NEU Resources for ARPA-SLFRF
Treasury's Project and Expenditure (P&E) Report (due by April 30, 2022)

1. Watch Video: P&E Reporting – Part 1 – Simplified Submissions under Revenue Replacement

Time	Highlight
4:05	Treasury portal
7:10	Project overview screen
14:30	How to elect the standard deduction

2. Review Highlights from Treasury's ARPA-SLFRF P&E Report Guide for NEUs (*Full User Guide*)

Page	Highlight

Page 21	**Project Overview tab**
	• **Wisconsin NEUs – electing $10 million revenue loss standard allowance – use Expenditure Category (EC) 6.1 – Provision of Government Services for reporting.**
	• **Note:** If you make this selection, you don't need to review the other expenditure codes
	• If you do not have projects, go to "No Projects Available Option"
	   o Choose "My jurisdiction does NOT have projects to report"
	   o Provide a narrative describing the reason(s)
	• If you do have projects, click "Add New Project": (Figure 25) Page 27
	   o Choose "6-Revenue Replacement" from the Project Expenditure Category Group
	   o Choose "6.1-Provision of Government Services" from the Project Expenditure Category
	   o Project Name and Recipient Project ID – these are specific to your jurisdiction
	   o Enter total dollar value of current and cumulative obligations *(Enter "0" if project has not started)*
	   o Enter total dollar value of current and cumulative expenditures *(Enter "0" if project has not started)*
	   o Provide a description for the project (between 50 to 250 words)

Page 37	**Recipient Specific tab** **Make your one-time decision to either calculate revenue loss – or – elect a "Standard Allowance" of up to $10 million** • By electing the "Standard Allowance," Treasury will presume up to $10 million in revenue has been lost, not to exceed your award allocation • Recipients are permitted to use that amount to fund "government services" • Figure 39 – all recipients will need to answer additional questions
Page 51	**Certification tab** • Authorized Representative for Reporting (ARR) is asked to certify • Users not designated as an ARR will NOT be able to certify • Validate that project overview status is free of system identified errors • Click "Submit"

Other items to note

Page	Highlight
Page 6	**Login to Treasury's portal** • Landing page appears, listing "State and Local Fiscal Recovery Funds (SLFRF)" • Click "Go to Your Reports" or "Compliance Reports" • Select SLFRF Project and Expenditures report
Page 18	**Recipient profile** (Figure 13) • Upon login, you are directed to the recipient information page • Review and confirm key information for your organization (verify UEI number is listed) • NEU information is auto-filled based on information the Wisconsin Department of Revenue (DOR) collected in Form SL-330: Coronavirus Local Fiscal Recovery Funds Request and provided to Treasury

	Complete the SAM.gov information – if you: • Are registered – select "Yes" from the dropdown • If you are NOT registered – select "No" and answer two additional questions • Review/verify the fields are correct, then click "Save" and "Next" to proceed
Bulk upload option is available	(g) Enter projects using the bulk upload method Appendix B () – Bulk File Upload Overview *(generally used by larger award recipients)*
Narrative boxes 	• When filling out detailed narratives, Treasury encourages you to type out responses in a word processing application (ex: Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details; then copy and paste the final written narratives directly into the text boxes • Expand text boxes if needed – click and drag the icon in the bottom-right corner
Corrections/ resubmissions	• • (f) – edit or delete projects before submission
Appendix C 	Includes full list of 83 Expenditure Categories (EC) in detail: • Recipient is required to report **obligations** and **expenditures** according to the EC • Each project must align to only **one** EC • For each EC, one or more projects may be reported
Appendix I 	Frequently Asked Questions