

American Rescue Plan Act (ARPA): Coronavirus Local Fiscal Recovery Fund (CLFRF)

Resubmission required in ELITE

ARPA CLFRF Request Error Guidance

The Michigan Department of Treasury recently completed the audit of submitted ARPA CLFRF Requests. If an error was found during the audit, a notification was sent to the NEU describing the errors found. To find a copy of your letter visit the Michigan Department of Treasury [Document Search Site](#).

To view the ARPA CLFRF status of a local unit visit www.michigan.gov/arpa and select “CLFRF NEU Status.” Below is guidance on how to correct and resubmit the ARPA CLFRF Request. Please note that local units may have more than one error. Before resubmitting make sure all errors are corrected.

Most common errors that need to be addressed are:

- Not all information on required forms was completed. For example, local unit name, address, DUNS number, etc. may have been left blank.
- The form(s) were not signed by the Chief Administrative Officer (CAO). Examples of CAOs are a City/Township/Village Manger, Mayor, Supervisor, or President.
- Not all pages of the forms were uploaded.

Resubmitting ARPA CLFRF Request

Please review the error messages listed in your letter of notification. You need to resubmit your ARPA CLFRF Request after addressing your errors.

Follow these steps below to resubmit your ARPA CLFRF Request:

1. Log into the [ELITE system](#) using the user ID and password you have created.

Note: Once logged in you will see 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.

***=Required Fields**

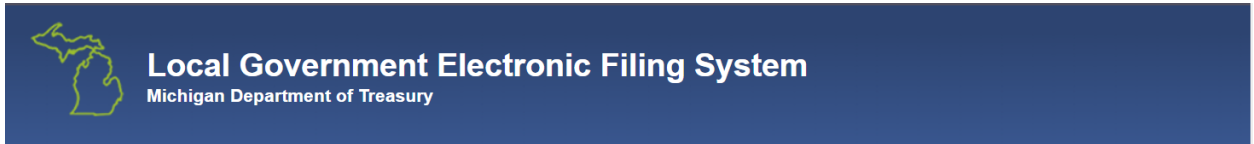
* User ID: [Request Access New User](#)

* Password: [Forgot Password](#)

* Security Code: 9XA6D

Enter the Security Code shown above:

- Next to the "Form:" field, select from the drop down, "ARPA CLFRF Request – Resubmit Report (#####)"



Welcome Scott Saren of [redacted] Municode: [redacted] You have a resubmit. [User Profile](#) [Logout](#)

* = Required Fields

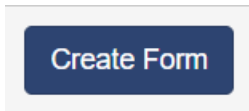
*Form:

*Fiscal Year:

*Audit Filed Under:

Year	Form	Municipality	Submitted By	Date	Status	View	Voucher	Delete
2020	Extension Requests	[redacted]	Scott Saren	05/05/2021	Received	View		
2020	Extension Requests	[redacted]	Scott Saren	02/11/2021	Received	View		
2019	Extension Requests	[redacted]	Scott Saren	03/01/2021	Received	View		
2019	Qualifying Statement	[redacted]	Scott Saren	05/28/2020	Received			
2019	Security Report	[redacted]	Scott Saren	04/08/2019	Received	View		
2017	Auditing Procedure Report (for Audit)	[redacted]	Scott Saren	12/07/2017	Received			
2016	Auditing Procedure Report (for Audit)	[redacted]	Scott Saren	12/07/2017	Received			

- Click on Create Form – another page will generate.



- The data that was originally entered into the ARPA CLFRF Request will be prepopulated. You will not have to reenter any previously submitted information. You will only need to modify the data that is necessary to resolve the identified errors.
- Update the PDF with corrected information. To replace the previously submitted file, click on "choose file" to attach a corrected version of the PDF. Ensure that ALL pages of the documents are included in the PDF. Only updated documents will need to be reattached.

Attach Msg	Browse
5751 - CLFRF NEU Funding Election and Budget Certification Form. (Done - 5751.pdf)	<input type="button" value="Choose File"/> No f...sen
Award terms and conditions (as provided by Federal Treasury). (Done - Terms.pdf)	<input type="button" value="Choose File"/> No f...sen
Compliance with Title VI of civil rights act of 1964 (as provided by Federal Treasury). (Done - Compliance.pdf)	<input type="button" value="Choose File"/> No f...sen

6. Click "Certify/Submit" to move to the next page
7. Once **all** errors are corrected with your submission, check the box for "Certification" and then click "Submit". A message will appear that the submission was successful along with the date, time, and confirmation number. Please print this for your records. Your local unit will receive e-mail notification once your resubmission has been reviewed.

Common Errors

The following is a summary of some of the common errors that local unit may need to resolve. The specific errors that need to be addresses are listed in the “Resubmission required in ELITE” that was sent to the NEU. Local unit may view this letter by visiting the [Michigan Department of Treasury Document Search Site](#).

Document	Error Message	How to Resolve
Award Terms and Conditions	The local unit’s name and/or address on the Award Terms and Conditions Agreement form was either left blank in the signed agreement or does not match what was electronically entered on the “ARPA CLFRF Request” form in the ELITE system.	Review the example in Appendix A. The Recipient Name and Address should match your municipality name and address as was entered during the certification of your ARPA CLFRF Request submission within the ELITE system.
Award Terms and Conditions	The NEU did not enter a DUNS number on the Award Terms and Conditions Agreement.	Review the example in Appendix A, then resubmit ARPA CLFRF Request with a valid DUNS number.
Award Terms and Conditions	The NEU’s DUNS number on the Award Terms and Conditions Agreement does not match what was electronically entered on the “ARPA CLFRF Request” form in the ELITE system.	Review the example in Appendix A, then verify both Award Terms and Conditions and the ELITE submission to verify correct DUNS number then resubmit ARPA CLFRF Request.
Award Terms and Conditions	The NEU did not enter a Taxpayer Identification Number on the Award Terms and Conditions Agreement.	Review the example in Appendix A, then resubmit ARPA CLFRF Request with a valid Taxpayer Identification Number.
Award Terms and Conditions	The NEU’s Taxpayer Identification Number on the Award Terms and Conditions Agreement does not match what was electronically entered on the “ARPA CLFRF Request” form in the ELITE system.	Review the example in Appendix A, then verify both the Award Terms and Conditions and the ELITE submission to verify correct FEIN.
Award Terms and Conditions	There was an error in the signature information on the NEU’s Award Terms and Conditions Agreement. The signature does not match what was electronically reported as the Chief Administrative Officer in the “ARPA CLFRF Request” form in the ELITE system.	Review the example in Appendix A. If the signer is not the Chief Administrative Officer, please include as the last page of the PDF documentation a board approved action designating someone other than the Chief Administrative Officer to sign the form.
Award Terms and Conditions	The Award Terms and Conditions Agreement did not include the Authorized Representative’s Title.	Review the example in Appendix A, then verify the Chief Administrative Officer’s or board approved signor’s title is listed.
Award Terms and Conditions	The Award Terms and Conditions Agreement did not include a valid date signed.	Review the example in Appendix A, then verify the Date field is populated.
Award Terms and Conditions	All five pages of the Award Terms and Conditions Agreement were not provided.	All pages of the Award Terms and Conditions must be attached as one document.
Award Terms and Conditions	The Award Terms and Conditions Agreement was either modified or the U.S. Department of the Treasury section was not left blank. Therefore, the Award Terms and Conditions Agreement is not a valid submission.	Review the example in Appendix A. The section for U.S. Department of Treasury must be left blank and no modifications to the document are acceptable.

Assurances of Compliance with Title VI of the Civil Rights Act	The name of the local unit was not entered in the Recipient field on the Assurances of Compliance with Title VI of the Civil Rights Act of 1964.	Review the example in Appendix B, then verify the Recipient Name Matches that of the Municipality.
Assurances of Compliance with Title VI of the Civil Rights Act	The Assurances of Compliance with Title VI of the Civil Rights Act of 1964 did not include a valid date signed.	Review the example in Appendix B, then verify a valid date is documented when signed.
Assurances of Compliance with Title VI of the Civil Rights Act	There was an error in signature information on the NEU's Assurances of Compliance with Title VI of the Civil Rights Act of 1964 form, and it does not match what was electronically entered on the "ARPA CLFRF Request" form in the ELITE system.	Review the example in Appendix B. The Assurances of Compliance with Title VI of the Civil Rights Act of 1964 must be signed by the CAO. If it was signed by someone other than the CAO it must be accompanied with local unit board approval and match the name of the CAO in the ELITE system.
Assurances of Compliance with Title VI of the Civil Rights Act	All three pages of the Assurances of Compliance with Title VI of the Civil Rights Act of 1964 were not provided.	Review the example in Appendix B. All pages of the Assurances of Compliance with Title VI of the Civil Rights Act of 1964 must be attached.
FORM 5751	Part 1 of the Form 5751 - CLFRF NEU Funding Election and Budget Certification Form is not completed or does not match what was entered electronically on the "ARPA CLFRF Request" form in the ELITE system.	Review Appendix C, then correct Form 5751 to include all information as requested. Verify that the information on the 5751 Form matches the information provided in the ELITE system, i.e., FEIN, DUNS Number, Recipient Name, etc.
FORM 5751	In Part 3 of the Form 5751 - CLFRF NEU Funding Election and Budget Certification Form, the Top-Line Budget was not entered, or it does not match what was entered electronically on the "ARPA CLFRF Request" form in the ELITE system.	Review Appendix C, then verify that the top-line budget figure provided on form 5751 matches the top-line budget figure provided in the ELITE system.
FORM 5751	There was an error in the CAO signature in Part 5 on the NEU's Form 5751 - CLFRF NEU Funding Election and Budget Certification Form, and/or the CAO signature does not match what was electronically entered on the "ARPA CLFRF Request" form in the ELITE system.	Verify that the signer of the 5751 Form matches that of the Chief Administrative Officer identified in the ELITE system. If the Chief Administrative officer did not sign, please attach with the 5751 Form a board approval of the individual who did sign the 5751 as an authorized representative.
FORM 5751	There was an error in Part 5 of Form 5751 - CLFRF NEU Funding Election and Budget Certification Form. The printed name of the CAO was not included.	Review Appendix C, then correct your 5751 form to include the printed name of the Chief Administrative Officer.
FORM 5751	There was an error in the CAO Title in Part 5 on the NEU's Form 5751 - CLFRF NEU Funding Election and Budget Certification Form, and/or the CAO Title does not match what was electronically entered on the "ARPA CLFRF Request" form in the ELITE system.	Review Appendix C, then correct your 5751 form to include the title of the individual that signed. If this person is not the Chief Administrative Officer, please attach board approval of the individual who did sign the 5751 as an authorized representative.

ELITE System Form	The NEU did not enter a valid DUNS number.	Confirm you have a valid DUNS number with Dun & Bradstreet, then update the DUNS number field in the ELITE System.
ELITE System Form	The Chief Administrative Officer information entered electronically on the "ARPA CLFRF Request" form in the ELITE system was not completed and/or accurate.	Verify the Chief Administrative Officer Information is accurate when submitting your ARPA CLFRF Request. Examples of CAOs are a City/Township/Village Manger, Mayor, Supervisor, or President. If a different person than the CAO has been designated to sign the documents, board approval must be attached to the end of all PDF that have been submitted.
ELITE System Form	The information entered electronically into the Chief Administrative Officer (CAO) section on the "ARPA CLFRF Request" form in the ELITE system is not the local unit's CAO. All documents must be signed by the CAO.	Verify that the information for the individual identified as the Chief Administrative Officer matches the name of the Individual that has signed all forms as the chief administrative officer. Examples of CAOs are a City/Township/Village Manger, Mayor, Supervisor, or President. If a different person, then the CAO has been designated to sign the documents, board approval must be attached to the end of all PDF that have been submitted.
ELITE System Form	The local unit address information entered electronically on the "ARPA CLFRF Request" form in the ELITE system was not completed and/or accurate.	Verify a valid address was provided when submitting the ARPA CLFRF Request.

APPENDIX A

Example: Award Terms and Conditions

Note: All pages of this document must be included with your upload. All text in RED must be provided by the applying NEU.

Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: <i>Arpa Township (Recipient Name)</i> <i>12345 Main St. (Address Line 1)</i> <i>Somewhere, MI 12345 (Address Line 2)</i>	DUNS Number: <i>123456789 (DUNS Number)</i> Taxpayer Identification Number: <i>12-3456789 (FEIN)</i> Assistance Listing Number: 21.027
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Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient: *Arpa Township*

Arpa Smith

Authorized Representative: *Arpa Smith*

Title: *Township Supervisor*

Date signed: *07/01/2021*

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

Appendix B

Example: Assurances of Compliance with Title VI of the Civil Rights Act of 1964

Note: All pages of this document must be included with your upload. All text in **RED** must be provided by the applying NEU.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Arpa Township

07/01/2021

Recipient

Date

Arpa Smith

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions

APPENDIX C

Example: FORM 5751

Michigan Department of Treasury
5751 (07-21)

Coronavirus Local Fiscal Recovery Fund (CLFRF) Non-Entitlement Unit of Local Government (NEU) Funding Election and Budget Certification

Completed and signed form must be uploaded in the [ELITE System](#).

PART 1: NON-ENTITLEMENT UNIT OF LOCAL GOVERNMENT INFORMATION			
Local Unit Name ARPA Township		Local Unit County Name Arpa	
Local Unit Municipal Code 999999		Contact Email Address arpatwp@arpatwp.gov	
Contact Name Arpa Allen	Contact Title Township Clerk	Contact Telephone Number (999) 999-9999	Extension
PART 2: ELECTION OF CORONAVIRUS LOCAL FISCAL RECOVERY FUND (CLFRF) FUNDING			
<p>Select one of the options below indicating the CLFRF funding option your local unit elects. The selected option will apply to both the 2021 and 2022 CLFRF funding distributions. A local unit cannot change the elected option once this form is submitted to the Michigan Department of Treasury.</p> <p><input checked="" type="checkbox"/> Option One: NEU accepts the CLFRF funding and requests payment from the State of Michigan. Complete the remainder of the form.</p> <p><input type="checkbox"/> Option Two: NEU declines the CLFRF funding allocation for the NEU and requests the funds be transferred to the State of Michigan. The NEU must complete and sign the U.S. Treasury Notice of Transferring CLFRF Funds to the State. Complete Parts 3 and 5 and skip Part 4.</p> <p><input type="checkbox"/> Option Three: 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 NEUs that elected Option One. For U.S. Treasury purposes, the NEU will be classified as "non-responsive." Skip Parts 3 and 4 and complete Part 5.</p>			
PART 3: CERTIFIED TOP-LINE BUDGET TOTAL			
An NEU that elected Option One or Option Two in Part 2 must enter the NEU's Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) as of January 27, 2020.		Top-Line Budget \$ 999,999.99	
PART 4: REQUIRED NOTIFICATION			
<p>NEUs that elected Option One in Part 2, accepting the CLFRF funding, will be required to report and upload the documents below as part of the NEU's first reporting to the U.S. Treasury. The first report is due October 31, 2021.</p> <ul style="list-style-type: none"> Copy of signed Award Terms and Conditions Agreement. Copy of signed Assurances of Compliance with Title VI of the Civil Rights Act of 1964. Copy of actual budget documents validating the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount provided to the State of Michigan in Part 3 above 			
PART 5: CERTIFICATION			
<p>The undersigned Chief Administrative Officer, following approval by the governing board where applicable, of the local unit indicated in Part 1 hereby certifies to the Michigan Department of Treasury the following:</p> <ol style="list-style-type: none"> The Chief Administrative Officer elected an Option in Part 2 to either accept or decline the Coronavirus Local Fiscal Recovery Fund (CLFRF) funding. Acknowledges that this election is a one-time election and cannot be modified for future CLFRF distributions. The Chief Administrative Officer reviewed the federal and state guidance related to the determination and calculation of the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5), and certifies to the Michigan Department of Treasury that the Top-Line Budget (as defined in Michigan Department of Treasury Numbered Letter 2021-5) amount as of January 27, 2020, provided in Part 3 above, is accurate. The Chief Administrative Officer read the information provided in Part 4 above and acknowledges and understands the documents that will be required to be provided to the U.S. Treasury as part of the first federal reporting due October 31, 2021. 			
Chief Administrative Officer Signature (as defined in MCL 141.422b) <i>Arpa Smith</i>		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Arpa Smith	
Title Township Supervisor		Date 07/01/2021	

For questions, call 517-335-0155 or email: Treas-ARPA@michigan.gov