



Reporting Instructions

All grantees awarded funds after 2018 are required to submit reports on the progress of their grant and the use of PHARE funds via the [PHARE website](#). The following document provides instructions for all PHARE grantees on how to submit report electronically.

Please be sure to use the same log in/password credentials that were used to create and submit your awarded PHARE grant. **This is very important!**

Please do **NOT** create a new PHARE account. Reports will not be found if you create a new account. Each grant (program and year) must be reported on separately. If an organization has been awarded multiple grants to different projects or in other years, then each of those awards will be listed separately by proposal name and funding year.

PHARE reports are created and available approximately 90 days prior to their due date. Online reports are due to PHFA semiannually by January 31 and July 31 until:

1. All PHARE funds are expended.
2. All individuals/households are assisted.
3. All housing units created or modified with the use of PHARE funds are completed **and** housed (if applicable).

Reports submitted from new PHARE grantees (those awarded in June) are not due until the first January 31 after the funds are awarded.

Grant data submitted to PHFA will include outcomes connected the use of all awarded grant funds from the date your commitment letter was signed through the end of December. Reports due on or before July 31 will then include the impact of PHARE funds expended from January 1 through the end of June.

In accordance with the PHARE Request for Proposals, all awarded grantees are required to monitor and report on the following PHARE outcomes:

- Amount of PHARE funds expended.
- Number of households served/impacted.
 - Household income information **must** be submitted for every PHARE-impacted household.
- Household income (tracked for each individual households assisted).
- Amount and percentage of funds used to benefit households below 50% of median area income.
- Amount of Funding Used to Assist Households (for each individual household assisted).
- Amount of administrative costs (capped at 5% of the total awarded funds).
- Source and amount of all matching/leveraged funds.
- Impact of funds used to address barriers to fair housing for marginalized communities.

When you log into the [PHARE website](#) you will need to click on the green “PHARE Reporting” bar where you will find every grant that has been awarded to your organization. You will be able to “Select” any report you wish to begin or “View” reports that have been saved or submitted previously.

If you do not see the PHARE Reporting bar when you log in it likely means that your organization’s awarded funds are connected to a different existing PHARE account/email address. You should contact PHFA for help accessing your awarded account.

The PHARE report is broken down into four sections:

- **Certification of Compliance**
 - This section breaks down the overall, cumulative use of PHARE funds; funds expended, households impacted, etc. since the grant’s inception.
- **Impact/Outcome Reporting**
 - This section is used to track the overall, cumulative impact of PHARE funds since the grant’s inception.
 - Please indicate the number of households that have been impacted in each of the 6 impact categories. The total number of households entered should be equal to the number of households entered into under #4 in the Certification of Compliance section. **Please note that the report will not allow you to submit if the total number of households entered in this field are not equal to the number of households reported in question #4.**
- **Demographic Information**
 - This voluntary section is used to track various demographics by percentage of households served.
 - Information collected will be in the form of a percentage of Households impacted to capture Military status, disability status, ethnicity, and race.
- **Housing Assistance Information**
 - **VERY IMPORTANT!** This section is used to list and track each household benefitting from PHARE funds and the amount of funds expended for their benefit.
 - **This section is not only for direct financial assistance.**
 - ALL funds used for a household’s benefit (rent assistance staff hours, program delivery expenses, etc.) should be included.
 - **This section is not cumulative.** Grantees only need to submit NEW figures for funds used to benefit households that were not submitted on previous reports.
 - Click on ‘Add a Record’ to enter a new household. Once the household information has been added, click “Add” to enter the household’s information into the system. Simply click on the red “Remove” box to edit or delete any household information entered previously.
- **Administrative Costs**
 - This section is used to track funds not directly related to program/project delivery. This is limited to no more than 5% of the overall grant award. Items such as planning, food for meetings, or funds used to cover the salary of an employee that doesn’t work directly with clients are examples of administrative costs.

The system will automatically calculate all funding totals that are entered into the Housing Assistance and Administration Costs sections of the site. The total listed as “PHARE Funding Expended to Date” at the bottom of the report must be equal to the figure entered into #2 of the Certification of Compliance section at the very top of the report. If not, the system will not allow you to submit.

If there are no funds expended to date, please replace the prepopulated zero with your own “0”. Please do not enter “TBD” or “N/A” in the blanks. Instead, simply enter “0” if there is no data to be entered.

Save your Work Frequently

Please note that the reporting website does not automatically save the data entered. Grantees should click to “Save Report” as often as possible (prior to logging out **and** prior to submitting) to avoid losing data. Reports left open without any activity will close out automatically after 15 minutes. Any unsaved data will be lost, so please remember to save your work.

Reminder about PHARE income limits

Please remember that PHARE funds were generated in the year prior to the year the funds were awarded. Please be sure to apply the HUD income limits for the year the funds were generated, not the year they were awarded to your organization. For example, if your PHARE award was awarded in July of 2019 then you should apply HUD’s 2018 income limits.

The link to HUD’s website where county income limits can be found here: <https://www.huduser.gov/portal/datasets/il.html>

Submitting the Report

Simply click on the “Submit Report” tab located at the bottom and top of the site. You will be sent an email confirming that the report was submitted. You will also be notified if a required field is missing or if the funding expended totals don’t match. Please also note that reports are final once they have been submitted to the Agency. You will not be able to edit a report once it has been submitted unless you contact PHFA.

Close-Out Reports

PHARE close-out report are also to be submitted using the online PHARE system. Close-outs are due within 30 days of the final expenditure of PHARE grant funds.

Close-out reports should include final, cumulative figures explaining the full use and impact of grant funds. For grantees rehabbing or developing housing units, that means that all funds must be expended, **and** those impacted units must be occupied with residents.

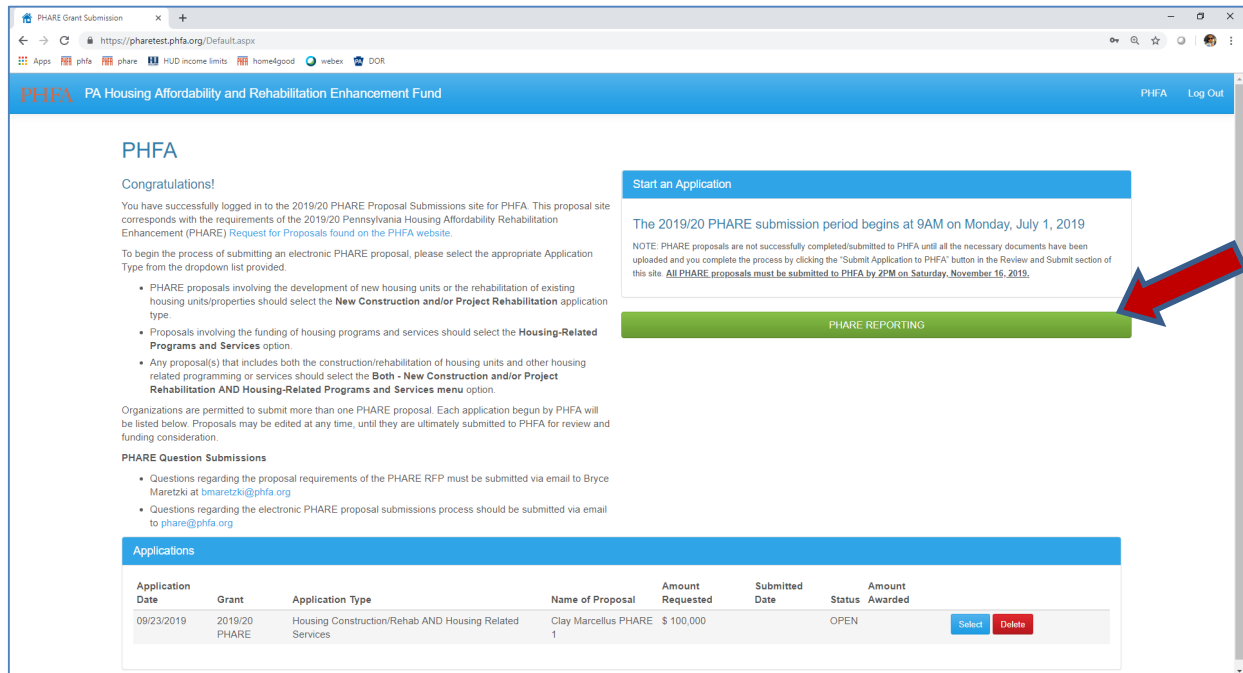
PHFA Contacts

- Clay Lambert, PHARE Program Administrator
clambert@phfa.org
- Filip Malysz, Program Officer
fmalysz@phfa.org
- Leidy Ramos, Compliance Officer
lramos@phfa.org
- Allison Hutchings, Executive Assistant
ahutchings@phfa.org

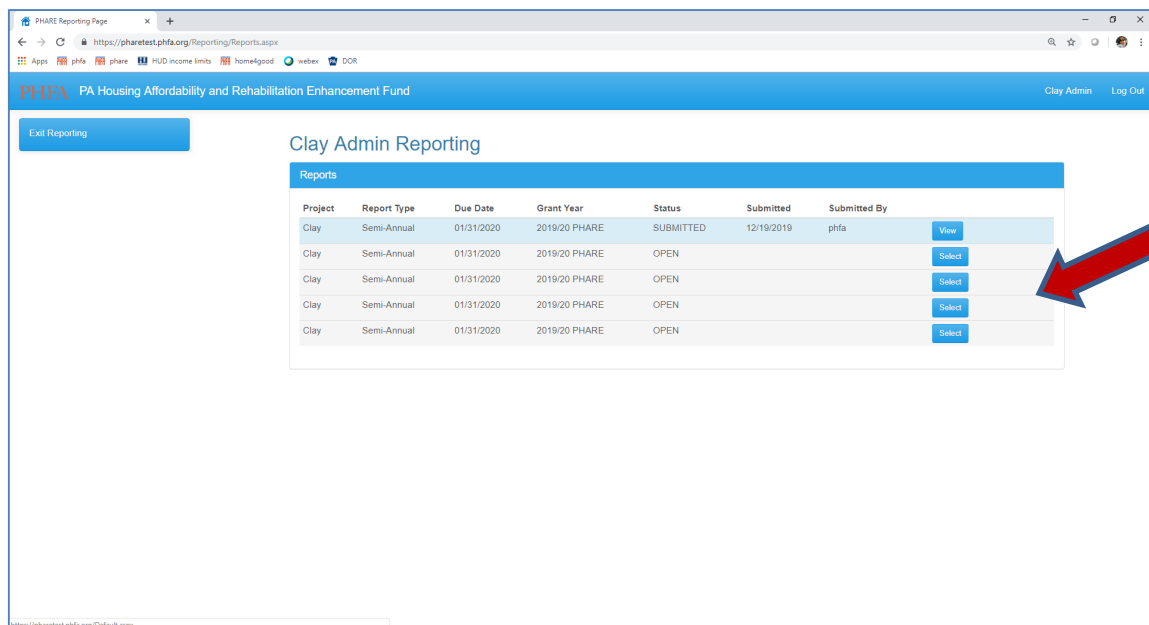
PHARE Reporting Instruction Screenshots

Please use the screenshots provided below as guidance to help navigate the online PHARE site.

1. Click on the green “PHARE Reporting” link to access your organizations reports.



2. Every awarded grant will be listed. Click “Select” to access the open report you would like to begin. If a report has already been submitted to PHFA, it will be listed as view only. For changes to reports, please e-mail PHARE staff directly.



3. Please save your work often. **Reports do NOT automatically save progress.** You may begin, save, and restart your report as many times as you wish until the report is sent to PHFA by clicking on the “Submit Report” link. Reports are not viewable by PHFA staff until they have been submitted and a confirmation of submittal has been received.

Semi-Annual Report

https://pharetest.phfa.org/Reporting/SemiAnnualReport.aspx?5C6LwDwG7G3TQ87a6VYA4d%2fmJa9VooCs1DYkacyVhicR5AT%2f1xKYG6cED7LbmAlghuzTRPeCijMPFA7GTDXDgyD6qy91QN4axgNN115RWmbZQXAatT4TFNzfo0

PA Housing Affordability and Rehabilitation Enhancement Fund

Clay Admin Log Out

Please note: There is no auto-save in this application. Please be sure to save your work periodically.

SAVE REPORT SUBMIT REPORT Exit



Clay

2019/20 PHARE Grant Certification of Compliance
(to be completed and filed with each semi-annual report)

I, the undersigned, am an authorized officer of the Grantee and I am specifically authorized to provide this information to PHFA. I certify this information to be true and correct as of the date set forth. I further certify that to the best of my knowledge, information and belief, Grantee is in full compliance with all terms and conditions of the 2019/20 PHARE Grant Agreement as of the date of this report and all representations and warranties set forth therein are true and correct.

As of the date set forth below, I certify that:

1. The original 2019/20 PHARE Grant amount was \$0 (total).
2. The Grantee has expended \$ 0 on the program to date from amounts available in the 2019/20 PHARE Grant.
3. Not more than 5% of the total amount available in the 2019/20 PHARE has been expended on administrative or project delivery costs or for ineligible activities.
4. 0 households/units have been served, are under construction or have been approved for the Program (as applicable) (as set forth on the attached report).
5. 0 % of the above listed households participating in the Program as of this date have incomes below 50% of median area income for the county (as set forth on the attached report).

4. Enter all information for questions 1-8 on the Semi-Annual report or 1-4 on the Close-Out Report with cumulative figures of funds spent and households assisted.

2023/24 PHARE Semi-Annual Report

Please complete the following sections of this Semi-Annual Report with cumulative data. Reporting information submitted should reflect all PHARE funds expended to date and the impact of those funds since this grant was first funded.

Cumulative data should be submitted for the following sections of this report:

- Report Questions 1-8
- Housing Impact/Outcome Reporting

As of the date set forth below, I certify that:

1. The original 2023/24 PHARE Grant amount was **\$1,500,000** (total).

2. The Grantee has expended \$ on the program to date from amounts available in the 2023/24 PHARE Grant.

3. Not more than 5% of the total amount available in the 2023/24 PHARE has been expended on administrative or project delivery costs or for ineligible activities.

4. households/units have been served, are under construction or have been approved for the Program (as applicable).

5. % of the above listed households participating in the Program as of this date have incomes below 50% of median area income for the county.

6. \$ of the total 2023/24 PHARE Grant funds have been expended to support households with incomes below 50% of median area income.

7. No households with incomes in excess of 200% of median area income have been supported or assisted by 2023/24 PHARE Grant funds.

8. No litigation, mechanics liens or other legal or regulatory actions have been commenced or threatened which would impair the fulfillment of all terms and conditions of the 2023/24 PHARE Grant Agreement in the timeframe set forth in the Grantee proposal. (Any actions pending or threatened must be disclosed with this certification).



2023/24 PHARE Close-Out Report

This Close-Out Report is to be submitted to PHFA no later than 30 days from the final disbursement of funds. Information provided in the sections listed below should include cumulative outcomes directly related to the use of PHARE funds.

Cumulative data should be submitted for the following sections of this report:

- Impact/Outcome Reporting
- Leveraged Funds Expended
- Third Party Information

The Housing Assistance Information and Additional Costs and Expenses sections should only include grant data incurred since the date the grantee organization's most recent PHARE report was submitted.

1. The original 2023/24 PHARE Grant amount was **\$1,500,000** (total).

2. households were served or assisted by the use of PHARE funds connected to this project/program.

3. % of the households assisted by the use of PHARE funds have incomes below 50% of the County's median area income.

4. \$ is the total 2023/24 PHARE Grant funds expended to support households with incomes below 50% of median area income.



5. **Impact/Outcome Reporting:** Enter the cumulative number of households served to date into the proper impact category for the Semi-Annual or Close-Out Report. **Only one category per household can be selected.** The total number of households entered in this section must be equal to question #4 on the Semi-annual report or question #2 on the Close-Out Report.

Please complete the Impact/Outcome Reporting section below with cumulative data showing the impact of PHARE funds expended to date.

We understand that some outcomes may fall into more than one category. Please select the outcome that best describes each scenario to the best of your ability. The total number of households submitted should match the number entered in the section above.

IMPACT/OUTCOME REPORTING	
Impact	# of Units/Households
Homelessness Prevention	0
Counseling/Financial Education	0
Direct Housing Assistance	0
New Rental Housing Units Created	0
New For Sale Housing Units Created	0
Rehab/Modification of Housing Units	0



6. **Demographics:** Enter the cumulative percentage of households that fall within the appropriate demographic category for both Semi-annual and Close-out reports. The categories are Military Service, Disability Status, Ethnicity, and Race. If a category within this section is not applicable, or you have chosen not to disclose this information in your report, please select the “Don’t wish to provide” check box.

In order to gather helpful information, the administrators of this program invite participants to voluntarily self-identify their race, ethnicity or combination of these as identified by the individual. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and, when used, data will not identify any specific individual.

MILITARY SERVICE	
What <u>percentage</u> of households assisted have one or more persons who have served or are currently serving in the United States Armed Forces?	☐ Don't wish to provide
Military Service	%

DISABILITY STATUS	
What <u>percentage</u> of households assisted have at least one of more persons that are currently disabled?	☐ Don't wish to provide
Disability Status	%

ETHNICITY	
What <u>percentage</u> of households assisted have at least one or more persons that fall into the following ethnic categories?	☐ Don't wish to provide
Hispanic or Latino (Mexican, Puerto Rican, Cuban, Argentinian, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, or other)	%
Non-Hispanic or Latino	%

RACE	
What <u>percentage</u> of households assisted have at least one or more persons that fall into the following race categories?	☐ Don't wish to provide
American Indian or Alaska Native	%
Asian (Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Hmong, Laotian, Thai, Pakistani, Cambodian, or other)	%
Black or African American	%
Native Hawaiian or Pacific Islander (Native Hawaiian, Guamanian or Chamorro, Samoan or Other Pacific Islander)	%
White	%



7. **Housing Assistance Information:** All households impacted by PHARE funds must be reported in this section along with the household’s zip code, annual income, and the amount of funds used to assist the household. Once household information is entered, it does not require to be re-reported on future semi-annual reports or close-out reports.

It is up to your organization whether you would like to report household assistance information on semi-annual reports or if you would like to report them on the final close-out report.

To add a new household for reporting, select the orange “Add a record” (first photo below) button, enter the zip code, annual salary, and the amount of funds used to assist the household (direct or indirect) and hit the green “Add” button (second photo below). To add another record or delete a previously entered record (third photo below) select the orange “Add a record” button again and repeat the steps, or to delete the record select the red “X” remove button.

The Housing Assistance Information and Additional Costs and Expenses sections below should only include new household information – impact/outcome data since the last PHARE report was submitted.

Only funds used to benefit households that were not previously assisted/impacted or households that may have received additional assistance since the last semi-annual reporting period should be included. If household income information for all impacted households is not yet available, the close-out report cannot be submitted for completion.

HOUSING ASSISTANCE INFORMATION			
Zip Code	Household Income (at the time application)	PHARE Funds Used for the Benefit of this Household	Remove
			ADD A RECORD



The Housing Assistance Information and Additional Costs and Expenses sections below should only include new household information – impact/outcome data since the last PHARE report was submitted.

Only funds used to benefit households that were not previously assisted/impacted or households that may have received additional assistance since the last semi-annual reporting period should be included. If household income information for all impacted households is not yet available, the close-out report cannot be submitted for completion.

HOUSING ASSISTANCE INFORMATION			
Zip Code	Household Income (at the time application)	PHARE Funds Used for the Benefit of this Household	Remove
17101	1,000	100	ADD CANCEL



The Housing Assistance Information and Additional Costs and Expenses sections below should only include new household information – impact/outcome data since the last PHARE report was submitted.

Only funds used to benefit households that were not previously assisted/impacted or households that may have received additional assistance since the last semi-annual reporting period should be included. If household income information for all impacted households is not yet available, the close-out report cannot be submitted for completion.

HOUSING ASSISTANCE INFORMATION			
Zip Code	Household Income (at the time application)	PHARE Funds Used for the Benefit of this Household	Remove
17101	\$1,000	\$100	X ADD A RECORD



- Additional Costs and Expenses:** The remaining 3 sections on the Semi-Annual Report and Close-Out Report are to capture costs and expenses that were not directly used for households. Enter additional costs and expenses (5% cap), leveraged funds from other sources, and third-party information as applicable for your program. To add a new record, follow the same instructions as outlined in the previous section by selecting “add a record” and “add” buttons. To add another record or delete a previously entered record select the orange “Add a record” button again and repeat the steps, or to delete the record select the red “X” remove button.

The Additional Costs and Expenses section should be used to report on expended funds that were NOT applied to specific households in the Housing Assistance Information section above (ex: additional construction costs, or the salaries/training of staff providing assistance to clients that were not reported in the Housing Assistance Section, etc.). All other overhead/administrative expenses (which are capped at 5% of the overall grant amount) should also be listed in this section.

ADDITIONAL COSTS AND EXPENSES			
Administrative expenses not directly related to program delivery are capped at 5% of the overall grant award.			
Description	Amount	Remove	
			ADD A RECORD

LEVERAGED FUNDS EXPENDED TO SUPPORT THE PROJECT/PROGRAM			
List of any matching or leveraged funds received to support the implementation of this Project/Program			
Source	Amount	Remove	
			ADD A RECORD

THIRD PARTY INFORMATION			
List any third party contractors, vendors, or subgrantees paid for through the PHARE program, including name, scope of services and amounts paid.			
Name	Scope	Amount	Remove
			ADD A RECORD

- Submission:** Once all data has been entered, click the green “Submit Report” button. This will send the report directly to PHFA. Once the report is submitted, it cannot be changed. If you are not ready to submit, select the “Save the Report” button before exiting the report. These reports do not auto-save, please be sure to save your work often.

Please note: There is no auto-save in this application. Please be sure to save your work periodically.

SAVE REPORT	SUBMIT REPORT	Exit
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