[DATE]

Verónica R. Soto

Director

Emergency Rental Assistance Program

U.S. Department of the Treasury

emergencyrentalassistance@treasury.gov

Dear Ms. Soto:

[GRANTEE] (Grantee), [ERA1 GRANTEE NUMBER], writes to request a determination that its claimed ERA1 administrative expenses are related to the delivery of the program for purposes of the presumption discussed in section V of the ERA1 Reallocation Guidance (Guidance).

**About Our ERA Program**

Grantee’s initial allocation of ERA1 funds was $[AMOUNT]. After deducting amounts recaptured or reallocated by Treasury as excess funds, the amount of our ERA1 allocation is $[AMOUNT]. As of our most recent report, Grantee has cumulatively obligated $[AMOUNT] of its ERA1 allocation for the provision of financial assistance and housing stability services on behalf of eligible households. Grantee does not expect to obligate at least 30% of its initial ERA1 allocation for these purposes by September 30, 2022.

Since the launch of its ERA1 program, Grantee has processed a total of [NUMBER] applications for rental assistance. As of the date of this letter, Grantee has provided a total of [NUMBER] households with rental assistance using ERA1 funds.

**Obstacles to Obligating ERA1 Funds**

[*Briefly discuss any obstacles encountered in obligating 30% of the Grantee’s ERA1 allocation, such as a low cost of housing or limited demand notwithstanding outreach efforts.*]

**Our Uses of ERA1 Funds on Administrative Expenses**

Grantee has expended $[AMOUNT] of its initial ERA1 allocation on administrative expenses related to program delivery. All of such expenditures constituted permissible administrative expenses in accordance with all applicable ERA1 guidance and requirements. That amount was expended on the following type[s] of program-related costs:

*[TYPE OF EXPENSE], $[AMOUNT SPENT ON EXPENSE]*

[*Describe Grantee’s uses of ERA1 funds for this type of administrative expense. For instance, Grantee might discuss projects funded with ERA1 funds as part of Grantee’s outreach strategy, intaking and reviewing applications, new staff or contractors hired to administer the program, or new software systems acquired to manage ERA1 applications. Please explain clearly how such expenditures are related to ERA1 program delivery.*]

*[TYPE OF EXPENSE], $[AMOUNT SPENT ON EXPENSE] [IF NEEDED]*

[*See above*]

*[TYPE OF EXPENSE], $[AMOUNT SPENT ON EXPENSE] [IF NEEDED]*

[*See above*]

*[TYPE OF EXPENSE], $[AMOUNT SPENT ON EXPENSE] [IF NEEDED]*

[*See above*]

*[TYPE OF EXPENSE], $[AMOUNT SPENT ON EXPENSE] [IF NEEDED]*

[*See above*]

We look forward to your response.

Regards,

[NAME OF GRANTEE CONTACT]

[GRANTEE]

Encl.

[DESCRIPTION OF ENCLOSED DOCUMENT(S)]