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

Treasury Submission Portal Walkthrough

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

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.

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

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

Instructions

Payment Information

Affirmation

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.

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

Recipient

Recipient Name

UEI Number (12 Digits)

Taxpayer ID Number (9 Digits)

Street Address

City

State/Territory
--None--

Postal Code +4 (xxxxx-xxxx)

Type of recipient (choose one):
Eligible Revenue Sharing County

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

Progress

Treasury Submission Portal Walkthrough

Recipient

Recipient Name
Client Side Testing

UEI Number (12 Digits)
SDF283SDF298

Taxpayer ID Number (9 Digits)
243438243

Street Address
123 Test

City
Test

State/Territory
California

Postal Code +4 (xxxxx-xxxx)
23232

Type of recipient (choose one):
Eligible Revenue Sharing County

Authorized Representative for the Recipient

First Name
John

Last Name
Smith

Title
Test

Phone
1112223333

Email
test@test.com

Contact Person

First Name
Jane

Last Name
Smith

Title
Test

Phone
1112223333

Email
test@test.com

Progress

Saved

Verify all your recipient information imported correctly.

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 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) ⓘ
123456789

Confirm Routing Transit Number (ACH)
123456789

Routing Transit Number (WIRE) *(Optional)* ⓘ

Confirm Routing Transit Number (WIRE)

Recipient's Account Number
12345

Confirm Recipient's Account Number
12345

Financial Institution Name
Test

Financial Institution Telephone Number
1112223333

Financial Institution Address
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

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.

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.