SETUP PACKET SUBMISSION GUIDE

1. Reservation Process:
   a. Administrator enters the Household data into the Housing Contract System (HCS), completing the screens for Activity (enter "TBD" in the address field), Beneficiaries Data, and Budget Detail
   b. Administrator uploads the **Household Approval Packet** (see below for required Packet contents)
   c. Administrator clicks the "Submit for Approval" button to reserve funds and update the Project setup request status to *"Pending PM Approval"*

2. Household 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 10 business 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 tenth business 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.
   c. No deficiencies noted:
      i. Non-deficient submissions will receive a Preliminary Setup Approval Notification email stating that funds are reserved for 90 calendar days from the date of the Preliminary Setup Approval Notification.
      ii. Performance Specialist attaches an unexecuted *Household Commitment Contract (HCC)* to the HCS.
      iii. Performance Specialist updates the Project setup request status to *"Pending Upload"*

3. Unit Approval and Commitment of Funds Process:
   a. Administrator notifies Applicant the Project setup request has been preliminarily approved and issues a Certification of Eligibility
   b. Applicant selects a rental unit and submits a request for unit approval to Administrator
   c. Administrator confirms eligibility of the unit selected
   d. Administrator may adjust the budget to reflect the final required subsidy amounts. If funds are not available in the Reservation System to adjust the budget as needed, the subsidy amounts may not be increased – the term of assistance must be decreased and support documentation updated accordingly.
   e. Administrator retrieves the unexecuted HCC from the Project attachments in the HCS, signs the document, and uploads the PDF form to the HCS
   f. Administrator uploads the **Unit Approval Packet** (see below for required Packet contents)
   g. Administrator updates the unit information in the HCS and resets the Project setup request status to "Pending PM Approval" by clicking the "Submit for Approval" button at the bottom of the Activity screen

4. Unit Review Process:
   a. Performance Specialist proceeds through the deficiency review process for unit information submitted
   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 10 business 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 tenth business 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.

c. If no deficiencies are noted, Performance Specialist proceeds to Commitment of Funds process.

5. Commitment of Funds Process:
   a. Performance Specialist confirms the partially executed HCC is attached to the HCS routes the HCC for final execution
   b. Performance Specialist routes the partially executed HCC for final execution
   c. Performance Specialist uploads the fully executed HCC to the HCS, approves the Project setup request, and updates the status to *"Pending PM2 Approval"*

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

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
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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 Packets to the HCS. Use the following format for the document description field: *Household last name – Type of Packet*

Document	Packet for Preliminary Setup Process	Packet for Traditional Setup Process
☐ **Copy of Environmental Clearance email**	Household Approval	Setup
☐ **Intake Application -** if more than 6 months have elapsed between the Certification date of household eligibility and date of assistance the intake must be updated	Household Approval	Setup
☐ **Supplement to the Intake Application** – submit the Supplement to the Intake Application for Child Care and medical deductions, as applicable	Household Approval	Setup
☐ **Household Income Certification (HIC)** - HIC must be updated if effective date of assistance is more than 180 days	Household Approval	Setup
☐ **Income and Asset Support Documentation** Cannot be older than 120 days.	Household Approval	Setup
☐ **Verification of Disability** – for PWD set-aside projects	Household Approval	Setup
☐ **Section 8 Wait List Verification**, if applicable - if the household will be assisted for more than 36 months, verification of placement on a Section 8 HCV Wait List is required.	Household Approval	Setup
☐ **Conflict of Interest Documentation** – if applicable	Household Approval	Setup
☐ **Maximum Estimated Subsidy Worksheet** – Verify current year applicable Fair Market Rent. This form is a worksheet within the Household Income Certification Workbook.	Household Approval	Not Applicable
☐ **Duplication of Benefits Documentation** – if applicable	Household Approval	Setup
☐ **Certification of Eligibility**	Unit Approval	Not Applicable
☐ **Total Tenant Payment Worksheet** – Verify current year applicable Fair Market Rent & 10 TAC Rule year	Unit Approval	Setup
☐ **Utility Allowance Worksheet** – Must use the most recent updated worksheet	Unit Approval	Setup
☐ **Rental Coupon Contract**	Unit Approval	Setup
☐ **Lease** - executed by landlord and tenant	Unit Approval	Setup
☐ **Lease Addendum** – executed by tenant and landlord	Unit Approval	Setup
☐ **Utility Deposit Support Documentation**	Unit Approval	Setup
☐ **HUD Inspection Form 52580** – Unit must have passed HQS inspection on or before effective date of the Rental Coupon Contract and must be signed and dated by the inspector.	Unit Approval	Setup