

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

Date: Thu, Dec 18, 2025 at 4:12 PM

Subject: *ACTION REQUIRED* Closeout Instructions for the State and Local Fiscal Recovery Funds (SLFRF), U.S. Department of the Treasury

To: XXXXXXXXXXXXXXXX

XXXXXX Town, VT

SLFRF Submission Number: SLT-XXX

12/18/2025

Dear SLFRF Recipient:

In your most recent SLFRF Project and Expenditure (P&E) Report, you indicated that you are ready for program closeout. This notification provides information and key next steps to proceed with SLFRF award closeout. Please note that this notification is for informational purposes only and does not indicate or serve as acknowledgement of program closeout. Recipients must follow the next steps indicated below to proceed with the SLFRF closeout process.

Treasury has made available Plainfield Town, VT's Closeout Section in the Treasury Portal. Please review the next steps and instructions below in order to proceed with the closeout process.

Action Required

Review the final report information and answer the closeout certification question in the Closeout Section in Treasury's Portal through either option below:

- [Treasury's Portal](#) through ID.me; or
- [Treasury's Portal](#) through Login.gov

Once the recipient has certified its final P&E Report to Treasury, the recipient may not expend any remaining award funds for any purpose.

Reporting and Closeout Resources

Treasury has posted many resources to guide recipients' compliance with reporting requirements on the SLFRF website at [State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#), including resources to assist in the closeout process that are available at the links below and the [closeout resource hub](#).

1. [SLFRF Award Closeout Preparation Checklist](#): provides a straightforward list of actions recipients should ensure are taken in preparation for closeout.

2. [SLFRF Closeout Process Overview](#): provides an overview resource for SLFRF recipients to initiate closeout of their SLFRF awards.

3. [Closeout How To Guide for the SLFRF Program](#): provides a step-by-step walkthrough guide for award closeout with portal screenshots.

After a recipient completes the closeout certification regarding its final P&E Report, Treasury will review the submitted reports. If a report requires revision, Treasury will request revisions and resubmission from the recipient. If needed, Treasury may request verification of award closeout information from recipients.

If issues are found requiring report revision, Treasury will engage recipients to resolve any issues found in their final P&E Report. Treasury may send instructions to revise and resubmit the final P&E Report or an Information Document Request (IDR) for the recipient to provide further clarity. Please ensure Plainfield Town, VT's SLFRF Points of Contact are up to date in the Treasury Portal so the designated contact receives all appropriate communications during the closeout process.

If a recipient does not resolve outstanding issues, Treasury will provide a formal opportunity to remedy the noncompliance prior to the recipient being found noncompliant with the requirements set forth in the SLFRF Financial Assistance Agreement.

Thank you for your prompt attention to this matter. If you have questions or need additional information, please send us an email via SLFRF@treasury.gov.

Sincerely,

State and Local Fiscal Recovery Funds

U.S. Department of the Treasury

SLFRF@treasury.gov