



2022-2023 Housing for Texas Heroes Grant Operations



Welcome



Agenda

- 2022-2023 Request for Application (RFA)
- Program Requirements Appendix E
- Project Checklist
- Project Form
- Allowable Projects
- Unallowable Projects
- Photos
- Questions





2022-2023 RFA

Changes from 21-22 RFA

RFA CHANGES FOR 2022-2023

- Housing for Texas Heroes Projects – increase to \$20K
 - Maximum per household \$20,000
 - Example: Help A Vet; Veteran John Smith, Replaces Roof and Modifies bathroom for accessibility.
 - Total cost \$32,000.
 - TVC will reimburse up to \$20,000
 - Help A Vet must cover remainder of cost
 - Use Help A Vet Funds
 - Collaborate with other grantor or organization to cover remainder or part of cost





2022-2023 Program Requirements v1.1

Appendix E:

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

HTX Project Checklist

- DO NOT submit for reimbursement
- Verification of Home Ownership



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.**

HTX Project Form

- Must be submitted for reimbursement
- Cover Page



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.

* REQUIRED FIELDS

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/repaid? *	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

PROJECT GOALS

What problem(s) need addressing at the home? *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 *	<input type="checkbox"/> Very Satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Not Satisfied	<input type="checkbox"/> I Wish to File a Complaint
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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**

HTX Project Form

- Home Ownership

FVA Housing for Texas Heroes Project Form

INSTRUCTIONS

*** REQUIRED FIELDS**

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/repaired? *

Yes

No



Homeowner – County Tax Appraiser

Williamson

Central Appraisal District

Property	Owner	Property Address	Tax Year	2022 Market Value
R56754	Donald Duck	101 Riverside Cove, Rivertown Texas	2022	\$75,450

Details

[Map](#)

[Market Analysis](#)

[Market Data Map](#)

[Notice of Appraised Value](#)

[HS Exemption](#)

[Protest Online](#)

[Print](#)

More Resources ▾

2022 GENERAL INFORMATION

Property Status	Active
Property Type	Residential
Legal Description	S7880 - RIVER PLACE BLOCK Y, Lot 23
Neighborhood	L23415G - RIVER PLACE CENTEX & LANAR
Account	R-18-Q345-1L2B-K053-0002
Map Number	5-4321

2022 OWNER INFORMATION

Owner Name	Donald Duck
Owner ID	0789652
Exemptions	Disabled Veteran, Homestead
Percent Ownership	100%
Mailing Address	101 Riverside Cove, Rivertown, Texas 78954
Agent	-

2022 VALUE INFORMATION

Improvement Homesite Value	N/A
Improvement Non-Homesite Value	N/A
Total Improvement Market Value	\$70,200
Land Homesite Value	N/A
Land Non-Homesite Value	N/A
Land Agricultural Market Value	N/A
Total Land Market Value	\$79,000
Total Market Value	\$75,450
Agricultural Use	\$0
Timber Use	\$0
Total Appraised Value	\$75,450
Homestead Cap Loss	-\$7,350
Total Assessed Value	\$68,100

N/A values are not applicable toward total value.

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HTX Project Form

- Project Goals – Problems with Home
- What
 - Is Broken
 - Needs Sealed
 - Needs Adjustment

PROJECT GOALS

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

1.

2.

3.

4.

5.



HTX Project Form

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

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



Allowable Items/Projects

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



Unallowable Items/Projects

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



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



Broken Light Upgrade

- Upgrade to Ceiling Fan
- Total Cost \$300
 - Material
 - Labor
- Contact Grant Officer
 - Provide Before Photo





Supporting Documents

Complete Invoice

Contractor Invoice

- Include all work done

2. Install flushmount ceiling porch light and faceplate over plug.	
light, faceplatess	80.00
Material Cost	80.00
Labor Cost	420.00
Total	500.00



Contractor Invoice

- Include all work done

8. Install wiring for 220V outlet for dryer	
outlet, wiring	100.00
Material Cost	100.00
Labor Cost	600.00
Total	700.00





Grantees Home

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



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:

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](#)

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](#)

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](#)



Before & After Photos

- Color photos
- Taken by grantee representative or inspector
- 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



Reimbursement Documentation Requirements - RDR

8) Home Modification

A request for reimbursement must be submitted after the repair is complete, and the final inspection is passed.

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



Reimbursement Documentation Requirements - RDR

a) Home Repair/Modification performed by contractor

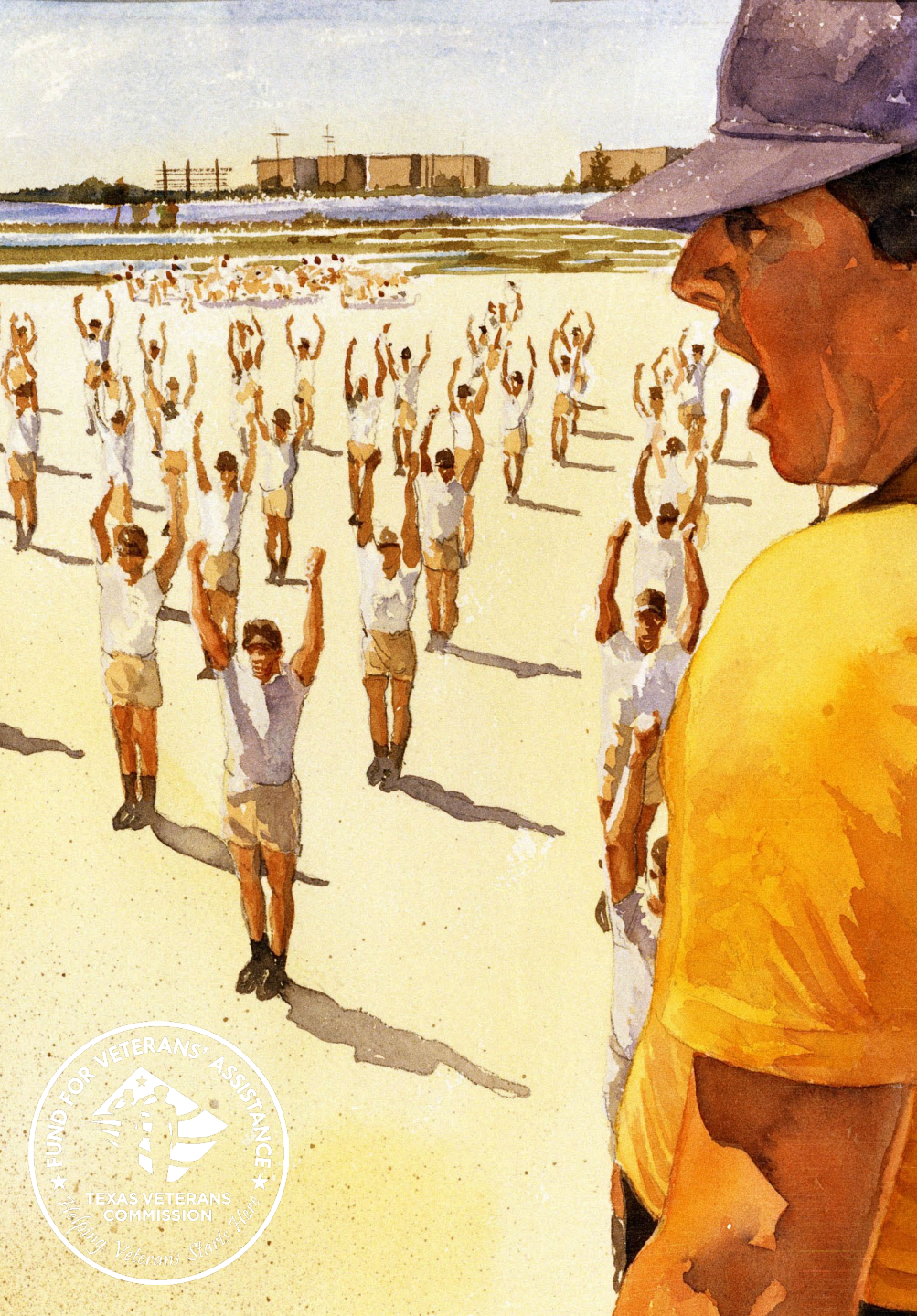
Provide Proof of Cost Incurred	Provide Demonstration of Payment
<p><u>FVA Home Modification Form</u></p> <p>AND</p> <p><u>Itemized Invoice must include:</u></p> <p>(A) Vendor name and address (B) Date of invoice (C) Client name and address (D) Date of repair (E) Description of the repairs/modification (F) Room/area in home per contract (G) Cost of materials (H) Cost of labor (I) Total cost</p>	<p>(A) If payment made with Check, provide cancelled check to include front and back with endorsement</p> <p>OR</p>

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 FVA Housing for Texas Heroes Project Form
 Before and After Photos

b) Home Repair/Modification performed by employees

Provide Proof of Cost Incurred	Provide Demonstration of Payment
<p><u>FVA Home Modification Form</u></p> <p>AND</p> <p><u>Itemized Invoice must include:</u></p> <p>(A) Client name and address (B) Date of repair (C) Description of the repairs/modifications (D) Room/area in home per contract (E) Cost of materials (F) Cost of labor (G) Total cost</p>	<p>(A) If payment made with Check, provide cancelled check to include front and back with endorsement</p> <p>OR</p> <p>(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</p>





Questions

Submit your questions in the chatbox



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Audio

Sound Check

Computer audio
Phone call

MUTED

Microphone (HD Webcam C510)

Speakers (High Definition Aud...)

Questions

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