



CARES Act Funding

May 19, 2020

Income

- Excluded Income
- Income Eligibility %





Excluded Income

- Stimulus Checks
- Pandemic Unemployment Income received above the specified weekly amount in the award letter



How UI Appears on Claim and Payment Status Print Out

Claim Type: Regular Unemployment Benefits

Claim Start Date: Mar 29, 2020

Weekly Benefit Amount: \$428.00

Maximum Possible Benefits: \$8,457.00

Benefits Paid to Date: \$1,694.00

Benefits Remaining: \$6,763.00

Weekly Amount for Income Eligibility



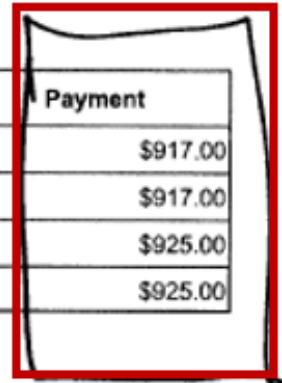
Payment Summary

[View Payment Details by Week](#)

Indicates Weekly Amount with additional Pandemic UI

1-4 of 4

Week(s)	TWC Processed Date	Deduction(s)	Payment
Apr 19, 2020 to Apr 25, 2020	Apr 29, 2020	\$102.00	\$917.00
Apr 12, 2020 to Apr 18, 2020	Apr 29, 2020	\$102.00	\$917.00
Apr 05, 2020 to Apr 11, 2020	Apr 23, 2020	\$103.00	\$925.00
Mar 29, 2020 to Apr 04, 2020	Apr 23, 2020	\$103.00	\$925.00



Income Eligibility %

1. **CEAP** stays at 150%

- **CSBG** increased to 200% on all contracts.
- **Any over 125% must have documented COVID-related need.**

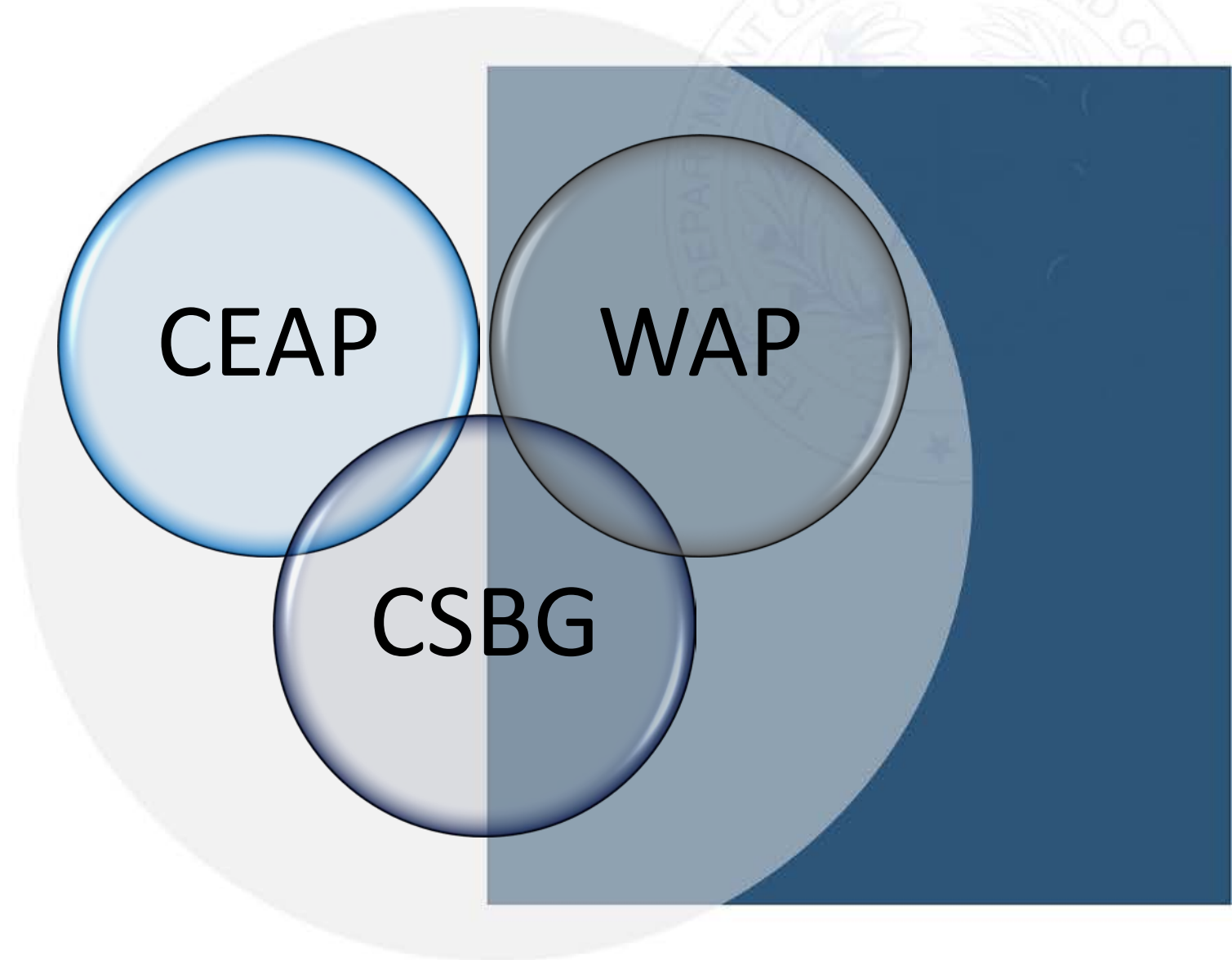
150%

200%

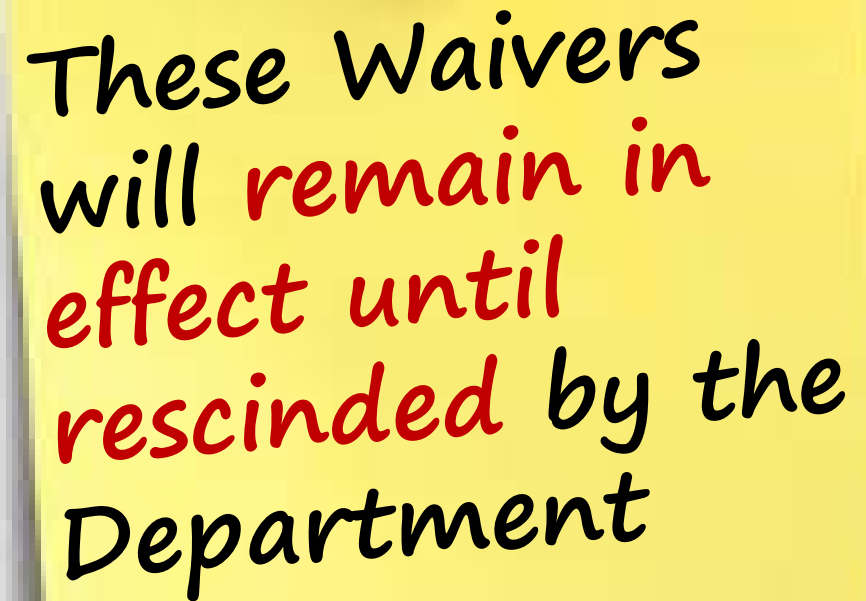
Effective 3/27/2020

Cross-Programs

- Department Approved Waivers
- Procurement



Department Approved Waivers



These Waivers
will remain in
effect until
rescinded by the
Department

- Client Signature Waiver Form
- Citizenship Self-Certification Form (US born **ONLY**)

NEW WAIVER (not in webinar)

CEAP: Subrecipients may pay 2 bills per month, not to exceed the maximum benefit allowance. Fully serve households out of 1 CEAP contract. Do not use both.

Client Signature Waiver Form

For use when taking applications for documents where the client signature/date cannot be obtained for safety reasons.

Form examples:

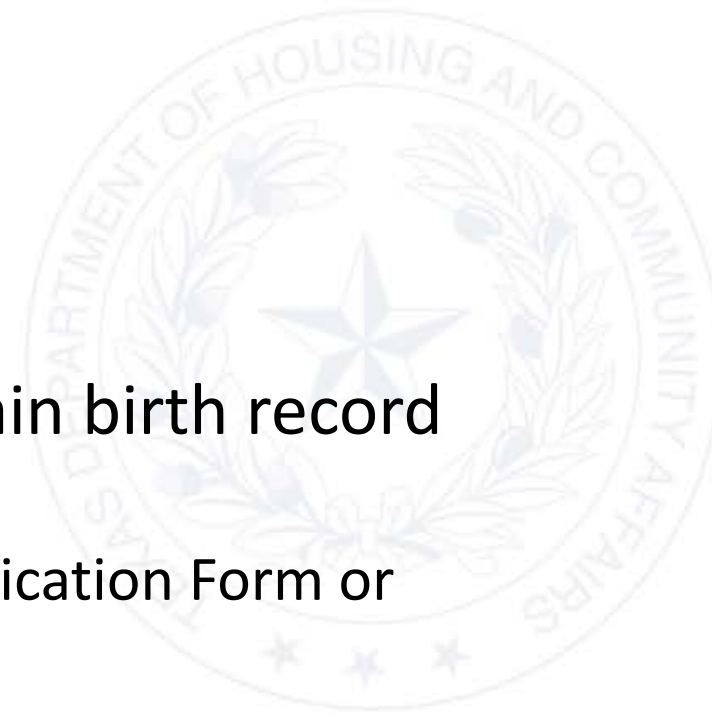
- Applicant Signature/Date on the Application Form
- Household Status Verification Form
- Declaration of Income Statement (DIS)



CEAP/WAP Waiver for the Citizenship Self-Certification Form (US born **ONLY**)

For use only when U.S. Citizenship documentation is unobtainable due to birth record offices being closed during the pandemic between April 7, 2020 and August 7, 2020:

- This is **ONLY** regarding Household Status Verification for clients born in the US:
 - Anyone who has a birth record, **MUST** provide it.
 - Individuals still must provide identification documents.
- Households may receive up to 4 months assistance within the timeframe of this waiver.
- To receive additional assistance – not to exceed max benefit allowance:
 - Clients must obtain and provide citizenship documentation for additional benefit determination



Example:

Client applies during this waiver period and cannot obtain birth record due to COVID-19 closure of birth record offices.

- Client provides Identification and signs COVID-19 Self-Certification Form or Signature Waiver form is utilized.
- Document on HH Status Verification Form:

Household Member Name	U.S. Citizen (Born or Naturalized) or U.S. National	Qualified Alien	Documentation Provided for:	
	(Yes/No)	(Yes/No)	Citizenship/ Qualified Alien	Identification
John Smith	Yes	No	COVID-19 Waiver	TX driver's license

Procurement

Proper Procurement requirements remain in effect.

If you have an emergency procurement need, contact Laura Saintey to discuss.



CEAP

- All Rules remain in effect when no waiver provided
- “Gentle Reminder Notices” of past due amounts, during the moratorium may be processed as a “disconnect notice”



CSBG

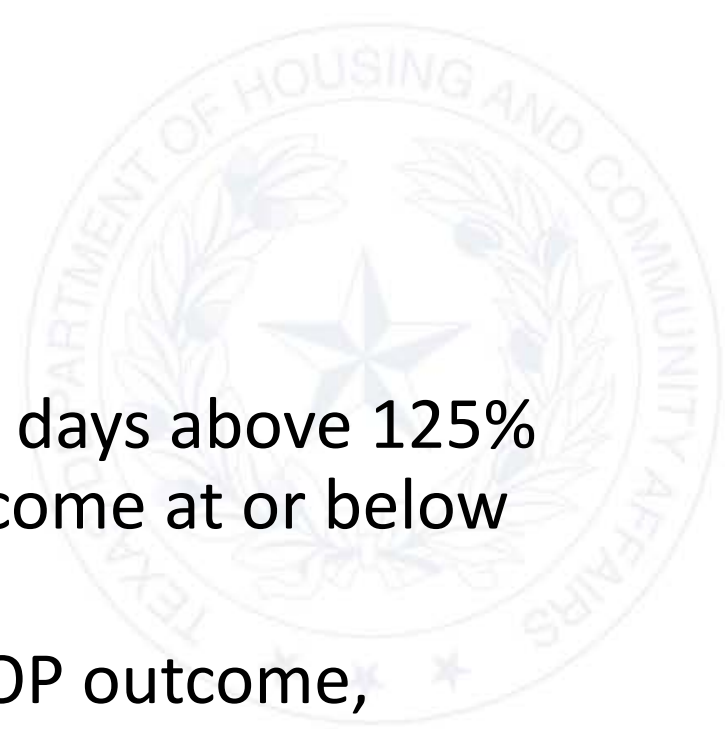
- TOP
- Documentation
- Matrix
- Extensions
- Submissions

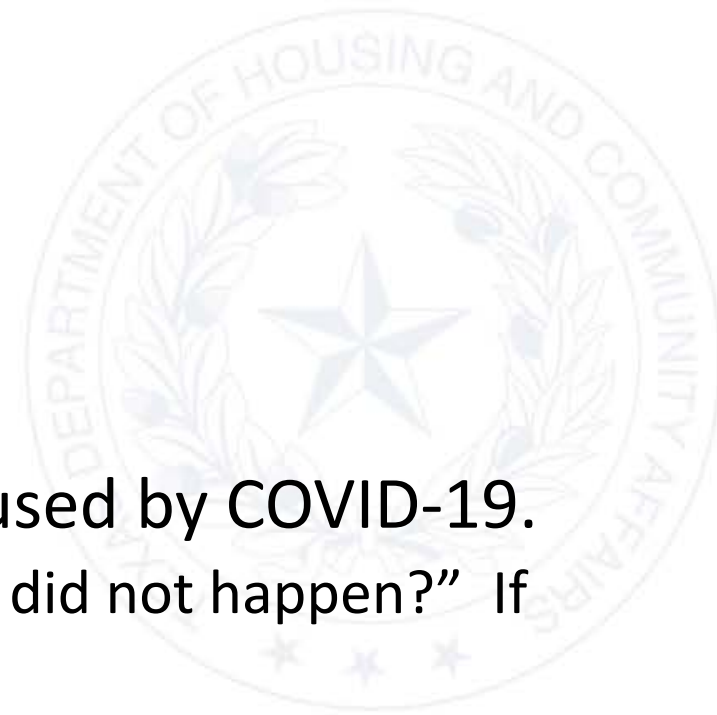


TOP

TOP reporting remains under the rule of 90 consecutive days above 125% FPL. This means that only clients who have a starting income at or below the 125% FPL, are to be considered for TOP reporting.

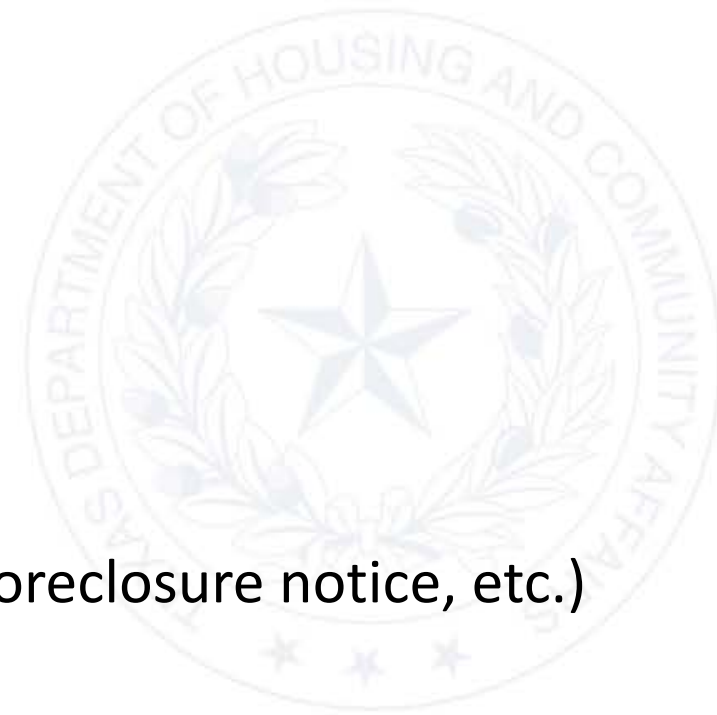
- Use regular CSBG contract for CAP goals/targets, TOP outcome, emergency services, and non-COVID related needs.
- Use CARES and CSBG Discretionary contracts for COVID-related needs.





File Documentation

- Documenting a COVID-related need:
 - Case notes that clearly state how this need was caused by COVID-19.
 - ✓ Ask yourself: “Would this have been a need if COVID-19 did not happen?” If the answer is no, it is COVID-related.
 - ✓ Use good judgement.
- Document examples:
 - furlough or termination notice from employer that aligns with the onset of COVID.
 - unemployment income letter

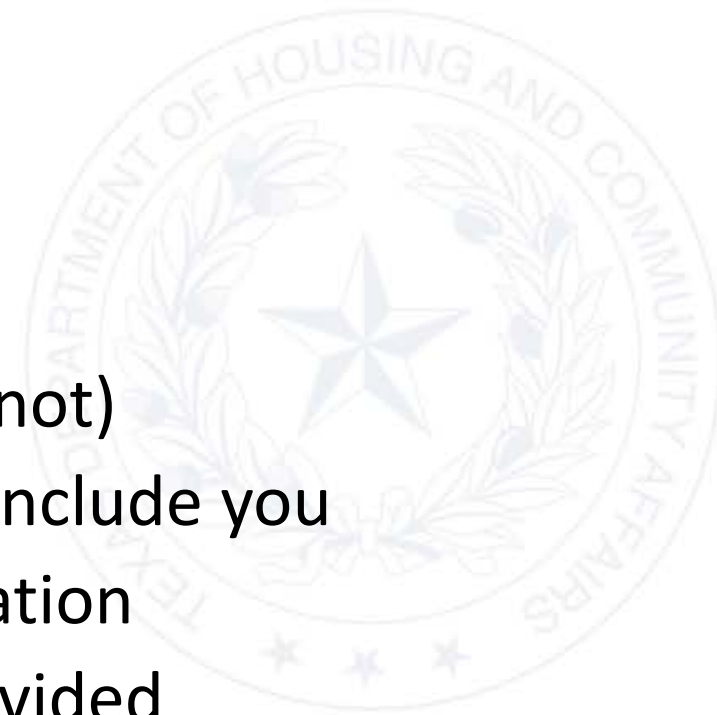


Develop a Matrix for Emergency Assistance

SAMPLE Considerations:

- Rent/Mortgage assistance:
 - Under what conditions will this be available? (ex: eviction/foreclosure notice, etc.)
 - How many times? (ex: one-time, or up to 3 months)
 - What is the dollar threshold?
 - For payment: have copy of lease agreement or mortgage statement
- Gift cards for food, gas, etc.:
 - How much per Household size?
 - How often?
 - Department does not allow cash assistance

Whatever you choose, document and be consistent.



CARES CAP

- Identify needs (some will have outcomes, others may not)
- List organizations providing assistance for each need: include you
- List type of assistance being provided by each organization
- Identify county(ies) in which the assistance will be provided
- Estimate number of SRVs that will be provided
- Use funds allotted per Domain, your matrix, and number of estimated SRVs to set targets for FNPIs

Contact your trainer if you need further assistance



CSBG Requirement Extensions

Requirement	Original due date	Extension due date
Strategic Plan	August 1, 2020	September 1, 2020
Community Action Plan	September 1, 2020	September 1, 2020
Organizational Standards	October 1, 2020	October 31, 2020

- In order to get these requirements reviewed and approved by year-end to release PY21 contracts, the review/response rounds will be limited.
- Please review your documents against posted guidance of criteria for each requirement before submitting to reduce delays.
- Submission portals will be open as of August 1, 2020 for those who are able to submit early.

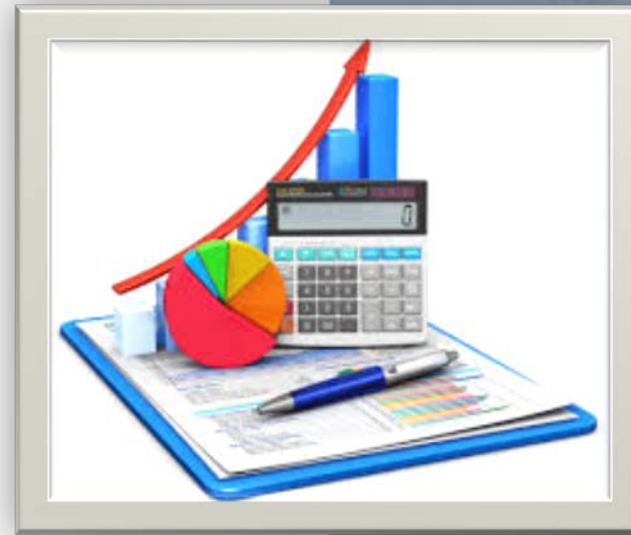
Requirement Submission Forms



Requirement	Submission Forms
Needs Assessment for CARES	https://tdhca.wufoo.com/forms/cares-needs-assessment/
CARES CAP & Budget	https://tdhca.wufoo.com/forms/cares-act-funds-cap-and-budget/
PY21 CAP & Budget	https://tdhca.wufoo.com/forms/cap-submission-form/

Reporting

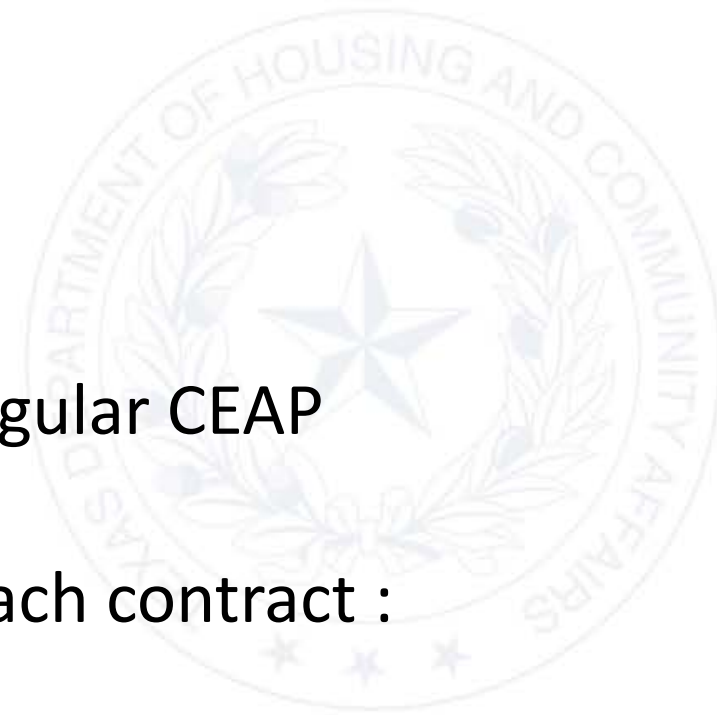
- CEAP
- CSBG



CEAP

CARES Act CEAP Contract is reported separately from regular CEAP Contract

- Monthly Performance and Expenditures Reports for each contract :
 - CARES Act contract MPR and MER
 - Regular CEAP contract MPR and MER
- CA Households Database-Households served by CA programs must be uploaded into the CA Performance Measures located in the Contract System; see <https://www.tdhca.state.tx.us/ca-contract.htm> for instructions, FAQ's and file layout.



CSBG

- NO more weekly reporting for COVID-19 assistance; we will use monthly reports from each contract to disseminate information to state agencies/officials
- Monthly Performance and Expenditures Reports for each contract:
 - CARES Act Contract MPR and MER
 - CSBG-D for COVID-19 MPR and MER
 - Regular CSBG contract MPR and MER
- CA Households Database-Households served by CA programs must be uploaded into the CA Performance Measures located in the Contract System; see <https://www.tdhca.state.tx.us/ca-contract.htm> for instructions, FAQ's and file layout.

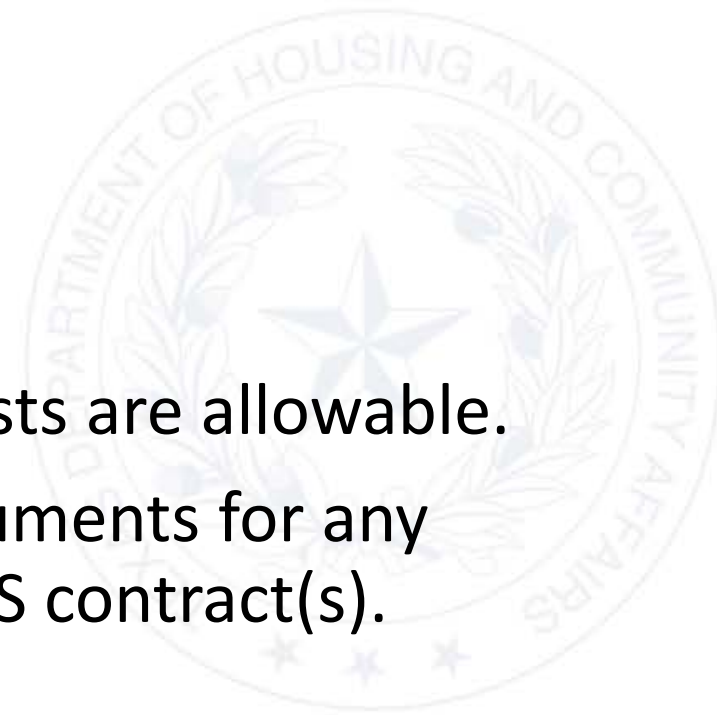
Other Information

- Funds
- Department Resources
- Other Resources



CARES Funds

- If you have other available funds to use, pre-award costs are allowable.
- Be sure to keep clear documentation and backup documents for any COVID-related costs that will be charged to your CARES contract(s).



Department CARES/COVID Postings

<https://www.tdhca.state.tx.us/community-affairs/covid19.htm>

- Contains:
 - FAQs
 - Waiver Forms
 - Client Signature Waiver Form
 - CEAP Citizenship Self Certification Form
 - Program Webinars, slides, FAQs
 - CA Network
 - CEAP
 - CSBG
 - WAP
 - Links to Federal and State Resources and Guidance



Resources

- Cross-Program:
 - Building Readiness: Reopening Our Doors, by CAPLAW
 - <https://www.caplax.org/resources/coronavirusupdates/reopening/intro.html>
 - Four main areas of discussion:
 - Addressing the planning and decision making for re-opening
 - Prevention and workplace safety considerations
 - Response to infection and reporting requirements
 - Liability and insurance
 - Webinar on May 21
- WAP:
 - [Additional Online Training Opportunities](#)
 - COVID-19: Workplace Safety Course- 4 hour online class from the Energy Smart Academy at Santa Fe Community College





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