

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
An Internal Audit of the Housing Resource Center Division
Audit Report # 21-005

Executive Summary

The Office of Internal Audit (OIA) reviewed the Housing Resource Center division (HRC) and found its processes are effective and efficient. OIA reviewed and tested the HRC's federal and state consolidated reporting processes, customer service and technical assistance activities, federal grants registration, interagency workgroups, and Board and Committee meeting agenda and book coordination. Our attribute testing included verification of compliance with current rules and regulations for the many statutorily required functions for reporting, workgroups and Board meetings along with evidencing appropriate approvals and verifications by HRC and Program management, where applicable. OIA also reviewed call logs and requests for assistance in HRC's customer service and technical assistance processes for timely and accurate completion.

OIA had some suggestions for consistency and efficiency relating to the Complaints process for the Texas Rent Relief Program (TRR). The following summarizes OIA's recommendations:

Observations and Recommendations

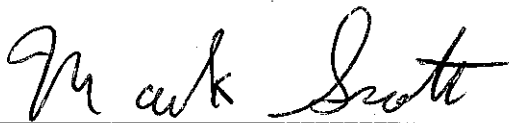
1. The HRC and TRR Program should complete their coordination of policies and procedures in order to comply with Texas Administrative Code and TDHCA SOP 1270.05 (Customer Complaints).
2. OIA recommends that the process of transferring calls from the TDHCA HRC phone line to the TRR Program be enhanced to automatically send TRR related calls directly to the TRR Call Center for customer service resolution.
3. OIA recommends that Tenant and Landlord Certification Forms posted to the TRR website be updated to indicate contact information for the TRR Call Center rather than TDHCA's general contact information (both phone and email). Additional messaging and prompts defined and implemented on the TDHCA website would also assist in guiding customers to the TRR Call Center directly.

Management Response

Management agreed with our recommendations. Detailed responses are included in the body of the report.

Objectives, Scope and Methodology

OIA's scope included a review of applicable portions of the Texas Governmental Code (TGC) including but not limited to §2306.252 Housing Resource Center; §2306.0721 Low Income Housing Plan and related Sections regarding state-required reporting; 24 Code of Federal Regulations Chapter 91 for federal reporting requirements to the US Department of Housing and Urban Development (HUD); Texas Administrative Code as it relates to required federal and state reporting, rule changes and deadlines for Board and Committee material posting; TDHCA Board resolutions including those approving key reports and rule changes, and the Standard Operating Procedures (SOP) of the Housing Resource Center Division. Based upon our preliminary understanding of the HRC we identified critical points and risk to develop audit objectives and a methodology reflected in the detailed audit program. Based on our reviews the function of the Housing Resource Center Division is performing effectively overall with some suggestions for improved consistency and efficiency as it relates to TRR.



Mark Scott, CPA, CIA, CISA, CFE, MBA
Director, OIA

11/30/2021
Date Signed



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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November 30, 2021

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Board Members of the Texas Department of Housing and Community Affairs ("TDHCA")

RE: INTERNAL AUDIT OF THE HOUSING RESOURCE CENTER DIVISION

Dear Board Members:

This report presents the results of the Office of Internal Audit ("OIA") "*Audit of the Housing Resource Center Division*". This audit was conducted in accordance with applicable audit standards. It included the objectives to review the effectiveness and efficiency of the Housing Resource Center processes at TDHCA ("*the Department*") and to evaluate the administrative and internal control procedures in place.

The Housing Resource Center Division (HRC) rated high on the risk assessment and was included in the approved Fiscal Year 2021 audit work plan. The Division was selected for audit due to lack of recent audits as well as the breadth of statutorily required activities related to plans and reports for both Federal and State authorities, customer service functions, coordination of key workgroups and compilation of Board and Committee meeting materials.

This report includes the following sections:

- A. Audit Results
 - B. Background
 - C. Scope and Methodology
 - D. Process Review and Testing
 - E. Other Audit Work
- Appendix A - Critical Reporting Compiled by Housing Resource Center

A) AUDIT RESULTS

OIA reviewed the Housing Resource Center division and found its processes are effective and efficient. OIA reviewed and tested the HRC's federal and state consolidated reporting processes, customer service and technical assistance activities, federal grants registration, interagency workgroups, and Board and Committee meeting agenda and book coordination. Our attribute testing included verification of compliance with current rules and regulations for the many statutorily required functions for reporting, workgroups and Board meetings along with evidencing appropriate approvals and verifications by HRC and Program management, where applicable. OIA also reviewed call logs and requests for assistance in HRC's customer service and technical assistance processes for timely and accurate completion. Further details regarding testing procedures may be found in Section D, Process Review and Testing.

B) BACKGROUND

Texas Government Code §2306.252 *Housing Resource Center* specifically outlines duties and responsibilities fulfilled by TDHCA's Housing Resource Center. Per the TDHCA website, the Housing Resource Center provides educational materials and technical assistance to the public, community-based housing development organizations, nonprofit housing developers, and other state and federal agencies. This assistance helps providers determine local housing needs, access appropriate housing programs, and identify available funding sources needed to increase the stock of affordable housing. Other responsibilities of the Housing Resource Center include offering assistance to the general public in locating the appropriate service providers in their community, processing complaints regarding Program activity, and being responsible for plans and reports that TDHCA is required to submit in compliance with state and federal government regulations.

HRC staff responds to public inquiries about available TDHCA assistance resources. The division facilitates this public involvement in the Department's programs through the use of the Help for Texans/Resources database when handling calls received through several of TDHCA's public phone tree lines (800-525-0657); when responding to TDHCA's general email address (info@tdhca.state.tx.us); when monitoring the public complaint processing system and, prior to March 2020, when assisting any persons who arrived at the 211 East 11th Street building seeking housing assistance. The HRC division also handles the System Award Management (SAM) active status requirement for the Department when programs necessitate this service through the grant application process. SAM tracks all registrations for federal grants and awards, and active status is necessary to receive funding.

Through all these systems, HRC maintains conversations with interested Texans and advocates about the Department's programs. These conversations then play a key role in TDHCA's strategic planning process, which HRC aides by compiling and developing many of the Department's both federal and state required plans and reports. Examples of such planning and reporting documents include the State of Texas Low Income Housing Plan and Annual Report (SLIHP); the State of Texas 5-Year Consolidated Plan (Con Plan); the Regional Allocation Formula (RAF); the Housing and Health Services Coordination Council Biennial Plan and Report (HHSCC); and the Biennial State of Texas Customer Service Report. In addition to plans and reports, HRC often provides policy research and data analysis for TDHCA's ad hoc special projects and programming. The division also compiles the TDHCA Agenda and Book for both full Board and Committee meetings (such as Audit and Finance and Rules Committees) and are responsible for posting all documents as required on the TDHCA website and Texas Register.

With the breadth of customer service and reporting functions managed by the HRC, the division's success depends on both excellent customer service skills and a high level of organization. Both reporting completed for governmental authorities and attending to customers, whether they are members of the public or organizations, are highly time-sensitive; the HRC uses project management methods and detailed documentation to accomplish the tasks. The HRC has successfully implemented structured timelines and repeatable, straightforward processes using widely available end-user technology tools such as Excel. The management of repeated tasks in this way allows the HRC division to work on special projects and additional responsibilities as allocated to HRC by senior management.

At the end of audit fieldwork in October 2021, TDHCA management merged the Fair Housing and Data Management Reporting (FHDMR) functions into the Housing Resource Center division. These processes include training and technical assistance to property owners as it relates to Fair Housing; generating operational data and reporting; and monitoring TDHCA-funded property owners' Tenant Selection and Affirmative Marketing Plans.

C) SCOPE AND METHODOLOGY

OIA's scope included a review of applicable portions of the Texas Governmental Code (TGC) including but not limited to §2306.252 Housing Resource Center; §2306.0721 Low Income Housing Plan and related Sections regarding state-required reporting; 24 Code of Federal Regulations Chapter 91 for federal reporting requirements to the US Department of Housing and Urban Development (HUD); Texas Administrative Code as it relates to required federal and state reporting (see detailed Code reference in **Appendix A – Critical Reports Compiled by HRC**), rule changes and deadlines for Board and Committee material posting (see detailed Code reference in Section D below); TDHCA Board resolutions including those approving key reports and rule changes, and the Standard Operating Procedures (SOP) of the Housing Resource Center. Based upon our preliminary understanding of the HRC we identified critical points and risk to develop audit objectives and a methodology reflected in the detailed audit program.

We reviewed the HRC Division to determine the functions, goals and underlying processes, and divisional roles and responsibilities; we included the review of workflow between divisions that provide input to HRC's processes. We reviewed the controls related to the Housing Resource Center and tested certain reports, activities and controls described throughout the following section below.

D) PROCESS REVIEW AND TESTING

Federal and State Reporting and Federal Grants Registration

The HRC Division manages the process of coordinating and compiling information from the appropriate Program areas to include in the various statutory plans and reports. All Program related data utilized in the reporting is provided and validated by the Program areas; survey and census data may be summarized by the HRC.

Because these reports have specific deadlines codified by law, the HRC uses project management techniques such as a tabbed spreadsheet for all reports that lists the target dates for each part of the process. Additionally, HRC staff documents the communications and approvals as well as final documents using a detailed and consistent method, creating a repeatable process.

To validate the HRC's federal and state reporting function, OIA reviewed the final reports for Program and State Fiscal Years 2020 and 2021, as appropriate, listed above that were posted on the TDHCA website or HUD Exchange to ensure compliance with current regulations and rules. These regulations include areas such as public

participation requirements, housing needs assessments, plans for funds distribution, performance to goals and strategies, along with many other requirements. OIA also verified that critical reports were submitted and accepted by the appropriate authority by the statutory due dates. OIA noted approvals and review throughout the process as required. There were no exceptions noted during testing.

In order to qualify for federal grant awards, TDHCA must maintain registrations with various federal websites. The HRC manages these registrations and assists the Program areas as needed to track grant awards. OIA reviewed the maintenance of these registrations and validated that they are current and maintained as required.

Customer Service and Technical Assistance

The Pandemic upended the HRC when it comes to customer service. In March 2020 when staff was directed to work from home, the HRC lost its ability to utilize both the internal phone system and its Resources Access database that staff relies upon to research information enabling them to provide individuals, nonprofits, and other organizations with assistance.

In order to provide the service required, the team implemented additional technology from current vendor Cisco (telephonic service) called Jabber to allow for staff to use their computer with a dedicated phone line (their work phone) to answer calls remotely. Cisco and Jabber are both managed through TDHCA's relationship with the Texas Department of Information Resources (DIR).

Currently, Information Services is collaborating with the HRC to create a more robust platform for the data resident in the Resources Access database that can also be accessible by remote teams. This project will enhance service across the entire Department by allowing anyone on the Intranet to use the database to assist TDHCA's customers should they receive calls outside the normal call tree (a call tree on a voice phone line directs calls to a specific group or person based on caller selection of predefined options).

It was also noted that HRC customer service duties increased exponentially during early 2021 due to Winter Storm Uri and the implementation of the Texas Rent Relief Program (TRR), which occurred simultaneously. The HRC Division had lost personnel who transferred to TRR and was staffing back up, including hiring temporary resources. While this additional support was required, HRC continued to manage overall duties regarding customer service and technical assistance.

OIA interviewed HRC team members regarding their processes for handling customer service inquiries, reporting call information, and providing various avenues of technical assistance offered. OIA reviewed in detail, responses from the HRC to customers for both phone calls and email inquiries for which HRC is responsible for coordinating with the Program areas during FY2021; and found them to be addressed timely and appropriately, except for some calls and complaints related to the Texas Rent Relief Program (TRR). The tracking database noted that calls and complaints were received and information forwarded to TRR Program personnel for resolution; however many TRR related customer calls did not include the date that the call or complaint was resolved. See additional detail regarding TRR customer service coordination below.

Texas Rent Relief Program Coordination

The Texas Rent Relief Program provides rental and utility assistance to qualifying applicants to prevent housing instability, potential eviction, utility disconnections, and financial hardships for tenants and landlords affected by the COVID-19 pandemic. At the time the Program was implemented in February 2021, HRC provided support to

the Program by fielding and redirecting calls to the "TRR Call Center", which is a support structure separate from TDHCA operations utilizing external vendors to handle both incoming calls for assistance and complaints. Typically, HRC will assist new Programs with customer service or design, then hand off the tasks to the new Program management once the new Program can absorb customer calls and emails or respond to customers. During the period under review, the TRR Call Center received most of the customer service calls, which grew to up to 210,000 calls a week; due to the high volume of calls, some individuals reached out to other avenues such as the TDHCA general email and phone number. OIA found that the TRR tenant and landlord certification forms posted on the TRR website include the TDHCA general email and phone number as part of the official TDHCA footer at the bottom of each document. During OIA's review, it was noted that some individuals submitted these forms to the TDHCA general email.

Because of the overwhelming demand for assistance and increase in call volumes, individuals also logged many complaints related to TRR on the TDHCA public complaint system, increasing efforts put forth by HRC. For context, during 2021, all of TDHCA's programs excluding TRR logged 630 complaints, while over 500 complaints regarding TRR were logged into the TDHCA Complaint Management System. As it became clear that TRR complaint resolution would take longer than the specified 15 business days*, the letter or email to those individuals was updated to 45 days. Due to the backlog of calls and complaints, individuals requesting assistance also reached out to external parties, resulting in additional and unplanned efforts to escalate and resolve the complaints.

* Texas Administrative Code *Title 10 §1.2 Department Complaint System to the Department* states that "the Department shall either notify the complainant of the resolution of the Complaint within 15 business days after the date the Complaint was received by the Department, or notify the complainant, within such period, of the date the complainant can expect a response to the Complaint." The TDHCA SOP 1270.05 Consumer Complaints details the procedures currently utilized by HRC.

OIA selected a sample of TRR related complaints and tested for compliance with TAC *Title 10 §1.2 Department Complaint System to the Department* and TDHCA SOP 1270.05 Customer Complaints. At the time fieldwork was complete, individuals had been notified that their complaint was received and will be resolved within a specified period; resolved TRR complaints in the sample reviewed by OIA were appropriately escalated to the TRR Call Center queue for resolution. Because improvements to the complaint process continued at the time of audit reporting, OIA will follow up with TRR staff on implementation during FY2022 during the *Follow Up Audit of Prior Audit Findings and Recommendations*. At the time of this report, there were approximately 300 outstanding unresolved TRR complaints to which the TRR staff are responding.

OIA offers the following recommendations regarding TRR customer service calls and complaints management:

Observation Item Number	Status Pertaining to the Recommendations and Action to be Taken	Target Completion Date	Responsible Party
21-005.01	The HRC and TRR Program should complete their coordination of policies and procedures in order to comply with Texas Administrative Code and TDHCA SOP 1270.05 (Customer Complaints).	November 16, 2021*	TRR Director and HRC Director
21-005.02	OIA recommends that the process of transferring calls from the TDHCA HRC phone line to the TRR Program be enhanced to automatically send TRR related calls directly to the TRR Call Center for customer service resolution.	November 30, 2021	TRR Director

Observation Item Number	Status Pertaining to the Recommendations and Action to be Taken	Target Completion Date	Responsible Party
21-005.03	OIA recommends that Tenant and Landlord Certification Forms posted to the TRR website be updated to indicate contact information for the TRR Call Center rather than TDHCA's general contact information (both phone and email). Additional messaging and prompts defined and implemented on the TDHCA website would also assist in guiding customers to the TRR Call Center directly.	November 30, 2021	TRR Director

*as noted above, completion of the TRR complaint management process will be reviewed during the FY2022 *Follow Up of Prior Audit Findings and Recommendations*

Management Responses

21-005.01: *The discrepancy in unresolved TRR complaints is due primarily to volume. For context, as of November 3, 2021, TRR was processing more than 210,000 active applications for assistance and had received approximately 530 complaints since February 2021. In contrast, the rest of the Department's programs received approximately 650 complaints combined in that same timeframe.*

TRR staff has developed a new complaint system that is designed to be compliant with the requirements established in the Texas Administrative Code and that will operate separately from the Public Complaint Tracking System managed by HRC. Staff expects that use of this system will improve the capacity of HRC and TRR to fulfill their respective responsibilities as they relate to complaints, as this form eliminates the need to coordinate via email between HRC and TRR and will provide TRR applicants a better avenue to submit a complaint with more specific details needed for staff to investigate the complaint. Department leadership has approved the use of this alternate system and approved TRR to manage program complaints outside of the process established in TDHCA SOP 1270.05 (Customer Complaints), knowing that it meets the requirements laid out in 10 TAC.

21-005.02: *TRR management will work with the Director of External Affairs who oversees TDHCA's phone line 'tree' and Staff Services who will place the necessary work orders with Texas Department of Information Resources (DIR) to include a new call line in the call tree that states "Texas Rent Relief". A new TRR line would then automatically direct TRR related callers to the TRR Call Center as recommended. HRC can work to assist this effort as needed. Note: there is already a call line on TDHCA's call tree that says "Emergency Rental Assistance". HRC staff respond to this line. This line will remain in use for incoming callers who are seeking rental and/or emergency assistance resources that may be available through TDHCA's non-TRR assistance programs.*

21-005.03: *The vast majority of applicants complete the certification online as part of their application in the application system. Contact information for the TRR Call Center is featured prominently on the TRR website and in most documents and public-facing communications prepared by TRR program staff. TRR management will update the forms on the website with the appropriate contact information for the TRR Call Center.*

Report on Customer Service and Technical Assistance

Biennially the HRC is required to submit the Report on Customer Service to the Office of the Governor. OIA reviewed the process and method utilized by HRC to gather the data and present in the report released FY2020 and found it to be comprehensive and timely submitted.

The Department communicates technical assistance to the public, nonprofits, developers, advocates and other interested parties through the TDHCA website and resource information provided via email or verbally in response to emails or calls; these resources are maintained in the Help for Texans Resources Database ("*Resources*"). OIA reviewed the website in detail to determine if the information is accessible and usable, as well as updated and easily understood. Other than a few minor updates that have already been completed by HRC and Information Services, the website appears to meet the needs for general requests for information. In addition, during the customer service phase of testing, OIA reviewed the structure and functionality of the current end user created *Resources Access* database and noted that it will be replaced by an IS created and supported application accessible to all personnel in the near future.

Interagency Workgroups and Board Meeting Materials

The HRC represents TDHCA on various interagency workgroups that input to TDHCA's overall strategy for providing cost-burdened, low-income and very low-income Texans with options for affordable housing. Two key interagency groups, required by Texas Government Code (TGC), are supported administratively by the HRC as meeting coordinators and record keepers. These workgroups are the Housing and Health Services Coordination Council (reference TGC §2306.1091 – 1098 *Housing and Health Services Coordination Council*) and the Texas Interagency Council for the Homeless (reference TGC §2306.901 – 910, *Interagency Council for the Homeless*). Both groups seek to coordinate the various services provided by state agencies for housing support for key, targeted vulnerable populations, and solicit community input regarding the services provided.

OIA reviewed meetings and related documentation generated including minutes, transcripts and official reports submitted to authorities to ensure compliance with the TGC references noted above. The attributes addressed timeliness of scheduled meetings, required composition of the group, reporting requirements, and the prescribed planning and reporting processes. Based on our review, HRC's administrative process appears to be functioning effectively and adhering to Code requirements.

In 2020, the HRC took responsibility for Board and Committee meetings materials coordination. For each meeting, HRC staff begin soliciting agenda items and explanations well before the meeting. The agendas are finalized and approved by executive management for posting to the website and Texas Register at least seven days before the meeting as prescribed in TGC §551 *Open Meetings*. The detailed material, primarily in the form of Board Action Requests, consent approvals, and management reporting, is due for posting to the TDHCA website within seven days of the meeting; amendments and updates are posted within three business days of the meeting.

OIA reviewed Board and Committee meeting material submissions and communications during FY2020 and FY2021 and found that one Board meeting agenda was not posted to the Texas Register. Per discussion with management, this instance was a result of human error and additional procedures have been put in place within the process to ensure posting timely. To verify, OIA reviewed all eleven Board and Committee meeting Texas Register postings for FY2021 and found no other exceptions.

Standard Operating Procedures (SOP)

A SOP is a procedure specific to the operation of a division that describes the activities necessary to complete tasks in accordance with applicable rules and regulations. It defines expected practices in a process where quality standards exist. SOPs play an important role in any organization and division. They are policies, procedures and standards needed to operate in a successful way. They can create efficiencies, consistency and reliability, fewer errors, and add value to the Division. OIA found that the TDHCA Board Book SOP 1100.17 is not fully updated; however, the process has changed throughout the past year, so management has decided to update the SOP when procedures are finalized. As of the end of our fieldwork phase, the division had very detailed internal procedures for critical processes that provide consistency; they are only in need of minor updates including current management and staff contacts and final signoff from management. With the recent merger of Fair Housing and Data Management reporting with the HRC division, the Director of HRC is reviewing all staff duties, classifications, roles, and responsibilities that could impact these procedures and will update documentation as appropriate.

F) OTHER AUDIT WORK

OIA conducted an audit of the Complaints Resolution Processes at TDHCA in FY 2019, which is under the purview of the HRC division, as well as an audit of the Performance Measures, also in FY 2019. We reviewed the results of those audits in the context of reviewing the Housing Resource Center division; therefore, these functions were not included within our current detailed scope, except for TRR Complaints as the Program was not in existence at the time of the 2019 audit. This audit targeted the division's processes and controls that surround the compilation of key reports; the underlying data is consistently generated and approved by Program management and was not validated by OIA on a detailed level as to its accuracy.

OIA extends our sincere appreciation to the Housing Resource Center, Texas Rent Relief Program, and Information Systems divisions management and staff for their cooperation and assistance during the course of this audit.

Sincerely,



Mark Scott, CPA, CIA, CISA, CFE, MBA
Internal Audit Director

MS/SN

APPENDIX A - CRITICAL REPORTING COMPILED BY HRC

Report Name	Governing Authority	Frequency	Description
Consolidated Plan (Con Plan)	Federal / HUD	Every five years	HUD reporting requirements for the following programs: the Community Development Block Grant Program (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grants (ESG) program, the Housing Opportunities for Persons with AIDS program (HOPWA), and the National Housing Trust Fund (NHTF). The Con Plan outlines allocations and actions planned for the next 5 years for TDHCA and interagency partners such as Texas Department of Agriculture and Health and Human Services Commission as it relates to affordable housing strategy coordinated with health care and community support. Regulated by 24 Code of Federal Regulations Chapter 91.
Consolidated Annual Performance and Evaluation Report (CAPER)	Federal / HUD	Annual	HUD reporting requirements consistent with the Con Plan, the CAPER reports on the State's performance to the plan as outlined for the past Program year.
One Year Action Plan (OYAP)	Federal / HUD	Annual	HUD reporting requirements consistent with the Con Plan, the OYAP communicates the State's plan to meet the goals as outlined in the Con Plan in the upcoming Program year.
TDHCA Report on Customer Service	State	Biennial	Prepared in accordance with State Strategic Planning guidelines, the report evaluates TDHCA's facilities, staff, communications, Website, complaint process, service timelines and printed information. Meets requirements of TGC Chapter 2114.
Housing and Health Services Coordination Council (HHSCC) Biennial Plan and Report	State	Biennial	Plan used by HHSCC members to direct the activities of the Council as specified in TGC §2306.1096 (a). The report is separated into two different documents: §2306.1096 (b) The Biennial Plan and §2306.1096 (c) The Biennial Report of Findings and Recommendations.
State Low Income Housing Plan and Annual Report (SLIHP)	State	Annual	Provides an overview of statewide housing needs and reports on the administration, funding levels, performance measures and the distribution of TDHCA's resources from the previous fiscal year. Meets requirements of TGC §2306.071 - §2306.0724 and Texas Administrative Code Title 10 Rule §1.23
Housing Sponsor Report	State	Annual	Provides property and occupant profiles of reporting properties receiving assistance from TDHCA. Meets requirements of TGC §2306.071 - §2306.0724.

Report Name	Governing Authority	Frequency	Description
Regional Allocation Formula	State	Annual	\$2306.111 of TGC requires TDHCA to develop and use a formula to regionally allocate its HOME, Housing Trust Fund (HTF), and Housing Tax Credit (HTC) program funding. The resulting Regional Allocation Formula (RAF) determines how this funding will be distributed among the urban and rural areas of the 13 service regions used by TDHCA for planning purposes.
Rural / Urban Designation	State	Annual	The Rural / Urban designation is utilized to determine certain set-asides and targeted programs for rural areas.
Housing Finance Corporation (HFC) Report	State	Annual	Required by Title 12 of the Texas Local Government Code, the report presents data regarding single family mortgage loan activity of HFCs and demographic information for persons residing in HFC-financed multifamily units.
Performance Measures	State	Quarterly	Required by the Legislature, reports on performance of Agency goals, objectives, and strategies for available affordable housing funds.
Federal Funding Report	State	Quarterly	Required by the Office of the Governor, reports awards of funding from the Federal Government.
Rider 6 Reporting	State	Quarterly	Required by the Legislature, reports on activity of Contracts for Deeds.