

**Texas Department of Housing and Community Affairs  
Emergency Rental Assistance (ERA1 and ERA2) Housing Stability Services (HSS) Program  
Subrecipient Reporting Guidelines – 11/12/2021**

**Important: Notes for Subrecipients as of November 12, 2021:**

- 1.** Starting on November 1, 2021, the ERA 1 HSS program has fully switched to using reimbursements for HSS program and administrative draws. Requests for a one-time advance will no longer be accepted. All ERA 1 Subrecipients should only submit reimbursable expenses through the Housing Contract System (HCS).
- 2.** Reports for program months September 2021 and October 2021 are due on November 15, 2021. Subrecipients should ensure that they submit these reports separately for both September 2021 and October 2021, rather than submitting them jointly.
  - a.** The HCS only allows for one submitted draw request at a time. Please 'save' your October reports in the system until your September report is fully processed by TDHCA staff. A 'saved' October report will count as a submission, provided that it is fully submitted by November 19, 2021.
- 3.** Subrecipients who received a September reimbursement and/or October advance should enter \$0.00 into their requested draw amounts for the reporting month UNLESS they expended more funds in October than their advance covered. In this case, Subrecipients may request a draw in excess of what they've already received. No additional funds for September will be approved.
- 4.** Subrecipients are required to submit their reports even if they expended no funds and/or served no households. In these cases, Subrecipients should submit the required reports below while marking 0's in the applicable categories.

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## **Summary**

Guidance in this document applies to both ERA1 and ERA2 HSS Subrecipients. Each month, HSS Subrecipients in the State of Texas are required to submit reports on program expenditures and performance. Subrecipients are contractually obligated to submit these reports promptly, so that TDHCA can monitor success, ensure compliance, and fulfill federal reporting requirements for the ERA HSS program. Failure to meet reporting deadlines and requirements could result in delays or stoppages in the reimbursement of program expenditures.

The following guide serves as a comprehensive resource to aid Subrecipient organizations in submitting their monthly reports to TDHCA. Personnel at Subrecipient organizations should also take time to review TDHCA's recorded training webinars on the HSS website at <https://www.tdhca.state.tx.us/HSS.htm>. Any questions related to the information contained within this guide or within the recorded webinars should be directed either to [hss@tdhca.state.tx.us](mailto:hss@tdhca.state.tx.us) or to your organization's TDHCA contact.

## **Required Reports**

By the 15<sup>th</sup> of each month, Subrecipients are required to submit three reports on program performance. These reports cover program activities during the previous calendar month. First, Subrecipients must submit their Monthly Household Reporting Spreadsheet through the associated Smartsheet portal located in the Reporting section of the TDHCA HSS website at <https://www.tdhca.state.tx.us/HSS.htm>. Second, Subrecipients must submit their administration and program related draw (i.e. reimbursement) requests through the Housing Contract System, which can be found on the HSS website or at the link: <https://www.tdhca.state.tx.us/contractsystem.htm>. While submitting their draw requests, third, Subrecipients will be required to submit their Monthly Performance Report through HCS as well.

Details on the three required reports are as followed:

### **Monthly Household Reporting Spreadsheet**

- Detail level data on individual households served
- Utilized to ensure program compliance, to submit quarterly treasury reports, and to track program success
- Locked spreadsheet with complete with data dictionary
  - Must be submitted in the format provided
  - Located on the HSS website: <https://www.tdhca.state.tx.us/HSS.htm>
- Submitted through the [Smartsheet portal](#)

### **Monthly Expenditure Report**

- Aggregate level data on admin expended, general program funds expended, and direct household payments expended
- Utilized to track and approve Subrecipient draw requests
- Logged in the [Housing Contract System](#)

- Requires user account set up via the HCS Access Form located on the HSS website.

#### Monthly Performance Report

- Aggregate level data on the number of households served by AMI level, race, ethnicity, and gender of primary applicant.
- Utilized to track and approve Subrecipient draw request
- Logged into the [Housing Contract System](#) as a required form when submitting draws
  - Requires user account set up via the HCS Access Form located on the HSS website.

### **Reporting Timeline for ERA 1 HSS**

Subrecipient Reporting Period	Submission Deadline for all Monthly Reports
September 1-30, 2021	Monday, November 15, 2021
October 1-31, 2021	Monday, November 15, 2021
November 1-30, 2021	Wednesday, December 15, 2021
December 1-31, 2021	Monday, January 17, 2022
January 1-31, 2022	Tuesday, February 15, 2022
February 1-28, 2022	Tuesday, March 15, 2022
March 1-31, 2022	Friday, April 15, 2022
April 1-30, 2022	Monday, May 16, 2022
May 1-31, 2022	Wednesday, June 15, 2022
June 1-30, 2022	Friday, July 15, 2022
July 1-31, 2022	Monday, August 15, 2022
August 1-31, 2021	Thursday, September 15, 2022

### **Monthly Household Reporting Spreadsheet Submission**

#### **Summary**

The Monthly Household Reporting Spreadsheet is a required monthly report for ERA HSS Subrecipients. On the spreadsheet, Subrecipients should log detail-level data on every household served through the ERA HSS program. This information should be anonymized by assigning each household an associated Case ID or Household ID number. Subrecipients should maintain records of Case ID numbers

in their household files; however, Subrecipients should never submit identifiable information, such as names, social security numbers, or complete addresses directly to TDHCA.

The Monthly Household Reporting Spreadsheet is an excel file complete with instructions that is provided on the HSS website. Fields within the spreadsheet are locked for editing to prevent entry errors during report submission. Subrecipients should only submit the provided spreadsheet with information entered as requested in either the excel (.xlsx) or comma-separated values (.csv) format. Failure to submit the completed spreadsheet in the proper format may result in a rejected submission.

The Monthly Household Reporting Spreadsheet is used to monitor the fulfillment of Subrecipient contract performance benchmarks. It is also used to submit required program information to the U.S. Department of the Treasury. As such, the Monthly Household Reporting spreadsheet is required of all ERA HSS Subrecipients.

### **Download and Submission Links**

To download and submit the Monthly Household Reporting Spreadsheet, HSS Subrecipients should visit TDHCA's Housing Stability Services [webpage](#). The links to download and submit the spreadsheet are located as follows:

## About TDHCA

[Overview](#)

[Compact with Texans](#)

[Contact TDHCA](#)

[Governing Board](#)

[Grants List](#)

[Notices of Funding Availability](#)

[Programs Overview](#)

[TDHCA Rules and Regulations](#)

[TDHCA Public Comment Center](#)

[!\[\]\(35dc653d59570f8f891c312eeece91a2\_img.jpg\) Language](#)

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(To view and print PDF,  
DOC, XLS, PPT and PPS  
files)

# Housing Stability Services (HSS) Program

The HSS Program provides assistance to local communities and non-profits to assist income eligible households to help them maintain or obtain stable housing. The program is funded by Treasury through the [Emergency Rental Assistance \(ERA1 and ERA2\)](#).

## Program Guidance and Regulations

- [TDHCA's FAQs \(PDE\)](#) (July 15, 2021)
- [2021 Income Limits \(huduser.gov\)](#) (effective April 1, 2021)
- [2 CFR 200 \(OMB Super Circular\)](#) (ecfr.gov)

## Program Forms

*Administrative Forms as applicable for Administrators only*

- [Housing Contract System Access Request Form for HSS \(DOC fillable\)](#)
  - [Contract numbers for HCS Request Form \(PDF\)](#)

*Sample Program Forms as applicable for Administrators only*

- [Sample Intake Checklist and Form \(DOC\)](#)

## Monthly Performance and Expenditure Reporting

1. Submit monthly Household level information by uploading the following completed Excel file:
  - [Monthly Report by Household Spreadsheet \(XLSX\)](#) (September 30, 2021)
  - Submit completed Monthly Report by Household by clicking [here](#) (SmartSheet.com).
2. Submit aggregate monthly Performance and Expenditure Reporting
  - [Housing Contract System](#)
  - HSS Monthly Reporting Instructions (Coming soon)

## Data Entry

Once downloaded, Subrecipients should collect and enter data into the Monthly Household Reporting spreadsheet according to the provided data dictionary. Entries should be made into either the tab labeled ‘Monthly Household Report’ and/or ‘Meal Services Only,’ depending on the types of services provided. In the Monthly Household Report tab, some columns may be limited to only numerical or text entries. Other columns may be limited to a series of dropdown options. Please select or enter only the options listed on the spreadsheet.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
General Household Information					Income and Eligibility		Demographics							Direct Household Payments (Deposits and Incentives)				
Unique Identifier	First Time Recipient of HSS	Household Zip Code	Household County	Household Size	Household Income	AMI %	Gender of Applicant	Race of Household	Ethnicity of Household	Veteran in Household?	Older Adult (62+) in household?	Children under 18 in household?	Person with a disability in household?	Did the HH stay in HSS funded hotel/motel?	Short-term Payments for Hotels/Motels (\$)	Rent and Pet Rent Deposits (\$)	Utility Deposits (\$)	Landlord Incentives (\$)
	Yes No	12345				30.00 50.00 80.00	Male Female Nonbinary Declined to Answer	American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Multi-Racial/Other Declined to Answer	Hispanic or Latino Not Hispanic or Latino Declined to Answer	Yes No	Yes No	Yes No	Yes No					

The Instructions tab provides a comprehensive data dictionary, as well as information on how to enter data into the Monthly Household Reporting Spreadsheet. Subrecipients should read these instructions carefully before entering data into the spreadsheet. As an example, the spreadsheet instructions are presented in the table below:

<b>Texas Department of Housing and Community Affairs</b>
<b>Emergency Rental Assistance - Housing Stability Services Program</b>
<b>Monthly Household Report Tab Instructions - Must be completed by all Subrecipients</b>
1. Enter subrecipient (your organization's) name in cell B1. Ensure that formatting, capitalization, and punctuation of the name is consistent across each monthly report.
2. Select or input the reporting month from the dropdown located in cell F1 .
<b>3. Report data for each household receiving assistance during the monthly reporting period in one row only.</b>
4. Column A - Enter a unique household ID for the household served. This unique ID should be tied directly to an application, including applicant name and eligibility documentation, in your organization's records.
5. Column B - Select Yes or No, using the dropdown menu, if this is the household's first time receiving Housing Stability Services assistance through your organization within the entire grant period.
6. Column C - D Enter the county and zip code where the household currently resides. <b>If the household currently has no permanent residence, please input either a future residence or the county/zip code where service was provided.</b>
7. Column E - Enter the total number of persons within the household, including any dependents.
8. Column F - Enter the household's annual gross income in USD (\$). Use either self-reported income or documented income as applicable. <b>If the household has no income, leave this field blank.</b>
9. Column G - Select, using the dropdown menu, the Area Median Income (AMI) category that the household qualifies under. <b>If a household self attests to their eligibility, set their income category at this level. If they have no income, they should be placed in the 30% AMI category.</b>
12. Column H - Select, using the dropdown menu, the self-identified gender of the primary applicant within the household.
13. Column I - J - Select, using the dropdown menu, how the primary applicant described their household's racial and ethnic identity.
14. Columns K - N -Select, using the dropdown menu, yes if any member of the household belongs to the group indicated. Select no if not.
15. Columns O - S - Enter the amount expended for the household during the reporting month. If nothing was spent in these categories, leave these fields blank. If a hotel/motel cost was paid upfront in a previous month for service during the reporting month, please select yes in field O, but leave the hotel/motel field blank
<b>Meal Service Programs Only Tab Instructions - Must be completed only by Subrecipients providing large scale meal service programs.</b>
In cell B1, enter the total number of meals provided in the reporting month. If a household receives meals and other housing stability services such as case management or housing assistance, they will be captured in the Monthly Household Report tab.



Note on Items 12 and 13: HSS Subrecipients are required to report race, ethnicity, and gender according to categories provided on the 'Monthly Household Report' tab. The categories provided are in compliance with reporting guidance from the U.S. Department of the Treasury. Additionally, Subrecipients should allow for client self-identification for Items 12 and 13 unless the Subrecipient organization already possesses a well-documented and consistent process for collecting demographic information by household.

## Report Submission

Once the Monthly Household Reporting Spreadsheet is complete and checked for accuracy, Subrecipients should save the file with the name format, [Organization.Name] \_Monthly Report\_[Reporting.Month]\_[Reporting Year]. An example of this naming format would be: **TDHCA\_Monthly Report\_October\_2021.**

After the spreadsheet has been completed and saved, Subrecipients should submit the spreadsheet to the Monthly Household Report submission portal listed on the HSS website.



The Smartsheet link on the HSS website will take users to a submission portal, where they can submit their monthly household reporting spreadsheet. Subrecipients should only submit one Monthly Household Reporting Spreadsheet per calendar month, unless written permission is provided by TDHCA to submit a correction or revision. Subrecipients should also refrain from using the submission portal to submit any document other than the Monthly Household Reporting Spreadsheet. Duplicative or extraneous submissions may result in a request to resubmit, which will delay the processing of HSS draw requests for Subrecipients.

The information requested by the submission portal is included in the image below:

# Housing Stability Services (HSS) Monthly Household Report Submission Portal

\*\*\* This portal should only be used to submit HSS Monthly Household Reporting Spreadsheets. If extraneous or redundant documentation is placed into this portal, your organization's submission for that month will be rejected, creating delays in payment processing \*\*\*

## Organizational Information

Please input information about your organization below

**Subrecipient Name \***

Select

**Contract Number \***

Select

## Contact Information for Reporting

Please input information about your organizational contact for the current HSS monthly report below.

**Name \***


**Title \***

**Email \***

example@gmail.com

**Phone Number \***

Please enter the phone number of the person currently uploading the HSS monthly report for your organization

 +1 ( ) -

## Monthly Report Upload

**Reporting Month and Year \***

Reporting month is usually one month prior to the current calendar month e.g. a report submitted for the October 15th reporting deadline will be for the reporting month of September.

Select

**File Upload \***

Please upload your monthly household reporting spreadsheet in either excel or CSV format.

\*\*\*Upload only one spreadsheet per submission\*\*\*

Drag and drop files here or [browse files](#)

## **Monthly Expenditure and Performance Reports in the Housing Contract System**

### **Summary**

The Housing Contract System (HCS) is a TDHCA supported database for processing, approving, and tracking draw (reimbursement) requests. The Housing Contract System fulfills several different functions in the payment process. These functions include: establishing defined user roles for processing draw requests, allowing Subrecipients to monitor their total budget and expenditures, and providing a centralized database of organizations, contracts, and contacts for the HSS program.

The Housing Contract System ensures assists TDHCA staff with checking, approving, and processing draw requests. All Subrecipients must submit their draw requests through the system at <https://www.tdhca.state.tx.us/contractsystem.htm>. Subrecipients should submit draw requests through HCS even if their expenditures and households served equal zero for that reporting period.

### **User Account Roles and Privileges**

The Housing Contract System assigns user account functions to both internal TDHCA and external Subrecipient users to create an organized process for submitting draw requests. Subrecipients establish their user accounts during contract implementation by submitting a completed HCS Access form, located on the HSS website. Each Subrecipient is limited to three users plus an account for their contract executor/signature authority. Subrecipients may change their permitted users, so long as the total number of users remains less than or equal to three, but this change requires a new HCS Access form that lists the new user requesting access.

During contract implementation, TDHCA staff will set up new or existing user accounts for Subrecipients. These users will receive emails confirming account set up with new users receiving temporary passwords for access to the system. If any user experiences difficulty accessing the system or they need their password reset, then the user should email [hss@tdca.state.tx.us](mailto:hss@tdca.state.tx.us).

The two user account roles that Subrecipients can assign based on their HCS Access form are as followed:

- External Contract Administrator – user can see, save, and submit draw requests for TDHCA approval
- External Contract Consultant – user can see, enter, and save draw requests but cannot submit draw requests for TDHCA approval

Subrecipients must make at least one user an external contract administrator; however, there are no other requirements for the assignment of user account roles.

### **Viewing the HSS Contract and the Notifications Screen**

After signing in and setting up a password (if the user does not have an existing account), users will be taken to the contract notification screen. This screen shows the status of all draw requests for each of the user's assigned contracts within HCS. If there are no pending draw requests, the notification page will be left blank. There are several draw request statuses that users should be aware of when accessing the notification page.

1. **Pending** – this indicates that the draw request has been saved but not submitted. Users can view the expenditure and performance data saved in the draw, but the draw cannot be approved for processing until an external account user submits it for approval
2. **Pending Approval** – this indicates that the draw request has been successfully submitted, but it is waiting for a TDHCA administrator to approve the draw request for processing.
3. **Deficiency** – this indicates that a TDHCA administrator found an issue with the submitted draw request. By issuing a deficiency, the administrator is requesting that the user resubmit the posted draw after making any and all necessary changes
4. **Rejected** – this indicates that a TDHCA administrator has found an issue with the submitted draw and has deemed that changes would be to substantive to request. Therefore, the draw has been rejected outright. TDHCA staff will follow up with the Subrecipient's HCS contact person about the issue
5. **Pending Processing** – this indicates that the draw request has been approved by a TDHCA administrator. The draw request is now being processed by TDHCA's financial administration staff.

## TDHCA Housing Contract System

[My Contracts](#)

### Notifications List

YOUR DRAWS											
Draw	Administrator	Vendor	Date Submitted	Amount	Contract	CSAS Number(s)	Activity	Program Name	Setaside Type	Activity Type	Draw Status
<a href="#">1</a>			10/18/21 3:12 PM	\$7,000.00	<a href="#">20210000192392</a>	20210000192392	<a href="#">0000192392</a>	HSS		HSS	Pending

If the user selects the contract number listed on a notification or if the user selects 'My Contracts' on the top left-hand corner of the HCS screen, then they will be taken to the contract page. The contract page shows all the information needed for a particular contract, including agency contacts, budget amounts, and service areas. External users will use the contract screen for their HSS contract as a 'hub' or jumping off point for submitting draws. If at any point a user completes a draw request, they should return to the contract screen to submit the next request. The contract screen looks like the following:

## TDHCA Housing Contract System

My Contracts

[Notes](#) | [Perf Reqs](#) | [Activities](#) | [Areas Served](#) | [Vend](#)

CONTRACT			
Contract Number	20210000192392	Program Activity	HSS - HSS (Single-Family 2022)
CSAS Number(s)	20210000192392	Contractor	Salvation Army of Midland
Period Begin Date	9/1/21	Contact	Alex Test
Period End Date	8/31/22	Contact Phone	
Amended End Date		Grant	no
Application Number		Loan	no
Consultant		Consultant Phone	
		Contractor Single Audit Status	Not Identified
TDHCA Performance Contact	Alex Pustelnyk	TDHCA Performance Contact Phone	
TDHCA Program Contact	Frank Sarno	TDHCA Program Contact Phone	

<b>BUDGET</b>									
	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available	
Admin	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
Project	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	
Total	\$22,000.00	\$22,000.00	\$22,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	
<a href="#">Allocation Detail</a> <a href="#">Budget Detail</a> <a href="#">Draw History</a> <a href="#">Draw Request</a>									

<b>SETASIDES</b>									
									Setaside Type

<b>CONTRACT DETAIL</b>									
Application Received Date		Implementation Training Attendees							
Board Approval Date	7/22/21	Units	0						
Certificate of Completion Date		Projects Set Up	1						PJ no
Closeout Visit Date		Projects Completed	0						Fund with Multi Year no
Rural or Urban/Ex-Urban		Subject to RAF							
Contractor Program Design Approval Date		Match Funds							\$0.00
Labor Standards Required	no	Leverage Funds							\$0.00
Labor Standards Officer		Certifying Officer - Environmental							Certifying Officer Title

## Submitting an Administrative Draw

The processes for submitting an administrative fund draw and a program fund draw are distinct. This portion of the guide will teach users how to submit a draw from their administrative fund. As always, this process starts on the contract screen, where users should select 'draw request' underneath the Budget table:

**TDHCA Housing Contract System**

My Contracts
Notes | Perf Reqs | Activities | Areas Served | Vend

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**CONTRACT**

Contract Number	20210000192392	Program Activity	HSS - HSS (Single-Family 2022)	Status	Active
CSAS Number(s)	20210000192392	Contractor	Salvation Army of Midland	UOG Code	
Period Begin Date	9/1/21	Contact	Alex Test	UOG Number	
Period End Date	8/31/22	Contact Phone		CPS Number (IDIS)	
Amended End Date		Grant	no	Mail Code	
Application Number		Loan	no	Executor	Kenny Hamilton
Consultant		Consultant Phone		Contract Activity Number (IDIS)	
		Contractor Single Audit Status	Not Identified	10TAC Rule Year	
TDHCA Performance Contact	Alex Pustelnik	TDHCA Performance Contact Phone			
TDHCA Program Contact	Frank Sarno	TDHCA Program Contact Phone			<a href="#">Attachments[0]</a>

**BUDGET**

	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Project	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
<b>Total</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

[Allocation Detail](#) | [Budget Detail](#) | [Draw History](#) | [Draw Request](#)

**SETASIDES**

	Setaside Type
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**CONTRACT DETAIL**

Application Received Date		Implementation Training Attendees			
Board Approval Date	7/22/21	Units	0		PJ no
Certificate of Completion Date		Projects Set Up	1		
Closeout Visit Date		Projects Completed	0		Fund with Multi Year no
Rural or Urban/Ex-Urban		Subject to RAF			
Contractor Program Design Approval Date		Match Funds		\$0.00	
Labor Standards Required	no	Leverage Funds		\$0.00	
Labor Standards Officer		Certifying Officer - Environmental			Certifying Officer Title

Next users must enter dates between which the administrative funds were expended. These dates should correspond with an HSS reporting period. This will usually be the month prior to the month in which the expenditures are being reported. Users should check the box for required documents if their Monthly Household Reporting Spreadsheet has been successfully submitted. There are no other required documents to submit at this time.

TDHCA Housing Contract System

My Contracts

Please correct the following errors and resubmit your request.

- You must have the required documents.

REQUIRED DOCUMENTATION

Documents required for approval of Administrative Costs and Soft Costs Draw Request.  
For the most current forms, please visit the TDHCA website link below.  
[Documentation Forms List](#)

☒ Check this box if all required documents have been submitted to TDHCA  
or will be attached electronically using this system at the time you submit this contract activity or draw.

DRAW REQUEST

Services Rendered From11/01/2021

Services Rendered To11/30/2021

Save

After submitting expenditure dates, users will be taken to the administrative draw request screen. Here, users should enter the amount of administrative funds requested into the blue 'This Draw Request Amount' field, which can be found in the 'Draws for Admin' table in the image below. Users should then either save, which will record the data but not submit it for approval, or save and submit the data for approval, which will notify a TDHCA administrator that the draw is ready for financial processing. After completing the administrative draw, users should return to the main contract screen before submitting any other draw requests.

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### HSS Admin Draw

#### BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Project	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00

#### HSS DRAW REQUEST

Vendor Name: Salvation Army of Midland	Tax ID: 580660607
Vendor # - Mail Code: 17508006784 -	Date Submitted:
Dates Services Rendered from: 11/01/2021	To: 11/30/2021
Final Draw? <input type="checkbox"/>	Voucher #:
Status: Pending	
[0] Attachments	

#### DRAWS FOR ADMIN

Item #	Category	Drawn To Date	This Draw Amount
1	Admin	\$0.00	\$4000
Total		\$0.00	\$0.00

#### APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				



## Submitting a Program Draw

The processes for submitting an administrative fund draw and a program fund draw are distinct. This portion of the guide will teach users how to submit a draw from their program fund. Submitting a program draw requires more steps than submitting an administrative draw because it requires that users access the 'Activity' screen. The activity screen allows users to draw their program funds directly from either their Housing Stability Services (General Programmatic Expenses) budget or from their Direct Household Payments (Other Financial Assistance) budgets. Users should access this screen by selecting 'Activity' at the top right hand corner of the contract screen.

TDHCA Housing Contract System

My Contracts
Notes | Perf Reqs | Activities | Areas Served | Vendor

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**CONTRACT**

Contract Number	20210000192392	Program Activity	HSS - HSS (Single-Family 2022)	Status	Active
CSAS Number(s)	20210000192392	Contractor	Salvation Army of Midland	UOG Code	
Period Begin Date	9/1/21	Contact	Alex Test	UOG Number	
Period End Date	8/31/22	Contact Phone		CPS Number (IDIS)	
Amended End Date		Grant	no	Mail Code	
Application Number		Loan	no	Executor	Kenny Hamilton
Consultant		Consultant Phone		Contract Activity Number (IDIS)	
		Contractor Single Audit Status	Not Identified	10TAC Rule Year	
TDHCA Performance Contact	Alex Pustelnik	TDHCA Performance Contact Phone			
TDHCA Program Contact	Frank Sarno	TDHCA Program Contact Phone			<a href="#">Attachments[0]</a>

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**BUDGET**

	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Project	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
<b>Total</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

[Allocation Detail](#) | [Budget Detail](#) | [Draw History](#) | [Draw Request](#)

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**SETASIDES**

Setaside Type

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**CONTRACT DETAIL**

Application Received Date		Implementation Training Attendees		
Board Approval Date	7/22/21	Units	0	PJ no
Certificate of Completion Date		Projects Set Up	1	
Closeout Visit Date		Projects Completed	0	Fund with Multi Year no
Rural or Urban/Ex-Urban		Subject to RAF		
Contractor Program Design Approval Date		<a href="#">Match Funds</a>	\$0.00	
Labor Standards Required	no	<a href="#">Leverage Funds</a>	\$0.00	
Labor Standards Officer		Certifying Officer - Environmental		Certifying Officer Title

On the next screen users, should simply select the activity number of the first listed activity.

**TDHCA Housing Contract System**

My Contracts
CSAS Number(s): 20210000192392

**SS Contract #20210000192392 > Activities**

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status
0000192392		300 Baird Street		Midland	Active

[Add Contract Activity](#) [City / Colonia](#)

After selecting the activity, users will be taken to the activity screen. This screen displays how their program budget is itemized between Housing Stability Services and Direct Household Payments expenditures. The screen also allows users to save and submit program draws. To submit a draw from the program fund, users should select 'Draw Requests' in the bottom right corner of the 'Draw Balances' table on this screen:

**TDHCA Housing Contract System**

My Contracts
Current Time: 11:10:55 PM | [Logout](#) | [Change Password](#) | [Edit Email Address](#) | [Logout](#) | [Logout](#)

**HSS Contract #20210000192392 > Activities > Unassigned**

**OVERVIEW**

Administrator Name: Salvation Army of Midland	Status: Active	Contract #: 20210000192392
Contact Name: Alex Test	Phone #:	Tracking ID: 152619
Activity Number: 0000192392	Activity Type: HSS	<a href="#">[0] Attachment(s)</a>

**ADDRESS**

Line 1: 300 Baird Street	Rural/Urban: Urban	Region: 12
Line 2:	State: TX	Zip: 79701
City: Midland	County Code: 329	
County: Midland	Longitude:	
Latitude:		
Senate District:	House District:	Congressional District:

**ALLOCATION**

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
ERA1 HSS 2022 > ERA1 HSS 2022 Direct Household Payments Project > Contract 20210000192392 > Activity 0000192392	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00		
ERA1 HSS 2022 > ERA1 HSS 2022 Housing Stability Services Project > Contract 20210000192392 > Activity 0000192392	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00		
<b>Total</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,000.00</b>		

[Budget Detail](#)

**DRAW BALANCES**

Project	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
	\$17,000.00	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00

[Draw History](#)
[Draw Requests](#)

**APPROVAL ACTIONS**

Approval Sequence	Approver Role	Approver Name	Action	Date
1	Portfolio Management	Alex Pustelnyk	Approve	10/18/21

To submit a program draw request, users must enter the dates during which the program funds were expended. This will usually be the month prior to the month in which the expenditures are being reported. Users should check the box for required documents if their Monthly Household Reporting Spreadsheet has been successfully submitted. There are no other required documents to submit at this time.

TDHCA Housing Contract System

My Contracts

Dates invalid: "Services Rendered From" must precede "Services Rendered To"

REQUIRED DOCUMENTATION

Checklist for this Activity type is NOT FOUND.

☐ Check this box if all required documents have been submitted to TDHCA or will be attached electronically using this system at the time you submit this contract activity or draw.

DRAW REQUEST

Services Rendered From11/01/2021

Services Rendered To11/30/2021

Save

After setting the dates for program fund expenditure, users will be taken to the HSS Activity Draw screen. This screen is where users will submit their program draws. Users should enter their totals for Housing Stability Services and Direct Household payments in the blue fields listed under 'This Draw Amount' on the far right side of the 'Draws for Project' table. If the Subrecipient expended zero funds for the reporting period in either of these categories, then the user should enter zeroes where applicable. Once the amounts are entered, the user should press 'save' to record the draw amounts. At this point, HCS will notify the user that they will not be able to submit the draw request for approval unless the user submits a monthly performance report. To submit this report, the user should select the blue 'Performance Report' words located underneath the 'Final Draw?' checkbox in the center right of the screen.

### HSS Activity Draw

#### BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project	\$17,000.00	\$0.00	\$17,000.00	\$8,000.00	\$9,000.00

#### HSS DRAW REQUEST

Vendor Name	Salvation Army of Midland	Tax ID	580660607
Vendor # - Mail Code	17508006784 -	Date Submitted	
Dates Services Rendered from	11/01/2021	To	11/30/2021
Final Draw?	<input type="checkbox"/>	Voucher #	
<a href="#">Performance Report</a>			
Status	Pending		
			<a href="#">[0]Attachments</a>

#### DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Housing Stability Services	\$10,000.00	\$0.00	\$10,000.00	5,000.00
2	Direct Household Payments	\$7,000.00	\$0.00	\$7,000.00	3,000.00
Total		\$17,000.00	\$0.00	\$17,000.00	\$8,000.00

#### APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

[Save](#)

## Monthly Performance Report for Program Draws

The monthly performance report is required for all program draws because it allows TDHCA administrators to monitor Subrecipient draw submissions to ensure compliance with service and reporting requirements. The data entered in the performance report should be aggregate and equal the total number of households served in each category on the Monthly Household Reporting Spreadsheet. If the Monthly Household Reporting Spreadsheet and the HSS Draw Performance Report do not match when aggregated, then the draw request will be denied. Additionally, HCS will not allow the user to save the report unless the number of households in each totaled category equal the same number of households served. Please ensure that Total HH AMI, Total Race, Total Ethnicity, and Total Gender all equal the same number before submitting.

TDHCA Housing Contract System					
My Contracts					
HSS Contract #20210000192392 > Activities > Unassigned > Draw List > #2 > Status					
<b>HSS Draw Performance Report</b>					
<b>HSS-Unduplicated Households (HH) receiving Housing Stability</b>					
HHs <=30% AMI	0	HHs 31-50% AMI	0	HHs 51-80% AMI	0
		Total HH AMI	0		
<b>Unduplicated Race *</b>		<b>Unduplicated Ethnicity *</b>		<b>Unduplicated Gender *</b>	
*Enter the total number of unduplicated HOUSEHOLDS (HH) served by race		*Enter the total number of unduplicated HOUSEHOLDS (HH) served by ethnicity		*Enter the total number of unduplicated HOUSEHOLDS (HH) served by gender	
American Indian/Alaskan Native	0	Hispanic or Latino	0	Male	0
Asian	0	Not Hispanic or Latino	0	Female	0
Black/African American	0	Declined to Answer	0	Nonbinary	0
Native Hawaiian/Pacific Islander	0			Declined to Answer	0
White	0				
Multi-Racial/Other	0				
Declined to Answer	0				
Total Race	0	Total Ethnicity	0	Total Gender	0
<input type="button" value="Save"/> <input type="button" value="Save and Submit for Approval"/>					

Note: Unduplicated households only include unduplicated households served during that reporting month. Therefore, the households reported here could've been served in previous reporting months, but should not be counted twice within the *same* reporting month. Additionally, 'Unduplicated Gender' should be the gender of the primary applicant for the client household

After submitting the HSS Draw Performance Report, users should return to the main activity screen and then either save or submit their program draw request for approval. Users may then either return to the 'My Contracts' screen to either submit another draw or to view their notifications. If the recently submitted draw request appears on the notifications screen, then the draw request was successfully submitted through the system.

## **Conclusion**

These guidelines are designed to aide ERA HSS Subrecipients in submitting required monthly reports as well as in submitting draw requests for expenditures. Subrecipients should ensure that they are submitting both their Monthly Household Reporting Spreadsheet and their Housing Contract System Draw Requests by the 15<sup>th</sup> of each proceeding monthly. Timely, prompt, and accurate reporting will ensure that the HSS program runs efficiently and that Subrecipients may receive reimbursements for expended funds in a timely manner.

If there are any questions about the information provided within these guidelines, Subrecipients are encouraged to visit the [HSS website](#) to review any and all training webinars on reporting or contract implementation. If questions persist, Subrecipients should contact either their assigned contact person or the HSS program directly at [hss@tdhca.state.tx.us](mailto:hss@tdhca.state.tx.us)