



Texas Community Resiliency Program
(CRP)

Expenditure Draws & Monthly Project Status Reporting

Construction Projects

Overview

Reports and Instructions

1. Housing Contract System (HCS)
 - Expenditure Draw Request
 - HCS User Guide
 - CRP Draw Request Form
 - Support Documentation
2. Monthly Project Status Report

Q&A



CRP Draws and Instructions

Expenditure Draws


1. Housing Contract System (HCS)

- TDHCA's contract management database
- Used to submit Administrative and Project Expenditure Draws and access contract information
- **HCS User Guide** ([LINK](#)) – Use the HCS User Guide as a reference when submitting expenditure draws

CRP Draw Request Form ([LINK](#))

- Submit the **CRP Draw Request Form – Construction** with each draw request

CRP Draw Request Form



Texas Community Resiliency Program (CRP)

PROJECT DRAW REQUEST FORM

Construction

Instructions: This Project Draw Request form must be submitted with each Project draw request.

Steps:

1. Complete Subrecipient Information.
2. Complete Project Draw Information and Project Draw Detail.
3. Save with Project Draw #, Month & Year, and City/County in the title (*example: 1 Oct 22 City of ABC CRP Project Draw form*).

SUBRECIPIENT INFORMATION

Subrecipient: City of ABC	Contract #: 708000010XX	Project Budget: \$ -
----------------------------------	--------------------------------	-----------------------------

PROJECT DRAW INFORMATION

Draw Request Month:	Draw Request Year:	Draw #:
----------------------------	---------------------------	----------------

PROJECT DRAW DETAIL

Column A Draw Request Number	Column B Cost Category	Column C Validation Type/Supporting Documentation	Column D Payee	Column E Invoice Number	Column F Invoice Date	Column G Non CDBG-CV Funds Utilized (if applicable)	Column H Cost Incurred/Invoice Amount (including Retainage)	Column I Retainage (10%)	Column J Draw Request Amount
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
Totals:							\$ -	\$ -	\$ -

CRP Draw Request Form

- Upload entire workbook with each draw
 - Submit 1 form for Admin and 1 form for Project (*even if it's the same exact form*)
- Details regarding the draw request and support documentation:
 - Cost category
 - Payee
 - Invoice & Invoice #
- Upload by clicking on Attachments link in each draw section in the HCS

Dates Services Rendered from	08/01/2022	To	08/31/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Status	Pending	[0]Attachments	
DRAWN FOR ADMIN			
Item #	Category	Drawn To Date	This Draw Amount

Expenditure Draws*

Tab 1: Project Draw

- Project Expenditure Draws include, but are not limited to:
 - Acquisition
 - Relocation
 - Demolition/Clearance
 - Site Improvements
 - Rehabilitation
 - New Construction
 - Construction Contingency (approx. 10%)
 - Architect / Engineer Fees
 - Environmental Reports
 - Soil Testing
 - Bid Advertisement Cost
 - Printing
 - Other Professional Fees (Appraisal, ADA, etc.)
 - Zoning
 - Construction Certifications (TLDR, Windstorm)
 - Other pre-construction or construction period costs

**Note: A local approval process is required as an internal control.*

Expenditure Draws*

Tab 2: Administrative Draw

- Administrative Expenditure Draws include:
 - Pre-Award Costs
 - Environmental
 - Procurement
 - End of Contract / Final Reporting

**Note: A local approval process is required as an internal control.*

Expenditure Draws

Supporting Documentation

- Must include supporting documentation
 - Project – Tab 1
 - CRP Draw Request Form
 - Signed AIA Document G702 – 1992 ([sample form](#))
 - Invoices
 - Photos of completed construction work associated with the draw
 - Admin – Tab 2
 - CRP Draw Request Form
 - Invoices
 - If UGLG admin costs, timesheets/payroll



1. Housing Contract System

- **Log in** to the Housing Contract System (HCS)
 - <https://contract.tdhca.state.tx.us/alligator/PostLogin.m>
- Use the **HCS User Guide** to navigate the contract system and complete the Administrative and Project Expenditure Draws
- Attach your completed **CRP Draw Request Form** and **supporting documentation** to your Expenditure Draw requests in the HCS
- **Save and Submit** the Draw Requests

Helpful Tips Expenditure Reporting

- Open your previous CRP Draw Request Form and edit it to submit with your next draw.
 - Delete previous draw detail information, but project details will remain the same
- You **MUST** click the **Submit** button to complete expenditure draw requests. Clicking **Save will not** submit your report to TDHCA.
- Once you have successfully submitted your expenditure draws, the Draw Status will change from **Pending** to **Pending PM Approval**.

2. Monthly CRP Project Status Report

- Provides updates on project progress and milestones
- Submitted no later than the 5th day of each month, reporting on the prior month
 - Example: report progress for Sept. 2022 by October 5th
- Submit through the CRP Document Submission Portal ([Smartsheet LINK](#))
- Monthly Report form is available on the CRP webpage ([LINK](#))

CRP Project Teams

Rudy Bentancourt, CDBG CARES Director

rudy.bentancourt@tdhca.state.tx.us

Raul Salazar, CDBG CARES Manager

raul.salazar@tdhca.state.tx.us

Allison Shurr, CDGB CARES Program Administrator

allison.shurr@tdhca.state.tx.us

Kendall Kauten, CDBG CARES Program Coordinator

kendall.kauten@tdhca.state.tx.us

Fatima Andrade, CDBG CARES Program Coordinator

fatima.andrade@tdhca.state.tx.us

Erica Garza, CDBG CARES Manager

erica.garza@tdhca.state.tx.us

Katie Wilkison, CDBG CARES Program Coordinator

katie.wilkison@tdhca.state.tx.us

Lauren Rabe, CDBG CARES Program Coordinator

lauren.rabe@tdhca.state.tx.us

Please contact your CRP Project Team
with any questions or concerns!



Questions and Answers