Local Assistance and Tribal Consistency Fund
Second Tranche Submission Preparation Checklist

1. **Verify entity type and eligibility.** Treasury will distribute second tranche funds directly to eligible Tribal, revenue sharing county, and revenue sharing consolidated county governments. To determine if you are an entity eligible to receive second tranche funds directly from Treasury under the Local Assistance and Tribal Consistency Fund (LATCF) program, please review the appropriate allocation list for your entity type.
    - Allocation for Eligible Revenue Sharing Counties (PDF) / Allocation for Eligible Revenue Sharing Counties (.CSV)
    - Allocation for Revenue Sharing Consolidated Governments (PDF) / Allocation for Eligible Revenue Sharing Counties (.CSV)

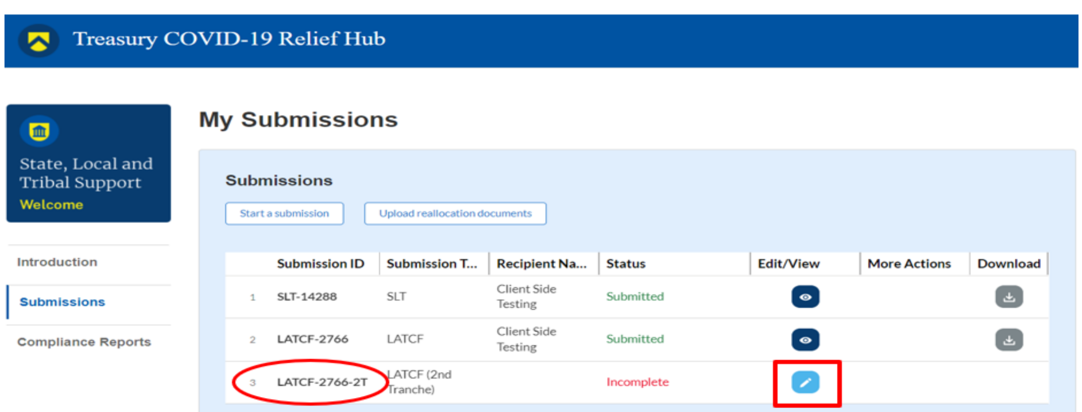
2. **Ensure the entity has an active SAM registration.** SAM is the official government-wide database to register with to be eligible to do business with the U.S. government. All Federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually and maintain an active status to be eligible to receive Federal financial assistance. There is no charge to register or maintain your entity SAM registration.
    - For entities with an existing SAM 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 your entity's registration is active, you should see "Active" with a green dot next to your entity name.
    - For entities that do not have an active SAM registration, they should visit SAM.gov to begin the entity registration or renewal process. Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds. Click here for a quick overview for SAM registration or here if you need to renew or update an entity.

3. **Determine if your entity will need to make any updates to the submission**. Recipients should be prepared to review and update the following information:
    - Name, title, email and phone number of an authorized representative of the entity – this is the person who can legally bind the entity.
    - Name, title, email and phone number of a designed point of contact – this is the person who will receive email notifications on the status of your submission, including any issues found during the verification, and communications regarding payments.
    - Financial institution information (e.g., routing and account number, financial institution name and contact information).

    Please note that these fields will be prepopulated with the information you provided during your first tranche submission. If no updates need to be made, you will still need to confirm this information under your entity's second tranche submission in the Treasury Submission Portal.

4. **Ensure communications from Treasury can be received to the point of contact email address provided.** The designated POC will receive crucial information via email throughout the submission verification process. 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.')

5. **Complete the second tranche submission once a notification is received from Treasury to enter the Treasury Submission Portal.** Visit the Treasury Submission Portal.
   - If the recipient wishes to designate a new submitter, that individual will need to register/log-in with ID.me.
     - ID.me is a trusted 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 you're you – and not someone pretending to be you – when you request access to online services. Treasury receives only your name and email address and the assurance that your identification has been verified. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Once you register, your login credentials can be used to reenter the portal in the future.
     - The current authorized representative (the one listed on the first tranche submission) should email COVIDReliefITSupport@treasury.gov with the subject "Entity Name - Update to Designated Individuals." The email should include the role that needs to be updated along with the full name, title, email and phone number of the new person designated. This will ensure alignment of the SLT submission to the newly designated submitter's account.
     - Once complete, and the individual has been assigned the role as submitter, they should enter the portal and complete the second tranche submission.
   - If you are already the designated entity submitter and are returning to the portal:
     - Your submission will have the same submission ID as first tranche, with a "-2T" to help you distinguish between your first and second tranche submissions.



- Once you have selected the link (pencil icon in red above), you will see the portal instructions for your entity's second tranche submission. Please follow the instructions to successfully submit.

Note: Second Tranche payments remain subject to the Award Terms and Conditions previously accepted by the recipient in connection with the first tranche payment and the Authorized Representative will not need to sign the second tranche certification to receive the second tranche payment.

6. Tips for submitting in the Treasury Submission Portal.

Confirm the contact information for your authorized representative and point of contact is correct – double check for typos in email addresses and phone numbers.

Double check the banking information – ensure you have the correct routing numbers and account numbers.

If you leave the portal before your submission is complete, click "Save Information".

For more information, please visit our website: www.treasury.gov/LATCF. If you have questions about Treasury's Submission Portal or for technical support, please contact us by email via covidreliefitsupport@treasury.gov. If you have general questions about Treasury's Local Assistance and Tribal Consistency Fund program, please contact us by email via LATCF@treasury.gov.