State and Local Fiscal Recovery Fund

Frequently Asked Questions

1. Tribal Support

1.1   I would like to request access to a previously submitted file/attachment.

Email the IT department at covidreliefitsupport@treasury.gov. They will be able to assist you further.

1.2   How will allocations be made?

$20 billion of Fiscal Recovery Funds was reserved for Tribal Governments. The American Rescue Plan Act specifies that $1 billion be allocated evenly to all eligible Tribal Governments. The remaining $19 billion has been distributed using an allocation methodology based on enrollment and employment.

For more information about Tribal Government allocations, please refer to Tribal Allocation Methodology here.

1.3   How many payments will there be?

Treasury will make two payments to eligible Tribal governments:

1. The initial payment will include an equal allocation for each Tribal government from the $1 billion and the Tribal government's pro rata share of the 65% of $19 billion based on tribal enrollment
2. The second payment will include the Tribal government's pro rata share of the remaining 35% of the $19 billion based on Tribal employment.

Treasury has paid 99.9% of SLFRF funds to eligible Tribal governments to date.

1.4   How do I request to update contact information or portal access?

Your jurisdictions will already have a user designated as an SLFRF Account Administrator. The SLFRF Account Administrator role will have the ability to change and add users to the Treasury Portal for your jurisdiction.

If your jurisdiction's SLFRF Account Administrator has changed or left your organization, please email covidreliefitsupport@treasury.gov with your entity's name, the contacts you would like to remove, and the contacts you would like to add, as well as authorization from the authorized Tribal official.

More details can be found below in this document in Section 3: *System Support–Treasury Submission Portal FAQs.*

You can also find our webinar on User Roles here: https://youtu.be/w7vbi94rVDI

1.5   What are additional resources for answers?

You can find more information at Treasury's SLFRF Tribal website.

1.6   When are Tribal governments required to submit reports?

Tribal Governments were required to complete an Interim Report. This was a one-time report that was due by August 31st, 2021 for most Recipients. If you are a Recipient that did not receive funding as of July 15, 2021, you must submit an Interim Report within 60 days of receiving funding. If you received funding between October 16, 2021 and December 31, 2021, you were not required to submit an Interim Report.

Tribal Governments are also required to submit Project & Expenditure Reports. Treasury revised the deadline for submission of the first Project and Expenditure Report from the previous October 31, 2021 date. In addition, in response to Tribal Leader feedback, Treasury has updated the Reporting Tiers as follows:

- Tribal governments with awards above $30 million–the first report was due on January 31, 2022 and covered the period between March 3 and December 31, 2021. The report is due quarterly.
- Tribal governments with awards less than $30 million–the first report was due on April 30, 2022, and covered the period between March 3, 2021 and March 31, 2022.The report is due annually on April 30.

For more information on required reporting, please reference the Compliance and Reporting Guidance document and/or the current version of the Project and Expenditure Report User Guide located at www.Treasury.gov/SLFRPreporting.

2. System Support Login.gov, ID.me and SAM.gov FAQs

2.1   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 of the portal; they cannot access applications or application information. To gain access to applications, users must log in using ID.me.

2.2   How to set up login information through Login.gov?

First, be sure that your Account Administrator has added you to the Account and has used the correct email address. Then, navigate to Portal.Treasury.gov/ select 'Create an account' then follow the instructions.

2.3   Do I have to use Login.gov if I already have login information through ID.me? / Will my ID.me login no longer be valid?

Users who have previously registered through ID.me may continue to access Treasury's Portal using that method at Portal.Treasury.gov. You are not required to register again withLogin.gov, however you can choose to do so by going to Portal.Treasury.gov/Compliance. Both Login.gov and ID.me are valid ways to log into the Treasury Portal and both methods will continue to remain open going forward.

Users who log in using Login.gov can only gain access to the Compliance Reporting sections of the portal; they cannot access Applications or application information. To gain access to Applications, Users must login usingID.me.

2.4   If I already have login information through ID.me, will creating new login information through Login.gov cause any issues?

Users can login using both ID.me and Login.gov provided they set up both of their accounts with the same email address.

2.5   I'm trying to create an Account or login through Login.gov and am receiving an error stating: "No matching contact record was found. Please contact your Account Administrator to create a Contact Record for you in the system, then return to login.gov to complete your registration."

In order to create a login account through Login.gov your Account Administrator must first add you as a Contact to the Account using your email address. Once your Account Administrator has added you, you can go to Login.gov to set up your login information. You will need to set up your account with Login.gov using the same email address that your Account Administrator used to add you.

2.6   What is ID.me? Why do I need to use ID.me?

ID.me is a technology partner to multiple Government Agencies and Healthcare Providers. It provides secure digital identity verification to those Government Agencies and Healthcare Providers to make sure you're you–and not someone pretending to be you–when you request access to online services. All Personally Identifiable Information provided to ID.me is encrypted and disclosed only with the express consent of the User.

2.7   How long will it take me to register with ID.me?

If you have all the required documents, the process should take only a few minutes.

2.8   What steps do I need to complete in ID.me?

You will need to verify your identity with ID.me. Please refer to help.id.me for more details on the verification process.

2.9   I'm having issues with myID.me account, can you help?

Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is help.id.me.

2.10   Why do I need to sign up at SAM.gov?

Registration with SAM.gov is required for any entity that wants to do business with the Federal Government. SAM validates information and electronically shares the secure and encrypted data with the Federal Agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT).

2.11   What steps do I need to complete in SAM.gov?

We recommend you review their webpage for full instructions. Please note that SAM.gov registration can take up to three weeks; delay in registering in SAM.gov could impact timely payment of funds.

2.12   How long will it take me to register with SAM.gov?

Please note that SAM registration can take up to three weeks; delay in registering in SAM.gov could impact timely payment of funds. Please refer to SAM.gov for further information.

2.13   I'm having issues with my SAM.gov account, can you help?

Please refer to the Federal Service Desk for assistance with your SAM.gov account. Their website is fsd.gov and you can also call them at (866)606-8220 from 8am-8pm EST.

3. System Support–Treasury Submission Portal FAQs

3.1   How do I create an account?

To create a Treasury Submission Portal user account through ID.me, please navigate to Portal.Treasury.gov.

Users who log in using Login.gov can only gain access to the Compliance Reporting sections of the portal; they cannot access submissions or submission information. To gain access to submissions, Users must log in using ID.me. Once there, you can follow the instructions.

3.2   Why am I unable to log in? / How do I reset my password?

First, please check to see if you are logging in at the correct location:

•   If you have an ID.me account, you will need to login at Treasury.gov/Cares.
•   If you have a Login.gov account, you will need to login at Portal.Treasury.gov/Compliance.

As a reminder, you must login using the Single Sign-On that you created using ID.me or Login.gov. Be sure to check your spam folder.

Please make sure you are using a supported browser. The Treasury Submission Portal supports most modern browsers including Microsoft Edge and Google Chrome. The Treasury Submission Portal does not work well on Internet Explorer.

To find the self-service options for ID.me, go to Treasury.gov/Cares and select the "Forgot Password" link then follow the instructions.

3.3   My account is locked, can you unlock it?

Please use the self-service options available on the website. If problems persist, please email covidreliefitsupport@treasury.gov.

3.4   How do I delete/deactivate users?

To deactivate a user, please have an existing authorized system user email us and request the deactivation. At that time, we can submit a ticket to have the user deactivated.

3.5   How do I add users?

Once logged into the Treasury Submission Portal, you can add more users by clicking the 'Add Contacts' button. Once users/contacts are added, they will need to go to ID.me to for their login credentials. All users have the ability to add other contacts. However, all contacts will need to get their credentials from ID.me for system access.

3.6   How do I edit my individual account information?

When logged into the Treasury Submission Portal, click on the avatar in the top right-hand corner of the screen. Select the 'Settings' link. That will bring up the 'Account Update' screen. Make any appropriate edits then click 'Save'.

3.7 Who is my entity's Authorized Representative? / How do I become the Authorized Representative of my entity?

The Authorized Representative is the individual with legal authority to bind the payee or the Chief Executive Officer of the recipient. The Authorized Representative must sign the award terms for them to be valid.

3.8 I would like to edit/change my Point(s) of Contact associated with my submission.

The designated submitter for your entity will need to make any updates to points of contact or roles within Treasury's Submission Portal. If you are not the designated submitter, then you can reach out to that individual and request that they follow these steps.

If you are the designated submitter: Log into Treasury's Submission Portal via ID.me

- Click on the three horizontal lines in the upper left corner
- Click on 'Account'
- Then scroll to the bottom of the page and click on 'Go to Your Submissions'
- From here, the submitter can designate the role of any contact or designate new contacts.

Or if the submitter is no longer available:

- Have the current authorized representative (the one listed on the submission) email covidreliefitsupport@treasury.gov with the subject "Entity Name"- Update to Designated Individuals." The email should include each role that needs to be updated along with the full name, title, email and phone number of the new person designated. Newly designated submitters should ensure they have an active ID.me account to expedite the process of realigning the submission to their account. If the current authorized representative is not available, please explain the circumstance in the email.

3.9 I'm trying to do something in the Treasury Submission Portal and it's not working. What do I do?

Please check your browser. The best browsers to use are Microsoft Edge, Chrome, or an updated version of Safari.

3.10 I'm having some issues with DocuSign.

Required Fields
While on the DocuSign page and once all required fields have been completed, the Finish button will appear. If the Finish button is not appearing, it is due to one or more incomplete required fields. Use the Auto Navigation feature (yellow tab) to help you navigate. When the Finish button becomes active, you can complete the signing process.

Signature Adoption
The first time you click a SIGN or INITIAL field, you are asked to adopt a signature and initials. First, verify your name and initials are correct. If not, you can change them as needed. If you

would like to change your name or initials, type the changes in the Full Name and Initials fields. Choose if you want to select a preformatted signature style or if you will draw your signature.

Email Issues

If you did not receive the email, it could be because it was blocked by either your Email Server, Firewall, Email Provider or Email Client. Please check your junk email, confirm your email address with the sender and select to trust all emails from DocuSign. If the email is still not found, Users can trigger the email to be resent from within the Treasury Submission Portal.

For further assistance, reach out to support.docusign.com.

3.11   How do we manually sign the agreement document? / Can we submit a wet signature? / Is there an alternative to DocuSign?

If DocuSign is not working or unavailable, the Award Terms Agreement can be manually signed. If you are logged into the portal and on the Submission page, you can click on the button that specifies "Manual Acceptance Option". From there, click the "Download Acceptance of Award Terms" link. Print the document and complete the form.

Once you have a scan of the completed form on your computer, you can upload that file by clicking the 'Upload Files' button under your entity's submission. Once uploaded, click the green 'Submit Award Terms' button at the bottom of the screen. Please note that no signed Award Terms and Conditions will be accepted outside of the portal.

3.12   What is the Unique Entity Identifier (UEI) number?

On April 4, 2022, the Federal Government transitioned from the DUNS number issued by Dun and Bradstreet in order to uniquely identify entities. At that point, entities doing business with the Federal Government will use a Unique Entity Identifier (UEI) number assigned in SAM.gov and will no longer use a third-party website to obtain their identifier number.

Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI number, directly from SAM.gov.

3.13   What does the change to UEI Number mean for recipients?

No action is required if you have an existing and active registration in SAM.gov. If you are registered in SAM.gov, your UEI number has already been assigned and is viewable in your SAM.gov account. Your UEI number is located below the DUNS number on your Entity registration record.

Please ensure your legacy DUNS number is accessible for historical reference where needed, as the DUNS number will no longer be visible to users in SAM.gov after April 4, 2022. Similarly, Treasury will automatically populate your existing account records with the GSA-issued UEI number in the Treasury.gov Submission and Reporting portal, as applicable.

3.14   Where can I get more information on the Transition to UEI Number?

Detailed questions about the conversion from DUNS number to UEI number should be directed to GSA by creating an incident ticket with the Federal Service Desk online at fsd.gov or by calling 866-606-8220. Information about the UEI transition can be found by accessing GSA.gov and searching on 'Unique Entity Identifier Update'.

For further information on the transition to UEI Number, access SAM.gov. Look for the Register Your Entity or Get a Unique Entity ID section on the page then click Learn More to display detailed information about the DUNS to Unique Entity ID (UEI) transition.

3.15 I have subrecipients to report that have a DUNS, but no UEI. How do I report them?

All Recipients and Subrecipients can obtain a Unique Entity Identifier (UEI) number on the Sam.gov website and register for an account if needed:

- New SAM.gov registrants will be assigned a UEI number as part of their SAM registration.
- All existing Entities with an existing and active registration with SAM.gov will be assigned a UEI number that can be used for reporting activities.

For more information, please access the SAM.gov website.

3.16 The UEI Number in SAM.gov is different from the UEI Number listed on the Treasury Portal. What do I need to do?

If you have identified a difference between the number listed in SAM.gov for the legal entity (participating in one or more Treasury programs) with the UEI Number that is specific to Treasury or experienced another issue with the UEI Number on the Treasury Portal, please email covidreliefitsupport@treasury.gov.

Please note that the GSA manages the issuance of UEI Numbers and SAM.gov registration.

4. Procedure - Submission Process

4.1 How do I apply for funds through the American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds program?

To complete a submission for the first tranche allocation on behalf of an eligible entity, individuals must first verify their identity using ID.me. Using the credentials obtained at ID.me, users can log into the Treasury Submission Portal and complete the following steps:

1. Click the 'Start a Submission' button located on the top right-hand corner of the page.
2. In the pop-up, fill in the blanks with the details of the Entity that is applying (name, type, etc.).
3. Click the 'Determine Eligibility' button.
4. Check the box next to 'State and Local Fiscal Relief Program' and click the 'Create' button.
5. Complete the required fields and click 'Submit'. The Award Terms and Conditions DocuSign email will then be sent to the designated Authorized Representative.
6. The Authorized Representative should review the document fully and sign electronically where prompted.
7. Click the Finish button at the top of the page.
8. Once the Authorized Representative signs the DocuSign, the information is fully submitted.

To complete a submission for the second tranche allocation, please have the original submitter from the first tranche submission reenter the portal using their ID.me login. If the original submitter is no longer available, please refer to FAQ 3.8. Please follow the step-by-step

instructions available on our website to complete the submission, as well as second tranche submission preparation checklist.

4.2   What information do I need to receive the funding?

Effective April 4th, 2022, all Federal financial assistance recipients must have a Universal Entity Identifier (UEI) number and an active registration with the System for Award Management (SAM) database at SAM.gov. As a result, all eligible entities receiving direct payment from Treasury under the SLFRF program will need a UEI number and an active SAM registration to receive payment.SAM.gov. As a result, all eligible entities receiving direct payment from Treasury under the SLFRF program will need a UEI number and an active SAM registration to receive payment.

The SAM registration process may take several business days to complete. Once registered with SAM.gov, a UEI number will automatically be assigned to the entity as part of their SAM registration.

For more information on how to register with SAM.gov, please review their knowledge base article 'Getting Started with Entity Registration'. Please note that the GSA manages the issuance of UEI Numbers and SAM.gov registration and any issues maintaining your entity's registration should be directed to their help desk by opening an incident ticket for further assistance or by calling the Federal Service Desk at 866-606-8220.

4.3   Where do I submit my information?

You will need to log into your Treasury Submission Portal account through ID.me at Portal.Treasury.gov. Once logged in, select the 'Start a Submission' button to determine your eligibility and complete the submission.

4.4   Can you confirm my submission is complete?

The designated submitter for your entity should be able to log into the Treasury Submission Portal to view the submission status.

You can check the status of your submission at any time by logging into the Treasury Submission Portal through ID.me at Portal.Treasury.gov.

4.5   I'm trying to complete a submission and my entity is not listed in the system. What do I do?

An administrative error resulted in some eligible local governments not being included in the drop-down list. Eligible entities mistakenly not included in the list should select the 'Other' entity type to bypass the drop-down list and enter their submission directly. We apologize for the inconvenience this has caused.

4.6   Why isn't the system accepting [x] information?

System inputs must be in the proper format. Please verify that you are supplying the information in the correct format. Also please verify that you are using a supported browser. The Treasury Submission Portal supports most modern browsers including Microsoft Edge and Google Chrome. The Treasury Submission Portal does not work well on Internet Explorer.

4.7   Why hasn't my submission been verified yet?

Your submission is still being reviewed. You will be notified once the information and documentation you submitted is determined to be complete. The designated point of contact will receive an email if any further corrections are needed as well as when payment is scheduled.

4.8   What is our FAIN (Federal Award Identification Number)?

Federal Award Identification Numbers (FAIN) are available on the website USASpending.gov. Using your organization's name and the CFDA number of 21.027, you should be able to find your FAIN using the search function on USASpending.gov. Note that USASpending.gov refers to the FAIN as 'Award ID'.

4.9   My Submission is in [x] status. What does that mean?

Status	Meaning
Draft	Contact has begun to insert submission information but has not triggered the DocuSign email to the Authorized Representative.
Pending Signature	All Information is entered. DocuSign email has been sent to the Authorized Representative.
Submitted	Docusign Signature is complete. Submission data can no longer be edited.
Withdrawn	Submission is withdrawn.
Ineligible	Applicant has been determined to be ineligible.

4.10   How do I edit our submission information?

Users are able to edit information in their submissions BEFORE the DocuSign award terms and conditions are signed. However, AFTER the DocuSign award terms and conditions are signed, you cannot make any edits.

4.11   What is the turnaround time for submission verification?

Each submission is handled individually. Therefore, there is no set turnaround time. However, you can check the status of your submission at any time by logging into the Treasury Submission Portal through ID.me at Portal.Treasury.gov/Cares.

4.12   What is the last day I can submit? / What happens if we submit after the deadline?

For recipients other than Tribal governments, there is not a specific application deadline. Funds must be obligated by December 31, 2024 and expended by December 31, 2026. Funds may be used for costs incurred on or after March 3, 2021. Eligible recipients are encouraged to apply as soon as possible.

Tribal Governments do have deadlines to complete the submission process and should visit Treasury.gov/SLFRPTribal for guidance on submission deadlines.

4.13   I accidentally entered a duplicate submission. How can I correct this?

Please email COVIDReliefITSupport@treasury.gov and request the duplicate submission be removed. Please provide the assigned SLT number and describe how the duplicate submission occurred.

4.14   Someone reached out to me stating the information submitted was not correct. What do I do?

Please reply to the email verifying you have made any corrections requested or validating any information you supplied is correct and provide any supporting documentation as applicable. Once the information is corrected or verified, the submitter should re-enter the Treasury Submission Portal to re-submit the submission.

4.15   What is the Assistance Listing and Catalog of Federal Domestic Assistance (CFDA) number for the program?

The CFDA number for the SLFRF program is 21.027.

5. Procedure - Reporting Process

5.1   What reporting is required? / Am I required to report?

All Recipients of Federal Funds must complete financial, performance, and compliance reporting as required in guidance. Generally, Recipients must submit one initial Interim report, Quarterly or Annual Project and Expenditure reports which include subaward reporting, and in some cases annual Recovery Plan reports. Please reference the Compliance and Reporting Guidance located at Treasury.gov/SLFRPreporting for further information about reporting requirements.

Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles. In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory Performance and/or Compliance Reporting.

5.2   Where do I submit reports? Can you provide me with a link to the portal?

To access the Treasury Portal in order to submit reports, please access one of the following links depending on the type of login account you setup:

- For ID.me accounts, access Portal.Treasury.gov
- For Login.gov accounts, access https://Portal.Treasury.gov/compliance

For more information, please see page 2 of the updated Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting. Scroll down a little on the web page to the User Guides section to find the latest version of the User Guide.

5.3   Does my entity have to submit reports to the SLFRF program? / We don't have any projects to report?

If your jurisdiction has not yet identified any projects to report, please know that Treasury encourages you to identify projects as soon as possible for your jurisdiction's uses of SLFRF funds. For the Project and Expenditure report, Treasury offers an option to select "No Projects to Report."

Selecting this option will require providing a written explanation and may result in additional compliance follow-up from Treasury. Please see the Project and Expenditure Report User Guide at Treasury.gov/SLFRPreporting for additional guidance. Information is also provided in the Project Overview Module of the Project and Expenditure report.

5.4   When does reporting begin?

Report cadence depends on which tier the recipient is in, and information on each tier's reporting obligations are available at Treasury.gov/SLFRPreporting. The Reporting Portal has launched and can be found:

- For ID.me accounts, access Portal.Treasury.gov
- For Login.gov accounts, access https://Portal.Treasury.gov/compliance

5.5   When do I have to complete reporting by? / How often do I need to report?

- The Interim Report is a one-time report that was due by August 31st, 2021 for most recipients. If you are a Recipient that did not received funding as of July 15, 2021, you must submit an Interim Report within 60 days of receiving funding. Recipients that received funding between October 16, 2021 and December 31, 2021 are not required to submit an Interim Report.

- Project and Expenditure Reporting is done on either a quarterly or annual basis depending on the type of recipient.
  - For States and Territories, please see the SLFRF Recipient Reporting Tiers document at Treasury.gov/SLFRPreporting to determine your Reporting Date and/or Reporting Tier.
  - For Non-Entitlement Units of Local Government (NEUs), the Project and Expenditure report was due on April 30th, 2022 and covered the period between March 3rd, 2021 to March 31st, 2022. This is a change from the previously communicated October 31st, 2021 due date for the NEU Project and Expenditure report. NEUS allocated more than $10 million provide Project and Expenditure reports on a quarterly basis. NEUs allocated less than $10 million provide Project and Expenditure reporting annually.
  - For Tribal governments that were allocated over $30 million, the Project and Expenditure Report is due quarterly. For Tribal governments that were allocated less than $30 million, the Project and Expenditure Report is due annually. Please see Treasury.gov/SLFRPreporting.
- The initial Recovery Plan Performance Report covered the period from the date of award to July 31, 2021 and was due to Treasury by August 31, 2021. If you are a recipient that did not receive funding as of July 15, 2021, and are required to submit a Recovery Plan, you must submit a Recovery Plan within 60 days of receiving funding.

  Thereafter, the Recovery Plan will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period (by July 31st). Only states, U.S. territories, and metropolitan cities and counties with a population that exceeds 250,000 residents are required to submit Recovery Plan Performance Reports.

5.6   How do I submit reports?

For more information on submitting reports, please reference the Compliance and Reporting Guidance document and/or the current version of the Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting. Scroll down a little on the web page to find the link for each document.

5.7   What forms are required? / Where can I find the relevant forms?

All reporting for the SLFRF program will be submitted online using the Treasury Portal. There are no forms.

- For ID.me accounts, access Portal.Treasury.gov
- For Login.gov accounts, access https://Portal.Treasury.gov/compliance

However, for the Recovery Plan Performance Reporting, each recipient may determine the general form and content of the Recovery Plan, as long as it includes the minimum information determined by Treasury.

Treasury will provide a recommended template, but recipients may modify this template as appropriate for their jurisdiction. The Recovery Plan will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury.

5.8   Do reports need to be submitted by an Authorized Representative?

Yes. Reports must be submitted by the designated Authorized Representative.

5.9   I can't submit reports.

In order to submit reports using the SLFRF Reporting Portal, you must have the Authorized Representative role on your account.

The updated Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting provides helpful information on submitting reports that can be used to solve a number of issues. (Scroll down a little on the web page to the User Guides section to find the latest version of the User Guide.)

Please review the User Guide and view our video on Adding and Changing User Roles by accessing Treasury.gov/SLFRPreporting, scrolling down on the web page to the Webinar section then clicking on the User Roles link to access the video.

If this does not resolve your reporting issue, please send an email to covidreliefitsupport@treasury.gov in order to have an IT Ticket put in for this issue.

5.10   What are the three SLFRF reporting roles? Can you provide more information on these roles?

The three roles for SLFRF reporting are Account Administrator, Point of Contact for Reporting and Authorized Representative for Reporting.

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 also 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 contact information via Treasury's Portal. The Account Administrator can also view 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 his/her place in the event of staff changes.

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.

Authorized Representative for Reporting – The Authorized Representative for Reporting is responsible for certifying and submitting official reports on behalf of the SLFRF award recipient. 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 such matters as extension requests and amendments of previously submitted reports. The official reports may include Special Reports, Monthly Reports, Quarterly Reports, Interim Reports and Final Reports.

For more information on these reporting roles, please see Appendix A of the updated Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting. (Scroll down a little on the web page to the User Guides section to find the latest version of the User Guide.)

5.11   How do I edit/delete a report?

For the quarterly or annual Project and Expenditures report, edits can be made prior to the submission deadline. If you have already submitted and you need to make an edit, you can hit the Un-submit button, and then Re-submit and re-certify the report. If it is already past the deadline and you need to edit the quarterly or annual Project and Expenditure Report, you may adjust entries in the next period to reflect those changes.

Treasury is only allowing edits of previously submitted reports in extreme cases. If Treasury has further questions about your report, someone from the SLFRF program will reach out to you.

5.12   The bulk upload feature is not working.

Please review the Reporting User Guide. It contains useful information about the bulk upload process, including CSV format details. It can be found on the Treasury website at Treasury.gov/SLFRPreporting.

The Bulk Upload process can take a while. Please be patient while the files upload. Remember that files need to be in CSV format and not in Excel format.

If there is an error with the Bulk Upload file, the portal will notify you of all errors and these errors can be corrected within the portal. You can also download an Excel file that lists all of the errors. If you choose to do so, you can correct the errors in the Excel document instead of the portal and then re-upload the file. After fixing the errors, re-upload the file. Remember to re-validate the file after it is re-uploaded.

5.13   I'm receiving an error on my bulk upload document. How do I correct it?

When a Required field is left blank within your Bulk Upload file, the specific Bulk Upload file row and cell number will be provided on the screen. Please refer to Appendix B in the current version of the Project and Expenditures User Guide available at Treasury.gov/SLFRPreporting for additional information.

If there is an error with the bulk upload file, the portal will notify you of all errors which can be corrected within the portal. You can also download an Excel file that lists all of the errors. For large bulk uploads, the system will also email out an error file once the upload has completed processing. If you choose to do so, you can correct the errors in the Excel document instead of the portal and then re-upload the file. After fixing the errors, re-upload the file to add the corrections. Remember to re-validate the file after it is re-uploaded.

Please note the Bulk Upload System does not accept dollar signs ($) or commas for monetary values.

5.14   How do I report Revenue Replacement information? When should I elect to use the standard allowance for revenue replacement? What do I enter for Revenue Replacement information?

Please review the Project and Expenditure Report User Guide located at Treasury.gov/SLFRPreporting for more details on reporting Revenue Replacement information.

Also, a Project and Expenditure Report webinar that provides additional information on this topic can be found at Treasury.gov/SLFRPreporting .

5.15   What Expenditure Category should I use?

Treasury is not commenting on individual projects. Please see the updated Project and Expenditure Report User Guide and Final Rule located at Treasury.gov/SLFRPreporting for further discussion of the Expenditure Categories.

- To access the User Guide, scroll down a little on the web page to the User Guides section then click on the click on the link for the current version of the Project and Expenditure Report User Guide.
- To access the Final Rule and an Overview of the Final Rule, scroll down to the Key Links section at the bottom of the page then click on the Final Rule or Overview of the Final Rule link as appropriate.

5.16   Why am I being asked to elect the standard allowance or to calculate revenue loss? What is this?

Recipients were asked to provide information on electing either to calculate revenue loss or take the standard allowance starting in the April 2022 Project and Expenditure reporting. Recipients that elect the standard allowance may use that amount – in many cases their full award – for the provision of government services, which has streamlined reporting requirements.

Note: If you are a recipient allocated less than $10 million, you are encouraged to answer 'Yes' for electing the standard allowance. The July 2022 Project & Expenditure Report User Guide provides additional information about how a recipient could think about revenue loss on page 43.

5.17   How do I report my calculation of Revenue Loss due to COVID-19 for the fiscal year or calendar year?

If your Jurisdiction is calculating your 'Estimated 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 Estimated Revenue Loss in the same 'Estimated 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.

6. Policy Eligibility

6.1   Am I eligible? / Who is eligible?

Eligible entities are State, Territorial, Local, or Tribal governments. These were identified by Congress and set forth in the American Rescue Plan act (ARP). Please see Final Rule FAQ 1.1 for the full list of types of eligible governments, and please see the SLFRF home page for more information about specific eligible entities, at Treasury.gov/SLFRP.

6.2   How much money am I eligible to receive?

The SLFRF program has allocated $195.3 billion for States, $130.2 billion for local governments, $20 billion for Tribal governments, and $4.5 billion for Territories. The amounts allocated for each entity have been determined consistent with the statute and posted at Treasury.gov/SLFRP.

6.3   How did the government calculate these amounts? / What is our allocation amount? / What was the allocation methodology?

For information on allocations, please access Treasury.gov/SLFRP. Once there, scroll down the page to the section labeled Allocation Information then click on the appropriate link for your entity.

7. Policy – Eligible Uses of Funds

7.1   Are governments required to submit proposed expenditures to Treasury for approval?

No. Treasury is not pre-approving projects, and recipients are not required to submit planned expenditures for prior approval by Treasury. Please reference the Final Rule and the Overview of the Final Rule, which provides a summary of the major provisions of the Final Rule in a brief, simplified user guide, and Final Rule FAQ 4.4 for more information.

7.2   How do I know if a specific use is eligible?

The best way to begin to evaluate whether a specific use is an eligible use of SLFRF funds is to consider which of the four eligible use categories the use may fall into. As a reminder, there are four eligible use categories, ordered below from the broadest and most flexible to the most specific.

Recipients should consult the Final Rule, the Overview of the Final Rule, which serves as a summary of the major provisions of each category, and the Final Rule FAQs for additional

information about eligible uses. Final Rule FAQ 4.1 is a good starting point within the FAQs. Please see below:

- Replace lost public sector revenue, using this funding to provide government services up to the amount of revenue loss due to the pandemic. (Please see the Final Rule, pages 9-11 of the Overview, and Section 3 of the Final Rule FAQs)

- Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector. (Please see the Final Rule, pages 12-34 of the Overview, and Section 2 of the Final Rule FAQs)

- Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors. (Please see the Final Rule, pages 35-36 of the Overview, and Section 5 of the Final Rule FAQs)

- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet. (Please see the Final Rule, pages 37-40 of the Overview, and Section 6 of the Final Rule FAQs)

For more information about recipient procurement requirements and the Uniform Guidance, please see Section 13, Uniform Guidance of the Final Rule FAQs.

To learn more about how to use SLFRF for investments in affordable housing production and preservation, please refer to the Affordable Housing Production & Preservation How-to Guide and #2.14 and #4.9 of the Final Rule FAQs.

For more information on how to use funds to advance equity and use evidence-based approaches, please review the Equity & Outcomes Resource guide.

8. Policy – Disbursement/Payment

8.1 How do I receive payment (Wire, ACH)?

Treasury will disburse the funds through Fedwire & ACH (Automated Clearing House) directly to the bank account specified in your submission. While an ACH routing number is required, the Fedwire is optional.

8.2 When will I receive payment?

Before Treasury is able to execute a payment, eligible entities must submit payment information for verification through Treasury's Submission Portal. If any errors are identified during the verification review process, the designated point of contact for the entity will be contacted in order to correct the information before the payment can proceed.

Once verification is complete, eligible entities will receive an email notifying them that their submission has been accepted. Payments are generally scheduled for the next business day,

though funds may not be available immediately due to the amount of processing time required by their financial institution.

8.3   Will we receive the full payment in one transaction? Or will there be multiple transactions? [State, Territorial, Local Governments]

All counties and metropolitan cities will receive their allocations in two payments (or 'tranches' as the legislation refers to them). Some States will receive their allocation all at once while others will receive it in two payments. All Territories were paid in a single payment. Please visit Treasury.gov/SLFRP for more information.

States will also receive their NEU (non-entitlement units of local government) allocations as separate transactions. Treasury will make payments to States for distribution to NEUs in two tranches, with the second tranche payment to be made no earlier than 12 months after the date on which the first tranche payment was made.

[Tribal Governments Only]

There will be two payments distributed to eligible Tribal governments. The first payment will include an equal allocation for each Tribal government from the $1 billion and a pro rata allocation based on population. The second payment will be made soon after Tribal governments confirm their 2019 Employment Numbers previously submitted to Treasury in May 2020 as part of the outreach associated with the CARES Act Coronavirus Relief Fund.

Note: Tribal governments will be prompted by email when it is time to confirm the Employment Numbers.

8.4   What is the second tranche payment? How do I know if I will receive a second tranche payment?

Per the statute, all counties and metropolitan cities receive their allocations in two payments (or 'tranches' as the legislation refers to them). Some States receive their allocation all at once while others receive it in two payments. All Territories were paid in a single payment. States also receive their NEU allocations in two payments.

Per the statute, the second tranche payment for localities will be made available no earlier than 12 months after the first tranche payment was made. States that experienced a net increase in the unemployment rate of more than 2 percentage points from February 2020 to the latest available data as of the date of certification received their full allocation of funds in a single payment; other States received funds in two equal tranches.

For detailed information on allocation and funding information, please visit Treasury.gov/SLFRP then scroll down the page to the 'Allocation Information' section (almost to the bottom of the page). Allocation methodology documents, distinguished by entity type (county, city, state and etc.), are posted in this section.

8.5   How do I request a second tranche payment?

Treasury has opened the Treasury Submission Portal to recipients using a phased approach, allowing recipients to access the portal 30 days prior to their second tranche payment date.

Recipients will receive notification to enter the Treasury Portal by email and therefore should ensure that the assigned Point of Contact is still available to receive future communications.

In preparation for the second tranche payment, recipients should ensure their SAM.gov entity registration is still active. All recipients are required to have an active System for Award Management (SAM.gov) registration to receive their second tranche payment. You can also review [Treasury's Second Tranche Submission Preparation Checklist](#) ahead of completing your second tranche submission,

8.6   Is there a deadline for requesting the second tranche payments? Do I still have time to request a second tranche payment?

According to statute, the second tranche payments to localities will be made available no earlier than 12 months after the first tranche payment was made. Direct recipients are encouraged to submit as soon as possible to prevent delay in payment. Please be reminded, under the SLFRF program, funds must be obligated by December 31, 2024 and expended by December 31, 2026. Note that all second tranche payments to states have been made at this time.

8.7   Can the money be distributed to me over time and not all at once?

Entities cannot elect to receive their awards in smaller installments over time – the payments will be made as lump sums based on scheduled allocations.

8.8   Can I transfer the funds to another entity?

For all questions on use of funds, please see the [Final Rule](#) and [Interim Final Rule](#) that are published at Treasury.gov/SLFRP.

** 8.9   I am having trouble accessing a Webinar.**

There are recorded webinars posted on the Treasury website describing the Compliance and Reporting requirements for recipients. Please visit [Treasury.gov/SLFRPReporting](#) to access the webinars. Scroll down the page to the 'Webinars' section to find the links to the reporting webinars.

8.10   How can I get program updates?

For all program updates, please navigate to Treasury.gov/SLFRP and select the blue button titled [Receive Covid-19 Relief Updates](#). After enrolling with your email address, you will be notified of any future program updates.

8.11   Are eligible entities prohibited from placing the funds in an interest-bearing account? / Are recipients required to remit interest earned on SLFRF payments made by Treasury?

No. SLFRF payments made by Treasury to States, Territories, and the District of Columbia are not subject to the requirement of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 to remit interest to Treasury.

SLFRF payments made by Treasury to local governments and Tribal governments are not subject to the requirements of 2 CFR 200.305(b)(8)–(9) to maintain SLFRF award funds in an interest-bearing account and remit interest earned above $500 on such payments to Treasury.

Please refer to Final Rule FAQ 10.1 for additional information.

9. Policy – Fiscal Reporting FAQ

9.1   What records must be kept by governments receiving funds?

Financial records and supporting documents related to the award must be retained for a period of five years after all funds have been expended or returned to Treasury, whichever is later. This includes those records that demonstrate the award funds were used for eligible purposes in accordance with the ARPA, Treasury's regulations implementing those sections, and Treasury's guidance on eligible uses of funds.

9.2   Can I request an extension of the deadline for submitting my report?

Please try to submit the reports by their corresponding deadline. Generally, there are not extensions. The data submitted by recipients will be used internally for oversight purposes and to fulfill Treasury's transparency and legal obligations. Late submissions undermine the efficiency and timeliness of these processes.

Recipient submissions after the reporting deadline will be considered as late, and recipients will be asked to provide a date by which the delayed reporting will be submitted so that Treasury can plan for incorporating the data.

Treasury's own reporting may highlight those recipients whose reports were not received by the deadline. If there are any changes to the overall reporting deadlines, they will be communicated to the relevant impacted recipients.

9.3   It's already past the deadline and I did not submit the required report(s). What do I do?

Please submit the necessary reports as soon as possible.

9.4   Are there any penalties for missing the reporting deadlines?

A record of late reporting could lead to a finding of non-compliance, which could result in development of a corrective action plan, or other consequences as appropriate.

9.5   What is a subrecipient? Do I have to report on subrecipients and subawards?

Please see the Final Rule FAQs for additional information about subawards, including Final Rule FAQs 13.9, 13.13, and 13.14, as well as 2 CFR 200.330 . In addition, FAQ 1.20 and FAQ 1.21 in the Project and Expenditure Report User Guide available at Treasury.gov/SLFRPreporting provide guidance on subrecipients and subawards. Scroll down a little on the web page to find the link to the current version of the User Guide.