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 changed 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.

<table>
<thead>
<tr>
<th>Community User Type</th>
<th>DUNS</th>
<th>EIN</th>
<th>Account Record Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marlboro Village, Vermont</td>
<td>16000472</td>
<td></td>
<td>GARE1</td>
</tr>
</tbody>
</table>
Select “**Certification**” from the sidebar menu.
If you are the Account Administrator, enter your name in the box provided and select “Submit.”
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. **
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.
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.
Select “Compliance Reports” from the sidebar menu or click “Go to My Reports” in the lower part of the page.
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.

After saving click here

Select that you have no projects to report

Sample language

Don’t forget to click here

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Sample language: We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified yet.
On the “Revenue Replacement” page in the “Revenue Replacement Key Inputs” section follow the steps in RED below:

1. Select “YES”
2. Enter the allocated amount of your ARPA award
3. Sample language
4. Don’t forget to click here
5. After saving click here

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.
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
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
Select “Compliance Reports” from the sidebar menu or click “Go to My Reports” in the lower part of the page.
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.
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.”
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.
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.
On the “Revenue Replacement” page in the “Revenue Replacement Key Inputs” section follow the steps in RED below:

- Select “YES”
- Enter the allocated amount of your ARPA award
- Select “NO”
- Sample language

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

After saving click here
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.
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.
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.
Congratulations, You’re Done!
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