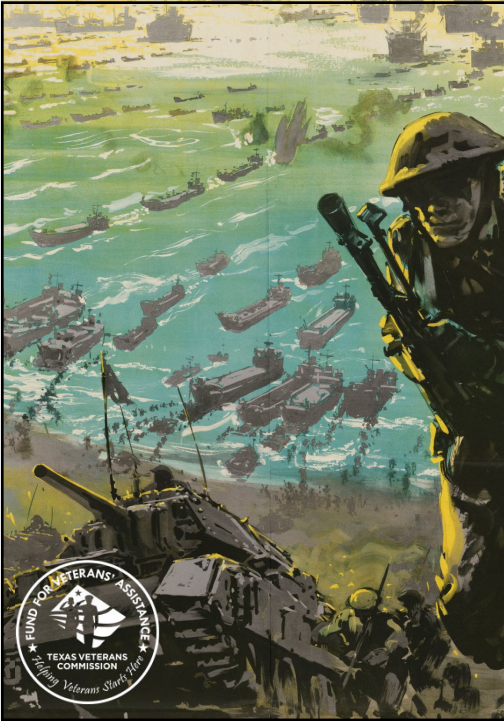




**2022-2023
Housing for Texas
Heroes**

**Roundtable
Discussion
10/5/2022**

1



Welcome

2

Agenda

- Customer Feedback: HTX Program Improvements?
- Program Requirements Appendix E
 - Project Checklist
 - Project Form
 - Photos
- Allowable vs. Unallowable Projects
- Summary



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Feedback – HTX Program Improvements?

Grants@tvc.Texas.gov

Subject Line: HTXH Appendix E - Recommendations

Feedback deadline: Fri, Oct 14th



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2022-2023

Program

Requirements v1.1

Appendix E:


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

5

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HTX Project Checklist

Current



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 Program Requirements, Appendix E 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 Program Requirements, Appendix E 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.

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HTX Project Checklist


- NEW -

Home-Owner Verification
If not 100% owner...
Let's review/discuss FIRST

3 Bids vs. Emergencies
Texas Administrative Code

Before & After Photos:
"Grantee Representative"

Removed "Release of Lien"



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

Housing for Texas Heroes Grant Project Checklist


Organizations must retain the following documentation for project completion. Do not submit to TVC 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 TVC home-mod project eligibility.
- ☐ **Proof of Veteran Status including Character of Service**
Must coincide with permitted TVC documentation selected by grantee on approved grant application. See Project Eligibility section of Project Narrative in TVC Grants Portal.
- ☐ **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 Beneficiary 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 and Contractor; and coverage dates must occur within the active grant period to be considered valid and fully executed.
- ☐ **Contractor's Certification**
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 TVC.
- ☐ **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.**

HTX Project Form

Current

(Required for Reimbursement)



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

FVA Housing for Texas Heroes Project Form

INSTRUCTIONS
Submit for Reimbursement of Home Modification Expenses. Submit one completed form for each home modification project.

PROJECT INFORMATION

Grantee Name * Grant ID Number *

Beneficiary Name *

Project Address *

City * County *

Is the Veteran/Surviving Spouse listed as the owner of the house with the County Tax Office - for the home that is being modified/repared? ☐ Yes ☐ No

PROJECT GOALS

What problem(s) need addressing at the house? *Short description of each problem **

1.
2.
3.
4.
5.

PROJECT MILESTONES

Pre-Inspection Date * Start Date *

Final Inspection Date * Completion Date *

COST OF COMPLETED MODIFICATION, REPAIR, WEATHERIZATION WITH FVA FUNDS

What Home Modification(s) or Repair(s) were completed? *Short description of major tasks performed ** Cost *

1.
2.
3.
4.
5.
6.
7.
8.

Total Cost *

CUSTOMER RATING * ☐ Very Satisfied ☐ Satisfied ☐ Not Satisfied ☐ I Wish to File a Complaint

CERTIFICATION

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

Grantee Representative Signature * Date *

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

Beneficiary Signature * Date *

v1.1 Page 61

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Pre-Inspection Date *	Start Date *
Final Inspection Date *	Completion Date *

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HTX Project Form pg.2

- NEW -

(Required for Reimbursement)

Example of "Solution" applied to repair/correct "Problem"

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

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.

COST *

1.

2.

3.

4.

5.

6.

7.

8.

TOTAL COST *

CUSTOMER RATING *
☐ Very Satisfied
☐ Satisfied
☐ Not Satisfied
☐ I Wish to File a Complaint


CERTIFICATION

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

Grantee Representative Signature *
Date *

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

Beneficiary Signature *
Date *



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HTX Project Form

Project Scope:

What's the Need?

Why?


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.

1.

2.



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HTX Project Form

- Customer Rating
 - Notify Grant Officer if Customer Selects:
 - Not Satisfied
 - I Wish to File a Complaint
- Must be signed

CUSTOMER RATING *

☐ Very Satisfied

☐ Satisfied

☐ Not Satisfied

☐ I Wish to File a Complaint

CERTIFICATION

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


Grantee Representative Signature *

Date *

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

Beneficiary Signature *

Date *



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Before & After Photos

- Color photos
- Taken by grantee representative
- Front of façade of home
- Before and After
- Exact location of work
- Taken from same angle
 - May take several photos to capture work
- Avoid people in photos
- 4 photos per page
- Submit with reimbursement

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

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 elevation or 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



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Allowable vs. Unallowable Items – Discussion?

Allowable

- Exterior of home
- Interior of home
- Kitchen
- Bathroom
- Appliances
- Primary living area
- If not on list, ask Grant Officer

Unallowable

- New Additions to the property
- Repairs or Modification to Non-primary residential home or structure
- Energy efficiency repairs or modifications
 - Weatherization Assistance Program (WAP) – TX Dept of Housing and Community Affairs
- Gutter Installation
- Remodel for Aesthetic Purposes
- Landscape / Lawn Cleanup
- If not on list, ask Grant Officer



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Prior Approval

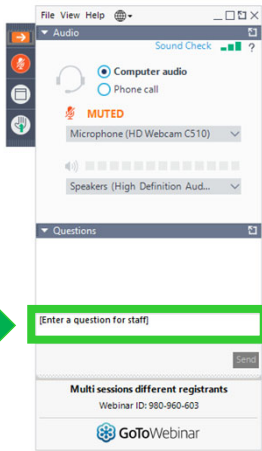
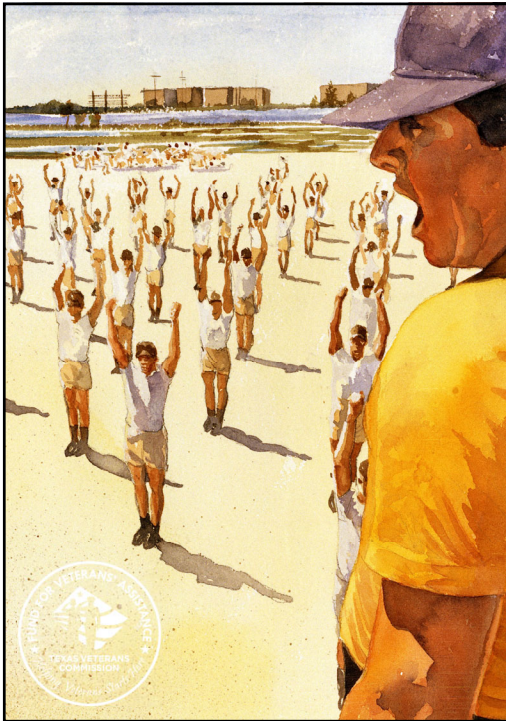
Email from Grant Project Manager

- Name of beneficiary
- Physical address of the property
- Does the beneficiary and property meet eligibility criteria specified in the RFA and Program Requirements?
- What home modification, repair, or weatherization is being requested?
 - Broken, Sealed, Adjustment
- What is the total estimated cost?
- When does the service need to be provided?
- How urgent is the situation – when is approval needed?
- What is the compelling reason for the request?
- Photos



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Questions

Submit your questions in the chatbox



Back Up Slides

[Next Rule>>](#)

Texas Administrative Code

TITLE 34

PART 1

CHAPTER 20

SUBCHAPTER B

DIVISION 1

RULE §20.82

PUBLIC FINANCE

COMPTROLLER OF PUBLIC ACCOUNTS

STATEWIDE PROCUREMENT AND SUPPORT SERVICES

PUBLIC PROCUREMENT AUTHORITY AND ORGANIZATION

PRIMARY AND DELEGATED PROCUREMENT AUTHORITY

Delegated Purchases



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Grantees Home

<https://www.tvc.texas.gov/grants/2022-2023grantees/>

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Videos, Guides, Documents

Grant Management Resources & Training Aids

INSTRUCTIONAL VIDEOS

- How To Login to GovGrants EGMS
- How To Conduct Negotiations in GovGrants EGMS
- How To Generate a NOGA in GovGrants EGMS
- How To Activate and Accept a Grant Award in GovGrants EGMS

Introduction To FVA Grant Reimbursements
Playlist includes:

USER GUIDES


- DOWNLOAD: [Get Started Checklist](#)
- DOWNLOAD: [Housing For Texas Heroes Project Checklist](#)
- DOWNLOAD: [Housing For Texas Heroes Project Form](#)
- DOWNLOAD: [Housing For Texas Heroes Project Before-After Photo Requirements](#)
- DOWNLOAD: [Housing For Texas Heroes Project Allowable and Unallowable Items](#)

PAYMENT FORMS

- AP-152 Application for Texas Identification Number
- 74-176 Vendor Direct Deposit / Advance Payment Notification Authorization
- W-9 Request for Taxpayer Identification Number and Certification

GOVERNANCE DOCUMENTS

- VIEW ONLINE: [2 CFR Part 200 \(2 CFR\)](#)
- VIEW ONLINE: [Texas Grant Management Standards \(TxGMS\)](#)
- VIEW ONLINE: [40 Texas Administrative Code, Part 15, Chapter 460 \(TAC\)](#)
- VIEW ONLINE: [2022-23 Program Requirements and Terms & Conditions \(FVA Program Requirements\) Version 1.1](#)
 - DOWNLOAD: [Program Requirements and Terms and Conditions](#)
 - DOWNLOAD: [Appendix E: Housing for Texas Heroes Home Modification, Repair, and Weatherization Projects](#)
 - DOWNLOAD: [Appendix F: Vehicle Repair](#)
 - DOWNLOAD: [Appendix G: Grant Budget Categories and Subcategories](#)
- VIEW ONLINE: [Index of Tables](#)
- DOWNLOAD: [2022-23 Request For Applications](#)
- DOWNLOAD: [Reimbursement Documentation Requirements \(RDR\) Version 1.1](#)



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Reimbursement Documentation Requirements - RDR

8) Home Modification


A request for reimbursement must be submitted when the home modification or repair is complete, and the final inspection is complete.

The **FVA Home Modification Form** is posted on the FVA Grantee website.

The **FVA Home Modification Checklist** is posted on the FVA Grantee website. It provides guidance for additional documents that grantees are required to collect and maintain for each modification or repair project. Do not submit the documents listed on the **Home Modification Checklist** for reimbursement unless specifically required in the following section.

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FVA Housing for Texas Heroes Project Form

FVA Housing for Texas Heroes Project Checklist



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Reimbursement Documentation Requirements - RDR

a) Home Repair/Modification performed by contractor

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<div>FVA Home Modification Form</div> <div>AND</div> <div>Itemized Invoice must include:</div> <div>(A) Vendor name and address</div> <div>(B) Date of invoice</div> <div>(C) Client name and address</div> <div>(D) Date of repair</div> <div>(E) Description of the repairs/modification</div> <div>(F) Room/area in home per contract</div> <div>(G) Cost of materials</div> <div>(H) Cost of labor</div> <div>(I) Total cost</div>	<div>(A) If payment made with Check, provide cancelled check to include front and back with endorsement</div> <div>OR</div> <div>(A) If payment made with Check, provide cancelled check to include front and back with endorsement</div> <div>OR</div> <div>(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions for the pay period</div>


b) Home Repair/Modification performed by employees

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<div>FVA Home Modification Form</div> <div>AND</div> <div>Itemized Invoice must include:</div> <div>(A) Client name and address</div> <div>(B) Date of repair</div> <div>(C) Description of the repairs/modifications</div> <div>(D) Room/area in home per contract</div> <div>(E) Cost of materials</div> <div>(F) Cost of labor</div> <div>(G) Total cost</div>	<div>(A) If payment made with Check, provide cancelled check to include front and back with endorsement</div> <div>OR</div> <div>(B) If payment made by EFT, ACH, Bank Transfer, Debit Transactions, provide Bank Statement showing a summary of the payment transactions for the pay period</div>

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FVA Housing for Texas Heroes Project Form

Before and After Photos



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Contact Us

 (512) 463-1157

 grants@TVC.Texas.gov

 <https://www.tvc.texas.gov/grants/>



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