

**APPENDIX E: HOUSING FOR TEXAS  
HEROES HOME MODIFICATION, REPAIR,  
AND WEATHERIZATION PROJECTS**

# APPENDIX E: HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS

For additional Housing for Texas Heroes grantee resources and training aids published during the grant year, visit the 2023-24 Grantee Home website:

**LINK: 2023-24 Grantee Home**

<https://www.tvc.texas.gov/grants/2023-2024grantees/>

## I. Project Checklist

Download Housing for Texas Heroes Project Checklist from TVC website. Use the checklist to guide planning, eligibility confirmation, and document gathering to support reimbursement.

**NOTE:** See “Housing for Texas Heroes Grant Project Checklist” on page 67.

## II. Project Form

Download Housing for Texas Heroes Project Form and complete it according to the information requested to support reimbursement.

**NOTE:** See “Housing for Texas Heroes Grant Project Form” on page 68.

## III. Before & After Photos

Review the Before and After Photo guidelines in this appendix, to ensure that adequate photo documentation is captured before and after. Photo documentation is required for reimbursement. Visit the 2023-24 Grantee Home page on TVC’s website for additional grant management resources and training aids

**NOTE:** See “Beneficiary Project Before & After Photo Requirements” on page 71.

## IV. Avoid Obstacles for Grantee Reimbursement

### A. Verify Current Ownership & Residence

Before committing to or beginning the project, verify the beneficiary (veteran or surviving spouse):

- 1) is listed as the 100% owner via the County Tax Appraisal District's office

AND

- 2) lives in the residence

### B. County Tax Appraisal District Verification

The beneficiary must be listed as the 100% owner on official County property tax records. Examples of acceptable proof include:

- ✓ Warranty Deed
- ✓ Special Warranty Deed
- ✓ Irrevocable Trust where veteran (or surviving spouse) is listed as the beneficiary of the trust

Grantees carry the burden of substantiating ownership of the property. If clear, absolute evidence of beneficiary ownership is not provided to TVC at time of reimbursement, the Grantee may be liable for covering the costs of the project.

### C. Current on Loans & Property Taxes

Ensure beneficiaries are CURRENT on all of the following before committing to or beginning the beneficiary project:

- ✓ mortgage loans
- ✓ home equity loans

AND

- ✓ property taxes

### D. Exceptions And Prior Approvals

If criteria outlined above cannot be met, contact your Grant Officer to discuss an exception.

## V. Allowable Costs

**NOTE:** See "D. Allowable and Unallowable Items in Housing for Texas Heroes projects" on page 76

## *Housing for Texas Heroes Grant Project Checklist*

*Organization must retain the following documentation for all Projects completed. Do not submit these documents to FVA when requesting reimbursement for completed Projects.*

*This documentation should be readily available for review by FVA during a compliance or technical visit, desk audit, or upon request at any point in the applicable retention period, to ensure adherence to FVA grant eligibility and compliance requirements. Organizations must retain all records pertaining to the grant for 3 years (per TxGMS guidance) or by the organization's policy requirements, whichever is longer.*

- Proof of Veteran Status Including Character of Service**  
Must coincide with permitted TVC documentation for Veteran/Surviving Spouse Beneficiary eligibility. See *Program Requirements, Appendix I: Examples of Beneficiary Eligibility Verification Documents*.
- Proof of Very Low-Income or Low-Income or VA Disabled Status**  
Verify income on pay stubs, and/or SSI payments to determine income in comparison to AMI for Texas county according to HUD and/or VA disability letter.
- Proof of Home Ownership**  
Verify the Beneficiary is the owner of the home as reflected in a warranty deed, special warranty deed, or listed as the Beneficiary of the trust that is listed as the owner with county tax records.
- Proof of Beneficiary Residence**  
Verify the Beneficiary resides in the home receiving Project services.
- County Tax Statement & Mortgage Loan Statement**  
Demonstrating Beneficiary is current on property taxes and any form of home loan.
- Bid Solicitations**  
Must demonstrate the method and process for contractor/vendor selection for labor and materials. All projects over \$10,000 must follow federal and state contracting requirements.
- Inspection Reports**  
Demonstrating pre-inspection, final inspection, and any instance during the Project.
- Fully Executed Contract to Provide Services on Statement/Scope of Work (SOW)**  
Must be signed by Grantee and Contractor; and coverage dates must occur within the active grant period to be considered valid and fully executed.
- 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 revised after the start of the Project due to unexpected discoveries in the home which modify original plans. All major tasks pertinent to the Project must be identified by the organization.
- Contractor's Certification of Work**  
Signed by (1) Authorized Grantee Representative, (2) Contractor and (3) Veteran/Surviving Spouse Beneficiary. All parties must certify the work was completed as claimed, invoiced, and reported to FVA.

**HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS**

*Housing for Texas Heroes Grant Project Form*

**GRANTEE INSTRUCTIONS**

Complete Sections A-E. Submit one form for reimbursement of each Home Modification, Weatherization, or Repair Project completed.

**BENEFICIARY INSTRUCTIONS**

Review Project information on both pages of this form. Complete Section F.

*Required fields are marked by a red asterisk (\*)*

**A) PROJECT INFORMATION**

Grantee Organization\*

Grant ID Number \*

Beneficiary Name\*

Beneficiary Type \*  Veteran  Surviving Spouse

Project Address\*

City\*

County \*

Is the Veteran/Surviving Spouse Beneficiary the owner of the home as verified on the corresponding County  Yes  No

Appraisal District Office's website? \*

Does the Veteran/Surviving Spouse Beneficiary reside in the home listed as *Project Address*? \*  Yes  No

Project eligibility requirement met by Beneficiary? \*  Very Low-Income  Low-Income  VA Disabled (*only applicable to Veterans*)

Project completed at no cost to the Veteran/Surviving Spouse, and no payment was collected or is due from the Veteran/Surviving Spouse Beneficiary for completion of this Project in any form or amount. \*  Yes  No

**B) MODIFICATION, WEATHERIZATION, OR REPAIRS REQUIRED**

What are the problems that require modification, weatherization, or repair at the home? Provide specifics for each item. Include the functional deficiency caused by each issue.\*

*Example: The front door will not close and seal properly. There is a 1-2 inch gap at the top and bottom of the door.*

**ISSUE AND FUNCTIONAL DEFICIENCY CAUSED \***

**AREA OF HOME \***

1.

2.

3.

4.

5.

6.

7.

8.

**HOUSING FOR TEXAS HEROES HOME MODIFICATION, REPAIR, AND WEATHERIZATION PROJECTS**

**C) PROJECT MILESTONES**

Pre-Inspection Date \* \_\_\_\_\_ Project Start Date \* \_\_\_\_\_

Final Inspection Date \* \_\_\_\_\_ Project Completion Date \* \_\_\_\_\_ **PROJECT DURATION**  
Days

Project Inspector \*  Internal  Third-Party Project Inspector Name \* \_\_\_\_\_

**D) COMPLETED MODIFICATION, WEATHERIZATION, OR REPAIR WITH TVC FUNDS**

What Home Modification(s), Weatherization(s) or Repair(s) were completed? Provide a short description of major tasks performed.\*

*Example: Front door frame replaced. New fiberglass door installed.*

<b>MAJOR TASK PERFORMED *</b>	<b>COST *</b>
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
	<b>TOTAL COST *</b> _____

**E) GRANTEE CERTIFICATION**

I agree that the information on this form is true. The work has been completed and accepted by the client.

Grantee Representative Name and Job Title \* \_\_\_\_\_ Date \* \_\_\_\_\_

Grantee Representative Signature \* \_\_\_\_\_

**F) BENEFICIARY CERTIFICATION**

<b>JOB RATING *</b> <input type="checkbox"/> Very Satisfied <input type="checkbox"/> Satisfied <input type="checkbox"/> Not Satisfied <input type="checkbox"/> I Wish to File a Complaint
---

I agree that the information on this form is true. The work has been completed and my customer rating is fair.

Beneficiary Signature \* \_\_\_\_\_ Date \* \_\_\_\_\_

## *Housing For Texas Heroes Grant Project Before & After Photo Requirements*

Housing for Texas Heroes project reimbursement requests must include a picture depicting the front façade of the home, as well as pictures illustrating all individual areas of the project scope before and after completion. Pictures illustrating the completed project help TVC's grant officers ensure transparency in reporting, as well as help the grantee justify costs reported for reimbursement.

**NOTE:** Pictures of each job component of Housing for Texas Heroes projects must be included in the supporting documents submitted with the reimbursement request.

Reimbursement requests will be delayed until grantee provides required pictures.

### **A. Minimum Requirements**

- Pictures must be taken by designated grantee representative
- Include (1) picture of the front façade of the home owned by the veteran or surviving spouse
- Include at least (1) before picture next to (1) after picture of each individual job area making up the total home modification, repair or weatherization project

### **B. Format Guidelines**

- ✓ Must be in color (no black and white scans)
- ✓ Must illustrate the exact location of job component within the interior or exterior of the home
- ✓ Before and After images must be adjacent to each other in the support document PDF  
*(see examples in this section)*
- ✓ Before and After images must be taken from the same angle  
*(see examples in this section)*
- ✓ Maximum of 4 images per page
- ✓ Include "Before" and "After" noted directly on the image or above/below each image
- ✓ Avoid taking pictures of job components where people are visible in the frame

## C. Before & After Photo Examples

### 1. Front Façade of Home

**EXAMPLE:** Front façade of Housing for Texas Heroes project





**EXAMPLE:** Front façade of Housing for Texas Heroes project



## 2. Exterior

**EXAMPLE:** Roof replacement on Housing for Texas Heroes project



**EXAMPLE:** Wheelchair ramp on Housing for Texas Heroes project



**BEFORE**

**AFTER**

### 3. Interior

**EXAMPLE:** Flooring replaced in Housing for Texas Heroes project

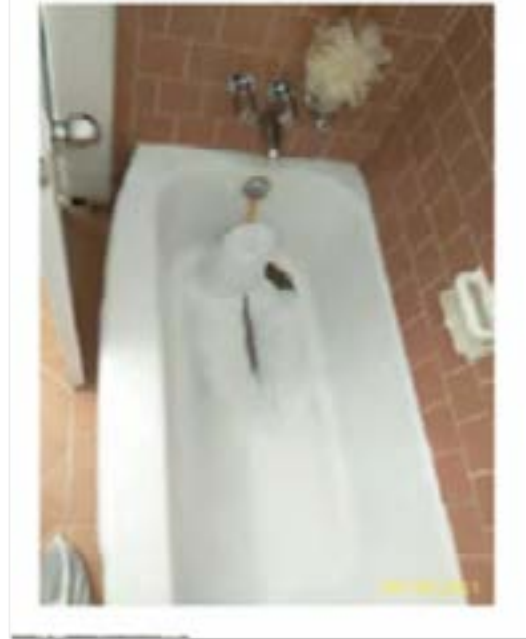
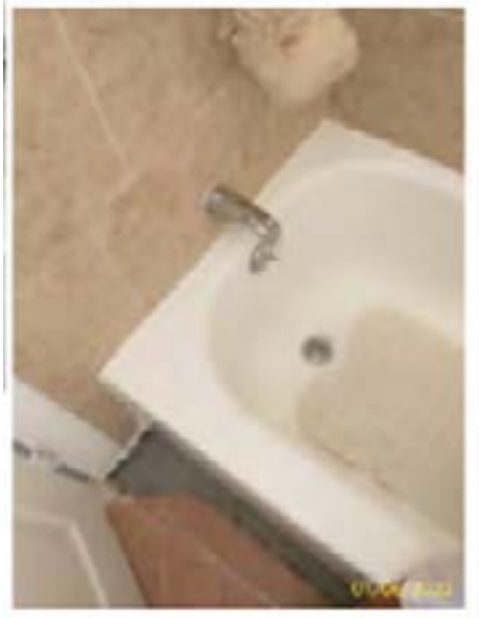


**EXAMPLE:** Grab bar installation for Housing for Texas Heroes project



#### 4. Insufficient Picture Documentation

**EXAMPLE:** Insufficient picture documentation for a Housing for Texas Heroes modification project



- ✗ Not taken from the same angle
- ✗ Missing “before” and “after” labels



## D. Allowable and Unallowable Items in Housing for Texas Heroes projects

**Table 11: Allowable exterior items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Driveway: repair or leveling for accessibility or ease of walking for elderly	✓
Sidewalk: repair or leveling for accessibility or ease of walking for elderly	✓
Roof: repair or replacement	✓
Foundation: leveling or repair	✓
Rodent infestation: repair to exterior of home to prevent rodents from entering into subflooring or attic	✓
Caulking: caulking of exterior of home to prevent weather and element from entering	✓
Siding: repair or replacement to prevent weather elements from entering house	✓
Painting exterior: painting of weather damaged siding and home exterior to extend life	✓
Ramp: install or repair for entry into all exits of home for accessibility or ease of walking for elderly	✓
Deck: repair or replace for accessibility or ease of walking for elderly	✓
Fence: for service animal, install, repair, replace	✓
Lawn: drainage and leveling to prevent water from entering the home	✓
Surface drain: for foundation to prevent water from entering the home	✓
Electrical Drop and meter enclosure repair or replacement to meet code	✓
Light fixtures: repair of existing light fixture or replacement with comparable fixture	✓
Plumbing exterior: repair or replacement water pipes and fixtures to prevent leaks of fresh water	✓
Plumbing exterior: repair or replacement of sewage pipes to ensure proper elimination of waste	✓
Septic system: repair or replacement to prevent leaks and ensure proper elimination of waste	✓
HVAC system: repair or replacement of air conditioner, coolant, refrigeration lines, furnace, air handler, indoor coil, register, supply air duct, return duct and thermostat	✓
Window: replacement or repair due to broken glass or frame to prevent weather elements for entering home	✓
Door and frame exterior: repair or replacement to secure home and prevent weather elements for entering home	✓
Tree removal: removal of tree or tree limbs overhanging above home to prevent future damage	✓

**Table 12: Allowable interior items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Doorway widening: widening of exterior doors or interior doors to allow accessibility for wheelchair	✓
Subfloor: leveling and repair for habitability, accessibility, or ease of walking for elderly	✓
Carpet replacement: replacement of old, worn carpet or carpet that prevents accessibility or ease of walking for elderly	✓
Flooring: repair or replacement for accessibility or ease of walking for elderly	✓
Ceiling: repair or replacement due to water or weather damage	✓
Walls: repair or replacement due to water or weather damage	✓
Painting: painting of interior of home to extend life of weathered materials, to cover repaired area, and cover water damage areas that do not need replacement	✓
Electrical: circuit breakers and panel, repair or replacement to ensure home is to code	✓
Electrical: replacement of non-operational outlets, light switches and covers	✓
Electrical wiring: replacement and repair of home wiring to ensure home is to code	✓
Light fixtures: repair of existing light fixture or replacement with comparable fixture	✓
Ceiling Fan: repair non-operational fan or replacement with comparable model	✓
Plumbing interior: repair of water pipes and fixtures to prevent leaks	✓
Plumbing interior: replacement of water pipes to ensure home is to code	✓
Plumbing interior: replacement of unrepairable water fixture with comparable model	✓
Refrigerator: repair or preplace with comparable model	✓
Stove: repair or replace with comparable model	✓
Microwave: repair or replace with comparable model	✓

**Table 13: Allowable items in Housing for Texas Heroes beneficiary bathroom projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Remodel for Americans with Disabilities Act (ADA) compliance and accessibility	✓
Door, widen entrance and replace door and door frame for wheelchair accessibility	✓
Vanity and sink: Position lower on wall for wheelchair accessibility; includes required plumbing and fixture	✓
Toilet: replace with ADA-compliant model	✓
Bath: install ADA-compliant walk-in shower or ADA-compliant tub for accessibility along with required plumbing and fixtures	✓
Grab bars: install bars as required for toilet and bath	✓

**Table 14: Allowable items in Housing for Texas Heroes beneficiary kitchen projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
Remodel for ADA compliance & accessibility	✓
Door: widen entrance and replace door and door frame, for wheelchair accessibility	✓
Counter tops: lower height for ADA compliance and wheelchair accessibility	✓
Sink: lower height for wheelchair accessibility; includes required plumbing and fixture	✓
Upper cabinets: position lower on wall, for wheelchair accessibility	✓
Lower cabinets: replace lower cabinets to reduce height, for wheelchair accessibility	✓
Stove: replace with ADA-compliant model	✓
Refrigerator: replace with ADA-compliant model	✓

**NOTE:** Grantee should contact Grant Officer to request prior approval for modifications, weatherization, and repairs not listed in this appendix.

**Table 15: Unallowable items in Housing for Texas Heroes beneficiary projects**

ITEM	ALLOWABLE OR NOT ALLOWABLE
New additions to the property are not allowed.	X
Modifications, Weatherization, or Repairs to non-primary residential home or structure	X
Window replacement for energy efficiency	X
Energy efficiency repairs or modifications to reduce electrical cost	X
Gutter installation	X
Kitchen/ bathroom remodels for aesthetic purposes	X
Carpet replacement for wood flooring for aesthetic purposes	X
Painting exterior or interior for aesthetic purposes	X
Installing deck/ landings without medical necessity	X
Fence repair or replacement, UNLESS for service animal (see “Table 11: Allowable exterior items in Housing for Texas Heroes beneficiary projects” on page 76)	X
Landscaping or yard clean-up	X