

NEU Webinar 2025-20250326_130018-Meeting Recording

March 26, 2025, 5:00PM

31m 58s

WT **William Tappan** 0:00
this SRF funding.

LP **Laura Parker** 0:00
As a write off, I do.

ME **Madison Eagan** 0:03
Hello everyone.

LP **Laura Parker** 0:03
Not right now. Possibly right now.
Hello everyone.

WT **William Tappan** 0:05
It's how we have to report every year.

JG **John Gallagher** 0:06
So yeah, sorry, I'm looking at our work.

LP **Laura Parker** 0:06
Right. It's looking at our work.
That's what I'm thinking, yeah.

JG **John Gallagher** 0:09
So early enough, that's what I'm thinking.
Yeah, a lot of you.

KM **Kate Merrill** 0:13
Where the he would just collapse trying to go on. It's like everybody's talking so.

LP **Laura Parker** 0:14
I mean, you can ask like, that's what I'm guessing.

JG **John Gallagher** 0:16
Thinking about me, I mean, you can ask what?

KM **Kate Merrill** 0:19
Yeah, no.

ME **Madison Eagan** 0:25
One, we might just. Oh, go ahead.

BG **Broderick, Thomas - GOFERR** 0:25
Hi everyone.
Nope, go ahead, Madison.
I didn't know you could unmute yourself, so go ahead.

ME **Madison Eagan** 0:31
We might just give it another few seconds, but we'll get started shortly. So thank you for coming today.
A few more folks might be trickling in, but I think we can get started.
So my name is MADD Snegan and I am working with Gopher and this webinar is going to go over the annual reporting process for ARPA state and local fiscal Recovery fund recipients and you may have attended a similar webinar in previous years.
So we just wanted to put a disclaimer out there that this meeting is being recorded and we will send out the recording and some FAQs as well as the slides out after the webinar. And we'd just like to ask you to put any questions that you might have. In the chat so that we can get to them at the end.
So please either put them in the chat or hold your questions for the end.
So a little bit about what we're going to be discussing today.
So first we'll be reviewing the SLA for a final rule and then discussing the project.
'S I just saw a comment about the audio not being clear. Is are other people having this issue?

Hearing me.

OK.

So it could be a problem on that person's end, so I'll just continue then so.

Then we'll discuss submitting the project and expenditure report.

So we'll give an overview of that as well as setting up accounts and assigning roles as well as submitting programmatic data for awards of less than 10 million. And just as a reminder, your NEU annual report is due on April 30th of this year.

OK.

So first an overview of the Slfrf final rule for awards of up to \$10 million.

So on January 6th, 2022, the Treasury released the Slfra final rule, which provided a final set of eligible uses for slfrf funds and the provision of government services funded by revenue loss is the most flexible eligible use.

So this is otherwise known as expenditure category 6.1, and I know that in previous guidance we really advised you to use EC 6.1.

And that still stands.

So we also really recommend that you contact us if you decide to categorize your projects in a category other than 6.1.

Now, what is provision of government services?

So Treasury defines the eligible government services generally include any service traditionally provided by a government, and then the standard allowance for revenue loss.

Treasury will allow recipients a standard allowance for.

To allocate your whole award to the revenue loss category, which again is EC 6.1 and you'll hear us emphasize that throughout the webinar, but it'll really make your lives easier if you choose to use EC 6.1 for your projects.

Now some period of performance deadlines, recipients of slfr funds were required to obligate all their funds. By December 31st of last year.

And now that that deadline has passed, any use can no longer obligate funds.

And I use must return all unapplied funding to the federal government.

An obligation, just as a reminder, is defined by Treasury to be an order placed for property and services and entry into contracts, sub awards, and similar transactions that require payment. And they have to be entered into by the end of last year.

However, you do have until Dec.

31st of next year of 2026 to expend the funds and expenditures are when funds which have already been.

Then obligated are paid out.

So no slfr funds can be used after the end of next year.

So in other words, you can no longer create obligations, but you still have until the end of next year to spend the funds.

Just a few quick prohibited uses of slfrf.

You can't use it to pay down debt or interest to deposit into pension funds or undermine COVID-19 practices. You also can't use SLF arm F money for settlements or judgments.

A little bit about compliance, so any compliance obligations or terms and conditions that you signed when you accepted the FLFRF funds, so someone from your?

Someone from your town likely signed this a few years ago when you first received the award, and this includes uniform guidance requirements, which are rules that apply to all federal grant dollars. And just as a reminder, many fewer parts.

Of uniform guidance applied.

So once again, it's it'll be to your benefit.

I think I might have lost you all for a second, but it'll be to your benefit to use expenditure category 6.1 and I'll just direct your view to sub part F in this table here.

So it says that subpart F contains rules and regulations for the.

Auditing of non federal entities expending federal awards, so any use must comply with federal single audit rules which require any non federal entity.

Which spends.

\$1 million or more of federal money during a fiscal to have a single audit conducted.

So that would apply to most any use.

Now looking at the Uniform Guidance Desk reference. So this is a resource that Gopher put together and it's linked here in the slides. And it'll also be sent out when we send out the post webinar documents.

So it should really be your go to reference for any sort of questions regarding lfrf eligible expenses and requirements.

And if you don't use EC 6.1, there are many more requirements that will apply.

So we just once again emphasize that you should contact us if that is the case and you're not using EC 6.1.

SR Siddharth Ramachandran 8:07

Medicine. Sorry to cut you off. I think you're referencing Slide 8.

It's not advanced on our end.

ME **Madison Eagan** 8:19
Can you say that again, Sid? Sorry.

SR **Siddharth Ramachandran** 8:21
You're still on slide seven. I think you were talking about Slide 8.

ME **Madison Eagan** 8:24
OK.
I think my wife, I was having some issues so it looks OK on my end, but perhaps on your end it was a little bit off, but can you see Slide 8 now?

SR **Siddharth Ramachandran** 8:45
Not yet.

JG **John Gallagher** 8:46
Not yet.

ME **Madison Eagan** 8:46
OK.

JG **John Gallagher** 8:48
OK.

ME **Madison Eagan** 8:50
I could try re sharing.

JG **John Gallagher** 8:52
I could try resharing.

ME **Madison Eagan** 8:56
One moment.
It's just taking a moment to load, OK?
Can everyone see this now?

SR **Siddharth Ramachandran** 9:51

So we're looking at slide one right now, so.

JG **John Gallagher** 9:52

Why we're looking at side one right now, so.
About 588 now.

ME **Madison Eagan** 9:59

Now.

OK.

Perfect. So as I know, I had said this, but some of you may not have seen Slide 8. So this is the uniform Guidance Desk reference that Gopher put together.

It's LinkedIn the slides, and we'll also send it out afterwards and it's available on the go for website, so it will be your first reference for any sort of lfrf eligible expenses and requirements, questions that you may have and.

If you choose not to use EC 6.1, there will be more requirements that apply.

So we encourage you to contact us if you don't use 6.1.

Now moving on to how to actually submit the project and expenditure report for this year and it's similar to in previous years.

So as a reminder, any use are required to submit these annual project and expenditure reports to treasury, and this year's is due on April 30th and it will cover the period from April first to of last year. So 2024 to March 31st of this.

Year 2025.

And in order to submit it, you'll have to access the Treasury compliance and reporting portal.

So I know that oftentimes people have questions about changes in account administration.

Maybe someone new is submitting your report this year, and we've fielded a lot of your questions related to account administration and a lot of the time these can be solved by emailing treasury on the back end.

So I have this e-mail at the bottom of the slide about the slfrp at Treasury.

Gov e-mail.

So those folks can help you log back into your account and switch administrators and all of that type of stuff.

In the past, there was a process called ID dot me, so you can log into the portal that way if you did in the past, but it's no longer offered, so otherwise you'll have to log into the Treasury portal through the login.gov process. But really.

If you are having any trouble accessing the portal that slfrp at treasury.gov e-mail. Is the best resource for you, and we'll also send that out in the resources post webinar.

Now looking to a general reporting overview. So any news will be responsible for completing the following screens which we will discuss in more detail. So introduction, bulk templates, recipient profile project Overview, recipient specific and certification and for EC 6.1 which is once again that PROV.

Of government services category and EU's are not required to complete sub recipients, beneficiaries, contractors.

Sub awards and direct payments.

Or expenditures.

And moving on to accounts and assigning rules.

So you probably did this when you submitted your first report, but if any of your roles or accounts have changed, we will review the process again.

So any you should have an account administrator. That person would be the point of contact provided by the state when NEU information was provided to treasury.

But as I said, I know that I we fielded a lot of questions from you all about account administration changes and issues which once again can be solved by contacting our Treasury e-mail slfrp at Treasury, Gov. And in addition to account administrator, there are two other rules.

So there's the point of contact.

Tax for reporting.

Who's the primary contact for receiving official treasury notifications about reporting on the Slfrf award, and that includes alerts about upcoming reporting requirements and deadlines, as well as the authorized representative for reporting who's responsible for certifying and submitting official reports on behalf of the award recipients. And you need.

At least one person under each of these categories. It can be the same person for all three.

It can be different people.

You just need at least a name under these three roles.

And then in order to designate an slfrf point of contact, you're going to.

The person who was registered in login.gov would receive an e-mail from Treasury and click on the link in that e-mail, which will take them to the portal and then you'd go to this, go to your reports page button that is highlighted with the red rectangle here.

Which will take you to the submissions and compliance forms page.

And then you click on these three lines at the top here highlighted in red and account from the drop down menu.

And under account name you would click on the name of your organization and you'd key in the names of the individuals and you can also go through this process to change the individuals designated for each role.

So if it was a different person in the past and you need to add a new person, you can do that using this process.

Now moving on to submitting the programmatic data.

So this part of the process.

This part of the process is done each year for each annual report.

So when you log into the portal, you're going to go to the, go to your reports page, or you can select compliance reports and you're going to look for the report type, project and expenditure. And just a note that you should be able to see your previous reports.

Too. So just make sure that you're working on this year's report rather than a previous year's.

SR Siddharth Ramachandran 15:59

Hey, sorry, Madison. I think your slides are also stopped on our end too for designating SLF for rough points of contact.

ME Madison Eagan 16:07

Back.

SR Siddharth Ramachandran 16:08

No worries.

Let let me share if you're having some difficulties.

ME Madison Eagan 16:13

Sure.

SR Siddharth Ramachandran 16:20

All right.
You.

ME Madison Eagan 16:37

Perfect. Thank you, Sir.

SR Siddharth Ramachandran 16:47

So we're gonna start from here.
Wanna start from here, Madison?

ME Madison Eagan 17:01

Yeah, that that works.

So once you log into the portal, you're going to click on go to your reports or you can select compliance reports and you're going to look for the P&E project and expenditure report type. And as I briefly said, you might be able to see previous year. 'S reports, so just making make sure you're looking at the 2025 report and as a reminder, you you don't need to complete the bulk upload templates.

So just make sure that you're skipping over that.

Next slide please.

So then you'll navigate the projects Overview tab and you're going to select that you have projects to report and you can add new projects on this page using expenditure category Group 6, which is for revenue replacement and expenditure category 6.1, which is for the provision of.

Government services.

Next slide.

So since EC 6.1 doesn't require sub recipient sub awards or expenditure data, you're going to be brought back to the projects tab and the project should show that information is complete and you'll see these green check Marks and you're going to do this process for each.

Of the slfr projects that you have.

Next slide please.

If you have previously reported projects, you're going to see a screen that looks like this.

And if you see any yellow or red icons you want to click on those to verify the previously submitted information and the green status buttons are what you're looking for.

So once all the buttons are green, that's a good thing. If you've updated the information and they're still yellow or red, just refresh your page, because sometimes it takes a minute to catch up to your edits.

Next slide please.

So for programmatic data, you want to go to the recipient specific tab and for this first question highlighted in red, just select yes and then for the second question, revenue loss due to COVID-19, you're going to type in your total slfrf allocation there.

Next slide.

How close out? So you may see a question pop up related to closeout, which I'll explain here.

So Treasury released the following guidance on March 12th of last year regarding the closeout of ARPA Slfrf awards. So for some recipients, there will be a close out question available and that's usually those whose total award is equal to their expenditures. And the question says have you spent?

Your full slfr of award and are ready to close out if you are ready to close out.

Out, please be aware that this is not your final report, so this is a question that will help. Essentially treasury create the closeout process, but by answering this question, that doesn't mean that you have closed out your award.

So you actually still need to keep submitting annual reports until Treasury provides further guidance on closeout.

So included in forthcoming guidance will be information on how to close out your SLFRF award.

Including completion of the final report, recipients should respond accordingly and await additional guidance from Treasury regarding close out procedures.

Please note that responding to this question does not initiate the closeout process, rather, it will help Treasury communicate more directly with recipients as we design and implement the closeout process.

So.

Just to sum it up, if you get this question, it's not to close out your project, but it's to help treasury as they design the closeout process and as soon as there is more guidance, we'll be in touch to make sure that you have the resources that you.

Need to close out your awards? Next slide please.

And then you you'll be all set to certify and submit.

And sometimes that does take a minute.

So just let it load and it will eventually submit it.

Next slide.

Now for some key takeaways.

So I know we've said this a lot throughout the webinar, but just another reminder to assign your projects to EC 6.1 provision of government services.

It'll make your lives easier.

It'll make the reporting requirements less heavy, so it's really the best way to go. And if you choose not to do so, we really emphasize that you should contact us so that we can make sure you're aware of any other requirements that might apply to your projects.

Although Treasury hasn't asked for it, we just ask that you internally keep track of your sub recipient, sub award and aggregate expenditure data.

And as another reminder, the obligation deadline passed.

It was on December 31st of 2024.

So you can no longer create any new obligations past that point. However, you do have until the end of 2026 until December 31st to expend your funds, and if you have an obligated funds, you should expect an e-mail from Treasury. And finally.

If you do have any difficulties logging into the portal and submitting your report.

We recommend contacting this Treasury e-mail, which I'll also send out afterwards.

SLFRP at [treasury.gov](mailto:slfrp@treasury.gov).

We can connect you to Treasury resources, but unfortunately we don't have access to the backside of the portal.

So this is really the best e-mail to contact.

Next slide please.

So just some resources that you might find helpful as you go through the reporting process.

So there's the project and expenditure report guide, which Treasury releases updated versions of every usually every quarter.

It's more relevant to states rather than any use, but you might find it helpful.

There's also the compliance and reporting guidance, which is similar in that it's more applicable to states, but you can take a look if you'd like.

There's also the final rule which details all the valid uses of slfr funds.

We also have a couple of Treasury webinars linked here at the bottom as well as a new resource released pretty recently called the road map to reporting, which is just AI.

Believe it's a one or two page document giving you some tips and tricks for submitting a report and some deadlines as well.

So you might want to take a look at that.

If you think it would be helpful and next slide.

Please.

So just as a reminder, I'm Madison Egan, my manager and colleague Dane Burrows.

Also on this call, and we will be releasing this recording as well as the slides and additional FAQs and resources after the webinar.

So don't feel like you have to have everything memorized now.

And feel free to put more questions in the chat and thank you so much.

That's the end of the formal presentation, but we would love to answer any questions you all might have.

Have.

DB

Dane Burrough 24:16

So we did receive some good questions in the chat.

I do appreciate you guys dropping those in and we'll go through and address those now. There was a question as to whether awardees had actually closed anything to date, if anything is formally viewed as closed out for Ifrf funds. The answer is no, not yet. We're still aw.

Treasury to publish that guidance that Madisyn mentioned during the presentation.

They have not released any updated guidance on how to formally close out.

Your Ifrf boards.

Another question is can we update expenses from prior years or include them in the current reporting year?

Madison said.

I believe the answer is you have to update them in your current year.

You can't go back and update them for prior years.

ME

Madison Eagan 25:09

I believe so.

DB Dane Burrough 25:13

Tim just asked.

SR Siddharth Ramachandran 25:13

So.

DB Dane Burrough 25:15

Did you say we cannot submit a new project since the last year report on deferring U2 on this one?

SR Siddharth Ramachandran 25:22

Yeah. So I think what Madison was trying to get at was there can be no obligations that are dated past December 31st, 2024.

So if you have more projects, particularly the projects that you did last year, those you can absolutely.

Submit in this year's report, but the dates of all those projects, the dates of the obligations of all those projects, can't be passed 12/31.

DB Dane Burrough 25:44

You know.

SR Siddharth Ramachandran 25:51

2024.

DB Dane Burrough 25:56

Another question is, do we have to wait until April first to submit a new project an expenditure report?

That is correct.

The portal will open on the 1st and close on the 30th.

Let's see another one, OK?

SR Siddharth Ramachandran 26:11

I think there's one up.

DB **Dane Burrough** 26:13

There's one, yeah.

John Harrington, I saw your we saw your message about being a new town administrator.

Could you reach out to us directly at the two emails provided at the end of the slide and we'll work with you to try and figure out this a solution to this problem.

It's one that towns encounter. Unfortunately, every year a few towns have switched their town administrators and are having difficulty getting into the portal.

Umm.

Don't think there are any other new questions that we've not already addressed.

The last question, Bruce, if we've completed all compliance reporting last year, if there's no closeout guidance, what do I do this year?

Madison, do you want to take this one?

ME **Madison Eagan** 27:00

Sure. So we you're still required to submit an annual report.

I've answered this question for a couple of minutes that have emailed me. Basically, until Treasury releases that close out guidance, you'll still have to submit a report so we're not sure when.

The last one will be.

Maybe it'll be next year.

Maybe it'll be in 2027, but even if you've finished all your projects, you'll still need to submit those reports for the foreseeable future.

DB **Dane Burrough** 27:29

And all you have to do is go into the portal, click, make sure all the information is still up to date.

You don't have to change anything and then hit submit report.

It's unfortunately it's unfortunate that you still have to do it, but unfortunately we've not received any new close out guidance from Treasury.

Any other questions from folks before we wrap this call out? As I mentioned before, do not hesitate to reach out to those two emails provided in the last slide of the PowerPoint that will be shared with you guys after this call.

SR **Siddharth Ramachandran** 28:02
I think Catherine just asked something else.

JG **John Gallagher** 28:04
And just ask something else.

SR **Siddharth Ramachandran** 28:06
Sorry, I think someone else is on.

DB **Dane Burrough** 28:08
Oh.

JG **John Gallagher** 28:09
Think someone else is on?

DB **Dane Burrough** 28:11
Are there any major reporting changes from the prior year?

JG **John Gallagher** 28:12
Are there any?

DB **Dane Burrough** 28:15
The major one is just that we've now passed the obligation deadline.
So you can as this is an annual report from end of April last year to beginning of April this year, you can report on new obligations as long as they were obligated prior to 12/31/2024.
But you could not.
You can't report on a new obligations that were dated after.
12/31/2024.
Then we did get one from Ellen. If we have an obligation that was not as much as we thought, how do we report it? To adjust that obligation?
Sit, or Madison, do you guys want to take this one?

ME **Madison Eagan** 29:00
Recommend.

DB **Dane Burrough** 29:00
You were just men. Go ahead.

SR **Siddharth Ramachandran** 29:00
Yeah.
Go for maxie.

ME **Madison Eagan** 29:04
I was just going to say that we could probably discuss this after the after the call. I would recommend contacting our two emails, my e-mail and dayne's e-mail. I believe there is a process. I probably need to just do a refresher and make sure that I'm giving you the correct information, but I don't know if you had anything you wanted to add Sid.

SR **Siddharth Ramachandran** 29:31
No, but any adjustments if this obligation was in fact something that took place prior to December 31st, 2024 and you're just reducing the amount you can manually just reduce that amount in the portal itself and there's no issue with that.

DB **Dane Burrough** 29:42
Mm hmm.
You should just press the edit button and manually reduce it and that should work.

SR **Siddharth Ramachandran** 29:48
Debit.
Because and I'm presuming Ellen, that this project was done under expenditure category 6.1, which is what we.
Recommend there's no back end tabs really, so you can make that adjustment directly in the in the.
Numerical amounts in the general page, but if you have any issues with what that looks like, you could definitely give us a call and we can walk through that.

John, you asked whether the previous year's information carries over to this year's automatically. Yes. So you will be editing your existing your previous report.

Effectively, you're not reinventing the wheel.

That would be painful, but thankfully Treasury has allowed for that functionality, at least.

And and Dave, yes, we can give you a call after.

DB **Dane Burrough** 30:47

Any other questions folks have that would be useful for the folks gathered on this call.

All right, if not.

You do.

Yes, Steve, you do have to wait until April first to begin reporting.

The portal will not open before that.

And you'll have until April 30th to finalize that report.

As you guys are reporting or as you're preparing to report again, if there are any questions that come up, please do not hesitate to reach out.

Our emails will be in that final slide of the PowerPoint that will be shared with you after this call.

Thank you all for attending today.

ME **Madison Eagan** 31:27

Thank you.

● **Broderick, Thomas - GOFERR** stopped transcription