



U.S. DEPARTMENT OF THE TREASURY

## Treasury Award Redirect Portal

Completing an Award Redirect Submission

<https://portal.treasury.gov/cares/s/slt>



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# Treasury Award Redirect Portal Walkthrough

Treasury is leveraging ID.me for secure digital identity verification.

All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user.

Account creation on the first visit only, and takes approximately 15 minutes. All previous submitters can log in with their previously established ID.me account.

For support: <https://help.id.me>

A screenshot of the ID.me sign-in interface. At the top, it says "Sign in to ID.me". Below that, in a light blue box, it asks "New to ID.me?" and provides a link "Create an ID.me account". There are two input fields: "Email" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password". A blue button labeled "Sign in to ID.me" is positioned below the fields. At the bottom, there is a link "Forgot password".

Sign in to ID.me

New to ID.me?  
[Create an ID.me account](#)

Email  
Enter your email

Password  
Enter your password

Sign in to ID.me

[Forgot password](#)

# Transaction Types Overview

NEU Transfer to State

75% Budget Cap Return

Action Not Taken (No  
Subsequent Distribution)

NEU Termination

Misc Return

# Overview of Transaction Types



## NEU Transfer to State

To be used for NEUs who declined funding and are electing to transfer funds to the State under Section 603(C)(4).



## 75% Budget Cap Returns

To be used for returns in excess of the NEU's reference budget to Treasury



## Action Not Taken NEUs

To be used for NEUs considered "non-responsive" after the NEU has remained unresponsive for at least 60 days after the state began accepting and processing request for funding from NEUs



## NEU Termination

To be used for NEUs that initially accepted an SLFRF award, received funds, and later decided to decline the award prior to the end of the established period of performance (POP).



## Misc Return

A miscellaneous return transaction type to be used to account for erroneous NEU distributions. ***This transaction type is subject to discussion with Treasury prior to submission.***

# Accessing and Creating an Award Redirect Submission

Once in the Portal, select “Go to your Submission” at the bottom of the screen.



Introduction

Submissions

Compliance Reports

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

## **State and Local Fiscal Recovery Funds (SLFRF)**

\$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.

## **Emergency Rental Assistance (ERA)**

\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

## **Homeowner Assistance Fund (HAF)**

Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country's most vulnerable homeowners.

## **Capital Projects Fund (CPF)**

\$10 billion available for state, territory, freely associated state, and Tribal governments for capital projects designed to jointly and directly enable work, education, and health monitoring, which includes the provision and improvement of broadband infrastructure where it is lacking.

## **Submission Process**

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs.

You now have a login and 24/7 access to this portal. You have two options while working on the submission/s – save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Submissions” using the navigation to the left of the page. This will bring you to your list of submissions, click “Edit” Button to continue working. Once you submit and certify the agreement, you cannot edit your information for that particular program without reaching out to Treasury to re-open the case and edit.

Ready to get started? Click “Go To Your Submissions” below.

[Go To Your Submissions](#)

**On the following screen, all the submissions for your entity will be viewable. Please note that at this time, you are submitting award redirects on behalf of your state's NEUs under SLFRF.**



## Accessing and Creating an Award Redirect Submission

On the submissions page is a listing of all pending and completed submissions for your entity. Scroll past previous submissions until you reach “SLFRF Award Redirect Submissions”.

SLFRF Award Redirect Submissions

[New Request](#)

	Request ID	Request Type	NEU	Status	Provide Information	Download
1	AR-0600	First Tranche	NEU Test 2	Draft		
2	AR-0608	Second Tranche	NEU Test 3	Submitted		

Select “New Request” and in the pop-up window, click on the transaction type you would like to create.

You can select between the payment tranche, as well as the transaction type. After the transaction type is selected, click on “Create” at the bottom of the window.

Select a Transaction Type

Select Payment Tranche

First Tranche

Second Tranche

Select a Transaction Type

Cancel Create

## Accessing and Creating an Award Redirect Submission

Once you've created the award redirect request, it will be assigned a "Request ID". Click the pencil icon next to the award redirect to enter and complete the new submission.

### SLFRF Award Redirect Submissions

New Request

	Request ID	Request Type	NEU	Status	Provide Information	Download
1	AR-0600	First Tranche		Draft		

Note: The NEU column will populate later in the process once an individual NEU entity is selected on the "Local Information" tab.

# Treasury Award Redirect Portal Walkthrough

## For NEU transfers to the State:



Treasury COVID-19 Relief Hub



State, Local and  
Tribal Support  
Award Redirect

Instructions

State Information

Local Information

Request for Award  
Redirect

Submission

### Instructions

Section 603(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states for distribution to nonentitlement units of local government (NEUs).

Section 603(c)(4) of the Act permits NEUs to transfer funds received from the SLFRF to the State in which such recipient is located.

In order for this transfer to be reflected in Treasury's records, this submission must be certified by the authorized representatives for both the State and the NEU.

The amount of the transfer will need to be returned to Treasury, and the amount will be re-issued from Treasury to the State. The State should not use or plan to use redirected funds until the amount of such funds has been re-issued from Treasury to the State.

Upon receipt of the submission, Treasury will provide further guidance for completing the transfer via an email communication to the State's authorized representative. Treasury will not be able to complete the transfer until the State has submitted its Coronavirus State Fiscal Recovery Fund (SLFRF) certification to Treasury as required by section 602(d) of the Act.

> Help

Record details

Status

Draft

Request ID

AR-1608

Payment Type

First Tranche

Transaction Type

NEU Transfer to State

Next

After reviewing the user instructions, select the "State Information" tab to proceed or "Next" at the bottom of the page.



# Treasury Award Redirect Portal Walkthrough



State, Local and  
Tribal Support  
Award Redirect

Instructions

State Information

Local Information

Request for Award  
Redirect

Submission

## State Information

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

### Recipient Information

UEI	123456789000	Address	PO Box 331
TIN	987654321	Address 2	111
Legal Entity Name	Client Side Testing	Address 3	111
Type	State or Territory	City	Kotzebue
FAIN	54321	State/Territory	AK
CFDA No.	12345	Zip5	99752
		Zip+4	2222
		Reporting Tier	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

> Help

Record Details

Status

Draft

Request ID

AR-0648

Payment Type

Second Tranche

Transaction Type

NEU Transfer to State

**Verify your recipient information is correct. It will already be prepopulated from your SLFRF reporting submissions. Select "Next" at the bottom of the page when done.**

Back

Next



# Treasury Award Redirect Portal Walkthrough



 State, Local and Tribal Support  
Award Redirect

- Instructions
- State Information
- Local Information**
- Request for Award Redirect
- Submission

## Local Information

\*Please select the NEU you are transferring from and verify information.

Select NEU

- NEU Test 1
- NEU Test 2
- NEU Test 3



**From the dropdown, select the NEU for the award redirect.**

UEN

TIN

Legal Entity Name

Type

FAIN

CFDA No.

Address

Address 2

Address 3

City

State/Territory

Zip5

Zip+4

Reporting Tier

Back

Next

> Help

Record Details

- Status
- Draft
- Request ID
- AR-0648
- Payment Type
- Second Tranche
- Transaction Type
- NEU Transfer to State



# Treasury Award Redirect Portal Walkthrough

☰
Treasury COVID-19 Relief Hub 👤

  
 State, Local and  
 Tribal Support  
**Award Redirect**

## Local Information

\* Please select the NEU you are transferring from and verify information.

NEU Test 2

### Recipient Information

UEI <span style="font-size: small;">🔍</span>	SDF234SDF133	Address <span style="font-size: small;">🔍</span>	Street Address 2
TIN <span style="font-size: small;">🔍</span>	847289275	Address 2 <span style="font-size: small;">🔍</span>	Ste 123
Legal Entity Name <span style="font-size: small;">🔍</span>	NEU Test 2	Address 3 <span style="font-size: small;">🔍</span>	n/a
Type <span style="font-size: small;">🔍</span>	NEU	City <span style="font-size: small;">🔍</span>	Fairfax
FAIN <span style="font-size: small;">🔍</span>	54321	State/Territory <span style="font-size: small;">🔍</span>	AZ
CFDA No. <span style="font-size: small;">🔍</span>	12345	Zip5 <span style="font-size: small;">🔍</span>	23233
		Zip+4 <span style="font-size: small;">🔍</span>	2342
		Reporting Tier <span style="font-size: small;">🔍</span>	NEU

> Help

▼ Record Details

Status  
Draft

Request ID  
AR-0648

Payment Type  
Second Tranche

Transaction Type  
NEU Transfer to State

Instructions

State Information

Local Information

Request for Award Redirect

Submission

[Back](#)

Next
←

Once an NEU is selected, the recipient information will populate. Please verify this information is accurate. Click on “Next” at the bottom the page to continue.

# Treasury Award Redirect Portal Walkthrough

**State, Local and Tribal Support**  
**Award Redirect**

---

Instructions

---

State Information

---

Local Information

---

**Request for Award Redirect**

---

Certification

## Request for Award Redirect

\* Has the NEU received or requested a second tranche SLFRF payment?

--None--

✓ --None--

Yes

No

Next

> Help

✓ Record Details

Status  
Draft  
Request ID  
AR-0648

Payment Type  
Second Tranche

Transaction Type  
NEU Transfer to State

Second Tranche Request Amount

The NEU may elect to redirect a portion or the full amount of their SLFRF allocation to the State government, and as a result the amount of the tranche allocation it would have received will be reduced or eliminated. [Allocations available for transfer to the State are capped by the "75 percent budget cap" in line with Treasury's Guidance on Distribution of Funds to Non-Entitlement Units of Local Government.](#)

\* Final Allocation Amount (after application of the 75 percent budget cap):  
\$750,000.00

\* Amount of Allocation to be Redirected to the State  
\$750,000.00

1% Percentage of Amount Transferred 100%

100%

Save

Summary

Total Allocation Amount	Total Redirect Amount
\$750,000.00	\$750,000.00

Amount of Allocation Remaining with the Local Government

-\$750,000.00 -100%

Once you have answered the first question, the remaining fields (on the left) will appear. As you update the allocation amount, the summary will update.



# Treasury Award Redirect Portal Walkthrough

If “yes” was answered to the previous question:

Local Information

Request for Award  
Redirect

Certification

For an NEU that has received or requested a First tranche SLFRF payment from their State – please complete questions below

## First Tranche Request Amount

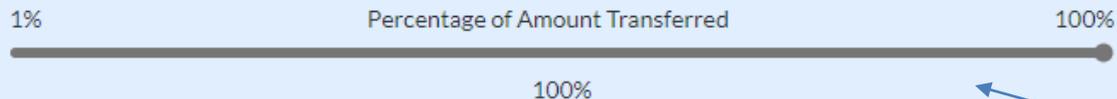
The NEU may elect to redirect a portion or the full amount of their SLFRF allocation to the State government, and as a result the amount of the tranche allocation it would have received will be reduced or eliminated. Allocations available for transfer to the State are capped by the “75 percent budget cap” in line with Treasury’s Guidance on Distribution of Funds to Non-Entitlement Units of Local Government.

\* Final Allocation Amount (after application of the 75 percent budget cap):

\$750,000.00

\* Amount of Allocation to be Redirected to the State

\$750,000.00



Save

**Final Allocation Amount will be prepopulated**

**Enter the amount of the allocation to be redirected**

**This graphic will update once both amounts are entered. Then click “Save”.**

# Treasury Award Redirect Portal Walkthrough

If “no” was answered to the previous question:

For an NEU that has not yet received or requested a First tranche SLFRF payment from their State – please complete questions below

Local Information

Request for Award  
Redirect

Certification

## First Tranche Request Amount

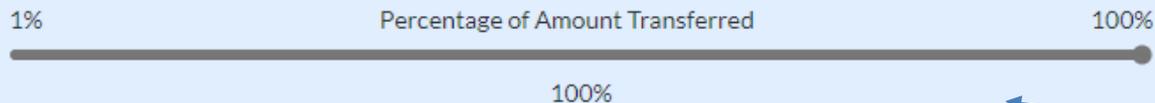
The NEU may elect to redirect a portion or the full amount of their SLFRF allocation to the State government, and as a result the amount of the tranche allocation it would have received will be reduced or eliminated. Allocations available for transfer to the State are capped by the “75 percent budget cap” in line with Treasury’s Guidance on Distribution of Funds to Non-Entitlement Units of Local Government.

\* Final Allocation Amount (after application of the 75 percent budget cap):

\$750,000.00

\* Amount of Allocation to be Redirected to the State 

\$750,000.00



Save

Final  
Allocation  
Amount will be  
prepopulated

Enter the  
amount of the  
allocation to  
be redirected

This graphic  
will update  
once both  
amounts are  
entered. Then  
click “Save”.



# Treasury Award Redirect Portal Walkthrough

## Summary

Total Allocation Amount  
**\$10,000.00**

Total Redirect Amount  
**\$6,500.00**

Amount of Allocation Remaining with the Local Government  
**\$3,500.00**



35%

Back

Next

Once you have confirmed the amounts under the Summary section, click on “Next” to continue.



# Treasury Award Redirect Portal Walkthrough



## Submission

The SLFRF recipient acknowledges that SLFRF funds must be obligated by December 31, 2024 and expended by December 31, 2026.

The authorized representatives of the recipient local government and State hereby certify to Treasury that the information provided is true and correct.

In addition, the authorized representative of the State represents that the State accepts the transfer from the local government such that the State will be responsible as the prime recipient for the use and reporting of any funds transferred by the local government. Such funds will be subject to the SLFRF Award Terms and Conditions previously accepted by the State in connection with its payment from the SLFRF.

> Help
▼ Record Details
Status
<b>Draft</b>
Request ID
AR-0648
Payment Type
Second Tranche
Transaction Type
NEU Transfer to State

- Instructions
- State Information
- Local Information
- Request for Award Redirect
- Certification**

**Verification**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF Recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). I certify that I have authority to make certifications and representations on behalf of the SLFRF Recipient.

Name of Current User  
.....

Submission Date:  
Oct 20, 2022

Title:  
UAT Tester

Email:

**NEU Information**

Local Authorized Representative:

Local Authorized Representative Email:

**Please note that Authorized Representatives (AR) for both the State and NEU must sign the certification. Please ensure the contact information appears correctly here and is typed out correctly in the text boxes.**

**You may select to certify with DocuSign, or alternatively, the manual option. If submitting with DocuSign, the State AR will receive the certification agreement first, followed by the NEU AR.**

The designated Authorized Representatives must complete and sign the certification regarding economic conditions and the terms and conditions agreement.

The documents will be emailed directly to the Authorized Representatives with instructions to electronically sign and submit the document with DocuSign.

When the Authorized Representative signs the certification regarding economic conditions and award terms and conditions agreement, the designated contact person will receive an email notification that the submission has been received and Treasury will begin the submission review process.

By Submitting below, I affirm that all information provided is complete and accurate.



# Treasury Submission Portal Walkthrough

Note the submission status changes to “Submitted” and will now enter the verification process.



## Instructions

Section 603(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states and territories for distribution to nonentitlement units of local government (NEUs).

Section 603(c)(4) of the Act permits NEUs to transfer funds received from the SLFRF to the State in which such recipient is located.

In order for this transfer to be reflected in Treasury’s records, this submission must be certified by the authorized representatives for both the State and the NEU.

The amount of the transfer will need to be returned to Treasury, and the amount will be re-issued from Treasury to the State. The State should not use or plan to use redirected funds until the amount of such funds has been re-issued from Treasury to the State.

Upon receipt of the submission, Treasury will provide further guidance for completing the transfer via an email communication to the State’s authorized representative. Treasury will not be able to complete the transfer until the State has submitted its Coronavirus State Fiscal Recovery Fund (SLFRF) certification to Treasury as required by section 602(d) of the Act.

> Help

Record Details

Status

Submitted

Request ID

AR-0648

Payment Type

Second Tranche

Transaction Type

NEU Transfer to State

Instructions

State Information

Local Information

Request for Award  
Redirect

Certification

**If any errors are identified during the verification process, the designated point of contact for the State will be contacted via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact of the eligible government will receive an email notifying them that their submission has been verified.**

**Payments will still be processed on a quarterly basis and funds are subject to processing times of the financial institution.**



# Treasury Award Redirect Portal Walkthrough

## For 75% Budget Cap returns:



Treasury COVID-19 Relief Hub



State, Local and  
Tribal Support  
Award Redirect

## Instructions

Section 603(b)(2)(C)(iii) provides that each non-entitlement unit of local government (NEU)'s total award (i.e., the total of distributions under both the first and second tranche) is capped at 75 percent of its total annual budget, including both operating and capital expenditure budgets.

In order for the budget cap return to be reflected in Treasury's records, this submission must be initiated and completed by the designated submitter for the State.

Upon receipt of the submission, Treasury will provide further guidance for completing the return via an email communication to the State's designated submitter. Treasury will not be able to accept 75 percent budget cap return funds until the State has completed the submission to Treasury.

Instructions

State Information

Local Information

Submission

> Help

Record Details

Status

Draft

Request ID

AR-0646

Payment Type

Second Tranche

Transaction Type

75% Budget Cap Return



Next

Please note that the “Transaction Type” reflects the option you previously made in the drop down menu. After reviewing the user instructions, click “Next” at the bottom of the page to proceed to the “State Information” and “Local Information” tabs.



# Treasury Award Redirect Portal Walkthrough

The screenshot displays the Treasury Award Redirect Portal interface. At the top, there is a blue header with a menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. On the left, a dark blue sidebar contains the text "State, Local and Tribal Support" and "Award Redirect" in yellow, along with a list of navigation options: "Instructions", "State Information", "Local Information" (highlighted in blue), and "Submission". The main content area is titled "Local Information" and includes a red asterisk warning: "\* Please select the NEU you are transferring from and verify information." Below this is a dropdown menu labeled "Select NEU" with a red border, containing three options: "NEU Test 1", "NEU Test 2", and "NEU Test 3". A blue arrow points from the dropdown to the right. The form fields below are arranged in two columns: "UEI" and "TIN" on the left, and "Address", "Address 2", and "Address 3" on the right. On the far right, a white box with a blue border contains a "Help" link and a "Record Details" section with the following information: Status (Draft), Request ID (AR-0646), Payment Type (Second Tranche), and Transaction Type (75% Budget Cap Return).

**After confirming all the state information is correct, select the NEU on the “Local Information” tab. The NEU’s information will then populate with the information previously provided to Treasury.**

# Treasury Award Redirect Portal Walkthrough

## Additional Recipient Information

NEU Recipient Name	NEU Test 2 (UAT)	NEU Recipient Number	56233
Total NEU Budget Reference	\$1,000,000.00	NEU 75% Budget Cap	\$750,000.00
Total Allocation on First and Second Tranches	\$1,000,000.00	Final Allocation Across 1st and 2nd Tranches after application of the 75 percent budget cap	\$1,000,000.00
Excess Funds over the 75% Budget Cap	\$0.00	Returns back to Treasury	\$0.00

→

[Back](#)[Next](#)

**Once the NEU is selected, previously reported data will appear. This information should be reviewed for accuracy. No fields will be fillable at this time.**



# Treasury Award Redirect Portal Walkthrough



State, Local and Tribal Support  
Award Redirect

## Submission

The authorized representative of the state hereby affirms to Treasury that the information provided is true and correct.

In addition, the authorized representative of the state represents that the state will be responsible to return the amount of the allocation in excess of the NEU's reference budget to Treasury.

### Verification

#### Name of Current User

Name:

Submission Date:

Apr 3, 2023

Title:

UAT Testing

Email:



> Help

#### Record details

Status

**Draft**

Request ID

AR-1621

Payment Type

Second Tranche

Transaction Type

75% Budget Cap Return

By submitting below, I affirm that the information provided is accurate and complete. I affirm that I have authority to complete this submission on behalf of the SLFRF recipient.

Submit

Back

**There is no certification needed for this transaction type. Select "Submit" to complete the request.**



# Treasury Award Redirect Portal Walkthrough

## For Action Not Taken NEUs:



Treasury COVID-19 Relief Hub



State, Local and  
Tribal Support  
Award Redirect

Instructions

State Information

Local Information

Submission

### Instructions

Section 603(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states for distribution to nonentitlement units of local government (NEUs).

As outlined in the guidance, an NEU may be treated as “non-responsive” after the state has made reasonable efforts to contact an NEU that remains unresponsive for at least 60 days after the state begins accepting and processing requests for funding from NEUs. The state may then return the unclaimed funding back to Treasury, if no subsequent distribution was made.

In order for this return to be reflected in Treasury’s records, this submission must be initiated and completed by the designated submitter for the state.

Upon receipt of the submission, Treasury will provide further guidance for completing the return of funds via an email communication to the state’s designated submitter. Treasury will not be able to accept any return of funds until the state has completed the submission to Treasury. Please do not initiate the return of funds until you have received confirmation from Treasury to proceed. Funds received prior to Treasury’s review and confirmation will be returned to the recipient.

> Help

Record details

Status

Draft

Request ID

AR-1606

Payment Type

First Tranche

Transaction Type

Action Not Taken NEUs

Next

After reviewing the user instructions, select the “State Information” tab to proceed or “Next” at the bottom of the page.



# Treasury Award Redirect Portal Walkthrough



## State Information

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

### Recipient Information

UEI	123456789000	Address	PO Box 331
TIN	34623562	Address 2	111
Legal Entity Name	treasury.gov	Address 3	111
Type	State or Territory	City	Kotzebue
FAIN		State/Territory	AK
CFDA No.		Zip5	99752
		Zip+4	2222
		Reporting Tier	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

> Help

Record details

Status  
**Draft**

Request ID  
AR-1606

Payment Type  
First Tranche

Transaction Type  
Action Not Taken NEUs

Your state information will automatically populate.

Select your NEU

Enter the return amount for the NEU you selected here.

The NEU status will populate based on the report you have previously submitted. Please note that the status should match the transaction type.



## Local Information

\*Please select the NEU you are transferring from and verify information.

Select NEU

- NEU Test 2 (UAT)
- NEU Test 3 (UAT)

NEU Recipient Name	Tester (UAT)	Total Allocation on First and Second Tranches	\$1000000
NEU Recipient Number	235235	Return to Treasury for First Tranche	<input type="text"/>
NEU Status	Action Not Taken		

> Help

Record details

Status  
**Draft**

Request ID  
AR-1606

Payment Type  
First Tranche

Transaction Type  
Action Not Taken NEUs

Back

Next



# Treasury Award Redirect Portal Walkthrough



State, Local and Tribal Support  
Award Redirect

Instructions

State Information

Local Information

Submission

## Submission

The authorized representative of the state hereby affirms to Treasury that the information is true and correct.

In addition, the authorized representative of the state represents that the State will be responsible for the return of funds back to Treasury.

### Verification

#### Name of Current User

Name:

Submission Date:

Apr 3, 2023

Title:

UAT Testing

Email:



By submitting below, I affirm that the information provided is accurate and complete. I affirm that I have authority to complete this submission on behalf of the SLFRF recipient.

Submit

Back

> Help

#### Record details

Status

Draft

Request ID

AR-1606

Payment Type

First Tranche

Transaction Type

Action Not Taken NEUs

**There is no certification needed for this transaction type.  
Select "Submit" to complete the request.**



# Treasury Award Redirect Portal Walkthrough

## For NEU Termination Returns:



Treasury COVID-19 Relief Hub



State, Local and  
Tribal Support  
Award Redirect

Instructions

State Information

Local Information

Submission

### Instructions

Section 603(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states for distribution to nonentitlement units of local government (NEUs).

As distributions were made, states encountered NEUs that were dissolving or elected to decline funds after initially accepting their allocation.

In order for this return to be reflected in Treasury's records, this submission must be initiated and completed by the designated submitter for the state. The amount of the return will need to be returned from the NEU to the state, and the amount returned from the state to Treasury.

Upon receipt of the submission, Treasury will provide further guidance for completing the return of funds via an email communication to the State's designated submitter. Treasury will not be able to accept any return of funds until the State has completed the submission to Treasury. Please do not initiate the return of funds until you have received confirmation from Treasury to proceed. Funds received prior to Treasury's review and confirmation will be returned to the recipient.

> Help

Record details

Status

Draft

Request ID

AR-1622

Payment Type

Second Tranche

Transaction Type

NEU Termination

Next

After reviewing the user instructions, select the "State Information" tab to proceed or "Next" at the bottom of the page.



# Treasury Award Redirect Portal Walkthrough

**State Information**

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

**Recipient Information**

UEI	123456789000	Address	PO Box 331
TIN	34623562	Address 2	111
Legal Entity Name	treasury.gov	Address 3	111
Type	State or Territory	City	Kotzebue
FAIN		State/Territory	AK
CFDA No.		Zip5	99752
		Zip+4	2222
		Reporting Tier	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

Back

> Help

Record details

Status: Draft

Request ID: AR-1622

Payment Type: Second Tranche

Transaction Type: NEU Termination

State information will populate on this tab. Click "Next" to continue to the "Local Information" tab.

Select your NEU

Input the amount to be returned to Treasury here.

You may include an explanation for the reason for return here.

Select "Next" to move on to the next tab.

**Local Information**

\* Please select the NEU you are transferring from and verify information.

Tester (UAT)

**Recipient Information**

NEU Recipient Name	Tester (UAT)	NEU Recipient Number	235235
NEU Status	Action Taken	Final Allocation Across 1st and 2nd Tranches after application of the 75 percent budget cap	\$1,000,000.00
		Returns back to Treasury for Second Tranche	\$500,000.00
		Reason for NEU Return	NEU after receiving both tranche payments has decided to terminate and return the funds for both tranche payments back to the State.

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> Help

Record details

Status: Draft

Request ID: AR-1622

Payment Type: Second Tranche

Transaction Type: NEU Termination



# Treasury Award Redirect Portal Walkthrough



## Submission

The authorized representatives of the recipient local government and state hereby affirms to Treasury that the information provided is true and correct.

In addition, the authorized representative of the state represents that the State will be responsible for the return of funds back to Treasury.

- > Help
- ▼ Record details
  - Status
  - Draft**
  - Request ID
  - AR-1622
  - Payment Type
  - Second Tranche
  - Transaction Type
  - NEU Termination

Instructions

State Information

Local Information

Submission

### Verification

#### Name of Current User

Name: Submission Date:  
Apr 3, 2023

Title: Email:  
UAT Testing

#### NEU Information

Local Authorized Representative: Local Authorized Representative Email:

Enter the name and email of the Authorized Representative for the NEU so they may receive a notification that this was completed on their behalf.

By submitting below, I affirm that the information provided is accurate and complete. I affirm that I have authority to complete this submission on behalf of the SLFRF recipient.

Submit

Select "Submit" to complete the request.

Back



# Treasury Award Redirect Portal Walkthrough

## For Miscellaneous Returns:

Please note: States should not use this transaction type unless told explicitly by Treasury.

The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a blue navigation bar with a hamburger menu icon, the text "Treasury COVID-19 Relief Hub", a notification bell icon, and a user profile icon. On the left side, there is a dark blue sidebar with a logo and the text "State, Local and Tribal Support Award Redirect". Below the sidebar, there are four tabs: "Instructions" (which is active and highlighted in blue), "State Information", "Local Information", and "Submission". The main content area is titled "Instructions" and contains three paragraphs of text. The first paragraph explains that Section 603(b) of the Social Security Act, as added by section 9901 of the American Rescue Plan Act (ARPA), authorizes the Department of the Treasury to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states for distribution to nonentitlement units of local government (NEUs). The second paragraph states that as states encountered erroneous distributions in their reporting, Treasury has added this miscellaneous return transaction type to capture those returns, and its use is subject to discussion with Treasury prior to submission. The third paragraph notes that in order for this return to be reflected in Treasury's records, the submission must be initiated and completed by the designated submitter for the state. Below this, a fourth paragraph states that upon receipt of the submission, Treasury will provide further guidance for completing the return of funds via an email communication to the state's designated submitter, and that Treasury will not be able to accept any return of funds until the state has completed the submission to Treasury. The fifth paragraph advises not to initiate the return of funds until confirmation from Treasury is received, and that funds received prior to Treasury's review and confirmation will be returned to the recipient. On the right side of the page, there is a "Help" dropdown menu with a "Record details" section expanded, showing the following information: Status: Draft, Request ID: AR-1639, Payment Type: First Tranche, and Transaction Type: Misc Return. At the bottom right of the page, a "Next" button is circled in red.

State, Local and Tribal Support Award Redirect

**Instructions**

Section 603(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (Treasury) to make payments from the Coronavirus Local Fiscal Recovery Fund (SLFRF) to states for distribution to nonentitlement units of local government (NEUs).

As states encountered erroneous distributions in their reporting, Treasury has added this miscellaneous return transaction type to capture those returns. Use of this transaction type is subject to discussion with Treasury prior to submission.

In order for this return to be reflected in Treasury's records, this submission must be initiated and completed by the designated submitter for the state.

Upon receipt of the submission, Treasury will provide further guidance for completing the return of funds via an email communication to the state's designated submitter. Treasury will not be able to accept any return of funds until the state has completed the submission to Treasury. Please do not initiate the return of funds until you have received confirmation from Treasury to proceed. Funds received prior to Treasury's review and confirmation will be returned to the recipient.

> Help

Record details

Status  
**Draft**

Request ID  
AR-1639

Payment Type  
First Tranche

Transaction Type  
Misc Return

Next

After reviewing the user instructions, select the “State Information” tab to proceed or “Next” at the bottom of the page.

# Treasury Award Redirect Portal Walkthrough



## State Information

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

> Help

Record details

- Status
- Draft
- Request ID: AR-1639
- Payment Type: First Tranche
- Transaction Type: Misc Return

### Recipient Information

UEI	123456789000	Address	PO Box 331
TIN	34623562	Address 2	111
Legal Entity Name	treasury.gov	Address 3	111
Type	State or Territory	City	Kotzebue
FAIN		State/Territory	AK
CFDA No.		Zip5	99752
		Zip+4	2222
		Reporting Tier	Tier 1. States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents

State information will automatically populate under the "State Information" tab.



Enter return amount here.



Unlike other transaction types, instead of creating a submission for each NEU, download the return template and complete all columns for each NEU impacted.



## Local Information

Amount to be returned by state

Upload additional NEUs and Amounts using provided template

[Download Miscellaneous Returns Template](#)

Upload Required Document(s)

Or drop files

Instructions

State Information

**Local Information**

Submission

Back

Next





# Treasury Award Redirect Portal Walkthrough



 State, Local and Tribal Support  
Award Redirect

- Instructions
- State Information
- Local Information
- Submission**

## Submission

The authorized representative of the state hereby affirms to Treasury that the information provided is true and correct.

In addition, the authorized representative of the State represents that the state will be responsible for the return of funds back to Treasury.

### Verification

#### Name of Current User

Name:

Submission Date:

Apr 3, 2023

Title:

UAT Testing

Email:



> Help

▼ Record details

Status  
**Draft**

Request ID  
AR-1639

Payment Type  
First Tranche

Transaction Type  
Misc Return

By submitting below, I affirm that the information provided is accurate and complete. I affirm that I have authority to complete this submission on behalf of the SLFRF recipient.

**Submit**

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**There is no certification needed for this transaction type. Select "Submit" to complete the request.**

