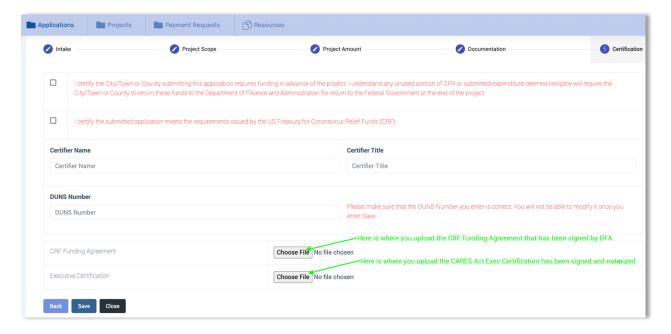
## CRF Funding Agreement and CARES Act Exec Certification

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
  - 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
- 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.



FOR MORE INFORMATION
CTC Applicant Portal Call Center 1.800.268.7907

<u>arcrfsupport@cteh.com</u> Monday-Friday 7AM to 5PM CST

After hour calls will be able to leave a voicemail.