

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 (CDBG CARES – 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.

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- 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 (CDBG CARES – MA Rural or Balance of State) [Contract Number](#).

| My Contracts            |                  |                  |              |                       |                 |            |
|-------------------------|------------------|------------------|--------------|-----------------------|-----------------|------------|
| Notifications List      |                  |                  |              |                       |                 |            |
| YOUR CONTRACTS          |                  |                  |              |                       |                 |            |
| Contract Number         | Administrator    | CSAS Number(s)   | Program Name | Program Activity Type | Setaside Type   | Cont Begin |
| <a href="#">1000722</a> | City of Annona   | 545762           | HOME         | OCC                   | None            | 11/1       |
| <a href="#">1001093</a> | City of Annona   | 547056           | HOME         | OCC                   | None            | 5/13       |
| <a href="#">1001264</a> | City of Annona   | 550489<br>551756 | HOME         | HOME Reservation      | HRA Reservation | 5/26       |
| <a href="#">1002001</a> | City of Annona   | 552205<br>550273 | HOME         | HOME Reservation      | HRA Reservation | 10/22      |
| <a href="#">1003091</a> | City of Amarillo |                  | CDBG CARES   | RA Entitlement        |                 | 1/5/       |

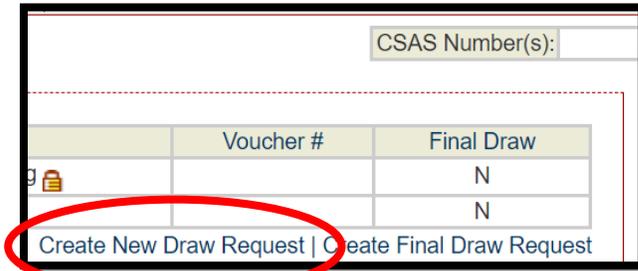
**B. ADMINISTRATIVE (Admin) DRAW REQUEST**

1. Click on “[Draw Request](#)” from the TEMAP Housing Contract System home screen. This will take you to the Draw List screen.

| TDHCA Housing Contract System   |              |              |  |              |             |          |                                  |              |  |  |  |
|---|--------------|--------------|--|--------------|-------------|----------|----------------------------------|--------------|--|--|--|
| Source of Funds   Program Funds   Contract Search   Contract Activity   Notifications   Loan Servicing   CDBGDR Draws   Reservation Admin |              |              |  |              |             |          |                                  |              |  |  | User Admin   |
| State Funds   |              |              |  |              |             |          |                                  |              |  |  | Notes   Perf Reqs   Activities   Areas Served   Vendors                      |
| <b>CONTRACT</b>   |              |              |  |              |             |          |                                  |              |  |  |  |
| Contract Number: 7210001002   |              |              | Program Activity: CDBG CARES - RA Entitlement (Single-Family 2020) |              |             |          | Status: Active                   |              |  |  |  |
| CSAS Number(s):   |              |              | Contractor: City of Amarillo                                       |              |             |          | UOG Code:                        |              |  |  |  |
| Period Begin Date: 1/15/21  |              |              | Contact: Kevin Starbuck  |              |             |          | UDG Number:                      |              |  |  |  |
| Period End Date: 1/14/22  |              |              | Contact Phone: (806) 378-3098                                      |              |             |          | CPS Number (IDIS):               |              |  |  |  |
| Amended End Date:   |              |              | Grant no:  |              |             |          | Mail Code:                       |              |  |  |  |
| Application Number:   |              |              | Loan no:   |              |             |          | Executor: Kevin Starbuck         |              |  |  |  |
| Consultant:   |              |              | Contractor Single Audit Status: Not Identified                     |              |             |          | Contract Activity Number (IDIS): |              |  |  |  |
| TDHCA Performance Contact:  |              |              | TDHCA Performance Contact Phone:                                   |              |             |          | 10TAC Rule Year:                 |              |  |  |  |
| TDHCA Program Contact: Raul Salazar   |              |              | TDHCA Program Contact Phone:                                       |              |             |          | Attachments[0]                   |              |  |  |  |
| <b>BUDGET</b>   |              |              |  |              |             |          |                                  |              |  |  |  |
|   | Original     | Amended      | Funded   | Committed    | Total Drawn | Refunded | Net Drawn                        | Available    |  |  |  |
| Admin   | \$10,000.00  | \$10,000.00  | \$10,000.00  | \$0.00       | \$0.00      | \$0.00   | \$0.00                           | \$10,000.00  |  |  |  |
| Project   | \$100,000.00 | \$100,000.00 | \$100,000.00   | \$100,000.00 | \$0.00      | \$0.00   | \$0.00                           | \$100,000.00 |  |  |  |
| Total   | \$110,000.00 | \$110,000.00 | \$110,000.00   | \$100,000.00 | \$0.00      | \$0.00   | \$0.00                           | \$110,000.00 |  |  |  |
|   |              |              |  |              |             |          |                                  |              |  |  | Allocation Detail   Budget Detail   Draw List   <a href="#">Draw Request</a> |
| <b>SETASIDES</b>  |              |              |  |              |             |          |                                  |              |  |  |  |

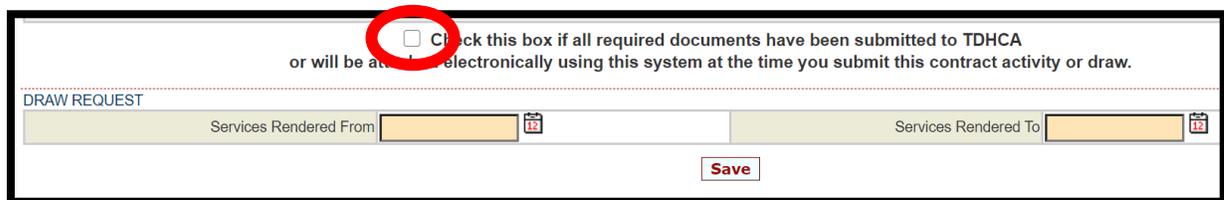
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- Click on “**Create New Draw Request**” from the Draw List screen.



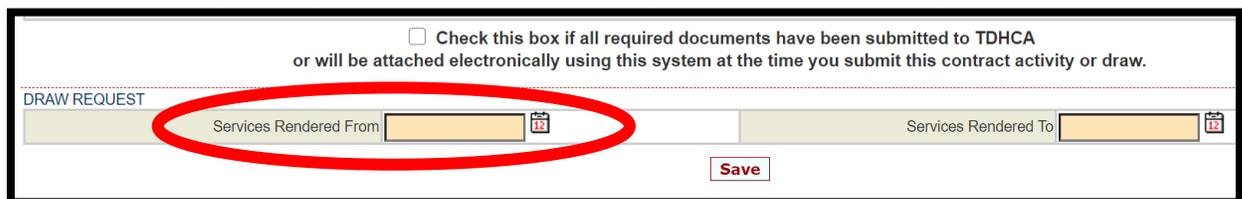
- Check the check box to continue.

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.

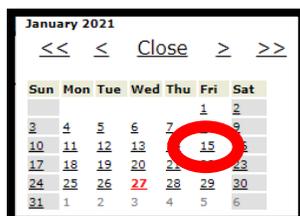


- Enter the date for “Services Rendered From” by clicking on the Calendar icon. The “Services Rendered From” date is the 1st of the month\*.

\*For the January 2021 report, the earliest date is January 15th or the beginning of your contract term.



- Click on the date.



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6. The date will populate.

The screenshot shows a form titled "DRAW REQUEST". Below the title, there is a field labeled "Services Rendered From" which contains the date "01/15/2021". To the right of the date is a calendar icon with the number "12" on it.

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

The screenshot shows a form field labeled "Services Rendered To" which contains the date "01/31/2021". To the right of the date is a calendar icon with the number "12" on it.

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.

The screenshot shows the "RA Entitlement Admin Draw" form. It includes a budget table, a "CDBG/CARES DRAW REQUEST" section with fields for Vendor Name, Vendor #, Tax ID, Date Submitted, and Dates Services Rendered from. Below this is a "DRAWS FOR ADMIN" table with columns for Item #, Category, Drawn To Date, and This Draw Amount. The "This Draw Amount" field is circled in red and contains the value "10.00". At the bottom of the form, there are two buttons: "Save" and "Submit for Approval without Saving", both of which are circled in red.

| BUDGET  |              |                  |                   |           |              |  |
|---------|--------------|------------------|-------------------|-----------|--------------|--|
|         | Funded       | Cumulative Draws | Available Balance | This Draw | New Balance  |  |
| Admin   | \$10,000.00  | \$0.00           | \$10,000.00       | \$10.00   | \$9,990.00   |  |
| Project | \$100,000.00 | \$0.00           | \$100,000.00      | \$0.00    | \$100,000.00 |  |

| Item # | Category | Drawn To Date | This Draw Amount |
|--------|----------|---------------|------------------|
| 1      | Admin    |               | 10.00            |
| Total  |          |               | \$10.00          |

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

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CDBG CARES Contract #70200001015 > Draw List > #1

• Your request for approval has been submitted.

### RA Entitlement Admin Draw

| BUDGET  |  | Funded       | Cumulative Draws | Available Balance | This Draw | New Balance  |
|---------|--|--------------|------------------|-------------------|-----------|--------------|
| Admin   |  | \$32,280.46  | \$0.00           | \$32,280.46       | \$0.00    | \$32,280.46  |
| Project |  | \$216,030.79 | \$0.00           | \$216,030.79      | \$0.00    | \$216,030.79 |

CDBG CARES DRAW REQUEST

Vendor Name: City of Edinburg  
 Vendor # - Mail Code: 17460007143 - 006  
 Tax ID: 746000714  
 Date Submitted: 2/26/21  
 Dates Services Rendered from: 2/1/21 To: 2/28/21  
 Status: Pending PM Approval

| Item # | Category | Drawn To Date | This Draw Amount |
|--------|----------|---------------|------------------|
| 1      | Admin    |               | \$0.00           |
| Total  |          |               | \$0.00           |

10. Click on “[CDBG CARES Contract #701000XXXX](#)” to return to the home screen to enter your project performance reporting and project expenditure draw.

CDBG CARES Contract #7210001002 > Draw List > #6

• Record updated successfully.

### RA Entitlement Admin Draw

| BUDGET  |  | Funded       | Cumulative Draws | Available Balance | This Draw | New Balance  |
|---------|--|--------------|------------------|-------------------|-----------|--------------|
| Admin   |  | \$10,000.00  | \$0.00           | \$10,000.00       | \$10.00   | \$9,990.00   |
| Project |  | \$100,000.00 | \$0.00           | \$100,000.00      | \$0.00    | \$100,000.00 |

CDBG CARES DRAW REQUEST

Vendor Name: City of Amarillo  
 Vendor # - Mail Code: 17560004446 -  
 Tax ID: 756000444  
 Date Submitted: 02/26/2021  
 Dates Services Rendered from: 01/15/2021 To: 02/26/2021  
 Status: Pending

| Item # | Category | Drawn To Date | This Draw Amount |
|--------|----------|---------------|------------------|
| 1      | Admin    |               | \$0.00           |
| Total  |          |               | \$0.00           |

**C. PERFORMANCE REPORTING and PROJECT EXPENDITURE DRAW**

1. From the TEMAP Contract home screen, click on “[Activities](#)”.

**TDHCA Housing Contract System**

Contract Activity | Notifications | Loan Servicing | CDBGDR Draws | Reservation Admin | **Activities** | As Served

Program Activity: RA Entitlement (Single-Family 2020) | Status: Active

2. Click on the [Activity #](#).

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CDBG CARES Contract #7020001021 > Activities CSAS Number(s):

| CONTRACT ACTIVITY |                |                               |              |                 |  |
|-------------------|----------------|-------------------------------|--------------|-----------------|--|
| Activity#         | Household Name | Address                       | City/Colonia | Activity Status |  |
| 1021              |                | 2100 Travis Street, 9th Floor | Houston      | Pending         |  |

Add Contract Activity City / Colonia

3. Click on “[Draw Requests](#)”. Notice it states “Project” in Budget Line as this is a project request, not an admin request.

DRAW BALANCES

|         | Original Amount | Amended Amount | Funded Amount | Total Drawn | Refund | Net Drawn | Available    |
|---------|-----------------|----------------|---------------|-------------|--------|-----------|--------------|
| Project | \$100,000.00    | \$100,000.00   | \$100,000.00  | \$0.00      | \$0.00 | \$0.00    | \$100,000.00 |

[Draw History](#) [Draw Requests](#)

4. Click on “[Create New CDBG CARES Draw Request](#)”.

CDBG CARES Contract #7210001002 > Activities > #1 > Draw List CSAS Number(s):

| Delete                 | Draw # | Date Submitted | Date Services Rendered | Amount      | Status             | Voucher # | Final Draw |
|------------------------|--------|----------------|------------------------|-------------|--------------------|-----------|------------|
| <a href="#">Delete</a> | 1      | 1/13/21        | 1/15/21 - 1/18/21      | \$22,000.00 | Pending Processing |           | N          |
| <a href="#">Delete</a> | 2      |                | 1/15/21 - 1/27/21      | \$58,888.00 | Pending            |           | N          |
| <a href="#">Delete</a> | 3      |                | 1/15/21 - 1/27/21      | \$0.00      | Pending            |           | N          |

[Create New CDBG CARES Draw Request](#)

5. Check the check box to continue.

Please note that no 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.

Check this box if all required documents have been submitted to TDHCA or will be submitted electronically using this system at the time you submit this contract activity or draw.

DRAW REQUEST

Services Rendered From   Services Rendered To  

[Save](#)

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.

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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   | 9   |
| 10  | 11  | 12  | 13  | 14  | 15  | 16  |
| 17  | 18  | 19  | 20  | 21  | 22  | 23  |
| 24  | 25  | 26  | 27  | 28  | 29  | 30  |
| 31  | 1   | 2   | 3   | 4   | 5   | 6   |

8. The date will populate.

DRAW REQUEST

Services Rendered From  

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  

**D. PERFORMANCE REPORTING**

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Performance reporting must be submitted 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.

**RA Entitlement Activity Draw** Activity Budget Summary

Record updated successfully.

| BUDGET  |              |                  |                   |           |              |
|---------|--------------|------------------|-------------------|-----------|--------------|
| Project | Funded       | Cumulative Draws | Available Balance | This Draw | New Balance  |
|         | \$100,000.00 | \$0.00           | \$100,000.00      | \$0.00    | \$100,000.00 |

**CDBG/CARES DRAW REQUEST**

Vendor Name: City of Amarillo      Tax ID: 756000444  
 Vendor # - Mail Code: 17560004446      Date Submitted:   
 Dates Services Rendered from: 01/15/2021      To: 01/31/2021  
 Final Draw:       Voucher #:   
**Performance Report**        
 Status: Pending

| DRAWS FOR PROJECT |                       |                 |               |                   |                  |        |
|-------------------|-----------------------|-----------------|---------------|-------------------|------------------|--------|
| Item #            | Category              | Budgeted Amount | Drawn To Date | Available Balance | This Draw Amount |        |
| 1                 | Rental Assistance     | \$90,000.00     | \$0.00        | \$90,000.00       |                  |        |
| 2                 | RA Eviction Diversion | \$10,000.00     | \$0.00        | \$10,000.00       |                  |        |
| <b>Total</b>      |                       | \$100,000.00    | \$0.00        | \$100,000.00      |                  | \$0.00 |

**APPROVAL ACTIONS**

| Approval Sequence | Approver Role | Approver Name | Action | Date |
|-------------------|---------------|---------------|--------|------|
| None              |               |               |        |      |

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.

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CDBG CARES Contract #7210001002 > Activities > #1 > Draw List > #2 > Status

**CDBG CARES Draw Performance Report**

| TERAP-Unduplicated Households (HH) receiving Rental Assistance |          |                                       |          |
|--|----------|---------------------------------------|----------|
| RA HHs <=30% AMI   | 0        | RA HHs 31-50% AMI                     | 0        |
| RA HHs Eviction Diversion <=30% AMI                            | 0        | RA HHs Eviction Diversion 31-50% AMI  | 0        |
| RA HHs 61-80% AMI  | 0        | RA HHs Eviction Diversion 61-80% AMI  | 0        |
| <b>Total HHs By Income &lt;=30% AMI</b>                        | <b>0</b> | <b>Total HHs By Income 31-50% AMI</b> | <b>0</b> |
| <b>Total HHs By Income 61-80% AMI</b>                          | <b>0</b> |                                       |          |

| TERAP-Unduplicated Persons receiving Rental Assistance |          |   |          |
|--|----------|---|----------|
| RA Persons <=30% AMI                                   | 0        | RA Persons 31-50% AMI                     | 0        |
| RA Persons Eviction Diversion <=30% AMI                | 0        | RA Persons Eviction Diversion 31-50% AMI  | 0        |
| RA Persons 61-80% AMI                                  | 0        | RA Persons Eviction Diversion 61-80% AMI  | 0        |
| <b>Total Persons By Income &lt;=30% AMI</b>            | <b>0</b> | <b>Total Persons By Income 31-50% AMI</b> | <b>0</b> |
| <b>Total Persons By Income 61-80% AMI</b>              | <b>0</b> |   |          |

| Texas Eviction Diversion Program (TEDP) Referrals by Household(HH)        |   |  |   |
|---|---|--|---|
| # of ELIGIBLE HHs referred to the TEDP program                            | 0 | # of INELIGIBLE HHs referred to the TEDP program       | 0 |
| # of ELIGIBLE landlords referred to the TEDP program                      | 0 | # of INELIGIBLE landlords referred to the TEDP program | 0 |
| # of HHs assisted with security deposits                                  |   | # of HHs assisted with utility deposits                |   |
| # of pending HHs to receive TERAP assistance in the next thirty (30) days | 0 | # of INELIGIBLE HHs for Rental Assistance (non-TEDP)   | 0 |

| Demographic Information – Unduplicated Persons receiving Rental Assistance |                               |                            |                         |
|--|-------------------------------|----------------------------|-------------------------|
| <b>Unduplicated Race</b>   | <b>Unduplicated Ethnicity</b> | <b>Unduplicated Gender</b> | <b>Unduplicated Age</b> |
| American Indian/Alaskan Native   | Non-Hispanic/Non-Latino       | Male                       | Under 18                |
| Asian  | Hispanic/Latino               | Female                     | 18-24                   |
| Black/African American   | Ethnicity Unknown             |                            | 25-61                   |
| Native Hawaiian/Pacific Islander   |                               |                            | 62 and Over             |
| White  |                               |                            | Age Unknown             |
| American Indian/Alaskan Native & White                                     |                               |                            |                         |
| Asian & White  |                               |                            |                         |
| Black/African American & White   |                               |                            |                         |
| Amer. Indian/Alaskan Native & Black/African American                       |                               |                            |                         |
| Other Multi-Racial   |                               |                            |                         |
| <b>Total Race</b>  | <b>0</b>                      | <b>Total Gender</b>        | <b>0</b>                |
|  |                               | <b>Total Age</b>           | <b>0</b>                |

3. A message with “Record updated successfully” should appear.

CDBG CARES Contract #7210001002 > Activities > #1 > Draw List > #2 > Status

• Record updated successfully.

**CDBG CARES Draw Performance Report**

| TERAP-Unduplicated Households (HH) and Persons receiving Rental Assistance |   |
|--|---|
| Total HHs By Income <=30% AMI  | 1 |
| Total HHs By Income 31-50% AMI   | 0 |

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 > #”.

CDBG CARES Contract #7210001002 > Activities > #1 > Draw List > #2 > Status

• Record updated successfully.

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5. “Saved” or “Submitted” will appear next to the [“Performance Report”](#) link. The performance report must be “Submitted” to enter the expenditure draw.

CDBG CARES DRAW REQUEST

Vendor Name: City of Amarillo  
 Vendor # - Mail Code: 17560004446 -  
 Dates Services Rendered from: 01/15/2021

[Performance Report](#) Saved  
 Status: Pending

**E. PROJECT EXPENDITURE DRAW**

1. Enter Draw amounts for Items #1 and #2.

CDBG CARES DRAW REQUEST

Vendor Name: City of Amarillo  
 Vendor # - Mail Code: 17560004446 -  
 Dates Services Rendered from: 01/15/2021

Tax ID: 756000444  
 Date Submitted: 01/27/2021  
 Voucher #:  
 Status: Pending

| Item # | Category           | Budgeted Amount | Drawn To Date | Available Balance | This Draw Amount     |
|--------|--------------------|-----------------|---------------|-------------------|----------------------|
| 1      | Rental Assistance  | \$90,000.00     | \$0.00        | \$90,000.00       | <input type="text"/> |
| 2      | Eviction Diversion | \$10,000.00     | \$0.00        | \$10,000.00       | <input type="text"/> |
| Total  |                    | \$100,000.00    | \$0.00        | \$100,000.00      | \$0.00               |

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.

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|              |             |
|--------------|-------------|
| \$90,000.00  | \$25,644.00 |
| \$10,000.00  | \$2,733.00  |
| \$100,000.00 | \$28,377.00 |

Approver Role

**Save** **Save and Submit for Approval**

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

• Your request for approval has been submitted.

RA Entitlement Activity Draw

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

CDBG CARES DRAW REQUEST

|                              |   |
|------------------------------|---|
| Vendor Name                  | City of Edinburg  |
| Vendor # - Mail Code         | 17460007143 - 006   |
| Dates Services Rendered from | 2/1/21  |
| Final Draw?                  | no  |
| Performance Report           | Submitted   |
| Status                       | 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](mailto:erica.garza@tdhca.state.tx.us)

CDBG CARES Coordinators:

Katie Wilkison, [katie.wilkison@tdhca.state.tx.us](mailto:katie.wilkison@tdhca.state.tx.us)

Lauren Rabe, [lauren.rabe@tdhca.state.tx.us](mailto:lauren.rabe@tdhca.state.tx.us)

**Thank you** for your participation in the TEMAP program.