

# U.S. DEPARTMENT OF THE TREASURY

**OFFICE OF CAPITAL ACCESS**

## **TREASURY COMPLIANCE PORTAL**

**Step-by-Step Instructions for a Successful Report Submission**

March 14, 2024



# Important Notes and Words of Thanks

Presentation slides featuring screenshots represent what you should see on your screen for each step.

If you are unable to find the correct buttons/boxes as noted on the following slides, you will need to create a helpdesk ticket with Treasury's IT Department by emailing:  
**[covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov)**

## Thank You

We wish to thank and acknowledge State of Georgia city clerks, managers, and finance directors who generously shared their time, patience, and portal screens, the Vermont League of Cities, and the National League of Cities for some of the screenshots displayed in this presentation.

The background features a pattern of light blue diagonal stripes that create a sense of depth and movement. A solid dark blue horizontal band runs across the middle of the image, providing a high-contrast area for the text.

**Let's Set Up for Success**



# Bookmark These Helpful Online Resources

## **Recipient Compliance and Reporting Guidance Responsibilities webpage:**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/recipient-compliance-and-reporting-responsibilities>

## **Project and Expenditure Report User Guide**

<https://home.treasury.gov/system/files/136/Jan-2024-PE-Report-User-Guide.pdf>

## **Self-Service Resources**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/slfrf-self-service-resources>

## **Frequently Asked Questions (FAQs) for All Recipients**

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>

## **Coronavirus State and Local Fiscal Recovery Funds for Non-entitlement Units (NEUs) of Local Government**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>



## Do you have a Login.gov account?

If you have not created a Login.gov account, let's pause and do so now.

- While the Treasury portal may be accessed using another system, (ID.me), we recommend NEUs use Login.gov.
- If you have registered with Login.gov, proceed to slide 8.



# What is Login.gov?

**Login.gov is a secure sign-in service used by the public to sign in to participating Government Agencies.**

**Users who log in using Login.gov can only gain access to the Compliance Reporting sections in Treasury's portal.**



# Get Ready....

**Before creating your Login.gov account, let's make sure you are set up for success!**

**Check that your SLFRF account administrator has *already added* you as a contact to the SLFRF account in the portal with your *correct email address*.**

This step must be completed first; otherwise, you will receive an error message stating, “No matching contact record was found.”

**Please make sure you are using a supported web browser.**

The Treasury portal supports most web browsers, including Microsoft Edge and Google Chrome; however, the Treasury portal does not work well on Internet Explorer, for example.

# Please note:

**If you are a new user and have not previously registered with ID.me, or if you are a Non-Entitlement Unit of Local Government (NEU), we strongly suggest you register your new account using Login.gov as it offers a much easier, user-friendly experience when logging in to access the Treasury portal.**

Users who have previously registered through ID.me and submitted a compliance report may continue to access Treasury's portal through that method, although creating a new Login.gov account will not cause any issues. Users may log in using ID.me or Login.gov, provided both accounts use the same email address.

- **Treasury's guidance on registering with ID.me:**  
<https://home.treasury.gov/system/files/136/TreasuryPortalRegInstructions.pdf>
- **Visit ID.me support:**  
<https://help.id.me/hc/en-us/articles/4416509221271-Treasury-and-ID-me>



# Now, let's create that Login.gov account!

To create a Login.gov account, please refer to  
“Treasury Guidance on Registering with Login.gov”

<https://home.treasury.gov/system/files/136/Login.gov-User-Guide.pdf>

- **Need follow-along instructions?**

See our SLFRF Login.gov Account Explainer Video with step-by-step registration information.

<https://youtu.be/YCWiluZX4bc>

- **Need tech support? Visit [Login.gov support](https://www.login.gov/support).**

<https://www.login.gov/help/>

# Access the Treasury Portal

Use your new Login.gov credentials to log into the Treasury portal.

Navigate on your browser to the Login.gov “Sign In” landing page at <https://portal.treasury.gov/compliance>

# You're *almost* ready!

There are just two more items to check before completing your Project and Expenditure Report.

- ✓ **Make sure your user roles have been designated.**
  - *Account Administrator*
  - *Point of Contact for Reporting*
  - *Authorized Representative for Reporting*
  
- ✓ **The three (3) required Agreements and Supporting Documents have been uploaded into the Treasury portal:**  
[Terms and Conditions](#), [Assurance of Compliance with Civil Rights Requirements](#), and (for NEUs only) your budget.

***See our online resource for more information:***

*“NEU and Non-UGLGs Agreements and Supporting Documents User Guide”*

<https://home.treasury.gov/system/files/136/NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf>



# Using an Existing Login.gov Account

If you already have a Login.gov account, you'll be glad to know you can use your pre-existing account.

## *Before signing in:*

- Check that your SLFRF account administrator has *already added* you as a contact to the SLFRF account in the portal with your *correct email address*. This step must be completed first; otherwise, you will receive an error message stating, "No matching contact record was found."
- Please make sure you are using a supported web browser. The Treasury portal supports most web browsers, including Microsoft Edge and Google Chrome; however, the Treasury portal does not work well on Internet Explorer, for example.

**Navigate on your browser to the Login.gov "Sign In" landing page at <https://portal.treasury.gov/compliance>**

# Designated User Roles in the Treasury Portal

# What are the Three Designated User Roles?

## Role 1: Account Administrator

- The 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 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 complete, up-to-date contact information through Treasury's Portal.
- The Account Administrator can also view SLFRF reports.
- Finally, the Account Administrator is responsible for making any changes or updates as needed over the award period. We recommend that the Account Administrator identify an individual to serve in their place in the event of staff changes.



# What are the Three Designated User Roles?

## Role 2: Point of Contact for Reporting

- The 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 but cannot certify and submit these reports.

# What are the Three Designated User Roles?

## Role 3: Authorized Representative for Reporting

- **To successfully submit reports through the Reporting Portal, you must designate an Authorized Representative role on your account.**
- The Authorized Representative for Reporting is responsible for certifying and submitting official reports on behalf of the SLFRF award recipient. Official reports may include Special Reports, Monthly Reports, Quarterly Reports, Interim Reports and Final Reports.
- 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 matters such as extension requests and amendments of previously submitted reports.

# Troubleshooting: Designated User Roles

If you are the designated Account Administrator for your organization:

**WE CANNOT STRESS THIS ENOUGH!**

- Four weeks before any report is due is a great time to check and update your group's user roles, if needed, in the Treasury portal.
- Sign into your account early and keep your user roles up-to-date ahead of the April report to avoid delays.
- Verify that you have listed their correct names, phone numbers, and especially email addresses that they will use to access the Treasury portal.



# Troubleshooting: Designated User Roles

- “We can’t edit or make changes to our organization’s Points of Contact or Authorized Representative.”
- “The Account Administrator listed in our account is no longer employed with our organization.”

**Please send a detailed email to our IT Department, alerting them that your organization is experiencing access issues, and that your user roles need to be changed and linked to your SLFRF profile.**

**[covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov)**

# Troubleshooting: Designated User Roles

## Additional User Role Online Resources

- **See our Self-Service Resources webpage, Section 3 “System Support – Treasury Submission Portal FAQs” for more information about adding, changing, editing or deleting Points of Contact and Authorized Representatives.**

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/slfrf-self-service-resources>

- **Understanding User Roles in the Treasury Reporting Portal Explainer Video**

<https://youtu.be/cxaXyl4DQgc?si=NKYWV0HZPYu3znGg>

- **NEU and Non-UGLGs Agreements and Supporting Documents User Guide**

<https://home.treasury.gov/system/files/136/NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf>

# Designating Roles in the Treasury Portal

- Navigate on your browser to the Login.gov “Sign In” landing page at <https://portal.treasury.gov/compliance>.
- To designate roles, select the “hamburger” (menu) icon at the top of the page.

The screenshot shows the Treasury COVID-19 Relief Hub portal. At the top, a blue navigation bar contains the text "Treasury COVID-19 Relief Hub" and a hamburger menu icon. A yellow callout box with the text "Click here" and a white arrow points to the hamburger menu icon. Below the navigation bar, the main content area is titled "State, Local and Tribal Support Compliance". The page content includes a welcome message, a "Compliance Process" section with an introduction, and three program sections: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)". A sidebar on the right contains a "Help/Contact Us" section. The bottom of the page features a dark blue footer with the U.S. Department of the Treasury logo and the text "The Office of Recovery Programs".

Click here →

Treasury COVID-19 Relief Hub

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

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

### Compliance Process

You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) – save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Compliance Reports” using the navigation to the left of the page. This will bring you to your list of compliance reports, click “Provide Information” to continue the process.

#### 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.

Ready to get started? Click “Go to your reports” below.

Help/Contact Us  
For assistance and other questions regarding the COVID-19 Relief Hub

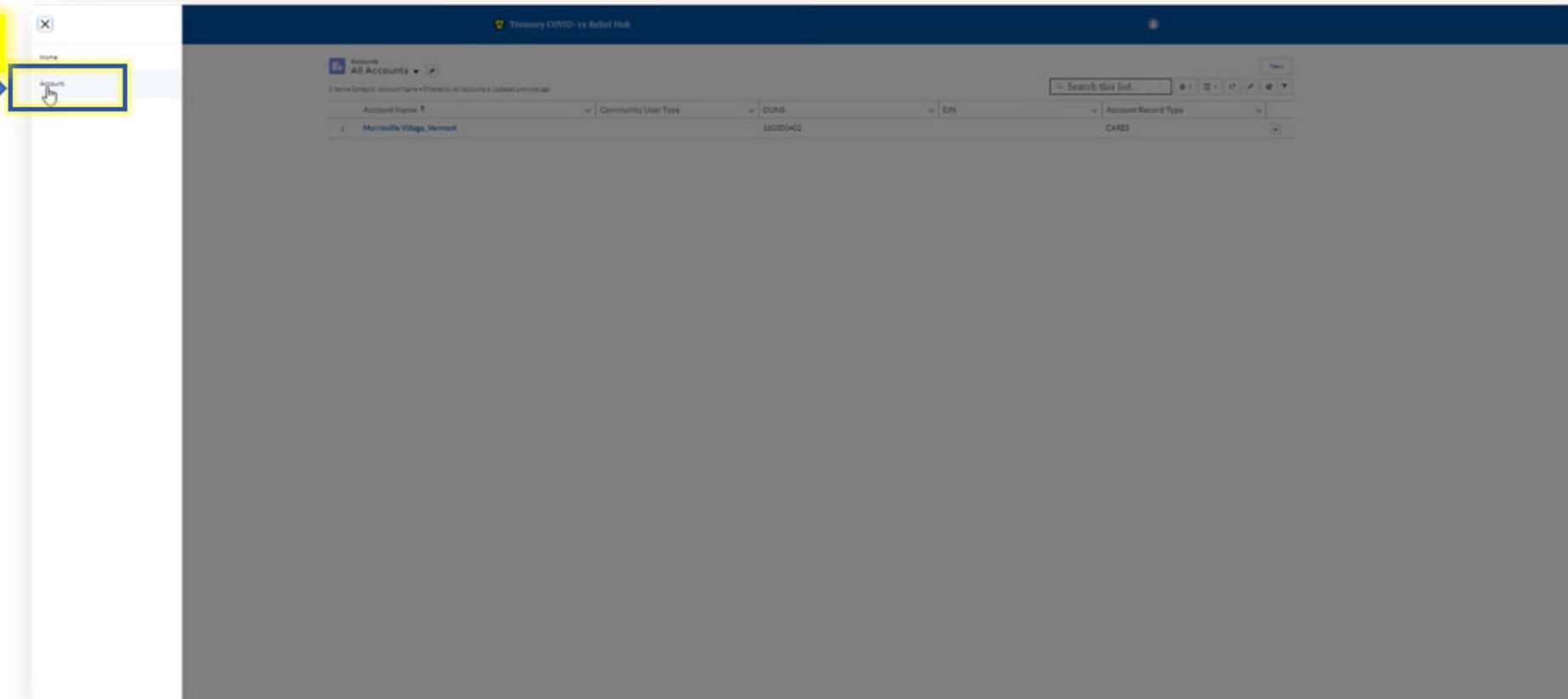
U.S. DEPARTMENT OF THE TREASURY  
The Office of Recovery Programs



# Designating Roles in the Treasury Portal

- After clicking the “hamburger” icon, select “*Account*” from the sidebar menu.

Click here



# Designating Roles in the Treasury Portal

- Your entity should appear under “*Account Name.*” Select it.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a blue header with the text "Treasury COVID-19 Relief Hub". Below the header, the page title is "Accounts" and "All Accounts" is selected. A search bar is present with the text "Search this list...". The main content area displays a table of accounts. The first row is highlighted with a yellow box and a blue arrow pointing to it from the left. The text "Click here" is written in a yellow box next to the arrow. The table has columns for "Account Name", "Community User Type", "DUNS", "ENR", and "Account Record Type". The first row contains the following data: "Marriville Village, Vermont", "Community User Type", "100000402", "ENR", and "CARES".

Account Name	Community User Type	DUNS	ENR	Account Record Type
Marriville Village, Vermont	Community User Type	100000402	ENR	CARES

# Designating Roles in the Treasury Portal

- Select “*Certification*” from the sidebar menu.
- If you are the Account Administrator, enter your name in the box provided and select “*Submit*.”

The screenshot displays the Treasury COVID-19 Relief Hub interface. On the left sidebar, the 'Certification' option is highlighted with a yellow box and a blue arrow pointing to it, with the text 'Click here' next to the arrow. Below it, the 'Designation Form' section is also highlighted with a yellow box and a blue arrow, with the text 'Click here' next to the arrow. The main content area is titled 'Official Certification of Authorization' and contains a certification statement: 'I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729 and 3730).' Below this is a text input field labeled 'Signature of Account Administrator [Type name/signature equivalent]:' containing the name 'Penny Jones'. A blue 'Submit' button is located at the bottom of the form, also highlighted with a yellow box and a blue arrow.

# Designating Roles in the Treasury Portal

- After certifying, select “*Designation Form*” from the sidebar menu. On this page, you will be able to assign the three roles: [Account Administrator](#), [Authorized Representative for Reporting](#) and [Point of Contact for Reporting](#).
- A single role can have multiple people assigned to it and a single person may be assigned to multiple roles.

Click here

Click “Complete” after each entry

Introduction

Certification

Designation Form

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select “complete” after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include “POCs for Reporting” in the subject of your email note.

Salutation: --None--

Title: Village Clerk

First Name: Sara

Middle Name:

Last Name: Haskin

Suffix:

Phone: 802-888-6370

Email: shaskins@morristownvt.org

Name of Entity/Organization: Village of Morrisville Water & Light

Program Roles

SLFRF - Point of Contact for Reporting

SLFRF - Account Administrator

SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

Name	Title	Phone	Email	Roles
Penny Jones		(802) 888-6269	pjones@mwvvt.com	SLFRF - Account Administrator; SLFRF - Authorized Representative

Go back to Introduction



# Designating Roles in the Treasury Portal

- After you have completed designating roles to all the appropriate people, select **“Go Back to the Introduction.”**
- If you go in and edit yourself, be sure that the **“Account Administrator”** role also moves over.
- **Note: \*There is system latency in the portal. If you do not immediately see new roles showing, refresh your screen and they should appear.**

**Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting**

Please provide contact information for up to three individual(s) who will serve in the following roles for your program award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the program award only, as listed in the introductory email note.

Please select "complete" after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation:

Title:

First Name:

Middle Name:

Last Name:

Suffix:

Phone:

Email:

Name of Entity/Organization:

Program-Roles

- SLFRF - Account Administrator
- SLFRF - Point of Contact for Reporting
- SLFRF - Authorized Representative for Reporting

[Complete](#) [Edit my current roles](#)

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	<a href="#">Edit</a>
<input type="checkbox"/>	Sara Haskin	Village Clerk	802-898-6370	shaskin@morristownvt.org	SLFRF - Account Administrator; SLFRF - Authorized Representative	<a href="#">Edit</a>
<input type="checkbox"/>	Penny Jones		(802) 898-6289	pjones@mwlv.com	SLFRF - Account Administrator; SLFRF - Authorized Representative	<a href="#">Edit</a>

**Click here** [Go back to Introduction](#)

# Designating Roles in the Treasury Portal

## ■ Example of Completed Point of Contact List

The screenshot shows a web browser window with the URL `portal.treasury.gov/cares/s/slt-compliance-report/a4tt0000001DaepAAC/aid001268pe-reportq1-2022?c__activeTab=recipientQuarterly`. The page features a blue 'Save' button at the top. Below it is a section titled 'Point of Contact List' containing a table with the following data:

	Name	Title	Phone	Email	Roles
1	Dawn Tuten		(912) 592-4225	broxtonmayor@gmail.com	SLFRF - Account / Representative
2	Vickie Hampton	CITY CLERK	(912) 359-2060	vickie.hampton@cityof...	SLFRF - Account / Reporting; SLFRF
3	JIMMY LITTLETON	Mayor	912-260-2060	jimmy.littleton@cityofb...	SLFRF - Account / Reporting; SLFRF

At the bottom right of the page is a blue 'Next' button.



# **Uploading Supplementary Documents in the Treasury Compliance Portal**

# Uploading Supplementary Documents

- You will return to the *“Introduction”* landing page.
- Select *“Compliance Reports”* from the sidebar menu.

The screenshot shows the Treasury COVID-19 Relief Hub website. The header includes a menu icon and the text 'Treasury COVID-19 Relief Hub'. The main content area is titled 'Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.' Below this, there is a section for 'Compliance Process' with a sub-header 'Compliance Process'. The text under this section reads: 'You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) – save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Compliance Reports” using the navigation to the left of the page. This will bring you to your list of compliance reports, click “Provide Information” to continue the process.' The sidebar on the left has a 'Compliance' section with two links: 'Introduction' and 'Compliance Reports'. The 'Compliance Reports' link is highlighted with a yellow box, and a blue arrow points to it with the text 'Click here' below it. The main content area also lists three programs: 'State and Local Fiscal Recovery Funds (SLFRF)', 'Emergency Rental Assistance (ERA)', and 'Homeowner Assistance Fund (HAF)', each with a brief description of the funds available.



# Uploading Supplementary Documents

- You will arrive at the “*My Compliance Reports*” page. It will show two reports under “SLFRF Compliance Reports,” both marked as “Draft.”
- Complete the “*NEU Agreement and Supporting Documents*” report FIRST, if your organization has not yet done so.

The screenshot displays the 'My Compliance Reports' page on the Treasury COVID-19 Relief Hub. The page is titled 'My Compliance Reports' and features a sidebar with 'State, Local and Tribal Support Compliance' and 'Compliance Reports'. The main content area is divided into three sections: 'SLFRF Compliance Reports', 'ERA Compliance Reports - Quarterly Reports', and 'ERA Monthly Reports'. The 'SLFRF Compliance Reports' section contains a table with the following data:

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
VT0146-PSE Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Draft		
VT0146-NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Draft		

A yellow callout box with a blue arrow points to the 'Provide Information' icon for the second report, with the text 'Click here'.

# Uploading Supplementary Documents

- On the “*NEU Agreement and Supporting Documents*” page, you will have the opportunity to upload your [Terms and Conditions](#), [Assurance of Compliance with Civil Rights Requirements](#), and budget, if you have not already done so.
- See 13.14 h - Civil Rights Compliance, page 25 and 14.1 m - NEU Documentation (NEUS only), page 40 of the [SLFRF Compliance and Reporting Guidance](#) for details.

NEU Agreements and Supporting Documents

NEUs are asked to provide the following information with their first report submitted by April 30, 2022.

NEU Documentation

\*Are the following three documents available for you?

None

Change this to "Yes"

1. Signed Award Terms and Conditions Agreement  
Copy of the signed award terms and conditions agreement (which was signed and submitted to the State or Territory as part of the request for funding)

Upload Required Doc(s)  
Upload Files Or drop files

2. Signed Assurances of Compliance with Title VI of the Civil Rights Act of 1964  
Copy of the signed assurances of compliance with Title VI of the civil rights act of 1964 (which was signed and submitted to the State or Territory as part of the request for funding)

Upload Required Doc(s)  
Upload Files Or drop files

3. Actual Budget Documents  
Copy of actual budget documents validating the top-line budget total provided to the State or Territory as part of the request for funding

Upload Required Doc(s)  
Upload Files Or drop files

Back Next

Report Information

Submit

Report Name  
VT0046 - NEU Agreements and Supporting Docs

Report Type  
NEU Agreements and Supporting Documents

# Uploading Supplementary Documents

- All documents must be in PDF format.
- As you upload each document, you will see the message below.
- Select “Done” after each one uploads.

The screenshot displays the 'NEU Agreements and Supporting Documents' section of a web portal. The page is titled 'NEU Agreements and Supporting Documents' and includes a sub-header 'NEU are asked to provide the following information with their final report submitted by April 30, 2022.' The main content area is divided into sections for 'NEU Documentation', 'Signed Award Terms and Conditions Agreement', 'Signed Assurances of Compliance', and 'Actual Budget Documents'. Each section has an 'Upload Required Documents' button with 'Upload Files' and 'Or drop files' options. An 'Upload Files' dialog box is open, showing a file named '2019-2020 NEU Award Terms and Conditions' being uploaded. A red box highlights the 'Done' button in the dialog, with a white arrow pointing to it and the text 'Click here' below.

# Uploading Supplementary Documents

- Your page will look like this with a file successfully uploaded in each of the three sections.
- Select “Next.”

The screenshot displays a web interface for uploading NEU documentation. It features a sidebar on the left with navigation options: 'Federal Support', 'GLFR Compliance', 'Request Profile', 'NEU Agreements and Supporting Documents', and 'Certification'. The main content area is titled 'NEU Documentation' and contains three sections, each with a 'Upload Required Doc(s)' section and a table of uploaded files.

**Section 1: Signed Award Terms and Conditions Agreement**  
Copy of the signed award terms and conditions agreement (which was signed and submitted to the State or Territory as part of the request for funding)

Title	Upload Date	View Uploaded File
21-0799 NEU Award Terms and Conditions Signed	Apr 14, 2022	<a href="#">View Uploaded File</a>

**Section 2: Signed Assurances of Compliance with Title VI of the Civil Rights Act of 1964**  
Copy of the signed assurances of compliance with Title VI of the civil rights act of 1964 (which was signed and submitted to the State or Territory as part of the request for funding)

Title	Upload Date	View Uploaded File
21-0799 Title VI Assurances	Apr 14, 2022	<a href="#">View Uploaded File</a>

**Section 3: Actual Budget Documents**  
Copy of actual budget documents validating the top-line budget total provided to the State or Territory as part of the request for funding

Title	Upload Date	View Uploaded File
2021 Budget Summary Presentation	Apr 14, 2022	<a href="#">View Uploaded File</a>

At the bottom of the page, there are 'Back' and 'Next' buttons. A yellow callout box with the text 'Click here' and a blue arrow points to the 'Next' button.



# Uploading Supplementary Documents

- If you are the designated “Authorized Representative for Reporting,” you will be able to “Certify and Submit.” (If you were not designated for this role, you will not be able to complete this step.)
- If you are ready to submit, select the “Submit” button.

**Official Certification**

**Statement**

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 materials 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 1994, 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 32.4(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 of Current Login User**

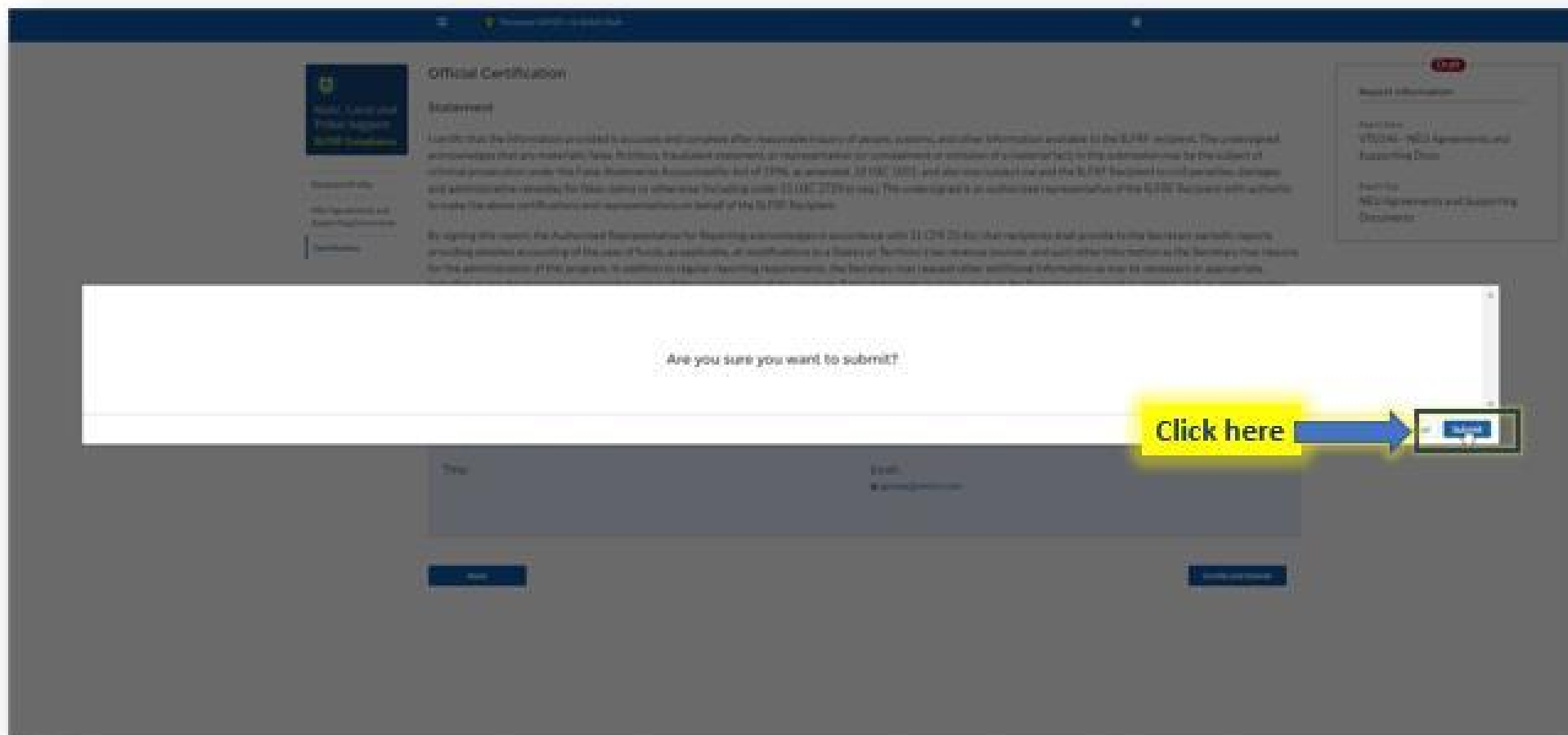
The information for the currently signed in user will populate as the Authorizer of this submission. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Perry Jones Telephone: (800) 888-2388  
Title: Email: pjones@state.com

**Click here** → **Certify and Submit**

# Uploading Supplementary Documents

- If you are sure, select “Submit.”



## **Project and Expenditure Report in the Treasury Compliance Portal**

**NOTE: The information on the following slides is specific for NEUs that elect to take the Standard Allowance for Revenue Loss Replacement for the total amount of their SLFRF award, up to \$10 million.**

# Project and Expenditure Report

- Navigate until you see the reporting home page.

The screenshot shows the Treasury COVID-19 Relief Hub website. The header is dark blue with the Treasury logo and the text 'Treasury COVID-19 Relief Hub'. The main content area is white and features a welcome message: 'Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.' Below this, there is a section titled 'Compliance Process' with a sub-section for 'State and Local Fiscal Recovery Funds (SLFRF)'. A yellow callout box with a blue arrow points to the 'Compliance Reports' link in the left navigation menu. A 'Go To Your Reports' button is visible at the bottom of the main content area.

**State, Local and Tribal Support Compliance**

Introduction  
**Compliance Reports**

**Compliance Process**

You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) - save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on "Compliance Reports" using the navigation to the left of the page. This will bring you to your list of compliance reports, click "Provide Information" to continue the process.

**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.

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\$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.

Ready to get started? Click "Go to your reports" below.

**Go To Your Reports**

**Help/Contact**  
For assistance on... and other questions... Covid Relief Supp...



# Project and Expenditure Report

- Look for “My Compliance Reports” and “Project and Expenditure Report.”

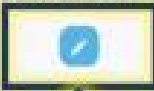
Treasury COVID-19 Relief Hub

## My Compliance Reports

### SLFRF Compliance Reports

Search

Records per page: 25 Page: 1 of 1

	Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
1	SLT-9999 P&E - Q1 2022	Project and Expenditure Report	Test1	Quarter 1 2022 (January - March)	4/30/2022	Draft		

Click here

# Project and Expenditure Report

- Complete each step on the left of the screen.
- For Revenue Replacement (EC 6), complete the noted modules.

The screenshot displays the Treasury COVID-19 Relief Hub interface. At the top, a blue header contains a menu icon and the text "Treasury COVID-19 Relief Hub". Below the header, the main content area is divided into several sections:

- Left Navigation Bar:** A vertical sidebar with a blue header "State, Local and Tribal Support SLFRF Compliance". Below the header are several menu items: "Introduction/Bulk Uploads" (highlighted with a yellow box), "Recipient Profile", "Project Overview" (highlighted with a yellow box), "Subrecipients/Beneficiaries/Contractors", "Subawards/Direct Payments", "Expenditures", "Recipient Specific" (highlighted with a yellow box), and "Certification" (highlighted with a yellow box).
- Main Content Area:**
  - Introduction and Bulk Upload Templates:** A section with a blue header. The text states: "SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections." It also provides a link to a "User Guide" for reference.
  - Bulk Uploads:** A section with a blue header. The text states: "SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following four (4) components allow the bulk upload process:" followed by a bulleted list:
    - Project
    - Subrecipient/Beneficiary/Contractor
    - Subaward/Direct Payment
    - Expenditure
  - Recipients may choose to provide data in bulk. To do so, the recipient must:** followed by a numbered list:
    1. Download the "Bulk Data Import" template for the component (project, subrecipient, subaward, expenditure)
    2. Complete the file, configuring the data in template format provided by Treasury, and the date in the template format provided by Treasury
    3. Submit the completed "Bulk Data Import" file using the data upload feature in the Treasury's portal.
  - Recipients should refer to the Project and Expenditure Report User Guide for additional details to upload information.**
  - Below are the "Bulk Data Import" templates. Recipients can download a zip file containing all of the "Bulk Data" component templates.**
  - Bulk Upload Templates:** A section with a blue header. The text states: "Select a tab to access the appropriate 'Bulk Data' templates."
- Report Information Panel (Right Side):** A white panel with a red "Draft" label at the top. It contains the following information:
  - Report Name:** SLT-9999 P&E Report - Q1 2022 (Test)
  - Report Type:** Project and Expenditure Report
  - Report Period:** Quarter 1 2022 (January-March)
  - Reporting Period Start Date:** 1/1/2022
  - Reporting Period End Date:** 3/31/2022
  - Submission Deadline:** 4/30/2022 11:45 PM
  - Allocated Amount:** \$10,000,000.00

# Project and Expenditure Report

- Note the box outlined on the right of the screen.
- It contains details pertaining your organization, including your total SLFRF award amount (both tranches) at the bottom under “Allocated Amount.”

**Click here**

**Recipient Profile**

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

Recipient Information		Address	
UEI		Address	123 Main Road
DUNS	098123654	Address 2	
TIN		Address 3	
Legal Entity Name	Test Record	City	Test
Type	NEU	State/Territory	AK
FAIN	55555	Zip5	12345
CFDA No.	55555	Zip+4	5555
		Reporting Tier	Tier 1, States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

Please report discrepancies (if any) on the Recipient Information

\*Who approves the budget in your jurisdiction?  
None

Report Information
Report Name SLT-9999 P&E Report - Q1 2022 (Test)
Report Type Project and Expenditure Report
Report Period Quarter 1 2022 (January-March)
Reporting Period Start Date 1/1/2022
Reporting Period End Date 3/31/2022
Submission Deadline 4/30/2022 11:45 PM
Allocated Amount \$10,000,000.00

# Project and Expenditure Report

- You will arrive at the “Recipient Profile” page.
- Review the “Recipient Information” section to ensure it contains the correct information.
- If there are discrepancies, report them in the box provided.
- Answer the remaining questions in this section.
- Click “Save” at the bottom of the page.

**After Saving this Screen Click Here**

**Don't Forget to Click Here**

**Recipient Profile**

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

**Recipient Information**

UEN		Address	PO Box 85
DUNS	057754193	Address 2e	
TIN	036000597	Address 3e	
Legal Entity Name		City	Newport Ctr
Type		State/Territory	VT
FAN		Zip	05857
CFDA No.		Zip+4	0000
		Reporting Tier	Tier 5: Metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding

Please report discrepancies (if any) on the Recipient Information

\*Is the Recipient Registered in SAM.Gov?

**Report Information**

Report Name  
VT0156-P&E Report-Q1 2022

Report Type  
Project and Expenditure Report

Report Period  
Annual March 2022

Reporting Period Start Date  
3/3/2021

Reporting Period End Date  
3/31/2022

Submission Deadline  
4/30/2022 11:59 PM

Allocated Amount  
\$863,924.23



# Project and Expenditure Report

- Navigate to “Project Overview.”
- Select to add projects.
- Enter brief description.
- Click “Save” to go to the next screen.

State, Local and Tribal Support  
SLFRF Compliance

Add Projects Add Subrecipients/Beneficiaries/Contractors Add Subawards/Direct Payments Add Expenditures

## Project Overview

Recipients are required to enter projects funded through SLFRF funds as part of their Project and Expenditure Report. Projects can be entered, viewed, and updated from this screen.

projects, regardless of Expenditure Category, require a set of “standard” data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods. Other fields, such as status of completion and total obligations, will change across reporting periods.

Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category

Due to the expansion of Expenditure Categories (ECs) and additional required fields effective for the April 2022 reporting cycle, the project status indicator on the My Projects screen will display a yellow warning for previously submitted projects if no programmatic is provided for all projects. Users can change a project's EC. To confirm and save a project's EC, click the save project from the previously entered projects to ascertain the Expenditure Category project

You may need to refresh your browser screen to see your new entries.

To submit a report if no projects identified, please answer the condition

### No Projects Verification

\* Does your jurisdiction have projects to report as of this reporting period?

--None--

**Create/update an associated project(s) in the Project Overview section in the 6-Revenue Replacement Expenditure Category to report the amount of revenue loss funds budgeted, obligated and expended, including a project description(s) that specifies the eligible use of those funds.**

# Project and Expenditure Report

- If your organization obligated or spent SLFRF award funds since your last report, complete the following steps:
  - If changes took place to an existing project, you will be able to select and existing project status and update the amounts.
  - To add a new project, click “Add a New Project” and a new screen will pop up to enter the project information.

**No projects verification**

\*Does your jurisdiction have projects to report as of this reporting period?

My jurisdiction has projects to report

Save

**My Projects**

Total number of projects : 0

Total adopted budget	Total obligations	Total expenditures
Remaining funding that will be lost if not obligated by December 31, 2024. (Calculation based off of Total adopted budget minus Total obligations)		

[Add new project](#)

You have no projects. Create a project by clicking 'Add new project'

# Project and Expenditure Report

- Complete the following information on the “Add Project” page.

The screenshot shows the 'Add Project' form with several fields highlighted in yellow and annotated with blue arrows and text boxes:

- General** section:
  - Select Category Group 6**: Points to the **\*Project Expenditure Category Group** dropdown menu, which is set to '6-Revenue Replacement'.
  - Select Project Expenditure Category 6**: Points to the **\*Project Expenditure Category** dropdown menu, which is set to '6.1-Provision of Government Services'.
- Below the dropdowns, a note states: "Please note: at this time, obligations and expenditures reported under Expenditure Category: 6.1 Provision of Government Services do not need to have subrecipients, subawards, or expenditures separately reported."
- City Assigns This ID**: Points to the **\*Recipient Project ID** field, which contains 'ABC1001'.
- Optional for Non-Tier 1 Cities**: Points to the **Adopted Budget** field, which is currently empty.
- Four numerical input fields are annotated with yellow boxes and arrows:
  - Total Spent + Obligated to Date**: Points to the **\*Total Cumulative Obligations** field.
  - Total Expenditures to Date**: Points to the **\*Total Cumulative Expenditures** field.
  - Total Spent + Obligated to Date**: Points to the **\*Current Period Obligations** field.
  - Total Expenditures to Date**: Points to the **\*Current Period Expenditures** field.
- Description of Project**: Points to the **\*Project Description** text area.

An **Add Project** button is located at the bottom right of the form.

# Project and Expenditure Report

- Save the Project!

Note: Bulk Upload templates will appear once you...

Due to the expansion of Expenditure Categories (EC) and additional requirements for the April 2022 reporting cycle, the project status indicator on the My Projects screen will display a yellow warning for previously submitted projects until the project expenditure category is confirmed and the additional programmatic is provided for all projects. Users can change a project's EC by clicking the project status indicator in the My Projects list and selecting the new EC. To confirm and save a project's EC, click the save project from the bottom right. Recipients are encouraged to review the Expenditure Categories for previously entered projects to ascertain the Expenditure Category properly reflects the use of funds.

You may need to refresh your browser screen to see your new entries.

**My Projects** ✔ = Complete # ⚠ = Warning # ✖ = Not Complete #

Total Number of Projects: 1

Total Obligations: \$10,000,000.00

Total Expenditures: \$5,000,000.00

[Add New Project](#)

Search:

Records per page: 10 Page: 1 of 1

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Categ...	Project Status	Followard Status	Expenditure Status
Test Project - 8.1 Rev...	ABC001	\$10,000,000.00	\$5,000,000.00	Revenue Replacement	✔	✔	✔

[Download as CSV](#)

[Back](#) [Next](#)



# Project and Expenditure Report

## NOTE: Options for Reporting

If you have spent funds on multiple projects, you may:

- Report the total spent on ALL projects under Revenue Loss Replacement in ONE “Add Project” screen and provide details about how you spent funds in the “Project Description” box  
**OR**
- Select “Add Project” for EACH project type. Examples: premium pay, water infrastructure, park improvements, IT equipment, etc.

Whichever option you choose, include as much detail as possible to help Treasury understand how your city used your funds – provide a thorough description!

# Project and Expenditure Report

## NOTE:

If you have NOT spent funds during this reporting period, follow the steps on this screen.

- On the “Projects Overview” page, find the “No Projects Verification” section.
- Find “Does your jurisdiction have projects to report as of this reporting period?”
- Select “My jurisdiction does NOT have projects to report.”
- Provide a written explanation (suggested language in the screenshot below).
- Select “Recipient Specific” from the sidebar menu.

The screenshot shows the 'Project Overview' page in a web application. The sidebar on the left has a menu with 'Recipient Specific' highlighted. The main content area has a 'No Projects Verification' section with a dropdown menu set to 'My jurisdiction does NOT have projects to report.' Below the dropdown is a text area containing the suggested language: 'We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified yet.' A 'Save' button is at the bottom of the text area. Annotations with arrows point to these elements: 'Click here last' points to the 'Recipient Specific' menu item; 'Select that you have no projects to report' points to the dropdown menu; 'Suggested language for your entry' points to the text area; and 'Don't forget to click here' points to the 'Save' button.

# Project and Expenditure Report

- Proceed to Recipient Specific Module

The screenshot displays the Treasury COVID-19 Relief Hub interface. The top navigation bar is blue with a hamburger menu icon and the text "Treasury COVID-19 Relief Hub". On the left, a sidebar contains a logo for "State, Local and Tribal Support SLFRF Compliance" and a list of navigation items: "Introduction/Bulk Templates", "Recipient Profile", "Project Overview", "Subawards/Beneficiaries/Contractors", "Subawards/Direct Payments", and "Recipient Specific". A blue arrow points to the "Recipient Specific" item, which is highlighted with a yellow box. The main content area is titled "Revenue Replacement" and contains the following text:

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, "Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?" you will be asked conditional questions.

Information that was previously provided as part of the Quarterly Report (if applicable) will display in this screen by selecting "Import Previous Report Data".

Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your "Revenue loss due to COVID-19 Public Health Emergency" using your fiscal year, you may do so by completing the "Fiscal Year End Date" field and entering your revenue loss in the same "Revenue loss due to COVID-19 Public Health Emergency" field.

If that situation applies to you, please make clear in the "Provide an explanation..." text box that you are using fiscal year for your calculation.

The "Revenue Replacement Key Inputs" section includes a question: "Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?" with a dropdown menu currently set to "--None--". A "Save" button is located below the dropdown. An "Import Previous Report Data" link is also present.

On the right side, a "Draft" badge is above a "Report Information" box containing the following details:

- Report Name: SLT-9999 - PGE Report - Q1 2022
- Report Title: Project and Expenditure Report
- Report Period: Quarter 1 2022 (January-March)
- Reporting Period Start Date: 1/1/2022
- Reporting Period End Date: 3/31/2022
- Submission Deadline: 4/30/2022 12:00 PM
- Allocated Amount: \$10,000,000.00

# Project and Expenditure Report

- **ALL RECIPIENTS MUST MAKE THIS ONE-TIME SELECTION:**
- Use the standard allowance vs. calculate actual revenue loss, using the formula.
- Treasury strongly suggests that NEUs select the standard allowance if your award was \$10 million or less.
- If you select the standard allowance, you are NOT required to use the formula to calculate revenue loss.

**Revenue Replacement**

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, "Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?" you will be asked conditional questions.

Information that was previously provided as part of the Quarterly Report (if applicable) will display in this screen by selecting "Import Previous Report Data".

Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your "Revenue loss due to COVID-19 Public Health Emergency" using your fiscal year, you may do so by completing the "Fiscal Year End Date" field and entering your revenue loss in the same "Revenue loss due to COVID-19 Public Health Emergency" field.

If that situation applies to you, please make clear in the "Provide an explanation..." text box that you are using fiscal year for your calculation.

**Revenue Replacement Key Inputs**

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?  
Yes

If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.

If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.

**Report Information**

Report Name: SLT-9999 - PSE Report - Q1 - 2022

Report Type: Project and Expenditure Report

Report Period: Quarter 1 2022 (January-March)

Reporting Period Start Date: 1/1/2022

Reporting Period End Date: 3/31/2022

Submission Deadline: 4/30/2022 12:00 PM

Allocated Amount: \$10,000,000.00



# Project and Expenditure Report

- Navigate to the “Revenue Replacement Key Inputs” section on the “Revenue Replacement” page.
- Follow the steps in the highlighted boxes shown below.

The screenshot shows the 'Revenue Replacement' form with several key input fields and a 'Save' button. Annotations include:

- Select "YES"**: Points to the dropdown menu for 'Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying revenue loss?'.
- Enter the allocated amount of your ARPA award**: Points to the input field for 'Revenue Loss Due to Covid-19 Public Health Emergency'.
- Select "NO"**: Points to the dropdown menu for 'Were Fiscal Recovery Funds used to make a deposit into a pension fund?'.
- Optional Language**: Points to the 'Language' dropdown menu.
- Don't forget to click "Save"**: Points to the 'Save' button.
- After saving click here**: Points to the 'Next' button.

The 'Report Information' sidebar on the right shows the following details:

- Report Name: VT0150-RGE Report-Q3 2022
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2022
- Reporting Period Start Date: 3-3-2022
- Reporting Period End Date: 3-31-2022
- Account Created: 4-20-2022 11:59 AM
- Approved Amount: \$383,924.23

# Project and Expenditure Report

Save and go to the “Certification” page.  
Check the “Review” box that summarizes your entries.

**Certification**

**Review**

Total Obligations: \$10,000,000.00      Total Expenditures: \$5,000,000.00

Total Number of Projects: 1  
Total Number of Subawards: 0  
Total Number of Expenditures: 0

**If you reported a project, you will see it listed here.**

**Project Overview Status**

	Project Status	Subaward Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

**Statement**

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.

**Report Information**

Report Name: SLT-9999 - P&E Report - Q1 2022

Report Type: Project and Expenditure Report

Report Period: Quarter 1 2022 (January-March)

Reporting Period Start Date: 1/1/2022

Reporting Period End Date: 3/31/2022

Submission Deadline: 4/30/2022 12:00 PM

Allocated Amount: \$10,000,000.00

**Certification**

# Project and Expenditure Report

- The “Certification” page contains pre-populated information for the designated “Authorized Representative for Reporting.”
- If this is NOT you, you will NOT be able to “Certify and Submit” – ONLY the “Authorized Representative for Reporting” can do this.

**Certification**

**Review**

Total Obligations: \$100  
Total Expenditures: \$100

Total Number of Projects: 0  
Total Number of Subawards: 0  
Total Number of Expenditures: 0

**Project Overview Statistics**

	Project Status	Approval Status	Expenditure Status
Complete	0	0	0

**Statement**

Verify that the information provided is accurate and complete after reasonable inquiry of records, systems, and other information available to the SFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation or concealment of a material fact in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 2010, as amended (31 USC 2001), and also may subject me and the SFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 2022, et seq.). The undersigned is an authorized representative of the SFRF Recipient with authority to make the above certifications and representations on behalf of the SFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 20.410 that recipients shall provide to the Secretary periodic reports providing detailed accounting of the use of funds, as applicable, all modifications to a State's or Territory's law, statute, ordinance, 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 evasion of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative actions, including fines, imprisonment, civil damages and penalties, disbarment from participating in Federal awards or contracts, and/or any other remedy available by law.

Name of Current Legal User

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

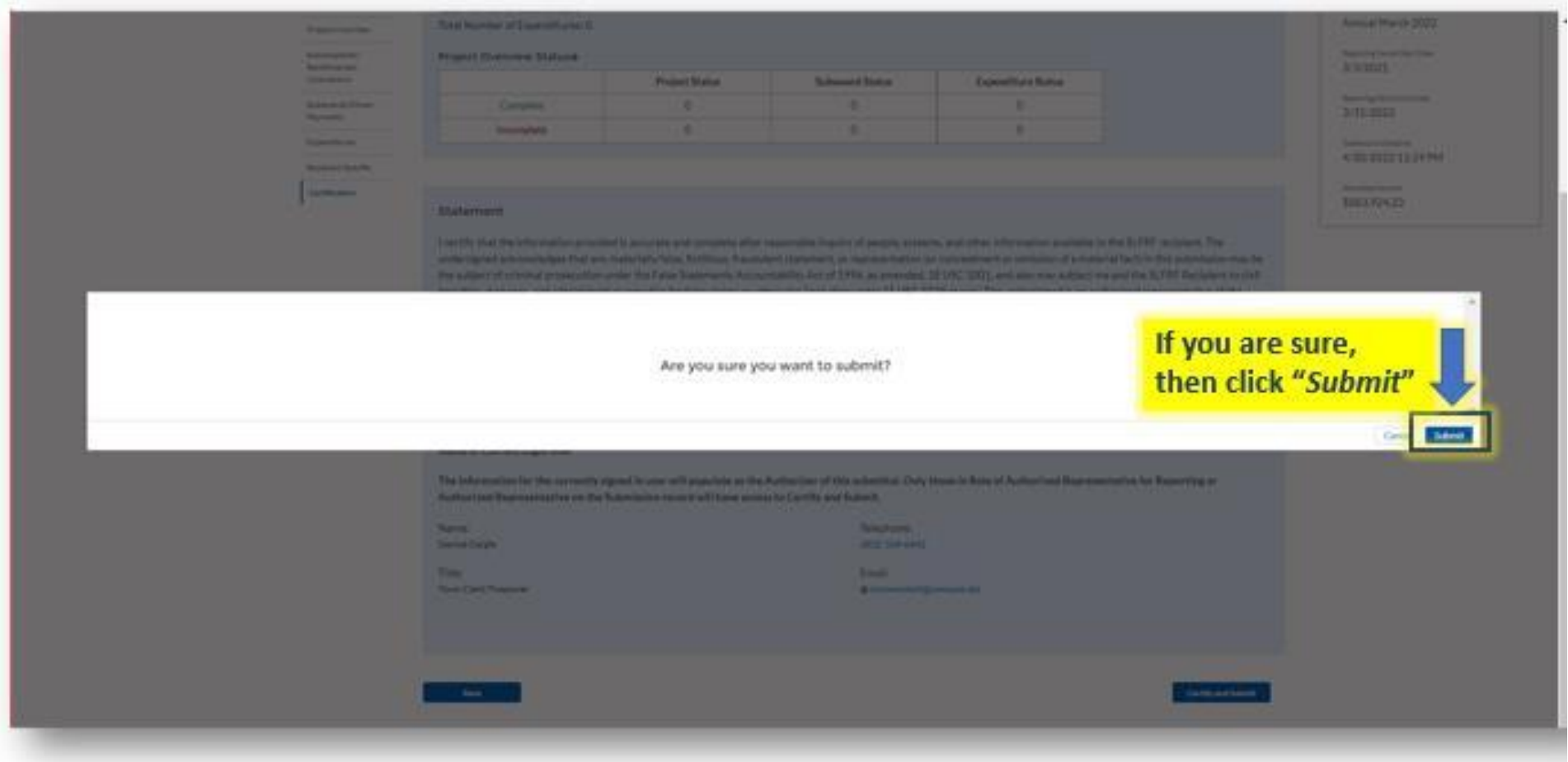
Name: \_\_\_\_\_ Telephone: (800) 244-6842  
Device/Type: \_\_\_\_\_  
Title: \_\_\_\_\_ Email: \_\_\_\_\_  
Role: Clerk/ Treasurer

**Back** **Certify and Submit**

**Only the Authorized Representative for Reporting can complete this step**

# Project and Expenditure Report

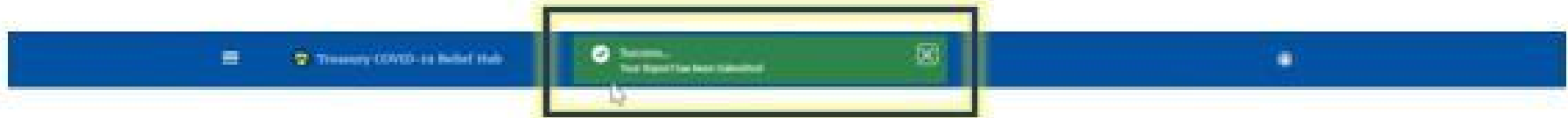
- If you were designated for the role of “Authorized Representative for Reporting,” you will receive the message in the screenshot below.
- If you are ready to submit your report, select the “Submit” button.





# Project and Expenditure Report

- A green box shows that your report was successfully submitted.
- Taking the survey is optional.
- You may take and submit the survey or cancel and return to the home page.



## SLFRF Project and Expenditure Report Survey

Thank you for submitting your SLFRF Project and Expenditure Report. Please participate in the SLFRF Project and Expenditure Report Survey below. Your feedback is greatly appreciated and will help improve the reporting process.

1. How satisfied were you with the login and navigation of the portal?



2. How satisfied were you with manually reporting in the Project and Expenditure Report?



3. How satisfied were you with reporting via bulk upload in the Project and Expenditure Report?



4. How satisfied were you with the overall SLFRF reporting experience?



5. What is your overall rating for the SLFRF reporting experience?



# Project and Expenditure Report

- After navigating the “Survey” page, you will return to the main portal webpage.

The screenshot shows the main portal webpage for the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan. The page features a blue header with the Treasury logo and the text "Treasury COVID-19 Relief Hub". On the left, there is a navigation menu with a "State, Local and Tribal Support Compliance" button and a "Completed" button. The main content area includes a welcome message, a "Compliance Process" section, and three program sections: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)". A "Go To Your Reports" button is located at the bottom of the main content area. On the right, there is a "Help/Contact Us" section with links for "Get assistance on our website", "Get assistance on our app", and "Get help on our app".



# Congratulations!

## You have successfully submitted your report!

# Thank you.



For more information about the SLFRF program:  
Please visit Treasury's website at  
[www.treasury.gov/SLFRF](http://www.treasury.gov/SLFRF)

For specific questions about the Treasury portal  
or for technical support:  
Please send an email to  
[covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov)

For general inquiries about SLFRF:  
Please send an email to [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov)

To subscribe to the SLFRF newsletter,  
visit our subscription webpage:  
[https://public.govdelivery.com/accounts/USTREAS/subscriber/new?topic\\_id=USTREAS\\_1169](https://public.govdelivery.com/accounts/USTREAS/subscriber/new?topic_id=USTREAS_1169)