

# Requesting ARPA – Local Fiscal Recovery Funds from the state of Wisconsin

## Q&A from June 10, 2021 Webinar

Below are the Wisconsin Department of Revenue (DOR) responses to questions from the June 10, 2021 Webinar on Requesting ARPA – Local Fiscal Recovery Funds from the state of Wisconsin, on behalf of the U.S. Department of Treasury.

### Getting Prepared

#### Not sure if I missed it, how do I find my NEU recipient number?

NEU recipient number is auto-filled in Section A, Line 5 of Form SL-330. After you e-file Form SL-330, you must retain a copy for your records.

### Treasury Questions

#### How and where do we access the Treasury documents that need signatures and the Assurances of Compliance document that are required in Sec. C of Form SL-330?

- [Award terms and conditions agreement](#)
- [Assurances of compliance with civil rights requirements](#)

#### Do the Treasury documents explain what our liability is for repayment of the LFRA funds?

Contact the U.S. Treasury Department question at [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov) for a response to this inquiry.

#### What is the email address to provide comments on ARPA directly to Treasury?

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

#### On the treasury forms, should the recipient be the Town of "xx" or the authorized representative's name?

The recipient would be the name of the municipality receiving the funds.

#### On the awards agreement there is a spot for a signature from Treasury. Who signs that?

Treasury signature is not required on forms – we interpret this as 'in office use only' as local governments wouldn't be able to attain a Treasury signature before submitting.

### DUNS Number

If your district does not have a DUNS number, visit [fedgov.dnb.com/webform/](https://fedgov.dnb.com/webform/) or call 1-866-705-5711. If you need additional help, you can submit your question to [D&B support](#).

### SAMS Registration

#### Do I need to register with SAMS.gov?

- Treasury requires all non-entitlement units to complete this registration
- There is no charge to register or maintain your entity SAM registration
- To register or renew – go to [SAM.gov](https://SAM.gov)
- Note: SAM registration can take up to three weeks
- If you need additional help, review the [SAM registration overview](#) or contact the Federal Service Desk at [FSD.gov](https://FSD.gov)

#### Do NEU's have to sign up for SAM?

Yes. NEUs are required to register on [SAM.gov](https://SAM.gov). You do not need it prior to e-filing Form SL-330, so you can e-file Form SL-330 requesting funds and then complete your SAM registration later.

## Total Annual Operating Budget

### Can you go over what can be included in the total annual operating budget again and what is excluded?

Based on the U.S. Treasury Department's frequently asked questions – the most recent budget is a municipality's most recent annual total operating budget, including its general fund and other funds, as of January 27, 2020. If a fund is within your operating budget, it should be included. This may include general fund, debt service, capital project fund, special revenue funds, enterprise funds, etc.

### Which budget information do we use, the 2020 or 2021 budget?

Use the 2020 total annual operating budget and other funds budget, as of January 27, 2020.

### Why is the date January 27 and not January 1?

Federal statute outlined this requirement. It is likely due to it being prior to the COVID-19 pandemic.

### Where do you find the number for January 27, 2020?

Unless it was amended afterwards, this will likely be your 2020 operating budget approved in fall of 2019.

### Do we take the budgeted expense? or budgeted revenue?

If your municipality is not operating within a balanced budget, you would report your total annual operating budgeted expenditures as of January 27, 2020.

### Are there any funds you know should NOT be included?

Treasury has not provided any funds that would be excluded. If a fund is within your operating budget, it should be included. This may include general fund, debt service, capital project fund, special revenue funds, enterprise funds, etc.

### Total annual budget including general funds does this mean all funds that the town owns?

If a fund is within your operating budget, it should be included. This may include general fund, debt service, capital project fund, special revenue funds, enterprise funds, etc.

## Filing the Form

### What time is the deadline to file on June 18?

The deadline is 11:59 p.m. on June 18, 2021.

### How do I change my email address in DOR gov?

Contact us at [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov) and we will update your email in MyDORGov.

### If we do not fill out the SL-330 form now, can we still do it next year?

No. Funds must be requested by June 18, 2021, and do not need to be obligated until December 31, 2024. Under federal statute, if municipalities are non-responsive, their allocation can be distributed to other eligible NEUs.

### Is there a printable blank version of Form SL-330?

Yes. You can print a blank copy using the left side "Print" button within Form SL-330. You must log into MyDORGov to access Form SL-330 to do this.

### What if a community submitted its form but has since found they need to make corrections to it?

You can return to MyDORGov and submit an amended Form SL-330 by June 18, 2021.

### What happens if the form is filed after June 18?

Treasury requires the states to distribute funds within 30 days. DOR is working to determine how to handle municipalities that were not able to file by June 18.

## Authorized Representative/Contact Person

### **Does the authorized representative have to be a different person than the clerk/treasurer?**

No. The municipality's governing body must identify the appropriate authorized representative. It can be a local government official.

### **Does the authorized representative have to be formally determined? Voted on in a meeting?**

Treasury has not provided guidance that the authorized representative has to be voted on in a meeting. The authorized representative is an individual with legal authority to bind the government entity.

### **What if the governing body can't meet to determine the Auth Rep by 6/18?**

The municipality's governing body must identify the appropriate authorized representative. Treasury requires the states to distribute funds within 30 days. DOR is working to determine how to handle municipalities that were not able to file by June 18.

### **Do you recommend the Town Board Chair be the authorized representative or the clerk/treasurer?**

Your municipality's governing body must determine who the authorized representative should be. A Town Board Chair can be the authorized representative.

### **Can the Municipal Clerk also be the authorized representative?**

Your municipality's governing body must determine who the authorized representative should be. The municipal clerk can be the authorized representative.

### **Must the Town Board designate the authorized representative by town board action at a noticed town board meeting.**

Your municipality's governing body must determine who the authorized representative should be. No requirement has been provided by Treasury that this be done at a board meeting or noticed.

### **The City Clerk is auto-filled for the form, but they are not the one completing the form and managing the funds/requirements. Can this be changed to the Treasurer on an individual basis as needed?**

The Municipal Clerk or Clerk/Treasurer will be listed on Form SL-330. This cannot be changed. However, if the Clerk has given access to the Treasurer to fill out forms in MyDORGov, the Treasurer can login and complete Form SL-330.

### **Does the contact person have to be the clerk if I as the finance director am completing the form?**

The Municipal Clerk or Clerk/Treasurer will be listed on Form SL-330. This cannot be changed. However, if the Clerk has given access to the Finance Director to fill out forms in MyDORGov, the Finance Director can login and complete Form SL-330.

## Attached Documents

### **For the two documents we need to sign and upload- can we just upload the signature pages, or do we need to upload the entire documents?**

Please include the entire document.

### **Where do we find the two forms we need to attach on the Treasury site or DOR site?**

Links to the Treasury are found on the right side panel in Section C of the SL-330 form

- [Award terms and conditions agreement](#)
- [Assurances of compliance with civil rights requirements](#)

### **I don't know how to sign the forms and send them**

You must print and sign them; then scan them so they can be attached to the form.

### **Are there be any additional documents to attach that you can think of?**

DOR does not require any additional documents.

## Payment Information

### **Do you lose money if you don't apply during the first window?**

Funds must be requested by June 18, 2021, and do not need to be obligated until December 31, 2024. Under federal statute, if municipalities are non-responsive, their allocation can be distributed to other eligible NEUs.

### **Will payments be by check or direct deposit?**

The state of Wisconsin will be utilizing the same bank account information and distribution method that we use for your Shared Revenue distributions, which could be ACH, check or LGIP.

### **Will we need to go through the application process for the second tranche or will that be automatic based on the 2021 filing?**

Treasury will provide additional guidance related to the second tranche in the future. We will communicate that information to local governments once known.

### **If a district declines allocation of funds, do those funds get spent by the state?**

Under federal statute, if municipalities are non-responsive, their allocation can be distributed to other eligible NEUs. NEUs also have the option to decline their allocation and transfer their funds to the state of Wisconsin by selecting the checkbox in Section B, Line 3 of Form SL-330.

### **Should we have a separate bank account (checking or savings) for these funds? Forgive me...is the funds via check or direct deposit?**

Treasury has not provided guidance requiring a separate bank account. Funds will be distributed in the same manner as your Shared Revenue funds.

### **What is the link to check amounts per NEU?**

On the DOR website at: [revenue.wi.gov/slfreportscotvc/arpa-neu.xlsx](https://revenue.wi.gov/slfreportscotvc/arpa-neu.xlsx)

### **Is a spending plan necessary to apply for funding?**

No. You must request the funds by June 18, 2021. However, municipalities have until December 31, 2024 to obligate these funds, and December 31, 2026 to complete projects.

### **This isn't a first come first serve basis, correct? It is pre-allocated based on population and just needs to be submitted BEFORE the June 18th deadline.**

That is correct. This is not first come, first serve and the distributions are based on population. Every Wisconsin municipality was [allocated funds](#). All requests must be submitted by the June 18, 2021 due date.

## Allowable Uses

Regarding the allowable uses of the funds - Treasury provided [frequently asked questions](#) – outlining the allowable uses for the funds, as well as, a [quick reference guide](#). Treasury has advised that questions related to the use of funds should be emailed to [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov). They are working on another update to their frequently asked questions based on submitted questions.

Wisconsin municipalities have until December 31, 2024 to obligate these funds, and December 31, 2026 to complete projects. Every Wisconsin municipality was [allocated funds](#). **Request funding now to ensure your municipality has the opportunity to provide relief and invest in your community!**

## Miscellaneous

### **Our Chief officer (Town Chair) not available to sign until after 6/21. On vacation. ??**

Your municipality would need to designate another authorized representative to sign the Treasury forms in order to successfully e-file Form SL-330 and request funding by the due date of June 18, 2021. An authorized representative is an individual with legal authority to bind the government entity.

**We are in two counties, do we just file in our primary?**

Yes. You will only file in your primary.

**What recipient address should be on the Award Terms? Must it match the MyDORGov address for the Clerk?**

Use the most appropriate recipient address for Treasury. It does not have to match MyDORGov information.

**Is CAGE Code Violation something from the DOR or a separate firm?**

CAGE code is related to the SAM.gov registration process and not to DOR.

**I understand that the Federal Government provided the census numbers. Does the state of Wisconsin have any flexibility on how they allocate these funds or must they use the census records numbers? Does the Governor have any discretionary funds he can allocate to help solve this inequity? What if the population is wrong?**

Federal statute requires that the allocations to NEUs be based on population. Treasury provided the population data to states based on the 2019 U.S. Census population data, which must be used for the allocation. For general questions, please email [SLFRP@treasury.gov](mailto:SLFRP@treasury.gov).

**Do I need to do a resolution with my board to approve this request?**

Treasury has not advised that a board resolution needs to be provided. However, be sure to adhere to your standard policies and procedures.