April 2023

Vermont NEUs

Guide to Treasury's Compliance Portal

Designating Roles

Project & Expenditure Report

Created for Vermont NEUs by:

Vermont League of Cities & Towns

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

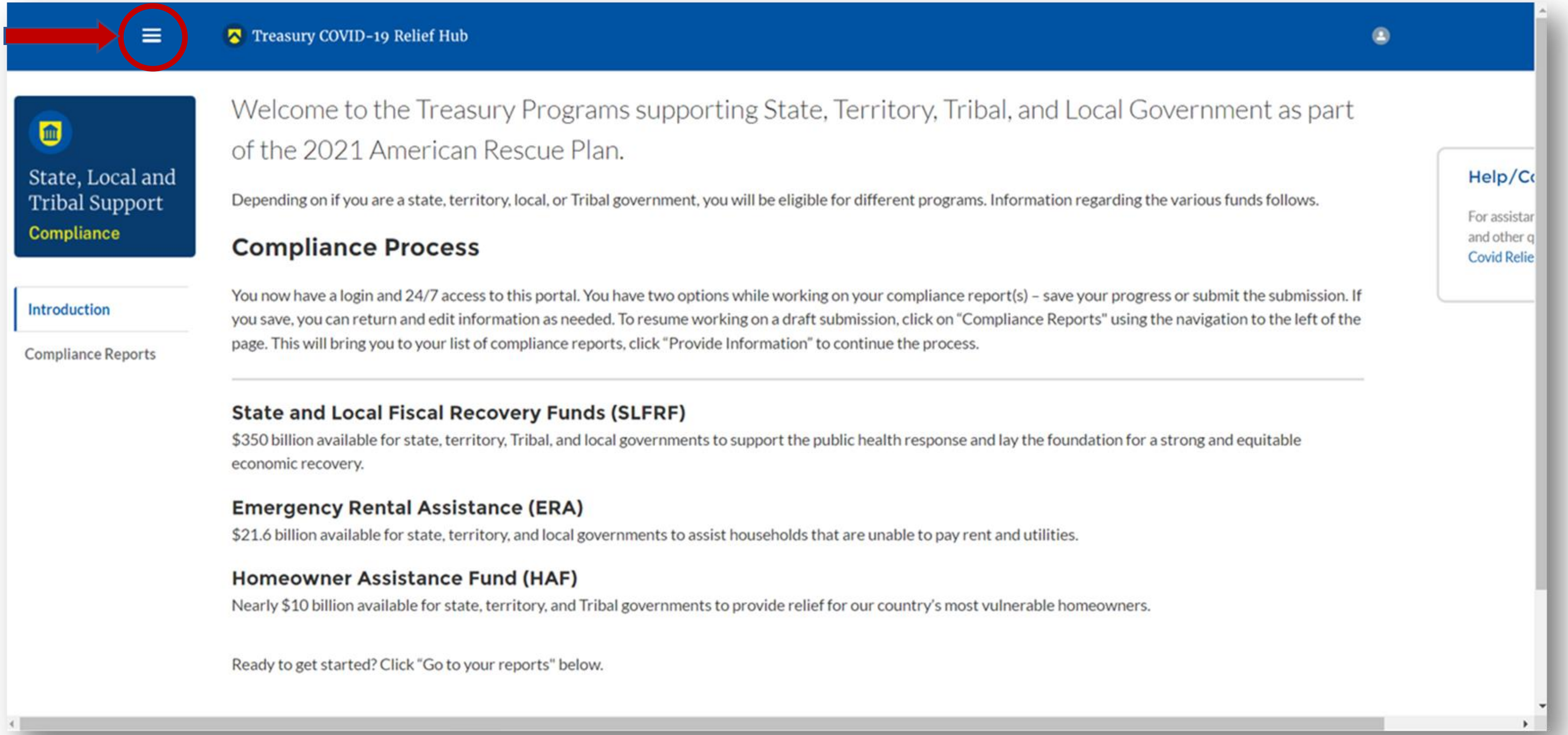
Designating Roles*

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

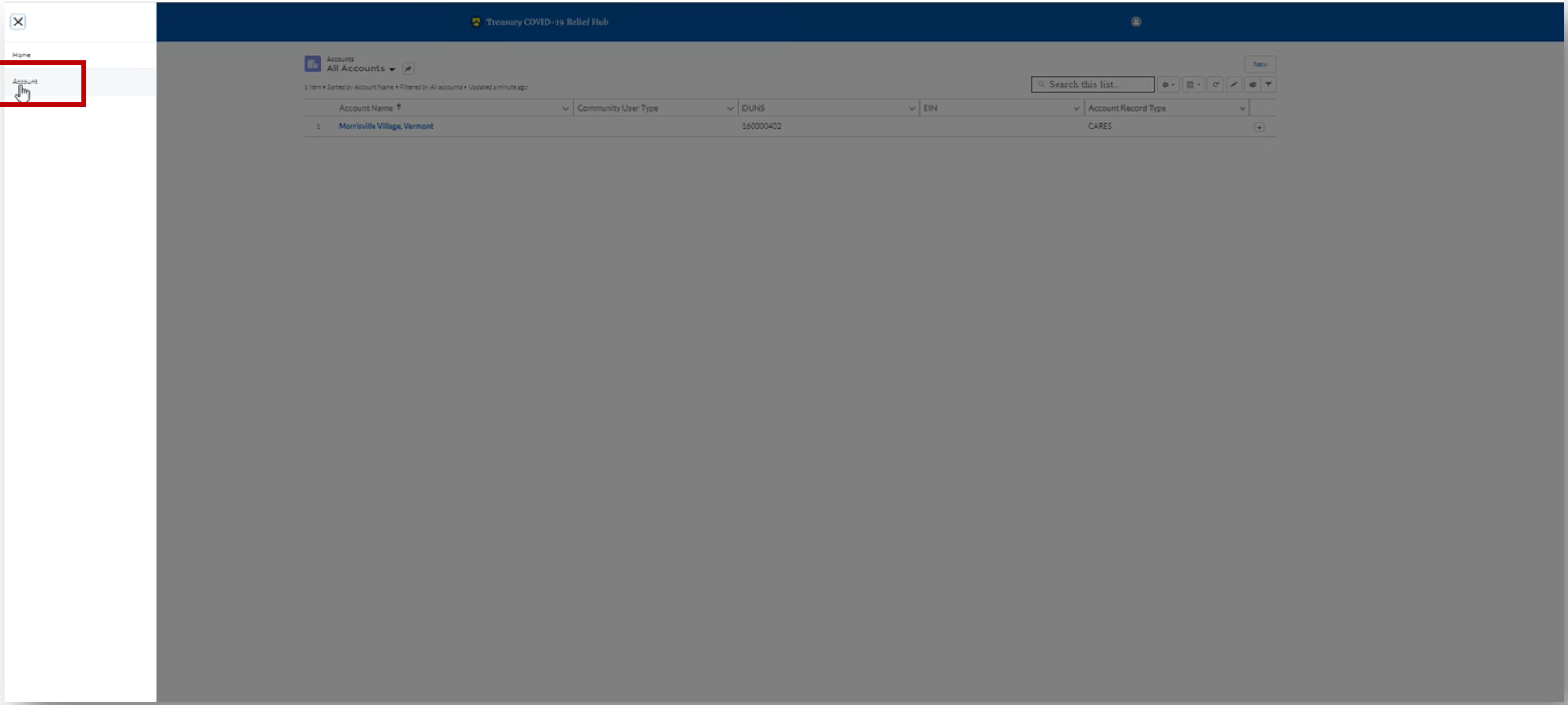
To designate roles, select the “hamburger” (menu) icon at the top of the page.

Click here



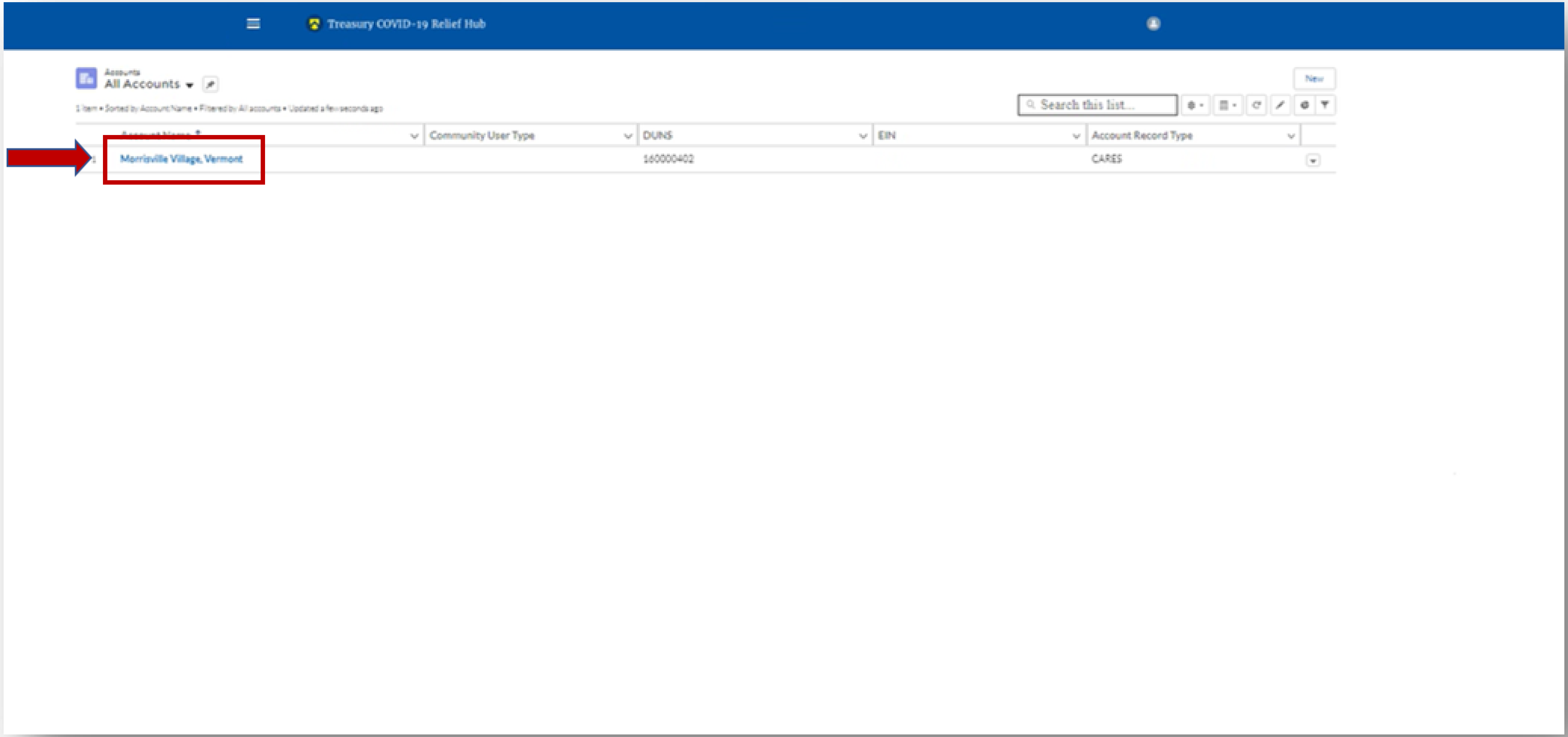
After clicking the “hamburger” icon, select “***Account***” from the sidebar menu.

Click here



Your entity should appear under "***Account Name.***" Select it.

Click here



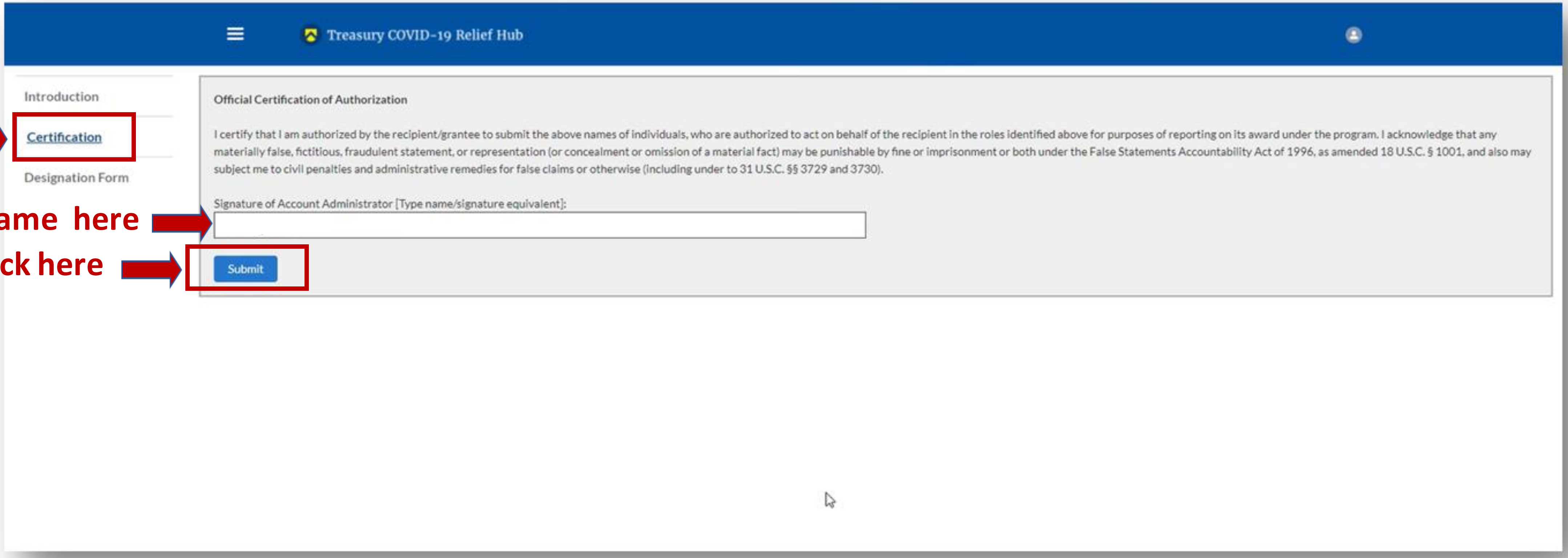
Select “***Certification***” from the sidebar menu.

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

Click here

Enter your name here

Click here

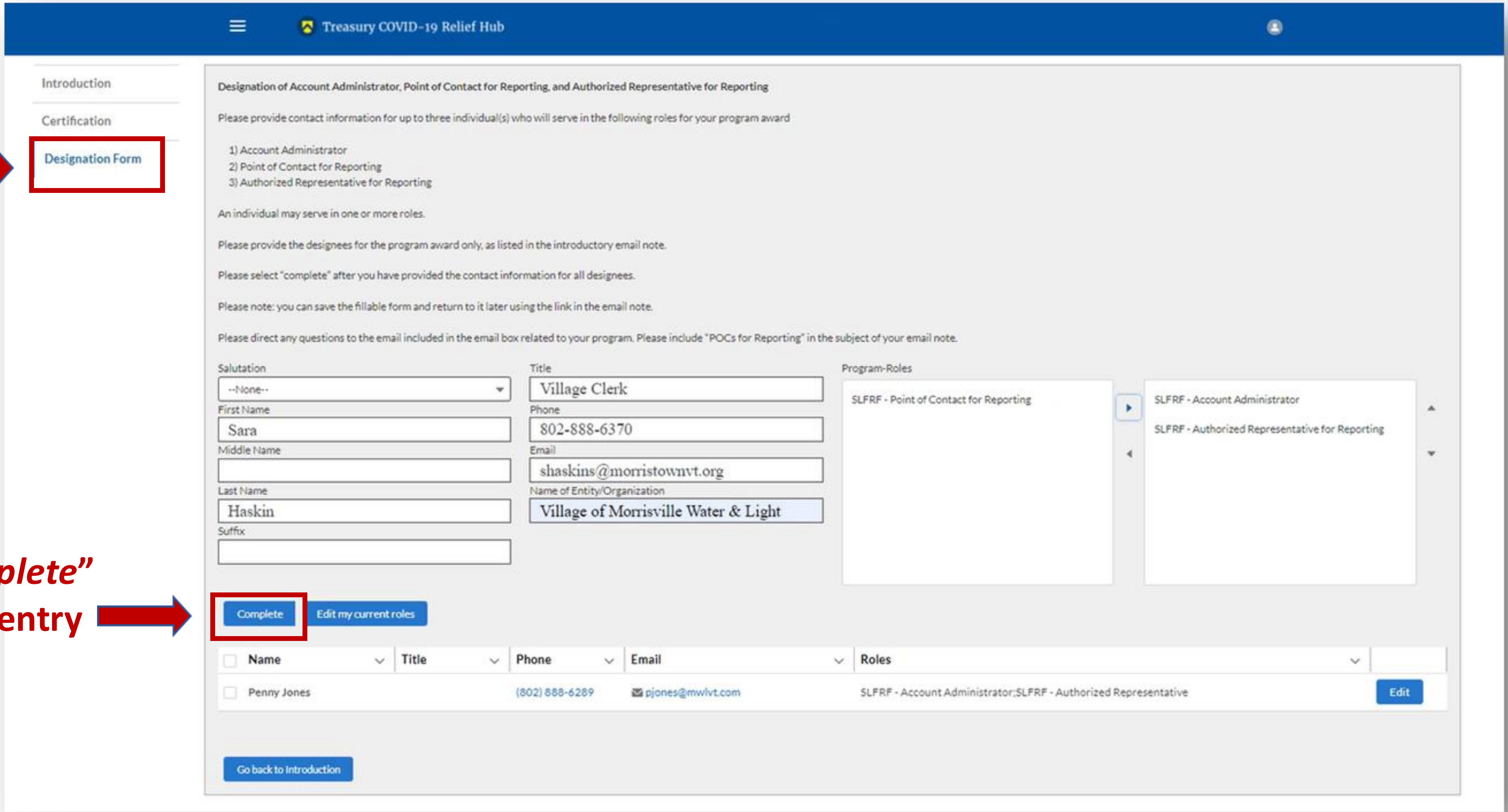


After certifying, select "***Designation Form***" from the sidebar menu. On this page, you will be able to assign the three roles: Account Administrator, Authorized Representative for Reporting and Point of Contact for Reporting.

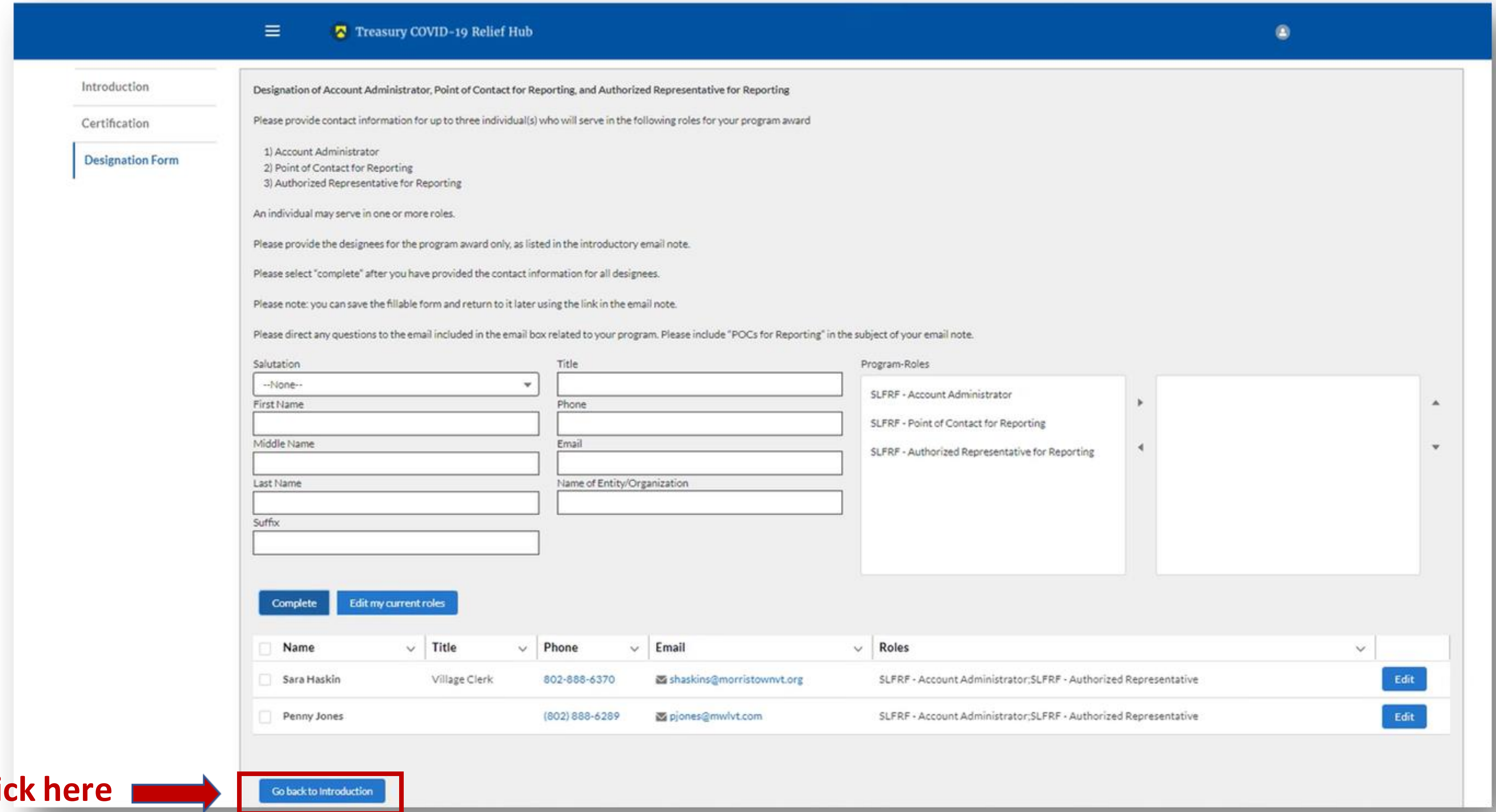
** A single role can have multiple people assigned to it and a single person can be assigned to multiple roles. **

Click here

Click "*Complete*" after each entry



Once you have completed designating roles* to all the appropriate people, select "***Go Back to the Introduction***."
If you go in and edit yourself, be sure that the "Account Administrator" role also moves over.



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

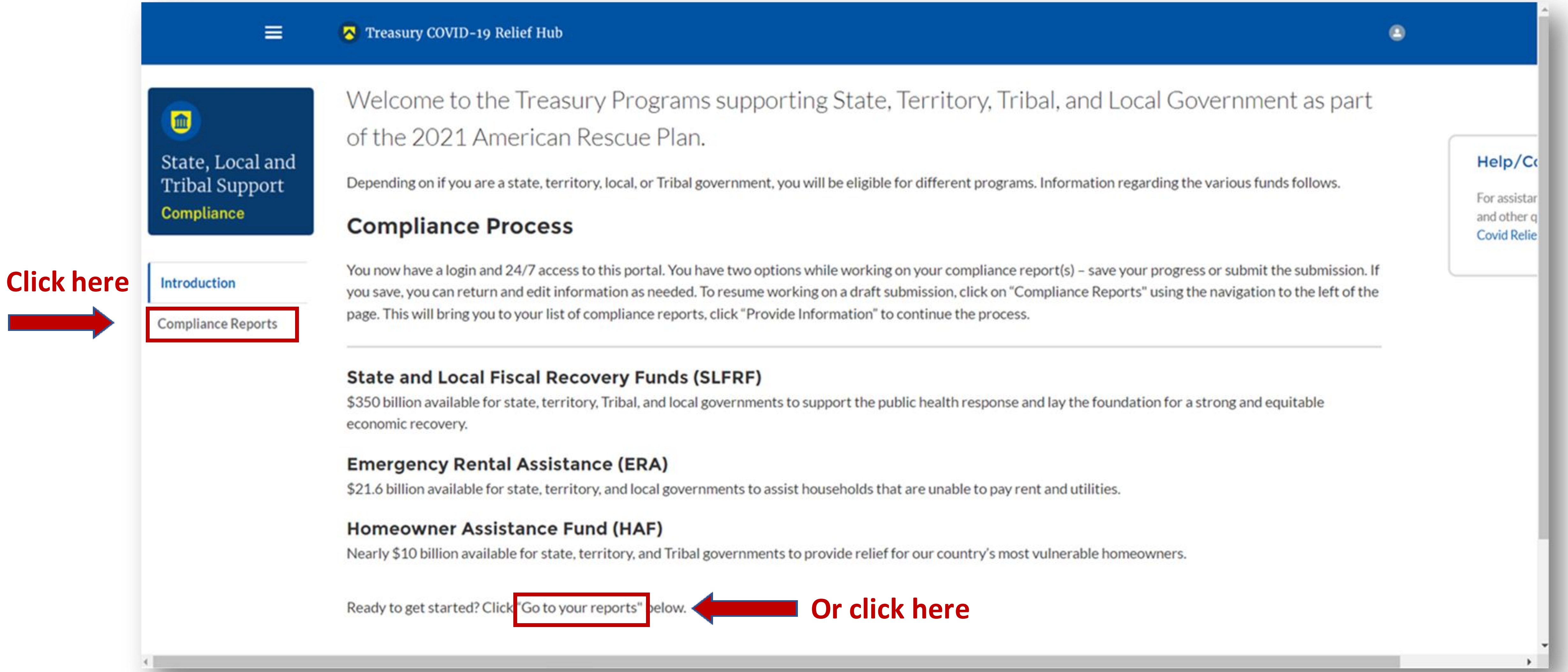
2023 Project and Expenditure Report

For No ARPA Funds Expended

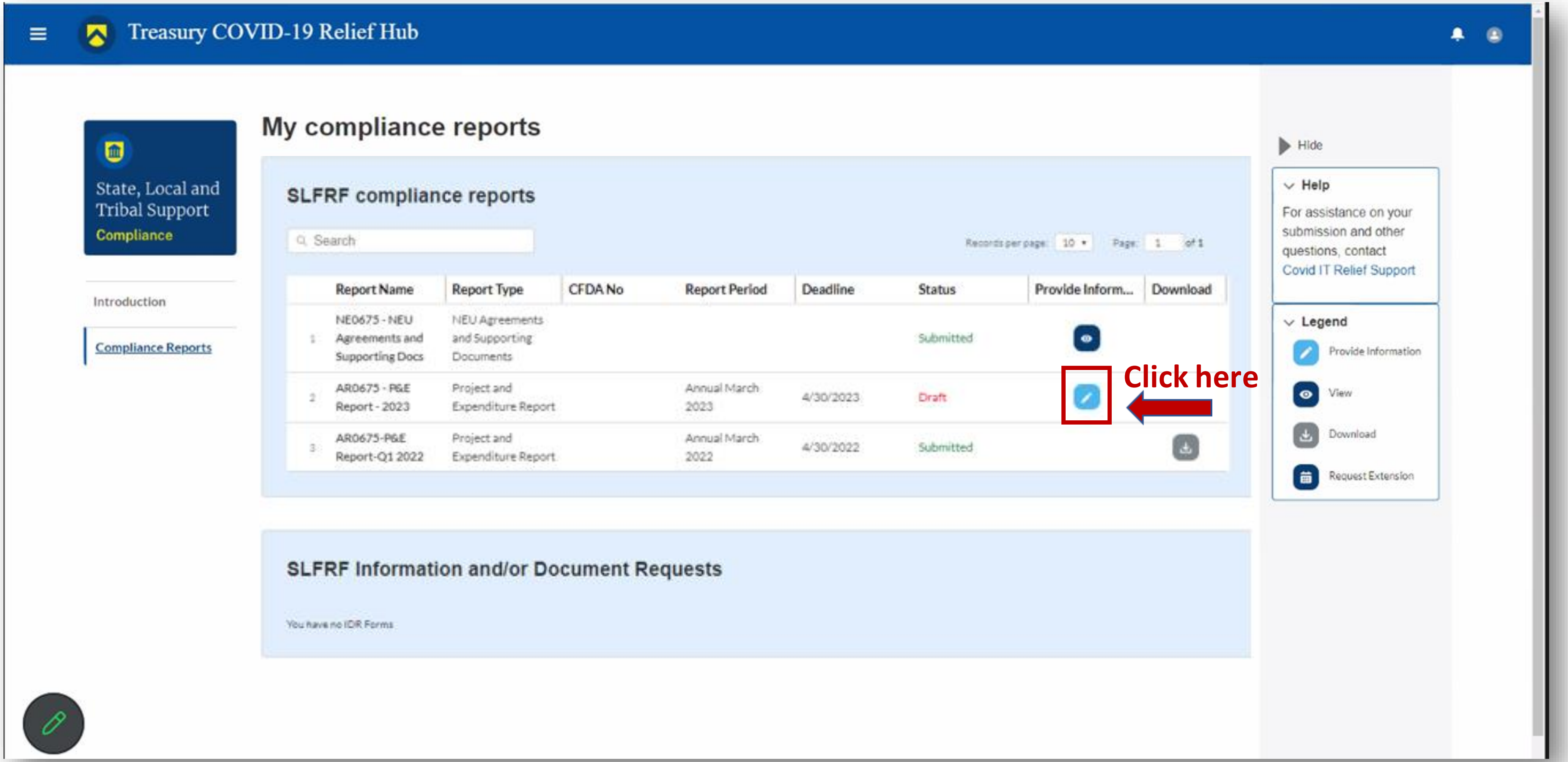
April 1, 2022 – March 31, 2023

Treasury's Compliance Portal: https://portal.treasury.gov/compliance

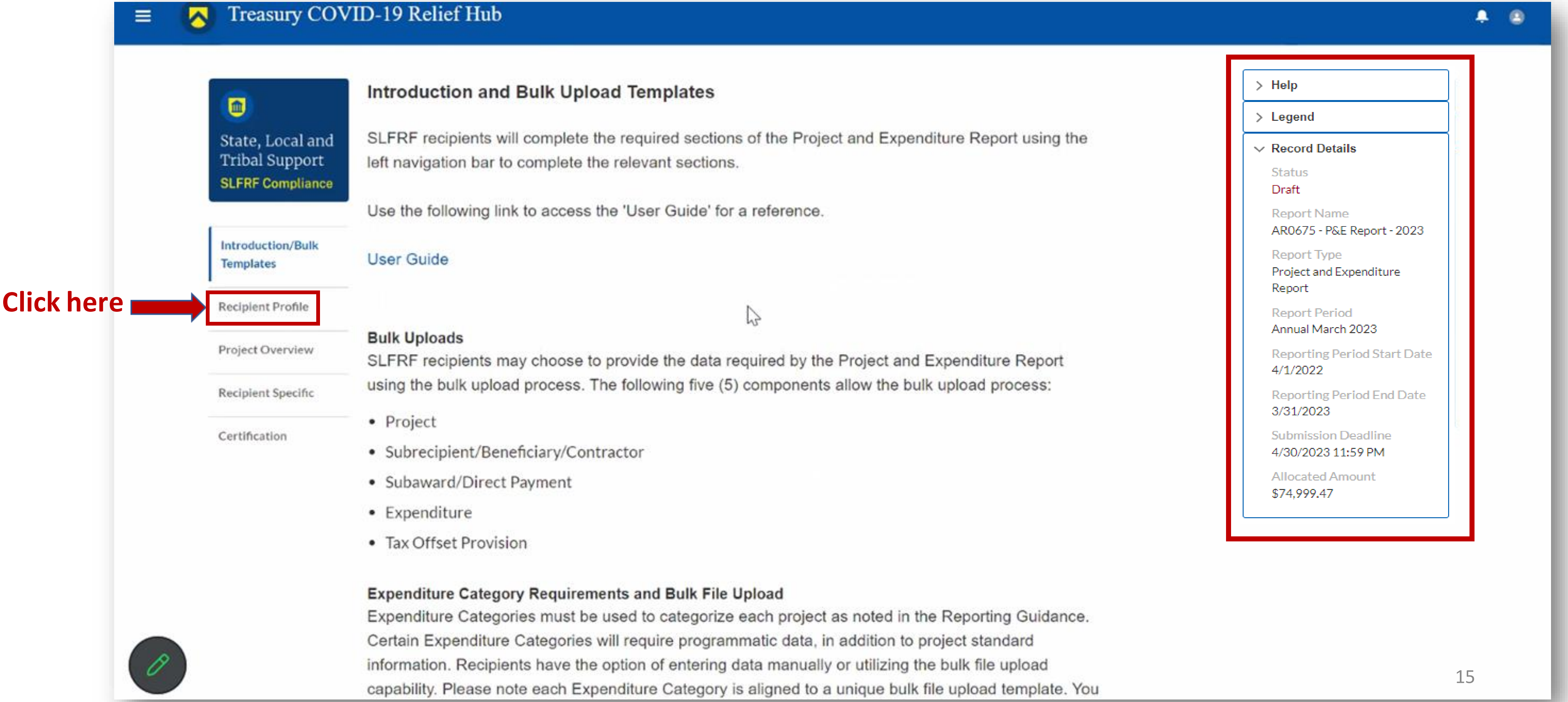
Select “**Compliance Reports**” from the sidebar menu or click “**Go to My Reports**” in the lower part of the page.



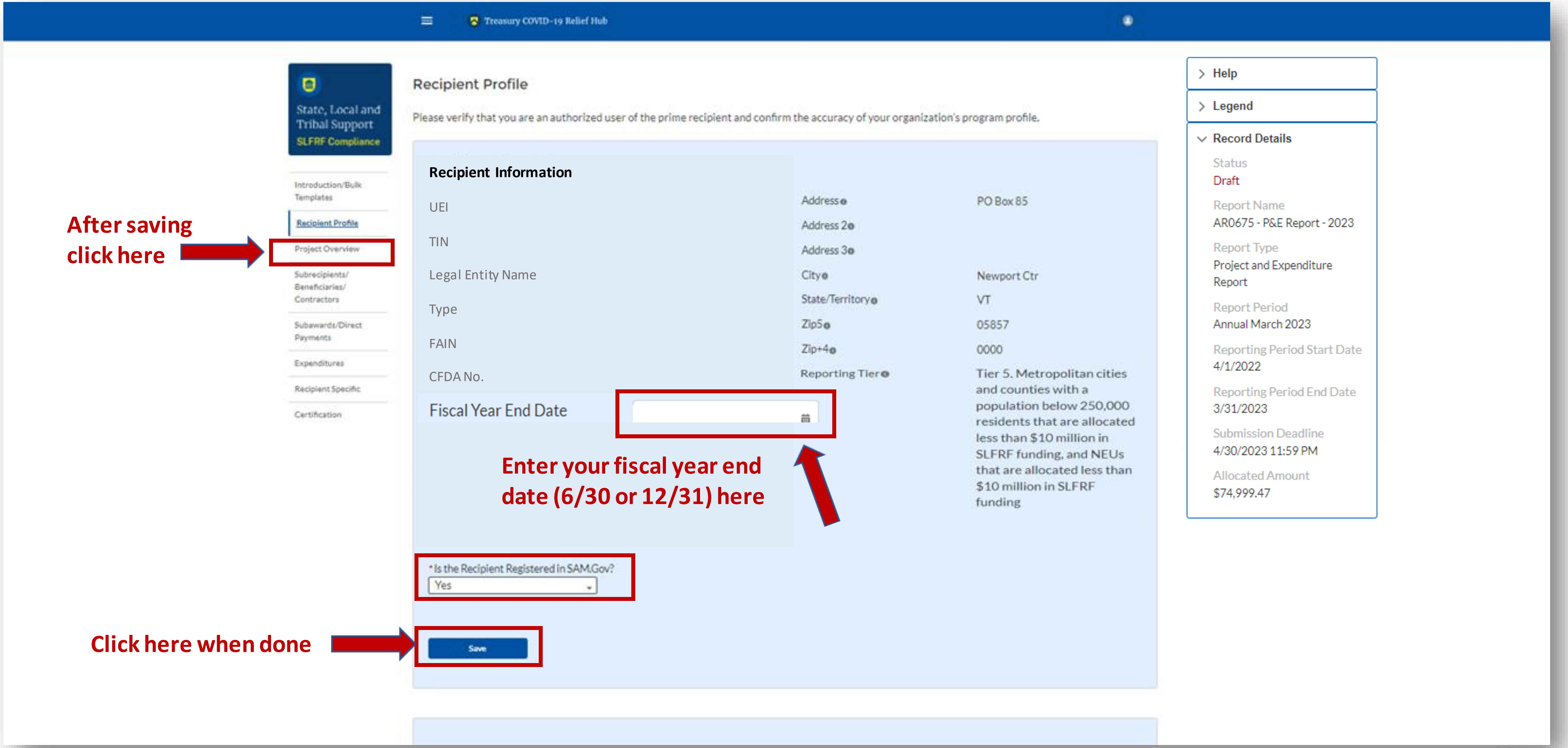
You will arrive at the "***My Compliance Reports***" page.
Look for the "***SLFRF Compliance Reports***" section.
You will see a Project and Expenditure Report for 2023 with a Status of "***Draft***." Next to it is a blue pencil icon – click it.



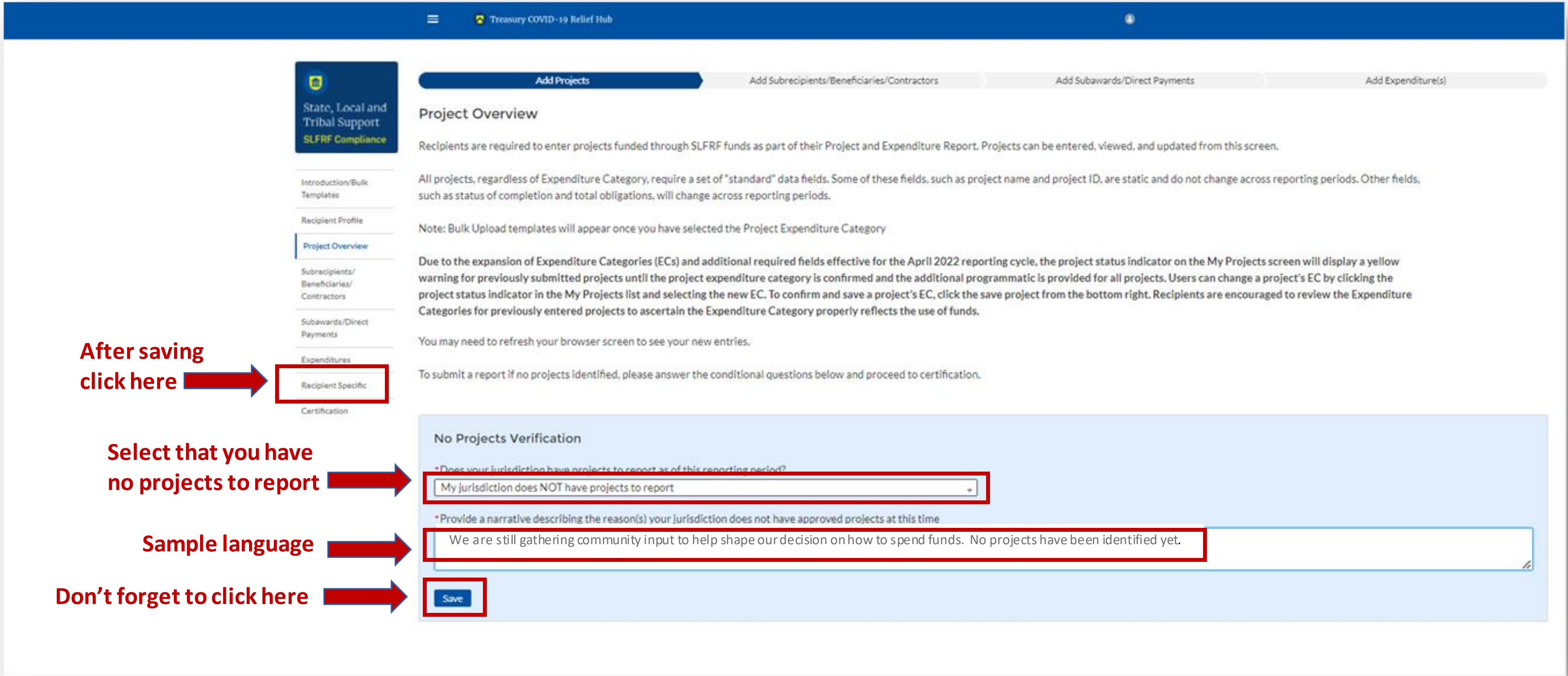
You will arrive at the "***Introduction and Bulk Upload Templates***" page.
From the sidebar menu, find "***Recipient Profile***" and select it.
Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds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



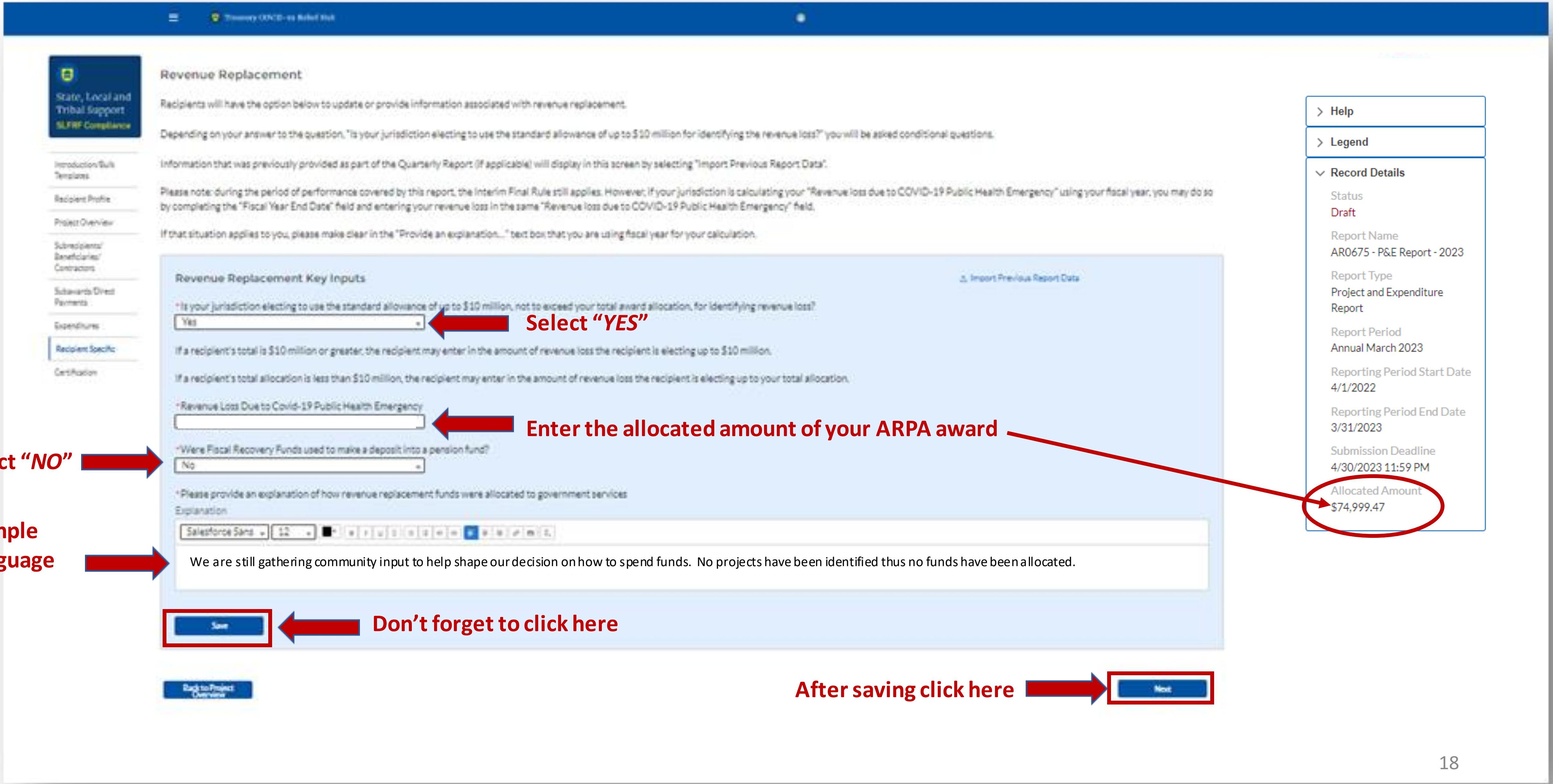
You will arrive at the "***Recipient Profile***" page. Review the "***Recipient Information***" section to ensure it contains the correct information and then enter the required fields. Click "***Save***" when done and then select "**Project Overview**" from the sidebar menu.



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



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



Select "*YES*"

Enter the allocated amount of your ARPA award

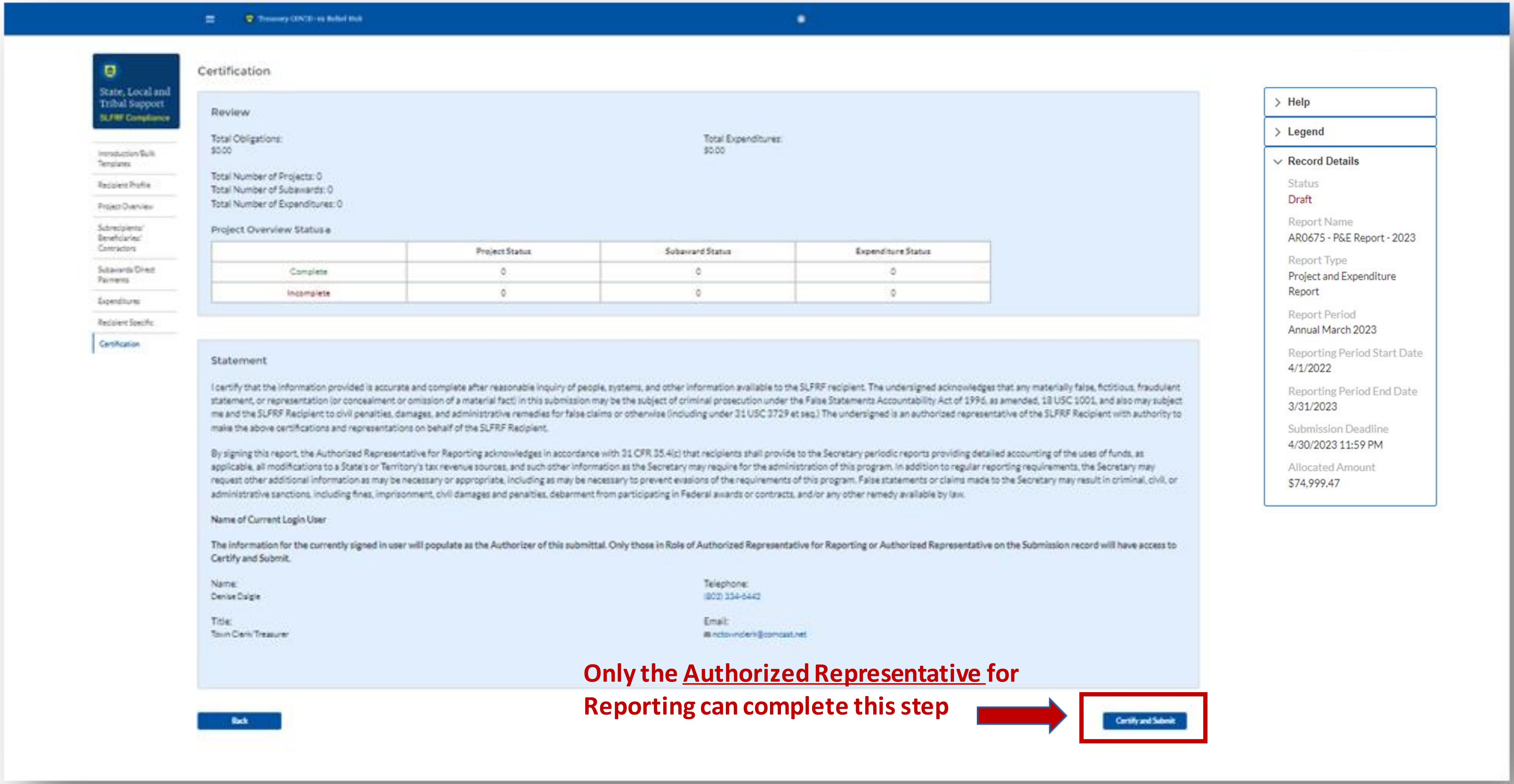
Select "*NO*"

Sample language

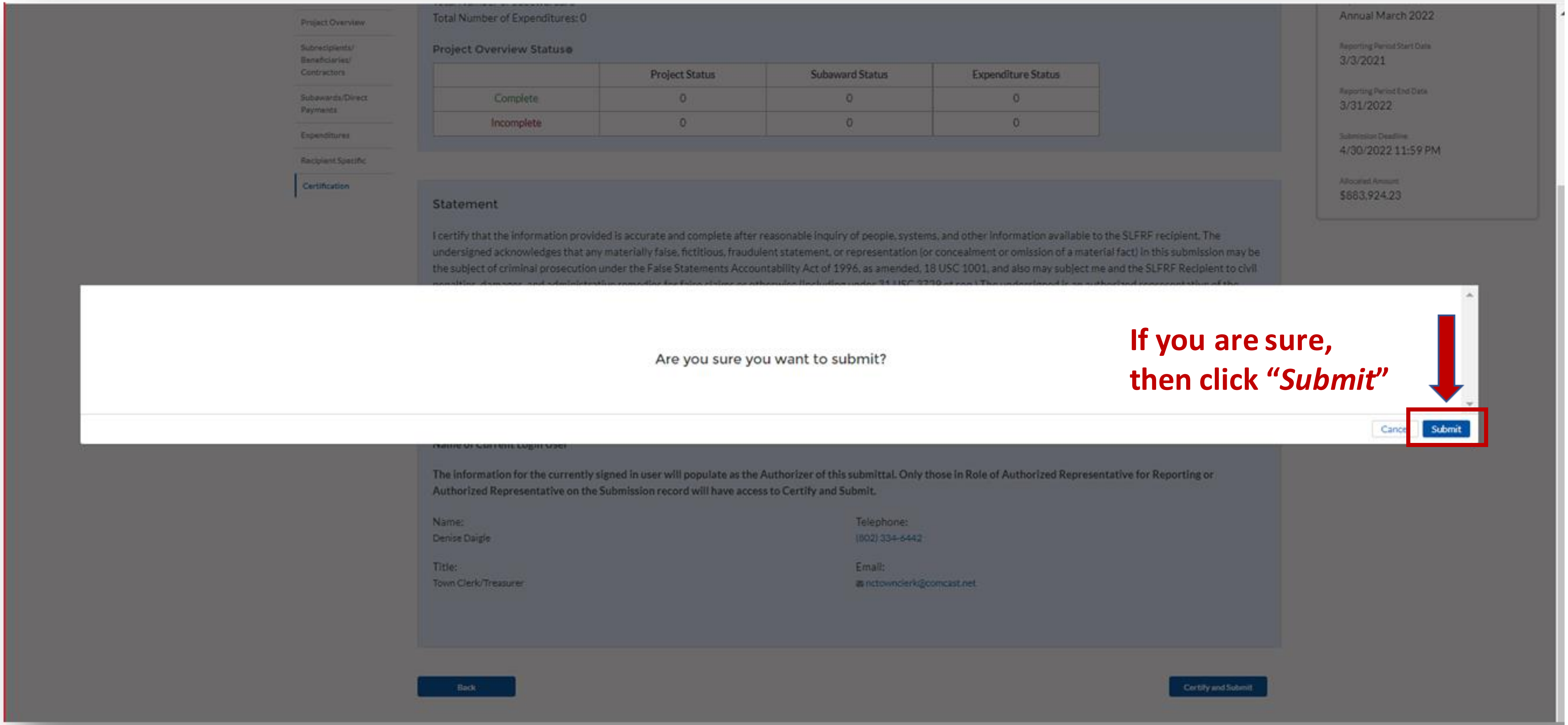
Don't forget to click here

After saving click here

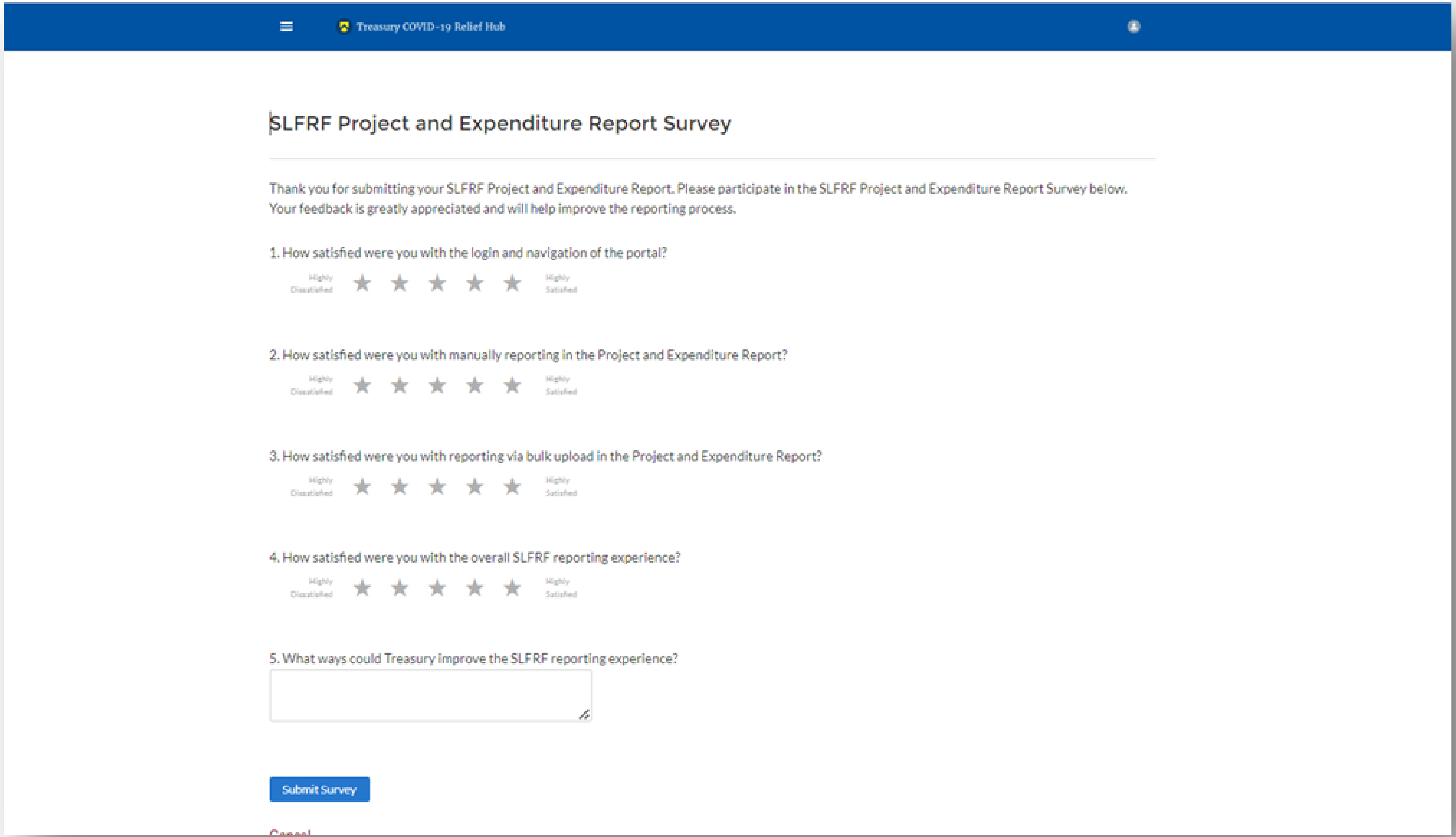
You will arrive at the "***Certification***" page. It should show zero (0) projects under "Complete" and zero (0) projects under "Incomplete." It contains pre-populated information for whoever was designated to the role of "Authorized Representative for Reporting." If this is not you, then you will not 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

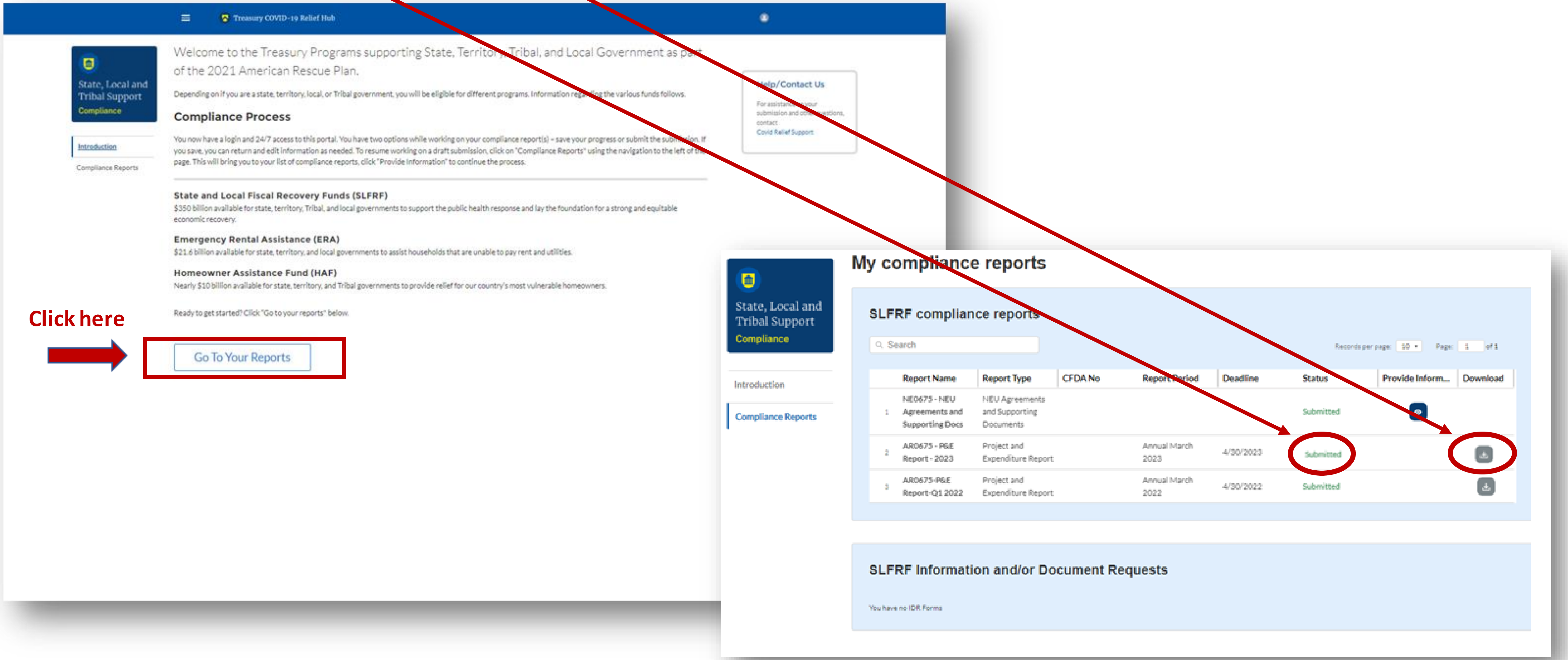


After hitting “***Submit***” you will arrive at the “***SLFRF Project and Expenditure Report Survey***” page.
You can complete the Survey, but it is not a requirement of your reporting.
If choose not to complete it, then scroll down and select “***Cancel***.”



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.

Click here



Treasury's Compliance Portal

2023 Project and Expenditure Report

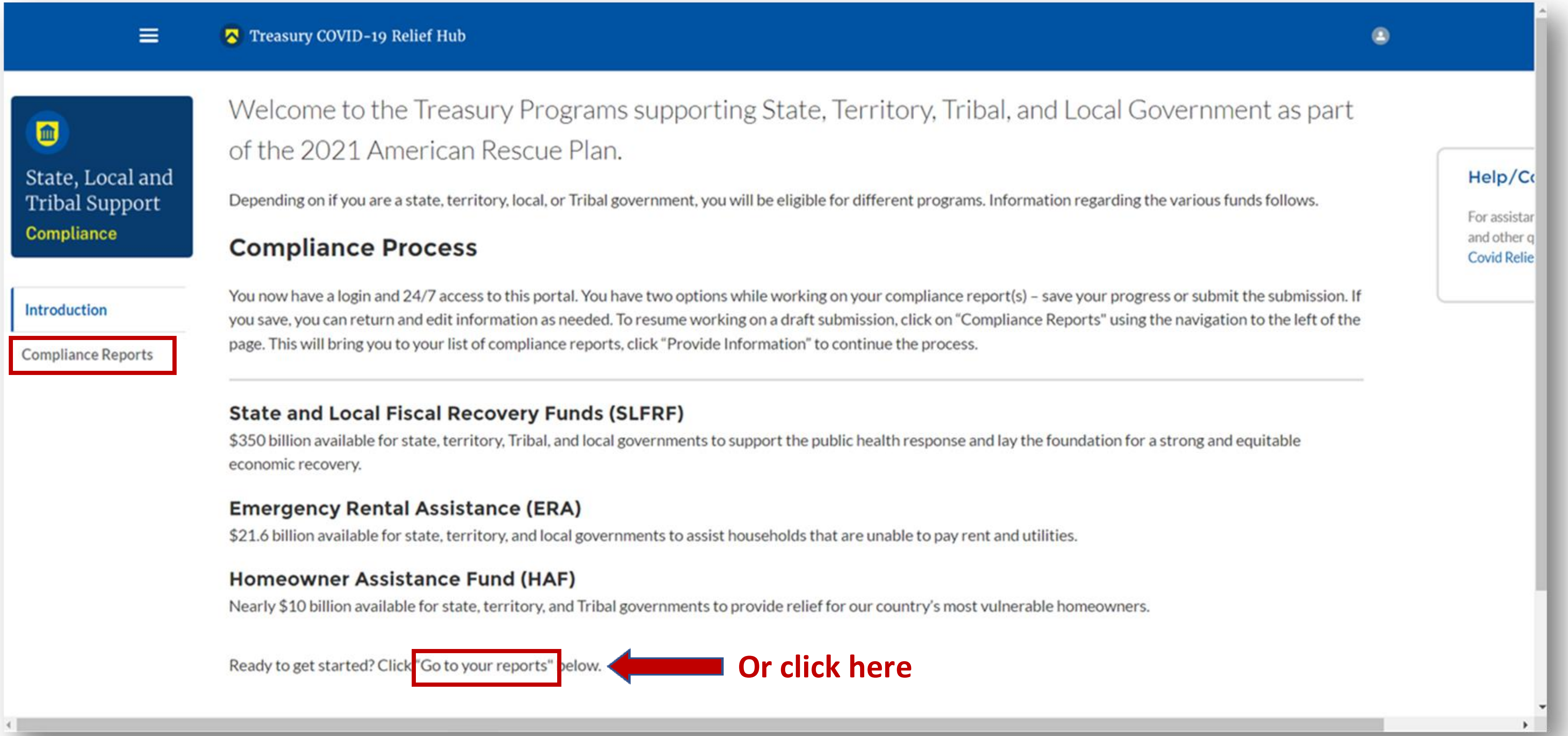
For ARPA Funds Expended

April 1, 2022 – March 31, 2023

Treasury's Compliance Portal: https://portal.treasury.gov/compliance

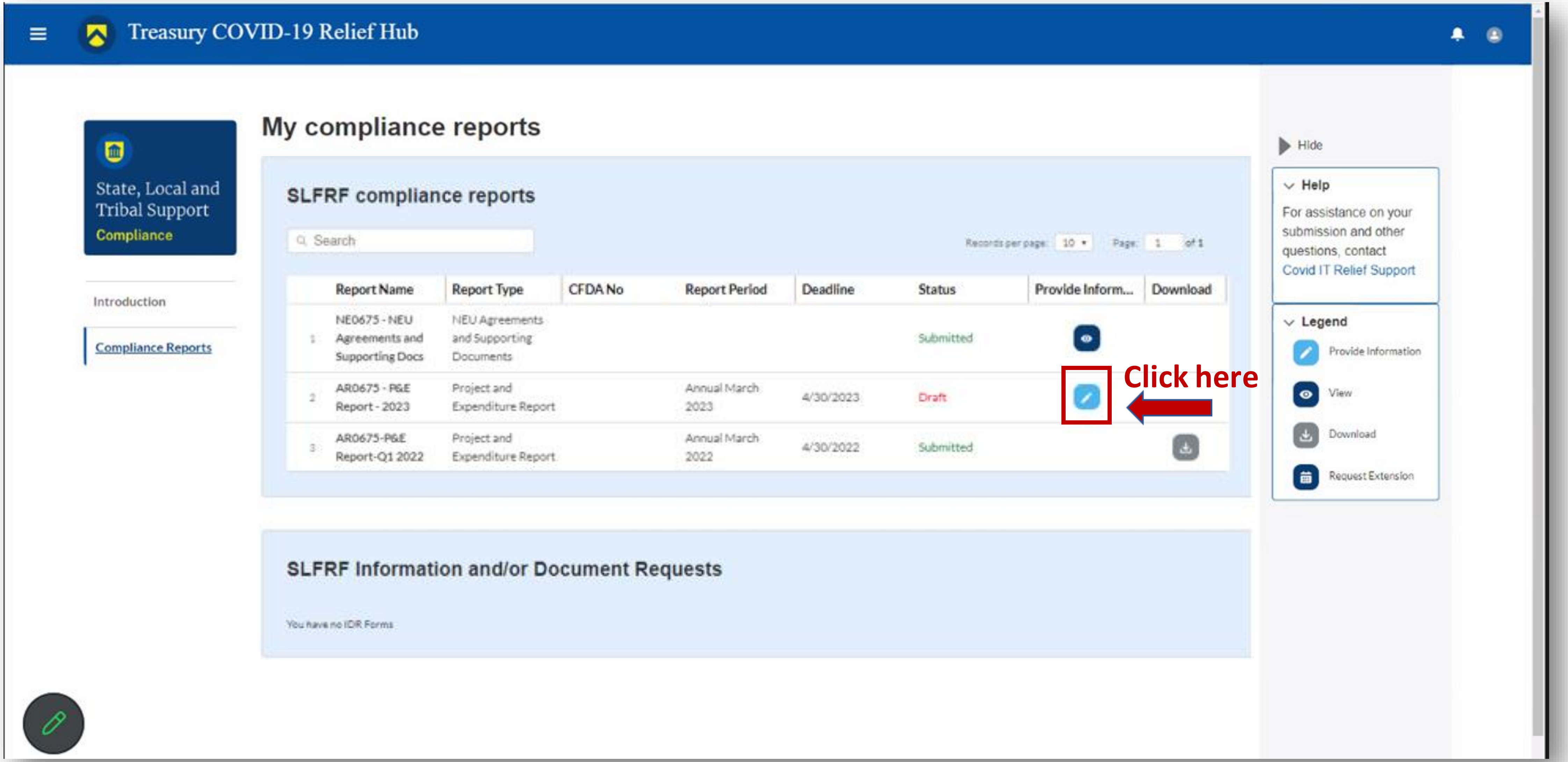
Select "***Compliance Reports***" from the sidebar menu or click "***Go to My Reports***" in the lower part of the page.

Click here



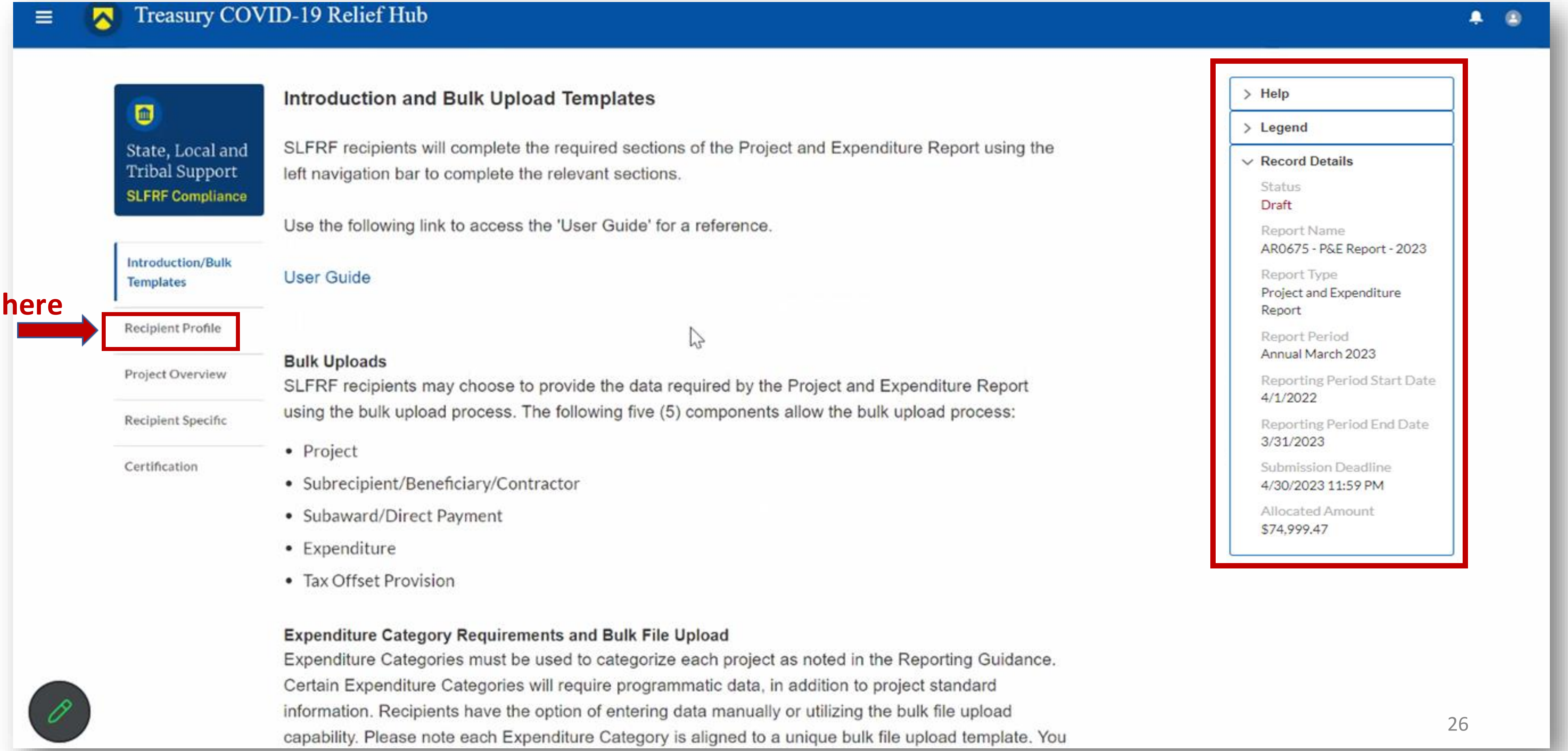
Or click here

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.

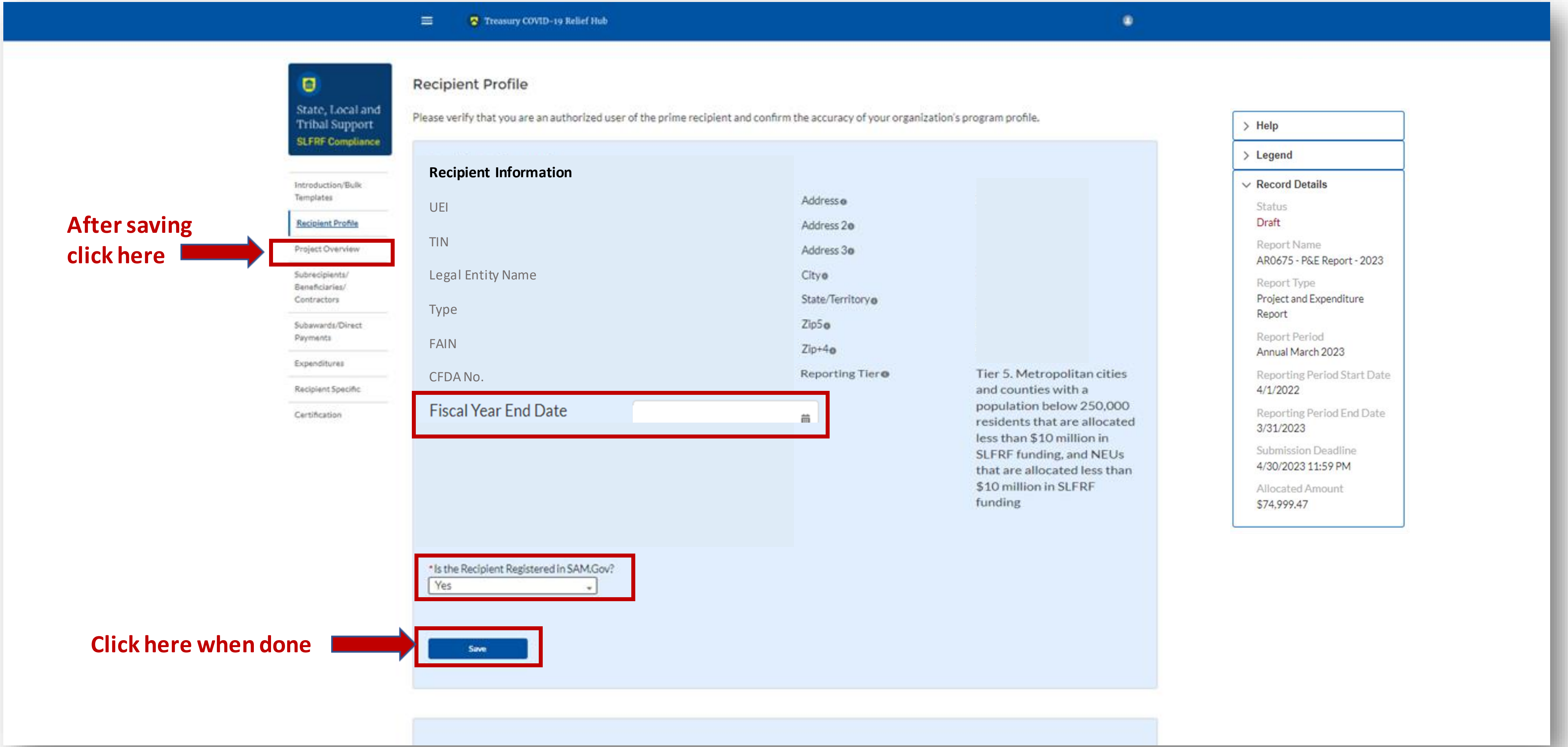


You will arrive at the “***Introduction and Bulk Upload Templates***” page.
From the sidebar menu, find “***Recipient Profile***” and select it.
Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds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

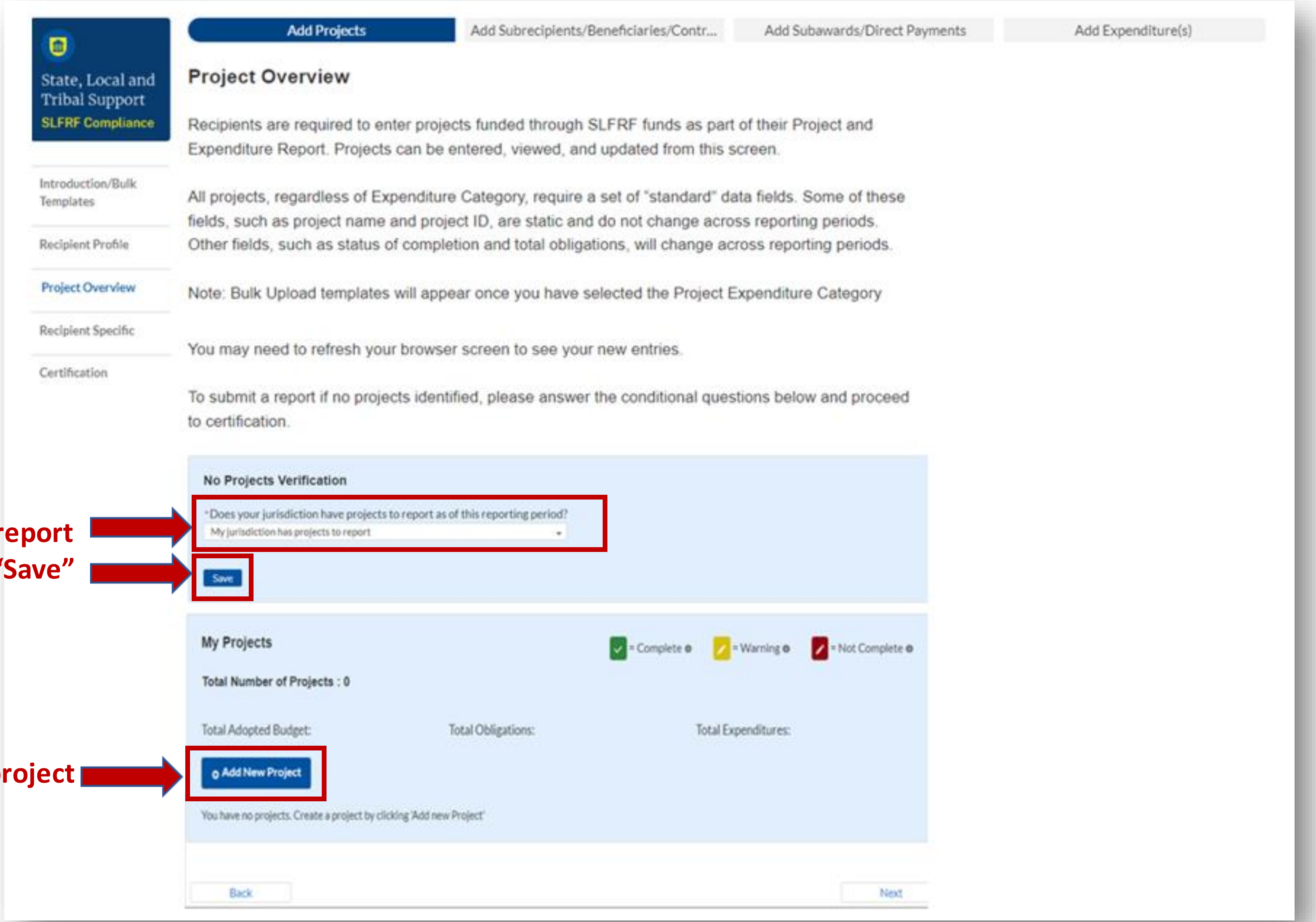
Click here



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.



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"

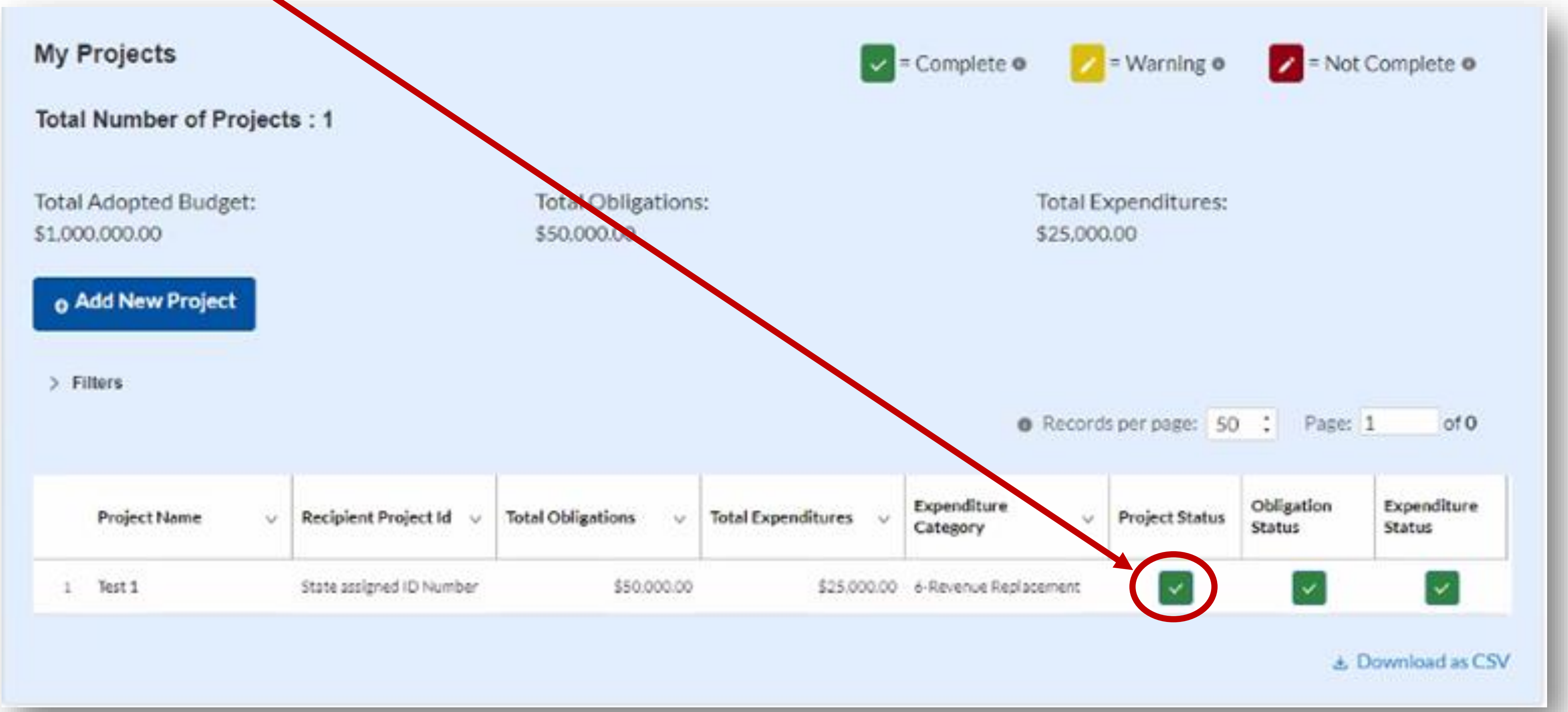
Click here to add your project

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.

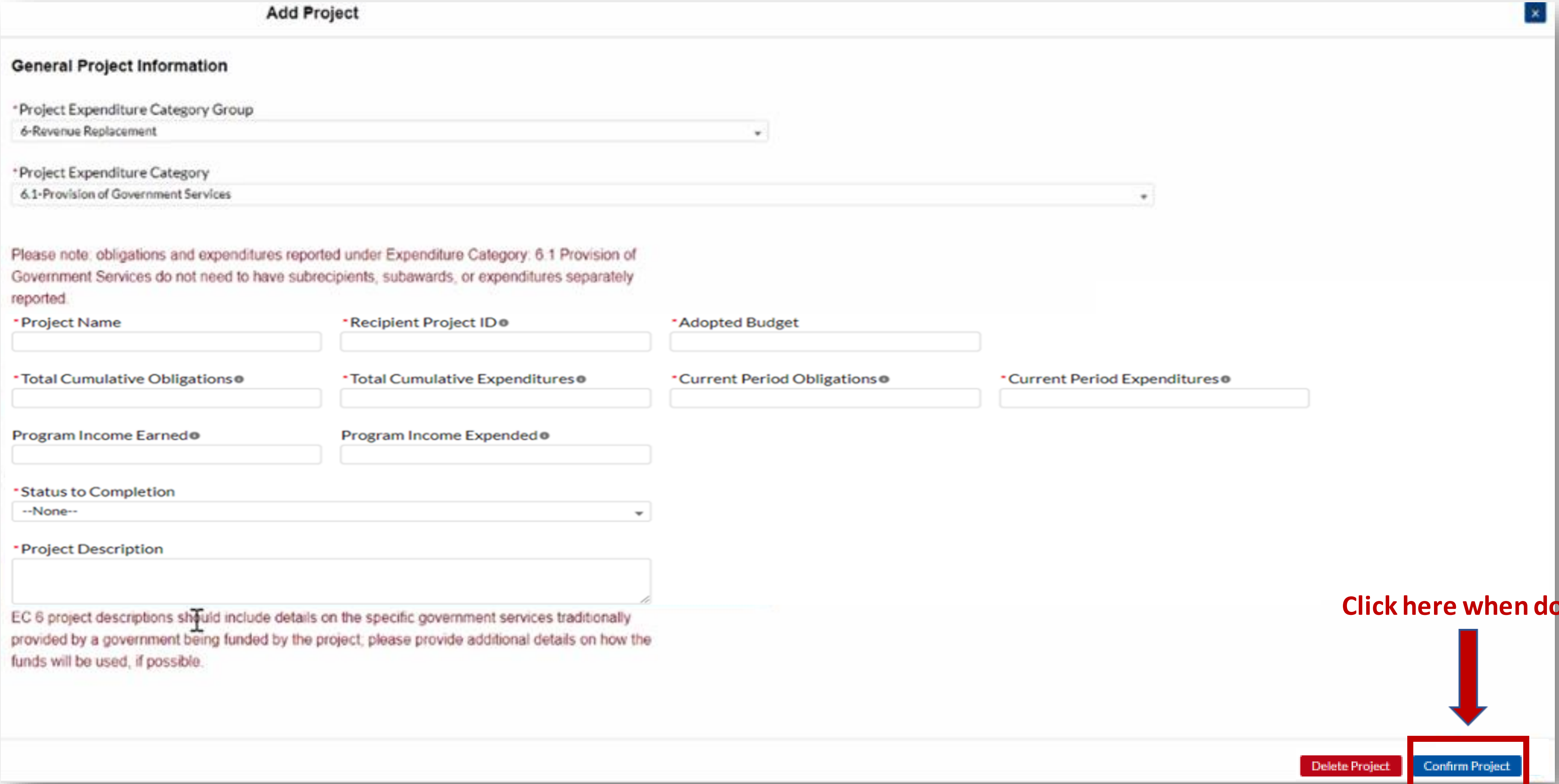
Select the green check box under “***Project Status***” and click it to open the “Add Project” screen.



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.

Delete Project
Confirm Project

Click here when done

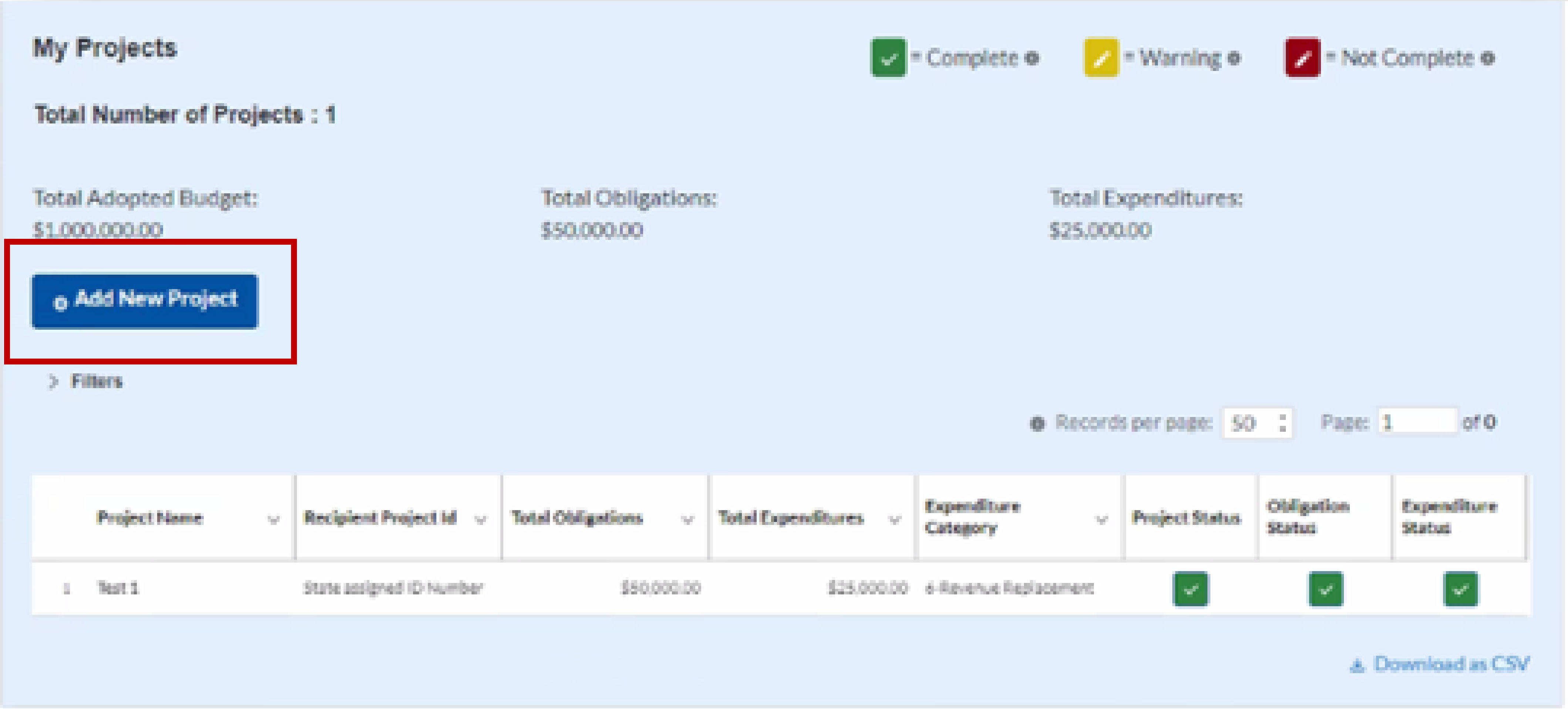
STEP 2

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

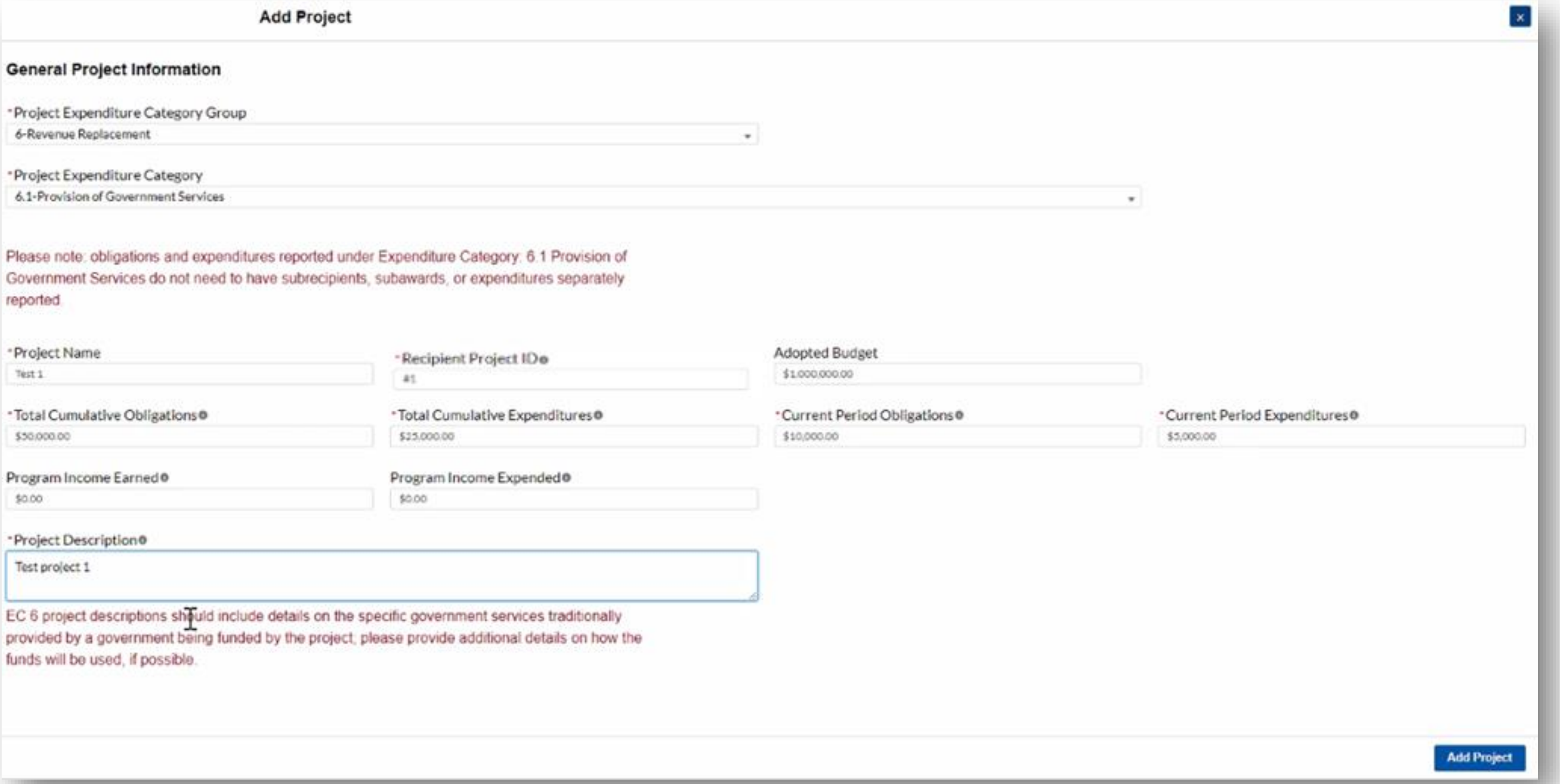
TIP: To make things simpler/easier for reporting, you can create just one project for this reporting period and report all expenditures under it. Provide detail for how the funds were spent (dollar amounts and short descriptions for each) in the narrative "***Project Description***" field.

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).

Click here



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

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.

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

Add Project

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.

Add Project

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

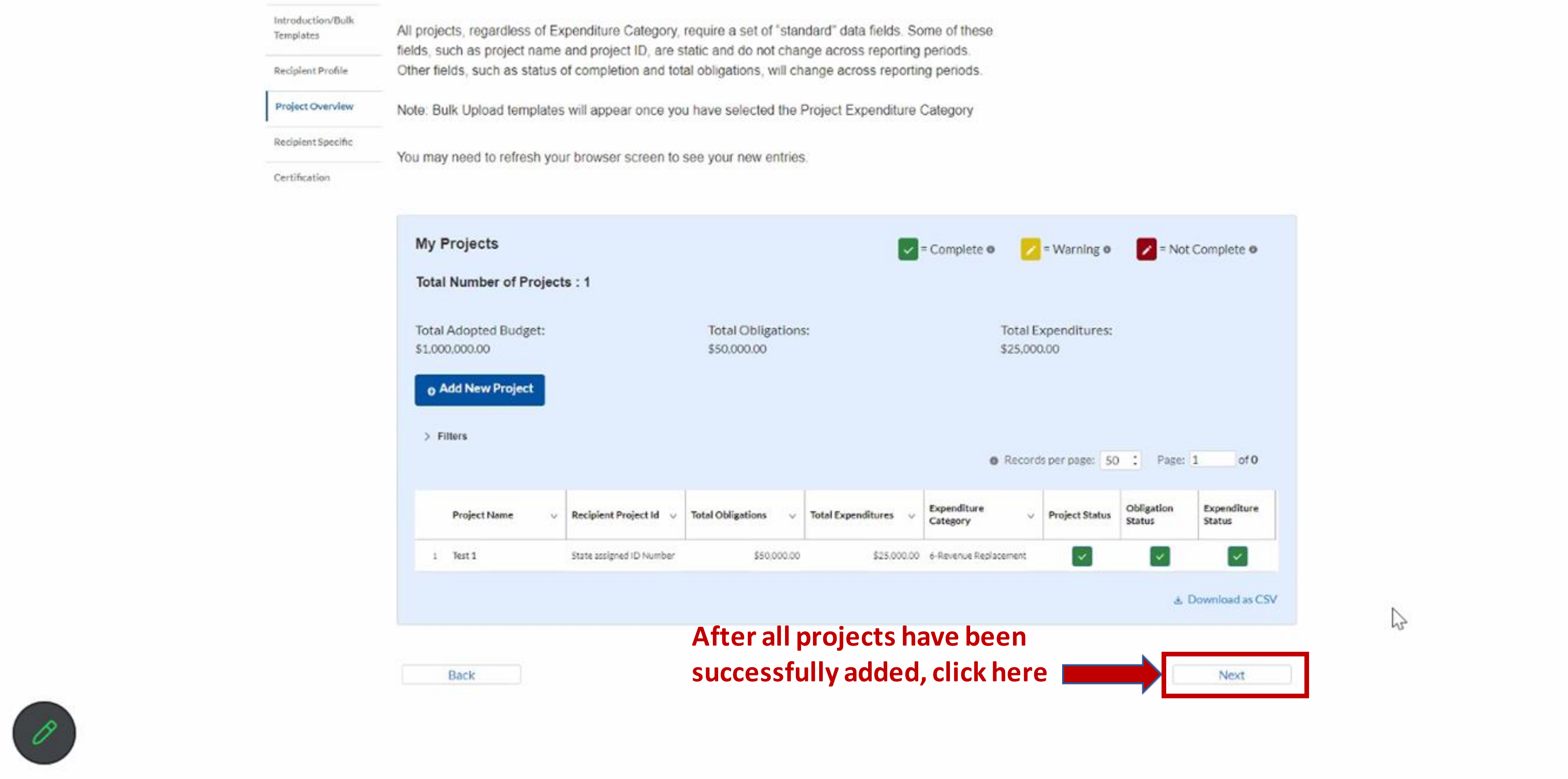
Cumulative Obligations and **Expenditures** are from the date of award to close of this reporting period (March 31, 2023).

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

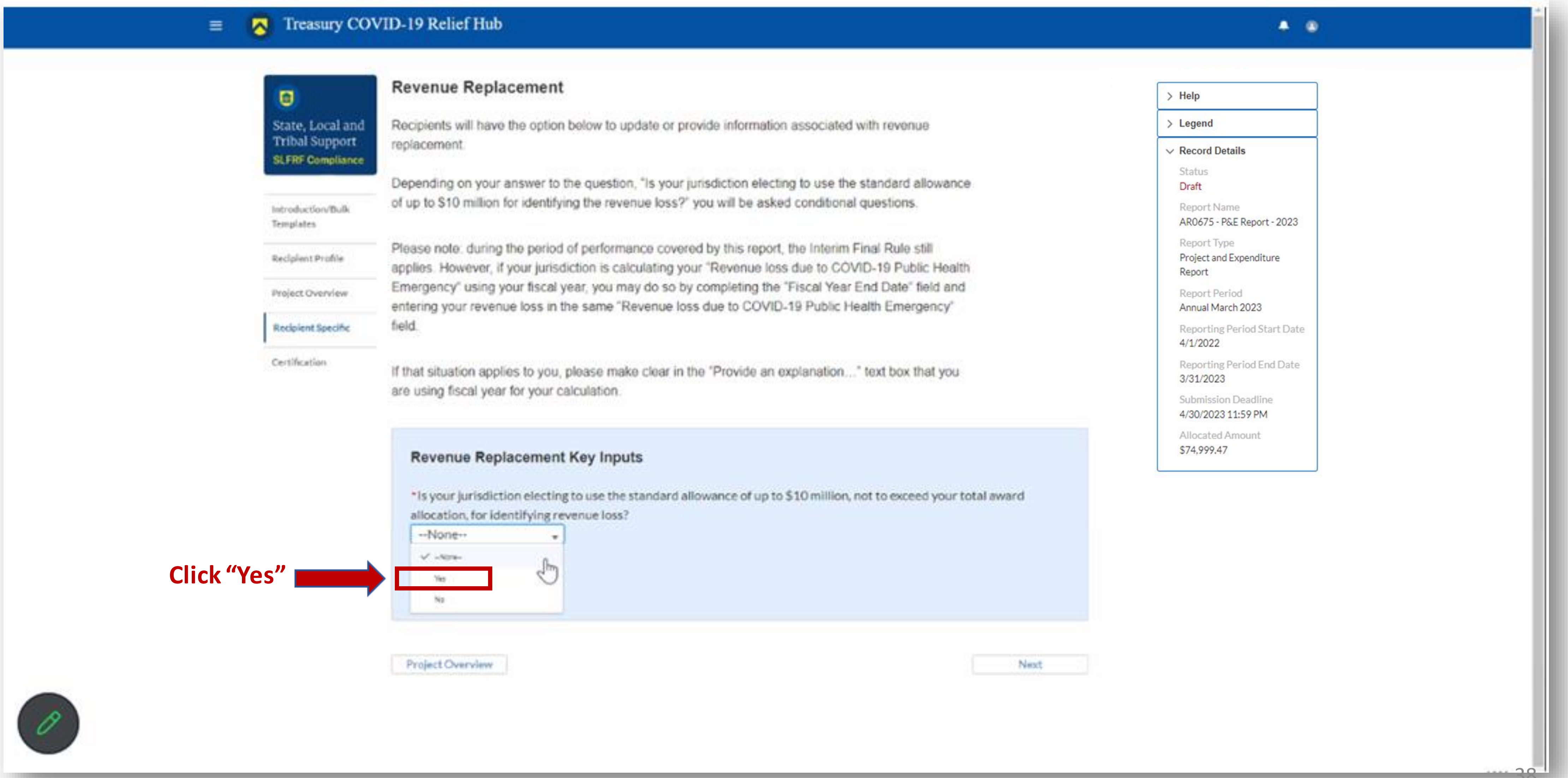
Click here to add your project

- **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

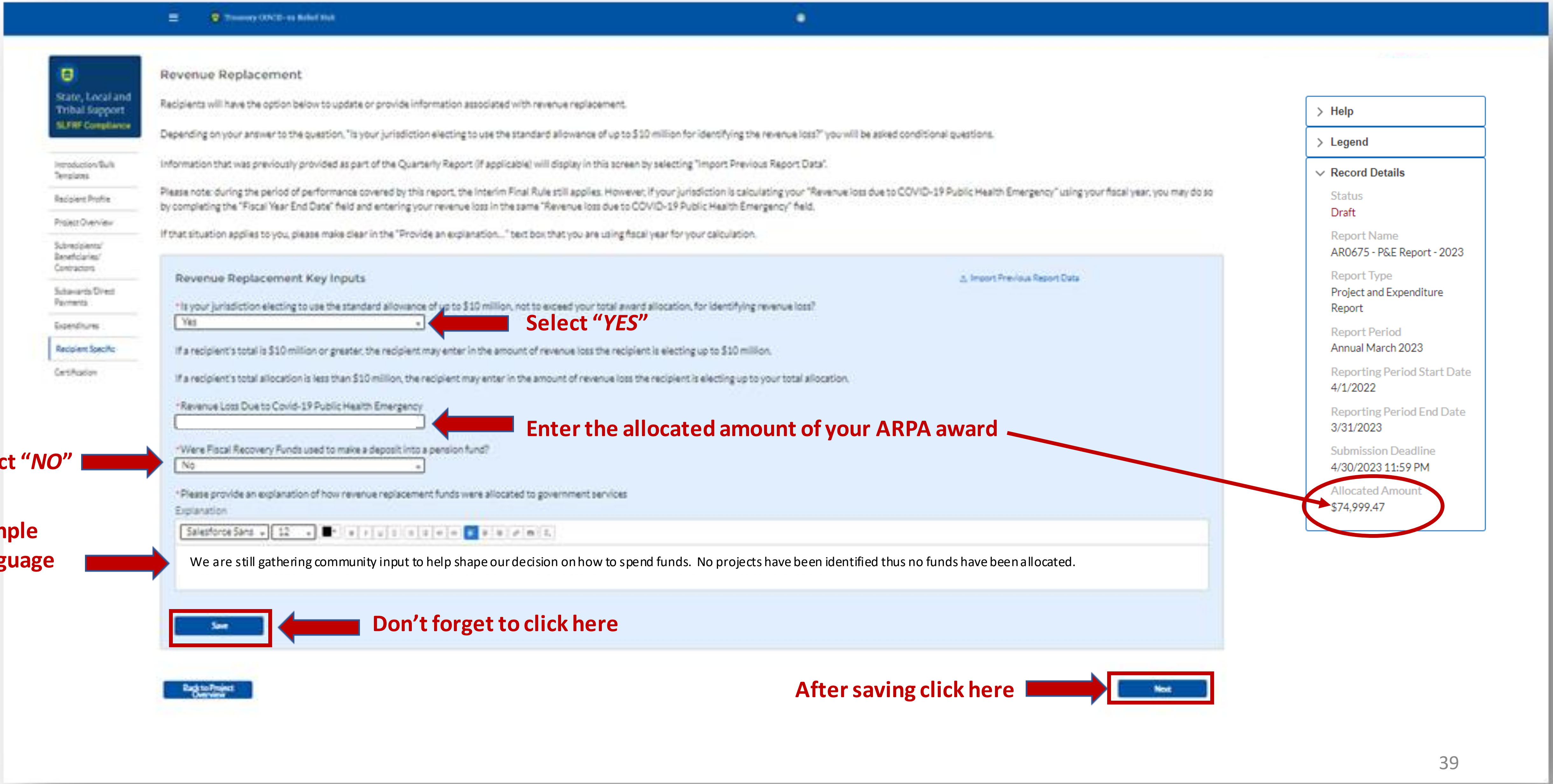
After you have added all the projects for this reporting period (4/1/2022 – 3/31/2023) they should appear in the table in the “**My Projects**” section. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been successfully entered, click “**Next**” at the bottom of the page to advance to the “**Recipient Specific**” screen.



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.

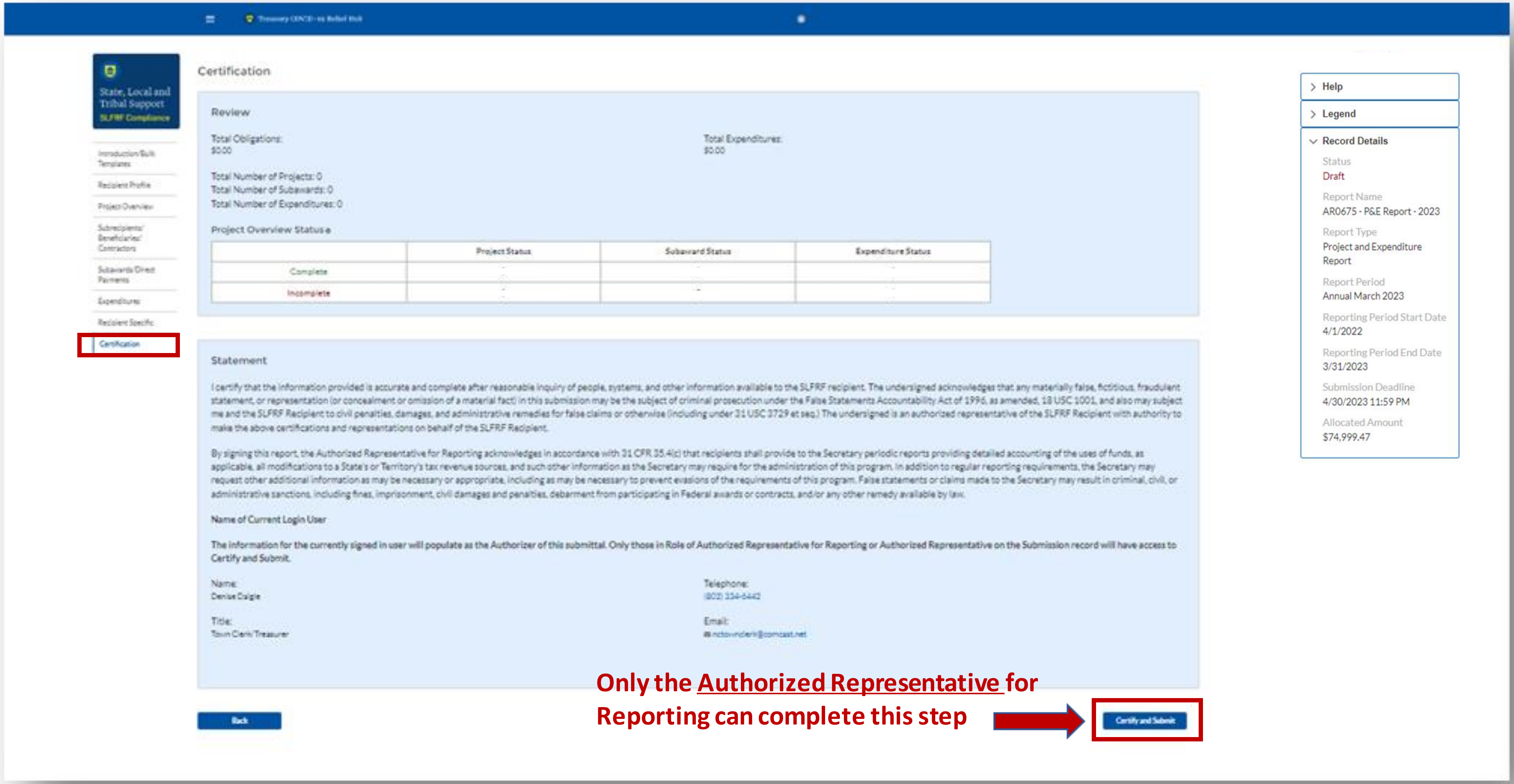


On the “***Revenue Replacement***” page in the “***Revenue Replacement Key Inputs***” section follow the steps in **RED** below:



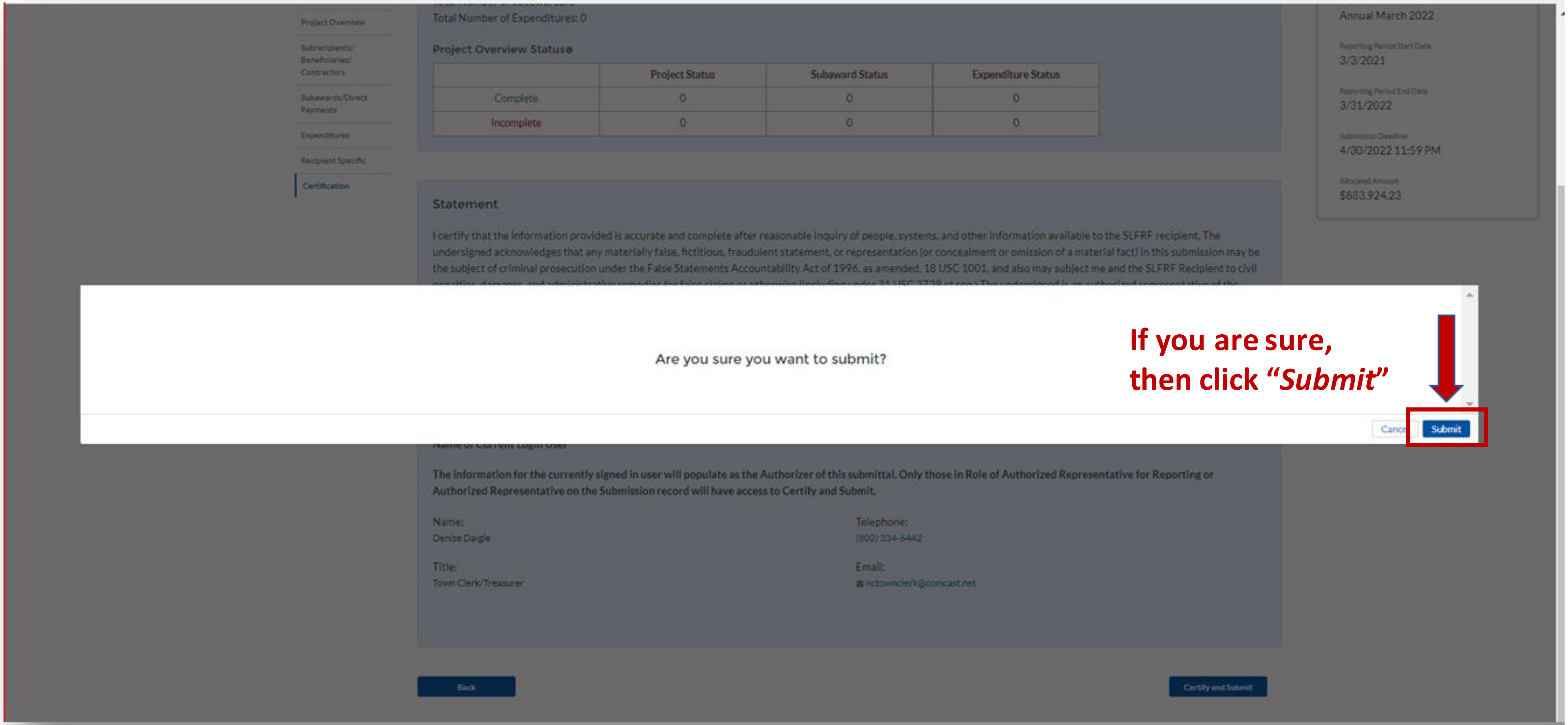
You will arrive at the "***Certification***" page. It should show as many projects as you entered on the "***Project Overview***" page under "Complete"; none should appear under "Incomplete."

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.

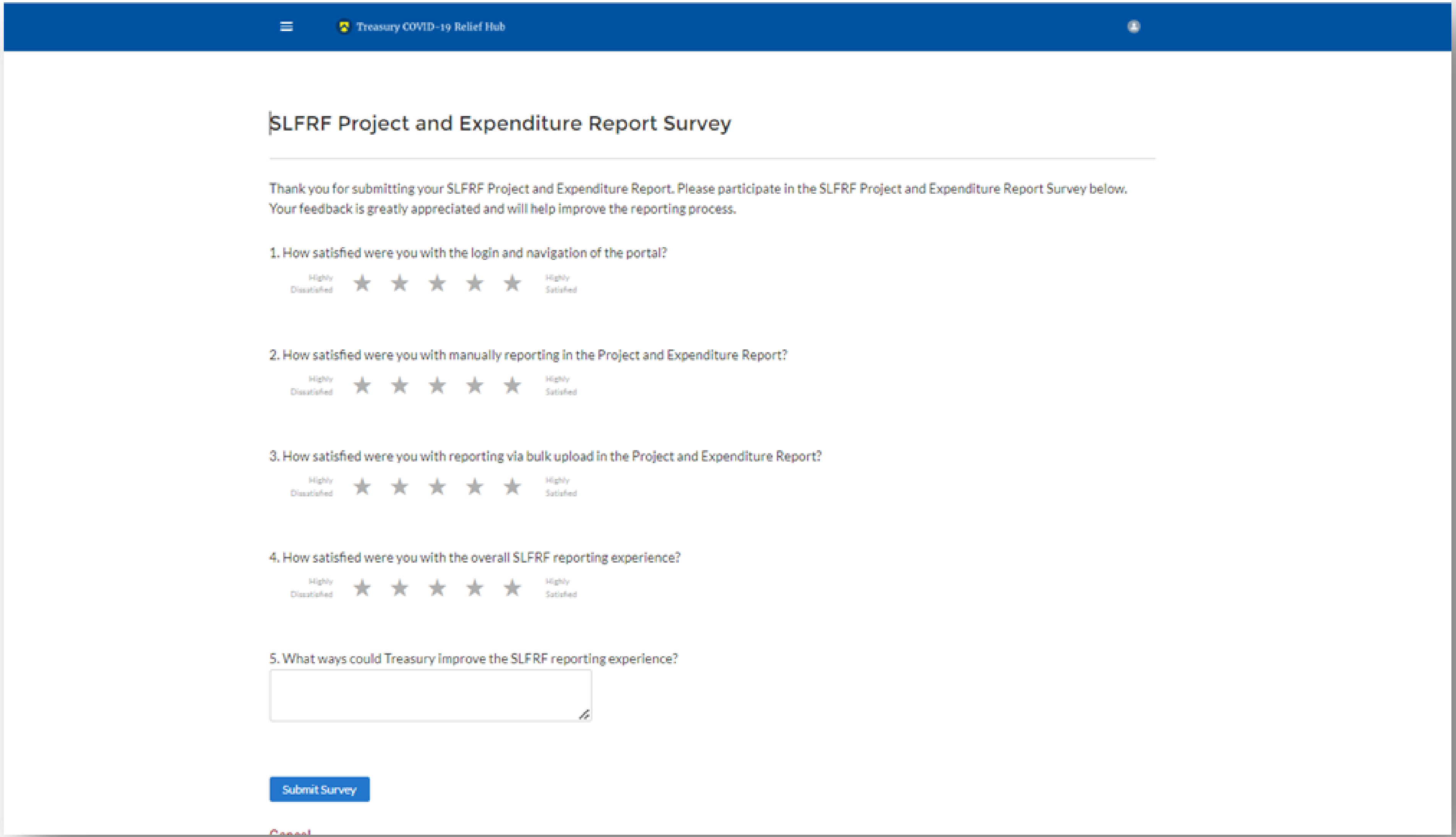


If you were designated for the role of "Authorized Representative for Reporting" then you will receive this message after hitting the "***Certify and Submit***" button.

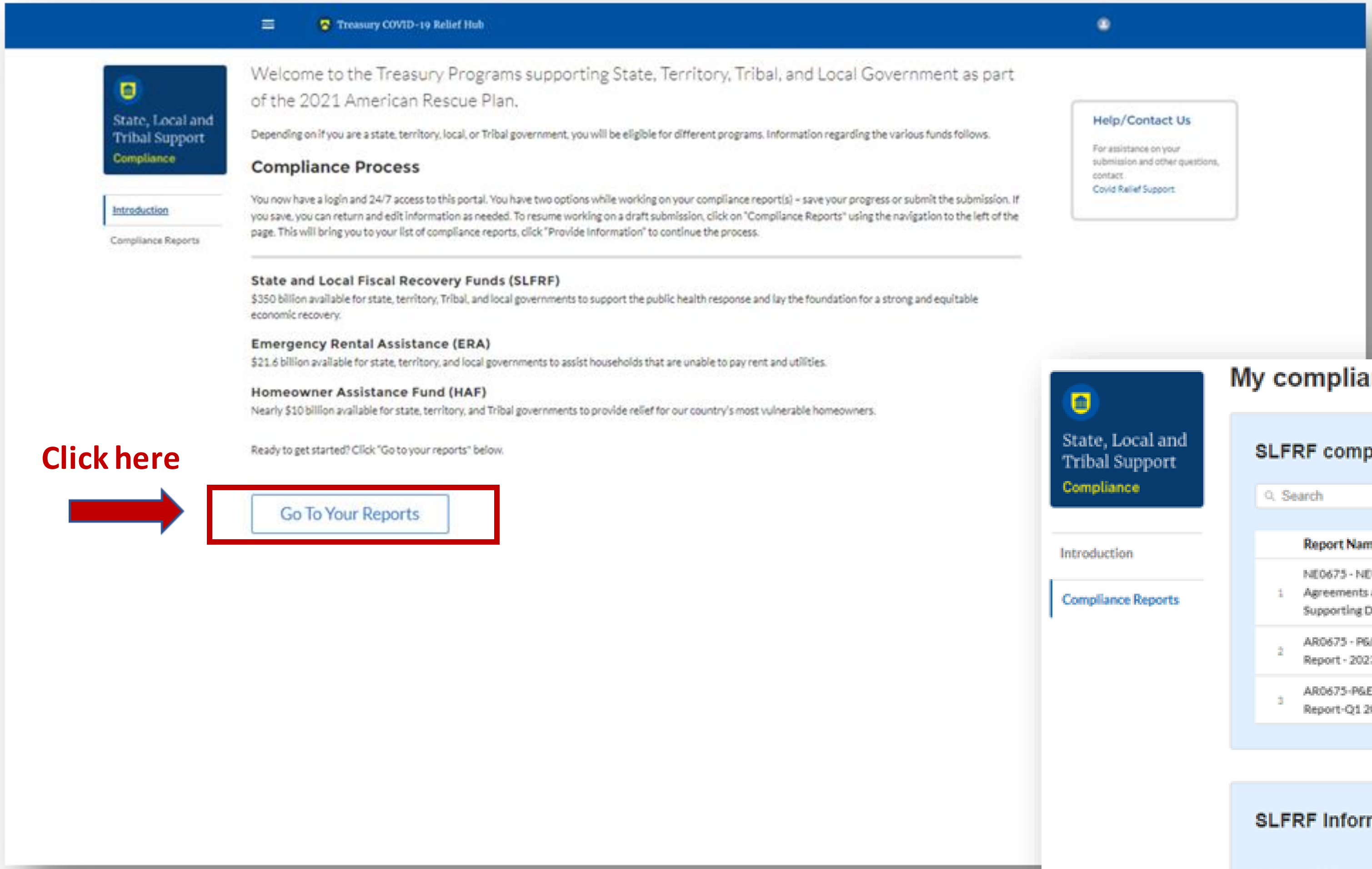
If you are ready to submit, then select the "***Submit***" button.

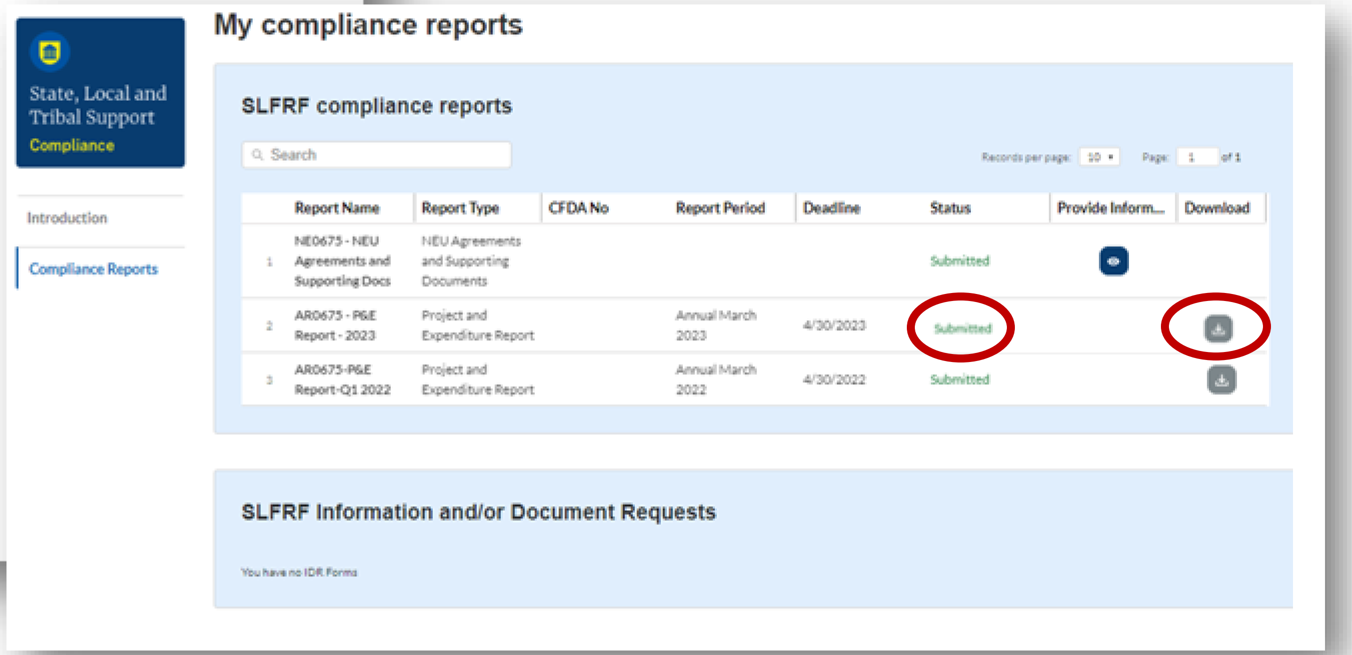


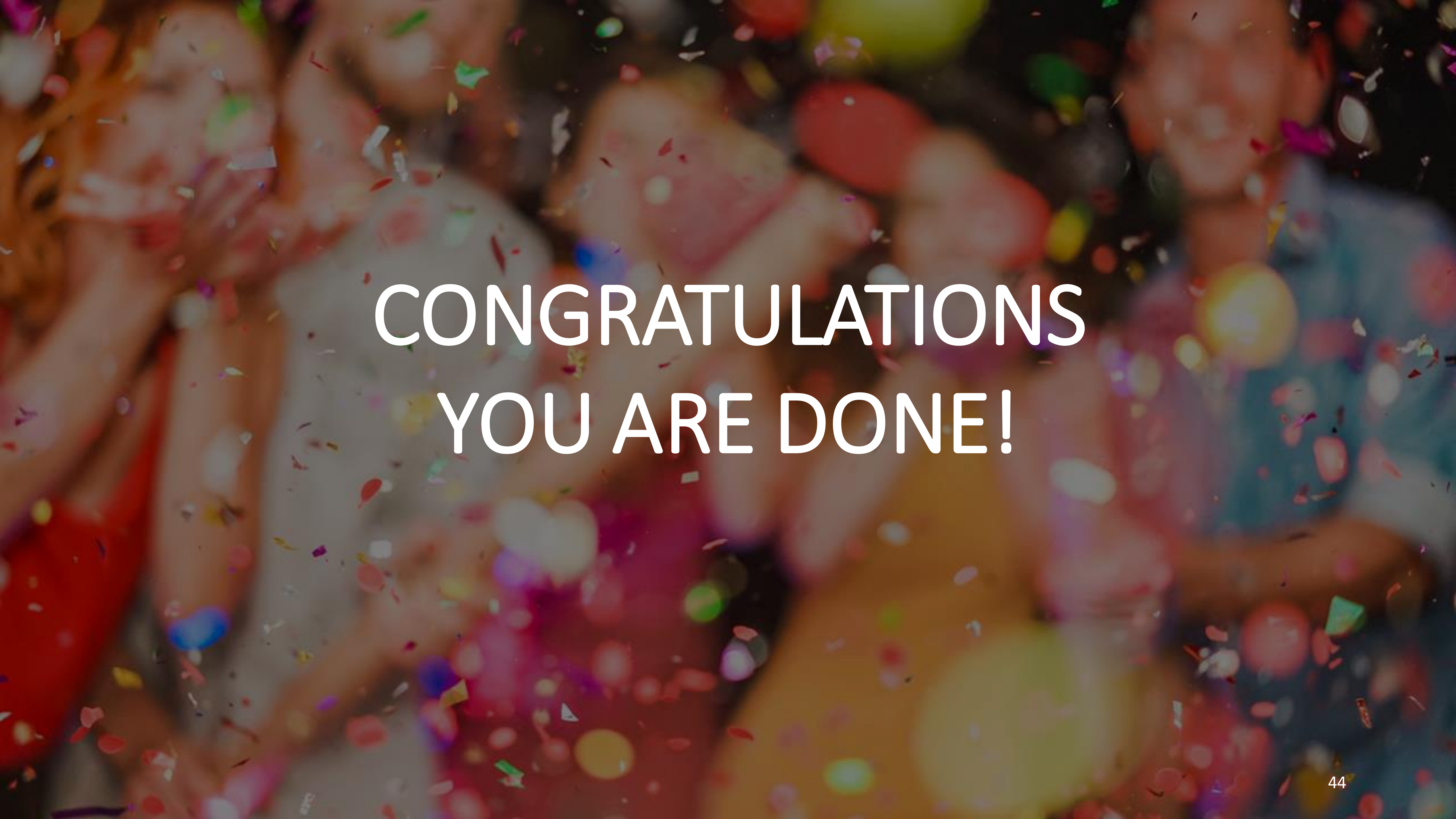
After hitting “***Submit***” you will arrive at the “***SLFRF Project and Expenditure Report Survey***” page.
You can complete the Survey, but it is not a requirement of your reporting.
If choose not to complete it, then scroll down and select “***Cancel***.”



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 ARE DONE!