



DEPARTMENT OF THE TREASURY
WASHINGTON, D.C.

State and Local Fiscal Recovery Funds (SLFRF) Award Closeout Preparation Checklist

EARLY CLOSEOUT ELIGIBILITY

Recipients that have reported fully obligating and expending their SLFRF allocation may be invited to close out their SLFRF award ahead of the period of performance end date. As of summer 2025, Treasury is inviting recipients, on a rolling basis, to initiate closeout by notifying eligible recipients with instructions. Treasury will provide instructions for recipients that do not closeout prior to the end of their periods of performance at a later date.

If the points of contact associated with your community have not received communication from Treasury with an invitation to close out, the option is not yet available for your community. In the meantime, please ensure your points of contact are up to date in the Treasury Portal and review the SLFRF Closeout Process Overview Resource: Early Closeout.

This Checklist is an essential resource for SLFRF recipients that have obligated and expended their entire SLFRF award. The early closeout process will occur prior to the end of the SLFRF period of performance (December 31, 2026). By thoroughly following this checklist, eligible recipients can verify compliance with certain program requirements, avoid common errors or omissions, and expedite the closeout of their SLFRF award.

- 1. Verify that the recipient's entire SLFRF award has been obligated and spent.** As of Summer 2025, Treasury is offering early closeout, on a rolling basis, to certain recipients that have reported obligating and expending their entire SLFRF award.
 - Please confirm the recipient's allocation amount in the Treasury Portal matches your records and confirm the recipient's allocation is fully expended. Visit the Treasury Portal via [Login.gov](https://login.gov) or [ID.me](https://id.me). If you are unable to log into Treasury's Portal, please send us an email at SLFRF@treasury.gov for assistance.
 - i. 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.
 - ii. 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.
- 2. Confirm the recipient has completed all reporting requirements.** All SLFRF recipients are required to submit Project & Expenditure (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](https://login.gov) or [ID.me](https://id.me).



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SLFRF compliance reports							
<input type="text" value="Search"/>				Records per page: 10 Page: 1 of 1			
Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informat...	Download
1 0 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2 SLT-0000-Final	Project and Expenditure Report		Annual March 2025	4/30/2025	Submitted		
3 000 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		
4 000 - P&E Report - Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

- All recipients should confirm that their latest P&E Report has been submitted.
- If you notice that no reports are viewable under the Compliance Reports tab, this may mean you do not have the correct user role to complete and submit the required report.
- If your latest P&E Report does not indicate a “Submitted” status, please refer to the [SLFRF Compliance and Reporting Guidance](#) and the appropriate [P&E User Guide](#) document for detailed instructions for accessing, updating, and submitting your P&E Report. Please have your designated Account Administrator log into the Treasury Portal to complete the report.

Recipients that initiate closeout will not be required to file additional quarterly or annual P&E Reports unless Treasury determines that additional reporting is required following review of the recipient’s closeout materials.

- 3. NEUs must verify that their award terms and conditions agreement is signed and uploaded to the Treasury Portal.** NEUs must upload a copy of their signed award terms and conditions agreement in the Treasury Portal prior to initiating closeout. If the award terms and conditions agreement is missing or in a “draft” status, please ensure the signed document is uploaded in the Treasury Portal before initiating closeout.
- 4. Ensure the recipient has an 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 an Entity Administrator associated with the registration, create a user account and submit [an](#)



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[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](#).

Recipients should not create a new UEI/SAM registration, but instead, should renew the existing registration provided 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)

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.

5. Ensure communications from Treasury can be received by updating your designated points of contact in the Treasury Portal. 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. All users need to register with login.gov or ID.me and use the same email to log into the Treasury Portal to access the required information.

- The Account Administrator may initiate and submit the reports necessary for closeout and certify and submit official reports. The Account Administrator is also responsible for making any changes or updates to the user roles as needed over the award period.
- An Authorized Representative may initiate and submit the reports necessary for closeout and certify and submit official reports. This should be an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity).
- The designated reporting point of contact is the person who will receive email notifications on the status of your final report.¹ They will also have access to update and complete the P&E Report, but only the Account Administrator and Authorized Representative are able to submit the P&E Report.

¹ The last P&E Report submitted by a recipient prior to closeout is considered the "Final Report."



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The designated points of contact will receive crucial information via email throughout the closeout verification process. If the Account Administrator is no longer available, please have the newly designated Account Administrator email SLFRF@Treasury.gov with the subject “[Entity Name] – Update to Designated Individuals” explaining the circumstance in the email. Newly designated Account Administrators should ensure they have an active Login.gov or ID.me account to expedite the process of realigning their ID.me or login.gov account to the government’s recipient account.

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.’)

Tips for navigating in the Treasury Portal.

Confirm the contact information for your authorized representative and point of contact is correct – double check for typos in email addresses and phone numbers.

For more information, please visit our website: www.treasury.gov/SLFRF. If you have questions about Treasury’s Portal or for technical support, please contact us by email via SLFRF@Treasury.gov. If you have general questions about Treasury’s State and Local Fiscal Recovery Funds program, please contact us by email via SLFRF@treasury.gov.