



U.S. DEPARTMENT OF THE TREASURY

Homeowner Assistance Fund:

Frequently Asked Questions on Reporting Requirements

December 8, 2021

For More Information: Please visit www.treasury.gov/HAF

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email HAF@treasury.gov for additional information

Homeowner Assistance Funds Frequently Asked Questions on Reporting Requirements

Treasury has provided answers to frequently asked questions on HAF reporting below. Please email HAF@treasury.gov or HAF_Tribal@treasury.gov for additional information.

1.1 What are my Reporting Requirements?

State, Local and Territory Participants that received Homeowner Assistance Fund (HAF) awards are required to submit a one-time Interim Report in February 2022 and thereafter Quarterly reports beginning in April 2022. An annual HAF Grantee Plan report will be due for the first time in June 2022.

In addition to Treasury reporting HAF participants will still be responsible for their required Federal Subaward Reporting System (FSRS) Reporting and Sam.gov registration.

1.2 What are my Interim Reporting Requirements?

State, Local and Territory Participants that received Homeowner Assistance Fund (HAF) awards are required to submit a one-time Interim Report.

Period of Performance: Treasury anticipates requiring Participants to submit this Interim Report covering the reporting period of January 21, 2020 through January 31, 2022 (which includes qualified expenses eligible for reimbursement).

Due Date: Participants must submit the Interim Report via Treasury's Portal by Monday, February 28, 2022.

Data Elements:

- Number of unique Homeowners that received HAF assistance and subset (s) that are classified as Socially Disadvantaged and 100% AMI or less.
- Homeowners that received HAF assistance disaggregated by Program Design Element
- Date HAF participant started accepting HAF applications (or will begin)
- Number of unique Homeowners that submitted a HAF application and whose HAF application was approved
- Number of Delinquencies resolved attributable to HAF monetary assistance versus by non-monetary HAF program support
- Amount of assistance provided to Homeowners disaggregated by Program Design Element

1.3 What are my Quarterly Reporting Requirements?

Treasury anticipates requiring HAF participants to submit the first Quarterly reporting on April 15, 2022, and every subsequent quarter.

Period of Performance: Treasury anticipates requiring Participants to submit this Quarterly Report covering the reporting period of January 01, 2022 through March 31, 2022 (which includes qualified expenses eligible for reimbursement). Please note, data collected in the Quarterly Reports will be cumulative numbers.

Due Date: Participants must submit the Quarterly Report via Treasury's Portal by Friday, April 15, 2022.

Data Elements: We will release the Quarterly Reporting Requirements in a new format but be prepared to collect the following information:

- Number of unique Homeowners that received HAF assistance and subset that are classified as Socially Disadvantaged and less than 100% Area Median Income (AMI)
- Homeowners that received HAF assistance disaggregated by Program Design Element
- Date HAF participant started accepting HAF applications (or will begin)
- Number of unique Homeowners that submitted a HAF application and whose HAF application was approved
- Demographic data of homeowners (e.g., race, gender, ethnicity, limited English proficiency, income, targeting, regions, and mortgage types)
- Number of Delinquencies resolved attributable to HAF monetary assistance versus by non-monetary HAF program support
- Amount of assistance provided to Homeowners disaggregated by Program Design Element

1.4 Will individual extensions be granted for HAF Reporting?

Generally, No. The data submitted by HAF participants will be used internally for oversight purposes and to fulfill Treasury's transparency and legal obligations. Late submissions undermine the efficiency and timeliness of these processes. HAF participant submissions after the reporting deadline will be considered as late, and HAF participants will be asked to provide a date by which the delayed reporting will be submitted so that Treasury can plan for incorporating the data.

If there are any changes to the overall reporting deadlines, they will be communicated to the relevant impacted HAF participants.

1.5 Is there a penalty for not submitting timely reports?

A record of late reporting could lead to a finding of non-compliance, which could result in development of a corrective action plan, or other consequences.

1.6 Will the data HAF participants submit be made publicly available?

Recipient agrees to comply with any reporting obligations established by Treasury related to this award. Recipient acknowledges that any such information required to be reported pursuant to this section may be publicly disclosed.

1.7 How do I register and access the portal for reporting?

To register and gain access to the Treasury Submission Portal, use the following link: <https://portal.treasury.gov/cares/s/>. Once on this page, you will find the "Treasury Submission Portal" button, which will direct you to the ID.me registration page. After completing the ID.me registration process you will be able to log in to the portal using that same link.

1.8 How do I request an authorized representative for ongoing reporting?

The authorized representatives are entered when an application is submitted. The authorized representative however can assign another person as the authorized rep and/or add additional contacts to the account. Attached are the procedures for that.

1.9 Will I be allowed to edit my reports after submitting them?

If information submitted in Treasury's Portal requires correction, HAF participants should email HAF@treasury.gov or HAF_Tribal@treasury.gov and provide the necessary edits.