



# LOUISIANA

## DIVISION OF ADMINISTRATION

---

## American Rescue Plan Act

## Coronavirus State and Local Fiscal Recovery Funds

## Distributions to Non-Entitlement Units of Local Government

[wwwcfprd.doa.louisiana.gov/ARP-NEU](http://wwwcfprd.doa.louisiana.gov/ARP-NEU)

---

As part of the American Rescue Plan Act (ARPA), the State of Louisiana will receive \$315 million for distribution to Non-Entitlement Units of Local Government (NEUs). The distributions will come to the state in 2 tranches – tranche 1, June 2021, and tranche 2, June 2022 or later. The State is required to allocate and distribute a pro rata share of the funds to each NEU based on the most recent census bureau population data. A listing of the allocations for all NEUs within Louisiana can be found on the NEU Portal’s welcome page, [wwwcfprd.doa.louisiana.gov/ARP-NEU](http://wwwcfprd.doa.louisiana.gov/ARP-NEU).

The State has established the NEU Portal to collect, review, and maintain the following required information and documentation from each NEU in order to comply with the requirements set forth in the most recent Federal guidance prior to distribution of funds:

1. Local government name, Entity’s Taxpayer Identification Number, DUNS number, and address
2. Authorized representative name, title, and email
3. Contact person name, title, phone, and email
4. Financial institution information (e.g., routing and account number, financial institution name and contact information) – Will be collected as part of the application for a LaGov Vendor ID. If you have an existing state LaGov Vendor ID, this ID should be included on the User Access Form. If not, please visit [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) to begin the process to obtain a Vendor ID. **IMPORTANT – NEUs must have an established and active LaGov Vendor ID to receive disbursements.**
5. Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020). Documentation of the budget approval, such as council meeting minutes, official resolution, etc., must be included as well. The application requires that you enter the date of approval, the approving

authority, and the total amount of the operating budget. Please make sure that the uploaded documents support the information in these required fields.

6. If your local government does not utilize an operating budget, then a certification should be completed and uploaded. Please e-mail [LouisianaCSLFRF@LA.gov](mailto:LouisianaCSLFRF@LA.gov) if this applies to your entity.
7. The *Assurances of Compliance with Title VI of the Civil Rights Act of 1964* fully executed and signed by the chief elected official (mayor). A copy of this document is provided in the application within the Portal.
8. The *NEU Award Terms and Conditions* fully executed and signed by the chief elected official (mayor). A copy of this document is provided in the application within the Portal.

Once you receive your User ID for the portal, you should begin your application. If you did not provide a Vendor ID with your access form, you will need to provide it on the application prior to submitting. If you need to verify the account information linked to a particular Vendor ID, you should reach out to the Office of Statewide Reporting and Accounting Policy's (OSRAP) Vendor Section at 225.342.1097 or [DOA-OSRAP-LAGOV@la.gov](mailto:DOA-OSRAP-LAGOV@la.gov). New Vendor IDs will need to be setup through the LaGov ERP Vendor Registration website, [https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg).

The application requires that you upload the 3 documents listed above, operating budget, *Assurances of Compliance with Title VI of the Civil Rights Act of 1964*, and *NEU Award Terms and Conditions*. Once all required fields have been completed and required documents are uploaded, please "submit" your application.

If a NEU would like to decline the allocation, the NEU must provide a signed notice to the state through the Portal. The state will be required to submit these notices as part of interim reporting to the Treasury. If the NEU does not provide this notice, it will remain legally obligated under the award and will be required to account for and report on the uses of the funds.

Please be aware that as prime recipients of a Federal award, NEUs are required to report to Treasury on the use of funds. NEUs' first report is due to Treasury by October 31, 2021. NEUs will be asked to provide a copy of the signed award terms and conditions agreement (which was signed and submitted to the State as part of the request for funding), a copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding), and a copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding. Treasury has provided detailed guidance on the reporting requirements – please visit, <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.