Texas Department of Housing and Community Affairs
TEMAP Housing Contract System – User Guide
Monthly Expenditure and Performance Reporting
Rev. 7/8/2021

The Housing Contract System (HCS) is TDHCA's contract management database. Texas Emergency Mortgage Assistance Program (TEMAP) Subrecipients will enter project performance reporting data, administrative and project expenditure draws, and view programmatic and financial information associated with their TEMAP Contract in the HCS.

Expenditure and performance reporting are due by the fifteenth (15th) day of each month, regardless of whether a Subrecipient makes an expenditure draw request.

Subrecipients must submit two monthly performance reports:
1. A monthly aggregate performance report to be entered in the HCS (see Performance Reporting, Section D, below).
2. A household level data Excel spreadsheet report to be submitted via Smartsheets. If your contract begins with 7010 and 7030, use the report at this link. If your contract begins with 7070, use the report at this link.

This guide will walk you through:
A. Getting Started
B. Administrative Draw Requests
C. Performance Reporting and Expenditure Draw Request
D. Performance Reporting
E. Project Expenditure Draw

A. GETTING STARTED - HOUSING CONTRACT SYSTEM

1. Log in to the Housing Contract System (CDBGCARES – MA Rural or Balance of State).
   https://contract.tdhca.state.tx.us/alligator/Login.m
   - To log in to the contract system utilize the username and password that has been assigned to you by TDHCA staff.
   - Before submitting a monthly report, ensure that the submission has been approved as part of your local, internal approval process, based on the Housing Contract System roles selected in the TEMAP application.

- The submission is final when clicking on "Save and Submit for Approval" in the contract system. This submission will be directly received by TDHCA TEMAP staff.

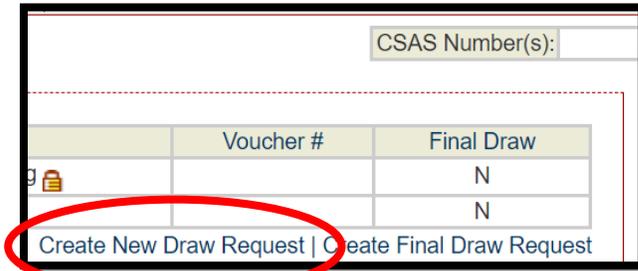2. Click on the TEMAP (CDBGCARES – MA Rural or Balance of State) Contract Number.

B. ADMINISTRATIVE (Admin) DRAW REQUEST

1. Click on "Draw Request" from the TEMAP Housing Contract System home screen. This will take you to the Draw List screen.

2. Click on "Create New Draw Request" from the Draw List screen.

3. Check the check box to continue.
   Please note that no documents are required by CDBG CARES to be submitted with a TEMAP Draw Request. TEMAP requires that support documentation for expenditure draws be kept locally and available for monitoring.
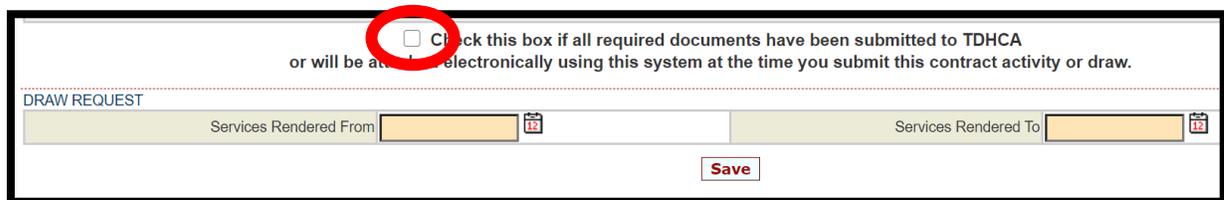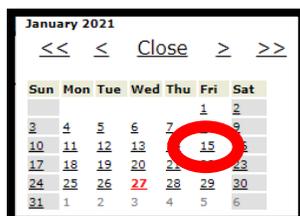

4. Enter the date for "Services Rendered From" by clicking on the Calendar icon. The "Services Rendered From" date is the 1st of the month*.
   *For the January 2021 report, the earliest date is January 15th or the beginning of your contract term.
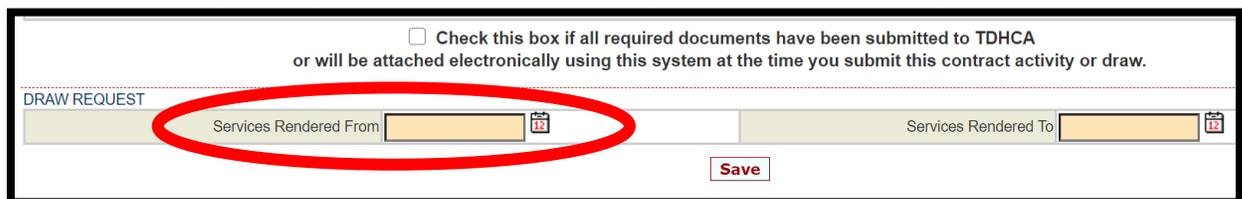
5. Click on the date.

6. The date will populate.

7. Repeat steps 4 - 6 for "Services Rendered To". Then Click on "Save" button.

8. Enter your draw amount in the box next to "This Draw Amount" and then click on "Save" to save your information without submitting, or click on "Save and Submit for Approval" to submit the Admin Draw request to TDHCA. Clicking on submit will automatically save your information. You must click Submit to complete the Admin Draw Request.

9. A message stating, "Your request for approval has been submitted" should appear and the Status should say "Pending PM Approval."

10. Click on "CDBG CARES Contract #701000XXXX" to return to the home screen to enter your project performance reporting and project expenditure draw.

C. PERFORMANCE REPORTING and PROJECT EXPENDITURE DRAW

1. From the TEMAP Contract home screen, click on "Activities".

2. Click on the Activity #.

3. Click on "Draw Requests". Notice it states "Project" in Budget Line as this is a project request, not an admin request.

4. Click on "Create New CDBGCARES Draw Request".

5. Check the check box to continue.
   Please note that <u>no</u> documents are required by CDBG CARES to submit a TEMAP Draw Request. CDBG CARES requires support documentation for project draws should be kept locally and available for monitoring.

6. Enter the date for "Services Rendered From" by clicking on the Calendar icon. The "Services Rendered From" date is the 1st of the month*.
   *For the June 2021 report, the earliest date is June 15th or the beginning of your contract term.

☐ **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 [   ] 📅   Services Rendered To [   ] 📅

Save

7. Click on the date.

January 2021

<<   <   Close   >   >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	
10	11	12	13	14	15	16
17	18	19	20	21	22	
24	25	26	27	28	29	30
31	1	2	3	4	5	6

8. The date will populate.

DRAW REQUEST

Services Rendered From [01/15/2021] 📅

9. Repeat steps 6 - 8 for "Services Rendered To". Then Click on "Save" button.
    This will take you to the Activity (Project) Draw page.

Services Rendered To [01/31/2021] 📅

D. PERFORMANCE REPORTING

Performance reporting must be <u>submitted</u> in the Housing Contract System **BEFORE** the system will allow the user to submit the Project Expenditure Draw request.

1. Click on "Performance Report" still on the same screen – MA Rural or Balance of State Activity Draw.

2. Enter aggregate performance report data. Click on "Save" to save your information and then click on "Save and Submit for Approval" to submit the Performance Report to TDHCA. Clicking on submit will automatically save your information. You MUST click Submit to complete the performance report.
   *Please take a screenshot, or save this data outside the Housing Contract System, in case you need to access it later.

3. A message with "Record updated successfully" should appear.

4. To return to the Draw List page to complete the project expenditure draw request, click on the draw # all the way to the right "Draw List > # ".

5. "Saved" or "Submitted" will appear next to the "Performance Report" link. The performance report <u>must be "Submitted"</u> to enter the expenditure draw.

E. **PROJECT EXPENDITURE DRAW**
1. Enter Draw amounts for Items #1 and #2.

2. Click on "Save" to save your information without submitting, or click on "Save and Submit for Approval" to submit the Project Draw request to TDHCA. Clicking on submit will automatically save your information. You MUST click Submit to complete your Project Draw Request.

3. A message stating, "Your request for approval has been submitted" should appear.

4. If the Project Draw Request is complete, the Status should be "Pending PM Approval."

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Your monthly Administrative and Project Draws and Performance Reporting has been submitted. The Department will review the submission in the coming days. If all necessary information is entered and submitted and the request is approved, a reimbursement will soon follow. If more information is needed, a TDHCA staff member will reach out. If a draw request is marked Deficient or Disapproved you will receive an automated email to let you know adjustments are needed.

For additional questions, please email:
CDBG CARES Manager:
     Erica Garza, erica.garza@tdhca.state.tx.us
CDBG CARES Coordinators:
     Katie Wilkison, katie.wilkison@tdhca.state.tx.us
     Lauren Rabe, lauren.rabe@tdhca.state.tx.us

Thank you for your participation in the TEMAP program.