

Instructions for using Elite to request or decline funding under the ARPA (CLFRF)

Note: When completing the ELITE submission, make sure to save your data as you complete each page. You may exit out of the submission process at any time, you can click Resume on the landing page to continue the submission. You have the opportunity to make changes to your submission before certifying.

Filing the ARPA submission on the Local Government Electronic Filing (ELITE) System

Directly Open Link for: [TL41W71 \(state.mi.us\)](https://tl41w71.state.mi.us) ELITE or go to www.michigan.gov/cefd and select “File and Search Reports” and then select “File Online Reports”.

1. Sign in with your User ID and Password
Note: you will now see that your name and local unit information will be above the “Form” field. If not, you will have to select your county, municipality type and municipality name.
2. Form: from the drop down, select “ARPA CLFRF Request”
Note: The Fiscal Year and Audit Filed Under fields are greyed out. You will not need this information.
3. Click on Create Form – another page will generate
Note: Select one of the 3 options listed. Option One is used if you are accepting the funds. If you are declining the funds, you can select Option Two or Option Three. The difference between Option Two and Three is based upon what happens to the funds that your jurisdictions was supposed to receive. When selecting Option Two the funds are returned to the State to be used at their discretion and when selecting Option Three the funds will be reallocated all other local units that selected Option One.

Option One

By selecting this option, you will begin the process of accepting the funds eligible for under the Coronavirus Local Fiscal Recovery as part of the American Rescue Plan Act

- a. Enter: Municipality Tax ID Number, DUNS Number. Both numbers are nine digits with the tax ID number being formatted as follows XX-XXXXXXX
- b. Your Customer Vendor Number and Address ID from the State’s SIGMA Vendor Self Service (VSS) payment system will auto populate. Verify that these numbers are correct and associated banking information has been verified.

NOTE: Instructions for “How to find your SIGMA Vendor Number” are located on Michigan.gov/ARPA, under Non-Entitlement Units of Local Government (NEU).

1. If the information is correct select box that you confirmed.

2. If the information is not correct, select box that the CV Number and/or Address ID is not correct. You will then be able to enter the correct Information.
- c. Enter your Top-Line Budget (Total annual operating budget) which will populate your Total Estimated Amount Per the ARPA you are not able to receive more than 75% of your operating budget. To review estimated payments amounts before the 75% calculation visit <https://www.michigan.gov/arpa>.
- d. Click Save
- e. Click Next: Attach - another page will generate
- f. Attach the 3 documents that are required: Choose file and select the appropriate file for each category. Please note that that **all documents must be PDF format**
 1. Attachment One: [5751 – CLFRF NEU Funding Election and Budget Certification Form](#)
 2. Attachment Two: [Award Terms and Conditions \(as provided by Federal Treasury\)](#)
 3. Attachment Three: [Compliance with Title VI of the Civil Rights Act of 1965 \(as provided by Federal Treasury\)](#)
- g. Click Save
- h. Click Certify and Submit – another page will generate
- i. Fill in Contact information: Name, Title, Phone Number, Email Address
- j. Fill in Chief Administrative Officer Information: Name, Title, Phone Number, Email Address
- k. Fill in Local Unit Address Information: Street Address, city, Zip (state is auto populated to Michigan)
- l. Check the box for Certification and fill in your name and title
- m. Click Save
- n. Click Submit. – A message will appear that submission was successful along with the date, time of submission and confirmation number. Please print this for your records.
- o. Click OK to exit out of submission

Note: If any required information is not completed or incorrect, you will receive errors in red and your submission will not be successful. Make corrections where needed and finish submission request.

Option Two

Please note, U.S. Treasury requires an additional form be completed if selecting this option. Currently, this form is not available, and your local government cannot complete the electronic submission process at this time. Michigan Treasury will notify local governments when this form becomes available.

By selecting this option, the local unit will provide a signed notice they are declining the funds under section 603 (C)(iv) of the American Rescue Plan Act. This action will effectively transfer the funds back to the State of Michigan and to be used at their discretion.

- a. Enter Top-Line Budget (Total annual operating budget)
- b. Enter DUNS Number
- c. Click Save
- d. Click Next: Attach - another page will generate
- e. Attach the 2 documents that are required – **All documents must be PDF format:**
 1. Attachment One: [5751 – CLFRF NEU Funding Election and Budget Certification Form](#)
 2. Attachment Two: U.S. Treasury Notice of Transferring CLFRF Funds to the State. (Link to be provided on Michigan.gov/ARPA when available)
- f. Click Save
- g. Click Certify and Submit – another page will generate
- h. Fill in Contact information: Name, Title, Phone Number, Email Address,
- i. Fill in Chief Administrative Officer Information: Name, Title, Phone Number, Email Address
- j. Fill in Local Unit Address Information: Street Address, City and Zip (State is auto populated to Michigan)
- k. Check the box for Certification and fill in your name and title
- l. Click Save
- p. Click Submit. – A message will appear that submission was successful along with the date, time of submission and confirmation number. Please print this for your records.
- q. Click OK to exit out of submission

Note: If any required information is not completed or incorrect, you will receive errors in red and your submission will not be successful. Make corrections where needed and finish submission request.

Option Three

By selecting this option, the NEU declines the CLFRF funding by selecting neither Option One or Option Two; and therefore, the NEU's CLFRF funds will be distributed proportionately to NEU's that elected Option One. For U.S. Treasury purposes, the NEU will be classified as "non-responsive."

- a. Click Save
- b. Click Next: Attach – another page will generate
- c. Attach the 1 document that is required – Document must be PDF format:
 1. Attachment One: [5751 – CLFRF NEU Funding Election and Budget Certification Form](#)

- d. Click Save
- e. Click Certify and Submit – another page will generate
- f. Fill in Contact information: Name, Title, Phone Number, Email Address
- g. Fill in Chief Administrative Officer Information: Name, Title, Phone Number, Email Address
- h. Fill in Local Unit Address Information: Street Address, City, Zip (State is auto populated to Michigan)
- i. Check the box for Certification and fill in your name and title
- j. Click Save
- k. Click Submit. – A message will appear that submission was successful along with the date, time of submission and confirmation number. Please print this for your records.
- l. Click OK to exit out of submission

Note: If any required information is not completed or incorrect, you will receive errors in red and your submission will not be successful. Make corrections where needed and finish submission request.