

April 2023

Vermont NEUs

Guide to Treasury's Compliance Portal

Designating Roles

Project & Expenditure Report

Created for Vermont NEUs by:



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/>





BEFORE completing your Project and Expenditure Report, you must have already:

- Logged into Treasury's Portal using your Login.gov account. If you don't have one, then [create one](#).
- Designated your key roles ([Account Administrator](#), [Point of Contact for Reporting](#), and [Authorized Representative for Reporting](#) – it is important that you understand the capabilities and responsibilities of each role)

Special thanks to Denise Daigle, Town Clerk/Treasurer, Town of Newport, and Penny Jones, Morrisville Water & Light, who generously shared their time, patience, and portal screens, with VLCT to use in the examples that follow.

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.

Click here

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.

State, Local and Tribal Support Compliance

Introduction


Compliance Reports

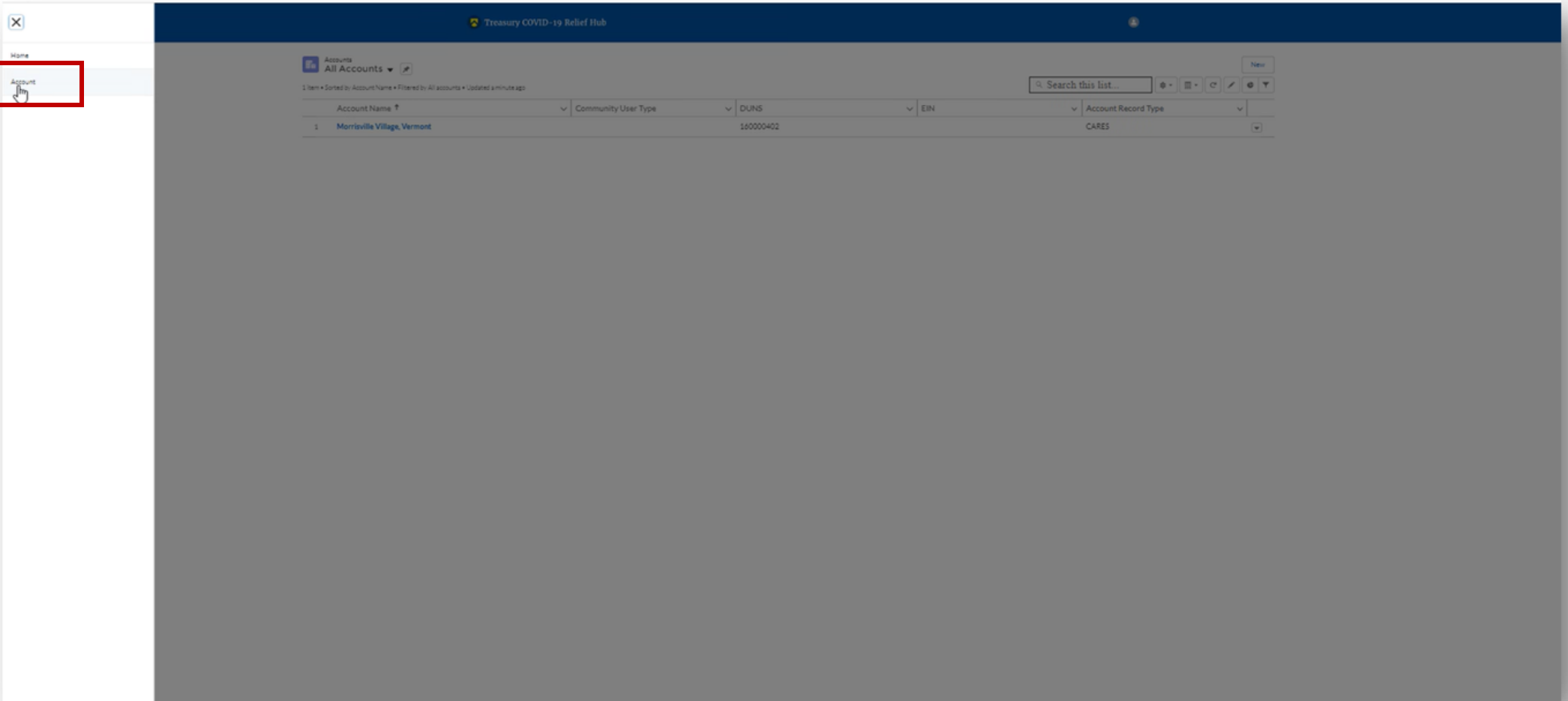
Help/Co

For assistar and other q Covid Relie



After clicking the “hamburger” icon, select “**Account**” from the sidebar menu.

Click here 



The screenshot displays the Treasury COVID-19 Relief Hub interface. The sidebar menu is open, and the 'Account' option is highlighted with a red box. The main content area shows a table of accounts with the following data:

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



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

Click here



The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a blue header with a menu icon and the text "Treasury COVID-19 Relief Hub". Below the header, there is a section for "Accounts" with a dropdown menu set to "All Accounts". A search bar with the placeholder text "Search this list..." is visible. Below the search bar, there is a table with the following columns: "Account Name", "Community User Type", "DUNS", "EIN", and "Account Record Type". The table contains one row with the following data: "Morrisville Village, Vermont", "Community User Type", "160000402", "EIN", and "CARES". A red box highlights the "Account Name" cell, and a red arrow points to it from the text "Click here".

Account Name	Community User Type	DUNS	EIN	Account Record Type
Morrisville Village, Vermont	Community User Type	160000402	EIN	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 displays the Treasury COVID-19 Relief Hub interface. On the left sidebar, the 'Certification' option is highlighted with a red box and a red arrow pointing to it, with the text 'Click here' next to the arrow. Below the sidebar, the main content area is titled 'Official Certification of Authorization'. It 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 to 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 with 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, with the text 'Click here' next to the arrow.



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



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--

Title: Village Clerk

First Name: Sara

Phone: 802-888-6370

Middle Name:

Email: shaskins@morristownvt.org

Last Name: Haskin

Name of Entity/Organization: Village of Morrisville Water & Light

Suffix:

Program-Roles

- SLFRF - Point of Contact for Reporting
- SLFRF - Account Administrator
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

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

Go back to Introduction

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.

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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--

Title: [Text Box]

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

First Name: [Text Box]

Middle Name: [Text Box]

Last Name: [Text Box]


Suffix: [Text Box]

Phone: [Text Box]

Email: [Text Box]

Name of Entity/Organization: [Text Box]

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	<input type="button" value="Edit"/>
<input type="checkbox"/>	Sara Haskin	Village Clerk	802-888-6370	shaskins@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.



Problems Designating Roles?

Contact Treasury's help centers for State and Local Fiscal Recovery Funds at SLFRF@treasury.gov or call (844) 529-9527. Additionally, here is a link to Treasury's [self-help resources](#).

If you send an email to SLFRF@treasury.gov and want sample language to use instead of drafting your own, then click [HERE.](#)

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.

State, Local and Tribal Support
Compliance

Introduction
Compliance Reports

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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.

Click here

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.

The screenshot shows the Treasury COVID-19 Relief Hub interface. The main content area is titled "My compliance reports" and contains a section for "SLFRF compliance reports". This section includes a search bar, a table of reports, and a "Provide Inform..." column with icons for each report. A red box highlights a blue pencil icon in the "Provide Inform..." column for the second report, which is in "Draft" status. A red arrow points to this icon with the text "Click here".

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.

Help
For assistance on your submission and other questions, contact Covid IT Relief Support

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**.”

Treasury COVID-19 Relief Hub

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

Introduction and Bulk Upload Templates

SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections.

Use the following link to access the 'User Guide' for a reference.

User Guide

Bulk Uploads

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:

- Project
- Subrecipient/Beneficiary/Contractor
- Subaward/Direct Payment
- Expenditure
- Tax Offset Provision

Expenditure Category Requirements and Bulk File Upload

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

> 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.



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

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.

The screenshot shows the 'Project Overview' page in the Treasury COVID-19 Relief Hub. The page has a blue header with the Treasury logo and 'Treasury COVID-19 Relief Hub'. Below the header is a navigation bar with tabs: 'Add Projects' (active), 'Add Subrecipients/Beneficiaries/Contractors', 'Add Subawards/Direct Payments', and 'Add Expenditure(s)'. On the left is a sidebar menu with the following items: 'State, Local and Tribal Support SLFRF Compliance', 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview' (highlighted), 'Subrecipients/Beneficiaries/Contractors', 'Subawards/Direct Payments', 'Expenditures', 'Recipient Specific' (highlighted with a red box), and 'Certification'. The main content area is titled 'Project Overview' and contains several paragraphs of text. At the bottom of the main content area is a light blue box titled 'No Projects Verification' with the following content: '* Does your jurisdiction have projects to report as of this reporting period?' followed by a dropdown menu with 'My jurisdiction does NOT have projects to report' selected; '* Provide a narrative describing the reason(s) your jurisdiction does not have approved projects at this time' followed by a text area containing 'We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified yet.'; and a 'Save' button at the bottom left. Red arrows point from text annotations to these elements: 'After saving click here' points to the 'Recipient Specific' menu item; 'Select that you have no projects to report' points to the dropdown menu; 'Sample language' points to the text area; and 'Don't forget to click here' points to the 'Save' button.

After saving
click here

Select that you have
no projects to report

Sample language

Don't forget to click here



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 to update or provide information associated with revenue replacement. The main section is 'Revenue Replacement Key Inputs'.

Annotations and Steps:

- Select "NO":** A red arrow points to the 'No' option in the dropdown menu for the question: "Were Fiscal Recovery Funds used to make a deposit into a pension fund?".
- Sample language:** A red arrow points to the text area for the explanation, which 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."
- Select "YES":** A red arrow points to the 'Yes' option in 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?".
- Enter the allocated amount of your ARPA award:** A red arrow points to the text input field for "Revenue Loss Due to Covid-19 Public Health Emergency".
- Don't forget to click here:** A red arrow points to the 'Save' button at the bottom of the form.
- After saving click here:** A red arrow points to the 'Next' button at the bottom right of the page.

Record Details Panel (Right Side):

- 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 “**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 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: (802) 334-6442
Title: Town Clerk/Treasurer Email: nctovinden@comcast.net

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

Back **Certify and Submit**

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 penalties of money and administrative remedies for false claims or other offenses (including under 31 USC 3226 et seq.). The undersigned is an authorized representative of the

Are you sure you want to submit?

If you are sure, then click “Submit”

Cancel Submit

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: (802) 334-6442

Title: Town Clerk/Treasurer Email: nctowndierki@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**.”

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.

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Ready to get started? Click "Go to your reports" below.

Click here → [Go To Your Reports](#)

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
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3. AR0675-PGE 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

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.

State, Local and Tribal Support
Compliance

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Or click here



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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.

The screenshot displays the Treasury COVID-19 Relief Hub interface. The main content area is titled "My compliance reports" and contains a section for "SLFRF compliance reports". This section includes a search bar, a table of reports, and a legend for the actions available.

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1. NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
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3. AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

The "Pencil icon" in the "Provide Inform..." column for the "Draft" report is highlighted with a red box and a red arrow pointing to it, with the text "Click here" next to it.

The legend on the right side of the page lists the following actions:

- Provide Information (Pencil icon)
- View (Eye icon)
- Download (Download icon)
- Request Extension (Calendar icon)



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](#).”

Click here



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



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
TIN
Legal Entity Name
Type
FAIN
CFDA No.
Fiscal Year End Date

Address 1
Address 2
Address 3
City
State/Territory
Zip5
Zip+4
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 - 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



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.**”

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

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

Select that you have projects to report and then hit “Save”

Click here to add your project



STEP 1

Update your EXISTING project(s) that were entered during the April 2022 reporting process

If you have an existing project(s) that were created in your 2022 Project and Expenditure Report, then you will need to update them to be able to “**Certify and Submit**” without errors.



Select the green check box under “*Project Status*” and click it to open the “Add Project” 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	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)



Once you are in the “**Add Project**” screen, you will need to update “**Current Period Obligations**” and “**Current Period Expenditures.**” If nothing has changed, you will still need to enter “0” in each of these fields – **do not leave them blank.**

If the project is complete, then select “**Completed**” from the “**Status to Completion**” dropdown menu. Select “**Confirm Project**” when you are done.

**** YOU MUST DO THIS FOR EACH PROJECT THAT WAS ADDED IN THE 2022 PROJECT & EXPENDITURE REPORT. ****

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 *Recipient Project ID *Adopted Budget

*Total Cumulative Obligations *Total Cumulative Expenditures *Current Period Obligations *Current Period Expenditures

Program Income Earned Program Income Expended

*Status to Completion
--None--

*Project Description

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 when done

Delete Project



STEP 2

Adding NEW projects for the 2023 reporting period (April 1, 2022 – March 31, 2022)

TIP: To make things simpler/easier for reporting, you can create just one project for this reporting period and report all expenditures under it. Provide detail for how the funds were spent (dollar amounts and short descriptions for each) in the narrative “*Project Description*” field.



After existing projects have been updated, if applicable, select “**Add New Project**” to begin entering project for the 2023 period (April 1, 2022 – March 31, 2023).

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

Click here → [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](#)



Because you elected the standard allowance for revenue loss last year, all reporting of ARPA expenditures for the entire amount of your ARPA award 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**. Please see the next two slides for an example of each.

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.

Add Project

For Projects Entered Under Revenue Replacement 6.1 Provision of Government Services

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

*Recipient Project ID

Adopted Budget

*Total Cumulative Obligations

*Total Cumulative Expenditures

*Current Period Obligations

*Current Period Expenditures

Program Income Earned

Program Income Expended

*Status to Completion

--None--

*Project Description

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.

Current Period = April 1, 2022 – March 31, 2023
(Note: these entries should be ≤ Cumulative entries for the project)

Cumulative Obligations and Expenditures are from the [date of award](#) to close of this reporting period (March 31, 2023).

* Only fields with an asterisk (*) are required.

Click here to add your project

Add Project

- **Project Name:** Self explanatory
- **Recipient Project ID:** suggested project ID numbering [HERE](#).
- **Adopted Budget:** This is for this project, not your municipal operations budget. You can leave this blank.
- **Total Cumulative Obligations:** See note in slide
- **Total Cumulative Expenditures:** See note in slide
- **Current Period Obligations:** See note in slide
- **Current Period Expenditures:** See note in slide
- **Program Income Earned:** leave blank
- **Program Income Expended:** leave blank
- **Status to Completion:** Self explanatory
- **Project Description:** 50-1,000 words, should be 3-5 sentences with an overview of the project.

For Projects Entered Under Revenue Replacement 6.2 Non-federal Match for Other Federal Programs

General Project Information

*Project Expenditure Category Group

6-Revenue Replacement

*Project Expenditure Category

6.2 - Non-federal Match for Other Federal Programs

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

*Recipient Project ID

Adopted Budget

*Total Cumulative Obligations

*Total Cumulative Expenditures

*Current Period Obligations

*Current Period Expenditures

Program Income Earned

Program Income Expended

*Status to Completion

--None--

*Project Description

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.

* Only fields with an asterisk (*) are required.

Current Period = April 1, 2022 – March 31, 2023
(Note: these entries should be ≤ Cumulative entries for the project)

Cumulative Obligations and Expenditures are from the [date of award](#) to close of this reporting period (March 31, 2023).

Click here to add your project  

- **Project Name:** Self explanatory
- **Recipient Project ID:** suggested project ID numbering [HERE](#).
- **Adopted Budget:** This is for this project, not your municipal operations budget. You can leave this blank.
- **Total Cumulative Obligations:** This is in reference to this project, not your total ARPA award.
- **Total Cumulative Expenditures:** See note in slide.
- **Current Period Obligations:** See note in slide.
- **Current Period Expenditures:** See note in slide.
- **Program Income Earned:** You can leave this blank.
- **Program Income Expended:** You can leave this blank.
- **Status to Completion:** Self explanatory
- **Project Description:** Reference [Assistance Listing Number](#) of the federal program



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.

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](#)

[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.

Treasury COVID-19 Relief Hub

State, Local and Tribal Support
SL TRF Compliance

Introduction/Bulk Templates
Recipient Profile
Project Overview
Recipient Specific
Certification

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

> Help
> Legend
v 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

Click “Yes” →



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

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

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.

Save **Don't forget to click here**

Next **After saving click here**

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 “**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.

State, Local and Tribal Support SLFRF Compliance

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

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 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 Dudge Telephone: (802) 334-6442
Title: Town Clerk/Treasurer Email: dnctovinder@comcast.net

Back **Certify and Submit**

Only the Authorized Representative for Reporting can complete this step →

- > 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



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 penalties of money and administrative remedies for false claims or other violations under 31 USC 3226 et seq. The undersigned is an authorized representative of the

Are you sure you want to submit?

If you are sure, then click “Submit”

Cancel Submit

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: (802) 334-6442

Title: Town Clerk/Treasurer Email: nctowndierki@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**.”

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.

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.

Click here → [Go To Your Reports](#)

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 - PGE Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		
3. AR0675-PGE 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

A background image of a crowd of people, possibly at a celebration or event, with colorful confetti falling around them. The image is slightly blurred, creating a bokeh effect with various colors like red, yellow, green, and blue. The text is centered in white, bold, uppercase letters.

CONGRATULATIONS
YOU ARE DONE!