

Use these instructions to access and navigate the Mississippi Department of Finance & Administration's (DFA) American Rescue Plan Act (ARPA) portal.

Refer to the [DFA ARPA website](#) and the documentation section of the portal for rules and regulations regarding the program.

Email ARPALocal@dfa.ms.gov if you need assistance. Assistance is available Monday – Friday; 8:00 AM – 4:30 PM CST except State holidays.

Documentation and Templates

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Access the ARPA Portal from the [DFA website](#).

Documentation and Templates

1. Click **Documentation and Templates** to view the ARPA documentation.

American Rescue Plan Act (ARPA) Funding Request Portal

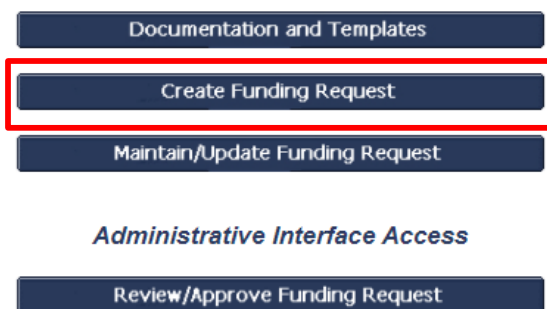


2. The documents will be displayed. Click on a document to open it.

Create a Funding Request

1. Click **Create Funding Request**

American Rescue Plan Act (ARPA) Funding Request Portal



2. Enter the required information to create your funding request. See the next page for an explanation of the funding request form. Based on business rules, the system may display system edits. Please follow these messages to enter the needed information.

American Rescue Plan Act (ARPA) Portal Instructions

Page Three

Creating a Funding Request

American Rescue Plan Act (ARPA) Local Government Certification Form

* Denotes required field

LOCAL GOVERNMENT'S INFORMATION

Name*	Select Your Local Government Name ▼
DUNS Number*	<input type="text"/> 9 digits
Tax ID/EIN*	<input type="text"/> 10 digits
Address:	
Street Address*	<input type="text"/>
Street Address 2	<input type="text"/>
City*	<input type="text"/>
State*	MS
Zip*	<input type="text"/>

Select your local government name from the drop down and enter the requested information.

LOCAL GOVERNMENT'S CONTACT INFORMATION

Authorized Representative:	
Name*	<input type="text"/>
Title*	<input type="text"/>
Phone Number*	<input type="text"/>
E-mail *	<input type="text"/>
Contact Person:	
Name*	<input type="text"/>
Title*	<input type="text"/>
Phone Number*	<input type="text"/>
E-mail*	<input type="text"/>

Enter the contact information.

If yes, the system will ask for additional information. See the next page for additional instructions. If no, continue with page 5.

Accept or decline American Rescue Plan Act (ARPA) funds*

☐ Accept ☐ Decline

Note: Any NEU that wishes not to receive the American Rescue Plan Act funds must decline its funding allocation by providing a signed notice to the State, which the State must transmit to Treasury as part of its interim report due by August 31, 2021. Treasury will consider this action as a cancellation of the award on the part of the eligible NEU and a modification of the award to the State. If the NEU does not provide such notice, it will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses.

Click Save to
complete the
request

Save

Cancel/Close

Creating a Funding Request

PAYMENT INFORMATION

MAGIC Vendor Number*	<input type="text"/>	<div>Enter the requested payment information.</div> <i>See US Department Treasury Reporting Requirements below</i>
ARPA Allocated Amount	<input type="text"/>	
Annual Operating Budget*	<input type="text"/>	
CAP Amount (75% of Budget)	<input type="text"/>	
Award Amount	<input type="text"/>	
First Distribution	<input type="text"/>	

US Department Treasury Reporting Requirements:

NEUs are required to report to Treasury on the use of funds. NEU's first report is due to Treasury by October 31, 2021. In addition to other reporting requirements, NEUs will be asked to provide

1. Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding
2. Copy of signed Award Terms and Conditions for Non-entitlement Units of Local Government
3. Copy of signed Assurance of Compliance with Title VI of the Civil Rights Act of 1964
4. NEU recipient number assigned by the State


LOCAL GOVERNMENT'S SUPPORTING DOCUMENTATION

Please make sure to sign and upload the following documents

1. Award Terms and Conditions for Non-entitlement Units of Local Government
2. Assurance of Compliance with Title VI of the Civil Rights Act of 1964

The Award Terms and Conditions for Non-entitlement Units of Local Government and the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 will need to be signed by the authorized representative.

[Click here to access documents](#)

To complete the addition of the documentation please click the green circle. 

See the instructions below for attaching documentation.

ADDITIONAL NOTES

Notes:

Enter any additional comments.

Please do not include Confidential information in notes

Federal Award Identification Number (FAIN):

NEU Recipient Number:

Request Number:

Status:

Attaching Documentation Instructions

- (1) Select the **Add Documentation** button.
- (2) Choose the type of document from the drop down box.
- (3) Click **Browse...** and select the document from your computer.
- (4) Click **Save Attachment**.
- (5) Click the green circle below the Add Documentation button to upload the document.

Creating a Funding Request

3. After entering the required information, click **Save** on the request form.
4. A message will be shown.

Your Certification Form has been submitted to the Department of Finance and Administration.

If questions/concerns arise regarding this form, you will be contacted to clarify the responses given.

Thank You

- [Print Certification Form Submitted](#)
- [Exit Application](#)

5. Click **Print Certification Form Submitted** to print the request for your records.
6. Click **Exit Application** to exit the portal.
7. The request will be sent to the administrator for review.
8. Close your internet browser.

Please allow time for the administrator to review your request.

If approved or returned, you will receive two emails:

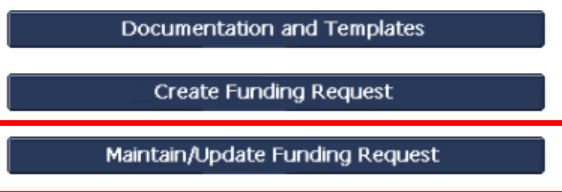
- One with your portal user name.
- One with your portal password.

Please keep this information in a safe place and do not share it with others. The email will also include the status of your request.

Maintaining / Updating a Funding Request

1. Access the portal from the [DFA website](#).
2. Click **Maintain/Update Funding Request**

American Rescue Plan Act (ARPA) Funding Request Portal



The screenshot shows a vertical list of four dark blue buttons with white text. The buttons are: 'Documentation and Templates', 'Create Funding Request', 'Maintain/Update Funding Request', and 'Review/Approve Funding Request'. The 'Maintain/Update Funding Request' button is highlighted with a red rectangular border.

Administrative Interface Access



The screenshot shows a single dark blue button with white text that reads 'Review/Approve Funding Request'.

4. Enter your User name & Password in the log-in box and click Log In.



The screenshot shows a yellow rectangular box with the title 'Server Login' in bold black text. Below the title is the instruction 'Please type your user name and password'. There are two input fields: 'User name:' and 'Password:'. Below the input fields is a 'Log In' button.

Maintaining / Updating a Funding Request

1. Your request will be shown.

American Rescue Plan Act (ARPA)
Funding Request Forms

Approved	City Name	
Denied		
Ready for Approval	<u>Request Name</u>	2021 07:51:45 AM
Returned		
Reviewed		
Submitted		

2. Click a status on the left bar to see associated request.
3. Click the **Request Name** to open it.
4. The funding request will be opened.
5. To edit the request, click **Edit Document** at the top. A request can only be edited in a returned status.

Edit Document	Cancel
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6. Make any needed adjustments and **Save** the request. Be sure to review the comment section for any information and/or instructions from the administrator.
7. The request will be sent to the administrator for review. Follow the steps above if additional edits need to be made.