

Guidance for signing into the Treasury ARPA portal.

Step 1: Create a Login.gov account

Use this website: [Create an account | Login.gov](#) to create a Login.gov account

Step 2: Log into Treasury's Portal

Use this url: portal.treasury.gov/compliance/s/ to log into the Treasury's ARPA portal.

Note: you need to have a Login.gov account before you can log into the Treasury Portal.

Step 3: Assign Roles to Town Staff

The Authorized person for your town will be the only person able to log into the ARPA portal at first. They will need to log in and assign roles to the other staff whom they would like to have access the portal.

Note: if you do not know who your Authorized person is, LCPC can help you get that information.

To do this:

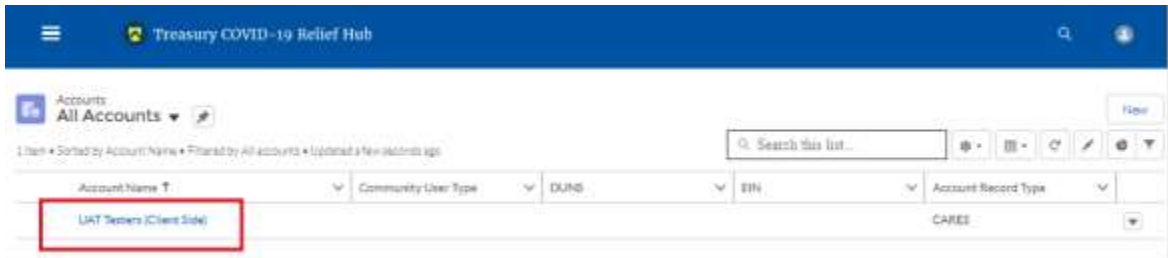
- A. Click the three-line icon in the top Left corner.



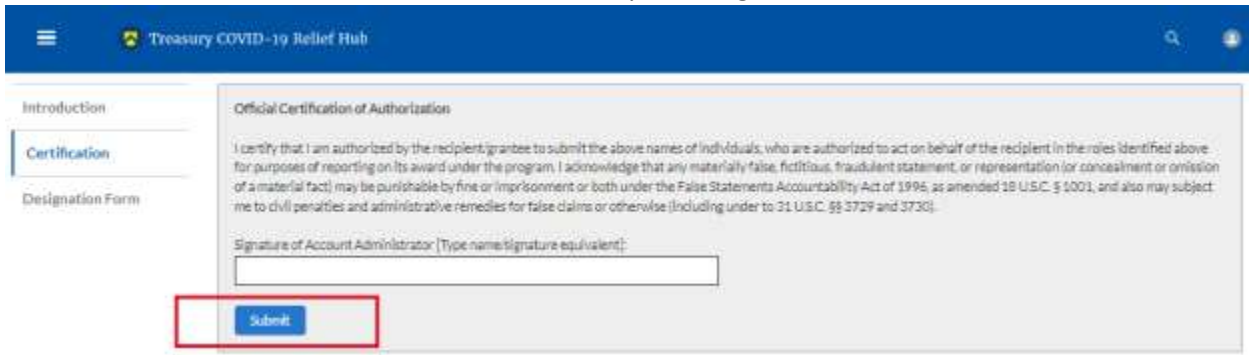
- B. Click the "Account" tab.



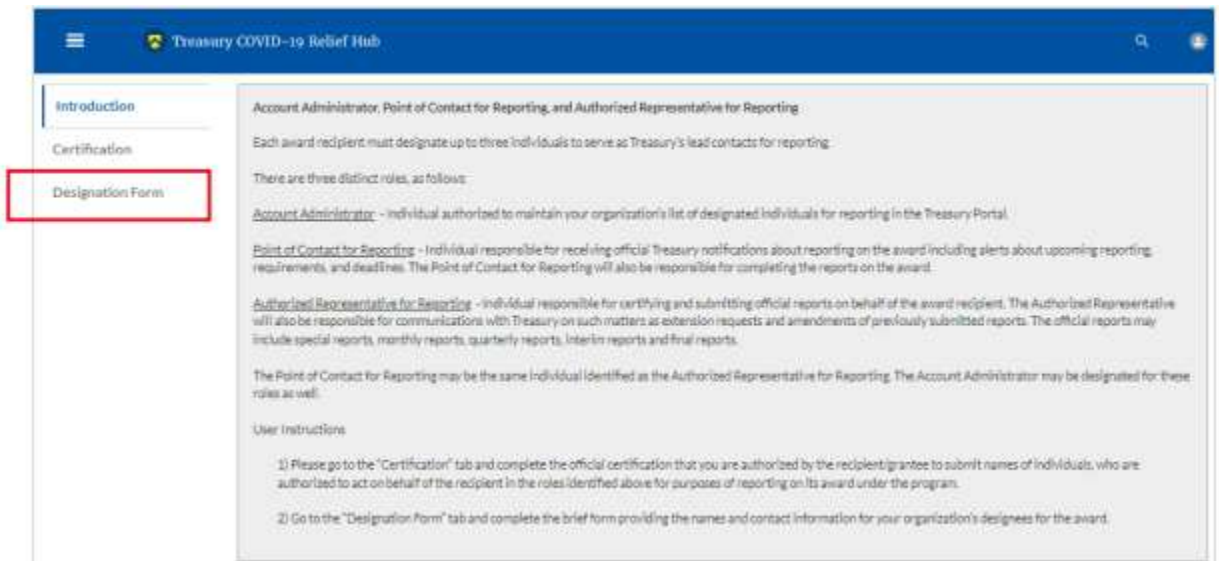
C. Click on the Town Name.



D. Click on the "Certification" and have the Authorized person sign and click "submit".



E. Click on the "Designation Form" tab.



F. Fill in the information for the people you would like to have access the portal.

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award:

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation --None--	Title	Program-Roles SLFRF - Account Administrator SLFRF - Point of Contact for Reporting SLFRF - Authorized Representative for Reporting
First Name	Phone	
Middle Name	Email	
Last Name	Name of Entity/Organization	
Suffix		

Note: A more detailed explanation can be found on pages 3-8 in the NEU User Guide found here – [NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf \(lcpcvt.org\)](#)

Step 4: Upload Required Documents to the Portal

Three documents are required to be submitted by April 30th, 2022

- Signed Award Terms and Conditions Agreement
- Signed Assurance of Compliance with Title VI of the Civil Rights Act of 1964
- Actual Budget Documents

Note: if you need a new copy of the Award Terms and Conditions Agreement or Assurance of Compliance form, they are available under "Agreements" here: [ARPA: Compliance and Reporting | Vermont League of Cities and Towns \(vlct.org\)](#)

To do this:

- A. Use the “Compliance Reports” tab on the home page.

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

Compliance Process

You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) - save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on "Compliance Reports" using the navigation to the left of the page. This will bring you to your list of compliance reports, click "Provide Information" to continue the process.

State and Local Fiscal Recovery Funds (SLFRF)

\$310 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

Emergency Rental Assistance (ERA)

\$7.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

Homeowner Assistance Fund (HAF)

Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country's most vulnerable homeowners.

Ready to get started? Click "Go to your reports" below.

[Go To Your Reports](#)

- B. Select the pencil icon next to the “NEU Agreements and Supporting Docs” option.

My Compliance Reports

SLFRF Compliance Reports

Search

Records per page: 20 | Page 1 of 1

	Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
1	VT0042-F&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Draft		
2	VT0042 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Draft		

C. Select the “NEU Agreements and Reporting Documents” tab on the left of the screen.



D. Attach documents using the “Upload Files” tab under each required document field.

NEU Agreements and Supporting Documents

NEUs are asked to provide the following information with their first report submitted by April 30, 2022.

NEU Documentation

1. Signed Award Terms and Conditions Agreement
*Copy of the signed award terms and conditions agreement (which was signed and submitted to the State or Territory as part of the request for funding)

Upload Required Doc(s)
 Or drop files

2. Signed Assurances of Compliance with Title VI of the Civil Rights Act of 1964
*Copy of the signed assurances of compliance with title VI of the civil rights act of 1964 (which was signed and submitted to the State or Territory as part of the request for funding)

Upload Required Doc(s)
 Or drop files

3. Actual Budget Documents
*Copy of actual budget documents validating the top-line budget total provided to the State or Territory as part of the request for funding

Upload Required Doc(s)
 Or drop files

Note: A more detailed explanation can be found on pages 9-11 in the NEU User Guide found here – [NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf \(lcpvt.org\)](#)