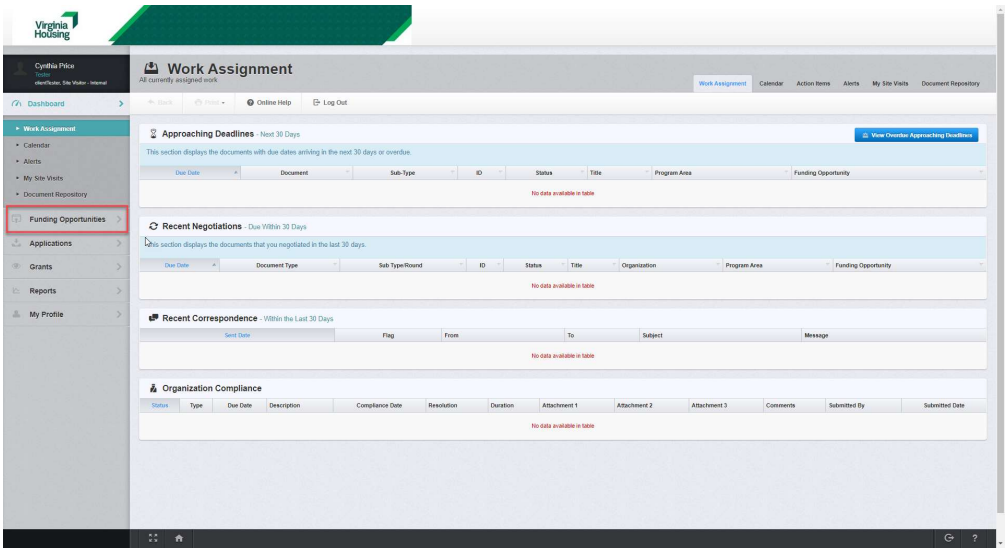
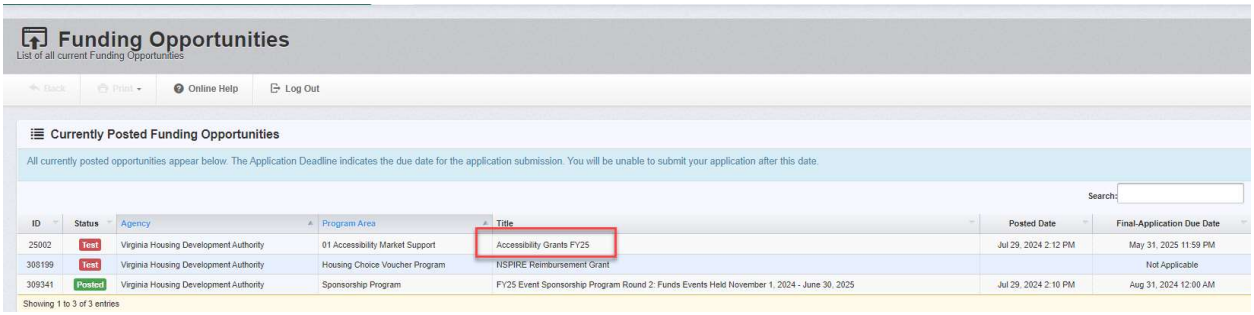
Completing the Accessibility Grant Application

Log in to the system at vhdagrants.com. Select "**Funding Opportunities**" from the left-hand navigation bar.



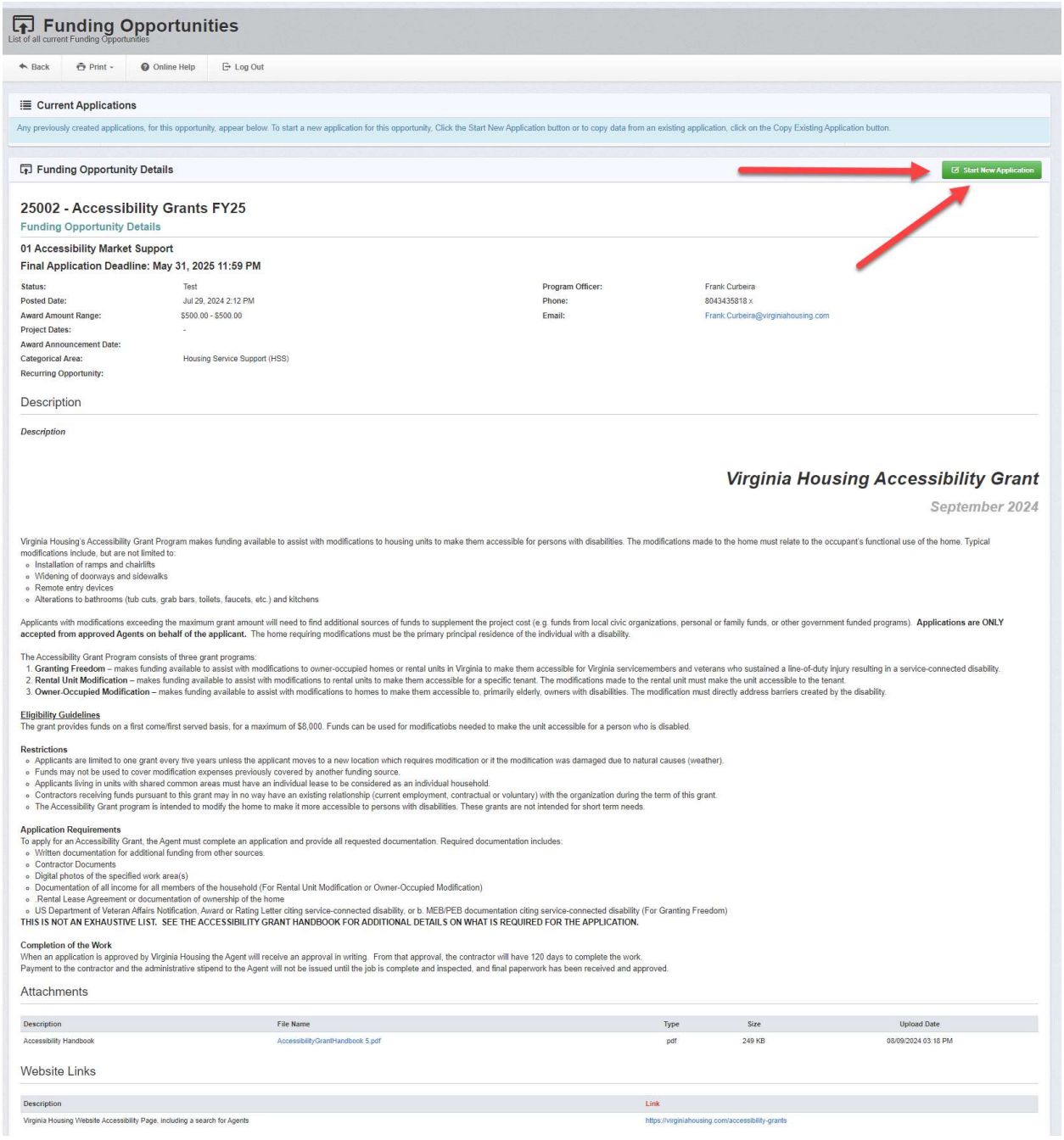
The "Funding Opportunities" page lists any grant opportunities Virginia Housing currently has open for applications and will change regularly. Look for the "**Accessibility Grants**" funding opportunity and select it.



All Accessibility Grants are now combined into a single application. You will apply here for:

- Granting Freedom,
- Rental Unit Modification, and
- Owner-Occupied Modification

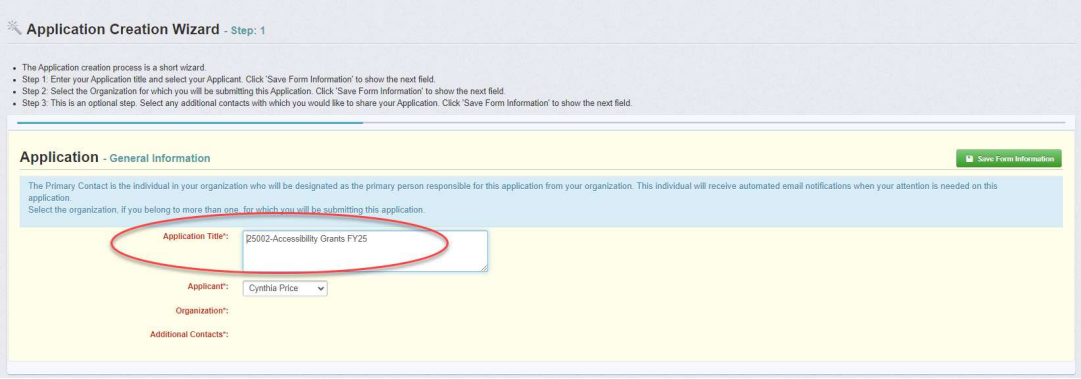
The Accessibility Grant page will give you general information about the grants and will link to the Accessibility Grant Handbook with all the details of the program. You will see the green button to "**Start New Application**" on the page.



If you have already started or submitted applications. They will appear at the top of the page under "Current Applications".

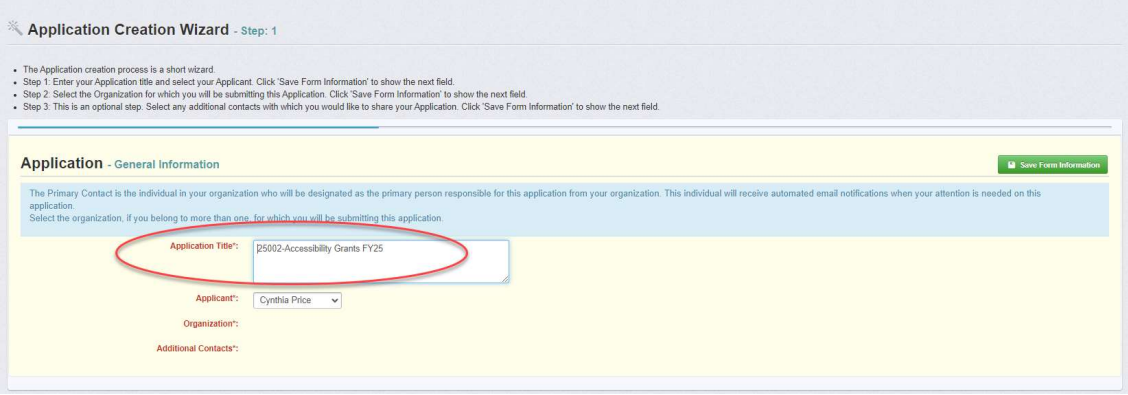
Select "**Start New Application**"

The Application Wizard will take you through starting your application. Note the box for **Application Title**. Select the box and rename it with the name of the applicant and the program abbreviation:

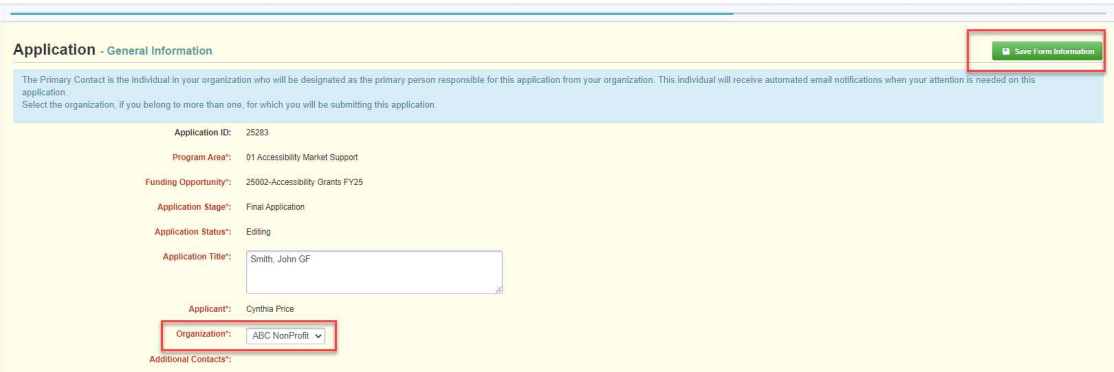


Example: Smith, John - GF
Doe, Jane - OOM
Sue, Betty - RUAM

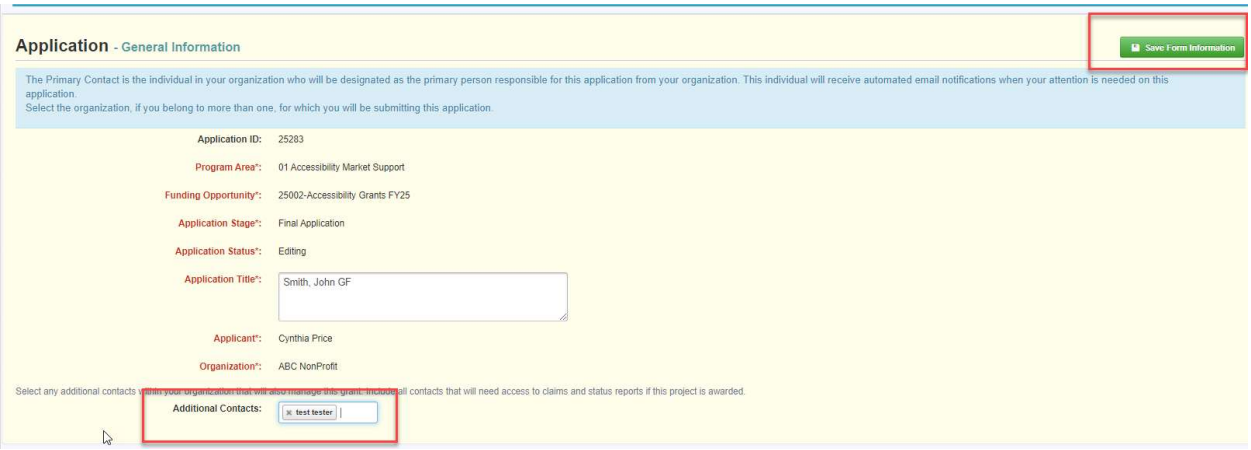
Your name will be selected in the Applicant box. You may change this if a coworker will be the one responsible for the application. Select **Save Form Information** when you are ready.



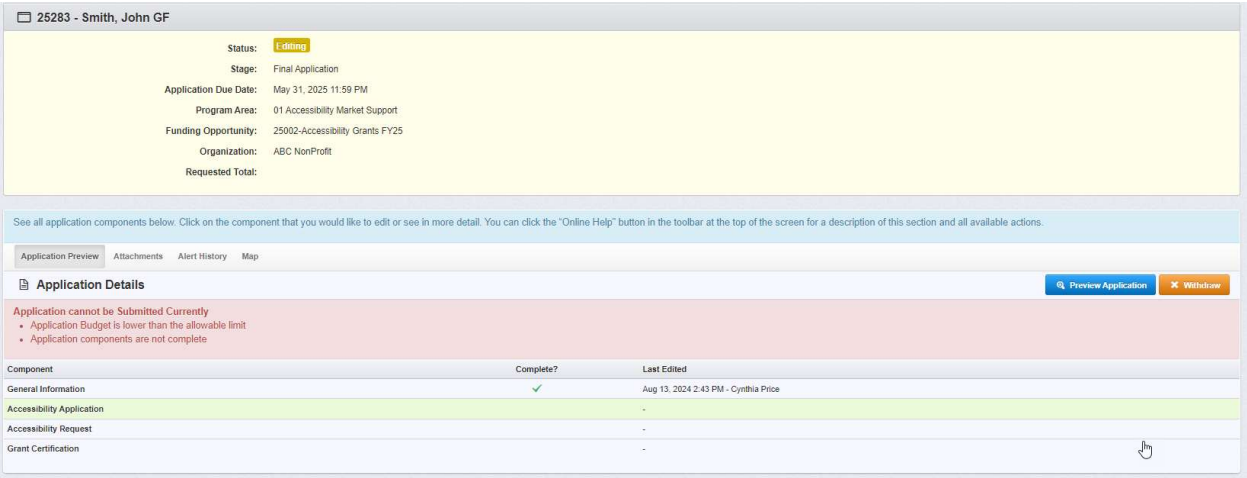
The **Organization** box will now show. You will only need to change this if you are connected to multiple organizations. Verify it is correct and select **Save Form Information**.



At this point you will have the option to add additional contacts. These are other people, connected to your organization, you want to be able to see and work on the application/grant. Add any additional contacts, if you choose to, and then select **Save Form Information**.

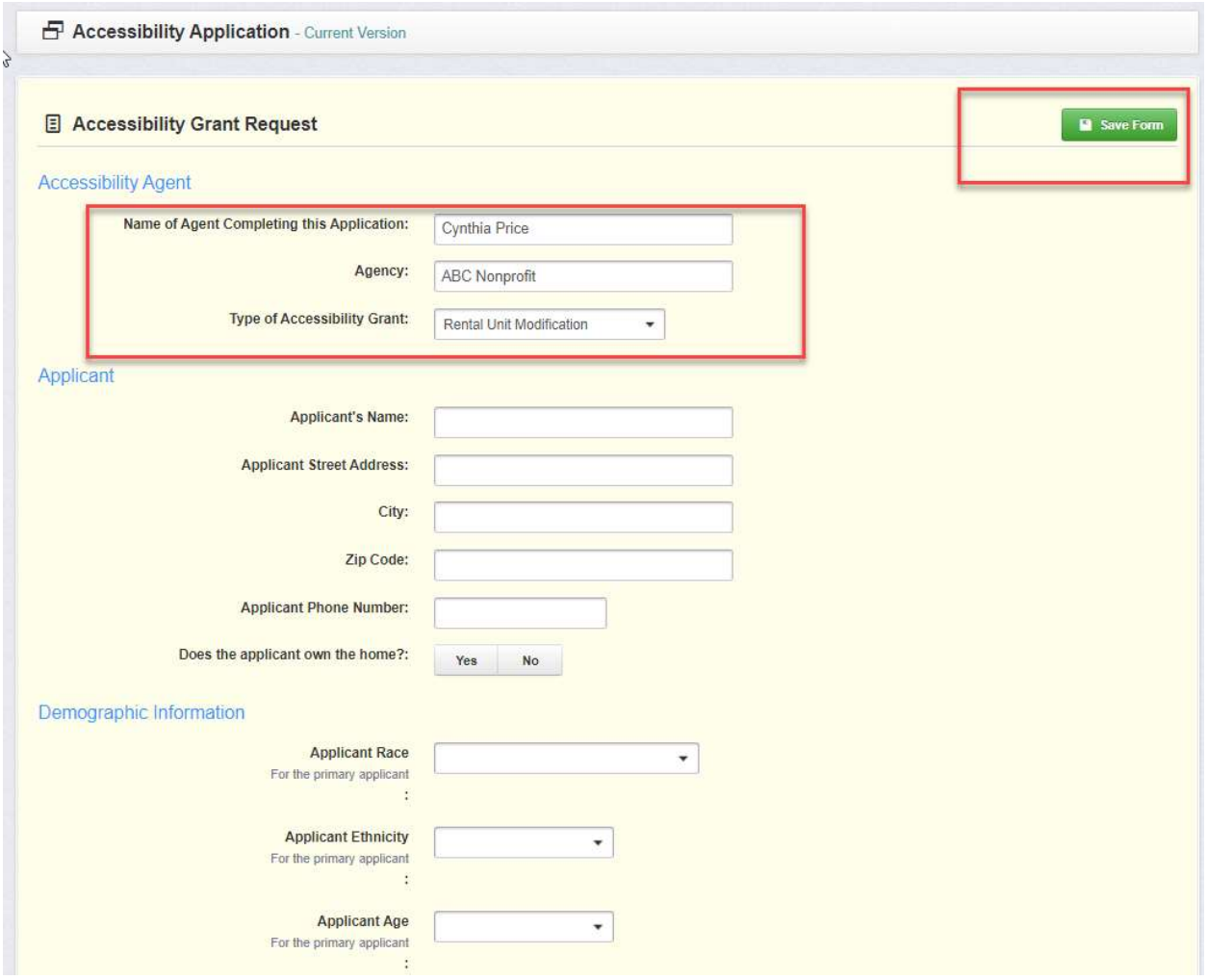


You will see the application page with the forms to be completed listed, like in the previous version of the system.



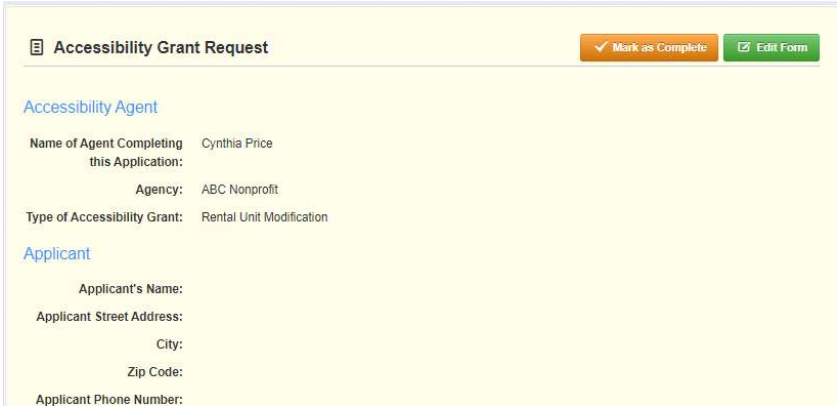
Note the red text box which will notify you of things that must be completed before the application is submitted. They will go away once the application is filled out.

Accessibility Application is the first form and where you will provide most of the information needed. Select this form.



Fill in your name, your Agency name, and use the dropdown to select the type of grant. Then you can continue moving down and completing the application.

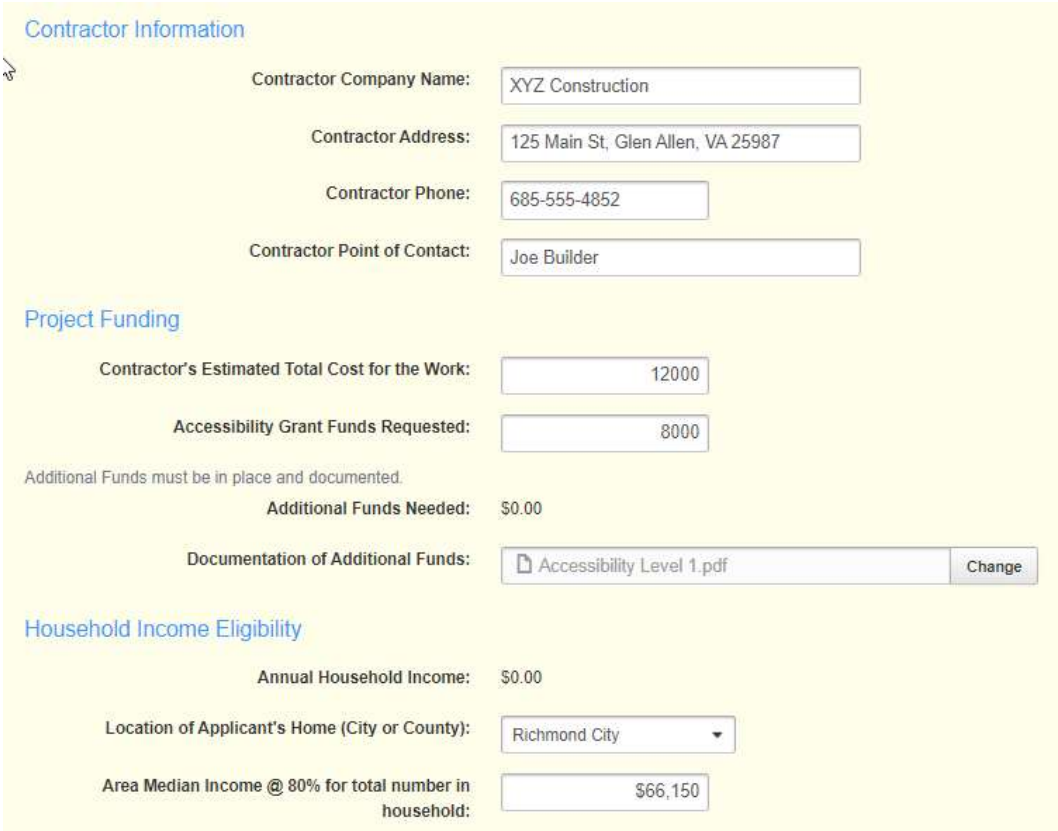
At anytime you may select the green **Save Form** button to save your work. As with the previous version of the system, saving the page will take you to a read-only view. You would select **Edit Form** to return to filling out the form.



Under the heading Contractor Information, make sure you provide the detail of the selected contractor who will be completing the work.

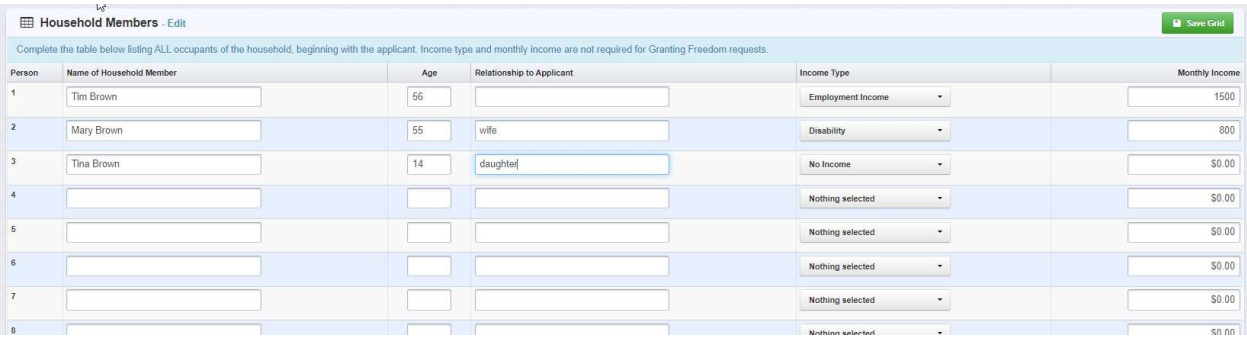
Under Project Funding, provide the total estimate and the amount requested from the Accessibility Grant (not to exceed $8,000). The match needed will calculate when the page is saved. You will use the Attachment box here to attach documentation of any other funds in the project.

Under Household Income Eligibility you will select the location (County or City) of the applicant's home and fill in the income limit for this locality. The household income will auto-calculate AFTER the next section of the application is completed and saved. You will NOT see this section for Granting Freedom applications.



Under the Attachments heading you will attach all documents requested in the Application Package. Additional attachment spaces are available in case additional documentation is requested by Virginia Housing during the review process.

The final section of this page is the table where you must list ALL household members. Income type and amount are optional for Granting Freedom applications.

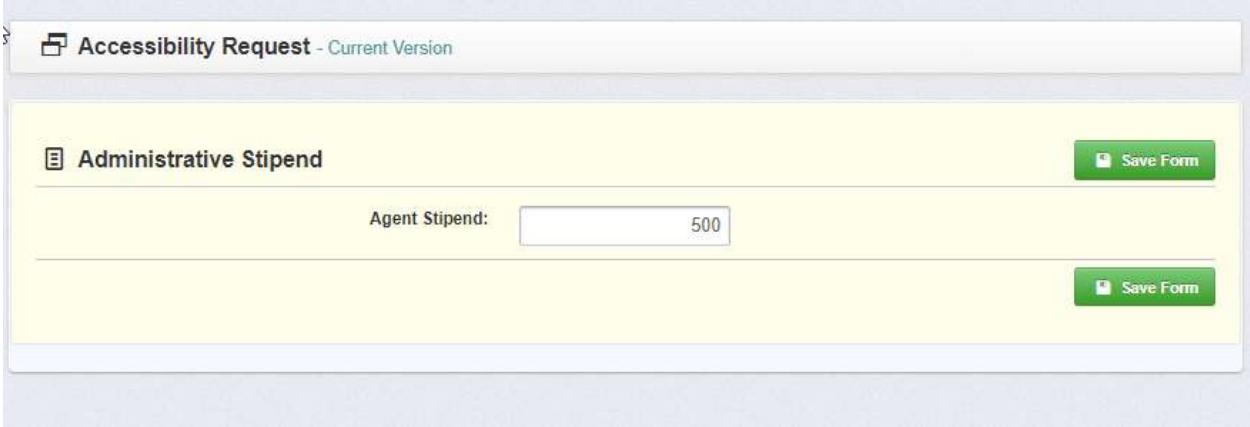


Select **Save Form** when you are done. Note the annual household income and additional funds needed are now shown.

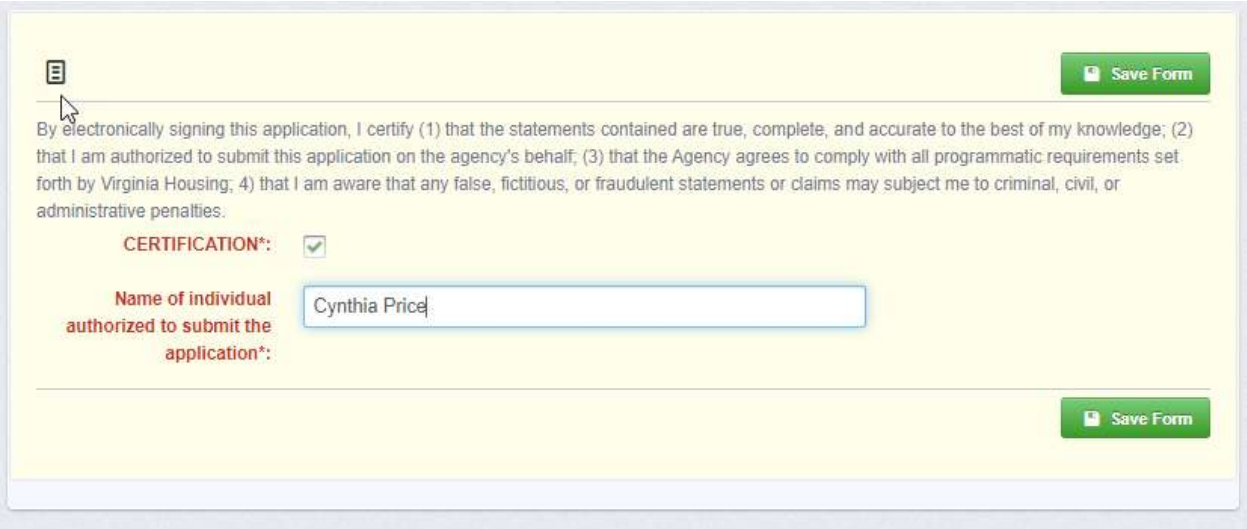
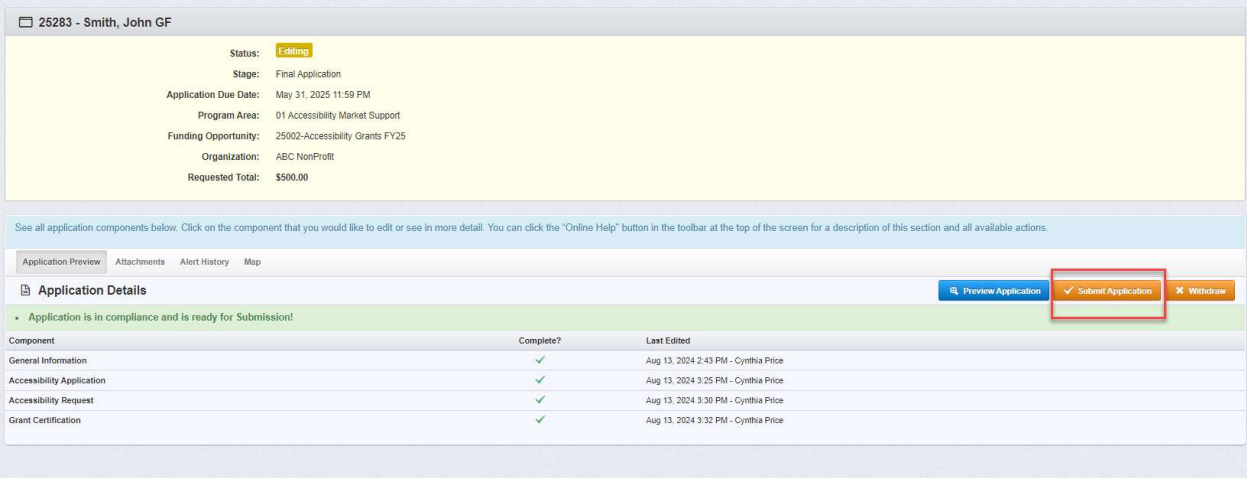
Scroll to the top of the page and you will see the button to Mark as Complete

Select the next form – **Application Request**

On this form, you are only requesting your Agent stipend, which will automatically fill in $500. All you need to do here is **Save** the form and then **Mark as Complete**.



The final section is the **Grant Certification**. You will need to check the certification box and type your name. **Save** the form and then **Mark as Complete**.



Your application will now be complete. Note that the red incomplete messages have gone away. You may preview the application to double check it. Once you are ready, select Submit Application to send it to Virginia Housing.