# ARPA Reporting Update

*The vast majority of towns in New York are designated as "NEU" American Rescue Plan Act (ARPA) recipients, which means your town received less than $10 million in ARPA funding. If your town is an NEU (to wit – received under $10 million), you must submit a report to the United States Treasury by April 30 regarding how ARPA funds have been spent. We've compiled a list FAQs to help guide you through the process.*

1. ***My town already spent all of the ARPA money, do we still have to submit a report?***

   You sure do! All recipients must submit reports through the end of the grant term (2026), or until the Treasury issues formal close out instructions. If you've already spent the money, you have nothing to report – easy peasy! Simply log into the portal, verify that you took the standard allowance (more on that later), certify, and submit!

2. ***What should I do before accessing the reporting portal?***

   First, check that the town has a sam.gov account that is registered through April 30, 2024 (most of you will). You can check your town's registration status on sam.gov via sam.gov/content/home.
   Next, figure out who is the account administrator, the point of contact for reporting, and the authorized representative for reporting. Remember, one person can be designated for all three roles, and anyone designated to one of those roles must be registered with login.gov. The account administrator is the most important role as they are the only ones who can log on to the portal and change who is designated as account admin, point of contact, and authorized representative.

3. ***What is the difference between an account administrator, point of contact, and authorized representative?***

- **Account administrator** – responsible for maintaining names, contact info, can view and submit reports
- **Point of Contact for Reporting** – receives notifications. Can complete reports but cannot submit them
- **Authorized Representative** – responsible for certifying and submitting reports

  *Remember, one person can be named account admin, point of contact, and authorized representative.*

4. ***What if I have no clue who the account administrator is or they are no longer in office?***

   No worries, contact the Treasury at slfrf@treasury.gov to have a new account administrator assigned. Again, anyone the town wants to list as account administrator must already have an account or register for an account with login.gov

5. ***What if I have no clue who the point of contact or authorized representative is?***

   Have the authorized admin sign on to the portal, and that information will be listed in there. If the town wants to change who is designated in those roles, the account administrator may do that through the portal.

6. Once you have access to the portal, select the standard allowance. This isn't really a question, but a direction. Taking the standard allowance makes reporting ***SIGNIFICANTLY*** easier. We cannot stress this enough, take the standard allowance. We're not even going to cover what you have to do if you don't take the standard allowance. Just pretend like the standard allowance is the only option.

7. ***Under what category do I choose to report projects and expenditures?***

   Since you wisely took the standard allowance, ALL of your projects and expenditures should be reported under Category 6.1. All of them. Every single one. No exceptions. If you took the standard allowance, everything gets reported under 6.1.

*April 2024*