

Treasury just released its [guidance on pre-award requirements](#) that outline **immediate steps recipients need to take in order to receive Recovery Funds. This information may be especially important to smaller governments or government that have not received federal funding, so we ask that you please distribute to your networks.**

Submission instructions to the US Treasury will very likely follow soon, but as of now those instructions are not yet available. Though we would suggest that as a part of this preparation process your executive or authorized officer is prepared to certify the submission.

As outlined in Treasury's guidance, eligible recipients should take the below steps as soon as possible:

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)

If you are a non-entitlement city or town - 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.

<https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund>

Also, please note there is additional guidance for other programs included un ARPA.

[Click here for the Emergency Rental Assistance Program guidance](#)
[Click here for the Homeowner Assistance Fund guidance](#)



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