UNC SCHOOL OF GOVERNMENT

CSLFRF April 2024 Project & Expenditure Report Portal Walkthrough Manual

This manual is designed to aid North Carolina counties and municipalities that have received funding from the American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds in navigating the Treasury portal for annual reporting. Its purpose is to guide them in certifying and submitting the April 2024 Project & Expenditure Report through the U.S. Department of the Treasury's submission portal. This manual is especially designed for local governments with ARP/CSLFRF allocations between \$0 and \$10,000,000.

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Accessing Treasury's Portal

If you do not already have an account for accessing the Treasury Portal, you will need to create a Login.gov account. Before creating the Login.gov account, have your local government's account administrator pre-register you in the portal.

Pre-register for the portal

1. To pre-register new authorized personnel in the portal, the account administrator must login to the portal and select the hidden menu icon in the top left corner.

Treasury COVID-19 Relief Hub					
	Introduction				
State, Local and Tribal Support Welcome	Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.				
Introduction	Programs				
introduction	State and Local Fiscal Recovery Funds (SLFRF)				
Submissions	\$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.				
Compliance reports					
Closeout reports	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.				

2. Select "Account."

×	D-19 Relief Hub
Home	
Account	oduction
Notifications	ome to the Treasury Programs supporting State, Territory, Tribal, and
	Government as part of the 2021 American Rescue Plan.
	Irams
	and Local Fiscal Recovery Funds (SLFRF)
	Illion available for state, territory, Tribal, and local governments to support the public
	response and lay the foundation for a strong and equitable economic recovery.
	gency Rental Assistance (ERA)
	illion available for state, territory, and local governments to assist households that are to pay rent and utilities.

3. Select the corresponding account name. This will give you three options to choose from. Select "Designation Form."



4. Once in the designation form, the authorized administrator can edit and update the roles as necessary. If done correctly, the personnel added to the portal will populate at the bottom of the site.

Iroduction	Program Name Emergency Rents	i Assistance			
response	Designation of Account Administ	rator, Point of Cost	act for Reporting, and Authorized Representative for I	Inporting	
esignation Form	32 Annexet Administrator 20 Partie of Constant for Naon din 33 Anthon See Management of an I An Individual way same in some or 10 wases provide the dealignees for 5 10 eases provide the dealignees for 5 10 eases esteet." Connector: Internets. 10 eases enter, you can same the 1000	6 r Reporting name raises have provided the ci sea term and returned	Initiality of a walk wood in the fatisation rates for the D work only, as local in the introductory goal in the period bifurnation for all despines.		
	Please direct any questions to Em	Party Perception	tance@Treasury.gov. Please include "POCs for Reporting		
	-New-		v Tree	Program-Roles	
	FintName		Prote		
	Mildia Name		Enul		
	Last Name		Name of Existiv Organization		G.
	Sutter				

5. Once you have received an email from the Treasury regarding Login.gov account setup, you are pre-registered and may proceed to create an account.

Creating an Account

To create a new Login.gov account complete the following steps:

1. Navigate to <u>https://portal.treasury.gov/compliance</u>, click the Login.gov button and select 'Create an account.

U.S. Department of the Treasury is using Logingov to align using to your account safety and accurdy. Using the Treasure and account for new users Trease account for new users
Create an account for new users Entry for and about Entry for any additional States and Account for the second states and account for the seco
Event year multi language profession Language status year on the one syste and communication in training status on terms. • Language status year on terms.
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2. Input your email address, select language preference, and accept the Login.gov 'Rules of Use'. Click the Submit button and a new page display will notify you to check your email inbox.

	Select your email language preference Login gavallow you to receive your email communication in English, Spanish or French.
	Crigital (default) Crigital (default)
	O Français
	Check this bourts accept the Legin gav <u>Bules of Line (?</u>
	faced
	Security Practices and Physicy Act Statement of Privacy Act Statement of
CE US General 1	Services Administration 🖉 🛛 🕒 Language 🔹 HELP 🖉 CONTACT 🧭 PRIVACY & SECURITY 🖉

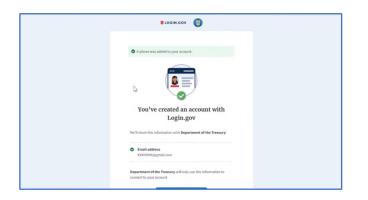
- 3. Within your email inbox, confirm you received an email notification email address by clicking the button provided. You can also copy and paste the provided link into their browser.
- 4. Once the email address is confirmed, create a new password.
 - a. Passwords must be at least 12 characters. There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize. Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.

	ULOGIN.GO	v (S)
	You have confirmed your email	l address
ß	Create a strong pass It must be at least 12 characters long password. That's it! Password	
	Password strength:	
	Password safety tips	+

- 5. Set up their multi-factor authentication via one of the options provided.
 - a. If the phone authentication method is selected, input a telephone number and select whether to receive the message via SMS or phone call.
 - b. Once a phone number is added, enter your one-time security to finish account creation (refer to Figure 8).
 - If another authentication method other than phone is selected, users should consult the Authentication Options page located at the following URL: <u>https://www.login.gov/help/get-started/authentication-options/ Follow the</u> <u>onscreen instructions provided for your selected method</u>

ULOGIN.GOV	
Authentication method setup Add as account layer of security so only you can sign in to your account.	
Select an option to secure your account:	
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it den hooks like a 2058 flash drive). Recommended because it is more phishing resistant.	
Government employee ID Inset your government or military PIV or CAC card and enter your PIN. Note Secure	

6. After successfully adding a phone number to your account, you will receive screen informing you are officially signing in for the first time. Once the account is created, return to the URL: https://portal.treasury.gov/compliance/



- 7. You will receive a message that you are entering the Department of the Treasury's portal. Click "Continue" to enter the 'Treasury Reporting Portal'.
- 8. Once you have successfully logged in through Login.gov, you will arrive at the Introduction page of the Treasury portal.



<u>Logging-In</u>

 Login.gov: If you're using an existing Login.gov account, navigate to <u>https://portal.treasury.gov/compliance</u> and click the Login.gov button. Enter your Login.gov e- mail address into the E-mail Address field and enter the password associated with your Login.gov account. This should redirect you to the Treasury Portal Homepage.

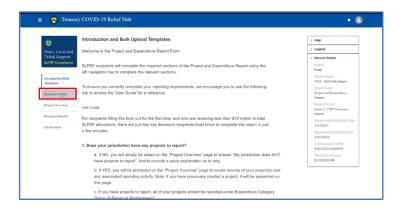
8 -0- 5
U.S. Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely.
Sign in Create an account
Sign in for existing users
Email address
Password
Massword
Show pessword
Sign In

 <u>ID.me</u>: If you're using an existing ID.me account, navigate to <u>https://portal.treasury.gov/cares/s/slt</u> and click the ID.me button. Enter your ID.me account e- mail address into the E-mail Address field and enter the password associated with your account. This should redirect you to the Treasury Portal Homepage.

D.me + 🕲 TREASURY	
Sign in to ID.me	
New to 10.me7 Create an ID.me account	
Email Enter your email oddress	
Password Inter password Ø	
Removality send only on your davids.	
Sign in	
Forget password	
CR	

Confirming the Recipient Profile

1. Once you are logged into the portal, select "Recipient Profile" in the navigation menu on the lefthand side of the page.



2. Review all of the Recipient Information and ensure that everything listed is correct. If there are any discrepancies, scroll down and use the textbox to report necessary changes.

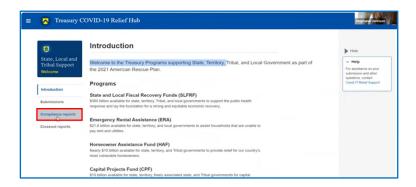
	Recipient Profile				> Help
State, Local and	Please varify that you are a	in authorized user of the prime re	cinient and confirm the	accuracy of your	> Legend
Tribal Support	organization's program prof		open and commune	accuracy of your	V Record Details
SLFRF Compliance					Status Draft
Introduction/Bulk Templates	Recipient Informatio	n			Report Name TEST - 2023 P&E Report
Recipient.Profile	UEIO	ABC123456CDE	Address@	123 Main Street	Report Type Project and Expenditure Report
Project Overview	TINe	00000000	Address 20		Report Period Quarter 1 2023 (January- March)
Recipient Specific	Legal Entity Name®	Sample Minnesota NEU	Address 30		Reporting Period Start D
Certification	Туре	Metro City or County	Citye	Sample	Reporting Period End Da
	FAIN®		State/Territory®	MN	3/31/2023 Submission Deadline
	CFDA No.0		Zip50	00000	4/30/2023 12:00 PM Allocated Amount
					\$1,000,000.00
	Fiscal Year End Date		Zip+40		

- 3. If everything listed is correct, scroll down and answer the three questions according to your local government. When finished, select "Save."
 - Your local government should be registered with SAM.gov. To check if your System of Award Management (SAM.gov) registration will be up-to-date through April 30, 2024, follow the steps <u>here</u>. <u>Note on Renewal</u>: Registration and renewal in SAM is free.

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F	oint of contact list			
	Name v Title v	Phone v Email v	Roles ~	
	: Stephanle Demo Contact Domo Tost	(222) 333-4567 🛛 stephanic johnson dom	SLFRF Account Administrator;SLFRF - Authorized Representative	

Locating the Report

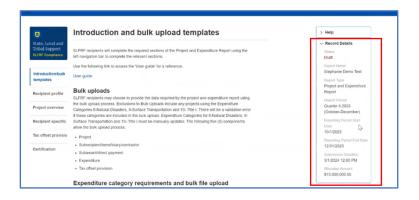
1. Once you are logged into the portal, select "Compliance Reports" in the navigation menu on the left-hand side of the page.



2. In the SLFRF Compliance Report Table, there should be a report with the report type "Project and Expenditure Report." On that report, select the pencil icon under the "provide information" section.

State, Local and Tribal Support Velcome		RF complian	ce reports						V Help For assistance on your submission and other
ntroduction	Q. SI	earch Report Name	Report Type	CFDA No	Report Period	Deadline	Records per page	e 10 • Page 1 of 1 Provide Infor Download	questions.contact Covid IT Rollef Support
ubmissions	1	Stephanie Demo Test	Project and Expenditure Report	2222	Quarter 4 2023 (October- December)	3/1/2024	Draft	₽.	> Legend
Compliance reports									1
loseout reports	CI EE	PE informati	on and/or do	cument regi	iaete				

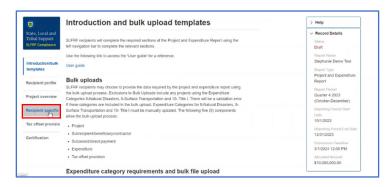
3. Once you are redirected to this report page, confirm that the correct report was selected by reviewing the "Record Details" on the right-hand side of the page. The reporting period start date should be April 1, 2023 and the reporting period end date should be March 31, 2024.



Selecting the 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."

1. Once you have located the April 2024 Project and Expenditure Report, select the "Recipient Specific" tab in the navigation menu on the left-hand side of the page.



 Scroll down to the blue box lower down on the page. If you are a recipient allocated less than \$10 million, you are encouraged to answer 'Yes' for electing the standard allowance. There will be a question asking, "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?" Select Yes.

	Revenue replacement
State, Local and Tribal Support SLFRF Compliance	Recipients will have the option below to update or provide information associated with revenue replacement.
Introduction/bulk	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.
templates	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
Recipient profile	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"
Project overview	field.
Recipient specific	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.
Tax offset provisio	After inputting data in the Recipient Specific section for Revenue Replacement, you must also createrupdate an associated project(s) in the Project Overview section in the 6-Revenue Replacement Exemptiture Category to record the amount of vervenue loss funds buddeted, obligated and excended.
Certification	including a project description(s) that specifies the eligible use of those funds.
	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 the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying the standard allocation is to exceed your total award allocation, for identifying the standard allocation is to exceed your total award allocation, for identifying the standard allocation is to exceed your total award allocation, for identifying the standard allocation is to exceed your total award allocation is toexceed your total award allocation is to exceed your total award al

3. The next question asks about revenue loss due to the COVID-19 public health emergency. If your local government received less than \$10 million and has used the full amount of your ARP/CSLFR allocation in the revenue replacement category, then your revenue loss can be up to the full amount that you received. If your local government spent its ARP/CSLFRF allocation in other categories, then you must subtract the amount spent in other categories and determine exactly how much was spent on revenue replacement. For example, if your local government was allocated \$10,000,000 and spent \$3,000,000 in infrastructure investment, then you should report \$7,000,000 in lost revenue.

a. If you enter in an amount that exceeds your total allocation amount, a warning message will appear at the top of the screen which notifies you that the indicated revenue loss is greater than the total SLFRF Allocation.

	3/1/2024 12:00 PM
Revenue replacement key inputs	Allocated Amount. \$10,000,000.00
¹ Is your pandidion widting to one the standard allowance of up to \$10 million, not to eacend your total axend allocation, for identifying memory loss? Yes v	
If a recipitent's total is \$10 million or greater; the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.	
If a recipient's total adiocation is less than 510 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	
"Where fincal recovery functs used to make a deposit into a pension fund? -None	
*Please provide an explanation of how revenue replacement funds were allocated to government services	
See .	

4. The next question asks if fiscal recovery funds were used to make a deposit money into a pension fund. Local governments were not given the authority to spend ARP/CSLFRF on pension, so the answer you select should be "No."

	\$10,000
* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	
Yes 👻	
If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million.	
If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation.	
*Revenue loss due to Covid-19 public health emergency 10,000,000.00	
*Were fixed recovery funds used to make a deposit into a person fund? No	
*Please provide an explanation of how revenue replacement funds were allocated to government services	
I	
Site	

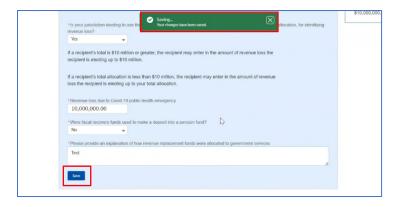
5. The last question in the blue box asks you to provide a full explanation of how revenue replacement funds are allocated to government services. This description should match the 6.1 project description. Treasury requests that descriptions provide explanations that details what type of specific eligible government services are being supported with the funds. The textbox for entering these details is designed to take at least 250 characters as part of the description of

* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying
revenue loss?
Yes 💌
If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the
recipient is electing up to \$10 million.
If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue
loss the recipient is electing up to your total allocation.
*Revenue loss due to Covid-19 public health emergency
10,000,000.00
*Were fiscal recovery funds used to make a deposit into a pension fund?
No v
*Please provide an explanation of how revenue replacement funds were allocated to government services
I
Save

For example, a useful description might of how revenue replacement funds were used might read like the following: "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 area, as well as a project to rebuild the sidewalks of the commercial district."

services.

6. After completing the three additional questions, select "Save." You can confirm that your edits have been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen.



Creating a Revenue Replacement Project

1. Once you have located the April 2024 Project and Expenditure Report, select the "Project Overview" tab in the navigation menu on the left-hand side of the page.



 Scroll down to the blue box labeled "No projects verification". Where it asks "Does your jurisdiction have projects to report as of this reporting period?", select "My jurisdiction has projects to report". Select "Save" and confirm that your edits have been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen.

			7
No projects verification			
*Does your jurisdiction have projects to rep	ort as of this reporting period?		
		*	
My jurisdiction has projects to report		*	
My jurisdiction has projects to report			
		•	
My jurisdiction has projects to report		·	
		·	
		·	
	Þ		

3. Scroll down to the next blue box labeled "My Projects" and select "Add New Project"



4. You will be redirected to a short form titled "Add project," that will ask for the details of the project you are creating. Under the "Project Expenditure Category Group" select "6- Revenue Replacement." Under the Project Expenditure Category select "6.1- Provision of Government Services."

- a. A warning message will pop-up notifying you that expenditures reported under Expenditure Category: 6.1 Revenue Replacement do not need to have subrecipients, subawards, or expenditures separately reported after entering in the 6.1 project as required. That means that once you enter all of the information in this form, you do not need to provide additional details on the awards and the expenditures.
- b. If your local government is using it's CSLFRF allocation as a match for another (non-ARP) federal grant, then your local government should be selecting the 6.2 Non-federal match for other Federal Programs category.

	1	Add project	
General project information			
Project expenditure category group			
6-Revenue Replacement		-	
Project Expenditure Category			
6.1-Provision of Government Services			*
	red.		
Project name	*Recipient project ID 0	*Adopted budget	
Project name		*Adopted budget *Current period obligations	*Current Pariod Expenditures @
	*Recipient project ID		*Current Partical Expanditures @

- 5. Create a Project Name and Recipient Project ID Number.
 - a. The Recipient Project ID Number is a number that you are creating to identify the specific project. Each project ID number should be different for identification purposes. It is recommended to use differing 4-digit codes to identify each project (ex. 1245).

		Add project	
Seneral project information			
Project expenditure category group			
6-Revenue Replacement		-	
Project Expenditure Category			
6.1-Provision of Government Services lease note that obligations and expend filer entering in the 6.1 project as requir		evenue Replacement do not need to have subre	 cipients, subawards, or expenditures separately rep
lease note that obligations and expend		evenue Replacement do not need to have subre	 cipients, subawards, or expenditures separately rej
lease note that obligations and expend fler entering in the 6.1 project as requir	red.		 cipients, subawards, or expenditures separately reported to the separately reported to th
lease note that obligations and expend fler entering in the 6.1 project as requir	red.		 cipients, subawards, or expenditures separately rep -Current Period Expenditures @
Yease note that obligations and expend filer entering in the 6.1 project as requir Project name	*Recipient project ID	*Adopted budget	

- 6. A 6.1 project doesn't need to have an adopted budget, so leave those sections blank.
- 7. Enter the total cumulative obligations and total cumulative expenditures for this project, as well as, the amounts obligated and expended between April 1, 2023 and March 31, 2024.
 <u>Note</u>: Recipients should ensure that Current Period Obligations are less than or equal to Cumulative Obligations for each project. Treasury's Portal will otherwise return an error.

	A	Add project	I
*Project Expenditure Category			
6.1-Provision of Government Services			*
Please note that obligations and expension after entering in the 6.1 project as requi		evenue Replacement do not need to have subre	ecipients, subawards, or expenditures separately reported
Project name	*Recipient project ID O	*Adopted budget	
Test Rev Rep	1234	10,000,000.00	
*Total cumulative obligations	* Total cumulative expenditures	*Current period obligations	*Current Period Expenditures
Program income eamed	Program income expended	_	
*Project Description			
		4	
			Add project

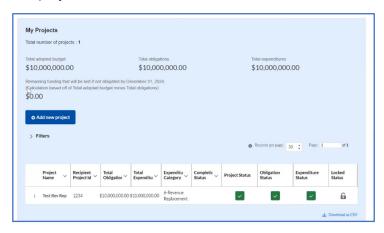
- 8. A 6.1 project should not have earned or expended income, so leave those sections blank.
- 9. The last question asks you to provide a project description. This description should match the description of revenue loss you provided in the standard allowance section. (See direction on #5 of Selecting the Standard Allowance for more details.)

	ŀ	Add project	
Project Expenditure Category			
6.1-Provision of Government Services			¥
Please note that obligations and expen- after entering in the 6.1 project as requi		evenue Replacement do not need to have subre	ccipients, subawards, or expenditures separately reporte
Project name	*Recipient project ID (*Adopted budget	
Test Rev Rep	1234	10,000,000.00	
Total cumulative obligations	 Total cumulative expenditures 	*Current period obligations	*Current Period Expenditures
10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
Program income carned	Program income expended		
Project Description			
1	I		
			Add proj

10. Once complete, select "Add project." Confirm that your project has been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen.

No projects verification	Saving Project Your changes have been saved.	×	
*Does your jurisdiction have projects to rep	ort as of this reporting period?		
My jurisdiction has projects to report	· ·		
Save			
	N		
	5		
M. Desiset			
My Projects Total number of projects : 1			
total number of projects : 1			
Total adopted budget	Total obligations	Total expenditures	
\$10,000,000.00	\$10,000,000.00	\$10,000,000.00	
Remaining funding that will be lost if not obl (Calculation based off of Total adopted budg			

11. The page you are redirected to will list all previous projects and update to reflect the new project added. It will also list the total adopted budget, total obligations, and total expenditures for all of the projects combined. It will also list the total for remaining funding that has not be obligated.



Updating a project

1. Once you have located the April 2024 Project and Expenditure Report, select the "Project Overview" tab in the navigation menu on the left-hand side of the page.



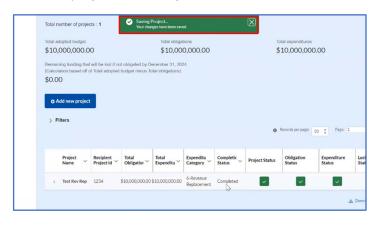
2. Scroll down to the blue box labeled "My Projects" and select the "Project Status" button of the project you intend to update.

	ation based off of		ot obligated by D budget minus To		24.					
	dd new project									
> Fi	ilters									
							0	Records per page:	50 : Page: 1	of
	Project Name ~	Recipient Project Id ~	Total Obligatior [∨]	Total Expenditu ^V	Expenditu Category ~	Completic Status	Project Status	Obligation Status	Expenditure Status	Locked Status

3. On this "General Project Information" page you will be able to update the adopted budget, the current and cumulative obligations, the current and cumulative obligations expenditures, and the income earned and expended for the project.

	E	Edit Project		
6.1-Provision of Government Services			*	
Please note that obligations and expend after entering in the 6.1 project as requi	ditures reported under Expenditure Category: 6.1 Re red.	venue Replacement do not need to have subred	plents, subawards, or expenditures separately re	ported
Project Name	* Recipient Project ID	*Adopted Budget		
Test Rev Rep	1234	10,000,000.00		
* Total Cumulative Obligations@	 Total Cumulative Expenditures 	* Current Period Obligations @	*Current Period Expenditures	
10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00	
Program Income Earned	Program Income Expended			
Status to Completion				
Due		~		
*Project Description				
lest				
		4		

4. Confirm that your updates to the project have been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen.



Cancelling a project

1. Once you have located the April 2024 Project and Expenditure Report, select the "Project Overview" tab in the navigation menu on the left-hand side of the page.



2. Scroll down to the blue box labeled "My Projects" and select the "Project Status" button of the project you intend to update.

10,000,000.0	0		\$10,00	0,000.00		\$	10,000,00	0.00	
emaining funding tha calculation based off 0.00				24.					
Add new project Filters						0	Records per page:	50 : Page: 1	0
	Recipient Project Id ~	Total Obligatior ~	Total Expenditu ~	Expenditu Category ~	Completic Status ~	O Project Status	Records per page: Obligation Status	50 : Page: 1 Expenditure Status	o Locked Status

3. On the "General Project Information" page, under the "Status to Completion" question, the dropdown options can be changed to reflect the project's status. Select "Cancelled."

	E	Edit Project	
6.1-Provision of Government Services			*
Please note that obligations and expend after entering in the 6.1 project as requir		venue Replacement do not need to have subred	pients, subawards, or expenditures separately reported
Project Name	* Recipient Project ID	*Adopted Budget	
Test Rev Rep	1234	10,000,000.00	
*Total Cumulative Obligations®	 Total Cumulative Expendituses 	*Carrent Period Obligations	*Gurrent Period Expenditures®
10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
Program Income Earned	Program Income Expended		
Status to Completion			
Due		~	
* Project Description			
lest			
		6	
			Delete Project Save Pr

- 4. Selecting Cancelled will display a text field to enter the reason for cancelling the project. If you are selecting to cancel a previously reported project, please be aware that you will need to revise the project's total cumulative obligations, and total cumulative expenditures to \$0.00. To do this, enter the negative version of the listed obligations and expenditures in order to negate them back to zero. For example, if you have \$500 listed as an obligation, enter -\$500 to send that obligation back to \$0.
- 5. Select "Save Project." Confirm that your updates to the project have been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen.

Completing & Locking a Project

1. Once you have located the April 2024 Project and Expenditure Report, select the "Project Overview" tab in the navigation menu on the left-hand side of the page.



 Scroll down to the blue box labeled "My Projects" and select the "Project Status" button of the project you intend to lock. <u>Note</u>: Projects can only be marked complete and locked once all funding associated with the project have been fully obligated and expended.

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10,000,000	.00		\$10,00	0,000.00		\$	10,000,000	0.00	
emaining funding t Calculation based o 0.00				24.					
Add new proj	ect								
> Filters									
						0	Records per page:	50 : Page: 1	of
	Recipient	Total Obligatior ~	Total Expenditu ^V	Expenditu Category ~	Completic Status	Project Status	Obligation Status	Expenditure Status	Locked Status
Project Name	Y Project Id								
Name	Project Id	\$10,000,000,00	\$10,000,000,00	6-Revenue					6
	Project Id	\$10,000,000.00	\$10,000,000.00	6-Revenue Replacement		Ŀ,	~		6

3. On the "Status to Completion" question, the drop-down options can be changed to reflect the project's status. Select "Competed" and "Save Project."

	E	Edit Project	
6.1-Provision of Government Services			¥
Please note that obligations and expend after entering in the 6.1 project as requir		venue Replacement do not need to have subred	plents, subawards, or expenditures separately reported
* Project Name	*Recipient Project ID	*Adopted Budget	
Test Rev Rep	1234	10,000,000.00	
*Total Cumulative Obligations@	*Total Cumulative Expendituoes®	* Current Period Obligations @	* Gurrent Period Expenditures®
10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
Program Income Earned	Program Income Expended		
Status to Contoletion			
- Dine		*	
*Project Description			
Project Description @			
ier.			
		A	
			Delete Project Save Project

4. Confirm that your edit to the project has been saved once you see a green check and the words saying "Your changes have been saved" appear at the top of the screen. The "Completion Status" should update to "Competed."

Total comparison to the comparison of the compa	\$10,000,000,00 \$10,000,000 \$10,000,000,00 Remaining finding that will be load if not obligated by December 31, 2024. (Calculation besed off of Tobal adopted budget minus. Tobal obligations) \$0.00 D Add new project > Filters	Total - dealer discourse	Teleford and the second s	
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(Cateutanion bessed off of Total adopted budget mesus Total obligations) \$0.00 O Add new project > Filters	(Calculation based off of Total adopted budget means Total obligations) \$0.00 Add new project Filters Filte	\$10,000,000.00	\$10,000,000.00 \$10,000,	\$10,000,000.00 \$10,000.00
	Project v Recipient Total Expenditu Congression Status Obligation Status Status Status		opore unages results room onegation of	унны самурт неных консондинал оз

5. Now that the project is marked completed, you can select "Locked Status" and "Lock project." By locking the project now, it allows you to go directly to the certify and submit section in later reporting periods. <u>Note</u>: Marking the project as complete and locking the project does not mean that your local government is finished with reporting. You must continue to report annually through April 2026. Locking will just make the process faster.

Project Composition Status © Completed Project - Total Cumulative Obligations © S10.000.0000 Period Obligations © Current period obligations Current period expenditures © S10.000.0000 Period Current period obligations Current period expenditures Q1 2022 Q2 2022 Q4 2022 Q4 2022 Q4 2023 Q4 2023 Q4 2023 Q4 2023 Q4 2023 Q4 2023 S10.000,000,00 S10.000,000		Lock Project	
Completed Project - Total Cumulative Disjuitons @ \$10,000,000.00 Project - Total Cumulative Expenditures @ \$10,000,000.00 Period Current period obligations Current period expenditures Q1 2022 Current period obligations Current period expenditures Q2 2022 Q1 2022 Q1 2022 Q3 2022 Q2 2023 Q1 2022 Q1 2023 Q1 2023 Q1 2023 Q3 2023 Q1 2023 Q1 2023 Q3 2023 Q1 2023 Q1 2023 Q4 2023 S10.000.000.00 S10.000.000.00 Totals S10.000.000.00 S10.000.000.00	project until locked		
S10.000.000 S10.000.000 Period Current period obligations Current period expenditures Q1 2022 Q2 2022 Period			
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Q2 2022 Q3 2022 Q4 2022 Q1 2023 Q2 2023 Q3 2023 Q4 2023 Q4 2023 \$10.000.000.00 Totals \$10.000.000.00	Period	Current period obligations	Current period expenditures
Q3 2022 Q4 2022 Q1 2023 Q2 2023 Q3 2023 Q4 2023 Q4 2023 S10,000,000,00 S10,000,000,00 S10,000,000,00 S10,000,000,00 S10,000,000,00	Q1 2022		
Q4 2022 Q1 2023 Q2 2023 Q3 2023 Q4 2023 \$10,000,000,000 Q4 2023 \$10,000,000,000 Totals \$10,000,000,000	Q2 2022		
Q1 2023	Q3 2022		
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This works to work a descended as well and and fully, a bill what a second and an advantation of the first of the first output to be the basis of the ba	Totals	\$10,000,000.00	\$10,000,000.00
			Allah da Lashana ka ka da sa ka da sa ka

Certifying the Report

1. Once you have reviewed each project and finished editing, open the April 2024 Project and Expenditure Report and select the "Certification" tab in the navigation menu on the left-hand side of the page.



- 2. Review the total adopted budget, total obligations, total expenditures listed on the certification page. These numbers reflect the cumulative total from each of the projects.
 - a. On this page, it is important to ensure that the "Allocated Amount" listed in the "Record Details" on the right-hand side of the page is less than or equal to the total adopted budget. If not, your remaining funding may be listed as a negative number. If that is the case, then you should go back to the project overview page and review each of the created projects.

State, Local and Tribal Support						V Record D
SLFRF Compliance	Review				U	Status Draft
					_	Report Nan Stephanie
Introduction/bulk	Total adopted budget	Total	bligations	Total expenditur	cs	Stephanie
templates	\$10,000,000.00	\$10,	000,000.00	\$10,000,000.	.00	Report Type
						Project and
Recipient profile	Remaining funding that will	I be lost if not reported o	bligated by December 31,	2024		Report
	(Calculation based off of To	tal Allocation amount m	inus Total obligations)			Report Peri
Project overview	\$0.00					Quarter 4
Project overview						(October-D
	Total number of projects: 1					Reporting P
Recipient specific	Total number of subawards	::0				Date
	Total number of expenditur	res: 0				10/1/2023
Tax offset provisio						
	Project overview sta	atuso				Reporting F 12/31/2023
Certification						
		Project status	Obligation status	Expenditure status		Submission
	Complete	1	1	1		3/1/2024 1
	Incomplete					Allocated A
		0	0	0		\$10,000,0

3. Review the project overview status to ensure that you've completed each of the necessary fields. When you are ready to certify, the "incomplete" row will have zeros in each column.



4. After reading the statement, scroll down and review the "Name of current login user." Ensure that your name and contact information is listed. If everything is as it should be, select "Certify and submit."

	he Secretary periodic reports providing detailed accounting ications to a State's or Territory's tax revenue sources, and
	require for the administration of this program. In addition
	ary may request other additional information as may be
	be necessary to prevent evasions of the requirements of
	de to the Secretary may result in criminal, civil, or
	risonment, civil damages and penalties, debarment from
participating in Federal awards or contracts,	
Name of current login user	
Note: the information for the currently signed	In user will populate as the authorizer of this submittal.
	e for reporting or authorized representative on the
submission record will have access to certify	
N	
Name:	Telephone:
Stephanie Demo Contact	(222) 333-4567
Title:	Email:
Demo Test	stephanie.johnson.demo@treasury.gov
lack	Certify and submit
	Certify and submit

5. Once the project has been certified, the Record Details should update to reflect the Report Status as "Submitted." After a recipient's submission has been certified and submitted in the system by the Authorized Representative for Reporting, it can be corrected in Treasury's Portal by selecting the Unsubmit button. Recipients may unsubmit, and then resubmit, their Project and Expenditure Report any time before the reporting deadline.

Report Inform	mation	
Report Name		
SLT-0035 - In	terim Report -	
2021		
Report Type		
Project and E	xpenditure	
Report		
Report Period		
Quarter 1 20	22 (January-	
March)		
Reporting Period S	tart Date	
1/1/2022		
Reporting Period E	ind Date	
3/31/2022		
Submission Deadli	ne	
12/5/2023 1	2:00 PM	
Allocated Amount		
\$1,250,000.0	00	