Initiate & Confirm Closeout in Treasury Portal - Walkthrough
Initiate Closeout & Confirm Readiness to Proceed.

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.

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
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, review and confirm data is accurate.

Category	Cumulative Obligations	Cumulative Expenditures
6-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.

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.

No   Yes

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

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