

**Instructions for Submitting an Application for the  
Specially Adapted Housing Assistive Technology Grant Fiscal Year 2017  
(SAHAT)**

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**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. However, adequate information should be included in order for a complete review of the application.
- Applications submitted for the SAHAT Grant program must be received through [www.Grants.gov](http://www.Grants.gov).
- Applications for the 2017 SAHAT Grant program must be submitted via [www.Grants.gov](http://www.Grants.gov) by 11:59 pm Eastern Standard Time on the date listed in the NOFA.
- To ensure a full and complete application, please find instructions on how to complete the following required forms:
  - **Standard Forms** (SF-424, SF-424A, and SF-424B) can be found at: <http://www.grants.gov/web/grants/form-instructions.html>.
  - **Scoring Criteria** instructions 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](http://www.Grants.gov).
  - **VA Form 26-0967**: “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion” instructions are provided on the Form. 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](http://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](http://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](http://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](http://www.Grants.gov), go to: <http://www.grants.gov/web/grants/register.html>. Refer below for additional guidance. ***Ensure necessary registrations are completed well in advance of application submission, as these registrations are time sensitive. VA will not be able to accommodate application submissions outside of [www.Grants.gov](http://www.Grants.gov).***

1. **Data Universal Numbering System (DUNS):** A DUNS number is required for **organizations** in order to register in [www.Grants.gov](http://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](http://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](http://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](http://www.sam.gov).
3. **Grants.gov:** Registration in [www.Grants.gov](http://www.Grants.gov) is required prior to application submission. The Department of Veterans Affairs (VA) strongly encourages applicants to register with [www.Grants.gov](http://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](http://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](http://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](http://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](http://www.Grants.gov).

Please refer to the [www.Grants.gov](http://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](http://www.Grants.gov).
2. Search for the funding opportunity on [www.Grants.gov](http://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-17-02

**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](http://www.Grants.gov), complete applications will include the following:

#### **Standard Forms:**

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

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

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

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

- **VA Form 26-0967a:** “Scoring Criteria” must be attached to the Form named **“Attachments”** 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, 2018) 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.

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](http://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](http://www.Grants.gov) for more information pertaining to application submission:

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