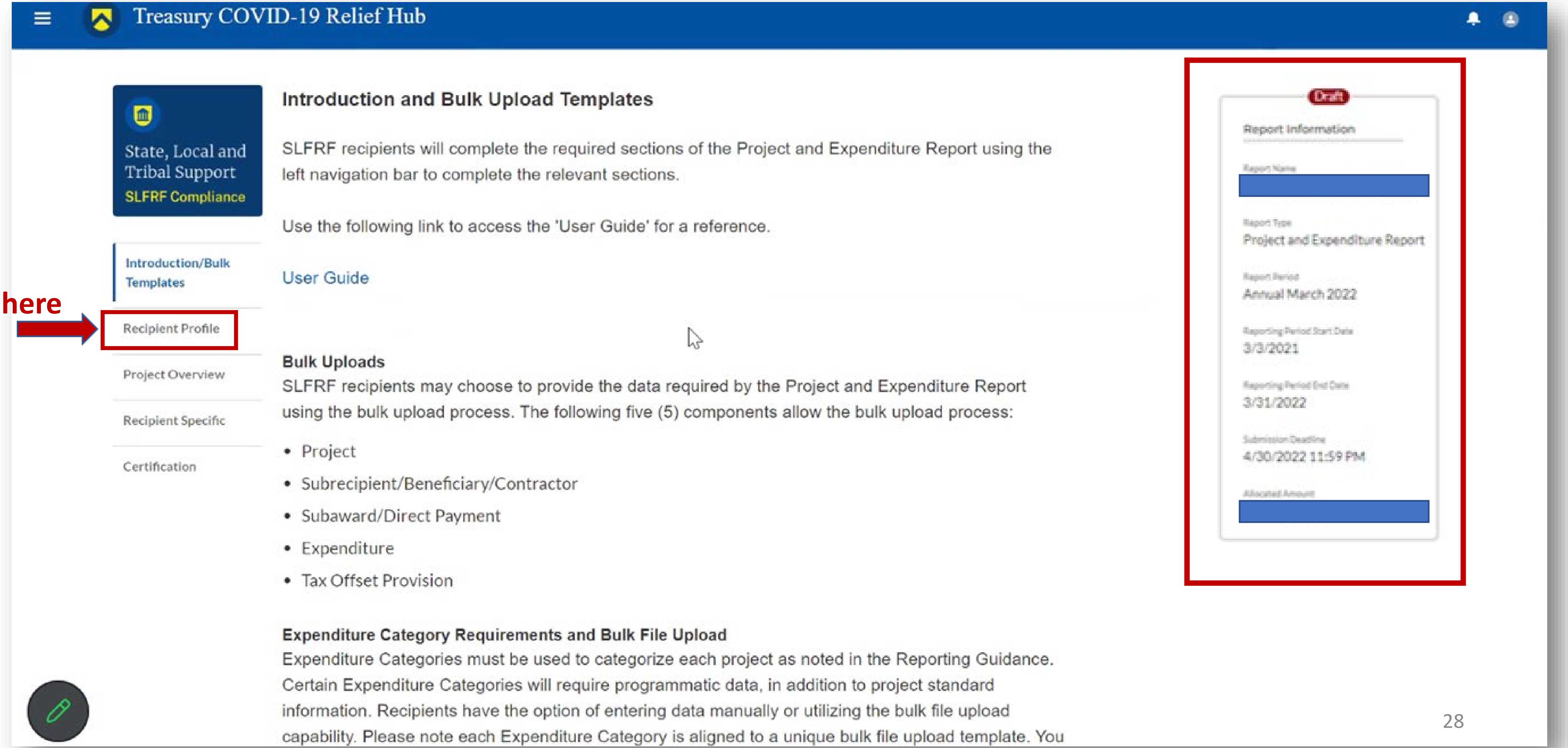
Click here



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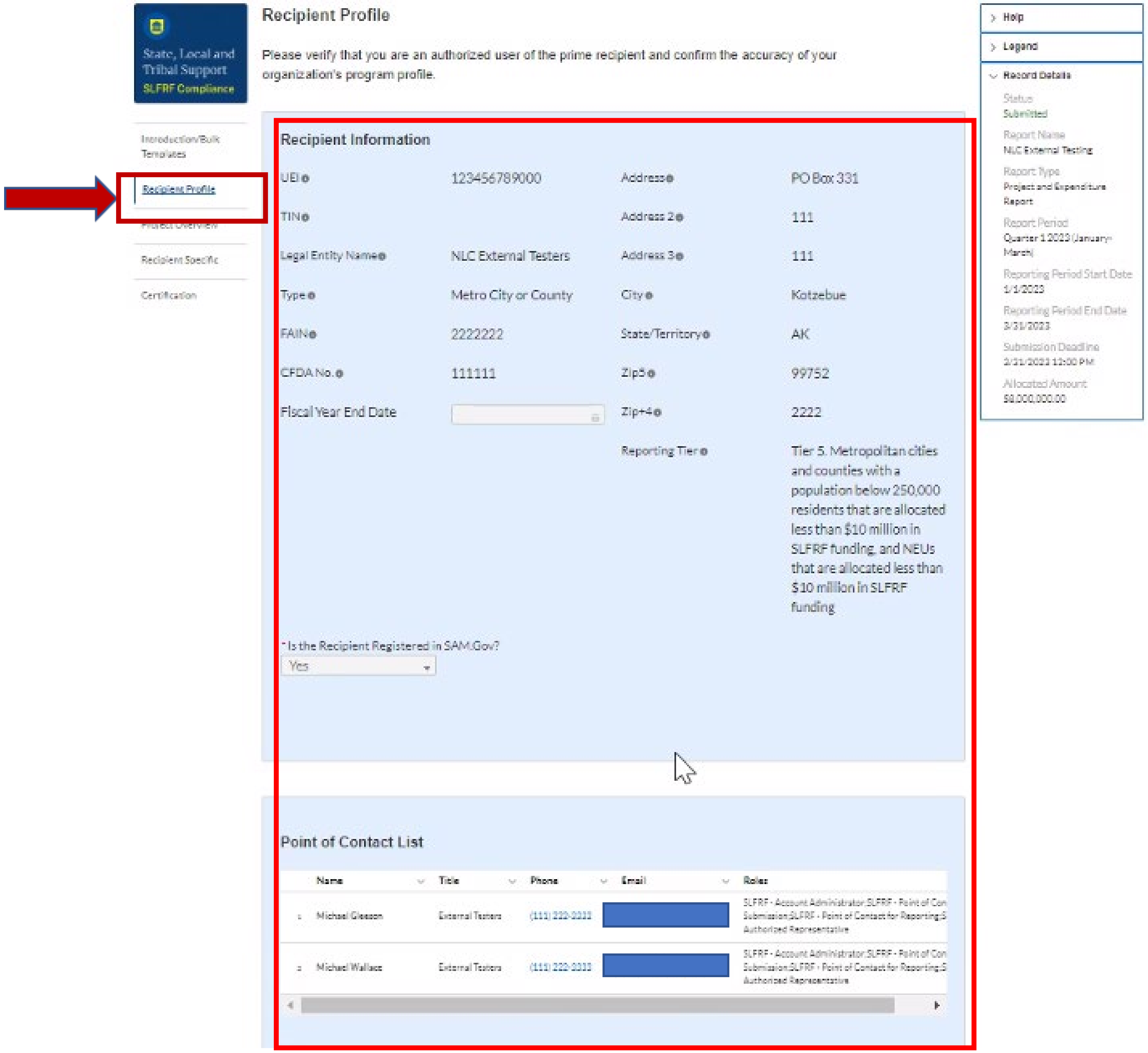
Review the "**Recipient Information**" section to ensure it contains the correct information and then enter the required fields.

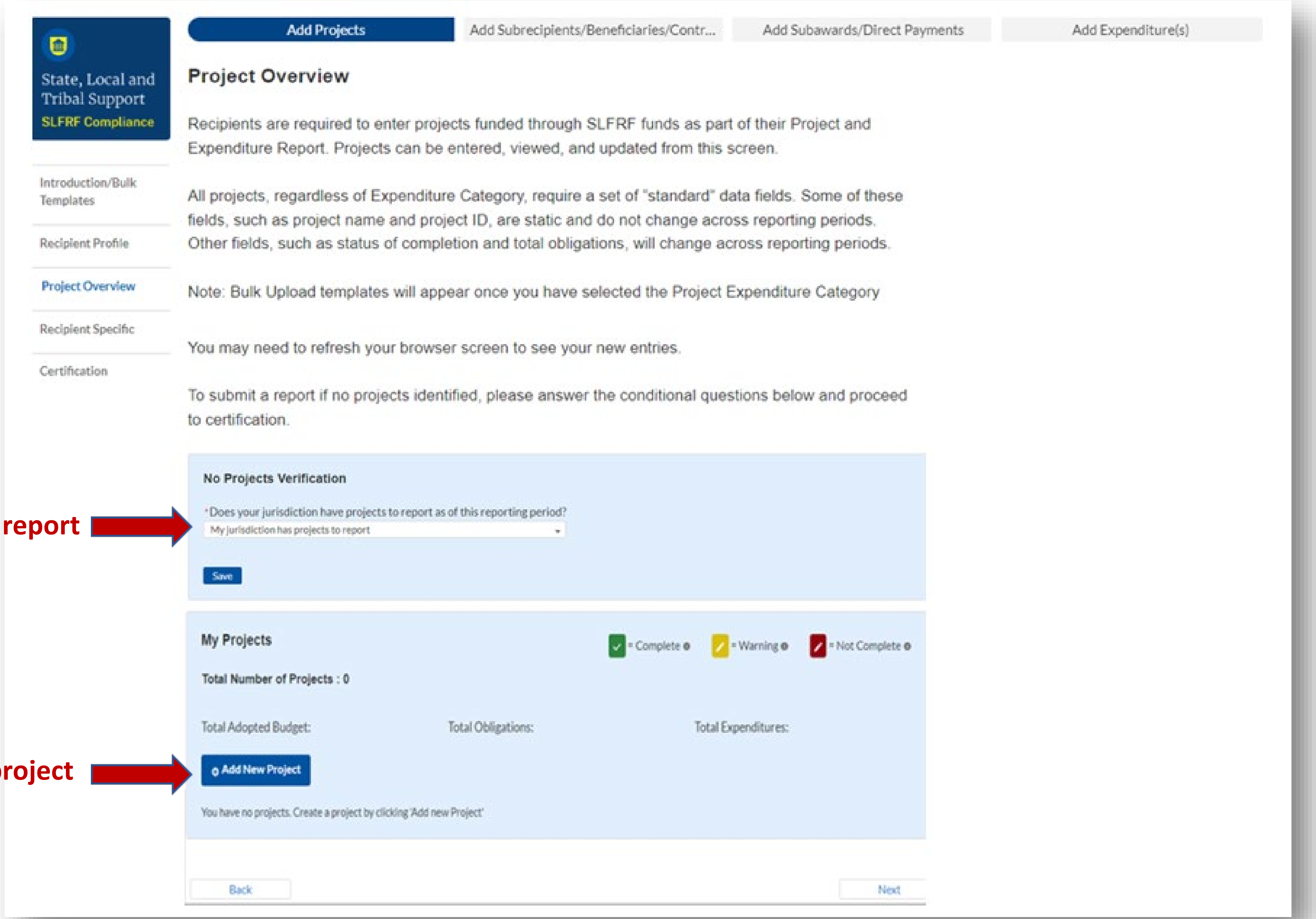
Click "**Save**" when done and then select "**Project Overview**" from the sidebar menu.



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**."

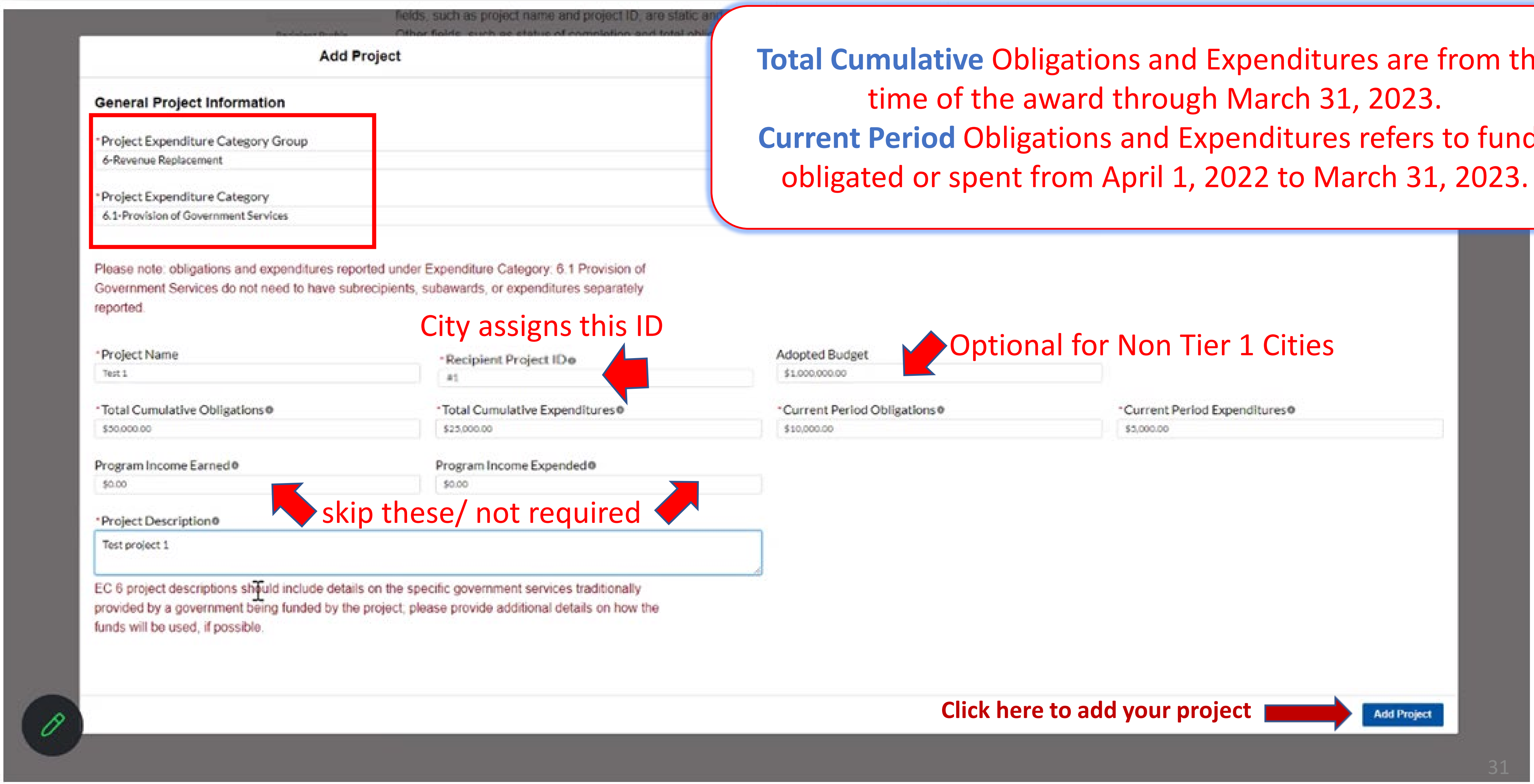
Select that you have projects to report

Click here to add your project

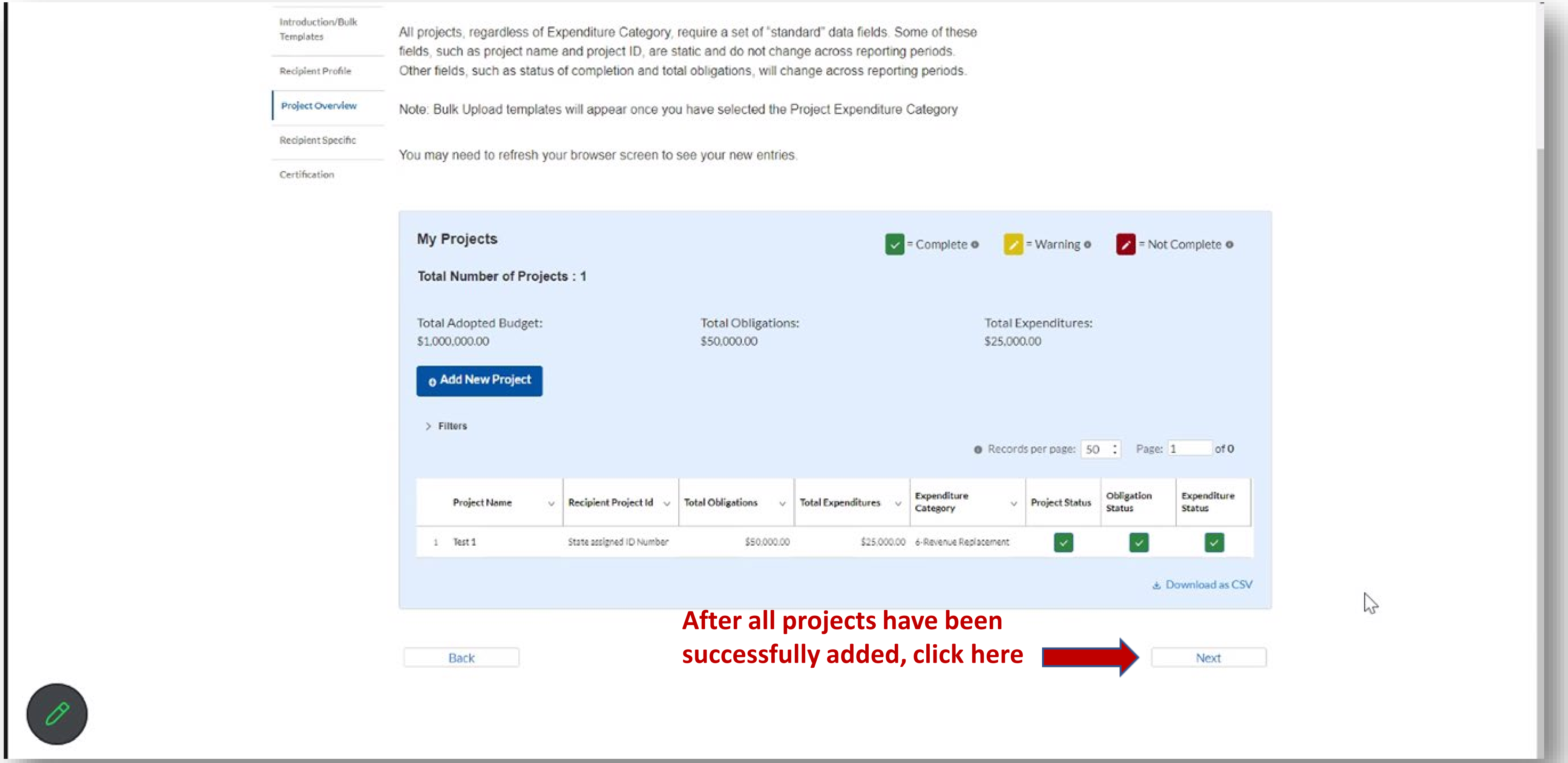


Because you have elected the standard allowance for revenue loss, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using either Expenditure Category **6.1 Provision of Government Services** or **6.2 Non-federal Match for other Federal Programs**. 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).

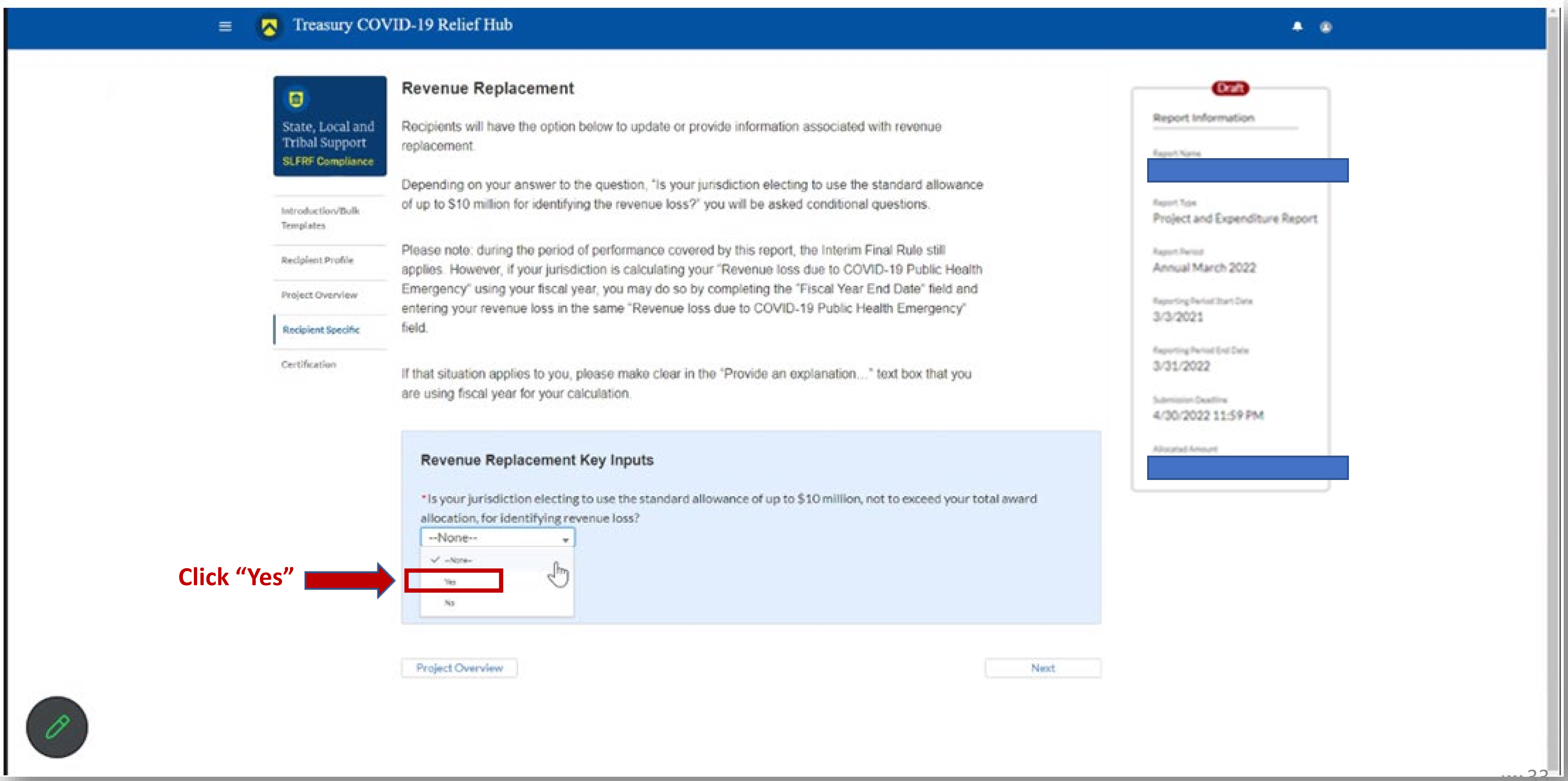
Total Cumulative Obligations and Expenditures are from the time of the award through March 31, 2023.
Current Period Obligations and Expenditures refers to funds obligated or spent from April 1, 2022 to March 31, 2023.



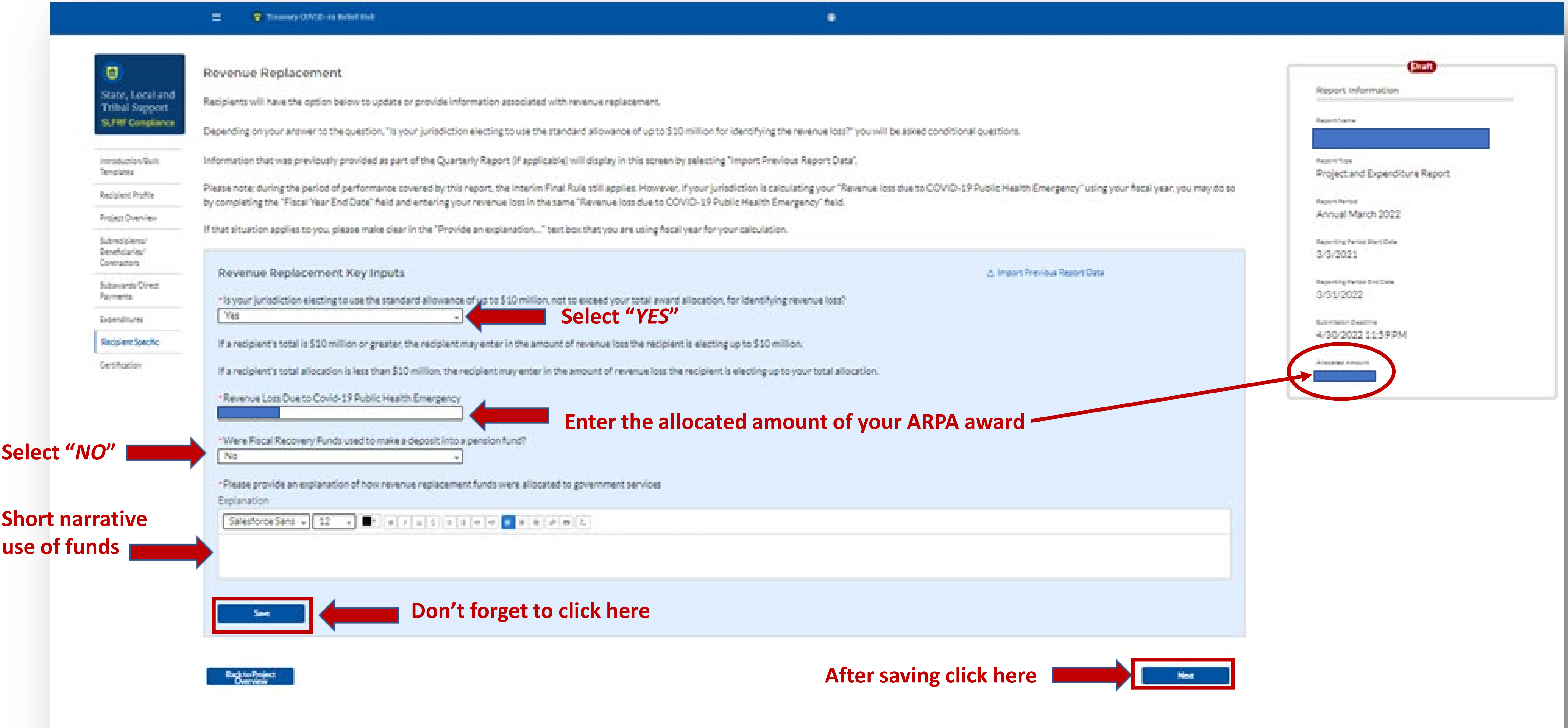
After you have added all the projects for this reporting period (4/1/2022 – 3/31/2023) they should appear in the table in the "**My Projects**" section. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been successfully entered, click "**Next**"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



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.



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



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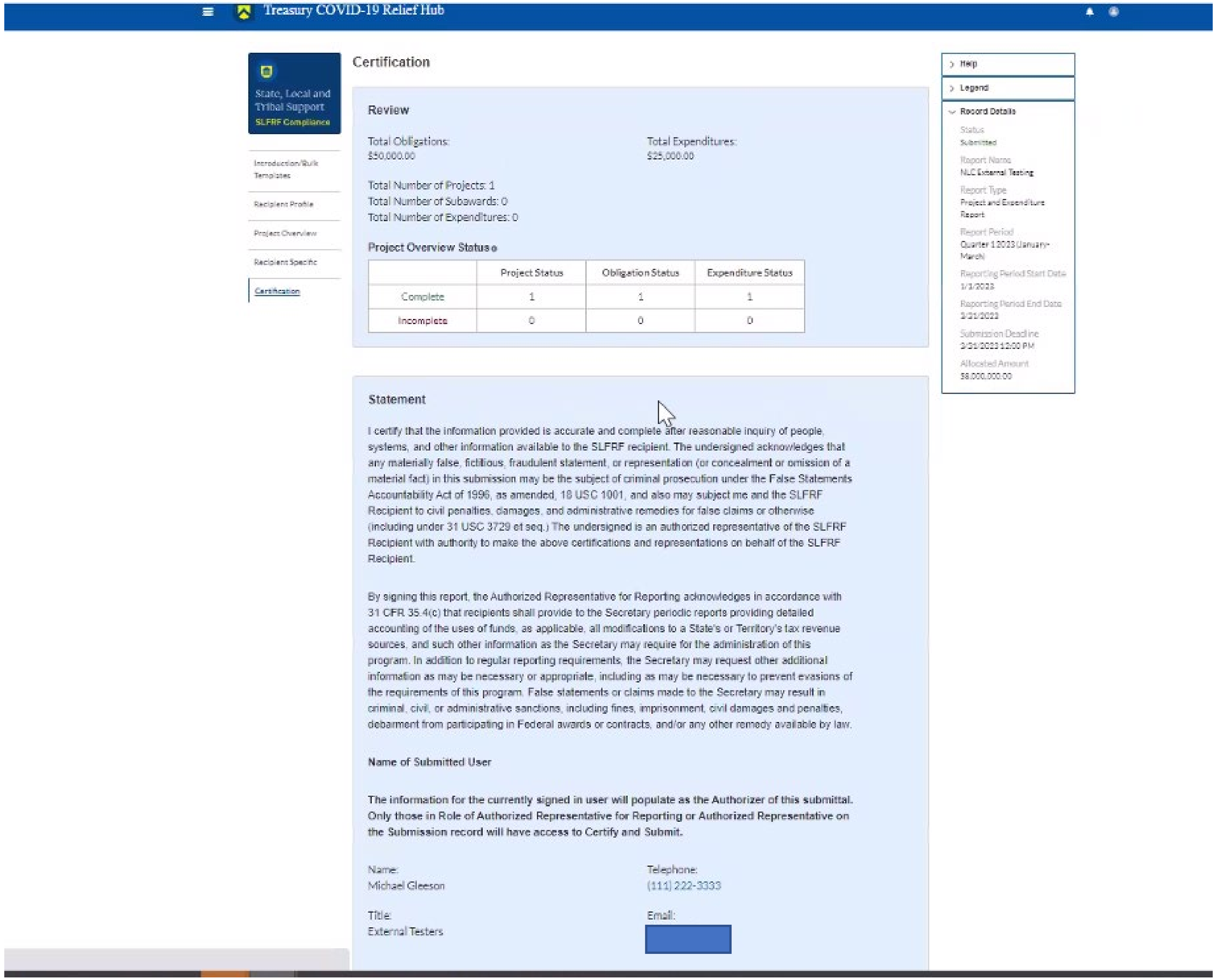

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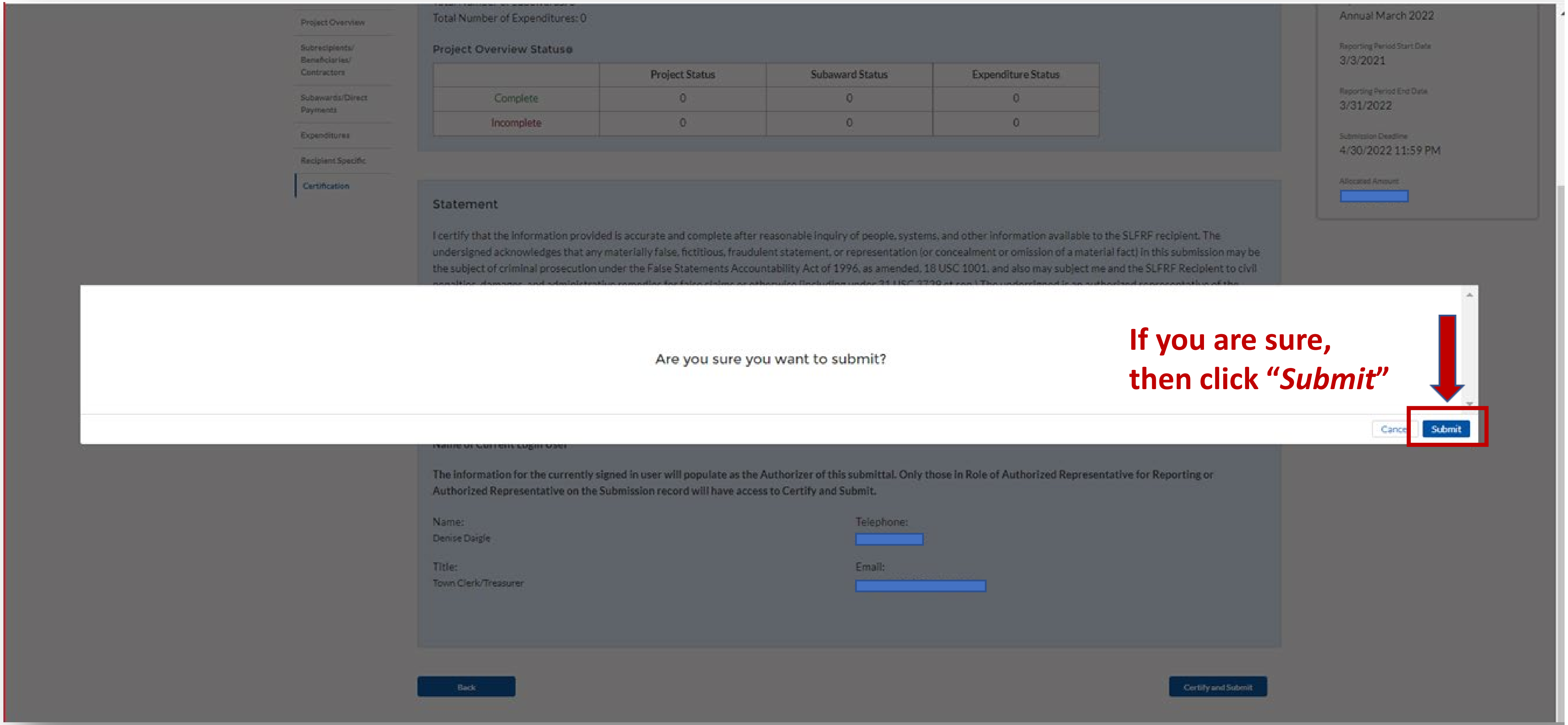

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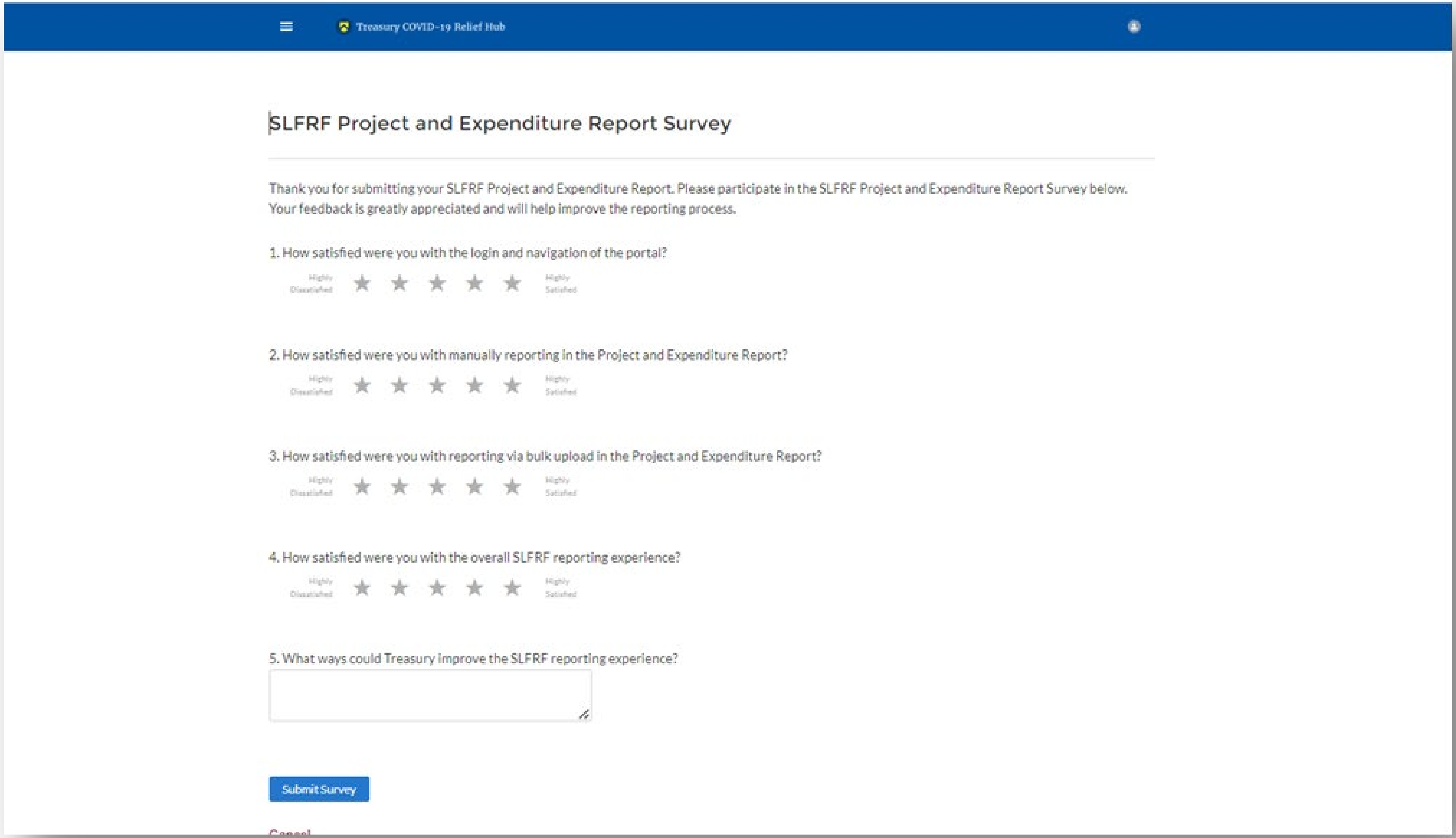

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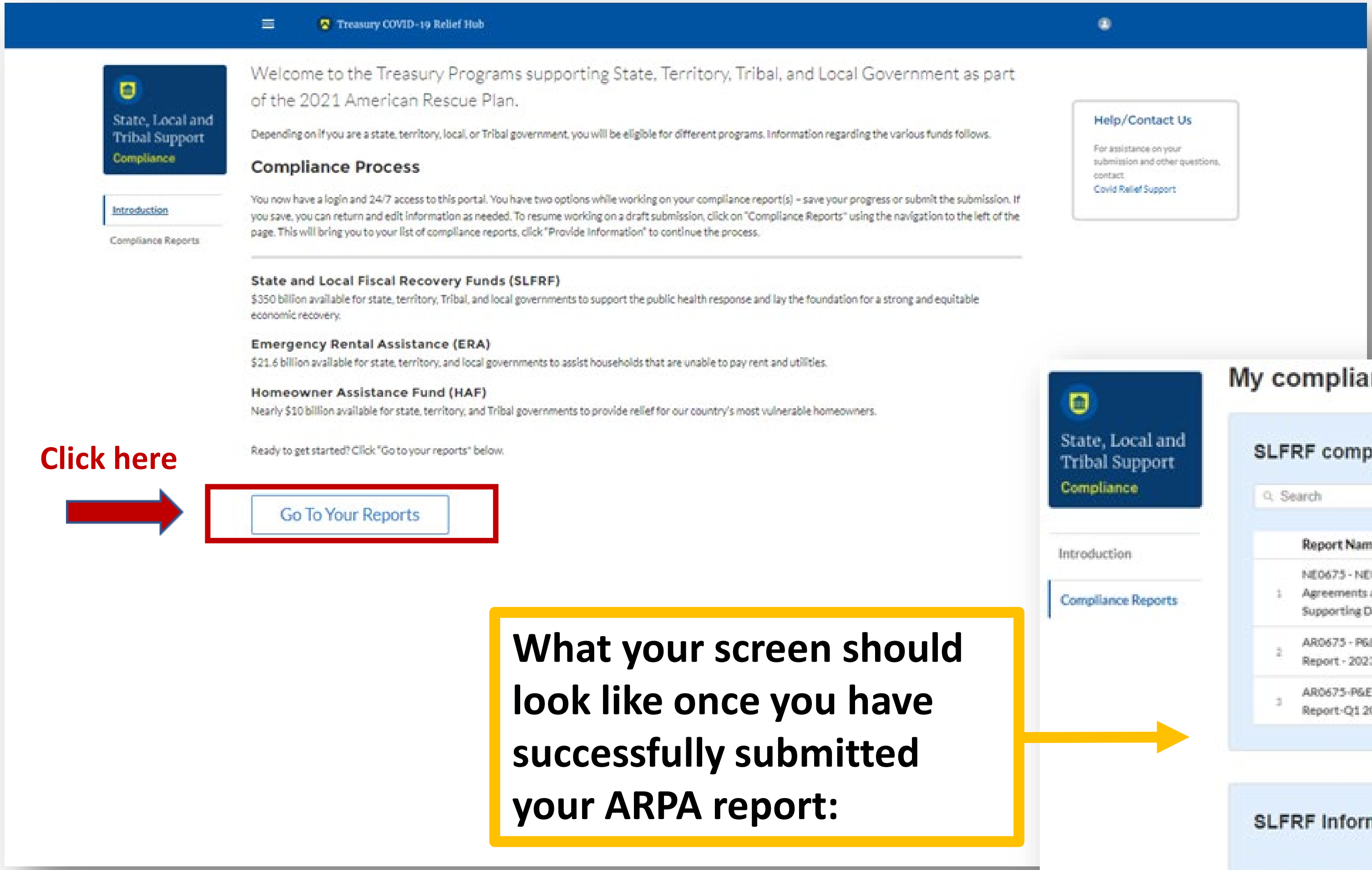

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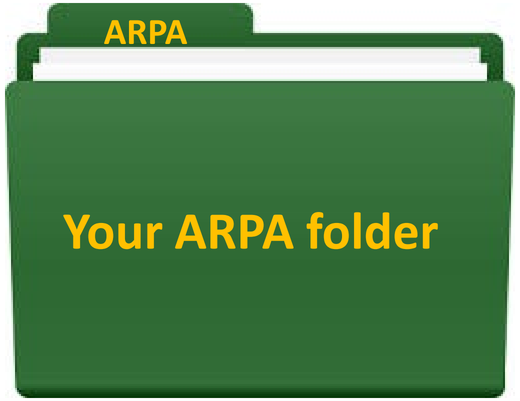
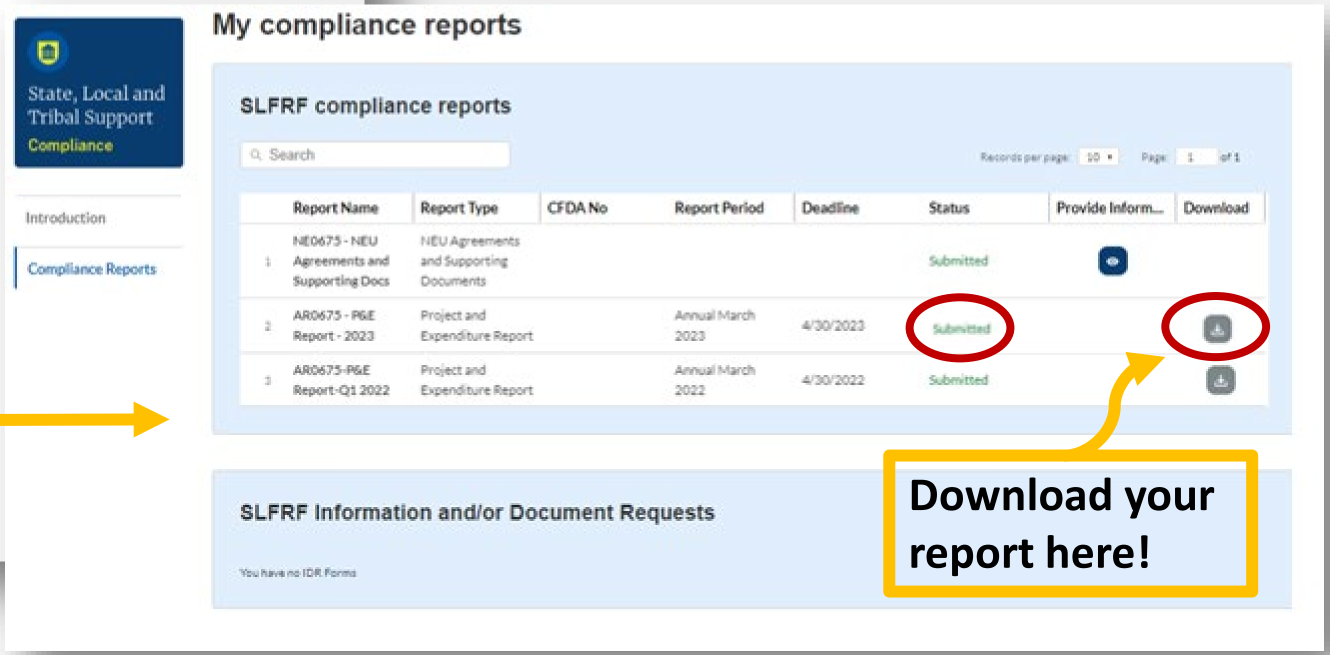
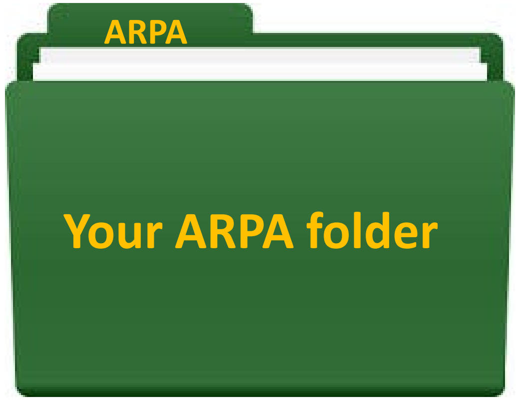




Download your report here!

YOU DID IT!!!



Before you celebrate, take these steps:

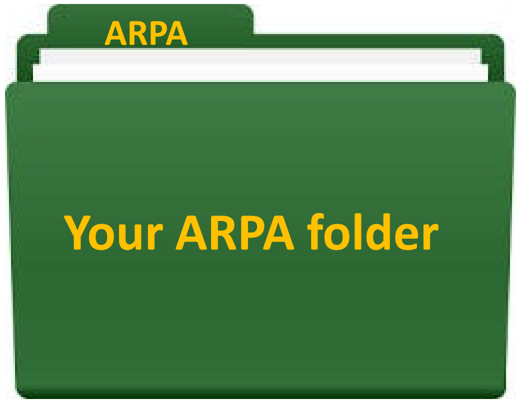
- Put everything in your **ARPA folder**!
- Write down all **logins, passwords, and other details** for Login.gov and the Treasury portal
- Write down details for all **assigned user roles** in Treasury portal
- Print out and put a **PDF copy** of your 2023 completed report in your ARPA file
- Keep all **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!**

GEORGIA MUNICIPAL ASSOCIATION

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

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