

ESG CARES 2 Reporting

January 27, 2021

Speakers

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Objectives

Provide an understanding of ESG Coronavirus Aid, Relief, and Economic Security Act (ESG CARES) reporting requirements:

- Types of Reporting
- Reporting Resources
- Housing Contract System (HCS)
- Monthly Expenditure Report (MER)
- Monthly Performance Report (MPR)

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QUESTIONS

- Enter questions into Question panel of GoToWebinar
 - Questions will be addressed at the end of the presentation
 - If have questions after the webinar, email esg@tdhca.state.tx.us

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Types of Reporting

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Types of Reporting HMIS or Comparable Database

Subrecipients must enter ESG participants' data into one of these two:

- HMIS
- Comparable Database System (for Victim Service Providers and Legal Service Providers)

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Types of Reporting

Monthly Reporting

Subrecipients must submit monthly activity draws to TDHCA

- Consist of the Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER)
- Submitted through the Housing Contract System not later than the last day of each month and reflects performance and expenditures conducted in the prior month

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Types of Reporting

Quarterly, Annual & Biannual Reporting

- Subrecipients must submit information requested by the Department for quarterly, annual or biannual reporting.
 - The annual reporting may extend over multiple Contracts.
- ESG Subrecipients will submit information as required for the Consolidated Annual Performance and Evaluation Report (CAPER)
ESG CARES funding requires Quarterly ESG-CV CAPER reporting through SAGE HMIS. CoC's and Victim Service Providers will receive outreach from the ESG CARES Performance Specialist with requirements and deadlines in January, April, July, and October months

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ESG Reporting Resources

- [HMIS Data Standards \(HUD\)](#)
- [ESG Program HMIS Manual \(HUD\)](#)
- [HUD ESG FAQs](#)
- Code of Federal Regulations, 24 CFR [Part 576](#)
- [ESG CARES Supplemental Monthly Report \(XLSX\)](#) (TDHCA)
- [ESG CARES Monthly Reporting Guide \(PDF\)](#) (TDHCA)
- Texas Administrative Code, 10 TAC [§7.2](#), [§7.5](#), [§7.6](#)

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Report your outcomes!

- The ESG CARES Contracts do not have performance targets
- Make sure to report what is in HMIS or HMIS-comparable database to TDHCA in the MPR
- A Subrecipient must report on all measures in the Monthly Performance Report for demographics and Program Participant Services for which they are awarded.

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ESG CARES Monthly Reporting Guide

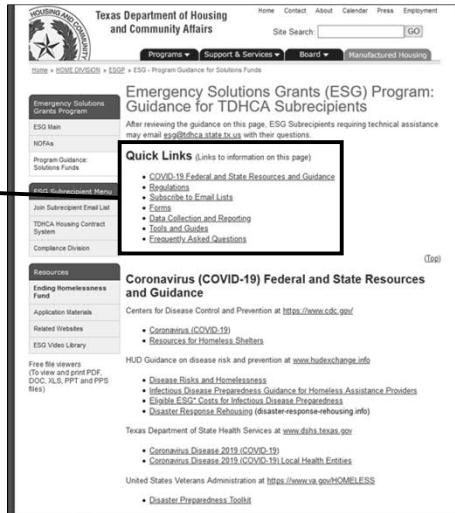
Quick Links (Links to information on this page)

- [COVID-19 Federal and State Resources and Guidance](#)
- [Regulations](#)
- [Subscribe to Email Lists](#)
- [Forms](#)
- [Data Collection and Reporting](#)
- [Tools and Guides](#)
- [Frequently Asked Questions](#)

ESG CARES Reporting

- [ESG CARES Supplemental Monthly Report \(XLSX\)](#)
- [ESG CARES Monthly Reporting Guide \(PDF\)](#)

<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>



Housing Contract System

Housing Contract System

- HCS allows:
 - One primary contact
 - One Executor (designated through governing body action/resolution)
- Primary Contact and other staff given access to HCS are designated through the HCS Access Request form
 - Executor must sign the completed HCS Access Request form:
<https://www.tdhca.state.tx.us/home-division/esgp/guidance-solutions.htm>
 - Signed HCS Access Request forms should be emailed to esg@tdhca.state.tx.us

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Housing Contract System Reporting

Contract Level

- Primary Contact
- Contract Executor
- Document Attachments (executed contract, HCS Access forms, etc,)
- Activity/Activity Level
 - Draw Requests (in list form)
 - Monthly Performance Reports
 - Monthly Expenditure Reports

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Housing Contract System Log In

<https://contract.tdhca.state.tx.us/alligator/Login.m>

Current Time: 10:56:09 AM
[TDHCA Home](#)

TDHCA Housing Contract System

Please log in to continue.

User ID:

You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws.

Login Types

CADM is authorized to enter and approve MPR/MERs
 CONS is authorized to only enter MPR/MERs

Password Change?

Email esg@tdhca.state.tx.us

Housing Contract System Notification List

TDHCA Housing Contract System

My Contracts

Notifications List

| YOUR CONTRACTS | | | | | | | | |
|-----------------|---|----------------|--------------|-----------------------|----------------------------------|---------------------|-------------------|-------------------|
| Contract Number | Administrator | CSAS Number(s) | Program Name | Program Activity Type | Setaside Type | Contract Begin Date | Contract End Date | Status |
| 1002768 | Coastal Bend Center for Independent Living | 556342 | HOME | HOME Reservation | TBRA Disaster Relief Reservation | 2/20/18 | 2/19/21 | Pending Amendment |
| 1002770 | Texas Department of Housing and Community Affairs | | HOME | HOME Reservation | HRA Reservation | 1/1/15 | 12/31/19 | Active |
| 20170000110 | Frameworks Community Development Corporation | | ESG | ESG | | 8/8/18 | 8/8/19 | Active |

| YOUR DRAWS | | | | | | | | | | | |
|------------|--|--------|------------------|--------|-------------|----------------|----------|--------------|---------------|---------------|---------------------------|
| Draw | Administrator | Vendor | Date Submitted | Amount | Contract | CSAS Number(s) | Activity | Program Name | Setaside Type | Activity Type | Draw Status |
| 3 | Frameworks Community Development Corporation | | 8/28/19 10:45 AM | \$0.00 | 20170000110 | | 2017110 | ESG | | ESG | Pending |
| 2 | Frameworks Community Development Corporation | | 8/28/18 4:26 PM | \$0.00 | 20170000110 | | 2017110 | ESG | | ESG | Disapproved by Accounting |

Housing Contract System Contract Level

Allocate Funds Environmental | Notes | Perf Recs | **Activities** | Areas Served

CONTRACT

| | | | | | |
|---------------------------------|-----------------|-----------------------------|------------------------------|-----------|-----------------------|
| Contract Number | Your Contract # | Program Activity | ESG CV2 (Single-Family 2020) | Status | Active |
| CSAS Number(s) | Your Contract # | Contractor | Your Agency Here | | |
| Period Begin Date | 1/14/21 | Contact | Primary Contact | | |
| Period End Date | 3/31/22 | Contact Phone | Primary Contact # | | |
| Amended End Date | | Grant | yes | Mail Code | |
| Application Number | | Loan no | | Executor | Executor Name |
| Consultant | | Consultant Phone | | | |
| TDHCA Performance Contact | Natalie Burtzos | TDHCA Program Contact | Zac Gibson | | |
| TDHCA Performance Contact Phone | | TDHCA Program Contact Phone | | | Attachments[1] |

BUDGET

| | Original | Amended | Funded | Committed | Total Drawn | Refunded | Net Drawn | Available |
|--------------|----------|---------|--------|-----------|-------------|----------|-----------|------------------------|
| Admin | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Project | | | | | \$0.00 | \$0.00 | \$0.00 | Available Funds |
| Total | | | | | \$0.00 | \$0.00 | \$0.00 | Totals Here |

Your Budget \$ Amounts Here

[Allocation Detail](#) [Budget Detail](#)

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Housing Contract System Activities

ESG Contract # Your Contract > Activities CSAS Number(s): Your Contract #

CONTRACT ACTIVITY

| Activity # | Household Name | Address | City/Colonia | Activity Status |
|----------------------------|----------------|------------------------------|--------------------|-----------------|
| Assigned Activity # | | Your Agency's Street Address | Your Agency's City | Active |

[Add Contract Activity City / Colonia](#)

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Housing Contract System Activities cont.

ESG Contract # > Activities > #

OVERVIEW

| | | |
|--------------------|------------------------|-------------|
| Administrator Name | Status: Active | Contract # |
| Contact Name | Phone # | Tracking ID |
| Activity Number | Activity Type: ESG CV2 | |

[0] Attachment(s)

ADDRESS

| | | | |
|-----------------|--|-------------------|------------------------|
| Line 1 | | Rural/Urban/Urban | Region |
| Line 2 | | State: TX | Zip |
| City | | County Code | |
| County | | Longitude | |
| Latitude | | House District | Congressional District |
| Senate District | | | |

ALLOCATION

| Fund | Funded | Total Drawn | Refunded | Net Drawn | Available | Hist | Draws |
|---|---------------|---------------|---------------|---------------|---------------|------|-------|
| HUD CV2 ESG 2020 > ESG CV2 2020 Project > Contract > Activity | \$.00 | \$0.00 | \$0.00 | \$0.00 | \$.00 | | |
| Total | \$.00 | \$0.00 | \$0.00 | \$0.00 | \$.00 | | |

Budget Detail

DRAW BALANCES

| Original Amount | Amended Amount | Funded Amount | Total Drawn | Refund | Net Drawn | Available |
|-----------------|----------------|---------------|-------------|--------|-----------|-----------|
| Project \$.00 | \$.00 | \$.00 | \$0.00 | \$0.00 | \$0.00 | \$.00 |

Draw History **Draw Requests**

APPROVAL ACTIONS

| Approval Sequence | Approver Role | Approver Name | Action | Date |
|-------------------|------------------------|--------------------|---------|---------|
| 1 | Portfolio Management | Natalie Burtzos | Approve | 1/11/21 |
| 2 | Portfolio Management 2 | Kelly Hall-Jackson | Approve | 1/11/21 |

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Housing Contract System Draw List

ESG Contract # > Activities > # > Draw List

DRAW LIST

| Delete | Draw # | Date Submitted | Date Services Rendered | Amount | Status | Voucher # | Final Draw | Attachments |
|--------|--------|----------------|------------------------|------------|---------------------|-----------|------------|-------------|
| Delete | 1 | 1/11/21 | 3/13/20 - 12/31/20 | \$1,400.00 | Pending PM Approval | | N | [0] |

Create New ESG Draw Request

You can also get to your Draw List from the login page by selecting a draw and navigating back to the draw list:

Notifications List

| Contract Number | Administrator | CSAS Number(s) | Program Name | Program Activity Type | Setaside Type | Contract Begin Date | Contract End Date | Status |
|-----------------|---|----------------|--------------|-----------------------|----------------------------------|---------------------|-------------------|-------------------|
| 1002768 | Coastal Bend Center for Independent Living | 556342 | HOME | HOME Reservation | TBRA Disaster Relief Reservation | 2/20/18 | 2/19/21 | Pending Amendment |
| 1002770 | Texas Department of Housing and Community Affairs | | HOME | HOME Reservation | HRA Reservation | 1/1/15 | 12/31/19 | Active |
| 20170000110 | Frameworks Community Development Corporation | | ESG | ESG | | 8/8/18 | 8/8/19 | Active |

YOUR DRAWS

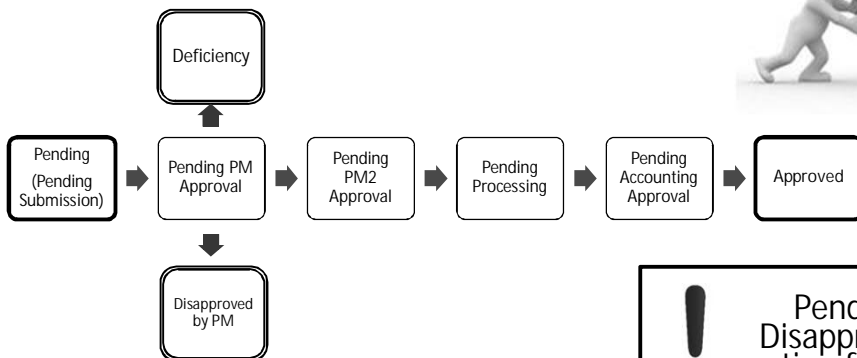
| Draw | Administrator | Vendor | Date Submitted | Amount | Contract | CSAS Number(s) | Activity | Program Name | Setaside Type | Activity Type | Draw Status |
|------|--|--------|------------------|--------|-------------|----------------|----------|--------------|---------------|---------------|---------------------------|
| 3 | Frameworks Community Development Corporation | | 8/28/19 10:45 AM | \$0.00 | 20170000110 | 201711Q | ESG | ESG | | ESG | Pending |
| 2 | Frameworks Community Development Corporation | | 8/28/18 4:26 PM | \$0.00 | 20170000110 | 201711Q | ESG | ESG | | ESG | Disapproved by Accounting |

ESG Contract #20170000110 > Activities > #201711Q > Draw List > #2

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Housing Contract System Draw Status

Status Pipeline



! Pending, Deficiency or Disapproved by PM require action from the Subrecipient

Monthly Reporting in the Housing Contract System

Housing Contract System Creating a Draw

1.

ESG Contract # > Activities > # > Draw List CSAS Number(s):

| Delete | Draw # | Date Submitted | Date Services Rendered | Amount | Status | Voucher # | Final Draw | Attachments |
|------------------------|--------|----------------|------------------------|------------|---------------------|-----------|------------|-------------|
| Delete | 1 | 1/11/21 | 3/13/20 - 12/31/20 | \$1,400.00 | Pending PM Approval | | N | [0] |

[Create New ESG Draw Request](#)

2.

REQUIRED DOCUMENTATION
Checklist for this Activity type is NOT FOUND.

By checking this box, I certify that the Performance and Expenditure Reporting provided is true and accurate to the best of my knowledge

DRAW REQUEST

Services Rendered From:

Services Rendered To:

[Save](#)

3.

REQUIRED DOCUMENTATION
Checklist for this Activity type is NOT FOUND.

By checking this box, I certify that the Performance and Expenditure Reporting provided is true and accurate to the best of my knowledge

DRAW REQUEST

Services Rendered From: 01/01/2021

Services Rendered To: 01/31/2021

[Save](#)

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ESG CARES 2 First Draw Request Options

ESG CARES 2 Subrecipients have two options for their first report:

- Service dates January 14, 2021*-February 28, 2021. Due March 31, 2021.
- Service dates January 14, 2021* - January 31, 2021. Due February 28, 2021.

*Service start date may vary. Pre-award costs are eligible from your first COVID-19 response as early as March 13, 2020

- Email esg@tdhca.state.tx.us for approval and instructions on how to submit your first Draw Request

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Housing Contract System Monthly ESG Activity Draw

ESG Contract # Your Contract > Activities > # Activity # > Draw List > #2 CSAS Number(s) Contract #

• Record updated successfully.

ESG CV2 Activity Draw

| BUDGET | | | | | |
|---------|----------------|------------------|-------------------|-----------|-----------------|
| Project | Funded | Cumulative Draws | Available Balance | This Draw | New Balance |
| | \$ Your Budget | \$0.00 | \$ | \$0.00 | \$ Your Balance |

| ESG DRAW REQUEST | | | |
|-------------------------------|--------------------------|------------------|------------|
| Vendor Name: | Your Agency | Tax ID: | |
| Vendor # - Mail Code: | | Date Submitted: | |
| Dates Services Rendered from: | 01/01/2021 | To: | 01/31/2021 |
| Final draw: | <input type="checkbox"/> | Voucher #: | |
| Performance Report: | | (0) Attachments: | |
| Status: | Pending | | |

| DRAWS FOR PROJECT | | | | | | | |
|-------------------|---|-----------------|---------------|-------------------|----------------------------|-------------------------|------------------|
| Item # | Category | Budgeted Amount | Drawn To Date | Available Balance | Total Monthly Expenditures | Non-Program Fund Credit | This Draw Amount |
| 1 | Administration | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 2 | Data Collection (HMIS) | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 3 | Homeless Prevention - Financial | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 4 | Homeless Prevention - Project-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |

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Housing Contract System Monthly Performance Report (MPR)

- The MPR collects demographic data of persons assisted through TDHCA ESG-funded activities, as well as information on outputs and outcomes achieved. The report is divided into eight sections:
 - Totals
 - Demographics
 - Unduplicated Special Populations
 - ~~Street Outreach~~ (Leave zeros – Not Eligible for ESG CV2)
 - ~~Emergency Shelter~~ (Leave zeros – Not Eligible for ESG CV2)
 - Rapid Re-Housing
 - Homelessness Prevention
 - Violence Against Women Act reporting

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Housing Contract System Monthly Performance Report (MPR)

| Total Components | | | | Unduplicated ESG CARES Entries | | | |
|---------------------------------------|-----------|-------------------------|-----------|--------------------------------|-----------|------------------|-----------|
| Total Components for Persons Entering | 11 | | | Persons Entering | 11 | | |
| Total Components Households Entering | 9 | | | Households Entering | 9 | | |
| Unduplicated Race | | Unduplicated Ethnicity | | Unduplicated Gender | | Unduplicated Age | |
| American Indian/Alaska Native | 1 | Non-Hispanic/Non-Latino | 3 | Male | 4 | Under 18 | 2 |
| Asian | 0 | Hispanic/Latino | 8 | Female | 7 | 18-24 | 1 |
| Black/African-American | 3 | Ethnicity Unknown | 0 | Trans Female (MTF) | 0 | 25-61 | 8 |
| Native Hawaiian/Pacific Islander | 0 | | | Trans Male (FTM) | 0 | 62 and Over | 0 |
| White | 8 | | | Gender Non-Conforming | 0 | Age Unknown | 0 |
| Race Unknown | 0 | | | Gender Unknown | 0 | | |
| Total Race | 12 | Total Ethnicity | 11 | Total Gender | 11 | Total Age | 11 |



Greater than or equal to Unduplicated Persons Entering
Must equal Unduplicated Persons Entering

Housing Contract System Monthly Performance Report (MPR)

| ESG CARES Draw Performance Report | | | |
|---------------------------------------|----|--------------------------------|----|
| Total Components | | Unduplicated ESG CARES Entries | |
| Total Components for Persons Entering | 11 | Persons Entering | 11 |
| Total Components Households Entering | 9 | Households Entering | 9 |

| | | | | | | | |
|---|---|-----------------------------|----------------------|--|----------|------------------------------|---|
| Persons in at least one special population | | 8 | Chronically Homeless | 7 | HIV/AIDS | 0 | |
| Chronic Substance use disorder | 0 | Severe Mental Illness | 0 | Children of Parenting Youth (Under 18) | 0 | Parenting Youth (Under 25) | 0 |
| Unaccompanied Children (Under 18) | 0 | Unaccompanied Youth (18-24) | 1 | Veterans | 0 | Victims of Domestic Violence | 5 |

Persons in at least one Special Population:
- Cannot exceed the Unduplicated Persons Entering
- Will be between the highest number reported in any one special needs category and the total of the numbers reported in each special needs category



Housing Contract System Monthly Performance Report (MPR)

ESG CARES Draw Performance Report

| Total Components | | Unduplicated ESG CARES Entries | |
|---------------------------------------|----|--------------------------------|----|
| Total Components for Persons Entering | 11 | Persons Entering | 11 |
| Total Components Households Entering | 9 | Households Entering | 9 |

Rapid Rehousing

| | | | | | | | |
|-----------------------|---|---------------------------------|---|------------------------------------|---|-----------------------------------|---|
| RRH Persons Served | 1 | RRH Adults Served | 1 | RRH Households Served | 1 | RRH Non-Cash Benefits Increase | 0 |
| RRH Income Increase | 0 | RRH Less Than 60 Days To MoveIn | 1 | RRH Greater Than 60 Days To MoveIn | 0 | RRH Maintained 3+ Plus Months | 0 |
| RRH Permanent Housing | 1 | RRH HHs COVID19 FMR Waiver | 0 | RRH Households Rental Assistance | 1 | RRH HHs Using Landlord Incentives | 0 |

Homelessness Prevention

| | | | | | | | |
|---------------------------------|----|-------------------------|---|--------------------------|---|----------------------------------|---|
| HP Persons Served | 10 | HP Adults Served | 8 | HP Households Served | 8 | HP Non-Cash Benefits Increase | 0 |
| HP Income Increase | 0 | HP Maintained 3+ Months | 0 | HP Permanent Housing | 0 | HP HHs COVID19 FMR Waiver | 0 |
| HP Households Rental Assistance | 8 | HP HHs CARES <30% AMFI | 3 | HP HHs CARES 30-50% AMFI | 5 | HP HHs Using Landlord Incentives | 1 |

Violence Against Women Act

Emergency Transfer Requests

| Unduplicated Age | |
|------------------|-----------|
| Under 18 | 2 |
| 18-24 | 1 |
| 25-61 | 8 |
| 62 and Over | 0 |
| Age Unknown | 0 |
| Total Age | 11 |

Total Persons Served in RRH and HP must equal Total Services for Persons Entering

Total Adults served in RRH and HP must equal or exceed Persons Reported over the Age of 18, but cannot exceed the Total Services for Persons Entering

Total households Served in RRH and HP must equal Total Services for Households Entering

Housing Contract System ESG and ESG CARES Waivers

- Fields in Homelessness Prevention and Rapid Re-Housing to report on households utilizing the COVID-19 Fair Market Rent (FMR) waiver and Landlord Incentives

| Rapid Rehousing | | | | | | | |
|-----------------------|---|---------------------------------|---|------------------------------------|---|-----------------------------------|---|
| RRH Persons Served | 1 | RRH Adults Served | 1 | RRH Households Served | 1 | RRH Non-Cash Benefits Increase | 0 |
| RRH Income Increase | 0 | RRH Less Than 60 Days To MoveIn | 1 | RRH Greater Than 60 Days To MoveIn | 0 | RRH Maintained 3+ Plus Months | 0 |
| RRH Permanent Housing | 1 | RRH HHs COVID19 FMR Waiver | 0 | RRH Households Rental Assistance | 1 | RRH HHs Using Landlord Incentives | 0 |

| Homelessness Prevention | | | | | | | |
|---------------------------------|----|-------------------------|---|--------------------------|---|----------------------------------|---|
| HP Persons Served | 10 | HP Adults Served | 8 | HP Households Served | 8 | HP Non-Cash Benefits Increase | 0 |
| HP Income Increase | 0 | HP Maintained 3+ Months | 0 | HP Permanent Housing | 0 | HP HHs COVID19 FMR Waiver | 0 |
| HP Households Rental Assistance | 8 | HP HHs CARES <30% AMFI | 3 | HP HHs CARES 30-50% AMFI | 5 | HP HHs Using Landlord Incentives | 1 |

Housing Contract System
 ESG CARES Condition for 50% AMFI for Homelessness Prevention

- ESG CARES Condition: Income limit of 50% Area Median Income to receive or continue to receive homelessness prevention.
- Subrecipients must report income brackets for all Homeless Prevention Households served



| Homelessness Prevention | | | | | | | |
|---------------------------------|----|-------------------------|---|--------------------------|---|----------------------------------|---|
| HP Persons Served | 10 | HP Adults Served | 8 | HP Households Served | 8 | HP Non-Cash Benefits Increase | 0 |
| HP Income Increase | 0 | HP Maintained 3+ Months | 0 | HP Permanent Housing | 0 | HP HHs COVID19 FMR Waiver | 0 |
| HP Households Rental Assistance | 8 | HP HHs CARES <30% AMFI | 3 | HP HHs CARES 30-50% AMFI | 5 | HP HHs Using Landlord Incentives | 1 |

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Housing Contract System
 Monthly Performance Report (MPR)
 Emergency Transfer Requests VAWA Reporting

| Violence Against Women Act | |
|-----------------------------|---|
| Emergency Transfer Requests | 0 |

- If an Emergency Transfer Request is reported in the Monthly Performance Report, please include a few sentences about the outcome of this request in the Activity notes.
 - Notes can be accessed at the top right of the "ESG CV1 Activity Draw" screen.

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Housing Contract System Monthly Performance Report Submission

1. Save

2. Page will Refresh and reflect "Record updated successfully" at the top of the page

• Record updated successfully.

3. Submit

4. Click Back to the Activity Draw screen

5. Top of Monthly Expenditure Report will reflect that the MPR has been submitted

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Housing Contract System Monthly Expenditure Report (MER)

ESG Contract # Your Contract > Activities > # Activity # > Draw List > #2 CSAS Number(s): Contract #

• Record updated successfully.

ESG CV2 Activity Draw

| BUDGET | | | | | | |
|---------|----------------|------------------|-------------------|-----------|-----------------|--|
| Project | Funded | Cumulative Draws | Available Balance | This Draw | New Balance | |
| | \$ Your Budget | \$0.00 | \$ | \$0.00 | \$ Your Balance | |

| ESG DRAW REQUEST | | | |
|-------------------------------|--------------------------|-----------------|------------|
| Vendor Name: | Your Agency | Tax ID: | |
| Vendor # - Mail Code: | | Date Submitted: | |
| Dates Services Rendered from: | 01/01/2021 | To: | 01/31/2021 |
| Final Draw? | <input type="checkbox"/> | Voucher #: | |
| Performance Report | Status: Pending | [0] Attachments | |

| DRAWS FOR PROJECT | | | | | | | |
|-------------------|---|-----------------|---------------|-------------------|----------------------------|-------------------------|------------------|
| Item # | Category | Budgeted Amount | Drawn To Date | Available Balance | Total Monthly Expenditures | Non-Program Fund Credit | This Draw Amount |
| 1 | Administration | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 2 | Data Collection (HMIS) | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 3 | Homeless Prevention - Financial | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 4 | Homeless Prevention - Project-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 5 | Homeless Prevention - Services | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 6 | Homeless Prevention - Tenant-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |

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Housing Contract System Monthly Expenditure Report (MER)

| DRAWS FOR PROJECT | | | | | | | |
|-------------------|---|-----------------|---------------|-------------------|----------------------------|-------------------------|------------------|
| Item # | Category | Budgeted Amount | Drawn To Date | Available Balance | Total Monthly Expenditures | Non-Program Fund Credit | This Draw Amount |
| 1 | Administration | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 2 | Data Collection (HMIS) | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 3 | Homeless Prevention - Financial | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 4 | Homeless Prevention - Project-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 5 | Homeless Prevention - Services | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 6 | Homeless Prevention - Tenant-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |

| NON PROGRAM | | Amount |
|-------------------------|--|--------|
| Type | | |
| Other Non-ESG HUD Funds | | |
| Other Federal Funds | | |
| State Government | | |
| Local Government | | |
| Private Funds | | |
| Other | | |
| Fees | | |
| Program Income | | |
| Total | | \$0.00 |

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Housing Contract System Monthly Expenditure Report (MER)

| DRAWS FOR PROJECT | | | | | | | |
|-------------------|---|-----------------|---------------|-------------------|----------------------------|-------------------------|------------------|
| Item # | Category | Budgeted Amount | Drawn To Date | Available Balance | Total Monthly Expenditures | Non-Program Fund Credit | This Draw Amount |
| 1 | Administration | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 2 | Data Collection (HMIS) | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 3 | Homeless Prevention - Financial | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 4 | Homeless Prevention - Project-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 5 | Homeless Prevention - Services | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 6 | Homeless Prevention - Tenant-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 7 | HP (COVID-19) - Hazard Pay | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 8 | HP (COVID-19) - Landlord Incentives | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 9 | HP (COVID-19) - Training on Disease Prev/Mit | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 10 | HP (COVID-19) - Volunteer Incentives | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 11 | Rapid Re-Housing - Financial | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 12 | Rapid Re-Housing - Project-based rental assistance | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 13 | Rapid Re-Housing - Services | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 14 | Rapid Re-Housing - Tenant-based rental | \$ | \$0.00 | \$ | 0.00 | 0.00 | \$0.00 |
| 39 | Street Outreach (COVID-19) - Hazard Pay | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 | \$0.00 |
| 40 | Street Outreach (COVID-19) - Training on Disease Prev/Mit | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 | \$0.00 |
| 41 | Street Outreach (COVID-19) - Volunteer Incentives | \$0.00 | \$0.00 | \$0.00 | 0.00 | 0.00 | \$0.00 |
| Total | | \$ | \$0.00 | \$ | \$0.00 | \$0.00 | \$0.00 |

Monthly Reimbursement will be the "This Draw Amount"

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Housing Contract System Monthly Expenditure Report (MER)

| NON PROGRAM | |
|-------------------------|----------------------|
| Type | Amount |
| Other Non-ESG HUD Funds | <input type="text"/> |
| Other Federal Funds | <input type="text"/> |
| State Government | <input type="text"/> |
| Local Government | <input type="text"/> |
| Private Funds | <input type="text"/> |
| Other | <input type="text"/> |
| Fees | <input type="text"/> |
| Program Income | <input type="text"/> |
| Total | \$0.00 |

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Housing Contract System Monthly Reporting- Draw Submission

- | | |
|--------------------|-----------|
| Performance Report | Submitted |
| Status | Pending |
- | | |
|---|---------------|
| Approver Role | Approver Name |
| <input type="button" value="Save"/> <input type="button" value="Submit for Approval without Saving"/> | |
- Record updated successfully.
- | | |
|---|---------------|
| Approver Role | Approver Name |
| <input type="button" value="Save"/> <input type="button" value="Submit for Approval without Saving"/> | |
- | | |
|--------------------|---------------------|
| Performance Report | Submitted |
| Status | Pending PM Approval |

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Housing Contract System MPR and MER

- In most cases, when performance is reported on the MPR, there should be an expenditure for the same program component in the MER.
 - For example, if a subrecipient reports that five persons entered the RRH component, TDHCA checks to see if there was a RRH ESG expenditure or match.



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Housing Contract System MPR and MER (con't)

- Deficiencies will be issued on MERs that do not show expenditures in the same program components as performance in the MPRs.
 - Exceptions: If an exception to the association between performance and expenditures arises, please provide a note or upload an explanation of the exception on the draw request screen when submitting the reports.



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Housing Contract System Deficiencies

- Deficiency notices sent by email to Contract Contact
 - Email will contain a description of the deficiencies and steps needed to correct the deficiencies
- Deficiencies should be corrected within 10 business days from the deficiency notice
 - Deficiencies not corrected may result in disapproval of the draw

1. 
2. 
3. 
4. 
5. 

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Housing Contract System Deficiencies

- Draws in "Deficiency" status must be resubmitted for approval once corrections/attachments are uploaded.

1. 
2. 
3. 
4. 
5. 

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ESG CARES Expenditure Benchmarks

- Annual expenditures are divided into two benchmarks as outlined in your Contract
- TDHCA staff will review expenditure data and compare it to benchmarks
- TDHCA staff may contact Subrecipients throughout the contract period to discuss meeting benchmarks
- Technical assistance may be provided in response to reviews that indicate concerns

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THANK YOU

Questions?

EMAIL US AT: ESG@TDHCA.STATE.TX.US



TDHCA