



JASON E. MUMPOWER  
Comptroller

April 21, 2021

**MEMORANDUM**

**TO:** All County Mayors/Executives, Trustees, and Finance Directors  
All City Mayors and Finance Directors

**FROM:** Jason E. Mumpower, Comptroller of the Treasury

A handwritten signature in blue ink that reads "Jason E. Mumpower".

**SUBJECT:** American Rescue Plan Act – Pre-Award Requirements

The U.S. Treasury has provided additional information concerning pre-award requirements for entities that will receive funds under the American Rescue Plan Act's State and Local Fiscal Recovery Fund. As soon as possible, you should take the steps below.

**The following will be required of all Tennessee counties and metropolitan/entitlement cities that are eligible to receive a direct payment of funds:**

1. **Ensure you have a valid DUNS number.** A DUNS number is a unique nine-character number used to identify an organization and is issued by Dun & Bradstreet. The federal government uses the DUNS number to track how federal money is allocated. A DUNS number is required prior to registering with the System for Award Management (SAM) database. Registering for a DUNS number is free of charge. If you do not have a valid DUNS number, please visit <https://fedgov.dnb.com/webform/> or call 1.866.705.5711 to begin the registration process.
2. **Ensure you have an active SAM registration.** SAM is the official government-wide database to register with in order to do business with the U.S. government. All Federal financial assistance recipients must register on SAM.gov and renew their SAM registration annually to maintain an active status to be eligible to receive Federal financial assistance. There is no charge to register or maintain your entity's SAM registration. If you do not have an active SAM registration, please visit, <https://sam.gov/SAM/> to begin the entity registration or renewal process. Please note that SAM registration can take up to three weeks; delay in registering in SAM could impact timely payment of funds. [Click here for a quick overview for SAM registration.](#)
3. **Gather your local government's payment information,** including:
  - o Entity Identification Number (EIN), name, and contact information
  - o Name and title of an authorized representative of the entity
  - o Financial institution information (e.g., routing and account number, financial institution name, and contact information)

**Eligible non-entitlement cities will receive a distribution of funds from the state. To receive your funds, you must also have a valid DUNS number.**

Please visit Treasury's website for more detailed information or contact our Office if you have further questions.  
[Coronavirus State and Local Fiscal Recovery Fund | U.S. Department of the Treasury](#)