

What Municipalities Need To Do In Order to Receive ARP Funding

The U.S. Department of Treasury recently has issued steps that municipalities will need to take to receive funds and report on allocations from the American Recovery Plan (ARP). While Treasury stated that further guidance on reporting and use of funds will be released in the coming weeks, local governments should take steps as soon as possible to ensure cities and towns receive their funds in a timely fashion.

Non-entitlement cities (generally those with a population greater than 50,000) should take the steps below:

1. **Ensure the city 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.

If you do 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.

***If you do 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.**

3. **Gather the municipality 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)

Non-entitlement municipalities (generally those with a population less than 50,000) should take the steps below:

- The Department of Treasury will allocate and pay funds to state governments for non-entitlement municipalities, and the state will distribute funds to those towns. Therefore, towns will not need particular registration for the receipt of funds, **however non-entitlement towns will need to have a valid DUNS number to meet reporting requirements under the program.**

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