

ARPA LFRF NEU Reporting Webinar Recording Transcript

Jake Landry:

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All right. We are recording. We're ready to get started.

Also, please hold any questions that you have for the end or place them in the chat and we'll have some time at the end that I'll try to get through as many as we can. If we aren't able to answer your question, the time that we have, we'll be releasing an FAQ document in the coming days following this webinar with answers to all the questions that have been asked in writing.

So the overview of the SLFRF final rule.

On January 6, 2022, the federal Treasury released the SLFRF final rule, providing a final set of eligible uses for SLFRF funds, provision of government services, which is expenditure category 6.1 funded by revenue loss, is the most flexible eligible use. In this final rule, Treasury clarified that eligible government services generally include any service traditionally provided by a government.

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Treasury will also allow recipients a standard allowance revenue loss of \$10 million and if you receive less than a \$10 million in local fiscal recovery funds, we strongly encourage you to allocate your whole award to the revenue loss category.

Everybody on this call received less than \$10 million in LFRF funds all and used it. So we are highly encouraging all Anna use it during reporting to put all of their projects under the expenditure category. 6.1. I'll be repeating that multiple times during this training as you'll see kind of later on in the training, it comes with significantly less reporting requirements and just kind of makes your life generally much easier.

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And just a quick review of the prohibited uses of state and local fiscal recovery funds recipients may not pay down debt or pay interest on debt with any SLFRF money, including debt taken out partially to funds and SLFRF projects. Recipients may not deposit SLFRF money into pension funds. Recipients may not use SLFRF money to undermine COVID-19 mitigation practices in line with CDC guidance and recommendations. And finally, recipients may not use any SLFRF money to pay out any settlements and or judgments.

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All any user required to comply with all of the federal requirements of expanding federal funds and and you compliance obligations, we're in the award terms and conditions that you sign that your Anna you

signed when you first accepted the LFRF funds. This includes many uniform guidance requirements which is 2 CFR 200. These are rules that apply to all federal grant dollars expended by any entity.

The table below shows the sections of uniform guidance which explicitly apply to projects under expenditure category 6.1 all of uniform guidance will apply to.

Uh projects not under expenditure category 6.1 they streamlined the uniform guidance requirements that do apply to 6.1, which is why we strongly encourage you to categorize all your projects under 6.1.

There are, as you can see from the table there requirements that apply which are mostly around program planning, kind of some background information and rules that are necessary in the implementation of uniform guidance and finally the single audit requirements and use must comply with federal single audit rules which require any nonfederal entity which spends \$750,000 or more of federal money during a fiscal year. Then must conduct the single a single audit.

One resource that created for you all is the uniform Guidance Desk reference the details and complying with uniform guidance can be found in this desk reference, which is available on the GOFERR website.

The uniform guidance desk reference. Should be your first go to for any questions regarding LFRF eligible expenses and requirements.

Again, just to note that if you do not choose a categorize your project under EC 6.1 revenue replacement, then many more uniform guidance will apply. Please contact Guidehouse and me my e-mail be at the end of this presentation. If you choose not to categorize under easy 6.1 because this uniform Guidance desk reference will not apply to you.

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Alright, so now we will move on to kind of the nuts and bolts of how to submit the project and expenditure report.

As detailed in the SLFRF compliance reporting guidance, all any use must submit a project and expenditure report by April 30th, 2023.

Any user required to submit annual project and expenditure reports to the Treasury. This report will be due on April 30th, 2023 and cover the period from April 1st, 2022 through March 31st, 2023.

Please note that the Treasury portal will not open for submission until the ends of the covered period. In this case, that would be April 1st, 2023. You'll be able to log into the Treasury portal before that time, but you won't be able to actually upload any new information for the covered period this year.

So how do you access the treasury as treasures, compliance and reporting portal? The first step in completing your PNL report is going to be accessing the Treasury portal. By now you should all have created a login.gov or ID dot me account. If you have not, please create an account as soon as possible to ensure that you were all set up ahead of the reporting period.

In the past, Treasury offered the login.gov or ID dot me as kind of two alternate ways to access. If you're creating a new account now, they're routing people through login.gov, but if you've created one through ID dot me in the past, that account should still work.

If you have any issues creating this account or accessing the portal, you're gonna want to e-mail the treasury at slfrfp@treasury.gov, which is the e-mail kind at the bottom of the slide.

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So a general reporting overview and the use will be responsible for completing the following screens which will walk through in more detail throughout this presentation and you can kind of see in this graphic on the right side of that slide showing each of the sections.

The screens are the introduction bulk upload templates, recipient profile, project Overview, recipient specific, and certification.

Note that for EC 6.1, which I was referring to earlier, the person of government services any use will not be required to complete the SUBRECIPIENTS beneficiaries, contractors and subawards direct payments or expenditures screen. This is the reason why we are strongly encouraging you to file all your projects under EC 6.1 because it just makes the reporting requirements much, much less strict.

Also, I can ask if everybody could please mute themselves, that would be great. Thank you.

Please note in this webinar we will only be walking through the required sections for projects and expenditure category 6.1 because we are so strongly encouraging people to file their products under 6.1. Again, if you are not filing under 6.1, please reach out to me after this webinar.

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Alright, now we're going to go through some of the uh, the kind of setup process before you submit your report. This is accounts and assigning roles. Many of you will already have your account set up and roles assigned due to the last reporting period, but we're going to go through it again just in case you are changing the people who you have in these roles or you need to set up a new account because the person have changed.

So this is the first step which should have been completed by all any used during the April during April 2022 when the first production expenditure report was submitted. We'll walk through it today, just review in case the individuals have changed.

So all you should already have an account administrator. This is the point of contact that was provided by the state when any you information was provided to the Treasury, the account administrator is responsible for a designated the three roles to manage their reporting requirements of the program. The kind of administrator kind of sign other individuals, different roles, including the point of contact for reporting who is the individual which will receive the official treasury notifications.

Please note that you do need to have at least one person assigned to each of these three roles. However, the same individual can be assigned to multiple roles, and multiple people can be assigned to individual roles.

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So now we'll walk through the steps to designate the SLFRF points of contact.

Note that this must be done by the account administrator.

Once the administrator has been registered in login Gov or ID dot me they will receive an e-mail from the Treasury. You will click on that link in the e-mail.

I'll received requesting the point of contact designations. The link will take you to the Treasury portal.

And you'll once you're on that page, you'll click on the go to your report button, and this red box at the bottom of the screen.

And once you click the go to report button, you'll be taken to these submissions and compliance forms page.

Once you're on these submissions and compliance form page, you're going to click on the three line navigation icon at the top left of the screen. This will bring up a menu. When you will click on the account button from the drop down menu.

Under the account name heading, you're going to click on the name of your organization, which is in that red box there.

And when you are ready to key in the names of the designated individuals, you'll first need to complete a certification tab as shown below on the left, and then the designation form as shown on the right. You will also be able to change the individual's designated for each role throughout this same process.

So those that quick overview of setting up the accounts and roles and again this webinar is being recorded and you will be provided with the slides following this webinar. So you'll be able to look at all those kind of screenshots from the portal to go through step by step.

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So we'll now move on to submitting the actual data required for the project expenditure report. This part of the process will have to be done annually each year for each report.

So when you log into the Treasury portal, you'll navigate to the go to your reports button, or select compliance reports from the navigation bar. You want to look for the SLFRF compliance report with the report type titled Project and Expenditure Report.

You'll be brought, brought to the introduction and bulk upload templates page. Please note that any used do not need to use bulk upload templates since you should all be categorizing your projects in EC 6.1. The bulk upload templates are really more for the requirements if you are not using 6.1.

So you're going to want to navigate to the recipient profile tab, use the navigation bar.

Answer the relevant questions and select save.

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Next, we're going to talk about how to add new projects in the programmatic data section. You're going to want to navigate to the projects Overview tab, which will be on the left side of your screen. It's on the right side of the slide here, but once you're in the portal, they'll be on the left.

And you're going to complete the projects verification?

Note that even if you have not yet decided what your LFRF allocation will be used for, it is recommended that you select. My jurisdiction has projects to report.

If you need to report new projects, select add new project and enter in the relevant information the project and expenditure category group should be 6 revenue replacement and the project expenditure category should be 6.1 provision of government services.

And again, because expenditure category 6.1 does not require subrecipient subaward or expenditure data for this reporting period, you'll be brought back to the projects tab and the project should show all information is being complete, as indicated by the green checkboxes below. This is only for new projects since you will upload all the required information in the process of creating the project, they're going to want to repeat that process for each new SFRF SLFRF project that you are reporting.

And as you can see here, these kind of in its red box. Uh, you're going to want all those check marks to be green. That shows that you have completed all the necessary information required for.

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We're going to move on to updating existing projects in that you've already uploaded into the portal.

If you previously reported projects in the portal, your project over Overview screen will look like the screen shot below.

Uh, you're going to see each of those projects will be listed kind of in that in that list here with those three colored buttons on the right side of the list.

The red and yellow status buttons as shown here will indicate projects that you need to verify or edit the

previously uploaded information for each project.

You're going to have to at least click on the yellow icon for each previously uploaded project and either update or verify the information that you have provided in the past.

The green status buttons signify that the information for the project is complete and verified at the end of the reporting process. You're going to want to have all of those buttons for each project to show as green.

And now you're going to navigate to the recipient specific tab again. That's going to be on this kind of, uh navigation menu, which is going to be on the left side of the screen in your reporting portal.

You're going to complete the revenue replacement key inputs. Be sure to select yes for the first question of 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. Then we're going to enter your total allocation in the revenue laws due to COVID-19 public health emergency box.

Finally, if you've already completed this step in the previous report, you will just have to verify the information that you entered in the past. You'll have to reenter it. It should auto populate.

And as you can see, this kind of screen shot shows what the screen will look like.

Finally, once you have uploaded any new products that you have and update updated any of the information on existing projects you are going to click on the certification box which is kind of the last tab on that navigation bar which will be on the left side of your screen. In the portal you're going to review all the information entered. Ensure that you have the correct number of projects. I'm sure that the total allocation that for your NEU is correctly entered and finally click the certify and submit button in the bottom corner of the screen.

This will finalize your report, send it to Treasury and your reporting for the April 2023 reporting period will be complete.

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So that's kind of the that's the quick overview of how to report the production expense report for the April 2023 reporting period. Now we're gonna go through a couple of key takeaways and again, I just want to stress that if you did not catch kind of the beginning of this webinar, we will be sharing the recording and the slides with you. So you'll be able to go through all of the screen shots and the overview of the reporting process.

First key take away, which I've said many times during this webinar is please please, we strongly advise you to assign all of your projects to EC 6.1 permission of government services. This ensures that your project is eligible under any.

Projects that would be a normal provision of government services and be the reporting requirements

will be much, much, much less, less stringent and the reporting process overall be much easier for you.

Although Treasury has not asked for it in this round of reporting, please internally continue to track your subrecipients of award and aggregate expenditure data. This is just best practices for any federal grants.

And finally, if you face any technical difficulties with the portal, please contact treasury using the following e-mail address which I gave earlier in the presentation. But it's just again here SLFRP at treasury.gov.

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They are, that is the national e-mail address. So I would again strongly advise you to try and log into the portal as soon as possible, just to make sure that your login works. Your roles are all assigned because the Treasury can be a little slow in responding to inquiries through that e-mail address.

Unfortunately, we do not have any access to the back end of the portal, so we won't be able to directly help you with any account issues. Please feel free to reach out and look me on those conversations, but ultimately they will have to be moved through the treasuries process.

And here's a handful of additional resources which will be very helpful in in carrying out the reporting process for you.

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First, they're on the left is the SLFRF project and expenditure report user guide. This is quite a large document, but includes.

Very like a large amount of screenshots and information on kind of how to move through the portal and any issues you may be running into.

Uh, next in the middle is the compliance and reporting guidance.

This is more of an overall guidance on what projects are eligible, how to report and just a good resource for you all to access both of those have been updated multiple times. These are both the 5th version of each of those resources and the newest version is linked there.

Finally, we've linked the coronavirus state and local fiscal recovery funds final rule, which goes through all of the eligible uses for state and local fiscal recovery funds.

We will also be sharing with you an old webinar on designating roles and uploading, supporting documentation and then this webinar on reporting under revenue replacement.

And we will share all of these resources and e-mail after this webinar and they will also be linked. The slides in this webinar once you get.

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Thank you for your time today. Again, my name is Jake Landry . My e-mail is up here and my colleague Dane Burrough is also on this webinar and.

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His e-mail is there. Please, please, please reach out with any questions during the reporting process. We are here to help you make this process as painless as possible.

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