AMERICAN RESCUE PLAN

5 STEPS TO SUCCESS

Preparing *for the* P&E Report Portal

2025 Project & Expenditure Report

UPDATED MARCH 2025

If you are new ARP/CSLFRF, get to know the portal through reviewing your local unit's past reports, U.S. Treasury's P&E Report User Guide*, *and Video Tutorial*.

**Updated user guide anticipated April 1, 2025*

1. Will SAM.gov registration remain current *through April 30, 2025?*

If no: **Renew NOW**! You can check registration status here. Renewal is FREE.

How Do I Access the Reporting Portal?

If you registered through Login.gov, access Treasury Portal at https://portal.treasury.gov/compliance/s/
If you registered through ID.me, access Treasury Portal at https://portal.treasury.gov/cares/s/slt/s/slt

Who Can Access? ***Account Administrator*** is most important to confirm first, as they are *authorized to assign roles* and can make changes as needed.

1. **Account Administrator** makes any changes or updates to user roles in the portal. *This administrator can always log in and assign roles to a new person.*
2. **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines.
3. **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports.

2a. Is the account administrator for the portal still with the unit?

- ***If yes:*** the account administrator can assign one or more authorized representatives for reporting to complete, certify, and submit the report.
  - *No need to make changes if the person completing the report has already been assigned as the authorized representative for reporting.*
- **If *no:*** then the unit must contact Treasury at slfrf@treasury.gov to have a new account administrator assigned. *(See: Sample Email Language below)*

2b. Is the authorized representative for reporting still with the unit?

- ***If yes****:* that individual may complete, certify, and submit the report again this year.
- ***If no:*** the account administrator must assign one or more new individuals to this role.

Note for ANY of these steps, **any NEW** individual **users** must **first complete login.gov** registration

Step-by-step instructions from Treasury

*If need new Account Administrator

Sample Email to Treasury
if unit cannot access Account Administrator

New Message

To **SLFRF@TREASURY.GOV**

Subject **P&E Report Portal Access Needed for _____**

City, Town, Village, County of _____
UEI number _____
Federal Tax Identification Number _____

Hello Treasury,

I am the (Mayor, City Clerk, Manager, Finance Officer, Etc.) for the **City, Town, Village, County** of _____,

The email you have for the [City, Town, Village, County]'s Account Administrator is _____@_____.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 4/30/2024 as required.

The individual below is currently registered in Login.gov and will need to be set as Account Administrator. The former account administrator no longer works for the [city, town, village, county].
name: _____
title: _____
email: _____

SEND

Appendix A to the **Portal User Guide** walks through the **process of changing roles.**

3. Do you know your UEI and TIN?

Make sure you have the **correct numbers**. Many units have more than one.
Verify via SAM.gov

4. Identify Obligations & Expenditures by Project for *April 1, 2024 through March 31, 2025*

There are three different ways to spend money within the revenue replacement category. For step-by-step instructions on all the *budgeting*, *documentation*, and other *compliance requirements* for each path, see this **Revenue Replacement Roadmap**.

- Obligations are actual contracts or POs issued (or hiring staff)
- Expenditures are when money is due to be paid
- Note that all projects will be reported as a single "project" in the P&E report under EC 6.1. A unit will list all the ways it has spent its revenue replacement funds in the description box under this EC.

*In the rare case a unit is using revenue replacement funds on another federal grant, then funds are reported under EC 6.2.

5. Did you select standard allowance for Revenue Replacement?

***If yes:* Great!**

- ***If no***: You must select the standard allowance in the April 2025 P&E report. It will be in the Recipient Specific section of the report.
  Do NOT certify & submit without selecting the standard allowance.
- ***If you don't know***: Verify whether your unit selected the standard allowance in the 2024 P&E report by toggling to the **Recipient Specific section**.

The School of Government will continue to host regular office hours on this and more! Check out NC Finance Connect for dates + Zoom info and for the latest ARP updates.

If you have any technical issues with the portal, contact Treasury at SLFRF@treasury.gov.

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