

## Hints and Tips for Designating Points of Contact for ERA1 or ERA2 Reporting

This document provides brief instructions for ERA1 and ERA2 recipients (grantees) in using Treasury's Portal to provide the names of staff who will be official points of contact for Treasury concerning ERA1 or ERA2 reporting.

Section A below describes the three required roles; Section B provides step-by-step guidance on using Treasury's Portal to provide the names of designated staff; and Section C includes commonly asked questions/answers on this topic.

If you have questions, please email is via [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov).

### Section A: The Three Official Roles

ERA1 and ERA2 recipients must identify staff to serve in the following three roles to facilitate communication with Treasury on ERA1 and ERA2 reporting:

- **Account Administrator** – administrative role of maintaining the names of individuals who have been designated for roles in ERA1 or ERA2 reporting. The Account Administrator is responsible for using the Treasury Portal to provide the names of individuals designated as the ERA1 or ERA2 Point of Contact for Reporting and the ERA1 or ERA2 Authorized Representative for Reporting. The Account Administrator is responsible for making any changes or updates to these designees over the award period. Finally, the Account Administrator is able to review and provide information for reports, but they are not able to submit a report. (As noted below, the Authorized Representative for Reporting is the only designee with authority to submit a report.) We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes.
- **Point of Contact for Reporting** – primary contact for receiving official Treasury notifications about ERA1 or ERA2 reporting including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the ERA1 or ERA2 reports, but the Portal will not allow them to certify and submit the reports.
- **Authorized Representative for Reporting** -- responsible for certifying and submitting official reports on behalf of the ERA1 or ERA2 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 such matters

as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports, and final reports.

## **Section B: Step by Step Guidance for Providing Names of Designated Staff**

### **Step 1 – Register in ID.me**

The staff person who is designated as the recipient's ERA1 or ERA2 Account Administrator for Reporting must be registered in the ID.me system before they can access the Treasury Portal to provide the names of individuals designated for the other roles.

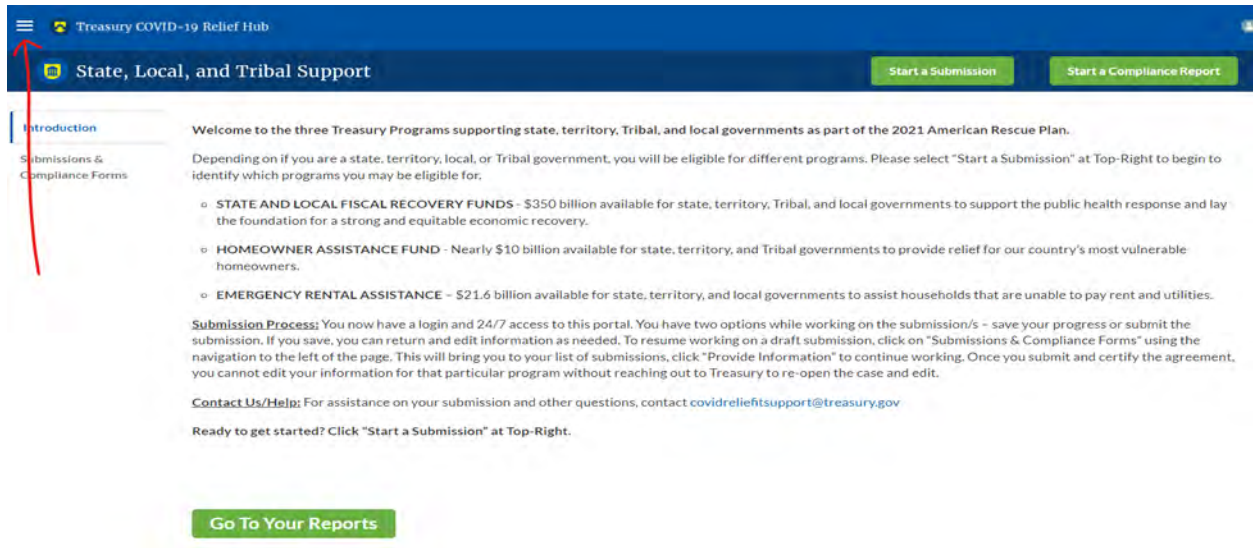
Please see the "Treasury Portal Registration Instructions" for information on steps for registering in the ID.me system.

### **Step 2 – Log In to the Treasury Portal**

Once you are registered in ID.me, you can go to Treasury's Portal. If you do not have the link to access Treasury's Portal, please email us via [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov) and we will provide the link.

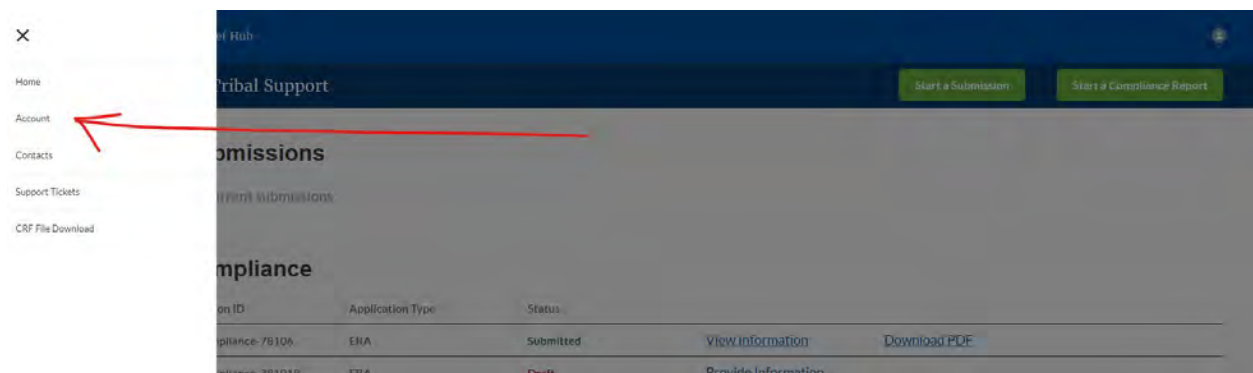
### **Step 3 – Navigate to the Account Drop Down**

The Log In landing page for Treasury's Portal is the "State, Local, and Tribal Support" screen as shown below. Once on that page, click on the three-line navigation icon at the top left of the screen. The red arrow below is pointing to the icon.



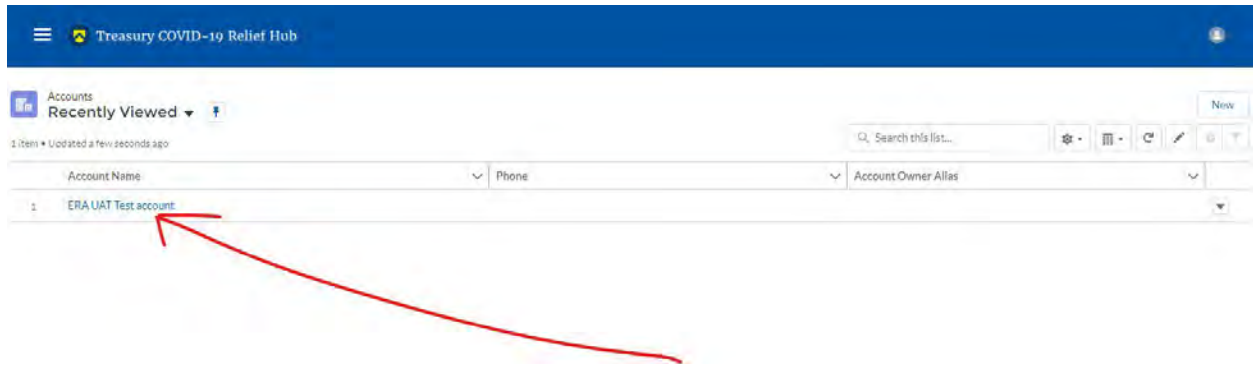
#### Step 4 – Select Account

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 shown by the red arrow below.



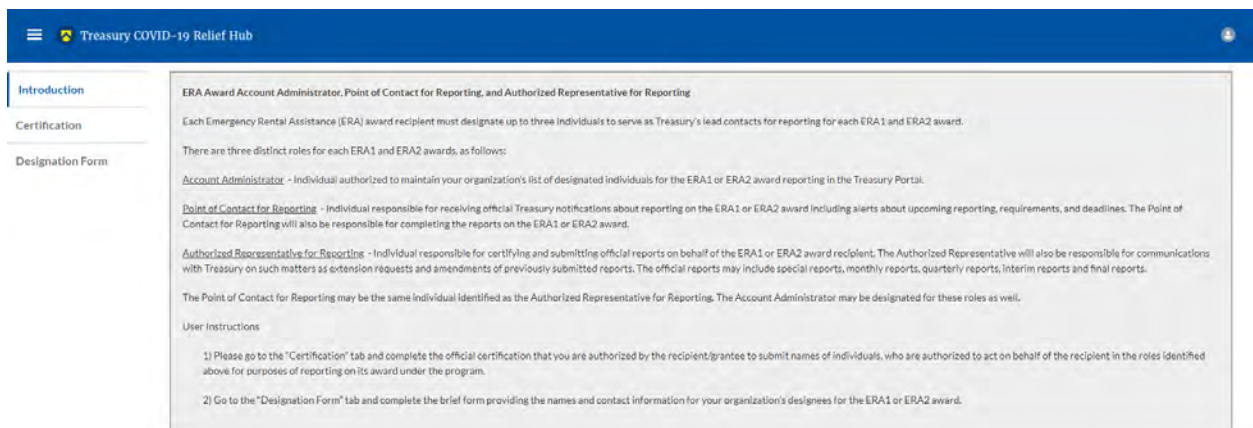
#### Step 5 – Select the ERA1 or ERA2 Recipient Account

Next you will see the screen below. Under the "Account Name" heading, click on your organization's name (or ERA1 or ERA2 Account number) as shown by the red arrow.



## Step 6 – Open to Screens for Providing Name of Designees

By clicking the name of your organization (or the ERA1 or ERA2 account number), Treasury's portal will open to allow you to provide names and contact information of the designated individuals for the ERA1 or ERA2 award, as shown on the screen shot below. The landing page provides basic information about the designations.



## Step 7 – Certification Page

When you are ready to key in the names of the designated individuals, click on the "Certification" button on the left navigation bar, as noted in the red arrow as shown below.

**Treasury COVID-19 Relief Hub**

**Introduction**

**Certification**

**Designation Form**

ERA Award Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting

Each Emergency Rental Assistance (ERA) award recipient must designate up to three individuals to serve as Treasury's lead contacts for reporting for each ERA1 and ERA2 award.

There are three distinct roles for each ERA1 and ERA2 awards, as follows:

**Account Administrator** - Individual authorized to maintain your organization's list of designated individuals for the ERA1 or ERA2 award reporting in the Treasury Portal.

**Point of Contact for Reporting** - Individual responsible for receiving official Treasury notifications about reporting on the ERA1 or ERA2 award including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting will also be responsible for completing the reports on the ERA1 or ERA2 award.

**Authorized Representative for Reporting** - Individual responsible for certifying and submitting official reports on behalf of the ERA1 or ERA2 award recipient. The Authorized Representative will also be responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, monthly reports, quarterly reports, interim reports and final reports.

The Point of Contact for Reporting may be the same individual identified as the Authorized Representative for Reporting. The Account Administrator may be designated for these roles as well.

User Instructions

- 1) Please go to the "Certification" tab and complete the official certification that you are authorized by the recipient/grantee to submit 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.
- 2) Go to the "Designation Form" tab and complete the brief form providing the names and contact information for your organization's designees for the ERA1 or ERA2 award.

On the "Official Certification of Authorization" screen, you should type in 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 31 U.S.C. §§ 3729 and 3730).

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

type your name here

**Submit**

## Step 8 – Navigate to Designation Form

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

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**Introduction**

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**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 31 U.S.C. §§ 3729 and 3730).

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

type your name here

**Submit**

## Step 9 – Enter Names and Contact Information for Each Designee

Clicking on the "Designation Form" button will open the "Designation of Account Administrator, Point of Contact for Reporting, and Authorized Representative for Reporting" screen shown below.

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](mailto:EmergencyRentalAssistance@Treasury.gov). Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

Title

First Name

Middle Name

Last Name

Suffix

Phone

Email

Name of Entity/Organization

Program-Roles

Complete Edit my current roles

Name Title Phone Email Roles

You can use the Designation Form to enter the names and contact information for each of the three designations for each of your ERA1 and ERA2 awards.

The roles for the ERA1 award are displayed as follows:

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

The roles for the ERA2 award are displayed as follows:

- ERA2 – Account Administrator
- ERA2 – Point of Contact for Reporting
- ERA2 – Authorized Representative for Reporting

The Designation Form screen shows nine data fields for entering key information about the individual being designated. 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.

### **Designation of the Account Administrator**

If you have previously been designated as your organization's ERA1 or ERA2 Account Administrator for Reporting, you may see your name on this list. There is no need to re-enter your name and contact information if you plan to continue in that role.

Follow these steps if you need to designate someone else as the ERA Account Administrator:

- Find your name on the list at the bottom of the screen.
- Hit the blue *Edit* button located to right of your name.
- Enter the name and contact information of the new ERA Account Administrator.
- Hit the blue *Complete* button.

### **Designation of Point of Contact for Reporting and Authorized Representative for Reporting**

Follow these steps for making remaining designations:

- Enter the next designee's name and contact information.
- After entering their name and contact information, select the Program Role(s) for which he/she is 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 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.



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
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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.

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Salutation: --None--

Title: Manager

First Name: George

Phone: 222.222.2222

Middle Name:

Email: George@mmm.edu

Last Name: Johnson

Name of Entity/Organization: ERA west

Suffix:

Program Roles:

Complete Edit my current roles

## Section C: Questions and Answers

- 1) *Who is authorized to designate the Account Administrator, the Point of Contact for Reporting, and the Authorized Representative for Reporting for my organization's ERA1 or ERA2 award?*

Treasury requests that each ERA1 and ERA2 recipient should follow its own decision-making procedures in making the three designations for each award.

- 2) *What is the deadline for making the designation?*

Treasury requests that designations be entered into Treasury's portal as soon as possible. Please make the designations by September 10, 2021, if possible.

- 3) *May my organization designate one individual for multiple roles? May we designate one person for all three roles?*

Yes, an individual may be designated for multiple roles, and may serve in all three roles.



4) *May my organization designate more than one individual per role?*

Yes.

5) *May my organization change the designations from time to time?*

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

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

Yes, everyone designated for any of the roles must register with ID.me before they will be given access to Treasury's portal. Please see the Treasury Portal Registration Instructions for guidance on registering with ID.me

7) *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 send us an email via [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov)