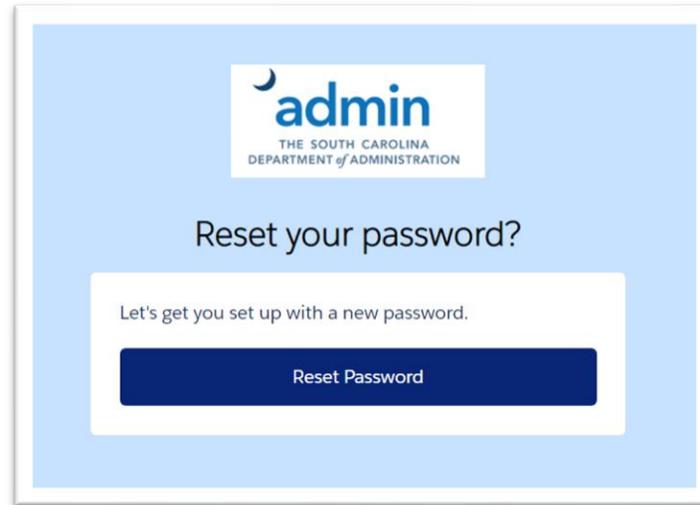


# AMERICAN RESCUE PLAN – LOCAL GOVERNMENTS

## Instructions for Accessing the Registration Portal

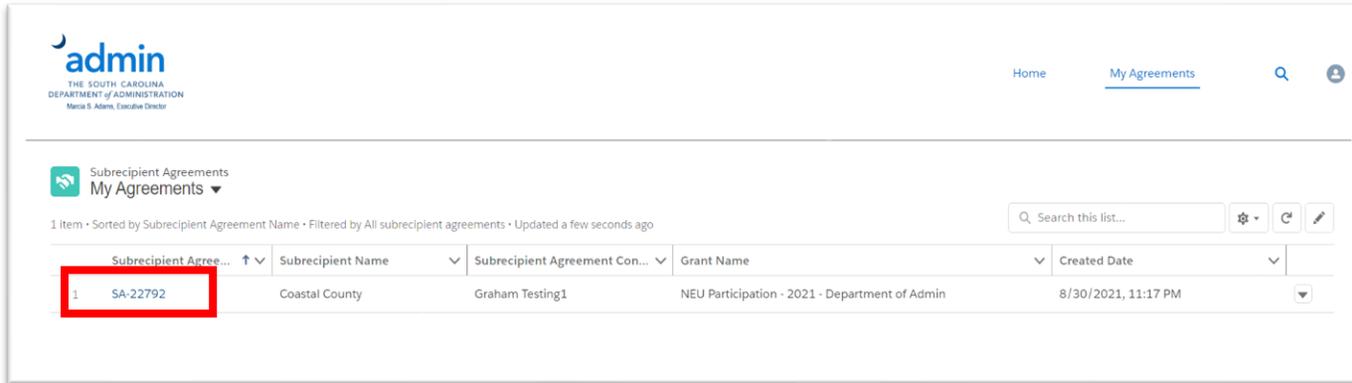
**STEP 1:** For security purposes, you will receive two separate emails containing your login information. One email will contain your username and a login link. The second will contain a link to reset your password. Follow this link and reset your password. Once your password is reset, use your username and the login link to log in to the portal.



**STEP 2:** Click “My Agreements” in the upper right corner of the homepage. This will allow you to access and confirm that the information entered on your local government’s behalf is correct.



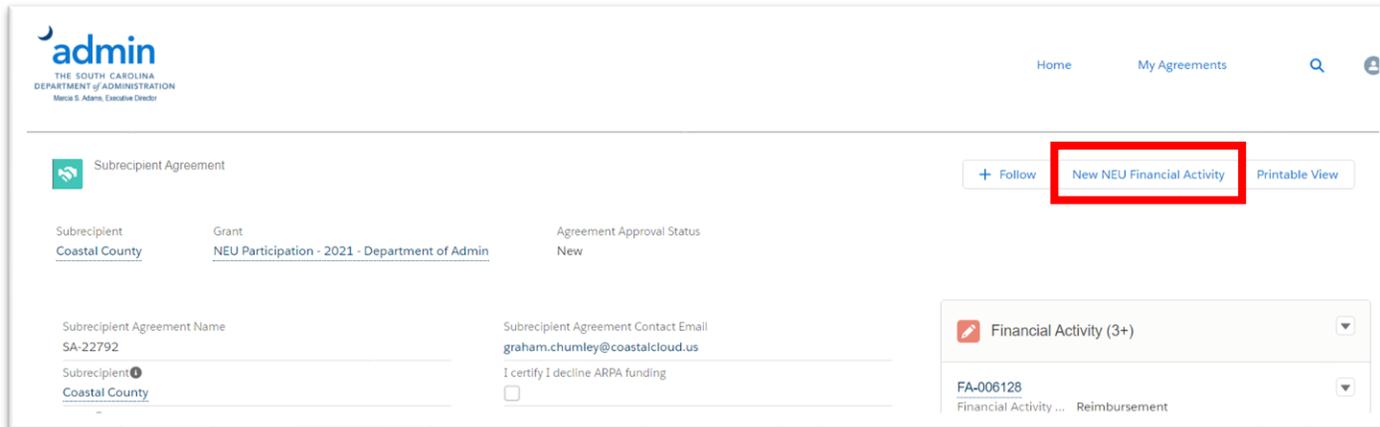
**STEP 3:** Click the blue SA-XXXXX. This allows you to confirm the authorized contact for your local government and that you have reviewed the information entered on behalf of your local government.



The screenshot shows the 'admin' portal for the South Carolina Department of Administration. The 'My Agreements' section is active, displaying a table of subrecipient agreements. The first row is highlighted with a red box.

Subrecipient Agree...	Subrecipient Name	Subrecipient Agreement Con...	Grant Name	Created Date
1 SA-22792	Coastal County	Graham Testing1	NEU Participation - 2021 - Department of Admin	8/30/2021, 11:17 PM

**STEP 4:** Review information on this screen and then click “New NEU Financial Activity.”



The screenshot shows the detail view for the subrecipient agreement SA-22792. The 'New NEU Financial Activity' button is highlighted with a red box.

Subrecipient Agreement

Subrecipient: Coastal County | Grant: NEU Participation - 2021 - Department of Admin | Agreement Approval Status: New

Subrecipient Agreement Name: SA-22792 | Subrecipient Agreement Contact Email: graham.chumley@coastalcloud.us

Subrecipient: Coastal County | I certify I decline ARPA funding:

Buttons: + Follow, **New NEU Financial Activity**, Printable View

Financial Activity (3+)

- FA-006128: Financial Activity ... Reimbursement

**STEP 5:** Answer the question to complete the survey. Depending on how you answer the first question, there may be additional questions to answer. Please carefully read the first question. To answer the first question, disregard the “NONE” option and select either:

- **“Yes”** to indicate you decline funding and **DO NOT** wish to participate in the Local Fiscal Recovery Program.\*
- OR
- **“No”** to indicate you **DO WANT** to request funds and be a Recipient of Local Fiscal Recovery Funds.

\*If you select yes indicating you do not wish to participate, there will be no further survey questions.

The screenshot shows a modal window titled "New NEU Financial Activity" with a close button (X) in the top right corner. The question is "\* Would you like to decline funding allocation?". A dropdown menu is open, showing the following options: "--None--", "--None--", "Yes, I decline funding and DO NOT wish to participate in the Local Fiscal Recovery program", and "No, I DO want to request funds and be a Recipient of Local Fiscal Recovery Funds".

**STEP 6:** If you selected “NO” in the previous step, ensure you have budget documentation available and are ready to upload. **It is mandatory for local governments to upload a budget.** Select “Yes” to indicate you have a total operating budget. Then enter your local government’s total operating budget.

The screenshot shows the same "New NEU Financial Activity" modal window. The question is "\* Do you have a total operating budget?". The "Yes" option in the dropdown menu is highlighted with a red box. Below the dropdown is a text input field for the budget amount, and a blue "Next" button is visible in the bottom right corner.

**NOTE:** If you answer “No” to the question in Step 6, you will be prompted and required to enter a figure for your top-line expenditure. **However, not selecting “YES” and not uploading a mandatory operating budget will likely cause delays in receiving funding.**

New NEU Financial Activity

\* Do you have a total operating budget?

No

\* If you answered no to the question above, you must provide your top line expenditure:

Next

**STEP 7:** Complete the certification box that requires you to select a SAM.gov Registration Status and enter your local government’s nine-digit DUNS Number. Then click on each box that requires certification from the local government. Once you have clicked on and certified each box, select “Next.”

### New NEU Financial Activity

\*SAM.gov Registration Status

\*DUNS Number

I certify my reported budget numbers included in this submission are accurate and up to date. Further, as part of my first report to Treasury, I understand that I will be asked to submit the actual budget documents that validate the submitted budget total.

I certify if my total allocation is found to be more than 75 percent of my reference budget, the State of South Carolina will return the amount of the allocation in excess of my reference budget to the U.S. Department of Treasury.

I certify that I am aware of and agree to the Assurances of Compliance with Title VI provided by the Treasury and will submit a signed copy to the State. I will also retain a copy of this signed agreement to submit to the Treasury with the first report to Treasury

- Title VI of the Civil Rights Act of 1964:  
[https://home.treasury.gov/system/files/136/Title\\_VI\\_Assurances.pdf](https://home.treasury.gov/system/files/136/Title_VI_Assurances.pdf)

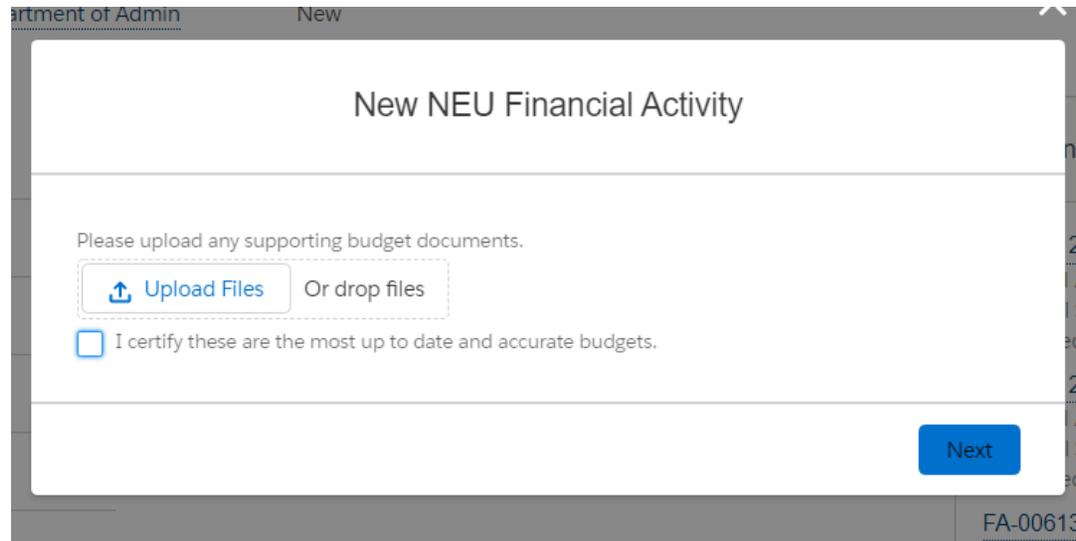
I certify that I am aware of and agree to the Award Terms and Conditions provided by the Treasury and will submit a signed copy to the State. I will also retain a copy of this signed agreement to submit to the Treasury with the first report to Treasury.

- Award Terms and Conditions:  
[https://home.treasury.gov/system/files/136/NEU\\_Award\\_Terms\\_and\\_Conditions.pdf](https://home.treasury.gov/system/files/136/NEU_Award_Terms_and_Conditions.pdf)

*Note: NEUs will receive an electronic request for signature on the (1) budget attestation, (2) Assurances of Compliance with Title VI, and (3) Award Terms and Conditions upon submission of this Financial Activity request.*

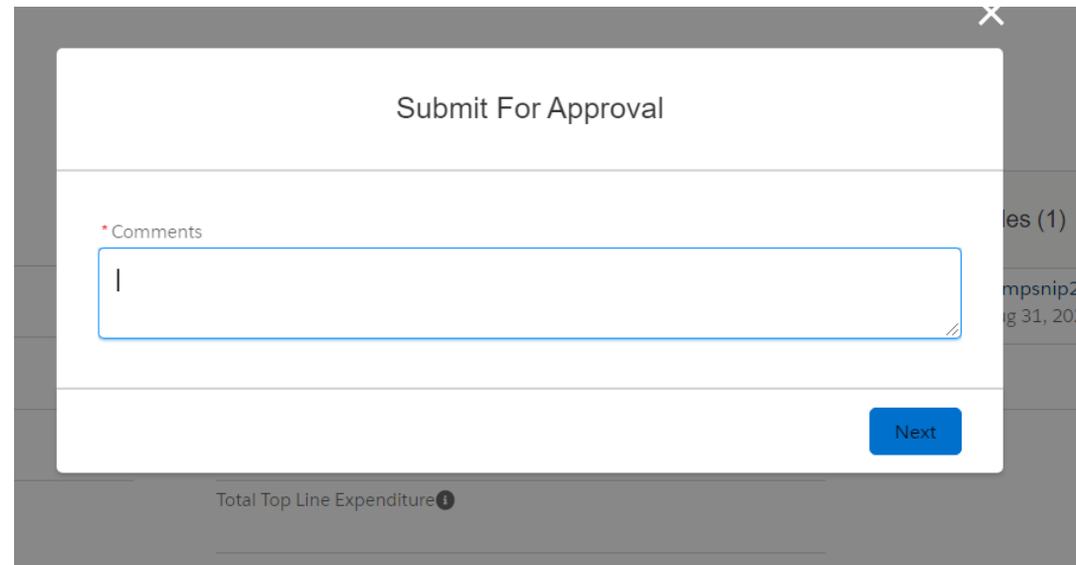
**STEP 8:** During this step, you will be asked to upload the current, approved budget document or the one approved and in effect as of January 2020.

Once you've uploaded the document(s), you will need to click in the blue outlined box to certify that you are providing the most up-to-date and accurate budgets.



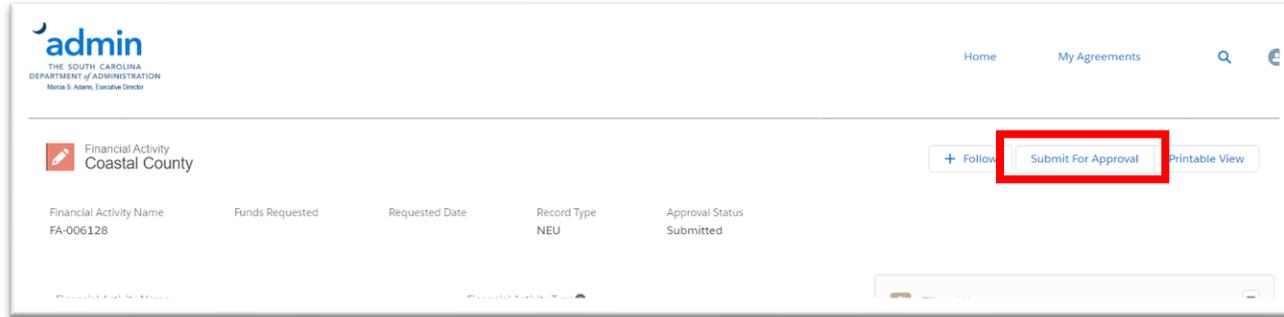
The screenshot shows a web form titled "New NEU Financial Activity". At the top, it says "Please upload any supporting budget documents." Below this is a dashed box containing an "Upload Files" button with an upward arrow icon and the text "Or drop files". Underneath is a checkbox with the text "I certify these are the most up to date and accurate budgets." A blue "Next" button is located in the bottom right corner. The form is part of a larger application window with a grey header and footer.

The "Submit for Approval" box will appear. Type the word "NONE" in the box and hit "Next."



The screenshot shows a web form titled "Submit For Approval". It features a text input field with a blue border and a red asterisk, labeled "Comments". The field contains the letter "I". A blue "Next" button is positioned in the bottom right corner. The form is part of a larger application window with a grey header and footer.

**STEP 9:** You will then be redirected to the Financial Activity record. Review and then click “Submit For Approval.”



**STEP 10:** Once submitted, the authorized representative on your account will receive an email for documents that will require an e-signature. Only the authorized representative on your account can electronically sign the documents. The three documents that require signatures are:

1. NEU Attestation
2. NEU Award Terms and Conditions
3. Title VI Assurances

