GMA's Guide to ARPA SLFRF Reporting Resources

February 21, 2022

GEORGIA MUNICIPAL ASSOCIATION

Step 1: Create an Account

Step 2: Assign User Roles

Step 3: Review Treasury Guidance on Reporting on ARPA SLFRF

Step 4: Assemble Information to be Uploaded in Reporting Portal

Key Links

www.Treasury.gov/SLFRPReporting

Compliance and Reporting Guidance

Project and Expenditure Report User Guide

Step 1: Create an Account

There are two methods for accessing the Treasury Portal:

1. ID.me
2. Login.gov

If your city **already has** an *ID.me* account, you should use it for your SLFRF reporting. If you do not, please set up your account through *Login.gov*, which is much more user-friendly.

Most NEUs will use *Login.gov* to review and submit reports.

The process to set up an account should take about 5 minutes.

In *Login.gov*, you will only be able to access compliance reporting records, you will not be able to see submissions for funding applications.

Step 1: Create an Account

WATCH: Treasury Webinar on [Account Creation and Logging In]

January 2022 video on creating an account and logging into the Treasury Portal

READ: Treasury's *Login.gov* Portal User Guide (step-by-step PDF guide for creating credentials using *Login.gov*)

Accessing Treasury's Portal with Login.gov

Access Method	Description
Login.gov	• An easier pathway to access the Treasury Portal with less personal identification necessary. • Can only view/edit Compliance Reports. **Three Key Steps:** • 1. Identify the Account Administrator for the specific Treasury program you support. • 2. Verify that your account administrator pre-registered you in the portal. • 3. Navigate to https://portal.treasury.gov/compliance, click create an account and follow the instructions

Step 2: Assign User Roles and Upload Documents

WATCH: Treasury Webinar on Designating Roles in the Treasury Portal

January 2022 video on designating user roles in the Treasury Reporting Portal and how to designate roles for individuals in your institution/ city

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

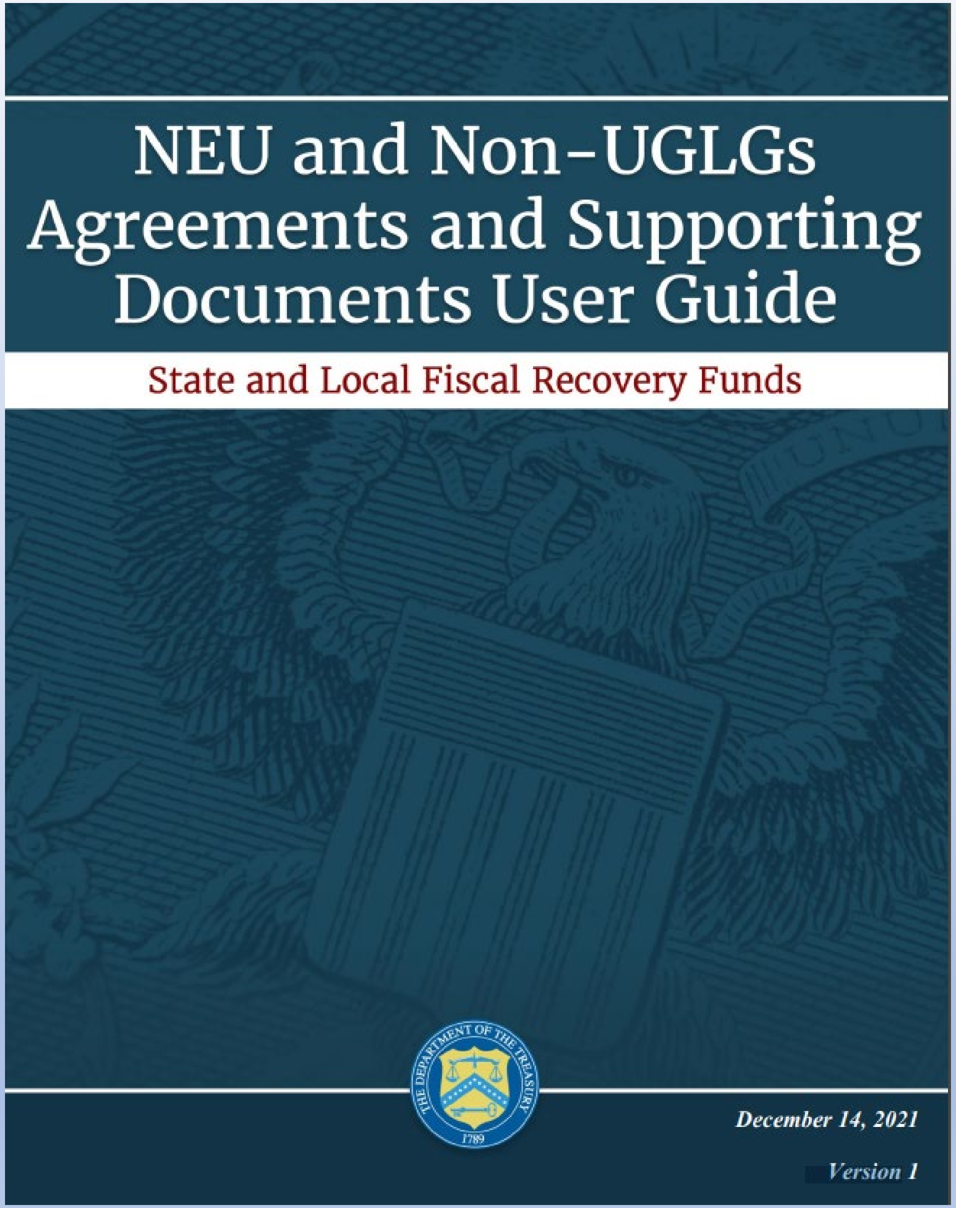
- The Recipient may designate one individual for all three roles. Multiple individuals can be designated for each role

NOTE: Individuals may be designated to serve in **multiple roles**. The recipient may designate one individual for all three roles, but GMA strongly encourages cities to identify at least two individuals to access the portal. An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator.

Step 2: Assign User Roles and Upload Documents

READ: NEU Agreements and Supporting Documents User Guide

After designating user roles and completing contact list, prepare to upload key documents



Step 2: Assign User Roles and Upload Documents

NEUs must provide key documents prior to their first Project and Expenditure Report.

1. **Copy of the signed terms and conditions agreement** (which was signed and submitted to the State as part of your request for funding.
2. **Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964** (which was signed and submitted to the State as part of the request for funding)
3. **Copy of actual budget documents** validating the top-line budget total provided to the State as part of the request for funding.

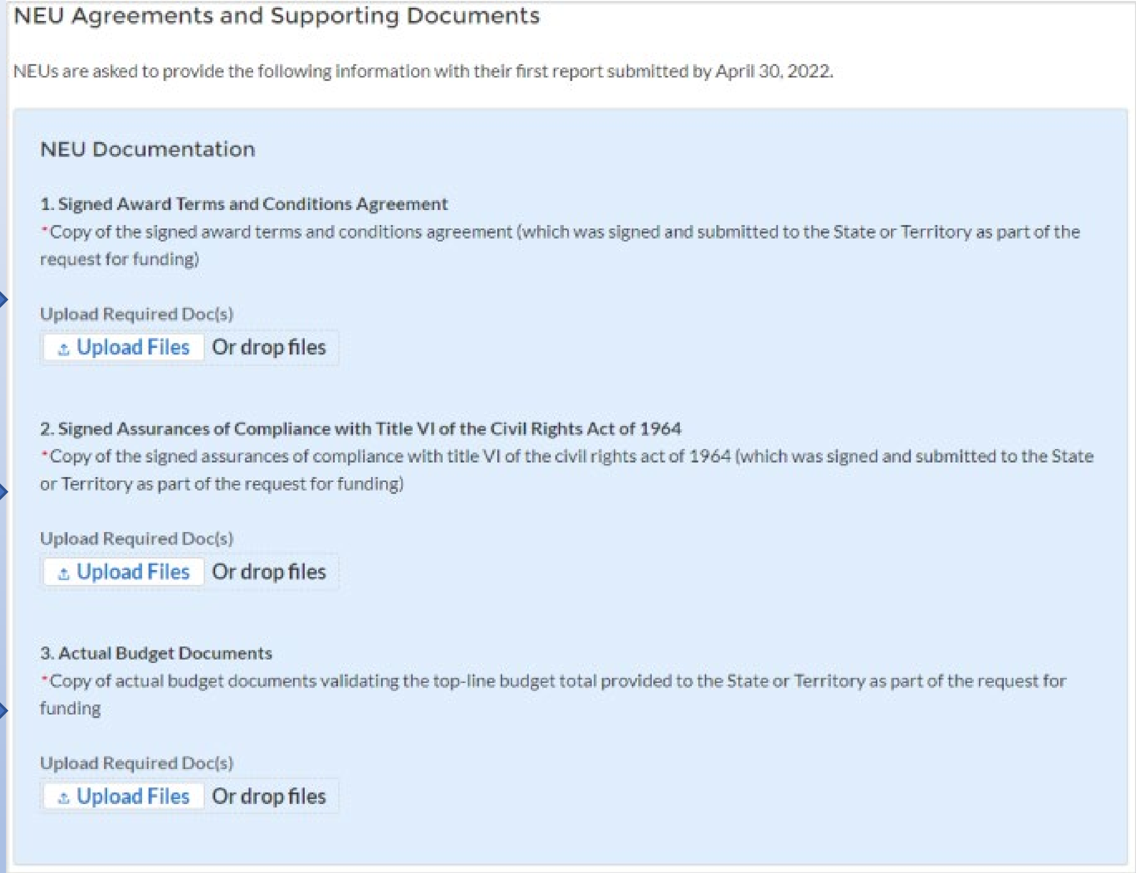
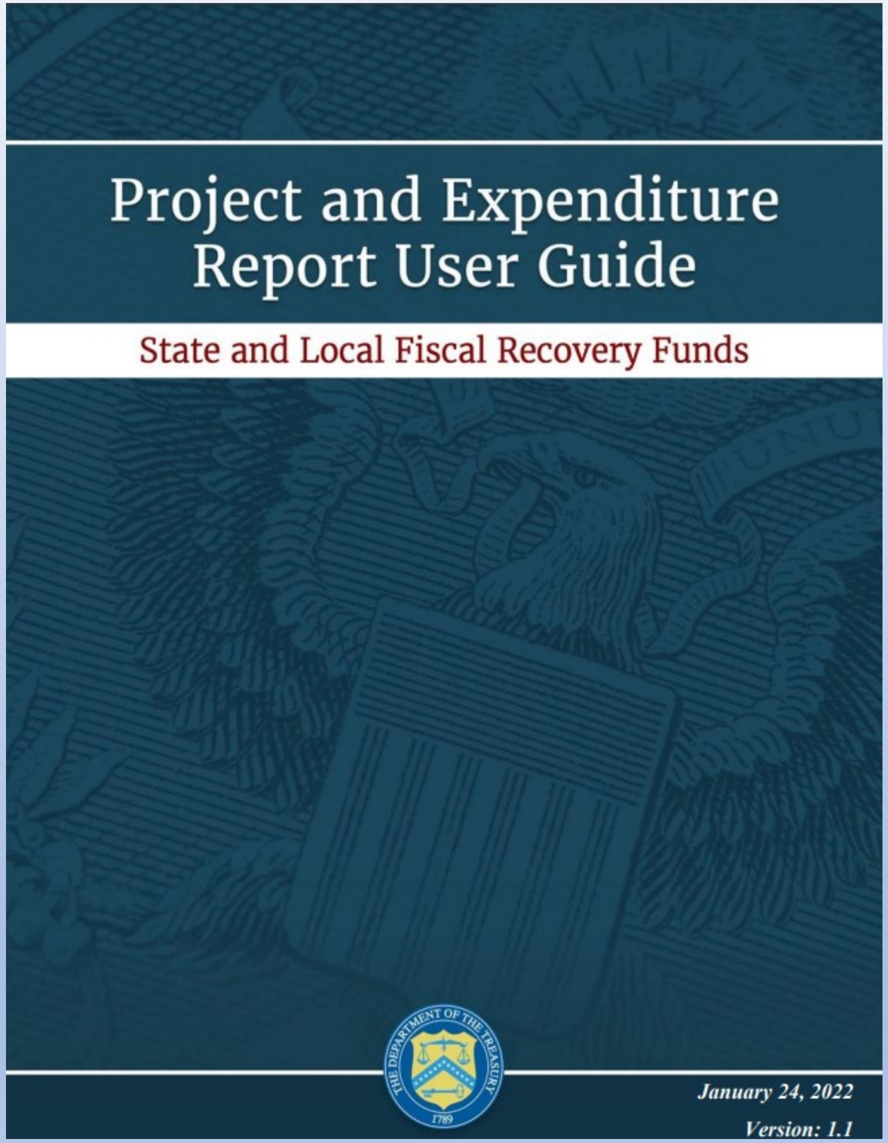


Figure 13 NEU Documents Screen

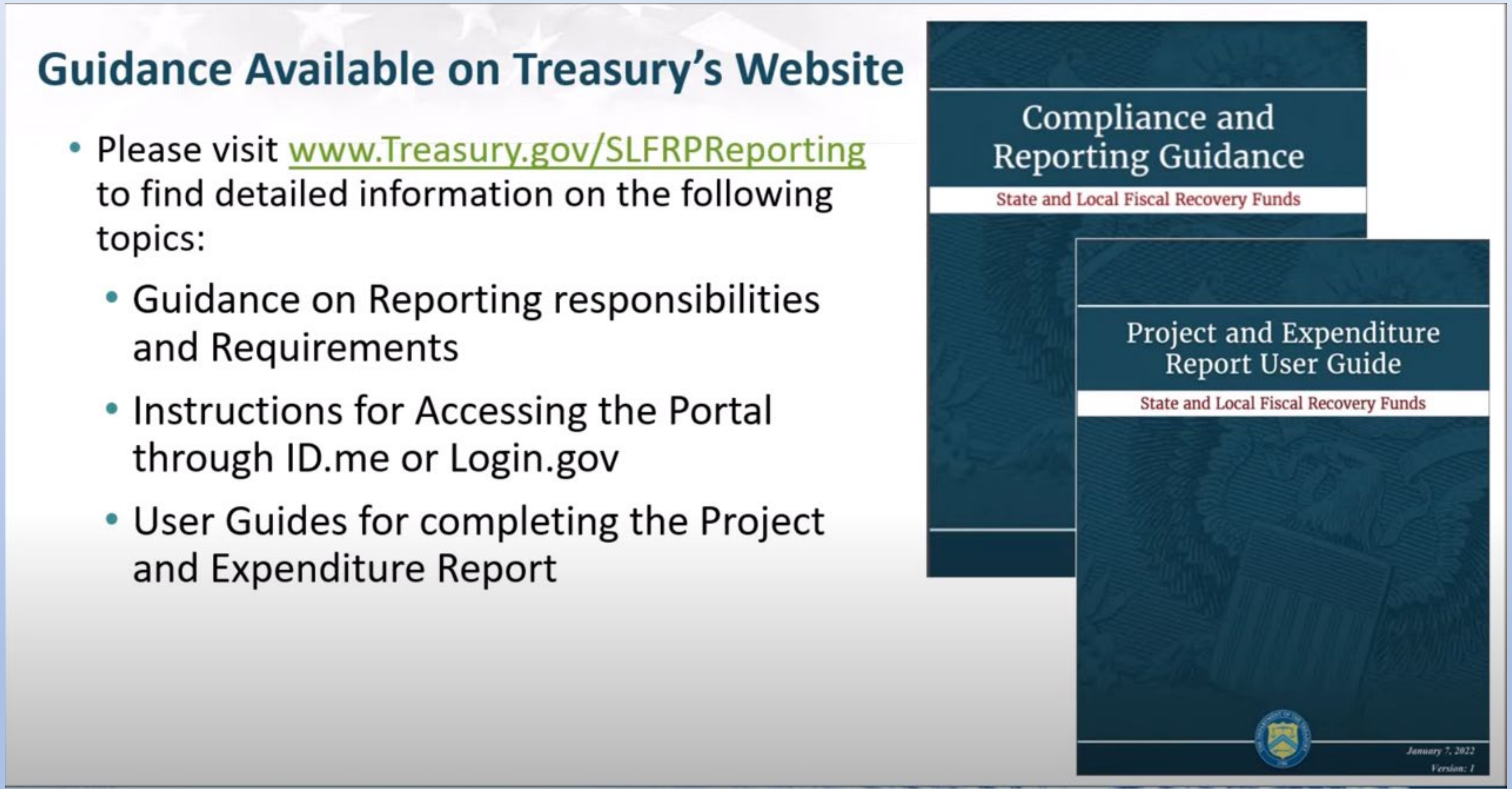
Step 2: Assign User Roles and Upload Documents

READ: Appendix A of the Project and Expenditure Report User Guide on designating SLFRF Points of Contact by SLFRF Account Administrators



Step 3: Review Treasury Guidance on Reporting on ARPA SLFRF

READ: All Reporting Guidance Available on Treasury’s website at www.Treasury.gov/SLFRPReporting



Read and **review** these resources ***in addition to*** watching the Treasury videos.

Step 3: Review Treasury Guidance on Reporting on ARPA SLFRF

CHECK: Your city's Tier in Treasury's [Compliance and Reporting Guidance](#) (p.13)

NOTE: NEU cities are in Tier 6

Table 2: Reporting requirements by recipient type

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021 or 60 days after receiving funding if funding was received by October 15, with expenditures by category	By January 31, 2022, and then 30 days after the end of each quarter thereafter[9]	By August 31, 2021 or 60 days after receiving funding, and annually thereafter by July 31[10]
2	Metropolitan cities and counties with a population below 250,000 residents which received more than $10 million in SLFRF funding			Not required
3	Tribal Governments which received more than $30 million in SLFRF funding			
4	Tribal Governments which received less than $30 million in SLFRF funding		By April 30, 2022, and then annually thereafter[11]	
5	Metropolitan cities and counties with a population below 250,000 residents which received less than $10 million in SLFRF funding			
6	NEUs	Not required		

Note: Based on the period of performance, reports will be collected through April 30, 2027. See the specific due dates listed in Sections B and C.

Step 4: Assemble Information to be Uploaded in Reporting Portal

CHECK: Expenditure Categories in Appendix 1 of Treasury's [Compliance and Reporting Guidance]

NOTE: The Project and Expenditure Report requires recipients to identify the Expenditure Categories that apply to their projects.

Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^

3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure[24]	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

[24] Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf. For "drinking water" expenditure category definitions, please see: https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-reports.

Step 4: Assemble Information to be Uploaded in Reporting Portal

Review Information and Update as Needed

Recipient Profile: DUNS, EIN, Address → verify recipient is registered in [SAM.gov]

Verify names, titles and contact list for individuals with roles in the portal

Step 4: Assemble Information to be Uploaded in Reporting Portal

WATCH: Treasury Webinar on SLFRF Project and Expenditure Reports

January 2022 YouTube video on creating, editing, and submitting project and expenditure reports, especially in regard to implementing the SLFRF Final Rule.

Step 4: Assemble Information to be Uploaded in Reporting Portal

For your reports, you will need to

1. *create a unique project identification number for each project;*
2. *identify the project expenditure category and subcategory;*
3. *provide total obligations;*
4. *provide total expenditures; and*
5. *provide a brief project description.*

These screenshots provide examples:

Project Overview

Project Name: Avoid layoffs

Project Identification Number	Op1
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Total Obligations	$25,626,772.00
Total Expenditures	$25,626,772.00
Project Description	In response to the impact of COVID-19 on revenue, the original 2021 Operating Budget included an anticipated workforce reduction line across all departments, effective 7/1/2021, totaling $113 million over four years. These projects funds will be spent each eligible fiscal year to avoid layoffs that would otherwise have been necessary. (The City expects to shift this project to the Avoid Layoffs expenditure category when the selection is created.)

Project Name: Compliance assistance

Project Identification Number	ARPTF1
Project Expenditure Category	7-Administrative and Other
Project Expenditure Subcategory	7.1-Administrative Expenses
Total Obligations	$200,000.00
Total Expenditures	$38,331.40
Project Description	Funding will be used to contract with accountants and legal counsel for assistance with compliance.

Project Name: Guaranteed Income project

Project Identification Number	OnePGH1
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Total Obligations	$0.00
Total Expenditures	$0.00
Project Description	The City will partner with the non-profit OnePGH to support a new guaranteed income program.

Please contact GMA for questions or to notify us of any problems you encounter.

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