U.S. DEPARTMENT OF THE TREASURY

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# User Guide: Treasury Portal for Recipient Reporting

## Emergency Rental Assistance Program

July 9, 2021

DRAFT- For Discussion Purposes Only

| Revision | Date | Description |
|---|---|---|
| Version 0.2 | 7/7/2021 | - Incorporated Jim's comments<br>- Incorporated Booz's Bulk Upload Document into Appendix<br>- Minor language updates |
| Version 0.3 | 7/8/2021 | - Revised numeric formatting<br>- Added to Participant Household data Bulk Upload section<br>- Language updates to match SalesForce<br>- |
| Version 0.4 | 7/9/2021 | - Clean Version including SalesForce screens |

## Table of Contents

## List of Figures

*The following color coding has been inserted to highlight sections that will change as new images, links, or features become available. This page will be removed once the information is inserted and final revisions are made.*

Editing Color Coding

Image or link to be inserted

Transitional language, features that may/may not be present in final version

*(ERA Screen Number)*

## Section I. Reporting Basics

### a) Overview

This document is intended to be used as a companion to the Emergency Rental Assistance (ERA) Reporting Guidance. The ERA Reporting Guidance contains all relevant information and guidance on specific reporting requirements, while this ERA User Guide will assist you in navigating and reporting information in the Treasury Portal. You should refer to the Treasury ERA page for the latest guidance and updates on various reporting topics at https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program.

The ERA program makes funding available to assist households that are unable to pay rent or utilities. Two separate programs have been established:

- ERA1 provides up to $25 billion under the Consolidated Appropriations Act, 2021, which was enacted on December 27, 2020.
- ERA2 provides up to $21.55 billion under the American Rescue Plan Act of 2021, which was enacted on March 11, 2021.

The funds are provided directly to States, U.S. territories, local governments, referred to as “State, Local, and Territorial Recipients”, and Indian Tribes, Tribally Designated Housing Entities (TDHEs), as applicable, and the Department of Hawaiian Home Lands (DHHL), referred to as “Tribe, TDHE, and the DHHL Recipients”.

Each Recipient is required to submit regular reporting that covers all recipient, subrecipient, and contractor activities subject to ERA1 and ERA2. Each report must provide performance and financial information including background information about the ERA project that is the subject of the report; participant (household, beneficiary) data; and financial information with details about obligations, expenditures, direct payments, and subawards.

Additional information is located in the Reporting Guidance posted on the ERA website, as well in the ERA Frequently Asked Questions (FAQs) and fact sheets, which provide important information regarding ERA.

## Section II. Quarterly Report Selection

In this module, you will select the Quarterly Report that you are required to complete

a) The landing page of the ERA application will list your ERA1 and ERA2 FAINs that the Recipient has received from Treasury along with current Quarter report indicated in “Draft”. You will be also be able to select and review previous Quarterly reports.

**Quarterly Report Selection**

| No. | FAIN | Program | Assistance Listing No. / CFDA No. | Report | Submission Deadline | Status | |
|---|---|---|---|---|---|---|---|
| 1 | 123456789 | CRF | 1233333333 | Seth Testing | 6/25/2021 | Submitted | View Information |
| 2 | 1373044 | | 09151996 | Franco Testing | 12/31/2021 | Draft | Provide Information |

> **Note:** Users will need to submit ERA1 and ERA2 data separately. Always be aware of a given report’s association with ERA1 or ERA2.

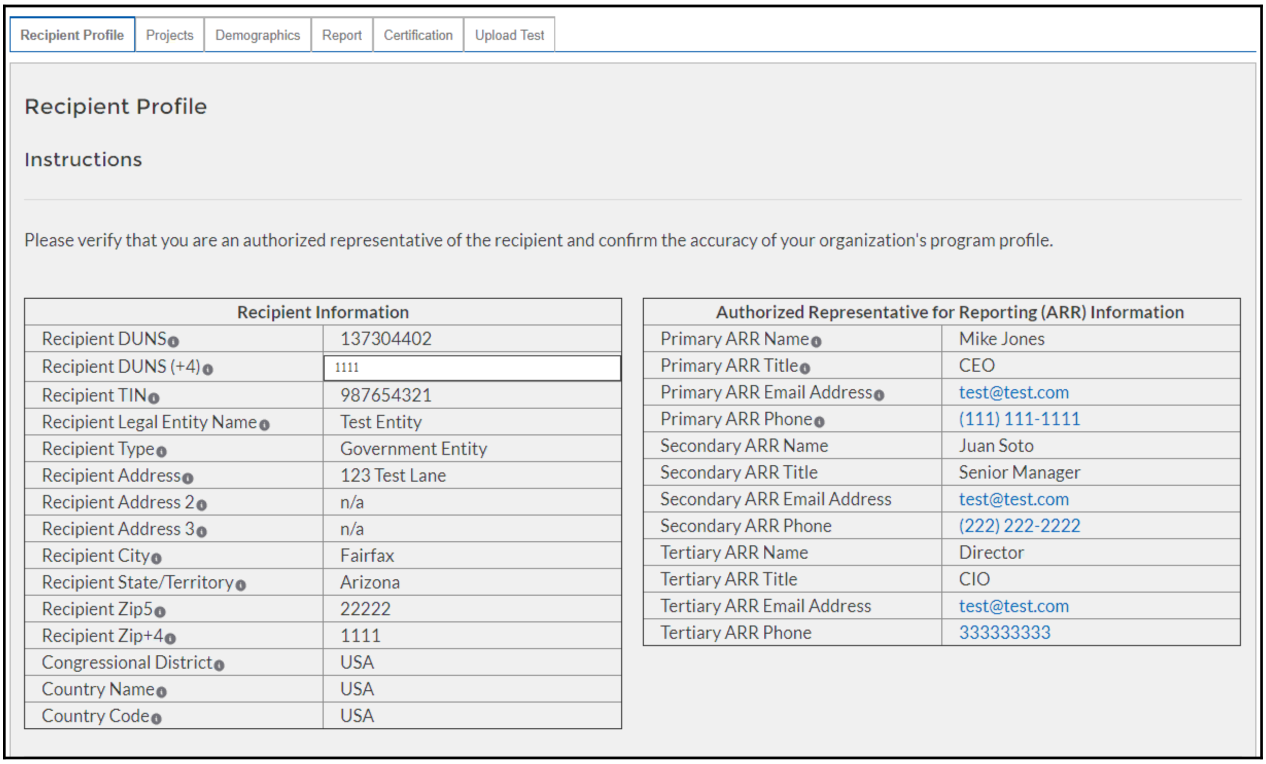
b) To navigate to a specific report, click on *Provide Information* to enter data for the specific ERA Award.

## Section III. Recipient Profile

In this module, you will review and update your Organization's information.

a) **Recipient Profile**

1. The majority of the information will be pre-populated as available through your ERA Application file. Enter your **Recipient DUNS (+4)** (if applicable) for your organization.
2. Notify the Treasury team immediately if any information is incorrect via the "functionality to be updated"



Recipient Profile | Projects | Demographics | Report | Certification | Upload Test

Recipient Profile

Instructions

Please verify that you are an authorized representative of the recipient and confirm the accuracy of your organization's program profile.

| Recipient Information | |
|---|---|
| Recipient DUNS | 137304402 |
| Recipient DUNS (+4) | 1111 |
| Recipient TIN | 987654321 |
| Recipient Legal Entity Name | Test Entity |
| Recipient Type | Government Entity |
| Recipient Address | 123 Test Lane |
| Recipient Address 2 | n/a |
| Recipient Address 3 | n/a |
| Recipient City | Fairfax |
| Recipient State/Territory | Arizona |
| Recipient Zip5 | 22222 |
| Recipient Zip+4 | 1111 |
| Congressional District | USA |
| Country Name | USA |
| Country Code | USA |

| Authorized Representative for Reporting (ARR) Information | |
|---|---|
| Primary ARR Name | Mike Jones |
| Primary ARR Title | CEO |
| Primary ARR Email Address | test@test.com |
| Primary ARR Phone | (111) 111-1111 |
| Secondary ARR Name | Juan Soto |
| Secondary ARR Title | Senior Manager |
| Secondary ARR Email Address | test@test.com |
| Secondary ARR Phone | (222) 222-2222 |
| Tertiary ARR Name | Director |
| Tertiary ARR Title | CIO |
| Tertiary ARR Email Address | test@test.com |
| Tertiary ARR Phone | 333333333 |

*Figure 1 – Recipient Information*

b) **Conditional Entry based on SAM.gov Registration Status**

1. If you are not registered in SAM.gov, you can get registered by visiting [insert link/information here].
2. In the event that your organization is not registered with SAM.gov, update the following screens to provide executive compensation information.

> **Note:** This information is required for Treasury to complete the FSRS.gov reporting on your behalf.

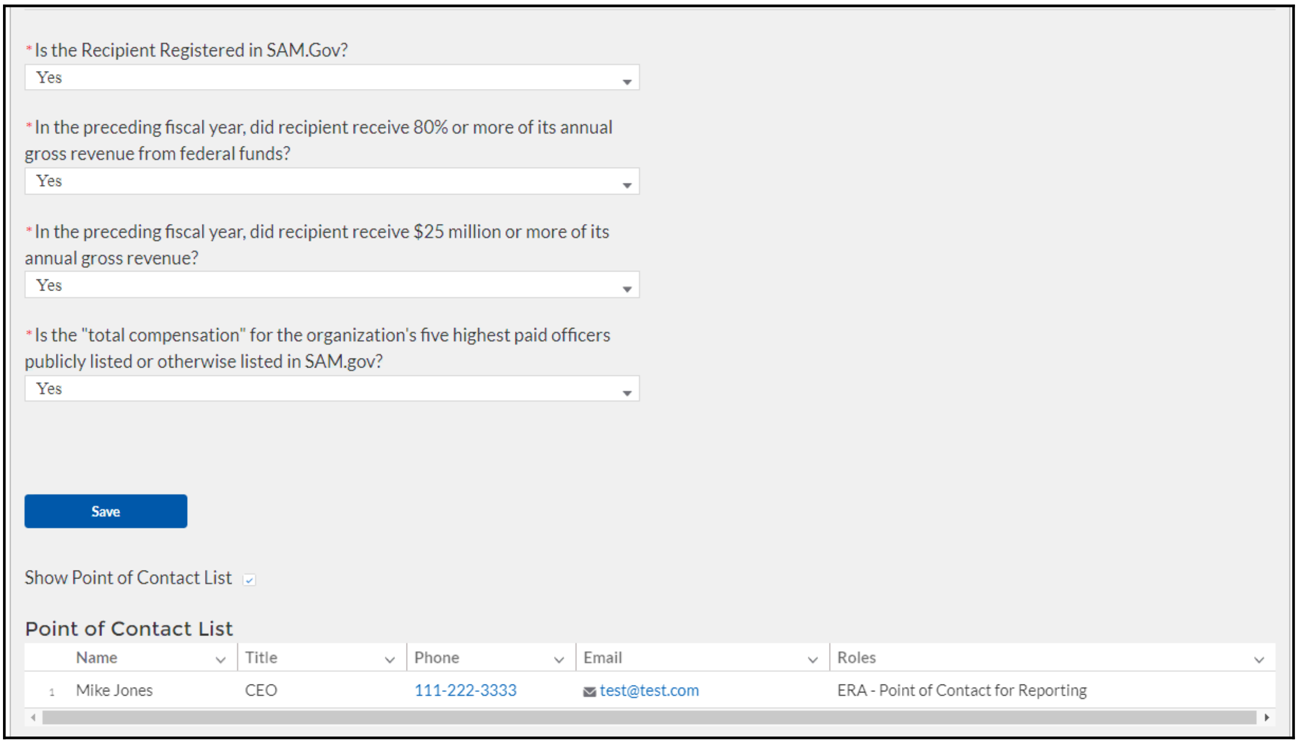



*Figure 2 – Recipient Executive Compensation Reporting*

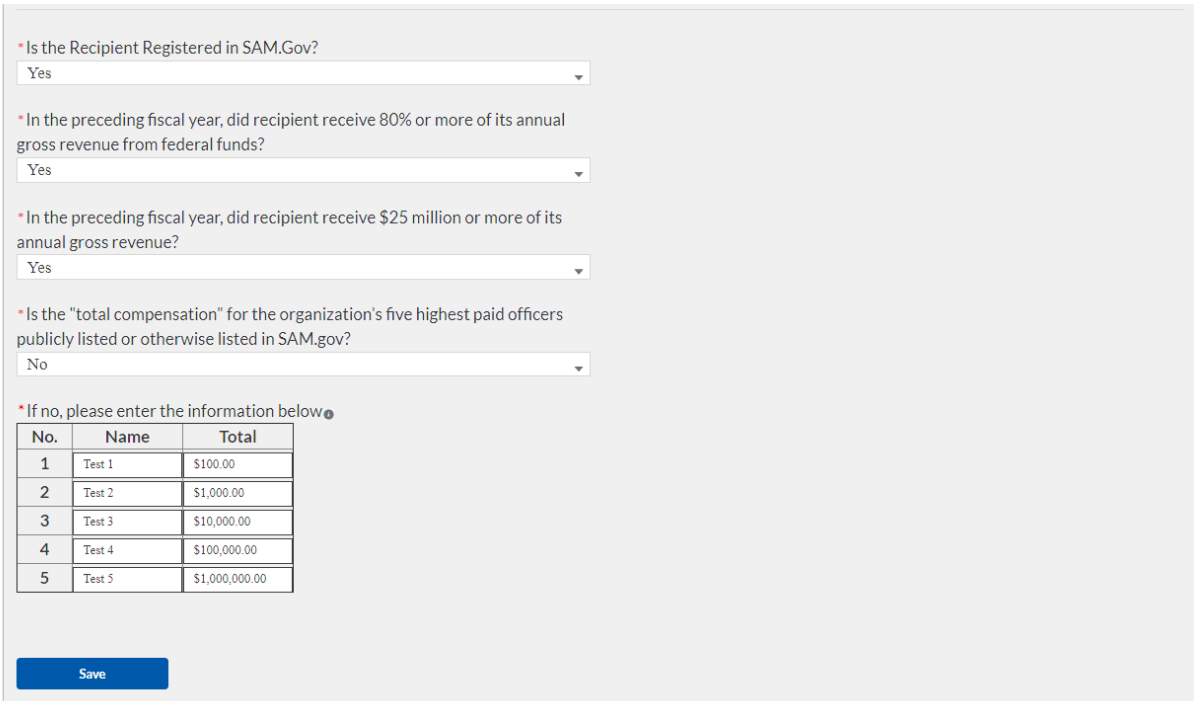



*Figure 3 - Conditional "No" Entry for Executive Compensation Reporting*

3. Click the *Save* button to record progress and advance to the next module.

## Section IV. Projects

In this module, you will provide an overview of the ERA Project.

### a) **Project Overview Sub-Module**

In this Sub-Module, you will provide additional information pertaining to the project and provide a description of the project's intentions, goals, and accomplishments.

1. Manually enter a unique **Project ID** and **Project Name** .
2. Manually enter the **ERA Project Website URL** and indicate the **Geographic Service Areas** served by the project.

> **Note:** Tribe, TDHE, and the DHHL Recipients are not required to submit the **Geographic Service Areas**.

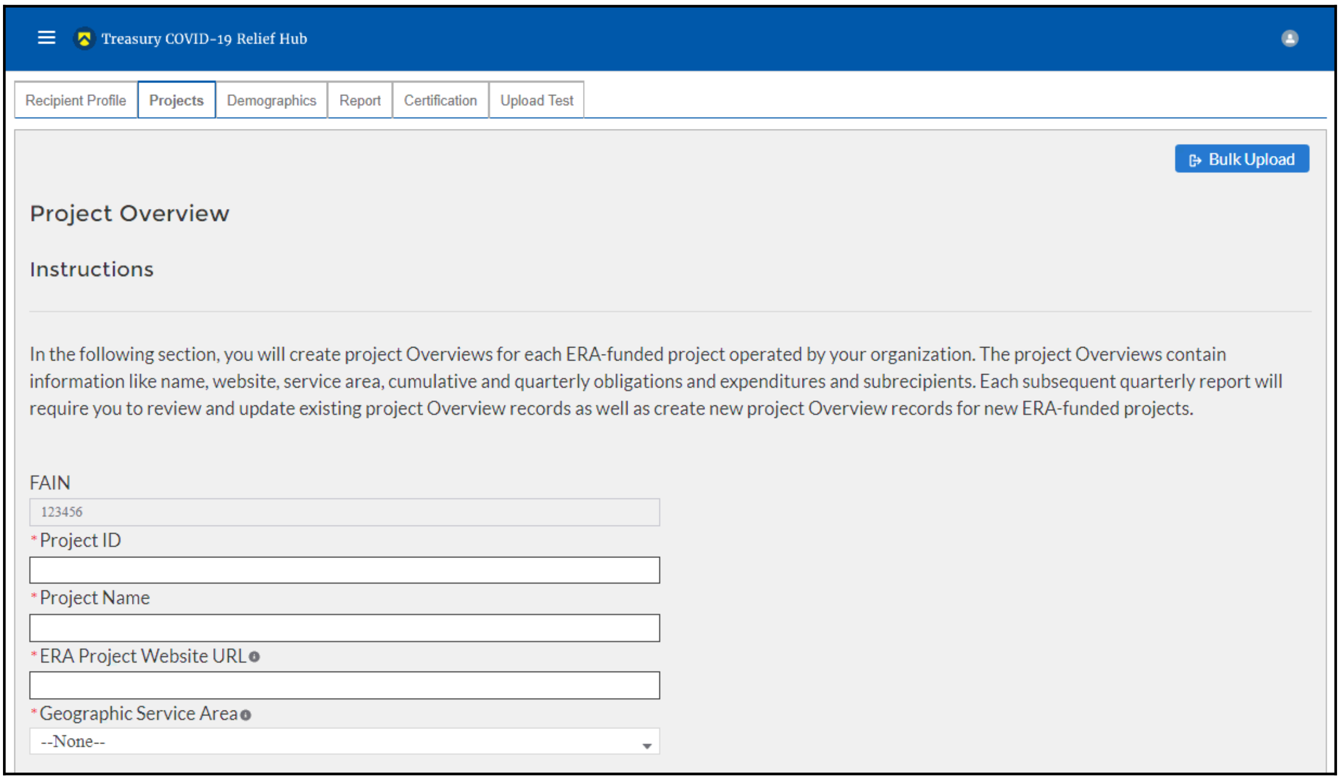
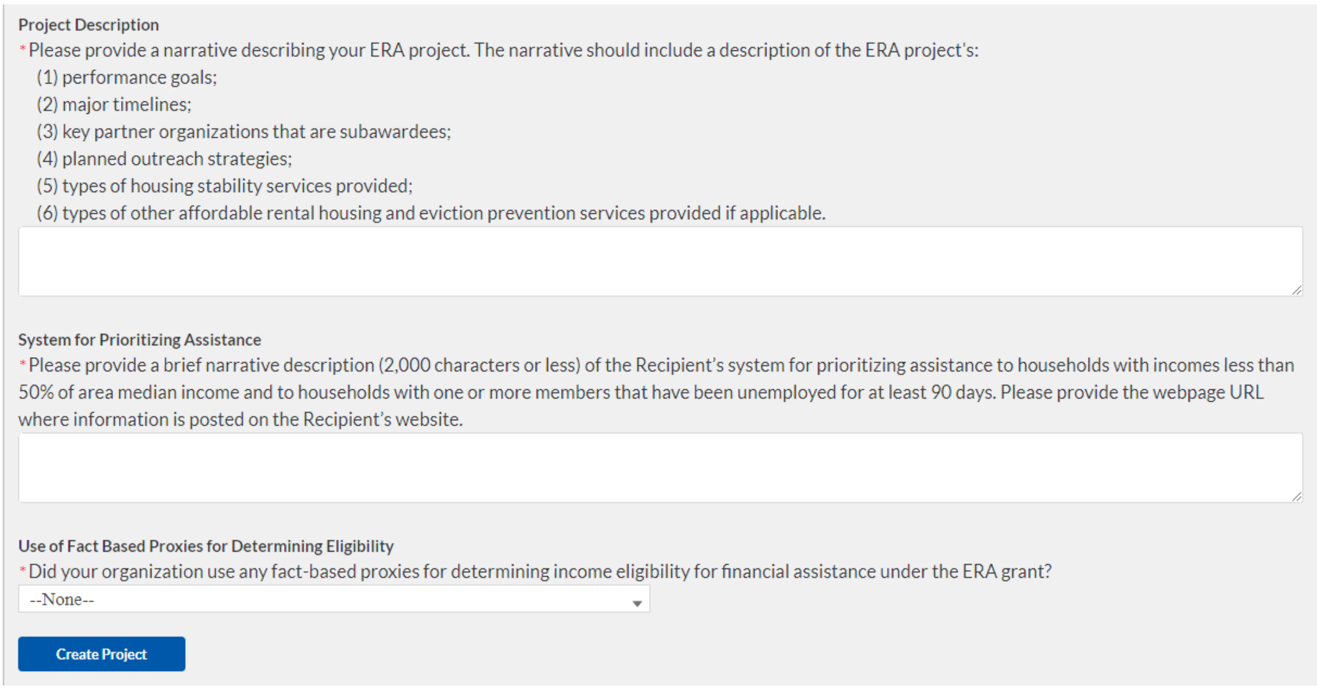



*Figure 4 – Project Overview Data Entry*

3. Utilize the Project Description text box to provide a narrative description on the project. You should include **major timelines, key partner organizations, planned outreach strategies, other housing services provided, housing stability services provided, and other affordable rental housing and eviction prevention services provided, if applicable.**
4. Utilize the System for Prioritizing Assistance text box to provide a narrative description on the Recipient's system of prioritizing assistance to participant households of certain incomes.



Project Description

*Please provide a narrative describing your ERA project. The narrative should include a description of the ERA project's:

(1) performance goals;
(2) major timelines;
(3) key partner organizations that are subawardees;
(4) planned outreach strategies;
(5) types of housing stability services provided;
(6) types of other affordable rental housing and eviction prevention services provided if applicable.

System for Prioritizing Assistance

*Please provide a brief narrative description (2,000 characters or less) of the Recipient's system for prioritizing assistance to households with incomes less than 50% of area median income and to households with one or more members that have been unemployed for at least 90 days. Please provide the webpage URL where information is posted on the Recipient's website.

Use of Fact Based Proxies for Determining Eligibility

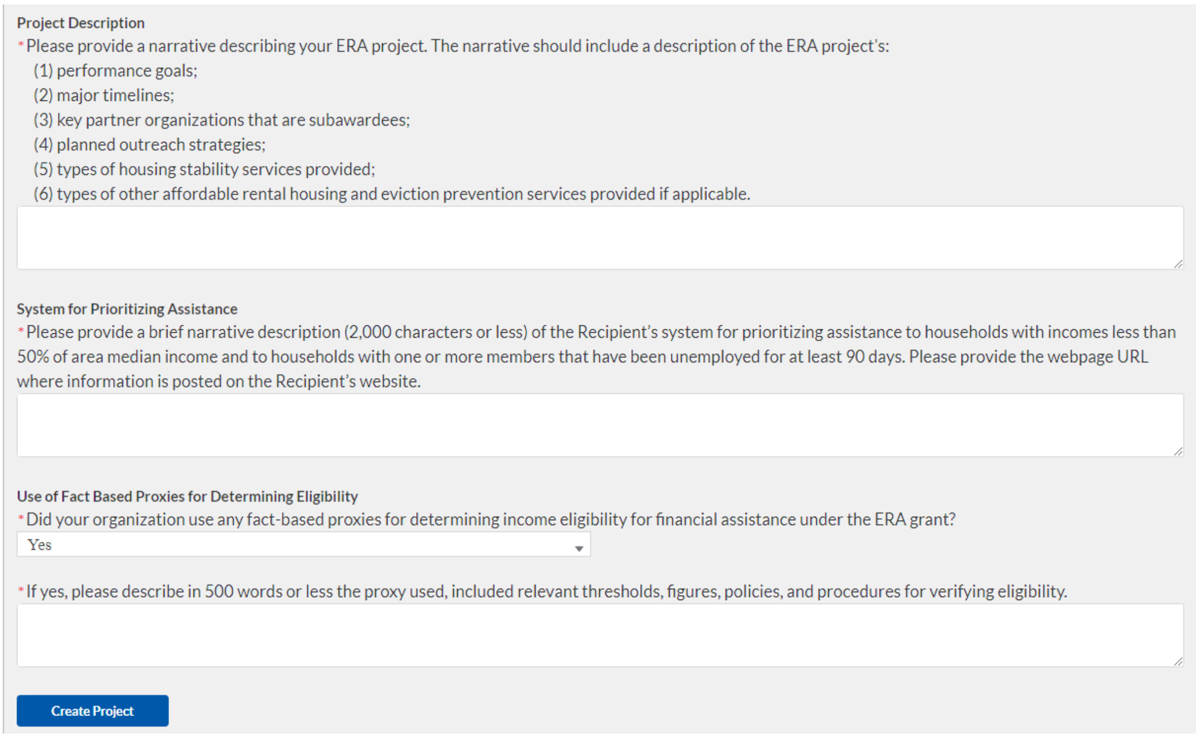
*Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant?

--None--

Create Project

*Figure 5 - Project Description and System for Prioritizing Assistance*

5. Select "yes" or "no" from the dropdown menu depending on if your organization used any fact-based proxies when determining income eligibility.
6. If you used fact-based proxies, then provide a narrative description of the proxies used and known procedures.



Project Description

*Please provide a narrative describing your ERA project. The narrative should include a description of the ERA project's:

(1) performance goals;
(2) major timelines;
(3) key partner organizations that are subawardees;
(4) planned outreach strategies;
(5) types of housing stability services provided;
(6) types of other affordable rental housing and eviction prevention services provided if applicable.

System for Prioritizing Assistance

*Please provide a brief narrative description (2,000 characters or less) of the Recipient's system for prioritizing assistance to households with incomes less than 50% of area median income and to households with one or more members that have been unemployed for at least 90 days. Please provide the webpage URL where information is posted on the Recipient's website.

Use of Fact Based Proxies for Determining Eligibility

*Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant?

Yes

*If yes, please describe in 500 words or less the proxy used, included relevant thresholds, figures, policies, and procedures for verifying eligibility.

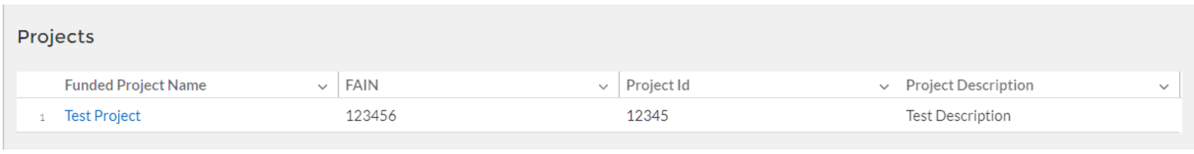
Create Project

*Figure 6 - Project Description and System for Prioritizing Assistance, "Yes"*

7. At the bottom of the page, click the *Create Project* icon to advance to the next screen.

b) **Projects List**

1. On the Projects screen, click on the project for which you want to provide Subaward reporting information.



Projects

| | Funded Project Name | FAIN | Project Id | Project Description |
|---|---|---|---|---|
| 1 | Test Project | 123456 | 12345 | Test Description |

2. The link will launch into the Subaward Reporting screen.

## Section V. Subaward Reporting

a) **Subawards**

The Subaward Reporting Submodule will allow you to enter information regarding Subawards received by the Subrecipient. Detailed information regarding the Subawards will be required.

You will have the ability to utilize a bulk-upload feature or individually enter records. For bulk-upload instructions specific to this submodule, see XX page number OR appendix link here. If you choose to individually enter records, then follow the instructions below.

1. Review and verify the pre-populated fields pertaining to the Subawards
2. Manually enter the following fields pertaining to the Subawards: **Subaward Number**, **Subaward Obligation**, **Subaward Date**, **Period of Performance Start**, **Period of Performance End, Place of Performance Address, City, State, Zip+4**, **Country**, and **Congressional District**.
3. Select the **Subaward Type**, and **Subrecipient** from the drop-down picklist.
4. Use the open textbox to provide a brief description on the Subaward's underlying eligible use

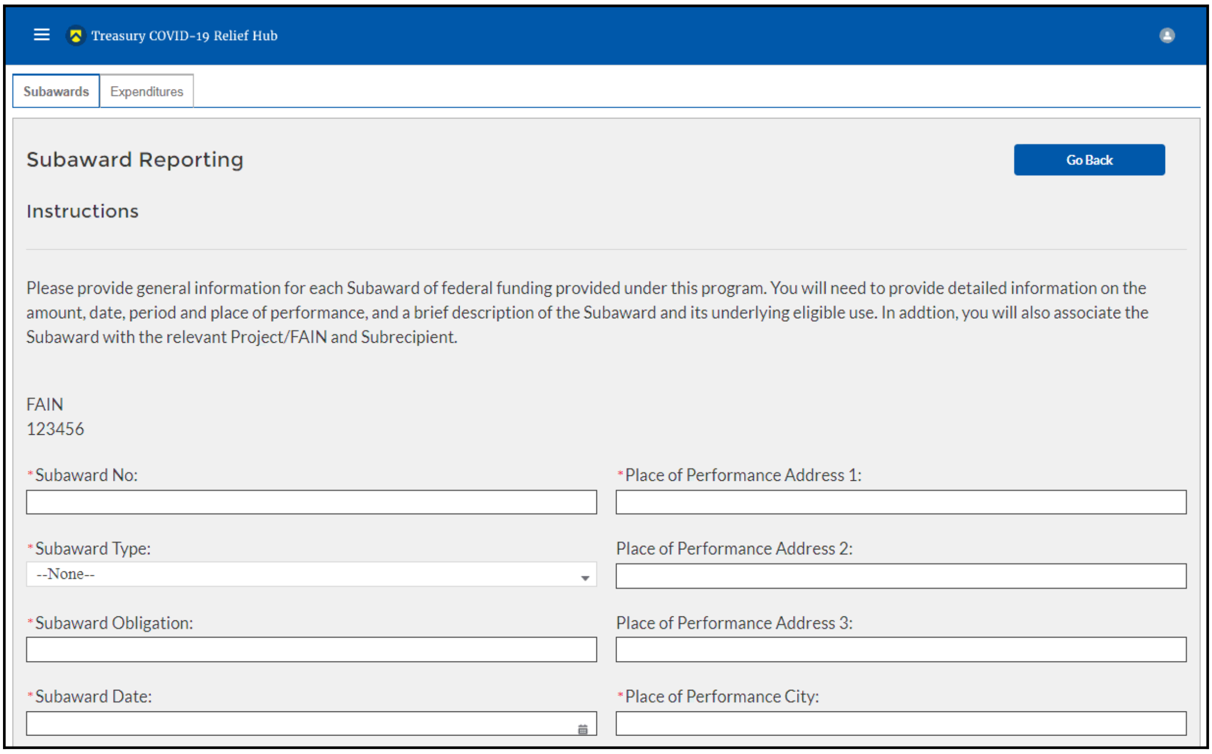



*Figure 7 – Subaward Reporting Sub-Module*

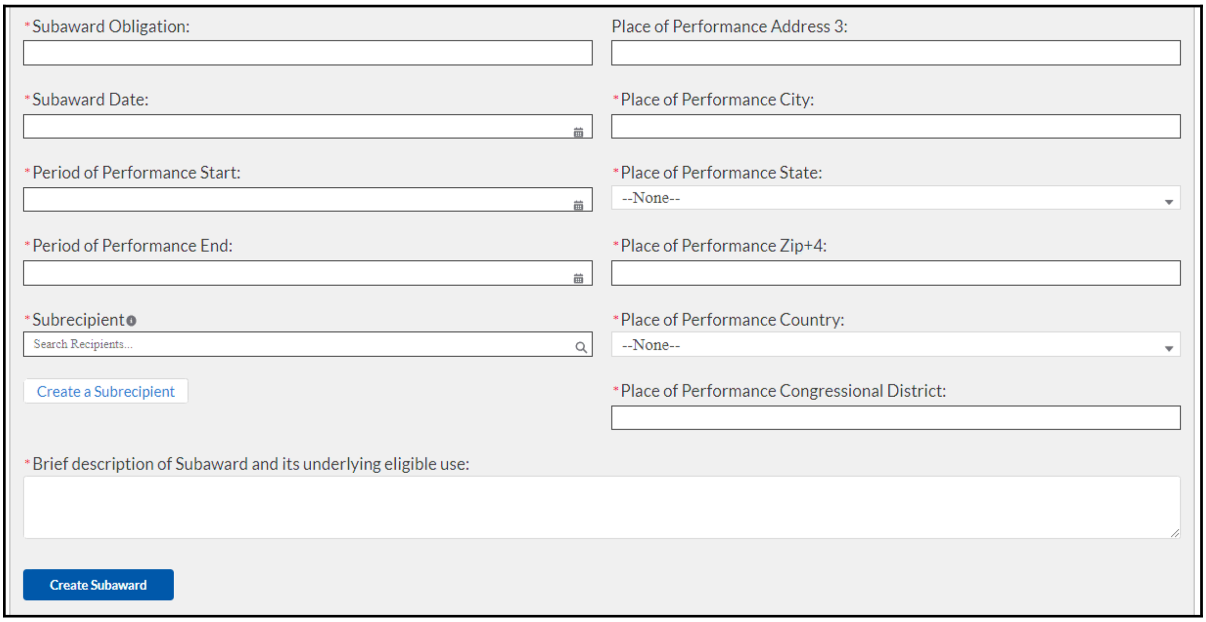



*Figure 8 – Subaward Reporting Sub-Module*

5. Once you have filled in the information, click *Create Subaward* to finalize the data entry.

### b) Manually Create a Subrecipient

After completing the Subaward Reporting, the Subrecipient Profile Submodule will document the information of Subrecipients that received federal funding from the ERA program. You can enter each Subrecipient record individually or utilize a bulk-upload feature.

You will have the ability to utilize a bulk-upload feature or individually enter records. For bulk-upload instructions specific to this submodule, see XX page number OR appendix link here. If you choose to individually enter records, then follow the instructions below.

1. First, manually enter the **Subrecipient DUNS**.
2. You can either search for the Subrecipient if you have already created it, or click Manually Create if it is your first time entering the DUNS.

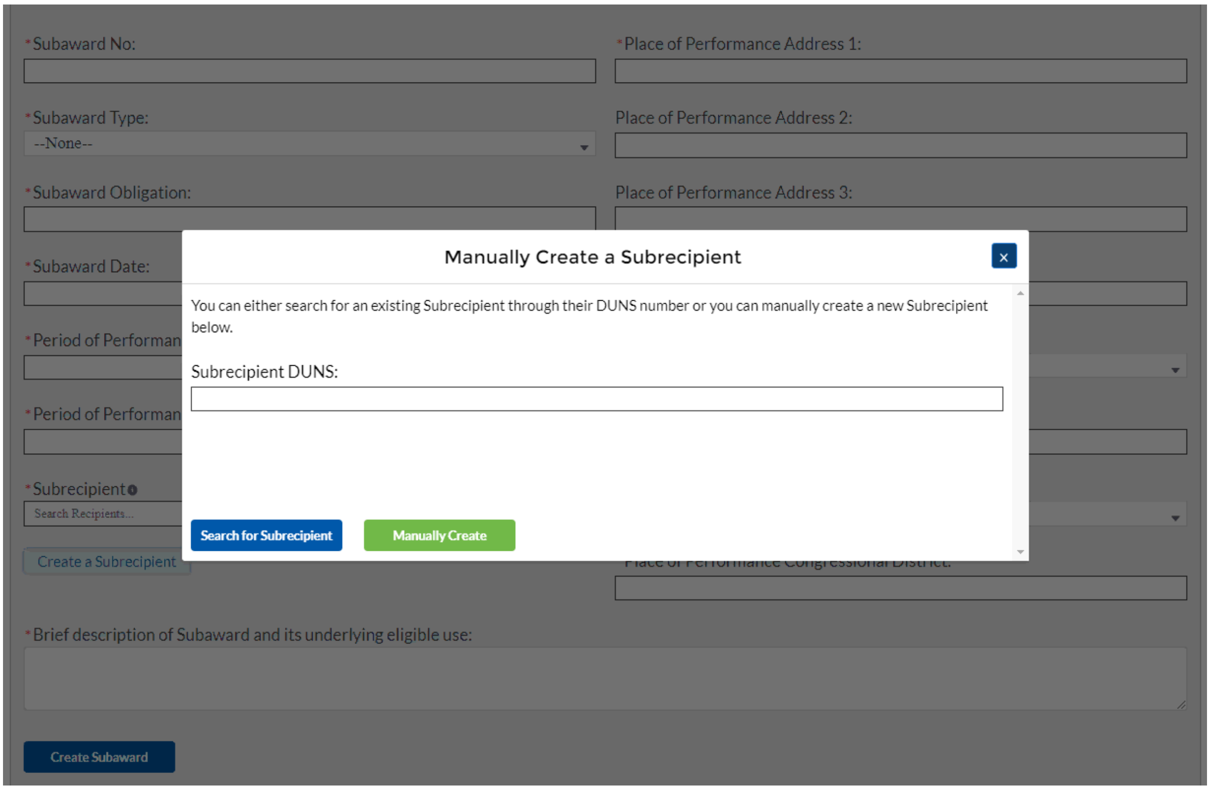



*Figure 9 - Manually Create a Subrecipient*

3. Enter the relevant Subrecipient information below in each of the required fields.

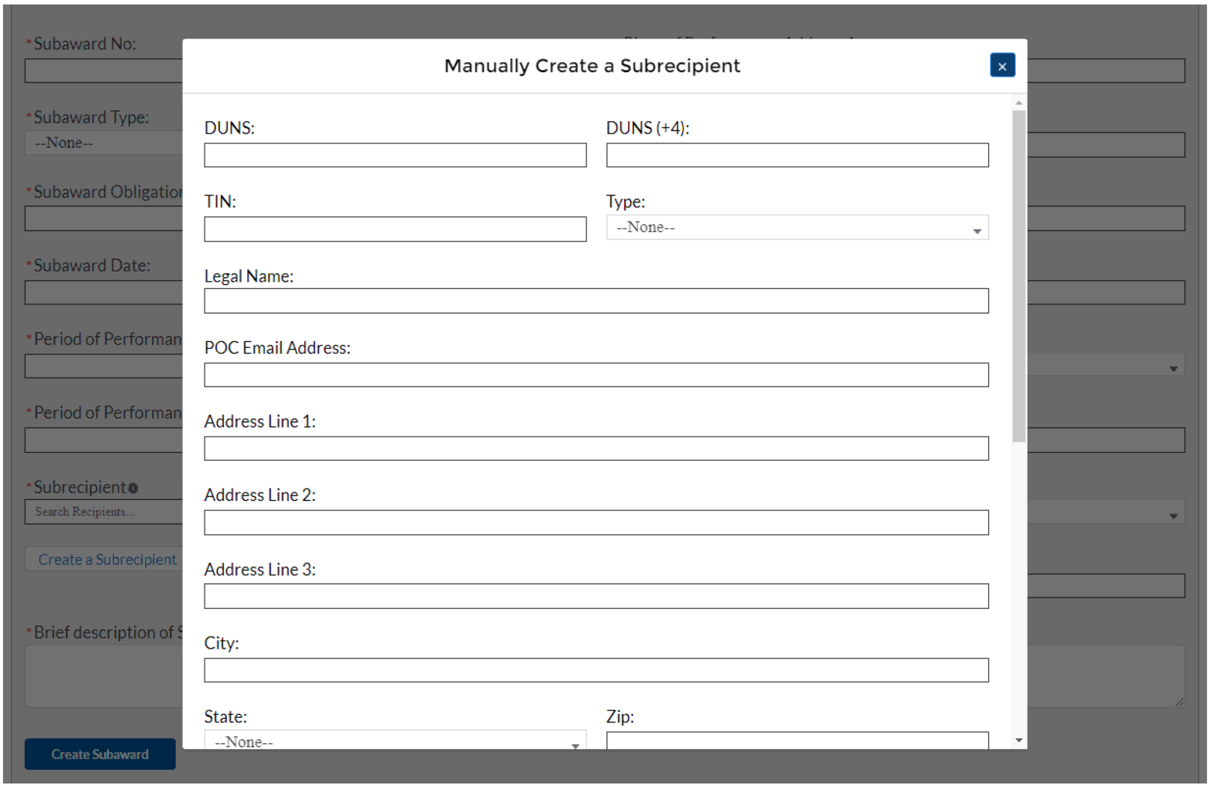



*Figure 10 - Manually Create a Subrecipient, Info 1*

4. Answer “yes” or “no” in the drop-down picklist to the three questions provided below.

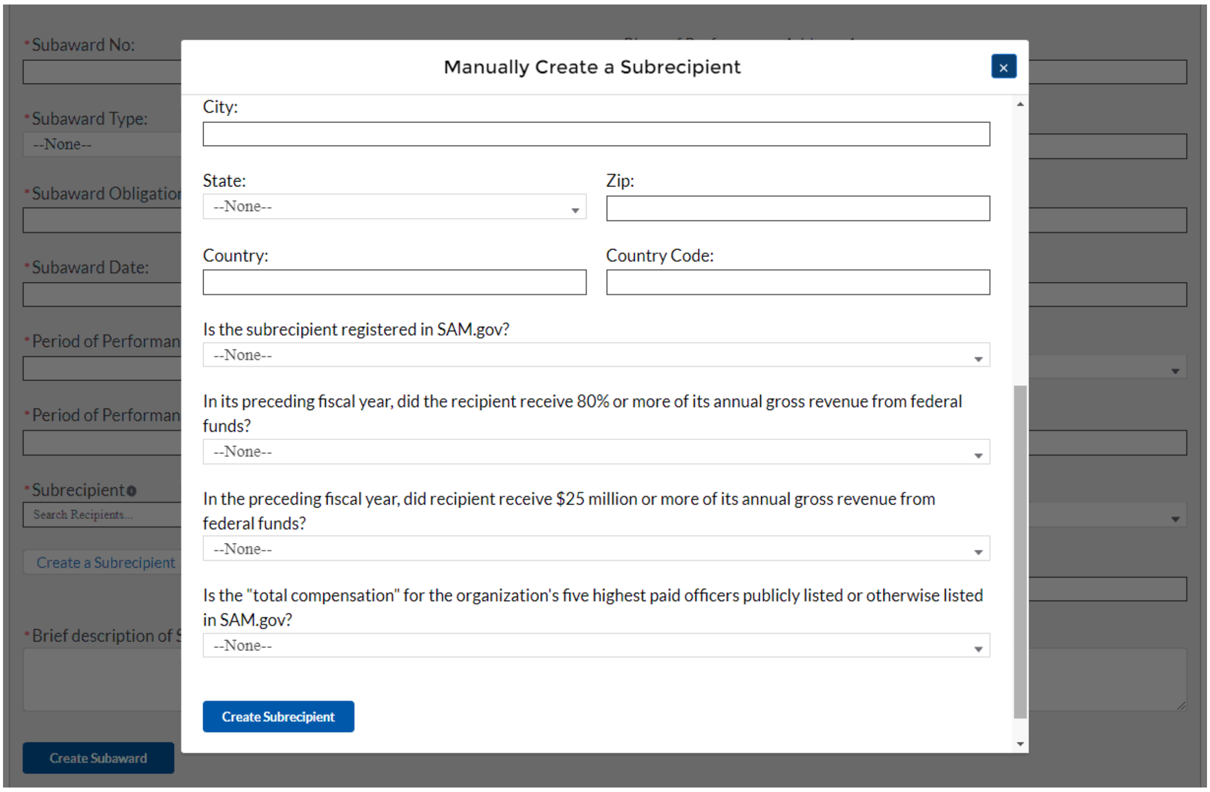



*Figure 11 - Manually Create a Subrecipient, Info 2*

5. If your organization's five highest paid officers is not publicly listed or otherwise listed in SAM.gov, enter the name and total compensation of each officer in the table shown below.

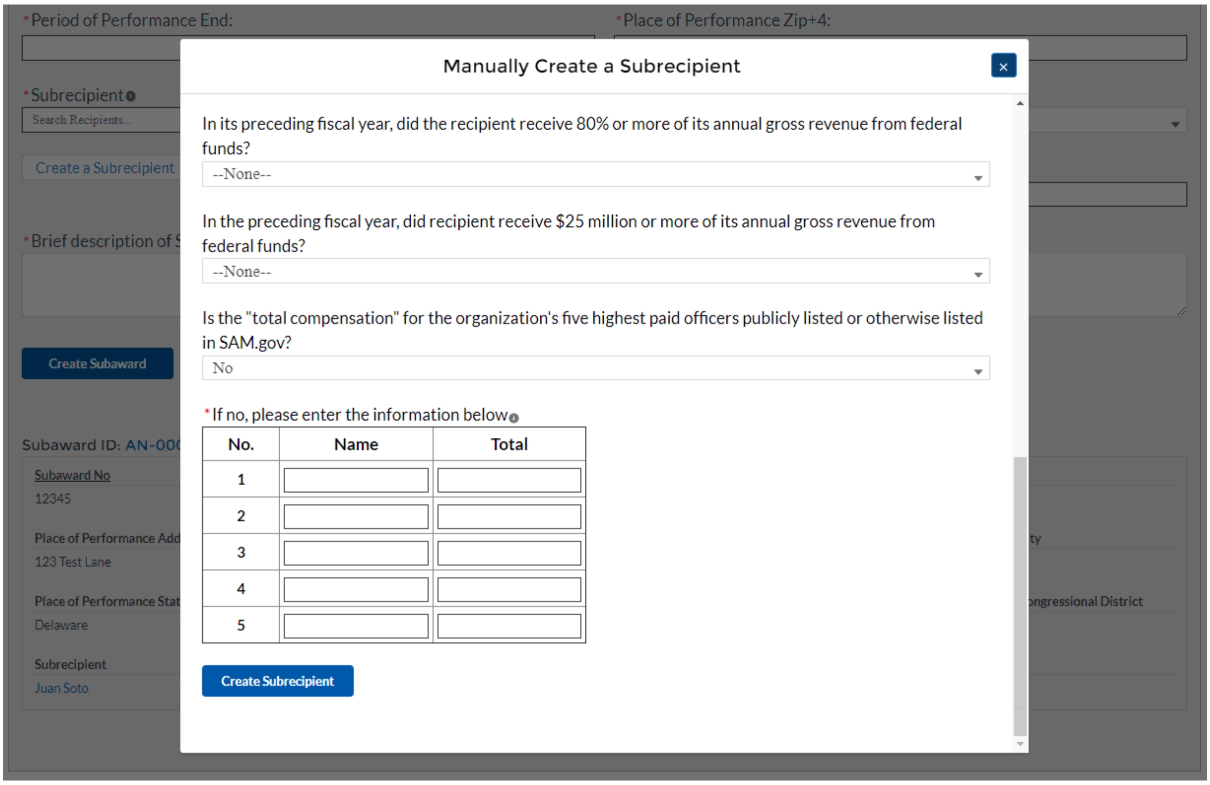



*Figure 12 - Manually Create a Subrecipient, Info 3*

6. At the bottom of the page, click the *Create Subrecipient* icon to advance to the next screen.

c) **Subaward Expenditure Reporting**

Once Subaward data is entered, you will need to provide information regarding the expenditure of Subawards. The expenditures will be categorized into three groups: (1) Expenditures greater than or equal to $30K, (2) Aggregated Expenditures less than $30K, (3) Aggregated Expenditures to individuals less than $30K.

You will have the ability to utilize a bulk-upload feature or individually enter records. For bulk-upload instructions specific to this submodule, see XX page number OR appendix link here. If you choose to individually enter records, then follow the instructions below.

**Expenditures greater than or equal to $30,000**

1. Review and verify the pre-populated fields pertaining to the Subaward expenditures greater than or equal to $30,000.
2. Select the **Subaward Name** and **Subaward Type** from the picklist. Verify the Subrecipient's compliance with the conditions of the grant through a drop-down picklist
3. Manually enter the **Expenditure Start**, **Expenditure End,** and **Expenditure Amount**.
4. Select the **Expenditure Category** from the drop-down picklist.

5. Answer Yes or No in the drop-down picklist if for **Is the Subrecipient complying with the terms and conditions of the grant?** If the Subrecipient is not in compliance, then manual entry of a brief explanation will be required
6. You will have the ability to individually enter expenditures or utilize a Subaward Expenditure Bulk Upload feature.

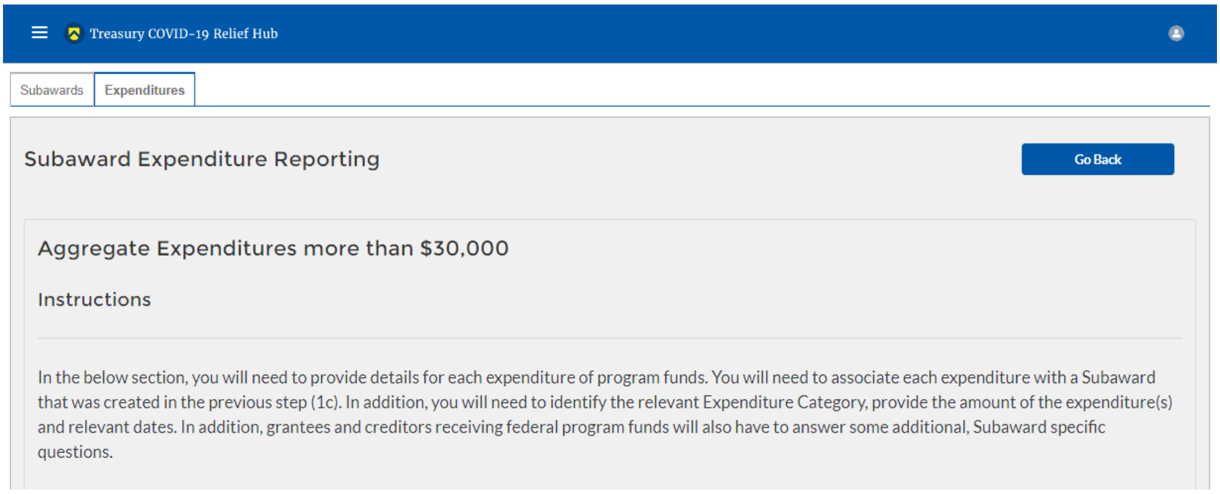



*Figure 13 – Expenditures > $30,000*

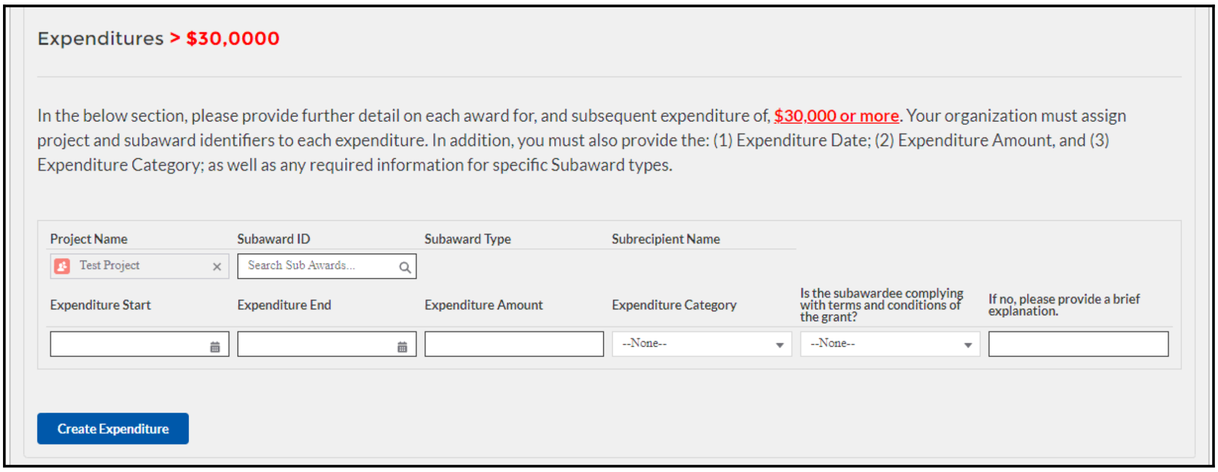



*Figure 14 – Data Entry for Expenditures > $30,000*

7. At the bottom of the page, click the *Next* icon to advance to the next screen.

**Aggregate Expenditures for less than $30,000**

1. Manually enter the **Total Quarterly Expenditure Amount, Cumulative Expenditures, and Cumulative Obligations.**
2. Select the **Expenditure Category** and **Subaward Type** from the drop-down picklist.


Aggregate Disbursements less than $30,000

Instructions

For disbursements less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

Aggregate Expenditures < $30,000

Provide further detail on obligations for, and subsequent expenditures of, less than $30,000. Your organization must assign project and subaward identifiers to each aggregate expenditure.

| Project Name | Expenditure Category | Subaward Type | Total Quarterly Expenditure Amount | Total Quarterly Obligation Amount | Cumulative Expenditures | Cumulative Obligations |
|---|---|---|---|---|---|---|
| Test Project | --None-- | | | $0.00 | | |

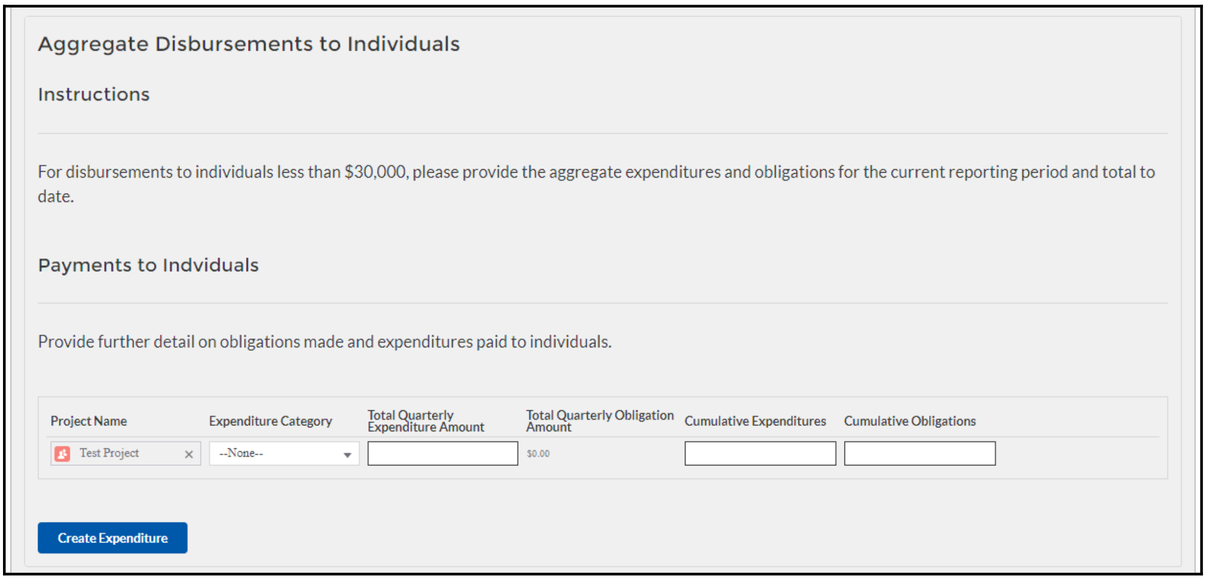
Create Expenditure

*Figure 15 – Data Entry for Aggregate Expenditures < $30,000*

3. At the bottom of the page, click the *Next* icon to advance to the next screen.

**Aggregate Expenditures to Individuals for less than $30,000**

1. Manually enter the **Total Quarterly Expenditure Amount, Cumulative Expenditures, and Cumulative Obligations.**
2. Select the **Expenditure Category** from the drop-down picklist.


Aggregate Disbursements to Individuals

Instructions

For disbursements to individuals less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

Payments to Indviduals

Provide further detail on obligations made and expenditures paid to individuals.

| Project Name | Expenditure Category | Total Quarterly Expenditure Amount | Total Quarterly Obligation Amount | Cumulative Expenditures | Cumulative Obligations |
|---|---|---|---|---|---|
| Test Project | --None-- | | $0.00 | | |

Create Expenditure

*Figure 16 – Data Entry for Individual Payments < $30,000*

3. At the bottom of the page, click the *Next* icon to advance to the next screen.

## Section VI. Demographic Reporting

In this module, you will provide detailed information on the status of the subject ERA1 or ERA2 Project using performance data and participant demographic information. All fields will need to be manually entered as no fields are pre-populated. For each measure and data element listed below, Recipients must report progress achieved over the reporting period. State, Local and Territorial Recipients must also report certain data elements by race, ethnicity and gender of the primary applicant for assistance in the household.

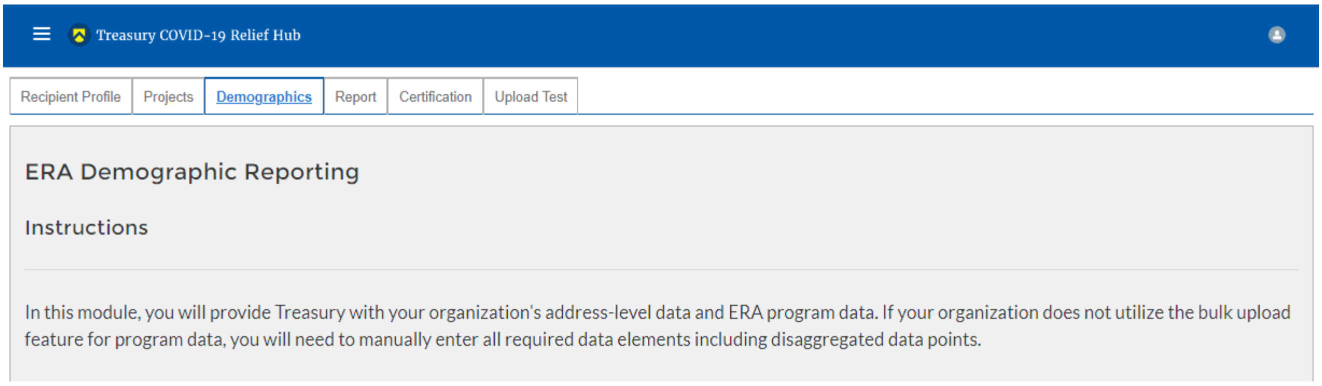



*Figure 17 – ERA Demographic Reporting*

You will have the ability to utilize a bulk-upload feature or individually enter records. For bulk-upload instructions specific to this submodule, see XX page number OR appendix link here. If you choose to individually enter records, then follow the instructions below.

a) Under the ERA Applicants section, enter the number of unique households that:

**Completed and submitted an application for ERA assistance**

**Received assistance of any kind under the ERA program**

**Received ERA assistance for the first time**

> **Note:** Tribe, TDHE, and the DHHL Recipients must report this entire element, with no requirement to report the information broken out by race, ethnicity, and gender of the primary applicants for assistance.

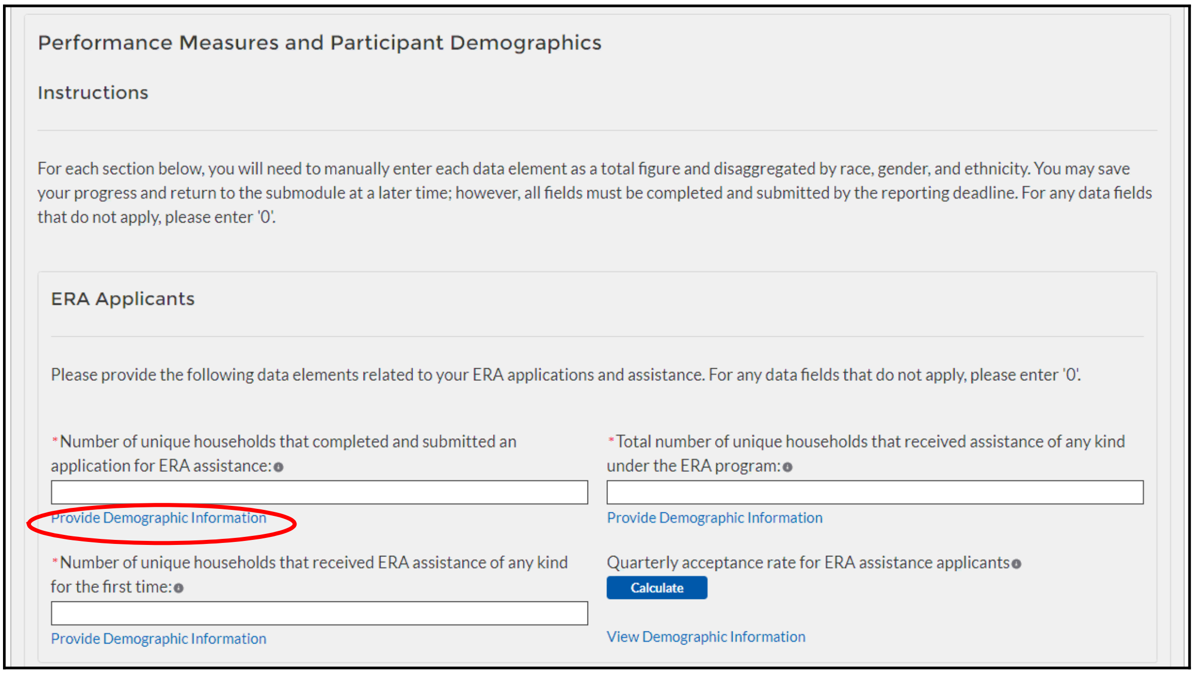
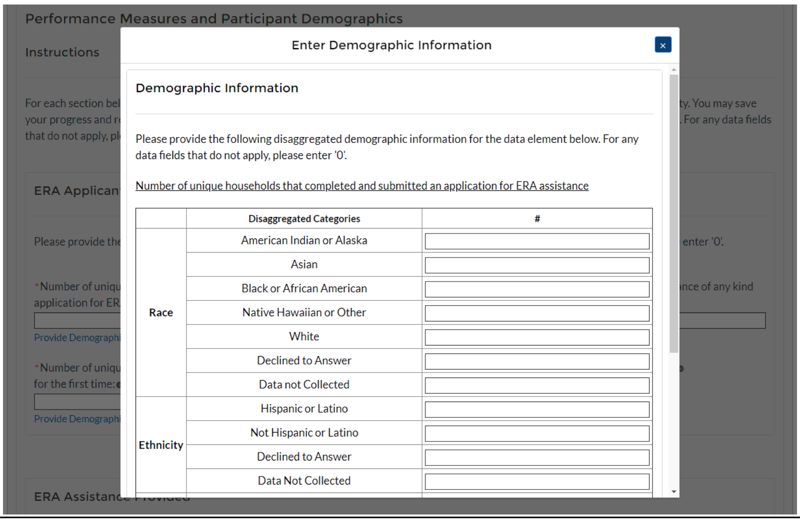
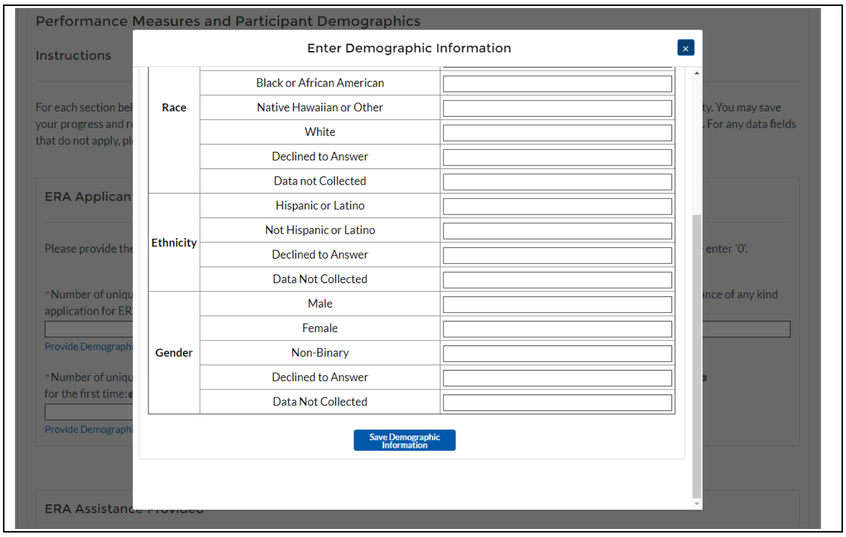



*Figure 18 – Reporting on ERA Applicants*

**Note:** When you see the "Provide Demographic Information" icon in blue (circled in red above), you will click it and enter relevant demographic information into the chart seen below.






b) Under the ERA Assistance Provided Section, you will manually enter:

The number of unique households that received ERA assistance for **Rent**, **Rental Arrears**, **Utilities/Home Energy Bills**, **Utilities/Home Energy Costs Arrears**, **Other Expenses Related to Housing**, and **Housing Stability Services.**

**Note:** Tribe, TDHE, and the DHHL Recipients must report on each of the five ERA Financial Assistance Types listed, with no requirement to report the information broken out by race, ethnicity, and gender of the primary applicant for assistance.

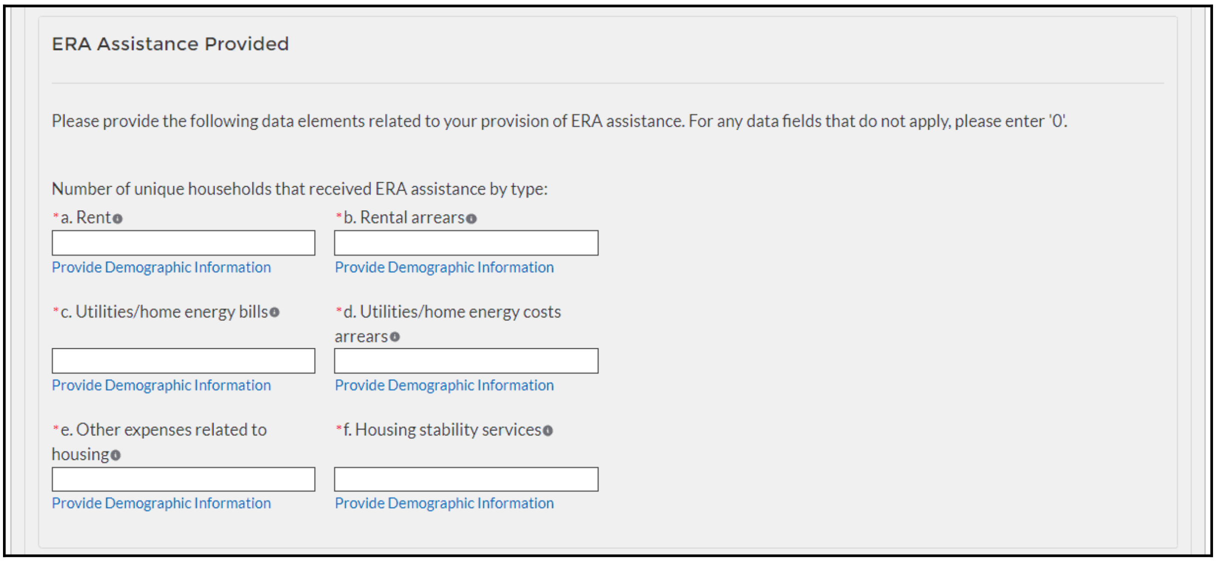



*Figure 19 – Reporting on ERA Assistance Provided*

c) Under the Protecting Vulnerable Communities Section enter:

The number of unique households that reside at **less than 30% of area median income**, **between 30% and 50% of area median income**, and **between 50% and 80% of area median income**

> **Note:** Not applicable for Tribe, TDHE, and the DHHL Recipients.

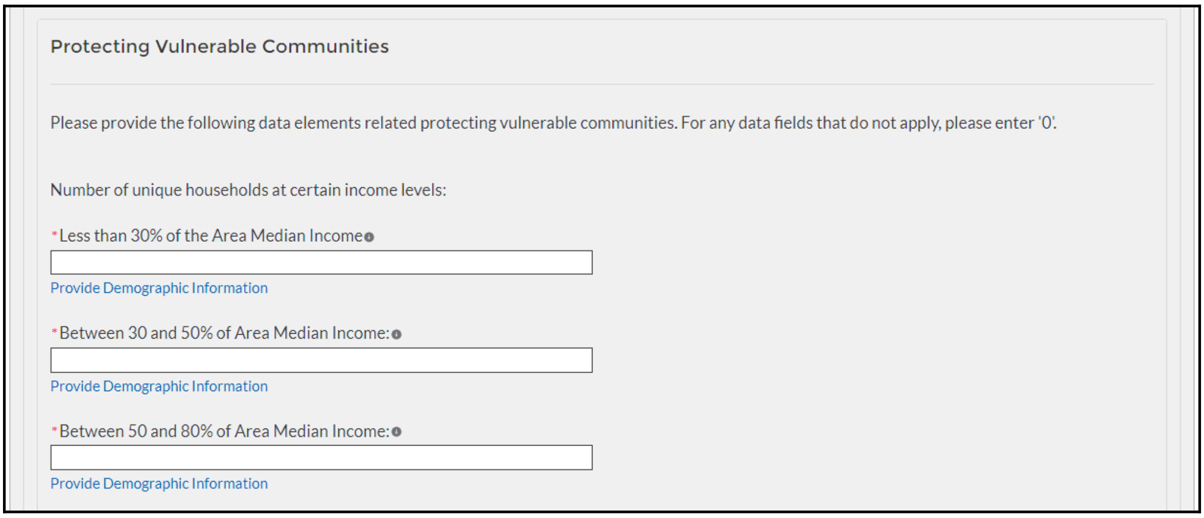



*Figure 20 – Reporting on ERA Protections to Vulnerable Communities*

**Number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs**

> **Note:** Not applicable for Tribe, TDHE, and the DHHL Recipients.

**Number of recipient households whose eligibility was determined with a fact-based proxy**

> **Note:** Not applicable for Tribe, TDHE, and the DHHL Recipients.

**Total amount of ERA award paid to or for participating households**

> **Note:** Tribe, TDHE, and the DHHL Recipients must report this data point, with no requirement to report the information broken out by race, ethnicity, and gender of the primary applicants for assistance.

**Average amount of ERA award provided to or for each participating household**

> **Note:** Tribe, TDHE, and the DHHL Recipients must report this data point, with no requirement to report the information broken out by race, ethnicity, and gender of the primary applicants for assistance.

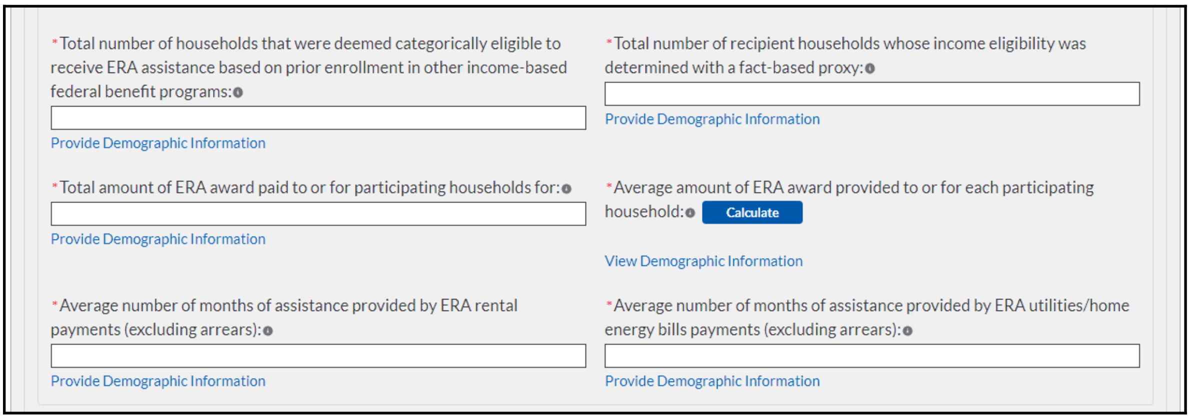
**Average number of months of assistance provided by ERA rental payments (excluding arrears)**

> **Note:** Tribe, TDHE, and the DHHL Recipients must report this data point, with no requirement to report the information

| |
|---|
| broken out by race, ethnicity, and gender of the primary applicants for assistance. |

**Average number of months of assistance provided by ERA utilities/home energy bills payments (excluding arrears)**

| |
|---|
| **Note:** Not applicable for Tribe, TDHE, and the DHHL Recipients. |


*Total number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs:

Provide Demographic Information

*Total number of recipient households whose income eligibility was determined with a fact-based proxy:

Provide Demographic Information

*Total amount of ERA award paid to or for participating households for:

Provide Demographic Information

*Average amount of ERA award provided to or for each participating household: Calculate

View Demographic Information

*Average number of months of assistance provided by ERA rental payments (excluding arrears):

Provide Demographic Information

*Average number of months of assistance provided by ERA utilities/home energy bills payments (excluding arrears):

Provide Demographic Information

*Figure 21 – Reporting on ERA Protections to Vulnerable Communities*

d) Under the ERA Funds Approved but Not Expended section you will manually enter:

**Total Dollar Amount of ERA Award Funds Approved (Obligated) to or for Participant Households**

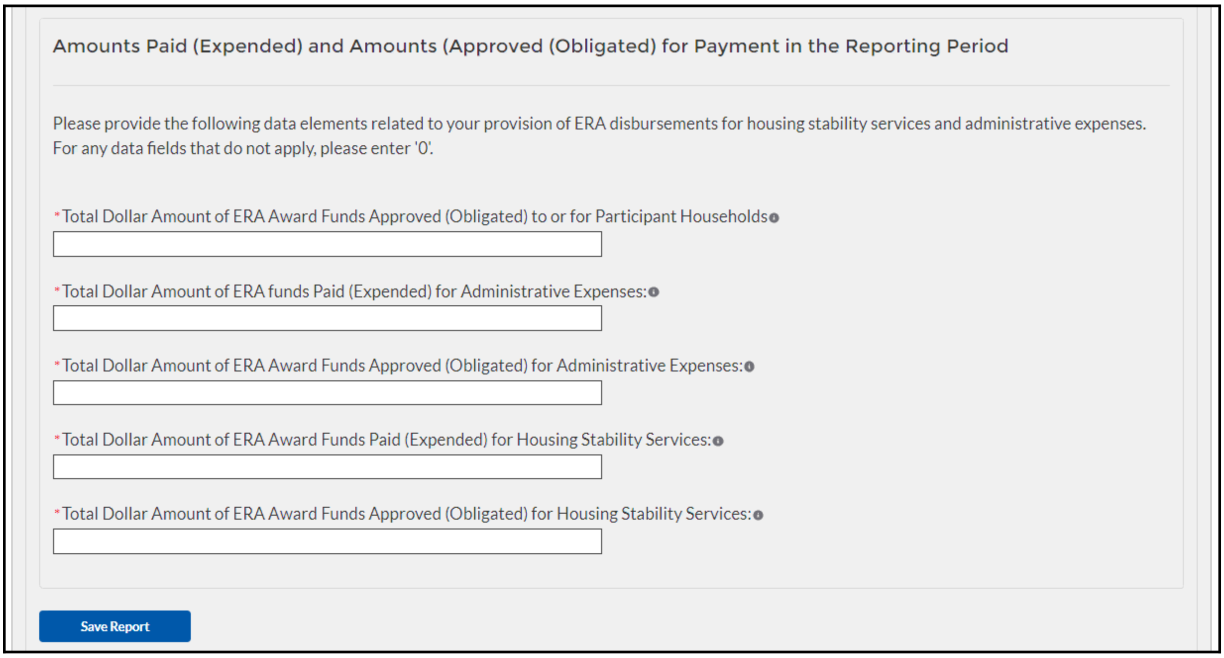
**Total Amount of ERA Award Fund Paid (Expended) for Administrative Expenses**

**Total Amount of ERA Award Funds Approved (Obligated) for Administrative Expenses**

**Total Dollar Amount of the ERA Award Funds Paid (Expended) for Housing Stability Services**

**Total Dollar Amount of the ERA Funds Approved (Obligated) for Housing Stability Service Costs**

| |
|---|
| **Note:** Entire section not applicable for Tribe, TDHE, and the DHHL Recipients. |



Amounts Paid (Expended) and Amounts (Approved (Obligated) for Payment in the Reporting Period

Please provide the following data elements related to your provision of ERA disbursements for housing stability services and administrative expenses. For any data fields that do not apply, please enter '0'.

*Total Dollar Amount of ERA Award Funds Approved (Obligated) to or for Participant Households

*Total Dollar Amount of ERA funds Paid (Expended) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Administrative Expenses:

*Total Dollar Amount of ERA Award Funds Paid (Expended) for Housing Stability Services:

*Total Dollar Amount of ERA Award Funds Approved (Obligated) for Housing Stability Services:

Save Report

*Figure 22 – Reporting on Non-Expended Approved ERA Funds*

e) At the bottom of the page, click the *Next* icon to advance to the next screen.

## Section VII. Report Overview

### a) Quarterly Performance Narrative Sub-Module

In this Sub-Module, you will provide additional information on how the project performed against the outlined ERA goals and outcomes for the current reporting Quarter.

1. Provide a narrative that discusses how the project performed relative to the goals outlined by the ERA program. Be sure to address all the listed relevant points.

Recipient Profile | Projects | Demographics | **Report** | Certification | Upload Test

Report Overview

Instructions

This submodule of the quarterly report requires your organization to provide a written narrative describing performance against ERA goals and outcomes. In addition, your organization will also need to furnish some basic information on each project funded by ERA or otherwise providing ERA assistance.

Performance Narrative

In 2,000 or fewer words, please provide a brief performance narrative in the text box below. Each performance narrative should, at a minimum, cover the following seven items:

- Summary of key activities implemented over the quarter;
- Summary of key activities planned for the next quarter;
- Notable achievements over the quarter;
- Notable challenges and current status of each;
- Details on any compliance/non-compliance issues and mitigation plans;
- Requests for additional assistance or guidance from the Treasury; and
- Details of effective practices for sharing with the ERA grantee community.

*Performance Narrative

*Figure 23 - Performance Narrative*

2. At the bottom of the page, click the *Next* icon to advance to the next screen.

b) **Quarterly Narrative on Effective Practices Sub-Module**

In this Sub-Module, you will provide additional information on the effective practices that were used by your organization

1. Provide a brief explanation on the effective practices used by your organization used when administering the ERA project.

Narrative on Effective Practices

Each Recipient is encouraged to provide brief information on their effective practices on administering emergency rental assistance project to share with the ERA community (up to 500 words or upload a document in PDF format).

*Narrative on Effective Practices

Upload Required Doc(s)

Upload Files Or drop files

*Figure 24 – Effective Practices Narrative Entry*

2. At the bottom of the page, click the *Next* icon to advance to the next screen.

## Section VIII. Federal Financial Reporting – Form SF-425, Household Payment Data File *(Screens 3 and 6)*

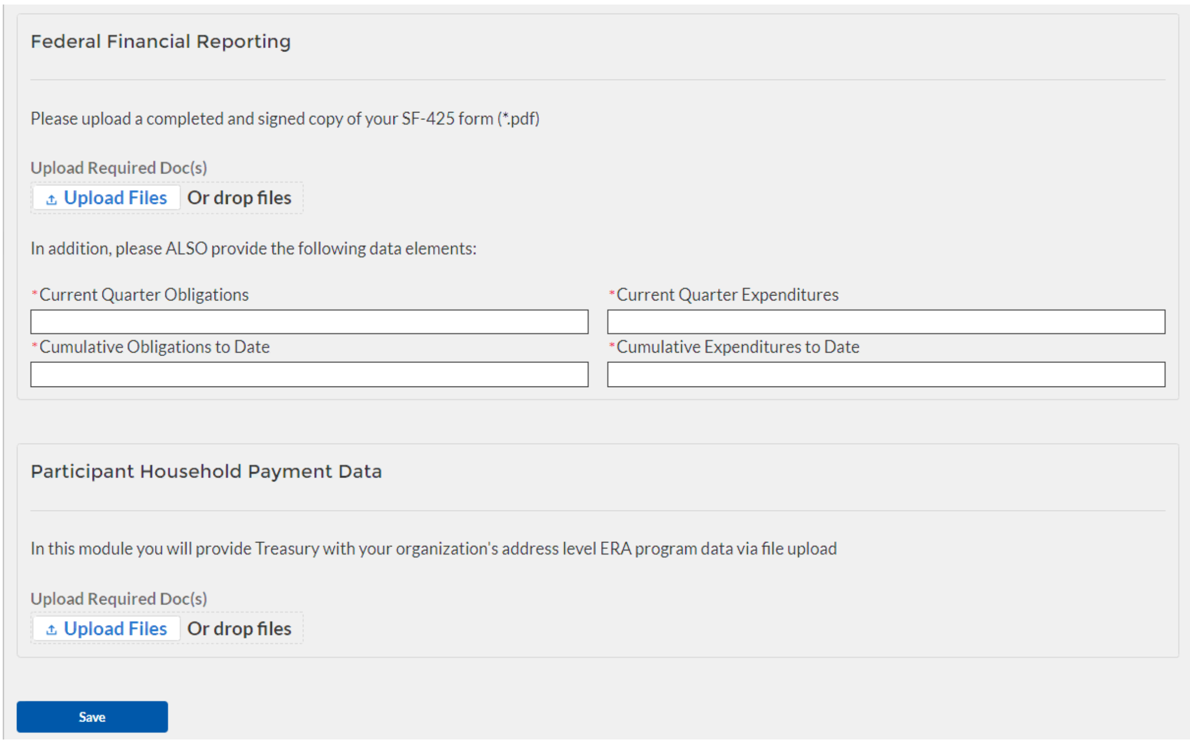
In this section, you must upload a completed and signed copy of your SF-425 form (*.pdf format only) and your organization's address-level ERA program data

a) Click the first ***Upload Files button*** to submit your completed and signed Quarterly SF-425 document.

b) Manually enter the **Current Quarter Obligations**, **Current Quarter Expenditures**, **Cumulative Obligations to date**, and **Cumulative Expenditures to date** data.

c) Click the second ***Upload Files button*** to and attach your necessary Participant Household Payment Data File.

> **Note:** Tribe, TDHE, and the DHHL Recipients are not required to submit Participant Household Payment Data Files



Federal Financial Reporting

Please upload a completed and signed copy of your SF-425 form (*.pdf)

Upload Required Doc(s)

Upload Files Or drop files

In addition, please ALSO provide the following data elements:

*Current Quarter Obligations

*Current Quarter Expenditures

*Cumulative Obligations to Date

*Cumulative Expenditures to Date

Participant Household Payment Data

In this module you will provide Treasury with your organization's address level ERA program data via file upload

Upload Required Doc(s)

Upload Files Or drop files

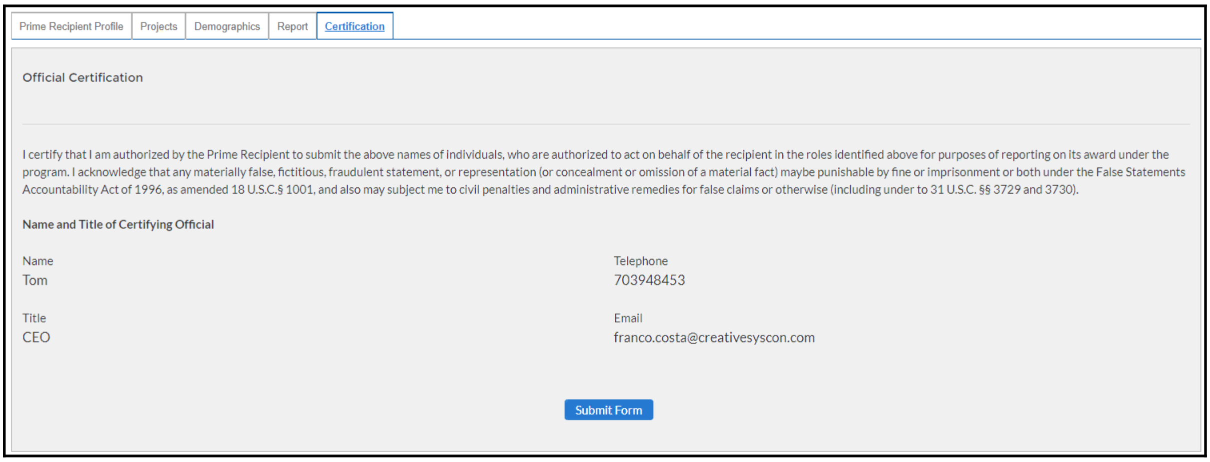
Save

*Figure 25 – Form SF-425 Upload*

d) At the bottom of the page, click the *Save* button to advance to the next screen.

## Section IX. Official Certification

a) Users must review and agree to the following statement:



Prime Recipient Profile | Projects | Demographics | Report | Certification

Official Certification

I certify that I am authorized by the Prime Recipient to submit the above names of individuals, who are authorized to act on behalf of the recipient in the roles identified above for purposes of reporting on its award under the program. I acknowledge that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) maybe punishable by fine or imprisonment or both under the False Statements Accountability Act of 1996, as amended 18 U.S.C.§ 1001, and also may subject me to civil penalties and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 and 3730).

Name and Title of Certifying Official

Name
Tom

Telephone
703948453

Title
CEO

Email
franco.costa@creativesyscon.com

Submit Form

*Figure 26 – Form Submission Certification*

b) Click *Submit Form* button to agree to the statement and to complete the reporting process.

## Appendices

### a) Bulk Upload Overview

**Purpose**

Award Recipients are required to submit quarterly reports to include performance and financial information including background information about the ERA Project that is the subject of the report; participant data; and financial information with details about obligations, expenditures, direct payments, and Subawards. This document provides guidance on how to upload reports to the Treasury portal. Award recipients will have the ability to upload performance and financial data reports for the following reporting modules:

1. Subrecipient Profile
2. Subaward Reporting
3. Subaward Expenditure Reporting > $30,000
4. Subaward Expenditure Reporting < $30,000
5. Subaward Expenditure Reporting < $30,000 to Individuals
6. ERA Programmatic Reporting
7. Participant Household Payment Data

**Upload Process**

The upload process includes the following steps:

1. Identify the reporting module to upload
2. Create a Comma-Separated Values (CSV) file following the specification described in this document
3. Follow the “How to Upload Files” section
    a. Upload reporting module files
    b. Reconcile data upload error messages

c. Receive successful upload confirmation

**Support Options – How to Get Help**

<Add how-to get help, help desk email, phone number, etc. >

**Technical Guidance**

CSV File Format - All information is submitted a CSV files, see details description of the CSV format at:

https://en.wikipedia.org/wiki/Comma-separated_values

**Specific CSV characteristics:**

1. Each column header is in double quotes. Examples:
    a. "firstName","lastName"
2. The Data format is: mm/dd/yyyy with double quotes. Example:
    a. "06/22/2021"
3. The naming convention for the uploaded files:
    a. xxxx
4. All String and Date values are in double quotes
5. Numeric values do not require double quotes. Numeric values could be an integer or decimal
6. The column length specifies the type of number expected
7. Numeric values with decimals are specified for each case
8. All currency values are numeric. It is not required to add "," for thousand or millions

**Upload Template Description**

Each data element and/or column in the CSV files is described below:

**Index No:** Reference number for the data element. For internal use only

**Defined term:** Column Short description

**Definition:** Column long description or definition

**CSV Column Name:** The column header name that must be used in the CSV file

**Required:** Indicates if the column is required or not required.

**List Value:** The content of the column is from a list of predefined values. This is valid for some of the columns. The list is provided for all cases. Most of the cases is N/A which means that the type is ether String or Numeric

**Data type:** Specify the data type of the column. The options are: Numeric, Text, Date and Pick List.

**Max Length:** Indicates the maximum length in characters that is allowed for each column.

**File Name Naming Convention**

<Specify the naming convention here >

### b) Subrecipient Profile

This module provides identifying information for each Subrecipient that received federal funding from this program. Where possible, you should provide the Subrecipient's DUNS number to pre-populate several segments of the record. In addition, you will also need to provide information about the Subrecipient's 2 CFR 170.330 Total Compensation reporting, if applicable.

### CSV Format details

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Subrecipient DUNS | The DUNS unique identification number for the Subrecipient Organization of the Recipient's ERA funds. | sub_recipient_duns | Required | n/a | Numeric | 9 |
| Subrecipient DUNS (+4) | A 4-character suffix that may be assigned by a business concern and appended to its DUNS. | sub_recipient_duns_sufix | Optional | n/a | String | 4 |
| Subrecipient TIN | The Subrecipient's Internal Revenue Service (IRS) Taxpayer Identification Number | sub_recipient_tin | Required | n/a | Numeric | 9 |
| Subrecipient Type | A collection of indicators of different types of Subrecipient types that receive ERA funds. | sub_recipient_type | Required | \|- Tenant \|- Landlord or Owner \|- Utility / Home Energy Service Provider \|- Other Housing Services and Eligible Expenses Provider | Picklist (see permissible values in previous column) | 82 |
| Subrecipient Name | The name of the Subrecipient. | sub_recipient_name | Required | n/a | String | 120 |
| POC Email Address | The email address of the primary point-of-contact for the Subrecipient. | sub_recipient_email | Required | n/a | String | 40 |
| Address Line 1 | First line of the Subrecipient's address. | sub_recipient_address_1 | Required | n/a | String | 150 |
| Address Line 2 | Second line of the Subrecipient's address. | sub_recipient_address_2 | Optional | n/a | String | 150 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Address Line 3 | Third line of the Subrecipient's address. | sub_recipient_address_3 | Optional | n/a | String | 150 |
| City Name | Name of the city in which the Subrecipient is located. | sub_recipient_city | Required | n/a | String | 40 |
| State Code | United States Postal Service (USPS) two-letter abbreviation for the state or territory in which the Subrecipient is located. | sub_recipient_zip5 | Required | n/a | String | 2 |
| Zip5 | United States ZIP code (five digits) associated with the Subrecipient's address. | sub_recipient_zip5 | Required | n/a | String | 5 |
| Zip4 | Zip Plus4 (four digits) associated with the Subrecipient's address. | sub_recipient_zip4 | Required | n/a | String | 4 |
| Subrecipient SAM.gov Registration | Confirmation that the Subrecipient is registered in SAM.gov | sub_recipient_is_sam_register | Required | Yes/No | Picklist (see permissible values in previous column) | n/a |
| Federal Funding-to-Annual Gross Revenue (preceding fiscal year) Proportional Threshold for Top 5 Executive Compensation Reporting | Confirmation that the proportion of the Subrecipient's federal funding-to-total annual gross revenue for the preceding fiscal year is at least 80% | sub_recipient_is_funding_to_total_80 | Required | Yes/No | Picklist (see permissible values in previous column) | n/a |
| Federal Funding of Annual Gross Revenue (preceding fiscal year) Threshold for Top 5 Executive Compensation Reporting | Confirmation that the Subrecipient's total annual gross revenue from federal funding across all programs for the preceding fiscal year is greater than $25 million. | sub_recipient_is_preceding_fiscal_25m | Required | Yes/No | Picklist (see permissible values in previous column) | n/a |
| Confirmation of 2 CFR 170 Total Compensation Information | Confirmation that qualifying Subrecipient's publicly identify their top five highest compensated executives or have it listed in their SAM.gov profile | sub_recipient_is_five_excs | Required | Yes/No | Picklist (see permissible values in previous column) | n/a |
| Executive | The legal | sub_recipient_executive_name_n | Required | n/a | String | 100 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Name | name belonging to one of the five highest paid executives, officers, or employees of the Subrecipient. | Please provide 5 executive names, replace n with 1,2,..5 | | | | |
| Total Compensation | The Total Compensation, as defined in 2 CFR part 170.330, earned by the five highest paid executives, officers, or employees of the Subrecipient. | sub_recipient_executive_total_compensation_n<br><br>Please provide 5 executive names, replace n with 1,2,..5 | Required | n/a | Numeric | 12,2 |

## c) Subaward Reporting

This module provides general information for each Subaward of federal funding provided under this program. The module includes detailed information on the amount, date, period and place of performance, and a brief description of the Subaward and its underlying eligible use. In addition, associate the Subaward with the relevant Project /FAIN and Subrecipient.

### CSV Format details

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Subaward No. | 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. This number is strictly for the Recipient's recordkeeping. | sub_award_no | Required | n/a | String | 20 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Subrecipient Name | Subrecipient Name - Assigned to the Subaward. Name must match valid sub-recipient name either uploaded in the Subrecipient bulk upload or a entered in the system. | sub_recipient_name | Required | n/a | String | 120 |
| Subaward Type | The type of Subaward. | sub_award_type | Required | - Contract: Purchase Order<br>- Contract: Delivery Order<br>- Contract: Blanket Purchase Agreement<br>- Contract: Definitive Contract<br>- Grant: Lump Sum Payment(s)<br>- Grant: Reimbursable<br>- Direct Payment<br>- Transfer: Lump Sum Payment(s)<br>- Transfer: Reimbursable | Picklist (see permissible values in previous column) | 30 |
| Subaward Amount (Obligation) | Total amount of ERA funds obligated by the Recipient to a Subrecipient under a given Subaward. | sub_award_amount | Required | n/a | Numeric | 12,2 |
| Subaward Date | The date the Recipient obligated funds to a Subrecipient. | sub_award_date | Required | n/a | Date | 8 |
| Period of Performance Start | The date on which efforts begin or the Subaward is otherwise effective. | sub_award_period_start | Required | n/a | Date | 8 |
| Period of Performance End | The date on which all effort is completed or the Subaward is otherwise ended. | sub_award_period_end | Required | n/a | Date | 8 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Place of Performance Address 1 | First line of the address where the predominant performance of the Subaward will be accomplished. | sub_award_perf_address1 | Required | n/a | String | 120 |
| Place of Performance Address 2 | Second line of the address where the predominant performance of the Subaward will be accomplished. | sub_award_perf_address2 | Optional | n/a | String | 120 |
| Place of Performance Address 3 | Third line of the address where the predominant performance of the Subaward will be accomplished. | sub_award_perf_address3 | Optional | n/a | String | 120 |
| Place of Performance City | The name of the city where the predominant performance of the Subaward will be accomplished. | sub_award_perf_city | Required | n/a | String | 40 |
| Place of Performance State Code | United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating where the predominant performance of the Subaward will be accomplished. | sub_award_perf_country | Required | n/a | String | 2 |
| Place of Performance Zip5 | United States ZIP code (five digits) identifying where the predominant performance of the subaward will be accomplished. | sub_award_perf_zip5 | Required | n/a | String | 4 |
| Place of Performance Zip+4 | United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying where the predominant performance of the Subaward will be accomplished. | sub_award_perf_zip5 | Required | n/a | String | 5 |
| Place of Performance Country | Name of the country where the predominant performance of the Subaward will be accomplished. | sub_award_perf_county | Required | n/a | String | 100 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Place of Performance Congressional District | A territorial division within a state from which members of the U.S. House of Representatives are elected. This information is associated with the Subaward's Place of Performance. | sub_award_perf_dictrict | Required | n/a | String | 5 |
| Subaward Description | A 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. | sub_award_description | Required | n/a | String | 750 |

d) **Subaward Expenditure – Greater than $30,000**

This module provides details for each expenditure of program funds. The module associates each expenditure with a Project, Subaward, and Subrecipient record created in Step 1a, 1b, and 1c. In addition, identify the relevant Expenditure Category, provide the amount of the expenditure(s) and relevant dates. In addition, grantees and creditors receiving federal program funds will also have to answer some additional, Subaward specific questions.

### CSV Format Details

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Expenditure Project Label | A drop-down list of Project Names that allows the Recipient to associate Expenditure records to Project records. | sub_award_project_label | Required | … | Label | 100 |
| Expenditure Subaward Label | A drop-down list of Subaward IDs that allows the Recipient to associate Expenditure records to | sub_award_expenditure_lebel | Required | … | Label | 100 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | Subaward records. | | | | | |
| Expenditure Subrecipient Label | A pre-populated label - tied to the Subaward record - associated to Expenditure records. | sub_award_sub_recipient_label | Required | … | Label | 100 |
| Expenditure Start Date | Start date for the range of time when the expenditure(s) occurred. | sub_award_expenditure_srart_date | Required | n/a | Date | 8 |
| Expenditure End Date | End date for the range of time when the expenditure(s) occurred | sub_award_expenditure_end_date | Required | n/a | Date | 8 |
| Expenditure Amount | Total amount of Emergency Rental Assistance dollars on the Subaward. | sub_award_expenditure_amount | Required | n/a | Numeric | 12,2 |
| Expenditure Category | The category to which the purpose of the expenditure most closely relates to when created. | sub_award_expenditure_category | Required | - Financial Assistance: Rent;<br>- Financial Assistance: Rental Arrears;<br>- Financial Assistance: Utility/Home Energy Costs;<br>- Financial Assistance: Utility/Home Energy Costs Arrears;<br>- Financial Assistance: Other Housing Costs Incurred due to Covid-19;<br>- Housing Stability Services (Including Eviction Prevention/Diversion);<br>- Administrative Costs | Picklist (see permissible values in previous column) | 100 |
| Grant Compliance Check | Confirmation that the Subrecipient is in compliance with the Subaward as | sub_award_grant_compliance_check | Required | Yes/No | Picklist (see permissible values in previous column) | n/a |

| | | | | | | |
|---|---|---|---|---|---|---|
| | defined by the Recipient. | | | | | |
| Noncompliance Explanation | Written description of noncompliance identified in the Grant Compliance Check. | sub_award_noncompliance_explanation | Required | n/a | String | 250 |

## e) Subaward Expenditure – Less than $30,000

For disbursements less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

### CSV Format Details

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Subaward Type (Aggregates) | The Subaward Type that had obligation or expenditure/payment activity during the reporting period. | sub_award_type | Required | - Aggregate of Contracts Awarded for <$50,000 ; - Aggregate of Grants Awarded for <$50,000 - Aggregate of Loans Issued for <$50,000 ; - Aggregate of Transfers <$50,000 ; - Aggregate of Direct Payments <$50,000 | Picklist (see permissible values in previous column) | 30 |
| Total Quarterly Expenditure Amount (Aggregates) | Sum of Expenditures or Payments during the most recent quarter for this Subaward Type (Aggregates). | sub_award_total_qt_expenditure_amount | Required | n/a | Numeric | 12,2 |
| Total Quarterly Obligation Amount (Aggregates) | Sum of Subaward amounts/obligations during the most recent quarter for this Subaward Type (Aggregates). | sub_award_total_qt_obligation_amount | Required | n/a | Numeric | 12,2 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Cumulative Expenditures (Aggregates) | Sum of expenditures across all reporting quarters for this Subaward Type (Aggregates). | sub_award_cummulative_expenditures | Required | n/a | Numeric | 12,2 |
| Cumulative Obligations (Aggregates) | Sum of Subaward amounts/obligations across all reporting quarters for this Subaward Type (Aggregates). | sub_award_cummulative_obligations | Required | n/a | Numeric | 12,2 |

## f) Subaward Expenditure – Less than $30,000 to individuals

For disbursements less than $30,000, please provide the aggregate expenditures and obligations for the current reporting period and total to date.

### CSV Format Details

| Index No. | Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|---|
| SA30 | Total Quarterly Expenditure Amount (Individuals) | Sum of Expenditures or Payments during the most recent quarter for this Subaward Type (Individuals). | sub_award_total_qt_expenditure_amount | Required | n/a | Numeric | 12,2 |
| SA31 | Total Quarterly Obligation Amount (Individuals) | Sum of Subaward Amounts/Obligations during the most recent quarter for this Subaward Type (Individuals). | sub_award_expenditure_reporting | Required | n/a | Numeric | 12,2 |
| SA32 | Cumulative Expenditures (Individuals) | Sum of Expenditures or Payments during the most recent quarter for this Subaward Type (Individuals). | sub_award_comulative_expenditure | Required | n/a | Numeric | 12,2 |
| SA33 | Cumulative Obligations (Individuals) | Sum of Subaward Amounts/Obligations during the most recent quarter for this Subaward Type (Individuals). | sub_award_cumulative_obligations | Required | n/a | Numeric | 12,2 |

## g) ERA Programmatic Reporting

In this module, provide Treasury with your organization's address-level data and ERA program data. If your organization does not utilize the bulk upload feature for program data, you will need to manually enter all required data elements including disaggregated data points.

### CSV Format Details

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Number of unique households that completed and submitted an application for ERA assistance - Current Period | The number of unique households that submitted a complete application, as reasonably determined by the Recipient, for ERA assistance in the reporting period.<br><br>Note: the phrase "unique households" means that a household that received or applied for assistance more than once since the Recipient received the ERA award should only be counted one time for reporting purposes.<br><br>This data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_number_of_unique_households_sumitted | Required | n/a | Numeric | 9 |
| Number of unique households that received ERA assistance of any kind - Current Period | The number of unique households whose rent and/or utility/home energy payments were fully or partially paid by the ERA Recipient under the federal ERA program plus the number of households that received housing stability services administered by the ERA Recipient in the reporting period.<br><br>This data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_number_of_unique_households_receive_assistance | Required | n/a | Numeric | 9 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Number of unique households that received their initial ERA assistance in the current reporting period | The sum of the number of unique participant households whose rent and/or utility/ home energy payments were fully or partially paid for the first time under the subject ERA award during the reporting period plus the number that only received housing stability services for the first time during the current reporting period. | era_unique_housholds_received_current | Required | n/a | Numeric | 10 |
| Acceptance rate of applications for ERA assistance - Current Quarter | The quarterly ratio of new applications to initial payments – i.e., the total number of new unique households receiving assistance divided by the total number of new, unique, and complete application submissions in a given quarter.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_acceptance_rate_current_qt | Required | n/a | Percentage | 2,2 |
| Number of unique households that received ERA assistance by type - Current Period | The non-mutually exclusive number of unique households that received each type of assistance under the ERA program.<br><br>i. Rent: The number of unique participant households that were paid (or whose landlord was paid) at least one rent payment of any dollar amount under the subject ERA award in the reporting period.<br><br>ii. Rental Arrears (#): The number of unique participant households that were paid (or whose landlords were paid) a payment of any dollar amount for rental arrears under the subject ERA award in the reporting period.<br><br>iii. Utilities/Home Energy Bills (#): The number of unique participant households that | | Required | n/a | Numeric | 9 |

| | | | | | | |
|---|---|---|---|---|---|---|
| | were paid (or whose utility or home energy provider was paid) a payment of any dollar amount for any portion of at least one utility or home energy bill under the subject ERA award in the reporting period.<br><br>iv. Utilities/Home Energy Costs Arrears (#): The number of unique participant households that were paid (or whose utility/energy provider was paid) a payment of any dollar amount for utility/home energy bill arrears under the subject ERA award in the reporting period.<br><br>v. Other Expenses Related to Housing (#): The number of unique participant households that were paid any dollar amount for other approved housing expenses (including eviction prevention/diversion) under the ERA award during the reporting period. As identified in Treasury's FAQ No. 7 at https://home.treasury.gov/system/files/136/ERA2FAQs%205-6-21.pdf.<br>Note that other housing expenses incurred due to Covid-19 does not include rent, rent arrears, utility or home energy costs and home energy costs arrears.<br><br>vi. Housing Stability Services (#): The number of unique participant households that received any housing stability services provided under the ERA award: during the reporting period; and cumulatively, since the Recipient received the ERA award. This includes housing stability services provided directly by the Recipient or by any Subrecipients or Contractors.<br><br>Note: each of these data elements must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Number of unique households that received any ERA assistance and has a household income level that is between 50 – 80% AMI - Current Period | The number of households that received ERA program assistance in the reporting period and whose income was more than 50% but less than 80% of the area median income as defined by the US Department of Housing and Urban Development.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_income_range_current_period | Required | n/a | Numeric | 9 |
| Number of unique households that received any ERA assistance and has a household income level that is between 30 – 50% AMI - Current Period | The number of households with incomes of at least 30% but not greater than 50% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period and whose<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_received_any_range_current_pe rior | Required | n/a | Numeric | 9 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Number of unique households that received any ERA assistance and has a household income level that is less than 30% AMI - Current Period | The number of households with incomes was less than 30% of the area median income as defined by the US Department of Housing and Urban Development that received ERA program assistance in the reporting period.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_received_income_less_range | Required | n/a | Numeric | 9 |
| Total number of recipient households whose income eligibility was determined based on their eligibility for other federal benefit programs - Current Period | Total number of households that were deemed categorically eligible to receive ERA assistance based on prior enrollment in other income-based federal benefit programs during the reportig period.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_num_determ_elegibility_federal_current | Required | n/a | Numeric | 9 |

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| Total number of recipient households whose income eligibility was determined with a fact-based proxy - Current Quarter | Total number of recipient households whose income eligibility was determined with one of the fact-based proxies described in the Program Overview during the reporting period.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_num_determ_elegibility_proxy_current | Required | n/a | Numeric | 9 |
| Total amount of ERA award paid to or for participating households - Current Quarter | The total dollar amount of ERA award funds paid under the ERA award to or for participating households during the reporting period including payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, other housing services and eligible expenses, and Housing Stability Services (including eviction prevention services).<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_amount_paid_participants_qt | Required | n/a | Numeric | 12,2 |

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| Average amount of ERA award provided to or for each participant household - Current Quarter | The average dollar amount of ERA award funds paid under the ERA award to or for participating households during the reporting period including payments for Financial Assistance, such as rent, rental arrears, utility and home energy costs, utility and home energy cost arrears, other housing services and eligible expenses, and Housing Stability Services (including eviction prevention services).<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_avr_award_current_qt | Required | n/a | Numeric | 12,2 |
| Average number of months of assistance provided by ERA rental payments (excluding arrears) - Current Quarter | The total number of rental payments paid by the ERA Recipient 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.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_avr_months_rental_current_qt | Required | n/a | Numeric | 2,2 |

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| Average number of months of assistance provide by ERA utilities/home energy bills payments (excluding arrears) - Current Quarter | The total number of utility/ home energy bill payments paid by the ERA Recipient 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.<br><br>Note: this data element must be reported in aggregate and also disaggregated by Race, Gender, and Ethnicity as defined in the list values for ERAI3, ERAI4, and ERAI5, and required under the ERA1 and ERA2 statutes. | era_avr_bills_current_qt | Required | n/a | Numeric | 2,2 |
| Total dollar value of ERA Financial Assistance paid (expended) to or for participating households - Current Quarter | The total dollar amount of ERA Financial Assistance, as defined in the ERA1 and ERA2 statutes, paid (expended) to or for participating households during the reporting period. The figure includes payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.<br><br>This does not include amounts paid for Administrative Costs or Housing Stability Services. | era_paid_participats_current_qt | Required | n/a | Numeric | 12,2 |

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| Total dollar value of approved but unpaid (obligated) ERA Financial Assistance - Current Quarter | The total dollar amount of ERA Financial Assistance, as defined in the ERA1 and ERA2 statutes, approved but unpaid (obligated) to or for households during the reporting period. This figure includes payments for rent, rent arrears, utility and home energy bills, utility and home energy arrears, and other housing expenses.<br><br>This amount does not include amounts approved and expected to pay for Housing Stability Services. | era_approved_unpaid_current_qt | Required | n/a | Numeric | 12,2 |
| Total dollar value of ERA Administrative Expenses paid (expended) to or for participating households - Current Quarter | The total dollar amount of ERA Administrative Expenses, as defined in the ERA1 and ERA2 statutes, paid (expended) to or for participating households during the reporting period. The figure includes payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.<br><br>This does not include amounts paid for Financial Assistance or Housing Stability Services. | era_paid_admin_expenses_current_qt | Required | n/a | Numeric | 12,2 |

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|---|---|---|---|---|---|---|
| Total dollar value of approved but unpaid (obligated) ERA Administrative Expenses - Current Quarter | The total dollar amount of ERA Administrative Expenses, as defined in the ERA1 and ERA2 statutes, approved but unpaid (obligated) to or for households during the reporting period. This figure includes payments for rent, rent arrears, utility and home energy bills, utility and home energy arrears, and other housing expenses.<br><br>This amount does not include amounts approved and expected to pay for Financial Assistance or Housing Stability Services. | era_approved_unpaid_admin_expenses_current_qt | Required | n/a | Numeric | 12,2 |
| Total dollar value of ERA Housing Stability Services paid (expended) to or for participating households - Current Quarter | The total dollar amount of ERA Housing Stability Services, as defined in the ERA1 and ERA2 statutes, paid (expended) to or for participating households for the reporting period. The figure includes payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.<br><br>This amount does not include amounts approved and expected to pay for Financial Assistance or Housing Stability Services. | era_paid_stability_servicecurrent_qt | Required | n/a | Numeric | 12,2 |

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| Total dollar value of approved but unpaid (obligated) ERA Housing Stability Services - Current Quarter | The total dollar amount of ERA Housing Stability Services, as defined in the ERA1 and ERA2 statutes, approved but unpaid (obligated) to or for households during the reporting period. This figure includes payments for rent, rent arrears, utility and home energy bills, utility and home energy arrears, and other housing expenses.<br><br>This amount does not include amounts approved and expected to pay for Financial Assistance or Housing Stability Services. | era_approved_unpaid_stability_services_current_qt | Required | n/a | Numeric | 12,2 |

h) **Participant Household Payment Data**

In this Module, each State, Local and Territorial Recipient must submit a data file containing the household-level information described below for each ERA assistance payment made to or on behalf of each participant household during the reporting period. The Financial Assistance expenditure category includes payments made by State, Local or Territorial Recipients and by all subrecipients and contractors for rent, rental arrears, utility/home energy services, utility/home energy services arrears, and other housing services and eligible expenses.

**CSV Format**

| Defined Term | Definition | CSV Column Name | Required | List Values | Data Type | Max Length |
|---|---|---|---|---|---|---|
| Payee Address 1 | First line of the Payee's address | participant_household_payment_data_payee_address1 | Required | n/a | String | 120 |
| Payee Address 2 | Second line of the Payee's address | participant_household_payment_data _payee_address2 | Optional | n/a | String | 120 |
| Payee Address 3 | Third line of the Payee's address | participant_household_payment_data _payee_address3 | Optional | n/a | String | 120 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Payee City | The name of the city where the Payee's physical address is located | participant_household_payment_data_perf_city | Required | n/a | String | 40 |
| Payee State Code | United States Postal Service (USPS) two-letter abbreviation for the state or territory indicating the Payee state | participant_household_payment_data_perf_state | Required | n/a | String | 2 |
| Payee Zip+4 | United States ZIP code (five digits) appended to the ZIP code +4 (four digits) identifying the Payee address. | participant_household_payment_data_payee_zip4 | Required | n/a | String | 5 |
| Payee Type | A collection of indicators of different types of payees | participant_household_payment_data_payee_type | Required | n/a | Drop Down Menu | 120 |
| Amount of Payment | Total amount of ERA funds disbursed to the payee | participant_household_payment_data_amount_payment | Required | n/a | Dollar Numeric | 12,2 |
| Date of Payment | The date the payment was disbursed to the payee | participant_household_payment_data_payment_date | Required | n/a | Date Numeric | 8 |
| Type of Assistance Covered by Payment | A collection of indicators of different types assistance | participant_household_payment_data_types_assistance | Required | n/a | Drop Down Menu | 120 |
| Start Date Covered by the Payment | Start date the Financial Assistance covers for a particular household | participant_household_payment_data_start_date_coverage | Required | n/a | Date Numeric | 8 |
| End Date Covered by the Payment | End date the Financial Assistance covers for a particular household | participant_household_payment_data_end_date_coverage | Required | n/a | Date Numeric | 8 |