

U.S. DEPARTMENT OF THE TREASURY

## Treasury Submission Portal

Submitting for LATCF Second Tranche Funds

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



# Treasury Submission 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.

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



## Sign in to ID.me

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

Email

Password

[Sign in to ID.me](#)

[Forgot password](#)

# Treasury Submission Portal Walkthrough

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, you will see all the submissions for your entity. Please note that at this time, you are submitting for your government's second tranche allocation under LATCF.



# Treasury Submission Portal Walkthrough

On the *Submissions* page is a list of all pending and completed submissions for your government.

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.

 Treasury COVID-19 Relief Hub

 State, Local and Tribal Support  
Welcome

Introduction

**Submissions**

Compliance Reports

## My Submissions

### Submissions

Start a submission

Upload reallocation documents

	Submission ID	Submission T...	Recipient Na...	Status	Edit/View	More Actions	Download
1	SLT-14288	SLT	Client Side Testing	Submitted			
2	LATCF-2766	LATCF	Client Side Testing	Submitted			
3	LATCF-2766-2T	LATCF (2nd Tranche)		Incomplete			

Click on the pencil icon to access the submission.

# Treasury Submission Portal Walkthrough

Treasury COVID-19 Relief Hub



State, Local &  
Tribal Support  
Local Assistance &  
Tribal Consistency  
Fund

Instructions

Payment Information

Affirmation

Welcome to the Treasury Submission Portal for the Local Assistance and Tribal Consistency Fund (LATCF)

## Instructions

On the Payment Information tab, you will be prompted to import your recipient information from the LATCF first tranche submission. The designated submitter should review and update this information as applicable, to include:

Recipient Information – Including Name, Entity Taxpayer Identification Number (EIN) and Unique Entity Identifier (UEI)

Authorized Representative Name & Contact Information

- *The Authorized Representative is the individual with legal authority to bind the Recipient or the Chief Executive Officer of the Recipient.*

Contact Person Name & Contact Information

- *The contact person will receive emails confirming your submission has been received, alerts of any issues with the submission that need resolution, notification of submission approval, and any other action required on behalf of your entity.*

Financial Institution Information – Including Routing and Account Number

> Help

∨ Record details

Status

Incomplete

Submission Type

LATCF (2nd Tranche)

Submission Name

LATCF-2766-2T

Second Tranche Amount Obligated

\$100,000.00

Total Allocation Amount

\$200,000.00

**After reviewing the User Instructions, select the “Payment Information” tab to proceed.**



# Treasury Submission Portal Walkthrough



## Local Assistance and Tribal Consistency Fund

Eligible entities, which include eligible revenue sharing counties, eligible revenue sharing consolidated governments, and eligible Tribal governments, under the Local Assistance and Tribal Consistency Fund, authorized by section 605 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (Mar. 11, 2021), and as amended by Section 103 of Division LL of the Consolidated Appropriations Act, 2023, may receive direct payment from Treasury by providing the following payment information.

- Instructions
- Payment Information**
- Affirmation

### Information Import Option

For your convenience, you may now opt to complete the 'LATCF Form' (below) by importing information from your existing LATCF First Tranche submission

[Import Information from LATCF First Tranche Submission](#)

Click here to import information from your first tranche submission. You may update any of the unlocked fields.



**Recipient**

Recipient Name	UEI Number (12 Digits)	Taxpayer ID Number (9 Digits)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address		
<input type="text"/>		
City	State/Territory	Postal Code +4 (xxxxx-xxxx)
<input type="text"/>	--None--	<input type="text"/>
Type of recipient (choose one):		
<input type="text" value="Eligible Revenue Sharing County"/>		



# Treasury Submission Portal Walkthrough

**Recipient**

Recipient Name	UEI Number (12 Digits)	Taxpayer ID Number (9 Digits)
Client Side Testing	SDF283SDF298	243438243

Street Address

123 Test

City	State/Territory	Postal Code +4 (xxxxx-xxxx)
Test	California	23232

Type of recipient (choose one):

Eligible Revenue Sharing County

**Authorized Representative for the Recipient**

First Name	Last Name	Title
John	Smith	Test

Phone	Email
1112223333	test@test.com

**Contact Person**

First Name	Last Name	Title
Jane	Smith	Test

Phone	Email
1112223333	test@test.com

Verify all your recipient information imported correctly.

Progress



Saved

Please note: you will be unable to make edits to your UEI and TIN fields at this time. If you believe these fields are incorrect, please email [LATCF@treasury.gov](mailto:LATCF@treasury.gov) to further assist.



# Treasury Submission Portal Walkthrough

You may also update your Financial Institution information, if needed, for your deposit.

As you move through your submission, your progress tracker will update.

Once you have verified your information, select the *Affirmation* tab to proceed.

**Financial Institution Information** 

Routing Transit Number (ACH) 	Confirm Routing Transit Number (ACH)
<input type="text" value="123456789"/>	<input type="text" value="123456789"/>
Routing Transit Number (WIRE) (Optional) 	Confirm Routing Transit Number (WIRE)
<input type="text"/>	<input type="text"/>
Recipient's Account Number	Confirm Recipient's Account Number
<input type="text" value="12345"/>	<input type="text" value="12345"/>
Financial Institution Name	Financial Institution Telephone Number
<input type="text" value="Test"/>	<input type="text" value="1112223333"/>
Financial Institution Address	
<input type="text" value="123 Test Street"/>	

Progress



Complete

**PAPERWORK REDUCTION ACT NOTICE** The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is one hour per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

[Back: Instructions](#)

Your Progress is Saved!

[Next: Affirmation](#)



# Treasury Submission Portal Walkthrough

Treasury COVID-19 Relief Hub



State, Local &  
Tribal Support  
Local Assistance &  
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## Affirmation

When the submitter affirms the information is complete and accurate, the designated contact person will receive an email notification that the submission has been received, and Treasury will begin the submission review process. The designated point of contact will receive an email if any corrections are needed as well as when payment is scheduled.

Check the box below to affirm that all information is complete and accurate

By checking this box, I affirm that all information provided is complete and accurate.

Submit

[Back: Payment Information](#)

> Help

Record details

Status

Incomplete

Submission Type

LATCF (2nd Tranche)

Submission Name

LATCF-2766-2T

Second Tranche Amount Obligated

\$100,000.00

Total Allocation Amount

\$200,000.00

Review the affirmation, and select *Submit*. Once complete, the status of your submission will change from “Incomplete” to “Submitted”. The Point of Contact for your entity may check the status of the submission at any time during the process.

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



# Treasury Submission Portal Walkthrough

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



## Affirmation

Thank you for submitting! The designated contact person will receive an email notification that the submission has been received, and Treasury will begin the submission review process. The designated point of contact will receive an email if any corrections are needed as well as when payment is scheduled.

[Instructions](#)

[Payment Information](#)

[Affirmation](#)

Click [HERE](#) to complete a survey

[Back: Payment Information](#)

> Help

∨ Record details

Status	Submitted
Submission Type	LATCF (2nd Tranche)
Submission Name	LATCF-2766-2T
Second Tranche Amount Obligated	\$100,000.00
Total Allocation Amount	\$200,000.00

> Errors

The designated point of contact for the government will receive an email confirmation once the submission has been successfully submitted. The verification process takes approximately four business days. If any errors are identified, the designated point of contact will be notified via email to correct the information before the payment can proceed. Once verification is complete, the designated point of contact will receive another email communication notifying them that their submission has been verified and when payment to expect payment.