

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
Rev. 7/5/22

The Housing Contract System (HCS) is TDHCA’s contract management database. Community Resiliency Program (CRP) Subrecipients will enter administrative and project expenditure draws and view programmatic and financial information associated with their CRP contract in the HCS.

At a minimum, expenditure reporting is due quarterly. Expenditure reporting should be submitted by the 15th day of the reporting month.

Subrecipients must submit the [CRP Draw Request Form](#) with all Expenditure Draws.

This guide will walk you through the following Sections:

- A. Getting Started
- B. Administrative Draw Requests and support documentation
- C. Project Expenditure Draw Request and support documentation

A. GETTING STARTED - HOUSING CONTRACT SYSTEM

1. Log in to the Housing Contract System (CDBG CARES – CRP).

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

- To log in to the contract system utilize the username and password that has been assigned to you by TDHCA staff.
- Before submitting an expenditure draw, ensure that the submission has been approved as part of your local, internal approval process.
- The submission is final when clicking on “Save and Submit for Approval” in the contract system. This submission will be directly received by TDHCA CDBG CARES staff.

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
 Expenditure Reporting
 Rev. 7/5/22

2. Click on the CRP [Contract Number](#).

Notifications List				
YOUR CONTRACTS				
Contract Number	Administrator	CSAS Number(s)	Program Name	Program Activity Type
1000722	City of Annona	545762	HOME	OCC
1001093	City of Annona	547056	HOME	OCC
1001264	City of Annona	550489 551756	HOME	HOME Reservation
1002001	City of Annona	552205 550273	HOME	HOME Reservation
70500001001	MHMR of Tarrant County		CDBG CARES	Relief to Providers
70600001001	Disability Rights Texas		CDBG CARES	Legal Services
70800001009	City of Terrell		CDBG CARES	CRP

B. ADMINISTRATIVE (Admin) DRAW REQUEST

1. Click on “[Draw Request](#)” from the Housing Contract System home screen. This will take you to the Draw List screen.

CONTRACT									
Contract Number	70400001001		Program Activity: Food Distribution (Single-Family 2020)			Status: Active			
Contractor		Feeding Texas							
Period Begin Date	10/1/21		Contact		Celia Cole				
Period End Date	9/30/22		Contact Phone		(512) 527-3613				
Amended End Date			Mail Code		003				
Application Number			Executor		Celia Cole				
Consultant			Consultant Phone						
TDHCA Performance Contact	Allison Shurr		TDHCA Program Contact		Allison Shurr				
TDHCA Performance Contact Phone	(512) 468-6453		TDHCA Program Contact Phone		(512) 468-6453				
Attachments(3)									
BUDGET									
	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available	
Admin	\$3,000,000.00	\$3,000,000.00	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	
Project	\$27,000,000.00	\$27,000,000.00	\$27,000,000.00	\$27,000,000.00	\$0.00	\$0.00	\$0.00	\$27,000,000.00	
Total	\$30,000,000.00	\$30,000,000.00	\$30,000,000.00	\$27,000,000.00	\$0.00	\$0.00	\$0.00	\$30,000,000.00	
Allocation Detail Budget Detail Draw History Draw Request									

2. Click on “[Create New Draw Request](#)” from the Draw List screen.

CSAS Number(s):		
Voucher #	Final Draw	
	N	
	N	
Create New Draw Request Create Final Draw Request		

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
Rev. 7/5/22

3. Check the [check box](#) to continue. CDBG CARES requires the following Support Documentation to be uploaded for Admin Draws (*including but not limited to*):
- Administrative Services Invoice and/or UGLG Timesheets & Other Admin Costs, if applicable
 - CRP Draw Request Form



• Record updated successfully.

REQUIRED DOCUMENTATION

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

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

DRAW REQUEST

Services Rendered From  Services Rendered To 

[Save](#)

4. Enter the date for “Services Rendered From” by clicking on the “[Calendar icon](#).” The “Services Rendered From” date is the 1st of the month.



• Record updated successfully.

REQUIRED DOCUMENTATION

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

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

DRAW REQUEST

Services Rendered From  Services Rendered To 

[Save](#)

5. Click on the date.

June 2022

<< < Close > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
 Rev. 7/5/22

6. The date will populate.

DRAW REQUEST

Services Rendered From

7. Repeat steps 4 - 6 for “Services Rendered To”. Then Click on “Save” button.

Services Rendered To

8. Click on “Attachments” to upload Support Documentation referenced in #3 of this Section.

Food Distribution Admin Draw

BUDGET		Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin		\$3,000,000.00	\$0.00	\$3,000,000.00	\$0.00	\$3,000,000.00
Project		\$27,000,000.00	\$0.00	\$27,000,000.00	\$0.00	\$27,000,000.00

CDBG CARES DRAW REQUEST

Vendor Name: Feeding Texas
 Vendor # - Mail Code: 17427625425 - 003
 Tax ID: 742762542
 Date Submitted:
 Dates Services Rendered from: To:
 Final Draw?
 Status: Pending
[\[0\] Attachments](#)

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

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

9. Click on “Attach a Document.”

Electronic Document Attachments

Description	Path

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
 Rev. 7/5/22

10. Select “**Draw Packet” only.

11. Enter Description of Support Documentation for Draw # in “Description” box. Then click on “Choose File” and select document(s) to be uploaded. Click “Save”.

12. A message stating, “Record updated successfully” should appear in green font.

Type	Description	Path	
**Draw Packet	Admin Draw #1 - Support Documentation (Invoices, Timesheets)	//202206101152-Admin-Draw-1-Timesheets-City-of-XX.xlsx	View

13. Enter your draw amount in the “This Draw Amount” box and then click on “Save” to save your information without submitting, or click on “Save and Submit for Approval” to submit the Admin Draw request to TDHCA. Clicking on submit will automatically save your information. You must click “Save and Submit for Approval” to complete the Admin Draw Request.

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
Rev. 7/5/22

CRP Activity Draw

BUDGET						
Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance	
	\$190,870.91	\$1,000.00	\$189,870.91	\$0.00	\$189,870.91	

CDBG CARES DRAW REQUEST

Vendor Name: City of Terrell
 Vendor # - Mail Code: 17560006888 -
 Tax ID: 756000688
 Date Submitted:
 Dates Services Rendered from: 06/01/2022 To: 06/10/2022
 Final Draw?
 Voucher #:
 Status: Pending [0]Attachments

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	CRP Activities	\$190,870.91	\$1,000.00	\$189,870.91	
Total		\$190,870.91	\$1,000.00	\$189,870.91	\$0.00

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

14. A message stating, “Your request for approval has been submitted” should appear and the Status should say “Pending PM Approval.”

CDBG CARES Contract #70200001015 > Draw List > #1 CSAS Number(s):

- Your request for approval has been submitted.

RA Entitlement Admin Draw

BUDGET						
	Funded	Cumulative Draws	Available Balance	This Draw	New Balance	
Admin	\$32,280.46	\$0.00	\$32,280.46	\$0.00	\$32,280.46	
Project	\$216,030.79	\$0.00	\$216,030.79	\$0.00	\$216,030.79	

CDBG CARES DRAW REQUEST

Vendor Name: City of Edinburg
 Vendor # - Mail Code: 17460007143 - 006
 Tax ID: 746000714
 Date Submitted: 2/26/21
 Dates Services Rendered from: 2/19/21 To: 2/28/21
 Final Draw? no
 Voucher #:
 Status: Pending PM Approval [0]Attachments

DRAWS FOR ADMIN

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

APPROVAL ACTIONS

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
 Rev. 7/5/22

- Click on “[CDBG CARES Contract #708000010XX](#)” to return to the home screen to enter your project expenditure draw.

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$10,000.00	\$0.00	\$10,000.00	\$10.00	\$9,990.00
Project	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00

Item #	Category	Drawn To Date	This Draw Amount
1	Admin	\$0.00	\$10.00
Total		\$0.00	\$10.00

C. PROJECT EXPENDITURE DRAW

- From the Contract home screen, click on “[Activities](#)” in the top right corner.

- Click on the [Activity #](#).

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status
1001-7040		1524 South IH-35, Ste. 342		Austin	Active

- Click on “[Draw Requests](#)”. Notice it states “Project” in Budget Line as this is a project request, not an admin request.

	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$100,000.00	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
 Expenditure Reporting
 Rev. 7/5/22

4. Click on “[Create New CDBG CARES Draw Request](#)”.

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	CSAS Number(s)
Delete	1	1/13/21	1/15/21 - 1/18/21	\$22,000.00	Pending Processing		N	[0]
Delete	2		1/15/21 - 1/27/21	\$58,888.00	Pending		N	[0]
Delete	3		1/15/21 - 1/27/21	\$0.00	Pending		N	[0]

5. Check the [check box](#) to continue. CDBG CARES requires the following **support documentation** to be uploaded for Project Draws (*including but not limited to*):

- Purchase Invoice(s)
- CRP Draw Request Form

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: [Date Picker] Services Rendered To: [Date Picker]

[Save](#)

Please verify that you have completed the Project Completion Report (PCR) and HUB Information for the Contract Activity before submitting the final draw.

6. Enter the date for “Services Rendered From” by clicking on the “[Calendar icon](#).” The “Services Rendered From” date is the 1st of the month.

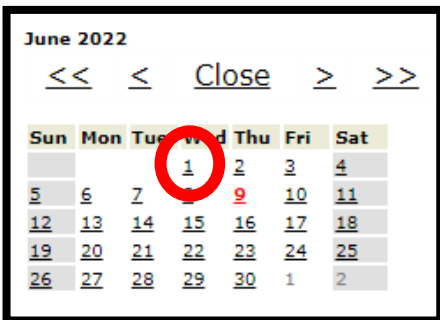
Check this box if all required documents have been submitted to TDHCA or will be attached electronically using this system at the time you submit this contract activity or draw.

DRAW REQUEST

Services Rendered From: [Date Picker] Services Rendered To: [Date Picker]

[Save](#)

7. Click on the date.



Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
 Expenditure Reporting
 Rev. 7/5/22

8. The date will populate.

DRAW REQUEST

Services Rendered From

9. Repeat steps 7 - 8 for “Services Rendered To”. Then Click on “Save” button. This will take you to the Activity (Project) Draw page.

Services Rendered To

10. Click on “Attachments” to upload Support Documentation referenced in #5 of previous Section.

CRP Activity Draw

BUDGET		Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project		\$190,870.91	\$1,000.00	\$189,870.91	\$0.00	\$189,870.91

CDBG CARES DRAW REQUEST

Vendor Name: City of Terrell | Tax ID: 756000688
 Vendor # - Mail Code: 17560006888 - | Date Submitted: 06/10/2022
 Dates Services Rendered from: 06/01/2022 | To: 06/10/2022
 Final Draw? | Voucher #:
 Status: Pending | [\[0\] Attachments](#)

DRAWS FOR PROJECT						
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount	
1	CRP Activities	\$190,870.91	\$1,000.00	\$189,870.91		
Total		\$190,870.91	\$1,000.00	\$189,870.91	\$0.00	

11. Click on “Attach a Document.”

Electronic Document Attachments

Description	Path
+ Attach a Document	

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
 Rev. 7/5/22

12. Select **“**Draw Packet”** only.

13. Enter Description of support documentation for Draw # in Description box. Then click on **“Choose File”** and select document(s) to be uploaded. Click **“Save”**.

14. A message stating, **“Record updated successfully”** should appear in green font.

Type	Description	Path	
**Draw Packet	Project Draw #1 - Support Documentation (Invoices, Checklist)	//202206101431-70800001009_City_of_Terreil_CRP_Contract_Executed.pdf	View

15. Enter your draw amount in the **“This Draw Amount”** box and then click on **“Save”** to save your information without submitting, or click on **“Save and Submit for Approval”** to submit the Admin Draw request to TDHCA. Clicking on submit will automatically save your information. You must click **“Save and Submit for Approval”** to complete the Admin Draw Request.

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
 Rev. 7/5/22

CDBG CARES Contract #70800001009 > Activities > #1009-7080 > Draw List > #2 CSAS Number(s):

CRP Activity Draw

BUDGET						
Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance	
	\$190,870.91	\$1,000.00	\$189,870.91	\$0.00	\$189,870.91	

CDBG CARES DRAW REQUEST

Vendor Name	City of Terrell	Tax ID	756000688
Vendor # - Mail Code	17560006888 -	Date Submitted	
Dates Services Rendered from	06/01/2022	To	06/10/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Status	Pending		

[1]Attachments

DRAWS FOR PROJECT						
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount	
1	CRP Activities	\$190,870.91	\$1,000.00	\$189,870.91		
Total		\$190,870.91	\$1,000.00	\$189,870.91	\$0.00	

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

16. A message stating, “Your request for approval has been submitted” should appear.

• Your request for approval has been submitted.

RA Entitlement Activity Draw

17. If the Project Draw Request is complete, the Status should be “Pending PM Approval.”

CDBG CARES DRAW REQUEST

Vendor Name	City of Edinburg
Vendor # - Mail Code	17460007143 - 006
Dates Services Rendered from	2/1/21
Final Draw?	no
Performance Report	Submitted
Status	Pending PM Approval

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Non-Construction Projects
Expenditure Reporting
Rev. 7/5/22

Your Administrative and Project Draws have been submitted. The Department will review the submission in the coming days. If all necessary information is entered and submitted and the request is approved, a reimbursement will soon follow. If more information is needed, a TDHCA staff member will reach out. If a draw request is marked Deficient or Disapproved you will receive an automated email to let you know adjustments are needed.

For any additional questions, please email:

CDBG CARES Manager:

Raul Salazar, raul.salazar@tdhca.state.tx.us

CDBG CARES Administrator:

Allison Shurr, allison.shurr@tdhca.state.tx.us

CDBG CARES Coordinator:

Kendall Kauten, kendall.kauten@tdhca.state.tx.us

CDBG CARES Coordinator:

Fatima Andrade, fatima.andrade@tdhca.state.tx.us

Thank you for your participation in the
CDBG CARES Community Resiliency Program.