



Community Partner Onboarding

Housing Contract System

HAF Training 2



TEXAS
HOMEOWNER
ASSISTANCE

Housekeeping

All material will be available at <https://www.tdhca.state.tx.us/HAF.htm>

- Dedicated Q&A session at the end of the training
- Please send questions throughout the presentation via the questions box
- Training will be recorded and posted on our webpage
- If logged in with personal email note your organization in the chat box since this is mandatory training

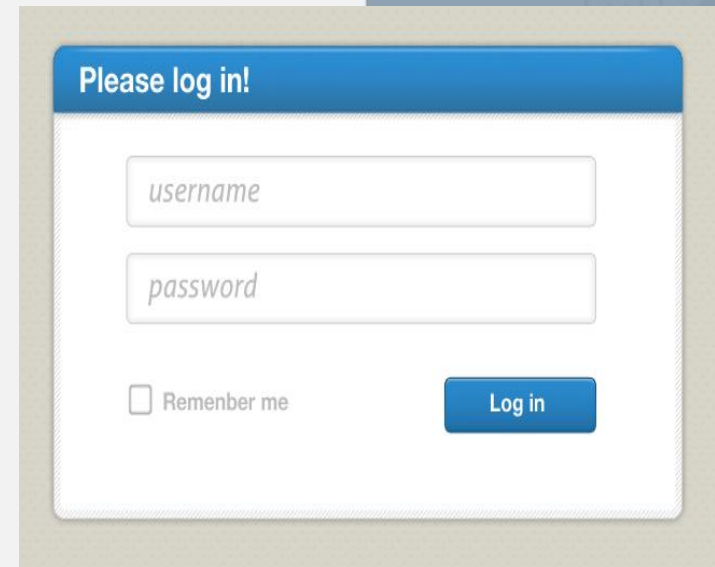


Learning Objectives

- ✓ About the Housing Contract System
- ✓ Advance Payment Request
- ✓ Draws
 - ✓ Administrative Draw Request
 - ✓ Project Draw Request
- ✓ Reporting
 - ✓ Performance Report
 - ✓ Supplemental Performance Report
- ✓ Project Expenditure Draw



ABOUT THE CONTRACT SYSTEM



Please log in!

username

password

Remember me

Log in

The Housing Contract System (HCS)

- Is TDHCA's contract management database. Subrecipients use HCS to :
 - Enter project performance reporting
 - Submit for administrative and project expenditure draws
 - View programmatic and financial information associated with their contract



Reports Due

- Due by the fifteenth (15th) day of each month, regardless if funding is requested.
- Subrecipients must submit **each month** a:
 - Performance Report
 - Supplemental Performance Report using an Excel spreadsheet
 - Must be submitted directly to assigned Contract Specialist
 - Project Expenditure Draw



HCS Access

- Complete the [Housing Contract System Access Request Form for HFSA \(PDF\)](#) and return to their respective Contract Specialist or email to TXHFSA@tdhca.state.tx.us
- Log in to the HCS utilizing the username and temporary password provided by TDHCA staff
<https://contract.tdhca.state.tx.us/alligator/PostLogin.m>
- Reset and create your own password



ADVANCED PAYMENTS



Before Requesting an Advance

- Submit a request via email to their respective Contract Specialist or the group email at TXHFSA@tdhca.state.tx.us
 - The email will detail the advance amount requested and the purpose of the advance funds.
- Once approved submit a draw in HCS
 - Draw will include the advance dates, which can be no more than 30 days.

At the end of the 30 days

- Submit a reimbursement draw for the difference in that month's expenditures to reimburse for expenditures exceeding the advance payment.
- If expenditures do not exceed the advance there are two options:
 - Submit a check to TDHCA with the remaining advance to reconcile account.
 - Forward the remaining advance payment towards the next month's draw.



DRAWS

- Admin Draw
- Project Draw



Click on the HAF Subrecipient Activities Contract Number



TDHCA Housing Contract System

My Contracts

Notifications List

YOUR CONTRACTS

Contract Number	Administrator	CSAS Number(s)	Program Name	Program Activity Type	Setaside Type	Contract Begin Date	Contract End Date	Status
22220004000	Central Texas Aid	22220004000	HAF	HAF		10/1/22	10/1/23	Active

Admin Draw

- Select “Draw Request” in the Budget section:

BUDGET								
	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Project	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Total	\$50,000.00	\$50,000.00	\$50,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00

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

- Next, select “Create a New Draw Request”

HAF Contract #22220004000 > Draw List

CSAS Number(s): 22220004000

DRAW LIST

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

NOTE: Documents are not required to be submitted with the Draw Request but the box is required to be checked to move forward.

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 attached electronically using this system at the time you submit this contract activity or draw.

Enter “Services Rendered From” through the Calendar Icon

DRAW REQUEST

Services Rendered From 

Services Rendered To 

- Select Services Rendered *To and From* on the Calendar Icon and Save

October 2022

<< < Close > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Enter your draw amount in the box next to “This Draw Amount”

- Click “Save” to save without submitting
- Click “Save and Submit for Approval” to submit the Admin Draw request



HAF Admin Draw

BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
Project	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00

HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax ID	100111212
Vendor # - Mail Code	1750000000 -	Date Submitted	
Dates Services Rendered from	10/17/2022	To	10/21/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Status	Pending	[0] Attachments	

DRAWS FOR ADMIN

Item #	Category	Drawn To Date	This Draw Amount
1	Admin	\$0.00	10,000
Total		\$0.00	\$0.00

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

Save **Save and Submit for Approval**

“Your request for approval has been submitted” should appear

- Status should say **“Pending PM Approval”**



HAF Contract #22220004000 > Draw List > #1

CSAS Number(s): 222200

- Your request for approval has been submitted.

HAF Admin Draw

BUDGET

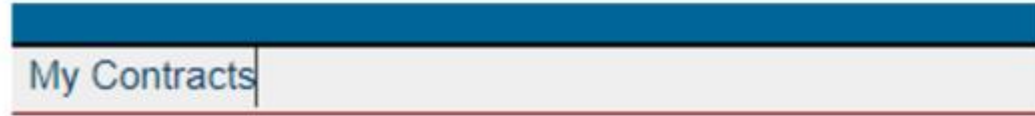
	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Admin	\$15,000.00	\$0.00	\$15,000.00	\$10,000.00	\$5,000.00
Project	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00

HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax ID	100111212
Vendor # - Mail Code	1750000000 -	Date Submitted	11/2/22
Dates Services Rendered from	10/17/22	To	10/21/22
Final Draw?	no	Voucher #	
Status	Pending PM Approval	Attachments	0

To Return to Home Screen

- Click on “HAF Contract Number”



[HAF Contract #22220004000](#) > [Draw List](#) > #1

- Your request for approval has been submitted.



Project Draw

- From the Contract home screen, click on “Activities”



- Select Activity #

HAF Contract #22220004000 > Activities CSAS Number(s): 22220004000

CONTRACT ACTIVITY




Activity# ▲ ▼	Household Name ▲ ▼	Address ▲ ▼	Address 2	City/Colonia	Activity Status
<u>22220004000</u>		13308 FM 150 W		Driftwood	Active

Add Contract Activity [City](#) / [Colonia](#)

Click on “Draw Requests”

- Notice it states “Project” in Budget Line as this is a project request, not an admin request

ALLOCATION

Fund	Funded	Total Drawn	Refunded	Net Drawn	Available	Hist	Draws
 HUD HAF 2022 > HAF 2022 Project > Contract 22220004000 > Activity 220004000	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00		
Total	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00		

[Budget Detail](#)

DRAW BALANCES

	Original Amount	Amended Amount	Funded Amount	Total Drawn	Refund	Net Drawn	Available
Project	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00

[Draw History](#) [Draw Requests](#)

Click on “Create New HAF Subrecipient Activities Draw Request”

[HAF Contract #22220004000](#) > [Activities](#) > [#220004000](#) > Draw List

CSAS Number(s): 22220004000

DRAW LIST

Delete	Draw #	Date Submitted	Date Services Rendered	Amount	Status	Voucher #	Final Draw	Attachments
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Create New HAF Draw Request

- Once again, the check box is required to continue

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.

Enter “Services Rendered From” through the Calendar Icon

DRAW REQUEST

Services Rendered From 

Services Rendered To 

- Select Services Rendered *To and From* on the Calendar Icon and Save

October 2022

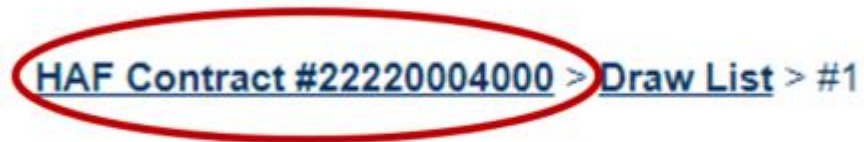
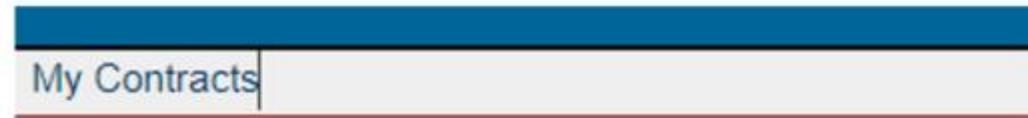
<< < Close > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5



Click on “HAF Contract Number”

- To return to the home screen and enter your project performance report and project expenditure draw.



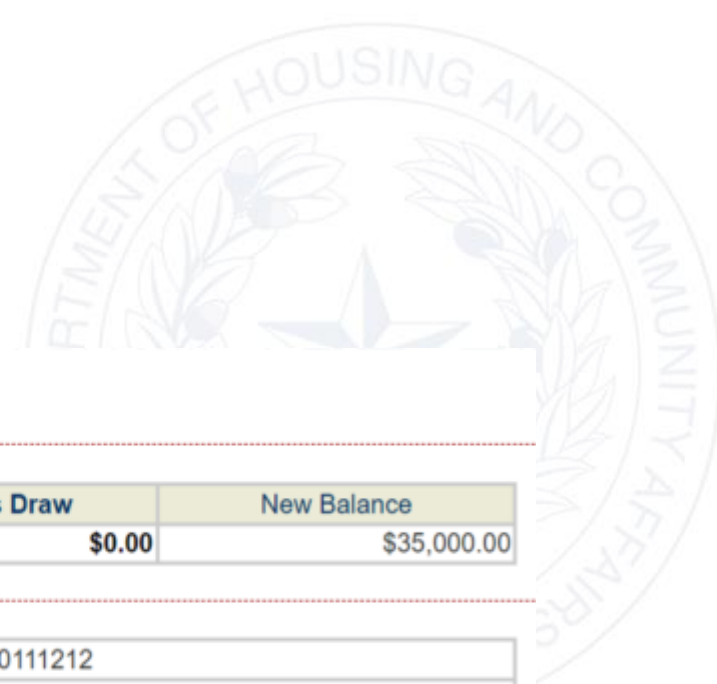
- Your request for approval has been submitted.

REPORTING

- **Performance Report**
- **Supplemental Performance Report**



Performance Reporting



HAF Activity Draw

BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00

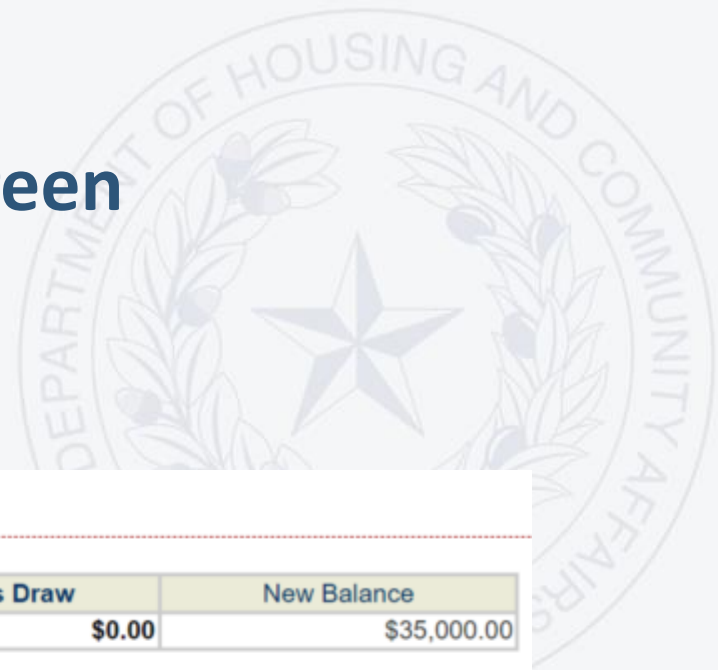
HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax ID	100111212
Vendor # - Mail Code	1750000000 -	Date Submitted	
Dates Services Rendered from	10/17/2022	To	10/21/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Performance Report			
Status	Pending	[0]Attachments	

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Intake Centers	\$20,000.00	\$0.00	\$20,000.00	<input type="text"/>
2	Housing Counseling Services	\$15,000.00	\$0.00	\$15,000.00	<input type="text"/>
3	Legal Services	\$0.00	\$0.00	\$0.00	<input type="text"/>
Total		\$35,000.00	\$0.00	\$35,000.00	\$0.00

Click on [“Performance Report”](#) still on the same screen



HAF Activity Draw

BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
Project	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00

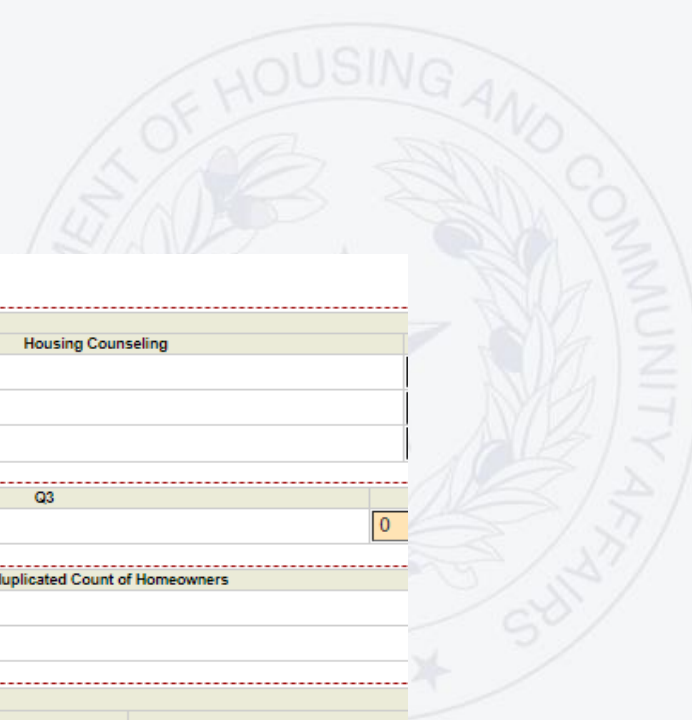
HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax ID	100111212
Vendor # - Mail Code	1750000000 -	Date Submitted	
Dates Services Rendered from	10/17/2022	To	10/21/2022
Final Draw	<input type="checkbox"/>	Voucher #	
Performance Report			
Status	Pending	[0] Attachments	

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Intake Centers	\$20,000.00	\$0.00	\$20,000.00	<input type="text"/>
2	Housing Counseling Services	\$15,000.00	\$0.00	\$15,000.00	<input type="text"/>
3	Legal Services	\$0.00	\$0.00	\$0.00	<input type="text"/>
Total		\$35,000.00	\$0.00	\$35,000.00	\$0.00

Performance Report



HAF Draw Performance Report

Intake Centers		Expenditure Overview		Housing Counseling	
		Legal Counseling			
Monthly Spent	0		0		0
Date Spent	0		0		0
Percentage Spent	0		0		0

Q1		Q2		Q3	
	0		0		0

Forclosures Prevented		Homeowners Contacted		Unduplicated Count of Homeowners	
	0		0		0
	0		0		0

Total Services Provided		
Intake Centers # Served	Legal Counseling # Served	Housing Counseling # Served
0	0	0
0	0	0

Total Applications Received		
Intake Centers # Served	Legal Counseling # Served	Housing Counseling # Served
0	0	0
0	0	0

Total Applications Processed		
Intake Centers # Served	Legal Counseling # Served	Housing Counseling # Served
0	0	0
0	0	0

Total Applications Referred		
Intake Centers # Served	Legal Counseling # Served	Housing Counseling # Served
0	0	0
0	0	0

[Save](#)

Performance Report

- After the report is completed select “Save and Submit for Approval” to submit the Performance Report.
 - If there is nothing to report you can enter all zeros.
- You **MUST click Submit** to complete the performance report.



“Saved” or “Submitted” will appear next to the “Performance Report” link.

- The performance report must show as “Submitted” to enter the expenditure draw.

HAF Activity Draw

BUDGET

	Funded	Cumulative Draws	Available Balance	This Draw
Project	\$35,000.00	\$0.00	\$35,000.00	\$11,000.00

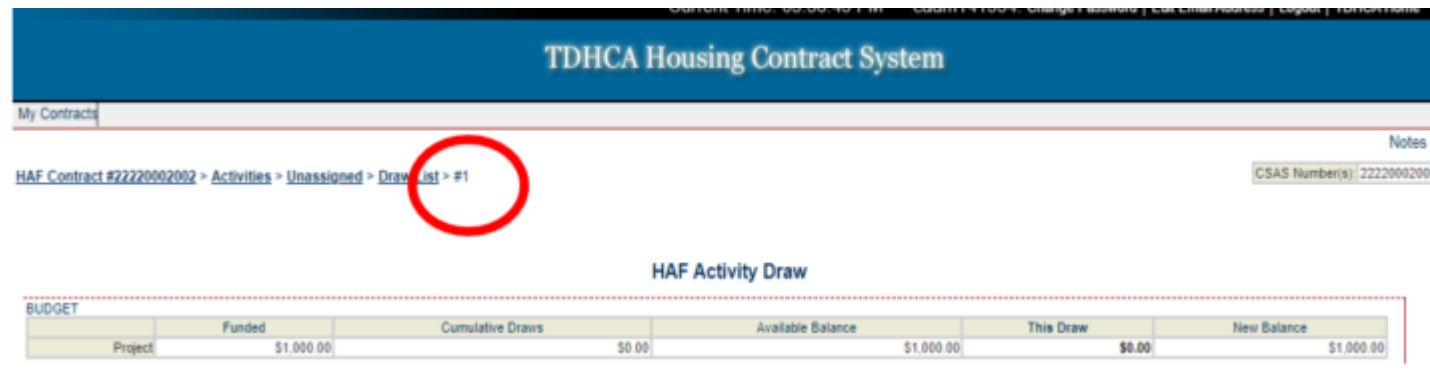
HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax
Vendor # - Mail Code	1750000000 -	Date Submit
Dates Services Rendered from	10/17/22	
Final Draw No		Vouch
<u>Performance Report</u>	Submitted	
Status	Pending PM Approval 🔒	[0]Attachme

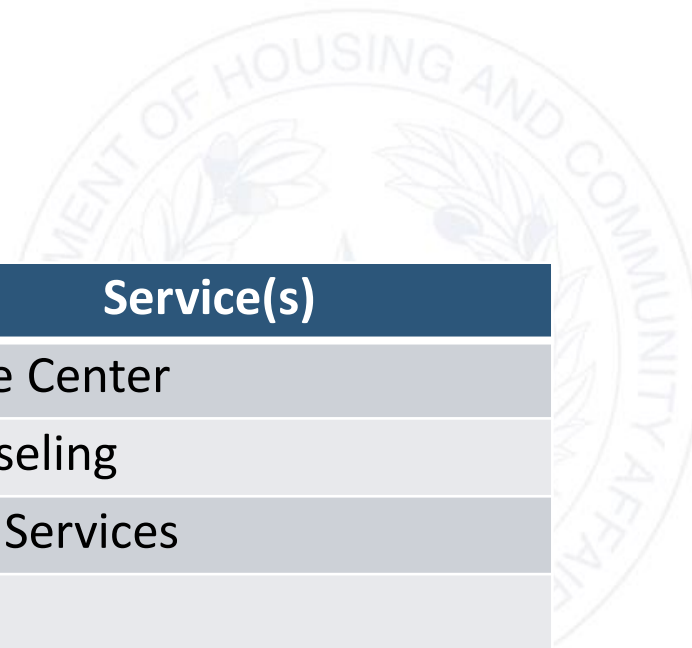
A message with “Record updated successfully” should appear



- Select the Draw # in the upper left to return to the Draw List page and complete the project expenditure draw request



HFSA Supplemental Report (Excel)

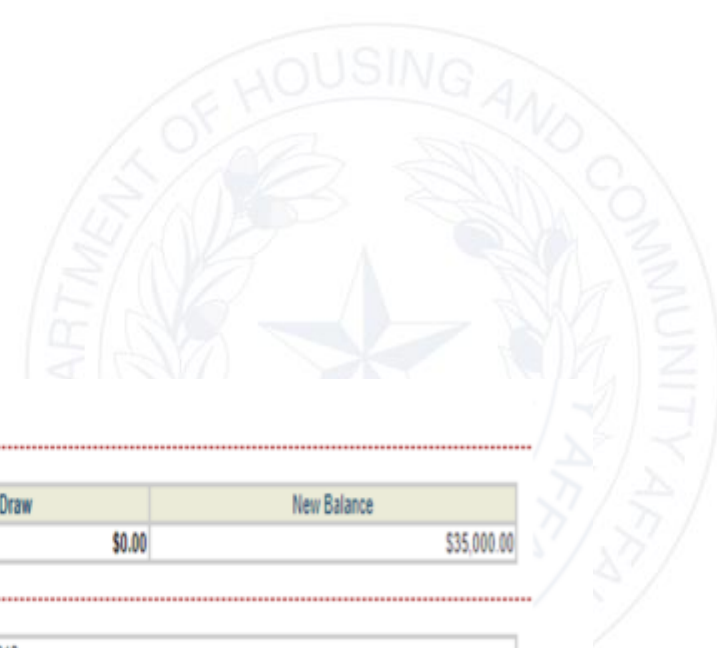


General Household Information	Demographics	Service(s)
Unique Identifier	Gender of Applicant	Intake Center
Previously Serviced	Race of Household	Counseling
Household City	Ethnicity of Household	Legal Services
Household Zip Code	Veteran in Household	
Household Size	Person with Disability	Outcome of Services
Persistent Poverty County	# Children under 18	Narrative
	# Adults 18-24	
Eligibility	# Adults 25-44	
Household Income documents	# Adults 45-54	
Case Opened	# Adults 55-59	
Case Closed	# Adults 60-64	
Property Type Household Resides	# Adults 65-74	
	# Adults 75+	

PROJECT EXPENDITURE REPORT



- Enter Draw amounts for Item #



HAF Activity Draw

BUDGET

Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00

HAF DRAW REQUEST

Vendor Name	Central Texas Aid	Tax ID	100111212
Vendor # - Mail Code	1750000000 -	Date Submitted	
Dates Services Rendered from	10/17/2022	To	10/21/2022
Final Draw?	<input type="checkbox"/>	Voucher #	
Performance Report	Submitted		
Status	Pending		[0] Attachments

DRAWS FOR PROJECT

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Intake Centers	\$20,000.00	\$0.00	\$20,000.00	10000
2	Housing Counseling Services	\$15,000.00	\$0.00	\$15,000.00	1000
3	Legal Services	\$0.00	\$0.00	\$0.00	0
Total		\$35,000.00	\$0.00	\$35,000.00	\$0.00

Save

- Click “Save” to save without submitting
- Click “Save and Submit for Approval” to submit the Project Expenditure Report



\$90,000.00	\$25,644.00
\$10,000.00	\$2,733.00
\$100,000.00	\$28,377.00

Approver Role

Save **Save and Submit for Approval**

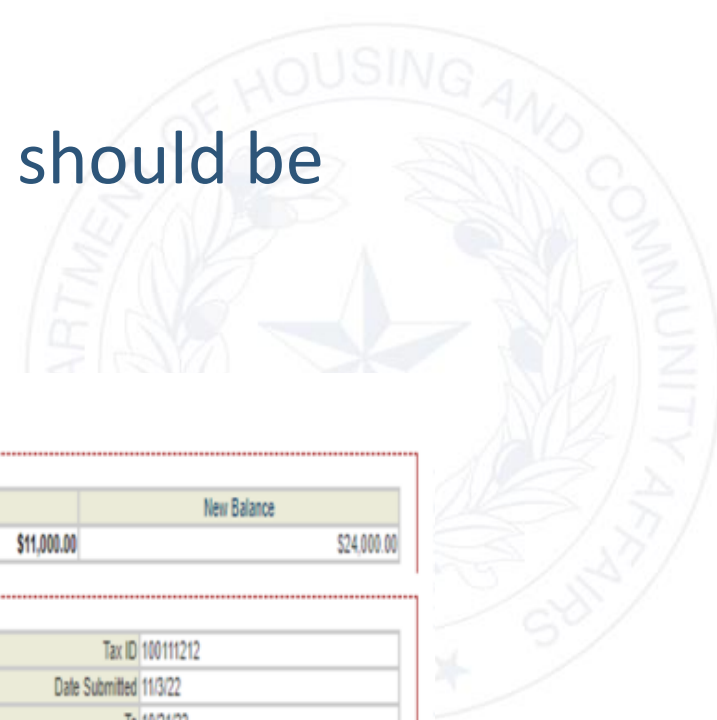
- In the upper left corner will be a message ***“Your request for approval has been submitted”***



• Your request for approval has been submitted.

RA Entitlement Activity Draw

- If the Project Draw Request is complete, the Status should be “Pending PM Approval”



HAF Activity Draw

BUDGET					
Project	Funded	Cumulative Draws	Available Balance	This Draw	New Balance
	\$35,000.00	\$0.00	\$35,000.00	\$11,000.00	\$24,000.00

HAF DRAW REQUEST	
Vendor Name	Central Texas Aid
Vendor # - Mail Code	175000000 -
Dates Services Rendered from	10/17/22
Final Draw?	no
Performance Report Submitted	
Status	Pending PM Approval 📄
Tax ID	100111212
Date Submitted	11/3/22
To	10/21/22
Voucher #	
Attachments	10 Attachments

DRAWS FOR PROJECT					
Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
1	Intake Centers	\$20,000.00	\$0.00	\$20,000.00	\$10,000.00
2	Housing Counseling Services	\$15,000.00	\$0.00	\$15,000.00	\$1,000.00
3	Legal Services	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$35,000.00	\$0.00	\$35,000.00	\$11,000.00

APPROVAL ACTIONS				
Approval Sequence	Approver Role	Approver Name	Action	Date
None				

REVIEW and APPROVAL



What's Next?

Once your monthly Administrative Draw, Project Draw and Performance Report has been submitted:

- TDHCA will review the submission and the request should be approved within 3 business days, and a reimbursement will follow within 3-5 business days.
- If there is an issue, or more information is needed, a TDHCA staff member will reach out to the Authorized Representative.
- If a draw request is marked Deficient or Disapproved you will receive an automated email to let you know adjustments are needed.



For additional questions, please email:



TX HAF Subrecipient Activities:

- General Email, txhfsa@tdhca.state.tx.us
- **Contract Specialist:**
 - Audrey Bradshaw, audrey.bradshaw@tdhca.state.tx.us
- **Contract Specialist:**
 - Manuel Garza, manuel.garza@tdhca.state.tx.us
- **Contract Specialist:**
 - Charles Onwuche, charles.onwuche@tdhca.state.tx.us

Thank you for your participation in the TX HAF Subrecipient Activities Program.

TX HAF Subrecipient TEAM

TDHCA

221 E. 11TH STREET

AUSTIN, TEXAS 78701

