

# Emergency Rental Assistance Eviction Prevention Program (“ERA-EPP”)

## Grantee Funding Dynamics

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# EDT User Access

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All requests for payment (Advanced or Reimbursements) must be submitted to THDA via its Electronic Document Transfer (EDT) system.

If your agency is not set up to use the EDT system, please contact Kathleen Norkus at THDA via email: [Knorkus@thda.org](mailto:Knorkus@thda.org).

Each time documents are placed in the EDT folder, an email must be submitted to [ERA-EPP@thda.org](mailto:ERA-EPP@thda.org) notifying them of the upload.

# Signature Authorization

FORM 1 EMERGENCY RENTAL ASSISTANCE - EVICTION PREVENTION PROGRAM SIGNATURE FORM	
AUTHORIZED SIGNATURES FOR REQUESTS FOR PAYMENT THE EMERGENCY REPAIR PROGRAM	
1. Grantee Name:	2. Address:
3. Contract Number:	4. Email:
TWO SIGNATURES ARE REQUIRED ON EACH REQUEST FOR PAYMENT	
Names and Signatures of Individuals Authorized to Sign Requests for Payment:	
5. Name  Signature	6. Name  Signature
7. Name  Signature	8. Name  Signature
I certify that the signatures above are of the individuals authorized to sign Requests for Payment. (NOTE - The person signing in Box 6 cannot sign Pay Requests)	
9. Signature of Chief Elected Officer/Executive Director:	
Name	Title
Signature	Date

## Authorized Signature Form

- The purpose of this form is to provide THDA with a list of who is authorized to sign for the draw Request or Advanced Payment Request Forms.

- Executive Director
- Board Chair
- Program Manager

AND

- Program Manager
- Assistant Manager
- Coordinator

- Each time an authorized signor changes, an updated form is required.

# ERA-EPP: Program Funding

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Grantees will received funding from THDA either through:

- ✓ Reimbursement or
- ✓ Advance Payment



# ERA-EPP: Funding - Reimbursement

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Grantee will submit the request for reimbursement through Electronic Document Transfer with the following:

- ✓ A duly signed reimbursement request
- ✓ Schedule of beneficiaries



# Reimbursement Request Form

State of Tennessee  
Tennessee Housing Development Agency

**ERA-EPP PROGRAM**  
**Request for Reimbursement Payment Form**

**GENERAL INFORMATION**

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

**LINE ITEMS FOR FUND REQUEST**

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

**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:
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**FOR THDA USE ONLY**

**Approval of Request for Payment**

Initial Review:		Date:	
Final Review:		Date:	

ERA-EPP Reimbursement Form 7.2023

## Payment Request Form

- The purpose of this form is to provide THDA with a Request for Payment in a format that is clear and easy to identify the amount requested for reimbursement.
  - THDA will complete the top box and will supply each Grantee with a Master Form to use.
  - Grantees must complete the second box to detail the amounts requested for reimbursements made for each eligible activity.
    - The Fund Request amounts must add up to equal the 'Total Funds Requested This Draw'
  - An Authorized Agent must sign the "Certification" box.
  - THDA will complete the last box

# ERA-EPP: Advance Payment Option

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## **Grantee Eligibility limitations:**

Grantees that have administered a THDA-funded program for five (5) consecutive years or more, and are in good standing, will have access to up to \$100,000 or twenty percent (20%) of the grant award, whichever amount is less, per advance;

Grantees that have administered a THDA-funded program within the last two (2) years, and are in good standing, will have access to up to \$50,000 or ten percent (10%) of the grant award, whichever is less, per advance;

Grantees not currently administering a THDA-funded program are not eligible for advance payment(s) and will be required to follow the invoice reimbursement process.

# ERA-EPP: Funding Cont'd


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## Advanced Funding Requests and Documentation:

- ✓ Advanced Payments can be submitted monthly between the 1<sup>st</sup> and the 10<sup>th</sup> of each month.
- ✓ A duly signed Advance Payment request form must be submitted to [ERA-EPP@thda.org](mailto:ERA-EPP@thda.org) before 4pm on the 10<sup>th</sup> day of the month.



# Advance Payment Request Form



**Tennessee Housing  
Development Agency**

**EMERGENCY RENTAL ASSISTANCE - EVICTION PREVENTION PROGRAM ("ERA-EPP")  
ADVANCED PAYMENT REQUEST FORM**

**Grantee Name:** \_\_\_\_\_

ACTIVITY	AMOUNT OF AWARD REQUESTED
For Financial Assistance, Housing Stability, and Admin - HOUSING STABILITY ASSISTANCE (Limited to 10% of Award) - ADMIN (Limited to 11% of Award)	\$

**CERTIFICATION BY SIGNATORY:**

By signing the Advanced Payment Request form, I acknowledge and agree to administer the Advanced Payment received from THDA to administer the Emergency Rental Assistance Program for the activities the undersigned Grantee has been awarded. Furthermore, I acknowledge and understand the rules, requirements, and guidelines for accessing and administering Advanced Payment funds, as detailed in 2 CFR § 200.305 and THDA's requirements that state *Advanced Payment funding must be spent within 90 days from the date of receipt*. Failure to expend the Advanced Payment properly, or within the time limit provided, will require full repayment of the expended or unexpended balance of the Advanced Payment.

THDA reserves the right to approve or decline requests for Advanced Payment from Grantees who fail to abide by the 2 CFR § 200.305 requirements.

**AUTHORIZED SIGNATORY:**

Signature of Authorized Personnel: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

ERA-EPP Advanced Payment RequestPage 1 of 107/2023

## Advanced Payment Request Form

- The purpose of this form is to provide THDA with the amount a Grantee is requesting in Advance.
  - THDA will use the amount listed on the form to advance.

# Advance Payment Support Form

State of Tennessee Tennessee Housing Development Agency			
ERA-EPP PROGRAM Request for Advanced Payment Support Form			
<b>GENERAL INFORMATION</b>			
Remit to:			
Supplier:		Location:	
Address:			
Request #:		Program Year: 2020	
Contact Person:		Telephone number:	
<b>LIST AMOUNT EXPENDED UNDER EACH ELIGIBLE ACTIVITY</b>			
1. Financial Assistance	\$		
2. Housing Stability	\$		
3. Admin	\$		
Total Funds Expended		\$	
Did the Grantee Utilize 100% of the Advanced Funds? Yes No			
Failure to expend the Advanced Funds within the authorized timeline will trigger a recapture.			
<b>CERTIFICATION</b>			
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:		
<b>FOR THDA USE ONLY</b>			
Approval of Request for Paymer			
Initial Review:		Date:	
Final Review:		Date:	

ERA-EPP Advanced Funding Form 7.2023

## Advanced Payment Support Form

- The purpose of this form is to provide THDA with a breakdown of how the Advanced Funds were expended.
  - THDA will complete the top box and will supply each Grantee who requests Advanced Funds with a Master Form to use.
  - Grantees must complete the second box to detail the amounts expended for each eligible activity on the form.
    - The amounts listed must add up to equal the 'Total Funds Expended Box'
  - An Authorized Agent must sign the "Certification" box.
  - THDA will complete the last box
- The Grantee must attach the documentation to evidence the amount expended per activity. (For example: if \$50,000 was expended through Financial Assistance, copies of the rent ledgers or documentation supporting the check payment amounts and payments made by the Grantees that add up to \$50,000 should be attached to this form.)

# ERA-EPP: Advance Payment Guidelines

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- Grantees who access the Advanced Funding option must plan to use the funds immediately. Agencies will have a **maximum** of three (3) months to expend the advanced funds, but will be encouraged to **use the funds within 30 days**. Failure to expend a minimum of 95% the advanced funds within the 3-month timeline will trigger a repayment of funds and will deem the Grantee ineligible for advanced payments from ERA-EPP for the remainder of the program term.
- Grantees that expend a minimum of 90% of their advanced funds can request an additional advancement of funds. The request for additional advanced funds must include a status report that provides a list of the households served and disbursements made with Program funds. THDA will make the status report templates available to the approved Grantees with the Program Contract.

This process will continue until the program ends and/or the Grantee expends 100% of their grant award, whichever occurs first. THDA, at its sole discretion, may deem a Grantee ineligible to access advanced funding if discrepancies are identified through THDA's Quality Assurance Reviews.

# ERA-EPP: Advance Payment Guidelines

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- ✓ THDA may limit the amount of advanced funds permitted based on the Grantee's performance in successfully administering the Program, other THDA programs, or other factors at THDA's sole discretion.
- ✓ Grantees must set up an interest bearing account to hold all advanced funds in order to access the advanced funding option.
- ✓ **Support for how the advanced funds are expended must be submitted with each Advanced Funds Support Form.**
- ✓ Advanced funds can be used to cover programmatic and administrative costs. No more than eleven percent (11%) of the advanced funds could be used for administrative costs. The spend down of administrative costs should align with the direct assistance expenditures, 89% direct assistance/11% administrative costs.



# ERA-EPP: Spend Down Requirements

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Program funds are considered an emergency resource and Grantees must put the program funds to use immediately. Failure to expend the Program funds in a timely manner can trigger a recapture of funds.

**Spend Down Requirements-** THDA will review the program expenditure rates on a quarterly basis. Grantees not meeting benchmarks may be subject to recapture. THDA will redistribute funds recaptured to the higher performing Grantees.

Program Term – 2 Years	Spend Down Requirement
At Month 6	15%
At Month 12	40%
At Month 18	75%
At Month 24	100%

# ERA-EPP: Spend Down Requirements

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## Spend Down Check-Ins:

- ❖ November 1, 2023
- ❖ February 1, 2024 - **(15% - 6 month spend down)**
- ❖ May 1, 2024
- ❖ August 1, 2024 - **(40% - 12 month spend down)**
- ❖ November 1, 2024
- ❖ February 1, 2025 - **(75% - 18 month spend down)**
- ❖ May 1, 2025
- ❖ August 1, 2025 - **(100% - 24 month spend down)**



What happens at each check-in?

- \* Discuss spend down rate;
- \* Discuss projections;
- \* Determine if reallocation is required; and
- \* Reallocate funds between agencies.

# ERA-EPP: Program Compliance

**MANDATED REPORTING**

## Reporting

Grantees must provide client level data with the request for payment forms. The data provided will be used by THDA staff to perform Quality Assurance Review of households approved and denied as well as to report to the U. S. Treasury on a Quarterly basis.



# Reporting Templates for Treasury

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## **Template #3 - Reporting expenditures associated with all subawards, contracts and direct payments valued at \$30,000 or more**

12/07/2022

This template is used by all recipients to report all expenditures associated with new and existing subawards, contracts and direct payments with obligations valued at \$30,000 or greater.

## **Template #4 - Reporting obligations and expenditures associated with all subawards, contracts and direct payments valued at less than \$30,000**

12/07/2022

This template is used by all recipients to report aggregate obligations and expenditures associated with all subawards, contracts and direct payments in amounts less than \$30,000 to entities other than individuals made in the reporting period. The expenditures are classified by the expenditure category.

## **Template #5 - Reporting recipient obligations and expenditures to individuals**

12/07/2022

This template is used by all recipients to report all aggregate payments to individuals of less than \$30,000 for the reporting quarter.

## **Template #6 - Participant demographics**

04/18/2023

This template is used only by all recipients to report all participant demographic information along with data disaggregation by race, ethnicity and gender.

## **Template #7 - Participant household payment data file**

03/31/2022

This template is used by all recipients to report information about each ERA2 Financial Assistance payment made to or on behalf of each participant household from date of the ERA2 award through the end of the current reporting period.

# Reporting Template

THDA plans to merge the required data into one excel sheet to help limit the number of templates used by Grantees.

Template Name: Template #5 - Reporting Recipient Obligation and Expenditures to Individuals Template (12/07/2022)						
Instructions to Reporter: - Do not change the cell formatting - Do not reformat the template - All data should be as text - Prior to populating the template with data: a. download the .xlsx file from the portal b. open the file c. save the template as .csv file and rename the file as needed d. populate your data in the .csv file, save the file, and upload the .csv file to the portal e. enter your data starting on row 8 f. complete 1 row for each Expenditure Category having expenditures or obligations during the quarter.						
Field ID	Project_Identification_Number__c	Expenditure_Category__c	Quarterly_Expenditure_Amt_Aggregates__c	Quarterly_Obligation_Amt_Aggregates__c	Administrative_Expense_Explanation__c	Edit_Narrative_Individual_ERA__c
Label	Recipient Project Id	Expenditure Category	Total Quarterly Expenditure Amount (Aggregates)	Total Quarterly Obligation Amount (Aggregates)	Administrative Expense Explanation	Description for Edit
Required or Optional	Required	Required	Required	Required	Optional	Optional
Help Text	Recipient Project ID that allows the Recipient to associate Expenditure records to their ERA Project records.	The category to which the purpose of the expenditure most closely relates to when created. Valid responses: "Financial Assistance: Rent" "Financial Assistance: Rental Arrears" "Financial Assistance: Utility/Home Energy Costs" "Financial Assistance: Utility/Home Energy Costs Arrears" "Financial Assistance: Other Housing Costs" "Housing Stability Services (Including Eviction Prevention/Diversion)" "Affordable Rental Housing Costs" "Eviction Prevention Services Costs" "Administrative Costs"	Sum of Expenditures or Payments during the most recent quarter for this Expenditure Category (Aggregates). DO NOT enter \$ sign when entering amount.	Sum of amounts/obligations during the most recent quarter for this Expenditure Category (Aggregates). DO NOT enter \$ sign when entering amount.	If Administrative Costs is selected as the expenditure category, an explanation of the expenses must be provided. 10,000 character max	Brief description of all changes to this record. When providing the description, please document the field name and corresponding change(s).  This field is required if any field was changed/edited. This field is not required if the record did not incur changes/edits.  (Text - max 750 characters)

# ERA-EPP: Program Compliance (cont.)

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## Record Retention

Grantees must retain all documentation collected from the applicant to support their decision to approve or deny the assistance for a household for a period of five (5) years from the effective date of the Program Contract. The case file should contain, at minimum, the following. THDA, at its sole discretion, may request additional documentation from the Grantee.

- a. The completed and signed application;
- b. Copy of lease or agreement to rent;
- c. Income statements or supporting documentation;
- d. Utility statement(s);
- e. Eviction notice(s);
- f. Correspondence with any entity related to the applicant's case;
- g. Referrals provided;
- h. Financial records for disbursement(s) and refund(s).

# ERA-EPP: Program Compliance (cont.)

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## File Notes and Documentation



Grantees should keep notes, emails, and any other types of correspondence tied to the approved or denied cases for the term of the retention period.

Most complaints and escalations can be resolved with adequate correspondence.

Support for Landlord Outreach, copies of rent ledgers, landlord ownership verification, etc. can help prevent audit findings and potential recapture of program funds.

# ERA-EPP: Program Compliance (cont.)

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## Grantee Compliance

All Grantees must adhere to, or maintain compliance with the requirements of the Program and, as applicable, other programs administered by THDA. Failure to maintain compliance with any program funded through THDA will result in penalties being assessed in the scoring of future applications and/or the inability to participate in programs administered by THDA for a period to be determined at THDA's sole discretion.



For more information, please visit the THDA website:

<https://thda.org/government-nonprofit-partners/emergency-rental-assistance-eviction-prevention-program>

Questions and concerns regarding the program can  
directed to:

**[ERA-EPP@thda.org](mailto:ERA-EPP@thda.org)**

ANY  
QUESTIONS

