

## *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.