

Local Fiscal Recovery Funds

Non-Entitlement Units of Government
Frequently Asked Questions

This document contains answers to frequently asked questions regarding the Coronavirus State and Local Fiscal Recovery Funds (CSFRF / CLFRF, or Fiscal Recovery Funds). Treasury will be updating this document periodically in response to questions received from stakeholders. Recipients and stakeholders should consult the Interim Final Rule for additional information.

For overall information about the program, including information on requesting funding, please see <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-localand-tribal-governments>

Eligibility and allocations

A list of NEU cities with individual allocation amounts have been published to OPB's Local Fiscal Recovery Funds webpage, where all program updates will be added:

<https://opb.georgia.gov/local-fiscal-recovery-fund>

How are the allocations calculated?

ARPA requires States' allocations to NEUs to be based on the proportion of the population in the NEU as a share of the total population of all NEUs in the State. This requirement can be represented by the following formula:

Total population of the NEU

Total population of all eligible NEUs × *Aggregate state NEU payment*

States must use the population counts in the List, since these reflect the most recent data available from the Census Bureau.

Application Process

When will the application process begin?

The application process will open the week of June 7 and end on June 21. Details will go out through our GeorgiaCares portal. If you haven't received an email, please connect grants@opb.georgia.gov

Can I transfer funds?

Yes. Per Treasury guidance, if a State receives notification from an NEU that it does not wish to draw down its funding allocation and transfer funds to the State under Section 603(c)(4) of the Act, Treasury will consider this action as a cancellation of the award on the part of the eligible NEU and a modification of the award to the State.

As part of this process, the NEU must provide a signed notice to the State, which the State must transmit to Treasury as part of its interim report due August 31, 2021 (or as part of a subsequent report, if applicable). If the NEU does not provide such notice, it will remain legally obligated under the award with respect to accounting for the uses of the funds and the reporting on such uses. Treasury will provide a standard notice form that will be required for this use.

The transfer of funds will be part of the NEU application process. You will still need to access the portal and participate in the “application process,” which will then become a transfer and subsequent cancellation of the award.

What do I need to do in order to prepare for the application process?

- GeorgiaCares portal account
 - DUNS number and a screenshot of the DUNS number to attach in the portal
 - SAMs registration
While recommended by OPB from the onset of the application process, Treasury has updated the guidance (https://home.treasury.gov/system/files/136/NEU_Guidance.pdf) to include SAMs registration for NEUs.
 - Completed and submitted Vendor Management Form with W-9 (Deadline is 5/28/2021 at 5PM)
 - Please allow 2 weeks for SAO to process your vendor management form
 - If you have submitted it and didn't receive a confirmation, you do not need to resubmit
- NOTE:** Cities trying to create a new bank account that cannot do so by the deadline for the vendor management form may use an existing bank account and it is the responsibility of the NEU to place the funds in the correct account after receiving the funds.
- Total NEU budget (defined as the annual total operating budget, including general fund and other funds, in effect as of January 27, 2020) or top-line expenditure total (in cases in which the NEU does not adopt a formal budget). You will be asked to enter this number on the application and support it with the required budget documents
 - Signed and submitted Terms and Conditions/Assurances document via portal (please do not send in a downloaded and signed pdf from the website. It must go through our electronic process)

Do I need a DUNS number?

Yes, if your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number. If you have any questions, please visit for a list of [frequently asked questions](#). ***This is required for the application process and by Treasury to meet reporting requirements.***

Where do I put my DUNS number?

The DUNS number is **not** needed on the vendor form. You will need this number to apply for funding in the GeorgiaCares portal. You will also need a screenshot of the vendor number so that application reviews can verify your number is correct.

Is a DUNS number the same as a CAGE number?

No, you will need a DUNS number. Instructions on applying for the required DUNS number are outlined above in the FAQs.

Vendor Management

I am already registered as a vendor with the state, do I still need to submit a vendor management form?

Yes, for the NEU funding opportunity, it is required that you register as a vendor with the state in order to receive the fund and to submit a form to psvendor@sao.ga.gov with an attached W-9, even if you are already set up as a state vendor.

What sections do I need to complete on my vendor management form?

Please complete sections 2-5

In Section 2, do I enter the DL?

Driver's license is not needed, only the Tax ID is needed

In Section 5, if nothing is applicable what do I do?

If not applicable, please leave blank

Can I change my bank account after receiving funds? We do not have time to create a separate bank account in time to meet the deadline for vendor form submissions.

Cities trying to create a new bank account that cannot do so by the deadline for the vendor management form may use an existing bank account and transfer the funds to a different bank account later. It will be the responsibility of the NEU to place the funds in the correct account after receiving the funds.

I have not received a confirmation of my submission of the vendor management form and attached W-9, should I resubmit?

No, if you sent the email to psvendor@sao.ga.gov and it wasn't kicked back, please allow SAO 2 business weeks to process your forms. They have an automated confirmation set up, but we are hearing of instances where this automatic notification was not received.

However, please ensure the email was addressed to psvendor@sao.ga.gov and only SAO. Responding to the OPB GeorgiaCares portal email will result in an undeliverable email.

Terms and Conditions

When do I sign terms and conditions?

While Treasury has provided terms and conditions for NEUs to review, the state will send an electronic copy of the terms and conditions for signature along with the assurances that Treasury requires. ***Please do not send the signed terms and conditions in pdf form.***

When do I sign assurances?

While Treasury has provided assurances for NEUs to review, the state will send an electronic copy of the assurances for signature along with the terms and conditions that Treasury requires. ***Please do not send the signed terms and conditions in pdf form.***

Reporting Requirements

Do I report to Treasury or to OPB?

As prime recipients of a Federal award, NEUs are required to report **to Treasury** on the use of funds. OPB will update forthcoming reporting guidance provided by Treasury on its website. NEUs' first report is due to Treasury by **October 31, 2021**.

In addition to other reporting requirements, NEUs will be asked to provide:

- NEU Recipient Number (a unique identification code for each NEU assigned by the State to the NEU as part of the request for funding)
- Copy of signed award terms and conditions agreement
- Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964
- Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding.

Additional Concerns

Where can I find updated information related to this program?

The OPB Grants Division will update all FAQ and newly released information related to the NEU Local Fiscal Relief Fund each Friday on the website: <https://opb.georgia.gov/local-fiscal-recovery-fund>

If I have questions, who can I reach out to?

If you need further assistance, please email us at grants@opb.georgia.gov