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**Sent:** Monday, April 24, 2023 2:06 PM

**To:**

**Subject:** REMINDER - 7 DAYS LEFT: April 2023 Coronavirus State and Local Fiscal Recovery Funds Project and Expenditure Report

Dear SLFRF Reporting Representative:

If you have already submitted your report, please disregard this message.

As a reminder, the U.S. Department of Treasury's (Treasury) Portal for the submission of the quarterly Project and Expenditure Report is open. The Project and Expenditure User Guide is to be used by Coronavirus State and Local Fiscal Recovery Funds (SLFRF) recipients to fulfill the program's reporting obligations and submit data associated with the SLFRF program.

**The due date for submitting the next Project and Expenditure Report is April 30, 2023.** This email contains a summary of your reporting requirements, reporting resources, and information on accessing the program reporting portal. Please note that all filers are required to submit a report even if there are no changes to projects or expenditures since their previous report.

Below are links to access Treasury's Portal and the newly released Project and Expenditure Report module:

- **Users registered through Login.gov:** <https://portal.treasury.gov/compliance>
- **Users registered users through ID.me:** <https://portal.treasury.gov/cares/s/slt>

A [Project and Expenditure Report User Guide](#) with step-by-step instructions for submitting the report is posted on the [www.treasury.gov/SLFRPReporting](http://www.treasury.gov/SLFRPReporting) webpage. The [Project and Expenditure Report User Guide](#) also includes a Frequently Asked Questions section to address common reporting concerns.

### Summary of Reporting Requirements

Below is a summary of your reporting requirements as a **Tier 5** recipient (metropolitan city or county with a population below 250,000 residents which was allocated less than \$10 million in SLFRF funding and non-entitlement unit of local government allocated less than \$10 million in SLFRF funding):

### Project and Expenditure Report:

- **Frequency:** Annual
- **Due date:** April 30, 2023
- **Covered reporting period:** April 1, 2022 to March 31, 2023

### Step-by-Step Recorded Webinars

Treasury has also posted a series of recorded webinars with step-by-step instructions to assist recipients in their submission. Treasury plans to post additional webinars to assist recipients in understanding and complying with relevant reporting requirements.

- [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
- [Project and Expenditure Portal Demonstration](#) - Demonstration of the project and expenditure report portal

- [Project and Expenditure Report Part 2](#) – Submission using all Expenditure Categories
- [Project and Expenditure Report - Reporting under Revenue Replacement](#) - Overview of revenue replacement reporting

### **Additional Resources**

Below is a list of the most up to date resources that are available for your review:

- [Compliance and Reporting Guidance](#): The guidance explains all the required reports in detail and is the best resource for any reporting questions.
- [Equity and Outcomes Resource Guide](#): Earlier this month, Treasury released a [new resource guide](#) to assist recipients in the areas of equity, community engagement, evidence-based investments, and performance management. Treasury also hosted related webinars on [equity/engagement](#) and [metrics/evaluation](#), which complemented introductory sessions from summer 2021 on [evidence and evaluation](#) as well as [equity](#).
- [Final Rule](#): Recipients should use the Final Rule to determine whether their use of funds is eligible.
- [Final Rule FAQs](#) and [Overview of the Final Rule](#): These documents are resources for any policy related questions related to eligible uses under SLFRF.
- [Broadband Template](#): A new template is available for the October P&E report to provide information on broadband projects.

### **Online System Access**

To access Treasury's Portal for the first time and be designated for any reporting roles, new users must first [register with Login.gov](#).

Users who have previously registered through ID.me may continue to [access Treasury's Portal](#) through that method.

If you have not previously registered with ID.me, you should [register through Login.gov](#). After your account has been created and verified, you will be redirected to Treasury's State, Local, and Tribal Support portal to log in, confirm your roles and provide your SLFRF information. For best site performance, it is recommended that you use Google Chrome.

### **For more information**

To access the reporting materials and learn more about the Coronavirus State and Local Fiscal Recovery Funds, authorized by the American Rescue Plan Act, please visit Treasury's [Coronavirus State and Local Fiscal Recovery Funds website](#).

Treasury looks forward to working with you to ensure the continued success of the program. If you have questions or need additional information, please send an email to [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov).

**Office of Recovery Programs**

**Department of the Treasury**