

NEUs Guide to Treasury's Compliance Portal

April 2023

Designating Roles and Project & Expenditure Reports

- Before you start, here are additional resources for your municipality to take advantage of when filing:
- For help from the U.S. Treasury regarding ARPA reporting questions, contact the help desk at SLFRF@treasury.gov or call (844) 529-9527.
- Additional self-help resources for completing your report can be [found here](#).
- Finally, a new, simplified video on how to report for smaller communities produced by the U.S. Department of Treasury can be [accessed here](#).

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/>

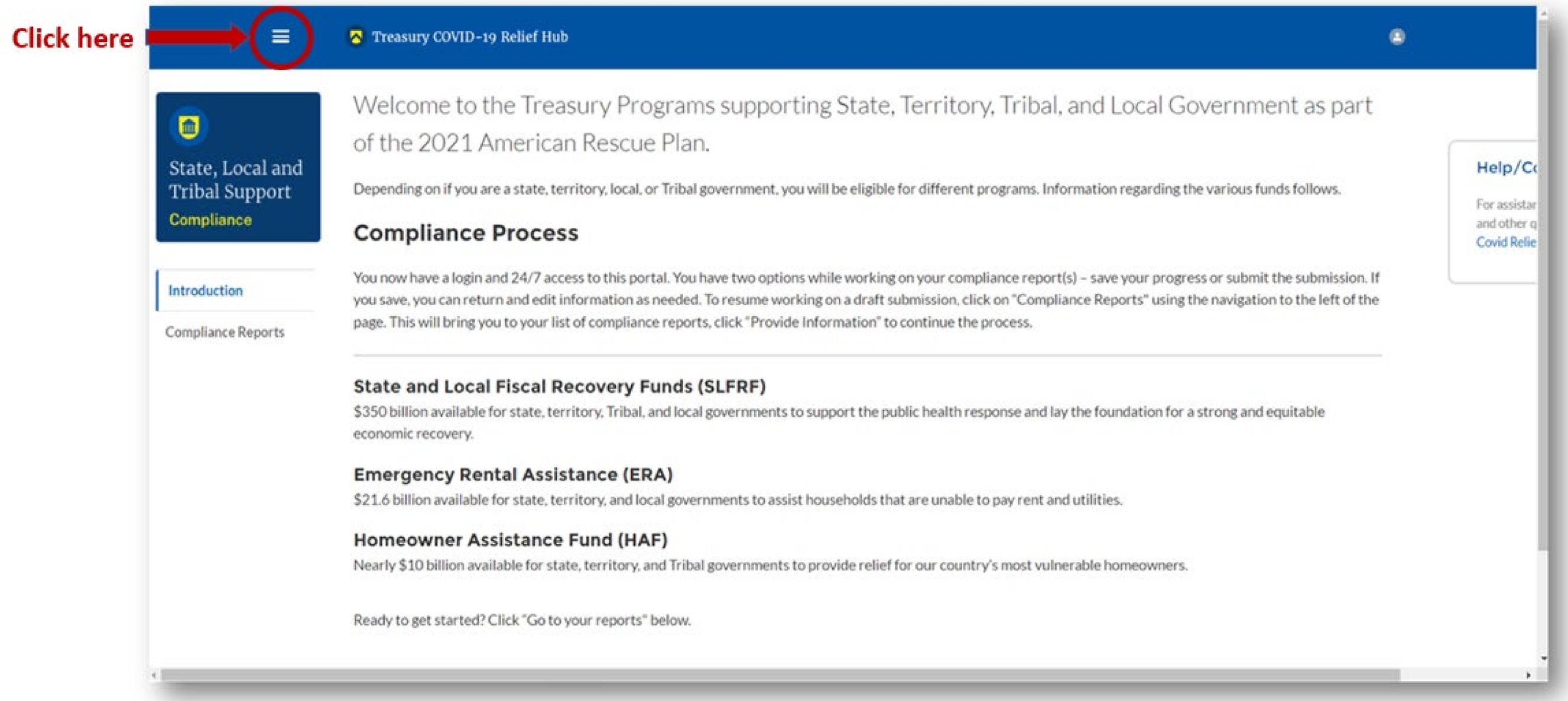


Treasury's Compliance Portal Designating Roles*

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

* If assigned roles have not changes since your 2022 reporting, advance to the “Compliance Reports” section

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



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

Click here

The screenshot displays the 'Accounts' section of the Treasury COVID-19 Relief Hub. The page title is 'Treasury COVID-19 Relief Hub'. Below the title, there is a navigation bar with 'Accounts' and 'All Accounts' (with a dropdown arrow). A search bar labeled 'Search this list...' is visible. The main content is a table with the following columns: 'Account Name', 'Community User Type', 'DUNS', 'EIN', and 'Account Record Type'. The table contains one entry: 'Morrisville Village, Vermont' under 'Account Name', 'Community User Type' under 'Community User Type', '160000402' under 'DUNS', and 'CARES' under 'Account Record Type'. A red box highlights the 'Morrisville Village, Vermont' entry, and a red arrow points to it from the text 'Click here' on the left.

Account Name	Community User Type	DUNS	EIN	Account Record Type
Morrisville Village, Vermont	Community User Type	160000402		CARES

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

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

The screenshot shows the Treasury COVID-19 Relief Hub interface. On the left sidebar, there are three menu items: 'Introduction', 'Certification', and 'Designation Form'. The 'Certification' item is highlighted with a red box and a red arrow pointing to it from the text 'Click here'. The main content area is titled 'Official Certification of Authorization' and contains a paragraph of text: 'I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729 and 3730)'. Below this text is a text input field labeled 'Signature of Account Administrator [Type name/signature equivalent:]'. A red arrow points to this field from the text 'Enter your name here'. At the bottom of the form is a blue 'Submit' button, which is also highlighted with a red box and a red arrow pointing to it from the text 'Click here'. The top of the page has a blue header with a hamburger menu icon, the text 'Treasury COVID-19 Relief Hub', and a user profile icon.

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.

** A single role can have multiple people assigned to it and a single person can be assigned to multiple roles. **

Click here →

Click “Complete” after each entry →

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: Sara
Middle Name:
Last Name: Haskin
Suffix:
Title: Village Clerk
Phone: 802-888-6370
Email: shaskins@morristownvt.org
Name of Entity/Organization: Village of Morrisville Water & Light

Program-Roles:
SLFRF - Point of Contact for Reporting
SLFRF - Account Administrator
SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

Name	Title	Phone	Email	Roles	Edit
<input type="checkbox"/> Penny Jones		(802) 888-6289	pjones@mwvl.com	SLFRF - Account Administrator; SLFRF - Authorized Representative	<input type="button" value="Edit"/>

Go back to introduction

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.

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:

Title:

Program Roles:

First Name:

Phone:

Middle Name:

Email:

Last Name:

Name of Entity/Organization:

Suffix:

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	<input type="button" value="Edit"/>
<input type="checkbox"/>	Sara Haskin	Village Clerk	802-888-6370	shaskin@morristownvt.org	SLFRF - Account Administrator; SLFRF - Authorized Representative	<input type="button" value="Edit"/>
<input type="checkbox"/>	Penny Jones		(802) 888-6289	pjones@mwlvvt.com	SLFRF - Account Administrator; SLFRF - Authorized Representative	<input type="button" value="Edit"/>

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.

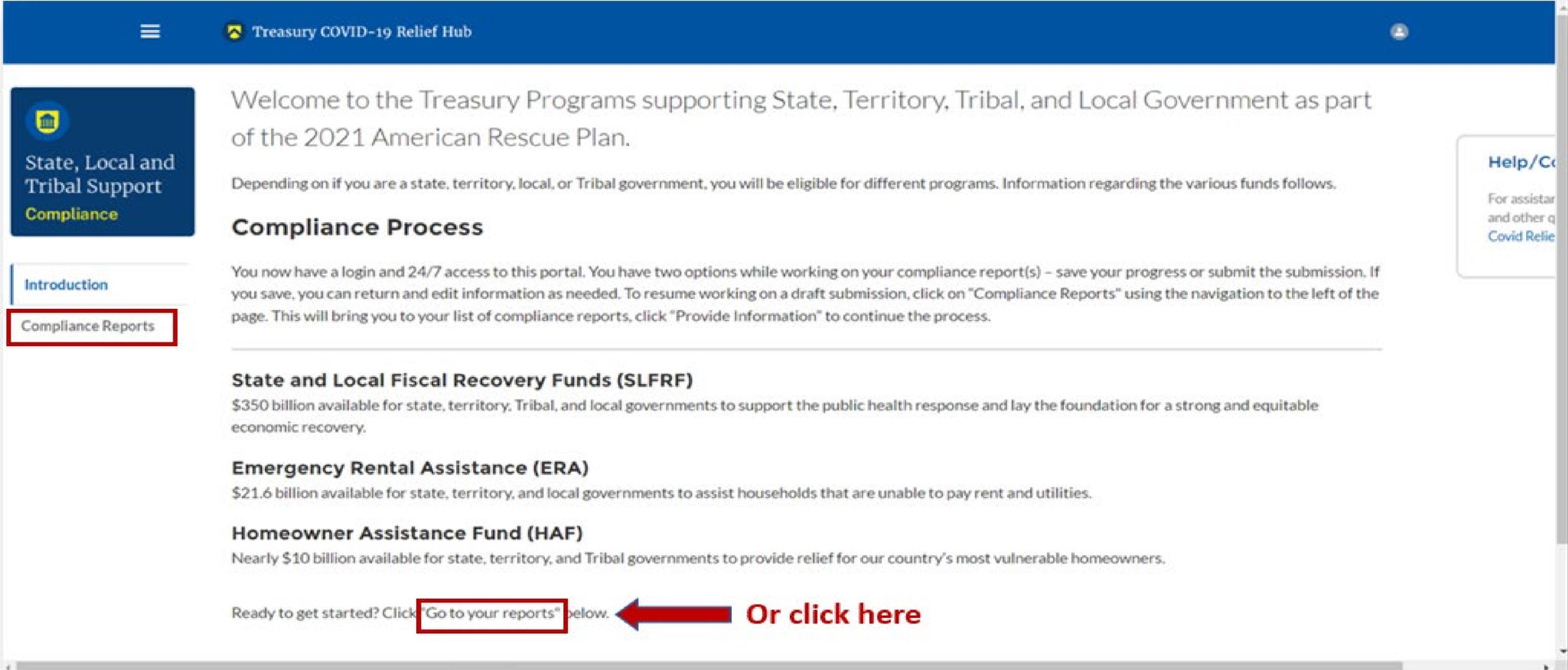
Treasury's Compliance Portal
2023 Project and Expenditure Report
For No ARPA Funds Expended
April 1, 2022 – March 31, 2023

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 hamburger menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. Below the header, the main content area is white. On the left, there is a dark blue sidebar menu with a house icon and the text "State, Local and Tribal Support" and "Compliance". The "Compliance" link is highlighted with a red box, and a red arrow points to it with the text "Click here". Below the sidebar, there is a navigation bar with "Introduction" and "Compliance Reports" links. The "Compliance Reports" link is also highlighted with a red box. The main content area contains a welcome message, a "Compliance Process" section with a paragraph of text, and three sections: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)". At the bottom of the main content area, there is a red box around the text "Go to your reports" with a red arrow pointing to it and the text "Or click here".

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 header includes a menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. The main content area features a welcome message, a "Compliance Process" section with instructions, and three program descriptions: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)". A sidebar on the left contains a "Compliance" section with "Introduction" and "Compliance Reports" links. A "Help/Contact Us" box is on the right. Red arrows and text annotations highlight the "Compliance Reports" link and the "Go to your reports" button.

Click here →

Introduction
Compliance Reports

Ready to get started? Click **Go to your reports** below. ← **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. NEO675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2. ARO675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Draft		
3. ARO675-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

Click here

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 main content area is titled "Introduction and Bulk Upload Templates" and provides instructions for SLFRF recipients. A sidebar menu on the left includes "Introduction/Bulk Templates", "Recipient Profile" (highlighted with a red box and a red arrow labeled "Click here"), "Project Overview", "Recipient Specific", and "Certification". The right sidebar contains a "Record Details" section, outlined in red, which lists the following information:

> Help	
> Legend	
∨ Record Details	
Status	Draft
Report Name	AR0675 - P&E Report - 2023
Report Type	Project and Expenditure Report
Report Period	Annual March 2023
Reporting Period Start Date	4/1/2022
Reporting Period End Date	3/31/2023
Submission Deadline	4/30/2023 11:59 PM
Allocated Amount	\$74,999.47

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.

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates
Recipient Profile
Subrecipients/Beneficiaries/Contractors
Subawards/Direct Payments
Expenditures
Recipient Specific
Certification

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	Address	PO Box 85
TIN	Address 2	
Legal Entity Name	Address 3	
Type	City	Newport Ctr
FAIN	State/Territory	VT
CFDA No.	Zip 5	05857
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

* Is the Recipient Registered in SAM.Gov?
Yes

Save

> Help
> Legend
Record Details
Status
Draft
Report Name
AR0675 - P&E Report - 2023
Report Type
Project and Expenditure Report
Report Period
Annual March 2023
Reporting Period Start Date
4/1/2022
Reporting Period End Date
3/31/2023
Submission Deadline
4/30/2023 11:59 PM
Allocated Amount
\$74,999.47

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.

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 a web application. The main content area is titled 'Revenue Replacement Key Inputs' and contains several questions and input fields. Red arrows and text annotations highlight specific steps:

- An arrow points to the first dropdown menu with the text "Select 'YES'".
- An arrow points to the second input field with the text "Enter the allocated amount of your ARPA award".
- An arrow points to the third dropdown menu with the text "Select 'NO'".
- An arrow points to the text area with the text "Sample language".
- An arrow points to the 'Save' button with the text "Don't forget to click here".
- An arrow points to the 'Next' button with the text "After saving click here".

On the right side, a 'Record Details' sidebar is visible, showing the following information:

- Status: Draft
- Report Name: AR0675 - P&E Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47 (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.

Certification

Review

Total Obligations: \$0.00 Total Expenditures: \$0.00

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

Project Overview Status

	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
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 1994, 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 35.41c) 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 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 Dudge Telephone: (802) 334-6442
Title: Town Clerk/Treasurer Email: dndodge@comcast.net

Only the Authorized Representative for Reporting can complete this step → **Certify and Submit**

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: \$683,924.23

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 and criminal penalties.

Are you sure you want to submit?

If you are sure, then click “Submit”

Cancel Submit

Name of Current Logged User

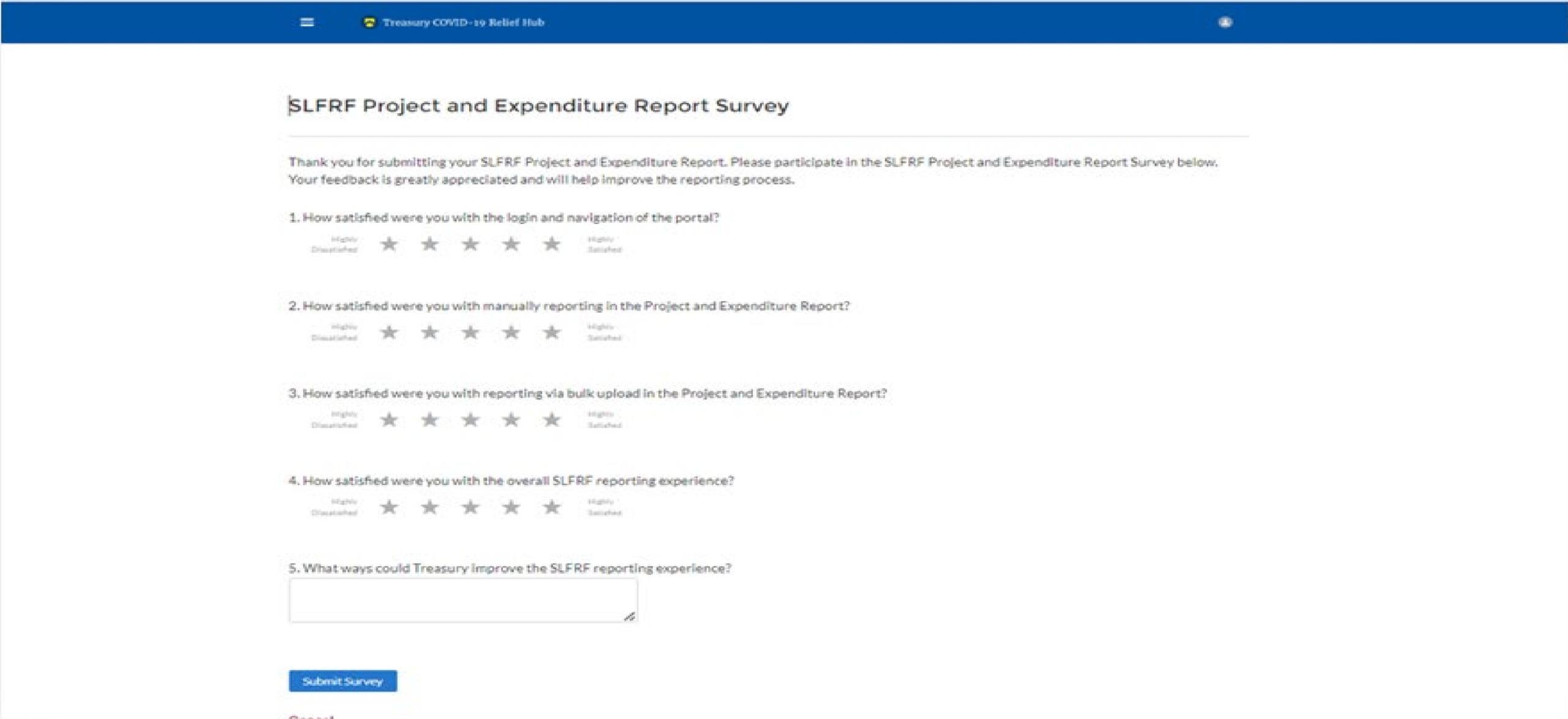
The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Denise Daigle Telephone: (903) 334-6443

Title: Town Clerk/Treasurer Email: ndotownclerk@comcast.net

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. A best practice would be to 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.

Click here

Go To Your Reports

My compliance reports

SLFRF compliance reports

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

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 interface. On the left sidebar, under the 'State, Local and Tribal Support' section, the 'Compliance' link is highlighted. Below this, a navigation menu contains 'Introduction' and 'Compliance Reports', with the latter being highlighted by a red box and a red arrow pointing to it from the text 'Click here'. The main content area features a welcome message, a 'Compliance Process' section with instructions, and three program descriptions: 'State and Local Fiscal Recovery Funds (SLFRF)', 'Emergency Rental Assistance (ERA)', and 'Homeowner Assistance Fund (HAF)'. At the bottom of the page, the text 'Ready to get started? Click "Go to your reports" below.' is followed by a red box around the link and a red arrow pointing to it from the text '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

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 main content area is titled "Introduction and Bulk Upload Templates" and contains instructions for SLFRF recipients. A sidebar menu on the left includes "State, Local and Tribal Support SLFRF Compliance", "Introduction/Bulk Templates", "Recipient Profile" (highlighted with a red box and a red arrow labeled "Click here"), "Project Overview", "Recipient Specific", and "Certification". On the right side, a red-bordered box highlights a "Record Details" section with the following information:

> Help
> Legend
∨ Record Details
Status
Draft
Report Name
AR0675 - P&E Report - 2023
Report Type
Project and Expenditure Report
Report Period
Annual March 2023
Reporting Period Start Date
4/1/2022
Reporting Period End Date
3/31/2023
Submission Deadline
4/30/2023 11:59 PM
Allocated Amount
\$74,999.47

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.

After saving click here →

Click here when done →

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	Address 1	PO Box 85
TIN	Address 2	
Legal Entity Name	Address 3	
Type	City	Newport Ctr
FAIN	State/Territory	VT
CFDA No.	Zip5	05857
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

*Is the Recipient Registered in SAM.Gov?
Yes

Save

Record Details

- Status: Draft
- Report Name: AR0675 - PSE Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47

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 and then hit “Save”

Click here to add your project

The screenshot shows the 'Project Overview' page with a navigation menu on the left and a main content area. The main content area has a header with 'Add Projects' and other options. Below the header, there is a 'No Projects Verification' section with a dropdown menu and a 'Save' button. Below that is a 'My Projects' section with a legend for project status (Complete, Warning, Not Complete) and a table with columns for 'Total Adopted Budget', 'Total Obligations', and 'Total Expenditures'. At the bottom of the 'My Projects' section is an 'Add New Project' button. Red arrows point from the text annotations to the dropdown menu, the 'Save' button, and the 'Add New Project' button.

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).

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.

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#
45

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  [Add Project](#)

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	4-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.

The screenshot displays the 'Treasury COVID-19 Relief Hub' interface. On the left, a navigation menu includes 'State, Local and Tribal Support SLFRF Compliance', 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview', 'Recipient Specific' (highlighted), and 'Certification'. The main content area is titled 'Revenue Replacement' and contains the following text:

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.

The 'Revenue Replacement Key Inputs' section contains a dropdown menu with 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?". The dropdown options are "--None--", "Yes", and "No". A red arrow points to the "Yes" option, which is highlighted with a red box. Below the dropdown are buttons for "Project Overview" and "Next".

On the right side, a sidebar titled 'Record Details' shows the following information:

- Status: Draft
- Report Name: AR0675 - PSE Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47

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 a web application. The page title is 'Revenue Replacement' and it contains instructions for users. The main section is 'Revenue Replacement Key Inputs' with several fields and a text area. Red arrows and text provide instructions for each field:

- Select "YES"**: Points to the dropdown menu 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?". The dropdown is currently set to 'Yes'.
- 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 menu for the question: "Were Fiscal Recovery Funds used to make a deposit into a pension fund?". The dropdown is currently set to 'No'.
- Sample language**: Points to the text area for "Please provide an explanation of how revenue replacement funds were allocated to government services". The text area contains the text: "We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified thus no funds have been allocated."
- Don't forget to click here**: Points to the 'Save' button.
- After saving click here**: Points to the 'Next' button.

On the right side of the page, there is a 'Record Details' sidebar with the following information:

- Status: Draft
- Report Name: AR0675 - P&E Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47 (circled in red)

You will arrive at the “**Certification**” page. It should show as many projects as you entered on the “**Project Overview**” page under “Complete”; none should appear under “Incomplete.”

This screen also 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.

Certification

Review

Total Obligations: 5000 Total Expenditures: 5000

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

Project Overview Status e

	Project Status	Subaward Status	Expenditure Status
Complete			
Incomplete			

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 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: (800) 324-5442
Title: Town Clerk/Treasurer Email: dnictovanden@comcast.net

Only the Authorized Representative for Reporting can complete this step → **Certify and Submit**

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.

The screenshot displays a web application interface with a confirmation dialog box overlaid. The dialog box contains the text "Are you sure you want to submit?" and two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box, and a red arrow points down to it. The background shows a project overview table and a certification statement.

Project Overview Status			
	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
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 other legal remedies for false information under 31 USC 3239(a-c). The undersigned is a member of the...

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: \$883,924.23

Name of Current Login User: Denise Daigle
Telephone: (802) 334-6442
Title: Town Clerk/Treasurer
Email: nctownclerk@comcast.net

Buttons: 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.**”

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. A best practice would be to 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.

The image shows two screenshots of the Treasury COVID-19 Relief Hub portal. The left screenshot shows the main portal page with a red arrow pointing to a button labeled "Go To Your Reports". The right screenshot shows the "My compliance reports" page with a table of reports. The status "Submitted" and the download icon for the 2023 report are circled in red.

Click here

Go To Your Reports

My compliance reports

SLFRF compliance reports

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

Congratulations, You're Done!



NLC NATIONAL
LEAGUE
OF CITIES

CITIES STRONG TOGETHER

Acknowledgements

NLC would like to acknowledge the hard work and partnership of:

Becky Taylor, Director, Federal Relations and Research, Georgia Municipal Association

Caran Curry, Senior Grants Counsel, Arkansas Municipal League

Katie Buckley, Director, Federal Funding Assistance Program, Vermont League of Cities and Towns





@LEAGUEOFCITIES

