



Illinois NEU Allocations from ARPA : Program Portal Navigation Guide



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor





Contents

- 1 Program Overview**
- 2 Participation Process**
- 3 Portal Registration**
- 4 Review & Verification**
- 5 Next Steps**
- 6 NEU Support Team Contact Info**



Program Overview

The American Rescue Plan Act of 2021 (ARPA) appropriates \$19.53 billion to States for distribution to tens of thousands of non-entitlement units of local government (NEUs). ARPA directs the U.S. Department of the Treasury (Treasury) to make payments to each State for distribution to NEUs within the State as a cash advance. Illinois' NEU allocation is \$742 million. In Illinois, qualifying NEUs include more than 1,250 cities, towns and villages that each serve a population under 50,000.

These funds provide a critical source of relief for local governments, including smaller governments which have not received direct fiscal assistance from the federal government since the onset of the COVID-19 pandemic.

An NEU is a ***Non-entitlement unit of local government***, as defined in section 603(g)(5) of the Social Security Act, as added by section 9901 of the American Rescue Plan Act of 2021 and are local governments typically serving populations of less than 50,000.



NEU Participation Process Overview

The following outlines the process for an IL NEU to receive an ARPA allocation:



Review & Prepare

- Review [US Treasury Guidance](#), collect required information



Register

- Submit required information via NEU Portal by **September 30th**



Certify

- Certify and acknowledge all assurances and terms and conditions



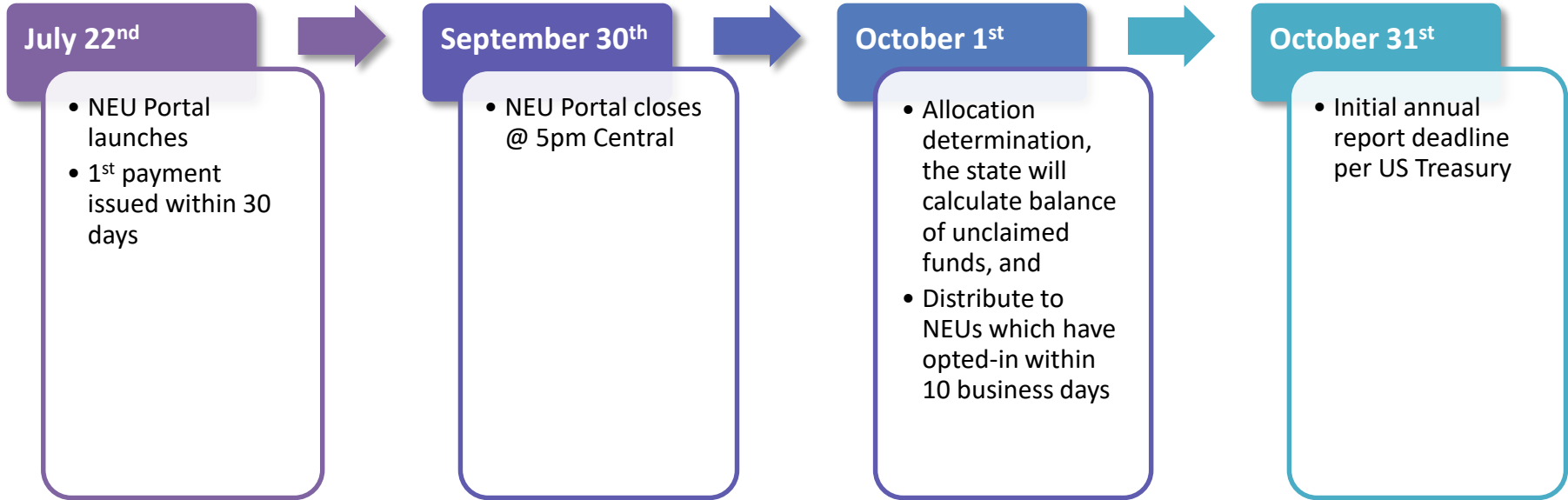
Payment

- After portal registration completion, receive funds within 30 days



NEU Participation Process Timeline

Visit <http://illinois.gov/dceo/neu> for details on the full program timeline. The following provides key dates for the 1st tranche of funds:





Portal Registration

Per Treasury guidance, NEUs should seek to register as soon as possible to receive their funds within 30 days of the State receiving the NEU allotment. NEUs that do not claim their allotments within 60 days after the State begins accepting and processing requests for funding from NEUs will lose their allotments, which will be distributed to other NEUs.



Portal Registration

Pre-Registration Preparation: before accessing the Portal, take time to identify and collect information that is required to complete portal registration. Information includes the following:

- ✓ Taxpayer Identification Number
- ✓ DUNS number
- ✓ Main address for the entity
- ✓ Name and contact info for the NEU Authorized Representative
- ✓ Total annual operating budget in USD (\$), including general fund and other funds, in effect as of January 27, 2020
- ✓ Review award terms and conditions agreement (as provided by [Treasury](#)* to be signed)
- ✓ Review assurances of compliance with Title VI of the Civil Rights Act of 1964 (as provided by [Treasury](#)* to be signed)

**URL links to agreements available here and directly within the Portal*



Portal Registration

Step 1: Visit <https://grants.illinois.gov/neu>, read and agree to the Legal Disclaimer.

State of Illinois - Non-Entitlement Units Portal

Legal Disclaimer

Further access to this system is strictly limited to authorized representatives of nonentitlement units of government, as defined by the American Rescue Plan Act and related federal guidance, conducting official State business.

The State of Illinois will not release the information entered into the system to the general public. However, users of this system shall have no additional expectation of privacy. The information entered may be subject to Freedom of Information Act requests.

This website uses session cookies to assist in navigation and the filling of forms. All cookies are deleted when the browser is closed.

[I agree to the above disclaimer and wish to proceed.](#)



Portal Registration

Step 2: Complete information on the Intake Form, certify and submit.

State of Illinois - Non-Entitlement Units Portal

Step 1. Select your entity from the dropdown list

Step 2. Enter your email address

Step 3. Confirm your email address

Step 4. Submit the form

In submitting this form, you certify that you are an employee or legal representative of the NEU selected in Step 1.

Upon submitting, a confirmation message will be sent to the email address listed in Step 2. That message will contain a validation link that must be clicked within two hours to confirm the email address is correct. The validation link will also take you to the form to complete your NEU request.

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 3: Once the Intake Form is submitted, a validation email is sent to the contact provided. This email contains a unique URL that will direct you to the next registration step.

State of Illinois - Non-Entitlement Units Portal

Validation email sent

For security purposes, please note that all email communication from the NEU Portal or the NEU Team will come from "@crowe.com" or "@illinois.gov". Also, all hyperlinks in email messages will be directed to pages beginning with the "https://grants.illinois.gov" domain.

Please allow up to 30 minutes for the validation email to arrive. Please note, the email may get filtered into your Trash or Spam folder.

If after 30 minutes you have not received the validation email, please email ILARPA@crowe.com or phone 217-862-2730.

You must click the link contained in the validation email within two hours.


You may close this browser window. Clicking the validation link will open a new browser.



Portal Registration

Step 4: Upon receipt of the validation email, click on the unique URL to continue with the registration process. *Please monitor junk/spam folders if the email does not appear within your regular inbox, before contacting the support team.*

State of Illinois - Non-Entitlement Units Portal

 ILARPA@crowe.com
To: Doty, Aaron

Phish Alert

This email address was used to begin a request through the State of Illinois - Non-Entitlement Units Portal. If you did not submit this request you can ignore this message and delete it.

To continue, you must click the link below to validate this email address. Upon clicking the link you will be taken to a form that must be submitted to complete your request.

[Click Here to Validate and continue.](#)

If you prefer you can copy and paste the URL below into your browser's address bar:
<http://localhost/Public/GATA/NEU/Validate.aspx?id=35f42cb2-82c3-483f-9a34-8e7abfde247e>

IMPORTANT: The link above has access to edit this request. Please do not share this link unless someone else needs to edit your request. The NEU Recipient Number for this request is: IL-7397
Your entity should retain this NEU Recipient Number as an identifying number for the lifecycle of the program, including for reporting purposes. If there are any problems or concerns, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 5: Once the unique URL is activated, your email address is successfully validated. Click the NEU Request Form to continue to the next step.

Note, all fields within the form must be completed to finalize portal registration.

State of Illinois - NEU Portal

Validation complete

You have successfully validated your email address.

Please continue to the link below to complete your NEU request.

[NEU Request Form](#)



Portal Registration

Step 6: Enter the entity's Taxpayer Identification Number (TIN), also referred to as the Federal Employer ID Number (FEIN) and select next.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

1. Taxpayer Identification Number

(9 numbers only)

This is also referred to as the Federal Employer ID Number (FEIN).

[< Previous](#)

[Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.

Step 7: Enter the entity's valid D-U-N-S number and select next.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

2. Dun & Bradstreet D-U-N-S number

(9 numbers only)

The U.S. Treasury requires all NEUs to obtain a DUNS and register it with SAM.gov. A valid DUNS must be entered to proceed with this request. If you do not know your DUNS number or need to obtain one, please visit [Dun & Bradstreet](#).

[< Previous](#)

[Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 8: Enter the entity's main business address and select next.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

3. Physical Address

Address 1:

Address 2:

City: Zip:

[< Previous](#) [Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.

Step 9: Enter the entity's total annual budget and select next.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

4. Total NEU Reference Budget

(numbers only)

Pursuant to US Treasury Guidance, as part of the request for funding process the state of Illinois must collect information regarding the Total NEU reference budget.

This field should be populated with your entity's total annual budget, including both operating and capital expenditure budgets, in effect as of January 27, 2020. If your entity adopts a multi-year budget without year-by-year breakouts, provide a straight annualized breakout of the multi-year budget. If your entity does not adopt a formal budget, provide your top-line annual expenditure total, including both operations and capital expenditures, from the most recent fiscal year.

[< Previous](#) [Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 10: Enter the name, title and email address for the entity's authorized representative.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

5. Authorized Representative Information

Name:

Title:

Email:

[< Previous](#) [Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.

Authorized Representative
A person with official authority to sign agreements on behalf of the NEU either through statute, rule, ordinance, resolution, designation or some other official means permitted by the NEU.



Portal Registration

Step 11: Enter the name, title, email and phone number for the main contact for the NEU.

Complete all fields even if the same as the Authorized Representative.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

6. Contact Person Information

Name:

Title:

Email:

Phone:

[< Previous](#)

[Next >](#)

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 12: Select if the entity chooses to receive or decline the funds and select next.

Per Treasury guidance, NEUs should seek to register as soon as possible to receive their funds within 30 days of the State receiving the NEU allotment. NEUs that do not claim their allotments within 60 days after the State begins accepting and processing requests for funding from NEUs will lose their allotments, which will be distributed to other NEUs.

State of Illinois - Non-Entitlement Units Portal

There are 7 or 8 items to be filled in depending on your answers. Please fill in all fields shown and click the "Next" button. To return to a previous question click the "Previous" button.

7. Distribution of NEU Funds

Receive the funds Decline the funds

If you select "Decline the funds" above, the Department of Commerce and Economic Opportunity will contact you and provide a U.S. Department of Treasury form to complete the declination. If you sign and return the form, your entity's allocation will be transferred to the State of Illinois pursuant to Section 603(c)(4) of the Social Security Act. If you fail to complete the form, your entity will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses.

< Previous

Next >

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 13: Review and verify all inputs. If edits are necessary, select the Edit Information button and proceed with making changes.

Validate all information...

NEU: AB City

Taxpayer Identification Number: 123456789

D-U-N-S number: 123456789

Physical Address
123 State Street, Springfield IL, 62706

Total Budget Amount: 321654

Authorized Representative Information
Aaron Doty, IT Manager
aaron@email.com

Contact Person Information
Jennifer Cavanaugh, Deputy Director
jennifer@email.com

Distribution of Funds: Receive the funds



Portal Registration

Step 13 continued: Review and verify all inputs. If edits are necessary, select the Edit Information button and proceed with making changes. Once information is validated, certify and acknowledge and select Submit.

Note, if decline the funds was selected previously, only the top certification statement is visible.

Please certify and acknowledge the following...

- I certify that the information stated above is accurate to the best of my knowledge. By making this certification, I acknowledge that knowingly providing inaccurate information for the purpose of receiving federal funding could result in criminal prosecution.

- I acknowledge that upon receipt of funding pursuant to the American Rescue Plan Act, the Entity I represent must register in SAM.gov as soon as possible, if said entity is not already registered.

- I acknowledge that following the first distribution of funds, the Entity I represent shall only expend funds in accordance with Section 603(c) of the Social Security Act. I further acknowledge the Entity is required to report on the use of the funds pursuant to guidance release by the United States Department of Treasury.

Submit

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 14: *Only for entities selecting to receive the funds*

Prepare, sign and upload all assurance documentation. Select submit to move to the next step.

Upload the Compliance with Civil Rights Requirements Form

The first document to be uploaded is the assurances of compliance with Title VI of the Civil Rights Act of 1964. Please follow the steps below.

Step 1

Download, read and sign the Compliance with Civil Rights Requirements form from the link directly below. Please retain a copy of the signed document for your records.

[Title VI Assurances.pdf](#)

Step 2

Scan or take a digital picture of the signed signature page of this document. Page 3 is the signature page.

Step 3

Select the signed signature page by clicking the button directly below.

No file chosen

Step 4

Upload the file by clicking this Submit button directly below.

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 15: *Only for entities selecting to receive the funds*

Prepare, sign and upload all terms and conditions agreement documentation. Select submit to move to the next step.

Upload the Award Terms and Conditions Agreement

The second document that must be signed and uploaded is the Award Terms and Conditions Agreement. Please follow the steps below.

Step 1

Download, read and sign the Award Terms and Conditions Agreement form from the link directly below. Please retain a copy of the signed document for your records.

[Award Terms and Conditions.pdf](#)

Please Note: The signature line for the U.S Department of Treasury will remain blank.

Step 2

Scan or take a digital picture of the signed signature page of this document. Page 1 is the signature page.

Step 3

Select the signed signature page by clicking the button directly below.

No file chosen

Step 4

Upload the file by clicking this Submit button directly below.

For assistance, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Step 16: The portal registration request is now ***complete***.

Retain the following:

- NEU Recipient Number as it will be required for the initial report to Treasury, and
- All signed agreements for your entity's records.

Note, the declination statement only appears for entities who choose to decline the funds.

State of Illinois - Non-Entitlement Units Portal

Request Complete

You have completed the NEU Portal request.

Declination requirements

Declining the funds requires your entity to sign and submit a declination document. A representative from the NEU Team will contact you to assist in submitting this document.

An email message has been sent to your address containing the information entered into this Portal. Your request will be reviewed for completeness. If there are no issues with your request, you will receive a confirmation email. If there are issues you will be contacted by a NEU Team representative.

The NEU Recipient Number for this request is: **IL-7397**

This NEU request is now locked and access to return to this request is restricted.


If there are any questions or concerns, please email ILARPA@crowe.com or phone 217-862-2730.



Portal Registration

Confirmation: A confirmation email is sent once portal registration is completed. Please retain this email for your records.

State of Illinois - Non-Entitlement Units Portal - Submitted

 ILARPA@crowe.com
To Doty, Aaron

Phish Alert

This email address was used to complete a request through the State of Illinois - Non-Entitlement Units Portal. If you did not submit this request you can ignore this message and delete it.

The following information was submitted...

Taxpayer Identification Number: *****6789
Dunn & Bradstreet D-U-N-S number: 123456789
Physical Address: 123 State Street, Springfield IL, 62706
Total Budget Amount: 321654
Authorized Representative: Aaron Doty, IT Manager, aaron@email.com
Contact Person: Jennifer Cavanaugh, Deputy Director, jennifer@email.com
Distribution of funds: Receive the funds
Financial Institution: Credit Union 1, Routing:111111111, Account: *****9123


The NEU Recipient Number for this request is: IL-7397
Your entity should retain this NEU Recipient Number as an identifying number for the lifecycle of the program, including for reporting purposes
If there are any problems or concerns, please email ILARPA@crowe.com or phone 217-862-2730.



Request Review & Verification

- Completed portal registrations will be reviewed by a member of the NEU support team.
- An email will be sent to the main contact to notify the entity either:
 - The request is Verified, or
 - The request requires edit or additional information. If edits are required, the email provides a quick link to re-open the portal registration form.
- Once verified, expect payment within 30 days.

State of Illinois - NEU Portal - Returned

 ILARPA@crowe.com
To: Doty, Aaron

Phish Alert

This email address was used through the State of Illinois - NEU Portal.
If you did not submit this request you can ignore this message and delete it.

Access to your request has been unlocked.

[Click Here to edit your request.](#)

If your email client does not support links then copy and paste the URL below and paste it into your browser's address bar:
<http://localhost/Public/GATA/NEU/Validate.aspx?id=35f42cb2-82c3-483f-9a34-8e7abfde247e>

IMPORTANT: The link above has access to edit this request. Please do not share this link unless someone else needs to edit your request.
The NEU Recipient Number for this request is: IL-7397
Your entity should retain this NEU Recipient Number as an identifying number for the lifecycle of the program, including for reporting purposes
If there are any problems or concerns, please email ILARPA@crowe.com or phone 217-862-2730.

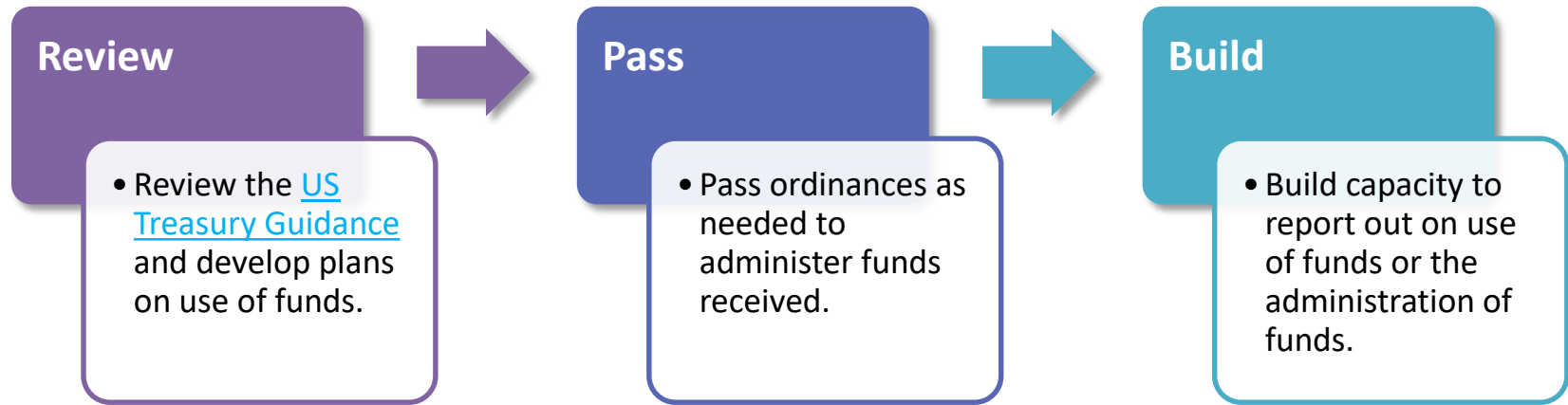


Next Steps



Next Steps

Entities should consider the following next steps while awaiting the first payment of their ARPA NEU allocation:



The NEU Support Team will host a series of webinars to support the NEUs during the coming weeks. Visit <http://illinois.gov/dceo/neu> for updated program information and FAQs.

Questions?

Contact a member of the NEU Support Team:



ILARPA@crowe.com



217-862-2730

For program information, please visit:

<http://illinois.gov/dceo/neu>

