

# Checklist for Preparing and Submitting Template 7

## Participant Household Payment Data File (PHPDF)

### A. Pre-Population and Formatting

- Latest Template 7 downloaded from the “Bulk Upload Templates and Instructions” tab in Treasury’s Portal
- Columns for Template 7 verified as containing the correct data elements (note required fields)
- Column J** formatted in “Accounting” format without dollar sign and two decimal points (i.e., #####.##)
- Columns K, M, and N**, the “Date” is formatted as follows: MM/DD/YYYY
- No other formatting, column order, added rows or columns for “Totals,” or heading adjustments have been made to the table

### B. Populating Data Elements

#### PHPDF Inclusions

- Populate with cumulative information on all individual payments made for/to participant households from the date of receipt of the ERA2 award through the end of the current reporting period
- Include multiple data entries (i.e., rows) to reflect multiple payments to assist a household at the same address (to different payees or at different points in time)
- Populate with all “required” fields, as noted in the template (see row 5 in Template 7 for details)
- Verify that the **Type of Payee** should consistently align with the following list:
  - Tenant
  - Landlord or Owner
  - Utility or Home Energy Provider
  - Other Housing Services and Eligible Expenses Provider

*Note that in situations where a payment is for multiple categories of financial assistance, report the predominant category for the ERA assistance payment.*

- Verify that data provided are complete and located in the correct columns and in the appropriate format (see A)
- Verify that Template 7 consists of only one file with one tab and one table

#### PHPDF Exclusions

- Do not include **Personally identifiable information** (PII) beyond what is required for specific reporting requirements.
- For the physical address of the participant household:**
  - do not include P.O. Boxes
  - do not include landlord addresses
  - verify consistent city and state names whenever feasible
- Do not include payments made for **Administrative Costs**
- Do not include payments made for **Housing Stability Services** and **Eviction Prevention Services** (those expenditures should be reported as either “housing stability services” in Table 5 or as an “Eviction Prevention Project”)

### C. Saving and Uploading the File

- Template 7 saved in this format:
  - PHPDFQXYERA#####.csv (if .csv format)
  - PHPDFQXYERA#####.xlsx (if .xlsx format)

*QX refers to the current quarter, YY refers to the year, and ERAE##### refers to the ERA2 Grantee’s 8-digit FAIN number*
- A copy of the complete Template 7 file saved for the **Grantee’s records**
- Template 7 file upload using the correct file upload features located on the Performance and Financial Reporting tab or on the Individual Document Request (IDR) upload section