

State and Local Fiscal Recovery Fund (SLFRF) Compliance and Reporting for Non-Entitlement Cities (NEUs)

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Iowa League of Cities Webinar

March 11, 2026

SLFRF Program Recap

- Provided funding (ARPA funds) to cities to respond to COVID-19 pandemic
- Funds provided to cities on a per capita basis
- All funding received needed to be obligated before the end of 2024
- All funding must be spent before the end of 2026
- Compliance report must be submitted by non-entitlement cities (NEUs) annually by April 30th through 2027
- Starting in late 2025, the Department of Treasury has randomly started inviting cities to closeout their awards early for those that have fully obligated and fully expended their funds

Final Rule: Ineligible Use of Funds

- Funding may not be used directly or indirectly to reduce property taxes
 - Deposits into pension funds are prohibited
 - Cannot be used to repay debt service
 - May not be used to for judgements or settlements
 - Use on projects prior to March 2021 are ineligible
-

Final Rule: Eligible Use of Funds

Standard Allowance for Revenue Loss Up to \$10 Million

- Assumption all recipients experienced a loss due to COVID-19
- Cities can use the funding received for “government services” which provides the most flexibility on use of funds: depending on use, funding would still be subjected to competitive bidding and procurement as necessary
- By taking the standard allowance the reporting process is simpler / streamlined
- Most cities in Iowa took the standard allowance

Final Rule: Obligating and Expending Funds

Funds needed to be obligated by December 31, 2024, and expended by December 31, 2026.

- Obligated means under a contract executed by the city and the contractor / vendor
- A Resolution allocating (budgeting) the funds does not meet the the obligation requirement
- **Any remaining ARPA funds that were not by the deadline would have already received a recoupment notice from Treasury**
- **Make sure all ARPA funds are spent by December 31, or face recoupment**

SLFRF Compliance Reporting

Login.gov (or ID.ME) Account Needed

Sign in with  LOGIN.GOV

 LOGIN.GOV

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

billgoldy@iowaleague.org

Password

.....

Show password

Submit

- Login.gov is an account that is needed to access federal government websites / agencies
- The account is unique to an individual, not the entity
- Once an email address is used to set up an account it stays with that person and cannot be used again by somebody else
- Using a personal email address or a specific email address for your city in your name is recommended

Must Have an Active SAM.gov Account

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)



 **Official U.S. Government Website**
100% Free

The Official U.S. Government System for:

Contract Opportunities (was fbo.gov)	Assistance Listings (was cfda.gov)
Contract Data (Reports ONLY from fpds.gov)	Entity Information Entities, Disaster Response Registry, Exclusions, and Responsibility/ Qualification (was fapiis.gov) NEW
Wage Determinations (was wdol.gov)	Entity Reporting SCR and Bio-Preferred Reporting
Federal Hierarchy Departments and Subtiers	

Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Already know what you want to find?

About SAM.gov

- SAM is the official government-wide database that verifies an entity is able to receive federal funding
- SAM.gov accounts must be renewed annually; there is not a fee to register or renew registration, but the process can be tedious
- Need a login.gov or ID.ME account to access the SAM.gov website
- SAM.gov issues Unique Entity Identifier (UEI) numbers that is assigned to entities and CAGE Codes
- CAGE Codes renew every 5 years and verifies the entities existence by running businesses / cities through a federal database
- To complete the ARPA/SLFRF compliance report, SAM.gov registration must be up to date
- If you are having difficulty with SAM registration, registration renewal, or other assistance needed, visit <https://sam.gov/content/help>, or call the Federal Service Desk at (866) 606-8220.

About UEI Numbers and CAGE Codes

- UEI numbers replaced the DUNS Number on April 4, 2022
- The purpose of the UEI number is for tracking an entities federal awards, contracts, and subawards
- Any entity looking to receive federal financial assistance will need both a UEI number and CAGE Code, again, these numbers are automatically generated during registration
- If an entity was already registered in SAM.gov before the transition in 2022, a new UEI was automatically assigned to them, this number can be found in your SAM.gov profile
- Keeping your registration up to date with proper point of contact, address, etc. is vital; failure to do so may create difficulties when going through the CAGE verification process

SAM.gov Registration and Registration Renewal Tips

- Stay ahead of the registration renewal deadline
- If you are new to your role and need to update the city's record on the SAM.gov site, reach out to me for guidance
- Only select “Federal Assistance Only” for the registration type, **DO NOT SELECT “All Awards”**, this option is for businesses that want to bid on federal contracts
- When completing registration for the first time use 921120, Legislative Bodies for the NAICS Code
- If SAM.gov asks for a NAICS code when you renew registration, you have inadvertently chosen to renew as an “All Awards” entity, I strongly recommend deleting the renewal and start the renewal process again

SAM.gov Help Videos

- Registration checklist (PDF, not a video):
<https://sam.gov/sites/default/files/2024-11/entity-checklist.pdf>
- Navigating the registration (new) process:
<https://www.youtube.com/watch?v=YZ6LM69niuk>
- More about navigating registration and the SAM.gov workspace:
<https://www.youtube.com/watch?v=QL7YzxvBP9g>

SAM.gov Help Videos

- Renewing annual registration:
<https://www.youtube.com/watch?v=DPqUGhbjem0>
- Becoming the administrator of the SAM.gov account:
<https://www.youtube.com/watch?v=rV3rUfCA3bc>
- Changing city's point of contact:
<https://www.youtube.com/watch?v=42I6dYHC9QU>

Accessing Treasury Portal at Login.gov

Link to address Treasury Portal at Login.gov:

portal.treasury.gov/compliance

Then click on the Sign in with Login.gov tab



Treasury CARES Compliance

E-Mail: covidreliefitsupport@treasury.gov

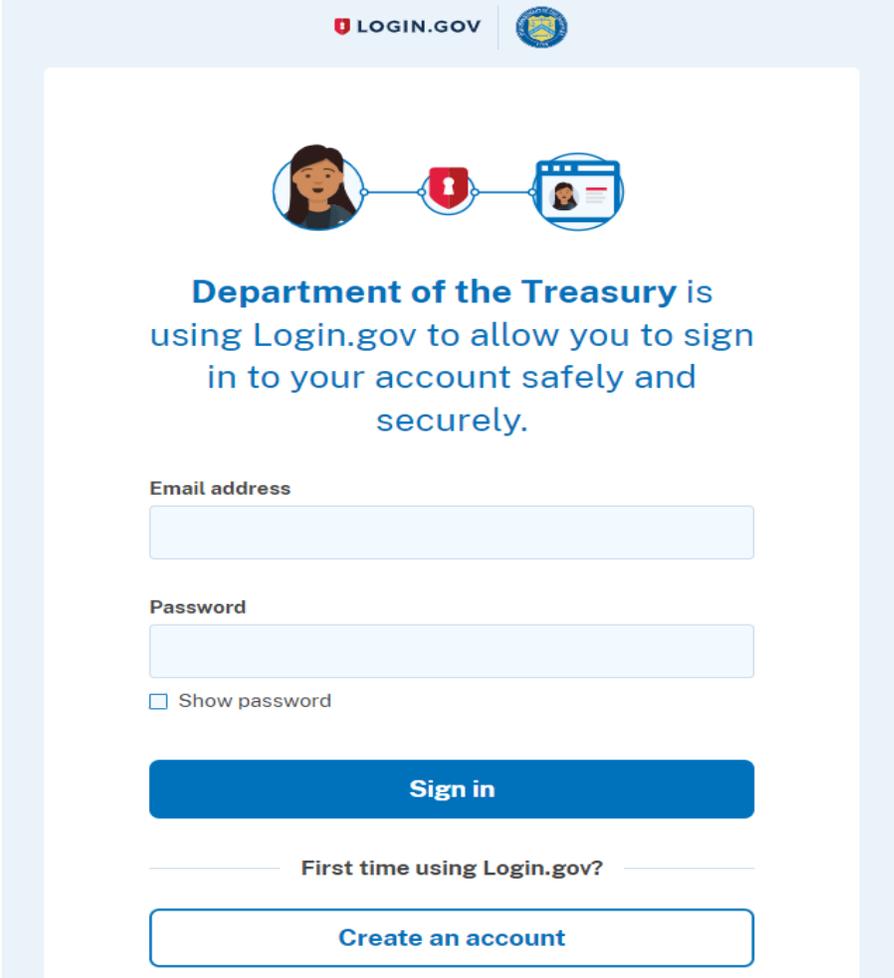
In accordance with the Executive Order 14028 Improving the Nation's Cybersecurity, Office of the Chief Information Officer (OCIO) has implemented multi-factor authentication (MFA) for this application. Please select a login method below to login or create an account.

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



LOGIN.GOV

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

Email address

Password

Show password

Sign in

First time using Login.gov?

Create an account

Accessing Treasury Portal at ID.ME

Link to address Treasury Portal at ID.ME:

<https://portal.treasury.gov/cares/s/slt>

Then click on the Sign in with ID.ME tab



Treasury CARES Hub

E-Mail: 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 **ID.me**

Sign in using a trusted authentication provider.
Trusted providers secure digital identities and help us confirm and protect your identity.

Sign in to ID.me

Email

Enter email address

Remember me

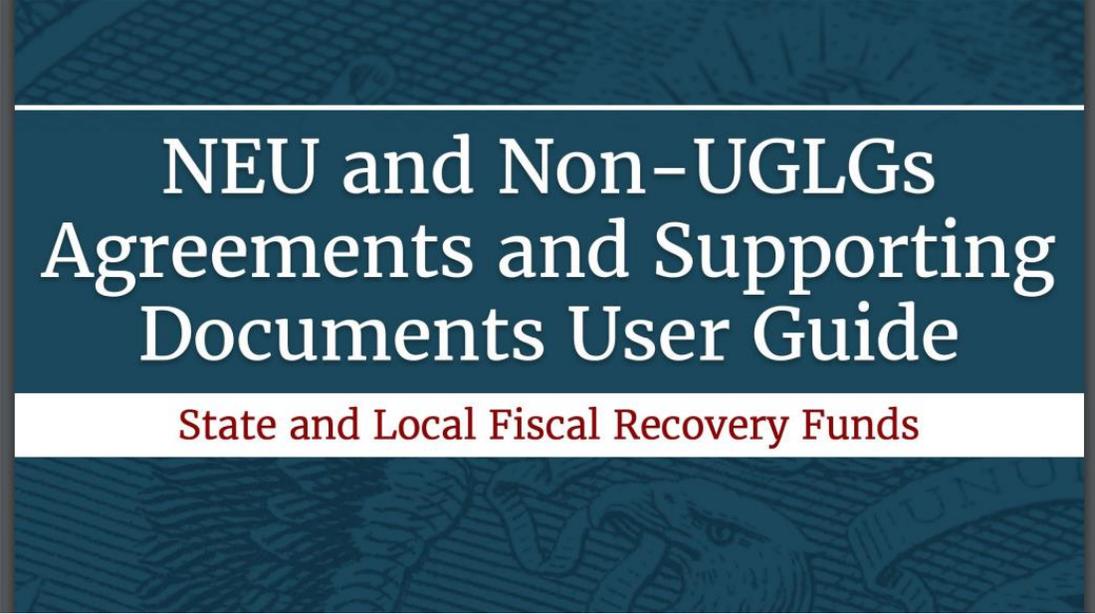
Continue

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

Social media sign-in is no longer available. Please sign in with your email.

NEU User Guide

Quick reference guide which contains several helpful tips which include reporting guidance, assigning roles, project and expenditure reports, etc.:
<https://home.treasury.gov/system/files/136/NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf>



NEU and Non-UGLGs Agreements and Supporting Documents User Guide

State and Local Fiscal Recovery Funds

Staff Roles for Reporting

Account Administrator: Maintains the names and contact information for each role for reporting. The Administrator can also view and submit reports. It is recommended that a second Administrator role be assigned in the event of staff changes.

Point of Contact for Reporting: Primary contact for receiving official Treasury notifications about reporting.

Authorized Representative for Reporting: Responsible for certifying and submitting official reports on behalf of the SLFRF award recipient.

Link to the Treasury tutorial webinar to assign roles:

<https://www.youtube.com/watch?v=w7vbi94rVDI>

Designated Staff Roles for SLFRF Reports

- SLFRF recipient organizations are required to designate staff or officials for the following three roles in managing reports:
 1. Account Administrator
 2. Point of Contact for Reporting
 3. Authorized Representative for Reporting
- You must be registered and have an account in Treasury's Reporting Portal. If you have questions about creating an account you can view
- The Recipient may designate one individual for all three roles. Multiple individuals can be designated for each role

Play (k)

U.S. DEPARTMENT OF THE TREASURY
The Office of Recovery Programs

Step-by-Step Guide to Updating Roles

Link to guide to update user roles:
<https://home.treasury.gov/system/files/136/Updating-User-Roles-Portal.pdf>

The screenshot shows the 'Designation Form' interface within the Treasury COVID-19 Relief Hub. The page title is 'Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting'. It includes instructions for providing contact information for up to three individuals and a list of roles: 1) Account Administrator, 2) Point of Contact for Reporting, and 3) Authorized Representative for Reporting. The form contains several input fields: Salutation (dropdown), Title, First Name, Middle Name, Last Name, Suffix, Phone, Email, and Name of Entity/Organization. A 'Program-Roles' section features a list of roles with arrows for selection. At the bottom, there are 'Complete' and 'Edit my current roles' buttons, and a table with columns for Name, Title, Phone, Email, Roles, and an Edit button.

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	
<input type="checkbox"/>					SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit
<input type="checkbox"/>					SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit

Guidance to Complete Compliance Report

- Reporting portal opens in early April, and reports must be submitted by April 30 annually (through 2027): **log in early**
- The reporting period starts April 1 of the prior year and ends March 31 of current year

Completing the Compliance Report: Standard Allowance Instructions

Select "Compliance Reports" from the sidebar menu or click "Go to My Reports" in the lower part of the page.

The screenshot shows the Treasury COVID-19 Relief Hub interface. On the left sidebar, there is a menu with 'Introduction' and 'Compliance Reports'. A red arrow points to 'Compliance Reports' with the text 'Click here'. The main content area includes a welcome message, a 'Compliance Process' section, and three program descriptions: 'State and Local Fiscal Recovery Funds (SLFRF)', 'Emergency Rental Assistance (ERA)', and 'Homeowner Assistance Fund (HAF)'. At the bottom of the page, the text 'Ready to get started? Click "Go to your reports" below.' is shown, with a red arrow pointing to the 'Go to your reports' link and the text 'Or click here'.

You will arrive at the “**My Compliance Reports**” page.

Look for the “**SLFRF Compliance Reports**” section.

You will see a Project and Expenditure Report for 2023 with a Status of “**Draft.**” Next to it is a blue pencil icon – click it.

Treasury COVID-19 Relief Hub

My compliance reports

SLFRF compliance reports

Search:

Records per page: 10 Page: 1 of 1

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1 NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2 AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Draft		
3 AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

SLFRF Information and/or Document Requests

You have no IDR Forms

Legend

- Provide Information
- View
- Download
- Request Extension

You will arrive at the “**Introduction and Bulk Upload Templates**” page.

From the sidebar menu, find “**Recipient Profile**” and select it.

Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds received to date) at the bottom under “**Allocation Amount.**”

Click here

Treasury COVID-19 Relief Hub

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Recipient Specific

Certification

Introduction and Bulk Upload Templates

SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections.

Use the following link to access the 'User Guide' for a reference.

[User Guide](#)

Bulk Uploads

SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following five (5) components allow the bulk upload process:

- Project
- Subrecipient/Beneficiary/Contractor
- Subaward/Direct Payment
- Expenditure
- Tax Offset Provision

Expenditure Category Requirements and Bulk File Upload

Expenditure Categories must be used to categorize each project as noted in the Reporting Guidance. Certain Expenditure Categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each Expenditure Category is aligned to a unique bulk file upload template. You

Draft

Report Information

Report Name

Report Type
Project and Expenditure Report

Report Period
Annual March 2022

Reporting Period Start Date
3/3/2021

Reporting Period End Date
3/31/2022

Submission Deadline
4/30/2022 11:59 PM

Allocation Amount

You will arrive at the “**Recipient Profile**” page. Review the “**Recipient Information**” section to ensure it contains the correct information and then enter the required fields. Click “**Save**” when done and then select “**Project Overview**” from the sidebar menu.

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipient Profile

Project Overview

Subrecipients/Beneficiaries/Contractors

Subawards/Direct Payments

Expenditures

Recipient Specific

Certification

Recipient Profile

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

Recipient Information

UEI	Address	PO Box 85
TIN	Address 2	
Legal Entity Name	Address 3	
Type	City	Newport Ctr
FAIN	State/Territory	VT
CFDA No.	Zip 5	05857
Fiscal Year End Date	Zip+4	0000
	Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding

*Is the Recipient Registered in SAM.Gov?
Yes

Save

> Help

> Legend

Record Details

Status
Draft

Report Name
AR0675 - P&E Report - 2023

Report Type
Project and Expenditure Report

Report Period
Annual March 2023

Reporting Period Start Date
4/1/2022

Reporting Period End Date
3/31/2023

Submission Deadline
4/30/2023 11:59 PM

Allocated Amount
\$74,999.47

After saving click here

Click here when done

Project Overview Page

When you get to the project overview page, make sure to answer “Yes” to the question have revenue replacement funds been allocated to government services. If you do not answer “Yes” you will receive an error message when attempting to certify and submit the report.

The screenshot displays a 'My Projects' section with the following information:

- Total number of projects : 4
- Total adopted budget: \$3,005,000.00
- Total obligations: \$2,505,000.00
- Total expenditures: \$2,305,000.00

Below this, a note states: 'Remaining funding that will be lost if not obligated by December 31, 2024. (Calculation based off of Total adopted budget minus Total obligations) \$500,000.00'.

A question is posed: 'Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects?' A dropdown menu is shown with 'Yes' selected and a hand cursor pointing to it.

Project Overview: Editing an Existing Project

Yellow and Red boxes let the reporter know information needs to be edited prior to advancing in the report. To open the edit page, click on the yellow (or red) pencil. Failure to correct the data will result in an error message when you attempt to certify the report.

My Projects ✓ = Complete ✍ = Warning ✖ = Not Complete

Total Number of Projects : 4

Total Obligations: \$11,000,101.00 Total Expenditures: \$11,000,101.00

[Add New Project](#)

Search

Records per page: 10 Page: 1 of 1

	Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1	Test Household Pro...	132645fgh	\$0.00	\$0.00	2-Negative Economic Impacts	✓	✓	✓
2	TEST-CS-RevLoss	TEST-CS-001	\$10,000,001.00	\$10,000,001.00	6-Revenue Replacement	✓	✓	✓
3	TEST-CS-7.3-Transf...	TEST-CS-034	\$1,000,000.00	\$1,000,000.00	7-Administrative	✍	✍	✓
4	TEST-CS-1.1-COVI...	TEST-CS-003	\$100.00	\$100.00	1-Public Health	✓	✍	✍

[Download as CSV](#)

Because the standard allowance for revenue loss was elected, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using **Expenditure Category 6.1 Provision of Government Services**. When you have entered all the required fields, click **“Confirm Project”**. If necessary, continue adding additional projects for this reporting period (4/1/2023 – 3/31/2024).

Edit Project

General Project Information

Due to changes effective for the July 2022 reporting cycle, Additional Information may be required. please verify and confirm your information.

*Project Expenditure Category Group
7-Administrative

*Project Expenditure Category
7.2-Transfers to Other Units of Government

*Project Name TEST-CS-7.3-Transfers to Other Units of Govern	*Recipient Project ID TEST-CS-034	*Adopted Budget \$10,000,000.00
*Total Cumulative Obligations \$1,000,000.00	*Total Cumulative Expenditures \$1,000,000.00	*Current Period Obligations \$0.00
Program Income Earned	Program Income Expended	

*Status to Completion
Not Started

*Project Description
Lorem Ipsum

[Delete Project](#) [Confirm Project](#)

Notes to Complete Fields on this Page

- City assigns **Recipient Project ID#**
- Skip filling out **Program Income Earned and Expended**, not required
- **Total Cumulative Obligations and Expenditures** are from the time of the ARPA award through March 31, 2025
- **Current Period** fields are for this period(April 1, 2024, to March 31, 2025)
- **Status to Completion:** Select how far along the project is to completion from the dropdown menu
- It will ask you the project start and end dates. Select these dates by using the calendar icon.

After you edited all projects for this reporting period, they are populated in the table in the **“My Projects”** section. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been entered, click **“Next”** at the bottom of the page to advance to the “Recipient Specific” screen.

Introduction/Bulk Templates
Recipient Profile
Project Overview
Recipient Specific
Certification

All projects, regardless of Expenditure Category, require a set of “standard” data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods.
Other fields, such as status of completion and total obligations, will change across reporting periods.
Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category
You may need to refresh your browser screen to see your new entries.

My Projects

✓ = Complete • ⚠ = Warning • ✖ = Not Complete •

Total Number of Projects : 1

Total Adopted Budget: \$1,000,000.00 Total Obligations: \$50,000.00 Total Expenditures: \$25,000.00

[Add New Project](#)

> Filters

Records per page: 50 | Page: 1 of 0

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1 Test 1	State assigned ID Number	\$50,000.00	\$25,000.00	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)

After all projects have been successfully added, click here



Back

Next



The “**Recipient Specific**” screen is the “**Revenue Replacement**” page. For the question: “Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?” you should answer “**Yes**”. After selecting “**Yes**” a series of conditional questions will populate.

Treasury COVID-19 Relief Hub

State, Local and Tribal Support SLFRF Compliance

- Introduction/Bulk Templates
- Recipient Profile
- Project Overview
- Recipient Specific**
- Certification

Revenue Replacement

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, “Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?” you will be asked conditional questions.

Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your “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 revenue loss in the same “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.

Revenue Replacement Key Inputs

*Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?

--None--
✓ --None--
Yes
No

[Project Overview](#) [Next](#)

Draft

Report Information

Report Name
[Redacted]

Report Type
Project and Expenditure Report

Report Period
Annual March 2022

Reporting Period Start Date
3/3/2021

Reporting Period End Date
3/31/2022

Submission Deadline
4/30/2022 11:59 PM

Allocated Amount
[Redacted]

On the **“Revenue Replacement”** page in the **“Revenue Replacement Key Inputs”** section follow the steps in **RED** below:

The screenshot shows the 'Revenue Replacement' page in a web application. The page title is 'Revenue Replacement' and it includes a sidebar with navigation options like 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview', 'Subrecipients/Beneficiaries/Contractors', 'Subawards/Direct Payments', 'Expenditures', 'Recipient Specific', and 'Certification'. The main content area is titled 'Revenue Replacement Key Inputs' and contains several sections:

- Introduction:** Recipients will have the option below to update or provide information associated with revenue replacement. Depending on your answer to the question, "Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?" you will be asked conditional questions.
- Information:** Information that was previously provided as part of the Quarterly Report (if applicable) will display in this screen by selecting "Import Previous Report Data".
- Note:** Please note: during the period of performance covered by this report, the Interim Final Rule still applies. However, if your jurisdiction is calculating your "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 revenue loss in the same "Revenue loss due to COVID-19 Public Health Emergency" field.
- Instruction:** 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.

The 'Revenue Replacement Key Inputs' form contains the following fields and annotations:

- Question 1:** "Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?" The dropdown menu is set to "Yes". **Annotation:** "Select 'YES'" with a red arrow pointing to the dropdown.
- Question 2:** "Revenue Loss Due to Covid-19 Public Health Emergency". The text box contains the value "\$74,999.47". **Annotation:** "Enter the allocated amount of your ARPA award" with a red arrow pointing to the text box. A red circle highlights this value in the 'Record Details' sidebar on the right.
- Question 3:** "Were Fiscal Recovery Funds used to make a deposit into a pension fund?" The dropdown menu is set to "No". **Annotation:** "Select 'NO'" with a red arrow pointing to the dropdown.
- Explanation:** A text box with a rich text editor containing the text: "We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified thus no funds have been allocated." **Annotation:** "Sample language" with a red arrow pointing to the text box.
- Buttons:** A "Save" button is highlighted with a red box. **Annotation:** "Don't forget to click here" with a red arrow pointing to the button. Below the form, a "Back to Project Overview" button is on the left and a "Next" button is on the right, both highlighted with red boxes. **Annotation:** "After saving click here" with a red arrow pointing to the "Next" button.

The right sidebar, titled 'Record Details', shows the following information:

- Status: Draft
- Report Name: AR0675 - P&E Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47 (circled in red)

You will arrive at the **“Certification”** page. It should show the number of projects that were entered in the **“Project Overview”** table under **“Complete”**; zero (0) should appear under **“Incomplete”**.

The text at the bottom also contains pre-populated information for whoever was designated to the role of **“Authorized Representative for Reporting”**.

If this is not you, you will not be able to **“Certify and Submit”**. **Only Authorized Representative for Reporting** can certify the reports.

When ready, click **“Certify and Submit”** at the bottom of the page

Certification

State, Local and Tribal Support
SLFRF Compliance

Introduction/Bulk Templates

Recipients Profile

Project Overview

Recipients Specific

Certification

Review

Total Obligations: \$50,000.00

Total Expenditures: \$25,000.00

Total Number of Projects: 1

Total Number of Subawards: 0

Total Number of Expenditures: 0

Project Overview Status

	Project Status	Obligation Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient with authority to make the above certifications and representations on behalf of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

Name of Submitted User

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Michael Gleeson Telephone: (111) 222-3333

Title: External Testers Email: [Redacted]

Map

Legend

Record Details

Status Submitted

Report Name: NUC External Testing

Report Type: Project and Expenditure Report

Report Period: Quarter 1 2023 (January-March)

Reporting Period Start Date: 1/1/2023

Reporting Period End Date: 3/31/2023

Submission Deadline: 3/31/2023 12:00 PM

Allocated Amount: \$8,000,000.00

Do the Funds Need to be Audited?

Before certifying and submitting, it will ask the following:

For almost all cities, be sure to select “no” from the dropdown in these questions or it will not let you submit the report.

If have happen to be a city that has received more than \$750,000 in federal grants within the last FY, answer “Yes” and understand that you will need to complete a Single Audit on the funds you received.

Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?

Alternative Compliance Examination Engagement (ACEE)

For certain entities that may be new to expending more than \$750,000 in federal awards and are now subject to Single Audit Act requirements, the U.S. Department of the Treasury (Treasury), together with the Office of Management and Budget and other stakeholders, developed the Alternative Compliance Examination Engagement (ACEE).

For qualified SLFRF recipients, the ACEE is a voluntary alternative to a required full Single Audit that is less burdensome, but still upholds good stewardship by focusing on Activities Allowed and Unallowed and Allowable Cost/Cost Principles.

Would you like to submit an ACEE instead of the Single Audit?

This is the message you will receive after hitting the “Certify and Submit” button. Click on the “Submit” button.

Project Overview

Total Number of Expenditures: 0

Project Overview Status

	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
Incomplete	0	0	0

Annual March 2022

Reporting Period Start Date: 3/3/2021

Reporting Period End Date: 3/31/2022

Submission Deadline: 4/30/2022 11:59 PM

Allocated Amount:

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties under the False Statements Accountability Act of 1996, as amended, 18 USC 1001.

Are you sure you want to submit?

If you are sure, then click “Submit”

Cancel Submit

Name of Current Sign User:

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Denise Daigle Telephone:

Title: Town Clerk/Treasurer Email:

Back Certify and Submit

After hitting **“Submit”** you will arrive at the **“SLFRF Project and Expenditure Report Survey”** page. You can complete the Survey, but it is not a requirement. If you choose not to complete it, scroll down and select **“Cancel”**.

Treasury COVID-19 Relief Hub

SLFRF Project and Expenditure Report Survey

Thank you for submitting your SLFRF Project and Expenditure Report. Please participate in the SLFRF Project and Expenditure Report Survey below. Your feedback is greatly appreciated and will help improve the reporting process.

1. How satisfied were you with the login and navigation of the portal?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

2. How satisfied were you with manually reporting in the Project and Expenditure Report?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

3. How satisfied were you with reporting via bulk upload in the Project and Expenditure Report?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

4. How satisfied were you with the overall SLFRF reporting experience?

Highly Dissatisfied ★ ★ ★ ★ ★ Highly Satisfied

5. What ways could Treasury improve the SLFRF reporting experience?

[Submit Survey](#)

[Cancel](#)

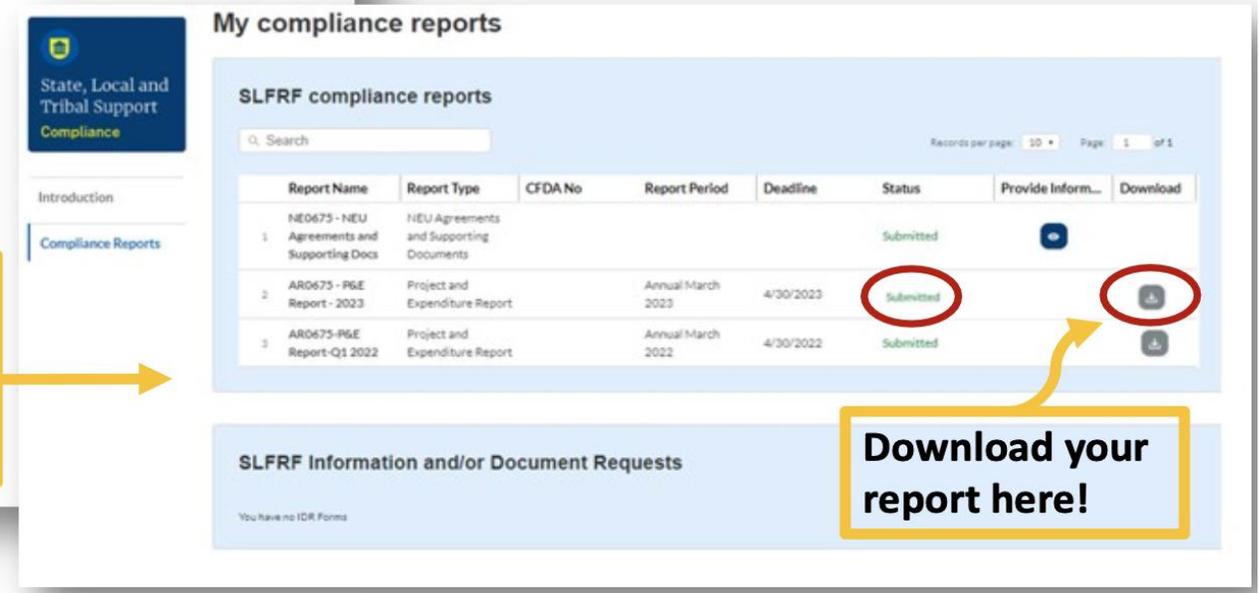
After the “Survey” page you will return to the main Portal page. As a best practice it is recommended to click on “Go to Your Reports” and review the “My Compliance Reports” page to verify that your 2024 Project and Expenditure Report shows as “Submitted” and download a copy of it to save to your ARPA grant file along with the reports for the prior years.



Click here



What your screen should look like once you have successfully submitted your ARPA report:



Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1. NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2. AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		
3. AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

Download your report here!

Closeout Reports

Starting in the fall of 2025, The Department of Treasury has been selecting cities on a random basis to closeout their SLFRF awards early. If you have been invited to closeout early, the Department of Treasury will email you with an invitation.

Closeout Reports Instructions



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)

\$20 billion available for state, territory, and local governments to assist households that are unable to pay their rent.



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	

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&E report.

SLFRF closeout report

SLF-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
4-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.

10. Transactions						
Federal cash:						
a. Cash receipts @					\$100,000.00	
b. Cash disbursements @					\$100,000.00	
c. Cash on hand ((line a minus b) @)					\$0.00	
<i>(Use lines d-o for single grant reporting)</i>						
Federal Expenditures and Unobligated Balance:						
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	
Recipient Share:						
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		
Program Income:						
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		
11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	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.

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) 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

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	Download PDF

Request to closeout

Treasury Portal Assistance

There are self-service resources that can be found at this link, <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/slfrf-self-service-resources> to help troubleshoot login difficulties and address technical issues. If the self-service options do not resolve the problem, the Department of Treasury can be contacted by emailing SLFRF@treasury.gov or by calling (844) 529-9527.

When emailing (or if calling the Department of Treasury) make sure to include the following in your email:

- Your City's Name
- UEI Number
- Federal Tax ID Number
- Your Name and Role with the City

ARPA File Best Practices

Cities are required to file the report annually in April through 2027. It is recommended that more than one person has Authorized Representative for Reporting permission should the primary person be unable to file the report, or the primary person leaves their role with the city.

It is recommended to take these steps as it relates to the ARPA file:

- Put everything in your ARPA folder; if you have not created a file/folder, **CREATE ONE!**
- Write down all logins, passwords and other details for Login.gov, ID.me, and the Treasury portal
- Write down details for all assigned user roles from the Treasury portal
- Print out and put a PDF copy of each completed report you submit in your ARPA file
- Keep all records of funds spent including receipts in this folder
- Prepare a spreadsheet to track ARPA funds spent and obligated for each year and put it in this folder



WHAT QUESTIONS DO YOU HAVE?

Bill Goldy, Iowa League of Cities Consultant

Email: billgoldy@iowaleague.org

Mobile: (970) 222-0611

<https://iowaleague.org/resource/contact-us-on-federal-funding-questions/>