St. Joseph County Council
Additional Appropriation Notification
August 25, 2025

Additional Appropriation - Requested & Approved	**$7,454.34**
Fund Name	**Emergency Rental Assistance #2**
Fund Number	8951
Account Number and Name	See attached
Public Hearing Date	**September 22, 2026**
Public Hearing Time	6:00 PM EST
Public Hearing Location	St. Joseph County Council
	St. Joseph County Building
	4th Floor - County Council Chambers
	227 W. Jefferson Boulevard
	South Bend, IN 46601
County Council & Commissioners Signatures	See ordinance
St. Joseph County Auditor	
8/25/2026	
Date	
jmurphy@sjcindiana.gov	
Email Address	
574-298-0348	
Telephone Number	

Docusign Envelope ID: 6024A10B-5263-8943-8303-E43074A9C868

Saint Joseph County, Indiana
Form D - Appropriation/(Budget Reduction)

Department Name - **Auditor's Office**
Fund Names - **Emergency Rental Assistance Program #2**

Reviews:

Department	John Murphy	8/25/2026
	Signature	Date
Auditor	[signature]	8/25/2026
	Signature	Date
Auditor	Katheryn Bishop	8/25/2026
	Signature	Date
Auditor		
	Signature	Date
Committee Approval (optional)		
	Signature	Date

Fund.Acct.Obj.Loc	Account Name	Amount
8951.39989.00000.0040	Distribution of Federal Funds	7,454.34
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
Total		**7,454.34**

Salary Amendment

Position Name		Position Name	
Current Salary	$0.00	Current Salary	$0.00
Proposed Salary	$0.00	Proposed Salary	$0.00
Position Name		Position Name	
Current Salary	$0.00	Current Salary	$0.00
Proposed Salary	$0.00	Proposed Salary	$0.00

Justification

Additional appropriation in Fund 8951 - Emergency Rental Assistance Program #2 to cover unspent grant funds. The amount of $7,454.34 is due the federal government. The ERA#2 grant has been closed out. See the attached U.S. Treasury Certification Report. The total ERA#2 gant award was for $6,439,885. A total of $6,432,430 was spent--$5,412,542 for rental assistance, $509,039 for utilities assitance and $510,849 for administration and other expenditures. Administration and other expenditures were 7.9% of total expenditures.

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ERA*2 CERTIFICATION 8/20/26

Part 1: Recipient Returns and Program Income

The ERA2 financial confirmation module will ask questions regarding any changes to your ERA2 award financials after the program period of performance and submission of your ERA2 Final Report. If you have received returned funds and/or program income after September 30, 2025 and reported here, the portal will automatically update your SF-425 amounts and display the amount any ERA2 funds due to Treasury.

(1) Have you received returned funds after submission of your ERA2 Final Quarterly Report?	No
(1a) If yes, what is the amount of returned funds?	
(1b) Please provide an explanation for the returned funds.	
(2) Did you use any of your ERA2 funds for eligible affordable rental housing purposes, as outlined in FAQ46?	No
(2a) Did you earn program income after September 30, 2025?	
(2b) If you earned program income after September 30, 2025, do you plan to expend or obligate all program income earned after September 30, 2025 on purposes consistent with FAQ 46?	
(2c)(i) Total Program Income Earned after September 30, 2025	
(2c)(ii) Total Program Income received after September 30, 2025 that is and/or will be expended for eligible uses per FAQ 46	

Part 2: Award Financials Confirmation

Below is the current record of your award financials related to closeout based on Treasury disbursements for your ERA2 award, data reported in your ERA2 Final Report submission and/or Program Income IDR, and responses to the questions in Part 1. These figures are used to calculate the total balance due to Treasury related to your ERA2 award. If you have questions or concerns related to these calculations or the pre-populated data, please contact EmergencyRentalAssistance@Treasury.gov.

Federal Cash	**Original (Final Report or IDR Response)**	**Updated (FCC Responses)**
(a): Cash Receipts	$6,439,884.80	$6,439,884.80
(b): Cash Disbursements	$6,432,430.46	$6,432,430.46
(c): Cash on Hand	$7,454.34	$7,454.34

Federal Expenditures and Unobligated Balance	**Original (Final Report or IDR Response)**	**Updated (FCC Responses)**
(d): Total Federal funds authorized	$6,439,884.80	$6,439,884.80
(e) Federal share of expenditures	$6,432,430.46	$6,432,430.46
(f): Federal share of unliquidated obligations	$0.00	$0.00
(g): Total Federal share	$6,432,430.46	$6,432,430.46
(h) Unobligated balance of Federal Funds	$7,454.34	$7,454.34

For Program income received by 9/30/25	**Original (Final Report or IDR Response)**	**Updated (FCC Responses)**
(i) Total Program Income Earned by 9/30/25	$0.00	$0.00
(ii) Total Program Income Expended on Eligible Expenses by 9/30/25	$0.00	$0.00
(iii) Total Program income received but not expended by 9/30/25		$0.00

For Program income received after 9/30/25	Original (Final Report or IDR Response)	Updated (FCC Responses)
(i) Total Program Income Earned after 9/30/25		
(ii) Total Program Income received after 9/30/25, that is and/or will be expended on eligible uses per FAQ 46		
(iii) Total Program income received after 9/30/25, that has and/or will not be expended for eligible uses per FAQ 46		$0.00

Disallowed Costs	**$0.00**

Treasury Calculated Total Balance Due to Treasury	**$7,454.34**

Part 3: Certification

Based on the latest unobligated award funds and program income, see below for the calculated total balance due to Treasury for your ERA2 award.

Total Balance Due to Treasury: $7,454.34

Point of Contact for Returning Funds

Name	John H. Murphy
Email Address	jmurphy@sjcindiana.com
Title	Chief Deputy Auditor
Phone	5742359668
Comments	Thank you for the ERA#2 program. It helped many people in our community.

Statement

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the ERA2 participant. The undersigned acknowledges that any 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 USC 1001, and also may subject me and the ERA2 Recipient in civil penalties, damages, and administrative remedies for false claims or otherwise (including 31 USC 3729 et. seq.) The undersigned is an authorized representative of the ERA2 Recipient with authority to make the above certifications and representations on behalf of the ERA2 Recipient.

Certification Name	John H. Murphy
Certification Date	8/20/2026 2:19 PM

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John H. Murphy

From: EmergencyRentalAssistance@treasury.gov
Sent: Wednesday, August 19, 2026 2:03 PM
To: John H. Murphy
Subject: ACTION REQUIRED: ERA2 Compliance - Confirm Final Financial Information for the Emergency Rental Assistance (ERA2) Award

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

August 19, 2026

Dear ERA2 Recipient,

Thank you for submitting your ERA2 Final Report to the U.S. Department of the Treasury (Treasury). The report has been reviewed and accepted.

At this time, Treasury requests that St. Joseph County confirm the "Total Balance Due" that must be returned to Treasury. Reasons for updates to the "Total Balance Due" may include award funds that were returned to you since the submission of your ERA2 Final Report to Treasury, or there were improper payments identified on your ERA2 award.

If ERA2 award funds were used in support of Affordable Rental Housing activities, you may also have received program income. Program income earned after September 30, 2025 that will not be used for eligible affordable rental housing or eviction prevention purposes as described in ERA FAQ 46 must also be reported and returned to Treasury. Please note that interest earned on the ERA2 award is not program income.

Action Required

Within **five business days** of the date of this email, please complete the following steps:

- Go to the "ERA2 Financial Closeout Confirmation section" (FCC) in Treasury's Portal (located under "Closeout Reports" in the left-hand menu navigation). Follow the prompts and **update any financial information that has changed since the submission of the ERA2 Final Report.**

- **In the FCC, provide the point of contact (POC) responsible for returning ERA2 award funds to Treasury.** You may designate one POC responsible for assisting with returning the ERA2 award funds to Treasury. Please note that this designation is for payment purposes only. POCs in the Treasury's Portal with assigned roles will continue to be the primary contact(s) for any

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other correspondence related to the ERA2 award.

- **Certify the "Total Balance Due" to Treasury.** CERT filed on 8/20/21

What's Next?

Treasury will send a pre-debt notice to the POC listed in the financial closeout confirmation. Upon receipt of the pre-debt notice, the POC must submit the "Total Balance Due" to Treasury within 30 calendar days to avoid debt collection.

Please note: *Any further returned ERA2 award funds, identified improper payments made with the ERA2 award, or program income received that will not be expended for purposes outlined in the ERA2 FAQ 46 must be returned to Treasury. To return funds to Treasury for any of the situations referenced above, please contact us by email at emergencyrentalassistance@treasury.gov to request instructions for returning these funds.*

For more information on the ERA2 award closeout requirements and technical guidance, please see the following resources:

- ERA Guidance
- ERA2 Closeout Resource
- ERA FAQs
- ERA2 Award Terms
- ERA2 Final Report User Guide
- ERA2 Reporting Guidance and Tips
- ERA2 POC Contact Guide
- Self-Service Resource

Thank you for your dedicated work to support housing stability for renters. If you have any questions, please email us at emergencyrentalassistance@treasury.gov.

Emergency Rental Assistance (ERA2)
U.S. Department of the Treasury
Email: emergencyrentalassistance@treasury.gov

As of: 08/20/2026 Fund: 8951

The Last Posted Date is 07/31/2026.

Fund: 8951 Emergency Rental Assistance #2
Fund Type: Calendar (01/01/2026 - 08/20/2026)

Normal Accounts

	08/2026 Current Month	Total
Appropriation:	0.00	1,400.00
Carry Forward Receipts:	0.00	17,685.96
Receipts:	0.00	2,639.00
Encumbrance:		0.00
Expenditure:	0.00	1,400.00
Estimated Revenue:	0.00	2,639.00

From Investment System - Outstanding Investments

Beginning Balance as of 01/01/2026:	0.00
Purchased (01/01/2026 - 08/20/2026):	0.00
Sold/Redeemed (01/01/2026 - 08/20/2026):	0.00
Ending Balance as of 08/20/2026:	0.00

From Investment System - Principal/Interest

Principal Received:	0.00
Interest Received:	0.00
Total Investment:	0.00

Grand Totals

Unreceived Revenue Balance:	0.00
Unexpended Balance:	0.00
Unencumbered Balance:	0.00
Cash Balance:	18,924.96
Cash Balance Including Investments:	18,924.96**

** Total includes outstanding investments from the Investment System (ending balance).

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St. Joseph County
Emergency Rental Assistance Program #2
July 14, 2028

Fund No.	Fund Name	Account No.	Account Name	Amount
	Revenue			
8951	Emergency Rental Assistance #2	02708	Federal Grants	6,439,884.80
8951	Emergency Rental Assistance #2	02711	Other Revenue	35,899.53
8951	Emergency Rental Assistance #2	05630	Voided Uncashed Checks	12,870.62
	Total Revenue			**6,488,654.95**
	Expenditures			
8951	Emergency Rental Assistance #2	11972	Budgeting Assistant - P.T.	4,274.22
8951	Emergency Rental Assistance #2	11985	Temp/Seasonal Help	87,281.79
8951	Emergency Rental Assistance #2	12011	ERA Administrator	5,762.82
8951	Emergency Rental Assistance #2	14800	FICA Taxes	408.32
8951	Emergency Rental Assistance #2	14810	PERF	522.10
8951	Emergency Rental Assistance #2	31070	Contractual Services	17,975.40
8951	Emergency Rental Assistance #2	31079	COVID Expenditures	3,075.98
8951	Emergency Rental Assistance #2	31100	Administration Fees	426,801.37
8951	Emergency Rental Assistance #2	32010	Mileage/Mileage Allowance	385.65
8951	Emergency Rental Assistance #2	32051	Promotion	1,400.00
8951	Emergency Rental Assistance #2	33100	Printing	261.36
8951	Emergency Rental Assistance #2	35015	Utilities Assistance	509,039.07
8951	Emergency Rental Assistance #2	35091	Rental Assistance	5,412,541.90
	Total Expenditures			**6,469,729.98**
	Net Surplus/(Loss)			**18,924.96**
	Expenditures by Year			
	2021			1,155,426.53
	2022			5,150,046.34
	2023			160,094.61
	2024			2,762.50
	2025			-
	2026			1,400.00
	Total Expenditures			**6,469,729.98**