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# HOUSING TRUST FUND RESERVATION SYSTEM USER GUIDE

Revised May 2025



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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.

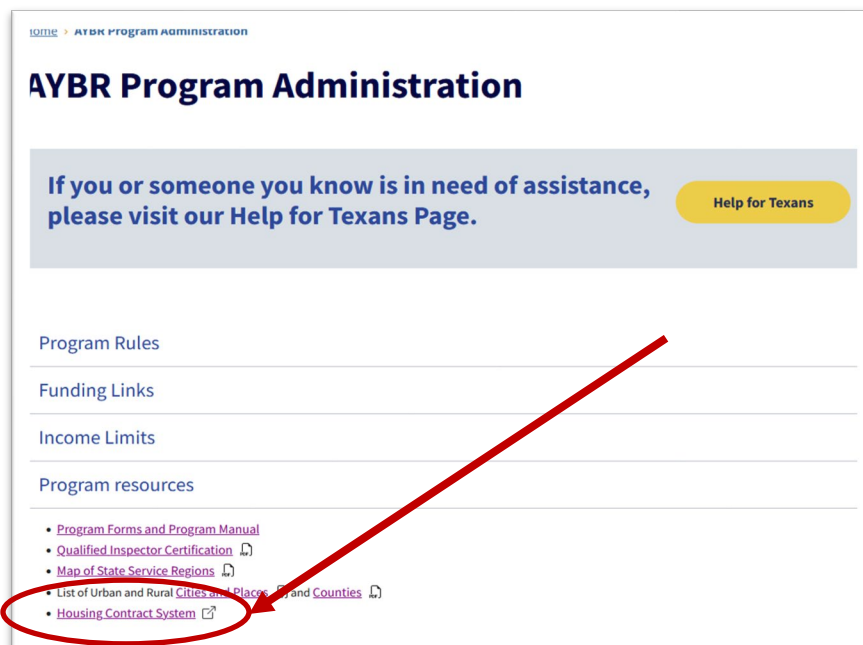
The direct link to the Housing Reservation System is:

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



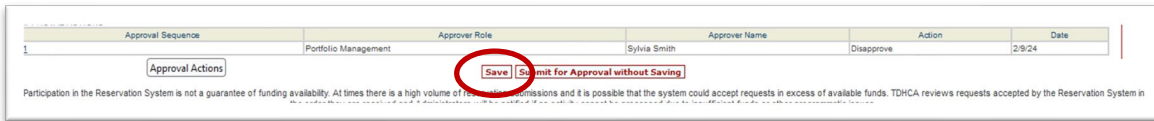
The screenshot shows the login interface for the TDHCA Housing Contract System. At the top, a blue header bar contains the text "TDHCA Housing Contract System". Below this, a red message states "Please log in to continue." The login form includes fields for "User ID:" and "Password:", followed by a "Login" button. A disclaimer text is present: "You are accessing a Texas Department of Housing and Community Affairs information system. Unauthorized use is prohibited, and usage may be subject to security testing and monitoring. Misuse of this system is subject to criminal prosecution. Users of this system should have no expectation of privacy except as otherwise provided by applicable privacy laws." At the bottom, a section titled "Locked out or forgotten password? Please use the list below to contact your program support staff." lists several programs: HOME Single Family, HOME Multifamily, Emergency Solutions Grant, Homeless Housing and Services Program, Housing Stability Services Program, and Housing Trust Fund.

A link to the Reservation System is also under “AYBR Program Administration” on the AYBRP home page on the Department website: <https://www.tdhca.texas.gov/aybr-program-administration>.



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.



The screenshot shows a web application interface with a table at the top. The table has columns: Approval Sequence, Approver Role, Approver Name, Action, and Date. The first row contains the values: 1, Portfolio Management, Sylvia Smith, Disapprove, and 2/9/24. Below the table, there is a section titled 'Approval Actions' containing two buttons: 'Save' and 'Submit for Approval without Saving'. The 'Save' button is circled in red. Below the buttons, there is a disclaimer text: 'Participation in the Reservation System is not a guarantee of funding availability. At times there is a high volume of reservation submissions and it is possible that the system could accept requests in excess of available funds. TDHCA reviews requests accepted by the Reservation System in the order they are received and it is possible that the system could accept requests in excess of available funds. TDHCA reviews requests accepted by the Reservation System in the order they are received and it is possible that the system could accept requests in excess of available funds.'

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.



This screenshot is identical to the one above, showing the same table and 'Approval Actions' section. However, in this image, the 'Submit for Approval without Saving' button is circled in red instead of the 'Save' button.

## 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.

**TDHCA Housing Contract System**

Internal 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**

Contract Number	Program Activity: HTF - HTF Reservation (Single-Family 2023)	Status: Active
CSAS Number(s)	Contractor	UOG Code
Period Begin Date: 7/20/23	Contact	UOG Number
Period End Date: 7/19/26	Contact Phone	CPS Number (ICIS)
Amended End Date	Grant: Yes	Mail Code
Application Number: 2023	Loan: No	Escalator: 1
Consultant	Consultant Phone	Contract Activity Number (ICIS)
	Contractor Single Audit Status: Not Identified	10TAC Rule Year
TDHCA Performance Contact: Arlene Bookout	TDHCA Performance Contact Phone: (512) 936-7799	
TDHCA Program Contact	TDHCA Program Contact Phone	Attachment(s)

**BUDGET**

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

Allocation Detail | Budget Detail | Draw History | Draw Request

**ACTIVITIES**

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.

**TDHCA Housing Contract System**

Internal 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**

Contract Number	Program Activity: HTF - HTF Reservation (Single-Family 2023)	Status: Active
CSAS Number(s)	Contractor	UOG Code
Period Begin Date: 7/20/23	Contact	UOG Number
Period End Date: 7/19/26	Contact Phone	CPS Number (ICIS)
Amended End Date	Grant: Yes	Mail Code
Application Number: 2023	Loan: No	Escalator: 1
Consultant	Consultant Phone	Contract Activity Number (ICIS)
	Contractor Single Audit Status: Not Identified	10TAC Rule Year
TDHCA Performance Contact: Arlene Bookout	TDHCA Performance Contact Phone: (512) 936-7799	
TDHCA Program Contact	TDHCA Program Contact Phone	Attachment(s)

**BUDGET**

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

Allocation Detail | Budget Detail | Draw History | Draw Request

**ACTIVITIES**

Setaside Type: Amy Young Reservation 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 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 #101

Contract Number: CSAS Number(s): Period Begin Date: 7/20/23 Period End Date: 7/19/26 Amended End Date: Application Number: 2023003 Consultant: TDHCA Performance Contact: Ariann Bookout TDHCA Program Contact: TDHCA Program Contact Phone: (512) 936-7799

Program Activity: HTF - HTF Reservation (Single-Family 2023)

Contractor: Contractor Contact: Grant: Yes Loan: No Consultant Phone: Contractor Single Audit Status: Not Identified TDHCA Performance Contact Phone: (512) 936-7799

Status: Active

UOG Code: UOG Number: CPS Number (DIS): Mail Code: Executor: Contract Activity Number (DIS): 10TAC Rule Year:

Attachments(2)

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

Attachments(2)

Setaside Type: Any 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** | Perf Reqs | Activities | Areas Served | Vendors

Contract #101 > Activities > Unassigned

CSAS Number(s):

OVERVIEW

Administrator Name: Phone #: Status: Delinquent

Household Name: Activity Number: Contract #

Consumer Name: Activity Type: HTF - HTF Reservation (Single-Family 2023) Tracking ID: UOG Code

Primary Special Need: People With Disabilities Setaside Type: Any Young Reservation with RAF Limits UOG Number

Begin Date: End Date: CPS Number (DIS): Amended End Date: QA Reviewer

Plan Year: 2023 RAF Phase: 3

Attachments(1)

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 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 #101

Contract Number: CSAS Number(s): Period Begin Date: 2/23/23 Period End Date: 2/22/26 Amended End Date: Application Number: Consultant: TDHCA Performance Contact: Ariann Bookout TDHCA Program Contact: TDHCA Program Contact Phone: (512) 936-7799

Program Activity: HTF - HTF Reservation (Single-Family 2023)

Contractor: Contractor Contact: Grant: Yes Loan: No Consultant Phone: Contractor Single Audit Status: Not Identified TDHCA Performance Contact Phone: (512) 936-7799

Status: Active

UOG Code: UOG Number: CPS Number (DIS): Mail Code: Executor: Contract Activity Number (DIS):

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			
External Funds	Source of Funds	Program Funds	Contract Search
<a href="#">Contract Activity</a>   <a href="#">Notifications</a>   <a href="#">Loan Servicing</a>   <a href="#">CDBGDR Draws</a>   <a href="#">Reservation Admin</a>   <a href="#">Reporting</a>   <a href="#">Notes</a>   <a href="#">Perf Funds</a>   <a href="#">Activities</a>   <a href="#">A/Rs Served</a>   <a href="#">Vendors</a>			
Allocate Funds			
<b>CONTRACT</b> Contract Number: _____ Program Activity: HTF - HTF Reservation (Single-Family 2023) Status: Active			
CSAS Number(s): _____		Contractor: _____	
Period Begin Date: 2/23/23		UOG Code: _____	
Period End Date: 2/22/26		UOG Number: _____	
Amended End Date: _____		CPS Number (DIS): _____	
Application Number: _____		Mail Code: _____	
Consultant: _____		Grant: Yes _____	
TDHCA Performance Contact: Arlene Bookout		Loan No: _____	
TDHCA Program Contact: _____		Consultant Phone: _____	
		TDHCA Performance Contact Phone: (512) 936-7799	
		Contract Activity Number (DIS): _____	
		Attachments[5]	

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

TDHCA Housing Contract System							
External Funds	Source of Funds	Program Funds	Contract Search	Contract Activity	Notifications	Loan Servicing	CDBGDR Draws
<a href="#">Reservation Admin</a>   <a href="#">Reporting</a>   <a href="#">Notes</a>   <a href="#">Perf Funds</a>   <a href="#">Activities</a>   <a href="#">A/Rs Served</a>   <a href="#">Vendors</a>							
Contract #100 > Activities							
CSAS Number(s): _____							
<b>CONTRACT ACTIVITY</b>							
Activity#	Household Name	Address	Address 2	City/Colonia	Activity Status	Attachments	
<a href="#">Delete</a> Unassigned				Del Rio	Deficiency	[1]	
<a href="#">Delete</a> Unassigned				Del Rio	Pending	[1]	
<a href="#">Delete</a> Unassigned				Del Rio	Deficiency	[1]	
							<a href="#">Add Contract Activity City / Colonia</a>

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.”

TDHCA Housing Contract System	
Source of Funds	Program Funds
<a href="#">Contract Search</a>   <a href="#">Contract Activity</a>   <a href="#">Notifications</a>   <a href="#">Loan Servicing</a>   <a href="#">CDBGDR Draws</a>   <a href="#">CDBGDR4 Draws</a>   <a href="#">ARF Edit</a>   <a href="#">User Admin</a>	
Contract Activity: HTF - HTF Reservation	
<b>Required Documentation</b> For the most current forms, please visit the TDHCA website link below: <a href="#">HTF - HTF Reservation</a>	
<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.	
<b>BUDGET</b> TDHCA Funds Originally Requested: <input type="text" value="22500"/>	

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

The screenshot shows a form with 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 (CHECK AT LEAST ONE) with checkboxes for None, Victims of Domestic Violence, Elderly Populations, Colonias, Persons with HIV/AIDS, People With Disabilities, Migrant Farmworkers, Alcohol and Drug Addiction, and 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 'Contract Activity: HTF - HTF Reservation' form. It includes a 'Required Documentation' section with a link to the TDHCA website and a checkbox for electronic submission. Below is a 'BUDGET' section with 'TDHCA Funds Originally Requested' and 'Total Estimated Cost of Project' both at 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 'Rural' selected. Other fields include State, County Code, Longitude, House Number, Region (not found), Zip, 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 system. The 'Status' field is circled in red and set to 'Pending'. Other fields 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 #, Tracking, UOG Code, UOG Number, CPS Number (DIS), Amended End Date, QA Reviewer, and Attachments. The 'ADDRESS' section includes Line 1, Line 2, City (Del Rio), County (Val Verde), Latitude, Senate District, Rural/Urban (Rural), State (TX), County Code (465), Longitude, House District, Region (11), Zip (78840), and Congressional District.

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

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

The screenshot shows the 'Budget Detail' screen with various fields for reservation setup. At the bottom right, the 'Budget Detail' link is circled in red.

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

The screenshot shows the 'Itemize' screen with a table of budget items. At the bottom right, the 'Itemize' link is circled in red.

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. The '+' sign next to 'Hard Cost' is circled in red.

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

The screenshot shows the 'Add a Budget Category' screen. The 'Miscellaneous (Hard)' category is selected in the dropdown menu. The 'Save' button is 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 click the “Save” button:

Add a Budget Category

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**BUDGET CATEGORY**

Parent Category	Soft Cost
Category Name	<div style="border: 1px solid black; padding: 2px;">             Inspections - Progress/Final (Soft)              Inspections - Witeup (Soft)  <b>Inspections (Soft)</b>  <b>Miscellaneous (Soft)</b>              Miscellaneous - Vendor (CDBGDR) (Soft)              Plan Category (Soft)              Pre-construction conference (Soft)              Procurement of contractor (Soft)              Project documentation preparation (Soft)              Punch list verification inspection (Soft)              Relocation "RHD ONLY" (Soft)              Reserves "RHD ONLY" (Soft)              Salary 1 (Soft)              Salary 2 (Soft)              Salary 3 (Soft)           </div>

To choose multiple categories, hold down Ctrl key and select one at a time or hold down the Shift key and select a range of categories.

Save

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.”

Budget Itemization

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BUDGET		Total Budgeted	TDHCA Original	Amended	Funded	Refunds	Hardship	Unassigned
Project		\$0.00	\$22,500.00	\$22,500.00	\$0.00	\$0.00	\$22,500.00	\$0.00

BUDGET		Budget Category	Percent	Amount
1-00	Hard Cost (H)		90.00%	\$20,250.00
1-00	Miscellaneous		90.00%	\$20,455.00
1-00	Soft Cost (S)		10.00%	\$2,245.00
1-00	Miscellaneous		10.00%	2,045.00
1-00	Soft Cost (S)		10.00%	\$0.00

Save

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:

TDHCA Housing Contract System

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

---

Contract #101 > Activities > **Unassigned** > Budget Detail

Budget Itemization

---

**BUDGET**

BUDGET		Total Budgeted	TDHCA Original	Amended	Funded
Project		\$0.00	\$22,500.00	\$22,500.00	\$0.00

## 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 the “Attachments” link on the right side of the household activity screen:

The screenshot shows the 'Overview' section of a household activity screen. The 'Attachments' link is circled in red in the bottom right corner. The form includes fields for Administrator Name, Contact Name, Household Name, Coowner Name, Primary Special Need (set to 'People With Disabilities'), Begin Date, Plan Year (2024), Status (Pending PM Approval), Activity Number, Activity Type (HTF - HTF Reservation (Single-Family 2024)), Setaside Type (Any Young Reservation with RAF Limits), End Date, RAF Phase 1, Contract #, Tracking ID, UOG Code, UOG Number, CPS Number (IDB), Amended End Date, and QA Reviewer.

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

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

Then Click 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, click the “Save” button. Continue this step for each document you wish to upload.

The screenshot shows the 'Electronic Document Attachments' screen with the 'Type' field, 'Description' field, 'File Path' field, and 'Save' button circled in red. The 'File Path' field has a 'Browse...' button and the text 'No file selected.' Below the fields, there is a note about file size: 'Maximum file size is 11,534 KB.' and a warning: 'Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software you use.'

### IMPORTANT:

- ✓ 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:

TDHCA Housing Contract System

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

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

**Electronic Document Attachments**

ATTACHMENTS

Type	Description
Reservation Setup Documents	

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. Click the “Submit for Approval” button on the bottom of the household activity screen:

Approver Role

**Save** **Submit for Approval without Saving**

High volume of reservation submissions and it is possible that the system could accept Administrators will be notified if an activity cannot be processed due to insufficient f

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

Source of Funds | Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBGDR3 Draws | Reservation Admin | Reporting

Contract #100 > Activities > Unassigned

**Pending PM Approval**

Contract #100  
Household #  
Program #  
Status  
Created By  
Created Date  
Last Modified By  
Last Modified Date

## 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 screenshot shows a household activity screen with a status of 'Active'. A red circle highlights the 'AYBR Document Status' field, which displays 'Pending Stage 2 Documents'. Another red circle highlights the 'Status' field, which also displays 'Active'.

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 the “Attachments” link on the right side of the household activity screen:

The screenshot shows the same household activity screen. A red circle highlights the 'Attachments' link located on the right side of the screen.

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

The screenshot shows the 'Electronic Document Attachments' screen. It displays a table of uploaded documents. A red circle highlights the 'Attach a Document' link at the bottom right of the screen.

Documents	Type	Description	Path	Size	Icon
Reservation Setup Documents	Initial App		00000000-00-0000-0000-000000000000.pdf	100K	PDF
Reservation Setup Documents	Initial		00000000-00-0000-0000-000000000000.pdf	100K	PDF
Reservation Setup Documents	Initial		00000000-00-0000-0000-000000000000.pdf	100K	PDF
Reservation Setup Documents	See the attachment		00000000-00-0000-0000-000000000000.pdf	100K	PDF
Reservation Setup Documents	See the attachment		00000000-00-0000-0000-000000000000.pdf	100K	PDF

Click 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, click 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, click 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.

The screenshot displays the 'TDHCA Housing Contract System' interface. At the top, there is a navigation bar with links: Internal Funds, Source of Funds, Program Funds, Contract Search, Contract Activity, Notifications, Lease Contracting, Contract/Lease, Reservation Status, and Reporting. Below this, a breadcrumb trail shows 'INTERNAL FUNDS' > 'Reservations' > 'PFI0'. A search bar for 'Contract Number' is located on the right. The main content area is divided into three columns. The left column contains reservation details: Reservation Name (Reservation for Humanity of South County), Contract Name, Reservation Number, Contract Name, Primary Source (Housing Voucher), Reservation Type (Housing Voucher), Reservation Status (Pending Stage 2 Approval), Reservation Start Date (10/01/2020), and Reservation End Date (10/01/2021). The middle column contains contract details: Contract Name, Contract Number, Activity Type (HTF Reservation - Single Family 2020), Reservation Type (Housing Reservation with HTF Lease), Reservation Start Date (10/01/2020), and Reservation End Date (10/01/2021). The right column contains additional contract details: Contract #, Tracking ID, URS Code, URS Number, GPS Number (0000), Approved End Date, and Get Reservation. The 'AYBR Document Status' field in the left column is circled in red, indicating the current status of the reservation.

## 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 screenshot shows a form with various fields. At the bottom, the text "AYBR Document Status: Pending Stage 3 Documents" is circled in red.

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 the “Attachments” link on the right side of the household activity screen:

The screenshot shows the same form as before, but with the "Attachments" link on the right side circled in red.

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

The screenshot shows the "Electronic Document Attachments" screen. At the bottom right, the "Attach a Document" link is circled in red.

Then Click 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, click the “Save” button.

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

Contract # > Activities > # > Electronic Document Attachments Add

**Electronic Document Attachments**

DOCUMENT DETAILS

Type: [v]  
 Description:  
 File Path:

Draw Documents  
 Miscellaneous  
 Reservation Setup Documents  
 Stage 2 Documents  
 Stage 3 Documents

Maximum file size is 11,534 KB.

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research

Save

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:

TDHCA Housing Contract System

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

Contract #100XXXX > Activities > #100XXXX001 > Electronic Document Attachments

Recent undated successfully

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

Approver Role | Approver Name

Save | Submit for Approval 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:

Administrator Name: Equity Community Development Corporation  
 Contact Name:  
 Household Name:  
 Coowner Name:  
 Primary Special Need: People With Disabilities  
 Begin Date: 3/19/24  
 Plan Year: 2023

Status: Active  
 Activity Number:  
 Activity Type:  
 Setaside Type: Army Young Reservation with RAF Limits  
 End Date: 12/14/24  
 RAF Phase: 3

Contract #:  
 Tracking ID:  
 UOG Code:  
 CPS Number:  
 Amended End Date:  
 QA Reviewer:

AYBR Document Status: Pending Stage 3 Documents

101 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 the "Draw Requests" link on the right side of the screen:

The screenshot shows the 'ADDRESS' section with fields for Line 1, Line 2, City/Houston, County/HARRIS, Rural/Urban, State/Tx, and Zip/77029. Below is the 'ALLOCATION' table with columns: Fund, Funded, Total Drawn, Refunded, Net Drawn, Available, Hist, and Draws. The 'Draws' column has a 'Draw Requests' link circled in red. Below the allocation table is the 'DRAW BALANCES' table with columns: Project, RAF Phase, Original Amount, Amended Amount, Funded Amount, Total Drawn, Refund, Net Drawn, and Available. The 'Draw Requests' link is also circled in red in the bottom right corner.

Next, Click "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:

The screenshot shows the 'Contract #100 > Activities > #100 > Draw List' page. The 'DRAW LIST' table has columns: Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, Final Draw, and Actions. The 'Actions' column has a 'Create New FINAL Draw Request' link circled in red.

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 click the "Save" button.

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

The screenshot shows the 'TDHCA Housing Contract System' interface. The 'REQUIRED DOCUMENTATION' section has a checkbox labeled 'Check this box if all required documents have been submitted to TDHCA, or will be attached electronically using this system at the time you submit this contract activity or draw.' Below this is the 'DRAW REQUEST' section with 'Services Rendered From' and 'Services Rendered To' fields circled in red. A 'Save' button is also visible.

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: 11/01/2013	To: 11/01/2014
Final Draw? <input checked="" type="checkbox"/>	Voucher #
Supporting Documents Received and Approved? no	
Status: Pending	
Risk Assessment Score	
Attachments	

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		
	Miscellaneous	\$16,340.55	\$0.00	\$16,340.55		
	Soft Cost	\$1,634.06	\$0.00	\$1,634.06		
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 click 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 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 the "Attach a Document" link on the right side of the screen:

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

DOCUMENT DETAILS

Type	Description	File Path
After photos		
Change order		
Contractor request for payment		
Draw request checklist		
Final inspection		
Invoice		
Other		

Maximum file size is 11,5

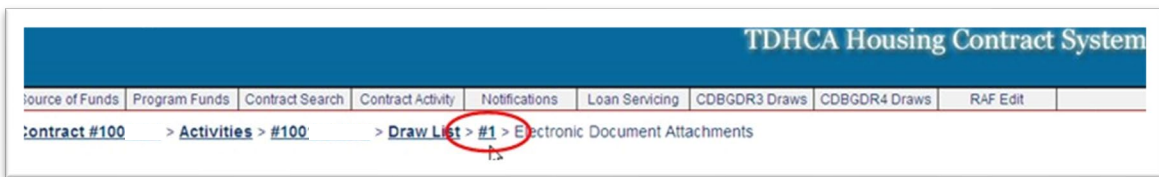
Before uploading files, please make sure your scanner should be set to 200 dots per inch. Files from Word or Excel to PDF, please research how to

**Save**

**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. Click 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.

HTF (HTF Reservation) Activity Draw							
ACTIVITY BUDGET		Funded	Cumulative Draws	Available Balance	This Draw	New Balance	
Project		\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00	
DRAW REQUEST							
Activity #				Draw #1			
Vendor Name: Adults and Youth United Development Association Inc.				Tax ID			
Vendor # - Mail Code				Date Submitted: 1/7/14			
Dates Services Rendered from: 12/28/2013				To: 1/1/2014			
Final Draw? <input checked="" type="checkbox"/>				Voucher #			
Supporting Documents Received and Approved							
Risk Assessment Score							
Attachments							

**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 the “Draw Request” link on the right side of the screen:

The screenshot shows the TDHCA Housing Contract System interface. At the top, there's a navigation bar with links like 'Source of Funds', 'Program Funds', 'Contract Search', 'Contract Activity', 'Notifications', 'Loan Servicing', 'CDBGOR3 Draws', 'CDBGOR4 Draws', and 'RAF Edit'. Below this is a summary section for a contract, including details like 'Contract Number', 'Period Begin Date', 'Period End Date', 'Application Number', and 'Status'. The main part of the screen is a 'BUDGET' table with columns: Admin, Reserved, Original, Amended, Funded, Committed, Total Drawn, Refunded, Net Drawn, and Available. The table shows data for 'Amy Young Reservation Project' and a 'Total' row. In the bottom right corner of the budget table, the 'Draw Request' link is circled in red.

Next, Click “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, specifically the 'Draw List' screen. At the top, there's a navigation bar with links like 'Source of Funds', 'Program Funds', 'Contract Search', 'Contract Activity', 'Notifications', 'Loan Servicing', 'CDBGOR3 Draws', 'CDBGOR4 Draws', and 'RAF Edit'. Below this is a section for 'Contract #100' and a 'Draw List' table. The table has columns: Delete, Draw #, Date Submitted, Date Services Rendered, Amount, Status, Voucher #, Final Draw, and Attachments. In the bottom right corner of the table, the 'Create New Draw Request' link is circled in red.

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, click the “Save” button.

**TDHCA Housing Contract System**

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG/DR3 Draws | CDBG/DR4 Draws | RAF Edit | User: /

Record updated successfully

**REQUIRED DOCUMENTATION**

Documents required for approval of Administrative Costs and Soft Costs Draw Request:  
For the most current forms, please visit the TDHCA website link below:  
[Documentation Forms List](#)

☐ 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.

**DRAW REQUEST**

Services Rendered From: [MM/DD/YYYY] Services Rendered To: [MM/DD/YYYY]

[Save]

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 Housing Contract System**

Source of Funds | Program Funds | Contract Search | Contract Activity | Notifications | Loan Servicing | CDBG/DR3 Draws | CDBG/DR4 Draws | RAF Edit | User: /

Contract #100 > Draw List > #1 CSAS Number(s)

**ACTIVITY BUDGET**

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

**DRAW REQUEST**

Vendor Name/City of Houston  
Vendor # - Mail Code  
Dates Services Rendered from: [11/01/2013] To: [11/01/2013]  
Admin Draw Activity Nbr: [1001995001]  
Tax ID  
Date Submitted  
Voucher #  
Supporting Documents Received: [0] Attachments  
Status: Pending  
Risk Assessment Score

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:

**DRAWS FOR ADMIN**

Item #	Category	Drawn To Date	This Draw Amount
1	Affirmative marketing plan		
2	Application intake and processing		
3	Consultant		
4	Copies		
5	Documentation preparation (construction and disbursement)		
6	Environmental review (including exempt administrative)		
7	Final inspection		
8	Financial management		
9	Information services		
10	Initial inspection		
11			
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, click the “Save” button at the bottom of the screen:

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

**Save**

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

Approver Role	Approver Name

**Save** **Submit for Approval without Saving**

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 Services Rendered from: 10/11/2013		To: 01/30/2014
Final Draw? <input type="checkbox"/>		Voucher #
Admin Draw Activity Nbr: [ ]		
Supporting Documents Received and Approved: [ ]		
Risk Assessment Score: [ ]		
[1] Attachments		

**Status: Pending PM Approval**

**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.texas.gov](mailto:htf@tdhca.texas.gov).