

U.S. Department of the Treasury

Local Assistance and Tribal Consistency Fund: Closeout Process Overview Resource

May 14, 2025

This document is an overview resource for Local Assistance and Tribal Consistency Fund (LATCF) recipients regarding closing out their LATCF awards. LATCF award funds may be used for any governmental purpose except for a lobbying activity and are available to recipients until all funds are spent or returned to Treasury. After a recipient has spent its LATCF award funds, it may initiate closeout of its LATCF award.¹ Recipients can initiate closeout through the Annual Obligation and Expenditure Report (Annual Report), or through the “Compliance Reports” section in the Treasury Portal. There are generally four key steps in the closeout process for LATCF that are described below in this overview resource.

Initiating Closeout

A recipient that spends the full amount of its LATCF award may initiate closeout (1) in the next reporting period (i.e., in the Annual Report due March 31 of each year) or (2) through the prompt in the “Compliance Reports” section in the Treasury Portal (for those recipients that wish to initiate closeout outside of the annual reporting process). To initiate closeout outside of the annual reporting process, a recipient must have previously reported that it has spent all LATCF award funds. For recipients that received their second tranche LATCF payment after December 31, 2023, their first opportunity to report this information was the 2024 Annual Report due March 31, 2025. The Annual Report that shows that all LATCF funds have been spent is referred to as the “Final Report.” As a final step to initiate award closeout, all recipients will need to review and provide a closeout report certification in the “Compliance Reports” section in the Treasury Portal.

Treasury has released an [LATCF Closeout Instructions Walkthrough Guide](#) and the [Award Closeout Preparation Checklist](#) with detailed information on how to initiate program closeout in the Treasury Portal.

Final Reporting at Closeout

Once a Final Report is submitted for closeout, if it requires revision, Treasury will request revisions and resubmission from the recipient. Treasury also may request verification of award closeout information from recipients. Treasury may send instructions via email to revise and resubmit the Final Report or may send an Information Document Request (IDR) for the recipient to provide additional information.²

If a recipient does not resolve outstanding issues, the recipient may be deemed noncompliant with the requirements in its LATCF Financial Assistance Agreement. Treasury will provide a

¹ If a recipient intends to return some or all of its LATCF funds to Treasury, please email LATCF@Treasury.gov.

² An IDR is the formal term for a notice from Treasury requesting additional information. A recipient will receive an email notifying them that an IDR is available for them to review in the Treasury Portal. Recipients must respond to the IDR and certify and submit their response within the Treasury Portal.

formal opportunity to remedy noncompliance. If the noncompliance is not resolved, the recipient may be subject to remedies that could include returning LATCF funds to Treasury.

Financial Closeout

Following the receipt of the recipient's Final Report and closeout report certification, the recipient will enter into "financial closeout" where Treasury reviews the recipient's Final Report and allocation information to determine whether any adjustments may be needed before proceeding with closeout. If any amounts are owed to Treasury, recipients should not initiate any return of funds to Treasury until they have received formal notification that their Final Report and certification have been reviewed. Treasury will provide specific instructions to recipients on how to return funds at that time.

If a recipient owes money to Treasury due to, for instance, improper use of funds or other noncompliance issues under the LATCF award, Treasury will send repayment instructions and deadlines to make repayments, as appropriate. If repayment is not made timely, Treasury may seek other legally available remedies.



If a recipient remains noncompliant, they may become ineligible for future federal financial assistance.



If a recipient has not paid funds owed to Treasury, Treasury generally will establish a debt and initiate debt collection procedures.

Final Closeout

Treasury will notify recipients by email when their LATCF awards have been successfully closed out. No further action related to closeout or reporting will be required unless Treasury notifies the recipient otherwise.

Post-Closeout Considerations

Post-closeout, recipients must continue to comply with applicable laws and regulations as identified in the recipient's LATCF Financial Assistance Agreement. The following is a non-exhaustive list of internal controls and compliance requirements for Federal awards.

Records Retention & Documentation

Per the LATCF Financial Assistance Agreement, recipients must maintain records and financial documents sufficient to evidence compliance with section 605 of the Social Security Act, the LATCF Financial Assistance Agreement, and implementing guidance issued by Treasury for a period of five (5) years after all funds have been spent or returned to Treasury.

Documentation of Compliance with Federal Statutes and Regulations Prohibiting Discrimination

Recipients are required to comply with federal nondiscrimination statutes and regulations, including [Title VI of the Civil Rights Act of 1964](#), [Section 504 of the Rehabilitation Act of 1973](#),

the [Age Discrimination Act of 1975](#), and the [Fair Housing Act \(Title VIII of the Civil Rights Act of 1968\)](#) as outlined in the LATCF Financial Assistance Agreement accepted by the recipient in connection with their LATCF award. Note: Treasury does not impose nondiscrimination requirements on Tribal governments beyond what would otherwise apply under federal law.

Audit Requirements If a recipient is required to submit a single audit or program specific audit, as discussed at 2 CFR Part 200, [Subpart F \(Audit Requirements\)](#), ensure that the audit is completed and submitted in a timely manner. Recipients with audit findings must work with Treasury, as appropriate, to resolve those findings.

Reporting Waste, Fraud, or Abuse

The Office of Inspector General offers guidance about reporting fraud, waste, and abuse, which is available at: [Report Fraud, Waste, and Abuse | Office of Inspector General \(treasury.gov\)](#).