

# Capital Projects Fund

## 1. System Support - ID.me

### 1.1. I'm having trouble registering with ID.me.

If you are having difficulty registering on ID.me, please refer to ID.me Contact Support for assistance. ID.me's support website can be found at [help.id.me](https://help.id.me). Also, please refer to PDF instructions on creating an ID.me account, which can be accessed at Treasury.gov/CPF by clicking Submitting Grant and Program Plans on the left side of the page then clicking on the ID.me instructional guide link under the Submission Portal section.

### 1.2. What is ID.me? Why do I need to use ID.me?

ID.me is a technology partner to multiple Government Agencies and Healthcare Providers. It provides secure digital identity verification to those Government Agencies and Healthcare Providers to make sure that you are you – and not someone pretending to be you – when you request access to online services.

### 1.3. ID.me is asking for my personal information, but I'm trying to apply on behalf of my Entity. Do I really have to provide ID.me with my personal information?

ID.me provides secure digital identity verification to those Government Agencies and Healthcare Providers to make sure that you are you – and not someone pretending to be you – when you request access to online services. Because ID.me verifies your individual identity (and not your company or agency identity), you will need to provide some personal information during the ID.me verification process.

Please refer to [help.id.me](https://help.id.me) for more details on that process. Also, please refer to the PDF instructions on creating an ID.me account posted at Treasury.gov/CPF by clicking on Submitting Grant and Program Plans on the left side of the page then clicking on the ID.me instructional guide link under the Submission Portal section.

### 1.4. How long will it take me to register with ID.me?

If you have all of the required documents, the process should take only a few minutes.

### 1.5. What steps do I need to complete in ID.me?

You will need to verify your identity with ID.me. Please refer to [help.id.me](https://help.id.me) for more details on the Verification process.

### 1.6. I'm having issues with my existing ID.me account, can you help?

Please refer to ID.me Contact Support for assistance with your ID.me account. Their support website is [help.id.me](https://help.id.me).

## **2. System Support – SAM.gov**

### **2.1. I am having trouble registering on SAM.gov.**

If you are having difficulty registering on [SAM.gov](https://sam.gov), please refer to the Federal Service Desk for assistance with your SAM.gov account. Their website is [fsd.gov](https://fsd.gov) and you can also call them at (866) 606-8220 from 8am - 8pm EST.

### **2.2 Why do I need to sign up at SAM.gov?**

Registration with SAM.gov is required for any entity that wants to do business with the Federal Government. SAM.gov validates information and electronically shares the secure and encrypted data with the finance offices for Federal Agencies to facilitate paperless payments through Electronic Funds Transfer (EFT).

### **2.3 What steps do I need to complete in SAM.gov?**

We recommend you review their webpage for full instructions. Please note that SAM.gov registration can take up to three weeks; delay in registering in Sam.gov could impact timely payment of funds.

### **2.4 How long will it take me to register with SAM.gov?**

Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds. Please refer to [Sam.gov](https://sam.gov) for further information.

### **2.5 I'm having issues with my SAM.gov account, can you help?**

Please refer to the Federal Service Desk for assistance with your SAM.gov account. Their website is [fsd.gov](https://fsd.gov) and you can also call them at (866) 606-8220 from 8am - 8pm EST.

## **3. System Support – Treasury Portal FAQs**

### **3.1 How do I create an account?**

To create a Treasury Portal user account, please navigate [Portal.Treasury.gov/cares](https://portal.treasury.gov/cares). Once there, you can click on create an account using ID.me and follow the instructions.

### **3.2 Why am I unable to log in? / How do I reset my password?**

As a reminder, you must login using the single sign-on that you created using ID.me. Please select the self-service options available on the ID.me website and check your spam folder. To find the self-service options, please go to ID.me, select My Account, select 'Sign In' then select the 'Forgot password' link and follow the instructions.

Also, please make sure you are using a supported browser. The Treasury Portal supports most modern browsers including Microsoft Edge, Google Chrome and an updated version of Safari. The Treasury Portal *does not* work well on Internet Explorer.

### **3.3 My account is locked, how can I unlock it?**

Please try the self-service options available on the website. If these steps do not work, please email [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov)

### **3.4 How do I edit my individual account information?**

When logged into the Treasury Portal, click on the Avatar in the top right-hand corner of the screen. Select the Settings link. That will bring up the Account Update screen. From there, you can make any appropriate edits then click Save.

### **3.5 Who is my Entity's Authorized Representative for the Submission process?**

The Authorized Representative is the individual who is duly authorized by law (such as the Governor or Tribal leader or Chief Executive Officer) to bind the Entity. The Authorized Representative is the individual who will sign and send the Submission plus sign any related documentation, attestations or certifications on behalf of the Recipient. All Authorized Representatives must be duly authorized to act and enter into binding agreements on behalf of the Recipient.

The person who completes the online submission does not need to be the Authorized Representative. However, the Certification and Grant Agreement must be signed by the Authorized Representative.

For more specific guidance, please visit [Treasury.gov/CPF](https://www.treasury.gov/CPF).

### **3.6 I'm trying to do something in the Treasury Portal and it's not working. What do I do?**

Please check your browser. The best browsers to use are Microsoft Edge, Google Chrome or an updated version of Safari. If issues persist, please contact [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov).

### **3.7 What is the Unique Entity Identifier (UEI) number?**

Beginning April 4, 2022, the Federal Government transitioned from the DUNS number issued by Dun and Bradstreet to the Unique Entity Identifier (UEI). At that point, entities doing business with the Federal Government must use the UEI number assigned in [SAM.gov](https://sam.gov) and will no longer be able to use a third-party website to obtain their identifier number.

Entities are able to manage organizational information, such as legal business name and physical address associated with a UEI number, directly from [SAM.gov](https://sam.gov).

### **3.8 Where can I get more information on the Transition to UEI Number?**

For information on the transition to UEI Number, access [SAM.gov](https://sam.gov). Look for the Register Your Entity or Get a Unique Entity ID section on the page then click [Learn More](#) to display detailed information about the DUNS to Unique Entity ID (UEI) transition.

Detailed questions about the conversion from DUNS number to UEI number should be directed to the GSA by creating an incident ticket with the Federal Service Desk online at [fsd.gov](https://fsd.gov) or by calling (866) 606-8220. Information about the UEI transition can be found by accessing [GSA.gov](https://gsa.gov) and searching on 'Unique Entity Identifier Update'.

### **3.9 The UEI Number in SAM.gov is different from the UEI Number listed on the Treasury Portal. What do I need to do?**

If you have identified a difference between the number listed in [SAM.gov](https://sam.gov) for the recipient (participating in one or more Treasury programs) with the UEI Number that is specific to Treasury or experienced another issue with the UEI Number on the Treasury Portal, please send an email to [LATCF@treasury.gov](mailto:LATCF@treasury.gov). Please note that the GSA manages the issuance of UEI Numbers and [SAM.gov](https://sam.gov) registration.

**3.10. I'm having some issues with required fields in DocuSign.**

While on the DocuSign page and once all required fields have been completed, the "Submit" button will appear. If the "Submit" button does not appear, it is due to one or more incomplete required fields. Use the Auto Navigation feature (yellow tab) to help you navigate. When the "Submit" button becomes active, you can complete the signing process.

### **3.11. I'm having some issues with signature adoption in DocuSign.**

The first time you click a "Sign" or "Initial" field, you are asked to adopt a signature and initials. First, verify that your name and initials are correct. If not, you can change them as needed. If you would like to change your name or initials, type the changes in the "Full Name" and "Initials" fields. Select if you want to select a preformatted signature style or if you will draw your signature.

### **3.12. I'm having some email issues in DocuSign.**

If you did not receive the email, it could be because it was blocked by either your Email Server, Firewall, Email Provider or Email Client. Please check your junk email, confirm your email address with the Sender and select to trust all emails from DocuSign. If the email is still not found, please contact [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov) for assistance re-sending the DocuSign email.

For further assistance, reach out to [support.docusign.com](mailto:support.docusign.com)

### **3.13. My entity does not have a UEI number. What do I do?**

All Entities can obtain a Unique Entity Identifier (UEI) number on the Sam.gov website and register for an account if needed:

- New SAM.gov registrants will be assigned a UEI number as part of their SAM registration.
- All existing Entities with an existing and active registration with SAM.gov will be assigned a UEI number that can be used for reporting activities.

For more information, please visit the SAM.gov website.

### **3.14. What does the change to UEI Number mean for Recipients?**

No action is required if you have an existing and active registration in [SAM.gov](https://sam.gov). If you are registered in [SAM.gov](https://sam.gov), your UEI number has already been assigned and is viewable in your SAM.gov account. Your UEI number is located below the DUNS number on your Entity Registration Record.

Please ensure your legacy DUNS number is accessible for historical reference where needed, as the DUNS number will no longer be visible to Users in SAM.gov after April 4, 2022. Similarly, Treasury will automatically populate your existing account records with the GSA-issued UEI number in the Treasury.gov Submission and Compliance portal, as applicable.

### **3.15. I have subrecipients to report that have a DUNS, but no UEI. How do I report them?**

All Recipients and Subrecipients can obtain a Unique Entity Identifier (UEI) number on the SAM.gov website and register for an account if needed:

- New SAM.gov registrants will be assigned a UEI number as part of their SAM registration.
- All Entities with an existing and active registration with SAM.gov will be assigned a UEI number that can be used for reporting activities.

For more information, please access the SAM.gov website then click "Learn More" in the *Register Your Entity or Get a Unique Entity ID* section on the page.

## 4. Procedure – Application/Grant Plan Process

Detailed instructions on applying for the Capital Projects Fund can be found on the CPF website: <https://www.treasury.gov/cpf>.

General guidance can be found here:

[States, Territories, and Freely Associated States](#)

[Tribal Governments](#)

FAQs can be found here: [Frequently Asked Questions](#)

For additional assistance, please contact your assigned CPF point of contact, if any, or e-mail [capitalprojectsfund@treasury.gov](mailto:capitalprojectsfund@treasury.gov).

### 4.1. How do I check/what is the status of my application, grant plan, program plan, payment request, or reallocation request?

The most up to date application status can be found by logging into the Treasury portal, selecting “Submissions” and locating the status field next to your application, grant plan, or program plan. Generally, CPF staff will not be able to provide any additional status information.

### 4.2. How do I edit an application, grant plan, program plan, payment request, or reallocation request after submission?

Requests for edits need to be reviewed by Treasury staff. Please email [CapitalProjectsFund@Treasury.gov](mailto:CapitalProjectsFund@Treasury.gov).

### 4.3. I accidentally entered a duplicate Application. How can I correct this?

Please email [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov) notifying us of the duplicate application. Please provide the application number of the correct submission as well as the duplicate application number.

### 4.4. Treasury staff reached out to me stating that information I submitted was incorrect or needs to be modified. What do I do?

Please respond directly to these requests. Please note that the incoming e-mail should have been sent from an e-mail address containing “@treasury.gov”.

### 4.20. What is our FAIN (Federal Award Identification Number)?

CPF recipients can find their FAIN on the executed Notice of Award (also known as the Grant Agreement) that they entered into with Treasury.

### 4.21. Why is the award amount in my Tribal CPF application incorrect?.

If applying as a single Tribal government to the CPF grant program, the award amount will populate in Section 4 – Award Information after Sections 1, 2, and 3 are completed. The amount

may read as \$0 dollars if an applicant has not fully completed Sections 1, 2, and 3 of the CPF Grant Application.

Please review and complete these sections before refreshing the Application. Once these are complete, the full award amount should populate in Section 4 of the CPF Application.

**4.22. My Tribal group or consortium CPF application shows \$0 Award Amount. Why is that? How do I fix this to see the correct award amount?**

Tribal governments may apply on behalf of themselves and other Tribal governments, if authorized. Tribal consortiums and similar joint Tribal organizations may also apply on behalf of multiple Tribes.

If applying on behalf of multiple Tribes, the total award amount will be the sum of the award allocations for each of the Tribes. This amount will populate in Section 4 – Award Information only after Sections 1, 2, and 3 are completed. The amount may read as \$0 dollars if an applicant has not fully completed Sections 1, 2, and 3 of the CPF grant application. As a reminder, Section 2.5 (Additional Eligible Entities) requires the consortium to provide the information of each Tribal Government it represents.

Please review and complete these sections before refreshing the Application. Once these are complete, the full award amount should populate in Section 4 of the CPF Application.

## **5. Procedure – Compliance Reporting Process**

Information about compliance and required reporting can be found on Treasury’s CPF website: <https://www.treasury.gov/cpf>.

Compliance and Reporting Guidance can be found here:

[States, Territories, and Freely Associated States](#)

Compliance and Reporting Guidance for Tribal governments is forthcoming.

## **6. Eligibility**

Information about eligibility can be found on Treasury’s CPF website: <https://www.treasury.gov/cpf> and by reviewing the CPF Assistance Listing 21.029 on Sam.gov

## **7. Policies, Requirements, and Eligible Uses of Funds**

This information can be found on the CPF website: <https://www.treasury.gov/cpf>.

General guidance can be found here:

[States, Territories, and Freely Associated States](#)

[Tribal Governments](#)

FAQs can be found here: [Frequently Asked Questions](#).

For additional assistance, please contact your assigned CPF point of contact, if any, or e-mail [capitalprojectsfund@treasury.gov](mailto:capitalprojectsfund@treasury.gov).

## **9. General guidance**

### **9.1. Where can I find further guidance for the Capital Projects Fund?**

All program information is available on the CPF program website at [Treasury.gov/CPF](https://Treasury.gov/CPF). For further assistance, please email [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov).

### **9.2. Where do I send a complaint about the program?**

Members of the public may file a complaint with the Treasury Office of Inspector General (OIG) by accessing the OIG website at [oig.treasury.gov](https://oig.treasury.gov) then clicking the Learn How to Report link on the right hand side of the page

### **9.3. Are there webinars related to CPF? Where can I find them?**

CPF may host webinars from time to time. Some webinars are recorded and posted to the program website at [Treasury.gov/CPF](https://Treasury.gov/CPF).

## **10. Audit resources**

### **10.1. Where can I find resources for members of the audit community?**

Members of the Audit Community seeking data on the amounts awarded under pandemic programs are advised to consult [USASpending.gov](https://USASpending.gov). Please see one or more program Assistance Listings below for detail by recipient or program. Additional program information may be found at the [Covid-19 Economic Relief](#) page at [Treasury.gov](https://Treasury.gov).

#### Assistance for State, Local, and Tribal Governments:

American Rescue Plan Act of 2021, Capital Projects Fund (CPF), [Assistance Listing Number 21.029](#).

For details on other federal pandemic programs, please visit the [COVID-19](#) page at [USASpending.gov](https://USASpending.gov).