User Guide
Treasury's Portal for Recipient Reporting

Emergency Rental Assistance Programs

July 30, 2021

Version: 1.1

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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) programs. It is a supplement to the ERA Reporting Guidance v1.0 which contains all relevant information and guidance on reporting requirements.

Please see the ERA Reporting Guidance and Treasury's ERA webpage for detailed guidance on submitting required Monthly reports or other special reports, and the latest guidance and updates on other programmatic and reporting topics.[1]

Each ERA Recipient is required to submit quarterly reports with current performance and financial information including background information about the ERA Project that is the subject of the report; participant (household, beneficiary) data; and financial information with details about obligations, expenditures, direct payments, and subawards.

b) **What is Covered in this User Guide?**

This User Guide contains detailed guidance and 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. **No ERA reports should be submitted through the GrantSolutions system, which was used for recipient reporting under the Coronavirus Relief Fund.**

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

ERA Recipient organizations are required to 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 prior to accessing Treasury's Portal. Treasury will distribute information about required reporting to the designated individuals via email. The required roles are as follows:

- **Account Administrator** 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

[1] www.treasury.gov/era

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.

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

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

An individual may be designated for multiple roles. For example, the individual designated as the Point of Contact for Reporting may also be designated as the Authorized Representative for Reporting. In addition, the Recipient may designate one individual for all three roles.

Treasury distributed email notices to each ERA1 and ERA2 Recipient with guidance on the process for designating individuals for the three roles.

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, and Recipients will be able to update the information, if necessary.

Each designated individual must register with ID.me for gaining access to Treasury's portal. Please contact EmergencyRentalAssistance@treasury.gov for additional information on procedures for registering with ID.me.

d) Questions?

If you have any questions about the ERA program's 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 complete detail in the Data Dictionary.

a) Login into Landing Page and Portal Navigation

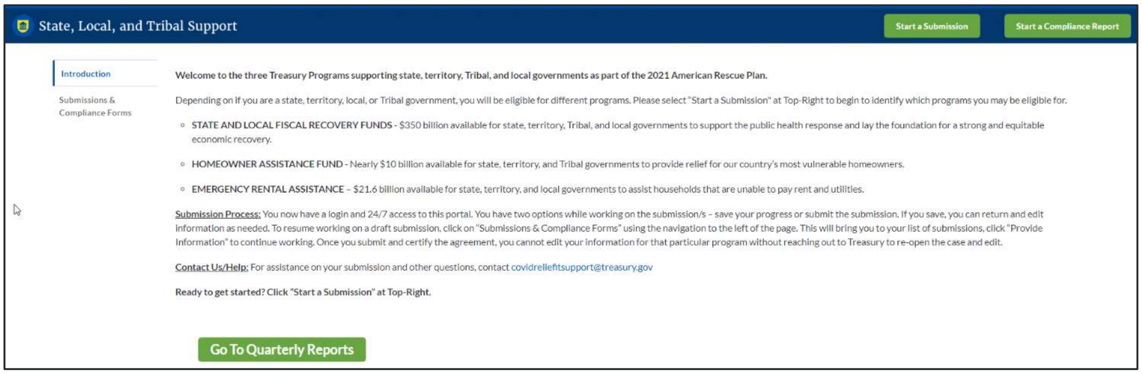


Figure 1 – Landing Page

Click on the *Go to Quarterly Reports* button (see Figure 1) to launch the required reports. Refer to the ERA Reporting Guidance for details about each type of required report for submittal.

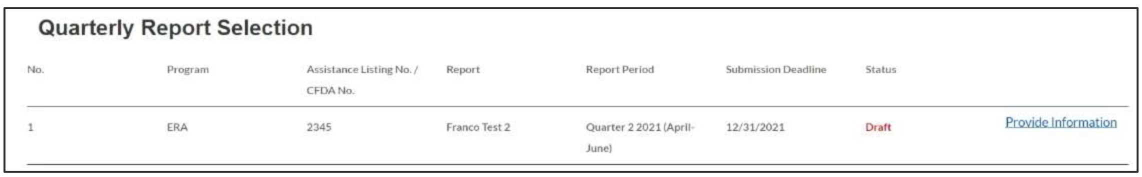


Figure 2 – Quarterly Report Selection

Each listed quarterly report links to the required online forms for the specific report. Each report includes several modules. Selecting a report on the landing page will open the first module. See Figure 2 above for an example Quarterly Report Selection screen.

To begin completing a specific report, click on the link to the given report.

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

The Navigation Bar (see Figure 3) which appears at the top of Treasury's Portal screens allows you to navigate between modules. Each tab constitutes one module.

Figure 3 – Navigation Bar

b) **Helpful Tips/Shortcuts for 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. While navigating through the portal and submitting required information users will have the option of 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.

The bulk file upload approach is encouraged for users with vast amounts of data to ease the administrative burden and minimize 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 File

Recipients can use the bulk upload function for providing required information for seven separate modules listed here:

- Subrecipient Profile
- Subaward Reporting
- Subaward Expenditure Reporting => $30,000
- Subaward Expenditure Reporting < $30,000
- Subaward Expenditure Reporting < $30,000 to Individuals[2]
- ERA Programmatic Reporting
- Participant Household Payment Data

When using the bulk upload, Recipients must provide the required information in specified formats and use Treasury approved templates for each respective bulk upload. Recipients may download each of the templates separately from within the relevant Portal module.

Recipients that choose to use the bulk upload functionality should navigate to each of the above-listed modules and download each bulk file upload template as an early step in planning for the required quarterly report.

Note that all State, Local and Territorial ERA1 and ERA2 Recipients are <u>required</u> to provide the Participant Household Payment Data File as part of each Quarterly report. All other Bulk Upload files will 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 available in the relevant module/submodule for download (see Figure 4).

Figure 4 – Sample Bulk Upload Icon with Template Download Link

When you click the upload button you will be directed to an upload screen (see Figure 5). You can either choose to add files or drag and drop files to initiate the bulk upload.

[2] The module listed as, "Subaward Expenditure Reporting < $30,000 to Individuals" may include expenditures to subrecipients and individuals. Payments to individuals (i.e., households) are not subawards, but for purposes of the ERA reporting, recipients should report on payments to individuals in this module category.

Figure 5 – Demographics Bulk Upload

Treasury's Portal will reject the file if an incorrect template or file format other than .csv is used for upload (see Figure 4). Treasury's Portal will display an error message on screen (see Figure 6) if the bulk data upload file contains errors. If you receive an error message, you will need to correct the errors in the bulk upload file and re-submit the corrected version.

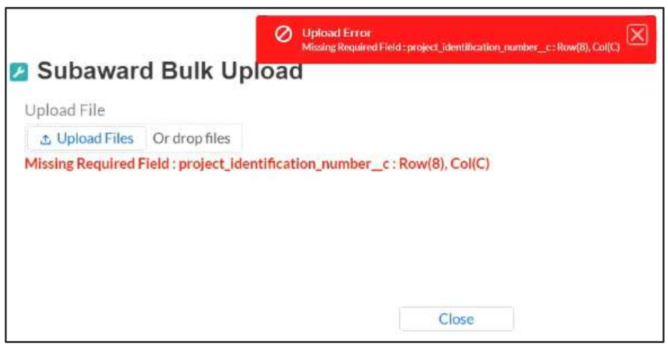


Figure 6 – Unsuccessful Bulk Upload

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 user 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 for you to address (see Figure 7).

Figure 7 – Manual Entry Error Example

After Treasury's Portal validates the data entries for a given module or submodule, you may continue to the next module. The portal will not provide a notice that a field is validated – it provides the error notifications only when the validation fails.

You will not be able to submit manually entered data that does not satisfy the data validation rules.

3. Wrap Text vs Clip Text

Some data entry areas (lists) will have a dropdown menu where you can select from Wrap text or Clip text for easier viewing in Treasury's Portal (see Figure 8).

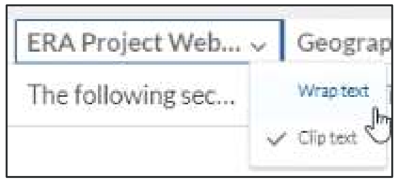


Figure 8 – Wrap vs. Clip Text

4. Narrative Boxes

When filling out detailed 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 then copy and paste the final narratives directly into the text boxes in Treasury's Portal.

The text boxes (see Figure 9) can be expanded by clicking and dragging the icon in the bottom-right corner.

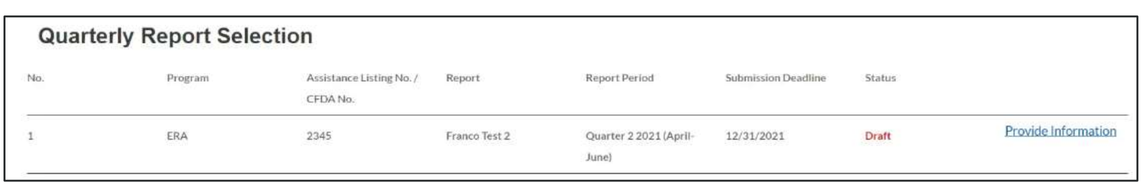
Figure 9 – Manual Entry Text Box

Section III. Quarterly Report Selection

The Quarterly Report Selection page lists the active reports that require completion during the current quarter. Treasury's Portal landing page will list the reports by ERA1 and ERA2 Federal Award Identification number (FAIN) along with status marked "Draft."

> **Note:** Users will need to submit ERA1 and ERA2 data separately. Always be aware of a given report's association with ERA1 or ERA2.

a) To navigate to a specific report, click on *Provide Information* (see Figure 10) to enter data for the specific ERA Award.



Quarterly Report Selection

No.	Program	Assistance Listing No. / CFDA No.	Report	Report Period	Submission Deadline	Status	
1	ERA	2345	Franco Test 2	Quarter 2 2021 (April-June)	12/31/2021	Draft	Provide Information

Figure 10 – Quarterly Report Selection

b) This action will advance you to the *Recipient Profile* tab.

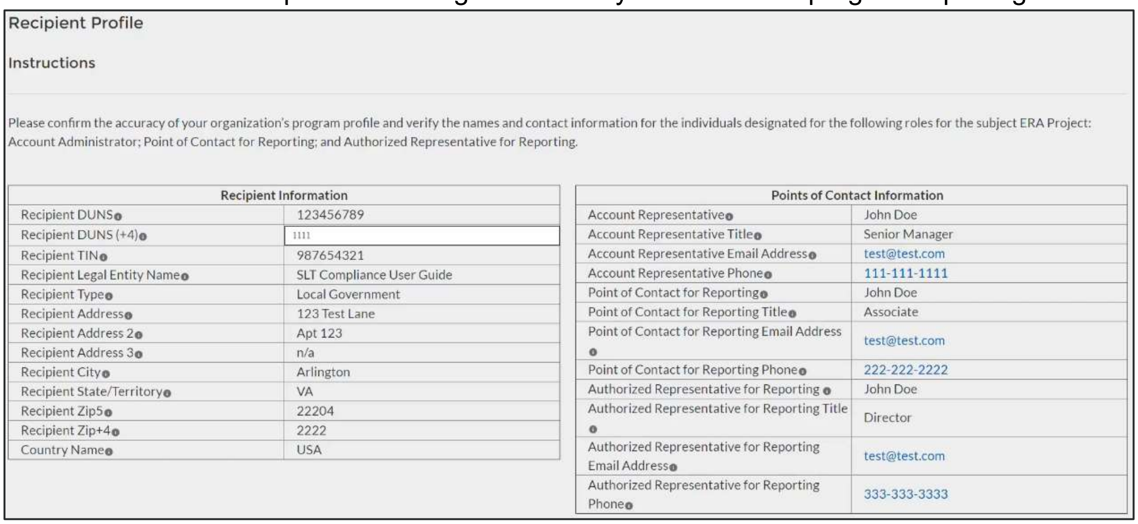
Section IV. Recipient Information

In this module, you will review and confirm information about your organization, its SAM.gov registration status and its executive compensation data. Refer to Module A of the ERA Reporting Guidance v1.0 for additional details about the module.

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

a) Recipient Profile

1. Recipient Profile information will be pre-populated with information from the Recipient's ERA application and other sources (see Figure 11). You will have the option to enter your **Recipient DUNS (+4)**.
2. The screen will also display the names and contact information for individuals the Recipient has designated for key roles for ERA program reporting.


Recipient Profile

Instructions

Please confirm the accuracy of your organization's program profile and verify the names and contact information for the individuals designated for the following roles for the subject ERA Project: Account Administrator; Point of Contact for Reporting; and Authorized Representative for Reporting.

Recipient Information	
Recipient DUNS	123456789
Recipient DUNS (+4)	1111
Recipient TIN	987654321
Recipient Legal Entity Name	SLT Compliance User Guide
Recipient Type	Local Government
Recipient Address	123 Test Lane
Recipient Address 2	Apt 123
Recipient Address 3	n/a
Recipient City	Arlington
Recipient State/Territory	VA
Recipient Zip5	22204
Recipient Zip+4	2222
Country Name	USA

Points of Contact Information	
Account Representative	John Doe
Account Representative Title	Senior Manager
Account Representative Email Address	test@test.com
Account Representative Phone	111-111-1111
Point of Contact for Reporting	John Doe
Point of Contact for Reporting Title	Associate
Point of Contact for Reporting Email Address	test@test.com
Point of Contact for Reporting Phone	222-222-2222
Authorized Representative for Reporting	John Doe
Authorized Representative for Reporting Title	Director
Authorized Representative for Reporting Email Address	test@test.com
Authorized Representative for Reporting Phone	333-333-3333

Figure 11 – Recipient Profile

3. Use the textbox (see Figure 12) to flag errors, notifying Treasury if any information is incorrect.

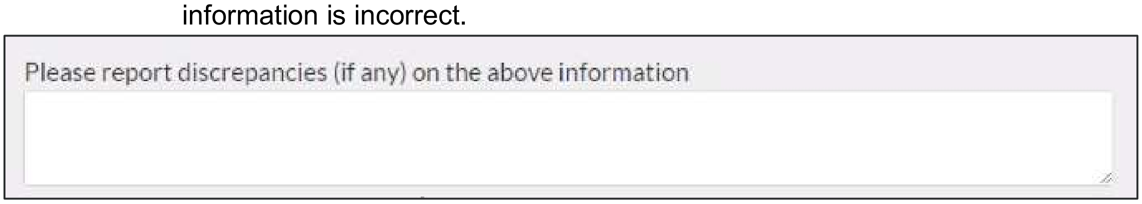


Figure 12 – Recipient Profile Discrepancies Entry

b) SAM.gov Registration and Executive Compensation

1. Use the dropdown (see Figure 13) 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.

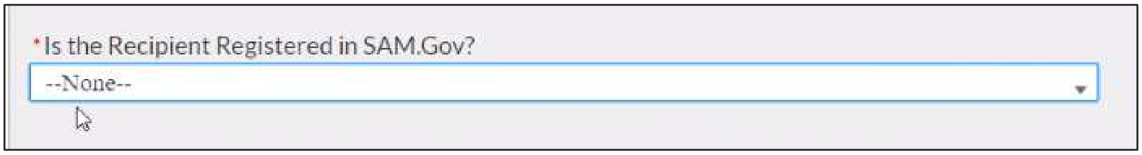


Figure 13 – SAM.Gov Registration

2. If you are registered in SAM.gov, select "Yes" from the picklist (see Figure 14) and move on to Step 7 below.

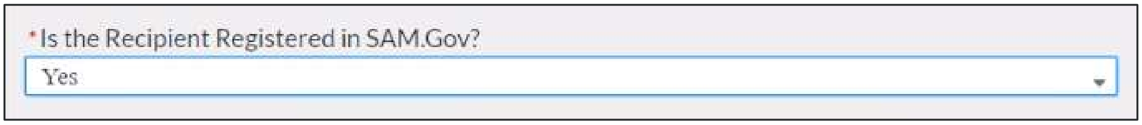


Figure 14 – Registered in SAM.Gov

3. If you are not registered in SAM.gov, select "No" from the picklist. Two additional questions will populate the space below (see Figure 15).

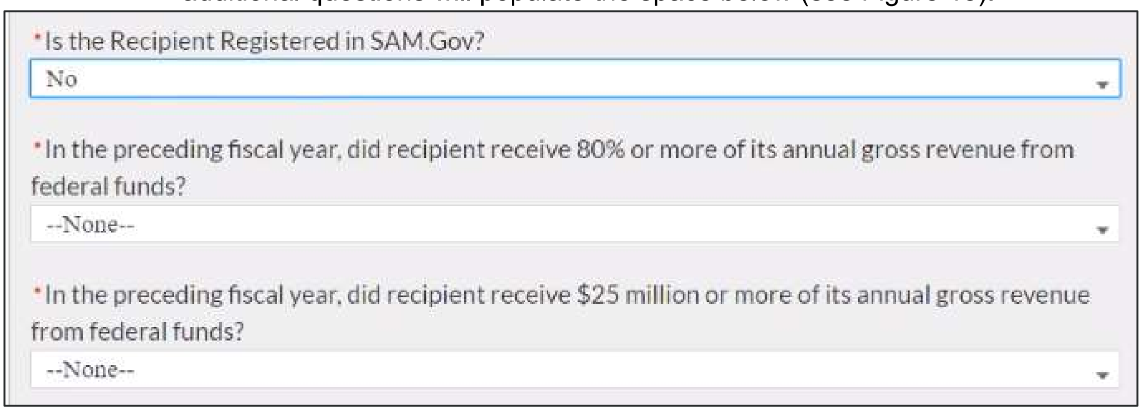


Figure 15 – Not Registered in SAM.gov

4. If the recipient received 80% or more of its annual gross revenue from federal funds AND the recipient received $25 million or more of its annual gross revenue from federal funds, an additional question will appear (see Figure 16).

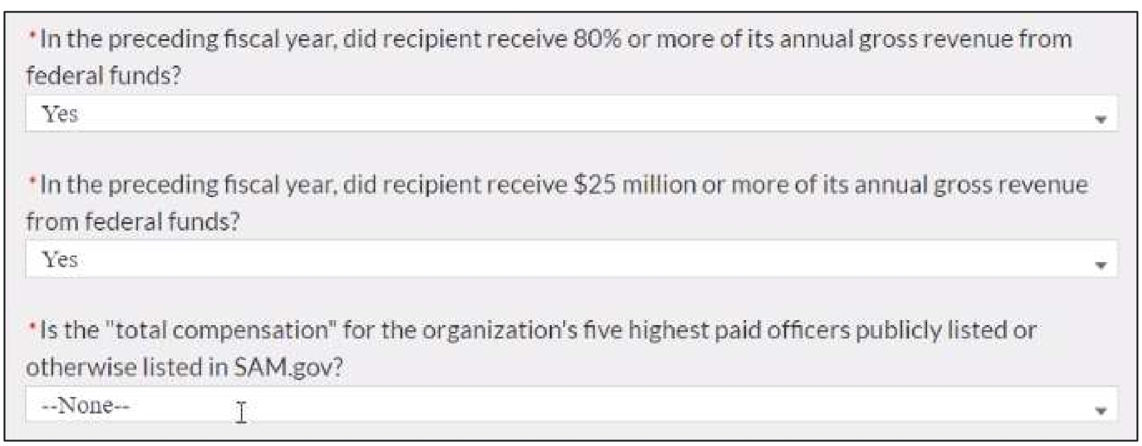


Figure 16 – Total Compensation Question

5. Select “Yes” if the total compensation for the organization’s five highest paid officers is publicly listed or otherwise listed in SAM.gov (see Figure 17) and move on to Step 7 below.

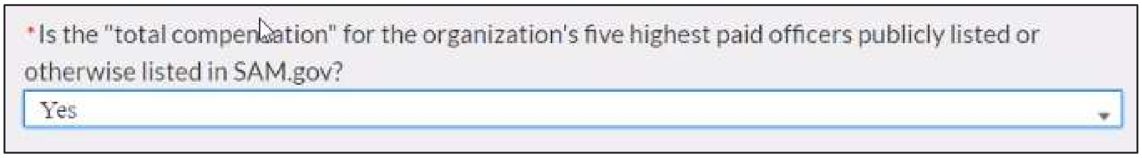


Figure 17 – Total Compensation Publicly Listed

6. Select “No” if the total compensation for the 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 18) and the total compensation received by each. If fewer than five (5) officers exist, enter “N/A” in the empty field(s).

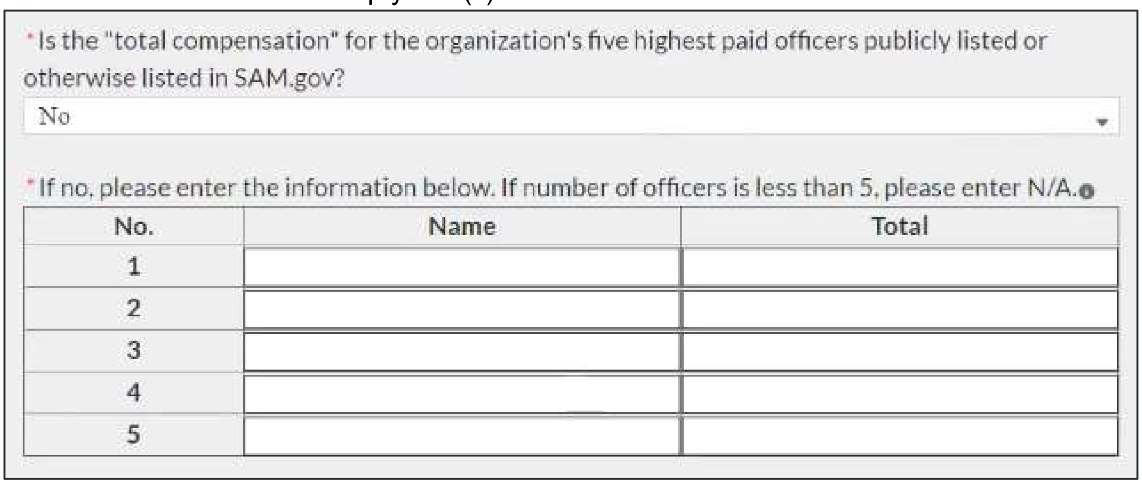
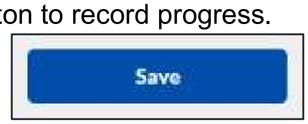
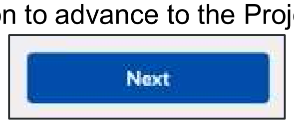


Figure 18 – Total Compensation Not Publicly Listed

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



8. Click the *Next* button to advance to the Project module.



Section V. Project Overview

In this module, you will provide a narrative overview of the ERA1 or ERA2 Project that is the subject of the report. Refer to Section III, Module B of the ERA Reporting Guidance v1.0 for additional information on this module.

This module includes two segments: a) Project Overview and b) Project List.

a) **Project Overview**

In this submodule, you will provide additional information about the subject ERA Project including information on the project’s goals and accomplishments.

At the top of the screen, you will see icons for Steps 1-5 in the submission process to help track your progress (see Figure 19).

Figure 19 – Submission Step Tracker

1. Enter the following:
    - **Unique Recipient Project ID**. Please enter a 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 be used to identify your ERA Project data. Next, enter the **ERA Project Website URL** (see Figure 20).

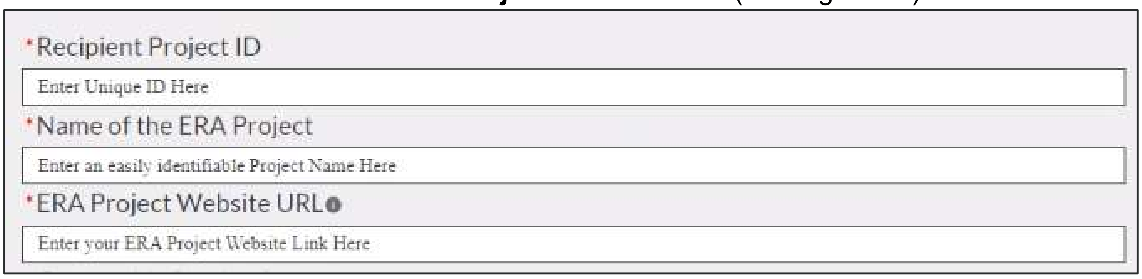


Figure 20 – Project Overview

2. Indicate the **Geographic Service Area** (see Figure 21) served by the project.

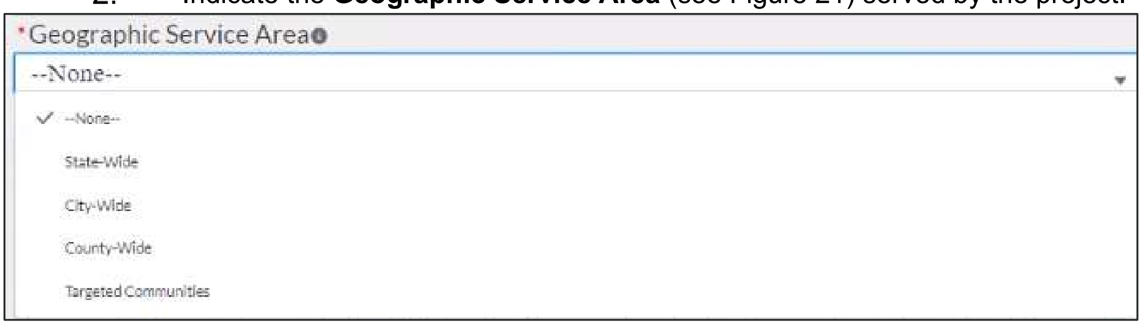


Figure 21 – Geographic Service Area List

- If **Targeted Communities** is selected, an additional text box will appear where you can provide the names of the Specific Cities/Counties (see Figure 22).

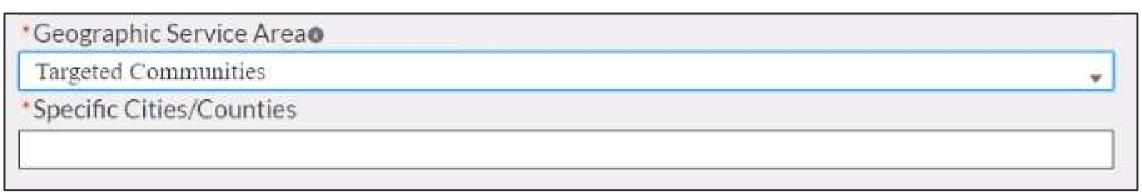
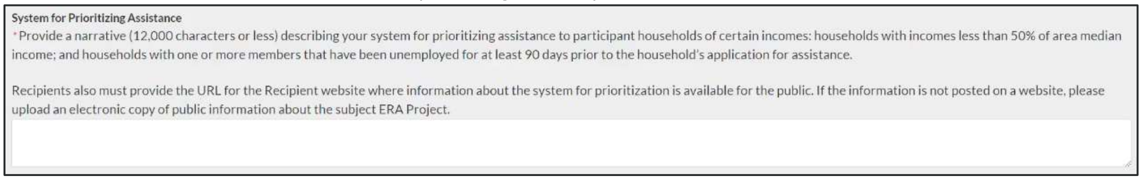


Figure 22 – Geographic Service Area, Targeted Communities

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") are not required to submit **Geographic Service Areas**.

3. 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 23).

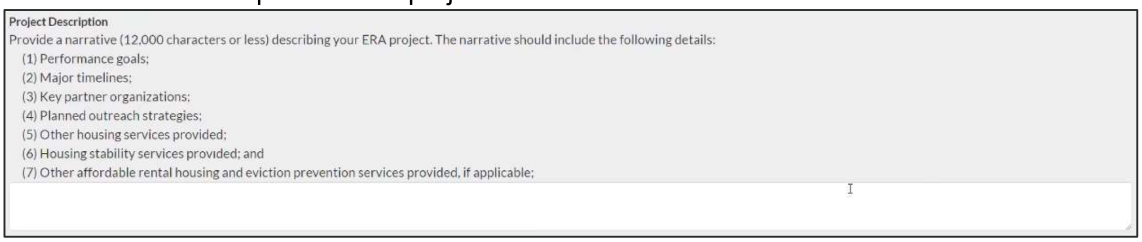

System for Prioritizing Assistance

* Provide a narrative (12,000 characters or less) describing your system for prioritizing assistance to participant households of certain incomes: households with incomes less than 50% of area median income; and households with one or more members that have been unemployed for at least 90 days prior to the household's application for assistance.

Recipients also must provide the URL for the Recipient website where information about the system for prioritization is available for the public. If the information is not posted on a website, please upload an electronic copy of public information about the subject ERA Project.

Figure 23 – System for Prioritizing Assistance

4. Utilize the **Project Description** text box (see Figure 24) to provide a narrative description on the project.

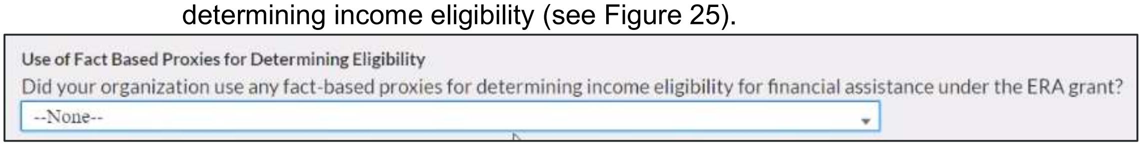

Project Description

Provide a narrative (12,000 characters or less) describing your ERA project. The narrative should include the following details:
(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;

Figure 24 – Project Description

Note: This step is not required for your Q2 partial report due on August 6, 2021. See Addendum to the ERA Reporting Guidance published on 7/16/2021 (ERA Reporting Guidance v1.0).

5. Select "Yes" or "No" if your organization used any fact-based proxies when determining income eligibility (see Figure 25).

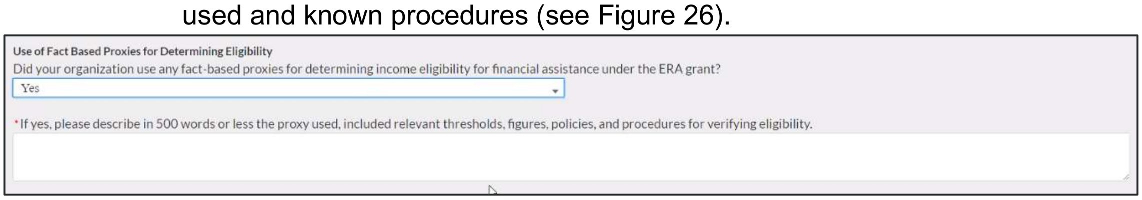

Use of Fact Based Proxies for Determining Eligibility

Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant?

--None--

Figure 25 – Use of Fact Based Proxies 1

6. If fact based proxies were used, provide a narrative description of the proxies used and known procedures (see Figure 26).


Use of Fact Based Proxies for Determining Eligibility

Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant?

Yes

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

Figure 26 – Use of Fact Based Proxies 2

Note: This step is not required for your Q2 partial report due on August 6, 2021. See Addendum to the ERA Reporting Guidance published on 7/16/2021 (ERA Reporting Guidance v1.0).

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

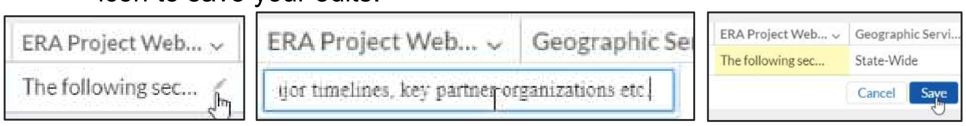
b) **Project List**

1. The Project List box (see Figure 27) will appear near the bottom of the screen. The list will display the name of your ERA Project as entered above (see Figure 27). Click on the ERA Project name to launch subaward reporting.

	Recipient Project...	FAIN	Recipient Project...	ERA Project Web...	Geographic Servi...	Project Descripti...	System for Priori...	Use of Fact Base...	Explanation for U...
1	Test ERA Program		TestProject1	The following sec...	State-Wide	The following sec...	The following out...	Yes	The following sec...

Figure 27 – Projects List

2. Use the pencil icon to edit information related to your project. Editable fields include ERA Project Website, Project Description, System for Prioritizing Assistance and Explanation for Use of Fact Based Proxies. Press the *Save* icon to save your edits.



3. Click the *Next* button to advance to the Demographics module.

Section VI. Subaward Reporting

In this module, you will provide information on all obligations, including all direct payments, subawards, and contracts made or awarded by the Recipient under the subject ERA Project. Please refer to Module E of the ERA Reporting Guidance v1.0 for additional clarification.

> **Note:** This entire section is not required for your Q2 partial report due on August 6, 2021. See Addendum to the ERA Reporting Guidance published on 7/16/2021 (ERA Reporting Guidance v1.0).

Figure 28 – Submission Step Tracker 2

This section is divided into three segments: a) Create Subrecipient, b) Create Subaward and c) Create Expenditures.

a) **Create Subrecipient**

The Subrecipient Profile submodule documents the information about each Subrecipient that has received federal funding from the subject ERA Project.

The Subrecipient 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 upload. When ready to submit the data, use the upload button (see Figure 29).

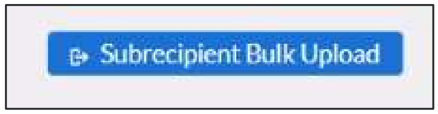


Figure 29 – Subrecipient Bulk Upload Icon

> **Note:** When using the bulk file upload capability, the Subrecipient bulk upload must be completed prior to beginning the data entry for the subaward module.

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

1. If this is a new Subrecipient record, click *Manually Create* (see Figure 30).

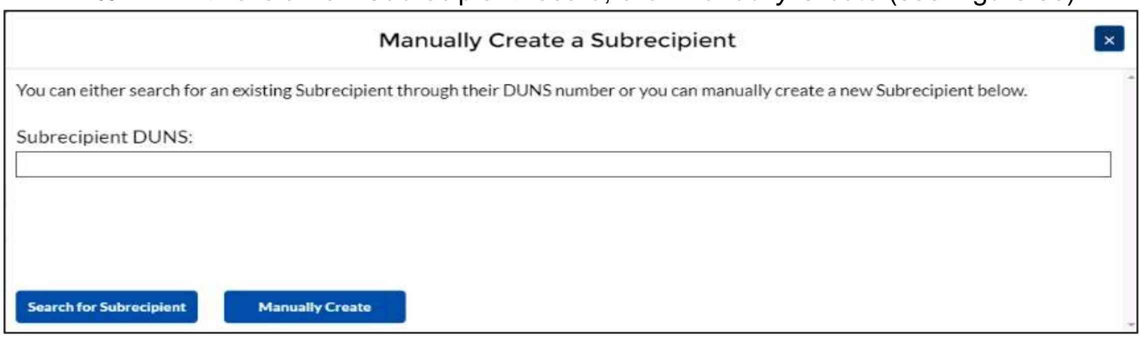


Figure 30 – Manually Create a Subrecipient

2. If *Manually Create* is selected, enter the relevant Subrecipient information in each of the required fields (see Figures 31 and 32).

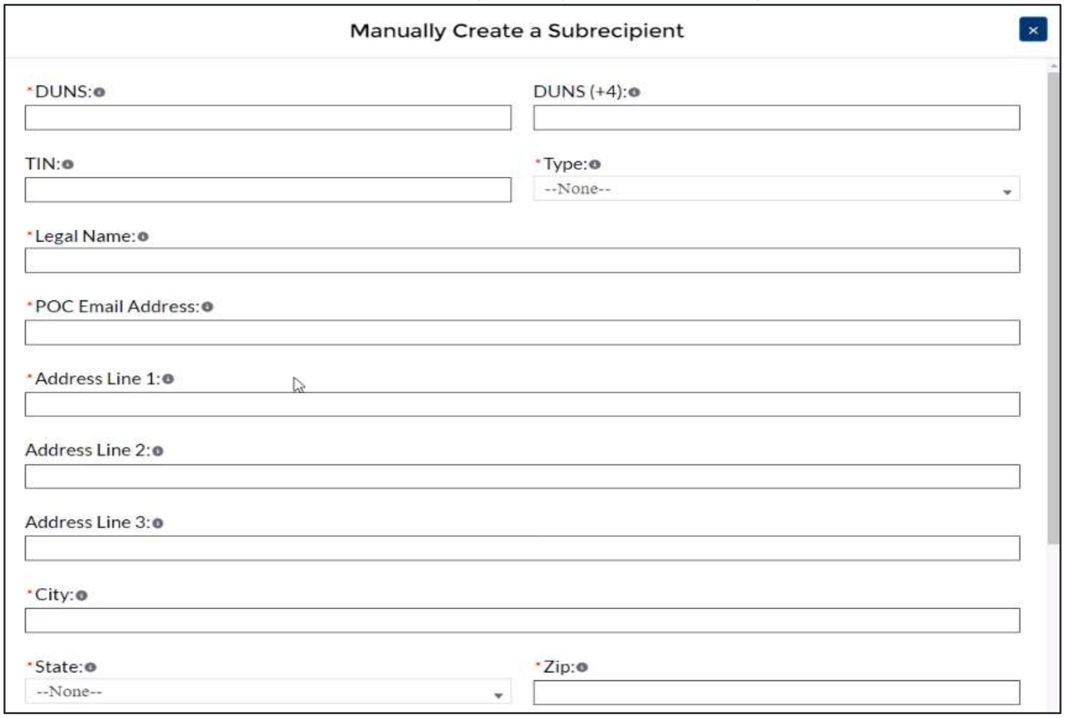


Figure 31 – Manually Create a Subrecipient, Info 1

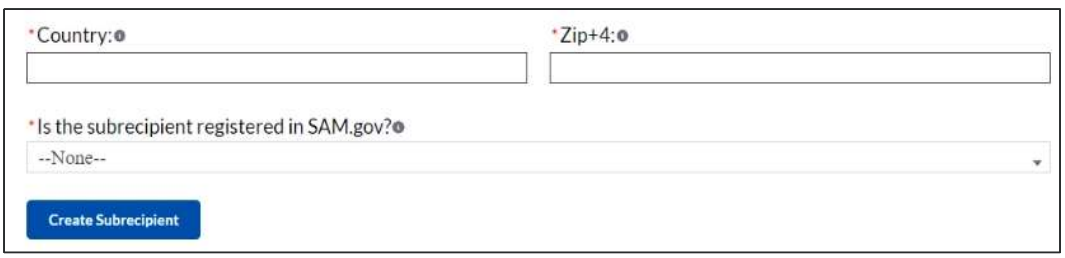


Figure 32 – Manually Create a Subrecipient, Info 2

3. If the subrecipient is not registered in SAM.gov, select “No” from the picklist. Two additional questions will populate the space below (see Figure 33).
4. If the total compensation for the organization’s five highest paid officers is not publicly listed or otherwise listed in SAM.gov, enter the name of the officer and the total compensation received in the chart that appears (see Figure 33). If fewer than five (5) officers exist, enter “N/A” into the empty field(s).

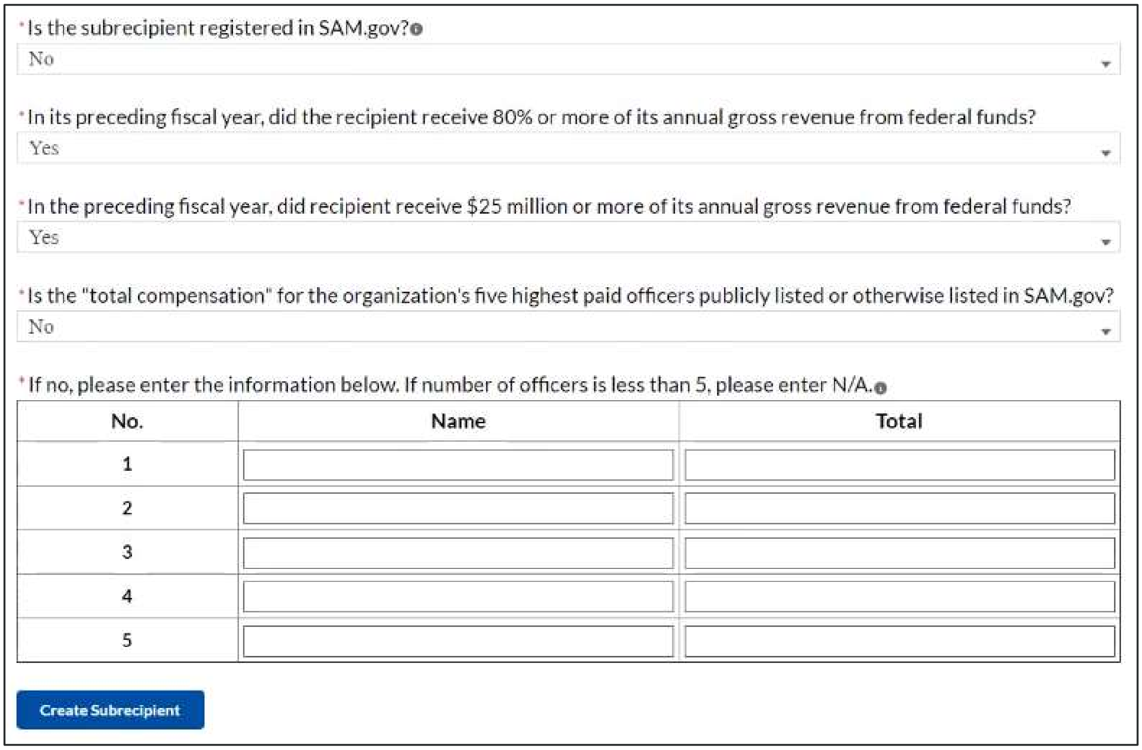


Figure 33 – Manually Create a Subrecipient, Info 3

5. At the bottom of the page, click the *Create Subrecipient* icon to complete the Subrecipient record and return to Subaward screen. Your new Subrecipient record is now associated with the Subaward.

b) Create Subawards

The Subaward Reporting submodule allows you to enter the required information regarding Subawards for all direct payments, subawards, and contracts made by your organization.

The Subawards 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 template using the provided link in Treasury's Portal before using the upload button (see Figure 34).

Figure 34 – Bulk Upload Icons

> **Note:** Subaward bulk upload can only be completed after Subrecipient bulk upload is completed.

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

1. Enter the following fields pertaining to the Subawards: **Subaward Number**, **Subaward Obligation**, **Subaward Date**, **Period of Performance Start**, **Period of Performance End, Place of Performance Address, City, State, Zip+4**, **Country**, and **Congressional District** (see Figures 35 and 36).
2. Select the **Subaward Type** from the drop-down picklist. (see Figures 35).

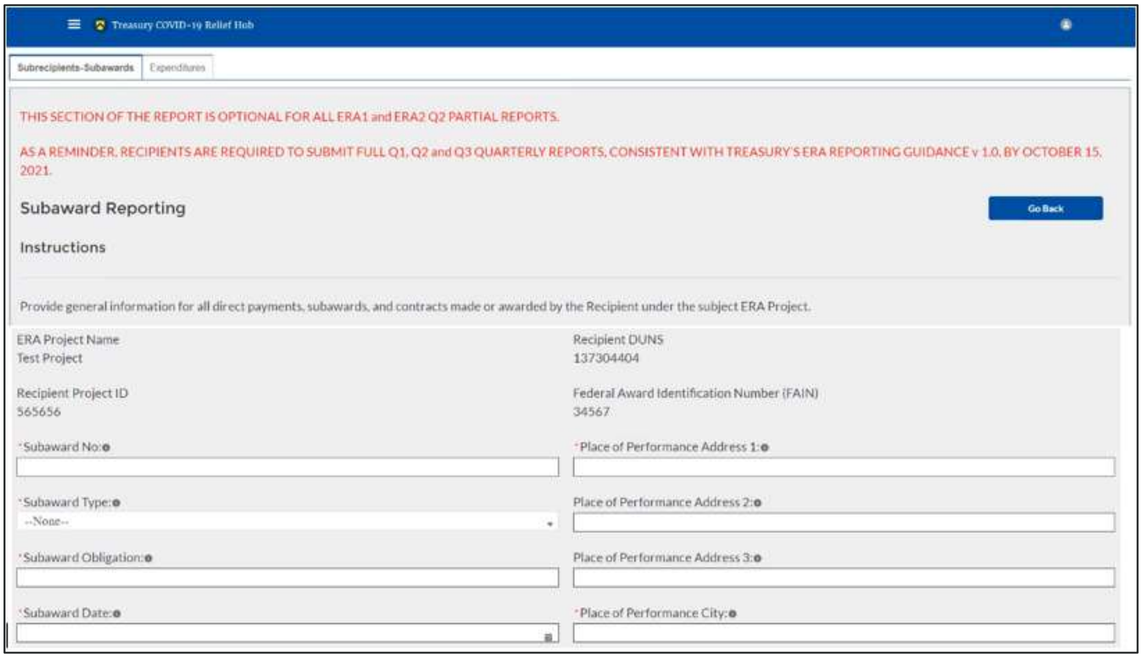


Figure 35 – Subaward Reporting Submodule

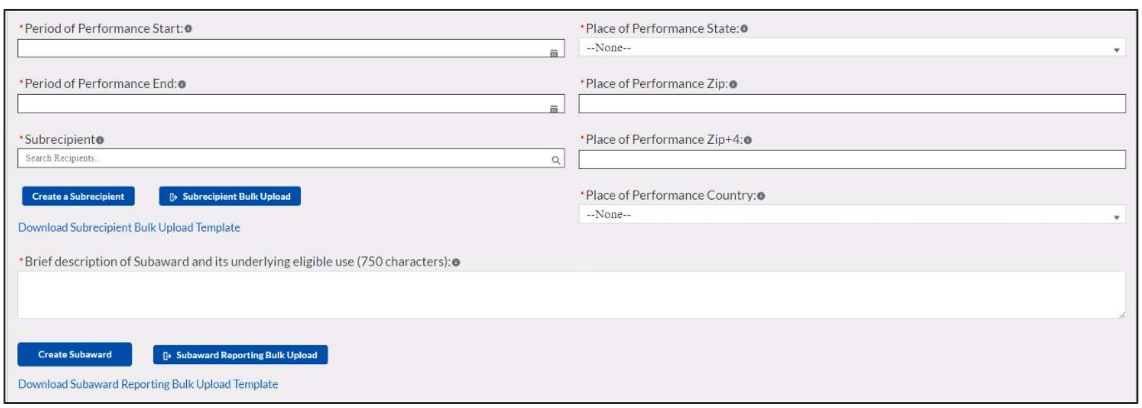


Figure 36 – Subaward Reporting Submodule

3. After completing the subaward details, associate the Subaward with a specific Subrecipient. Click *Create a Subrecipient* to launch the Subrecipient Profile submodule (see Figure 30).
4. Enter the **Subrecipient DUNS** and select *Search for Subrecipient*. If a Subrecipient record already exists, connect it to your Subaward at this time. You will then be returned to the Subaward screen to finalize the Subaward.
5. Use the open textbox to provide a brief description on the Subaward's underlying eligible use (see Figure 36).
6. Click *Create Subaward* to establish the Subaward record. Repeat Steps 1 through 5 to create additional Subaward records.

c) Create Expenditures

As part of the quarterly reporting requirement, you will need to provide information regarding all expenditures (including subawards) for the current quarter (see Figure 37).

Figure 37 – Expenditures Tab

The expenditures reporting is categorized into three groups: (1) Expenditures greater than or equal to $30,000, (2) Aggregated Expenditures less than $30,000 and (3) Aggregated Expenditures to individuals less than $30,000.

The Expenditures reporting 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 template using the provided link in the Treasury Portal before using the upload button (see Figure 38).

Figure 38 – Bulk Upload Icons

If you do not use the bulk upload function, follow the steps listed below (see Figure 39).

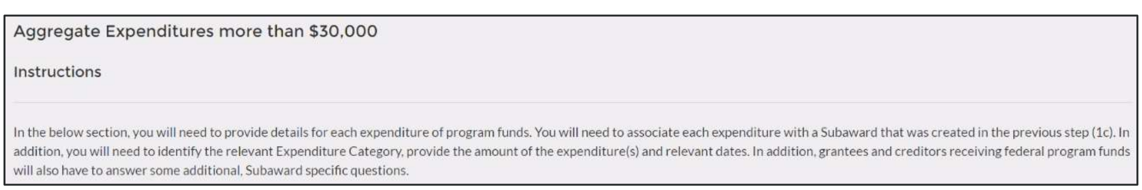


Figure 39 – Expenditures > $30,000

- **Expenditures greater than or equal to $30,000** (see Figure 40)

  The default screen allows you to report Administrative Costs (Expenditure Categories) which are not associated with a subaward.

  1. To report new expenditures under a specific subaward, use the search function under **Subaward ID** to associate the expenditure record and subaward.
     a. Use either the Portal-generated Subaward ID from the Subaward module or the Subaward Number generated by your organization.
  2. Enter the **Expenditure Start Date**, **Expenditure End Date,** and **Expenditure Amount**.
  3. Select the associated **Expenditure Category** from the drop-down picklist. There is a space to provide a narrative for Administrative Costs.
  4. If Subaward Type is a grant, verify the Subrecipient's compliance with the conditions of the grant through the drop-down picklist. If the Subrecipient is non-compliant, provide a brief explanation regarding non-compliance.

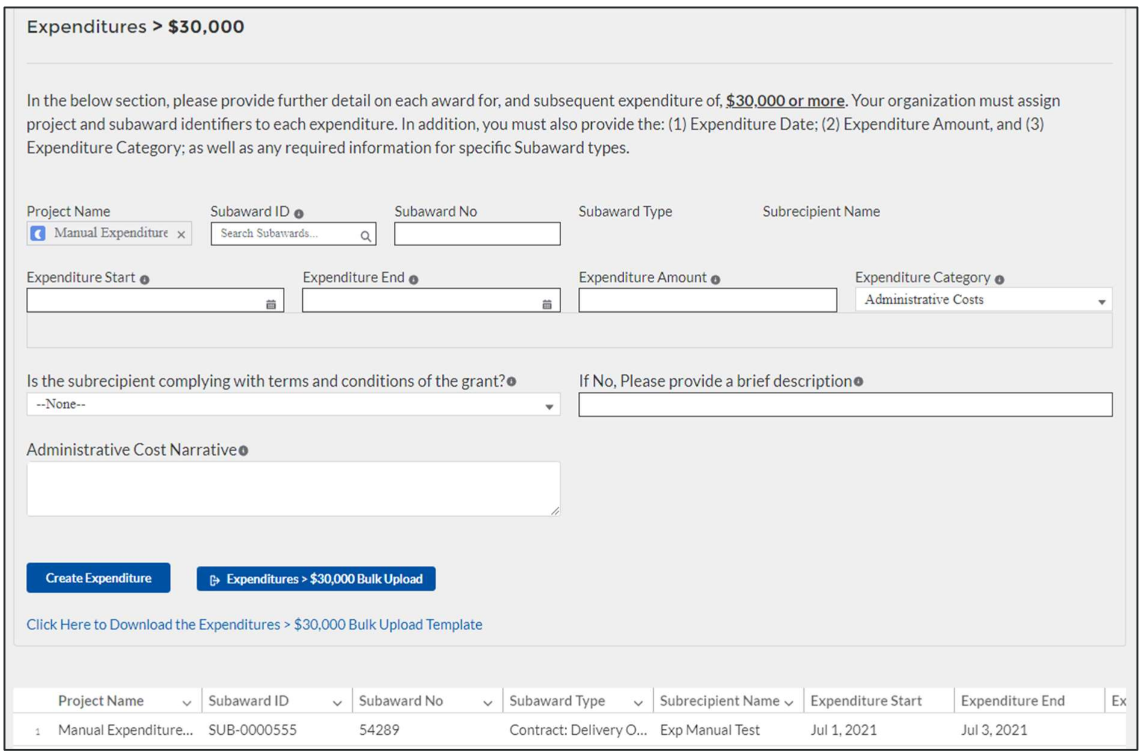


Figure 40 – Data Entry for Expenditures > $30,000

  5. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 4 to report additional expenditures. Proceed to the next segment once all expenditures are reported.

- **Aggregate Expenditures less than $30,000** (see Figure 41)
  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.**
  2. **Cumulative Expenditures,** and **Cumulative Obligations** are automatically calculated and are total sum fields of all uploaded or created expenditures.
  3. Select the **Expenditure Category** and **Subaward Type** from the drop-down picklist.

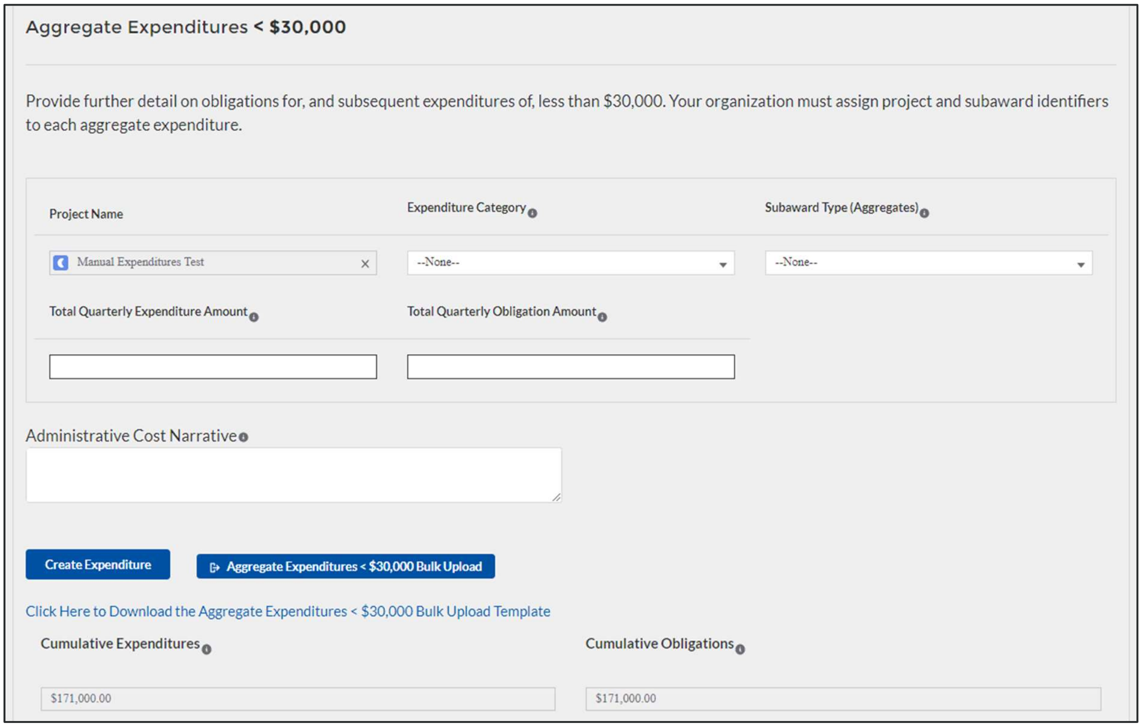


Figure 41 – Data Entry for Aggregate Expenditures < $30,000

4. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 2 to report additional expenditures. Proceed to the next segment once all expenditures are reported.

- **Aggregate Expenditures to Individuals less than $30,000** (see Figure 42)
  1. Enter the **Total Quarterly Expenditure Amount** and **Total Quarterly Obligation Amount.**
  2. **Cumulative Expenditures,** and **Cumulative Obligations** are automatically calculated and are total sum fields of all uploaded or created expenditures.
  3. Select the **Expenditure Category** from the drop-down picklist. There is a space to provide a narrative for Administrative Costs.

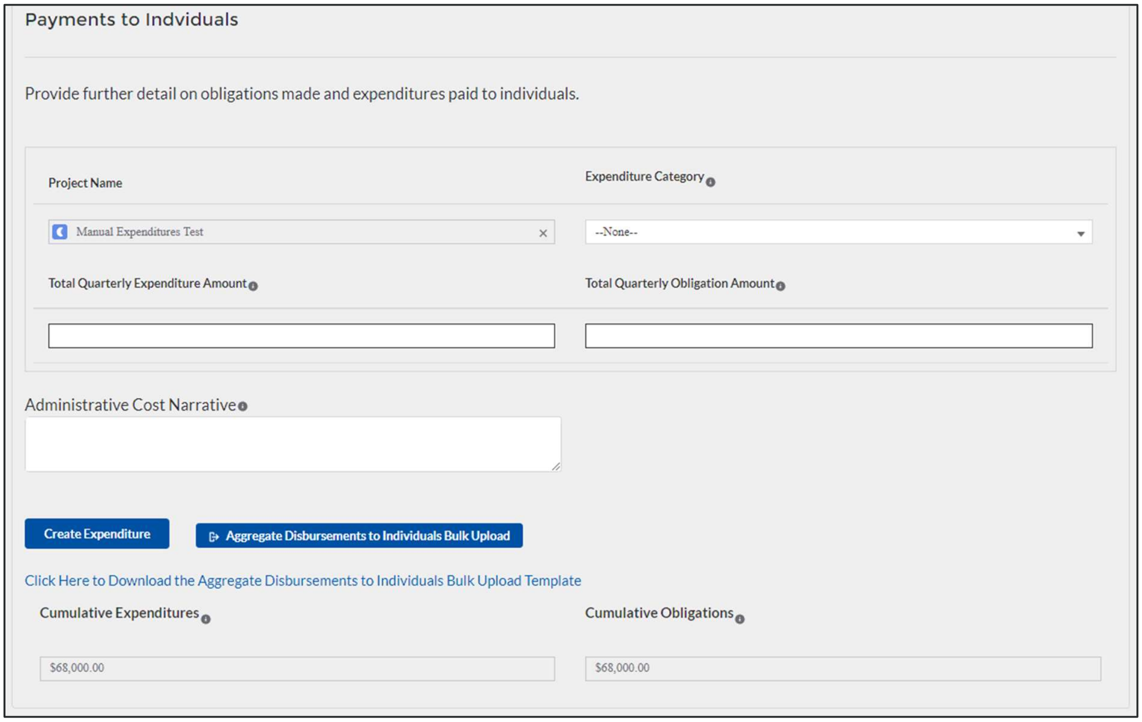
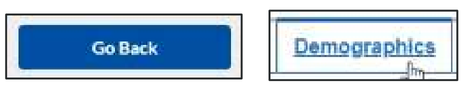


Figure 42 – Data Entry for Individual Payments < $30,000

4. Click the *Create Expenditures* button to submit the record. Repeat Steps 1 through 2 to report additional expenditures.
5. Click the *Go Back* button to return to the Projects Page. Then click the *Demographics* tab on the navigation bar to advance to the next section.



Section VII. Performance Measures and Participant Demographic

In this module, you will provide detailed information on the status of the subject ERA1 or ERA2 Project using performance data and participant demographic information (see Figure 43). All fields will be manually entered. 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 Module C of the ERA Reporting Guidance v1.0 for additional clarification.

Figure 43 – ERA Demographic Reporting

Click on the *Demographics* tab to enter the module.

You will have the ability to utilize a bulk-upload feature or individually enter records for Subrecipients. For bulk-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 44).

Figure 44 – Demographics Bulk Upload

> **Note:** Reporting on Participant Demographic information broken out by race, ethnicity and gender is not required for your Q2 partial report due on August 6, 2021. See Addendum to the ERA Guidance published on 7/16/2021 (ERA Reporting Guidance v1.0).

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

1. Click *Provide Demographic Information* (see Figure 45) to report demographic information broken out by race, ethnicity and gender for all required fields.

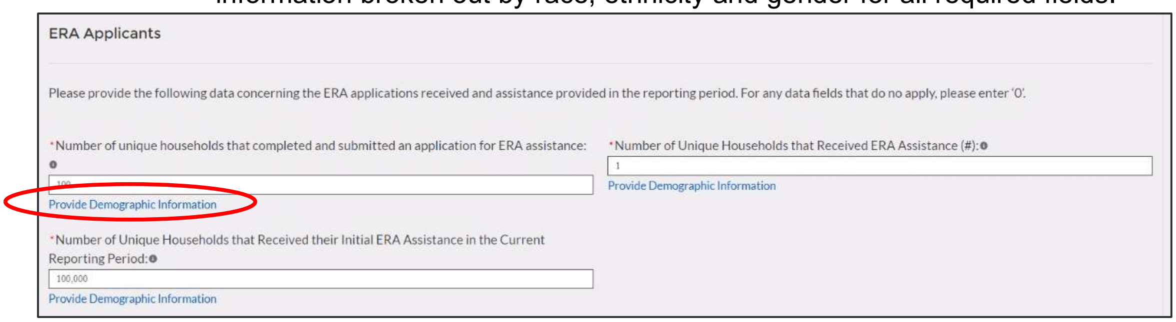


Figure 45 – Reporting on ERA Applicants

2. Enter the applicable data in the number column (see Figures 46 and 47).
3. Click *Save Demographic Information* (see Figure 47) to submit demographic for that particular field.

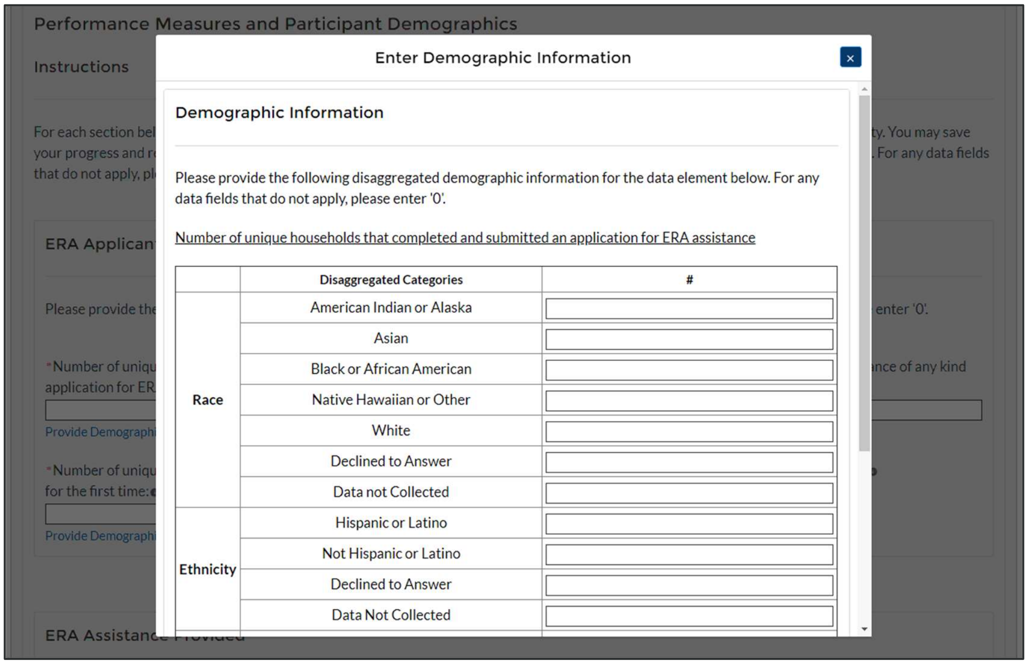


Figure 46 – Reporting on ERA Applicants

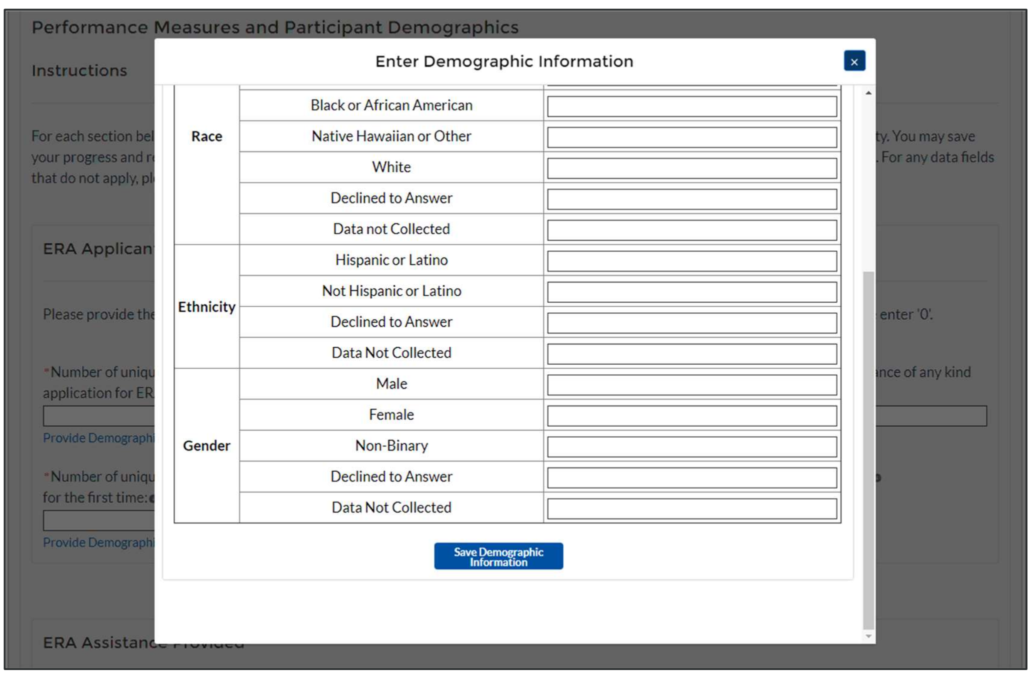


Figure 47 – Reporting on ERA Applicants

The Demographics reporting tab is categorized into four groups: 1) ERA Applicants, 2) ERA Assistance Provided, 3) Participant Households at Certain Income Levels, and 4) Cumulative Award Activity Amount Approved (Obligated) and Amount Paid (Expended) since Inception Q1 through Q2 2021.

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

1. Under the ERA Applicants section (see Figure 48), report data on ERA applications received and assistance provided in the reporting period.

> **Note:** Tribe, TDHE, and the DHHL Recipients must report this entire element, with no requirement to report the information broken out by race, ethnicity, and gender of the primary applicants for assistance.

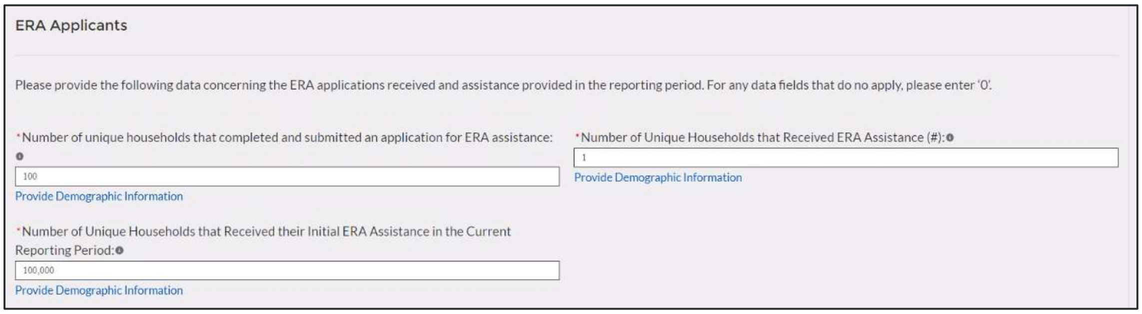


Figure 48 – Reporting on ERA Applicants

2. Under the ERA Assistance Provided Section, report data on unique households that received different types of ERA assistance (including Housing Stability Services) (see Figure 49).

> **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.

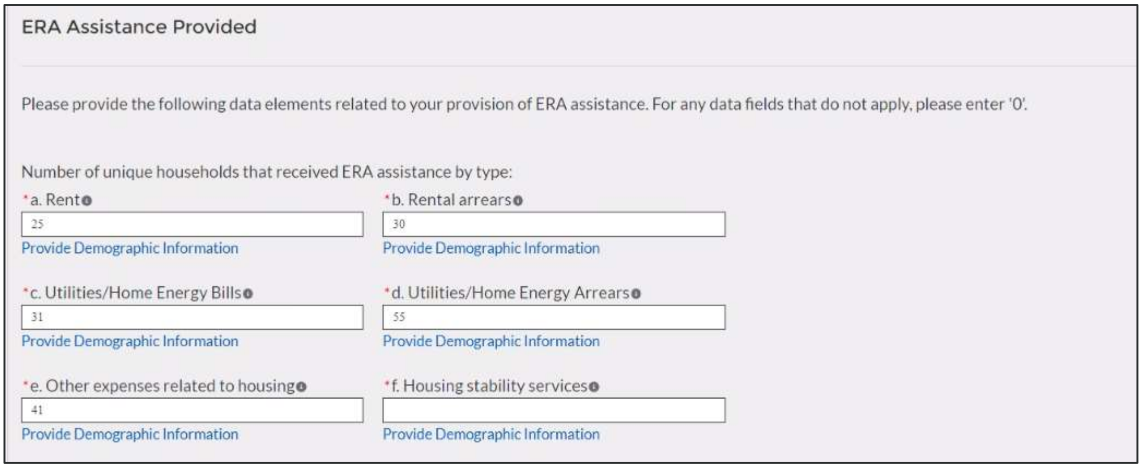
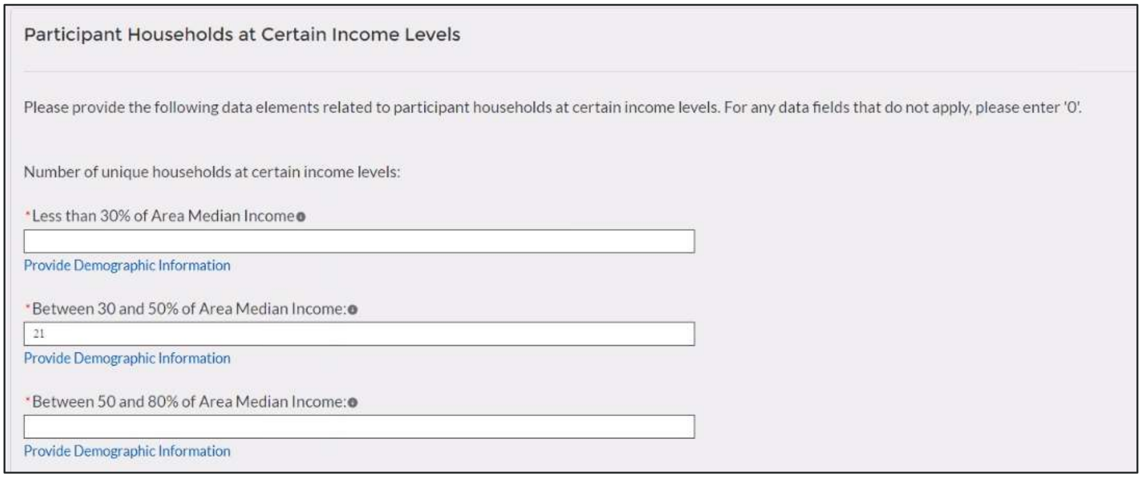


Figure 49 – Reporting on ERA Assistance Provided

3. Under the Participant Households at Certain Income Levels section, report data on households served based on income eligibility (see Figures 50 and 51).

> **Note:** This section is not applicable for Tribe, TDHE, and the DHHL Recipients.


Participant Households at Certain Income Levels

Please provide the following data elements related to participant households at certain income levels. For any data fields that do not apply, please enter '0'.

Number of unique households at certain income levels:

*Less than 30% of Area Median Income

Provide Demographic Information

*Between 30 and 50% of Area Median Income:

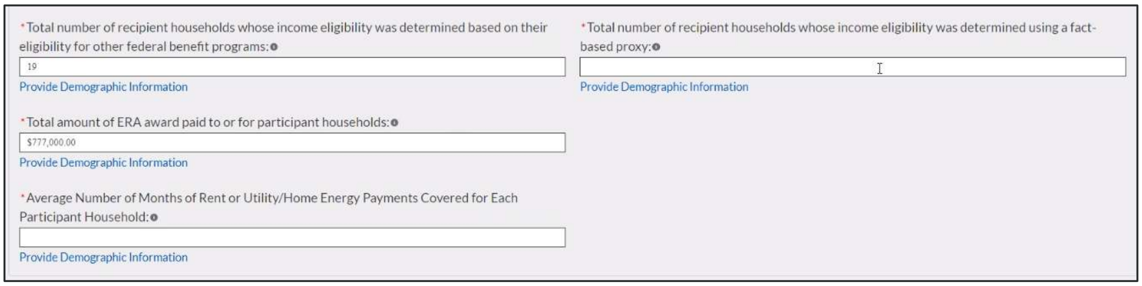
21

Provide Demographic Information

*Between 50 and 80% of Area Median Income:

Provide Demographic Information

Figure 50 – 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:

19

Provide Demographic Information

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

Provide Demographic Information

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

$777,000.00

Provide Demographic Information

*Average Number of Months of Rent or Utility/Home Energy Payments Covered for Each Participant Household:

Provide Demographic Information

Figure 51 – Reporting on households served based on income eligibility - 2

4. Under the Cumulative Award Activity Amount Approved (Obligated) and Amount Paid (Expended) section, report data on all amounts obligated and expended from inception (Q1) through current reporting period (Q2) (see Figure 52).


Cumulative Award Activity Amount Approved (Obligated) and Amount Paid (Expended) since Inception Q1 through Q2 2021

Please provide the following data elements related to your provision of ERA disbursements.

*Total Dollar Amount of ERA Award Funds Approved (Obligated) to or for Participant Households

*Total Dollar Amount of ERA funds Paid (Expended) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Paid (Expended) for Housing Stability Services:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Housing Stability Services:

Figure 52 – Reporting on Non-Expended Approved ERA Funds

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

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

Section VIII. Performance and Financial Report

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 53). Please refer to Module B, Module D and Module E of the ERA Reporting Guidance v1.0 for additional clarification.

> **Note:** The Performance and Financial Report section is not required for your Q2 partial report due on August 6, 2021. See Addendum to the ERA Guidance published on 7/16/2021 (ERA Reporting Guidance v1.0).

This module is broken out into four segments: a) Performance Narrative; b) Narrative on Effective Practices; c) Federal Financial Reporting; and, d) Participant Household Payment Data.

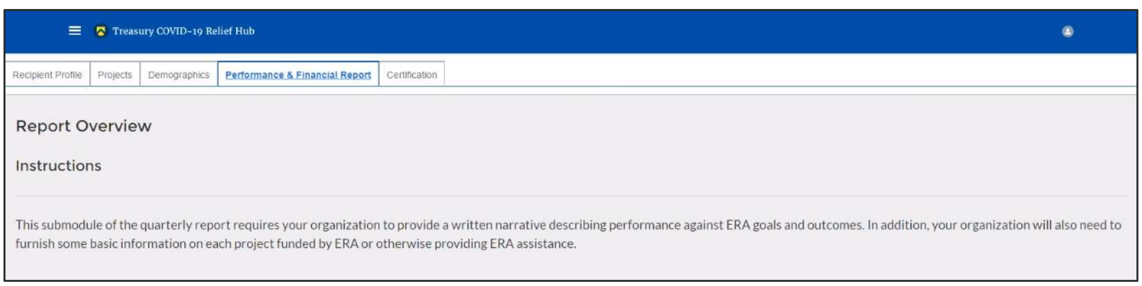
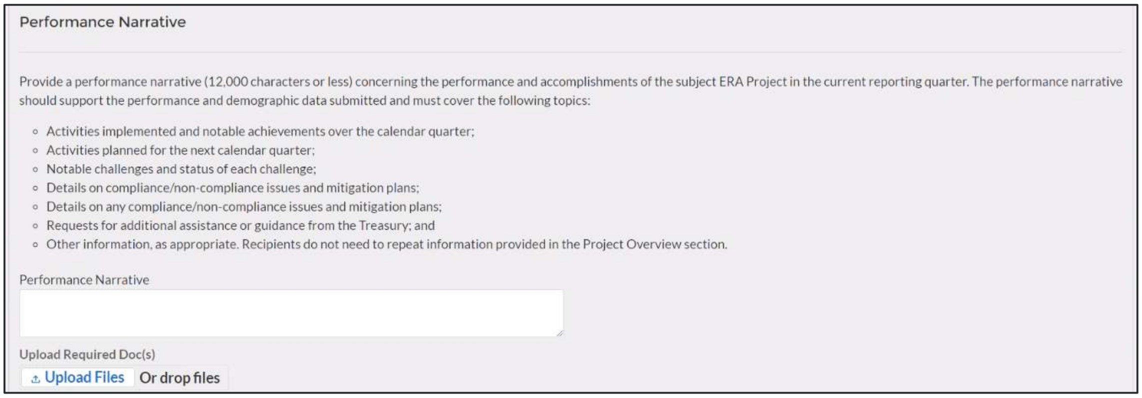


Figure 53 – Report Overview

a) Performance Narrative Submodule

In this submodule, you will provide additional information on how the project performed against the outlined ERA goals and outcomes for the current reporting Quarter (see Figure 54).

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.



Performance Narrative

Provide a performance narrative (12,000 characters or less) concerning the performance and accomplishments of the subject ERA Project in the current reporting quarter. The performance narrative should support the performance and demographic data submitted and must cover the following topics:

- Activities implemented and notable achievements over the calendar quarter;
- Activities planned for the next calendar quarter;
- Notable challenges and status of each challenge;
- Details on compliance/non-compliance issues and mitigation plans;
- Details on any compliance/non-compliance issues and mitigation plans;
- Requests for additional assistance or guidance from the Treasury; and
- Other information, as appropriate. Recipients do not need to repeat information provided in the Project Overview section.

Performance Narrative

Upload Required Doc(s)

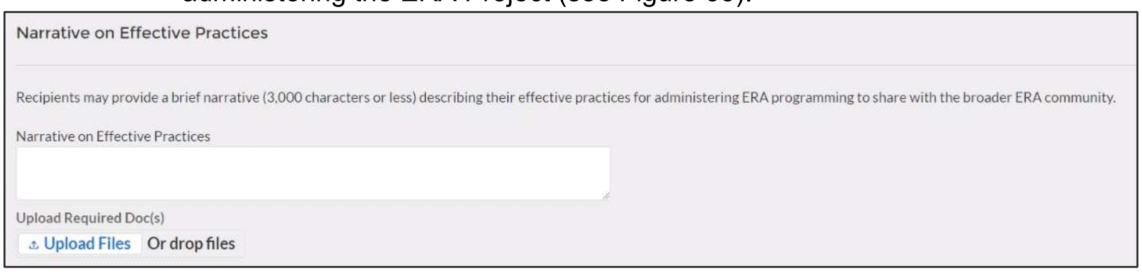
Upload Files Or drop files

Figure 54 – Performance Narrative

b) Narrative on Effective Practices Submodule

In this submodule, 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 55).



Narrative on Effective Practices

Recipients may provide a brief narrative (3,000 characters or less) describing their effective practices for administering ERA programming to share with the broader ERA community.

Narrative on Effective Practices

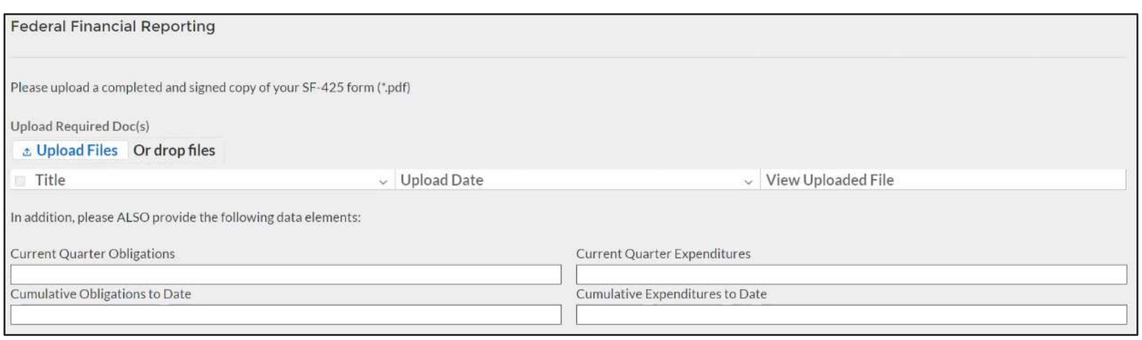
Upload Required Doc(s)

Upload Files Or drop files

Figure 55 – Effective Practices Narrative Entry

c) Federal Financial Reporting

1. Click the ***Upload Files icon*** to submit the completed and signed Quarterly SF-425 document (*.pdf format only).
2. Enter the **Current Quarter Obligations**, **Current Quarter Expenditures**, **Cumulative Obligations to date**, and **Cumulative Expenditures to date** data (see Figure 56).



Federal Financial Reporting

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

Upload Required Doc(s)

Upload Files Or drop files

Title	Upload Date	View Uploaded File

In addition, please ALSO provide the following data elements:

Current Quarter Obligations

Current Quarter Expenditures

Cumulative Obligations to Date

Cumulative Expenditures to Date

Figure 56 – Federal Financial Reporting and Participant Household Payment Data

d) **Participant Household Payment Data File**

1. Participant Household Payment Data does not contain a manual data entry option. End-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 57) and attach the Participant Household Payment Data File (*.csv). The file can be downloaded by clicking the ***Download Participant Household Payment Data*** icon.

Note: Tribe, TDHE, and the DHHL Recipients are not required to submit Participant Household Payment Data Files

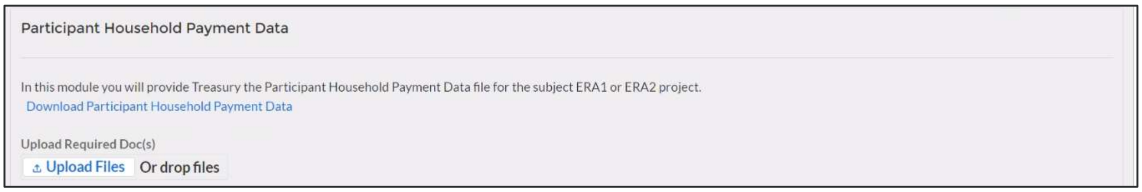
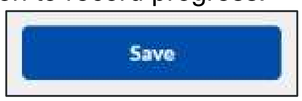


Figure 57 – Participant Household Payment Data

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



3. Click the *Next* button to advance to the Certification module.

Section IX. Official Certification

The Recipient's designated Authorized Representative for Reporting will be required to e-sign the certification before final submission of the Quarterly Reports (see Figure 58).

a) Review and agree to the following statement:

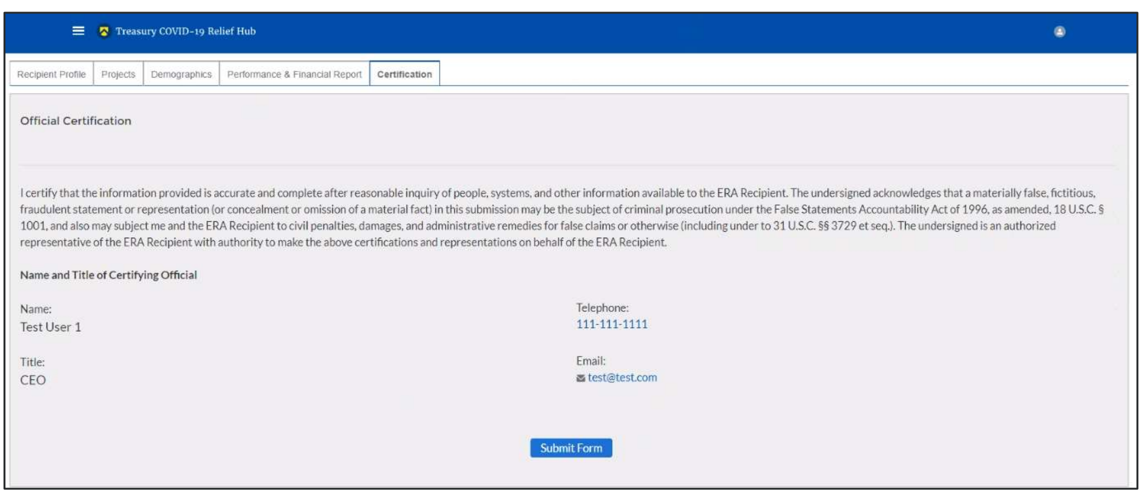


Figure 58 – Form Submission Certification

b) Click *Submit Form* button to agree to the statement. A window will pop up to ensure you are ready to submit. Click the *Submit* icon (see Figure 59).

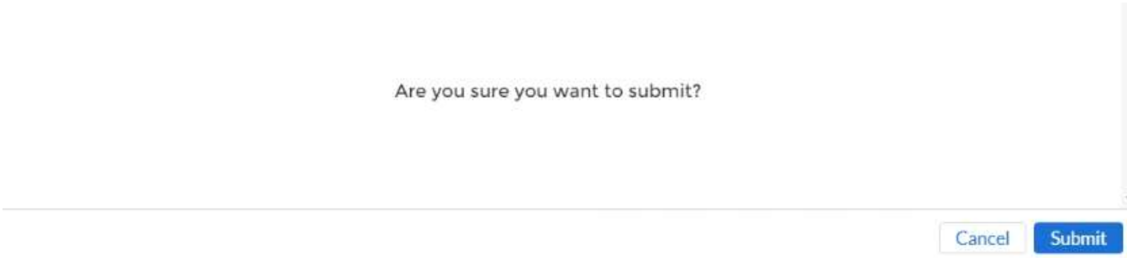


Figure 59 – Form Submission Approval Screen

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 60).

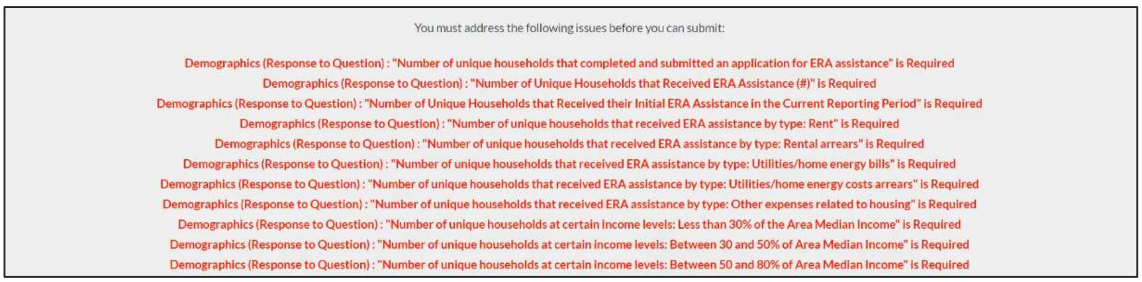


Figure 60 – Submittal Errors to Address

d) Address all errors and certify to successfully complete the Quarterly Reporting process.

Appendix A – Bulk Upload Overview

a) Purpose

The following segment provides overview on the bulk file upload process as well as the submission of the Participant Household Payment Data File. There are seven (7) unique bulk file upload templates as outlined below:

1. Subrecipient Profile
2. Subaward Reporting
3. Subaward Expenditure Reporting => $30,000
4. Subaward Expenditure Reporting < $30,000
5. Subaward Expenditure Reporting < $30,000 to Individuals
6. ERA Programmatic Reporting
7. Participant Household Payment Data File

b) Template Description

Each of the seven files has a specific template that describes 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.

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 pick list 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, it is not required to add "," to represent thousands or it is not required to add "$" to represent currency. Only add decimal "." when needed.
- Pick List: A Predefine list of values that is accepted by the system. When the column is a pick list, 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 pick list, the system will not accept the file. Responses should not contain double quotes

Row 8: Data that Recipient submits. Row 8 is where recipients 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 61 – Example Bulk Upload Template

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

c) Bulk Upload Process

The upload process includes the following steps:

1. Identify the reporting module to upload
2. Download the module template from the link provided in the web application section of the module.
3. Open the template in Excel
4. Save the template as CSV and change the name of the file as needed
5. Add your data starting with row 8th of the applicable template
6. When you finish adding your data repeat step 4
7. Upload the new file to the portal. The system will communicate if the upload was successful or failed.
8. Reuse the same file if the upload process fails. Reconcile the issues that the system indicated and repeat step 7 until all issues are corrected.

d) Bulk Upload 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 ERA Programmatic Reporting 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.

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 Pick List.
- **Max Length:** Indicates the maximum length in characters that is allowed for each column.

h) Subrecipient Profile

This module provides identifying information for each Subrecipient that received federal funding from this program. Where possible, you should provide the Subrecipient's DUNS number to pre-populate several segments of the record. In addition, you will also need to provide information about the Subrecipient's 2 CFR 170.330 Total Compensation in the report, if applicable.

CSV Format details

The templates provide all information required to create the upload files. The following table highlights the data elements required for the Subrecipient profile.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Sub-recipient DUNS	The DUNS unique identification number for the Sub-Recipient Organization of the Recipient's ERA funds.	Required	n/a	Numeric	9
Sub-recipient DUNS (+4)	A 4-character suffix that may be assigned by a business concern and appended to its DUNS.	Optional	n/a	String	4
Sub-Recipient TIN	The Sub-Recipient's Internal Revenue Service (IRS) Taxpayer Identification Number	Required	n/a	Numeric	9
Subrecipient Type	A collection of indicators of different types of Sub-Recipient types that receive ERA funds.	Required	|- Tenant |- Landlord or Owner |- Utility / Home Energy Service Provider |- Other Housing Services and Eligible Expenses Provider	Picklist (see permissible values in previous column)	82
Sub-Recipient Name	The name of the Sub-Recipient.	Required	n/a	String	120
POC Email Address	The email address of the primary point-of-contact for the sub-recipient.	Required	n/a	String	40
Address Line 1	First line of the Sub-Recipient's address.	Required	n/a	String	150
Address Line 2	Second line of the Sub-Recipient's address.	Optional	n/a	String	150
Address Line 3	Third line of the Sub-Recipient's address.	Optional	n/a	String	150
City Name	Name of the city in which the Sub-Recipient is located.	Required	n/a	String	40
State Code	United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Sub-Recipient 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,	String	2

Defined Term	Definition	Required	List Values	Data Type	Max Length
			RI, SC, SD, TN, TX, UT, VT, VI, VA, WA, WV, WI, WY)		
Zip5	United States ZIP code (five digits) associated with the Sub-Recipient's address.	Required	n/a	String	5
Zip4	Zip Plus4 (four digits) identifying where the predominant performance of the subaward will be accomplished.	Required	n/a	String	4
Sub-recipient SAM.gov Registration	Confirmation that the Sub-Recipient is registered in SAM.gov	Required	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 Sub-Recipient's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%	Required	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 Sub-Recipient's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than $25 million.	Required	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 Sub-Recipient'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.	Required	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 Sub-Recipient.	Required	n/a	String	100
Total Compensation (1)	The Total Compensation, as defined in 2 CFR part 170.330, earned	Required	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
	by the five highest paid executives, officers, or employees of the Sub-Recipient.				
Executive Name (2)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Sub-Recipient.	Required	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 Sub-Recipient.	Required	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 Sub-Recipient.	Required	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 Sub-Recipient.	Required	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 Sub-Recipient.	Required	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 Sub-Recipient.	Required	n/a	Numeric	12,2
Executive Name (5)	The legal name belonging to one of the five highest paid executives, officers, or employees of the Sub-Recipient.	Required	n/a	String	100

Defined Term	Definition	Required	List Values	Data Type	Max Length
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 Sub-Recipient.	Required	n/a	Numeric	12,2

i) Subaward Reporting

This module provides general information for each Subaward 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 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 Subaward reporting.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Subrecipient Duns	The DUNS unique identification number for the Sub-Recipient Organization of the Recipient's ERA funds.	Required	n/a	Numeric	9
Client Project Id	Client Project ID associated with this Sub Award. This is your unique Project Identification Number.	Required	n/a	Numeric	20
Subrecipient Name	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.	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 sub-award.	Required	- 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) - Transfer: Reimbursable	Picklist (see permissible values in previous column)	30
SubAward Amount (Obligation)	Total amount of ERA funds obligated by the Recipient to a Sub-Recipient under a given Sub-Award.	Required	n/a	Numeric	12,2
SubAward Date	The date the Recipient obligated funds to a Sub-Recipient.	Required	n/a	Date	8
Period of Performance Start	The date on which efforts begin or the sub-award is otherwise effective.	Required	n/a	Date	8
Period of Performance End	The date on which all effort is completed or the sub-award is otherwise ended.	Required	n/a	Date	8
Place of Performance Address 1	First line of the address where the predominant performance of the sub-award will be accomplished.	Required	n/a	String	120
Place of Performance Address 2	Second line of the address where the predominant performance of the sub-award will be accomplished.	Optional	n/a	String	120
Place of Performance Address 3	Third line of the address where the predominant performance of the sub-award 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 sub-award 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 sub-award 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	String	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 sub-award will be accomplished.	Optional	n/a	String	5
Place of Performance Country	Name of the country where the predominant performance of the sub-award will be accomplished.	Required	n/a	String	100
Place of Performance Congressional District	A territorial division within a state from which members of the U.S. House of Representatives are elected. This information is associated with the sub-award's Place of Performance.	Optional	n/a	String	5

Defined Term	Definition	Required	List Values	Data Type	Max Length
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

j) Subaward Expenditure – Greater than $30,000

This module provides details for each expenditure of program funds. The module associates each expenditure with a Project, Subaward, and Subrecipient record created in Step 1a, 1b, and 1c. In addition, identify the relevant Expenditure Category, provide the amount of the expenditure(s) and relevant dates. In addition, recipients receiving ERA award funds are required to answer additional Subaward questions.

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures greater than $30,000.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Client Project Id	Client Project ID that allows the Recipient to associate Expenditure records to Project records.	Required	n/a	Numeric	20
Subaward Number	Subaward IDs that allows the Recipient to associate Expenditure records to Subaward records. Enter Subaward Number. Subaward 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
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 on the Sub-Award.	Required	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
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 Incurred due to Covid-19; - Housing Stability Services (Including Eviction Prevention/Diversion); - Administrative Costs	Picklist (see permissible values in previous column)	100
Grant Compliance Check	Confirmation that the Sub-Recipient is in compliance with the sub-award as defined by the Recipient.	Required	Yes/No	Picklist (see permissible values in previous column)	n/a
Noncompliance Explanation	Written description of noncompliance identified in the Grant Compliance Check.	Optional	n/a	String	250
Administrative Expense Explanation	If Expenditure Category = Administrative Costs. An explanation up to 10,000 characters is required.	Optional	n/a	String	10000

k) Subaward Expenditure – Less than $30,000

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

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures Less than $30.000.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Client Project Id	Client 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 Incurred due to Covid-19" "Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100

Sub-Award Type (Aggregates)	The Sub-Award Type that had obligation or expenditure/payment activity during the reporting period.	Required	"Aggregate of Contracts Awarded for less than 30000"; "Aggregate of Grants Awarded for less than 30000";" "Aggregate of Loans Issued for less than 30000"; "Aggregate of Transfers less than 30000"; "Aggregate of Direct Payments less than 30000"	Picklist (see permissible values in previous column)	100
Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Sub-Award Type (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Obligation Amount (Aggregates)	Sum of sub-award amounts/obligations during the most recent quarter for this Sub-Award Type (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	10,000

I) Subaward Expenditure – Less than $30,000 to individuals

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

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for Expenditures Less than $30.000 to individuals.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Client Project Id	Client 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 Incurred due to Covid-19" "Housing Stability Services (Including Eviction Prevention/Diversion)" "Administrative Costs"	Picklist (see permissible values in previous column)	100

Total Quarterly Expenditure Amount (Aggregates)	Sum of Expenditures or Payments during the most recent quarter for this Sub-Award Type (Aggregates).	Required	n/a	Numeric	12,2
Total Quarterly Obligation Amount (Aggregates)	Sum of sub-award amounts/obligations during the most recent quarter for this Sub-Award Type (Aggregates).	Required	n/a	Numeric	12,2

m) ERA Programmatic Reporting

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

CSV Format Details

The templates provide all information required to create the upload files. The following table highlights the data elements required for ERA Programmatic Reporting.

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.	Optional	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.	Optional	n/a	Numeric	9

Defined Term	Definition	Required	List Values	Data Type	Max Length
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.	Optional	n/a	Numeric	9
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; and cumulatively since the Recipient received the ERA award. 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.	Optional	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 and the cumulative number of unique households that have been paid rental arrears since the Recipient received the ERA award. 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.	Optional	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 and the cumulative number of unique households that have been paid utility or home energy bills since the Recipient received its ERA award. 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.	Optional	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 and the cumulative number of unique households that have been paid utility/home energy bill arrears since the Recipient received the ERA award. 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.	Optional	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. 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.	Optional	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; and cumulatively, since the Recipient received the ERA award. This includes housing stability services provided directly by the Recipient or by any Subrecipients or Contractors. 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.	Optional	n/a	Numeric	9
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.	Optional	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 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.	Optional	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.	Optional	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.	Optional	n/a	Numeric	9
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..	Optional	n/a	Numeric	9
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.	Optional	n/a	Numeric	12,2

Defined Term	Definition	Required	List Values	Data Type	Max Length
Average number of months of assistance provided by ERA rental payments (excluding arrears) - Current Quarter	The total number of rental 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 rental arrears. 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.	Optional	n/a	Numeric	2,2
Average number of months of assistance provide by ERA utilities/home energy bills payments (excluding arrears) - Current Quarter	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. 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.	Optional	n/a	Numeric	2,2

n) Participant Household Payment Data File

In this Module, each State, Local and Territorial Recipient must submit a data file containing the household-level information described below for each ERA Financial Assistance payment made to or on behalf of each participant household during the reporting period. The Financial Assistance expenditure category includes payments made by Recipients and by all subrecipients and contractors for rent, rental arrears, utility/home energy costs, utility/home energy services arrears, and other housing services and eligible expenses.

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.

Defined Term	Definition	Required	List Values	Data Type	Max Length
Participant Household Address 1	First line of the Participant Household's physical address (not a P.O. Box)	Required	n/a	String	120
Participant Household Address 2	Second line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
Participant Household Address 3	Third line of the Participant Household's physical address (Not a P.O. Box)	Optional	n/a	String	120
Participant Household City	The name of the city where the Participant Household's physical address is located	Required	n/a	String	40
Participant Household 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
Participant Household 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
Participant Household Zip+4	Zip Plus4 (four digits) identifying the physical address of the Participant Household.	Required	n/a	String	4
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 Payment	A collection of indicators of different types assistance	Required	Rent; Rental Arrears; Utilities/Home Energy Costs; Utility/Home Energy	Picklist (see permissible values in previous column)	120

Defined Term	Definition	Required	List Values	Data Type	Max Length
			Arrears; and Other Housing Services and Eligible Expenses		
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

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