

# SLFRF Reporting How To Guide

## Account Access

- Establishing Login.gov credentials
- Logging in
- Entering the Portal

## Reporting

- Access and View Reports
- Creating a New Project
- Review Data

## Reporting: Revenue Replacement EC6

## Certification

- Federal Audit Clearinghouse (FAC) & Alternative Compliance Examination Engagement (ACEE)
- Submission

## Common Errors

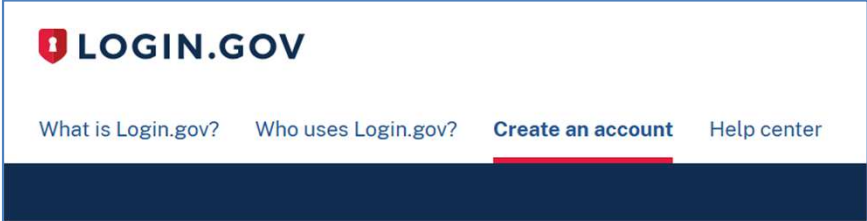
- Account Access
- Reporting



# Account Access


## Establish a Login.gov Account

- Go to: <https://login.gov/create-an-account/>



## Enter the Treasury Portal with your Login.gov credentials

- Go to: <https://portal.treasury.gov/compliance/s>
- **Important: Use the same email address as your Login.gov account**



Treasury CARES Compliance

E-Mail: [covidreliefitsupport@treasury.gov](mailto:covidreliefitsupport@treasury.gov)

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

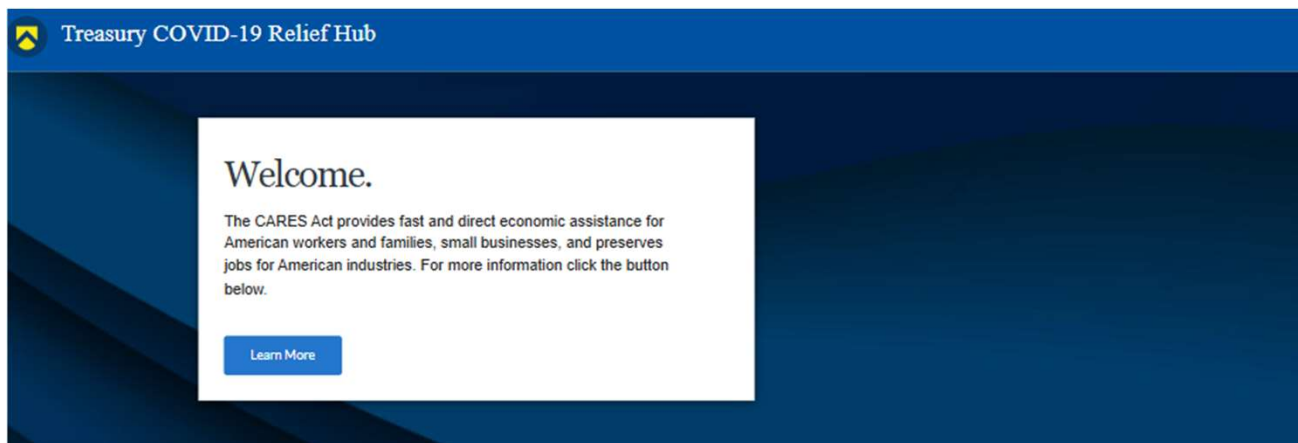
Sign in with LOGIN.GOV

### Who is Login.gov?

Login.gov is a trusted provider specializing in digital identity protection, providing users with secure access to applications.

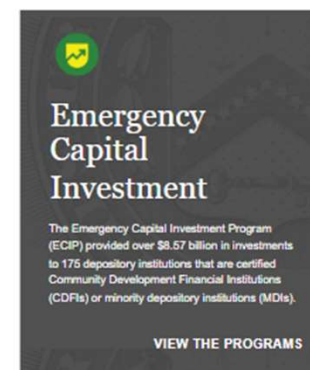
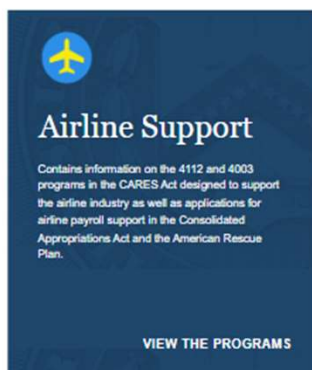
You consent to the privacy and security policies for identity and access management through Login.gov [Privacy and Security](#).

# Enter the SLFRF Reporting Portal



## Program areas

For best site performance, it is recommended that you use Chrome, Mozilla-Firefox or Safari. Application is also compatible with Internet Explorer 10 or newer.



Click the green State, Local, and Tribal Support icon to access your community's portal page



# Reporting: View Your Reports

## Navigate to the Reporting Tab

- Enter the portal to arrive at the Landing Page below
- Click “Compliance Reports” to view your community’s reports and to enter reporting information

**Treasury COVID-19 Relief Hub**

**State, Local and Tribal Support**  
Welcome

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

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

**Programs**

**State and Local Fiscal Recovery Funds (SLFRF)**  
\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

**Emergency Rental Assistance (ERA)**  
\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

**Hide**

**Notifications**  
[Go to notifications](#)


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



## Reporting: Select a Report

- Click the blue pencil icon to access your report template and enter reporting information
- Light blue Pencil: Provide Information; Dark Blue Eye: View; Grey Download: Download
- Note: Only the 2025 report is available to modify. Any prior year's "submitted" report can be viewed or downloaded as a PDF file. "Administratively closed" reports are those Treasury closed because they were not submitted by the respective report deadline.

Treasury COVID-19 Relief Hub
User



State, Local and Tribal Support  
Welcome

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Introduction

---

Submissions

---

Compliance reports

---




Closeout reports

### My compliance reports

#### SLFRF compliance reports

> The following 1 report(s) still require immediate action

Records per page: 10 Page: 1 of 1

Report ...	Report T...	CFDA No	Report P...	Deadline	Status	Provide I...	Download
1	SLT-0000		Project and Expenditure Report	Annual March 2025	4/30/20...	In Progr...	  

Hide

---

Notifications

[Go to notifications](#)

---

Help

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

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Legend

# Reporting: Entering the Report

Review information including your community's allocation amount.

Then, click Recipient Profile



State, Local and  
Tribal Support  
SLFRF Compliance

Introduction/bulk  
templates

Recipient profile

Project overview

Recipient specific

Certification

## Introduction and bulk upload templates

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

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

[User guide](#)

### Bulk uploads

SLFRF recipients may choose to provide the data required by the project and expenditure report using the bulk upload process. Exclusions to Bulk Uploads include any projects using the Expenditure Categories 8-Natural Disasters, 9-Surface Transportation and 10- Title I. There will be a validation error if these categories are included in the bulk upload. Expenditure Categories for 8-Natural Disasters, 9-Surface Transportation and 10- Title I must be manually updated. The following five (5) components allow the bulk upload process:

- Project
- Subrecipient/beneficiary/contractor
- Subaward/direct payment
- Expenditure
- Tax offset provision

### Expenditure category requirements and bulk file upload

Expenditure categories must be used to categorize each project as noted in the reporting guidance. Certain expenditure categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each expenditure category is aligned to a unique bulk file upload template. You may also refer to Appendix C of the user guide for expenditure category programmatic data requirements and template alignment.

Recipients may choose to provide data in bulk. To do so, the recipient must:

1. Download the 'Bulk data import' template for the component (project, subrecipient, subaward, expenditure, tax offset provision)
2. Complete the file, configuring the data in template format provided by Treasury, and the date in the template format provided by Treasury
3. Submit the completed 'Bulk Data Import' file using the data upload feature in the Treasury's portal.

Help	
Record Details	
Status	In Progress
Report Name	SLT-0000
Report Type	Project and Expenditure Report
Report Period	Annual March 2025
Reporting Period Start Date	1/1/2000
Reporting Period End Date	1/1/2000
Submission Deadline	4/30/2025 12:00 PM
Allocated Amount	\$100,000.00
Program Amount	\$0.00

### NOTE ON BULK UPLOADS:

While navigating through Treasury's Portal and submitting required information, users will have the option of manually entering data directly into Treasury's Portal or providing information via a bulk upload file that includes all relevant information in a Treasury approved process and format.

**Bulk uploads are not required.**





# Reporting: Review Your Recipient Profile

Review information including your community's allocation amount, reporting tier, UEI/TINS, Sam.gov status, and Contacts.

**Recipient information**

UEI	SDF234SDF234	Recipient ID	RCP-303875
TIN	234563452	Address	123 Test Lane
Legal entity name	City of Cityville	Address 2	
Recipient type	Metro City or County	Address 3	
FAIN		City	Cityville
CFDA No.		State/territory	OH
Fiscal year end date		Zip5	12345
Reporting tier	Tier 2. Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding, and NEUs that are allocated more than \$10 million in SLFRF funding		

\*Is the recipient registered in SAM.gov?

**Point of contact list**

Name	Title	Phone	Email	Roles
1 James / Mira Treasury	UAT - contact		✉ james.bond@treasury.gov	SLFRF - Account Administrator; SLFRF - Authorized Representative

\*Are the POC's accurate

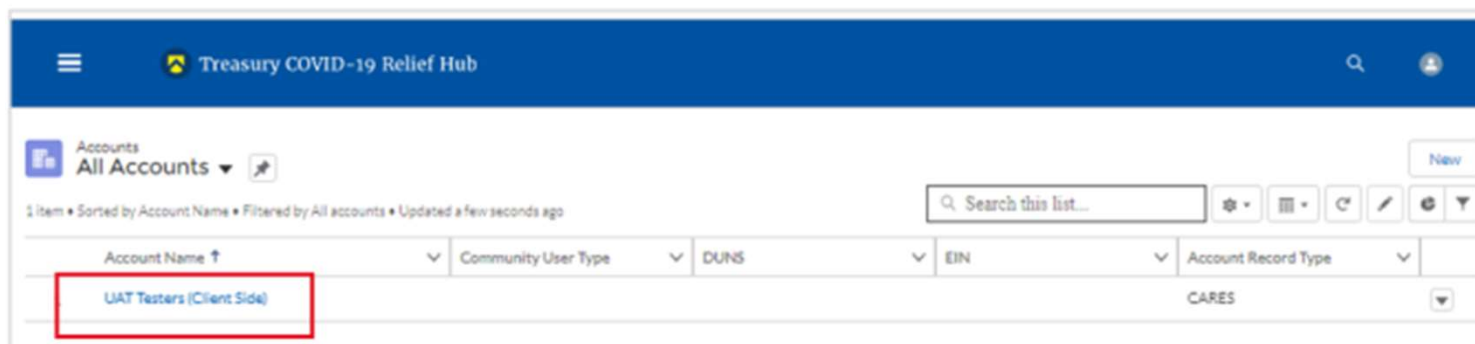
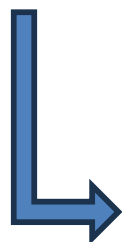
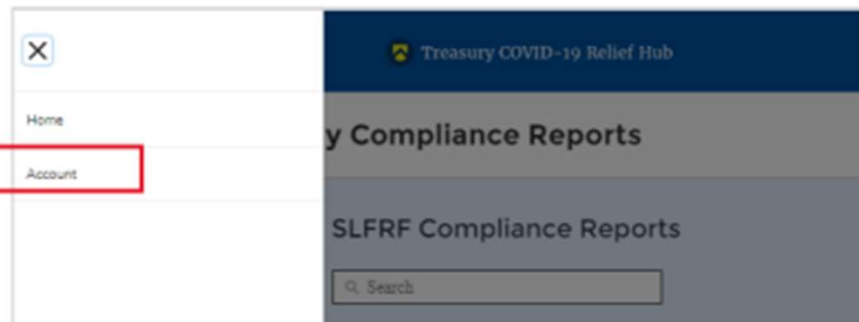
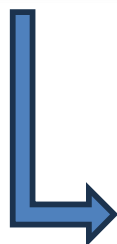
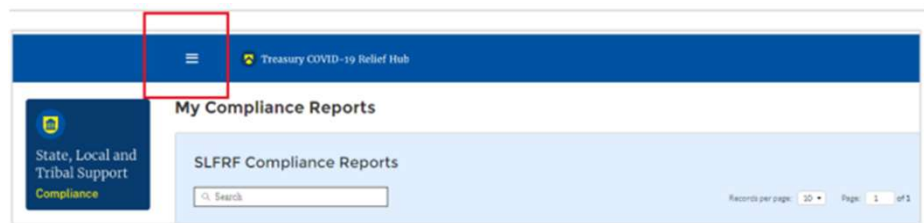
**Summary Panel:**

- Report Type: Project and Expenditure Report
- Report Period: Annual March 2025
- Reporting Period Start Date: 1/1/2000
- Reporting Period End Date: 1/1/2000
- Submission Deadline: 4/30/2025 12:00 PM
- Allocated Amount: \$100,000.00
- Program income Earned: \$0.00

**NOTE ON SAM.GOV:** To initiate closeout once it is available, recipients will need to have an active SAM.gov registration. This registration is administered by the General Services Administration (GSA). [Click here to determine the current status of your government's SAM registration.](#) If your registration is currently active, note the registration expiration date. **Only the SAM.gov Entity Administrator can renew the registration.**

## Reporting: Change Your Points of Contact (POCs)

If needed, add or update your Points of Contact to adjust account administrators.





## Reporting: Change Your Points of Contact (POCs)

The process involves navigating from the 'My Compliance Reports' page to the 'Account' dropdown, selecting the 'UAT Testers (Client Side)' account, and then completing the 'Designation Form' for 'Emergency Rental Assistance'.

- Enter or modify contact information as individual entries
- Click “Complete” box



# Reporting: Enter Project Data

## Edit 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.

\*Project Name  
Cityville Provision of Government Services

\*Recipient Project ID  
1

Adopted Budget  
100,000.00

\*Total Cumulative Obligations  
100,000.00

\*Total Cumulative Expenditures  
50,000.00

\*Current Period Obligations  
100,000.00

\*Current Period Expenditures  
50,000.00

Program Income Earned  
0.00

Program Income Expended  
0.00

Program Income Remaining  
0.00

Program Income earned on project after December 31, 2024  
0.00

Program Income obligated by deadline and reported after December 31, 2024  
0.00

Program Income reported after Q4 2024 expended  
0.00

Status to Completion  
Completed 50% or more

Project start date  
Apr 1, 2023

Project end date  
Mar 31, 2026

\*Project Description  
Revenue replacement funds are being used to maintain current levels of services of the local government, including the salaries of three firefighters and the related operations and maintenance fees associated with the department's emergency vehicles. Additional funds were used to maintain and service streetlamps in the downtown

**\*Current Period Obligations:**  
If there are no current period obligations, put "0" (zero) instead of leaving it blank. You cannot enter \$0 unless Obligation and Expenditures are also \$0.  
  
Budget should always be equal to or greater than Obligations.

**NOTE ON PROJECT DESCRIPTION:** This example revenue replacement project description was taken from pp. 53 of the [Project & Expenditure Report User Guide](#). For more on revenue replacement, including a sufficient description for revenue replacement projects, see pp. 51-54 of [P&E User Guide](#).

**NOTE ON PROGRAM INCOME EARNED:** For information on what constitutes program income and how the SLFRF program treats program income, see [FAQ 13.11 and 17.21 of the SLFRF FAQs](#).

**NOTE ON ADOPTED BUDGET:** Adopted budget is **only required** for States, U.S. territories, and metropolitan cities and counties with a population of over **250,000** for each project.

# Reporting: Review Funding Totals and Projects Listed

Note Obligations, Expenditures, and Remaining Funding of Total Allocation Amount.

Recipients can compare the Allocation amount from the Recipient Profile tab/page to the Total Obligations amount in this page

## My Projects

Total number of projects : 1

Total adopted budget

Total obligations  
\$100,000.00

Total expenditures  
\$50,000.00

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

\$0.00

**NOTE ON FUNDS NOT OBLIGATED BY 12/31/2024:** Treasury recently notified SLFRF recipients of its intent to vigorously monitor recipients' methods of obligating funds by the December 31, 2024, deadline. Funds not obligated by the deadline must be returned to Treasury. Link: [Treasury Notice to SLFRF Recipients](#)

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

No

+ Add new project

> Filters

**NOTE ON LOCKING PROJECTS:** Locking the project is not a requirement so you can still submit your report without projects being locked. For more information on locking projects with a completed status, see pp. 33-34 of the [Project & Expenditure Report User Guide](#).

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 Cityville Provision of Government Services	1	\$100,000.00	\$50,000.00	6-Revenue Replacement	Completed 50% or more				



Download as CSV

# Reporting: Review Your Project Data; All Boxes Must Be Green

Ensure data accuracy; Click check box for status or to update by project and category

My Projects 
 = Complete  = Warning  = Not Complete

Total Number of Projects : 3272

Total Obligations: \$3,272,000.00      Total Expenditures: \$3,272,000.00      Total Adopted Budget: \$2,000.00

[Add New Project](#)

> Filters

Records per page: 10    Page: 1 of 328

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1 Test 1.1	sdf65465sd	\$1,000.00	\$1,000.00	1-Public Health			
2 Test 1.1	sdfsdf546546sdf	\$1,000.00	\$1,000.00	1-Public Health			
3 dfgdfgdaasd2	798785645200255	\$1,000.00	\$1,000.00	1-Public Health			

## Common Errors (yellow/red icons)

- Missing information
- Information manually entered in the "Project Status" section does not match or reflect amounts entered in the corresponding Subaward and/or Expenditure sections of the report

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Completion Status	Project Status	Obligation Status	Expenditure Status	More
1 Test 4	822	\$100,000.00	\$100,000.00	2-Negative Economic Impacts	Completed				

**Important: Provide a response for any section/question with a red asterisk \***

\* Is the recipient registered in SAM.gov?

Yes

\* Are the POC's accurate



# Are revenue loss funds automatically obligated?

- **NO.** See **FAQ 17.15** in [SLFRF FAQs](#)
- All SLFRF funds under any eligible use category are subject to the obligation requirements – including funds used under the revenue loss category
- **Neither electing the standard allowance, nor reporting calculated revenue loss, establishes an obligation for those funds**
- Recipients must report revenue loss **projects** to Treasury through a two-step process
- Revenue Replacement Category has no requirement for subrecipients, subawards or expenditures for EC 6 projects. All other Expenditure Categories do have this requirement



# How do I report revenue loss projects as obligated?

**STEP ONE: Report claimed revenue loss.** Elect up to the \$10 million Standard Allowance or calculate revenue loss according to formula in 2022 Final Rule.

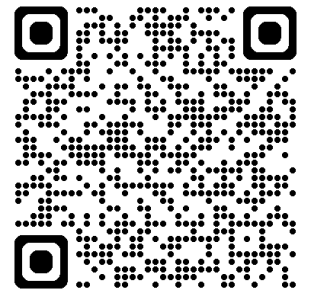
**STEP TWO: Report projects under Expenditure Category 6 (EC6).**

1. Create one or more project(s) at the Project Overview section of the report.
2. Select EC 6 and complete the required information, including project(s) description. You can enter multiple projects if needed. Ensure the sum of amounts reported under EC 6 projects match the total amount reported in the "Recipient Specific" section of the report for revenue loss due to the Covid-19 pandemic.

The project or projects must include:

- Amount of SLFRF funds budgeted (if applicable), obligated, and expended for that specific project
- Project description that summarize the project(s) in sufficient detail to provide an understanding of the major activities that will occur

**Note:** *If the project is reported under a different expenditure category, Treasury will not consider the project to be under the Revenue Loss eligible use category (EC 6), and the project will be subject to the detailed programmatic requirements associated with the other expenditure category.*



QR Code to  
Explainer Video



# Submitted Report Error: Failure to Report Revenue Loss Obligations

## Overview

Total Obligations	\$0.00
Total Expenditures	\$0.00
Total Adopted Budget	\$0.00
Total Number of Projects	1
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	Yes
Have you submitted a single audit or program specific audit report to the Federal Audit Clearinghouse (FAC)?	Yes

## Certification

### Revenue Replacement

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
Revenue Loss Due to Covid-19 Public Health Emergency	\$10,000,000.00
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

**Error: Total reported obligations listed as \$0**

**Recipients must also complete Step Two.** As with any other SLFRF funds, they must obligate funds to be used under the revenue loss eligible use category. And they must report those obligations to Treasury **through reporting an individual project or projects in Expenditure Category 6.**

The total amount recipients report as obligated is the sum of the obligations across each individual project.

**Quick Check:** Download a report and review the last page of the PDF file to check your Total Obligations as previously reported to Treasury.



# Revenue Replacement: \$10M or greater total allocation

## 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

\*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 are being used to maintain current levels of services of the local government, including the salaries of three firefighters and the related operations and maintenance fees associated with the department's emergency vehicles. Additional funds were used to maintain and

Save

**NOTE ON STANDARD ALLOWANCE:** For recipients electing the "Standard Allowance," Treasury will presume that up to \$10 million in revenue, **not to exceed the award allocation**, has been lost due to the public health emergency and recipients are permitted to use that amount to fund "government services." See pp. 52 of the [Project & Expenditure Report User Guide](#) for more information.

Previous

Next



# Certification: Note Any Remaining Funding of Allocation Amount

To address any incomplete boxes, review individual project information and ensure all are complete and green on the top "Project overview status" box.



## Certification

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

### Project overview status

	Project status	Obligation status	Expenditure status
Complete	1	1	1
Incomplete	0	0	0



### Review

Total adopted budget: \$0.00      Total obligations: \$100,000.00      Total expenditures: \$50,000.00

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)

**\$0.00**

Total number of projects: 1  
 Total number of subawards: 0  
 Total number of expenditures: 0

**NOTE #1 ON ALLOCATION:** Recipients should review their total allocation and ensure the sum of their projects does not exceed it. **Cases where projects exceed total allocation is a common error**, and if this is the case, recipients may have to edit the project(s)' total cumulative obligations and/or expenditures.

> Help

Record Details

Status: **In Progress**

Report Name: SLT-0000

Report Type: Project and Expenditure Report

Report Period: Annual March 2025

Reporting Period Start Date: 1/1/2000

Reporting Period End Date: 1/1/2000

Submission Deadline: 4/30/2025 12:00 PM

**Allocated Amount: \$100,000.00**

Program Income Earned: \$0.00



**NOTE #2 ON ALLOCATION:** NEUs with questions on allocations or funding distribution should contact their respective state government. All disbursed amounts for NEUs are reflected as the allocation amounts in the portal and are based on state-reported distribution data provided to Treasury as part of the state interim report.

# Certification: FAC and ACEE Required Responses

## Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year that began prior to October 1, 2024, or \$1,000,000 or more in federal award funds during your most recently completed fiscal year that began on or after October 1, 2024? ⓘ

No ▼

## Alternative Compliance Examination Engagement (ACEE)

For certain entities that may be new to expending more than \$750,000 in federal award funds (for recipient fiscal years that began prior to October 1, 2024) or \$1,000,000 in federal award funds (for recipient fiscal years that began on or after October 1, 2024), 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?

No ▼





# Certification: FAC and ACEE Required Responses

## Alternative Compliance Examination Engagement (ACEE)

For certain entities that may be new to expending more than \$750,000 in federal award funds (for recipient fiscal years that began prior to October 1, 2024) or \$1,000,000 in federal award funds (for recipient fiscal years that began on or after October 1, 2024), 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?

Yes ▼

Is the recipient's total SLFRF award is equal to or below \$10 million

Yes ▼

Are other Federal award funds the recipient expended (not including their direct SLFRF award funds) less than \$750,000 during the recipient's fiscal year that began prior to October 1, 2024, or \$1,000,000 for fiscal years that began on or after October 1, 2024? 

Yes ▼

[Click here to go to your ACEE Report](#)



# Certification: Certify and Submit!

## 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:

Telephone:

Title:

Email:

[Back](#)

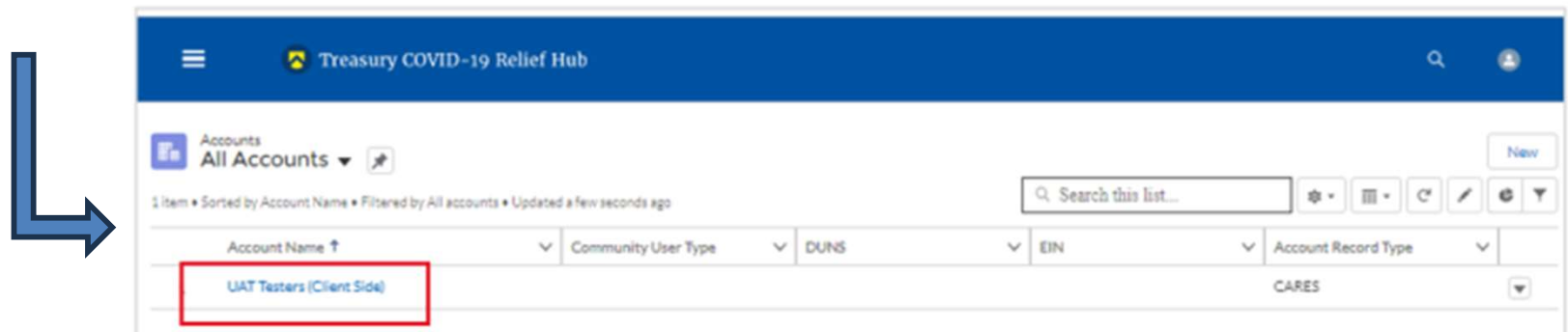
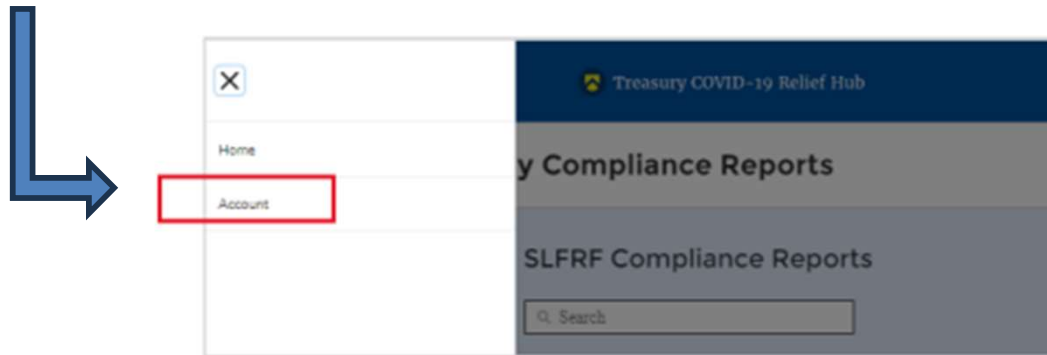
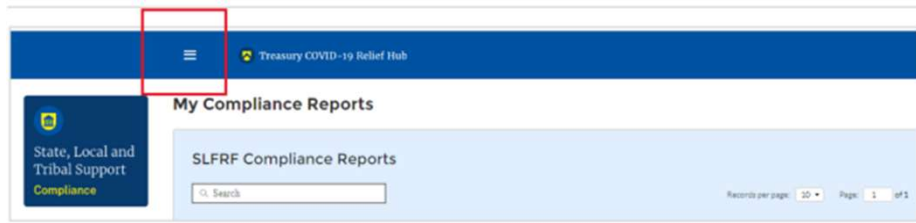
[Certify and submit](#)



## Common Errors: Account Access

**Error:** I can log in, but I can't see any reports

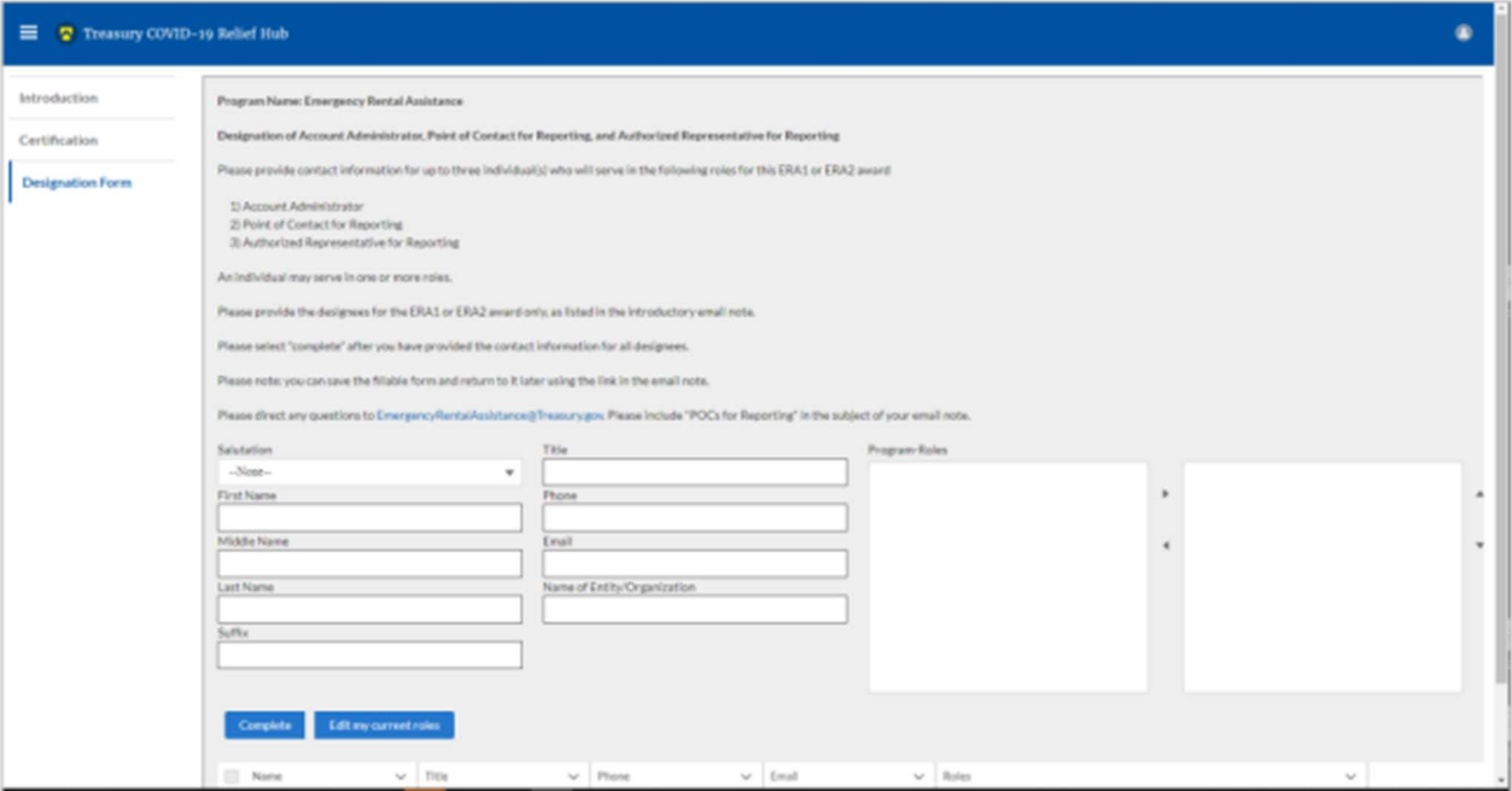
**Action:** You need to be added as a Point of Contact to your community's account by your account administrator, which will allow you to view reports.



## Common Errors: Account Access

**Error: I can log in, but I can't see any reports (continued)**

**Action: You need to be added as a Point of Contact to your locality's account by your account administrator, which will allow you to view all reports.**



The screenshot shows the 'Designation Form' for Emergency Rental Assistance. The form is titled 'Program Name: Emergency Rental Assistance' and 'Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting'. It instructs the user to provide contact information for up to three individuals for the following roles:

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles. The user is asked to provide designees for the ERA1 or ERA2 award only, as listed in the introductory email note. Instructions include selecting 'complete' after providing contact information for all designees and directing questions to [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov). The form includes fields for:

- Selutation (dropdown menu with '--None--')
- First Name, Middle Name, Last Name, and Suffix (text input fields)
- Title (text input field)
- Phone (text input field)
- Email (text input field)
- Name of Entity/Organization (text input field)
- Program Roles (two large empty text areas)

Buttons for 'Complete' and 'Edit my current roles' are visible at the bottom. A table header at the bottom of the form lists columns: Name, Title, Phone, Email, and Roles.

## Common Errors: Account Identifier Request

***Error: The Portal requests my locality's Account Identifier to log in but I don't know it***

**Action: Your account administrator can add you as a POC directly in the portal without the Account Identifier needed. Otherwise, your locality's Account Identifier must be requested via [SLFRF@Treasury.gov](mailto:SLFRF@Treasury.gov).**

***That didn't work. I still need help!***

**Action: Email [SLFRF@Treasury.gov](mailto:SLFRF@Treasury.gov) with:**

- Name
- Title
- Email
- Phone Number
- Community Address with Zip Code
- Community Unique Entity Identifier (UEI)/ Taxpayer Identification Number (TINS)
- Requested Action (e.g., "I need my community's Account Identifier")

**Tip: Include screenshots of any errors.**



# Common Errors: Account Access Support Request Template

**Action:** Email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) with your name, title, email/phone, along with your Community's address and Community's Unique Entity Identifier (UEI)/ EIN (Employer Identification Number)/Taxpayer Identification Number (TINS)

**Community EIN#:**

[Community Name]

**To Whom it May Concern:**

I am the [Job Title] for the [Community Name], [State] requesting to be linked to my community's SLFRF account. I have already created a contact account through login.gov utilizing the information listed below. I understand that I cannot utilize an email address that was previously registered to a different contact and therefore am using the same email I am sending this request from, acknowledging that all future communications will flow through this email.

I am requesting to have my contact account linked to my community account in order to stay in compliance with the program requirements. When adding my contact to our account, please ensure I have the roles of Account Administrator, Point of Contact, and Authorized Representative for Reporting assigned.

Here is our contact information to update our Community's record:

- **Name:**
- **Title:**
- **Email:**
- **Phone Number:**
- **Community Address with zip code:**
- **Community Unique Entity Identifier (UEI)/ Taxpayer Identification Number (TINS)**

I also understand that if I have not already created my account, this may delay this process.



# Common Errors: Account Access Support Verification

Action: Email [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) with your name, title, email/phone, along with your Community's address and Community's Unique Entity Identifier (UEI)/ EIN (Employer Identification Number)/Taxpayer Identification Number (TINS)



## Recipient profile

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

Introduction/bulk templates

**Recipient profile**

Project overview

Recipient specific

Certification

### Recipient information

UEI ⓘ ⇒ SDF234SDF234

TIN ⓘ ⇒ 234563452

Legal entity name ⓘ City of Cityville

Recipient type ⓘ Metro City or County

Recipient ID RCP-303875

Address ⓘ 123 Test Lane

Address 2 ⓘ

Address 3 ⓘ



# Common Errors: Reporting Program Income

**Error: I am entering a new project. What do I put for “Program Income”?**

**Action: You don’t need to put anything in the “Program Income” boxes if it does not apply to your project. Review the definition of Program Income in [FAQ 13.11](#) and [17.21](#):**

“Per 2 CFR 200.307, Treasury is specifying here that recipients may add program income to the Federal award. Any program income generated from SLFRF funds must be used for the purposes and under the conditions of the Federal award. Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with federal award funds. Interest earned on advances of federal funds is not program income. For more information on what constitutes “Program Income” please see 2 CFR 200.1.”

Add project ×

**General project information**

\*Project expenditure category group

\*Project name

\*Recipient project ID

Adopted budget

\*Total cumulative obligations

\*Total cumulative expenditures

\*Current period obligations

\*Current Period Expenditures

Program income earned

Program Income earned on project after December 31, 2024

Program income expended

Program Income obligated by deadline and reported after December 31, 2024

Program Income Remaining

Program Income reported after Q4 2024 expended

\*Status to completion

Project start date

Project end date

Add project



# Common Errors: Reporting Projects

**Error: I need to move my project boxes from yellow to green.**

**Action:** This can be due to a variety of issues. One common error is that the sum of dollars obligated or expended in your projects is over your total allocation amount. Please verify if this is the case, and if so, you may need to adjust one of your projects by reducing the total adopted budget, total cumulative obligations, and total cumulative expenditures for one of the projects to reduce by the amount necessary to ensure the sum of dollars obligated or expended in your projects is equal to the total allocated amount. Another common error is that there is no entry in the required Current Period Obligation or Expenditure boxes.

**Treasury COVID-19 Relief Hub**

**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	[REDACTED]	Recipient ID	[REDACTED]
TIN	[REDACTED]	Address	[REDACTED]
Legal entity name	[REDACTED]	Address 2	[REDACTED]
Recipient type	Metro City or County	Address 3	[REDACTED]
FAIN	[REDACTED]	City	[REDACTED]
CFDA No	[REDACTED]	State/territory	[REDACTED]
Fiscal year end date	Dec 31, 2024	Zip5	[REDACTED]
Reporting tier	Tier 5. Metropolitan cities and counties with a	Zip+4	[REDACTED]

**Record Details**

Status: **In Progress**

Report Name: [REDACTED] P&E Report - 2024

Report Type: Project and Expenditure Report

Report Period: Annual March 2024

Reporting Period Start Date: 4/1/2023

Reporting Period End Date: 3/31/2024

Submission Deadline: 4/30/2024 11:59 PM

Allocated Amount: [REDACTED]

# Common Errors: Reporting Projects

*Error: I need to move my project boxes from yellow to green. (continued)*

[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	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✓	✓	✓	
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✓	✓	✓	

## Actions:

- Check Projects
- Click yellow/red check mark to open and adjust Project status
- Edit Projects

**Edit Project**

**General Project Information**

\*Project Expenditure Category Group  
[REDACTED]

\*Project Expenditure Category  
[REDACTED]

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

\*Project Name [REDACTED] \*Recipient Project [REDACTED] Adopted Budget [REDACTED]

\*Total Cumulative Obligations [REDACTED] \*Total Cumulative Expenditures [REDACTED] \*Current Period Obligations [REDACTED] \*Current Period Expenditures [REDACTED]

Program Income Earned [REDACTED] Program Income Expended [REDACTED] Program Income Remaining \$0.00

Status to Completion [REDACTED]

Project start date [REDACTED] Project end date [REDACTED]

\*Project Description [REDACTED]

[Delete Project](#) [Save Project](#)

