



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

June 7, 2021

Dear Mayor:

I am writing to inform you that your city or town is eligible to receive Coronavirus Local Fiscal Recovery Funds from the federal American Rescue Plan Act (ARPA). Please see the U.S. Treasury's web page for background and guidance on the Local Fiscal Recovery Funds at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

Some cities will receive funds directly from the U.S. Treasury. Smaller cities and towns (called nonentitlement units (NEUs)) will not receive their funds directly from the U.S. Treasury. Treasury will send these funds to the Washington State Office of Financial Management (OFM) for distribution. Award amounts are based on the population of the non-entitlement unit. You will find your award amount in the attached file.

For information specific to Local Fiscal Recovery Funds for NEUs, visit <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/non-entitlement-units>.

As required by the U.S. Treasury to facilitate the transfer of funds to NEUs, each NEU must provide the following information to OFM. Please complete the attached form and have your authorized representative sign it.

1. DUNS number: If you do not have a valid DUNS number, visit <https://fedgov.dnb.com/webform> or call 1-866-705-5711 to begin the registration process.
2. Federal Tax Identification Number.
3. Address.
4. Annual budget: The law requires OFM to cap the distributions to NEUs to 75% of the city's annual operating budget as of January 27, 2020. Provide the total operating budget amount and certify that the amount is true and correct. ***See the Treasury's definition of budget at the end of this letter.***
5. Financial information for transfer of funds: OFM will coordinate with the Office of the State Treasurer to distribute the funds. Please include the account number into which you want the funds deposited. Half will be distributed this year and the other half about one year from now. Please indicate whether you wish to accept or decline the funds.
6. Signed copy of U.S. Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions agreement.
7. Signed copy of Assurances of Compliance with Title VI of the Civil Rights Act of 1964.

Treasury has given OFM 30 days after receipt of the funds to make payments to the NEUs. If we receive your response by **June 18**, we will try to transfer the funds by June 27. We expect to ask Treasury for an extension so that all jurisdictions have time to make decisions and email us their paperwork.

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NEUs will be treated as prime recipients of these funds and will not report to OFM on expenditures. NEUs are required to submit a project and expenditure report annually to the U.S. Treasury. The initial project and expenditure report for NEUs will cover activity from the date of award to September 30, 2021, and must be submitted by October 31, 2021. Please retain a copy of your award agreements for uploading with your report. If your city is not already registered with SAM.gov, please do so as soon as possible after receiving the award. Subsequent annual reports must be submitted by October 31 each year.

The attached file also has a “NEU Recipient Number” for each city and town. It starts with WA and is followed by four numeric digits (e.g., WA0005 for Aberdeen). Please retain this NEU recipient number as an identifying number for the lifecycle of the program, including for reporting purposes.

If a NEU wants to decline its funding allocation, it may transfer those funds to the State. 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. The NEU must provide a signed notice to the State, which the State will transmit to Treasury. Treasury will provide a standard notice form that will be required for this use.

Treasury has posted information on the Local Fiscal Recovery Funds on its website. The information includes the Interim Final Rule (comments on the rule are open until July 16, 2021), fact sheets, and regularly updated FAQs.

The American Rescue Plan Act can be found at <https://www.congress.gov/bill/117th-congress/house-bill/1319/text?q=%7B%22search%22%3A%5B%221319%22%5D%7D&r=6&s=4#toc-HA2014788068F45DFB8DF03D5E72AFEE7>. The Local Fiscal Recovery Funds are discussed in Section 9901 (Coronavirus State and Local Recovery Funds).

If you have questions or need more information, please contact OFM staff at [ofmbudget@ofm.wa.gov](mailto:ofmbudget@ofm.wa.gov) or (360) 902-0560.

Sincerely,



David Schumacher  
Director

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### **U.S. Treasury definition of budget (from FAQs):**

*7.3. What is the definition of “budget” for the purpose of the 75 percent cap on NEU payments, and who is responsible for enforcing this cap?*

*States are responsible for enforcing the “75 percent cap” on NEU payments, which is a statutory requirement that distributions to NEUs not exceed 75 percent of the NEU’s most recent budget. Treasury interprets the most recent budget as the NEU’s most recent annual total operating budget, including its general fund and other funds, as of January 27, 2020. States may rely for this determination on a certified top-line budget total from the NEU. Funding amounts in excess of such cap must be returned to Treasury.*

<https://home.treasury.gov/system/files/136/SLFRPFAQ.pdf>

## Local Fiscal Recovery Funds for Nonentitlement Units of Local Government (NEUs)

To facilitate the transfer of funds, each NEU must provide the following information to the Washington State Office of Financial Management (OFM). Please complete and submit this form to [ofmbudget@ofm.wa.gov](mailto:ofmbudget@ofm.wa.gov).

Name of city: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Taxpayer Identification Number: \_\_\_\_\_

DUNS number: \_\_\_\_\_

NEU recipient number: \_\_\_\_\_

Statewide vendor number (if the city has one): \_\_\_\_\_

City's annual operating budget as of 1/27/2020: \_\_\_\_\_

Account number into which you want the funds deposited: \_\_\_\_\_

I hereby certify that this information is correct and the city of \_\_\_\_\_ wishes to accept the ARPA funds designated for NEUs.

I hereby certify that the city of \_\_\_\_\_ declines ARPA funds designated for NEUs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and title of official

\_\_\_\_\_  
Date