NEUs Guide to Treasury's Compliance Portal
April 2023

Designating Roles and Project & Expenditure Reports

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- 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/

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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**

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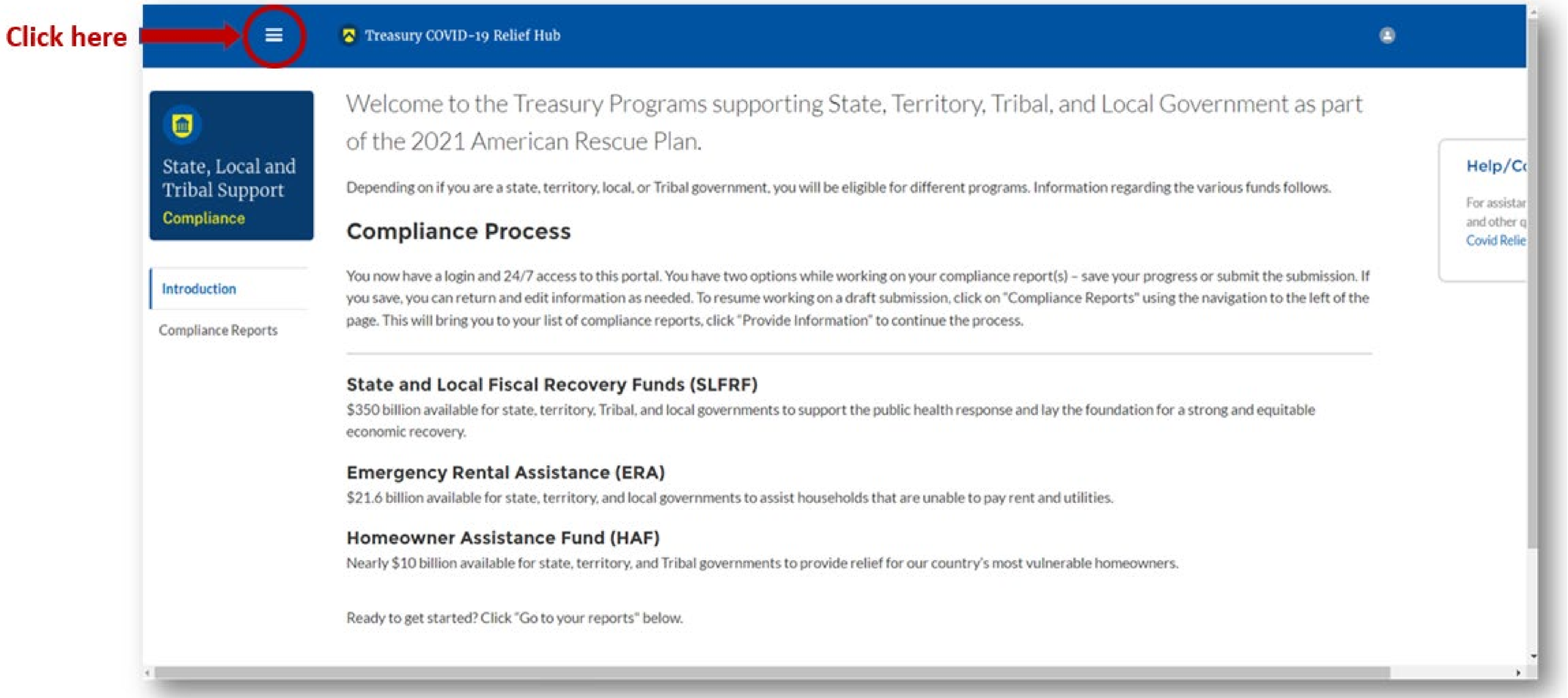
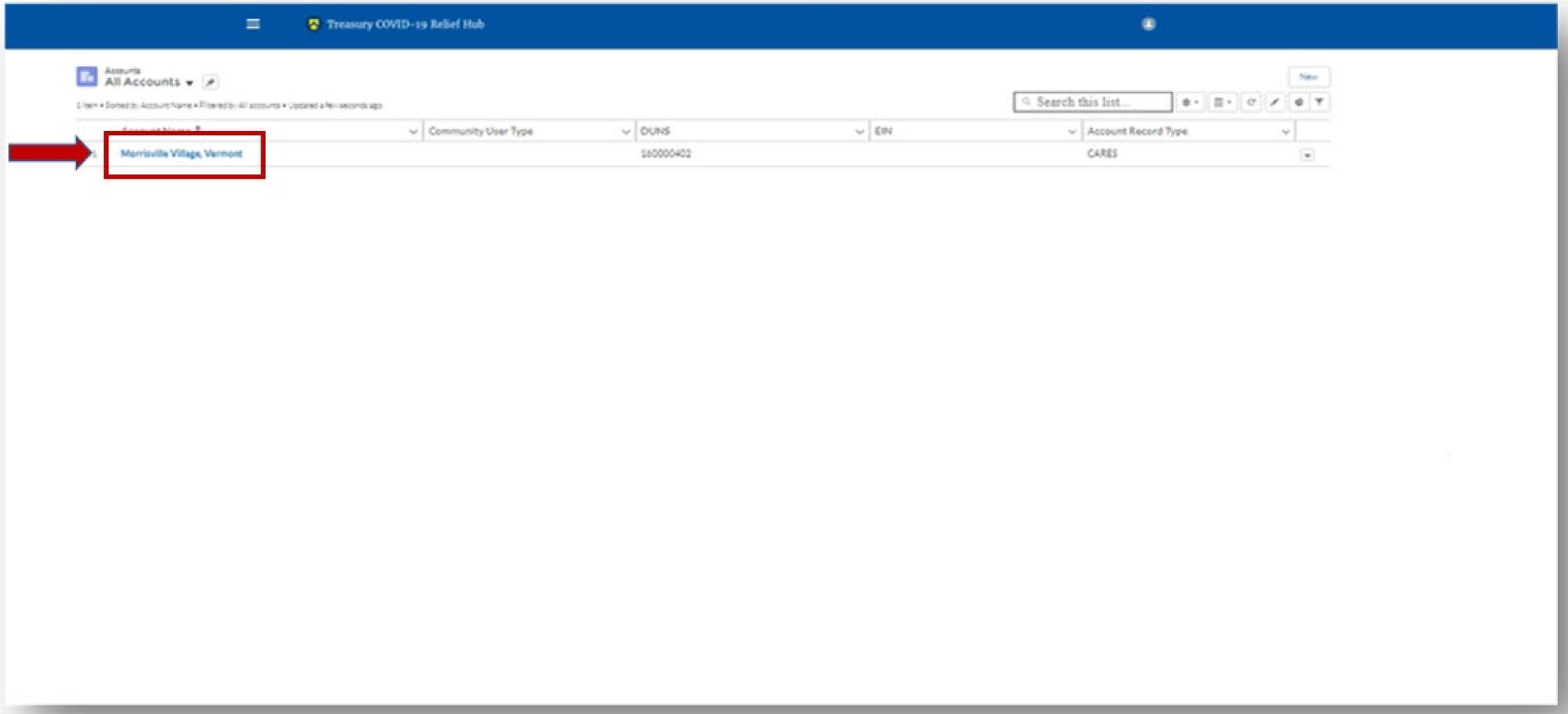
To designate roles, select the “hamburger” (menu) icon at the top of the page.

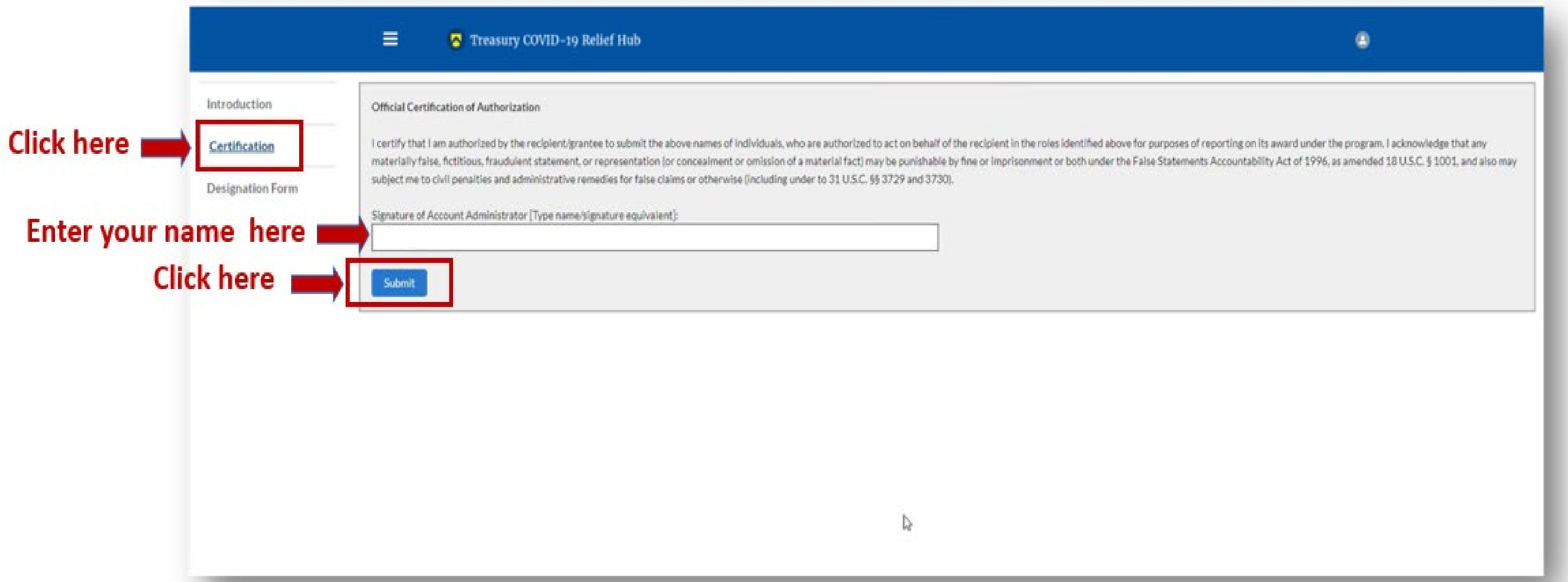


Your entity should appear under “***Account Name.***” Select it.

Click here



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



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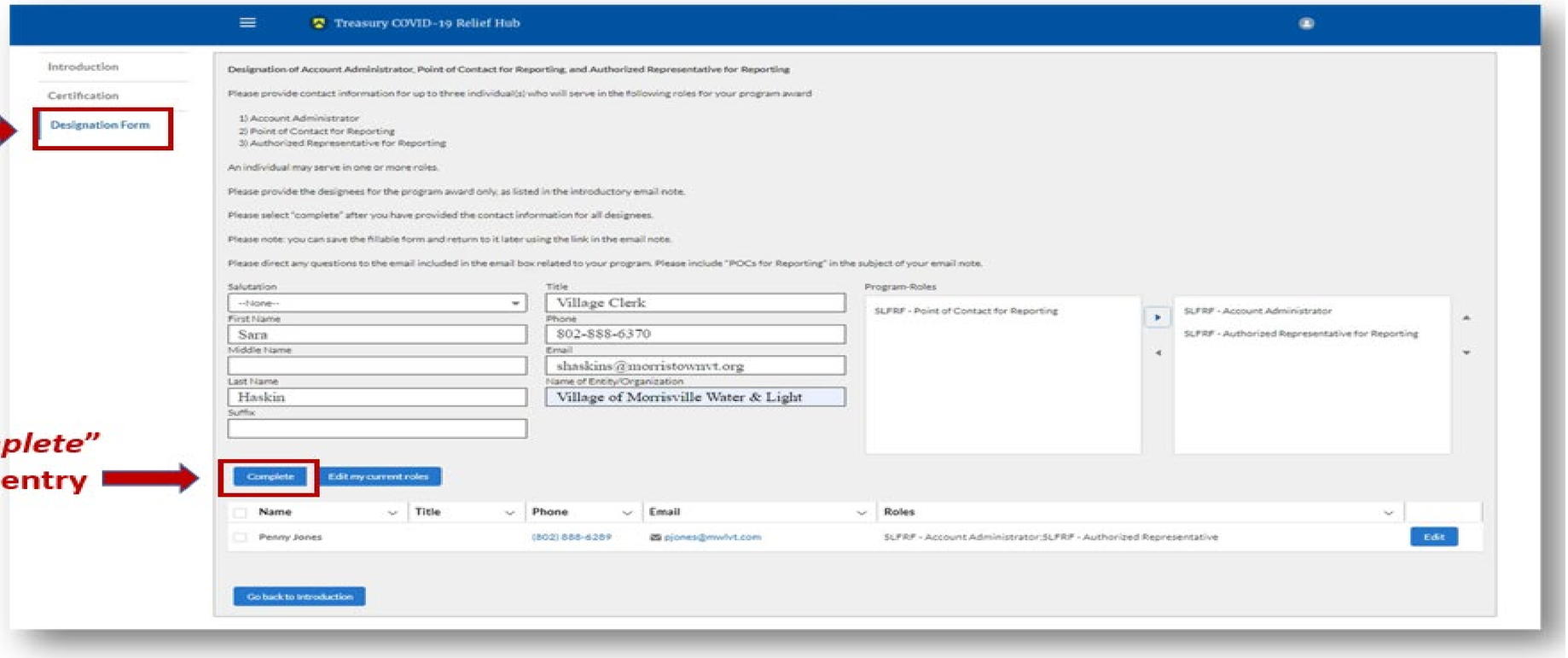
After certifying, select "***Designation Form***" from the sidebar menu. On this page, you will be able to assign the three roles: Account Administrator, Authorized Representative for Reporting and Point of Contact for Reporting.

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

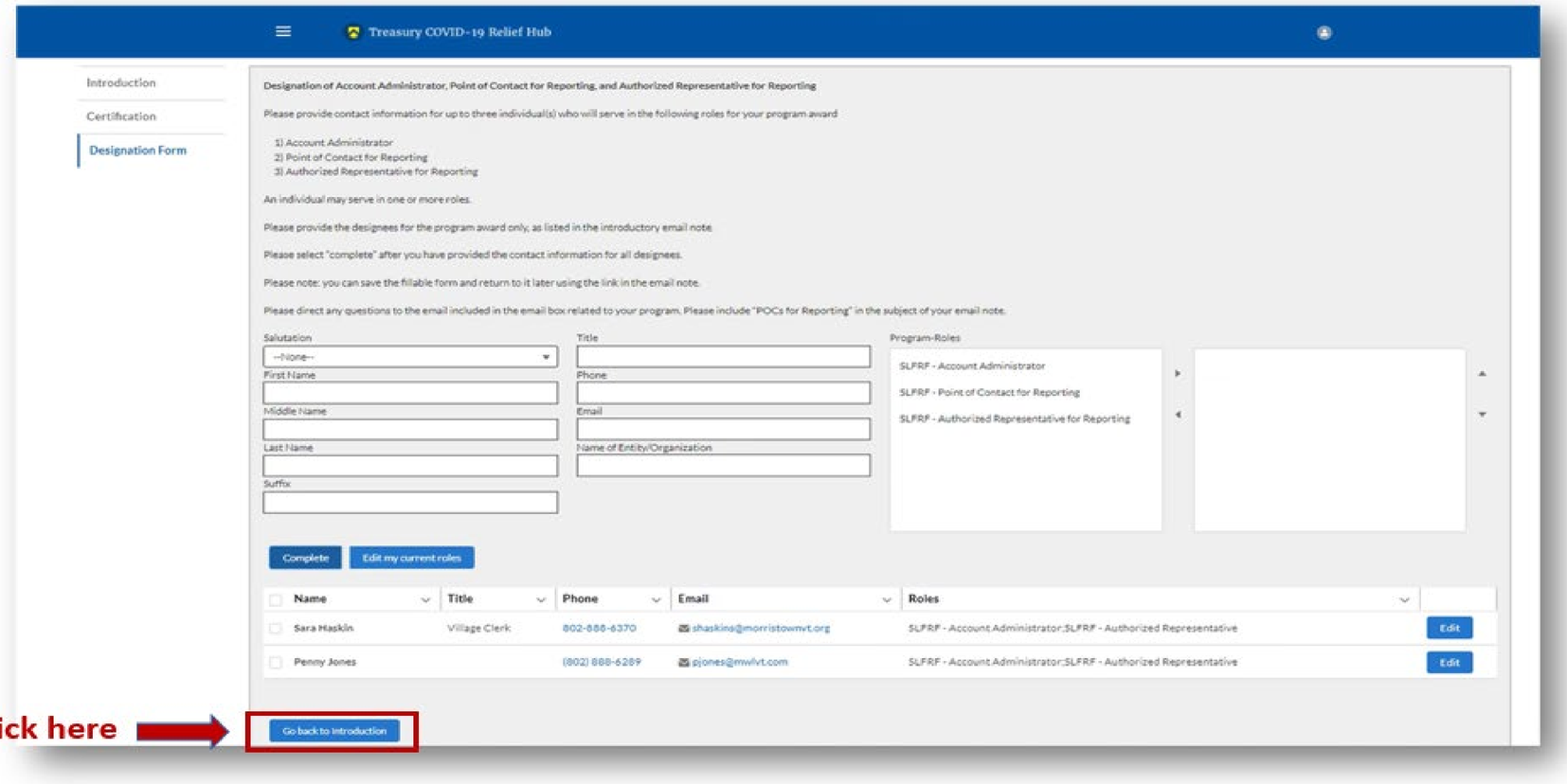
Click here

Click "*Complete*" after each entry



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.



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

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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

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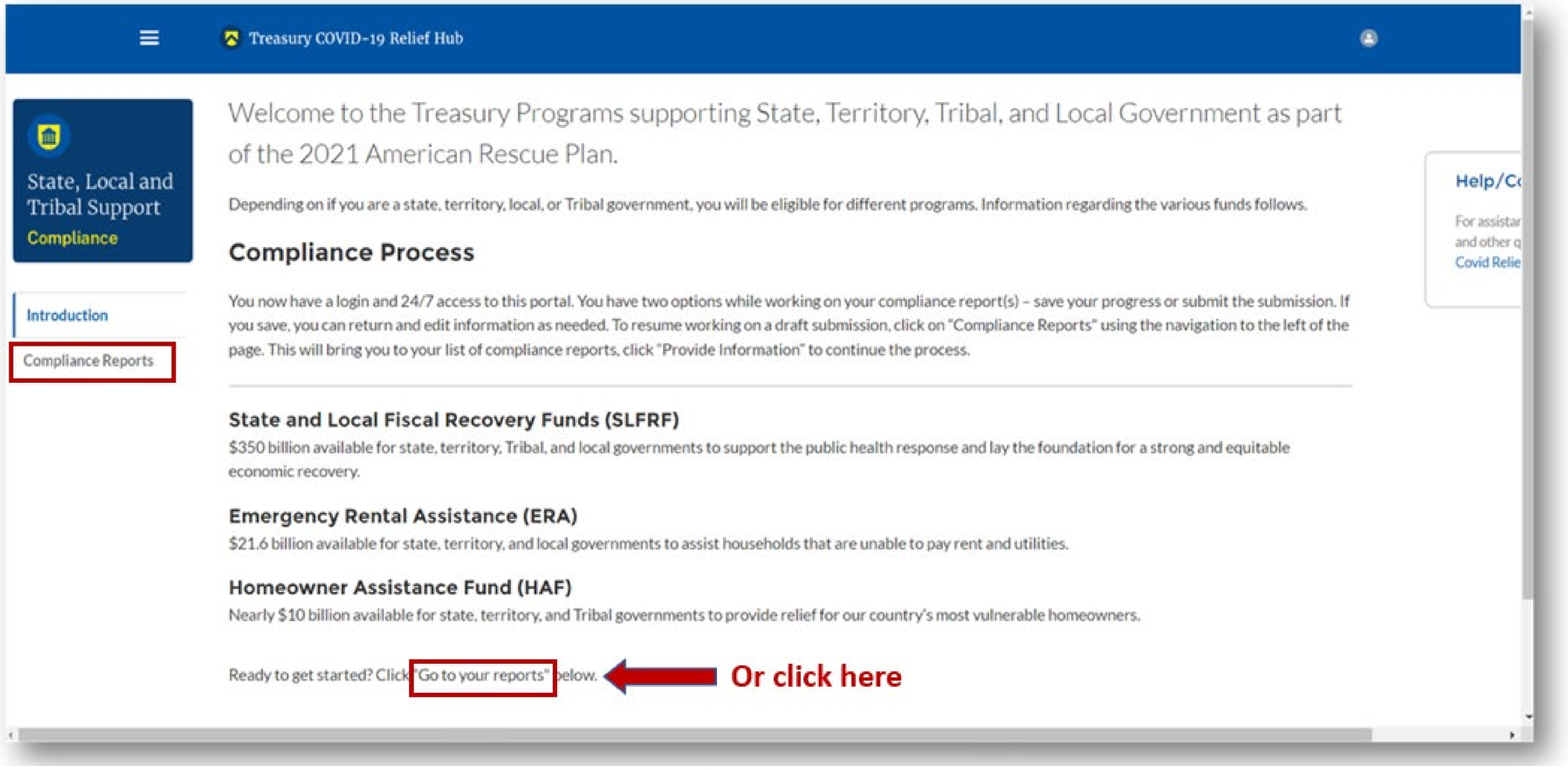
Select “**Compliance Reports**” from the sidebar menu or click “**Go to My Reports**” in the lower part of the page.

Click here



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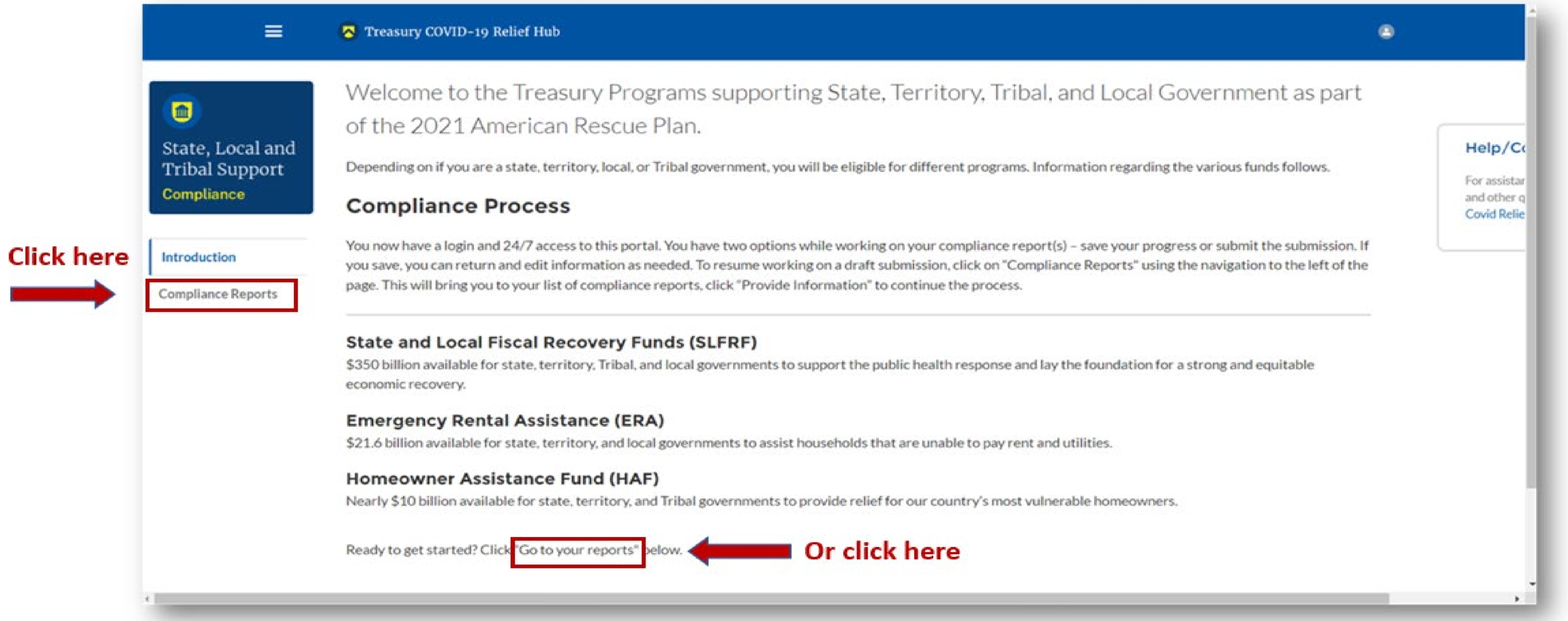

Click here

Or click here

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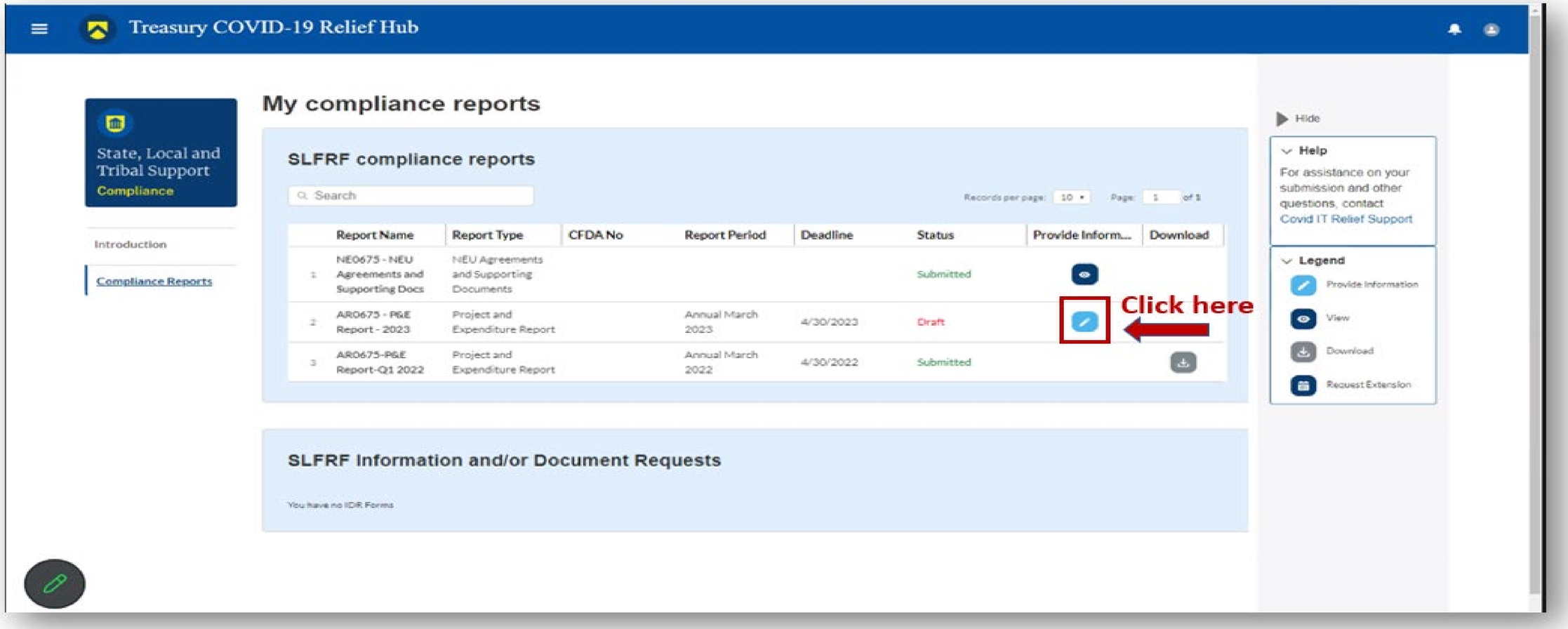
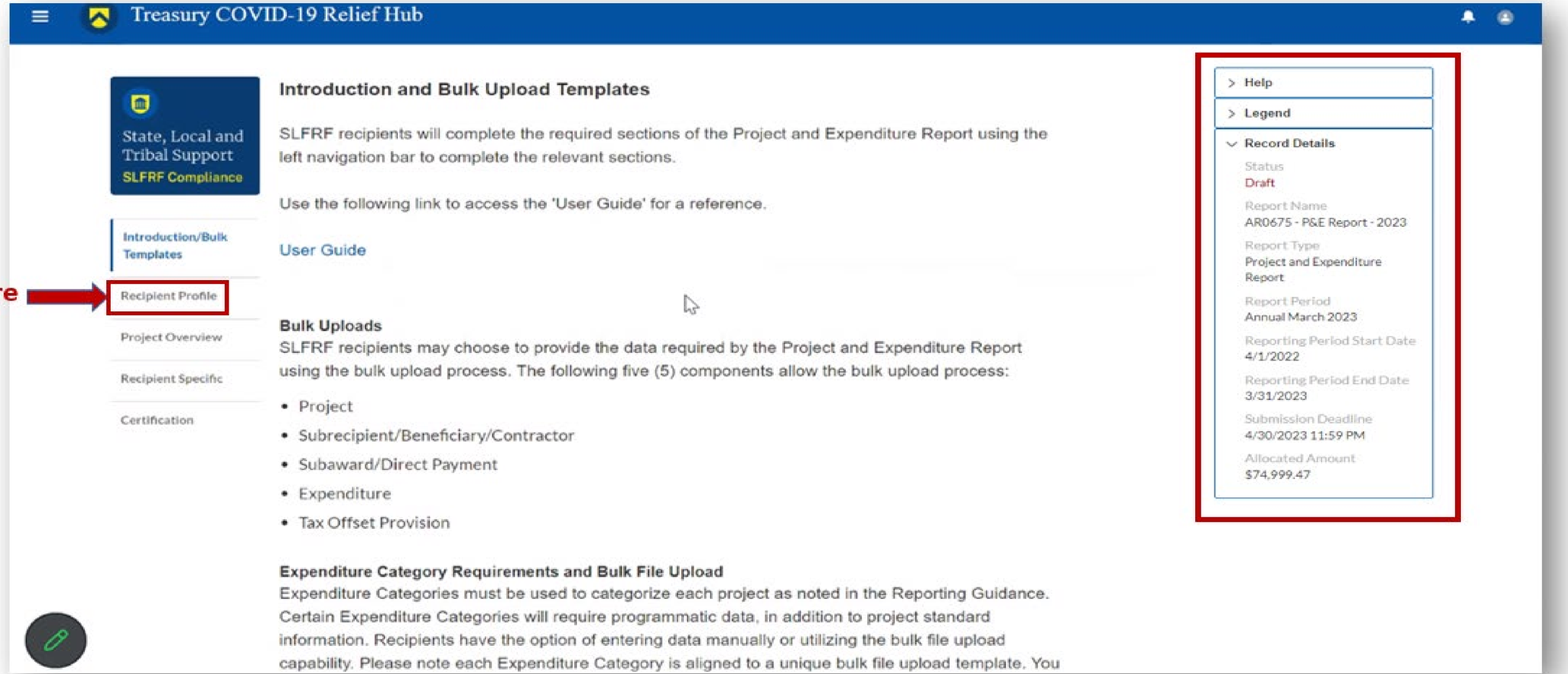
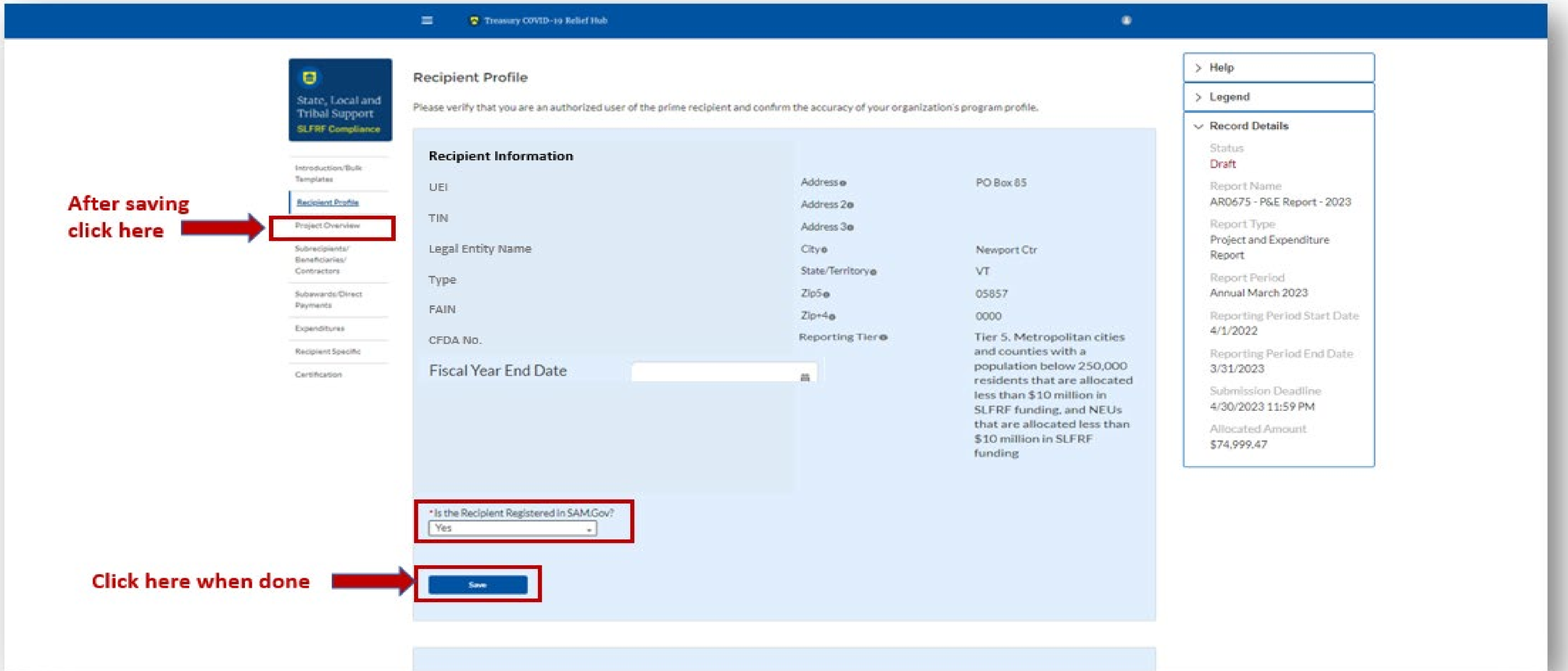
You will arrive at the "***My Compliance Reports***" page.
Look for the "***SLFRF Compliance Reports***" section.
You will see a Project and Expenditure Report for 2023 with a Status of "***Draft***." Next to it is a blue pencil icon – click it.



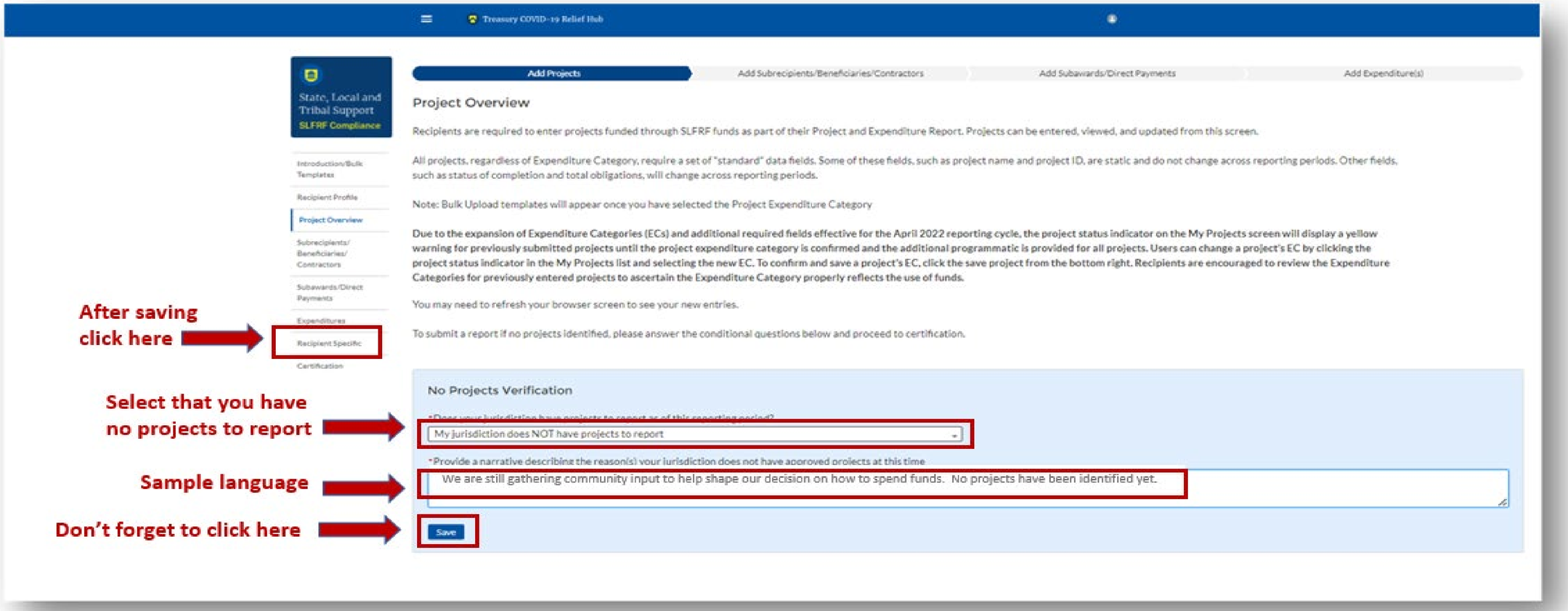
You will arrive at the "***Introduction and Bulk Upload Templates***" page.
From the sidebar menu, find "***Recipient Profile***" and select it.
Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds received to date) at the bottom under "***Allocation Amount***."



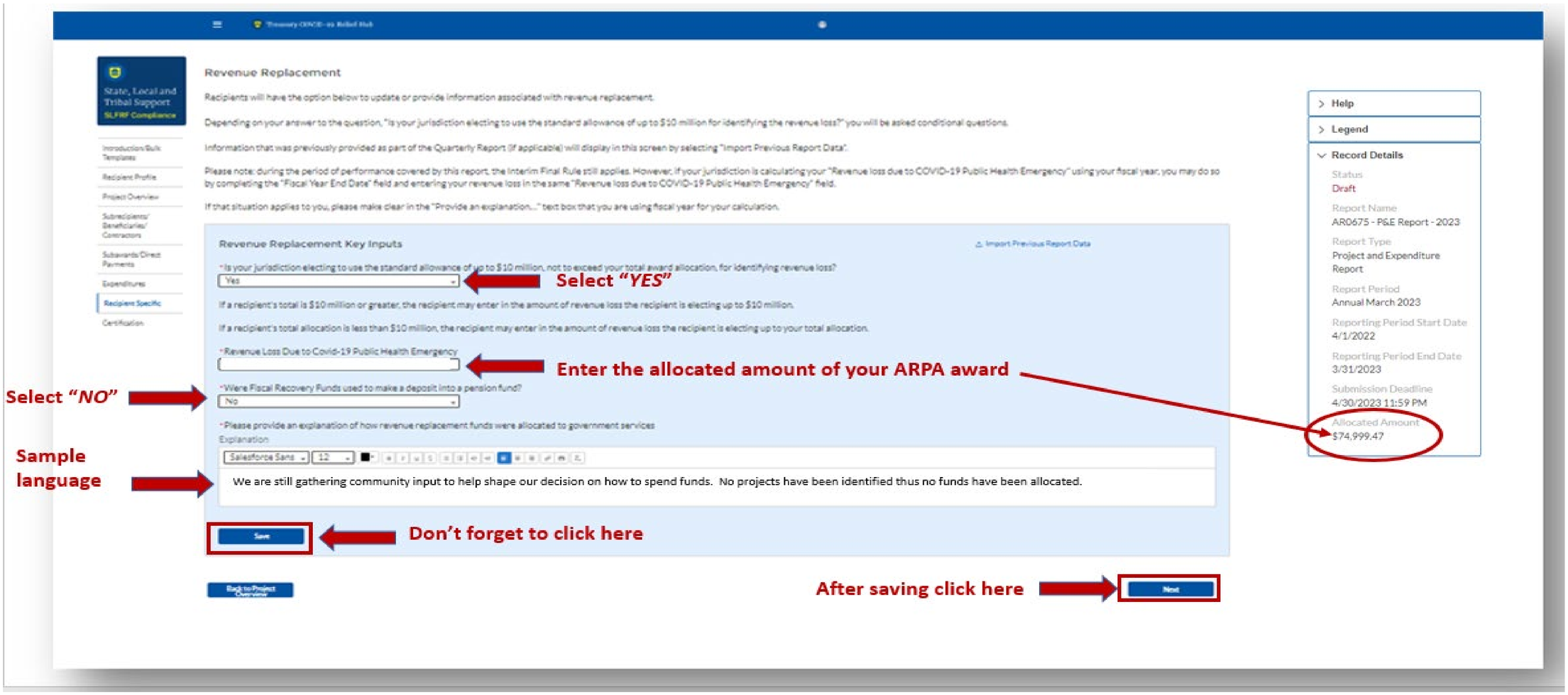
You will arrive at the "***Recipient Profile***" page. Review the "***Recipient Information***" section to ensure it contains the correct information and then enter the required fields. Click "***Save***" when done and then select "**Project Overview**" from the sidebar menu.



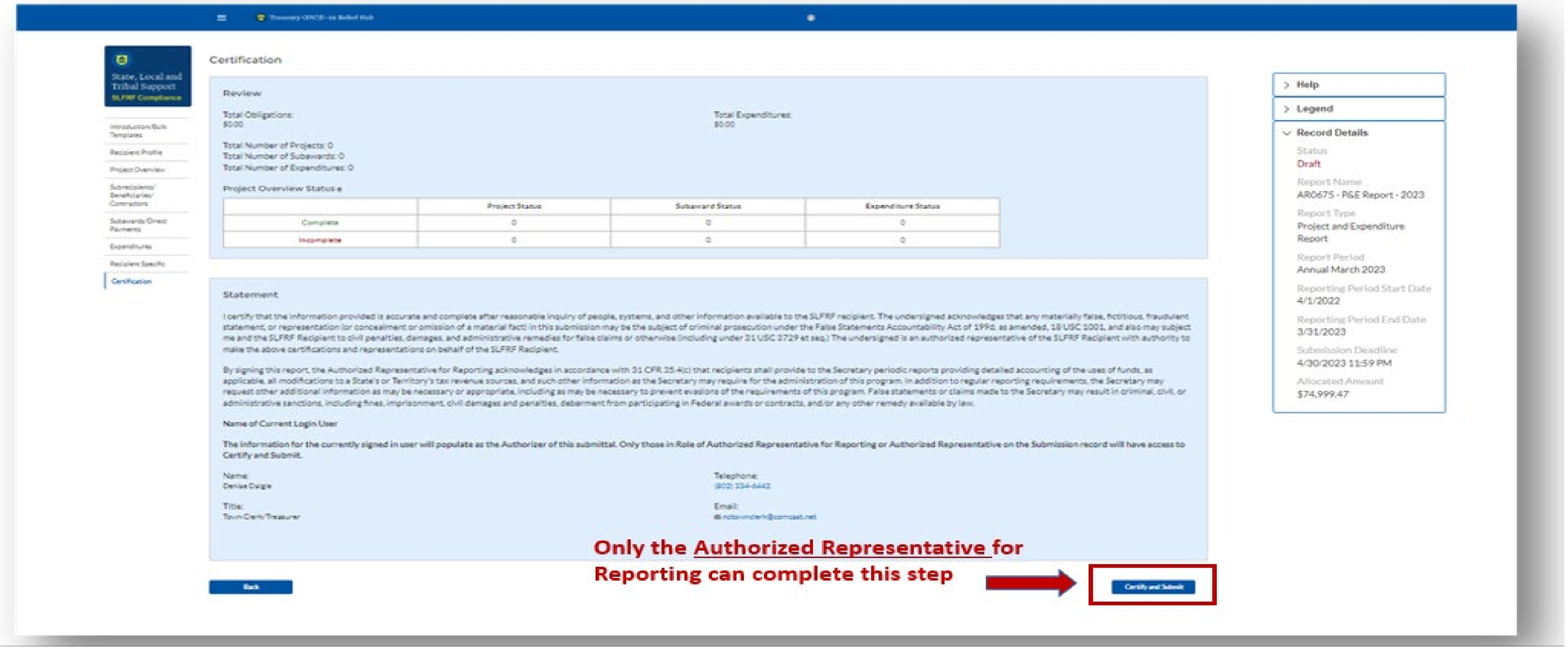
On the "***Project Overview***" page, you will find the "***No Projects Verification***" section. It contains the question "***Does your jurisdiction have projects to report as of this reporting period?"*** Select ***"My jurisdiction does NOT have projects to report,"*** provide a written explanation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



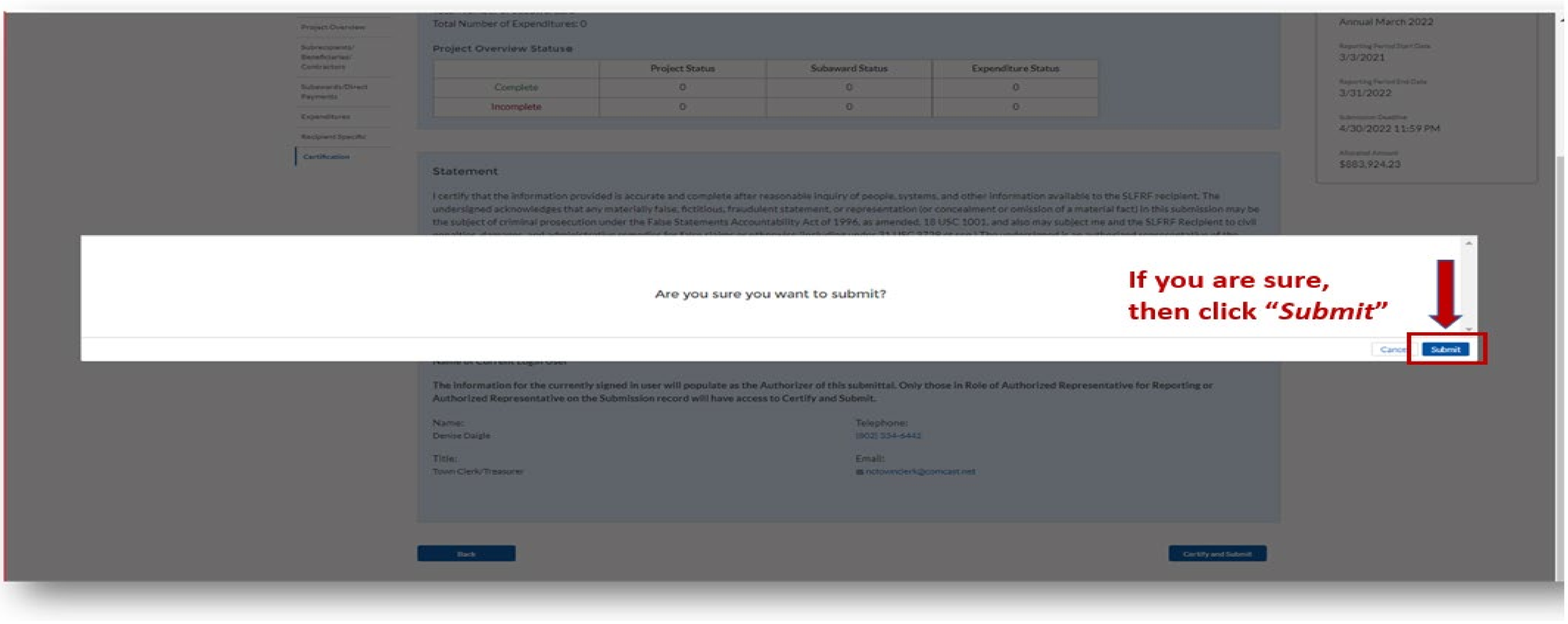
On the "***Revenue Replacement***" page in the "***Revenue Replacement Key Inputs***" section follow the steps in **RED** below:



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



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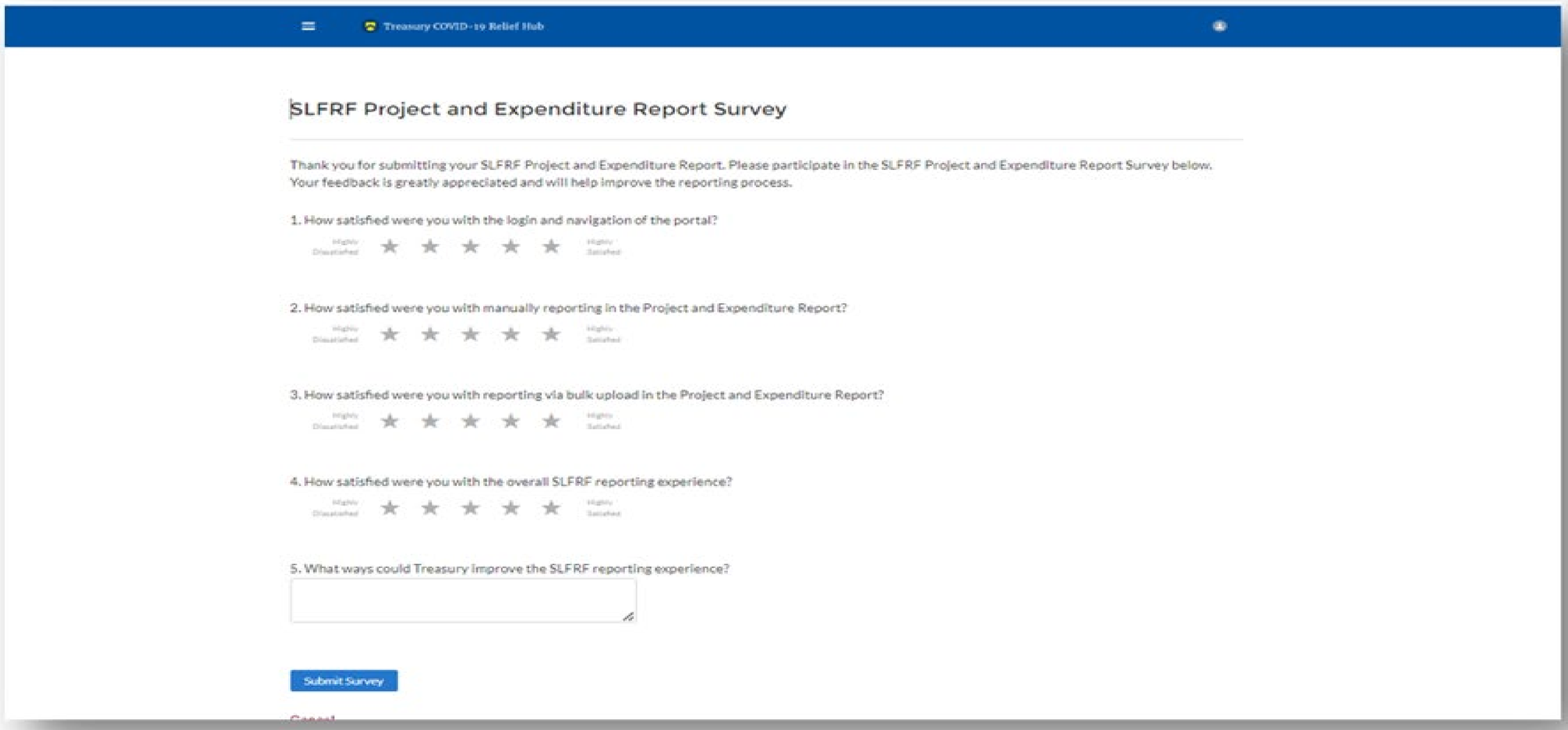
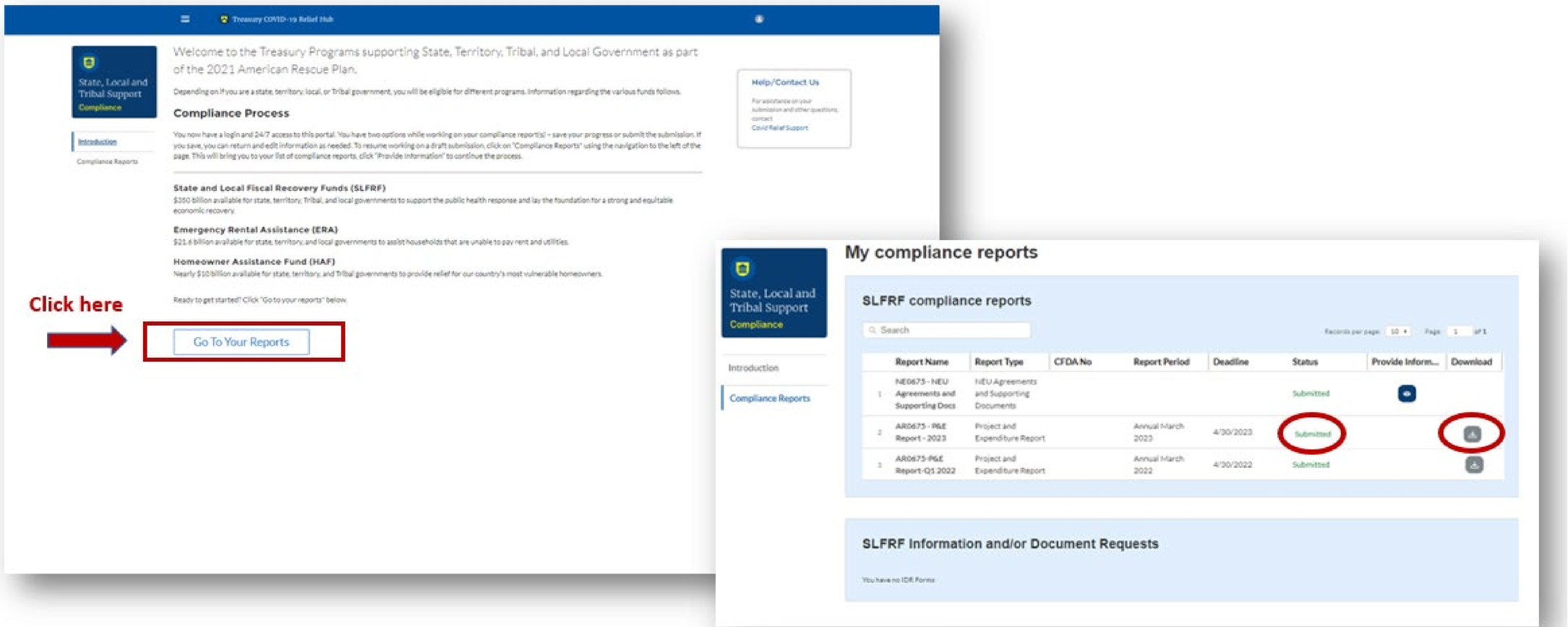
After hitting "***Submit***" you will arrive at the "***SLFRF Project and Expenditure Report Survey***" page.
You can complete the Survey, but it is not a requirement of your reporting.
If choose not to complete it, then scroll down and select "***Cancel***."



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.



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

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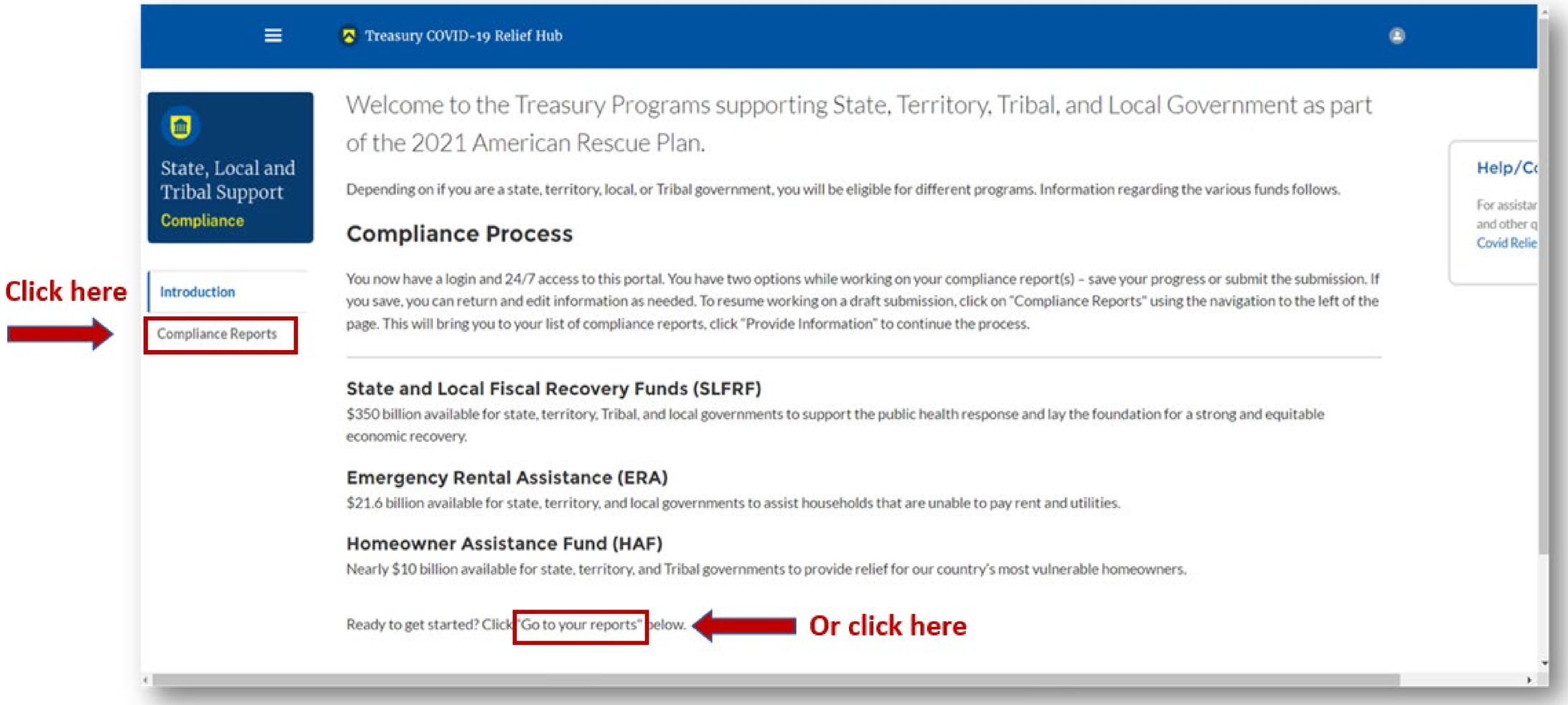
Select “**Compliance Reports**” from the sidebar menu or click “**Go to My Reports**” in the lower part of the page.



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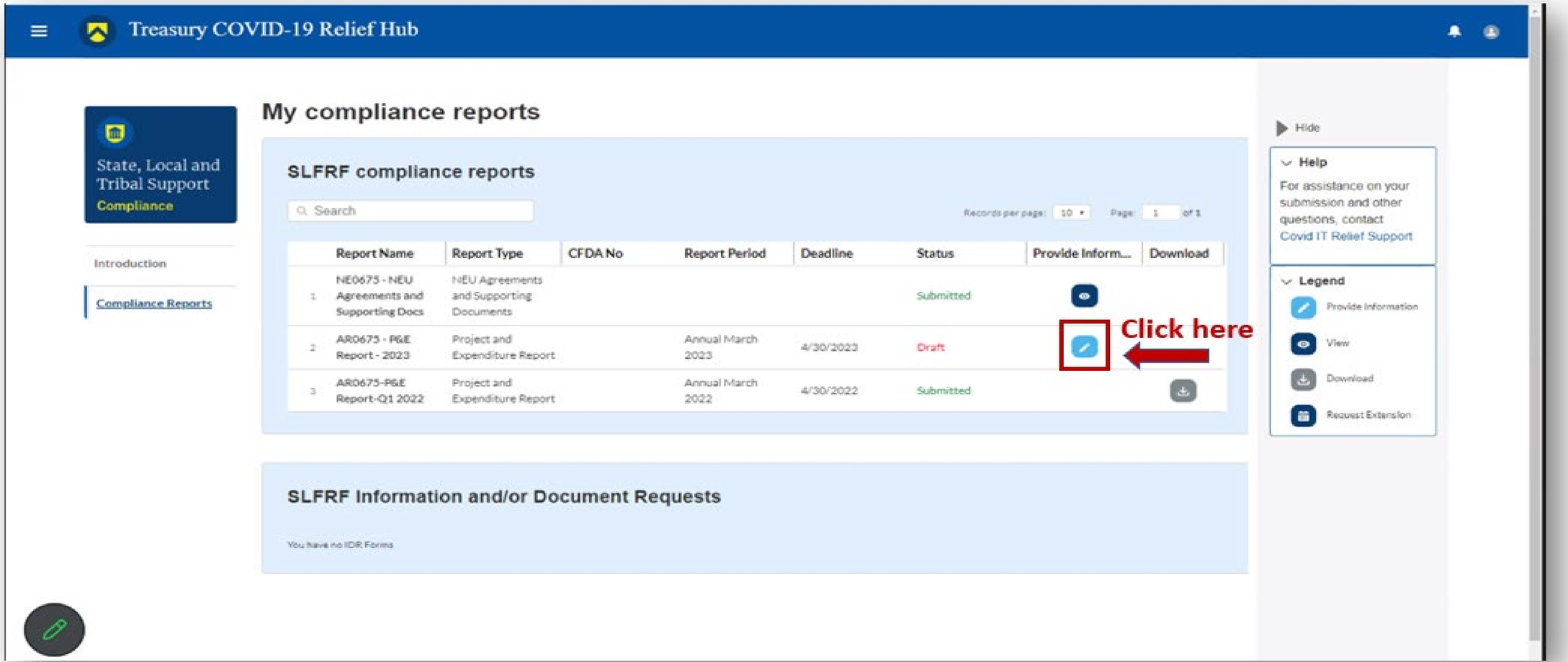

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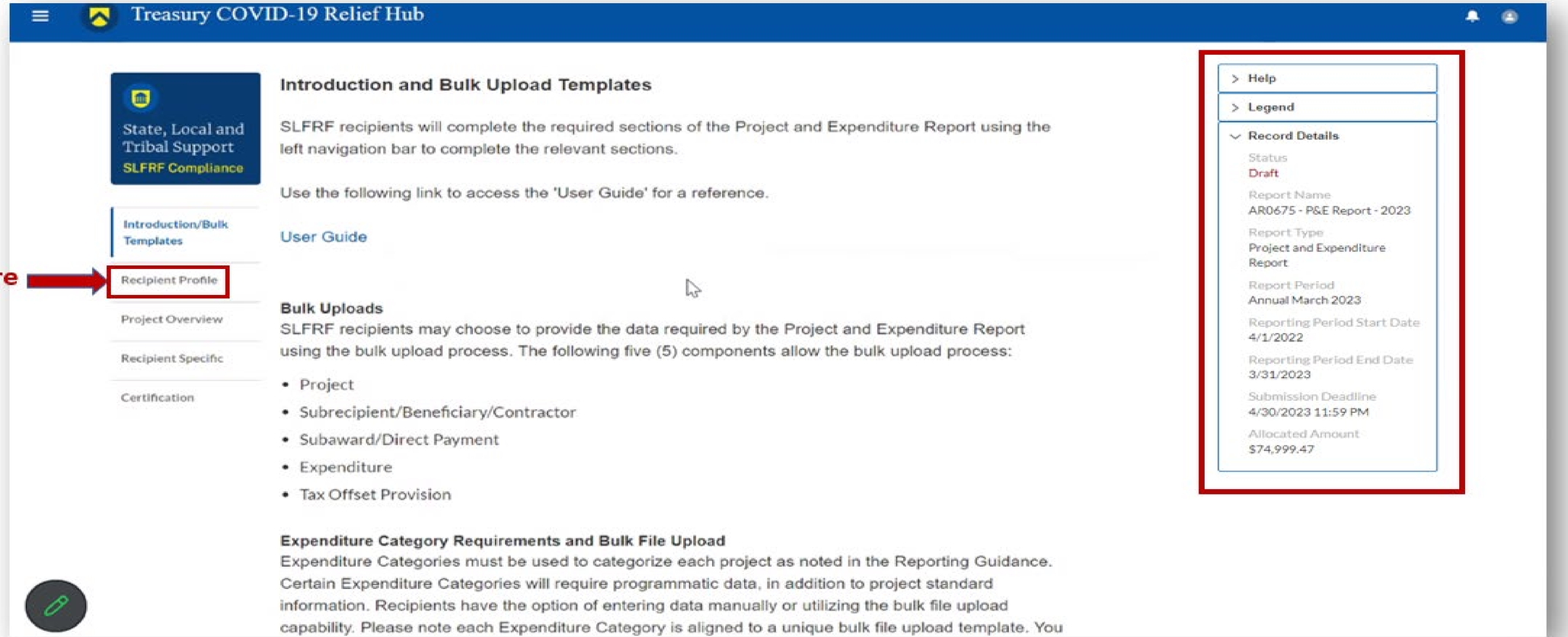
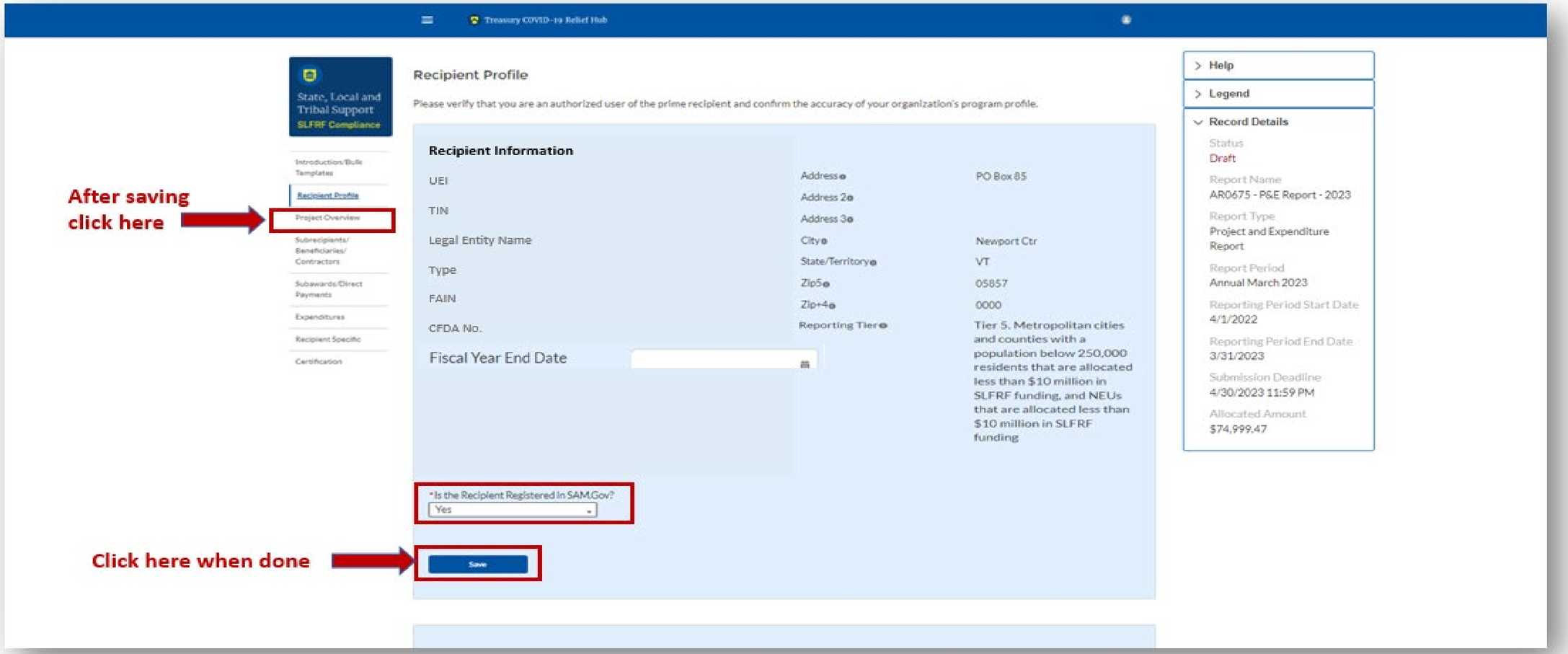
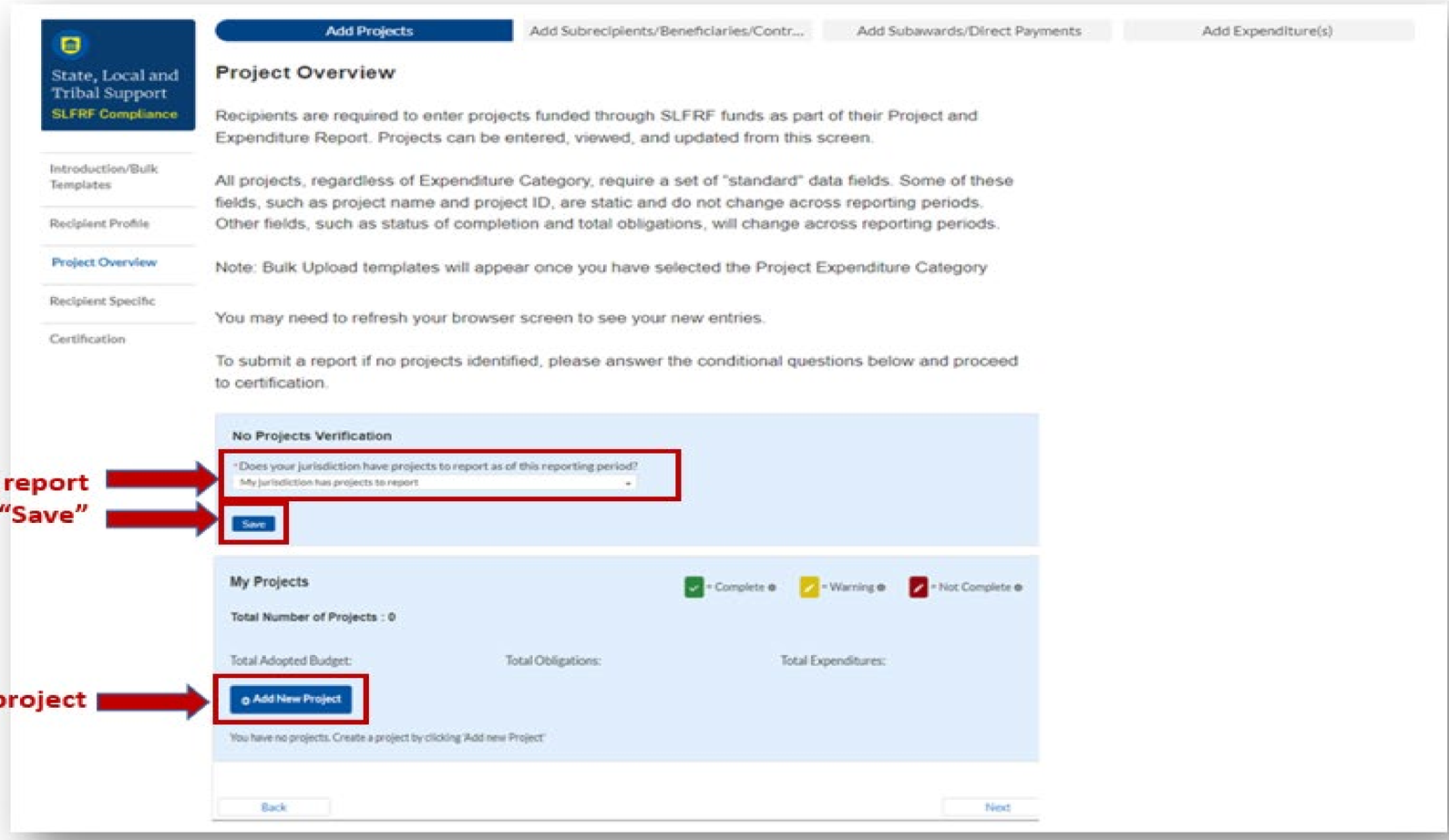


You will arrive at the "***Recipient Profile***" page. Review the "***Recipient Information***" section to ensure it contains the correct information and then enter the required fields. Click "***Save***" when done and then select "**Project Overview**" from the sidebar menu.



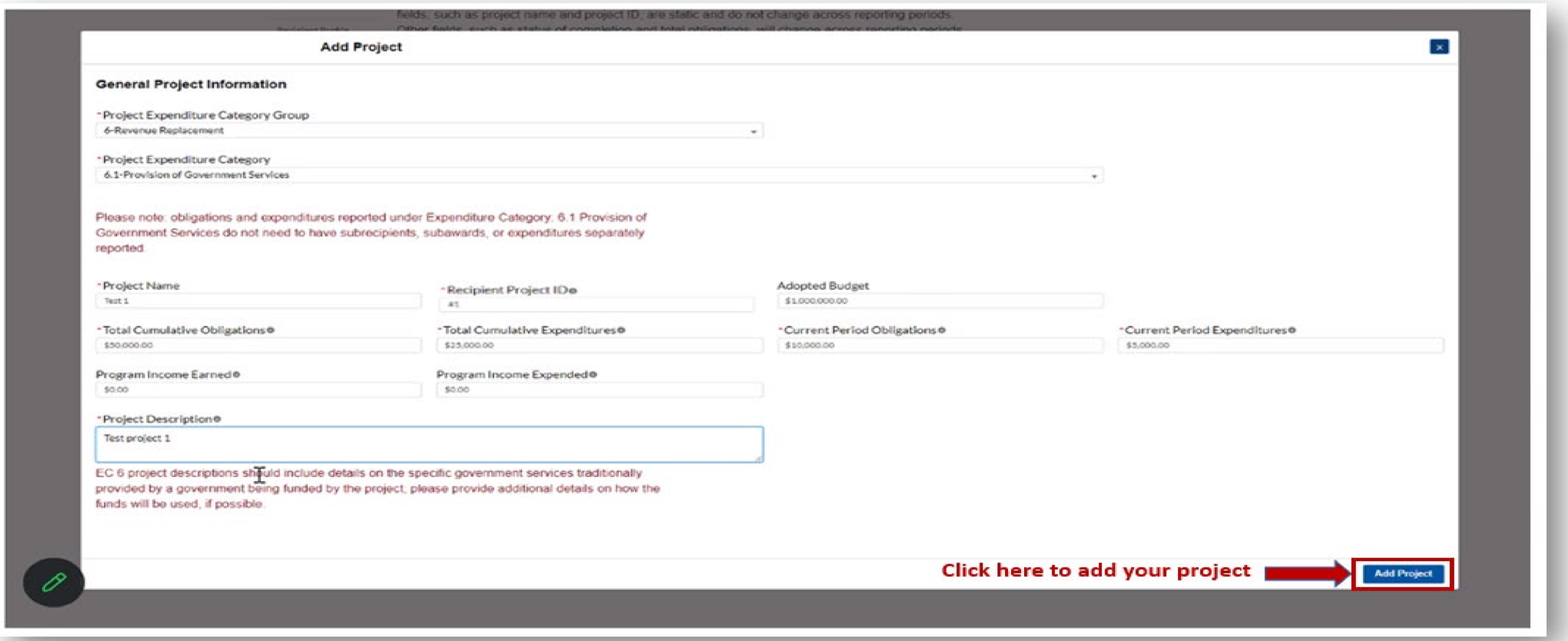
In the "***Project Overview***" page, you will find the "***No Projects Verification***" section. It contains the question "***Does your jurisdiction have projects to report as of this reporting period?"*** Select ***"My jurisdiction has projects to report***" and hit "***Save."*** In the "***My Projects***"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



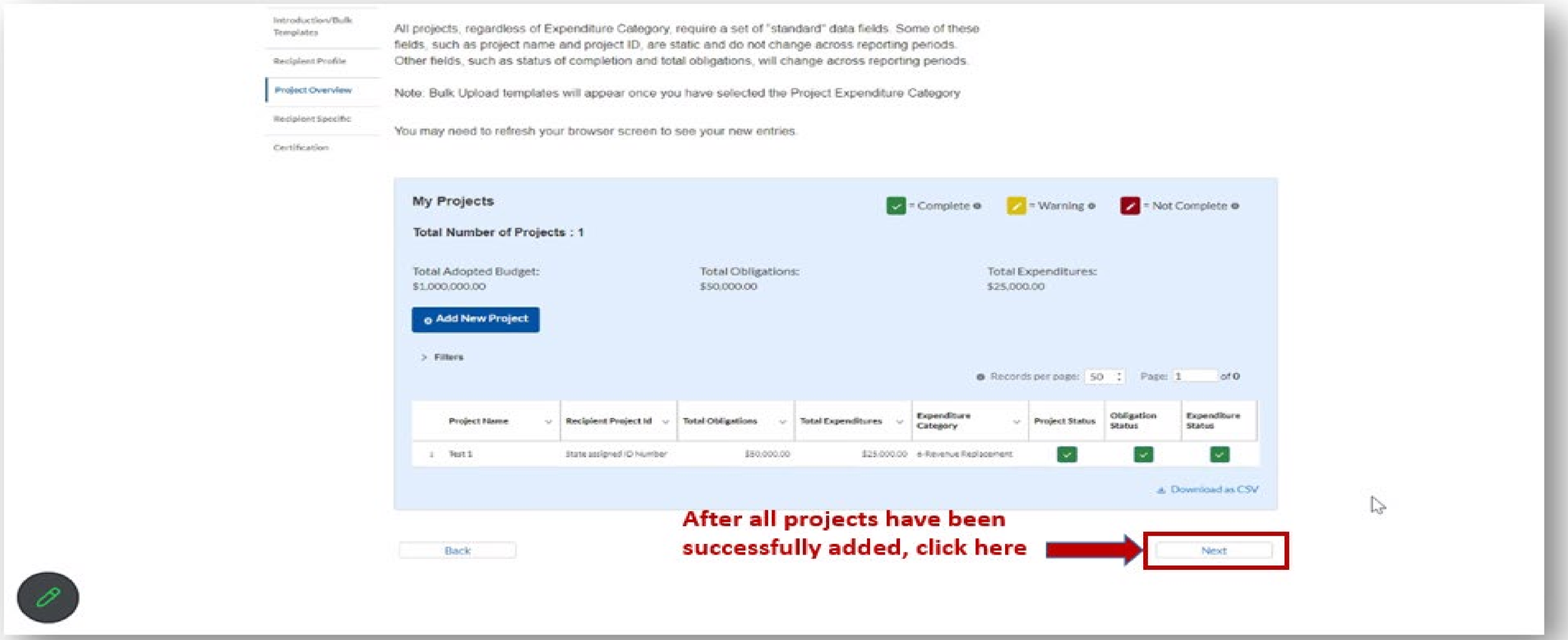
Select that you have projects to report and then hit "Save"

Click here to add your project

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).



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.



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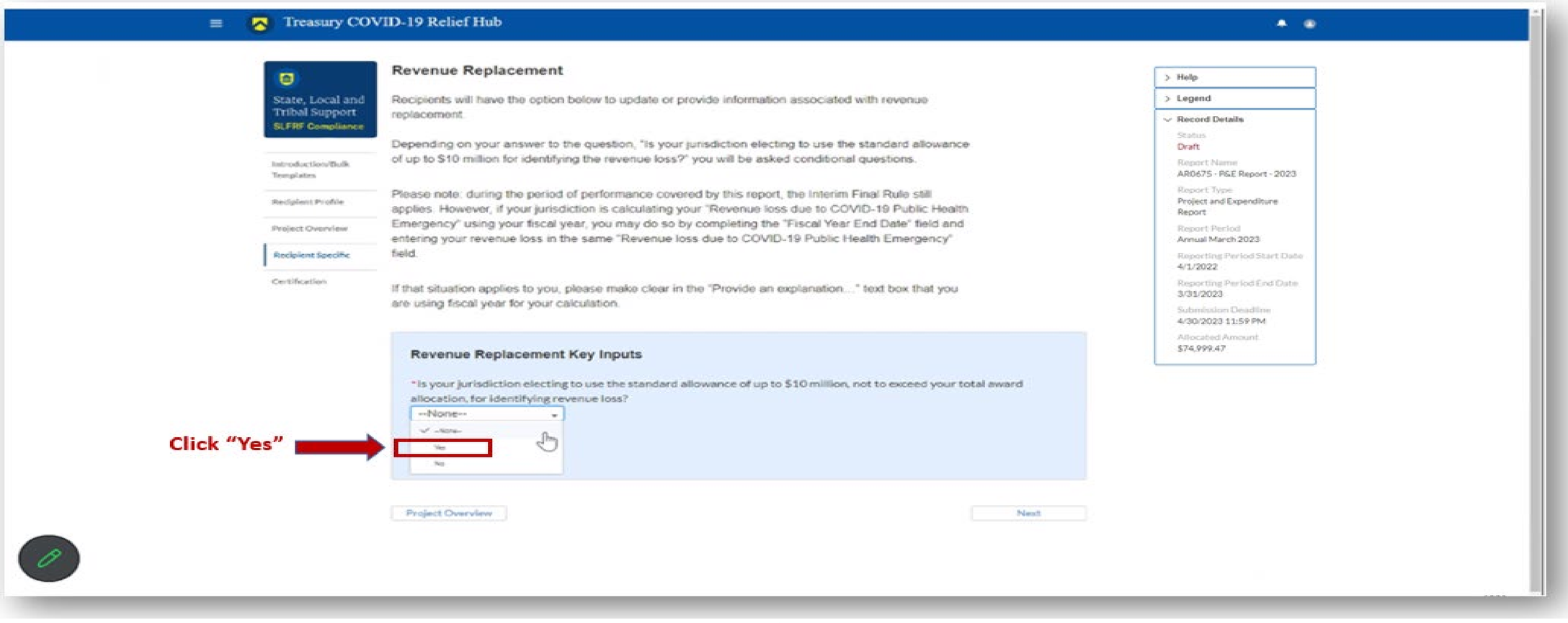
The “**Recipient Specific**” screen is the “**Revenue Replacement**” page. For the question: “Is your jurisdiction electing to use the standard allowance of up to $10 million, not to exceed your total award allocation, for identifying revenue loss?” you should answer “**YES**.” After selecting “**YES**”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



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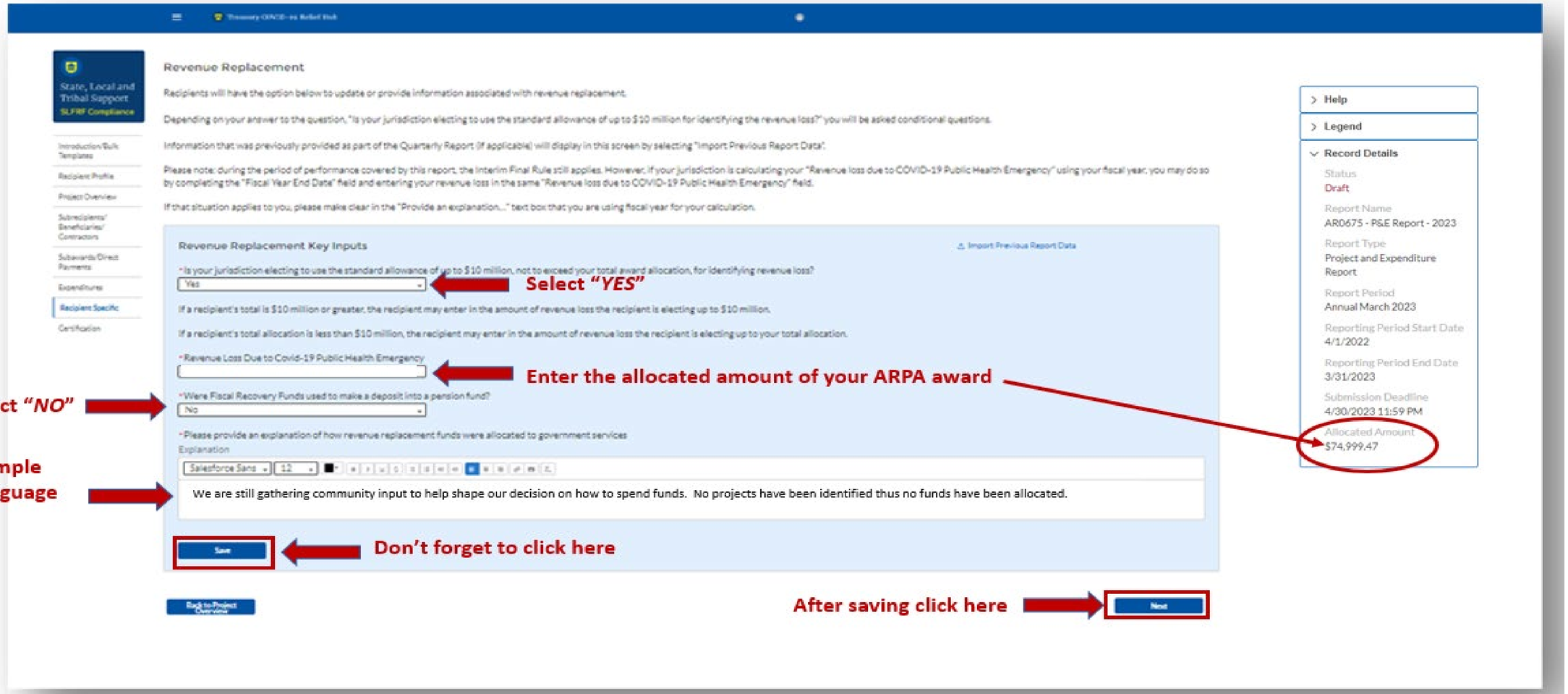
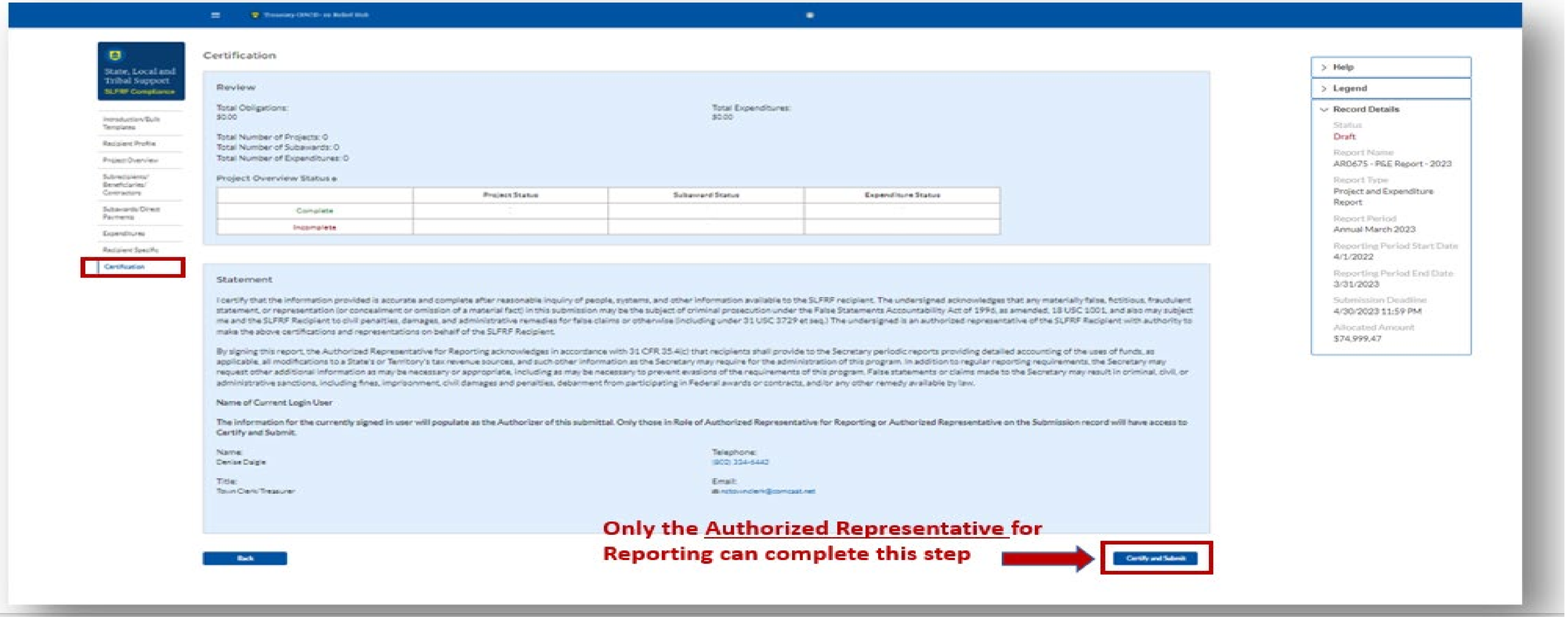


You will arrive at the "***Certification***" page. It should show as many projects as you entered on the "***Project Overview***" page under "Complete"; none should appear under "Incomplete."
This screen also contains pre-populated information for whoever was designated to the role of "Authorized Representative 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.



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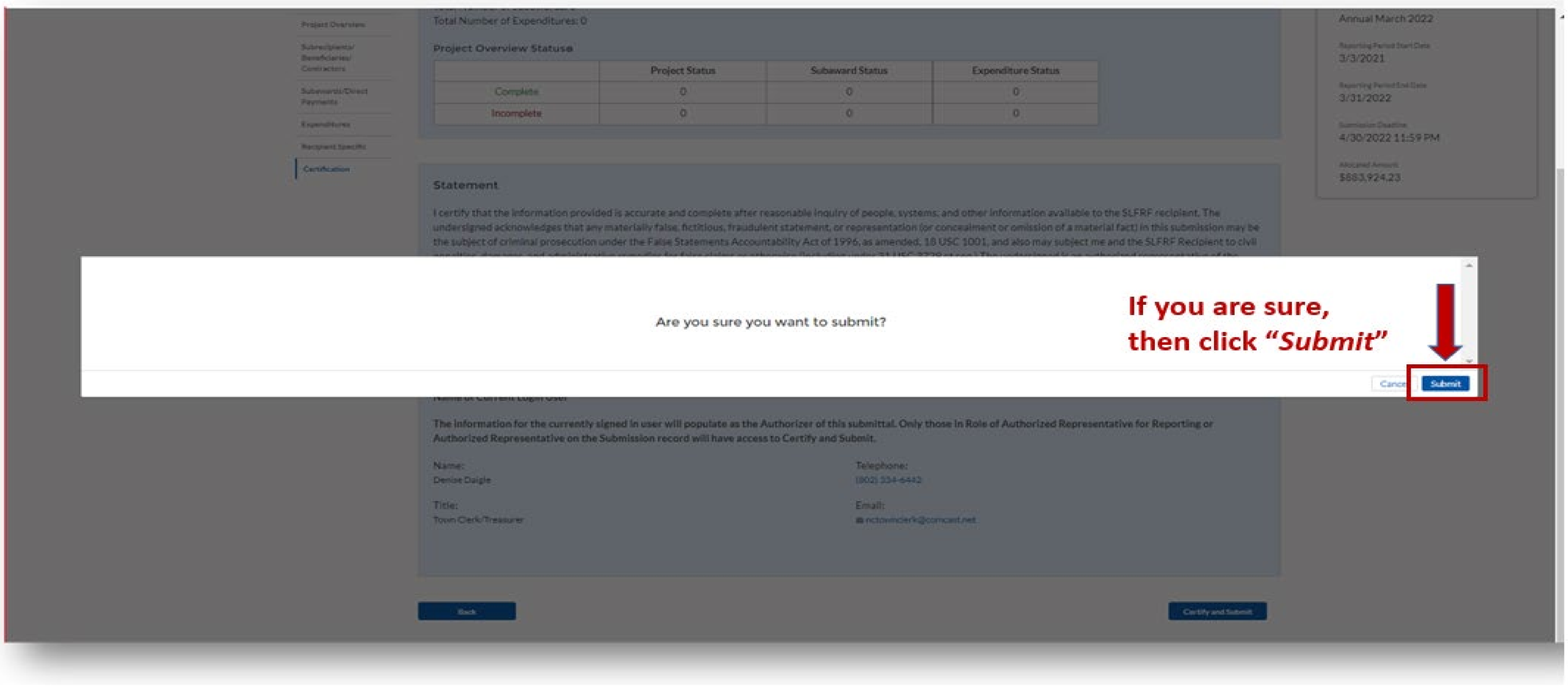

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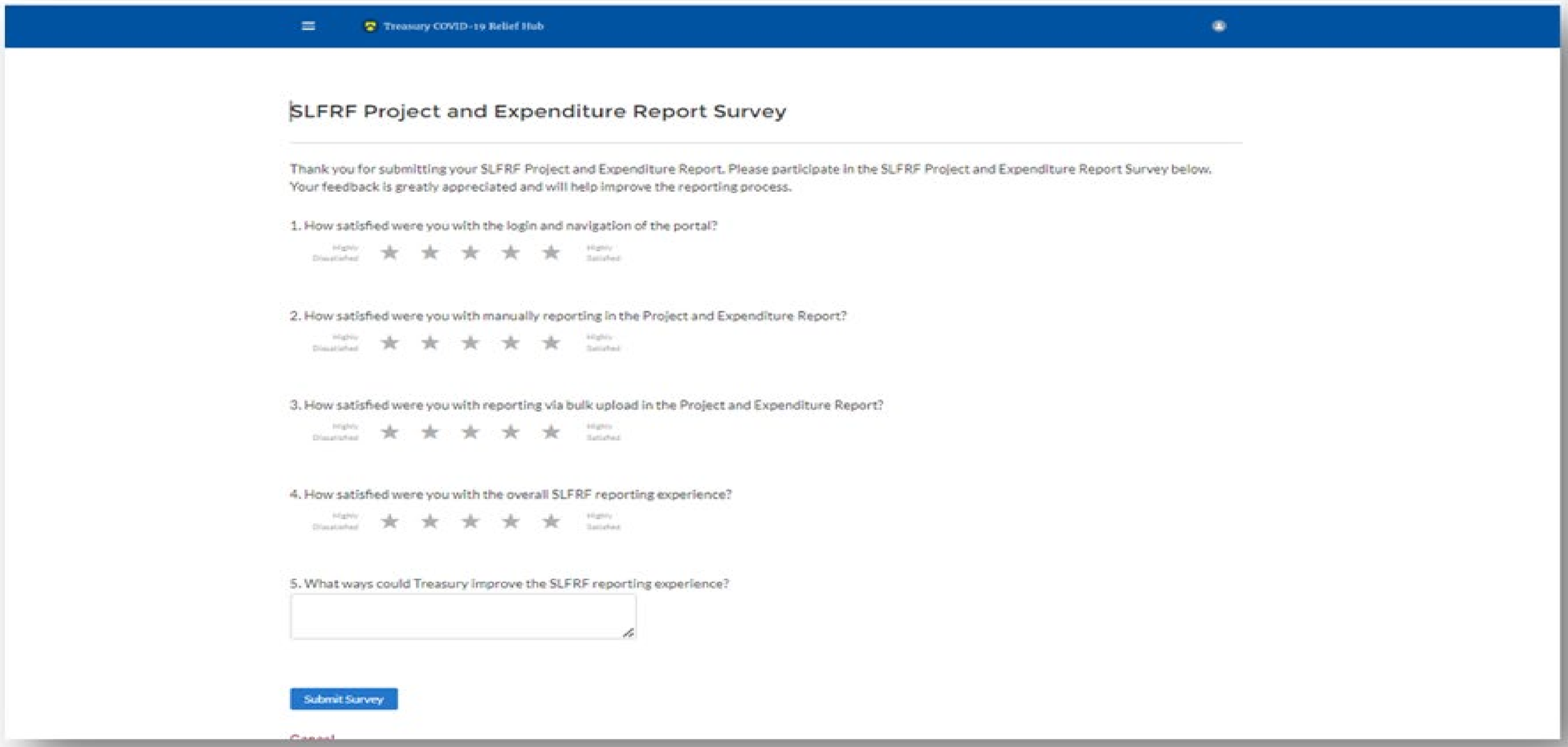

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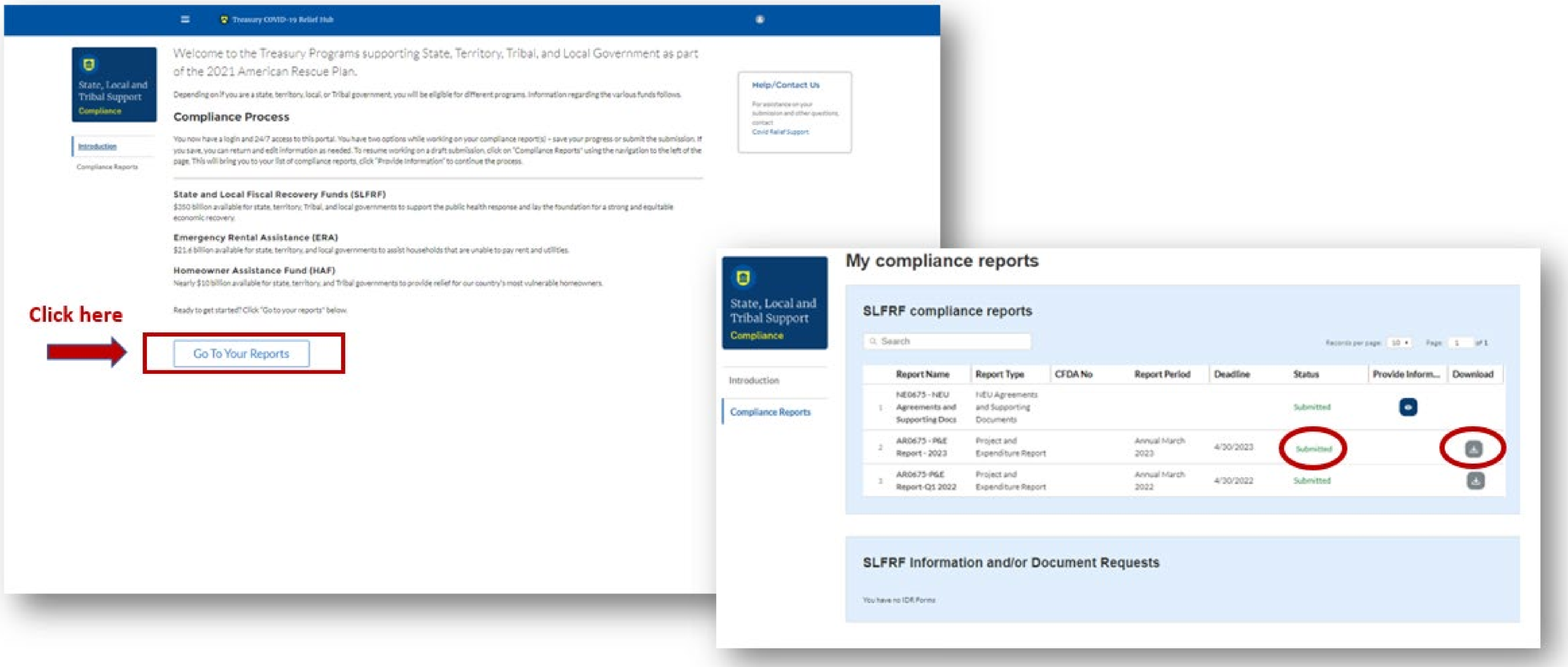

Congratulations, You're Done!

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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

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