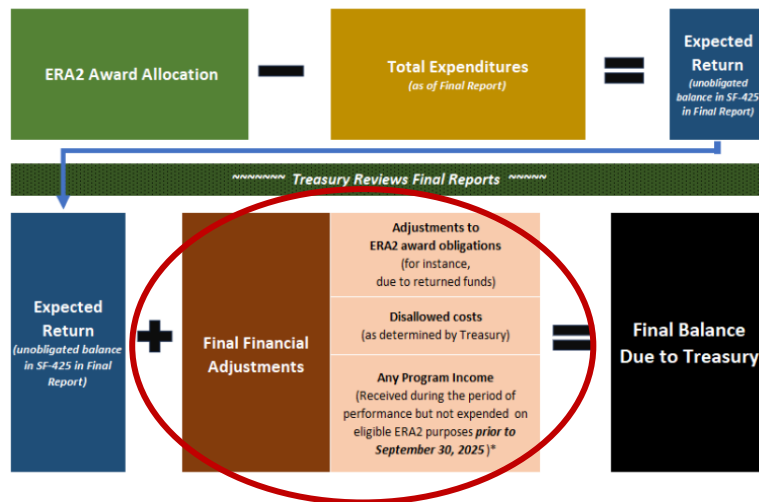


## Completing the Financial Confirmation Closeout (FCC) Module

### What is the FCC Module and when do you complete it?

Your ERA2 Final Report (Final Report) provides a best estimate of the ERA2 award funds you will need to return to Treasury, as of the date you submitted the Final Report. However, the total amount may change between when you submit the Final Report and when Treasury completes its review. Changes may be due to landlords returning additional rental assistance funds or the identification of disallowed costs during the review period.



*Calculating Final Returns to Treasury (see [ERA2 Closeout Resource](#), p. 11)*

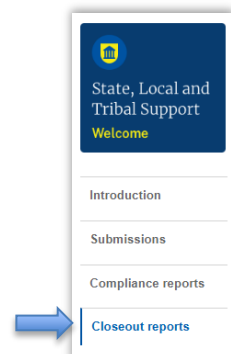
After reviewing your Final Report, Treasury will send an email notifying you to access the FCC Module. The module makes it simple for you to report any financial updates that occurred after you submitted the Final Report. The module also allows you to review any other changes to your expected return. Information reported on the FCC Module will be the basis for the calculation of your final balance due to Treasury.

### Before You Begin

- ☐ Confirm you have access to Treasury's Portal and Closeout Reports. For assistance see: [Tip – Designating Points of Contact for ERA Reporting](#).
- ☐ Ensure any responses to information document requests (IDRs) have been submitted.

### Step 1: Access the Module

- ☐ Receive a notification from Treasury that the FCC Module is available in the Portal for your review.
- ☐ Log into Treasury's Portal and select 'Closeout Reports'.
- ☐ Scroll to 'ERA Financial Closeout Confirmations'.
- ☐ Click the pencil icon to open the ERA2 FCC Module.



ERA financial closeout confirmations						
Report Name	Due Date	Status	Edit		View	Download
1 City ERA2 FCC		In Progress				

## Step 2: Part 1 — Recipient Returns & Program Income

Use Part 1 of the module to report any changes that occurred since you submitted your Final Report. The questions are dynamic; you will see additional questions depending on your answers to Questions 1 and 2.

- Answer “yes” or “no” to Question 1 “Have you received returned funds<sup>1</sup> after the submission of your ERA2 Final Quarterly Report?” and answer any additional prompts, as applicable.

**Part 1: Recipient Returns and Program Income**

Each ERA2 Recipient must use this module to report the amounts of all returned ERA2 funds and program income received after the end of the ERA2 award period of performance and/or after submission of the ERA2 Final Report. The portal will use information reported here to update the amounts you previously reported in response to the SF-425 questions accordingly. The portal will also recalculate and display the amount of ERA2 funds due to Treasury.

\*(1) Have you received returned funds after submission of your ERA2 Final Quarterly Report?

--None--

\*(2) Did you use any of your ERA2 funds for eligible affordable rental housing purposes, as outlined in FAQ46?

--None--

**Question 1:** Have you received returned funds after submission of your ERA2 Final Quarterly Report?

- “No” → **Question 2.**
- “Yes” →

(1a) If yes, what is the **amount of the returned funds**?

(1b) Please provide an **explanation** for the returned funds.

- Answer “yes” or “no” to Question 2, “Did you use any of your ERA2 funds for eligible affordable rental housing programs, as outlined in FAQ46?” and follow additional prompts, as necessary.

**Part 1: Recipient Returns and Program Income**

Each ERA2 Recipient must use this module to report the amounts of all returned ERA2 funds and program income received after the end of the ERA2 award period of performance and/or after submission of the ERA2 Final Report. The portal will use information reported here to update the amounts you previously reported in response to the SF-425 questions accordingly. The portal will also recalculate and display the amount of ERA2 funds due to Treasury.

\*(1) Have you received returned funds after submission of your ERA2 Final Quarterly Report?

--None--

\*(2) Did you use any of your ERA2 funds for eligible affordable rental housing purposes, as outlined in FAQ46?

--None--

**Question 2:** Did you use any of your ERA2 funds for eligible affordable rental housing programs, as outlined in FAQ46?

- “No” → **Part 2**
- “Yes” →

(2a) Did you earn **program income** after September 30, 2025?

- “No” → **Part 2**
- “Yes” →

(2b) If you earned program income after September 30, 2025, do you **plan to expend or obligate** all program income earned after September 30, 2025 on purposes consistent with FAQ46?

- “Yes” → **Part 2**
- “No” →

(2c)(i) **Total Program Income Earned** after September 30, 2025.

(2c)(ii) Total Program Income that the ERA2 Recipient received after September 30, 2025, **which has been or will be expended for eligible uses per FAQ46.**

<sup>1</sup> “Returned funds” include any funds returned to the recipient *since the submission of the ERA2 Final Report* that result in adjustments to total ERA2 award obligations (such as any ERA2 award funds returned from a beneficiary, tenant, landlord, utility company, subrecipient, contractor, etc.)

### Step 3: Part 2 — Award Financials Confirmation

Part 2 of the FCC Module allows you to compare the financial expenditures submitted in the Final Report (including all adjustments made in your IDR responses) with updated figures from Part 1 of this module, as well as any disallowed costs identified during the review of your Final Report.

- ☐ Review by comparing left column data 'Original (Final Report or IDR Response)' with right column data 'Updated (FCC Responses)'.
- ☐ Confirm updated figures are correct.
- ☐ Review the final Balance Due to Treasury.
- ☐ Contact [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov) if corrections are needed.
- ☐ Click 'Next'.

#### Part 2: Award Financials Confirmation

Below is the current record of your award financials related to closeout based on Treasury disbursements for your ERA2 award, data reported in your ERA2 Final Report submission and/or Program Income IDR, and responses to the questions in Part 1. These figures are used to calculate the total balance due to Treasury related to your ERA2 award. If you have questions or concerns related to these calculations or the pre-populated data, please contact

[EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov).

	Original (Final Report or IDR Response)	Updated (FCC Responses)
<b>Federal Share</b>		
(a): Cash Receipts	\$28,297,447.44	\$28,297,447.44
(b): Cash Disbursements	\$28,220,736.18	\$28,219,736.18
(c): Cash on Hand	\$76,711.26	\$77,711.26
<b>Federal Expenditures and Unobligated Balance</b>		
(d): Total Federal funds authorized	\$28,297,447.44	\$28,297,447.44
(e) Federal share of expenditures	\$28,220,736.18	\$28,219,736.18
(f): Federal share of unliquidated obligations	\$0.00	\$0.00
(g): Total Federal share	\$28,220,736.18	\$28,219,736.18
<u>(h) Unobligated balance of Federal Funds</u>	\$76,711.26	\$77,711.26
<b>For Program income received by 9/30/25</b>		
(i) Total Program Income Earned by 9/30/25	\$0.00	\$0.00
(ii) Total Program Income Expended on Eligible Expenses by 9/30/25	\$0.00	\$0.00
<u>(iii) Total Program income received but not expended by 9/30/25</u>		\$0.00
<b>For Program income received after 9/30/25</b>		
(i) Total Program Income Earned after 9/30/25		\$4,000.00
(ii) Total Program Income received after 9/30/25, that is and/or will be expended on eligible uses per FAQ 46		\$2,500.00
<u>(iii) Total Program income received after 9/30/25, that has and/or will not be expended for eligible uses per FAQ 46</u>		\$1,500.00
<b>Disallowed Costs (as calculated by Treasury)</b>		\$0.00
<b>Total Balance Due to Treasury</b>		\$79,211.26

The left-hand column shows amount reported in the **Final Report** as updated by IDR responses (if applicable).

The right-hand column shows adjustments made to the "Original (Final Report or IDR Response)" column due to **information provided in Part 1 of this module and Treasury's review** of your Final Report.

## Step 4: Certification & Submission

- ☐ Review the **Total Balance Due to Treasury**.
- ☐ Using the dropdown list, select the **Point of Contact for Returning Funds** who should receive further communications from Treasury **regarding the return of ERA2 funds/receipt of pre-debt notice**.
- ☐ If you need to add or update the individual Point of Contact for Returning Funds see: [Tip – Designating Points of Contact for ERA Reporting](#).
- ☐ Authorized Point of Contact reads the Statement and clicks '**Certify and Submit**' to certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA2 participant.

### What to Expect Next:

After you certify, Treasury will review the information provided in the FCC Module.

If you have a balance due to Treasury, you should wait until receiving a payment request from Treasury before returning ERA2 award funds. Treasury will send repayment instructions and deadlines to make payments (also referred to as a “pre-debt notice”), as appropriate. Repayment of funds should occur within 30 calendar days to avoid debt collection.

In general, the conclusion of financial closeout is often the last step in Treasury’s closeout process and may be followed by Treasury sending the recipient a **Notification of Completion**.

For more information, see pages 11-13 of the [ERA2 Closeout Resource](#).

## Certification

Based on the latest unobligated award funds and program income, see below for the calculated total balance due to Treasury for your ERA2 award.

Total Balance Due to Treasury **\$79,211.26**

**Point of Contact for Returning Funds**  
Using the dropdown list below, select a point of contact who should receive further communications from Treasury regarding the return of ERA2 funds/receipt of pre-debt notice. If you need to identify a point of contact who is not listed on the dropdown, please see the [Hints and Tips for Designating Points of Contact for ERA1 and ERA2 Reporting](#).

\* Point of Contact for Returning the Funds

Select a POC

Name Email

Title Phone

Comments

**Statement**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA2 participant. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the ERA2 Recipient in civil penalties, damages, and administrative remedies for false claims or otherwise (including 31 USC 3729 et. seq.) The undersigned is an authorized representative of the ERA2 Recipient with authority to make the above certifications and representations on behalf of the ERA2 Recipient.

Name Email Address

Title \* Certification

Previous Certify and Submit