



# **TDHCA CONTRACT SYSTEM USER GUIDE**



**Version 1.0 December 2003**

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# **I. Getting to Know the System**

## **1. Introduction**

### *Intended Audience*

The TDHCA Contract System is designed for TDHCA contract Administrators.

### *System Requirements*

The TDHCA Contract System is web based. You can access it through a standard internet connection using a dial up or a broadband service. The system is designed for use with Microsoft Internet Explorer 5+ web browsers running on a Windows operating system. Use of other browsers or operating systems may result in unpredictable behavior. If necessary, download the appropriate browser software free of charge from the following webpage:

<http://www.microsoft.com/windows/ie/default.asp>

In your web browser configuration, you may need to enable JavaScript and also the ability to accept “cookies” (these are harmless electronic files placed temporarily on your computer to enhance functionality). These settings are the default for the web browser. Refer to the help system in your browser if you are unsure of its configuration.

Depending on your data needs, the TDHCA Contract System may require the Adobe Acrobat Reader plug-in for your browser. This software will allow you to access files in Portable Document Format (PDF) and is free of charge. To download the latest version of Adobe Acrobat Reader, visit the following webpage:

<http://www.adobe.com/products/acrobat/readstep2.html>.

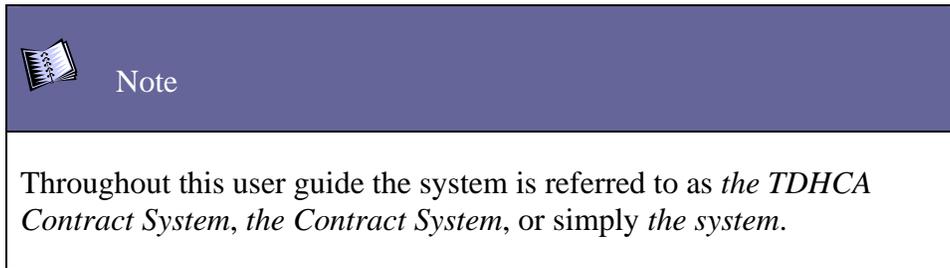
The TDHCA Contract System does not require you to install client software on your local machine.

If you have general technical assistance questions, please contact your own technical support staff FIRST. If a question can't be answered by your technical support staff, please email our Information Systems Division at: [tsupport@tdhca.state.tx.us](mailto:tsupport@tdhca.state.tx.us). You can expect to hear back from us within 8 business hours.

### *Overview*

The TDHCA Contract System allows Administrators to manage their contracts. Included in its functionality is the ability to view contracts, setup and modify contract activities, itemize costs, and make draw requests.

Please review the Acronyms and Glossary of Terms, Sections 12 and 13, prior to logging onto the system.



## 2. Getting Started

### *Accessing the TDHCA Contract System*

To access the TDHCA Contract System, open your web browser to the TDHCA website, [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us). On the left side of the page, click **TDHCA Interactive**, scroll down to the Contractor Tools section and click **TDHCA Contract System**.

The TDHCA Contract System webpage contains links to this user guide, the system access request form, and to the system itself.

### *Obtaining a User ID*

To obtain a user account for the TDHCA Contract System, follow the instructions on the TDHCA Contract System webpage.

### *Log On*

When you first receive your user ID from TDHCA, you will be provided with a password to log on to the system. Change your password the first time you log on. See *Passwords* (below) for more information.

Open your web browser to the TDHCA Contract System webpage and click **Login to TDHCA Contract System**. The login box shown in Figure 2-1 will appear.



Figure 2-1

Enter your User ID and password, and then click **Login** to access the system.

## *Log Off*

To log off, click the **Logout** link. Logging off prevents unauthorized access from an unattended machine.

## *Passwords*

Passwords must contain eight characters, with at least one special character that is a number or symbol. Passwords are confidential and should never be shared.

If you lose or forget your password, contact James Roper, TDHCA Portfolio Management and Compliance Division. The current TDHCA contact information is maintained on the TDHCA Contract System webpage.

To change your password, click the **Change Password** link on the navigation bar. The change password box shown Figure 2-2 will appear. Enter User ID, old password, and new password twice, then click **Save**.

CHANGE PASSWORD

User ID :	consultant
Old password:	<input type="text"/>
New password:	<input type="text"/>
Confirm new password:	<input type="text"/>

**Figure 2-2**

## *Navigation*

To navigate within the TDHCA Contract System, various features will be used as described below.

### *Global Navigation Bar*

This is the main navigation bar within the TDHCA Contract System and is available throughout the system. The main features of the system are listed at the top right of the bar as shown in Figure 2-3. The items that are accessible will be displayed as hyperlinks leading to the appropriate system area. For example, to access a contract, click the **My Contracts** link on the navigation bar.



Figure 2-3

### Breadcrumbs

The TDHCA Contract System uses a common feature called breadcrumbs. Breadcrumbs are used for two purposes. First, they show where the user is within the system by following the path into the application. Second, the pages previously visited are connected (hyperlinked) so simply click one of them to return. Areas that are hyperlinked will be separated by the symbol “>” as shown below in Figure 2-4.



Figure 2-4

Figure 2-4 shows breadcrumbs for Contract #4444, Activity #4545. To return to the main contract summary screen, you would click [Contract #4444](#) rather than using the back button.

 Note

It is good practice to use breadcrumbs when navigating the system. *You should not use the  Back button on the web page standard tool bar. Using the back button can result in displays of data that is not up-to-date and may cause error screens to appear.*

### Data Submission

Throughout the system you will view screens for data input. Whether updating a contract activity, creating a project completion report, or making a draw request, in order to save information entered or submit the information to TDHCA, click the appropriate button as

shown in Figure 2-5 to into the system. Be sure the information you enter is accurate before you click **Submit for Approval**.



Figure 2-5

**Caution!**

The user that last **saves** information cannot be the same user that **submits** data for approval. For example, if a consultant saves information and requests that the administrator review and submit the information for approval, if the administrator then makes any changes and saves that data using the **Save** button, the administrator cannot then submit the data for approval (since they were the user to last save data). In this case, the consultant or another authorized user would make the changes and save the information before the administrator could submit the information to TDHCA for approval.

After clicking the button to save or submit information, the system will indicate the success or failure of the updated or data entry operation at the top of the screen. When the screen refreshes, this notification is listed at the top of the screen. See Figure 2-6.

- Record updated successfully.

Figure 2-6

In Figure 2-6, the update operation was successful. Successful updates are shown in green text. Unsuccessful updates are shown in red text. After saving or submitting data and receiving a success message, click an item in the breadcrumbs menu to continue.

### Traditional Hyperlinks

Traditional links to other screens are found throughout the system. Figure 2-7 shows a budget table and several traditional hyperlinks in the system. Clicking one of the blue underlined hyperlinks will display the related screen.

\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$629.99
\$1,105.71	\$0.00	\$0.00	\$0.00	\$0.00	\$390,490.38
\$1,805.71	\$0.00	\$0.00	\$0.00	\$0.00	\$391,120.37
<a href="#">Allocation Detail</a> <a href="#">Budget Detail</a> <a href="#">Draw History</a> <a href="#">Draw Request</a>					

Figure 2-7

Icons

Below are some of the icons encountered while using the system.

	<i>HISTORY</i>	The history icon allows viewing previous transactions performed on an item.
	<i>LOCK</i>	The lock represents status. Transactions cannot be performed when locked.
	<i>FUNDS</i>	The transaction icon is used for moving funds.
	<i>CALENDAR</i>	The calendar is used to quickly select dates when entering form data.

### 3. Overview of Contracts and Contract Activities

This user guide has two major sections, *System Procedures at the Contract Level* and *System Procedures at the Contract Activity Level (HOME Program Only)*. Each section provides the instructions needed for working with *contracts* and *contract activities*. It is important to understand these terms as they relate to the system.

*Contracts*

A contract is a legal agreement between an organization and TDHCA for a particular program activity (i.e., HOME OCC) with an established contract schedule and budget. For instructions on how to navigate through the system as you work with a contract, read Section 5, *System Procedures at the Contract Level*.

## Contract Activities

Contract activities are individual projects associated with a HOME contract. A contract may have one or more activities, commonly referred to as contract activities or project setups.

For instructions on how to navigate through the system as you work with a contract activity, read Section 6, *System Procedures at the Contract Activity Level (HOME Program Only)*.


Program Difference

Housing Trust Fund contracts do not have contract activities.

## 4. System Procedures at the Contract Level

### Contract Approvals

TDHCA staff will enter contracts into the TDHCA Contract System and will set the **Contract Status** as *Pending, Pending Approval, Active, Pending Amendment, Suspended, Expired, Closed, or Terminated for Cause*. You can view the status of any contract, but actions can only be performed when contracts are set to *Active*, and to a limited extent, *Expired*. An external contractor cannot change a contract status. The values for **Contract Status** assigned by TDHCA are the following:

<i>Pending</i>	The contract has been created in the system but the approval process has not begun.
<i>Pending Approval</i>	Not currently used at the contract level.
<i>Active</i>	The contract has been approved and you may perform actions on the contract.
<i>Pending Amendment</i>	The contract has been locked for an amendment while updating data.
<i>Suspended</i>	The contract has been locked because of a contract suspension.

<i>Expired</i>	When the <b>End Date</b> of a contract has passed, the system will automatically change its status to <i>Expired</i> . You may perform draws against an expired contract for 60 days.
<i>Closed</i>	The contract has reached the end of its terms.
<i>Terminated for Cause</i>	The contract has been terminated for cause of a specific reason.

### Viewing Contract Data

Each time a user logs into the system, a list of contracts assigned to the user, pending contract activities, and pending draw requests will automatically appear. To view information related to a particular contract or pending request, click the applicable link on the left side of the screen. Clicking the **My Contracts** link located on the global navigation bar at the top of the screen will always bring you back to this screen when you have navigated to different screens in the system as shown in Figure 4-1.



**Figure 4-1**

Clicking on one of the contract numbers will cause a Contract Summary screen to appear. This screen is made up of several tables including: *CONTRACT*, *BUDGET*, *SETASIDES*, and *CONTRACT DETAIL*.

The Contract Summary screen is a summary of information related to the selected contract. Click links to navigate to other screens to perform actions such as adding notes, creating contract activities (HOME only), and entering contract or contract activity draw requests.

Note

Only TDHCA staff can update the Contract Summary screen. However, you can click links to other screens to perform actions.

Contract

The *CONTRACT* table on the Contract Summary screen (Figure 4-2) displays general contract information such as the **Period Begin Date**, **Period End Date**, and the **Program Activity**. It also provides links that show the name of the **Contractor** and the **Contact** person as submitted to TDHCA.

CONTRACT					
Contract Number	103	Program Activity	HBA (2003)	<a href="#">Status</a>	Active
CSAS Number(s)	543555	<a href="#">Contractor</a>	Village At Amherst, LLP	UOG Code	
Period Begin Date	1/1/03	<a href="#">Contact</a>		UOG Number	
Period End Date	1/1/04	Contact Phone		CPS Number (IDIS)	
Amended End Date		Grant	no	Mail Code	
		Loan	no		

Figure 4-2

**Budget**

The *BUDGET* table on the Contract Summary screen as shown in Figure 4-3 displays general budget information such as **Original Budget, Amended Budget, Funded, Committed, and Balance**. It also provides links to **Allocation Detail, Budget Detail, Draw History, and Draw Request** screens.

Contract budgets are setup by agency staff.

BUDGET									
	Original	Amended	Funded	Committed	Refunded	Draw	Requested	Retainage	Balance
Admin	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>								

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

**Figure 4-3**

From the *BUDGET* table screen, click **Budget Detail** to view a current contract budget. Click **Itemize** to view a comprehensive list of itemization detail for the activity.

Program Difference

For HOME contracts, only Administrative and CHDO Operating budgets will be itemized at the contract level.

**Setasides**

If applicable, the *Setaside Type* will be displayed as shown in Figure 4-4.

SETASIDES	
Setaside Type	CHDO

**Figure 4-4**

**Contract Detail Table**

The *CONTRACT DETAIL* table (Figure 4-5) shows complete information about the contract and provides links to Match Funds, and Leverage Funds screens. Click **Match funds** or **Leverage Funds** to view the data.

CONTRACT DETAIL

Board Approval Date	2/19/03	Units	10	PJ	no
Certificate of Completion Date		Projects Set up	0		
Closeout Visit Date		Projects Completed	0	Fund with Multi Year	no
Labor Standards Required	yes	<a href="#">Match Funds</a>	\$0.00	Program Income	\$0.00
Labor Standards Officer		<a href="#">Leverage Funds</a>	\$0.00	C/A Program Income	\$0.00

Figure 4-5

*Notes*

Link to the Notes screen to document miscellaneous information about the contract in the form of notes. The system will record your user ID. Only you will have the ability to add, edit, and/or delete notes that you create.

To navigate to Notes, click **Notes** on the Contract Summary screen. The Notes screen is shown in Figure 4-6.

CONTRACT NOTES

	Date	Created By	Note
<a href="#">Edit</a> , <a href="#">Delete</a>	6/19/03	external	This is a contract note test.

[Create New Contract Note](#)

Figure 4-6

*Performance Requirements*

From the Contract Summary screen, click **Perf Reqs** (Performance Requirements) to view information related to income and rent restrictions as well as Area Median Family Income (AMFI) detail.

*Activities*

To view a list of active and pending activities related to the contract, from the Contract Summary Screen, click **Activities**, also referred to as contract activities and project setups.

*Areas Served*

To view information related to the cities or colonias and counties served by the contract, from the Contract Summary screen, click **Areas Served**.

## II. Using the System

### 5. System Procedures at the Contract Activity Level (HOME Program Only)

#### *Creating a Project Setup*

To create a project setup, display the appropriate *Active* contract on the Contract Summary screen. Review Section 5 *Viewing Contracts* for instructions on how to navigate through the different sections of the Contract Summary screen. You can create project setups only for *Active* contracts.

Contract activities (project setups) can be created in two ways. To view current contract activities or to create a new one, click **Activities** found at the top right side of the main Contract Summary screen and then choose **Add Contract Activity** from the bottom right of the table. You can also simply click **Add Contract Activity** from the top left side of the main Contract Summary screen to create a setup as shown in Figure 5-1.

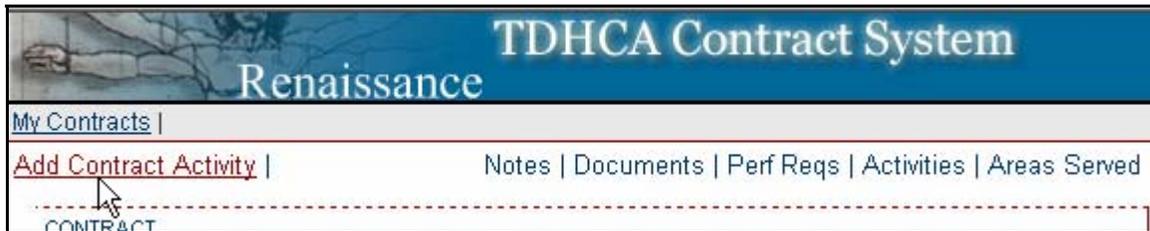


Figure 5-1

Information found on the Contract Activity screen varies from Program Activity to Program Activity (also referred to as the Funding Category).

You will be presented with a list of documentation necessary before creating a new setup. Click the checkbox if all the criteria have been met and Portfolio Management has received the required supporting documentation.

Fields shaded with orange are required fields and fields shaded with light blue are optional fields. The check box fields are white and can also be entered at the user's option. Enter the information relevant to the project in each table of the Contract Activities screen *with the exception* of the *COMPLIANCE* table. Portfolio Management will complete the Compliance section of the screen.

When all of the information on the screen is entered, click **Save**.

This saves the data and displays the updated Contract Activity screen. The next step is to create a project setup budget, and then submit the setup for approval. *Remember that the user that last saves information cannot be the same user that submits data for approval.*


Caution!

Be sure to click **Save** before going on to any other link in the Contract Activity Screen, or any other screen where information is entered or you will lose the information you just entered.

### Creating a Project Setup Budget

Once project information for a new contract activity is entered, the screen will be updated and new fields will be displayed. After creating a new setup, itemize the project setup budget.

From the *ALLOCATION* table on the Contract Activity screen, click **Budget Detail**.

A *PLANNED BUDGET* table will appear as shown in Figure 5-2.

Use this table to select **Itemize** to add or change the budget’s subcategories and their amounts.

PLANNED BUDGET							
	Total Budgeted	TDHCA Original	Amended	Funded	Itemized	Unitemized	
Budget	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<a href="#">Itemize</a>

Save

**Figure 5-2**

The next screen is the Itemized Budget. On the new screen, click (+) to add subcategories or click (x) to delete them.

Enter the appropriate dollar amount in each row and click **Save** to store the budget. See Figure 5-3.

ITEMIZED BUDGET			
Item #	Budget Category	Percent	Amount
	Hard Cost (+)	50.0000	\$50.00
1	Appliances	50.0000	<input type="text" value="50.00"/>
	Soft Cost (+)	50.0000	\$50.00
2	Down Payment	50.0000	<input type="text" value="50.00"/>

**Save**

**Figure 5-3**

Notice that item numbers are assigned. These numbers are assigned sequentially and remain with the record permanently.

To add another item to the list, click the (+) symbol next to **Hard Cost** or **Soft Cost** to create a new item for the category.

Repeat these steps until all of the appropriate items are entered.

### *Project Setup Approvals*

Be certain that Portfolio Management has received all of the necessary support documentation. After the information is entered using the Project Setup Request form and the budget is itemized, click **Submit for Approval**. This action notifies Portfolio Management that your setup is pending approval. You will be informed if any changes are required.



#### **Caution!**

A user can click **Save** as often as they wish to save their work. However, a user should not click **Submit for Approval** until the setup budget has been completed and is ready to be submitted to Portfolio Management for approval. When the setup is in the Pending Approval status, an Administrator cannot perform any type of actions. *Remember that the user that last saves information cannot be the same user that submits data for approval.*

## Adding, Editing and Deleting Setup Notes

The setup Notes screen is used to record miscellaneous notes about the setup. The system will record your user ID, the date and your notes. You will be able to edit and/or delete the notes that you create.

From the Contract Activity Detail screen, you will see **Notes** in the upper right corner of the screen. Click on **Notes** and the Contract Activity Note screen is displayed as in Figure 5-4.

[Contract #4444](#) > [Activities](#) > [#313](#) > Notes

---

NOTES

	Date	Last Modified Date	Created By	Note
<a href="#">Edit</a>   <a href="#">Delete</a>	8/22/03	8/22/03	consultant	This is a setup note.

[Create New Note](#)

Figure 5-4

## 6. Project Setup Budget Revisions and Approvals

Once a project budget has been submitted to TDHCA for approval and is in a pending approval status, you will not be able to make any changes. To make a setup budget revision, submit a Project Setup Request form with the correct information to TDHCA and **clearly mark the needed changes** on the submitted form.

## 7. Contract Draw Requests

To create a new draw request, begin by clicking **Draw Request** located on the *BUDGET* table of the Contract Summary screen. A list of previous draws will appear displaying information about the contract.

Click a draw number to go to its Draw Summary screen, or to start a new request, click **Create New Draw Request**.

### *New Contract Draw Request*

To create a new draw request, click **Create New Draw Request** at the bottom right of the *DRAW LIST* table. The system starts a new draw request and lists the required documentation as shown in Figure 7-1.

**REQUIRED DOCUMENTATION**

Documents required for approval of Administrative Costs and Soft Costs Draw Request

PROFESSIONAL SERVICES (e.g. Environmental Review, Affirmative Marketing and Consultant fees)

- Copy of Agreement with Administrator (soft costs)
- Copy of invoice

SUPPLIES, RENT AND OTHER ADMINISTRATIVE COSTS

- General ledger - a general ledger summarizing the activity and financial status of all the accounts of an organization for the period ending
- Allocation plan utilized to charge indirect costs (Indirect Cost Plan)
- Purchase orders or purchase requests forms
- Copies of invoices from vendors
- Cancelled checks made to vendors

Check this box if all required documents have been submitted to TDHCA.

---

**DRAW REQUEST**

Services Rendered From   Services Rendered To

**Save**

Figure 7-1

Review the list and click the box if all required documents have been submitted. Next, enter the required dates for the draw request. Click **Save** to continue the request.

In the *DRAWS FOR ADMIN* table, enter the draw amount in the column labeled **This Draw** for the appropriate budget item.

**DRAWS FOR ADMIN**

Item #	Category	Budgeted Amount	Drawn To Date	Available Balance	This Draw Amount
	Admin	\$629.00	\$0.00	\$629.00	
1	Inspections - Writeup	\$11.00	\$0.00	\$11.00	<input type="text" value="5"/>
1	Environmental	\$100.00	\$0.00	\$100.00	<input type="text" value="100"/>
1	Cleanup	\$6.00	\$0.00	\$6.00	<input type="text" value="6"/>
	Electrical	\$12.00	\$0.00	\$12.00	
1	Exterior Surface	\$12.00	\$0.00	\$12.00	<input type="text" value="12"/>
	Appliances	\$0.00	\$0.00	\$0.00	
1	HVAC	\$500.00	\$0.00	\$500.00	<input type="text" value="250"/>
	Inspections - Writeup	\$0.00	\$0.00	\$0.00	
		<b>\$629.00</b>	<b>\$0.00</b>	<b>\$629.00</b>	<b>\$0.00</b>

Figure 7-2

When the draw amounts are entered as shown in Figure 7-2, click **Save** to store the draw data for future revisions or **Submit for Approval** to initiate the approval process. The draw status is set to *Pending* in the former case and *Pending Approval* in the latter. These

options are found at the bottom of the screen beneath the *DRAWS FOR PROJECT*, *MATCH INFORMATION*, and *APPROVAL ACTIONS* tables.

The contract budget is not updated until a voucher number is entered and Portfolio Management sets the status as *Closed*.

Submit supporting documents with Draw and Contract number to Portfolio Management.

 **Note**

Services Rendered dates must fall within the contract time period.

### Modifying a Draw Request

If a draw request has *not* been submitted for approval, it can be changed. Simply open the appropriate draw request with a pending status on the *DRAW LIST* table as instructed in *Creating a Contract Draw Request* and make the necessary changes.

### Draw Summary

For Contract Draws, the *DRAW SUMMARY* table (Figure 7-3) displays a summary of draw activity related to administration and/or CHDO operating expenses.

ACTIVITY BUDGET						
	Funded	Cumulative Draws	Available Balance	This Draw	New Balance	
CHDO Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
CHDO Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Admin	\$16.00	\$0.00	\$629.99	\$0.00	\$629.99	
Project	\$56.00	\$0.00	\$390,490.38	\$0.00	\$390,490.38	
<b>Total</b>	<b>\$72.00</b>	<b>\$0.00</b>	<b>\$391,120.37</b>	<b>\$0.00</b>	<b>\$391,120.37</b>	

Figure 7-3

 **Program Difference**

Contract Draw requests for HOME contracts are restricted to Administration and CHDO Operating funds. HOME project funds are drawn directly from the project setup activities.

## Completing a Final Draw

From the Contract Summary screen, click **Draw Request** located on the *BUDGET* table.

A list of previous draws will appear displaying information about the contract. Click **Create Final Draw Request** and the system will start a new draw request.

All open contract draws must be closed before submitting the final draw for approval.

To submit a final draw, simply select the **Final Draw** checkbox and submit the draw request.

All required documents must be submitted to Portfolio Management before a final draw is approved.

## 8. Creating a Contract Activity Draw Request

Creating a contract activity draw and a contract draw is the same process. Navigate to the associated Contract Summary screen and click **Activities** at the top right of the screen.

A list of contract activities will appear as shown in Figure 8-1. Click the appropriate activity number to get the contract activity screen.

CONTRACT ACTIVITY				
Activity#	Address	City	Activity Type	Contract#
<a href="#">4</a>	2135Tdhca Way	Austin	OCC	4444
<a href="#">31</a>	2136 Tdhca Way	Austin	OCC	4444
<a href="#">200</a>	2001 Sam Bass Rd	Austin	OCC	4444
<a href="#">100</a>	507 Sabine St.	Austin	OCC	4444

Figure 8-1

The Contract Activity Detail screen will appear with a *DRAW BALANCES* table (fourth table on the screen). This table (Figure 8-2) summarizes the requested draws, retainage, refund, cumulative draws, and balance.

To make a draw request, click **Draw Requests**.

DRAW BALANCES					
	Requested Draws	Retainage	Refund	Cumulative Draws	Balance
Activity	0	0	0	0	17550
Soft Cost	0	0	0	0	0
Hard Cost	0	0	0	0	0
Total	0	0	0	0	17550

[Draw Requests](#)

Figure 8-2

The Draw List screen Figure 8-3 will appear. This screen details each draw for the respective activity including: draw date, date services rendered, draw amount, status, voucher number, and whether it is a final draw.

To create a new draw request, click **Create New Draw Request** at the bottom of the screen.

DRAW LIST

Draw #	Draw Date	Date Services Rendered	Amount	Status	Voucher #	Final Draw
<u>1</u>		1/1/00 - 1/1/04	\$0.00	Pending		N
<u>2</u>		1/1/02 - 1/2/03	\$0.00	Pending		N
<u>3</u>		1/1/03 - 1/2/03	\$0.00	Pending		N
<u>4</u>	6/11/03	1/1/03 - 1/2/03	\$0.00	Active		N
<u>5</u>		10/2/02 - 11/2/02	\$0.00	Pending		N

[Create New Draw Request](#) | [Create New FINAL Draw Request](#)

**Figure 8-3**

The system will start a new draw request and list the required documentation as shown in Figure 8-4.

REQUIRED DOCUMENTATION

REQUIRED documentation for **OWNER OCCUPIED ASSISTANCE** Project Draw Requests:

Signed Contractor Request for Payment, Form 11.4, page 1
Schedule of Values, Form 11.4, page 2
Itemized invoice from building contractor
Support documentation for soft costs (up to 12% of Project Costs)

Check this box if all required documents have been submitted to TDHCA.

---

DRAW REQUEST

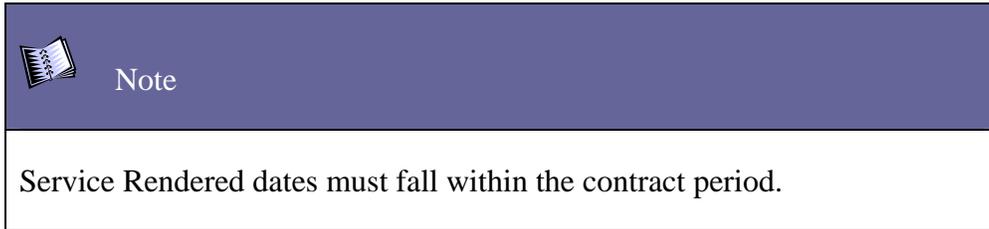
Services Rendered From   Services Rendered To  

**Save**

**Figure 8-4**

Review the list and check the box if all required documents have been submitted.

Next, enter the required dates for the draw request. Click **Save** to continue the request.



The Draws for Projects screen will appear, it consist of four tables. Enter draw amounts in the column labeled **This Draw**.

When draw amount is entered, click **Save** to store the draw data for future revisions, or click **Submit for Approval** to initiate the approval process.

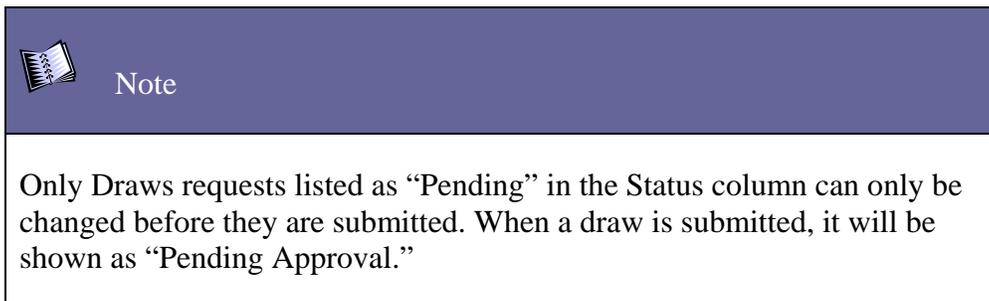
The draw status is set to *Pending* in the former case and *Pending Approval* in the latter.

The budget is not updated until a voucher number is entered and TDHCA changes the status to **Approved**.

### *Modifying a Contract Activity Draw Request*

At the Contract Activity Detail screen, click **Draw Requests** in the *DRAW BALANCES* table. Refer to *Creating a Contract Draw Request* for detailed screen information.

Edit the draw as needed then click **Save**.



### *Completing a Final Contract Activity Draw Request*

From the Contract Activity Detail screen, click **Draw Requests** located in the *DRAW BALANCES* table.

A list of previous draws will appear displaying information about the contract. Click **Create Final Draw Request**.

The system will start a new draw request. All open draws must be closed before submitting the final draw for approval.

To submit a final draw, simply select the **Final Draw** checkbox and submit the draw request.

Next, complete the Project Completion Report (PCR). Final draw requests are not approved without a PCR and all required supporting documentation.

## 9. Creating a Contract Activity Completion Report

This report is required for HOME program activities and is the final action to close out a contract activity. Complete and submit the PCR for approval to Portfolio Management when submitting a final draw.

### Completing the Form

Navigate to the report screen from the appropriate contract activity. Click **Project Completion Report** located in the *RELATED* table on the Contract Activity Screen. The Contract Activity Completion Report screen will appear as shown in Figure 9-1.

HOME FUNDS				
Direct Loan	Annual Interest Rate	<input type="text"/>	Amort. Period	<input type="text"/>
Deferred Loan	Annual Interest Rate	<input type="text"/>	Amort. Period	<input type="text"/>
Grant				55,000.00
Other HOME Funds:				<input type="text"/>
Total				\$55,000.00

PUBLIC FUNDS		HOME FUNDS
Other Federal Funds		<input type="text"/>
State/Local Appro. Funds		1,200.00
State/Local Tax Exempt Bond Proceeds		<input type="text"/>
Total Public Funds:		\$1,200.00

PRIVATE FUNDS				
Private Loan	Annual Interest Rate	5.00	Amort. Period	30.00
Owner Cash Contribution				<input type="text"/>
Private Grant				<input type="text"/>
Total Private Funds:				\$45,000.00

TOTAL	
Total Project Costs	\$101,200.00

HISTORY	
Original Submission: 04/16/2003	Revision: 04/16/2003

**Save**

Figure 9-1

Many of the fields on the screen will automatically have data. Complete the remaining fields and click **Save**. The *HOME FUNDS* table will change when the **% of HOME Funds** and **Total HOME Funds** are recalculated.

The **Save** function stores the record but will not update the balances in the match, leverage funds, or unused funds. It will not change the **Contract Activity Status**. Continue to access the record for further updates.

### Submitting the Form for Approval

Upon submission, the system will re-calculate the **Total HOME Funds** and **% of HOME Funds** fields and display the actual **Match** and **Leverage** amounts based on the information submitted. This action changes the **Contract Activity Status** to *Pending Approval* and submits the data to Portfolio Management for approval.



**Caution!**

Once you click **Submit for Approval**, you will not be able to make changes to the activity. The last person to save information cannot submit information for approval.

## 10. Troubleshooting

### *Error messages and Common Problems/Solutions*

*While attempting to navigate to pages previously viewed, I received an error message.*

Use of the  button (found on the web browser's Standard tool bar) will result in the display of data that is not up-to-date and may cause error screens to appear.

*Information I just saved appears to have been lost or was not updated.*

Once you have begun to enter information, you should click the **Save** button before clicking any other link on the page. If you enter a different page through a link and have not yet saved the data on the page you were working on, all the information you entered will be lost.

Using the “Back” button (above) to navigate the system will also result in viewing outdated information. The information may be saved in the system but will not be displayed until the page is refreshed.

*While attempting to submit data to TDHCA, I received an error message.*

Make sure that you are not the last user to save the information. The same user cannot *save* information and *submit* the data to Portfolio Management for approval.

Once information has been submitted for approval and is in a Pending Approval status, an Administrator cannot perform any type of action.

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## 11. Acronyms

**AMFI, AMGI, AMI** - Area Median Family Income, Area Median Gross Income,  
Area Median Income

**CFR** - Code of Federal Regulations

**CHDO** - Community Housing Development Organization

**HBA** - Homebuyer Assistance

**HOME Program** - HOME Investment Partnerships Program

**HUD** - Department of Housing and Urban Development

**IECC** - International Energy Conservation Code

**IRC** - International Residential Code

**LURA**- Land Use Restriction Agreement

**NOD** - Notice of Dispute

**NOFA** - Notice of Fund Availability

**OCC** - Owner Occupied Housing Assistance

**PJ** - Participating Jurisdiction

**PCR** - Project Completion Report

**RHD** - Rental Housing Development

**TAC** - Texas Administrative Code

**TBRA** - Tenant Based Rental Assistance

**TDHCA** - Texas Department of Housing and Community Affairs

**TMC Specifications** - Texas Minimum Construction Specifications

**TMC Standards** - Texas Minimum Construction Standards

**TMCS** - Texas Minimum Construction Standards formally known as Texas Minimum  
New and Rehabilitation Construction Standards (TMNRCS)

**UFAS** - Uniform Federal Accessibility Standards

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## 12. Glossary of Terms

**Activity:** refers to the type of HOME assistance provided: Homebuyer Assistance, Owner Occupied Housing Assistance, Tenant Based Rental Assistance, or Rental Housing Development.

**Contract Administrators:** An eligible applicant that has been approved by the Department to administer a HOME Contract subject to the terms and conditions of the Final Rule, the Texas Administrative Code, and the policies and procedures outlined in this manual. The Contract Administrator is the entity that assumes contractual liability and legal responsibility as the recipient executing the written agreement with the Department.

**Community Housing Development Organization (CHDO):** A private nonprofit organization that satisfies the requirements of 24 CFR 92.2, as certified by the Department.

**Consolidated Plan:** The State Consolidated Plan prepared in accordance with 24 CFR Part 91, as may be amended, which describes the needs, resources, priorities and proposed activities to be undertaken with respect to certain HUD programs and is subject to annual approval by HUD.

**Expenditure:** Approved expense evidenced by documentation submitted by the Recipient to the Department for purposes of drawing funds from HUD's IDIS for work completed, inspected and certified as complete, or required by the Department.

**Extremely Low Income Families:** Families whose annual income does not exceed 30% of the median income of the area, as determined by HUD, with adjustments for family size.

**Low Income Families:** Families whose annual income does not exceed 80% of the median income of the area, as determined by HUD, with adjustments for family size.

**Match:** Eligible forms of non-federal contributions to a program or project in accordance with 24 CFR 92.220, as may be amended.

**NOFA:** Notice of Funding Availability, published in the Texas Register.

**Participants:** eligible applicants who have been awarded funding by the Contract Administrator.

**Participating Jurisdictions (PJ):** Any state or unit of general local government, including consortia as specified in 24 CFR 92.101, as may be amended, designated by HUD in accordance with 24 CFR 92.105, as may be amended.

**Special Needs:** Those individuals or categories of individuals determined by the Department to have unmet housing needs consistent with a description provided in the 2001-2003 Consolidated Plan.

**Unit of General Local Government:** A city, town, county, or other general purpose political subdivision of the State; a consortium of such subdivisions recognized by HUD in accordance with 24 CFR Part 92.101; as may be amended, and any agency or instrumentality there of that is established pursuant to legislation and designated by the chief executive to act on behalf of the jurisdiction. An urban county is considered a unit of general local government under the HOME program.

**Very Low-Income Families:** Low-income families whose annual incomes does not exceed 50% of the median family income for the area as established by HUD with adjustments for family size.

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