Local Assistance and Tribal Consistency Fund (LATCF)
Award Closeout Preparation Checklist

1. **Verify that the totality of the recipient's LATCF award (the sum of both first and second tranche payments received and any reallocation payments, as applicable) has been spent.** Note: All funds are available to recipients until spent or returned to Treasury.
    - If a recipient intends to return some or all of its funds to Treasury, it should email LATCF@treasury.gov. All recipients should ensure that their latest Obligation and Expenditure Report (Annual Report) has been submitted prior to emailing Treasury.
    - If a recipient needs to verify the sum of its LATCF award, it should review the appropriate allocation list based on entity type:
        i. Allocation for Eligible Revenue Sharing Counties (PDF) / Allocation for Eligible Revenue Sharing Counties (.CSV)
        ii. Allocation for Revenue Sharing Consolidated Governments (PDF) / Allocation for Eligible Revenue Sharing Counties (.CSV)

    Please note: Tribal governments that need to verify the sum of their LATCF awards, should have their designated Account Administrator log in to the Treasury Portal. The Tribal government's allocation will be listed within the Annual Report.

2. **Confirm the recipient has completed all reporting requirements.** All LATCF recipients are responsible for submitting an Annual Report to Treasury by March 31st of each year (beginning in 2023) until the recipient submits its final report (the Annual Report showing that all LATCF funds have been spent). For recipients that received their second tranche LATCF payment after December 31, 2023, their first opportunity to report this information will be the 2024 Annual Report due March 31, 2025. Recipients should navigate to the Treasury Portal to verify that their latest Annual Report is in a "Submitted" status under the LATCF Compliance Reports section. If the latest Annual Report does not show a "Submitted" status, recipients should refer to the LATCF Reporting Guidance for detailed instructions for accessing, updating, and submitting the Annual Report.

	Report Name	Report Type	Status	Provide Information	Download
1	LATCF-XXXX 2023 Annual Report	Annual Report	Submitted	👁	⬇
2	LATCF-XXXX 2024 Annual Report	Annual Report	Submitted	👁	⬇

3. **Ensure the recipient has an active SAM.gov registration.** The System for Award Management (SAM.gov) is the official U.S. government website to register an entity to do business with the U.S. government. Recipients must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this award. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. There is no charge to register or maintain an entity's

SAM.gov registration. Note: Recipients must use the same UEI and SAM.gov registration tied to the second tranche payments.

- For recipients with an existing SAM.gov registration, they should ensure the registration is still active. To check the entity registration status, visit SAM.gov and search for the entity's UEI number. If a recipient's registration is active, it should see "Active" with a green dot next to the entity name.
- For entities that do not have an active SAM.gov registration, they should visit SAM.gov to begin the renewal process. Please note that SAM.gov registration renewal can take up to three weeks; delay in renewing the registration could impact timely close-out of the LATCF award. Click here to renew or update an entity.
- If a recipient needs to change the roles associated with its SAM.gov registration to maintain an active registration, it should visit FSD.gov and review its FSD Article KB0016652 for more information. The recipient can open an incident ticket for further assistance here or by calling the Federal Service Desk at 866-606-8220. Please note that the SAM.gov registration process is a Federal, government-wide process and is not administered by Treasury.

4. **Ensure communications from Treasury can be received by updating the recipient's designated points of contact in the Treasury Portal.** The Treasury Portal requires the designation of three roles. The roles can be occupied by three different individuals. An individual can occupy more than one role.

- The Account Administrator is the individual making the submission and will need to register with Login.gov or ID.me, and can be anyone with access to the required information. They will also need to re-enter the portal if any fields in the report need to be updated.
- An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity).
- The designated Point of Contact for Reporting is the person who will receive email notifications on the status of the recipient's final report.

The designated points of contact will receive crucial information via email throughout the closeout review process. If the Account Administrator is no longer available, please have the newly designated Account Administrator email LATCF@treasury.gov with the subject "[Entity Name] – Update to Designated Individuals" explaining the circumstance in the email. Newly designated Account Administrators should ensure they have an active Login.gov or ID.me account to expedite the process of realigning their ID.me or Login.gov account to the recipient's account.

Recipients should double check for typos in email addresses and phone numbers for all designated roles in the Treasury Portal.

Additionally, recipients should work with their IT department to ensure that emails from the @treasury.gov domain will arrive without being blocked (a process commonly known as 'whitelisting.')

For more information, please visit our website: www.treasury.gov/LATCF. Recipients are also encouraged to review the LATCF Closeout Process Overview Resource in tandem with this resource. If recipients have general questions about the LATCF program, they should email LATCF@treasury.gov.