

U.S. DEPARTMENT OF THE TREASURY



# Closeout Instructions for the State and Local Fiscal Recovery Funds (SLFRF) Program



# SLFRF Closeout Guide

## 1. Key Terms

## 2. Account Access

- Establish Login.gov credentials.
- Log into the Treasury Portal.

## 3. Closeout Checklist

- Verify entire SLFRF award is obligated and expended.
- Confirm completion of all reporting requirements.
- Verify and upload signed Award Terms and Conditions Agreement.
- Ensure active SAM.gov registration.
- Verify Treasury Portal roles are current.

## 4. Initiate & Confirm Closeout in Treasury Portal - Walkthrough

## 5. Next Steps





The following information is to be used as a resource by State and Local Fiscal Recovery Funds (SLFRF) recipients for the closeout of their award. Before proceeding, please ensure you have reviewed the [SLFRF Award Closeout Preparation Checklist](#), [SLFRF Closeout Resource](#), [SLFRF Compliance and Reporting Guidance](#), and the Award Terms and Conditions Agreement for additional compliance resources. Recipients may also want to complete the following tasks:

1. Confirm your government has completed all reporting requirements as outlined in your signed Award Terms and Conditions Agreement.
2. Ensure your SAM.gov registration is currently active here: [SAM.gov | Check Entity Status](#).
3. Ensure your designated points of contact in the Treasury Portal are up-to-date.

**Please Note:** Only the Account Administrator or an Authorized Representative may initiate and submit reports necessary for closeout.

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## Key Terms

**SLFRF**: State and Local Fiscal Recovery Funds (SLFRF) Program, established under the American Rescue Plan Act (ARPA).

**Non-entitlement unit of local government (NEU)**: Non-entitlement unit of local government recipient of the State and Local Fiscal Recovery Funds (SLFRF) Program (see: [\*Non-entitlement Units \(NEUs\) of Government Quick Reference Guide\*](#)).

**Closeout**: A process taken by Treasury when it determines that all administrative actions and required work of the Federal award have been completed. Treasury may offer recipients the opportunity to initiate closeout before the end of the period of performance, which ends in 2026.

**Project and Expenditure Reports (P&E Reports)**: Recipients must submit P&E Reports quarterly or annually to Treasury, depending on the size of their SLFRF allocation (See: [Compliance and Reporting Guidance: State and Local Fiscal Recovery Funds](#) and [Project and Expenditure Report User Guide](#)). The last P&E Report submitted by a recipient prior to closeout is considered the Final Report.

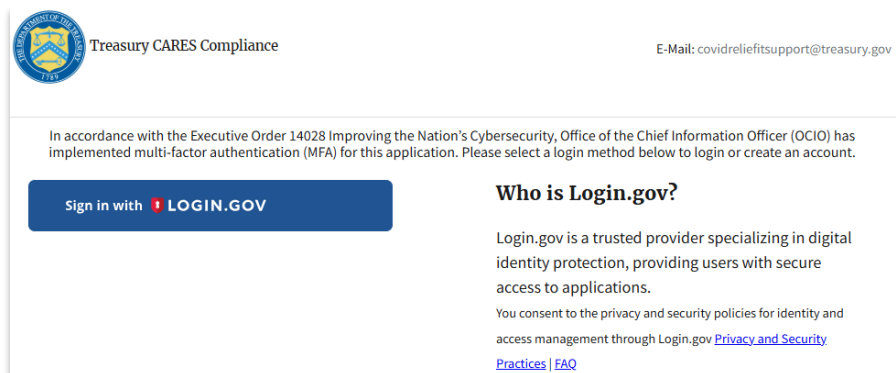
**Award Terms and Conditions Agreement**: Agreement between Treasury and recipients that sets forth the terms and conditions of the SLFRF award (See: [NEU Award Terms and Conditions Example](#)).



# Account Access

There are two ways to access the Treasury Portal.

1. Through Login.gov at [Portal.Treasury.gov/compliance/s](https://portal.treasury.gov/compliance/s) (*recommended*).  
**Login.gov is the approach we will focus on today.**



Treasury CARES Compliance

E-Mail: covidrelieffitsupport@treasury.gov

In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Officer (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account.

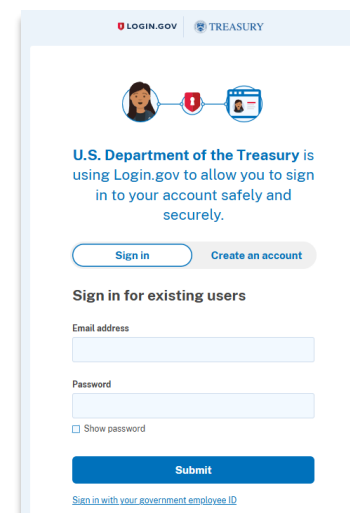
**Sign in with LOGIN.GOV**

**Who is Login.gov?**

Login.gov is a trusted provider specializing in digital identity protection, providing users with secure access to applications.

You consent to the privacy and security policies for identity and access management through Login.gov [Privacy and Security](#)

[Practices](#) | [FAQ](#)



U.S. Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely.

**Sign in** **Create an account**

**Sign in for existing users**

Email address

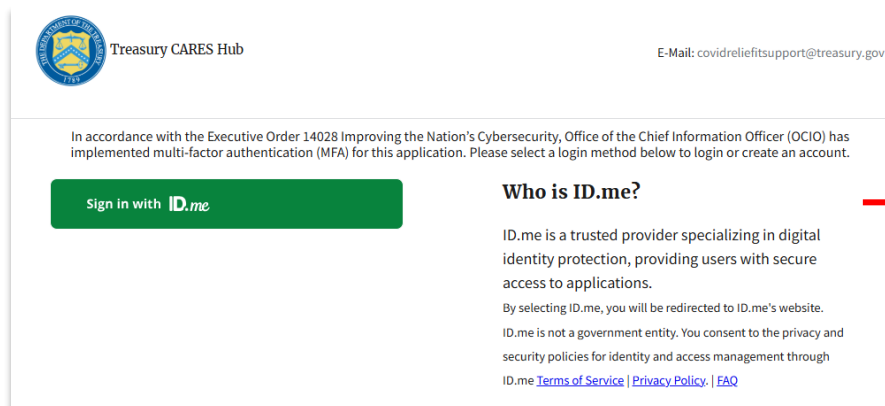
Password

☐ Show password

**Submit**

[Sign in with your government employee ID](#)

2. Through ID.me at [Portal.Treasury.gov/cares/s/slt](https://portal.treasury.gov/cares/s/slt)



Treasury CARES Hub

E-Mail: covidrelieffitsupport@treasury.gov

In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Officer (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account.

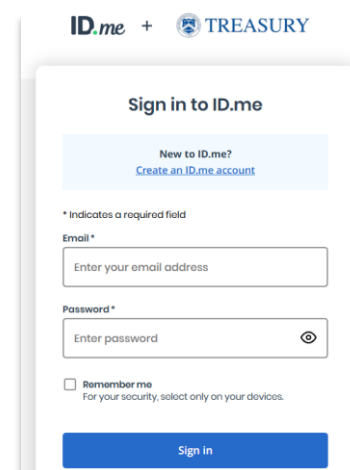
**Sign in with ID.me**

**Who is ID.me?**

ID.me is a trusted provider specializing in digital identity protection, providing users with secure access to applications.

By selecting ID.me, you will be redirected to ID.me's website.

ID.me is not a government entity. You consent to the privacy and security policies for identity and access management through ID.me [Terms of Service](#) | [Privacy Policy](#) | [FAQ](#)



**ID.me + TREASURY**

**Sign in to ID.me**

New to ID.me?  
[Create an ID.me account](#)

\* Indicates a required field

Email \*

Enter your email address

Password \*

Enter password

☐ **Remember me**  
For your security, select only on your devices.

**Sign in**

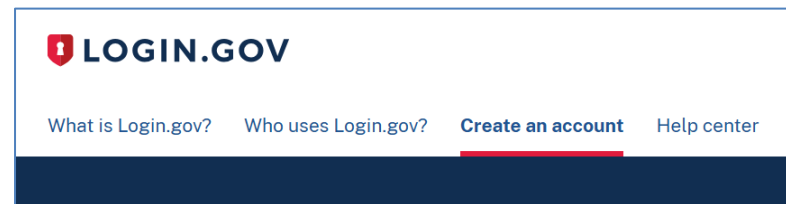


# Account Access

## Step 1: Establish Login.gov Credentials.

*Needed only if users do not already have a Login.gov account.*

- Go to: <https://login.gov/create-an-account/>



## Step 2: Log into the Treasury Portal with your Login.gov credentials.

- Go to: <https://portal.treasury.gov/compliance/s>
- Important: Use the same email address you used for your Login.gov account*



Treasury CARES Compliance

E-Mail: [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov)

In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Officer (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account.

Sign in with  LOGIN.GOV

### Who is Login.gov?

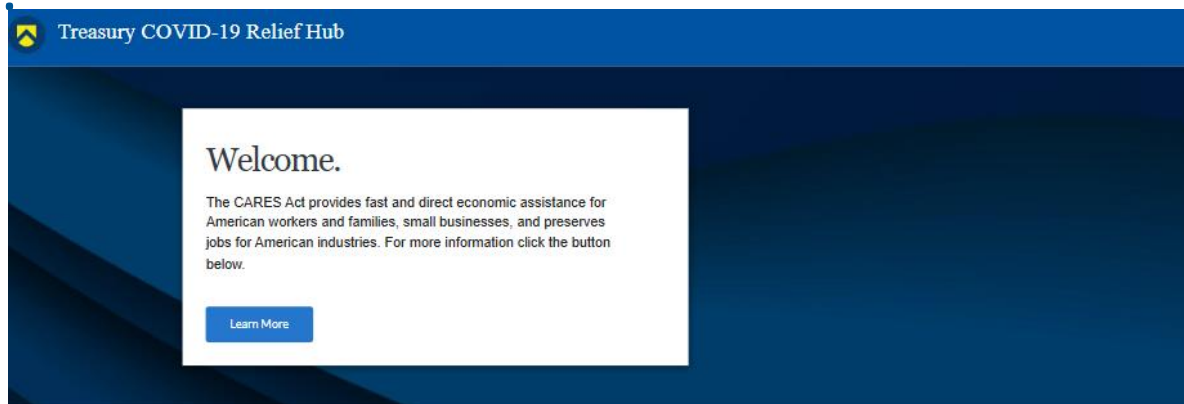
Login.gov is a trusted provider specializing in digital identity protection, providing users with secure access to applications.

You consent to the privacy and security policies for identity and access management through Login.gov [Privacy and Security](#)



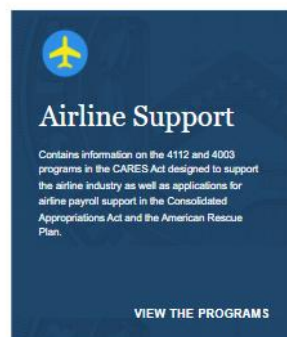
## Account Access

### Step 2: Log into the Treasury Portal with your Login.gov credentials (continued)



#### Program areas

For best site performance, it is recommended that you use Chrome, Mozilla-Firefox or Safari. Application is also compatible with Internet Explorer 10 or newer.



Click the green State, Local, and Tribal Support icon to access your community's portal page





# SLFRF Closeout Guide

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- Confirm completion of all reporting requirements.
- Verify and upload signed Award Terms and Conditions Agreement.
- Ensure active SAM.gov registration.
- Verify Treasury Portal roles are current.

## 4. Initiate & Confirm Closeout in Treasury Portal - Walkthrough

## 5. Next Steps



# Closeout Checklist

## Step 1: Verify entire SLFRF award is obligated and expended.

- Please confirm the recipient's allocation amount in the Treasury Portal matches your records and confirm the allocation is fully expended. Visit the Treasury Portal via Login.gov or ID.me.
  - **State, Metropolitan City, County, Territorial, and Tribal Governments:** If you have questions about the allocation shown in the Treasury Portal, please send us an email at [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).
  - **Non-Entitlement Units of Local Government (NEUs):** Contact your State point of contact for guidance on allocations if the amount in the Treasury Portal does not match your records.



# Closeout Checklist

## Step 2: Confirm completion of all reporting requirements.

- All recipients are required to submit P&E Reports to Treasury by the due dates associated with the recipient's reporting requirements in the most up-to-date SLFRF Compliance and Reporting Guidance. To check your reporting status, navigate to the Treasury Portal via Login.gov or ID.me.

SUBMITTED

**SLFRF compliance reports**

> The following 1 report(s) still require immediate action

Records per page: 10 Page: 1 of 1

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
1 SLT-0000	Project and Expenditure Report		Annual March 2025	4/30/2025	Submitted		

NOT SUBMITTED

**SLFRF compliance reports**

> The following 1 report(s) still require immediate action

Records per page: 10 Page: 1 of 1

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
1 SLT-0000	Project and Expenditure Report		Annual March 2025	4/30/2025	Administratively Closed		

### NOTE ON P&E REPORTS (CUMULATIVE):

Because P&E Reports are cumulative, **recipients must have submitted the latest P&E Report to be current on reporting.**

*If previous reports are in an "administratively closed" status, the recipient can still be up to date in its reporting if it has submitted its latest P&E Report.*

# Closeout Checklist

## Step 3 (NEUs only): Verify and upload signed Award Terms and Conditions Agreement.

- NEUs must verify that their Award Terms and Conditions Agreement is signed.
- NEUs must upload a copy of their signed Award Terms and Conditions Agreement in the Treasury Portal.

### NOTE ON AWARD AGREEMENTS:

If the terms and conditions agreement is missing or in a "draft" status, **please ensure the signed document is uploaded in the Treasury Portal.**

**MUST BE SIGNED...**

U.S. DEPARTMENT OF THE TREASURY CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS	
Recipient name and address: [Recipient to provide]	DUNS Number: [Recipient to provide] Taxpayer Identification Number: [Recipient to provide] Assistance Listing Number: 21.027
<p>Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.</p> <p>Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.</p>	
<p>Recipient: _____</p> <p>Authorized Representative: _____</p> <p>Title: _____</p> <p>Date signed: _____</p> <p>U.S. Department of the Treasury: _____</p> <p>Authorized Representative: _____</p>	



# Closeout Checklist

## Step 4: Ensure active SAM.gov registration.

- Pursuant to 2 CFR Part 25, recipients must maintain a current and active registration in SAM.gov until the recipient submits all Final Reports required under this Federal award. To renew the registration, your SAM.gov Entity Administrator should review the following GSA renewal resource for step-by-step guidance: [How do I update/renew an existing entity registration in SAM.gov?](#) Note: Only the SAM.gov Entity Administrator can renew the registration.
- If your SAM.gov Entity Administrator is no longer with your government or there is not a SAM.gov Entity Administrator associated with the registration, create a user account and submit [an Entity Administrator Appointment Letter](#) to gain access to update the existing registration. If there is an existing SAM.gov Entity Administrator but you are now assuming that role, the current SAM.gov Entity Administrator will need to [assign that role directly to you](#).
- If your government encounters any issues with the SAM.gov registration renewal, the SAM.gov Entity Administrator should select [Create an Incident](#) to login and submit a ticket, or they can select [Live Chat](#) to login and chat with the FSD Service Desk.

**NOTE ON SAM.GOV:** To initiate closeout once it is available, recipients will need to have an active SAM.gov registration. This registration is administered by the General Services Administration (GSA). [Click here to determine the current status of your government's SAM registration](#). If your registration is currently active, note the registration expiration date. **Only the SAM.gov Entity Administrator can renew the registration.**



# Closeout Checklist

## Step 4: Ensure active SAM.gov registration (continued).

Recipients should not create a new UEI/SAM registration, but instead, should renew the registration that was active when funds were disbursed. To determine the current status of your government's SAM.gov registration, [click here](#). Please find below a list of GSA-provided resources to assist with your SAM.gov registration renewal:

- [How do I update/renew an existing entity registration in SAM.gov?](#)
- [What is an Entity Administrator in SAM.gov?](#)
- [How can I become the new administrator for our entity registration?](#)
- [How do I create a SAM.gov user account?](#)
- [What happens after I submit my entity validation documentation?](#)
- [State and local government resources on entity validation and registration](#)
- [Guide for state and local governments applying for Federal Financial Assistance](#)
- [Validating Your Entity in SAM.gov](#) (video)



# Closeout Checklist

## Step 5: Verify Treasury Portal roles are current.

The Treasury Portal requires the designation of three roles. The roles can be occupied by three different individuals, or one individual can occupy more than one role. This person will need to register with login.gov or ID.me and can access the required information. They will also need to re-enter the Treasury Portal if any fields in a report need to be updated.

- The **Account Administrator** may initiate and submit the reports necessary for closeout. An
- **Authorized Representative** may initiate and submit the reports necessary for closeout. This person must have legal authority to bind the recipient (e.g., the Chief Executive Officer of the government entity).
- The **Designated Point(s) of Contact** will receive email notifications on the status of the Final Report. They may update and complete P&E Reports, but they cannot initiate or submit P&E Reports because only the Account Administrator or Authorized Representative is authorized to initiate and submit reports.



# Closeout Checklist

## Step 5: Verify Treasury Portal roles are current (continued).

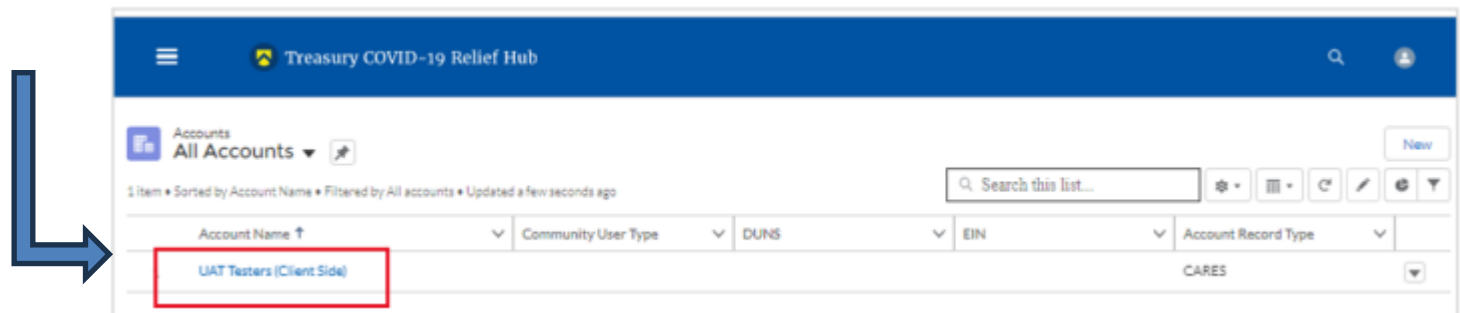
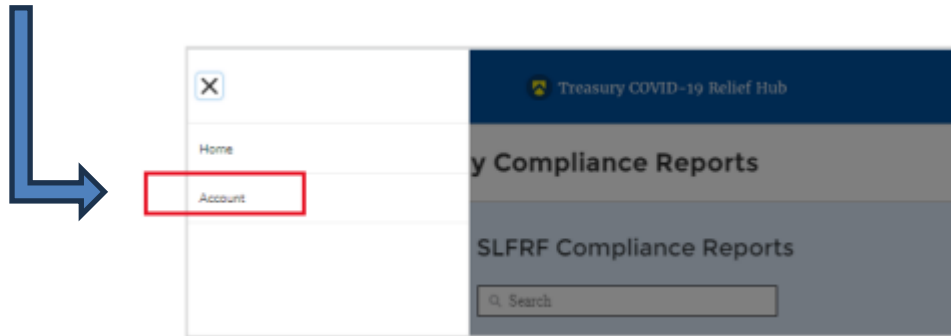
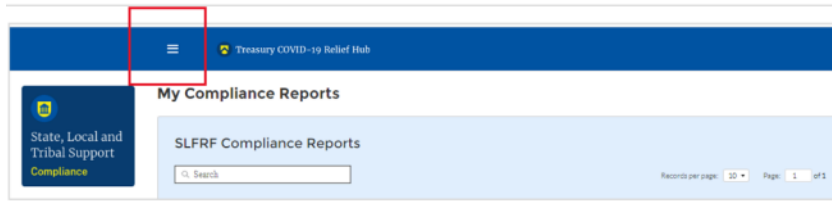
Additionally, recipients should work with their IT department to ensure that emails from the @treasury.gov domain will arrive without being blocked (a process commonly known as 'whitelisting').



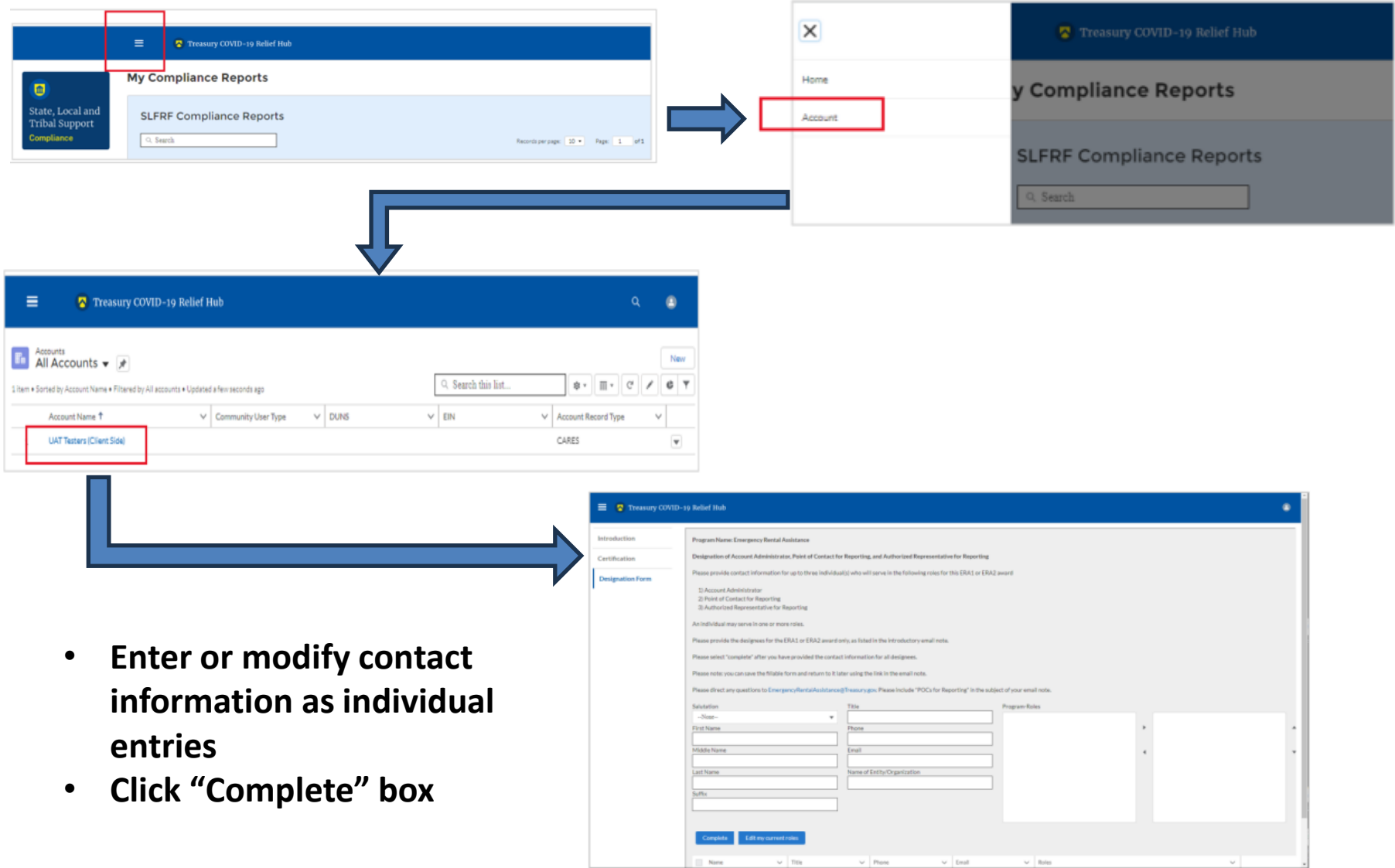


# Update Treasury Portal Roles Demo

If needed, add or update your Points of Contact to adjust roles and Account Administrators.



# Update Treasury Portal Roles Demo (continued)



- Enter or modify contact information as individual entries
- Click “Complete” box

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## 4. Initiate & Confirm Closeout in Treasury Portal - Walkthrough

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# Initiate & Confirm Closeout in Treasury Portal - Walkthrough

**After receiving an invitation from Treasury to initiate closeout, recipients may initiate closeout by selecting “Closeout Reports ” in the Treasury Portal.**

- ~~Initiate Closeout & Confirm Readiness to Proceed.~~
- Review & Certify Reported Data is Accurate and Final.
- Confirm Final Report.
- Submit Optional Impact Stories.
- Confirm Closeout



# Initiate & Confirm Closeout in Treasury Portal - Walkthrough

## Initiate Closeout & Confirm Readiness to Proceed.



### Introduction

### Submissions

### Compliance reports

Alternative  
compliance  
examination  
engagement report

Closeout reports

## Introduction

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

## Signed agreements

The federal award agreement that your organization signed with the Office of Capital Access is available in this section.

## Programs

### State and Local Fiscal Recovery Funds (SLFRF)

\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

### Emergency Rental Assistance (ERA)

\$25 billion available for state, territory, and local governments to assist households that are unable to pay rent.

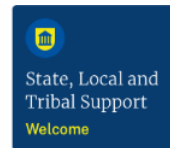


# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Initiate Closeout & Confirm Readiness to Proceed (continued).

### Select “Request to Closeout.”

**NOTE:** Click this checkbox and then the button 'Request to Closeout' in the Portal to initiate closeout once it is available in the Portal. This will launch a review process by Treasury to ensure eligibility. When complete, Treasury will email the recipient via the Portal to confirm next steps.

[Introduction](#)[Submissions](#)[Compliance reports](#)[Alternative compliance examination engagement report](#)[Closeout reports](#)

### Closeout reports

Thank you for your participation in Treasury Programs supporting State, Territory, Tribal, and Local Governments as part of the 2021 American Rescue Plan. This page allows Office of Capital Access (OCA) program participants to request and track the progress of Award Closeout.

If you are ready to close out one of the assistance programs listed below, check the box next to the program you wish to close out and click on the “Request to closeout” button. Note, only Authorized Representatives and Account Administrators can request early closeout.

For more details on each program's closeout process, please see the closeout reporting requirements and supporting resources on the reporting page for the program you wish to close out.

[ERA Reporting Page](#)[HAF Reporting Page](#)[HAF Closeout Resource](#)[LATCF Reporting Page](#)[LATCF Closeout Resource](#)[SLFRF Reporting Page](#)

#### Eligible for closeout

Check the box next to the program you wish to close out and click on the 'Request to closeout' button to begin the process

<input checked="" type="checkbox"/> Application/Recipient ID	Program	Applicant Name	Status	More Actions
<input checked="" type="checkbox"/> RCP-303875	SLFRF	City of Cityville	Ready for closeout	

[Request to closeout](#)

# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Initiate Closeout & Confirm Readiness to Proceed (continued).

**Are you ready to closeout your SLFRF award given that the total amount expended equals the total SLFRF allocation?**

SLFRF Closeout



Are you ready to closeout your SLFRF award given that the total amount expended equals the total SLFRF allocation?

No

Yes



**If yes, click the blue “Yes” box to proceed**



# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Review & Certify Reported Data is Accurate and Final.

Click “Project Summary” and “SF-425: Federal Financial Management” tabs respectively to review your data.

### SLFRF Closeout

Please certify that the reported data is accurate and is your final report.

Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the SF-425 reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&G report.

SLFRF closeout report

SLT-0000

Total SLFRF allocation amount  
\$100,000.00

Project Summary SF-425: Federal Financial Report



Review this data and click on the SF-425: Federal Financial Report tab to review and confirm data is accurate.

Category	Cumulative Obligations	Cumulative Expenditures
5-Revenue Replacement	\$100,000.00	\$100,000.00
Grand Total	\$100,000.00	\$100,000.00





# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Review & Certify Reported Data is Accurate and Final.

### Review SF-425 data.

SLFRF Closeout

Please certify that the reported data is accurate and is your final report.

Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the SF-425 reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&E report.

SLFRF closeout report  
SLT-0000

Total SLFRF allocation amount  
\$100,000.00

Project Summary **SF-425: Federal Financial Report**

The SF-425 is a standard Federal financial report, and the information to complete this report has been pre-populated based on the recipient's latest SLFRF report submission. Please review the information below to confirm that the pre-populated amounts are accurate, complete, and final. If the information below is not accurate, please indicate so below.

<b>10. Transactions</b>		
<b>Federal cash:</b>		
a. Cash receipts @		\$100,000.00
b. Cash disbursements @		\$100,000.00
c. Cash on hand (line a minus b) @		\$0.00
(Use lines d-o for single grant reporting)		
<b>Federal Expenditures and Unobligated Balance:</b>		
d. Total federal funds authorized @		\$100,000.00
e. Federal share of expenditures @		\$100,000.00
f. Federal share of unliquidated obligations @		\$0.00
g. Total federal share (sum of lines e and f)		\$100,000.00
h. Unobligated balance of federal funds (line d minus g)		\$0.00
<b>Recipient Share:</b>		
i. Total recipient share required		Not Applicable to Program
j. Recipient share of expenditures		Not Applicable to Program
k. Remaining recipient share to be provided (line i minus j)		Not Applicable to Program
<b>Program Income:</b>		
l. Total Federal program income earned @		\$0.00
m. Program income expended in accordance with the deduction alternative		Not Applicable
n. Program income expended in accordance with the addition alternative @		\$0.00
o. Unexpended program income (line l minus n)		\$0.00
<b>11. Indirect Expense</b>		
a. Type	b. Rate	c. Period From
		d. Base
		e. Amount Charged
		f. Federal Share
Not required at this time		

**The SF-425 is a standard Federal financial report, and the information to complete this report has been pre-populated based on the recipient's most recently submitted P&E Report.**

**Please review the information to confirm that the pre-populated amounts are accurate, complete, and final. If the information below is not accurate, please indicate so below.**



# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Review & Certify Reported Data is Accurate and Final.

Select “Yes” to certify the data in the SF-425 is accurate and final.

**Please certify that the reported data (the SF-425 and Expenditure Category reported summary tables) is accurate and final.** Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&E report.

- ☒ Yes – the data in the table above (SF-425 reported data) is accurate and final
- ☐ No – the data in the table above (SF-425 reported data) is not accurate and requires update

*The SF-425 is a standard Federal financial report, and the information to complete this report has been pre-populated based on the recipient's most recently submitted P&E Report.*

*Please review the information to confirm that the pre-populated amounts are accurate, complete, and final. If the information below is not accurate, please indicate so below.*

**If yes, click the box “Yes – the table above (SF-425 reported data) is accurate and final” to proceed**



# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Review & Certify Reported Data is Accurate and Final.

Select “No” if pre-populated data is inaccurate to reopen its latest P&E Report.

**Please certify that the reported data (the SF-425 and Expenditure Category reported summary tables) is accurate and final.** *Once you confirm this is accurate and final, Treasury will review your submission for program closeout and will notify you if additional information is needed or to confirm closeout of your program award. If the reported data requires revision, Treasury will not move forward with closeout until updates are made by the recipient in the latest P&E report.*

- ☐ Yes – the data in the table above (SF-425 reported data) is accurate and final
- ☒ No – the data in the table above (SF-425 reported data) is not accurate and requires update

*After updating, recipients must resubmit their revised P&E Report so their records will show as received by Treasury. If a recipient reopens its last submitted P&E Report to correct reported data, it must be resubmitted to proceed with their closeout submission.*



# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

## Confirm Final Report.

### SLFRF Closeout



Once you confirm this is your final P&E Report, Treasury will review whether your submission is ready for program closeout and will notify you if additional information is needed or to confirm closeout of your program award.

The closeout phase is essential to a successful program and future opportunities for funding. Every recipient of federal funds is required to perform closeout activities to administratively and fiscally close out its award with the federal funding agency.

#### **Has the recipient performed internal verifications to ensure it is administratively and fiscally prepared to close out?**

Please note that SLFRF recipients may not obligate or expend any remaining award funds after the Final P&E Report is submitted to Treasury. Any unexpended award funds due to Treasury must be returned to Treasury. This includes the recipient's obligation to return any amounts due as a result of later audit disallowances, refunds, corrections, or other actions. All funds due that are not returned to Treasury will constitute a debt to the federal government.



# Submit Optional Impact Stories

## SLFRF Closeout



Treasury would like to learn about specific projects that recipients consider 'impact stories.' These impact stories capture how local leaders use one-time, direct emergency funds to make lasting change in their communities. They also highlight how receiving the funds enabled communities to avoid an insuperable crisis, work toward long-term goals while meeting immediate needs, and/or address the needs of underserved people. These stories may be included in remarks from Treasury officials and/or other resources that uplift exemplary uses of SLFRF dollars to your recipient peers.

**Please leverage the text box below to share your community's success stories from your SLFRF projects. Please note that providing details for an impact story is completely optional.**

Your participation in the State and Local Fiscal Recovery Funds (SLFRF) program with the U.S. Department of the Treasury requires submitting a Final P&E Report. This phase is crucial for program success and future funding opportunities. Recipients should carefully review the SLFRF Closeout Resource Materials, the on-screen instructions, and the Frequently Asked Questions (FAQ) document available on the SLFRF Homepage ([www.treasury.gov/slfrf](http://www.treasury.gov/slfrf)) before completing the report.

Once submitted, SLFRF recipients may not use any remaining award funds, and unspent funds must be returned to Treasury. Submission of the P&E Report constitutes a certification by the recipient that the recipient is in compliance with the SLFRF award terms and conditions and that all data and information included in the report are true and correct and do not contain any materially false, fictitious, or fraudulent statements. The report must include the name and contact information of the authorized official who is certifying the information in this report.

Confirm



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## 1. Key Terms

## 2. Account Access

- Establish Login.gov credentials.
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- Confirm completion of all reporting requirements.
- Verify and upload signed Award Terms and Conditions Agreement.
- Ensure active SAM.gov registration.
- Verify Treasury Portal roles are current.

## 4. Initiate & Confirm Closeout in Treasury Portal - Walkthrough

## 5. Next Steps



## Next Steps

- **“Closeout in Progress” Update:** After recipients confirm closeout, recipients will receive an email that their closeout is in progress.
- **Financial Closeout:** Treasury reviews the Final Report and allocation information to determine whether any adjustments are needed before proceeding with closeout.
- **Information Document Request (IDR) (if applicable):** If Treasury requires additional information, Recipients will receive an email notice that an IDR is available in their Treasury Portal for review and response.
- **Final Closeout:** Treasury will notify recipients by emailing a Notice of Final Closeout when their SLFRF awards have been successfully closed out.
- **Post-Closeout Considerations:** After closeout, recipients must continue to comply with the applicable laws and regulations in their Award Terms and Conditions Agreement, including but not limited to records retention and documentation, compliance with federal civil rights statutes and regulations, and audit requirements.



## Next Steps

### “Closeout in progress” Update

#### Eligible for closeout

Check the box next to the program you wish to close out and click on the 'Request to closeout' button to begin the process

<input type="checkbox"/> Application/Recipient ID	Program	Applicant Name	Status	More Actions
<input type="checkbox"/> RCP-303875	SLFRF	City of Cityville	Closeout in progress	<a href="#">Download PDF</a>

Request to closeout





## Next Steps

### Information Document Request (IDR) (if applicable)

An **IDR** is the formal term for a notice from Treasury requesting additional information.

A recipient will receive an email notifying it that an IDR is available for review in the **Treasury Portal**. Recipients must respond to the IDR and certify and submit their response within the Treasury Portal in a timely manner.

*Note: Please disregard the following slides if you are not in receipt of an IDR.*



# Information Document Request (IDR)

## How to Respond to an IDR

Treasury COVID-19 Relief Hub

State, Local and Tribal Support  
SLFRF Information Document Request

### Information document request

Department of Treasury Office of Capital Access requests answers to the following questions. The response to this information and documents requested are due Sep 25, 2024

#### Information request

Description of Information Requested:  
SLFRF Streamline Closeout Test

#### IV. Additional Documents

All Uploaded files will be displayed in "All Referenced files" section below.

Upload files

Or drop files

Submit

Save

Help

Record details

Status  
In-Progress

Subject  
SLFRF Closeout

Recipient name  
Ambika Test Account

Recipient address  
Hoes Lane Iselin, 678912

Submitted by

Dates of previous request

9/16/2024  
9/16/2024  
9/11/2024  
9/11/2024  
9/11/2024  
9/9/2024  
9/4/2024  
9/4/2024  
9/4/2024  
9/4/2024  
9/3/2024  
9/3/2024

Title

Description

Upload date

View uploaded file

Test.Addendum

Additional Documents

Nov 5, 2024

View uploaded file

Title

Description

Upload date

View uploaded file

Test

Additional Documents

Nov 5, 2024

View uploaded file

Title

Description

Upload date

View uploaded file

Test.Addendum

Additional Documents

Nov 5, 2024

View uploaded file

Title

Description

Upload date

View uploaded file

Test

Additional Documents

Nov 5, 2024

View uploaded file

1. Read the "Description of the Information Requested"

2. Upload documents responsive to the IDR request description.

4. "Save" any changes made during your session.

5. Select "View the uploaded file" to confirm the correct file successfully uploaded.



## Treasury Review: How to Respond to an IDR (cont.)

The screenshot shows a web form titled "Certification". It contains a "Statement" section with two paragraphs of text. Below the statement is a "Submit" button. Below the "Submit" button is a section titled "Authorized Representative" with three input fields: "Name:", "Title:", and "Authorized date:". Each of these fields has a "Submit" button next to it. Red arrows point from the instructions on the right to the "Submit" button in the "Statement" section, the "Name:" field, the "Title:" field, and the "Submit" button in the "Authorized Representative" section.

**Certification**

**Statement**

This certification is delivered by Ambika Test Account to the U.S. Department of the Treasury in connection with (1) the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program, authorized under Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 (P.L. 117-2); and (2) as applicable, the (a) Coronavirus State Fiscal Recovery Fund Financial Assistance Agreement executed by States, the District of Columbia, and the U.S. Territories; (b) Coronavirus State Fiscal Recovery Fund Financial Assistance Agreement executed by Tribes; or (c) Coronavirus Local Fiscal Recovery Fund Financial Assistance Agreement executed by local governments. The SLFRF agreement templates are available at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/request-funding>. The undersigned has the authority to make the following representations on behalf of the Recipient.

I certify, in my capacity as an authorized representative of the Recipient, that the data, documents, and other information submitted with this certification are true and correct and do not contain any materially false, fictitious, or fraudulent statement, nor any concealment or omission of any material fact. I make these certifications after reasonable inquiry of people, systems, and other information available to the Recipient. I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this certification may be the subject of criminal prosecution and also may subject the Recipient to civil penalties and/or administrative remedies for false claims or otherwise.

Cancel Submit

**Authorized Representative**

Name: Test

Title: Tester

Authorized date: Nov 5, 2024

Cancel Submit

6. Review the **certification statement** and select **"Submit"** to certify.

7. Enter the **Name** and **Title** of the **Authorized Representative**. *Note: This must be the submitter of the reports and an individual with legal authority to bind the entity.*

8. Select **"Submit"** to complete.



## Treasury Review: How to Respond to an IDR (cont.)



Introduction

Submissions

Compliance reports

**Closeout reports**

To view an IDR status update, review “SLFRF information and/or document requests” in the Closeout reports tab.

SLFRF information and/or document requests				
<input type="text" value="Search"/>			Records per page: 10	Page: 1 of 1
Subject	Date Created	Date Due	Status	View/Edit
1 SLFRF Closeout	Sep 18, 2024	Sep 25, 2024	Submitted	

Once certified, the status of the closeout will read **‘Submitted’**.

For more information about record retention and other post-closeout considerations, refer to the **SLFRF Closeout Process Overview Resource**.

