



U.S. DEPARTMENT OF THE TREASURY



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Homeowner Assistance Fund:

Designating HAF Points of Contact by HAF Account Administrators

May 24, 2023



Designating HAF Points of Contact by HAF Account Administrators

This section provides brief instructions for HAF Account Administrators on accessing Treasury’s Portal to provide officials’ names and contact information to be designated as your organization’s points of contact for the HAF award. One person may be designated for multiple roles or multiple people may be designated to each of the three individual roles. The following pages offer step-by-step guidance.

Note the screens noted below may be subject to change.

Section A: Instructions

Step 1

All users must be registered via ID.me or Login.gov to access Treasury’s Portal. If you have questions about registering in ID.me or Login.gov, please email us at HAF@treasury.gov.

Step 2

Once you are registered in ID.me or Login.gov, click on the link in the email you received requesting the POC designations. If you do not have the email link, please email us via HAF@Treasury.gov, and the link will be provided.

Step 3

The link will take you to Treasury’s Portal State, Local, and Tribal Support landing page below. Once on that page, click on the Go to Your Reports button at the bottom left of the screen, as indicated by the red box below.

Welcome to the Treasury Programs supporting State, Territory, Tribal, and Local Government as part of the 2021 American Rescue Plan.

State and Local Fiscal Recovery Funds (SLFRF)
\$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.

Emergency Rental Assistance (ERA)
\$21.6 billion available for state, territory, and local governments to assist households that are unable to pay rent and utilities.

Homeowner Assistance Fund (HAF)
Nearly \$10 billion available for state, territory, and Tribal governments to provide relief for our country’s most vulnerable homeowners.

Capital Projects Fund (CPF)
\$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
Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs.
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" using the navigation to the left of the page. This will bring you to your list of submissions, click "Edit" button 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.
Ready to get started? Click "Go To Your Submissions" below.

Compliance Process
You now have a login and 24/7 access to this portal. You have two options while working on your compliance report(s) - save your progress or submit the report. If you save, you can return and edit information as needed. To resume working on a draft report, click on "Compliance Reports" using the navigation to the left of the page. This will bring you to your list of compliance reports, click "Edit" button to continue the process.
NOTE: Once a compliance report is certified it cannot be reopened. Contact the Treasury to reopen a case.
Ready to get started? Click "Go to your Reports" below.



Figure 31 State, Local and Tribal Support Landing Page

Step 4

The Go to Your Report button will take you to the Submissions and Compliance page. Once on that page, click on the three-line navigation icon at the top left of the screen. The red box indicates the icon.

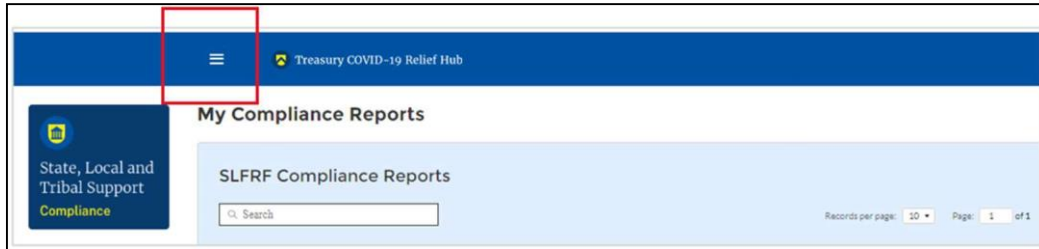


Figure 32 My Compliance Reports

Step 5

After clicking on the three-line navigation icon, a drop-down menu will appear on the top left of the screen, as shown below. Please click on “Account” from the drop-down menu, as indicated by the red box below.

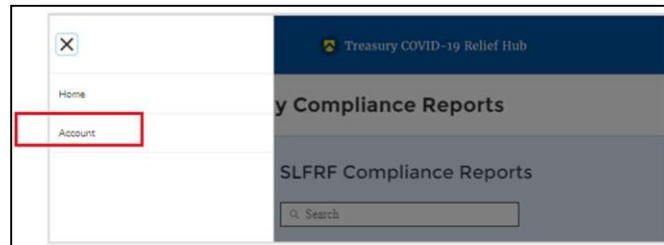


Figure 33 Account

Step 6

Next, you will see the screen below. Under the “Account Name” heading, click on your organization’s name (as shown by the red box).

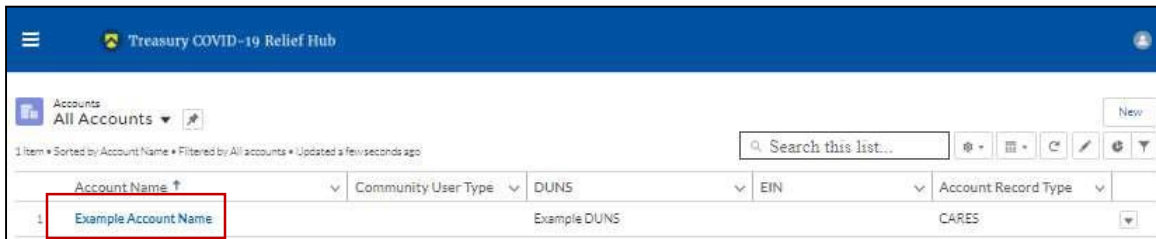


Figure 34 Account Name



Step 7

By clicking your organization’s name, Treasury’s Portal will open to allow you to provide names and contact information on your organization’s designees for the HAF reports, as shown below. The landing page includes basic information about the designations. Please see section B for more details about the roles and responsibilities for each of the three roles.



Figure 35 Landing Page

Step 8

When you are ready to designate individuals, click on the Certification button on the left navigation bar, as noted in the red box shown below.



Figure 36 Certification

Step 9

On the “Official Certification of Authorization” screen, enter your name to indicate you are authorized to submit the names of the designated individuals. Once you enter your name, click on the Submit button.



Treasury COVID-19 Relief Hub

Introduction
Certification
 Designation Form

Official Certification of Authorization

I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator (Type name/signature equivalent):

Submit

Figure 37 Official Certification of Authorization

Step 10

Next, click on the Designation Form button on the left navigation bar, as noted by the red box shown below.

Treasury COVID-19 Relief Hub

Introduction
Certification
Designation Form

Official Certification of Authorization

I certify that I am authorized by the recipient/grantee to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) may be punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C. § 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Signature of Account Administrator (Type name/signature equivalent):

Submit

Figure 38 Designation Form

Step 11

The Designation Form button will open the “Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting” screen shown below.

Treasury COVID-19 Relief Hub

Introduction
 Certification
Designation Form

Program Name: Emergency Rental Assistance

Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Please provide contact information for up to three individual(s) who will serve in the following roles for this ERA1 or ERA2 award

- 1) Account Administrator
- 2) Point of Contact for Reporting
- 3) Authorized Representative for Reporting

An individual may serve in one or more roles.

Please provide the designees for the ERA1 or ERA2 award only, as listed in the introductory email note.

Please select “complete” after you have provided the contact information for all designees.

Please note: you can save the fillable form and return to it later using the link in the email note.

Please direct any questions to EmergencyRentalAssistance@Treasury.gov. Please include “POCs for Reporting” in the subject of your email note.

Salutation: Title:

First Name: Phone:

Middle Name: Email:

Last Name: Name of Entity/Organization:

Suffix:

Complete **Edit my current roles**

Name Title Phone Email Roles

Figure 39 Designation of Account Administrator, Point of Contact of Reporting, and Authorized Representative for Reporting



You can use the Designation Form to enter the names and contact information for each of the three designations for each of your HAF allocations.

The roles for the HAF allocations are displayed as follows:

- HAF – Account Administrator
- HAF – Point of Contact for Reporting
- HAF – Authorized Representative for Reporting

The Designation Form screen shows nine data fields for entering the required information about the designated individual. These include:

- Salutation (optional)
- First Name
- Middle Name (optional)
- Last Name
- Suffix (optional)
- Title
- Phone
- Email
- Name of Entity/Organization (Recipient entity)

Note: The screen will display a list at the bottom of the screen with the names and contact information of individuals (if any) who have previously been designated for any of the three roles. This list will be important in maintaining and updating your organization's designees in the future.

- a. Designation of the Account Administrator
 - Remember, we have temporarily authorized you as the HAF – Account Administrator. There is no need to re-enter your name and contact information if you plan to continue in that role.
 - If you need to designate someone else as the HAF Account Administrator:
 - Find your name at the bottom of the screen.
 - Hit the blue Edit button located to the right of your name.
 - Enter the name and contact information of the new HAF Account Administrator.
 - Hit the blue Complete button.

- b. Designation of Point of Contact for Reporting and Authorized Representative for Reporting

- Enter the next designee's name and contact information.
- After entering the designee's name and required contact information, select the Program Role(s) for which they are being designated.
- Once the role is selected, click on the small arrow to the right of the role, which will move the role to the box on the right.



- Click on the Complete button at the bottom of the screen.
- Follow the same process for each of the remaining designees.
- When you have entered all three designations, please press the Complete button.
- As a final step, go to the icon on the upper right of the screen as shown below to exit the system.

The screenshot shows the 'Designation Form' within the 'Treasury COVID-19 Relief Hub'. The form is titled 'Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting'. It includes instructions and a form with fields for Salutation, First Name, Middle Name, Last Name, Suffix, Title, Phone, Email, Name of Entry/Organization, and Program-Roles. A red arrow points to an exit icon in the top right corner.

Figure 40 Designation Form

Section B: Questions and Answers

Who is authorized to designate the Account Administrator, the Point of Contact for Reporting, and the Authorized Representative for Reporting for my organization's HAF's award?

- Treasury requests that each HAF participant follow its own decision-making procedures in making the three designations for each award.

What is the deadline for making the designation?

- Treasury requests that users of Treasury's Portal make the three designations as soon as possible to enable your organization to submit its Annual Performance Report.



What are the responsibilities for each of the three designated roles?

- **Account Administrator** for the HAF award has the administrative role of maintaining the names and contact information of the designated individuals for HAF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. The Account Administrator can also view and submit reports. Finally, the Account Administrator is responsible for making any changes or updates as needed over the award period. We recommend that the Account Administrator identify an individual to serve in their place in the event of staff changes.
- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the HAF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the HAF reports but cannot certify and submit these reports.
- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the HAF award recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, and final reports.

May my organization designate one individual for multiple roles?

- Yes, an individual may be designated for multiple roles. For example, the individual designated as the Account Administrator can also be designated as the Authorized Representative for Reporting or Point of Contact for Reporting. It is also acceptable for an organization to designate one individual for all three roles; however, it should also adhere to any applicable personnel checks and balances rules.

May my organization designate more than one individual per role?

- Yes, you may designate more than one person per role but are encouraged to limit the number of users assigned to each role.

May my organization change the designations from time to time?

- Yes, an organization may make changes and updates to the list of designated individuals whenever needed.

Must each of the designated individuals register for using Treasury's Portal?

- Yes, each individual designated for any of the roles must register with ID.me or Login.gov before being given access to Treasury's Portal. Please contact us at the email address below for more information and guidance on registering with ID.me or Login.gov. If you are already registered with ID.me, you do not have to register to Login.gov to access your reports.



Additional Questions or Additional Assistance?

- If you have additional questions about accessing or using Treasury's Portal to provide the designees' names and contact information, please email us at HAF@treasury.gov.

