



**EBS**

Enterprise Business Solutions



# Capital Project Fund (CPF) States and Territories CPF Application

System Screenshots  
September 15, 2021



# Overview: CPF Application

- ❖ As a State or Territory applicant for the CPF program, I will see the following functionality in order to apply for funding based on CPF allocation amounts.



# Treasury.gov Page

An official website of the United States Government

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## U.S. DEPARTMENT OF THE TREASURY

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We can do this. Find COVID-19 vaccines near you. Visit [Vaccines.gov](#).

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### POLICY ISSUES

#### COVID19 Economic Relief

[Assistance for American Families and Workers](#)

[Assistance for Small Businesses](#)

#### Assistance for State, Local, and Tribal Governments

[State and Local Fiscal Recovery Fund](#)

#### Capital Projects Fund

[Homeowner Assistance Fund](#)

[Emergency Rental Assistance Program](#)

[State Small Business Credit Initiative](#)

[Coronavirus Relief Fund](#)

## Capital Projects Fund

The Coronavirus Capital Projects Fund (Capital Projects Fund) will address many challenges laid bare by the pandemic, especially in rural America and low- and moderate-income communities, helping to ensure that all communities have access to the high-quality, modern infrastructure needed to thrive, including internet access.

The American Rescue Plan provides \$10 billion for payments to eligible governments to carry out critical capital projects that directly enable work, education, and health monitoring, including remote options, in response to the public health emergency.

### FUNDING AMOUNTS

Congress has allocated funding from the Capital Projects Fund to states, the District of Columbia, and Puerto Rico (States), territories and freely associated states, and Tribal governments and the State of Hawaii (for Native Hawaiian Programs) (Tribal Governments). These allocations include:



# ID.me Login/Registration



## Sign in to ID.me

New to ID.me?  
[Create an ID.me account](#)

Email

Password

**Sign in to ID.me**

[Forgot password](#)

Or sign in with

Facebook

Google


LinkedIn

[View more options >](#)



# CPF Homepage

❖ The page the applicant sees once logged in

 State, Local, and Tribal Support

[Start a Submission](#)

[Start a Compliance Report](#)

## Introduction

Submissions &  
Compliance Forms

Welcome to the three Treasury Programs supporting state, territory, Tribal, and local governments as part of the 2021 American Rescue Plan.

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Please select "Start a Submission" at Top-Right to begin to identify which programs you may be eligible for.

- **STATE AND LOCAL FISCAL RECOVERY FUNDS** - \$350 billion available for state, territory, Tribal, and local governments to support the public health response and lay the foundation for a strong and equitable economic recovery.
- **HOMEOWNER ASSISTANCE FUND** - Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country's most vulnerable homeowners.
- **EMERGENCY RENTAL ASSISTANCE** - \$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.
- **CAPITAL PROJECTS FUND** - \$10 billion available for state, territory, freely associated state, and Tribal governments for capital projects designed to jointly and directly enable work, education, and health monitoring, which includes the provision and improvement of broadband infrastructure where it is lacking.

**Submission Process:** You now have a login and 24/7 access to this portal. You have two options while working on the submission/s - save your progress or submit the submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on "Submissions & Compliance Forms" using the navigation to the left of the page. This will bring you to your list of submissions, click "Provide Information" to continue working. Once you submit and certify the agreement, you cannot edit your information for that particular program without reaching out to Treasury to re-open the case and edit.

**Contact Us/Help:** For assistance on your submission and other questions, contact [covidrelieftsupport@treasury.gov](mailto:covidrelieftsupport@treasury.gov)

Ready to get started? Click "Start a Submission" at Top-Right.

[Go To Your Reports](#)



# Start Submission

## Submissions to Start



Are you applying for funding from the Coronavirus Capital Projects Fund (CPF) program? (Note: If you are applying for multiple programs including the CPF program, first select Yes and complete the additional questions. Once the CPF application is created, return to the SLT page and select the "Start Submission" button again and then select No.)

Choose an Option



For assistance on your submission and other questions, contact [covidrelieftsupport@treasury.gov](mailto:covidrelieftsupport@treasury.gov)



# Start Submission

## Submissions to Start



Applicant Type

--None--



Once you click the Create button, a draft CPF application form will appear under the tab “Submissions & Compliance Forms” on the SLT homepage. Navigate to that tab and then click the link [“Provide Information”](#) to complete the application.

Create



# Start Submission Confirmation

Sandbox: CPF-0000005 CPF Application Created External Inbox x



**CapitalProjectsFund@treasury.gov** <capitalprojectsfund@treasury.gov>  
to me, caresitforms@treasury.gov

3:00 PM (8 minutes ago) ☆ ↶ ⋮

Dear Capital Projects Fund Applicant,

This email confirms that you have successfully created an application for the Capital Projects Fund (CPF) grant program. **Please make sure to complete and submit the application before the deadline of 12/24/2021 at 11:59PM ET.** To be eligible for consideration, applications must be completed and signed/certified by the deadline. Please be sure to review submission requirements in the final section (Tab 5) of the application to ensure you will be able to submit the necessary information and documentation.

This email has been sent to the individual who started the application on the CPF portal. Moving forward, emails regarding the status of this application will continue to be sent to this individual as well as all the individual(s) designated as points of contact within the application (once that information is provided on the application). If you need to update who receives these communications, please contact us at the email address below.

You may access the CPF Portal here: <https://uat-apps-treas-comms.cs33.force.com/CaresAct/s/lt>. You may also check the status of your application there.

Thank You,

CPF Application Review Team  
U.S. Department of the Treasury  
[CapitalProjectsFund@Treasury.gov](mailto:CapitalProjectsFund@Treasury.gov)





# Application in List

State, Local, and Tribal Support

Start a Submission

Start a Compliance Report

Introduction

[Submissions & Compliance Forms](#)

## Submissions

Submission ID	Submission Type	Recipient Name	Status	
HAF-0580	HAF		Draft	<a href="#">Provide Information</a>
SLT-0225	SLT	Seth Testing	Submitted	<a href="#">View Submission</a> <a href="#">Download PDF</a>
HAF-0448	HAF	Bug Fixes 6.8 (XXXX Issue)	Submitted	<a href="#">View Submission</a> <a href="#">Download PDF</a> <a href="#">Download Award Terms</a>
CPF-0000003	CPF	Guam	In Progress	<a href="#">Provide Information</a>
CPF-0000004	CPF	Georgia	Submitted	<a href="#">View Submission</a>
CPF-0000005	CPF		In Progress	<a href="#">Provide Information</a>



# Application Form - Header

❖ DEVELOPMENT IN PROGRESS

☰ Treasury COVID-19 Relief Hub



CPF Application Process: **Application in Progress**

#### Tasks to Do:

- Application Form: **In Progress**
- Application Certification: **Not Started**

#### Additional CPF Steps for Funding:

Tasks to Do:

#### SECTION 1 - User Instructions

#### SECTION 2 - Applicant Info

#### SECTION 3 - Banking Information

#### SECTION 4 - Award Information

#### SECTION 5 - Certification & Submission

OMB Control Number 1505-0274  
PAPERWORK REDUCTION ACT NOTICE

The information collected in this application will be used by the U.S. Government to process requests for financial support. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB. The estimated burden associated with this collection of information is 60 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency, and Records, U.S. Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address.

## SECTION 1 - User Instructions for States and Territories

The Capital Projects Fund application consists of five sections that are listed in the tabs on the left side of the screen.

1. User Instructions
2. Applicant Info



# Tab 1

## SECTION 1 - User Instructions

## SECTION 2 - Applicant Info

## SECTION 3 - Banking Information

## SECTION 4 - Award Information

## SECTION 5 - Certification & Submission

OMB Control Number 1505-0274

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## SECTION 1 - User Instructions for States and Territories

The Capital Projects Fund application consists of five sections that are listed in the tabs on the left side of the screen.

1. User Instructions
2. Applicant Info
3. Banking Info
4. Award Information
5. Certification and Submission

Section 1 provides instructions and background information; this section also asks each Applicant to identify their Applicant Type.

Sections 2 and 3 collect administrative data regarding applicant name, contact information, and banking information.

Section 4 provides the opportunity to indicate the amount of funding the Applicant would like to receive.

Section 5 provides the opportunity to upload documentation necessary for application completion, certification, and/or funding receipt.

After completing a section, you must click the NEXT button at the bottom right corner of the screen to save your responses and advance to the next section.

At any time, you may click the SAVE button on the bottom left corner of the screen to save an application in progress. Once an in-progress application is saved, you may return to it later to complete it or change it before the application deadline. Once you have saved the appropriate information and attachments in the application, you may submit it using the SUBMIT button on Section 5. All applications must be completed and submitted by the December 22, 2021, and must be accompanied by a signed certification.

To submit this application, please provide the information requested in each section, upload the required documentation, and click the SUBMIT button. You will receive an email confirming your submission within X HOURS of submission. If you do not receive an email upon submission, please contact [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov).



# Tab 2.1

❖ If Authorized individual is **not** delegated

SECTION 1 - User Instructions

SECTION 2 - Applicant Info

SECTION 3 - Banking Information

SECTION 4 - Award Information

SECTION 5 - Certification & Submission

## SECTION 2: Applicant Info

Applicant Category

Primary Contact Information

Applicant Info

Entity's Authorized Contact

### SECTION 2.1: Applicant Category

*Please provide the following information about the applying entity and related personnel.*

*The authorized representative is the individual who will sign the necessary certifications, submit the Application, and sign the Grant Agreement on behalf of the Applicant. All Applicants must clearly delegate authority to the appropriate entity and individual to serve as the authorized representative. Please select one of the following two options:*

- The authorized representative is an employee or member of the applicant entity and is duly authorized by virtue of their position (e.g., Tribal leader, governor) within the entity to submit an application on the applicant's behalf and legally bind the applicant.
- The authorized representative is not duly authorized to submit an application by virtue of their position, but is acting on the applicant's behalf to legally bind the applicant through delegated authority granted to the authorized representative by the applicant entity.

Save Information

Next



# Tab 2.1

❖ If Authorized individual is delegated (additional text visible)

## SECTION 2.1: Applicant Category

*Please provide the following information about the applying entity and related personnel.*

*The authorized representative is the individual who will sign the necessary certifications, submit the Application, and sign the Grant Agreement on behalf of the Applicant. All Applicants must clearly delegate authority to the appropriate entity and individual to serve as the authorized representative. Please select one of the following two options:*

- The authorized representative is an employee or member of the applicant entity and is duly authorized by virtue of their position (e.g., Tribal leader, governor) within the entity to submit an application on the applicant's behalf and legally bind the applicant.
- The authorized representative is not duly authorized to submit an application by virtue of their position, but is acting on the applicant's behalf to legally bind the applicant through delegated authority granted to the authorized representative by the applicant entity.

*You will be asked to provide more information about the authorized representative on the next page.*

*The Application must include a designation letter signed by the chief executive or individual legally authorized to act on behalf of the decision-making body of the Applicant (e.g., duly authorized Tribal official, governor) that identifies and delegates authority, as appropriate, to the authorized representative. Please provide the designation letter signed by the chief executive or individual legally authorized to act on behalf of the decision-making body of your organization at the end of this application form in the Certifications section. If you do not yet have a signed designation letter, you will be able to submit the application, but you will not receive payments until Treasury has received the necessary designation letter.*

*Only one application shall be accepted for each eligible entity. If a Tribal consortium, organization, or anyone other than the eligible Tribal government's duly authorized Tribal official is completing this application, a signed designation letter is required. Please consult the [Application Guidance](#) for additional information.*

*If the designation letter is not received by June 1, 2022, the Applicant's grant award will be forfeited.*



# Tab 2.2

## SECTION 2: Applicant Info

Progress bar with three steps: 1. **Primary Contact Information** (highlighted in green with a checkmark), 2. Applicant Info, 3. Entity's Authorized Contact.

### SECTION 2.2: Primary Contact Information

Please provide primary contact information below. The primary contact person will be contacted with relevant application information; only this individual will receive program updates and application information. You also have the option to add three additional email addresses to receive program notifications.

\* Primary Point of Contact First Name

\* Primary Point of Contact Last Name

\* Primary Point of Contact Title

\* Primary Point of Contact Email

Complete this field.

\* Primary Point of Contact Phone

Complete this field.

Optional: If you have additional POCs who should receive program emails, please add up to three emails below:

Additional POC Email 1

Additional POC Email 2

Additional POC Email 3

Previous

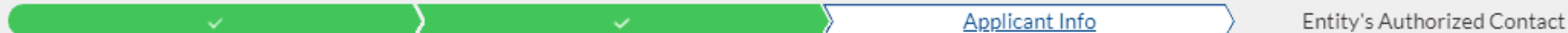
Save Information

Next



# Tab 2.3

## SECTION 2: Applicant Info



### SECTION 2.3: Applicant Info

The Applicant is the entity that is eligible for CPF grant funds. In this section you should provide the business address and related information pertaining to the state, territory, freely associated state, or Tribal government currently applying and authorizing the application.

\* Applicant Name

\* Applicant's Employer ID Number (9 Digits)

\* Applicant's Employer DUNS Number (9 Digits)

\* Applicant Street Address

\* Applicant City

\* Applicant State/Territory

Applicant Postal Code (5 Digits)

Applicant Post Code (+4 Digits)

Previous

Save Information

Next



# Tab 2.4

## SECTION 2: Applicant Info



### SECTION 2.4: Entity's Authorized Contact

The authorized individual will certify that the application information is accurate and will also be required to sign the grant agreement.

\* First Name of Authorized Representative for the Government Entity

Complete this field.

\* Last Name of Authorized Representative for the Government Entity

Complete this field.

\* Authorized Representative Title

\* Authorized Representative Organization

\* Authorized Representative Phone

\* Authorized Representative Email

Complete this field.

\* Authorized Individual Street Address

\* Authorized Individual City

\* Authorized Individual State/Territory

Authorized Individual Postal Code (5 Digits)

Authorized Individual Postal Code (+4 Digits)

Previous

Save Information

Next





# Tab 3

SECTION 1 - User Instructions

SECTION 2 - Applicant Info

**SECTION 3 - Banking Information**

SECTION 4 - Award Information

SECTION 5 - Certification & Submission

## SECTION 3 - Banking Information

*Please provide the following information about the financial institution to which you want your Capital Projects financial assistance to be paid electronically. Payments can be made via Automated Clearing House (ACH) or FEDWIRE (Wire Transfer); if an alternative method is required, please contact the CPF team at Treasury at [CapitalProjectsFund@treasury.gov](mailto:CapitalProjectsFund@treasury.gov).*

-Routing Transit Number (ACH)

-Confirm Routing Transit Number (ACH)

Routing Transit Number (Wire)

Confirm Routing Transit Number (Wire)

-Financial Institution Name

-Financial Institution Address

-Financial Institution Phone

-Account Number

-Confirm Account Number

Save Information

Next



# Tab 4

❖ Receive Full Allocation = Yes

SECTION 1 - User Instructions

SECTION 2 - Applicant Info

SECTION 3 - Banking Information

SECTION 4 - Award Information

SECTION 5 - Certification & Submission

## SECTION 4 - Award Information

You may select to receive up to the full amount allocated to you by the statutory formula, which is displayed below. Your claim is the awardable amount that you will receive if you meet the CPF requirements. You may reduce your claim at any time during the period of performance, but you may not increase your award above what you initially request on this form. Generally, your CPF claim should be equal to the CPF allocation; unclaimed funds will be forfeited. Please indicate the awardable amount you wish to receive.

● CPF Allocation  
\$14,285,714.29 ← Auto Calculated

- Do you wish to receive the full CPF allocation of: \$14,285,714.29

Yes

Calculate Available Administrative Funds

● Available Administrative Funds  
\$714,285.71 ← Auto Calculated

● - Enter Immediate Administrative Funds

\$714,285.71

Save Information

Next



# Tab 4

❖ Receive Full Allocation = No

SECTION 1 - User  
Instructions

SECTION 2 - Applicant  
Info

SECTION 3 - Banking  
Information

**SECTION 4 - Award  
Information**

SECTION 5 -  
Certification &  
Submission

## SECTION 4 - Award Information

You may select to receive up to the full amount allocated to you by the statutory formula, which is displayed below. Your claim is the awardable amount that you will receive if you meet the CPF requirements. You may reduce your claim at any time during the period of performance, but you may not increase your award above what you initially request on this form. Generally, your CPF claim should be equal to the CPF allocation; unclaimed funds will be forfeited. Please indicate the awardable amount you wish to receive.

• CPF Allocation  
\$14,285,714.29

- Do you wish to receive the full CPF allocation of: \$14,285,714.29

No

• CPF Funds - Enter Awardable Amount

\$14,000,000.00

Calculate Available Administrative Funds

• Available Administrative Funds  
\$700,000.00

• Enter Immediate Administrative Funds

\$714,285.71

Save Information

Next



# Tab 5

- ❖ Designation Letter Needed = No
- ❖ Certification Type = Digital

## SECTION 5 - Certification and Submission

### Application Certification

~~Are you claiming to submit this application to the best of your knowledge but not able to officially authorized the application?~~

Is the identified authorized individual planning to sign/certify a digital or physical document?

Digital

The authorized representative (entered in Tab 2), with authority to legally bind the applicant, must certify your application using a DocuSign electronic signature.

Authorized Individual Email: [ian.schmidt@creativesyscon.com](mailto:ian.schmidt@creativesyscon.com)

By electronically signing the certification for the application, the undersigned, acting on behalf of the applicant, certify and agree under penalty of perjury that

1. all the information provided in this application is true, complete, and correct
2. the entity has and will retain documentation and records to support the information provided in this application; and
3. the entity has and will make such supporting documents and records available upon request.

After you click the SIGN TO CERTIFY APPLICATION button below, an email will be sent to your authorized representative with a certification statement and a DocuSign link for an electronic signature.

[Sign to Certify Application](#)

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802). Treasury may refer any allegations of fraud, waste, or abuse in connection with CPF to the Treasury Inspector General.



# Tab 5

- ❖ Designation Letter Needed = Yes
- ❖ Certification Type = Physical

SECTION 3 - Banking Information

SECTION 4 - Award Information

SECTION 5 - Certification & Submission

## • Designation Letter

*If you do not yet have a signed designation letter and you are not otherwise legally authorized to submit the application, then you may still submit the application, but you will not receive payments until Treasury has received the necessary designation letter.*

*If the designation letter is not received by June 1, 2022, the Applicant's grant award will be forfeited.*

~~Please upload one or more delegation letters from the following list:~~

Upload Required Doc(s)

[Upload Files](#) Or drop files

## Application Certification

~~Are you claiming to submit this application to the best of your knowledge but not able to officially authorize the application?~~

Is the identified authorized individual planning to sign/certify a digital or physical document?

Physical

Since the authorized individual is planning to sign a physical copy, someone must be identified to receive the digital documents needing signature. Once received, the digital documents can be printed out and signed by the authorized representative. Please enter the email address where you would like to receive the digital documents needing signature below:

Send DocuSign Documents here:

Once the user receives the DocuSign emails, DocuSign offers the option to download the draft document and then upload a signed document. For guidance on this process, please refer to DocuSign's guidance [here](#).

By electronically signing the certification for the application, the entity and its identified authorized official certify under penalty of perjury that:

1. all the information provided in this application is true and correct;
2. the entity has and shall retain documentation and records to support the information provided in this application; and
3. the entity shall make such supporting documents and records available upon request.

After you click the SIGN TO CERTIFY APPLICATION button below, an email will be sent to the address entered in the field above (Send DocuSign Documents here). That user must provide the document to the authorized representative for signature and must then upload the signed file back into the DocuSign website. Your authorized representative will physically sign a certification statement.

[Sign to Certify Application](#)



# Tab 5

Are you sure you want to submit?

Cancel


Submit



# Signature Pending Email for POCs

Sandbox: CPF-0000004 Application – Pending Certification External Inbox x



 **CapitalProjectsFund@treasury.gov** <capitalprojectsfund@treasury.gov>  
to me ▾

1:39 PM (1 hour ago) ☆ ↶ ⋮

Dear Capital Projects Fund Applicant,

This email confirms that your Capital Projects Fund (CPF) grant application has been filled-out completely and that the application is ready to be certified. An email with a DocuSign electronic signature link has been sent to the email address of the authorized representative you identified in the application; if you opted to submit the signature manually, an email was sent to the designated email. Whether digitally or by manual upload, the DocuSign request must be completed for your application to be certified.

**Please make sure your designated recipient receives the DocuSign email and electronically signs and submits the certified application by the deadline of 12/24/2021 at 11:59PM ET.**

To be eligible for consideration, applications must be completed by the deadline with an electronic certification.

You may access the CPF Portal here: <https://uat-apps-treas-comms.cs33.force.com/CaresAct/s/slt>. You may also check the status of your application there.

Thank You,

CPF Application Review Team  
U.S. Department of the Treasury  
[CapitalProjectsFund@Treasury.gov](mailto:CapitalProjectsFund@Treasury.gov)



# Signature Pending Email for Authorized Individual



U.S. Treasury

[REDACTED] sent you a document to review and sign.

[REVIEW DOCUMENT](#)

Dear Capital Projects Fund Applicant,

This email confirms that your Capital Projects Fund (CPF) grant application has been filled-out completely and that the application is ready to be certified. This DocuSign form must be signed and completed for your application to be considered complete. You will receive a confirmation email when this step is finished.

To be eligible for consideration, the DocuSign form must be signed before the program deadline.

Thank you,

CPF Application Review Team  
U.S. Department of the Treasury  
[CapitalProjectsFund@Treasury.gov](mailto:CapitalProjectsFund@Treasury.gov)





# DocuSign Certification for Application

In Progress. Software team  
waiting for Final Document



# Signature Completed Email for Authorized Individual

Completed: DocuSign CPF Application External Trash X

to me > dse\_demo@docuSign.net

1:45 PM (1 hour ago)

**DocuSign**





Your document has been completed

[VIEW COMPLETED DOCUMENT](#)



# Signature Completed Email for POCs

Sandbox: CPF-0000004 Application Successfully Submitted – further actions may be required to receive funding External Trash x  



**CapitalProjectsFund@treasury.gov** <capitalprojectsfund@treasury.gov>  
to me ▾

1:45 PM (1 hour ago)



Dear Capital Projects Fund Applicant,

This email confirms that your Capital Projects Fund (CPF) grant application certification was electronically signed by your authorized representative and was received on 9/15/2021 1:45 PM. This email also confirms that your CPF application has been successfully submitted.

The Treasury Department is reviewing applications as quickly as possible. We will contact you when our review is complete, or if we have a question about your application.

Please be sure to review submission requirements in the final section (Tab 5) of the application to ensure you will be able to provide the necessary information and documentation.

You may access the CPF Portal here: <https://uat-apps-treas-comms.cs33.force.com/CaresAct/s/slt>. You may also check the status of your application there.

Thank You,

CPF Application Review Team  
U.S. Department of the Treasury  
[CapitalProjectsFund@Treasury.gov](mailto:CapitalProjectsFund@Treasury.gov)