

## **April 30<sup>th</sup> is Deadline for ARPA Fiscal Recovery Fund Reporting.**

April 30<sup>th</sup> is the deadline for both Metro Cities and Non-Entitlement Units (NEUs) of local government to report the status of their Fiscal Recovery Fund expenditures, as required by the American Rescue Plan Act (ARPA).

Treasury strongly encourages cities to start submitting their information early, and not leave it to the last minute as the Department does not extend individual recipient deadlines.

Treasury released today Frequently Asked Questions (FAQs) regarding the submittal of your Reports. We include them below:

- 1. Question: I have a number of questions about the reporting process, where is the best resource for general information about reporting?**  
Recipients should visit Treasury's reporting [homepage](#) for extensive information on the reporting process including a user guide with step-by-step instructions, how to videos, and other resources to answer commonly asked questions.
- 2. Question: I can fill out the report but when I go to submit it says I am not the Authorized Representative and cannot submit.**  
Treasury has updated roles for all NEUs at this time and recipients having this issue should try again to submit their report. If they need to change roles themselves, users can watch the video here: <https://youtu.be/w7vbi94rVDIlf>. If they continue to have issues, they should reach out to our helpdesk.
- 3. Question: After logging in error message appears that says "No matching contact record was found. Please contact your Account Administrator to create a Contact Record for you in the system...."**  
This means Treasury does not currently have this person's email address listed as a contact person for a particular recipient. They should e-mail Treasury at [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) or call our call center at 844-529-9527.
- 4. Question: I sent an email requesting help but I have not heard back yet.**  
Treasury has received a large number of messages from recipients and some recipients are experiencing a delay in receiving a response. Our helpdesk staff are working as fast as possible to respond to all messages in the order they were received. Recipients should avoid sending multiple emails to the inbox with the same question as this will further delay responses for recipients as helpdesk staff take the time to review duplicate inquiries.

The reporting of the Fiscal Recovery Fund expenditures is extremely important and we encourage Mayors to get an update on the progress of your city's submittal.