DRAFT v9
ERA1 FINAL REPORT

The following presents the questions that would appear onscreen on the ERA1 Final Report in Treasury's Portal (the Portal). The questions are arranged by section or portal tab. The general format and tabs align with the layout of the ERA quarterly report in the Portal, with a small number of exceptions. Some verbiage has been clarified or simplified based on Treasury's experience with the ERA quarterly reports. ERA1 Grantee s that are Tribes, or Tribally Designated Housing Entities, and the Department of Hawaiian Home Lands are exempt from several of the standard reporting questions as noted.

Tab: Grantee Profile

Please verify the following and report any errors or updates in the text box below.
ERA Grantee Information
Grantee Legal Name
Grantee Unique Entity Identification (UEI)
Grantee Taxpayer Identification Number (TIN)
Grantee Type ((The Portal will display a Picklist Selection))
Grantee Address
Grantee Address 2
Grantee Address 3
Grantee City
Grantee State/Territory
Grantee Zip
Grantee Zip +4
Grantee Country Name
Please report any errors or updates (if any). ((The Portal will display a text box where the grantee can provide their input.))
Is the Grantee Registered in SAM.gov? Y/N
a.   ((If response above is No, the Portal will display the following))   In the preceding fiscal year, did the Grantee receive 80% or more of its annual gross revenue from federal funds? Y/N
b.   ((If responsive above is No, the Portal will display the following))   In the preceding fiscal year, did the Grantee receive $25 million or more of its annual gross revenue from federal funds? Y/N

c. ((If either response to a. or b. above is Yes, the Portal will display the following)) Is the "total compensation" for the organization's five highest paid officers publicly listed or otherwise listed in SAM.gov? Y/N	
d. ((If the response to C. No, the Portal will display the following)) Enter the Name and Total Compensation for each officer below. If the number of officers is less than 5, please enter N/A.	

Officer Name
Total Compensation
Officer Name
Total Compensation
Officer Name
Total Compensation
Officer Name
Total Compensation
Officer Name
Total Compensation

Point of Contact List
Verify the names and contact information of all individuals designated for the three ERA Project roles: ERA Account Administrator; ERA Point of Contact for Reporting; and ERA Authorized Representative for Reporting. ((Hyperlink to the specific grantee's list of contacts.))
Name
Title
Phone
Email
Role(s)

Tab: ERA1 Project Overview

Please review and verify the following (and update the information, if needed):
ERA1 Project Name
ERA1 Project Website URL
Geographic Service Area ((The Portal will display a picklist selection))

State-wide City-wide County-wide Targeted Communities

ERA1 Project Final Summary Narrative
Please provide a summary narrative about the ERA1 project including the following topics. (4,000 words or less.)
- Accomplishments - Application Process - Project governance and management structure - Key partner organizations - Outreach strategies - Services provided - Housing stability services provided - Other affordable rental housing and eviction prevention services provided - Plans for future action in extending the impact of the ERA project - Lessons learned for implementing emergency rent and utility payment projects generally and in the context of a disaster, and so forth - Challenges faced - Other information you would like to highlight

Effective Practices
(Optional) Please provide a brief narrative on any effective practice(s) the grantee implemented in administering its ERA1 project for sharing with the broader ERA community. (1,000words or less.)
Please provide narratives of effective practices: (The Portal will display text boxes where the grantee can provide their narrative(s).)

System for Prioritizing Assistance
Please update, as appropriate, the grantee's previously submitted description of its approach for prioritizing ERA1 assistance to certain households (e.g., households with incomes less than 50% of area median income and those with at least one member who were unemployed 90 days or more prior to the date the household applied for ERA1 assistance). If the approach does not include posting information on a website, please include details on how information about the system is made available to the public.
Previously submitted narrative: (The Portal will display a read-only version of the previously submitted narrative on-screen here.)
Please update the narrative, as appropriate. (The Portal will display a text box where the grantee can submit an updated version of the narrative, if needed.)
Please update, as appropriate, the previously submitted URL where information on the system for prioritizing assistance is publicly available. If there is no website, and if such information has not been submitted previously, please upload a copy of publicly available information about the system for prioritizing assistance.
Previously submitted URL ((The Portal will display the URL on-screen.))
Provide updated URL, as appropriate here: ((The Portal will display a text box where the grantee can submit updated information manually.))

Fact-Based Proxy for Determining Eligibility
Please verify and update, as appropriate, the grantee's previous responses to the following.
Did the ERA1 grantee use a fact-based proxy to determine applicants' income eligibility for financial assistance under the ERA1 Project? ==(The Portal will display yes/no radio buttons that the grantee can select.))==
If "Yes", please review and update, as needed, the previously submitted narrative on the fact-based proxy used for this purpose. The narrative must include information on all income threshold, policies, and procedures used for verifying eligibility.   If you have not previously submitted a narrative, please do so below.
Submit narrative (if needed): ==(The Portal will display a text box and instructions for grantee who have not submitted a narrative to do so by either manually entering or uploading.))==
Review and update previously submitted narrative: ==((The read-only version of the previously submitted narrative will be displayed on-screen.))==
If appropriate, please upload an updated narrative: ==((The Portal will display instructions for uploading a file.))==

Tab: Expenditures Made in Closeout Period

Click here ((==The Portal will display a button labeled "Expenditures Made in Closeout Period==)) to report the grantee's expenditures (if any) made in the closeout period only. Reminder, grantees may expend ERA1 award funds during the closeout period only to liquidate obligations it incurred for administrative costs by end date of the award period of performance.
==((When the grantee clicks the button above, the Portal will display the following sections of the Expenditures tab typically shown for quarterly reporting: "Expenditures associated with Subawards, Contracts and Direct Payments for which the ERA Grantee had obligated $30,000 or More" "Expenditures associated with Subawards, Contracts and Direct Payments for which the ERA1 grantee obligated Less than $30,000" "Grantee Obligations and Expenditures to Individuals" The portal will ingest any expenditure information submitted by the grantee, and that information will appear in the "Expenditures" section below.))==

Tab: Subrecipients, Contractors, and Direct Payees (Obligations of $30,000 or More)

Please use this section to review and make revisions, as appropriate, to records for the ERA1 grantee's subrecipient(s), contractor(s) and direct payees

(beneficiary(ies)) to which the grantee had obligated a total of $30,000 or more in the period of performance as reported in quarterly reports. Please create new entries for any records that were not submitted with a quarterly report. Provide a narrative explanation for any correction made or new records created. Please do not create duplicate records.

((The Portal will display the following sub-heading: "Table of Subrecipients, Contractors and Direct Payees for Review." The Portal will display the current records on-screen. The grantee can review and make manual revisions on-screen, as needed. The grantee will have the option of clicking a button labeled "Download Excel File for Review," to download an Excel file of the current records. Grantees who choose that option can then review the downloaded data, make needed revisions, and reformat the information for uploading. Instructions for uploading the file will be displayed on-screen. The Portal will track all revisions.))

Tab: Subawards, Contracts, and Direct Payments (Obligations of $30,000 or More)

Please use this section to review and make revisions, as appropriate, to records of the grantee's subaward(s), contract(s), and direct payment(s) for which the grantee had obligated $30,000 or more in the award period of performance as reported in quarterly reports. Please create new records for any that were not submitted with quarterly reports. Provide a narrative explanation for any revision made or new records created. Please do not create duplicate records.

((The Portal will display the following sub-heading: "Table of Subawards, Contracts and Direct Payments for Review" The Portal will display the current records on-screen. The grantee can review and make manual revisions on-screen, as needed. The grantee will have the option of clicking a button labeled "Download Excel File for Review," to download an Excel file of the current records. Grantees who choose this option can then review the downloaded data, make needed revisions, and reformat the information for uploading. Instructions for uploading the file will be displayed on-screen. The Portal will track all revisions.))

Tab: Expenditures Made Over the Period of Performance

Grantees are encouraged to use this section to review and make revisions, as appropriate, to the expenditure records that have been submitted with quarterly reports. Provide a narrative explanation for any revisions made or new records created. Please do not create duplicative records.

Expenditures Associated with the ERA1 Grantee's Obligations of $30,000 or more for Subawards, Contracts and Direct Payments

((The Portal will display the following sub-heading: "Table of the Expenditures Associated with ERA1 Grantee's Obligations of $30,000 or More for Subawards, Contracts and Direct Payments for Review." The Portal will display the current records on-screen. The grantee can review and make revisions manually on-screen, as needed. The grantee will have option of clicking a button labeled, "Download Excel File for Review," to download an Excel file of the current records. Grantees who choose this option can then review the downloaded data, make needed revisions, and reformat the information for uploading. Instructions for uploading the file will be displayed on-screen. The Portal will track all revisions.))

Expenditures Associated with the ERA1 Grantee's Subawards, Contracts and Direct Payments Valued at Less than $30,000
((The Portal will display the following sub-heading: "Table of the Aggregated Amounts of Expenditures Associated with ERA1 Grantee's Obligations of Less than $30,000 for Review." The Portal will display the current records on-screen. The grantee can review and make revisions manually on-screen, as needed. The grantee will have the option of clicking a button labeled, "Download Excel File for Review," to download an Excel file of the current records. Grantees who choose this option can then review the downloaded data, make needed revisions, and reformat the information for uploading. Instructions for uploading the file will be displayed on-screen. The Portal will track all revisions.))
Obligations and Expenditures (Payments) to Individuals
((The Portal will display the following sub-heading: "Table of Aggregated Amounts of Expenditures (Payments) to Individuals" The Portal will display the current records on-screen. The grantee can review and make revisions manually on-screen, as needed. The grantee will have the option of clicking a button labeled, "Download Excel File for Review," to download an Excel file of the current records. Grantees who choose that option can then review the downloaded data, make needed revisions, and reformat the information for uploading. Instructions for uploading the file will be displayed on-screen. The Portal will track all revisions.))

Summary (Cumulative) Amounts of Expenditures

Please provide the following summary (cumulative) information on ERA1 grantee expenditures over the project period.
Total amount of ERA1 funds expended over the award period of performance .
Total amounts of ERA1 funds expended over the award period of performance, categorized by each of the following expenditure categories:
- Rent
- Rental Arrears
- Utility/Home Energy Costs
- Utility/Home Energy Cost Arrears
- Other Expenses Related to Housing s (incurred due to COVID-19)
- Housing Stability Services
- Administrative Costs
Total ERA1 grantee obligations for its subawards, contracts, and direct payments (valued at $30,000 or more)
Total ERA1 expenditures associated with the grantee's subawards, contracts, and direct payments (valued at $30,000 or more)
Total ERA1 expenditures associated with the grantee's subawards, contracts, and direct payments (valued at $30,000 or more) categorized by expenditure category:
- Rent
- Rental Arrears
- Utility/Home Energy Costs
- Utility/Home Energy Cost Arrears
- Other Expenses Related to Housing (incurred due to COVID-19)
- Housing Stability Services

-      Administrative Costs
Total ERA1 grantee obligations for its subawards, contracts, and direct payments (valued at less than $30,000)
Total ERA1 expenditures associated with the grantee's subawards, contracts, and direct payments (valued at less than $30,000)
Total ERA1 expenditures associated with the grantee's subawards, contracts, and direct payments (valued at less than $30,000), categorized by expenditure category. (Do not include information on the grantee's direct payments to tenants or individual/small business landlords valued at less than $30,000.)
-      Rent
-      Rental Arrears
-      Utility/Home Energy Costs
-      Utility/Home Energy Cost Arrears
-      Other Expenses Related to Housing Costs (incurred due to COVID-19)
-      Housing Stability Services
-      Administrative Costs
Total ERA1 funds expended (paid) to individuals. (This includes payments to tenants and individual/small business landlords valued at less than $30,000.)
Total ERA1 funds expended (paid) to individuals, categorized by expenditure categories.

Participants and Services Provided

Please provide cumulative counts / amounts for each of the following. In addition, please provide cumulative participant demographic information where required. ((Tribes, TDHEs and the DHHL are not required to provide participant demographic information for any of the following data points.))
Number of unique households that completed and submitted an application for ERA1 assistance over the award period of performance. Provide cumulative demographic information.
Number of unique submitted applications accepted over the award period of performance. Provide cumulative demographic information.
Acceptance rate of all applications submitted over the award period of performance. Provide cumulative demographic information.
Number of unique participant households that received ERA1 assistance over the award period of performance. Provide cumulative demographic information.
Number of unique participant households that received ERA1 assistance over the award period of performance for each type of assistance. Provide cumulative demographic information for each type of assistance.
- Rent
- Rent arrears
- Utilities/home energy costs
- Utilities/home energy costs arrears
- Other expenses related to housing (incurred due to COVID-19)
- Housing stability services
Number of unique participant households that received ERA1 assistance over the award period of performance by each income category. Include cumulative demographic information for each income category. ((Tribes, TDHEs and the DHHL are not required to answer these questions on participant incomes.))
- Less than 30% of area median income
- Between 30% and 50% of area median income
- Between 50% and 80% of area median income
Number of unique participant households whose income eligibility was determined based on their eligibility for other federal benefit programs. Provide cumulative demographic information.
Number of unique participant households whose income eligibility was determined based on a fact-based proxy. Provide cumulative demographic information.
Average number of months of rent or utility/home energy payments covered for each participant household over the award period of performance. Provide cumulative demographic information.
- Average number of months of prospective rent covered for each participant household. Provide cumulative demographic information.
- Average number of months of rent arrears covered for each participant household. Provide cumulative demographic information.

- Average number of months of prospective utility/home energy costs covered for each participant household. Provide cumulative demographic information.
- Average number of months of prospective utility/home energy cost arrears covered for each participant household. Provide cumulative demographic information.
Total amount of ERA1 funds paid to or for participant households over the award period of performance. Provide cumulative demographic information.
Average amount of ERA1 funds expended to or for participant households over the award period of performance. Provide cumulative demographic information.
Total amount of ERA1 funds expended for administrative expenses over the award period of performance.
Total amount of ERA1 funds expended for housing stability services over the award period of performance.

Tab: Financial Reporting

Financial Reporting
Please provide the following information required on the SF-425
Federal Cash
SF-425 Item 10a: Cash Receipts
SF-425 Item 10b: Cash Disbursements
SF-425 Item 10c: Cash on Hand
Federal Expenditures and Unobligated Balances
SF-425 Item 10d: Total Federal funds authorized
SF-425 Item 10e: Federal share of expenditures
SF-425 Item 10f: Federal share of unliquidated obligations
SF-415 Item 10g: Total Federal Share (sum of SF-425 Items 10e and 10f)
SF-425 Item 10h: Unobligated balance of Federal Funds (items SF-425 10d minus 10g)
Participant Household Payment Data File for Overall Project Period
Grantees are required to submit a cumulative PHPDF file must include data on every ERA1 assistance payment made during the ERA1 project period of performance by the Grantee and all Subrecipients to participant households for the following: Rent; Rental arrears; Utility/Home energy costs; Utility/Home energy cost arrears; Other expenses related to housing; and Housing stability services. Please use the Excel template provided. Are you providing a cumulative PHPDF covering the entire award period of performance to replace previously submitted quarterly PHPDF files? ((The Portal would display Yes/No Radio Buttons. When the Grantee selects "yes", the instructions for uploading the file will appear on-screen.))

Grantee Comments

Use this space to provide additional information or comments on any data or narrative responses submitted in this final summary report (3,500 characters or less).
((Text box))

Report Certification and Submission

Statement
I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA1 grantee. The undersigned acknowledges that a materially false, fictitious, fraudulent statement or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 U.S.C. § 1001, and may subject me and the ERA1 grantee to civil penalties, damages, and administrative remedies for false claims or otherwise (including under to 31 U.S.C. §§ 3729 et seq.). The undersigned is an authorized representative of the ERA1 grantee   with authority to make the above certifications and representations on behalf of the ERA1 grantee
Submitting Official
Name
Title
Phone
Email
Date Submitted ((Populated by the Portal))

Customer Service Survey (Optional)

Emergency Rental Assistance (ERA1) Program Grantee Survey
Thank you for submitting your ERA1 Final Report. We invite you to take a brief survey to help Treasury improve its ERA program established by the American Rescue Plan Act. Your participation is voluntary. We appreciate your feedback.
1)   Overall, how effective is the ERA1 Program?   Five-point rating from: Very Ineffective, Ineffective, Neutral, Effective, Very Effective
Provide any comments here: ((Text box))

2) How satisfied are you with Treasury's administration of the ERA1 Program? Five-point rating: Highly Dissatisfied, Dissatisfied, Neutral, Satisfied, Highly Satisfied
Provide any comments here: ((Text box))
3) What can we do to improve Treasury's administration of the ERA1 Program?
Provide any comments here: ((Text box))
4) Rate your overall experience using the Treasury's Portal for ERA1 Reporting? Five-point rating: Highly Dissatisfied, Dissatisfied, Neutral, Satisfied, Highly Satisfied
Provide any comments here: ((Text box))
5) Do you have any additional suggestions or feedback?
Provide any comments here: ((Text box))