User Guide

Treasury's Portal for Recipient Reporting

Emergency Rental Assistance Programs

December 08, 2022

Version 3.5

V1.0	07/23/2021	Original
V1.1	07/30/2021	Updated with Q2 partial reporting instructions
V2.0	09/24/2021	• Removed Q2 Partial Report language • Updated with screenshots of current portal • Clarified requirements for Tribe, TDHE, and DHHL recipients • Matched section titles to portal • Clarified POC language
V2.1	09/29/2021	• Updated Appendix A to clarify that the Participant Household Payment Data File is a required component of each Quarterly Report for State, Local and Territorial ERA1 and ERA2 Recipients.
V2.2	09/30/2021	• Updated language in Section II part B to clarify Bulk Upload Error messaging
V3.0	01/26/2022	• Updated all sections with additional guidance, new portal screens and system functionality
V3.1	01/28/2022	• Updated Appendix A with updated template names, language edits and functionality clarification.
V3.2	03/29/2022	• Updated Section II (Navigation and Profile), Section VI (Recipient Subawards, Contracts, and Direct Payments tab), and Section VII (Expenditures Tab) with details on new portal functionalities • Added updated screenshots depicting current version of portal • Revised Appendix A to align new bulk upload templates, including details on changes in subsection B • Added Appendix B and Appendix C to include additional content surrounding expenditure bulk uploads
V3.3	06/22/2022	• Updated names for bulk upload files to match/ be similar to the onscreen names • Updated Section I with additional information on Compliance Portal Login and added screenshots depicting authorization for certification and submissions based on user roles • Updated Section V to instruct users on editing functionality for updating/correcting subrecipient/contractor/beneficiary records • Updated Section VI to instruct users on editing functionality for updating/correcting subaward/contract/direct payment records • Updated Section VII to clarify editing functionality for updating/correcting expenditure records

		• Updated Section X with additional information on final certification process • Added Appendix D to include additional content for reporting succeeding subawards/contracts to a single entity when the initial amount is less than $30,000 and succeeding obligations increases the value to $30,000 or more
V3.4	07/08/2022	• Updated Section I with additional information on how to request an extension for your quarterly report
V3.4	12/08/2022	• Updated Appendix A with additional fields and help text for sections H, I, J, K, L, and M • Added section XI

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Section I. Quarterly Reporting Basics

a) Overview

This document provides information on using Treasury's portal to submit required Quarterly Reports under the Emergency Rental Assistance (ERA1 and ERA2) program It is a supplement to the ERA Reporting Guidance which contains all relevant information and detailed guidance on reporting requirements.

In addition, the guidance presented in this document is relevant for ERA1 grantees in submitting the required ERA1 Final Reports. Please see the ERA Reporting Guidance Addendum for ERA1 Final Report for details on requirements of the ERA1 Final Reports.

Please also see Treasury's ERA webpage for the latest guidance and updates on other programmatic and reporting topics.

Each ERA Recipient is required to submit Quarterly Reports with current performance and financial information on each of their ERA Project(s). The Quarterly Reports must include background information about the ERA Project that is the subject of the report, participant (household, beneficiary) data, details on financial obligations and expenditures, and other information.

b) What is Covered in this User Guide?

This User Guide contains detailed instructions for ERA Recipients in using Treasury's portal for submitting the required ERA Quarterly Reports. All Recipients must submit the required reports via Treasury's portal.

Section I. Quarterly Reporting Basics
Section II. Navigation and Logistics
Section III. Recipient Profile
Section IV. Project Overview
Section V. Subrecipients, Contractors, and Beneficiaries
Section VI. Recipient Subaward, Contracts and Direct Payments
Section VII. Expenditures
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Section X. Report Certification and Submission
Appendix A – Bulk File Upload Overview
Appendix B – Total Quarterly Obligations and Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at Less than $30,000
Appendix C – Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)
Appendix D – Treatment of Contractors with Initial Obligations Less than $30,000 in One Reporting Period that Increases to $30,000+ in a Subsequent Reporting Period

c) Designate Staff for Key Roles in Managing ERA1 and ERA2 Reports

ERA Recipients must designate staff or officials for the following three roles in managing reports for each of their ERA1 or ERA2 awards. Recipients must make the required designations on Treasury's portal prior to accessing their quarterly reports. The required roles are as follows:

- **ERA Reporting Account Administrator** (AA) for the ERA1 or ERA2 award has the administrative role of maintaining the names and contact information of the designated individuals for ERA 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 his/her place in the event of staff changes.

- **ERA Point of Contact (POC) for Reporting** is the primary contact for receiving official Treasury notifications about ERA1 and 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.

- **ERA Authorized Representative for Reporting (ARR)** is 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. In addition, 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.

An individual may be designated for multiple roles. For example, the individual designated as the ERA 1 Point of Contact for Reporting may also be designated as the ERA1 Authorized Representative for Reporting. Keep in mind that Recipients with an ERA1 and ERA2 awards must make role designations for both awards as specific designations are applicable only to the associated program. In addition, the Recipient may designate the same individual for all three roles across both programs.

Each designated individual must register with ID.me or Login.gov for gaining access to Treasury's portal. You will find instructions to register at the links below:

ID.me Guidance (Used by Recipient staff to apply for recovery act awards/assistance as well as to complete compliance reporting)

Login.gov Guidance (Used by Recipient staff to complete compliance reporting)

The designated individuals' names and contact information will be pre-populated in the "Recipient Profile" portion of the Recipient's ERA1 or ERA2 Quarterly Reports. Recipients can update the designations and related information at any time. Please see the Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting for further details.

Only staff designated as an ERA Authorized Representative for Reporting or ERA Account Administrator can certify and submit ERA Quarterly or Final Reports (see Figure 1).

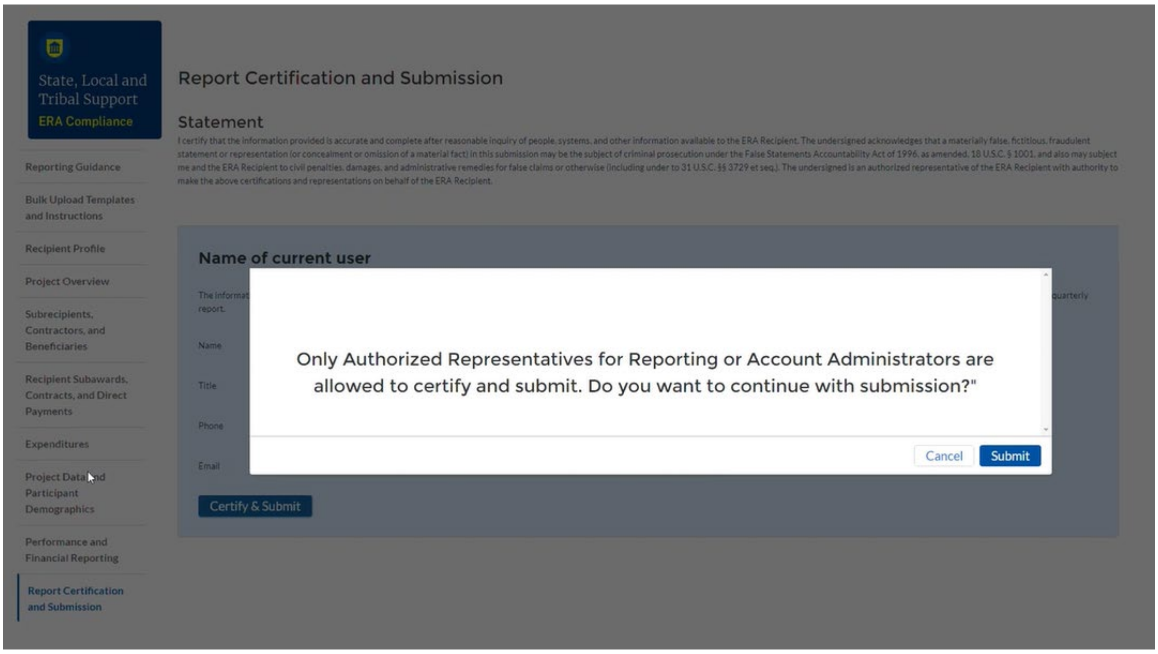


Figure 1 – Report Certification and Submission (AA/ARR)

Staff assigned to the ERA Point of Contact user role are not authorized to certify and submit ERA Quarterly or Final Reports. The ERA Point of Contact can only enter data and validate the data to check for submission errors in the portal (see Figure 2).

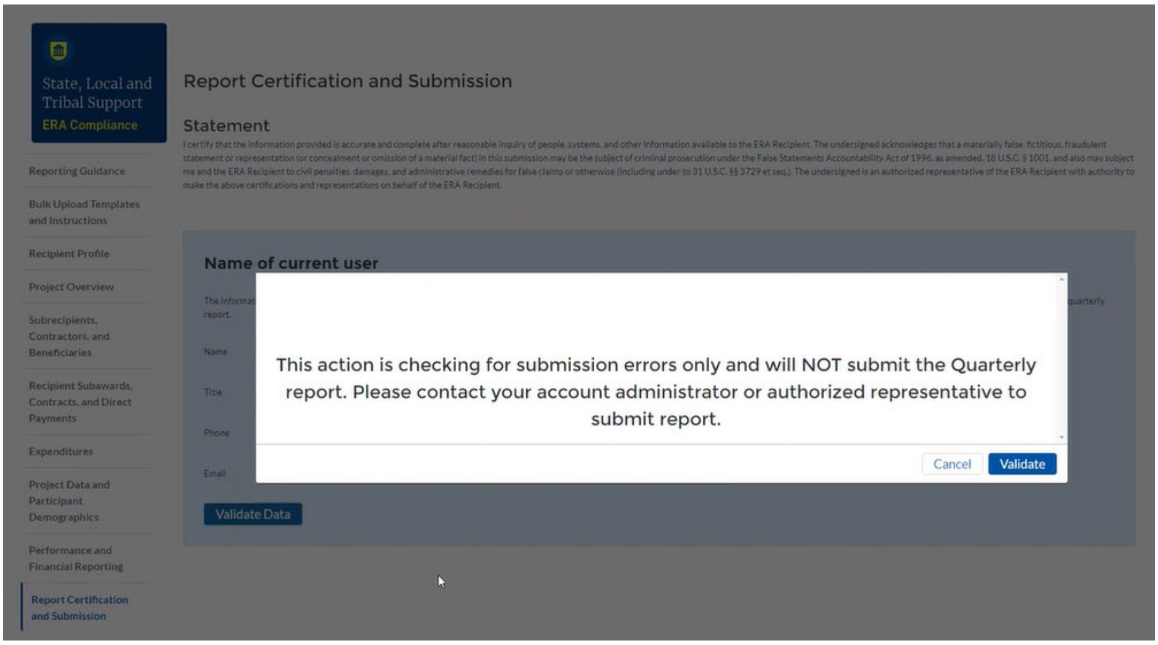


Figure 2 – Report Certification and Submission (POC)

d) **Questions?**

If you have any questions about accessing or using Treasury's portal or about the reporting requirements, please contact us by email via EmergencyRentalAssistance@treasury.gov.

Section II. Navigation and Logistics

Key terms appear in **bold** and are explained in the Data Dictionary posted on the Treasury's ERA webpage.

Log in to Treasury's Portal via login.gov (see Figure 3).

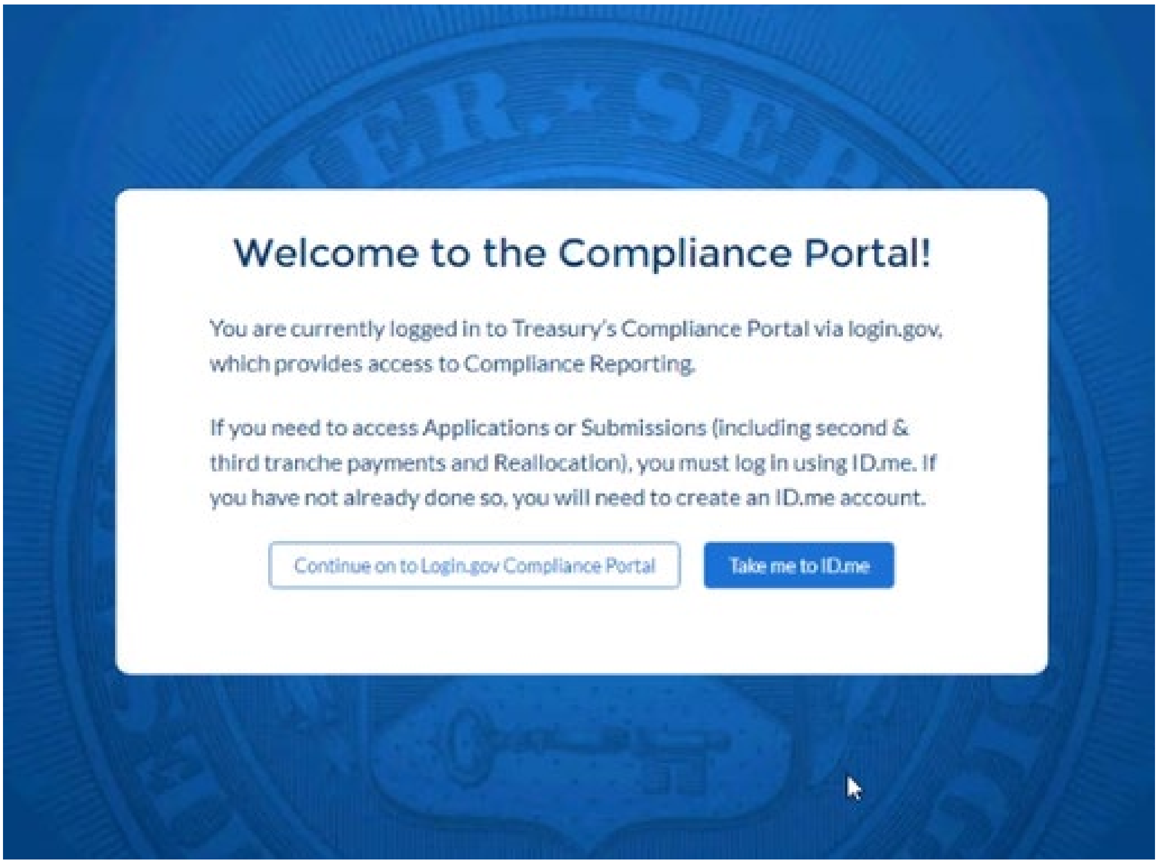


Figure 3 – Login Page

Upon logging in, navigate to the Introduction tab (see Figure 4).

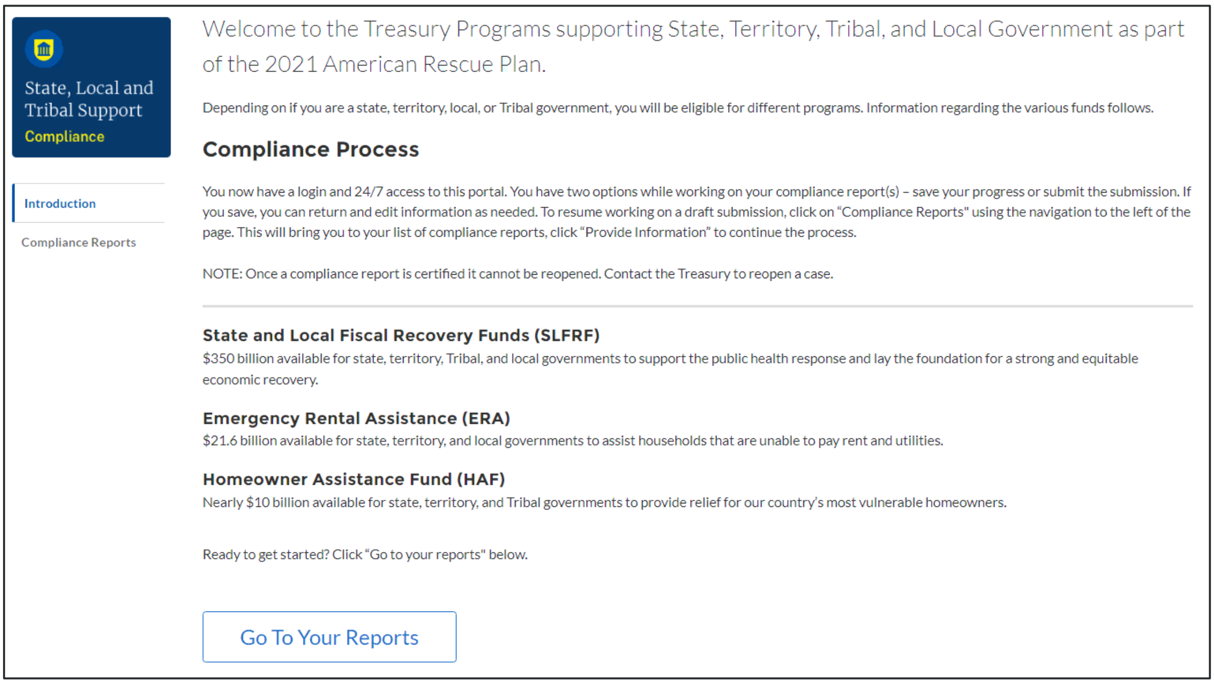


Figure 4 – Landing Page

Click on the *Go to Your Reports* button (see Figure 4) to launch the required reports. Refer to the ERA Reporting Guidance for details about the required reports.

Figure 5 – Quarterly Report Selection

Each listed Quarterly Report links to the required online forms for the specific report. See Figure 5 above for an example Quarterly Report Selection screen.

To begin completing a specific report, click on the blue pencil icon under the "Provide Information" column to access the given report.

Note: Users must submit ERA1 and ERA2 data separately. Always be aware of a given report's association with the ERA1 or ERA2 award.

The Quarterly Report Selection page lists the reports that currently require completion. Treasury's portal landing page lists the reports by ERA1 and ERA2 Federal Award Identification number (FAIN). Reports in "Draft" status are available for data entry.

To navigate to a specific report, click the icon under *Provide Information* (see Figure 5) to enter data for the current report for the specific ERA Award. This action will advance you to the

Reporting Guidance tab. The *Reporting Guidance* and *Bulk Upload Templates and Instructions* tabs are informational tabs. Your reporting begins with the *Recipient Profile* tab.

The Navigation Bar (see Figure 6) which appears on the left side of Treasury's portal screens allows you to navigate between each tab.

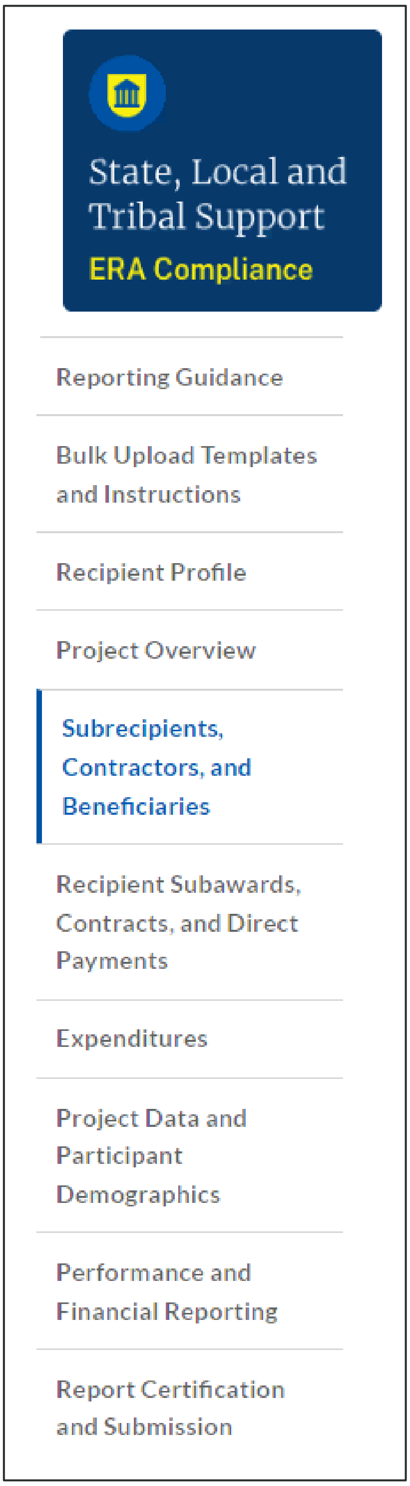


Figure 6 – Navigation Bar

On the right side of the screen, you will see another navigation pane that details information about your ERA project (see Figure 7). Before a quarterly reporting deadline, you can modify submitted reports by clicking the “unsubmit” button to put your submission back into draft status. Only an ERA ARR or ERA AA can “unsubmit” reports.

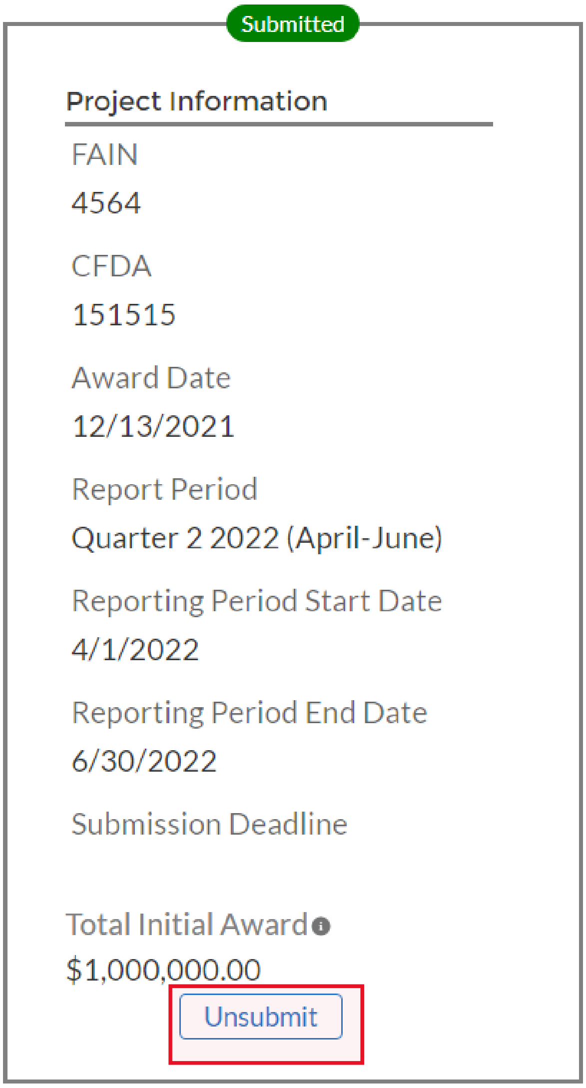


Figure 7 – Project Information navigation pane

a) Submitting Data to the Treasury Portal

Treasury’s portal leads you through a series of online forms that, when completed, will fulfill your Quarterly Reporting obligations. Users have the option of either manually entering data directly into the portal or providing information via a bulk upload file that includes all relevant information in a Treasury approved process and format.

We encourage users with large amounts of data to use the bulk upload procedures. This approach reduces administrative burden and minimizes data entry errors. The manual data entry option is available to all users but may be more feasible for smaller programs with fewer data burdens.

1. Bulk Upload Function

Recipients can use the associated bulk upload template for providing required information for the modules listed here:

- Subrecipients, Contractors and Beneficiaries Tab
    - Template #1 – Subrecipient, Contractor, Beneficiary Profile Template (FileName: Template_1_Subrecipient_Contractor_Beneficiary_Profile_Template_3_31_2022.xls)
- Recipient Subawards, Contracts and Direct Payments Tab
    - Template #2 – Subaward, Contract, Direct Payment Record Template (FileName: Template_2_Subaward_Contract_Direct_Payment_Record_Template_3_31_2022.xls)
- Expenditures Tab
    - Template #3 – Reporting Expenditures associated with all Subawards, Contracts and Direct Payments valued at $30,000 or more Template (FileName: Tplt_3_Rep_Exp_assc_w_all_Subaw_Contr_and_Dct_Pmts_val_30k_or_more_Tplt_3_31_22.xls)
    - Template #4 – Reporting Expenditures associated with all Subawards, Contracts and Direct Payments valued at less than $30,000 Template (FileName: Tem4_Rep_Obl_and_Exp_assc_all_Suba_Contr_and_Dir_Pmts_val_less_30kTem_3_31_2022.xls)
    - Template #5 – Reporting Recipient Obligation and Expenditures to Individuals Template (FileName: Template_5_Rep_Recipient_Oblig_and_Expen_to_Individuals_Template_3_31_2022)
- Project Data and Participant Demographics Tab
    - Template #6 – Participant Demographics Template (FileName: Template_6_Participant_Demographics_Template_3_31_2022.xls)
- Performance and Financial Reporting Tab
    - Template #7 – Participant Household Payment Data File Template (FileName: Template_7_Participant_Household_Payment_Data_File_Template_3_31_2022.xls)

Note, templates are updated from time to time, so recipients need to make sure to use the most recent version.

When using the bulk upload function, Recipients must provide the required information in specified formats and use Treasury approved templates for each respective bulk file upload.

Recipients that choose to use the bulk upload functionality should download the current version of each bulk file upload template within the relevant Quarterly or Final Report. The current versions are available for download from the “Bulk Upload Templates and Instructions” tab.

Note that all State, Local and Territorial ERA1 and ERA2 Recipients are required to provide a Participant Household Payment Data File as part of each Quarterly Report. All other bulk upload files have manual entry options, while the Participant Household Payment Data File must use the bulk file upload capability.

Please see Appendix A – Bulk Upload Overview for complete guidance on using this important function.

Modules and submodules accepting bulk upload files are clearly marked in Treasury's portal and identified in later sections of this guide. The template for each upload file is also available in the relevant tab for download (see Figure 8).

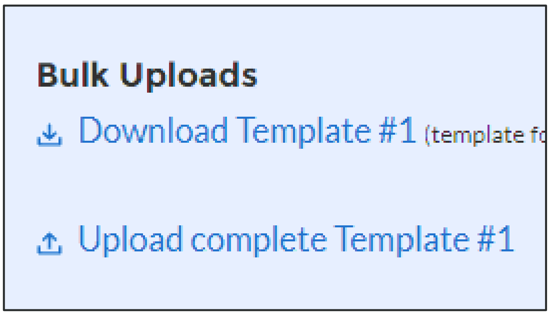


Figure 8 – Sample Bulk Upload Icon with Template Download Link

All bulk file templates download in the .xls format, but these files must be converted to .csv format to properly upload. When you click the upload button you will be directed to a pop-up screen (see Figure 9) including basic instructions on uploading your file. You can either choose to add files or drag and drop files to initiate the bulk upload.

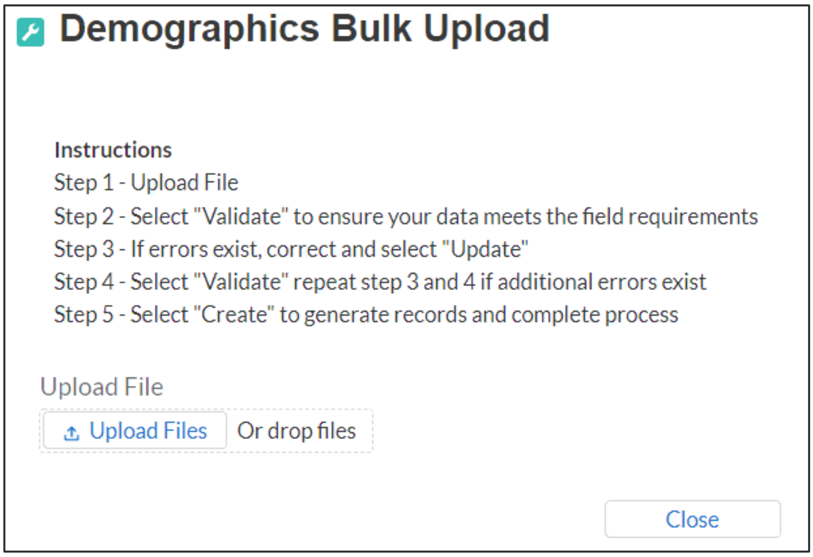


Figure 9 – Demographics Bulk Upload

Treasury's ERA portal will reject a Bulk Upload File if it contains incorrect data (e.g., data not matching a picklist requirement) or if the file is not in ".csv" format. The portal will display an error message on screen if the bulk file upload data contains errors. If your submission receives a(n) error message(s), you are required to reconcile the errors in the bulk upload file and re-submit the corrected version to the portal. You will need to "Validate" (step 4) each time you make new corrections until no errors remain in the Bulk Upload File. Then you will click "Import" to finalize.

There are three common Bulk File Upload errors as described below (see Figure 10):

- **Blank Data:** Blank Data: When a required field is left blank within your bulk upload file, the specific bulk upload file row and cell number will be displayed on the screen. In the example below, the user made an error pertaining to the "Completion Status" and the error is located in Column FF, Row 89.

- **Invalid Data**: Invalid data includes any type of data (numeric or text) that does not meet the requirements set forth in the Help Text within each bulk upload file template. In the example below, the user made an error pertaining to the "Adopted Budget" and the error is located in Column G, Row 9.

- **Duplicate Data**: Duplicate data includes any type of data (numeric or text) that is repeated in the same column when the Help Text within a bulk upload file template requires a unique entry. For example, unique numbers should be provided for the project identification number. In the example below, the user made an error pertaining to the "Completion Status" and the error is in Column E, Row 8.

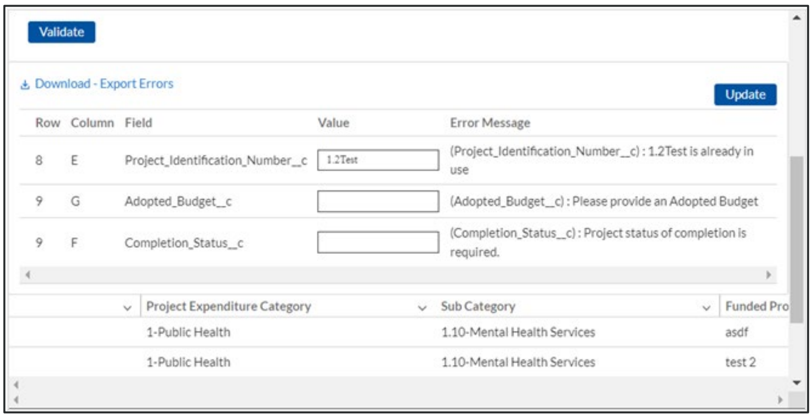


Figure 10 – Example Bulk Upload Errors

2. Manual Data Entry

Manual data entry requires you to key in information as instructed on the screen. Manual inputs are described in detail below for each section of this guide.

> **Note:** * indicates a required field. You must enter information into the field before you can save or proceed to the next screen.

Your inputs will be subject to validation by Treasury's portal to ascertain that the data provided is consistent with expected format or description (e.g., entering "one hundred" instead of 100). If a given data entry fails a validation rule, the portal will display an error message for you to address (see Figure 11).

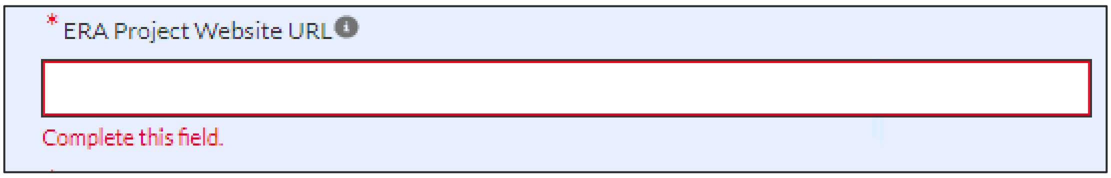


Figure 11 – Manual Entry Error Example

After Treasury's portal validates the data that has been manually entered for a given tab, you may continue to the next tab. The portal provides the error notifications for those elements that fail the validation rules (For Example: Leaving a required field as blank). Also, the portal will alert you when you manually enter a data value that does not satisfy the validation rules (For Example: Trying to enter a currency value beyond a specific range).

3. Clickable Icons

Some data entry areas will have an icon (see Figure 12) that will allow you to *Provide Information* (enter data), *View* information (previous data entries), or *Download* information (previous data entries).

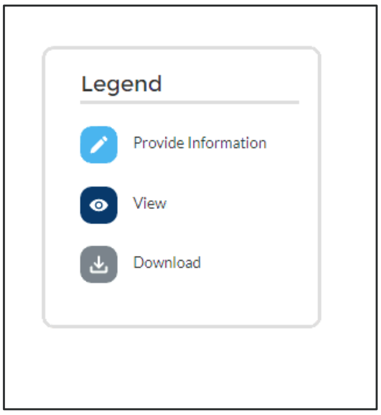


Figure 12 – Clickable Icons Legend

4. Narrative Boxes

When providing narratives, you are encouraged to type the responses using a word processing system (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 narratives directly into the text boxes in Treasury's portal.

The text boxes (see Figure 13) can be expanded by clicking and dragging the icon in the bottom-right corner.

Figure 13 – Manual Entry Text Box

5. Saving Data

Within each tab of Treasury's portal, you will see a next button and a save button at the bottom of the screen. The "Next" button will advance you to the following module and automatically save all information entered on that screen when clicked. Clicking the "Save" button will allow you save current progress without advancing to the next module. You can use the "Save" button when you plan to exit the portal and come back to your report at any time for completion. You will see a green notification across the top of the screen when your report is successfully saved (see Figure 14).

Figure 14 – Green Saving Bar

6. Uploading and Deleting Word, Excel, and PDF Documents

After you have uploaded a Word document or PDF file to the portal, you will see the file Title and Upload Date populate within the relevant section. To view your uploaded file, click the "View Uploaded File" button (see Figure 15). You may upload multiple files in each section.

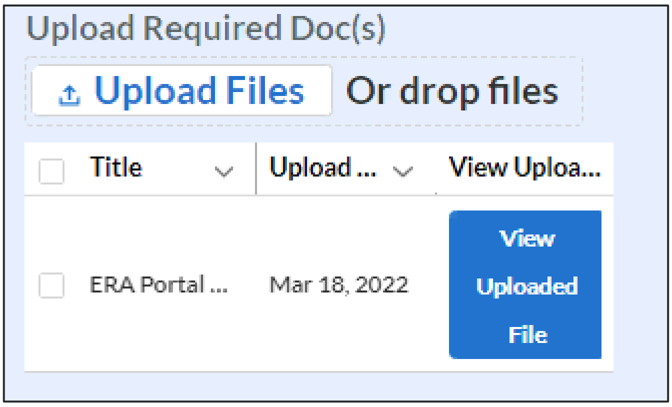


Figure 15 – File Upload Functionality

If you must delete a previously uploaded file for any reason, click the check box next to the Title of your file. A red button that says "Delete Files" will appear above your uploaded file (see Figure 16). Click this button to delete the selected file.

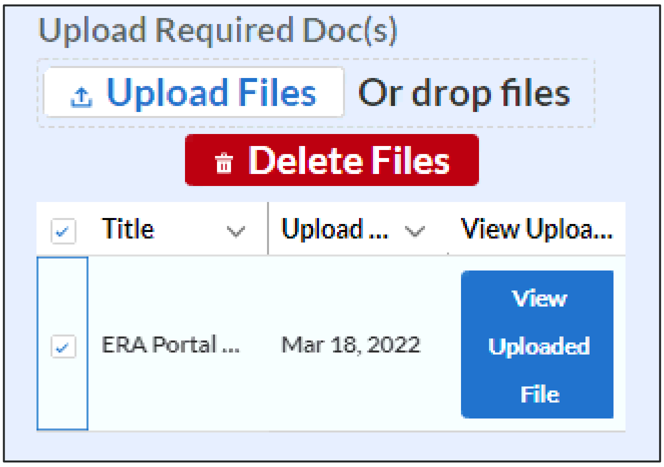


Figure 16 – Deleting Uploaded Files

This functionality applies to the upload file segments found on the "Projects" and "Performance & Financial Reports" tabs.

b) Report Processing Information

The following section describes helpful practices for submitting a report, editing a report prior to submission, and editing a report after submission.

1. Printing or downloading a copy of the report

When you finish uploading your report, you will be able to download or print a copy of the Quarterly Report for your records (see Figure 17). The icon that appears under the "Download" heading will be available on the *ERA Compliance Reports* page once your report is complete.

Figure 17 – Image of submitted report

2. Editing a report prior to the submission due date

You will be able to log back into Treasury's portal and complete your partial reports. You are also able to edit your submitted Quarterly Report any time <u>before the submission due date for the current quarter</u>. At any time before the due date, you can "unsubmit" your report to revise data as needed and then certify and resubmit your quarterly report.

Any other party (AA, ARR or POC) in your organization can enter the data for the report. However, only the AA or ARR can certify and submit/unsubmit/resubmit your reports.

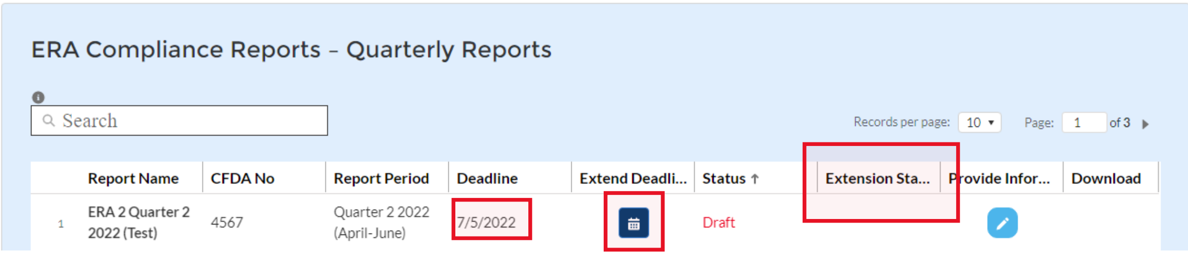


Figure 18 – Image of submitted report

Image of submitted report

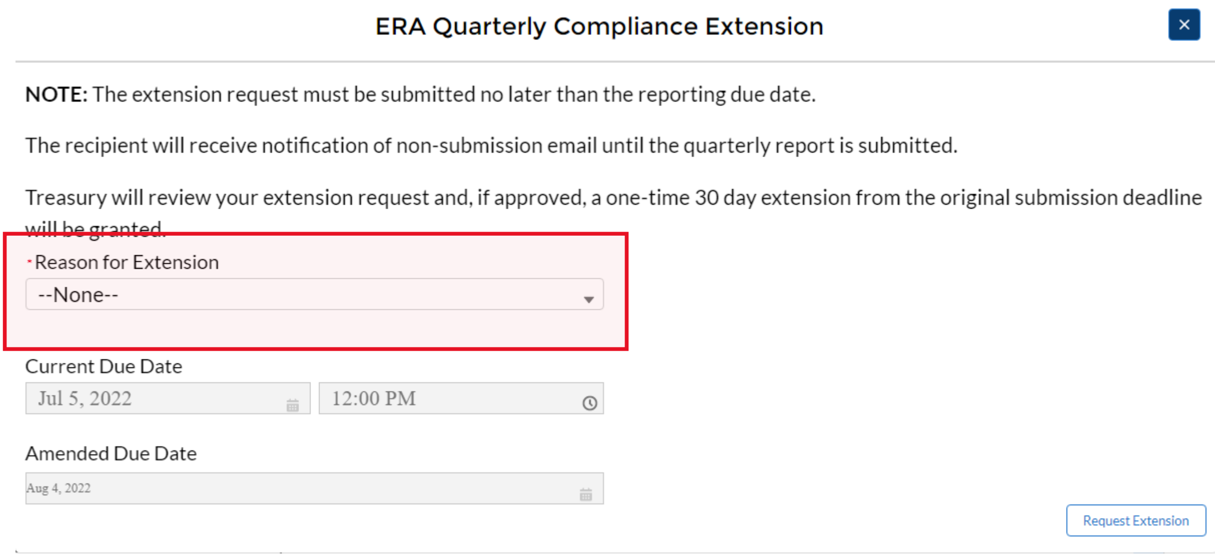


Figure 19 – Image of submitted report

3. Requesting an extension to a report prior to the submission due date

Recipients are now able to request a one-time 30-day extension for Quarterly Report submission using the button under "Extend Deadline" (See Figure 18). Extension requests can only be made prior to the submission deadline. Recipients must provide a "Reason for Extension" (See Figure 19). Once requested, you will be able to see your extension request status under "Extension Status" (See Figure 18). Upon approved, you will see the revised due date in "Deadline" (See Figure 18)

Only the AA or ARR can request to extend your submission deadline.

c) **Informational Tabs**

The portal has two information tabs – *Reporting Guidance* (see Figure 20) and *Bulk Upload Templates and Instructions* (see Figure 21) for your convenience. These tabs include links to the ERA Reporting Guidance, User Guide, bulk upload templates, and other information to help you complete your Reports.

The bulk upload templates are updated periodically. The latest revision date is listed next to the template name as shown below. Additionally, please verify that the revision date on the upper left corner (Cell A1) on each downloaded template matches the date listed for the file in the Bulk Upload tab. Please ensure that you are always using the latest version of each template prior to starting your quarterly report submissions.

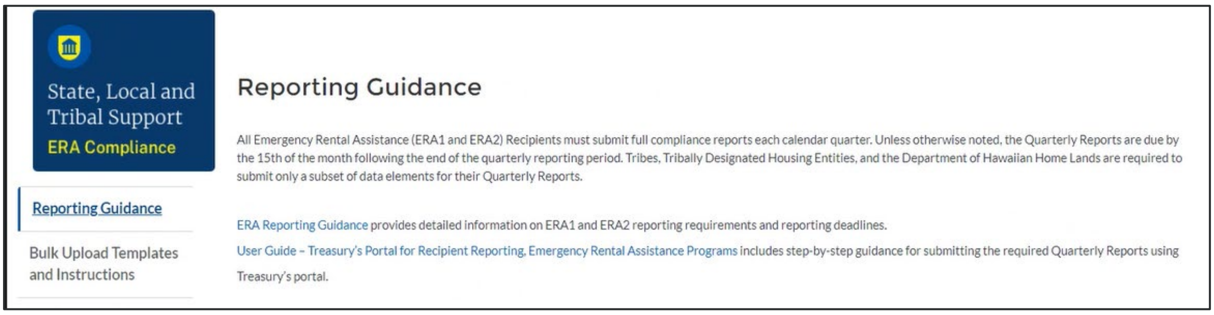


Figure 20 – Reporting Guidance Tab

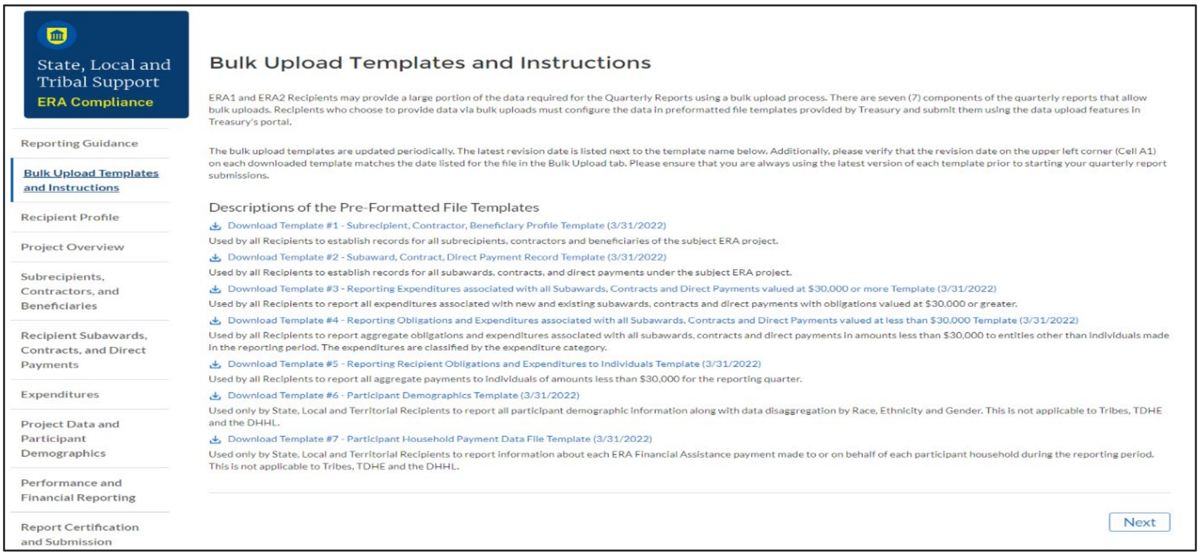


Figure 21 – Bulk Upload Templates and Instructions

d) **Unique Entity Identifier (UEI)**

On April 4, 2022, the federal government stopped using the DUNS number to uniquely identify entities. Entities doing business with the federal government are now required to use a Unique

Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party (Duns and Bradstreet) website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

1. **How to find UEI in Salesforce**

If your entity is registered in SAM.gov, Treasury will retrieve your UEI from your existing SAM.gov profile. Your Recipient profile will be automatically updated with your UEI. The same actions will be performed for any of your subrecipient or contractor entities that maintain an active SAM.gov registration. Below, you will see a sample of where your UEI will display on the Recipient Profile (see Figure 22) as well as the Subawards, Contracts and Direct Payments (see Figure 23) tabs.

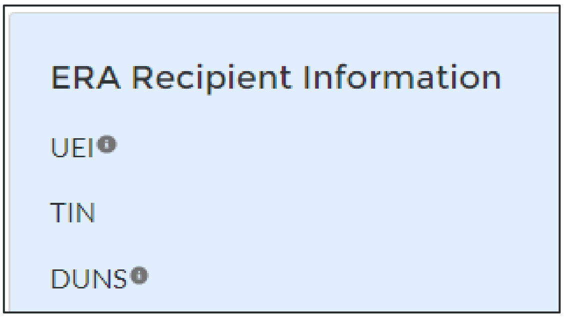


Figure 22 – UEI Information on Recipient Profile tab

Figure 23 – UEI Information on Subawards, Contracts and Direct Payments tab

2. **How to find UEI on SAM.gov**

If your entity is registered in SAM.gov, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently displayed below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) go to this help article.

Section III. Recipient Profile Tab

In this tab, you will review and confirm information about your organization, its SAM.gov registration status, and its executive compensation data (see Figure 24). Refer to the ERA Reporting Guidance for additional details about the tab.

This module includes two segments: a) Recipient Profile and b) SAM.gov Registration and Executive Compensation.

Figure 24 – Recipient Profile tab

a) **Recipient Profile**

1. Recipient Profile information will be pre-populated with information from the Recipient's ERA application and other sources (see Figure 25).
2. The screen will also display the names and contact information for individuals the Recipient has designated for key roles for ERA program reporting.

Figure 25 – Recipient Information

3. Use the textbox (see Figure 26) to flag errors, notifying Treasury if any information is incorrect.

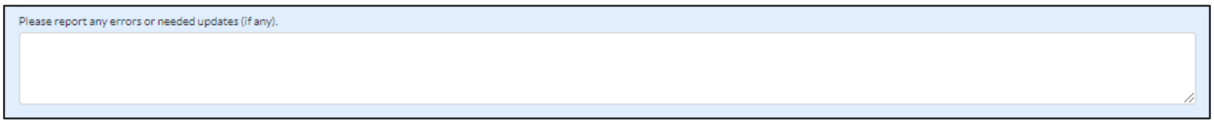


Figure 26 – Recipient Profile Discrepancies Entry

b) **SAM.gov Registration and Executive Compensation**

1. Use the dropdown (see Figure 27) to confirm your entity's SAM.gov status and Executive Compensation reporting eligibility questions.

> **Note:** This information is required for Treasury to complete the FSRS.gov reporting on your behalf.

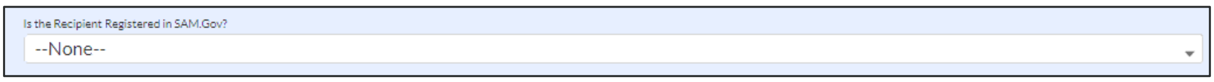


Figure 27 – SAM.Gov Registration Status

2. If the ERA Recipient is registered in SAM.gov, select "Yes" from the picklist (see Figure 28) and move on to Step 7 below.

Figure 28 – Currently Registered in SAM.Gov

3. If the ERA Recipient is not registered in SAM.gov, select "No" from the picklist. Two additional questions will populate the space below (see Figure 29).

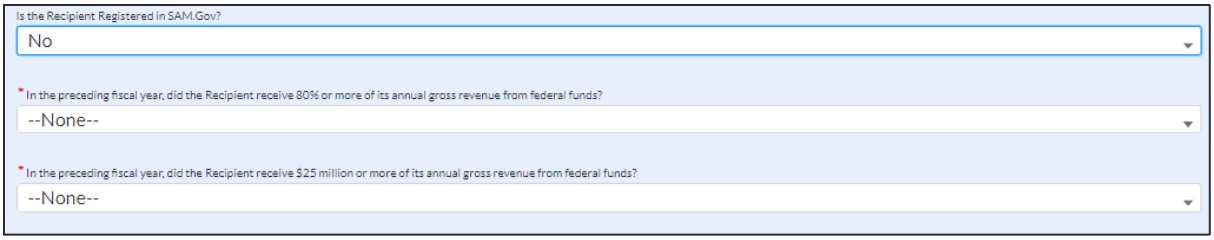


Figure 29 – Not Currently Registered in SAM.gov

Note: For SAM.gov registration assistance, please contact the Federal Service Desk at www.fsd.gov or 1-866-606-8220.

4. If the ERA Recipient received 80% or more of its annual gross revenue from federal funds in the preceding fiscal year AND the ERA Recipient received $25 million or more of its annual gross revenue from federal funds, an additional question will appear (see Figure 30).

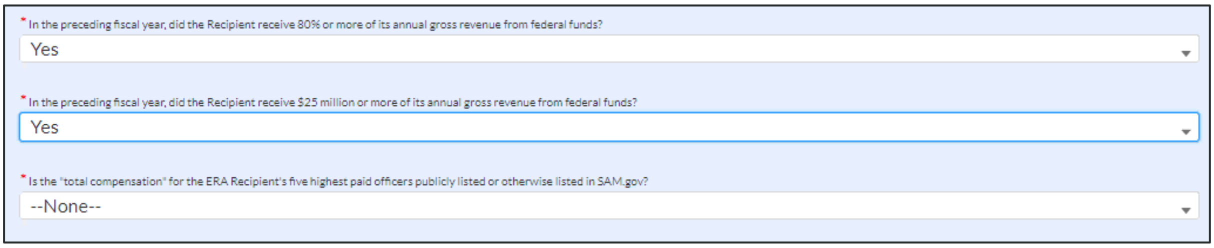


Figure 30 – Total Compensation Questions

5. Select "Yes" if the total compensation for the ERA Recipient organization's five highest paid officers is publicly listed or otherwise listed in SAM.gov (see Figure 31) and move on to Step 7 below.

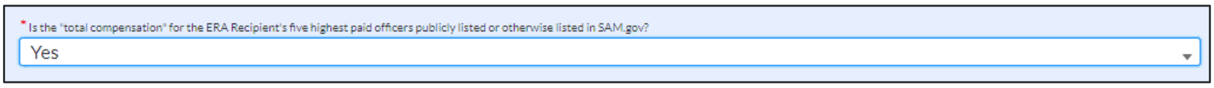


Figure 31 – Total Compensation Publicly Listed

6. Select “No” if the total compensation for the ERA Recipient organization’s five highest paid officers is not publicly listed or otherwise listed in SAM.gov. Enter the name(s) of the officer(s) in the chart that will appear (see Figure 32), and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” and $0 in the empty field(s).

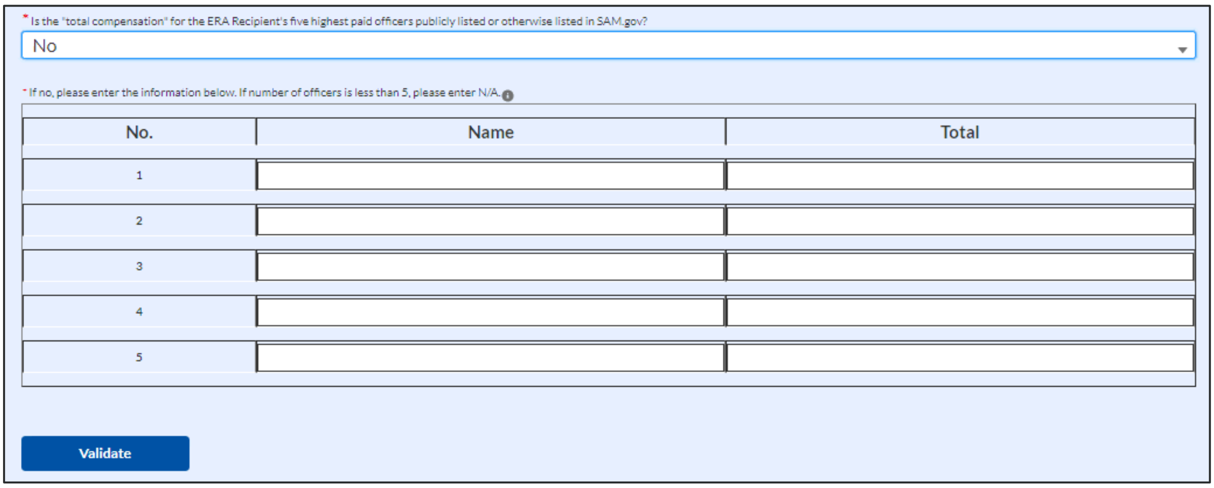


Figure 32 – Total Compensation Not Publicly Listed

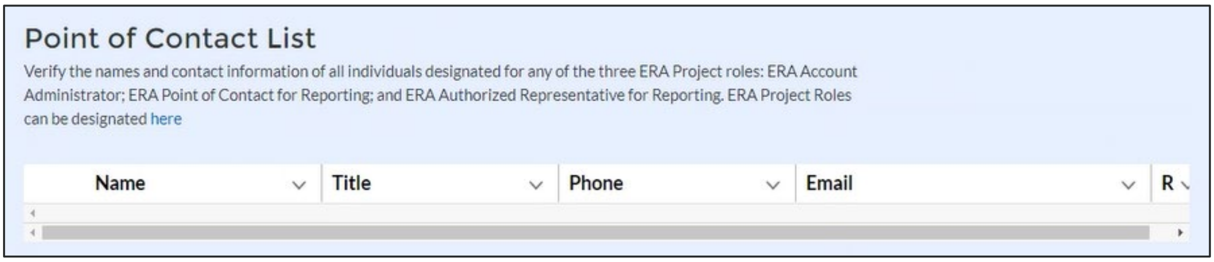
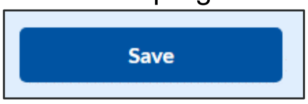


Figure 33 – Point of Contact List

7. Figure 33 illustrates the table that will list the current members of your organization that are the designated staff for key roles in managing ERA1 and ERA2 Reports. Please review the list for accuracy. You can update this information at this time by clicking the blue “here” icon above the table. This will open up a new tab where you are able to modify/update your organizations staff and role designations. Please see the Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting for further details.

8. Click the *Save* button to record progress.



9. Click the *Next* button to advance to the Project Overview module.

Section IV. Project Overview Tab

In this tab, you will provide a narrative overview of the ERA1 or ERA2 Project that is the subject of the report. Refer to *Project Overview Tab* in the ERA Reporting Guidance for additional information on this section.

The ERA Recipient is required to enter the Name of the ERA Project, Recipient Project ID (an identification number to be created by the ERA Recipient), and a narrative description of the ERA project. The mandatory information includes data points required for reporting on FSRS.gov. You will provide additional information about the subject ERA Project including information on the project's goals and accomplishments (see Figure 34).

This Quarterly Report module includes five segments: a) My Project, b) ERA Recipient Information, c) ERA Project Description, d) System for Prioritizing Assistance, and e) Use of a Fact-Based Proxy for Determining Eligibility. Information reported in previous quarterly reports will be carried forward to the current quarterly report. ERA Recipients should edit and update the information as appropriate.

Figure 34 – Project Overview tab

a) My Project

1. The "My Project" box (see Figure 35) will appear near the top of the screen. You will be required to provide a Project Name and Recipient Project ID on your first report. Thereafter, the list will display the name of your ERA Project and the Recipient Project ID as previously entered. These fields will be greyed out and will no longer be editable.

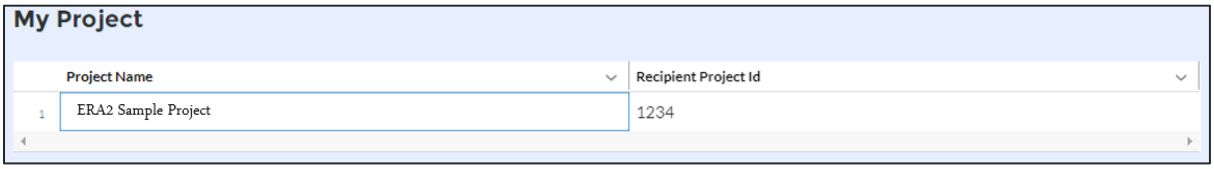


Figure 35 – Project List

b) ERA Recipient Information

1. Enter the following (see Figure 36):
    - **Recipient Project ID**. Enter a unique/self-generated Project ID for the subject ERA1 or ERA2 Project. The Project ID may include numbers and letters. Please maintain the Project ID for future reference.
    - **Name of the ERA Project**. This information will also be used to identify your ERA Project data.

- **ERA Project Website URL**.

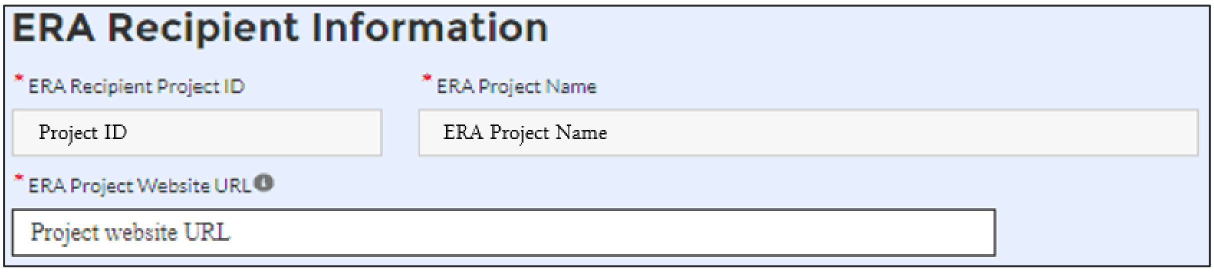


Figure 36 – ERA Recipient Information

2. Indicate the **Geographic Service Area** (see Figure 37) served by the project.

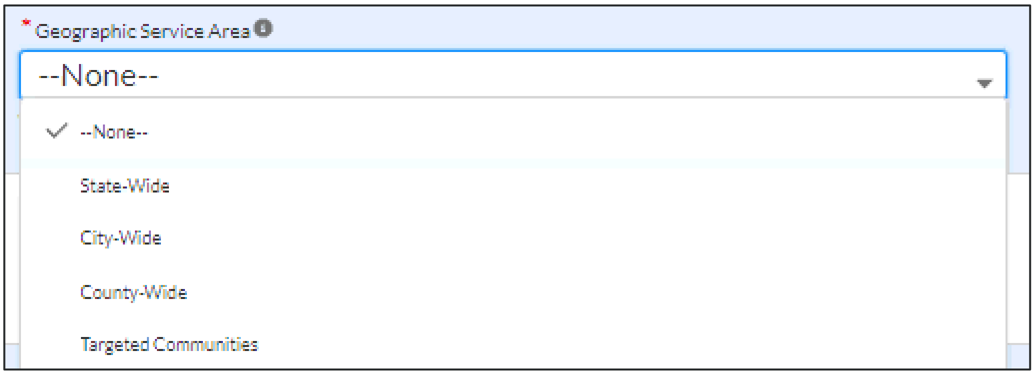


Figure 37 – Geographic Service Area List

3. If **Targeted Communities** is selected, an additional text box will appear where you can provide the names of the Specific Cities/Counties (see Figure 38).

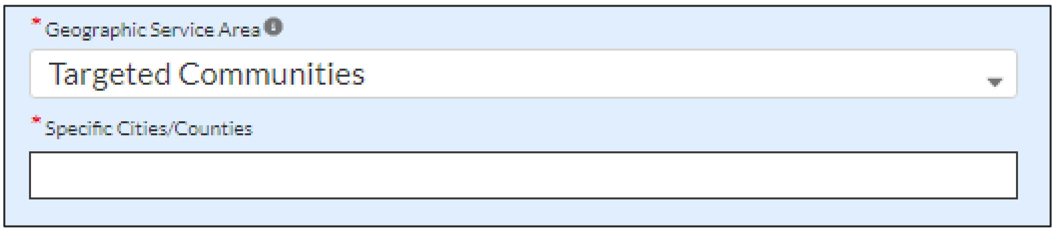
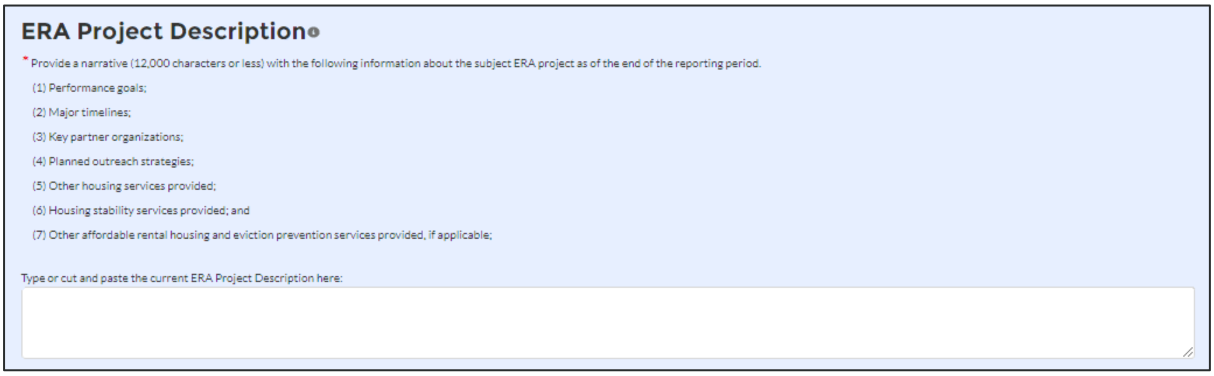


Figure 38 – Geographic Service Area, Targeted Communities

Note: Indian Tribes, Tribally Designated Housing Entities (TDHEs), and the Department of Hawaiian Home Lands (DHHL) Recipients (referred to as "Tribe, TDHE, and the DHHL Recipients") will not see "Targeted Communities" under the **Geographic Service Area** dropdown.

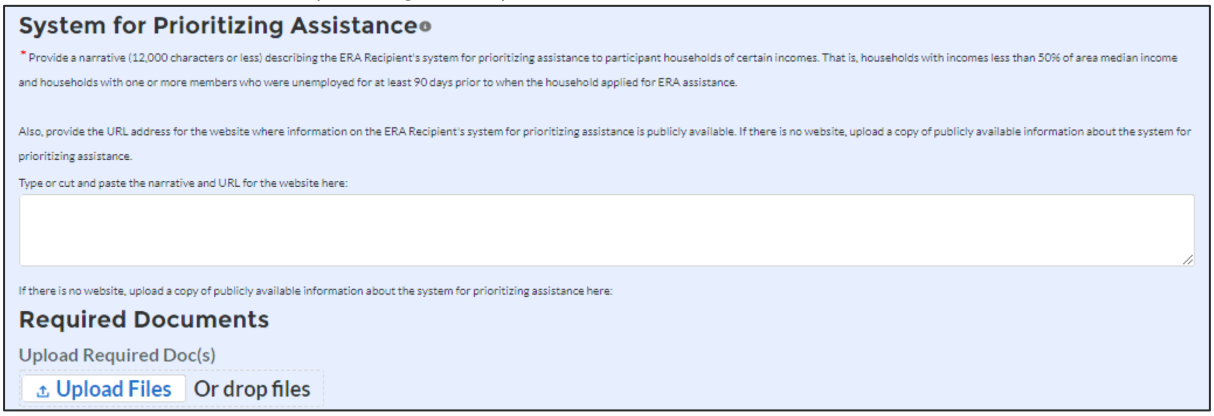
c) Utilize the **ERA Project Description** text box (see Figure 39) to provide a narrative description on the project.


ERA Project Description
* Provide a narrative (12,000 characters or less) with the following information about the subject ERA project as of the end of the reporting period.
(1) Performance goals;
(2) Major timelines;
(3) Key partner organizations;
(4) Planned outreach strategies;
(5) Other housing services provided;
(6) Housing stability services provided; and
(7) Other affordable rental housing and eviction prevention services provided, if applicable;

Type or cut and paste the current ERA Project Description here:

Figure 39 – Project Description

d) Utilize the **System for Prioritizing Assistance** text box to provide a narrative description on your system of prioritizing assistance to participant households of certain incomes (see Figure 40).


System for Prioritizing Assistance
* Provide a narrative (12,000 characters or less) describing the ERA Recipient's system for prioritizing assistance to participant households of certain incomes. That is, households with incomes less than 50% of area median income and households with one or more members who were unemployed for at least 90 days prior to when the household applied for ERA assistance.

Also, provide the URL address for the website where information on the ERA Recipient's system for prioritizing assistance is publicly available. If there is no website, upload a copy of publicly available information about the system for prioritizing assistance.
Type or cut and paste the narrative and URL for the website here:

If there is no website, upload a copy of publicly available information about the system for prioritizing assistance here:
Required Documents
Upload Required Doc(s)
Upload Files Or drop files

Figure 40 – System for Prioritizing Assistance

e) **Use of a Fact-Based Proxy for Determining Eligibility**

1. Select "Yes" or "No" if your organization used any fact-based proxies when determining income eligibility (see Figure 41).

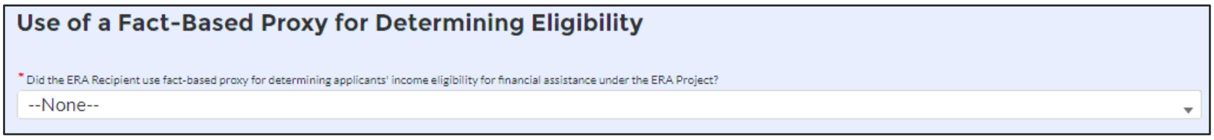

Use of a Fact-Based Proxy for Determining Eligibility
* Did the ERA Recipient use fact-based proxy for determining applicants' income eligibility for financial assistance under the ERA Project?
--None--

Figure 41 – Use of Fact-Based Proxies (1)

2. If fact-based proxies were used, provide a narrative description of the proxies used and known procedures (see Figure 42).

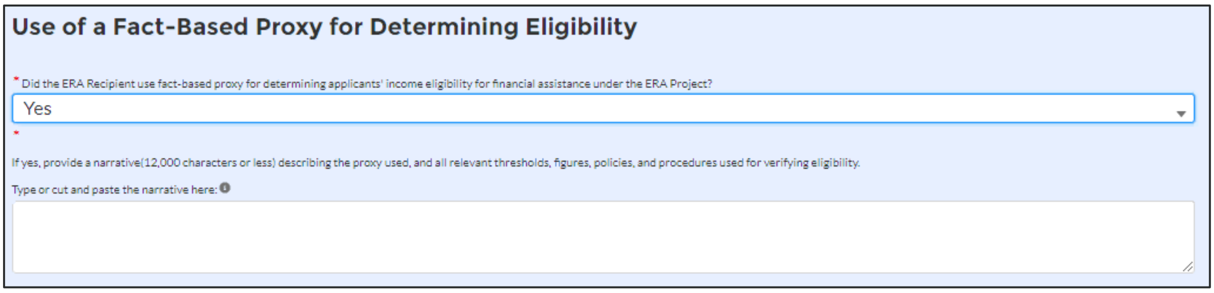


Figure 42 – Use of Fact-Based Proxies (2)

3. At the bottom of the page, click the *Save Project* icon to complete your project setup.

4. Click the "*Next*" button to advance to the Subrecipients, Contractors and Beneficiaries tab.

Section V. Subrecipients, Contractors, and Beneficiaries Tab

In this module, you will provide information on all obligations, including details about all Subrecipients, Contractors and Beneficiaries (other than beneficiaries who are individual tenants or individual/small business landlords) to which the ERA Recipient obligated $30,000 or more in the reporting period. Please refer to "Subrecipients, Contractors, and Beneficiaries Tab" in the ERA Reporting Guidance for additional clarification on this section. (See Figure 43).

Figure 43 – Subrecipients, Contractors, and Beneficiaries tab

This module includes two segments: a) Subrecipient Information and b) My Subrecipients (Subaward, Contract and Direct Payment).

a) Subrecipients, Contractors and Beneficiaries Information

The Subrecipients, Contractors and Beneficiaries module allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the bulk file template for use in submitting the required data via bulk file upload (see Figure 44). When ready to submit the data in your bulk upload file, use the *Upload complete Template #1* button (see Figure 44).

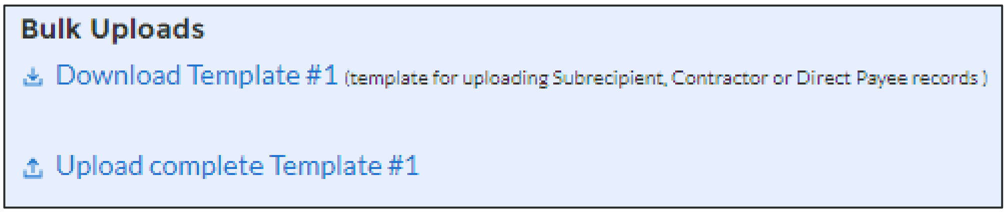


Figure 44 – Subrecipient Links (Create, Upload, and Download Template)

> **Note:** When using the bulk file upload capability or manual entry, subrecipient, contractor or beneficiary profiles must be completed prior to beginning the data entry for the subawards, contracts or direct payments.

If you choose to individually enter records, follow the instructions below.

1. If you are making a profile record for a new Subrecipient, Contractor or Beneficiary, enter the relevant information in each of the required fields (see Figure 45). All starred information is required. However, you may enter either the UEI or TIN; the system requires only one of the two options.

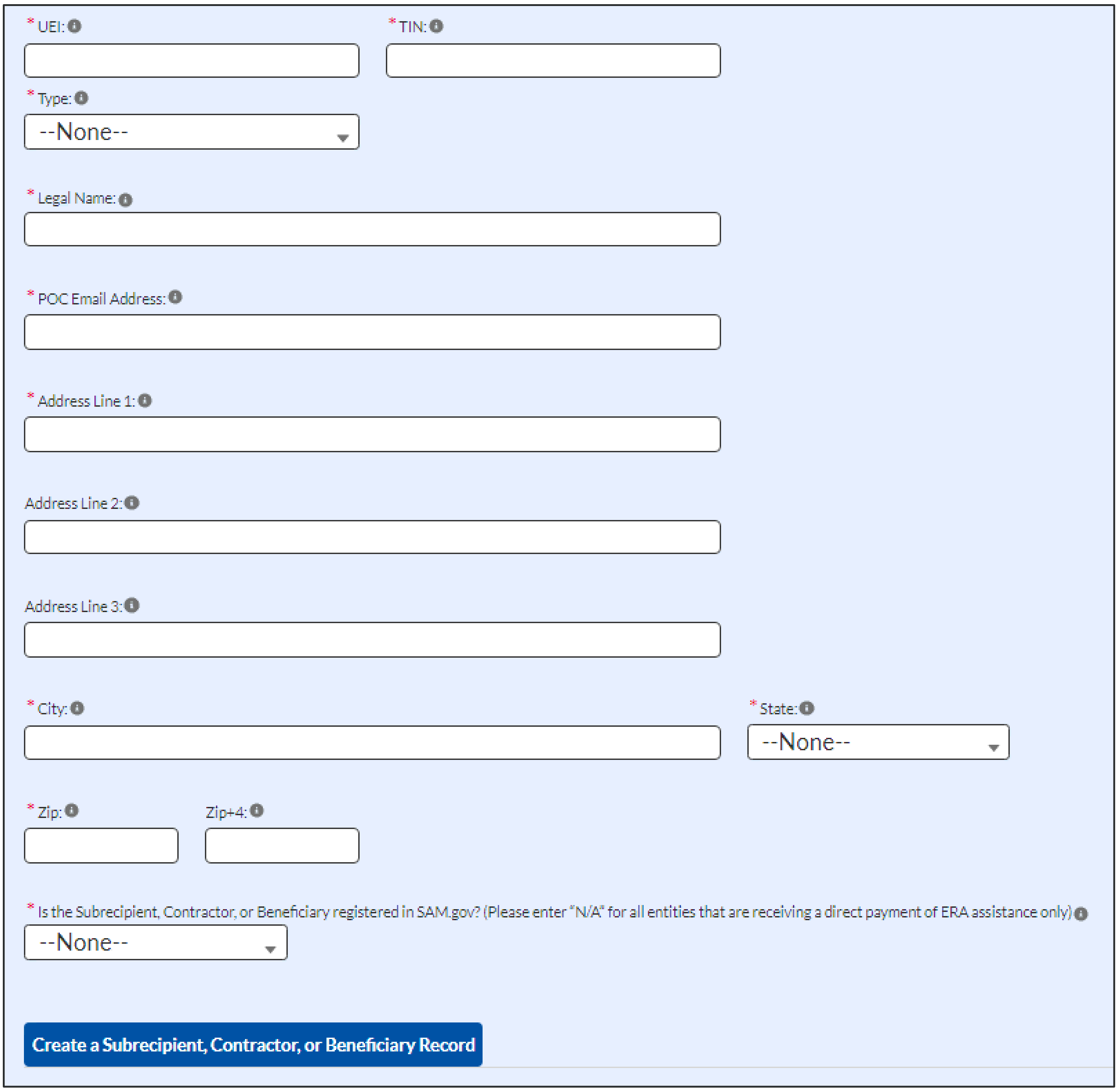

* UEI:
* TIN:
* Type:
--None--
* Legal Name:
* POC Email Address:
* Address Line 1:
Address Line 2:
Address Line 3:
* City:
* State:
--None--
* Zip:
Zip+4:
* Is the Subrecipient, Contractor, or Beneficiary registered in SAM.gov? (Please enter "N/A" for all entities that are receiving a direct payment of ERA assistance only)
--None--
Create a Subrecipient, Contractor, or Beneficiary Record

Figure 45 – Manually Create a Subrecipient, Contractor or Beneficiary Record

Note: When entering profile information for Beneficiaries that are businesses, corporations or non-profits that receive ERA financial benefits in amounts of $30,000 or more, please select "NA" for the question, "Is the subrecipient, contractor, beneficiary" registered in SAM.gov.

2. At the bottom of the section, click the *Create a Subrecipient, Contractor, or Beneficiary Record* icon to complete the profile record. Continue to manually create additional profile records for other Subrecipients, Contractors and Beneficiaries as needed.
3. As you enter information about each Subrecipient, Contractor and Beneficiary, the list at the bottom of the page will populate with key information for each record (see Figure 46). Subrecipient, contractor and beneficiary information entered in past quarterly reports will carry over from quarter to quarter. Please do not create duplicate records.
4. When all Subrecipient, Contractor and Beneficiary profile record information is entered, click the *Next* button to advance to the next module.

Figure 46 – My Subrecipients, Contractors and Beneficiaries

b) **Update/Delete/Search/Download Subrecipients, Contractors, and Beneficiaries records**

1. Please use the search box in Figure 46 to search for specific subrecipient, contractor or beneficiary records.
2. Please use the “Download My Subrecipients List” button in Figure 44 to download a full list of your subrecipient, contractor and beneficiary records.
3. Please use the “eye” symbol in Figure 46 to view the record for a specific subrecipient, contractor and beneficiary records online.

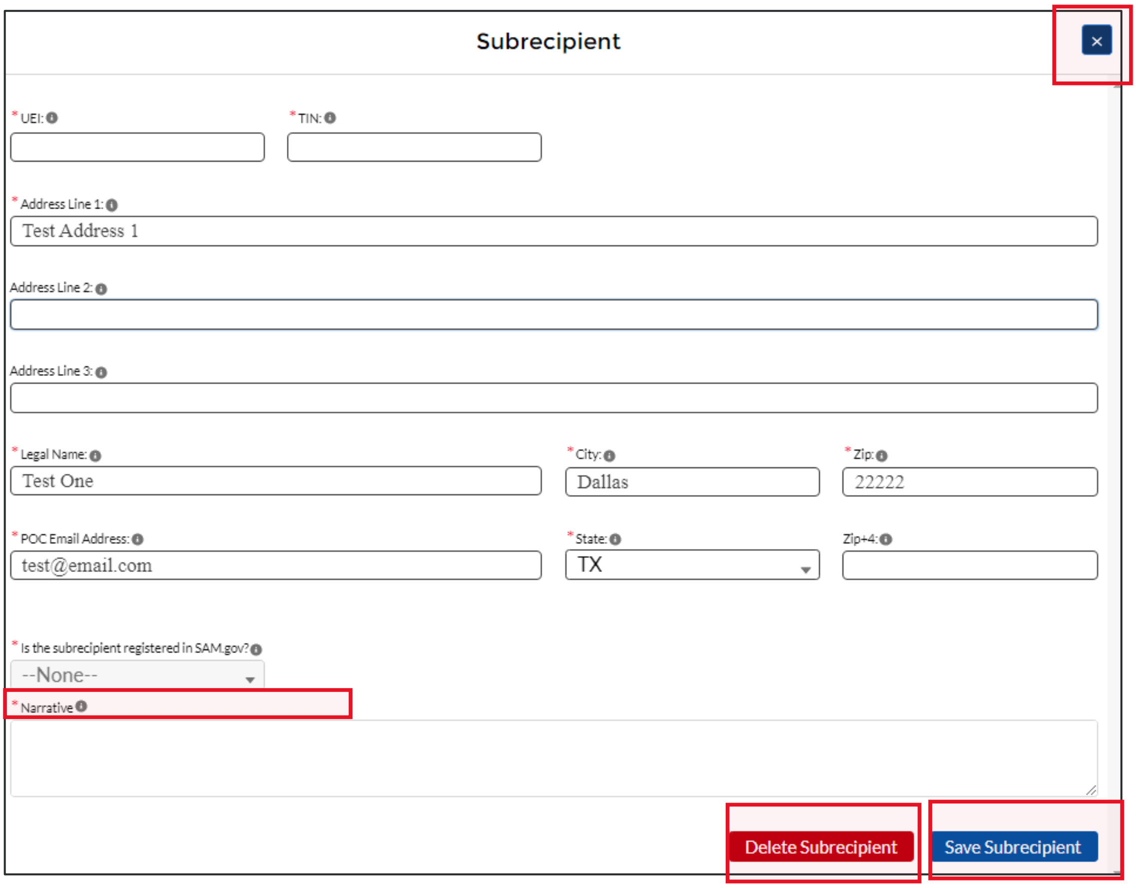


Figure 47 – View of Subrecipient/Contractor/Beneficiary Record

4. Update a specific subrecipient, contractor or beneficiary record by editing any of the fields shown and using the “Save Subrecipient” button (See Figure 47). Delete the entire record by using the “Delete Subrecipient” button (See Figure 47). . If you are only viewing the record and not making any changes, please use the “X” at the top right corner of Figure 47 to close the record. Do not press “Save Subrecipient” as you will be prompted to explain your changes each time.

5. The “Narrative” box will appear only while editing records created in previous quarters. Add notes under “Narrative” describing the changes made to the record before saving.

Note: Changing/Updating/Deleting a subrecipient, contractor or beneficiary record may impact any associated subaward, contract or direct payment or expenditure information.

Section VI. Recipient Subawards, Contracts and Direct Payments Tab

The Subaward, Contracts, and Direct Payments tab allows you to enter the required information regarding all subawards, contracts and direct payments valued at $30,000 or more made by the ERA Recipient in the reporting period. Please refer to the ERA Reporting Guidance for additional clarification on required information about Subrecipients, Contractors, and Beneficiaries and related obligations and expenditures (see Figure 48).

Figure 48 – Recipient Subawards, Contracts and Direct Payments

a) Subaward, Contract, and Direct Payment Information

The Subawards, Contracts and Direct Payments tab allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this tab, see Appendix A – Bulk Upload Overview. You can download the bulk template using the provided link in Treasury's portal before using the upload button (see Figure 49).

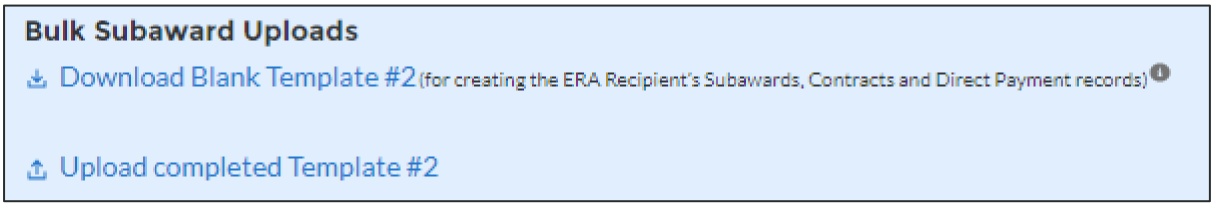


Figure 49 – Subaward Links (Create, Upload, and Download Template)

Note: Subaward, Contract, Direct Payment bulk upload can only be completed after Subrecipient, Contractor, Beneficiary bulk upload is completed.

If you choose to individually enter records, follow the instructions below.

1. Enter the following fields: **Subaward, Contract or Direct Payment Number**, **Amount Obligated**, **Date**, **Type**, **Performance Start**, **Performance End**, **Place of Performance Address, City, State, Zip, Zip+4**, and **Country** (see Figure 50). Valid selections are listed in blue font below two data elements in Figure 50 below.

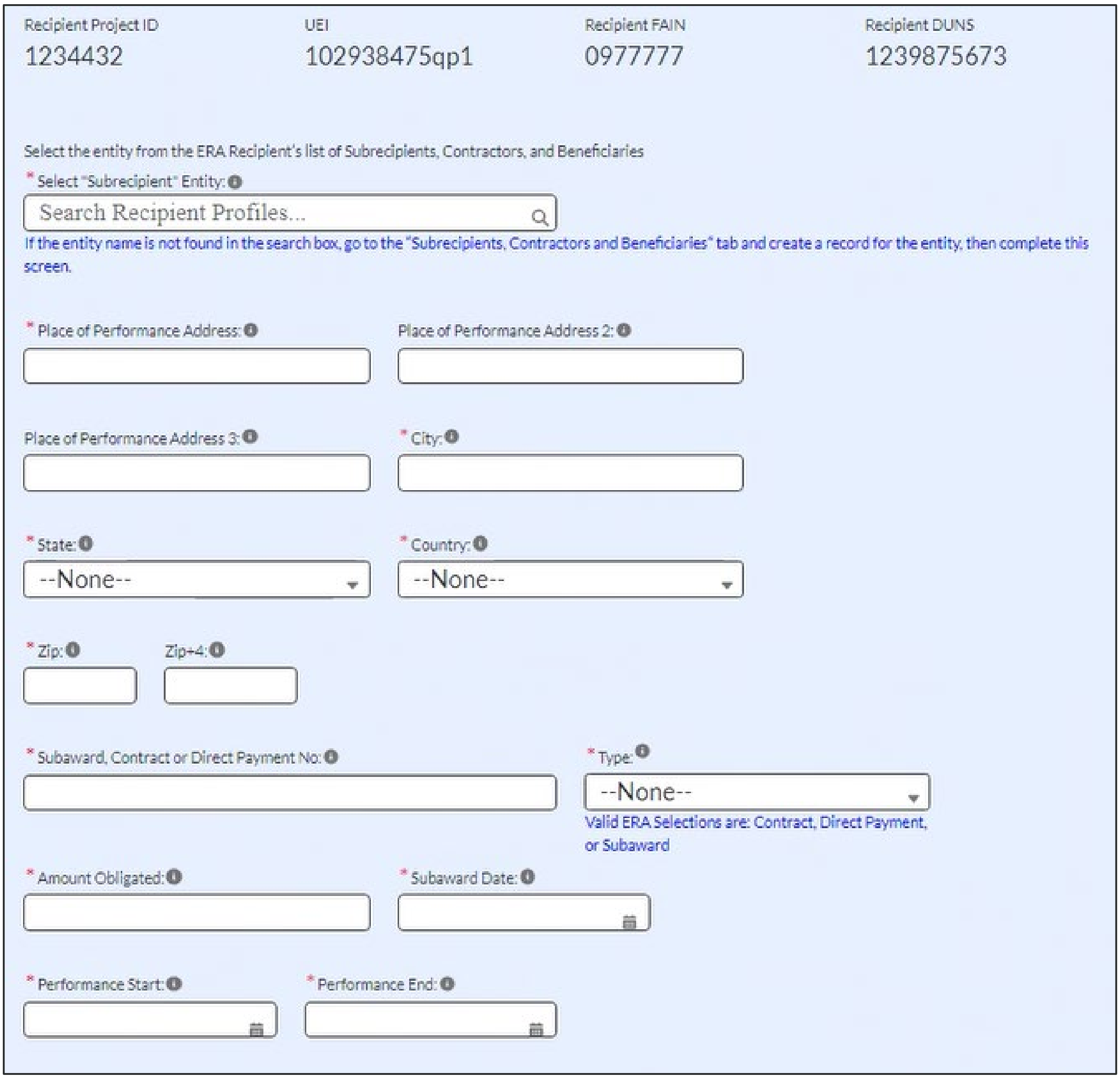


Figure 50 – Subaward Reporting Submodule

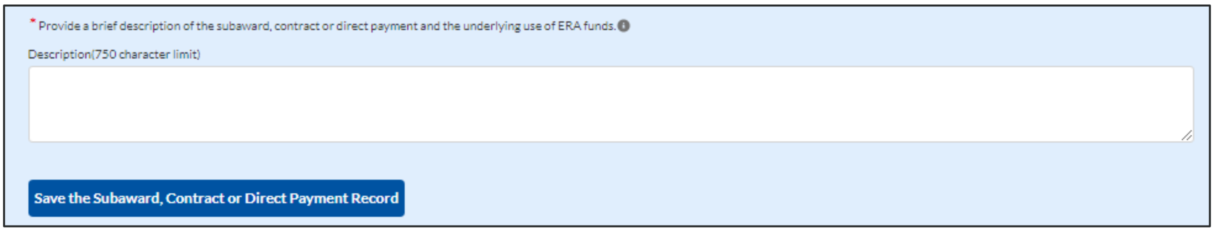


Figure 51 – Subaward Reporting Submodule

2. Enter the Subrecipient, Contractor or Beneficiary UEI or TIN in the **Select** Subrecipient, Contractor or Beneficiary **Entity** text box (see Figure 50) and click the search icon on the right. If a Subrecipient, Contractor or Beneficiary record already exists, this will connect it to your Subaward, Contract, or Direct Payment.
3. Use the open textbox to provide a brief description of the Subaward, Contract or Direct Payment's underlying eligible use (see Figure 51).

4. Click Create Subaward, Contract or Direct Payment Record to establish the Subaward record. Repeat Steps 1 through 3 to create additional Subaward, Contract or Direct Payment records.
5. The list of Subawards, Contracts and Direct Payments will be displayed below the "My Subawards, Contracts and Direct Payments" title at the bottom of the page (see Figure 52).
6. When finished adding to your list, click the Next button to advance to the Expenditures tab.

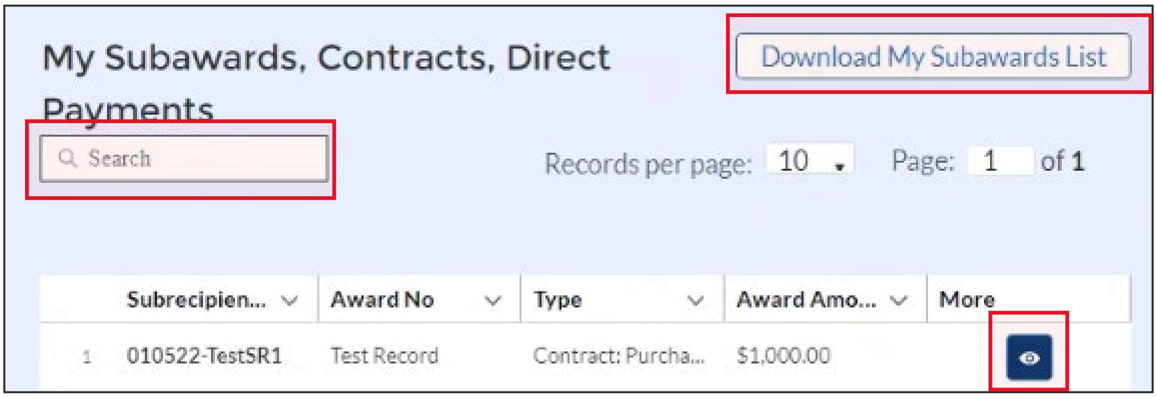


Figure 52 – My Subawards, Contracts, Direct Payments Section

b) **Update/Delete/Search/Download Subaward, Contract, and Direct Payment records**

1. Please use the search box shown in Figure 52 to search for specific subrecipient, contractor or beneficiary records.
2. You can use the "Download My Subawards List" button in Figure 52 to download a list of your subrecipient, contractor and beneficiary records.
3. You can then use the downloaded information to perform offline review and verification on the submitted information. This will enable you identify any records that require updates. You can also use this function to download past and current quarter data for your local recordkeeping purposes.
4. Alternatively, please use the "eye" symbol in Figure 52 to view your subrecipient, contractor and beneficiary records online.

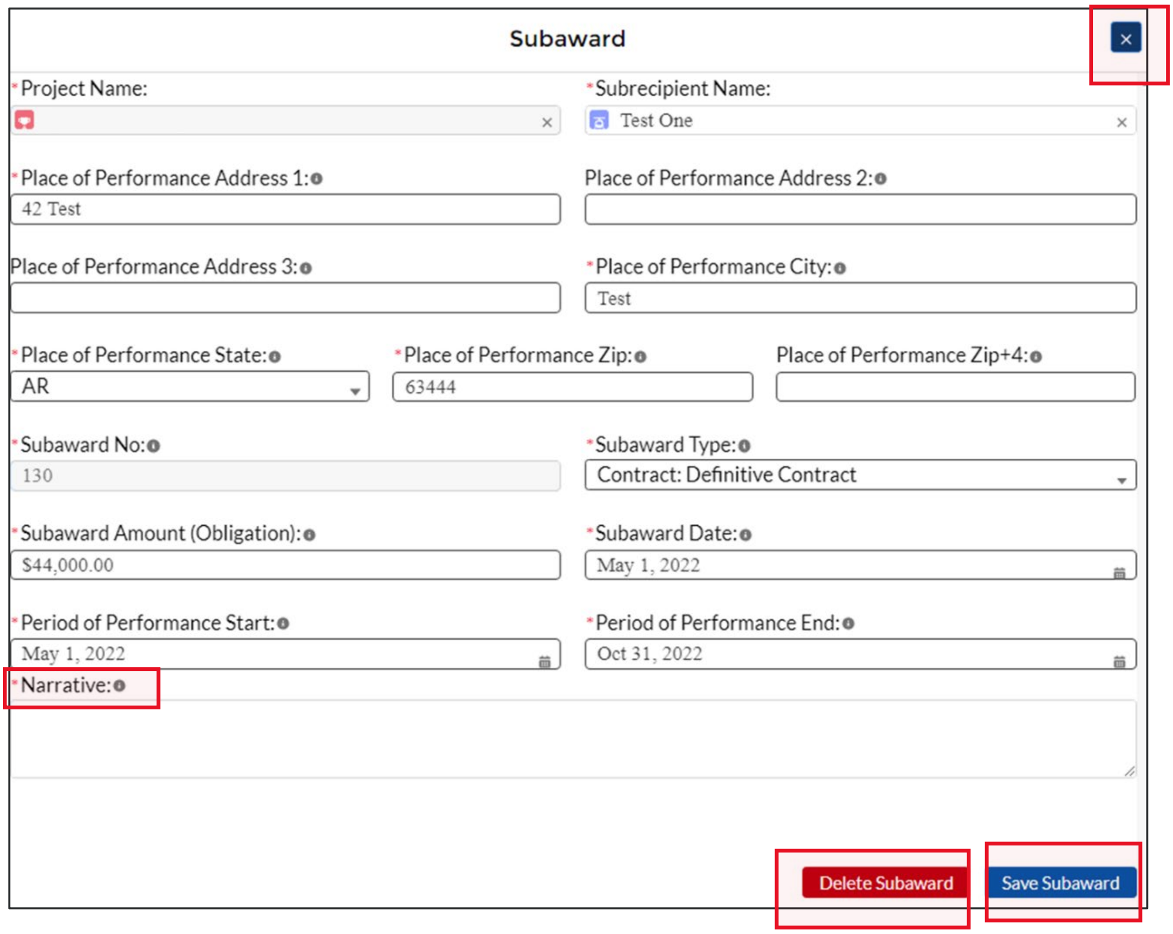


Figure 53 – View of Subaward/Contractor/Direct Payment Record

6. Update or delete subawards, contracts or direct payments record by editing any of the fields shown and using the “Save Subaward” button (See Figure 53). “Grey” fields cannot be updated/changed. Delete the entire record by using the “Delete Subaward” button (See Figure 53). If you are only viewing the record and not making any changes, please use the “X” at the top right corner of Figure 51 to close the record. Do not press “Save Subaward” as you will be prompted to explain your changes each time.
7. The “Narrative” box will appear only while editing records created in previous quarters. Add notes under “Narrative” describing the changes made to the record before saving.

Note: Changing/Updating/Deleting a subaward, contract or direct payment record may impact any associated expenditures information.

Section VII. Expenditures Tab

As part of the Quarterly Reporting requirement, you will need to provide information regarding all expenditures made in the reporting period (see Figure 54). Please refer to the ERA Reporting Guidance for additional clarification on the Expenditures tab.

Figure 54 – Expenditures Tab

The expenditures reporting is categorized into three groups: (1) Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at $30,000 or More, (2) Total of all Obligations and Total of all Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at Less than $30,000 and (3) Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries).

The Expenditures reporting tab allows users to enter data manually or leverage the bulk file upload capability. For bulk upload instructions specific to this tab, see **Appendix A – Bulk Upload Overview**. You can download the unique bulk templates for each of the three groups listed above using the provided link in the Treasury portal before using the upload button (see Figure 55 for the first of three templates on the page).

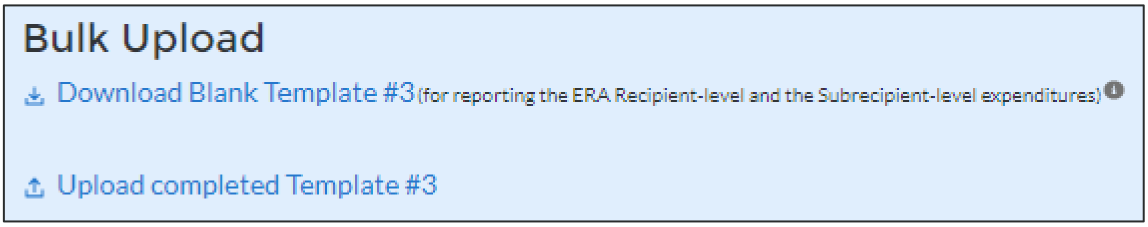


Figure 55 – Expenditure Bulk Upload Icons

If you do not use the bulk upload function, follow the steps listed below.

- **Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at $30,000 or More** (see Figure 56)

  The default screen allows you to report any Administrative Costs incurred by the ERA Recipient (recipient-level) which are not associated with a subaward or contract.

  1. To report new expenditures under a specific subaward, contract or direct payment, enter the Subaward, Contract or Direct Payment Number in the search function under **Subaward ID** field to associate the expenditure record to the appropriate subaward, contract or direct payment.
  2. Enter the **Expenditure Start Date**, **Expenditure End Date,** and **Expenditure Amount**.
  3. Select the associated ERA **Expenditure Category** from the drop-down picklist. There is a space to provide a narrative for Administrative Costs.
  4. Cumulative Expenditures to date are also shown on the screen (see Figure 57).

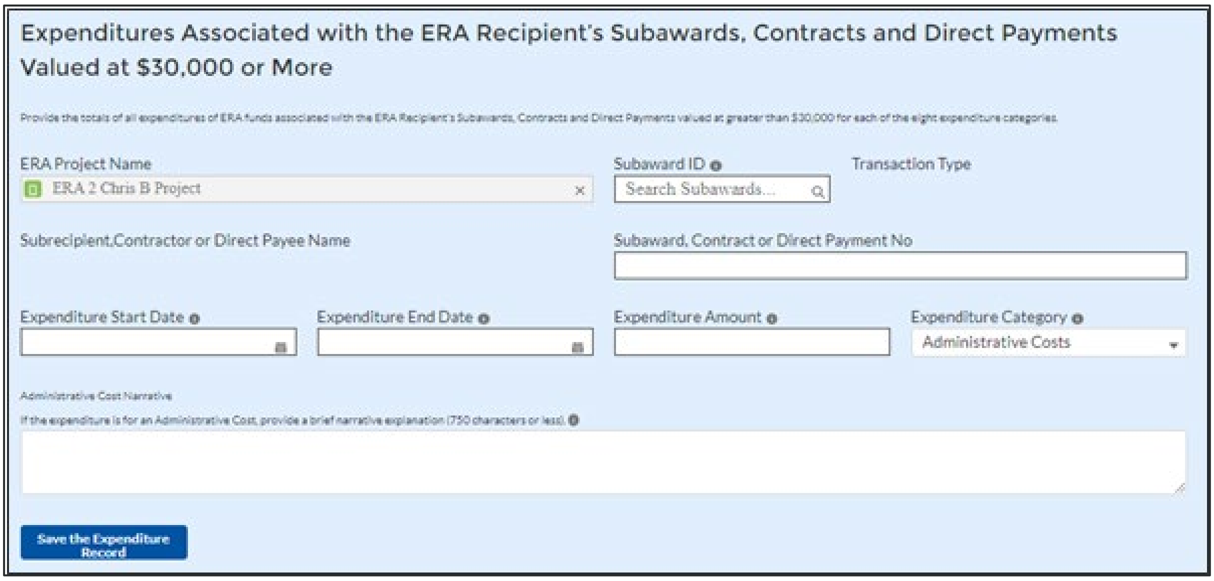


Figure 56 – Data Entry for Expenditures > $30,000

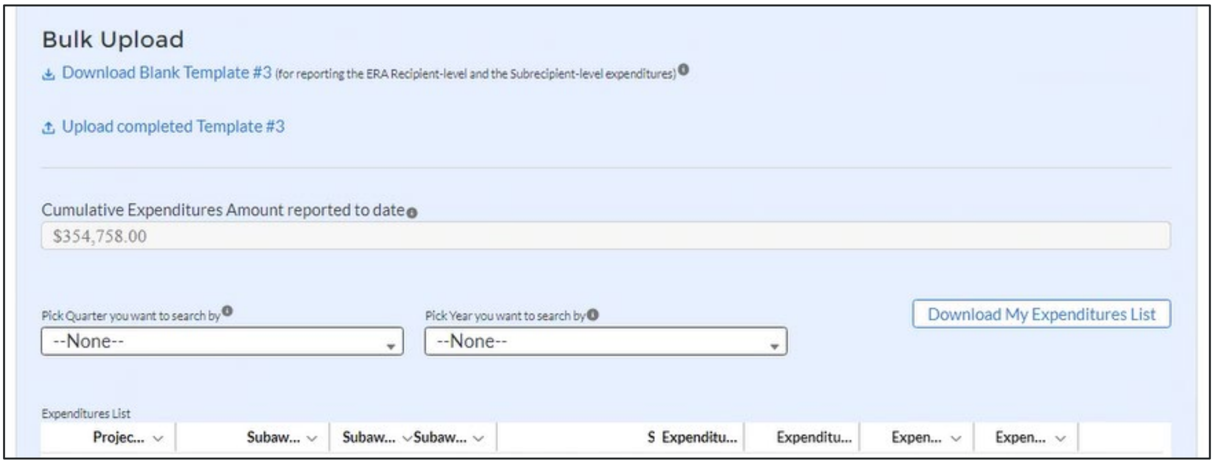


Figure 57 – Cumulative Expenditures Amount

5. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 4 to report additional expenditures, which will appear in a list below the section. Proceed to the next segment once all expenditures are reported.

> **Note:** To report an ERA Recipient's administrative costs in amounts of $30,000 or more:
>
> 1. Leave the Subaward, Contract, Direct Payment ID/ number fields blank.
> 2. Enter the Expenditure Start Date, End Date, Expenditure Amount.
> 3. The Expenditures Category field is pre-selected to "Administrative Costs".
> 5. Enter "N/A' for the "Please provide a brief description" field.
> 6. Use the "Administrative Cost Narrative" field to provide a supporting narrative.

- **Total of all Obligations and Total of all Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at Less than $30,000** (see Figure 58)

  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.** You may enter "0" (zero) where appropriate.
  2. Select the associated **Expenditure Category** and **Subaward. Contract or Direct Payment Type** from the drop-down picklist.
  3. Click the *Save Data Entry* button to submit the record. Depending on the obligations and expenditures in the current reporting period, Steps 1 & 2 will need to be **repeated up to 21** times (for **7 Expenditure Category types** and **3 Aggregate Payment types**).
  4. Treasury's portal will display an on-screen summary of the reported obligations and expenditures in tabular format. Please see Appendix B for a sample of the table. The sample may be particularly helpful for Recipients who manually key-in these data points.
  5. **Cumulative Expenditures,** and **Cumulative Obligations** displays the sum total of all records reported in this section. These fields are automatically calculated and displayed at the bottom of the subsection (see Figure 59).

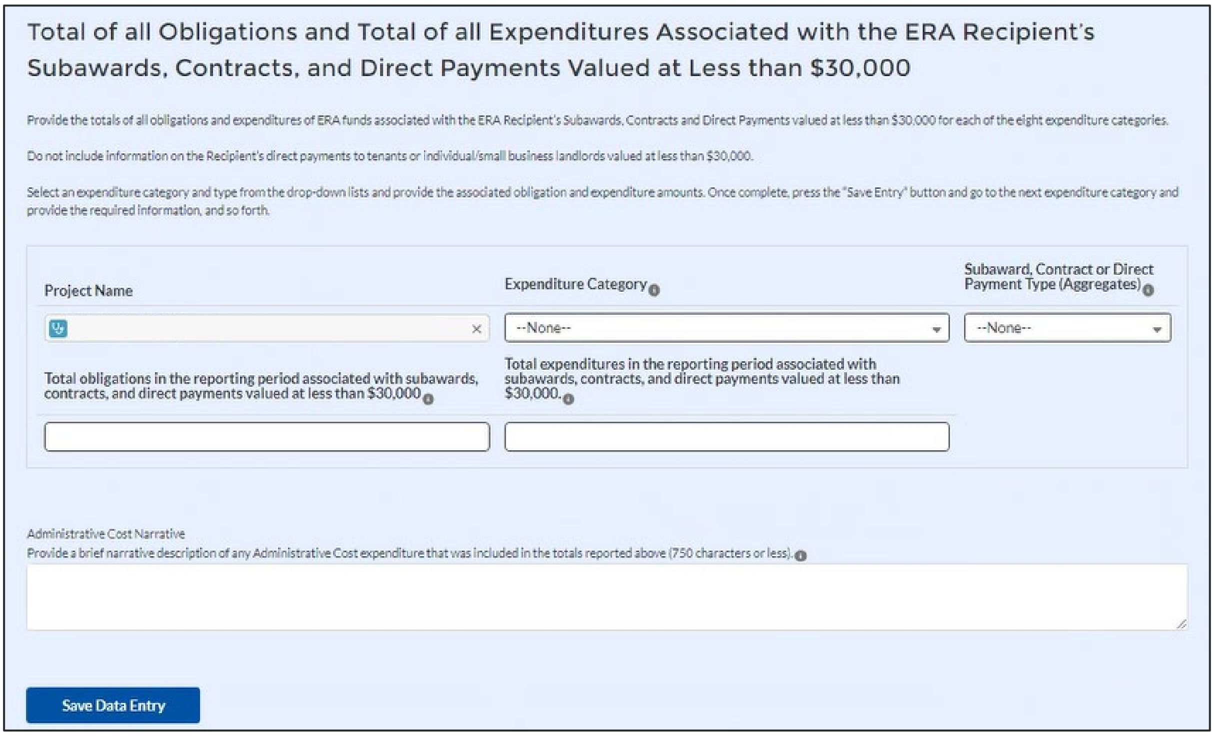


Figure 58 – Data Entry for Expenditures < $30,000

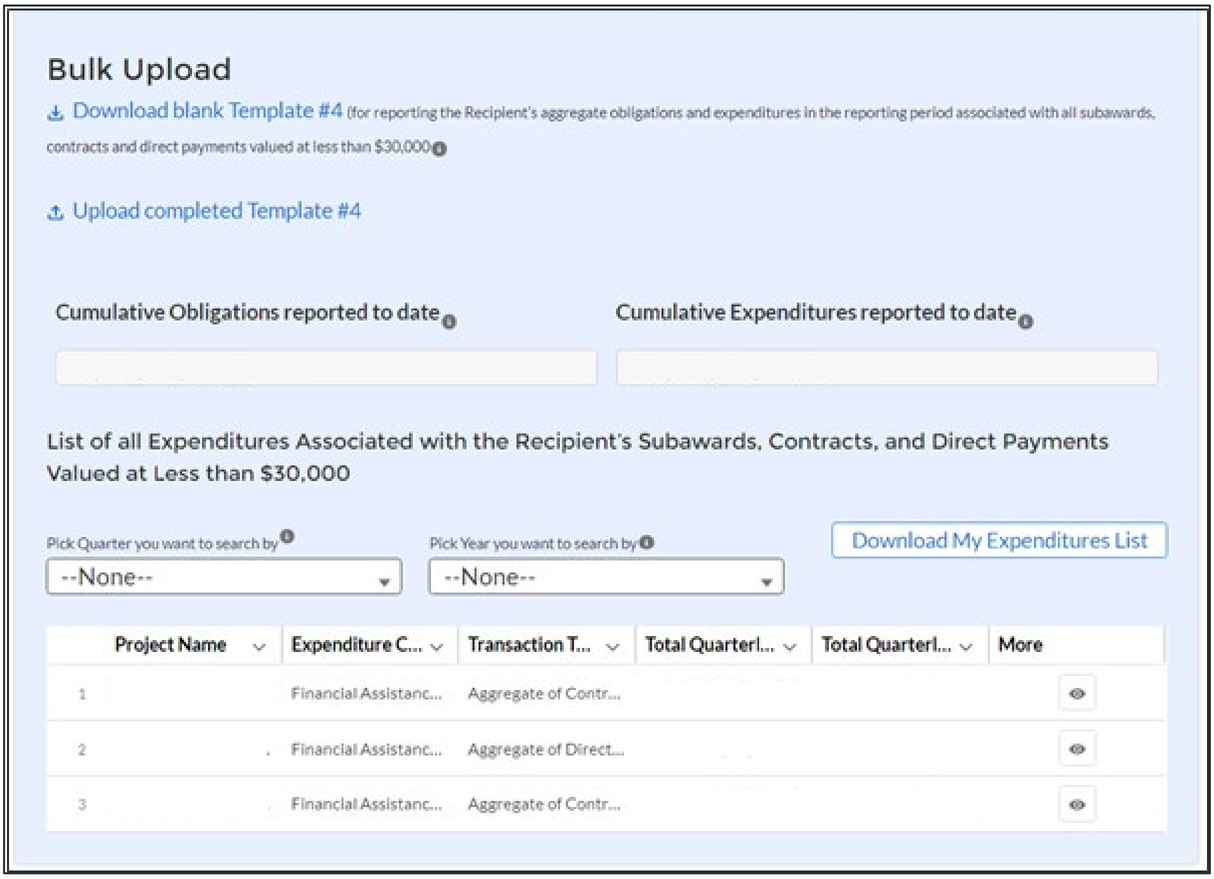


Figure 59 – Cumulative Obligations and Expenditures

6. Proceed to the next segment once all obligations and expenditures are reported.

> **Note:** To report an ERA Recipient's expenditure under a subaward or contract that is an administrative cost in an amount less than $30,000:
>
> 1. Select "Administrative Costs" for the Expenditures Category.
> 2. Use the "Administrative Cost Narrative" field to provide a supporting narrative.

- **Recipient and Subrecipient Expenditures (Payments) to Individuals** (see Figure 60)
  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.**
  2. Select the associated **Expenditure Category** from the drop-down picklist.
  3. Click the *Save Data Entry* button to submit the record. Depending on the obligations and expenditures performed in the current reporting period, Steps 1 & 2 will need to be **repeated up to 7** times once for each of the **7 Expenditure Category types**.
  4. Treasury's portal will display an on-screen summary of the reported obligations and expenditures to individuals in tabular format. Please see Appendix C for a sample of the table. The sample may be particularly helpful for Recipients who manually key-in these data points.

5. **Cumulative Expenditures,** and **Cumulative Obligations** displays the sum total of all records reported in this section to date. These fields are automatically calculated and displayed at the bottom of the subsection (see Figure 61).

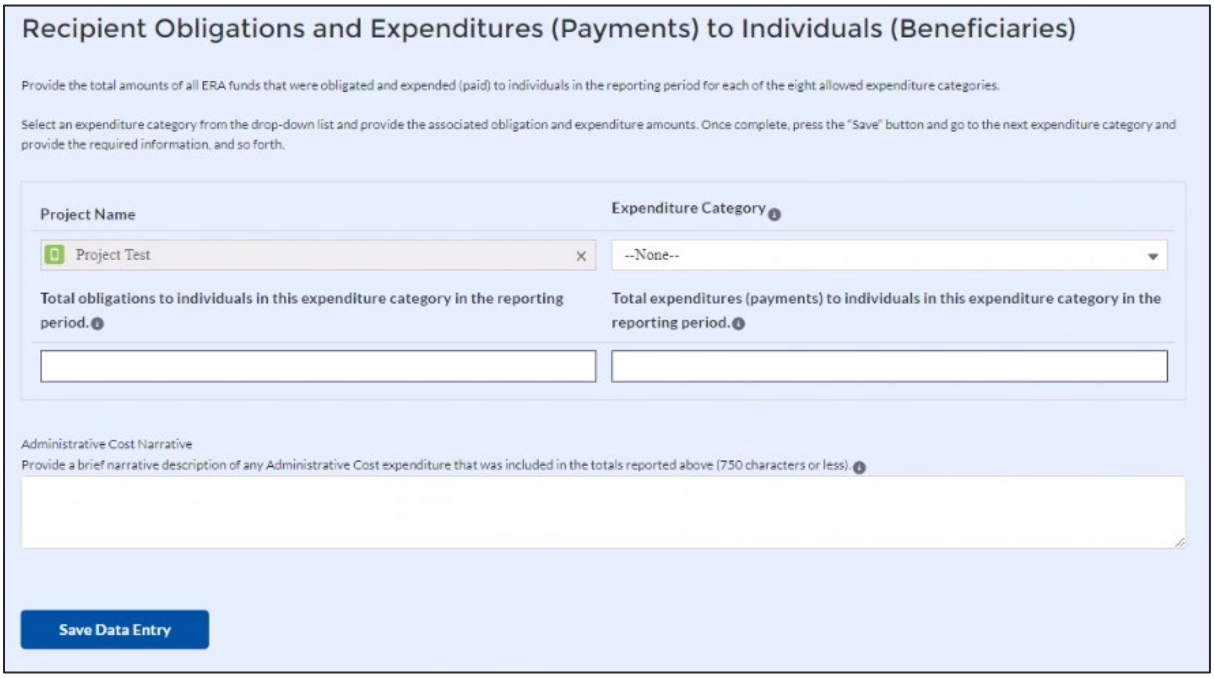


Figure 60 – Data Entry for Payments to Individuals

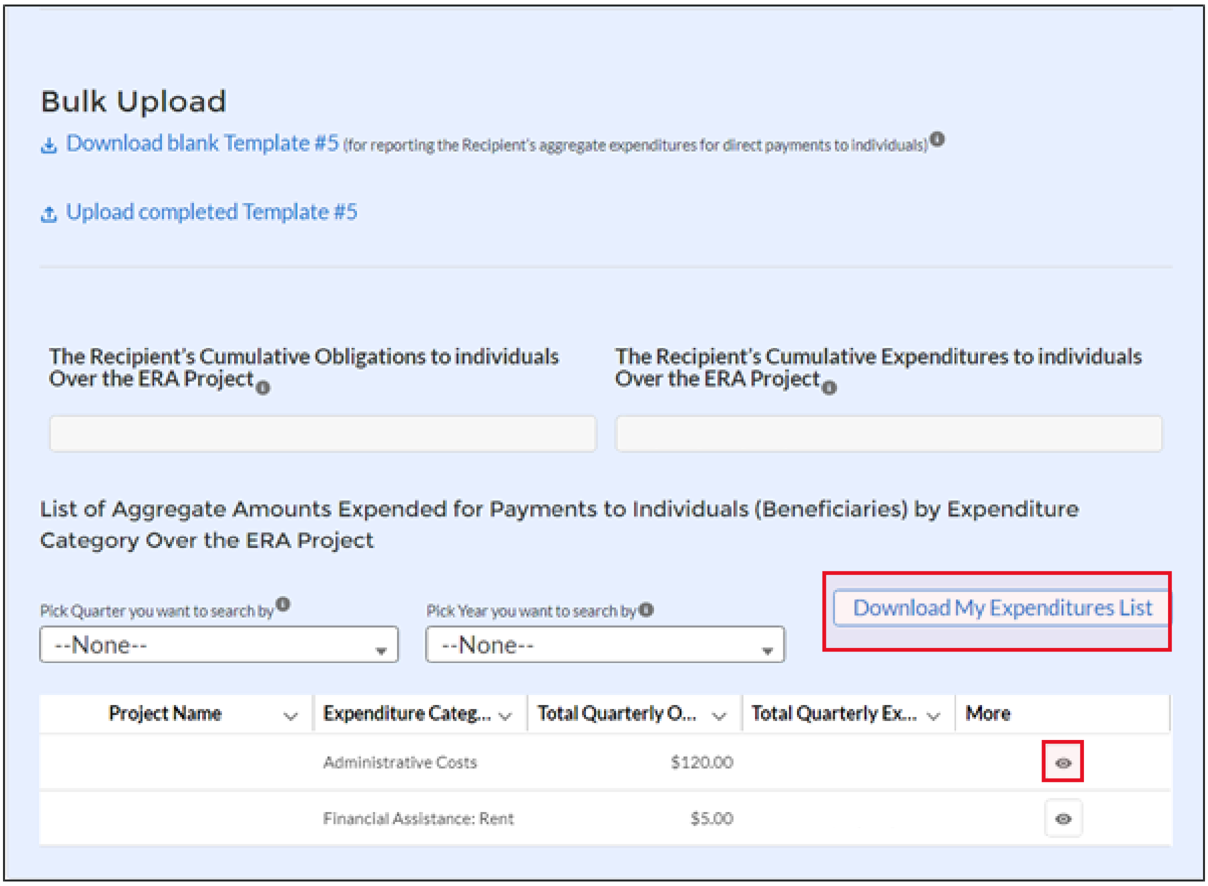


Figure 61 – Cumulative Obligations and Expenditures

6. Click the *Next* button on the navigation bar to advance to the next section.

- **Expenditure search functionality**

You can search for expenditures that have been entered in the current reporting period and for those submitted in prior periods. You can filter by reporting quarter and reporting year and also download information about the expenditures (see Figure 62).

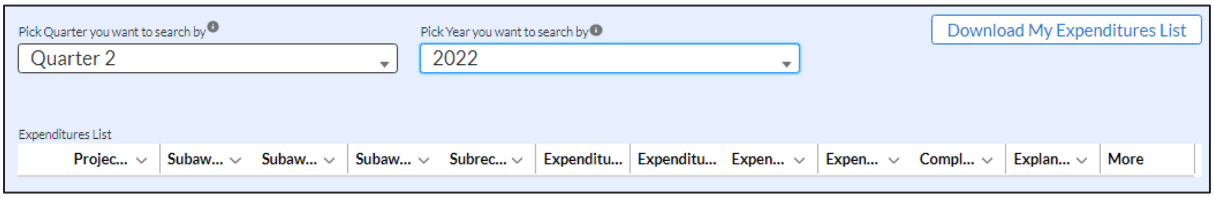


Figure 62 – Expenditure Search

- **Update/Delete Expenditure Records**

1. Use the “eye” symbol next to any expenditure, as shown in Figure 61, to view expenditure records online for each of the three expenditure categories.
2. Update expenditure records by editing any of the fields shown and using the “Save Expenditure” button (See Figure 63). “Grey” fields cannot be updated/changed. Delete the entire record by using the “Delete Expenditures” button (See Figure 63). If you are only viewing the record and not making any changes, please use the “X” at the top right corner of Figure 63 to close the record. Do not press “Save Expenditures” as you will be prompted to explain your changes each time.
3. The “Edit Explanation” box will appear only while editing records created in previous quarters. Add notes under “Edit Explanation” to justify changes to previously certified expenditure before saving.

Please see Section XI - Editing and Revising Your Data, below, for detailed guidance on procedures for making updates and revisions to previously submitted data.

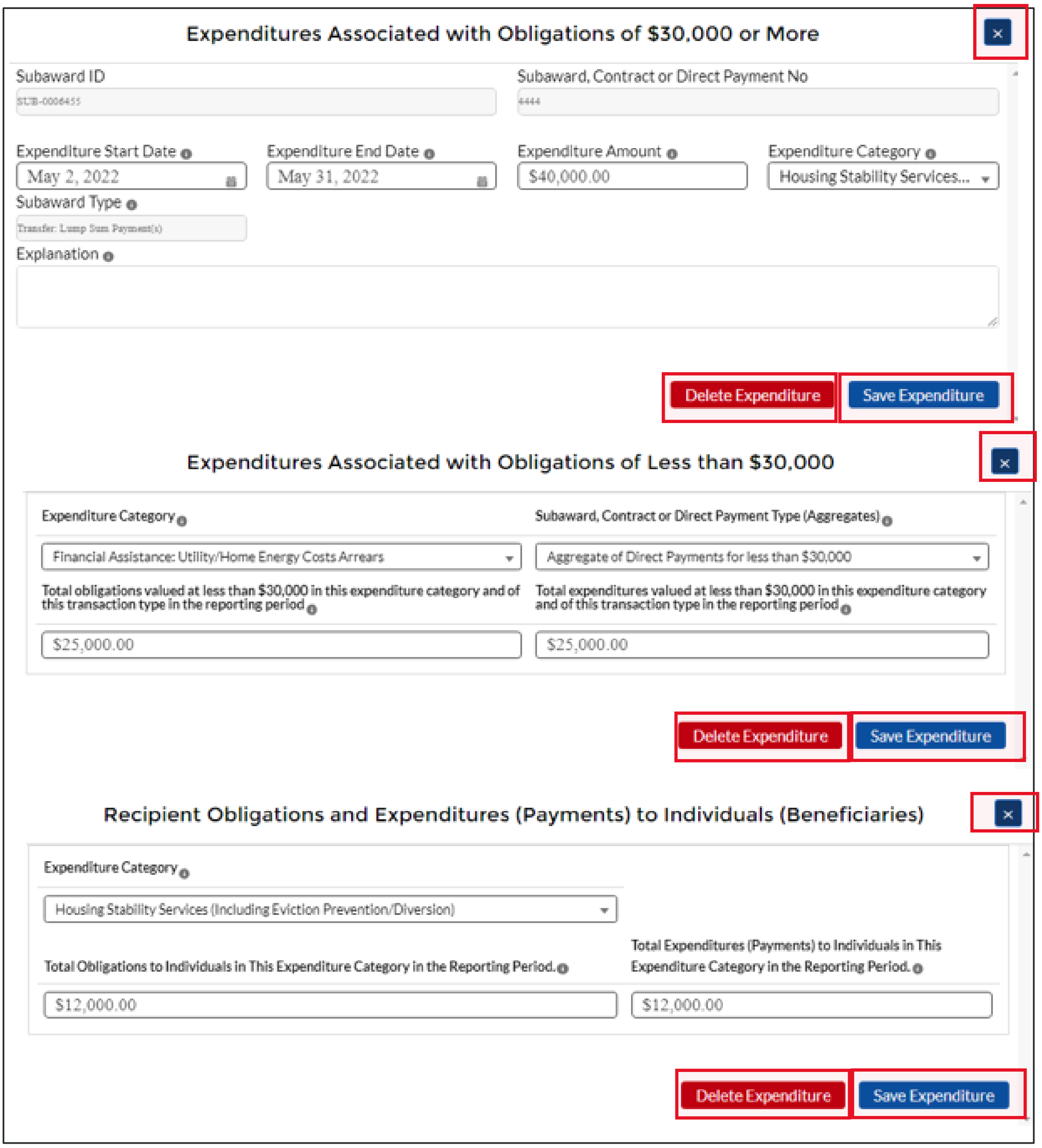


Figure 63 – All Expenditure Edit Screens

Section VIII. Project Data and Participant Demographics Tab

In this module, you will provide participant demographic information (see Figure 64) for the subject ERA project. For each measure and data element listed, Recipients must report progress achieved over the reporting period. State, Local, and Territorial Recipients must also report certain data elements by race, ethnicity, and gender of the primary applicant for assistance in the household. Please refer to the ERA Reporting Guidance for additional clarification.

Figure 64 – Demographics tab

All recipients must manually enter their responses into each of the text boxes on this page. For any data fields that do not apply, please enter "0." In addition, State, Local, and Territorial recipients are required to submit Participant Demographic Information by race, ethnicity, and gender (see Figure 67). This information can be provided manually or via bulk upload.

For bulk file upload instructions specific to this submodule, see **Appendix A – Bulk Upload Overview**. You can download the bulk template using the provided link in Treasury's portal before submitting using the upload button (see Figure 65).

> **Note:** There is no bulk file upload template for Tribe, TDHE, and the DHHL Recipients. Tribes, TDHE, and the DHHL Recipients are not required to report the information broken out by race, ethnicity, and gender of the primary applicant for assistance.

Figure 65 – Demographics Bulk Upload

If you choose to manually provide Participant Demographic Information, please follow the instructions below.

1. Click *Provide Demographic Information* (see Figure 66) to report demographic information broken out by race, ethnicity, and gender for all required fields.

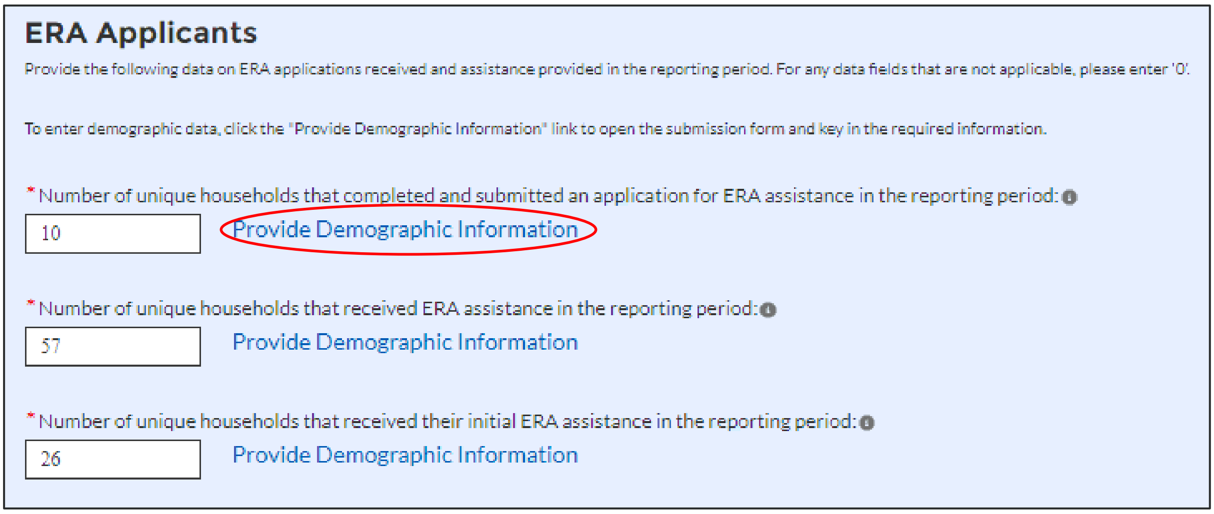
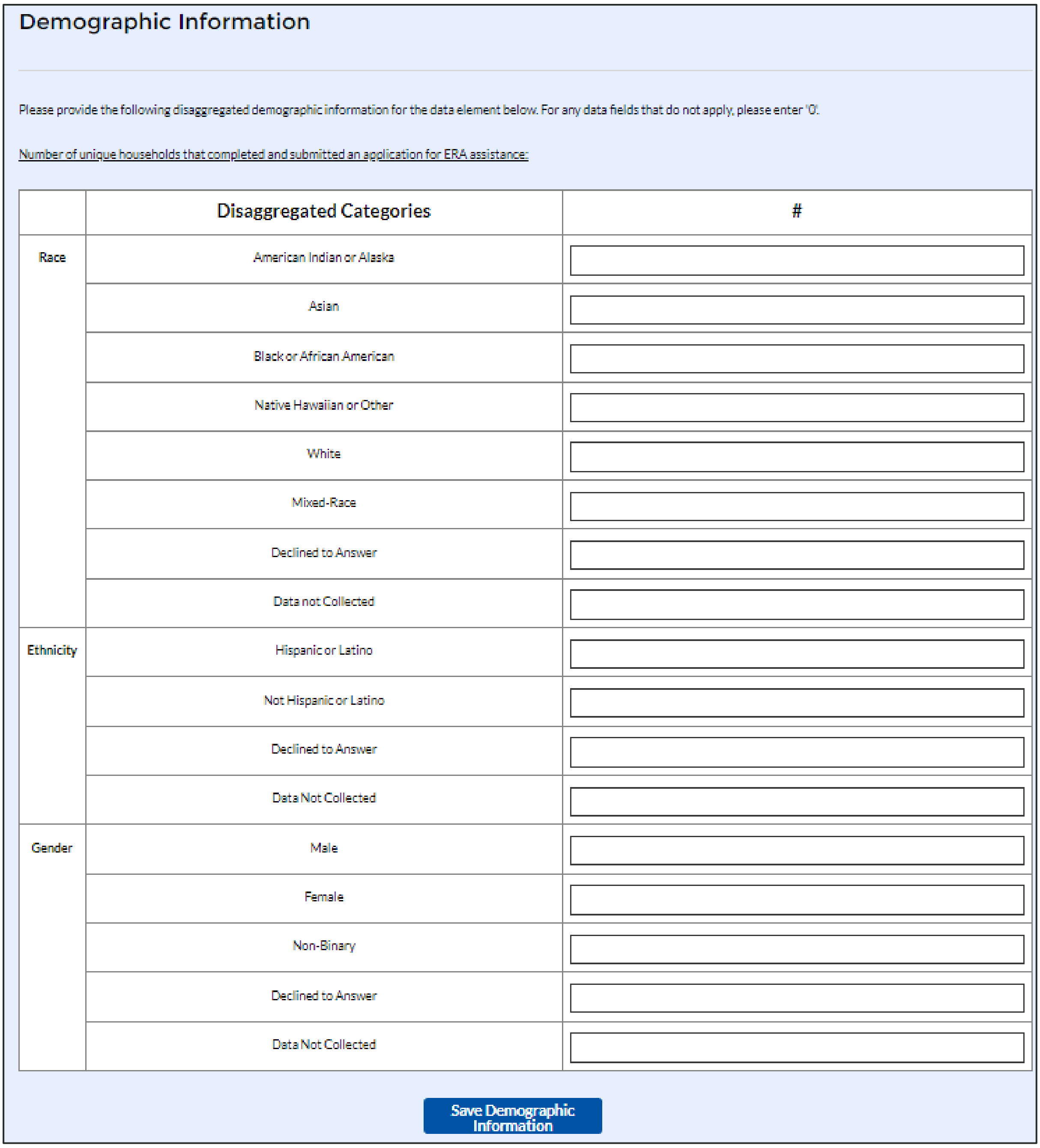


Figure 66 – Reporting on ERA Applicants

2. Enter the applicable data in the number column (see Figure 66).
3. Click *Save Demographic Information* (see Figure 67) to submit demographic for the current field.



Demographic Information

Please provide the following disaggregated demographic information for the data element below. For any data fields that do not apply, please enter '0'.

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

	Disaggregated Categories	#
Race	American Indian or Alaska	
	Asian	
	Black or African American	
	Native Hawaiian or Other	
	White	
	Mixed-Race	
	Declined to Answer	
	Data not Collected	
Ethnicity	Hispanic or Latino	
	Not Hispanic or Latino	
	Declined to Answer	
	Data Not Collected	
Gender	Male	
	Female	
	Non-Binary	
	Declined to Answer	
	Data Not Collected	

Save Demographic Information

Figure 67 – Reporting on ERA Applicants

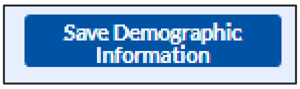


Figure 68 – Save Demographic Information

The Project Data and Participant Demographics reporting tab is categorized into four groups: 1) ERA Applicants, 2) ERA Assistance Provided, 3) Participant Households at Certain Income Levels, and 4) Award Activity Amounts Approved (Obligated) and Amounts Paid (Expended) During the Quarter.

If you choose to manually enter records, follow the instructions below.

1. Under the ERA Applicants section (see Figure 69), report data on ERA applications received and assistance provided in the reporting period.

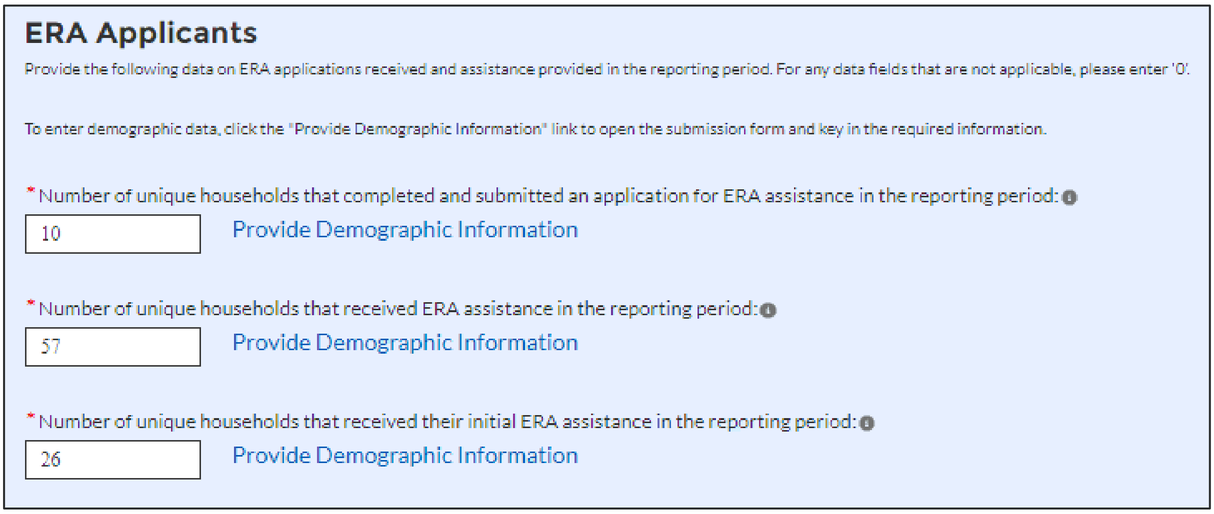


Figure 69 – Reporting on ERA Applicants

2. Under the ERA Assistance Provided Section, report data on unique households that received different types of ERA assistance (**excluding Housing Stability Services**) (see Figure 70).

> **Note:** Tribe, TDHE, and the DHHL Recipients must report on each of the ERA Assistance Types listed. Tribes, TDHE, and the DHHL Recipients are not required to report the information broken out by race, ethnicity, and gender of the primary applicant for assistance.

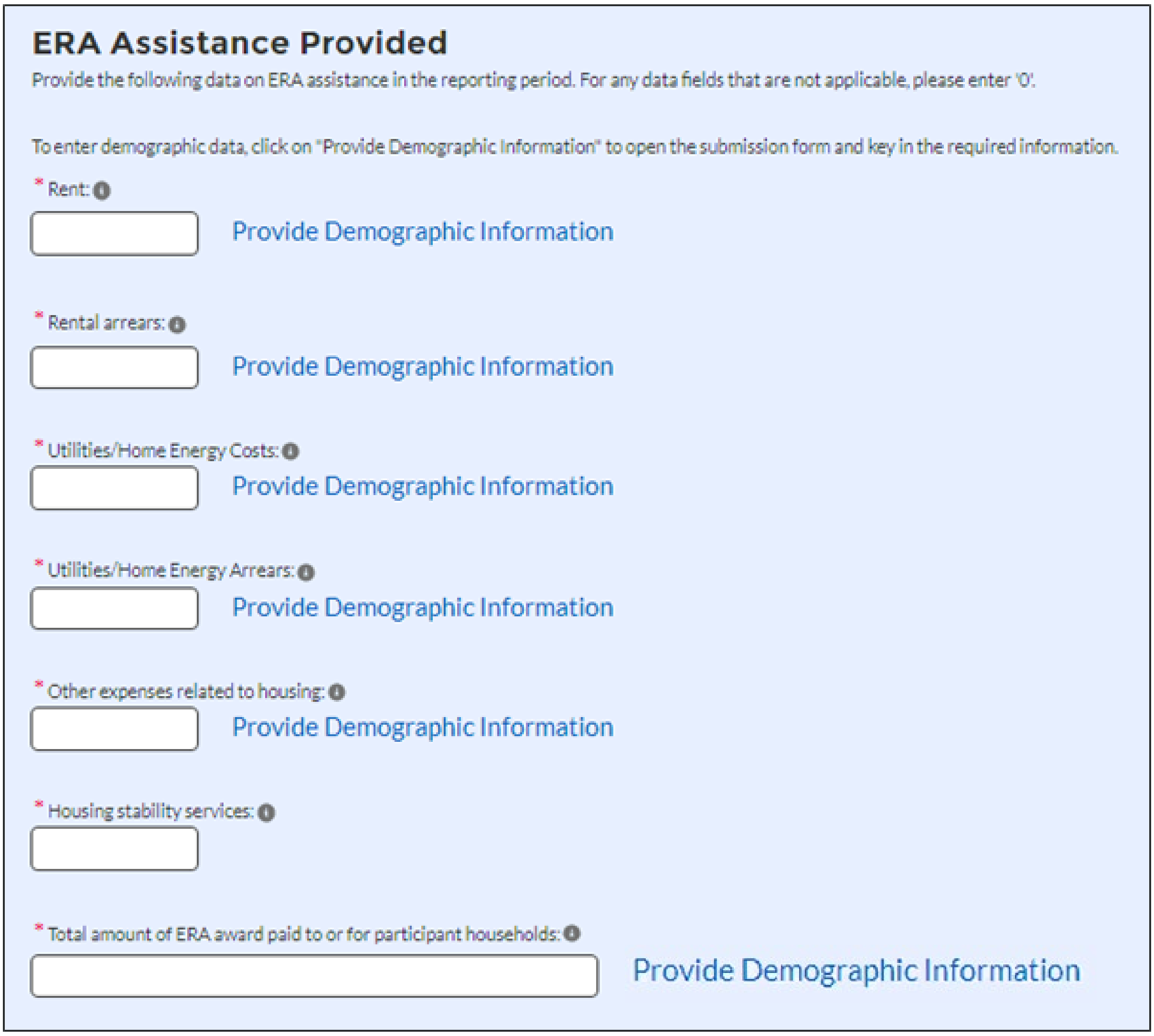


Figure 70 – Reporting on ERA Assistance Provided

3. Under the Participant Households at Certain Income Levels section, report data on households served based on income eligibility (see Figures 71 and 72).

> **Note:** Tribe, TDHE, and the DHHL Recipients are only required to report the total amount of ERA award paid to or for participating households in this section.

Participant Households at Certain Income Levels

Provide the following data on participant households incomes. For any data fields that are not applicable, please enter '0'.

To enter demographic data, click on "Provide Demographic Information" to open the submission form and key in the required information.

* Less than 30% of area median income

2 | Provide Demographic Information

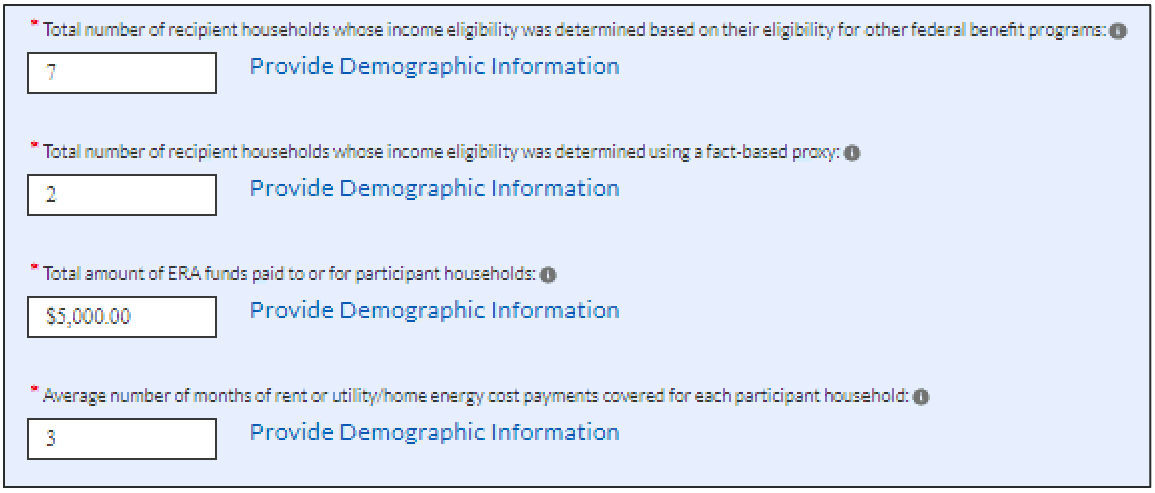
* Between 30 and 50% of area median income:

5 | Provide Demographic Information

* Between 50 and 80% of area median income:

4 | Provide Demographic Information

Figure 71 – Reporting on households served based on income eligibility (1)



* Total number of recipient households whose income eligibility was determined based on their eligibility for other federal benefit programs:

7 | Provide Demographic Information

* Total number of recipient households whose income eligibility was determined using a fact-based proxy:

2 | Provide Demographic Information

* Total amount of ERA funds paid to or for participant households:

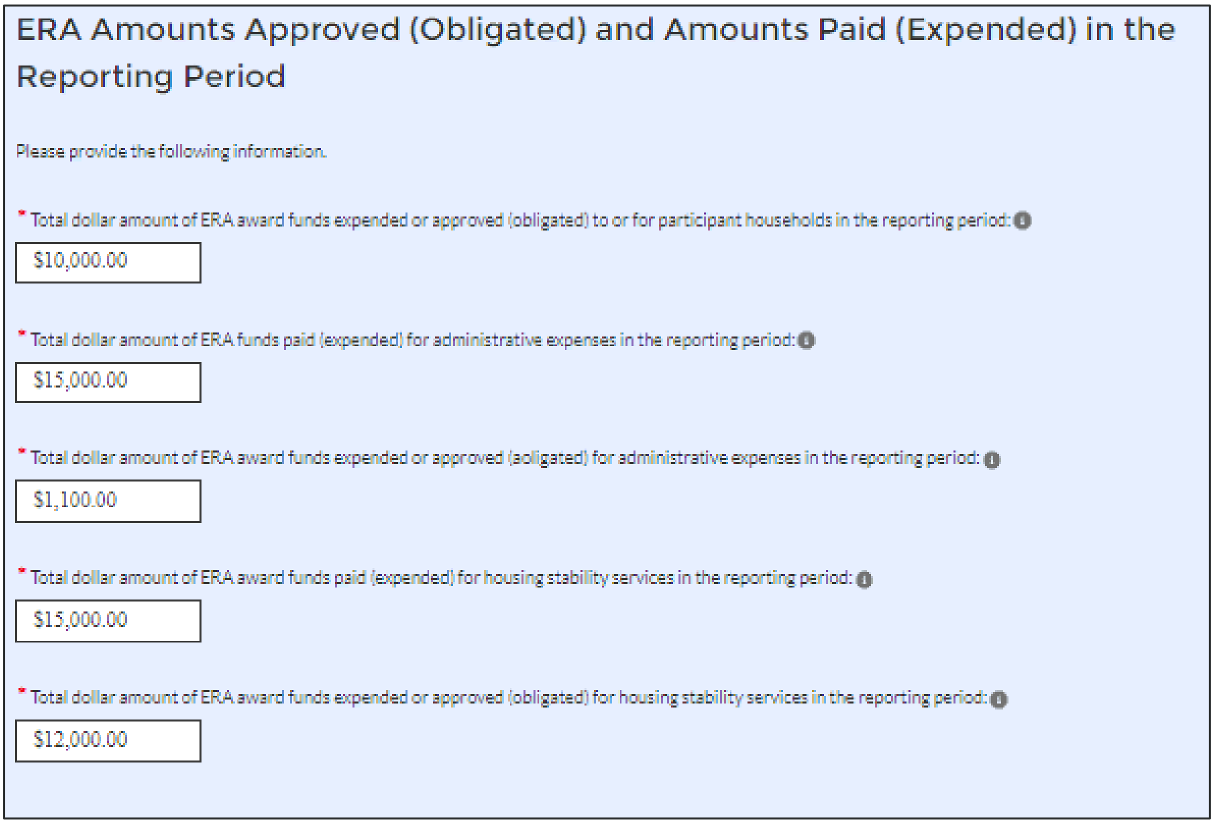
$5,000.00 | Provide Demographic Information

* Average number of months of rent or utility/home energy cost payments covered for each participant household:

3 | Provide Demographic Information

Figure 72 – Reporting on households served based on income eligibility (2)

4. Under the Award Activity Amounts Approved (Obligated) and Amounts Paid (Expended) During the Quarter section, report data on all amounts obligated and expended in the current Quarterly Reporting period (see Figure 73).



ERA Amounts Approved (Obligated) and Amounts Paid (Expended) in the Reporting Period

Please provide the following information.

* Total dollar amount of ERA award funds expended or approved (obligated) to or for participant households in the reporting period:

$10,000.00

* Total dollar amount of ERA funds paid (expended) for administrative expenses in the reporting period:

$15,000.00

* Total dollar amount of ERA award funds expended or approved (aoligated) for administrative expenses in the reporting period:

$1,100.00

* Total dollar amount of ERA award funds paid (expended) for housing stability services in the reporting period:

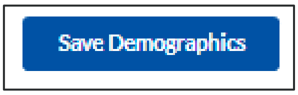
$15,000.00

* Total dollar amount of ERA award funds expended or approved (obligated) for housing stability services in the reporting period:

$12,000.00

Figure 73 – Reporting on award activity approved, and amount paid

5. Click the *Save Demographics* button to record progress.



6. Click the *Next* button to advance to the Performance and Financial Report module.

Section IX. Performance and Financial Reporting Tab

In this module, you will report on the overall performance and financials and will also submit participant household payments data for the current reporting period for the subject ERA Project (see Figure 74). Please refer to the ERA Reporting Guidance for additional clarification.

This module includes four segments: a) Performance Narrative; b) Narrative on Effective Practices; c) Federal Financial Reporting; and d) Participant Household Payment Data File.

Figure 74 – Performance & Financial Report tab

a) **Performance Narrative**

In this section, you will provide additional information on how the project performed against the outlined ERA goals and outcomes for the current reporting Quarter (see Figure 75).

1. Provide a narrative that discusses how the project performed relative to the goals outlined by the ERA program. Address all the listed relevant points.
2. Alternatively, you can choose to upload your performative narrative via the “Upload Files” functionality. For ease of tracking, please consider using a standard naming convention for your file (example – PerformanceNarrative_RecipientName_ERAProgram_Date).

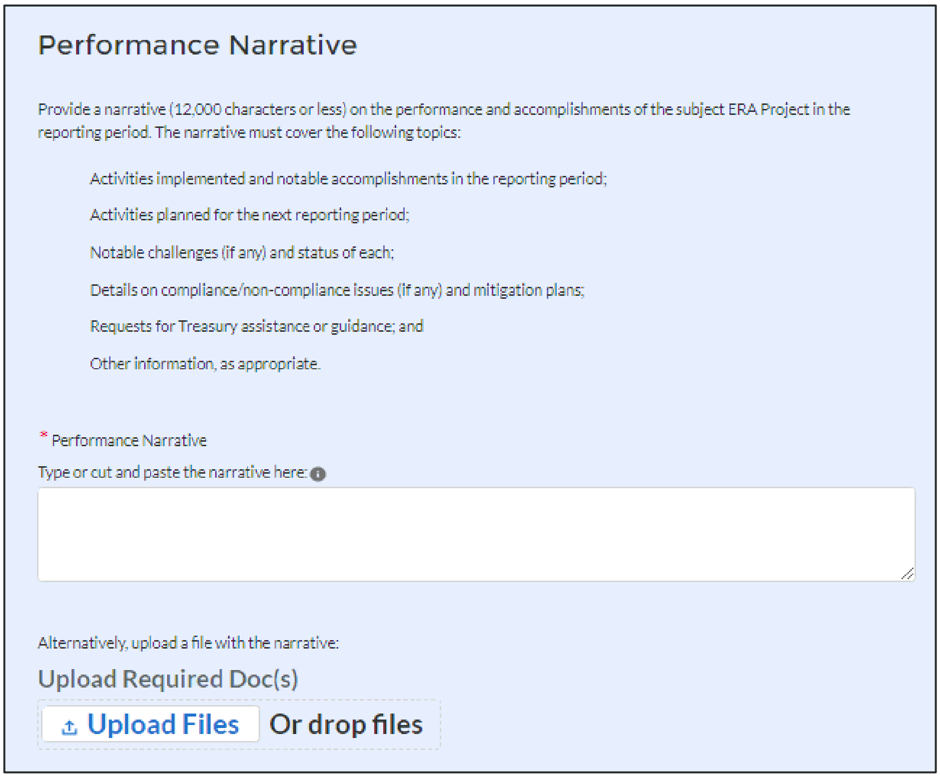


Figure 75 – Performance Narrative

b) **Narrative on Effective Practices**

In this section, you will provide additional information on the effective practices that were used by your organization.

1. Provide a brief explanation on the effective practices used when administering the ERA Project (see Figure 76).
2. Alternatively, you can choose to upload your narrative via the "Upload Files" functionality. For ease of tracking, please consider using a standard naming convention for your file (example – EffectivePractices_RecipientName_ERAProgram_Date).

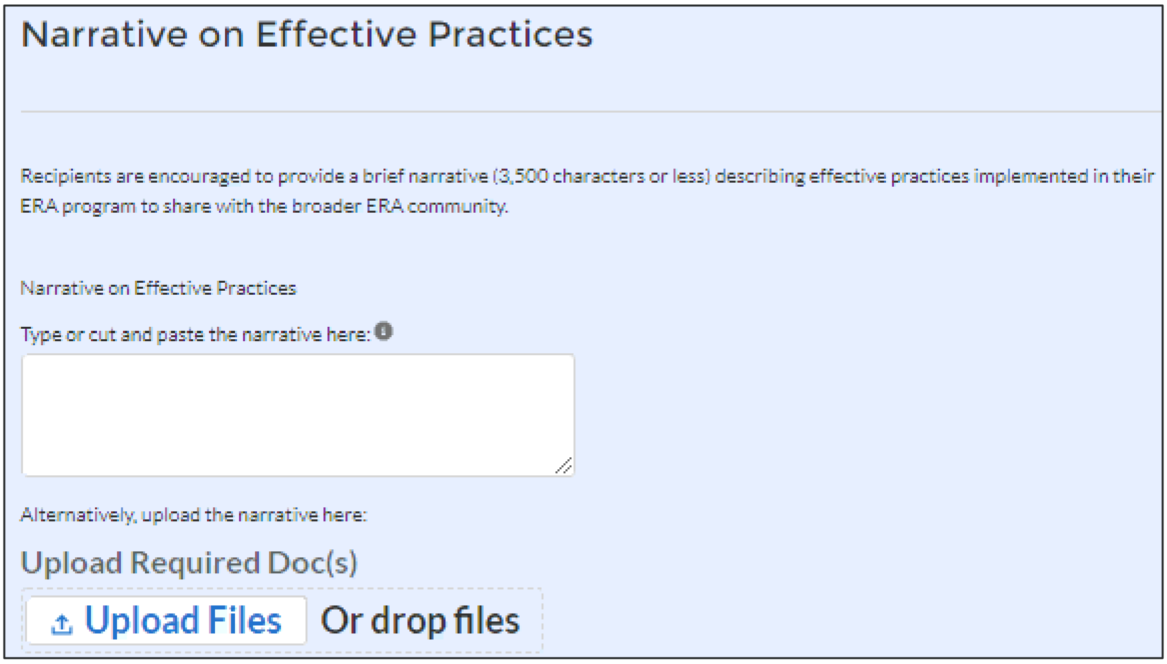


Figure 76 – Effective Practices Narrative Entry

c) **Federal Financial Reporting**

This section of the ERA Quarterly Report has been updated effective with the Quarter 1, 2022 report, to require Recipients to provide financial data directly into Treasury's portal, rather than by uploading SF-425 forms as was required previously.

1. Treasury's Portal will pre-populate the **Total Award** data field.
2. Enter the **Cumulative amount of Award Obligated as of the end of the Reporting Period, Cumulative amount of Award Obligated but not Expended as of the end of the Reporting Period, Cumulative amount of Award Expended as of the end of the Reporting Period, and Amount of award Unobligated as of the end of the Reporting Period** data (see Figure 77).
3. Report/verify **Current Quarter Obligations** and **Current Quarter Expenditures**.

Figure 77 – Federal Financial Reporting

d) **Participant Household Payment Data**

The Participant Household Payment Data section does not contain a manual data entry option. Users must use the bulk file upload capability to submit the required data. Under the Participant Household Payment Data section, click the ***Upload Files*** icon (see Figure 78) and attach the Participant Household Payment Data File (*.csv). The file can be downloaded by clicking the ***Download Participant Household Payment Data*** icon. For ease of tracking, please consider using a standard naming convention for your file (example – PHPDF_RecipientName_ERAProgram_Date).

> **Note:** Tribe, TDHE, and the DHHL Recipients are not required to submit the Participant Household Payment Data file and therefore this section will not appear in their records.

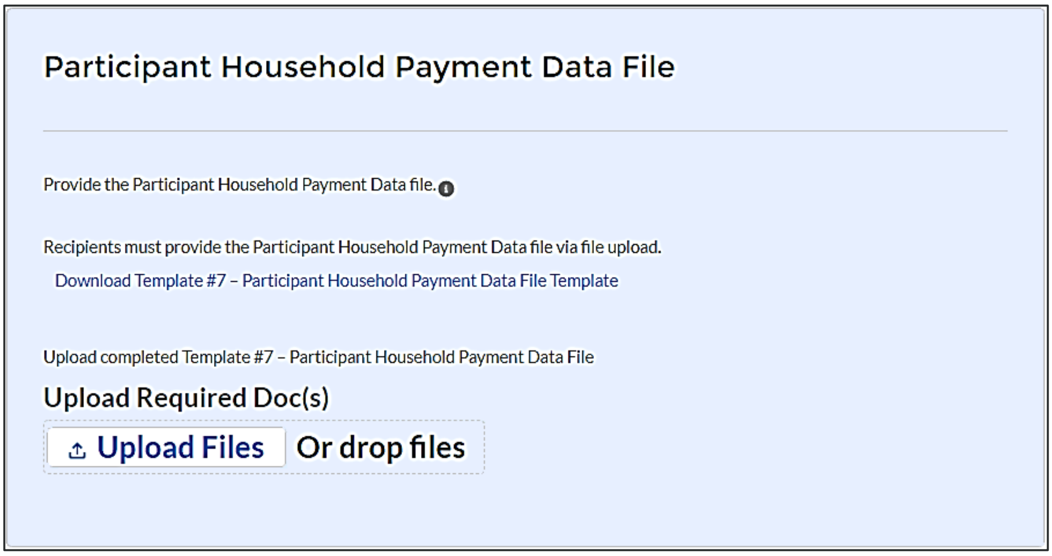


Figure 78 – Participant Household Payment Data

e) **Recipient Comments**

The Recipient Comments section may be used to provide any information or comments to Treasury about the compliance reporting process. Recipients are encouraged to provide any information deemed necessary to further explain any data or narrative responses submitted in the quarterly report as well. You can upload a file or use the provided text box (see Figure 79).

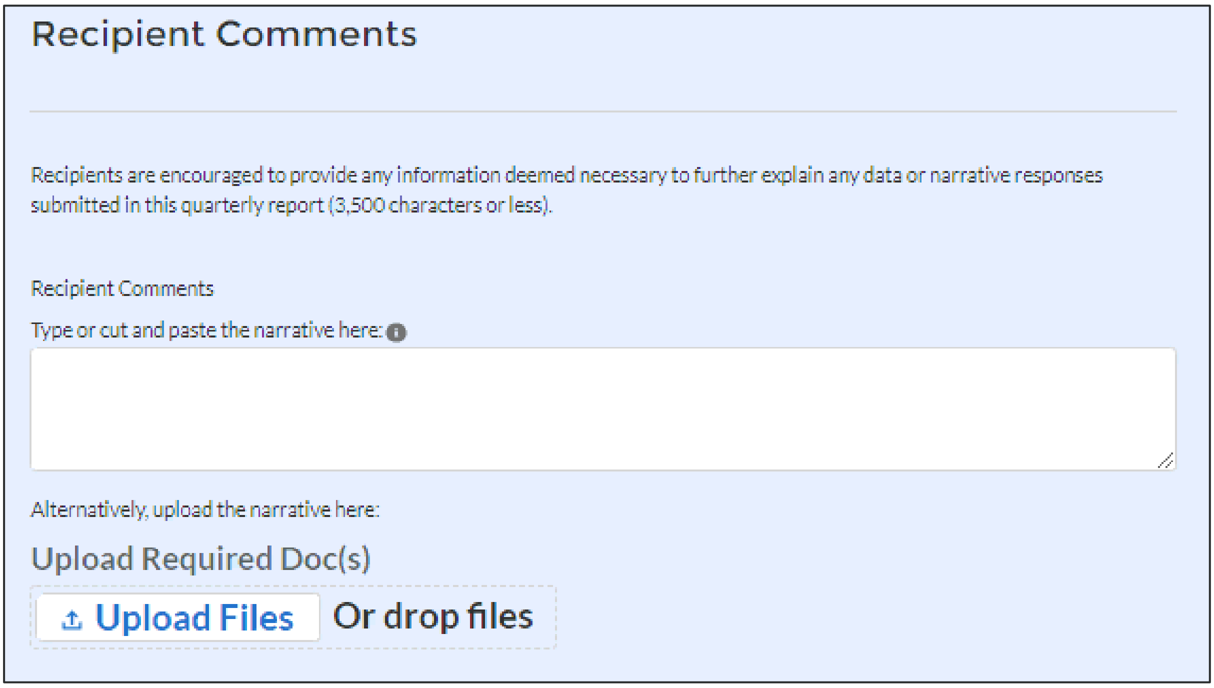


Figure 79 – Recipient Comments

1. Click the *Save* button to record progress.

2. Click the *Next* button to advance to the Report Certification and Submission module.

Section X. Report Certification and Submission Tab

The Recipient's designated Authorized Representative for Reporting (ARR) or ERA Account Administrator (AA) must e-sign the certification to successfully submit the Quarterly Reports (see Figure 80). If the ERA Point of Contact certifies the submission, the report will be in "Draft" status until the ARR or AA certifies through the portal.

a) Review and agree to the following statement:

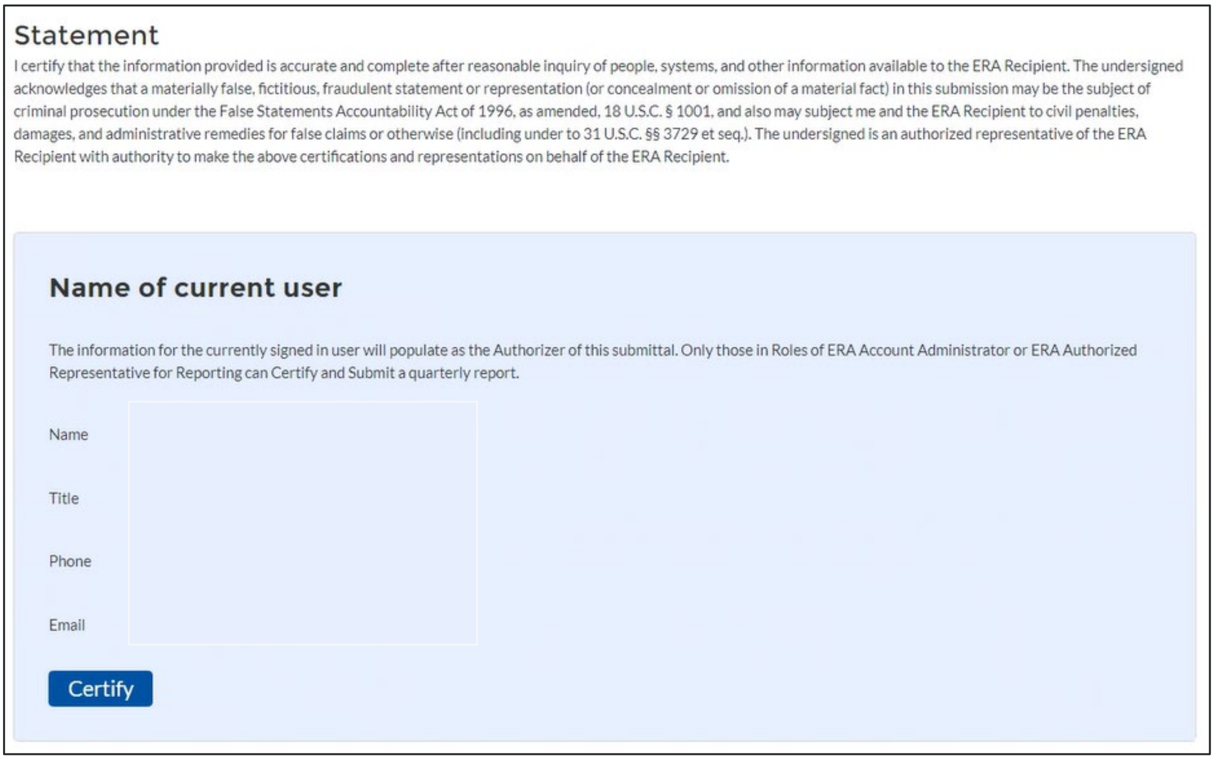


Figure 80 – Form Submission Certification

b) Click *Certify* button to agree to the statement. A window will pop up to ensure you are ready to submit. Click the *Submit* icon (see Figure 81).

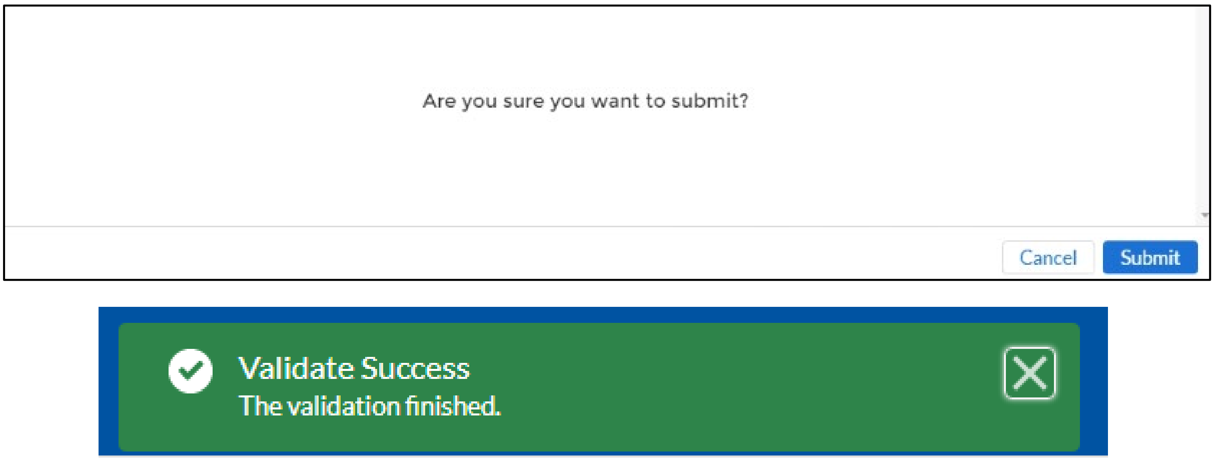


Figure 81 – Form Submission Approval Screen & Successful Submission

c) If there are any errors at the time of your submission, an error message will appear with mistakes to be corrected in red (see Figure 82).

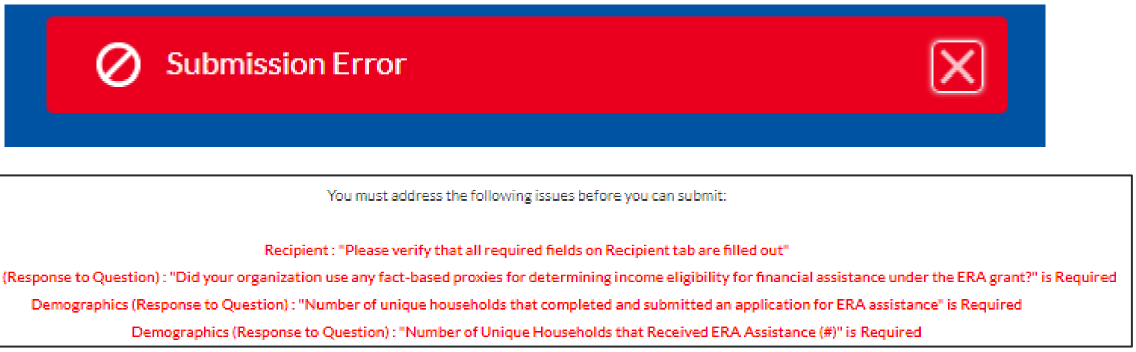


Figure 82 – Submission Error Message & Errors to Address

d) Address all errors and repeat Step B to certify and successfully submit your report. This will complete the Quarterly Reporting process.

Section XI. Editing and Revising Your Data

This section provides instructions for recipients who seek to provide updates or revisions to information submitted in the Subrecipient, Subaward, Expenditure sequence of tabs in previous quarterly reports. Please note that, unless initiated by Treasury staff, recipients will not have the ability to make any edits directly on submitted reports after the report deadline. Rather, any revisions to reports that have been submitted must be reflected in he next available report.

There are two ways to revise Subrecipient, Subaward, and Expenditure records:

- Manual Entry – using the Treasury Portal's web-based online forms to revise or change fields manually and individually.
- Bulk Upload – using the bulk upload functionality in the different report modules to upload a file that updates many different existing records at one time.

a) Manual Entry

1) Subrecipient/Contractor/Direct Payee (Beneficiary) Records

Recipients have the ability to revise previously entered Subrecipient/Contractor/Direct Payee (Beneficiary) information by clicking on the on-screen "Eye" icon located in the "More" column.

Recipients can revise identifiers such as the UEI or the TIN. Subrecipient identifying information, including UEI and TIN, should be entered or updated if available, as DUNS numbers are no longer being used as a valid identifier.

Please note that revising a record will trigger a requirement to provide a brief statement of the reason and description of the edits.

2) Subaward/Contract/Direct Payment Records

Similarly, for revising previously entered Subaward/Contract/Direct Payment data, recipients will need to click on the on-screen "Eye" icon located in the "More" column.

Please note that revising the record will trigger a requirement to provide a brief statement of the reason and description of the edits.

3) Expenditures

Recipients have the ability to manually revise previously entered expenditure information on-screen by clicking on the "Eye" icon located in the "More" column. Monetary and Non-monetary content (i.e., amounts, dates, categories, etc.) can be changed directly on-screen in the portal. Recipients are able to make revisions one expenditure at a time when using the on-screen manual method. Editing the record will trigger a requirement to provide a reason and description of the edits.

b) Bulk Upload Entry

Similar to bulk uploading new data (as described in Appendix A), recipients have the ability to revise multiple records at one time by using the bulk upload templates.

The steps to make these revisions using bulk upload templates are as follows:

1) **Subrecipient/ Contractor/Direct Payee and Subaward/Contract/Direct Payments module**

NOTE:
Prior to revising an existing record, please ensure you have the most up to date bulk upload template for the respective modules. You will populate a blank template with your new changes. Templates are available for download on the portal.

All revisions require the existing identifier field for each respective record. You can find the identifier field by using the “Download Information Reported to Date” function below every module to easily view your record’s identifiers in Excel. The mapping for unique identifiers for each module is as follows:

- Subrecipient/Contractor/Direct Payee: “ID”
- Subaward/Contract/Direct Payment: “ID”
  (Copy the .csv “ID” field to the “Recipient Project ID” field in the respective bulk file upload template)

Step 1
Identify and Populate Record Identifiers: Identify which record(s) require revision. Populate the identifier field (located in the respective .csv file) in the relevant and blank Bulk Upload Template for the records you want to edit. Make sure that in each template, the identifiers correspond with records that currently exist in the system.

Step 2
Populate Record Changes: Once the identifier is populated for the records you want to reviseedit, fill in the rest of the template both with fields that are being revised, and fields that are not changing. You will add your changes and record identifier starting with Row 8, column B for each respective template. **IMPORTANT**: Revising with bulk upload replaces data in the entire record, not only in the fields you want to edit. So, if you leave any fields blank in your upload template, those fields will be blank in the system.

EXAMPLE: The period of performance start date needs to be changed for a subaward record.

Using a new blank bulk file upload template, populate the appropriate record identifier and new period of performance start date. Populate all remaining unchanged fields with the existing record content.

Step 3
Bulk Upload: After completing the bulk upload template that includes your edits, save the template as a .CSV file and change the file name as needed. Click the on-screen Bulk Upload link labeled, “Upload completed Template #x”” to open the Bulk Upload box and select your file for uploading. Validate your data to ensure it is accurate. Your new data has been added to the system.

2) Expenditure Module

NOTE:
Recipients will utilize “ledger entries” to make any changes to the total amount of obligation or expenditures previously reported by creating new records for the current reporting period in either positive or negative amounts.

Step 1
Identify and Populate Record Identifiers: Identify which record(s) require editing. . Populate the identifier field (located in the respective .csv file) in the relevant and blank Bulk Upload Template for the records you want to edit. NOTE: For expenditures greater than $30,000, you must populate the Subaward ID# in the blank bulk file upload template. It is not required to populate the identifier for Expenditures less than $30,000 and payments to individuals.

Step 2[1]
Zero Out Expenditure Entries: Using a new blank template for the respective expenditure module, populate the total amount of obligation or expenditure by entering either positive or negative amounts.

Example: You initially reported expenditures of $100,000 but need to revise the amount to $50,000. You must first create a zero-expenditure balance prior to creating an updated expenditure of $50,000. Enter negative -$100,000 to bring the expenditure amount to zero.

Step 3
Bulk Upload Zero Expenditures: After completing the expenditure edits, save the template as a .CSV file and change the file name as needed. Click the Bulk Upload link to open the Bulk Upload box and select your file for uploading. Validate your data to ensure it is accurate. Upload the file. The new system expenditure amount for the respective record will be zero.

Step 4
Create New Expenditure Record: The current record expenditure amount in the system should be zero. Using a new blank bulk file upload template, populate the .xlxs file with updated expenditure data. Using the previous example, you would enter $50,000 as the new expenditure. Upload the file using the process in Step 3.

[1] An alternative approach is to create 1 adjusting ledger entry in the expenditure template that results in the “net” expenditure value desired. For example, to adjust a previously reported expenditure for $1,000,000 down to $500,000 within a bulk upload template, you need to create a new, adjusting ledger style expenditure of “negative $500,000” to make the adjustment.

Appendix A – Bulk File Upload Overview

a) Purpose

Appendix A provides an overview of the ERA bulk file upload process. There are seven (7) unique bulk file upload templates listed below in the order in which they should be populated and submitted to the ERA Treasury portal. The data requirements for each template can be found in subsequent sections of this Appendix. A copy of each template can be downloaded directly from the Bulk Upload Templates and Instructions Tab on the ERA quarterly report.

1. Template #1 – Subrecipient, Contractor, Beneficiary Profile Template (FileName: Template_1_Subrecipient_Contractor_Beneficiary_Profile_Template_3_31_2022.xls)
2. Template #2 – Subaward, Contract, Direct Payment Record Template (FileName: Template_2_Subaward_Contract_Direct_Payment_Record_Template_3_31_2022.xls)
3. Template #3 – Reporting Expenditures associated with all Subawards, Contracts and Direct Payments valued at $30,000 or more Template (FileName: Tplt_3_Rep_Exp_assc_w_all_Subaw_Contr_and_Dct_Pmts_val_30k_or_more_Tplt_3_31_22.xls)
4. Template #4 – Reporting Expenditures associated with all Subawards, Contracts and Direct Payments valued at less than $30,000 Template (FileName: Tem4_Rep_Obl_and_Exp_assc_all_Suba_Contr_and_Dir_Pmts_val_less_30kTem_3_31_2022.xls)
5. Template #5 – Reporting Recipient Obligation and Expenditures to Individuals Template (FileName: Template_5_Rep_Recipient_Oblig_and_Expen_to_Individuals_Template_3_31_2022)
6. Template #6 – Participant Demographics Template (FileName: Template_6_Participant_Demographics_Template_3_31_2022.xls)
7. Template #7 – Participant Household Payment Data File Template (FileName: Template_7_Participant_Household_Payment_Data_File_Template_3_31_2022.xls)

b) Template Description

Each template contains information on how to build the upload file. Each Module in the web application provides a link to download the template. All templates have the same structure as described below:

Row 1: Template Version

Row 2: Template Name

Row 3: Instructions: Brief description of the template constraints and download/upload guidance

Row 4: Field IDs: Column identifiers

Row 5: Field Label: Brief description of each Field or Column

Row 6: Required or Optional: This field specifies if the field is optional or required. When the column is required, and a recipient does not provide the required data, the system will not accept any record or allow the file to be uploaded.

Row 7: Field Help Text: Provides a description of the column. There are 2 types of fields, 1). An open value either text or numbers and 2). A predefined list of picklist values:

- Open Value: Any text or number. Text for State name or Last Name or a Number that represents amounts. Most text types are free formats, the only expectation is for Dates, each column that represents a date describes the accepted format. For any number field, do not add "," to represent thousands or "$" to represent currency. Only add decimal "." When needed.
- Picklist: A predefined list of values that is accepted by the system. When the column is a picklist, row 7 provides the list of options that the system accepts. Recipients should "copy and paste" the valid value for each record. If the recipient provides a value that is not in the predefined picklist, the system will not accept the file. Responses should not contain double quotes

Row 8: Data that Recipient submits. Row 8 is where recipients begin to insert specific data to submit. The system accepts 1 or many rows.

The following is special guidance for each row or set of rows:

1. Do not change the content of rows 1 to 7
2. Rows 4 to 7 provide metadata of each data element or column of the information that Recipients will provide.
3. Start adding your data in row 8 column B.

The following is an example of a template:

	A	B	C	D	E	F	G
1	Version - 2021.07.15						
2	Template Name: Sub-Award Reporting						
3	Instructions to Reporter: - Do not change the cell formatting - Do not reformat the template - All data should be as text						
4	Field ID	Recipient_DUNS__c	Project_Identification_Number__c	Sub_Recipient_Name__c	Award_No__c	Award_Type__c	Award_Amount__c
5	Label	Recipient DUNS	Client Project Id	Sub Recipient Name	SubAward No.	SubAward Type	SubAward Amount (Obligation)
6	Required or Optional	Required	Required	Required	Required	Required	Required
7	Help Text	Please enter the Recipient DUNS	Client Project Id associated with this Sub Award.	Sub Recipient Name - Assigned to the Sub Award. Name must match valid sub-recipient name either uploaded in the Sub recipient bulk upload or a entered in the system.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	The type of subaward. "Contract: Purchase Order" "Contract: Delivery Order" "Contract: Blanket Purchase Agreement" "Contract: Definitive Contract" "Grant: Lump Sum Payment(s)" "Grant: Reimbursable" "Direct Payment" "Transfer: Lump Sum Payment(s)"	Total amount of ERA funds obligated by the Recipient to a SubRecipient under a given SubAward. DO NOT INCLUDE $ sign when entering amount.
8		123456789	Peter Green	1996	Peter Green	Contract: Purchase Order	194799455

Figure 83 – Example Bulk Upload Template

Note: The ERA Programmatic Reporting Module has a small modification where recipients can add data from E9 to V25.

c) Bulk Upload Template Download and Upload Steps

The Template download and upload process includes the following steps:

1. Download the template from the Bulk Upload Templates and Instructions tab.
2. Open the template in Microsoft Excel.

3. Add your data starting with row 8, column B of the applicable template.
4. When you finish adding your data for row 8, repeat on additional rows as required.
5. Save the template as a .CSV file and change the name of the file if needed.
6. Click the Bulk Upload link to open the Bulk Upload box (see Figure 84).

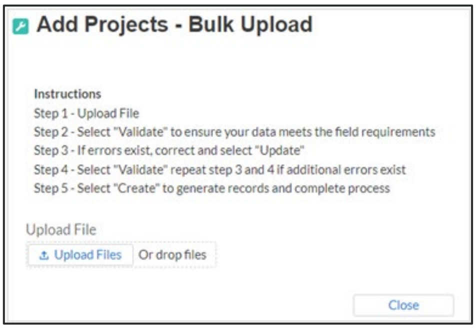


Figure 84 – Bulk Upload Pop-Up Message

7. Attach your saved .CSV file by clicking on “Upload Files”, alternatively you can drag the file to the designated area.
8. A message will appear confirming that your file is uploaded (see Figure 85). Click “Done”.

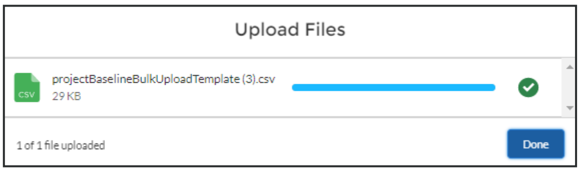


Figure 85 – Upload Files Message

9. Your file will be listed at the bottom of the bulk upload window (see Figure 86).

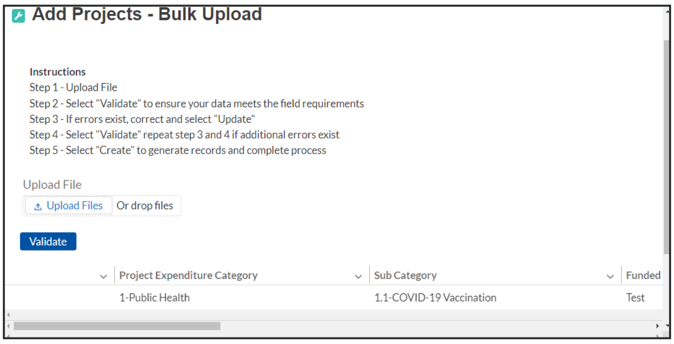


Figure 86 – File added to Bulk Upload portal

10. Click “Validate” to have the system verify that your bulk upload does not have errors.

11. If the system validation finds errors in your bulk upload, it will return the screen with the list of the errors (see Figure 87). From here, you can either update on the screen by manually typing in your corrections in the Value column, or you may restart the process with a corrected bulk upload file. In cases when it may be preferable to work from a master list of errors, click the *Download – Export Errors* link, highlighted in red box in Figure 87, to download a spreadsheet detailing all errors in the bulk upload file. Once your errors are corrected, click "update". The system will once again check your upload for errors.

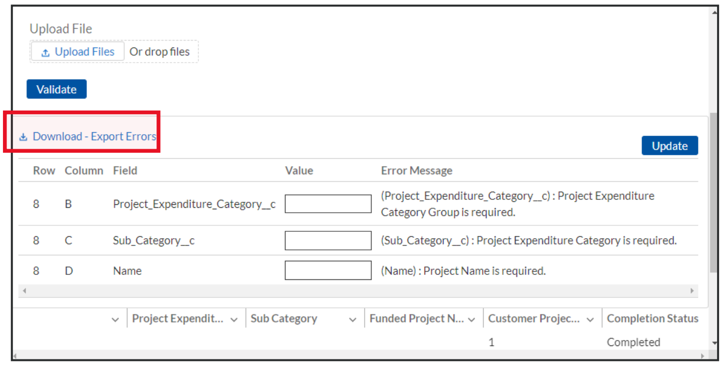


Figure 87 – Listing of Bulk Upload Errors

12. If the system validates that your bulk upload has no errors, it will return the same screen as Figure 86 with instead the option to "Create" (see Figure 88). Click the "Create" button.

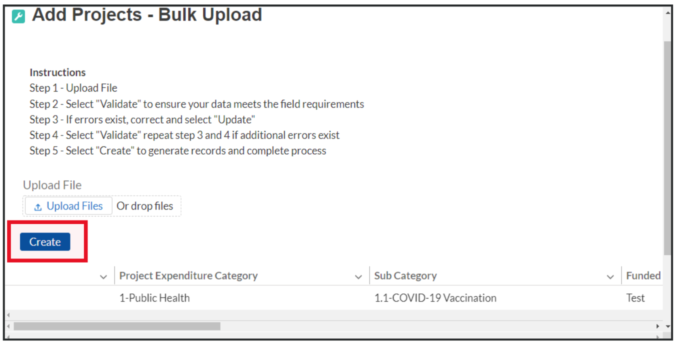


Figure 88 – Bulk Upload Creation

13. Once created, your records will show at the bottom of the relevant screen.

d) Module-To-Module Bulk Upload File Creation Steps

The collective bulk file upload process is contingent upon end-users following the below steps to ensure successful submission:

1. Set up a **Project Record** within the system
2. Load the **Subrecipient Profile** within the Project Record
3. Load the **Subaward Reporting** next (file references Sub Recipient and Project Record information)
4. Load the three **Expenditures files** (files reference Sub Award and Project Record information)
5. Load the **Demographic** File
6. Load the **Participant Household Payment Data** File

Note: All information submitted through the bulk upload process must be submitted as a CSV file.

e) CSV Guidance

Refer to the following link for descriptions of the CSV format.

https://en.wikipedia.org/wiki/Comma-separated_values

f) Specific CSV characteristics

- The date format is MM/DD/YYYY. Example:
    a. 06/22/2021
- All currency values are numeric. It is not required to add "," for thousand or millions.
- Currency values should not contain a "$" sign. The file will be rejected if a "$" is included in the data entry.
- All data for each template should be entered as text. Prior to entering your data, please following the below steps:

Step 1: Select all cells within the template. The Select All button sits at the upper left of all worksheets, at the origin of row and column labels.

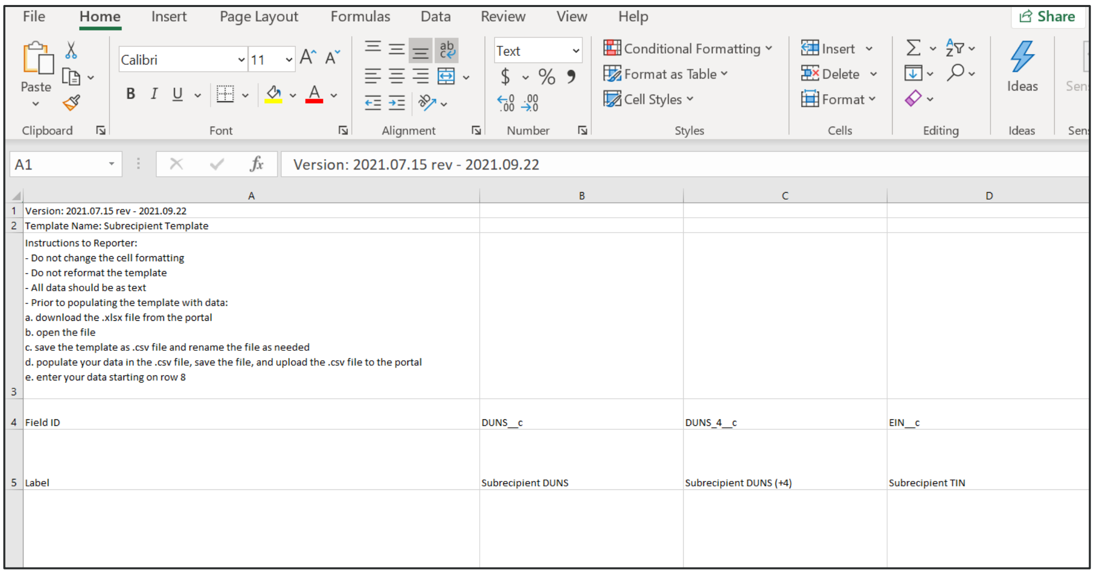


Figure 89 – Select All Button

Step 2: Click the drop-down arrow next to the Format command on the Home tab. Select Format Cells.

Step 3: Click the Number tab. Select Text as the Category.

Step 4: Click OK.

g) Upload Template Description

Each data element and/or column in the CSV files is described below:

- **Index No:** Reference number for the data element. For internal use only
- **Defined term:** Column Short description
- **Definition:** Column long description or definition
- **CSV Column Name:** The column header name that must be used in the CSV file
- **Required:** Indicates if the column is required or not required.
- **List Value:** The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric
- **Data type:** Specify the data type of the column. The options are: Numeric, Text, Date and Picklist.
- **Max Length:** Indicates the maximum length in characters that is allowed for each column.

h) Subrecipients, Contractors, and Beneficiaries Profile Template

This module provides and documents information about each Subrecipient, Contractor and Beneficiary (other than beneficiaries who are individual tenants or individual/small business landlords) to which the ERA Recipient has obligated $30,000 or more in ERA funding under the subject ERA Project. The Subrecipients, Contractors a Beneficiaries module allows users to enter data manually or leverage the bulk file upload capability. For a definition of "Subaward" in the context of ERA reporting, please see the Addendum to ERA Reporting Guidance – Clarifications and Guidance for Financial Reporting on Recipient and Subrecipient Activities.

CSV Format details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subrecipients, Contractors, and Beneficiaries profile.

Table 1 – Required Data Elements for the Subrecipients, Contractors, and Beneficiaries Profile

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient, Contractor, or Beneficiary Unique Entity Identifier (UEI) from their SAM.gov profile. NOTE: One of the following identification	Required	n/a	Alpha-numeric	12

Defined Term	Definition	Required	List Values	Data Type	Max Length
	numbers must be provided: -UEI, or -TIN				
Subrecipient TIN	The Subrecipient, Contractor, or Beneficiary Internal Revenue Service (IRS) Taxpayer Identification Number NOTE: One of the following identification numbers must be provided: -UEI, or -TIN	Required	n/a	Numeric	9
Recipient Profile ID	[DO NOT ENTER FOR NEW ENTRIES] This is a Treasury Portal auto-generated unique ID only for use when updating existing subrecipients via bulk upload functionality. The IDs can be found in the "My Subrecipients" table, and the "Download as CSV" feature.	Optional	n/a	Numeric	10
Subrecipient Type	A collection of indicators of different types of Subrecipients, Contractors, or Beneficiaries types that receive ERA funds.	Required	|- State |- County Government |- City or Township Government |- Regional Organization |- Nonprofit with Sec 501(C)(3) IRS status (Other than an institution of Higher Education) |- Nonprofit without Sec 501(C)(3) IRS status (Other than an institution of Higher Education) |- Individual |- For-Profit Organization	Picklist (see permissible values in previous column)	82

Defined Term	Definition	Required	List Values	Data Type	Max Length
			(Other than a Small Business) |- Small Business |- Other		
Subrecipient Name	The name of the Subrecipient, Contractor, or Beneficiary.	Required	n/a	String	80
POC Email Address	The email address of the primary point-of-contact for the Subrecipient Contractor, or Beneficiary.	Required	n/a	String	40
Address Line 1	First line of the Subrecipient, Contractor, or Beneficiary address.	Required	n/a	String	255
Address Line 2	Second line of the Subrecipient, Contractor, or Beneficiary address.	Optional	n/a	String	255
Address Line 3	Third line of the Subrecipient, Contractor, or Beneficiary address.	Optional	n/a	String	255
City Name	Name of the city in which the Subrecipient, Contractor, or Beneficiary is located.	Required	n/a	String	100
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Subrecipient, Contractor, or Beneficiary is located.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Zip5	United States ZIP code (five digits) associated with the Subrecipient's, Contractor's, or Beneficiaries address.	Required	n/a	Numeric	5
Zip4	United States ZIP code + 4 (four digits) associated with	Optional	n/a	Numeric	4

Defined Term	Definition	Required	List Values	Data Type	Max Length
	the Subrecipient's, Contractor's, or Beneficiaries address. Format XXXX, 4 numeric characters.				
Subrecipient SAM.gov Registration	Confirmation that the Subrecipient or Contractor is registered in SAM.gov. Must select Yes or No. .	Optional Select N/A if you are reporting for a beneficiary.	Yes/No	Picklist (see permissible values in previous column)	n/a
In its preceding fiscal year, did recipient receive 80% or more of its annual gross revenue from federal funds?	Confirmation that the proportion of the Subrecipient's or Contractor's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a
In the preceding fiscal year, did recipient receive $25 million or more of its annual gross revenue from federal funds?	Confirmation that the Subrecipient's or Contractor's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than $25 million.	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a
Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov?	Confirmation that qualifying Subrecipient's or Contractor's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile, if No please provide names and compensation for top 5 executives.	Optional Leave blank if not applicable.	Yes/No	Picklist (see permissible values in previous column)	n/a
Executive Name (1)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (1)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five	Optional Leave blank if not applicable.	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
	highest paid executives, officers, or employees of the Subrecipient or Contractor.				
Executive Name (2)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (2)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Executive Name (3)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (3)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Executive Name (4)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Leave blank if not applicable.	n/a	String	100
Total Compensation (4)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
Executive Name (5)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	String	100
Total Compensation (5)	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient or Contractor.	Optional Leave blank if not applicable.	n/a	Numeric	12,2
Description for Edit	Brief description of all changes to this subaward record. When providing the description, please document the field name and corresponding change(s). This field is required if any subaward field was changed/edited. This field is not required if the subaward record did not incur changes/edits.	Optional	n/a	String	750

i) Subawards, Contracts, and Direct Payments Template

This module provides general information for each Subaward, Contract and Direct Payment of federal funding provided under this program. The module includes detailed information on the amount, date, period and place of performance, and a brief description of the Subaward, Contract, or Direct Payment and its underlying eligible use. In addition, associate the Subaward with the relevant Project /FAIN and Subrecipient.

CSV Format details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subawards, Contracts, and Direct Payments reporting.

Table 2 – Required Data Elements for Subawards, Contracts and Direct Payments Reporting

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient UEI	The Subrecipient's or Contractor's Unique Entity Identifier (UEI) from their SAM.gov profile. NOTE: One of the following identification numbers must be provided: -UEI, or -TIN	Required	n/a	Alpha-numeric	12
Subrecipient TIN	The Subrecipient, Contractor, or Beneficiary Internal Revenue Service (IRS) Taxpayer Identification Number NOTE: One of the following identification numbers must be provided: -UEI, or -TIN	Required	n/a	Numeric	9
Recipient Project Id	The Project Identification Number associated with the subaward, contract, or direct payment.	Required	n/a	Numeric	20
Subrecipient Name	The name of the Subrecipient, Contractor, or Beneficiary assigned to the subaward, contract, or direct payment. NOTE: The name must match the name provided in the Subrecipient bulk upload file or the name entered in the system. NOTE: The name must match the information provided either via bulk upload file or manually entered in the system under the Subrecipients, Contractors, and Beneficiaries.	Required	n/a	String	120
Subaward No.	Recipient's internal account number for the grant, contract, transfer, or direct payment. This can be the account number, or any other unique identifying number assigned by the Recipient to the award. This number is strictly for the Recipient's recordkeeping.	Required	n/a	String	20

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subaward Type	The type of Subaward. NOTE: The ERA portal includes additional picklist values for this field. Please disregard those additional values and use the award types provided above.	Required	- Contract: Purchase Order - Contract: Delivery Order - Contract: Blanket Purchase Agreement - Contract: Definitive Contract- Direct Payment - Subaward	Picklist (see permissible values in previous column)	30
Subaward Amount (Obligation)	Total amount of ERA funds obligated by the Recipient to a Subrecipient under a given Subaward.	Required	n/a	Numeric	12,2
Subaward Date	The date the Recipient obligated funds to a Subrecipient.	Required	n/a	Date	8
Period of Performance Start	The date on which efforts begin or the Subaward is otherwise effective.	Required	n/a	Date	8
Period of Performance End	The date on which all effort is completed or the Subaward is otherwise ended.	Required	n/a	Date	8
Place of Performance Address 1	First line of the address where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	120
Place of Performance Address 2	Second line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120
Place of Performance Address 3	Third line of the address where the predominant performance of the Subaward will be accomplished.	Optional	n/a	String	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
Place of Performance City	The name of the city where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	40
Place of Performance State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating where the predominant performance of the Subaward will be accomplished.	Required	(AL, AK, AS, AZ, AR, CA, CO, CT, DE, DC, FM, FL, GA, GU, HI, ID, IL, IN, IA, KS, KY, LA, ME, MH, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, MP, OH, OK, OR, PW, PA, PR, RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)	String	2
Place of Performance Zip	United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	Numeric	4
Place of Performance Zip4	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying where the predominant performance of the Subaward will be accomplished.	Optional	n/a	Numeric	5
Place of Performance Country	Name of the country where the predominant performance of the Subaward will be accomplished.	Required	n/a	String	100
Subaward Description	A description of the overall purpose and expected outputs and outcomes or results of the funded subaward, including significant deliverables and, if appropriate, associated units of measure. The purpose and outcomes or results should be stated in terms that allow an understanding that the subaward constitutes an eligible use of funds.	Required	n/a	String	750

Defined Term	Definition	Required	List Values	Data Type	Max Length
Description for Edit	Brief description of all changes to this subaward record. When providing the description, please document the field name and corresponding change(s). This field is required if any subaward field was changed/edited. This field is not required if the subaward record did not incur changes/edits.	Optional	n/a	String	750

j) Expenditures associated with the ERA Recipient's Subawards, Contracts, and Direct Payments valued at $30,000 or more template

This module associates expenditures associated with the ERA Recipient's Subawards, Contracts, and Direct Payments valued at $30,000 or more. Recipients are required to provide the relevant Expenditure Category, the amount of the expenditure(s) and relevant dates. In addition, recipients receiving ERA award funds are required to answer additional Subaward, Contract, and Direct Payment questions.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for all Expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at $30,000 or more.

Table 3 – Required Data Elements for Expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at $30,000

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Subaward Number	Subaward, Contract, or Direct Payment number that allows the Recipient to associate Expenditure records to Subaward records. The Subaward or Contract Number is not required if Expenditure Category is "Administrative Cost".	Required	n/a	Numeric	20
Expenditure Start Date	Start date for the range of time when the expenditure(s) occurred.	Required	n/a	Date	8

Defined Term	Definition	Required	List Values	Data Type	Max Length
Expenditure End Date	End date for the range of time when the expenditure(s) occurred	Required	n/a	Date	8
Expenditure Amount	Total amount of Emergency Rental Assistance dollars for the Subaward, Contract, or Direct Payment.	Required	n/a	Numeric	12,2
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	- Financial Assistance: Rent; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs; - Housing Stability Services (Including Eviction Prevention/Diversion); - Administrative Costs	Picklist (see permissible values in previous column)	100
Administrative Expense Explanation	If Expenditure Category = Administrative Costs. An explanation up to 10,000 characters is required.	Optional	n/a	String	10000
Description for Edit	Brief description of expenditure changes to this record. When providing the description, please document the field name and corresponding change(s). This field is required if expenditures/obligations were changed/edited. This field is not required if the record did not incur changes/edits.	Optional	n/a	String	750

k) Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000 Template

This module is for reporting obligations and expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000. Recipients are required to provide total quarterly obligation and total quarterly expenditure amounts. Ensure you accurately select Subaward, Contract, or Direct Payment for respective obligations and expenditures.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000 Template

Table 4 – Required Data Elements for Total of all obligations and total of all expenditures associated with the ERA Recipient's Subawards, Contracts and Direct Payments valued at less than $30,000

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs " "Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Subaward Type (Aggregates)	The Subaward, Contract, or Direct Payment Type that had obligation or expenditure/payment activity during the reporting period.	Required	"Aggregate of Contracts less than $30000"; "Aggregate of Subawards less than $30000" "Aggregate of Direct Payments less than $30000"	Picklist (see permissible values in previous column)	100
Total Quarterly Obligation Amount (Aggregates)	Sum of amounts/obligations during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expenses must be provided.	Optional	n/a	String	10000
Description for Edit	Brief description of expenditure changes to this record. When providing the description, please document the field name and corresponding change(s). This field is required if expenditures/obligations were changed/edited. This field is not required if the record did not	Optional	n/a	String	750

	incur changes/edits. did not incur changes/edits.				

I) Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries) Template

This module associates obligations and expenditures (Payments) to individuals, including small, unincorporated landlords (Beneficiaries). Recipients are required to provide total quarterly obligation and total quarterly expenditure amounts.**CSV Format Details**

The templates provide all information required to create the upload files. The following table highlights the data elements required for Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries) Template.

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Table 5 – Required Data Elements for Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

Defined Term	Definition	Required	List Values	Data Type	Max Length
Recipient Project Id	Recipient Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Expenditure Category	The category to which the purpose of the expenditure most closely relates to when created.	Required	"Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs ""Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100
Total Quarterly Obligation Amount (Aggregates)	Sum of amounts/obligations during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Expenditure Category (Aggregates).	Required	n/a	Numeric	12,2

Administrative Expense Explanation	If Administrative Costs is selected as the expenditure category, an explanation of the expense must be provided	Optional	n/a	String	10,000
Description for Edit	Brief description of expenditure changes to this record. When providing the description, please document the field name and corresponding change(s). This field is required if expenditures/obligations were changed/edited. This field is not required if the record did not incur changes/edits.	Optional	n/a	String	750

m) Project Data and Participant Demographics Template

In this module, provide Treasury with the ERA Project data. If your organization does not utilize the bulk upload feature for reporting project data, you will need to manually enter all required data elements including the demographic data points.

Important: Collection of Demographic Data

All Questions require an aggregate/total numeric value reported on line 9 of the template. You are then required to report/break down the information by the following demographic types: Race (8 options), Ethnicity (4 options) and Gender (5 options) in Column B. Therefore, all questions will have 18 responses. If your organization does not have the applicable demographic data for a specific question, please enter "0" as your response. Do not leave the field blank.

Below is an example of how to report demographic data:

<u>Defined Term:</u> Number of unique households that completed and submitted an application for ERA assistance – Current Period

Row 9	Total	66
Race	American Indian or Alaska Native	4
Race	Asian	6
Race	Black or African American	3
Race	Mixed Race	0
Race	Native Hawaiian or Other Pacific Islander	0
Race	White	10

Race	Declined to Answer	7
Race	Data Not Collected	0
Ethnicity	Hispanic or Latino	4
Ethnicity	Not Hispanic or Latino	6
Ethnicity	Declined to Answer	8
Ethnicity	Data Not Collected	4
Gender	Male	0
Gender	Female	8
Gender	Non-Binary	6
Gender	Declined to Answer	0
Gender	Data Not Collected	0

NOTE: Row 9 of the Demographics Template (Total of the disaggregated categories) must be manually entered into the portal.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Project Data and Participant Demographics Template.

Table 6 – Required Data Elements for Project Data and Participant Demographics

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that completed and submitted an application for ERA assistance - Current Period	The number of unique households that submitted a complete application, as reasonably determined by the Recipient, for ERA assistance in the reporting period. Note: the phrase "unique households" means that a household that received or applied for assistance more than once since the Recipient received the ERA award should only be counted one time for reporting purposes. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance of any kind - Current Period	The number of unique households whose rent and/or utility/home energy payments were fully or partially paid by the ERA Recipient under the federal ERA program plus the number of households that received housing stability services administered by the ERA Recipient in the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique submitted applications accepted over the award period of performance.	The number of unique participant households whose applications were accepted for rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing. The Recipient must report the number of unique households that received ERA assistance of any type and of any dollar amount under the subject ERA Project in the reporting period. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Acceptance rate of all applications submitted over the award period of performance. Provide Cumulative Demographic Information	The acceptance rate of all applications submitted over the award period of performance for ERA assistance of any kind to include rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Total Number of unique participant households that received ERA1 assistance over the award period of performance for each type of assistance. Provide Cumulative Demographic Information for each type of assistance.	The total number of unique participant households that received ERA1 assistance over the award period of performance for rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Number of unique households that received their initial ERA assistance in the current reporting period	The sum of the number of unique participant households whose rent and/or utility/ home energy payments were fully or partially paid for the first time under the subject ERA award during the reporting period plus the number that only received housing stability services for the first time during the current reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Rent	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. i. Rent: The number of unique participant households that were paid (or whose landlord was paid) at least one rent payment of any dollar amount under the subject ERA award in the reporting period. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Rental Arrears	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. ii. Rental Arrears (#): The number of unique participant households that were paid (or whose landlords were paid) a payment of any dollar amount for rental arrears under the subject ERA award in the reporting period. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Utilities/Home Energy Bills	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. iii. Utilities/Home Energy Bills (#): The number of unique participant households that were paid (or whose utility or home energy provider was paid) a payment of any dollar amount for any portion of at least one utility or home energy bill under the subject ERA award in the reporting period. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Utilities/Home Energy Cost Arrears	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. iv. Utilities/Home Energy Costs Arrears (#): The number of unique participant households that were paid (or whose utility/energy provider was paid) a payment of any dollar amount for utility/home energy bill arrears under the subject ERA award in the reporting period. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Other Expenses Related to Housing	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. v. Other Expenses Related to Housing (#): The number of unique participant households that were paid any dollar amount for other approved housing expenses (including eviction prevention/diversion) under the ERA award during the reporting period as identified in Treasury's FAQ No. 7 at https://home.treasury.gov/system/files/136/ERA2FAQs%205-6-21.pdf. Other housing expenses incurred due to Covid-19 does not include rent, rent arrears, utility or home energy costs and home energy costs arrears. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Number of unique households that received ERA assistance by type - Current Period Assistance Type: Housing Stability Services	The non-mutually exclusive number of unique households that received each type of assistance under the ERA program. vi. Housing Stability Services (#): The number of unique participant households that received any housing stability services provided under the ERA award during the reporting period; This includes housing stability services provided directly by the Recipient or by any Subrecipients or Contractors. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Number of unique households that received any ERA assistance and has a household income level that is less than 30% AMI - Current Period	The number of households with incomes was less than 30% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received any ERA assistance and has a household income level that is between 30 – 50% AMI - Current Period	The number of households with incomes of at least 30% but not greater than 50% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period and whose This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Number of unique households that received any ERA assistance and has a household income level that is between 50 – 80% AMI - Current Period	The number of households that received ERA program assistance in the reporting period and whose income was more than 50% but less than 80% of the area median income as defined by the US Department of Housing and Urban Development. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Total number of recipient households whose income eligibility was determined based on their eligibility for other federal benefit programs - Current Period	Total number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs during the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Total number of recipient households whose income eligibility was determined with a fact-based proxy - Current Quarter	Total number of recipient households whose income eligibility was determined with one of the fact-based proxies described in the Program Overview during the reporting period. This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	9
Average number of months of prospective rent covered for each participant household. Provide cumulative demographic information.	The total number of rent payments paid by the ERA Recipient to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for rent arrears. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Average number of months of rent arrears covered for each participant household. Provide cumulative demographic information.	The total number of rent arrears paid by the ERA Recipient to or for participating households during the reporting period. Count each month's payment to the same household individually. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Average number of months of prospective utility/home energy costs covered for each participant household. Provide cumulative demographic information.	The total number of utility/ home energy bill payments paid by the ERA Recipient to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for utility or home energy bill arrears. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9
Average number of months of prospective utility/home energy cost arrears covered for each participant household. Provide cumulative demographic information.	The total number of utility/ home energy bill arrears payments paid by the ERA Recipient to or for participating households during the reporting period. Count each month's payment to the same household individually. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
Total amount of ERA award paid to or for participating households - Current Quarter	The total dollar amount of ERA award funds paid under the ERA award to or for participating households during the reporting period including payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, other housing services and eligible expenses, and Housing Stability Services (including eviction prevention services). This data element must be reported as both aggregated and disaggregated format for race, gender, and ethnicity as required under the ERA1 and ERA2 statutes.	Required	n/a	Numeric	12,2
Average amount of ERA1 funds expended to or for participant households over the award period of performance.	The average amount of ERA1 funds expended to or for participant households over the award period of performance. NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	12,2
Total amount of ERA1 funds expended for administrative expenses over the award period of performance.	The total dollar amount of administrative funds expended during the award period. Administrative expenses exclude payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, other housing services and eligible expenses, and Housing Stability Services (including eviction prevention services) NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	12,2
Total amount of ERA1 funds expended for housing stability services over the award period of performance.	The total dollar amount of Housing stability services (including eviction prevention services) expended during the award period of performance. Housing stability services expenses exclude payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, NOTE: A numeric value is required for each disaggregated category in Column B. Enter the numeric value in the below cells which correspond to each category. For any categories that do not apply please enter a value of 0.	Required	n/a	Numeric	12,2

n) Participant Household Payment Data File Template

Each State, Local and Territorial Recipient must submit a Participant Household Payment Data File (PHPDF) containing required information about each ERA Financial Assistance payment made to or on behalf of each participant household during the reporting period. See the chart below for details on the required information.

Users must use the Treasury-provided template for the PHPDF and submit the file using the bulk upload process. There is not an option to provide the information manually; all State, Local and Territorial Recipients must provide the Participant Household Payment Data file via bulk upload.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Participant Household Payment Data. The "Participant Household" address fields should include the physical address for each Project Participant Household (i.e., tenant) that received ERA Financial Assistance either directly or through a payment made to their landlord, utility/home energy provider, or other service provider. The address should be for the ultimate beneficiary of the services.

Table 7 – Required Data Elements for Participant Household Payment Data File

Defined Term	Definition	Required	List Values	Data Type	Max Length
Address Line 1	First line of the Participant Household's physical address (not a P.O. Box)	Required	n/a	String	120
Address Line 2	Second line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
Address Line 3	Third line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
City Name	The name of the city where the Participant Household's physical address is located	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating the Participant Household's state	Required	n/a	String	2
Zip5	United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying the Participant Household's address.	Required	n/a	String	5
Zip4	Zip Plus4 (four digits) identifying the physical address of the Participant Household.	Optional	n/a	String	4

Defined Term	Definition	Required	List Values	Data Type	Max Length
Payee Type	A collection of indicators of different types of payees	Required	Tenant; Landlord or Owner; Utility/Home Energy Service Provider; Other Housing Services and Eligible Expenses Provider	Picklist (see permissible values in previous column)	120
Amount of Payment	Total amount of ERA funds disbursed to the payee	Required	n/a	Dollar Numeric	12,2
Date of Payment	The date the payment was disbursed to the payee	Required	n/a	Date Numeric	8
Type of Assistance Covered by the Payment	A collection of indicators of different types of assistance	Required	- Financial Assistance: Rent; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs	Picklist (see permissible values in previous column)	120
Start Date Covered by the Payment	Start date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8
End Date Covered by the Payment	End date the Financial Assistance covers for a particular household	Required	n/a	Date Numeric	8

Appendix B – Total Quarterly Obligations and Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at Less than $30,000

Project Name	Expenditure Category	Transaction Type	Total Quarterly Obligation Amount	Total Quarterly Expenditure Amount
ERA Test Project	Financial Assistance: Rent	Aggregate of Contracts Awarded for less than 30000	56266	82084
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Contracts Awarded for less than 30000	26425	36252
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Contracts Awarded for less than 30000	16974	78922
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Contracts Awarded for less than 30000	14108	6976
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Contracts Awarded for less than 30000	13722	81841
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Contracts Awarded for less than 30000	90056	57870
ERA Test Project	Administrative Costs	Aggregate of Contracts Awarded for less than 30000	44621	21630
ERA Test Project	Financial Assistance: Rent	Aggregate of Subawards awarded for less than 30000	37604	77390
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Subawards awarded for less than 30000	47964	42235
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Subawards awarded for less than 30000	28969	58445
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Subawards awarded for less than 30000	49835	75677
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Subawards awarded for less than 30000	76899	59797
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Subawards awarded for less than 30000	10406	20818
ERA Test Project	Administrative Costs	Aggregate of Subawards awarded for less than 30000	33439	88904
ERA Test Project	Financial Assistance: Rent	Aggregate of Direct Payments less than 30000	67150	55600
ERA Test Project	Financial Assistance: Rental Arrears	Aggregate of Direct Payments less than 30000	92651	9410
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	Aggregate of Direct Payments less than 30000	60999	82273
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	Aggregate of Direct Payments less than 30000	95224	26947
ERA Test Project	Financial Assistance: Other Housing Costs	Aggregate of Direct Payments less than 30000	29109	76307
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	Aggregate of Direct Payments less than 30000	21683	7295
ERA Test Project	Administrative Costs	Aggregate of Direct Payments less than 30000	18785	7645

Appendix C – Recipient Obligations and Expenditures (Payments) to Individuals (Beneficiaries)

Project Name	Expenditure Category	Total Quarterly Obligations	Total Quarterly Expenditures
ERA Test Project	Financial Assistance: Rent	54858	46629
ERA Test Project	Financial Assistance: Rental Arrears	62538	53157
ERA Test Project	Financial Assistance: Utility/Home Energy Costs	71293	60599
ERA Test Project	Financial Assistance: Utility/Home Energy Costs Arrears	81275	69083
ERA Test Project	Financial Assistance: Other Housing Costs	92653	78755
ERA Test Project	Housing Stability Services (Including Eviction Prevention/Diversion)	105624	89781
ERA Test Project	Administrative Costs	8880	1448

Appendix D – Treatment of Contractors with Initial Obligations Less than $30,000 in One Reporting Period that Increases to $30,000+ in a Subsequent Reporting Period

ERA Recipients often make multiple subawards or contracts to a single entity. When the first contract is for less than $30,000, the Recipient should report the expenditure as one associated with a contract valued at less than $30,000. However, if a subsequent obligation increases the value of the contract to more than $30,000, the Recipient needs to report all payments to that Contractor as expenditures associated with Contracts valued at $30,000 or more. As a result, the Recipient will need to adjust the original expenditure reporting.

Example: Contractor XYZ was awarded a contract valued at $20k in Q3 and is paid the full amount in Q3. The expenditure to XYZ should be reported in Q3 under "Total of all Obligations and Total of all Expenditures Associated with the ERA Recipient's Subawards, Contracts, and Direct Payments Valued at Less than $30,000" aggregated with other expenditures under the relevant "Expenditure Category" and contract type "Subaward, Contract or Direct Payment Type (Aggregates)."

In Q4, the ERA recipient enters into a new contract, or modifies the initial contract with Contractor XYZ for an additional $20k of services, so the total award/amount obligated to XYZ is greater than $30,000. In Q4 the Recipient must create 1) a Subrecipient profile under "Subrecipients, Contractors, and Beneficiaries" for XYZ and 2) one contract record for each contract the recipient has or previously had with XYZ under "Recipient Subawards, Contracts, and Direct Payments." Contract records will include the total amount obligated under the contract (expended to date and committed for future payment) in the "Amount Obligated" field.

Since payments to Contractor XYZ will now be reported as expenditures of $30,000 or more, in order to avoid double-counting previous entries under "Subaward, Contract or Direct Payment Type (Aggregates)", a negative entry (-$20k) should be reported in the current quarter quarterly report (with a note under the 'Administrative Cost Narrative' to clarify the reason for the negative entry) under "Total of all Obligations and Total of all Expenditures Associated with the ERA Recipient's Subawards, Contracts, and Direct Payments Valued at Less than $30,000" under the relevant "Expenditure Category" and contract type "Subaward, Contract or Direct Payment Type (Aggregates).

Finally, all expenditures to date and going forward for Contractor XYZ under this ERA Award should now be entered under "Expenditures Associated with the ERA Recipient's Subawards, Contracts and Direct Payments Valued at $30,000 or More" under the relevant "Expenditure Category."

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