



ARPA – Local Fiscal Recovery Funds

Wisconsin Department of Revenue
State and Local Finance Division

Webinar June 10, 2021

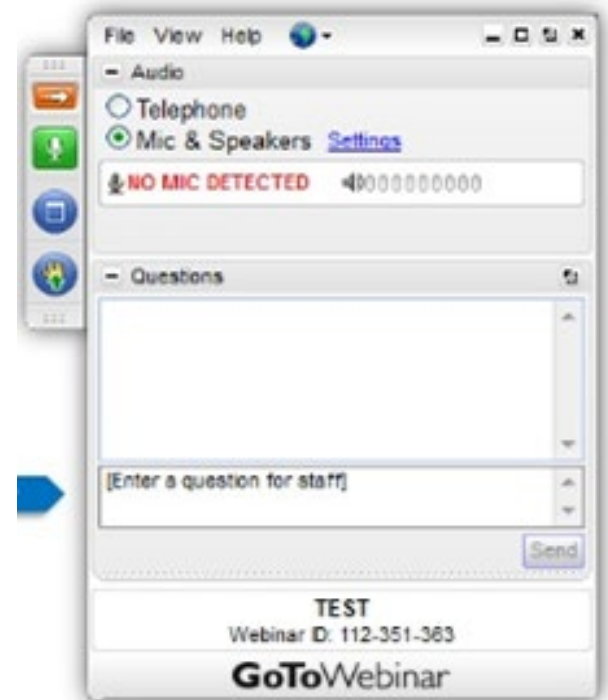
Hello!

- **Valeah Foy** – SLF Deputy Administrator
- **Scott Green** – Communications Specialist
- **Sharon Hoepfner** – Property Assessment Specialist
- **Lorraine Krueger** – Communications Supervisor
- **Sara Regenauer** – LGS Bureau Director
- **Deb Werner-Kelln** – Auditor



Webinar Information

- To ask a question, use the panel
- Enter a question
- Your response will be in the display section
- All Q&A and the recorded webinar will be posted on our website



Topics of Discussion

- ARPA Local Fiscal Recovery Funds Overview
- How to request funds
 - What to prepare before filing
 - Using My DOR Government Account
 - Submitting Form SL-330
- Resources
- Q&A

1.

American Rescue Plan Act
Local Fiscal Recovery Funds

American Rescue Plan Act (ARPA)

- Enacted in March 2021
- Administered by the U.S. Department of Treasury
- Coronavirus State and Local Fiscal Recovery Funds – infusion of resources to meet pandemic response needs

Local Fiscal Recovery Funds (LFRF)

- Provides \$19.53 billion to local governments nationwide
- Critical source of relief for the smaller local governments
- Receive aid directly from Treasury
 - Counties
 - Metropolitan cities (21 WI municipalities)
- Receive aid from state of Wisconsin
 - Non-entitlement units (NEUs) – typically municipalities with a population less than 50,000
 - NEUs – include towns, villages and cities (1,829 in Wisconsin)

Local Fiscal Recovery Funds (LFRF)

- Wisconsin will receive \$411,577,691 for NEUs
- NEU allocation based on population

$$\frac{\textit{Total population of the NEU}}{\textit{Total population of all eligible NEUs}} \times \textit{Aggregate state NEU payment}$$

- Estimate – revenue.wi.gov/slfreports/cotvc/arpa-neu.xlsx
- Payments will be split into two tranches
 - First tranche – summer of 2021 (approx. June 25)
 - Second 12 months later (approx. summer of 2022)

2021 Calendar



June 8

- Form SL-330 – available to e-file in MyDORGov

June 18

- Filing deadline – Form SL-330

June 25 (approx.)

- Payment distribution

American Rescue Plan Act (ARPA)

- Allowable uses:
 - Support public health expenditures
 - Address negative economic impacts caused by the public health emergency
 - Replace lost public sector revenue
 - Provide premium pay for essential workers
 - Invest in water, sewer and broadband infrastructure
- Questions on allowable uses – SLFRP@treasury.gov

2.

My DOR Government Account

Overview



- File state and local finance forms
- Update your contact information
- Provide others access to file on your behalf
- Need help?
 - Common questions/videos – revenue.wi.gov/Pages/FAQS/slf-vault.aspx
 - System issues – email otas@wisconsin.gov

Accessing MyDORGov



- MyDORGov icon is available on these landing pages:
 - Governments
 - Town, villages and cities
 - Counties
 - School/tech colleges/ special districts
 - TID information



[Login](#) | [Help](#)

My DOR Government Account (MyDORGov)

MyDORGov contains the majority of DOR's online local government forms.

MyDORGov benefits, include:

- Access to filings are assigned/approved
- Forms are specific to your role
- Ensures appropriate parties are filing your forms
- Easier to manage multiple forms and districts/companies

Accessing MyDORGov



- Click the icon and enter your email address

Accessing My DOR Government Account – email authorization:

For added verification, the Wisconsin Department of Revenue (DOR) utilizes email authorization to begin a filing session. You must enter an email address to receive a link before you can file.

Accessing My DOR Government Account

- Once you click the Login link in your email, you are directed to My DOR Government Account where your forms are located
- You can access My DOR Government Account from the same computer and browser anytime within 30 days. Once you access My DOR Government Account, it resets your 30-day window.
- If you do not access My DOR Government Account within 30 days or if you delete your browsing history (cookies), you must reenter your email address to generate a new link

Note

- Use the same computer and browser to access My DOR Government Account. If you would like to use a different computer, you must reenter your email address to receive a new Login link.
- Because your email is registered in our system, you do not need a password to access My DOR Government Account

Questions? contact us at otas@wisconsin.gov

Revenue System Login (this page will expire in 00:14:46)

Enter your email address and click "Login."

Email:

Login

Accessing MyDORGov



- Receive an email – click the link
- Must use the same web browser – copy and paste

Login authorization link

• DOR_SLF_DO_NOT_REPLY@wisconsin.gov

To Hoefner, Sharon D - DOR

Reply Reply All Forward ...

Tue 3/9/2021 6:57 AM

Click the login link below to open the application in your Internet browser.

<https://ww2.revenue.wi.gov/VaultExternal/index.html? t=E2.DC.96.A2.E9.11.C5.9D& d=864000000>

You might have to add a spam exception for @wisconsin.gov.
To add a spam exception in Microsoft Office 365 Outlook:

- On the Home tab, click "Junk"
- Select "Junk E-mail Options"
- On the Safe Senders tab, click "Add"
- Type "@wisconsin.gov" into the text box and click "OK"
- If you still don't see the authorization email, go back to the web page and re-enter your email address to receive a new message in your inbox

MyDORGov Homepage



- Permissions granted

Select or enter your district/office: CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC

Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Form	Name	Due Dates
AT-827	Wisconsin Liquor Licenses	July 15, 2021
BOR-C	Book and Board of Review Calendar	April 19, 2021
MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	March 31—pop 2,500 or less May 1—pop over 2,500
MFR-CT	Municipal Financial Report for Wisconsin Towns	March 31—pop 2,500 or less May 1—pop over 2,500
PA-107	Board of Review Member Training Affidavit	Before Board of Review's first meeting
PA-521	Statement of Assessment	June 14, 2021
PC-201	Request for Charge Back of Rescinded or Refunded Taxes	October 1, 2021
PC-205	Request for Sharing of Non-Manufacturing Omitted Property Taxes	October 1, 2021
PE-110	TID Final Accounting Report	Within 1 year of termination resolution
PE-300	TID Annual Report	July 1, 2021
SL-202M	Municipal Levy Limit Worksheet	December 15, 2021
SL-203	Expenditure Restraint Program Worksheet	May 3, 2021
SL-304	Room Tax Report	May 3, 2021
SL-311	Video Service Provider Report	August 16, 2021
SL-320M	Municipal Fallen Protective Services Insurance Report	March 15, 2021
SL-330	Coronavirus Local Fiscal Recovery Funds Request	June 18, 2021

MyDORGov Homepage




- No permissions granted

A screenshot of the My DOR Government Account homepage. The header is dark blue with the Wisconsin Department of Revenue logo on the left and the text "My DOR Government Account" in the center. On the right of the header is a "View User Info" button with a person icon. The main content area is white and contains a welcome message, a "Next Steps" section with a list of office types, an "Assessors" section with a link to the Equalization Bureau, and a "Questions" section with links to filing help and a reset button.

Wisconsin
Dept of Revenue

My DOR Government Account

View User Info 

Welcome to My DOR Government Account, which allows local government officials and others to electronically file (e-file) forms with the Wisconsin Department of Revenue (DOR). According to our records, you do not have an assigned office/access.

Next Steps


If you hold or represent one of these offices, click "View User Info" above to update your profile and request an office/access.

- Clerk (municipal or county)
- Treasurer (municipal or county)
- Municipal Clerk/Treasurer
- Special District (lake, metro sewer, sanitary)
- Technical College
- Utility Company

Assessors

- Municipal Assessor: If you are a Municipal Assessor or assessment staff, submit your request through an [Equalization Bureau District Office](#)

Questions

- General Filing
 - Review our [online filing help](#)
 - Contact otas@wisconsin.gov or (608) 266-7750
- [Reset MyDORGov](#) 

MyDORGov Homepage



- If no permissions granted – and the user is the Municipal Clerk
 - Click 'View User Info' in the top right corner
 - 'Your Office Summary' (on the left) – will list the offices the user holds based on DOR records (ex: Clerk or Clerk/Treasurer)
 - If the office is not listed – click 'Request Office'
 - Select the office, enter the required information and click 'Send'
 - DOR will review the request and add the office, if approved
 - Requestor is notified by email either way upon completion

MyDORGov Homepage



- If no permissions granted – and the user **is not** the Municipal Clerk
 - Click 'View User Info' in the top right corner
 - 'Your Access Summary' (on the right) – will list the accesses the user holds
 - If the needed access is not listed – click 'Request Access'
 - Select the office, enter the required information and click 'Send'
 - The local official will review the request and approve/deny the request
 - Requestor is notified by email either way upon completion

Any questions?



3.

Getting Prepared

Before Requesting Funds

- Ensure your district has a DUNS number
 - DUNS Number is issued by Dun & Bradstreet
 - DUNS Number is required prior to registering with the [SAM.gov](https://sam.gov) database
 - Registering for a DUNS Number is free of charge
 - To register – go to fedgov.dnb.com/webform/ or call 1-866-705-5711
 - Submit your question/case to support.dnb.com/?CUST=GOVTDUNS

Before Requesting Funds

- Ensure the Municipal Clerk or Clerk/Treasurer contact information is accurate within MyDORGov
 - Local official must log into MyDORGov
 - Click 'View User Info' in the top right corner
 - Click 'Edit User Profile' to make changes
 - **Note:** If your email address is listed incorrectly, contact lgs@wisconsin.gov

Items to Have Ready

- To successfully complete Form SL-330 – you must have the following items ready
 1. Federal Taxpayer Identification Number or Federal Employer Identification Number
 2. DUNS number
 3. Total annual operating budget, including general fund and other funds, as of January 27, 2020
 4. Contact information of Municipal Clerk or Clerk/Treasurer – to ensure this information is accurate on the form

Items to Have Ready

- To successfully complete Form SL-330 – you must have the following items ready
 5. Contact information of authorized representative for your municipality (same individual signing the Treasury forms below)
 6. Completed Treasury forms – signed by an authorized representative
 - [Award terms and conditions agreement](#)
 - [Assurances of compliance with civil rights requirements](#)

As Soon as Possible

- Confirm your district has an active SAM registration
 - Treasury requires all non-entitlement units to complete this registration
 - It is not required to submit your request to DOR; it will be required to complete required reporting with Treasury in October 2021
 - 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 have questions, review the [SAM registration overview](#) or contact the Federal Service Desk at [FSD.gov](https://fsd.gov)

4.

Submitting Form SL-330

Section A

Section A - District Information ☰

1. Federal Taxpayer Identification Number ⓘ

2. DUNS Number ⓘ

3. Authorized representative for your district ⓘ

Name

Title

Email

4. Contact person for your district ⓘ

Name KATHY TESTER

Title CLERK

Phone 555-555-5555

Email CLERK@EMAIL.COM

Mailing address 123 MAIN STREET
BADGER, WI 53590

5. Non-Entitlement Unit (NEU) Recipient Number ⓘ WI0000

Section A

- **Line 1** – District's Employer Identification Number or Taxpayer Identification Number issued by the Internal Revenue Service
- **Line 2** – DUNS number is issued by Dun & Bradstreet
 - To register – go to fedgov.dnb.com/webform/ or call 1-866-705-5711
- **Line 3** – Authorized representative name, title and email
 - Same person that signed the two Treasury docs attached in Section C - Attachments

Section A

- **Line 4** – (auto-filled) Municipal Clerk or Clerk/Treasurer contact information
 - Ensure this is correct before submitting
- **Line 5** – (auto-filled) Non-entitlement unit recipient number
 - Unique number assigned to your district
 - Retain it for your records; needed for Treasury reporting

Section B

Section B - Budget/Funding Information	
1. Total annual operating budget, including general fund and other funds, as of January 27, 2020	<input type="text"/>
2. Total expenditures and other financing uses, as of December 31, 2019, based on your 2019 Financial Report	\$ 358,069
3. Check the box if your district elects to decline its allocation of Local Fiscal Recovery Funds and transfer the funds to the State of Wisconsin	<input type="checkbox"/>

Section B

- **Line 1** – District's total annual operating budget, including general fund and other funds, as of January 27, 2020
 - Operating budget for calendar year 2020, as of January 27, 2020
- **Line 2** – (auto-filled) Total expenditures and other financing uses, as of December 31, 2019, based on the district's 2019 Financial Report
 - For informational purposes only
- **Line 3** – Checkbox to **decline** allocation and transfer the funds to the state of Wisconsin
 - If this is selected – DOR will follow-up to attain additional information

Section C

Section C - Attachments

You must attach **both** documents **signed** by the authorized representative listed in Section A, Line 3.

1. Award terms and conditions agreement.....

Attach file



2. Assurances of compliance with Title VI of the Civil Rights Act of 1964.....

Attach file



Section C

- **Both** Treasury documents must be **completed and signed** by your district's authorized representative
- Click the 'paperclip' to select the file from your computer to attach
- **Line 1** – Award terms and conditions agreement
 - home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf
- **Line 2** – Assurances of compliance with Title VI of the Civil Rights Act of 1964
 - home.treasury.gov/system/files/136/Title_VI_Assurances.pdf

Section D

- Similar to all other MyDORGov forms
- Preparer information – enter name, title, email and phone number
- Comments – may enter an explanation or additional information
- Attachment – may attach additional documents
- Signature statement – must select 'Yes' that everything is true and accurate

Confirmation Page

- When you click 'Submit' – you'll go to a confirmation page
- Before leaving the confirmation page – **you must click 'Print'** to download a PDF copy of your submission with your confirmation number

Any questions?



5.

Resources

Email Updates



- Stay Informed!
- Receive email updates about law changes, filing reminders, updated reports and notifications
- To subscribe
 - Municipal officials – revenue.wi.gov/Pages/HTML/lists.aspx
 - County officials – email: otas@wisconsin.gov

DOR Resources



- DOR website – revenue.wi.gov
- ARPA web page – revenue.wi.gov/Pages/SLF/ARPA.aspx
- MyDORGov – ww2.revenue.wi.gov/VaultExternal/index.html
- Estimate – revenue.wi.gov/slfreportscotvc/arpa-neu.xlsx
- Email communications – revenue.wi.gov/Pages/SLF/cotvc-messages-home.aspx

DOR Resources



- Questions for DOR –
DORLocalRecoveryFunds@wisconsin.gov
 - Estimate amount
 - How to request funding
 - MyDORGov
 - Form SL-330
 - Payment timeline

Treasury Resources



- NEU webpage – home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units
- NEU guidance – home.treasury.gov/system/files/136/NEU_Guidance.pdf
- NEU checklist for requesting funds – home.treasury.gov/system/files/136/NEU_Checklist_for_Requesting_Initial_Payment.pdf
- NEU frequently asked questions – as of June 7, 2021 home.treasury.gov/system/files/136/NEU-FAQs.pdf

Treasury Resources



- Interim Final Rule –
[govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf](https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf)
- Factsheet –
home.treasury.gov/system/files/136/SLFRP-Fact-Sheet-FINAL1-508A.pdf
- Frequently asked questions – as of May 27, 2021
home.treasury.gov/system/files/136/SLFRPFAQ.pdf
- Quick reference guide –
home.treasury.gov/system/files/136/SLFRP-Quick-Reference-Guide-FINAL-508a.pdf

Treasury Resources

- Questions for Treasury – SLFRP@treasury.gov
 - Allowable uses of funds
 - Timeline to spend the funds



Thanks!

Any questions?

You can find us at:

DORLocalRecoveryFunds@wisconsin.gov

(608) 266-2772

