

Application Requirements

To apply for a RUAM Grant, the Agent for the tenant must provide the following documentation.

All documentation must be completed in full and submitted in a single application package through our Grants Management System (GMS) at <http://vhdagrants.com>.

1. A completed application, including a detailed description of the modification to be done (download the latest form on VirginiaHousing.com²; be aware that this form may be revised at any time, so be sure you are using the latest form).
2. Proof of all sources of current year income (pay stubs, copy of social security letter, bank statement, etc.) for applicant and **all others living in the household**.
Note: Please mark out account numbers and social security numbers before submitting paperwork.
3. Written documentation for additional funding from other sources.
4. Proof of Power of Attorney (if applicable)
5. Landlord/Owner Agreement
6. Applicant Agreement
7. 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**.)
8. 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.
9. Digital photos of the specified work areas taken before work is started (email to Virginia Housing's Grant Programs Administrator as attachments to the application package)
10. Agent Agreement (for portable ramps only)



Rental Unit Accessibility Modification Grant Program Agent Application Checklist

Applicant Name: _____

Agent Name: _____

Items Required for Award Approval	Required?	Included?
Complete application		<input type="checkbox"/>
Proof of current year income for applicant and all those living in the household		<input type="checkbox"/>
Contractor estimate (includes 120 day statement of completion)		<input type="checkbox"/>
Contractor W-9		<input type="checkbox"/>
Copy of Contractor license		<input type="checkbox"/>
Copy of applicable trade licenses	<input type="checkbox"/>	<input type="checkbox"/>
Certification of insurance		<input type="checkbox"/>
ACH form (to be completed by contractor)		<input type="checkbox"/>
Statement whether a building permit and certificate of appropriateness is required		<input type="checkbox"/>
Written documentation if additional funding is being provided from other sources	<input type="checkbox"/>	<input type="checkbox"/>
Agent agreement for portable ramp	<input type="checkbox"/>	<input type="checkbox"/>
Rental Lease agreement with both landlord and tenant signatures		<input type="checkbox"/>
Applicant agreement		<input type="checkbox"/>
Landlord/owner agreement		<input type="checkbox"/>
"Before" pictures		<input type="checkbox"/>



Rental Unit Accessibility Modification Grant Program Application

Date _____

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. Brief Description of Applicant Disability		
IV. List <u>All</u> Persons Living in the Unit		
Name	Relationship	Age

V. Scope of Work

Explain the need for home modification(s) for the individual with disabilities in the household. Be specific as to proposed modification(s). List estimate of contractor chosen to do the job.

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

VII. Applicant Income Information

Indicate in the table below, **all annual income for each adult in the household.**
Income documentation must be for the current year in which the applicant is applying.
Attach documentation of income for the current year (pay stub, copy of Social Security letter, bank statement, etc.).
Please mark out account numbers and Social Security numbers before submitting paperwork.

Household Member Name	Income Source	Monthly Income Amount

Total Annual Income	\$
City/County applicant resides in:	
<i>For Virginia Housing Use Only:</i>	
Area Median Income @ 80% for total number in household: Use current HUD Income Limits for Section 8 properties.	\$



Rental Unit Accessibility Modification Grant Program Applicant Agreement

Applicant Name: _____

Property Address: _____

The Applicant certifies that all information provided herein, and all information in support of this application, is given for the purpose of obtaining assistance from the Rental Unit Accessibility Modification Grant Program and is true, accurate, and complete to the best of the Applicant's belief and knowledge.

The Applicant hereby consents to the verification of any information given in this application. Applicant understands that the information will be used to determine eligibility for this program and is subject to the requirements of Rental Unit Accessibility Modification Grant Program Guidelines.

The Applicant agrees to abide by the Rental Unit Accessibility Modification Grant Program requirements in connection with any assistance received pursuant to this application.

The Applicant hereby releases and agrees to indemnify and hold harmless the Agent and Virginia Housing from any liability in connection with the construction, performance, or use of the accessible modifications.

Virginia Housing is subject to the Virginia Freedom of Information Act. To the extent allowed by law, Virginia Housing will keep personal information from the Applicant confidential. In the course of administering this grant program, Virginia Housing will not endorse or recommend any particular contractor. The Applicant shall not falsely claim that Virginia Housing has endorsed or recommended any particular contractor.

The Applicant certifies the property listed above is **a rental** and that the modifications to be done are approved by the landlord/owner.

The Applicant also acknowledges that he/she is responsible for the upkeep of the modification, including but not limited to, repairs, and weatherization.

The Applicant acknowledges that wooden ramps are the property of the landlords and must remain with said property.

The Applicant acknowledges that a portable ramp is the property of the Agent and when it is no longer needed must be returned to the Agent.

The Applicant understands that he/she may request information as to the specific work to be done to the property prior to signing this authorization and release, and upon signing this authorization and release, agrees to the work to be performed as determined by the Agent, and Virginia Housing. The Applicant further understands that he/she is the one hiring the contractor even though this grant program will provide some of the funds to pay the contractor.

The Applicant also acknowledges that he/she has been made aware of the following documents:

- Joint statement of the Department of Housing and Urban Development and the Department of Justice Reasonable Modifications under the Fair Housing Act
- *What You Should Know Before Hiring A Contractor* (Board for Contractors, Department of Professional and Occupational Regulation)

Applicant Signature: _____ **Date:** _____



Rental Unit Accessibility Modification Grant Program Landlord/Owner Agreement

Applicant Name: _____

Landlord/Owner Name: _____

Property Address: _____

Planned Modification: _____

In consideration for the Agent (these include but not necessarily limited to: Centers for Independent Living, Local Housing Authorities, and Landlords in need of accessibility modifications for a specific tenant) and Virginia Housing to make accessibility improvements to the property, the Landlord/Owner does hereby agree to the following:

Landlord/Owner shall not raise the rent because of the increased value of the property due solely to the accessible modifications to the rental unit.

Landlord/Owner hereby releases and agrees to indemnify and hold harmless the Agent and Virginia Housing from any liability in connection with the performance of the accessible modification(s). Landlord/Owner acknowledges that performance is the responsibility of the contractor and upkeep is the responsibility of the applicant.

Landlord/Owner acknowledges that a wooden ramp that is attached to the said property must remain with said property under this Virginia Housing program. If the Landlord/Owner prefers a non-permanent ramp, the Landlord/Owner may request that the Agent provide a portable ramp by writing "Portable Ramp" on the above Planned Modification line. The portable ramp will be removed by the Agent when it is no longer needed by the applicant.

Landlord/Owner acknowledges that a portable ramp is the property of the Agent and when it is no longer needed, it is the applicant's responsibility to return it to the Agent.

Landlord/Owner signature is considered to be approval for the accessibility modifications to be completed on the above property as specified above.

Landlord/Owner upon signing this authorization and release agrees to the work to be performed as determined by the Tenant, Agent, and Virginia Housing.

Furthermore, in the event the unit becomes vacant, the Landlord is strongly encouraged to list the unit on www.VirginiaHousingSearch.com with the applicable accessibility features indicated. This is a free service to landlords and tenants. (See flyer for more information.)

The Landlord/Owner also acknowledges that he/she has been made aware of the following documents:

- Joint statement of the Department of Housing and Urban Development and the Department of Justice Reasonable Modifications under the Fair Housing Act
- *What You Should Know Before Hiring A Contractor* (Board for Contractors, Department of Professional and Occupational Regulation)

Landlord/Owner Signature: _____ **Date:** _____



Rental Unit Accessibility Modification Grant Program Request for Contractor Information

Virginia Housing values the participation of contractors to make this grant program a success. As a result, we want to ensure that you are properly informed of your role and responsibilities concerning this program.

The agent must submit a complete application and the application must be approved by Virginia Housing before work can commence. In order to expedite this process, please submit the following materials to the Agent as soon as possible.

Required Contractor Information	
<input type="checkbox"/>	Contractor estimate
<input type="checkbox"/>	W-9
<input type="checkbox"/>	Copy of current Contractor license
<input type="checkbox"/>	Copy of applicable trade licenses
<input type="checkbox"/>	Certification of insurance
<input type="checkbox"/>	ACH form (to be completed by contractor)

All contractors must check with the locality to determine if a building permit or certificate of appropriateness is required for the modification in that area. If so, please inform the Agent. You may be reimbursed for any fees associated with these permits by including the costs on your estimate and final invoice.

Once an applicant has received approval for their modification, the Agent will notify you to commence work. This program requires completion of work within 120 days. If delayed for any reason, please submit the attached **Request for Extension** form by the 105th day of the project to the Agent. Virginia Housing is under no obligation to pay out the grant money if the Agent does not approve the requested extension.

The program is administered by a third party (the "Agent".) You do not have, and will not have, a contract with Virginia Housing. All communication should be with the Agent.

Payment will not be issued until work is complete and the modification is approved to the satisfaction of both the applicant and the Agent. In order to expedite the payment process, contact the Agent to determine the approval date and provide the Agent with a complete invoice with labor, materials, and fees itemized.

Please be advised that this program is subject to the Virginia Freedom of Information Act ("FOIA".) As a result, any documents or communication you submit in regards to this program is subject to FOIA.

VIRGINIA HOUSING
ACH AUTHORIZATION FORM



Indicate the type of authorization being requested:

- New Payment Authorization Request
- Payment Authorization Change
- Payment Authorization Termination

Vendor Name _____

Vendor Remittance Address _____

City _____ State _____ Zip Code _____

Telephone Number _____ Email Address (Required) _____

Tax Identification Number _____ Contact Person _____

Bank Name _____

Bank Address _____

City _____ State _____ Zip Code _____

Type of Bank Account:

- Checking (**Provide a voided check that includes your routing/transit and bank account number**)
- Saving (**Provide a deposit slip that includes your routing/transit and bank account number**)

Vendor Signature _____ Date _____

Virginia Housing USE ONLY

I have contacted the vendor and confirmed the action being requested should be completed.

Virginia Housing Associate

Signature

Date



**Rental Unit Accessibility Modification Grant Program
Final Inspection Report**

(This report must accompany the final paperwork.)

Applicant Name: _____

Property Address: _____

Agent Name: _____

Brief Description of Accessibility Modification work completed:

I hereby certify that I am satisfied with the work done on my residence and that it has been completed in a workmanship-like manner.

Applicant Signature: _____ **Date:** _____

Agent Signature: _____ **Date:** _____



Rental Unit Accessibility Modification Grant Program Claims Checklist

Applicant Name: _____

Agent Name: _____

Items Required for Grantee Payment	Applicable?	Included?
Final Invoice	<input type="checkbox"/>	<input type="checkbox"/>
Copy of building permit	<input type="checkbox"/>	<input type="checkbox"/>
Copy of locality inspection approval	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Certificate of Appropriateness for Historical Areas	<input type="checkbox"/>	<input type="checkbox"/>
"After" photos		<input type="checkbox"/>
Inspection report signed by agent and applicant		<input type="checkbox"/>

Resource Documents

FREE

The Landlord's Guide to **VirginiaHousingSearch.com**

START

Go to the Site.

Open a free account.

Register.

We'll email you a username & password.

List Properties.

One unit or hundreds!

Add Visuals.

Upload photos & maps.

Add Details.

Pool, pets, bus lines, accessibility, schools, shopping...

Update.

Log in 24 / 7 / 365 to easily edit listings.

Analyze.

Get custom reports about your listings.

Promote.

Our tools make it easy to advertise online.

Or, Just Call Us!

We can help you or do it all for you – Free!

**Our call center is open Mon. - Fri., 9 a.m. - 8 p.m.
877-428-8844**



VirginiaHousingSearch.com

Get Started Today!

Free Customer Support 877-428-8844

Call us Monday - Friday, 9 a.m. - 8 p.m., for help. We can list your properties for you, update your information, run reports and answer questions (in English or Spanish). Here are some of the free services we offer:

- Develop reports to see how often your listings have been viewed, and how they compare to others in the area.
- Provide timesaving tips for managing multiple units.
- Add photos to your listings and check for typos.
- Verify accuracy of vacant units, update your available inventory and make any adjustments you need.
- Create wait-lists to prevent unwanted calls.
- Re-activate your listings.
- Answer potential tenants' questions about your listings.
- Help potential tenants find your listings, and promote your listings, privately and securely, to caseworkers serving special needs clients.



Virginia Housing Development Authority





Rental Unit Accessibility Modification Grant Program Contractor Request for Extension

Under the guidelines of this program, contractors are expected to complete modifications within 120 days from the approval date of the application. However, Virginia Housing understands that there are certain situations out of the control of the contractor that may impede them from meeting this deadline. An extension may be granted under these circumstances so that grant funds are still available.

To request an extension, please complete the form, and provide to the Agent, who will copy Virginia Housing. The request must be submitted before the 105th day of the project. The Agent will contact you with information regarding the approval of this extension within fifteen (15) business days.

Date: _____

Contractor Name: _____

Company: _____

Phone Number: _____

Email Address: _____

Applicant Name: _____

Property Address: _____

Reason Requesting Extension (check all that apply)	
<input type="checkbox"/>	Weather hindered the modification from being completed within 120 days.
<input type="checkbox"/>	Delay in delivery of materials needed for modification caused by the manufacturer. (A written statement from the manufacturer must be attached.)

Number of days needed to complete modification(s) (list 30-day increments): _____

AGENT USE ONLY

Agent Name: _____

Agent Organization: _____

Phone Number: _____

Email Address: _____

Agent Signature: _____

Date of Approval: _____ **Date of Denial:** _____

Reason for Denial:



Rental Unit Accessibility Modification Grant Program Agent Request for New Contractor

If the approved contractor has not completed work to the satisfaction of both the applicant and the agent, please complete this form, then scan and email it to grants@virginiahousing.com in order to request the use of a new contractor.

Date: _____

Applicant Name: _____

Property Address: _____

Agent Name: _____

Agent Organization: _____

Detailed Description of why work is not satisfactory:

Attach the following items to the email:

- Pictures displaying the work that the approved contractor has completed thus far
- The following items for the new contractor:

Items Required for Award Approval	
<input type="checkbox"/>	Contractor estimate
<input type="checkbox"/>	Contractor W-9
<input type="checkbox"/>	Copy of current Contractor license
<input type="checkbox"/>	Copy of applicable trade licenses
<input type="checkbox"/>	Certification of insurance
<input type="checkbox"/>	ACH form (to be completed by contractor)

Sample Rental Lease Agreement For Home Rentals

Rental Lease Agreement

(This sample form is just for home rentals and should be used only when a standard rental lease agreement is not available.)

_____ is renting the residence located at _____
(Tenant Name) (Address)

and is current on his/her rent which is \$ _____ per month.

Leasing term effective _____ (start/end dates)

The following modifications have been requested to be completed at this residence:

Signatures:

_____ Landlord/Owner	_____ Date
_____ Tenant	_____ Date
_____ Agent	_____ Date

Sample Portable Ramp Agreement

(Agent Letterhead)

I, _____, understand that the portable ramp provided for my use
(Applicant Name)

by _____ under the Virginia Housing Rental Unit
Accessibility (Agent)

Modification Grant program is to be returned to the Agent. I also agree to contact the Agent to let them know when I move or no longer need the ramp.

Agent Name: _____

Agent Phone Number: _____

Applicant:

(Signature)

(Date)

Landlord:

(Signature)

(Date)

(Copy to be provided to Agent, Virginia Housing, and Applicant)

Sample Contractor Estimate Sheet

(Contractor name and address)

Date:

<p>Proposal Submitted to: <i>Applicant's Name</i> <i>Applicant's Address</i> <i>c/o Agent Name</i></p>	<p>Copy to: Virginia Housing 601 S. Belvidere St. Richmond, VA 23220</p>
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Qty	Description	Unit Price	Line Total
1	Item One	\$	\$
1	Item Two	\$	\$
1	Item Three	\$	\$
	(Labor Cost)	\$	\$
	(Permit Costs, when required by locality)	\$	\$
	<p>**Work is to be completed on or before 120 days from the date estimate is accepted.</p>		
		Subtotal	\$
		Sales Tax	\$
		Total	\$

Sample Contractor Invoice

INVOICE

Date:

<p>To: Virginia Housing 601 S. Belvidere St. Richmond, VA 23220</p> <p>On behalf of: <i>Applicant's Name</i> <i>Applicant's Address</i> <i>c/o Agent Name</i></p>	<p>From: <i>Contractor Name</i> <i>Contractor Address</i></p>
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Qty	Description	Unit Price	Line Total
1	Item One	\$	\$
1	Item Two	\$	\$
1	Item Three	\$	\$
	(Labor Cost)	\$	\$
	(Permit Costs, when required by locality)	\$	\$
Subtotal			\$
Sales Tax			\$
Total			\$