

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.

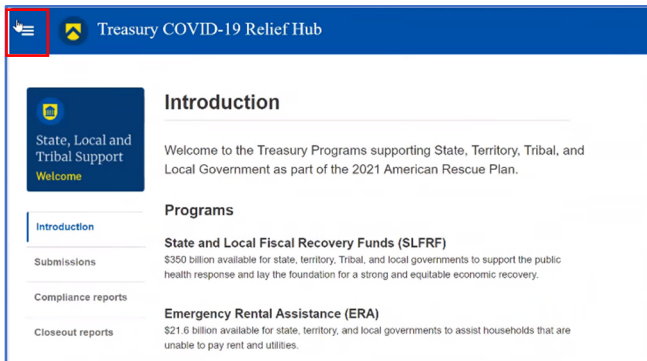
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Accessing Treasury's Portal

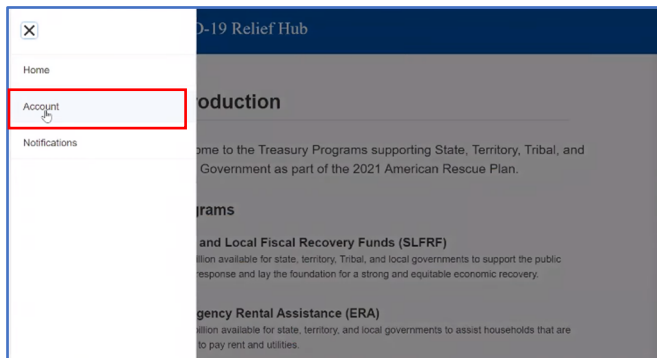
If you do not already have an account for accessing the Treasury Portal, you will need to create a Login.gov account. Before creating the Login.gov account, have your local government's account administrator pre-register you in the portal.

Pre-register for the portal

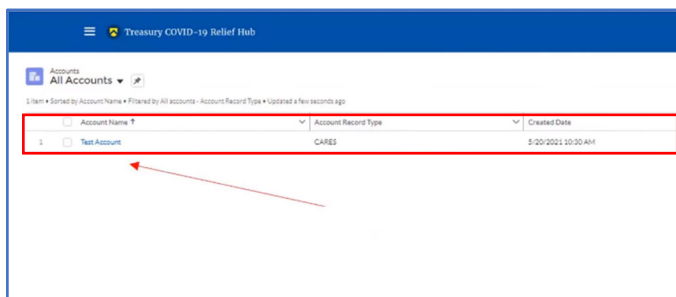
1. To pre-register new authorized personnel in the portal, the account administrator must login to the portal and select the hidden menu icon in the top left corner.



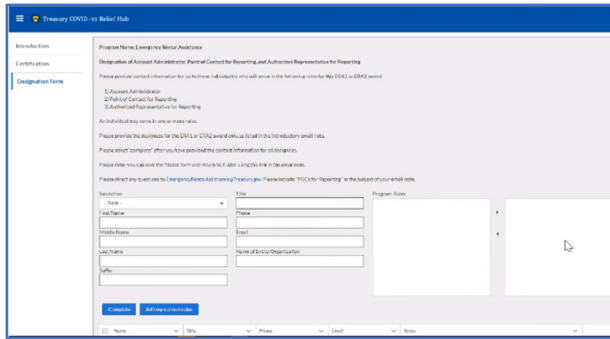
2. Select "Account."



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



- 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.

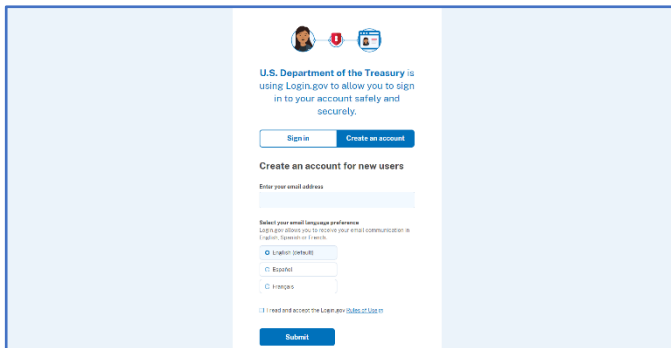


- Once you have received an email from the Treasury regarding Login.gov account setup, you are pre-registered and may proceed to create an account.

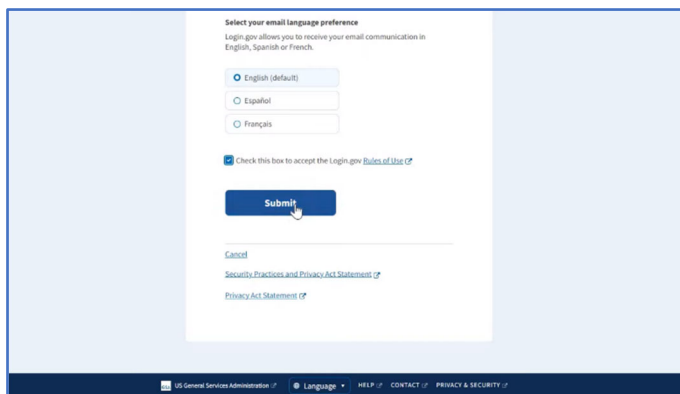
Creating an Account

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

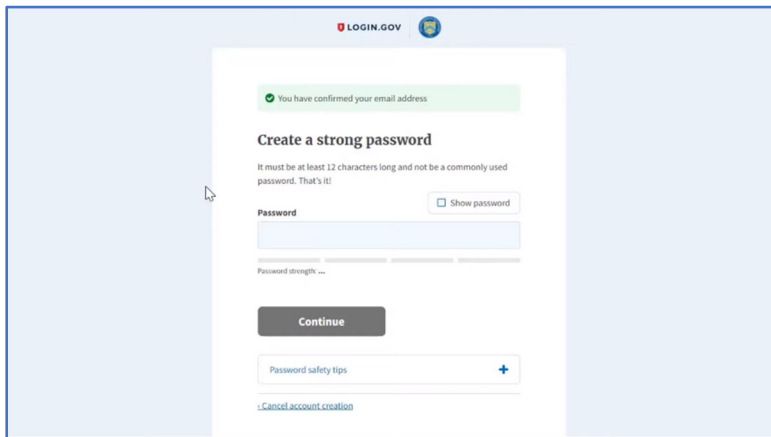
- Navigate to <https://portal.treasury.gov/compliance>, click the Login.gov button and select 'Create an account'.



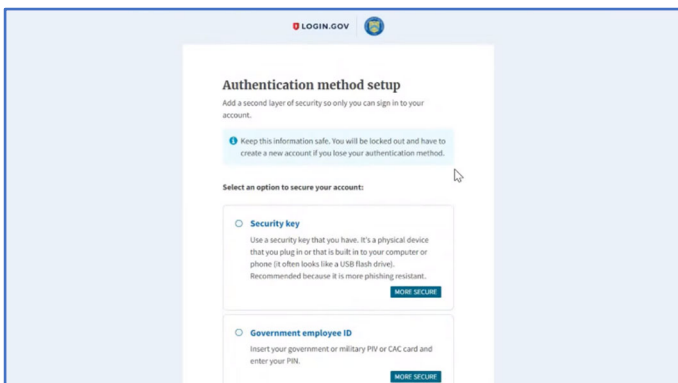
- Input your email address, select language preference, and accept the Login.gov 'Rules of Use'. Click the Submit button and a new page display will notify you to check your email inbox.



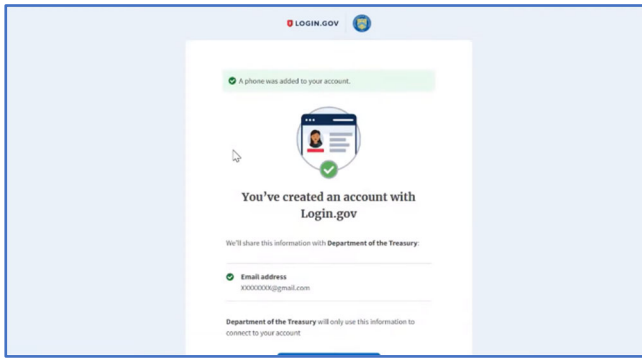
3. Within your email inbox, confirm you received an email notification email address by clicking the button provided. You can also copy and paste the provided link into their browser.
4. Once the email address is confirmed, create a new password.
 - a. Passwords must be at least 12 characters. There 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.



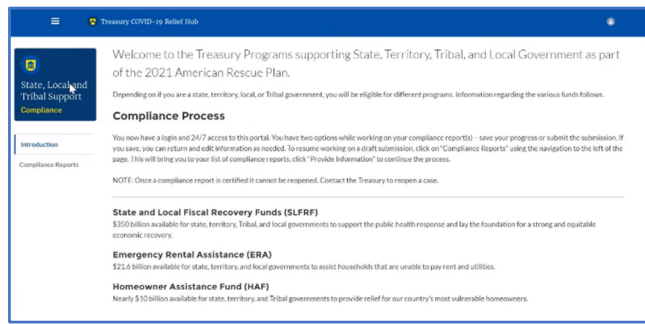
5. Set up their multi-factor authentication via one of the options provided.
 - a. If the phone authentication method is selected, input a telephone number and select whether to receive the message via SMS or phone call.
 - b. Once a phone number is added, enter your one-time security to finish account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



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/>

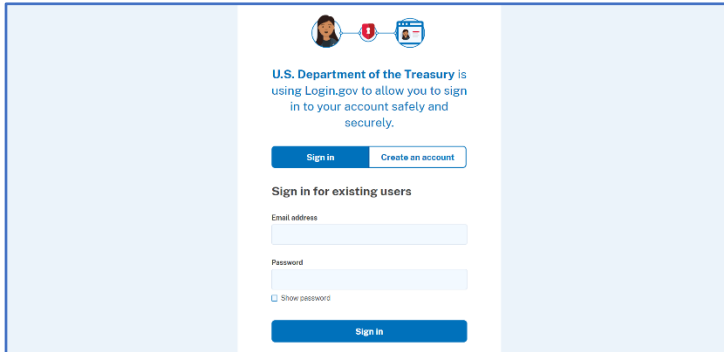


7. You will receive a message that you are entering the Department of the Treasury's portal. Click "Continue" to enter the 'Treasury Reporting Portal'.
8. Once you have successfully logged in through Login.gov, you will arrive at the Introduction page of the Treasury portal.



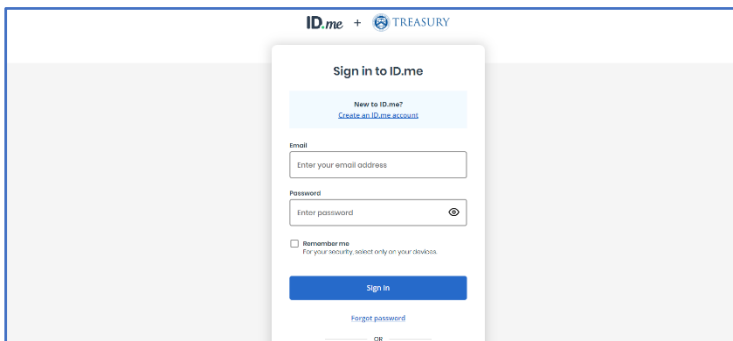
Logging-In

- **Login.gov:** If you're using an existing Login.gov account, navigate to <https://portal.treasury.gov/compliance> 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.



The screenshot shows a sign-in page for the U.S. Department of the Treasury. At the top, there are icons for a person, a key, and a shield. Below this, the text reads: "U.S. Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely." There are two buttons: "Sign in" and "Create an account". Underneath, it says "Sign in for existing users" and provides fields for "Email address" and "Password". There is a checkbox for "Show password" and a "Sign in" button at the bottom.

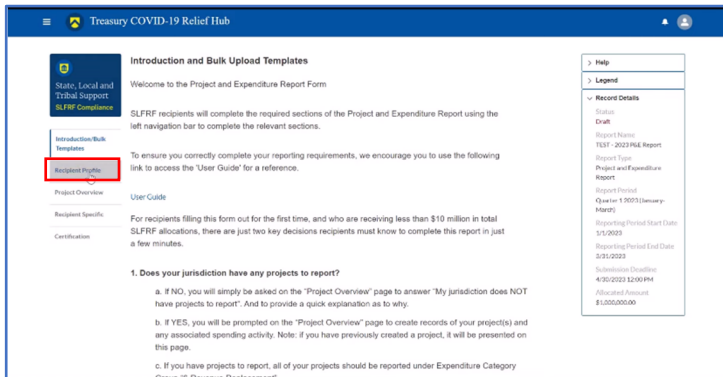
- **ID.me:** If you're using an existing ID.me account, navigate to <https://portal.treasury.gov/cares/s/slt> and click the ID.me button. Enter your ID.me account e-mail address into the E-mail Address field and enter the password associated with your account. This should redirect you to the Treasury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



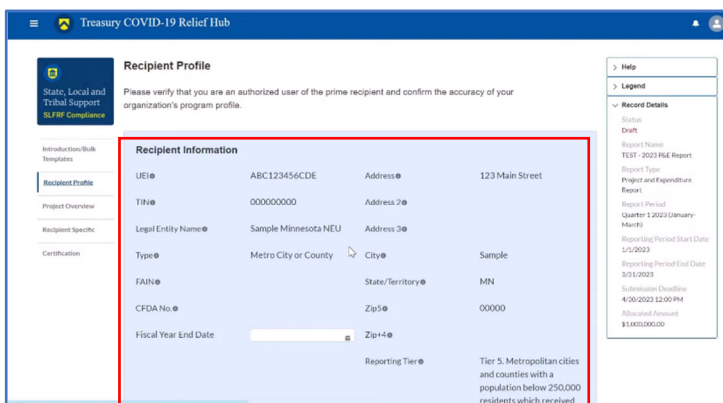
The screenshot shows a sign-in page for ID.me. At the top, it says "ID.me + TREASURY". Below this, it says "Sign in to ID.me". There is a link for "New to ID.me? Create an ID.me account". There are fields for "Email" (with the prompt "Enter your email address") and "Password" (with the prompt "Enter password" and a toggle icon). There is a checkbox for "Remember me" with the text "For your security, select only on your devices." Below these fields is a "Sign in" button, a "Forgot password" link, and a "OR" separator.

Confirming the Recipient Profile

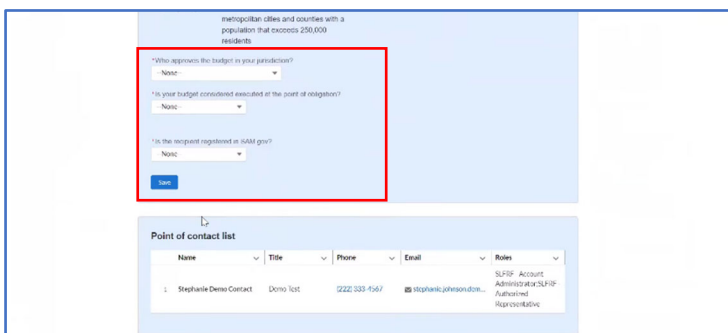
- Once you are logged into the portal, select “Recipient Profile” in the navigation menu on the left-hand side of the page.



- 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.

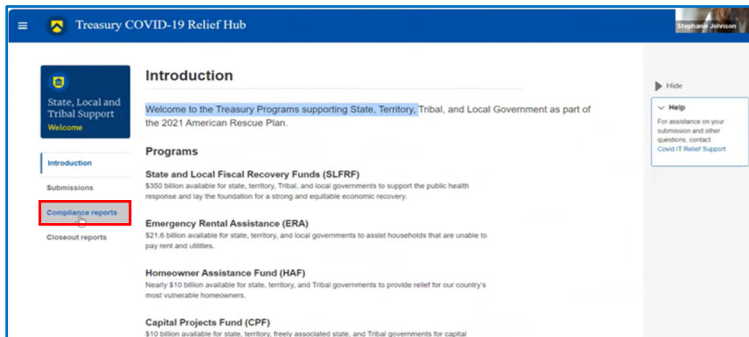


- If everything listed is correct, scroll down and answer the three questions according to your local government. When finished, select “Save.”
 - Your local government should be registered with SAM.gov. To check if your System of Award Management (SAM.gov) registration will be up-to-date through April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

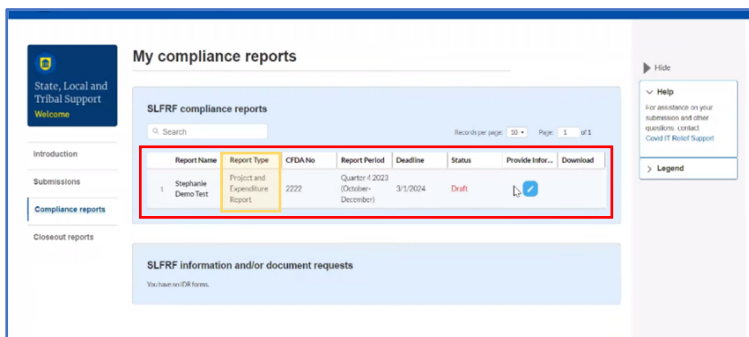


Locating the Report

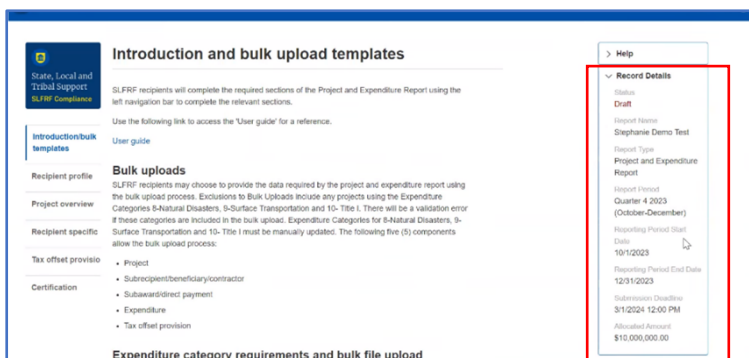
1. Once you are logged into the portal, select “Compliance Reports” in the navigation menu on the left-hand side of the page.



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.



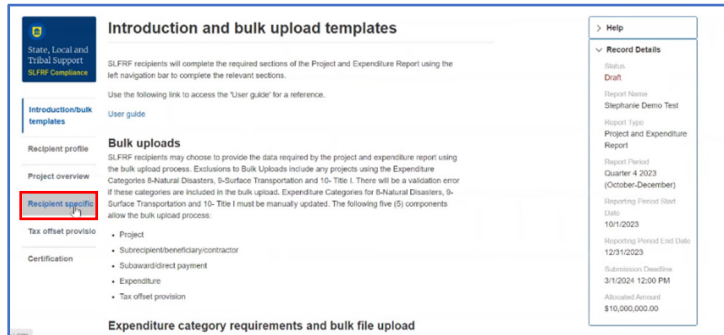
3. Once you are redirected to this report page, confirm that the correct report was selected by reviewing the “Record Details” on the right-hand side of the page. The reporting period start date should be April 1, 2023 and the reporting period end date should be March 31, 2024.



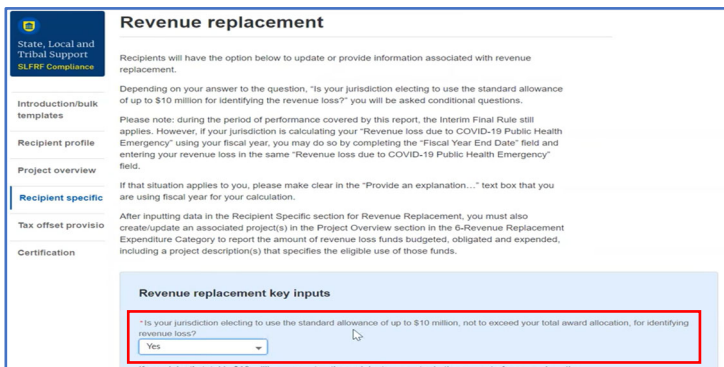
Selecting the Standard Allowance

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.



2. 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.



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/CSLFR 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.

Revenue replacement key inputs

3/12/2024 12:00 PM
Allocated Amount: \$10,000,000.00

*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
[Red box around field containing a value greater than \$10,000,000.00]

*Were fiscal recovery funds used to make a deposit into a pension fund?
None

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

Save

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.”

*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

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

Save

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

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

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.

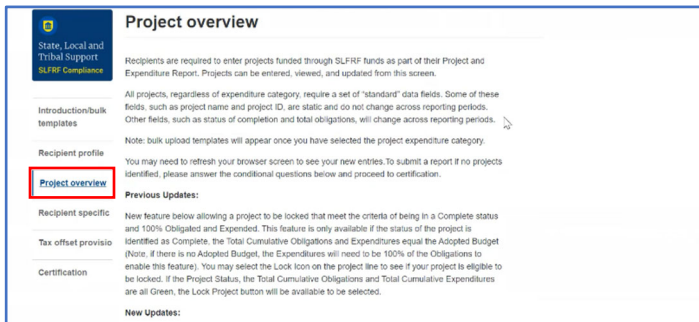
6. After completing the three additional questions, select “Save.” You can confirm that your edits have been saved once you see a green check and the words saying “Your changes have been saved” appear at the top of the screen.

The screenshot shows a web form with a light blue background. At the top right, there is a text input field containing "\$10,000,000". A green notification box at the top center contains a checkmark icon, the text "Saving...", and "Your changes have been saved." with a close button (X). The form contains several questions and input fields:

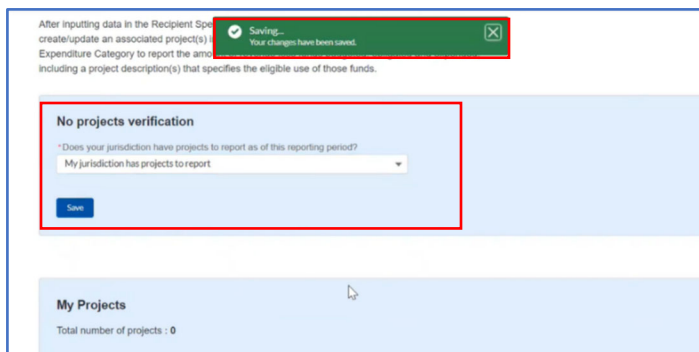
- Question: "Is your jurisdiction electing to use the revenue loss?" with a dropdown menu showing "Yes".
- Text: "If a recipient's total is \$10 million or greater, the recipient may enter in the amount of revenue loss the recipient is electing up to \$10 million."
- Text: "If a recipient's total allocation is less than \$10 million, the recipient may enter in the amount of revenue loss the recipient is electing up to your total allocation."
- Text: "Revenue loss due to Covid-19 public health emergency" with a text input field containing "10,000,000.00".
- Question: "Were fiscal recovery funds used to make a deposit into a pension fund?" with a dropdown menu showing "No".
- Text: "Please provide an explanation of how revenue replacement funds were allocated to government services" with a text area containing "Test".
- A blue "Save" button is located at the bottom left of the form.

Creating a Revenue Replacement Project

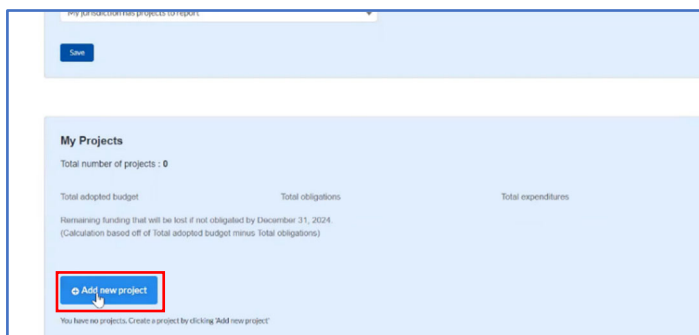
1. Once you have located the April 2024 Project and Expenditure Report, select the “Project Overview” tab in the navigation menu on the left-hand side of the page.



2. 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.



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.

The screenshot shows the 'Add project' form with the following fields and values:

- Project expenditure category group: 6 Revenue Replacement
- Project Expenditure Category: 6.1-Provision of Government Services (highlighted with a red box)
- Project name: (empty)
- Recipient project ID: (empty)
- Adopted budget: (empty)
- Total cumulative obligations: (empty)
- Total cumulative expenditures: (empty)
- Current period obligations: (empty)
- Current Period Expenditures: (empty)
- Program income earned: (empty)
- Program income expended: (empty)

- 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).

The screenshot shows the 'Add project' form with the following fields and values:

- Project name: (empty)
- Recipient project ID: 1234 (highlighted with a red box)
- Adopted budget: (empty)
- Total cumulative obligations: (empty)
- Total cumulative expenditures: (empty)
- Current period obligations: (empty)
- Current Period Expenditures: (empty)
- Program income earned: (empty)
- Program income expended: (empty)

- 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.

Note: 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.

The screenshot shows the 'Add project' form with the following fields and values:

- Project Expenditure Category: 6.1-Provision of Government Services
- Project name: Totl Rcv Rep
- Recipient project ID: 1234
- Adopted budget: 10,000,000.00
- Total cumulative obligations: 10 (highlighted with a red box)
- Total cumulative expenditures: (empty)
- Current period obligations: (empty)
- Current Period Expenditures: (empty)
- Program income earned: (empty)
- Program income expended: (empty)
- Project Description: (empty)

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.)

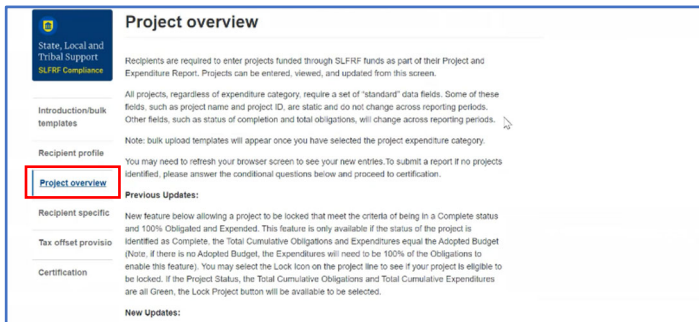
10. Once complete, select “Add project.” Confirm that your project has been saved once you see a green check and the words saying “Your changes have been saved” appear at the top of the screen.

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.

Project Name	Recipient Project ID	Total Obligation	Total Expenditure	Expenditure Category	Completic Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1 Test Rev Rep	1234	\$10,000,000.00	\$10,000,000.00	6-Revenue Replacement		✓	✓	✓	🔒

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.

Total adopted budget: \$10,000,000.00
Total obligations: \$10,000,000.00
Total expenditures: \$10,000,000.00

Remaining funding that will be lost if not obligated by December 31, 2024:
(Calculation based off of Total adopted budget minus Total obligations)
\$0.00

[Add new project](#)

Filters: Records per page: 50 | Page: 1 of 1

Project Name	Recipient Project Id	Total Obligator	Total Expenditu	Expenditu Category	Complect Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1 Test Rev Rep	1234	\$10,000,000.00	\$10,000,000.00	6-Revenue Replacement					

[Download as CSV](#)

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.

Edit Project

6.1-Provider of Government Services

Please note that obligations and 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.

Project Name: Test Rev Rep
Recipient Project ID: 1234
Adopted Budget: 10,000,000.00

Total Cumulative Obligations: 10,000,000.00
Total Cumulative Expenditures: 10,000,000.00
Current Period Obligations: 10,000,000.00
Current Period Expenditures: 10,000,000.00

Program Income Earned:
Program Income Expended:

Status to Completion:

Project Description:

[Update Project](#) [Save Project](#)

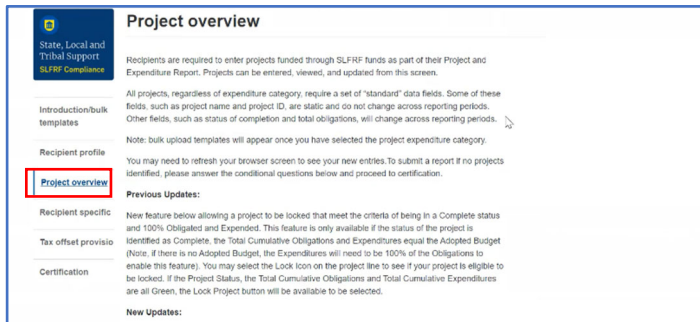
4. Confirm that your updates to the project have been saved once you see a green check and the words saying “Your changes have been saved” appear at the top of the screen.

The screenshot displays a project management dashboard. At the top, a notification box with a green checkmark and a close button (X) reads: "Saving Project... Your changes have been saved." Below this, summary statistics are shown: "Total number of projects : 1", "Total adopted budget: \$10,000,000.00", "Total obligations: \$10,000,000.00", and "Total expenditures: \$10,000,000.00". A note states: "Remaining funding that will be lost if not obligated by December 31, 2024. (Calculation based off of Total adopted budget minus Total obligations) \$0.00". A blue button labeled "Add new project" is visible. Below the button is a "Filters" section and a table with columns: Project Name, Recipient Project Id, Total Obligation, Total Expenditure, Expenditure Category, Complete Status, Project Status, Obligation Status, Expenditure Status, and Loc Stat. The table contains one row: "1 Test Rev Rep 1234 \$10,000,000.00 \$10,000,000.00 6-Revenue Replacement Completed" with green checkmarks in the Project Status, Obligation Status, and Expenditure Status columns. A "Records per page: 50" and "Page: 1" indicator is present. A "Download" icon is at the bottom right.

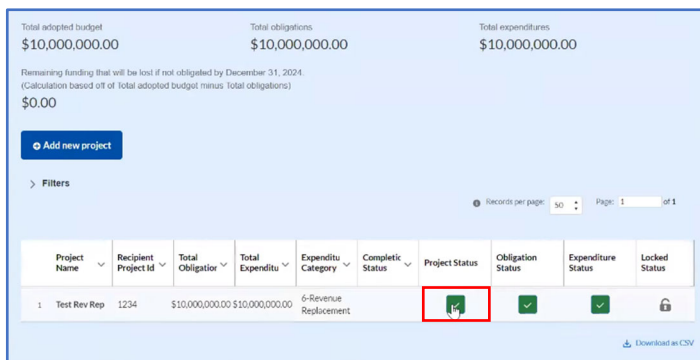
Project Name	Recipient Project Id	Total Obligation	Total Expenditure	Expenditure Category	Complete Status	Project Status	Obligation Status	Expenditure Status	Loc Stat
1 Test Rev Rep	1234	\$10,000,000.00	\$10,000,000.00	6-Revenue Replacement	Completed	✓	✓	✓	

Canceling 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.



3. On the “General Project Information” page, under the “Status to Completion” question, the drop-down options can be changed to reflect the project’s status. Select “Cancelled.”

Edit Project

6.1-Provider of Government Services

Please note that obligations and 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.

*Project Name: Test Rev Rep
*Recipient Project ID: 1234
*Adopted Budget: 10,000,000.00

*Total Cumulative Obligations: 10,000,000.00
*Total Cumulative Expenditures: 10,000,000.00
*Current Period Obligations: 10,000,000.00
*Current Period Expenditures: 10,000,000.00

Program Income Earned:
Program Income Expended:

Status to Completion:

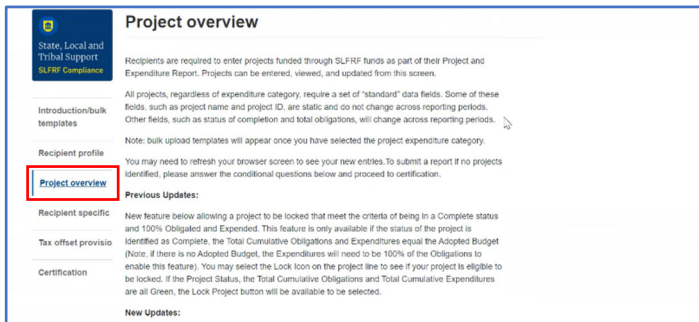
*Project Description:

[Cancel Project](#) [Save Project](#)

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.

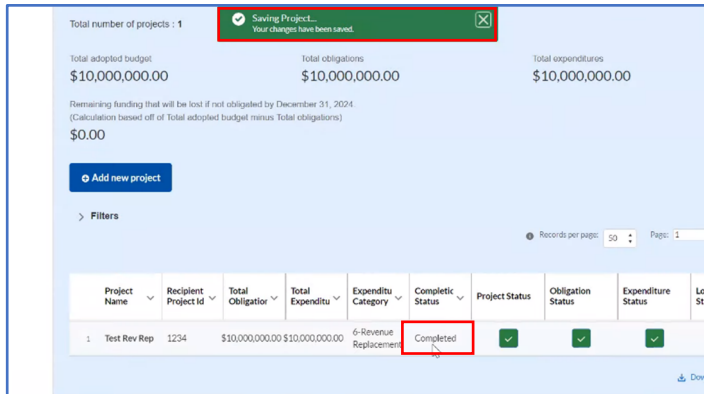


2. Scroll down to the blue box labeled “My Projects” and select the “Project Status” button of the project you intend to lock. **Note:** Projects can only be marked complete and locked once all funding associated with the project have been fully obligated and expended.

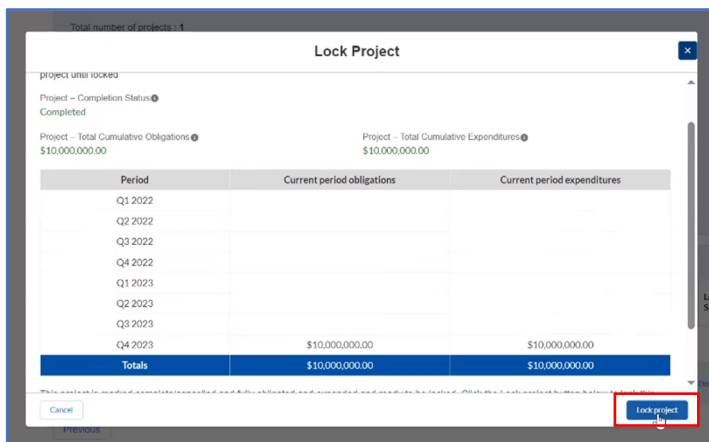
Project Name	Recipient Project Id	Total Obligator	Total Expenditu	Expenditu Category	Complect Status	Project Status	Obligation Status	Expenditure Status	Locked Status
1	Test Rev Rep	1234	\$10,000,000.00	\$10,000,000.00	6-Revenue Replacement				

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.”

- 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 “Completed.”

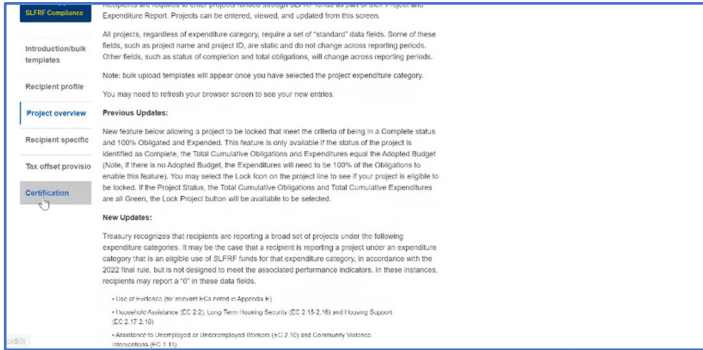


- Now that the project is marked completed, you can select “Locked Status” and “Lock project.” By locking the project now, it allows you to go directly to the certify and submit section in later reporting periods. **Note:** Marking the project as complete and locking the project does not mean that your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



Certifying the Report

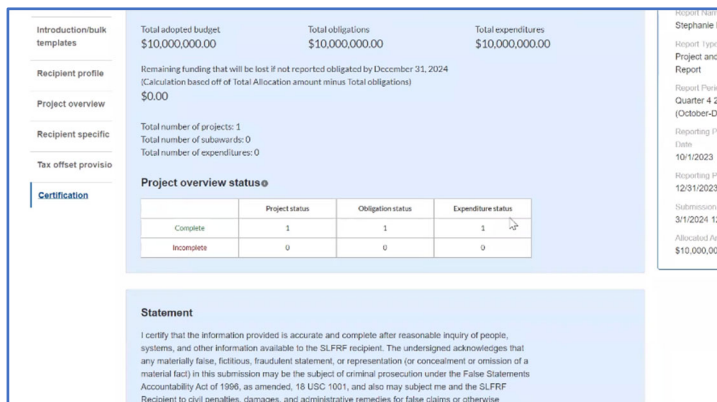
1. Once you have reviewed each project and finished editing, open the April 2024 Project and Expenditure Report and select the “Certification” tab in the navigation menu on the left-hand side of the page.



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.



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.”

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: Stephanie Demo Contact	Telephone: (222) 333-4567
Title: Demo Test	Email: stephanie.johnson.demo@treasury.gov

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.

Submitted

Report Information

Report Name
SLT-0035 - Interim Report - 2021

Report Type
Project and Expenditure Report

Report Period
Quarter 1 2022 (January-March)

Reporting Period Start Date
1/1/2022

Reporting Period End Date
3/31/2022

Submission Deadline
12/5/2023 12:00 PM

Allocated Amount
\$1,250,000.00