



**ERA2**

## **Housing Stability Services Program (HSS)**

Day 3 –

Monthly Reporting and the Housing  
Contract System

March 31, 2022

# Housekeeping

- All material available at <https://www.tdhca.state.tx.us/HSS.htm>
- Dedicated Q&A session at the end of the training
- Please send questions throughout the presentation via the questions box
- Training will be recorded and posted on our webpage



# Agenda

- Reporting Timeline
- Using the Housing Contract System
  - Account Roles
  - Administrative Draw Requests
  - Program Draw Requests
- How to Use and Submit the Monthly Household Reporting Spreadsheet
- Next steps
- Q&A time



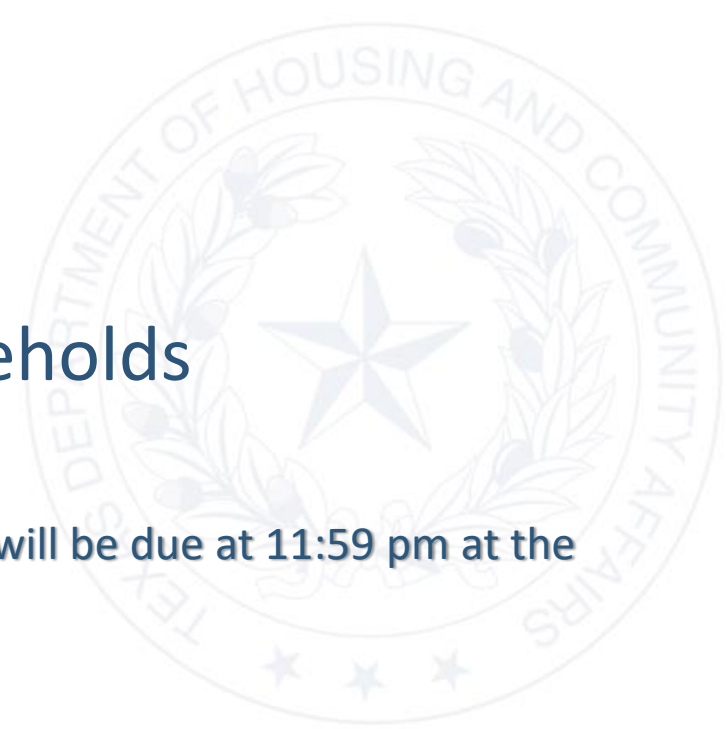
# Monthly Reports

Due on the 15<sup>th</sup> of each month and covers all households served and costs incurred in the preceding month

If the reporting deadline falls on a weekend or state/federal holiday, then all reports will be due at 11:59 pm at the end of the next business day. All reporting deadlines can be found on our website:  
<https://www.tdhca.state.tx.us/HSS.htm>

## Required Reports:

1. Housing Contract System Expenditure Report [Draw] (HCS System Link on Website)
2. Housing Contract System Performance Report (HCS System Link on Website)
3. Monthly Household Reporting Spreadsheet (ERA 2 Smartsheet link on Website)



## Differences in the Reports

- **Housing Contract System Expenditure Report**
  - Reports expenditures for the previous month.
  - Determines and processes reimbursement amount for program activities.
- **Housing Contract System Performance Report**
  - Reports aggregate total of every household served in the previous month by certain categories
  - Ties the Expenditure Report to actual program performance
- **Monthly Household Report Spreadsheet**
  - Reports detail-level data of EVERY household served in the previous month (listed once)
  - Fulfills Treasury requirement to maintain a household inventory
  - Allows for more complete data analysis

\*Aggregates for the Household Report should match the Performance Report



## More Resources for Reporting?

- TDHCA's HSS Reporting Guidance on the HSS website
  - Updated regularly
  - Contains comprehensive information as well as useful tips
  
- HSS Monthly Virtual Office Hours
  - Registration Link and schedule located on the website
  - Typically occurs on the 8<sup>th</sup> of each month
  - Opportunity to speak with HSS staff and other Subrecipients about the HSS program



# Housing Contract System

# What is the Housing Contract System?

- Internal TDHCA system for processing and approving draw (reimbursement) requests
- Establishes defined roles and processes for submitting draw requests
- Allows Subrecipients to monitor their budget and draw requests
- Provides a centralized database of organizations, contracts, and contacts
- Ensures that TDHCA can reimburse eligible expenses as quickly as possible!
- Link: <https://www.tdhca.state.tx.us/contractsystem.htm>



## Account Administration and User Roles

- Users will be assigned a username, temporary password, and account role based on the Subrecipient's submitted [HCS Access Form](#)
- Roles include
  - 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
- All requests to reset passwords or change roles must be sent to the [hss@tdhca.state.tx.us](mailto:hss@tdhca.state.tx.us) email address

# Logging in and Setting a Password

Current Time: 11:08:05 PM TDHCA Home

## TDHCA Housing Contract System

Please log in to continue.

User ID:	<input type="text"/>
Password:	<input type="password"/>

[Login](#)

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.

# Logging in and Setting a Password

## TDHCA Housing Contract System

Your password was reset, has expired, or you are first-time user. Please change your password now.

### CHANGE PASSWORD

User ID:	atest
Old password:	<input type="password"/>
New password:	<input type="password"/>
Confirm new password:	<input type="password"/>

**Save**

Your new password must be at least 8 characters in length.

It must contain at least one of these special characters: ! " \ # \$ % & ' ( \* + , - . ; < > = ? @ | [ ] ^ \_ ~ { } . /

It cannot be the same as any of your last 3 passwords.



# Viewing Contracts Assigned to Your Account

## No Contract Assigned

Current time: [redacted]

TDHCA Housing Contract System

My Contracts

- No contracts are currently assigned to your account. If you need assistance, TDHCA Contract System help is available at the [TDHCA Contract System](#) page.

## Contract Assigned

Current time: [redacted]

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	10000192392	HSS		HSS	Pending

# Viewing Account Notifications

## 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	<a href="#">20210000192392</a>	20210000192392	<a href="#">0000192392</a>	HSS		HSS	Pending

### Draw Status:

- Pending – Draw is open and may be edited by external users
- Pending PM Approval – Awaiting approval from HSS staff
- Pending Processing – Awaiting approval from TDHCA FA staff
- Approved – Draw processed and ready for disbursement
- Rejected or Rejected Pending Amendment – read HSS staff member's decision comments to fix any issues

# Viewing the Contract Screen

## 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			<a href="#">Attachments(0)</a>

### 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
<b>Total</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

[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

# Submitting an Admin Draw

# Submitting an Admin Draw

## 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			<a href="#">Attachments(0)</a>

### 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
<b>Total</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,000.00</b>

[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



# Submitting an Admin Draw

## TDHCA Housing Contract System

My Contracts

Please correct the following errors and resubmit your request.

- You must have the required documents.


### 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 11/01/2021 

Services Rendered To 11/30/2021 

Save

**\*Forms listed on this page are not necessary for HSS Subrecipients**

# Submitting an Admin Draw



## 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	[REDACTED]
Vendor # - Mail Code	[REDACTED]	Date Submitted	
Dates Services Rendered from	11/01/2021	To	11/30/2021
Final Draw?	<input type="checkbox"/>	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

# Submitting a Program Draw (Activity)

## TDHCA Housing Contract System

My Contracts

Notes | Perf Reports | **Activities** | Areas Served | Vendors

### 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			<a href="#">Attachments(0)</a>

### 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
<b>Total</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>

[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

# Submitting a Program Draw (Activity)



## TDHCA Housing Contract System

My Contracts

ISS Contract #20210000192392 > Activities

CSAS Number(s): 20210000

CONTRACT ACTIVITY

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status
<a href="#">0000192392</a>		300 Baird Street		Midland	Active

Add Contract Activity [City / Colonia](#)

# Submitting a Program Draw (Activity)



## TDHCA Housing Contract System

My Contracts

ISS Contract #20210000192392 > Activities

CSAS Number(s): 20210000

CONTRACT ACTIVITY

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status
<a href="#">0000192392</a>		300 Baird Street		Midland	Active

Add Contract Activity [City](#) / [Colonia](#)

# Submitting a Program Draw (Activity)

Current Time: 11:10:55 AM | Latest: Change Password | Edit Email Address | Logout | TDHCA

## 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	
Activity Number	0000192392	Activity Type	HSS	<a href="#">[0] Attachment(s)</a>	

### ADDRESS

Line 1	300 Baird Street	Rural/Urban	Urban	Region	12
Line 2		State	TX	Zip	79701
City	Midland	County Code	329		
County	Midland	Longitude			
Latitude		House District		Congressional District	
Senate 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		
<b>Total</b>	<b>\$17,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17,000.00</b>		

[Budget Detail](#)

### DRAW BALANCES

Project	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

# Submitting a Program Draw (Activity)

## TDHCA Housing Contract System

My Contracts

HSS Contract #20210000192392 > [Activities](#) > [Unassigned](#) > Draw List

CSAS Number(s): 202100001

DRAW LIST

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
	1		10/1/21 - 10/31/21	\$7,000.00	Pending		N	<a href="#">[+]</a>

Create New HSS Draw Request



# Submitting a Program Draw (Activity)

## 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

# Submitting a Program Draw (Activity)

## HSS Activity Draw

### BUDGET

Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
	\$17,000.00	\$0.00	\$17,000.00	<b>\$8,000.00</b>	\$9,000.00

### HSS DRAW REQUEST

Vendor Name	Salvation Army of Midland	Tax ID	
Vendor # - Mail Code		Date Submitted	
Dates Services Rendered from	11/01/2021	To	11/30/2021
Final Draw?	<input type="checkbox"/>	Voucher #	
<b>Performance Report</b>			
Status	Pending	[0] Attachments	

### DRAWS FOR PROJECT

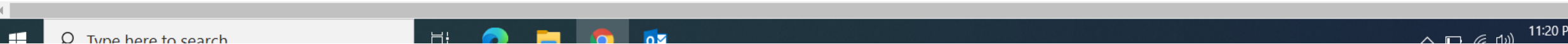
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Housing Stability Services	\$10,000.00	\$0.00	\$10,000.00	5,000.00
2	Direct Household Payments	\$7,000.00	\$0.00	\$7,000.00	3,000.00
Total		\$17,000.00	\$0.00	\$17,000.00	\$8,000.00

### APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

**Save**

Performance Report must be submitted before the draw can be Submitted for Approval.



# Submitting a Program Draw (Performance Report)

## 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	<input type="text" value="0"/>	HHs 31-50% AMI	<input type="text" value="0"/>	HHs 51-80% AMI	<input type="text" value="0"/>
<b>Total HH AMI</b>		<b>0</b>			

#### Unduplicated Race \*

\*Enter the total number of unduplicated HOUSEHOLDS (HH) served by race

#### Unduplicated Ethnicity \*

\*Enter the total number of unduplicated HOUSEHOLDS (HH) served by ethnicity

#### Unduplicated Gender \*

\*Enter the total number of unduplicated HOUSEHOLDS (HH) served by gender

American Indian/Alaskan Native	<input type="text" value="0"/>	Hispanic or Latino	<input type="text" value="0"/>	Male	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>	Not Hispanic or Latino	<input type="text" value="0"/>	Female	<input type="text" value="0"/>
Black/African American	<input type="text" value="0"/>	Declined to Answer	<input type="text" value="0"/>	Nonbinary	<input type="text" value="0"/>
Native Hawaiian/Pacific Islander	<input type="text" value="0"/>			Declined to Answer	<input type="text" value="0"/>
White	<input type="text" value="0"/>				
Multi-Racial/Other	<input type="text" value="0"/>				
Declined to Answer	<input type="text" value="0"/>				
<b>Total Race</b>	<b>0</b>	<b>Total Ethnicity</b>	<b>0</b>	<b>Total Gender</b>	<b>0</b>

# Checking Draw Status with Notifications



## 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
2			10/20/21 10:20 PM	\$8,000.00	<a href="#">20210000192392</a>	20210000192392	<a href="#">0000192392</a>	HSS		HSS	Pending PM Approval
1			10/20/21 10:17 PM	\$4,000.00	<a href="#">20210000192392</a>	20210000192392	N/A	HSS		HSS	Pending PM Approval
1			10/18/21 3:12 PM	\$7,000.00	<a href="#">20210000192392</a>	20210000192392	<a href="#">0000192392</a>	HSS		HSS	Pending

# Monthly Household Reporting

# Monthly Household Reporting Spreadsheet Update

- Subrecipients will need to track direct household payments
  - **Did the HH stay in HSS funded hotel/motel in the reporting month?**
  - **Short-term Payments for Hotels/Motels (\$)**
  - **Rent Deposits, Pet Deposits, and Application Fees (\$)**
  - **Utility Deposits and Utility Reconnection Fees (\$)**
  - **Landlord Incentives and Risk Fees (\$)**
- Find the updated Spreadsheet on our website here:  
<https://www.tdhca.state.tx.us/HSS.htm>

# Monthly Household Reporting Spreadsheet Reminders

- Only submit the spreadsheet using the Smartsheet link provided on the website
- Submit **ONLY** Monthly Household Reporting spreadsheets to the Smartsheet portal – no other documents
- Do not submit more than one spreadsheet per reporting month unless given prior approval by TDHCA HSS staff to submit a correction
- Ensure that data is submitted promptly and accurately
- Unique identifiers should NOT contain personal information, such as identity number (i.e. SSN, passport, drivers license)

# Next Steps

## ➤ Log into the Housing Contract System

- TDHCA HSS staff contacts will reach out to you with account credentials, including temporary password
  - If you have an existing HCS user account, then they will inform you that the contract has been assigned to your account
- Log in to your account after receiving access and reset your password if requested
- Before the first reporting deadline, Monday, May 16<sup>th</sup> try to submit your reports in advance to provide extra time to address any problems or issues
  - Delays in reporting result in delays in reimbursement
- March Reports must be entered and completed before April reports may be accessed.
- Contact us with any questions.



# Q&A Time

# Thank you!

Cate Tracz, Director of ERA Housing Stability Services

[Cate.tracz@tdhca.state.tx.us](mailto:Cate.tracz@tdhca.state.tx.us)

512-475-4595

Alex Pustelnyk, Program Administrator

[Alex.Pustelnyk@tdhca.state.tx.us](mailto:Alex.Pustelnyk@tdhca.state.tx.us)

512-475-3983

Frank Sarno, Program Administrator

[Frank.Sarno@tdhca.state.tx.us](mailto:Frank.Sarno@tdhca.state.tx.us)

512-475-4246

Meredith Maulsby, Program Administrator

[Meredith.Maulsby@tdhca.state.tx.us](mailto:Meredith.Maulsby@tdhca.state.tx.us)

512-475-1267

Meg Kee, Contract Specialist

[meg.kee@tdhca.state.tx.us](mailto:meg.kee@tdhca.state.tx.us)

512 475-4210

Surya Sherrod, Contract Specialist

[surya.sherrod@tdhca.state.tx.us](mailto:surya.sherrod@tdhca.state.tx.us)

512 475-3942

Kim Jones, Contract Specialist

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512 475-4149

