

- Go to portal.treasury.gov/compliance/s/
- Login.gov
- Compliance Reports
- Project and Expenditure Report
- Provide information icon
- Introduction/Bulk Upload Templates (nothing to do)
- Recipient Profile Page
- **Who approves budget?** May not be a question asked.
- **Is the budget executed at the point of obligation?** Yes, May not be a question asked.
- Registered with Sam.gov Ok to enter no if you are having issues with sam.gov this will not affect reporting.
- Project Overview
- Yes, projects to report
- Add Project
- Category Group 6. Revenue Replacement
- Project Expenditure Category: 6. Revenue replacement
- Project expenditure: 6.1 Provision of Government Services
- Project Name: 6.1 Revenue Replacement
- Project ID: numbers and letters
- Budget: NONE -Optional entry
- Cumulative Obligations: Total Allocation
- Cumulative Expenses: Anything you have spent so far. If none enter zero
- Current Obligations: Total Allocation
- Current Expenses: Anything spent. If none enter zero
- Program Income Earned: Optional
- Program Income Expended: Optional
- Description of what you used funds for. If none enter General Government Expenses
- Recipient Specific Module
- Revenue Replacement Key Inputs – Yes
- Revenue Loss Due to Covid-19 – total allocation
- Pension Fund – No
- Explanation: if nothing spent enter General Government Expenses
- Certify and Submit