



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

Intergovernmental Policy and Planning Division

April 20, 2021

To: Chief Executive Officers
Chief Financial Officers

From: Martin L. Heft, Acting Undersecretary

RE: **American Rescue Plan Act / Coronavirus State and Local Fiscal Recovery Funds Program**

The Coronavirus State and Local Fiscal Recovery Funds Program of the American Rescue Plan Act (ARPA) includes three (3) categories of municipalities that will be receiving funds from ARPA through the Local Fiscal Recovery Fund:

- 1) "entitlement units of local government,"
- 2) "non-entitlement units of local government," and
- 3) counties.

Under category #1, municipalities will receive funds directly from Treasury. For categories #2 and #3, funds will be received, distributed, and administered by the Office of Policy and Management.

U.S. Treasury has released some preparatory steps for receipt of the funds, including that all Federal financial assistance recipients must have a Data Universal Numbering System (DUNS) number and an active registration with the System for Award Management (SAM) database at www.SAM.gov.

By undertaking these preparatory steps, eligible entities will be better positioned to receive payments from Treasury in a more timely manner after the program is launched. The DUNS and SAM registration process may take several business days to complete. Therefore, Treasury recommends that eligible entities begin those registration processes if they have not already completed them.

[Coronavirus State and Local Fiscal Recovery Fund | U.S. Department of the Treasury](#)

Upon completion of your DUNS and SAM, please return the attached Municipal Information Sheet to Martin.Heft@ct.gov to complete the preparatory procedures by Monday, May 3rd.

As soon as possible, municipalities should take the steps below

1. **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 money is allocated. 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.
2. **Ensure the entity has an active SAM registration.** SAM is the official government-wide database to register with in order 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. If an entity does not have an active SAM registration, please visit, [SAM.gov](https://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](#)
3. **Gather the entity's payment information,** including:
 - Entity Identification Number (EIN), name, and contact information
 - Name and title of an authorized representative of the entity
 - Financial institution information (e.g., routing and account number, financial institution name and contact information)

Eligible Non-entitlement Units of Local Government will receive a distribution of funds from their respective state government. “Non-entitlement units of local government” are defined in 42 U.S.C. 5302(a)(5) that are not metropolitan cities. For these Non-entitlement units of local government, Treasury will allocate and pay funds to state governments, and the state will distribute funds to non-entitlement units of local government in proportion to population. Non-entitlement units must have a valid DUNS number to meet reporting the requirements under the program. 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.



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American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds Program Municipal Information Sheet

Please type all information and submit electronically by Monday, May 3, 2021
to Martin.Heft@ct.gov

Municipality Name: _____

Federal Employee Identification Number: _____

DUNS Number: _____

Authorized Municipal Representative:

Name: _____

Title: _____

Email Address: _____

Phone Number: (_____) _____