

State of Maryland Frequently Asked Questions for Non-entitlement Units of Local Government submitting a Request for Local Fiscal Recovery Funds under the American Rescue Plan Act

Updated on June 18, 2021

Under the American Rescue Plan Act, the State of Maryland is required to distribute Coronavirus Local Fiscal Recovery Funds (CLFRF) to non-entitlement units (NEUs) of local government (generally municipalities with populations under 50k). The State of Maryland Department of Budget and Management will oversee the distribution of these funds and will update this resource as more questions are received from municipalities.

This resource does not address policy questions related to the Coronavirus Local Fiscal Recovery Fund. The State of Maryland encourages NEUs to reference the US Treasury's [Interim Final Rule](#) and [Frequently Asked Questions](#) documents. For general questions about CLFRF, please email SLFRP@treasury.gov.

1. How can my municipality request Coronavirus Local Fiscal Recovery Funds (CLFRF) under the American Rescue Plan Act from the State of Maryland?

If you are a [qualified NEU](#) and have not received an email from the State of Maryland with a link to the *Request for Coronavirus Local Fiscal Recovery Funds* form, please email arpa.neuadmin@maryland.gov.

2. What information do I need to submit a Request for Coronavirus Local Fiscal Recovery Funds?

The following information is required to submit a *Coronavirus Local Fiscal Recovery Funds*:

- Local government name, Entity's Taxpayer Identification Number, DUNS number and address.
- Authorized representative name, title, and email.
- Contact person name, title, phone, and email.
- Financial institution information (e.g., routing and account number, financial institution name and contact information).
- Total Annual Budget, in effect as of January 27, 2020.
- Signed [award terms and conditions agreement](#). Email to arpa.neuadmin@maryland.gov.
- Signed [assurances of compliance with Title VI of the Civil Rights Act of 1964](#). Email to arpa.neuadmin@maryland.gov.

3. How should I submit required signed forms and budget documents to the State of Maryland to complete my Request for Coronavirus Local Fiscal Recovery Funds?

Please email your signed award terms and conditions agreement and assurances of compliance with Title VI of the Civil Rights Act of 1964 agreement, along with a copy of your total annual budget to arpa.neuadmin@maryland.gov.

4. When is the deadline to submit a Request for Coronavirus Local Fiscal Recovery Funds?

The deadline to submit a *Request for Coronavirus Local Fiscal Recovery Funds* form to the State of Maryland is June 30, 2021. If you do not think you will meet this deadline, please email a request for an extension to arpa.neuadmin@maryland.gov.

5. What if I miss the deadline to submit a Request for Coronavirus Local Fiscal Recovery Funds for my municipality?

If you miss the deadline to submit a *Request for Coronavirus Local Fiscal Recovery Funds*, please email arpa.neuadmin@maryland.gov to request an extension. The State of Maryland will continue to review and process submissions through July 31, 2021. The State of Maryland will make multiple attempts to contact NEUs who do not meet the June 30, 2021 deadline. If the State does not receive your request by July 31, 2021, funds allocated to your municipality will be reallocated to other NEUs who received payment.

6. How will I know if my *Request for Coronavirus Local Fiscal Recovery Funds* was approved and how much my municipality will receive?

Upon approval, the State of Maryland will send an email to the Authorized Representative and Primary Point of Contact listed on your application notifying you of your approval, approved allocation amount, and details on when to expect a payment transfer.

7. What happens if my municipality denies our CLFRF allocation?

If your municipality denies CLFRFs, your allocated amount will revert to the State of Maryland.

8. My municipality did not have an active account with Sam.gov when submitting our *Request for Coronavirus Local Fiscal Recovery Funds*. How can I apply for a Sam.gov account and upon approval, how should I notify the State of Maryland?

Sam.gov is a system for award management registration and is required for any business, contractor, or government doing business with the federal government. If you are not registered with Sam.gov, please do so at https://sam.directory/?gclid=Cj0KCQjwzYGGBhCTARIsAHdMTQxjItAY2WU0YeKGnShbAc2AgUa1Hky a4AUQCtjFjllWeYUt0QfW3xMaAr76EALw_wcB. Upon receiving a Sam.gov identification number, please email it to arpa.neuadmin@maryland.gov.

9. What is my municipality's award amount based on? How did Maryland perform this calculation?

The State of Maryland performed the calculation identified by the US Treasury within the Guidance on Distribution of Funds to Non-entitlement Units of Local Government to determine how much each NEU's allocation will be. This calculation is based on the proportion of the population in the NEU as a share of the total population of all NEUs in the State. However, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020. If your NEU's allocation does exceed 75 percent of its most recent budget as of January 27, 2020, your allocation was adjusted to 75 percent of your budget submitted. Your final allocation amount will be identified and emailed to you prior to disbursing payment.

10. Will my municipality receive all funding at once or in tranches?

NEUs will receive CLFRF funding in two tranches. The first will be distributed by July 15, 2021 for NEUs who submitted their *Request for Coronavirus Local Fiscal Recovery Funds* by the deadline of June 30, 2021. The second payment will be distributed one year later, or July 11, 2022.

11. How soon can my municipality expect to receive a payment?

Your municipality will receive payment through a transfer from the State of Maryland into the financial bank account submitted within your *Request for Coronavirus Local Fiscal Recovery Funds* within one week upon your submission of all required documentation.

12. Are there reporting requirements related to this funding?

The State of Maryland does not have any reporting requirements for NEUs receiving payment from the US Treasury. However, the US Treasury has indicated that NEUs will be required to submit annual Project and Expenditure reports until the end of the award period on December 31, 2026. The initial annual Project and Expenditure report for non-entitlement units of local government will cover activity from the date of award to September 30, 2021 and must be submitted to Treasury by October 31, 2021. The subsequent annual reports must be submitted to Treasury by October 31 each year. Treasury has also indicated that NEUs must submit their total annual budget, signed Award terms and conditions agreement, and signed Assurances of compliance with Title VI of the Civil Rights Act of 1964 submitted to the State of Maryland in their first report to Treasury.