



# **Texas Veterans Commission Fund for Veterans' Assistance**

## **Annex B: 2024-2025 Grant Program Requirements**

### **Appendix 2: Housing for Texas Heroes Grant Program**

FUND FOR VETERANS' ASSISTANCE WEBSITE  
[www.tvc.texas.gov/grants](http://www.tvc.texas.gov/grants)

# Table of Contents

- Housing for Texas Heroes Grant Program..... 3**
- Eligible Beneficiaries..... 3**
- Eligible Services..... 3**
- Reporting Tools..... 4**
- Housing for Texas Heroes Grant Project Checklist..... 5**
- Housing for Texas Heroes Grant Project Form ..... 6**
- Housing For Texas Heroes Grant Project Before & After Photo Requirements ..... 9**
- Examples of Unallowable Items..... 13**
- Examples of Allowable Exterior Items..... 14**
- Examples of Allowable Interior Items ..... 15**
- Examples of Allowable Bathroom Project Items..... 16**
- Examples of Allowable Kitchen Project Items..... 16**

# Housing for Texas Heroes Grant Program

The Housing for Texas Heroes (H4TXH) Grant Program provides home modifications, repair, and weatherization for veterans and surviving spouses who live in Texas.

## Eligible Beneficiaries: Very Low and/or Low-Income Veterans, Surviving Spouses

1. Clients must be Very Low or Low-Income.
  - Very Low-Income Household (50% of the median family income for the county in which the beneficiary resides per HUD)
  - Low-Income Household (80% of the median family income for the county in which the beneficiary resides per HUD)
2. Clients who meet income requirements and are determined a disabled veteran by the VA are the highest priority for services and wait lists.
3. Clients must be listed on file with the county appraisal district as the current owner(s) of the property.
4. Clients must be current on existing mortgage loans or home equity loans.
5. Clients must be current on property taxes or deferred by the county appraisal district.
6. Property receiving services must be the client's primary residence and located in Texas.

## Eligible Services:

1. **Home modification projects** to improve accessibility that support living in a home based on physical disabilities or handicaps (accessibility modifications to walkways, doors, kitchen, and bathroom). Home modification projects must assist the VA disability or handicap.
2. **Home repair projects** to correct dangerous housing conditions to make home safe (plumbing, electrical, walls, flooring,). Home repair projects must correct dangerous and life threatening conditions and not repair wanted upgrades to improve the aesthetic of the home.
3. **Home weatherization projects** to correct elements (wind and water) from entering the home (sealing of doors & windows, siding, roofing). Weatherization projects for energy efficiency upgrades or repairs are not allowed, Federal and other State programs provide such services.

**The maximum amount H4TXH funding for home modification assistance per veteran household is \$35,000, per grant period.**

### **Verify Current Ownership & Residence**

Before committing to or beginning the project, verify the beneficiary (veteran or surviving spouse):

1. Is listed as the 100% owner via the County Tax Appraisal District's office; AND
2. Homestead - Lives in it as a primary residence

### **County Tax Appraisal District Verification**

The beneficiary must be listed as the 100% owner on official County property tax records. Examples of acceptable proof include:

- Warranty Deed
- Special Warranty Deed
- Irrevocable Trust where veteran (or surviving spouse) is listed as the beneficiary of the trust

Grantees carry the burden of substantiating ownership of the property. If clear, absolute evidence of beneficiary ownership is not provided to TVC at time of reimbursement, the Grantee may be liable for covering the costs of the project.

### **Current on Loans & Property Taxes**

Ensure beneficiaries are CURRENT on all of the following before committing to or beginning the beneficiary project:

- Mortgage loans
- Home equity loans; AND
- Property taxes

### **Exceptions And Prior Approvals**

If criteria outlined above cannot be met, contact your Grant Officer to discuss an exception.

### **Reporting Tools**

The following items will help your organization collect the required information needed to request reimbursement.

#### **Project Checklist**

- Use the Project Checklist to guide planning, eligibility confirmation, and document gathering to support reimbursement.

#### **Project Form**

- Complete the Project Form to support reimbursement.

#### **Before & After Photos**

- Review the Before and After Photo guidelines in this document on page XX, to ensure that adequate photo documentation is captured before and after. Photo documentation is required for reimbursement.

## **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.
- 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 Homestead**  
Verify home is primary residence 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 Form**

**GRANTEE  
INSTRUCTIONS**

Complete Sections A-E. Submit one form for reimbursement of each Home Modification, Weatherization, or Repair Project completed.

**BENEFICIARY INSTRUCTIONS**

Review Project information on both pages of this form. Complete Section F.

*Required fields are marked by a red asterisk (\*)*

**A) PROJECT INFORMATION**

Grantee Organization\*

Grant ID Number \*

Beneficiary

Beneficiary Type  Veteran  Surviving Spouse

Name\* Project

Address\*

City\*

County \*

Is the Veteran/Surviving Spouse Beneficiary the owner of the home as verified on the corresponding  Yes  No

County Appraisal District Office's website? \*

Does the Veteran/Surviving Spouse Beneficiary reside in the home listed as *Project Address*? \*  Yes  No

Beneficiary Eligibility Requirement \*  Very Low-Income O R  Low-Income  VA Disabled (*Must be low or very low income FIRST*)

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. \*  Yes  No

**B) 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.*

ISSUE AND FUNCTIONAL DEFICIENCY CAUSED *	AREA OF HOME *
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**C) PROJECT MILESTONES**

Pre-Inspection Date \* ..... Project Start Date \* ..... **PROJECT DURATION**

Final Inspection Date \* ..... Project Completion Date \* ..... Days...

Project Inspector \*  Internal  Third-Party Project Inspector Name \*

**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.	
2.	
3.	

4.

.....

5.

.....

6.

.....

7.

.....

8.

.....

TOTAL COST \* .....

**E) GRANTEE CERTIFICATION**

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

*Date \**

*Grantee Representative Name and Job Title \**

.....

*Grantee Representative Signature \**

.....

**F) BENEFICIARY CERTIFICATION**

<b>JOB RATING *</b>	<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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I agree that the information on this form is true. The work has been completed and my customer rating is fair.

*Beneficiary  
Signature \**

.....

*Date \**



## **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. 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.

### **Minimum Requirements**

- Pictures must be taken by a 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

### **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
  - o *(see examples in this section)*
- Before and After images must be taken from the same angle
  - o *(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

**Front Façade of Home Example:**



## Exterior Example: Roof Replacement



**EXAMPLE:** Wheelchair ramp on Housing for Texas Heroes project



**BEFORE**

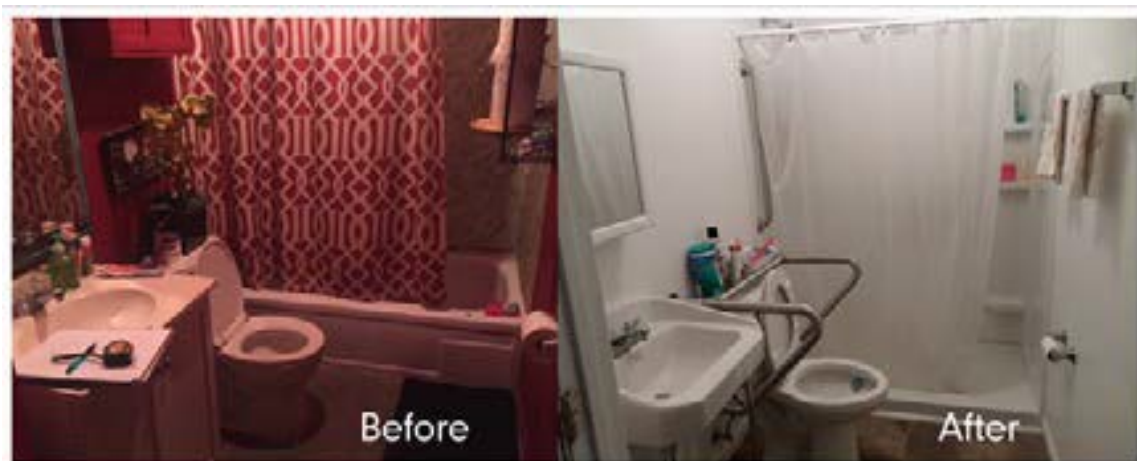


**AFTER**

**Interior Example: Flooring Changed/Replaced**

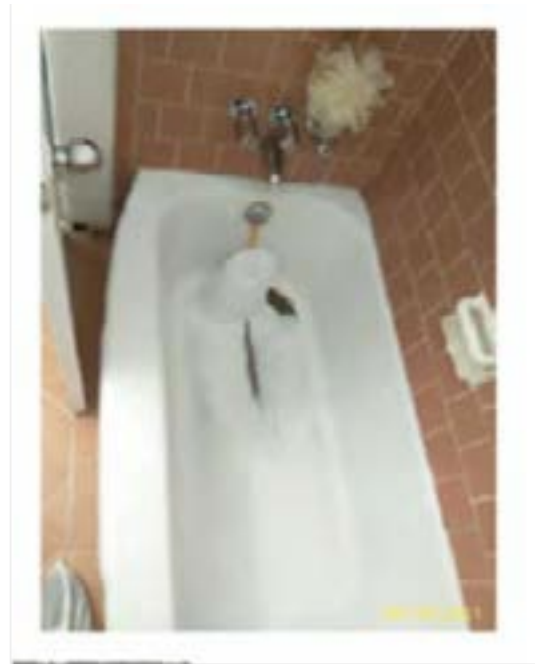


**EXAMPLE:** Grab bar installation for Housing for Texas Heroes project





## Insufficient Picture Documentation Example:



- X Not taken from the same angle
- X Missing "before" and "after" labels

## Examples of Unallowable Items

1. New additions to the property are not allowed.
2. Modifications, Weatherization, or Repairs to non-primary residential home or structure
3. Window upgrade for energy efficiency
4. Energy efficiency repairs or modifications to reduce electrical cost
5. Gutter installation
6. Kitchen/ bathroom remodels for aesthetic purposes
7. Carpet replacement for wood flooring for aesthetic purposes
8. Painting exterior or interior for aesthetic purposes
9. Installing deck/ landings without medical necessity
10. Fence repair or replacement, UNLESS for service animal (see Allowable exterior items)
11. Landscaping or Yard Clean-up

## **Examples of Allowable Exterior Items**

1. Driveway: repair or leveling for accessibility or ease of walking for elderly.
2. Sidewalk: repair or leveling for accessibility or ease of walking for elderly.
3. Roof: repair or replacement.
4. Foundation: leveling or repair.
5. Rodent infestation: repair to exterior of home to prevent rodents from entering subflooring or attic.
6. Caulking: caulking of exterior of home to prevent weather and element from entering.
7. Siding: repair or replacement to prevent weather elements from entering the house.
8. Painting exterior: painting of weather damaged siding and home exterior to extend life.
9. Ramp: install or repair for entry into all exits of home for accessibility or ease of walking for elderly.
10. Deck: repair or replace for accessibility or ease of walking for elderly.
11. Fence: for service animal, install, repair, replace.
12. Lawn: drainage and leveling to prevent water from entering the home.
13. Surface drain: for foundation to prevent water from entering the home.
14. Electrical Drop and meter enclosure repair or replacement to meet code.
15. Light fixtures: repair of existing light fixture or replacement with comparable fixture.
16. Plumbing exterior: repair or replace water pipes and fixtures to prevent leaks of fresh water.
17. Plumbing exterior: repair or replacement of sewage pipes to ensure proper elimination of waste.
18. Septic system: repair or replacement to prevent leaks and ensure proper elimination of waste.
19. HVAC system: repair or replacement of air conditioner, coolant, refrigeration lines, furnace, air handler, indoor coil, register, supply air duct, return duct and thermostat.
20. Window: replacement or repair due to broken glass or frame to prevent weather elements from entering home.
21. Door and frame exterior: repair or replacement to secure home and prevent weather elements for entering home.
22. Tree removal: removal of tree or tree limbs overhanging above home to prevent future damage.

### **Examples of Allowable Interior Items**

1. Doorway widening of exterior doors or interior doors to allow accessibility for wheelchair.
2. Subfloor: leveling and repair for habitability, accessibility, or ease of walking for elderly.
3. Carpet replacement: replacement of old, worn carpet or carpet that prevents accessibility or ease of walking for elderly.
4. Flooring: repair or replacement for accessibility or ease of walking for elderly.
5. Ceiling: repair or replacement due to water or weather damage.
6. Walls: repair or replacement due to water or weather damage.
7. Painting: painting of interior of home to extend life of weathered materials, to cover repaired area, and cover water damage areas that do not need replacement.
8. Electrical: circuit breakers and panel, repair, or replacement to ensure home is to code.
9. Electrical: replacement of non-operational outlets, light switches and covers.
10. Electrical wiring: replacement and repair of home wiring to ensure home is to code.
11. Light fixtures: repair of existing light fixture or replacement with comparable fixture.
12. Ceiling Fan: repair non-operational fan or replacement with comparable model.
13. Plumbing interior: repair of water pipes and fixtures to prevent leaks.
14. Plumbing interior: replacement of water pipes to ensure home is to code.
15. Plumbing interior: replacement of unrepairable water fixture with comparable model.
16. Refrigerator: repair or preplace with comparable model.
17. Stove: repair or replace with comparable model.
18. Microwave: repair or replace with comparable model.

### **Examples of Allowable Bathroom Project Items**

1. Remodel for Americans with Disabilities Act (ADA) compliance and accessibility.
2. Door, widen entrance and replace door and door frame for wheelchair accessibility.
3. Vanity and sink: Position lower on wall for wheelchair accessibility; includes required plumbing and fixture.
4. Toilet: replace with ADA-compliant model.
5. Bath: install ADA-compliant walk-in shower or ADA-compliant tub for accessibility along with required plumbing and fixtures.
6. Grab bars: install bars as required for toilet and bath.

### **Examples of Allowable Kitchen Project Items**

1. Remodel for ADA compliance & accessibility.
2. Door: widen entrance and replace door and door frame, for wheelchair accessibility.
3. Counter tops: lower height for ADA compliance and wheelchair accessibility.
4. Sink: lower height for wheelchair accessibility; includes required plumbing and fixture.
5. Upper cabinets: position lower on wall, for wheelchair accessibility.
6. Lower cabinets: replace lower cabinets to reduce height, for wheelchair accessibility.
7. Stove: replace with ADA-compliant model.
8. Refrigerator: replace with ADA-compliant mode.