Tennessee Housing Development Agency

Emergency Solutions Grants Program
Pay Request Process Information Sheet

How to Send a Pay Request

- If you are new grantee, you will need a folder set up in our Web Transfer Client (or "EDT") in order to submit pay requests to THDA. This tool is our secure electronic dropbox. Please email Michelle Lines at mlines@thda.org to request set up of a folder. She will need the name of the person who will be logging in to the system and their email address. If you become locked out of your folder and require a reset, please email esg@thda.org to request a reset.

- The pay request should be loaded as **One PDF document** and uploaded into your Web Transfer Client folder. If the document requires several parts, please number the parts in the file name.

- If any of the backup documentation is in an Excel spreadsheet format, please make sure that once it is converted to a PDF that it is readable. THDA will return the entire pay request if any documents are unreadable.

- Do not send any pay requests to sgrier@thda.org or jconner@thda.org unless specifically instructed to do so; any pay requests that are sent via email without express instruction to do so will immediately be discarded. All pay requests must be sent via the Web Transfer Client folder as instructed above.
    - If you have questions about a pay request (status of a request, documents required, etc.) please email esg@thda.org and make sure you put in the subject line the pay request # you are referencing.

- If your pay request is missing appropriate documentation, THDA will put the pay request back into the Grantee's EDT Web Transfer Client folder. You will need to resubmit the entirety of the request to THDA once all missing documentation is added.
    - If you are required to resubmit your request, it will be placed at the bottom of the queue. We currently process requests in the order in which they are received.

- Please make sure you have enough funding in the budget categories to which the organization is billing before you submit a request. If you submit a request that requires a budget amendment, it will be placed back into the Web Transfer Client folder and returned to the Grantee. You will need to complete and receive approval for the budget amendment. The request will need to be resubmitted upon budget amendment approval.
    - If you require a budget amendment, please use the budget amendment form. The budget amendment form must be approved before a pay request can be processed.

Pay Request Forms

- **Request for Payment Form** – Required with every request. This form must be signed with two authorized signatures and dated. If the form does not have authorized signatures and/or is not dated, it will be sent back via the Web Transfer Client folder.

- **Expense Detail Form** – Required with every pay request. If the form is missing, the request will be sent back via the Web Transfer Client folder. Please send all required back up documentation in the order the cost item appears on the expense detail form. This step will help THDA to review and process the pay request more quickly.

- **Budget Amendment Form** – If needed, this form should be filled out completely and emailed to esg@thda.org
  - Please send in the budget amendment form *before* you submit a pay request that requires a change in the approved categories in order for payment to be made.

- **Match Certification Form** – Should be included in every draw request if you are providing match. If you are going to meet 100% of your match requirement with the first pay request, the Match Certification Form is not necessary after the first payment request is submitted. On every subsequent request, please just indicate on the **Request for Payment Form** that the agency has met the match requirement.

Required Documentation

Please make sure that costs are eligible and the proper documentation is submitted. Please review the ESG Expense Guide for questions on eligible expenses under each activity (**Street Outreach, Shelter, Prevention, Rapid Rehousing, and Data Collection/HMIS**). Keep in mind that the ESG Expense Guide is not an exhaustive list of eligible and ineligible expenses. If you have any questions about expenses, please email: esg@thda.org

- **Salaries** – Require a time sheet with the **first** draw. If a new employee starts after the first request is submitted, please send time sheets for the new employee along with the first draw for which their salary is included. Salaries do not require any additional documentation; but please remember to fill out the **Expense Detail Form** completely.

- **Utilities** – Copy of the invoice. If ESG is not reimbursing the entire amount, make sure you indicate on the copy of the invoice and on the **Expense Detail Form** how much of the bill for which ESG is reimbursing the Grantee.

- **Transportation** – If you are requesting reimbursement for mileage, a mileage log must be included. If you are requesting reimbursement for gas, you will need to submit a copy of the gas receipt(s).

- **Equipment** – Copy of invoice. If ESG is not reimbursing the entire amount, make sure you indicate on the copy of the invoice and on the **Expense Detail Form** how much of the bill for which ESG is reimbursing the Grantee.

- **Rent** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. Each line of the **Expense Detail Form** must be completed for every client receiving financial assistance. Please list each client separately on the **Expense Detail Form**.
    - If your organization is a domestic violence agency, you do not have to list the client's name or payee/vendor if it will compromise the client, but you will need to complete the other fields.

- **Security Deposits** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. Each line of the **Expense Detail Form** must be completed for every client receiving financial assistance. Please list each client separately on the **Expense Detail Form**.
    - If your organization is a domestic violence agency, you do not have to list the client's name or payee/vendor if it will compromise the client, but you will need to complete the other fields.

- **Moving costs** – Copy of the invoice. If ESG is not paying the entire amount, make sure you indicate on the copy of the invoice and on the **Expense Detail Form** how much of the bill ESG is reimbursing the Grantee.

- **Childcare** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. Each line of the Expense Detail Form must be completed for every client receiving financial assistance. Please list each client separately on the Expense Detail Form.
    - If your organization is a domestic violence agency, you do not have to list the client's name or payee/vendor if it will compromise the client, but you will need to complete the other fields.

- **Data Entry** – on the Data Collection/HMIS sheet; please follow the same requirements as noted for salaries.

- **Food** – Please submit a copy of the receipt, making sure to deduct taxes since ESG does not pay taxes. Please also note on a copy of the invoice and on the **Expense Detail Form** if ESG is not reimbursing the Grantee for the entire amount indicated.

- **Hotel/Motel Vouchers** – Documentation does not need to be submitted to THDA, but must be on file with the Grantee. Each line of the **Expense Detail Form** must be completed for every client receiving financial assistance. Please list each client separately on the Expense Detail Form.
    - If your organization is a domestic violence agency, you do not have to list the client's name or payee/vendor if it will compromise the client, but you will need to complete the other fields.

- **Maintenance** – Copy of the invoice. If ESG is not paying the entire amount, make sure you indicate on the invoice and on the **Expense Detail Form** how much of the bill ESG is reimbursing the Grantee.

- **Supplies** - Copy of the invoice. If ESG is not paying the entire amount, make sure you indicate on the invoice and the **Expense Detail Form** how much of the bill ESG is reimbursing the Grantee.

- **Furnishing** – Copy of the invoice. If ESG is not paying the entire amount, make sure you indicate on the invoice and on the **Expense Detail Form** how much of the bill ESG is reimbursing the Grantee.

Reporting Requirement

- **Quarterly Reports** must be sent by the due date. If we **do not** receive the **quarterly reports** on time, we will not process any pay requests until a complete quarterly report is submitted to THDA.

Please email esg@thda.org if you have any questions about the pay request process.