**CII 3**

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

rant Recipient:  **­­** TxCDBG Contract No:

Homeowner: Address:

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