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## Guidance and Instructions

April 14, 2020

# CORONAVIRUS RELIEF FUND WEB PORTAL REGISTRATION GUIDANCE FOR TRIBAL GOVERNMENTS FROM INDIAN AFFAIRS

1. The registration link for Tribal Governments, as defined in the CARES Act, can be found at:  
<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

To access the Tribal Government page, please scroll to the bottom of the page and click the last bullet titled, “*Eligible Units: Submission Required for Receipt of Coronavirus Relief Fund Payments*”:  
<https://forms.treasury.gov/caresact/stateandlocal>

3. You will need the following information:
  - a. **DUNS number**
  - b. **Tax identification number**
  - c. **Financial institution information**
  - d. **Current enrollment numbers as of January 1, 2020**
  - e. **Land Base as of January 1, 2020**
    - i. Total number of land acres held by the Indian Tribe and any-tribally owned entity, including entities in which the Tribe maintains at least 51% ownership. Include:
      1. Lands held in trust by the United States
      2. Lands owned in restricted fee status
      3. Lands owned in fee
      4. Lands selected pursuant to the Alaska Native Claims Settlement Act\*  
\*does not include split estates.
  - f. **Total employees on January 1, 2020 to include:**
    - i. Total number of persons employed by the Indian Tribe and any-tribally owned entity, including entities in which the Tribe maintains at least 51% ownership\*  
\*total employment should be expressed in full time equivalents.
  - g. **Total aggregate actual expenditures for the most recently completed fiscal year.**

4. FOLLOW THESE STEPS:

- a. **Read all of the instructions.**
- b. **Download the Tribal Government Certification Form**, complete it on Tribal letterhead, and scan it. You will be asked to submit this certification document on the submission page.
- c. **Complete the RECIPIENT INFORMATION page**
  - i. This page requires the DUNS Number, Taxpayer ID Number, Contact Information, and the Name/Title of Authorized Representative
- d. **Complete the RECIPIENT TYPE page**
  - i. Select 'Tribal Government'
  - ii. This page contains information that is on the downloaded Tribal Government Certification Form. **The information on the web form needs to match the information on the Tribal Government Certification Form.**
- e. **Complete the FINANCIAL INSTITUTION page**
- f. **Complete the CERTIFICATION page**
  - i. Upload the Tribal Government Certification Form
  - ii. The recipient affirms that all information provided is complete and accurate, and understand that this request will be submitted for processing pursuant to section 50001 of the CARES Act.

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