U.S. DEPARTMENT OF THE TREASURY

Homeowner Assistance Fund:
Annual Report User Guide

October 14, 2022 (Updated October 15, 2025)

HAF Annual Report User Guide Change Summary

Section	Changes
October 15, 2025	
Section I.c and Appendix A	• Updates to Designating Staff for key roles in managing HAF Reporting
Section III.c	• Community Engagement and Outreach – Update Figures with references to current report period • Community Engagement and Outreach – Update Figure 10
Throughout	• Updates to Figures and text to reflect latest portal views.
October 15, 2024	
Section III.c	• Community Engagement and Outreach – Update Figures with references to current report period
Section III.e	• Methods for Targeting – Update Figure 14 to display conditional question
Section III.g	• Certification Page – Update Figure 16 to update wording and display conditional question
October 13, 2023	
Throughout	• Update Figures and clarify annual report period of performance as 12 months ending September 30
Section III.c	• Community Engagement and Outreach – add dates to Q1 – Q4
Section III.g	• Certification Page - Update wording on earned interest questions.
Appendix B	• Annual Reporting Timeline

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Section I. Reporting Basics

a) Overview

This document provides information on using Treasury's Portal to submit the required Homeowner Assistance Fund (HAF) Annual Report. It supplements the HAF Guidance on Participant Compliance and Reporting Responsibilities containing relevant information on reporting requirements.

Additionally, you should visit Treasury's HAF home page for the latest guidance and updates on Programmatic and reporting topics.

HAF Participants are required to submit Annual reports with descriptions and figures related to their community engagement and outreach activities, performance goals, targeting plan, and coordination efforts during the reporting period.

HAF Participants are required to submit Annual reports with information on the progress of their HAF program(s), including background information, outreach expenditures, performance on goals laid out in the HAF Participant Plan, and coordination efforts with community-based organizations, housing agencies, and servicers.

b) What is Covered in this User Guide?

This User Guide contains detailed guidance and instructions for HAF Participants in using Treasury's Portal for submitting the HAF Annual Report. All Participants must submit the required Annual Report via Treasury's Portal. This guide is not comprehensive and is meant to be used as a functional reference and in conjunction with the documents mentioned above.
This User Guide provides detailed instructions to help recipients enter and submit information related to the following HAF activities:

- Community Engagement & Outreach
- Performance Goals
- Methods for Targeting
- Best Practices & Coordination

c) Designating Staff for Key HAF Reporting Roles

HAF Participants must designate staff or officials for the following roles in managing reports for their HAF award. Participants must make the required designations before accessing Treasury's Portal. The required roles are as follows:

- **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. Finally, the Account Administrator is responsible for making any changes or updates to the user roles 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. The Account Administrator can certify and submit official reports on behalf of the HAF Participant.

- **Authorized Representative for Reporting** or ARR is responsible for certifying and submitting official reports on behalf of the HAF Participant. Treasury will accept reports or other official communications when submitted by the Authorized Representative for Reporting or the Account Administrator. The Authorized Representative for Reporting is also responsible for communications with the Treasury on extension requests and amendments of previously submitted reports. The official reports may include special reports, Quarterly or Annual reports, and final reports.

- **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 is not able to certify and submit official reports on behalf of the HAF Participant unless designated to one of the other two reporting roles.

- **Communications Only** is an optional role for contacts who may be included on emails regarding the ERA2 award, but do not have any permissions to access Treasury's Portal to access the reports for the ERA2 award.

Some essential items to note:

- Each person designated to one of the roles above must register with ID.me or Login.gov to access Treasury's Portal.
- Users who have previously registered through ID.me may continue to access Treasury's Portal through that method. This link includes further instructions.
- If you have not previously registered with ID.me, you should register through Login.gov following this link. The following links provide additional information:
  - https://login.gov/create-an-account/
  - https://login.gov/help/get-started/create-your-account/
- An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting.
- The participant may designate one individual for all three roles.
- Multiple individuals can be designated for each role.
- An organization may make changes and updates to the list of designated individuals whenever needed. An Account Administrator must process these changes.

Refer to Appendix A for guidance on designating individuals for each role.

Please contact HAF@treasury.gov for additional information on procedures for registering with ID.me or Login.gov.

d) Questions?

If you have any questions about the HAF Program's reporting requirements, please contact us by email via HAF@treasury.gov.

Section II. Navigation and Logistics

a) Login to Landing Page and Portal Navigation

After logging into Treasury's Portal, the landing page (see Figure 1) will appear. The landing page will display brief introductions related to reporting for the State and Local Fiscal Recovery Funds (SLFRF) Program, Emergency Rental Assistance (ERA) Programs, Capital Projects Fund (CPF) Program, and Homeowner Assistance Fund (HAF) Program.

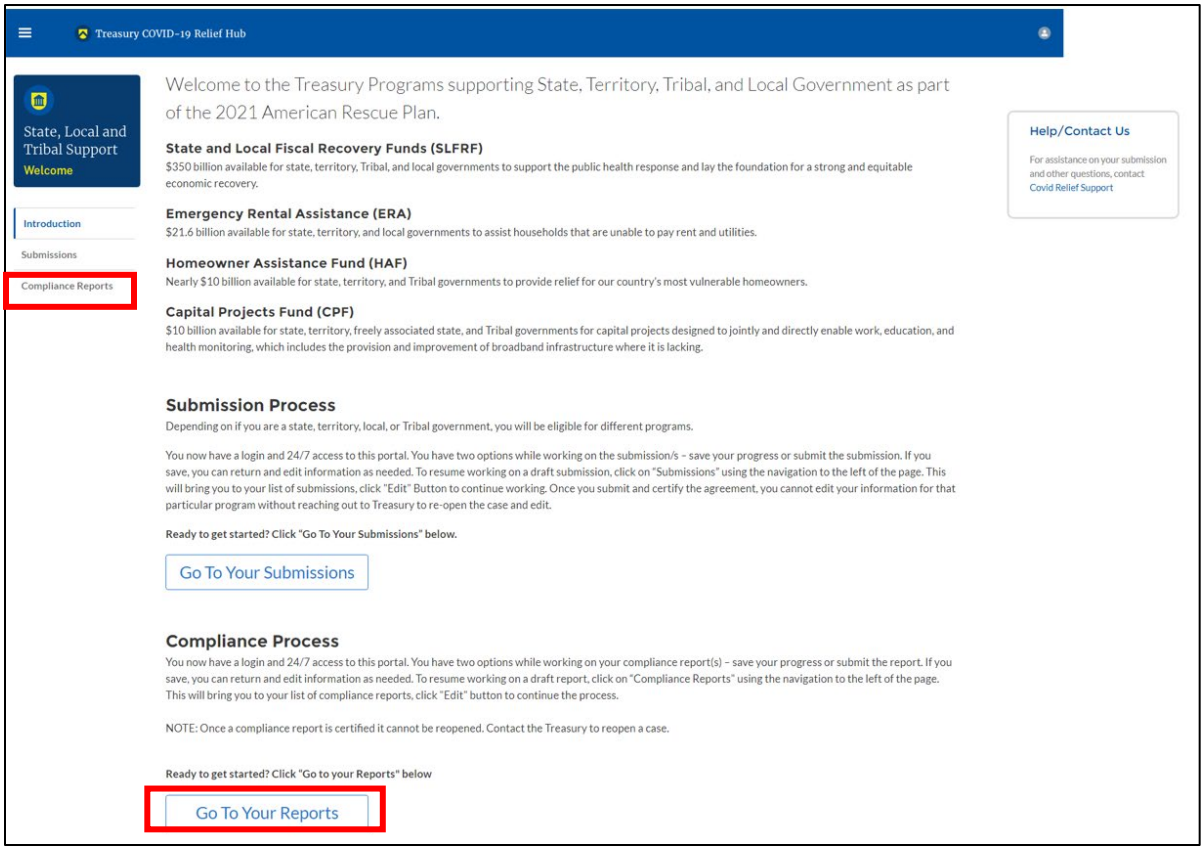


Figure 1 Portal Landing Page

Please select “Compliance Reports” on the left side panel of the portal landing page or “Go to Your Reports” on the bottom of the portal landing page to be taken to the My Compliance Reports landing page. At this time, you will see all compliance reports by Program that have been created or submitted.

In the HAF Compliance Reports section, please select the edit icon on the respective Annual Report to begin filling out required information (see Figure 2 below).

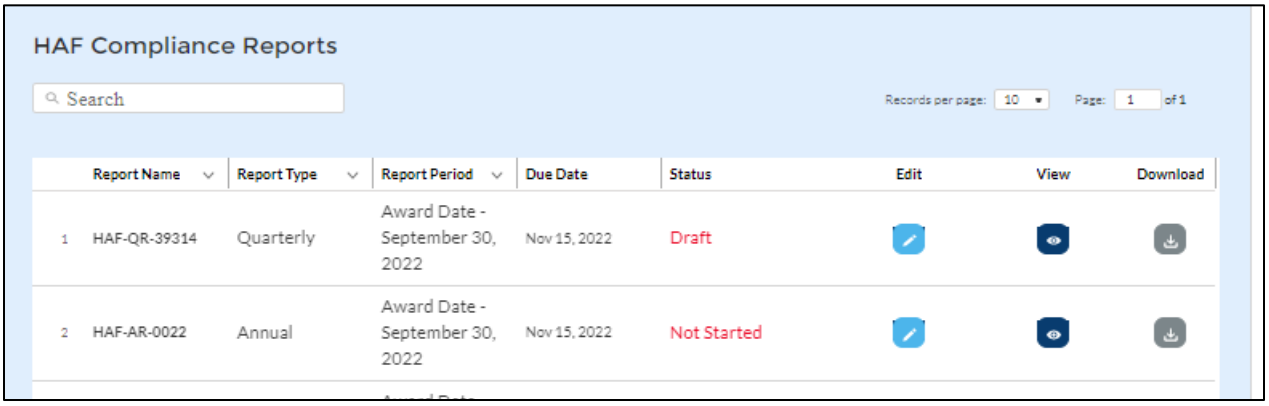


Figure 2 HAF Compliance Reports Section

If the Participant has not submitted a HAF Plan yet, they will see the following message appear and be asked to certify and submit their Annual Report without providing updated program information (see Figure 3 below).

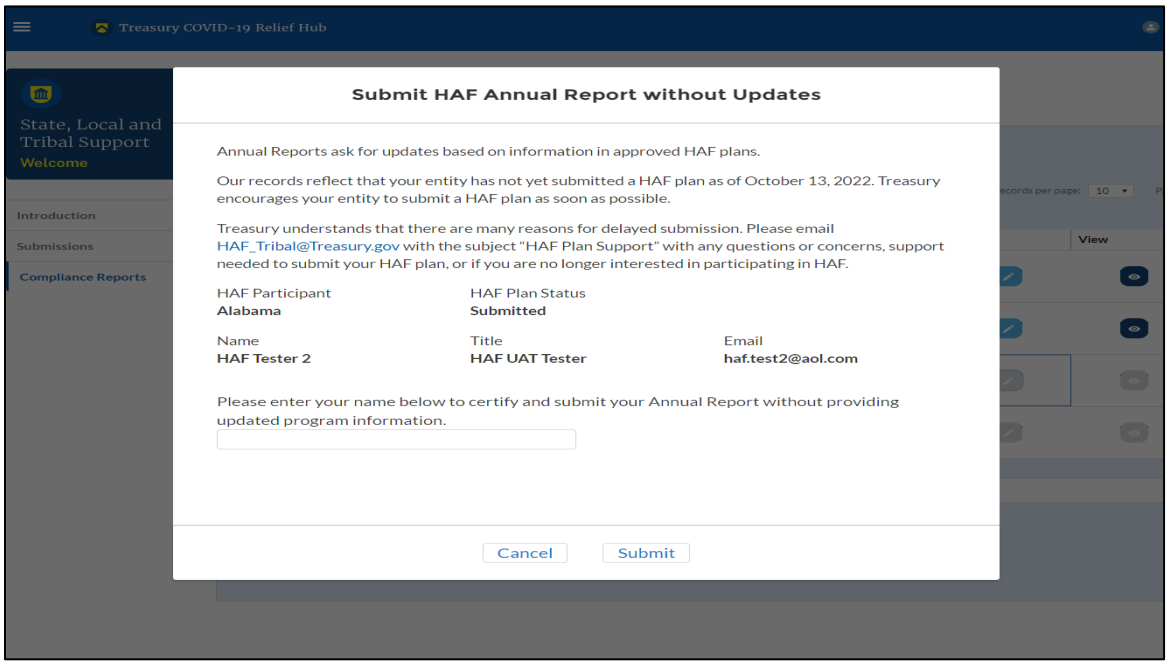


Figure 3 Missing HAF Plan Annual Report

If a Tribal Participant has submitted a HAF Plan but it hasn't been approved yet, they will see the following message appear and be asked to certify and submit their Annual Report without providing updated program information (see Figure 4 below).

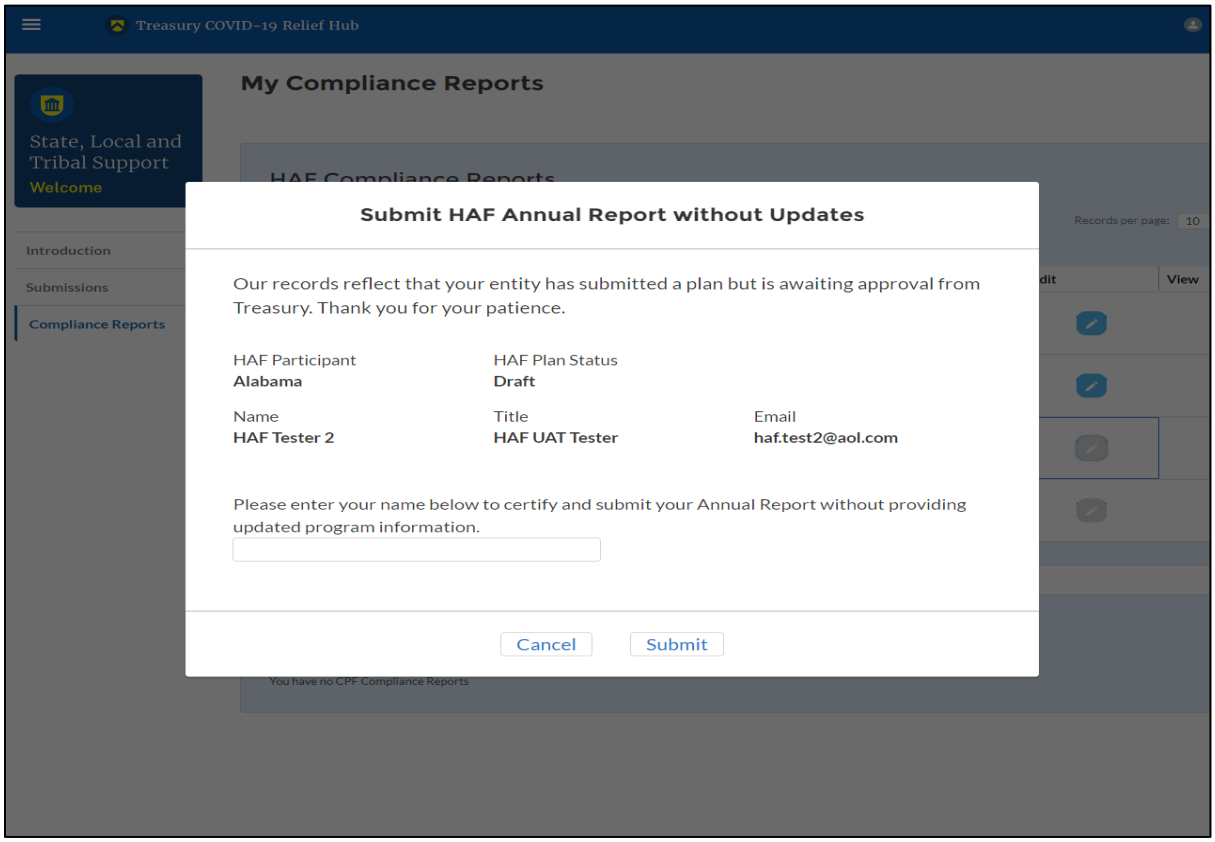


Figure 4 HAF Plan Awaiting Approval

After clicking the pencil icon in the Edit column you will be directed to the Annual Report module and be asked to enter information related to your HAF Program activities over the twelve months ending on September 30.

The Navigation Bar (see Figure 5) on the left of Treasury's Portal will allow you to move between Annual Report screens.



Figure 5 Navigation Bar

b) Helpful Tips/Shortcuts for Submitting Data to Treasury's Portal

Treasury's Portal leads you through a series of online forms that, when completed, will fulfill your reporting obligations. While navigating through Treasury's Portal and submitting required information for the Annual Report, users will need to enter data directly into Treasury's Portal manually.

1. **Manual Data Entry**

   Manual data entry requires you to provide inputs as instructed on the screen. Manual inputs are described in detail below for each User Guide section.

   Your inputs will be subject to validation by Treasury's Portal to ensure that the data provided is consistent with the expected format or description (e.g., entering "one hundred" instead of 100). If a given data entry fails a validation rule, Treasury's Portal will display an error for you to address.

   You will not be able to submit data that has been entered if it does not satisfy the validation rules.

2. **Narrative Boxes**

Tip: When filling out detailed narratives, you are encouraged to type out responses in a word processing application (such as Microsoft Word) to minimize grammatical errors, track word count, and concisely answer all required narrative details. You can copy and paste the final written narratives directly into the Treasury Portal text boxes.

3. **Corrections and Resubmissions**

Once information is entered into Treasury's Portal, the information will be accepted by Treasury's Portal as a record if there are no data validation errors. After a report has been certified and submitted in the system by an Account Administrator (AA) or Authorized Representative for Reporting (ARR), it can still be corrected or edited in the Portal by selecting the" unsubmit" button next to submitted report if it is still before the reporting deadline. If a Participant reopens a submitted report for revisions, they must complete revisions, recertify, and resubmit the report before the reporting deadline. Participants will not be able to reopen and revise an Annual Report if it is after the reporting deadline. Participants may also save a draft report without submitting and continue working on the report prior to the deadline by selecting the edit icon button next to the draft report.

Section III. Annual Report

a) Instructions

Upon opening an Annual Report, you will land on an instructions page. Please read the instructions as they are essential to understand before completing the subsequent screens. After reading the instructions, please select "Next" at the bottom of the page or use the Navigation Bar on the left of Treasury's Portal to move to the next screen.

b) Participant Information

You will review and confirm information on your organization and use the text box to note any discrepancies in the information displayed on this screen. Participant Information will be pre-populated from your HAF Application file.

1. Review Participant Information prepopulated from your HAF Application and note any information that needs to be updated in the text box (see Figure 6).
2. Review & verify the names and contact information for individuals the recipient has designated for key reporting roles for the HAF Program displayed on the screen (see Figure 7).

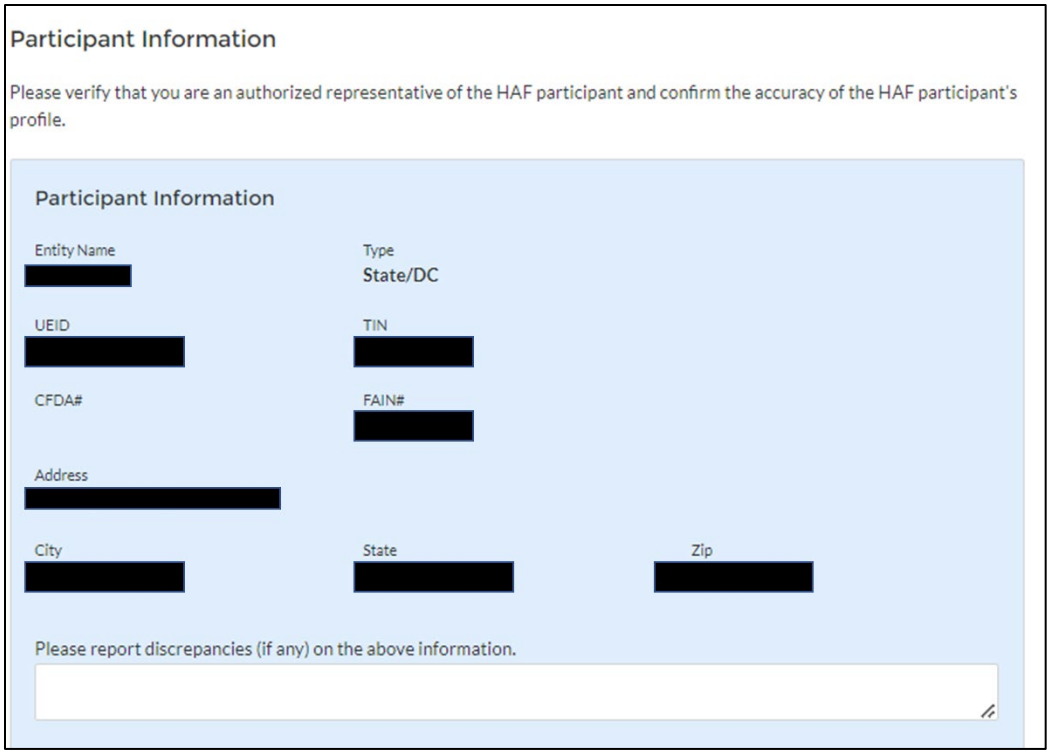


Figure 6 Participant Information Example

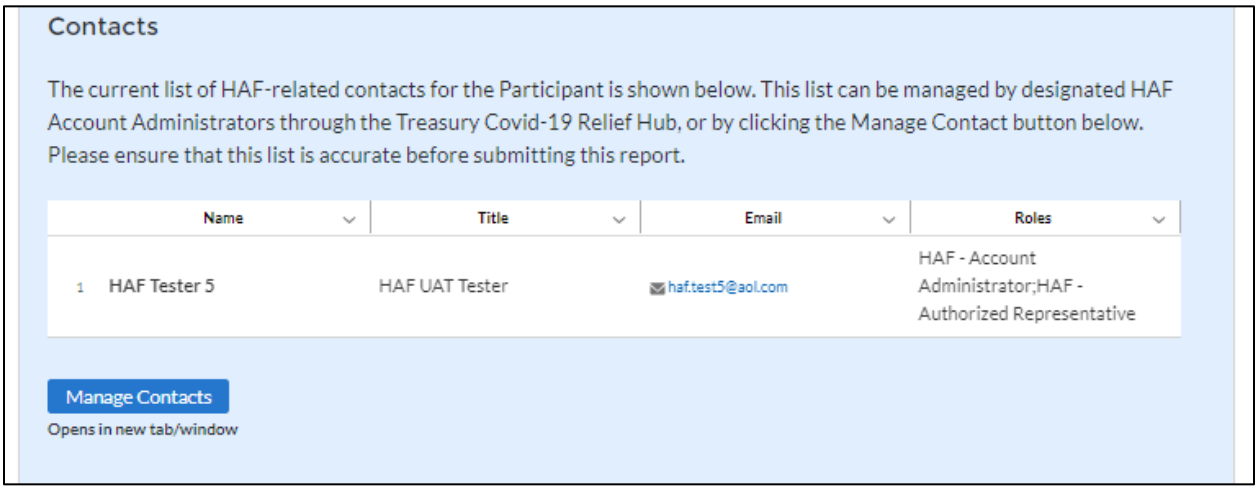


Figure 7 Contact List Example

If changes to the Participant Information are needed, use the discrepancy textbox (see Figure 6). If changes to the Point of Contact List are required, click on the "Manage Contacts" box shown in in Figure 7 and see Appendix A for instructions on how to add, delete, or edit contact information. If you have other questions regarding Participant information, please contact us at HAF@treasury.gov.

After completing this screen, please select "Save and Next" to continue.

c) Community Engagement & Outreach

On this screen, you will be asked to provide information about ongoing HAF community engagement and outreach efforts (see Figure 8). You will need information about the Participant's outreach expenditures in the past twelve months, and community-based organizations that the Participant has interacted with.

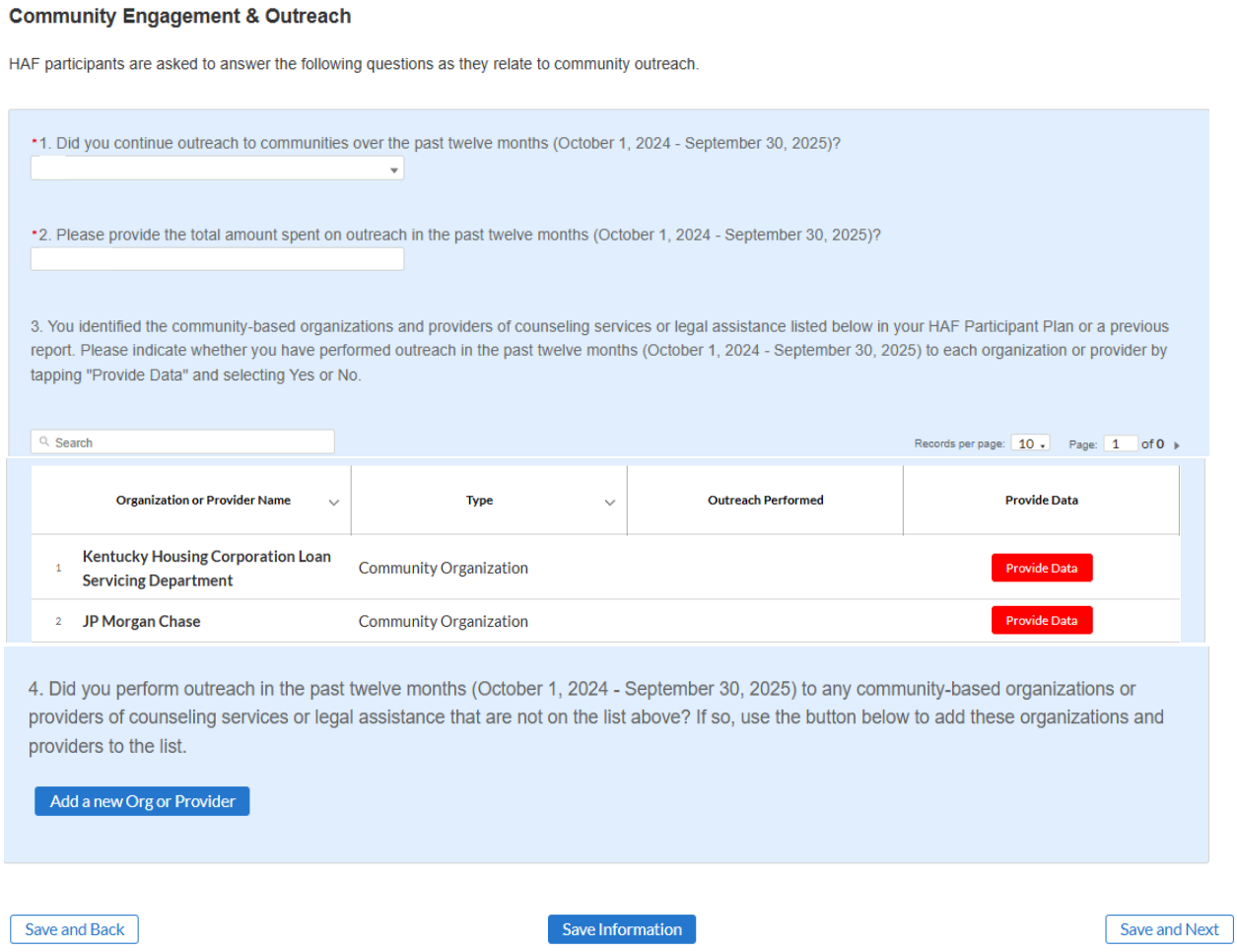


Figure 8 Community Engagement Screen

1. Question One Data Element: Continued Community Outreach
   Use the dropdown provided to indicate whether the Participant continued outreach to communities once the HAF Program in the past twelve months.
   - Select "Yes" if the Participant continued community outreach efforts over the past twelve months Participants HAF Programs.
   - If the Participant did not continue community outreach efforts, select "No".

2. Question Two Data Element: Community Engagement Expenditures

    - Please enter the amount of funds spent on outreach over the past twelve months.

3. Question Three Data Element: Community-Based Organizations

    - Use the table provided to answer a series of questions regarding the community-based organizations listed on the Participant's HAF Participant Plan.

    - Table Column One Data Element: Community Based Organization Name
        - The first column of the table provided is pre-populated with community-based organizations listed on the Participant's HAF Participant Plan.
        - No user-input is required.

    - Table Column Two Data Element: Type
        - The second column of the table provided is pre-populated with community-based organizations type.
        - No user-input is required.

    - Table Column Three Data Element: Outreach Performed
        - The third column of the table provided is pre-populated with a checkmark if outreach is performed as indicated by the module filled out in the fourth column of this table "Provide Data".
        - No user-input is required.

    - Table Column Four Data Element: Provide Data
        - Use the module provided in the fourth column of the table to Provide Data. For each community-based organization click on "Provide Data" to enter information on outreach performed with the community-based organization in the reporting period (the past twelve months).

4. Community-based organization Engagement in the Reporting Period

    - After clicking on "Provide Data", the screen shown in Figure 9 will appear. Review and if necessary, update organizational information on this page.
    - Select Yes or No under "Outreach Activity" for each of the community-based organization listed on the Participant's HAF Participant Plan that the Participant performed outreach to during this reporting period.

- If the Participant has reached out to the listed community-based organization check “Yes”.
- If the Participant has not reached to out the listed community-based organization check “No”.
- Save your information to return to the Community Engagement & Outreach page.
  - Repeat for each community-based organization listed on the Participant’s HAF Participant Plan

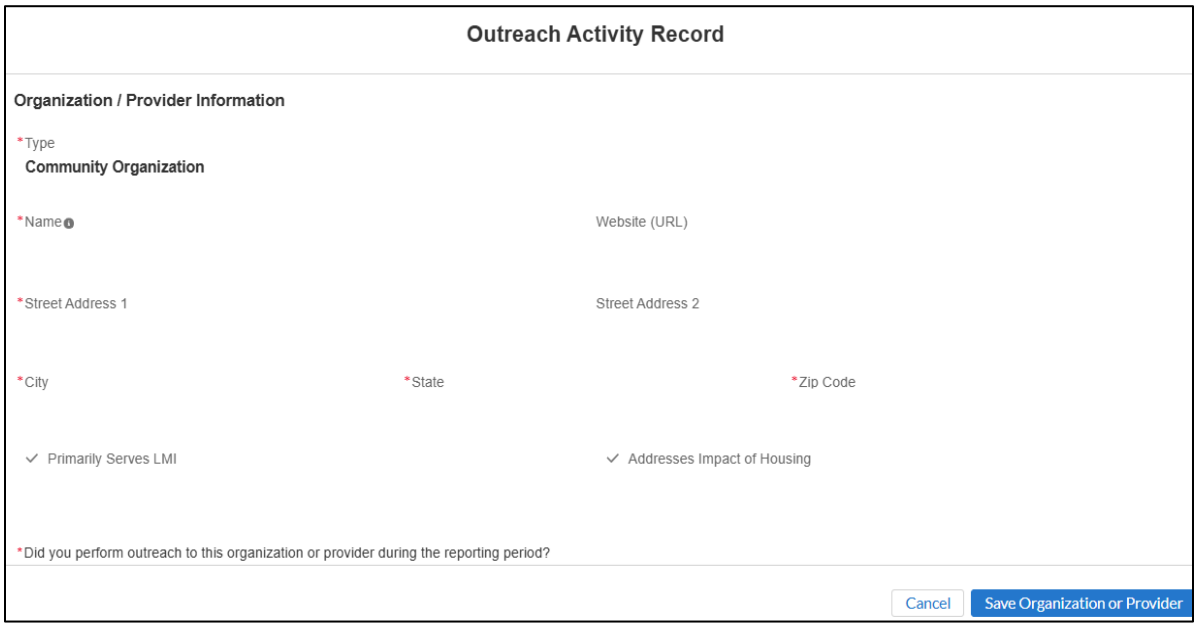
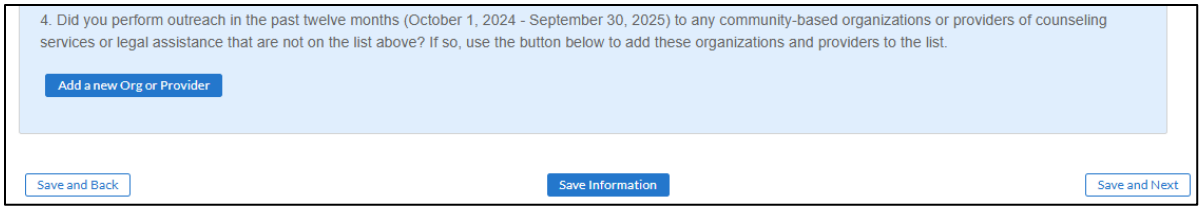


Figure 9 Community-Based Organization Engagement

5. Question Four Data Element: Other Community-Based Organizations

- Use the "Add a new Org or Provider” button shown in Figure 10 to add community-based organizations not listed on the Participant’s HAF Participant Plan.

- Please note that Participant’s will need to know the following information to add other community-based organizations not listed on the Participant’s HAF Participant Plan:
  - Type (Community Organization / Provider)
  - Name
  - Website
  - Street Address



Below pop-up will appear after clicking the “Add a new Org or Provider” button.

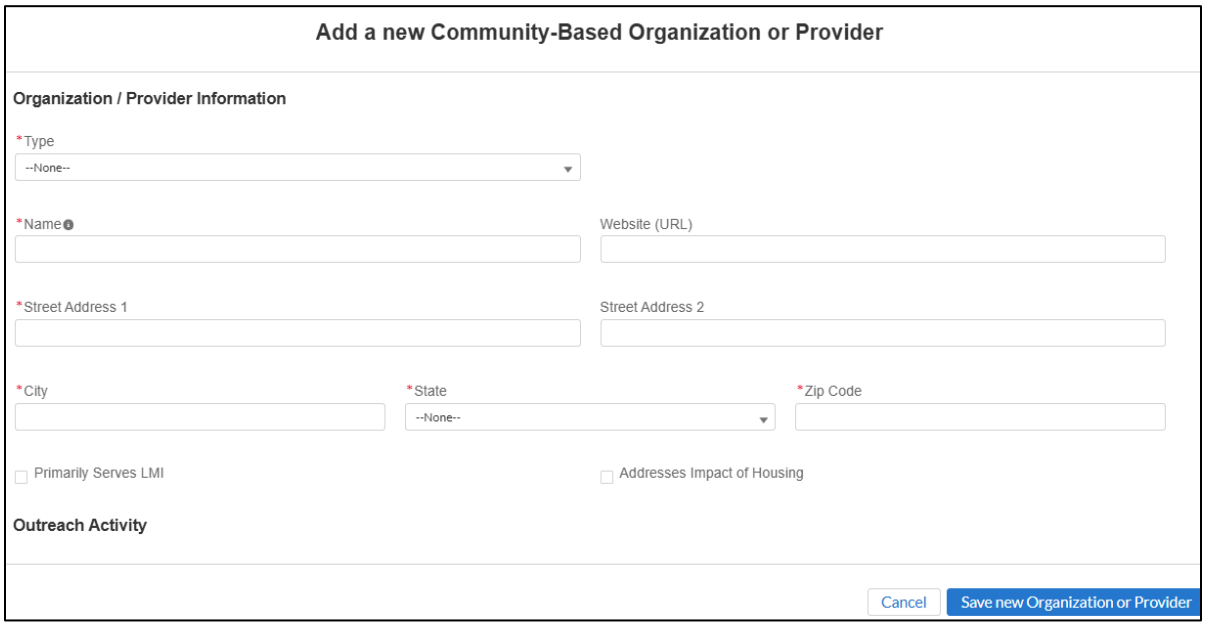


Figure 10 Add New Community-Based Organization

When all information on the Participant’s Community Engagement & Outreach has been recorded, click “Save Information” or “Save and Next” at the bottom of the page.

d) Performance Goals

In this section, you will be asked to provide information about the progress on goals identified in your HAF Participant Plan. You will need information about the progress on HAF Plan Goals, and a narrative description of progress on those goals. To enter performance data, click the “Provide Data” button provided in the fourth column shown in Figure 11 to open the Performance Record screen shown in Figure 12.

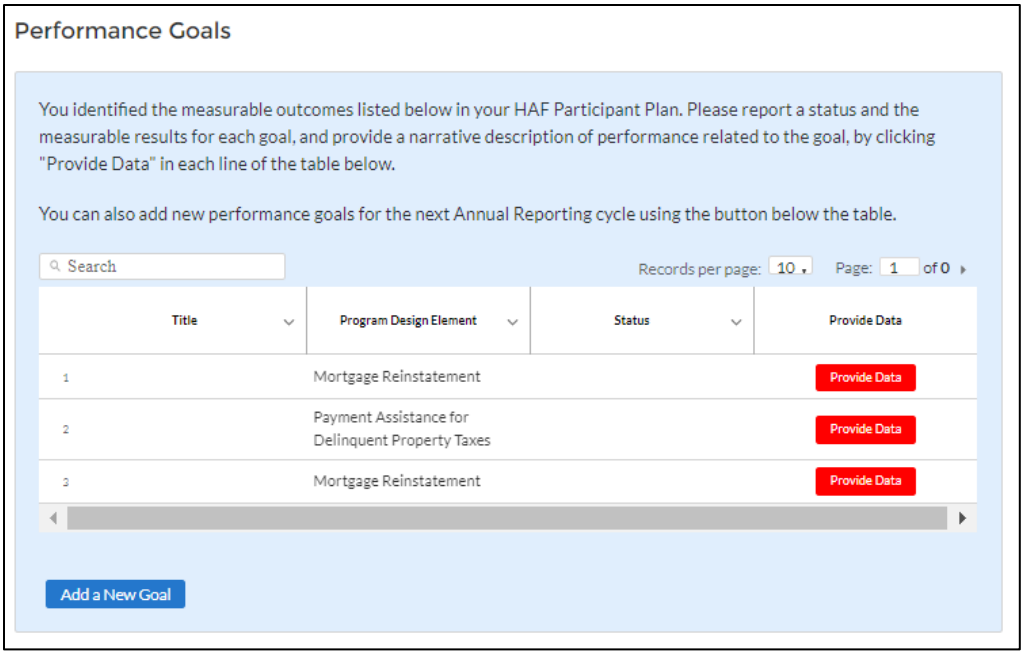


Figure 11 Performance Goals

1. Question One Data Element: HAF Participant Plan Goals Progress

   - Use the table shown in Figure 12 below in to provide information on the Participant's progress on its HAF Participant Plan Goals.

   - Figure 11, Column One: Goal Title
     - The first column of the table will populate with the title you enter in the table that opens when you click "Provide Data" in the fourth column of this table.
     - No User-Input is required.

   - Figure 11, Column Two: Program Design Element
     - The second column of Figure 11is pre-populated with the program-design elements impacted by measurable outcomes identified in the Participant's HAF Participant Plan.
     - No User-Input is required.

   - Figure 11, Column Three: Status
     - The third column of the table will be populated with the goal status you select in the table that opens when you click "Provide Data" in the fourth column of Figure 11.
     - No User-Input is required.

- Figure 11, Column Four: Provide Data (Narrative Description of Target Outcome Goal)
  - Upon clicking on “Provide Data” in the fourth column of the table in Figure 11, the table in Figure 12 will appear for you to enter the following:
    1. Goal title
    2. Goal Status
    3. Actual measurable results
    4. Narrative description
    5. Whether the goal will continue for next year.

After Participant has completed 1-5 for the Performance Goal, save your data and repeat for the remaining Performance Goals.

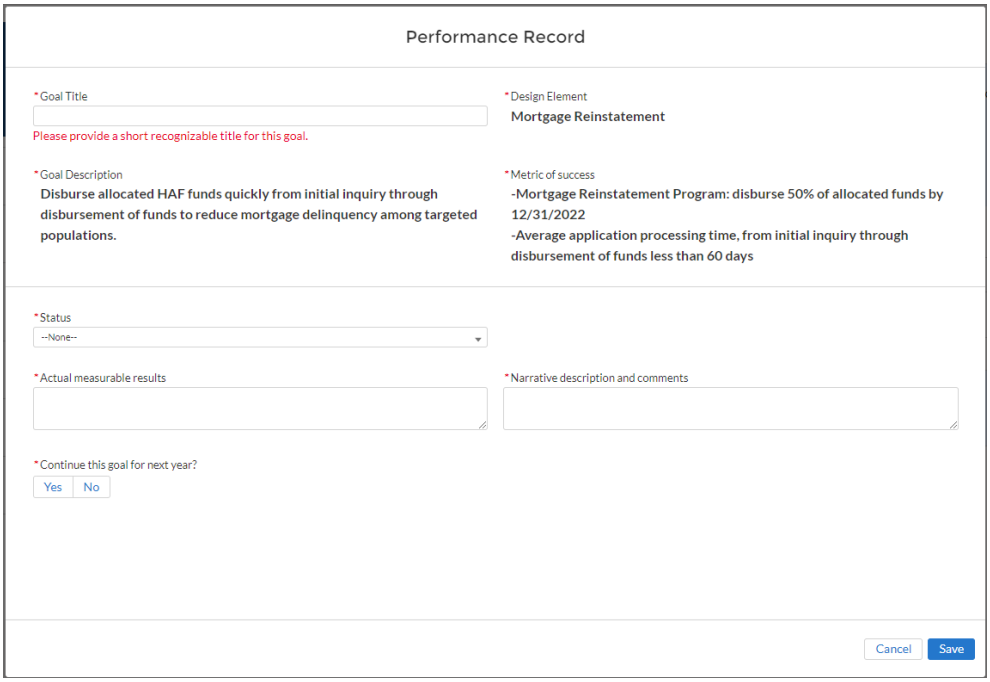


Figure 12 Performance Record

2. Question Two Data Element: Add a New Goal

   Use the “Add a New Goal” button shown in the lower left corner of Figure 11 if you plan to add new performance goals for the upcoming year.

   - Upon clicking the “Add a New Goal” button the table shown in Figure 13 will appear, and you will be asked to fill out the following information on the newly added goal:
     - Goal Title
     - Design Element

- Goal Description
- Metric of Success
- Status
- Actual Measurable Results
- Narrative Description and Comments
- Continue Goal for Next Year (Yes/No)

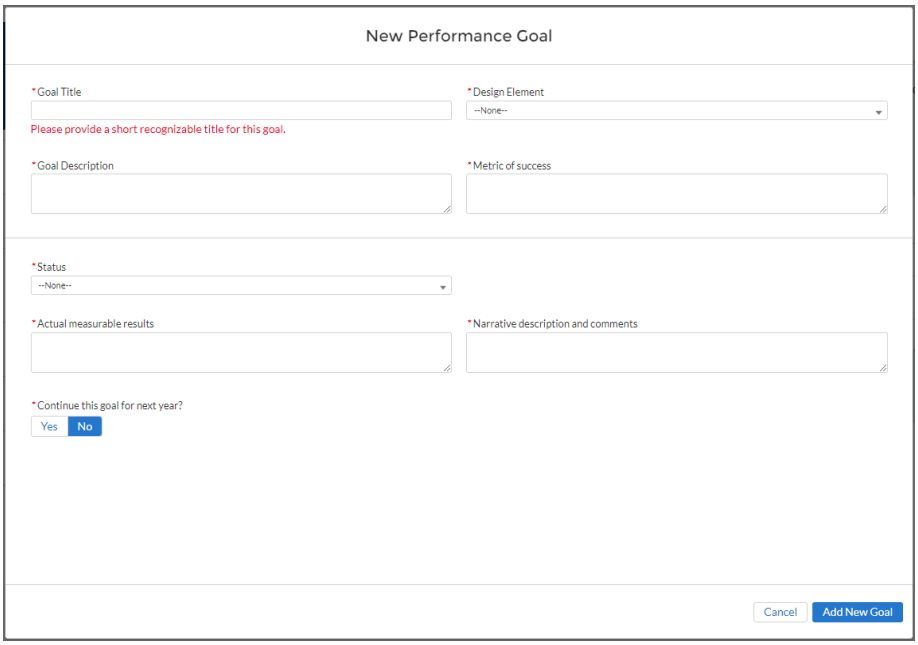


Figure 13 New Performance Goal

e) Methods for Targeting

On this screen (see Figure 14), you will be asked to provide information about the Participant's Methods for Targeting Homeowners eligible for HAF assistance. You will need information about the Participant's Targeting methods including challenges, successes, and results.

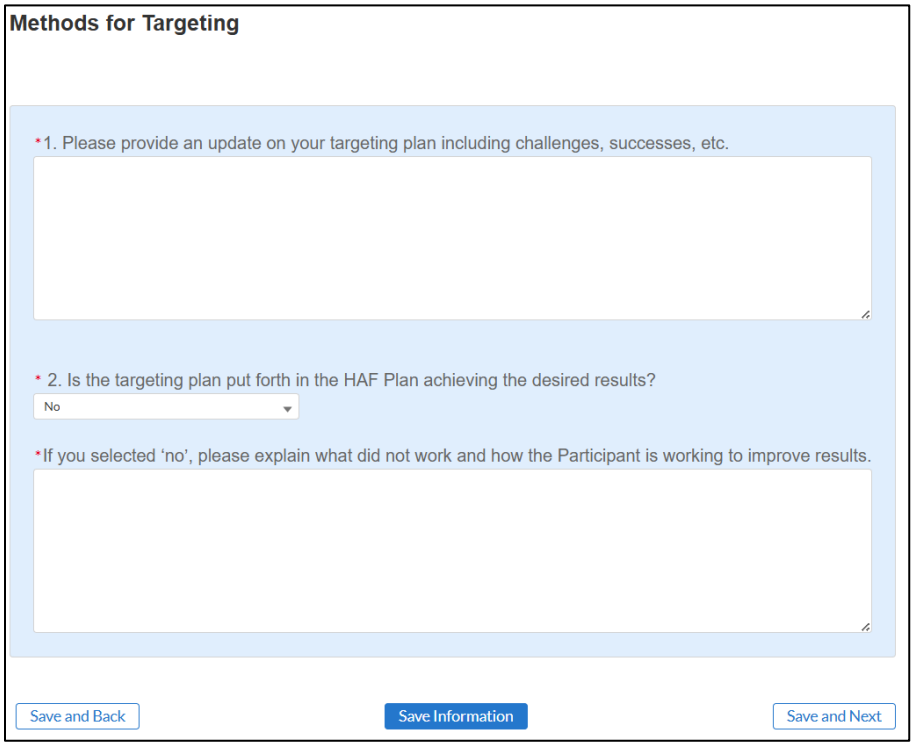


Figure 14 Methods for Targeting

1. Question One Data Element: Targeting Plan Update

   Use the text box to provide a narrative update on the Participant's Overall Targeting Plan.

   - Use this as an opportunity to describe any successes or challenges faced in Targeting.

2. Question Two Data Element: Targeting Plan Desired Results

   Use the dropdown provided to indicate if the Participant's Targeting Plan is achieving the desired results.

   - Select "Yes" if the Participant's Targeting plan is achieving all desired outcomes.
   - Select "No" if the Participant's Targeting plan is not achieving all desired outcomes, provide a narrative description for all "No" answers.
     - If "No" is selected, the Participant will be provided an opportunity to explain what did not work and how the program is working to improve results.

f) Best Practices & Coordination

On this screen (see Figure 15) you will be asked to provide information on how the Participant coordinated with housing agencies and identified best practices for coordination with servicers. You will need information about the Participant's coordination efforts and related best practices.

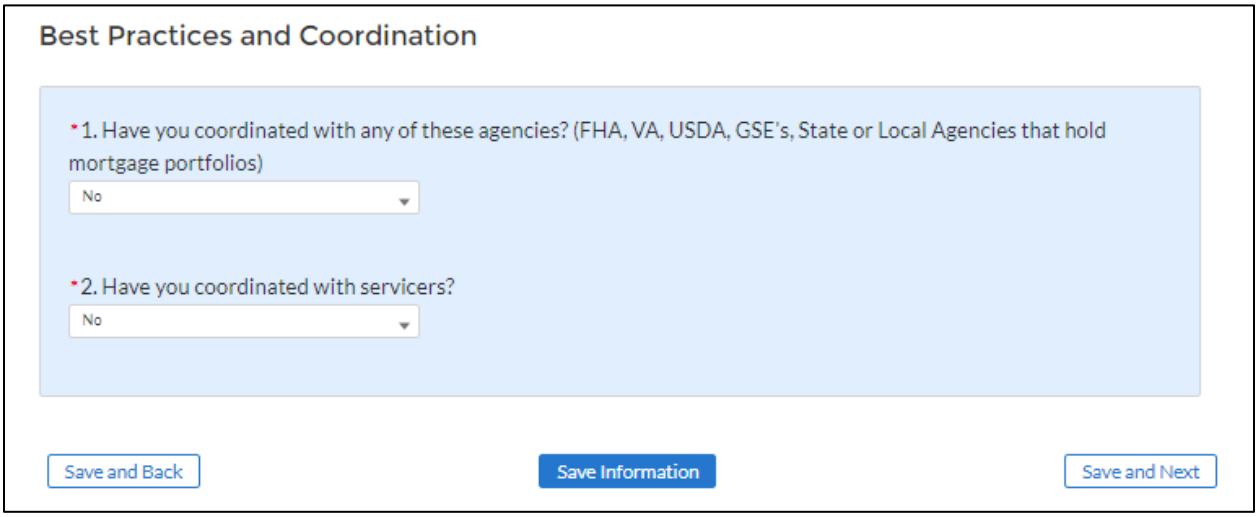


Figure 15 Best Practices & Coordination

1. Question One Data Element: Coordination with Housing Agencies

   Use the dropdown to indicate whether the Participant coordinated with any of the listed Housing Agencies

   - Select "Yes" if the Participant coordinated with any of the agencies listed in Question One.
     - If "Yes", please provide best practices and information on coordination efforts.
   - Select "No" if the Participant did not coordinate with any of the agencies listed in Question One.

2. Question Two Data Element: Coordination with Servicers

   Use the dropdown to indicate whether the Participant coordinated with servicers.

   - Select "Yes" if the Participant coordinated with servicers.
     - If "Yes" provide a narrative description of best practices identified by the Participant when coordinating with servicers.
   - Select "No" if the Participant did not coordinate with servicers.

g) Certification

On the Certification screen shown in Figure 16, you will be asked two questions about interest earned on HAF award funds. HAF participants that earn interest on HAF award funds in excess of $500 per year pursuant to 2 CFR 200.305(b)(9) must remit that excess earned interest to Federal Government using the Department of Health and Human Services Payment Management System (PMS).

After answering questions 1 and 2, an Authorized Representative for Reporting (ARR) will need to validate the report (click the “Validate” button). Once your Annual Report is successfully validated (after correcting errors, if any), the ARR will be asked to enter their name (Name must match the name of the user that logged into the portal) prior to clicking on the “Certify and Submit” button to submit the Annual Report.

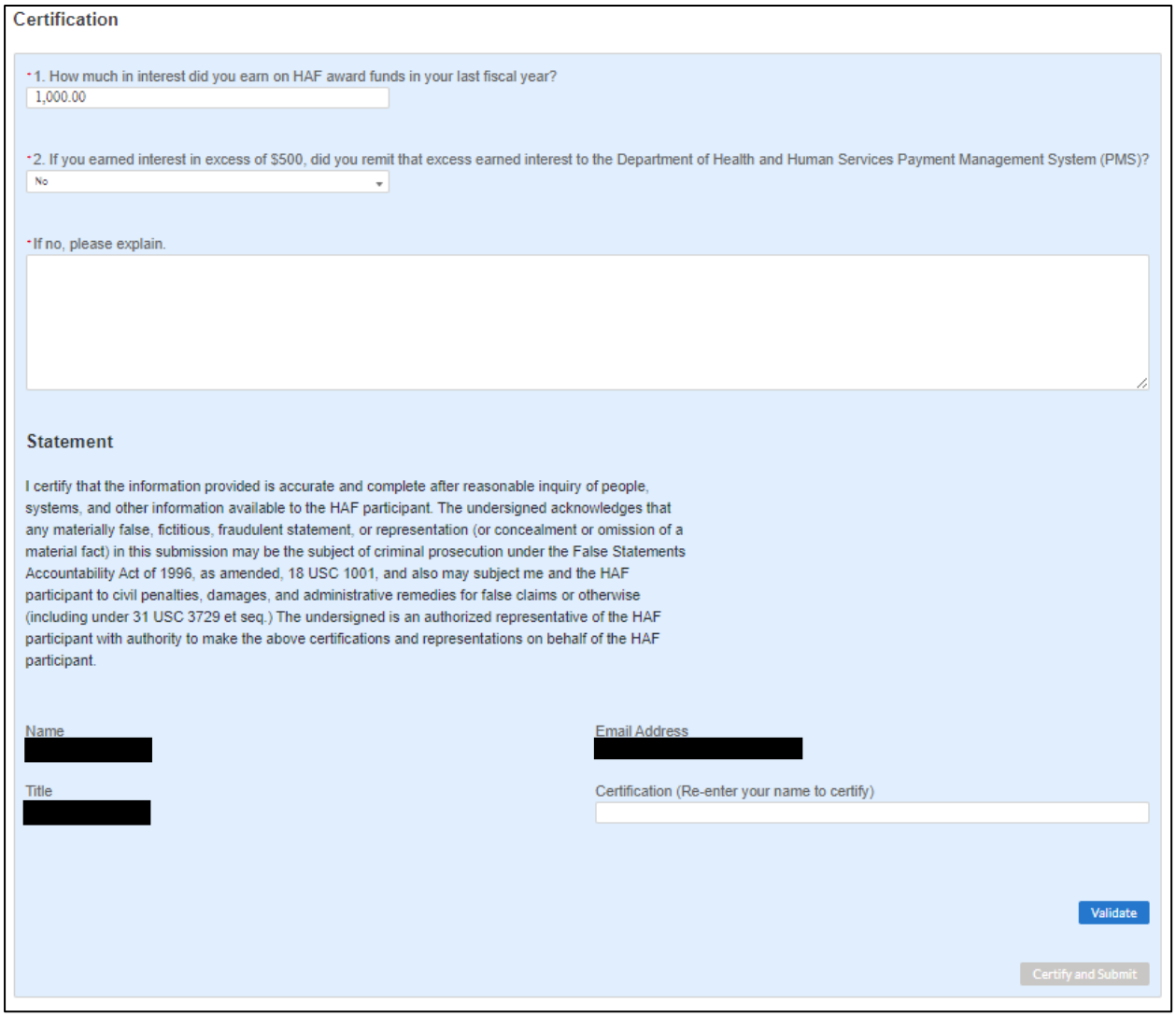


Figure 16 Certification Screen

1. Question One Data Element: How much in interest did you earn on HAF award funds in the most recently completed fiscal year?

- Please enter the dollar amount of interest earned on HAF award funds in your most recently completed fiscal year.

2. Question Two Data Element: If you earned interest in excess of $500 during your most recently completed fiscal year, did you remit the excess earned interest to the Department of Health and Human Services Payment Management System (PMS)?

    - Select “Yes” if the Participant did remit the excess earned interest to the Department of Health and Human Services Payment Management System (PMS) in Participant’s most recently completed fiscal year.
    - Select “No” if the Participant had earned interest in excess of $500 in its most recently completed fiscal year and did not remit the excess earned interest to the Department of Health and Human Services Payment Management System (PMS).
    - Select “N/A – Interest earned is less than $500” if the Participant had earned interest of less than $500 on HAF Award Funds in its most recently completed fiscal year and did not remit earned interest on HAF Funds to PMS.

3. Question Three Data Element: if you answered “No” to Question 2, a text box will appear and prompt you to explain why no earned interest was submitted.

    - If you had earned interest in excess of $500 in your most recently completed fiscal year and you did not remit the excess earned interest to the Department of Health and Human Services Payment Management System (PMS), indicate how much interest was earned on HAF award funds in your most recently completed fiscal year and please explain why this excess earned interest was not remitted to PMS.

Use the “Validate” button at the bottom of the page (see Figure 16) to check your draft report for errors. Errors will backfill through the previous screens to make error-fixing easier.

Once validation is passed, the ARR will need sign the report digitally by entering their name in the text box presented and click the “Certify and Submit” button to complete the report submission.

Appendix A – Designating HAF Points of Contact by HAF Account Administrators

Appendix A 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(s). The following pages offer step-by-step guidance.

Note the screens noted below may be subject to change.

Section A: Instructions

Step 1

You must be registered in the ID.me or Login.gov system to access Treasury's Portal. If you have questions about registering in ID.me or Login.gov, please review the information listed under "Accessing Treasury's Portal" on the HAF Reporting Page.

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 did not receive the email link, please email us via HAF@Treasury.gov, and the link will be provided. Otherwise, Treasury's Portal links are as follows:

- Using Login.gov – https://portal.treasury.gov/compliance
- Using ID.me – https://portal.treasury.gov/cares/s/slt

Step 3

The link will take you to the Treasury Portal State, Local, and Tribal Support landing page shown in Figure 17 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.

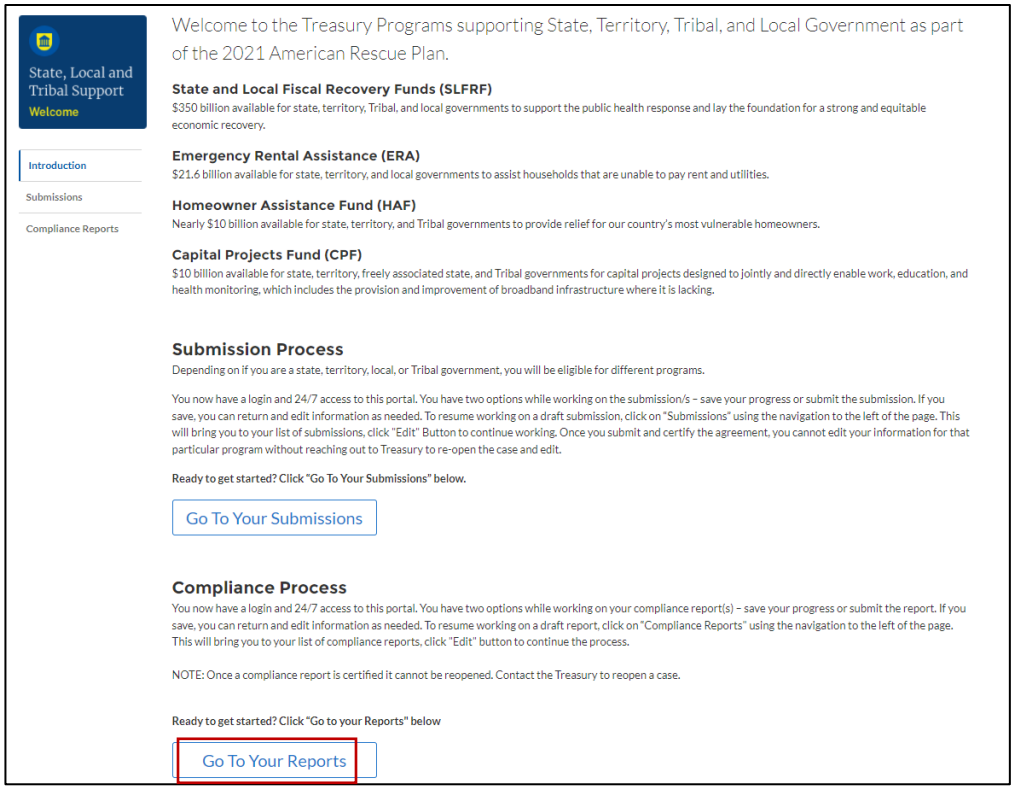


Figure 17 State, Local and Tribal Support Landing Page

Step 4

The Go to Your Report button will take you to the Submissions and Compliance page (see Figure 18). Once on that page, click on the three-line navigation icon at the top left of the screen. The red box indicates the icon.

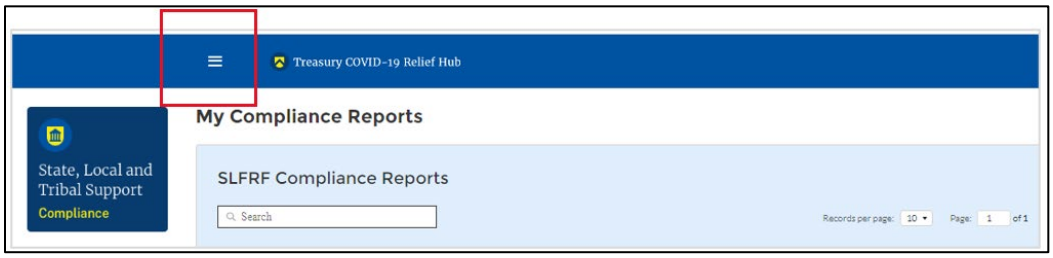


Figure 18 My Compliance Reports

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 in Figure 19 below. Please click on “Account” from the drop-down menu, as indicated by the red box below.

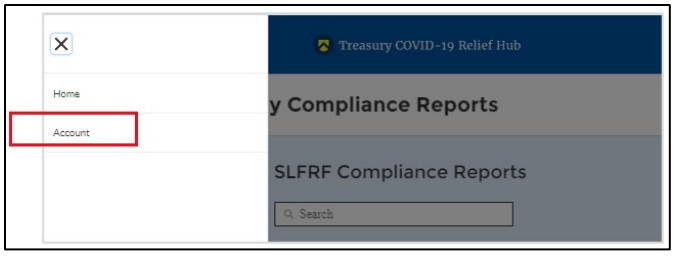


Figure 19 Account

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 in Figure 20).

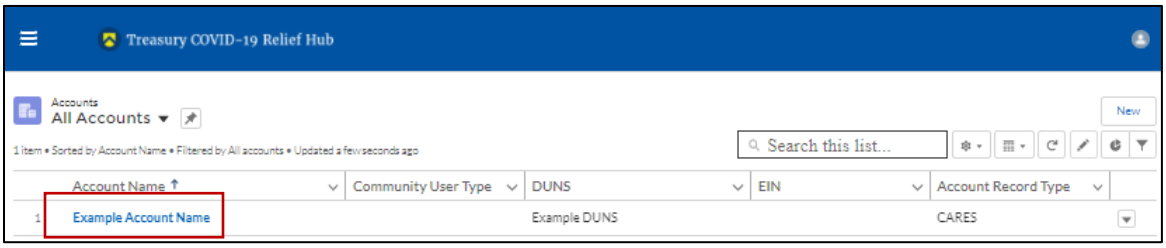


Figure 20 Account Name

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 in Figure 21 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.

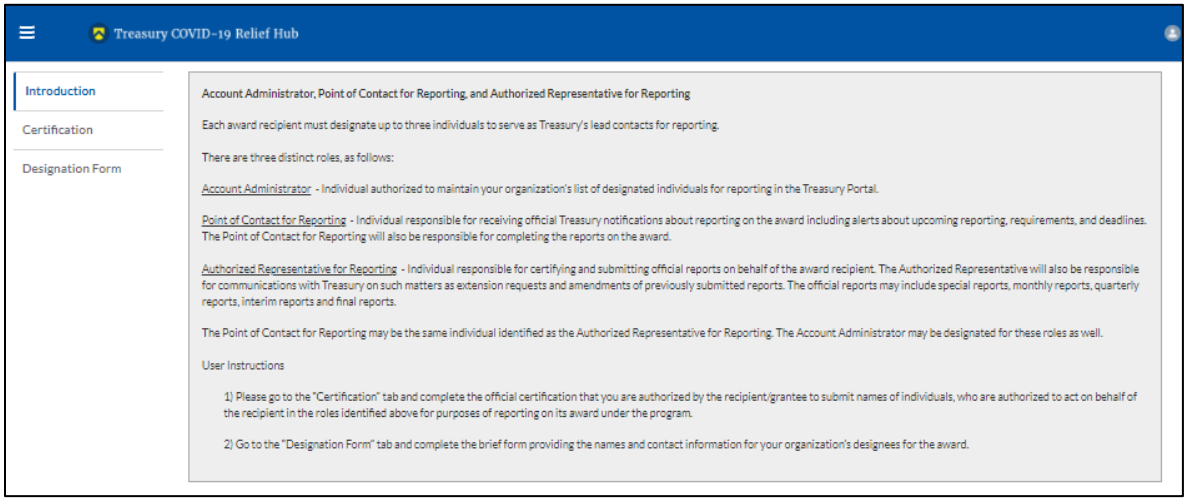


Figure 21 Landing Page

Step 8

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 box as shown in Figure 22 below.



Figure 22 Certification

Step 9

On the “Official Certification of Authorization” screen (see Figure 23), 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.

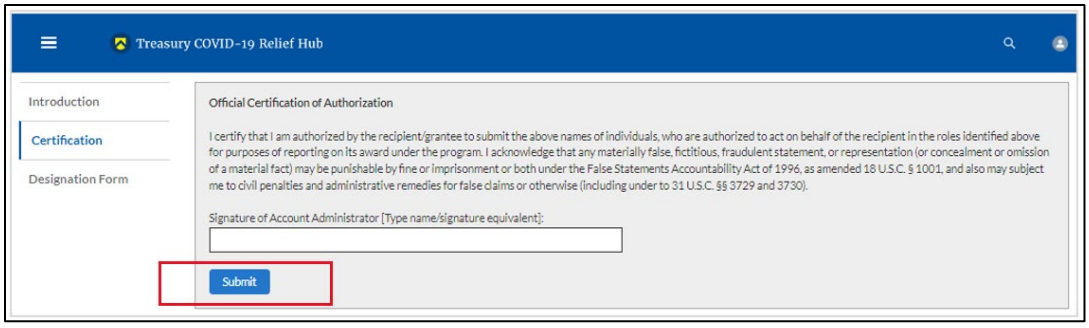


Figure 23 Official Certification of Authorization

Step 10

Next, click on the Designation Form button on the left navigation bar, as noted by the red box as shown in Figure 24 below.

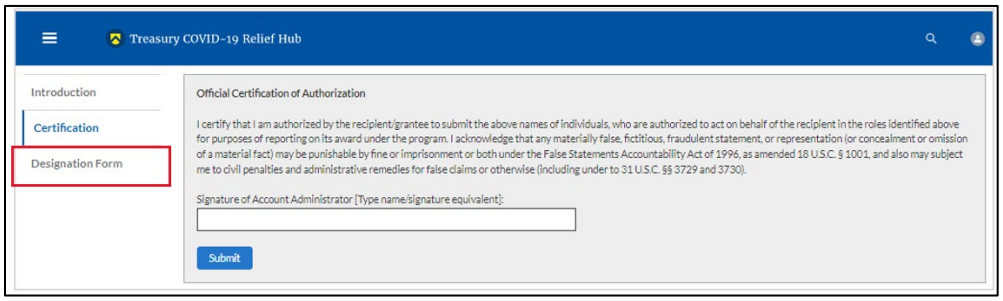


Figure 24 Designation Form

Step 11

The Designation Form button will open the “Designation of Account Administrator, Point of Contact for Reporting, Authorized Representative for Reporting, and Communications Only” screen shown in Figure 25 below.

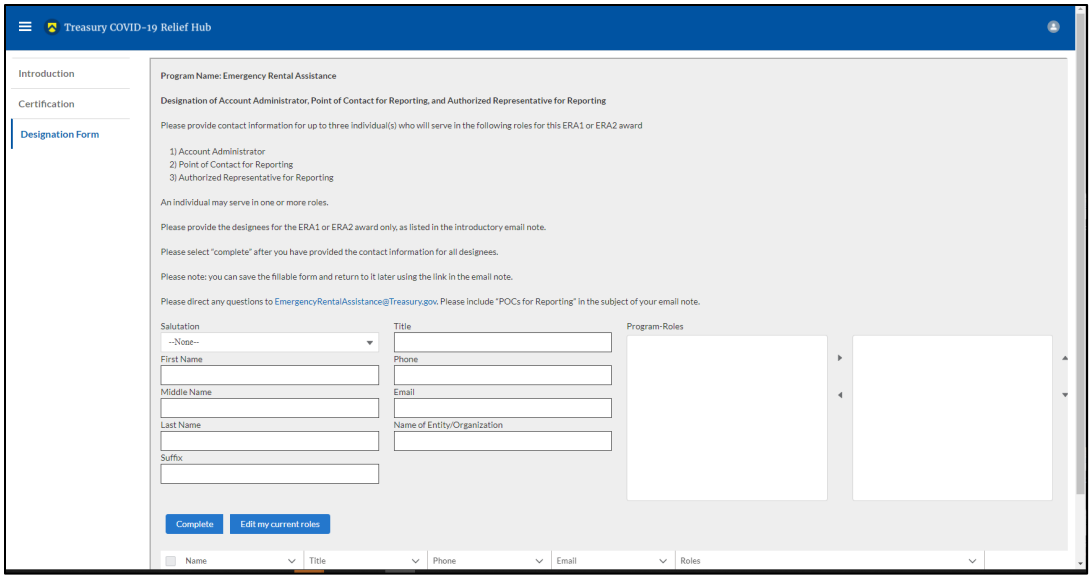


Figure 25 Designation of Account Administrator, POC and Authorized Representative

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 – Authorized Representative for Reporting
- HAF – Point of Contact for Reporting
- HAF – Communications Only

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 (Participant 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.

Please note: To remove a contact, remove all roles associated with that contact name and they will no longer receive communications related to the HAF award.

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 in Figure 26 below to exit the system.

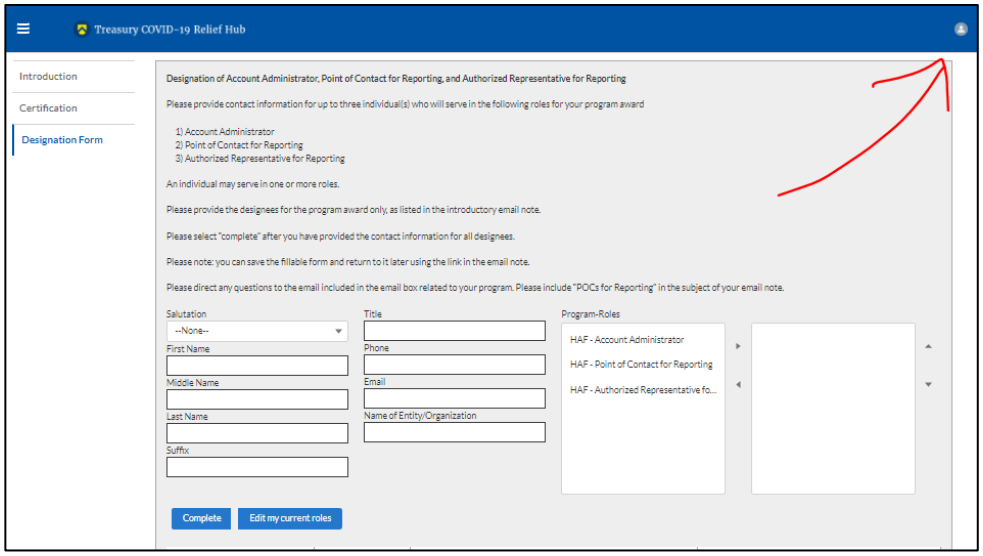


Figure 26 Designation Form

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 role designations for each award.

What is the deadline for making the designation?

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

What are the responsibilities for each of the 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. 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. The Account Administrator can also certify and submit official reports on behalf of the HAF participant.

- **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 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.

- **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.

- **Communications Only** is an optional role for contacts who may be included on emails regarding the ERA2 award, but do not have any permissions to access Treasury's Portal to access the reports for the ERA2 award.

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, everyone 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.

Appendix B – Annual Reporting Requirements

All HAF participants are required to submit Annual Reports. The first annual report was due on November 15, 2022, with subsequent reports due annually in mid-November. The following HAF participants are required to submit Annual Reports:

- States
- The Department of Hawaiian Home Lands
- Tribal Governments

The Annual Report asks participants to report Grantee Plan updates on programs undertaken with program funding and asks how the HAF Participant plans to ensure program outcomes are achieved in an effective, efficient, and equitable manner. The Annual Report also includes updates on program goals identified by the HAF.

Period of performance and due dates for Annual Reports are shown Figure 27 below.

Report	Period Covered	Due Date
1	Award Date – September 30, 2022	Tuesday, November 15, 2022
2	October 1, 2022 – September 30, 2023	Wednesday, November 15, 2023
3	October 1, 2023 – September 30, 2024	Friday, November 15, 2024
4	October 1, 2024 – September 30, 2025	Monday, November 17, 2025
Final Report	October 1, 2025 – September 30, 2026	Monday, February 1, 2027

Figure 27 HAF Annual Reporting Timeline


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