U.S. DEPARTMENT OF THE TREASURY

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 - Incorporated Booz's Bulk Upload Document into Appendix - Minor language updates
Version 0.3	7/8/2021	- Revised numeric formatting - Added to Participant Household data Bulk Upload section - Language updates to match SalesForce -
Version 0.4	7/9/2021	- Clean Version including SalesForce screens

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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.

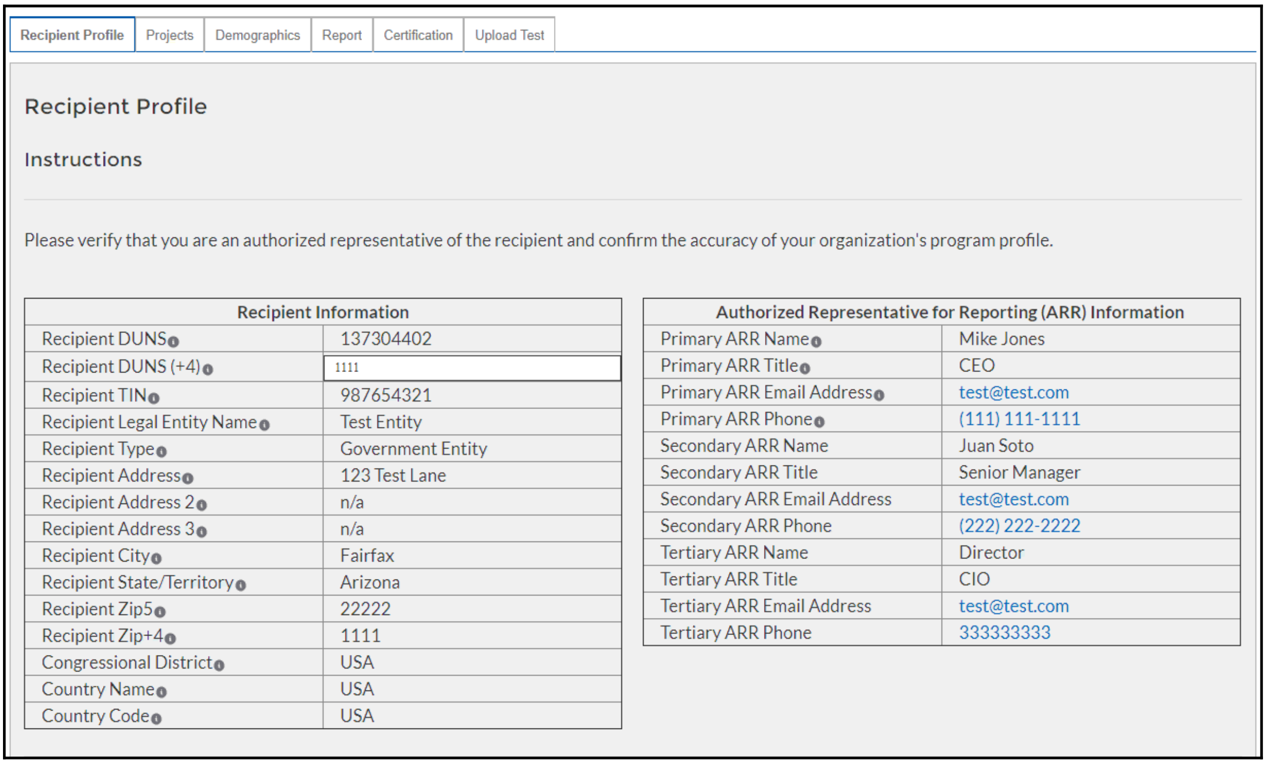
b) To navigate to a specific report, click on *Provide Information* to enter data for the specific ERA Award.

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.

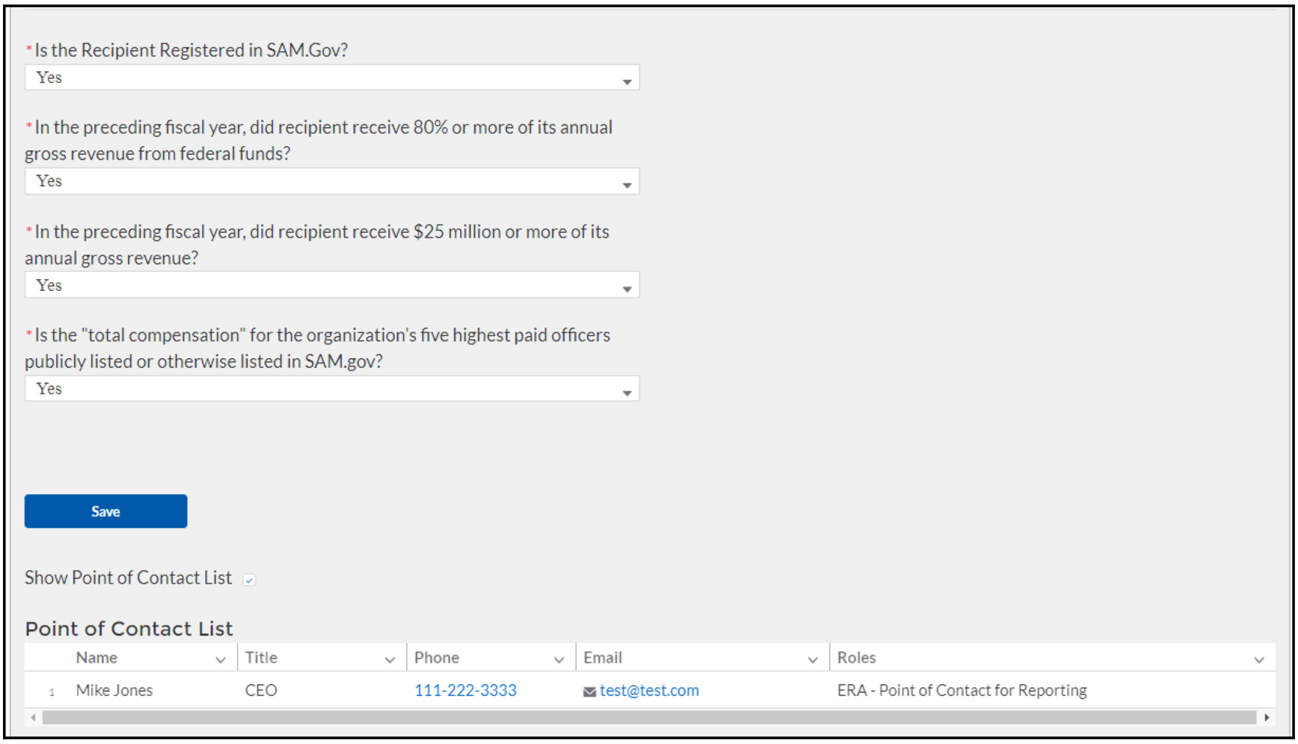


Figure 2 – Recipient Executive Compensation Reporting

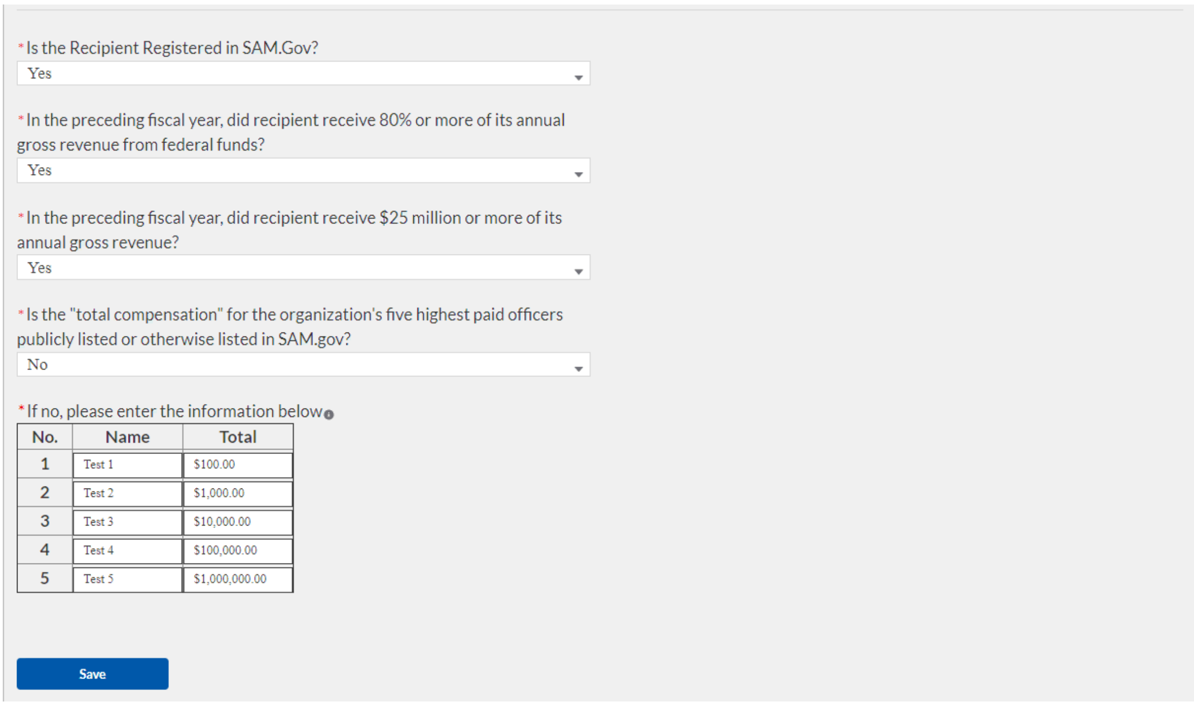


Figure 3 - Conditional "No" Entry for Executive Compensation Reporting

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**.

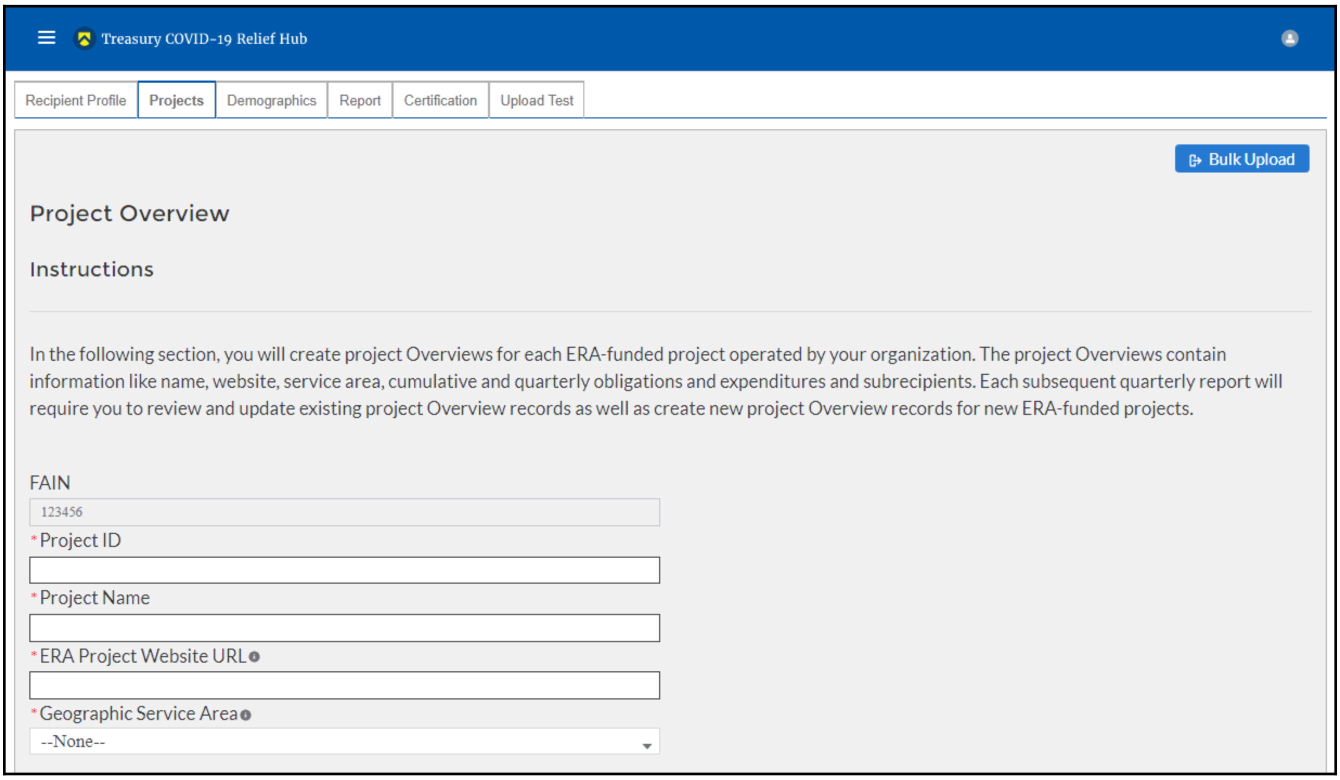
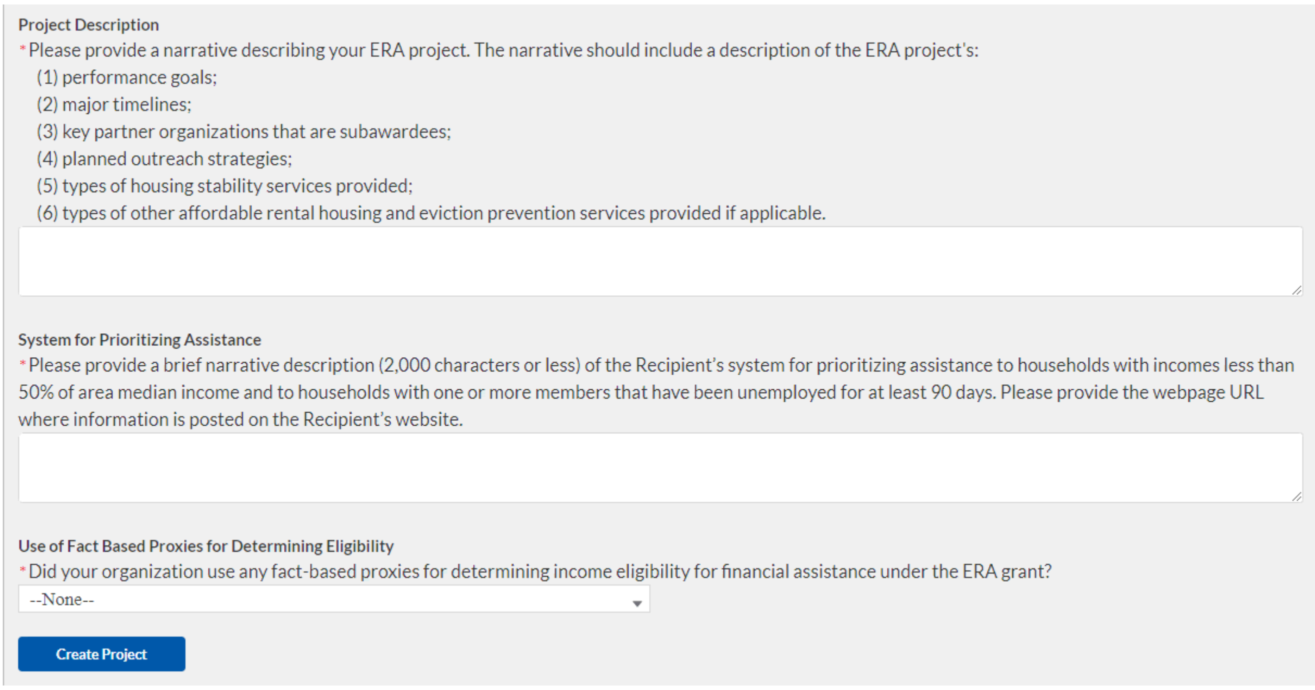


Figure 4 – Project Overview Data Entry

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

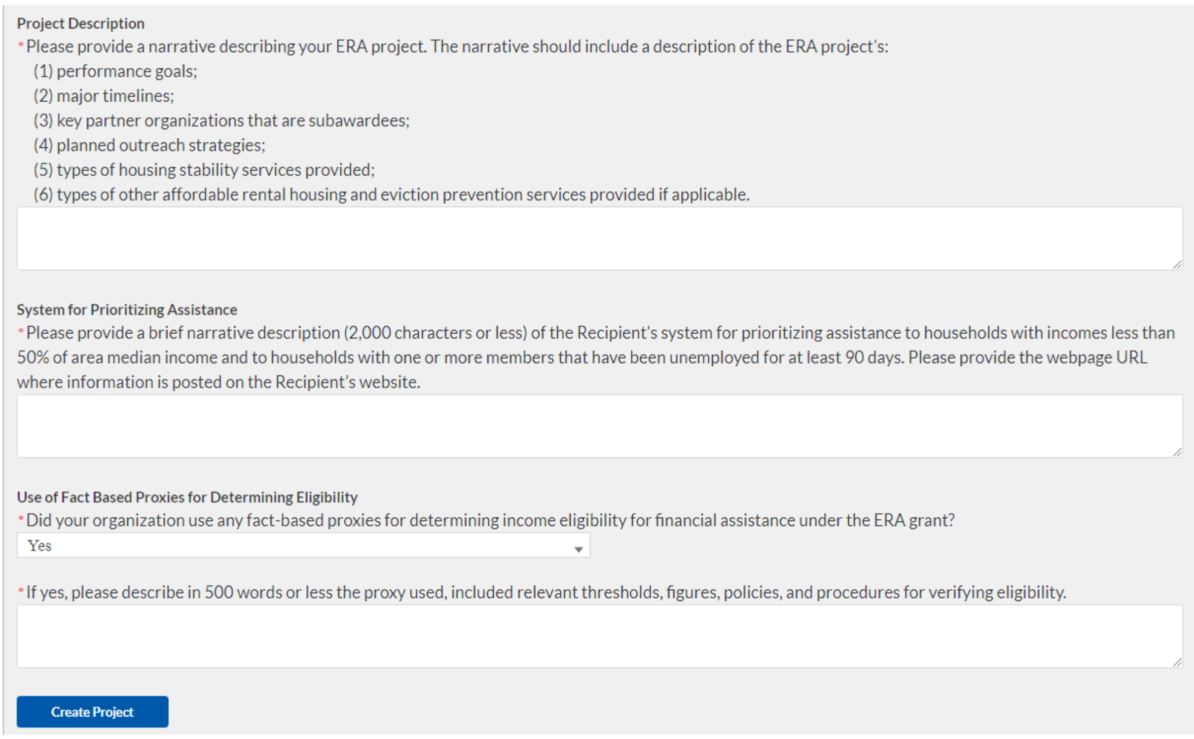
*Did your organization use any fact-based proxies for determining income eligibility for financial assistance under the ERA grant?

--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

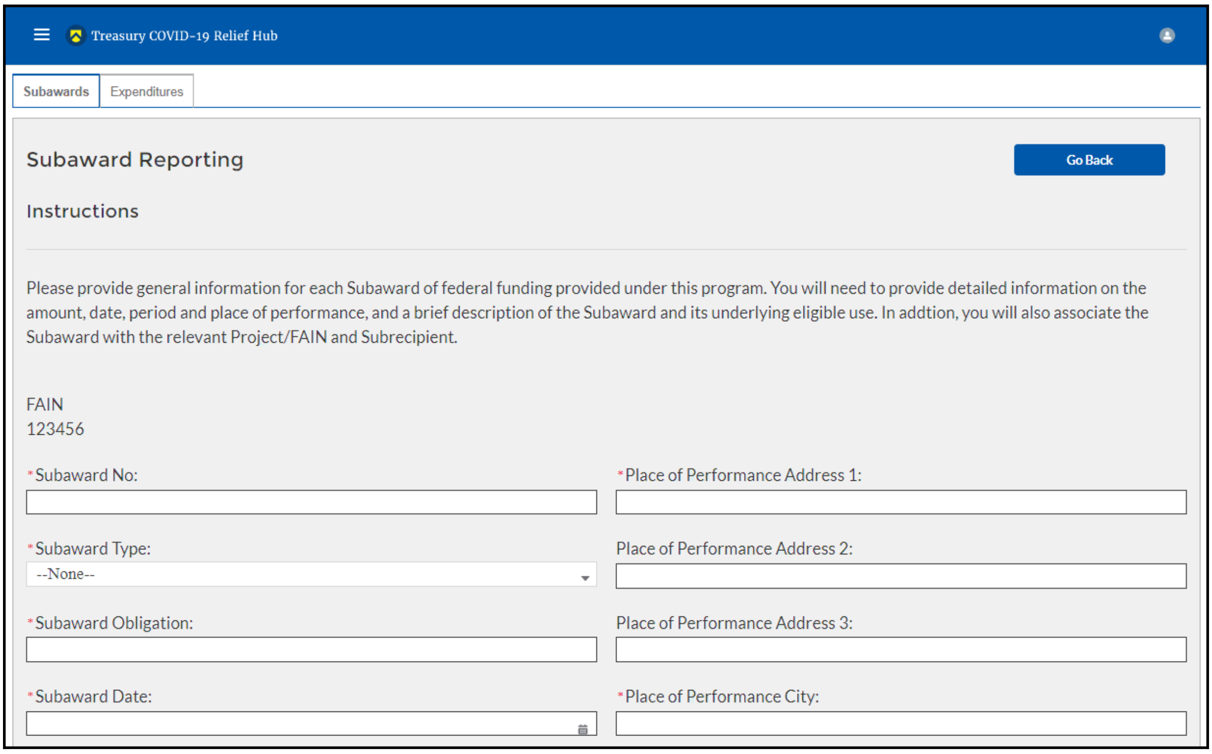


Figure 7 – Subaward Reporting Sub-Module

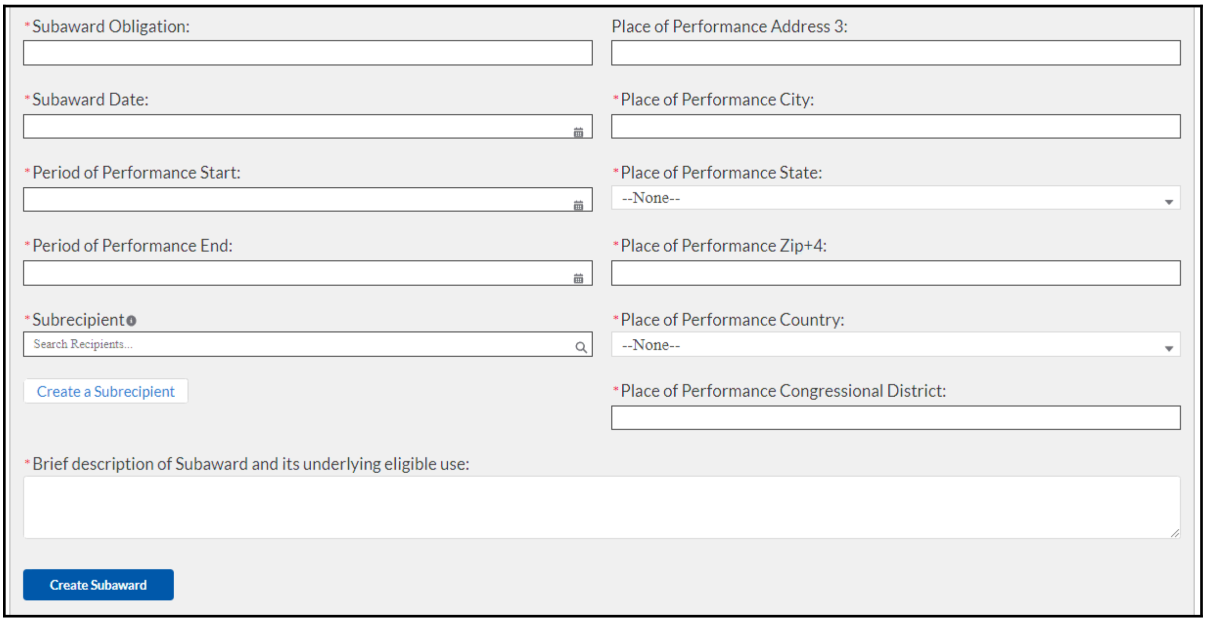


Figure 8 – Subaward Reporting Sub-Module

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.

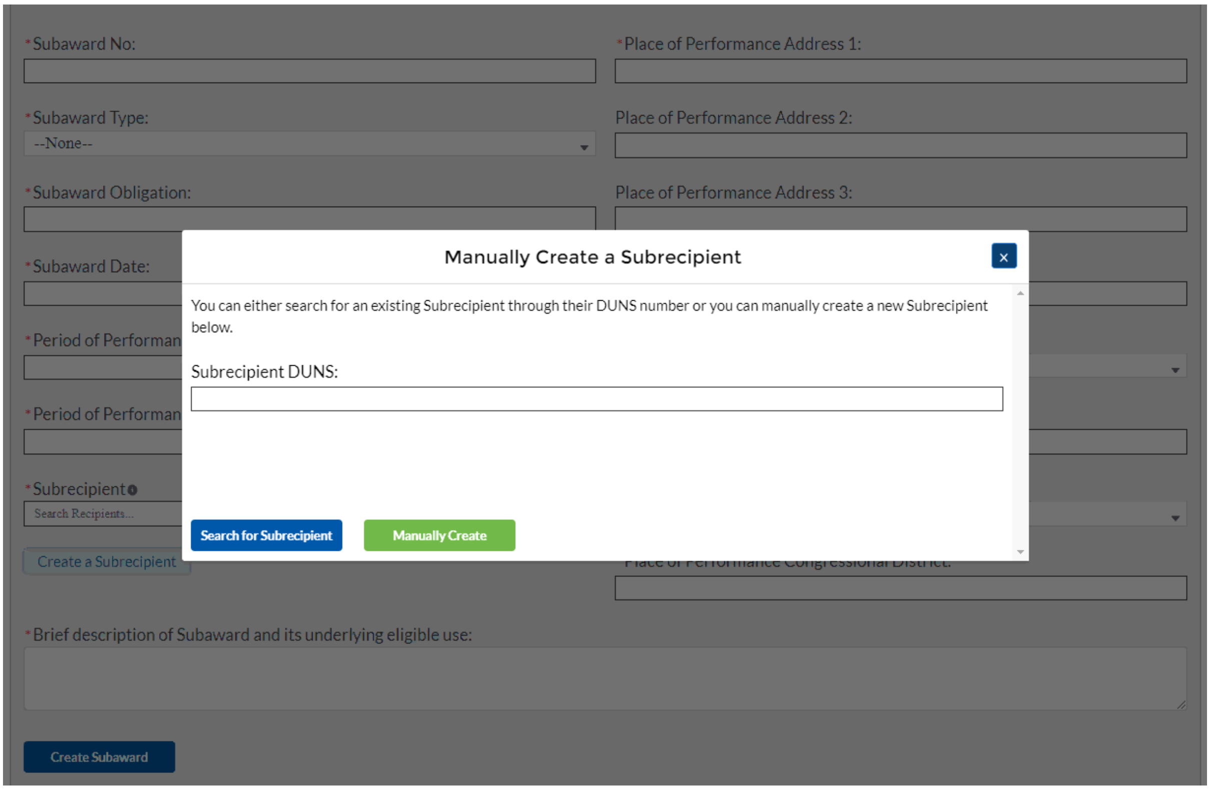


Figure 9 - Manually Create a Subrecipient

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

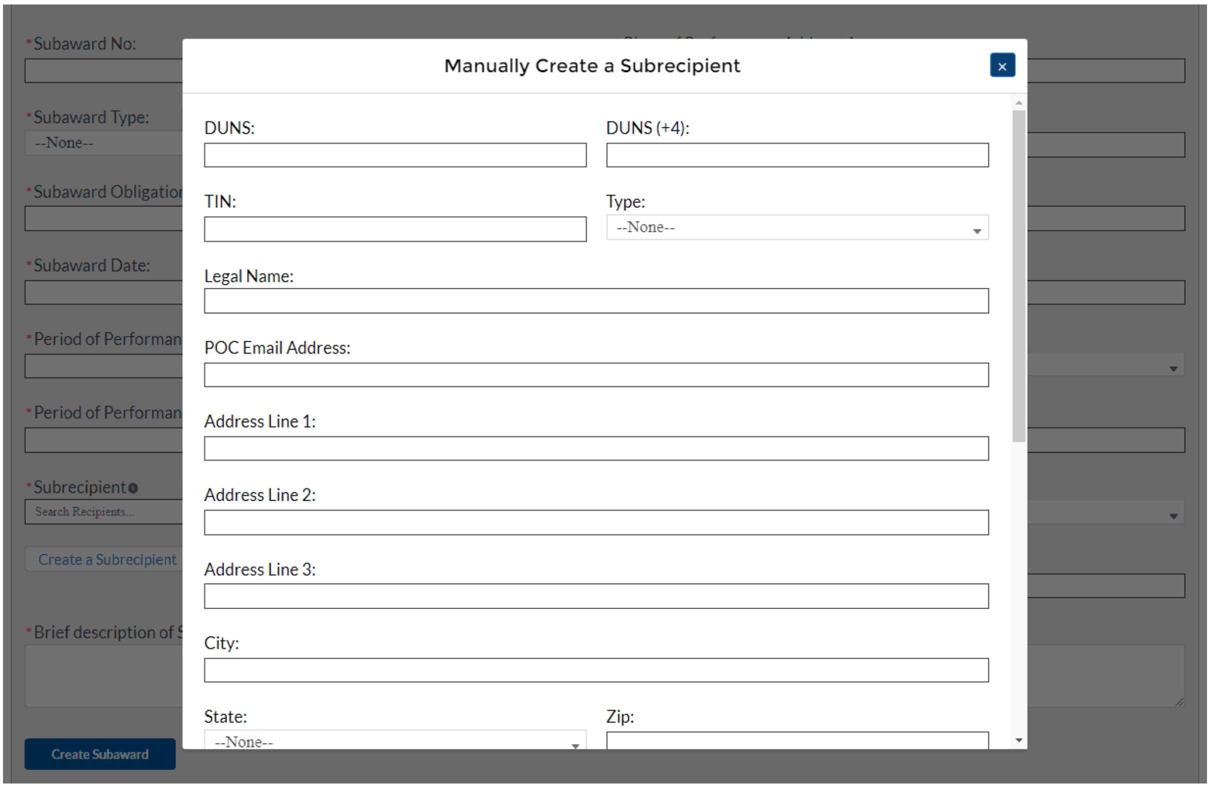


Figure 10 - Manually Create a Subrecipient, Info 1

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

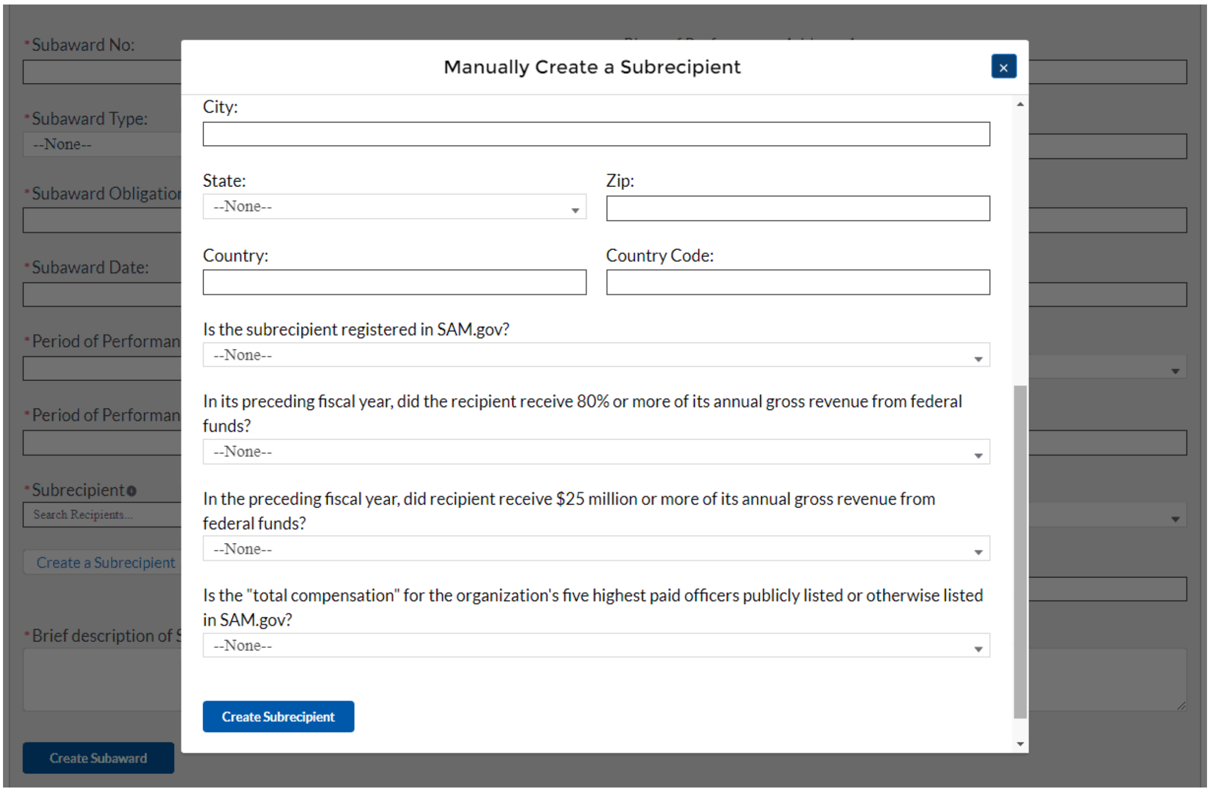


Figure 11 - Manually Create a Subrecipient, Info 2

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.

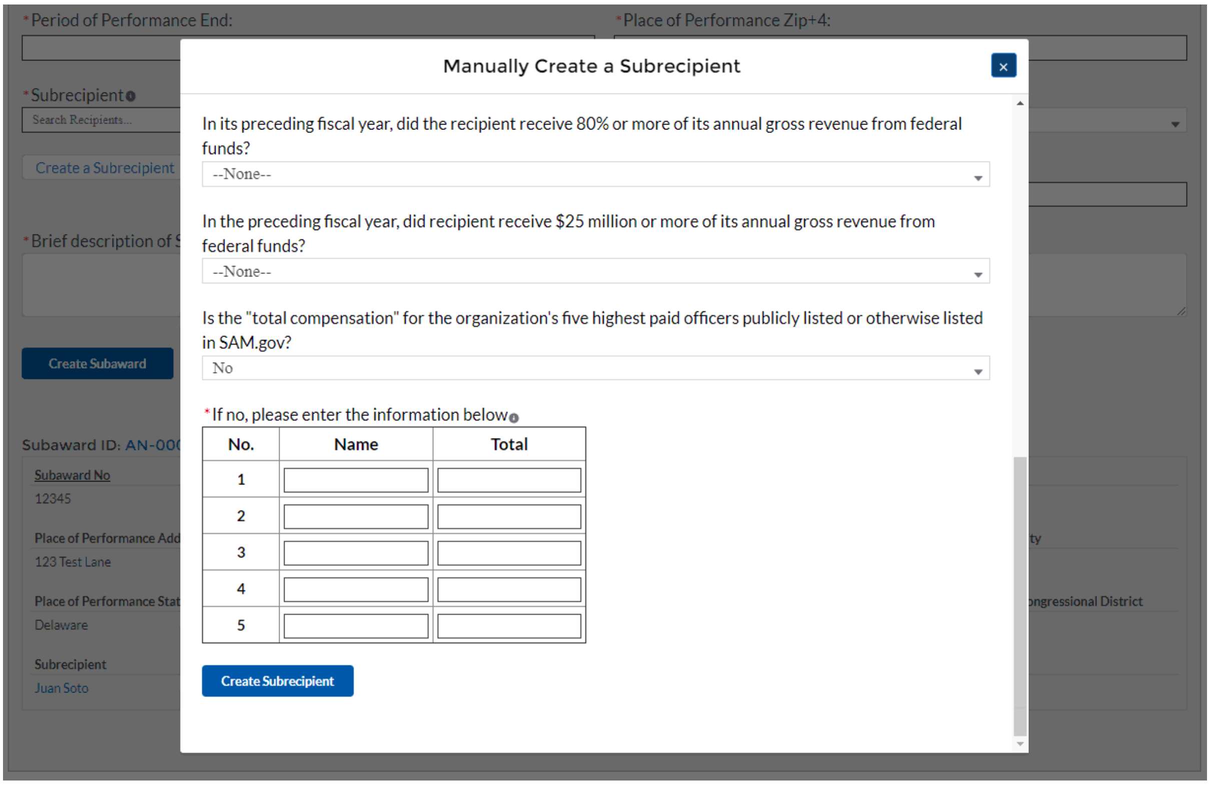


Figure 12 - Manually Create a Subrecipient, Info 3

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.

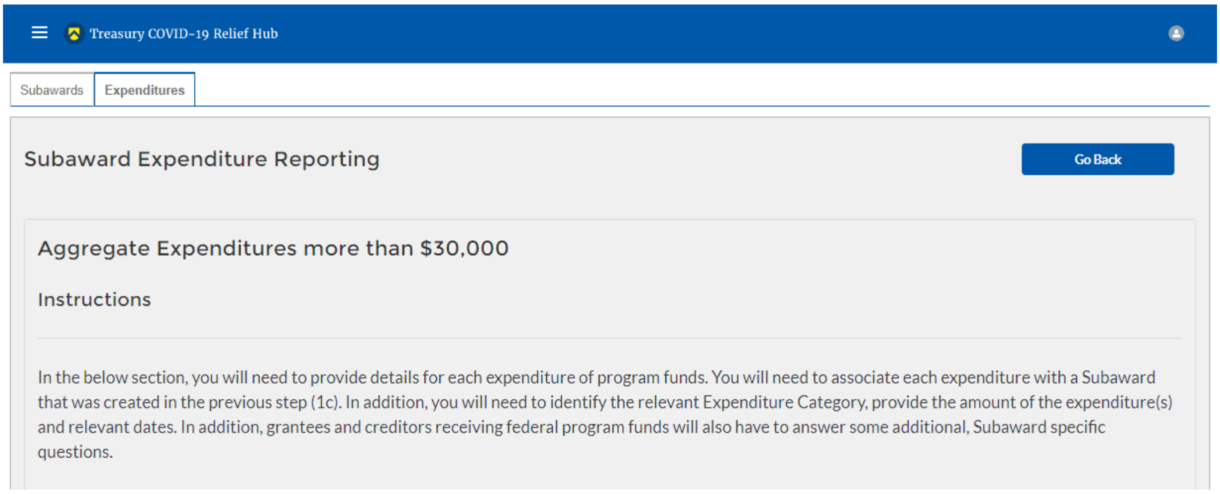


Figure 13 – Expenditures > $30,000

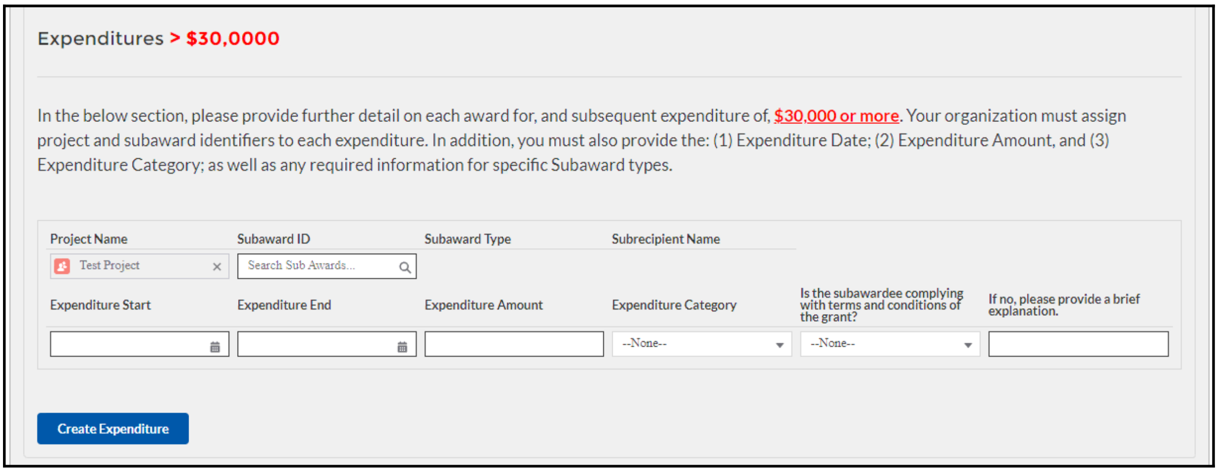


Figure 14 – Data Entry for Expenditures > $30,000

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.

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.

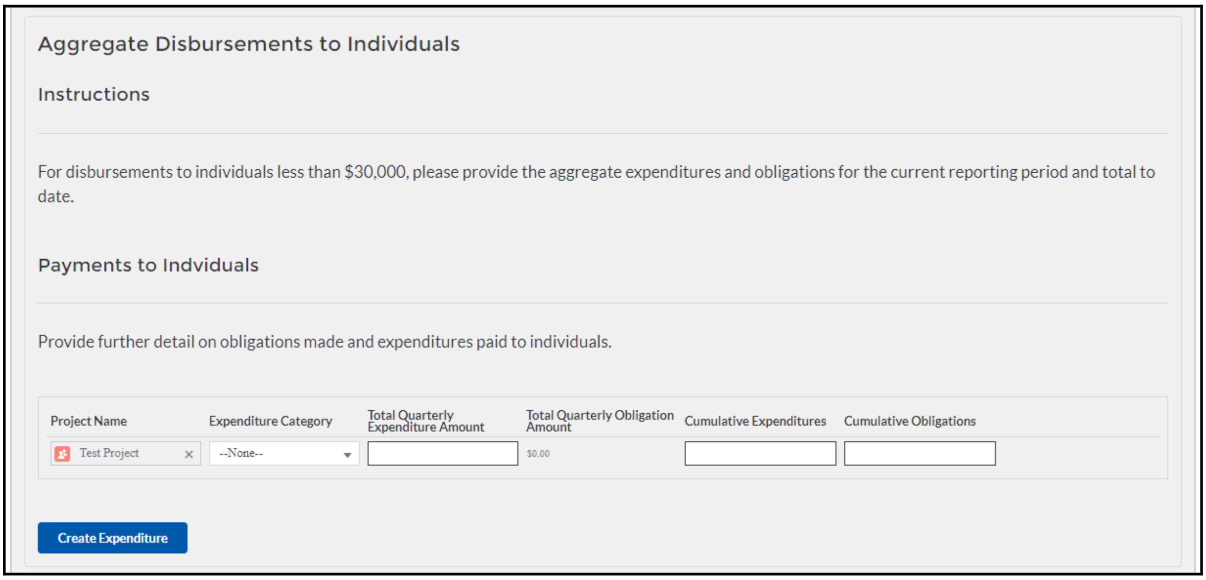


Figure 16 – Data Entry for Individual Payments < $30,000

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.

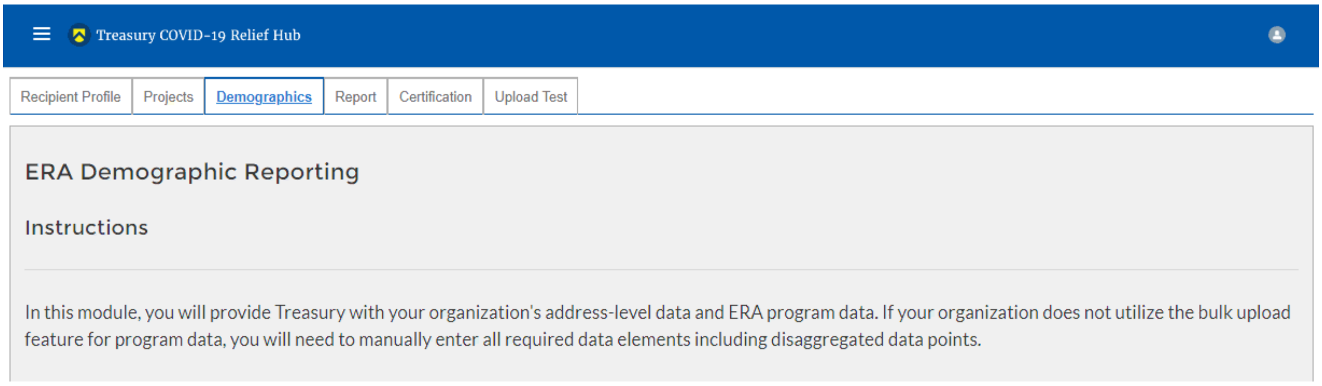


Figure 17 – ERA Demographic Reporting

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.

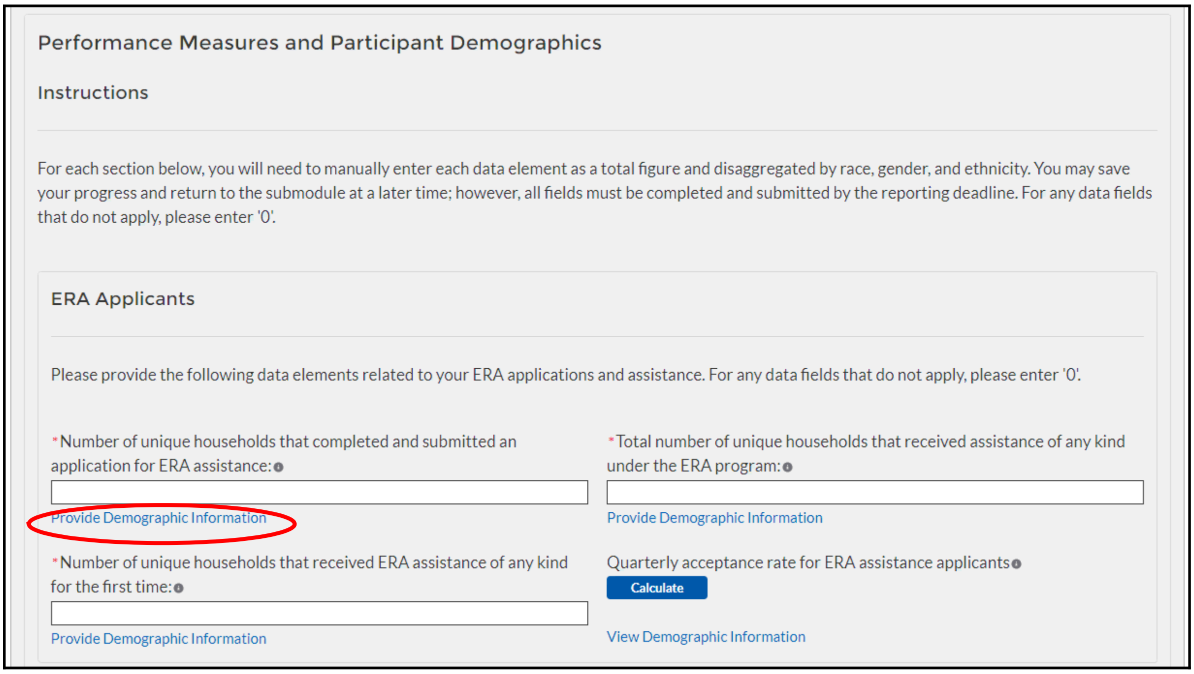
a) Under the ERA Applicants section, enter the number of unique households that:

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.



Performance Measures and Participant Demographics

Instructions

For each section below, you will need to manually enter each data element as a total figure and disaggregated by race, gender, and ethnicity. You may save your progress and return to the submodule at a later time; however, all fields must be completed and submitted by the reporting deadline. For any data fields that do not apply, please enter '0'.

ERA Applicants

Please provide the following data elements related to your ERA applications and assistance. For any data fields that do not apply, please enter '0'.

*Number of unique households that completed and submitted an application for ERA assistance:

Provide Demographic Information

*Total number of unique households that received assistance of any kind under the ERA program:

Provide Demographic Information

*Number of unique households that received ERA assistance of any kind for the first time:

Provide Demographic Information

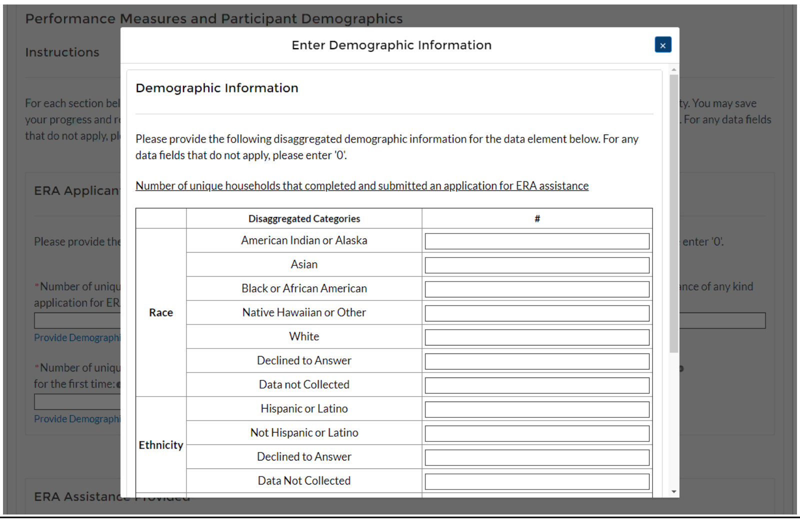
Quarterly acceptance rate for ERA assistance applicants

Calculate

View Demographic Information

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.



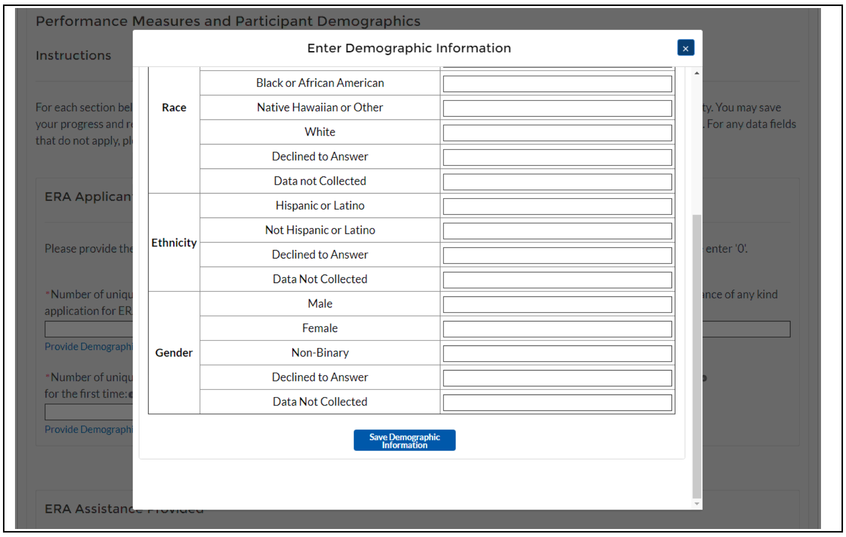
Enter Demographic Information

Demographic Information

Please provide the following disaggregated demographic information for the data element below. For any data fields that do not apply, please enter '0'.

Number of unique households that completed and submitted an application for ERA assistance

	Disaggregated Categories	#
Race	American Indian or Alaska	
	Asian	
	Black or African American	
	Native Hawaiian or Other	
	White	
	Declined to Answer	
	Data not Collected	
Ethnicity	Hispanic or Latino	
	Not Hispanic or Latino	
	Declined to Answer	
	Data Not Collected	



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.

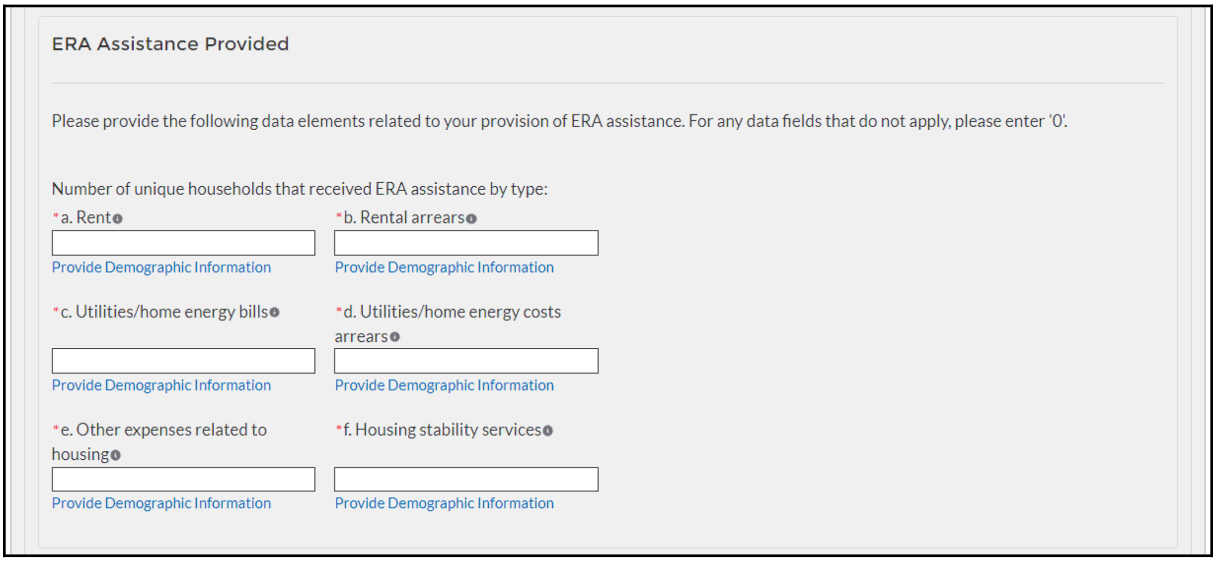


Figure 19 – Reporting on ERA Assistance Provided

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.

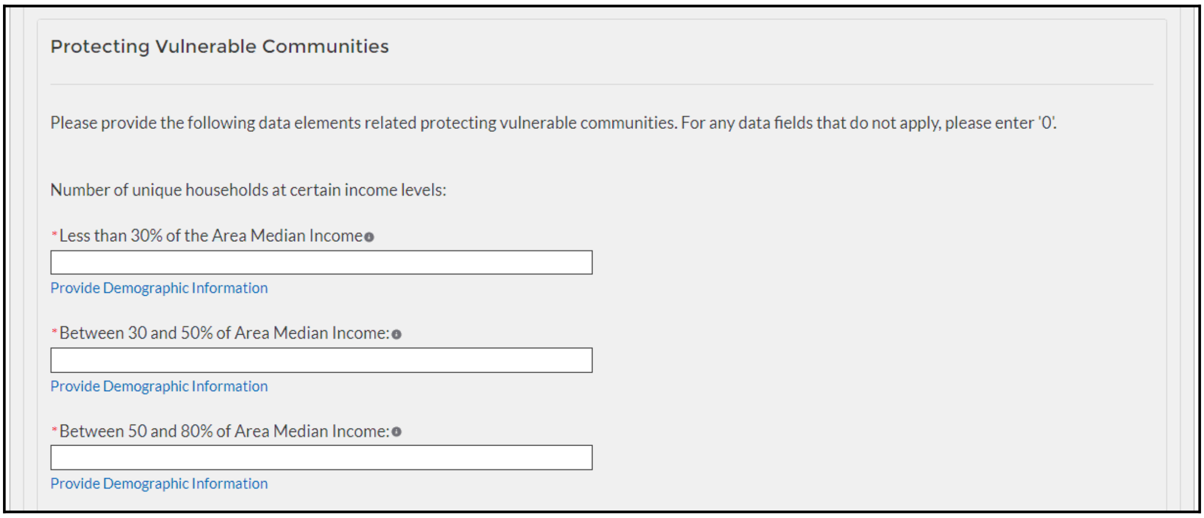


Figure 20 – Reporting on ERA Protections to Vulnerable Communities

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.

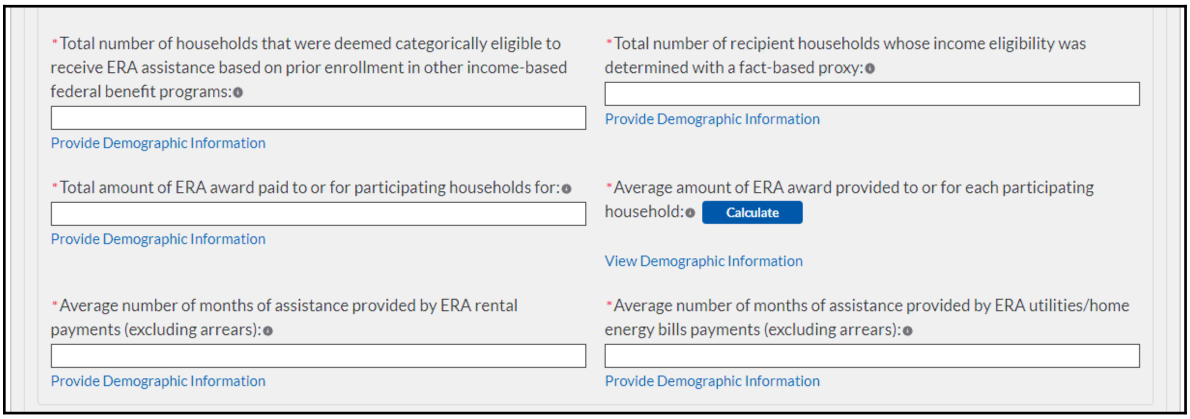


Figure 21 – Reporting on ERA Protections to Vulnerable Communities

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

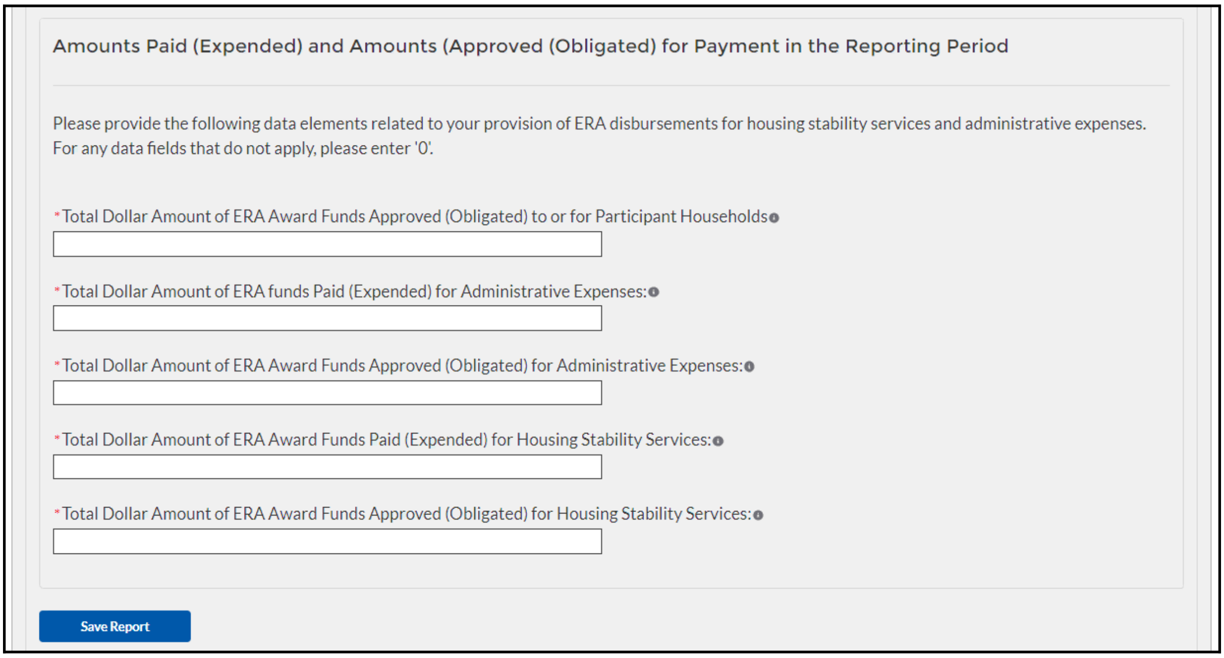
Total Amount of ERA Award Fund Paid (Expended) for Administrative Expenses

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.

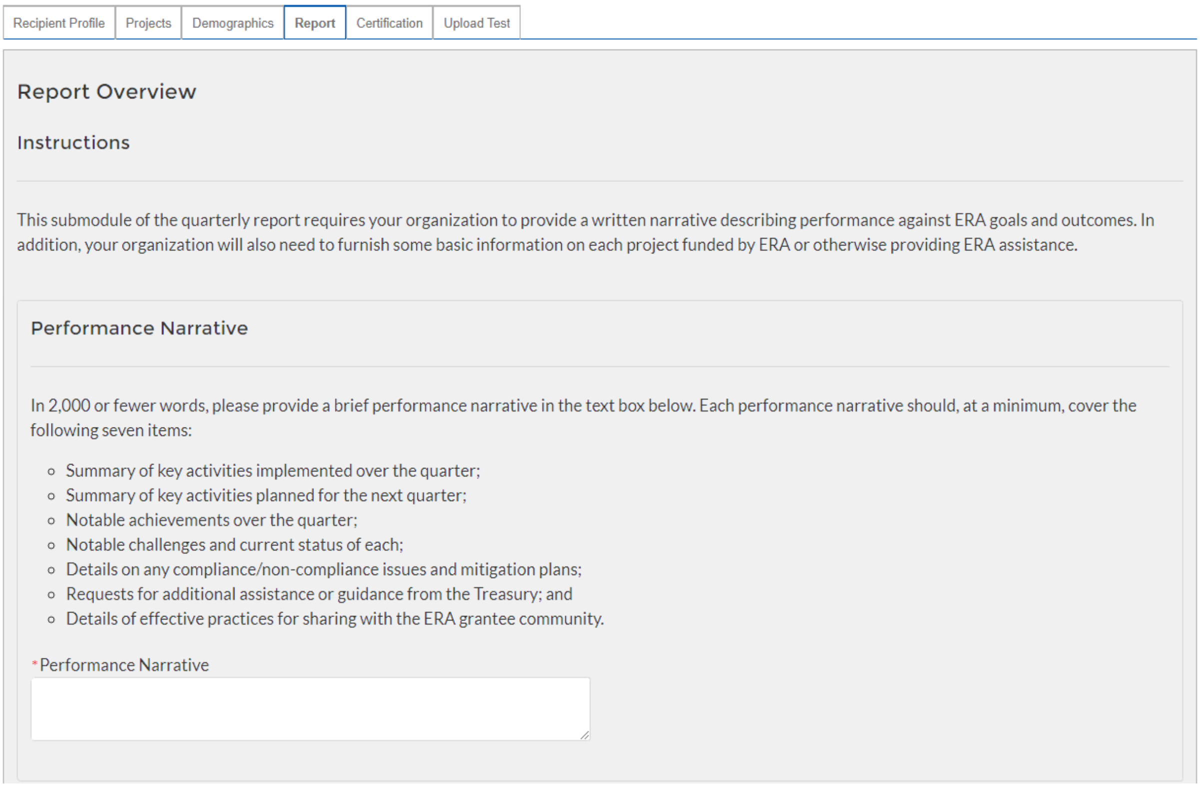


Figure 23 - Performance Narrative

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.

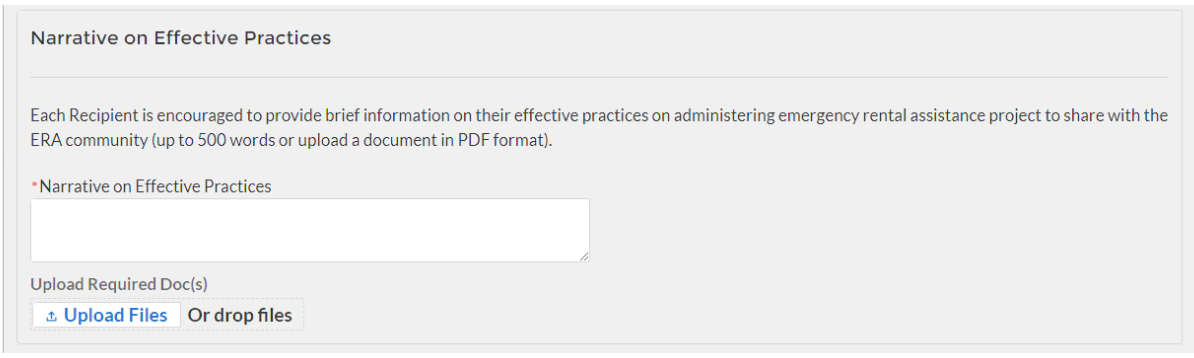


Figure 24 – Effective Practices Narrative Entry

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

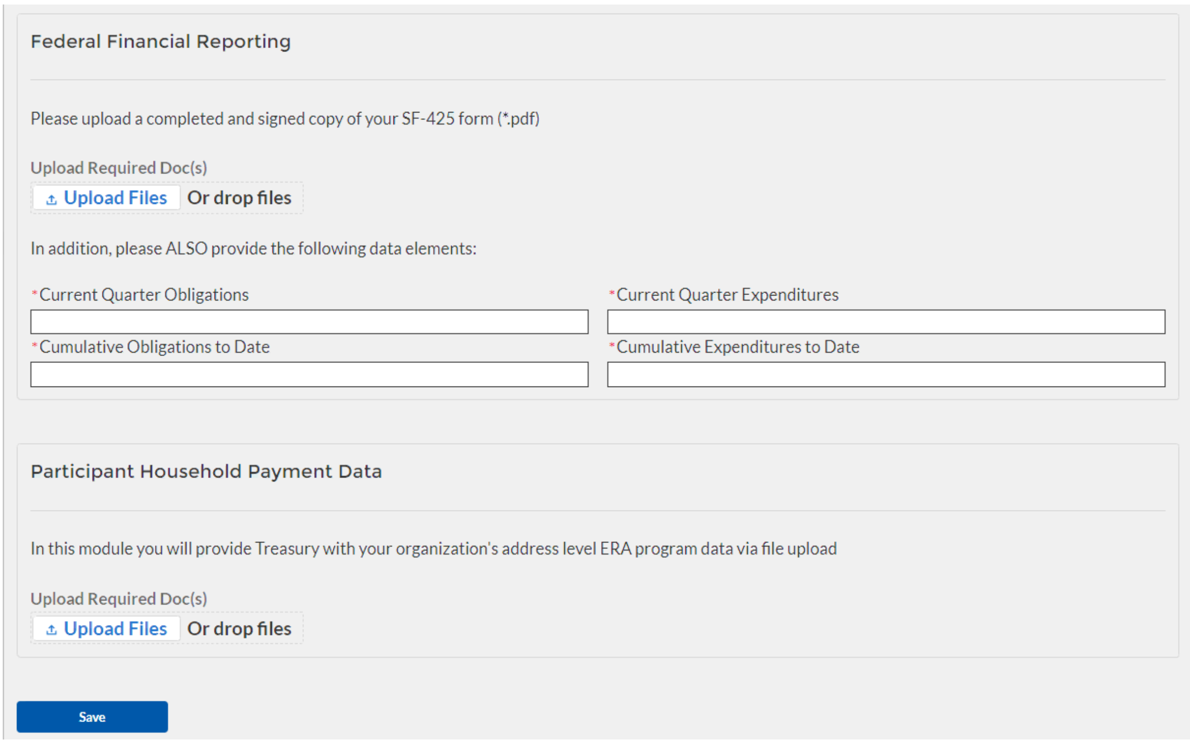
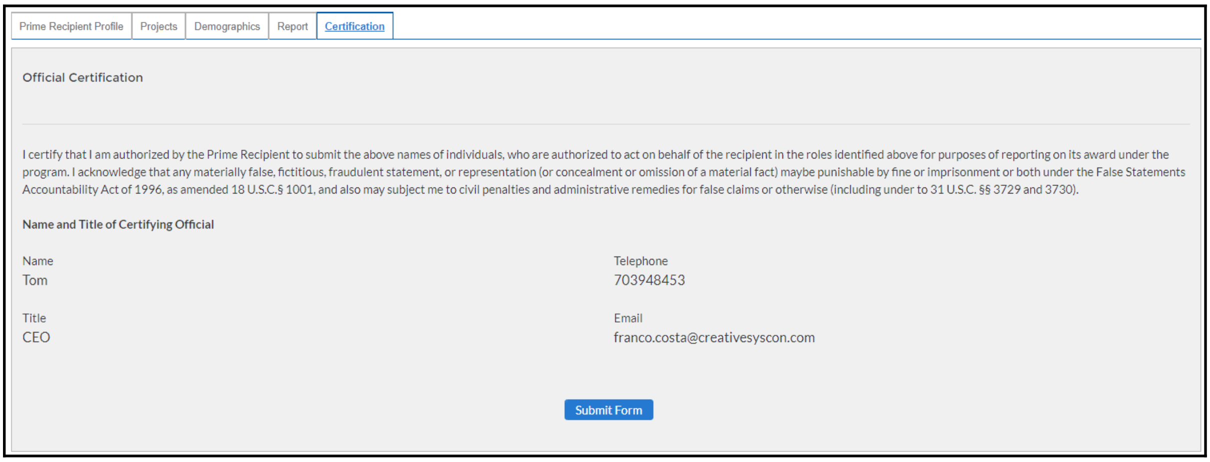


Figure 25 – Form SF-425 Upload

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 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 - Contract: Delivery Order - Contract: Blanket Purchase Agreement - Contract: Definitive Contract - Grant: Lump Sum Payment(s) - Grant: Reimbursable - Direct Payment - Transfer: Lump Sum Payment(s) - 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; - Financial Assistance: Rental Arrears; - Financial Assistance: Utility/Home Energy Costs; - Financial Assistance: Utility/Home Energy Costs Arrears; - Financial Assistance: Other Housing Costs Incurred due to Covid-19; - Housing Stability Services (Including Eviction Prevention/Diversion); - 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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 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. 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. 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

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. 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). 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

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). 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. 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

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. 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. This does not include amounts paid for Administrative Costs or Housing Stability Services.	era_paid_participats_current_qt	Required	n/a	Numeric	12,2

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. 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. 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

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. 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. 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

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. 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