

# CRF Funding Agreement and CARES Act Exec Certification

## What to do with these documents?

1. Print both documents.
2. Read both documents.
3. Sign both documents. Notarize the CARES Act Exec Certification.
  - Signature should be the individual identified as the Chief Executive Office of Entity.
    - i. Mayor
    - ii. County Judge
    - iii. City Manager
4. Email or mail signed CRF Funding Agreement to:
  - [CARESActIssues-PaulLouthian@dfa.arkansas.gov](mailto:CARESActIssues-PaulLouthian@dfa.arkansas.gov)
  - Arkansas Department of Finance and Administration  
Attention: Paul Louthian, State Comptroller  
CARES ACT Funding  
1509 West Seventh Street, Suite 403  
Little Rock, Arkansas 72201
5. DFA will return signed CRF Funding Agreement to entity.
  - Please provide email to return to expedite the process.
6. Entity will create an application for funding in the CTC Applicant Portal.
  - <https://www.arctcportal.com/login>
7. Attach both documents to the application on the last step of the application process titled 'Certification'. The CRF Funding Agreement **MUST** be signed by the entity and the DFA before the application will be reviewed. The CARES Act Exec Certification **MUST** be signed and notarized before the application will be reviewed.

Applications Projects Payment Requests Resources

Intake Project Scope Project Amount Documentation Certification

I certify the City/Town or County submitting this application requires funding in advance of the project. I understand any unused portion of CFR or submitted expenditure deemed ineligible will require the City/Town or County to return these funds to the Department of Finance and Administration for return to the Federal Government at the end of the project

I certify the submitted application meets the requirements issued by the US Treasury for Coronavirus Relief Funds (CRF).

**Certifier Name**  
Certifier Name

**Certifier Title**  
Certifier Title

**DUNS Number**  
DUNS Number Please make sure that the DUNS Number you enter is correct. You will not be able to modify it once you enter Save.

CRF Funding Agreement  No file chosen Here is where you upload the CRF Funding Agreement that has been signed by DFA

Executive Certification  No file chosen Here is where you upload the CARES Act Exec Certification has been signed and notarized

FOR MORE INFORMATION  
CTC Applicant Portal Call Center 1.800.268.7907  
[arcrfsupport@cteh.com](mailto:arcrfsupport@cteh.com)  
Monday-Friday 7AM to 5PM CST  
After hour calls will be able to leave a voicemail.