## U.S. DEPARTMENT OF THE TREASURY

# **Treasury Submission Portal**

Submitting for the Local Assistance and Tribal

**Consistency Fund** 

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



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 is necessary on the first visit to the submission portal 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



	New to ID.me?
	Create an ID.me account
mail	
Entery	our email
assword	
Entery	our password
	Sign in to ID.me



Help/Contact Us

For assistance on your

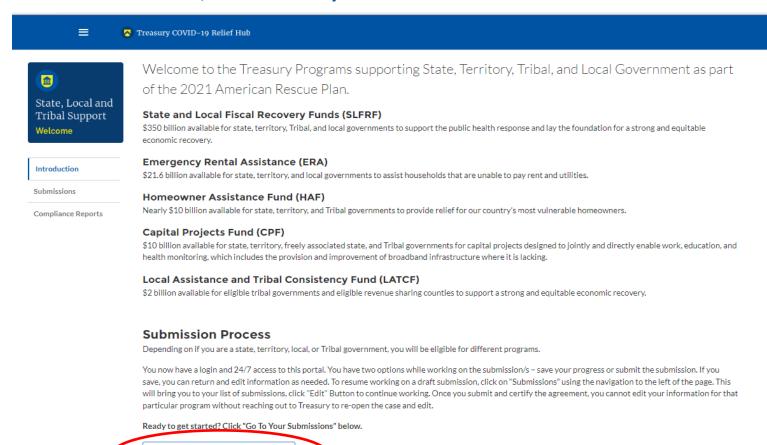
Covid Relief Support

submission and other questions,

#### **Treasury Submission Portal Walkthrough**

Go To Your Submissions

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

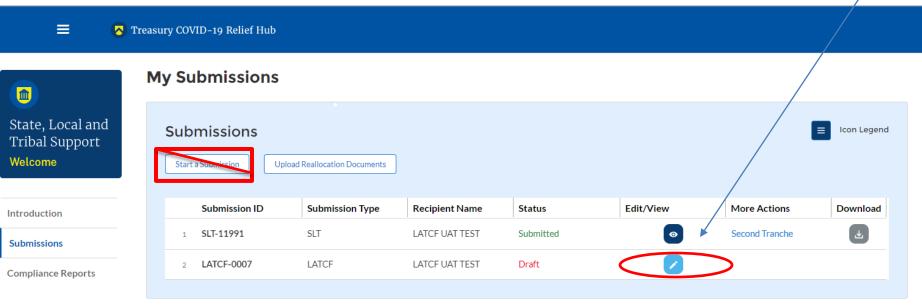


On the following screen, you will see all of the submissions for your government. Please note, you are submitting for your government's first tranche payment under LATCF at this time.



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

Locate your government's Local Assistance and Tribal Consistency Fund submission under the column labeled "Submission ID" and click on the pencil icon under "Edit/View" to access the submission.



Please note that your government's LATCF submission is already pre-loaded onto the portal, and you should <u>not</u> select the "Start a Submission" button.



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Treasury COVID-19 Relief Hub





Instructions

Payment Information

Certification

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 complete information about the entity for which you are submitting information, including:

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. The Authorized Representative will also complete an agreement on behalf 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

- · All entities must submit an ACH routing transit number.
- Entities with a Wire routing transit number are asked to submit that information in addition to the ACH routing transit number.

> Help

V Record Details

Status
Draft
Submission Type
LATCF
Submission Name
LATCF-0013
FY22 Allocation Amount

Total Allocation Amount
\$0.00

After reviewing the User Instructions, scroll to bottom of the page and select "Next: Payment Information" to proceed.





Instructions

Payment Information

Certification and Agreement

#### Local Assistance and Tribal Consistency Fund

Eligible entities, which include eligible revenue sharing counties 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), may receive direct payment from Treasury by providing the following payment information.

An eligible Tribal government is the recognized governing body of any Indian or Alaska Native tribe, band, nation, pueblo, village, community, component band, or component reservation, individually identified (including parenthetically) in the list published most recently as of March 11, 2021 pursuant to section 104 of the Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. 5131).

#### Information Import Option

Import Information from SLFRF Application

For your convenience, you may now opt to complete the 'LATCF Form' (below) by importing the information from your existing State and Local Fiscal Recovery Funds (SLFRF) application.

Recipient		
Recipient Name	UEI Number (12 Digits)	Taxpayer ID Number (9 Digits)
LATCF UAT TEST	KSD295SDF234	982373421
Street Address  City	State/Territory	Postal Code +4 (xxxxx-xxxx)
City	None	FOSTAI COUE ++ (XXXXX-XXXX)
	None	•
Type of recipient (choose one):		
Eligible Revenue Sharing County	<b>*</b>	

**Progress** 



Select "Import
Information from
SLFRF Application"
to auto populate all
of the fields. If any
of the recipient
information has
changed, the user
should edit the
unlocked fields
manually.



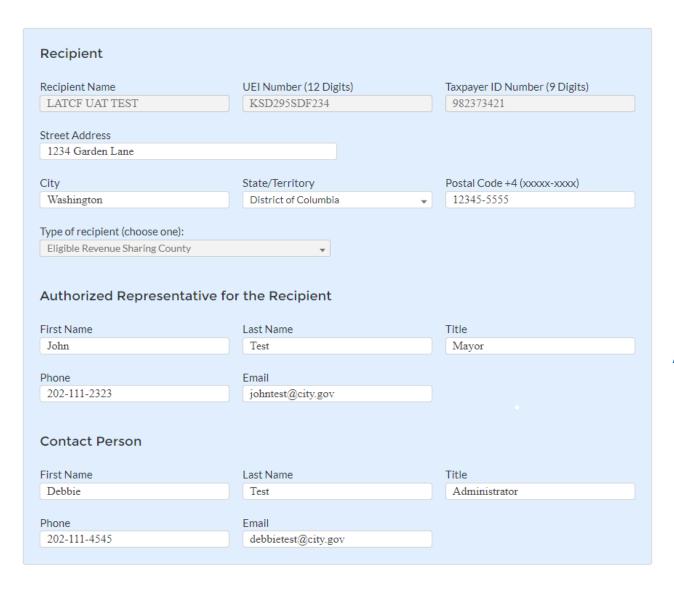
Designated Roles will also be pulled from your SLFRF submission but any changes to these can be made at this time:

The Contact Person will receive emails regarding the submission – including any questions that occur during payment verification.

The Authorized
Representative (an individual with legal authority to bind the government)
must sign the Award
Terms and Conditions.

First Name	Last Name	Title
John	Test	Mayor
Phone	Email	
202-111-2323	johntest@city.gov	
	joinnest@eny.gov	
Contact Person	Last Name	Title
Contact Person  First Name  Debbie		Title Administrator
Contact Person First Name	Last Name	





# Verify all your recipient information is correct.



As you further complete the submission, your progress will save and update on the progress tracker.



You may also update your Financial Institution information, if needed, for the deposit of the payment to your government.

Routing Transit Number (ACH) •	Confirm Routing Transit Number (ACH)
00000000	00000000
Routing Transit Number (WIRE) (Optional)	Confirm Routing Transit Number (WIRE)
Recipient's Account Number	Confirm Recipient's Account Number
2222	2222
Financial Institution Name	Financial Institution Telephone Number
Wells Fargo Bank	202-444-0000
Financial Institution Address	
6789 Treasury Lane, Washington, DC, 20001	

Financial Institution Name	Financial Institution Telephone Number
Wells Fargo Bank	202-444-0000
Financial Institution Address	
Financial Institution Address 6789 Treasury Lane, Washington, DC, 20001	

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: Certification

Click on "Next: Certification" once you have reviewed all of your submission information.

> Help

Record Details

Submission Type

Submission Name LATCF-0012

\$250,000,00

\$350,000,00

FY22 Allocation Amount

**Total Allocation Amount** 

#### **Treasury Submission Portal Walkthrough**

#### **Certification for Tribal Governments:**



**Certification and Agreement** 

Certification and Agreement Status - Not Started

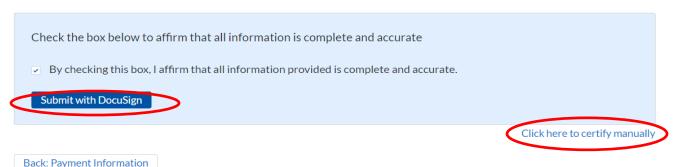
The designated Authorized Representative must complete and sign the certification regarding economic conditions and the terms and conditions agreement.

Instructions

Payment Information

Certification and Agreement The documents will be emailed directly to the Authorized Representative 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.

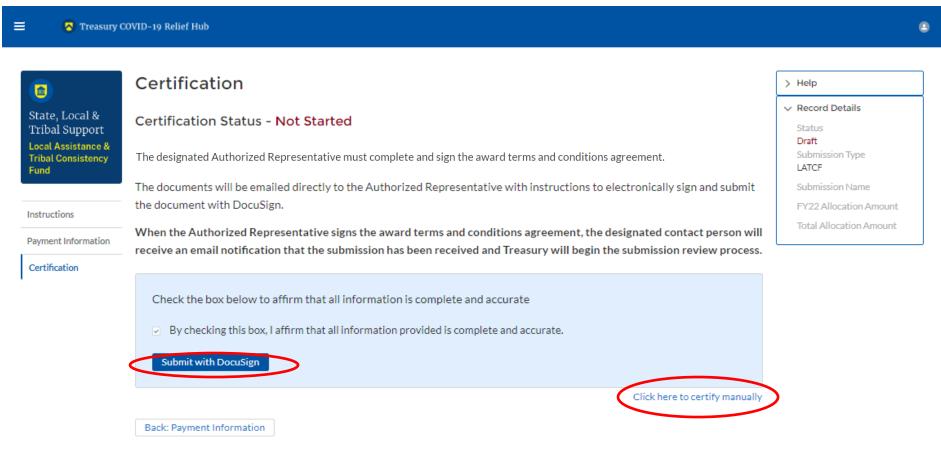


Please note: all Tribal governments will be required to submit two certification documents, the Certification Regarding Economic Conditions and the Award Terms and Conditions.

You can submit these documents either using DocuSign or certify manually where you will be able to download a copy of the form.



**Certification for Revenue Sharing Counties:** 



All revenue sharing counties will be required to submit the Award Terms and Conditions.

You can submit this document either using DocuSign or certify manually where you will be able to download a copy of the form.





**Payment Information** 

Certification

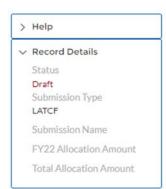
Certification

Certification Status - Not Started

The designated Authorized Representative must complete and sign the award terms and conditions agreement.

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

When the Authorized Representative signs the 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.



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 with DocuSign

Click here to certify manually

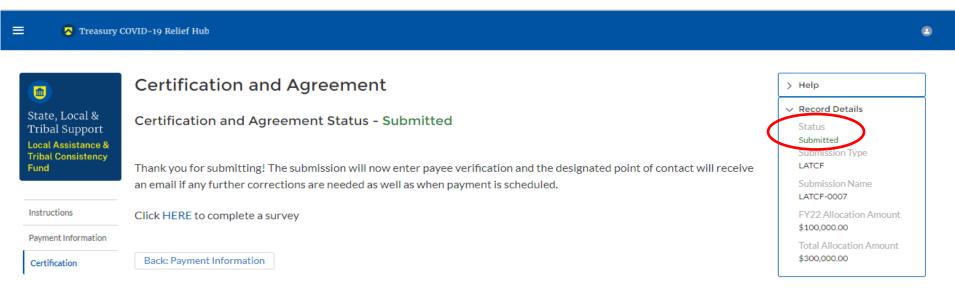
Back: Payment Information

If DocuSign: Once complete, the status of your submission will change from "Awaiting Signature" to "Submitted". The Point of Contact for your government may check the status of the submission at any time during the process.

If opting for the manual option, please note that your submission will not be considered complete until the certification document is uploaded to the portal under your submission.



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



The verification process takes approximately four business days. If any errors are identified, the designated point of contact 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 are generally scheduled for the next business day after this verification email. Please note, receipt timeline of this payment is subject to your financial institution's usual processing times.

