

Compliance Monitoring & Tracking System (CMTS)

2023

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Compliance Monitoring & Tracking System (CMTS)

Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS) training. This system allows owners to submit required reports, such as the Unit Status Report (USR) and the Annual Owner's Compliance Report (AOCR) and submit documentation directly to the Department.

Login to CMTS

https://www.tdhca.state.tx.us/comp_reporting.htm

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CMTS: Logging In

The screenshot shows the CMTS login page. The page title is "Compliance Monitoring & Tracking System" and the sub-header is "Overview". A "Login to CMTS" button is circled in red. The page includes a navigation menu, a search bar, and a sidebar with various links. The main content area contains an overview of the system, login instructions, user guidelines, and a "Set Up to Report Online" section with numbered steps.

Compliance Monitoring & Tracking System

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Login to the CMTS

If you have already received your user id and password from the Department, login to update or submit required information.

CMTS User Guidelines

To ensure that information is properly entered into CMTS, please review the following references:

- [Attaching Documents to CMTS \(PDF\) - "NEW"](#)

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the [CMTS Unit Upload Instructions \(PDF\)](#). As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the [CMTS Unit Upload Specification \(XLSX\)](#).

Visit the [Compliance Reports](#) page for additional information.

Visit the [Trainings Presentation](#) page for CMTS training.

Set Up to Report Online

If you have not received a user id and password from the Department, two steps are required to initiate online compliance reporting:

- 1 Read, complete and submit the [2022 CMTS Filing Agreement \(DOCX\)](#)
- 2 You can now enter your buildings and units directly into CMTS. Please read the [Instructions for Adding Buildings and Units in CMTS](#) for guidance.

Submit via email to cmts_requests@tdhca.state.tx.us and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days for processing.

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CMTS: What is it used for?

Set-up to Report Online

- CMTS Filing Agreement
- Instructions for Adding Buildings and Units in CMTS
- Submit via email to **cmts.requests@tdhca.state.tx.us** and we will process your request and send you an Administrator of Accounts id and password. Please allow three (3) to five (5) business days to process your request.

CMTS User Guidelines & Resources

- Attaching Documents to CMTS
- CMTS Unit Upload Instructions & Specification

CMTS Online Reporting

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CMTS: How to get there...

The screenshot shows the Texas Department of Housing and Community Affairs (TDHCA) website for the Compliance Monitoring & Tracking System (CMTS). The page includes a navigation menu, a search bar, and a main content area with sections for Overview, Login to the CMTS, and CMTS User Guidelines. In the 'Related Topics' section, the link 'Set Up to Report Online' is circled in red. Below this link, there are instructions for users who have not received a user ID and password, including a list of steps to follow and an email address for requests.

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View the [Trainings Presentation](#) page for CMTS training.

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CMTS: The Filing Agreement

Reason for Filing Agreement submission (*check all that apply*):

- Ownership change
- Management Company change
- Addition of a 3rd party consultant
- Adding access for additional owner/management company staff
- Other reason _____

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CMTS: The Filing Agreement

Is this individual currently serving as an Administrator of Accounts for another property in the TDHCA portfolio? Yes No If yes, enter existing username here: _____

This process will provide you with two (2) levels of access. The first will be assigned to the Administrator of Accounts and will begin with "adm" and the second is for the property manager and will begin with "mgr."

Would you like a separate login for the owner (if applicable but not required)? Yes No
If yes, enter existing username here: _____

If an Administrator of Accounts is currently assigned to the property, would you like to replace them with the Administrator of Accounts designated above? Yes No

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CMTS: The Filing Agreement

The default is to replace the previous Administrator of Accounts with the new individual designated above. By answering "no," you are indicating you wish to add an additional Administrator of Accounts besides the individual currently assigned. Please note, this Filing Agreement does not automatically enroll you to receive email notifications when correspondence has been uploaded into CMTS. Please contact cmts.requests@tdhca.state.tx.us for further details.

SIGNED on the date indicated below.

Signature of Owner

Signature of Administrator of Accounts

The last page is for all parties to sign. Please make sure that the Owner AND the Administrator of Accounts designee sign and date the form.

****Unsigned forms will be returned for corrections, thus delaying the process.****

Date

Date

Please complete and return this form to cmts.requests@tdhca.state.tx.us and allow for three (3) to five (5) business days to process.

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CMTS: Password Resets

- **The Owner or Administrator of Accounts can reset a manager user account password**
 - The Department will not reset manager user passwords unless there is a technical issue.
- **The Department can reset an Owner or Administrator of Accounts password**
 - Submit the request via email to cmts.requests@tdhca.state.tx.us and we will process your request and send you an Administrator of Accounts new password. Please allow three (3) to five (5) business days to process your request.

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CMTS: Management Company Update

After logging in to CMTS you have the ability to update the Management Company information by following the steps below:

- Select Update Contact Information for the new property on the Your Property Listings page
- Select Update Management Information
- The next screen will display the current management company's information. It is important to select delete, listed to the right of the management company listed before making any changes.
- Once the prior company's information has been deleted, you will have the option to select add to the right of the line Name.
- On the next screen enter the new company's name or Tax ID, and select Submit Query
- If the organization is currently entered in CMTS you will select the organization and the assign it to the development, if it is not you select Add Organization, enter the necessary information, and then assign it to the development.

Failure to delete the prior management company as directed above before changing any information, will cause errors in CMTS and will not update the management company as desired.

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CMTS: Management Company Update

CMTS Property Reporting System	
Management Company Update	
Name: THF - Housing Management Corp.	Delete
Tax Identification Number: 743003211	Add

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CMTS: Attaching Documents

The screenshot shows the Texas Department of Housing and Community Affairs website. The main heading is 'Compliance Monitoring & Tracking System Overview'. A red circle highlights the link 'Attaching Documents to CMTS (PDF)' under the 'CMTS User Guidelines' section. Other visible links include 'Login to CMTS', 'CMTS User Guidelines', and 'Set Up to Report Online'.

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CMTS: Attaching Documents; How is it done?

The image is a composite of a guide and screenshots. The guide on the left is titled 'How to Attach a Document using CMTS' and contains the following steps:

- Log into CMTS: http://www.tdhca.state.tx.us/comp_reporting.htm
- Read the User Guidelines
- To upload a document, click on the **Attach Document** link, which will take you to: [Screenshot of 'Attach Document' button]
- Click on **Attach a Document**, which will take you to: [Screenshot of 'Attach Document' form]
- To upload a document, you will need to complete the following field:
 - Type: Select the Type of document you are attaching from the drop down box
 - If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document

On the right, there are screenshots of the software interface. The first shows a dropdown menu for 'Type' with options like 'File Coexistence Action', 'File Coexistence Document', etc. The second shows a form with a 'Description' field and a 'File Path' field. A text box on the right explains that the Type must be File Coexistence Action and the Description must be Coexistence action initiated as response to the issue monitoring review conducted on: 66/yyyy.

To ensure that information is properly entered into CMTS, please review the available references on the Department's website.

<https://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>

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CMTS: Attaching Documents; Step-by-Step

1. Log Onto CMTS: http://www.tdhca.state.tx.us/comp_reporting.htm

AUSTIN, TEXAS 78711-3941

Compliance Monitoring & Tracking System

Overview
Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows developments to submit required reports, such as the Unit Status Reports and the Housing Sponsor Report and other information directly to the Department through online reporting.

Login to the CMTS
If you have already received your user id and password from the Department, login to review or enter required information.

Read the User Guidelines

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CMTS: Attaching Documents; Step-by-Step

2. From the Property Listing screen, you will now see an option for Electronic Document Attachment:

Your Property Listings

PROPERTIES							
Property ID	Property Name	Annual Owners Compliance Reports	8609 Part I Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports
4851	Bowie Garden Apartments			Unit Status Report	Update Contact Information		Reports <input type="button" value="Electronic Document Attachment"/>

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CMTS: Attaching Documents; Step-by-Step

3. To upload a document, click on the [Attachments](#) link; which will take you to:

Electronic Document Attachments for Bowie Garden Apartments (4651)

Attachments	Type	Description	TDHCA Contact	Path	Date
Return to Your Property Listings Texas Department of Housing and Community Affairs (TDHCA)					

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CMTS: Attaching Documents; Step-by-Step

4. Click on Attach a Document, which will take you to:

Add Electronic Document Attachments for Bowie Garden Apartments (4651)

DOCUMENT DETAILS

Type	<input type="text"/>
Description	<input type="text"/>
TDHCA Contact	<input type="text"/>
File Path	<input type="text"/> <input type="button" value="Browse"/>

Maximum file size is 10 MB

[Return to List of Document Attachments](#)

Texas Department of Housing and Community Affairs (TDHCA)

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CMTS: Attaching Documents; Step-by-Step

5. To upload a document, you will need to complete the following field:

- a. **Type:** Select the Type of document you are attaching from the drop down box
 - i. If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document

The screenshot shows a dropdown menu with the following options:

- Pre-Onsite Documentation
- File Corrective Action
- UPCS Corrective Action
- Mail In Review Documentation
- LURA/LURA Amendment Documents
- CMTS Access Documents
- Utility Allowance Documents
- Quarterly Financials
- Annual Financials
- AOCR Part D Attachments
- Certification of Corrected EH&S Items Form
- Owner requests for construction inspection
- Owner responses to construction inspection
- Construction status report
- Other

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CMTS: Attaching Documents; Step-by-Step

- b. **Description:** Include a brief description of the document in the field provided
 - i. For example, the Type may be File Corrective Action and the Description could be Corrective action submitted in response to the onsite monitoring review conducted mm/dd/yyyy

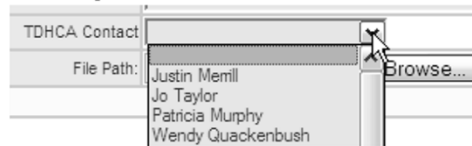
The screenshot shows a text input field with the label "Description" on the left. The field is currently empty and has a scroll bar on the right side.

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CMTS: Attaching Documents; Step-by-Step

c. **TDHCA Contact:** Select the TDHCA Contact to whom your document needs to be sent to from drop down box

- i. This is the way that a TDHCA staff member will be notified that there is a document that has been uploaded for them. If you do not assign a TDHCA staff member, your document may not get to the correct person.

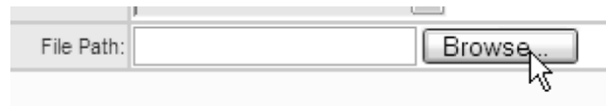


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CMTS: Attaching Documents; Step-by-Step

d. **File Path:** Select Browse to find the document you would like to upload

- i. All file types are accepted
- ii. No special characters in the name of the file
- iii. Maximum file size is 10 MB



e. **Save:** Your file is not attached until you click on SAVE!

Maximum file size is 15 MB.



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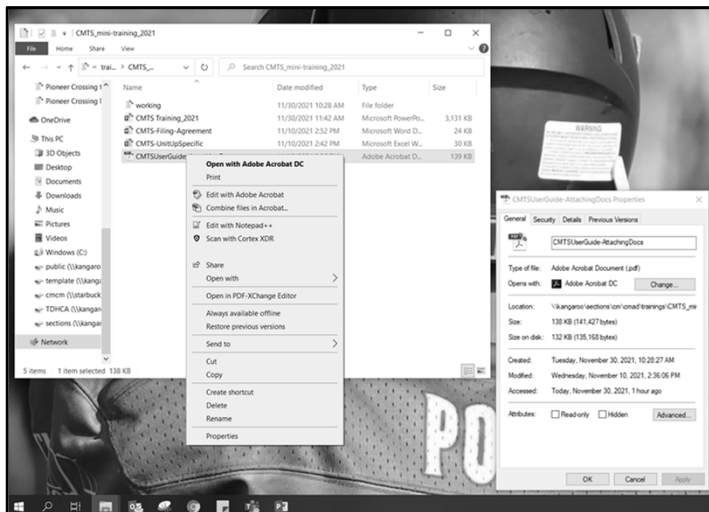
CMTS: Checking File Size

Type	Utility Allowance Documents
Description	2021 Utility Allowance Submission for Pandora Springs; Energy Consumption Model, annual Review
TDHCA Contact	Utility Allowance
File Path:	Choose File No file chosen
Maximum file size is 15 MB.	

When uploading for Utility Allowance review, select the TDHCA Contact of Utility Allowance. Most other submissions will have a specific TDHCA contact.

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CMTS: Checking File Size



To check the file size of your upload:

- 1. Right-click on the document**
- 2. Select Properties**
- 3. Review the size in the middle of the pop-up for properties**

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CMTS: Error Messages

Internal Server Error

The server encountered an internal error or misconfiguration and was unable to complete your request.

Please contact the server administrator at root@tdhca.state.tx.us to inform them of the time this error occurred, and the actions you performed just before this error.

More information about this error may be available in the server error log.


If you receive an error message, check the following:

- **Make sure the file size is under 15 MB**
- **Make sure the file name does not have any special characters (\$, #, %, &, ', etc.)**
- **Make sure the file name is not too long; sometimes this can confuse CMTS and cause an error**

If the above items are not the issue, you can always email cmts.requests@tdhca.state.tx.us for assistance. You can also email the Department contact that you are uploading to and ask for assistance and let them know you have run into an upload error.

CMTS: Setting Up Buildings

To use the CMTS Unit Upload feature for uploading household and tenant data from other systems to CMTS, please read the CMTS Unit Upload Instructions (PDF). As mentioned on the first page of that document, the file layouts and field definitions for the CMTS Unit Upload feature are contained in the CMTS Unit Upload Specification (XLSX).



Texas Department of Housing and Community Affairs
CMTS Unit Upload Instructions
Created Date: March 13, 2017
Date Last Updated: March 31, 2017

This is not mandatory, but is an option available. You can enter the information unit-by-unit in CMTS.

property owner/manager upload corresponding household and tenant data files in .csv format and should not be combined with another property's data. Each file should be submitted with the following naming convention:

... .csv extension

ing data from your internal systems into a CSV file format that conforms to the file layouts defined in the layouts here.

arate fields. Microsoft Excel automatically associates the .csv extension to Excel, so it is only for viewing CSV files on your computer. However, you can also open CSV files with text editors like:

Section 1: Introduction

This document provides instructions for uploading household and tenant data to CMTS. The terms "tenant data" and "household data" are used in this document.

Two comma-separated value (CSV) files are involved in data uploads:

- The first is the Household file, which contains household-level information. This is data that is displayed on the **Household Information** section of the Unit screen. This data, such as Move Date and Annual Income, applies to the entire household.
- The second is the Tenant file, which contains tenant-level information. This is data that is displayed on the **Household Members** section of the Unit screen. This data, such as First Name and DOB, applies to a specific person.

• If you open CSV files in Excel to view them prior to uploading them to CMTS, do NOT save them in Excel. The reason is that Excel automatically changes some values. For example, a unit number of '01-00' will be changed to 'Jan-00'. Also, please note that XLS files cannot be uploaded, only CSV files. If for some reason you need to edit a CSV file prior to uploading it to CMTS, use a text editor instead of Excel. Use Excel only to view CSV files. For more on CSV files, read the Wikipedia page at https://en.wikipedia.org/wiki/Comma-separated_values.

CMTS: Setting Up Buildings

When you are setting up buildings in CMTS, please do not include the “-” in the Building Identification Numbers (BIN).

The “-” is causing errors on reporting and documents within CMTS.

If a monitor finds that the BINs contain “-” marks we will remove them and notify the property contacts.

This will become an issue when the property’s operating system links directly to CMTS for uploads, property staff will have to make the edits on a regular basis.

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CMTS: Reporting Requirements

Reporting Requirements 10 Texas Administrative Code §10.607

- Annual Reports – Annual Owner’s Compliance Report (AOCR)
 - Part A – The Owner’s Certification of Program Compliance
 - Part B – The Unit Status Report (USR)
 - Part C – Housing for Persons with Disabilities Report
 - The Owner’s Financial Certification
 - Part D – Form 8703 (Tax Exempt Bond developments)
 - If you are unsure of whether or not you need to submit the 8703, go ahead and submit the form
- Quarterly Vacancy Reports
 - Quarterly reports are due in January, April, July and October on the 10th of the month.
 - If the 10th of any month falls on a weekend or a holiday the due date defaults to the next business day.
 - The report must show occupancy as of the last day of the previous month for the reporting period. For example, the quarterly report due October 10th should report occupancy as of September 30th.
 - The first quarterly report of the year is due January 10th, reflecting occupancy as of December 31st of the previous year.
 - If you do not see a quarterly vacancy report in your list of required reports, please email cmts.requests@tdhca.state.tx.us in order to have the report “triggered” for completion.

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CMTS Reporting

Login to the CMTS

If you have already received your user id and password from the Department, login to update or submit required information.

[Login to CMTS](#)

CMTS Property Reporting System

Please log in to continue.

User ID:

Password:

[Login](#)

You are making a secure connection with our server. All information that you submit is encrypted.

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.

CMTS: Annual Owner's Compliance Report (AOCR)

Annual Reports – Annual Owner's Compliance Report (AOCR)

Each rental housing development funded by the Texas Department of Housing and Community Affairs (TDHCA) is required to submit an Annual Owner's Compliance Report (AOCR). The report is due April 30th of each year. The information in the report will reflect current data as of December 31st of the previous year (the reporting year). The first AOCR is due the second year following the award of funding. For example, if a development is awarded funding in calendar year 2012, the first report is due April 30, 2014. The AOCR is due even if a development is still under construction.

The AOCR is Composed of Five Parts:

Part A – The Owner's Certification of Program Compliance
In this section of the report, the owner certifies to compliance with the development's applicable program requirements.

Part B – The Unit Status Report (USR)
This is an occupancy report reflecting individual household information (income, rent, household size, etc).

Part C – Housing for Persons with Disabilities Report
The owner must report information regarding units designed for persons with disabilities.

Part D – The Owner's Financial Certification
The owner must report on the financial status of the development.

Part E – Form 8703
Tax Exempt bond developments must file form 8703 each calendar year of the qualified project period. The form 8703 must be uploaded to the Electronic Document Attachment system, using the development's Compliance Monitoring and Tracking System, (CMTS) account. TDHCA only requires submission of this form if TDHCA is the property's BOND issuer.

2020 AOCR Resources

- [Compliance Questions – Cheat Sheet \(PDF\)](#)

<https://www.tdhca.state.tx.us/pmcdocs/15-AOCR-Presentation.pdf>

<https://www.tdhca.state.tx.us/pmcomp/reports.htm>

CMTS: Annual Owner's Compliance Report (AOCR)

CMTS Property Reporting System

cpollei Property Listings

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
5627	Pandora Springs	Annual Owners Compliance Reports - 2021		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (1)

[Logout](#)

CMTS Property Reporting System

Annual Owners Compliance Reports

PROPERTY NAME: Pandora Springs

Owners Certification of Continued Compliance - Part A Due 04/30/2022			Preview Report	Submit
Property Update	Start New Report	Edit or View Before Submission		
Management Update	Start New Report	Edit or View Before Submission		
Owner Update	Start New Report	Edit or View Before Submission		
HUB Update	Start New Report	Edit or View Before Submission		
Non Profit Update	Start New Report	Edit or View Before Submission		
Compliance Questions	Start New Report	Edit or View Before Submission		
Other Program Questions	Start New Report	Edit or View Before Submission		
Unit Status Report - Part B Due 04/30/2021	Start New Report	Edit or View Before Submission		Submit
Housing for Persons with Disabilities Report - Part C Due 04/30/2022	Start New Report	Edit or View Before Submission	Preview Report	Submit
Annual Owner Financial Certification Due 04/30/2022	Start New Report	Edit or View Before Submission	Preview Report	Submit
Ownership Changes	Retrieve Form			
Update Federal Tax IDs	Update			

[Return to Your Property Listings](#)

For the AOCR report, please read or print these [instructions](#) before proceeding
For the AOFC report, please read or print these [instructions](#) before proceeding

Texas Department of Housing and Community Affairs (TDHCA)

CMTS: Quarterly Vacancy Reports

cpollei Property Listings

Unit Status Report	Update Contact Information	Edit Manager Password	Reports
Unit Status Report	Update Contact Information	Edit Manager's Password	Reports
Unit Status Report	Update Contact Information	Edit Manager's Password	Reports

CMTS Property Reporting System

Property Information | Enter Unit Occupancy | Print Unit Status Report | [Submit Reports](#) | Vacancy Clearinghouse | Add and Edit Buildings | Add and Edit Units

CMTS Property Reporting System

Property Selection | Property details | Logout

Unit Status Reports

Report Type	Due Date	Submission Date	Submit	Print
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/21	Has not been submitted	[Submit]	Preview before submitting [Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/21	07/09/21		
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	Has not been submitted	[Submit]	Preview before submitting
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	04/08/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/21	04/09/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/21	01/18/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/20	10/08/20		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	07/15/20	04/16/20		[Print USR PDF / Excel]

CMTS: Reports for Monitoring

admtdhca2 Property Listings

Property ID	Property Name	Annual Owners Compliance Reports	8009 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
1285	Hillcrest House	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (2)
1417	Villas on Sixth Street	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (5)
4028	Carson Marie Terrace	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (4)
5283	Pathways at Gaston Place	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (2)

Texas Department of Housing and Community Affairs (TDHCA)

CMTS Property Reporting System

Update Property Information | Enter Unit Occupancy | Print Unit Status Report | Submit Reports | Vacancy Clearinghouse | Add and Edit Buildings | Add and Edit Units

Property/1285 Detail

Name: Hillcrest House	Type: Condo/Co-Op Only	Buildout info: N
Building addr: 1424 N. Loop West, Suite 1000	Dwelling type: Multi-Family (Apartments)	Year constructed: 1994
City: Dallas, TX	Total units: 54	First program units: 0
Planned units: 54	Land use code: 1	Control: M
Total sq ft: 20760	Land use desc: Home Landscaping	Evictable: Y
Classification:	Home Landscaping: N	Phase in status: 1
Applies to:	Home: 4370/ N	First housing construction: N
# of planning units:	First building in use date: 05/01/1999	Next HO priority line date:
# of building units:	Last building in use date: 05/01/1999	Last HO priority line date:
Carson Tract: 481 03002000	Latitude: 32.727814	Longitude: -96.815473
SPB Code: 2111020-7		
HTC Type: 0%	County Housing Flag:	Property Status: Active
Legal description:		

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CMTS: Reports for Monitoring

admtdhca2 Property Listings

Property ID	Property Name	Annual Owners Compliance Reports	8009 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
1285	Hillcrest House	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (2)
1341	Island Palms Apartments	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (5)
1417	Villas on Sixth Street	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (5)
4028	Carson Marie Terrace	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (4)
5283	Pathways at Gaston Place	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (2)

Texas Department of Housing and Community Affairs (TDHCA)

Your Property Listings

Property ID	Property Name	Annual Owners Compliance Reports	8009 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Electronic Document Attachment
4651	Beverly Garden Apartments			Unit Status Report	Update Contact Information		Reports	Attachments (1)

Manager's View of CMTS

Texas Department of Housing and Community Affairs (TDHCA)

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Monitor Review Questionnaire: Where is it?

The screenshot shows the main menu of the CMTS Property Reporting System. The navigation bar includes the following links: Home, Contact, About, Calendar, Press, Employment, Change Password, and Edit Email Address. The main content area features a table of navigation options for various reporting functions. The 'Unit Status Report' link is circled in red.

Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Reports	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
4793	Oasis Cove	Annual Owners Compliance Reports - 2021	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (6/2)
5627	Greenline North	Annual Owners Compliance Reports - 2021		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (1)

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Monitor Review Questionnaire: Where is it?

The screenshot shows the property detail page for Oasis Cove (Property ID: 4793). The navigation bar includes the following links: Update Property Information | Enter Unit Occupancy | Print Unit Status Report | Unit Status Reports | Vacancy Clearinghouse | Add and Edit Buildings | Add and Edit Units. The 'Unit Status Reports' link is circled in red. Below the navigation bar is a detailed table of property information.

Property#4793 Detail		
Name: Oasis Cove	Type: Individual/Family	Scattered site: N
Building config: Five+ Units Per Building	Dwelling type: Multi Family Residential	Year constructed: 2013
Total buildings: 5	Total units: 64	Total program units: 64
Planned buildings:	Planned units:	Zoning: R
Total sq ft: 61880	Land site ctri:	Elevator: N
Disposition:	Home funding: N	Floors in tallest bldg: 2
Special needs:	Home 40/50: N	Fair Housing Construction: N
# of parking spots:	First building in svc date: 10/17/2013	Next RD onsite rvw date:
# of handicap spots:	Last building svc date: 12/16/2013	Last RD onsite rvw date:
Census Tract: 48211950300	Latitude: 35.9169	Longitude: -100.3762
GPS Date: 01/11/2017	RAD Development:	Property Status: Active
HTC Type: 9%	Disaster Housing Flag: N	
Legal description:		

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Monitor Review Questionnaire: Where is it?

The screenshot shows the CMTS Property Reporting System interface. At the top, it displays the Texas Department of Housing and Community Affairs logo and the system title. Below this, the property details for Property ID: 4793 and Property Name: Oasis Cove are shown. The main section is titled "Unit Status Reports" and contains a table with the following data:

Report Type	Due Date	Submitted Date	Submit	Print
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/21	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/21	07/09/21		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	Has not been submitted	[Submit]	[Preview before submitting]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/21	04/08/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/21	04/08/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/21	01/18/21		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/20	10/09/20		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	07/15/20	04/16/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/20	07/10/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/20	04/16/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/20	01/10/20		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/19	10/08/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/19	07/11/19		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/19	04/30/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/19	04/30/19		[Print USR PDF / Excel]
Unit Status Report / Onsite	04/02/19	04/02/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	01/10/19	01/02/19		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	10/10/18	10/11/18		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	07/10/18	07/10/18		[Print USR PDF / Excel]
Unit Status Report - Part B / Desk - Annual Owners Compliance Reports	04/30/18	04/29/18		[Print USR PDF / Excel]
Unit Status Report / Desk - Quarterly Vacancy Report	04/10/18	03/27/18		[Print USR PDF / Excel]

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Monitor Review Questionnaire: Where is it?

The screenshot shows the CMTS Property Reporting System interface with several questionnaire sections. The "Monitor Review Questionnaire" section is circled in red. Below it are sections for "Required Confirmation of Notification", "UPCS Required Notification", "Utility Allowance Review Questionnaire", and "Quarterly Owners Financial Certification".

Monitor Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
Entrance Interview Questionnaire	04/02/2019		04/02/2019		[Print as Submitted]
Entrance Interview Questionnaire	04/13/2016		04/12/2016		[Print as Submitted]
Entrance Interview Questionnaire	01/31/2014		01/29/2014		[Print as Submitted]

Required Confirmation of Notification

UPCS Required Notification

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print
UPCS Inspection Report	05/01/2020	[Start, Edit or View before submission]	Has not been submitted	Must Save Before Submission	[Preview before submitting]
UPCS Inspection Report	06/01/2017		06/04/2017		[Print as Submitted]
UPCS Inspection Report	05/01/2014		03/26/2014		[Print as Submitted]

Utility Allowance Review Questionnaire

Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print

Quarterly Owners Financial Certification

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Monitor Review Questionnaire: Where is it?

Monitor Review Questionnaire

Monitor Review Questionnaire						
Report Type	Due Date	Questionnaire	Submitted Date	Submit	Print	
Entrance Interview Questionnaire	03/30/2021		03/25/2021		(Print as Submitted)	
Entrance Interview Questionnaire	04/23/2018		04/24/2018		(Print as Submitted)	
Entrance Interview Questionnaire	05/26/2015		05/14/2015		(Print as Submitted)	
Entrance Interview Questionnaire	06/25/2014		06/24/2014		(Print as Submitted)	
Entrance Interview Questionnaire	06/10/2013		05/29/2013		(Print as Submitted)	
Entrance Interview Questionnaire	07/16/2012		07/09/2012		(Print as Submitted)	
Entrance Interview Questionnaire	06/30/2011		06/27/2011		(Print as Submitted)	
Entrance Interview Questionnaire	05/27/2010		06/01/2010		(Print as Submitted)	
Entrance Interview Questionnaire	07/08/2009	(Start, Edit or View before submission)	Has not been submitted	(Submit)	(Preview before submit[ing])	

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CMTS: The Attachment System

Scroll

admtchca2 Property Listings

PROPERTIES										
Property ID	Property Name	Annual Owners Compliance Reports	800-Part II Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Unit Data Upload	Tenant Data Upload	Electronic Document Attachment
1205	Hilcrest House	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (22)
1341	Inland Palms Apartments	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (46)
3417	Vibes on Sixth Street	Annual Owners Compliance Reports - 2018	Start New Report	Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (59)
4809	Dawson Marie Terrace	Annual Owners Compliance Reports - 2018		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (41)
5263	Pathways at Gaston Place	Annual Owners Compliance Reports - 2018		Unit Status Report	Update Contact Information	Edit Manager's Password	Reports	Upload Unit Household Data	Upload Tenant Data	Attachments (21)

Logout

Make sure you select the correct property for the reports you are submitting.

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CMTS: Attachment System continued

Scroll

TDHCA Compliance Monitoring & Tracking

SEARCH / CREATE: [Organization](#) | [Person](#) SEARCH: [Address](#) | [Property](#) CREATE: [Property](#) REPORTS: [ProjectInventory](#) [811 Project/Rental Assistance](#) [Asset Manager](#)

- The attachment was successfully uploaded, but please note that there is no email address associated to the selected TDHCA Contact (From Compliance Monitoring), so the TDHCA Contact did not receive an attachment notification email.
- Record updated successfully.

Electronic Document Attachments for Pandora Springs

[Refresh] [Attach a Document]

ATTACHMENTS [1 RECORDS FOUND]									
	Type	Description	TDHCA Contact	Path	Date	Read?	Created By		
1	TDHCA Correspondence	Testing - no action required	From Compliance Monitoring	20211130125523-CMTS-Attachment-Test-Page.docx	11/30/21	N	cpollei		X Edit View

[Return to Property Detail](#)

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CMTS: Attachment System continued

The Attachment System is used by the Department for a number of purposes. This is the digital filing cabinet for the property and will be used by various divisions (Compliance, Physical Inspections, Asset Management, Fair Housing, Complaints, etc.) to communicate with the Development. It should be monitored regularly and anything uploaded into the system to the property's attention should be responded to accordingly.

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CMTS: Attachment System continued

When documentation is uploaded into CMTS by the Department, only the email addresses associated with the property, ownership entity and management company entity will be notified by email.

If the company/group would like more than one person notified of uploads into CMTS it is the company/group's responsibility to setup an email address that would allow more persons to be notified. Note: only one email address may be entered for each of these.

For example, instead of the management entity being john.doe@propertymgmt.com there could be an email address that allows emails to multiple persons, like compliance@propertymgmt.com. You should work with your IT staff to set this up. The Department does not offer this resource.

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CMTS: Contact Information

Updating contact information in CMTS:

- Within 10 days of a change in the contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as know by the public) for the Ownership entity, management company, and/or Development the Department's CMTS must be updated.
- Separate contact information must be provided for Ownership entity, management company, and on-site manager at the Development. A single contact may be used for the owner and management if they are the same entity.
- Failure to comply is an issue of noncompliance.

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CMTS: Forms 8609; Uploaded

8609 Low-Income Housing Credit Allocation and Certification OMB No. 1545-0088

Form (Rev. December 2021)
 Go to www.irs.gov/Form8609 for instructions and the latest information.

Part I Allocation of Credit

Check Addition to Qualified Basis Amended Form

1. Name, address, and TIN of building owner receiving allocation

2. Name, address, and TIN of building owner receiving allocation

3. Date of allocation

4. Maximum applicable credit percentage allowable (see instructions)

5. Maximum qualified basis

6. Percentage of the aggregate basis financed by tax-exempt bonds (if zero, enter -0-)

7. Date building placed in service

8. Signature of authorized official

Part II First-Year Certification—Completed by Building Owners with respect to the First Year of the Credit Period

9. Eligible basis of building (see instructions)

10. Check the appropriate box for each election.

11. Signature

12. First year of the credit period

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. OMB No. 1545-0088 Form 8609 (Rev. 12-2021)

Owners must submit IRS Form(s) 8609 with Part II complete through CMTS by the second monitoring review. If an owner elects to group buildings together into one or more multiple building projects, the owner must attach a statement identifying the buildings within the project.

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CMTS: Pointers & Keys to Success

- Owners are encouraged to continuously maintain current resident data in the Department's CMTS.
- All rental Developments funded or administered by the Department will be required to submit a current Unit Status Report prior to a monitoring review.
- Within 10 days of any change in the contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as known by the public) for the Ownership entity, management company, and/or Development the Department's CMTS must be updated.
- **An up-to-date CMTS is a happy CMTS!**

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THANK YOU

THE DEPARTMENT WILL RELY SOLELY ON THE INFORMATION SUPPLIED BY THE OWNER IN THE DEPARTMENT'S WEB-BASED COMPLIANCE MONITORING AND TRACKING SYSTEM (CMTS) TO MEET THIS REQUIREMENT. IT IS THE OWNER'S SOLE RESPONSIBILITY TO ENSURE AT ALL TIMES THAT SUCH INFORMATION IS CURRENT, ACCURATE, AND COMPLETE. CORRESPONDENCE SENT TO THE EMAIL OR PHYSICAL ADDRESS SHOWN IN CMTS WILL BE DEEMED DELIVERED TO THE OWNER. CORRESPONDENCE FROM THE DEPARTMENT MAY BE DIRECTLY UPLOADED TO THE PROPERTY'S CMTS ACCOUNT USING THE SECURE ELECTRONIC DOCUMENT ATTACHMENT SYSTEM. ONCE UPLOADED, NOTIFICATION OF THE ATTACHMENT WILL BE SENT ELECTRONICALLY TO THE EMAIL ADDRESS LISTED IN CMTS.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Compliance Monitoring and Tracking System (CMTS) Filing Agreement

This is an agreement between the Texas Department of Housing and Community Affairs and the affordable housing property Owner to facilitate compliance with requirements established through existing laws, regulations, and Department policy.

In accordance with 10 Tex. Admin. Code §10.602 (Notice to Owners and Corrective Action Periods) and 10 Tex. Admin. Code §1.22 (Providing Contact Information to the Department), the Owner is responsible for providing the Department with full, accurate, and complete contact information. The Department will rely solely on the information supplied by the Owner in CMTS to meet notification requirements. Owner agrees to ensure such information is full, accurate, and complete. Further, the Owner agrees to update CMTS with any changes in contact information (including contact persons, physical addresses, mailing addresses, email addresses, phone numbers, and/or the name of the property as known by the public) for the Ownership entity, management company, and/or Development within ten (10) days of the change.

The Owner acknowledges that correspondence from the Department may be directly uploaded to the property's CMTS account using the secure electronic document attachment system (<http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>) rather than sending correspondence by mail, and that all responses from Owner are required to be uploaded to that system unless otherwise specifically directed in writing by the Compliance Division.

An authorized representative of the Owner must sign this Agreement. The signature of the Owner on this Agreement is deemed to appear on all electronically filed Compliance Reports as if actually so appearing, including, without limitation, all forms filed electronically by any property management employee or any other independent, third-party contractor. Owner acknowledges that all information submitted in an electronically filed Compliance Report must be accurate, and that property management employees or any third-party contractor completing those reports must have sufficient knowledge and access to all applicable information in order to file an accurate report.

This Agreement is effective as of the latest date specified below and remains effective until terminated by written notification from either party.

HOWEVER, if there is a transfer of ownership or change in the Management Company, the new or existing Owner must submit an updated Filing Agreement within ten (10) days of the change. Accounts that are inactive or for whom the assigned Administrator of Accounts is no longer employed with the Management Company/Ownership will be deactivated.

This Agreement may be amended at any time by the execution of a written addendum to this Agreement by the Owner and the Texas Department of Housing and Community Affairs.

Initial Contact Information:

Property Name:	CMTS ID:
Property Address:	City and Zip Code:
Owner Organization:	Name of Owner Representative:
Role of Owner Representative:	Owner Representative Email:

Administrator of Accounts Designation:

I declare that I am authorized to make this Administrator of Accounts Designation and I entrust the Administrator of Accounts to: assign and control access rights to all property and tenant information entered into CMTS, and to allow access only to those select individuals who are responsible for the information required by the Compliance Division. I also entrust the Administrator of Accounts to establish security policy and procedure to protect those access rights and the integrity of the data, and to ensure compliance with the agreements/procedures specified in this Agreement, and any other requirements of the Compliance Division related to electronic reporting.

I, owner representative _____ designate _____ as the Administrator of Accounts for the above referenced property as of the date of this Agreement.

Administrator Contact Name:
Administrator Contact Email:
Administrator Contact Organization:

When is the effective date of the change? _____ (Please note this agreement will not be processed before this date)

Reason for Filing Agreement submission (check all that apply):

- Ownership change
- Management Company change
- Addition of a 3rd party consultant
- Adding access for additional owner/management company staff
- Other reason _____

Is this individual currently serving as an Administrator of Accounts for another property in the TDHCA portfolio? Yes No If yes, enter existing username here: _____

This process will provide you with two (2) levels of access. The first will be assigned to the Administrator of Accounts and will begin with “adm” and the second is for the property manager and will begin with “mgr.”

Would you like a separate login for the owner (if applicable but not required)? Yes No
If yes, enter existing username here: _____

If an Administrator of Accounts is currently assigned to the property, would you like to replace them with the Administrator of Accounts designated above? Yes No

The default is to replace the previous Administrator of Accounts with the new individual designated above. By answering "no," you are indicating you wish to add an additional Administrator of Accounts besides the individual currently assigned. Please note, this Filing Agreement does not automatically enroll you to receive email notifications when correspondence has been uploaded into CMTS. Please contact cmts.requests@tdhca.state.tx.us for further details.

SIGNED on the date indicated below.

_____ Signature of Owner	_____ Date
_____ Signature of Administrator of Accounts	_____ Date

Please complete and return this form to cmts.requests@tdhca.state.tx.us and allow for three (3) to five (5) business days to process.

How to Attach a Document using CMTS

1. Log Onto CMTS: http://www.tdhca.state.tx.us/comp_reporting.htm

Austin, Texas 7/6/11 3:34 PM

Compliance Monitoring & Tracking System

Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows developments to submit required reports, such as the Unit Status Reports and the Housing Sponsor Report and other information directly to the Department through online reporting.

Login to the CMTS

If you have already received your user id and password from the Department, login to review or enter required information.

[Login to CMTS](#)

Read the User Guidelines

2. From the Property Listing screen, you will now see an option for Electronic Document Attachment:

Your Property Listings

PROPERTIES							
Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports
4651	Bowie Garden Apartments			Unit Status Report	Update Contact Information		Reports
							Electronic Document Attachment Attachments (0)

[Logout](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

3. To upload a document, click on the [Attachments](#) link; which will take you to:

Electronic Document Attachments for Bowie Garden Apartments (4651)

ATTACHMENTS	Type	Description	TDHCA Contact	Path	Delete
					Attach a Document

[Return to Your Property Listings](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

4. Click on [Attach a Document](#), which will take you to:

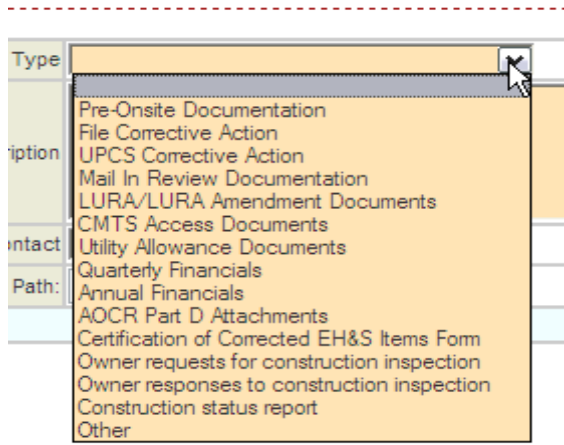
Add Electronic Document Attachments for Bowie Garden Apartments (4651)

DOCUMENT DETAILS	
Type	<input type="text"/>
Description	<input type="text"/>
TDHCA Contact	<input type="text"/>
File Path	<input type="text"/> Browse...
Maximum file size is 10 MB	
Save	

[Return to List of Document Attachments](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

5. To upload a document, you will need to complete the following field:
 - a. **Type:** Select the Type of document you are attaching from the drop down box
 - i. If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document



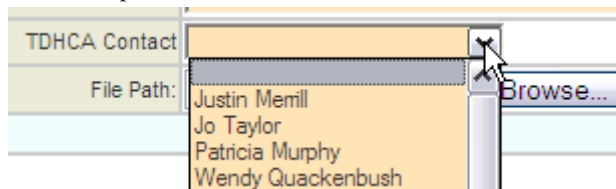
b. Description: Include a brief description of the document in the field provided

- i. For example, the Type may be File Corrective Action and the Description could be Corrective action submitted in response to the onsite monitoring review conducted mm/dd/yyyy



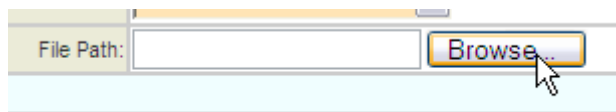
c. TDHCA Contact: Select the TDHCA Contact to whom your document needs to be sent to from drop down box

- i. This is the way that a TDHCA staff member will be notified that there is a document that has been uploaded for them. If you do not assign a TDHCA staff member, your document may not get to the correct person.



d. File Path: Select Browse to find the document you would like to upload

- i. All file types are accepted
- ii. No special characters in the name of the file
- iii. Maximum file size is 15 MB



e. Save: Your file is not attached until you click on SAVE!

Maximum file size is 15 MB.

file sizes that are unnecessarily large. For example, a (PI) or less. If you convert files from Word or Excel to

