



# FVA Home Modification Checklist

Organization must retain the following documentation for all Home Modification projects completed. **Do not submit to FVA when requesting reimbursement.**

- Proof of VA Disabled or Low-Income or Very-Low Income status**  
Pay stubs and/or VA letter(s) on file verifying VA Disabled or Low-Income or Very-Low Income status required for FVA home-mod project eligibility.
- Proof of Veteran Status including Character of Service**  
Must coincide with permitted FVA documentation selected by grantee on approved grant application. See Project Eligibility section of Project Narrative in GovGrants.
- Verification of Home Ownership**  
Verify the beneficiary is the owner of the home via mortgage statement or tax records.
- County Tax Statement**  
Demonstrating beneficiary is current on property taxes.
- Mortgage Loan Statement**  
Demonstrating beneficiary is current on any loans where a lien has been placed on the property to be modified.
- Bid Solicitations/Procurement File**  
Must demonstrate the method and process for contractor/vendor selection for labor and materials. Must verify Grantee solicited at least 3 bids for projects over \$10,000.
- Inspection Reports**  
Demonstrating pre-inspection, final inspection, and any instance during home-modification work.
- Statement/Scope of Work (SOW)**  
The detailed description of what repairs or modifications are expected to be completed during the project. The SOW may be edited as work progresses, due to discoveries within the home preventing original plans. All repairs and modifications must be identified by agency providing funds for the repair/modification.
- Fully Executed Contract**  
Must be signed by Grantee organization and Contractor; and coverage dates must occur within the active grant period to be considered valid and fully executed.
- Contractor's Certification and Release of Lien, signed by:**
  - A) Authorized Grantee Representative,
  - B) Contractor(s) AND
  - C) Veteran Beneficiary.All parties must certify the work was completed as claimed, invoiced, and reported to FVA.
- Before, During and After Home-Mod Photographs**  
Photos must include all pertinent areas of the home BEFORE, DURING, and AFTER home-modification.

***Organization must retain all records pertaining to the grant for 3 years (per TGMS guidance) or according to the origination's policies, whichever is longer.***