



State and Local Fiscal Recovery Funds Quick Reference Guide: Using SLFRF Funds to Replace Lost Revenue and Provide Government Services



What can my community use SLFRF funds for under revenue loss?

Under the revenue loss eligible use category, funds can be used for any service traditionally provided by a government, unless Treasury has stated otherwise. These government services must be reported as projects to Treasury, as discussed below.

All funds to replace lost revenue and provide government services must be obligated by December 31, 2024, and must be expended by December 31, 2026. Recipients are considered to have satisfied the obligation requirement for any SLFRF funds that were expended by December 31, 2024.



How much of my community's funds can be used for government services under revenue loss?

Under the standard allowance, recipients may claim up to \$10 million in revenue loss, up to the amount of their SLFRF award, and spend those funds on government services. Recipients may also calculate their revenue loss (see [here](#) for more information).



How does my community report the use of revenue loss funds to Treasury?

Recipients using SLFRF funds under the revenue loss eligible use category must report two set of information. Please see further information about reporting below.

Recipients should report:

STEP 1

The revenue loss you are claiming, including whether claiming up to \$10 million in revenue loss under the standard allowance or calculating revenue loss.



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?
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- * Base Year General Revenue
- * Growth Adjustment Used
- * Base Year Fiscal Year End Date
- Total Estimated Revenue Loss
- * Are you reporting Actual General Revenue using calendar year or fiscal year?

	2020	2021	2022
* Actual General Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Estimated Revenue Loss Due to Covid-19 Public Health Emergency	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 2

One or more projects under Expenditure Category 6. Each project must include the amount of SLFRF funds budgeted (if applicable), obligated, and expended under the revenue loss eligible use category. Each project must also include a project description that summarizes the project in sufficient detail to provide an understanding of the major activities that will occur.

This reporting will include these fields.

The screenshot shows a web form titled "Edit Project" with the following fields and values:

- Project Expenditure Category:** 6.1-Provision of Government Services
- Project Name:** Example Revenue Loss Project
- Recipient Project ID:** PID01
- Adopted Budget:** 1,000.00
- Total Cumulative Obligations:** 1,000.00
- Total Cumulative Expenditures:** 1,000.00
- Current Period Obligations:** 1,000.00
- Current Period Expenditures:** 1,000.00
- Status to Completion:** --None--
- Project start date:** (empty)
- Project end date:** (empty)
- Project Description:** Description that summarizes the project in sufficient detail to provide an understanding of the major activities that will occur.

Buttons at the bottom right: Delete Project (red), Confirm Project (blue).

If you have not reported a revenue loss project using this interface, you have not reported obligating or expending those funds to Treasury.

Please see [this video](#) for a step-by-step reporting explanation.



When will my community submit this information to Treasury?

Quarterly reporters submitted their report covering obligations to Treasury between January 1 and January 31, 2025. Annual reporters will submit their next report to Treasury between April 1 and April 30, 2025. This report will include all obligations incurred through December 31, 2024. Any SLFRF funds that were not obligated by the deadline must be returned to Treasury.

The report is cumulative. If an annual reporter has obligations or expenditures from an earlier time that were not correctly reported in an earlier report, the recipient may report that obligation or expenditure in the report due April 30.

Common Issues Reporting Revenue Loss Projects

My government claimed our entire SLFRF award under the option to claim up to \$10 million in Revenue Loss under the standard allowance. Have we successfully reported to Treasury that we have satisfied the obligation deadline?

No. SLFRF recipients electing the standard allowance must also obligate those funds for project(s) and report those project(s) under Expenditure Category 6 (“EC 6”) – Revenue Loss. Projects entered under EC 6 are required have a sufficient project description and a dollar amount entered in the obligation field. If the funds are not reported as obligated, the funds must be returned to Treasury.

We transferred our revenue loss funds to our government’s General Fund. Does that satisfy the obligation requirement?

No, not in itself. Moving SLFRF funds to a general fund as Revenue Loss but not further establishing an obligation with those funds is insufficient to satisfy the obligation requirement. An adopted budget, appropriation, executive order, resolution, or intent to enter a contract also does not establish an obligation.

There are several ways recipients could have satisfied the obligation requirement by December 31, 2024. Please see section 17 of the [SLFRF FAQs](#) for more information, including FAQ 17.15.

What are some common mistakes Treasury sees when recipients are using funds for Revenue Loss?

The most common mistake recipients make is claiming funds for Revenue Loss without reporting corresponding projects in Expenditure Category 6 (“EC 6”). As discussed above, recipients must enter project(s) into EC 6 and enter the amount obligated for that project.

For example: Cityville, USA received an SLFRF award of \$500,000 and wishes to use the entire amount under the Revenue Loss eligible use category to provide government services. Cityville elected the standard allowance, which allows Cityville to use up to \$10 million—their entire award—under that eligible use category. However, Cityville has not entered any projects under EC 6. It is not possible to report the obligation of Revenue Loss funds without entering at least one project under EC 6 and entering an obligation amount.

My government wants to use our full SLFRF award under the Revenue Loss eligible use category and has claimed the standard allowance. However, the Treasury Award Management System still shows my government’s funds as unobligated. Why is that? Does it need to be fixed?

The most likely reason you are seeing the funds listed as “unobligated” is that your government has not yet entered a corresponding project(s) under the Revenue Loss eligible use category (EC 6). Annual reporters can resolve this by adding project(s) under EC 6 in the annual report due April 30, 2025, and entering the amount obligated for the project(s) in the obligation field along with a sufficient project description. The system will then update to show your current obligations.

Recipients must return any amounts to Treasury that were not properly obligated by December 31, 2024.

Is there a checklist that I can use to ensure that my government is reporting Revenue Loss projects correctly?

The following checklist may help your government when reporting funds you wish to use under the Revenue Loss eligible use category. If you can answer “yes” to each question, then the funds you are using for Revenue Loss are likely to be properly obligated.

- Has your government elected to take the standard allowance of \$10 million OR entered in a manual calculation for Revenue Loss?
- If selecting the standard allowance, has your government indicated how much of your award, up to \$10 million, it wishes to utilize under the Revenue Loss eligible use category?
- In the reporting portal, has your government entered projects under Expenditure Category (EC) 6?
- Has your government obligated SLFRF funds as described in [FAQ 17.15](#)?
- Has your government reported obligating SLFRF funds for each of its EC 6 projects in the reporting portal?
- Has your government entered a sufficient description of each project under EC 6? Please see page 52-53 of the latest Project and Expenditure Report User Guide located on the SLFRF [Reporting and Compliance page](#) for more information.

When can I update my report to fix a Revenue Loss reporting issue?

Annual reporters may update their reports in the Project and Expenditure Report due April 30, 2025. This will be the final chance for annual reporters to report obligations made by the December 31, 2024 deadline. Quarterly reporters were required to submit final obligation data by January 31, 2025.

My government is using Revenue Loss funds for a water or sewer infrastructure project and is reporting it under Expenditure Category (EC) 5 – Infrastructure. Is that okay?

If a project is an eligible use under one of the Water and Sewer eligible use sub-categories, a recipient may choose to carry out and report the project under EC 5. However, if the recipient does so, Treasury will not consider the project to be under the Revenue Loss eligible use category. Accordingly, the project will be subject to the more detailed requirements that apply to that eligible use category, and the recipient will have not be considered to have used any portion of its Revenue Loss funds for that project.

If a recipient would like a project to be treated as a Revenue Loss project, it must be reported under EC 6. Note also that every use that is eligible under other eligible use categories is also eligible under the Revenue Loss eligible use category.

Does my government need to obligate SLFRF funds used under the Revenue Loss eligible use category before the obligation deadline?

Yes. All SLFRF funds under any eligible use category are subject to the obligation deadline. Please see [FAQ 17.15](#) for more information.

Is a video tutorial available to walk us through how to report Revenue Loss?

Yes. Please see Treasury’s [SLFRF Explainer](#) on how to report obligations under the Revenue Loss eligible use category.

If you have additional questions on reporting obligations, you may find this video helpful: [SLFRF Portal Demonstration: How To Report Obligations](#).