



Green & Healthy Homes Initiative®

# Older Adults Home Modification Grant Program

Monday, March 21, 2021 | 1:00pm ET

**Green & Healthy Homes Initiative**

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## GHHI Speakers



**Ruth Ann  
Norton**  
President and CEO, GHHI



**Wes Stewart**  
Senior Advisor and  
General Counsel, GHHI

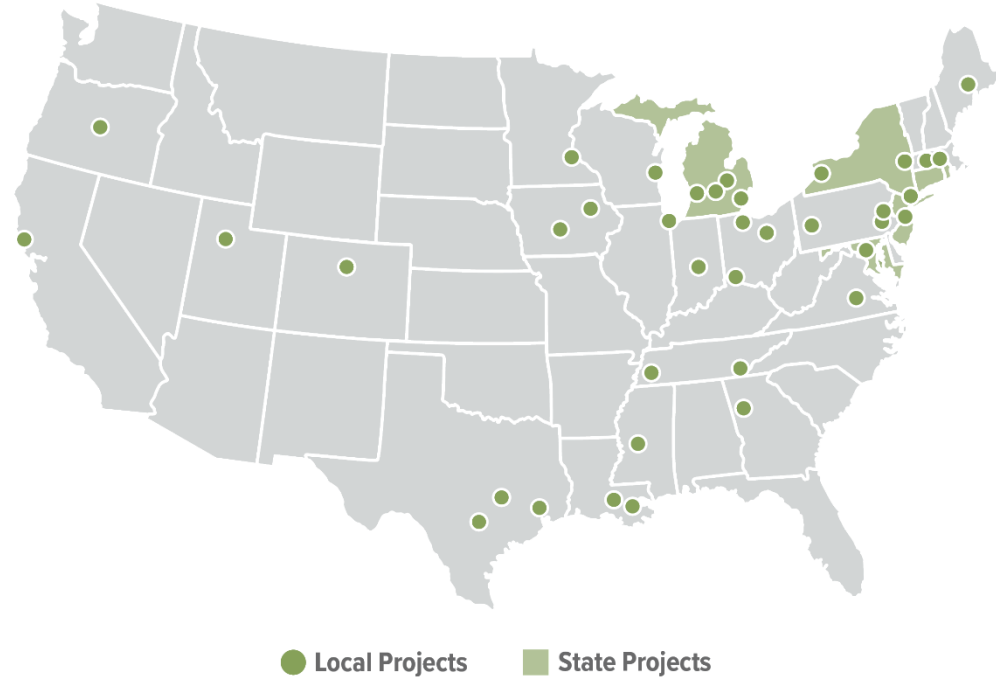


**Michael  
McKnight**  
Senior Vice President  
of National Programs,  
GHHI

## GHHI Model Implementation

- Supporting local implementation of program alignment, braiding of funds, and coordination of intervention services
- Development of innovative funding sources to address gaps and build sustainability
- Over 65 GHHI Partner Sites nationwide
- Aging in Place partner projects in Baltimore, Memphis, and Cincinnati

### GHHI PROJECTS





## HUD Older Adults Home Modification Grant Program

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## HUD Older Adults Home Modification Program Grant

Visit [www.hud.gov/lead](http://www.hud.gov/lead) to learn more, including upcoming webinars about applying. HUD's Office of Lead Hazard Control and Healthy Homes is making \$30 million available for grants under its Older Adults Home Modification ("Home Mod") Program. These three-year grants to experienced nonprofit organizations, state and local governments, and public housing authorities are for up to \$1.25 million each. They will help communities by increasing the safety, accessibility, and functionality of homes owned by low-income adults 62 and older to effectively age in place.

Funding will help grantees provide adaptive home adjustments through maintenance and repair projects on the primary residence of eligible, low-income senior homeowners who are at least 62 years old.

At least half the funds will be awarded to grantees that serve communities with substantial rural populations.

## What Can this Grant Do for You?

| Support  | Further Goals  | Demonstrate   | Create   |
|--|--|---|--|
| <p>This funding opportunity supports the continued independence for elderly adults in your community through targeted modifications to the home that allow the homeowner to live safely and comfortably.</p> | <p>This program furthers affordable and accessible housing goals by improving existing owner-occupied housing stock. The program also has the potential to reduce healthcare costs by decreasing injury risk and extending the period of independent living.</p> | <p>The program is expected to demonstrate that providing client focused, low-cost interventions in the homes of older adults is feasible and beneficial.<br/>Create</p> | <p>OAHMP creates a new funding opportunity to further support experienced applicants to address the need for necessary housing modifications and the delivery of person-centered services.</p> |

There is No Better Time to Consider this Funding Opportunity!

- The application notice comprehensively describes program eligibility requirements, additional funding information, and resources and instructions for applicants.
- The application deadline is 11:59:59 pm Eastern Standard time on 05/04/2021 Applications must be received no later than the deadline.

- The application notice is available through [www.hud.gov/grants](http://www.hud.gov/grants)



## Applicant Requirements

| HUD Requirements                                  |   |
|---|---|
| Eligible Applicants                               | <ul style="list-style-type: none"><li>• County, state, city, township, special district governments</li><li>• Non-profit organizations having a 501(c)(3) status</li><li>• Public housing authorities</li></ul> |
| Ineligible Applicants                             | <ul style="list-style-type: none"><li>• For-profit organizations, institutions of higher education and tribes</li></ul>   |
| Cost Sharing or Matching                          | No required cost sharing or matching  |
| Program-Specific Requirements                     | Eligible applicants need to have at least 3 years of experience in providing services to older adults   |
| Urbanized Area or Substantially Rural Designation | Applicants must designate in applications the target area as urbanized area and/or substantially rural area, utilizing the Tool developed by HUD (see Appendix A)   |

## Unit Requirements

| HUD Requirements                             |   |
|--|---|
| Scope of Home Modifications                  | <ul style="list-style-type: none"><li>• Work Scope generated by an Occupational Therapist (OT)</li><li>• Low-cost changes to the home environment that are directly related to reducing the risk of falling and improving general safety, accessibility, and functional abilities of the client.</li><li>• Cost is capped at \$5,000.</li><li>• If cost is above the capped amount, HUD approval is required</li><li>• Grantees must publish a list of in-scope and out-of-scope modifications as part of their program documentation</li></ul> |
| Occupant protection and temporary relocation | <ul style="list-style-type: none"><li>• Relocation during home modification unless the activities are exterior, or, if interior, the worksite is contained and no safety hazards will be created.</li></ul>   |
| Physical Accessibility Requirements          | <ul style="list-style-type: none"><li>• Grantees must comply with Section 504</li></ul>   |



# Program Services Model

## HUD Requirements

|   |   |
|---|---|
| 1. Initial Interview and In-Home Assessment conducted by a Licensed OT or a licensed OT assistant | OT will conduct initial interview and assess home for health and safety hazards, including the client's fall risk and/or functional abilities |
| 2. Work Order by the OT   | With client's consent, OT will prioritize necessary home modifications and complete work order and specifications.                            |
| 3. Home Modification Work   | Conducted by a licensed contractor  |
| 4. Follow-up Assessment Inspection by OT  | OT will conduct follow-up assessment and provide education and training for the client on the safe and proper use of the installation.        |
| Standardized Assessment Tool  | At least one standardized assessment tool needs to be used  |
| If using another model, you need to provide justifications  | Justifications should include the model the applicant intends to use, why its better for the program than the Program Services Model          |

# Program Services Model

## – continued

### HUD Requirements

|  |   |
|--|---|
| Program services not a replacement for health services | Services do not replace home care visits ordered by a healthcare provider   |
| Duplication of Benefits                                | <ul style="list-style-type: none"><li>• Avoid obvious duplication of Medicare or Medicaid benefits, such as adaptive equipment already ordered by a medical provider.</li><li>• Neither the grantee or beneficiary is required to determine whether Medicare or Medicaid benefits exist for the services or equipment provided.</li></ul> |
| Structural Modification / Contractor Requirements      | <ul style="list-style-type: none"><li>• Go through onboarding</li><li>• Licensed, bonded, and insured</li><li>• For mobile/manufactured homes, must follow state requirements</li><li>• Provide acceptable warranty period</li></ul>  |
| Reporting Requirements                                 | <ul style="list-style-type: none"><li>• Comply with HUD-funded evaluations</li><li>• Collect, maintain, and provide necessary data to HUD</li></ul>   |

# Program Services Model

## – continued

### HUD Requirements

|   |  |
|---|--|
| Environmental review                      | <ul style="list-style-type: none"><li>• Program is “low barrier” and activities should minimize likelihood and scope of an environmental review.</li><li>• When needed, HUD will conduct environmental review under 24 CFR Part 50</li></ul> |
| Addressing Needs of Vulnerable Population | Grantees must have policies and plans in place   |
| Program Consistency                       | <ul style="list-style-type: none"><li>• Initial training</li><li>• Annual program manager school</li></ul>   |
| Sustainability                            | Must implement a strategy to build community capacity for home modification programs and services that will continue after the grant   |
| Procurement Requirements                  | All goods and services must be procured through a competitive process  |

## ALLOWABLE COSTS

**Program Operations** - staff and contractor recruitment, salary and wages for direct hires or contractors, fringe benefits, program marketing/advertising and printing, procurement of materials and supplies for program administration less than \$5,000

**IT and IT Services** – examples are procurement and maintenance of database and other tools, IT consulting services

**Client Intake, Assessment, and Reasonable Accommodations** – examples include assistance with eligibility, fees to use standardized assessment tools, OT services, RN services (only if required by evidence-based models), social worker services, translation services, development of a list of resources outside of this program for clients to be referred to, cost associated with reasonable accommodation to a beneficiary with a disability

**Home modifications and adaptive equipment** – specified by an OT or licensed OT assistant. Examples are procurement of equipment, adaptive equipment, materials, and supplies, costing less than \$5,000, cost of making equipment accessible

**Professional development** – examples are certification / training in aging in place or related areas, including travel cost and training fees, peer group conference registration and travel (requires prior approval by HUD)

**Indirect costs** – negotiated indirect cost rate or 10%

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## Funding Restrictions

| <b>RESTRICTED</b>                                   |
|---|
| Purchase of Property                                |
| Purchase or lease of equipment in excess of \$5,000 |
| Medical treatment                                   |
| Profit  |
| Non-compliance with Coastal Barrier Resources Act   |
| Units in FEMA flood zones without flood insurance   |

## Program Requirements Continued

- HUD strongly encourages Maintenance Repair Activities (middle column) to avoid need for environmental review

| Example categories          | Examples of OAHMP Maintenance Repair Activities   | Examples of OAHMP Rehabilitation Repair   |
|-----------------------------|---|---|
| Interior Doors and Hallways | <ul style="list-style-type: none"> <li>• adjusting door swings to reverse or remove awkwardness</li> <li>• installing automatic doors or door openers</li> <li>• installing door hinge offset or swing clear door hinges</li> <li>• installing “tap-n-go” or other hands-free door hold-open capability</li> </ul>  | <ul style="list-style-type: none"> <li>• installing different door type</li> <li>• widening interior doorways to accommodate a walker or wheelchair</li> <li>• widening hallways to accommodate a walker or wheelchair</li> </ul> |
| Flooring                    | <ul style="list-style-type: none"> <li>• repairing flooring transitions so there is zero height difference between them</li> <li>• repairing floor tile to remove uneven surfaces</li> <li>• repairing floors to remove uneven surfaces</li> <li>• stripping floors and resealing when incidental to other work</li> <li>• installing linoleum/vinyl flooring to remove uneven surfaces that pose extensive slipping or tripping hazards</li> <li>• carpet removal</li> <li>• cleaning floor when incidental to other work</li> </ul> | <ul style="list-style-type: none"> <li>• Installation of new floor if the existing floor has extensive slipping or tripping hazards resulting from deterioration or damage</li> </ul>   |

# Criteria for beneficiaries

## HUD Requirements

|                             |   |
|-----------------------------|---|
| Age                         | At least 62 years old   |
| Income                      | Family income equal or less than 80% AMI  |
| Homeowner                   | Homeowner of the primary residence where the home modifications will be installed (rental housing units are not allowable)  |
| Multiple owners             | <ul style="list-style-type: none"><li>• At least one owner meets the age and income requirement and lives in the home as their primary residence</li><li>• Benefits are NOT multiplied by the number of older adult occupants</li></ul> |
| Additional criteria allowed | Grantees may utilize additional criteria. Examples include: <ul style="list-style-type: none"><li>• Physical condition of the home</li><li>• Previous home modification benefits received under this program</li></ul>                  |

# Application Package Requirements



Forms: SF424 Application Form, Disclosure of Lobbying Activities (SF-LLL), Applicant Recipient Disclosure Report (2880), Acknowledgment of App Receipt (HUD 2993), Opportunities Zone (HUD 2996), HUD 424-CBW Budget Worksheet



Application: Abstract (1 page), Response to Rating Factors (up to 15 pages letter-sized single line spacing, 1-inch margins, 12-point Times New Roman font, numbered pages)



Supporting Materials: Completed Table Urbanized / Substantially Rural, Resumes of key personnel, organizational chart, letters of commitment, list of references cited; Non-Profit Organizations – submit Articles of Incorporation, By-Laws, 501(c)(3) IRS letter (does not count against page limits)



Additional Info: Support for statements made in narrative response, such as a summary of an evaluation of housing interventions previously conducted by your organization (up to 10 pages)



Budget: Budget form with supporting cost justification of up to four pages covering all budget categories of the federal grant request (424 CBW Budget Worksheet and Budget Narrative (4 page limit))



## Scoring Criteria for each section – reviewer ratings

| Converting Qualitative Ratings to Points |             |
|--|-------------|
| Qualitative Rating                       | Percentages |
| Outstanding                              | 100%        |
| Excellent                                | 85%         |
| Good                                     | 75%         |
| Fair                                     | 50%         |
| Poor or Non-Responsive                   | 0%          |

## Review Criteria (Possible Score: 100 +2 Bonus)

| Rating Factor 1 – Capacity of the Applicant and Relevant Organizational Experience (34 points) |  |        |
|--|--|--------|
| Section  | Description  | Points |
| Capability and qualifications of key personnel   | Must include a Project Manager (PM) at least 50% FTE, or letter of commitment to have PM filled in 60 days; Project Director   | 12     |
| Organizational Experience  | Projects completed by your organization that demonstrate relevant experience in providing services to older adults and conducting home modifications (at least 3 years serving this population)  | 10     |
| Partnerships   | Relevant partnerships such as Area Agencies on Aging, Community Senior Services Centers, local health departments, Housing Authorities, local programs focused on older adults, other aging in place programs, Hospitals, Community Development Agencies                                     | 5      |
| Subrecipient and Subgrantee  | <ul style="list-style-type: none"> <li>a) List subs that will be providing services and their role</li> <li>b) Describe each subs' qualifications and experience</li> <li>c) List subs' key personnel and their role</li> <li>d) Include DUNS and Legal Business Name of each sub</li> </ul> | 6      |
| Financial Capacity   | Capacity to cover costs of home modification for up to 30 days   | 1      |

## Review Criteria Continued

### Rating Factor 2 – Program Strategy and Management (48 points)

| Section                                | Description  | Points |
|--|--|--------|
| Urban / Rural area designation         | Using the Substantially Rural Community Lookup Tool in Appendix A  | 0      |
| Within target area flexibility         | If a jurisdiction has a mix of urban and rural areas, willingness to be considered under the other category from the original application  | 0      |
| Program Strategy                       | Description of program, model, meeting the individualized needs of the client, target area, recruitment strategy, expected services, etc.  | 14     |
| Client and Home Assessments            | Combination of standardized home assessment tool and client assessment   | 5      |
| Number of Beneficiaries                | Number of homes you expect to serve and your reasoning for the estimate  | 4      |
| Addressing Additional Needs of Clients | Procedures for when major repairs are needed beyond the scope of this grant, and how to connect clients to services to address those needs   | 4      |
| Program Administration and Oversight   | Administrative capacity, how you will expand capacity if needed, funding flows, key personnel, management systems, monitoring of subs. Must include Project Director (PD) and Project Manager (PM) | 10     |
| Contractor Capacity                    | Contractor activities, recruitment, retention  | 4      |
| Sustainability                         | Strategy to maintain these services after the grant ends   | 4      |
| Timeline                               | Quarterly timeline of major activities and milestones  | 3      |

## Review Criteria Continued

### Rating Factor 3– Budget Proposal (16 points)

| Section   | Description  | Points |
|---|--|--------|
| Budget Justification Narrative                    | <ul style="list-style-type: none"> <li>• Separate budget is required for applicant and any sub who is receiving more than 10% of HUD funds.</li> <li>• Detailed estimate and plan for all costs</li> <li>• How you will ensure the maximum number of homes served</li> <li>• Justify allocation of funds and the efficient use of funds</li> </ul>                             | 8      |
| Fiscal Oversight and Financing Strategy Narrative | <ul style="list-style-type: none"> <li>• Home modification financing strategy (grants/deferred loans/leverage funds)</li> <li>• Describe who is responsible for fiscal activities, including bidding, procurement, etc. (compliance with 2 CFR 200)</li> <li>• Describe how you will control per unit costs</li> <li>• Vendor payments process and eLOCCS drawdowns</li> </ul> | 8      |

### Other Factors

| Section           | Description   | Points |
|-------------------|---|--------|
| Section 3         | <ul style="list-style-type: none"> <li>• Types of employment and training activities, specific actions to give Section 3 businesses and Section 3 residents (<math>\leq</math> 80% AMI) priority and opportunities</li> </ul> | 2      |
| Preference Points | <ul style="list-style-type: none"> <li>• Opportunity Zone OR Promise Zones Certification</li> <li>• Submit OZ or PZ documentation and certification form</li> </ul>   | 2      |

## Initial Grant Preparation Considerations

- Time is of the Essence – Due May 4<sup>th</sup>
- Registration (System for Award Management (SAM)/DUNS/ Grants.gov AORs)
- Download grants.gov application package and forms
- Select a Target Area and Client Referral Partners – Recruitment Considerations
- Collect Supporting Data for Target Area, Partner Referrals and Costs
- Identify Program Partners
- Identify Leverage Funding Sources
- Don't presume that HUD knows your organization and your Older Adult services program when preparing your application

## Other Grant Preparation Considerations

- Develop the best model that maximizes HUD goals and your objectives and strengths
- Competitive process - Don't leave points on the table!
- Answer all questions fully and in the order asked. Make life easy for the reviewer
- Follow NOFA format and weigh content and structure of your narrative proposal to the Factor Points Scale in managing your 15 pages of Narrative text
- Do a final check that your proposal meets the NOFA's Program specific requirements (pages 14-24)
- Be consistent in funds requested, leverage, goals, titling, and outcomes throughout the narrative and the forms
- Appendices – for each attachment should indicate the Rating Factor in the Narrative it corresponds with
- Do not rely on attachments alone
- Appendices – for each attachment indicate the Rating Factor and Page Number in the narrative it corresponds with

## Grant Submission Considerations

- Submit by May 3<sup>rd</sup> if at all possible to allow time to address any submission impediments or errors and to resubmit if necessary  
(Do not rely on grants.gov grace period; address potential IT issues in advance)
- Correctable technical deficiencies in the grants.gov submission process are not errors in your grant application!
- Curable Deficiencies in grant application cannot be a threshold requirement and cannot impact the applicant's score

Example of Curable Deficiency: Undated form

- Noncurable Deficiencies in grant application are deficiencies which would change an applicant's score or rank

Example: (Failure to attach resumes of key personnel)

- Grants.gov Validation – Your grant submission is not approved and will not be reviewed unless it has been validated by the grant submission deadline

# Questions & Answers





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## Questions & Answers

- Is a pre-application required before selection to submit a full grant application?
- If a clinic is part of a university, is the clinic eligible to apply as the applicant?
- For services in the rehabilitation repair column (in comparison to the maintenance repair column), when can grant program monies be used? And can leveraged funds be used for those more major repairs?
- Can public housing agencies (an eligible applicant) conduct interventions in federally assisted housing?

## HUD OLHCHH Agency Contact for Questions on NOFA

### Questions on NOFA:

Yolanda Brown, Director, Programs Division  
HUD Office of Lead Hazard Control and Healthy Homes  
202-402-7596  
[Yolanda.A.Brown@HUD.gov](mailto:Yolanda.A.Brown@HUD.gov)

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**Thank You!**



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