



**RESOLUTION NO. 2022 - 01**

**DESIGNATION OF ARPA FUNDS ADMINISTRATOR(S)**

**WHEREAS**, for the purposes of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Account Administration on the U. S. Department of the Treasury's Portal and for the administration of American Rescue Plan Act of 2021 Funds, the municipality must designate an Account Administrator, a Point of Contact for Reporting, and an Authorized Representative for Reporting, per the attached Addendum; and

**WHEREAS**, one such appointed official can serve and be designated for all three (3) roles to manage the reporting requirements for the program;

**NOW, THEREFORE**, the Town of Sevastopol Board of Supervisors (the "Town") does hereby **Resolve** as follows:

For the purposes of SLFRF Account Administration on the U.S. Treasury's portal and for administering ARPA funds for the Town, the Town Clerk shall be designated to the following three (3) roles:

- Account Administrator for the SLFRF award
- Point of Contact for Reporting
- Authorized Representative for Reporting and submitting official reports and communications

**ADOPTED** this 18 day of April, 2022.

**TOWN OF SEVASTOPOL**

By: \_\_\_\_\_

Dan Woelfel, Chairman

**ATTEST:**



Amy M. Flok, Clerk

## ADDENDUM

**NOTES FROM ARPA FINAL RULE: NEU Account Setup- Designating SLFRF Points of Contact** This section provides a brief instruction for SLFRF Account Administrators on accessing Treasury's Portal and providing the names and contact information of individuals to be designated as your organization's points of contact for SLFRF reporting. SLFRF recipients are required to designate staff or officials for the following three roles in managing reports for their SLFRF award. Recipients must make the required designations prior to accessing Treasury's Portal to submit report. The required roles are as follows:

- Account Administrator for the SLFRF award has the administrative role of maintaining the names and contact information of the designated individuals for SLFRF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. Finally, the Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes. Please note, for NEUs, the point of contact initially provided to their State for determining eligibility will automatically be designated as an Account Administrator.

- Point of Contact for Reporting is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the SLFRF reports.

- Authorized Representative for Reporting is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, quarterly reports, interim reports, and final reports.

Some key items to note: • To access Treasury's Portal for the first time and be designated for any roles, users must first register with Login.gov. • Users who have previously registered through ID.me may continue to access Treasury's Portal through that method. Refer to this link for additional instructions. • If you have not previously registered with ID.me, you should register through Login.gov following this link. The

following links provide additional information: <https://login.gov/create-an-account/> or <https://login.gov/help/get-started/create-your-account/> • An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting. • The recipient may designate one individual for all three roles.

• Authorized Representative for Reporting is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, quarterly reports, interim reports, and final reports. Some key items to note: • To access Treasury's Portal for the first time and be designated for any roles, users must first register with Login.gov. • Users who have previously registered through ID.me may continue to access Treasury's Portal through that method. Refer to this link for additional instructions. • If you have not previously registered with ID.me, you should register through Login.gov following this link. The following links provide additional information: <https://login.gov/create-an-account/> or <https://login.gov/help/get-started/create-your-account/> • An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting. • The recipient may designate one individual for all three roles. Coronavirus State and Local Fiscal Recovery Fund: NEU and Non-UGLG Agreements and Supporting Documents User Guide 3 • Multiple individuals can be designated for each role. • An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator. For NEUs and Non-UGLGs, Treasury will assign as the Account Administrator the point of contact (POC) provided by the State or U.S. territory when the NEU and Non-UGLG information was provided to Treasury. The Account Administrator is responsible of designating the three roles to manage the reporting requirements for the program.