

Texas Department of Housing and Community Affairs
Housing Contract System – User Guide
Community Resiliency Program (CRP) – Construction Projects
Expenditure Reporting
Rev. 9/7/22

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 [CRP Draw Request Form](#) 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

1. Log in to the Housing Contract System (CDBG CARES – CRP).

<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 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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- Click on the CRP [Contract Number](#).

| Notifications List | | | | |
|-----------------------------|-------------------------|------------------|--------------|-----------------------|
| YOUR CONTRACTS | | | | |
| Contract Number | Administrator | CSAS Number(s) | Program Name | Program Activity Type |
| 1000722 | City of Annona | 545762 | HOME | OCC |
| 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 | | CDBG CARES | Relief to Providers |
| 70600001001 | Disability Rights Texas | | CDBG CARES | Legal Services |
| 70800001009 | City of Terrell | | CDBG CARES | CRP |
| 70800001009 | City of Terrell | | CDBG CARES | CRP |

B. ADMINISTRATIVE (Admin) DRAW REQUEST

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

| CONTRACT | | | | | | | | | |
|---|------------------------|------------------------|--|------------------------|----------------|---------------|----------------|------------------------|--|
| Contract Number | 70400001001 | | Program Activity: Food Distribution (Single-Family 2020) | | | | Status: Active | | |
| Contractor: Feeding Texas | | | | | | | | | |
| Period Begin Date | 10/1/21 | | Contact | | Celia Cole | | | | |
| Period End Date | 9/30/22 | | Contact Phone | | (512) 527-3613 | | | | |
| Amended End Date | | | | | Mail Code | | 003 | | |
| Application Number | | | | | Executor | | Celia Cole | | |
| Consultant | | | Consultant Phone | | | | | | |
| TDHCA Performance Contact | Allison Shurr | | TDHCA Program Contact | | Allison Shurr | | | | |
| TDHCA Performance Contact Phone | (512) 468-6453 | | TDHCA Program Contact Phone | | (512) 468-6453 | | | | |
| Attachments(3) | | | | | | | | | |
| BUDGET | | | | | | | | | |
| | Original | Amended | Funded | Committed | Total Drawn | Refunded | Net Drawn | Available | |
| Admin | \$3,000,000.00 | \$3,000,000.00 | \$3,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000,000.00 | |
| Project | \$27,000,000.00 | \$27,000,000.00 | \$27,000,000.00 | \$27,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$27,000,000.00 | |
| Total | \$30,000,000.00 | \$30,000,000.00 | \$30,000,000.00 | \$27,000,000.00 | \$0.00 | \$0.00 | \$0.00 | \$30,000,000.00 | |
| Allocation Detail Budget Detail Draw History Draw Request | | | | | | | | | |

- Click on “[Create New Draw Request](#)” from the Draw List screen.

| CSAS Number(s): | | |
|---|-----------|------------|
| | Voucher # | Final Draw |
| | | N |
| | | N |
| Create New Draw Request Create Final Draw Request | | |

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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 for approval of Administrative Costs and Soft Costs Draw Request.
For the most current forms, please visit the TDHCA website link below.
[Documentation Forms List](#)~~

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](#)

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.

• Record updated successfully.

REQUIRED DOCUMENTATION

Documents required for approval of Administrative Costs and Soft Costs Draw Request.
For the most current forms, please visit the TDHCA website link below.
[Documentation Forms List](#)

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](#)

5. Click on the date.

June 2022

<< < 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 | 1 | 2 |

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6. The date will populate.

DRAW REQUEST

Services Rendered From

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

Services Rendered To

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 Balance |
|---------|--|-----------------|------------------|-------------------|-----------|-----------------|
| Admin | | \$3,000,000.00 | \$0.00 | \$3,000,000.00 | \$0.00 | \$3,000,000.00 |
| Project | | \$27,000,000.00 | \$0.00 | \$27,000,000.00 | \$0.00 | \$27,000,000.00 |

CDBG CARES DRAW REQUEST

Vendor Name: Feeding Texas
 Vendor # - Mail Code: 17427625425 - 003
 Tax ID: 742762542
 Date Submitted:
 Dates Services Rendered from: To:
 Final Draw?
 Status: Pending
 Voucher #:
[\[0\]Attachments](#)

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

APPROVAL ACTIONS

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

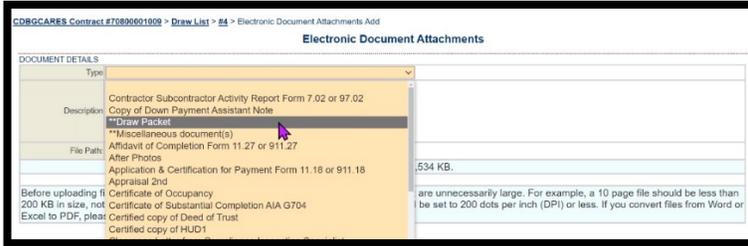
9. Click on “Attach a Document.”

Electronic Document Attachments

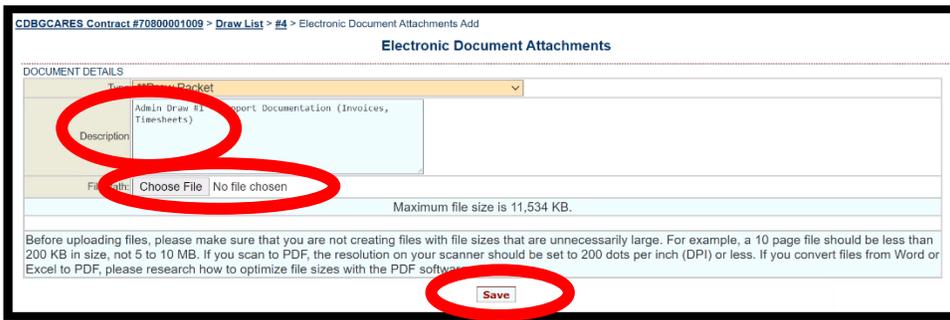
| Description | Path |
|-------------|------|
| | |

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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”.



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



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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CRP Activity Draw

| BUDGET | | | | | | |
|---------|--------------|------------------|-------------------|-----------|--------------|--|
| Project | Funded | Cumulative Draws | Available Balance | This Draw | New Balance | |
| | \$190,870.91 | \$1,000.00 | \$189,870.91 | \$0.00 | \$189,870.91 | |

CDBG CARES DRAW REQUEST

Vendor Name: City of Terrell
 Vendor # - Mail Code: 17560006888 -
 Tax ID: 756000688
 Date Submitted: [Date]
 Dates Services Rendered from: 06/01/2022 To: 06/10/2022
 Final Draw?
 Voucher #:
 Status: Pending [0]Attachments

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 | |
| Total | | \$190,870.91 | \$1,000.00 | \$189,870.91 | \$0.00 |

APPROVAL ACTIONS

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

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

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: 2/19/21 To: 2/28/21
 Final Draw? no
 Voucher #:
 Status: Pending PM Approval [0]Attachments

DRAWS FOR ADMIN

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

APPROVAL ACTIONS

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- Click on “[CDBG CARES Contract #708000010XX](#)” to return to the home screen to enter your project expenditure draw.

| | 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 | \$0.00 | \$10.00 |
| Total | | \$0.00 | \$10.00 |

C. PROJECT EXPENDITURE DRAW

- From the Contract home screen, click on “[Activities](#)” in the top right corner.

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

| Activity# | Household Name | Address | Address 2 | City/Colonia | Activity Status |
|---------------------------|----------------|----------------------------|-----------|--------------|-----------------|
| 1001-7040 | | 1524 South IH-35, Ste. 342 | | Austin | Active |

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

| Budget Line | 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 |

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

| CDBG CARES Contract #7210001002 > Activities > #1 > Draw List | | | | | | | CSAS Number(s) |
|---|--------|----------------|------------------------|-------------|--------------------|-----------|----------------|
| DRAW LIST | | | | | | | |
| Delete | Draw # | Date Submitted | Date Services Rendered | Amount | Status | Voucher # | Final Draw |
| Delete | 1 | 1/13/21 | 1/15/21 - 1/18/21 | \$22,000.00 | Pending Processing | | N [0] |
| Delete | 2 | | 1/15/21 - 1/27/21 | \$58,888.00 | Pending | | N [0] |
| Delete | 3 | | 1/15/21 - 1/27/21 | \$0.00 | Pending | | N [0] |

5. Check the [checkbox](#) to continue. CDBG CARES requires the following **support documentation** 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 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: [Date Picker] Services Rendered To: [Date Picker]

[Save](#)

Please verify that you have completed the Project Completion Report (PCR) and HUB Information for the Contract Activity 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.

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.

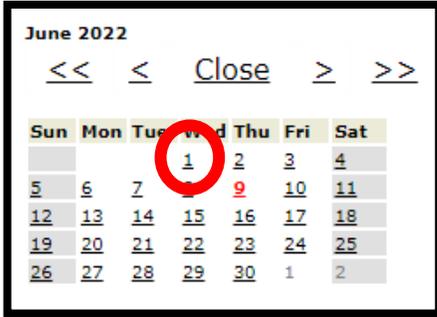
DRAW REQUEST

Services Rendered From: [Date Picker] Services Rendered To: [Date Picker]

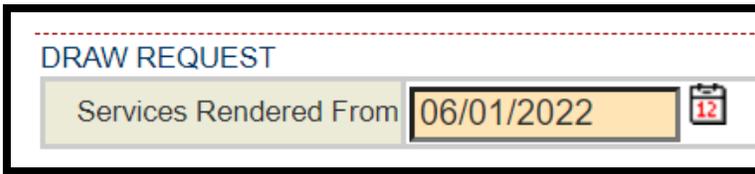
[Save](#)

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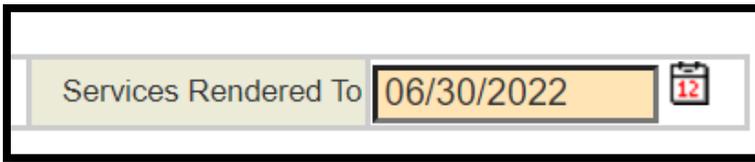
7. Click on the date.



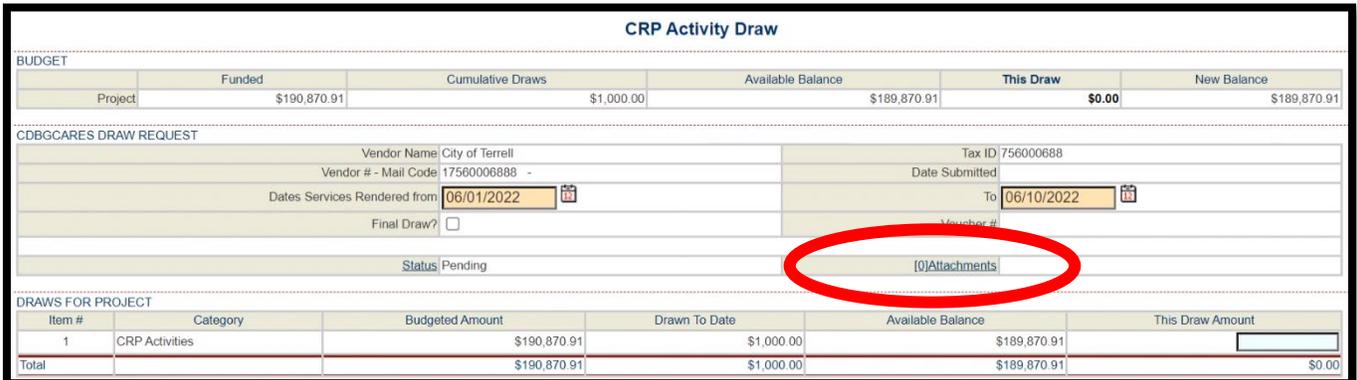
8. The date will populate.



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.



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11. Click on “[Attach a Document.](#)”

Electronic Document Attachments

| Description | Path |
|-------------|------|
|-------------|------|

[+ Attach a Document](#)

12. Select “[**Draw Packet](#)” only.

Electronic Document Attachments

DOCUMENT DETAILS

Type: ****Draw Packet**

Description: Contractor Subcontractor Activity Report Form 7.02 or 97.02
Copy of Down Payment Assistant Note
****Draw Packet**
**Miscellaneous document(s)

File Path: Affidavit of Completion Form 11.27 or 911.27
After Photos
Application & Certification for Payment Form 11.18 or 911.18
Appraisal 2nd
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 you use.

Maximum file size is 11,534 KB.

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](#)”.

Electronic Document Attachments

DOCUMENT DETAILS

Type: **Draw Packet**

Description: **Project Draw #1 - Support Documentation (Invoices, Checklist)**

File Path: [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 you use.

[Save](#)

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

Electronic Document Attachments

| Type | Description | Path | |
|---------------|---|--|----------|
| **Draw Packet | Project Draw #1 - Support Documentation (Invoices, Checklist) | //202206101431-70800001009_City_of_Terrell_CRP_Contract_Executed.pdf | View ✎ ✕ |

+ Attach a t

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 | \$189,870.91 |

CDBG CARES DRAW REQUEST

Vendor Name: City of Terrell | Tax ID: 756000688
 Vendor # - Mail Code: 17560006888 - | Date Submitted:
 Dates Services Rendered from: 06/01/2022 | To: 06/10/2022
 Final Draw? | Voucher #:
 Status: Pending | [1] Attachments

| Item # | Category | Budgeted Amount | Drawn To Date | Available Balance | This Draw Amount |
|--------|----------------|-----------------|---------------|-------------------|------------------|
| 1 | CRP Activities | \$190,870.91 | \$1,000.00 | \$189,870.91 | |
| Total | | \$190,870.91 | \$1,000.00 | \$189,870.91 | \$0.00 |

APPROVAL ACTIONS

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

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

RA Entitlement Activity Draw

• Your request for approval has been submitted.

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17. 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  |

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 Administrator:

Allison Shurr allison.shurr@tdhca.state.tx.us

CDBG CARES Coordinators:

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

Thank you for your participation in the
CDBG CARES Community Resiliency Program.