

How to Prepare and Submit a Draw Request

Draws will be submitted by the 20th of the month following the reimbursement month.

1. Documentation Standards

Before you begin, please refer to the ERA-EPP Documentation Standards to ensure all reimbursements have proper supporting documentation.

2. Expense Detail Form

After documentation is gathered you can begin putting line items into our **Expense Detail Form**.

At the bottom of the form you will see three tabs: FINANCIAL ASSISTANCE, HOUSING STABILITY AND ADMINISTRATIVE



You will click on the tab for the services in which you are requesting reimbursement.

You will see the activity type at the top of the page.

ERA-EPP
EXPENSE DETAIL FORM

FINANCIAL ASSISTANCE

EMERGENCY RENTAL ASSISTANCE
EVICTION PREVENTION PROGRAM

Date:		ERA-EPP Grant #:							
Agency Name:		Reporting Range:							
#	Expense Detail	Incurred Date / Pay Period	Payee / Vendor / Retailer	Check Number	Paid Date	Total Amount	ERA-EPP %**	Amount Paid by ERA-EPP	Detail Description
1	Financial Assistance						#DIV/0!		
	Financial Assistance						#DIV/0!		

You will enter the following information for each line item expense:

- Expense Type- For the first line, you will see a category of expense (Financial Assistance, Housing Stability, and Administrative). The second line of Expense Detail is a drop-down for more specific costs to select from.
- Incurred Date- This is when the cost was incurred. If it is for a pay period it will differ from the Paid Date. For Example, cost would be incurred (6/1-6/15) with a paid date of 6/30. For supply costs the incurred date would typically match the paid date.
- Payee/ Vendor/ Retailer- This is who the payment was made to.
- Check Number- Please enter check number or ACH.
- Paid Date- This is the date the payment was made.
- Total Amount- This is the total cost on the invoice.
- Amount Paid by ERA-EPP- This is the amount paid by ERA-EPP. This could match the total invoice or be a lesser amount.
- Detail Description- This includes who the payment was made on behalf of or a description of services or supplies purchased.

Date:		ERA-EPP Grant #:							
Agency Name:		Reporting Range:							
#	Expense Detail	Incurred Date / Pay Period	Payee / Vendor / Retailer	Check Number	Paid Date	Total Amount	ERA-EPP % **	Amount Paid by ERA-EPP	Detail Description
1	Financial Assistance	9/1/2023	The Landlord Smith	1234	9/1/2023	\$ 25.00	100%	\$ 25.00	Application Fee for John Doe
	Rental Application Fees	9/1/2023							
2	Financial Assistance	9/1/2023	The Landlord Smith	1235	9/1/2023	\$ 800.00	100%	\$ 800.00	Security Deposit for John Doe
	Security Deposits	9/1/2023							
3	Financial Assistance	9/1/2023	The Landlord Smith	1236	9/1/2023	\$ 800.00	100%	\$ 800.00	Rental Assistance for John Doe
	Rental Assistance	9/1/2023							
4	Financial Assistance	9/8/2023	The Apartments	1237	9/8/2023	\$ 3,000.00	100%	\$ 3,000.00	3 months rental Arrears for Sally Smith
	Rental Arrears	9/8/2023							
5	Financial Assistance	9/8/2023	First Electric	1237	9/8/2023	\$ 450.00	100%	\$ 450.00	3 months past due electric for Sally Smith
	Utility Arrears	9/8/2023							

Please ensure the supporting documentation is in one PDF and is in the same order as the Expense Detail Form.

After all items are entered you will see a total at the bottom of the form.

						Page Total **	\$	5,075.00
						GRAND TOTAL (all pages) **	\$	5,075.00
						** Formula will autopopulate		

3. Request for Payment Form

Now that you have the Expense Detail Form complete and you know the total for each activity, you are able to fill out the **Reimbursement Request Form**.

EMERGENCY RENTAL ASSISTANCE - EVICTION PREVENTION PROGRAM ("ERA-EPP") REIMBURSEMENT REQUEST FORM

GENERAL INFORMATION

Remit to:			
Supplier:			Location:
Address:			
Request #:		Program Year: 2020	
Contact Person:		Telephone number:	

This section will stay the same throughout the grant year with the exception of the invoice month & year and the request number.

LINE ITEMS FOR FUND REQUEST

1. Financial Assistance	\$
2. Housing Stability	\$
3. Admin	\$
Total Funds Requested This Draw	\$

You will use the totals from your Expense Detail Form to complete this section for each activity and the total request amount.

CERTIFICATION

I hereby state that I have included and attached all required documentation to support this request. I have satisfied all related terms and conditions of the contract. I also state that the data reported above is correct.

DATE:

Signature:

After the Expense Detail Form is complete, review for eligible expenses and accurate dates and amounts. Then, two Authorized Signatories will sign certifying that all information included is accurate and eligible to the best of their knowledge.

4. Uploading Draw to THDA

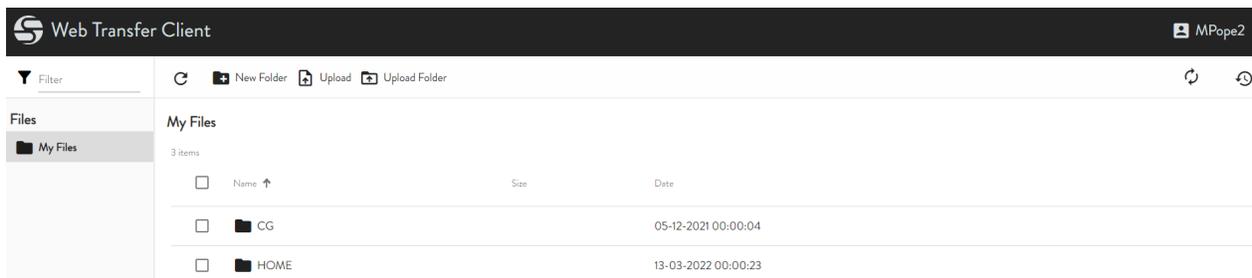
Your Reimbursement Request will need to contain 3 uploads in the following order:

1. Reimbursement Request Form
2. Expense Detail Form
3. Supporting Documentation (all supporting documents should be combined in one PDF)

To upload a draw to THDA you will need to access your EDT account. If you do not have EDT access, please contact ERA-EPP@thda.org to receive login information.

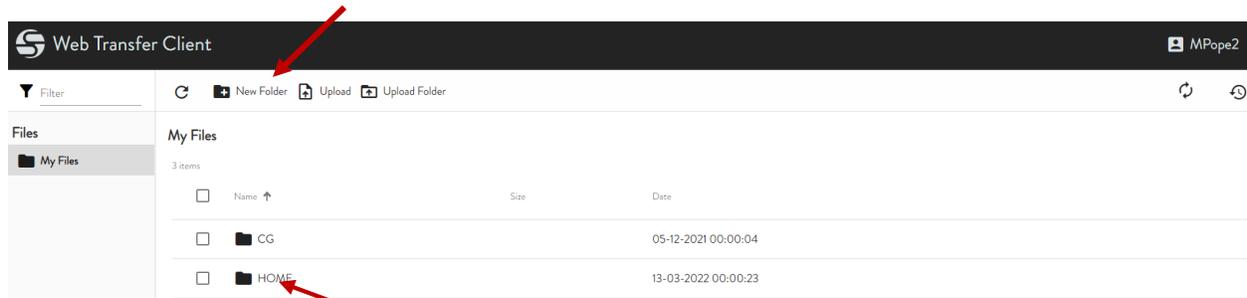
You will follow this link to Login to the EDT site: <https://edt.thda.org/Web/Account/Login.htm>

When you log in, you will come to this screen:

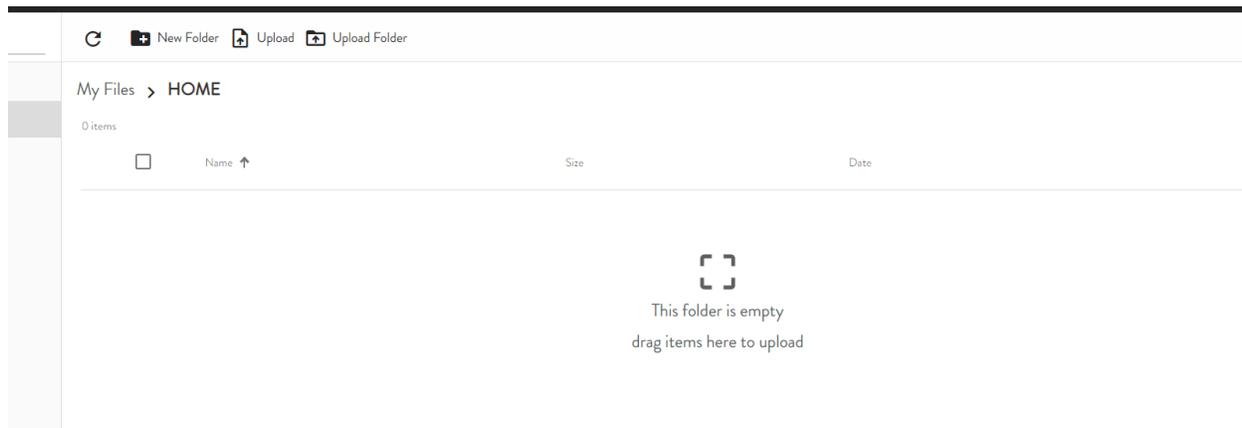


If you have not already, you will need to set up a folder for ERA-EPP.

To set up a folder, click New Folder and type in the name of your folder “ERA-EPP”.



To upload your documents you will click on the folder. Not the small box in front of it.



Your folder will open and you are ready to upload.

At this point you can simply drag and drop files into this folder or you can click on Upload and your file explorer will open up. Search for your files, select them, and click open.

Your file will show up in your folder.

5. Notify THDA of Draw Submission

As soon as a draw is uploaded to EDT, the grantee should send an email to ERA-EPP@thda.org to inform the THDA team of a draw upload.

The email should include Grantee Name, Draw Number and Draw Amount.

Grantee will receive email confirmation from the ERA-EPP team that the draw was received.

After the draw is received, please allow up to 30 days for draw to be processed and deposited in your account.

6. Ineligible Expense, Error or Mistake in Draw Submission

When there is an ineligible expense or error in the draw the THDA reviewer will notify the grantee by email for the grantee to fix and resubmit draw to EDT.

The draw will be held for 5 business days for corrections. If the grantee does not make corrections within 5 business days, the draw will be deleted from the THDA server and the grantee will be responsible for re-submitting the draw to EDT.