

## User Instructions

☰ Treasury COVID-19 Relief Hub
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Application ID	SJF-0055	Application Type	ERA
Status	Draft	Submission Date	

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### User Instructions

Thank you for your participation in the Department of the Treasury's Emergency Rental Assistance Program. The template detail information that all ERA grantees receiving a direct payment from Treasury are required to submit for the new Q1 2021 Interim Quarterly Report, covering activity from January 1, 2021 - March 31, 2021, and Monthly Reports, covering activity from April 1, 2021 - April 30, 2021 and May 1, 2021 - May 31, 2021. These templates should only be used in connection with ERA funding made available under the first round of funding provided under the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (the Act).

The Q1 Interim Quarterly Report covers fourteen data elements. For each element, grantees paid directly by Treasury are required to report on their aggregate data over the previous quarter. For data elements #2 and #9, grantees are also required to provide aggregated totals for all zip codes within their coverage area in which there is data to report.

Grantees have until Tuesday, May 11, 2021 to submit their Q1 Interim Quarterly Reports to Treasury.

The Monthly Reports covers only two of the data elements from the interim quarterly report, #2 and #9. Using the above link, grantees have until May 14, 2021 to submit their monthly report covering activity from April 1, 2021 - April 30, 2021 and until June 15, 2021 to submit their monthly report covering activity from May 1, 2021 - May 31, 2021.

Treasury will be supplementing these instructions in the coming weeks with other data elements required by section 501(g) of the Act and section 15011 of the CARES Act (Pub. L. No. 116-136), as amended on December 27, 2020.

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

## Definitions

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### Definitions

<p><b>Number of unique households that completed and submitted an application for ERA program assistance</b></p> <p><b>Number of unique households that received ERA assistance of any kind</b></p> <p><b>Number of unique households that received ERA assistance for Rent</b></p> <p><b>Number of unique households that received ERA assistance for Rental arrears</b></p>	<p>The number of unique households that submitted a complete application, as reasonably determined by the ERA grantee, for ERA assistance in the reporting period.  <small>Note: The phrase "unique households" means that a household that received assistance more than once in a particular quarter should only be counted one time for reporting purposes.</small></p> <p>The number of unique households whose rent and/or utility/ home energy payments were paid by the ERA grantee under the federal ERA program plus the number of households that received housing stability services administered by the ERA grantee in the reporting period.</p> <p>The number of unique households for whom the ERA grantee paid at least one rent payment under the federal ERA program in the reporting period.</p> <p>The number of unique households for whom the ERA grantee paid any amount of rental arrears in the reporting period.</p> <p>This field is the sum of the number of households for which the ERA grantee paid rental arrears directly to their landlord or eligible entity under the federal program plus the number of households in which the ERA grantee directly paid rent arrears payments in the reporting period.</p>
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	<p>Number of unique households that received ERA assistance for Utilities/home energy costs arrears</p> <p>Number of unique households that received ERA assistance for Other expenses related to housing</p> <p>Number of unique households that received ERA assistance for Housing stability services</p> <p>Number of unique households that received ERA assistance with household incomes of less than 30% of the area median income (AMI)</p> <p>Number of unique households that received ERA assistance with household incomes of between 30% and 50% of the area median income (AMI)</p>	<p>provider or another person plus the number of households that received payments from the ERA grantee for their utility or home energy bill payments in the reporting period.</p> <p>The number of unique households for whom the ERA grantee paid any amount of utility and home energy costs arrears under the federal ERA program in the reporting period.</p> <p>This field is the sum of the number of households for which the ERA program paid utility or home energy cost arrears directly to the utility or home energy provider or another person plus the number of households to which the ERA program directly paid utility or home energy arrears payments in the reporting period.</p> <p>The number of unique households for whom the ERA grantee paid any amount for other approved housing expenses during the reporting period (not including rent, rent arrears, utility or home energy costs and home energy costs arrears) as identified in Treasury's FAQ No. 7 at <a href="https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-3-16-21.pdf">https://home.treasury.gov/system/files/136/ERA-Frequently-Asked-Questions_Pub-3-16-21.pdf</a></p> <p>The number of unique households that received any housing stability services provided under the Treasury's ERA program during the reporting period.</p> <p>This includes housing stability services provided directly by the ERA grantee or by sub-recipient entities (such as contractors or sub-awardees).</p> <p>The number of unique households with incomes less than or equal to 30% of the area median income that received any form of ERA assistance in the reporting period, as defined by the US Department of Housing and Urban Development (HUD).</p> <p>HUD's area median income limits can be accessed here: <a href="https://www.huduser.gov/portal/datasets/i.html">https://www.huduser.gov/portal/datasets/i.html</a></p> <p>The number of unique households with incomes greater than 30% but less than or equal to 50% of the area median income as defined by the US Department of Housing and Urban Development (HUD) that received any form of ERA assistance in the reporting period.</p>
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	<p>income (AMI)</p> <p>Number of unique households that received ERA assistance in the reporting period that are between 50% and 80% of the area median income (AMI)</p> <p>Total number of rental payments paid by the ERA grantee (not counting rental arrears).</p> <p>Total number of utility/home energy bill payments paid by the ERA grantee (not including arrears payments).</p> <p>Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households.</p> <p>Total dollar value of approved ERA applications that have not yet been paid.</p> <p>Total dollar amount expended by the ERA grantee for</p>	<p>HUD's area median income limits can be accessed here: <a href="https://www.huduser.gov/portal/datasets/i.html">https://www.huduser.gov/portal/datasets/i.html</a></p> <p>The number of unique households with incomes greater than 50% but less than or equal to 80% of the area median income as defined by the US Department of Housing and Urban Development (HUD) that received any form of ERA assistance in the reporting period.</p> <p>HUD's area median income limits can be accessed here: <a href="https://www.huduser.gov/portal/datasets/i.html">https://www.huduser.gov/portal/datasets/i.html</a></p> <p>The total number of rental payments paid by the ERA grantee to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for rental arrears.</p> <p>The total number of utility/home energy bill payments paid by the ERA grantee to or for participating households during the reporting period. Count each month's payment to the same household individually. Do not count payments for utility or home energy bill arrears.</p> <p>The total dollar amount of ERA grant funds the ERA grantee paid to or for participating households during the reporting period, including payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.</p> <p>This does not include amounts paid for housing stability services.</p> <p>Total ERA grant dollars the ERA grantee expects to pay to or for households for rent, rent arrears, utility and home energy bills, utility and home energy arrears, and other housing expenses.</p> <p>This amount does not include amounts approved and expected to pay for housing stability services.</p> <p>Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures.</p> <p>Total ERA grant dollars that the ERA grantee expended (incurred or paid as a liability) for administrative expenses during the reporting</p>
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	<p>administrative expenses.</p> <p>Total dollar value of approved ERA administrative expenses that have not yet been expended.</p> <p>Total dollar amount expended by the ERA grantee for housing stability services.</p> <p>Total dollar value of approved ERA housing stability services that have not yet been expended.</p>	<p>period.</p> <p>Note: for costs to have been incurred as defined, performance of the service or delivery of the good(s) must have occurred.</p> <p>This does not include amounts expended for housing stability services.</p> <p>Total dollar amount of ERA grant funds that the ERA grantee has not yet expended (incurred or paid as a liability), for administrative expenses.</p> <p>This does not include amounts approved and expected to pay for housing stability services.</p> <p>Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures.</p> <p>Total amount of the ERA grant funds that the ERA grantee expended (incurred as a liability) for housing stability services during the reporting period.</p> <p>Note: for costs to have been incurred as defined, performance of the service or delivery of the good(s) must have occurred.</p> <p>This includes housing stability services provided directly by the ERA grantee or by subrecipient entities or contractors.</p> <p>Total ERA grant dollars that the ERA grantee has not yet expended (incurred or paid as a liability), for housing stability services.</p> <p>This includes housing stability services provided directly by the ERA grantee or by subrecipient entities or contractors.</p> <p>Note: Calculate the amount expected to be paid as defined by the ERA grantee's policies and procedures. Typically, for costs to have been incurred, performance of the service or delivery of the good(s) must have occurred. This question is intended to capture pre-expenditure amounts.</p>
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# Zip Code Information

Treasury COVID-19 Relief Hub

Application ID	SJ-0055	Application Type	ERA
Status	Draft	Submission Date	

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Definitions

**Zip Code Information**

Grantee Information

### Zip Codes Information

For Number of unique households that received ERA assistance of any kind and Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households, grantees are also required to provide information on all zip codes within their coverage area in which there is data to report.

**Grantees are not required to upload the following zip codes reporting file if they were entered on the form.**

Click on the below link to download the zip codes reporting file

[Zip Codes Reporting](#)

Upload zip codes reporting information here

Upload Required Docs:

Or drop files

Click “Zip Codes Reporting” and excel file will download:

### Data Elements

<b>ERA Zip Code Reporting Requirements</b>		
Zip Code (00000-0000 or 00000)	Number of unique households that received ERA assistance of any kind	Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households.
01234		

### Data Dictionary

Number	Data Element	Definition
1	Zip Code	Zip code in which the ERA grantee provided financial assistance to or for participating households during the reporting period. This does not include housing stability services.
2	Number of unique households that received ERA assistance of any kind.	The number of unique households whose rent and/or utility/ home energy payments were paid by the ERA grantee under the federal ERA program plus the number of households that received housing stability services administered by the ERA grantee in the reporting period.
3	Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households.	The total dollar amount of ERA grant funds the ERA grantee paid to or for participating households during the reporting period, including payments for rent; rental arrears; utility and home energy costs; utility and home energy cost arrears; and other housing expenses.

# Grantee Information

Treasury COVID-19 Relief Hub

Application ID: SJF-0055      Application Type: ERA  
Status: Draft      Submission Date:

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**Grantee Information**

### Grantee Information

Number of unique households that completed and submitted an application for ERA program assistance ①

  

Number of unique households that received ERA assistance of any kind ①

  

Number of unique households that received the following types of ERA assistance (where applicable):

Rent ①	Rental arrears ①
<input type="text"/>	<input type="text"/>
Utilities/home energy bills ①	Utilities/home energy costs arrears ①
<input type="text"/>	<input type="text"/>

Other expenses related to housing ①      Housing stability services ①

<input type="text"/>	<input type="text"/>
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Number of unique households that received ERA assistance with household incomes of less than 30% of the area median income (AMI) ①

  

Number of unique households that received ERA assistance with household incomes of between 30% and 50% of the area median income (AMI) ①

  

Number of unique households that received ERA assistance in the reporting period that are between 50% and 80% of the area median income (AMI) ①

  

Total number of rental payments paid by the ERA grantee (not counting rental arrears) ①

  

Total number of utility/home energy bill payments paid by the ERA grantee (not including arrears payments) ①

  

Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households ①

  

Total dollar value of approved ERA applications that have not yet been paid ①

  

Total dollar amount expended by the ERA grantee for administrative expenses ①

  

Total dollar value of approved ERA applications that have not yet been paid ①

  

Total dollar amount expended by the ERA grantee for administrative expenses ①

  

Total dollar value of approved ERA administrative expenses that have not yet been expended ①

  

Total dollar amount expended by the ERA grantee for housing stability services ①

  

Total dollar value of approved ERA housing stability services that have not yet been expended ①

  

Please provide additional context or information relevant to the responses entered above

  

[Submit Form](#)

PDF:

ERA Compliance.pdf 1 / 1 100%

### ERA Compliance

#### Grantee Information

Number	Data Element	Total (# or \$)
1	Number of unique households that completed and submitted an application for ERA program assistance	
2	Number of unique households that received ERA assistance of any kind	
3	Number of unique households that received the following types of ERA assistance (where applicable):	
3a	Rent	
3b	Rental arrears	
3c	Utilities/home energy bills	
3d	Utilities/home energy costs arrears	
3e	Other expenses related to housing	

ERA Compliance.pdf 1 / 1 100%

3f	Housing stability services	
4	Number of unique households that received ERA assistance with household incomes of less than 30% of the area median income (AMI)	
5	Number of unique households that received ERA assistance with household incomes of between 30% and 50% of the area median income (AMI)	
6	Number of unique households that received ERA assistance in the reporting period that are between 50% and 80% of the area median income (AMI)	
7	Total number of rental payments paid by the ERA grantee (not counting rental arrears)	
8	Total number of utility/home energy bill payments paid by the ERA grantee (not including arrears payments)	
9	Total dollar amount of ERA grant funds paid by the ERA grantee to or for participating households	
10	Total dollar value of approved ERA applications that have not yet been paid	
11	Total dollar amount expended by the ERA grantee for administrative expenses	

12	Total dollar value of approved ERA administrative expenses that have not yet been expended	
13	Total dollar amount expended by the ERA grantee for housing stability services	
14	Total dollar value of approved ERA housing stability services that have not yet been expended	

## Submitted/In Progress Applications in Portal:

The screenshot shows the Treasury COVID-19 Relief Hub portal. The top navigation bar includes a menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. Below this is a sub-header "State, Local, and Tribal Support" with a "Start an application" button. A left sidebar contains "Introduction" and "Applications & Compliance Forms". The main content area has two sections: "Applications" with the text "No current applications." and "Compliance". The "Compliance" section features a table with two rows of application data.

Application ID	Application Type	Status			
SLT-0056	ERA	In-Progress	<a href="#">Provide Information</a>		
SLT-0055	ERA	Submitted	<a href="#">View Information</a>	<a href="#">Zip Code Info</a>	<a href="#">Download PDF</a>

Looking for Help?