



American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (SLFRF) Compliance and Reporting For Non- Entitlement Cities (NEUs)

Bill Goldy, Iowa League of Cities Funding Consultant

Iowa League of Cities Webinar

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What is the ARPA SLFRF?

- Provided grant funding to cities to respond to COVID-19 pandemic
- Funds provided to cities on a per capita basis
- All funding received must be **obligated** before the end of 2024
- All funding must be spent before the end of 2026
- Compliance report must be submitted by non-entitlement cities (NEUs) annually by April 30th through 2027

SLFRF Final Rule

The Final Rule determined eligible and ineligible use of funds. Full text to the Final Rule can be found at: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>



**Coronavirus State & Local
Fiscal Recovery Funds:
Overview of the Final Rule**

Final Rule: Ineligible Uses

- Funding may not be used directly or indirectly to reduce property taxes
 - Deposits into pension funds are prohibited
 - Cannot be used to repay debt service
 - May not be used to for judgements or settlements
 - Use on projects prior to March 2021 are ineligible
-

Final Rule: Eligible Uses

Standard Allowance for Revenue Loss Up to \$10 Million

- Assumption all recipients experienced a loss due to COVID-19
- Cities can use the funding received for “government services” which provides the most flexibility on use of funds: **depending on use, funding would still be subjected to quote and competitive bidding requirements in Chapter 26 (\$65,000 horizontal, \$81,000 / \$196,000 vertical)**
- By taking the standard allowance the reporting process is simpler / streamlined
- Almost every NEU city in Iowa took the standard allowance

Final Rule: Categories Eligible If Not Taking Standard Allowance

- Premium pay (prior to March 2021)
- Responding to Public Health and Economic Impacts
- Water and Sewer Infrastructure
- Broadband Infrastructure
- A few other uses

Final Rule: Obligating and Expending Funds

Funds must be obligated by December 31, 2024, and expended by December 31, 2026. It is recommended that the city pass a resolution allocating funds if they have not done so. A sample resolution can be found on the league's website at: <https://iowaleague.org/resource/american-rescue-plan-act-arpa/>

In addition, cities must enter into contracts and/or agreements prior to the end of 2024 to meet the obligation requirements. **Any remaining ARPA funds not obligated by the deadline must be returned to the Department of Treasury.**

RESOLUTION 22-XX

RESOLUTION FOR AMERICAN RESCUE PLAN ACT (ARPA) ALLOCATION

WHEREAS, on March 11, 2021, the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the public health and economic impacts of the COVID-19 public health emergency; and

WHEREAS, ARPA created the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) that provided direct funding to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency; and

WHEREAS, the City of _____ has accepted an allocation of SLFRF in the amount of _____, payable in two tranches; and

WHEREAS, the City of _____ is in receipt of both tranches in the amount of _____; and

WHEREAS, SLFRF provides needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency; and

WHEREAS, Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services."; and

WHEREAS, Recipients may elect a "standard allowance" of \$10 million to spend on government services through the period of performance; and

WHEREAS, All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula provided by the U.S. Department of the Treasury, including those

Obligating and Expending Funds

What Is an Obligation?

- From the Final Rule: “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.”
- Be mindful of the definition of obligation. It is not just budgeting the money, a municipality must go further and create a contract, subaward or similar transaction requiring payment prior to the end of 2024.
- Start planning now to meet the obligation requirements.

SLFRF Compliance Reporting

SAM.gov

SAM is the official government-wide database to register with in order to do business with the U.S. government. After SAM registration your city is assigned a Commercial and Government Entities (CAGE) code and a Unique Entity Identifier (UEI) number.

Home Search Data Bank Data Services Help

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Information**
Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) **NEW**
- Entity Reporting**
SCR and Bio-Preferred Reporting

Register Your Entity or Get a Unique Entity ID
Register your entity or get a Unique Entity ID to get started doing business with the federal government.

Get Started

Renew Entity

Check Entity Status

Already know what you want to find?

SAM.gov

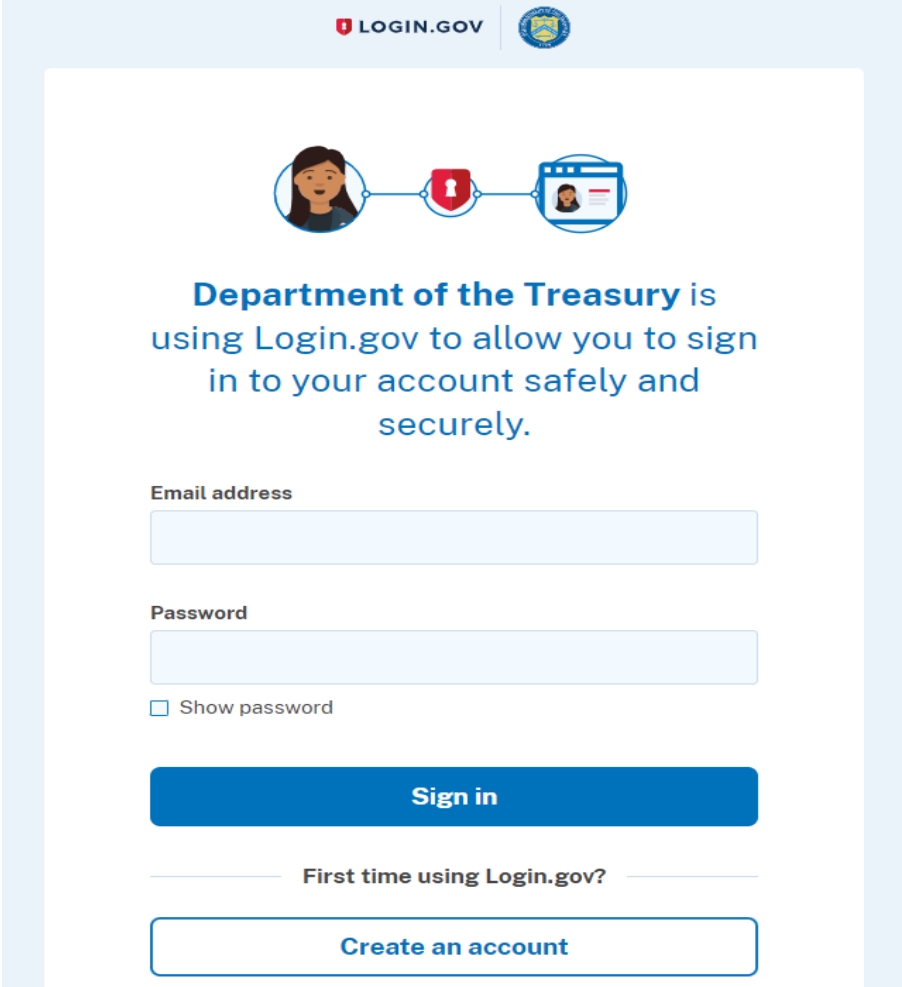
- SAM.gov accounts must be renewed annually
- To complete the ARPA SLFRF compliance report, SAM.gov registration must be up to date, and the city's UEI number may be needed
- UEI is a “Unique Entity Identifier” 12-digit number, and can be looked up on the SAM.gov website
- If you are having difficulty with SAM registration, registration renewal, or other assistance needed, visit <https://sam.gov/content/help>, or call the Federal Service Desk at (866) 606-8220.

SAM.gov Help Videos

- Tutorial for new SAM.gov users:
<https://www.youtube.com/watch?v=Zfr7poeQfSg>
- How to get UEI without completing registration process and providing documentation to validate your entity:
<https://www.youtube.com/watch?v=C87wSCYKTcE>
- Navigating the registration process:
<https://www.youtube.com/watch?v=YZ6LM69niuk>

Accessing Treasury Portal Through Login.gov

- Link to Treasury Portal at Login.gov:
<https://secure.login.gov>
- Login.gov accounts are specific to a person, not your city
- If you are new to your role and are tasked with filing the ARPA report, you will need your own account (cannot use the email address of the person that was in your role before you)
- If you are in this situation described above, you will need to reach out to the Department of Treasury to gain access to the portal; reach out to bill.goldy@iowaleague.org for guidance/assistance



The screenshot shows the Login.gov interface. At the top, there is a header with the "LOGIN.GOV" logo and the Department of the Treasury seal. Below the header is a central graphic featuring a person's profile, a shield with a keyhole, and a computer monitor, all connected by lines. The main heading reads: "Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely." Below this, there are two input fields: "Email address" and "Password". A checkbox labeled "Show password" is positioned below the password field. A prominent blue "Sign in" button is centered below the fields. At the bottom, there is a link for "First time using Login.gov?" which leads to a "Create an account" button.

Accessing the Treasury Portal Using ID.me



Users that already have access to Treasury's portal using ID.me are *not* required to use Login.gov and can continue accessing their reporting records through ID.me. The link to access through ID.me is: <https://api.id.me/en/session/new>

A screenshot of the ID.me sign-in interface. At the top, it says "Sign in to ID.me". Below that, there is a light blue banner with the text "New to ID.me?" and a link "Create an ID.me account". The main form has two input fields: "Email" with the placeholder "Enter your email address" and "Password" with the placeholder "Enter password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there is a link "Forgot password".

NEU User Guide

Reference guide which contains several helpful tips which include reporting guidance, assigning roles, project and expenditure reports, etc.:

https://home.treasury.gov/system/files/136/S_LFRF_Recipient-Reporting-User-Guide-NEU_Non-UGLG.pdf



NEU and Non-UGLGs Agreements and Supporting Documents User Guide

State and Local Fiscal Recovery Funds

Staff Roles for Reporting

Account Administrator: Maintains the names and contact information for each role for reporting. The Administrator can also view and submit reports. It is recommended that a second Administrator role be assigned in the event of staff changes.

Point of Contact for Reporting: Primary contact for receiving official Treasury notifications about reporting.

Authorized Representative for Reporting: Responsible for certifying and submitting official reports on behalf of the SLFRF award recipient.

Link to the Treasury tutorial webinar to assign roles:

<https://www.youtube.com/watch?v=w7vbi94rVDI>

Designated Staff Roles for SLFRF Reports

- SLFRF recipient organizations are required to designate staff or officials for the following three roles in managing reports:
 1. Account Administrator
 2. Point of Contact for Reporting
 3. Authorized Representative for Reporting
- You must be registered and have an account in Treasury's Reporting Portal. If you have questions about creating an account you can view
- The Recipient may designate one individual for all three roles. Multiple individuals can be designated for each role

Play (k)

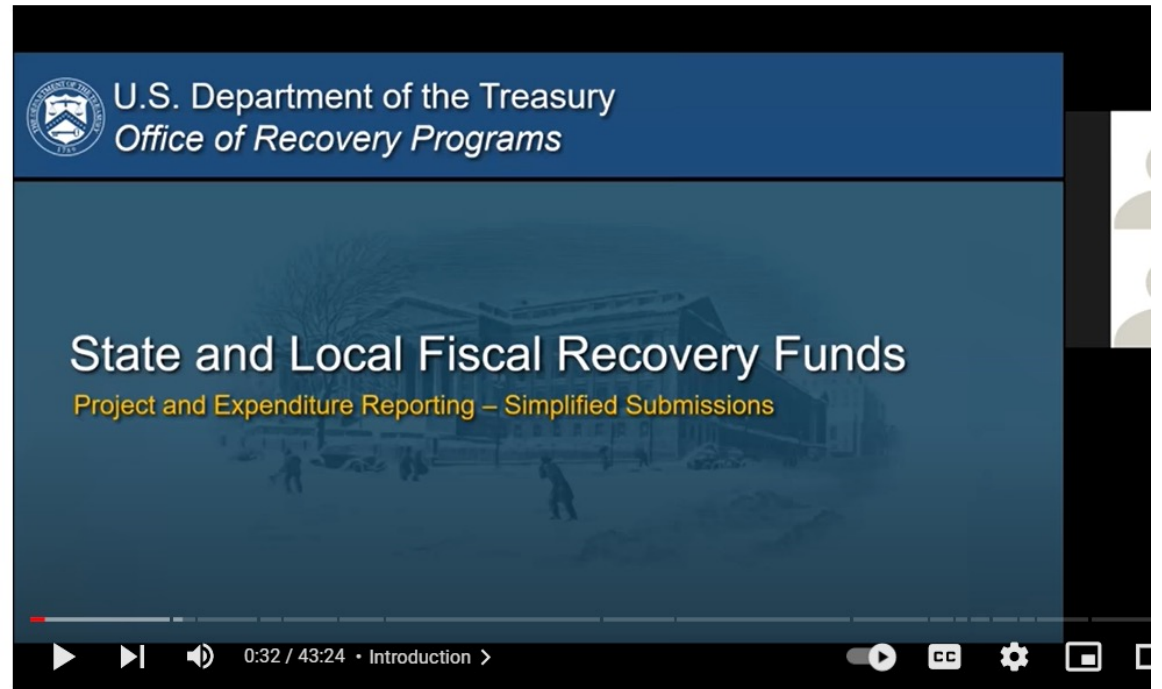
U.S. DEPARTMENT OF THE TREASURY
The Office of Recovery Programs

▶ 2:14 / 10:56 Roles >

SLFRF Reporting for Standard Allowance

Most cities have reported it was very helpful to have Department of Treasury webinar on in the background when completing the compliance report. The webinar for the simplified/standard allowance election can be found here:

https://www.youtube.com/watch?v=xfxm55DN_WM

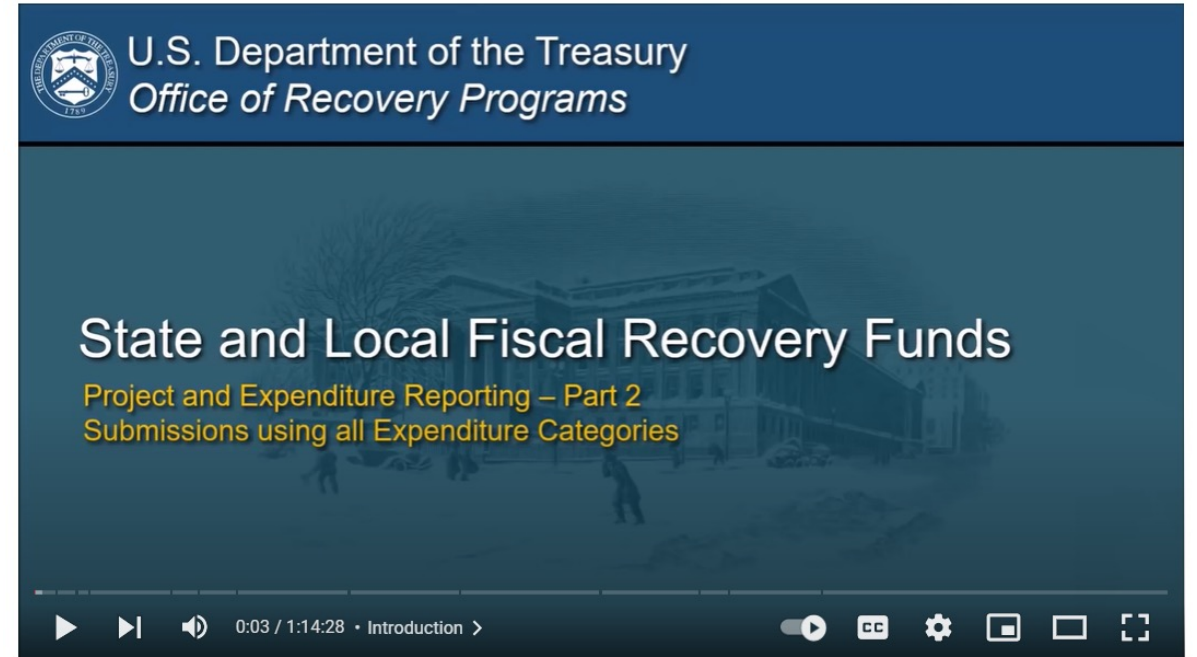


WEBINAR: State & Local Fiscal Recovery Funds: Project & Expenditure Portal Demonstration

SLFRF Reporting for Categories Other Than Standard Allowance

The following link is the webinar for cities that did not take the standard allowance:

<https://www.youtube.com/watch?v=meSpQ006LcM>



Guidance to Complete Compliance Report

- Reporting portal opens in early April and reports must be submitted by April 30 annually (through 2027): **log in early**
- The reporting period starts April 1 of the prior year and ends March 31 of current year
- For the 2024 reporting period, and if possible, the Iowa League recommends obligating any remaining funds before the end of this reporting period and reporting the obligations when filing the report

Completing the Compliance Report: Standard Allowance Instructions

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, a sidebar menu is visible with the following items: "State, Local and Tribal Support" (with a Treasury icon), "Compliance", "Introduction", and "Compliance Reports". A red arrow points to the "Compliance Reports" item with the text "Click here". The main content area features a blue header with a hamburger menu icon, the Treasury logo, and the text "Treasury COVID-19 Relief Hub". Below the header, a welcome message reads: "Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan." This is followed by a paragraph: "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." The "Compliance Process" section explains: "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." Below this, three funding programs are listed: "State and Local Fiscal Recovery Funds (SLFRF)" with \$350 billion available, "Emergency Rental Assistance (ERA)" with \$21.6 billion available, and "Homeowner Assistance Fund (HAF)" with nearly \$10 billion available. At the bottom, a prompt says: "Ready to get started? Click 'Go to your reports' below." A red arrow points to the "Go to your reports" link with 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	Click here	
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 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: "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." Below this, there is a link for "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 bulleted 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 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.

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

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.	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

> 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

After saving click here

Click here when done

Adding a New Project

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

**State, Local and Tribal Support
SLFRF Compliance**

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

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

Because the standard allowance for revenue loss was elected, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using **Expenditure Category 6.1 Provision of Government Services**. When you have entered all the required fields, click **“Add Project.”** If necessary, continue adding additional projects for this reporting period (4/1/2023 – 3/31/2024).

Notes to Complete Fields on this Page for New Projects

- City assigns **Recipient Project ID#**
- Skip filling out **Program Income Earned and Expended**, not required
- **Total Cumulative Obligations and Expenditures** are from the time of the ARPA award through March 31, 2024
- **Current Period** fields are for this period (April 1, 2023, to March 31, 2024)

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# #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  [Add Project](#)

After you have added all the projects for this reporting period, they should appear in the table in the **“My Projects”** section along with any other projects enter from prior reports. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been entered, click **“Next”** at the bottom of the page to advance to the **“Recipient Specific”** screen.

Introduction/Bulk Templates
Recipient Profile
Project Overview
Recipient Specific
Certification

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.

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	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)

After all projects have been successfully added, click here



Next

Back



Editing an Existing Project

Yellow and Red boxes let the reporter know information needs to be edited prior to advancing in the report. To open the edit page, click on the yellow (or red) pencil. Failure to correct the data will result in an error message when you attempt to certify the report.

My Projects ✓ = Complete ✎ = Warning ✖ = Not Complete

Total Number of Projects : 4

Total Obligations: \$11,000,101.00 Total Expenditures: \$11,000,101.00

[Add New Project](#)

Search Records per page: 10 Page: 1 of 1

	Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1	Test Household Pro...	132645fgh	\$0.00	\$0.00	2-Negative Economic Impacts	✓	✓	✓
2	TEST-CS-RevLoss	TEST-CS-001	\$10,000,001.00	\$10,000,001.00	6-Revenue Replacement	✓	✓	✓
3	TEST-CS-7.3-Transf...	TEST-CS-034	\$1,000,000.00	\$1,000,000.00	7-Administrative	✎	✎	✓
4	TEST-CS-1.1-COVI...	TEST-CS-003	\$100.00	\$100.00	1-Public Health	✓	✎	✎

[Download as CSV](#)

Because the standard allowance for revenue loss was elected, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using **Expenditure Category 6.1 Provision of Government Services**. When you have entered all the required fields, click **“Confirm Project”**. If necessary, continue adding additional projects for this reporting period (4/1/2023 – 3/31/2024).

Edit Project

General Project Information

Due to changes effective for the July 2022 reporting cycle, Additional Information may be required. please verify and confirm your information

* Project Expenditure Category Group
7-Administrative

* Project Expenditure Category
7.2-Transfers to Other Units of Government

* Project Name
TEST-CS-7.3-Transfers to Other Units of Govern

* Recipient Project ID
TEST-CS-034

* Adopted Budget
\$10,000,000.00

* Total Cumulative Obligations
\$1,000,000.00

* Total Cumulative Expenditures
\$1,000,000.00

* Current Period Obligations
\$0.00

* Current Period Expenditures
\$0.00

Program Income Earned

Program Income Expended

* Status to Completion
Not Started

* Project Description
Lorem Ipsum

[Delete Project](#) [Confirm Project](#)

Notes to Complete Fields on this Page

- City assigns **Recipient Project ID#**
- Skip filling out **Program Income Earned and Expended**, not required
- **Total Cumulative Obligations and Expenditures** are from the time of the ARPA award through March 31, 2024
- **Current Period** fields are for this period (April 1, 2023, to March 31, 2024)
- **Status to Completion:** Select how far along the project is to completion from the dropdown menu

After you have added all the projects for this reporting period, they should appear in the table in the **“My Projects”** section along with any other projects enter from prior reports. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been entered, click **“Next”** at the bottom of the page to advance to the **“Recipient Specific”** screen.

Introduction/Bulk Templates	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.
Recipient Profile	Other fields, such as status of completion and total obligations, will change across reporting periods.
Project Overview	Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category
Recipient Specific	You may need to refresh your browser screen to see your new entries.
Certification	

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	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)

After all projects have been successfully added, click here

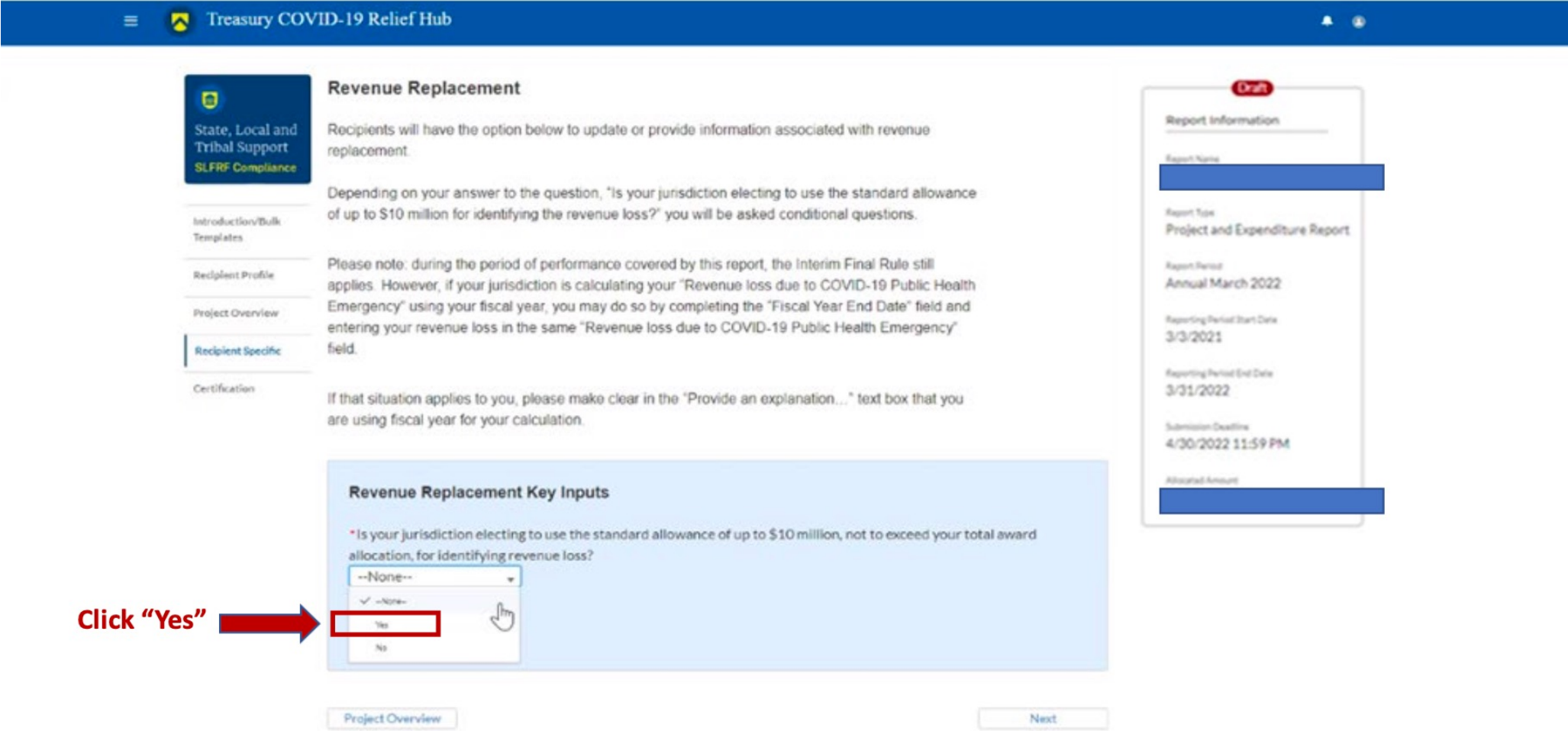


[Back](#)

[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

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 [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]

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 software application. The page title is 'Revenue Replacement' and it includes a sidebar with navigation options like 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview', 'Subrecipients/Beneficiaries/Contractors', 'Subawards/Direct Payments', 'Expenditures', 'Recipient Specific', and 'Certification'. The main content area is titled 'Revenue Replacement Key Inputs' and contains several sections of text and form fields. Red arrows and text annotations highlight specific steps: 'Select "NO"' points to the 'Were Fiscal Recovery Funds used to make a deposit into a pension fund?' dropdown; 'Sample language' points to the 'Explanation' text area; 'Select "YES"' points to the 'Is your jurisdiction electing to use the standard allowance of up to \$10 million...' dropdown; 'Enter the allocated amount of your ARPA award' points to the 'Revenue Loss Due to Covid-19 Public Health Emergency' text field; 'Don't forget to click here' points to the 'Save' button; and 'After saving click here' points to the 'Next' button. On the right side, there is a 'Record Details' sidebar showing information such as 'Status: Draft', 'Report Name: ARD675 - 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', and 'Allocated Amount: \$74,999.47' (circled in red).

State, Local and Tribal Support
SLFRP Compliance

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.
Information that was previously provided as part of the Quarterly Report (if applicable) will display in this screen by selecting "Import Previous Report Data".
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 [Import Previous Report Data](#)

*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?
 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
 Enter the allocated amount of your ARPA award

*Were Fiscal Recovery Funds used to make a deposit into a pension fund?
 Select "NO"

*Please provide an explanation of how revenue replacement funds were allocated to government services
Explanation
 Sample language

Don't forget to click here

After saving click here

[Back to Project Overview](#)

Record Details

Status
Draft

Report Name
ARD675 - 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 **“Certification”** page. It should show the number of projects that were entered in the **“Project Overview”** table under **“Complete”**; zero (0) should appear under **“Incomplete”**.

The text at the bottom also contains pre-populated information for whoever was designated to the role of **“Authorized Representative for Reporting”**.

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

When ready, click **“Certify and Submit”** at the bottom of the page

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 NUC 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

This is the message you will receive after hitting the “**Certify and Submit**” button. Click on the “**Submit**” button.

The screenshot shows a web application interface with a confirmation dialog box overlaid on top. The background page is titled "Project Overview" and includes a table for "Project Overview Status" and a "Statement" section. The dialog box contains the text "Are you sure you want to submit?" and two buttons: "Cancel" and "Submit". A red arrow points to the "Submit" button, and the text "If you are sure, then click 'Submit'" is written in red next to it.

Project Overview

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 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil...

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: [input field]

Are you sure you want to submit?

If you are sure, then click "Submit"

Cancel Submit

Name of Current Sign User: [input field]

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: [input field]
Title: Town Clerk/Treasurer Email: [input field]

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. If you choose not to complete it, scroll down and select **“Cancel”**.

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?

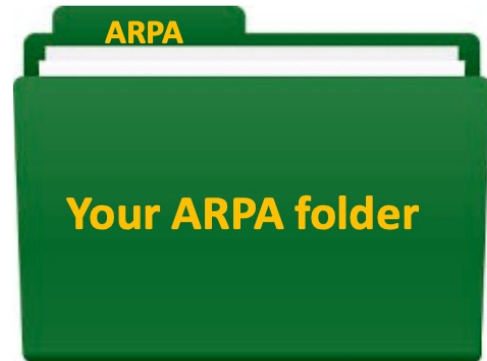
Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

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

[Submit Survey](#)

[Cancel](#)

After the “Survey” page you will return to the main Portal page. As a best practice it is recommended to click on “Go to Your Reports” and review the “My Compliance Reports” page to verify that your 2024 Project and Expenditure Report shows as “Submitted” and download a copy of it to save to your ARPA grant file along with the reports for the prior years.



Treasury COVID-19 Relief Hub

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.

[Go To Your Reports](#)

Click here



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

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	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!

ARPA File Best Practices

Cities are required to file the report annually in April through 2027. It is recommended that more than one person has Authorized Representative for Reporting permission should the primary person be unable to file the report, or the primary person leaves their role with the city.

It is recommended to take these steps as it relates to the ARPA file:

- Put everything in your ARPA folder; if you have not created a file/folder, **CREATE ONE!**
- Write down all logins, passwords and other details for Login.gov, ID.me, and the Treasury portal
- Write down details for all assigned user roles from the Treasury portal
- Print out and put a PDF copy of each completed report you submit 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 and put it in this folder

Treasury Portal Assistance

There are self-service resources that can be found at this link, <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/slfrf-self-service-resources> to help troubleshoot login difficulties and address technical issues. If the self-service options do not resolve the problem, the Department of Treasury can be contacted by emailing SLFRF@treasury.gov or by calling (844) 529-9527.

When emailing (or if calling the Department of Treasury) make sure to include the following in your email:

- Your City's Name
- UEI Number
- Federal Tax ID Number
- Your Name and Role with the City

Compliance and Reporting Resources

<https://iowaleague.org/resource/american-rescue-plan-act-arpa/>: ARPA/SLFRF resources

<https://www.youtube.com/watch?v=3qd8tYYl0pg>: Treasury overview of reporting requirements for NEUs

<https://iowaleague.org/resource/contact-us-on-federal-funding-questions/> Contact the Iowa League for guidance or assistance



WHAT QUESTIONS DO YOU HAVE?

Bill Goldy, Iowa League Funding Consultant

Email: billgoldy@iowaleague.org

Mobile: (970) 222-0611

<https://iowaleague.org/resource/contact-us-on-federal-funding-questions/>