

Terms and Conditions

- When applying for a Disabled Facilities Grant the applicant must sign to confirm that they intend to remain in the property being adapted as their only or main place of residence throughout the grant condition period (currently ten years).
- The Council may place a charge against the property and seek to recover all or some of the costs associated with the works if the conditions are not met.
- In the case of separated families with joint custody of a disabled child, the legal guardians must decide which property is to be considered the main place of residence. We cannot adapt multiple properties for the same person. This is to ensure we are able to consider and assist as many disabled people in need of home adaptations as possible.

Estimated Adaptation Delivery Timescales

Having any works or repairs to your home can be stressful. The basic steps and approximate timescales that need to be completed for your adaptation to be delivered are below.

Actions:	Timescales:
First Contact from Care & Repair	1 week
First Contact from Caseworker	3-4 weeks
Architect Drawings	2-3 weeks
Drawings Approval	2-8 weeks
<i>(Dependant on your housing provider's approval)</i>	
Produce Specifications	2 weeks
Obtain Three Contractor Quotes	2 weeks
Contractor Selection	2 weeks
Arrange Pre-Start Meeting	2-4 weeks

Every job is different and for more complex adaptations timescales may take considerably longer. Your caseworker is there to help and guide you through the entire process.

Payment of Grant

Once the works are completed satisfactorily and an invoice is received we will arrange for the agreed payment to be made. This could be directly from the Council to the contractor or directly to you (if this is your preference).

We will always make contact with you upon completion of the works before we make payment to the contractor.

Comments and Complaints

Your feedback is important to us, whether it be positive or negative. If you do feel you have cause to complain about any aspect of the service you receive from us, please let us know. You can advise your caseworker, Care & Repair Manager or the Housing Options Team. Every effort will be made to try to resolve your complaint quickly and amicably.

In the unlikely event that this is not achievable, we will advise you how to escalate your complaint to the next level.

How can Care & Repair help you?

Care & Repair is dedicated to helping disabled people adapt their homes whilst taking the hard work and hassle out of home adaptations.

Mrs Matthews was delighted with her new fully-accessible bathroom thanks to her Disabled Facilities Grant and support from Care & Repair Daventry District.



'A fantastic job, I'm delighted!'



Contact Us:

- Care and Repair 01327 871100 / careandrepair@daventrydc.gov.uk
- Daventry District Council 01327 871100
- Housing Options 01327 302534 / 302221 wbaker@daventrydc.gov.uk
- www.daventrydc.gov.uk/CareandRepair



Disabled Facilities Grants

Find out all you need to know

Introduction

If you, or someone living with you, is disabled, you may be eligible to apply for a Disabled Facilities Grant towards the cost of providing adaptations which enable access to facilities in or around your home.

The Disabled Facilities Grant is a means-tested benefit and is administered under the Housing Grants Reconstruction and Regeneration Act 1996.

This leaflet provides you with a brief overview of how the Council reaches decisions on eligibility and what to expect of us during the process from start to completion.

Obtaining a Disabled Facilities Grant

Enquiries for grant assistance from Daventry District Council are usually dealt with by the Housing Options Team in the first instance. They will need to carry out a means test, which is a financial check of your current circumstances. You may be asked to complete a form called a '**Preliminary Test of Resources**'. The information you provide on this form helps us to identify whether it is likely that you will be eligible for a Disabled Facilities Grant.

It is not a formal offer of grant funding

If you are in receipt of certain benefits or the works are for a disabled child, the application will automatically qualify as eligible and no

mean- test will be carried out.

This is referred to as '**passporting**'.

You will need to complete a formal application at a later date as works are ready to proceed.

Completing a Preliminary Test of Resources is the first step of the process. You will be advised by letter when we need you to return all information to us.

Please be aware that we will not be able to progress your enquiry further until this is received.

If you do not provide all the required evidence your application will be unnecessarily delayed.

Who can apply for a Disabled Facilities Grant?

An applicant must either be the owner or the tenant of the home and be able to evidence an intention to remain at the property throughout the grant condition period - currently ten years.

The applicant need not necessarily be the disabled person for whom the works are intended.

Applications can be made for both children and adults.



Does the Council have to award me a grant?

In order for us to determine an application for a Disabled Facilities Grant, we will need to consider whether:

- The work is necessary or appropriate. We will need confirmation of your health needs from an Occupational Therapist or our Medical Liaison Officer
- Whether the works are reasonable or practical. We will need to consider the age and condition of your home, including suitability of access

If we decide we are unable to approve a Disabled Facilities Grant we will advise you about any alternative options such as re-housing.

What can a Disabled Facilities Grant be used for?

Examples of what a Disabled Facilities Grant may fund:

- Improving access to your home (ramping, mechanical lifts).
- Accessible bathing facilities (wet rooms and showers).
- Door widening (Wheelchair access to areas of the home)
- Single storey extensions (where access to facilities on the upper levels is not feasible).
- Stairlifts
- Access to gardens
- Appropriate heating systems

And much more

What it can't be used for:

Extending warranties on specialised equipment. This must be arranged between the client and contractor.



How do I apply?

You can apply direct to Daventry District Council.

- You can ask Care & Repair to do this on your behalf. The Care & Repair Team will ask you for information relating to your health and mobility. This information may enable our Medical Liaison Officer to make a decision without referring on to an Occupational Therapist.
- You can nominate another person, friend or professional agency to contact us.

We will require your signed permission to disclose information to your preferred representative.

- If you have already been assessed by another agency, for example a Doctor or Occupational Therapist they may contact us directly with their recommendations.

Contact details are at the back of this leaflet. Please retain for future reference.

If I am eligible to apply for a Disabled Facilities Grant - what happens next?

- We will now refer your case on to the Care & Repair Team.
- A caseworker will be allocated to you. Please refer to back page for estimated timescales against each stage of the process. The times listed may be much longer than stated during busy periods or more complex cases. Your caseworker will advise you if they are aware of any potential delays in progressing your case.
- If your condition changes at any time during the process, please advise your caseworker without delay so they can take this into account when prioritising their workload.
- Please advise your caseworker if there are any special considerations we need to take into account when progressing your case, such as how you would prefer us to make contact with you or any religious commitments that may impact on the progress of your case.

Disabled Facilities Grant Application Limits

The maximum grant that can be paid is £30,000. This includes VAT where appropriate and any professional fees such as architectural services and Care & Repair fees. The amount of funding approved is based upon your **assessed needs** only. Assessed needs are recommendations from a medical or other suitably qualified professional.

If your income is over a certain level and/or you have other capital which we will need to consider as part of the means test, you may not be eligible for grant funding or may be required to make a contribution towards the costs of the work. Where clients are unable to meet their assessed contribution, the Care & Repair team will try to identify alternative options such as donations from charitable organisations. If this proves unsuccessful, you will be notified in writing.

You can decide to independently seek alternative options to secure the top up costs and whether you would like us to leave your application open or to close it. Where your contribution exceeds the cost of the recommended works, no grant will be payable to you. In this case, if you still wish to progress with the works, we can refer you as a private client to the Care & Repair Team.

Grant Approval and Timescales

The Council does not operate a waiting list. We deal with around 400 cases each year.

Each case is different but on average (from the completion of the means test) the installation of a level access shower may take 3-4 months. Larger projects are likely to take considerably longer.

- The Council must give you a decision in writing within six months of receipt of a valid application. This could be either the Preliminary Test of Resources or the formal grant application. It is important that you return your completed application and supporting evidence of income and capital as soon as possible. We will let you know when we expect the form to be returned to us. Typically this is around two weeks. If you need longer to gather the information please let us know and we can look into extending the deadline.
- Once the formal application has been approved the works must be completed within twelve months of the approval date.