



Coronavirus State and Local Fiscal Recovery Fund (SLFRF)

NEU Project and Expenditure Reporting

March 2024



Table of Contents

- Review of SLFRF Final Rule
- Submitting the Project and Expenditure Report
 - Project and Expenditure Report Overview
 - Setting up Accounts and Assigning Roles
 - Programmatic Data for Awards Less Than \$10 Million



All NEUs must submit their annual Project and Expenditure Report to Treasury by April 30, 2024.

Overview of the SLFRF Final Rule

For Awards Up to \$10 million

Review of the SLFRF Final Rule

On January 6, 2022, Treasury released the SLFRF Final Rule, providing a final set of eligible uses for SLFRF funds. The provision of government services, funded by revenue loss, is the most flexible eligible use.



Provision of Government Services Defined

Treasury clarifies that eligible government services “generally include any service traditionally provided by a government.”



Standard Allowance for Revenue Loss

Treasury will allow recipients a standard allowance for revenue loss of \$10 million.

If you received less than \$10 million in LFRF, we encourage you to allocate your whole award to the revenue loss category.

SLFRF Period of Performance Deadlines

- Recipients of SLFRF funds are required to **obligate all funds by December 31, 2024** and **expend all funds by December 31, 2026**.
- An obligation is defined by Treasury to be an order placed for property and services and entry into contracts, subawards, and similar transactions that require payment. These orders or agreements must be entered into by the end of 2024.
- Expenditures are when funds which have already been obligated are paid out. In other words, no SLFRF funds can be used for anything after the end of 2026.

Prohibited Uses of SLFRF

Recipients may NOT:

- Pay down debt or pay interest on debt with SLFRF money, including debt taken out to partially fund an SLFRF project.
- Deposit SLFRF money into pension funds.
- Use SLFRF money to undermine COVID-19 mitigation practices in line with CDC guidance and recommendations.
- Use SLFRF money for any settlements and judgements.

Compliance

- NEU compliance obligations were in the Award Terms and Conditions you signed when you accepted the LFRF funds. This includes Uniform Guidance Requirements ([2 CFR 200](#)): rules that apply to all federal grant dollars.
- The table below shows the sections of Uniform Guidance which apply to Project under Expenditure Category 6.1

Table 1: Uniform Guidance Subparts which APPLY to NEUs	
Subpart A – Acronyms and Definitions - 200.0 – 200.1	Subpart A contains acronyms used throughout the Uniform Guidance and definitions of significant terms used in subsequent subparts.
Subpart B – General Provisions - 200.100 – 200.113	Subpart B contains extensive background information and rules necessary to the implementation of the Uniform Guidance. It also includes breakdown of which portions of the Uniform Guidance are applicable to different types of awards, contracts, and subcontracts.
Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards – 200.200 – 200.216	Subpart C contains rules and requirements for program planning, announcement, application, and award processes.
Subpart F – Audit Requirements – 200.500 – 200.520	Subpart F contains rules and regulations for the auditing of non-federal entities expending federal awards. NEUs must comply with federal single audit rules which require any non-federal entity which spends \$750,000 or more of federal money during a fiscal year must have a single audit conducted.

Uniform Guidance Desk Reference

- Details on complying with Uniform Guidance can be found in the [Uniform Guidance Desk Reference](#), which is available on the GOFERR website.

Table of Contents

Definitions and Background.....	3
What is a Non-Entitlement Unit of government (NEU)?	3
What is a Prime Recipient?.....	3
How can NEUs spend LFRF?.....	3
How can NEUs NOT spend LFRF?	4
What is Uniform Guidance and how does it apply to LFRF funds?	4
Uniform Guidance for EC 6: Revenue Replacement Projects.....	5
Best Practices.....	10

Note that if you do not categorize your project under EC 6.1, many more Uniform Guidance requirements will apply. Please contact Guidehouse if you choose to not categorize under EC 6.1.

Deadline for NEU Decline-and-transfer Transactions

- Treasury has set a deadline of June 30, 2024 for the State to finalize all NEU decline-and-transfer transactions.
- This only impacts you if your municipality has decided NOT to use their SLFRF allocation.
- If your municipality is planning to decline their SLFRF allocation and you have not notified the State, please let Guidehouse know as soon as possible, and we will connect you with the appropriate person at GOFERR.

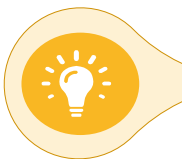
How to Submit the Project and Expenditure Report

March 2024

Project and Expenditure Report Overview

- As detailed in the SLFRF Compliance and Reporting Guidance, all NEUs must submit a Project and Expenditure Report by April 30, 2024.

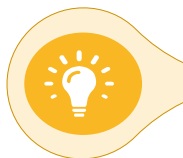
Tier	Recipient	Project & Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By January 31, 2022, and then 30 days after the end of each quarter thereafter	By August 31, 2021, or 60 days after receiving funding, and annually thereafter by July 31
2	States, U.S. territories, metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding		Not required
3	Tribal Governments which received more than \$30 million in SLFRF funding		
4	Tribal Governments which received less than \$30 million in SLFRF funding	By April 30, 2022, and then annually thereafter	
5	States, U.S. territories, metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding		
6	NEUs		



The NEU Project and Expenditure report due on April 30, 2024, will cover the reporting period from **April 1, 2023, through March 31, 2024.**

Accessing the Treasury's Compliance and Reporting Portal

- NEUs can access the Treasury Reporting Portal through the [login.gov process](#).
- Previously, Treasury offered an alternate method of accessing the Portal through ID.me. If you have already created an ID.me account, you should still be able to access the portal through this method.



If you have issues accessing the portal, you should contact Treasury at SLFRP@treasury.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

Create an account

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

General Reporting Overview

- NEUs will be responsible for completing the following screens, which we will walk through in more detail:
 - Introduction/Bulk Templates
 - Recipient Profile
 - Project Overview
 - Recipient Specific
 - Certification
- For EC 6.1 – Provision of Government Services, NEUs will **not** be required to complete the Subrecipients/ Beneficiaries/ Contractors; Subawards/ Direct Payments; or Expenditures screens.



Figure 2 Navigation Bar

Accounts & Assigning Roles

Setting Up Accounts and Assigning Roles

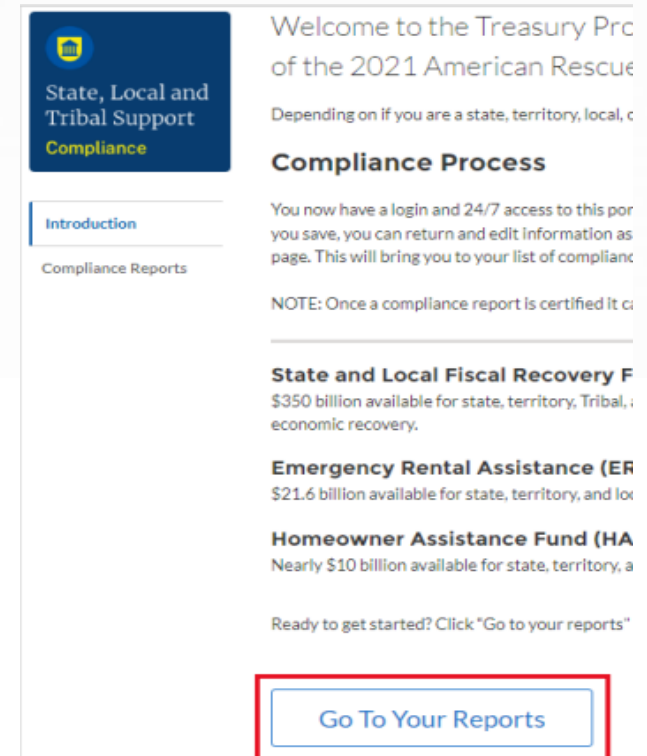
- **All NEUs should already have an Account Administrator** – this would be the point of contact that was provided by the State when NEU information was provided to Treasury.
- The Account Administrator is responsible of designating the three roles to manage the reporting requirements for the program.

Role	Description
Account Administrator	Responsible for maintaining the names and contact information of the designated individuals for SLFRF reporting
Point of Contact for Reporting	Primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting requirements and deadlines
Authorized Representative for Reporting	Responsible for certifying and submitting official reports on behalf of the SLFRF award recipient

Designating SLFRF Points of Contact

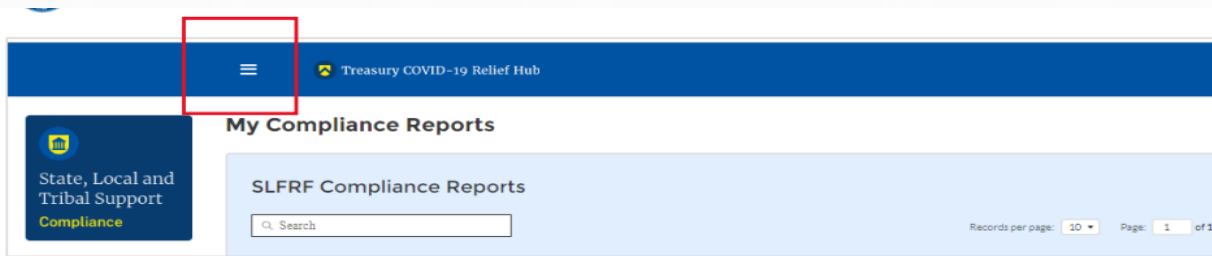
Note that the designation of roles must be done by the Account Administrator

1. Once the Account Administrator has been registered in login.gov they will receive an email from Treasury
 - Click on the link in the email received requesting the POC designations.
 - The link will take you to the Treasury Portal “State, Local, and Tribal Support”.
2. Once on that page, click on the Go to Your Report button at the bottom left of the screen, as indicated in by the red box in the figure on the right:
 - The **Go to Your Reports** button will take you to the Submissions and Compliance Forms page

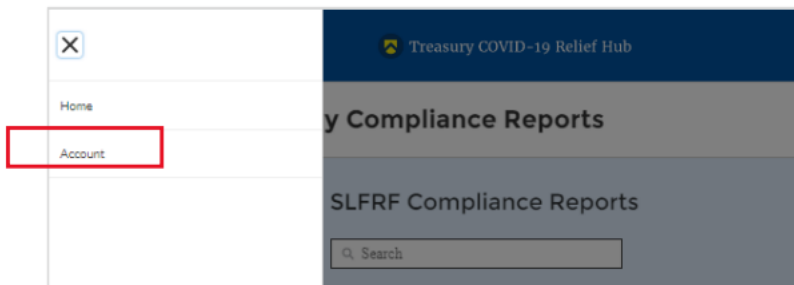


Designating SLFRF Points of Contact

3. Once on the Submissions and Compliance Forms page, click on the three-line navigation icon at the top left of the screen.

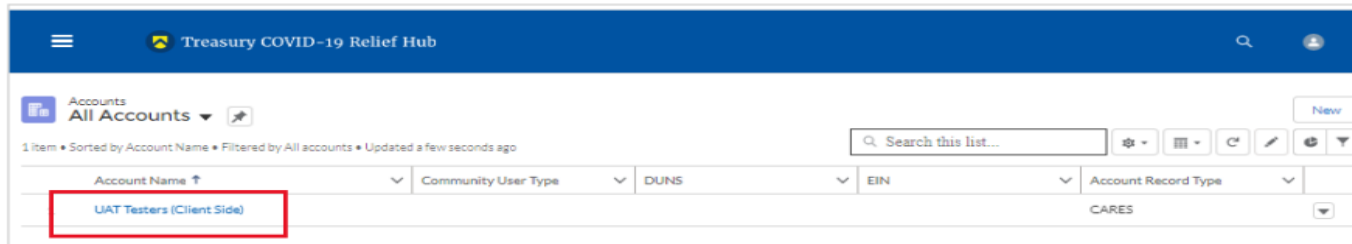


4. Click on "Account" from the drop-down menu

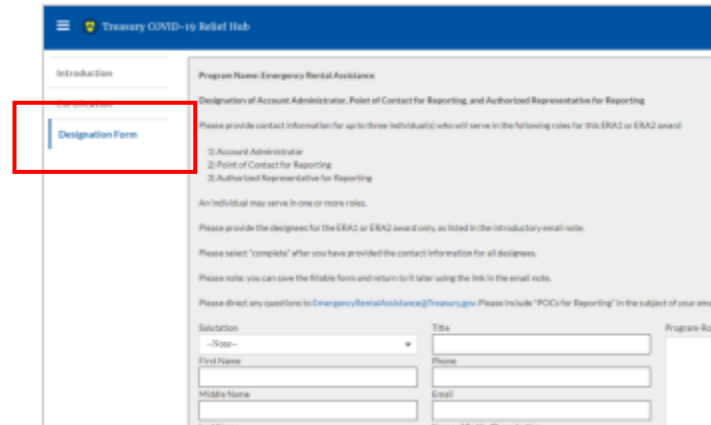
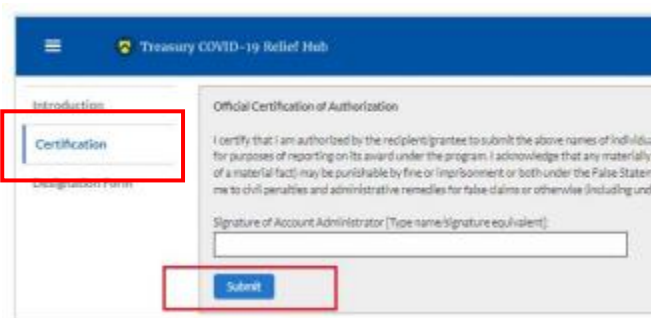


Designating SLFRF Points of Contact

5. Under the “Account Name” heading, click on the name of your organization.



6. When you are ready to key in the names of the designated individuals, you'll first need to complete the Certification tab, as shown below on the left, and then the Designation Form, as shown on the right.



Submitting Programmatic Data

Programmatic Data


When you log into the Treasury portal, you will navigate to “Go To Your Reports” or select “Compliance Reports” from the navigation bar

Look for the SLFRF Compliance Report with the report type “Project and Expenditure Report”

SLFRF Compliance Reports

Search

Records per page: 25 Page: 1 of 1

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informa...	Download
1 SLT-9999 P&E - Q1 2022	Project and Expenditure Report	Test1	Quarter 1 2022 (January - March)	4/30/2022	Draft		

You will be brought to the Introduction and Bulk Upload Templates page. **Note that NEUs do not need to use Bulk Upload templates.** Navigate to the Recipient Profile tab using the navigation bar, answer the relevant questions, and select “Save”

Programmatic Data: Adding New Projects

- Navigate to the Projects Overview tab
- Complete “No Projects Verification”
 - Note that even if you have not decided what your LFRF allocation is going to be used for, it is recommended that you select “My jurisdiction has projects to report”
- If you need to report new projects, select “Add New Project” and enter the relevant project information
 - Project Expenditure Category Group should be 6-Revenue Replacement
 - Project Expenditure Category should be 6.1-Provision of Government Services

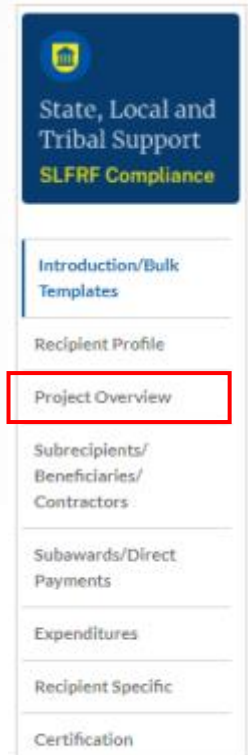


Figure 2 Navigation Bar

A screenshot of the "Add Project" form. The form is titled "Add Project" and has a blue close button in the top right corner. It is divided into sections. The "General Project Information" section contains two dropdown menus: "Project Expenditure Category Group" (set to "6-Revenue Replacement") and "Project Expenditure Category" (set to "6.1-Provision of Government Services"). Below these is a note: "Please note: at this time, obligations and expenditures reported under Expenditure Category: 6.1 Provision of Government Services do not need to have subrecipients, subawards, or expenditures separately reported." The form then has several input fields: "Project Name", "Recipient Project ID", "Adopted Budget", "Total Cumulative Obligations", "Total Cumulative Expenditures", "Current Period Obligations", "Current Period Expenditures", "Program Income Earned", and "Program Income Expended". At the bottom is a large text area for "Project Description". A blue "Add Project" button is located at the bottom right of the form, highlighted with a red rectangular box.

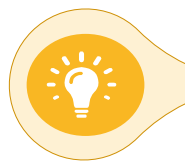
Programmatic Data

Because Expenditure Category 6.1 does not require subrecipient, subaward, or expenditure data for this reporting period, you will be brought back to the Projects tab and the project should show all information as being complete, as indicated by the green checkmarks in the screenshot below.

The screenshot displays the 'My Projects' interface. At the top, there are three status indicators: a green checkmark for 'Complete', a yellow warning sign for 'Warning', and a red flag for 'Not Complete'. Below this, it shows 'Total Number of Projects : 1', 'Total Obligations: \$10,000,000.00', and 'Total Expenditures: \$5,000,000.00'. A blue button labeled 'Add New Project' is visible. A search bar and pagination controls (Records per page: 10, Page: 1 of 1) are also present. A table lists the project details, with the 'Project Status', 'Subaward Status', and 'Expenditure Status' columns highlighted by a red box, each containing a green checkmark. The table data is as follows:

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Categ...	Project Status	Subaward Status	Expenditure Status
1: Test Project - 6.1 Reve...	ABC1001	\$10,000,000.00	\$5,000,000.00	6-Revenue Replacement	Complete	Complete	Complete

At the bottom of the table, there is a 'Download as CSV' link. Navigation buttons for 'Back' and 'Next' are located at the bottom of the page.



Repeat for each LFRF project that you have.

Programmatic Data: Updating Existing Projects

If you have previously reported projects in the Portal, your Project Overview screen will look like the screenshot below.

Project Overview

Recipients are required to enter projects funded through SLFRF funds as part of their Project and Expenditure Report. Projects can be entered, viewed, and updated from this screen.

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.

Due to the expansion of Expenditure Categories (ECs) and additional required fields effective for the April 2022 reporting cycle, the project status indicator on the My Projects screen will display a yellow warning for previously submitted projects until the project expenditure category is confirmed for all projects and new required projects are completed. Users can change a project's EC by clicking the project status indicator in the My Projects list and selecting the new EC. To confirm and save a project's EC, click the save project from the bottom right. Recipients are encouraged to review the Expenditure Categories for previously entered projects to ascertain the Expenditure Category properly reflects the use of funds.

You may need to refresh your browser screen to see your new entries.

My Projects

Total Number of Projects : 3

Total Obligations: \$1,900,000.00

Total Expenditures: \$823,000.00



[Add New Project](#)

Search

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Subaward Status	Expenditure Status
1.1 Vaccine Expenses	110200	\$1,000,000.00	\$725,000.00	3-Public Health	Complete	Complete	Warning
3.4 Clean Water	342020	\$400,000.00	\$100,000.00	3-Infrastructure	Warning	Not Complete	Not Complete
3.16 Broadband	310202	\$500,000.00	\$0.00	3-Infrastructure	Warning	Complete	Complete

Records per page: 10 Page: 1 of 3

[Download as CSV](#)

Click on each yellow  or red  status button for each project to verify or edit the previously uploaded information for each project. Green status buttons signify that the information is complete and verified.

Programmatic Data

Navigate to the “Recipient Specific” tab

Complete the Revenue Replacement Key Inputs. Be sure to:

- Select Yes for the first question
- Enter your total allocation in “Revenue Loss Due to COVID-19 Public Health Emergency
- If you have already completed this step in a previous report, you will have to verify the information entered

Revenue Replacement Key Inputs [Import Previous Report Data](#)

* 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?
Yes

If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.

If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.

* Revenue Loss Due to Covid-19 Public Health Emergency

* Were Fiscal Recovery Funds used to make a deposit into a pension fund?
--None--

* Please provide an explanation of how revenue replacement funds were allocated to government services

Explanation

Salesforce Sans 12

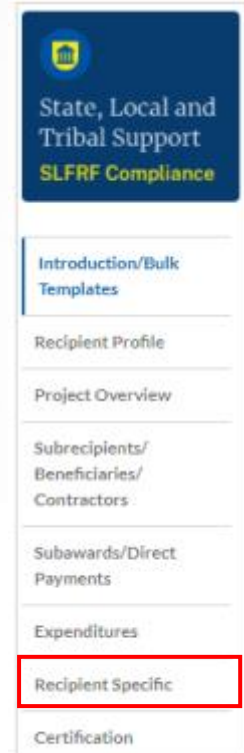


Figure 2 Navigation Bar

Close Out Question

- Treasury released the following guidance on March 12, 2024 regarding the close out of ARPA SLFRF awards.
- “For some recipients, whose total SLFRF award is equal to total SLFRF expenditures, there will be a close out question available. This question will read **“Have you spent your full SLFRF award and are ready to close out the award? If you are ready to close out, please be aware that this is not your final report.”**”
- “Included in forthcoming guidance will be information on how to close out your SLFRF award, including completion of the final report.” **Recipients should respond accordingly and await additional guidance from Treasury regarding close out procedures.** Please note that responding to this question does not initiate the close out process; rather it will help Treasury communicate more directly with recipients as we design and implement the close out process.”

Programmatic Data

9. Certify & Submit!!

Certification

Review

Total Obligations: \$10,000,000.00 Total Expenditures: \$5,000,000.00

Total Number of Projects: 1
Total Number of Subawards: 0
Total Number of Expenditures: 0

Project Overview Status

	Project Status	Subaward Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

Name of Current Login 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: Christopher Sun Telephone:
Title: Reporting Lead Email:

[Back](#) [Certify and Submit](#)

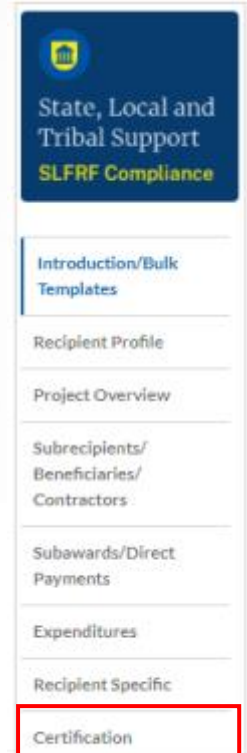


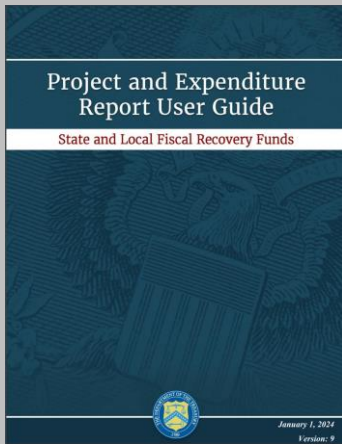
Figure 2 Navigation Bar

Key Takeaways

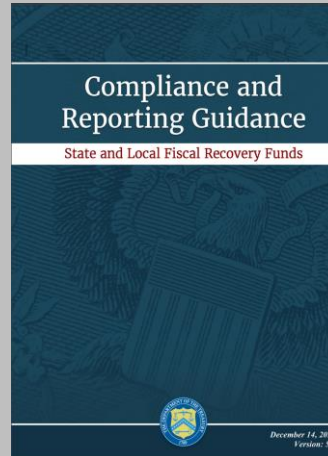
Key Takeaways

1. Please assign your projects to **E.C 6.1 – Provision of Government Services**
2. Although Treasury has not asked for it for this round of reporting, please internally track your subrecipient, subaward and aggregate expenditure data
3. All SLFRF funds must be **completely obligated by 12/31/2024** and **completely expended by 12/31/2026**.
4. If you face any technical difficulties with the portal, please contact Treasury using the following email address: SLFRP@treasury.gov

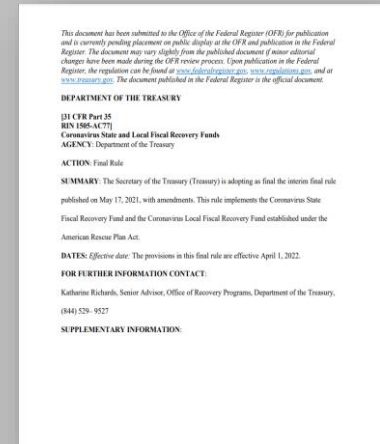
Additional Resources



SLFRF Project and Expenditure Report User Guide v9.0, U.S. Treasury
[Click Here to Access](#)



SLFRF Compliance and Reporting Guidance v5.4, U.S. Treasury
[Click Here to Access](#)



Coronavirus State and Local Fiscal Recovery Funds Final Rule, U.S. Treasury
[Click Here to Access](#)

U.S. Treasury Webinar on Designating Roles and Uploading Supporting Documentation | [Click Here to Access](#)
U.S. Treasury Webinar on Reporting Under Revenue Replacement | [Click Here to Access](#)

Your Guides

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