Thank you for all your assistance in helping states and localities receiving funding from the State and Local Fiscal Recovery Funds (SLFRF), established by the American Rescue Plan Act of 2021, in advance of the April 30, 2022, reporting deadline.

As the deadline approaches, we are sharing below some solutions to common questions that we are getting so that you can share this information with your constituents to facilitate their timely submission of their Project and Expenditure Report. Please note that Treasury does not grant individual extensions to reporting deadlines.

1. **Question: I have a number of questions about the reporting process, where is the best resource for general information about reporting?**
   A. Recipients should visit Treasury’s reporting [home page](#) for extensive information on the reporting process including a user guide with step-by-step instructions, how to videos, and other resources to answer commonly asked questions.

2. **Question: I can fill out the report but when I go to submit it says I am not the Authorized Representative and cannot submit.**
   A. Treasury has updated roles for all non-entitlement units of local government (NEUs) at this time and recipients having this issue should try again to submit their report. If they need to change roles themselves, users can watch the video [here](#). If they continue to have issues, they should reach out to our helpdesk.

3. **Question: After logging in error message appears that says “No matching contact record was found. Please contact your Account Administrator to create a Contact Record for you in the system...”**
   A. This means Treasury does not currently have this person’s email address listed as a contact person for a particular recipient. They should e-mail Treasury at SLFRF@treasury.gov or call our call center at (844) 529-9527.

4. **Question: I sent an email requesting help but I have not heard back yet.**
   A. Treasury has received a large number of messages from recipients and some recipients are experiencing a delay in receiving a response. Our help desk staff are working as fast as possible to respond to all messages in the order they were received. Recipients should avoid sending multiple emails to the inbox with the same question as this will further delay responses for recipients as help desk staff take the time to review duplicate inquiries.