

**Instructions for Submitting an Application for the
Specially Adapted Housing Assistive Technology Grant
(SAHAT)**

**PRIOR TO PREPARING AN APPLICATION FOR THE SAHAT GRANT PROGRAM,
PLEASE REVIEW THE FOLLOWING INFORMATION:**

- Technology grants may be awarded to a person or entity, meaning there are no restrictions on parties eligible to apply for technology grant funding. Please note all technology grant applicants and applications must meet the threshold criteria set forth in the Notice of Funding Availability (NOFA).
- There is no cost sharing, matching, or cost participation requirement for the SAHAT Grant Program. However, consideration of leveraged resources will be assessed as part of the application review process.
- It is suggested that confidential business information not be included as part of the SAHAT Grant program application.
- Applications submitted for the SAHAT Grant program must be received through www.Grants.gov.
- Applications for the 2016 SAHAT Grant program must be submitted via www.Grants.gov by 11:59 pm Eastern Standard Time on the date listed in the NOFA.
- To ensure a full and complete application, instructions on how to complete Standard Forms (SF-424, SF-424A, and SF-424B) can be found at: <http://www.grants.gov/web/grants/form-instructions.html>. Instructions on how to complete the “Scoring Criteria” are provided on VA Form 26-0967a, which is a file available for download under the “Related Documents” tab of the SAHAT Grant Opportunity Page on www.Grants.gov.
- Applicants may complete and attach the **optional** VA Form 26-0967: “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion” as part of their SAHAT application. This Form is included as a file available for download under the “Related Documents” tab of the SAHAT Grant Opportunity Page on www.Grants.gov.
- Information and updates regarding the SAHAT grant application cycle will be posted on the SAHAT Grant Opportunity Page (under the “Version History” tab) on www.Grants.gov. To ensure receipt of SAHAT program updates, please register an e-mail address to receive notifications under the “Synopsis” tab of the SAHAT Grant Opportunity Page on www.Grants.gov.

Registrations:

In order to submit an application, registration in the following databases is necessary. For complete details on how to register as an “Organization” or “Individual” applicant in www.Grants.gov, go to: <http://www.grants.gov/web/grants/register.html>. Refer below for additional guidance.

1. **Data Universal Numbering System (DUNS)**: A DUNS number is required for **organizations** in order to register in www.Grants.gov. Obtaining a DUNS number is a free, one-time activity. To acquire a DUNS number, apply online at <http://fedgov.dnb.com/webform>. ***Individuals are exempt from registering for a DUNS number.***
2. **System for Award Management (SAM)**: An applicant must register in the SAM prior to registration in www.Grants.gov. Upon completion, an organization will be issued an Employer Identification Number (EIN). Organizations that have previously submitted applications via www.Grants.gov should already be registered in the SAM. Applicants must update or renew their SAM registration annually to maintain an active status. Information about the SAM registration process can be found at www.sam.gov.
3. **Grants.gov**: Registration in www.Grants.gov is required prior to application submission. The Department of Veterans Affairs (VA) strongly encourages applicants to register with www.Grants.gov several weeks in advance of the application submission deadline as it takes time to be issued DUNS and EIN numbers. Complete instructions on how to register are provided at: <http://www.grants.gov/web/grants/register.html>.

If an applicant experiences technical difficulties at any point during the registration process, the www.Grants.gov Customer Support Hotline is available 24 hours a day, 7 days a week, except on federal holidays. The phone number for the hotline is: 1-800-518-4726. Please be aware this is NOT a VA phone number. For more information, please go to: <http://www.grants.gov/web/grants/support.html>.

As part of the www.Grants.gov registration process for **organizations**, an Authorized Organization Representative (AOR) must be designated. Upon completion of the AOR profile, the AOR will create a www.Grants.gov username and password. The applicant organization’s DUNS Number is required to complete this step. The AOR will then need to confirm his/her authorization and track the status in www.Grants.gov.

Please refer to the www.Grants.gov Frequently Asked Questions for further information about the registration process:
<http://www.grants.gov/web/grants/applicants/applicant-faqs.html>

Application Submission:

1. In order to submit a complete application for the SAHAT Grant program, applicants must first register with www.Grants.gov.
2. Search for the funding opportunity on www.Grants.gov. Funding opportunities can be searched a number of ways: Keyword; Funding Opportunity Number, or Catalog of Federal Domestic Assistance (CFDA) Number. Please use one of the following for your search:

Keyword Search: “Specially Adapted Housing Assistive Technology Grant”

Funding Opportunity Number Search: VA-SAHAT-16-01

CFDA Search: 64.051

3. In accordance with the NOFA and application package (under the “Package” tab of the SAHAT Grant Opportunity Page) on www.Grants.gov, complete applications will include the following:

Standard Forms:

- **SF - 424**
- **SF - 424A**
- **SF - 424B**

VA Form: (“Scoring Criteria” must be attached to the SAHAT application package)

- **VA Form 26-0967a:** “Scoring Criteria” must be attached to the “**Project Narrative Attachment Form.**” A general description of the scoring criteria is outlined below. Please refer to the actual **VA Form 26-0967a** for detailed instructions.

Scoring Criteria Narrative:

- A project description, including the goals and objectives of the project, what the project is expected to achieve, and how the project will benefit Veterans and Servicemembers.
- An estimated schedule including the length of time (not to exceed September 30, 2017) needed to accomplish tasks and objectives for the project.
- A description of what the project proposes to demonstrate and how this new technology will aid or enhance the ability of Veterans and Servicemembers to live in an adapted home.
- Each technology grant applicant is responsible for ensuring that the application addresses each of the scoring criteria listed in the NOFA.

4. Section VI, Part A of the SAHAT NOFA states that in advance of grant award, successful applicants will be required to complete **VA Form 26-0967- “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.”** Please note

completion of this Form is **NOT** an application submission requirement. However, applicants do have the **option** to provide this Form as part of their SAHAT application submission. If an entity wishes to include the **VA Form 26-0967** as part of their application for the SAHAT program, it may be attached to the application package in the following manner:

VA Form: (the **optional** VA Form 26-0967 may be submitted as part of the SAHAT application package)

- **VA Form 26-0967** “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion” may be attached to the “**Other Attachments Form.**” This Form is included under the “Package” tab of the SAHAT Grant Opportunity Page.

5. Save changes to the application periodically. All required fields must be completed prior submitting an application.

6. Submit the application. Upon submission, applicants will receive an acknowledgement e-mail. Once the validation process is complete, applicants will receive notification from www.Grants.gov identifying if their application has been validated, or rejected. Applicants are strongly encouraged to submit applications well in advance of the stated deadline in case the application is rejected. This will allow the applicant time to make needed corrections.

Please refer to the “Applicant Tools & Tips” website on www.Grants.gov for more information pertaining to application submission:

<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>.