



HOME Program – HRA HOUSING CONTRACT SYSTEM USER GUIDE



Revised August 2026

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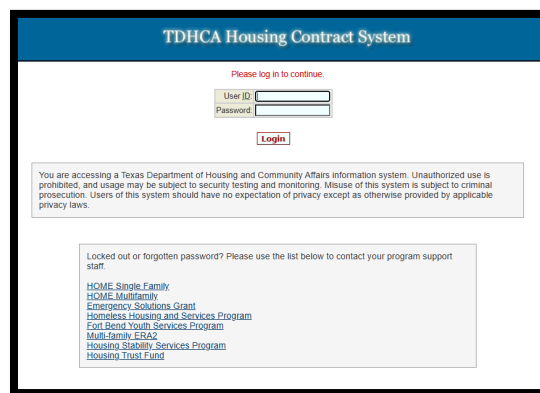
LOGGING IN

The TDHCA Housing Reservation System (also the “Housing Contract System,” or HCS) is an online system that facilitates administration of the Homeowner Reconstruction Assistance (HRA) program by Administrators and TDHCA staff.

Administrators access the reservation system through an internet connection in order to submit reservation setups, update housing activities, and submit draw requests. TDHCA staff use the Housing Contract System (HCS) to review reservation setups, approve or declare deficiencies with reservation setups, and to review and approve draw requests.

The direct link to the Housing Contract System is:

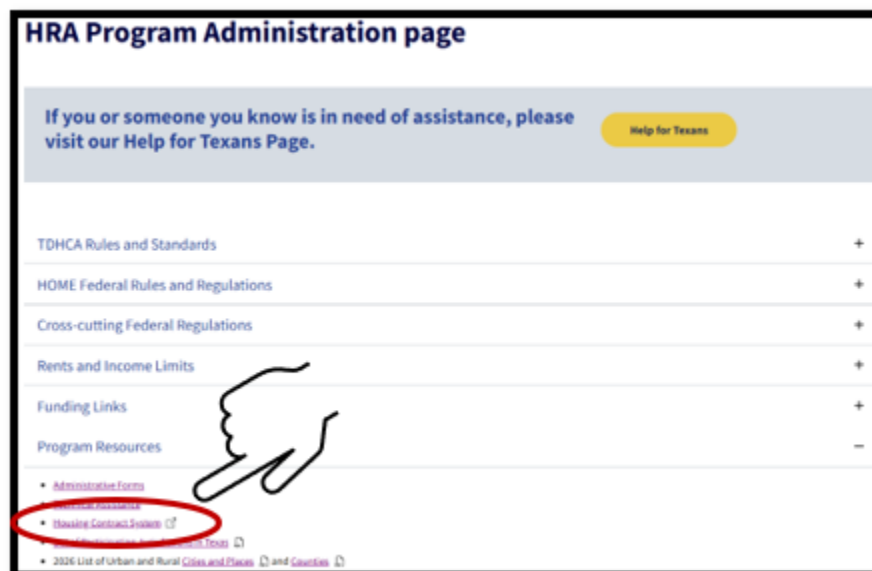
<https://contract.tdhca.state.tx.us/alligator/Login.m>



The screenshot shows the login interface for the TDHCA Housing Contract System. At the top, it says "TDHCA Housing Contract System". Below that, a message reads "Please log in to continue." There are two input fields: "User ID" and "Password". A "Login" button is positioned below these fields. A disclaimer states: "You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws." At the bottom, a link for "Locked out or forgotten password?" is provided, along with a list of program support staff: HOME Single Family, HOME Multifamily, Emergency Solutions Grant, Homeless Housing and Services Program, Fort Bend Youth Services Program, Multi-Family FBA2, Housing Stability Services Program, and Housing Trust Fund.

A link to the reservation system, the Housing Contract System (HCS), is also under “HRA Program Administration page” on the HRA home page on the Department website:

<https://www.tdhca.texas.gov/programs/homeowner-reconstruction-assistance-hra-program>



TDHCA staff will issue a “User ID” and temporary password for pre-approved Administrator staff to login. After the very first login, the approved User will be prompted to create a new password. If the User forgets the password, contact TDHCA staff for a temporary password to re-access the Reservation System.

The Reservation System is used to enter information into required blank fields and upload documents for TDHCA review. Click the “Save” button often to save progress of the work, especially before clicking other links when navigating through the system.

The screenshot shows a web interface for the TDHCA Reservation System. At the top, there is a navigation bar with tabs: 'Approval Sequence', 'Portfolio Management', 'Approver Role', 'Approver Name', 'Action', and 'Date'. Below this, there is a form area with a 'Save' button circled in red. To the right of the 'Save' button is a link that says 'Submit for Approval without Saving'. Below the form area, there is a disclaimer: 'Participation in the Reservation System is not a guarantee of funding availability. At times there is a high volume of requests and it is possible that the system could accept requests in excess of available funds. TDHCA reviews requests accepted by the Reservation System in the order they are received and it is possible that requests will be accepted in excess of available funds. TDHCA reserves the right to reject any request that is not in compliance with the program rules.'

Click the “Submit for Approval” button *only when* finished entering information and uploading documents and the User is prepared to submit everything to TDHCA staff for review. After submitting the reservation, the information is no longer accessible for edits by the User without contacting SFHP staff.

This screenshot is identical to the one above, showing the same web interface. In this version, the 'Submit for Approval without Saving' link is circled in red instead of the 'Save' button.

RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES

Administrator's reservation agreement number is a 7-digit number (e.g., 1009999) that is assigned to all of the work for a particular HOME Program. It is similar to a contract number. If an Administrator has multiple active contracts and reservation agreements with different divisions of TDHCA, the User will see all contracts and agreement numbers upon login. Clicking on the reservation agreement number when it shows as a link (blue underlined) directs the User to the reservation agreement screen, which shows a summary of reservation agreement information.

To be able to make reservations, the reservation agreement Status must be "Active." Any other status means the User cannot enter any reservations until an issue is resolved with SFHP staff.

TDHCA Housing Contract System

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGOR Draws | Reservation Admin | Reporting

Locate Funds | Environmental | Notes | Perf Reqs | Activities | Areas Served | Vendor

CONTRACT

Contract Number: _____ Program Activity: HOME - HOME Reservation (Single-Family 2025) Status: **Active**

CSAS Number(s): _____ Contractor: _____ UOG Code: _____

Period Begin Date: 6/5/25 Contact: _____ UOG Number: _____

Period End Date: 6/4/28 Contact Phone: _____ CPS Number (ICIS): _____

Amended End Date: _____ Grant Yes: _____ Mail Code: _____

Application Number: 26260016 Loan No: _____ Escrower: _____

Consultant: KBO Consulting, LLC Consultant Phone: _____ Contract Activity Number (ICIS): _____

18TAC Rule Year: 2025

TDHCA Performance Contact: _____ TDHCA Performance Contact Phone: _____

TDHCA Program Contact: _____ TDHCA Program Contact Phone: _____ Attachments(8)

BUDGET

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$0.00	\$0.00	\$6,720.00	\$6,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,720.00
HRA Reservation Project	\$572,380.00	\$0.00	\$190,810.00	\$190,810.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,810.00
Total	\$572,380.00	\$0.00	\$197,530.00	\$197,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$197,530.00

Allocation Detail | Budget Detail | Draw History | Draw Request

SETASIDES

Setaside Type: HRA Reservation

To view all household activities under a reservation agreement, click the "Activities" link in the upper right corner of the reservation agreement screen at the contract level.

TDHCA Housing Contract System

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGOR Draws | Reservation Admin | Reporting

Locate Funds | Environmental | Notes | Perf Reqs | **Activities** | Areas Served | Vendor

CONTRACT

Contract Number: _____ Program Activity: HOME - HOME Reservation (Single-Family 2025) Status: **Active**

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HRA Reservation Project	\$572,380.00	\$0.00	\$190,810.00	\$190,810.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190,810.00
Total	\$572,380.00	\$0.00	\$197,530.00	\$197,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$197,530.00

Allocation Detail | Budget Detail | Draw History | Draw Request

SETASIDES

Setaside Type: HRA Reservation

An HRA activity number is a 10-digit number unique to every household activity (or “project”) that has a reservation under a specific agreement number. The activity number is 5 zeros followed by a 5-digit number at the end. The last five digits is the specific project number for that household activity (e.g., 00000**12345**).

Contract #100 > Activities

CSAS Number(s):

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status	Attachments
000054798		218		Pittsburg	Active	[19]
00000		134		Pittsburg	Active	[21]
00000		216		Pittsburg	Pending Loan Closing	[17]

Add Contract Activity [City / Colonia](#)

The activity number is specific for each activity and allows the User to access the information, overall activity budget, and track progress of the activity and draw activity for that project.

OVERVIEW

Administrator Name: City of Texarkana, Texas	Status: Active	Contract #:
Contact Name:	Phone: 903.263.0176	Tracking ID: 157299
Household Name:	Activity Number:	UOG Code:
Customer Name:	Activity Type: HOME - HOME Reservation (Single-Family 2024)	UOG Number:
Primary Special Need: None	Setaside Type: HRA Reservation	CPS Number (IDS):
Begin Date: 4/30/25	End Date: 4/29/26	Amended End Date:
Plan Year: 2024	RAF Phase: 4	QA Reviewer:
HOC Update: Y		(25 Attachments)

ADDRESS

Line 1:	Line 2:	Line 3:	Line 4:	Line 5:	Line 6:	Line 7:	Line 8:	Line 9:	Line 10:	Line 11:	Line 12:	Line 13:	Line 14:	Line 15:	Line 16:	Line 17:	Line 18:	Line 19:	Line 20:	Line 21:	Line 22:	Line 23:	Line 24:	Line 25:	Line 26:	Line 27:	Line 28:	Line 29:	Line 30:	Line 31:	Line 32:	Line 33:	Line 34:	Line 35:	Line 36:	Line 37:	Line 38:	Line 39:	Line 40:	Line 41:	Line 42:	Line 43:	Line 44:	Line 45:	Line 46:	Line 47:	Line 48:	Line 49:	Line 50:	Line 51:	Line 52:	Line 53:	Line 54:	Line 55:	Line 56:	Line 57:	Line 58:	Line 59:	Line 60:	Line 61:	Line 62:	Line 63:	Line 64:	Line 65:	Line 66:	Line 67:	Line 68:	Line 69:	Line 70:	Line 71:	Line 72:	Line 73:	Line 74:	Line 75:	Line 76:	Line 77:	Line 78:	Line 79:	Line 80:	Line 81:	Line 82:	Line 83:	Line 84:	Line 85:	Line 86:	Line 87:	Line 88:	Line 89:	Line 90:	Line 91:	Line 92:	Line 93:	Line 94:	Line 95:	Line 96:	Line 97:	Line 98:	Line 99:	Line 100:
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ALLOCATION

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
HUO HOME 2021 > HOME 2021 HRA Reservation Project > Contract 100 > Activity 00000	\$165,280.00	\$9,490.35	\$0.00	\$9,490.35	\$155,789.65	0.00	0.00
Total	\$165,280.00	\$9,490.35	\$0.00	\$9,490.35	\$155,789.65	0.00	0.00

Budget Detail

DRAW BALANCES

Project	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$165,280.00	\$165,280.00	\$165,280.00	\$9,490.35	\$0.00	\$9,490.35	\$155,789.65

Draw History Draw Requests

NOTES & ATTACHMENTS

TDHCA staff or Administrators can post notes or additional information about a reservation agreement or a household activity. To write or read notes, Click the “Notes” link in the upper right corner of the reservation agreement screen or a household activity screen. If a User writes a note, only the User will be able to edit or delete it. Users cannot edit or delete notes created by another User.

“Notes” link on the reservation agreement screen, or contract level, is found in the top right corner menu:

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar includes links: External Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. Below this, a sub-menu for 'Allocate Funds' is visible, with 'Notes' circled in red. The main content area shows a contract summary for 'HOME - HOME Reservation (Single-Family 2024)' with a status of 'Active'.

“Notes” link on a household activity screen, or project level, is accessible from the top right corner:

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar is the same as the previous screenshot. The sub-menu for 'Allocate Funds' is visible, and 'Notes' is circled in red. The main content area shows a contract summary for 'HOME - HOME Reservation (Single-Family 2024)' with a status of 'Active'.

Typically, only TDHCA staff upload attachments to the Reservation Agreement screen. To upload attachments at the contract level, Click the “Attachments” link on the right side of the screen. When the User uploads an attachment, they also may include a description for that attachment.

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar is the same as the previous screenshots. The sub-menu for 'Allocate Funds' is visible, and 'Notes' is circled in red. The main content area shows a contract summary for 'HOME - HOME Reservation (Single-Family 2024)' with a status of 'Active'. The 'Attachments' link is circled in red in the bottom right corner.

Additionally, usually only Administrators upload attachments to household activity screens for reservation setups and draw requests. To upload attachments, Click the “Attachments” link on the right side of the screen. When the User uploads an attachment, they also may include a description for that attachment.

Contract #100 **Activities > #0000054790** CSAS Number(s):

OVERVIEW

Administrator Name City	Status: Active	Contract #
Contact Name	Phone #	Tracking ID
Household Name	Activity Number	UOG Code
Coowner Name	Activity Type: HOME - HOME Reservation (Single-Family 2023)	UOG Number
Primary Special Need Elderly Populations	Setaside Type: HRA Reservation	CPS Number (IDIS)
Begin Date: 3/4/25	End Date: 3/5/26	Amended End Date
Plan Year: 2024	RAF Phase: 4	
HOC Update: N		QA Reviewer: (19/ Attachment(s))

RESERVATION SETUPS: STEP 1 - HOUSEHOLD INFORMATION

The reservation setup is how an Administrator submits documentation verifying the household is eligible for HRA participation and reserves funds for an individual household, or “Activity.” Always follow the most recent Reservation Setup Checklist for the SFHP program from which the Administrator is reserving funds.

To begin, access the Administrator’s reservation agreement page, then go to the “Activities” screen by clicking the Activities link in the upper right corner of the screen:

The screenshot shows the TDHCA Housing Contract System interface. At the top, there is a navigation bar with links: External Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. Below this, there is a sub-navigation bar with links: locate Funds, Environmental, Notes, Perf Req, Activities (circled in red), and Vendors. The main content area displays contract details for a specific contract, including Contract Number, CSAS Number(s), Period Begin Date, Period End Date, Amended End Date, Application Number, Consultant, TDHCA Performance Contact, and TDHCA Program Contact. The contract is for a HOME - TBRA (Single-Family 2021) program, and the status is Active.

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

The screenshot shows the TDHCA Housing Contract System interface. At the top, there is a navigation bar with links: External Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. Below this, there is a sub-navigation bar with links: contract #100 > Activities, and CSAS Number(s). The main content area displays a table with columns: Activity#, Household Name, Address, Address 2, City/Colonia, Activity Status, and Attachments. The table contains three rows of data, all with a status of Deficiency. The 'City/Colonia' dropdown menu is circled in red, and the text 'Add Contract Activity City / Colonia' is visible at the bottom right.

Then the HOME Reservation page appears where the User will enter household information. To begin, complete ONLY the required fields as listed below:

CLICK THE CHECKBOX at the top of the page (next to the prompt “Check this box...”).

The screenshot shows the TDHCA HOME Reservation page. At the top, it says 'Contract Activity: HOME - HOME Reservation'. Below this, there is a section titled 'Required Documentation'. It contains a link to the TDHCA website for the most current forms. Below the link, there is a checkbox labeled '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.' The checkbox is circled in red.

NOTE:

Step 3 will include the opportunity for uploading documents in acknowledgement of this Checkbox at the top of the HOME Reservation page.

BUDGET

TDHCA Funds Originally Requested enter the maximum amount of funds Administrator needs to reserve for a project's start-to-end date.

BUDGET

TDHCA Funds Originally Requested 0.00

Total Estimated Cost of Project 0.00

ADDRESS

Line 1 is required to include *City, County, and Zip Code* for a location within Administrator's Service Area(s) as listed in the current RSP Agreement.

Rural/Urban is a dropdown menu to identify the household location as "Rural" or "Urban." User may refer to the TDHCA website on the HRA Program Administration page under the Program Resources section as *List of Urban and Rural Cities and Places and Counties*.

ADDRESS

Line 1

City

County

Latitude

Senate District

Rural/Urban

County Code

Longitude

House District

Congressional District

Zip

Residence not found

COMPLIANCE

Environmental Clearance Date should be entered as MM/DD/YYYY and can be located on the Administrator's Environmental Clearance email provided by the Department's Environmental Division (Environmental@TDHCA.Texas.gov).

Flood Plain is a drop down menu that is answered by selecting "Y" for Yes or "N" for No to designate whether the activity address is or is not located in a flood plain.

COMPLIANCE

Pre 1978 Project

Environmental Clearance Date

Lead Risk Assessment Date

Flood Plain

TYPE OF CONSTRUCTION

Form of Assistance is a drop down menu to identify the funding type as either "Grant" or "Loan."

Construction Type is a drop down menu to select the type of construction necessary to provide reconstruction for the activity. Options available for selection include (definitions sourced from §24 CFR 92.2, 10 TAC 20.3, and 10 TAC 23.30):

The screenshot shows a web-based application form for the TDHCA HOME Program. The 'TYPE OF CONSTRUCTION' dropdown menu is open, showing a list of construction types. The 'Form of Assistance' dropdown is also visible and circled in red. The form includes fields for 'Property Type', 'Accessible', 'FHA Insured', 'Secured Loan', 'Rehabilitation No.', 'Activity #', 'Borrower Full Legal Name', 'Co-Borrower Full Legal Name', 'Other Names', 'Previously Used by Borrower(s) or Co-Borrower(s)', and 'Non-Purchasing Spouse Flag'.

Rehabilitation, or Reconstruction, means the rebuilding, on the same lot, of housing standing on a site at the time of project commitment, except that housing that was destroyed may be rebuilt on the same lot if HOME funds are committed within 12 months of the date of destruction. The number of housing units on the lot may not be decreased or increased as part of a reconstruction project, but the number of rooms per unit may be increased or decreased. Reconstruction also includes replacing an existing substandard unit of manufactured housing with a new or standard unit of manufactured housing. Reconstruction is rehabilitation for purposes of this part, except that the property standards for new construction in §92.251(a) apply to all reconstruction projects.

Site built to Site built, or replacement of an owner-occupied site-built house with either a new site-built house or a new MHU on the same site.

Site built to MHU on same site, or replacement of existing owner-occupied housing with a new MHU.

MHU to Site Built, or replacing an existing Manufactured Housing Unit (MHU) to construction of site-built housing on the same site.

MHU to MHU, or replacement of an existing owner-occupied MHU with a new MHU on the same site.

Site built to New Construction on same site, or replacing owner-occupied housing with new construction on same site.

Relocation to MHU, or relocating a current homeowner-occupied property with acquisition of a new lot and new MHU, typically relocating outside of a flood zone.

Relocation to New Construction, or relocating a current homeowner-occupied property with acquisition of a new lot and new construction home, typically relocating outside of a flood zone.

HOUSEHOLD

Borrower Full Legal Name is entered as the person listed as both “Applicant” and “Head of Household” on the TDHCA Intake Application completed by the applicant.

Borrower Marital Status is a drop down menu to identify the Applicant’s current marital status defining “Single” as never been married; “Married” as legally married; “Divorced” as legally divorced; or “Widowed” as the Applicant’s spouse is deceased.

HOUSEHOLD

Borrower Full Legal Name

Borrower Marital Status

Single

Married

Divorced

Widowed

Non-Purchasing Spouse Flag

OCCUPANCY DATA

Number of Bedrooms is a drop-down menu and should include the smallest number of bedrooms appropriate to the size and circumstances of the Household.

Occupancy is a drop-down menu to select “Homeowner,” “Tenant,” or “Vacant.”

OCCUPANCY DATA

Number of Bedrooms

Occupancy

INCOME

Monthly Gross Income is entered based on the Household Income Certification (HIC) document that is completed and verified according to information the applicant provides in review process.

HIC Date is the effective date noted on the Household Income Certification (HIC).

LI County is a drop-down menu to select “Y” for Yes or “N” for No.

INCOME

Monthly Gross Income

LI County

Annual Income

Qualifying AMI: %

HIC Date

State Maximum Household Income

HUD Maximum Household Income

MISCELLANEOUS

Rental Assistance Status is a drop-down menu to select “Receiving HRA,” “Rental Assistance to Tenant has Ended,” or “No Assistance.”

MISCELLANEOUS

Rental Assistance Status

Receiving TBRA

Rental Assistance to Tenant has Ended

No Assistance

Hispanic

Head of Household Race

Household Size

Head of Household

Rent Subsidy Amount

Fair Market Rent

BENEFICIARIES DATA

Hispanic is a drop down menu to identify as either “Y” for Yes or “N” for No.

Household Size is a drop down menu of numbers 1 through 9 to identify composition of the Household members.

Head of Household Race is a drop down menu to select race for the Head of Household listed in the TDHCA Intake Application.

Head of Household is a drop down menu to identify the Head of Household as “Elderly,” “Single,” “Non-Elderly,” “Single Parent,” “Two Parents,” or “Other.”

BENEFICIARIES DATA

Hispanic	▼	Household Size	▼
Head of Household Race	▼	Head of Household	▼

PRIMARY SPECIAL NEED

Primary Special Need is a drop down menu with multiple identifiers for Household circumstances. Click on the drop down arrow to select category, as appropriate, or “None.”

PRIMARY SPECIAL NEED

Primary Special Need ▼

OTHER SPECIAL NEEDS

Other Special Needs is available to identify Household circumstances, as appropriate.

OTHER SPECIAL NEEDS

Alcohol and Drug Addiction	☐	Elderly Populations	☐	Wounded Warrior	☐	Money follows the person	☐	Colonias	☐
Migrant Farmworkers	☐	Persons with HIV/AIDS	☐	VAWA/Victims of Domestic Violence	☐	Homeless Populations	☐	People With Disabilities	☐
Disaster - Harvey	☐	None	☐	Disaster Victim	☐	Veteran	☐	Public Housing Residents	☐

Save

When required fields are complete, click the “Save” button at the bottom of the screen:

PRIMARY SPECIAL NEED

Primary Special Need ▼

OTHER SPECIAL NEEDS

Alcohol and Drug Addiction	☐	Elderly Populations	☐	Wounded Warrior	☐	Money follows the person	☐	Colonias	☐
Migrant Farmworkers	☐	Persons with HIV/AIDS	☐	VAWA/Victims of Domestic Violence	☐	Homeless Populations	☐	People With Disabilities	☐
Disaster - Harvey	☐	None	☐	Disaster Victim	☐	Veteran	☐	Public Housing Residents	☐

Save

After clicking the Save button at the bottom, the activity “Status” at the middle top of the screen will update to show as “Pending.” There will also be a message in the top left of the screen showing “Record updated successfully”:

The screenshot displays a web form for the TDHCA HOME Program. At the top left, a green message box states "Record updated successfully". In the center of the form, the "Status" field is highlighted with a red circle and shows "Pending". The form is divided into two main sections: "Overview" and "ADDRESS". The "Overview" section includes fields for Administrative Name, Contact Name, Household Name, Customer Name, Primary Special Need, Begin Date, Plan Year, HOC Update N, Activity Number, Activity Type (HOMER - HOME Reservation (Single Family 202)), Setaside Type (TORA Reservation), End Date, and RAF Phase. The "ADDRESS" section includes fields for Line 1, Line 2, City, County, Latitude, Longitude, Senate District, House District, Congressional District, PZ, Region, State, County Code, and Zip. The form is currently in a "Pending" state, indicating that the record has been successfully updated.

Once the Activity record is updated successfully and has a Pending Status, the User may move to Step 2 and itemize the budget.

RESERVATION SETUPS: STEP 2 - BUDGET DETAIL

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

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

The “Budget Itemization” screen will appear. In the “Itemized Budget” section, both Hard Cost and Soft Cost options for the budget categories are available. Click on the appropriate “+” sign for either hard cost or soft cost to itemize the budget for the activity:

Next, on the “Add a Budget Category” screen, select a hard cost item from the drop down menu and hit the “Save” button at the bottom. Repeat this process to include hard cost categories for the activity:

Add a Budget Category

BUDGET CATEGORY

Parent Category: Hard Cost

Category Name

- Demolition (Hard)
- Dev Closing Costs - HB Loan SFD ONLY (Hard)
- Developer Fee (Hard)
- Doors and Windows (Hard)
- Down Payment (Hard)
- Electrical (Hard)
- Exterior Paint (Hard)
- Exterior Surface (Hard)
- Finish Carpentry (Hard)
- Finishing Details (Hard)
- Flat Work (Hard)
- Flooring (Hard)
- Foundation (Hard)
- Extension (Hard)

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

Additional Budget Category List for Hard Costs

Add a Budget Category

BUDGET CATEGORY

Parent Category: Hard Cost

Category Name

- Forming (Hard)
- Gap Financing (Hard)
- General Construction Costs (Hard)
- General Requirements **RH-D ONLY** (Hard)
- Glazing (Hard)
- HVAC (Hard)
- Insulation (Hard)
- Interior Paint (Hard)
- Interior Surface (Hard)
- JAC Closing Costs - SFD ONLY (Hard)
- Land Paint (Hard)
- Manufactured Home (Hard)
- Miscellaneous (Hard)
- Home Origination Fee (Hard)
- Plumbing (Hard)

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

Additional Budget Category List for Hard Costs

Add a Budget Category

BUDGET CATEGORY

Parent Category: Hard Cost

Category Name

- Interior Paint (Hard)
- Interior Surface (Hard)
- JAC Closing Costs - SFD ONLY (Hard)
- Land Paint (Hard)
- Manufactured Home (Hard)
- Miscellaneous (Hard)
- Home Origination Fee (Hard)
- Plumbing (Hard)
- Principal Write-down (Hard)
- Rental Subsidy (Hard)
- Roofing (Hard)
- Security Deposit (Hard)
- Site Prep (Hard)
- Utility Deposit (Hard)
- Utility Subsidy (Hard)

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

Additional Budget Category List for Hard Costs

As applicable, select the soft cost item(s) from the drop-down menu, hitting the “Save” button at the bottom each time. Repeat this process to include soft cost categories for the activity (also, see NOTE below):

Add a Budget Category

BUDGET CATEGORY

Parent Category: Soft Cost

Category Name

- Application Intake (Soft)
- Application Intake (Soft)
- Closing Costs (Soft)
- Cost Estimate (Soft)
- Developer Fee **RH-D ONLY** (Soft)
- Documentation preparation (construction and disbursement) (Soft)
- Environmental (Soft)
- HB Training (Soft)
- Indirect Construction ** RH-D ONLY ** (Soft)
- Information services (Soft)
- Initial Inspection (Soft)
- Inspections - Progress/Final (Soft)
- Inspections - Wrapup (Soft)
- Inspections (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

Budget Category Drop Down List for Soft Costs

Add a Budget Category

BUDGET CATEGORY

Parent Category: Soft Cost

Category Name:

- Appointments (Soft)
- Miscellaneous (Soft)
- Miscellaneous - State Vendor (Soft)
- Miscellaneous - State Vendor (CDBG/DR) (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)
- Salary 4 (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.

Additional Budget Category List for Soft Costs

[Save](#)

Add a Budget Category

BUDGET CATEGORY

Parent Category: Soft Cost

Category Name:

- Miscellaneous - State Vendor (CDBG/DR) (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)
- Salary 4 (Soft)
- Schedule of values (Soft)
- Work write up (Soft)
- Work write up/cost estimate (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.

Additional Budget Category List for Soft Costs

[Save](#)

Once itemization for appropriate hard and soft costs is complete, return to the Budget Itemization screen and fill in the dollar amounts for the eligible Hard Cost(s) and for "Soft Cost Miscellaneous" in the **blue** fields on the right side of the screen:

Record updated successfully.

Budget Itemization

Project	Total Budgeted	TDHCA Original	Amended	Funded	Refunds	Itemized	Unitemized
	\$0.00	\$30,432.00	\$30,432.00	\$0.00	\$0.00	\$30,432.00	\$0.00

EMIZED BUDGET	Item #	Budget Category	Percent	Amount
1 (g)	Hard Cost (2)	Rental Subsidy	96.06%	\$29,232.00
2 (g)	Security Deposit		0%	\$0.00
1 (g)	Soft Cost (3)	Miscellaneous	3.94%	\$1,200.00

[Save](#)

NOTE:

Soft Costs are limited per activity as per 10 TAC 23.27 (f).

To return to the household activity screen, use the breadcrumbing line in the top left corner. Click the "Unassigned" link to go back one level. Do not use the "back button" in the browser, as it might log User out:

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG/DR Draws | Reservation Admin | Reporting | CSAS Number(s)

[contract#1003678](#) > [Activities](#) > [Unassigned](#) > Budget Detail

"Breadcrumbing" is a digital tool or navigation system that appears as a series of clickable links, showing the path from homepage to the current page.

PLAN	Total Budgeted	TDHCA Original	Amended	Funded	Itemized	Unitemized
Budget	\$0.00	\$23,140.00	23,140.00	\$0.00	\$23,140.00	\$0.00

[Save](#)

RESERVATION SETUPS: STEP 3 - UPLOADING DOCUMENTS

To upload the reservation setup checklist and other forms required to complete the Setup Packet (e.g., Copy of Environmental Clearance, TDHCA Intake Application, Supplement to the Application, Household Income Certification, etc.), Click the “Attachments” link on the right side of the household activity screen:

Contract # > Activities > Unassigned

OVERVIEW

Administrator Name	Habitat for Humanity	Status	Pending PM Approval	Contract #	
Contact Name		Phone #		Tracking ID	
Household Name		Activity Number		UOG Code	
Coowner Name		Activity Type	HTF - HTF Reservation (Single-Family 2024)	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	
Plan Year	2024	RAF Phase	1		
AYBR Document Status	No Documents			QA Reviewer	

171 Attachment(s)

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

Contract # > Activities > Unassigned > Electronic Document Attachments

Electronic Document Attachments

ATTACHMENTS	Type	Description	Path
-------------	------	-------------	------

+ Attach a Document

Then Click the “Type” field for the drop-down menu to appear. Select “Set-up Packet.” Typing the name of the document in the “Description” field is optional, but helpful. Next, click the “Browse” button to locate where the document is saved on User’s computer. Once the “File Path” field is filled in with the location, click the “Save” button.

Contract #100 > Activities > Unassigned > Electronic Document Attachments Add

Electronic Document Attachments

DOCUMENT DETAILS

Type	
Description	
File Path	Browse... No file selected.

Maximum file size is 11,534 KB

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software you use.

Save

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 the browser, as it might log User out:

After User has entered the household information, budget detail, *and* has uploaded the packet including all required documentation listed on the setup checklist, the reservation is ready to be submitted. Click the “Submit for Approval” button on the bottom of the household activity screen:

Confirmation that the reservation has been submitted successfully will be noted by the “Status” at the middle top of the screen showing as “Pending PM Approval” where the reservation waits to be reviewed and approved by Program Management staff. If the reservation status still shows as “Pending,” that signifies that Administrator is still working on the setup and has not yet submitted it to SFHP staff.

RESERVATION SETUPS: UPLOADING ADDITIONAL DOCUMENTS

When the Electronic Document Attachments screen appears, Administrator should see a list of previously uploaded documents. To upload any additional documents, as if to address any Deficiency notices and submit curative documentation, Click the “Attach a Document” link:

Contract #10 > Electronic Document Attachments

Electronic Document Attachments

ATTACHMENTS	Type	Description	Path	View
Contract	2023-0007_City_...	..._Fully Executed	\\20230711; 0007_City_... Executed.pdf	View
Other documents	TIN-DO-ENV		\\20230711; ...	View
Other documents	CARF		\\20230711; ...	View
Other documents	CARF		\\20240711; ...	View

[Attach a Document](#)

Again, confirmation that any curative or additional documentation has been submitted successfully will be noted by the “Status” at the middle top of the screen showing as “Pending PM Approval” where the reservation waits to be reviewed and approved by Program Management staff:

TDHCA Housing Contract System

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR Draw | Reservation Admin | Reporting

Contract #10 > Activities > Unassigned

Overview

Administrator Name: [Field]
 Contact Name: [Field]
 Household Name: [Field]
 Coowner Name: [Field]
 Primary Special Need: [Field]
 Begin Date: [Field]

Activity Number: [Field]
 Activity Type: HOME - HOME Reservation (Single-Family 2023)
 Setaside Type: TBRA Reservation
 End Date: [Field]

Contract #: [Field]
 Tracking ID: [Field]
 UOG Code: [Field]
 UOG Number: [Field]
 CPS Number (IDIS): [Field]
 Amended End Date: [Field]

Status: Pending PM Approval

When a reservation setup for a household is approved and put into “Active” status, Administrator will be able to submit project draw requests for funds for the HRA activity.

TDHCA Housing Contract System

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR Draw | Reservation Admin | Reporting

Contract # > Activities > #0000

Overview

Administrator Name: [Field]
 Contact Name: [Field]
 Household Name: [Field]
 Coowner Name: [Field]
 Primary Special Need: [Field]
 Begin Date: [Field]
 Activity Number: [Field]
 Activity Type: HOME - HOME Reservation (Single-Family 2024)
 Setaside Type: TBRA Reservation
 End Date: [Field]

Contract #: [Field]
 Tracking ID: [Field]
 UOG Code: [Field]
 UOG Number: [Field]
 CPS Number (IDIS): [Field]
 Amended End Date: [Field]

Status: Active

ADDRESS

Line 1: [Field]
 Line 2: [Field]
 City/Town: [Field]
 County: [Field]
 Latitude: [Field]
 Longitude: [Field]
 House District: [Field]

ALLOCATION

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Net	Drawn
HUD HOME 2021 + HOME 2021 TBRA Reservation Project + Contract 1	\$23,703.00	\$11,844.50	\$0.00	\$11,844.50	\$11,758.41	\$0.00	\$0.00
Total	\$23,703.00	\$11,844.50	\$0.00	\$11,844.50	\$11,758.41	\$0.00	\$0.00

DRAW BALANCES

Project	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$38,800.00	\$23,703.00	\$23,703.00	\$11,844.50	\$0.00	\$11,844.50	\$11,758.41

DEFINING DRAW REQUESTS: TYPES OF DRAWS

A Draw is a reimbursement of eligible expenses. A Draw Request is the submission of appropriate support documentation to the Department via HCS in order to seek reimbursement of Program Funds for a previously incurred, eligible expenditure. There are two types of Draws:

1. *Activity Draws* are reimbursements for costs incurred for a specific Household and are submitted at the Activity level as:
 - a. *Hard Cost Draws*, also referred to as “Project Draws,” are directly associated to a specific household, or activity, for costs associated with construction.
 - b. *Soft Cost Draws* are activity-specific related to HRA activities, where eligible activity soft costs are limited to acquisition or refinance in conjunction with New Construction of site-built housing or placement of an MHU: no more than \$2,500 per housing unit; replacement with an MHU: no more than \$10,000 per housing unit; Reconstruction or New Construction of site-built housing: \$15,000 per housing unit; and reasonable and necessary third-party costs (see item c below).
 - c. *Third Party Costs* are reimbursements as soft cost expenditures that may be incurred in connection with required housing counseling, conducting appraisals, title reports or insurance, tax certificates, recording fees, surveys, and first year hazard and flood insurance.
2. *Administrative Draws* are reimbursements for costs incurred through the administration of a HOME Program like HRA. Also called “Admin Draws,” these draw requests typically include salaries and wages of Administrator staff performing program-related administrative tasks. Additionally, Admin Draws may be reimbursements for costs like staff training and travel costs, goods and services, equipment and office supplies, rental and maintenance of office space, office utilities expenses, and affirmative marketing of the HRA Program. Administrative Draws must be prorated and specifically documented for tasks and expenses associated directly to the administration of the HRA Program.

KEEP IN MIND:

There are two locations to upload and submit the different types of draw requests:

1. Activity Level – To upload support documentation and submit Hard Cost and Soft Cost Draw requests per specific household for reimbursements of eligible expenses related to expenditures already incurred by the Administrator.

The screenshot shows a web form for 'Contract #100'. At the top, there is a tab labeled 'Activities' with a dropdown menu showing '#0000012345'. Below this, there is a section for 'ADMINISTRATOR' with fields for 'Administrator Name' (Community Action Agency), 'Contract Name', 'Household Name', 'Contractor Name', 'Primary household member's information', 'Region (state)' (TX), 'Plan Year' (2021), and 'HCC Update' (Y). To the right of these fields is a 'Status' dropdown set to 'Active'. Further right are fields for 'Contract #', 'Tracking ID', 'UOG Code', 'UOG Number', 'UOG Number (0000)', 'Amended Innd (date)', and 'QA Reviewed'. Below the administrator section is an 'ADDRESS' section with fields for 'Line 1' (123 Main Street), 'Line 2' (Anywhere), 'City' (Magic), 'State' (TX), 'County Code' (329), 'Region' (TX), and 'Zip' (79107). Red circles highlight the 'Activities' dropdown and the 'Line 1' address field.

2. Contract Level – To upload support documentation which may include receipts, invoices, and/or salary and wage documentation for Administrator staff as an Administrative Draw and/or a Final Draw request. These types of draw requests are general requests for administering the HRA Program and do not belong on the household activity screen. Always create admin draws from the Reservation Agreement screen.

The screenshot shows a web form for 'CONTRACT'. At the top, there is a 'Contract Number' field with the value '100XXXX' and a 'CSAS Number(s)' field. Below these fields is a 'Program Activity' dropdown set to 'HOME - HOME Reservation (Single-Family 2024)'. To the right of these fields is a 'Status' dropdown set to 'Active'. Below the program activity section is a 'Contractor' dropdown set to 'Community Action Agency' and a 'UOG Code' field. Red circles highlight the 'Contract Number' field and the 'Contractor' dropdown.

DRAW REQUESTS: STEP 1 - DATES & AMOUNTS

To submit a Hard Cost or Soft Cost Draw Request for a specific household at the activity level, navigate to that household activity page. Click the “Draw Requests” link on the right side of the screen:

Contract #190 > Activities > #00000

CSAS Number(s):

OVERVIEW

Administrator Name: [Name] Status: Active Contract #: [Number]
 Household Name: [Name] Activity Number: [Number] HOME - HOME Reservation (Single-Family 2024)
 Primary Special Need: [Text] Begin Date 8/1/24 End Date 8/31/26 UOG Code: [Code]
 Plan Year 2024 RAF Phase 4 CPS Number (OIS): [Number] Amended End Date: [Date]
 HCC Update: Y QA Reviewer: [Name] [Attachments]

ADDRESS

Line 1: [Text] Rural/Urban/Urban: [Text] PJ: [Text]
 Line 2: [Text] State/TX: [Text] Region 9: [Text]
 City New Braunfels County Code 91 Zip 78130
 County Comal Longitude: [Text]
 Latitude: [Text] House District: [Text] Congressional District: [Text]

ALLOCATION

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
HUD HOME 2022 > HOME 2022 TBRA Reservation Project > Contract > Activity 0	\$32,732.00	\$15,059.00	\$0.00	\$15,059.00	\$17,673.00	0/1	0/1
Total	\$32,732.00	\$15,059.00	\$0.00	\$15,059.00	\$17,673.00		

[Budget Detail](#)

DRAW BALANCES

Project	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$32,300.00	\$32,732.00	\$32,732.00	\$15,059.00	\$0.00	\$15,059.00	\$17,673.00

[Draw History](#) [Draw Requests](#)

Click the “Draw Requests” link on the right side of the screen:

BUDGET

Admin	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
TBRA Disaster Relief Reservation Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Allocation Detail](#) [Budget Detail](#) [Draw History](#) [Draw Request](#)

The next screen will show the Draw List. If this is the first Draw, the list will be blank, as pictured below. Click on “Create New Draw Request” link:

DRAW LIST

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

As additional Draw requests are submitted, the Draw List will include a history of previous and pending Draws:

DRAW LIST

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
	1	2/27/25	8/7/23 - 2/11/25	24000	Approved	00583850	N	[2]
	2	11/6/25	8/7/23 - 10/21/25	15000	Approved	00603104	N	[2]
	3	2/17/26	8/7/23 - 1/28/26	9400	Approved	00608293	N	[2]

[Create New Draw Request](#) | [Create Final Draw Request](#)

If the User is submitting a final Draw, Click on “Create Final Draw Request” (refer to Final Draws section):

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

To begin, click the checkbox at the top of the page (next to “Check this box...”). Enter the “Services Rendered From,” or *start date*, which can be the date the household completed their intake application for the first initial draw. Next, enter the “Services Rendered To,” or *end date*, which can be the date of submission for the project draw request. Use the MM/DD/YYYY format. Once both dates are entered, click the “Save” button.

TDHCA Housing Contract System

REQUIRED DOCUMENTATION
Checklist for this Activity type is NOT FOUND.

TWO check boxes will be present at first draw request. Read and check both.

☒ 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.

☒ I acknowledge that the Household Commitment Contract associated with this Activity may have been updated to include the Federal Award Year after execution of the Household Commitment Contract by all parties. Submission of this draw confirms acceptance of the addition of this information to the Household Commitment Contract.

DRAW REQUEST

Services Rendered From:

Services Rendered To:

When the draw request screen appears, fill in the dollar amounts for Hard Cost amounts in the **blue** fields on the right side of the screen.

HOME (HOME Reservation) Activity Draw #

BUDGET	Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
		\$32,518.00	\$6,121.00	\$26,397.00	\$0.00	\$26,397.00

DRAW REQUEST

Activity # _____ Draw # _____
 Vendor Name _____ Tax ID _____
 Vendor # - Mail Code _____ Date Submitted _____
 Dates Services Rendered from 11/01/2025 To 11/30/2025
 Final Draw? ☐ Voucher # _____
 Supporting Documents Received and Approved? No CPDA 14.239
 Status Pending
 Risk Assessment Score
 Attachments

DRAWN FOR PROJECT

Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
Hard Cost	\$32,518.00	\$6,121.00	\$26,397.00	
Rental Subsidy	\$1,958.00	\$245.00	\$1,722.00	
Utility Subsidy	\$2,350.00	\$2,350.00	\$0.00	
Soft Cost				
Total	\$32,518.00	\$6,121.00	\$26,397.00	\$0.00

After completing the draw amounts, Click “SUBMIT FOR APPROVAL without saving” at the bottom of the screen to submit to the Department for review:

APPROVAL ACTIONS	Approval Sequence	Approver Role	Approver Name	Action	Date
Name					
Submit for Approval without Saving					

PROJECT DRAWS: STEP 2 - UPLOADING DOCUMENTS

To upload the draw request and support documentation for the type of draw (Project Draw, Soft Cost Draw, or Administrative Draw) Click the “Attachments” link in the middle area of the draw request screen:

The screenshot shows the 'HOME (HOME Reservation) Activity Draw #21' screen. It includes a 'BUDGET' table with columns for Project, Funded, Cumulative Draws, Available Balance, This Draw, and New Balance. Below this is the 'DRAW REQUEST' section with various fields like Activity #, Vendor Name, Date Submitted, and Status. The 'Attachments' link is circled in red.

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

The screenshot shows the 'Electronic Document Attachments' screen. It has a table with columns for Type, Description, and Path. The 'Attach a Document' link is circled in red.

Then Click the “Type” field for the drop-down menu to appear. Selecting the appropriate document type or “Other” is acceptable.

The screenshot shows the 'Electronic Document Attachments' screen with the 'Type' dropdown menu open. The menu options include '**Draw Packet', 'Contract Service Agreement', 'Draw checklist Form 16.08 or 916.08', 'Invoice(s)', 'Personnel Cost Calculator Form 15.02 or 915.02', and 'Time sheet Form 15.01 or 915.01'. The 'Description' field is also visible.

Type a brief name of the document in the “Description” field.

The screenshot shows the 'Electronic Document Attachments' screen with the 'Description' field highlighted. The 'Type' dropdown menu is still open, and the 'Description' field is empty.

Then, click the “Choose File” button to locate where the document is saved on the User’s computer.

Electronic Document Attachments

DOCUMENT DETAILS

Type: [Dropdown]

Description: [Text Area]

File Path: [Choose File] [file chosen]

Maximum file size is 11,534 KB.

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software you use.

Once the “File Path” field is filled in with the location and the “Save” button is revealed, click the Save button. Repeat this step for each document necessary to upload.

Electronic Document Attachments

DOCUMENT DETAILS

Type: [Dropdown]

Description: [Text Area]

File Path: [Choose File] JaneDoeSetupPacket.pub

Maximum file size is 11,534 KB.

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software you use.

[Save]

HINT:

When naming documents, consider that the document file name cannot have spaces. As an example, “Jane Doe Setup Packet” should be “JaneDoeSetupPacket.”

REMINDER REGARDING ATTACHMENTS & UPLOADS:

- ✓ HRA “Administrative Draw Workbook” and/or “Salary and Wage Cost Calculator and Timesheet with Instructions” document should be uploaded as an Excel document. With each subsequent draw, the most recently approved Admin Draw workbook should be used.
- ✓ HRA Administrative Draw packet, as support documentation, should be saved in PDF format
- ✓ Scan and upload the packet as one single PDF document, both bookmarking and titling each individual form/document in order as listed on the HRA Project Setup Checklist (**do not** scan and upload each page separately as individual attachments)
- ✓ The complete packet cannot exceed 10MB

To return to the draw request screen, use the breadcrumbing in the top left corner and Click back to the previous screen. DO NOT use the “Backspace” or “BACK” button in the browser, as it might log the User out of the system:

TDHCA Housing Contract System

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

Contract #1001592 > Activities > #1001592024 > Draw List > #1 > Electronic Document Attachments

SUBMITTING DRAWS: STEP 3

After the User has entered the draw amounts and uploaded all attachments and documentation, the draw request is ready to be submitted. Click the “Submit for Approval” button at the bottom of the draw request screen:

APPROVAL ACTIONS

Approver Sequence	Approver Role	Approver Name	Action	Date
Name				
Save Submit for Approval without Saving				

Administrator will know the draw request has been submitted successfully if the “Status” at the middle top of the screen shows as “Pending PM Approval,” and the draw is waiting to be approved by Department Program Management staff. If the draw status still shows as “Pending,” then that signifies User is still working on the draw request and it has not yet been successfully submitted for review.

HOME Admin Draw #2

BUDGET	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$105,646.52	\$6,746.70	\$102,951.82	\$2,000.00	\$100,951.82
TDRA Reservation Project	\$1,106,991.00	\$303,227.00	\$803,764.00	\$0.00	\$803,764.00

DRAW REQUEST

Vendor Name: _____ Tax ID: _____

Vendor #: _____ Mail Code: _____ Date Submitted: _____

Date Services Rendered From: 01/01/2024 To: 02/01/2025

I Init Draw? ☐ Voucher #: _____

Admin Draw Activity Nbr: 0000055533

Supporting Documents Received and Approved? No

CF LN: 14.239

Status: Pending PM Approval

Risk Assessment: _____

Attachments: 00Attachments

The current status of the Draw Request will also be updated in the Draw List:

Contract # > Draw List

CSAS Number(s): _____

Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
1	1/15/25	6/18/24 - 1/24/24	6746.7	Approved		N	0
2	2/3/25	1/1/25 - 2/1/25	2000	Pending PM Approval		N	0

Create New Draw Request | Create First Draw Request

ADMINISTRATIVE DRAWS: STEP 1 - DATES & AMOUNTS

Administrative Draws (or “Admin Draws”) are how Administrators are reimbursed for administering the HRA program. Submitting an admin draw is similar to submitting a project draw (reimbursements for household activities) except for the LOCATION where the draw is uploaded. Admin Draws are created from the Reservation Agreement screen at the contract level and *do not belong* on the household activity screen.

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

CONTRACT

Contract Number: [Link]
Contract Name: [Link]
Period Begin Date: 10/5/24
Period End Date: 10/5/27
Amended End Date: [Link]
Application Number: [Link]
Consultant: [Link]
TDHCA Performance Contact: [Link]
TDHCA Program Contact: [Link]

Program Activity: HOME - HOME Reservation (Single-Family 2025)
Status: Active
CPS Number (IDG): [Link]
Mail Code: [Link]
Escalator: [Link]
Contract Activity Number (IDG): [Link]
10/AC Rule Year 2024

BUDGET

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$14,978.00	\$14,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,978.00
TERA Reservation Project	\$238,744.00	\$0.00	\$149,788.00	\$149,788.00	\$149,788.00	\$32,251.00	\$0.00	\$32,251.00	\$117,537.00
Total		\$0.00	\$164,766.00	\$164,766.00	\$149,788.00	\$32,251.00	\$0.00	\$32,251.00	\$132,515.00

[Allocation Detail](#) [Budget Detail](#) [Draw History](#) [Draw Request](#)

IMPORTANT:

Administrators may have multiple contracts to administer the HRA Program under three set-aside types of funding, noted as “HRA Reservation” for the general set-aside; “HRA PWD Reservation” for the Persons With Disabilities set-aside; and/or “HRA Disaster Relief Reservation” for the Disaster set-aside. Each set-aside has a different contract number.

The User must submit Draw Requests using the appropriate contract number to fund an activity based on set-aside eligibility of the Household. The set-aside type is noted in the Housing Contract System:

SETASIDES

Setaside Type: HRA Reservation

SETASIDES

Setaside Type: HRA PWD Reservation

SETASIDES

Setaside Type: HRA Disaster Relief Reservation

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

The screenshot shows the 'CONTRACT' and 'BUDGET' sections of the TDHCA Housing Contract System. The 'CONTRACT' section includes fields for Contract Number, CSAS Number(s), Period Begin Date, Period End Date, Amended End Date, Application Number, Consultant, Program Activity, Contractor, UOG Code, UOG Number, CPS Number (IDIS), Mail Code, Executor, Contract Activity Number (IDIS), and 10 IAC Rule Year. The 'BUDGET' section is a table with columns: Admin, Reserved, Original, Amended, Funded, Committed, Total Drawn, Refunded, Net Drawn, and Available. The 'Total' row shows a balance of \$117,537.00. The 'Draw Request' link is circled in red in the bottom right corner of the BUDGET section.

Next, Click “Create New Draw Request.” For the HRA Program, the list of admin draws on this screen will grow as the Administrator receives Department approval for submitted Admin Draw Requests.

The screenshot shows the 'TDHCA Housing Contract System' interface. The 'Create New Draw Request' button is circled in red. The interface includes a top navigation bar with links like 'Source of Funds', 'Program Funds', 'Contract Search', 'Contract Activity', 'Reservations', 'Loan Servicing', 'COB/GDR3 Drawn', 'COB/GDR4 Drawn', and 'RWF Edit'. Below the navigation bar, there is a 'DRAW LIST' table with columns: Date, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, and Attachments. The 'Create New Draw Request' button is located at the bottom right of the 'DRAW LIST' table.

NOTE:

If the intake application date took place BEFORE the Reservation Agreement “Period Begin Date,” then just use the Reservation Agreement Begin Date. Users 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 of submission for this admin draw request. Use the MM/DD/YYYY format. Then, click the “Save” button.

The screenshot shows the 'CONTRACT' section of the TDHCA Housing Contract System. The 'Period Begin Date' and 'Period End Date' fields are circled in red. The 'Period Begin Date' is 6/19/22 and the 'Period End Date' is 6/18/25. The 'Program Activity' is 'HOME - HOME Reservation (Single-Family 2023)'. The 'Status' is 'Active'.

Click the checkbox at the top of the page (next to “Check this box...”). Enter Services Rendered From and Services Rendered To dates (*start and end dates*). Remember, the Services Rendered From date can be the date the household completed their intake application.

The screenshot shows the 'REQUIRED DOCUMENTATION' section of the TDHCA Housing Contract System. A checkbox labeled '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.' is circled in red. Below the checkbox, there are two date fields: 'Services Rendered From' and 'Services Rendered To', both circled in red. A 'Save' button is located at the bottom right.

When the “HOME Admin Draw #” screen appears, enter the activity number for the household into the field called “Admin Draw Activity Nbr.”

HOME Admin Draw #1

BUDGET		Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin		\$2,641.40	\$0.00	\$2,641.40	\$0.00	\$2,641.40
TERRA Reservation Project		\$26,414.00	\$2,258.00	\$24,156.00	\$0.00	\$24,156.00

DRAW REQUEST

Vendor Name		Tax ID	
Vendor # - Mail Code		Date Submitted	
Dates Services Rendered from	12/01/2025	To	12/31/2025
Final Draw?	☐	Voucher #	
Admin Draw Activity Nbr			
Supporting Documents Received and Approved? No			
CFDA	14,239		
Status	Pending		
Risk Assessment Score			
(0/Attachments)			

DRAWS FOR ADMIN

Item #	Category	Drawn To Date	This Draw Amount
1	Affirmative marketing plan		

Next, scroll down the same page for the different categories under “Draws for Admin” and select the type(s) of eligible expense for requested reimbursement. Fill in the “This Draw Amount” field on the right:

DRAWS FOR ADMIN

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	Long Distance		
12	Miscellaneous Admin		
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		
27	Schedule of values		
28	Training		
29	Work write up		
30	Work write up/cost estimate		
Total		\$0.00	\$0.00

After filling in the “Admin Draw Activity Nbr” field and the “This Draw Amount” field, click the “Save” button at the bottom on the screen. This will save User progress without submitting the draw request to the Department:

The screenshot shows a form with two rows: '29 Work write up' and '30 Work write up/cost estimate'. Below these is a 'Total' row with '\$0.00' in two columns. Underneath is an 'APPROVAL ACTIONS' table with columns: 'Approval Sequence', 'Approver Role', 'Approver Name', 'Action', and 'Date'. The table contains one row with 'None' in the first column. At the bottom, there are two buttons: 'Save' and 'Submit for Approval without Saving'. The 'Save' button is circled in red.

After entering the activity number and admin draw amount, the admin draw request and draw packet (support documentation) are ready to be submitted. Click the “Submit for Approval” button on the bottom of the draw request screen:

This screenshot is identical to the previous one, showing the same form structure. However, in this version, the 'Submit for Approval without Saving' button is circled in red instead of the 'Save' button.

User will know the admin draw has been successfully submitted and the admin draw is waiting to be approved by Program Management staff when the “Status” at the middle top of the screen is “Pending PM Approval.” If the admin draw status still says “Pending,” that means the admin draw has not been submitted.

The screenshot shows a 'DRAW REQUEST' form with various fields. Fields include 'Vendor Name', 'Vendor # - Mail Code', 'Dates Services Rendered from' (05/25/2025), 'Tax ID', 'Date Submitted' (07/05/2025), 'Voucher #', 'Admin Draw Activity Nbr', 'Supporting Documents Received and Approved? no', 'Risk Assessment Score', and 'Status: Pending PM Approval'. The 'Status' field is circled in red. The number '14.238' is visible next to the 'Supporting Documents' field.

FINAL DRAW

At the end of an activity, to submit the final draw request of funds for reimbursement of eligible expenses, Click “Create New FINAL Draw Request.” This is the final draw and should be submitted prior to submission of the Project Completion Report for an activity:

DRAW LIST								
Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
	1	1/15/25	6/18/24 - 7/24/24	6746.7	Approved		N	(3)
	2	11/6/25	7/1/24 - 4/4/25	56213.29	Approved		N	(5)
	3	2/17/25	2/8/25 - 5/30/25	19173.56	Pending PMZ Approval		N	(5)
Create New Draw Request Create Final Draw Request								

To submit the final draw request, follow the same steps as Project Draw and Soft Draw requests, ensuring to Click “SAVE” to submit for review. Once the final draw request has been submitted, Administrator may then complete and submit the Project Completion Report to close an activity.

REQUIRED DOCUMENTATION
Checklist for this Activity type is NOT FOUND.

ONE check box will be present at subsequent and final draw requests.

☒ 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.

DRAW REQUEST

Services Rendered From 11/01/2025

Services Rendered To 11/30/2025

Save

Please verify that you have completed the Project Completion Report (PCR) and HUB Information for the Contract Activity before submitting the final draw.

PROJECT COMPLETION REPORT

It is extremely important that all draw requests have been submitted to the Department *before* submitting the Project Completion Report (PCR). Once the User has submitted the final draw request for an activity, a PCR should then be submitted, which will close the activity.

Once all draw requests have been submitted for a household, access the Housing Contract System for that activity. Near the lower right corner below the Beneficiaries Data and Related sections is the blue link for the “Project Completion Report.”

The screenshot displays the Housing Contract System interface. The 'BENEFICIARIES DATA' and 'RELATED' sections are circled in red. A red arrow points from the 'RELATED' section to the 'Project Completion Report' link, which is also circled in red. The 'APPROVAL ACTIONS' table at the bottom shows a table with columns: Approval Sequence, Portfolio Management, Approver Role, Approver Name, Action, and Date. The table contains one row with the value '1' in the first column, 'Portfolio Management' in the second, 'Alma Ramos' in the third, 'Approve' in the fourth, and '5/16/24' in the fifth.

Click on the blue PCR link, which will direct the User to the activity screen. On the activity screen, verify the User has accessed the correct activity and household information for which the PCR is to be submitted for closure.

The screenshot shows the activity screen with a breadcrumb trail at the top: 'Contract #16 > Activities > #00000'. A red circle highlights the 'Contract #16' link. A red arrow points from the text 'Verify the contract and activity numbers, household name and address.' to the 'Contract #16' link. Another red arrow points from the same text to the 'Household Name' field in the 'OVERVIEW' section. The 'OVERVIEW' section contains fields for Contract Name, Customer Name, Primary Special Need, Begin Date, Plan Year, HCC Update, Status, Activity Number, Activity Type, Setaside Type, End Date, RHF Phase, Recent Status, and QA Review. The 'ADDRESS' section contains fields for Line, Use, Address, City, County, State, Zip, Latitude, Longitude, House District, and Congressional District. The 'Household Name' field is circled in red.

Once the activity information is confirmed, the activity screen breadcrumbing in the top left corner will show “Project Completion Report.”

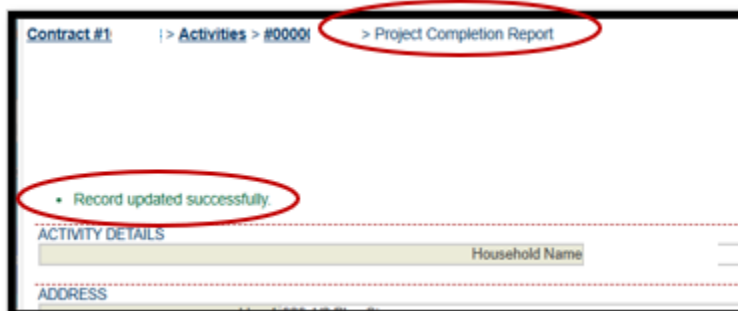
The screenshot shows the activity screen with a breadcrumb trail at the top: 'Contract #16 > Activities > #00000 > Project Completion Report'. The 'Project Completion Report' link is circled in red. The 'ACTIVITY DETAILS' section contains fields for Household Name and Activity #. The 'ADDRESS' section is partially visible at the bottom.

Click on “Save” at the bottom of the screen.



A screenshot of the bottom of a web form. It features a light green header bar with the word 'TOTAL' on the left and 'Total Project Costs: \$0.00' on the right. Below this is a white bar containing a red-outlined button labeled 'Save'.

On the next screen, the activity will show “Record updated successfully” in the top left corner and the “Save” and “Submit for Approval without Saving” at the bottom of the activity screen.



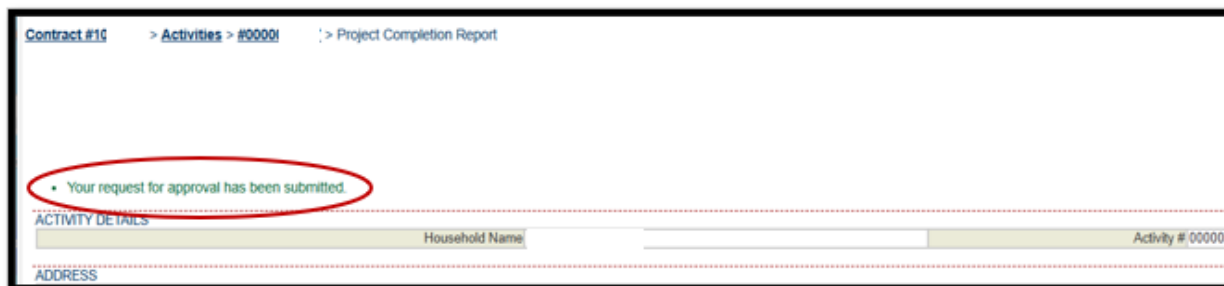
A screenshot of an activity screen. At the top, there is a breadcrumb trail: 'Contract #1' followed by '> Activities > #00001' (circled in red) and '> Project Completion Report'. Below this, a green message icon is followed by the text 'Record updated successfully.' (circled in red). Underneath, there are sections for 'ACTIVITY DETAILS' and 'ADDRESS', each with a text input field. The 'ACTIVITY DETAILS' field contains the text 'Household Name'.

Click on “Submit for Approval without Saving” to then update the activity.



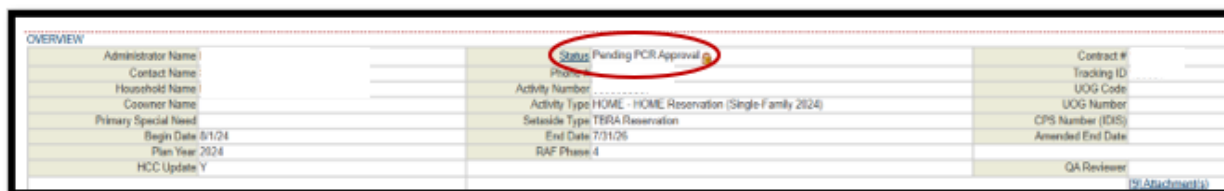
A screenshot of the bottom of a web form, similar to the first one. It has a light green header bar with 'TOTAL' on the left and 'Total Project Costs: \$0.00' on the right. Below is a white bar with two buttons: a red-outlined 'Save' button and a red-outlined 'Submit for Approval without Saving' button.

Once updated, the message “Your request for approval has been submitted” will show in the top left corner of the screen, confirming that the PCR has been successfully submitted to the Department.



A screenshot of an activity screen, similar to the second one. The breadcrumb trail at the top is 'Contract #10' followed by '> Activities > #00001' and '> Project Completion Report'. A green message icon is followed by the text 'Your request for approval has been submitted.' (circled in red). Below this, there are sections for 'ACTIVITY DETAILS' and 'ADDRESS'. The 'ACTIVITY DETAILS' field contains 'Household Name' and 'Activity #: 000001'.

To confirm that the PCR has been submitted, the User may also check that the status is updated to show “Pending PCR Approval.”



A screenshot of an overview screen. It has a light green header bar with the word 'OVERVIEW' on the left. Below this is a table with two columns. The left column contains various fields: Administrator Name, Contact Name, Household Name, Coowner Name, Primary Special Need, Begin Date: 6/1/24, Plan Year: 2024, and HCC Update: Y. The right column contains: Activity Number, Activity Type: HOME - HOME Reservation (Single Family 2624), Setaside Type: TERRA Reservation, End Date: 7/31/26, RAF Phase: 4, Contract #, Tracking ID, UOG Code, UOG Number, CPS Number (ICIS), Amended End Date, and QA Reviewer. The 'Status: Pending PCR Approval' text is circled in red.

Once the PCR is reviewed and approved by the Department, the activity will be closed.
COMPLETE!