Vermont NEUs

Guide to Treasury’s Compliance Portal

Designating Roles
Uploading Required Documents
Project & Expenditure Report *

These support materials created for Vermont NEUs by:

* For Vermont NEUs with NO ARPA funds spent as of March 31, 2022, AND electing the Standard Allowance for their total award amount
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/
Who was named as your **Authorized Representative** when your town/city/village certified to accept funding in the summer of 2021?

This person was automatically designated to the role of **Account Administrator**. They are the only one who can access Treasury’s portal and designate roles to others. Once this has been done, then others can step into the reporting process.

**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)
- Uploaded the [three (3) required Agreements and Supporting Documents](#)

**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
(1st step)

Treasury’s Compliance Portal: https://portal.treasury.gov/compliance
To designate roles, select the “hamburger” (menu) icon at the top of the page.
After clicking the “hamburger” icon, select “Account” from the sidebar menu.
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></td>
<td>10000042</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here

**Merrimack Village, Vermont**
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
Uploading Required Documents
(required 2nd step)

Treasury’s Compliance Portal: https://portal.treasury.gov/compliance
You will return to the “Introduction” landing page. Select “Compliance Reports” from the sidebar menu.
You will arrive at the “My Compliance Reports” page. It will show 2 reports under “SLFRF Compliance Reports”; both will show as “Draft.” Complete the “NEU Agreement and Supporting Documents” report FIRST.
In the “NEU Agreements and Supporting Documents” page you will upload your Terms and Conditions, Assurance of Compliance with Civil Rights Requirements, and budget documents.

- If you cannot locate your signed Agreements, print copies from the links above
- Have your Authorized Representative sign them
- Make sure they are dated with your Date of Award, which is the date you certified to accept your ARPA funding (summer 2021)
- Scan them to PDF format for uploading

Change this to “Yes”
Each document must be in a PDF format. As you upload it, you will see the message below. Select “Done” after each one uploads.
Your completed page will look like this with a file successfully uploaded in each of the three sections. Select “Next.”
If you were designated to the role of “Authorized Representative for Reporting,” then you will be able to “Certify and Submit.”

* If you are ready to submit, then select the “Submit” button

* If you do not have this role, then you will not be able to carry out this step.
If you are sure, then select “Submit.”
The information on the following pages is specific for Vermont’s NEUs that have not spent any of their ARPA funds through the close of the reporting period (March 31, 2022) and are electing to take the Standard Allowance approach for Revenue Replacement for the total amount of their ARPA award.

Treasury’s Compliance Portal
Project and Expenditure Report
(required 3rd step)

Treasury’s Compliance Portal: https://portal.treasury.gov/compliance
You will arrive at the “My Compliance Reports” page. Look for the “SLFRF Compliance Reports” section. You will see one item listed with a Status of “Draft.” Next to it is a blue pencil icon – select 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 (both tranches) 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. If there are any discrepancies, report them in the box provided, and then answer the remaining question in this section. Click “Save” at the bottom of the page (not shown in this screenshot) when done.
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 does NOT have projects to report,” provide a written explanation (suggested language below), hit “Save” and select “Recipient Specific” from the sidebar menu.

Select that you have no projects to report

Suggested language for your entry

We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified yet.

Don’t forget to click here
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**
- **Optional language**
- **Select “NO”**
- **Don’t forget to click “Save”**

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 will show a zero (0) projects completed. It contains pre-populated information for whomever 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.

Only the Authorized Representative for Reporting can complete this step.
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 and.....
CONGRATULATIONS
YOU ARE DONE!