



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 VHDA Use Only:</i>	
Area Median Income @ 80% for total number in household: Use current HUD Income Limits for Section 8 properties.	\$

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 to vhdagrants@vhda.com.

1. A completed application, including a detailed description of the modification to be done
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 VHDA's Grant Programs Administrator as attachments to the application package)
10. Agent Agreement (for portable ramps only)