

A step-by-step guide to application for America Rescue Plan Act funding with the Michigan Department of Treasury

Thanks to Chocolay Charter Township (Marquette Co.) Manager William DeGroot for putting together this resource for MTA and Michigan townships.

Information needed before opening the ELITE System website: (in .pdf form)

1. Completed (CLFRF, NEU) [Michigan Department of Treasury Form 5751](#) (07-21); print and sign by the proper authorized member.
2. Copy of the last full annual budget approved before January 27, 2020, showing the total for all funds in accordance with [Michigan Department of Treasury Numbered Letter 2021-5](#) (embedded in the NEU form Part 3)
 - a. For those using BS&A software—Open General Ledger, click on the “Reports” tab
 - b. Open “Budget Reports,” click on “Budget Summary by Fund” and run the report for the last full fiscal year before January 27, 2020
 - c. Add the total for each fund that complies with the Letter 2021-5 to produce your “Top Line Budget” number.
 - d. Print
3. Combine the signed NEU form and the budget verification file together in one .pdf and save as a single file.
4. Open the federal [“Award Terms and Conditions Agreement;”](#) fill out the top of the first page with the address of the jurisdiction, the proper DUNS number and the proper Tax Identification number; sign by the proper authorized member, scan and save as a second file.
5. Open the [“Assurances of Compliance with Title VI of Civil Rights Act of 1964” file;](#) print and sign by proper authorized member; save as .pdf in a third file.

Starting to file the document with Treasury:

6. Open ELITE System by clicking the hyperlink at the top of the NEU form.
7. If you do not have a log-in with Treasury already, then click on “Request Access New Member” on the right side of the page and go through the steps.

8. Once you have logged into ELITE Systems, you will see this screen:

The screenshot shows the 'Local Government Electronic Filing System' interface. At the top, there is a dark blue header with the Michigan Department of Treasury logo and navigation links: Home, Contact, Login, and MI.gov. Below the header, the main content area is light gray. It features a legend: '* = Required Fields'. There are three required fields, each with a dropdown menu: '*Form:', '*Fiscal Year:', and '*Audit Filed Under:'. Below these fields is a blue button labeled 'Create Form'. In the top right corner of the main content area, there are links for 'User Profile' and 'Logout'.

9. Under the “Form” drop-down menu is a new selection “ARPA CLFRF Request;” choose that form.
10. It will automatically populate an online form that looks similar to Form 5751 from step 1.
11. You will see the fillable form and three choice buttons across the bottom; if you would like to start, you have the option of saving, clearing or submitting.

If you are prepared to submit:

12. Start to fill in the information; the fill-in sections are a retype of each part of Form 5751.
13. Attach the proper .pdf files with the proper upload items in the middle of the form.
14. Once you have completed answering each question and uploaded the proper documents, press completed button. This will produce a self-scan just in case you missed an answer.
15. If the file upload and all questions are completed, then you will receive a report showing your responses with a new section “Successful submission: (date and time); Confirmation number: (xxxxx); Print for your records.”

16. The newly completed form will also show up as the top item in your submitted form table:

[Delete](#)

| Year | Form | Municipality | Submitter | Date Submitted | Status | Action | Voucher | Delete |
|------|------------------------------------|---------------------------|------------------|----------------|----------|----------------------|---------|--------|
| 2021 | ARPA CLFRF Request | Chocolay Charter Township | William De Groot | 07/08/2021 | Received | View | | |

17. It will show the status of the submission. You can track your submission from this screen and view your submission.

Some notes:

1. You will need your SIGMA Code and Address ID to input in the first part of the on-line form.
2. Once you have entered this code the website populates the municipality, the CV routing number and Address ID populates. The website asked to verify these codes; check the appropriate response.
3. If prepared, the entire process should take less than 15 minutes.
4. ***IMPORTANT*** Once you have successfully submitted, you will not see this form in the drop-down “forms” section or have the ability to edit, so be prepared up front!