



Housing Stability Services Program (HSS)

Cate Tracz, Manager of ERA Housing Stability Services

Alex Pustelnyk, Program Administrator

Frank Sarno, Program Administrator

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Housekeeping

- All material available at <https://www.tdhca.state.tx.us/HSS.htm>
- Dedicated Q&A session at the end of the training
- Please send questions throughout the presentation via the questions box
- Training will be recorded and posted on our webpage



Agenda

- Program Overview
- Contracts, Forms, and Timelines
- Program Guidelines
- Monthly Reporting
- Next steps
- Q&A time



Housing Stability Services Program Overview

- Federal Funding from Treasury through the Emergency Rental Assistance program (ERA1 and ERA2)
 - The Texas Rent Relief (TRR) Program – provides rental and utility arrears and payments to households who qualify.
 - **Housing Stability Services (HSS) Program** – allows up to 10% of the ERA funds to be utilized for housing stabilization services, not including rental or utility arrears and payments.

Contracts



- Boilerplate is routing through TDHCA's legal division
- Contract start date remains September 1, 2021
 - Allowable program costs may be incurred between Sept 1 and the date of contract execution.

Advance of Funds

- After contract execution, subrecipient may request a one-time advance of funds (no more than 30 days cash need) by submitting a request to TDHCA with details of the use of funds.
- Subrecipient's requests for the advance of funds shall be limited to the minimum amounts needed for effective operation of programs, and shall be timed as closely as possible to be in accord with actual cash requirements.
- After this one-time option, payments will be made on a monthly reimbursement basis.

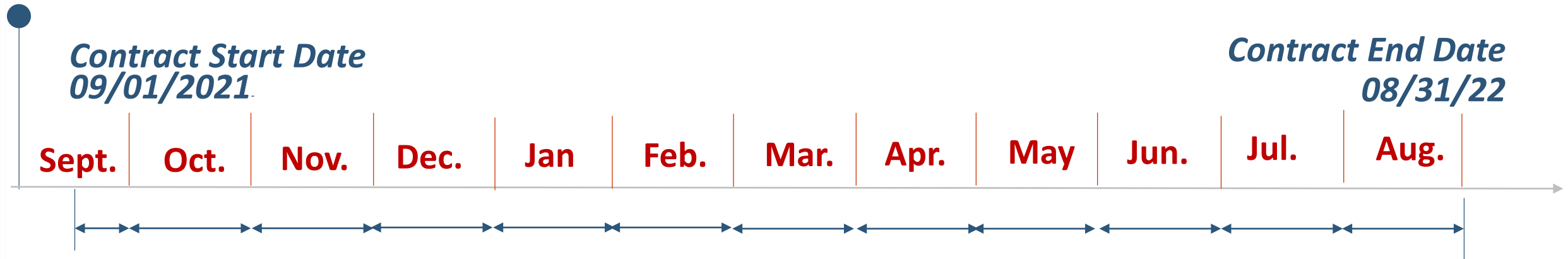
Required Forms for Contract Implementation

- Audit Certification Form
- Direct Deposit Authorization Form
- Texas Identification Number
- TDHCA Information Security and Privacy Agreement
- Housing Contract System Access Request Form for HSS (DOC fillable)
- All forms are available on the HSS webpage:
<https://www.tdhca.state.tx.us/HSS.htm>

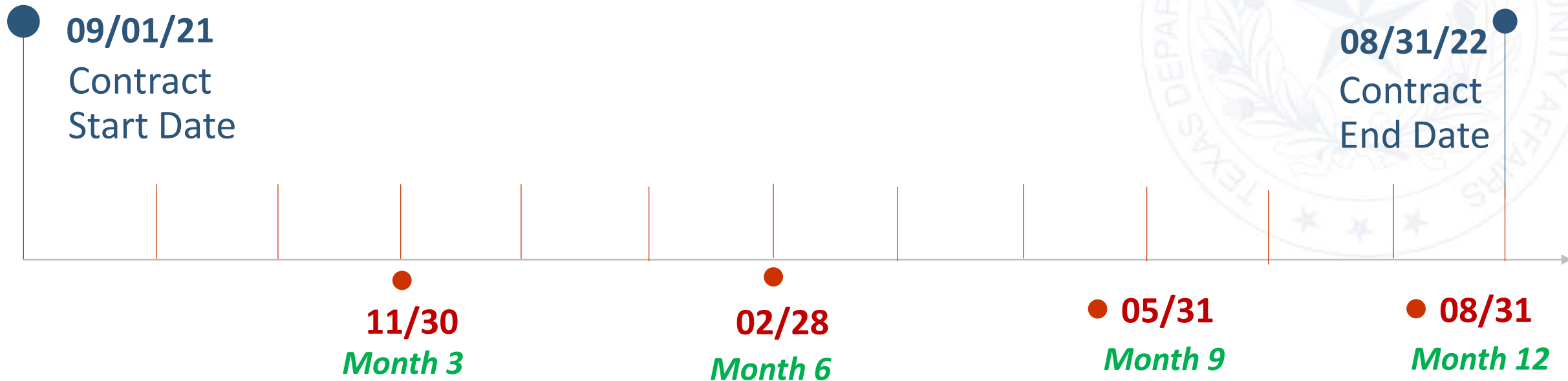


Monthly Performance and Expenditure Reports

Due by the 6th of each month
Covers the previous month's activities



Timeline + Benchmarks



All Contract funds must be 100% obligated by August 31, 2021

Each quarter awardees are expected to meet their performance and expenditure benchmarks.

Program Guidelines

Overview

Program Guidelines Overview

- Eligibility Requirements
- Self-Attestation for Income Determination
- Duplication of Benefits
- Allowable Program and Administrative Costs
- Administrative Budget



Household Eligibility Requirements



FINANCIAL
HARDSHIP



HOUSING
INSTABILITY



INCOME
ELIGIBILITY



INCOME
VERIFICATION



NO DUPLICATION
OF BENEFITS



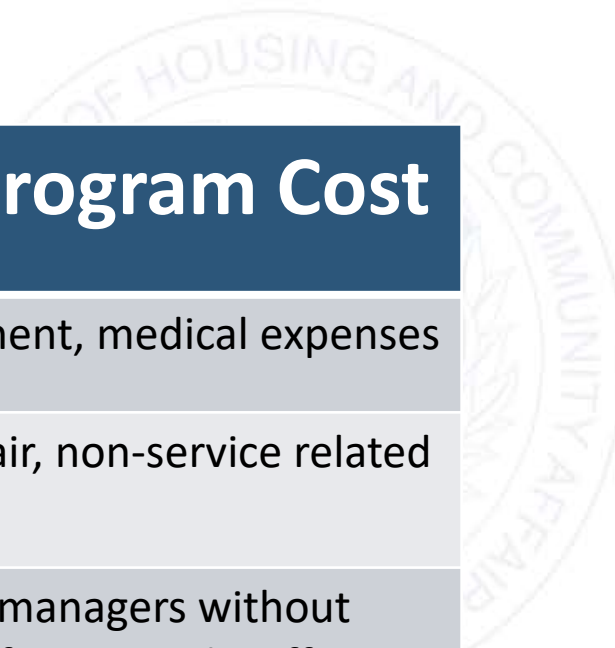
Income Determination: Self-Attestation

- NEW GUIDANCE: Self-attestation of household income without further verification as to household income is sufficient for determining income eligibility for Housing Stability Services under ERA1.
- Self-attestation from a household must specify the monthly or annual income claimed by the household and be certified by a caseworker, housing navigator, or other housing stability service professional. Without this certification, Subrecipient must reassess the household's income every three months, by obtaining a new self-attestation.
- In appropriate cases, Subrecipients may rely on an attestation directly from a housing stability service professional with knowledge of a household's circumstances to certify that an applicant's household income qualifies for assistance.
- Households may need to provide income documentation upon request.

Duplication of Benefits



- Households must certify that they are not receiving duplicated TDHCA Housing Stability Services from another organization.
- However, receiving rental and utility assistance from the Texas Rent Relief program is allowable...and encouraged!



Allowable Program Cost	Not Allowable Program Cost
Therapy, mental health services	Prescriptions, medical equipment, medical expenses
Transportation for clients or staff to provide services including: cab fare, gas reimbursement, Uber, Lyft	Vehicle purchase, vehicle repair, non-service related travel expenses
Client-facing program staff, case workers, housing navigators	Administrative staff, program managers without client interaction, kitchen staff, janitorial staff (admin)
Purchase of a computer or broadband assistance to help a program participant attend an HSS training program, search for employment, or communicate with a remote medical provider	Purchase of computers, broadband internet, or phone service for general program use and/or administration (admin)
Rental deposits, pet deposits, utility deposits, landlord incentives, and utility reconnection fees	General rental assistance or utility assistance. Clients should be referred to TRR for this assistance
Shelter outreach and landlord outreach so long as these activities directly serve eligible households	General marketing, outreach, and public affairs expenses that don't directly serve eligible households (admin)

Additional Notes on Eligible Activities

Gift Cards

- Required to keep receipts for eligible purchases unless gift card is charged to specific vendors that only sell eligible items such as food, clothing, or sanitary products
 - E.g. Restaurants, food co-ops, or resale clothing store
- Must document gift card use in client file
- Must have written policy and controls regarding gift card use that is compliant with 2 CFR Part 200.
- Gift card fees count as admin expenses

Security Deposits and Landlord Incentives

- Must not exceed 1 months rent in value
- Required to document incentive payments and/or security deposit in lease agreement
 - Keep lease agreement for your client files.

Administrative Budget

- **Administrative Budget:** Subrecipients can incur the following administrative costs to deliver the home stability services program:
 - salaries and related costs
 - supplies, overhead (utilities, maintenance, etc.)
 - equipment (with Department approval)
 - transportation, and mileage for administrative functions
- Funds requested for administration are limited up to **7 percent** of the total amount of funds requested.



Monthly Reporting

Household-Level Reporting

- Compete the *Monthly Report by Household Spreadsheet (XLSX)* on website

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

- Submit completed file using the SmartSheet.com link provided on website

Housing Contract System Preview

- Housing Contract System reporting screens are still in development. This preview shows how aggregate household data will be entered monthly.
- Training on this system will be provided before any monthly reports are due.



HSSP Draw Performance Report

HSS-Unduplicated Households (HH) receiving Housing Stability					
HHs <=30% AMI	5	HHs 31-50% AMI	5	HHs 51-80% AMI	5
Total HH AMI			15		

Unduplicated Race *		Unduplicated Ethnicity *		Unduplicated Gender *	
*Enter the total number of unduplicated HOUSEHOLDS (HH) served by race		*Enter the total number of unduplicated HOUSEHOLDS (HH) served by ethnicity		*Enter the total number of unduplicated HOUSEHOLDS (HH) served by gender	
American Indian/Alaskan Native	0	Hispanic or Latino	0	Male	0
Asian	15	Not Hispanic or Latino	15	Female	15
Black/African American	0	Declined to Answer	0	Nonbinary	0
Native Hawaiian/Pacific Islander	0			Declined to Answer	0
White	0				
Multi-Racial/Other	0				
Declined to Answer	0				
Total Race	15	Total Ethnicity	15	Total Gender	15

Validate and Save

Next Steps

- Finalize Performance Benchmarks
- Gather Required Forms
- When the contracts are ready, TDHCA will send via DocuSign
- TDCHA will provide a walkthrough of the Housing Contract System Reporting process
- Until then, be sure to sign up for the HSS Listserv to receive updated program information and training opportunities.



ERA2 Funds NOFA

- Housing Stability Services Funds under ERA2 will be allocated through a Notice of Funding Availability (NOFA) later this year.
- NOFA availability will be announced through the TDHCA Listserv and posted on the TDHCA webpage.



Q&A Time

Thank you!

Cate Tracz, Manager of ERA Housing Stability Services

Cate.tracz@tdhca.state.tx.us

512-475-4595

Alex Pustelnyk, Program Administrator

Alex.Pustelnyk@tdhca.state.tx.us

512-475-4577

Frank Sarno, Program Administrator

Frank.Sarno@tdhca.state.tx.us

512-475-4246

