

## [Email Communication to ERA Grantees]

**Subject:** U.S. Department of the Treasury's Emergency Rental Assistance (ERA 1) Program: Action Required Q1 2021 Interim Report and Monthly reports

Dear ERA Grantee,

Thank you for your participation in the Department of the Treasury's Emergency Rental Assistance (ERA 1) Program. The attached ERA 1 Reporting Elements and Definitions provide guidance on how to complete the quarterly interim report and monthly reports regarding utilization of award funding received under the Emergency Rental Assistance (ERA 1) program authorized by Division N, Title V, Section 501 of the Consolidated Appropriations Act, 2021 (the "Act"), Pub. L. No. 116-260 (December 27, 2020). Please find below more detail on the requirements for the quarterly interim report and the monthly reports:

### 1) Q1 2021 ERA 1 Interim Report:

ERA grantees are required to submit one **Quarterly Interim Report (Q1 2021)**, covering activity from **January 1, 2021 – March 31, 2021**.

The **Quarterly Interim Report** covers fourteen data elements. For each element, grantees are required to report on their aggregate data over the full reporting period. For data elements #2 and #9, grantees are also required to provide aggregated totals for all zip codes within their coverage area in which there is data to report.

Grantees have until **Wednesday, May 12, 2021** to submit their **Quarterly Interim Report** to Treasury. *Treasury will not accept email submissions.* Reports must be submitted at the following link **[reporting link]**.

### 2) Monthly Reports for April and May 2021 Only:

Grantees are required to submit brief monthly reports consisting of data elements #2 and #9 only, as described below.

The April monthly report will cover the period of April 1 – April 31, 2021 and must be submitted to Treasury by **May 14**, 2021. Grantees should submit the report at the following link:

The May monthly report will cover the period of May 1 – May 31, 2021 and must be submitted to Treasury by **June 15**, 2021. Grantees should submit the report at the following link:

Treasury will publish additional reporting guidance and instructions for the Q2 2021 ERA 1 report, which will be due on July 15, 2021. Treasury anticipates that the Q2 2021 reporting requirements will include the data elements included in the Q1 2021 Interim Report as well as other data elements required by section 501(g) of the Act – including race, ethnicity and gender information – and project information required by 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) on December 27, 2020. Please see Treasury's March 26, 2021 Frequently Asked Questions for more information: [https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions\\_Pub-3-16-21.pdf](https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-3-16-21.pdf).

After the Q2 2021 Report, including the section 501(g) data elements and CARES Act reporting requirements mentioned above, Treasury does not anticipate significant variation in future quarterly reporting requirements for ERA 1. Further, Treasury will seek to maintain maximum consistency between reporting requirements for ERA 1 and funding for Emergency Rental Assistance (ERA 2) program authorized by section 3201 of the American Rescue Plan Act of 2021, Pub. L. No. 117-2 (March 11, 2021).

As a reminder, the Treasury Office of Inspector General (OIG) is responsible for monitoring and oversight of the receipt, disbursement, and use of ERA funds. Treasury will use the reported information from grantees to determine grantee compliance with program requirements. Grantees should maintain all documents and financial records sufficient to support the data request and establish compliance with program requirements.

We appreciate your attention on these issues and please email [EmergencyRentalAssistance@treasury.gov](mailto:EmergencyRentalAssistance@treasury.gov) with any questions or concerns.

Thank you,  
[EmergencyRentalAssistance@treasury.gov](mailto:EmergencyRentalAssistance@treasury.gov)  
<https://home.treasury.gov/policy-issues/cares/emergency-rental-assistance-program>

<b>ERA 1 Reporting Elements and Definitions</b>		
<b>Number</b>	<b>Element</b>	<b>Definition</b>
1	Number of households that completed and submitted an application for ERA program assistance	The number of households that submitted a complete application, as reasonably determined by the ERA grantee, for ERA assistance in the reporting period. Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.
2	Number of households that received ERA assistance of any kind	The number of households whose rent and/or utility/home energy payments were fully or partially paid by the ERA grantee under the federal ERA program plus the number of households that received housing stability services administered by the ERA grantee in the reporting period.  Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.
3	Number of households that received the following types of ERA assistance (where applicable):	
	(a) Rent (#)	The number of households for whom the ERA grantee paid at least one rent payment under the federal ERA program in the reporting period.  Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.
	(b) Rental arrears (#)	The number of households for whom the ERA grantee paid any amount of rental arrears in the reporting period.

		<p>This field is the sum of the number of households for which the ERA grantee paid rental arrears directly to their landlord or eligible entity under the federal program plus the number of households to which the ERA grantee directly paid rent arrears payments in the reporting period.</p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
	(c) Utilities/home energy bills (#)	<p>The number of households for whom the ERA grantee paid any portion of at least one utility or home energy bill under the federal ERA program in the reporting period.</p> <p>This field is the sum of the number of households for which the ERA grantee made utility or home energy bill payments directly to the provider or another person plus the number of households that received payments from the ERA grantee for their utility or home energy bill payments in the reporting period.</p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
	(d) Utilities/home energy costs arrears (#)	<p>The number of households for whom the ERA grantee paid any amount of utility and home energy costs arrears under the federal ERA program in the reporting period.</p> <p>This field is the sum of the number of households for which the ERA program paid utility or home energy cost arrears directly to the utility or home energy provider or another person plus the number of households to which the ERA program directly paid utility or home energy arrears payments in the reporting period.</p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
	(e) Other expenses related to housing (#)	<p>The number of households for whom the ERA grantee paid any amount for other approved housing expenses during the reporting period (not including rent, rent arrears, utility or home energy costs and home energy costs arrears) as identified in Treasury's FAQ No. 7 at <a href="https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-3-16-21.pdf">https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-3-16-21.pdf</a>.</p>

		Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.
	(f) Housing stability services (#)	<p>The number of households that received any housing stability services provided under the Treasury’s ERA program during the reporting period.</p> <p>This includes housing stability services provided directly by the ERA grantee or by sub-recipient entities (such as contractors or sub-awardees).</p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
4	Number of households that received ERA assistance with household incomes of less than 30% of the area median income (AMI) (#)	<p>The number of households with incomes less than or equal to 30% of the area median income that received any form of ERA assistance in the reporting period, as defined by the US Department of Housing and Urban Development (HUD).</p> <p>HUD’s area median income limits can be accessed here: <a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a></p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
5	Number of households that received ERA assistance with household incomes of between 30% and 50% of the area median income (AMI)	<p>The number of households with incomes greater than 30% but less than or equal to 50% of the area median income as defined by the US Department of Housing and Urban Development (HUD) that received any form of ERA assistance in the reporting period.</p> <p>HUD’s area median income limits can be accessed here: <a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a></p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
6	Number of households that received ERA assistance in the reporting period that are greater than 50% AND between 50% and 80% of the area median income (AMI)	<p>The number of households with incomes greater than 50% but less than or equal to 80% of the area median income as defined by the US Department of Housing and Urban Development (HUD) that received any form of ERA assistance in the reporting period.</p> <p>HUD’s area median income limits can be accessed here:</p>

		<p><a href="https://www.huduser.gov/portal/datasets/il.html">https://www.huduser.gov/portal/datasets/il.html</a></p> <p>Note that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</p>
7	Total number of rental payments paid by the ERA grantee (not counting rental arrears).	The total number of rental payments paid by the ERA grantee to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for rental arrears.
8	Total number of utility/home energy bill payments paid by the ERA grantee (not including arrears payments).	The total number of utility/ home energy bill payments paid by the ERA grantee to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for utility or home energy bill arrears.
9	Total dollar amount of ERA grant funds <b>paid</b> by the ERA grantee to or for <b>participating households</b> .	<p>The total dollar amount of ERA grant funds the ERA grantee paid to or for participating households during the reporting period, including payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.</p> <p>This does not include amounts paid for housing stability services.</p>
10	Total dollar value of approved ERA applications that have not yet been paid.	<p>Total ERA grant dollars the ERA grantee expects to pay to or for households for rent, rent arrears, utility and home energy bills, utility and home energy arrears, and other housing expenses.</p> <p>This amount does not include amounts approved and expected to pay for housing stability services.</p> <p>Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures.</p>
11	Total dollar amount expended by the ERA grantee for administrative expenses.	<p>Total ERA grant dollars that the ERA grantee expended (incurred or paid as a liability) for administrative expenses during the reporting period.</p> <p>Note: for costs to have been incurred as defined, performance of the service or delivery of the good(s) must have occurred.</p> <p>This does not include amounts expended for housing stability services.</p>
12	Total dollar value of approved ERA administrative expenses that have not yet been expended.	<p>Total dollar amount of ERA grant funds that the ERA grantee has not yet expended (incurred or paid as a liability), for administrative expenses.</p> <p>This does not include amounts approved and expected to pay for housing stability services.</p>

		Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures.
13	Total dollar amount <b>expended</b> by the ERA grantee for <b>housing stability services</b> .	<p>Total amount of the ERA grant funds that the ERA grantee expended (incurred as a liability) for housing stability services during the reporting period.</p> <p>Note: for costs to have been incurred as defined, performance of the service or delivery of the good(s) must have occurred.</p> <p>This includes housing stability services provided directly by the ERA grantee or by subrecipient entities or contractors.</p>
14	Total dollar value of approved ERA housing stability services that have not yet been expended.	<p>Total ERA grant dollars that the ERA grantee has not yet expended (incurred or paid as a liability), for housing stability services.</p> <p>This includes housing stability services provided directly by the ERA grantee or by subrecipient entities or contractors.</p> <p>Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures. Typically, for costs to have been incurred, performance of the service or delivery of the good(s) must have occurred. This question is intended to capture pre-expenditure amounts.</p>