



PROJECT FILE DOCUMENTATION CHECKLIST

HOMEOWNER REHABILITATION ASSISTANCE (HRA)

Administrator:

Contract/RSP Number:

Beneficiary Name :

Project Number:

Project Address:

LEFT SIDE Support Documents for Project Setups File documents in sequential order		Source	In File	Submission Requirement
1	HRA External Setup Checklist	TDHCA Form	☐	Retain in Project File
2	Copy of environmental clearance email (Retain all environmental support docs in separate Environmental Review Record file)	TDHCA	☐	Setup Packet
3	Environmental clearance documentation	Administrator	☐	Submit to TDHCA as required
4	Intake Application	TDHCA Form	☐	Setup Packet
5	Household Income Certification (HIC)	TDHCA Form	☐	Setup Packet
6	Income and asset verification forms, as needed	TDHCA Form	☐	Submit to TDHCA if required in Setup Packet
7	Income and asset documentation	Beneficiary	☐	Submit to TDHCA if required in Setup Packet
8	Release and Consent	TDHCA Form	☐	Retain in Project File
9	PRWORA Household Status Verification Form	TDHCA Form	☐	Setup Packet
10	PRWORA SAVE Verification Response (if applicable)	SAVE System	☐	Setup Packet
11	Verification of Disability (if applicable)	TDHCA Form	☐	Setup Packet
12	Approval/denial letter to applicant	Administrator	☐	Retain in Project File
13	HRA Certification of Principal Residence	TDHCA Form	☐	Retain in Project File
14	Verification of Residence	Beneficiary	☐	Retain in Project File
15	Conflict of interest documents (if applicable)	TDHCA Form and Administrator	☐	Retain in Project File
16	Conflict of interest exception approval letter from HUD (if applicable)	HUD letter	☐	Setup Packet
17	Duplication of benefits documents (if applicable)	Beneficiary	☐	Setup Packet
18	Initial Inspection Report	TDHCA Form	☐	Setup Packet

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19	Proposed plans and specifications prepared by state licensed architect or engineer or a certification of compliance which includes the seal of the architect or engineer	Architect	☐	Setup Packet
20	Accepted builder's bid	Administrator	☐	Setup Packet
21	Builder eligibility documents (EPLS/Secretary State/County Clerk) https://www.sam.gov/portal/public/SAM	Secretary of State S A M County Clerk	☐	Setup Packet
22	Building Contractor Bid Certification	TDHCA Form	☐	Retain in Project File
23	Final work write up	Administrator	☐	Setup Packet
24	Construction Contract	Administrator	☐	Setup Packet
25	Before photos	Administrator	☐	Setup Packet
26	Lead Safe Housing Requirements Screening Worksheet	HUD.gov		Retain in Project File
27	Receipt of Lead-Based Paint Notification	TDHCA Form	☐	Retain in Project File
28	Elderly Homeowner's Informed Consent Notice (if applicable)	TDHCA Form	☐	Retain in Project File
29	Re-Occupancy Notice (if applicable)	TDHCA Form	☐	Retain in Project File
30	Construction Inspection Authorization	TDHCA Form	☐	Retain in Project File
31	Homeowner's Certification and Agreement to Participate	TDHCA Form	☐	Retain in Project File
32	Pre-Construction Conference Report	TDHCA Form	☐	Retain in Project File
33	Title Commitment or Title Report	Title Company	☐	Grant/Loan Information Packet
34	Ownership/vesting documentation	Beneficiary	☐	Grant/Loan Information Packet
35	Tax Certificate	Taxing Authority	☐	Grant/Loan Information Packet
36	Life event documentation	Beneficiary	☐	Grant/Loan Information Packet
37	Survey , if required	Various	☐	Grant/Loan Information Packet
38	Flood insurance quote (if unit located in flood hazard area)	Beneficiary	☐	Grant/Loan Information Packet
39	Documentation of current loan status	Beneficiary	☐	Loan Information Packet
40	Consent to Demolish (if property has an existing mortgage)	Various	☐	Grant/Loan Information Packet
41	Consent to Subordinate (if property has an existing mortgage)	Various	☐	Grant/Loan Information Packet
42	Loan Addendum	TDHCA Form	☐	Loan Application Packet

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43	Patriot Act Information Form	TDHCA Form	☐	Loan Application Packet
44	Acknowledgement of Licensing Status for Loan Originator (if applicable)	TDHCA Form	☐	Loan Application Packet
46	Appraisal or other post-rehab valuation	Administrator	☐	Loan Application Packet
47	Single Family Construction Activities Setup and Draw Workbook	TDHCA Form	☐	Separate Attachment to Project Activity
48	Household Commitment Contract (HCC)	TDHCA	☐	Separate Attachment to Project Activity
Additional Documentation for Grant Projects				
49	Appraisal or other post-rehab valuation	Administrator	☐	Separate Attachment to Project Activity
Additional Documentation for Refinance Projects				
50	Payoff statement from first lien lender	Beneficiary	☐	Loan Application Packet
51	Verification of first lien lender loan terms	Beneficiary	☐	Loan Application Packet
52	Eligibility Calculator for HRA with Refinance	TDHCA Form	☐	Loan Application Packet
53	Homeowner's Insurance Quote	Beneficiary	☐	Loan Application Packet
54	Documentation of Estimated Property Tax	Administrator	☐	Loan Application Packet

ALWAYS KEEP A COPY OF DOCUMENTS SUBMITTED TO TDHCA.



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HOMEOWNER REHABILITATION ASSISTANCE (HRA)

Administrator:

Contract/RSP Number:

Beneficiary Name :

Project Number:

Project Address:

RIGHT SIDE File documents in sequential order		Source	In File	Attach to CDB System
Support Documents for Refinancing of First Lien Draw				
1	Approval notification with final HUD-1 from closing specialist	TDHCA	☐	Draw Packet
2	Certified copy of TDHCA note and deed of trust	Administrator	☐	Retain in Project File
3	Soft cost support documentation	Administrator	☐	Draw Packet
4	Matching funds support documentation (if applicable)	Administrator	☐	Draw Packet
5	Flood insurance declarations page (if property is in a flood zone)	Beneficiary	☐	Draw Packet
Support Documents for Initial / Interim Construction Cost Draws				
1	Approval notification with final HUD-1 and construction loan agreement (CLA) from closing specialist	Administrator	☐	Draw Packet
2	Single Family Construction Activities Setup and Draw Workbook	TDHCA Form	☐	Draw Packet
3	Builder's itemized invoice	Builder	☐	Draw Packet
4	Other hard cost support documentation	Various		Draw Packet
5	Soft cost support documentation	Administrator	☐	Draw Packet
6	Matching funds support documentation (if applicable)	Administrator	☐	Draw Packet
7	Down-date endorsement to title policy not older than the date of the last disbursement of funds or 45 days, whichever is later or release form, as applicable	Title Company	☐	Draw Packet
8	Progress Inspection(s)	TDHCA Form	☐	Draw Packet
9	Progress photos	Administrator	☐	Draw Packet

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Support Documents for Final/Retainage Construction Draw				
1	Single Family Construction Activities Setup and Draw Workbook with Section 3 Report Completed	TDHCA Form	☐	Draw Packet
2	Builder's itemized invoice	Builder	☐	Draw Packet
3	Other hard cost support documentation	Various	☐	Draw Packet
4	Soft cost support Documentation	Administrator	☐	Draw Packet
5	Matching funds support documentation (if applicable)	Administrator	☐	Draw Packet
6	Down-date endorsement to title policy or release form dated at least 40 days from the Construction Completion Date, as applicable	Title Company	☐	Draw Packet
7	Final photos	Administrator	☐	Draw Packet
8	Final Inspection	TDHCA Form	☐	Draw Packet
9	Certificate of Occupancy (or equivalent) with inspection report if required	Administrator	☐	Draw Packet
10	Energy efficiency compliance documentation	Builder/ Municipality	☐	Draw Packet
11	Copy of Recorded Affidavit of Completion	TDHCA Form	☐	Draw Packet
12	Form 51-12 Final Bills Paid Affidavit	TDHCA Form	☐	Draw Packet

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Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
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