



COMMONWEALTH of VIRGINIA
Department for the Aging

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AAA TUESDAY E-MAILING
April 3, 2012

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



12-133

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller, Director of Programs

DATE: April 3, 2012

SUBJECT: HUD's Proposed Regulations for Section 202 and 811 Programs

Last week, HUD published its proposed rule on "Streamlining Requirements Governing the Use of Funding for Supportive Housing for the Elderly and Persons With Disabilities Programs" (March 28, 2012, Docket No. FR-5167-P-01). The proposed rule would amend HUD's regulations governing the Section 202 Supportive Housing for the Elderly Program (Section 202) and the Section 811 Supportive Housing for Persons with Disabilities Program (Section 811), by streamlining the requirements for mixed-finance Section 202 and Section 811 developments. This rule would streamline the requirements for mixed-finance developments by removing restrictions on the portions of developments not funded through capital advances, thereby lifting barriers on participation in the development of the projects, and eliminating burdensome funding requirements.

HUD believes that these proposed amendments will attract private capital and the expertise of the private developer community to create attractive and affordable supportive housing developments for the elderly and for persons with disabilities. HUD is also using the proposed rule as an opportunity to improve and bring up to date certain regulations governing all Section 202 and Section 811 developments. These changes will permit broader flexibility in the design of Section 202/811 units, extend the duration of the availability of capital advance funds, and make a technical correction.

The proposed rule is part of HUD's efforts to implement changes made to the Section 202 and 811 programs by the Frank Melville Supportive Housing Investment Act of 2010 and the Section 202 Supportive Housing for the Elderly Act of 2010. A subsequent rule, which will focus on the statutory changes, is expected to be published later in 2012.

A copy of the proposed rule may be found here: <http://www.gpo.gov/fdsys/pkg/FR-2012-03-28/pdf/2012-7316.pdf>



12-134

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors,
Area Agencies on Aging

FROM: James A. Rothrock
VDA Interim Commissioner

DATE: April 3, 2012

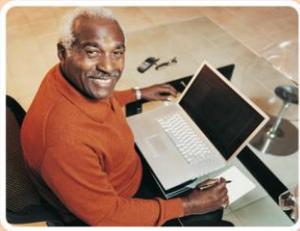
SUBJECT: Document on Elder Abuse, Neglect and Exploitation

Following is a short summary on elder abuse in Virginia. This document was produced for the Virginia Coalition for the Prevention of Elder Abuse's distribution.

Please feel free to use this information and distribute it as you feel appropriate. Thank you for your assistance.

VCPEA
Virginia Coalition for the Prevention of Elder Abuse, Inc.
Post Office Box 70054
Richmond, Virginia 23255
www.vcpea.org or Info@vcpea.org

The Next Epidemic: Elder Abuse, Neglect, and Exploitation



The rapidly increasing number of older persons in Virginia and the United States is widely known. What is not so well known is that an estimated 4–5% of older persons are physically or sexually abused, neglected, or financially exploited each year, too often leading to destitution, physical injury or even death.

Elder abuse is vastly under-reported. Estimates are that only one in 24 physical abuse cases, one in 44 financial abuse cases, and one in 57 neglect cases are actually reported to an agency.

Elder mistreatment is usually carried out by the victim's own family members or other caregivers, the very people upon whom they depend for food and care.

Elder victims who cannot protect themselves are often invisible to the wider community and to helping agencies, so that victims may suffer for years without intervention.

Elder abuse cases can be very complex, requiring responses by a number of different professionals and systems, including health care providers, the criminal justice and civil legal systems, financial institutions, guardianship agencies, state mental health and developmental disability agencies, and many others. Unfortunately, few of these professionals are trained in identifying the widespread and very serious problem of elder and vulnerable adult abuse and in taking steps to assist those in need of help.

Possible Warning Signs for Elder Maltreatment

Physical Abuse - Slap marks, unexplained bruises, wounds or bruises in various stages of healing, most pressure marks, and burns or blisters, such as cigarette burns, immersion burns, and burns shaped like objects.

Neglect - Pressure ulcers, filth, lack of medical care, malnutrition or dehydration.

Emotional Abuse - Withdrawal from normal activities, unexplained changes in alertness, or other unusual behavioral changes.

Sexual Abuse - Bruises around the breasts or genital area and unexplained sexually transmitted diseases.

Financial Exploitation - Sudden change in finances and accounts, altered wills and trusts, unusual bank withdrawals, checks written as "loans" or "gifts," and loss of property.

In Virginia ...

- Persons 60 years of age and older comprise 18% of Virginia's population, a figure that will climb as the baby boomer population ages and Virginia continues to be attractive as a retirement destination. Of the 8,001,024 Virginians counted in the 2010 Census, 1,419,306 were elders.
- The number of reports of elder abuse and neglect continues to rise. Between Fiscal Year (FY) 2009 and FY2011, the number of reports to Adult Protective Services (APS) rose from about 16,000 to almost 18,000 per year. Approximately 59% of all investigated reports are substantiated.
- In FY2011, self-neglect by an elder was the most common form of substantiated abuse (54%) among persons 60 years of age or older. This was followed by neglect by another person (19%), financial exploitation (11%), physical abuse (6%), mental abuse (6%), other forms of exploitation (2%) and sexual abuse (1%).
- Sixty-one percent of the subjects of substantiated reports are women.
- The *Code of Virginia*, § 63.2-1606, identifies persons who are mandated reporters and therefore required to report all suspicions of elder abuse, neglect, and exploitation to their local departments of social services. Mandated reporters include health care professionals, law enforcement officers, home care providers, and guardians. "Elders" include persons aged 60 and older. APS staff in Virginia's 120 local departments of social services receive the reports and investigate.
- Virginia's APS programs are critically underfunded and unable to provide the services needed to address the numbers of elder abuse and neglect cases in the Commonwealth. There is no direct federal funding for APS and programs rely on state funding. While the population of elders continues to grow in Virginia, funding to protect vulnerable elders has been flat or reduced in recent years.
- SERVICES TO YOUR ABUSED AND NEGLECTED ELDER CONSTITUENTS HAVE BEEN CUT, PUTTING THEM AT RISK FOR FURTHER HARM AND EXPLOITATION.



The Virginia Coalition for the Prevention of Elder Abuse (VCPEA)

VCPEA is a coalition of individuals and organizations working cooperatively through public awareness, advocacy, and education to assure older Virginians a life free of abuse, neglect, and exploitation.



VCPEA seeks to –

- Promote greater public understanding and awareness of the problems of elder abuse.
- Promote improvement in the quality and the availability of services to elders.
- Encourage the development of services and programs to protect the elderly who are abused, neglected, or exploited or at risk of abuse, neglect, or exploitation.
- Advocate on behalf of elders with public and government leaders.



12-135

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen Nau, Program Coordinator

DATE: April 3, 2012

SUBJECT: Learning Opportunities

Caring for You, Caring for Me

Dr. Christy Jensen, PhD, Chair of the Virginia Caregiver Coalition and Executive Director of the Center for Excellence in Aging and Geriatric Health is excited to announce that the Rosalyn Carter Institute for Caregiving will present its *Caring for You, Caring for Me* caregiving education sessions at the Circle Center Adult Day Services Center located at 4900 W. Marshall Street in Richmond from 5:30 – 7:45 P.M., April 24-May 22, 2012. The training is sponsored by the Center for Excellence in Aging and Geriatric Health, Circle Center and Lift Caregiving. There is a \$50 fee. Space is limited. Contact Dr. Jensen at cjensen@excellenceinaging.org or by phone at 757-220-4751. An informational flyer is attached.

Training of Respite Workers

Direct Service Workforce Webinar on Core Competencies
3:00 PM ET April 23, 2012

Competency standards constitute a foundational bearing in key processes of workforce development, including recruitment, curriculum development, training, apprenticeship programs, credentialing and certification systems, performance evaluation, and ongoing staff development. Please sign up at:

<https://www1.gotomeeting.com/register/425234056>

From the Alzheimer's Association

April 25th is Capitol Hill Day for the Alzheimer's Association. Some Chapters are providing a bus for advocates to travel to D.C. (I know Richmond and Charlottesville are (and have multiple bus stops)). Contact your local office if you are interested. The group will know the association's platform of issues, current program and research needs, our government requests, and can share their story with their local senators. There is also a

three day forum leading up to this advocacy day. For more details see <http://www.alz.org/forum/> If you are unable to attend and would like to sign an online petition for the National Alzheimer's Project Act please see more information at http://www.alz.org/petition/overview.asp?type=homepage_petition

June 20th is The Longest Day (a signature event for the Alzheimer's Association). Participants will engage in more than 16 consecutive hours of endurance activities to show the world that the Alzheimer's journey is a long, tough world requiring patience, endurance, strength, and love. To learn more go to http://act.alz.org/site/PageNavigator/longest_day_home.html

The Alzheimer's Association has released the 2012 Facts and Figures. Go to http://www.alz.org/alzheimers_disease_facts_and_figures.asp for the full document.

Fundraising Event

May 3rd and 4th the Alzheimer's Association, Central and Western Virginia Chapter is holding a Golf Tournament and Gala at the Birdwood Golf Course and Omni Hotel in Charlottesville. Spots are still available for those who want to golf, attend the gala, be a sponsor, donate and item for the silent auction, and more. Visit www.billhowardgolf.com or email Leanne at Leanne.probst@alz.org



Caring for You, Caring for Me

A program from the Rosalynn Carter Institute for Caregiving

What: Caregiving Education Sessions

Where: Circle Center, 4900 W. Marshall Street Richmond, VA 23230

When: 5 Tuesday evenings 5:30-7:45pm, April 24 - May 22

Who: Family, professional, and volunteer caregivers of older adults

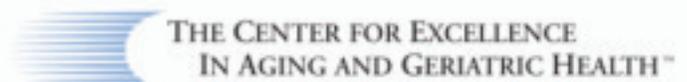
Cost: \$50.00, including 5 light dinners

Class Facilitators: Kate Barrett, LCSW and Ethel Gordon, RN

For details contact **Christine Jensen, PhD** at **(757) 220-4751** or at **cjensen@excellenceinaging.org**

Register early. Space is limited.

lift *simplified caregiving*





12-136

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kathy Miller, Director of Programs

DATE: April 3, 2012

SUBJECT: Rental Unit Accessibility Modification Grant Program

Effective April 1, 2012, the Virginia Housing Development Authority (VHDA) is modifying the RUAM Grant Program to provide a subsidy of \$2,000 per applicant and is offering the accepted agent a stipend of \$200 for its services in helping the applicant obtain the grant. VHDA has funding available to assist with the payment of modification work needed on **rental units** to make them accessible for a specific tenant. These funds are available to persons earning 80% or less of the area median income, based on HUD Guidelines.

The funds will be available on a first come/first served basis, for a **maximum of \$2,000**. Funds can be used for any renovations that are needed to make the unit accessible for a person who is disabled. The funds do not pay for the cost of items that are required to be provided by the housing owner. For more information on Housing and Disabilities, please refer to the Department of Professional and Occupational Regulation.

Applications will be accepted from Agents on behalf of the tenant. Examples of approved Agents are: Centers for Independent Living (CILs), Local Housing Authorities, rehab hospitals for patients needing modification work on a rental unit prior to discharge, or landlords in need of accessibility modifications to a rental unit for a specific tenant. AAAs can become Accepted Agents. For more information, please contact:

DEBBIE GRINER
GRANT COORDINATOR
VHDA
601 S. BELVIDERE STREET
RICHMOND, VA 23220
PHONE: 804-343-5579
TOLL-FREE (877) VHDA-123
FAX: (804) 343-8415
debbie.griner@vhda.com



**NOTICE OF CHANGES TO THE
RENTAL UNIT ACCESSIBILITY MODIFICATION
GRANT PROGRAM
EFFECTIVE APRIL 1, 2012**

Virginia Housing Development Authority (VHDA) has funding available to assist for the payment of modification work needed on **rental units** to make them accessible for a specific tenant. These funds are available to persons earning 80% or less of the area median income, based on [HUD Guidelines](#).

The funds will be available on a first come/first served basis, for a **maximum of \$2,000**. Funds can be used for any renovations that are needed to make the unit accessible for a person who is disabled. The funds do not pay for the cost of items that are required to be provided by the housing owner. For more information on Housing and Disabilities, please refer to the [Department of Professional and Occupational Regulation](#).

Applications will be accepted from Agents on behalf of the tenant. Examples of approved Agents are: Centers for Independent Living (CILs), Local Housing Authorities, rehab hospitals for patients needing modification work on a rental unit prior to discharge, or landlords in need of accessibility modifications to a rental unit for a specific tenant.

In recognition of the agents' assistance with these applications, an **administrative stipend of \$200** will be paid to the agent of record at the completion of the requested work.

Once a complete application has been received by the Grant Coordinator, a Grant Confirmation Form will be emailed to the Agent within two business days. All communications for the work to be completed will be between the Agent, Contractor, Applicant, and Landlord. The Grant Coordinator does not get involved in this communication process unless requested by the Agent.

A complete application will consist of the following and must be submitted at one time:

1. A completed application available on the VHDA website at the following link: <http://www.vhda.com/Renters/Documents/Rental%20Unit%20Modification%20Grant%20Program.pdf>
2. Proof of all sources of current year income – (pay stub, copy of social security letter, bank statement, etc). Please mark out account numbers and social security numbers before faxing paperwork.
3. Written proof that the landlord has approved the work to be done signed by the landlord and tenant. A detailed description of the work to be done must also be included on the approval document.

4. Two (2) contractor estimates with materials and labor listed separately, contractor's W-9 (unless already on file), and a current business license.
5. Email photos of the specified work area(s) before the work is started to the Grant Coordinator, Debbie Griner, at debbie.griner@vhda.com.
6. Agent Agreement (for portable ramps only at this time.)
7. Copy of Rental Agreement (applicants living with family members and paying rent must provide a copy of a valid rental agreement).

Payments to the contractor will not be made until the job is complete, inspected, and all paperwork has been received by the Grant Coordinator.

The agent will have **4 months** to work with the applicant and contractor and other involved parties to have the work completed. **If the work cannot be completed in the allotted time, a written request for an extension must be sent to the Grant Coordinator explaining how much time is needed and the reason for the extension.**

If additional funding is needed, a written request must be sent stating how much is needed and why it is needed. Remember the maximum grant amount is \$2,000. If additional funding is being provided from other sources, please provide the source and amount in writing.

If the funds are no longer needed, please provide in writing why the funds are no longer needed and send it to the Grant Coordinator immediately. If the work has not been completed by the deadline and the Grant Coordinator has not received any notification for an extension, the Grant Coordinator will contact the agent letting them know that the applicant's application is in jeopardy of being voided. If for any reason an extension cannot be granted, the application will be voided.

The work completed must meet the building code requirements. The individual or individuals completing the work must obtain a building permit in order to do the work if one is required by the locality. Once the work is completed and the building inspector has signed off on the work, the following must be submitted to the Grant Coordinator for payment:

1. Final Invoice **addressed and billed to VHDA** for only the portion owed by VHDA (materials and labor broken out separately).
2. Copy of the Building Permit. (If required by locality.)
3. A completed Inspection Report signed by the VHDA approved agent and applicant.
4. Email Photos of the completed specified work area(s) (after photos) to the Grant Coordinator, Debbie Griner at debbie.griner@vhda.com.

If all of the required items have not been received by the Grant Coordinator, payment could be delayed. **Please advise your contractors of the above required information.**

Once the above information has been received, the Grant Coordinator will send the Agent an email confirmation that all required items have been received. The Grant Coordinator will complete the paperwork for payment and send it to VHDA's finance department for payment. Please **allow up to ten (10) business days** for payment to be made to the contractor (excluding weekends and holidays unless otherwise notified). **All payments are sent directly to the contractor unless the Agent requests otherwise.**

Please note that from time to time, the Grant Coordinator or other assigned VHDA Associate may stop by any location to inspect the work that has been done. If the Grant Coordinator or other VHDA Associate needs access to the housing unit, you will be contacted in advance to schedule an appointment to visit the unit.

For questions or to mail a completed application, fax, or email:

DEBBIE GRINER
GRANT COORDINATOR
VHDA
601 S. BELVIDERE STREET
RICHMOND, VA 23220
PHONE: 804-343-5579
TOLL-FREE (877) VHDA-123
FAX: (804) 343-8415
debbie.griner@vhda.com

**Due to the limited amount of funding available,
this is a first come, first served opportunity.**





Rental Unit Modification Grant Program

Application Guide

Thank you for your interest in the **Rental Unit Modification Grant Program**. This program has funding available to assist with the payment for modification work needed on **rental units** to make them accessible for a specific tenant. The modifications made to the rental unit must relate to the tenants ability to function on a daily basis. These funds are available to persons earning 80% or less of the area median income, based on ¹HUD Guidelines.

All of the information and documents required for this application are necessary for Virginia Housing Development Authority to determine eligibility of the applicant. Please review the checklist to make sure your application is complete. Applicants should submit all application materials by email or fax. **Failure to provide all “mandatory” documentation requested on the Application Checklist will result in disqualification.** Items to be submitted when the project is complete must also be submitted all at one time. Before and after pictures must be emailed. Please read the enclosed Frequently Asked Questions (FAQ), before completing the application.

VHDA reserves the right to request additional information for purposes of clarification. If you have any questions, or need assistance completing any part of the application, please do not hesitate to contact Debbie Griner, Grant Coordinator, at 804-343-5579 or by email at debbie.griner@vhda.com.

¹ HUD Guidelines:

<http://WWW.VHDA.COM/BusinessPartners/PropertyOwnersManagers/Income-Rent-Limits/Pages/HUDMedianIncome.aspx>





Rental Unit Modification Grant Program Application Checklist

Applicant Name: _____

Items required for approval:

- Completed Application "Mandatory"
- Proof of **Current Year** income from all sources "Mandatory"
- Contractors Estimate 1 "Mandatory"
- Contractors W-9 "Mandatory – (unless already on file with VHDA)"
- Contractors License # "Mandatory"
- Contractors Estimate 2 "Mandatory"
- Contractors W-9 "Mandatory – (unless already on file with VHDA)"
- Contractors License # "Mandatory"
- Scope of Works "Mandatory"
- Written documentation if additional funding is being provide from other sources "Mandatory"
- Email of Before Photos of specific work area(s) "Mandatory"
- Agent Agreement (for portable ramps only at this time) "Mandatory"
- Rental Agreement (with both landlord and tenant signatures) "Mandatory"

Items required when work is complete:

- Final Invoice billing with only amount due from VHDA. "Mandatory"
- Email of After Photos of specific work area(s) "Mandatory"
- Copy of Building Permit "Mandatory"
- Certificate of Appropriateness – Historical Areas "Mandatory" (if required by locality)
- Inspection Report (signed by agent and applicant) "Mandatory"





Rental Unit Modification Grant Program Applicant Information

Please print or type requested information:

Name (Last, First, MI): _____

Street Address: _____

City, State, Zip Code _____

Home Telephone: _____

Work Phone and/ or Cell: _____

Address of Property to be renovated (if different from above):

Please list the names of any other persons living in the home (attach additional pages if needed):

Name	Relationship





Rental Unit Modification Grant Program Other Funding

Applicant Name: _____

List other funding sources explored before requesting Rental Unit Modification Grant funding:

Other Funding Sources Explored	Approved/Not Approved	Reason Not Approved

If the project exceeds \$2,000, you must provide evidence of commitment of other funds being used to complete the modification. The Rental Unit Modification Grant will be disbursed only after all other funds have been utilized.

Please list other sources of funding you plan to use to fund the project. Other sources include personal funds, other lines of credit or loans, civic organizations, grants, or gifts. Documentation of this funding will be required prior to approval.

Source	Amount





Rental Unit Modification Grant Program Income Information

Applicant Name: _____

Indicate in the table below, all income for each individual in the household listed above. 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 faxing paperwork.** **Income documentation must be for the current year the applicant is applying.**

Name	Income Source	Amount

Total Annual Income: \$ _____

Area Medium Income: \$ _____

City/County applicant resides in: _____





Rental Unit Modification Grant Program

Applicant(s)

Applicant Name: _____

The Applicant(s) 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 Modification Grant Program.

The Applicant(s) hereby certifies that all of the above statements are true, accurate and complete to the best of my/our knowledge and belief.

The Applicant (s) 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 Modification Grant Program Guidelines.

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

The Applicant(s) hereby release and agree to indemnify and hold harmless the Agent and VHDA from any liability in connection with the performance of the accessible modifications.

All information generated as a part of this program is confidential between the program applicants and program agents and program coordinator.

The applicant(s) certifies the property listed above is a rental and that the modifications to be done are approved by the landlord/owner.

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





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

The Applicant(s) acknowledges that a portable ramp is the property of the Center for Independent Living and when it is no longer needed must be returned to the Center for Independent Living.

The Applicant(s) 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 Tenant, Agent, and VHDA.

The Applicant(s) also acknowledges that he/she has received a copy of the following documents:

1. JOINT STATEMENT OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE DEPARTMENT OF JUSTICE **REASONABLE MODIFICATIONS UNDER THE FAIR HOUSING ACT.**
2. What You Should Know Before Hiring A Contractor (Board for Contractors, Department of Professional and Occupational Regulation)
3. Rental Unit Modification Assistance FAQ

Applicant's Signature

Date

Applicant's Signature

Date





Rental Unit Modification Grant Program

Landlord/Owner

Applicant Name: _____

In consideration for the Agent (these include but not necessarily limited to: Centers for Independent Living, Local Housing Authorities, Rehab hospitals, and Landlords in need of accessibility modifications for a specific tenant) and VHDA, improvement 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 VHDA from any liability in connection with the performance of the accessible modifications.

Landlord/Owner acknowledges that a wooden ramp that is attached to the said property must remain with said property.

Landlord/Owner acknowledges that a portable ramp is the property of the Center for Independent Living and when it is no longer needed must be returned to the Center for Independent Living.

Landlord/owner signature is considered to be approval for the modifications to be complete on the above property.

Landlord/owner 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 Tenant, Agent, and VHDA.

Furthermore, in the event the unit becomes vacant, the landlord is strongly encouraged to list the unit on **VirginiaHousingSearch.com** with the applicable accessibility features indicated. This is a free service to landlords and tenant.





Landlord/owner also acknowledges that he/she has received a copy of the following documents:

1. JOINT STATEMENT OF THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND THE DEPARTMENT OF JUSTICE **REASONABLE MODIFICATIONS UNDER THE FAIR HOUSING ACT.**
2. What You Should Know Before Hiring A Contractor (Board for Contractors, Department of Professional and Occupational Regulation)
3. Rental Unit Modification Assistance FAQ

Landlord/Owner Signature

Date





Rental Unit Modification Grant Program

Contact Information of Agent working with Applicant:

Please print or type requested information.

Agency Name: _____

Agent Name: _____

Agency Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

(Application must be complete in order to be approved.)





SAMPLE PORTABLE RAMP AGREEMENT

(CIL Letterhead)

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

by _____ under the VHDA Rental
(CIL)

Unit Accessibility Modification Grant program, agree to contact the

_____, @ _____ to let them
(CIL) (Phone Number)

know when I move or no longer need the ramp.

Applicant:

(Signature)

(Date)

Landlord:

(Signature)

(Date)





Rental Unit Accessibility Modification Inspection Report

Applicant's Name: _____

I hereby certify that the work done at _____

has been completed in a workmanship like manner.

Brief Description of Accessibility modification completed:

AGENCY: _____

AGENT NAME: _____

TITLE: _____

PHONE NUMBER: _____

EMAIL: _____

I am satisfied with the modification work done on my unit.

Applicant Signature

Date

Agent Signature

Date

This report must accompany the final paperwork.





ORDER FORM

VHDA Rental Unit Accessibility Modification Grant Program Brochure

Ship materials to:

Organization

Name

Quantity Needed

Mailing Address (Do not put P.O. Box numbers – must be valid street address.)

City, State, Zip

Please type or print information requested above and Email completed order form to Debbie Griner, Grant Coordinator, at debbie.griner@vhda.com or you may mail it to VHDA – c/o Debbie Griner - 601 S. Belvidere St., Richmond, VA 23220.



Rental Unit Modification Assistance

FAQ

Thank you for your interest in the Rental Unit Modification Grant Program. This program has funding available to assist individuals for the payment of accessible modification work needed on **rental units** to make them accessible for a specific tenant. The Virginia Housing Development Authority Rental Unit Accessibility Modification program provides financial assistance to make modifications to the rental units of elders, adults with disabilities, and families with children with disabilities. These modifications allow people to remain in their homes and live independently in their communities.

Who is eligible?

Any household member that has a disability and pays rent. Income guidelines are based on persons earning 80% or less of the area median income based on [HUD's 2012 median income](#) effective December 1, 2011.

The home requiring modifications must be the primary principal residence of the individual with a disability. Modifications must be necessary to allow the beneficiary to remain in the home.

What kinds of projects are eligible?

In order to be approved for assistance, modifications must relate to the disability of the applicant as documented. Projects that are not directly related to a disability are not eligible for assistance.

Typical modifications include installation of ramps, lifts, widening of doorways, and alteration of kitchens and bathrooms.



VIRGINIA HOUSING DEVELOPMENT AUTHORITY
601 SOUTH BELVIDERE STREET | RICHMOND, VIRGINIA 23220 | PHONE: 877/VHDA123 | TDD: 804/783-6705 | WWW.VHDA.COM

What if my project costs more than \$2,000?

Applicants with projects that exceed the maximum amount will need to find additional sources of funds to supplement the project cost (for example: funds from local civic organizations, personal or family funds, or other government funded programs). Rental Unit Accessibility Modification funds can only be disbursed after other sources of funding are utilized.

How are applications evaluated?

Applications are accepted on an on-going basis and are processed on a first come, first served basis. Complete applications are reviewed usually within 2 business days except when informed otherwise. The total length of time before approval depends on the time it takes the Applicant and the Provider Agency to gather the documents and get bids from contractors. **Failure to provide all “mandatory” documentation at the same time will result in the disqualification of the Application.**

Applications are reviewed to determine both income eligibility and eligibility of the proposed modification. Providers Agency determines the eligibility by evaluating documentation submitted with the application including, but not limited to, income verification, certification as it relates to the individuals ability to function on a day-to-day basis.

If the income, other required paperwork, and proposed modifications meet VHDA guidelines, the VHDA Grant Coordinator will then issue a Confirmation of Approval to the Agent. If the application is not eligible for the program, the applicant will be notified by the agent in writing. The Provider Agency will attempt to provide appropriate referrals to other programs or sources of funding. Information on other programs which fund home modification can be found on our website or you can request a list from the Provider Agency.

Who will do the actual work to modify the home?

The applicant will hire a contractor of their choice to modify the rental unit. VHDA does not choose contractors to do the work, but can provide some resources and guidance towards finding and selecting a contractor. VHDA retains the right to reject the use of certain contractors.

What should I expect during construction?

The applicant is responsible for choosing and monitoring contractors with the assistance of the Provider Agent. VHDA does not get involved directly with contractors.

We suggest that when the work begins, the Applicant and the Provider Agent keep a copy of the contract handy and refer to it often. If something is not going the way you feel it should or if you do not understand it, speak directly to the contractor. If the problem is not resolved, let the VHDA Grant Coordinator know and they may be able to refer you to resources that may help resolve the situation.

Can the contractor receive reimbursement for work completed prior to application approval?

No. This program does not provide reimbursement for modifications completed prior to loan approval.

Can a landlord apply for a loan to modify a rental unit?

Yes. A landlord who has identified a tenant with a disability may assist the tenant in applying for the grant. The modifications to be made must be documented and must relate to the tenant's functional needs.

Who is responsible for the costs associated with making the rental units accessible for a tenant?

The Fair Housing Act provides that while the housing provider must permit the modification, the tenant is responsible for paying the cost of the modification.

Do I need approval from the landlord before making a reasonable modification to the dwelling?

Yes. A person with a disability must have the housing provider's approval in writing before making the modification.

Can I apply more than once?

The maximum amount of assistance per person in a fiscal year, (July 1 – June 30) is \$2,000. If an Applicant applies in subsequent year(s), assistance will be made on a case by case basis. Applicants who are evicted due to the failure to follow management policies may be denied future funding.

What if the contractor did not complete the job in a workmanship like manner?

If the work is considered not to be safe, correct, or to code, the Applicant and the Provider Agent do not have to sign off on the inspection sheet. The Applicant is responsible for making sure the work being done is in a workmanship like manner.

If the Applicant and the contractor cannot resolve the issues at hand, the Applicant will need to follow the process for consumer assistance in dealing with building contractors. This information is available at the ¹Department of Professional and Occupational Regulation. The VHDA Grant Coordinator must be notified in writing describing the issue, this document will be placed in the Applicants file.

¹Department of Professional and Occupational Regulation:
<http://www.dpor.virginia.gov/dporweb/dpormainwelcome.cfm>

Does the contractor need a contractor's license to make the modifications?

If the work you are considering is valued at \$1,000 or more, a valid Virginia Contractor's License is required for the license category in which the contractor is to work. (²Board for Contractors, Department of Professional and Occupational Regulation)

Does the contractor need a permit to make the modifications?

The contractor should obtain any necessary building permits. This should be spelled out in your contract; otherwise, you may be held legally responsible for failure to obtain any required permits. Licensed contractors should obtain all building permits, not the consumer. The permit holder becomes the general contractor and assumes responsibility for the overall job – which may include taxes, workers' compensation, and other legal liabilities. (Board for Contractors, Department of Professional and Occupational Regulation)

What about historic properties or properties in a historic district?

Local historic districts have preservation ordinances requiring proposed work on designated historic properties be reviewed by a local historic preservation commission or design review board. When the board reviews and approves proposed changes to a historic building, they issue a "Certificate of Appropriateness," a document stating that the proposed work is appropriate for the historic district and meets local code criteria. Contact your local government's preservation official for specific information about what is needed for a Certificate of Appropriateness, the design review process, and to obtain an application for proposed exterior work.

Do I need to have a design plan for the work to be done?

Yes. A design plan is important because it presents your ideas in a visual format. The visualization of the sketch puts you and the contractor on the same page so that you both know exactly what you want to accomplished and how much you want to spend. The design plan should include dimensions, location, elevations.

Do I need a contract from the contractor to do the work?

Yes. A contract binds the Applicant and the contractor to the project. Since a written contract protects you and the contractor, all agreements should be put in writing. It should include everything you have agreed upon and the extent of work to be done. Get all oral promises and guarantees in writing, include start and finish dates, and spell out exactly what the contractor will and will not do.

The contract should specify all materials to be used, such as the quality, quantity, weight, color, size, or brand name as it may apply. Be as specific as possible. Make sure your contract includes everything you feel is important to the job, including complete cleanup and removal of debris and materials.

² Board for Contractors: http://www.dpor.virginia.gov/dporweb/con_main.cfm