

...



**TEXAS DEPARTMENT OF  
HOUSING & COMMUNITY AFFAIRS**  
*Building Homes. Strengthening Communities.*

# HOUSING TRUST FUND RESERVATION SYSTEM USER GUIDE

Revised June 2024



**TABLE OF CONTENTS**

LOGGING IN ..... 3

YOUR RESERVATION AGREEMENT & HOUSEHOLD ACTIVITIES ..... 5

NOTES & ATTACHMENTS..... 6

RESERVATION SETUPS: STEP 1 - HOUSEHOLD INFO ..... 7

RESERVATION SETUPS: STEP 2 - BUDGET DETAIL..... 9

RESERVATION SETUPS: STEP 3 - UPLOADING DOCS.....11

UPLOADING STAGE 2 DOCUMENTS.....13

UPLOADING STAGE 3 DOCUMENTS.....16

PROJECT DRAWS: STEP 1 - DATES & AMOUNTS.....18

PROJECT DRAWS: STEP 2 - UPLOADING DOCS .....20

ADMIN DRAWS: DATES & AMOUNTS.....22

## 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>

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
- Housing Stability Services Program
- Housing Trust Fund

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

Texas Department of Housing and Community Affairs

Site Search:  GO

Home » HTF » SINGLE FAMILY » Amy Young Barrier Removal Program Reservation System

Housing Trust Fund

Announcements

Main Page

Notices of Funding Availability

HTF Training

Funding Sources and Plans

HTF Rules

Governing Statute

Programs

Amy Young Barrier Removal Program

Resources

Program Forms

TDHCA Housing Contract System

Nonprofit Assistance

TDHCA Public Comment Center

HTF/OCI Staff

Free file viewers To view and print PDF, XOC, XLS, PPT and PPS files

### Amy Young Barrier Removal Program Reservation System

#### 2024 Fiscal Year NOFA:

Refresh

Region	Urban	Rural
1 High Plains/Pan Handle	\$57,560.73	\$45,000.00
2 Northwest	\$57,560.73	\$45,000.00
3 Metroplex	\$35,060.73	\$45,000.00
4 Northeast	\$60.73	\$0.00
5 Southeast	\$57,560.73	\$45,000.00
6 Gulf Coast	\$57,560.73	\$45,000.00
7 Central	\$12,560.73	\$45,000.00
8 Central	\$57,560.73	\$45,000.00
9 San Antonio	\$57,560.73	\$45,000.00
10 Coastal Bend	\$57,560.73	\$45,000.00
11 South TX Border	\$57,560.73	\$0.00
12 West	\$12,560.73	\$45,000.00
13 Upper Rio Grande	\$0.73	\$0.00
<b>Total Available</b>		<b>\$970,729.49</b>

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.



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.



## 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.

The screenshot shows the 'TDHCA Housing Contract System' interface. At the top, there is a navigation bar with tabs: Internal Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. Below this is a sub-navigation bar with links: Home, Reports, My Profile, My Contracts, My Reservations, My Activities, My Areas Served, and My Vendors. The main content area is titled 'CONTRACT' and displays details for a reservation agreement. The 'Status' field is circled in red and shows 'Active'. Other fields include Contract Number, CSAS Number(s), Period Begin Date (7/20/23), Period End Date (7/19/26), Amended End Date, Application Number (202), Consultant, TDHCA Performance Contact (Arienn Bookout), and TDHCA Program Contact. Below the contract details is a table for 'BUDGET' with columns: Admin, Reserved, Original, Amended, Funded, Committed, Total Drawn, Refunded, Net Drawn, and Available. The table shows a total reserved amount of \$45,000.00. At the bottom, there is a section for 'ATTACHMENTS' with a link to 'Setaside Type: Amy Young Reservation with RAF Limits'.

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.

This screenshot is identical to the previous one, showing the same reservation agreement details. The only difference is that the 'Activities' link in the sub-navigation bar is circled in red, indicating where to click to view household activities.

## 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:

**TDHCA Housing Contract System**

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR Draws | Reservation Admin | Reporting | **Notes** | Perf Reqs | Activities | Areas Served | Vendors

Contract #191 -> Activities -> Unassigned

Contract #191

Contract Number: HTF - HTF Reservation (Single-Family 2023) | Status: Active

Contractor: [Redacted] | UOG Code: [Redacted]

Contract Phone: [Redacted] | UOG Number: [Redacted]

Grant Yes: [Redacted] | Mail Code: [Redacted]

Loan No: [Redacted] | Executor: [Redacted]

Contract Activity Number (DIS): [Redacted]

10TAC Rule Year: [Redacted]

TDHCA Performance Contact: Arienn Bookout | TDHCA Performance Contact Phone: (512) 936-7799

TDHCA Program Contact: [Redacted] | TDHCA Program Contact Phone: [Redacted]

Attachments(0)

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RAI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$45,000.00</b>	<b>\$0.00</b>							

Attachments(0)

Sidebars: Type: Amy Young Reservation with RAF Limits

“Notes” link on a household activity screen:

**TDHCA Housing Contract System**

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

Contract #191 -> Activities -> Unassigned

Contract #191

Administrator Name: [Redacted] | Status: Deficiency | Contract # [Redacted]

Contact Name: [Redacted] | Phone #: [Redacted] | Tracking ID: [Redacted]

Household Name: [Redacted] | Activity Number: [Redacted] | UOG Code: [Redacted]

Consumer Name: [Redacted] | Activity Type: HTF - HTF Reservation (Single-Family 2023) | UOG Number: [Redacted]

Primary Special Need: People With Disabilities | Sidebars Type: Amy Young Reservation with RAF Limits | CPS Number (DIS): [Redacted]

Begin Date: [Redacted] | End Date: [Redacted] | Amended End Date: [Redacted]

Plan Year: 2023 | RAF Phase: 3 | QA Reviewer: [Redacted]

Attachments(0)

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**

External Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR Draws | Reservation Admin | Reporting | Notes | Perf Reqs | Activities | Areas Served | Vendors

Contract #191 -> Activities -> Unassigned

Contract #191

Contract Number: HTF - HTF Reservation (Single-Family 2023) | Status: Active

Contractor: [Redacted] | UOG Code: [Redacted]

Contract Phone: [Redacted] | UOG Number: [Redacted]

Grant Yes: [Redacted] | Mail Code: [Redacted]

Loan No: [Redacted] | Executor: [Redacted]

Contract Activity Number (DIS): [Redacted]

10TAC Rule Year: [Redacted]

TDHCA Performance Contact: Arienn Bookout | TDHCA Performance Contact Phone: (512) 936-7799

TDHCA Program Contact: [Redacted] | TDHCA Program Contact Phone: [Redacted]

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:

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar includes links for External Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. The 'Activities' link is circled in red. Below the navigation bar, there is a table with contract details. The 'Status' field is set to 'Active'.

TDHCA Housing Contract System			
External Funds	Source of Funds	Program Funds	Contract Search
Allocate Funds			Notes   Perf Funds   <b>Activities</b>   Areas Served   Vendors
CONTRACT			
Contract Number	Program Activity: HTF - HTF Reservation (Single-Family 2023)		Status: Active
CSAS Number(s)	Contractor		UOG Code
Period Begin Date: 2/23/23	Contact		UOG Number
Period End Date: 2/22/26	Contact Phone		CPS Number (DIS)
Amended End Date	Grant: Yes		Mail Code
Application Number	Loan No		Executor
Consultant	Consultant Phone		Contract Activity Number (DIS)
TDHCA Performance Contact: Arlene Bookout	TDHCA Performance Contact Phone: (512) 936-7799		
TDHCA Program Contact	TDHCA Program Contact Phone		Attachments[5]

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

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar includes links for External Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, Reservation Admin, and Reporting. The 'Activities' link is circled in red. Below the navigation bar, there is a table with contract details. The 'City/Colonia' field is circled in red.

TDHCA Housing Contract System			
External Funds	Source of Funds	Program Funds	Contract Search
Contract #100 > Activities			CSAS Number(s)
CONTRACT ACTIVITY			
Activity	Household Name	Address	Address 2
City/Colonia	Activity Status	Attachments	
Del Rio	Deficiency	[.8]	
Del Rio	Pending	[.8]	
Del Rio	Deficiency	[.5]	
Add Contract Activity			City / Colonia

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.”

The screenshot shows the TDHCA Housing Contract System interface. The top navigation bar includes links for Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGDR Draws, CDBGDR Draws, and RVF Edit. The 'Contract Activity: HTF - HTF Reservation' is displayed. The 'Required Documentation' section is highlighted in orange. The 'TDHCA Funds Originally Requested' field is highlighted in orange and circled in red.

TDHCA Housing Contract System			
Source of Funds	Program Funds	Contract Search	Contract Activity
Contract Activity: HTF - HTF Reservation			User Admin
Required Documentation			
For the most current forms, please visit the TDHCA website link below: HTF - HTF Reservation			
<input checked="" type="checkbox"/> Check this box if all required documents have been submitted to TDHCA or will be submitted electronically using this system at the time you submit this contract activity or draw.			
BUDGET	TDHCA Funds Originally Requested	22500	
	Requested Cost of Demand		

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

The screenshot shows a form with several sections: HOUSEHOLD (Unit Number, Name, Activity #), OCCUPANCY DATA (Number of Bedrooms, Occupancy), INCOME (Monthly Gross Income, Qualifying AMI, Annual Income, HUD Maximum Household Income, HIC Date), MISCELLANEOUS (Rental Assistance Status), HOUSEHOLD DATA (Head of Household Race, Head of Household, Female Head of Household, Household Size, Hispanic), and OTHER SPECIAL NEEDS (checkboxes for None, Victims of Domestic Violence, Elderly Populations, Colonias, Persons with HVIADS, People With Disabilities, Migrant Farmworkers, Alcohol and Drug Addiction, Homeless Populations). The 'Save' button is circled in red.

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>

The screenshot shows the 'Required Documentation' section with a checkbox for submitting documents electronically. Below is the 'BUDGET' section with fields for 'TDHCA Funds Originally Requested' and 'Total Estimated Cost of Project', both set to 0.00. The 'ADDRESS' section includes fields for Line 1, Line 2, City, County, Latitude, and Senate District. The 'Rural/Urban' dropdown menu is circled in red, showing options for Rural and Urban. Other fields include State, County Code, Longitude, House District, and Congressional District.

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:

The screenshot shows the 'OVERVIEW' section of the HTF Reservation page. The 'Status' is 'Pending', which is circled in red. Other details include Administrator Name (Del Rio Housing Authority), Contract Name, Household Name, Coowner Name, Primary Special Need (People With Disabilities), Begin Date, Plan Year, Activity Number, Activity Type (HTF - HTF Reservation (Single-Family 2023)), Setaside Type (Amy Young Reservation with RAF Limits), End Date, RAF Phase, Contract #, Trackin, UOG Code, UOG Number, CPS Number (DIS), Amended End Date, and QA Reviewer. The 'ADDRESS' section shows Line 1, Line 2, City (Del Rio), County (Val Verde), State (TX), County Code (465), Longitude, House District, and Congressional District.

**RESERVATION SETUPS: STEP 2 - BUDGET DETAIL**

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

The screenshot shows a reservation setup form with fields for Customer Name, Activity Type (HTF Reservation (Single Family 2012)), UOG Number, and CPS Number (DIS). It also includes an ADDRESS section with Line 1, Line 2, City (Austin), County (TRAVIS), Rural/Urban (Urban), State (TX), and Zip (78702). Below this is an ALLOCATION table with columns: Fund, Funded, Total Drawn, Refunded, Net Drawn, Available, Held, and Draws. 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 a summary table for the budget detail. The table has columns: Budget, Total Budgeted, TDCIA Original, Amended, Funded, Unamended, and Unbudgeted. A red circle highlights the "Itemize" button in the bottom right corner.

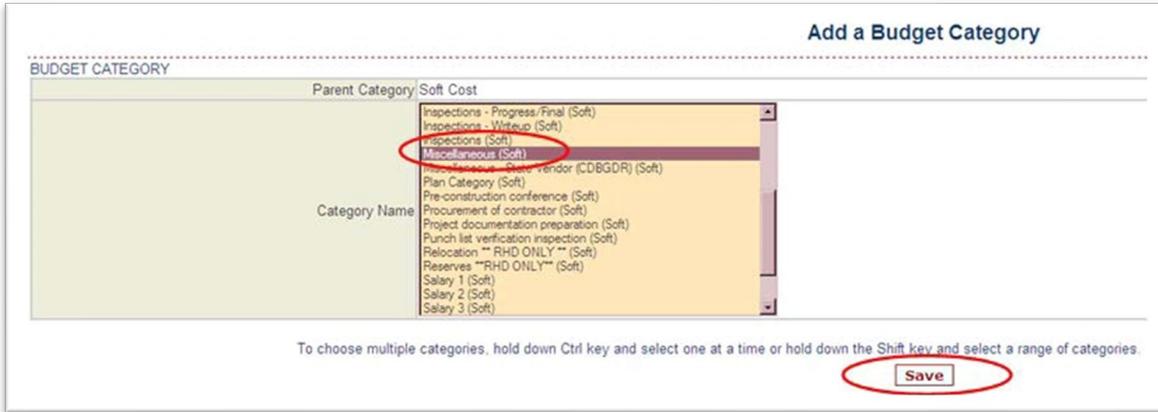
The “Budget Itemization” screen will appear. Click the “(+)” sign next to “Hard Cost” to make a drop-down menu appear:

The screenshot shows the "BUDGET ITEMIZATION" screen with a table. The table has columns: Item #, Hard Cost, Budget Category, Percent, and Amount. A red circle highlights the "+" sign next to the "Hard Cost" column header.

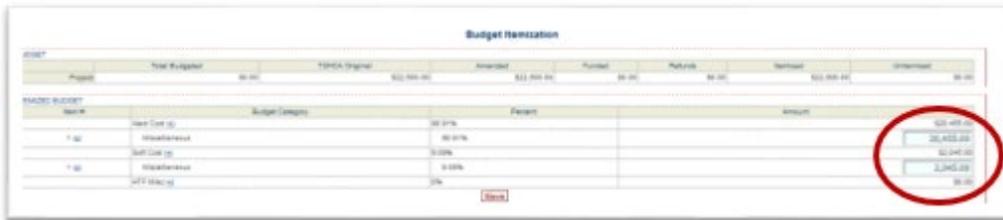
Scroll down on the drop-down menu and select the category “Miscellaneous (Hard)” then hit the “Save” button:

The screenshot shows the "Add a Budget Category" dialog box. The "Parent Category" is "Hard Cost". A dropdown menu is open, showing a list of categories. "Miscellaneous (Hard)" is selected and circled in red. A "Save" button is also circled in red.

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



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.”



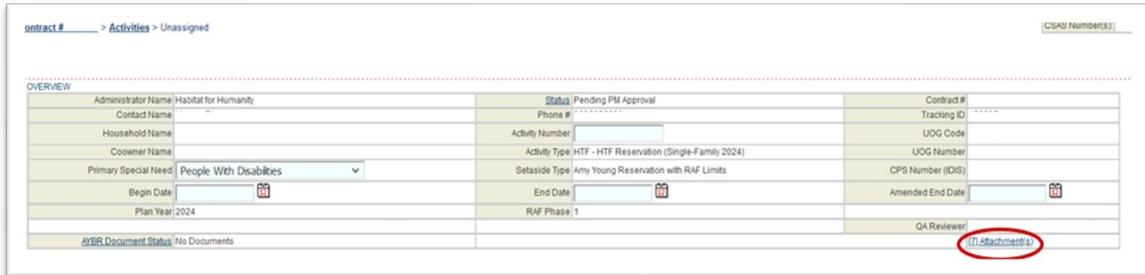
NOTE: Soft Costs are optional. Keep in mind that your Soft Costs cannot exceed 10% of the Hard Costs amount (*not* 10% of the Total funds reserved). To figure out the maximum Soft Costs you may get for your reservation, divide the Total funds to be reserved by 11. For example, if you are reserving a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

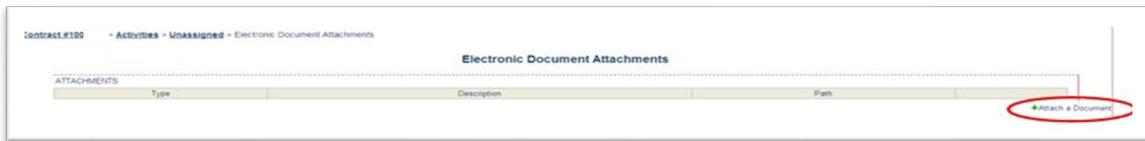


**RESERVATION SETUPS: STEP 3 - UPLOADING DOCS**

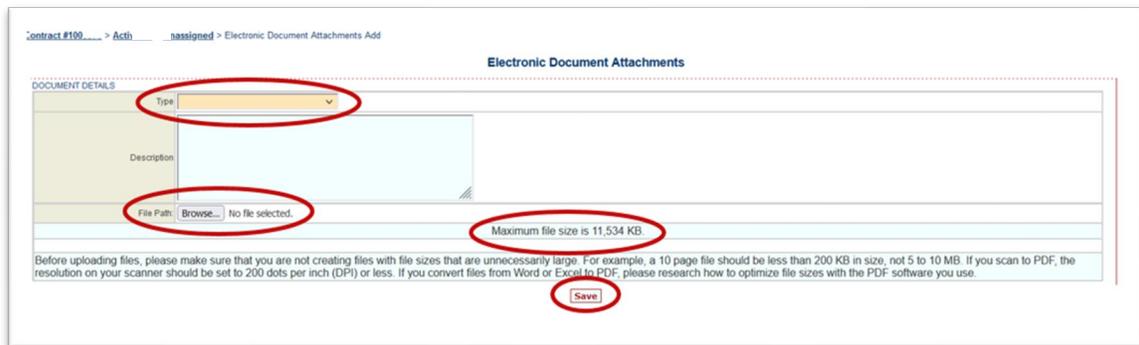
To upload the reservation setup checklist and the other forms the setup checklist requires (e.g., Intake Application, Certification of Disability, Household Income Certification, etc.) click on the “Attachments” link on the right side of the household activity screen:



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



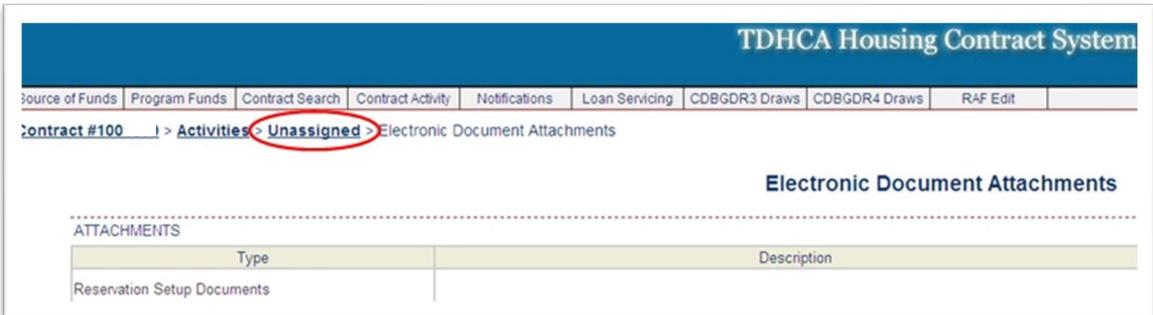
Then click on the “Type” field for the drop-down menu to appear. Select “Reservation Setup Documents.” Typing the name of the document in the “Description” field is optional, but helpful. Then, click the “Browse” button to locate where the document is saved on your computer. Once the “File Path” field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



**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:



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.



## 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”:



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

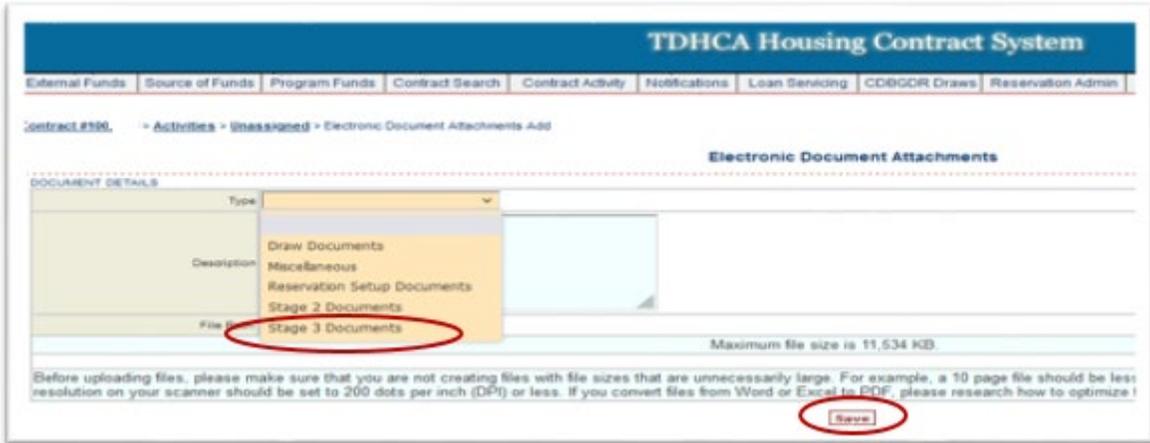
To upload these Stage 2 Documents to the system, click on the “Attachments” link on the right side of the household activity screen:



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:



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:



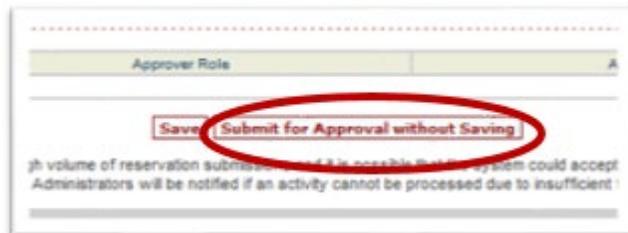
**REMINDERS ABOUT ATTACHMENTS:**

- ✓ 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

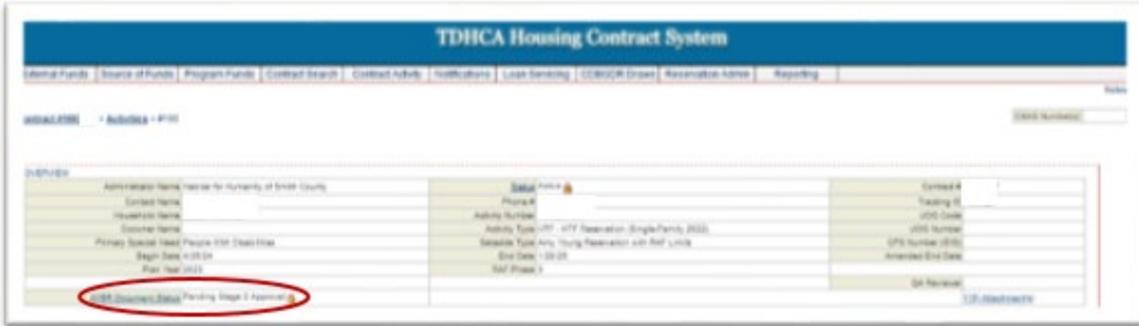
To return to the household activity screen, click the 10-digit activity number link at the top left area of the screen to go back one level. Do not use the “back button” in your browser, as it might log you out:



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

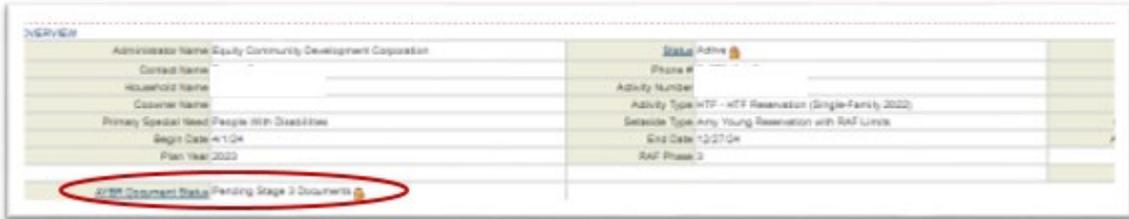


You will know your Stage 2 Documents have been successfully submitted and are waiting to be approved by HTF staff when the “AYBR Document Status” at the middle left of the screen is “Pending Stage 2 Approval.” If AYBR Document Status still says “Pending Stage 2 Documents” that means you are still uploading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



## UPLOADING STAGE 3 DOCUMENTS

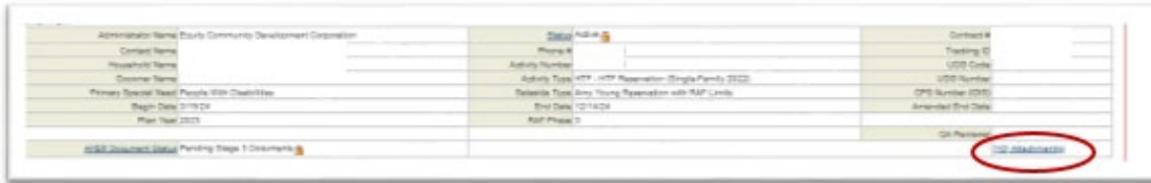
In the Amy Young Barrier Removal Program, after you have your Stage 2 Documents approved, you will need to submit “Stage 3 Documents.” You will see in the household Activity screen that the “AYBR Document Status” says “Pending Stage 3 Documents”:



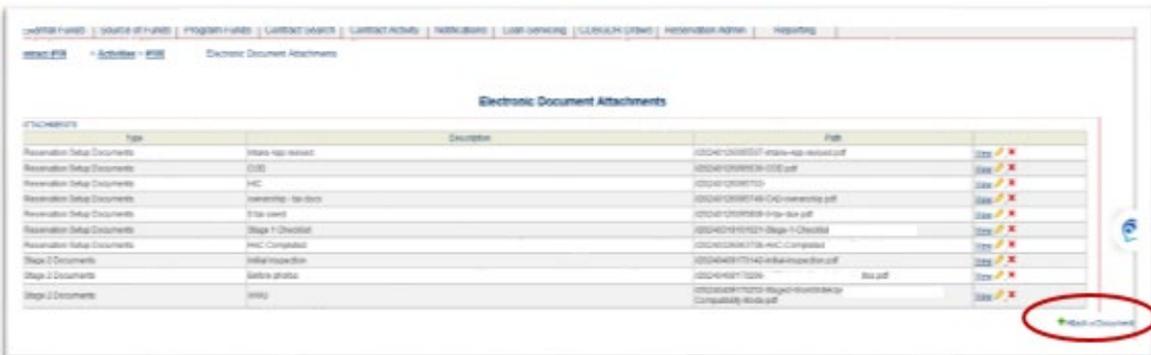
The term “Stage 3 Documents” refers to:

- 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:



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:



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:

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:

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

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:

**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:

ADDRESS		Rural/Urban	Region
Line 1:			
Line 2:		State/Tx	Zip 77029
City/Houston		County Code 201	
County/HARRIS			

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
GR HTF 2012 -> HTF 2012 Amy Young Reservation Project -> Contract -> Activity	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00		
<b>Total</b>	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00		

Project	RAF Phase	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
		\$0.00		\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00

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:

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Actions
								<input type="checkbox"/> Create New Draw Request <input type="checkbox"/> Create New FINAL 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.

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.

Services Rendered From: [Date Picker] Services Rendered To: [Date Picker]

Please verify that you have completed the Project Completion Report (PCR) and

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.

**HTF (HTF Reservation) Activity Draw**

ACTIVITY BUDGET		Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project:		\$17,974.61	\$0.00	\$17,974.61	\$0.00	\$17,974.61

**RAW REQUEST**

Activity #	Draw # 1
Vendor Name: Institute for Building Technology and Safety	Tax ID:
Vendor # - Mail Code	Date Submitted:
Dates Services Rendered from: 1/15/2014	To: 1/31/2014
Final Draw? <input type="checkbox"/>	Voucher #
Supporting Documents Received and Approved? no	
Status: Pending	
Risk Assessment Score: <input type="text"/>	
<a href="#">Attachments</a>	

**RAWS FOR PROJECT**

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Hard Cost	\$16,340.55	\$0.00	\$16,340.55	<input type="text" value="16320"/>
	Miscellaneous	\$16,340.55	\$0.00	\$16,340.55	
	Soft Cost	\$1,634.06	\$0.00	\$1,634.06	<input type="text" value="1500"/>
1	Miscellaneous	\$1,634.06	\$0.00	\$1,634.06	
<b>Total</b>		<b>\$17,974.61</b>	<b>\$0.00</b>	<b>\$17,974.61</b>	<b>\$0.00</b>

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			<input type="button" value="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:

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Hard Cost	\$16,340.55	\$0.00	\$16,340.55	
	Miscellaneous	\$16,340.55	\$0.00	\$16,340.55	16,300.00
	Soft Cost	\$1,634.06	\$0.00	\$1,634.06	
1	Miscellaneous	\$1,634.06	\$0.00	\$1,634.06	1,500.00
<b>Total</b>		<b>\$17,974.61</b>	<b>\$0.00</b>	<b>\$17,974.61</b>	<b>\$17,800.00</b>

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. 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.

**REMINDERS ABOUT ATTACHMENTS!**

- ✓ Documents should be in PDF format
- ✓ If you are attaching several documents, scan and upload EACH one SEPARATELY (do not scan them all 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 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:



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:



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.



**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.

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

The screenshot shows the TDHCA Housing Contract System interface. At the top, there are navigation tabs: Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Loan Servicing, CDBGOR3 Draws, CDBGOR4 Draws, and RAF Edit. Below this is a breadcrumb trail: Add Contract Activity City OR Add Contract Activity Colonia | Allocate Funds. The main content area is divided into two sections: CONTRACT and BUDGET.

The CONTRACT section displays details for Contract #100, including Program Activity (HTF - HTF Reservation (Single-Family 2012)), Contractor (Adults and Youth United Development Association Inc.), and various dates and contact information. The BUDGET section is a table with columns: Admin, Reserved, Original, Amended, Funded, Committed, Total Drawn, Refunded, Net Drawn, and Available. The 'Draw Request' link is circled in red in the bottom right corner of the budget table.

Admin	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$12,000.00	\$19,187.84	\$0.00	\$11,187.84	\$0.00	\$11,187.84	\$8,000.00
Amy Young Reservation Project	\$191,878.40	\$0.00	\$120,000.00	\$191,878.40	\$191,878.40	\$111,878.40	\$0.00	\$111,878.40	\$80,000.00
<b>Total</b>		\$0.00	\$132,000.00	\$211,066.24	\$191,878.40	\$123,066.24	\$0.00	\$123,066.24	\$88,000.00

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.

The screenshot shows the TDHCA Housing Contract System interface with the 'Draw List' table. The table has columns: Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, Final Draw, Attachments, and a link to 'Create New Draw Request'. The 'Create New Draw Request' link is circled in red.

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
							<a href="#">Create New Draw Request</a>	

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.

The screenshot shows the 'DRAW REQUEST' section of the TDHCA Housing Contract System. It includes a 'REQUIRED DOCUMENTATION' section with a checkbox and a 'DRAW REQUEST' section with two date fields: 'Services Rendered From' and 'Services Rendered To'. Both date fields and the checkbox are circled in red.

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).

The screenshot shows the 'DRAW REQUEST' form with the 'ACTIVITY BUDGET' table and various form fields. The 'Admin Draw Activity Nbr' field is circled in red.

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Any Young Reservation with RAF Limits Project	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00

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:

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			
12	Miscellaneous Admin		1,000.00
13	Office Supplies		
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		

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.

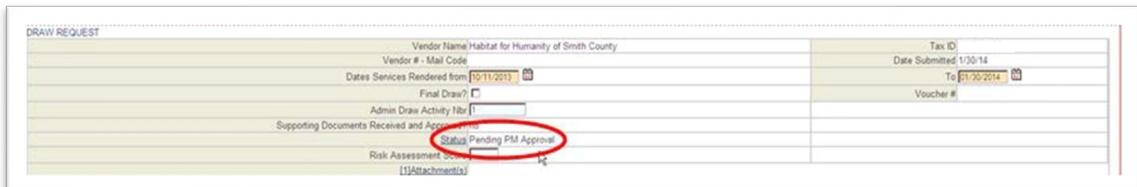
After filling in the “Admin Draw Activity Nbr” field and the “This Draw Amount” field, hit the “Save” button at the bottom of the screen:



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:



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.



**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 [htf@tdhca.state.gov](mailto:htf@tdhca.state.gov).