

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 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 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>

A screenshot of the ID.me sign-in page. The page has a white background with a light blue header. The header contains the text 'Sign in to ID.me' in bold black font. Below the header is a light blue box with the text 'New to ID.me?' and a link 'Create an ID.me account' in blue. Below this are two input fields: 'Email' with the placeholder 'Enter your email' and 'Password' with the placeholder 'Enter your password'. At the bottom is a blue button with the text 'Sign in to ID.me' in white. Below the button is a link 'Forgot password' in blue.

Treasury Submission Portal Walkthrough

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

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.

Local Assistance and Tribal Consistency Fund (LATCF)
\$2 billion available for eligible tribal governments and eligible revenue sharing counties to support a strong and equitable economic recovery.

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](#)

Help/Contact Us
For assistance on your submission and other questions, contact Covid Relief Support

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.

Treasury Submission Portal Walkthrough

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.

State, Local and Tribal Support
Welcome

Introduction
Submissions
Compliance Reports

Treasury COVID-19 Relief Hub

My Submissions

Submissions

Start a Submission Upload Reallocation Documents

	Submission ID	Submission Type	Recipient Name	Status	Edit/View	More Actions	Download
1	SLT-11991	SLT	LATCF UAT TEST	Submitted		Second Tranche	
2	LATCF-0007	LATCF	LATCF UAT TEST	Draft			

Icon Legend

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

Treasury Submission Portal Walkthrough



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
<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> 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.



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

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.

[Import Information from SLFRF Application](#)

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.

Recipient

Recipient Name	UEI Number (12 Digits)	Taxpayer ID Number (9 Digits)
LATCF UAT TEST	KSD295SDF234	982373421
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):		
Eligible Revenue Sharing County		

Instructions

Payment Information

Certification and Agreement



Treasury Submission Portal Walkthrough

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.

Authorized Representative for the Recipient		
First Name	Last Name	Title
<input type="text" value="John"/>	<input type="text" value="Test"/>	<input type="text" value="Mayor"/>
Phone	Email	
<input type="text" value="202-111-2323"/>	<input type="text" value="johnstest@city.gov"/>	
Contact Person		
First Name	Last Name	Title
<input type="text" value="Debbie"/>	<input type="text" value="Test"/>	<input type="text" value="Administrator"/>
Phone	Email	
<input type="text" value="202-111-4545"/>	<input type="text" value="debbietest@city.gov"/>	



Treasury Submission Portal Walkthrough

Recipient

Recipient Name	UEI Number (12 Digits)	Taxpayer ID Number (9 Digits)
LATCF UAT TEST	KSD295SDF234	982373421

Street Address

1234 Garden Lane

City	State/Territory	Postal Code +4 (xxxxx-xxxx)
Washington	District of Columbia	12345-5555

Type of recipient (choose one):

Eligible Revenue Sharing County

Authorized Representative for the Recipient

First Name	Last Name	Title
John	Test	Mayor

Phone	Email
202-111-2323	johnstest@city.gov

Contact Person

First Name	Last Name	Title
Debbie	Test	Administrator

Phone	Email
202-111-4545	debbietest@city.gov

Verify all your recipient information is correct.

Progress






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



Treasury Submission Portal Walkthrough

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

Financial Institution Information 

Routing Transit Number (ACH) 	Confirm Routing Transit Number (ACH)
<input type="text" value="000000000"/>	<input type="text" value="000000000"/>
Routing Transit Number (WIRE) <i>(Optional)</i> 	Confirm Routing Transit Number (WIRE)
<input type="text"/>	<input type="text"/>
Recipient's Account Number	Confirm Recipient's Account Number
<input type="text" value="2222"/>	<input type="text" value="2222"/>
Financial Institution Name	Financial Institution Telephone Number
<input type="text" value="Wells Fargo Bank"/>	<input type="text" value="202-444-0000"/>
Financial Institution Address	
<input type="text" value="6789 Treasury Lane, Washington, DC, 20001"/>	

Financial Institution Name	Financial Institution Telephone Number
<input type="text" value="Wells Fargo Bank"/>	<input type="text" value="202-444-0000"/>
Financial Institution Address	
<input type="text" value="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.

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

[Back: Instructions](#)

Your Progress is Saved!

[Next: Certification](#)



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.

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.

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](#)

> Help

∨ Record Details

Status

Draft

Submission Type

LATCF

Submission Name

LATCF-0012

FY22 Allocation Amount

\$250,000.00

Total Allocation Amount

\$350,000.00

State, Local &
Tribal Support

Local Assistance &
Tribal Consistency
Fund

Instructions

Payment Information

Certification and
Agreement

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.



Treasury Submission Portal Walkthrough

Certification for Revenue Sharing Counties:

☰
Treasury COVID-19 Relief Hub ▶



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

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](#)

> Help

▼ Record Details

- Status
- Draft**
- Submission Type
- LATCF
- Submission Name
- FY22 Allocation Amount
- Total Allocation Amount

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.



Treasury Submission Portal Walkthrough



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

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](#)

> Help

∨ Record Details

Status

Draft

Submission Type

LATCF

Submission Name

FY22 Allocation Amount

Total Allocation Amount

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.



Treasury Submission Portal Walkthrough

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



Certification and Agreement

Certification and Agreement Status - Submitted

Thank you for submitting! The submission will now enter payee verification and the designated point of contact will receive an email if any further corrections are needed as well as when payment is scheduled.

Instructions

Payment Information

Certification

Click [HERE](#) to complete a survey

[Back: Payment Information](#)

> Help

▼ Record Details

Status

Submitted

Submission Type

LATCF

Submission Name

LATCF-0007

FY22 Allocation Amount

\$100,000.00

Total Allocation Amount

\$300,000.00

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.

