



Texas Emergency Rental Assistance Program (TERAP)

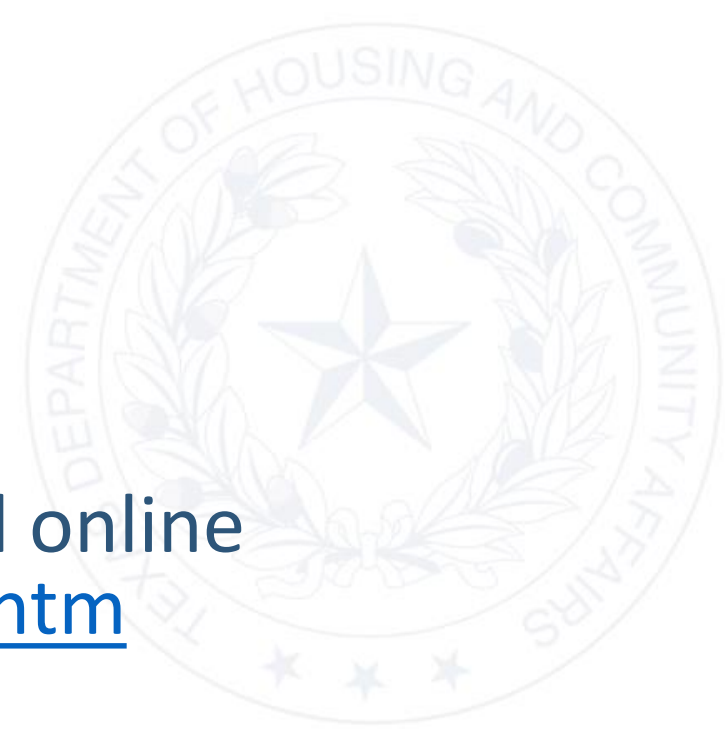
Demographics Reporting Update

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June 24, 2021

Housekeeping

- The webinar is being recorded
- The webinar slides and recording will be posted online at <https://www.tdhca.state.tx.us/CDBG/TERAP.htm>
- Please use the Questions field (not Chat) in the right hand section of your screen to ask questions to the presenters
- Questions will be answered during the presentation in the Questions field



Agenda

1. IDIS Reporting
2. Demographics Reporting
 - Updates to Performance Report and Final Report
3. Monthly Reporting Review
 1. Performance Reporting in the Housing Contract System
 2. Monthly Reporting by Household Template
4. TERAP Updates & Reminders



IDIS Reporting

CDBG-CV Reporting

- **IDIS:** Integrated Disbursement and Information System
 - HUD's reporting system
 - CDBG reporting requirements
 - Race & Ethnicity demographic categories are linked in IDIS



Demographics Reporting Update

Monthly Reporting

- [TERAP Tenant Application](#)
- Race and Ethnicity (Hispanic/Latino) must be linked



June - TOTAL Unduplicated Persons*									
Demographic Information – Unduplicated Persons receiving TERAP Rental Assistance									
Unduplicated Race*		Unduplicated Hispanic/Latino by Race**		Unduplicated Gender		Unduplicated Age			
<i>*Enter the total number of unduplicated PERSONS served, by race. *Total Unduplicated Persons must equal Total Race</i>		<i>**For each racial category, how many PERSONS are Hispanic/Latino?</i>							
American Indian/Alaskan Native		Hispanic/Latino (AI/AN)		Male		Under 18			
Asian		Hispanic/Latino (Asian)		Female		18-24			
Black/African-American		Hispanic/Latino (B/AA)				25-61			
Native Hawaiian/Pacific Islander		Hispanic/Latino (NH/PI)				62 and Over			
White		Hispanic/Latino (White)				Age Unknown			
American Indian/Alaskan Native & White		Hispanic/Latino (AI/AN & White)							
Asian & White		Hispanic/Latino (Asian & White)							
Black/African American & White		Hispanic/Latino (B/AA & White)							
Amer. Indian/Alaskan Native & Black/African American		Hispanic/Latino (AI/AN & B/AA)							
Other Multi-Racial		Hispanic/Latino (Multi-Racial)							
Race Unknown		Ethnicity Unknown							
Total Race		Total Ethnicity by Race		Total Gender		Total Age			

Demographics Reporting Update

Monthly Reporting

Tenant Application – Demographics (pg. 3)

TEXAS EMERGENCY RENTAL ASSISTANCE PROGRAM (TERAP)
TENANT APPLICATION
 REV. 01/06/21

F. DEMOGRAPHIC INFORMATION: The Texas Department of Housing and Community Affairs (TDHCA) requests this information for reporting requirements. Although TDHCA would appreciate receiving this information, you may choose not to provide it. You may not be discriminated against on the basis of this information, or on whether or not you choose to provide it.

If you do not wish to provide this information, please check this box:

Ethnicity Codes:
H – Hispanic: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.
NH – Not Hispanic

Choose all applicable Race Code(s):	Age Codes:	Disability Status:
1. American Indian or Alaska Native 2. Asian 3. Black or African American 4. Native Hawaiian or Other Pacific Islander 5. White	A. 0 – 17 years B. 18 – 24 years C. 25 – 61 years D. 62 years +	A person with a disability has a physical or mental impairment which substantially limits one or more major life activities; a record of such an impairment; or is regarded as having such an impairment. The definition of disability does not include current, illegal use of or addiction to a controlled substance.

Member	Ethnicity Code	Race Code	Age Code	Check if Person has Disability
Example	H	2, 3	C	<input checked="" type="checkbox"/>
1 (Head)				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>
7				<input type="checkbox"/>

Tenant Application – Household Info (pg. 4)

TEXAS EMERGENCY RENTAL ASSISTANCE PROGRAM (TERAP)
TENANT APPLICATION
 REV. 01/06/21

E. HOUSEHOLD COMPOSITION INFORMATION
 (List all members of the household)

Full Name (exactly as it appears on driver's license or other identification document)	Relationship to Head of Household	Date of Birth	Gender	Student Status	Receives Income?	Check if Veteran
1.	Head of Household		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
6.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
7.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
8.	<input type="checkbox"/> Spouse <input type="checkbox"/> Co-Head <input type="checkbox"/> Dependent <input type="checkbox"/> Other Adult		<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Demographics Reporting Update

Monthly Reporting

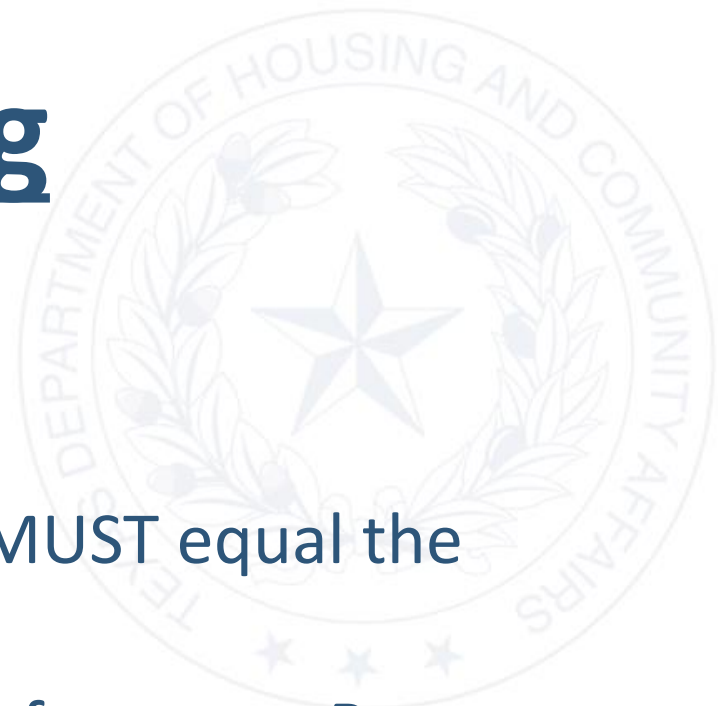
- The Housing Contract System (HCS) performance report will be updated
 - June reporting (due July 15th)
- Demographics Reporting
 - June – September (updated demographic categories)
 - January – May (reconciliation in final report)
- Technical Assistance available



HCS Demographics Reporting

Monthly Reporting

- Unduplicated PERSONS
- **Total #** of Unduplicated PERSONS served each month **MUST** equal the Total Race number
- **Total #** of Unduplicated PERSONS is reflected in the Performance Report



CDBG CARES Draw Performance Report					
TERAP-Unduplicated Households (HH) receiving Rental Assistance					
RA HHs <=30% AMI	0	RA HHs 31-60% AMI	0	RA HHs 61-80% AMI	0
RA HHs Eviction Diversion <=30% AMI	0	RA HHs Eviction Diversion 31-60% AMI	0	RA HHs Eviction Diversion 61-80% AMI	0
Total HHs By Income <=30% AMI	0	Total HHs By Income 31-60% AMI	0	Total HHs By Income 61-80% AMI	0
TERAP- Unduplicated Persons receiving Rental Assistance					
RA Persons <=30% AMI	0	RA Persons 31-60% AMI	0	RA Persons 61-80% AMI	0
RA Persons Eviction Diversion <=30% AMI	0	RA Persons Eviction Diversion 31-60% AMI	0	RA Persons Eviction Diversion 61-80% AMI	0
Total Persons By Income <=30% AMI	0	Total Persons By Income 31-60% AMI	0	Total Persons By Income 61-80% AMI	0

TERAP Monthly Reports

Monthly Reporting

- Two separate monthly reports:
 - 1. Performance Report in the HCS**
 - Unduplicated Households and Persons Assisted / Demographics
 - 2. Monthly Report by Household Template** ([Excel](#) / [SmartSheet](#))
 - Months of Assistance Tracking Log, by Household only (*HHs can be duplicated*)



Monthly Report by Household Template

Monthly Reporting

- Monthly Report by Household Template
- Duplication of Benefits
- Common Issues



Updates and Reminders

- Obligation Deadline Extension
 - From July 31 to September 30
 - Contract Amendment
- Expenditure Levels
 - Contract 40% expended, as provided in the Budget, by the sixth month reporting (June reporting, by July 15th)
 - August status update email
 - 70% expenditure benchmark, by the ninth month reporting (September reporting, due October 15th)



Contact Info

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Information about TERAP can be found on the TERAP webpage:

<https://www.tdhca.state.tx.us/CDBG/TERAP.htm>