Roadmap to Reporting 2025

Week 1 | Week of March 10
Ensure you can log into Treasury's portal.

Week 2 | Week of March 17
Ensure User Roles are assigned to the correct point of contact.

Week 3 | Week of March 24
Troubleshoot issues with accessing the portal or user roles.

Troubleshoot issues with accessing the portal or user roles.

Did Your Government Spend Funds Under the Revenue Loss Category, Including by Taking the Standard Allowance?

YES

You can report how your government utilized revenue loss funds, including the standard allowance of up to $10 million, with one project under expenditure category 6.1. Include as much detail as possible.

NOTE: Treasury requests that descriptions provide explanations that details what type of specific eligible government services are being supported with the funds.

Treasury Reporting Portal Opens April 1, 2025

NO

Week 4: Week of March 31
Gather project information from external partners.

Week 5: Week of April 7
Internally collect financial information related to projects.

Week 6: Week of April 14
Input data into Treasury's portal for all projects.

Week 7: Week of April 21
Review inputted information and submit the report.

Tier 1, 2, and 3 – 2025 Q1 Project and Expenditure Report Due

Tier 4 and Tier 5 - 2025 Annual Project and Expenditure Report Due

Overview of How to Estimate and Report Administrative and Compliance-Related Expenditures

> **Step 1:** Determine the amount of SLFRF funds the recipient estimates it will use to cover expenditures related to a requirement under a federal law or regulation or a provision of the SLFRF award terms and conditions to which the recipient becomes subject as a result of receiving or expending SLFRF funds.

> **Step 2:** Document a reasonable justification for this estimate.

> **Step 3:** Report that amount to Treasury by June 30, 2024, with an explanation of how the amount was determined.

> **Step 4:** Report at award closeout the final amount expended for these costs.