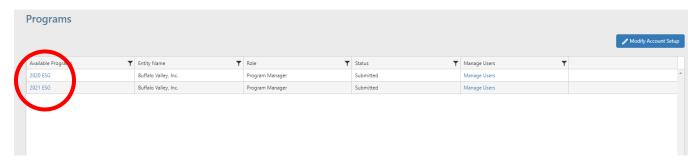
How to Submit a Draw Request

Log into your GMS account

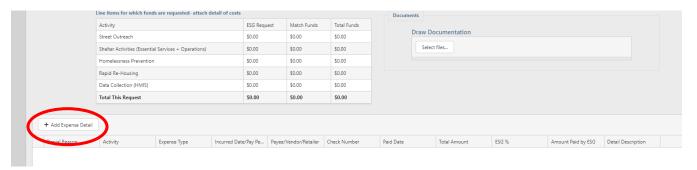
Click on the program iteration you would like to create a draw for.



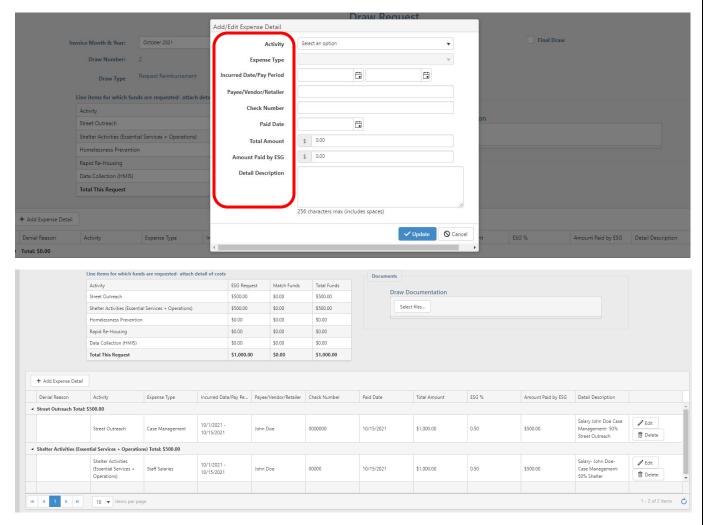
Click on "Create Draw Request"



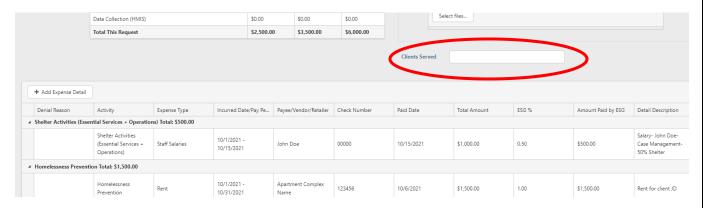
- o Select the Invoice Month & Year & Click Save
- Once you hit save then you will see the following screen and need to add your expense detail line items for Street Outreach, Shelter Activities, Homelessness Prevention, Rapid Re-Housing and/or Data Collection(HMIS)
- First you will select Add Expense Detail



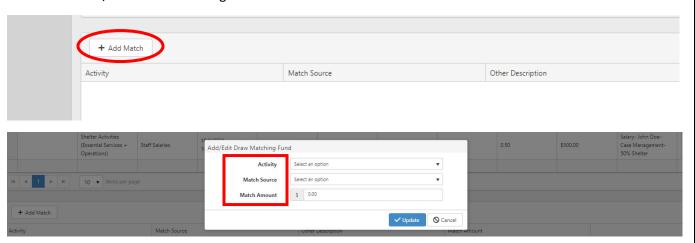
- Proceed to add/edit expense detail for the Draw Request
- o Each expense will need to be entered as a separate line item
- Each line item will require the following details.



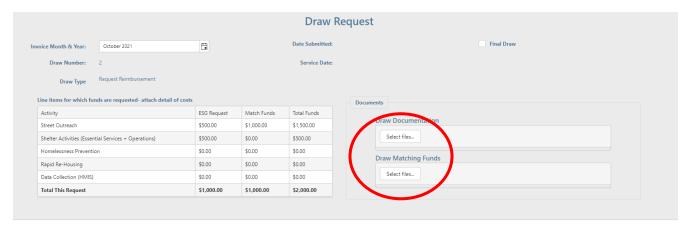
 If a line item for Homeless Prevention activities is added, you are required to add the client served.



 For Non-CARES funding- after Adding the Expense Detail for each line item, continue to Add/Edit Draw Matching Fund



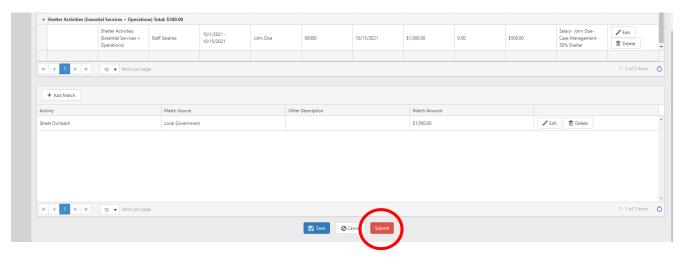
- Once All Expense Detail Line Items and Matching Fund items have been added and saved, proceed to <u>add ALL Documentation to support the Expense line items.</u>
- Documentation should be uploaded as one combined PDF and documents should be in the same order as line items entered. (If line one is rent, the first document will be copy of invoice for rent then copy of check for rent paid; if line two is salary the next document should be copy of paystub; etc.)



You can save your Draw Request at any time throughout the process and come back to it to edit at a later time or just to ensure you do not lose your work.



 When all necessary documentation is added to the Draw Request, click the Red submit button on the bottom of the page to submit the Draw Request to THDA for Review



- After your draw is submitted
 - You will no longer be able to edit the draw
 - An email will be sent to your authorizing signatures. After an authorizing signature approves the draw request THDA will begin approvals and process from payment.

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