

# **South Norfolk Council Independent Living Policy**

## **Contents**

- 1 Introduction**
  - 1.1 Policy Statement**
  - 1.2 Policy Principles**
    - 1.2.1 Strategic Priority**
    - 1.2.2 Disabled Facilities Grant**
    - 1.2.3 The Regulatory Reform (Housing Assistance England and Wales) Order 2002.**
    - 1.2.4 Better Care Fund Locality Plan**
    - 1.2.5 Policy Aims**
  
- 2 Adaptations, Residential Support and The Integrated Approach**
  - 2.1 Integrated Housing Adaptation Team**
  - 2.2 Home Improvement Agency, (HIA), Officers**
  - 2.3 Current Procedure**
    - 2.3.1 Gaining Independence Grants**
    - 2.3.2 Forget Me Not Grants**
    - 2.3.3 Care and Repair Fee**
  
- 3 New Procedures**
  - 3.1 Delivery Development**
  - 3.2 Additional Measures**
    - 3.2.1 Local Land Charge**
    - 3.2.2 Care and Repair Fee**
  
- 4 Resource**
  - 4.1 Financial Management**
  - 4.2 Income Generation**
  
- 5 Service Delivery and Development**
  
- 6 Monitoring Key Outcomes**

**6.1 Objectives**

**6.2 management and review of service**

**7 Customer Feedback**

**Appendix 1 Grant and Assistance**

**Appendix 2 Summary of Grant provision**

# **1 Introduction**

## **1.1 Policy Statement**

The Independent Living Assistance Policy considers the health and wellbeing of residents and combines traditional procedures with new innovative assistance, support, and action for residents of the council. The Policy includes, both mandatory and discretionary processes. The policy will help to ensure the quality and suitability of housing and ensure accommodation meets resident's needs, allowing vulnerable residents to retain or regain their independence, sustain their health and wellbeing, and provide a base from which to thrive.

The Disabled Facilities Grant, (DFG), is a time-tested approach that has demonstrated considerable success in promoting independent living for eligible applicants. This policy enhances the services of the Integrated Housing Adaptations Team, (IHAT), that already deliver a successful DFG program. It introduces increased opportunities to help vulnerable residents, focussing on early intervention, prevention, and enablement through a range of facilities, equipment, services, and financial assistance alongside traditional home adaptations. The approach builds the efficiency and consistency in service delivery and provides new focussed ways of helping residents to remain safely in their home longer, beyond the scope of the DFG in an ambitious preventative program. It aims to prevent accidents, ill health and minimise care costs, hospital admissions and a deterioration in independence and quality of life.

Importantly, the policy follows Government intentions and clear encouragement to introduce an imaginative policy to greater assist our residents in new and efficient ways.

## **1.2 Policy Principles**

### **1.2.1 Strategic Priority**

The councils Strategic Plan and the Delivery Plan for Housing Standards highlight the importance of housing and housing services in supporting older and or vulnerable people to maintain their independence. South Norfolk has a high percentage of residents aged over 65, (34,409 – 24.1%), compared to the national average, (18.5%), and this is expected to rise to 50,890, (28.7%), by the year 2043\*. The percentage of the population over the age of 85 is also higher than the national average and is projected to grow by an average of 5.4% in South Norfolk and Broadland by 2043. This will result in an increase in age related conditions and disabilities and increases demand on a range of services and on the housing stock of the district. It requires housing services and provision to adapt to manage this demand.

*\*Data obtained from NorfolkInsight.org.uk, Norfolk County Council 2020*

There are direct links between poor housing and poor health particularly in older people, residents with disabilities or chronic illness and households with

young children. South Norfolk Councils strategic plan is to create an aligned team to work together to create the best place for everyone, now and for future generations. The delivery plan is to assist persons to maintain independence and live safe and well in their own home longer through early intervention, prevention and re-ablement and to avoid or defer more costly health / care costs.

### **1.2.2 Disabled Facilities Grants, (DFG's)**

Local housing authorities have a statutory duty to provide means tested grant aid to disabled residents to promote independent living where a need has been identified, for a range of adaptations to their home. This known as a Disabled Facilities Grant, (DFG). Adaptations provided through DFG's have demonstrated delays to admission to residential care by an average of 4 years, a reduction in falls within the home and a reduction in the amount of formal and informal domiciliary care required. The activity is underpinned by legislation and as such is included in the Council's statutory housing duties using procedures detailed in the Housing Grants, Construction and Regeneration Act 1996.

### **1.2.3 The Regulatory Reform (Housing Assistance England and Wales) Order 2002.**

The Regulatory Reform (Housing Assistance England and Wales) Order 2002, was made under the Regulatory Reform Act 2001 and came into force on 18 July 2002. The Order provided an opportunity for councils to provide, through a policy decision, a wide variety of further discretionary assistance to residents beyond the above-mentioned statutory duty.

### **1.2.4 Better Care Fund Locality Plan**

Since 2015 the DFG allocation from Central Government to district authorities has been integrated into the Better Care Fund, (BCF), in recognition of the crucial role home adaptations can play in supporting the integration of housing, health, and social care to help enable people of all ages to live safely and independently at home for longer. For two tier authority areas, the Integration and Better Care Fund Policy Framework requires the ring fenced DFG element of the BCF to be passed to Housing Authorities in full, unless otherwise agreed. Joint plans are developed with Norfolk County Council and the Clinical Commissioning Groups to focus on the four national priorities of the BCF which are:

- Delayed transfers of care/hospital discharge
- Non-elective admissions (general and acute)
- Admissions to residential and care homes
- Effectiveness of re-ablement.

Any additional grant beyond the DFG procedure, financed through the Housing Authorities allocation of funds from the Better Care Fund (BCF) is required to

be spent in accordance with the BCF spending plan jointly agreed between Norfolk County Council and the Norfolk & Waveney Clinical Commissioning Group. Therefore a 'locality plan' must be developed in keeping with the Integration and BCF Policy Framework 2021/22 and most recent Planning Guidance, National Condition 1, ('Plans to be Jointly Agreed'), of which provides specific guidance on DFGs.

### **1.2.5 Policy Aims**

This policy will enhance the current Councils current BCF Locality Plan with a range of packages that will be available to South Norfolk Council residents to supplement the procedure. The assistance aims to provide appropriate practical, cost-effective, and preventative advice and support to residents most at risk of losing their independence. New housing grant assistance and interventions are introduced, focussing on:

- Maintaining independence, (early intervention).
- Living well, (prevention), and
- Re-ablement at home.

The policy considers the health and wellbeing of residents and brings together all forms of grant, support, and action available to the Council, both mandatory and discretionary. As well as a reactive tool to resident's needs, the policy introduces innovative and preventative approaches and assistance to maximise the opportunity for people to remain safely in their home longer and to prevent or minimise care costs, hospital admissions and a deterioration in independence and quality of life.

Assistance and support detailed in this policy will incorporate the following five county wide IHAT objectives:

1. Reduce waiting times.
2. Improve the customer journey.
3. Improve the management of construction /adaptations.
4. Reduce operating costs and
5. Improve consistent delivery.

To ensure that the assistance given is targeted effectively, councils have the power to carry out tests of financial resources and to charge for any labour or materials they provide, should they wish to do so. They have the power to set the conditions under which any financial assistance should be repaid and the period over which those conditions should apply. Where they chose to give a loan or to attach conditions to a grant or loan, councils have the power to waive any requirement to repay it or to reduce the amount they require to be repaid.

Using these powers, the Council has introduced a range of new grant assistance scheme. A summary of existing and proposed new grants and assistance is detailed in Appendices 1 and 2.

## **2 Adaptations, Residential Support, and the Integrated Approach**

### **2.1 Integrated Housing Adaptation Team**

For a DFG to proceed an assessment of need is required. The assessment details eligible works for financial assistance to adapt the property. The legislation details that District Authorities liaise with Social Services and as a result, accepted practice is for Occupational Therapists to provide or supervise these assessments.

To achieve fluidity, Adult Social Care staff, (Occupational Therapists and Assistant Practitioners), from Norfolk County Council, are co-located within the Housing Standards team. Working alongside South Norfolk Council officers Occupational Therapists and Assistant Practitioners form the Integrated Housing Adaption Team, (IHAT). The process ensures that residents' eligible needs are met, and the most appropriate adaptations are made to their home.

### **2.2 Home Improvement Agency, (HIA), Officers**

HIA officers are employed by the Council and based within the Housing Standards Team. HIA officers offer a Care and Repair service aimed at older or vulnerable people to enable them to remain living independently in their own home.

The Care and Repair service offers bespoke advice and support, linking clients to independent advice and financial help to deal with repairs, improvement, and adaptation needs. The officers help residents with grant applications, check entitlements for benefits and oversee grant eligible adaptation work. Care and Repair Officers and Technical Officers work with contractors to oversee adaptation work through to successful completion. Officers go above and beyond grant delivery to provide a holistic approach to ensure residents are safe and happy to live independently in their home for longer and often link with local support services to enable residents wherever necessary. The process also lessens the risk of property deterioration and the risk of vulnerable persons being the victim of fraudulent surveys and rogue traders.

### **2.3 Current Procedure**

#### **2.3.1 Gaining Independence Grants**

The DFG has been supplemented by a fast track grant using a discretionary procedure previously approved by the Council. This fast track service uses simplified methodology and eligibility to provide efficient grants for eligible residents. The Housing Standards team currently offers this assistance to elderly and vulnerable residents in need in the form of a 'Gaining Independence Grant'.

### **2.3.2 Forget Me Not Grants**

Forget me not grants are available to South Norfolk residents via a Norfolk wide approach for small non means tested assisted for residents with dementia. They are designed for low level interventions and are capped at £500.

### **2.3.3 Care and Repair Fee**

The South Norfolk Care and Repair service is a chargeable service to help residents with grant applications, check entitlements for benefits and oversee grant eligible adaptation work. No upfront costs are required as the charge is incorporated into the grant procedure. At present the fee is 15% or 10% dependant on the tenure of the property.

## **3 New Procedures**

### **3.1 Delivery Development**

To address the emerging preventative program, further promoting independence and to enhance the Councils contribution to Better Care Fund priorities the Council has introduced a range of assistance that are integrated into the Councils Better Care fund locality plan. The assistance will fast track procedures and address health priorities.

The Council will provide financial assistance where appropriate through a system of grants and incentives. The aims of this are:

- To remove people from hazards that present an immediate risk to their health.
- To adapt homes to make them suitable for people with disabilities.
- To enable people to maintain their independence.
- To improve the quality of the housing stock.

The new financial assistance available include:

- A revision of the Gaining Independence Grant.
- Assistive Technology Grant.
- Low Level Adaptation Grant.
- Maintenance Grant.
- Re-location Grant.
- Void Adapted Property Procedure.
- Fuel Poverty Grant.
- DFG Contribution Grant.
- Top-Up Grant.
- Get You Home Grant.
- Serious Illness Grant.
- Mental Health Grant.
- Carer Support Facility Grant.

- Architect Grant.
- Maintenance Grant.

The measures available in detail, including eligibility, is detailed in Appendix 1

Much of the new grant assistance was trialled when the Housing Standards team received additional funding from the MHCLG in January 2021. A temporary 'Vulnerable Assistance Project' introduced new grant schemes under a single project title for approval. The wide range of schemes was introduced to help the maximum number of residents as possible. A refined and simplified application procedure was used to make assistance as efficient as possible. These schemes proved to be successful and assisted many vulnerable residents in difficult situations.

The DFG and Forget Me Not Grant will remain as currently used.

In addition to the above, the council will continue to work in collaboration with partners to bid for external funding opportunities that will benefit our residents as and when they become available. For example, the Council has used the provisions of the Energy Company Obligation (ECO) Flexible Eligibility scheme to increase the number of residents who can benefit from energy efficiency improvements to their home through the ECO scheme.

## **3.2 Additional Measures**

### **3.2.1 Land Charges**

The Statutory Instrument, The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008, provides a power for a land charge of up to £10,000 for grant values between £5,000 and £15,000. Previously at South Norfolk Council its use has been limited. Land Charges will now be used on all owner occupier properties using procedures detailed in the above statutory instrument. This is accepted legal practice in relation to mandatory DFG's.

In addition where a Gaining Independence Grant exceeds £5,000 a local land charge will be placed on the property limited to a maximum of £10,000 which will become due if the property is sold or otherwise disposed of within 10 years of completion of adaptation works. As such the land charge procedure will be applied to these discretionary Gaining Independence Grants in the same manner as that applied to mandatory DFG's.

### **3.2.2 Care and Repair Fee**

The Care and Repair fee will now be set at 15% to all care and repair service involvement regardless of property tenure. This procedure will provide a consistency to all Housing Associations and other Landlords.

## **4 Resource**

### **4.1 Financial Management**

All new financial assistance detailed in Appendix 1 will be subject to availability of funds in the relevant financial year. Mandatory DFG's will remain the priority and all funding will be within existing resource. Delivery will be drawn from existing referral routes. The scope of the policy reflects this with a wide range of assistance to help as many residents as possible within these parameters.

The Council will allocate capital and revenue funding to support this policy and regularly review its budgets considering:

- The response to the Council's policy.
- Changing demand for different kinds of assistance.
- The need to change the priorities of initiatives and policies.

A monitoring procedure will be initiated by the Housing Standards Senior Manager in consultation with the Assistant Director and Portfolio Holder.

The budget and workflow will be closely monitored monthly to ensure sensible expenditure throughout the financial year.

There is a potential to overspend on new, additional grant assistance packages and to reduce the amount of funding available for traditional adaptation work, which remains a statutory duty to provide according to an identified need. However, the new assistance packages provide preventative ways of assisting residents as an alternative to always seeking the traditional and potentially more expensive adaptation work. This is an opportunity to assist residents in new, quick, and efficient ways within the limits of the annual budget.

The proposed additional services will be financed using the increase in annual DFG budget South Norfolk Council has received over the previous financial year. In 2020-21 South Norfolk Council IHAT received a DFG budget of £912,547 and in 2021-21 received £1,035,425. The increase in budget totalling £122,878, is intended to be allocated to grants and assistance detailed in the new policy. Any extension beyond this sum will require approval from the Assistant Director for People and Place in consultation with the Portfolio Holder.

For delivery in future years expenditure beyond mandatory DFG's will be agreed with the Assistance Director for People and Place and Portfolio Holder. All grants and assistance beyond the DFG will be subject to availability of funds in the relevant financial year. Careful monthly monitoring of grant expenditure will enable the IHAT to react accordingly to ensure best use of available finances.

There is a possibility that the annual DFG allocation may not be fully spent on traditional DFG adaptation work, in such a scenario the opportunity to assist residents in other ways via the proposed new grant and assistance schemes provides greater opportunity to ensure the most effective use of the full budget. If it appears that the DFG budget is unlikely to be spent an increased amount

can be allocated to new grant and assistance schemes in agreement with the Assistant Director and Portfolio Holder.

The budget and workflow will need to be closely monitored to ensure sensible expenditure throughout the financial year. Expenditure will be monitored monthly to react accordingly using the greater range of grant and assistance options available.

## **4.2 Income**

As detailed in 3.2.1 the Council will use the powers detail in The Statutory Instrument, The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008. The Council will increase return via a local land charge to supplement the capital budget.

As detailed 3.2.2 in the Council will charge fees, where appropriate, for its Care and Repair services. The universal fee of 15% based on the cost of the works arranged on behalf of the client for the users of the Care & Repair Service will increase income. The Council will consider introducing charges to offset the cost of other services such as obtaining home maintenance advice services and home surveys etc. as the services become available.

## **5 Service Delivery and Development:**

The Council will encourage property owners, landlords and residents to properly maintain their homes and where appropriate to do so, enable homes to be made suitable for those that need to regain or maintain their independence.

Services designed to stop a further decline in independence or that promote independent living skills must be balanced against the immediate needs of residents and resolving existing housing problems, particularly those experienced by the most vulnerable.

Providing help to improve people's living conditions will be achieved through a combination of:

- Provision of a range of advice, guidance, and support services.
- Provision of means-tested financial assistance.
- The use of regulation or enforcement powers.
- Responding to opportunities to attract additional funding and resources to the area.

South Norfolk Council will continue to work in collaboration with partners to achieve the service objectives. The Council will work with Health and Social Care partner services to establish common assessment and referral pathways to ensure an effective multi-disciplinary approach.

## **6 Monitoring Key Outcomes:**

### **6.1 Objectives**

The Council undertakes to address the key objectives identified in the Strategic and Delivery plans. It has identified the measures that can be used to monitor its progress on each of these objectives. These measures sit within the following success indicators:

- The number of vulnerable people assisted to remain in their own homes following intervention.
- The number of properties adapted to meet the needs of disabled occupants.
- The number of homes where energy efficiency has been improved.

General measures of successful outcomes for our residents include improved social mobility outcomes achieved for our residents, an increase in the number of residents supported to be independent for longer, the prevention of falls and other accidents in the home, a reduction in care costs and a reduction in need for residential care.

### **6.2 Management and review of service**

To ensure the services achieve the required outcomes and partners effectively contribute to the delivery of shared outcomes, activity in this policy will be underpinned by a set of shared governance arrangements.

South Norfolk Locality Better Care Fund activity and outcome performance will be presented to the People and Communities Directorate monthly at Dashboard meetings. It will be available at Corporate Management meetings, whenever required.

County IHAT Managers meetings monitor and evaluate performance and outcomes of the service at each of the seven local authorities throughout Norfolk, comparing performance and sharing good practice. The group is currently reviewing local authority performance at each stage throughout the DFG process. The council will work with and align procedures and best practice accordingly. Monthly performance data is submitted to the County IHAT coordinator to continuously to monitor progress.

## **7 Customer Feedback:**

7.1 The Council encourages feedback from users of our services and has an online feedback form on our website that can be accessed at.

<https://www.southnorfolkandbroadland.gov.uk/zz-compliments-complaints-snc>

Clients are requested to sign completion certification upon satisfactory completion of work / assistance and before a grant is paid. Further customer feedback mechanisms will be introduced as the service is further reviewed.

## Appendix 1 – Grants & assistance

<b>1. DISABLED FACILITIES GRANT, (DFG):</b>	
Purpose of assistance	Mandatory service for district tier authorities. To provide adaptations, equipment, and services to enable a person with a disability to live safely and independently in their own home.
Maximum Grant	<ul style="list-style-type: none"> <li>• £30,000.</li> <li>• The grant will be the difference between the applicants assessed contribution and the eligible costs up to a maximum grant of £30,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100.</li> <li>• Applicants can be property owners or tenants; some landlords may apply on behalf of tenants</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• Minimum cost of works £750.</li> <li>• Works that are essential for access, mobility around the home, personal care, bedroom, kitchen, safety, and services, as described in the Housing Grants, Construction and Regeneration Act 1996 s.23</li> <li>• Works must be necessary and appropriate to meet the needs of the disabled person; and</li> <li>• Work must be reasonable and practicable to carry out having regard to the age and condition of the dwelling or building.</li> <li>• Fees for costs and professional services in connection with the scheme.</li> <li>• Cost of a five-year stair lift warranty.</li> <li>• The Grant will be costed using a 2-quote procedure to ensure efficiency of delivery and best value. Alternatively, an agreed unit rate, (agreed price scheme), will be used for common adaptations.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• The Council will only consider funding an extension to a dwelling if the assessed need cannot be met by the provision of equipment and/or alterations to the property.</li> <li>• The Council will only consider funding the provision of equipment and/or alterations to a dwelling if the assessed need cannot be met by re-organising the existing living space available in the property.</li> <li>• The grant will only be available for the cost of works necessary for the adaptation and not to the wider fabric of the property.</li> <li>• Grant will only be available towards the cost of works to meet the assessed needs of the disabled person.</li> </ul>

Common parts or group repair	<ul style="list-style-type: none"> <li>The reasonable sum or proportion relating to the applicant's liability.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Applicants will be assessed for their ability to contribute to the scheme, the test of resources will be that as applied to the Mandatory Disabled Facilities Grant rules as set out under the Housing Renewal Grant Regulations 1998 (as amended).</li> <li>Where the applicant has been determined as having a contribution to make to the works, that contribution will be deposited with the Council before the works commence.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>The client needs assessment will be focussed on the immediate and foreseeable needs of the person to live as independently in their home as their condition will allow.</li> <li>Norfolk County Council will, based on assessments of the client in their home undertaken by suitably qualified assessors, be responsible for determining clients' needs.</li> <li>The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> <li>In the case of owner occupiers, where the grant exceeds £5,000 a local land charge will be placed on the property limited to a maximum of £10,000 which will become due if the property is sold or otherwise disposed of within 10 years of completion of the works.</li> </ul>

## 2. GAINING INDEPENDENCE GRANT (GIG):

Purpose of assistance	To provide adaptations to enable a person with a disability to live safely and independently in their own home. This is a streamlined disabled adaptation grant for where the works are of a smaller nature and the applicant is in receipt of specified benefits. It is intended as a fast track alternative to a DFG, not a replacement.
Maximum Grant	£12,000
Eligible Persons	Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996 s.100, applicants can be property owners or tenants, some landlords may apply on behalf of tenants The person must be in receipt of one or more of the following passport benefits. <ul style="list-style-type: none"> <li>Income Support</li> <li>Pension Credit Guarantee</li> <li>Job Seekers Allowance (Income related)</li> <li>Employment Support Allowance (Income related)</li> <li>Housing Benefit</li> </ul>

	<ul style="list-style-type: none"> <li>• Council Tax Support (not including single person reduction)</li> <li>• Universal credit</li> </ul>
Eligible Properties	A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.
Eligible Costs	<ul style="list-style-type: none"> <li>• Minimum cost of works £750.00</li> <li>• Works that are essential for access, personal care, bedroom, kitchen, safety, and services, as described in the Housing Grants, Construction and Regeneration Act 1996 s.23</li> <li>• Works must be necessary and appropriate to meet the needs of the disabled person; and</li> <li>• Works must be reasonable and practicable to carry out having regard to the age and condition of the dwelling or building.</li> <li>• Cost of a five-year stair lift warranty</li> <li>• Fees for costs and professional services in connection with the scheme</li> <li>• The eligible costs will be determined by use of a contractor selected through a procurement process.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• The Council will only consider funding an extension to a dwelling if the assessed need cannot be met by the provision of equipment and/or alterations to the property.</li> <li>• The Council will only consider funding the provision of equipment and/or alterations to a dwelling if the assessed need cannot be met by re-organising the existing living space available in the property.</li> <li>• The grant will only be available for the cost of works necessary for the adaptation and not to the wider fabric of the property.</li> <li>• Grant will only be available towards the cost of works to meet the assessed needs of the eligible person.</li> </ul>
Common parts or group repair	<ul style="list-style-type: none"> <li>• The reasonable sum or proportion relating to the applicant's liability</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• The applicant will be responsible for the payment any non-eligible works undertaken at their request at the time the eligible works are undertaken.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• The client needs assessment will be focus on the immediate and foreseeable needs of the person to live as independently in their home as their condition will allow.</li> <li>• Norfolk County Council will, based on assessments of the client in their home undertaken by suitably qualified assessors, be responsible for determining clients' needs.</li> <li>• The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> </ul>

	<p>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</p> <ul style="list-style-type: none"> <li>• In the case of owner occupiers, where the grant exceeds £5,000 a local land charge will be placed on the property limited to a maximum of £10,000 which will become due if the property is sold or otherwise disposed of within 10 years of completion of the works.</li> </ul>
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<b>3. FORGET ME NOT GRANT - funded by Norfolk County Council</b>	
Purpose of assistance	<ul style="list-style-type: none"> <li>• To assist people living with Dementia and those caring for them in the maintenance of a safe, decent, and warm home.</li> <li>• To prevent admission to, and aid discharge from hospital or residential care.</li> </ul>
Maximum Grant	£500
Minimum cost of works	£0
Eligible Persons	<ul style="list-style-type: none"> <li>• Diagnosis of Dementia or likely diagnosis of dementia</li> <li>• Not means tested.</li> </ul>
Referral route	<ul style="list-style-type: none"> <li>• GP</li> <li>• Primary care Workers</li> <li>• Community Care</li> <li>• Admiral Nursing Service</li> <li>• Self or family referral</li> <li>• Other</li> </ul>
Eligible Properties	A permanent and legal residence in South Norfolk Council district.
Eligible Works	<p>Works will include small-scale works following an assessment of the property such as.</p> <ul style="list-style-type: none"> <li>• Additional lightning in the home</li> <li>• Decorating in such a way to provide contrast to the walls and skirting boards</li> <li>• Adding signage to rooms and cupboard doors</li> <li>• Removing and installing glass fronted cupboard doors</li> <li>• Fitting memory cues, photos frames to the wall, clocks, and notice boards</li> <li>• Essential repairs to remedy category one hazard</li> <li>• Essential minor improvements and adaptations</li> <li>• Home Safety and Security</li> <li>• Energy Efficiency measures where alternative home energy assistance is unavailable</li> <li>• Works to prevent unreasonable delay to the release of a patient from primary care</li> </ul>

	<ul style="list-style-type: none"> <li>• Works to prevent a relevant person being admitted to primary care</li> </ul>
Delivery mechanism	<p>The Dementia Friendly Home is coordinated through the Care &amp; Repair Home Improvement Agency. One quote only needed for work / equipment due to low level grant.</p>
Conditions	<p>Must have lived in the relevant property for 12 months at the time of the initial enquiry and intend to remain in occupation for 5 years The grant will not be used to effect repairs/works that are the responsibility of a private or social landlord. The grant will not be used to effect repairs/works/adaptations that can be funded through other means such as a Disabled Facilities Grant or GIG.</p>

#### 4. LOW LEVEL GRANT:

4. LOW LEVEL GRANT:	
Purpose of assistance	<ul style="list-style-type: none"> <li>• To provide small scale, non-complex and low-cost work, equipment, or maintenance repairs to enable an elderly, disabled or vulnerable person to live safely and independently in their own home.</li> <li>• Works intended to be undertaken by a suitably qualified handyperson or contracted partner.</li> <li>• This is a low level, (£0 - £750), streamlined disabled adaptation grant for where the works are of a smaller nature and the applicant is in receipt of specified benefits. It is intended as an alternative to a DFG or GIG, not a replacement, and the aim is that adaptation needs are completed within 50 working days of being identified.</li> <li>• Discretionary means tested grant.</li> <li>• Improve the health, wellbeing, and quality of life for vulnerable South Norfolk residents.</li> <li>• Referral route – Self referral, family members, Early Help Partners, GP, Hospital discharge team</li> </ul>
Maximum Grant Minimum Grant	<ul style="list-style-type: none"> <li>• £750</li> <li>• £0</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• The cost of the service to residents will be in line with the handyperson fees set at that time or agreed contractor price.</li> <li>• Persons will be eligible for the discounted service if they are <ul style="list-style-type: none"> <li>○ In receipt of a specified means tested benefit <b>and</b></li> <li>○ physically unable to carry out the works themselves (assessment of circumstances and long-term health conditions)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The person must be in receipt of the following benefits which will be checked on the councils benefit system at the time of request for works <ul style="list-style-type: none"> <li>○ Pension Credit Guarantee</li> <li>○ Housing Benefit</li> <li>○ Universal credit</li> </ul> </li> <li>• Ability to undertake the works will be assessed by interview at the time of the request for works</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence in South Norfolk council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• £750 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Key safes, hand / grab rails, minor repair, maintenance or adaptation work, smoke alarms, CO detector, clearance, or cleaning to enable adaptation work to commence, accessibility and Safety works.</li> <li>• Basic home improvements, (works which help independence).</li> <li>• The service will not undertake works that are the responsibility of a landlord.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• Means tested grant. Applicants will be assessed for their ability to contribute to the scheme, the test of resources will be that as applied to the Mandatory Disabled Facilities Grant rules as set out under the Housing Renewal Grant Regulations 1998 (as amended).</li> <li>• Where the applicant has been determined as having a contribution to make to the works, that contribution will be deposited with the Council before the works commence.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Work will be focussed on the immediate needs of the person to live safely and independently in their home.</li> <li>• The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>• The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

### 5. ASSISTIVE TECHNOLOGY GRANT, (ATG):

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary assistance beyond that currently provided by the County Council.</li> <li>• To provide equipment, technology, and services to enhance quality of life, prevent accidents in the home and enable a person with a disability to live safely and independently in their own home.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>• £2,000. (Minimum grant: £0). Non means tested.</li> </ul>

Eligible Persons	<ul style="list-style-type: none"> <li>• Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100.</li> <li>• Applicants can be property owners or tenants; some landlords may apply on behalf of tenants</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• Technology, equipment, or services that are essential for access and mobility around the home, personal care, and safety, as described in the Housing Grants, Construction and Regeneration Act 1996 s.23</li> <li>• Assistive technology not already available via the Norfolk County Council Assistive Technology Team.</li> <li>• Works must be necessary and appropriate to meet the needs of the disabled person; and</li> <li>• Fees for costs and professional services in connection with the scheme.</li> <li>• The eligible costs will be determined by competitive tendering in accordance with the councils standing orders or use of a contractor selected through a procurement process.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Alternative assistive technology, equipment, and services not already available via the Norfolk County Council Assistive Technology team.</li> <li>• Innovative project working with in association with the University of East Anglia to trial new preventative technologies in homes.</li> <li>• Grant will only be available towards the cost of technologies, equipment, and services to meet the assessed needs of the disabled person.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• Non means-tested grant.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• The client needs assessment will be focussed on the immediate and foreseeable needs of the person to live as independently in their home as their condition will allow.</li> <li>• Norfolk County Council will, based on assessments of the client in their home undertaken by suitably qualified assessors, be responsible for determining clients' needs.</li> <li>• The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>• The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

## 6. FUEL POVERTY GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary grant available for renovation / repair of structure and heating systems that will assist warmth and health in a home. To improve the health and wellbeing of residents by assisting households in fuel poverty and/or at</li> </ul>
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	<p>risk from cold to access Energy Company Obligation (ECO) flexible funding to improve the energy efficiency of their homes.</p> <ul style="list-style-type: none"> <li>• A preventative tool to enhance healthy living for vulnerable residents,</li> <li>• This additional grant will link in with the Warm Homes Fund offer and provide a holistic approach to address housing issues of disrepair and thermal resilience as well as poor heating.</li> <li>• Referral route – self-referrals, partners, ECO providers.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>• £8,000.</li> <li>• For tenanted residents, the grant will only be related to items beyond that which could be achieved through enforcement procedures, (that tend to be a minimum standard).</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• Applicants can be property owners or tenants; some landlords may apply on behalf of tenants.</li> <li>• Financial eligibility will require correlation with the Councils Eco Flex statement of intent and /or a means test benefit. This will need to be combined with a health or care requirement. For care, the minimum eligibility would be those in receipt of attendance allowance. For the health condition element, those individuals receiving a health-related benefit. In addition, confirmation by a medical practitioner would be accepted.</li> <li>• Qualifying low-income benefits – <ul style="list-style-type: none"> <li>○ Housing benefit</li> <li>○ Council tax reduction/support (but not where single occupancy discount is the only reduction)</li> <li>○ Child tax credit - no income cap</li> <li>○ Working tax credit – no income cap</li> <li>○ Universal credit – no income cap</li> </ul> </li> <li>• Person deemed vulnerable to cold – <ul style="list-style-type: none"> <li>○ Over 65 (living at the property) (birth certificate, passport, driving licence)</li> <li>○ Pregnant woman (Mat B1 letter)</li> <li>○ Child under 5 (birth certificate)</li> <li>○ Health condition exacerbated by cold proved by: <ul style="list-style-type: none"> <li>▪ letter from GP</li> <li>▪ letter from hospital</li> <li>▪ eligible for free flu jab for health reasons</li> <li>▪ referral from a medical professional</li> </ul> </li> </ul> </li> <li>• Flexible funding eligibility will be determined by the Council who will refer eligible households to the appropriate ECO provider for survey and assessment. A referral will not guarantee the installation of measures.</li> </ul>

Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> <li>• A high-cost home - F or G rating on Energy Performance Certificate for the property (if available) or a score of 80 above property energy use assessment.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• No minimum cost of works.</li> <li>• Fees for costs and professional services in connection with the scheme.</li> <li>• The eligible costs will be determined by competitive tendering in accordance with the councils standing orders or use of a contractor selected through a procurement process.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Works that are essential for repair or replacement of structure and heating systems to assist warmth and health in a home. E.g. replacement windows in living rooms and bedrooms and works to address structural dampness or the repair of poor-quality external doors. Or, if required a first-time heating system.</li> <li>• Works will be determined by the ECO provider considering the funding available and the energy saving that can be achieved.</li> <li>• Work must be reasonable and practicable to carry out having regard to the age and condition of the dwelling or building.</li> </ul>
Common parts or group repair	<ul style="list-style-type: none"> <li>• The reasonable sum or proportion relating to the applicant's liability.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>• The landlord's permission will be required before any measures will be installed in a privately rented property</li> <li>• The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

## 7. DFG CONTRIBUTION GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary grant to remove the personal contribution as a result of the DFG mandatory means test by up to £5,000. For example, a £10,000 contribution would be reduced to £5,000.</li> <li>• The Contribution Grant will not be available to an applicant with £16,000 or over, available in a current or savings account.</li> <li>• The grant should reduce the number of applicants who cancel their applications due to their contribution being too high.</li> </ul>
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	<ul style="list-style-type: none"> <li>Any contribution above £5,000 will be required to be paid by the applicant.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>£5,000.</li> <li>The grant will be the applicants assessed contribution up to a maximum grant of £8,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100.</li> <li>Applicants can be property owners or tenants; some landlords may apply on behalf of tenants.</li> <li>Only available to applicants with under £16,000 in current account or savings account.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>Same as for DFG.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>Same as for DFG.</li> <li>Contribution grant linked to Approved DFG works.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>Same as for DFG</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Applicants contribution will be determined by the test of resources as applied to the Mandatory Disabled Facilities Grant rules as set out under the Housing Renewal Grant Regulations 1998 (as amended).</li> <li>Where eligible the clients calculated contribution towards DFG work will be paid using the Contribution Grant, up to maximum of £5,000.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Same as for DFG.</li> </ul>

## 8. DFG TOP UP GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>Discretionary grant to provide a speedy resolution to applications where works are expected to exceed the DFG cap of £30,000.</li> <li>To provide a top up grant up to £10,000 that will be placed as a conditional 10-year charge on the land register property details. If the resident was to move or sell the property during this period, the grant would require repayment to the council.</li> <li>For Housing Association properties and rental properties, the top up grant will not generally be available, however should exceptional circumstances require, the grant can be provided without condition with the approval of the portfolio holder.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>£10,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100.</li> <li>Applicants can be property owners or tenants; some landlords may apply on behalf of tenants</li> </ul>

Eligible Properties	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>

## 9. GET YOU HOME GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary non means tested grant to pay for essential maintenance / repair works and / or essential capital purchases at residents' properties identified through the District Direct Service and other hospital referral routes.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>• £5,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• Any person in hospital or discharged from hospital into a residential home or other care facility awaiting consent to return home.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• £5,000 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Any repair or maintenance work to the structure of a property or equipment required to provide a safe and warm home for the resident to return to from hospital or care facility. Examples include installation of a level threshold door, safe access ramps, hand and grab rails, key safes, repairs to heating systems, etc.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• Non means tested grant.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>

## 10. SERIOUS ILLNESS GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary non means tested grant to provide adaptations, initiate repairs or improve thermal capacity of homes for all residents diagnosed with a terminal condition, as detailed by a medical practitioner.</li> <li>• This grant provides quick and straight forward financial assistance to seriously ill residents in need of adaptations and / or equipment to make their final stages in life at home as safe and comfortable as possible.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>• £5,000.</li> </ul>

Eligible Persons	<ul style="list-style-type: none"> <li>Any person diagnosed with a serious, (terminal), illness such as Motor Neurones Disease or a stage 4 cancer. Serious / terminal illness to be confirmed by a medical professional.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>£5,000 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>Any repair or maintenance work to the structure of a property or equipment required to provide a safe and warm home for the resident to return to from hospital or care facility. Examples include installation of a level threshold door, safe access ramps, hand and grab rails, key safes, repairs to heating systems, etc.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Non means tested grant.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Work / equipment will be focussed on the immediate needs of the person to live as safe and independently in their home as their condition will allow.</li> <li>The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

## 11. MENTAL HEALTH GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>Discretionary non means tested grant to help a resident who has diagnosed mental health problems and has lost control over the maintenance and structural repair of their property or its contents. Usually such persons are already assigned an Adult Social Care worker and their home presents a serious risk of injury or harm to the resident. Intervention and assistance are required to make their home safe.</li> <li>Provide for clearance and cleaning of a property to enable contractors to work safely during grant assisted adaptations.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>£5,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>Any person referred to the Housing Standards team by an Adult Social Care worker typically where there is concern over the mental capacity of the resident or where a resident is found to be living in a property at risk due to serious disrepair.</li> <li></li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>£5,000 maximum grant.</li> </ul>

Relevant Works	<ul style="list-style-type: none"> <li>Any repair or maintenance work to the structure of a property to remove serious category 1 hazards, (as defined in the Housing, Health and Safety Rating System) or to clear and clean a property to enable grant assisted adaptation work to be undertaken. Examples include structural repairs to the roof or windows to make a property watertight, repairs to stairs to prevent falls, repairs to electrical installations and repairs to heating systems to provide heating and hot water.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Non means tested grant.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Work will be focussed on the immediate needs of the person to live safely and independently in their home.</li> <li>The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

## 12. CARER SUPPORT FACILITY GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>Discretionary means tested grant to enable and assist live in carers or family members who provide the essential Care and Support for disabled residents.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>£5,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>A live-in carer or family member providing care / support for a disabled resident.</li> <li>Means tested grant.</li> <li>Disabled person or carer is in receipt of a passport benefit, including carers Allowance.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>£5,000 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>Any adaptation or equipment to provide respite and comfort for carers, including equipment to improve the health, (physical and mental) and wellbeing of the carer.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Means tested grant. Applicants will be assessed for their ability to contribute to the scheme, the test of resources will be that as applied to the Mandatory Disabled Facilities Grant rules as set out under the Housing Renewal Grant Regulations 1998 (as amended).</li> <li>Where the applicant has been determined as having a contribution to make to the works, that contribution will be deposited with the Council before the works commence.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Work will be focussed on the immediate needs of the person to live safely and independently in their home.</li> <li>The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> </ul>

	<ul style="list-style-type: none"> <li>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>
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**13. ARCHITECT GRANT:**

Purpose of assistance	<ul style="list-style-type: none"> <li>Discretionary means tested grant to provide for specialist technical drawings / plans required for complex DFG adaptation works. Grant total is based on a technical estimate of 10% of total adaptation costs, for adaptations that require detailed drawings / plans beyond the schedule process initiated by the council's Technical Officers.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>£4,500.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>Same as for DFG.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>A permanent and legal residence in South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>£4,500 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>Architect / technician fees associated with the submission of plans to Planning and Building Control for DFG adaptation work.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>Means tested grant. Applicants will be assessed for their ability to contribute to the scheme, the test of resources will be that as applied to the Mandatory Disabled Facilities Grant rules as set out under the Housing Renewal Grant Regulations 1998 (as amended).</li> <li>Where the applicant has been determined as having a contribution to make to the works, that contribution will be deposited with the Council before the works commence.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>Work will be focussed on the immediate needs of the person to live safely and independently in their home.</li> <li>The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

**14. MAINTENANCE GRANT:**

Purpose of assistance	<ul style="list-style-type: none"> <li>Discretionary non means tested grant to provide for repair costs of specialist equipment previously installed via grant assistance and where the initial warranty period has expired, e.g. maintenance and repair of stair lifts and wash / dry toilets, (Closomat, Geberit, etc.).</li> <li>As part of a DFG or GIG, a 5-year warranty is included in the grant for the installation of a stairlift or other specialist equipment. When the warranty period has expired, a maintenance grant would cover the cost of any repair work</li> </ul>
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	necessary to ensure the continued safe operation of the equipment for the resident. If repair work exceeds the maximum grant limit, then consideration should be made to replacement of the equipment using a DFG or GIG.
Maximum Grant	<ul style="list-style-type: none"> <li>• £2,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A permanent and legal residence I South Norfolk Council district, including dwellings, mobile homes or caravans and houseboats.</li> </ul>
Eligible Costs	<ul style="list-style-type: none"> <li>• £2,000 maximum grant.</li> </ul>
Relevant Works	<ul style="list-style-type: none"> <li>• Repair / maintenance costs involved to ensure continued safe operation of specialist equipment, e.g. stairlift or wash/dry toilet.</li> </ul>
Applicant Contribution	<ul style="list-style-type: none"> <li>• None means tested grant.</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Work will be focussed on the immediate needs of the person to live safely and independently in their home.</li> <li>• The Council shall only entertain applications accompanied by the relevant certificates of owner or tenant occupation.</li> <li>• The Council shall only entertain applications accompanied by proof of ownership and/or owner's permission.</li> </ul>

#### 15. RE-LOCATION GRANT:

Purpose of assistance	<ul style="list-style-type: none"> <li>• Discretionary service for district tier authorities.</li> <li>• Procedure to help fund relocation costs in cases where adaptations cannot be made to the current property or moving is a more suitable and cost-effective solution.</li> <li>• Financial assistance to encourage residents to look at accommodation options which are more suited to needs thereby avoiding adaptations on unsuitable properties and potentially freeing up properties more suited to others.</li> <li>• Provides financial assistance towards relocation where properties cannot be adapted due to planning, conservation, or structural restrictions.</li> </ul>
Maximum Grant	<ul style="list-style-type: none"> <li>• £5,000.</li> </ul>
Eligible Persons	<ul style="list-style-type: none"> <li>• Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100.</li> <li>• Applicants can be property owners or tenants; some landlords may apply on behalf of tenants.</li> <li>• Means tested grant.</li> </ul>
Eligible Properties	<ul style="list-style-type: none"> <li>• A property identified by the Housing Solutions team as not being suitable for adaption or the necessary adaption is not possible due to planning or conservation restrictions</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• Same as for DFG.</li> </ul>

## 16. VOID ADAPTED PROPERTY PROCEDURE:

Purpose of assistance	<ul style="list-style-type: none"><li>• Discretionary service for district tier authorities.</li><li>• Procedure to provide funding to enable properties on the Housing Solutions team stock list, which have already been adapted and become vacant, to be held / reserved for a person with needs identified to match the adapted property.</li><li>• The Void Property Procedure would pay the rent on the property for up to a maximum of six weeks to enable the Housing Solutions team to match the property to a suitable person on the housing waiting list.</li><li>• This avoids properties which have had adaptations being allocated to persons without an identified need and would prevent another property needing to have expensive adaptation work undertaken.</li></ul>
Maximum Grant	<ul style="list-style-type: none"><li>• Up to a maximum of six weeks rental payments.</li></ul>
Eligible Properties	<ul style="list-style-type: none"><li>• A property identified by the Housing Solutions team at South Norfolk Council or a Housing Association property?</li></ul>
Conditions	<ul style="list-style-type: none"><li>• The rent on an adapted property, which becomes vacant, will be paid by the grant up to a maximum of six weeks and only when matched to a resident with identified need.</li></ul>

## Appendix 2:



### Summary of Independent Living Assistance:

Grant	Maximum Grant Payable	Means Tested Yes / No	Potential Uses	Eligibility Criteria
<b>Disabled Facilities Grant, (DFG).</b>	£30,000	Yes	Home adaptations, equipment and/or alterations. Only available for cost of works necessary to meet the assessed needs of the disabled person.	-Minimum cost of works £750. -Works essential for access, mobility around the home, personal care, bedroom, kitchen, safety, and services, as described in the Housing Grants, Construction and Regeneration Act 1996 s.23. -Works must be necessary and appropriate to meet the needs of the disabled person; and -Work must be reasonable and practicable.
<b>Gaining Independence Grant, (GIG).</b>	£12,000	Yes	As above but simplified & streamlined process. Not suitable for complex adaptations.	-As above -Person must be in receipt of one or more passport benefits, (including council tax support – not single person reduction alone)
<b>Forget Me Not Grant.</b>	£500	No	To assist people living with Dementia and those caring for them in the maintenance of a safe, decent, and warm home. To prevent admission to, and aid discharge from hospital or residential care.	-Diagnosis of Dementia or likely diagnosis of dementia. - Must have lived in property for 12 months and intend to remain in occupation for 5 years. The grant will not be used to effect repairs/works that are the responsibility of a private or social landlord.
<b>Low level Grant</b>	£750	Yes	-Small scale, non-complex and low-cost work, equipment, or maintenance repairs to enable an elderly, disabled or vulnerable person to live safely and independently. -Work intended to be undertaken by handyperson or approved contractor.	Persons will be eligible for the discounted service if they are in receipt of a specified means tested benefit <b>and</b> physically unable to carry out the works themselves (assessment of circumstances and long-term health conditions)
<b>Assistive Technology Grant</b>	£2,000	No	To provide equipment, technology, and services to enhance quality of life, prevent accidents in the home and enable a person	-Technology, equipment, or services that are essential for access and mobility around the home, personal care, and safety, as described in the Housing Grants,

			with a disability to live safely and independently in their own home.	Construction and Regeneration Act 1996 s.23 -Works must be necessary and appropriate to meet the needs of the disabled person
<b>Re-location Grant</b>	£5,000	Yes	Financial assistance to help fund relocation costs in cases where adaptations cannot be made or moving is a more suitable and cost-effective solution. Could be used to fund removal fees, carpets, or furniture / fittings to help a move to a more a more suitable property.	Any disabled person, as described by the Housing Grants, Construction and Regeneration Act 1996, s.100. Applicants can be property owners or tenants; some landlords may apply on behalf of tenants. A property identified as not being suitable for adaption or adaption is not possible due to planning or conservation restrictions.
<b>Void Adapted Property Procedure</b>	Up to six weeks rent payments	No	Procedure to provide funding to enable properties on the Housing Solutions team stock list, already adapted and vacant, to be reserved for a person with needs identified to match the adapted property.	-An adapted property identified by the Housing Solutions team at South Norfolk Council and an identified applicant with needs matched to the property.
<b>Fuel Poverty Grant</b>	£8,000	Yes	-Renovation / repair of structure or heating systems to improve warmth & health in a home. E.g. replacement windows in bedrooms / living rooms, repair of structural dampness, replacement of poor-quality external doors or first-time heating system.	-Correlation with councils' Eco Flex Statement of intent and/or: in receipt of a means tested benefit <b>plus</b> receive a health-related benefit or certification by medical practitioner. -Owner occupiers or tenants. -Tenants-assistance limited to that beyond enforcement proceedings against landlord to achieve greater than minimum standards.
<b>DFG Contribution Grant</b>	£5,000	Yes	-To remove applicant DFG /GIG contribution as a result of means test	-Any contribution over £5,000 must be paid by applicant. -Applicant ineligible if savings are more than £16,000.
<b>Top Up Grant</b>	£10,000	No	-To provide a fast resolution to applications where work is likely to exceed max DFG cap of £30,000	-Conditional 10-year Land Charge on property. Grant repayable to council if resident moves or sells property within this period. -Not available to Housing Association or rented properties unless exceptional circumstances and in agreement with Portfolio holder

<b>Get You Home Grant</b>	£5,000	No	-Essential maintenance work - Essential capital purchases	-District Direct or other hospital referral.
<b>Serious Illness Grant</b>	£5,000	No	- Adaptations, repairs or improve thermal capacity of homes.	-Terminal illness confirmed by medical practitioner
<b>Mental Health Grant</b>	£5,000	No	-House or garden clearance to enable essential repairs. -Adaptations or repairs to remove hazards or improve thermal capacity	-Vulnerable resident likely to have adult social care involvement, mental health concerns, unable to identify need for or arrange own remedial work.
<b>Carer Support Facility Grant</b>	£5,000	Yes	-Adaptations or equipment to enable and assist family members who provide care and support for disabled residents.	-Disabled applicant or carer on passport benefit, including carers allowance.
<b>Architect Grant</b>	£4,500	Yes	-Technical drawings/plans by architect / technician for structural adaptation work.	-DFG / GIG application which requires detailed drawings/plans beyond Tech Officer Schedule of Works.
<b>Maintenance Grant</b>	£2,000	No	-To provide repair costs of specialist equipment previously installed via grant assistance and where the initial warranty period has expired, e.g. maintenance and repair of stair lifts and wash / dry toilets.	Same as for DFG / GIG. Previous DFG / GIG applicant with expired warranty.