**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 |  |  |  |  |