



Cornerstone

Community Action Agency

Houses for Texas Heroes (H4TXH) Contractor Application

Thank you for your interest in partnering with Houses for Texas Heroes (H4TXH) to provide home repairs and accessibility improvements for Texas veterans and surviving spouses.

Company Information

Company Name: _____

Business Address: _____

Website (if applicable): _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Payment Terms

H4TXH projects are reimbursed through grant funding. Payment processing may take up to **45 days** after submission of all required documentation for payment including:

- Completed work
- Invoices
- Required photos

☐ **Yes**, our company understands and is willing and financially capable of waiting up to 45 days for payment.

☐ **No**, our company is unable to participate under these payment terms.

IF YOU SELECTED NO, PLEASE STOP HERE. THIS APPLICATION IS COMPLETE AND THERE IS NO NEED TO CONTINUE.



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Business Structure

- ☐ Sole Proprietorship
- ☐ LLC
- ☐ Partnership
- ☐ Corporation
- ☐ Other: _____

Federal Tax ID (EIN): _____

Years in Business: _____

Licensing & Certifications

Professional License Number(s): _____

Issuing State: _____

Expiration Date: _____

List any additional certifications or trade qualifications:

Insurance Information

General Liability Insurance Carrier: _____

Policy Number: _____

Coverage Amount: _____

Policy Expiration Date: _____

Please attach the current Certificate of Insurance.

Service Area: Please select all counties where you perform your work.

☐ Brown County

☐ Callahan County

☐ Coleman County

☐ Comanche County

☐ Eastland County

☐ McCulloch County

☐ Runnels County

☐ Parker County

☐ Palo Pinto County

☐ Jack County

☐ Wise County



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Contractor Capabilities: Please indicate the types of work your company can perform

☐ Home Modifications

(Accessibility Improvements)

☐ Plumbing

☐ Electrical

☐ Flooring

☐ Roofing

☐ Siding

☐ Door & Window
Repairs

☐ Drywall/Wall Repairs

☐ General Construction

☐ Other:

Texas Veterans Commission (TVC) Project Requirements

Contractors must understand that projects are limited to the following eligible categories:

Projects must address safety concerns and are not intended for cosmetic upgrades or aesthetic improvements.

1. Home Modification Projects

Accessibility improvements that support independent living for veterans or surviving spouses with physical disabilities or handicaps, including:

- Walkways and ramps
- Door modifications
- Kitchen accessibility improvements
- Bathroom accessibility improvements

2. Home Repair Projects

Repairs that correct dangerous or life-threatening housing conditions, including:

- Plumbing repairs
- Electrical repairs
- Wall repairs
- Flooring repairs

3. Home Weatherization Projects

Repairs that prevent wind and water intrusion, including:

- Sealing doors and windows
- Siding repairs
- Roofing repairs

Energy-efficiency upgrades are not eligible under this program.



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Documentation & Photo Requirements

To receive reimbursement, contractors must provide project photos as required by the Texas Veterans Commission.

Minimum Photo Requirements

- One (1) color photo of the front façade of the home.
- At least one (1) "Before" photo and one (1) "After" photo for each individual project area.
- Photos must be taken by a designated H4TXH representative or approved project representative.

Photo Format Requirements

- Color photos only (no black-and-white images).
- Photos must clearly show the exact work location.
- Before and After photos must be placed adjacent to each other in the supporting PDF document.
- Before and After photos must be taken from the same angle whenever possible.
- Maximum of four (4) images per page.
- Images must be clearly labeled "Before" and "After."
- Avoid including people in photographs.

Failure to provide required photographs may delay reimbursement

References

Reference 1

- Company/Name: _____
- Contact Person: _____
- Phone: _____
- Relationship: _____

Reference 2

- Company/Name: _____
- Contact Person: _____
- Phone: _____
- Relationship: _____

Reference 3

- Company/Name: _____
- Contact Person: _____
- Phone: _____
- Relationship: _____



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Previous Completed Project (Describe three recent projects)

1. _____

2. _____

3. _____

Compliance Questions

Have you ever been denied a contractor's license?

- ☐ Yes
- ☐ No

Have you been involved in litigation related to construction services within the past five years?

- ☐ Yes
- ☐ No

Have you ever had an insurance policy canceled or non-renewed?

- ☐ Yes
- ☐ No

If you answered "Yes" to any of the above, please explain:

Documentation Checklist

Please submit the following with this application:

- ☐ Completed IRS Form W-9
- ☐ Certificate of General Liability Insurance
- ☐ Workers' Compensation Certificate (if applicable)
- ☐ Professional License(s)
- ☐ Driver's License or Government ID
- ☐ Business Registration Documentation
- ☐ List of References



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Acknowledgements

1. I certify that the information provided above is accurate and that my company is interested in participating in the Houses for Texas Heroes (H4TXH) program.
2. I understand that submission of this application does not guarantee approval or the award of any work and that false information may result in rejection or termination of any contractor relationship
3. I give permission for my work, comments and pictures to be taken for projects, publications, and promotional activities.
4. I authorize Cornerstone Community Action Agency to release and verify all information requested

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Interested contractors can return completed applications to:

Shenika Arredondo

Shenika.arredondo@cornerstonecaa.org

Application may also be mailed to:

114 Needham

Coleman, TX 76834

Phone: 325-625-4167

Thank you for helping our hero's
Houses for Texas Heroes (H4TXH)