

## Email Communication:

### Subject:

Action Required: June 2021 Monthly ERA1 and ERA2 Compliance Reports – Submission Deadline of July 15, 2021.

### Text:

Dear State, Local and Territorial ERA1 and ERA2 Grantees:

Thank you for your participation in the Department of the Treasury (Treasury) Emergency Rental Assistance (ERA1 and ERA2) Program. Treasury is now accepting submissions of the June 2021 Monthly Compliance Report for ERA1 and ERA2 grants. The reporting period for this report is June 1 – June 30, 2021. The monthly report requires only two data elements as described below.

Each State, Local and Territorial ERA1 and ERA2 grantee must submit one report for each ERA1 and ERA2 award received. If an entity has received one ERA1 award and one ERA2 award, it must submit two monthly reports, one for each award. Each Grantee is responsible for compiling and reporting all required information for each report. This responsibility includes compiling subrecipient and contractor information, as applicable, for each of the two required data elements for each report. All recipients must include the ERA Assistance Listing (CFDA number), 21.023, in each submission.

**All Grantees must complete and submit a June Monthly Report for each of its ERA1 and ERA2 awards no later than July 15, 2021. All reports must be submitted via the Treasury Portal at this URL: [\[insert URL here\]](#).**

(Note: The ERA1 awards were authorized pursuant to Division N, Title V, Section 501 of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (December 27, 2020). Emergency Rental Assistance (“ERA 2”) pursuant to Title III, Subtitle B, Section 3201 of the American Rescue Plan Act, 2021, Pub. L. No. 117-2 (March 11, 2021).)

### Monthly Reports are Required for the Months of June, July, and August 2021

All State, Local and Territorial ERA1 and ERA2 grantees are required to submit brief monthly reports consisting of two data elements only for each reporting period, as described below. The monthly reports are in addition to required ERA1 and ERA2 quarterly reports.

The June Monthly Report will cover the reporting period June 1 – June 30, 2021 and must be submitted to Treasury by July 15, 2021.

The July Monthly Report will cover the reporting period July 1 – July 31, 2021 and must be submitted to Treasury by August 16, 2021.

The August Monthly Report will cover the reporting period August 1 – August 31, 2021 and must be submitted to Treasury by September 15, 2021.

The required Monthly Reports include the following two data elements as described in the following chart.

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### Monthly Report Elements and Definitions

**Grantees Must Submit One Monthly Report for Each ERA1 and ERA2 Award Received**

Number	Element	Definition
1	Number of Unique Households that Received ERA Assistance of Any Kind	<p>The number of unique participant households whose rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing were fully or partially paid under the subject ERA award. This number should capture all previously-approved applicants receiving assistance from June 1 – June 30, 2021, as well as new applicants approved in the month of June with assistance received and/or paid in from June 1 – June 30, 2021.</p> <p>Please enter “0” if the grantee has not experienced any new activity on this data element during June 1 – June 30, 2021 reporting period.</p>
2	Total Amount of ERA Award Funds Paid to or for Participant Households	<p>The total dollar amount of ERA award funds paid under the ERA Project to or for participant households including payments for rent, rental arrears, utility/home energy costs, utility/home energy cost arrears, and other housing services and eligible expenses during the June 1 – June 30, 2021 reporting period. This does not include funds paid for Housing Stability Services.</p>

**Guidance on Submitting Reports via the Treasury Portal**

Users will need to create an ID.me account to access to Treasury portal if they have not used the portal previously. After your ID.me account has been created and verified, you will be redirected to the Treasury Portal. Once there, click on the button labeled “Start a Compliance Report” located at the top right of the screen and select “**ERA1-Monthly Compliance June 2021** and **ERA2-Monthly Compliance June 2021** (if applicable).” You will then be prompted to enter the following ERA1 (or ERA2, if the grantee did not receive ERA1 funding) Submission Number [**ERA1/ERA2 Submission Number**]. After entering this number, you will be provided the option to select “ERA1 - Monthly Compliance June 2021” and “ERA2 – Monthly Compliance June 2021” report. Please ensure the ERA1/ERA2 Submission Number is correct and that all fields in the form are complete.

If are unable to log in to Treasury's Portal, please send us an email at [SalesforceAdminSupport@treasury.gov](mailto:SalesforceAdminSupport@treasury.gov) for assistance. If you have any other questions regarding the ERA program, please contact us by email at [EmergencyRentalAssistance@treasury.gov](mailto:EmergencyRentalAssistance@treasury.gov).

Please continue to monitor Treasury.gov for forthcoming guidance on rental assistance reporting requirements at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program>.

Thanks,  
The ERA Team

**DRAFT ROTL VERBIAGE**

## User Instructions

Thank you for your participation in the U.S. Department of the Treasury (Treasury) Emergency Rental Assistance (ERA1 and ERA2) Program.

Please complete the Monthly Compliance – June 2021 Report(s) covering activity on your ERA1 and ERA2 award(s) for the reporting period June 1, 2021 – June 30, 2021. Submit one report for each award received. The submission deadline is July 15, 2021.

(Note: The ERA1 awards were authorized pursuant to Division N, Title V, Section 501 of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (December 27, 2020). Emergency Rental Assistance (“ERA 2”) pursuant to Title III, Subtitle B, Section 3201 of the American Rescue Plan Act, 2021, Pub. L. No. 117-2 (March 11, 2021).)

All recipients must include the ERA Assistance Listing (CFDA number), 21.023, in each submission.

The required Monthly Reports include the following two data elements as described in the following chart.

<b>Monthly Report Elements and Definitions</b> <b>Grantees Must Submit One Monthly Report for Each ERA1 and ERA2 Award Received</b>		
<b>Number</b>	<b>Element</b>	<b>Definition</b>
1	Number of Unique Households that Received ERA Assistance of Any Kind	<p>The number of unique participant households whose rent, rental arrears, utility/home energy payments, utility/home energy arrears, or other expenses related to housing were fully or partially paid under the subject ERA award. This number should capture all previously-approved applicants receiving assistance from June 1 – June 30, 2021, as well as new applicants approved in the month of June with assistance received and/or paid in from June 1 – June 30, 2021.</p> <p>Please enter “0” if the grantee has not experienced any new activity on this data element during June 1 – June 30, 2021 reporting period.</p>
2	Total Amount of ERA Award Funds Paid to or for Participant Households	<p>The total dollar amount of ERA award funds paid under the ERA Project to or for participant households including payments for rent, rental arrears, utility/home energy costs, utility/home energy cost arrears, and other housing services and eligible expenses during the June 1 – June 30, 2021 reporting period. This does not include funds paid for Housing Stability Services.</p>

Please note: ERA1 grantees are required to meet agreed upon terms of the ERA1 Rental Assistance Grantee Award terms described in Section 5. Reporting, “Recipient agrees to comply with any reporting obligations established by Treasury.” ERA2 grantees are required to meet agreed upon terms of the ERA2 Rental Assistance Grantee Award terms described in Section 6. Reporting, “Recipient agrees to comply with any reporting obligations established by Treasury as related to this award.” Failure to meet these requirements can result in noncompliance with the agreement.

As a reminder, Treasury Office of Inspector General is responsible for monitoring and oversight of the grantee, disbursement, and use of ERA1 and ERA2 award funds. Treasury will use the reported information from the ERA1 and ERA2 grantees to determine whether recipients are complying with the ERA1 and ERA2

requirements. ERA1 and ERA2 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.

### **Certification**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA Grantee. The undersigned acknowledges that a materially false, fictitious, or fraudulent statement (or concealment or omission of material fact) in this submission may be the subject of criminal prosecution and also may subject the ERA Grantee to civil penalties and/or administrative remedies for false claims or otherwise. The undersigned is an authorized representative of the ERA Grantee with authority to make the above certifications and representations on behalf of the ERA Grantee .

**Authorized Representative for Reporting: [Type name/signature equivalent]**