



2023-2024

Housing for Texas Heroes

HTX

Grant Operations

Agenda

- Housing for Texas Heroes Grant Program Overview
- Program Eligibility Requirements
- Program Restrictions
- Appendix E
- Supporting Documentation Required for Grant *Compliance*
- Supporting Documentation Required for *Reimbursement*
- Prior Approvals





Housing for Texas Heroes Grant

HTX Grant Program Overview



HTX GRANT PROGRAM OVERVIEW

The Housing for Texas Heroes (HTX) Grant Program provides accessibility modifications, critical repairs, and home weatherization to eligible Veterans and Surviving Spouses.

HTX PROJECTS FUNDED BY FVA		
<u>Accessibility Modifications</u>	<u>Critical Repairs</u>	Home <u>Weatherization</u>

A) ACCESSIBILITY MODIFICATION

Accessibility modifications support living in a home based on physical disabilities or handicaps.



B) CRITICAL HOME REPAIR

Critical home repairs are repairs which make the home safely livable.



C) HOME WEATHERIZATION

Home weatherization repairs specific to this grant program are designed to prevent the elements from entering home and causing further damage.





Program Eligibility Requirements

For Grant Funded Services

WHO IS ELIGIBLE FOR HTX GRANT SERVICES?

- Veterans that are Very Low-Income, Low-Income, and/or Disabled that own and reside in their home, and who are current on property taxes and any existing home loans.
- Surviving Spouses that are Very Low Income or Low-Income that own and reside in their home, and who are current on property taxes and any existing home loans.



SURVIVING SPOUSE DEFINITION PER GRANT RFA



Surviving Spouse

A person who was the spouse of the veteran at the time of the veteran's death and (a) who lived with the veteran continuously from the date of marriage to the date of the veteran's death, and (b) has not remarried or has not since the death of the veteran and after September 19, 1962, lived with another person and held himself or herself out openly to the public to be the spouse of such other person.

For a complete list of key terms and definitions, download the [23-24 RFA](#) is available for download under the *Governance Documents* section of [FVA's 23-24 Grantee Webpage](#).

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

ORDER OF PRIORITY FOR SERVICES & WAITLISTS

1st Priority – Very Low-Income

Household with less than 50% of the Area median income (AMI) as defined by United States Department of Housing and Urban Development (HUD).

2nd Priority – Low-Income

Household with less than 80% of the AMI as defined by HUD.

3rd Priority – VA Disabled (only applicable to Veterans)

An individual who has served on active duty in the armed forces, (except as provided under section 2108a) has been separated therefrom under honorable conditions and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

BENEFICIARY MUST OWN AND RESIDE IN HOME

- Property tax and home loan status must be *current*.
- Veteran/Surviving Spouse Beneficiary must *reside* in the home.



FVA EXPECTATIONS FOR PROJECTED WORK

- Accessibility Modification, Weatherization, or Critical Repair must be *justified*.
- Major task work must be *necessary*, *allowable*, and *allocable*.
- The cost of the Project must be *reasonable*.





Program Restrictions



COMPLETED HTX PROJECTS

- Project is considered *complete* when *all* work on the home has been finished.
- Grantees may report costs to FVA for performance and reimbursement when the Project is *completed*.



NO PROGRAM INCOME MAY BE DERIVED FROM HTX GRANT FUNDED PROJECTS

- Projects must be completed *at no cost* to the Veteran/Surviving Spouse.
- No payment may be collected from the Veteran/Surviving Spouse for completion of the Project in any form or amount.
- Program Income directly generated by HTX grant activity or earned as a result of the grant award during the period of performance is *unallowable* by FVA.

\$20K MAXIMUM

- Sum of costs in **Client Services** budget category *and* all related inspection costs (*only if applicable*) in **Other Direct Costs** budget category must be equal to or less than \$20,000.
- * Remember: All Project work must be *justified*, *necessary*, *allowable*, and *allocable*; and the cost of the Project must be *reasonable*.

GRANTEES MUST SOLICIT BIDS FOR PROJECT OVER \$10,000

- If the total cost of the Project is over \$10,000, grantee *must* solicit and retain documentation of request for bids and all responses received as required by State law.
- Estimating software CANNOT be used in lieu of 3 bids.
- If the cost of two or more parts of the total project must be split between two or more contractors, even if each individual part equals less than \$10k, but *total cost* of the *total project* estimate is over \$10k, the grantee is still required to solicit bids.
- For additional guidance, refer to the [TxGMS](https://comptroller.texas.gov/purchasing/grant-management/):
<https://comptroller.texas.gov/purchasing/grant-management/>



Appendix E

Resources & Links

APPENDIX E

- [2023-2024 Program Requirements](#)
 - [*Appendix E: Housing For Texas Heroes Home Modification, Repair, and Weatherization Projects*](#) (pp. 64-79)
- Resource Documents in [Appendix E](#)
 - i. [HTX Grant Project Checklist](#) (p. 67)
 - ii. [HTX Grant Project Form](#) (pp. 68-69)
 - iii. HTX Grant Project Before & After Photo Requirements (pp. 70-75)
 - iv. Allowable & Unallowable Projects (pp. 76-79)

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



Supporting Document Requirements

For FVA Grant Program Compliance

HTX GRANT PROJECT CHECKLIST

- HTX grantees must retain these documents to ensure documentation on file aligns with FVA grant program compliance requirements.
- Grantees must maintain all records pertaining to the grant for 3 years (per [TxGMS](#) guidance) or by the organization's policy requirements, whichever is longer.

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 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.

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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.



**Example
Beneficiary file
folder
highlighting
documents
required for
grant
compliance.**

Example Beneficiary File

Name

1. TXDL w Veteran Designation - A. Veteran - 123 Veteran Way
- 2a. Proof of Income - A. Veteran - 123 Veteran Way
- 2b. VA eBenefits Disability Summary Letter - A. Veteran - 123 Veteran Way
3. Proof of Home Ownership - A. Veteran - 123 Veteran Way
4. Proof of Residence - A. Veteran - 123 Veteran Way
- 5a. Current County Tax Statement - A. Veteran - 123 Veteran Way
- 5b. Current Mortgage Statement - A. Veteran - 123 Veteran Way
6. Request for Bids for Project over 10K - A. Veteran - 123 Veteran Way
- 6a. Contractor A Bid - A. Veteran - 123 Veteran Way
- 6b. Contractor B Bid - A. Veteran - 123 Veteran Way
- 6c. Contractor C Bid - A. Veteran - 123 Veteran Way
- 7a. Pre-Inspection Report - A. Veteran - 123 Veteran Way
- 7b. Final Inspection Report - A. Veteran - 123 Veteran Way
8. Grantee-Contractor Executed Contract - A. Veteran - 123 Veteran Way
9. SOW - A. Veteran - 123 Veteran Way
10. Certification of Work - A. Veteran - 123 Veteran Way

A. HTX Project Form - A. Veteran - 123 Veteran Way

B. Contractor Invoice- A. Veteran - 123 Veteran Way

C. Before and After Photos - A. Veteran - 123 Veteran Way

D. Cleared-Cancelled Check - A. Veteran - 123 Veteran Way



Supporting Document Requirements

For Reimbursement of Cost Incurred



SUPPORTING DOCUMENTS REQUIRED FOR REIMBURSEMENT

HTX grantees are required to submit these (5) documents for *reimbursement* of each completed Project reported.



1) Completed HTX Grant Project Form

2) Contractor Invoice

3) Cleared Check or Bank Statement

4) Before & After Photos

5) Proof of Home Ownership (CAD)

1) Completed HTX Grant Project Form

2) Contractor Invoice

3) Cleared Check *or* Bank Statement

4) Before & After Photos

5) Proof of Home Ownership (CAD)

Example
Beneficiary file
folder highlighting
documents
required for
reimbursement.




Name	Date modified
1. TXDL w Veteran Designation - A. Vetera...	10/14/2022 10:05 AM
2a. Proof of Income - A. Veteran - 123 Vet...	10/14/2022 10:04 AM
2b. VA eBenefits Disability Summary Lett...	10/14/2022 10:05 AM
4. Proof of Residence - A. Veteran - 123 V...	10/14/2022 10:06 AM
5a. Current County Tax Statement - A. Ve...	10/14/2022 10:08 AM
5b. Current Mortgage Statement - A. Vet...	10/14/2022 4:19 PM
6. Request for Bids for Project over 10K - ...	10/14/2022 10:03 AM
6a. Contractor A Bid - A. Veteran - 123 Ve...	10/14/2022 10:03 AM
6b. Contractor B Bid - A. Veteran - 123 Ve...	10/14/2022 10:03 AM
6c. Contractor C Bid - A. Veteran - 123 Ve...	10/14/2022 10:03 AM
7a. Pre-Inspection Report - A. Veteran - 1...	10/14/2022 10:03 AM
7b. Final Inspection Report - A. Veteran - ...	10/14/2022 10:08 AM
8. Grantee-Contractor Executed Contract...	10/14/2022 10:08 AM
9. SOW - A. Veteran - 123 Veteran Way	10/14/2022 10:08 AM
10. Certification of Work - A. Veteran - 1...	10/14/2022 10:08 AM
A. HTX Project Form - A. Veteran - 123 Ve...	10/14/2022 10:08 AM
B. Contractor Invoice- A. Veteran - 123 Ve...	10/14/2022 10:08 AM
C. Before and After Photos - A. Veteran - ...	10/14/2022 10:08 AM
D. Cleared-Cancelled Check - A. Veteran ...	10/14/2022 10:08 AM
E. Proof of Home Ownership - A. Vetera...	10/14/2022 10:06 AM

Question, Comment or Complaint? **CONTACT US** or **CALL (512) 463-6564**

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CRISIS LINE
CALL 988
PRESS 1



TEXAS VETERANS COMMISSION

MENTAL HEALTH | CLAIMS | EDUCATION | EMPLOYMENT | ENTREPRENEURS | GRANTS | HEALTH CARE ADVOCACY | WOMEN VETERANS

VETERAN CITIZENSHIP & NATURALIZATION

2023-2024 GRANTEES HOME Home > 2023-2024 Grantees Home

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2023-2024 AWARDED GRANTS

NEGOTIATIONS & NOGA GUIDES

QUICK LINKS

- [Apply Home](#)
- [Grant-Funded Services Directory](#)

Can't resolve all a beneficiary's needs within your awarded grant? Refer

Privacy - Terms

The *Housing for Texas Heroes Project Form* is available for download under the **HTX Checklist and Project Form** section of [FVA's 23-24 Grantee Webpage](https://tvc.texas.gov/grants/2023-2024grantees).
<https://tvc.texas.gov/grants/2023-2024grantees>

HTX GRANT PROJECT FORM

A) Project Information

- All sections of this form must be filled out completely.
- Refer to the *HTX Grant Project Checklist* to ensure the eligibility documents on file coincide with FVA requirements.

Required fields are marked by a red asterisk ()*

A) PROJECT INFORMATION

Grantee Organization*	Help-A-Vet	Grant ID Number*	HTX23-023
Beneficiary Name*	Alyssa Edwards	Beneficiary Type*	<input checked="" type="checkbox"/> Veteran <input type="checkbox"/> Surviving Spouse
Project Address*	123 Veteran Way		
City*	Austin	County*	Travis
Is the Veteran/Surviving Spouse Beneficiary the owner of the home as verified on the corresponding County Appraisal District Office's website? *		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Veteran/Surviving Spouse Beneficiary <u>reside</u> in the home listed as <i>Project Address</i> ? *		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Project eligibility requirement met by Beneficiary? *		<input checked="" type="checkbox"/> Very Low-Income	<input type="checkbox"/> Low-Income <input checked="" type="checkbox"/> VA Disabled (<i>only applicable to Veterans</i>)
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. *		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

HTX GRANT PROJECT FORM

B) Modification, Weatherization or Repairs Requested by the Beneficiary

1. Describe the exact location within the home

- e.g., Primary Bedroom, Primary Bathroom, Main Hallway, etc.

2. Describe issue and functional deficiency the issue has caused

- *What is the issue causing a problem for the Veteran, which needs to be repaired?*

B) MODIFICATION, WEATHERIZATION, OR REPAIRS

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. Leaking shower

Bathroom



2. Rear door damaged/leaking air causes weather elements to enter the home.

Kitchen



3. Flooring/baseboards missing cause a tripping hazard for Veteran when using walker

Hallway/LR/
Kitchen

1) Functional deficiency caused by issue not described.

2) The home in this example has 2 bathrooms. "Bathroom" is insufficient as it does not describe which of the 2 bathrooms is the one with the leak.

HTX GRANT PROJECT FORM

B) Modification, Weatherization, or Repairs (Requested by the Beneficiary)

Keep track of what number corresponds to each listed issue described in this section. The numbered order of issues and the area of the home as listed here dictates the numbered order of major tasks described in subsequent Section D of this form, **and** the sequential order the Before & After Photos must follow.

B) MODIFICATION, WEATHERIZATION, OR REPAIRS

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. Large hole under improperly sealed, old and worn shower pan. The Veteran is unusable to use the shower as every time water gets under the shower pan, the hole gets bigger and continues to damage the floor, walls and framing of bathroom adjacent to shower stall.	Primary bathroom
2. Rear door damaged/leaking air causes weather elements to enter the home.	Kitchen
3. Flooring/baseboards missing cause a tripping hazard for Veteran when using walker	Hallway/LR/ Kitchen

Always refer to Appendix E: Allowable & Unallowable Projects (pp. 76-79) list to ensure that the work that is requested by the Beneficiary is allowable by FVA BEFORE the start of any work on the home.

HTX GRANT PROJECT FORM

C) Project Milestones

C) PROJECT MILESTONES		
Pre-Inspection Date *	7/1/23	Project Start Date * 7/6/2023
Final Inspection Date *	7/24/23	Project Completion Date * 7/21/2023
Project Inspector * <input checked="" type="checkbox"/> Internal <input type="checkbox"/> Third-Party		Project Inspector Name * Isabelle Brooks
		PROJECT DURATION 16 Days

Reimbursement requests for each Project completed must be submitted as soon as the payment to the contractor has cleared and no later than allowable 60-day window

D. Claim accrued costs monthly

Accrued costs must be reported timely and accurately as indicated by Texas Grant Management Standards ([TxGMS](#)). Accrued costs must be reported on the next report after payment is tendered to Grantee vendor.

- 1) A written justification by the signature authority with an explanation of the delay in reporting is required for costs older than 60 days. TVC will review all documents and determine if the delayed cost is allowable. If TVC decides the delayed cost is not allowed, Grantee must remove the item from the Reimbursement Request and resubmit.

HTX GRANT PROJECT FORM

D) Completed Modification, Weatherization, or Repair with TVC Funds

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 task.

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

MAJOR TASK PERFORMED *

1.	Replaced tub enclosure with shower, backer, tile, new fixtures. Replaced molded insulation. Replaced damaged flooring, drywall, and baseboards damaged by leaking bathroom shower.	\$
2.	Replaced damaged exterior door with new exterior door, threshold, and trim. Repainted trim adjacent to new trim to match new trim.	\$
3.	Removed old flooring remnants in hallway, LR and kitchen. Installed 350 sq ft of new vinyl plank flooring and underlayment in hallway, LR and kitchen.	\$

- Describe major tasks performed to resolve functional deficiency described in the same numbered order as previous *Section B*.
- 3 listed issues described in *Section B*, should coincide with the 3 major tasks described in this section (*D*).

B) MODIFICATION, WEATHERIZATION, OR REPAIRS

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. Large hole under improperly sealed, old and worn shower pan. The Veteran is unusable to use the shower as every time water gets under the shower pan, the hole gets bigger and continues to damage the floor, walls and framing of bathroom adjacent to shower stall.	Primary bathroom
2. Rear door damaged/leaking air causes weather elements to enter the home.	Kitchen
3. Flooring/baseboards missing cause a tripping hazard for Veteran when using walker	Hallway/LR/ Kitchen




HTX GRANT PROJECT FORM

D) Completed Modification, Weatherization, or Repair with TVC Funds

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.

MAJOR TASK PERFORMED *	COST *
 1. Replaced old enclosure with shower, backer, tile, new fixtures. Replaced molded insulation. Replaced damaged flooring, drywall, and baseboards damaged by leaking bathroom shower.	
 2. Replaced damaged exterior door with new exterior door, threshold, and trim. Repainted trim adjacent to new trim to match new trim.	\$ 300.00
 3. Removed old flooring remnants in hallway, LR and kitchen. Installed 350 sq ft of new vinyl plank flooring and underlayment in hallway, LR and kitchen.	\$ 2,000.00

a) Description missing total sq ft of flooring
 b) No quantity/sq ft of baseboard material, tile or insulation described
 c) Missing Cost

When describing major task work performed

1. Be specific.
2. Include quantity/sq ft of material.
3. Don't include items that don't relate to the issue and the area of the home specified in previous section (B).

HTX GRANT PROJECT FORM

E) Grantee Certification

- All previous sections (A-D) of the *HTX Grant Project Form* must be filled out completely before grantee representative signs to certify that information is true and correct, and the work has been completed.



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 * Sasha Colby, Construction Project Manager *Date* * 7/24/2023

Grantee Representative Signature *

A handwritten signature in black ink, appearing to be 'Sasha Colby', written over a dotted line.

HTX GRANT PROJECT FORM

E) Beneficiary Certification

- This section must be completed by the Beneficiary.
- *Beneficiary Signature* confirms information on both pages is correct, job rating is fair, and the Project is entirely complete.



F) BENEFICIARY CERTIFICATION

JOB RATING *

Very Satisfied

Satisfied

Not Satisfied

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 **

Alyssa Edwards

*Date **

7/24/23


CONTRACTOR INVOICE

Invoice must include:

- a. Vendor name and address
- b. Date of Invoice
- c. Job Location (*Beneficiary Name and Address*)
- d. Completion Date
- e. Description of major task work including location of work within the home
- f. Billed to Grantee (*not the Beneficiary*)
- g. Cost of materials
- h. Cost of labor
- i. Total cost

**Inform
contractor
of invoice
requirements
BEFORE the start
of the Project**



 ACME Remodeling 100 Construction Lane Texas City, Texas 79865 (555) 555-5555	
Bill To	Invoice #
Organization Name	Completion Date
Organization Contact Name	Job Location
Organization Address	Owner Name
Organization Phone	Owner Address
Organization Email	Owner Phone
Bathroom Remodel:	
Removed and replaced toilet with water efficient model. Removed and replaced old bath tub and installed walk in shower with new hardware. Removed and replaced sink and counter top and replaced with sink and new faucets and new cabinet and counter. Removed and replaced old wall and added new dry wall and paint. Removed and replaced old way and added wheelchair access door. Removed and replaced old mirror and light with new mirror and light and light switch. Added a vent fan to meet new housing code.	
Toilet	\$254.00
Walk in Shower and hardware	\$537.00
Sink, counter top and hardware	\$310.00
Drywall x 7each	\$201.84
Door Frame and Wheelchair wide door	\$316.34
Mirror and light with hardware	\$264.52
Vent Fan and hardware	\$218.63
30-yard dumpster for entire project	\$528.00
Bathroom Materials Subtotal	\$2,630.33
Labor Hours for Bathroom Remodel Subtotal	\$2,000.00
2 men 40 hours each @ \$25/hour	
Bathroom Remodel Total	\$4,630.33
Flooring Remodel:	
Removed old flooring in Living Room, Hallway, Kitchen, and Master Bedroom. Installed Vinyl Plank Tile flooring. Installed base Shoe Molding over all new flooring. Painted molding to match adjacent surface.	
Vinyl Plank Flooring x 24 boxes	\$1499.30
Baseboard Molding	\$211.45
Primer, Paint and Brushes	\$314.47
Flooring Materials Subtotal	\$2,025.22
Labor Hours for Flooring Subtotal	\$1,000.00
2 men 20 hours each @ \$25/hour	
Floor Remodel Total	\$3,025.22
Grand Total	\$7,655.55

CONTRACTOR INVOICE

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.

MAJOR TASK PERFORMED *

COST *

1. Removed rotten flooring in LR, hallway, kitchen and primary bedroom. Installed 350 sq ft underlayment, 350 sq ft of vinyl plank flooring, installed and painted x10 8' molding/casing to match existing	\$ 3,025.00
--	-------------

Major Tasks listed in the HTX Grant Project Form should be accounted for on the invoice.



* FVA does not reimburse travel costs for contractors. Applicable to all contracted work reported in *Client Services*, and *Other Direct Costs*.

Work Description	Total Cost
Flooring Remodel: Removed old flooring in Living Room, Hallway, Kitchen, and Master Bedroom. Installed Vinyl Plank Tile flooring. Installed base Shoe Molding over all new flooring. Painted molding to match adjacent surface.	
Vinyl Plank Flooring x 24 boxes	\$1499.00
Baseboard Molding	\$211.00
Primer, Paint and Brushes	\$315.00
Flooring Materials Subtotal	\$2,025.00
Labor Hours for Flooring Subtotal 2 men 20 hours each @ \$25/hour	\$1,000.00
Floor Remodel Total	\$3,025.00

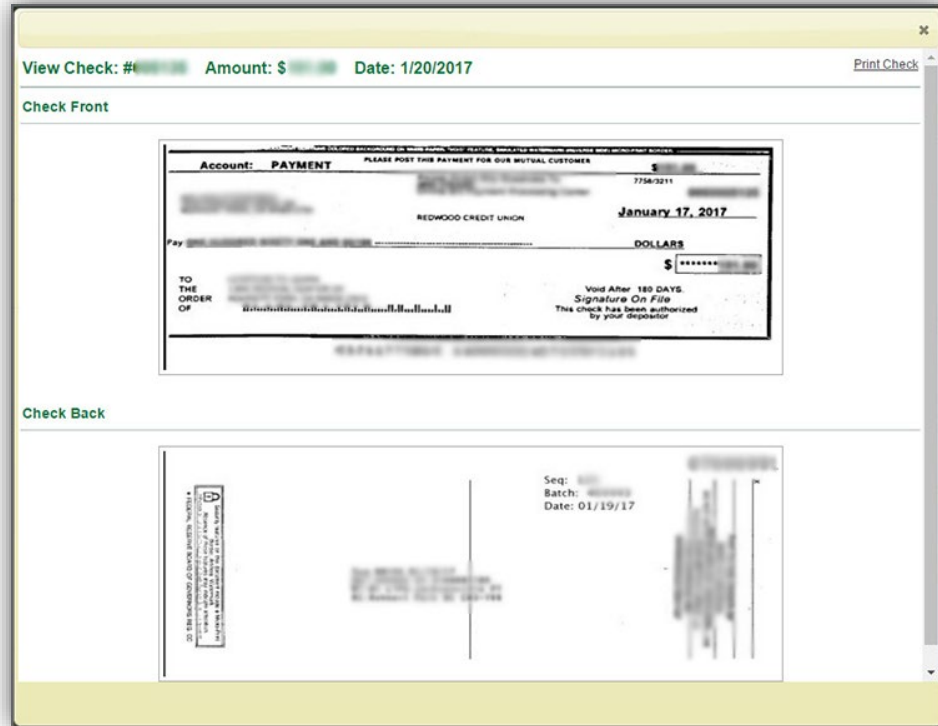
Bill To
 Organization Name
 Organization Contact Name
 Organization Address
 Organization Phone
 Organization Email

Job Location
 Owner Name
 Owner Address
 Owner Phone

CANCELLED CHECK OR BANK STATEMENT

Front & back of cancelled check paid and cleared by the bank it was drawn on after it has been deposited or cashed

Provide bank statement for reimbursement of costs paid by ACH, Bank Transfer, or Debit Transaction



Mary Jane Smith
100 Pine Street
Metro, AA 09371

For Mar 15, 2010 to Apr 18, 2010
Account Number 00-123456
Branch Transit Number 098765

Account Summary

Opening Balance	\$5,234.09
Withdrawals	\$2,395.67
Deposits	\$2,872.45
Closing Balance on Apr 18, 2010	\$5,710.87

You are eligible for a \$100 bonus
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1-800-222-0123
Contact us by phone for questions, on this statement, change of personal information, and general inquiries. 24 hours a day, 7 days a week

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Outside North America:
+1-123-4567

Your branch
Main and Elm
100 Main Street
Metropolis, AA 01234

Your Transaction Details

Date	Details	Withdrawals	Deposits	Balance
Apr 8	Opening Balance			5,234.09
Apr 8	Insurance		272.45	5,506.54
Apr 10	ATM	200.00		5,306.54
Apr 12	Internet Transfer		250.00	5,556.54
Apr 12	Payroll		2,100.00	7,656.54
Apr 13	Bill payment	135.07		7,521.47
Apr 14	Direct debit	200.00		7,321.47
Apr 14	Deposit		250.00	7,567.87
Apr 15	Bill payment	525.72		7,042.15
Apr 17	Bill payment	327.63		6,714.52
Apr 17	Bill payment	729.96		5,984.56
Apr 18	Bill payment	223.69		5,710.87
Closing Balance				\$5,710.87

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MAJOR TASK # 1 Fix leak in roof and damage to ceiling

BEFORE & AFTER PHOTOS

B) MODIFICATION, WEATHERIZATION, OR REPAIRS

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. Ceiling leaking due to large hole in roof which allows weather elements in to the home, and causes fall hazard for elderly veteran when it rains.	Roof/Ceiling in Living Room

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.

MAJOR TASK PERFORMED *	COST *
1. Removed damaged shingles, installed new shingles, insulation/flashing on roof; patched and painted hole in roof	\$ 2,000.00
2. Replaced damaged exterior door with new exterior door, threshold, and trim. Repainted trim adjacent to new trim to match new trim.	\$ 300.00
3. Removed old flooring remnants in hallway, LR and kitchen. Installed 350 sq ft of new vinyl plank flooring and underlayment in hallway, LR and kitchen.	\$ 2,000.00

Before & After Photos sequence should continue to follow the numbered order of issues and major tasks completed described on the HTX Grant Project Form.



Before



After



Before



After

SAVE DOCUMENT

BEFORE & AFTER PHOTOS

- Remember to reference the *Before & After Photo Requirements* (pp. 70-75) in [Appendix E](#) for minimum requirements, format guidelines, and examples of photos.
- FVA recommends a close-up angle of the area, and a second angle further away for a complete perspective.

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



HTX Project Prior Approval

WHEN TO REQUEST PRIOR APPROVAL



1. If the resolution to a critical issue in the home is not listed or not explicitly described in *Appendix E: Allowable & Unallowable Projects (pp. 76-79)*.
2. If a returning client has been served by your organization or partner organization funded by the HTX grant program in the last 3 years.

PRIOR APPROVAL PROCEDURE

Verify client documentation provided by your client to determine whether they are eligible for HTX Grant Project services.

1



Pre-Inspection meeting with eligible Beneficiary to verify AND document issues and functional deficiencies caused.

2



Email your Grant Officer (GO) to Request Prior Approval (PA). GO may request additional information regarding your request on a case-by-case basis.

3



GO will present each PA request to FVA and will notify you of FVA's final determination via email, i.e., whether your request was approved or denied.

4

NEEDS PRIOR APPROVAL EXAMPLE

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

Window: replacement or repair due to broken glass or frame to prevent weather elements for entering home



HOW TO SUBMIT PRIOR APPROVAL REQUESTS TO FVA

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



Questions

Contact

Your Grant Officer or FVA

 **(512) 463-1157**

 **grants@TVC.Texas.gov**



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