The Housing Contract System (HCS) is TDHCA's contract management database. Community Resiliency Program (CRP) Subrecipients will enter administrative and project expenditure draws and view programmatic and financial information associated with their CRP contract in the HCS.

Subrecipients must submit the <u>CRP Draw Request Form</u> with all Expenditure Draws.

This guide will walk you through the following Sections:

- A. Getting Started
- B. Administrative Draw Requests and support documentation
- C. Project Expenditure Draw Request and support documentation

A. GETTING STARTED - HOUSING CONTRACT SYSTEM

- Log in to the Housing Contract System (CDBGCARES CRP). <u>https://contract.tdhca.state.tx.us/alligator/Login.m</u>
 - To log in to the contract system utilize the username and password that has been assigned to you by TDHCA staff.
 - Before submitting an expenditure draw, ensure that the submission has been approved as part of your local, internal approval process.
 - The submission is final when clicking on "Save and Submit for Approval" in the contract system. This submission will be directly received by TDHCA CDBG CARES staff.

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2. Click on the CRP <u>Contract Number</u>.

YOUR CONTRACT	S Administrator	COAC Number(a)	Deserver Marris	Deserver Asticity Trees
Contract Number	Administrator	CSAS Number(s)	Program Name	Program Activity Type
1000722	City of Annona	545762	HOME	0000
1001093	City of Annona	547056	HOME	OCC
1001264	City of Annona	550489 551756	HOME	HOME Reservation
1002001	City of Annona	552205 550273	HOME	HOME Reservation
70500001001	MHMR of Tarrant County		CDBGCARES	Relief to Providers
70600001001	Disability Rights Texas		CDBGCARES	Legal Services
70800001000	Oity of Danger		CDRCCARES	CRP
70800001009	City of Terrell	() () () () () () () () () ()	CDBGCARES	CRP

B. <u>ADMINISTRATIVE</u> (Admin) DRAW REQUEST

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

CONTRACT												
Contract	Number 704000010)1	Pro	gram Activity	Food Distri	ibution (Single-Family 20	20)			Status	Active 🔒	
				Contractor	Feeding Te	exas						
Period Be	gin Date 10/1/21			Contact	Celia Cole							
Period E	End Date 9/30/22		С	ontact Phone	(512) 527-	3613						
Amended E	End Date									Mail Code	003	
Application	Number									Executor	Celia Cole	
Co	onsultant		Cons	sultant Phone								
TDHCA Perfo	Contact Allison Shu	т	<u>TDł</u>	ICA Program Contact	Allison Shu	JLL						
TDHCA Perfo Contac	ormance ct Phone (512) 468-6	453	TDł C	ICA Program ontact Phone	(512) 468-	6453					Attac	chments[3]
BUDGET	RIDCET											
	Original	Amend	led	Fund	ed	Committed	Total D	rawn	Refunded	Net Drawn		Available
Admin	\$3,000,000.00	\$3,0	00,000.00	\$3,0	00,000.00	\$0.00		\$0.00	\$0.00	\$0.	00	\$3,000,000.00
Project	\$27,000,000.00	\$27,0	00,000.00	\$27,0	00,000.00	\$27,000,000.00		\$0.00	\$0.00	\$0.	00	\$27,000,000.00
Total	\$30,000,000.00	\$30,0	00,000.00	\$30,0	00,000.00	\$27,000,000.00		\$0.00	\$0.00	\$0.	00	\$30,000,000,00
								Alloca	ation Detail Bud	<u>dget Detail</u> D	raw Histor	Draw Request

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

		CSAS Number(s):
	Voucher #	Final Draw
g 🔒		N
		N
Create New [Draw Request Crea	te Final Draw Request

- 3. Check the check box to continue. CDBG CARES requires the following Support Documentation to be uploaded for Admin Draws (including but not limited to):
 - Administrative Services Invoice and/or UGLG Timesheets & Other Admin Costs, if applicable
 - CRP Draw Request Form

Record updated successfully.	
REQUIRED DOCUMENTATION	
Documents required to opported of Administr For the most current forms, place	ative Costs and Soft Course praw Request.
Documentation	Forms List
Creck this box if all required docum or will be at the electronically using this system at	nents have been submitted to TDHCA the time you submit this contract activity or draw.
DRAW REQUEST	
Services Rendered From	Services Rendered To
S	ave

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.

REQUIRED DOCUMENTA	TION			
	Do	ocuments required for approva For the most current for	al of Administrative Costs and rms, please visit the TDHCA	I Soft Costs Draw Request. website link below.
		D	Documentation Forms List	
	or will be attached	Check this box if all reque electronically using this	ired documents have b s system at the time you	een submitted to TDHCA u submit this contract activity or draw.
DRAW REQUEST				
	Services Dendered From			Continue Rendered To

5. Click on the date.



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6. The date will populate.



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



8. Click on "Attachments" to upload Support Documentation referenced in #3 of this Section.

Food Distribution Admin Draw								
BUDGET								
	Funded	Cumulative Draws	Available Balance	This Draw	New Ba	lance		
Admin	\$3,000,000.00	\$0.00	9	\$3,000,000.00	00	\$3,000,000.00		
Project	\$27,000,000.00	\$0.00	\$2	\$7,000,000.00 \$0.0	\$27,000,000.00			
CDBGCARES DRAW R	EQUEST							
	Veno	dor Name Feeding Texas		Tax ID 742762542				
1	vendor # - r	Viali Code 17427625425 - 003		Date Submitted				
	Dates Services Rend	ered from 10/01/2021		то 10/31/2021				
	Fir	nal Draw?		Voucher #				
		Status Pending		[0]Attachments				
DRAWS FOR ADMIN								
Item #	Category	Drawn To	Date	This Dr.	aw Amount			
1	Admin		\$0.00					
Total			\$0.00			\$0.00		
APPROVAL ACTIONS								
	Approval Sequence	Approver Role		Approver Name	Action	Date		
None								
		Save Save	and Submit for Approval					
		Save Save	and Submit for Approval					

9. Click on "Attach a Document."

Sectronic Document Attach	ments	
Description	Path	
		+ Attach a Documer

10.Select "**Draw Packet" only.



11.Enter Description of Support Documentation for Draw # in "Description" box. Then click on "Choose File" and select document(s) to be uploaded. Click "Save".

DBGCARES Contract #70800001009 > Draw List > #4 > Electronic Document Attachments Add
Electronic Document Attachments
DOCUMENT DETAILS
Tealing Backet
Aduin Gran 42 - Nevert Documentation (Invoices, Timesheets)
Fa Ath Choose File No file chosen
Maximum file size is 11,534 KB.
Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software.
Save

12. A message stating, "Record updated successfully" should appear in green font.

CDBGCARES Contract #70800001009	> Draw List > #4 > Electronic Document Attachments							
Electronic Document Attachments								
ATTACHMENTS	Description	Dette						
Type	Description	Path						
**Draw Packet	Admin Draw #1 - Support Documentation (Invoices, Timesheets)	//202206101152-Admin-Draw-1-Timesheets-City-of- XX.xlsx	<u>View</u> 🥖 🗙					
			+Attach a Docum					

13. Enter your draw amount in the "This Draw Amount" box 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 "Save and Submit for Approval" to complete the Admin Draw Request.

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ODGET	4								
	Funded	C	umulative Draws	ws Available Balance This Draw			New Bala	nce	
Pro	bject \$190,870.9	1		\$1,000.00		\$189,870.91		\$189,870.91	
DBGCARES DR	RAW REQUEST								
		Vendor Name Cit	ty of Terrell			Т	ax ID 756000688		
Vendor # - Mail Code 17560006888 -					Date Submitted				
	Dates Servic	6/01/2022				То 06/10/2022	3		
]		Voucher #					
-		are la	201 M-101						
		Status Pe	ending			[0]Attachn	nents		
DRAWS FOR PR	OJECT								
Item #	Category	Budgeted	d Amount	Drawn To Da	ite	Available Balar	ice	This Draw Amour	nt
1	CRP Activities		\$190,870.91		\$1,000.00		\$189,4 0.91		
Total			\$190,870.91		\$1,000.00		\$189,870		\$0.00
	0110								
APPROVAL ACTI	Approval Sequence	1	Δροτο	ver Pole		Approver Name		Action	Date
	Approval Sequence		Арріо	ver Kole		Approver Marine		Action	Date

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

DBGCARES Contr	act #70200001015 > Draw L	<u>ist</u> > #1				CSAS Number(s):
Your request f	or approval has been submitt	ed.	nt Admin Draw			
BUDGET		KA Endueme	ant Admin Draw			
JODGET	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
CDBGCARES DRAV	V REQUEST					
		Vendor Name City of Edinburg			Tax ID	746000714
	Vend	dor # - Mail Code 17460007143 - 006			Date Submitted	2/26/21
	Dates Service	s Rendered from 2/1/21			To	2/28/21
		-mar Draw? no			Voucher #	£
		Status Pending PM Approval			[0]Attachments	6
DRAWS FOR ADMIN	4					
Item #	Category	Drawn To Da	te		This Draw Amour	nt
1	Admin		\$0.00			\$0.00
						60.00

15. Click on "CDBG CARES Contract #708000010XX" to return to the home screen to <u>enter your project</u> expenditure draw.

DBGCARES Contract #72	10001002 >ww.List > #6				CSAS Number(s)
 Record updated succe 	essfully				
		RA Entitlem	ent Admin Draw		
BUDGET					
10000	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project	\$10,000.00	\$0.00	\$10,000.00	\$10.00	\$100,000.0
COBOCARES ORAW REOU	FST				
CODOCINE CODINI I LEGO	Ve	indor Name City of Amarillo		Tax ID 756000444	
	Vendor #	- Mail Code 17560004446 -	Date St	abmitted	
	Dates Services Rer	Idered from 01/15/2021		To 02/26/2021	
		Final Draw?	V	sucher #	
		Status Pending	10jAtta	chments	
DRAWS FOR ADMIN					
ltem #	Category	Drawn To Date		This Draw Amount	
1	Admin	J.L.	\$0.00		10.00

C. PROJECT EXPENDITURE DRAW

1. From the Contract home screen, click on "Activities" in the top right corner.



2. Click on the Activity #.

C	CDBGCARES Contract #70400001001 > Activities CSAS Number(s):						
		/ITY					
	Activity#		Household Name	Address	Address 2	City/Colonia	Activity Status
	1001-7040			1524 South IH-35, Ste. 342		Austin	Active 🔒
						Add Contra	ct Activity City / Colonia

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



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

CDBGCARES.Contract#7210001002 > Activities > #1 > Draw List.							S Number(s)	
DRAW LIST								
Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher#	Final Draw	
	1	1/13/21	1/15/21 - 1/18/21	\$22,000.00	Pending Processing		N	1.0.1
Delete	2		1/15/21 - 1/27/21	\$58.888.00	Pending			101
Delete	2		1/15/21 - 1/27/21	\$0.00	Pending		N	1.000
1-100000						Creat	e New CDBGCARES	waw Requ

- Check the check box to continue. CDBG CARES requires the following <u>support</u> <u>documentation</u> to be uploaded for Project Draws (*including but not limited to*):
 - Invoice(s)
 - Signed AIA Document G702 1992
 - CRP Draw Request Form
 - Photos of completed construction work associated with the draw

REQUIRED DOCUMENTATION	
Checklist for this Activity type is NOT FOUND.	
Check this box if all required documents ha or will be attached to rectronically using this system at the tim	ve been submitted to TDHCA e you submit this contract activity or draw.
DRAW REQUEST	
Services Rendered From	Services Rendered To
Save	
Please verify that you have completed the Pr HUB Information for the Contract Activity	oject Completion Report (PCR) and before submitting the final draw.

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.



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7. Click on the date.



8. The date will populate.

DRAW REQUEST		
Diviningozoi		
Services Rendered From	06/01/2022	12

9. Repeat steps 7 - 8 for "Services Rendered To". Then Click on "Save" button. This will take you to the Activity (Project) Draw page.



10.Click on "Attachments" to upload Support Documentation referenced in #5 of previous Section.

			CRP Activity Draw				
BUDGET							
	Funded	Cumulative Draws	Available E	alance This Drav	New Balance		
Р	roject \$190,870.91		\$1,000.00	\$189,870.91	\$0.00 \$189,870.91		
CDBGCARES D	RAW REQUEST						
		Vendor Name City of Terrell		Tax ID 75600068	8		
	Ven	dor # - Mail Code 17560006888 -		Date Submitted			
	Dates Service	es Rendered from 06/01/2022		то 06/10/2	022 🗓		
		Final Draw?		Vouchor #			
		Status Pending		[0]Attachments			
DRAWS FOR PI	ROJECT						
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount		
1	CRP Activities	\$190,870.91	\$1,000.00	\$189,870.9	91		
Total		\$190,870.91	\$1,000.00	\$189,870.9	\$0.00		

11.Click on "Attach a Document."

Description	Path	

12.Select "**Draw Packet" only.

	Electronic Document	nt Attachments
OCUMENT DETAILS		
Туре	· · · · · · · · · · · · · · · · · · ·	v .
Description File Path:	Contractor Subcontractor Activity Report Form 7.02 or 97.02 Copy of Down Payment Assistant Note "Once Packet "Misselianeous document(s) "Misselianeous document(s) "Misselianeous document(s) After Photos Application & Certification for Payment Form 11.18 or 911.18	.534 KB.
Before uploading f 200 KB in size, not Excel to PDF, plea	Appraisal 2nd Certificate of Occupancy Certificate of Substantial Completion AIA G704 Certified copy of Deed of Trust Certified copy of HUD1	are unnecessarily large. For example, a 10 page file should be less than be set to 200 dots per inch (DPI) or less. If you convert files from Word of

13.Enter Description of support documentation for Draw # in Description box. Then click on "Choose File" and select document(s) to be uploaded. Click "Save".

CDBGCARES Contract #7	BGCARES Contract #70800001009 > Activities > #1009-7080 > Draw List > #2 > Electronic Document Attachments Add				
	Electronic Document Attachments				
DOCUMENT DETAILS					
	- Starr Form				
Description	Project Draw #1 - Support Yocumentation (Invoices, Checklist)				
F € ath	Choose File No file chosen				
	Maximum file size is 11,534 KB.				
Before uploading files MB. If you scan to PE sizes with the PDF sc	s, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 DF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file oftware you use.				

14.A message stating, "Record updated successfully" should appear in green font.

Record updated successfully.			
	Electronic Document A	Attachments	
ATTACHMENTS	Description	Path	r
**Draw Packet	Project Draw #1 - Support Documentation (Invoices, Checklist)	//202206101431- 70800001009_City_of_Terrell_CRP_Contract_Executed.pdf	View 🤌 🗙
			+At

15.Enter your draw amount in the "This Draw Amount" box 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 "Save and Submit for Approval" to complete the Admin Draw Request.

CRP Activity Draw BUDGET Funded Cumulative Draws Available Balance This Draw New Balance Project \$190,870.91 \$1,000.00 \$189,870.91 \$0.00 \$189 CDBCCARES DRAW REQUEST Tax ID 750000688 To Def Submitted To Def 10/2022 This Draw Amount This Dra	DBGCARES O	Contract #708000010	09 > <u>Activities</u> > <u>#1009-70</u>	80 > <u>Draw List</u> > #2				C	SAS Number(s):	
BUDGET Funded Cumulative Draws Available Balance This Draw New Balance Project \$190,870.91 \$1,000.00 \$189,870.91 \$0.00 \$188 CDBGCARES DRAW REQUEST Vendor Name City of Terrell Tax ID 756000688					CRP Activity Draw					
Funded Cumulative Draws Available Balance This Draw New Balance Project \$190,870.91 \$1,000.00 \$189,870.91 \$0.00 \$189 CDBGCARES DRAW REQUEST Vendor # - Mail Code 174000688 - <td< th=""><th>BUDGET</th><th></th><th></th><th></th><th>-</th><th></th><th></th><th></th><th></th></td<>	BUDGET				-					
Project \$190,870.91 \$1,000.00 \$189,870.91 \$0.00 \$189 CDBGCARES DRAW REQUEST Vendor # - Mail Code Tax ID 756000688 - Vendor # - Mail Code 1756000688 - Date Submitted - Dates Services Rendered from 06/01/2022 To 06/10/2022 - Final Draw/		F	unded	Cumulative Draws	Available	e Balance	This Draw	New Ba	ance	
CDBGCARES DRAW REQUEST Vendor Name City of Terrell Tax.ID 756000688 Vendor # - Mail Code 1756000688 - Date Submitted Dates Services Rendered from 06/10/2022 To 06/10/2022 Final Draw? Voucher #	ļ	Project	\$190,870.91	\$	1,000.00	\$189,870.91	\$0.0	00	\$189,870.91	
Vendor Name City of Terrell Tax ID 756000688 Vendor # - Mail Code 1756000688 - Date Submitted - Dates Services Rendered from 06/01/2022 To 06/10/2022 To 06/10/2022 To 06/10/2022 To 0 - <	CDBGCARES I	DRAW REQUEST								
Vendor # - Mail Code To 2000/000000000000000000000000000000000			Vend	for Name City of Terrell			Tax ID 756000688			
Image: Dates Services Rendered from 06/01/2022 Image: Dates Services Rendered from 07/01/2022 Image: Dates Rendered from 07/01/2022 Image: Dat			Vendor # - N	1ail Code 17560006888 -		Date Submitted				
Image: Provide Sequence Final Draw? Image: Provide Sequence Voucher # Voucher #			Dates Services Rende	ered from 06/01/2022	то 06/10/2022					
Status Pending [1]Attachments DRAWS FOR PROJECT This Drawn To Date Available Balance Item # Category Budgeted Amount Drawn To Date Available Balance 1 CRP Activities \$190,870.91 \$1,000.00 \$189,870.91 Total \$190,870.91 \$1,000.00 \$189,870.91			Fin	al Draw?		Vou	cher #			
DRAWS FOR PROJECT Item # Category Budgeted Amount Drawn To Date Available Balance This Draw Amount 1 CRP Activities \$190,870.91 \$1,000.00 \$189,870.91				Status Pending		[1]Attach	ments			
Item # Category Budgeted Amount Drawn To Date Available Balance This Draw Amount 1 CRP Activities \$190,870.91 \$1,000.00 \$189,870.91	DRAWS FOR F	PROJECT								
1 CRP Activities \$190,870.91 \$1,000.00 \$189,870.91 Total \$190,870.91 \$1,000.00 \$189,870.91 APPROVAL ACTIONS Approval Sequence Approver Role Approver Name Action Date	Item #	Categ	ory	Budgeted Amount	Drawn To Date	Available Bala	ince	This Draw Amo	unt	
Total \$190,870.91 \$1,000.00 \$189,870.91 APPROVAL ACTIONS Approver Role Approver Name Action None Operand double in feat to second	1	CRP Activities		\$190,870.91	\$1,000.	00	\$189,870.91			
APPROVAL ACTIONS Approval Sequence Approver Role Approver Name Action Date None	Total			\$190,870.91	\$1,000.	00	\$189,870.91		\$0.00	
Approval Sequence Approver Role Approver Name Action Date		TIONS								
None	ALAO	Approval	Sequence	Approve	er Role	Approver Name		Action	Date	
	None	, debra can		· · · · · · · · · · · · · · · · · · ·						
Course of Course and Courses of Courses										
Save and Submit for Approval				Sav	e Save and Submit for Ap	proval				

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



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

CDBGCARES DRAW REQUEST	
Vendor Name	City of Edinburg
Vendor # - Mail Code	17460007143 - 006
Dates Services Rendered from	2/1/21
Final Draw?	no
Performance Report	Cubmitted
Status	Pending PM Approval 🔒

Your Administrative and Project Draws have 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 any additional questions, please email your CRP Project Team:

CDBG CARES Managers:

Erica Garza	erica.garza@tdhca.state.tx.us
Raul Salazar	raul.salazar@tdhca.state.tx.us
CDBG CARES Administra	ator:
Allison Shurr	allison.shurr@tdhca.state.tx.us
CDBG CARES Coordinate	ors:
Fatima Andrade	fatima.andrade@tdhca.state.tx.us
Katie Wilkison	katie.wilkison@tdhca.state.tx.us
Kendall Kauten	kendall.kauten@tdhca.state.tx.us
Lauren Rabe	lauren.rabe@tdhca.state.tx.us

<u>Thank you</u> for your participation in the CDBG CARES Community Resiliency Program.