

How to Submit a Draw Request

Log into your GMS account

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

Programs

[Modify Account Setup](#)

Available Programs	Entity Name	Role	Status	Manage Users
2020 ESG	Buffalo Valley, Inc.	Program Manager	Submitted	Manage Users
2021 ESG	Buffalo Valley, Inc.	Program Manager	Submitted	Manage Users

- Click on "Create Draw Request"

Tennessee Housing Development Agency

Grants Management System

Program: 2021 ESG

[Dashboard](#)
[Grant Setup](#)
[Create Draw Request](#)
[Budget Amendment Request](#)
[Non-Profit Environmental Review](#)

2021 ESG Draws

		Street Outreach	Shelter	Prevention	Rapid Rehousing
		\$0.00	\$0.00	\$0.00	\$100,000.00
Draw #	Invoice Month(s)	2020 / 2021	2020 / 2021	2020 / 2021	2020 / 2021
1	September	\$0.00	\$0.00	\$0.00	\$2,472.49

- 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

Line Items for which funds are requested- attach detail of costs

Activity	ESG Request	Match Funds	Total Funds
Street Outreach	\$0.00	\$0.00	\$0.00
Shelter Activities (Essential Services + Operations)	\$0.00	\$0.00	\$0.00
Homelessness Prevention	\$0.00	\$0.00	\$0.00
Rapid Re-Housing	\$0.00	\$0.00	\$0.00
Data Collection (HMIS)	\$0.00	\$0.00	\$0.00
Total This Request	\$0.00	\$0.00	\$0.00

Documents

Draw Documentation

Select files...

[+ Add Expense Detail](#)

Financial Record	Activity	Expense Type	Incurred Date/Pay Pe...	Payee/Vendor/Retailer	Check Number	Paid Date	Total Amount	ESG %	Amount Paid by ESG	Detail Description
------------------	----------	--------------	-------------------------	-----------------------	--------------	-----------	--------------	-------	--------------------	--------------------

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

Draw Request

Invoice Month & Year: October 2021

Draw Number: 2

Draw Type: Request Reimbursement

Line items for which funds are requested- attach detail

Activity

Street Outreach

Shelter Activities (Essential Services + Operations)

Homelessness Prevention

Rapid Re-Housing

Data Collection (HMIS)

Total This Request

Add Expense Detail

Denial Reason

Activity

Expense Type

Total: \$0.00

Add/Edit Expense Detail

Activity: Select an option

Expense Type: Select an option

Incurred Date/Pay Period: [Calendar Icon] [Calendar Icon]

Payee/Vendor/Retailer: [Text Field]

Check Number: [Text Field]

Paid Date: [Calendar Icon]

Total Amount: \$ 0.00

Amount Paid by ESG: \$ 0.00

Detail Description: [Text Field]

256 characters max (includes spaces)

[Update] [Cancel]

Line items for which funds are requested- attach detail of costs

Activity	ESG Request	Match Funds	Total Funds
Street Outreach	\$500.00	\$0.00	\$500.00
Shelter Activities (Essential Services + Operations)	\$500.00	\$0.00	\$500.00
Homelessness Prevention	\$0.00	\$0.00	\$0.00
Rapid Re-Housing	\$0.00	\$0.00	\$0.00
Data Collection (HMIS)	\$0.00	\$0.00	\$0.00
Total This Request	\$1,000.00	\$0.00	\$1,000.00

Draw Documentation

Select files...

Add Expense Detail

Denial Reason	Activity	Expense Type	Incurred Date/Pay Pe...	Payee/Vendor/Retailer	Check Number	Paid Date	Total Amount	ESG %	Amount Paid by ESG	Detail Description	
Street Outreach Total: \$500.00											
	Street Outreach	Case Management	10/1/2021 - 10/15/2021	John Doe	0000000	10/15/2021	\$1,000.00	0.50	\$500.00	Salary John Doe Case Management- 50% Street Outreach	[Edit] [Delete]
Shelter Activities (Essential Services + Operations) Total: \$500.00											
	Shelter Activities (Essential Services + Operations)	Staff Salaries	10/1/2021 - 10/15/2021	John Doe	00000	10/15/2021	\$1,000.00	0.50	\$500.00	Salary- John Doe- Case Management- 50% Shelter	[Edit] [Delete]

10 items per page

1 - 2 of 2 items

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

Activity	ESG Request	Match Funds	Total Funds
Data Collection (HMIS)	\$0.00	\$0.00	\$0.00
Total This Request	\$2,500.00	\$3,500.00	\$6,000.00

Draw Documentation

Select files...

Clients Served [Text Field]

Add Expense Detail

Denial Reason	Activity	Expense Type	Incurred Date/Pay Pe...	Payee/Vendor/Retailer	Check Number	Paid Date	Total Amount	ESG %	Amount Paid by ESG	Detail Description
Shelter Activities (Essential Services + Operations) Total: \$500.00										
	Shelter Activities (Essential Services + Operations)	Staff Salaries	10/1/2021 - 10/15/2021	John Doe	00000	10/15/2021	\$1,000.00	0.50	\$500.00	Salary- John Doe- Case Management- 50% Shelter
Homelessness Prevention Total: \$1,500.00										
	Homelessness Prevention	Rent	10/1/2021 - 10/31/2021	Apartment Complex Name	123456	10/6/2021	\$1,500.00	1.00	\$1,500.00	Rent for client JD

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

The screenshot shows a table with columns: Activity, Match Source, and Other Description. A red circle highlights the '+ Add Match' button. Below the table, a modal titled 'Add/Edit Draw Matching Fund' is open. The modal has three fields: 'Activity' (a dropdown menu), 'Match Source' (a dropdown menu), and 'Match Amount' (a text input field with a dollar sign and '0.00'). A red box highlights the 'Activity' and 'Match Source' fields. At the bottom of the modal are 'Update' and 'Cancel' buttons.

- Once All Expense Detail Line Items and Matching Fund items have been added and saved, proceed to **add ALL Documentation to support the Expense line items.**
- 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.)

The screenshot shows the 'Draw Request' form. At the top, there are fields for 'Invoice Month & Year' (October 2021), 'Date Submitted', 'Service Date', and a 'Final Draw' checkbox. Below these are 'Draw Number: 2' and 'Draw Type: Request Reimbursement'. A table titled 'Line items for which funds are requested- attach detail of costs' is shown. The table has columns: Activity, ESG Request, Match Funds, and Total Funds. The rows are: Street Outreach, Shelter Activities (Essential Services + Operations), Homelessness Prevention, Rapid Re-Housing, Data Collection (HMIS), and Total This Request. To the right of the table are two sections: 'Draw Documentation' and 'Draw Matching Funds', each with a 'Select files...' button. A red circle highlights both 'Select files...' buttons.

Activity	ESG Request	Match Funds	Total Funds
Street Outreach	\$500.00	\$1,000.00	\$1,500.00
Shelter Activities (Essential Services + Operations)	\$500.00	\$0.00	\$500.00
Homelessness Prevention	\$0.00	\$0.00	\$0.00
Rapid Re-Housing	\$0.00	\$0.00	\$0.00
Data Collection (HMIS)	\$0.00	\$0.00	\$0.00
Total This Request	\$1,000.00	\$1,000.00	\$2,000.00

- 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.

The screenshot shows the bottom of the form with a pagination bar indicating '10 items per page'. At the bottom center, there are three buttons: 'Save' (highlighted with a red circle), 'Cancel', and 'Submit'.

- 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

The screenshot displays a web application for managing draw requests. At the top, a header bar indicates the total amount: "Shelter Activities (Essential Services + Operations) Total: \$500.00". Below this is a table with columns for Activity, Match Source, Other Description, Match Amount, and a status column. The first row shows "Shelter Activities (Essential Services + Operations)" with a match source of "Local Government" and a match amount of "\$1,000.00". The status column shows "Salary- John Doe- Case Management- 50% Shelter". Below the table is a section for adding matches, with a table that has columns for Activity, Match Source, Other Description, and Match Amount. The first row shows "Street Outreach" with a match source of "Local Government" and a match amount of "\$1,000.00". At the bottom of the page, there are three buttons: "Save", "Cancel", and "Submit". The "Submit" button is highlighted with a red circle.

Activity	Match Source	Other Description	Match Amount
Street Outreach	Local Government		\$1,000.00

- 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!