

# ARPA REPORTING

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# GENERAL INFORMATION

- \* Reports are due April 30, 2022
- \* Reporting period covers March 3, 2021 through March 31, 2022
- \* Reports will be due annually from this point forward on April 30<sup>th</sup> of each year
- \* Municipalities and Counties must do the reporting. Water Districts or other agencies who received pass through funds from their county or municipality do not have to do reporting
- \* If the municipality received ARPA funds from the county, do not report on those funds. Only report on funds directly received from the Missouri Office of Administration

# SETTING UP YOUR LOG-IN INFORMATION

All reporting must be done electronically through the U.S. Treasury's portal. To set up your access, use login.gov – DO NOT USE ID.ME!!

Go to <https://portal.treasury.gov/compliance/s/>

You will be able to Create an Account from this page.

If you use Login.gov no personal information will be required.

# SETTING UP AN ACCOUNT IN LOGIN.GOV

- \* Key items:

- \* Use the email address that was used when you set up your account with the State of Missouri Office of Administration. If you use a different email address, you will get an error message.
- \* If you don't remember or don't have the email address, contact treasury at [slfrp@treasury.gov](mailto:slfrp@treasury.gov) or call 844-529-9527 for assistance.
- \* When it asks for an authentication method, it is recommended you choose the text or voice option.
- \* If you get an error message after confirmation, you probably did not use the correct email address.

# ADDING CONTACTS FOR ROLES

- \* Once Login.gov is completed, it will open to page for additional contacts and filling in the 3 roles
- \* Select from menu at top (click on 3 bars) and choose Account
- \* Designate additional users for the 3 roles on this page. One person can be listed for all 3 roles
- \* Recommended that you have at least 2 people set up for each of these roles

# WEBINAR ON SETTING UP ACCESS AND REPORTING

- \* <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>
- \* Scroll down until you find Webinar
- \* Website for Treasury webinar on setting up access thru Login.gov and a second webinar on completing the P&E report.

# SUBMITTING REPORTS

- \* Go to the treasury portal at <https://portal.treasury.gov/compliance/s/>
- \* Log in using your Login.gov credentials that you just set up
- \* Two parts to reporting
  - \* NEU Agreements and Supporting Documents
  - \* Project & Expenditure Reports

# P&E REPORTING

- \* NEU Agreements and Supporting Documents
  - \* Once on the reporting page, click on Go To Your Reports or Compliance Reports
  - \* Select the pencil on the line that says NEU Agreements and Supporting Documents
  - \* You will need a copy of the Terms and Agreements form, the Title VI Civil Rights form, and the budget or financial statement form that you submitted to Missouri Office of Administration when you applied for your ARPA allocation
  - \* Follow directions on the screen to upload these files
  - \* Certify and you are done!!!
  - \* If you don't have these forms, send an email to [ARPA@oa.mo.gov](mailto:ARPA@oa.mo.gov) to request a copy of these documents

# PROJECT EXPENDITURE REPORTS

- \* From the Reporting page, select Compliance Reports or Go To Your Reports
- \* Click on the pencil on the line that says Project and Expenditure Reports
- \* Once next page has loaded, click on Project Overview from the menu on the left-hand side of the screen
- \* If you haven't spent any funds, select the proper drop-down answer and then a brief explanation and submit

# PROJECT EXPENDITURE REPORTS

- \* If you have obligated or spent funds:
- \* Select the correct response from the drop-down box
- \* Scroll down and click “Add a New Project” button
- \* A new screen will appear
  - \* Under category group select 6 Revenue Replacement
  - \* Under category expenditure select 6.1 Provision of Governmental Services

# PROJECT EXPENDITURE REPORTS

- \* Under project name and project ID, these are self identified. You name your project and IDs.
- \* Leave Budget box blank
- \* Provide information on Obligations and Expenditures
- \* Should not have any income to report or income expenditures to report
- \* Brief explanation of project in the box – type of project, number of people benefited, outcome desired
- \* Example: This is a capital improvements project that will impact the total population of 516 residents by providing sustainable wastewater service.

# PROJECT EXPENDITURE REPORTS

- \* It is strongly recommended that all ARPA funds be categorized as Revenue Replacement and the standard allocation is chosen
- \* Makes reporting much simpler
- \* Provides the greatest flexibility as far as use of the funds

# PROJECT EXPENDITURE REPORTS

- \* Once the project page is submitted, from the main reporting page select Recipient Specific
- \* This is where you will designate how much of your ARPA funds you will use as Revenue Replacement (which should be all of your funds!)
- \* The amount will be the total amount of funds listed on the right-hand side of the page
- \* Select NO for the question concerning pension funds
- \* In the box, brief statement on what government services are to be addressed: water/sewer system, streets, parks, etc.
- \* Click next to proceed to certification page

# PROJECT EXPENDITURE REPORTS

- \* Once on certification page, enter your name at the bottom and click submit
- \* It will ask to confirm that you want to submit
- \* Click yes and your report is submitted!
- \* You are done!!

# QUESTIONS????

- \* FOR ASSISTANCE CONTACT:

- \* Ami Dieckman

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