

## FORM 1, ERA1 – Request for Reallocated Funds

### Step 1: Reporting Guidance

On March 30, 2022, Treasury published Reallocation Guidance to clarify the process published on the U.S. Treasury website on October 4, 2021. Please refer to the published guidance for details on ERA1 reallocation processes and procedures.

[ERA1 Reallocation Guidance](#)

### Step 2: Request for Reallocated Funds

The undersigned entity (the "ERA1 Grantee") received its full allocation of funds for the delivery of emergency rental assistance ("ERA") in accordance with the Section 501 of Division N of the Consolidated Appropriations Act, 2021 ("the Act").

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. In accordance with the guidance, the ERA Grantee hereby certifies that:

1. it has obligated at least 65% of its total ERA award funds under the Act (the "ERA1" Award")
2. its jurisdiction has a demonstrated need for the ERA funds requested below and the capacity to use those funds pursuant to applicable requirements by December 29, 2022.

#### ERA Grantee Request Amount

The ERA Grantee hereby requests an additional:

Amount

of ERA funds from any amounts the U.S. Department of the Treasury ("Treasury") makes available for reallocation under section 501(d) of the Act.

Save

Next

## Step 3: Obligation Report

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. As described in the guidance, Treasury considers ERA funds to be obligated if (i) the funds have actually been spent providing financial assistance and housing stability services for eligible households; (ii) the funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or (iii) subject to certain conditions, the grantee has, as part of the grantee's ERA program administration, entered into a binding agreement or funding commitment requiring the grantee to disburse the funds to a third party for eligible purposes. In addition, Treasury will consider 10% of each grantee's total award amount as having been obligated for administrative costs regardless of the grantee's actual expenditures, commitments, or obligations.

Please provide below details of the ERA Grantee's use of funds from the ERA1 Award authorized by the Act - not regarding its use of funds under an ERA2 award authorized by the American Rescue Plan Act of 2021 ("ERA2").

### Obligation Report

Consistent with Treasury's reallocation guidance, Recipient hereby represents and certifies to Treasury that as of

As of date

The ERA Grantee has obligated its ERA1 Award funds as follows:

Enter 10% of total ERA1 Award amount for administrative cost.

Amount

Enter total of all other amounts obligated by ERA Grantee as of the date hereof.

Amount

Total

Save

Next

## Step 4: Evidence of Demonstrated Need

To receive reallocated ERA funds, an ERA grantee must confirm there is a demonstrated need for the assistance within its jurisdiction. In support of this request, the ERA Grantee must submit the following monthly projections.

These projections should include expenditures and activities under both section 501 of the Act ("ERA1") and section 3201 of the American Rescue Plan Act of 2021 ("ERA2"). When projecting the amount of assistance to be provided to eligible households, assume the funds requested in the opening paragraph of this form will be available beginning May 1, 2022.

### Monthly Projections

[Add Projections for Another Month](#)

#### Data Column Definition

1. Month
2. Number of Unique Households That Will Be Assisted
3. Assistance Amount to Eligible Households Expended
4. Number of Applications Submitted

Month	# Unique Households	Assistance Amount	# Applications Submitted
1 May	100	\$1,000.00	100
2 August	125	\$1,050.00	125
3 June	105	\$1,500.00	105
4 July	102	\$1,200.00	102

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## Step 5: Certification

The ERA Grantee acknowledges that any funds remaining from its initial ERA1 Award must be obligated by September 30th, 2022, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). As permitted by the Act, the ERA Grantee hereby requests that Treasury extend the deadline for obligating any reallocated funds received pursuant to this request to December 29th, 2022.

### Certification & Submission

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA Recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and also may subject me and the ERA Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729 et seq.). I certify that I have authority to make certifications and representations on behalf of the ERA Recipient.

Name

John Comeau

Title

UAT tester

Date

4/25/2022

[Submit Form](#)

## FORM 2, ERA1 – Request for Reallocated Funds – Voluntary

### Step 1: Reporting Guidance

On March 30, 2022, Treasury published Reallocation Guidance to clarify the process published on the U.S. Treasury website on October 4, 2021. Please refer to the published guidance for details on ERA1 reallocation processes and procedures.

[ERA1 Reallocation Guidance](#)

### Step 2: Request for Reallocated Funds

The undersigned entity (the "ERA1 Grantee") received its full allocation of funds for the delivery of emergency rental assistance ("ERA") in accordance with the Section 501 of Division N of the Consolidated Appropriations Act, 2021 ("the Act").

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. In accordance with the guidance, the ERA Grantee hereby certifies that:

1. it has obligated at least 65% of its total ERA award funds under the Act (the "ERA1" Award")
2. its jurisdiction has a demonstrated need for the ERA funds requested below and the capacity to use those funds pursuant to applicable requirements by December 29, 2022.

#### ERA Grantee Request Amount

The ERA Grantee hereby requests an additional:

Amount

of ERA funds from any amounts the U.S. Department of the Treasury ("Treasury") makes available for reallocation under section 501(d) of the Act.

Save

Next

### Step 3: Obligation Report

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. As described in the guidance, Treasury considers ERA funds to be obligated if (i) the funds have actually been spent providing financial assistance and housing stability services for eligible households; (ii) the funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or (iii) subject to certain conditions, the grantee has, as part of the grantee's ERA program administration, entered into a binding agreement or funding commitment requiring the grantee to disburse the funds to a third party for eligible purposes. In addition, Treasury will consider 10% of each grantee's total award amount as having been obligated for administrative costs regardless of the grantee's actual expenditures, commitments, or obligations.

Please provide below details of the ERA Grantee's use of funds from the ERA1 Award authorized by the Act - not regarding its use of funds under an ERA2 award authorized by the American Rescue Plan Act of 2021 ("ERA2").

#### Obligation Report

Consistent with Treasury's reallocation guidance, Recipient hereby represents and certifies to Treasury that as of

As of date

The ERA Grantee has obligated its ERA1 Award funds as follows:

Enter 10% of total ERA1 Award amount for administrative cost.

Amount

Enter total of all other amounts obligated by ERA Grantee as of the date hereof.

Amount

Total

Save

Next

## Step 4: Evidence of Demonstrated Need

To receive reallocated ERA funds, an ERA grantee must confirm there is a demonstrated need for the assistance within its jurisdiction. In support of this request, the ERA Grantee must submit the following monthly projections.

These projections should include expenditures and activities under both section 501 of the Act ("ERA1") and section 3201 of the American Rescue Plan Act of 2021 ("ERA2"). When projecting the amount of assistance to be provided to eligible households, assume the funds requested in the opening paragraph of this form will be available beginning May 1, 2022.

### Monthly Projections

[Add Projections for Another Month](#)

#### Data Column Definition

1. Month
2. Number of Unique Households That Will Be Assisted
3. Assistance Amount to Eligible Households Expended
4. Number of Applications Submitted

	Month	# Unique Households	Assistance Amount	# Applications Submitted
1	May	100	\$1,000.00	100
2	August	125	\$1,050.00	125
3	June	105	\$1,500.00	105
4	July	102	\$1,200.00	102

[Next](#)

## Step 5: Transferring Grantee(s)

In accordance with Treasury's ERA1 Reallocation Guidance, grantees may request to voluntarily reallocate some or all of their remaining ERA1 award funds to another ERA1 grantee that (i) administers an ERA1 program in the same state, territory, or Tribal area; (ii) has obligated at least 65% of its own ERA1 award by the time of such transfer; and (iii) confirms a demonstrated need for additional assistance in the grantee's jurisdiction.

If awarded voluntarily reallocated funds, the ERA Grantee agrees to comply with all administrative and operational requirements applicable to the transfer of ERA1 funds between and among ERA1 grantees. These requirements may include the provision of any standard form documents needed to confirm a grantee's Unique Entity Identifier (UEI) number, deposit account, write instructions, or other funds transfer information. The ERA grantee understand that failure to comply with these requirements may result in Treasury awarding any funds recommended for reallocation to the ERA Grantee to other grantees.

As a condition to receiving voluntarily reallocated funds, the ERA Grantee certifies that it has complied with all ERA1 requirements under applicable law, the ERA1 guidance published by Treasury, and its ERA1 Award Terms. The ERA Grantee agrees that it will use its remaining ERA1 funds, including any additional funds received through reallocation, in compliance with all such authorities.

### Voluntarily Funds

If known, please identify below any ERA1 grantee(s) who have recommended or are expected to recommend the voluntary reallocation of ERA1 funds to the ERA Grantee.

[Add Transferring Grantee\(s\)](#)

You have no Submissions

[Next](#)

In accordance with Treasury's ERA1 Reallocation Guidance, grantees may request to voluntarily reallocate some or all of their remaining ERA1 award funds to another ERA1 grantee that (i) administers an ERA1 program in the same state, territory, or Tribal area; (ii) has obligated at least 65% of its own ERA1 award by the time of such transfer; and (iii) confirms a demonstrated need for additional assistance in the grantee's jurisdiction.

Please identify below any ERA1 grantee(s) who have recommended or are expected to recommend the voluntary reallocation of ERA1 funds to the ERA Grantee.

Transferring Grantee ERA Number

Transferring Grantee

\* Expected Amount

Award Redirect

Save

Cancel

## Step 6: Certification

The ERA Grantee acknowledges that any funds remaining from its initial ERA1 Award must be obligated by September 30th, 2022, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). As permitted by the Act, the ERA Grantee hereby requests that Treasury extend the deadline for obligating any reallocated funds received pursuant to this request to December 29th, 2022.

### Certification & Submission

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA Recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and also may subject me and the ERA Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). I certify that I have authority to make certifications and representations on behalf of the ERA Recipient.

Name

Title

Date

Submit Form

## FORM 3: ERA1 – Request to Voluntarily Reallocate Excess Funds

### Step 1: Reporting Guidance

On March 30, 2022, Treasury published Reallocation Guidance to clarify the process published on the U.S. Treasury website on October 4, 2021. Please refer to the published guidance for details on ERA1 reallocation processes and procedures.

[ERA1 Reallocation Guidance](#)

### Step 2: Request for Voluntary Reallocation

Section 501(d) of the Act requires Treasury to recapture excess award funds not obligated by ERA1 grantees and reallocate such funds beginning on September 30, 2021. As provided by Treasury's ERA 1 Reallocation Guidance (Reallocation Guidance), grantees may request to voluntarily reallocate some or all of their remaining ERA1 award funds to another ERA1 grantee that administers an ERA1 program in the same state, territory, or Tribal area and that has obligated at least 65% of its own ERA1 award by the time of such transfer.

#### Voluntary Request Amount

The Grantee hereby requests the reallocation of the Identified Funds entered below from its initial ERA1 award.

Save

#### Reallocation Designation

Select one of the following reallocation types, 'General' or 'Designated':

\* Reallocation Type

##### General Reallocation

The Grantee requests Treasury to award the Identified Funds to other grantees in accordance with the priorities under the Reallocation Guidance. Identified Funds will be made available first to one or more grantees operating in the same state, territory, or Tribal area where the funds were initially allocated, but otherwise may be disbursed to other eligible ERA1 grantee(s).

Save



## Reallocation Designation

Select one of the following reallocation types, 'General' or 'Designated':

\* Reallocation Type

### Designated Reallocation

The Grantee requests Treasury to award the Identified Funds to the indicated transferees, and an additional amount, if any, to Treasury for reallocation in accordance with the priorities under the Reallocation Guidance.

If the Grantee plans to request voluntary reallocation to multiple grantees, please make a separate entry for each proposed Transferee in the table below. The 'Requested Voluntary Transfer Amount' should reflect the funds to be reallocated to the Transferee identified in the "ERA Number" and "Grantee Recipient" fields.

[Add Transferee](#)

ERA Number	Grantee Recipient	Requested Voluntary Transfer Amount
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[Save](#)

## Step 3: Certification

The ERA Grantee acknowledges that any funds remaining from its ERA1 Award must be obligated by September 30th, 2022, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). As permitted by the Act, the ERA Grantee hereby requests that Treasury extend the deadline for obligating any reallocated funds received pursuant to this request to December 29th, 2022.

## Certification & Submission

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA Recipient. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and also may subject me and the ERA Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). I certify that I have authority to make certifications and representations on behalf of the ERA Recipient.

Name

Title

Date

[Submit Form](#)