

TxCDBG On-site Sewer Facility (OSSF) Case File Checklist

Grant Recipient: _____

TxCDBG Contract No: _____

Homeowner: _____

Address: _____

	ORDER OF ITEMS IN PROJECT CASE FILE	Y	N	N/A	DOCUMENT SOURCE
1.	Homeowner's Application for Assistance				Date Received:
2.	Determination of Primary Residence				<input type="checkbox"/> Utility Bill Copies <input type="checkbox"/> Other _____
3.	Proof of Ownership Documentation				<input type="checkbox"/> Deed of Trust or Mortgage Deed <input type="checkbox"/> Fee Simple Title <input type="checkbox"/> 99 Year Leasehold <input type="checkbox"/> Life Estate <input type="checkbox"/> Tax Receipt Verifying Ownership <input type="checkbox"/> Other _____
4.	Verification of Non-delinquent Tax Receipts				Date paid:
5.	Income and Asset Verification Summary Sheet (must be within 6 months of assistance) Year of Income Limits _____ Annual Income \$ _____ Family Size _____ Max Income \$ _____				<input type="checkbox"/> Check Stub Copies <input type="checkbox"/> SSI Letters <input type="checkbox"/> IRS Forms <input type="checkbox"/> Bank Records <input type="checkbox"/> Third Party Verification Statement <input type="checkbox"/> Other:
6.	Approval of OSSF Assistance Notice				
7.	Site-Specific Environmental Review Checklist				
8.	Soil Evaluation Report				
9.	Small Purchase Request Record with Quotes				
10.	Was there an executed contract between the OSSF installer and homeowner?				Date Executed:
11.	Payment Request Contractor Invoices				<input type="checkbox"/> Invoices
12.	Change Order Approval				Amount Approved _____
13.	Warranty with Expiration Date				<input type="checkbox"/> Included in Construction Contract <input type="checkbox"/> Separate Document
14.	Documentation of decommissioned abandoned septic tank, cess pool, seepage pit, etc.				
15.	Copy of Permit issued for OSSF by TCEQ Permitting Authority (e.g., County Health Dept.)				

16.	Certificate of Construction Completion for OSSF Projects Fully Executed				
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