Emergency Rental Assistance Reporting Wireframes

United States Department of the Treasury

June 2021

The United States Department of the Treasury ("Treasury") is working hard to develop its online reporting portal for the Emergency Rental Assistance (ERA) program. In an effort to help ERA Recipients prepare and plan for their own data collection and reporting, Treasury is releasing the below wireframes to provide recipients with a pre-decisional visual representation of the online forms contained with the portal.

The wireframes provide a notional representation of the portal-guided workflow. Each Recipient must individually cycle through the wireframes for ERA1 funds and again for ERA2 funds.

These wireframe images are subject to change but should provide an indication of the data required. Instructions or other text included in the wireframe images are not binding and are likely to change

Note: Module C contains yellow highlighted cells that must be disaggregated by race, gender, and ethnicity as outlined in Treasury guidance and relevant legislation. Accordingly, there will be more than one figure to report - 16 demographic disaggregation, in fact – per data element.

For more information, please visit Treasury's ERA website.

Contents

Module A. Recipient Information

RECIPIENT INFORMATION

Instructions

Please verify that you are an authorized representative of the prime recipient and confirm the accuracy of your organization's program profile.

GI1	Recipient DUNS:	< pre-populated >
GI2	Recipient DUNS (+4):	< manual data entry >
GI3	Recipient TIN:	< pre-populated >
GI4	Recipient Legal Entity Name:	< pre-populated >
GI5	Recipient Type:	< pre-populated >
GI6	Recipient Address:	< pre-populated >
GI7	Recipient Address 2:	< pre-populated >
GI8	Recipient Address 3:	< pre-populated >
GI9	Recipient City:	< pre-populated >
GI10	Recipient State/Territory:	< pre-populated >
GI11	Recipient Zip5:	< pre-populated >
GI12	Recipient Zip+4:	< pre-populated >
GI13	Congressional District:	< pre-populated >
GI14	Country Name:	< pre-populated >
GI15	Country Code:	< pre-populated >

GI16	Primary Authorized Representative for Reporting (ARR) Name:	< prepopulated >
GI17	Primary ARR Title:	< prepopulated >
GI18	Primary ARR Email Address:	< prepopulated >
GI19	Primary ARR Phone:	< prepopulated >
	Secondary ARR Name:	< prepopulated >
	Secondary ARR Title:	< prepopulated >
	Secondary ARR Email Address:	< prepopulated >
	Secondary ARR Phone:	< prepopulated >
	Tertiary ARR Name:	< prepopulated >
	Tertiary ARR Title:	< prepopulated >
	Tertiary ARR Email Address:	< prepopulated >
	Tertiary ARR Phone:	< prepopulated >

MANUAL ENTRY CONDITIONAL ON PRIME'S SAM.GOV REGISTRATION STATUS

GI20	Is the Recipient registered in SAM.gov?	< DUNS Validation >
GI21	In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	< cond'l Y/N >
GI22	In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue	< cond'l Y/N >
GI23	Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	< cond'l Y/N >

If no, please enter the information below:

No.	Name (GI24)	Total (GI25)
1	< cond'l user entry >	< cond'l user entry >
2	< cond'l user entry >	< cond'l user entry >
3	< cond'l user entry >	< cond'l user entry >
4	< cond'l user entry >	< cond'l user entry >
5	< cond'l user entry >	< cond'l user entry >

** Please ensure that Total Compensation calculations comply with 2 CFR part 170.330*

Landing Page

QUARTERLY REPORT SELECTION

Instructions

You must provide disparate, individual Quarterly Reports for funds received and disbursed under ERA1 and ERA2 statutes. The table below shows your ERA1 and ERA2 awards. Click each one to begin that award's Quarterly Report workflow. You will be able to save your progress and return to the portal at a later time to complete submissions.

No.	FAIN	Program	Assistance Listing No. / CFDA No.	Report	Submission Deadline
1	FAIN1	ERA1	< pre-populated >	Interim 1	5/12/2021
2	FAIN1	ERA1	< pre-populated >	May 2021 Monthly	5/15/2021
3	FAIN1	ERA1	< pre-populated >	June 2021 Monthly	6/15/2021
4	FAIN1	ERA1	< pre-populated >	July 2021 Monthly	7/15/2021
5	FAIN1	ERA1	< pre-populated >	Q1 2021	7/29/2021
6	FAIN1	ERA1	< pre-populated >	Q2 2021	7/29/2021
7	FAIN2	ERA2	< pre-populated >	July 2021 Monthly	7/15/2021
8	FAIN2	ERA2	< pre-populated >	Q2 2021	7/29/2021
Users should be able to click on a link to begin the workflow for any outstanding ERA report.					

Module B. Project Overview and Performance Narrative

1. Project Overview Sub-Module

PROJECT OVERVIEW SUB-MODULE

Project Overview

In the following section, you will create project Overviews for each ERA-funded project operated by your organization. The project Overviews contain information like name, website, service area, cumulative and quarterly obligations and expendituresand subrecipients. Each subsequent quarterly report will require you to review and update existing project Overview records as well as create new project Overview records for new ERA-funded projects.

	FAIN:	< pre-populated >
	Project ID:	<System Generated>
	Project Name	< pre-populated >
PO1	Prime's ERA Project Website URL	< manual data entry >

PO2 Geographic Service Area

○ State-wide	○ County-wide
○ City-wide	Specific Cities / Counti < manual data field > Save

Please provide a narrative description (2,000 words or less) of your ERA project. The narrative should include a description of the ERA project's: (1) performance goals; (2) major timelines, (3) key partner organizations that are sub-awardees; (4) planned outreach strategies; (5) types of housing stability services provided; and, if applicable, (6) types of other affordable rental housing and eviction prevention services provided.

PO3

System for Prioritizing Assistance

Please provide a brief narrative description (2,000 words or less) of the Prime Recipient's system for prioritizing assistance to households with incomes less than 50% of area median income and to households with one or more members that have been unemployed for at least 90 days. Please provide the webpage URL where information is posted on the Prime Recipient's

PO4

Use of Fact-based Proxies for Determining Eligibility

PO5 Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant? < Y/N drop-down >

If yes, please describe (500 words or less) the proxy used, included relevant thresholds, figures, policies, and procedures for verifying eligibility.

PO6

2. Performance Narrative Sub-Module

PERFORMANCE NARRATIVE SUB-MODULE

This submodule of the quarterly report requires your organization to provide a written narrative describing performance against ERA goals and outcomes. In addition, your organization will also need to furnish some basic information on each project funded by ERA or otherwise providing ERA assistance.

Performance Narrative

Please provide a brief performance narrative (2,000 words or less) in the text box below. Each performance narrative should, at a minimum, cover the following seven items:
- Summary of key activities implemented over the quarter;
- Summary of key activities planned for the next quarter;
- Notable achievements over the quarter;
- Notable challenges and current status of each;
- Details on any compliance/non-compliance issues and mitigation plans;
- Requests for additional assistance or guidance from the Treasury; and
- Details of effective practices for sharing with the ERA grantee community.

PO7

3. Narrative on Effective Practices Sub-Module

NARRATIVE ON EFFECTIVE PRACTICES SUB-MODULE

Narrative on Effective Practices

Each Prime Recipient is encouraged to provide brief information (500 words or less) on their effective practices on administering emergency rental assistance project to share with the ERA community.

PO8

Module C. Performance Measures and Participant Demographics

The Module C wireframe does not fully represent all required demographic data elements; however, each yellow highlighted field is subject to demographic disaggregation by race, gender, and ethnicity. The following page provides some examples of how the data will need to be reported when disaggregated.

ERA PROGRAMMATIC REPORTING

Instructions

In this module, you will provide Treasury with your organization's address-level data and ERA program data. If your organization does not utilize the bulk upload feature for program data, you will need to manually enter all required data elements including disaggregated data points.

BULK UPLOAD SUBMODULE FOR DISAGGEGRATED DATA

MANUAL DATA ENTRY SUBMODULE

Instructions

For each section below, you will need to manually enter each data element as a total figure and disaggregated by race, gender, and ethnicity. You may save your progress and return to the submodule at a later time; however, all fields must be complete and submitted by the reporting deadline. For any data fields that do not apply, please enter '0'.

ERA Applicants

Please provide the following data elements related to your ERA applications and assistance. For any data fields that do not apply, please enter '0'.

		Current Period
ERAI1	Number of unique households that completed and submitted an application for ERA assistance:	< manual data field >
ERAI2	Total number of unique households that received assistance of any kind under the ERA program:	< manual data field >
ERAI3	Number of unique households that received ERA assistance of any kind for the first time:	< manual data field >
ERAI4	Quarterly acceptance rate for ERA assistance applicants:	< system calculation >

ERA Assistance Provided

Please provide the following data elements related to your provision of ERA assistance. For any data fields that do not apply, please enter '0'.

ERAI5 Number of unique households that received ERA assistance by type:

	Current Period
Rent:	< manual data field >
Rental Arrears:	< manual data field >
Utilities / Home Energy Bills:	< manual data field >
Utilities / Home Energy Cost Arrears:	< manual data field >
Other Expenses Related to Housing:	< manual data field >
Housing Stability Services:	< manual data field >

Protecting Vulnerable Communities

		Current Period
	Number of unique households at certain income levels:	
ERAI6	Less than 30% of Area Median Income:	< manual data field >
ERAI7	Between 30 and 50% of Area Median Income:	< manual data field >
ERAI8	Between 50 and 80% of Area Median Income:	< manual data field >
ERAI9	Total number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs:	< manual data field >
ERAI10	Total number of recipient households whose income eligibility was determined with a fact-based proxy:	< manual data field >
ERAI11	Total amount of ERA award paid to or for participating households for:	< manual data field >
ERAI12	Average amount of ERA award provided to or for each participating household:	< system calculation >
ERAI13	Average number of months of assistance provided by ERA rental payments (excluding arrears):	< manual data field >
ERAI14	Average number of months of assistance provided by ERA utilities/home energy bills payments (excluding arrears):	< manual data field >

ERA Funds Approved but Not Expended

Please provide the following data elements related to your provision of ERA disbursements for housing stability services and administrative expenses. For any data fields that do not apply, please enter '0'.

		Current Period
ERAI15	Total dollar amount of ERA funds paid (expended) by the Recipient to or for participating households.	< manual data field >
ERAI16	Total dollar value of approved (obligated) but unpaid ERA assistance:	< manual data field >
ERAI17	Total dollar amount of ERA funds paid (expended) by the Recipient for administrative charges	< manual data field >
ERAI18	Total dollar value of approved but unexpended administrative charges:	< manual data field >
ERAI19	Total dollar value of housing stability services provided:	< manual data field >
ERAI20	Total dollar value of approved but unexpended housing stability services:	< manual data field >

Examples of disaggregated performance measures and participant demographics:

ERAI1 Number of unique households that completed and submitted an application for ERA assistance:

	Disaggregated Categories	Current Period < manual data field > #
Race	American Indian or Alaska	x
	Asian	x
	Black or African American	x
	Native Hawaiian or Other	x
	White	x
	Declined to Answer	x
	Data Not Collected	x
Ethnicity	Hispanic or Latino	x
	Not Hispanic or Latino	x
	Declined to Answer	x
	Data Not Collected	x
Gender	Male	x
	Female	x
	Non-binary	x
	Declined to Answer	x
	Data Not Collected	x

ERAI5 Number of unique households that received ERA assistance by type:

Rent:

	Disaggregated Categories	Current Period < manual data field > #
Race	American Indian or Alaska	x
	Asian	x
	Black or African American	x
	Native Hawaiian or Other	x
	White	x
	Declined to Answer	x
	Data Not Collected	x
Ethnicity	Hispanic or Latino	x
	Not Hispanic or Latino	x
	Declined to Answer	x
	Data Not Collected	x
Gender	Male	x
	Female	x
	Non-binary	x
	Declined to Answer	x
	Data Not Collected	x

Module D. Participant Household Payment Data File

PARTICIPANT HOUSEHOLD PAYMENT DATA FILE MODULE

Instructions

In this module, you will provide Treasury with your organization's address-level ERA program data via bulk data upload. You must provide the bulk data in the format defined on, and available for download at, www.treasury.gov.

BULK UPLOAD SUBMODULE FOR ADDRESS-LEVEL DATA

Module E. Financial Reporting

1. Sub-Award Reporting

a. Award Detail Submodule

AWARD DETAIL SUBMODULE

Instructions

Please reviewand verify the belowinformation and provide a Project Name and Completion Status. Click 'Save' to continue.

Project Information

PL1	FAIN:	< pre-populated>	PL4	Grant Funds Received:	< pre-populated >
PL2	Project Name:	< manual data entry >	PL5	Assistance Listing No. (f/k/a CFDA	< pre-populated >
PL3	Award Date	< pre-populated >	PL6	Completion Status:	< pick list >

Save

b. Sub-Recipient Profile Submodule

SUB-RECIPIENT PROFILE SUBMODULE

Instructions

Please provide identifying information for each Sub-Recipient that received federal funding from this program. Where possible, you should provide the Sub-Recipient's DUNS number to pre-populate the majority of the record. In addition, you will also need to provide information about the Sub-Recipient's 2 CFR 170.330 Total Compensation reporting, if applicable.

Sub-Recipient Information

SR1	Sub-recipient DUNS	< manual user entry >
SR2	Sub-recipient DUNS (+4)	< manual user entry >
SR3	Sub-recipient TIN	< manual user entry >
SR4	Sub-recipient Type	< manual user entry >
SR5	Sub-recipient Name	< pre-populated >
SR6	POC Email Address	< pre-populated >
SR7	Address Line 1	< pre-populated >
SR8	Address Line 2	< pre-populated >
SR9	Address Line 3	< pre-populated >
SR10	City Name	< pre-populated >
SR11	State Code	< pre-populated >
SR12	Zip5	< pre-populated >
SR13	Country Name	< pre-populated >
SR14	Country Code	< pre-populated >

SR15	Is the subrecipient registered in SAM.gov?	< pre-populated >
SR16	In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from	< pre-populated >
SR17	In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue	< pre-populated >
SR18	Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	< pre-populated >

If no, please enter the information below:

No.	Name (SR19)	Total Comp.* (SR20)
1	< cond'l user entry >	< cond'l user entry >
2	< cond'l user entry >	< cond'l user entry >
3	< cond'l user entry >	< cond'l user entry >
4	< cond'l user entry >	< cond'l user entry >
5	< cond'l user entry >	< cond'l user entry >

** Please ensure that Total Compensation calculations comply with 2 CFR part 170.330*

Save Subrecipient

< pre-populated subrecipient 1 >
< pre-populated subrecipient 2 >
< pre-populated subrecipient 3 >
< pre-populated subrecipient ... >
< pre-populated subrecipient x >

View

Edit

SUB-RECIPIENT BULK UPLOAD FEATURE

c. Sub-Award Reporting Submodule

SUB-AWARD REPORTING SUBMODULE

Instructions

Please provide general information for each Sub-Award of federal funding provided under this program. You will need to provide detailed information on the amount, date, period and place of performance, and a brief description of the sub-award and its underlying eligible use.. In addition, you will also associate the Sub-Award with the relevant Project /FAINand Sub-Recipient.

Sub-Award Information

SA1	Sub-award No.:	< manual data entry >	SA7	Place of Performance Address 1:	< manual data entry >
SA2	Sub-award Type:	< pick list >	SA8	Place of Performance Address 2:	< optional data entry >
SA3	Sub-award Amount (Obligation):	< manual data entry >	SA9	Place of Performance Address 3:	< optional data entry >
SA4	Sub-award Date:	< manual data entry >	SA10	Place of Performance City:	< manual data entry >
SA5	Period of Performance Start	< manual data entry >	SA11	Place of Performance State:	< manual data entry >
SA6	Period of Performance End	< manual data entry >	SA12	Place of Performance Zip+4:	< manual data entry >
			SA13	Place of Performance Country:	< pre-populated >
	FAIN:	< pick list >	SA14	Place of Performance Congressio	< pre-populated >
	Subrecipient Name:	< pick list >			

Brief description of sub-award and its underlying eligible use:

SA15

Save Sub-Award

< pre-populated subaward 1 >
< pre-populated subaward 2 >
< pre-populated subaward 3 >
< pre-populated subaward ... >
< pre-populated subaward x >

View

Edit

SUB-AWARD BULK UPLOAD FEATURE

d. Sub-Award Expenditure Reporting Submodule

SUB-AWARD EXPENDITURE REPORTING

Instructions

In the below section, you will need to provide details for each expenditure of program funds. You will need to associate each expenditure with a Project, Sub-Award, and Sub-Recipient record created in Step 1a, 1b, and 1c. In addition, you will need to identify the relevant Expenditure Category, provide the amount of the expenditure(s) and relevant dates. In addition, grantees and creditors receiving federal program funds will also have to answer some additional, sub-award specific questions.

Expenditures > $30,000

In the below section, please provide further detail on each award for, and subsequent expenditure of, $30,000 or more. Your organization must assign project and sub-award identifiers to each expenditure. In addition, you must also provide the: (1) Expenditure Date; (2) Expenditure Amount; and (3) Expenditure Category; as well as any required information for specific sub-award types.

SA16	SA17		SA18	SA19	SA20	SA21	SA22	SA23	SA24
Project Name	Sub-Award ID	Sub-Award Type	Sub-Recipient ID	Expenditure Start	Expenditure End	Expenditure Amount	Expenditure Category	Is the sub-awardee complying with terms and conditions of the grant?	If no, please provide a brief explanation.
< pick list >	< pick list >	< pre-pop >	< pre-populate	< manual data entry >	< manual data entry >	< manual data entry >	< pick list >	< grant cond'l manual entry >	< grant cond'l manual entry >
< pick list >	< pick list >	< pre-pop >	< pre-populate	< manual data entry >	< manual data entry >	< manual data entry >	< pick list >	< grant cond'l manual entry >	< grant cond'l manual entry >
Users should have the functionality to add more rows to the Expenditure data fields.									

SUB-AWARD EXPENDITURE BULK UPLOAD FEATURE

e. Aggregate Expenditures Less than $30,000 Submodule

SUB-AWARD EXPENDITURE REPORTING

Instructions

For disbursements less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

Aggregate Expenditures < $30,000

Provide further detail on obligations for, and subsequent expenditures of, less than $30,000. Your organization must assign project and sub-award identifiers to each aggregate expenditure.

	SA25	SA26	SA27	SA28	SA29
Expend. Cat.	**Sub-Award Type (Aggregates)**	**Total Quarterly Expenditure Amount**	**Total Quarterly Obligation Amount**	**Cumulative Expenditures**	**Cumulative Obligations**
< drop-down	< drop-down >	< manual data entry >	< manual data entry >	< system calculation >	< system calcula
< drop-down	< drop-down >	< manual data entry >	< manual data entry >	< system calculation >	< system calcula

Users should have the functionality to add more rows to the Aggregate Expense data fields.

f. Aggregate Disbursements to Individuals

SUB-AWARD EXPENDITURE REPORTING

Instructions

For disbursements to individuals less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

Payments to Individuals < $30,000

Provide further detail on obligations made and expenditures paid to individuals.

	SA30	SA31	SA32	SA33
Expend. Cat.	**Total Quarterly Expenditure Amount**	**Total Quarterly Obligation Amount**	**Cumulative Expenditures**	**Cumulative Obligations**
< drop-down :	< manual data entry >	< manual data entry >	< system calculation >	< system calculation >

2. Federal Financial Reporting – SF-425

FEDERAL FINANCIAL REPORTING - FORM SF-425

Instructions

Please upload a completed and signed copy of your SF-425 form (.pdf)*

UPLOAD COPY OF SF-425

In addition, please ALSO provide the following data elements:

SF1	Current Quarter Obligations	< manual data entry >	SF3	Cumulative Obligations to date	< manual data entry >
SF2	Current Quarter Expenditures	< manual data entry >	SF4	Cumulative Expenditures to date	< manual data entry >

Module F. Post-Award Civil Rights Compliance

Recipients will need to provide annual Civil Rights compliance reports. These reports are annual and not included in the first quarterly report.

Module G. Official Certification

Official Certification

I certify that I am authorized by the Prime Recipient 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).

Name and Title of Certifying Official:

First Name:	< pre-populated >		*Telephone:*	< pre-populated >
Middle Name:	< pre-populated >		*Email Address:*	< pre-populated >
Last Name:	< pre-populated >	C1	*Date of Certification:*	< system generated >
Title:	< pre-populated >			

Certify & Submit