

# Questions and Answers ERA Quarterly and Monthly Reporting

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# General Reporting Requirements

## 1) What are Recipient's Reporting and Compliance Responsibilities?

Each ERA1 and ERA2 Recipient must compile and submit all required information for each required report. This responsibility includes compiling information on activities provided by subrecipients (recipients of subawards, contracts, and direct payments).

Each Recipient is accountable for compliance with the applicable legal, regulatory, and compliance requirements listed below. Each Recipient is also responsible for oversight of its subrecipients and contractors.

ERA Recipients are responsible for complying with the following provisions, the ERA Financial Assistance Agreement, and 2 CFR Part 200 in the [ERA Reporting Guidance](#), Appendix 7.

- ERA1 and ERA2 Award Terms and Conditions.
- ERA1 statute - section 501 of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260;
- ERA2 statute - section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2;
- Pandemic Response Accountability Committee ("PRAC") reporting requirements per section 15011 of the CARES Act (Pub. L. No. 116-136), as amended by Title VIII, Section 801(b) of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260); and
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (hereafter, "the Uniform Guidance").

## 2) Where Can I Find Guidance on ERA1 and ERA2 Quarterly and Monthly Reports?

Please go to the following sources:

- a) [Reporting Section](#), Emergency Rental Assistance Program Website
- b) [Emergency Rental Assistance Reporting Guidance](#)
- c) [User Guide – Treasury Portal for Recipient Reporting, Emergency Rental Assistance](#)

Treasury updates guidance regularly, so please ensure you refer to the most current version. The publication date is displayed on each document's cover page and on the ERA Program website.

## 3) Who Should I Contact with Additional Questions on ERA1 or ERA2 Reporting?

For questions about ERA1 or ERA2 award administration or reporting requirements, please email [EmergencyRentalAssistance@treasury.gov](mailto:EmergencyRentalAssistance@treasury.gov).

## ERA1 and ERA2 Quarterly Reports

### 1) What Entities are Required to Submit Quarterly Reports?

All ERA1 and ERA2 award recipients must submit quarterly reports. These entities include all State, Local, and Territorial Recipients and all Tribe, TDHE, and the DHHL Recipients that received an ERA1 and/or an ERA2 award.

### 2) What Information Must ERA1 and ERA2 Recipients Provide in the Required Quarterly Reports?

In general, each Quarterly report must cover all Recipient, subrecipient, and contractor activities for the subject ERA1 or ERA2 award. Each report must detail the design and administration of the subject ERA Project; participant (household, beneficiary) data; and financial information (obligations, expenditures, subawards, contracts and direct payments). Please see Section III of the [ERA Reporting Guidance](#) for complete requirements.

### 3) How Many Monthly and Quarterly Reports Must ERA1 and ERA2 Recipients Submit if they Have Multiple ERA Awards?

Recipients with multiple ERA awards, such as those that received one ERA1 award and one ERA2 award, must submit two separate reports in each reporting period, one for each award. That is, two monthly reports for each monthly report period, and two quarterly reports for each quarter.

Each ERA1 or ERA2 award is considered a separate ERA Project. As such, an ERA Recipient that received one ERA1 award is implementing one ERA Project, while a recipient that received an ERA1 award and an ERA2 award is administering two separate ERA Projects.

### 4) What are the Deadlines for the Quarterly Reports?

In general, Quarterly Reports are due on the 15<sup>th</sup> day of the month following the end of the reporting period, or the following business day when the 15<sup>th</sup> day falls on a weekend or holiday. However, the Quarter 1, Quarter 2, and Quarter 3 reports for 2021 are all due on October 29, 2021. See the [ERA Reporting Guidance](#), Section II for complete information on reporting timeframes.

### 5) May Recipients Submit their Quarterly Information Using Data Uploads?

Yes, ERA1 and ERA2 recipients may choose to submit significant portions of the required quarterly reports via bulk upload using the Treasury provided quarterly reporting templates (uploads are required to use Treasury provided templates). Please see the [User Guide – Treasury’s Portal for Recipient Reporting, Emergency Rental Assistance Programs](#) for more information on the data upload functionality.

## **6) What are the Deadlines for the Quarterly Reports?**

In general, Quarterly Reports are due on the 15<sup>th</sup> day of the month following the end of the reporting period, or the following business day when the 15<sup>th</sup> day falls on a weekend or holiday. However, the Quarter 1, Quarter 2, and Quarter 3 reports for 2021 are all due on October 29, 2021. See the [ERA Reporting Guidance](#), Section II for complete information on reporting timeframes.

## **Tribe, Tribally Designated Housing Entities and the Department of Hawaiian Home Lands Recipients**

### **1) What information must Tribe, Tribally Designated Housing Entities (TDHE) and the Department of Hawaiian Home Lands (DHHL) Recipients Report Quarterly?**

All Tribe, TDHE, and the DHHL Recipients are required to submit quarterly reports however Tribes, TDHE, and DHHL recipients are only required to report select information in their quarterly reports. Please see the [ERA Reporting Guidance](#), Appendix 1 for a listing the required data points and reporting timeframes for each Recipient type.

Tribe, TDHE and the DHHL Recipients are not required to submit monthly reports.

## **ERA1 and ERA2 Monthly Reports**

### **1) What Entities are Required to Submit Monthly Reports?**

All State, Local and Territorial ERA1 and ERA2 recipients must submit monthly reports for the months April – December 2021. Treasury may require submission of additional Monthly Reports beyond the December 2021 reporting period as needed.

Tribes, TDHEs and DHHL recipients are not required to submit monthly reports.

### **2) What Information is Required in the Monthly Reports?**

The ERA1 and ERA2 monthly reports consist of only the following two data points:

- a) Number of Unique Households that Received ERA Assistance of Any Kind in the Reporting Period; and
- b) Total Amount of ERA Award Funds Paid to or for Participant Households in the Reporting Period

For more information, see [ERA Reporting Guidance](#), Appendix 8 – Guidance on Required ERA1 and ERA2 Monthly Reports.

### **3) When are Monthly Reports due?**

ERA Monthly Reports are due by the 15th day of the month following the end of the monthly reporting period or the following business day when the 15<sup>th</sup> day falls on a weekend or holiday. For example, the September 2021 monthly report is due by October 15, 2021.

### **4) May Recipients Submit their Monthly Information Using Data Upload?**

No, the monthly reports consist of only two questions or data elements. Recipients must manually key-in the monthly reporting information into the Treasury portal.

### **5) What Online System and Tools will be Used for the Required Monthly Reports?**

Each Recipient is responsible for submitting the monthly reports via Treasury's portal. ERA reporting should not be submitted through the GrantSolutions portal used for Coronavirus Relief Fund reporting under section 5001 of the CARES Act.

### **6) Will Treasury Alert Recipients about Submitting Required Monthly Reports?**

Treasury will distribute email notes to ERA1 and ERA2 recipient Points of Contact for Reporting notifying them of upcoming monthly report submission due dates and will notify POCs when Treasury's portal is available to Recipients to submit monthly reports. Generally, relevant ERA1 and ERA2 recipients will have access to Treasury's portal for submitting the required monthly reports on or about the 1<sup>st</sup> of the month immediately following the monthly reporting period.

## **Participant Household Payment Data File**

### **1) What ERA1 and ERA2 Recipients are Required to Submit the Participant Household Payment Data File?**

All State, Local, and Territorial Recipients must submit a Participant Household Payment Data File (PHPDF) as part of their Quarterly Report. Tribe, TDHE, and the DHHL Recipients are not required to submit a PHPDF.

### **2) What information are ERA1 and ERA2 Recipients Required to Submit in the Participant Household Payment Data File (PHPDF)?**

The PHPDF must include detailed information on all ERA Financial Assistance provided to/for each participant household during the reporting period.

Recipients must use the Treasury-provided template for Participant Household Payment Data file submission. The template is available for download from the [ERA program website](#).

See the [ERA Reporting Guidance](#), Figure 2 for detailed information on the required data elements. See also, the [User Guide – Treasury's Portal for Recipient Reporting, Emergency](#)

[Rental Assistance Programs](#), Appendix 1 “Bulk Upload Overview” for details on the PHPDF required elements, format, and upload process.

## Bulk Upload Templates and Procedures

### 1) Where are the bulk upload templates, including relevant information and Treasury approved formatting, available for download?

Treasury’s seven Bulk Upload templates are available to download from the Reporting section of Emergency Rental Assistance page on [Treasury.gov](https://www.treasury.gov). The templates are also available for download from Treasury’s portal.

See Appendix A of the [User Guide – Treasury’s Portal for Recipient Reporting, Emergency Rental Assistance Programs](#) for further information and guidance on using the bulk upload functions.

**Note: Treasury will be updating file templates as needed. Please confirm you have the most recent template prior to uploading data.**

## Guidance on Redirected Award Funds

### 1) What Reports are Required from ERA1 and ERA2 Recipients that have Redirected Award Funds?

Local governments that received an ERA award from Treasury and subsequently redirected 100% of their award funds to its State are not required to submit Interim, Monthly, and Quarterly reports provided that the local government has submitted the relevant redirection documentation to Treasury and Treasury has provided confirmation of acceptance of such documentation.

A local government that has redirected 100% of its ERA award funds to its State but has not submitted the relevant redirection documentation to Treasury or is still awaiting confirmation of acceptance of submitted documentation by Treasury, is still responsible for Interim, Monthly, and Quarterly Reporting requirements under the ERA program until redirection documentation has been submitted and accepted by Treasury.

The redirect of the local government’s ERA award to the State Recipient effectively modifies the State’s ERA award. As such, the State is responsible as the Recipient for reporting on the use of the redirected award funds, as such funds are now subject to the requirements set forth in the ERA Award Terms and Conditions previously accepted by the State in connection with its ERA award.