

## MEMORANDUM

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**TO:** County Chief Executives and Chief Executives of “Metropolitan Cities”  
**FR:** Heath Fahle, Executive Office for Administration & Finance Federal Funds Office (FFO)  
**DT:** May 4, 2021  
**RE:** Coronavirus Local Fiscal Recovery Fund

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On March 11, 2021, the President of the United States signed into law the American Rescue Plan Act of 2021 (ARPA), Pub. L. No. 117-2. This law provides resources through the new Coronavirus Local Fiscal Recovery Fund (CLFRF) to local governments to respond to the public health emergency caused by the Coronavirus Disease (COVID-19). This fund is administered by the US Department of the Treasury (hereafter, “US Treasury” or “Treasury”).

ARPA specifies that certain entities, including counties and municipalities defined in statute as “metropolitan cities”, are eligible to receive funds directly from the US Treasury. Treasury posted “pre-award requirements” on or about April 15, 2021. Please see the attachment for these requirements. We expect Treasury will provide further information about awards in the coming days.

Future Commonwealth activity related to the Coronavirus Local Fiscal Recovery Fund will be coordinated by the Executive Office for Administration & Finance (A&F) Federal Funds Office (FFO). Please contact Brendan Sweeney at [Brendan.s.sweeney@mass.gov](mailto:Brendan.s.sweeney@mass.gov) or via telephone at (857) 338-0011.

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

## US Treasury Pre-Award Requirements

1. **As soon as possible, these governments 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:
  - o Entity Identification Number (EIN), name, and contact information
  - o Name and title of an authorized representative of the entity
  - o Financial institution information (e.g., routing and account number, financial institution name and contact information)