

Texas Department of Housing and Community Affairs
Colonia Self Help Center Program



Activity File Documentation Checklist

County: _____ Contract Number: _____

Homeowner: _____

Address: _____

Type of Assistance: _____

LEFT SIDE Project File Folder All documents should be filed in sequential order	Form Number	In File (initials)	Comments
1. Intake Application Supplement	3		Submit to TDHCA
2. Intake Application			Retain in File
3. PRWORA - Household Status Verification Form			Submit to TDHCA
4. Verification Response from SAVE – If applicable			Submit to TDHCA
5. Assets Verification			Retain in File
6. Income Certification			Retain in File
7. Proof of Homeownership			Retain in File
8. Evidence Property Taxes are Current			Retain in File
9. Approval or Denial of Assistance	5a or 5b		Retain in File
10. Homeowner Service Agreement and Certification to Participate	8		Retain in File
11. Initial TREC Inspection Report			Submit to TDHCA
12. If applicable, "Walk Away" or Relocation Notification			Retain in File
13. Reconstruction Feasibility, if applicable	9		Retain in File
14. Boundary Survey (reconstruction, new construction, and rehabilitation if expanding original footprint)			Retain in File
15. Receipt of Lead-Based Paint Notification, if applicable	10		Retain in File
16. Environmental Site Specific Clearance			Submit to TDHCA

Documentation required to be submitted to TDHCA are in **bold**.
(may require supporting documentation such as invoices, etc.)

ALWAYS KEEP A COPY OF DOCUMENTATION SUBMITTED TO TDHCA.

Texas Department of Housing and Community Affairs
Colonia Self Help Center Program



Activity File Documentation Checklist

County: _____ Contract Number: _____

Homeowner: _____

Address: _____

Type of Assistance: _____

RIGHT SIDE Project File Folder All documents should be filed in sequential order	Form Number	In File (initials)	Comments
1. Before Photos of deficiencies			Retain in File
2. Work Write-up	12		Submit to TDHCA
3. Blueprints for Reconstruction and New Construction			Submit to TDHCA
4. Bid Documents/Bid Analysis			Retain in File
5. Building Contractor Eligibility Verification	13		Submit to TDHCA
6. Construction Contract			Retain in File
7. Pre-construction Conference and Notice to Proceed	14		Submit to TDHCA
8. Change Order Request(s), if applicable	15		Submit to TDHCA
9. Final Inspection Report			Submit to TDHCA
10. Re-Occupancy Notice - Lead Hazard, if applicable	11		Retain in File
11. After Photos of Work Completed			Retain in File
12. Final Bills Paid Affidavit by Contractor	16		Retain in File
13. Lien Waiver Affidavit by Subcontractor, if applicable	17		Retain in File
14. Lien Waiver Affidavit [Final] by Contractor	18		Retain in File
15. Warranty from Contractor with Expiration Date			Retain in File
16. Affordability Documentation, if applicable			Submit to TDHCA
Other:			Retain in File
Other:			Retain in File
Other:			Retain in File
Other:			Retain in File
Other:			Retain in File

Separate Flap			
Invoices, draw forms, and supporting documentation			Submit to TDHCA

Documentation required to be submitted to TDHCA are in **bold**.
(may require supporting documentation such as invoices, etc.)

ALWAYS KEEP A COPY OF DOCUMENTATION SUBMITTED TO TDHCA.