



Information Session

CITY OF LANCASTER ARPA HOUSING PROJECTS – REPORTING

Reporting Portal

www.cityoflancasterpa.gov/ARPA-Reporting

- Instruction guide
- Link to complete and submit reports
 - Intended to replace “Exhibit D” of the contract
- Reporting “Office Hours” schedule and sign-up link

Contact the Reporting Team

E-mail: ARPA@cityoflancasterpa.gov

Quarterly reporting requirements

Reporting Period	Report Due Date
July 1, 2023 – September 30, 2023	October 13, 2023
October 1, 2023 – December 31, 2023	January 15, 2024
January 1, 2024 – March 31, 2024	April 15, 2024
April 1, 2024 – June 30, 2024	July 15, 2024
July 1, 2024 – September 30, 2024	October 15, 2024
October 1, 2024 – December 31, 2024	January 15, 2025
January 1, 2025 – March 31, 2025	April 15, 2025
April 1, 2025 – June 30, 2025	July 15, 2025
July 1, 2025 – September 30, 2025	October 15, 2025
October 1, 2025 – December 31, 2025	January 15, 2026
January 1, 2026 – March 21, 2026	April 15, 2026
April 1, 2026 – June 30, 2026	July 15, 2026
July 1, 2026 – September 30, 2026	October 15, 2026
October 1, 2026 – December 31, 2026	January 15, 2027

Information needed for reporting

	Entity Information - for first report (and if any of this information changes thereafter)
	Unique Entity Identifier (UEI) from SAM.gov
	Taxpayer identification number
	Entity legal name
	Entity address
	Entity contact information

Entity information walkthrough

All reporting will be done through the reporting portal -
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Information needed for reporting (cont.)

	Project Information - for each report
	Current status of project (select % of completion from dropdown)
	Attach updated timetable for project completion
	Describe work completed during the reporting period (text box and optional attachment)
	Description of design modifications during the current reporting period, if applicable (text box and optional attachment)
	Description of permits obtained during the reporting period, if applicable (text box and optional attachment)
	Description of results of building inspections completed during the reporting period, if applicable (text box and optional attachment)

Project information walkthrough

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Information needed for reporting (cont.)

	Financial Information- for each report
	Cash advanced from the City this quarter (\$)
	Cash advanced from the City total to date (\$)
	Funds obligated (binding agreement to expend subaward funds on project expenditures) – this quarter (\$)
	Funds obligated (binding agreement to expend subaward funds on project expenditures) – to date (\$)
	If funds were obligated during the current quarter, upload supporting documentation including materials supporting compliance with federal procurement requirements
	Project expenditures for current quarter (\$)
	Project expenditures total to date (\$)
	If funds were expended during the current quarter, upload supporting documentation including invoices and evidence of payment

Financial information walkthrough

All reporting will be done through the reporting portal -
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Information needed for reporting (cont.)

	Compliance Certifications (each must be checked)
	“I, as authorized representative of the Subrecipient pursuant to the Agreement hereby certify that the Subrecipient has in all material respects complied with the foregoing Civil Rights and Non-Discrimination Requirements”
	<ul style="list-style-type: none">• Non-discrimination
	<ul style="list-style-type: none">• Title IV of the Civil Rights Act of 1964
	<ul style="list-style-type: none">• Fair Housing Act, Title VIII-IX of the Civil Rights Act of 1968
	<ul style="list-style-type: none">• Section 504 of the Rehabilitation Act of 1975, as amended
	<ul style="list-style-type: none">• The Age Discrimination Act of 1975, as amended
	<ul style="list-style-type: none">• The Americans with Disabilities Act of 1990, as amended

Information needed for reporting (cont.)

	Compliance Certifications (each must be checked)
	<p>“By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”</p>

Certification walkthrough

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What's next

- The first report is due **October 13, 2023**
 - Will be for the quarter ended September 30, 2023
 - This timing facilitates incorporation of key project information into the City's overall ARPA reporting to the US Treasury
- The City reporting team will review all submitted reports and follow up with any questions or requests for additional information
 - generally by the end of the month in which the report is submitted

Have questions?

- Review the reporting instruction guide available at the reporting portal - www.cityoflancasterpa.gov/ARPA-Reporting
- Sign up for office hours – you can see availability and sign up at the reporting portal - www.cityoflancasterpa.gov/ARPA-Reporting
- E-mail the reporting team at ARPA@cityoflancasterpa.gov

Thank You