

CARES Act Fund to Communities
How-To Access Funds

If your community was allocated funds from the governor, but you have not received your CARES Act fund to communities from the State of Alaska yet, there are a few simple steps you need to take. Please follow this sheet and work closely with your community's [Local Government Specialist](#) and the Resource Desk if you need any assistance. We look forward to working with you!

1. [Grant Agreement](#) (all 14 pages must be returned)
 - a. The agreement must be signed by the highest ranking individual in your organization (mayor, manager, president, chief, etc.)
 - b. You must send all 14 pages – not just the signature pages.

2. Resolution
 - a. A resolution of your decision-making body agreeing to accept the money. Samples are provided on our website.
 - i. [Tribal Entities](#)
 - ii. [Non-Tribal Entities](#)

3. DUNS # Registration (see below)

DUNS # Registration

Your entity may already have a DUNS # registered at SAM.GOV. This is a requirement to receive any federal funds – even if the money is funneled through the State.

Check <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf> to see if you are currently registered. If you are, we will take a screenshot of your registration, and you're done! If your information does not come up, it means one of two things:

- A. Your registration is set to private – in which case you will need to provide evidence that you are registered, what your number is, entity name, entity type, and when it expires. Usually this is in the form of an email or letter confirmation from SAM.GOV.

- B. Your registration may have expired, or your entity was never registered. In this case, please complete the following steps.
 1. Create a DUNS # -- which can be done at the [Dun & Bradstreet](#) website (your entity may already have one).

 2. Then go to the SAM.GOV/SAM/ website and follow the steps there:
 - a. Create a user account (again, you may already have this).
 - b. Register their DUNS # on SAM.GOV/SAM/ under your user account.
 - c. PLEASE SCREEN-SHOT AFTER YOUR REGISTRATION IS COMPLETED! After some waiting period, the DUNS # will be searchable on the [website](#). Since this takes so long, a screenshot will provide us with the necessary information. Otherwise, if you receive email or letter confirmation, please provide that so we can release your payment.