



## **Emergency Rental Assistance - Eviction Prevention Program Pay Request Documentation Standards**

### **Important:**

- **Ensure all information entered into Expense Detail Form matches supporting documentation.**
- **Ensure all documentation in PDF is in the same order as the line items on the Expense Detail Form.**
- **All uploads to EDT include, Request for Payment Form with 2 original Authorized Signatories, Expense Detail Form and Supporting Documentation.**
- **Ensure Draws are submitted on a monthly basis, at minimum, by the 20th of the month following the reimbursement month.**
- **Draw request minimum \$1,000, unless final draw or total for month is less than \$1,000.**
- **Maximum of 5 Draws submitted per month.**
- **Please combine documentation into one PDF.**
- **Additional documentation may be requested at the reviewer's discretion.**

## **Financial Assistance**

- **Rent**
  - Copy of Check
  - If client is in arrears, submit invoice and proof of payment
  - Please list each client separately.
  - First and last page of lease agreement
- **Security Deposits**
  - Copy of invoice AND first & last page of lease
  - Copy of check or proof of payment
  - Copy of receipt
  - Address provided must match the lease
- **Utility Deposits**
  - Copy of invoice AND first & last page of lease
  - Copy of check or proof of payment

- Copy of receipt
- Address provided must match the lease
- **Utility Payments**
  - Copy of the invoice
  - Copy of check or proof of payment
- **Relocation costs**
  - Submit a copy of the invoice and proof of payment for truck rental or moving company
  - Submit a copy of invoice and proof of payment for storage, **cannot be storage arrears**
- **Rental Applications**
  - Copy of invoice and receipt

## **Housing Stability Services**

- **Case Management**
  - Time sheet and paystub for case manager
  - Proof of services provided
  - Copy of timesheet with the first draw (If a new employee starts after the first request is submitted, please submit a timesheet for the new employee along with the first draw for which their salary is included)
- **Legal Assistance**
  - Proof that legal is being used for one of the eligible subject matters which prohibits stable housing
  - Invoice and proof of payment
  - Cannot be used for legal retainer
- **Mediation Services**
  - Invoice and proof of payment
- **Housing Counseling Services**
  - Copy of invoice and receipt for services provided
  - Proof of payment

## **Administration**

- **Salaries**
  - Copy of timesheet with the **first draw** (If a new employee starts after the first request is submitted, please submit a timesheet for the new employee along with the first draw for which their salary is included)
  - Copy of payroll statements/paystubs

- Include explanation of fringe calculations
  - Please enter the correct “Pay Period Dates” as well as “Paid Date” in Expense Detail Form
- **Equipment/Supplies**
  - Copy of the invoice (indicate which portion is to be paid from the ERA-EPP funds)
  - Copy of Check or proof of payment
  - Cannot reimburse for state taxes
- **Indirect Costs**
  - Must supply indirect cost allocation plan prior to first reimbursement
- **Travel**
  - Proof of reason for travel reimbursement
  - Copy of invoice for hotel/motel and/or receipts for eligible travel expenses
  - Copy of Check or Proof of Payment
- **Marketing**
  - Proof of Marketing for ERA-EPP
  - Copy of the invoice, indicate portion being charged to ERA-EPP
  - Copy of Check or proof of payment