**Organization Name** Click or tap here to enter text.

The following checklist ensures you have all necessary guidelines, information and tools to serve as an intake center, housing counseling service, or legal aid service.

Please return all completed forms to the TXHAF contract manager: **txhfsa@tdhca.state.tx.us**

|  |  |  |
| --- | --- | --- |
| **TASK** |  |  |
| 1. Complete  Initial Setup | Sign and Return TDHCA Contract |  |
| Submit Hours and Location Information for Website to [txhfsa@tdhca.state.tx.us](file:///\\kangaroo\sections\hfsa\Onboarding\txhfsa@tdhca.state.tx.us) |  |
| Review Contact Information |  |
| Request HCS Reporting System login credentials |  |
| [Application Process Flowchart](https://www.tdhca.state.tx.us/HAF-Announcement.htm) |  |
| 1. Trainings | [Register for Application Portal Training Webinar](https://yardi.zoom.us/webinar/register/WN_MkAAU29dQDqxgTV2J0WLSw) |  |
| Participate in Onboarding Session  *1:2 session tailored to the services provided by the organization HAF Program: Process/Policy, reporting and invoicing, agency specifics, etc.*  *2:2 session on Housing Contract System* |  |
| 1. Review Program Information | [Onboarding Manual](https://texashomeownerassistance.com/txhaf-policy-manual/) |  |
| [Applicant Success Checklist](https://www.tdhca.state.tx.us/HAF-Announcement.htm) |  |
| [FAQs](file:///\\kangaroo\sections\hfsa\Onboarding\Frequently%20Asked%20Questions%20-%20Texas%20Homeowner%20Assistance) |  |
| 1. Outreach Toolkit | [Download Outreach Materials](https://www.dropbox.com/sh/1miumoq99563n8m/AABRox_kYL0Rlv-bFk3yHAUoa?dl=0) |  |
| 1. Review Reporting Requirements and Download Templates | [Supplemental Reporting Template](https://www.tdhca.state.tx.us/HAF-Announcement.htm) |  |
| Invoice Template within HCS |  |
| Monthly Performance Report Template (obtained from Contract Manager) |  |
| 1. Ongoing Support | Wednesday Teams Meetings |  |

## **Additional Resources**

Reporting Portal (Housing Counseling System):<https://www.hudexchange.info/programs/housing-counseling/hcs/#overview>