



**TEXAS DEPARTMENT OF
HOUSING & COMMUNITY AFFAIRS**
Building Homes. Strengthening Communities.

**HOUSING TRUST FUND
RESERVATION SYSTEM USER GUIDE**

Revised November 2014



TABLE OF CONTENTS

LOGGING IN.....	3
YOUR RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES	5
NOTES & ATTACHMENTS	6
RESERVATION SETUPS: STEP 1, HOUSEHOLD INFO	7
RESERVATION SETUPS: STEP 2, BUDGET DETAIL	9
RESERVATION SETUPS: STEP 3, UPLOADING DOCS	11
UPLOADING STAGE 2 DOCUMENTS.....	13
UPLOADING STAGE 3 DOCUMENTS.....	16
PROJECT DRAWS: STEP 1, DATES & AMOUNTS	18
PROJECT DRAWS: STEP 2, UPLOADING DOCS.....	20
ADMIN DRAWS: DATES & AMOUNTS	22

LOGGING IN

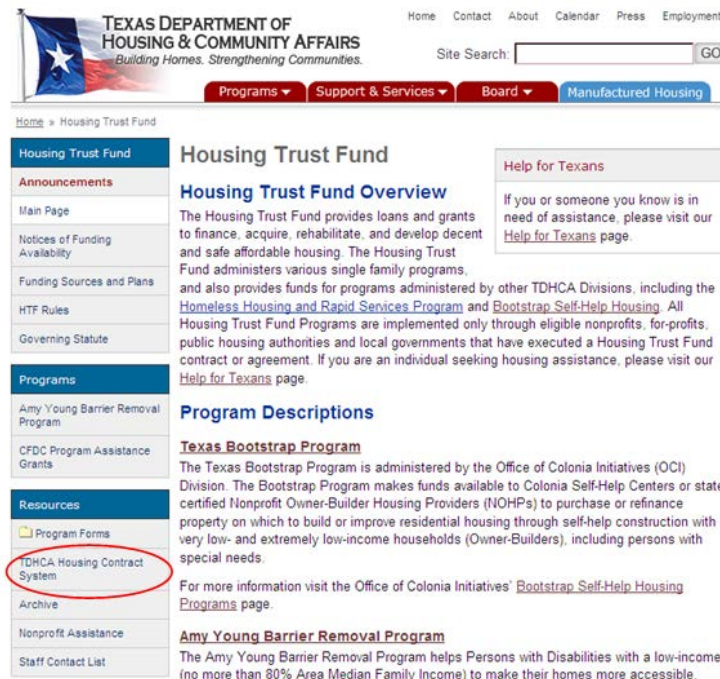
The TDHCA Housing Reservation System (often referred to as the “Housing Contract System”) is an online system that facilitates the administration of HTF programs by Administrators and TDHCA staff.

Administrators access the Reservation System through any internet connection in order to submit reservation set-ups, update housing activities, and submit draw requests. TDHCA staff use the Reservation System to review reservation set-ups, approve or declare deficiencies with reservation set-ups, and review and approve draw requests.

The direct link to the Reservation System is:
<https://contract.tdhca.state.tx.us/alligator/Login.m>



A link to the Reservation System is also under “Resources” on the left side of the HTF program page: www.tdhca.state.tx.us/htf.



HTF staff will issue a “User ID” and temporary password for pre-approved Administrator staff to login. After the very first login, you have to create a new password. If you forget your password, contact HTF staff for a temporary password to re-access the Reservation System.

In the Reservation System, you will enter information into blank fields and upload documents. Click the “Save” button to save your work often and especially before clicking other links.

Only click the “Submit for Approval” button when you are done with your work and ready to submit it to HTF staff. After submitting your reservation, the information cannot be edited without contacting HTF staff.



YOUR RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES

Your reservation agreement number is a 7-digit number (e.g., 1001899) that is assigned to all your work for a particular program and funding cycle. It is similar to a contract number. If you have multiple active contracts and reservation agreements with different divisions of TDHCA, you will see all your contracts and agreement numbers when you login. Clicking on your agreement number when it is a link (underlined) brings you to the reservation agreement screen, which is a summary of all your reservation agreement information.

To be able to make reservations, your reservation agreement “Status” must be “Active.” Any other status means you cannot enter any reservations until an issue is resolved with HTF staff.

TDHCA Housing Contract System			
Source of Funds Program Funds Contract Search Contract Activity Notifications Loan Servicing COBGDR1 Draws COBGDR4 Draws RAF Edit			User Admin
Add Contract Activity City OR Add Contract Activity Colonia Allocate Funds			Notes Perf Reqs Activities Areas Served Vendors
1 results returned			
CONTRACT			
Contract Number: 1001899	Program Activity: HTF - HTF Reservation (Single-Family 2012)	Status: Active	
CSAS Number(s)	Contractor: Adults and Youth United Development Association Inc	UOG Code	
Period Begin Date: 5/9/13	Contact: Miguel Angel Chacon	UOG Number	
Period End Date: 8/31/14	Contact Phone: (915) 851-8272	CPS Number (IDS)	
Amended End Date	Contact Phone: (915) 255-8430	Mail Code 000	
Application Number: CFDCAG01	Grant: yes	Escrow: Oliva Figueroa	
Consultant	Loan: no	Contract Activity Number (IDS)	
TDHCA Performance Contact	Consultant Phone		
TDHCA Program Contact: Glynis Laing	TDHCA Performance Contact Phone		
	TDHCA Program Contact Phone: (512) 936-7800	Attachments(2)	

An activity number is a 10-digit number (e.g., 1001899001) that is assigned to every household (or “project”) that has a reservation under a specific agreement number. The activity number is 3 digits added onto the reservation agreement number. To view all household activities under a reservation agreement, click the “Activities” link in the upper right corner of the reservation agreement screen:

TDHCA Housing Contract System			
Source of Funds Program Funds Contract Search Contract Activity Notifications Loan Servicing COBGDR1 Draws COBGDR4 Draws RAF Edit			User Admin
Add Contract Activity City OR Add Contract Activity Colonia Allocate Funds			Notes Perf Reqs Activities Areas Served Vendors
1 results returned			
CONTRACT			
Contract Number: 1001899	Program Activity: HTF - HTF Reservation (Single-Family 2012)	Status: Active	
CSAS Number(s)	Contractor: Adults and Youth United Development Association Inc	UOG Code	
Period Begin Date: 5/9/13	Contact: Miguel Angel Chacon	UOG Number	
Period End Date: 8/31/14	Contact Phone: (915) 851-8272	CPS Number (IDS)	
Amended End Date	Contact Phone: (915) 255-8430	Mail Code 000	
Application Number: CFDCAG01	Grant: yes	Escrow: Oliva Figueroa	
Consultant	Loan: no	Contract Activity Number (IDS)	
TDHCA Performance Contact	Consultant Phone		
TDHCA Program Contact: Glynis Laing	TDHCA Performance Contact Phone		
	TDHCA Program Contact Phone: (512) 936-7800	Attachments(2)	

NOTES & ATTACHMENTS

HTF staff or Administrators can post notes or additional information about a reservation agreement or a household activity. To write or read notes, click on the “Notes” link in the upper right corner of the reservation agreement screen or a household activity screen. If you write a note, only you will be able to edit or delete it. You cannot edit or delete other people’s notes.

“Notes” link on the reservation agreement screen:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG(DR) Draw | CDBG(DR) Draw | R/F Edit | User Admin

Add Contract Activity City OR Add Contract Activity Colonia | Allocate Funds

[Notes](#) | [Perf Reqs](#) | [Activities](#) | [Areas Served](#) | [V](#)

CONTRACT

Contract Number: 1001983	Program Activity: HTF - HTF Reservation (Single-Family 2014)	Status: Active
CSAS Number(s)	Contractor: Interfaith Action of Central Texas	UOG Code
Period Begin Date: 10/11/13	Contact: Simone Talma Flowers	UOG Number
Period End Date: 8/31/16	Contact Phone (512): 386-9145	CPS Number (DIS)
Amended End Date	Grant: yes	Mail Code
Application Number: 2014002	Loan: no	Exhibitor: Simone Talma Flowers
Consultant	Consultant Phone	Contract Activity Number (DIS)
TDHCA Performance Contact	TDHCA Performance Contact Phone	
TDHCA Program Contact: Mark Leonard	TDHCA Program Contact Phone (512): 936-7799	Attachment(s)

“Notes” link on a household activity screen:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG(DR) Draw | CDBG(DR) Draw | R/F Edit | User Admin

Contract #1001899 > Activities > #1001899001

[Notes](#)

CSAS Number(s)

OVERVIEW

Administrator Name: Adults and Youth United Development Association Inc	Status: Closed	Contract # 1001899
Contact Name: Miguel Angel Chacon	Phone #: 9155510272	Tracking ID: 137439

Usually only HTF staff uploads attachments to the Reservation Agreement screen. And, usually only Administrators upload attachments to household activity screens for reservation setups and draw requests. Attachments should be in .pdf. To upload attachments, click on the “Attachments” link on the right side of the screen. If you upload an attachment, only you will be able to edit the description or delete it.

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG(DR) Draw | CDBG(DR) Draw | R/F Edit | User Admin

Add Contract Activity City OR Add Contract Activity Colonia | Allocate Funds

[Notes](#) | [Perf Reqs](#) | [Activities](#) | [Areas Served](#) | [Vendors](#)

CONTRACT

Contract Number: 1001983	Program Activity: HTF - HTF Reservation (Single-Family 2014)	Status: Active
CSAS Number(s)	Contractor: Interfaith Action of Central Texas	UOG Code
Period Begin Date: 10/11/13	Contact: Simone Talma Flowers	UOG Number
Period End Date: 8/31/16	Contact Phone (512): 386-9145	CPS Number (DIS)
Amended End Date	Grant: yes	Mail Code
Application Number: 2014002	Loan: no	Exhibitor: Simone Talma Flowers
Consultant	Consultant Phone	Contract Activity Number (DIS)
TDHCA Performance Contact	TDHCA Performance Contact Phone	
TDHCA Program Contact: Mark Leonard	TDHCA Program Contact Phone (512): 936-7799	Attachment(s)

RESERVATION SETUPS: STEP 1, HOUSEHOLD INFO

Your reservation setup is how you will reserve funds for an individual household and submit documentation showing the household is eligible. Always follow the most recent Reservation Setup Checklist for the HTF program from which you are reserving funds.

To begin, from your reservation agreement page, go the “Activities” screen by clicking the “Activities” link in the upper right corner of the screen:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User Admin

Add Contract Activity City OR Add Contract Activity Colonia | Allocate Funds | Notes | Perf Reps | **Activities** | Add Contract Activity City OR Add Contract Activity Colonia | Allocate Funds | Vendors

1 results returned

CONTRACT			
Contract Number	1001899	Program Activity	HTF - HTF Reservation (Single-Family 2012)
CSAS Number(s)		Contractor	Adults and Youth United Development Association Inc
Period Begin Date	5/9/13	Contact	Miguel Angel Chacon
Period End Date	4/31/14	Contact Phone	(915) 851-0272
Amended End Date		Contact Phone	(915) 255-9430
Application Number	CFDCAG01	Grant	yes
Consultant		Loan	no
TDHCA Performance Contact		Consultant Phone	
TDHCA Program Contact	Glynnis Laing	TDHCA Performance Contact Phone	
		TDHCA Program Contact Phone	(512) 936-7800
		Status	Active
		UOG Code	
		UOG Number	
		CPS Number (IDS)	
		Mail Code 000	
		Escrow	Olivia Figueroa
		Contract Activity Number (IDS)	
		Attachments	(2)

Next, in the bottom right corner, click “City” (or click “Colonia” if appropriate):

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User Admin

Contract #1001899 - Activities | CSAS Number(s)

Activity#	Household Name	Address	City/Colonia	Activity Status	Attachments
1001899001	Rodolfo Medina	532 Borengo	Mission Trail Estates (Colonia)	Closed	(1,1)
1001899002	Felipe Garcia	361 Oil Mill	Tomillo (Colonia)	Closed	(1,1)
1001899003	Enrique Medina	564 Borengo	Mission Trail Estates (Colonia)	Closed	(1,1)
1001899004	Paulo Barcenas	330 Los Coyotes	Tomillo (Colonia)	Closed	(1,1)
1001899005	Ignacio Mares	1992 Drake	Tomillo (Colonia)	Active	(1,1)

Add Contract Activity City | Add Contract Activity Colonia

Next, a new page appears where you will enter household information. To begin, click the checkbox at the top of the page (next to “Check this box...”). Then complete ONLY the required fields highlighted in orange. Any fields that are NOT highlighted in orange do NOT need to be filled out.

For the required orange field “TDHCA Funds Originally Requested,” enter the maximum amount of funds you need to reserve. For the Amy Young Barrier Removal Program, this will be “20000.”

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User Admin

Contract Activity: HTF - HTF Reservation

Required Documentation

For the most current forms, please visit the TDHCA website link below:
[HTF - HTF Reservation](#)

Check this box if all required documents have been submitted to TDHCA or will be submitted electronically using this system at the time you submit this contract activity or draw.

BUDGET

TDHCA Funds Originally Requested: 20000

Estimated Cost of Draw: 0

When ALL orange fields are completed, hit the “Save” button at the bottom of the screen:

The screenshot shows a multi-section form with the following fields:

- HOUSEHOLD:** Unit Number, Name, Activity #
- OCCUPANCY DATA:** Number of Bedrooms, Occupancy
- INCOME:** Monthly Gross Income, Qualifying AMI %, Annual Income, HUD Maximum Household Income, HIC Date
- MISCELLANEOUS:** Rental Assistance Status
- HOUSEHOLD DATA:** Head of Household Race, Head of Household, Female Head of Household, Household Size, Hispanic
- OTHER SPECIAL NEEDS (CHECK AT LEAST ONE):** None, Victims of Domestic Violence, Elderly Populations, Colonias, Persons with HIV/AIDS, People With Disabilities, Migrant Farmworkers, Alcohol and Drug Addiction, Homeless Populations

The "Save" button at the bottom center is circled in red.

A special note regarding the “Rural/Urban” field:

Please double check that the household location is correctly identified as rural or urban by looking it up on the “List of Urban and Rural Places” on the Amy Young Barrier Removal Program page:

<http://www.tdhca.state.tx.us/htf/single-family/amy-young.htm>

The screenshot shows the 'Required Documentation' section with the following details:

- Required Documentation:** For the most current forms, please visit the TDHCA website link below. HTF - HTF Reservation. 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.
- BUDGET:** TDHCA Funds Originally Requested: 0.00, Total Estimated Cost of Project: 0.00
- ADDRESS:** Line 1, Line 2, Colonia, County, Rural/Urban (dropdown menu, circled in red), Region (region not found), State TX, Zip 00000, County Code

The household activity screen has now been created. You will see that the “Status” at the middle top of the screen is “Pending” because you are not yet finished with the setup and you have not yet submitted the reservation:

The screenshot shows the 'OVERVIEW' section with the following details:

- Contract #1001899 > Activities > Unassigned**
- OVERVIEW:** Administrator Name: Adults and Youth United Development Association Inc., Contact Name: Miguel Angel Chacon, Homeowner Name: Ana Bee, Cooper Name, Primary Special Need, Begin Date, Activity Number, Activity Type: HTF - HTF Reservation (Single-Family 2012), Setaside Type: CFD Assistance Grants Reservation, End Date, Contract # 1001899, Tracking ID: 138814, UDG Code, UDG Number, CPS Number (IDS), Amended End Date, Attachments
- ADDRESS:** Line 1: Ana Bee, Line 2, City: Austin, County: TRAVIS, Rural/Urban: Urban (dropdown menu, circled in red), Region: 7, State: TX, Zip: 78702, County Code: 453

RESERVATION SETUPS: STEP 2, BUDGET DETAIL

Click the “Budget Detail” link on the right side of the screen:

The screenshot shows a reservation setup form with the following sections:

- Homeowner Information:** Homeowner Name: Ana Bee, Activity Number: [blank], UOG Code: [blank].
- Reservation Details:** Activity Type: HTF - HTF Reservation (Single-Family 2012), Setaside Type: CFD Assistance Grants Reservation, UOG Number: [blank], CPS Number (IDS): [blank], Amended End Date: [blank].
- ADDRESS:** Line 1: [blank], Line 2: [blank], City: Leuen, County: TRAVIS, Rural/Urban: Urban, State: TX, Zip: 78702, County Code: 453.
- ALLOCATION:** A table with columns: Fund, Funded, Total Drawn, Refunded, Net Drawn, Available, Hist, Draws. The 'Total' row shows all values as \$0.00.
- Links:** A 'Budget Detail' link is circled in red at the bottom right.

Next, click the “Itemize” link on the right side of the screen:

The screenshot shows the 'PLANNED BUDGET' table with the following data:

Budget	Total Budgeted	TDHCA Original	Amended	Funded	Itemized	Unitemized
	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00

An 'Itemize' link is circled in red at the bottom right.

The “Budget Itemization” screen will appear. Click the “(+)” sign next to “Hard Cost” to make a drop-down menu appear:

The screenshot shows the 'Budget Itemization' screen with the following data:

Project	Total Budgeted	TDHCA Original	Amended	Funded	Refunds	Itemized	Unitemized
	\$0.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00

The 'ITEMIZED BUDGET' table below shows:

Item #	Budget Category	Percent	Amount
	Hard Cost (+)	0%	\$0.00
	Soft Cost (+)	0%	\$0.00

The 'Hard Cost (+)' link is circled in red.

Scroll down on the drop-down menu and select the category “Miscellaneous (Hard)” then hit the “Save” button:

The screenshot shows the 'Add a Budget Category' screen. The 'Parent Category' is 'Hard Cost'. The 'Category Name' dropdown menu is open, showing a list of categories. 'Miscellaneous (Hard)' is selected and circled in red.

To choose multiple categories, hold down Ctrl key and select one at a time or hold down the Shift key and select a range of categories.

Next, do the same for “Soft Cost.” Click the “(+)” sign next to “Soft Cost” to make a drop-down menu appear, scroll down and select the category “Miscellaneous (Soft)” then hit the “Save” button:

Add a Budget Category

BUDGET CATEGORY

Parent Category	Soft Cost
Category Name	<ul style="list-style-type: none"> Inspections - Progress/Final (Soft) Inspections - W/teup (Soft) Inspections (Soft) Miscellaneous (Soft) Miscellaneous - Contractor (CDBGDR) (Soft) Plan Category (Soft) Pre-construction conference (Soft) Procurement of contractor (Soft) Project documentation preparation (Soft) Punch list verification inspection (Soft) Relocation ""RHD ONLY"" (Soft) Reserves ""RHD ONLY"" (Soft) Salary 1 (Soft) Salary 2 (Soft) Salary 3 (Soft)

To choose multiple categories, hold down Ctrl key and select one at a time or hold down the Shift key and select a range of categories.

Save

When the Budget Itemization screen reappears, fill in the dollar amounts for “Hard Cost Miscellaneous” and for “Soft Cost Miscellaneous” in the **blue** fields on the right side of the screen. For the Amy Young Barrier Removal Program, if you are reserving the maximum \$20,000 amount permitted per household, enter the default amounts of “18182” for “Hard Cost Miscellaneous” and “1818” for “Soft Cost Miscellaneous.”

Budget Itemization

BUDGET		Total Budgeted	TDHCA Original	Amended	Funded	Refunds	Remized	Unitemized
Project		\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00

Item #	Budget Category	Percent	Amount
1 (a)	Hard Cost (+)	90.91%	\$18,182.00
	Miscellaneous	90.91%	18182.00
1 (a)	Soft Cost (+)	9.09%	\$1,818.00
	Miscellaneous	9.09%	1818.00

Save

NOTE: Soft Costs are optional. But, your Soft Costs cannot exceed 10% of the Hard Costs amount (*not* 10% of the Total funds reserved). To figure out the maximum Soft Costs you may get for your reservation, divide the Total funds to be reserved by 11. For example, if you are reserving a Total of \$14,500 for the household, divide \$14,500 by 11. This will give you \$1,318 in maximum Soft Costs.

To return to the household activity screen, click the “Unassigned” link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, it might log you out:

TDHCA Housing Contract System

Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit
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Contract #1001899 > Activities > **Unassigned** > Budget Detail

Budget Itemization

BUDGET

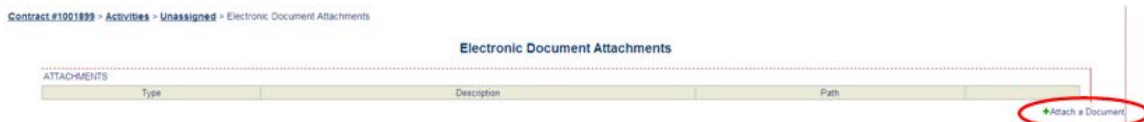
	Total Budgeted	TDHCA Original	Amended	Funded
Project	\$0.00	\$20,000.00	\$20,000.00	\$0.00

RESERVATION SETUPS: STEP 3, UPLOADING DOCS

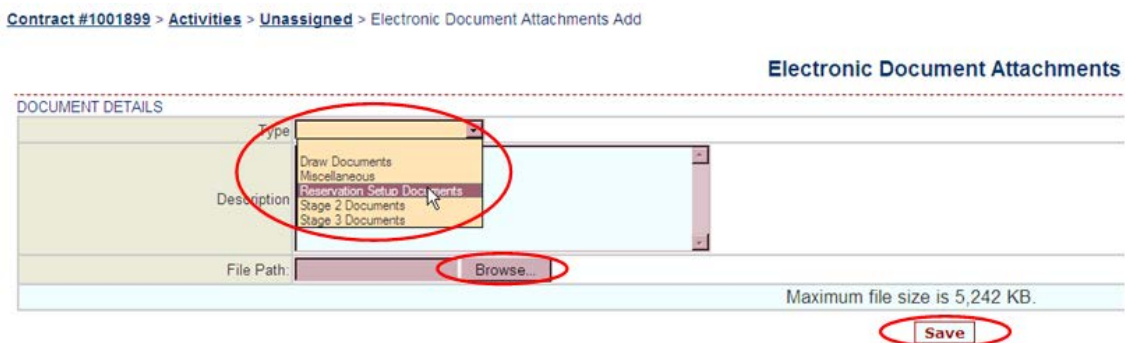
To upload the reservation setup checklist and the other forms the setup checklist requires (e.g., Intake Application, Certification of Disability, Household Income Certification, etc.) click on the “Attachments” link on the right side of the household activity screen.



Click on the “Attach a Document” link on the right side of the screen:



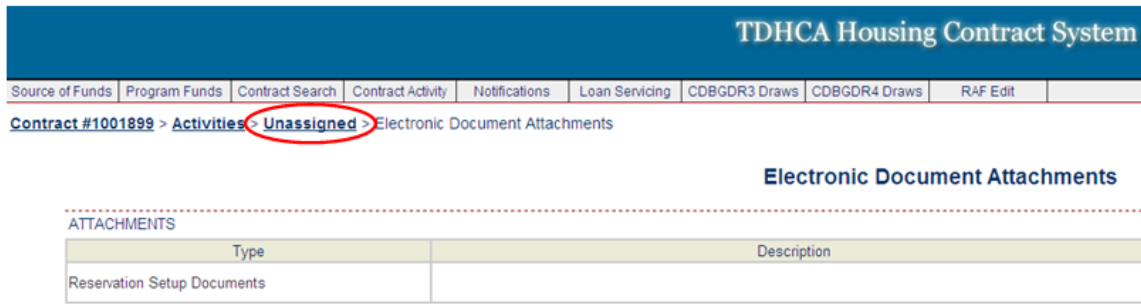
Then click on the “Type” field for the drop-down menu to appear. Select “Reservation Setup Documents.” Typing the name of the document in the “Description” field is optional, but helpful. Then, click the “Browse” button to locate where the document is saved on your computer. Once the “File Path” field is filled in with the location, hit the “Save” button. Continue this step for each document you wish to upload.



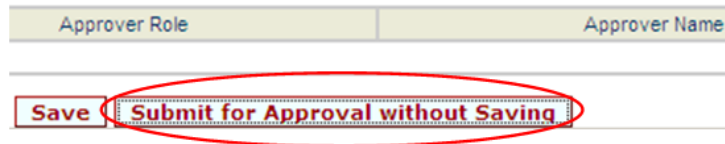
IMPORTANT!!!

- ✓ Documents should be .pdfs
- ✓ Scan and upload EACH document SEPARATELY (do not scan several docs as one single .pdf)
- ✓ If your document is 4 pages, scan and upload it as ONE, SINGLE .pdf (do not scan each page separately and upload 4 one-page attachments)
- ✓ Each uploaded document cannot exceed 5MB

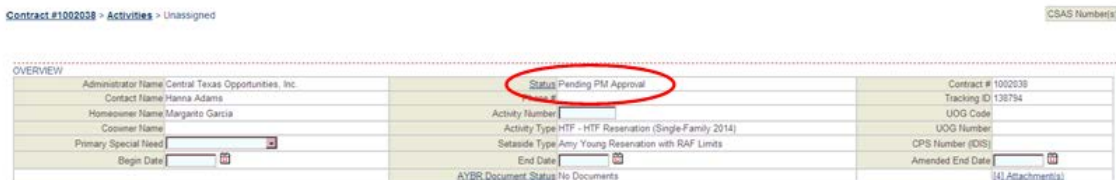
To return to the household activity screen, click the “Unassigned” link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, it might log you out:



After you have entered the household info, budget detail *and* have uploaded all attachments listed on the reservation setup checklist, the reservation is ready to be submitted. Hit the “Submit for Approval” button on the bottom of the household activity screen:



You will know your reservation has been submitted if the “Status” at the middle top of the screen is “Pending PM Approval” and the reservation is waiting to be approved by Program Management/HTF staff. If your status still says “Pending” that means you are still working on the setup and it has not been submitted to HTF yet.



UPLOADING STAGE 2 DOCUMENTS

In the Amy Young Barrier Removal Program, after a reservation setup for a household is approved and put into “Active” status, you will have to submit “Stage 2 Documents.” You will see in the middle area of the household activity screen that the “AYBR Document Status” says “Pending Stage 2 Documents”:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User

Contract #1001980 > Activities > #1001980004 CSAS Number(s)

OVERVIEW		
Administrator Name: Meals on Wheels and More, Inc.	Status: Active	Contract # 1001980
Contact Name: Charles Cloutman	Phone #: 126281165	Tracking ID 136682
Homeowner Name: Christopher Botello	Activity Number: 1001980004	UOG Code
Cosigner Name:	Activity Type: HTF - HTF Reservation (Single Family 2014)	UOG Number
Primary Special Need: People With Disabilities	Setaside Type: Amy Young Reservation with RAF Limits	CPS Number (DIS)
Begin Date:	End Date:	Amended End Date
AYBR Document Status: Pending Stage 2 Documents		(4) Attachments

The term “Stage 2 Documents” refers to:

- 1) the initial inspection
- 2) the accessibility inspection
- 3) the work write-up & cost estimate
- 4) before photos, and
- 5) the initial inspection & work-write-up checklist

To upload these Stage 2 Documents to the system, click on the “Attachments” link on the right side of the household activity screen:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User

Contract #1001980 > Activities > #1001980004 CSAS Number(s)

OVERVIEW		
Administrator Name: Meals on Wheels and More, Inc.	Status: Active	Contract # 1001980
Contact Name: Charles Cloutman	Phone #: 126281165	Tracking ID 136682
Homeowner Name: Christopher Botello	Activity Number: 1001980004	UOG Code
Cosigner Name:	Activity Type: HTF - HTF Reservation (Single Family 2014)	UOG Number
Primary Special Need: People With Disabilities	Setaside Type: Amy Young Reservation with RAF Limits	CPS Number (DIS)
Begin Date:	End Date:	Amended End Date
AYBR Document Status: Pending Stage 2 Documents		(4) Attachments

When the attachments screen appears, you should see the reservation setup documents that you already uploaded there. Click on the “Attach a Document” link:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit | User Admin

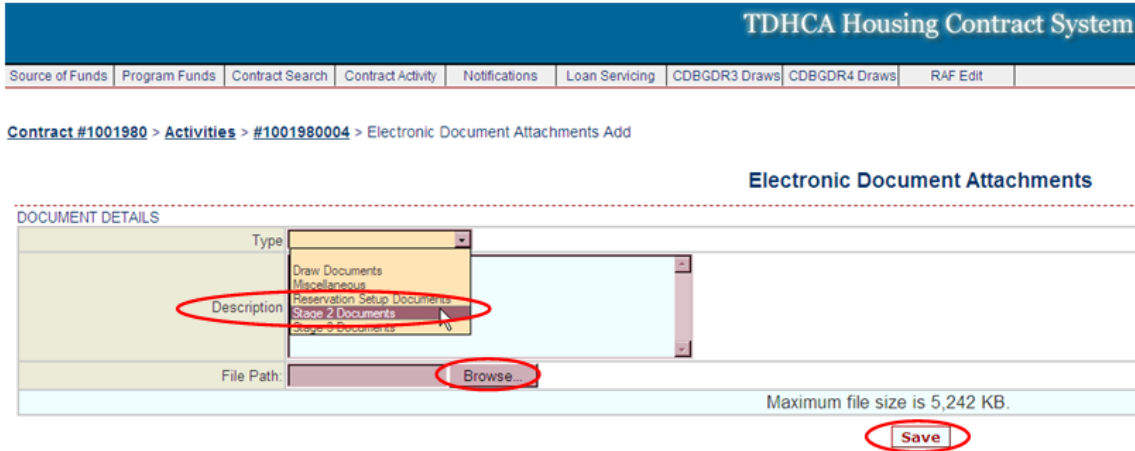
Contract #1001980 > Activities > #1001980004 > Electronic Document Attachments

Electronic Document Attachments

ATTACHMENTS	Type	Description	Path	View	Delete
Reservation Setup Documents	Certification of Disability		:/201312191043-Certification of Disability.pdf	View	Delete
Reservation Setup Documents	Form 5a		:/201312191044-Form-5a.pdf	View	Delete
Reservation Setup Documents	HIC		:/201312191044-HIC.pdf	View	Delete
Reservation Setup Documents	Form 1 corrected		:/201312200923-Form-1-corrected.pdf	View	Delete

[Attach a Document](#)

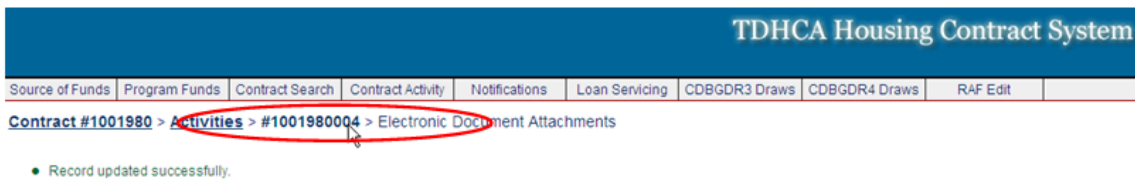
Then click on the “Type” field for the drop-down menu to appear. Select “Stage 2 Documents”. Typing the name of the document in the “Description” field is optional, but helpful. Then, click the “Browse” button to locate where the document is saved on your computer. Once the “File Path” field is filled in with the location, hit the “Save” button. Continue this step for each Stage 2 Document you need to upload:



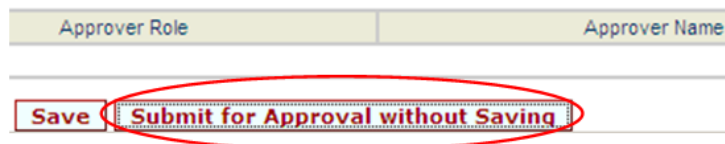
REMINDERS ABOUT ATTACHMENTS!

- ✓ Documents should be .pdfs
- ✓ Scan and upload EACH document SEPARATELY (do not scan several docs as one single .pdf)
- ✓ If your document is 4 pages, scan and upload it as ONE, SINGLE .pdf (do not scan each page separately and upload 4 one-page attachments)
- ✓ Each uploaded document cannot exceed 5MB

To return to the household activity screen, click the 10-digit activity number link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, it might log you out:



After you have uploaded all the Stage 2 Documents, hit the “Submit for Approval” button on the bottom of the household activity screen:



You will know your Stage 2 Documents have been submitted and are waiting to be approved by HTF staff if the “AYBR Document Status” at the middle top of the screen is

“Pending Stage 2 Approval.” If it still says “Pending Stage 2 Documents” that means you are still uploading and no Stage 2 Documents have been submitted to HTF yet.

Status	Active 📄	Contract #	1001986
Phone #	2816177416	Tracking ID	138433
Activity Number	1001986002	UOG Code	
Activity Type	HTF - HTF Reservation (Single-Family 2014)	UOG Number	
Setaside Type	Amy Young Reservation with RAF Limits	CPS Number (IDIS)	
End Date		Amended End Date	
AYRR Document Status	Pending Stage 2 Approval 📄		[12] Attachment(s)

UPLOADING STAGE 3 DOCUMENTS

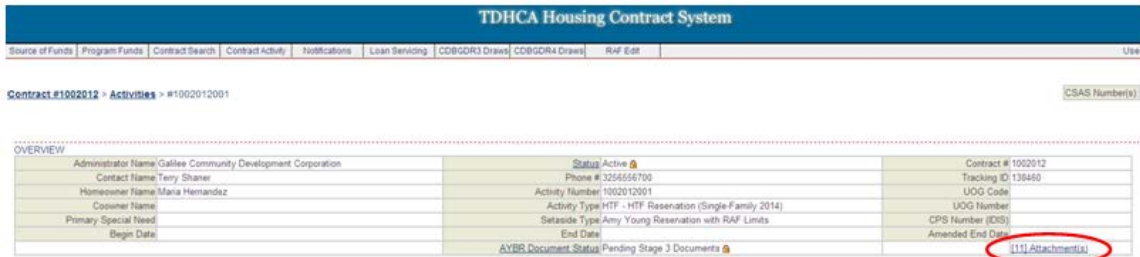
In the Amy Young Barrier Removal Program, after you have your Stage 2 Documents approved, you will have to submit “Stage 3 Documents.” You will see in the middle area of the household activity screen that the “AYBR Document Status” says “Pending Stage 3 Documents”:



The term “Stage 3 Documents” refers to:

- 1) the construction contract, and
- 2) the construction contract checklist

To upload these Stage 3 Documents to the system, click on the “Attachments” link on the right side of the household activity screen:



When the attachments screen appears, you should see the reservation setup documents and Stage 2 Documents that you already uploaded there. Click on the “Attach a Document” link:



Then click on the “Type” field for the drop-down menu to appear. Select “Stage 3 Documents”. Typing the name of the document in the “Description” field is optional, but helpful. Then, click the “Browse” button to locate where the document is saved on your computer. Once the “File Path” field is filled in with the location, hit the “Save” button. Continue this step for each Stage 3 Document you need to upload:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit

[Contract #1002012](#) > [Activities](#) > [#1002012001](#) > Electronic Document Attachments Add

Electronic Document Attachments

DOCUMENT DETAILS

Type	Stage 3 Documents
Description	
File Path:	Browse...

Maximum file size is 5,242 KB.

Save

To return to the household activity screen, click the 10-digit activity number link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, it might log you out:

TDHCA Housing Contract System

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | CDBGDR4 Draws | RAF Edit

[Contract #1002012](#) > [Activities](#) > [#1002012001](#) > Electronic Document Attachments

• Record updated successfully.

After you have uploaded all the Stage 3 Documents, hit the “Submit for Approval” button on the bottom of the household activity screen:

Approver Role	Approver Name
Save	Submit for Approval without Saving

You will know your Stage 3 Documents have been submitted and are waiting to be approved by HTF staff if the “AYBR Document Status” at the middle top of the screen is “Pending Stage 3 Approval.” If it still says “Pending Stage 3 Documents” that means you are still uploading and no Stage 3 Documents have been submitted to HTF yet.

Status Active	Contract # 1001985
Phone # 7136694514	Tracking ID 138333
Activity Number 1001985004	UOG Code
Activity Type HTF - HTF Reservation (Single-Family 2014)	UOG Number
Setaside Type Amy Young Reservation with RAF Limits	CPS Number (DIS)
End Date	Amended End Date
AYBR Document Status Pending Stage 3 Approval	[18] Attachment(s)

PROJECT DRAWS: STEP 1, DATES & AMOUNTS

To submit a project draw when a specific household has completed construction and you are ready for reimbursement, go to that household activity's page. Click on the "Draw Requests" link on the right side of the screen:

The screenshot shows a web interface with three main sections:

- ADDRESS:** Line 1: 8650 Othello, Line 2: Rural/Urban, City: Houston, County: HARRIS, State: TX, County Code: 201, Region: 5, Zip: 77029.
- ALLOCATION:** A table with columns: Fund, Funded, Total Drawn, Refunded, Net Drawn, Available, Hist, Drawn. A row shows Fund: GR HTF 2012 - HTF 2012 Amy Young Reservation Project - Contract 10015302 - Activity 100152020, Funded: \$20,000.00, Total Drawn: \$0.00, Refunded: \$0.00, Net Drawn: \$0.00, Available: \$20,000.00, Hist: 0, Drawn: 0. A 'Total' row is also present.
- DRAW BALANCES:** A table with columns: Project, RAF Phase, Original Amount, Amended Amount, Funded Amount, Total Drawn, Refund, Net Drawn, Available. A row shows Original Amount: \$0.00, Amended Amount: \$20,000.00, Funded Amount: \$20,000.00, Total Drawn: \$0.00, Refund: \$0.00, Net Drawn: \$0.00, Available: \$20,000.00. A 'Draw History' link is visible, and the 'Draw Requests' link is circled in red.

Next, click on "Create New FINAL Draw Request." This is the final draw because this draw is the *only* one you will be submitting for this household activity:

The screenshot shows a table titled "DRAW LIST" with columns: Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, Final Draw, and Action. A row shows "Create New Draw Request" with a "Final Draw" checkbox and an "Action" column containing a link "Create New FINAL Draw Request" which is circled in red.

To begin, click the checkbox at the top of the page (next to "Check this box..."). Next, enter start and end dates. The start date (or "Services Rendered From") can be the date the household completed their intake application. The end date (or "Services Rendered To") can be the date you are submitting this project draw request (today's date). Use the MM/DD/YYYY format. Then hit the "Save" button.

NOTE: disregard references to the Project Complete Report (PCR). This is for HTF staff only.

The screenshot shows the "DRAW REQUEST" form in the "TDHCA Housing Contract System". It includes a "REQUIRED DOCUMENTATION" section with a checkbox "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." which is circled in red. Below this are two date fields: "Services Rendered From" and "Services Rendered To", both circled in red. A "Save" button is also visible.

When the draw request screen appears, fill in the dollar amounts for "Hard Cost Miscellaneous" and for "Soft Cost Miscellaneous" in the blue fields on the right side of the screen. Dollar amounts cannot be greater than what is listed as the "Budgeted Amount." For the Amy Young Barrier Removal Program, it is possible that you may not need to request the entire amount of funds that you reserved. If this is the case, make sure that the Soft Costs you are requesting do NOT exceed 10% of the Hard Costs you are requesting.

HTF (HTF Reservation) Activity Draw

ACTIVITY BUDGET							
Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance		
	\$17,974.61	\$0.00	\$17,974.61	\$0.00	\$17,974.61		

DRAW REQUEST				
Activity #	1001592024		Draw #	1
Vendor Name	Institute for Building Technology and Safety		Tax ID	541963889
Vendor # - Mail Code	541963889 - 000		Date Submitted	
Dates Services Rendered from	11/01/2013	To	01/01/2014	
Final Draw?	<input checked="" type="checkbox"/>		Voucher #	
Supporting Documents Received and Approved?	no			
Risk Assessment Score	Pending			
Attachments	0			

DRAWS FOR PROJECT						
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount	
1	Hard Cost	\$16,340.55	\$0.00	\$16,340.55		16,340
	Miscellaneous	\$16,340.55	\$0.00	\$16,340.55		
	Soft Cost	\$1,634.06	\$0.00	\$1,634.06		
1	Miscellaneous	\$1,634.06	\$0.00	\$1,634.06		1500
Total		\$17,974.61	\$0.00	\$17,974.61		\$0.00

After completing the Hard Cost and Soft Cost draw amounts, be sure to hit the “Save” button at the bottom of the screen:

APPROVAL ACTIONS					
Approval Sequence	Approver Role	Approver Name	Action	Date	
None					

Save

PROJECT DRAWS: STEP 2, UPLOADING DOCS

To upload the draw checklist and the other forms the draw checklist requires (e.g., final inspection, after pictures, contractor’s request for payment form, contractor’s invoices, soft costs invoice, if applicable, etc.) click on the “Attachments” link in the middle area of the draw request screen:

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Hard Cost	\$16,340.55	\$0.00	\$16,340.55	
	Miscellaneous	\$16,340.55	\$0.00	\$16,340.55	16,300.00
	Soft Cost	\$1,634.06	\$0.00	\$1,634.06	
1	Miscellaneous	\$1,634.06	\$0.00	\$1,634.06	1,600.00
Total		\$17,974.61	\$0.00	\$17,974.61	\$17,900.00

Click on the “Attach a Document” link on the right side of the screen:

Type	Description	Path

Then click on the “Type” field for the drop-down menu to appear. Selecting “Draw Packet” or “Miscellaneous document(s)” is fine. Type a brief name of the document in the “Description” field. Then, click the “Browse” button to locate where the document is saved on your computer. Once the “File Path” field is filled in with the location, hit the “Save” button. Continue this step for each document you wish to upload.

[Contract #1001592](#) > [Activities](#) > [#1001592024](#) > [Draw List](#) > [#1](#) > Electronic Document Attachments Add

Electronic Document Attachments

DOCUMENT DETAILS

Type	Description	File Path
Miscellaneous document(s)		
Draw Packet		
Miscellaneous document(s)		
Present of Completion Form 11.27 or 911.27		
After Photos		
Application & Certification for Payment Form 11.18 or 911.18		
Appraisal 2nd		
Certificate of Occupancy		
Certificate of Substantial Completion AIA G704		
Certified copy of Deed of Trust		
Certified copy of HUD1		
Clearance Letter from Compliance Inspection Specialist		
Contractor Request for Payment Form 11.04 or 911.04		
Draw Checklist Form 16.10 or 916.10		
Draw Checklist Form 16.11 or 916.11		
Draw Checklist Form 16.12 or 916.12		
Draw Checklist Form 16.26 or 916.26		
Final Inspection Form 11.03 or 911.03		
Interim or Final Down Date Endorsement		
Itemized Invoice(s)		
Lien Waiver Affidavit (Final) by Sub-Contractor Form 11.23 or 911.23		
Lien Waiver Affidavit (Interim) by Contractor Form 11.25 or 911.25		
Lien Waiver Affidavit (Interim) by Sub-Contractor Form 11.22 or 911.22		
Lien Waiver Affidavit (Final) by Contractor Form 11.24 or 911.24		
List of Contractors, Subcontractors and Vendors Form 11.20 or 911.20		
Match documentation		
Notarized Application & Certificate for Payment AIA G702 & G703		
Process Inspection Form 11.10 or 911.10		

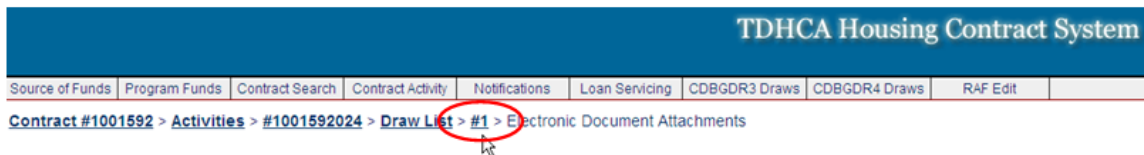
Maximum file size is 5,242 KB.

Save

REMINDERS ABOUT ATTACHMENTS!

- ✓ Documents should be .pdfs
- ✓ If you are attaching several documents, scan and upload EACH one SEPARATELY (do not scan them all as one single .pdf)
- ✓ If your document is 4 pages, scan and upload it as ONE, SINGLE .pdf (do not scan each page separately and upload 4 one-page attachments)
- ✓ Each uploaded document cannot exceed 5MB

To return to the draw request screen, click the “#1” link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, it might log you out:



After you have entered the draw amounts *and* have uploaded all attachments listed on the draw checklist, the draw request is ready to be submitted. Hit the “Submit for Approval” button on the bottom of the draw request screen:



You will know your draw has been submitted if the “Status” at the middle top of the screen is “Pending PM Approval” and the draw is waiting to be approved by Program Management/HTF staff. If your draw status still says “Pending” that means you are still working on the draw request and it has not been submitted to HTF yet.



GOOD JOB! YOU ARE ALMOST DONE...

Your next step now is to submit the administrative draw (“admin draw”) you will receive for assisting this household. Your admin draw will be exactly 10% of the Total project draw (Hard plus Soft Costs) that you just submitted for the household. For example, if you just submitted a project draw for a household that totaled \$18,604.30 (Hard plus Soft Costs), then you will now submit an admin draw for \$1,860.43.

ADMIN DRAWS: DATES & AMOUNTS

Administrative draws (“admin draws”) are how you are paid for administering HTF programs and assisting households. Submitting an admin draw request is similar to submitting a project draw request (reimbursements for specific household activities) EXCEPT FOR THE LOCATION WHERE THE DRAW IS UPLOADED: Admin draws are created from the Reservation Agreement screen (not from any household activity screen). The #1 MISTAKE Administrators make when doing draws is that they create them on the WRONG SCREEN! For example, they might upload a household’s project draw docs to the Reservation Agreement screen attachments.

REMEMBER: Admin draw request are general and don’t belong on the household activity screen. Always create admin draws from the Reservation Agreement screen.

To begin, first make sure you are on the Reservation Agreement screen, which is a summary of all your reservation agreement information. Clicking on your agreement number when it is a link (underlined) brings you to the Reservation Agreement screen.

Next, click on the “Draw Request” link on the right side of the screen:

The screenshot shows the TDHCA Housing Contract System interface. At the top, there is a navigation bar with links like 'Source of Funds', 'Program Funds', 'Contract Search', etc. Below this, there is a 'CONTRACT' section with details for Contract Number 1001508, Program Activity HTF - HTF Reservation (Single-Family 2012), and Status Active. A 'BUDGET' table is displayed below, with columns for Admin, Reserved, Original, Amended, Funded, Committed, Total Drawn, Refunded, Net Drawn, and Available. The 'Draw Request' link in the bottom right of the budget table is circled in red.

	Admin	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$0.00	\$12,000.00	\$19,137.84	\$0.00	\$11,137.84	\$0.00	\$11,137.84	\$0,000.00
Amy Young Reservation Project		\$191,878.40	\$0.00	\$120,000.00	\$191,878.40	\$191,878.40	\$111,878.40	\$0.00	\$111,878.40	\$80,000.00
Total			\$0.00	\$132,000.00	\$211,066.24	\$191,878.40	\$123,066.24	\$0.00	\$123,066.24	\$80,000.00

Next, click on “Create New Draw Request.” For the Amy Young Barrier Removal Program, the list of admin draws on this screen will grow as you complete each household activity and receive the 10% admin funds for each household served.

The screenshot shows the TDHCA Housing Contract System interface with a 'DRAW LIST' table. The table has columns for Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, Final Draw, and Attachments. The 'Create New Draw Request' link is circled in red.

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
							Create New Draw Request	Final Draw Request

To begin, click the checkbox at the top of the page (next to “Check this box...”). Next, enter start and end dates. The start date (or “Services Rendered From”) can be the date the household completed their intake application. (NOTE: if the intake application date took place BEFORE your Reservation Agreement “Begin Date” just use the Reservation Agreement “Begin Date.” You can find this date on the Reservation Agreement screen

on the upper left side of the screen.) The end date (or “Services Rendered To”) can be the date you are submitting this admin draw request (today’s date). Use the MM/DD/YYYY format. Then, hit the “Save” button.

When the admin draw request screen appears, enter the 10-digit activity number for the household that you just assisted into the blue field called “Admin Draw Activity Nbr.” An activity number is your reservation agreement number with three digits added (e.g., 1001995001).

Next, scroll down the page for the different categories under “Draws for Admin” and find “Miscellaneous Admin.” Fill in the “This Draw Amount” field on the right:

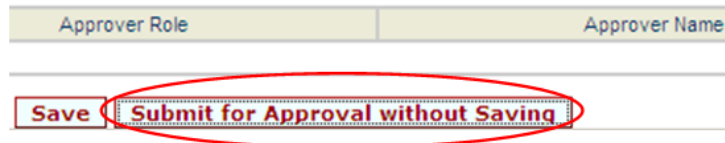
Item #	Category	Drawn To Date	This Draw Amount
1	Affirmative marketing plan		
2	Application intake and processing		
3	Consultant		
4	Copies		
5	Documentation preparation (construction and disbursement)		
6	Environmental review (including exempt administrative)		
7	Final inspection		
8	Financial management		
9	Information services		
10	Initial inspection		
11	Living Expenses		
12	Miscellaneous Admin		1,862.48
13	Office equipment		
14	Office Supplies		
15	Pre-construction conference		
16	Procurement of Contractor		
17	Procurement of professional service provider		
18	Progress inspections		
19	Project documentation preparation		
20	Punch list verification inspection		
21	Recordkeeping		
22	Salary1		
23	Salary2		
24	Salary3		
25	Salary4		
26	Salary5		

The amount in the “This Draw Amount” field must be exactly 10% of the Total project draw (Hard and Soft Costs combined) that you just submitted for the household. For example, if you just submitted a project draw for a household that totaled \$18,775.06 (Hard and Soft Costs combined), then you will now submit an admin draw with “1877.51” typed into the “This Draw Amount” field on the right side of the screen. When rounding, always round up 5 through 9, round down 4 through 1.

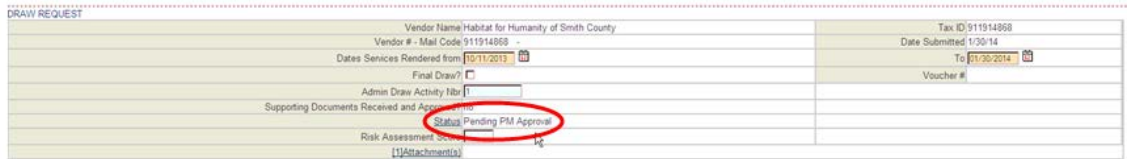
After filling in the “Admin Draw Activity Nbr” field and the “This Draw Amount” field, hit the “Save” button at the bottom of the screen:



After you have entered the “activity nbr” and admin draw amount, the admin draw request is ready to be submitted. Hit the “Submit for Approval” button on the bottom of the draw request screen:



You will know your admin draw has been submitted if the “Status” at the middle top of the screen is “Pending PM Approval” and the admin draw is waiting to be approved by Program Management/HTF staff. If your admin draw status still says “Pending” that means you are still working on the admin draw and it has not been submitted to HTF yet.



CONGRATULATIONS! YOU ARE DONE!

If at any time you have questions about reservations setups, submitting Stage 2 or Stage 3 documents, project draws or admin draws, please contact the HTF staff.