

Local Assistance and Tribal Consistency Fund

Frequently Asked Questions

1. System Support - ID.me

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

If you are having difficulty registering on [ID.me](https://help.id.me), please refer to ID.me Help Center for assistance. ID.me's support website can be found at <https://help.id.me/hc/en-us>

1.2 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 for more details on that process.

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 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 <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://www.fsd.gov/gsafsd_sp), please refer to the Federal Service Desk for assistance with your SAM.gov account. Their website is https://www.fsd.gov/gsafsd_sp 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 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 https://www.fsd.gov/gsafsd_sp 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. Have you attempted the self-service options available on the [ID.me website](#) and you have checked 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?

Try the self-service options available on the website.

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 with legal authority granted by the entity’s Governor 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 agreement must be signed by the authorized representative.

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

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.

3.7 Where can I get more information on the Transition to UEI Number?

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://www.fsd.gov) or by calling (866) 606-8220. Information about the UEI transition can be found by accessing [GSA.gov](https://www.gsa.gov) and searching on ‘Unique Entity Identifier Update’.

For further information on the transition to UEI Number, access [SAM.gov](https://www.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.

3.8 The UEI number in SAM.gov is different from the UEI number listed on the Treasury Portal. What do I need to do?

UEI numbers used by eligible recipients must be the same across all programs. If you have identified a difference between the number listed in [SAM.gov](https://www.sam.gov) for the legal entity (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. Please note that the GSA manages the issuance of UEI numbers and [SAM.gov](https://www.sam.gov) registration.

3.9 I’m having some issues with required fields in DocuSign.

While on the DocuSign page and once all required fields have been completed, the ‘Finish’ button will appear. If the finish 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 ‘Finish’ button becomes active, you can complete the signing process.

3.10. 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.

3.11. 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, users can trigger the email to be resent from within the Treasury Portal.

For further assistance, reach out to <https://support.docusign.com/>

3.12. 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 a Unique Entity Identifier (UEI) number assigned in [SAM.gov](https://sam.gov) and will no longer 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).

3.13. 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.

4. Procedure – Submission Process

4.1. How do I apply for funds through the Local Assistance and Tribal Consistency Fund?

Eligible entities can apply at [Portal.Treasury.gov/Cares](https://portal.treasury.gov/cares). From there, you will need to either create an account (your identity will need to be verified through ID.me) or log in. Once logged into the portal, you will see a submission ID beginning with 'LATCF-XXXX'. Click on the pen icon to begin and follow the instructions.

4.2. When is the last day to complete my submission? / What is the submission deadline?

The deadline to complete the submission is October 31, 2022 at 11:59 AKDT (Alaska Daylight Time). If a Tribal government does not complete its submission by that deadline, the Tribal Government will not be eligible for either the first or second payment under the LATCF.

The details can be found on the LATCF program page at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) or on the Treasury portal at Portal.Treasury.gov/cares.

4.3. 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](https://www.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](https://www.sam.gov) will be assigned a UEI number that can be used for reporting activities.

For more information, please access the [SAM.gov](https://www.sam.gov) website.

4.4. I am trying to fill out the submission. Can you send me the form to fill out?

All submissions must be completed *electronically* via Treasury’s Submission Portal. Please access and fill out the submission form using the Treasury Portal found at Portal.Treasury.gov/Cares.

4.5. Why isn’t the system accepting [x] information?

System inputs must be in the proper format. Please verify that you are supplying the information in the correct format. Also, please verify that 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.

4.6. How do I check the status of my submission? / What is the status of my submission?

You can check the status of your submission at any time by logging into the Treasury Portal at Portal.Treasury.gov/Cares

4.7. My submission is in [x] status. What does that mean?

| Status | Meaning |
|-------------------|---|
| Draft | Contact has begun to insert submission information but has not submitted the information yet. |
| Pending Signature | Contact has filled in all of the submission information but has not signed the agreement yet. |
| Submitted | The submission has been successfully completed and signed. |
| Ineligible | This submission has been determined to be <i>ineligible</i> for this program. |
| Withdrawn | The submission has been withdrawn by the entity. |

4.8. How do I edit our submission information?

Users are able to edit information in their submission **BEFORE** it is signed through DocuSign. However, **AFTER** the submission is signed through DocuSign, you cannot make any edits.

4.9. What is the turnaround time for reviewing a submission?

We are unable to provide an exact timeline for the review of your submission. You can check the status of your Submission at any time by logging into the Treasury Portal at Portal.Treasury.gov/Cares

4.10. Why was our submission rejected?

In the case your submission was deemed ineligible, please confirm a duplicate submission was not created or the entity you may have filed on behalf of is not an eligible entity determined to receive LATCF funds. Please review our [LATCF guidance](#) if you have further questions.

4.11. I accidentally entered a duplicate submission. How can I correct this?

Treasury will handle duplicate submissions at a later date. During this time, your submission will remain in the portal but will not affect any other Treasury submissions.

4.12. I accidentally created a submission. Can you delete or remove it?

Treasury will handle incomplete or open submissions at a later date. During this time, your submission will remain in the portal but will not affect any other Treasury submissions.

4.13. Someone reached out to me stating the information submitted was not correct. I verified and the information submitted is correct. What do I do?

Please reply to the email correspondence notifying them that the information that you supplied is correct. It may also be a good idea to provide any supporting documentation.

4.14. What is the Assistance Listing number (Catalog of Federal Domestic Assistance - CFDA number) for the program?

The Assistance Listing number (formerly known as the CFDA number) for the LATCF program is 21.032.

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

Federal Award Identification Numbers (FAIN) are available on the USASpending.gov website. Using your organization's name and the Assistance Listing number of 21.032, you should be able to find your FAIN using the search function on <https://www.usaspending.gov/>

Note that USASpending.gov refers to the FAIN as 'Award ID'.

5. Procedure – Compliance Reporting Process

5.1. What reporting is required? / Am I required to report?

Local Assistance and Tribal Consistency Fund (LATCF) recipients will be required to submit an annual Project and Expenditure report which is expected to require data on obligations and

expenditures by Category of Use and *certification* that funds have not been used to fund lobbying activities.

The Reporting start date has not yet been determined. Treasury will release additional guidance regarding LATCF reporting in the future at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF). LATCF will send out a notification when the reporting process is available.

5.2. Where do I submit reports?

Once the LATCF Reporting portal is open, all recipients must submit required reports via Treasury's Portal. The portal can be found at Portal.Treasury.gov/cares.

5.3. When is reporting due?

LATCF recipients will be responsible for submitting an annual Project and Expenditure report to Treasury, which is expected to require data on obligations and expenditures by Category of Use and certification that funds have not been used to fund lobbying activities.

The Reporting start date has not yet been determined. Treasury will release detailed reporting guidance on a later date at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF). LATCF will send out a notification when the reporting process is available

5.4. What provisions of the OMB Uniform Guidance for LATCF apply to these funds? Will the Single Audit requirements apply?

Most of the provisions of the OMB Uniform Guidance do not apply to this program, including procurement, program income, interest advances, equipment and real property management, subrecipient monitoring. LATCF recipients are subject to the following provisions of 2 C.F.R. Part 200:

- 2 C.F.R. Subpart A (Acronyms);
- 2 C.F.R. 200.100-110 (certain General Provisions);
- 2 C.F.R. 200.203 (public notice of Federal financial assistance programs);
- 2 C.F.R. 200.303 (internal controls); and
- Single Audit Act and its implementing regulations at 2 C.F.R. Part 200 Subpart F.

5.5. Can LATCF be used to fund a project with other sources of funding?

Generally, yes, provided that the costs are eligible costs under each source program and are compliant with all other related statutory and regulatory requirements and policies, including restrictions on use of funds. The recipient must comply with applicable reporting requirements for all sources of funding, environmental laws, and all laws applicable to federal financial assistance.

6.1. What is the Local Assistance and Tribal Consistency Fund?

The American Rescue Plan (ARP) provides 2 billion dollars for payments to eligible governments through the Local Assistance and Tribal Consistency Fund (LATCF), which is a general revenue enhancement program that provides additional assistance to eligible Revenue Sharing Counties and eligible Tribal Governments. Under this program, recipients have broad discretion on uses of funds, similar to the ways in which they may use funds generated from their own revenue sources.

Governments eligible to receive a grant award under the Local Assistance and Tribal Consistency Fund include Tribal Governments and Revenue Sharing Counties. Treasury *does not* process submissions from individuals as program funds are provided directly to eligible Tribal Governments and eligible Revenue Sharing Counties.

6.2. Am I eligible? / What entities are eligible?

Governments eligible to receive a grant award under the Local Assistance and Tribal Consistency Fund (LATCF) include Tribal Governments and Revenue Sharing Counties, as defined in the American Rescue Plan Act of 2021. Currently, Treasury has launched the Tribal Consistency Fund for eligible Tribal Governments and anticipates launching the Local Assistance Fund for eligible Revenue Sharing Counties soon.

For further guidance on eligible governments able to request payment, please visit the program website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF).

6.3. How much money am I eligible to receive?

The allocation of funds is based on two parts: 90% of funds are allocated based on Enrollment and 10% of funds are allocated based on Employment per Capita. The allocation methodology for each Tribal government is posted on Treasury's website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) and can be accessed by clicking the [LATCF Methodology for Tribal Governments](#) link on the top, right hand side of the page.

Recipients may view their allocation through [Treasury's Submission portal](#). Once on the Portal landing page, please click on the Pencil icon to the right of your LATCF submission (located under "Submission ID" - "LATCF-XXXX") to access the submission. Once in your Entity's submission, you should be able to view the allocated amount designated for your Entity.

There, recipients will be required to complete payment information, sign terms and conditions agreements and certify to the Tribe's economic conditions.

6.4. Why am I not eligible for more? Can I apply to receive more?

At this time, no. Treasury held Tribal consultations on February 8, 9, and 10, 2022 and received written comments from Tribal Governments and Stakeholders.

For Tribal Governments, you can access the Tribal Consultation Summary on Treasury's website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) by clicking the [LATCF Consultation Summary](#) link on the top, right hand side of the page.

Once there, you can also view the [LATCF Methodology for Tribal Governments](#) by clicking the appropriate link on the same page.

6.5. How did the Treasury calculate these amounts? / What was the allocation methodology?

A breakdown of Allocation Methodology is published at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF). Once on the website:

For Revenue Sharing Counties, please note that Treasury anticipates launching the Local Assistance Fund for eligible Counties soon. Please visit the website for updates.

For Tribal Governments, you can access the allocation methodology on Treasury's website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) by clicking the [LATCF Methodology for Tribal Governments](#) link on the top, right hand side of the page.

Once there, you can also view the [LATCF Tribal Consultation Summary](#) by clicking the appropriate link on the same page.

6.6. Can I file a complaint/appeal?

There is no official appeal process, however, members of the public may file a complaint with the Treasury Office of the Inspector General (OIG) by accessing the OIG website at <https://oig.treasury.gov/>.

7. Policy – Eligible Uses of funds

7.1. What are the eligible uses for these funds?

The Local Assistance and Tribal Consistency Fund provides flexible support for eligible Revenue Sharing Counties and eligible Tribal Governments to meet their jurisdiction's needs. Specifically, the statute directs that recipients may use funds for any governmental purpose *other* than a lobbying activity.

For more information, access the [LATCF program guidance](#) available at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF). Links for this guidance can be found on the top, right-hand side of the page.

8. Policy – Disbursement/Payment

8.1. How do I receive payment (Wire, ACH)?

Eligible Payees must have a bank account *enabled* for Automated Clearing House (ACH) direct deposit. Payees with a wire account are encouraged to provide that information as well.

8.2. When will I receive payment?

Treasury has launched the Tribal Consistency Fund for eligible Tribal governments and anticipates launching the Local Assistance Fund for eligible revenue sharing counties soon. Please visit the program website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) for updates.

Tribal recipients may request payment of their allocation through the Treasury Submission Portal by following the instructions on Treasury's website at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF). Eligible Tribal

recipients will be required to complete payment information and sign an award agreement as well as complete a certification regarding economic conditions.

8.3. Will we receive the full payment in one transaction? Or will there be multiple transactions?

Approved tribal recipients will have the first payment available *immediately* and will be made to Tribes on a rolling basis. Treasury expects to make the second payment after the start of fiscal year 2023.

8.4. How long do we have to spend the grant?

All funds are available to recipients until expended or returned to Treasury. Recipients are required to continue submitting the annual compliance report until all funds are expended.

9. General Guidance

9.1. Where can I find guidance for the Local Assistance and Tribal Consistency Fund?

The following provides access to Local Assistance and Tribal Consistency Fund (LATCF) Guidance:

The [Local Assistance and Tribal Consistency Fund](#) guidance can be accessed on Treasury's web page at [Treasury.gov/LATCF](https://www.treasury.gov/LATCF) on the top, right-hand side of the page.

Tribal Governments can also view the allocation methodology by clicking the [LATCF Methodology for Tribal Governments](#) link on the same page.

The Local Assistance and Tribal Consistency Fund submission can be accessed by logging into [Treasury's Submission Portal](#).

Please note, eligible recipients are able to print a PDF version of their submission for their records. However, only submissions completed through the portal will be considered for review.

10. Audit resources

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

Members of the Audit Community seeking information to confirm amounts awarded under pandemic programs are advised to consult the data in [USASpending.gov](https://www.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

Assistance for State, Local, and Tribal Governments:

CARES Act, Coronavirus Relief Fund (CRF), [Assistance Listing Number 21.019](#).

Consolidated Appropriations Act, 2021, Emergency Rental Assistance 1 (ERA 1), [Assistance Listing Number 21.023](#).

American Rescue Plan Act of 2021, Emergency Rental Assistance 2 (ERA 2), [Assistance Listing Number 21.023](#).

American Rescue Plan Act of 2021, Coronavirus State and Local Fiscal Recovery Funds (SLFRF), [Assistance Listing Number 21.027](#).

American Rescue Plan Act of 2021, Homeowner Assistance Fund (HAF), [Assistance Listing Number 21.026](#).

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

American Rescue Plan Act of 2021, State Small Business Credit Initiative (SSBCI), Assistance Listing Number To be Determined

American Rescue Plan Act of 2021, Local Assistance and Tribal Consistency Fund (LATCF), [Assistance Listing Number 21.032](#).

Assistance for American Industry:

CARES Act, Payroll Support Program (PSP), [Assistance Listing Number 21.018](#):

Consolidated Appropriations Act, 2021, Coronavirus Economic Relief for Transportation Services (CERTS), [Assistance Listing Number 21.028](#).

Consolidated Appropriations Act, 2021, Emergency Capital Investment Program (ECIP), Assistance Listing Number To be Determined.

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