ERA1 Final Report Quick Guide

The ERA1 Final Report structure is very similar to the quarterly reports that Grantees are familiar with. While the Q3 2022 report had 10 tabs for Grantees to review & complete, the final report contains 12 tabs including the 10 quarterly report tabs plus two tabs** pertaining to award closeout.

1. Reporting Guidance
2. Bulk Upload Templates and Instructions
3. Grantee Profile
4. ERA1 Project Overview
5. Expenditures Made in Closeout Period**
6. Grantee's Subrecipients, Contractors, and Direct Payees
7. Grantee's Subawards, Contracts, and Direct Payments
8. Expenditures Made Over the Period of Performance
9. Summary (Cumulative) Amounts of Expenditures**
10. Project Data and Participant Demographics
11. Performance and Financial Reporting
12. Report Certification and Submission

1) The "Reporting Guidance" tab is similar to the comparable tab in the quarterly reports but with **additional resources and information pertaining to the final report** that Grantees should review before starting the final report.
2) The "Bulk Upload Templates and Instructions" tab is similar to the comparable tab in quarterly reports but with several updated templates. **Grantees should download templates from the final report rather than using previously downloaded templates to ensure they are using the current version.**
3) In the "Grantee Profile" tab, simply **verify information** shown is accurate and **verify points of contact** are current and correct.
4) The "Project Overview" tab is similar to the comparable quarterly report tab. Grantees must **verify project information and complete three narratives**: Final Summary, Effective Practices (optional), and System for Prioritizing Assistance.
5) "Expenditures Made in Closeout Period" – **This is one of two brand new tabs**. However, this tab is identical to the quarterly report "Expenditures" tab. Grantees **use this tab to enter all expenditures made during the closeout period and ONLY expenditures made during the closeout period**. Expenditures are broken out in 3 sections:
   a) Expenditures Associated with Subawards, Contracts and Direct Payments with Obligations of $30,000 or More
   b) Expenditures Associated with Subawards, Contracts and Direct Payments with Obligations of Less than $30,000
   c) Expenditures (Payments) to Individuals
6) In the "Grantee's Subrecipients, Contractors, and Direct Payees" tab, Grantees should **verify information** shown is accurate and make any necessary changes to the subrecipient/contractor/direct payee records. Grantees that have submitted all required compliance reports correctly should have

nothing new to enter here; however, if a subrecipient record is missing or contains errors, you can correct it here.

7) In the "Grantee's Subawards, Contracts, and Direct Payments" tab, Grantees need to **verify information** shown is accurate and make any changes necessary to subaward/contract/direct payment records. Grantees that have submitted all required compliance reports correctly will have nothing new to enter here; however, if a subaward/contract or direct payment record is missing or contains errors, you will be able to correct it here.

8) "Expenditures Made Over the Period of Performance" tab - This is the same as the Expenditures tab in Quarterly Reports. Grantees need to **verify information** is accurate and complete. If any information is incorrect, changed since initial submission, or was omitted, make additions or revisions here. This tab is for **expenditures made during the Period of Performance ONLY (Award Date through 9/30 "Initial Award Funds" or 12/29 "Reallocation Funds")**.

   a) Revisions can be made on-screen in the portal.

   b) Revisions made using the bulk upload template must be made using <u>**Ledger entries**</u>. That is, previously submitted expenditure records <u>cannot</u> be edited directly on the bulk upload template. To change a previously submitted expenditure record, you will need to create a new, adjusting ledger entry in the upload template (new expenditures that are positive or negative). Similarly, if a record of an expenditure made during the period of performance is missing, submit it here just as you would have in a quarterly report.

9) "Summary (Cumulative) Amounts of Expenditures" – **This is one of two brand new tabs**. Here Grantees report total ERA1 program expenditures and obligations, and expenditures overall & by the seven expense categories: rent, rental arrears, utilities, utility arrears, other housing expenses, housing stability services, and administrative costs. In addition, you will report aggregates of expenses associated with the grantee's obligations of $30,000 or more; obligations of less than $30,000; and expenditures to individuals, categorized by the seven expense categories (Rent, Rental arrears, etc.).

10) "Project Data and Participant Demographics" tab - This is similar to the Demographics tab in quarterly reports but covering the full award period of performance and final report also asks for application acceptance rate and average months of assistance to households by expense category.

11) "Performance and Financial Reporting" tab - This is similar to the Performance and Financial Reporting tab in quarterly reports, however, required **fields have been modified slightly to directly align with standard SF-425 reporting fields 10(a)-10(h). Grantees must also submit a Participant Household Payment Data File covering the full period of performance**.

12) "Report Certification and Submission" tab - This is the same as the Report Certification and Submission tab in the Quarterly Report, except for the addition of expenditure and obligation validations at the top of the page to ensure internal report consistency. If Expenditures exceed Obligations or Total Award Amount, or if Obligations exceed Total Award Amount, Grantees will receive an error message and will need to fix the error prior to being allowed to submit the Final Report.

For detailed guidance on the ERA1 Final Report, see the [ERA Reporting Guidance Addendum for ERA1 Final Report](#).