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.

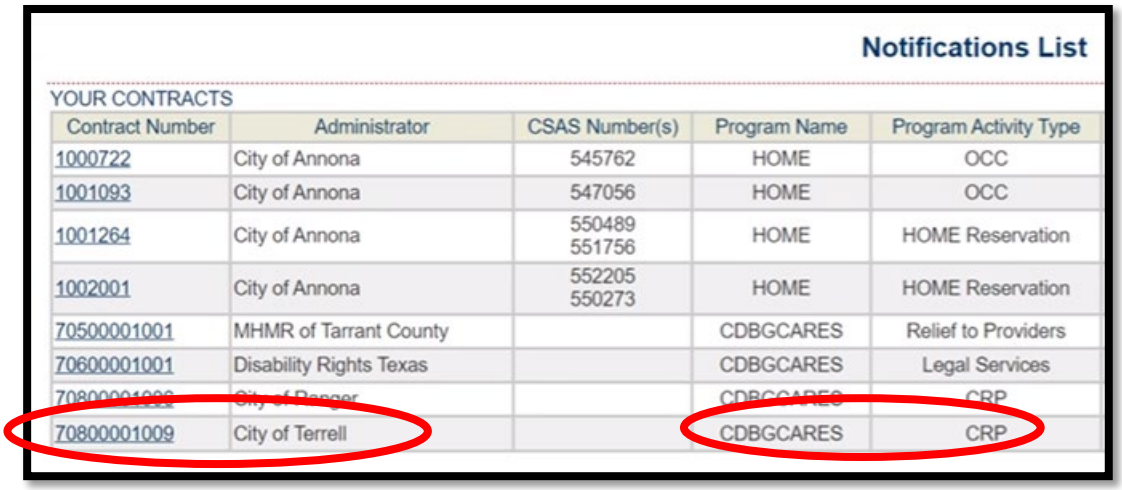
This guide will walk you through the following Sections:

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 (CDBGCARES – 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.

2. Click on the CRP Contract Number.



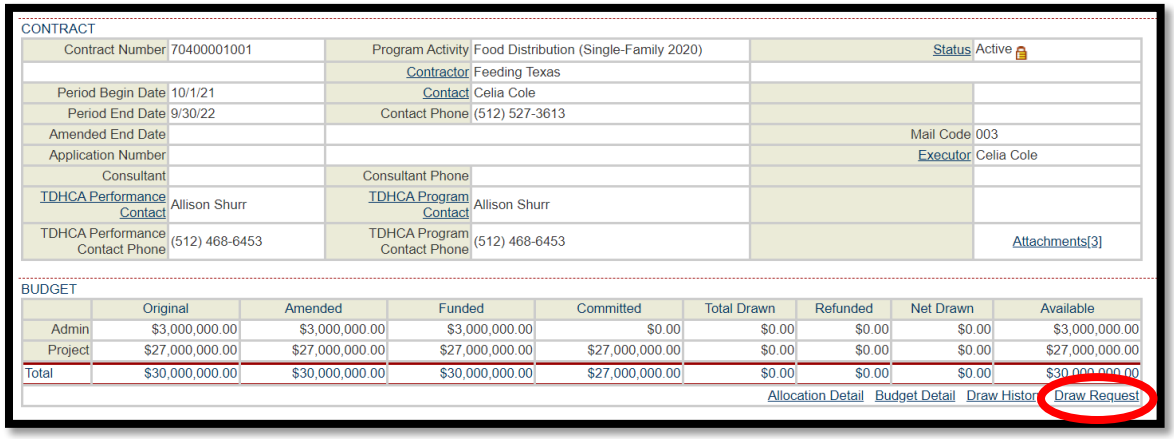
Notifications List

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		CDBGCARES	Relief to Providers
70600001001	Disability Rights Texas		CDBGCARES	Legal Services
70800001008	City of Ranger		CDBGCARES	CRP
70800001009	City of Terrell		CDBGCARES	CRP

B. ADMINISTRATIVE (Admin) DRAW REQUEST

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



CONTRACT

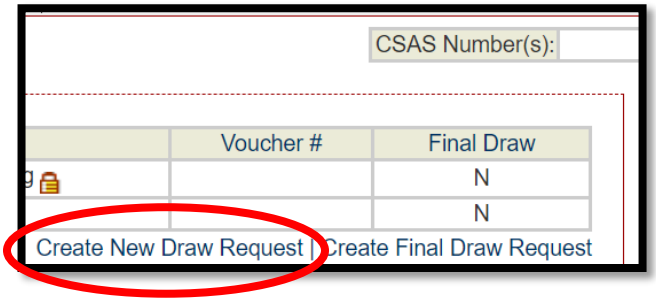
Contract Number	70400001001	Program Activity	Food Distribution (Single-Family 2020)	Status	Active
		Contractor	Feeding Texas		
Period Begin Date	10/1/21	Contact	Celia Cole		
Period End Date	9/30/22	Contact Phone	(512) 527-3613		
Amended End Date				Mail Code	003
Application Number				Executor	Celia Cole
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

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

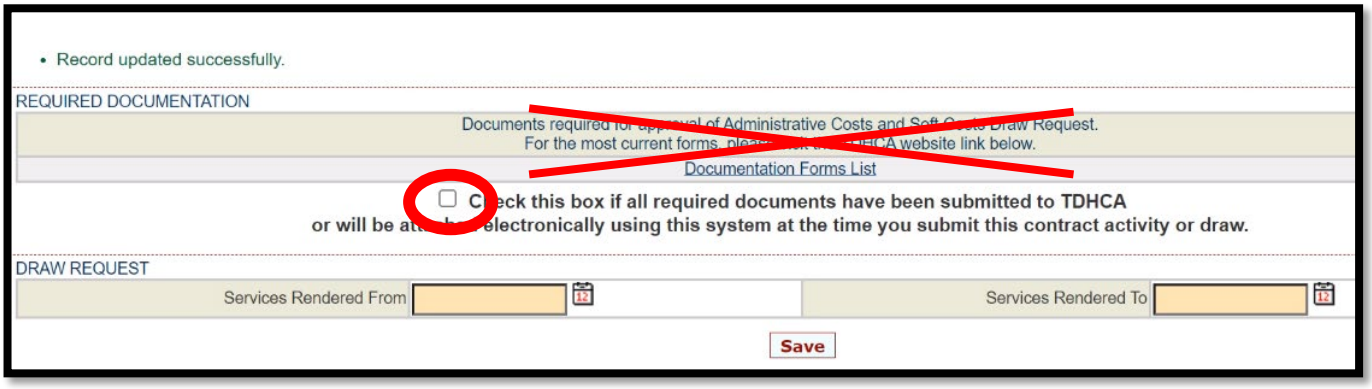


CSAS Number(s):

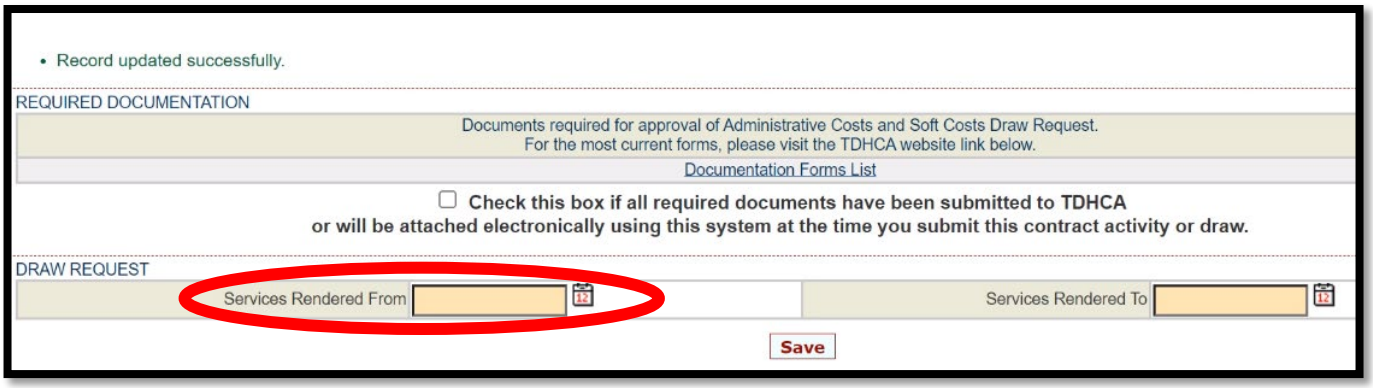
	Voucher #	Final Draw
		N
		N

Create New Draw Request | Create Final Draw Request

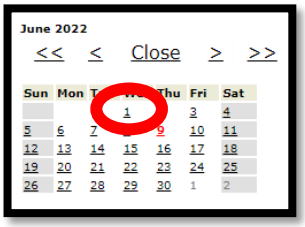
3. Check the check box to continue. CDBG CARES requires the following Support Documentation to be uploaded for Admin Draws *(including but not limited to)*:
    - Administrative Services Invoice and/or UGLG Timesheets & Other Admin Costs, if applicable
    - CRP Draw Request Form



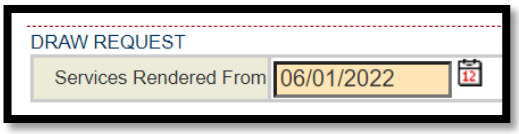
4. Enter the date for "Services Rendered From" by clicking on the "Calendar icon." The "Services Rendered From" date is the 1st of the month.



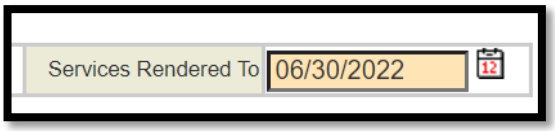
5. Click on the date.



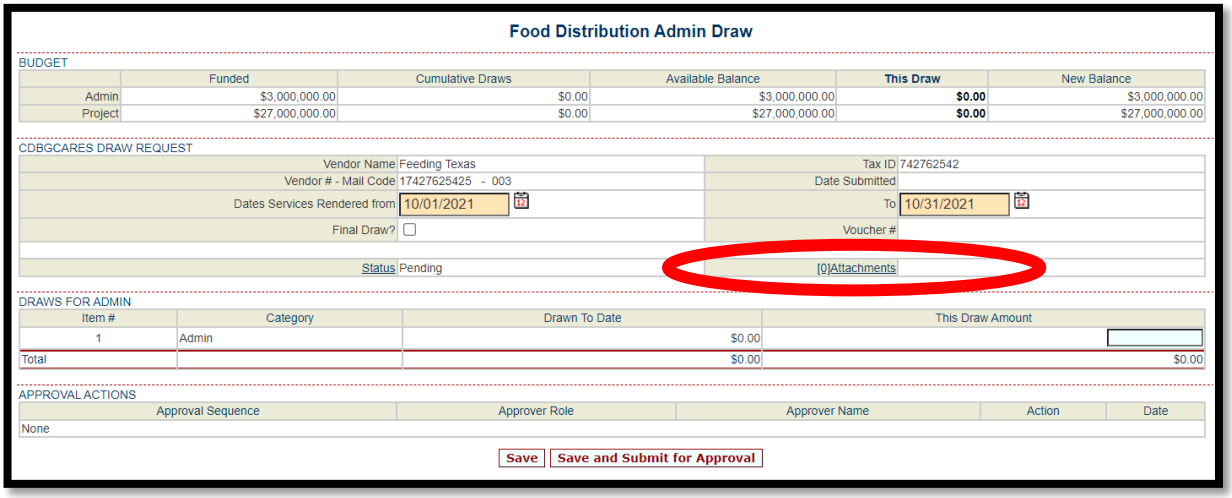
6. The date will populate.



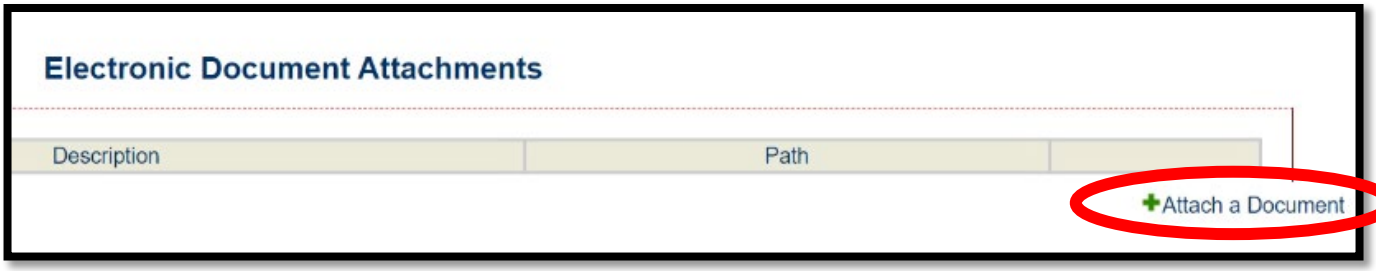
7. Repeat steps 4 - 6 for "Services Rendered To". Then Click on "Save" button.



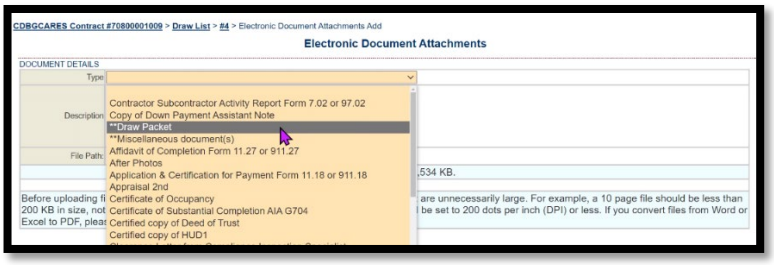
8. Click on "Attachments" to upload Support Documentation referenced in #3 of this Section.



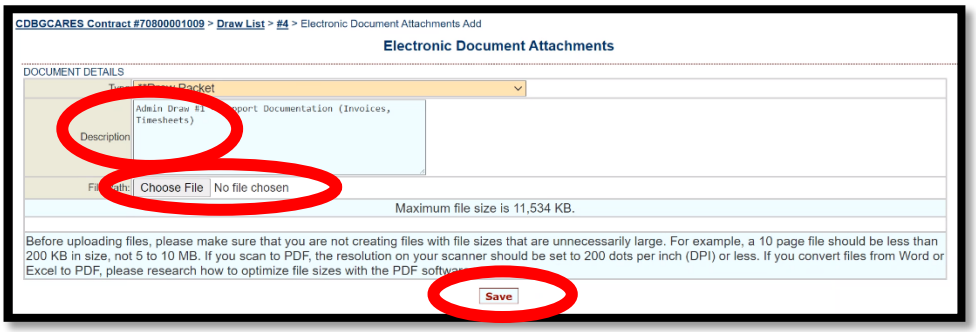
9. Click on "Attach a Document."



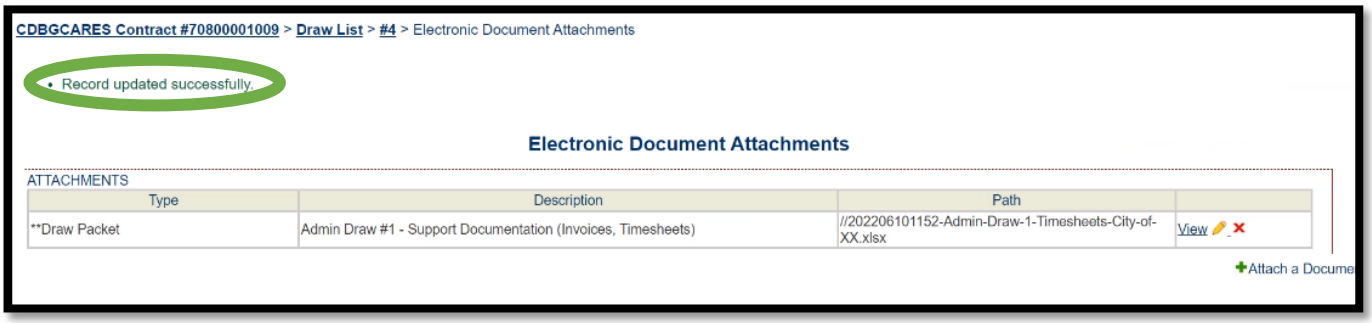
10. Select "**Draw Packet" only.



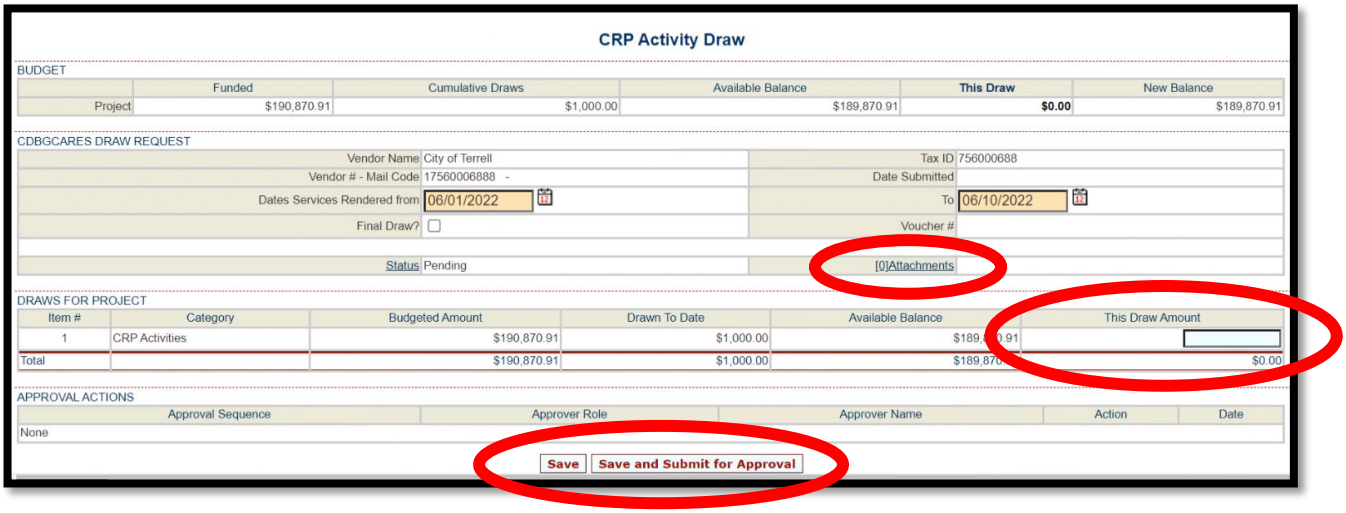
11. Enter Description of Support Documentation for Draw # in "Description" box. Then click on "Choose File" and select document(s) to be uploaded. Click "Save".



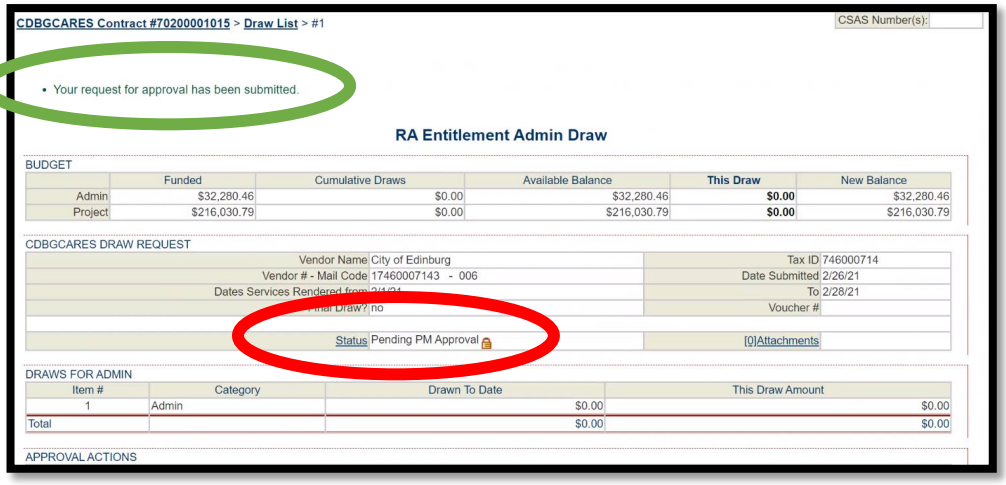
12. A message stating, "Record updated successfully" should appear in green font.



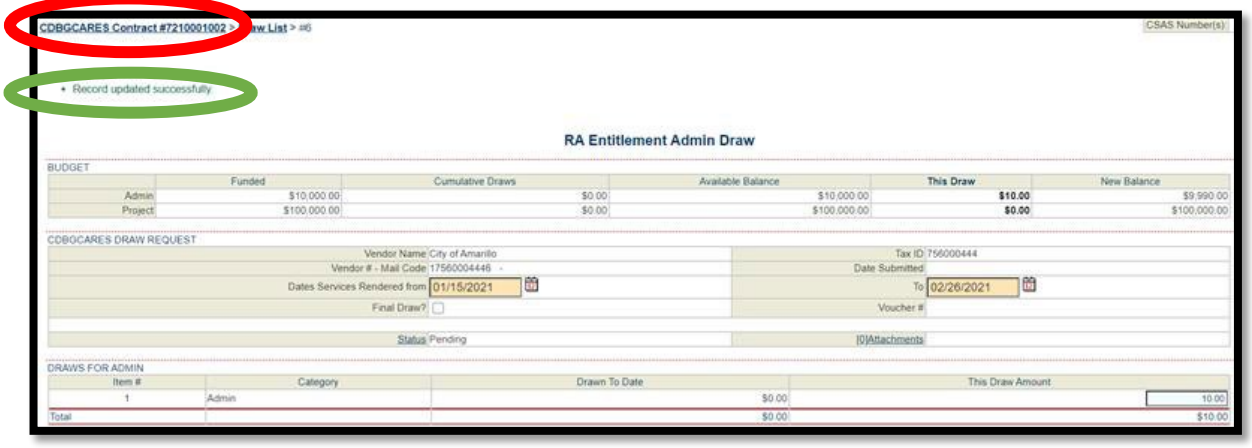
13. Enter your draw amount in the "This Draw Amount" box and then click on "Save" to save your information without submitting, or click on "Save and Submit for Approval" to submit the Admin Draw request to TDHCA. Clicking on submit will automatically save your information. You must click "Save and Submit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



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

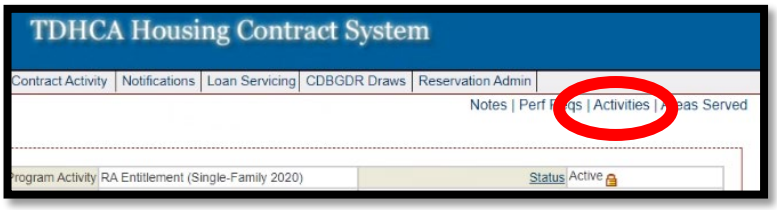


15. Click on "CDBG CARES Contract #708000010XX" to return to the home screen to enter your project expenditure draw.

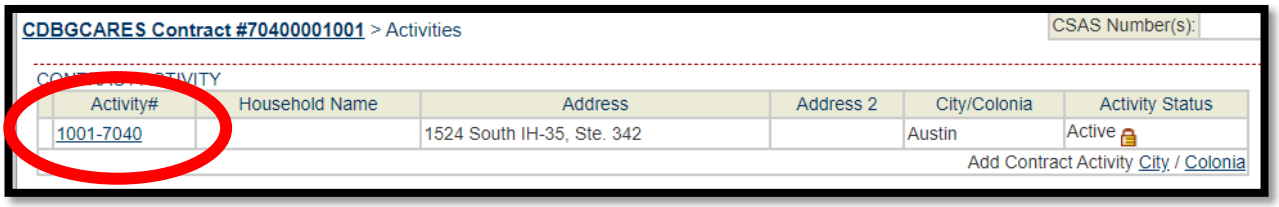


C. PROJECT EXPENDITURE DRAW

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

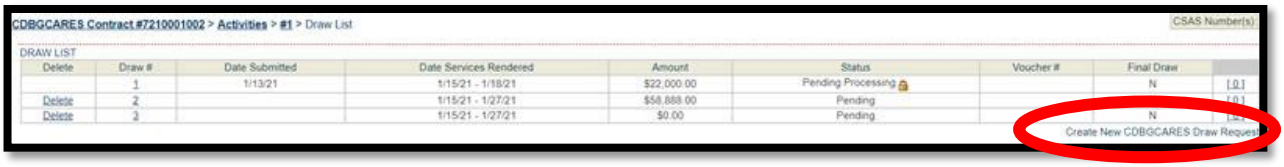


2. Click on the Activity #.

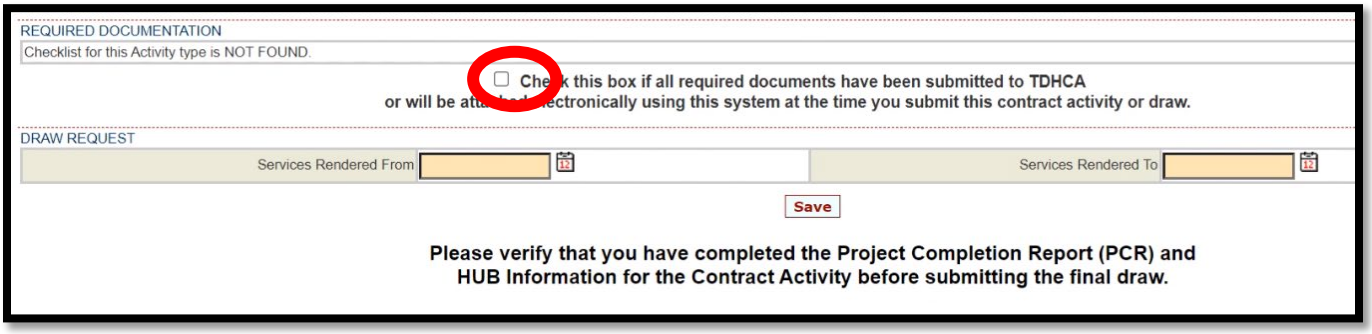


3. Click on "Draw Requests". Notice it states "Project" in Budget Line as this is a project request, not an admin request.

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



5. Check the check box to continue. CDBG CARES requires the following **<u>support 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



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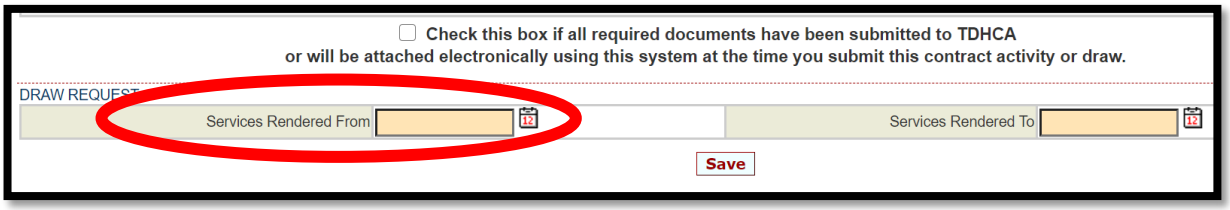
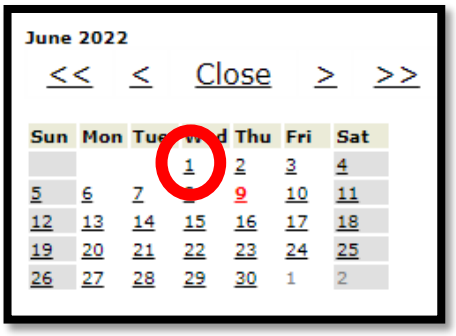
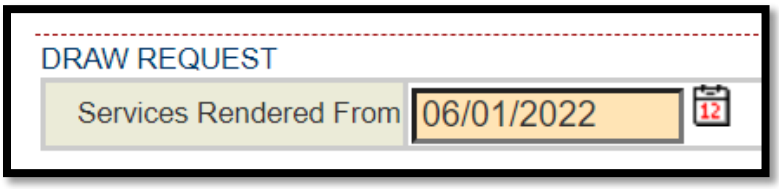


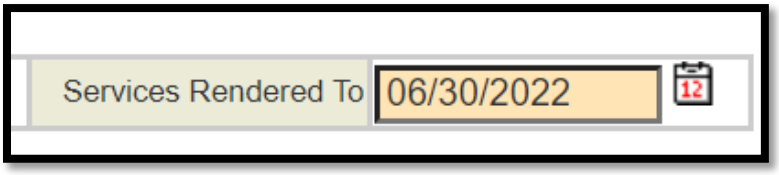
7. Click on the date.



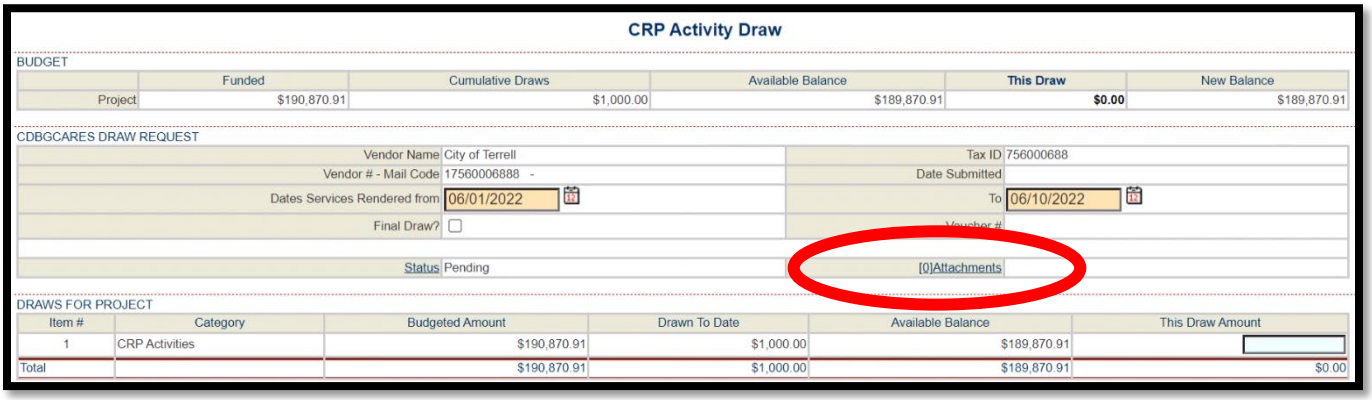
8. The date will populate.



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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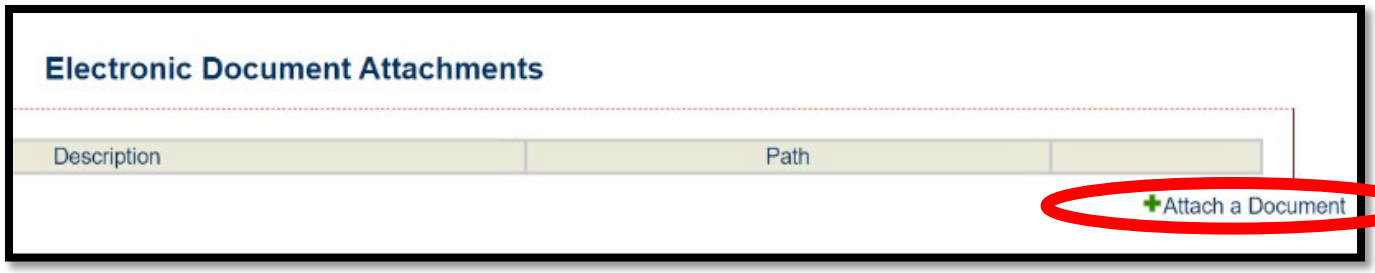

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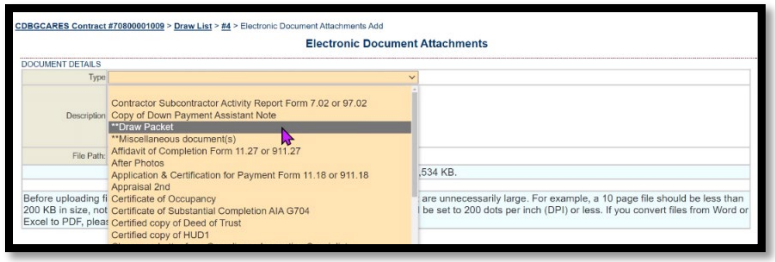

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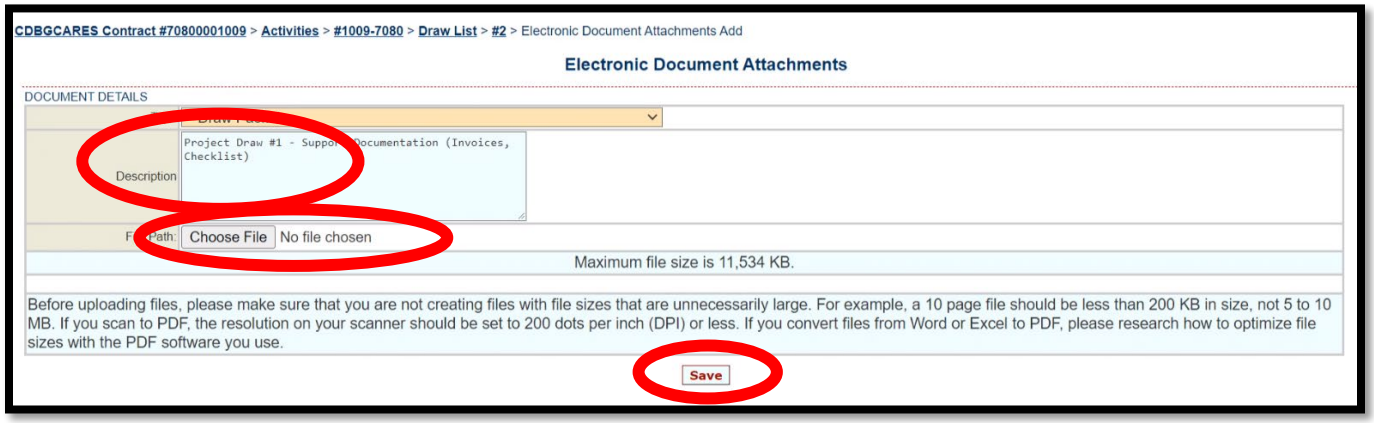
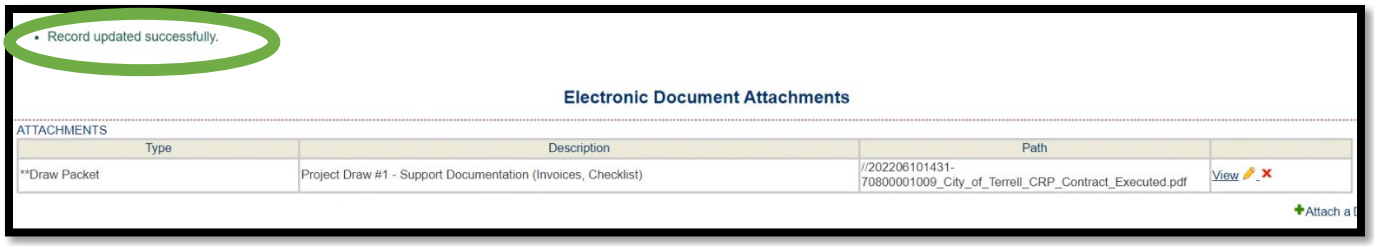


14. A message stating, "Record updated successfully" should appear in green font.



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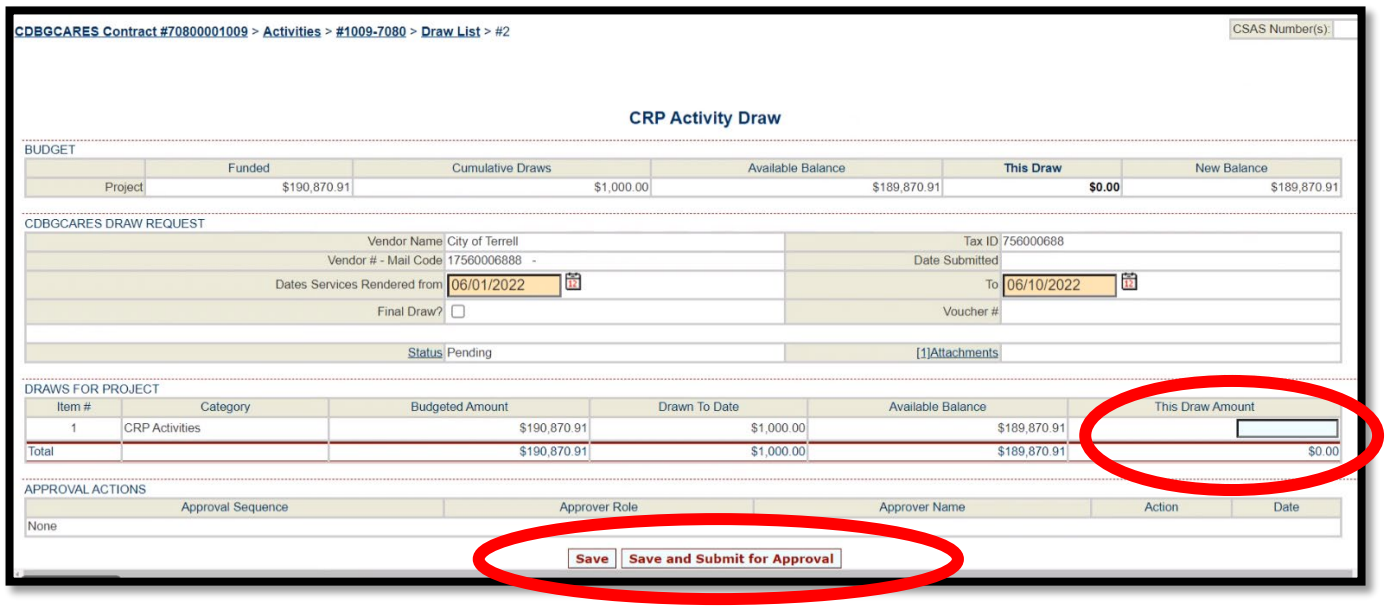
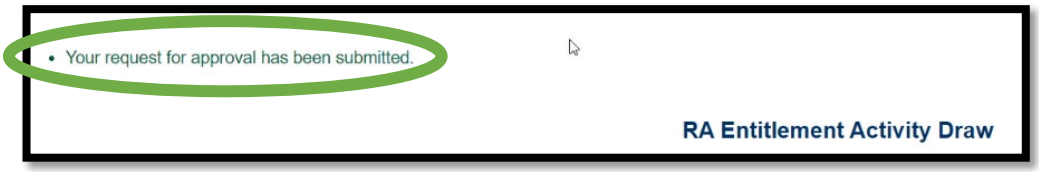


16. A message stating, "Your request for approval has been submitted" should appear.



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

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.