

Recovery Plan Reporting User Guide

State and Local Fiscal Recovery Funds



July 1, 2022

Version: 2.0



Table of Contents

Section I.	Reporting Basics	1
Section II.	Navigation and Logistics.....	3
Section III.	Recovery Plan Performance Report	4

List of Figures

Figure 1 - Manual Entry Text Box - example	4
Figure 2 - Recipient Information	5
Figure 3 - Recipient Profile Discrepancies Entry	5
Figure 4 - Recovery Plan Performance Report Screen-Projects.....	6
Figure 5 - Recovery Plan Performance Report Screen-Submission	6
Figure 6 - Official Certification	7

OMB Control Number: 1505-0271

OMB Expiration Date: 04/30/2025

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 100 hours per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



Section I. Reporting Basics

a) Overview

This document provides information on using Treasury's Portal for states, territories, and metropolitan cities and counties with a population that exceeds 250,000 residents (i.e., Tier 1 recipients) to submit the required Coronavirus State and Local Fiscal Recovery Fund (SLFRF) Recovery Plan Performance Report (Recovery Plan). It is a supplement to the Compliance and Reporting Guidance ([Reporting Guidance](#)), which contains relevant information and guidance on reporting requirements. **Please note that only Tier 1 recipients are required to submit a Recovery Plan.**

Additionally, you should visit the Treasury's [SLFRF home page](#) for the latest guidance and updates on programmatic and reporting topics.

b) What is Covered in this User Guide?

This User Guide contains detailed guidance and instructions for Tier 1 recipients of SLFRF in using Treasury's Portal for submitting the Recovery Plan. All Tier 1 recipients must submit the required report via Treasury's Portal. This guide is not comprehensive and is meant to be used in conjunction with the references mentioned above.

Section I: Reporting Basics

Section II: Navigation and Logistics

Section III: Recovery Plan Performance Report

c) Designated Staff for Key Roles in Managing SLFRF Reports User Designations

SLFRF recipients are required to designate staff or officials for the following three roles in managing reports for their SLFRF award. Recipients must make the required designations prior to accessing Treasury's Portal. The required roles are as follows:

- **Account Administrator** for the SLFRF award has the administrative role of maintaining the names and contact information of the designated individuals for SLFRF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. Finally, the Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.
- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the SLFRF reports.
- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The



Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, quarterly or annual reports, interim reports, and final reports.

For Accounts registered through Login.gov

Treasury Portal at

<https://portal.treasury.gov/compliance/s/>

For Accounts registered through ID.me

Treasury Portal at

<https://portal.treasury.gov/cares/s/slt/s/slt>

Some key items to note:

- Each designated individual must register with either Login.gov or ID.me for gaining access to Treasury's Portal.
- If you have not previously registered an account, you should register through Login.gov following this [link](#). This [link](#) includes further instructions. The following links provide additional information:
 - <https://login.gov/create-an-account/>
 - <https://login.gov/help/get-started/create-your-account/>
- Users who have previously registered through ID.me may continue to access Treasury's Portal through that method. This [link](#) includes further instructions.
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The recipient may designate one individual for all three roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designation individuals whenever needed. These changes must be processed by the Account Administrator.
- The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the recipient's SLFRF reports, and recipients will be able to update the information, if necessary.

Treasury also posted a series of webinars with instructions, as noted below:

- [Account Creation and Login](#) - creation of account in Treasury's Portal through ID.me or Login.gov
- [User Roles](#) - assignment and updates of user roles in Treasury's Portal

d) Questions?

If you have any questions about the SLFRF program's reporting requirements, please contact us by email via SLFRF@treasury.gov.



Section II. Navigation and Logistics

a) Login to Landing Page and Portal Navigation

After logging into Treasury's Portal, the landing page (see Figure 1) will appear listing the Office of Recovery Programs (ORP)-administered program from which your organization may be eligible for.

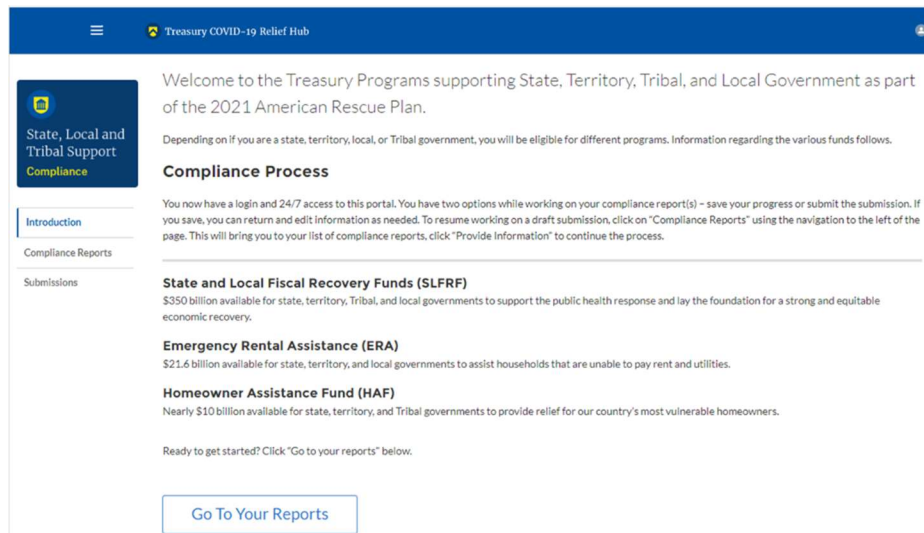


Figure 1 - Landing Page

From the landing page, select *Go to Your Reports* or *Compliance Forms* on the left side panel to be taken to a list of options for the programs you have access to under the My Compliance Reports selection section.

At this time, you may select the Recovery Plan Performance Report.

Each listed report constitutes a link to that specific report's online forms. Selecting a report from the landing page will open the first in a series of screens.

To begin completing a specific report, click on *Provide Information* for the given report. Refer to the [Reporting Guidance](#) for details about each type of required report for submittal.

1. Manual Data Entry

Manual data entry requires you to provide inputs as instructed on the screen. Manual inputs are described in detail below for each section of this user guide.

Note: An asterisk (*) indicates a required field. Entry into the field is required before you can save or proceed to the next screen.

Your inputs will be subject to validation by Treasury's Portal to ensure that the data provided is consistent with expected format or description (e.g., entering "one hundred" instead of 100). If a given data entry fails a validation rule, Treasury's Portal will display an error for you to address.



You will not be able to submit manually entered data that does not satisfy the data validation rules (see Figure 2).

A screenshot of a web form with a light blue background. At the top, it says "* Provide Link to Recovery Plan on a Public-Facing Website" with a red asterisk and a red dot. Below this is a text input field containing "1234". A red border highlights the input field. Below the input field, in red text, it says "Public Disclosure Link must be a URL".

Figure 1 - Manual Entry Text Box - example

Section III. Recovery Plan Performance Report

On these screens, you will review and confirm key information on your organization and upload the Recovery Plan as a PDF as well as include a link to the easily-discoverable webpage on the public-facing website where the Recovery Plan is posted. Treasury recommends that Recovery Plans be accessible within three clicks or fewer from the homepage of the recipient's website.

Recipients that must submit a Recovery Plan Performance Report include:

- States
- Territories
- Metropolitan cities and counties with a population that exceeds 250,000 residents

Recipients that do not submit a Recovery Plan Performance Report include:

- Metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding
- Tribal Governments
- Metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding
- Non-entitlement units of local government (NEUs)

The Recovery Plan provides the public and Treasury both retrospective and prospective information on the projects recipients are undertaking or planning to undertake with program funding and how they are planning to ensure program outcomes are achieved in an effective, efficient, and equitable manner. The Recovery Plan should include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury.

The initial Recovery Plan covered the period from the date of award to July 31, 2021 and was required to be submitted to Treasury by August 31, 2021, or 60 days after receiving funding. Thereafter, the Recovery Plan will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period by July 31.

The [SLFRF Recovery Plan Performance Report Template](#) is meant as a suggested template for Tier 1 SLFRF recipients to assist them in submitting their Recovery Plan. The Recovery Plan Template is available at www.treasury.gov/SLFRPReporting. Tier 1 recipients should consult the [Reporting Guidance](#) for detailed guidance on the submission of this report.

Recipients may modify this template as appropriate for their jurisdiction, provided the modified template meets Treasury's requirements, outlined below. Through the Recovery Plan, recipients



may link to public documents, including, but not limited to, legislation, dashboards, survey results, community engagement reports, and equity frameworks to support the Recovery Plan narrative.

Upon login, you will be directed to the recipient information page, which is intended to verify relevant information in Treasury's Portal.

a) Recipient Information

1. Review and confirm your Recipient Profile pre-populated from your SLFRF Application file (see Figure 3).
2. The screen will also display the names and contact information for individuals the Recipient has designated for key roles for the SLFRF program.

Recipient Information			
DUNS	137304403	Address	321 Test Ln
UEI		Address 2	
TIN	137304404	Address 3	
Legal Entity Name	Robb Y - Test	City	Fairfax
Type	State or Territory	State/Territory	DE
FAIN	31232	Zip5	32323
CFDA No.	12321	Zip+4	2121
		Reporting Tier	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

Figure 2 - Recipient Information

3. Please use the textbox (see Figure 4) to flag errors, notifying Treasury if any information is incorrect

Please report discrepancies (if any) on the Recipient Information

Figure 3 - Recipient Profile Discrepancies Entry

4. Once all fields have been reviewed and verified, click the *Next* button to proceed to the following screen.



b) Performance Report

On this screen, recipients will upload their Recovery Plan. Upon navigating to this screen, users can download a file with the projects from their last Project and Expenditure Report, upload a PDF of the Recovery Plan, and enter the link for public reporting of the report (see Figures 5 and 6).

1. Users can download a spreadsheet of all projects from their previous Project and Expenditure Report.

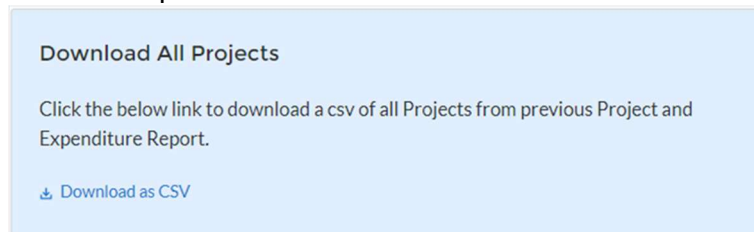


Figure 4 - Recovery Plan Performance Report Screen-Projects

2. Upload a PDF of the Recovery Plan.
3. Enter a link for public disclosure where this report will be available for public review.

Figure 5 - Recovery Plan Performance Report Screen-Submission

4. Once all of the above information is entered, click **Save**. Click the **Next** button to proceed to the following screen.

c) Official Certification

On this screen, the Authorized Representative for Reporting (ARR) will be asked to certify information pertaining to the Recovery Plan. By certifying this submission, the ARR is confirming that all reported information is accurate and approved for submission.

Users who are not designated as an ARR will not be presented with the screen.

1. The ARR's Name, Title, Telephone Number, and E-Mail Address will be presented on screen for review.
2. Allow the Certifying Official to review all prior screens and entries to verify accuracy of the inputted record (see Figure 7).



I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

Name and Title of Certifying Official

Name:	Telephone:
<input type="text"/>	<input type="text"/>
Title:	Email:
<input type="text"/>	<input type="text"/>

Figure 6 - Official Certification

3. Once all of the above information is entered, click the *Certify and Submit* button to complete the entry.



Revision Log

Version	Date Published	Summary of changes
1.0	August 9, 2021	Initial publication (included in the Treasury's Portal for Recipient Reporting User Guide)
2.0	July 1, 2022	Updated to incorporate CSV download and references to updated Recovery Plan template

