

U.S. DEPARTMENT OF THE TREASURY



Closeout Instructions for the Local Assistance and Tribal Consistency Fund

Walkthrough Guide for Award Closeout

[Treasury's Portal – Login.gov](#)

[Treasury's Portal – ID.me](#)





The following information is to be used as a resource by Local Assistance and Tribal Consistency Fund (LATCF) recipients for the closeout of their award. Before proceeding, please ensure you have reviewed the LATCF Award Closeout Preparation Checklist, LATCF Closeout Resource, LATCF Guidance, and the Financial Assistance Agreement for additional compliance resources. Recipients may also want to have completed the following tasks:

1. Verify the totality of your LATCF award has been expended.
2. Confirm your government has completed all reporting requirements as outlined in your Financial Assistance Agreement.
3. Ensure your SAM.gov registration is currently active here: [SAM.gov | Check Entity Status](#)
4. Ensure your designated points of contact in the Treasury Portal are up-to-date.



Recipients should note there are two ways to initiate closeout under LATCF:

1. During the annual reporting period:

If you are initiating closeout during the annual reporting period, please continue to the next slide for instructions on how to first complete your Obligation and Expenditure report, then move to the Closeout section.

2. Outside of the annual reporting period:

If you are initiating closeout outside of the annual reporting period, please navigate to the Closeout section starting on slide 14.

Note: Recipients that reported in March 2024 that they expended all LATCF funds AND indicated they were ready for closeout should also navigate to the Closeout Report section on page 14.

LATCF Closeout Walkthrough Instructions

Please note, there are two ways to access the Treasury Reporting Portal.

1. Through Login.gov at [Portal.Treasury.gov/compliance/s](https://portal.treasury.gov/compliance/s)
2. Through ID.me at [Portal.Treasury.gov/cares/s/slt](https://portal.treasury.gov/cares/s/slt)

Please note: if this is your first time accessing the Treasury Reporting Portal, you will first need to create a Login.gov account or an ID.me account. Once your account is set up, please email LATCF@treasury.gov to request your account be linked with your government's account in the Treasury Portal.

For more information, see also [Treasury Guidance on registering with ID.me](#) or [Treasury Guidance on registering with Login.gov](#) (creating an account) and [Updating User Roles in Portal](#) (assigning user roles).

A screenshot of the ID.me sign-in page. At the top, it says "Sign in to ID.me". Below that, there is a light blue box with the text "New to ID.me?" and a link "Create an ID.me account". Underneath, there are two input fields: "Email" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password". At the bottom, there is a blue button that says "Sign in to ID.me" and a link "Forgot password" below it.

LATCF Closeout Walkthrough Instructions

Once in the Portal, select the “Compliance reports” tab on the left side of the screen.



Treasury COVID-19 Relief Hub



Introduction

Submissions

Compliance reports

Closeout reports

Introduction

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

Programs

State and Local Fiscal Recovery Funds (SLFRF)

\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

Emergency Rental Assistance (ERA)

\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

Homeowner Assistance Fund (HAF)

Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country's most vulnerable homeowners.

Capital Projects Fund (CPF)

\$10 billion available for state, territory, freely associated state, and Tribal governments for capital projects designed to jointly and directly enable work, education, and health monitoring, which includes the provision and improvement of broadband infrastructure where it is lacking.

Local Assistance and Tribal Consistency Fund (LATCF)

\$2 billion available for eligible tribal governments and eligible revenue sharing counties to support a strong and equitable economic recovery.

On the following screen, you will see all the reports for your government.



LATCF Closeout Walkthrough Instructions

On the *Compliance Reports* page is a listing of all pending and completed reports for your government.

To ensure you are in the correct report, scroll down until you see the *LATCF Compliance Reports* section, and your report will be in a “Draft” status.

 Treasury COVID-19 Relief Hub

My compliance reports

LATCF compliance reports

| Report Name | Report Type | Status | Provide Information | Download |
|----------------------|---------------|-----------|---|---|
| 1 City of Townsville | Annual Report | Draft |  | |
| 2 City of Townsville | Annual Report | Submitted |  |  |

Click on the pencil icon to access the report.



LATCF Closeout Walkthrough Instructions



Instructions

Recipient information

Reporting category

Certify and submit

Instructions

Welcome to the Local Assistance and Tribal Consistency Fund (LATCF) Annual Report.

As outlined in the [LATCF Reporting Guidance](#) recipients are required to report annually on obligations and expenditures made using their LATCF award. This page will outline 5 quick steps for you to complete and submit this report.

Step 1: On the "Reporting category" page, recipients are required to report on the following for each of the 22 government purpose reporting categories:

- Cumulative obligations in dollar amounts
- Current period obligations in dollar amounts (Note: for the 2023 Annual Report this value should be identical to the cumulative obligations)
- Cumulative expenditures in dollar amounts
- Current period expenditures in dollar amounts (Note: for the 2023 Annual Report this value should be identical to the cumulative obligations)
- Checkbox to identify whether the obligation/expenditure was for an infrastructure project (check if "YES")

Recipients should select the appropriate governmental purpose reporting category based on the nature of the obligations and expenditures.

Step 2: On the bottom of the "Reporting category" page, please review the calculated totals and make sure there are no identified validation errors. If there are errors, please read the error message carefully to identify where to make corrections.

Step 3: On the "Certify and submit" page, review the summary totals of reported data and confirm it is accurate. If any of the values are inaccurate, please return to the "Reporting Category" page to make updates.

Step 4: On the "Certify and submit" page, please answer Yes or No to the following question:

- Has the recipient spent any LATCF funds on lobbying activities as outlined in the Ineligible Uses section of Treasury's Guidance for the Local Assistance and Tribal Consistency Fund?

Step 5: On the "Certify and submit" page, please read the certification statement and select "Certify and submit" button on the bottom right corner of the page.

If you have any questions please visit the [LATCF Self-Help page](#) or contact us at using the "Help" tab on the top right side-bar of this page.

After reviewing the User Instructions on the landing page, select the *Next* button to proceed or click on the *Recipient Information* tab.

Recipients are also encouraged to open the [LATCF Reporting Guidance](#) for helpful information on reporting obligations and expenditures.



Next



LATCF Closeout Walkthrough Instructions



Instructions

Recipient information

Reporting category

Certify and submit

Recipient information

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

| Recipient information | | | |
|-----------------------|--------------------|-----------------|----------|
| UEI | SDF234SDF234 | Address | 123 Test |
| TIN | 434534532 | Address 2 | |
| Legal Entity Name | City of Townsville | Address 3 | |
| Type | | City | Test |
| FAIN | | State/Territory | CO |
| CFDA No. | 21.032 | Zip5 | 23423 |
| | | Zip+4 | 2342 |

Back Next

Review your government's information here. It is important that you verify that this information is accurate and up-to-date, especially your UEI, TIN, and address. Once reviewed, select the "Next" button to proceed.

Please note: you will be unable to make edits to these fields in the Portal. If you need to update any of this information, email LATCF@treasury.gov before proceeding.



LATCF Closeout Walkthrough Instructions



- Instructions
- Recipient information
- Reporting category**
- Certify and submit

Reporting category

Category 1: Government services ✔

| Category | Cumulative obligations | Cumulative expenditures | Current period obligations | Current period expenditures | Infrastructure? |
|-----------------------------------|------------------------|-------------------------|----------------------------|-----------------------------|--------------------------|
| 1.1 Healthcare | 100,000.00 | 50,000.00 | 0.00 | 50,000.00 | <input type="checkbox"/> |
| 1.2 Education | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 1.3 Public safety | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 1.4 Social services | 100,000.00 | 100,000.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 1.5 Economic development | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 1.6 General government operations | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 1.7 Other services | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| Totals | \$200,000.00 | \$150,000.00 | \$0.00 | \$50,000.00 | |

Category 2: Capital expenditures ✔

| Category | Cumulative obligations | Cumulative expenditures | Current period obligations | Current period expenditures | Infrastructure? |
|--------------------------------|------------------------|-------------------------|----------------------------|-----------------------------|--------------------------|
| 2.1 Healthcare | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 2.2 Education | 100,000.00 | 0.00 | 0.00 | 100,000.00 | <input type="checkbox"/> |
| 2.3 Public safety | 50,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | <input type="checkbox"/> |
| 2.4 Community development | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 2.5 Housing | 100,000.00 | 100,000.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 2.6 Government administration | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 2.7 Economic development | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| 2.8 Other capital expenditures | 0.00 | 0.00 | 0.00 | 0.00 | <input type="checkbox"/> |
| Totals | \$250,000.00 | \$125,000.00 | \$25,000.00 | \$125,000.00 | |

Work through each Expenditure Category to ensure you have captured any updates to your obligations and/or expenditures.

In the *Summary Totals* section, your remaining allocation amount should be zero.

Note: You will be unable to closeout unless the remaining allocation amount is \$0.00.

Summary totals

| Category | Cumulative obligations | Cumulative expenditures | Current period obligations | Current period expenditures |
|---|------------------------|-------------------------|----------------------------|-----------------------------|
| Category 1: Government services | \$200,000.00 | \$150,000.00 | \$0.00 | \$50,000.00 |
| Category 2: Capital expenditures | \$250,000.00 | \$125,000.00 | \$25,000.00 | \$125,000.00 |
| Category 3: Transportation / water / sewer / technology | \$150,000.00 | \$100,000.00 | \$100,000.00 | \$100,000.00 |
| Category 4: Other governmental purposes | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand total | \$600,000.00 | \$375,000.00 | \$125,000.00 | \$275,000.00 |

Back Save Next

LATCF Closeout Walkthrough Instructions

Summary totals

Remaining allocation amount: \$0.00

| Category | Cumulative obligations | Cumulative expenditures | Current period obligations | Current period expenditures |
|---|------------------------|-------------------------|----------------------------|-----------------------------|
| Category 1: Government services | \$200,000.00 | \$150,000.00 | \$0.00 | \$50,000.00 |
| Category 2: Capital expenditures | \$250,000.00 | \$125,000.00 | \$25,000.00 | \$125,000.00 |
| Category 3: Transportation / water / sewer / technology | \$150,000.00 | \$100,000.00 | \$100,000.00 | \$100,000.00 |
| Category 4: Other governmental purposes | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand total | \$600,000.00 | \$375,000.00 | \$125,000.00 | \$275,000.00 |

Back Save Next

If your remaining allocation amount reflects \$0.00, you will be prompted to confirm that you are ready to close out your LATCF award.

In the pop-up window:

- If you select no, it will take you back to the report.
- If you select yes, a closeout certification record will be generated on your *Closeout Report* landing page.

Certify and submit

State, Local & Tribal Support
Local Assistance & Tribal Consistency Fund

Instructions

Recipient information

Reporting category

Certify and submit

Overview

Cumulative obligations: \$600,000.00
Current period obligations: \$225,000.00

Cumulative expenditures: \$600,000.00
Current period expenditures: \$300,000.00

Has the recipient spent any LATCF funds on lobbying activities as outlined in the ineligible uses section of Treasury's guidance for the Local Assistance and Tribal Consistency Fund?
No

Federal Audit Clear

Have you expended \$750,000.00?
No

Statement

The undersigned, on behalf of the recipient, certifies that the information provided in this statement and all certifications to the U.S. Department of the Treasury are true and correct, and that the recipient is utilizing LATCF funds in accordance with all applicable legal, regulatory, and other program requirements, including as provided under Section 605 of the Social Security Act, as added by Section 5901 of the American Rescue Plan Act of 2021, and any guidance released by the U.S. Department of the Treasury.

1. The information, certifications, and statements provided in this statement and all certifications to the U.S. Department of the Treasury are true and correct, and that the recipient is utilizing LATCF funds in accordance with all applicable legal, regulatory, and other program requirements, including as provided under Section 605 of the Social Security Act, as added by Section 5901 of the American Rescue Plan Act of 2021, and any guidance released by the U.S. Department of the Treasury.

2. The recipient is utilizing LATCF funds in accordance with all applicable legal, regulatory, and other program requirements, including as provided under Section 605 of the Social Security Act, as added by Section 5901 of the American Rescue Plan Act of 2021, and any guidance released by the U.S. Department of the Treasury.

3. To the extent applicable to the recipient's award, the recipient is in compliance with Treasury's guidance regarding the use of LATCF funds for lobbying activities.

Have you spent your full LATCF award and are ready to close out the award?

If you are ready to close out, please be aware that this is not your final report. Included in forthcoming guidance will be information on how to close out your LATCF award, including completion of final report information.

No Yes

LATCF Closeout Walkthrough Instructions



State, Local &
Tribal Support
Local Assistance &
Tribal Consistency
Fund

Instructions

Recipient information

Reporting category

Certify and submit

Certify and submit

Overview

Cumulative obligations:
\$550,000.00



Cumulative expenditures:
\$550,000.00



Current period obligations:
\$0.00

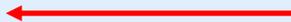


Current period expenditures:
\$0.00



Has the recipient spent any LATCF funds on lobbying activities as outlined in the ineligible uses section of Treasury's guidance for the Local Assistance and Tribal Consistency Fund?

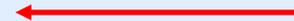
No



Federal Audit Clearinghouse (FAC) Audit

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year? ⓘ

No



* Graphic for illustrative purposes only. Obligation and expenditure reporting data may vary.

Review the *Overview* section of the report submission page and ensure all obligations and expenditures are summarized correctly. Next, you will be asked to provide information related to the Single Audit. The questions will be based on all federal awarded funds spent by fiscal year.

Please ensure you select a response related to lobbying activities.



LATCF Closeout Walkthrough Instructions

Statement

The undersigned, on behalf of Ciria Polanco ("recipient") specified below, hereby makes the following certifications to the U.S. Department of the Treasury as of the date of this certification:

1. The information, certifications, attachments, and other information provided by the recipient to the U.S. Department of the Treasury related to the Local Assistance and Tribal Consistency Fund ("LATCF") are true and correct and do not contain any materially false, fictitious, or fraudulent statement, nor any concealment or omission of any material fact;
2. The recipient is utilizing LATCF funds in accordance with all applicable legal, regulatory, and other program requirements, including as provided under Section 605 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, and any guidance released by the U.S. Department of the Treasury;
3. To the extent applicable to the recipient's award, the recipient is in compliance with Treasury guidance on the application of Build America and Buy America to LATCF funds and any waivers issued by Treasury with regards to the application of BABA requirements to this program; and
4. The undersigned has authority to execute and deliver this certification on behalf of the recipient.

Name of Current Login User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name:
Mayor Test

Telephone:
(111) 222-3333

Title:
UAT Testing

Email:
✉

[Back](#)

[Certify and submit](#)

Once you have reviewed the certification statement, select the *Certify and Submit* button.



LATCF Closeout Walkthrough Instructions



Thank you for Submitting!

You may review the information submitted and download a PDF of your report. If you need to make any changes you may unsubmit at any time before the submission deadline.

Download File

Close

If you have submitted your Obligation and Expenditure report successfully, a confirmation message will appear. You can select to download a PDF summary of your report for your records at this time.

If you previously indicated that your government was ready for closeout, you will receive a *Ready for Closeout* pop up window. Click on *Go to Closeout* to proceed with award closeout.

Ready for closeout

Thank you for your submission. You may now certify and submit your Closeout Report. Click the button below to view and submit your Closeout Report(s).

Go to closeout



LATCF Closeout Walkthrough Instructions

Treasury COVID-19 Relief Hub



State, Local and Tribal Support
Welcome

Introduction

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Closeout reports

Thank you for your participation in Treasury Programs supporting State, Territory, Tribal, and Local Governments as part of the 2021 American Rescue Plan. This page allows Office of Capital Access (OCA) program participants to request and track the progress of Award Closeout.

If you are ready to close out one of the assistance programs listed below, check the box next to the program you wish to close out and click on the "Request to closeout" button. Note, only Authorized Representatives and Account Administrators can request early closeout.

For more details on each program's closeout process, please see the closeout reporting requirements and supporting resources on the reporting page for the program you wish to close out.

[ERA Reporting Page](#)

[HAF Reporting Page](#)

[HAF Closeout Resource](#)

Eligible for closeout

Check the box next to the program you wish to close out and click on the 'Request to closeout' button to begin the process

| Application ID | Program | Applicant Name | Status | More Actions |
|-------------------------------------|---------|---------------------|--------------------|--------------|
| <input type="checkbox"/> LATCF-4870 | LATCF | Client Side Testing | Ready for Closeout | |

On the *Closeout Reports* tab, your closeout record will reflect a *Ready for Closeout* status. Click on the checkbox to the left and then select the box *Request to Closeout*.

Eligible for closeout

Check the box next to the program you wish to close out and click on the 'Request to closeout' button to begin the process

| Application ID | Program | Applicant Name | Status | More Actions |
|--|---------|----------------|--------------------|--------------|
| <input checked="" type="checkbox"/> LATCF-2772 | LATCF | test | Ready for Closeout | |

Request to closeout

ERA Reporting Page

HAF Reporting Page

HAF Closeout Resource

LATCF Closeout ✕

Are you ready to closeout your award for LATCF?

| | | | |
|-------------------------------------|-------|------|----------------------|
| <input type="checkbox"/> LATCF-2772 | LATCF | test | Ready for Closeout |
| <input type="checkbox"/> LATCF-1338 | LATCF | test | Closeout in progress |

A message will appear for you to confirm you are ready to proceed with closeout. Select Yes.



LATCF Closeout Walkthrough Instructions

A *LATCF Closeout* pop-up window will appear with a cumulative summary of your latest Obligation and Expenditure Report. If the summary is accurate, please confirm “Yes” to indicate the reporting data is final. You may select “No” if additional edits need to be made. Edits to cumulative obligations and expenditures need to be made first in your latest Obligation and Expenditure report to be updated in this closeout section.

For more details on each program's closeout process, please see the closeout reporting requirements

LATCF Closeout ✕

Please certify that the reported data is accurate and is your final report.

LATCF annual report
City of Townsville

Total LATCF allocation amount expended
\$600,000.00

| Category | Cumulative obligations | Cumulative expenditures |
|---|------------------------|-------------------------|
| Category 1: Government services | \$500,000.00 | \$500,000.00 |
| Category 2: Capital expenditures | \$0.00 | \$0.00 |
| Category 3: Transportation / water / sewer / technology | \$100,000.00 | \$100,000.00 |
| Category 4: Other governmental purposes | \$0.00 | \$0.00 |
| Grand total | \$600,000.00 | \$600,000.00 |

Yes - Confirming the report data is accurate and final. No changes required.
 No - The report data is NOT accurate and will be updated in the next reporting period.

If Yes selected:

Representatives and Account Administrators can request early closeout.

LATCF Closeout ✕

Please certify that the reported data is accurate and is your final report.

LATCF annual report
City of Townsville

Total LATCF allocation amount expended
\$600,000.00

| Category | Cumulative obligations | Cumulative expenditures |
|---|------------------------|-------------------------|
| Category 1: Government services | \$500,000.00 | \$500,000.00 |
| Category 2: Capital expenditures | \$0.00 | \$0.00 |
| Category 3: Transportation / water / sewer / technology | \$100,000.00 | \$100,000.00 |
| Category 4: Other governmental purposes | \$0.00 | \$0.00 |
| Grand total | \$600,000.00 | \$600,000.00 |

Yes - Confirming the report data is accurate and final. No changes required.
 No - The report data is NOT accurate and will be updated in the next reporting period.

Once you confirm this is your final report, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award.

Confirm

If No selected:

LATCF Closeout ✕

If the report data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the next LATCF annual report. Please exit out of this 'Closeout Report' section and continue with your annual reporting requirements until you are ready to close out your LATCF award.

LATCF-2772 LATCF test Ready for Closeout

LATCF Closeout Walkthrough Instructions

The SF-425 section information will appear next, populating data from your last Obligation and Expenditure report. If the data is accurate and final, please select “Yes, the data in the table above is accurate and final” to move forward to fully initiate the closeout process.

LATCF Closeout

Please certify that the reported data is accurate and is your final report.

LATCF annual report
LATCF-0220 2024 Annual Report

Total LATCF allocation amount expended
\$1,500,000.00

Total remaining unexpended balance
\$0.00

Expense summary | **SF-425: Federal Financial Report**

This Federal Financial Report is a cumulative statement of all federal and matching funds for a grant.

| 10. Transactions | |
|---|----------------|
| Federal Cash: | |
| a. Cash Receipts | \$1,500,000.00 |
| b. Cash disbursements | \$1,500,000.00 |
| c. Cash on hand (line a minus b) | \$0.00 |
| <i>(Use lines d-o for single grant reporting)</i> | |

LATCF Closeout

| | | | | | |
|---|---------|-------------|-----------|---------|-------------------|
| Federal Expenditures and Unobligated Balance: | | | | | |
| d. Total federal funds authorized | | | | | |
| e. federal share of expenditures | | | | | |
| f. Federal share of unliquidated obligations | | | | | |
| g. Total federal share (sum of lines e and f) | | | | | |
| h. Unobligated balance of federal funds (line d minus g) | | | | | |
| Recipient Share: | | | | | |
| i. Total recipient share required | -- | | | | |
| j. Recipient share of expenditures | -- | | | | |
| k. Remaining recipient share to be provided (line i minus j) | -- | | | | |
| Program Income: | | | | | |
| l. Total Federal program income earned | | | | | |
| m. Program income expended in accordance with the deduction alternative | -- | | | | |
| n. Program Income expended in accordance with the addition alternative | | | | | |
| o. Unexpended program income | | | | | |
| 11. Indirect Expense | | | | | |
| a. Type | b. Rate | Period From | Period To | d. Base | e. Amount Charged |

LATCF Closeout

| | | | | | | |
|---|---------|-------------|-----------|---------|-------------------|------------------|
| m. Program income expended in accordance with the deduction alternative | -- | | | | | |
| n. Program Income expended in accordance with the addition alternative | -- | | | | | |
| o. Unexpended program income | -- | | | | | |
| 11. Indirect Expense | | | | | | |
| a. Type | b. Rate | Period From | Period To | d. Base | e. Amount Charged | f. Federal Share |
| | | | | | | |

Please certify that the reported data (the SF-425 and Expenditure Category reported summary tables) is accurate and final.

Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&E report.

Yes – the data in the table above (SF-425 reported data) is accurate and final.
 No – the data in the table above (SF-425 reported data) is not accurate and requires update

Once you confirm this is your final report, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award.

Confirm



LATCF Closeout Walkthrough Instructions

LATCF Closeout ✕

Remaining recipient share to be provided (line items):

| Program Income: | | | | | | |
|---|---------|-------------|-----------|---------|-------------------|------------------|
| l. Total Federal program income earned | | | | | | |
| m. Program income expended in accordance with the deduction alternative | | | | | | |
| n. Program Income expended in accordance with the addition alternative | | | | | | |
| o. Unexpended program income | | | | | | |
| 11. Indirect Expense | | | | | | |
| a. Type | b. Rate | Period From | Period To | d. Base | e. Amount Charged | f. Federal Share |
| -- | -- | -- | -- | -- | -- | -- |

Please certify that the reported data (the SF-425 and Expenditure Category reported summary tables) is accurate and final.

Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&E report.

Yes – the data in the table above (SF-425 reported data) is accurate and final.
 No – the data in the table above (SF-425 reported data) is not accurate and requires update

If updates to data are required, please select “No – the data in the table above is not accurate and requires update” to be directed to click a link to return to your prior Obligation and Expenditure report to update the project financial data fields.

LATCF Closeout ✕

If the report data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the next LATCF annual report.

*Please provide justification for changes made to the closeout report.

[Click here to unsubmit your report](#)

A prompt will appear to provide a brief justification as to why the updates were needed, including the corresponding project name that was revised in the report. To then revise your report, select “Click here to unsubmit your report,” automatically redirecting you back to the annual report.



LATCF Closeout Walkthrough Instructions

LATCF compliance reports

| | Report Name | Report Type | Status | Provide Information | Download |
|---|---|---------------|-----------|---|---|
| 1 | LATCF-0220 2024 Annual Report - Revised | Annual Report | Submitted |  |  |
| 2 | LATCF-0220 2024 Annual Report | Annual Report | Submitted | |  |

Two copies of the Obligation and Expenditure report will now appear after you indicate that your SF-425 information is not accurate and have completed edits to your report.

- 1. The original version of the annual report.**
- 2. The ‘revised’ version of the annual report with updates.**

The SF-425 in the closeout section will pull data from the most recent ‘revised’ version of the Obligation and Expenditure report. You will then need to go through the same closeout steps starting from slide 14 and with the edits from the revised reports, should be able to answer “Yes” to the prompt on slide 17 about the SF-425 information.



LATCF Closeout Walkthrough Instructions

Eligible for closeout

Check the box next to the program you wish to close out and click on the 'Request to closeout' button to begin the process

| <input type="checkbox"/> Application ID | Program | Applicant Name | Status | More Actions |
|---|---------|----------------|----------------------|--------------|
| <input type="checkbox"/> LATCF-2766 | LATCF | test | Closeout in progress | |

Your closeout record status will update to *“Closeout in progress”* once all steps have been completed to initiate closeout. The Account Administrator will be able to check the status of your government’s closeout request at any time.

The closeout information will be reviewed by Treasury. If any errors are identified, the designated point of contact for your government will be contacted via email to correct submitted information. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that the LATCF award has been closed out.

