



**State and Local Fiscal Recovery Funds (SLFRF)**  
**Tier 5 Project & Expenditure Reporting**  
**Tutorial**

**Kansas Office of Recovery**

**April 2025**

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# State and Local Fiscal Recovery Funds (SLFRF) Review

The State and Local Fiscal Recovery Funds (SLFRF) program is a **federal** COVID-19 relief grant program created through the American Rescue Plan Act (ARPA) in 2021. The SLFRF program is administered by the U.S. Department of the Treasury.

The SLFRF program is separated into the **State Fiscal Recovery Funds (SFRF)** and **Local Fiscal Recovery Funds (LFRF)**. LFRF recipients include metropolitan cities, counties, and Non-Entitlement Units (NEUs) of local government. Metropolitan cities are considered cities with populations greater than 50,000. NEUs are considered cities with populations less than 50,000.

All LFRF recipients received an award allocation based on their population directly from Treasury. LFRF recipients are each considered prime (direct) recipients of those funds from the federal government. Payments were distributed in 2021 and 2022.

Due to their sizes, NEUs received their LFRF allocations through the State on Treasury's behalf. The State's role was only to assist Treasury in distributing these funds to smaller governments; they are still federal funds with no state discretion or authority. NEUs are still considered prime recipients of LFRF dollars.

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# Compliance & Reporting Overview

*Disclaimer: The Kansas Office of Recovery is not affiliated with any federal agencies. The following guidance does not constitute legal advice or confirm compliance with all federal regulations. This document was last updated on 4/11/25, and updates to Treasury's reporting guidance may have incurred since then.*

# SLFRF Recipient Requirements (1/2)

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Per the Terms and Conditions outlined by Treasury, each SLFRF recipient is bound to the following:

- **Project and Expenditure Reporting.** All recipients are required to periodically submit Project and Expenditure Reports reflecting their fund uses to Treasury. The Project and Expenditure Report is completed either quarterly or annually depending on the recipient's allocation.
- **Obligation and Liquidation.** Recipients must have obligated their entire award by December 31, 2024, and must liquidate (expend) their entire award by December 31, 2026.
  - Since the obligation deadline has now passed, recipients should be positioned to report their entire award as obligated in this report. Any funds left unobligated in this report will be required to be returned to Treasury.
  - An obligation is a binding agreement with another party requiring payment at some point, such as a contract, purchase order, subaward, interagency agreement (with conditions), etc. Non-binding items such as plans, documented minutes, budgets, motions, fund transfers, or appropriations do not count as obligations.
  - If you have award funds remaining, they all should currently be under agreement to be spent some time before the end of 2026. Expending funds sooner than later is recommended.

# SLFRF Recipient Requirements (2/2)

- **Eligible fund use.** Funds may be used under the Expenditure Categories outlined on [Slide 8](#). Funds specifically may not be used:
  - To offset a reduction in net tax revenue
  - To make deposits into a pension funds
  - To service debt
  - To replenish rainy day funds or financial reserves
  - To satisfy a settlements or judgments
  - To undermine practices to mitigate the spread of the COVID-19 pandemic
  - In violation of Uniform Guidance conflict-of-interest requirements or other applicable laws (Civil Rights, Americans with Disabilities, Fair Housing, etc.)
- **SAM.gov Registration.** Each recipient is required to have both a Unique Entity Identifier (UEI) and active registration in SAM.gov (System for Award Management). Obtaining a UEI is the first step to registration. If your government entity is not actively registered, you will need to register it. You may refer to the Kansas Office of Recovery's [UEI Assignment Job Aid](#) to begin with obtaining a UEI. Complete full registration once a UEI is assigned.
- **Record Retention.** Recipients must retain all SLFRF records for a period of five years after the award is closed out.

# Project and Expenditure Reporting

The Project and Expenditure Report reflects recipients' cumulative SLFRF obligations and expenditures.

All SLFRF recipients are classified by **reporting tiers** based on population and total award allocation. Tier 1, 2 and 3 recipients report quarterly. Tier 4 and 5 recipients report annually. Tier 5 recipients are the focus of this guidance.

The annual Project and Expenditure Report opens in early April and is due by **April 30<sup>th</sup>** each year. Annual reporters are required to continue submitting until their award is closed out, even if they are fully expended with their award or have no new activity to report. As of April 2025, Treasury's closeout process is not yet finalized or available to any SLFRF recipients.

Tier	Recipient
1	<ul style="list-style-type: none"><li>States</li><li>U.S. territories</li><li>Cities and counties with 250,000 residents or more</li></ul>
2	<ul style="list-style-type: none"><li>Cities and counties with less than 250,000 residents but greater than \$10 million in SLFRF award</li></ul>
3	<ul style="list-style-type: none"><li>Tribal governments with greater than \$30 million in SLFRF award</li></ul>
4	<ul style="list-style-type: none"><li>Tribal governments with less than \$30 million in SLFRF award</li></ul>
5	<ul style="list-style-type: none"><li>Cities and counties with \$10 million or less in SLFRF award</li></ul>

# Expenditure Categories and Revenue Replacement (1/2)

All SLFRF recipients have the ten Expenditure Categories shown to the right as options for eligible fund uses. Each category has multiple subcategories encompassed for specific allowances. Tier 5 recipients can and are recommended to report all of their fund uses under **Revenue Replacement**, Expenditure Category #6.

Revenue Replacement is the most flexible Expenditure Category. Excluding the ineligible uses outlined on [Slide 6](#), funds under this category may be used for any government services the recipient prefers.

Reporting under Revenue Replacement also requires the least amount of information to be submitted. However, you still must be able to report and describe the specific activities your entity has used its funds for under this category. Revenue Replacement does not allow you to deposit SLFRF dollars into an existing fund without having to track them.

Expenditure Categories
1. Public Health
2. Negative Economic Impacts
3. Services to Disproportionately Impacted Communities
4. Premium Pay
5. Infrastructure
<b>6. Revenue Replacement</b>
7. Administrative and Other
8. Natural Disasters
9. Surface Transportation
10. Title I Projects



# Expenditure Categories and Revenue Replacement (2/2)

SLFRF recipients must either claim the **Standard Allowance** of up to \$10 million of their award under Revenue Replacement, or they must calculate their full pandemic revenue loss as their own allowance to claim under this category. The standard allowance is the maximum amount that an entity can claim under Revenue Replacement by default. The alternative revenue loss calculation is generally only necessary if an entity may have had pandemic revenue loss greater than \$10 million.

As recipients of less than the standard allowance of \$10 million, all Tier 5 entities may automatically claim their entire award under Revenue Replacement. These recipients therefore have no need to manually calculate revenue loss and are recommended claim the standard allowance.

The recipient's election between these two choices is made on the 'Recipient Specific' page of the Project and Expenditure Report.

Expenditure Categories
1. Public Health
2. Negative Economic Impacts
3. Services to Disproportionately Impacted Communities
4. Premium Pay
5. Infrastructure
<b>6. Revenue Replacement</b>
7. Administrative and Other
8. Natural Disasters
9. Surface Transportation
10. Title I Projects

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# Treasury Portal Navigation & Designations

# Treasury Portal Roles



The Project and Expenditure Report is submitted through Treasury's submission portal. Users must be assigned portal roles on behalf of their government entity in order to access the portal. The three available portal roles are as follows:

**Point of Contact:** Individuals with this role receive official Treasury correspondence and notifications related to SLFRF reporting. A Point of Contact may access Project and Expenditure Reports, but they cannot submit them.

**Authorized Representative:** Individuals with this role certify and submit the Project and Expenditure Reports. Unlike a Point of Contact or Account Administrator, an Authorized Representative can complete *and* submit Project and Expenditure Reports. The report can only be submitted by an individual with this role.

**Account Administrator:** Individuals with this role manage the recipient entity's portal roles and designations. If there has been staff turnover in the recipient's portal roles or if any is soon expected, the Account Administrator must update roles accordingly. Failure to grant needed portal roles creates administrative difficulties. Like a Point of Contact, an Account Administrator also may access Project and Expenditure Reports, but they cannot submit them.

These roles can each be held by different individuals, or a single person can hold more than one. There may also be more than one of each role per entity.

# Signing In

To access Treasury's submission portal, users must first be registered in either **Login.gov** or **ID.me**. Both are secure login services used in various government websites.

You must use one of the below links to sign in. If you personally have not registered with either login service, you will need to do so first. If registering, Login.gov is recommended as the more user-friendly option.

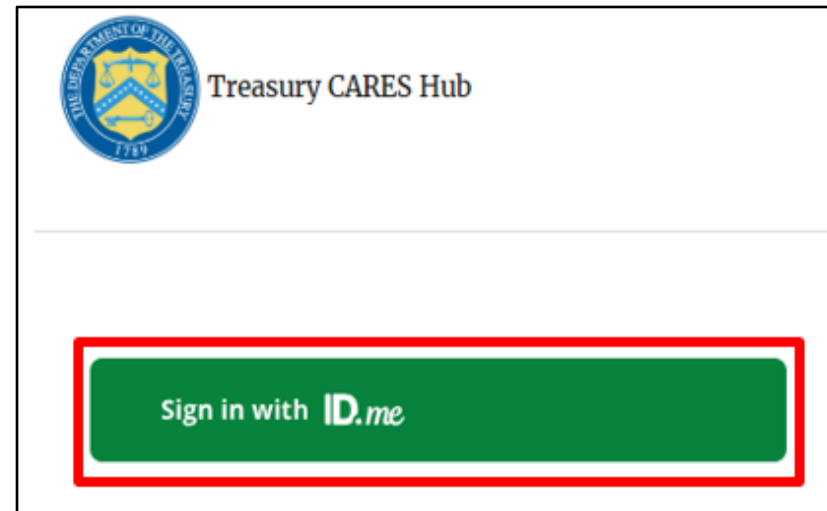
**Login.gov portal link:**

<https://portal.treasury.gov/compliance>



**ID.me portal link:**

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



# Portal Access

If you come to the below screen requesting an **Account Identifier** after signing in, you have not been granted portal access. If you do not come to this screen, skip to [Slide 20](#).

If your entity has an active Account Administrator able to grant you portal access, move to [Slide 14](#). If your entity does not have an active Account Administrator to grant you access, skip to [Slide 19](#).



We could not find a contact in the system based on the email provided. Please verify by providing the following contact information.

· First Name

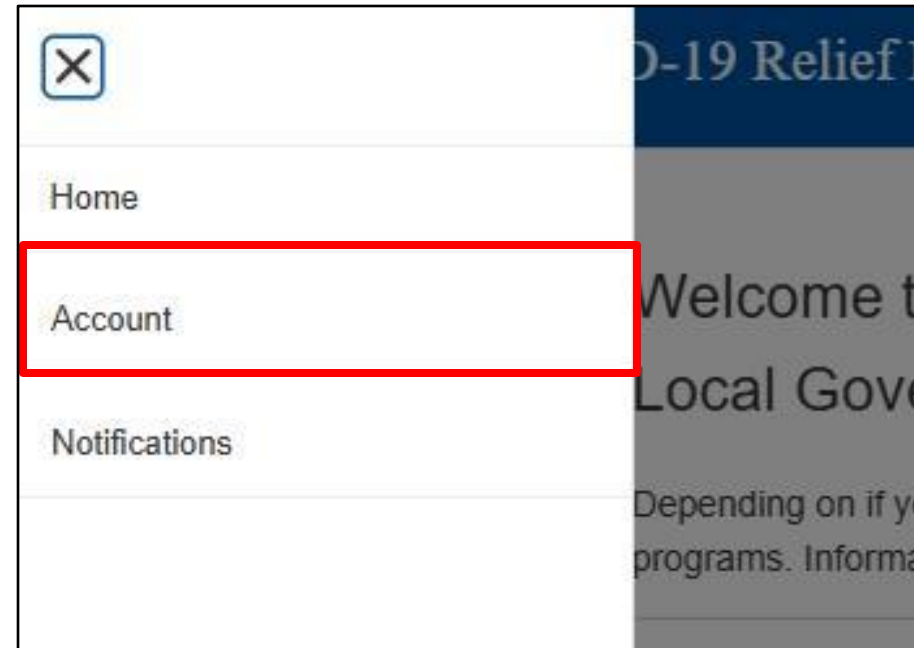
· Last Name

· Account Identifier

Verify

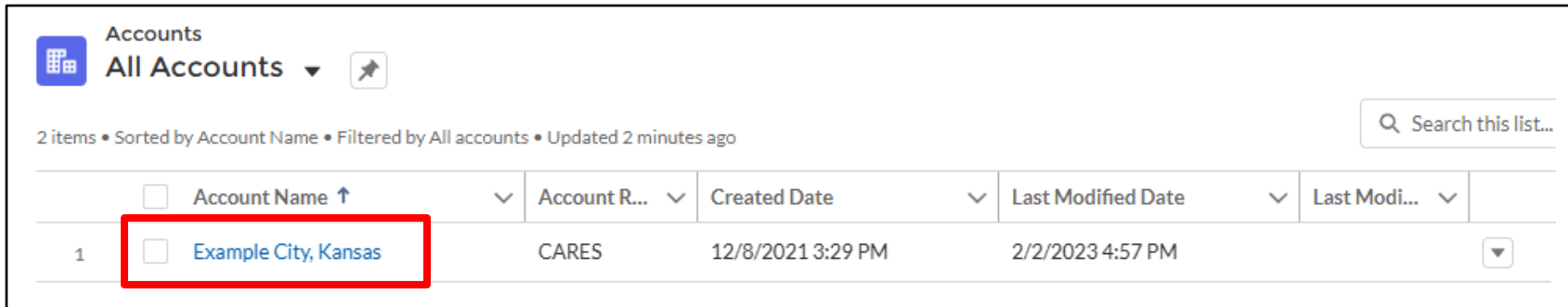
# Portal Role Assignment With Account Administrator (1/5)

If your entity has an Account Administrator able to manage reporting designations, they will need to assign your portal roles. To manage the entity's roles, the Account Administrator will log into the portal using the corresponding link on [Slide 12](#), click the three horizontal lines in the upper-left corner of the Treasury COVID-19 Relief Hub homepage, then click 'Account.'



# Portal Role Assignment With Account Administrator (2/5)

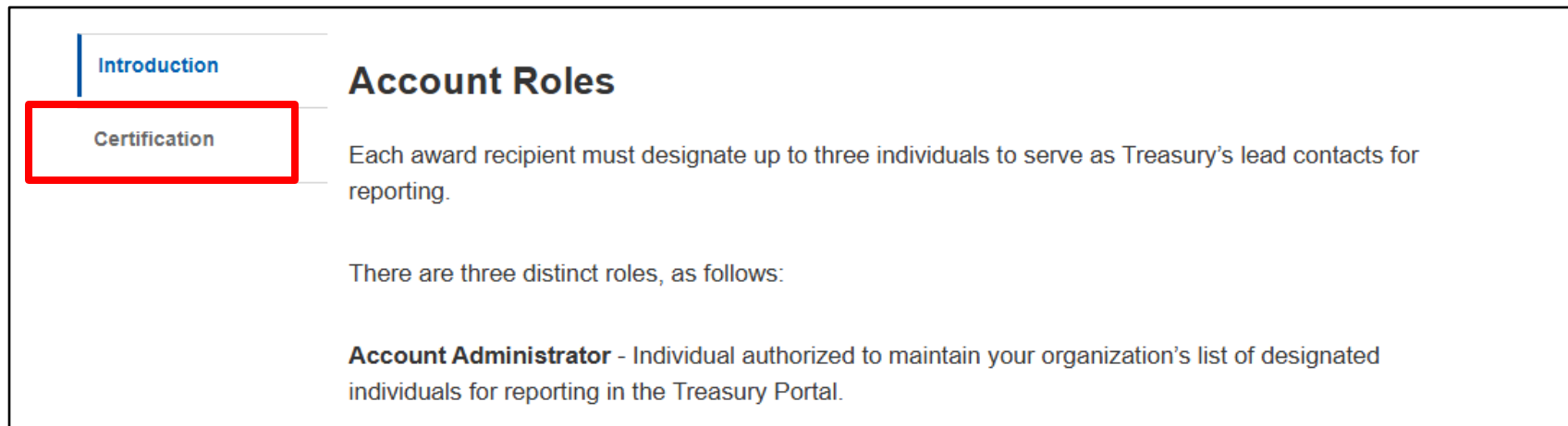
From the 'All Accounts' dashboard, select the account corresponding to the government entity whose roles you are trying to manage.



The screenshot shows the 'Accounts' section of a dashboard. At the top, there is a search bar with the text 'Search this list...'. Below the search bar, there is a table with the following columns: 'Account Name', 'Account R...', 'Created Date', 'Last Modified Date', and 'Last Modi...'. The table contains one row with the following data: '1', 'Example City, Kansas', 'CARES', '12/8/2021 3:29 PM', and '2/2/2023 4:57 PM'. The 'Example City, Kansas' cell is highlighted with a red box.

<input type="checkbox"/>	Account Name ↑	Account R...	Created Date	Last Modified Date	Last Modi...
1	<input type="checkbox"/> Example City, Kansas	CARES	12/8/2021 3:29 PM	2/2/2023 4:57 PM	

You will then land on an Account Introduction page with user instructions. Click the 'Certification' tab.



The screenshot shows the 'Account Roles' page. On the left side, there are two tabs: 'Introduction' and 'Certification'. The 'Certification' tab is highlighted with a red box. The main content area is titled 'Account Roles' and contains the following text: 'Each award recipient must designate up to three individuals to serve as Treasury's lead contacts for reporting.' and 'There are three distinct roles, as follows:'. Below this, there is a definition for 'Account Administrator': 'Individual authorized to maintain your organization's list of designated individuals for reporting in the Treasury Portal.'

# Portal Role Assignment With Account Administrator (3/5)

Read the Official Certification of Authorization, type your first and last name, then submit. Once submitted, a third 'Designation Form' tab will appear. Click on that tab.

Introduction

Certification

**Designation Form**

### Official Certification of Authorization

I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator [Type name/signature equivalent]:

John Smith

Submit

On the Designation Form tab, scroll to the Designee/Contacts list. Click the 'Add a New Contact' button to grant roles to a new user. You may also click the pencil icon next to existing users if you wish to edit their information.

### Submission and Reporting Access for Authorized Representatives

By Default, the Authorized Representative Role includes **access to both submission and reporting**. The Account Administrator may revoke access from either submission or reporting.

#### Designee/Contacts

Add a New Contact

Name	Title	Roles	Communication Roles	Edit
John Smith		SLFRF - Account Administrator SLFRF - Authorized Representative		



# Portal Role Assignment With Account Administrator (4/5)

Enter the new contact's information accordingly. Select the role(s) they will need from the dropdown menu, then click 'Add New Contact.' Note that the Account Administrator cannot change a contact's email address once it is entered and saved. If a contact's email address needs updated, you will need to email [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov).

To edit an existing contact's information, return to the Designee/Contacts list and click the pencil corresponding to the contact. Update any non-grayed fields as needed. To remove a contact's permissions, deselect their portal roles and save. You cannot delete any previous contacts from the contacts list; deselecting roles is the only way to remove someone.

**Add a New Contact**

Salutation: --None--  
First Name: Mary  
Middle Name:   
Last Name: Smith  
Title: City Clerk  
Name of Entity/Organization: City of Example City  
Phone: (785) 555-5555  
Email: example@example.com

Select all Roles this designee can apply

- No Options Selected
- SLFRF - Account Administrator
- SLFRF - Point of Contact for Reporting
- SLFRF - Authorized Representative
- SLFRF - Communications Only

Cancel Add New Contact

**Edit**

Salutation: --None--  
First Name: Mary  
Middle Name:   
Last Name: Smith  
Title: City Clerk  
Name of Entity/Organization: City of Example City  
Phone: (785) 555-5555  
Email: example@example.com

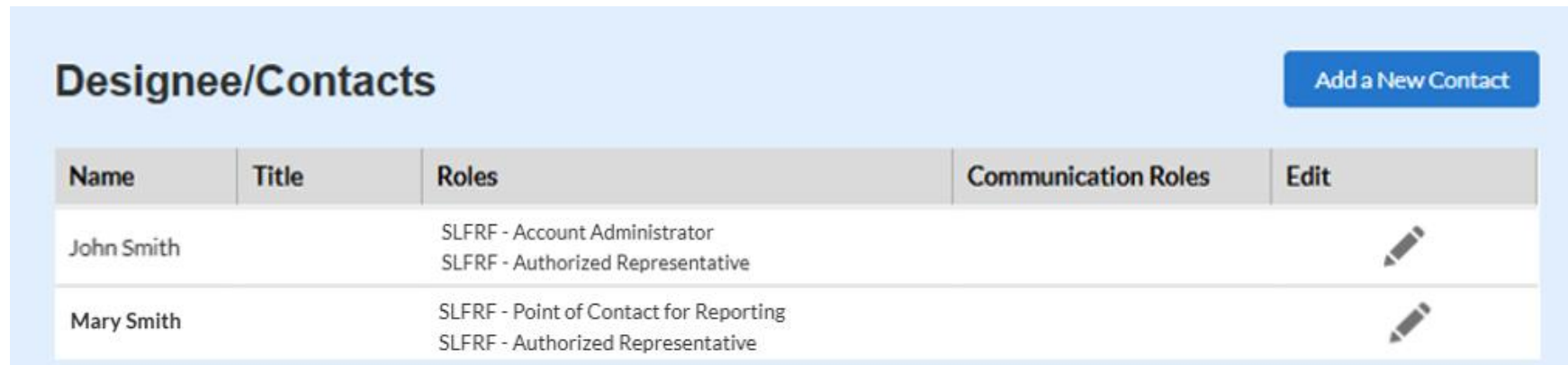
Select all Roles this designee can apply



- No Options Selected
- ✓ SLFRF - Account Administrator
- ✓ SLFRF - Point of Contact for Reporting
- ✓ SLFRF - Authorized Representative
- SLFRF - Communications Only

Cancel Save

## Portal Role Assignment With Account Administrator (5/5)

Once new contact(s) are added and/or information is updated as needed, all users who need access should be able to get into the portal without an Account Identifier. Review the Designee/Contacts list to ensure everyone necessary is listed.



Name	Title	Roles	Communication Roles	Edit
John Smith		SLFRF - Account Administrator SLFRF - Authorized Representative		
Mary Smith		SLFRF - Point of Contact for Reporting SLFRF - Authorized Representative		

Once all is confirmed, return to the portal homepage by clicking the 'Treasury COVID-19 Relief Hub' banner title at the top of the screen. Skip to [Slide 20](#) afterward.



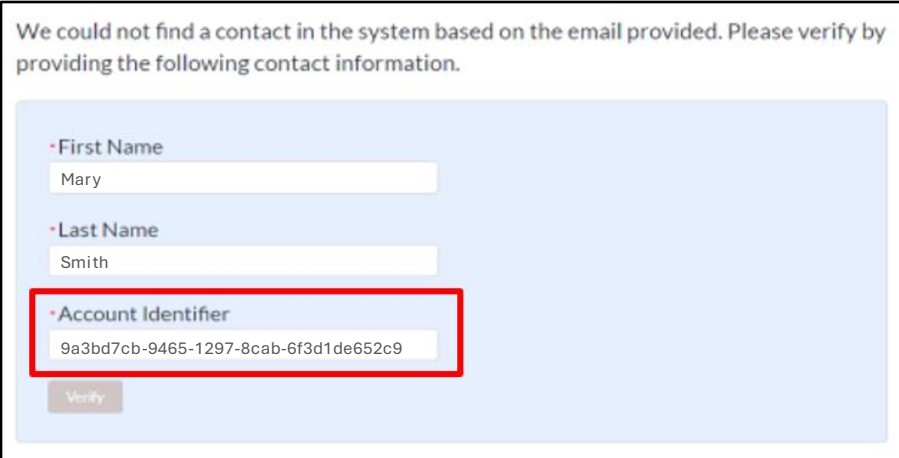
# Portal Role Assignment Without Account Administrator

If you need an Account Identifier for portal access and your entity does not have an active Account administrator to manage reporting designations, you will need to request roles from directly from Treasury.

To request roles from Treasury, email [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov) with the subject “[Entity Name], Kansas – SLFRF Account Access.’ State your full name, title, email address, and phone number in the message. Explain that city staff rotation has prevented you from receiving the portal roles needed to complete your entity’s reports, then list the roles (Point of Contact, Authorized Representative, and/or Account Administrator) you will need. To expedite the process, include your entity’s DUNs number and Employer Identification Number (EIN) in the email for verification.

You will not be able to proceed until Treasury grants the Account Identifier, so it is important to visit the portal and contact Treasury if needed as soon as possible. Portal issues will not negate the 4/30 reporting deadline.

Once Treasury provides the Account Identifier via email, log back into the portal and enter the required fields accordingly. Click ‘Verify’ when done. Move to [Slide 20](#) afterward.



We could not find a contact in the system based on the email provided. Please verify by providing the following contact information.

• First Name  
Mary

• Last Name  
Smith

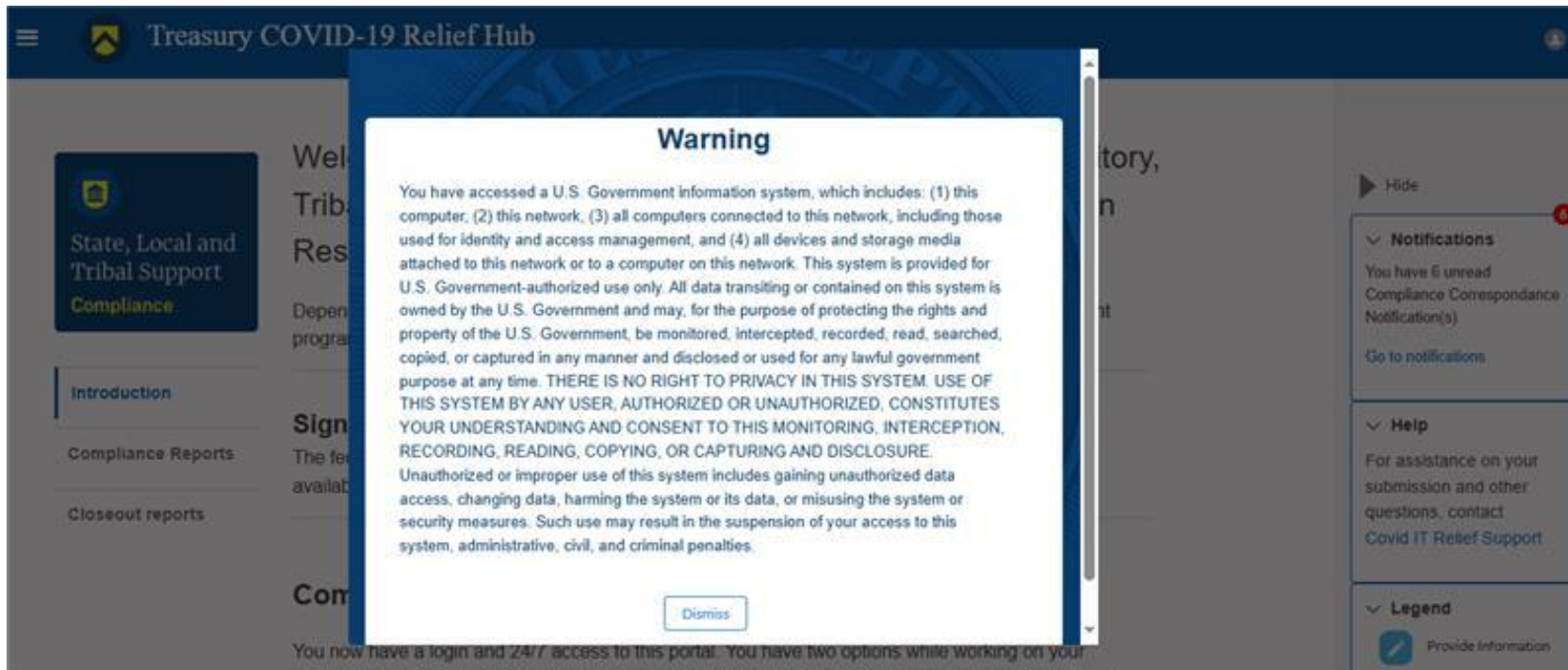
• Account Identifier  
9a3bd7cb-9465-1297-8cab-6f3d1de652c9

Verify

# Treasury Portal Homepage (1/2)

After logging into the portal with necessary access, you will land on the **Treasury COVID-19 Relief Hub** homepage. You will first see the below warning popup. Read then dismiss.

If you receive a 'Single Sign-On Error' after logging in, close the browser tab and reopen the portal in another.



# Treasury Portal Homepage (2/2)

From the Treasury COVID-19 Relief Hub homepage, click the 'Compliance Reports' tab from the menu on the left side of the screen.

**Treasury COVID-19 Relief Hub**

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

**State, Local and Tribal Support Compliance**

**Introduction**

**Compliance Reports**

Closeout reports

**Signed agreements**

The federal award agreement that your organization signed with the Office of Capital Access is available in this section.

**Compliance Process**

**Hide**

**Notifications** 6

You have 6 unread Compliance Correspondence Notification(s).

[Go to notifications](#)

**Help**

For assistance on your submission and other questions, contact [Covid IT Relief Support](#)

# Reports Dashboard

From the Compliance Reports tab, scroll to the 'SLFRF compliance reports' table. To enter the current report, click the blue pencil icon shown in the entry for the 'Annual March 2025' report period. You may also view past reports submitted by clicking the corresponding eye (dark blue) or download (gray) icons.

Refresh the page if your Compliance Reports tab is blank. If it is still blank afterward, it is another indicator of portal roles not being assigned. In this case, you will need to have an Account Administrator for your entity assign roles to you as guided on [Slides 14-18](#). If this is not an option, contact Treasury as guided on [Slide 19](#).

### 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 KDNEU 140 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2 KDNEU 140 - P&E Report - 2025	Project and Expenditure Report		Annual March 2025	4/30/2025	Draft		
3 KDNEU 140 - P&E Report - 2024	Project and Expenditure Report		Annual March 2024	4/30/2024	Submitted		
4 KDNEU 140 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		

### My compliance reports

State, Local and Tribal Support Compliance

Introduction

**Compliance Reports**

Closeout reports

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# Project & Expenditure Report Walkthrough

# Quick Reference

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## [Introduction & Bulk Upload Templates](#)

### Recipient Profile

- [Fiscal Year End Date](#)
- [SAM.gov Registration](#)
- [Point of Contact List](#)

### Project Overview

- [General](#)
- [Projects Verification](#)
- [Project Dashboard](#)
- [Add New Project](#)
- [Colored Status Boxes](#)
- [Edit Project](#)
- [Remove Project](#)
- [Lock Project](#)
- [Review Projects](#)

### Recipient Specific

- [General](#)
- [Revenue Replacement Key Inputs](#)

### Certification

- [Closeout Notice](#)
- [Project Review](#)
- [Single Audits](#)
- [Certify and Submit](#)
- [Download Report](#)



# Introduction and Bulk Upload Templates

Once in the report, you will land on the first 'Introduction and bulk upload templates' tab. This page reviews general information about the Project and Expenditure Report and basic instructions for completing it.

The bulk upload function of this page is only relevant to those reporting non-Revenue Replacement projects. If you are fully reporting under Revenue Replacement (recommended for Tier 5 recipients), there will be nothing for you to complete on this page.

Proceed to the following 'Recipient Profile' tab. To move forward, either manually click on the next tab from the left menu, or scroll to click 'Next' in the bottom-right corner of the page.

**State, Local and Tribal Support  
SLFRF Compliance**

## Introduction and bulk upload templates

Welcome to the project and expenditure report form.

SLFRF recipients will complete the required sections of the project and expenditure report using the left navigation bar to complete the relevant sections.

To ensure you correctly complete your reporting requirements, we encourage you to use the following link to access the 'User guide' for a reference.

[User guide](#)

For recipients filling this form out for the first time, and who are receiving less than \$10 million in total SLFRF allocations, there are just two key decisions recipients must know to complete this report in just a few minutes.

**1. Does your jurisdiction have projects to report?**

- If "no", you will simply be asked on the "Project overview" page to answer "My jurisdiction does NOT have projects to report," And to provide a quick explanation.
- If "yes", you will be prompted on the "Project overview" page to create records of your project(s) and any associated spending activity. Note: if you have previously created a project, it will be presented on this page and you will only need to update any current reporting period obligations and expenditures fields. If no activity has taken place in the reporting period, you should enter "0".
- If you have projects to report, all of your projects should be reported under Expenditure Category Group "6-Revenue Replacement".

[Next](#)

# Recipient Profile – Fiscal Year End Date (1/4)

The Recipient Profile page lists key information associated with the recipient as a government entity. Contact [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov) if any information listed is incorrect.

In the 'Fiscal year end date' field, enter your entity's end date for Fiscal Year 2025. Your fiscal year end date is not the same as the reporting period end date of 3/31/25.

It is recommended to select your fiscal year end date using the calendar icon rather than manually typing it in. Typing the date may cause technical issues.

**NOTE:** If your Fiscal Year End Date field is grayed out, return to enter it after completing the '[Recipient Specific](#)' page.

**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	TDS9P63D0359	Recipient ID	RCP-123456
TIN	123456789	Address	123 ABC St
Legal entity name	EXAMPLE, CITY OF	Address 2	
Recipient type	Metro City or County	Address 3	
FAIN		City	Example city
CFDA No.		State/territory	KS
Fiscal year end date	<input type="text"/>	Zip5	66123
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		

## Recipient Profile – SAM.gov Registration (2/4)

The bottom of the Recipient Information section will ask about your entity's SAM.gov registration. If your entity has a UEI that is missing or different from what is shown at the top of this section, enter it in the field indicated to the right. Skip if inapplicable.

Pursuant to 2 CFR Part 25, recipients must maintain a current and active registration in SAM.gov until the recipient submits all final reports required under this Federal award. Before submitting your report, recipients should verify the UEI is accurate and check the current status of your government's SAM.gov registration [here](#). If your registration status is "Inactive Registration" or "ID Assigned", you do not have an active SAM registration and will need to take action to ensure your status updates to "Active Registration." If Treasury has an incorrect UEI for your government, type the correct UEI in the following field.

Updated recipient entered UEI

For the following question, if your entity is registered in SAM.gov, select 'Yes,' then skip to [Slide 29](#). No additional questions will appear. If your entity is not registered in SAM.gov, select 'No,' then move to [Slide 28](#).

If you are unsure of your entity's registration status, you may confirm at <https://sam.gov/search/>.

\* Is the recipient registered in SAM.gov?

--None--

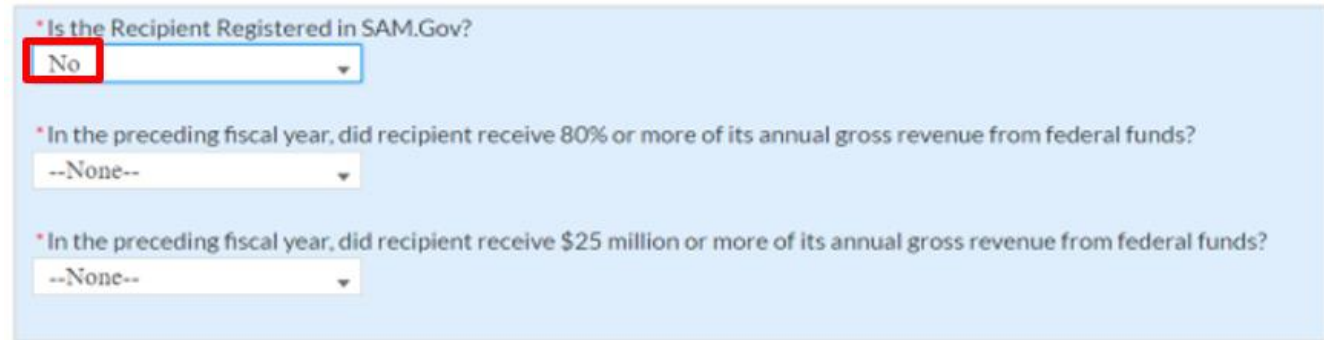
✓ --None--

Yes

No

## Recipient Profile – SAM.gov Registration (3/4)

If you answer 'No' to the question shown to the right, two additional questions about federal grant money received in Fiscal Year 2024 (if any) will appear. Answer accordingly. Remember that LFRF dollars were only received in 2021 and 2022.

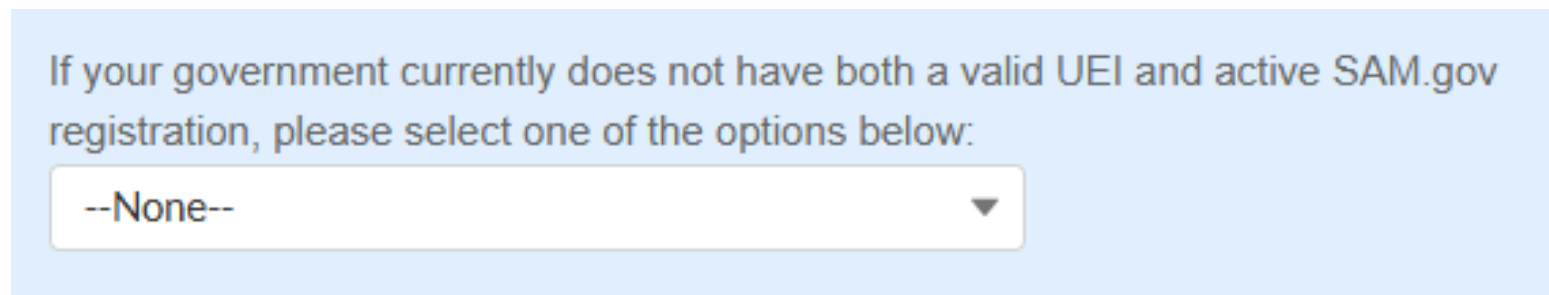


\* Is the Recipient Registered in SAM.Gov?

\* In the preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?

\* In the preceding fiscal year, did recipient receive \$25 million or more of its annual gross revenue from federal funds?

You will see the below question appear as well. Select the answer most applicable to your circumstance. This question is not required, but completing it is recommended. Ensure to register your entity after submitting this report.



If your government currently does not have both a valid UEI and active SAM.gov registration, please select one of the options below:

## Recipient Profile – Point of Contact List (4/4)

At the bottom of the Recipient Profile page will be a Point of Contact list. If all needed users are listed with correct information, mark the box indicating that the contacts (“POC’s”) are accurate. Outdated contacts still being shown does not make the list inaccurate; remember that you cannot fully delete any previous contacts from your entity’s account. Only leave the box unselected if certain individuals are missing or are listed with incorrect information.

If you leave the box blank, an Account Administrator will need to return to the contacts list through the entity’s Account dashboard and update information as needed.

Move to the next tab when done on Recipient Profile.

**Point of contact list**

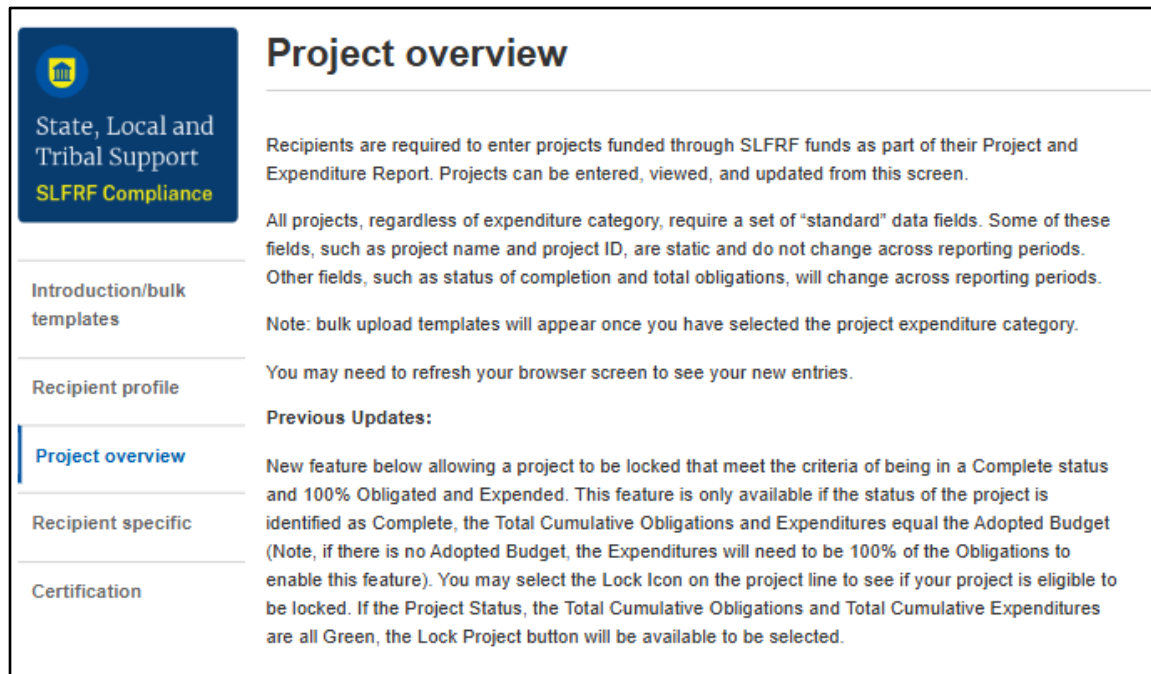
Name	Title	Phone	Email	Roles
1 John Smith		(620) 555-5555	example1@example.com	SLFRF - Account Administrator; SLFRF - Authorized Representative
2 Mary Smith		(785) 555-5555	example2@example.com	SLFRF - Account Administrator; SLFRF - Point of Contact for Reporting; SLFRF - Authorized Representative

\* Are the POC's accurate

# Project Overview – General (1/18)

The Project Overview tab is where you will report your project information. Projects are the activities your entity has used its SLFRF dollars for.

To complete this page, you will need to know each specific project your entity has used its SLFRF dollars for, the obligation and expenditure amounts for each project, the timeline for each project, and a general description for each project. You will need to reference internal expense records to verify this information, but none will need to be uploaded in the report.



The screenshot shows the 'Project overview' page. On the left is a navigation menu with the following items: 'Introduction/bulk templates', 'Recipient profile', 'Project overview' (highlighted), 'Recipient specific', and 'Certification'. The main content area is titled 'Project overview' and contains the following text:

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.

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

**Previous Updates:**

New feature below allowing a project to be locked that meet the criteria of being in a Complete status and 100% Obligated and Expended. This feature is only available if the status of the project is identified as Complete, the Total Cumulative Obligations and Expenditures equal the Adopted Budget (Note, if there is no Adopted Budget, the Expenditures will need to be 100% of the Obligations to enable this feature). You may select the Lock Icon on the project line to see if your project is eligible to be locked. If the Project Status, the Total Cumulative Obligations and Total Cumulative Expenditures are all Green, the Lock Project button will be available to be selected.

The top of this page reviews basic information about project uploading, including new and previous updates to the process. Scroll down from here.

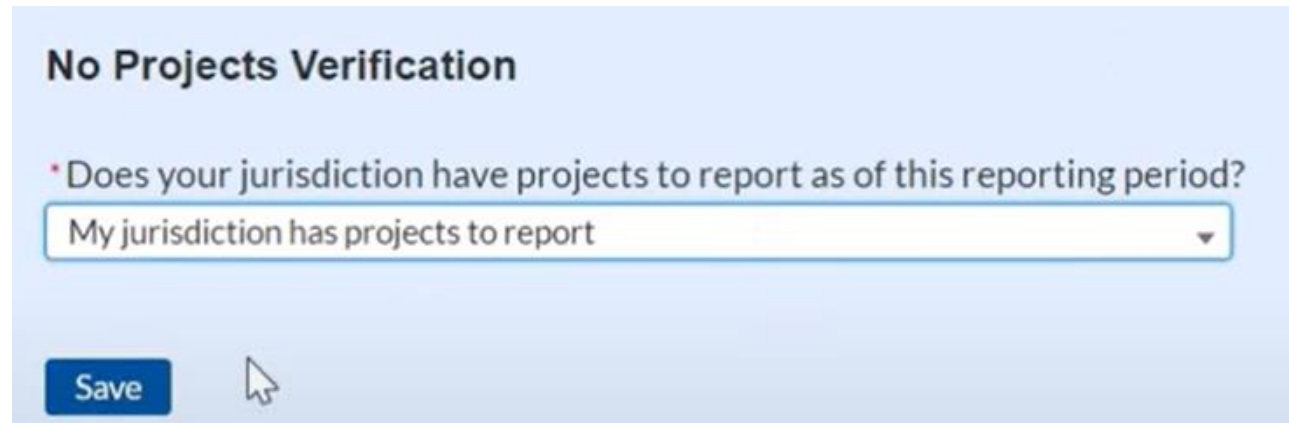
**NOTE:** Entities who have not previously reported obligations in the portal may receive a popup on this page requesting acknowledgement of their obligation progress prior to the 12/31/24 obligation deadline. If you receive this popup, indicate accordingly whether your entity obligated funds prior to the obligation deadline. Proceed afterward.

## Project Overview – Projects Verification (2/18)

Lower on the Project Overview page, entities who have not previously reported obligations in the portal will first be asked whether they currently have projects to report. If you do not see the below question, move to [Slide 32](#).

If you do see the below question, answer accordingly. If you have incurred any obligations with your SLFRF award, you will select 'My jurisdiction has projects to report' from the dropdown menu. Save once answered, then move to [Slide 32](#).

If you have not incurred any obligations with your SLFRF award, select 'My jurisdiction does NOT have project to report,' then explain in the corresponding field why you do not have approved projects at this time. Complete any additional acknowledgements as they appear (if applicable). Save once complete, click 'Next' at the bottom of the page, then skip to [Slide 48](#). Note that this selection will result in your entity having to return its entire award.



**No Projects Verification**

\* Does your jurisdiction have projects to report as of this reporting period?

My jurisdiction has projects to report

Save

# Project Overview – Project Dashboard (3/18)

Lower on the Project Overview page, you will see the ‘My Projects’ dashboard shown below. This is where your entity’s project(s) will be listed.

This section will first ask whether your entity has expended Revenue Replacement funds for government services with its award to date. Answer accordingly.

**My Projects**

Total number of projects : 0

Total adopted budget	Total obligations	Total expenditures
	\$0.00	\$0.00

Remaining funding that will be lost if not obligated by December 31, 2024.  
(Calculation based off of Total Allocation amount minus Total obligations)

**\$100,000.00**

- Up to and including this reporting period, have revenue replacement funds been expended for government services and reflected in the below projects?

Yes



# Project Overview – Add New Project (4/18)

You may now begin adding projects as needed. To add projects, scroll down to click the blue ‘Add New Project’ button shown below. If all of your projects are already shown, skip to [Slide 41](#).

If you need to add more than one new project, doing so in **sequential order** of the date in which each began is recommended.

### My Projects

Total number of projects : 0

Total adopted budget	Total obligations	Total expenditures
	\$0.00	\$0.00

Remaining funding that will be lost if not obligated by December 31, 2024.  
(Calculation based off of Total Allocation amount minus Total obligations)  
**\$100,000.00**

- Up to and including this reporting period, have revenue replacement funds been expended for government services and reflected in the below projects?

**+ Add new project**

# Project Overview – Add New Project (5/18)

Add project

## General project information

\*Project expenditure category group  
6-Revenue Replacement

\*Project Expenditure Category  
6.1-Provision of Government Services

Please note that obligations and expenditures reported under Expenditure Category: 6.1 Revenue Replacement cannot have subrecipients, subawards, or expenditures separately reported.

In the 'Add Project' window, select the **Project Expenditure Category Group** and **Project Expenditure Category** accordingly. To report a project as Revenue Replacement, select '6-Revenue Replacement' and '6.1-Provision of Government Services' respectively.

For Revenue Replacement projects, the red text shown underneath is an acknowledgement of how this category is reported. It is not an error. This text indicates that you will not report subrecipients, beneficiaries, contractors, subawards, or direct payments, even if applicable. You will only report the expenditures, obligations, timelines, and descriptions of your projects, and you will only do so in the current Project Overview tab.

# Project Overview – Add New Project (6/18)

*\*All fields in the following images are examples. Do not replicate.*

<b>* Project Name</b> Community Center Construction	<b>* Recipient Project ID</b> EX-123456	<b>Adopted Budget</b> 50000.00
--	--	-----------------------------------

**Project Name** is a title chosen to appropriately represent the project. This is up to you. For example, if you were reporting the construction of a community center, the project name should be “Community Center Development,” “Community Center Construction,” etc.

**Recipient Project ID** is a unique ID code assigned to the project for identification. This is also up to you. You may assign any code you prefer using numbers and/or letters.

**Adopted Budget** is the total amount allocated to this project only. All projects have an adopted budget, but this field is optional to complete. Note that if you add an adopted budget for any one project, you will need to do so for every project on your dashboard.

# Project Overview – Add New Project (7/18)

*Total Cumulative Obligations@ 50000.000	*Total Cumulative Expenditures@ 25000.00	*Current Period Obligations@ 50000.00	*Current Period Expenditures@ 25000.00
---	---	--	---

**Total Cumulative Obligations** reflects all obligations incurred for this project from **March 3, 2021**, to **March 31, 2025**.

**Total Cumulative Expenditures** reflects all expenditures incurred for this project from **March 3, 2021**, to **March 31, 2025**.

**Current Period Obligations** reflects any obligations incurred for this project from **April 1, 2024**, to **March 31, 2025**.

**Current Period Expenditures** reflects any expenditures incurred for this project from **April 1, 2024**, to **March 31, 2025**.

**Remember** that an obligation is binding agreement with another party requiring payment for a cost incurred, such as a contract, purchase order, subaward, etc. The obligations fields reflect the total dollar amount placed under agreement in the corresponding period.

## Project Overview – Add New Project (8/18)

Program income earned ⓘ <input type="text"/>	Program income expended ⓘ <input type="text"/>	Program Income Remaining
Program Income earned on project after December 31, 2024 ⓘ <input type="text"/>	Program Income obligated by deadline and reported after Q4 2024 ⓘ <input type="text"/>	Program Income reported after Q4 2024 expended ⓘ <input type="text"/>

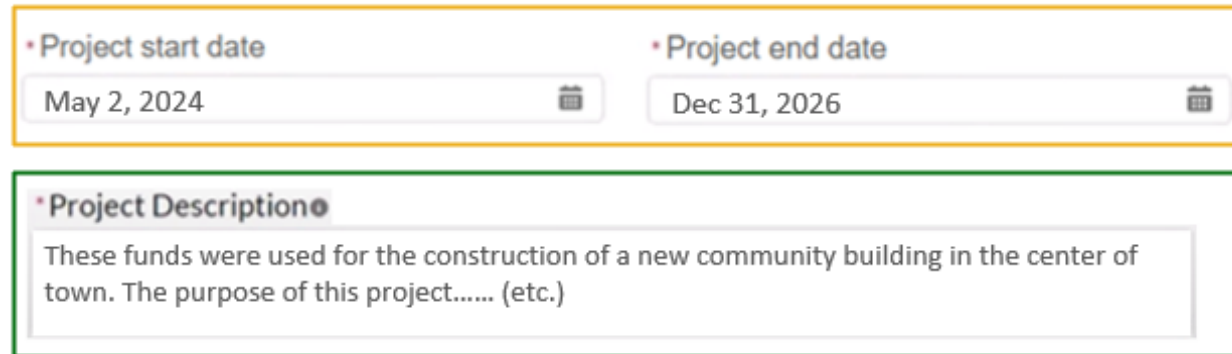
  

* Status to completion Completed 50% or more ▼
---

**Program Income** refers to the gross earnings of any cash-generating projects funded with your SLFRF award. Program income obligations and expenditures refer to the program income used to cover other SLFRF-eligible project costs. None of the fields related to program income are required. All can be left blank.

**Status to Completion** indicates the progress of the project's cumulative expenditures relative to its adopted budget. Obligations are not factored into the status to completion. For example, if a project has an adopted budget of \$50,000.00, total cumulative obligations of \$50,000.00, and total cumulative expenditures of \$25,000.00, its status to completion would be 'Completed 50% or more.' Select your project's completion status accordingly.

# Project Overview – Add New Project (9/18)



The screenshot shows a form with three main sections. The top section, outlined in orange, contains two date pickers: 'Project start date' with the value 'May 2, 2024' and 'Project end date' with the value 'Dec 31, 2026'. The middle section, outlined in green, is titled 'Project Description' and contains the text: 'These funds were used for the construction of a new community building in the center of town. The purpose of this project..... (etc.)'.

EC 6 project descriptions should include details on the specific government services traditionally provided by a government being funded by the project; please provide additional details on how the funds will be used, if possible.

**Project Start Date** indicates when this project first incurred an expenditure or obligation. **Project End Date** indicates when the final payment for this project occurred or is due to occur. Select both dates from the calendar rather than typing them out. If the project is active and an end date is not yet known, select December 31, 2026, by default. If a project was carried out with a single payment, the project start and end date will be the same. You may only report project activity as early as **March 3, 2021**, up until **December 31, 2026**.

**Project Description** should explain the project’s purpose, population served, desired outcome, and how said outcome has been or is being measured. Each project description should contain 3-5 complete sentences to total no less than 50 words. The red text shown underneath is guidance for completing this field, not an error.

## Project Overview – Add New Project (10/18)

Once all required fields are completed, look back over each before adding the project. Make sure that:

- All figures match your expense records
- The project's period fields do not exceed its cumulative fields
- The project's expenditures do not exceed its obligations (obligations *may* exceed expenditures)
- The project's expenditures and obligations do not exceed its adopted budget, even if it is not listed
- The project's expenditures, obligations, and adopted budget do not exceed your total SLFRF award amount
- No dollar signs are entered in numerical fields

Click 'Add Project' in the bottom-right corner of the window when done. If you receive any error messages, resolve accordingly.

Project start date  
May 2, 2024

Project end date  
Dec 31, 2026

\*Project Description ⓘ

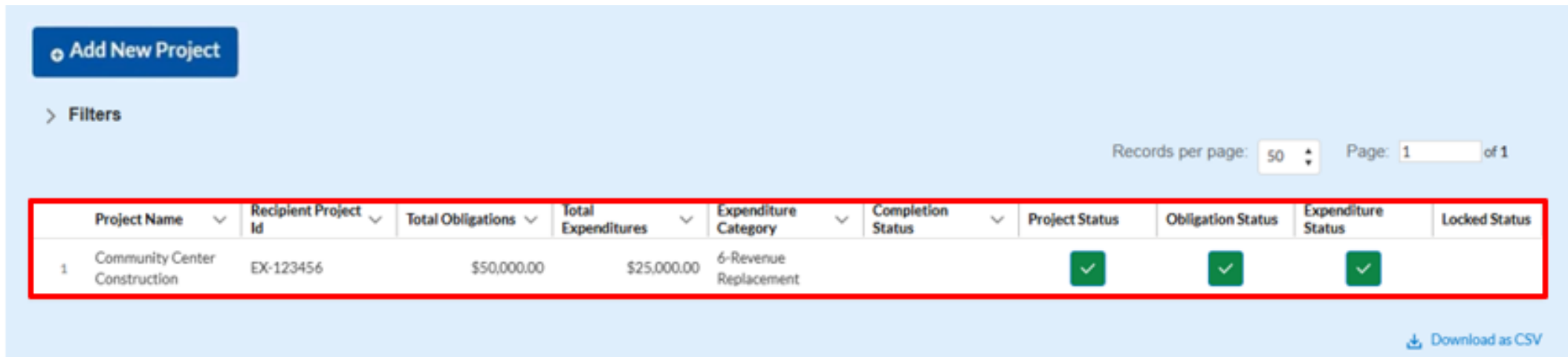
These funds were used for the construction of a new community building in the center of town. The purpose of this project.. (etc.)

EC 6 project descriptions should include details on the specific government services traditionally provided by a government being funded by the project; please provide additional details on how the funds will be used, if possible.

Add project

# Project Overview – Colored Status Boxes (11/18)

The project you just created should now show in your project dashboard with three **green** status boxes. Continue adding projects until your dashboard shows all of your entity’s SLFRF projects funded to date.



Records per page: 50 Page: 1 of 1

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Completion Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1 Community Center Construction	EX-123456	\$50,000.00	\$25,000.00	6-Revenue Replacement		✓	✓	✓	

[Download as CSV](#)

Certain other projects may be listed with **yellow** or **red** status boxes instead. **Yellow** boxes indicate recertification or correction of information being required. **Red** boxes indicate incomplete information. Move to Slide 41 for directions on editing and resolving.









## Project Overview – Edit Project (12/18)

In addition to newly added project(s), any projects created in previous reports will carry over to show automatically in your dashboard as well. Those existing projects will initially show **yellow** or **red** boxes, requiring you to edit and update. Even if a project shows all green boxes, you can still edit if any information needs changed. If you do not need to edit any projects, skip to [Slide 44](#).

To edit and update a project, click the box under 'Project Status.' The Project Status box is the edit button for all projects, regardless of its color.

	Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Completion Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1	Example Project	EX-987654	\$10,000.00	\$10,000.00	6-Revenue Replacement	Completed				

When reviewing an existing project, confirm the project's figures in your entity's expense records. If you can verify that the project did occur, move to [Slide 42](#) for directions on recertifying and/or updating its figures. If an existing project was previously reported in error and needs removed entirely, see [Slide 45](#) for directions on cancelling.

# Project Overview – Edit Project (13/18)

From the 'Edit Project' window, update project information as needed. Ensure all required fields are completed as guided in [Slides 34-39](#). If your first two dropdown questions do not show '6-Revenue Replacement' and '6.1-Provision of Government Services,' changing them accordingly is recommended. For existing projects, 'Recipient Project ID' will not be changeable.

Click 'Confirm Project' once all information is updated and complete.

The screenshot displays the 'Edit Project' form with the following fields and values:

- General Project Information**
- \*Project Expenditure Category Group:** 6-Revenue Replacement
- \*Project Expenditure Category:** 6.1-Provision of Government Services
- \*Project Name:** Example Project
- \*Recipient Project ID:** Example Project
- Adopted Budget:** 10000.00
- \*Total Cumulative Obligations:** 10000.00
- \*Total Cumulative Expenditures:** 10000.00
- \*Current Period Obligations:** 0
- \*Current Period Expenditures:** 0
- Project start date:** Sep 14, 2022
- Project end date:** Apr 3, 2023
- \*Status to Completion:** Completed
- \*Project Description:** These funds were used for...

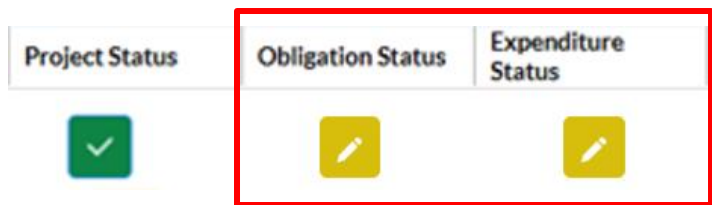
A blue button labeled 'Confirm Project' is located at the bottom right of the form.

# Project Overview – Edit Project (14/18)

After updating an existing project, it should now show under your projects with three **green** boxes as well.

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Completion Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1 Example Project	EX-987654	\$10,000.00	\$10,000.00	6-Revenue Replacement	Completed				

If the Project Status box is green but the Obligation and/or Expenditure Status box is **yellow** after updating a project, it is because of unneeded information related to non-Revenue Replacement expenditure categories still existing in the report. To resolve, click on either yellow box, then click 'Delete' in the given window. All boxes should turn green afterward.



**Projects with expenditure category group '6-Revenue Replacement' may not have subawards or expenditures. Would you like to delete the connected subawards and expenditures now? This will delete all subawards and expenditures linked to this project.**

You have 1 subaward(s) attached to this project:




1

You have 0 expenditure(s) attached to this project. These expenditures are for the following types and obligation/expenditure amounts:



# Project Overview – Remove Project (15/18)

If you need to remove a project newly added in this report, click the project's 'Project Status' box, then click 'Delete' in the bottom-right corner of the 'Edit Project' window. If you need to remove an existing project from a previous report, move to [Slide 45](#). If you do not need to remove any projects, skip to [Slide 46](#).

Project Status	Obligation Status	Expenditure Status
		

Project start date: May 2, 2024

Project end date: Dec 31, 2026

\* Project Description ⓘ

These funds were used for the construction of a new community building in the center of town. The purpose of this project... (etc.)

EC 6 project descriptions should include details on the specific government services traditionally provided by a government being funded by the project; please provide additional details on how the funds will be used, if possible.

Delete Project

Confirm Project

# Project Overview – Remove Project (16/18)

Existing projects carried over from previous reports can only be **cancelled**, not deleted. To cancel a project, click its 'Project Status' box to edit. The five fields boxed in **red** below should all be changed to 0, including the Adopted Budget field. If you cancel even one project, the Adopted Budget field is no longer optional and must be completed for all projects listed.

Change **Status to Completion** to 'Cancelled,' then explain the reason for cancellation in the **Project Description**. Confirm the project when done.

The screenshot shows the 'Edit Project' form with the following fields and values:

- General Project Information**
  - \*Project Expenditure Category Group: 6-Revenue Replacement
  - \*Project Expenditure Category: 6.1-Provision of Government Services
- \*Project Name: Example Project
- \*Recipient Project ID: Example Project
- Adopted Budget: 0
- \*Total Cumulative Obligations: 0
- \*Total Cumulative Expenditures: 0
- \*Current Period Obligations: 0
- \*Current Period Expenditures: 0
- Program Income Earned: (empty)
- Program Income Expended: (empty)
- \*Status to Completion: Cancelled
- \*Project Description: This project is being cancelled because...

A blue button labeled 'Confirm Project' is located at the bottom right of the form.

# Project Overview – Lock Project (17/18)

Complete projects have the option to be **locked**. Locking a project freezes its information, allowing you to skip recertifying it in future report(s). Locked projects may be unlocked at any time. This function is not required. If you do not wish to or are unable to lock a project, move to [Slide 47](#).

Completion Status	Project Status	Obligation Status	Expenditure Status	Locked Status
Completed				

To lock a project, select the lock icon under ‘Lock Status’ for a project. In the ‘Lock Project’ window, you will see all period obligations and expenditures ever reported for the project.

You can only lock the project if its period obligations and expenditures respectively add to the cumulative obligations and expenditures shown at the top. If they do not, the cumulative values will show in red, and you will not be able to lock. The portal also does not allow you to correct period information from previous reports. Remember, though, that locking is an optional function.

Project – Total Cumulative Obligations ●		Project – Total Cumulative Expenditures ●	
\$10,000.00		\$10,000.00	
Period	Current period obligations	Current period expenditures	
Q1 2022			
Q2 2022			
Q3 2022			
Q4 2022			
Q1 2023			
Q2 2023			
Q3 2023			
Q4 2023			
Q1 2024			
Q2 2024			
Q3 2024			
Q4 2024			
Q1 2025			
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	

# Project Overview – Review Projects (18/18)

When done, all of your SLFRF-funded projects should be listed with **only green** status boxes. Once all are listed, ‘Total Obligations’ should show your entire award amount. If it does not, your entity will be required to return the indicated amount of unobligated funds. If this is the case, you will have an additional acknowledgement to answer.

**IMPORTANT:** You should only report figures up to your entire award amount. If any of the project sums shown below exceed your total SLFRF award, subtract the overage (difference) from the project in the list with the latest start date.

Project sums →

Unobligated funds to be returned →

Complete project list →

### My Projects

Total number of projects : 2

Total adopted budget	Total obligations	Total expenditures
<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$35,000.00</b>

Remaining funding that will be lost if not obligated by December 31, 2024  
(Calculation based off of Total Allocation amount minus Total obligations)

\$40,000.00

- Up to and including this reporting period, have revenue replacement funds been expended for government services and reflected in the below projects?

Yes

[Add New Project](#)

> Filters

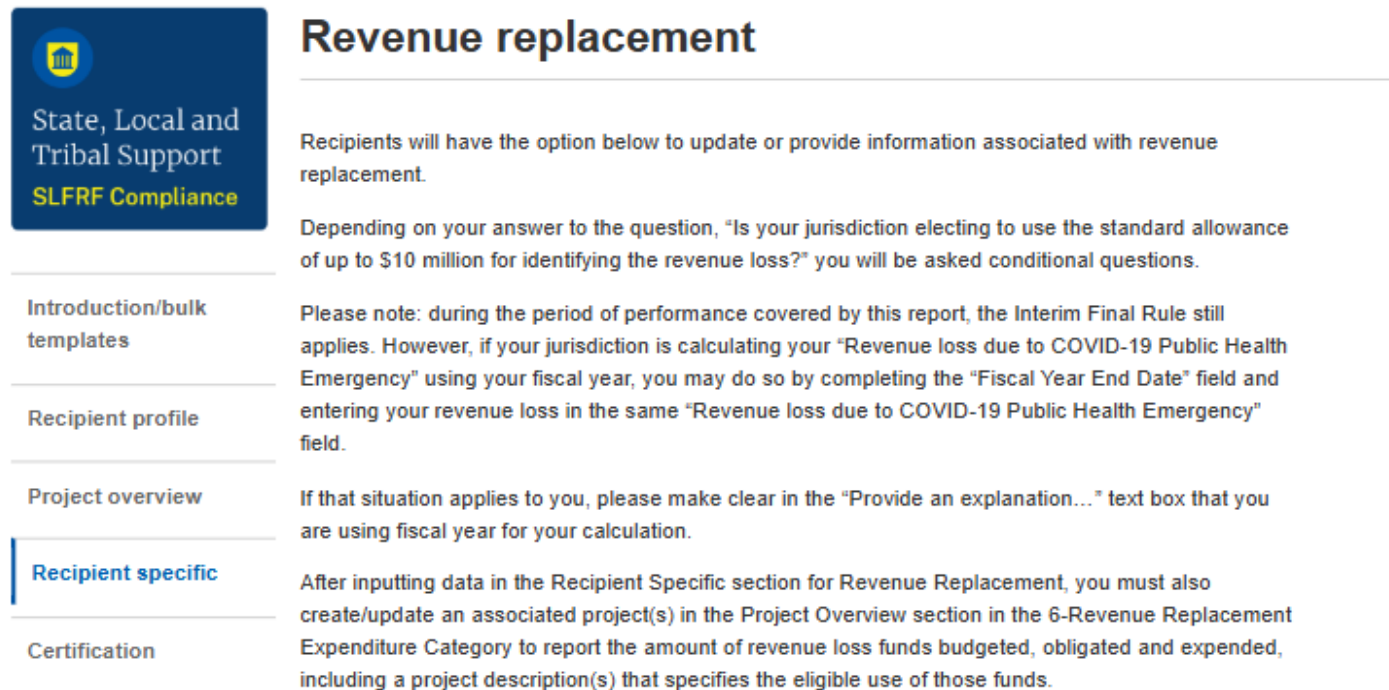
Records per page: 50 Page: 1 of 1

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Completion Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1 Community Center Construction	EX-123456	\$50,000.00	\$25,000.00	6-Revenue Replacement		✔	✔	✔	
2 Example Project	EX-987654	\$10,000.00	\$10,000.00	6-Revenue Replacement	Completed	✔	✔	✔	🔒

# Recipient Specific – General (1/3)

The Recipient Specific tab reviews your entity’s **Revenue Replacement** elections. Remember that Revenue Replacement is the most flexible expenditure category, under which recipients must make special designations for reporting. Tier 5 recipients are recommended to report all of their projects under this category.

The top of this page reviews basic information specific to Revenue Replacement reporting and elections. Scroll down from here.



**State, Local and Tribal Support**  
**SLFRF Compliance**

## 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.

After inputting data in the Recipient Specific section for Revenue Replacement, you must also create/update an associated project(s) in the Project Overview section in the 6-Revenue Replacement Expenditure Category to report the amount of revenue loss funds budgeted, obligated and expended, including a project description(s) that specifies the eligible use of those funds.

- Introduction/bulk templates
- Recipient profile
- Project overview
- Recipient specific**
- Certification



## Recipient Specific – Revenue Replacement Key Inputs (2/3)

Navigate to the below 'Revenue replacement key inputs' section. As reviewed on [Slide 9](#), Tier 5 recipients are recommended to answer Yes to the first question. This is because these recipients can automatically claim their entire award under revenue replacement, therefore they have no need to manually calculate their pandemic revenue loss as the alternative.

In accordance with the first question, Tier 5 recipients are recommended to enter their entire SLFRF allocation into the following 'Revenue loss due to the COVID-19 public health emergency' field.

### 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?

Yes ▼

If a recipient's total allocation 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

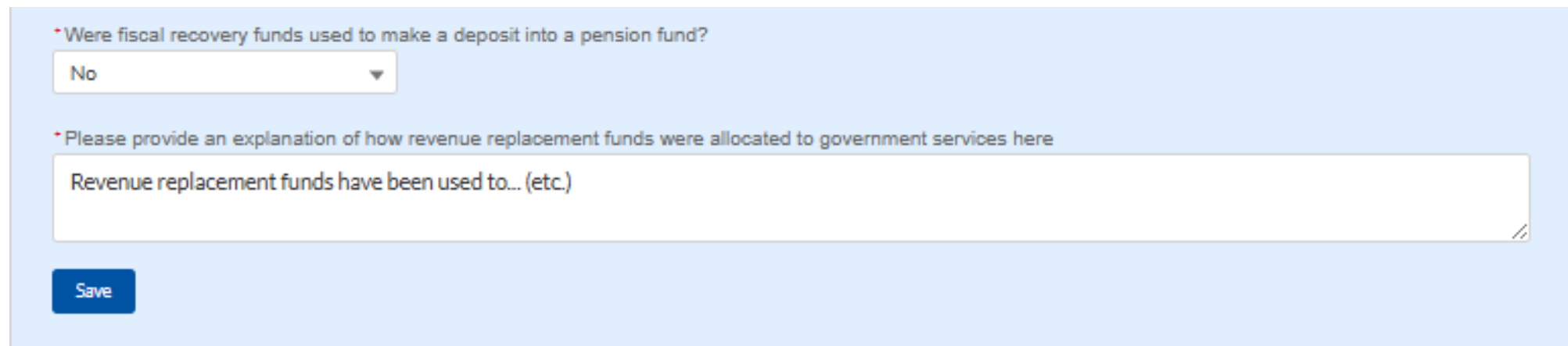
100,000.00

## Recipient Specific – Revenue Replacement Key Inputs (3/3)

The following question asks whether your entity has used its SLFRF award to make a deposit into a pension fund. Answer accordingly. Unless pension deposits occur as a result of routine payroll contributions, they are not allowable to be made with SLFRF dollars and would be subject to penalty.

In the final field, explain how revenue replacement funds have been allocated to government services. Similar to the Project Description fields on the Project Overview tab, this field seeks a narrative description in complete sentences. Briefly go back over each project your entity has carried out with its funds, then explain your entity's overall goals with its SLFRF award. Click Save when done, then move onto the final Certification page.

**REMEMBER:** If you were not earlier able to populate your fiscal year end date on the [Recipient Profile](#) tab, go back to do so after completing this tab. Move to the Certification page afterward.



\* Were fiscal recovery funds used to make a deposit into a pension fund?

No

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

Revenue replacement funds have been used to... (etc.)

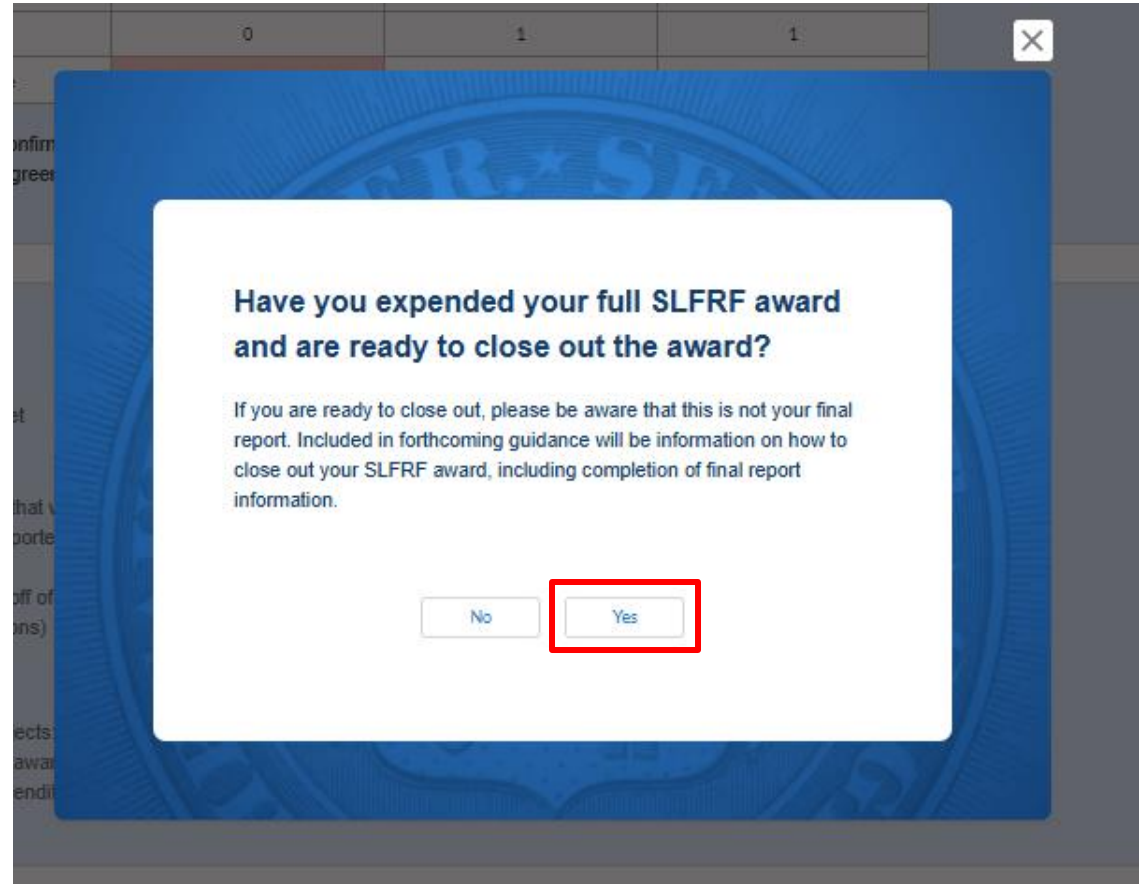
Save

## Certification – Closeout Notice (1/6)

On the final Certification page, if you have reported your award as fully expended, you will come to a popup question asking whether you are ready for closeout. Click Yes.

As the popup indicates, selecting Yes does not close your award out, nor does it mean this will be your last report. All recipients will still be required to submit at least one more report for closeout as directed by Treasury.

Treasury has not yet finalized their closeout process. All recipients are required to continue reporting until guidance is released. When closeout is available, contacts will receive information and directions via email.



# Certification – Project Review (2/6)

Once the closeout popup is answered, you will see a review of your project information at the top of the page. This will be the same information shown at the top of your project dashboard on the [Project Overview](#) tab.

Your 'Project Overview status' table should only show complete projects. If any are incomplete, resolve in the Project Overview tab. Your Total Obligations should also show your entire award, otherwise you will need to return the indicated amount of unobligated funds. If any of your project sums exceed your entire award amount, this value will be negative.

**Certification**

State, Local and Tribal Support  
SLFRF Compliance

Introduction/bulk templates

Recipient profile

Project overview

Recipient specific

**Certification**

**Project overview status**

	Project status	Obligation status	Expenditure status
Complete	2	2	2
Incomplete	0	0	0

**Review**

Total adopted budget	Total obligations	Total expenditures
\$60,000.00	\$60,000.00	\$35,000.00

Remaining funding that will need to be returned to Treasury if not reported obligated by December 31, 2024  
(Calculation based off of Total Allocation amount minus Total obligations)  
\$40,000.00

Total number of projects: 2  
Total number of subawards: 0  
Total number of expenditures: 0

Unobligated funds to be returned →

← Project sums

## Certification – Single Audits (3/6)

After confirming the project information on this tab is correct, scroll down to the final two questions. Both pertain to the Single Audit, which is an audit specifically for federal award expenditures.

For the first Federal Audit Clearinghouse (FAC) question:

### Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year if that fiscal year ended before October 1, 2024? If your most recent fiscal year ended on or after October 1, 2024, have you expended \$1,000,000 or more in federal awards? ⓘ

--None-- ▼

**Fiscal Year 2024 ending before 10/1/24:** If your entity spent **\$750,000.00** or more in total federal funds (not just SLFRF) in Fiscal Year 2024, answer Yes. If your entity did not, answer No.

**Fiscal Year 2024 ending on or after 10/1/24:** If your entity spent **\$1,000,000.00** or more in total federal funds (not just SLFRF) in **Fiscal Year 2024**, answer Yes. If your entity did not, answer No.

# Certification – Single Audits (4/6)

For the following Alternative Compliance Examination Engagement (ACEE) question:

**Alternative Compliance Examination Engagement (ACEE)**

For certain entities that may be new to expending more than \$750,000 for fiscal years ending before October 1, 2024 or \$1,000,000 for fiscal years ending on or after October 1, 2024 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?

--None-- ▾

If you answered No to the first FAC question, answer No to this question as well.

**Fiscal Year 2024 ending before 10/1/24:** If you answered Yes to the first question, answer Yes to this question if your federal award expenditures for FY24 would be less than \$750,000.00 with your SLFRF expenditures excluded. Answer No if your FY24 federal award expenditures total \$750,000.00 or more with or without your SLFRF expenditures included.

**Fiscal Year 2024 ending on or after 10/1/24:** If you answered Yes to the first question, answer Yes to this question if your federal award expenditures for FY24 would be less than \$1,000,000.00 with your SLFRF expenditures excluded. Answer No if your FY24 federal award expenditures total \$1,000,000.00 or more with or without your SLFRF expenditures included.

# Certification – Certify and Submit (5/6)

Once your Single Audit questions are answered, scroll to the bottom of the page and review the submission acknowledgement. Once read, click Certify and Submit in the bottom-right corner. Confirm that you want to submit.

If you receive a submission error, the report will indicate where the error(s) lie in an 'Errors' box on the right side of your screen. Click to reveal the errors and resolve accordingly.

Once your report is submitted, you will come to a survey page. The survey is optional to complete.

## 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 current login user

**Note:** 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:  
John Smith

Telephone:

Title:

Email:  
example@example.com

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[Certify and submit](#)

# Certification – Download Report (6/6)

After submitting the report, click the ‘Treasury COVID-19 Relief Hub’ banner at the top of the screen to return to the homepage, then navigate back to the ‘Compliance Reports’ tab. The 2025 Project and Expenditure Report will now say ‘Submitted’ in green letters. Click the gray download button corresponding to that entry to store electronically for your entity’s records. Print if you wish. **You are done.**

The screenshot displays the Treasury COVID-19 Relief Hub interface. At the top, a blue banner reads "Treasury COVID-19 Relief Hub". Below this, a sidebar on the left contains a logo for "State, Local and Tribal Support Compliance" and a navigation menu with "Introduction", "Compliance Reports" (highlighted with a red box), and "Closeout reports". The main content area is titled "My compliance reports" and shows "SLFRF compliance reports". A message states "The following 1 report(s) still require immediate action". Below this is a search bar and pagination controls showing "Records per page: 10" and "Page: 1 of 1". A table lists three reports, with the second report's download button highlighted by a red box.

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Informat...	Download
1 KDNEU 140 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2 KDNEU 140 - P&E Report - 2025	Project and Expenditure Report		Annual March 2025	4/30/2025	Submitted		
3 KDNEU 140 - P&E Report - 2024	Project and Expenditure Report		Annual March 2024	4/30/2024	Submitted		



## Additional Assistance

With any remaining questions related to ARPA or SLFRF, you may contact the Kansas Office of Recovery by submitting our [Inquiry Form](#). You may also access this form by clicking “Contact Us” in the upper-right corner of our homepage, <https://covid.ks.gov/>.

The Office of Recovery has also hosted multiple previous webinars to review various SLFRF topics. All previous webinar recordings and slides are available [here](#). Topics have included:

- Obligations Review
- Grant Implementation: Getting Started
- Procurement Best Practices
- Statewide Contracts and Cooperative Agreements
- Overview of US Treasury Final Rule

