Texas Department of Housing and Community Affairs (TDHCA)
Emergency Rental Assistance (ERA1 and ERA2) Housing Stability Services (HSS)
Program

Subrecipient Reporting Guidelines

Version 5

Updated on 11/06/2023

Version 5 Changes:

The most recent changes in version 5 of this document will be marked in green. For information on previous updates, please see the update log in the appendices.

1. Updated website links and screenshots

2. Added additional reminders to check dates input for draw requests

3. Removed the timeline for ERA 2 HSS Report Corrections guidance

4. Added ERA 2 Report Corrections link and website screenshot

Contents

Summary

Unless otherwise noted, 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.

Widespread reporting issues may result in Findings of Non-Compliance, de-obligation of ERA HSS funds, and if sufficiently severe, referral to TDHCA's Enforcement Committee, which may result in Administrative Penalties and/or Debarment from participation in programs administered by TDHCA.

The following guide serves as a comprehensive resource to aid Subrecipient organizations in submitting their monthly reports to TDHCA. While this guide covers all aspects of *how* to submit required reports for the ERA HSS program, it does not cover allowable activities, eligibility, best practices, or other important guidance. For this information, personnel at Subrecipient organizations should make sure they read the latest TDHCA ERA HSS Program Guidelines on the TDHCA website at https://www.tdhca.state.tx.us/HSS.htm **before** submitting any reports. Additionally, personnel may wish to review the training webinars located on the TDHCA HSS website. 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 or to your organization's TDHCA contact.

Required Reports

By the 15th of each month, or the next work day, if that date falls on a weekend or state/federal holiday, 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.

Third, while submitting their draw requests, Subrecipients will be required to submit their Monthly Performance Report through HCS as well. All reports must be correctly submitted, even if the subrecipient reports zeros (0s) for households served or $0.00's for funds expended for the reporting month. If a Subrecipient has expended all their ERA 1 HSS or ERA 2 HSS funds, they no longer need to input zeros (0s) into the system for that award, but should instead begin the grant closeout process with their assigned TDHCA contact.

Details on the three required reports are as followed:

Monthly Household Reporting Spreadsheet

- Detail level data on individual households served
- Includes an unduplicated count of **ALL** households served during the reporting month, **including households that have been served in previous reporting months that have also been served in the reporting month.**
    - Service includes HSS funds spent directly on the household as well as indirectly, such as meeting with staff who are billing their hours with the client to the ERA HSS program.
- Utilized to ensure program compliance, to submit quarterly treasury reports, and to track program success
- Locked spreadsheet with complete 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: https://app.smartsheet.com/b/form/a28405917517456cb16f59a6cc4d7b29
- **Total Direct Household Payments in the spreadsheet must match the total Direct Household Payments amount requested drawn in the Housing Contract System for that reporting month.**

Monthly Expenditure Report

- Aggregate level data on admin expended, general program funds expended, and direct household payments expended
- Includes both an Administrative and Program (activity) Draw. Each type of draw has **separate** instructions for completion in the guidelines below
    - Program Draws include only funds spent on clients directly. Meanwhile, Administrative draws include only funds spent to administer the program, but not serve clients directly. Please see the TDHCA HSS program guidelines for more information on these categories.
    - Please note administrative draws have a separate approval and submission process from program draws in the Housing Contract System. Subrecipients **SHOULD NOT** input administrative expenditures into their program draw requests.
- 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.
    - New users cannot be added without a new HCS Access Request form. Users are capped at three plus the Subrecipient's signature authority.
- **Total Direct Household Payment draw amount for the reporting month should match the total of direct household payments inputted and submitted on the Monthly Household Report Spreadsheet for that same reporting month.**

Monthly HCS Performance Report

- Aggregate level data on the number of households served by AMI level, race, ethnicity, and gender of primary applicant.
  - Must match the aggregated totals of the race, ethnicity, gender, and AMI categories provided in the monthly household report spreadsheet
- 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
  - New users cannot be added without a new HCS Access Request form. Users are capped at three plus the Subrecipient's signature authority
- Users cannot edit or resubmit the performance report after validating and saving the report. Therefore, it should be the last task that users complete.
  - Subrecipients should ensure that the Monthly HCS Performance report matches the aggregate (total) number of households within each category in the Monthly Household Report Spreadsheet. Please see the Monthly Performance Report Section for more details.

Reporting Timeline and Office Hours

Reporting Timeline: The table in this section shows all the deadlines for the submission of all Monthly Reports for the ERA 1 and ERA 2 HSS program. Failure to submit reports by the associated deadline will put Subrecipients in violation of their contracts and may impact their standing within the program. All submissions must be made by 12:00 AM Central Time on the associated dates.

Subrecipients should contact program staff immediately and with sufficient notice should they have any trouble meeting the deadlines listed below.

HSS Office Hours: In an effort to improve communication between ERA 1 and 2 HSS Subrecipients and TDHCA staff, TDHCA HSS staff have decided to implement monthly office hours via the GoToWebinar platform. These office hours will occur approximately one week before each associated reporting deadline. **All** Subrecipients are encouraged to attend these office hours to ask questions related to reporting and general program guidance. Office hours also offer an opportunity for collaboration among ERA HSS Subrecipients through common discussion of best practices, common challenges, and creative approaches to promoting housing stability. Subrecipients may sign up for this reoccurring meeting via the GoToWebinar link here:

https://register.gotowebinar.com/rt/3334203471129821784

The schedule for office hours can be found below. All webinars will occur from **10 AM – 11 AM Central Time** on these dates unless otherwise noted. Scheduled dates are subject to change and may not always be adequately reflected here. These dates have been updated as of Version 4 of this guidance.

Subrecipient Reporting Period	Virtual Office Hours for Program and Reporting Questions	Submission Deadline for all Monthly Reports

	Registration link (10:00am-11:00am Central, one week in advance of each reporting deadline)	
September 1-30, 2022	Monday, October 10, 2022 *Reporting Corrections*	Monday, October 17, 2022
October 1-31, 2022	Tuesday, November 8, 2022 *Legal Aid Resources and TAJF*	Tuesday, November 15, 2022
November 1-30, 2022	Thursday, December 8, 2022 *Feature on Texas Veterans Commission*	Thursday, December 15, 2022
December 1-31, 2022	Tuesday, January 10, 2023 *Common Reporting Errors*	Tuesday, January 17, 2023
January 1-31, 2023	Wednesday, February 8, 2023 *General Q&A*	Wednesday, February 15, 2023
February 1-28, 2023	Wednesday, March 8, 2023 *Rental Assistance Resources*	Wednesday, March 15, 2023
March 1-31, 2023	Monday, April 10, 2023 *Fair Housing*	Monday, April 20, 2023 (extended)
April 1-30, 2023	Monday, May 8, 2023	Monday May, 15, 2023
May 1-31, 2023	Thursday, June 8, 2023	Thursday, June 15, 2023
June 1-30, 2023	Monday, July 10, 2023	Monday, July 17, 2023
July 1-31, 2023	Tuesday, August 8, 2023	Tuesday, August 15, 2023
August 1-31, 2023	Friday, September 8, 2023	Friday, September 15, 2023
September 1-30, 2023	~~Monday, October 9, 2023~~ CANCELLED	Monday, October 16, 2023
October 1-31, 2023	Wednesday, November 8, 2023	Wednesday, November 15, 2023
November 1-30, 2023	Friday, December 8, 2023	Friday, December 15, 2023
December 1-31, 2023	Tuesday, January 9, 2024	Tuesday, January 16, 2024
January 1-31, 2024	Thursday, February 8, 2024	Thursday, February 15, 2024
February 1-29, 2024	Friday, March 8, 2024	Friday, March 15, 2024
March 1-31, 2024	Monday, April 8, 2024	Monday, April 15, 2024

Monthly Household Reporting Spreadsheet Submission

Summary

The Monthly Household Reporting Spreadsheet is a required monthly report for ERA HSS Subrecipients. It is submitted through the online Smartsheet portal on the TDHCA HSS website and is therefore sometimes referred to as "the Smartsheet" or "the Spreadsheet." 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, initials, 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. Before submitting any report, staff should ensure that they read the instructions tab on the spreadsheet in its entirety. It is also a good idea to be up-to-date with the latest ERA HSS program guidelines on the TDHCA website before submitting any report. 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 (.xlxs) 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: TDHCA Housing Stability Services (HSS) Program (state.tx.us). The links to download and submit the spreadsheet are located on the HSS website.

- 2 CFR 200 (OMB Super Circular) (ecfr.gov)

Program Forms

Administrative Forms as applicable for Subrecipients only

- Housing Contract System Access Request Form for HSS (DOC fillable)
- Direct Deposit Information Form (PDF)
- Taxpayer Identification Number (TIN) Form (PDF)

Sample Program Forms as applicable – Subrecipient May Create own Versions of Forms Below

- Sample Intake Checklist and Form including Self-Attestation (DOC) (use only thru May 10, 2023)
- Sample Intake Checklist and Form post Public Health Emergency (DOC) (for use on or after May 11, 2023)
- Certification of Zero Income (DOCX) | Spanish (DOCX)

Monthly Performance and Expenditure Reporting

Submitting Monthly Reports

- HSS Reporting Guidelines (PDF) (February 9, 2023)

1. Submit monthly Household level information by uploading the following competed Excel file:
   - Monthly Household Report Spreadsheet (XLSX) (December 21, 2022)
   - Submit completed Monthly Report by Household (SmartSheet.com)
2. Submit aggregate monthly Performance and Expenditure Reporting
   - Housing Contract System

Making Corrections to Past Approved Reports

Submit Corrections to previously submitted Monthly Household reports (SmartSheet.com)

Monthly Virtual Office Hours

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. To-date, only two ERA 2 HSS Subrecipient is approved to provide general meal services and therefore use the Meal Services Tab. If you aren't currently approved, leave this tab blank. 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.

	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 ($)	Rent and Pet Rent Deposits ($)	Utiility Deposits ($)	Landlord Incentives ($)
	Yes	12345				30.00	Male	American Indian or Alaska Native	Hispanic or Latino	Yes	Yes	Yes	Yes					
	No					50.00	Female	Asian	Not Hispanic or Latir	No	No	No	No					
						80.00	Nonbinary	Black or African American	Declined to Answer									
							Declined to Answ	Native Hawaiian or Other Pacific Islander										
								White										
								Multi-Racial/Other										
								Declined to Answer										

Instructions | **Monthly Household Report** | Meal Services Only

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. This table has been updated as of Monthly Household Report Version 4.

Texas Department of Housing and Community Affairs
Emergency Rental Assistance - Housing Stability Services Program
Summary: Use this spreadsheet to report every household served with ERA HSS funds during the reporting month. **This includes households that have also been served in previous reporting months.** Households should be unduplicated by reporting month, but not by reporting year (i.e. **households that are served multiple times during the same reporting month should only be listed once**). Totals for categories in this spreadsheet, including AMI, demographic, and direct household payments, should equal what is submitted in the Subrecipient's monthly Housing Contract System Performance Report and Draw. Draws **WILL NOT** be approved if totals do not match. Please see the reporting guidelines on the HSS website for more details.
Monthly Household Report Tab Instructions - Must be completed by all Subrecipients
1. Select subrecipient (your organization's) name in cell B1. And select your organization's contract number in cell D1. Names and contract numbers are listed alpha-numerically.
2. Select or input the reporting month from the dropdown located in cell H1.
3. Report data for each household receiving assistance during the monthly reporting period. This should include every household served with HSS funds during the reporting month. Each row should only contain one unique household worth of data; households should not be listed more than once during the same reporting month.
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. **Please ensure that household IDs are not repeated. Please ensure assigned Household IDs are NOT directly identifiable, such as SSNs, birthdates, initials, or phone numbers.**
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. If yes, the household has not been served by your organization with HSS funds during a previous reporting month. If no, the household has been served by your organization with HSS funds during a previous reporting month.

6. Column C - D Enter the county and zip code where the household currently resides. **If the household currently has no permanent residence, please input the county/zip code where service was provided. Households served outside of your contracted service area are not eligible for HSS funds.**
7. Column E - Enter the total number of persons within the household, including any dependents. Please see program guidelines and subrecipient HSS contract for what defines a household.
8. Column F - Enter the household's annual gross income in USD ($).Use either self-reported income or documented income as applicable. **If the household has no income, leave this field blank. Please see details on how to calculate annual gross income in the program guidelines and subrecipient HSS contracts.**
9. Column G - Select, using the dropdown menu, the Area Median Income (AMI) category that the household qualifies under. **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.**
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. **These fields minus any corrections will need to match the Direct Household Payment amount requested in the Housing Contract System before any draw can be approved.**
Meal Service Programs Only Tab Instructions - Must be completed only by Subrecipients that have been given prior approval by TDHCA to provide large scale meal service programs.
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. **Currently, only one ERA 2 Subrecipient is approved for use of this tab.**

Payment Corrections Tab Instructions - Must be completed if direct household payments from previous months were returned, recaptured, or rendered invalid. This tab ensures that the total amount of direct household payments requested on the Monthly Household Report spreadsheet match the amount requested in the Housing Contract System (for the reporting month) in the case that previously reported direct household payments were returned to the Subrecipient.

1. Column A - Enter the unique household identifier of the household for whom the previously reported payment was returned, recaptured, or rendered invalid. This identifier should match a household that has been reported as served in a previous reporting month.

2. Columns B - E - In the appropriate category, enter the amount of direct household payments that were returned, recaptured, or rendered invalid for the household marked in Column A. **These fields will only accept negative numbers marked with a minus ' - ' sign.**

3. Column F - This column sums all of the direct household payments and payment corrections reported on the Monthly Household Report Spreadsheet. **If this total does not match the amount requested in the Housing Contract System for Direct Household Payments during the reporting month, please revaluate and review your organization's data entry and internal bookkeeping.**

Important Notes and Guidance on Data Entry

The Monthly Household Report Spreadsheet should include an unduplicated total **of all eligible households served with ERA HSS funds during the reporting month.** This includes households that may have also been served in previous months. It does not include households that were not served in the reporting month. Unique identifiers should not be listed more than once during the same reporting month to ensure that entries are unduplicated. Reports that include duplicate households will be rejected until corrected.

Subrecipients should ensure that they are correctly reporting Column B 'First Time HSS Recipient' by selecting 'Yes' if that household has not been served during previous reporting months (i.e. it's a completely new household served). Subecipients should enter 'No' if the household has been served by their organization during **any** previous reporting month. As such, Subrecipients should include households that have been previously served in their spreadsheet if that household has also been served during the reporting month. Both the correct entry of unique identifiers and the first time recipient category are crucially important because they allow TDHCA staff to evaluate a Subrecipient's quarterly performance benchmarks, which are based on the total number of unique households served through the life of the program.

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.

For this reason, Subrecipients **should not** submit the Monthly Household Report spreadsheet in any format other than the one provided. Entries that do not directly match the format, spelling, and wording of the categories provided will result in the entire form being rejected and requested for resubmission. Subrecipients who unlock the form or submit unlocked forms do so at their own risk.

It is **highly encouraged** that Subrecipients use the Monthly Household Report spreadsheet as their detail data for aggregating submissions in the Housing Contract System. Totals for the race, ethnicity, gender, AMI, and Direct Household Payment columns must equal the totals provided in the expenditure and performance reports in the Housing Contract System. If totals do not match, then the draw will be rejected until the reports are corrected.

Direct Household Payments are a reporting category that includes only the expenses listed in the Monthly Household Report Spreadsheet. No other expenses count as a Direct Household Payment except the ones listed in the spreadsheet and in the instructions tab. Any eligible program (non-administrative) expense that does not fall under the Direct Household Payment categories on the spreadsheet is therefore an HSS expense. Households served with HSS funds should still be marked on the spreadsheet, but if they were not served with direct household payment funds, then Subrecipients should leave the direct household payment categories blank.

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.

Monthly Performance and Expenditure Reporting

Submitting Monthly Reports

- HSS Reporting Guidelines (PDF) (February 9, 2023)

1. Submit monthly Household level information by uploading the following competed Excel file:
   - Monthly Household Report Spreadsheet (XLSX) (December 21, 2022)
   → ○ Submit completed Monthly Report by Household (SmartSheet.com)
2. Submit aggregate monthly Performance and Expenditure Reporting
   - Housing Contract System

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. Subrecipients should note that the section below shows two separate processes for submitting administrative and program draws. Subrecipients should always report their administrative expenses separately from their program related expenses.

The Housing Contract System 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. Users shall not share usernames and passwords. As best practice, Subrecipients should ensure that any staff with access to the HCS system (excluding the contract executor) has reviewed the reporting guidance, program guidance, and the reporting training webinars for the ERA HSS program. These materials should be implemented in any staff training on reporting.

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 their assigned contract specialist, or 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. TDHCA HSS staff encourage Subrecipients to assign all their provided users to the External Contract Administrator Role whenever possible. This provides for additional backup personnel for reporting purposes.

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 PM 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 too 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.

6. **Approved –** this indicates that TDHCA financial administration staff have approved the draw. The Subrecipient should receive a direct deposit for the requested amount in 2-3 business days.

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
1			10/18/21 3:12 PM	$7,000.00	20210000192392	20210000192392	0000192392	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

Notes | Perf Reqs | Activities | Areas Served | Vend

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 Pustelnyk	TDHCA Performance Contact Phone			
TDHCA Program Contact	Frank Sarno	TDHCA Program Contact Phone		Attachments[0]	

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
Total	$22,000.00	$22,000.00	$22,000.00	$17,000.00	$0.00	$0.00	$0.00	$22,000.00

Allocation Detail | Budget Detail | Draw History | Draw Request

SETASIDES

	Setaside Type

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	

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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

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 Pustelnyk	TDHCA Performance Contact Phone			
TDHCA Program Contact	Frank Sarno	TDHCA Program Contact Phone		Attachments[0]	

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
Total	$22,000.00	$22,000.00	$22,000.00	$17,000.00	$0.00	$0.00	$0.00	$22,000.00

Allocation Detail Budget Detail Draw History Draw Request

SETASIDES

	Setaside Type

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.

NOTE: The 'Services Rendered From" date and "Services Rendered To" date must cover the entire one month reporting period. Please ensure you are entering the correct month, days and year for each report.

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.

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?	☐	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				

Save   Save and Submit for Approval

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.

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

TDHCA Housing Contract System

My Contracts

SS Contract #20210000192392 > Activities   CSAS Number(s): 2021000

CONTRACT ACTIVITY

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:

Current Time: 11:16:33 PM   atest. Change Password | Edit Email Address | Logout | TDHCA Ho

TDHCA Housing Contract System

My Contracts

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	

[0] Attachment(s)

ADDRESS

Line 1	300 Baird Street	
Line 2	Rural/Urban Urban	Region 12
City	Midland State TX	Zip 79701
County	Midland County Code 329	
Latitude	Longitude	
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	📋	📋
Total	$17,000.00	$0.00	$0.00	$0.00	$17,000.00		

Budget Detail

DRAW BALANCES

	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	$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 From | 11/01/2021 | | Services Rendered To | 11/30/2021 | |

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. **Users should ensure that the amount reported under direct household payments match the amount reported in their monthly household spreadsheet described in the previous section.** 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?	☐	Voucher #	
Performance Report			
Status	Pending	[0]Attachments	

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

HSS Draw Performance Report

HSS-Unduplicated Households (HH) receiving Housing Stability

HHs <=30% AMI	0	HHs 31-50% AMI	0	HHs 51-80% AMI	0
		Total HH AMI	0		

Unduplicated Race *		Unduplicated Ethnicity *		Unduplicated Gender *	
*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

Save   Save and Submit for Approval

Note: Unduplicated households only include unduplicated households served during that reporting month. **Therefore, the households reported here could have 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.

ERA 1 HSS Report Corrections Process

Summary

The report corrections process for ERA 1 HSS was completed as of September 30[th,] 2022. All reports for the ERA 1 HSS program are now considered final. Any questions or concerns about the ERA 1 HSS Report Corrections process should be directed to TDHCA Housing Stability Services staff at hss@tdhca.state.tx.us

ERA 2 HSS Report Corrections Process

Summary

ERA HSS Subrecipients are required to submit their monthly reports promptly and accurately. This ensures that TDHCA can provide accurate and up-to-date information to the Department of Treasury for compliance purposes. However, routine errors in client intake and reporting may occur over the course of the ERA 2 HSS award term. To address these errors, the following ERA 2 HSS Report Corrections process has been established to aid in the correction of reporting errors. This corrections process only applies for reports and their associated draws that have already been approved by TDHCA HSS staff. It does not apply to reports that have not been accepted that still require corrections. In these cases, TDHCA HSS staff will contact subrecipients about making the required changes directly.

Please note that widespread reporting errors may still result in findings of non-compliance with the reporting requirements established in TDHCA's ERA HSS contracts with Subrecipients if the errors cannot be suitably corrected or if they are the result of negligence. Acceptance of corrections as outlined in this guidance are dependent on the corrections being reasonable and in good faith.

Process

The process for submitting corrected reports is outlined below. Subrecipients should work to ensure that corrections are submitted in their entirety through one portal submission. This may mean taking additional steps and vetting processes to ensure accuracy before submission. Before submitting through the portal, Subrecipients should be able to document and explain any corrections they need to make to existing reports.

1. Please read the ERA HSS reporting guidelines and program guidelines in their entirety before attempting to submit any report, including corrections.

2. Go to the TDHCA ERA HSS website, https://www.tdhca.state.tx.us/HSS.htm, and download the latest version of the HSS Monthly Household Report Spreadsheet.

3. Make copies of the HSS Monthly Household Report Spreadsheet for each reporting month that requires corrections. <u>Please place your organization's name and the corrected report's reporting month at the top of the spreadsheet.</u> And save each spreadsheet as: [Organization Name]_CorrectedReport_[NameofReportingMonth]. **Note that spreadsheets are dated by REPORTING MONTH and not by the month of original submission.**

4. Fill out each of the corrected reports in their entirety. **If possible, mark any changed cells, including full household entries, if applicable, in red font to indicate the requested change.**

5. Please double check the revised corrected reports for accuracy.

6. Next, go to the ERA 2 Report Corrections portal:

https://app.smartsheet.com/b/form/8610a0eb848e4a9080a612eb2c739f36

 Follow the instructions on the portal for how to submit a report. Please ensure that you are able to provide a justification or reason for the corrections of each submitted report on the portal. For instance,

> "June – several clients miscalculated as being AMI 50%, when they should've been calculated as AMI 80%. Clients have been updated within the report"

7. If your report corrections include reports that are BEFORE the most recently completed quarter, then **please notify your main TDHCA HSS staff contact** and include an additional justification in the box for why corrections were needed for the additional quarters.

8. Double check that your reports are properly named and then submit them at one time through upload link. You will receive a confirmation email.

9. Congratulations! You've successfully submitted corrected reports for the ERA 2 HSS program. Thank you for ensuring both data accuracy and our compliance with federal reporting requirements.

Should you have any additional questions about the report corrections process or about your submission, please contact either your assigned contact person or the HSS program directly at hss@tdhca.state.tx.us

Conclusion

These guidelines are designed to aid 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 15th (or next applicable work day. See the reporting schedule listed above) for each proceeding month. 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. The reporting guidelines established above also help to ensure proper compliance with all associated guidance on the ERA 2 HSS program provided by the U.S. Department of Treasury.

If there are any questions about the information provided within these guidelines, Subrecipients are encouraged to visit the HSS website: TDHCA Housing Stability Services (HSS) Program (state.tx.us) 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

Appendices

Update Log

Version 1: Posted on 11/12/2021

Version 2: Updated on 12/03/2021

1. Added new notes for Subrecipients as of Friday, 12/03/2021. Archived previous notes in the Appendices.

2. Added a summary paragraph to the Section Reporting Timeline for ERA 1 HSS

3. Added a Section titled "Office Hours for ERA 1 HSS Subecipients" to provide information about new ERA 1 HSS office hours, including the associated schedule and registration link

4. Updated the Monthly Household Reporting Spreadsheet section under 'Data Entry' and added a new subsection titled 'Important Notes and Guidance on Data Entry' to reflect changes made in the Version 2 Monthly Household Reporting Spreadsheet, released on Friday, 12/03/2021.

5. Made additional grammar and formatting changes throughout the document

Version 3: Updated on 08/17/2022

~~All the most recent edits in this document will be denoted in **GREEN**~~

- Major: Added a section for ERA 1 HSS Report Corrections

- Major: Updated Office Hours and Reporting Timeline section to include ERA 2 Subrecipients

- Minor: Added additional clarification on the distinction between the administrative draw and program draw processes in the Housing Contract System

- Minor: Added clarification on the subject of reporting unduplicated households served during the reporting month

- Minor: Placed previous changelog in the appendix

Version 4: Updated on 02/09/23

1. Updated dates for ERA HSS office hours and reporting deadlines to be more current

2. Added additional reminders to read and review TDHCA HSS program guidelines for information about important terms and concepts referred to in this guidance

3. Updated the instructions for the Monthly Report Spreadsheet ("the Smartsheet") to the latest version

4. Removed and updated the ERA 1 HSS Report Corrections guidance

5. Added ERA 2 Report Corrections guidance for the remainder of the ERA 2 HSS grant term

6. Dates for report corrections have been updated to reflect calendar quarters, rather than program quarters. This means that corrections opportunities will occur more regularly.

Archived Notes to Subrecipients

Important: Notes to Subrecipients as of Friday, 12/03/2021

1. Late submissions for the December 15th reporting deadline may count against Subrecipient's eligibility for additional points in the ERA 2 NOFA. Additionally, late submissions may impact a Subrecipient's standing with the program and compliance with their contracts going forward.

2. Subrecipients are encouraged to use their Monthly Household Report Spreadsheets as detail-level data for reporting their aggregate level data in the Housing Contract System. The totals in the Monthly Household Report Spreadsheet and the Housing Contract System Performance Report must match in order for draws to be approved.

3. Subrecipients should note that Direct Household Payments are a reporting category that includes only the following expenditures: Short-term hotel or motel stays, Security Deposits, Pet Deposits, Application Fees, Utility Deposits, Utility Reconnection Fees, Landlord Incentives, and Risk Fees. No other expenditures are defined as a Direct Household Payment. Subrecipients should ensure that the totals for Direct Household Payments in their Monthly Household Reporting Spreadsheet and their activity expenditure report in the Housing Contract System match.

4. Subrecipients should use the new Payment Corrections tab in the Monthly Household Report Spreadsheet to ensure that any Direct Household Payments that are returned, recaptured, or rendered invalid are accounted for. This helps ensure that the Direct Household Payment totals in the Monthly Household Reporting Spreadsheet and in the activity expenditure report in the Housing Contract System match.

5. Subrecipients are encouraged to keep the Monthly Household Report Spreadsheet locked to ensure proper entry formatting. If entries in the submitted Monthly Household

Report Spreadsheet do not match the spelling, punctuation, and formatting of the original document, then the submission will be rejected for correction.

6. Subrecipients are reminded that all monthly reports include all unduplicated households served during the reporting period. This includes households served during previous months.

7. Administrative and Program draws in the Housing Contract System follow different processes. The instructions for these processes can be found below.

Additional guidance on these notes is provided in the revised Reporting Guidelines below.

<u>Important:</u> **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. Subrecpients 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.