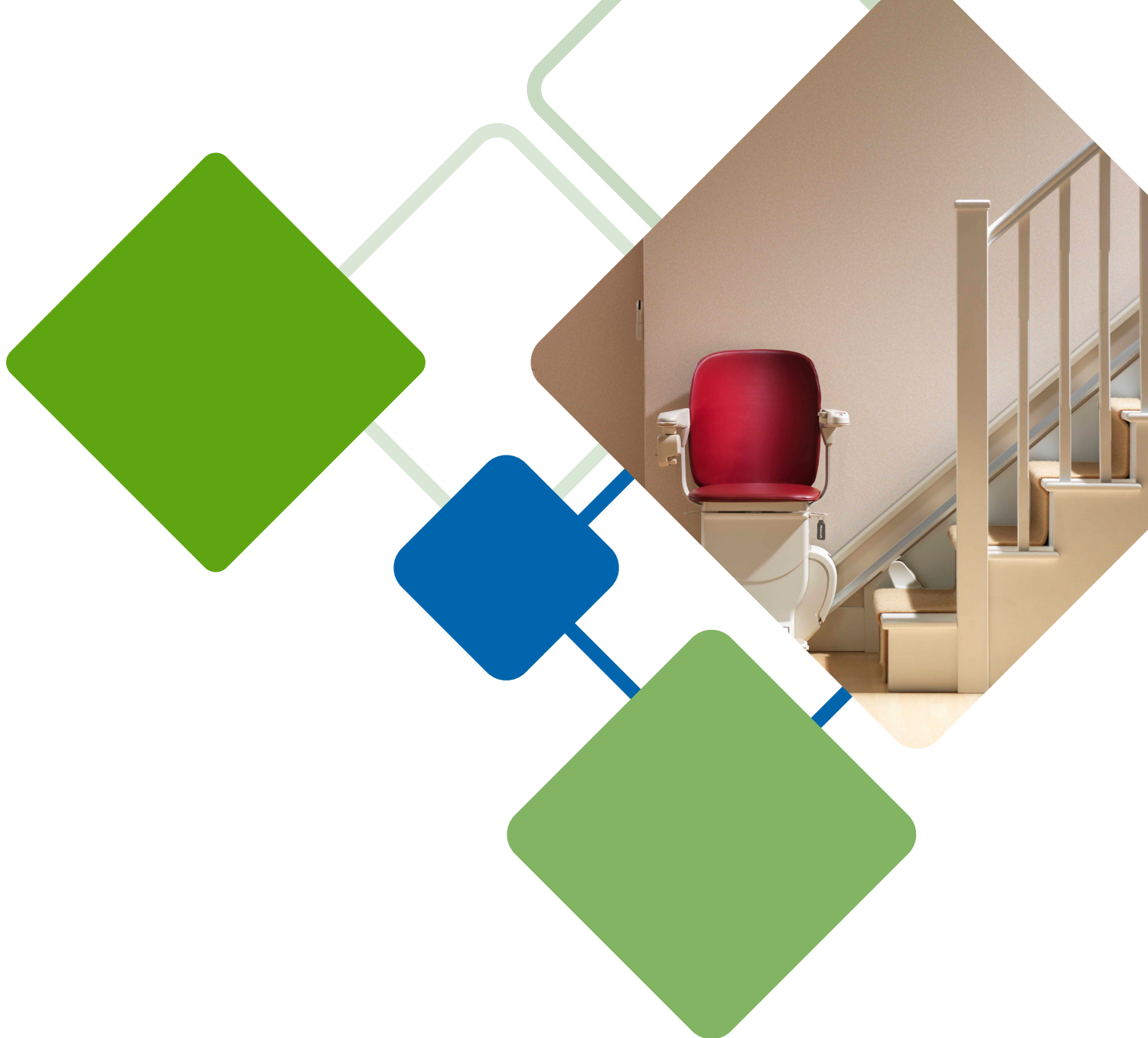




Adapting Your Home

This leaflet has been created to inform and guide people who are considering applying for a Disabled Facilities Grant either for themselves or on behalf of another person.



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What is a Disabled Facilities Grant?

A Disabled Facilities Grant (DFG) can help cover the cost of home adaptations so people with disabilities can live safely and independently in their own homes. It is available across all ages and housing tenures, subject to eligibility. The current maximum mandatory grant is £30,000.

The council will assess whether the works in the Occupational Therapy referral are necessary and appropriate to meet the person with a disability's needs, and whether they are reasonable and practicable given the property's age and condition, before approving a grant.

What can a Disabled Facilities Grant be used for?

A DFG can be used towards home adaptations such as the installation of:

- stair-lifts and through floor lifts
- ceiling track hoists
- level access showers and wet rooms
- ground floor toilet facilities
- wash and dry toilets
- ramps
- wider doors
- garden access
- assistive technology
- safety measures
- adaptations to provide access to cooking facilities



What can a Disabled Facilities Grant not be used for?

- Renovations works - The grant covers adaptations only for assessed needs. For example, it will not usually fund a full new bathroom or kitchen. Decorating or new flooring is not covered, except where essential for safety or specified by an Occupational Therapist for a disability-related need.
- Maintenance and repairs of previous adaptations except for lifting equipment
- Maintenance and repairs to a property, and grant may be refused if the property is not in a sound, habitable state
- To address overcrowding issues
- To pay for works that have already been started or completed
- Anything that is not essential (as assessed by an Occupational Therapist)
- Any equipment that is provided through a different service
- A DFG is not usually approved if the person is undergoing or planning rehabilitation or medical treatment that is likely to improve their function, meaning the adaptation may no longer be “necessary and appropriate”.
- A DFG would not usually be considered where a person declines to engage in rehabilitation where it is reasonable to assume the outcome of this would remove the need for major adaptations

Do Disabled Facilities Grants have to be repaid?

Not usually, but if you are a homeowner and you have a grant for works that add significant value to your property, for example an extension, you may be asked to repay £10,000 of the mandatory DFG, by way of a Local Land Charge being applied if you sell your property within 10 years. If discretionary funding is provided, you may have to repay all of this when you sell your property. This will be explained in more detail when you apply for a grant.

Is a Disabled Facilities Grant means tested?

Disabled Facilities Grants are usually means-tested for adults. The test considers the income of the person with a disability (the 'relevant person') and their partner, if applicable. This includes wages, benefits, pensions, savings, investments, and rental income. The council then compares this to a Government-set living allowance. If income exceeds this, a contribution is required based on what could be raised as a loan. Calculations differ for homeowners (who can access mortgages) and tenants (who rely on unsecured loans).

You will automatically qualify for a grant if you are entitled to certain means tested benefits or Tax Credits, these are known as passported benefits, the relevant benefits are; Income Based ESA, Housing Benefit, Guaranteed Pension Credit, Income Support or Universal Credit. Some benefits like PIP and Council Tax Benefit are not passporting.

If works such as an extension are being carried out, a charge to your property may still be applied.

This calculator gives an approximate idea of how much means test contribution you may have to make adaptmyhome.org.uk/householders/check-if-you-could-get-a-grant/

It may be possible to waive the means test in certain circumstances; more details can be found in our Adaptations Policy.

We will write to you to inform you if you have a contribution to pay.

Disabled Facilities Grants are not means tested for children.

Can I get a Disabled Facilities Grant if I have savings?

Yes. The first £6,000 of savings are disregarded when calculating the means test contribution.

What if I don't qualify for a Disabled Facilities Grant?

If you don't qualify for a grant, we will notify you in writing. You can still request an Occupational Therapy assessment, and the Accessible Homes Agency may provide advice on required works. You can also use the Agency to source contractors and manage works, although a fee may apply.



What if I would prefer to move to a more suitable property?

The Accessible Homes Agency can help towards removal costs if you move to a property that will require fewer or no adaptations. If your property can't be adapted to meet your needs, the Council can provide an Occupational Therapy assessment to send to your landlord to help you move to a more suitable property and we can view properties to check if they are suitable before you agree to rent/buy a property.

Can I have more than one Disabled Facilities Grant?

Yes, there's no limit on how many DFGs you can have. However, each application will be judged on its own merits.

How do I get a Disabled Facilities Grant?

If the request is for an adult, you should contact **Gateway on 01422 393000** or gateway@calderdale.gov.uk. If the request is for a child, you should contact **Multi-Agency Screening Team (MAST) on 01422 393336** or MASTadmin@calderdale.gov.uk. You will need to provide the following details for the person who needs assistance: name & address, date of birth, contact details, what you/they are struggling with, Doctor's name and address and tenure of property.

Your needs may be met through advice, equipment, or minor adaptations. If an Occupational Therapist assesses that adaptations are necessary and appropriate, they will refer you to the Accessible Homes Agency to apply for a DFG toward the cost of the work.

To be eligible for a DFG, the following criteria must be met:

- The person with a disability to whom the works relate must have a substantial, long-term impairment
- The applicant must own their property, be a tenant or be the person with a disability's landlord
- The property must be the person with a disability's only or main residence
- The property must be in a reasonable state of repair
- They must intend to live in the property during the grant period (which is currently 5 years) and this must be evidenced in either the owner's or tenant's certificate
- Be over 18 years of age at the date of the application (applications on behalf of children or young people aged 17 years and under must be made by an appropriate adult)
- Where adaptations are required on common parts of a building, they must have the power or duty to carry out the works and where appropriate have the owner's consent in writing to carry out the works
- The application must be for one of the specified purposes of a DFG, these are:
 - to enable access by the person with a disability to and from their home
 - to make it safe for them and anyone else living with them
 - to enable access by the person with a disability to a room used as the main family room
 - to gain access to or to provide a room for sleeping for the person with a disability
 - to gain access or providing a room where there is a toilet for the person with a disability
 - to gain access to, to provide a room where there is a bath or a shower or to enable the use of the facility for the person with a disability
 - to gain access to, to provide a room where there is a wash basin or to enable the use of the facility for the person with a disability
 - to enable the preparation and cooking of food by the person with a disability
 - to improve any heating system
 - to enable the use by the person with a disability of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control
 - to enable access or movement by the person with a disability around their home, to enable them to care for a person who normally lives there and needs this care
 - for the purposes of facilitating access to and from a garden by a disabled occupant or making access to a garden safe for a disabled occupant.
- The Council must be satisfied that the works are necessary and appropriate to meet the needs of the person with a disability and reasonable and practicable in relation to the age and condition of the property





Can I have a Disabled Facilities Grant to make my home bigger?

A DFG can only be used where there is a disability related need, it can't be used to help overcrowding. If there is space available within the existing house to provide the required facilities, the grant will only fund this. Second living rooms, dining rooms and very large rooms would be classed as a reasonable space to provide facilities.

I rent my home - do I need permission from my landlord?

Yes, you need to have permission from your landlord for the adaptations to take place. If the Accessible Homes Agency is arranging your work, they will apply to your landlord for permission.

How long does it take to get a Disabled Facilities Grant?

It depends on what adaptations you need and how urgent your situation is. The Occupational Therapist will assign a priority to your works based on our prioritisation criteria. Fast track/urgent referrals will be passed to a Caseworker to commence the DFG application process and works should start within 3 months of the Accessible Homes Agency receiving the referral. Standard priority referrals will be placed on our waiting list to be progressed in turn.

Due to high demand an Occupational Therapy assessment may not be available immediately.

Can I choose to meet my needs in a different way to the Occupational Therapist's recommendation?

Yes—this is known as a preferred scheme. Grant funding will cover only the most cost-effective option to meet your needs. If you choose a more expensive option, the grant will be limited to the recommended scheme, and you must pay the difference and manage the project yourself. The preferred scheme must still meet the needs identified in the Occupational Therapy referral for funding to be approved.



Can I use my own contractor?

The Accessible Homes Agency provides a service where we obtain quotes from local contractors from our approved list. We can help and support you throughout the grant process from application to completion.

You can use your own contractor; however, you will still need to wait in turn to progress the works as grants cannot be paid retrospectively and are approved based on the date you first contacted us. If you use your own contractor, you must be fully aware of what this will entail, and you will be responsible for managing the works yourself. Construction works can be complex, and we strongly recommend that you check the contractor is reputable before ordering works.

For further information and advice in respect to this, please contact the Accessible Homes Agency via email accessible.homes@calderdale.gov.uk

How will the Disabled Facilities Grant be paid?

The council may pay the grant in instalments as the work progresses or make one payment once all the work has been completed.

The grant will be fully paid when the council is satisfied that the work has been satisfactorily completed. This must be in accordance with the grant approval and on receipt of an invoice, appropriate safety certificates, warranties and completion notices. A minimum of 10% of the final cost will be held back until final completion.

The grant cannot be used to pay for any deposits, 'up front' payments or to pay for materials until they have been installed.

The completed works must also fully meet the needs of the person with a disability, as specified by the Occupational Therapist.

The grant is usually paid directly to the contractor, or you can be reimbursed if you have paid the contractor yourself. You will need to provide evidence of payment such as a receipt.



Can I apply for a Disabled Facilities Grant after I have started the works?

DFGs cannot be awarded for works that have already been started as grants cannot be approved or awarded retrospectively.

What if I sell my property?

If adaptations may increase the value of the property, a local land charge may be applied to the property. If the property is sold within 10 years of grant completion, you may have to repay the part of the grant agreed during the application process. The council will look at individual circumstances at the time of selling the property when deciding whether to recoup this cost.

What if I move home?

A condition of the DFG is an intention to remain in your property for 5 years after the adaptations are complete. If you move home within 5 years you may be required to repay your grant if the move is not related to a change in your needs or employment reasons.

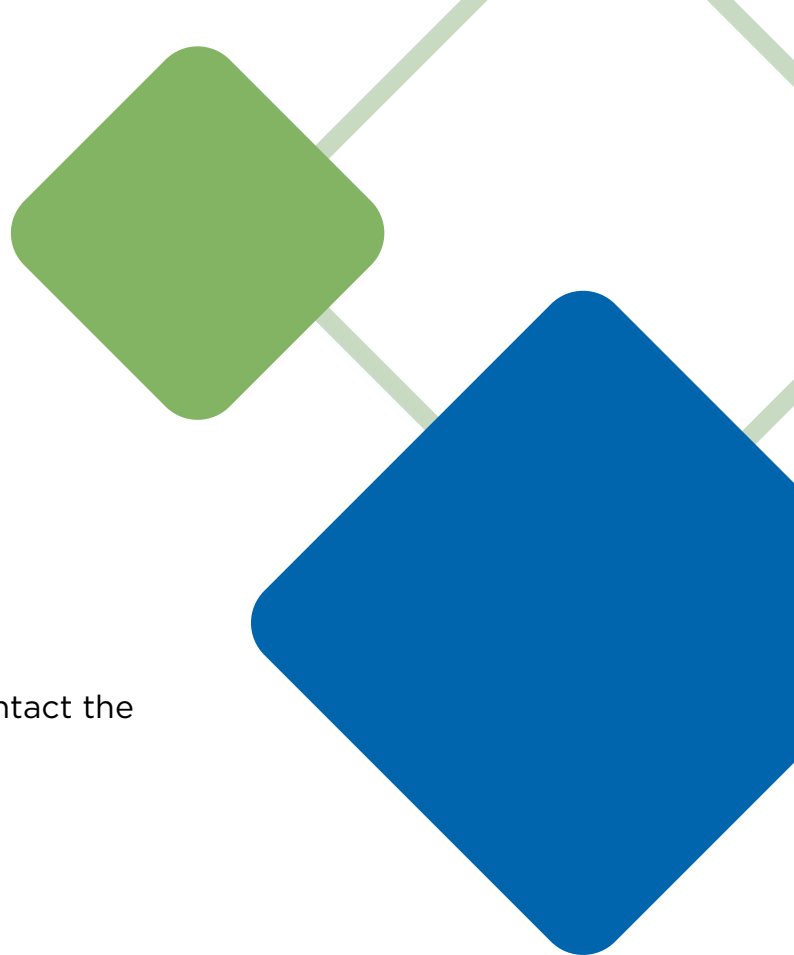
What would happen if the person with a disability dies?

If works have not started, the DFG will be cancelled as it has been awarded specifically to meet the needs of the person with a disability.

If works have started, depending on the stage of the works we may complete the works as agreed, complete the works in a different way with agreement with the homeowner or return the work area to its original state. This will be decided on a case-by-case basis.

We will remove any lifting equipment that we have installed on request, however we will not make good to decorating or floor coverings or remove electrical connections.

We will not remove any other adaptations.



Useful Contacts

If you have any further questions, please contact the **Accessible Homes Agency:**

Accessible.homes@calderdale.gov.uk

01422 392422

Accessible Homes Agency

Calderdale Council

Adult Services and Wellbeing

PO Box 51

Halifax

HX1 1TP

For questions about your Adults Occupational Therapy Assessment, contact **Gateway:**

gateway@calderdale.gov.uk

01422 393000

For questions about your Child's Occupational Therapy Assessment, contact **MAST:**

MASTadmin@calderdale.gov.uk

01422 393336

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