U.S. DEPARTMENT OF THE TREASURY

State and Local Fiscal Recovery Funds (SLFRF)
Report Submission Toolkit

This Report Submission toolkit provides an overview of the resources that may assist recipients fulfill the reporting requirements for the State and Local Fiscal Recovery Funds (SLFRF) program by submitting their annual or quarterly Project & Expenditure (P&E) Report.

Understanding Your Community's Reporting Requirements

To determine your community's Tier and associated reporting requirements, please review "Table 2" on page 18 of the SLFRF Compliance and Reporting Guidance. Although Treasury recommends reviewing the Compliance and Reporting Guidance in concert with the Award Terms and Conditions, the authorizing statute, the 2022 final rule, the 2023 IFR, the Obligation IFR, other program guidance including the State and Local Fiscal Recovery Funds Frequently Asked Questions, and other regulatory and statutory requirements, below are several resources that will support recipients in successful report submissions.

	Resources to Support Report Submission

Basic Resources: Treasury recommends recipients review these in full.	• **Compliance & Reporting Guidance**: provides additional detail and clarification for each recipient's compliance and reporting responsibilities.
	 • **Relevant P&E Report User Guide** (see the dropdown "Project & Expenditure Past User Guides"):
	     o If you are a quarterly reporter, please access the User Guide from the most recent quarter.
	     o If you are an annual reporter, please access the April User Guide from the most recent year.

Additional Reporting Resources and Demonstrations	• SLFRF Self-Services Resources Sections 2-5
	 • Full Demonstrations:
	     o Project and Expenditure Simplified Reporting
	     o NEU Webinar and Portal Demonstration
	 • Videos and Demonstrations:
	     o Obligating Revenue Replacement (please note that obligating revenue replacement is a two-step process; recipients must both select revenue replacement _and_ obligate it to a project.)
	     o How to Fix Expenditures
	     o How to Fix Obligations
	     o Obligating and Expending All Funds
	     o Troubleshooting When Unable to Lock Projects
	     o Troubleshooting Reporting
	 • Understanding and Updating User Roles:
	     o Understanding User Roles Explainer Video
	     o Special Edition June SLFRF NewsFlash: Updating User Roles

Resolving Noncompliance

If you have received a communication regarding noncompliance, your Authorized Representative and/or Account Administrator must access Treasury's Portal and submit the most recent required P&E report **as soon as possible**.