



TXHAF Subrecipient Director Training 1: Program Overview & Resources

April 26, 2023

AGENDA

- **Program Overview**
 - TXHAF State Plan
 - Subrecipient Roles
 - Rules & Regulations
- **Resources**
 - Websites
 - Communication Tools



TXHAF State Plan

- Allocation of Funding
- NOFA and Awards
- Subrecipient Purpose



TXHAF State Plan

- Total Amount: \$842,214,006.00 with \$30.5 for Subrecipients
 - \$ 8,500,000 allocated for Intake
 - \$12,000,000 Legal Service
 - \$10,000,000 Housing Counseling
- Total Subrecipient Funds Allocated \$26,595,970
 - \$12,849,229 allocated for Intake
 - \$4,927,991 Legal Service
 - \$8,818,750 Housing Counseling

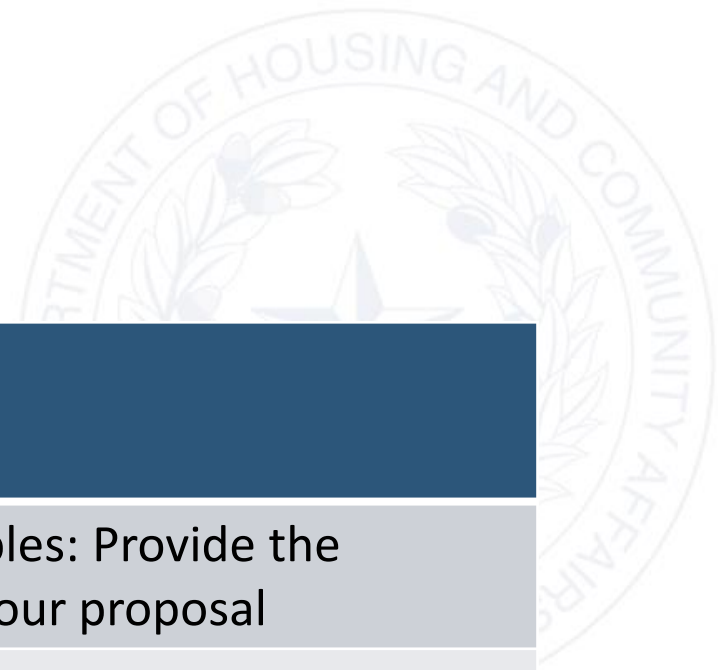


Notice of Funding Availability (NOFA)

- 1st NOFA
 - Award notifications 7/2022, 20 Subrecipients
 - Second round of awards issued 10/2022, 6 Subrecipients
- 2nd NOFA
 - Award notifications 12/2022, 8 Subrecipients
- 34 Contracts with 31 Subrecipients



Performance Goals



Contractual Requirement	Contract Section
Performance Deliverables	Exhibit A/IV. Performance Activities Deliverables: Provide the deliverables as outlined in accordance with your proposal
Deliver Activities per Proposal	Exhibit A/V. Budget – Place a draw each month to burn budget in accordance with funding
Reporting Benchmarks	Exhibit A/VI Contract Benchmarks and VII Reporting
	Burn 25% of budget each ¼
	Submit Reports on a monthly and quarterly basis in alignment with your proposal and draw requests.
	Provide close out and inventory reports within 45 days of contract termination

Purpose of Intake Subrecipients

To assist homeowners by eliminating barriers to participation by otherwise eligible homeowners that may have difficulty completing the application or uploading the supporting documentation

- Completing and submitting applications and required documentation
- Tracking of status and providing any additional documentation/information
- Referrals to Housing Counseling and/or Legal Services
- Conduct outreach and program marketing



Purpose of Housing Counseling Subrecipients

- For resolving or preventing mortgage delinquency and default, assist homeowners with:
 - Understanding consequences of default/foreclosure
 - Loss mitigation
 - Budgeting and credit
 - Restructuring debt
 - Establishing reinstatement plans
 - Follow up counseling as needed until default is corrected
- Conduct outreach and program marketing



Purpose of Legal Aid Subrecipients

- Provide free legal counsel for homeowners facing housing instability, including foreclosure prevention activities:
 - Assistance with home and tax lien foreclosures
 - Servicer/Lender negotiations or mediation
 - Credit correction/protection
 - Obtaining clear title to property
 - Case trial preparation
 - Brief services
 - Representation at hearings
 - Alternative dispute resolution
- Conduct outreach and program marketing



Policy Manuals

- **Policy Manual**
- **Onboarding Manual**



Policy Manual

1. Program Overview
2. THA Program Types
3. Qualifying Criteria
4. Document Requirements
5. Payment Calculations
6. Prioritization
7. Application Denials Due to Applicant Non-Responsiveness
8. Appeals Overview

*<https://texashomeownerassistance.com/forms-resources/>



Onboarding Manual

- [Onboarding Manual \(PDF\)](#) – 2023-01-24
- [Onboarding Checklist \(DOCX\)](#)

Some points to note:

- Financial Management
- Housing Contract System
- Program Overview
 - Scope of Services
- Monitoring Compliance



Rules and Regulations

- 2 CFR 200
- Texas Administrative Code (TAC)
- Comptroller of Public Accounts
- Texas Government Code



2 CFR 200

2 CFR §200.113 - Disclosure of Violations of Federal Criminal Law

2 CFR §200.116 - Prohibited expenditures

Subpart B General Provisions [§ 200.112 Conflict of interest](#)

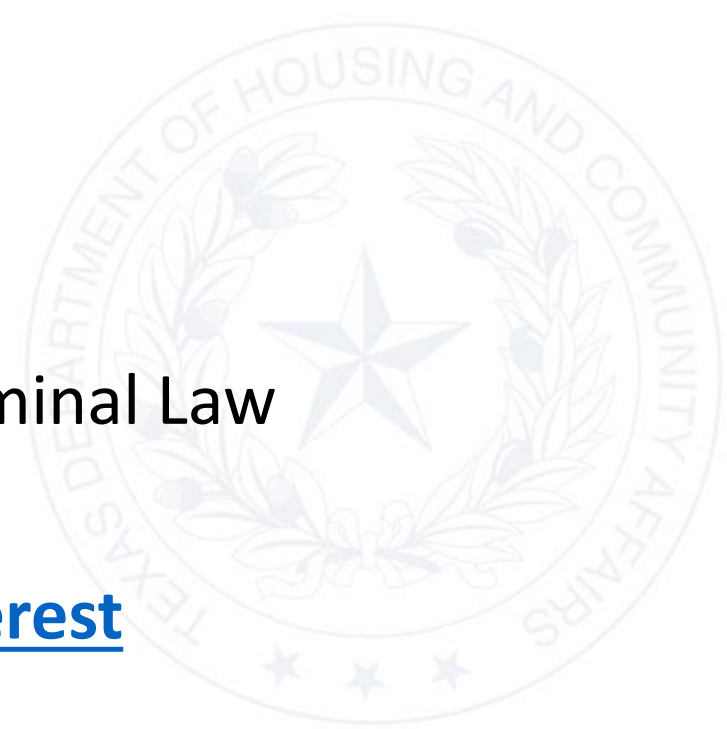
- Established conflict of interest policy for Federal awards

Subpart D Records Retention and Access §200.334 through 338

- Record retention, collection, storage and releasing personally identifiable information (PII)

Subpart D Program Income 2 CFR §200.307(e)(1) (Section 12 of contract)

- Program income that is earned, must be returned to the Department



2 CFR 200

Subpart D General Procurement Standards §200.318 through 327

- Documented procurement processes
- Written Conflict of Interest standards
- Established conflict of interest policy for Federal awards.

Part E Cost Principles §200.402 through 407

- Outlined in this section are Allowable / Allocable / Reasonable Costs, Credits and Prior Approval

Sections 27/28 and Addendum B of contract

- Non-Discrimination, Fair Housing, Equal Access/Opportunity, Debarment and Addendum B regarding Drug-Free workplace



Texas Administrative Code (TAC)



[Title 10, Part 1, Chapter 1](#)

§1.17-Alternative Dispute Resolution

§1.24-Information Security and Privacy Requirements

§1.403-Single Audit Requirements

§1.404-Purchase and Procurement Standards

- All subcontracts must be for goods or services and paid out of administrative funds. Subcontractors must be procured in accordance with 2 CFR Part 200, and 10 TAC §1.404.

§1.406-Fidelity Bond Requirements

[Title 10, Part 1, Chapter 2](#)

§2.102-Definitions (Monitoring and Non-Compliance)

§2.202(b)(6), cause for termination

[Title 10, Part 1, Chapter 20](#)

10 TAC §20.8 - Fair Housing, Waitlist Policy, Affirmative Marketing and Procedures, Housing Counseling, Denials, Notice to Applicants, Reasonable Accommodations, and Limited English Proficiency

Comptroller of Public Accounts

Subrecipient shall abide by travel policies that adhere to 2 CFR Part 200 and the State of Texas travel rules and regulations found on the Comptroller of Public Accounts website.

<https://fmx.cpa.texas.gov/fmx/travel/texttravel/trans/personal.php>

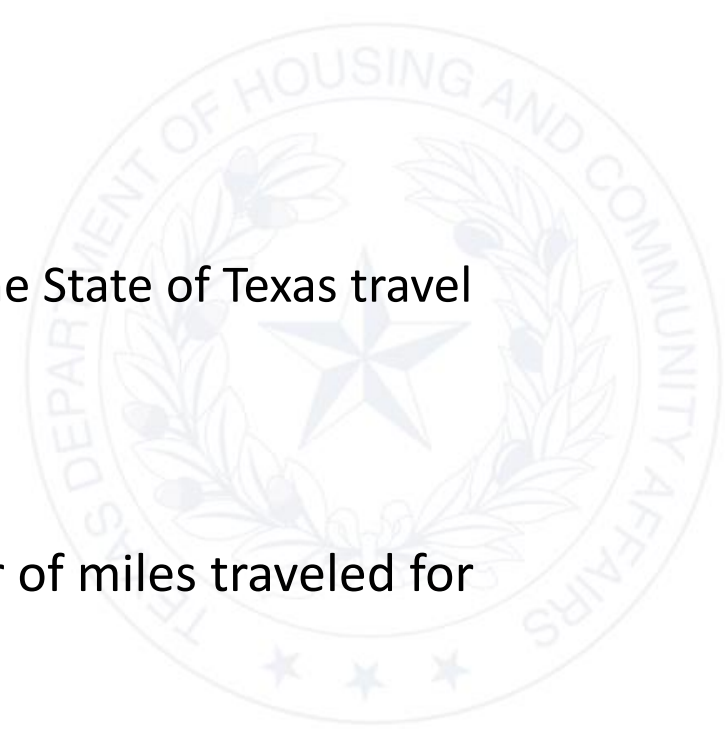
Mileage Rate

Reimbursed for mileage incurred to conduct state business for the number of miles traveled for business multiplied by the maximum mileage reimbursement rate 65.5 (<https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>)

- The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle.
- Reimbursement is not for expenses other than mileage, tolls, and parking.
- The mileage reimbursement rate applies to electric and hybrid-electric automobiles, as well as gasoline and diesel-powered vehicles.

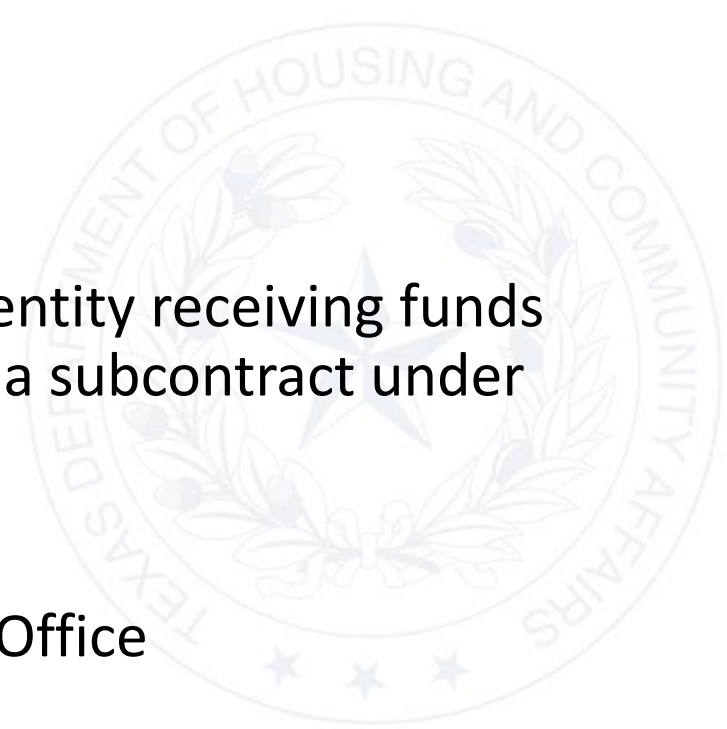
Mileage Calculation

- Determined by point-to-point itemization. Point-to-point mileage documented by an employee's vehicle odometer reading or by a readily available online mapping service.
- Mileage incurred traveling between the employee's residence and place of employment is not reimbursable.



Texas Government Code

- The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract.
- Limitations on grants to units of local government
- Fraud and unlawful conduct be reported to the State Auditor's Office
- Texas Public Information Act
- Disclosure of Charitable organizations, trusts and private foundations
- Undocumented Workers
- Restricted lobbying expenditures
- Dispute resolution process
- Compliance with Cybersecurity Training



RESOURCES

Websites

- **TXHAF Subrecipient Website**
- **TXHAF Application & Information Website**



TXHAF Subrecipient Website

This website is for Subrecipients: NOT applicants
Website Navigation (Handout 1)

- HAF Main Page
- Program Guidance
- HAF Training Videos
- Housing Contract System
- HAF Contact Information
- Other

*<https://www.tdhca.state.tx.us/haf/index.htm>

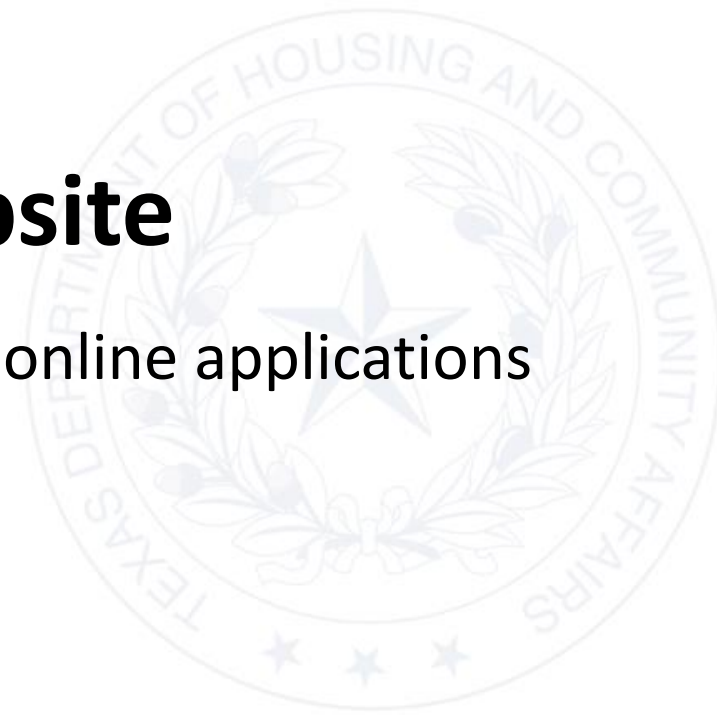


TXHAF Application & Information Website

This website is for Applicants, Loan Servicers, and to submit online applications

- Home page
 - Dashboard
 - Do I Qualify?
 - Apply Now
- Forms & Resources
 - Program Documents
 - Resources
 - Application Instructions
 - Loan Servicer Resources
- FAQ
- Find Help

* <https://texashomeownerassistance.com>



Communication Tools

- TXHAF Subrecipient SharePoint
- Email
- Forums
- Open Office Hours
- Check-in Meetings

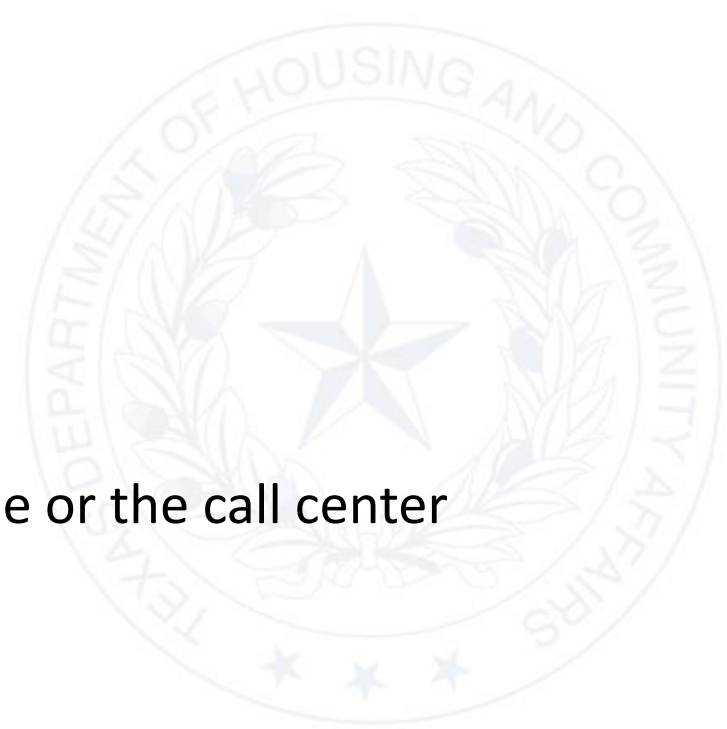


TXHAF Subrecipient SharePoint

- Invites sent to Subrecipient lead contact(s)
 - Need staff name, email address, and phone number to send invite
 - Assign specific staff to use SharePoint
 - Check it frequently
- Use for:
 - Asking Questions
 - Sharing best practices
 - Posting Photos of Outreach Events
 - Outreach/Marketing Materials
 - Resources
 - Completing:
 - Form for notifying us of upcoming Marketing/Outreach
 - Form for your Service Center locations/hours



Ways to Obtain Guidance or Get Help



- Email TXHFSA@tdhca.state.tx.us for:
 - Case specific questions that cannot be answered by looking online or the call center
 - May use when application escalation is vital
- Attend the TX HAF Forums for:
 - Program updates
 - To ask questions
 - To share
- HAF Open Office Hours each Thursday 10-11am for:
 - Training or technical assistance
 - Identifying processing issues
 - Brainstorming ideas

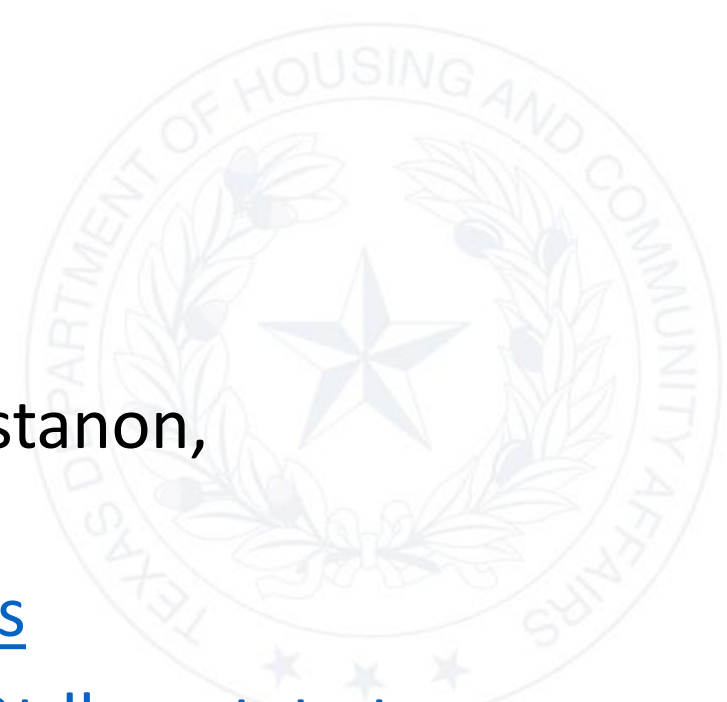
Check-in Meetings

- Started in February 2023
- Agenda:
 - Subrecipient feedback on how things are going and deliverables
 - TDHCA report of Subrecipient data
 - Discussion
 - Social Media Analysis
 - Resources to assist
 - Follow up tasks



Who to Contact?

- Outreach/Marketing/Technical Assistance, Richard Castanon, richard.castanon@tdhca.state.tx.us
- Training, Laura Saintey, laura.saintey@tdhca.state.tx.us
- SharePoint setup, Brittney Moreno, Brittney.moreno@tdhca.state.tx.us
- All contract related questions, issues, or concerns, your assigned Contract Specialist





TX HAF Subrecipient TEAM

TDHCA

221 E. 11TH STREET
AUSTIN, TEXAS 78701

