ERA Reporting Bulk Upload File Templates

Introduction and Guidance

ERA1 and ERA2 Recipients may provide a large portion of the data required for the Quarterly Reports using a bulk upload process. There are seven (7) components of the quarterly reports that allow bulk uploads.

Recipients who choose to provide data via bulk uploads must configure the data in pre-formatted file templates provided by Treasury and submit them using the data upload features in Treasury's portal.

Please refer to the User Guide – Treasury's Portal for Recipient Reporting, Appendix H for complete instructions and guidance for using the bulk upload files and for uploading the information in Treasury's portal.

The following are brief descriptions of each of the 7 pre-formatted file templates. All the templates are available for download at Treasury.gov/ERA and within Treasury's portal.

Each of the recent updates noted below consisted of additional help text within each template. These updates will not affect previously uploaded data, and Recipients need not re-upload or change any previously uploaded data.

Descriptions of the Pre-Formatted File Templates

1) **Subrecipient Template**: Use to establish profiles for all subrecipients of the subject ERA project. Recent updates dated 10/27/21:
   a. Cell B7 | Help Text Update: Recipients can use TIN when a Subrecipient DUNS is not available.
   b. Cells S6 – AB6 | Language Update: Clarified reporting of Executive Name and Compensation for entities already registered in SAM.gov and 2 CFR Part 170.330 requirements.
2) **Subaward Template**: Used to establish all subawards (subawards, contracts, direct payments) under the subject ERA project. Recent updates dated 10/27/21:
   a. Cell B7 | Help Text Update: Recipients can now use TIN when a Subrecipient DUSN is not available.
   b. Cell F7 | Help Text Update: Transfers were removed from Subaward Type.
   c. Corrected minor typos throughout the document.
3) **Expenditures Greater Than $30,000 Template**: Used for reporting all expenditures (subaward, contract, direct payment) that exceed $30,000 in the reporting period for the subject ERA award. Recent updates dated 10/27/21:
   a. Cell C7 | Help Text Update: Added clarifying language for reporting Administrative Costs.
   b. Cell I7 | Help Text Update: Added clarifying language regarding compliance for non-grants as well as when in compliance.
   c. Corrected minor typos throughout the document.

4) **Aggregate Expenditures Less Than $30,000 Template**: Used for reporting aggregate expenditures less than $30,000 to entities other than individuals during the reporting period classified by the expenditure category. Recent updates dated 10/27/21:
    a. Cell B7 | Help Text Update: Client Project ID updated to Recipient Project ID.
    b. Corrected minor typos throughout the document.
5) **Aggregate Disbursements to Individuals Template**: Used to report all aggregate disbursements to individuals of amounts less than $30,000 for the reporting quarter classified by the expenditure category. Recent updates dated 10/27/21:
    a. Corrected minor typos throughout the document.
6) **Demographics Template** (Not applicable for Tribes, TDHE and the DHHL)**:** Use by State, Local and Territorial Recipients to report all participant demographic information along with data disaggregation by Race, Ethnicity and Gender. Recent updates dated 10/27/21:
    a. Cell A3 | Instructions update: Clarify language for required fields in the document, including Housing Stability Services.
    b. Corrected minor typos throughout the document.
7) **Participant Household Payment Data File** (Not applicable for Tribes, TDHE and the DHHL): Used by State, Local and Territorial Recipients to report information about each ERA Financial Assistance payment made to or on behalf of each participant household during the reporting period. Recent updates dated 10/27/21:
    a. Cell A3 | Instructions update: Moved initial data entry from row 8 to row 7.

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