CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS:
SUBMISSION PREPARATION CHECKLIST

1. **Verify entity type and eligibility.** Treasury will distribute funds directly to eligible state, territorial, metropolitan city, county, and Tribal governments. To determine if you are an entity eligible to receive funds directly from Treasury under the Coronavirus State and Local Fiscal Recovery Funds program, please review the appropriate allocation list for your entity type.

   - [Allocation for States (PDF)](#) / [Allocation for States (CSV)](#)
   - [Allocation for Counties (PDF)](#) / [Allocation for Counties (CSV)](#)
   - [Allocation for Metropolitan Cities (PDF)](#) / [Allocation for Metropolitan Cities (CSV)](#)

2. **Ensure the entity has a valid DUNS number.** A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal funds are allocated, obligated and expended. A DUNS number is required prior to registering with the SAM database, which is outlined below.

   - Registering for a DUNS number is free of charge.
   - If an entity does not have a valid DUNS number, please visit https://fedgov.dnb.com/webform/ or call 1-866-705-5711 to begin the registration process.

3. **Ensure the entity has an active SAM registration.** SAM is the official government-wide database to register with to be eligible to do business with the U.S. government. **All Federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually to maintain an active status to be eligible to receive Federal financial assistance.** There is no charge to register or maintain your entity SAM registration.

   - Even if the entity has an existing SAM registration, it could be expired. To check, visit SAM.gov and search for the entity's DUNS number. If your entity's registration is active, you should see "Active" with a green dot next to your entity name.
   - If an entity does not have an active SAM registration, please visit, SAM.gov to begin the entity registration or renewal process. Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds. [Click here for a quick overview for SAM registration](#)

4. **Gather the entity's information**, including:

   - Entity Identification Number (EIN), name, and contact information
   - Name, title, email and phone number of an authorized representative of the entity – this is the person who can legally bind the entity and will be prompted to sign the award terms and conditions.
   - Name, title, email and phone number of a designed point of contact – this is the person who will receive email notifications on the status of your submission, including any issues found during the verification, and communications regarding payments.
   - The person submitting the information, the point of contact and the authorized representative can be the same person, or three different people. It is at the discretion of the entity.
   - Financial institution information (e.g., routing and account number, financial institution name and contact information)

5. **Ensure our communications make it through**. You will receive crucial information via email throughout the id.me registration process as well as the submission verification process. **Work with your IT department to ensure that emails from @treasury.gov and @id.me addresses will arrive without being blocked (a process commonly known as 'whitelisting.')**

6. **When you're ready to submit.** Visit the Treasury Submission Portal: https://treasury.gov/SLFRPPortal
   - Register/Log-in with id.me.
     - ID.me is a trusted technology partner to multiple government agencies and healthcare providers. It provides secure digital identity verification to those government agencies and healthcare providers to make sure you're you – and not someone pretending to be you – when you request access to online services. Treasury receives only your name and email address and the assurance that your identification has been verified. All personally identifiable information provided to ID.me is encrypted and disclosed only with the express consent of the user. Once you register, your login credentials can be used to re-enter the portal in the future.

   - Once that is complete you'll enter the portal.

   - If it's your first time entering the portal:
     - Click "Start a Submission" in the upper right corner.
     - Enter your entity information and click "Determine Eligibility."
     - Click the checkbox next to the programs for which you wish to submit and click "Create."
     - Once you enter the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) submission area, you can click "Coronavirus State & Local Fiscal Recovery Funds (SLFRF)" tab in the upper center of your screen to submit your information.

   - If you are returning to the portal:
     - Once you sign in select "Submissions & Compliance Forms" on the left side.
     - Click "Provide Information" next to your submission on the following screen.
     - Click "Coronavirus State & Local Fiscal Recovery Funds (SLFRF)" tab in the upper middle of the following screen to complete the information required.

7. **Tips for submitting to the Treasury Submission Portal:**
   - Confirm the contact information for your authorized representative and point of contact – double check for typos in email addresses and phone numbers.
   - Double check the banking information – ensure you have the correct routing numbers and account numbers.
   - If you leave the portal before your submission is complete click "Save Information" in the lower left corner.
   - If you use the electronic signature option (DocuSign), be sure the authorized representative knows to look for an email from Treasury with the prompt to sign. Your submission will not enter verification until the forms are complete.
   - If you use the manual signature option, be sure to click "Submit" at the bottom of the screen after you upload your forms.

For more information please visit our website: www.treasury.gov/SLFRP. If you have questions about Treasury's Submission Portal or for technical support, please contact us by email via covidrelieffitsupport@treasury.gov. If you have general questions about the Treasury's Coronavirus State and Local Fiscal Recovery Funds program, please contact us by email via SLFRP@treasury.gov.