

“Standard Closeout” Checklist for HAF Awards

For HAF recipients that have not submitted their HAF Final Report by September 30, 2026

Use this checklist to support successful submission of your two Final Reports to closeout your HAF award. This checklist does not necessarily reflect all closeout preparation activities in which a HAF Recipient may engage.

Recipients that answer “no” to any of the applicable questions in Part A or Part B, should consider strategies to ensure the timely and successful closeout of their HAF award.

The end date of the period of performance for HAF awards on September 30, 2026 marks the beginning of the “standard” closeout period for all recipients of HAF awards that did not initiate early award closeout. You, as the HAF Recipient, will have 120 calendar days after September 30, 2026 (the “liquidation period”) to submit the two Final Reports to Treasury via Treasury’s Portal. Please remember that HAF recipients will still remain subject to records retention and audit requirements after award closeout (see [HAF Closeout Resource](#) for more details).

Key Dates to Remember:

- **September 30, 2026:** End of the Period of Performance for HAF awards
- **December 29, 2026:** Subrecipient's final financial and performance reports are due to HAF Recipient
- **January 28, 2027:** HAF recipients’ Final Reports are due to Treasury

PART A: Prior to September 30, 2026

Preparing for the end of the Period of Performance for HAF Awards:

- **Have you and/or your subrecipient(s) obligated all of your HAF award funds? [HAF recipients and subrecipients may no longer obligate HAF award funds after September 30, 2026.](#)** It is critical to ensure that HAF recipients and their subrecipients have properly obligated HAF award funds for all eligible HAF expenses by September 30, 2026 – including the eligible administrative expenditures related to award closeout for closeout activities that will be completed after September 30, 2026.

Administrative activities

- **Have you obligated funds for the administrative activities** that will allow your subrecipients to complete their HAF reporting activities by December 29, 2026 and to facilitate your (the HAF recipients’) submission of your HAF Final Reports by January 28, 2027?

Note: Remember that there is a limit of 15% of the total HAF award amount for administrative costs (i.e., the recipient and its subrecipients administrative costs combined must be at the 15% limit). See “Part B” below for more detail about potential allowable activities during the liquidation period for which you may wish to obligate funds for administrative expenses by September 30, 2026.

- **Have you collected or will you collect returned and/or recovered funds such as improper payments or program income associated with any loan repayments or other financial arrangements funded by your HAF award prior to September 30, 2026?**

Note: For most recovered or returned funds, recipients with open awards may redeploy any of these funds for HAF program purposes. Once a recipient enters the closeout process, recipients must plan to repay recovered or returned funds to Treasury.¹ Please see page 13 in the [HAF Closeout Resource](#) for more detailed information.

- **Are you prepared to return excess interest earned on the HAF award funds appropriately?**
Prior to submitting the Final Reports, any earned interest per year that is above \$500 must be remitted to the DHHS PMS System. Once a recipient submits the Final Reports, any unexpended earned interest remaining must be returned to Treasury along with any unexpended HAF award funds.

Note: Annually earned interest refers to any interest earned by the recipient on the HAF award amount during the award period of performance, for instance, interest earned while HAF award funds were held in a deposit account at a bank. Please see page 12 in the [HAF Closeout Resource](#) for more detailed information.

- **Does your budget in Treasury's Portal accurately reflect your actual HAF award budget?**
Recipients may make adjustments to their budgets through Treasury's Portal, but these changes should be submitted to Treasury for approval prior to submitting their Final Reports.

Note: There are three reasons HAF participant must seek prior approval from Treasury to reallocate funding from a program as described in the approved budget:

- *the aggregate reallocations from any qualified expense category equals or exceeds 10% of the amount allocated to that qualified expense category in the HAF plan approved by Treasury;*
- *the HAF participant is proposing to allocate funding to a new qualified expense category or is creating a new program or terminating a previously approved program; or*
- *the reallocation redirects 1% or more of the participant's total HAF allocation from program costs to administrative costs. Please see page 11 in [the HAF Guidance](#) for more detailed information.*

Program Activities

- **Are you on track to expend all HAF award funds that are obligated for program activities such as mortgage payment assistance or reinstatement, utilities, payment assistance for property taxes, measures to prevent homeowner displacement, and housing counseling by September 30, 2026?**
 - HAF recipients must obligate HAF award funds for all HAF eligible activities including administrative expenses for closeout activities by September 30, 2026. Those obligations must be paid in full within 120 calendar days after September 30, 2026 to

¹ Except for program income. Recipients are not required to return program income recovered after September 30, 2026.

facilitate the inclusion of those expenditures in the Final Reports for timely submission to Treasury by January 28, 2027.

- HAF award funds obligated for HAF eligible activities by September 30, 2026 but are not paid in full by January 28, 2027 must be returned to Treasury through the closeout process.
- Allowable program activities after September 30, 2026 include payment processing for approved HAF applicants. These obligations must be paid in full by January 28, 2027. Note that payment processing is prohibited for prospective program assistance (e.g. prospective assistance for mortgage, utility bills, housing counseling, etc.) that are incurred for a period after September 30, 2026.

□ **Are you on track to complete activities related to mortgage payment assistance or reinstatement, utilities, payment assistance for property taxes, measures to prevent homeowner displacement, and housing counseling by September 30, 2026?**

- HAF award funds cannot cover any financial assistance for housing related costs that will cover any period after September 30, 2026.

For example: If a recipient has paid funds to cover homeowners' insurance, those funds can only cover homeowners' insurance for the months prior to (or that end on) September 30, 2026.

For example: if a recipient processes payments of HAF award funds on January 1, 2026 to cover a 12-month homeowners insurance policy, the recipient may cover the insurance costs for January through September 2026 with HAF award funds. The months of October, November and December 2026 are ineligible expenditures and can't be covered with the HAF award because the activity (insurance coverage for October through December 2026) is for a period after the end date of the period of performance, even though the funds were expended for homeowners' insurance prior to September 30, 2026.

□ **Are you on track to complete activities associated with HAF award payments for measures to prevent homeowner displacement (including project scope, operations, acquisition of materials, and completion of repairs) by September 30, 2026?**

*Note: HAF recipients should be prepared to affirm in their Final Reports that all the activities described as part of the measures to prevent homeowner displacement are complete. **HAF award funds cannot be used to fund project activities that occur after September 30, 2026.** For example, for a window repair, a HAF Recipient may use HAF award funds for windows that will be completely installed by September 30, 2026, but not after that date.*

PART B: Liquidation Period (September 30, 2026- January 28, 2027)

Administrative activities to support successful HAF Award closeout

See pages 5 and 6 of the [HAF Closeout Resource](#) for permissible and prohibited expenditures after September 30, 2026 with the HAF Award.

- Have you and/or your subrecipient(s) **processed all final payments** for mortgage payment assistance or reinstatement, utilities, payment assistance for property taxes, measures to prevent homeowner displacement and housing counseling, etc.?
- Have you and/or your subrecipients completed all **administrative activities** and/or **liquidated all HAF award obligations for administrative expenses** (staff salaries, subawards, contracts, etc.)? **Subrecipient administrative activities must be completed by December 29, 2026.**
- Administrative activities may include those to support award closeout such as:
 - Review and reconciliation of general ledger, accounting, reporting, and bank reconciliation.
 - Verification that all HAF data submitted in the HAF Final Reports **complies with the applicable requirements of the [HAF Award Terms](#), [HAF Reporting Guidance](#), and the [HAF Final Reports User Guide](#)** including that:
 - Cumulative program and financial data are complete and accurate, as required by the Quarterly and Annual Reporting requirements.
 - Information about equipment and supplies and tangible real property, as applicable, is compiled consistently with the requirements set forth in the SF-428 and SF-428S forms, see the [HAF Closeout Resource](#).
 - Review of **program policies, procedures, and controls** to ensure eligible use of award funds.

Note: This may involve follow-up with end-beneficiaries (e.g., servicers, utility companies, homeowners, etc.) to reconcile documentation, as needed. HAF award funds obligated by September 30, 2026 for administrative costs related to award closeout cannot fund any administrative activities that occur after the HAF recipient submits both Final Reports to Treasury.
 - Preparation to complete the SF-428 and SF-428S forms **if** HAF award funds were used to **acquire supplies and/or sold its residual inventory of unused supplies** with a total aggregate fair market value above \$10,000 or **acquired equipment** with a per unit acquisition cost greater than \$10,000.
 - **Ensuring timely completion of a single audit or program-specific audit, as applicable, and submission of audit report to the Federal Audit Clearinghouse** *if* the HAF recipient has expended \$1,000,000 or more in federal awards during its most recently completed

fiscal year. See [2 CFR 200.507\(c\)](#) and [2 CFR 200.512](#).

- Preparation for **post-closeout** activities:
 - Designate staff contacts for Treasury to communicate with during Treasury's review of the Final Reports, including at least one active Account Administrator and Authorized Representative. See [Designating Points of Contact for HAF Account Administrators](#).
 - Register staff contacts in Treasury's Portal for any continuing accounting responsibilities (such as tracking returned funds, verifying the Pre-Debt Notice sent by Treasury at the end of Treasury's review of your Final Reports for HAF award closeout).
 - Establish processes and a resource plan to support ongoing **data security measures** and protection of personally identifiable information.
 - Establish processes and a resource plan to support the **5-year documentation retention requirements**, in alignment with the [HAF Closeout Resource](#). (See page 8.)
- Preparation of an administrative plan for the post-closeout **processing of returned funds**. For instance:
 - Establishing a process for routing returned payments.
 - Establishing responsible staff to process returned payments.
- **Have you resolved any outstanding compliance items that might affect the timely submission of your Final Reports?** *If no:* HAF Recipients must ensure that they are expediently reviewing and properly addressing any outstanding information document requests (IDRs), Management Decision Letters (MDLs), or notices of noncompliance to facilitate timely submission of their Final Reports to Treasury by the deadline. Outstanding noncompliance issues can delay the award closeout process. Contact Treasury with any concerns via email at HAF@Treasury.gov.