



Granting Freedom Grant Program Application

Date _____

Homeowner

Tenant

I. Agent Information	
Agent Name	
Agency Name	
Agency Street Address	
City, State, Zip Code	
Agent Email Address	
Agent Phone Number	
II. Applicant Information	
Applicant Name	
Street Address	
City, State, Zip Code	
Phone Number	
Address of Property to be Modified <i>(if different from above)</i>	
III. Description of service-connected disability per US Department of Veteran Affairs letter or Medical Evaluation Board (MEB)/Physical Evaluation Board (PEB) documentation	

V. Scope of Work

Explain the need for home or rental unit modification(s) for the servicemember or veteran. Be specific as to proposed modification(s). List estimate of contractor chosen to do the job.

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Estimated Cost	\$
Grant amount requested for property modification	\$
Name of Contractor	

VI. Other Funding

List other sources of funding you plan to use to fund the modification project. Other sources include personal funds, other lines of credit or loans, civic organizations, grants, or gifts. Attach the documentation.

Source	Amount

Application Requirements

To apply for a Granting Freedom Grant, the Agent for the applicant must provide the following documentation.

All documentation must be completed in full and submitted in a single application package to vhdaqrants@vhda.com.

1. A completed application, including a detailed description of the modification to be done (download the latest form on VHDA.com¹; be aware that this form may be revised at any time, so be sure you are using the latest form)
2. Service-connected disability documentation
 - a. For Veterans: US Department of Veteran Affairs Notification, Award or Rating Letter citing service-connected disability
 - b. For Servicemembers: MEB/PEB documentation citing service-connected disability
3. Written documentation for additional funding from other sources (if applicable)
4. Applicant Agreement
5. Contractor Documents: Each contractor must provide:
 - a. Contractor estimate with materials and labor separately itemized. Estimate must include statement from contractor that work will be completed within 120 days of approval.
 - b. A current Contractor's license and applicable trade licenses
 - c. Certification of Insurance
 - d. ACH form (to be completed by the contractor)
 - e. W-9
 - f. A statement as to whether or not a building permit is required by the locality. If so, this must be procured by the contractor.
 - g. A statement as to whether or not a Certificate of Appropriateness is required by the locality for work being proposed in a Historic District. If so, this must be procured by the contractor.
6. Digital photos of the specified work area(s) taken before work is started (email to VHDA's Grant Programs Administrator as attachments to the application package)
7. Agent Agreement (for portable ramps only)
8. For Homeowners:
 - a. Title Deed, Mortgage Statement or Real Estate Tax Assessment citing applicant name and property address (Note: If veteran does not own the home, veteran must provide a letter signed and dated by the homeowner authorizing the modification)
9. For Renters:
 - a. Landlord/Owner Agreement
 - b. A copy of the Rental Lease Agreement (If the applicant is living in the residence of a family member, the family member must provide a copy of a valid rental agreement. An applicant paying rent to a person that owns and resides in the residence is not eligible for this funding.)

¹ <http://www.vhda.com/Programs/Pages/GrantingFreedom.aspx#.V9a4rU32bcs>