

April 2024

Vermont NEUs
Guide to Treasury's Compliance Portal
Designating Roles

Created for Vermont NEUs by:



If you have not created a Login.gov account, stop here. Return to this document after you have completed this essential task.

To create a Login.gov account:
<https://login.gov/create-an-account/>





To designate roles, select the “hamburger” (menu) icon at the top of the page.

Click here

Treasury COVID-19 Relief Hub

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

Depending on if you are a state, territory, local, or Tribal government, you will be eligible for different programs. Information regarding the various funds follows.

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 submission. If you save, you can return and edit information as needed. To resume working on a draft submission, click on “Compliance Reports” using the navigation to the left of the page. This will bring you to your list of compliance reports, click “Provide Information” to continue the process.

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.

Ready to get started? Click “Go to your reports” below.

State, Local and Tribal Support Compliance

Introduction

Compliance Reports

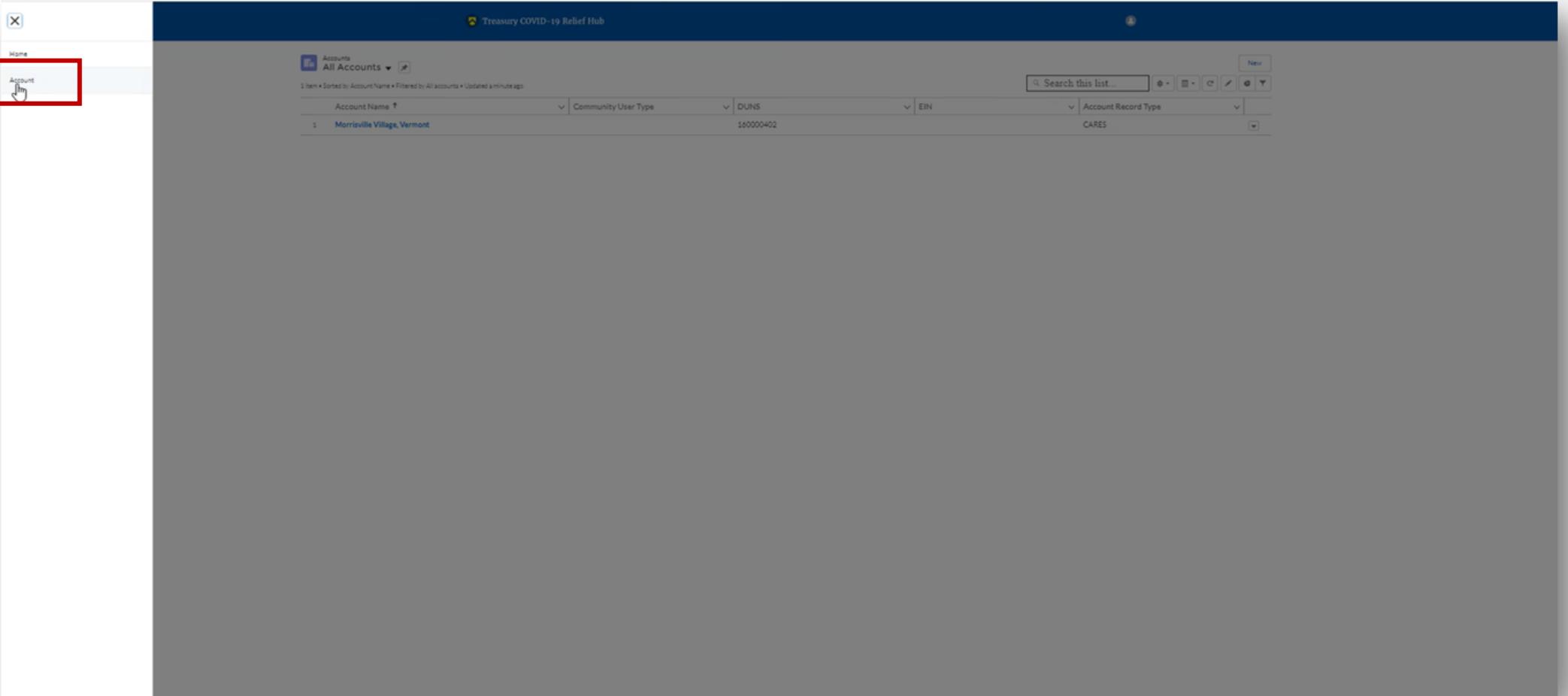
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After clicking the “hamburger” icon, select “**Account**” from the sidebar menu.

Click here 



The screenshot displays the Treasury COVID-19 Relief Hub interface. The sidebar menu is open, and the 'Account' option is highlighted with a red box. The main content area shows a table of accounts with the following data:

Account Name	Community User Type	DUNS	EIN	Account Record Type
Morrieville Village, Vermont		100000402		CARES



Your entity should appear under “*Account Name.*” Select it.

Click here



The screenshot shows the Treasury COVID-19 Relief Hub interface. At the top, there is a blue header with a menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. Below the header, the page title is "Accounts" and "All Accounts" is selected. A search bar with the text "Search this list..." and several action icons (refresh, filter, edit, delete, dropdown) is present. Below the search bar, there is a table with the following columns: "Account Name", "Community User Type", "DUNS", "EIN", and "Account Record Type". The table contains one row with the following data: "Morrisville Village, Vermont", "Community User Type", "160000402", "EIN", and "CARES". A red box highlights the "Account Name" cell, and a red arrow points to it from the text "Click here".

Account Name	Community User Type	DUNS	EIN	Account Record Type
Morrisville Village, Vermont	Community User Type	160000402	EIN	CARES



Select “**Certification**” from the sidebar menu.

If you are the [Account Administrator](#), enter your name in the box provided and select “**Submit**.”

The screenshot displays the Treasury COVID-19 Relief Hub interface. On the left sidebar, the 'Certification' option is highlighted with a red box and a red arrow pointing to it, with the text 'Click here' next to it. Below it, the 'Designation Form' option is visible. The main content area is titled 'Official Certification of Authorization' and contains the following text: '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).' Below this text is a text input field labeled 'Signature of Account Administrator [Type name/signature equivalent]:'. A red arrow points to this field with the text 'Enter your name here'. At the bottom of the form is a blue 'Submit' button, which is also highlighted with a red box and a red arrow, with the text 'Click here' next to it.



After certifying, select “**Designation Form**” from the sidebar menu. On this page, you will be able to assign the three roles: [Account Administrator](#), [Authorized Representative for Reporting](#) and [Point of Contact for Reporting](#).

** A single role can have multiple people assigned to it and a single person can be assigned to multiple roles. **

Click here



Designation Form

Click “Complete”
after each entry



Introduction

Certification

Designation Form

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 your program 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 program 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 the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

Title: Village Clerk

First Name: Sara

Middle Name:

Last Name: Haskin

Suffix:

Phone: 802-888-6370

Email: shaskins@morristownvt.org

Name of Entity/Organization: Village of Morrisville Water & Light

Program-Roles

- SLFRF - Point of Contact for Reporting
- SLFRF - Account Administrator
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

Name	Title	Phone	Email	Roles	
<input type="checkbox"/> Penny Jones		(802) 888-6289	pjones@mwlvvt.com	SLFRF - Account Administrator; SLFRF - Authorized Representative	Edit

Go back to Introduction



Once you have completed designating roles* to all the appropriate people, select “***Go Back to the Introduction.***”
If you go in and edit yourself, be sure that the “**Account Administrator**” role also moves over.

Introduction

Certification

Designation Form

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Please direct any questions to the email included in the email box related to your program. Please include "POCs for Reporting" in the subject of your email note.

Salutation: --None--

First Name: [Text Box]

Middle Name: [Text Box]

Last Name: [Text Box]

Suffix: [Text Box]

Title: [Text Box]

Phone: [Text Box]

Email: [Text Box]

Name of Entity/Organization: [Text Box]

Program-Roles

- SLFRF - Account Administrator
- SLFRF - Point of Contact for Reporting
- SLFRF - Authorized Representative for Reporting

Complete Edit my current roles

<input type="checkbox"/>	Name	Title	Phone	Email	Roles	<input type="button" value="Edit"/>
<input type="checkbox"/>	Sara Haskin	Village Clerk	802-888-6370	shaskins@morristownvt.org	SLFRF - Account Administrator; SLFRF - Authorized Representative	<input type="button" value="Edit"/>
<input type="checkbox"/>	Penny Jones		(802) 888-6289	pjones@mwlvvt.com	SLFRF - Account Administrator; SLFRF - Authorized Representative	<input type="button" value="Edit"/>

Click here 

* There is system latency in the portal. If you do not immediately see new roles showing, refresh your screen and they should appear.



Problems Designating Roles?

Contact Treasury's help centers for State and Local Fiscal Recovery Funds at SLFRF@treasury.gov or call (844) 529-9527. Additionally, here is a link to Treasury's [self-help resources](#).

If you send an email to SLFRF@treasury.gov and want sample language to use instead of drafting your own, then click [HERE.](#)