



NEU SLFRF Reporting Resources and FAQs

NEU Report Deadline is April 30, 2022.

Non-Entitlement Units of Local Government (NEUs) must file their first annual report with the Treasury Department for their State and Local Fiscal Recovery Funds (SLFRF) grant from the American Rescue Plan Act (ARPA) by April 30, 2022. A NEU is a municipality that received their SLFRF grant through their state and generally has less than 50,000 residents. Reports are to be submitted through the [reporting portal](#).

NLC is ready to support cities, towns and villages nationwide as they work their way through this process. If your city is having trouble with IT portal related issues and ***has not heard back from Treasury***, email SLFRFhelp@nlc.org and NLC ***will try*** to assist your municipality by elevating the case to Treasury.

Reporting Resources

To assist municipalities with filing reports, Treasury produced three step-by-step videos ([video 1](#), [video 2](#) and [video 3](#)) to help your municipality understand how to use the portal and the process for filing.

NLC created two resources to assist NEUs in preparing to file reports:

- [ARPA Reporting Deadline for Small Communities is April 30](#)
- [Choosing the Standard Allowance for ARPA Reporting](#)

Treasury FAQ

Question: I have a number of questions about the reporting process, where is the best resource for general information about reporting?

Recipients should visit Treasury's reporting [homepage](#) for extensive information on the reporting process including a user guide with step-by-step instructions, how to videos, and other resources to answer commonly asked questions.

Question: I can fill out the report but when I go to submit it says I am not the Authorized Representative and cannot submit.

Treasury has updated roles for all NEUs at this time and recipients having this issue should try again to submit their report. If they need to change roles themselves, users can watch the video here: <https://youtu.be/w7vbi94rVDIIf>. If they continue to have issues, they should reach out to our helpdesk.

Question: After logging in error message appears that says “No matching contact record was found. Please contact your Account Administrator to create a Contact Record for you in the system....”

This means Treasury does not currently have this person’s email address listed as a contact person for a particular recipient. They should e-mail Treasury at SLFRF@treasury.gov or call our call center at 844-529-9527.

Question: I sent an email requesting help but I have not heard back yet.

Treasury has received a large number of messages from recipients and some recipients are experiencing a delay in receiving a response. Our helpdesk staff are working as fast as possible to respond to all messages in the order they were received. Recipients should avoid sending multiple emails to the inbox with the same question as this will further delay responses for recipients as helpdesk staff take the time to review duplicate inquiries.

Further Assistance

Finally, here is a list of further resources that cities, towns and villages should be aware of as they get ready to meet the April 30, 2022 deadline.

- The Treasury portal website can be accessed [here](#).
- Any questions about the portal should be directed to SLFRP@treasury.gov. For login related questions such as determining roles, contact COVIDReliefITSupport@treasury.gov.
- You can call Treasury at (844) 529-9527 for further assistance.