

**SETUP PACKET SUBMISSION GUIDE**

**TEXAS HILL COUNTRY FLOOD DISASTER 2025 SETUP REQUEST PROCESS** – This abbreviated process may be utilized to submit activities for households impacted by the Texas Hill Country Flood Disaster July 2025 under the TBRA Disaster set-aside only. This abbreviated process may be utilized due to waivers granted to TDHCA in administration of the TBRA program for this special purpose only and may not be utilized for other TBRA activities.

1. Submission Process:
  - a. Administrator enters the Household data into the Housing Contract System (HCS), completing the screens for Activity, Beneficiaries Data, and Budget Detail. The budget detail should include rental subsidy, utility subsidy, and/or security and utility deposits, if applicable.
  - b. Administrator clicks the “Submit for Approval” button to reserve funds for assistance for the household. The activity will update to “*Pending PM Approval*” status. This reserves the funds for the household.
2. The Department places the activity into “Pending Upload” status.
  - a. The Activity will be placed into “Disapproved by PM” status if the Texas Hill Country Flood Disaster 2025 Setup Packet is not submitted within 90 calendar days, and the funds will be released into the Reservation System. Disapproved activities may be resubmitted, pending funding availability in the set-aside.
3. Administrator uploads the **Texas Hill Country Flood Disaster 2025 Setup Packet** (see below for Packet contents) within 90 calendar days of reserving funds.
4. Department Review Process:
  - a. After the Project setup request status is updated to “*Pending PM Approval*,” it is reviewed by the assigned Performance Specialist and proceeds through the following review process:
  - b. Deficiencies noted:
    - i. If deficiencies are noted, Performance Specialist will issue a Deficiency Notification email requesting clarification, correction, or submission of non-material missing information or documentation and update the Project setup request status in the HCS to “*Deficiency*.” Administrator must then upload responses and curative documentation to the HCS and resubmit the Project setup request (returning its status to *Pending PM Approval*) on or before the required curative date stated in the Deficiency Notification email.
    - ii. The Department allows 14 calendar days for resolution of all deficiencies included in the Deficiency Notification. If a deficiency is not resolved to the satisfaction of the Department by 5:00 pm on the fourteenth calendar day following the date of the Deficiency Notification, then the Project setup request will be disapproved (the time period for responding commences on the first business day following the date of the Deficiency Notification). Responses received via email will not be reviewed.
    - iii. Deficient Project setup requests which are re-submitted (status is re-updated to “*Pending PM Approval*”) will be reviewed in the order in which they are received. Previously reviewed Project setup requests are not prioritized for review ahead of other Project submissions.

## PROJECT SETUP CHECKLIST

*Tenant-Based Rental Assistance (TBRA)  
Texas Hill Country Flood Disaster 2025*

- c. No deficiencies noted:
  - i. Reservation Projects:
    - 1. After all deficiencies have been resolved, Performance Specialist issues a Household Commitment Contract (HCC) via DocuSign
    - 2. Performance Specialist updates the Project setup request status to *"Pending Executed Document"*
    - 3. Performance Specialist proceeds to the Commitment of Funds Process
- 5. Commitment Process:
  - a. Performance Specialist receives the fully executed HCC and attaches to the HCS
  - b. Performance Specialist approves the Project setup request and updates the status to *"Pending PM2 Approval"*
- 6. Funding Process:
  - a. Administrator may submit a request for payment (Draw Request) when an activity has been fully funded in HUD's IDIS system, has been assigned an activity number, and the project is set to Active status.

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*



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**SETUP PACKET CONTENTS**

All document Packets must be submitted in the following format:

- Each Packet must be a single PDF document consisting of multiple items. Each item in the Packet must be bookmarked with a brief description (e.g. "Intake Application"). A Deficiency Notification may be issued for non-bookmarked Packets.
- To create a bookmark in Adobe Acrobat, navigate to the page which requires a bookmark and press Ctrl+B. A navigation pane will appear to the left with a new bookmark labeled "Untitled." Click on the "Untitled" label and rename the bookmark with a brief description of the item.
- If the Packet file is too large to upload to the HCS, optimize the file and reduce its size.
- Attach Packet to the HCS. Use the following format for the document description field: *Household last name – Type of Packet*

Document
<input type="checkbox"/> <b>Copy of Environmental Clearance email</b>
<input type="checkbox"/> <b>Intake Application</b> - if more than 6 months have elapsed between the Certification date of household eligibility and date of assistance the intake must be updated
<input type="checkbox"/> <b>Supplement to the Intake Application</b> – submit the Supplement to the Intake Application for Child Care and medical deductions, as applicable
<input type="checkbox"/> <b>Household Income Certification (HIC)</b> - HIC must be updated if effective date of assistance is more than 180 days
<input type="checkbox"/> <b>Conflict of Interest Documentation</b> – if applicable
<input type="checkbox"/> <b>Evidence of FEMA Registration</b> – if household received FEMA funds, then Duplication of Benefits documentation (as below) may be sufficient
<input type="checkbox"/> <b>Duplication of Benefits</b> - Verify if household received any other benefit for rental assistance related to the disaster. Examples may include: <ul style="list-style-type: none"> <li>• FEMA award letter showing the amount of funds that were provided</li> <li>• Receipts for FEMA money spent</li> <li>• Insurance award letter showing amount received</li> <li>• Receipts for insurance money spent</li> </ul> <p>If receipts are not provided or funds were not used for the purposes intended on the award letter, the amount of the awarded money that is not verifiable in receipts will be deducted from HOME funds.</p>
<input type="checkbox"/> <b>Certification of Eligibility</b> – if applicable
<input type="checkbox"/> <b>Rental Coupon Contract</b>
<input type="checkbox"/> <b>Lease</b> - executed by landlord and tenant
<input type="checkbox"/> <b>Lease Addendum</b>