

## FORM 1, ERA2 – Request for Reallocated Funds

### Step 1

## Step 1: Reporting Guidance

On March 30, 2022, Treasury published ERA2 Reallocation Guidance. Please refer to the published guidance for details on ERA2 reallocation processes and procedures.

[ERA2 Reallocation Guidance](#)

### Step 2

## Step 2: Request for Reallocated Funds

The undersigned entity (the "ERA2 Grantee") received its full allocation of funds for the delivery of emergency rental assistance ("ERA") in accordance with the American Rescue Plan Act of 2021 ("the Act").

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

1. it has obligated at least 50% of its total initial ERA2 allocation under the Act (the "ERA2 Award")
2. its jurisdiction has a demonstrated need for the ERA funds requested below and the capacity to use those funds pursuant to applicable requirements.

### ERA Grantee Request Amount

The ERA Grantee hereby requests an additional:

Amount

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

Save

Next

## Step 3

### Step 3: Obligation Report

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. As described in the guidance, Treasury considers ERA funds to be obligated if (i) the funds have actually been spent providing financial assistance and housing stability services for eligible households; (ii) the funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or (iii) subject to certain conditions, the grantee has, as part of the grantee's ERA program administration, entered into a binding agreement or funding commitment requiring the grantee to disburse the funds to a third party for eligible purposes. In addition, Treasury will consider 15% of each grantee's total award amount as having been obligated for administrative costs regardless of the grantee's actual expenditures, commitments, or obligations.

Please provide below details of the ERA Grantee's use of funds from the ERA2 Award Authorized by the Act – not regarding its use of funds under an ERA1 award authorized by Section 501 of Division N of the Consolidated Appropriations Act, 2021.

#### Obligation Report

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

As of date

The ERA Grantee has obligated its ERA2 Award funds as follows:

Enter 15% of total ERA2 Award amount for administrative cost.

Amount

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

Amount

Total

Save

Next

## Step 4

### Step 4: Evidence of Demonstrated Need

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

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

#### Monthly Projections

[Add Projections for Another Month](#)

##### Data Column Definition

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

You have no Submissions

[Next](#)

#### Monthly Projections

##### Data Column Definition

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

	Month	# Unique House...	Assistance Amo...	# Applications S...
1	June	100	\$2,100.00	100
2	July	100	\$1,000.00	100
3	August	100	\$1,000.00	100
4	September	150	\$1,400.00	150

Example after data added via button

## Step 5

### Step 5: Certification

The ERA Grantee acknowledges that ERA2 Award must be obligated by September 30th, 2025, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).

#### Certification & Submission

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

Name

Chris B (Complia

Title

UAT Testing

Date

5/27/2022

Submit Form

## FORM 2, ERA2 – Request for Reallocated Funds – Voluntary

### Step 1

## Step 1: Reporting Guidance

On March 30, 2022, Treasury published ERA2 Reallocation Guidance. Please refer to the published guidance for details on ERA2 reallocation processes and procedures.

[ERA2 Reallocation Guidance](#)

### Step 2

## Step 2: Request for Reallocated Funds

The undersigned entity (the "ERA2 Grantee") received its full allocation of funds for the delivery of emergency rental assistance ("ERA") in accordance with the American Rescue Plan Act of 2021 ("the Act").

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

1. it has obligated at least 50% of its total initial ERA2 allocation under the Act (the "ERA2 Award")
2. its jurisdiction has a demonstrated need for the ERA funds requested below and the capacity to use those funds pursuant to applicable requirements.

### ERA Grantee Request Amount

The ERA Grantee hereby requests an additional:

Amount

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

Save

Next

## Step 3

### Step 3: Obligation Report

Treasury has published guidance, available on its website, setting forth the procedures for the reallocation of ERA funds under the Act. As described in the guidance, Treasury considers ERA funds to be obligated if (i) the funds have actually been spent providing financial assistance and housing stability services for eligible households; (ii) the funds are needed to pay for assistance promised in a commitment letter issued to induce a landlord to enter a rental agreement with an eligible household under Treasury's ERA FAQ #35; or (iii) subject to certain conditions, the grantee has, as part of the grantee's ERA program administration, entered into a binding agreement or funding commitment requiring the grantee to disburse the funds to a third party for eligible purposes. In addition, Treasury will consider 15% of each grantee's total award amount as having been obligated for administrative costs regardless of the grantee's actual expenditures, commitments, or obligations.

Please provide below details of the ERA Grantee's use of funds from the ERA2 Award Authorized by the Act – not regarding its use of funds under an ERA1 award authorized by Section 501 of Division N of the Consolidated Appropriations Act, 2021.

#### Obligation Report

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

As of date

The ERA Grantee has obligated its ERA2 Award funds as follows:

Enter 15% of total ERA2 Award amount for administrative cost.

Amount

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

Amount

Total

Save

Next

## Step 4

### Step 4: Evidence of Demonstrated Need

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

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

#### Monthly Projections

[Add Projections for Another Month](#)

##### Data Column Definition

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

You have no Submissions

[Next](#)

#### Monthly Projections

##### Data Column Definition

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

	Month	# Unique House...	Assistance Amo...	# Applications S...
1	June	100	\$2,100.00	100
2	July	100	\$1,000.00	100
3	August	100	\$1,000.00	100
4	September	150	\$1,400.00	150

Example after data added via button

## Step 5

### Step 5: Transferring Grantee(s)

In accordance with Treasury's ERA2 Reallocation Guidance, grantees may request to voluntarily reallocate some or all of their remaining ERA2 award funds to another ERA2 grantee that (i) administers an ERA2 program in the same state or territory; (ii) has obligated at least 50% of its own ERA2 award by the time of such transfer; and (iii) confirms a demonstrated need for additional assistance in the grantee's jurisdiction.

If awarded voluntarily reallocated funds, the ERA Grantee agrees to comply with all administrative and operational requirements applicable to the transfer of ERA2 funds between and among ERA2 grantees. These requirements may include the provision of any standard form documents needed to confirm a grantee's Unique Entity Identifier (UEI) number, deposit account, write instructions, or other funds transfer information. The ERA grantee understands that failure to comply with these requirements may result in Treasury awarding any funds recommended for reallocation to the ERA Grantee to other grantees.

As a condition to receiving voluntarily reallocated funds, the ERA Grantee certifies that it has complied with all ERA2 requirements under applicable law, the ERA2 guidance published by Treasury, and its ERA2 Award Terms. The ERA Grantee agrees that it will use its remaining ERA2 funds, including any additional funds received through reallocation, in compliance with all such authorities.

#### Voluntarily Funds

If known, please identify below any ERA2 grantee(s) who have recommended or are expected to recommend the voluntary reallocation of ERA2 funds to the ERA Grantee.

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

You have no Submissions

[Next](#)



## Add Transferring Grantee



In accordance with Treasury's ERA2 Reallocation Guidance, grantees may request to voluntarily reallocate some or all of their remaining ERA2 award funds to another ERA2 grantee that (i) administers an ERA2 program in the same state or territory; (ii) has obligated at least 50% of its own ERA2 award by the time of such transfer; and (iii) confirms a demonstrated need for additional assistance in the grantee's jurisdiction.

Please identify below any ERA2 grantee(s) who have recommended or are expected to recommend the voluntary reallocation of ERA2 funds to the ERA Grantee.

Transferring Grantee ERA Number

Transferring Grantee

\* Expected Amount

Award Redirect

Save

Cancel

Pop up to add Transferring Grantee

## Step 6

### Step 6: Certification

The ERA Grantee acknowledges that ERA2 Award must be obligated by September 30th, 2025, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).

#### Certification & Submission

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

Name

Chris B (Complia

Title

UAT Testing

Date

5/27/2022

Submit Form

## FORM 3: ERA2 – Request to Voluntarily Reallocate Excess Funds

Step 1

### Step 1: Reporting Guidance

On March 30, 2022, Treasury published ERA2 Reallocation Guidance on the U.S. Treasury website. Please refer to the published guidance for details on ERA2 reallocation processes and procedures.

[ERA2 Reallocation Guidance](#)

Step 2

### Step 2: Request for Voluntary Reallocation

The American Rescue Plan Act of 2021 requires Treasury to recapture excess award funds not obligated by ERA2 grantees and reallocate such funds beginning after March 31, 2022. As provided by Treasury's ERA2 Reallocation Guidance (Reallocation Guidance), grantees may request to voluntarily reallocate some or all of their remaining ERA2 award funds to another ERA2 grantee that administers an ERA2 program in the same state or territory and that has obligated at least 50% of its own ERA2 award by the time of such transfer.

#### Voluntary Request Amount

The Grantee hereby requests the reallocation of the Identified Funds entered below from its initial ERA2 award.

Save

## Reallocation Designation

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

\* Reallocat  ion Type

### General Reallocation

The Grantee requests Treasury to award the Identified Funds to other grantees in accordance with the priorities under the Reallocation Guidance. Identified Funds will be made available first to one or more grantees operating in the same state or territory where the funds were initially allocated, but otherwise may be disbursed to other eligible ERA2 grantee(s).

Save

## Reallocation Designation

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

\* Reallocation Type

### Designated Reallocation

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

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

Add Transferee

ERA Number

Grantee Recipient

Requested Voluntary T...

Save

## Step 3

### Step 3: Certification

The ERA Grantee acknowledges that ERA2 Award must be obligated by September 30th, 2025, and such funds not obligated or expended at that time must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).

#### Certification & Submission

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

Name

Chris B (Complia

Title

UAT Testing

Date

5/27/2022

Submit Form