Texas Emergency Rental Assistance Program (TERAP)

Monthly Reporting & Duplication of Benefits

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Housekeeping

- The webinar is being recorded

- The webinar slides and recording will be posted online at https://www.tdhca.state.tx.us/CDBG-CARES.htm

- Please use the Questions field (not Chat) in the right hand section of your screen to ask questions to the presenters

- Questions will be answered during the presentation in the Questions field
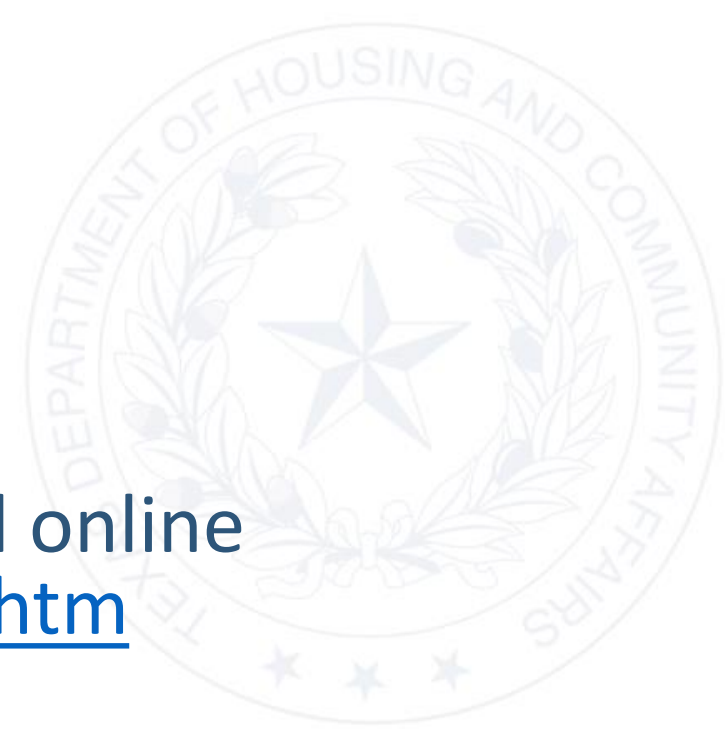
Agenda

1. Monthly Reporting
   - Updates to Performance Report & Deficiency Process
   - Draws – Admin & Activity/Project
     - Max Admin Draw Calculator
   - Updates to Monthly Report by Household Template
2. Duplication of Benefits – Serv-U
3. TERAP Updates & Reminders

Draws - Performance Reporting
Monthly Reporting

- Performance Report updates - [Housing Contract System](#)
  - Households vs. Unduplicated Persons
  - TERAP vs. TEDP
  - Updated Race demographic category to match IDIS
  - Saving and Submitting
- Deficiency/Disapproval Process
  - Automated emails when status changes
  - Ability to edit Performance Report
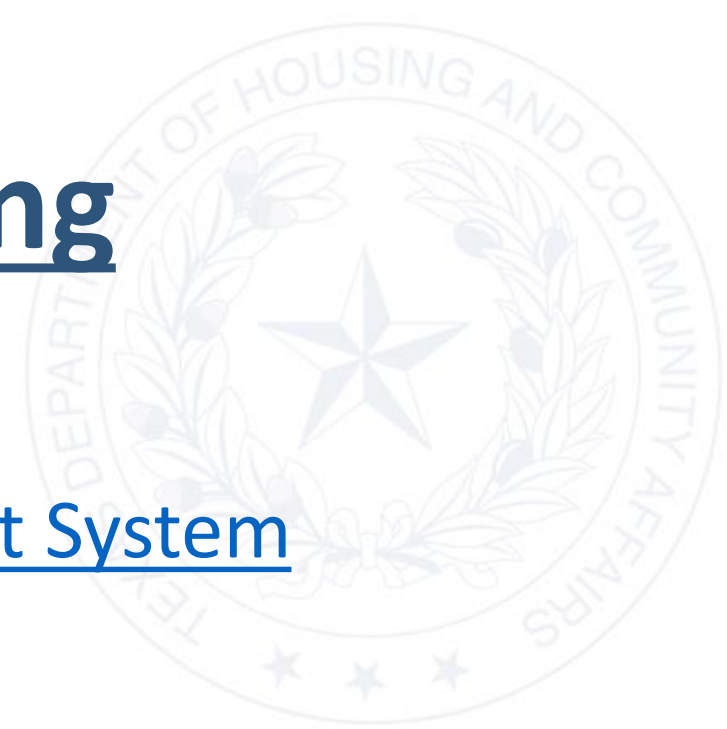
Draws – Admin & Project
Monthly Reporting

- Review draw processes

- Saving and Submitting
  - Project Draw – the Performance Report <u>MUST</u> be Submitted to complete

- Max Admin Draw Calculator
  - From TERAP Contract:

  "After reaching <u>40%</u> of expenditure reporting of its <u>General Administration</u> funding under this Contract, Subrecipient will not be reimbursed for General Administration funding that is <u>greater than 20%</u> of its reported expenditure of <u>Emergency Payments</u>."

Monthly Report by Household Template
Monthly Reporting

- Monthly Report by Household Template (XLSM) (April 20, 2021)
  - Template is available on the CDBG CARES webpage
  - Updated % AMI and Race HoH drop down options
  - Submit completed Monthly Report by Household by clicking here (SmartSheet.com)
  - If Zero's in HCS, no spreadsheet needs to be submitted

- Shared with TRR to prevent Duplication of Benefits
  - Household names will be kept confidential

Duplication of Benefits (DoB)
TERAP & Texas Rent Relief (TRR)

INITIAL
1. Accessing Data
2. Identifying Duplicates
3. Reporting Duplicates

ONGOING
1. Preventing Duplicates

DoB: Access
TERAP & Texas Rent Relief (TRR)

Accessing Serv-U portal

- Program Contact has access
- One login per organization
  - Can be shared internally as appropriate and needed

Serv-U portal: https://transfer.tdhca.state.tx.us/

- Log in with username and password

DoB: Identifying Duplicates
TERAP & Texas Rent Relief (TRR)

Downloading data
- Current "All" TRR data spreadsheet

Identifying duplicates
- Match based on address
- Tips for matching TRR/TERAP duplicates
  - Filtering by County, City, Zip Code, etc.
  - Fuzzy Lookup Excel Add-In *(optional)*

DoB: Reporting Duplicates
TERAP & Texas Rent Relief (TRR)

Reporting duplicate payments

- Recordkeeping - documenting duplicate payments
- Submitting duplicate payment information
  - Smartsheet: https://app.smartsheet.com/b/form/c1e7bc05c1fb48aa86381ceb52f870a4

DoB: Preventing Duplicates
TERAP & Texas Rent Relief (TRR)

Preventing Duplication of Benefits

1. Prior to approving payments, cross reference TRR data to avoid duplicate rental payments

2. If a TRR payment is identified for a TERAP requested month, do not make a payment for that month

3. Recordkeeping – document identified duplicate payments as a payment denial

DoB: Recap
TERAP & Texas Rent Relief (TRR)

INITIAL

1. Log in to Serv-U portal
    - https://transfer.tdhca.state.tx.us/

2. Identify potential duplicate rental payments using TRR data
    - Use filters to search (County, City, Zip Code, etc.)

3. If duplicate rental payments are identified, report them using the Smartsheet
    - https://app.smartsheet.com/b/form/c1e7bc05c1fb48aa86381ceb52f870a4

ONGOING

4. Continue using TRR data to prevent duplication

Updates and Reminders

- First Contract Amendment

- Expenditure Levels
  - Contract 20% expended, as provided in the Budget, by fourth month reporting (May reporting)
  - Contract 100% expended – final report or budget request

- Income Limits
  - FY 2021 Income Limits are effective June 1, 2021 for all programs except ESG

- TERAP Forms [webpage](#)

Contact Info

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Information about TERAP can be found on the CDBG-CARES webpage:
www.tdhca.state.tx.us/CDBG-CARES.htm