

Tribal Government Checklist for Applying for Capital Projects Fund Grant Funding

The American Rescue Plan Act of 2021 established the Coronavirus Capital Projects Fund (Capital Projects Fund), which provides \$100 million to be allocated in equal shares to Tribal governments and the State of Hawaii (for Native Hawaiian programs) to carry out critical capital projects directly enabling work, education, and health monitoring, including remote options, in response to the COVID-19 public health emergency. **Treasury will allocate Tribal governments and the State of Hawaii approximately \$167,504 each under this provision.**

Tribal governments must submit an application via the Capital Projects Fund Application Portal to receive funding under the Capital Projects Fund program. Applicants must submit information to verify eligibility and indicate intended use of funds. Tribal governments selecting a presumptively eligible use of funds in their application will receive their total requested grant amount immediately after executing a Grant Agreement. Tribal governments that propose a use of funds that is not presumptively eligible will have their proposed project information reviewed by Treasury prior to payment. Treasury may require modifications to projects prior to issuing payment. Please refer to the checklist below to assist with your Capital Projects Fund application.

Eligible Tribal governments must submit an application by June 1, 2022 to receive allocated funds. Treasury may re-allocate unclaimed funds after the Tribal application deadline. Tribal governments are therefore encouraged to submit Applications well in advance of the deadline to allow time for remediation prior to the deadline, if needed.

This checklist has been provided for your convenience and outlines a list of steps to assist with completing the application in the Capital Projects Fund Application Portal. Please note that this checklist does not need to be submitted along with the application.

*****As of April 4, 2022*****, applicants are required to provide a Universal Entity ID (UEID) number when applying for CPF funds, and will no longer need to provide a DUNS number. Applicants can find their UEID by logging into their SAM.gov profile. For help, consult the instructions [here](#).

Please follow the steps below to request your Tribal government's Capital Projects Fund grant allocation:

- Obtain or confirm that your Tribal government has an active [SAM](#) registration
SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds
- Obtain or confirm that your Tribal government has a valid [UEID](#) number.
- Gather your Tribal government's payment information, including:
 - Entity's Employer Identification Number (EIN), name and contact information
 - Name and title of an authorized representative of the Tribal government
 - Financial institution information (e.g., routing and account number, financial institution name and contact information)

Visit the Capital Projects Fund Application Portal to begin your application (the Capital Projects Fund Application Portal opens on October 1, 2021, visit treasury.gov/CPF to access)

Ensure all required actions and fields in the Capital Projects Fund Application Portal are completed, including:

- Indicate if you plan to apply on behalf of your Tribal government, jointly with other Tribal government(s), or via a Tribal consortium
- Provide the contact person name, title, phone, and email
- Provide the Tribal government name, entity's Employer Identification Number (EIN), UEID number, and address
- Provide the authorized representative name, title, and email
- Provide the funds transfer information, including recipient's financial institution, address, phone, and routing number and account number
- Indicate fund amount you want to receive
- Indicate intended use of Capital Projects Fund grant funds by project type
 - If Capital Projects Fund grant funds are proposed to be used for broadband infrastructure projects, indicate if other federal funds will be used to supplement CPF funding for the project(s)
- Indicate if Capital Projects Fund grant funds will be used to cover costs prior to the grant agreement
- Complete **award documentation** (to be signed digitally or manually by the authorized representative), including:
 - If applicable, a **designation letter signed by a duly authorized Tribal official granting the individual acting as an "authorized representative" of the Tribe the authority to act on behalf of the Tribe** by submitting the application, including any related certifications or documentation, as well as banking information and instructions for the delivery of payments of grant funds, and to enter into the Grant Agreement behalf of the Tribe
 - An **application certification**
 - A **Grant Agreement**

If you are a Tribal consortium applying on behalf of one or more Tribal governments, please follow the steps below to request Capital Projects Fund grant allocation(s) on behalf of Tribal government(s):

Work with each Tribal government to collect the information and documentation listed above that is required by the Capital Projects Fund application, including a designation letter signed by each Tribal government that authorizes the Tribal consortium to apply for the Capital Projects Fund on their behalf.

On behalf of the Tribal consortium, you will also need to collect and provide the following information for the Tribal consortium:

- A **designation letter signed by a duly authorized Tribal official granting the consortium the authority to act on behalf of the Tribe** by submitting the application, including any related certifications or documentation, as well as banking information and instructions for the delivery of payments of grant funds, and to enter into the Grant Agreement behalf of the Tribe.
- If applicable, a **designation letter signed by a duly authorized consortium official granting the individual acting as the “authorized representative” the authority to act on behalf of the consortium**, as agent for the Tribe, by submitting the application, including any related certifications or documentation, as well as banking information and instructions for the delivery of payments of grant funds, and to enter into the Grant Agreement behalf of the Tribe.
- Information about the Tribal consortium**, including contact information, address, EIN, UEID number, etc., that will be used to validate authenticity
- Obtain or confirm that the **Tribal consortium has an active SAM registration**
SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds

The deadline for completing all required actions in the Capital Projects Fund Application Portal to receive your payment is **June 1, 2022 at 11:59 PM ET.**

- Receive further notification regarding the status of your submission via the Tribal government’s designated contact’s email address

Once the information and documentation you submitted is determined to be complete and accurate, the designated contact will receive a notification detailing the Tribe’s allocation amount and anticipated timing of the payment.

For more information:

- Review the [Capital Projects Fund Guidance for Tribal Governments](#) to learn more about the Capital Projects Fund and eligible uses of funding
- Review the [Tribal Government Allocation Methodology](#)
- Register for the Capital Projects Fund information session for Tribal governments, which will be hosted by Treasury and NTIA on **October 6, 2021 at 3:00 PM EDT**

The Treasury team is here to support you:

- Questions about the Capital Projects Fund Application Portal, for technical support, and for general questions about the Capital Projects Fund: CapitalProjectsFund@treasury.gov
- Questions about Tribal Affairs at Treasury: Tribal.Consult@treasury.gov