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**

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.

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/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

Troubleshooting: Designated User Roles

Additional User Role Online Resources

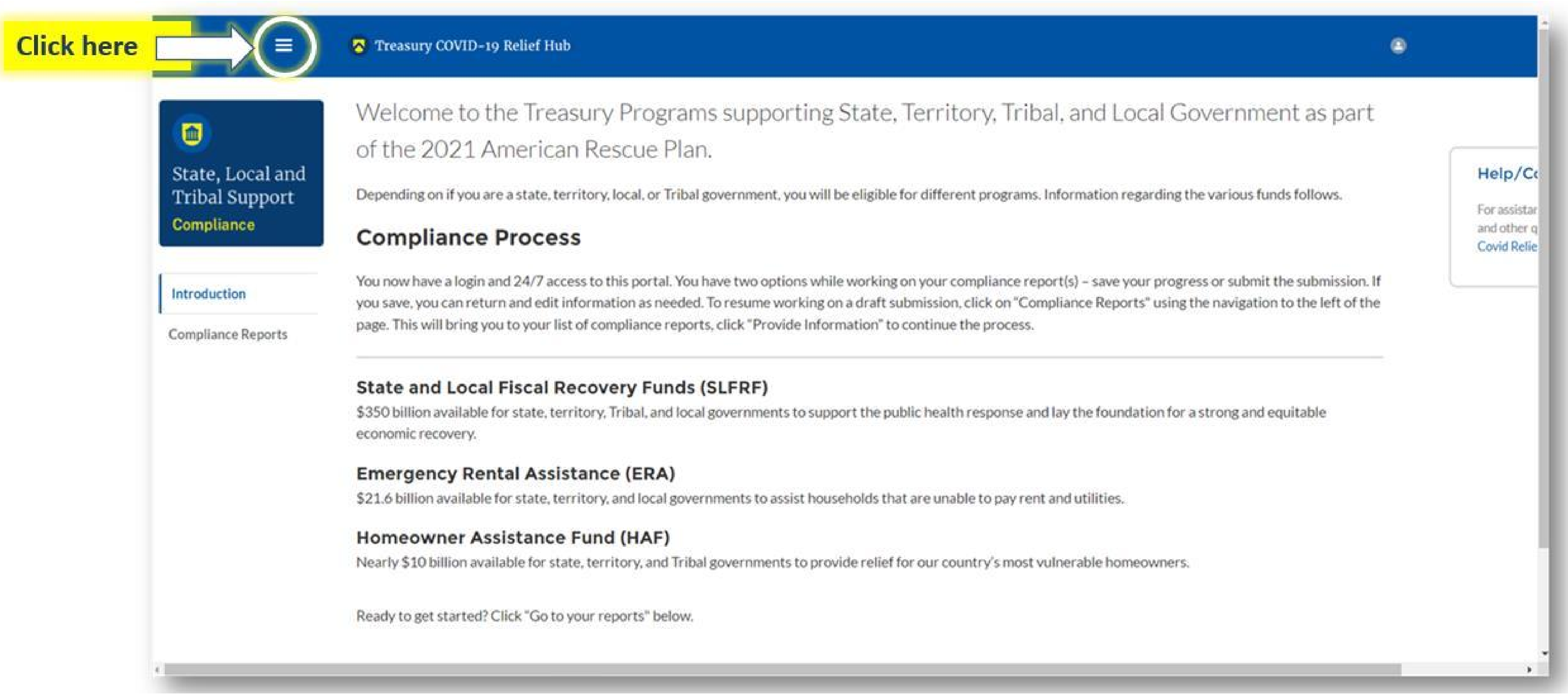
- **See our Self-Service Resources webpage, Section 3 “System Support – Treasury Submission Portal FAQs” for more information about adding, changing, editing or deleting Points of Contact and Authorized Representatives.**
  https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/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

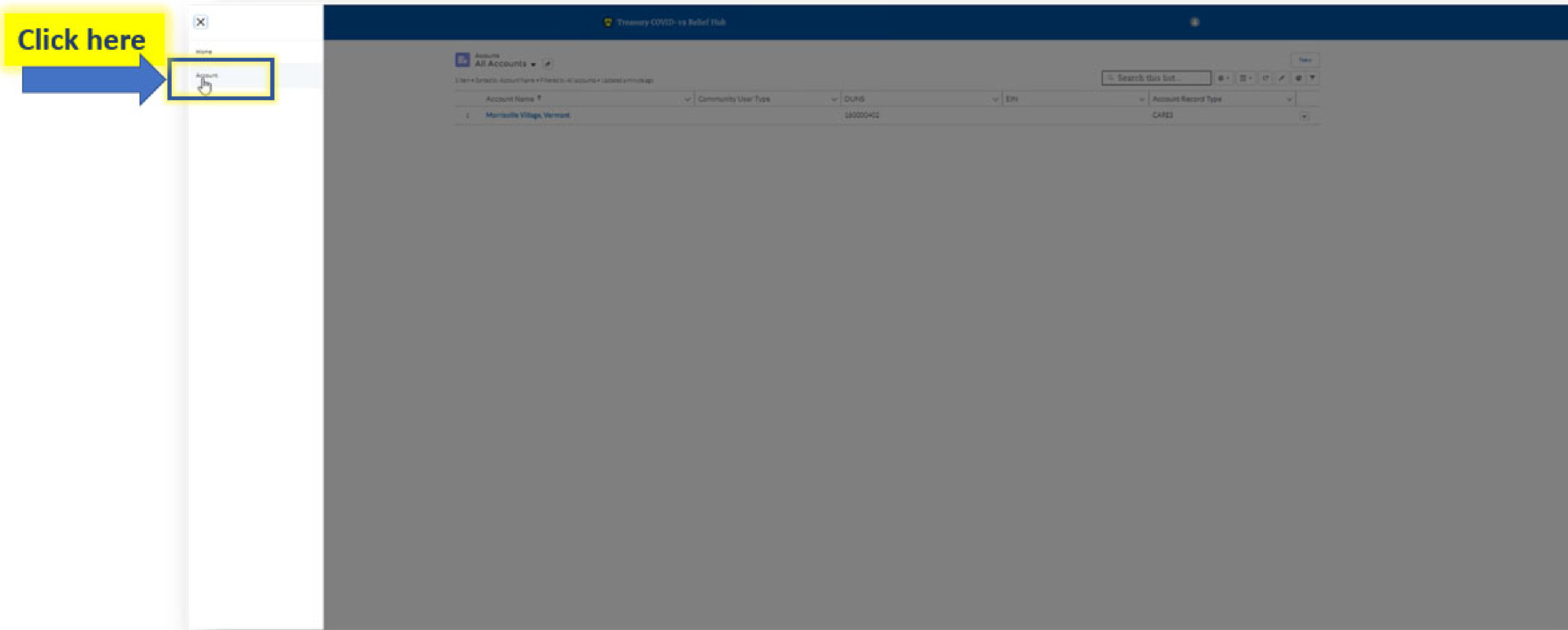
Designating Roles in the Treasury Portal

- **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.**



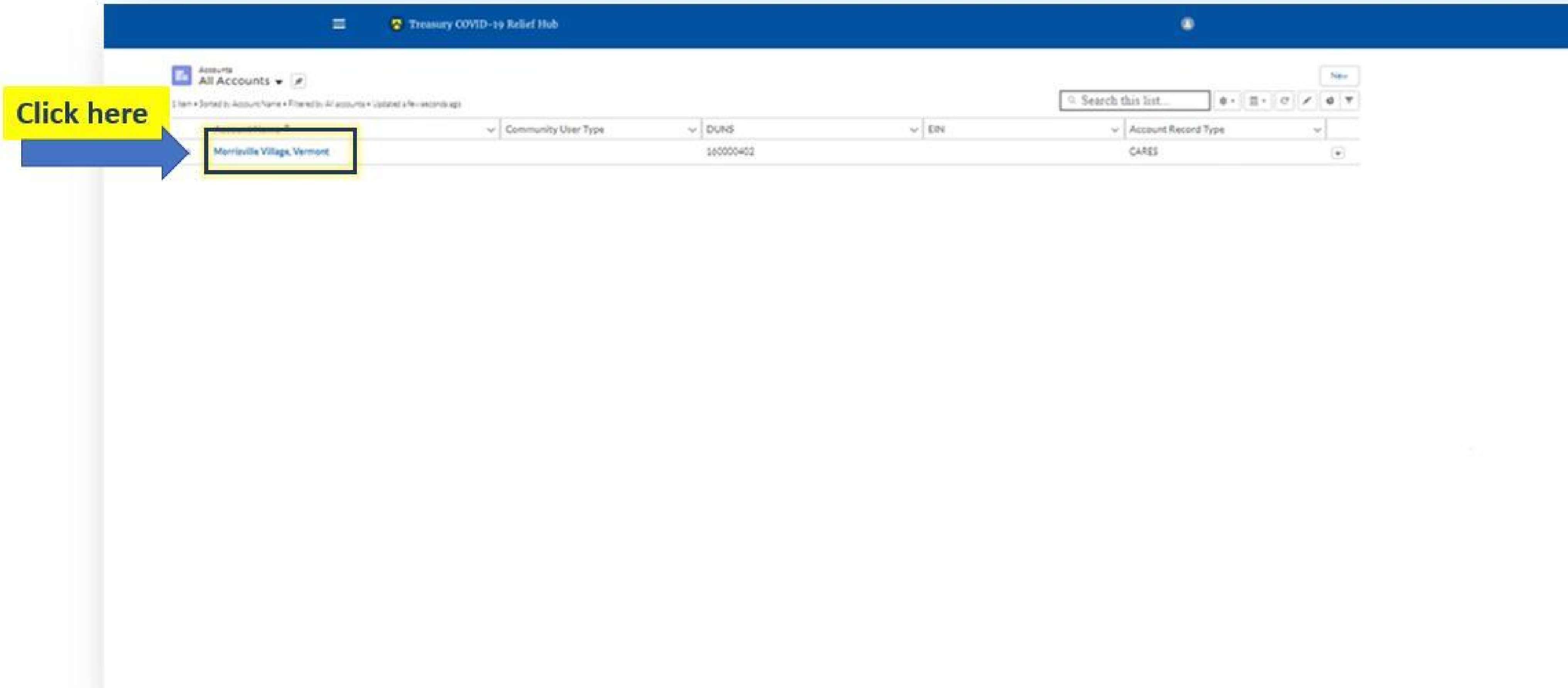
Designating Roles in the Treasury Portal

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



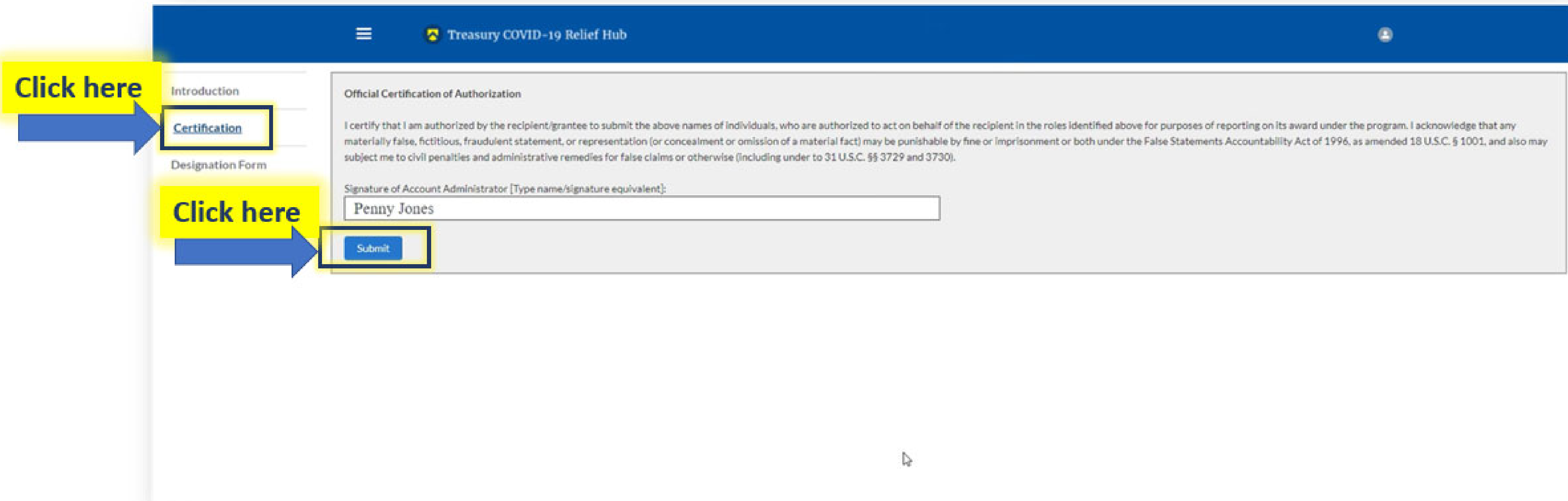
Designating Roles in the Treasury Portal

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



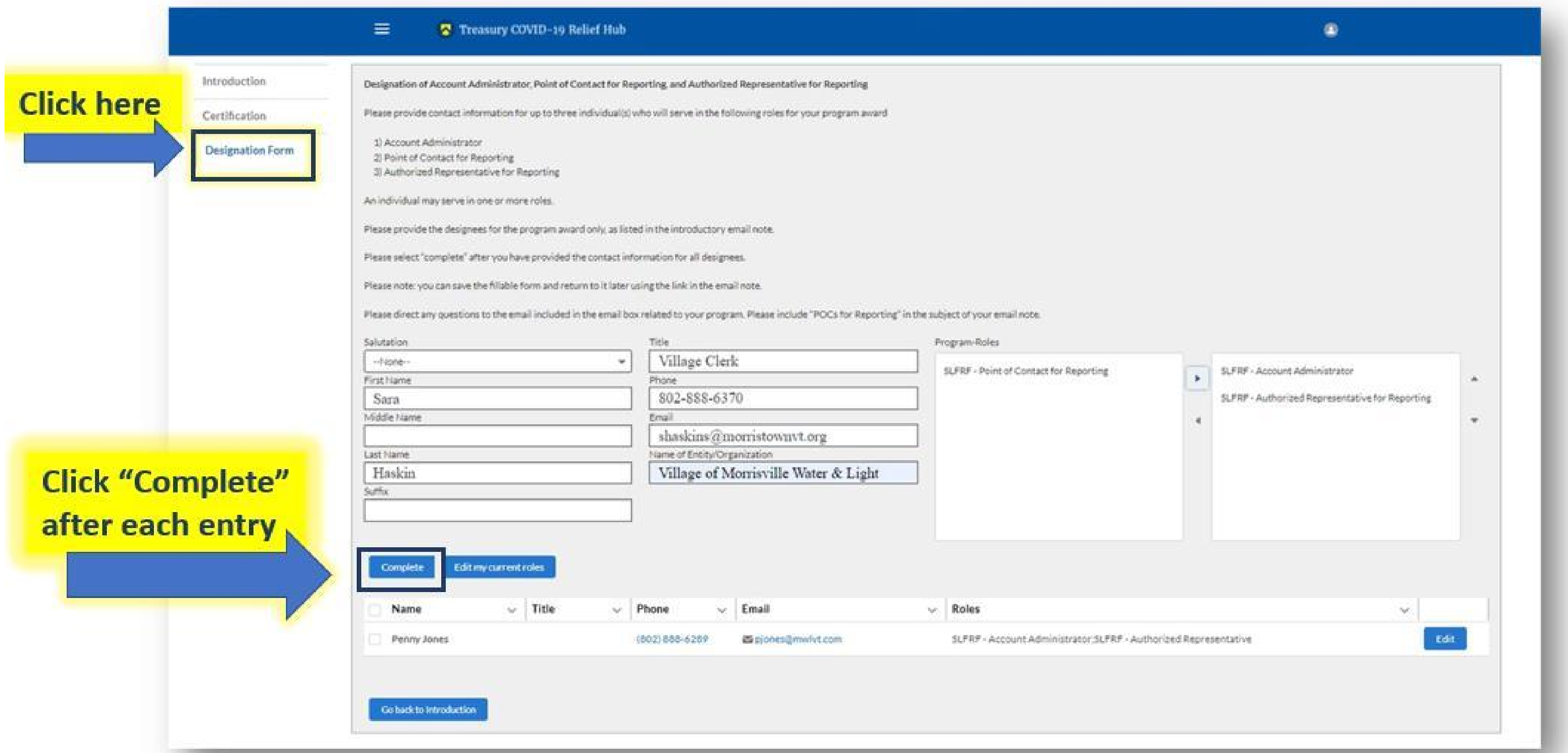
Designating Roles in the Treasury Portal

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



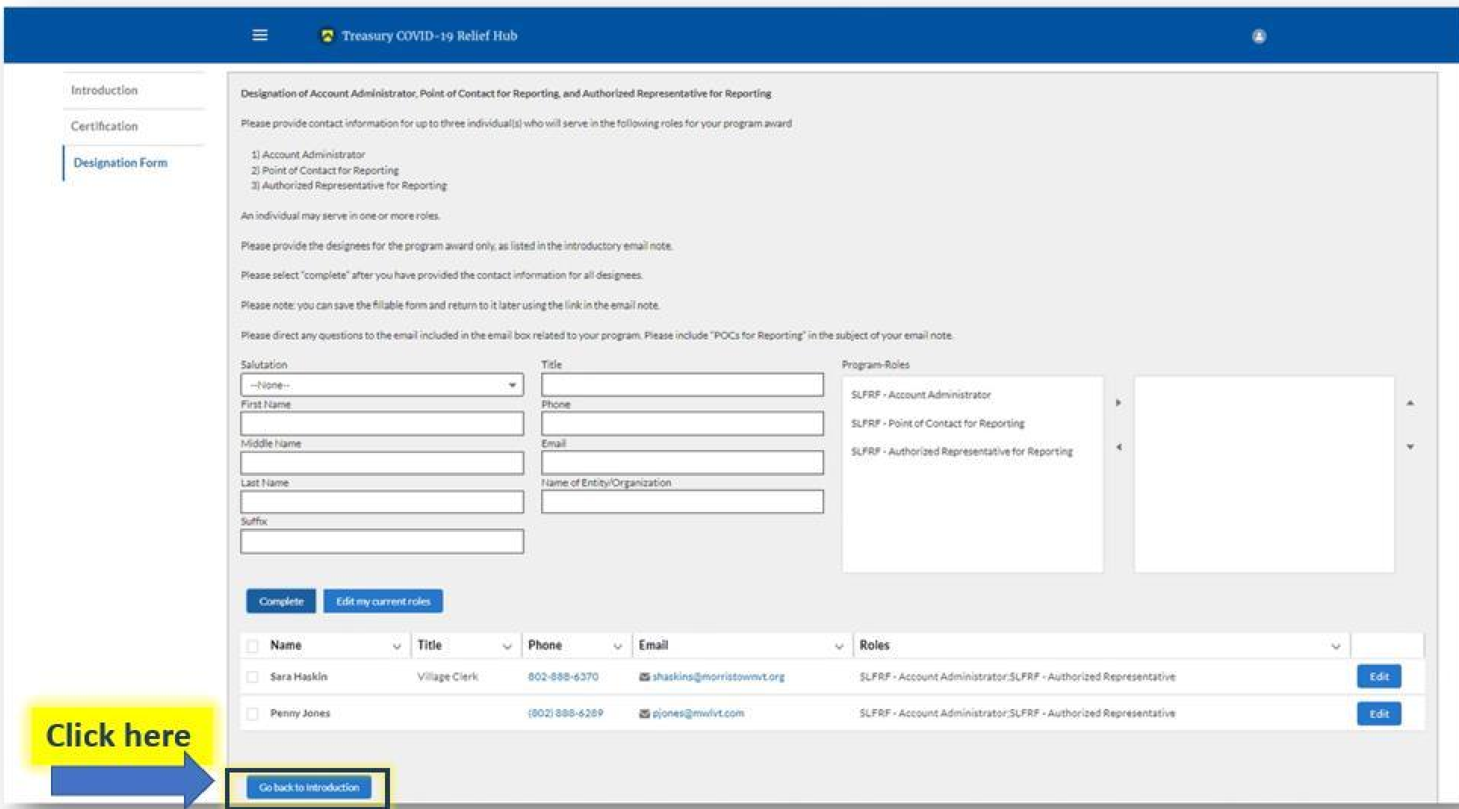
Designating Roles in the Treasury Portal

- 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.



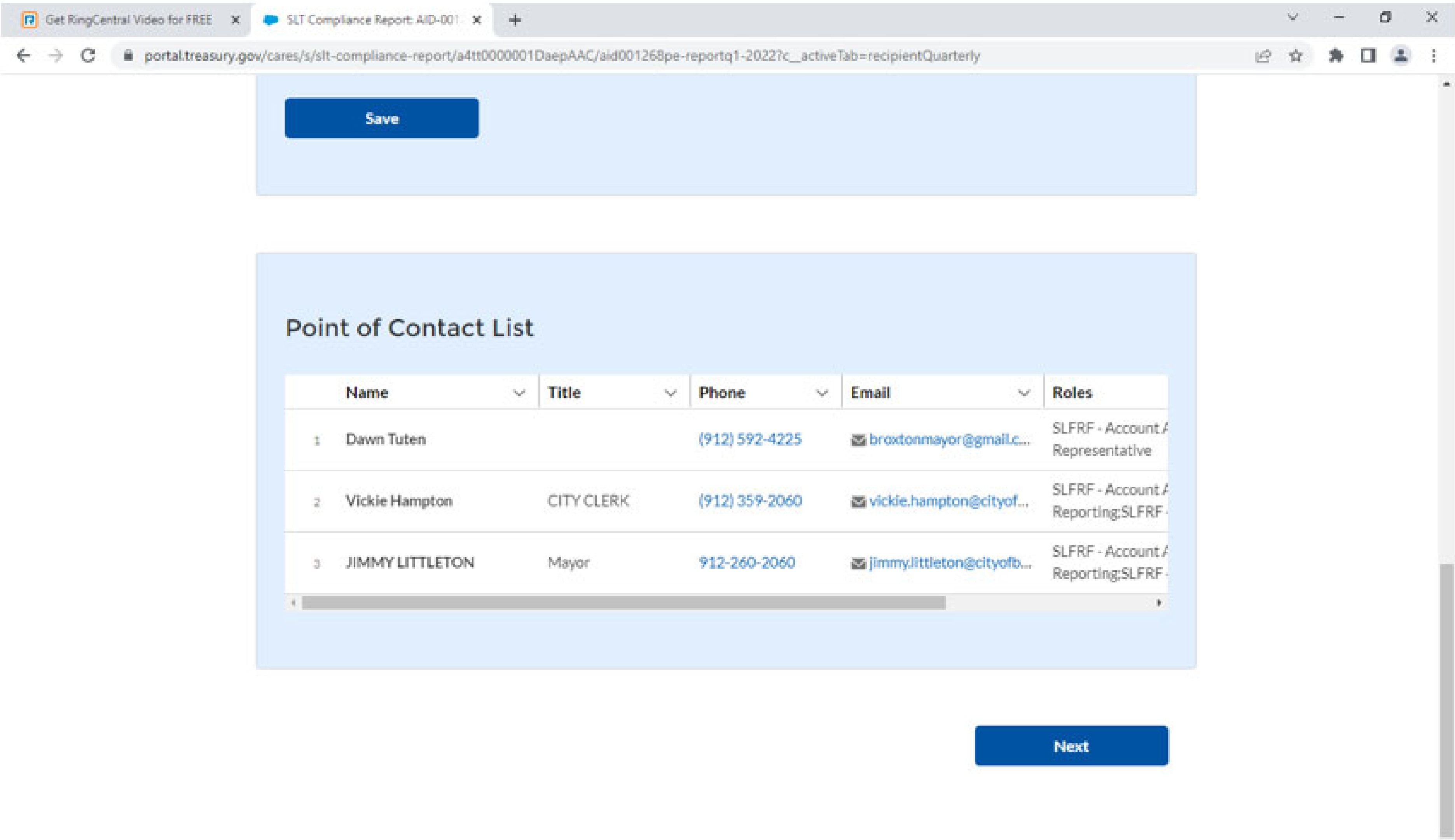
Designating Roles in the Treasury Portal

- **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.**



Designating Roles in the Treasury Portal

- **Example of Completed Point of Contact List**



Point of Contact List

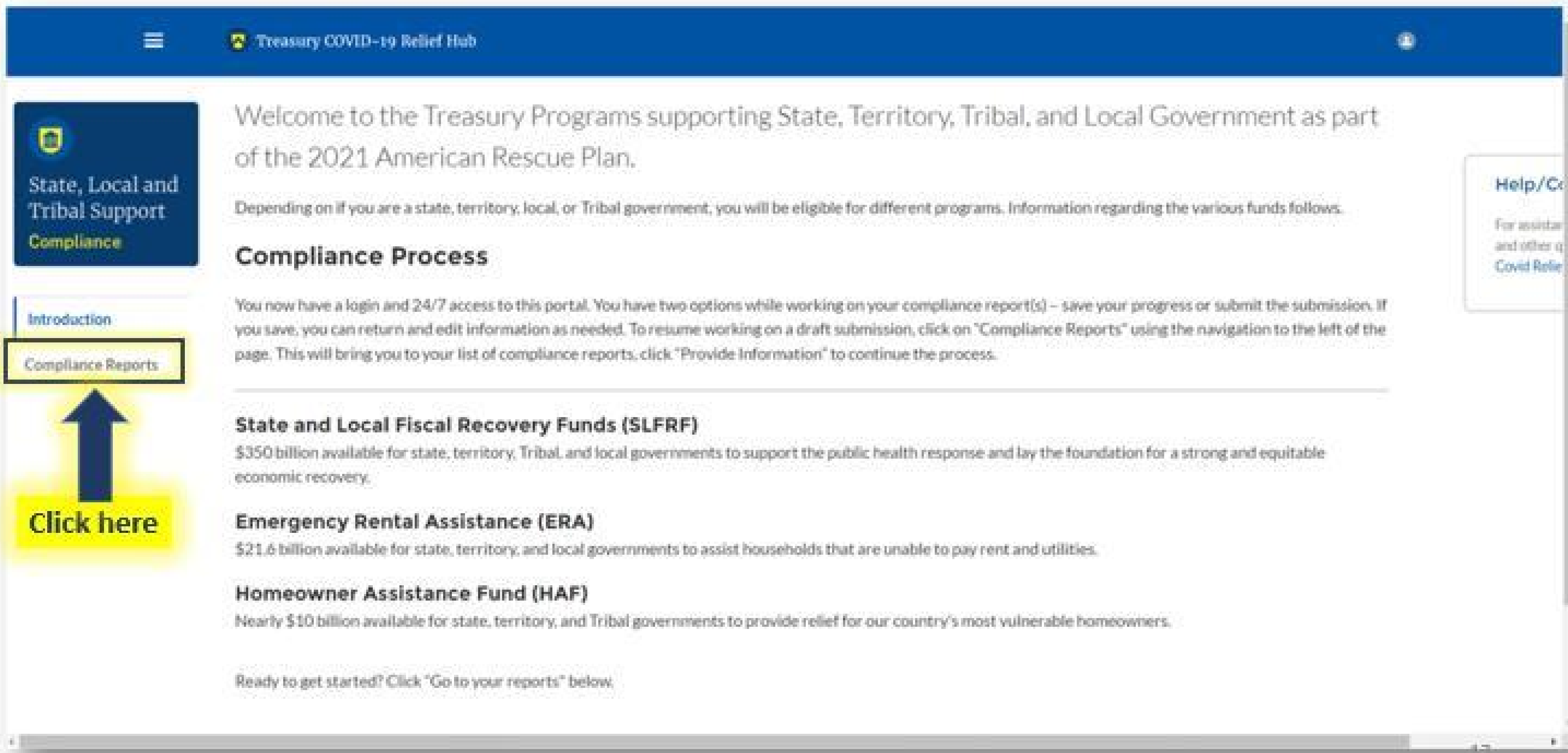
	Name	Title	Phone	Email	Roles
1	Dawn Tuten		(912) 592-4225	broxtonmayor@gmail.c...	SLFRF - Account A Representative
2	Vickie Hampton	CITY CLERK	(912) 359-2060	vickie.hampton@cityof...	SLFRF - Account A Reporting;SLFRF -
3	JIMMY LITTLETON	Mayor	912-260-2060	jimmy.littleton@cityofb...	SLFRF - Account A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

Next

Uploading Supplementary Documents in the Treasury Compliance Portal

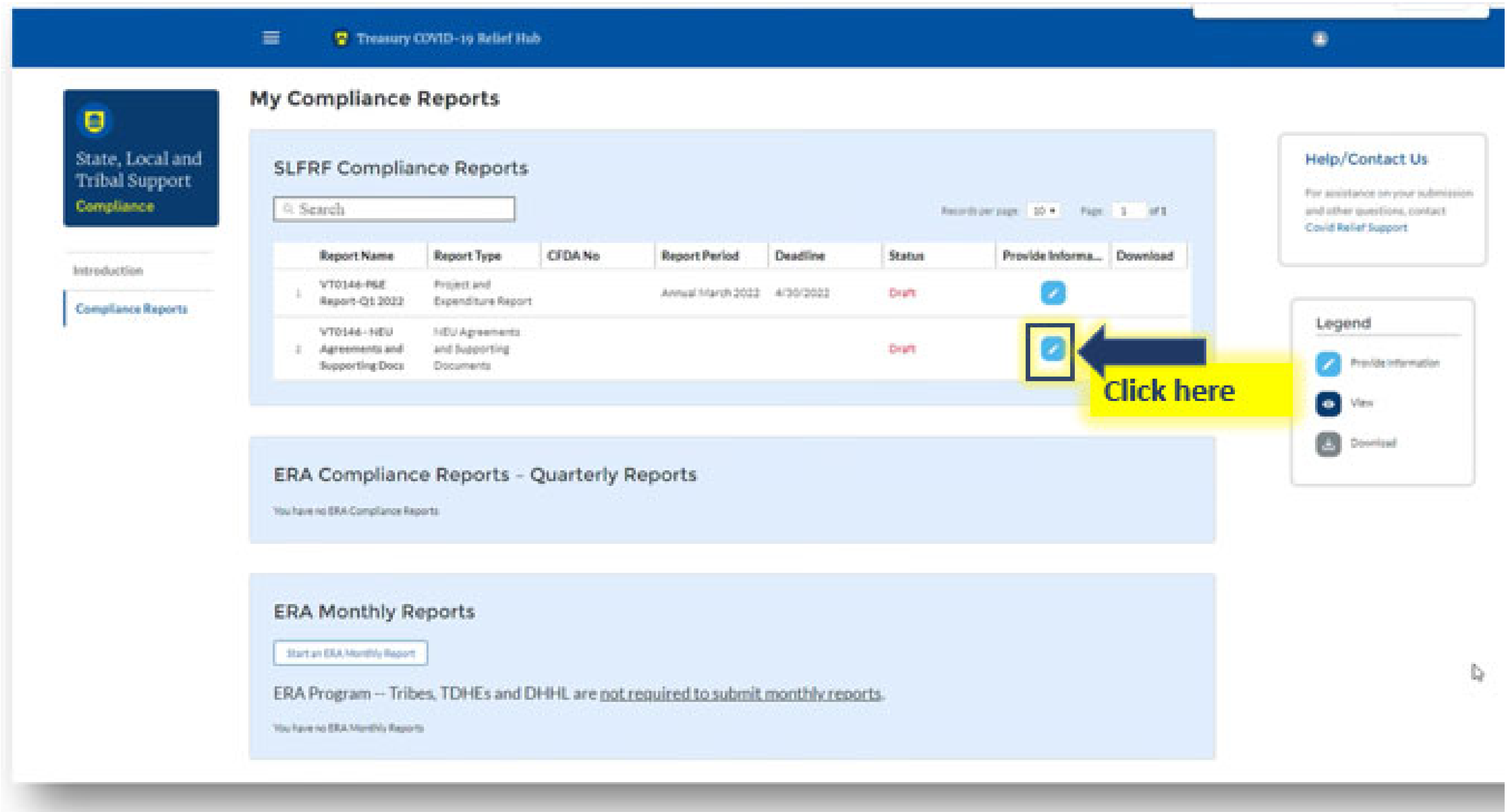
Uploading Supplementary Documents

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



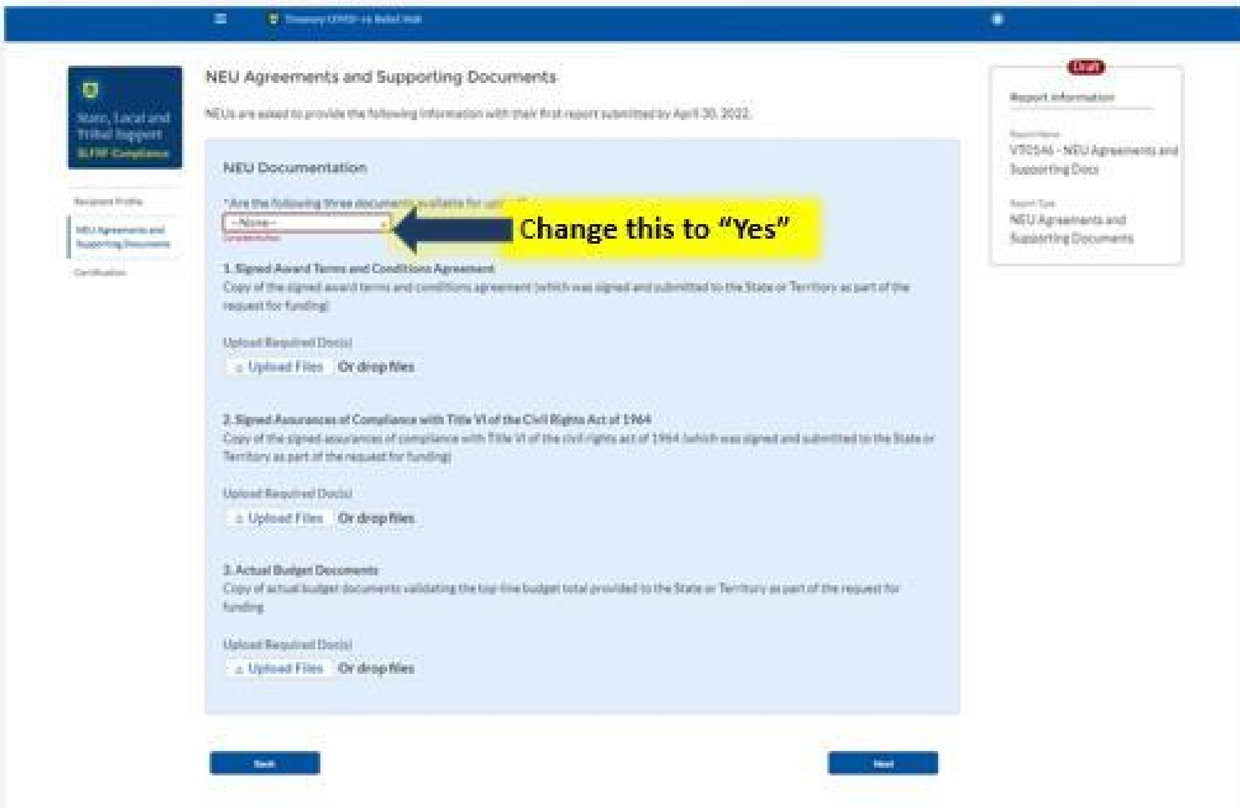
Uploading Supplementary Documents

- 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.



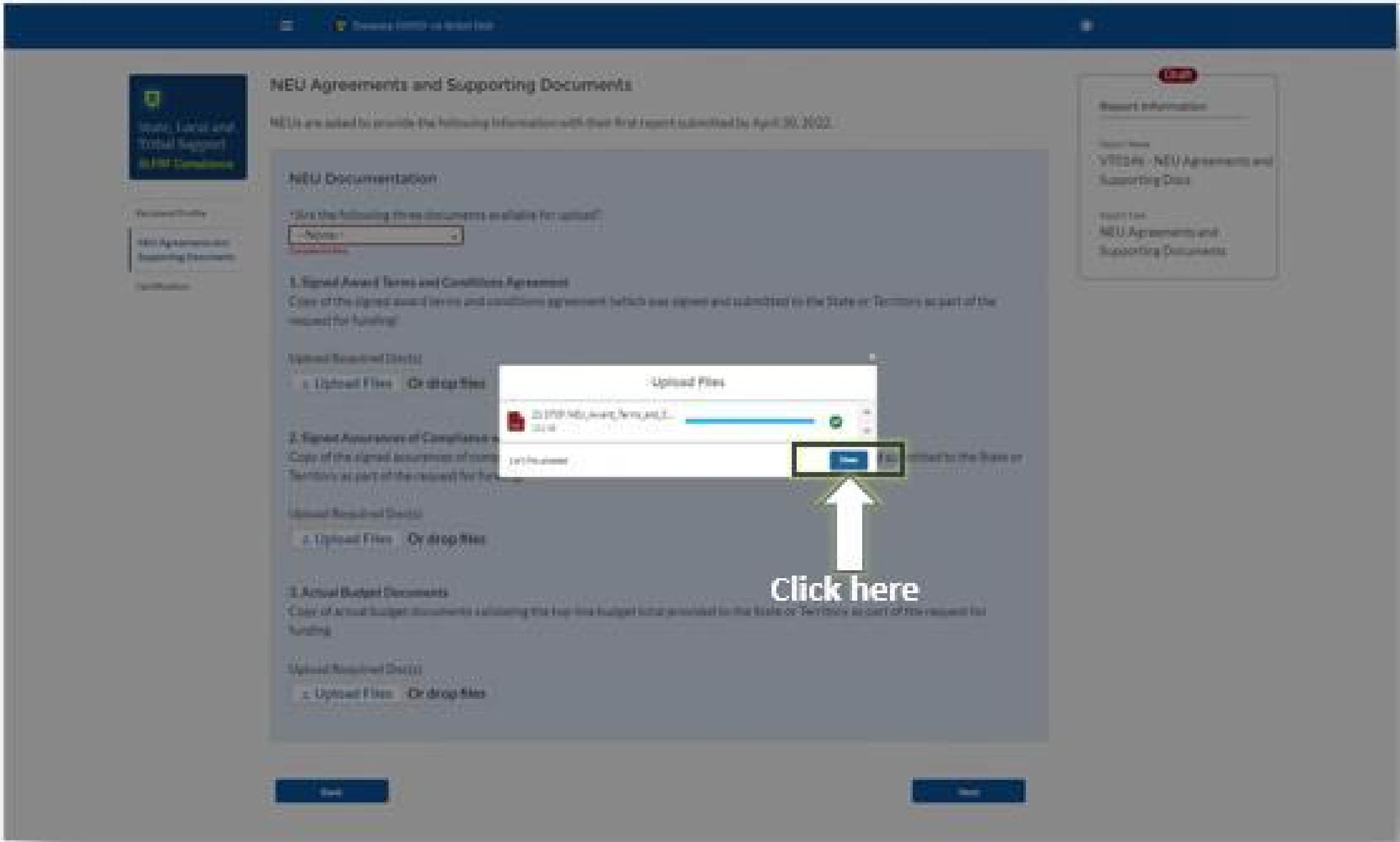
Uploading Supplementary Documents

- 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.



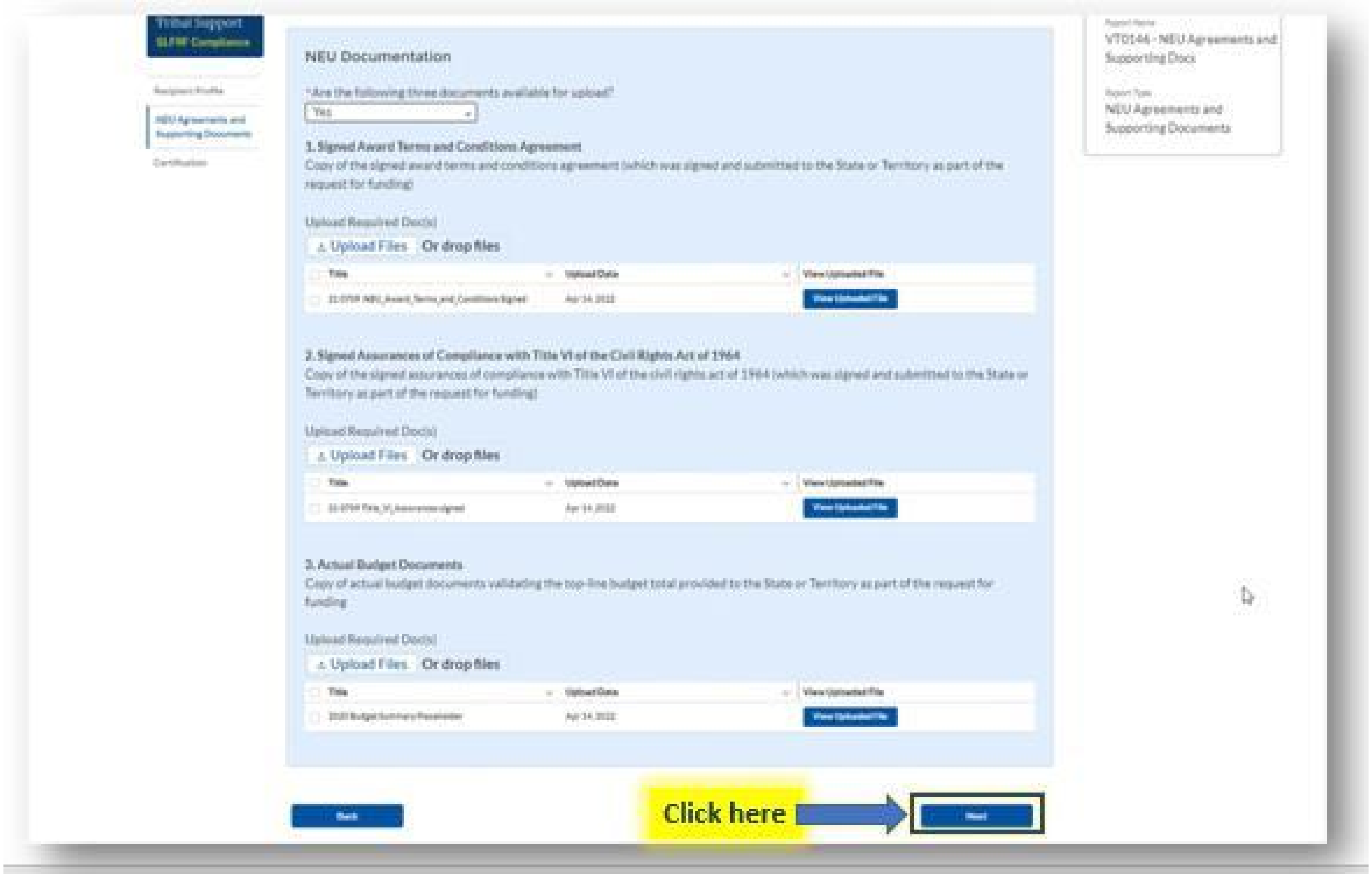
Uploading Supplementary Documents

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



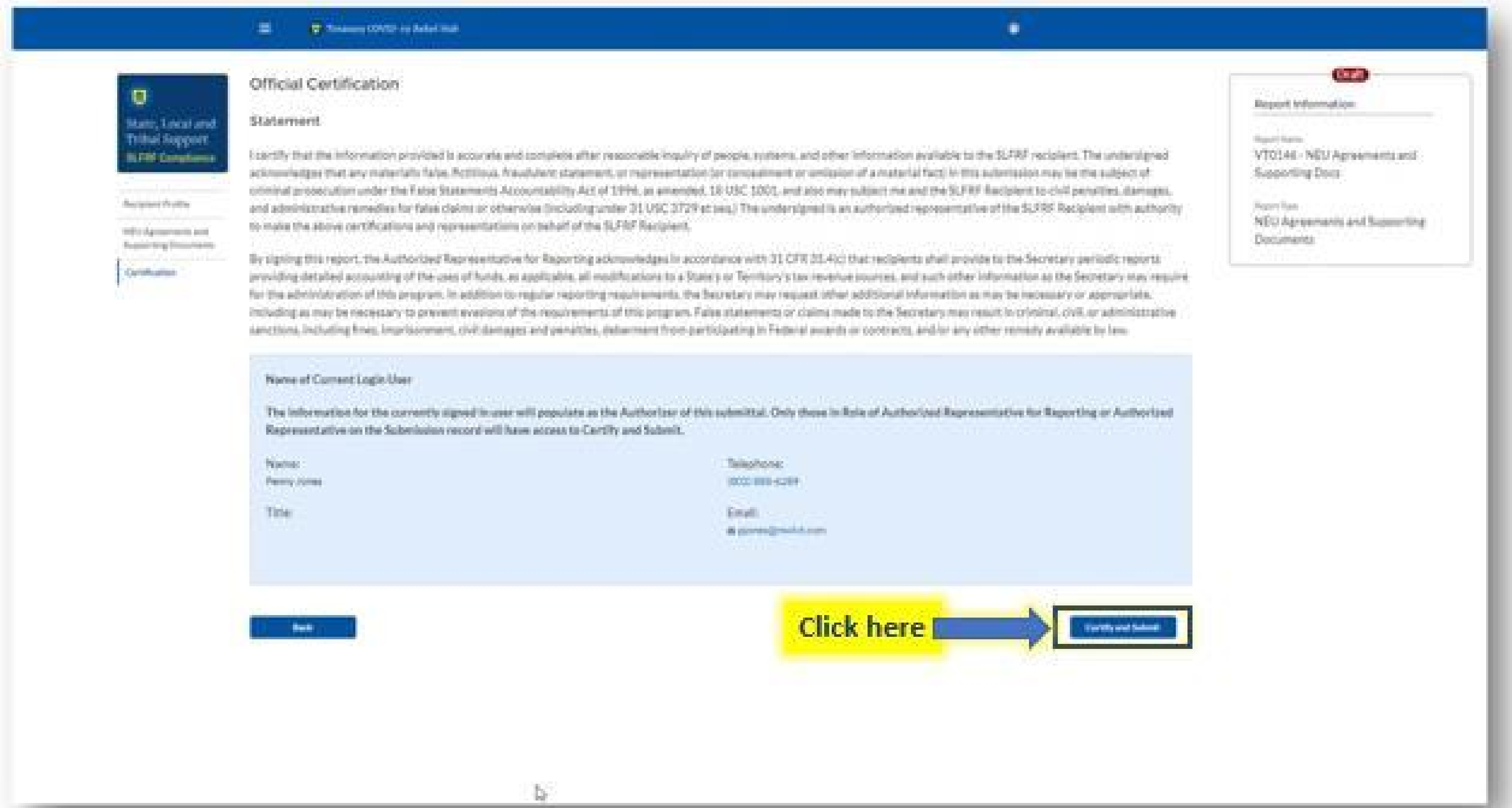
Uploading Supplementary Documents

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



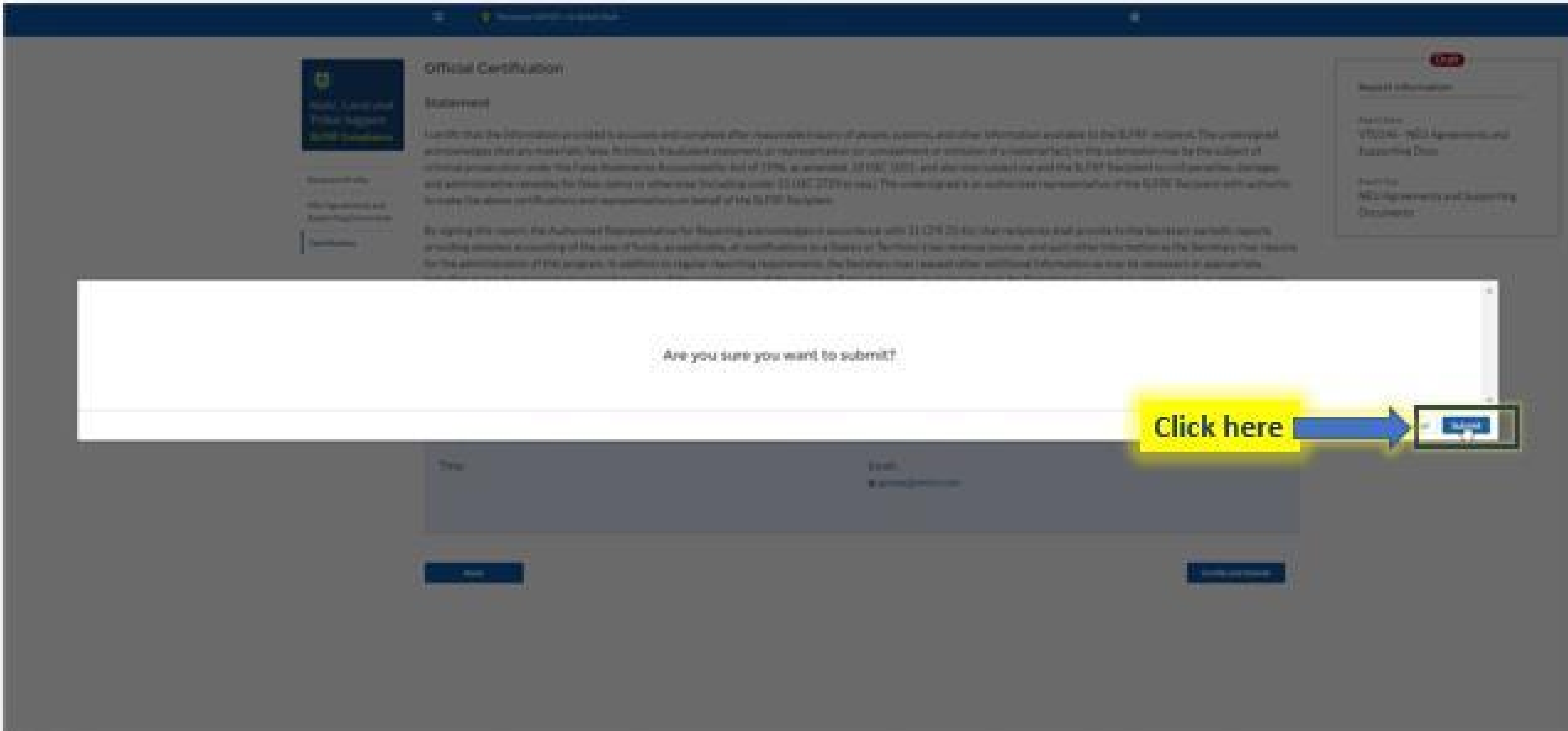
Uploading Supplementary Documents

- 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.



Uploading Supplementary Documents

- If you are sure, select "Submit."

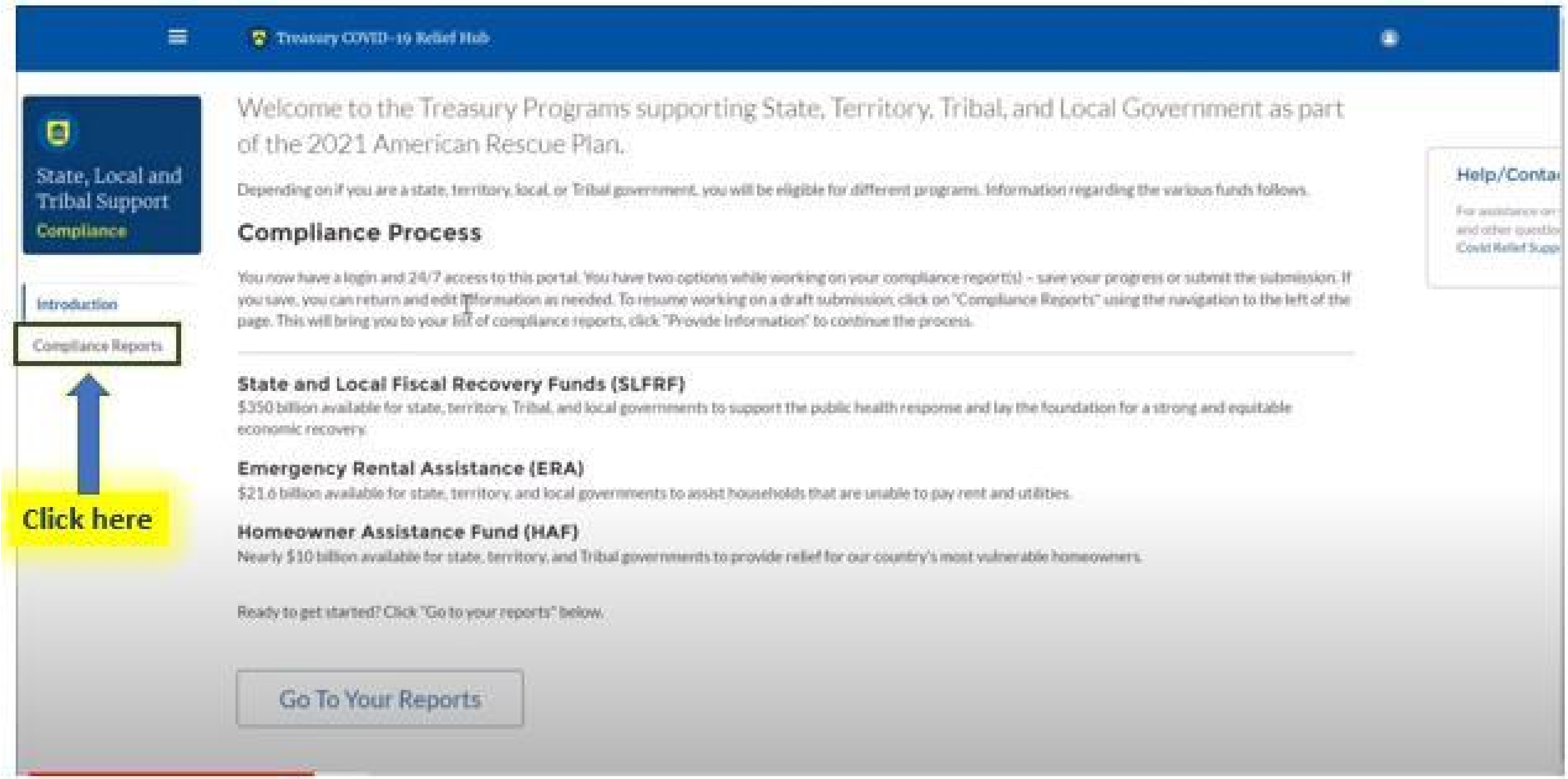


Project and Expenditure Report in the Treasury Compliance Portal

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.

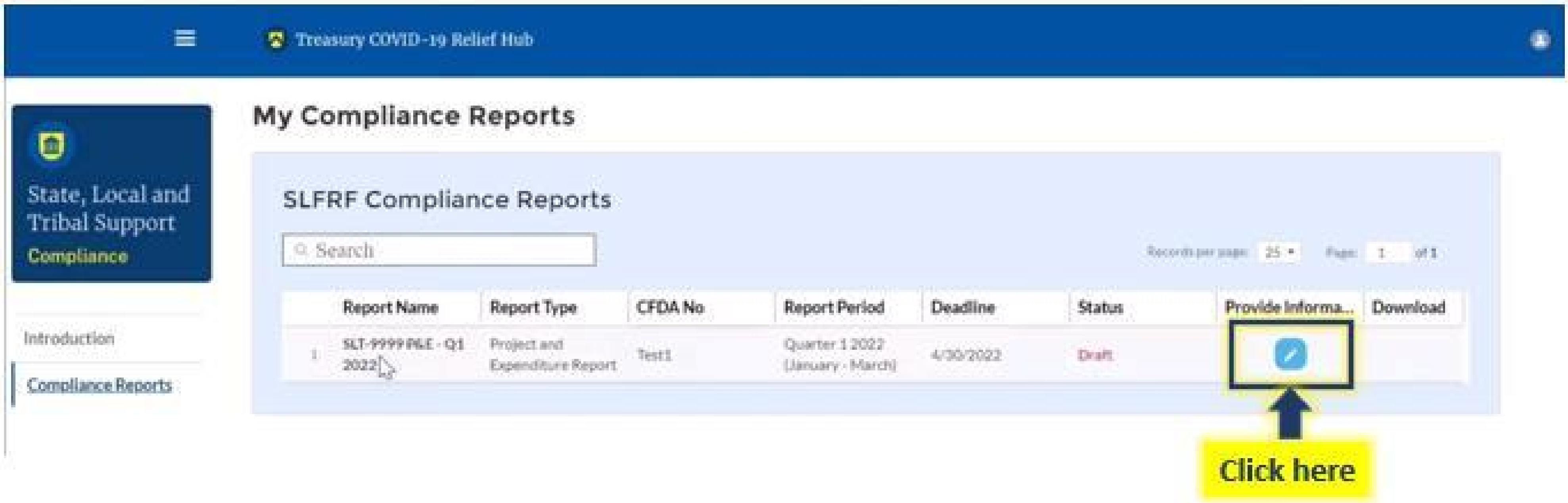
Project and Expenditure Report

- **Navigate until you see the reporting home page.**



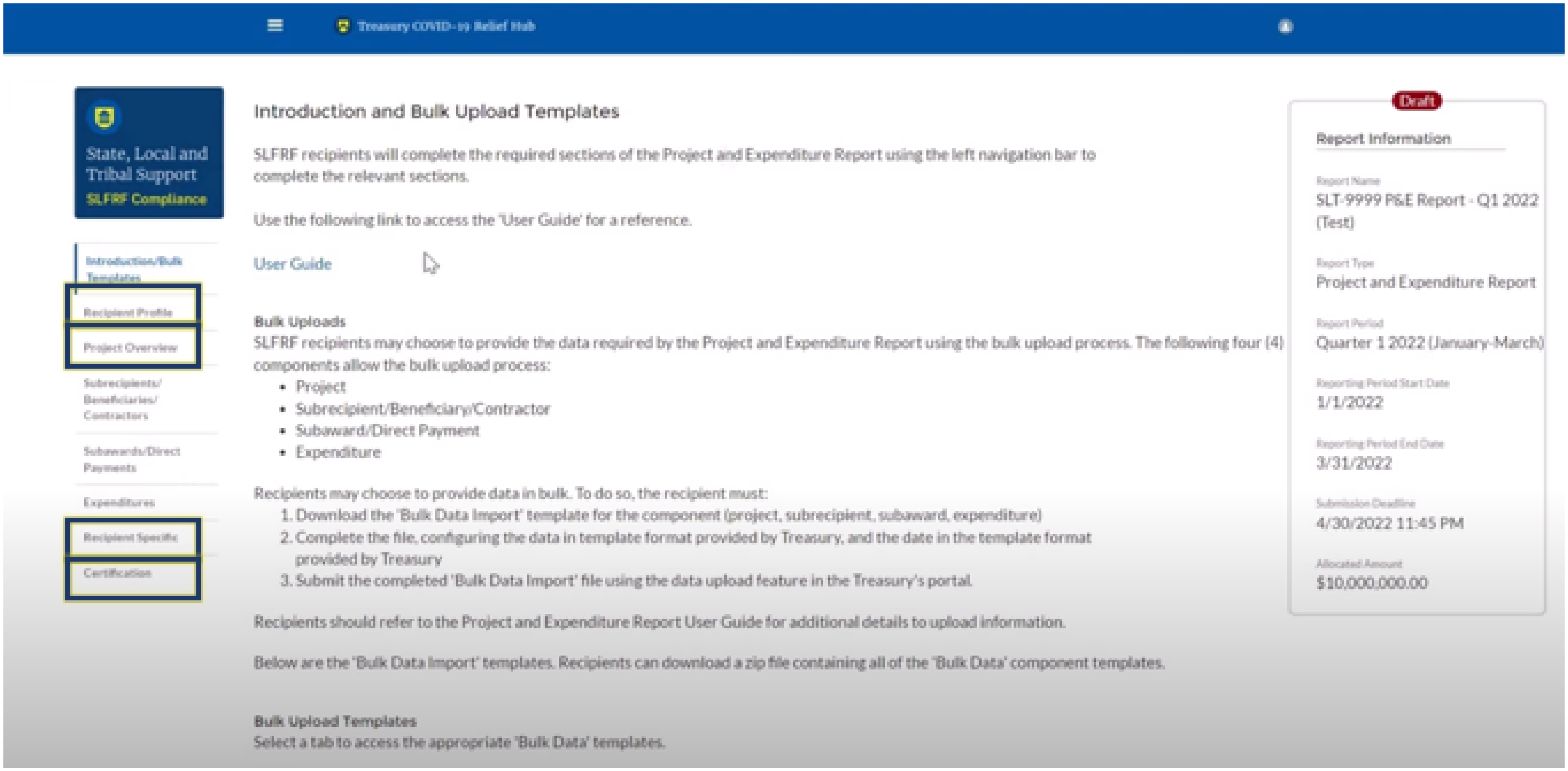
Project and Expenditure Report

- Look for "My Compliance Reports" and "Project and Expenditure Report."



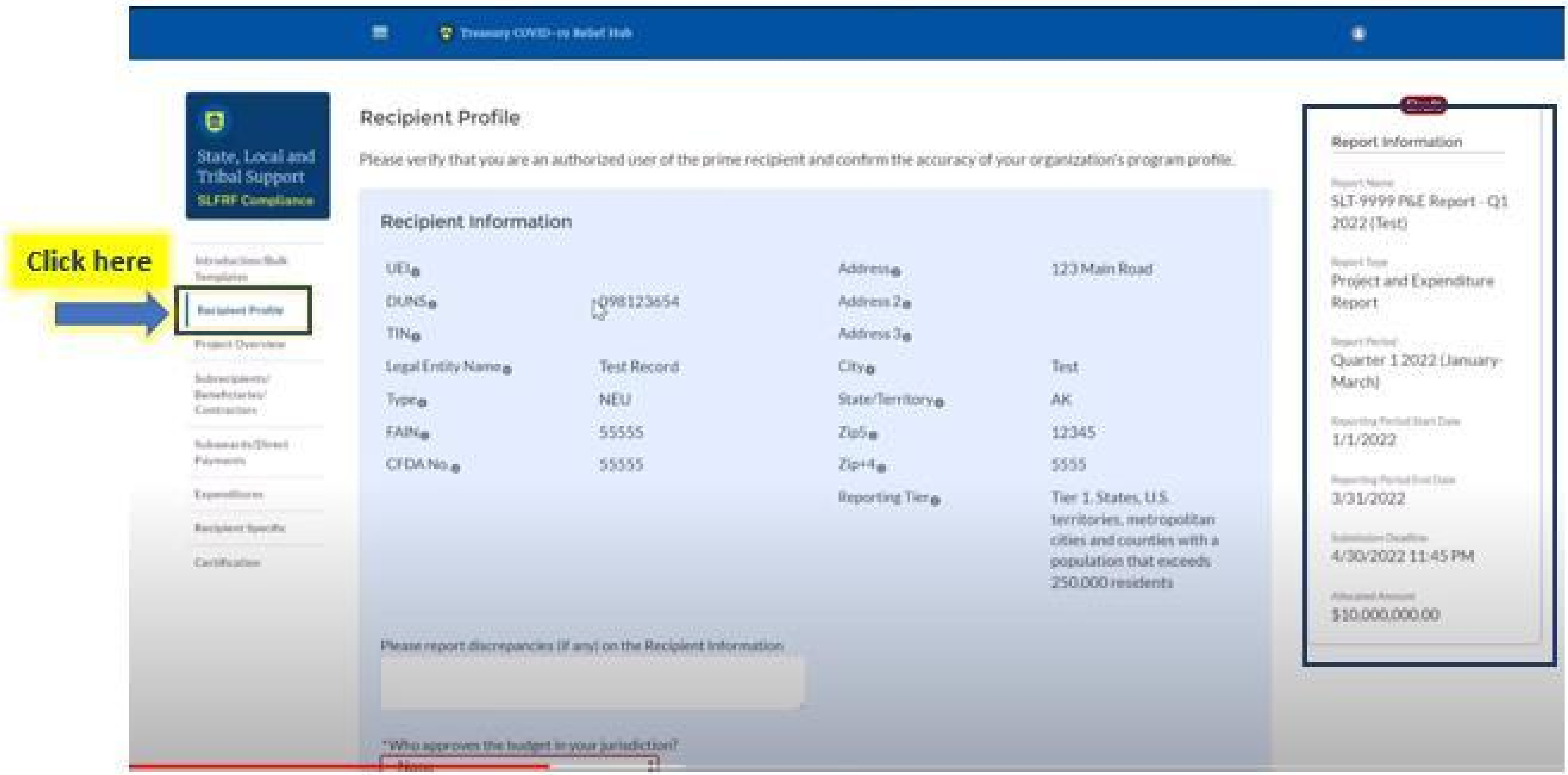
Project and Expenditure Report

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



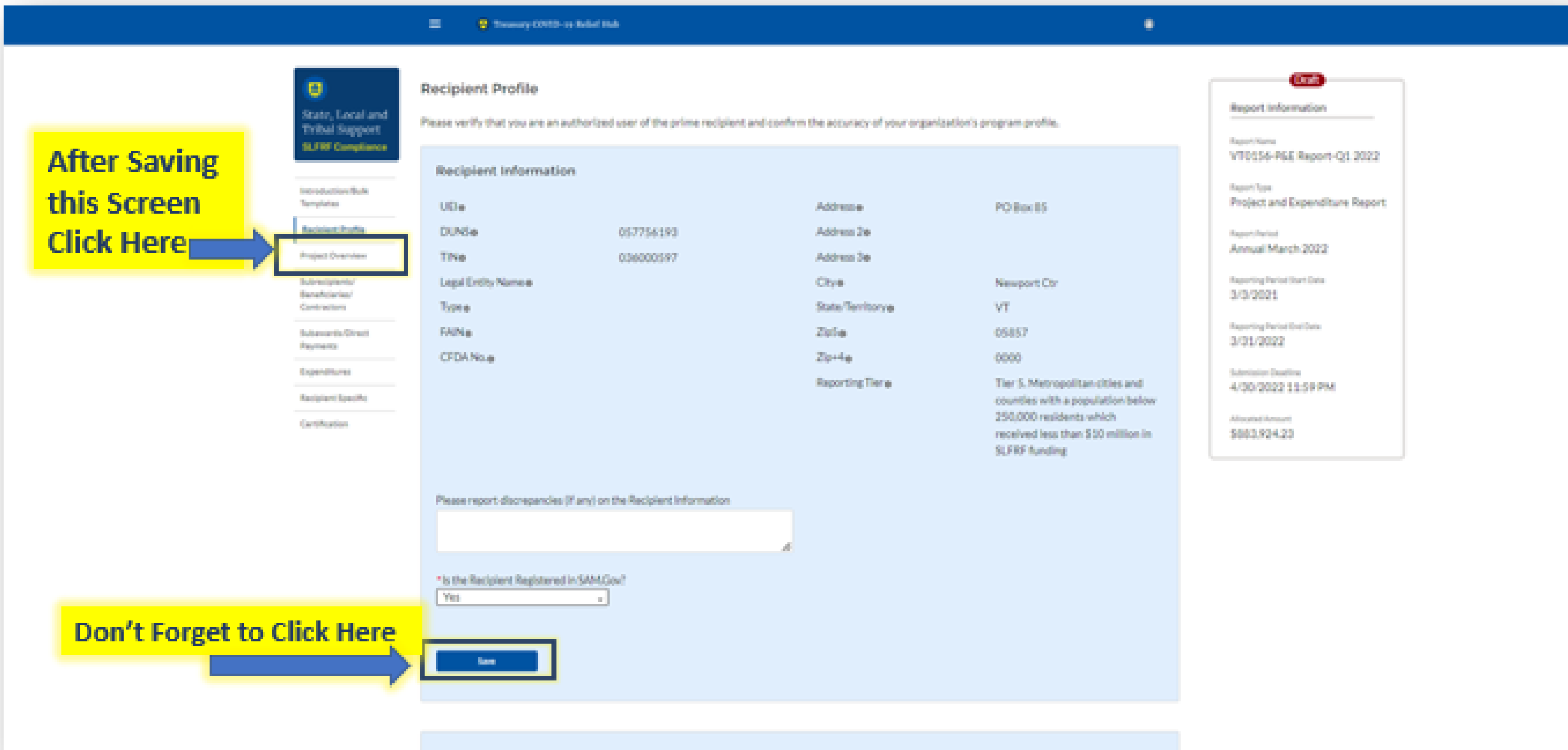
Project and Expenditure Report

- 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.”



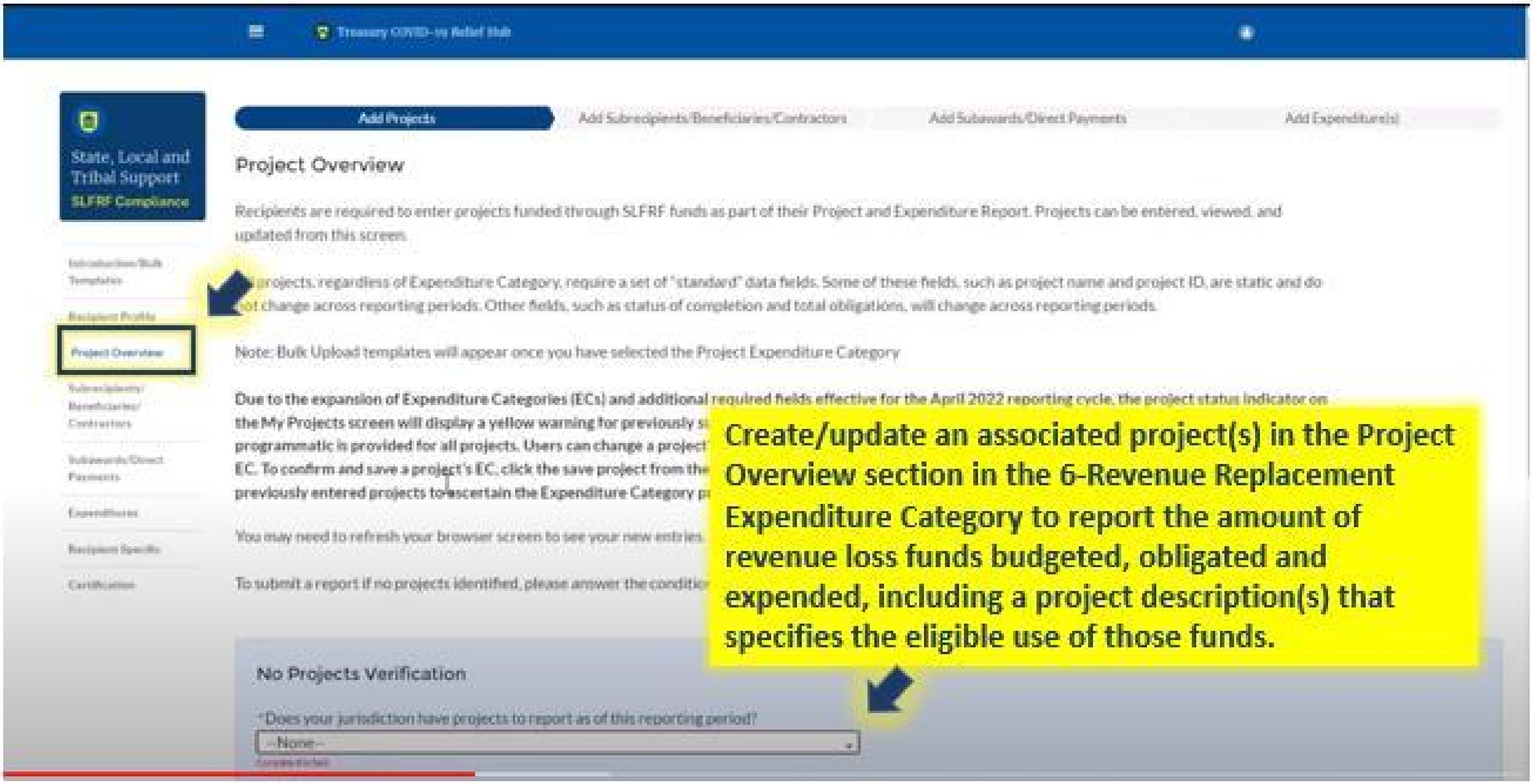
Project and Expenditure Report

- 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.



Project and Expenditure Report

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

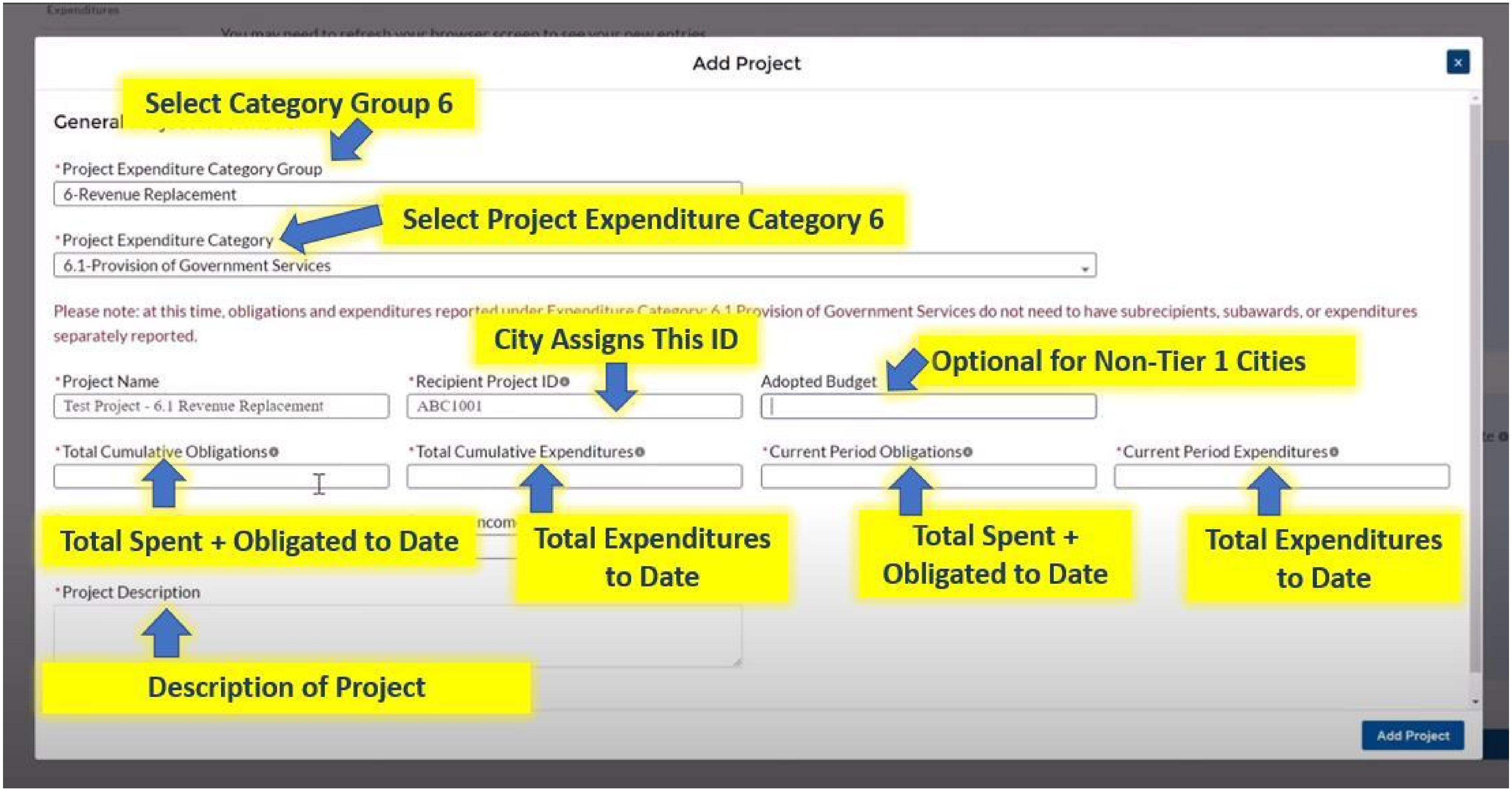


Project and Expenditure Report

- 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.

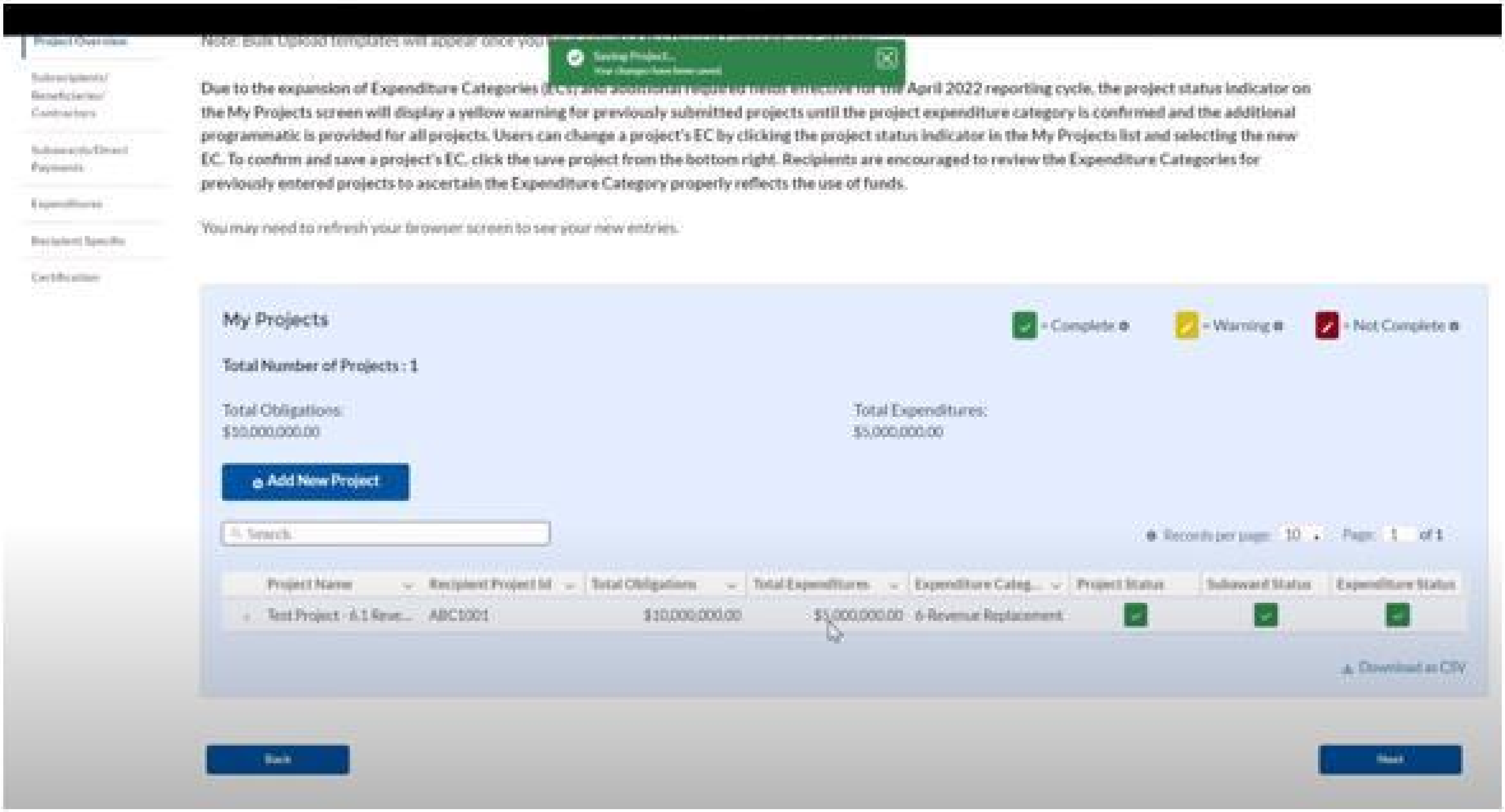
Project and Expenditure Report

- Complete the following information on the "Add Project" page.



Project and Expenditure Report

- **Save the Project!**



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.**

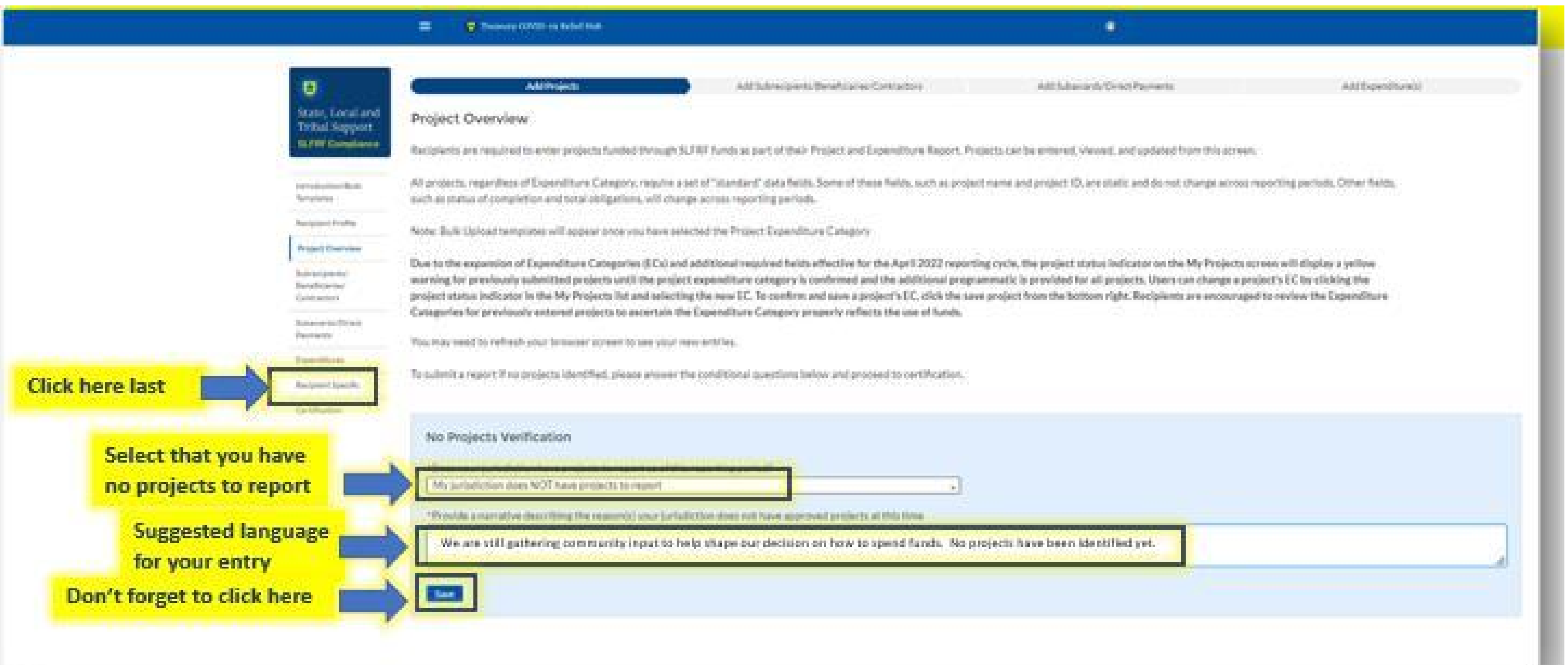
Whichever option you choose, include as much detail as possible to help Treasury understand how your city used your funds – provide a thorough description!

Project and Expenditure Report

NOTE:

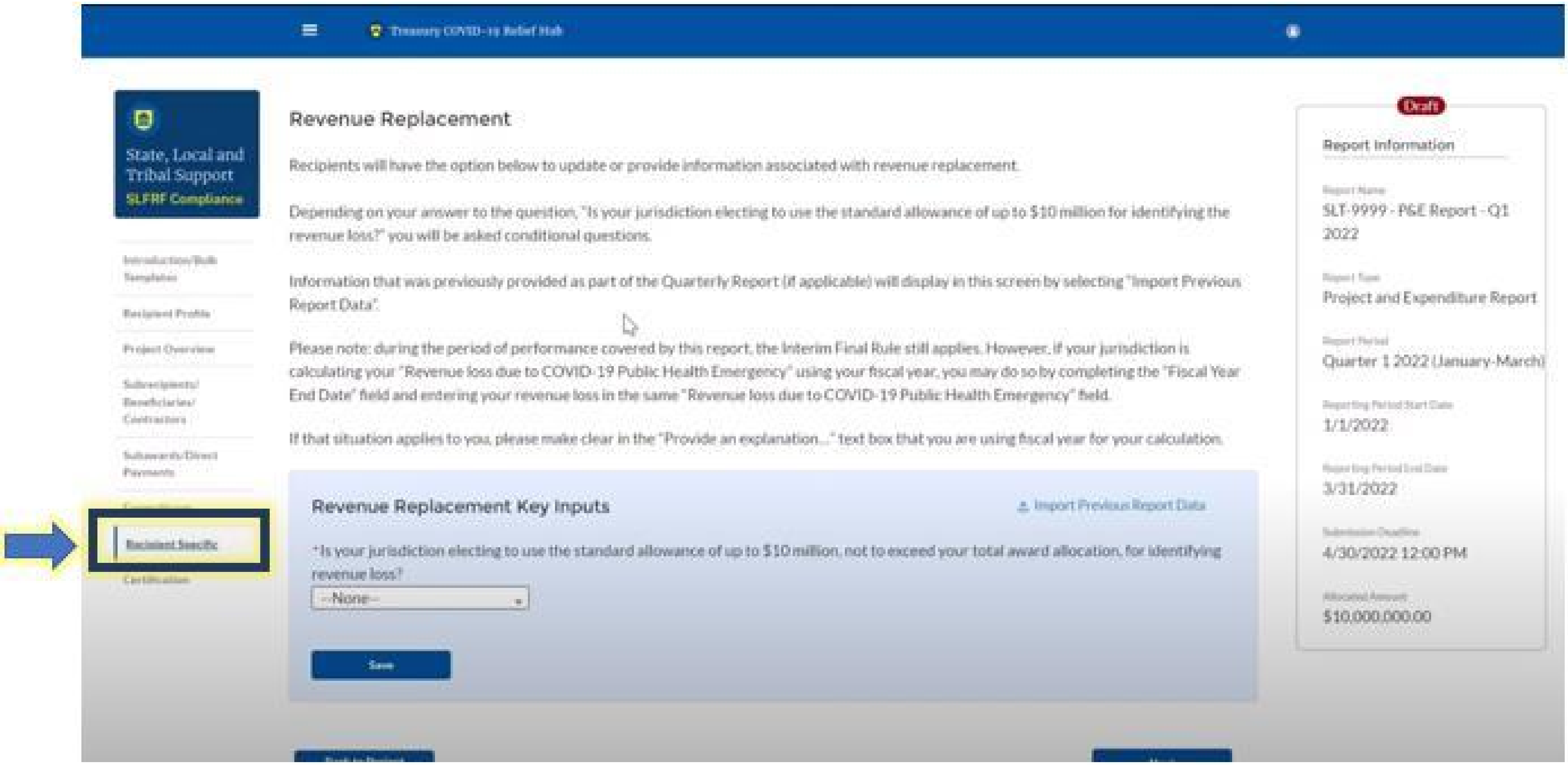
If you have NOT spent funds during this reporting period, follow the steps on this screen.

- 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.



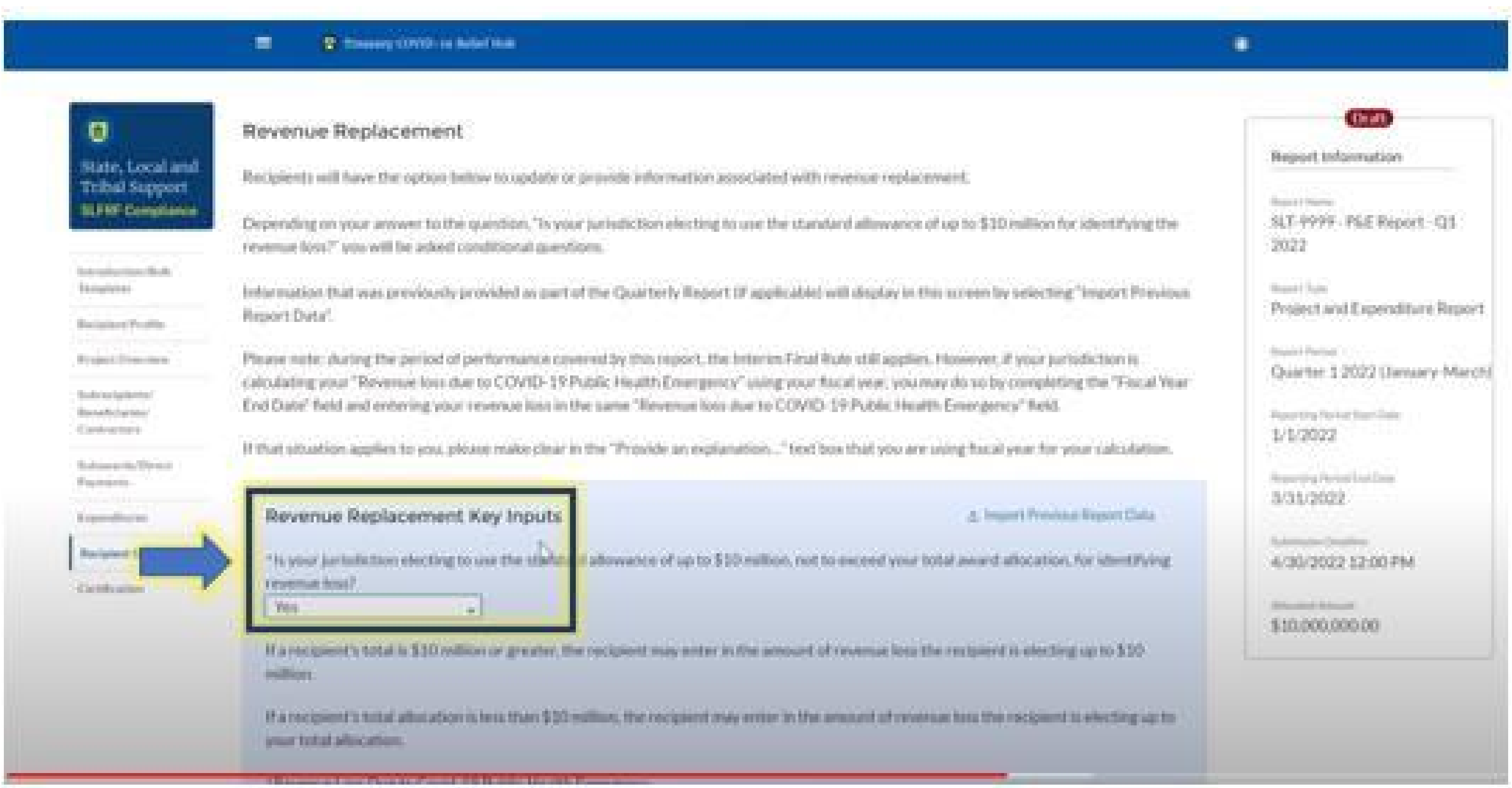
Project and Expenditure Report

- **Proceed to Recipient Specific Module**



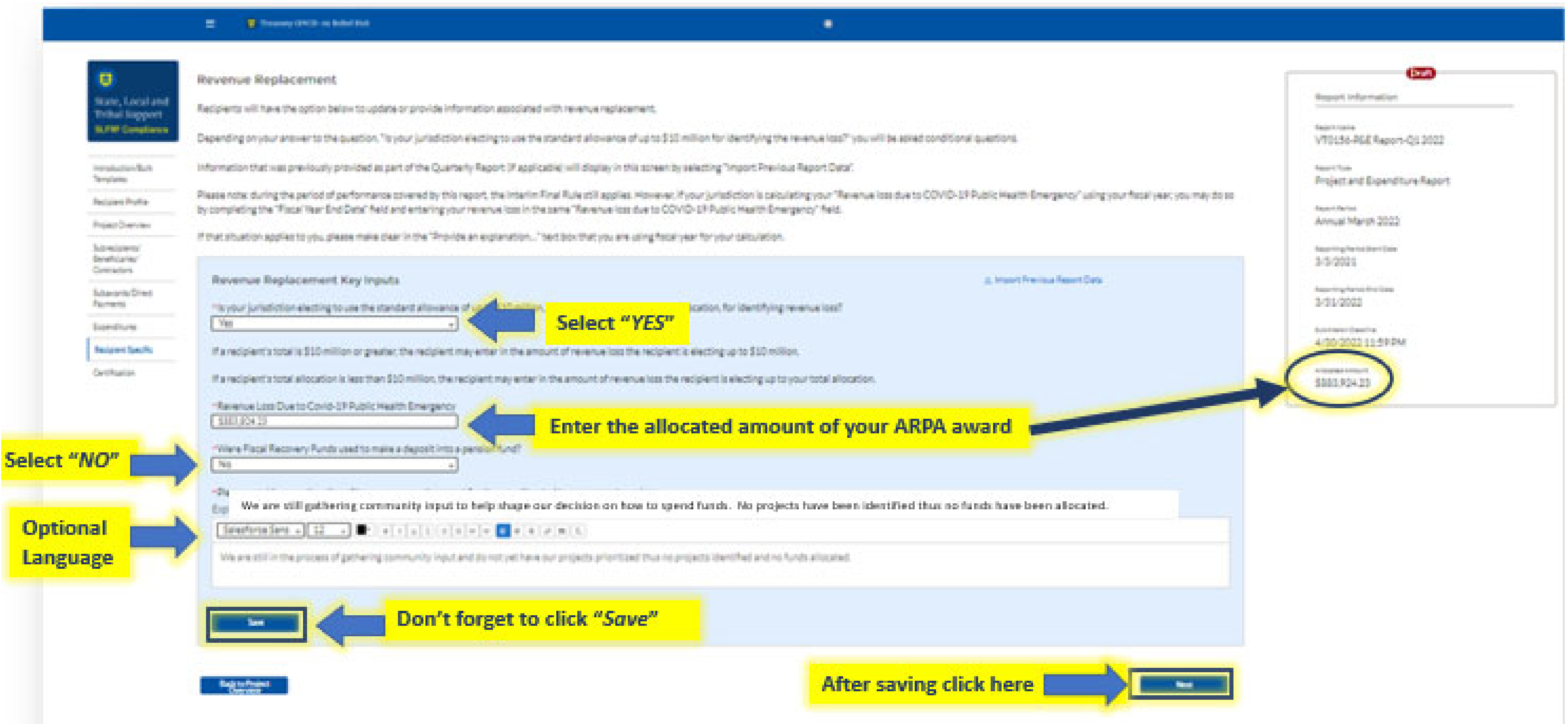
Project and Expenditure Report

- **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.**



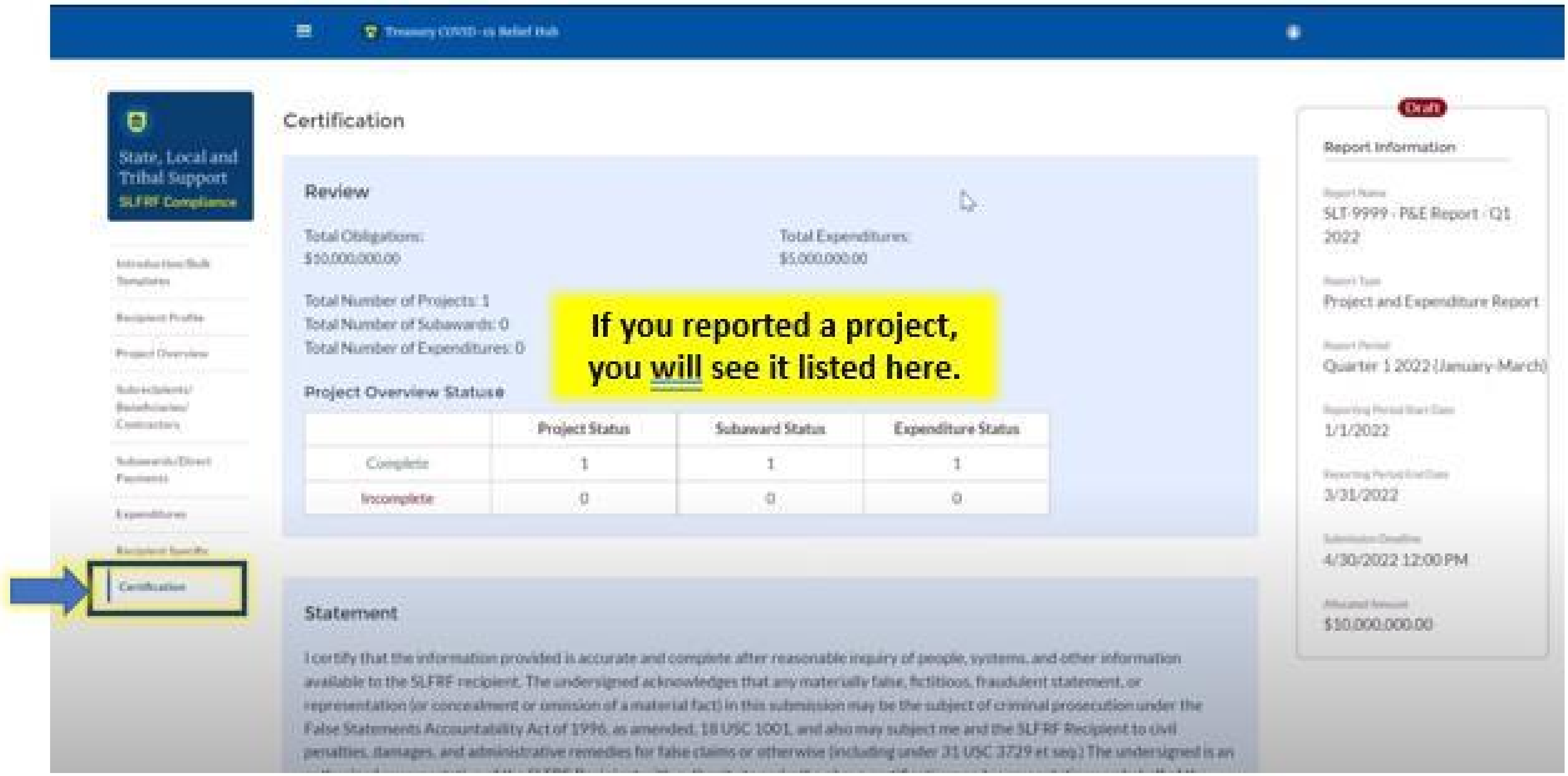
Project and Expenditure Report

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



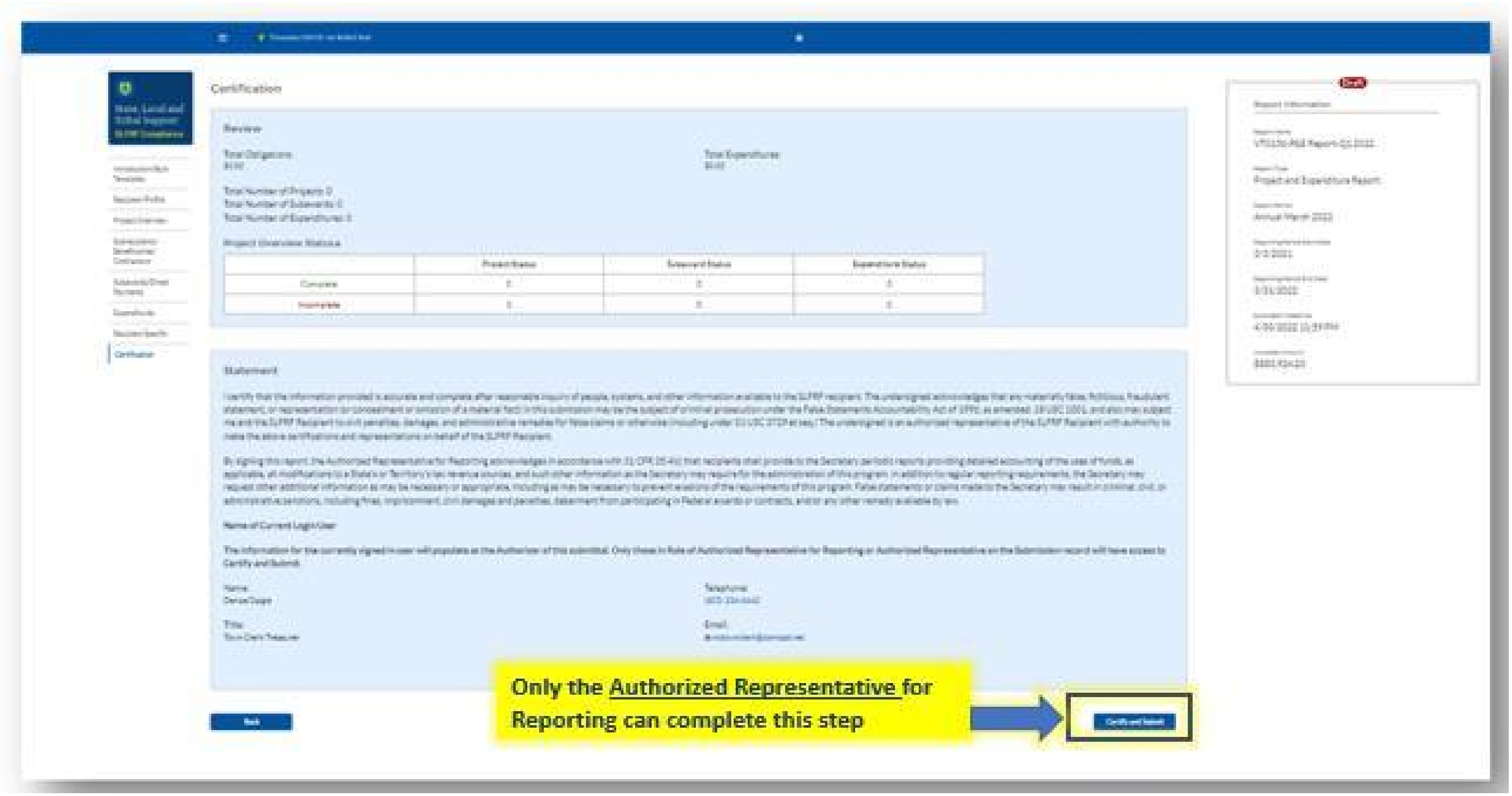
Project and Expenditure Report

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



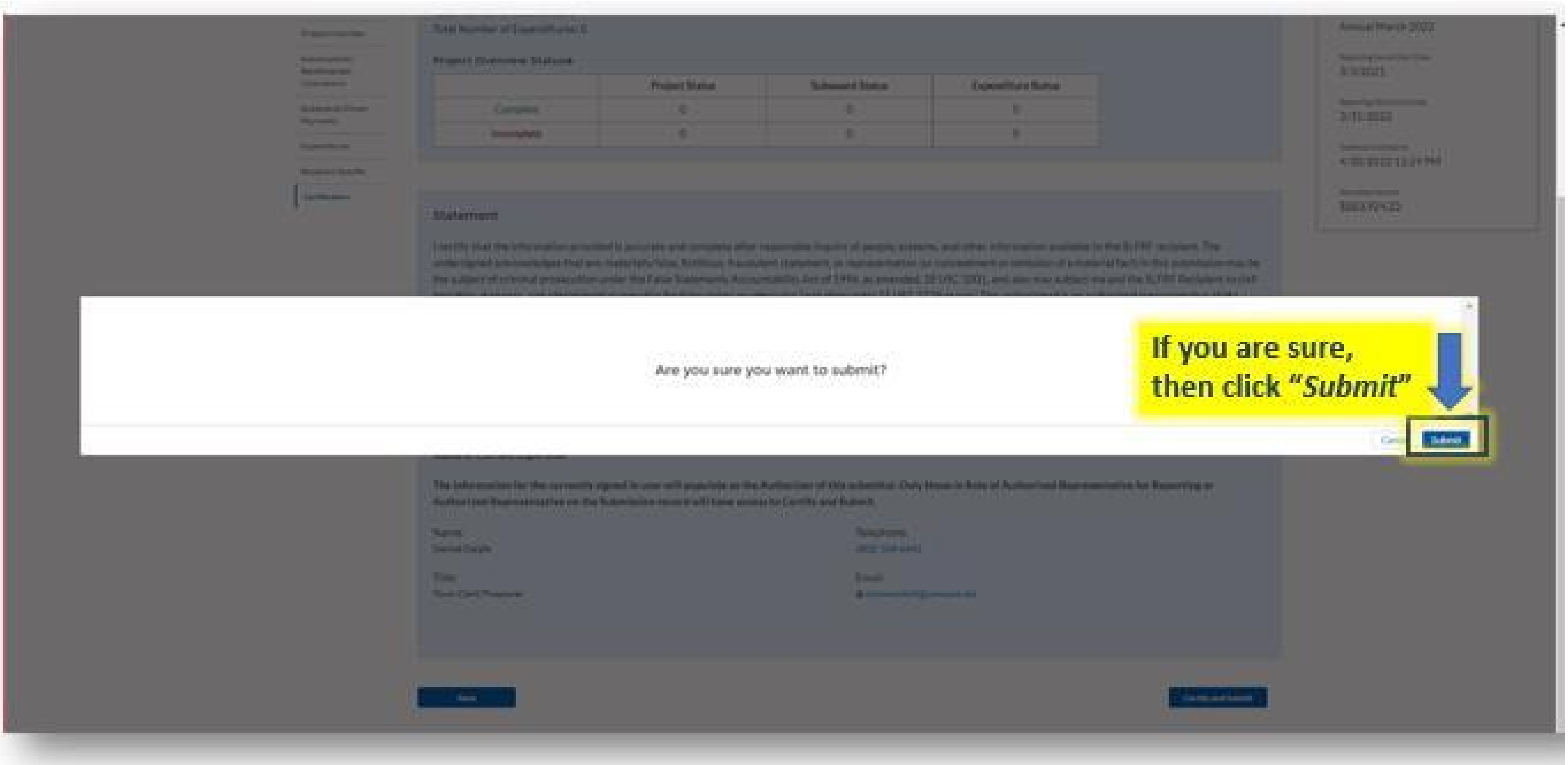
Project and Expenditure Report

- 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.



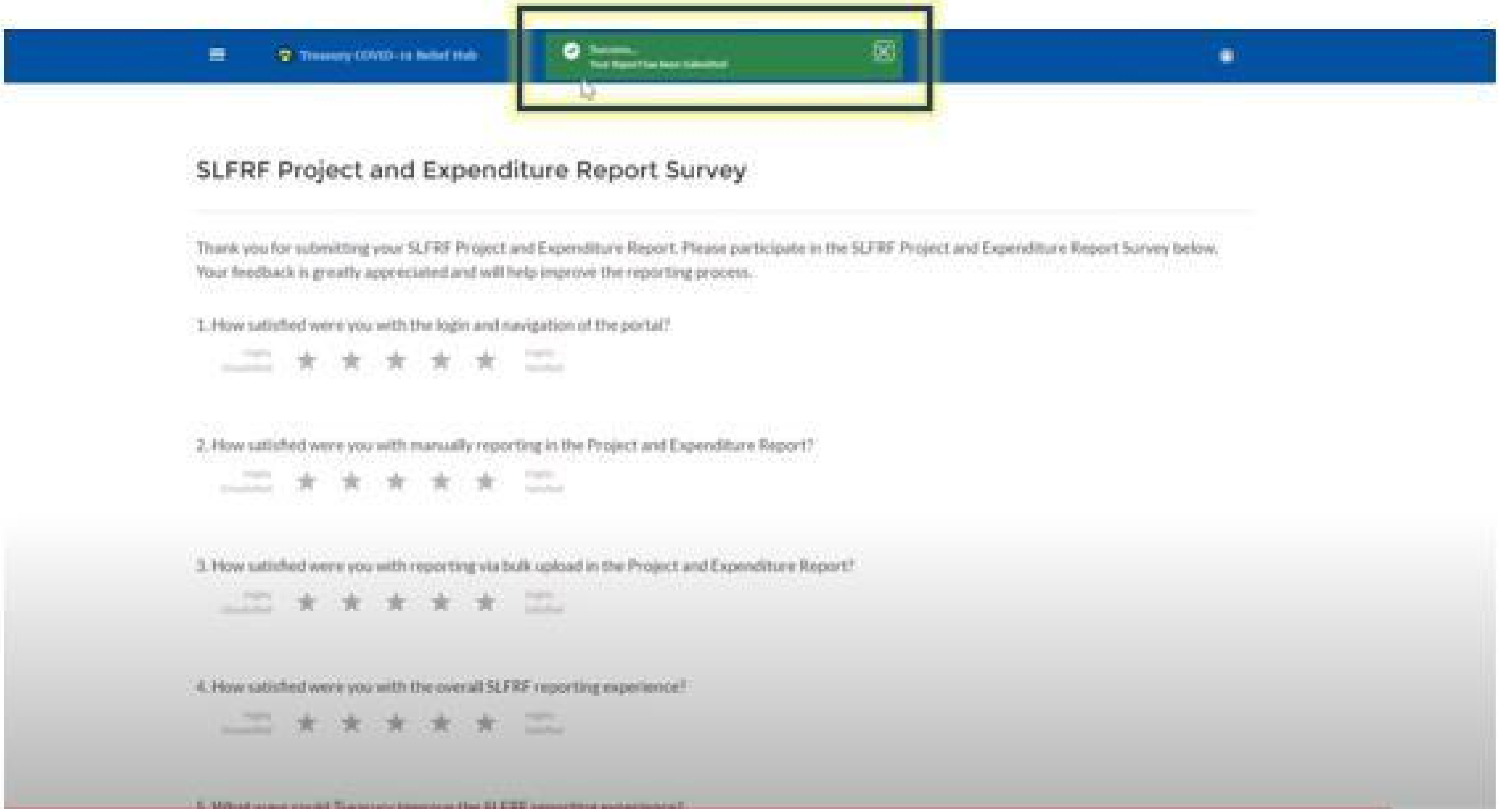
Project and Expenditure Report

- 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.



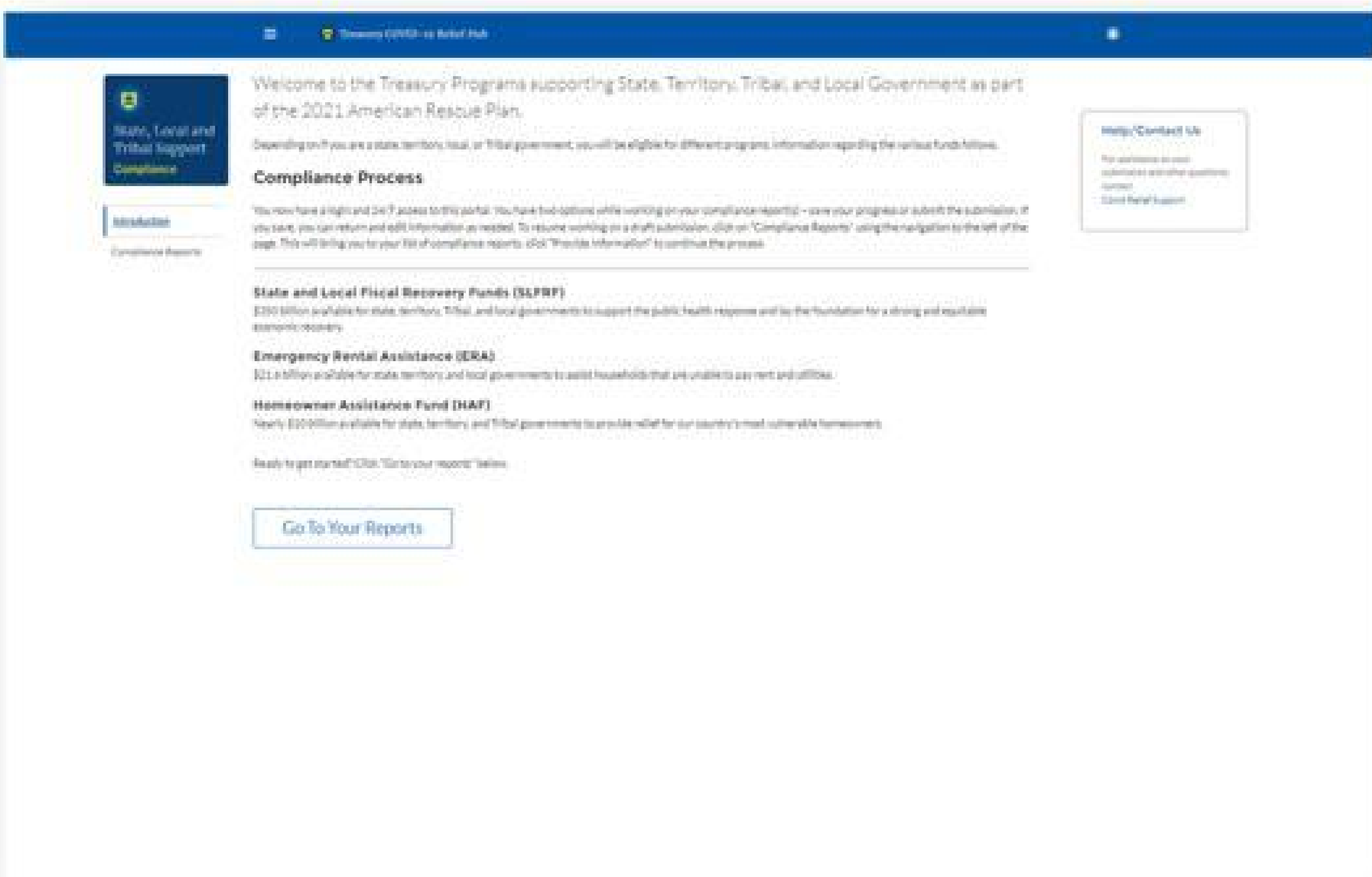
Project and Expenditure Report

- 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.



Project and Expenditure Report

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



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

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

For general inquiries about SLFRF:
Please send an email to 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