



Texas CDBG-CARES  
Community Resiliency Program (CRP)

## **Housing Contract System - Draws & Reporting**

July 14, 2022

# Overview

## Reports and Instructions

1. Housing Contract System (HCS)
  - Expenditure Report/Draws
    - HCS User Guide
    - CRP Draw Request Form
    - Support Documentation
2. Quarterly Project Status Report

## Q&A



# CRP Reports and Instructions Expenditure Report/Draws

## 1. Housing Contract System (HCS)

- TDHCA's contract management database
- Used to submit Administrative and Project Expenditure Draws and access contract information
- **HCS User Guide** ([LINK](#)) – Use the HCS User Guide as a reference when submitting expenditure draws

### CRP Draw Request Form ([LINK](#))

- Complete the **CRP Draw Request Form – Non-Construction** prior to submitting a draw request

# Expenditure Draws\*

## Administrative & Project

- Administrative Expenditure Draws include:
  - Pre-Award Costs
  - Environmental
  - Procurement
  - Equipment Received / Close-Out
  - End of Contract / Final Reporting
- Project Expenditure Draws include:
  - Equipment Purchase and/or Related Approved Costs

*\*Note: A local approval process is required as an internal control.*

# CRP Draw Request Form

Texas Department of Housing and Community Affairs  
 Community Resiliency Program  
**PROJECT DRAW REQUEST FORM**  
 Non-Construction



<b>Subrecipient:</b>					<b>Contract #:</b>				<b>Project Budget:</b>		\$ -
Column A Project Draw Request Number	Column B Project Draw Request Date	Column C Project/ Purchase Cost Category	Column D Support Documentation (i.e. invoice)	Column E Payee	Column F Invoice Number	Column G Invoice Date	Column H Non CDBG-CV funds (if applicable)	Column I Cost Incurred (invoice amount)	Column J	Column K Project Draw Request Amount	
1							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
							N/A	\$ -		\$ -	
<b>Totals:</b>								\$ -		\$ -	

# CRP Draw Request Form

- Uploaded with each Admin and Project Expenditure draw
  - Submit 1 form for Admin and 1 form for Project (*even if it's the same exact form*)
- Details regarding the draw request and support documentation:
  - Cost category
  - Payee
  - Invoice #
- Tracks available balances and expenditures

Dates Services Rendered from	08/01/2022	To	08/31/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Status	Pending	{0}Attachments	
DRAWN FOR ADMIN			
Item #	Category	Drawn To Date	This Draw Amount

# CRP Draw Request Form

## Administrative Draw Limits

- Maximum Admin Draw (MAD) percentage amounts
  - Based on Milestone completion (*See Exhibit A in CRP Contract*)
- Indicate completion of Milestone in MAD Table
  - Located in Admin Draw Tab

Maximum Admin Draw (MAD) Table						
Activity	Milestones from Contract Start Date	Total Maximum Percentage Allowable for Administration Draw	Milestone Completed (Y/N)	Date Completed	Admin Draw Number	Explanation/ Comment
Environmental, Pre-Award Costs, Procurement	Aug-22	50%				
Purchase	Sep-22	90%				
Equipment Received/ Final Reporting/ Contract Close-out	Aug-23	100%				



# Expenditure Draws

## Supporting Documentation

- Must include supporting documentation
  - Admin
    - Draw Request Form
    - Admin Services Invoices
    - If UGLG admin costs, timesheets/payroll
  - Project
    - Draw Request Form
    - Invoices for Equipment purchase and/or related approved costs





# 1. Housing Contract System

- **Log in** to the Housing Contract System (HCS)
  - <https://contract.tdhca.state.tx.us/alligator/PostLogin.m>
- Use the **HCS User Guide** to navigate the contract system and complete the Administrative and Project Expenditure Draws
- Attach your completed **CRP Draw Request Form** and **supporting documentation** to your Expenditure Draw requests in the HCS
- **Save and Submit** the Draw Requests

# Helpful Tips Expenditure Reporting

- Open your previous CRP Draw Request Form and edit it to submit with your next draw.
  - Delete previous draw detail information, but build on the Draw Log tab as a ledger
- You **MUST** click the **Submit** button to complete expenditure draw requests. Clicking **Save** will not submit your report to TDHCA.
- Once you have successfully submitted your expenditure draws, the Draw Status will change from **Pending** to **Pending PM Approval**.

# 2. Quarterly CRP Project Status Report

- Provides updates on project progress and milestones
- Submitted quarterly on the 15<sup>th</sup>
- Email to your CRP Project Team
- Report form available on the CRP webpage ([LINK](#))



# CRP Project Teams

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Please contact your CRP Project Team  
with any questions or concerns!



# Questions and Answers