

# 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.



# 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.

**State, Local and Tribal Support**  
Welcome

**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

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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  
SLF-0000

Total SLFRF allocation amount  
\$100,000.00



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

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# Initiate & Confirm Closeout in Treasury Portal - Walkthrough.

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

### Review SF-425 data.

SLFRF Closeout

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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

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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				
<i>(Use lines d-o for single grant reporting)</i>						
<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	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.

## 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



# 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



## 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

