

# ERA2 Final Report

## Read Me Guide to Downloading Submitted Information

June 8, 2026  
v 1.0

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## Introduction

ERA2 Recipients that have submitted an ERA2 Final Report can download copies of the submitted information from Treasury’s Portal. This guide explains how to download files of submitted information and describes the contents of each file.

Treasury recommends that Recipients download the complete set of ERA2 Final Report files immediately after certifying and submitting the report. Recipients may download the report information as often as needed.

The downloadable information includes Recipient information; narrative responses; household demographic data; information on subawards, contracts, and direct payments, including all obligations and expenditures; the participant household payment data file; and information on the Recipient’s rental assistance, affordable rental housing, and eviction prevention projects.

### Individuals Authorized to Download the Information

Individuals authorized by the Recipient to access Treasury’s Portal for ERA2 reporting may use the Portal to download report information. For more information about accessing and using Treasury’s Portal, see pages 6 and 7 of the [ERA2 Final Report User Guide](#).

## Step-by-Step Guidance for Downloading Core Information

**Step 1:** Log into Treasury’s Portal and go to the “**Closeout Reports**” tab on the navigation bar (see Figure 1).

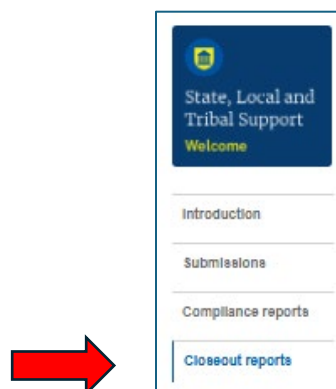


Figure 1

**Step 2:** Click the **Closeout Reports** tab. The Portal will display the **Closeout Reports** screen which shows reporting details for awards issued to the Recipient by the Treasury Office of Capital Access (see Figure 2).



Figure 2

**Step 3:** Scroll down to the **ERA Final Reports** section. The Recipient name appears under the **Report Name** heading. Click the **Download** icon in the right-hand column for the appropriate report row (see Figure 3).

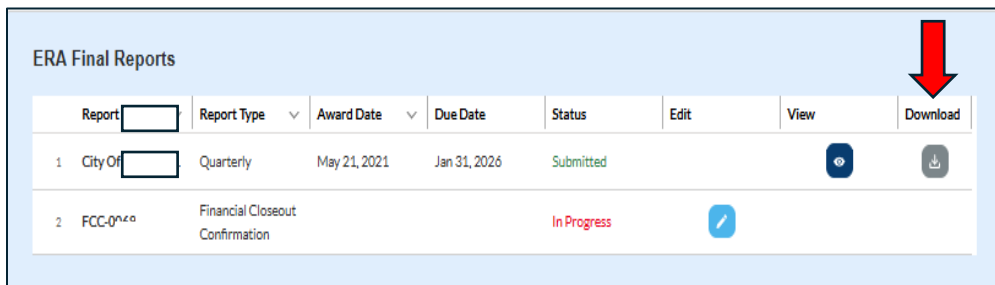


Figure 3

**Step 4:** After you click on the **Download** button for the ERA2 Final Report, the Portal will display a screen titled, **Generate Documentation of Submittal ERA2 Compliance Reports** (see Figure 4). That screen lists the eight downloadable components of the ERA2 Final Report.

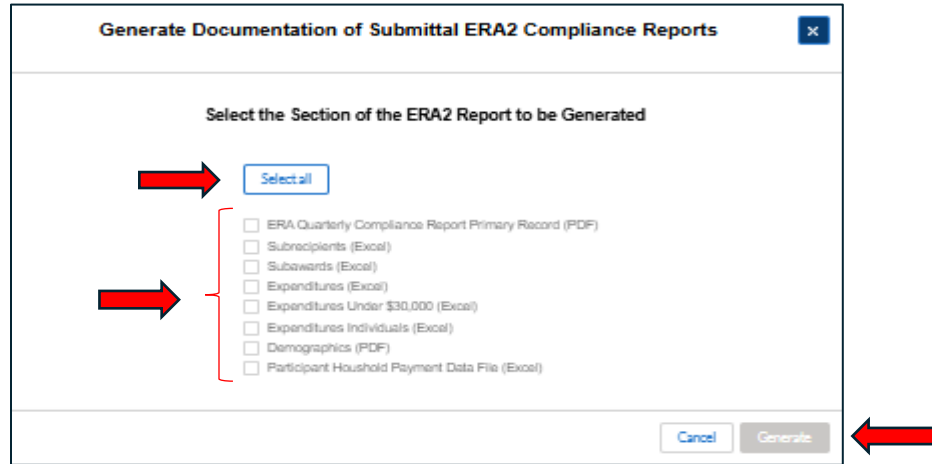


Figure 4

To download all eight components at once, click **Select All**.

To download one or more components separately, select the box next to each section you want.

**Step 5:** After making your selections, click **Generate** in the lower-right corner of the screen (see Figure 4). Treasury’s Portal will compile the selected data and send one file for each selected section to your computer’s downloads folder. If you select **Select All** the Portal will generate eight separate files, two PDFs and six Excel files, and deliver them in a Zip file (See Figure 5).

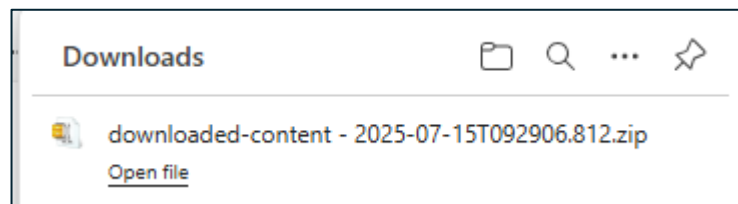
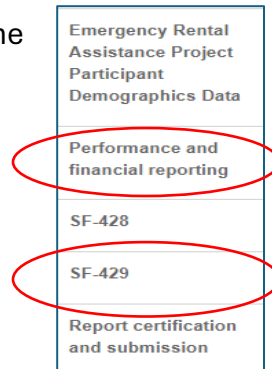


Figure 5

## **Special Instructions: Five Cases Requiring Additional Downloads**

The ERA2 Final Report includes five questions for which the user could submit or supplement a response by uploading a narrative text file as an attachment. These uploaded narrative files do not appear in the Primary Record PDF described above. Three of these questions appear on the **Reporting** tab and two appear in the **Performance and Financial**



Emergency Rental Assistance Project Participant Demographics Data
Performance and financial reporting
SF-428
SF-429
Report certification and submission

**Form SF-429** section (see Figure 6).

Figure 6

### **Performance and Financial Reporting Tab**

- Performance Narrative Attachment (See Figure 7)
- Narrative on Effective Practices (See Figure 8)
- Recipient Comments (See Figure 9)

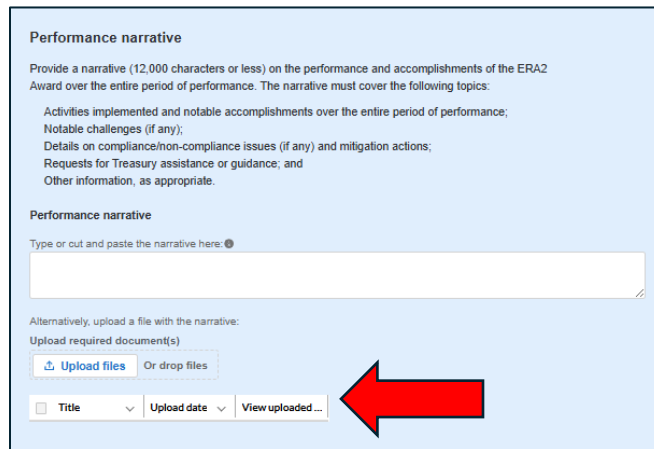
## Form SF-429

- Form SF-429A, Question 14f (See Figure 10)
- Form SF-429C, Question 14c (See Figure 11)

Recipients who want a copy of any narrative file uploaded in response to these five questions should follow these steps:

- Step 1: Log in to Treasury's Portal.
- Step 2: Open the ERA2 Final Report record.
- Step 3: Navigate to the section of the report where the narrative file was uploaded.
- Step 4: Click the box labeled, **View Uploaded File** in the figures below.

When you click **View Uploaded File** in the relevant section (see Figures 7 through 11), the uploaded narrative file will download to the Recipient's computer.



Performance narrative

Provide a narrative (12,000 characters or less) on the performance and accomplishments of the ERA2 Award over the entire period of performance. The narrative must cover the following topics:

- Activities implemented and notable accomplishments over the entire period of performance;
- Notable challenges (if any);
- Details on compliance/non-compliance issues (if any) and mitigation actions;
- Requests for Treasury assistance or guidance; and
- Other information, as appropriate.

Performance narrative

Type or cut and paste the narrative here:

Alternatively, upload a file with the narrative:

Upload required document(s)

Or drop files

Title

Performance and Financial Reporting Tab, Performance Narrative  
Figure 7


**Narrative on effective practices**

Recipients are encouraged to provide a brief narrative (3,500 characters or less) describing effective practices implemented in their ERA2 award to share with the broader ERA2 community.

Narrative on effective practices  
Type or out and paste the narrative here:

Alternatively, upload the narrative here:  
Upload required document(s)  
[Upload files](#) Or drop files

<input type="checkbox"/>	Title	Upload date	View uploaded ...
<input type="checkbox"/>	Effective Practi...	Feb 4, 2026	<a href="#">View uploaded file</a>



Performance and Financial Reporting Tab, Narrative on Effective Practices  
Figure 8

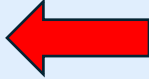
**Recipient comments**

Recipients are encouraged to provide any information deemed necessary to further explain any data or narrative responses submitted in this ERA2 Final report (3,500 characters or less).

Recipient comments Type or out and paste the narrative here:

Alternatively, upload the narrative here:  
Upload required document(s)  
[Upload files](#) Or drop files

<input type="checkbox"/>	Title	Upload date	View uploaded ...
<input type="checkbox"/>	12-03-25 Mia...	Dec 3, 2025	<a href="#">View uploaded file</a>



Performance and Financial Reporting Tab, Recipient Comments  
Figure 9


Enter the name of each Federal agency and Non-Federal Entity that contributed to the acquisition or improvement of the real property and the dollar amount of each agency's and other entity's share of the property. Finally, examine the auto-populated percentage to ensure the figures are correct.

If the table does not include enough rows for you to list all the Federal agencies and non-Federal entities that an interest in the real property, please enter the phrase "Multiple Additional Entities" on the final available row and enter the total of the share of cost attributable to the additional entities on the "Entity's Share of Cost of the Real Property in \$ Amount" column. Next, please upload a list of the additional entities and each entity's share (in Word format) via the upload link below.

Name of Federal Agency or Non-Federal Entity	Entity's Share of Cost of the Real Property in \$ Amount	Entity's Share as a Percentage of the Total Cost of the Real Property, Auto Populated
1	100.00	10%
2	50.00	5%
3	50.00	5%
4	50.00	5%
5	50.00	5%
6	50.00	5%
7	50.00	5%
8	50.00	5%
9	50.00	5%
multiple additional entit	500.00	50%
<b>Total:</b>	<b>1,000</b>	<b>100%</b>

Upload Documents, if needed  
Upload required document(s)  
[Upload files](#) Or drop files

<input type="checkbox"/>	Title	Upload date	View uploaded file
<input type="checkbox"/>	Upload for 429C 14f	Nov 25, 2025	<a href="#">View uploaded file</a>



Form SF-429 A, Question 14f  
Figure 10

**SF-429-C (Disposition or Encumbrance Request)**

\* SF-429-C Question 14a. Disposition Preference or Encumbrance Request ●

Use in Other Federally sponsored project/program ▼


\* SF-429-C Question 14c. Describe the use of the real property in other federally sponsored projects/activities. ●

this is a description of the use of the real property. I will upload additional information on separate documents.

Upload Documents, if needed  
Upload required document(s)

[Upload files](#) Or drop files

<input type="checkbox"/> Title	<input type="checkbox"/> Upload date	<input type="checkbox"/> View uploaded file
<input type="checkbox"/> Upload for 429-C 14c	Nov 25, 2025	<a href="#">View uploaded file</a>



Form SF-429 C, Question 14c  
Figure 11

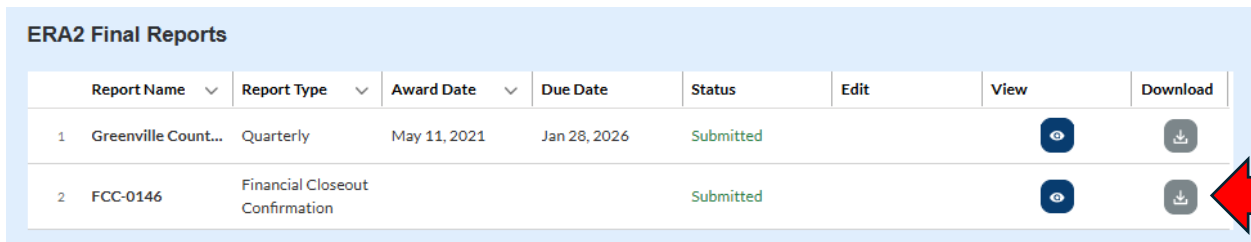
## Special Instructions: Accessing the ERA2 Financial Closeout Confirmation Record

All ERA2 Recipients must complete the **ERA2 Financial Closeout Confirmation (FCC)** module after Treasury has received the recipient's ERA2 Final Report and after resolving any issues raised by the Treasury related to closeout of the ERA2 award.

Recipients who want a copy of the information reviewed and submitted in the ERA2 FCC module should follow these steps:

- Step 1: Log in to Treasury's Portal.
- Step 2: Open the ERA2 Final Report record.
- Step 3: Click the **Closeout Reports** tab.
- Step 4: Navigate to the FCC record (see Figure 12).
- Step 5: Click **Download**, the Portal will download a two-page PDF.

The downloaded PDF reproduces the information shown on screen in the ERA2 Financial Closeout Confirmation, including the **Total Balance Due to Treasury** if applicable, as certified by the Point of Contact for Returning Funds.



	Report Name	Report Type	Award Date	Due Date	Status	Edit	View	Download
1	Greenville Count...	Quarterly	May 11, 2021	Jan 28, 2026	Submitted			
2	FCC-0146	Financial Closeout Confirmation			Submitted			

Figure 12

## Contents of Downloaded Files

This section describes each of the eight downloadable files, including the file name, format, and a brief description of the information in each file.

For additional information about ERA2 Final Report requirements, , see the [ERA2 Final Report User Guide](#), especially Appendices A through C.

### **A. ERA2 Final Report Primary Record**

File Name	ERA2 Closeout Report-ERA2 Closeout.pdf
Format	PDF
Description	This file displays the core information submitted on the following ERA2 Final Report tabs:

Grantee Profile Tab

Project Overview Tab (including ERA2 Rental Assistance Project and, as applicable, any ERA2 Affordable Rental Housing Project(s) and/or Eviction Prevention Project(s))

Emergency Rental Assistance Project Data Tab

Performance and Financial Reporting Tab

Tangible Personal Property Report SF-428 Tab

Real Property Status Report SF-429 Tab

Report Certification and Submission Tab

The Primary Record is a PDF document that displays information submitted on the key tabs of the ERA2 Final Report. As shown in Figure 13, the information is presented in table format, with the question or required information in the left-hand column and the Recipient's response in the right-hand column. Information reported on several other tabs appears in separate files in the download package.

## Grantee Profile Tab

Recipient Legal Name	[REDACTED]
Recipient Unique Entity Identifier (UEI)	[REDACTED]
Recipient Taxpayer Identification Number (TIN)	[REDACTED]
Recipient DUNS number	[REDACTED]
Recipient DUNS +4	[REDACTED]
Recipient Type	[REDACTED]
Recipient Address	[REDACTED]
Recipient Address 2	
Recipient Address 3	
Recipient City	[REDACTED]
Recipient State/Territory	[REDACTED]
Recipient Zip	[REDACTED]
Recipient Zip+4	
Recipient Country Name	
Is the Recipient Registered in SAM.Gov?	[REDACTED]

(Actual reported information has been redacted for this example.)

Figure 13

## B. Subrecipients

### (Subrecipients, Contractors, and Direct Payee Information (Non-individual payees with +\$30K in Obligations))

File Name ERA2 Closeout subrecipient-ERA2 Closeout.xls  
 Format Excel  
 Description This file displays information about all subrecipients, contractors and direct payees reported by the ERA2 Recipient on the **Subrecipients** Tab. Figure 14 describes each column in the Excel file. The blue-shaded columns show the columns and rows that appear in the downloaded file. The yellow-shaded column shows the corresponding field names from the ERA2 Final Report Bulk Upload template.

Corresponding Field Name on Bulk Upload Template #1 (Subrecipient, contractor beneficiary profile)	Column Name	Column Description
Subrecipient Name	Name	Name of the subrecipient, contractor or beneficiary provided by the Recipient
Subrecipient UEI	Unique_Entity_Identifier__c	The subrecipient, contractor or beneficiary Unique Entity Identifier (UEI) created in SAM.gov
Subrecipient TIN	EIN__c	The subrecipient, contractor or beneficiary Internal Revenue Service Taxpayer Identification Number.
Recipient Profile ID	Recipient_Profile-id__c	Treasury unique identifier for the subrecipient, contractor or beneficiary (RCP-XXXXXX).
Subrecipient Type	Recipient_Type__c	Type of entity that received ERA2 funds. Valid responses: State, County Government, City or Township Government, Regional Organization, Nonprofit with Sec 501(c)(3) IRS Status (Other than an institution of Higher Education), Nonprofit without 501(c)(3) IRS status (Other than an institution of Higher Education), Individual, For-Profit Organization (Other than a small business), Small Business, Other.
Entity Type	Entity_Types_2__c	Role of the entity. Options are: subrecipient, contractor, beneficiary.
POC Email Address	POC_Email_Address__c	Email for the primary point of contact for the subrecipient, contractor, or beneficiary.
Address Line 1	Address__c	First line of the subrecipient, contractor or beneficiary physical address.
Address Line 2	Address_2__c	Second line of the subrecipient, contractor or beneficiary physical address (if needed).
Address Line 3	Address_3__c	Third line of the subrecipient, contractor or beneficiary physical address (if needed).
City Name	City__c	Name of city where the subrecipient, contractor or beneficiary is located.
State Code	Stat_Abbreviated__c	United States Postal Service (USPS) two-letter abbreviation for the state or territory where the subrecipient, contractor or beneficiary is located.
Zip5	Zip__c	United States ZIP code (five digits) associated with the subrecipient, contractor beneficiary address.
Zip4	Zip_4__c	United States ZIP code (five digits) associated with the subrecipient, contractor beneficiary address.
Subrecipient SAM.gov Registration	Registered_in_SAM-gov__c	Confirmation that the subrecipient or contractor is registered in SAM.gov. Must select Yes or No. Select N/A if you are reporting for a beneficiary.
In the preceding fiscal year, did recipient receive 80% or more of its revenue from Federal funds?	Federal_Funds_80_or_More_of Revenue__c	Confirmation that if the entity is a subrecipient or contractor, the entity's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80%. Must select Yes or No. Leave blank if not applicable.
In the preceding fiscal year, did recipient receive \$25 million or more of its gross annual revenue from federal funds?	Derives_25_Million_or_More_from _Federal__c	Confirmation that the subrecipient's or contractor's total gross annual revenue from federal funding across all programs for the preceding fiscal year is greater than \$25 million. You must select Yes or No. Leave blank if not applicable

Is the "total compensation" for the organization's five paid officers publicly listed or otherwise listed in SAM.gov	Total_Compensation_for-Officers_Public__c	Confirmation that qualifying subrecipient or contractor publicly identify their top five highest compensated executives or have that information listed in their SAM.gov profile. If the information is not listed in the SAM.gov profile, the Recipient must enter the names and compensation for the five highest compensated executives. Must select Yes or No. Leave blank if not applicable
Executive Name	Officer_Name__c	The legal name of one of the five highest paid executives, officers or employees of the subrecipient or contractor. Please leave blank if not applicable. (The Template includes columns for up to five names.)
Total Compensation Executive	Officer_Total_Comp__c	The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the subrecipient or contractor. DO NOT include a "\$" sign when entering compensation. Please leave blank if not applicable. (The template includes columns for the Total Compensation of up to five officers.)

Figure 14

## C. Subawards

### (Subawards, Contracts, and Direct Payments Information (\$30K+ Obligations to non-individuals))

Name of Downloaded File	ERA2 Closeout subawards-ERA2 Closeout.xls
Format	Excel
Description	The file presents information about each obligation of ERA2 funds for subawards, contracts, and direct payments of \$30,000 or more over the full ERA2 period of performance, Figure 15 describes each column in the Excel file. The blue-shaded columns show the columns and rows that appear in the downloaded file. The yellow-shaded column shows the corresponding field names from the ERA2 Final Report Bulk Upload template.

Corresponding Field Name on Bulk Upload Template #2 (ERA2 Subaward, contract, direct payment record)	Column Name	Column Description
This field was generated by the Treasury Portal; it was not on upload template #2 for the ERA2 Final Report	Name	Treasury unique identifier for the subaward (SUB-XXXXXX).
The Treasury system downloads the matching entity's "Subrecipient Name" (see template "B. Subrecipients" above); it was not on upload template #2 for the ERA2 Final Report	Recipient_Profile__c	Name of the entity that received the obligation of ERA2 funds. This is the name provided by the Recipient.
Subrecipient UEI	Recipient_UEI__c	The entity (subrecipient, contractor or beneficiary) Unique Entity Identifier (UEI) from its SAM.gov profile. This field is required for subrecipients and contractors and optional for beneficiaries.
Subrecipient TIN	Recipient_EIN__c	The entity (subrecipient, contractor or beneficiary) Internal Revenue Service Taxpayer Identification Number. This field is optional for beneficiaries. A beneficiary record must include either the UEI or the EIN.
Recipient Project ID	Project_Identification_Number__c	The Project Identification Number provided by the Recipient. It is the string of characters the Recipient provided as its Project ID for the specific project on the pop-up window in the Project Overview tab.
Subaward No.	Award_No__c	The 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.

Subaward/Direct Payment Entity Type	ERA_RP_Entity_Type__c	The type of entity for this subaward or direct payment. Select one of the predefined menu items: "Subrecipient," "Contractor, or "Beneficiary"
Subaward Type	Award_Type__c	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)," "Transfer: Reimbursable," "Loan - maturity prior to 12/31/26 with planned forgiveness," "Loan - maturity prior to 12/31/26 without planned forgiveness," "Loan - maturity past 12/31/26 with planned forgiveness," or "Loan - maturity past 12/31/26 without planned forgiveness."
Subaward Amount	Award_Amount__c	Total amount of ERA funds obligated by the Recipient to a subrecipient, contractor or beneficiary under a given subaward, contract, or direct payment.
Subaward Award Date	Award_Date__c	The date the Recipient obligated funds to a subrecipient, contractor or beneficiary.
Period of Performance Start	Period_of_Performance_Start__c	The date on which efforts begin or the subaward is otherwise effective.
Period of Performance End	Period_of_Performance_End__c	The date on which all effort is completed or the subaward is otherwise ended.
Place of Performance Address 1	Place_of_Performance_Address_1__c	First line of the address where the predominant performance of the subaward will be accomplished.
Place of Performance Address 2	Place_of_Performance_Address_2__c	Second line of the address where the predominant performance of the subaward will be accomplished.
Place of Performance Address 3	Place_of_Performance_Address_3__c	Third line of the address where the predominant performance of the subaward will be accomplished.
Place of Performance City	Place_of_Performance_City__c	City where the predominant performance of the subaward will be accomplished.
Place of Performance State Code	State_Abbreviated__c	United States Postal Service (USPS) two letter abbreviation for the state or territory where the predominant performance of the subaward will be accomplished.
Place of Performance Zip	Place_of_Performance_Zip__c	United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished.
Place of Performance Zip4	Place_of_Performance_Zip_4__c	Zip Plus4 (four digits) identifying where the predominant performance of the subaward will be accomplished.
Place of Performance Country	Place_of_Performance_Country__c	Country where the predominant performance of the subaward will be accomplished.
Subaward Description	Description__c	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. Maximum characters 750.

Figure 15

## D. Expenditures

### (Expenditures Associated with \$30K+ Obligations to non-individuals)

Name of Downloaded File ERA2 Closeout expenditures-ERA2 Closeout.xls  
 Format Excel  
 Description This file displays the Recipient’s cumulative expenditures associated with each subaward, contract, and direct payment for which the Recipient reported an obligation of \$30,000 or more on the **Expenditures** section of the of the Final Report. Figure 16 describes each column in the Excel file. The blue-shaded columns show the columns and rows that will appear on the downloaded file. The yellow-shaded column shows the corresponding field names from the ERA2 Final Report Bulk Upload template.

Corresponding Field Name on Bulk Upload Template #3 (Reporting expenditures associated with all subawards, contracts and direct payments valued at \$30,000 or more)	Column Name	Column Description
This field was generated by the Treasury Portal; it was not on the upload Template #3 for the ERA2 Final Report	Name	Treasury unique identifier for the expenditure (EN-XXXXXX).
Project ID	Project_Identification_Number_c	String of characters the Recipient inputted as its Project ID for the specific Project on the pop-up window in the Project Overview tab.
This field was generated by the Treasury Portal; it was not on the upload Template #3 for the ERA2 Final Report	Sub-Award__c	Treasury unique identifier for the subaward (18 characters).
Expenditure End Date	Expenditure_Start__c	Start date for the range of time when the expenditure(s) occurred. The download file presents the data and time in this format: Mon Dec 20 00L00:00 GMT 2021
Expenditure Amount	Expenditure_End__c	End date for the range of time when the expenditure(s) occurred. The download file presents the data and time in this format: Mon Dec 20 00L00:00 GMT 2021
Expenditure Category	Expenditure_Amount__c	Total amount of Emergency Rental Assistance dollars for the subaward, contract or direct payment.
Administrative Expense Explanation	Expenditure_Category__c	The category to which the purpose of the expenditure most closely relates to when created. Valid responses "Financial Assistance: Rent", "Financial Assistance: Rental Arrears", "Financial Assistance: Utility/Home Energy Costs", "Financial Assistance: Utility/Home Energy Costs Arrears", "Financial Assistance: Other Housing Costs", "Housing Stability Services (Including Eviction Prevention/Diversion)", "Affordable Rental Housing Costs", "Eviction Prevention Services Costs", or "Administrative Costs"

Description for Edit	Administrative_Expense_Expenditure__c	If Administrative Costs is selected as the expenditure category, an explanation of the expenses must be provided.
	Edit_Narrative__c	Brief description of all changes made to the expenditure record. When providing the description, please document the field name and corresponding change(s).

Figure 16

## E. Expenditures Under \$30,000

### (Expenditure Information Associated with Obligations Under \$30K to Non-Individuals)

Name of Downloaded File	ERA2 Closeout expendituresUnder30-ERA2 Closeout.xls
Format	Excel
Description	The file displays the Recipient's cumulative expenditures made to all entities that received a total of less than \$30,000 in ERA2 funds from the Recipient throughout the full period of performance, as reported on the <b>Expenditures</b> Tab of the Final Report. Figure 17 describes each column in the Excel file. The blue-shaded columns show the columns and rows that appear in the downloaded file. The yellow-shaded column shows the corresponding field names from the ERA2 Final Report Bulk Upload template.

Corresponding Field Name on Bulk Upload Template #4 (Reporting obligations and expenditures associated with all subawards, contracts and direct payments valued at less than \$30,000)	Column Name	Column Description
This field was generated by the Treasury Portal; it was not on the upload Template #4 for the ERA2 Final Report	ID	Treasury unique identifier for the expenditure (18 characters).
This field was generated by the Treasury Portal; it was not on the upload Template #4 for the ERA2 Final Report	Name	Treasury unique identifier for the expenditure ( EN-XXXXXX).
Recipient Project ID	Project_Name__c	String of characters the Recipient input as its Project ID for the specific project on the pop-up window in the Project Overview tab.
Expenditure Category	Expenditure_Category__c	The category to which the purpose of the expenditure most closely relates to when created. Valid responses: "Financial Assistance: Rent", "Financial Assistance: Rental Arrears", "Financial Assistance: Utility/Home Energy Costs", "Financial Assistance: Utility/Home Energy Costs Arrears", "Financial Assistance: Other Housing Costs", "Housing Stability Services (Including Eviction Prevention/Diversion)", "Affordable Rental Housing Costs", "Eviction Prevention Services Costs", or "Administrative Costs"
Subaward Type (Aggregate)	Sub_Award_Type_Aggregates__c	The Subaward, Contract, or Direct Payment Type that had an obligation or expenditure/payment activity during the reporting period. Valid responses: "Aggregate of Contracts Awarded for less than 30000", "Aggregate of Subawards less than 30000" or "Aggregate of Direct Payments less than 30000"

Total Quarterly Obligation Amount (Aggregate)	Quarterly_Obligation_Amt_Aggregates__c	Sum of amounts/obligations during the most recent quarter (or in the case of Final Reports, over the entire period of performance) for this Expenditure Category (Aggregates)
Total Quarterly Expenditure Amount (Aggregate)	Quarterly_Expenditure_Amt_Aggregates__c	Sum of expenditures or payments during the most recent quarter (or in the case of Final Reports, over the entire period of performance) for this Expenditure Category (Aggregates).
This field was not on upload Template #4.	SLT_Compliance_Report__c	Treasury unique identification for the specific quarterly compliance report (18 characters).
This field was not on upload Template #4.	ERA Report Period	Calendar quarter and year of the compliance report where the obligation/expenditure was first reported.

Figure 17

## F. Expenditure Individuals

### (Expenditure Information associated with obligations Individuals)

Name of Downloaded File	ERA2 Closeout expendituresIndividual-ERA2 Closeout.xls
Format	Excel.
Description	This file displays cumulative amounts obligated and expended to individuals over the full ERA2 period of performance, as reported on the <b>Expenditures to Individuals</b> section in the <b>Expenditure</b> tab of the ERA2 Final Report. See Figure 18 below for a description of each column in the Excel file. The blue-shaded columns show the columns and rows that appear on the downloaded file. The yellow-shaded column shows the corresponding field names from the ERA2 Final Report Bulk Upload template.

Corresponding Field Name on Bulk Upload Template #5 (Reporting recipient obligations and expenditures to individuals)	Column Name	Column Description
This field was generated by the Treasury Portal; It was not on upload Template #5 for the ERA2 Final Report.	ID	Treasury unique identifier for the expenditure (18 characters).
This field was generated by the Treasury Portal; it was not on the upload Template #5 for the ERA2 Final Report.	Name	Treasury unique identifier for the expenditure (EN-XXXXXX).
Recipient Project ID	Project_Name__c	The Project Name is the string of characters the Recipient input as its Project ID for the specific project on the pop-up window in the Project Overview tab.
Expenditure Category	Expenditure_Category__c	The purpose of the expenditure when created. Valid responses: "Financial Assistance: Rent", "Financial Assistance: Rental Arrears", "Financial Assistance: Utility/Home Energy Costs", "Financial Assistance: Utility/Home Energy Costs Arrears", "Financial Assistance: Other Housing Costs", "Housing Stability Services (Including Eviction Prevention/Diversion)", "Affordable Rental Housing Costs", "Eviction Prevention Services Costs" or "Administrative Costs"
Total Quarterly Expenditure Amount (Aggregate)	Quarterly_Expenditure_Amt_Aggregates__c	Sum of expenditures or payments in the reporting period for this Expenditure Category (Aggregates).
Total Quarterly Expenditure Amount (Aggregate)	Quarterly_Obligation_Amt_Aggregates__c	Sum of amounts/obligations in the reporting period for this Expenditure Category (Aggregates).
This field was not on upload Template #5.	SLT_Compliance_Report__c	Treasury unique identifier for the compliance report (18 characters).
This field was not on upload Template #5.	ERA_Report_Period__c	Calendar quarter and year of the compliance report where the obligation/expenditure was first reported.

Figure 18

## G. Demographics

### (Emergency Rental Assistance Project Participant Demographics Data Tab)

File Name ERA2 Closeout demographics-ERA2 Closeout.pdf  
 Format PDF  
 Description This file displays cumulative counts and cumulative household demographic information as reported on the **Emergency Rental Assistance Project Participant Demographics Data** tab of the ERA2 Final Report. Figure 19 shows an example of one of the five data tables displayed in this PDF.

**TABLE 1 -- NUMBER OF UNIQUE HOUSEHOLDS**

	Segment	1A. Number of Unique Households that Completed and Submitted an Application	1B. Number of Unique Households Receiving Initial Assistance in the Quarter
1.	American Indian or Alaska	██████	██████
2.	Asian	██████	██████
3.	Black or African American	██████	██████
4.	Native Hawaiian or Other	██████	██████
5.	White	██████	██████
6.	Mixed-Race	██████	██████
7.	Data not Collected	██████	██████
8.	Declined to Answer	██████	██████
9.	<b>Race Category Total</b>	██████	██████
10.	Hispanic or Latino	██████	██████
11.	Not Hispanic or Latino	██████	██████
12.	Data not Collected	██████	██████
13.	Declined to Answer	██████	██████
14.	<b>Ethnicity Category Total</b>	██████	██████
15.	Male	██████	██████
16.	Female	██████	██████
17.	Non-Binary	██████	██████
18.	Data not Collected	██████	██████
19.	Declined to Answer	██████	██████
20.	<b>Gender Category Total</b>	██████	██████

(Actual reported amounts have been redated for this example.)

Figure 19

## H. Participant Household Payment Data File (PHPDF)

Name of Downloaded File	The file name provided by the recipient. ERA2 Reporting Guidance instructed Recipients to use the following naming convention for their PHPDF file: PHPDFFINALSLTxxxx-ERA2 Closeout.csv
Format	Excel
Description	The Participant Household Payment Data file (PHPDF) shows benefit payments the Recipient and its subrecipients to tenants, landlords, utility providers, and housing stability services providers over the full ERA2 award period of performance. The downloaded Excel file displays the data in the same format as the file uploaded in the ERA2 Final Report submission. Figure 20 describes each column in the file.

Column Name	Column Description
Address Line 1	Record the first line of physical address for the Participant Household receiving assistance. P.O. Boxes cannot be accepted
Address Line 2	Record the second line of physical address for the Participant Household receiving assistance. Optional.
Address Line 3	Record the third line of physical address for the Participant Household receiving assistance. Optional.
City Name	Name of city in which the Participant Household receiving assistance is located.
State Code	Report the United States Postal Service two-letter abbreviation for the state or territory in which the address of the Participant Household receiving assistance is located.
Zip 5	Report the United States ZIP code (five digits) concatenated with the additional +4 digits associated with the physical address of the Participant Household receiving assistance. Format XXXXX, 5 numeric characters.
Zip 4	Zip Plus4 (four digits) identify the physical address of the Participant Household receiving assistance. Format XXXX, 4 numeric characters. Leave the field blank if you do not have Zip Plus4 data.
Payee Type	Here you will identify the type of entity/individual who was paid ERA assistance. Please copy and paste ONE of the following choices as appropriate: <ul style="list-style-type: none"> <li>- Tenant</li> <li>- Landlord or Owner</li> <li>- Utility/Home Energy Service Provider</li> <li>- Other Housing Services and Eligible Expenses Provider</li> </ul>
Amount of Payment	Report the total amount dispersed to the Payee (entity or individual).
Date of Payment	Report on the date when the payment was processed to the Payee (entity or individual)
Type of Assistance Covered by the Payment	Identify the predominant type of ERA assistance covered by the payment to the payee (entity or individual). Please enter or copy and paste ONE of the following choices as appropriate: <ul style="list-style-type: none"> <li>- Financial Assistance: Rent</li> <li>- Financial Assistance: Rental Arrears</li> <li>- Financial Assistance: Utility/Home Energy Costs</li> <li>- Financial Assistance: Utility/Home Energy Costs Arrears</li> <li>- Financial Assistance: Other Housing Costs</li> </ul>
Start Date Covered by the Payment	Report on the start date indicating the period covered by the assistance. Required.
End Date Covered by the Payment	Report the end date indicating the period covered by the assistance. Optional.

Figure 20