Texas Department of Housing and Community Affairs

Youth and Young Adult Homeless Program (YYAHP)

Monthly Reporting Guide

Rev. 2025

Overview of YYAHP Monthly Reporting 2
- **Steps to Create and Submit Reports** 3
- **Deficiencies and Disapprovals** 7

Completion of the Monthly Expenditure Report (MER) 8
- **Part I – FBYS Draw Request** 8
- **Part II – Draws for Project** 9
- **Part III – Non-Program** 9

Completion of the Monthly Performance Report (MPR) 10
- **Part I – Totals** 10
- **Part II – Demographics** 10
- **Part III – FBYS General Set-Aside Reporting** 12

Overview of YYAHP Monthly Reporting

Youth and Young Adult Homeless Program (YYAHP) Subrecipients must submit a Monthly Performance Report (MPR) and a Monthly Expenditure Report (MER) through the Department's web-based Housing Contract System (HCS). To align with the terminology used in HCS, this guide will refer to the YYAHP as the Fort Bend Youth Services Program (FBYS).

Monthly Reports Uses - The Department uses the financial and performance information submitted through the monthly reports to understand the success and improve the administration of the program. The data the Department collects is subject to change as required by the State.

Due Dates - The MPRs and MERs are **due on or before the last day of each month** of the Contract Term for the activity performed the preceding month, regardless of weekends or holidays. Extension requests for reporting deadlines cannot be approved. Only the final draw request may be submitted no later than 75 days following the contract term end date.

Access - Subrecipients must access the HCS with a username and password assigned to them by the Department. To receive an individual username and password, each staff expected to complete and/or review the MPR/MER must submit a Housing Contract System Access Request Form to homelessprograms@tdhca.texas.gov. The Housing Contract System Access Request Form can be downloaded from the HHSP Program Guidance web page.

Order of Reports & Validations - A MPR must be saved and submitted in the HCS before the system will allow the user to submit the MER. Together, the MPR and the MER comprise the FBYS Draw Request. Some validations are programmed into each report to verify data accuracy. If an error message appears, an automatic data validation check has been triggered and errors must be corrected before the HCS will allow a user to approve the reports.

Monthly Expenditure Report – The MER collects monthly expenditures of FBYS funds. Subrecipient may be reimbursed for the amount of actual cash disbursements as reflected in the MER.

Monthly Performance Report – The MPR collects demographic data of persons assisted through TDHCA FBYS-funded program components, as well as information on outputs and outcomes achieved.

Clients and Data Included in Reporting

Under any given YYAHP component (Essential Services, Homelessness Assistance, Day/Night Shelter), Program Participants must be reported **only once** during the program year in a particular program component, even if they received a particular service more than once under that program component. For example, a Program Participant who receives job training under Essential Services would only be reported in the MPR once as having received Essential Services, even if job training was offered for a longer period than one month. However, if a Program Participant receives assistance under Essential Services and under Homelessness Assistance, the Program Participant would be reported once under Essential Services and once under Homelessness Assistance.

The Project Start Date refers to the month, day, and year a Program Participant begins to be assisted by the project.
The Project Exit Date refers to the month, day, and year of the last day of occupancy or service.

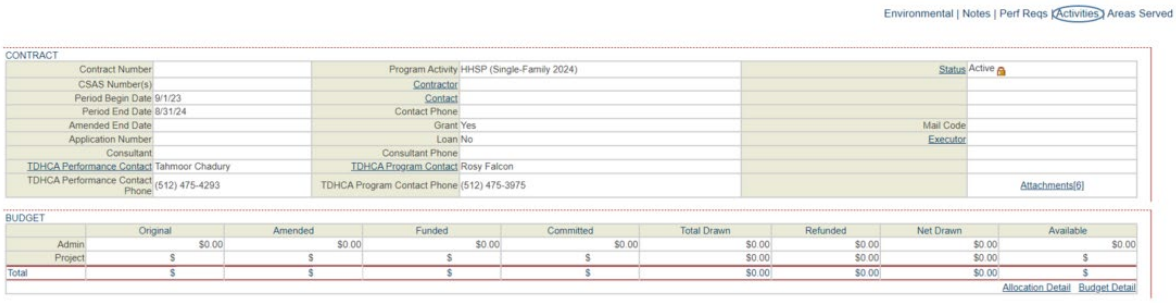
Project Start Date and Project Exit Date guidance can be found in the following HUD Exchange HMIS
An Outcome is a benefit or change achieved by a Program Participant served by the Department's homeless programs. For purposes of the MPR, this refers to a benefit or change achieved by a Program Participant served with FBYS funds (e.g., Program Participants who maintained housing 3 or more months after program exit). Outcomes must be reported once, when the actual goal is achieved, keeping in mind that it may be achieved months after the initial service was provided.

Steps to Create and Submit Reports

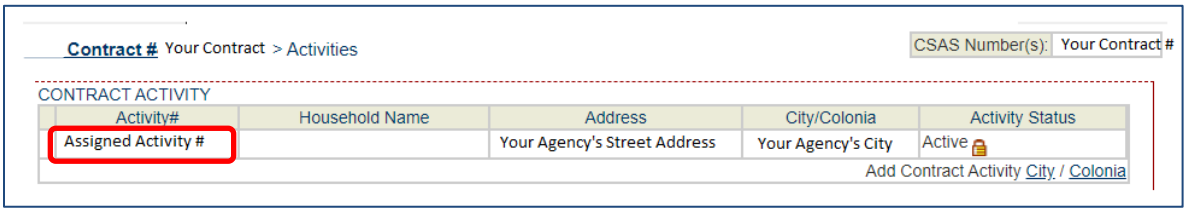
1. Logging In
   Upon logging into the HCS, you will be able to see all the contracts that they have access to as well as any currently pending draws.

Example of initial screen

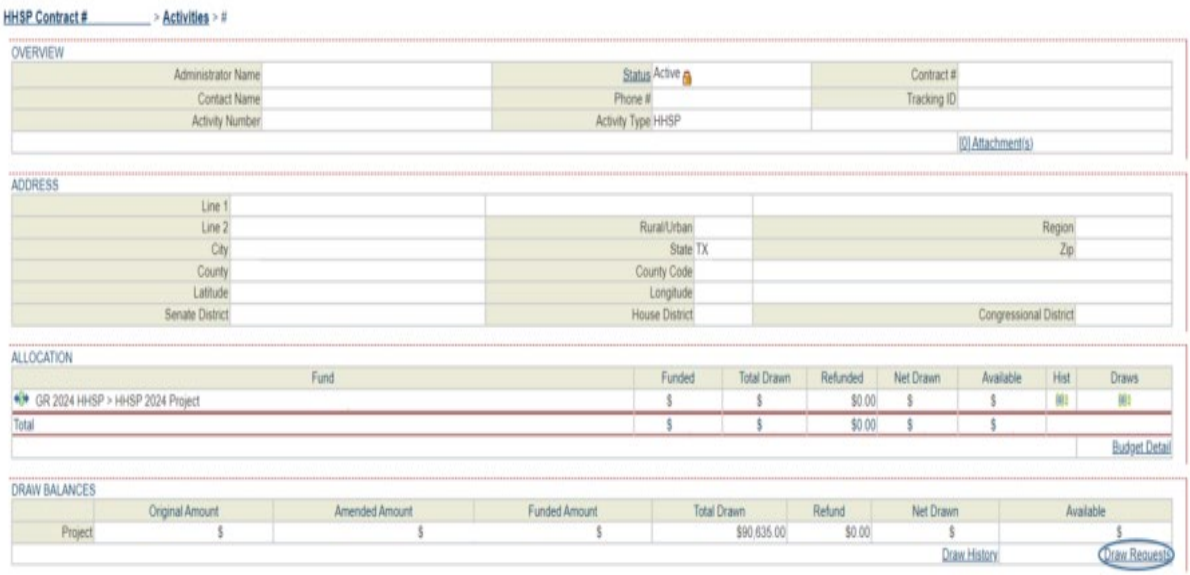
2. Contract and Activity Levels
   In order to get to the Draw List from the Contract Level, you must first get to the Activities level by clicking the "Activities" link (circled below) and then the assigned activity number on the next screen.



Example of Contract Level screen



Example of screen after clicking the "Activities" link



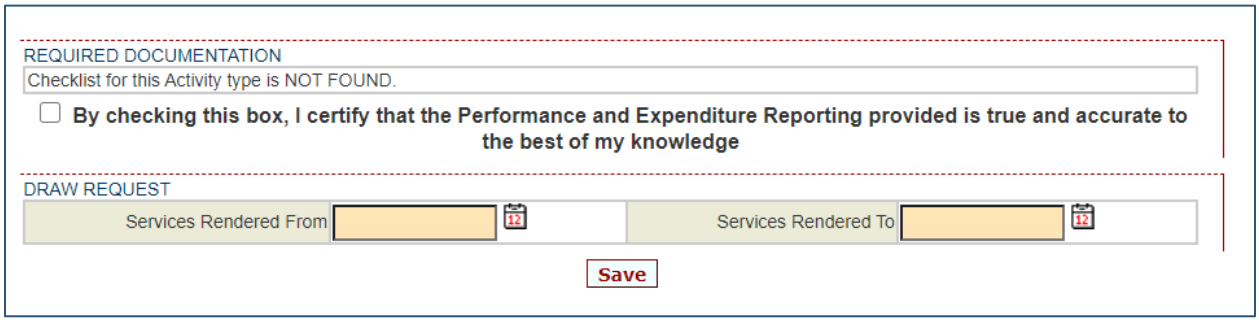
Example of Activity Level screen

3. <u>Creating a New Draw Request</u>
   To view previous draws or to create a new draw request, click on the **<u>Draw Requests</u>** button (as circled in the above image) which should take you to the following page below – your **<u>Draw List</u>**. The **<u>Draw List</u>** will include any previously drafted and/or submitted draw requests in chronological order of creation date. To create a new draw request, click on **<u>Create New FBYS Draw Request</u>** at the bottom right-hand corner of your **<u>Draw List</u>**.

Example of Draw List screen

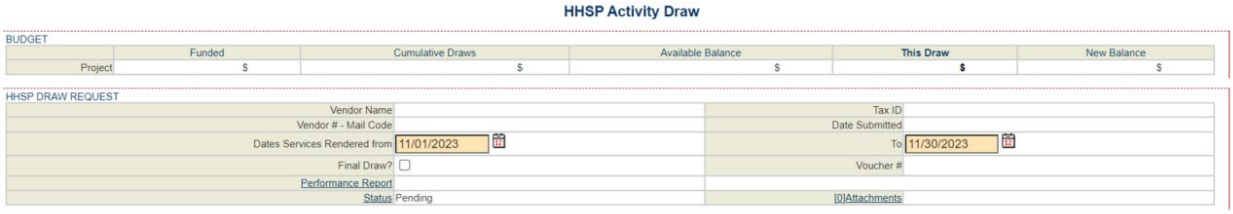
4. <u>Entering the Service Dates</u>
   In the next webpage, you will be prompted to:
   1) Check a box assuring that the reports you will soon enter are to be true and accurate to the best of your knowledge.
   2) Enter the **<u>Services Rendered From</u>** and **<u>Services Rendered To</u>** dates. These dates should reflect one whole month of a draw request. For example, if your contract begins November 1st, the first draw request should reflect the services rendered from November 1st to November 30th.

After entering in the draw request service dates you will be reporting on, click **Save**.



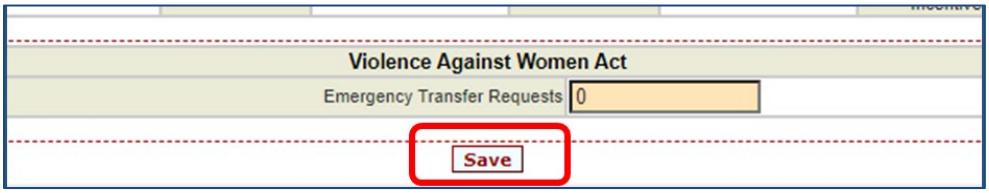
5. Drafting the Draw Request
   After clicking **Save** on the previously depicted webpage, your *Monthly Expenditure Report (MER)* will load. The MER is titled as the **FBYS Activity Draw**.

   It is important to note that the *Monthly Performance Report (MPR)* can be accessed through this **FBYS Activity Draw** page by clicking the **Performance Report** link shown in the screen capture below.

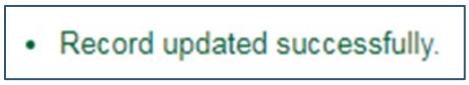


6. Saving and Submitting the MPR
   While both reports can be drafted in any order or simultaneously, the MPR must be saved and submitted before the entire draw request can be submitted.

   Once the MPR data has been entered, you will see the option to **Save** at the bottom of the report, as circled in the screen capture below.

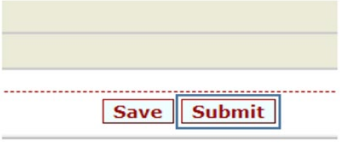


   If no data validation errors are found, the page will reload and display the following message at the top of the MPR.



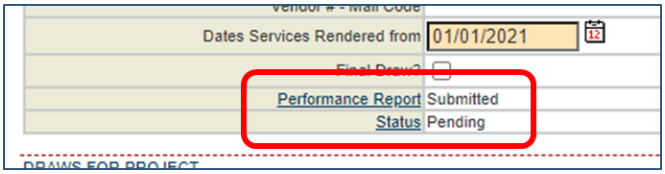
Note: If there are data validation errors, the screen will display a message at the top of the MPR naming those errors. The data will need to be corrected before it can be saved and ready for submission.

After saving, Subrecipient staff can then scroll down to the bottom of the screen and **Submit** the saved MPR.

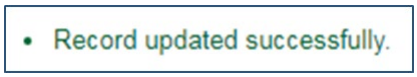


Once the MPR is submitted, only TDHCA staff can make corrections to performance data. If Subrecipient staff identify an error in the submitted MPR data, they can complete an FBYS Supplemental Monthly Report and attach it to the Activity Draw before submission.

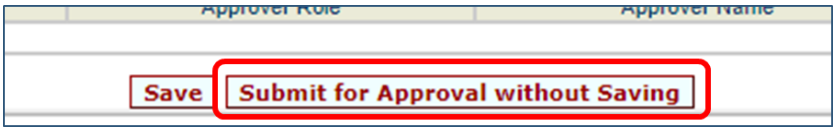
Once the MPR is submitted, the status of the Performance Report will be updated to "Submitted" on the FBYS Activity Draw (MER) screen.



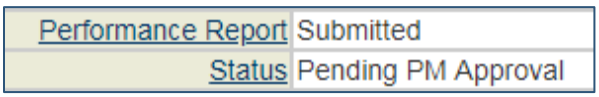
7. Saving and Submitting the MER
   Once all data is entered into the MER, you will need to click **Save** at the bottom of the webpage to save the data, allowing the webpage to reload.



If your Performance Report is submitted, and you are ready to submit your expenditure report, you can then scroll back to the bottom of the Activity Draw page to submit your completed monthly reports. Click the **Submit for Approval without Saving** button.



After submitting the draw for approval, the draw status will now state **Pending PM Approval**, indicating that it has been submitted and ready for TDHCA staff to review.

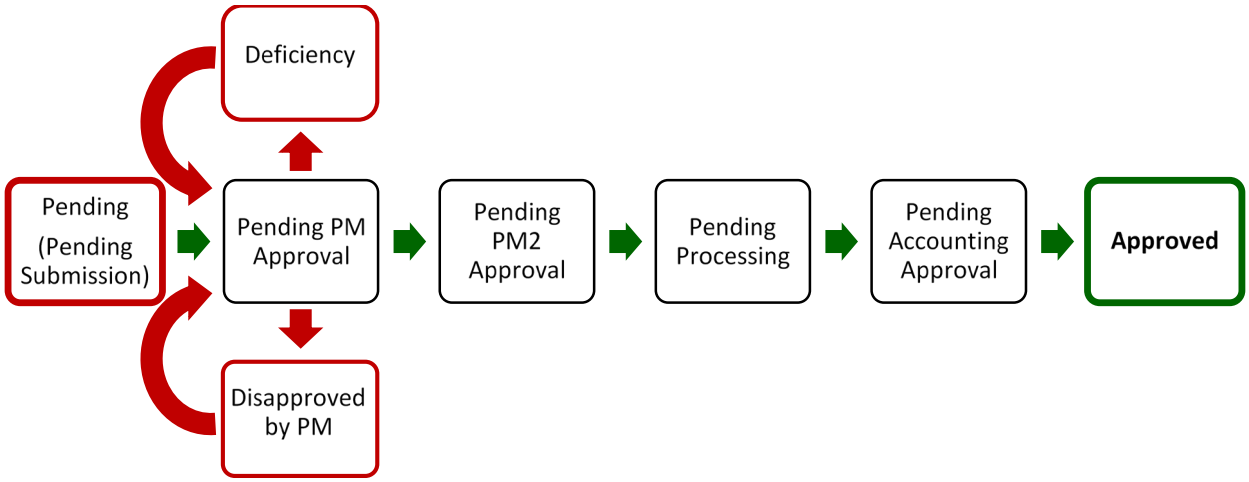


8. Draw Status

Drafted draw requests start with a "Pending" status. When Subrecipient staff submit a draw request, the status will update to "Pending PM Approval." Once the TDHCA Program Specialist reviews the draw for deficiencies, draws without data validation errors or other deficiencies will continue through the statuses following the green arrows until the draw is "Approved."

If the TDHCA Program Specialist identifies a deficiency, the draw status will be updated to "Deficiency" or "Disapproved by PM,"

Draw statuses outlined in red in the image below require action on the part of the Subrecipient staff to either submit or correct and submit the draw request.



Deficiencies and Disapprovals

If a deficiency is identified, TDHCA staff will reach out to the Contract Contact with a detailed email describing the deficiency and the pertinent steps to correct the deficiency and resubmit the draw. A copy of the initial deficiency notice is also always uploaded to the "Attachments" section of the appropriate draw request. Deficiencies not corrected within *10 business days* from the date of the initial notice may result in disapproval of a draw and postpone reimbursement.

Correcting Deficiencies

MER deficiencies can be corrected directly in the Housing Contract System, while MPR deficiencies will need to be addressed in a supplemental Excel document and attached to the draw request. Only TDHCA HCS users can make adjustments to information submitted in the MPR.

Instructions for correcting either report will always be included in the deficiency notice email.

Draws in "Deficiency" status must be resubmitted for approval once corrections and/or attachments are uploaded. After all corrective actions have been taken, return to the Activity Draw screen, select the "Save" button, and then click the "Submit for Approval without Saving" button to place the draw request back into the review queue.

Completion of the Monthly Expenditure Report (MER)

Part I – FBYS Draw Request

After creating a new draw request, as described in the previous section's instructions, the top of the MER will reflect something similar to the table below.

FBYS DRAW REQUEST			
Vendor Name	Subrecipient	Tax ID	XXXXXXXXXX
Vendor # - Mail Code	XXXXXXXXXX - 001	Date Submitted	2/7/24
Dates Services Rendered from	01/01/2024 **(DR1)**	To	01/31/2024
Final Draw?	☐ **(DR2)**	Voucher #	
Performance Report	Submitted **(DR3)**		
Status	Pending PM Approval **(DR4)**	[0]Attachments	

(DR1) "Dates Services Rendered from" and "To"
Subrecipient is able to adjust the "Dates Services Rendered from" and "To" fields if they are incorrectly entered.

(DR2) "Final Draw?"
This box should only be clicked for the Subrecipient's Final Draw request for the contract period. Checking this box indicates that the Subrecipient has no additional expenses for this contract, and has included any eligible expenses that have not yet requested for reimbursements in previously reported months.

(DR3) Performance Report
This link and status take the Subrecipient to the MPR. Performance Report status of "Pending" will not allow the Subrecipient to submit the MER Draw Request.

(DR4) Status
The Status field will reflect the most up to date progress of the Draw: *Saved*, *Submitted*, *Pending PM Approval*, *Pending PM2 Approval*, *Pending Processing*, or *Approved*. Draws requiring correction or action from the Subrecipient include *Deficiency* and *Disapproved*.

Part II – Draws for Project

The "Draws for Project" section outlines the expenditures made during the month, divided by budget line item. There are eight columns in the "Draws for Project" Section, as depicted below.

DRAWS FOR PROJECT							
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	Total Monthly Expenditures	Non-Program Fund Credit	This Draw Amount
1	Administration	$3,052.00	$1,808.63	$1,243.37	$0.00	$0.00	$0.00
2	Case Management Salary	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
…		**(DP1)**	**(DP2)**	**(DP3)**	**(DP4)**	**(DP5)**	**(DP6)**
Total		$50,000.00	$42,518.70	$7,481.30	$0.00	$0.00	$0.00

(DP1) <u>Budgeted Amount</u>
The total budgeted amount for that line item based on the Contract and any budget amendments completed. Subrecipients will not be able to edit this column.

If the Subrecipient needs changes to this column, the Subrecipient must submit a Budget Amendment form found online at HHSP Program Guidance.

(DP2) <u>Drawn to Date</u>
The total amount for that line item drawn to date based on Approved draws. The Subrecipient cannot edit this column.
This column is auto-calculated from the previous draws.

(DP3) <u>Available Balance</u>
This column is auto-calculated by subtracting the Drawn to Date column from the Budgeted Amount.
The total available balance for that line item based on reimbursed Approved draws. The Subrecipient cannot edit this column.

(DP4) <u>Total Monthly Expenditures</u>
The total reported monthly expenditures for the month. If the Subrecipient is requesting funds during the reporting month, the Subrecipient must enter values in this column.

(DP5) <u>Non-Program Fund Credit</u>
The total Match amount provided during the reporting month. <u>Providing Matching funds (Non-Program Fund Credit) is not a requirement for FBYS subrecipients.</u>

(DP6) <u>This Draw Amount</u>
The total calculated draw amount for the reporting month. This amount should equal the Total Monthly Expenditures column.
This auto-calculated total is the amount for which the Subrecipient will be reimbursed.

Part III – Non-Program

Since providing Matching funds is not a requirement for FBYS subrecipients, all lines in this table should be left blank.

Completion of the Monthly Performance Report (MPR)

The MPR consists of three tables that have been depicted throughout this section of the guide.

Part I – Totals

Total Components				Unduplicated FBYS Entries		
	Total Components for Persons Entering	(T1)		Persons Entering	(T3)	
	Total Components Households Entering	(T2)		Households Entering	(T4)	

(T1) <u>Total Components for Persons Entering</u>
The number of FBYS program components entered into by Program Participants during the reporting month.

Program Participants who enter multiple components within the reporting month may be reported as more than one entry in this reporting category. Program components include Essential Services, Homeless Assistance, Homeless Prevention, Shelter, and Case Management.

Example: A person receiving both Essential Services and Case Management in the same reporting month would be counted twice.

(T2) <u>Total Components for Households Entering</u>
The number of FBYS program components entered into by Program Participant Households during the reporting month.

Program Participant Households who enter multiple components within the reporting month may be reported as more than one entry in this reporting category.

Example: A household receiving both Essential Services and Case Management in the same reporting month would be counted twice.

(T3) <u>Unduplicated FBYS Entries - Persons Entering</u>
The unduplicated number of Program Participants who began receiving FBYS assistance during the reporting month, regardless of program component entry.

Program Participants who enter multiple program components will only be reported once in this category during the Contract period.

(T4) <u>Unduplicated FBYS Entries - Households Entering</u>
The unduplicated number of Program Participant Households who began receiving FBYS assistance during the reporting month, regardless of program component entry.

Program Participants Households who enter multiple program components will only be reported once in this category during the Contract period.
*Single-person households will count towards the "Households Entering" figure.*Part II – Demographics

Instructions for this section:

- The demographic categories should reflect the persons served, and not the number of services provided to each person.
- All demographic information in this section should reflect only the data from unduplicated program participants who entered the program during the reporting month (i.e. at Project Start).
- Staff observations should not be used to collect information.

Unduplicated Race		Unduplicated Ethnicity		Unduplicated Age	
American Indian, Alaska Native or Indigenous		Non-Hispanic/Non-Latin(o)(a)(x)		Under 18	
Asian or Asian American		Hispanic/Latin(o)(a)(x)		18-24	
Black, African American or African		Ethnicity Unknown		25-61	
Native Hawaiian/Other Pacific Islander				62 and Over	
White				Age Unknown	
Race Unknown					
Total Race		**Total Ethnicity**		**Total Age**	

Unduplicated Race

The unduplicated number of the self-identified race or races for each Program Participant entering. Each Program Participant may identify as many racial categories as apply.

The total number of Program Participants reported in this category may be greater than or equal to the total number of Unduplicated FBYS Entries - Persons Served in "Part I – Totals."

Unduplicated Ethnicity

The unduplicated number of the self-identified ethnicity of each Program Participant entering.

The total number of Program Participants reported in this category must equal the total number of *Unduplicated FBYS Entries - Persons Served* in "Part I – Totals."

Unduplicated Age

The unduplicated number of Program Participants who entered the program during the reporting month by age category.

The total number of Program Participants reported in this category must equal the total number of *Unduplicated FBYS Entries - Persons Served* in "Part I – Totals."

Part III – FBYS General Set-Aside Reporting

Reference Materials

Homeless Subpopulations are defined in 10 TAC §7.2(31) as "Persons experiencing Homelessness who are part of the special population categories as defined by the most recent Point In Time Data Collection guidance issued by HUD."

Directions for this Section

The Special Populations categories should reflect the persons served, and not the number of services provided to each person. However, persons may be counted under multiple Special Populations if they meet the criteria for more than one Special Population.

All values in this section should reflect the unduplicated persons at project entry.

Unduplicated Special Populations	
Persons in at least one special population	**(P1)**
Victims of Domestic Violence	**(P2)**
Unaccompanied Children (Under 18)	**(P3)**
Unaccompanied Youth (18-24)	**(P4)**
Parenting Children and Youth (24 and Under)	**(P5)**
Children of Parenting Youth (Under 18)	**(P6)**
Veterans	**(P7)**

(P1) Persons in at least one special population

The unduplicated number of Program Participants that are included in at least one Special Population group listed in the report. Program Participants may be included in more than one Special Population category.

Persons in at least one special population is a number between the highest number reported in any one special needs category, and the total of the numbers reported in each special needs category.

(P2) Victims of Domestic Violence

The unduplicated number of Program Participants that are victims of domestic violence. This population category includes adults who are currently experiencing homelessness because they are fleeing domestic violence, dating violence, sexual assault, or stalking.

(P3) Unaccompanied Children (Under 18)

The unduplicated number of Program Participants that are unaccompanied children. Unaccompanied children are persons under the age of 18 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children.

(P4) Unaccompanied Youth (18-24)

The unduplicated number of Program Participants that are unaccompanied youth. Unaccompanied youth are persons ages 18 to 24 who are not presenting or sleeping in the same place as their parent or legal guardian or their own children. Unaccompanied youth are single youth, youth couples, and groups of youth presenting together as a household.

(P5) Parenting Children Youth (24 and Under)
The unduplicated number of Program Participants that are 24 and under and parenting. Parenting Youth are individuals ages 24 and under who identify as the parent or legal guardian of one or more children who are present with or sleeping in the same place as that youth parent, where there is no person age 25 or older in the household.

This category does not include the children in youth/children headed households. Remember that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth.

(P6) Children of Parenting Youth (Under 18)
The unduplicated number of Program Participants that are children of parenting youth. Children of parenting youth are persons under the age of 18 who are presenting or sleeping in the same place as their parent or legal guardian who meets the definition of Parenting Youth.

Note that youth-headed households include unaccompanied children and youth (aged 24 and under), parenting youth (under 25), and children of parenting youth.

(P7) Veterans
The unduplicated number of Program Participants that are veterans. This population category includes adults who have served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

Directions for Components by Persons
The ***Components by Persons*** column should reflect all persons served. Persons may be counted in multiple categories if they received multiple services.

Components by Persons	
Essential Services – Homeless Persons	**(P1)**
Essential Services – At Risk Persons	**(P2)**
HA Persons	**(P3)**
HP Assistance Persons	**(P4)**
Persons Using Day/Nigh Shelter	**(P5)**
Case Management – Homeless Persons	**(P6)**
Case Management – At Risk Persons	**(P7)**

(P1) Essential Services – Homeless Persons
The number of Homeless Program Participants that were served with Essential Services including, but not limited to, the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for Essential Services to enter data in this section.

(P2) Essential Services – At Risk Persons
The number of At-Risk of Homelessness Program Participants that began to be served with Essential Services including, but not limited to, the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for

Essential Services to enter data in this section.

(P3) Homeless Assistance (HA) Persons
The number of Homeless Program Participants that began to be served with HA funds, including, but not limited to the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for HA to enter data in this section.

(P4) Homeless Prevention (HP) Assistance Persons
This section does not apply to the FYBYS program.

(P5) Persons Using Day/Night Shelter
The number of Program Participants that utilized an emergency shelter during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Shelter Operations to enter data in this section.

(P6) Case Management – Homeless Persons
The number of Homeless Program Participants that began receiving case management services during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Case Management Salary to enter data in this section.

(P7) Case Management – At-Risk Persons
The number of At-Risk of Homelessness Program Participants that began receiving case management services during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Case Management Salary to enter data in this section.

Directions for Components by Households
The ***Components by Households*** column should reflect all households served. Households may be counted in multiple categories if they received multiple services.

Components by Households	
Essential Services – Homeless Households	**(P1)**
Essential Services – At Risk Households	**(P2)**
HA Households	**(P3)**
HP Assistance Households	**(P4)**
Households Using Day/Night Shelter	**(P5)**
Case Management – Homeless Households	**(P6)**
Case Management – At Risk Households	**(P7)**

(P1) Essential Services – Homeless Households
The number of Homeless Households were served with Essential Services including, but not limited to, the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for Essential Services to enter data in this section.

(P2) Essential Services – At Risk Households
The number of At-Risk of Homelessness Households that began to be served with Essential Services

including, but not limited to, the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for Essential Services to enter data in this section.

(P3) Homeless Assistance (HA) Households
The number of Homeless Households that began to be served with HA funds, including, but not limited to the costs listed in the subrecipient's budget and performance workbook submitted at contract setup. As a reminder, Subrecipients must be receiving FBYS funding for HA to enter data in this section.

(P4) Homeless Prevention (HP) Assistance Households
This section does not apply to the FYBYS program.

(P5) Households Using Day/Night Shelter
The number of Households that utilized an emergency shelter during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Shelter Operations to enter data in this section.

(P6) Case Management – Homeless Households
The number of Homeless Households that began receiving case management services during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Case Management Salary to enter data in this section.

(P7) Case Management – At-Risk Households
The number of At-Risk of Homelessness Households that began receiving case management services during the performance period. As a reminder, Subrecipients must be receiving FBYS funding for Case Management Salary to enter data in this section.

Directions for Outcomes
The ***Outcomes*** column should reflect all persons and households that met these outcomes, regardless of age.

Outcomes	
Homeless Persons Maintained 3+ Months	**(P1)**
Homeless Households Maintained 3+ Months	**(P2)**
At Risk Persons Maintained 3+ Months	**(P3)**
At Risk Households Maintained 3+ Months	**(P4)**

(P1) Homeless Persons Maintained 3+ Months
The unduplicated number of Homeless Program Participants that maintained their housing for three or more months following their exit from the program.

(P2) Homeless Households Maintained 3+ Months
The unduplicated number of Homeless Households that maintained their housing for three or more months following their exit from the program.

(P3) At Risk Persons Maintained 3+ Month
The unduplicated number of At-Risk of Homelessness Program Participants that maintained their housing

for three or more months following their exit from the program.

(P4) At Risk Households Maintained 3+ Months
The unduplicated number of At-Risk of Homelessness Households that maintained their housing for three or more months following their exit from the program.

Directions for New Beds
The ***New Beds*** column should reflect all construction and rehabilitation completed during the reporting month. Only subrecipients receiving funding for construction, rehabilitation, and conversion costs should complete this column.

New Beds	
Shelter Beds Constructed	**(P1)**
Shelter Beds Rehabilitated	**(P2)**
Shelter Beds Converted	**(P3)**
TL Beds Constructed	**(P4)**
TL Beds Rehabilitated	**(P5)**
TL Beds Converted	**(P6)**

(P1) Shelter Beds Constructed
The unduplicated number of beds constructed and placed in service at an Emergency Shelter.

(P2) Shelter Beds Rehabilitated
The unduplicated number of beds rehabilitated and placed in service at an Emergency Shelter.

(P3) Shelter Beds Converted
The unduplicated number of beds converted and placed in service at an emergency shelter.

(P4) TL Beds Constructed
The unduplicated number of beds constructed and placed in service at a Transitional Living Facility.

(P5) TL Beds Rehabilitated
The unduplicated number of beds rehabilitated and placed in service at a Transitional Living Facility.

(P6) TL Beds Converted
The unduplicated number of beds converted and placed in service at a Transitional Living Facility.