



HOME Program – TBRA HOUSING CONTRACT SYSTEM USER GUIDE



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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 Tenant-Based Rental Assistance (TBRA) 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>

TDHCA Housing Contract System

Please log in to continue.

User ID:

Password:

Login

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.

Locked out or forgotten password? Please use the list below to contact your program support staff.

- HOME Single Family
- HOME Multifamily
- Emergency Solutions Grant
- Homeless Housing and Services Program
- Fair Start Youth Services Program
- Multi-Family ERA2
- Housing Stability Services Program
- Housing Trust Fund

A link to the reservation system, the Housing Contract System (HCS), is also under “TBRA Program Administration page” on the TBRA home page on the Department website: <https://www.tdhca.texas.gov/tbra-program-administration-page>.

TBRA Program Administration page

If you or someone you know is in need of assistance, please visit our [Help for Texans Page](#).

TDHCA Rules and Standards +

HOME Federal Rules and Regulations +

Cross-cutting Federal Regulations +

Rents and Income Limits +

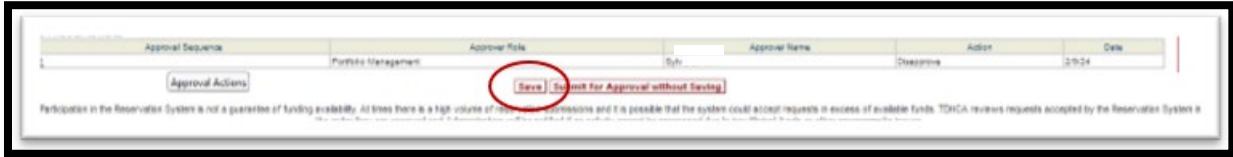
Funding Links +

Program Resources -

- Administrative Forms
- Disaster Waiver List-DR-4897 Use Only
- Emergency Solutions Grant
- Housing Contract System**
- Homeless Housing and Services Program
- 2026 List of Urban and Rural Cities and Places and Counties

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.



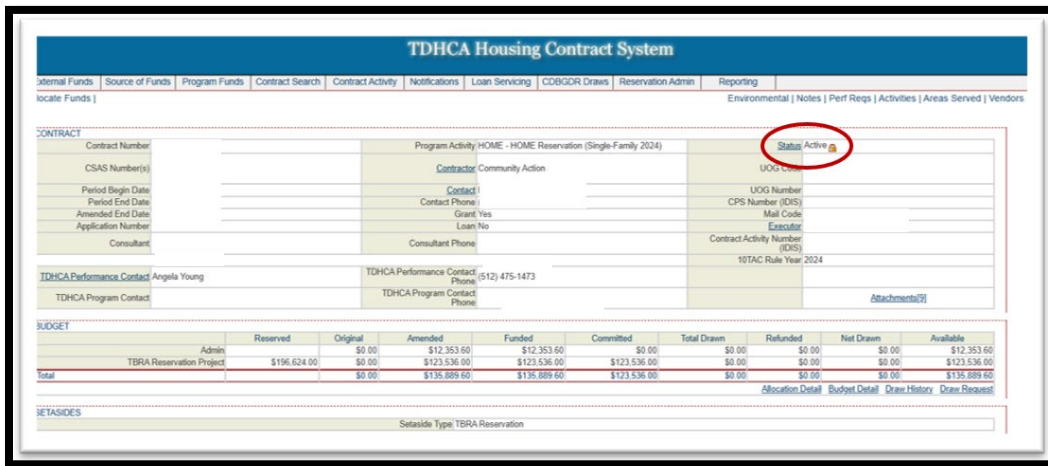
Click the “Submit for Approval” button *only when* finished entering information and uploading documents and the User is prepared to submit everything to TDHCA staff for review. After submitting the reservation, the information is no longer accessible for edits by the User without contacting SFHP staff.



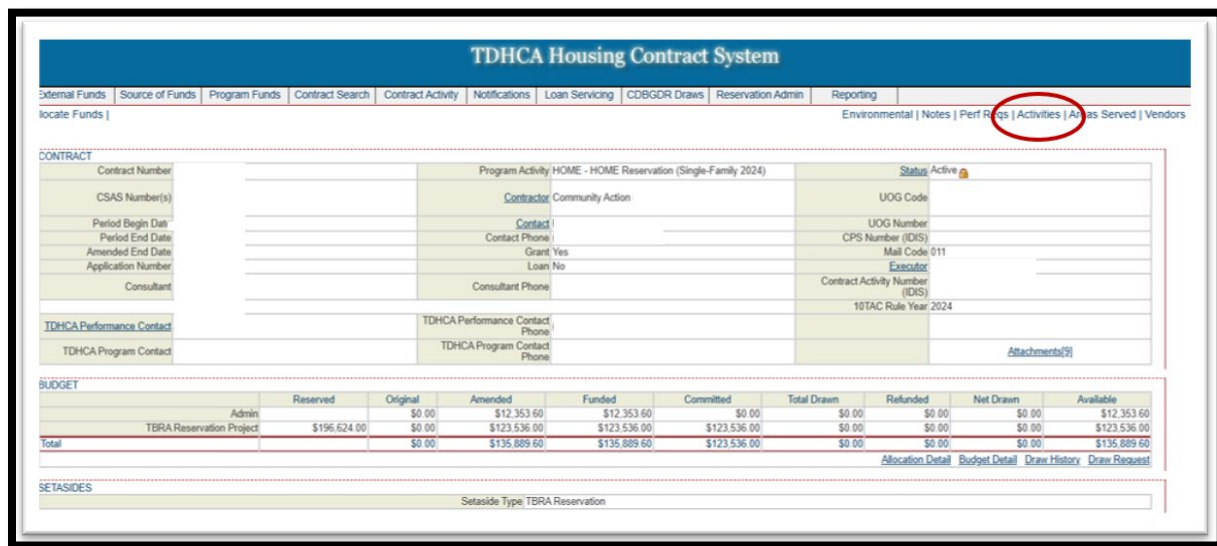
RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES

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.



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.



A TBRA 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**).

TDHCA Housing Contract System

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

Contract #100 > Activities CSAS Number(s)

Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status	Attachments
Unassigned	James	1001		San	Pending Executed Document	[10]
Delete Unassigned	Debrai	300 S		San	Pending PM Approval	[10]
Delete Unassigned	Marlen	1205		San	Pending PM Approval	[8]
Unassigned	Yoland	TBD		San	Pending Upload	[3]
0000055012	Elsa	2600		San	Active	[13]
Unassigned	Sal M	500 P		San	Active	[13]
00000	Mary	142 J		San	Active	[13]

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.

TDHCA Housing Contract System

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

Contract #11 Activities - #00001 CSAS Number(s)

OVERVIEW

Administrator Name: Community Action	Status: Active	Contract #
Contact Name	Activity Number: 0000	Tracking ID
Household Name	Setaside Type: TBRA Reservation	UOG Code
Cosumer Name	End Date: 5/14/27	UOG Number
Primary Special Need	RAF Phase: 2	CPS Number (DIS)
Begin Date: 5/15/25	Recent Status: No Recent	Amended End Date
Plan Year: 2025		GA Reviewer
HCC Update: N		[13] Attachment(s)

ADDRESS

Line 1: 2601	Rural/Urban/Rural	PJ
Line 2	State: TX	Region 7
City: San Marcos	County Code: 209	Zip: 78666
County: Hays	Longitude	
Latitude	House District	Congressional District
Senate District		

ALLOCATION

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
HUD HOME 2023 > HOME 2023 TBRA Reservation Project > Contract 1003677 > Activity 0000055012	\$25,720.00	\$0.00	\$0.00	\$0.00	\$25,720.00		
Total	\$25,720.00	\$0.00	\$0.00	\$0.00	\$25,720.00		

DRAW BALANCES

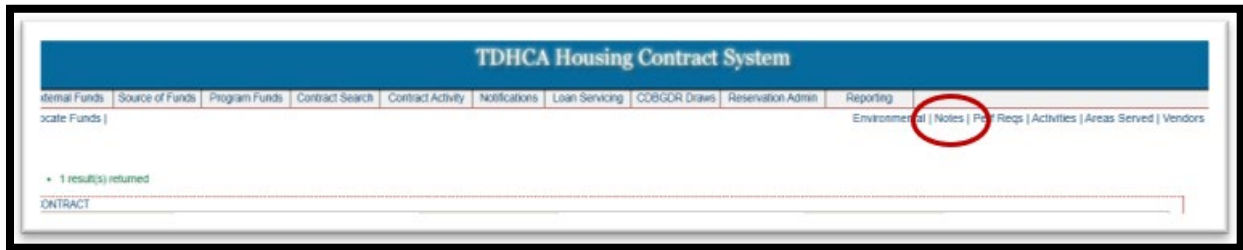
Project	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$23,500.00	\$25,720.00	\$25,720.00	\$0.00	\$0.00	\$0.00	\$25,720.00

Draw History | Draw Requests

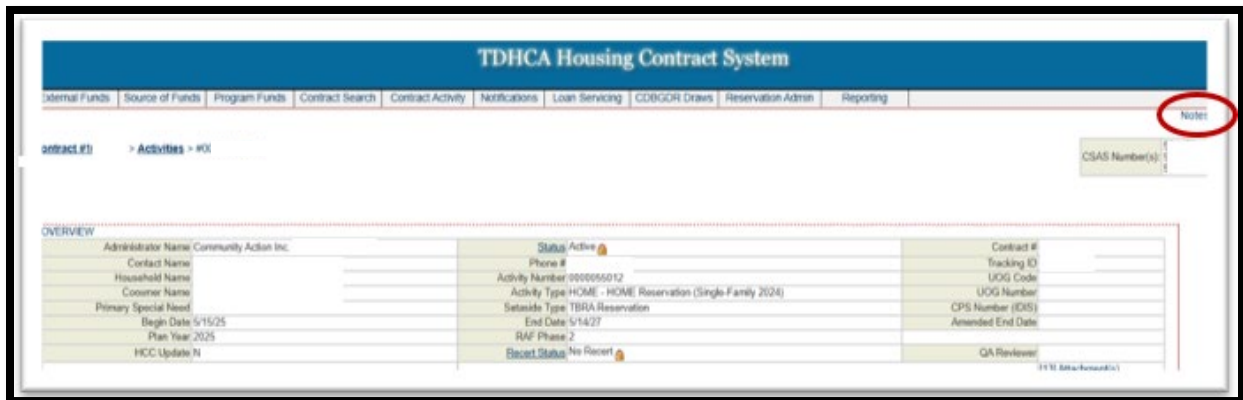
NOTES & ATTACHMENTS

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:



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



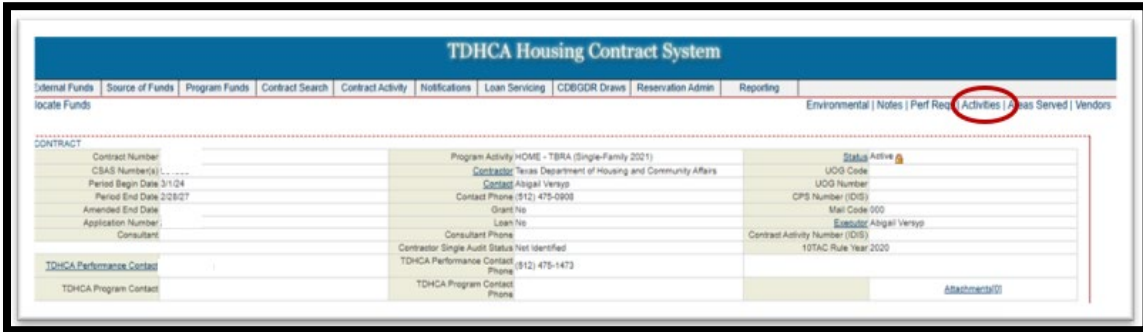
Typically, only TDHCA staff upload attachments to the Reservation Agreement screen. Additionally, usually only Administrators upload attachments to household activity screens for reservation setups and draw requests. Attachments should be in PDF format. To upload attachments, Click the “Attachments”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



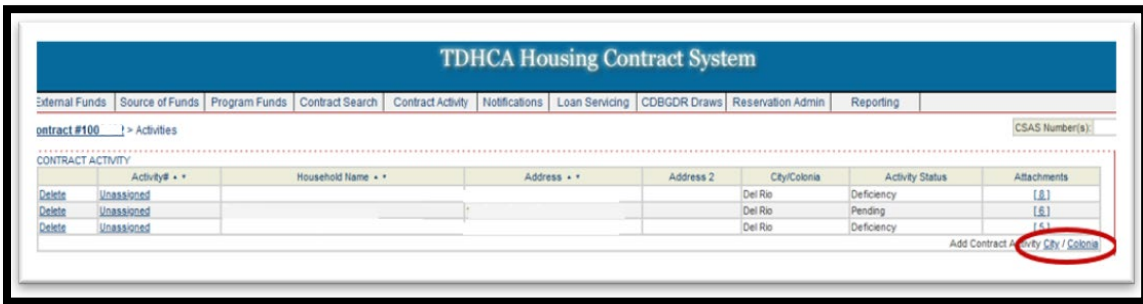
RESERVATION SETUPS: STEP 1 - HOUSEHOLD INFORMATION

The reservation setup is how an Administrator submits documentation verifying the household is eligible for TBRA participation and reserves funds for an individual household. 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:

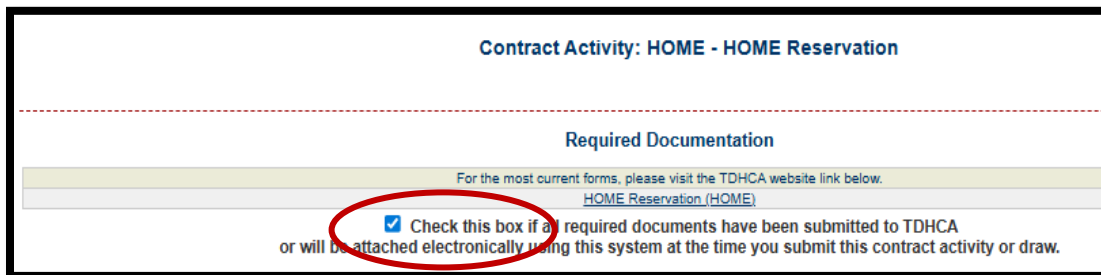


Next, in the bottom right corner, click “City” (or “Colonia,” as appropriate):



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...”).



NOTE:

Uploading documents to acknowledge the Checkbox at the top of the HOME Reservation page will occur at Step 3.

BUDGET

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

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 Contract Budget	0.00

ADDRESS

Line 1 may be entered as "TBD" (To Be Determined) and updated after Unit Approval Packet has been submitted and approved by TDHCA. Be sure 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 TBRA Program Administration page under the Program Resources section as *List of Urban and Rural Cities and Places and Counties*.

ADDRESS

Line 1		Rural/Urban		Region/region not found
City		State	TX	Zip
County		County Code		
Latitude		Longitude		
Senate District		House District		Congressional District

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).

COMPLIANCE

Pre 1978 Project	<input type="checkbox"/>	Environmental Clearance Date		Lead Risk Assessment Date	
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HOUSEHOLD

Name should be entered as the person listed as Head of Household on the TDHCA Intake Application completed by the applicant.

HOUSEHOLD

Activity #		Name	
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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.”

The screenshot shows a form section titled "OCCUPANCY DATA". It contains two dropdown menus: "Number of Bedrooms" and "Occupancy". Both dropdown menus are circled in red.

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).

Rider County is a drop-down menu to select “Y” for Yes or “N” for No. Access the *Rider 5 Tool* on the TBRA Program Administration page in section *Rents and Income Limits*.

The screenshot shows a form section titled "INCOME". It contains several fields: "Monthly Gross Income" (text input), "Annual Income" (text input), "HIC Date" (text input), "Rider County" (dropdown menu), "Qualifying AMI: %" (text input), and "HUD Maximum Household Size" (text input). The "Monthly Gross Income" and "HIC Date" fields are circled in red.

MISCELLANEOUS

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

The screenshot shows a form section titled "MISCELLANEOUS". It contains a dropdown menu for "Rental Assistance Status" with three options: "Receiving TBRA", "Rental Assistance to Tenant has Ended", and "No Assistance". The dropdown menu is circled in red. Below this, there are sections for "HOUSEHOLD DATA" and "COUPON CONTRACT DETAIL".

HOUSEHOLD 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.”



A screenshot of a form titled "HOUSEHOLD DATA". It contains several dropdown menus. Two of these dropdown menus are circled in red: "Hispanic" (under the label "Head of Household Race") and "Household Size" (under the label "Head of Household").

COUPON CONTRACT DETAIL

Rent Subsidy Amount is initially estimated on the Maximum Estimated Subsidy Worksheet based on the maximum allowable rent within the Administrator’s Service Area(s).

Total Rent is initially based on the maximum allowable rent for the smallest unit size to accommodate Household members and family composition.

Number of Months is the number of months remaining that the Household is eligible to receive TBRA assistance (24 months per set up per Household).

Home Rent Limits Flag is a drop-down menu to identify as either “Y” for Yes or “N” for No.

Security Deposit is an amount less than or equal to without exceeding double the amount of the Total Rent.

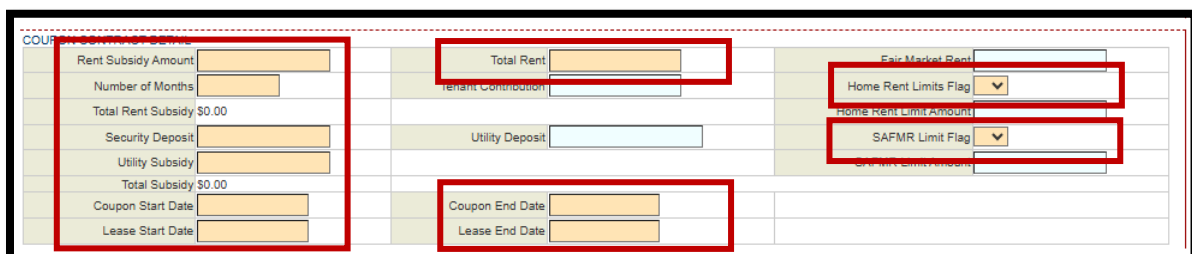
Utility Deposit may be entered from the Maximum Estimated Subsidy Worksheet.

SAFMR Limit Flag is the small area Fair Market Rent based on the maximum allowable rent for a unit size within the Administrator’s Service Area(s) and is a drop-down menu to identify as either “Y” for Yes or “N” for No.

Utility Subsidy is the dollar amount in accordance with the most recent Utility Subsidy worksheet from Administrator’s local area Section 8 or Public Housing Authority.

Coupon Start and End Dates includes the dates from the Rental Coupon Contract (RCC) for 24 months per setup per activity.

Lease Start and End Dates include the lease start date (typically the same date as the RCC start date) and the lease end date (recommended as 12 months, keeping in mind the anniversary date for recertification of the Household).



A screenshot of a form titled "COUPON CONTRACT DETAIL". The form contains several input fields and dropdown menus. Several of these fields are highlighted with red boxes: "Rent Subsidy Amount", "Number of Months", "Total Rent Subsidy \$0.00", "Security Deposit", "Utility Subsidy", "Total Subsidy \$0.00", "Coupon Start Date", "Lease Start Date", "Total Rent", "Tenant Contribution", "Utility Deposit", "Coupon End Date", "Lease End Date", "Fair Market Rent", "Home Rent Limits Flag", "Home Rent Limit Amount", and "SAFMR Limit Flag".

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

The screenshot shows a form with two main sections: 'PRIMARY SPECIAL NEED' and 'OTHER SPECIAL NEEDS'. The 'PRIMARY SPECIAL NEED' section has a dropdown menu. The 'OTHER SPECIAL NEEDS' section contains a grid of checkboxes for various categories: 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, and Public Housing Residents. At the bottom center, a red 'Save' button is circled in red.

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 shows the 'OVERVIEW' and 'ADDRESS' sections of the form. In the top left corner, a message 'Record updated successfully' is circled in red. In the 'OVERVIEW' section, the 'Status: Pending' text is circled in red. The 'OVERVIEW' section includes fields for Administrator Name, Contact Name, Household Name, Activity Number, Activity Type (HOME - HOME Reservation (Single-Family 2023)), Setaside Type (TBRA Reservation), Begin Date, End Date, Amended End Date, Plan Year, HCC Update (N), Contract #, Tracking ID, UOG Code, UOG Number, CPS Number (DIS), and QA Reviewer. The 'ADDRESS' section includes fields for Line 1, Line 2, City (Kylie), County (Hays), Latitude, Senate District, Rural/Urban, State (TX), County Code (209), Longitude, House District, Region (7), and Zip (78640).

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:

The screenshot shows the 'Budget Detail' screen. At the top, there are fields for 'Coordinator Name', 'Primary Special Need' (Elderly Populations), 'Activity Type' (HOME - HOME Reservation (Single-Family 2023)), 'UOG Number', 'Begin Date', 'End Date', 'CPS Number (DIS)', 'Plan Year' (2025), 'RAF Phase' (4), 'Amended End Date', and 'QA Reviewer'. Below this is the 'ADDRESS' section with fields for Line 1, Line 2, City (Forney), County (Kaufman), State (TX), Zip (75126), Latitude, Longitude, Senate District, House District, and Congressional District. The 'ALLOCATION' table shows columns for Fund, Funded, Total Drawn, Refunded, Net Drawn, Available, Hist, and Draws. The 'RAW BALANCES' table shows columns for Original Amount, Amended Amount, Funded Amount, Total Drawn, Refund, Net Drawn, and Available. A red circle highlights the 'Budget Detail' link in the bottom right corner.

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

The screenshot shows the 'Budget Itemization' screen. It features a table with columns: Budget, Total Budgeted, TDHCA Original, Amended, Funded, Refunds, Itemized, and Unitemized. The 'Amended' value is 70,104.00. A red circle highlights the 'Itemize' button in the bottom right corner.

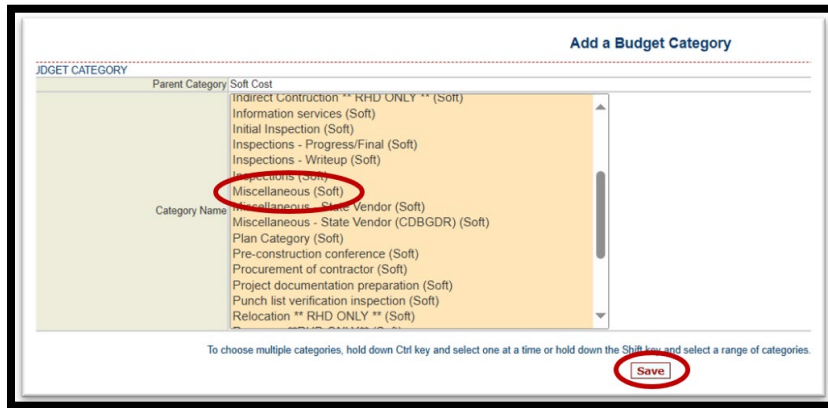
The “Budget Itemization” screen will appear. Click the “(+)” sign next to “Hard Cost” to make a drop-down menu appear:

The screenshot shows the 'Budget Itemization' screen with the 'Hard Cost (+)' dropdown menu open. The menu lists various categories such as 'Interior Paint (Hard)', 'Rental Subsidy (Hard)', 'Security Deposit (Hard)', and 'Utility Subsidy (Hard)'. A red circle highlights the '+' sign next to 'Hard Cost (+)'. Another red circle highlights the 'Save' button at the bottom.

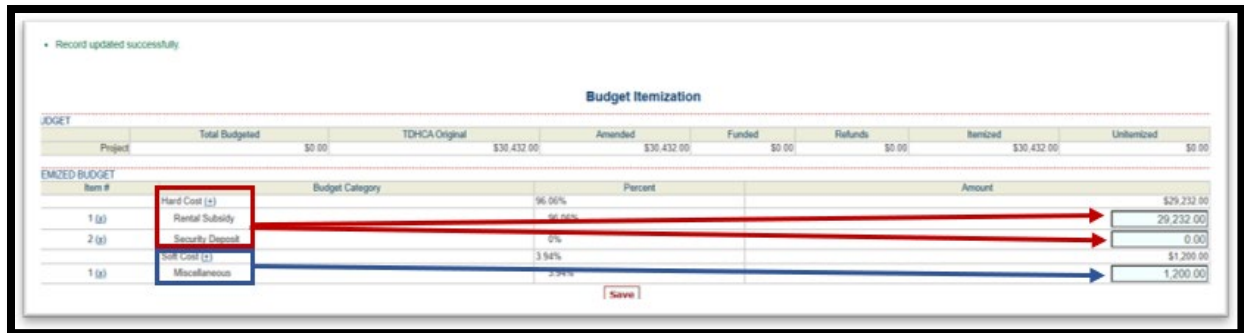
Scroll down on the drop-down menu and select the appropriate type of Hard Cost for the TBRA Activity, which may include “Rental Subsidy,” “Security Deposit,” “Utility Deposit,” or “Utility Subsidy.” Once selected, click the “Save” button:

The screenshot shows the 'Add a Budget Category' screen. It displays a list of budget categories under the 'Parent Category: Hard Cost' and 'Category Name' sections. The categories include 'Interior Paint (Hard)', 'Rental Subsidy (Hard)', 'Security Deposit (Hard)', and 'Utility Subsidy (Hard)'. A red circle highlights the 'Save' button at the bottom.

Next, do the same for “Soft Cost,” as appropriate per RSP Agreement (see NOTE below). Click the “(+)” sign next to “Soft Cost” to make a drop-down menu appear, then scroll down and select the category “Miscellaneous (Soft).” Click the “Save” button:



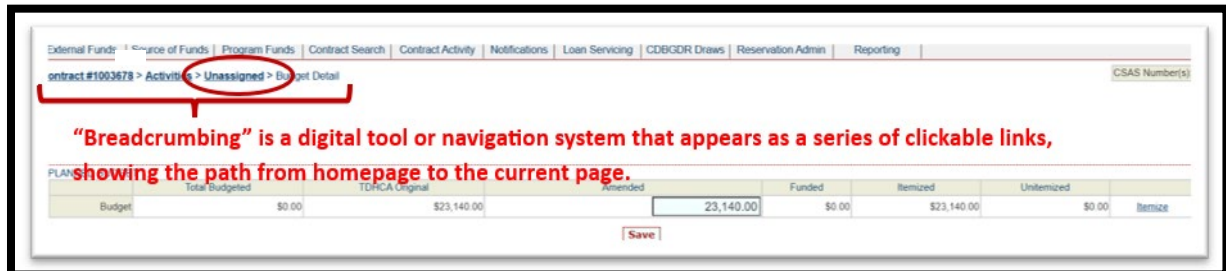
When the Budget Itemization screen reappears, fill in the dollar amounts for eligible Hard Cost(s) and for “Soft Cost Miscellaneous” in the blue fields on the right side of the screen:



NOTE:

Soft Costs are optional and will be noted in Administrator’s RSP Agreement, as applicable. Keep in mind that Soft Costs cannot exceed \$1,200 per Household per activity and are only available to Administrators who have selected Administrative Costs at 4%, rather than the 10% “flat rate” for Administrative Costs.

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



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:

The screenshot shows the 'OVERVIEW' section of a household activity screen. The breadcrumb trail is 'Contract # > Activities > Unassigned'. The 'Attachments' link is circled in red. The overview table includes fields for Administrator Name (Habitat for Humanity), Status (Pending PMI 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 (Army Young Reservation with RAF Limits), CPS Number (IDIS), Begin Date, End Date, Amended End Date, Plan Year (2024), RAF Phase 1, and QA Reviewer.

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

The screenshot shows the 'Electronic Document Attachments' screen. The breadcrumb trail is 'Contract # > Activities > Unassigned > Electronic Document Attachments'. The title is 'Electronic Document Attachments'. Below the title is a table with columns for 'Type', 'Description', and 'Path'. The '+ Attach a Document' link is circled in red.

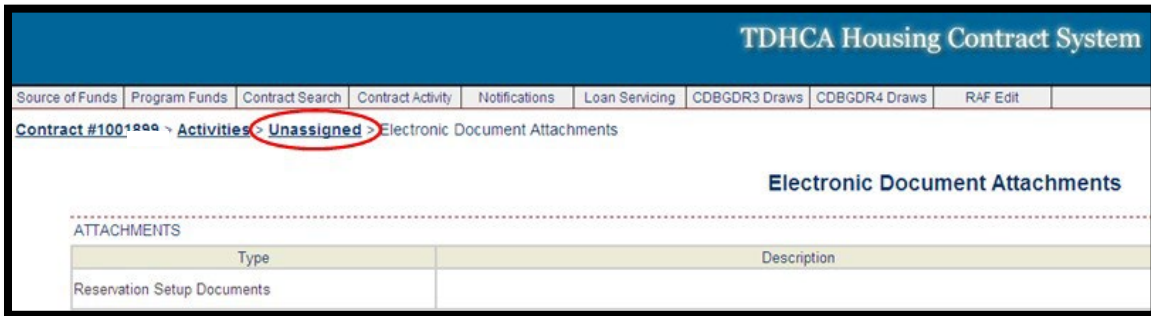
Then Click the “Type” field for the drop-down menu to appear. Select “Set-up Packet.” Typing the name of the document in the “Description” field is optional, but helpful. Next, click the “Browse” button to locate where the document is saved on User’s computer. Once the “File Path” field is filled in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

The screenshot shows the 'DOCUMENT DETAILS' form. The breadcrumb trail is 'Contract #100 > Activities > Unassigned > Electronic Document Attachments Add'. The title is 'Electronic Document Attachments'. The form has fields for 'Type' (a dropdown menu), 'Description', 'File Path' (with a 'Browse...' button), and a 'Save' button. A note states 'Maximum file size is 11,534 KB.' Below the form is a warning: '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.'

IMPORTANT:

- ✓ TBRA Setup and Unit Packets should be saved in PDF format
- ✓ Scan and upload EACH Packet as one single PDF document, both bookmarking and titling each document in order as listed on the TBRA Project Setup Checklist (**do not** scan and upload each page separately as individual attachments)
- ✓ Each uploaded packet cannot exceed 10 MB

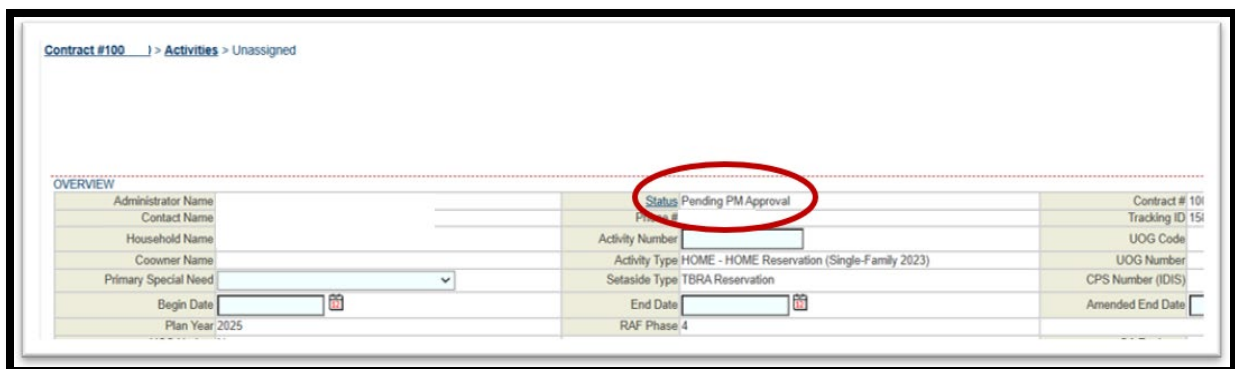
To return to the household activity screen, click the “Unassigned” link at the top left area of the screen to go back one level. Do not use the “back button” in the browser, as it might log User out:



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:

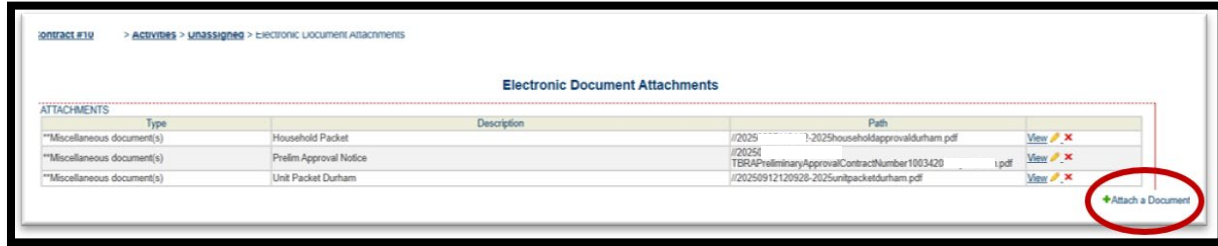


Confirmation that the reservation has been submitted successfully will be noted by the “Status” at the middle top of the screen showing as “Pending PM Approval” where the reservation waits to be reviewed and approved by Program Management staff. If the reservation status still shows as “Pending,” that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

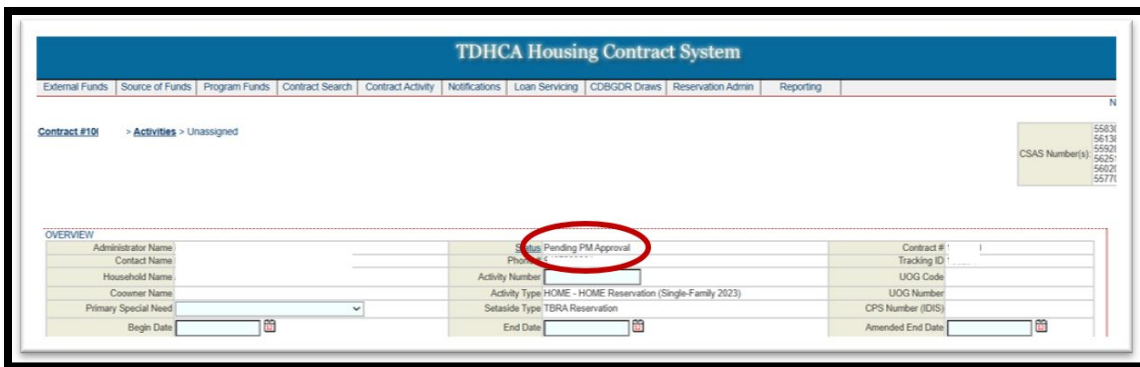


RESERVATION SETUPS: UPLOADING ADDITIONAL DOCUMENTS

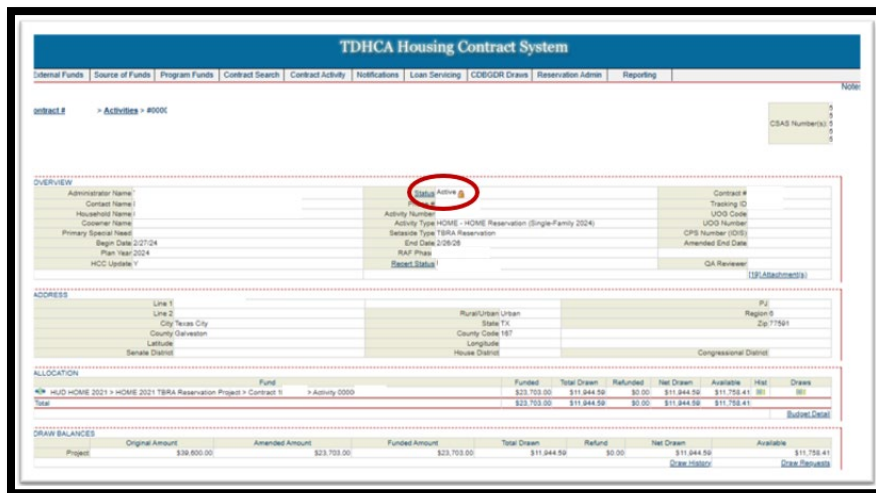
When the Electronic Document Attachments screen appears, Administrator should see a list of previously uploaded documents. To upload any additional documents, as if to address any Deficiency notices and submit curative documentation, Click the “Attach a Document” link:



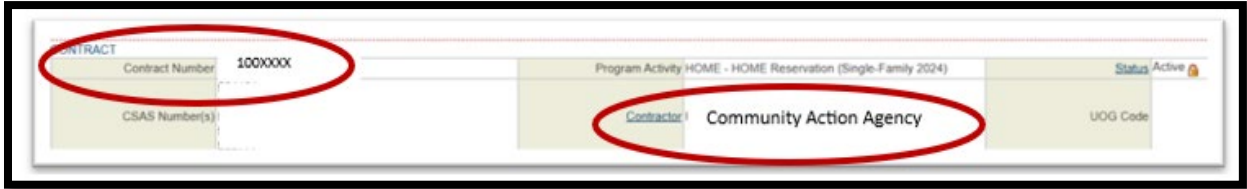
Again, confirmation that any curative or additional documentation has been submitted successfully will be noted by the “Status” at the middle top of the screen showing as “Pending PM Approval” where the reservation waits to be reviewed and approved by Program Management staff:



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 TBRA activity.



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 TBRA Program and do not belong on the household activity screen. Always create admin draws from the Reservation Agreement screen.



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 #100 > Activities > #00004

OVERVIEW

Administrator Name: [Redacted] Status: Active Contract #: [Redacted]

Household Name: [Redacted] Activity Number: [Redacted] Tracking ID: [Redacted]

Primary Special Need: HOME - HOME Reservation (Single-Family 2024) UOJ Code: [Redacted]

Begin Date: 9/1/24 Setaside Type: TBRA Reservation UOJ Number: [Redacted]

Plan Year: 2024 End Date: 8/31/25 CPS Number (IDIS): [Redacted]

HCC Update: Y RAF Phase: 4 Amended End Date: [Redacted]

Reset Status Recent Complete QA Reviewer: [Redacted]

ADDRESS

Line 1: [Redacted] Rural/Urban/Urban: [Redacted] PU: [Redacted]

Line 2: [Redacted] State TX: [Redacted] Region: [Redacted]

City: New Braunfels County Code: 01 Zip: 78130

County: Comal Longitude: [Redacted]

Latitude: [Redacted] House District: [Redacted] Congressional District: [Redacted]

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	\$173.00	[Redacted]	[Redacted]
Total	\$32,732.00	\$15,059.00	\$0.00	\$15,059.00	\$173.00		

Draw History [Draw Requests](#)

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	\$173.00

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

BUDGET

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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

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

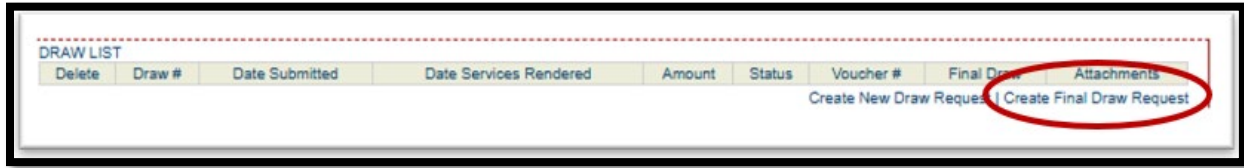
The next screen will show the Draw List. If this is the first Draw, the list will be empty, as pictured below. Click on “Create New Draw Request” link (as additional Draw requests are submitted, the Draw List will include a history of previous and pending Draws):

DRAW LIST

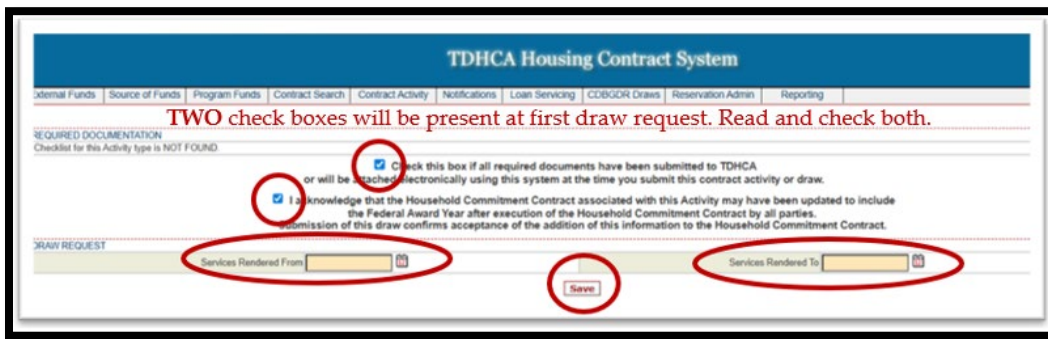
Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments

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

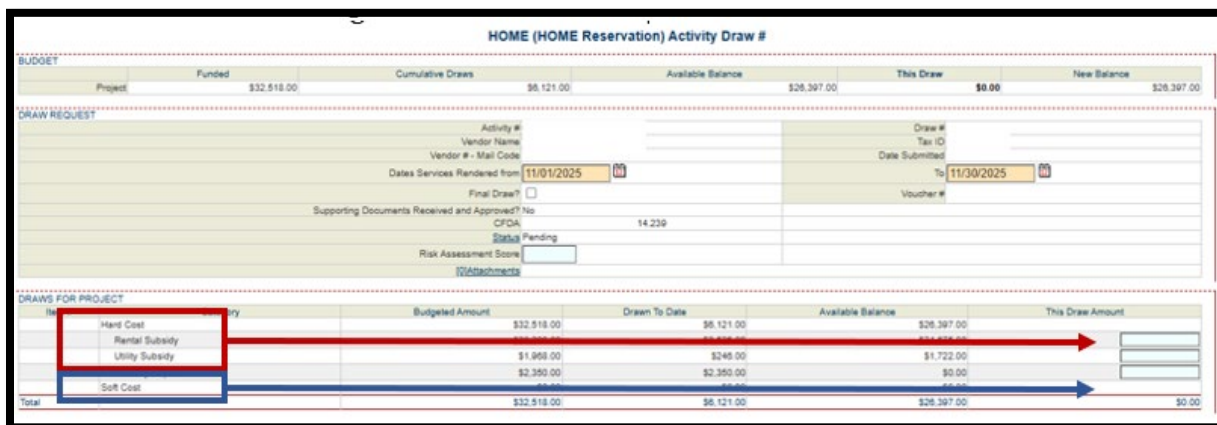
If the User is submitting a final Draw, Click on “Create Final Draw Request” (also refer to Final Draws section):



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.



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.



If Administrator’s RSP Agreement includes the option of \$1,200 Soft Costs per household per activity, then the User will click on the Soft Cost Miscellaneous line and ensure that Soft Costs being requested in this draw DO NOT exceed the maximum of \$1,200 per activity.

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

The screenshot shows a software interface with a table titled "APPROVAL ACTIONS". The table has five columns: "Approval Sequence", "Approver Role", "Approver Name", "Action", and "Date". Below the table, there is a "Save" button and a "Submit for Approval without Saving" button. The "Submit for Approval without Saving" button is circled in red.

Approval Sequence	Approver Role	Approver Name	Action	Date

Save 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' form. It is divided into three main sections: BUDGET, DRAW REQUEST, and DRAWS FOR PROJECT. The BUDGET section contains a table with columns for Project, Funded, Cumulative Draws, Available Balance, This Draw, and New Balance. The DRAW REQUEST section contains various fields for Activity #, Vendor Name, Vendor #, Dates Services Rendered, Final Draw?, Supporting Documents Received and Approved?, CFDA, Risk Assessment Score, and Attachments. The Attachments link is circled in red. The DRAWS FOR PROJECT section contains a table with columns for Item #, Category, Budgeted Amount, Drawn To Date, Available Balance, and This Draw Amount.

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

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

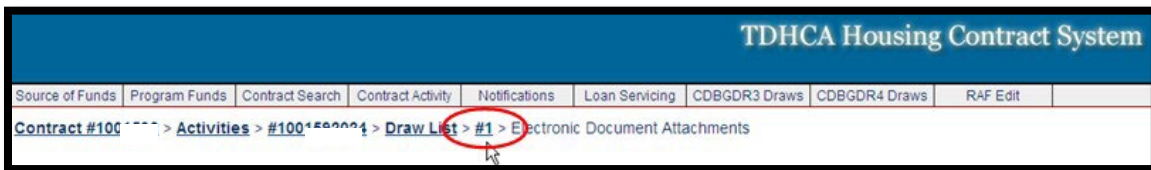
Then Click the “Type” field for the drop-down menu to appear. Selecting the appropriate document type or “Other” is fine. Type a brief name of the document in the “Description” field. Then, click the “Browse” button to locate where the document is saved on the computer. Once the “File Path” field is filled in with the location and the “Save” button is revealed, click the Save button. Repeat this step for each document necessary to upload.

The screenshot shows the 'Electronic Document Attachments' form. It features a 'DOCUMENT DETAILS' section with fields for Type, Description, and File Path. The 'Type' field is set to '**Draw Packet'. The 'Description' field is set to '**Draw Packet'. The 'File Path' field is set to 'Draw checklist Form 16.08 or 916.08'. The 'Save' button is circled in red.

REMINDER REGARDING ATTACHMENTS & UPLOADS:

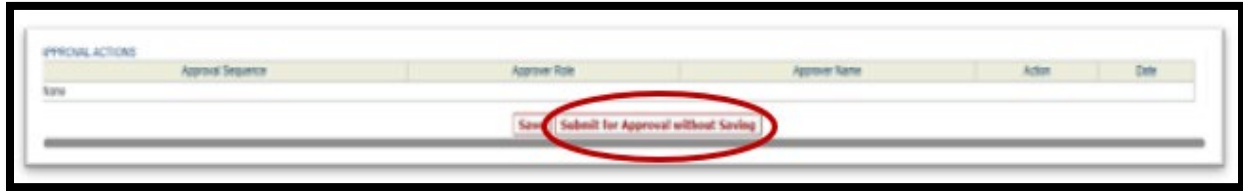
- ✓ TBRA Administrative Draw packets should be saved in PDF format
- ✓ Scan and upload the packet as one single PDF document, both bookmarking and titling each individual form/document in order as listed on the TBRA Project Setup Checklist (**do not** scan and upload each page separately as individual 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:

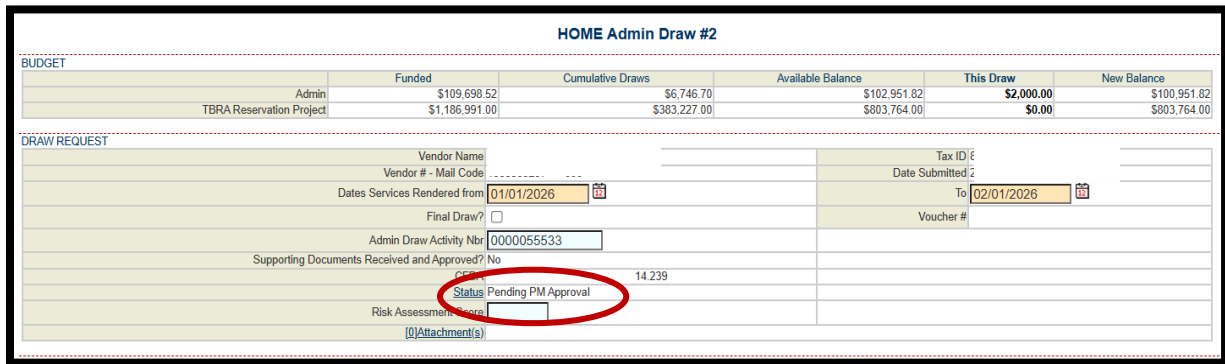


SUBMITTING DRAWS: STEP 3

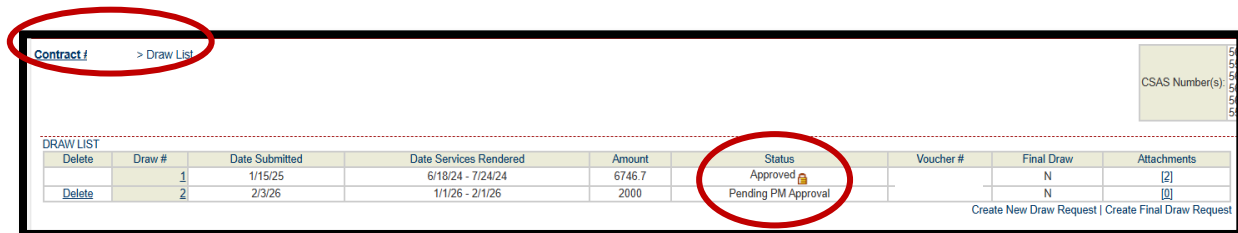
After the User has entered the draw amounts and uploaded all attachments and documentation, the draw request is ready to be submitted. Click the “Submit for Approval” button at the bottom of the draw request screen:



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.



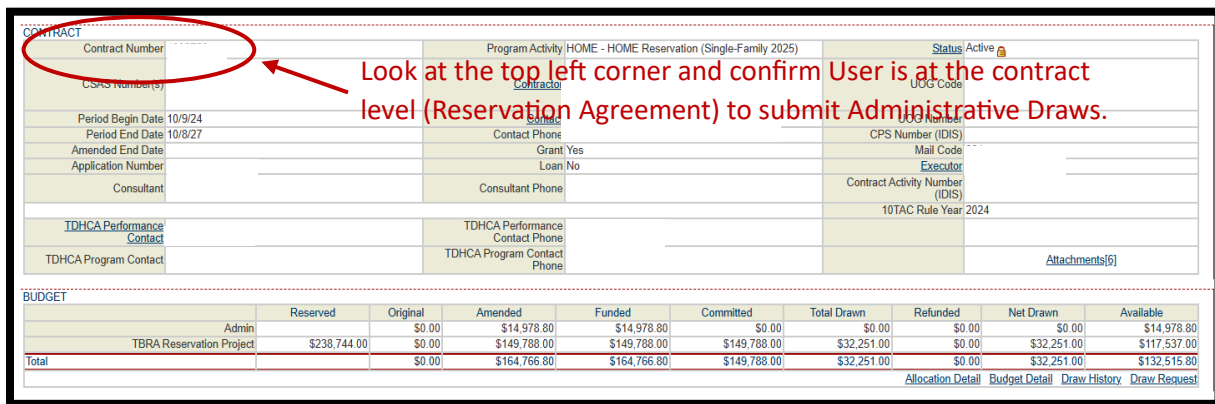
The current status of the Draw Request will also be updated in the Draw List:



ADMINISTRATIVE DRAWS: STEP 1 - DATES & AMOUNTS

Administrative Draws (or “Admin Draws”) are how Administrators are reimbursed for administering the TBRA 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.



Look at the top left corner and confirm User is at the contract level (Reservation Agreement) to submit Administrative Draws.

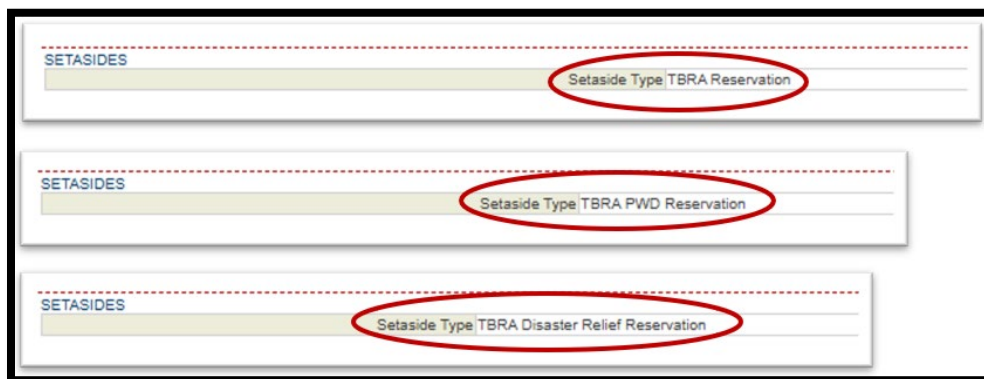
CONTRACT		Program Activity HOME - HOME Reservation (Single-Family 2025)		Status Active
Contract Number		Contractor		UOG Code
CSP# Number(s)		Contact Phone		CPS Number (DIS)
Period Begin Date	10/9/24	Grant Yes		Mail Code
Period End Date	10/8/27	Loan No		Executor
Amended End Date		Consultant Phone		Contract Activity Number (DIS)
Application Number				10TAC Rule Year: 2024
Consultant				Attachments[5]
TDHCA Performance Contact		TDHCA Performance Contact Phone		
TDHCA Program Contact		TDHCA Program Contact Phone		

BUDGET		Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$0.00	\$14,978.80	\$14,978.80	\$0.00	\$0.00	\$0.00	\$0.00	\$14,978.80
TBRA 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	\$0.00	\$164,766.80	\$164,766.80	\$149,788.00	\$32,251.00	\$0.00	\$32,251.00	\$132,515.80

IMPORTANT:

Administrators may have multiple contracts to administer the TBRA Program under three set-aside types of funding, noted as “TBRA Reservation” for the general set-aside; “TBRA PWD Reservation” for the Persons With Disabilities set-aside; and/or “TBRA 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 TBRA Reservation

SETASIDES

Setaside Type TBRA PWD Reservation

SETASIDES

Setaside Type TBRA Disaster Relief Reservation

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

The screenshot shows the 'CONTRACT' details section with fields for Contract Number, CSAS Number(s), Period Begin/End Dates, Amended End Date, Application Number, Consultant, and various contact information. Below this is the 'BUDGET' table:

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$14,978.80	\$14,978.80	\$0.00	\$0.00	\$0.00	\$0.00	\$14,978.80
TBRA 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	\$164,766.80	\$164,766.80	\$149,788.00	\$32,251.00	\$0.00	\$32,251.00	\$132,515.80

At the bottom right of the budget table, there are links: Allocation Detail, Budget Detail, Draw History, and Draw Request (circled in red).

Next, Click “Create New Draw Request.” For the TBRA 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' header and a navigation menu. Below is the 'DRAW LIST' table with columns: Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, and Attachments. A 'Create New Draw Request' button is circled in red.

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' details for 'HOME - HOME Reservation (Single-Family 2023)'. The 'Period Begin Date' is 6/19/23 and the 'Period End Date' is 6/18/26. Both dates are circled in red.

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 with a checkbox and a 'Save' button. Below is the 'DRAW REQUEST' section with two date input fields: 'Services Rendered From' and 'Services Rendered To'. Both the checkbox and the date fields are circled in red.

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
TBRA 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			
Dates Services Rendered from	12/01/2025	Date Submitted	12/31/2025
Final Draw?	<input type="checkbox"/>	Voucher #	
Admin Draw Activity Nbr	<input type="text"/>	Supporting Documents Received and Approved?	No
CFDA	14.239	Status	Pending
Risk Assessment Score	<input type="text"/>	[0] Attachment(s)	

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 table with two rows: '29 Work write up' and '30 Work write up/cost estimate'. Below the table is a 'Total' row with '\$0.00' in two columns. Underneath is an 'APPROVAL ACTIONS' section with a table header: 'Approval Sequence', 'Approver Role', 'Approver Name', 'Action', and 'Date'. The table contains one row with 'None' in the 'Approval Sequence' 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:

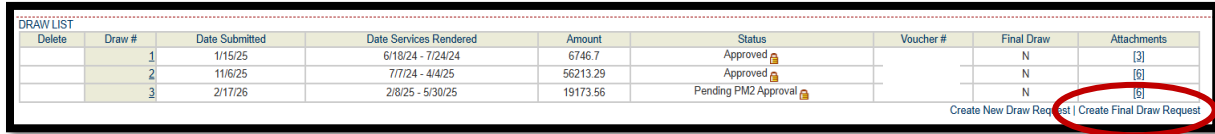
This screenshot is identical to the previous one, showing the same table and approval actions section. In this version, the 'Submit for Approval without Saving' button is circled in red.

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. The 'Status' field is circled in red and contains the text 'Pending PM Approval'. Other visible fields include 'Vendor Name', 'Vendor # - Mail Code', 'Dates Services Rendered from' (05/25/2025), 'Date Submitted' (07/05/2025), 'Admin Draw Activity Nbr', 'Supporting Documents Received and Approved?' (No), and 'Risk Assessment Score' (14,239). There are also fields for 'Final Draw?' (checkbox), 'Voucher #', and '(3) Attachment(s)'.

FINAL DRAWS

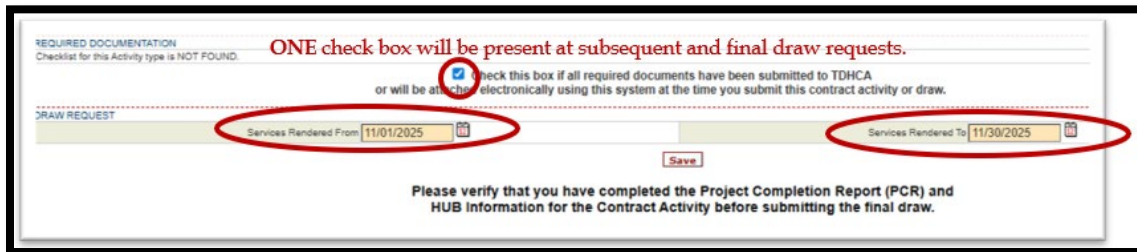
At the end of an activity, to submit the final draw request of funds for reimbursement of eligible expenses, Click “Create New FINAL Draw Request.” This is the final draw and should be submitted prior to submission of the Project Completion Report for an activity:



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	7/7/24 - 4/4/25	56213.29	Approved		N	[6]
	3	2/17/26	2/8/25 - 5/30/25	19173.56	Pending PM2 Approval		N	[6]

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

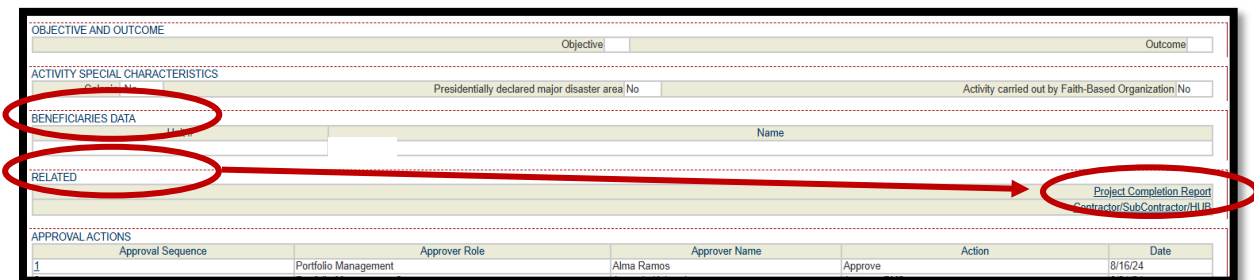
Save

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.”



OBJECTIVE AND OUTCOME
Objective: [] Outcome: []

ACTIVITY SPECIAL CHARACTERISTICS
Presidentially declared major disaster area: No
Activity carried out by Faith-Based Organization: No

BENEFICIARIES DATA
Name: []

RELATED
[Project Completion Report](#)
Contractor/Sub-Contractor/HUB: []

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
1	Portfolio Management	Alma Ramos	Approve	8/16/24

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.

Verify the contract and activity numbers, household name and address.

OVERVIEW		Status: Active	Contract #
Administrative Name: H	Contact Name: S	Phone #	Tracking ID
Household Name	Coowner Name	Activity Number	UOG Code
Primary Special Need	Begin Date: 8/1/24	Activity Type: HOME - HOME Reservation (Single-Family 2024)	UOG Number
Plan Year: 2024	HCC Update: Y	Setaside Type: TBRA Reservation	CPS Number (IDIS)
		End Date: 7/31/26	Amended End Date
		RAF Phase: 4	QA Reviewer
		Recent Status: Recent Complete	(9) Attachment(s)

ADDRESS		P/J
Line: 1	123 Old School Road	Region: 9
City: New Braunfels	State: TX	Zip: 78130
County: Comal	County Code: 91	
Latitude	Longitude	
Senate District	House District	Congressional District

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

Contract #10 > Activities > #00000 > Project Completion Report

ACTIVITY DETAILS

Household Name: _____ Activity #: 00000

ADDRESS

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

TOTAL Total Project Costs: \$0.00

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.

Contract #1 > Activities > #0000 > Project Completion Report

Record updated successfully.

ACTIVITY DETAILS

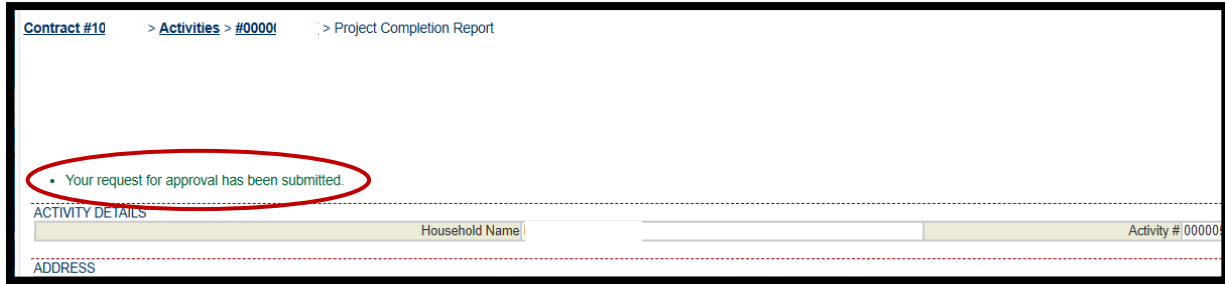
Household Name: _____

ADDRESS

TOTAL Total Project Costs: \$0.00

Save **Submit for Approval without Saving**

Clicking on “Submit for Approval without Saving” will then update the activity and show the message “Your request for approval has been submitted,” confirming that the PCR has been successfully submitted to the Department.



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

OVERVIEW			
Administrator Name		Status: Pending PCR Approval 🟡	Contract #
Contact Name		Phone #	Tracking ID
Household Name		Activity Number	UOG Code
Coowner Name		Activity Type: HOME - HOME Reservation (Single-Family 2024)	UOG Number
Primary Special Need		Setaside Type: TBRA Reservation	CPS Number (DIS)
Begin Date: 8/1/24		End Date: 7/31/26	Amended End Date
Plan Year: 2024		RAF Phase: 4	
HCC Update: Y			QA Reviewer

[9] Attachment(s)

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

FIN!
 FINI!
 DONE!
 FINISHED!
 COMPLETE!