

## Instructions on Drawing Down Additional Tranche Payments for ERA2 Awards

These instructions apply to grantees participating in the Emergency Rental Assistance (ERA2) program that received their first tranche payment for their ERA2 award (40% of the grantee's total allocation) and would like to drawdown additional tranche payments from their remaining ERA2 allocation.

Those ERA2 grantees that obligated 75% of their initial ERA2 award payment can request an additional tranche payment of ERA2 funding from their remaining allocation. This process occurs on a rolling basis as each ERA2 grantee meets the 75% obligation threshold.

Grantees may drawdown additional funds twice, by requesting a "Tranche 2 payment" and a "Tranche 3 payment." To determine whether a grantee has obligated its ERA2 award funds, Treasury relies on the same criteria applied to ERA1 awards, which is set forth in the [ERA1 Reallocation Guidance](#) initially published on October 4, 2021 and updated on March 30, 2022.

If a grantee has obligated 75% of the ERA2 award funds received and would like to request an additional tranche payment from their remaining ERA2 allocation:

- Please send us an email at [ERAApplications@treasury.gov](mailto:ERAApplications@treasury.gov) to request an application for the next tranche payment, with the following in the subject line: **"Tranche [2 or 3] Payment Request – [GRANTEE, ERA2 Grantee #]"**
- You will then receive a form to request the next tranche payment and must certify that you have obligated 75% of your ERA2 award funds received to date.
- If the ERA2 tranche payment application arrives by 5pm ET on the last business day of the week, Treasury will process and disburse your tranche 2 or 3 payment the following week, unless further review or information is required.

Treasury is working to make this process accessible through Treasury's Portal and may send alternative instructions for future tranche payments. If you have questions about your ERA2 application or tranche payment, please send us an email via [ERAApplications@Treasury.gov](mailto:ERAApplications@Treasury.gov). If you have general questions about the Emergency Rental Assistance (ERA2) Program, please send us an email via [EmergencyRentalAssistance@Treasury.gov](mailto:EmergencyRentalAssistance@Treasury.gov) or contact us at (877) 398-5861.