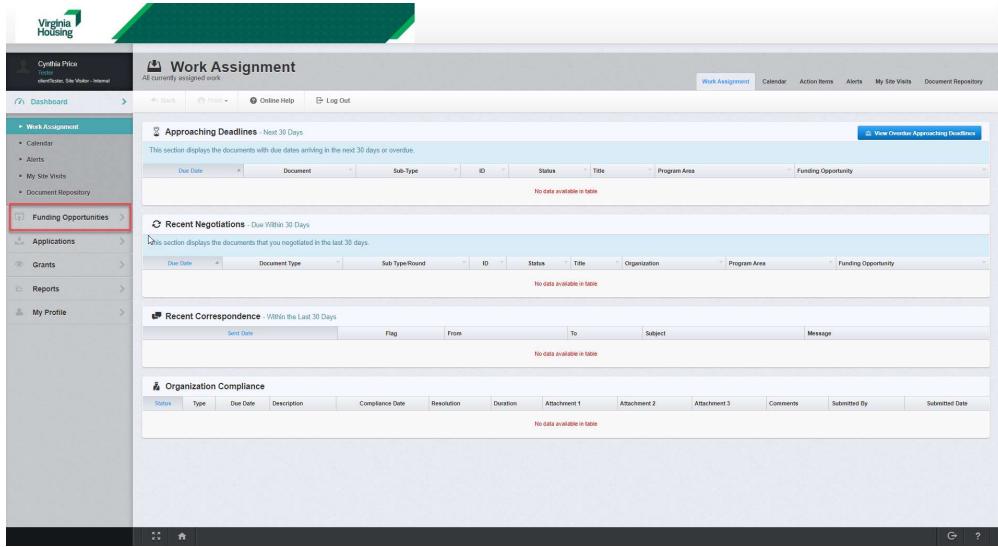


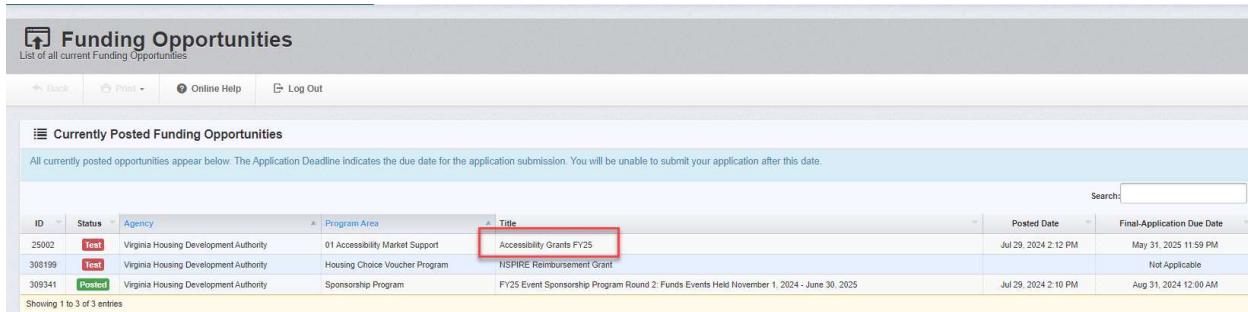
Completing the Accessibility Grant Application

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



The screenshot shows the 'Work Assignment' interface. On the left, a sidebar menu includes 'Work Assignment' (selected), 'Calendar', 'Alerts', 'My Site Visits', 'Document Repository', and 'Funding Opportunities' (highlighted with a red box). The main content area displays three sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', and 'Recent Correspondence - Within the Last 30 Days'. Each section has a table with columns like 'Due Date', 'Document', 'Sub-Type', 'Status', 'Title', 'Program Area', and 'Funding Opportunity'. The 'Approaching Deadlines' section shows a note: 'This section displays the documents with due dates arriving in the next 30 days or overtime' and 'No data available in table'.

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.



The screenshot shows the 'Funding Opportunities' page. At the top, it says 'List of all current Funding Opportunities'. Below that is a section titled 'Currently Posted Funding Opportunities' with the note: 'All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.' A search bar is at the top right. The main content is a table with columns: 'ID', 'Status', 'Agency', 'Program Area', 'Title' (which is highlighted with a red box), 'Posted Date', and 'Final Application Due Date'. The table contains three entries:

ID	Status	Agency	Program Area	Title	Posted Date	Final Application Due Date
25002	Test	Virginia Housing Development Authority	01 Accessibility Market Support	Accessibility Grants FY25	Jul 29, 2024 2:12 PM	May 31, 2025 11:59 PM
308199	Test	Virginia Housing Development Authority	Housing Choice Voucher Program	NSPIRE Reimbursement Grant		Not Applicable
309341	Posted	Virginia Housing Development Authority	Sponsorship Program	FY25 Event Sponsorship Program Round 2: Funds Events Held November 1, 2024 - June 30, 2025	Jul 29, 2024 2:10 PM	Aug 31, 2024 12:00 AM

Showing 1 to 3 of 3 entries

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.

Funding Opportunities
List of all current Funding Opportunities

Back Print Online Help Log Out

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

Funding Opportunity Details

25002 - Accessibility Grants FY25

Funding Opportunity Details

01 Accessibility Market Support

Final Application Deadline: May 31, 2025 11:59 PM

Status:	Test	Program Officer:	Frank Curbira
Posted Date:	Jul 29, 2024 2:12 PM	Phone:	8043435818 x
Award Amount Range:	\$500.00 - \$5000.00	Email:	Frank.Curbira@virginiahousing.com
Project Dates:	-		
Award Announcement Date:	-		
Categorical Area:	Housing Service Support (HSS)		
Recurring Opportunity:			

Description

Description

Virginia Housing Accessibility Grant
September 2024

Virginia Housing's Accessibility Grant Program makes funding available to assist with modifications to housing units to make them accessible for persons with disabilities. The modifications made to the home must relate to the occupant's functional use of the home. Typical modifications include, but are not limited to:

- Installation of ramps and chairlifts
- Widening of doorways and sidewalks
- Remote entry devices
- Alterations to bathrooms (tub cuts, grab bars, toilets, faucets, etc.) and kitchens

Applicants with modifications exceeding the maximum grant amount will need to find additional sources of funds to supplement the project cost (e.g. funds from local civic organizations, personal or family funds, or other government funded programs). Applications are ONLY accepted from approved Agents on behalf of the applicant. The home requiring modifications must be the primary principal residence of the individual with a disability.

The Accessibility Grant Program consists of three grant programs:

- Granting Freedom – makes funding available to assist with modifications to owner-occupied homes or rental units in Virginia to make them accessible for Virginia servicemembers and veterans who sustained a line-of-duty injury resulting in a service-connected disability.
- Rental Unit Modification – makes funding available to assist with modifications to rental units to make them accessible for a specific tenant. The modifications made to the rental unit must make the unit accessible to the tenant.
- Owner-Occupied Modification – makes funding available to assist with modifications to homes to make them accessible to, primarily elderly, owners with disabilities. The modification must directly address barriers created by the disability.

Eligibility Guidelines
The grant provides funds on a first come/first served basis, for a maximum of \$8,000. Funds can be used for modifications needed to make the unit accessible for a person who is disabled.

Restrictions

- Applicants are limited to one grant every five years unless the applicant moves to a new location which requires modification or if the modification was damaged due to natural causes (weather).
- Funds may not be used to cover modification expenses previously covered by another funding source.
- Applicants living in units with shared common areas must have an individual lease to be considered as an individual household.
- Contractors receiving funds pursuant to this grant may in no way have an existing relationship (current employment, contractual or voluntary) with the organization during the term of this grant.
- The Accessibility Grant program is intended to modify the home to make it more accessible to persons with disabilities. These grants are not intended for short term needs.

Application Requirements
To apply for an Accessibility Grant, the Agent must complete an application and provide all requested documentation. Required documentation includes:

- Written documentation for additional funding from other sources.
- Contractor Documents
- Digital photos of the specified work area(s)
- Documentation of all income for all members of the household (For Rental Unit Modification or Owner-Occupied Modification)
- Rental Lease Agreement or documentation of ownership of the home
- US Department of Veteran Affairs Notification, Award or Rating Letter citing service-connected disability, or b. MEB/PEB documentation citing service-connected disability (For Granting Freedom)

THIS IS NOT AN EXHAUSTIVE LIST. SEE THE ACCESSIBILITY GRANT HANDBOOK FOR ADDITIONAL DETAILS ON WHAT IS REQUIRED FOR THE APPLICATION.

Completion of the Work
When an application is approved by Virginia Housing the Agent will receive an approval in writing. From that approval, the contractor will have 120 days to complete the work. Payment to the contractor and the administrative stipend to the Agent will not be issued until the job is complete and inspected, and final paperwork has been received and approved.

Attachments

Description	File Name	Type	Size	Upload Date
Accessibility Handbook	AccessibilityGrantHandbook 5.pdf	pdf	249 KB	08/09/2024 03:18 PM

Website Links

Description	Link
Virginia Housing Website Accessibility Page, including a search for Agents	https://virginiahousing.com/accessibility-grants

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:

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: 25002-Accessibility Grants FY25

Applicant*: Cynthia Price

Organization*:

Additional Contacts*:

Save Form Information

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.

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: 25002-Accessibility Grants FY25

Applicant*: Cynthia Price

Organization*:

Additional Contacts*:

Save Form Information

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**.

Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 25283

Program Area*: 01 Accessibility Market Support

Funding Opportunity*: 25002-Accessibility Grants FY25

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Smith, John GF

Applicant*: Cynthia Price

Organization*: ABC NonProfit

Additional Contacts*:

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**.



Application - General Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

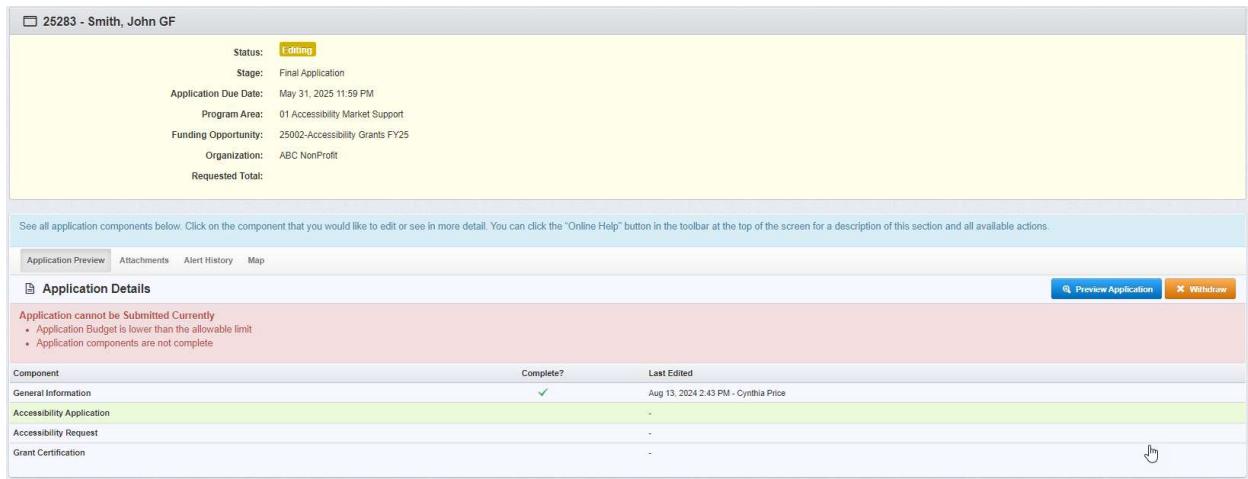
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 25283
 Program Area*: 01 Accessibility Market Support
 Funding Opportunity*: 25002-Accessibility Grants FY25
 Application Stage*: Final Application
 Application Status*: Editing
 Application Title*: Smith, John GF
 Applicant*: Cynthia Price
 Organization*: ABC NonProfit

Select any additional contacts within your organization that will also manage this grant. Include all contacts that will need access to claims and status reports if this project is awarded.

Additional Contacts:

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



25283 - Smith, John GF

Status: **Editing**
 Stage: Final Application
 Application Due Date: May 31, 2025 11:59 PM
 Program Area: 01 Accessibility Market Support
 Funding Opportunity: 25002-Accessibility Grants FY25
 Organization: ABC NonProfit
 Requested Total:

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details

Application cannot be Submitted Currently

- Application Budget is lower than the allowable limit
- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 13, 2024 2:43 PM - Cynthia Price
Accessibility Application	✗	
Accessibility Request	✗	
Grant Certification	✗	

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.

Accessibility Application - Current Version

Accessibility Grant Request

Accessibility Agent

Name of Agent Completing this Application: Cynthia Price

Agency: ABC Nonprofit

Type of Accessibility Grant: Rental Unit Modification

Applicant

Applicant's Name:

Applicant Street Address:

City:

Zip Code:

Applicant Phone Number:

Does the applicant own the home?: Yes No

Demographic Information

Applicant Race For the primary applicant :

Applicant Ethnicity For the primary applicant :

Applicant Age For the primary applicant :

Save 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.

Accessibility Application - Current Version

Accessibility Grant Request

Accessibility Agent

Name of Agent Completing this Application: Cynthia Price

Agency: ABC Nonprofit

Type of Accessibility Grant: Rental Unit Modification

Applicant

Applicant's Name:

Applicant Street Address:

City:

Zip Code:

Applicant Phone Number:

Mark as Complete **Edit 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.

Contractor Information	
Contractor Company Name:	XYZ Construction
Contractor Address:	125 Main St, Glen Allen, VA 25987
Contractor Phone:	685-555-4852
Contractor Point of Contact:	Joe Builder
Project Funding	
Contractor's Estimated Total Cost for the Work:	12000
Accessibility Grant Funds Requested:	8000
Additional Funds must be in place and documented.	
Additional Funds Needed:	\$0.00
Documentation of Additional Funds:	<input type="button" value="Accessibility Level 1.pdf"/> <input type="button" value="Change"/>
Household Income Eligibility	
Annual Household Income:	\$0.00
Location of Applicant's Home (City or County):	Richmond City
Area Median Income @ 80% for total number in household:	\$66,150

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.

Attachments

Application Package:

Additional Attachment 1:

Additional Attachment 2:

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.

Household Members - Edit						<input type="button" value="Save Grid"/>
Complete the table below listing ALL occupants of the household, beginning with the applicant. Income type and monthly income are not required for Granting Freedom requests.						
Person	Name of Household Member	Age	Relationship to Applicant	Income Type	Monthly Income	
1	Tim Brown	56		Employment Income	\$1500	
2	Mary Brown	55	wife	Disability	\$800	
3	Tina Brown	14	daughter	No Income	\$0.00	
4				Nothing selected	\$0.00	
5				Nothing selected	\$0.00	
6				Nothing selected	\$0.00	
7				Nothing selected	\$0.00	
8				Nothing selected	\$0.00	

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

Project Funding

Contractor's Estimated Total Cost for the Work: \$12,000.00

Accessibility Grant Funds Requested: \$8,000.00

Additional Funds must be in place and documented.

Additional Funds Needed: \$4,000.00

Documentation of Additional Funds: Accessibility Level 1.pdf

Household Income Eligibility

Annual Household Income: \$27,600.00

Location of Applicant's Home (City or County): Richmond City

Area Median Income @ 80% for total number in household: \$66,150.00

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

Accessibility Grant Request

Accessibility Agent

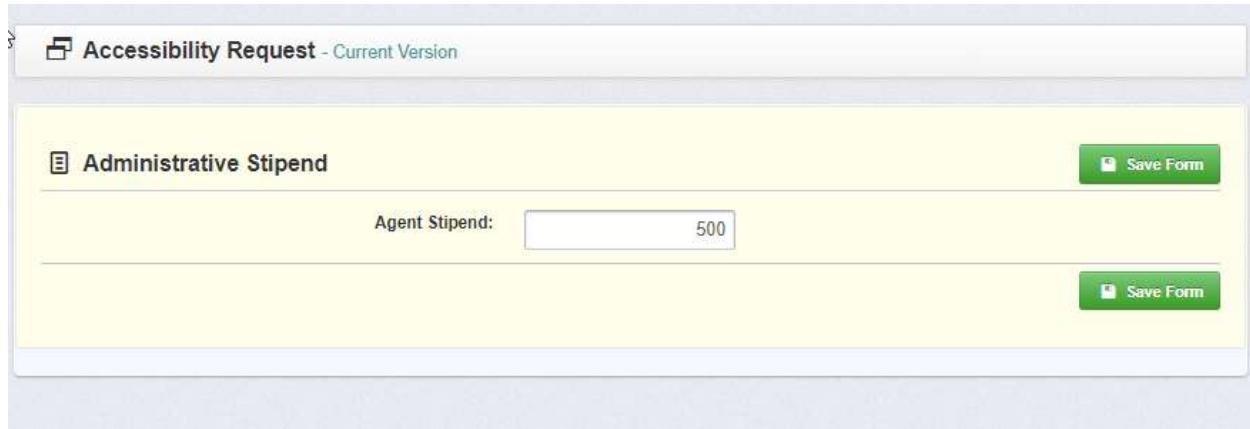
Name of Agent Completing this Application: Cynthia Price

Agency: ABC Nonprofit

Type of Accessibility Grant: Rental Unit Modification

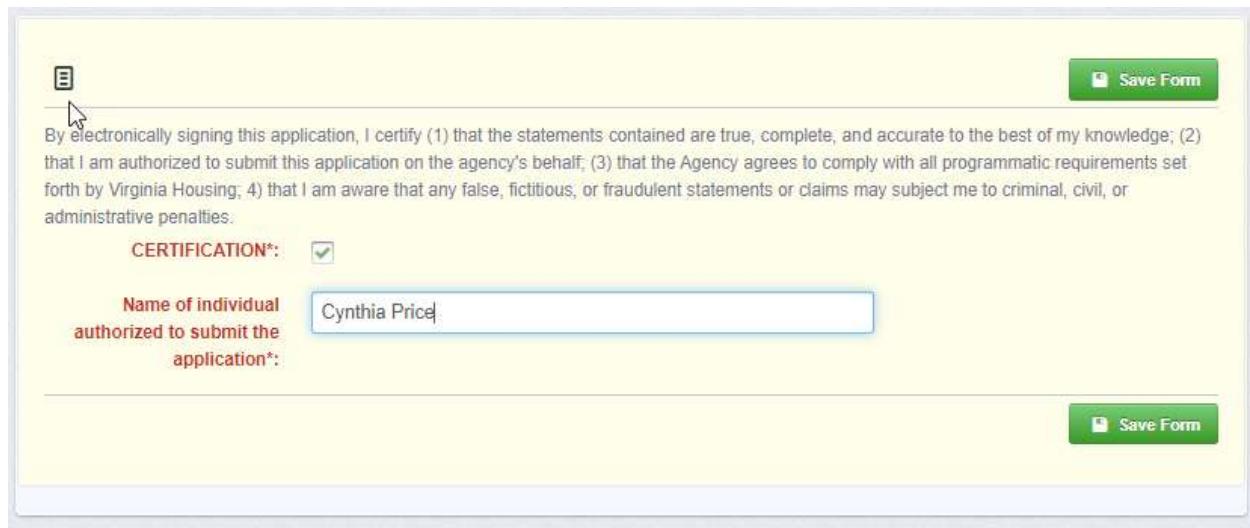
Select the next form – **Application Request**

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 screenshot shows a web-based form titled "Accessibility Request - Current Version". The main section is titled "Administrative Stipend". It contains a field labeled "Agent Stipend:" with the value "500" entered. There are two green "Save Form" buttons, one on the right of the input field and one further down on the page.

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**.



The screenshot shows the "Grant Certification" section of the form. It includes a statement of certification, a "CERTIFICATION:" field with a checked checkbox, and a "Name of individual authorized to submit the application*:" field containing the name "Cynthia Price". There are two green "Save Form" buttons, one on the right of the certification statement and one further down on the page.

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.

□ 25283 - Smith, John GF

Status: Editing
Stage: Final Application
Application Due Date: May 31, 2025 11:59 PM
Program Area: 01 Accessibility Market Support
Funding Opportunity: 25002-Accessibility Grants FY25
Organization: ABC NonProfit
Requested Total: \$500.00

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" button in the toolbar at the top of the screen for a description of this section and all available actions.

Application Preview Attachments Alert History Map

Application Details

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 13, 2024 2:43 PM - Cynthia Price
Accessibility Application	✓	Aug 13, 2024 3:25 PM - Cynthia Price
Accessibility Request	✓	Aug 13, 2024 3:39 PM - Cynthia Price
Grant Certification	✓	Aug 13, 2024 3:32 PM - Cynthia Price

Actions: [Preview Application](#) [Submit Application](#) [Withdraw](#)