

From: "SLFRF@treasury.gov" <slfrf@treasury.gov>

To: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Date: 03/21/2023 3:47 PM

Subject: ATTENTION: Resources and preparations for completing your SLFRF Project and Expenditure Report due on 4/30/2023

Dear SLFRF Reporting Representative:

Please note that this email is providing information on the upcoming Project and Expenditure (P&E) Report that is due **April 30, 2023**. All SLFRF recipients, including Non-Entitlement Units (NEUs) of local government, will be required to submit their P&E report during this period. Treasury is asking for your help in making sure your jurisdiction is able to report successfully by doing the following:

- **Confirming Portal Access** - We request that annual reporters confirm that they have access to the Treasury Portal. To do so, you will be required to log in through the same system used to sign up. To confirm access, please log in through either:
 - Login.gov - <https://portal.treasury.gov/compliance>
 - ID.me - <https://portal.treasury.gov/cares/s/slt>
- **Adding New Contacts** - If a new individual needs access to the portal from your jurisdiction, please provide them with the following unique account ID assigned to your account (**XXXXXXXX-XXXX-XXXX-XXXXXXXXXX**). They will go to Login.gov - <https://portal.treasury.gov/compliance> to register. The first time they login to the portal, they will be asked for the account ID to give them access to your jurisdiction's account. Please provide and use the following instructions to [validate accounts](#). *** Please retain your account ID for any future contacts who need to be added as portal users!
- **Updating Roles** - If roles or responsibilities for reporting have changed within your jurisdiction, please follow the instructions available in the [Accessing Treasury's Portal](#) section of the reporting website. Individuals in the "Account Administrator" role can find instructions on how to add/change roles, or update profiles in the [NEU User Guide](#), or watch a tutorial on how to name authorized users [here](#).
- **Confirm Contact Information** - Recipients should confirm that the contact information in the portal is correct for authorized representatives and point of contact. Additionally, we request that those verifying access to also update any changes in roles or reporting responsibilities for these accounts.

If representatives are having problems accessing the portal, or if new personnel are having trouble getting roles assigned, we encourage you to use the helpful links appended to this email or to reach out as early as possible to get help in setting up these roles.

Please note that the next P&E report for these entities is due by **April 30, 2023**, and the portal will open for submission around the beginning of April.

Treasury thanks you for your help in these matters and appreciates your participation in the SLFRF program.

Office of Recovery Programs
U.S. Department of the Treasury

Appended – Resources for Annually-Reporting Recipients

Please find additional Information regarding reporting requirements at the [Recipient Compliance and Reporting Responsibilities](#) page for useful information and updates on the reporting process. To access reporting materials and learn more about the SLFRF program, please visit Treasury's [State and Local Fiscal Recovery Funds website](#).

Online Access

All reports must be submitted through the State, Local, and Tribal Support portal via the following link:

- If using Login.gov- <https://portal.treasury.gov/compliance>
- If using ID.me- <https://portal.treasury.gov/cares/s/slt>

Additional Resources:

The best source of information on how to submit reports is the [User Guide](#), which contains detailed submissions instructions and includes answers to frequently asked questions (FAQs) for reporting.

Treasury has also posted a series of recorded webinars to assist recipients to understand and comply with relevant reporting requirements and assist recipients in accessing Treasury's Portal:

- [Project and Expenditure Report: Reporting under Revenue Replacement](#)
- [Project and Expenditure Report: Simplified Submissions](#)
- [Project and Expenditure Report: Submissions using All Expenditure Categories](#)
- [NEU Intro to Reporting](#): Account Creation, Roles, and Agreements/Supporting Docs Submission (NEU specific)
- [Account Creation and Login](#): Creation of account in Treasury's Portal through ID.me or Login.gov
- [User Roles](#): Assignment and updates of user roles in Treasury's Portal
- [Bulk Uploads](#): Overview of submitting bulk uploads in Treasury's Portal

Technical Issues

If you are experiencing technical issues, please email Treasury at SLFRF@treasury.gov.