

HOUSING TRUST FUND RESERVATION SYSTEM USER GUIDE

Revised June 2024



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LOGGING IN

The TDHCA Housing Reservation System (also the "Housing Contract System") is an online system that facilitates the administration of Housing Trust Fund (HTF) programs by Administrators and TDHCA staff.

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

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



A link to the Reservation System is also under "Resources" on the AYBRP Reservation System page of the Program website: <u>https://www.tdhca.state.tx.us/htf/single-family/amy-young-BRP-Reservation.htm</u>.

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Home » HTF » SINGLE FAMILY	» Amy Young Barrier Remova	I Program Rese	rvation System	
Housing Trust Fund	Amy Young	Barrie	r Remov	al Program
Announcements	Reservation	Syste	m	0
Main Page	2024 Eiscal Ve			
Notices of Funding Availability	Refresh			
HTF Training	Region	Urban	Rural	
Funding Sources and Plans	1 High Plains/Pan Handle	\$57,560.73	\$45,000.00	
HTF Rules	2	\$57,560,73	\$45,000.00	
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Programs	Northeast	\$60.73	\$0.00	
Program	5 Southeast	\$57,560.73	\$45,000.00	
Resources	6 Gulf Coast	\$57,560,72	,45,000.00	
Program Forms	7	\$12,560.73	\$45,000.00	
TDHCA Housing Contract System	8 Central	\$57,560.73	\$45,000.00	
Promis	9 San Antonio	\$57,560.73	\$45,000.00	
Nonprofit Assistance	10 Coastal Bend	\$57,560.73	\$45,000.00	
TDHCA Public Comment Center	11 South TX Border	\$57,560.73	\$0.00	
HTF/OCI Staff	12 West	\$12,560.73	\$45,000.00	
Free file viewers	13 Upper Rio Grande	\$0.73	\$0.00	
To view and print PDF,	Total Available		\$970 729 49	

HTF staff will issue a "User ID" and temporary password for pre-approved Administrator staff to login. After the very first login, you will be prompted to create a new password. If you forget your password, contact HTF 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 to save your work often and especially before clicking other links.

Approval Sequence	Approver Role	Approver Name	Action	Date
	Portfolio Management	Sylvia Smith	Disapprove	2/9/24
Approval Actions	I	ve Sumit for Approval without Saving		
articipation in the Reservation System is not a guarantee of f	unding availability. At times there is a high volume of res	comissions and it is possible that the system could accept request	s in excess of available funds. TDHCA reviews reque	sts accepted by the Reservation S

Only click the "Submit for Approval" button when you are done entering information and uploading documents and are ready to submit it to HTF staff. After submitting your reservation, the information cannot be edited without contacting HTF staff.

Approval Sequence	Approver Role	Approver Name	Action	Date
	Portfolio Management	Sylvia Smith	Disapprove	2/9/24
Approval Actions	Sive) Submit I	for Approval without Saving		
ticipation in the Reservation System is not a guarantee of	funding availability. At times there is a high volume of reservation sub-	and it is possible that the surrow could accept requests in excess	of available funds. TDHCA reviews reques	ts accepted by the Reservation S

YOUR RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES

Your reservation agreement number is a 7-digit number (e.g., 1006543) that is assigned to all of your work for a particular program and funding cycle. It is similar to a contract number. If you have multiple active contracts and reservation agreements with different divisions of TDHCA, you will see all your contracts and agreement numbers when you login. Clicking on your agreement number when it is a link (blue underlined) brings you to the reservation agreement screen, which shows a summary of all of your reservation agreement information.

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



An activity number is a 10-digit number (e.g., 1006543001) unique to every household (or "project") that has a reservation under a specific agreement number. The activity number is the reservation agreement number plus 3 digits added onto the end. To view all household activities under a reservation agreement, click the "Activities" link in the upper right corner of the reservation agreement screen.

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e Funds	Activity Involuteauorits	Luan Servicin		wa neservau	An Admini Key	porang	Notes	I Perf Peos Activity	a Areas Served
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Contract Number	Progra	m Activity HTF - H	TF Reservation (Sinc	le-Family 2023)		Sta	Active A		
CSAS Number(s)		Contractor				UDG C	de		
Period Begin Date 7/20/23		Contact				UDG Num	ber		
Period End Date 7/19/26	Cont	d Phone				CPS Number (IC	(\$)		
Amended End Date		Grant Yes				Mail Co	de		
Application Number 2023		Loan No				Executor			
Consultant	Consultant Phone Contract Activity Number (IDIS)								
	Contractor Single Au	dit Status Not Ide	ntified			10TAC Rule Y	ear		
TDHCA Performance Contact Arlenn Bookout	TDHCA Performance	Phone (512) 9	36-7799						
TDHCA Program Contact	TDHCA Program Cont	ect Phone						Attachments(5)	
ET				••••••					
	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admir	n	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amy Young Reservation with RAF Limits Project	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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SICES									
Setaside Type Amy Young Reserv	ration with RAF Limits								

NOTES & ATTACHMENTS

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

"Notes" link on the reservation agreement screen:

arrunus ovuice orrunus	Program Funds Contract Search Contract A	ctivity Notifications	Loan Servic	ing CDBGDR Dra	vs Reservatio	n Admin Rep	orting	-	-	
Funds								Notes	Perf Regs Activitie	s Areas Served
									-	
TRACT										
Contract Number		Program	m Activity HTF -	- HTF Reservation (Sing	le-Family 2023)		214	dua Active 🙆		
CSAS Number(s)		5	Contractor				UOG C	ide		
Period Begin Date 7/20	0/23		Contect				UOG Num	ber		
Period End Date 7/11	9/26	Conta	act Phone I				CPS Number (IC	#\$)		
Amended End Date		Grant					Mail Co	ne .		
Application Number 202	239003		Loan No				Executor 1			
Consultant		Consulta	ant Phone			0	Contract Activity Number (IC	#\$)		
		Contractor Single Au	dit Status Not Io	dentified			10TAC Rule Y	ear		
TDHCA Performance Contact Aria	enn Bookout	TDHCA Performano	Phone (512)	938-7799						
TDHCA Program Contact		TOHCA Program Conta	ect Phone						Attachments(5)	
JET		Discussion 1	Original	America I	Dester	Committeed	Total Dates	Balantad	Hat Dance	A witching
	A design	TO BE THE S	50.00	80.00	101000	50.00	101a1 01a111	1001000	1001 01001	FO 00
	Amy Voune Reservating with RAE Limits Project	245,000,00	50.00	50.00	\$0.00	50.00	50.00	50.00	50.00	\$0.00
	Any roong reservation and root contra Project	840,000.00	80.00	80.00	80.00	80.00	80.00	60.00	80.00	80.00
1			30.00	30.00	30.00	50.00	30.00	30.00	50.00	90.00

"Notes" link on a household activity screen:

		TDHCA Hous	ing Contract System		
al Funds Source of Funds	Program Funds Contract Search Contract Activity	Notifications Loan Servicing	CDBGDR Draws Reservation Admin Reporting		
	and the second se				CSAS Numberis)
ALLYINGS / CITA	sagires				
Administrator Nama	1	Status	Definiency	Contract #	
1EW Administrator Name Contact Name		Sinta Phone #	Deficiency	Contract # Tracking ID	
EW Administrator Name Contact Name Household Name		Status Phone # Activity Number	Defidency	Contract # Tracking ID UOG Code	
NEW Administrator Name Contact Name Household Name Coowner Name		Status Phone # Activity Number Activity Type	Ceficiency HTF - HTF Reservation (Single-Family 2023)	Contract # Trading ID UOG Code UOG Number	
AEW Administrator Name Contact Name Household Name Coowner Name Primary Special Need	People With Disabilities	Statua Phone # Activity Number Activity Type Setable Type	Deficiency ICTF - ICTF Reservation (Single-Family 2023) Amy Young Reservation with RAF Limits	Contract # Tracking ID UOG Code UOG Number CPS Number (DIS)	
NEW Administrator Name Contact Name Household Name Coowner Name Primary Special Need Begin Date	People With Disabilities	Statua Phone W Adtivity Number Adtivity Type Setaside Type End Date	Outloanny HTF - IntTF Reservation (Single-Family 2022) Any Young Reservation Hith RAF Limits	Contract # Trading ID UOG Code UOG Number CPS Number (DIS) Amended End Date	
VIEW Administrator Name Contact Name Household Name Coowner Name Primary Special Nee Begin Date Plan Year	People With Deablities	Status Phone # Activity Number Activity Type Setaside Type End Date RAF Phase	Certisency HTF - HTF Reservation (Einglie Family 2022) Amy Young Reservation atth RAF Limits	Contract # Tracking ID UGG Code UGG Number CPS Number (DIS) Amended End Date	
VIEW Administrator Name Contact Name Household Name Coowner Name Primary Special Need Begin Date Plan Year	People With Disabilities V 2023	Ethia Prose # Activity Number Setatistic Type End Date RAF Phase	Certianny http://ttaanation.clingle/family.2023) Any Young Basevation with Raf Lines D	Contract # Tracking ID UOD Code UOD Number CPB Number (DB) Amended End Date QA Reviewer	

Usually only HTF 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 on the "Attachments" link on the right side of the screen. If you upload an attachment, only you will be able to edit or delete the description for that attachment.

TDHCA Housing Contract System								
mal Funds Source o	Funds Program Funds	Contract Search	Contract Activity Notif	ications Loan Servicing	CDBGDR Draws	Reservation Admin	Reporting	
ate Funds							Notes Perf P	leqs Activities Areas Served Ve
TRACT								
Contract Number			Program Activ	ity HTF - HTF Reservation (S	Single-Family 2023)		Status Active	<u>6</u>
CSAS Number(s)			Contrac	tor		UC	G Code	
Period Begin Date	2/23/23		Cont	act		UOG	Number	
Period End Date	2/22/26		Contact Pho	ne		CPS Numb	er (IDIS)	
Amended End Date			Gr	ant Yes		M	all Code	
Application Number			Lo	an No		5	xecutor	
Consultant			Consultant Pho	ne		Contract Activity	Number (IDIS)	
TDHCA Performance Contact	Arlenn Bookout		TDHCA Performan Contact Pho	ce (512) 936-7799				
TDHCA Program Contact			TDHCA Program Cont Pho	act				Attachments[5]

RESERVATION SETUPS: STEP 1 - HOUSEHOLD INFO

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

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

TDHCA Housing Contract System									
ternal Funds Source of I	Funds Program Funds	Contract Search	Contract Activity Notif	ications Loan Servicing	CDBGDR Draws	Reservation Admin	Reporting		
ocate Funds						N	otes Perf R	gs Activities Arras Served Ven	
ONTRACT				_					
Contract Number			Program Activ	ity HTF - HTF Reservation (Sir	ngle-Family 2023)		Status Active		
CSAS Number(s)			Contrac	tor		UOG	Code		
Period Begin Date 2	123/23		Cont	ict		UOG N	umber		
Period End Date 2	122/26		Contact Pho	ne		CPS Number	(IDIS)		
Amended End Date			Gra	ant Yes		Mai	Code		
Application Number			Lo	an No		Ex	ecutor		
Consultant			Consultant Pho	ne		Contract Activity N	(IDIS)		
TDHCA Performance	rlenn Bookout		TDHCA Performan Contact Pho	ce (512) 936-7799					
TDHCA Program Contact			TDHCA Program Conta	ict				Attachments[5]	

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

TDHCA Housing Contract System											
ternal Fu	unds Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR Draws	Reservation Admin	Reporting		
ntract #1	00: > Activities										CSAS Number
ONTRACT	ACTIVITY				•••••			••••••			
ONTRACT	ACTIVITY Activity# • •		Household Name + *	•	Addr	css • •	Address 2	City/Colonia	Activity	Status	Attachments
	ACTIVITY Activity# • • Unassigned		Household Name • •	•	Addr	css • •	Address 2	City/Colonia Del Rio	Activity Deficiency	Status	Attachments
CONTRACT	ACTIVITY Activity# • • Unassigned Unassigned		Household Name • •	•	Addr	ess • •	Address 2	City/Colonia Del Rio Del Rio	Activity Deficiency Pending	Status	Attachments
CONTRACT	ACTIVITY Activity# • • Unassigned Unassigned Unassigned		Household Name • •	•	Addri	css • •	Address 2	City/Colonia Del Rio Del Rio Del Rio Del Rio	Activity Deficiency Pending Deficiency	Status	Attachments [8] [6] [5]

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

For the required **orange** field "TDHCA Funds Originally Requested," enter the maximum amount of funds you need to reserve. For the Amy Young Barrier Removal Program, this will be "22,500."

vis of Funds Program Funds Contract Search Contract Adulty Notifications Lean Servicing CCBSCR3 Drawn CCBSCR4 Drawn RAF Edit	User Ad
Contract Activity: HTF - HTF Reservation	
Required Documentation	
For the most current terms, please visit the TDHCA website link below HTZ + HTF Reservoirs	
P. Chey this box if all required documents have been submitted to TDPCA or will be marcharectronically using this system at the time you submit this contract activity or draw.	
DOGET	1
increasing column and and and and and and and and and an	

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

		Name		Activity
	Number of Bedrooms		Occupancy 💽	

My Gross Income			Annual Income	HC Date
Qualifying AMI %		HUS	O Maximum Household Income	
				1 1
	Nertile Assistance atexes	2		
Hand of Handwidd David		7		
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	Ny Gross Income Coatring AMI (% Head of Household Rece Head of Household Fenale Head of Household Coatring Coat	Number of Bedrooms	Number of Bedrooms	Number of Bedrooms

A special note regarding the "Rural/Urban" field:

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

https://www.tdhca.texas.gov/aybr-program-administration

	c	contract Activity: HTF - HTF Reservation	
		Required Documentation	
	For the mo	ist current forms, please visit the TDHCA website link below.	
		HTF - HTF Reservation	
IGET	or will be attached electronically u	sing this system at the time you submit this contract activity or draw.	
TDHCA Funds Originally Requested	0.00		
Total Estimated Cost of Project	0.00		
RESS			
Line 1			
		Rural/Urban	Region region not found
Line 2			Zip
Line 2 City		State	
Line 2 City County		State County Code Rural	
Line 2 City County Latitude		County Code Rural	

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

act # 2 > Activities	a > Unassigned							COMO HUILUEI(B)
Administrator Name	Del Rio Housing Authority		Status	Pending			Contract #	
Contact Name	1		Phone #	0007746506			Trackin	:34
Household Name	2		Activity Number				UOG Code	
Coowner Name	و		Activity Type	HTF - HTF Reservation (Sing	le-Family 202	3)	UOG Number	
Primary Special Need	People With Disabilities	~	Setaside Type	Amy Young Reservation wit	h RAF Limits		CPS Number (IDIS)	
Begin Date	. <u></u>		End Date	Ť.			Amended End Date	İ
Plan Year	r		RAF Phase					
							QA Reviewer	
AYBR Document Status	No Documents						05	Attachment(s)
DECC			 					
Line 1							1	
Line 1			 		-			
Line 2				Rural/Urban	Rural ~		Regit	on 11
City Del Rio				State	TX		Z	ip 78840
County Val Verde				County Code	465			
Latitude				Longitude	· · · · · · · · · · · · · · · · · · ·			

RESERVATION SETUPS: STEP 2 - BUDGET DETAIL

Click the "Budget Detail" link on the right side of the screen:

Coev	iner Name		Activ	ty Type HTF - HTF Reservation (Single	e-Family 2012)		UOG Number	
Primary Sp	ecial Need		Setasi	de Type CFD Assistance Grants Rese	rvation		CPS Number (DIS)	
	Begin Date 🚺		E	nd Date			Amended End Date	
							691.4	Mtachmentis)
RESS		*****						
Line 1 Pro f	ice .	100 C						
Line 2					Rural/Urban Uba		Region 7	
City Autor					State TX		Zp 78702	
County TRAN	ns				County Code 453			
OCATION	*************************	*****		***************************************				
Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draw	s.)
	\$0.00	\$0.00	50.00	50.00	50.0	0		-

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

Level autor								
	The Automati	TD+CA Digna	Amerikal		Funded	Invian	(interlated	-
Burget	III.10	82.51.0		22,988.98	10.00	\$22, 500.00		and a later
			Same					\bigcirc

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

				anoger reserves				
	Terlingen	Tance Signe		Armight	Funited	Parlores	Includ	10 million
Point		80.00	122,500.000	822.400.00	81.00	81.01	82.48.01	
and the second second								
TAD BLOOM								
1001		andle Calebox		Petaer			Armit	
	Page Carry			1275				100 DE
100	Waterway			105				22, 986-3
1	Service and		-	~				
	100 March 1			75.				8
	\sim			These				

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



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

Parent Category	Soft Cost
Category Name	Inspections - Progress/Final (Soft) Inspections (Soft) Macobianeous (Soft) Macobianeous (Soft) Pre-construction conference (Soft) Project documentation preparation (Soft) Projech Largent (Soft) Project documentation preparation (Soft) Pachen Largent (Soft) Paleotation "TRHO ONLY" (Soft) Salery 1 (Soft) Salery 2 (Soft) Salery 2 (Soft) Salery 2 (Soft) Salery 3 (Soft) Salery 3 (Soft) Salery 5 (Soft

When the Budget Itemization screen reappears, fill in the dollar amounts for "Hard Cost Miscellaneous" and for "Soft Cost Miscellaneous" in the **blue** fields on the right side of the screen. For the Amy Young Barrier Removal Program, if you are reserving the maximum \$22,500 amount permitted per household, enter the default amounts of "20,455" for "Hard Cost Miscellaneous" and "2,045" for "Soft Cost Miscellaneous."

				Budge	Nemisation				
067									
	Total Bulgater		TOPICA (Pagend)	Amarg	H.	Putted	Petrole	Carload .	(Internal
Paper		a. 860	\$12,500.00		611 (900 04	48.00	84.50	512,000-001	8.00
ADRC BUDDRY									
Sec. 4		Autor (anges			Ferent			Array T	-
	Hart Cost of			10.148					0.41.0
1.60	1010/00/00/00/uni			00 0 Th.					26,455.89
	Net Cost by			1.00%					ELIMENT.
1.00	Wasternus			0.076					1,045.00
	will started			174					1.0

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

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

						TD	TDHCA Housing Contract System			
urce of Funds Pr	gram Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit		
ntract #100	> Activitie	Unassigned	Budget Detail	1						
							Budget	Itemizatio	on	
UDGET							Budget	Itemizatio	on	
UDGET		Total Budg	eted		TDHCA Origi	nal	Budget	Itemizatio	on	Funded

RESERVATION SETUPS: STEP 3 - UPLOADING DOCS

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

ct # > Activities > Unassigned				CSAS Number(s)
SUEW				
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 (IDIS)	
Begin Date	End Date		Amended End Date	Ê
Plan Year 2024	RAF Phase	1		
			QA Reviewer	\sim
AYBR Document Status No Documents			(71 Attachment(s)

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



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

	Electronic Document Attachments
Type	
Description	
	lle.
File Path: Browse No file selected.	
	Maximum file size is 11,534 KB.
fore uploading files, please make sure that you are not o	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
olution on your scanner should be set to 200 dots per in	hch (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

IMPORTANT:

- ✓ Documents should be in PDF format
- ✓ Scan and upload EACH document SEPARATELY (*do not* scan several docs as one single PDF)
- ✓ If your document is 4 pages, scan and upload it as ONE, SINGLE PDF (*do not* scan each page separately and upload 4 one-page attachments)
- ✓ Each uploaded document cannot exceed 10MB

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

						TDHC	CA Housing	g Contrac	t Systen
Source of Fu	nds Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit	
TA	ACHMENTS					Elec	tronic Docu	ment Attac	hments
		Туре				Descrip	tion		
Res	servation Setup Docur	ments							

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



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

	TDHCA Housing Contract System		
erfores Second Startes Program Special Contract Strates Contract Cont	Adduations Loan Sensing (200208 Sease Resentation Advant) Reporting		
Addates - Substant - Susseport			State Auristanti
Res Local Annual	Correct To Special	Long 4	
Resolution forces Sectore forces Provide Sectore forces (Pacelo Volto Deal-Mass	Anticy Sector 1 Relative Sector 101 Personalise (Single Face), 2019 Respire Sector 101 Personalise (Single Face), 2019	alle hans dell'hanne dell'hanne della	
August total	An Test	Annual State System	0
and the second se			

UPLOADING STAGE 2 DOCUMENTS

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

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Astronomical Terrer	Constants of	Derivati # 1
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		GA Parvaner
1720 Document Dates Parriets Name 1 Documents &		N. ADARCHAETER

The term "Stage 2 Documents" refers to:

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

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

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Reproduction family in a	Statistic Print of the Statistical Statistics of the Statistics of	Gardend #
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Plan Test 2020	Rol Press 1	
		Gil Pananet
Articl Descreet Dates Paratra Trees 2 Descreets &		IN ADDRESS OF

When the Electronic Document Attachments screen appears, you should see the reservation setup documents that you previously uploaded listed. Click on the "Attach a Document" link:

enal Punds Source of Punds Pro	upon Punds Contract Dearch Contract Activity Tauthoature Loar Serv	ning (2000) Daws Resenatur Admin Resorting	
mark and Activities - Descale	and - Distance Teleport Adjustments		
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	Electronic D	ocument Attachments	
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Click on the "Type" field for the drop-down menu to appear. Select "Stage 2 Documents.." Typing the name of the document in the "Description" field is optional, but helpful. Then, click the "Browse" button to locate where the document is saved on your computer. Once the "File Path" field is filled in with the location, hit the "Save" button. Repeat this step for each Stage 2 Document you need to upload:

ntract.#190 Activity	es - Unas	signed - Electronic	Document Attachment					
				ts Add				
					Elec	stronic Docum	ent Attachmen	ts
OCUMENT DETAILS	Type		~					
	Description	Draw Documenta Miscelaneous Reservation Setup Stage 2 Documen	Documents					
	Film C	Stage 3 Documen			Mao	imum file size is	11,534 KB.	

REMINDERS ABOUT ATTACHMENTS:

- ✓ Documents should be in PDF format
- ✓ Scan and upload EACH document SEPARATELY (do not scan several docs as one single PDF)
- ✓ If your document is 4 pages, scan and upload it as ONE, SINGLE PDF (do not scan each page separately and upload 4 one-page attachments)
- ✓ Each uploaded document s exceed 10MB

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

						TDHO	CA Housing	Contract	System
Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit	
Contract #100	XXXX> Activitie	es > #100XXXXC	01 > Electronic	Document Attac	hments				
Record up	dated successfully	9							

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

	Approver Role	
	Save Submit for Approval w	ithout Saving
jh volume	of reservation submission on () is cost b)	a that the up stem could accept

You will know your Stage 2 Documents have been successfully submitted and are waiting to be approved by HTF staff when the "AYBR Document Status" at the middle left of the screen is "Pending Stage 2 Approval." If AYBR Document Status still says "Pending Stage 2 Documents" that means you are still uploading and Stage 2 Documents have *not* been submitted to HTF successfully.

	TDHCA Housing Contract System	
end Funds [Bourd at Funds] Program Funds [Context Search] Context 4	uturk [Notifications] Loss Sensiting [CCR0204 Draws] Recentation Admin Rep	and the second se
INCOME AND A PARTY OF		[100 Science]
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Person Special family Paulow Hot State Hote Begin Family with State	Semantine Topol Army House Americanist with Real London Brow Davie (1989) 41 Mark Presser 1	(PS human 2010) Americal Dist Data
Print read prints		

UPLOADING STAGE 3 DOCUMENTS

In the Amy Young Barrier Removal Program, after you have your Stage 2 Documents approved, you will need to submit "Stage 3 Documents." You will see in the household Activity screen that the "AYBR Document Status" says "Pending Stage 3 Documents":

Administrative Equity Community Development Colporation	Rate Adve	
Cistad Naria	Phone M	
Household Name	Advity Number	
Coover hame	Adulty Type HTF - HTF Reservation (Single-Family 2022)	
Printy Special Need Pacpie Hith Disabilities	Setablide Type Any Young Resonation with RAF Linvis	
Begis Date (41:04	End Date 13/37/04	
Plan Year 2022	RAF Phase 2	

The term "Stage 3 Documents" refers to:

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

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

Apriliabator Reme Esurb Spronumby Development Corporation	2000 1-2 + 2	Contract #
Contact Name	Persit	Testing D
Heusehold Tame	Advis Norter	UDD Circle
Course News	Autority Tass 477 - 1477 Resenance: Diright/Aurola 2022	USB Norther
Permana Toractal Name Paranta With Chatchildee	Taxiasi da Turas, Anna Young Reservation with MAP Linkin	075 Aurilie (015)
Bage Date 2/19/24	End Data 1014/04	Arrended Styl Tale
Plant Yook 2003	Ref Press T	
		Of Review
midd Downey Date Parting Tags 1 Contracts		112 Aladonativ

When the Electronic Document Attachments screen appears, you should see the reservation setup documents and Stage 2 Documents that you previously uploaded. Click on the "Attach a Document" link:

no.63 · Achille · 63	Electranic Decument Attachments				
		Electronic Document	Attachments		
CHEVE					
Tate:		Orungton	Pdt		
cenation Setar Docoments	Hara-san menet		(2204-CNIRT)/ man-sp-montal	10mm - *	
cendlor Setup Decorrents	0.00		JODE DWHOLOD JA	ilee 🖉 🗶	
eviden Skip Disprete	HC		(ctore other to	line / M	
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remains they throne the	The used		Record Control of the and	1000 1 10	
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constant fishing Cocoments	Just Completed		doperative we compared	100 / X	
age 2.0 comments	Initalitieschim		(000404017140-eta-inpetitional	ing / X	
age 2 Decuments	later plots		buse extraordist	100 0 1	
pillionets			constant more stage startings	100 / 2	-

Then click on the "Type" field for the drop-down menu to appear. Select "Stage 3 Documents." Typing the name of the document in the "Description" field is optional, but helpful. Then, click the "Browse" button to locate where the document is saved on your computer. Once the "File Path" field is filled in with the location, hit the "Save" button.

Continue this step for each Stage 3 Document you need to upload:

Туре	~		
Description File Part	Draw Documents Miscellaneous Reservation Setup Documents Stage 2 Documents Stage 3 Documents	11.	Mavimum file size is 11 534 KB
			Maximum file size is 11,534 KB.

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

						TDHO	CA Housing	Contract	System	
Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit		
Contract #100	Contract #100XXXX> Activities > #100XXXX001 > Electronic Document Attachments									
 Record unit 	dated successfully									

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

Approver Role	Approver Name
	1
Save Submit for App	proval without Saving

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

Contact Name	Phone #		Tracking ID	
Household Name	Activity Number		UOG Code	
Coowner Name	Activity Type		UOG Number	
Primary Special Need People With Disabilities	Setaside Type	Amy Young Reservation with RAF Limits	CPS Number (IDIS)	
Begin Date 3/19/24	End Date	12/14/24	Amended End Date	
Plan Year 2023	RAF Phase	3		
			QA Reviewer	
AYBR Document Status Pending Stage 3 Documents A				[10] Attachment(s)

PROJECT DRAWS: STEP 1 - DATES & AMOUNTS

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

	11											
Line	2			Rural/Urban				Region 6				
City/Houston					State TX				Zip 77029			
Count	hy HARRIS				County Code	201						
OCATION			********************************									
		Fund			Funded	Total Drawn	Refunded	Net Drawn	Available	Het	Draws	
GR HTF 2012 > HTF 2012 Amy	Young Reservation Project > Contract	> Activ	ty.		\$20,000.00	\$0.00	\$0.00	50.00	\$20.000.00	801	860	
					\$20.000.000	50 00	50.00	\$0.000	\$20.000.00			
lal la												
tal											Budget Det	
AW BALANCES											Budget Det	
al AW BALANCES RAF Phase	Original Amount		Amended Amount	Funded Amount	Total	Drawn	Refund	Net Drawn		Aia	Budget Det	

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

Contract #100	> Activities	> #100	> Draw List						CSAS Number(s)
DRAW UST Delete	Draw #		Date Submitted	Data Senices Rendered	 Amount	Status	Voucher #	Final Draw	PARCHITER
								Create New Draw Recy Co	Create New FBIAL Draw Request

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

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

TDHCA Housing Contract System							
ource of Funds Program Funds Contract Search Contract AdMy Notifications Lean Servicing CDBGOR3 Draws CDBGOR4 Draws R4F Edit	User Adm						
REQUIRED DOCUMENTATION Checklist for this Actively type is NOT FOUND							

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

1

	Ended	Constant on Design	A soluble Delever	10	In Denne	Mary Balancia	
	Protect 517 974 (1 Science Draws	Avanable Datance	\$17.974.61	\$0.00	517 974 61	
IN REQUES	ST						
		Activey #			Draw # 1		
		Vendor Name Institute for Build	ing Technology and Safety		Tax ID		
		Vendor # - Mai Code			Date Submitted		
		Dates Services Rendered from [11/01/2013]			10 01	107/2014	
		Final Draw?			Voucher #		
	Supp	inting Documents Received and Approved? no					
		Status Pending					
		Risk Assessment Score					
		IUJAttachments					
WS FOR P	ROJECT	***************************************		***************************************	~	********	
tem#	Category	Budgeted Amount	Drawn To Date	Available Balance	Th	is Draw Amount	
	Hard Cost	\$16.340.5	6 \$0.00		\$16,340.55	-	
1	Miscellaneous	\$16,340.5	5 \$0.00		\$16,340.55	16300	
	Soft Cost	\$1,634.0	6 \$0.00		\$1,634.06		
1	Miscellaneous	\$1,634.0	6 50.00		\$1,634.06	1900	
		517 574 6	1 50.00		517 674 61	\$5.0	

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

APPROVAL ACTIONS				
Approval Sequence	Approver Role	Approver Name	Action	Date
None				
	Save			

PROJECT DRAWS: STEP 2 - UPLOADING DOCS

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

		Activity #			Draw # 1	
		Vandor Name Institute for Building Tech	Inology and Safety		Tax ID	
		Vendor # - Mail Code		Dat	e Submitted	
		Dates Senices Rendered from 11/01/2013			To 01.03/2014	
		Final Draw? P			Voucher #	
	Supporting C	Documents Received and Approved? no				
		Status Pending				
		Rak Assessment				
		I01Attachments				
RAWS FOR P	ROJECT	LUJAttachments .		1		
taws FOR P	ROJECT Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount	
taws FOR P Item #	ROJECT Category Mard Cost	Budgeted Amount \$16,340,56	Drawn To Date 50 00	Available Balance \$16,340.55	This Draw Amount	
WWS FOR P Item #	ROJECT Category Hard Coat Miscellaneous	Budgeted Amount \$16,340.55 \$16,340.55	Drawn To Date 50 00 50 00	Available Balance 516,340 55 516,340 55	This Draw Amount	16.30
RAWS FOR P Item #	ROJECT Category Hard Cost Miscellaneous Soft Cost	Uldettachmenta Budgeted Annunt 516,340,55 515,340,65	Drawn To Date 50 00 50 00 50 00	Available Batance 516,340,55 516,340,55 516,340,65 516,340,65	This Draw Amount	16.30
RAWS FOR P tem # 1	ROJECT Category Hard Cost Miscellaneous Soft Cost Miscellaneous	Ubdtachments Budgeted Amount 316,340,55 516,340,55 51,533,00 51,533,00	Dratem To Date 50 00 50 00 50 00 50 00	Available Balance \$16,340,55 \$16,340,55 \$1,634,06 \$1,134,06	This Draw Amount	16.300

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

TDHCA Housing Contract System						
n Servicing CDBGDR3 Draws CDBGDR4 Draws R4F Edit		User Admi				
cument Attachments						
Electronic Document Attachments						
Description	Path					
		Attach a Dock				
	Benisning CORECRED Draws [CORECRED Draws] Rev Exit Corecore Attachments Electronic Document Attachments Description	Benishing CORECRID Draws CORECRID Draws RVF Est Unment Attachments Electronic Document Attachments Description Path				

Then click on 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 your computer. Once the "File Path" field is filled in with the location, hit the "Save" button. Continue this step for each document you wish to upload.

						TDH	CA Housi	ng (
External Funds	Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR Draws	Rese
<u>Contract #</u>	ontract # > Activities > # > Draw List > #1 > Electronic Document Attachments Add Electronic Document							
DOCUMENT DETA	NLS	Type						
	Des	After ph Change Contract Draw re	iotos order tor request for pa iquest checklist	nyment	11.			
		Final ins	spection			Ma	aximum file size	is 11,5
Before upload scanner shou	ding files, please Id be set to 200	a make Other dots p		rith	file sizes that from Word or	are unnecessar Excel to PDF, p	ily large. For exa lease reserted	ample, to save

REMINDERS ABOUT ATTACHMENTS!

✓ Documents should be in PDF format

 \checkmark If you are attaching several documents, scan and upload EACH one SEPARATELY (do not scan them all as one single PDF)

 \checkmark If your document is 4 pages, scan and upload it as ONE, SINGLE PDF (do not scan each page separately and upload 4 one-page attachments)

✓ Each uploaded document cannot exceed 10MB

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

						TDHO	CA Housing	Contract	System
ource of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR3 Draws	CDBGDR4 Draws	RAF Edit	
contract #100	> <u>Activitie</u>	es > <u>#100</u>	> Draw List	> <u>#1</u> > Eectroni	c Document Atta	achments			

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

Approver Role	Approver Name
Save Submit for Approval v	vithout Saving

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

		HTF	(HTF Reservation) Activity Draw	/		
INITY BUDGET						
	Funded	Cumulative Draws	Available Balance		This Draw	New Balance
Project	\$20,000.00		\$0.00	\$20,000.00	\$20,000.00	\$0
	Dates Sr Supporting Documents Re Ro	Vendor # - Mail Code anices Rendered from 58/28/2013 Final Draw? P Centred and Account Status Pending PM Approval ak Accessment Scotte			Date Sub Vou	mitted 1/7/14 To 01/06/2014

GOOD JOB! YOU ARE ALMOST DONE ...

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

ADMIN DRAWS: DATES & AMOUNTS

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

REMEMBER: Admin draw requests are general and do not belong on the household activity screen. Always create admin draws from the Reservation Agreement screen.

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

urce of Funds Program Funds Contract Search Contract Adivity	Notifications Loan	Servicing CDBC	OR3 Draws COBGOR4 C	raws RAF Edit					
d Contract Activity City OR Add Contract Activity Colonia A	locate Funds						Note	s Perf Regs Activities	Areas Served
ONTRACT									*****
Contract Number			Program Activity HTF - I	ITF Reservation (Single-F	amily 2012)		Status Active @		
CSAS Number(s)			Contractor Adults	and Youth United Develop	ment Association Inc.		UOG Code		
Period Begin Date 9/26/11			Contact			UC	KG Number		
Period End Date 6/31/13			Contact Phone			CPS Nu	nber (DIS)		
Amended End Date 2/26/14			Grantives				Mail Code 000		
Application Number			Loan no				Executor		
Consultant			Consultant Phone			Contract Activity No	nber (IDIS)		
IDHGA Performance Contact		TDHCA Per	formance Contact Phone						
TDHCA Program Contact		TOHCA Progra	m Contact Phone					Attachments[9]	
JOGET				******					
	Reserved	Onginal	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Acailable
Admin		\$0.00	\$12,000.00	\$19,187.84	\$0.00	\$11,187.84	\$0.00	\$11,187.84	\$8,000 0
Arty Young Resenation Project	\$191,878,40	\$0.00	\$120,000.00	\$191,878.40	\$191.878.40	\$131,878.40	\$0.00	\$111.878.40	\$80,000.0
of al		50.00	\$132 000 00	\$211.066.24	\$191 878 40	\$123.066.24	\$0.00	\$123.066.24	100 000

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

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



To begin, click the checkbox at the top of the page (next to "Check this box..."). Next, enter start and end dates. The start date (or "Services Rendered From") can be the date the household completed their intake application. (NOTE: if the intake application date took place BEFORE your Reservation Agreement "Begin Date" just use the Reservation Agreement "Begin Date." You can find this date on the Reservation Agreement screen on the upper left side of the screen.) The end date (or "Services Rendered To") can be the date you are submitting this admin draw request (today's date). Use the MM/DD/YYYY format. Then, hit the "Save" button.

TDHCA Housing Contract System	
Javans af Fundas Program Fundas Contract Search Contract Admity Notifications Loan Senioring COBSOR3 Drawn COBSOR4 Drawn Ref Edit	User
Record updated successfully	
REGURED DOCUMENTATION	
Documents required for appared of Administrative Casts and Set Costs Draw Request. For the most current forms, place wish the TOPEA website his before	
Cocumentation Forma List	
or will be 2 and the box if all required documents have been submitted to TDHCA or will be 2 and the contract activity or draw.	
DAW REQUEST	1
Senices Randered From Senices Randered To	-
Sava	

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

	TDHCA Housi	ng Contract System			
urce of Funds Program Funds Contract Search Contract Activity Notifications Loan Servicing CDBGDR	3 Draws CDBGDR4 Draws	R4F Edit			U
ntract#100 > Draw_List > #1					CSAS Number
TWITY BUDGET					
	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$2,000.00	50.00	52,000.00	\$0.00	\$2,000 0
AW REQUEST					
	Vendor Name City of	Houston		Tax ID	
	/endor # - Mail Code		Date Sub	mitted	
v v				To and the course of the	
V Dates Sen	vices Randered from 11/01/	2013		10 Provense m	
V Dates San	vices Rendered from 11/01/	20 C	Vou	cher #	
V Dates Ser	in Draw Activity Ner 10019		Veu	cher #	
Dates Sen Susporting Documents FREE	en Draw Activity Nbc 11/01/	1000 1000 1000 1000 1000 1000 1000 100	Vev	cher #	
Dates San Supporting Documents Rect	Acces Rendered from 11.01/ From Draw Activity Nite 100111 Status Pender		Vev	cher #	
Dutes Supporting Documents ARD Supporting Documents ARD	wices Rendered from (11/01/) on Draw Activity Nile (10/11) Status Pender Assessment Scare		Vev	cher #	

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

1.8	Category	Drawn To Data	This Draw Amount
	Alfemative marketing plan		
	Application intake and processing		
	Consultant		
	Copies		
	Documentation preparation (construction and distursement)		
	Environmental review (including exempt administrative)		
	Final inspection		
	Financial management		
	Information services		
2	Initial Inspection		
-	Cong Contraction		
2	Miscellaneous Admin		C –
3	Conce Editoriale		
1	Office Supplies		
5	Pre-construction conference		
5	Procurement of Contractor		
7	Procurement of professional service provider		
8	Progress inspections		
)	Project documentation preparation		
2	Punch list verification inspection		
1	Recordweeping.		
2	Salary1		
1	Salary2		
	Salary3		
5	Salary4		
	Calar 5		

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

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

Approval Sequence	Approver Role	Approver Name	Action	Date

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

rover Name			pprover Role
	thout Savin	Approv	e 🤇 Submit fo
	thout Savin	Approv	e Submit fo

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

Vendor Name Habitat for Humanity of Smith County	Tax ID
Vendor # - Mail Code	Date Submitted 1/30/14
Dates Senices Rendered from 10/11/2013	To 01/30/2014
Final Draw?	Voucher #
Admin Draw Activity Nbr 1	
Supporting Documents Received and Approximity	
Status Pending PM Approval	
Risk Assessment Screen	
[1]Attachment(a)	

CONGRATULATIONS! YOU ARE DONE!

If at any time you have questions about reservation setups, submitting Stage 2 or Stage 3 documents, project draws or admin draws, please contact the HTF staff at <a href="http://http: