

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

FVA Housing for Texas Heroes Project Checklist

Organization must retain the following documentation for 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 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.
- County Tax Statement & Mortgage Loan Statement**
Demonstrating beneficiary is current on property taxes and 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 complete bids for projects over \$10,000.
- Inspection Reports**
Demonstrating pre-inspection, final inspection, and any instance during home-modification work.
- Project Before & After Photos**
Photos taken from the exact same point of view – showing all areas that will be worked on (before), and showing what repairs & modifications were completed (after). See “Appendix E: Housing For Texas Heroes Home Modification, Repair, and Weatherization Projects” for more information.
- 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.
- Housing for Texas Heroes Project Form**
Complete the form for each project and submit completed signed form for reimbursement. See “Appendix E: Housing For Texas Heroes Home Modification, Repair, and Weatherization Projects” for more information.
- Fully Executed Contract to Provide Services on Statement/Scope of Work (SOW)**
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 1) Authorized Grantee Representative, 2) Contractor(s) and 3) Veteran Beneficiary. All parties must certify the work was completed as claimed, invoiced, and reported to FVA.
- 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.**