

September 16, 2021

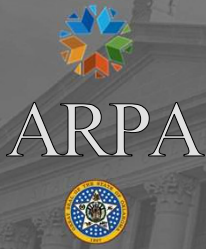
# Local Fiscal Recovery Funds Non-Entitlement Unit Portal Walkthrough

State of Oklahoma  
Joint Committee on  
Pandemic Relief Funding



# Agenda

- 01 - Initial *What If's?*
- 02 - NEU Portal Walkthrough
- 03 - Known Missteps
- 04 - The Way Forward
- 05 - Review & Questions





# Initial *What If's?*



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## What if we...

**...haven't received an e-mail with our registration link?**

- *Your partners with OMES, OML, and OMAG can assist you in ensuring your information is collected and processed as quickly as possible.*

**...have registered, but the portal won't let me log in?**

- *Easy. Follow the "Forgot Password" link on the first screen, and it will assist you in resetting your password so that you may log in successfully.*

**...already tried and stopped the application by accident? Can we still complete it?**

- *Absolutely! You can pick right up from where you left off.*

**...don't want the money and want to decline it?**

- *Not complicated! That's a single check box and you're done! It is important to note, all declined funds will be redistributed to the remaining NEUs.*





# NEU Portal Walkthrough

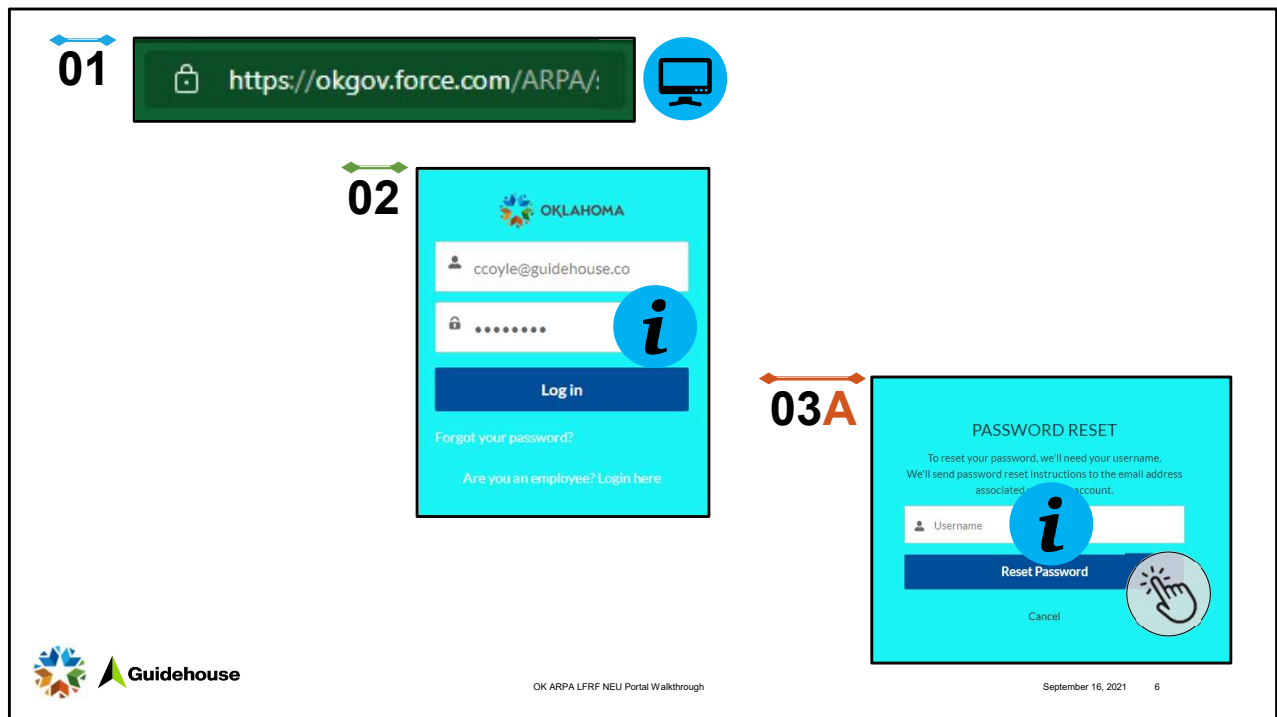
*in 14 easy steps!*



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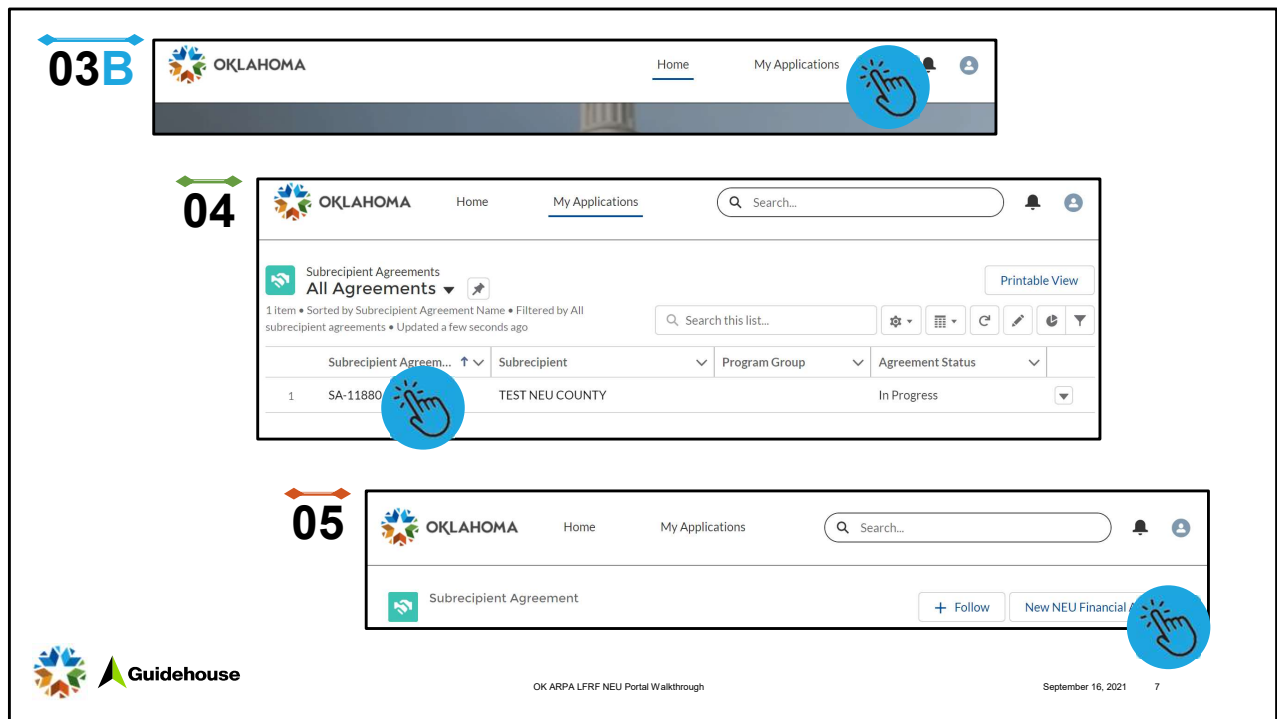


Step 1 | Go to <https://okgov.force.com/ARPA/> (the color of the website background may be different for you based on computer settings).

Step 2 | Fill in your username and password information, and click “Log in”.

Step 3 | Do you know your password?

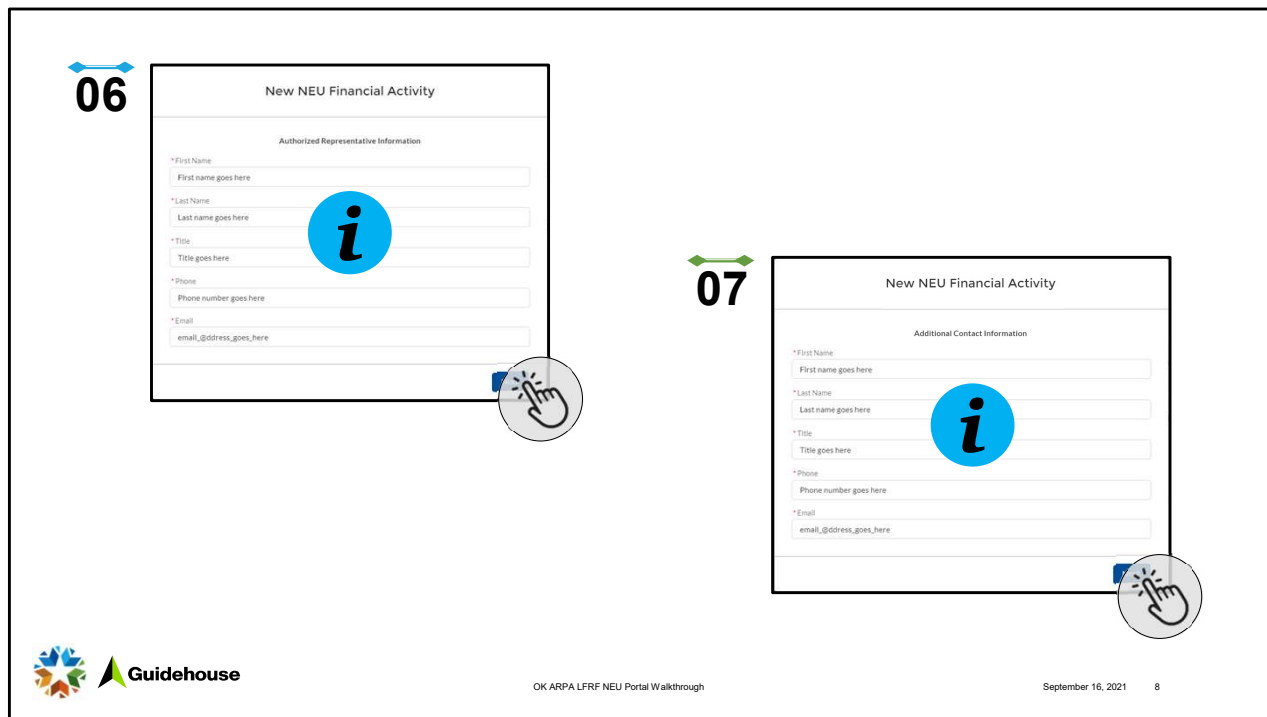
3A | If you have forgotten your password, or need to reset it, click on “Forgot your password?”, fill out your username, and click “Reset Password”. You’ll receive an e-mail within minutes!



3B | When you can log in to the system, this is the first screen you will see. Click on “My Applications”.

Step 4 | Click on your subrecipient agreement (SA) that begins with “11”.

Step 5 | Click on “New NEU Financial Activity”.



Step 6 | Fill out the Authorized Representative Information, then click “Next”.

**Authorized Representative-** An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity). An Authorized Representative must sign the Acceptance of Award terms for it to be valid. **It is strongly recommended that your municipality pass a resolution appointing a specific person to be the authorized representative to sign the award terms and conditions. Please consult your municipal attorney for further guidance**



Step 7 | This area is optional. Fill out the Additional Contact Information, then click "Next".



**Step 8** | This area is optional. Fill out the Additional Contact 2 Information, then click “Next”.

**Step 9** | Select the drop down, then select whether you would like to accept the funding allocation outlined in your award letter.

**9A** | If you select “No, I decline the funding allocation”, this will end your application. Your allocation will likely be redistributed among the remaining NEUs according to the same methodology as the original distribution. Click the certification statement box and click “Next”. You are now done.

**09B**

New NEU Financial Activity

\*Would you like to accept the funding allocation outlined in your award letter?

Yes, I'd like to accept funding

Please select a choice.

If your municipality declines these funds, the allotted funding may be re-allocated to other Oklahoma municipalities.

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New NEU Financial Activity

\*Do you have a total operating budget?

-None-

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 guidelines are based on.

**\*\*\*Both Capital and Operating Budgets, as of Jan 27, 2020\*\*\***

City of [ ] (The amount of the allocation is based on my certification of my city's budget.)

Financial Institution Information:

\*Name

\*Address Street

\*City

\*State

-None-

\*Zip Code

\*Phone Number

\*Last 4 of bank account number

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**Guidehouse**

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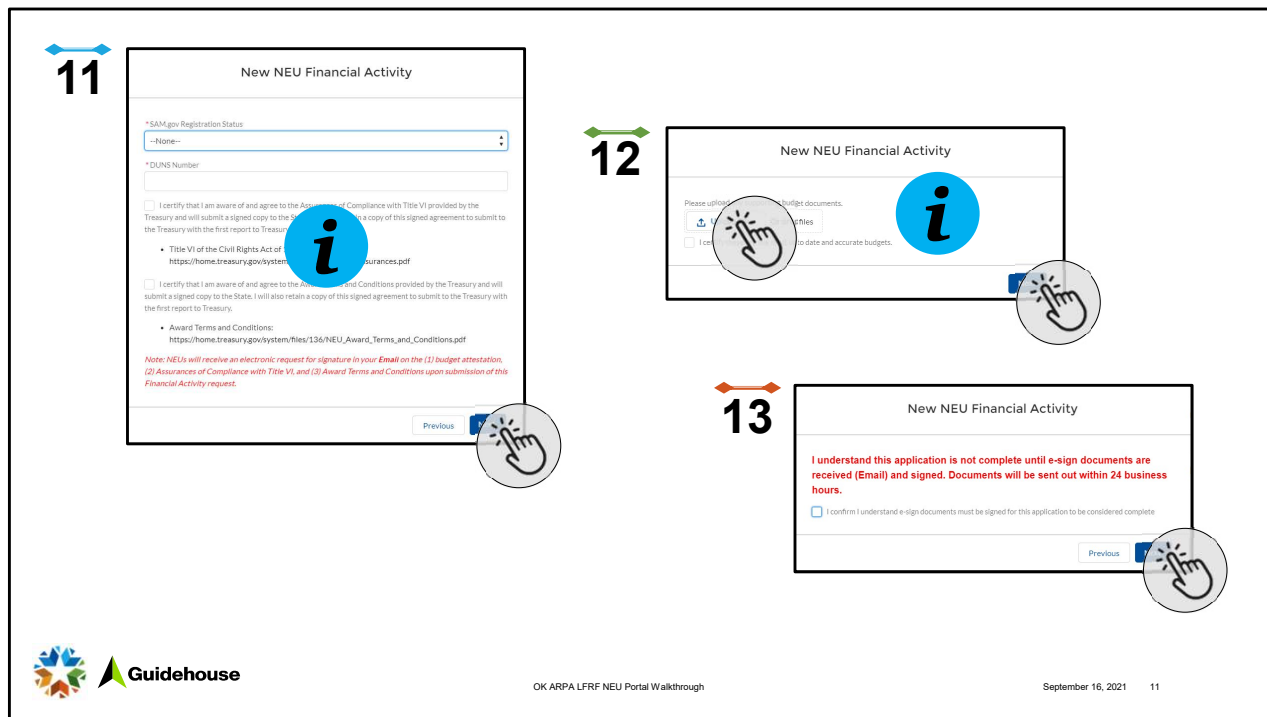
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9B | If you select “Yes, I’d like to accept funding”, click “Next”.

Step 10 | Using your budget\*, complete the following dropdowns, certification statements, and financial institution information, then click “Next”.

*\*Note: “budget” is defined as the total annual budget, including both operating and capital expenditure budgets, in effect as of January 27, 2020). If your NEU does not adopt formal budgets, you can use the top-line expenditure total.*

**Attached budget document-** This document must accurately display the top- line budget total for the annual budget of the City, including its utility trust and/or other component units, and further including both operating and capital expenditure budgets, **in effect as of January 27, 2020.**” (or top-line expenditure total in exceptional cases in which the NEU does not adopt a formal budget)



Step 11 | Complete the following dropdowns, fields, and certification statements, then click “Next”.

Step 12 | Upload and certify your supporting budget documentation (defined as the total annual budget, including both operating and capital expenditure budgets, in effect as of January 27, 2020), then click “Next”.

*Note: If your NEU does not adopt formal budgets, you can upload the top-line expenditure total.*

Step 13 | Confirm the e-sign documents must be signed for this application to be considered complete, then click “Next”.

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The screenshot displays the Oklahoma LFRF NEU Portal interface. At the top, there is a navigation bar with the Oklahoma state logo and the word "OKLAHOMA" on the left, and "Home" and "My Applications" on the right. A search bar is located in the top right corner. Below the navigation bar, the main content area is titled "Subrecipient Agreement" and includes a "+ Follow" button. A table lists the agreement details:

Subrecipient	Agreement Status	Total Funds Drawn
TEST.NEU.COUNTY	In Progress	\$0.00

Below the table, there is an "Information" section with a dropdown arrow. It contains the following fields:

- Subrecipient Agreement Name: SA-11880
- Subrecipient: TEST.NEU.COUNTY
- FEIN: FEIN
- Receive Funding?:
- I certify I decline ARPA funding:

On the right side of the information section, there is a "Financial Activity (1)" block with a magnifying glass icon. The activity ID is FA-011749.



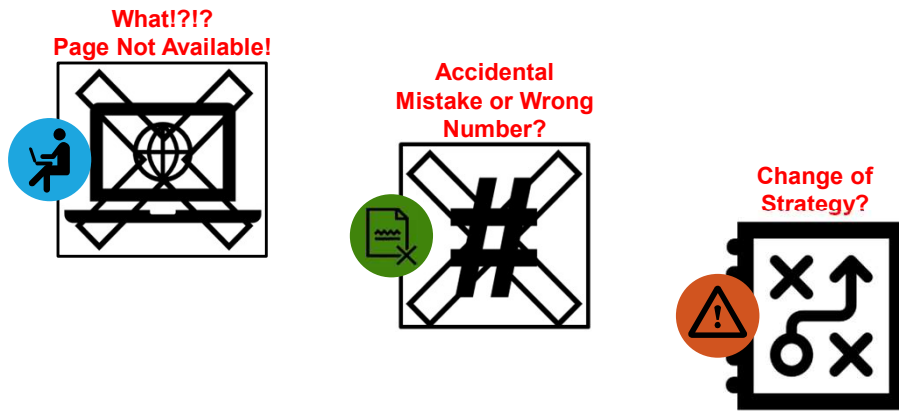
Step 14 | Review your allocation’s “Financial Activity” block to ensure your attestation was submitted.

And that’s it! That’s all she wrote.



Yes, mistakes have been made. The program is healthier today than it was yesterday, and tomorrow it will be even better.

# What Happened!? What do I do?



Page not available after submission? Not to worry. Go back to the “My Applications” link and verify you have a document/file loaded under “Financial Activity” section. If you do, you are done at this point! This is a known error with a solution already being pushed to you, the end user, as soon as possible. If you don’t, you will need to recomplete it. This error should be completely resolved already, and you *shouldn’t* ever encounter it.

Did a wrong number get in there somehow? Go ahead, we promise it won’t hurt the system, and start the process over from the beginning. You’ll be able to rectify it there.

Did your team have a change in strategy, and you originally declined the funds, but now you believe they may be of use? Unfortunately, the initial declination triggered your allocation to be redistributed to the remaining NEUs in their second-round payment.



# The Way Forward



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## Help is ALWAYS Here



**OKLAHOMA**  
Office of Management  
& Enterprise Services



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If you struggle with any portion of this application process, please reach out. Together, we strive to ensure this process is easy, straightforward, and provides value to you and your community.

OML: (405) 528-7515 | (800) 324-6651 | [mфина@oml.org](mailto:mфина@oml.org) | [christian@oml.org](mailto:christian@oml.org)

OMAG: (405) 657-1400 | [info@omag.org](mailto:info@omag.org)

## Next Steps



*E-sign e-mail*



*First trench/allotment  
disbursed*



*First report due  
**October 31**  
to U.S. Treasury.*



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Within 24 hours, you will receive the e-sign e-mail. While you completed the initial portion, you still must complete these documents and ensure they are signed and emailed.

As soon as possible, you will receive your first trench or allotment of ARPA LFRF NEU funds. This can be as early as the very next day, depending on when the application is complete.

Don't forget that on October 31<sup>st</sup>, 2021, the first report is due to the U.S. Treasury for your allocation. This does not need to come through the state prior to submission to the U.S. Treasury. This is also an annual requirement, so ensure you plan for this in your program design.



# Review and Questions

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