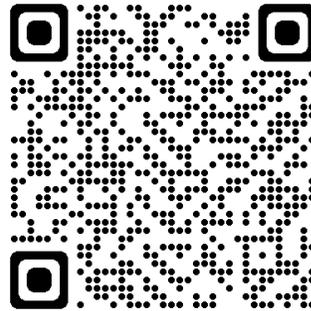**ARPA Local Fiscal Recovery Funds**

Top 15 Preparedness Tips to Submit ARP Project & Expenditure Report

What You Need to Know for the April Reporting Deadline Webinar,
April 5, 2023

Top 15 Preparedness Tips to Submit ARP Project & Expenditure Report

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Association of
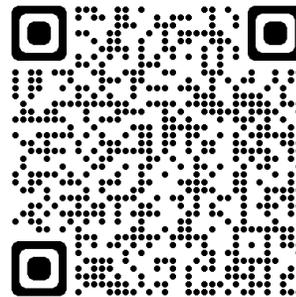County Commissioners | **SMS**

What You Need to Know for the April
Reporting Deadline Webinar,
April 5, 2023

1) **Have an ACTIVE SAM.gov Account & An Entity Registration.**

- SAM.gov site:

- Guide for State & Local Governments

- ***Don't Wait – Can Take 2 Weeks or More!***

2) Unique Entity Identifier (UEI) Validation

- All LFRF recipients that had a SAMs account as of April 2022, automatically transitioned from a DUNS # to a UEI#. Make sure you know yours and have it handy for your report.

- For Municipal NEUs: Email ARP@NCLM.org your UEI# to validate it with NCPRO and Treasury to avoid potential issues submitting your report.

- If you have multiple UEIs and SAMs accounts for a government unit, make sure the one you utilized for the April 2022 report is active and use the UEI# associated with that SAMs account for the 2023 report.

- In May, begin the process to have only one Entity Registration in SAMs and one UEI to decrease possible future issues and meet intent of system.

- Ensure you have the unique entity ID number and entity type for all subrecipients and contractors. *This does not apply to jurisdictions that spend their entire ARPA allocation in the revenue replacement category*

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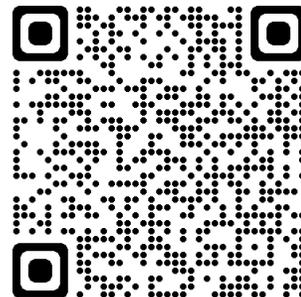North Carolina Association of County Commissioners

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3) Confirm Your Treasury Portal Access

Did you create an ID.me or Login.gov account in 2022 to obtain access to the Treasury portal?   You need to stick with that account and access Treasury accordingly:

- For Login.gov: https://portal.treasury.gov/compliance/s/

- For ID.me: https://portal.treasury.gov/cares/s/slt/s/slt/

4) Know Who Your Authorized Administrators Are. Update Roles & Add New Contacts

- Your unit noted who within your organization is authorized to submit reports on your behalf in your Treasury account. Only they are authorized to complete your report.

- That person can also update roles and add new contacts.

- If that person is no longer with your organization, you will need to get that modified prior to submitting report.

- Each Treasury Account Administrator should have received an email from Treasury on or around March 22, 2023. If you did not receive it, look for it. If no one in your organization received it, that might be a red flag that your administrator is no longer with your organization.

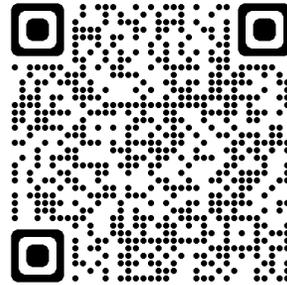- This email provided great guidance on this preparedness tip and provided your unique account ID to Treasury.

4) Know Who Your Authorized Administrators Are. Update Roles & Add New Contacts, Cont.

- Here is a Video Tutorial on Designating User Roles in the Treasury Portal:

- Account Administrators can find instructions on how to change/add roles or update profiles in the NEU User Guide:

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5) If you have issues with your Treasury Account, Don't Wait!

- Put in a Help Ticket with Treasury **ASAP** by contacting them by phone at **(844) 529-9527** or SLFRF@treasury.gov

- Don't expect a quick response. 547 municipalities and all 100 counties in NC received ARP funds, alone.

6) Revenue Replacement is Your Friend.

- Every LFRF unit is able to claim up to $10 million of a standard allocation under Revenue Replacement.

- Much broader flexibility in eligible uses, compliance, obligation and expenditure schedules, and even approach.

- If you elected for one of the other three eligibility paths in April 2022, you can switch to Revenue Replacement in the 2023 Report.

- Learn more here:

7) **Know Your Usernames & Passwords!**

- If you log in to accounts from another device, be prepared to have a verification code sent to the person that created the account via their cell number or email address, depending on which they selected.

8) **Attend the UNC School of Government Office Hours!**

- Get your questions answered immediately from SOG experts or peers.

- Upcoming Schedule:
  - Wednesday, April 6, from 12-1pm
  - Wednesday, April 14, from 8:30-9:30am
  - Friday, April 21, from 12:30-1:30pm
  - April 24, from 2-4pm (P&E report)
  - April 25, from 2-4pm (P&E report)
  - April 26, from 11-1pm (P&E report)
  - April 27, from 8:30-10:30am (P&E report)
  - April 28, from 9-11am (P&E report)

- Email Rebecca Badgett for a link to access via Zoom at rbadgett@sog.unc.edu

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9) NCLM, NCACC or COG Outreach? Answer the Call!

- Each organization is working hard to help you. Please read the ARP-related email communications chalk full of important information and guidance.

- Reply to surveys designed to help.

- Answer the call.

- Make the call.

10) Know Your Eligible Spending Categories.

- Seek out your appropriate Compliance & Reporting Guidance Document.

- For NEUs, go to pages 42-46 of this document for available options:

* For units utilizing the Revenue Replacement standard allocation, the code is 6.1 for Provision of Government Services

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11) Did Your Town Upload the 3 Required Documents to its Treasury Account?

- You should have uploaded these 3 documents to your account in 2022. If you did not, you will need to. Please contact NCLM if you are a municipal unit - we can help you.

  - Your ARP Grant Agreement Executed in 2021 for NEUs
  - Your Title VI, Non-Discrimination, Assurance of Compliance Document
  - A budget document that reflects your unit's top end budget number reflective of January 27, 2020

  * This does not apply to counties

12) If You are Reporting Salaries & Benefits for Your Expenditures....

- Breakout the salary and benefit expenditures by your organization's departments.

- Reference Page 19 of the Reporting & Compliance Guidance document to know what you will need, such as:

  - Project Name,

  - Project Id # (a number created by you),

  - the Appropriate Project Expenditure Category,

  - a Project Description (50-250 words),

  - a Status selection (not started, <50% completed, >50% completed, or completed),

  - and if you are a unit of a population of 250,000 or more, a Project Budget.

* Page 19

Top 15 Preparedness Tips to Submit ARP Project & Expenditure Report

13) Issues Accessing the Treasury Portal

- If you are experiencing difficulties accessing your Treasury account, it may be due to an overwhelming demand on the system.

- Per recommendations from the COVID IT team, try the following steps to increase your chances of getting through if you are having difficulties:

    - Use Google Chrome

    - Clear Cache and Cookies

    - Ensure no firewalls are blocking access.

- If those steps do not work please try back in an hour or two.

- Utilizing SalesForce: Single Sign-On Error

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13) Issues Accessing the Treasury Portal, Continued

In each request to slfrf@treasury.gov, include the following in your email:

City, town, village, etc of _____,
UEI number _____
Federal Tax Identification Number _____
"Hello Treasury, I am the (Mayor, City clerk, etc.) for the **City, town, village, etc** of _____, **[State Name]**.

(Sample detailed description of problem you need help with):

The email you have for the City's Account Administrator is mayor@_____.com. We are unable to access Treasury's reporting portal using this account. Please reset our Account Administrator as indicated below ASAP so we can make our ARPA filing by 4/30/2023 as required. The individual below is currently registered in Login.gov and will need to be set as Account Administrator. The former account administrator died, resigned and no longer works for the city, lost the election, etc.

Name, title, and email in closing.

14) **Start NOW!** Allow time to address errors.

15) **Set Yourself Up for Success in 2024 - Plan for Succession!**

- Maintain a folder or binder with all user names, passwords, and account information.

- Follow Records Retention Policy

- Keep all of your ARPA-related documents together

- Reference NCACC Records & Retention Guidance Document:
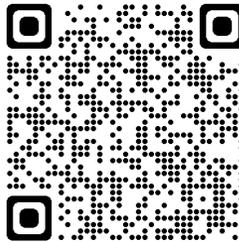
- Reference NCLM & NCACC Grants Management Best Practices Webinar:
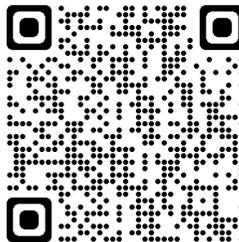
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Thank You!

NCLM Main ARP Contact:	ARP@NCLM.org
	919-715-3938
	www.arp.nclm.org
NCACC Main Contact:	ARPquestions@ncacc.org
	919-715-2297

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