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WINCHESTER CITY COUNCIL

# DISABLED FACILITIES GRANT POLICY

This policy sets out our approach to delivering Disabled Facilities Grants and supporting disabled residents to live safely and independently in their homes.

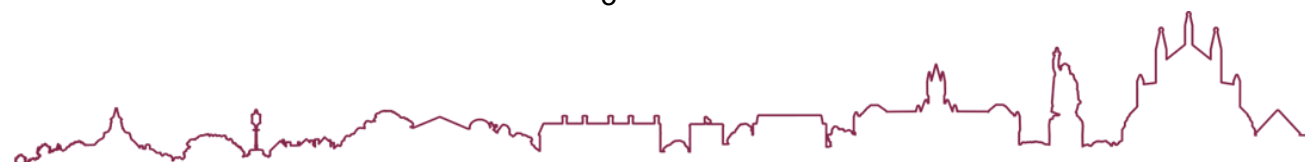
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# 1.0 INTRODUCTION

Adaptations are needed by many disabled people so that they can remain safe and independent in their own home. They can be needed by people of all ages, but as our population ages and life expectancy increases, the number of people needing assistance to adapt their homes is expected to grow. Winchester City Council (the council) is committed to helping these residents achieve a home which meets their needs.

Under the Housing Grants, Construction and Regeneration Act 1996 (the Act), the council, in its capacity as a housing authority, has a statutory duty to provide Disabled Facilities Grants (DFGs) to applicants who qualify. DFGs are mandatory grants available to disabled people when works to adapt their home are judged necessary and appropriate to meet their needs and when it is reasonable and practicable to carry them out having regard to the age and condition of the dwelling or building. DFGs are available to fund adaptations to the homes of elderly, vulnerable, or disabled residents to enable them to live independently at home or be cared for at home.

In order for the council to use its discretionary powers under the Regulatory Reform Order (RRO) it must have a policy. This policy sets out the mandatory legal framework for DFGs, and how the council intends to use its powers under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (RRO) to provide discretionary DFG assistance to promote independent living and well-being. It sets out the flexible policy the council has adopted in respect of DFGs. This policy replaces the former Disabled Facility Grants Policy and Procedure 2023 - 2025 and supersedes any other council policy relating to Disabled Facilities Grants.

- The policy links with the Council Plan 2025 -2030 and contributes towards the Council Plan priority of “Good homes for all” and “healthy communities” as it assists residents with continuing to live safely within their homes by supporting independent living for longer and targeting the key criteria of the Better Care Fund framework.



## 2.0 AIMS OF THE POLICY

Enable disabled residents to live safely, independently, and with dignity in their homes.

Ensure equitable access to DFG funding across all tenures and demographics.

Promote transparency, consistency, and fairness in decision making based on individual circumstances.

Support and promote integrated working with health and social care partners ensuring effective use of and compliance with the Better Care Fund, in particular reducing hospital admissions and allowing early discharge.

Ensure non-discriminatory and equitable access regardless of age, gender, sexual orientation, ethnicity, religion, disability, or housing tenure.

To improve the lives of people with disabilities by enabling access and movement around their own home with the use of adaptations

To reduce the need for domiciliary and residential care by allowing people with disabilities to live more independently in their own homes.

To provide advice, information and support regarding the adaptation of properties to meet accessibility needs and provide a framework of assistance to vulnerable groups.

## 4.0 REGULATORY FRAMEWORK

There are a number of legal provisions governing DFGs and their applications. The administration of DFGs is detailed in The Housing Grants, Construction & Regeneration Act 1996 (the Act) and subsequent associated legislation including: Housing Grants, Construction and Regeneration Act 1996 ("The Act") (as amended)

Housing Renewal Grants (Services and Charges) Order 1996

The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008

The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("The Order")

The Housing Renewals Grants (Amendment)(England) Regulations 2008



The Disabled Facilities Grants (Maximum Amounts and Additional Purposes)  
(England) Order 2008

Delivering Housing Adaptations for Disabled People – A good practice guide  
(June 2006)

The Equalities Act 2010

Disabled Facilities Grant (DFG) delivery: Guidance for Local Authorities in England  
2022

The Housing Act 2004.

The Care Act 2014

The Public Sector Equality Duties

The Armed Forces Act 2006/2021

## **3.0 DEFINITION OF A DISABLED PERSON**

For the purposes of the legislation relating to DFG's a person is defined as being disabled if:

Their sight, hearing or speech is substantially impaired.

They have a mental health disorder or impairment of any kind; or

They are physically disabled by illness or impairment present since birth or otherwise

A person aged eighteen or over is considered disabled if:

They are registered as a result of arrangements made under section 29(1) of the National Assistance Act 1948; or

They are a person for whom welfare arrangements have been made under that section or might be made under it.

A person aged under 18 is considered disabled if:

They are registered as a disabled child maintained under the Children Act 1989; or

In the opinion of Hampshire County Council's Children's Services, they are a disabled child as defined for the purposes of Part III of the Children Act 1989.



## 5.0 MANDATORY DFG ELIGIBILITY CRITERIA

### 5.1 The Works

The eligibility criteria for DFGs are outlined in Section 23 of The Housing Grants, Construction and Regeneration (as amended) Act 1996 and primarily relate to accessing principal rooms within the home and accessing and using essential facilities including access to gardens and outside areas of a property.

Grants are dependent on:

- The works being necessary and appropriate.
- The works being reasonable and practicable; and
- A Mandatory Means Test of financial information, to establish the applicant's eligibility for a grant.

**Facilitating Access** - For works to remove or help overcome any obstacles that prevent the applicant from moving freely into and around the dwelling. This may include access to the garden or yard (front, side, or rear) which means immediate access from the dwelling. It does not include landscaping.

**Making a Dwelling or Building Safe** - Adaptations to the dwelling or building to make it safe for the applicant and other persons living with them

**Access to a Family Room** – Works to ensure the applicant has access to a room used for or usable as the principal family room.

**Access to a Room usable for Sleeping** - The provision of a room usable for sleeping where the adaptation of an existing room in the dwelling (upstairs or downstairs) or the access to that room is unsuitable in the particular circumstances.

**Access to a Bathroom** - The provision of, or access to, a WC, washing, bathing and/or showering facilities.

**Facilitating Preparation of and Cooking of Food** - The rearrangement or enlargement of a kitchen to improve the access for a wheelchair and to provide specially modified or designed storage units, work top area etc. Where most of the cooking and preparation of meals is done by another household member, it would not normally be appropriate to carry out full adaptations to the kitchen.

**Heating, Light and Power** - To provide or improve the existing heating system in the dwelling to meet the applicant's needs. A grant will not be given to adapt or install heating in rooms which are not normally used by the disabled person.  
The DFG Purpose of caring for others.

### 5.2 The Applicant

DFGs are available to homeowners, owners of qualifying houseboats

- owners of qualifying park homes





- Tenants of private landlords, and tenants of Housing Associations.
- Grants are also available for adaptations to the common parts of buildings containing one or more flats.

Winchester City Council tenants can apply for a grant; however, it is normal practise for housing authorities with a Housing Revenue Account (HRA) to fund these adaptations. The council's Landlord Services Team therefore have a separate policy for processing Winchester City Council tenant applications.

Please see **appendix 1** which outlines what the council will do in the event of the passing of the disabled person during the DFG process.

The council cannot, by law, refuse to process a properly made DFG application that it receives from an owner-occupier or tenant. If the eligibility criteria and proper process are satisfied, the council must, approve the appropriate grant.

Applications for a Disabled Facilities Grant is dependent firstly on the applicant having been assessed by either:

- A Hampshire County Council (HCC) Occupational Therapist (OT)
- The council's in-house Private Sector Housing OT
- A private registered OT, or:
- The councils in house trusted assessor.

Help is also available to those who may struggle to apply or have questions about the policy. Assessments undertaken by the HCC OT will be forwarded to Winchester City Council. Alternatively, residents, can apply on-line via the council's web site after which they will be assessed to determine their eligibility:

[Disabled Facilities Grant \(DFG\) - Winchester City Council](#)

Further information and guidance regarding DFGs can be found in the Disabled Facilities Grant (DFG) delivery Guidance for Local Authorities in England published March 2022:

[Disabled Facilities Grant \(DFG\) delivery: Guidance for Local Authorities in England](#)

The following is a summary of the main legal provisions that apply to mandatory DFGs:

An applicant, who defined by the Act as a person with a disability, is eligible for assistance, but in some circumstances, where an applicant is not in receipt of a means tested benefit, the council must perform a mandatory means test of the applicants' finances to determine eligibility.

DFGs are mandatory grants which are available to people with disabilities for works which are 'necessary and appropriate' to meet their needs, and when it is considered 'reasonable and practicable' to carry out the works when having regard to the age or condition of the dwelling or building.

The council reserves the right to refuse grant assistance where the works are not necessary, appropriate, reasonable, practicable, the applicant does not qualify financially after a means test and/or where the property is not suitable for adaptation. This is because the council has a duty to protect public funds and will therefore seek





to support the option that provides the most value for money. If appropriate, and where the applicant qualifies, the council may offer a discretionary DFG, in the form of a relocation grant to help the applicant move to a more suitable dwelling.

DFGs are means-tested, except where the applicant is in receipt of a means-tested benefit or the adaptation is for a disabled child under 16 years of age or a young person in full-time education under 21 years of age.

Applicants who receive certain specified “passported” benefits are exempt from the means-test; however, the means-test is mandatory by law, and the council does not have any discretion when applying it. See **Appendix 2** for a list of passported benefits.

If a disabled person is eligible, the council has a maximum of six months to either approve or decline the application from date of submission of a formal application. This means receipt of a fully completed application form and determined financial contribution if necessary. The mandatory timescale for completing works from the date of approval is 12 months.

The maximum mandatory DFG in England is currently £30,000, and this amount would be reduced by any contribution determined as payable under the means-test.

An applicant must be 18 years of age or older.

Parents or guardians can apply on behalf of children.

Landlords can apply on behalf of their tenants.

The property to be adapted must be a legal residence, and this can include dwellings, houseboats, caravans and mobile homes as well as buildings which contain dwellings.

Both owner occupiers and tenants must have the intention to live in the adapted property for at least five years. Landlords and/or the property owners must certify they intend to allow the disabled person to remain in the property for not less than five years.

There is no restriction on an applicant making multiple grant applications for funding, but each application must have a relevant referral and recommendations from an occupational therapist specifying a new need. Each referral will be assessed on a case-by-case basis.

## 6.0 MANDATORY MEANS TESTING

Section 30 of The Housing Grants, Construction and Regeneration Act 1996 outlines the need for both owner occupied and tenanted applicants to be means tested to assess whether they qualify for a DFG, and if so, what their assessed contributions might be.

This ensures that eligible residents are receiving the appropriate assistance and allows the council to comply with its mandatory duty of protecting the public purse in line with the relevant legislation. It also allows our allocation of grant funding to be equitable.



Therefore, unless an applicant is on a means tested benefit, they will need to complete a mandatory means test using the governments approved tool for assessing client contribution. Refusal to submit all financial information will mean that the council cannot proceed with your application.

Any applicant who qualifies with or without a contribution will have access to a grant of up to £30,000, but the cost of the works will be necessary and appropriate and reasonable and practicable.



## 7.0 DISCRETIONARY GRANTS

Discretionary grants have the same application process as mandatory grants as well as the same criteria. The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 allows councils to provide discretionary assistance to disabled residents in certain circumstances, ensuring awards are equitable and in line with individual circumstances. The discretionary grants that we offer and their qualifying criteria are outlined below.

There is no appeal process for decisions made regarding discretionary grants.

### 7.1 The Pathway to Home Grant

#### **Purpose.**

As part of the council's commitment to helping residents remain in their homes for as long as possible, and to assist with hospital discharge/admissions, funding can be provided for fast-track adaptations that do not fall within the remit of the Housing Grants, Construction and Regeneration Act 1996.

#### **Eligibility Criteria**

The Pathway to Home Grant allows for up to £10,000 to fund specialist equipment when there is a need to aid hospital discharge or prevent admission to hospital or care. The works should be to improve and enhance the applicant's quality of life at home and support the continuation of them staying in their home by enabling discharge from hospital and preventing admission to hospital or care. The applicant should have a clear medical need and be eligible for disability registration.

The council recognises the complexities and urgency of these cases, as well as the difficulty in collecting and assessing financial information during what are naturally stressful circumstances for the person. As a result of this, the council will waive the requirement to means test applicants who fall into this criteria.

Only applicants awaiting a discharge from hospital or care placement or those where there is an evidenced based risk of admission to hospital/care without immediate intervention are eligible. The needs must also have been identified by a social worker or other professional, e.g. an Occupational Therapist. Examples of specialist equipment include:

- Stairlift (curved or straight)
- Ceiling track hoists
- Ramping.



## Conditions

Only one item of equipment can be funded. If more than one item is required, then the referrer will need to determine which item is the most critical to meet the immediate needs of the patient and the above criteria. Any other items can then be submitted via a referral and recommendations from an Occupational Therapist and be subject to a means test if the applicant is not in receipt of a qualifying benefit.

This allows the council to comply with the requirements of the Better Care Fund and enables the council to recognise the need for discretion in order to help the most vulnerable return safely home from hospital and prevent them from going into hospital or care.

## **7.2 Welfare Grant.**

### Purpose

This discretionary grant is designed to fund small scale works which are critical to a person's welfare which have been identified by a social worker or other professional.

Funding repairs to equipment ensures that the person is safeguarded as a matter of urgency and the repairs are made quickly. The process for applying for a DFG can be lengthy so it is important that vulnerable residents have access to the right help as soon as possible to limit the risk to their welfare. By specifying a savings limit, we can ensure we are targeting those who are the most socially vulnerable and cannot afford to fund the repairs themselves.

### Eligibility Criteria

The disabled person should have a clear medical need/ be eligible for disability registration. The applicant must also be in receipt of a means tested benefit or have a total household savings of less than £23,250. This figure is the maximum amount of savings a client can have to qualify for social care.

- **Deep Cleans / Declutters of essential parts of the home up to a maximum of £2000.** The grant will contribute towards converting a home that cannot currently be inhabited by the person applying for the grant into one which can be, (i.e. through cleaning/decluttering of the kitchen/living room/hallway/bathroom/bedroom (and extra bedrooms if carers need to stay overnight) in particular in preparation of the installation of equipment.
- **Minor Essential Repairs and Improvements up to a maximum of £2000.** To address a risk or serious hazard for a person with disabilities that would impact on the extent to which their home can be used. The works must be proportionate to the nature of the risk and hazard. A broken item must have a substantially deleterious impact on the extent to which a property can be used.



Examples include, repairing of specialist equipment such as a stairlift to minimise hospital admission or care placement, making good disrepair to flooring to make safe and remove a hazard, or improving the safety and security of a property to a higher standard to enable it to be occupied by a person with a disability.

In cases where repairs are needed to remove a hazard, the council must visit the property and carry out a Housing Health and Safety Rating System Assessment (HHSRS) to determine the presence and severity of a hazard.

## **Conditions**

Repairs are only available to owner occupied properties where the repair responsibility falls to the owner. As repair responsibility for Registered Social Landlord and Private Rented Tenants falls with the landlord, the council is unable to offer repairs to these tenures.

## **7.3 Heating Grant**

### **Purpose**

This grant is aimed to offer replacement of boilers, radiators and other substantial components of heating systems to bring systems and equipment up to a higher standard of reliability, safety or usability as might be required by an owner occupier with disabilities.

### **Eligibility Criteria**

The referrals for this grant need to come directly through a professional body such as:

- LEAP (Local Energy Advice Partnership) which can be contacted at [Energy Support | LEAP](#)
- Hitting the Cold Spots, a Hampshire County Council based service which provides advice on heating and energy matters for Hampshire residents and can be contacted at <https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/coldspots>,
- The Environment Centre (tEC), a charity based in Southampton which provides advice on sustainability and other matters including fuel poverty and can be contacted at <https://environmentcentre.com>

Receipt of referrals from the above (or other similar organisations) ensures that appropriate screening has been applied to the applicant's circumstances (applicants must be on passporting benefits and disabled). Persons in the community who are **not** on any income assessed benefits, who come into contact with our service, and who are in need can be assisted with funding if they can prove they do not have savings in excess of £6,000. In exceptional



circumstances a legal land charge will be considered in order to cover the value of the works (if the works exceed £4000).

- Replacement of boilers, replacement of faulty radiators or other substantial components of any heating systems to bring systems and equipment up to a higher standard of reliability, safety or usability as might be required by a person with disabilities.

## **Conditions**

**Works can be funded up the value of £4000.** If the necessary works exceed this amount the homeowner will be required to contribute the difference. The reasoning for limiting the cost of this grant is to enable the funding to be used as fairly as possible across the whole district and in anticipation of many possible referrals in the winter seasons up to 2027/28.

## **7.4 Relocation Grant**

### **Purpose**

To assist disabled persons, who are owner/occupiers to relocate if adaptations to their current home through the DFG are determined not to be reasonable or practicable and they are considering relocation to another property they intend to purchase as their home. Such assistance supports best value by ensuring DFG funding is focused on properties where adaptations can be delivered and enabling people to move to suitable property where this is not the case.

### **Eligibility Criteria and Conditions.**

- Applicants must be 18 or over on the date the application is made (in the case of a disabled child, the parent(s) would make the application). Any application must be supported by a recommendation from the Hampshire County Council OT service, WCC in house OT, or a private OT.
- The council and the OT must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or be satisfied that it can be adapted at a reasonable cost under the mandatory grant limit of £30,000.
- This grant will cover the costs of purchasing a property such as estate agent's fees and conveyancing, but not other relocation costs such as removal expenses.

**Relocation costs can be funded up to the value of £8,000.**





## 7.5 Top Up Grant

### Purpose

The council recognises that referrals from occupational therapists are becoming more complex with the cost of materials increasing, which means that often the amount of DFG funding that is needed exceeds the mandatory level of £30,000. This is especially the case with referrals for children, who often have a variety of needs that must be met.

### Eligibility Criteria

To ensure that the offer of discretionary top up funding is equitable to all residents, each application for top up funding will be assessed on a case-by-case basis, considering the needs of the disabled person, as well as the financial circumstances and makeup of the family as well as the below criteria.

This Top Up grant is to fund the cost of adaptations over £30,000 for eligible clients who are Owner Occupiers or Social Housing Tenants (see below) where the works are deemed 'necessary and appropriate' and 'reasonable and practicable. The total amount of top up funding available is £30,000, however in certain circumstances more than one top up can be approved up to a maximum of £100,000.

To qualify, the applicant) must fall into at least one of the following *Better Care Fund Key Criteria*:

1. Where essential adaptations (to enable access to the home and access to key facilities to ensure that living at home is possible), need to be provided "urgently" to facilitate timely discharge from hospital/nursing or residential care, (avoiding delayed transfer of care and maximising opportunity for re-ablement at home).
2. Where applicants have a high and complex level of disability and/or life changing diagnosis; and the risk of sudden deterioration in their condition or reduced independence or increased risk of falls could be minimised by urgent provision of essential adaptations to the home, (to reduce risk of premature admission to hospital or residential care or increase in care package).
3. Where the care situation in the home is at imminent risk of breakdown if essential adaptations are not provided quickly, (to support the carer and maximise the applicant's independence, health and wellbeing).
4. Where applicants have catastrophic and life changing/limiting diagnosis, and urgent essential adaptations could minimise the risk of breakdown of family life and care, and enable supported living at home, delaying the time scale for the start, or increase in external health or social intervention.





5. Where the timely provision of minor adaptations (in line with health and wellbeing targets and better care priorities), would reduce the risk of falls and promote a safer home environment when applicants have no immediate and safe access to alternative service options.

Depending on the works recommended by the assessing OT, it would be advisable that applicants entitled to a mandatory grant also fall into one of the above key criteria. This ensures correct reasoning has been applied to their case to ensure their needs can only be met by topping up the mandatory funding available. Typically, an example of this in action would be where an extension must be constructed to contain a bedroom and washing facility for someone less than 18 years' old.

All other avenues including alternative methods of funding must also explored which include, but are not limited to the following:

- Can the applicant contribute financially or apply for a loan. This may be in the form of a land charge, or a percentage amount of 10% of an assessed contribution following a means test. (This means test will not be applicable to those who already have an assessed contribution to pay following a means test at application stage.)
- Explore whether the housing association can contribute.
- Explore whether the disabled persons needs can be met in another way, for example re housing through Hampshire Home Choice.
- Is a top up grant the only option available to ensure the disabled person is safeguarded and their needs are met.

## **Conditions**

Any Top Up Grant funding will be considered having regard to the number of financial resources the council has available at the time of the application. If it does not have sufficient resources left to fund other referrals passed to the DFG team by the Occupational Therapy Service or the in-house PSH Occupational Therapist, the council reserves the right not to approve any top up funding.

**In the case of an owner-occupied property**, any top up funding may be secured via a land charge against the property in the form of an equity loan, or as a percentage amount of 10% of an assessed contribution following a means test. (This means test will not be applicable to those who already have an assessed contribution to pay following a means test at application stage.)

**The legal charge will have no expiry date and therefore the charge will be paid back to the council upon sale, assignment, transfer or otherwise of the property.** The RRO enables local authorities to offer this financial assistance in the form of a zero-interest loan. This loan is registered as a Local Land Charge against the value of the property, on which no interest is levied. When this circumstance arises, the council will only consider waiver of the legal charge if it causes financial hardship. An example of hardship is if the property is being sold to fund care and the legal charge prevents the applicant being able to move to a suitable placement. It is



for the applicant or interested parties of the applicant to make their case of hardship to the council with supporting evidence and for the council to use its discretion when making a decision.

**In the case of a registered social landlord property** when assessing whether a top up grant is appropriate, it must first be determined that the applicant cannot move to another property through Hampshire Home Choice which meets their needs or would meet their needs with less cost than the provision of a Top Up Grant. Tenants in a RSL tenancy must stay active on Hampshire Home Choice for one year from the date of activation before a Top up Grant to extend or structurally modify their home can be considered. Staying active means placing bids on possible suitable properties and engaging with the Housing Occupational Therapist and the Housing Allocations Team. Depending on the nature of the adaptation, the council may encourage RSLs to contribute towards the cost of the works based on any possible increase in market value of the property, as a result of the works being carried out. For example, when an extension is being provided to create an extra bedroom.

**Unfortunately,** Top Up Grants over £30,000 are not available to those privately renting as it would be more beneficial to assist them to move to a tenure with more security through the Hampshire Home Choice (HHC) a sub-regional choice-based lettings scheme of which the council is a member.

Any Top Up Grant funding will be considered having regard to the number of financial resources the council has available at the time of the application. If it does not have sufficient resources left to fund other referrals passed to the DFG team by the Occupational Therapy Service or the in-house PSH Occupational Therapist, the council reserves the right not to approve any top up funding.

Summary Table of Funding Levels	
Funding level	Decision
Up to £20,000	Senior Private Sector Housing Officer
Up to £50,000	Service Lead – Strategic Housing
Up to £100,000	Corporate Head of Housing

For cases exceeding **£30,000**, the final decision will be determined by a panel of the above officers depending on the level of funding being applied for.



## 8.0 DUAL RESIDENCY OF A DISABLED CHILD

In cases where families separate and a court order provides that residency of the subject disabled child is split between the mother and father (or other designated guardian,) the council may consider the award of discretionary DFG to one property. The proposed adaptations will only be considered for discretionary assistance if they fall within those headings normally applied to mandatory schemes.

A mandatory DFG can only be provided for the 'sole or main residence' of the disabled applicant and in circumstances covered by this section it would be assumed that one party would apply for mandatory grant on the basis that the child occupies the subject property as their sole or main residence. The main residence will be determined by which party receives child benefit. This property may or may not be within the Winchester District. In exceptional circumstances under the RRO, a discretionary grant may be awarded in order to adapt the home of the other parent (or guardian) should there be a legitimate and evidenced need.

The council will consider the details of any court order and specifically the allocation of time spent with each parent in determining eligibility for assistance. No specific percentage split is proposed by this policy as each case will be reviewed on its own merits. Factors to be considered include the specific details of any order, likely time to be spent at each property, whether the child will stay overnight at the subject property and for what period etc.

In determining the works that might be considered as eligible for assistance the council will consider the suitability of the subject property for adaptation, the complexity and scope of the adaptations required, and any observations or referral made by the Occupational Therapy service.

## 9.0 ADMINISTRATION CHARGE

The council provides an end-to-end service for the applicant. A fee is not charged to the applicant for this service, but a portion of the total grant received from the government is retained by the council to cover the administrative cost of providing this service.

## 10 COMPLAINTS PROCEDURE

Where an applicant is dissatisfied with the service they have received, they can make a complaint through the council's published complaints procedure which can be found at [Compliments and complaints - Winchester City Council](#). In the first instance any issues should be brought to the attention of the council's authorised officer dealing



with the application. If an applicant remains dissatisfied, to escalate any matter of concern, a corporate complaint can be raised as explained above.

If the applicant wishes to appeal a decision made for a mandatory grant, then the applicant, in the first instance, should contact the DFG team at the council and ask for a detailed explanation of the decision. The applicant can also request a copy of their OTs assessment. They can also contact organisations such as [Foundations](#) for advice and support.

## 11. OTHER CIRCUMSTANCES

In all other circumstances not detailed in this policy document, reference should be made to the provisions of The Housing Grants, Construction and Regeneration Act 1996. Also reference Disabled facilities grant (DFG) Delivery: Guidance for Local Authorities in England 2022.

An “exceptional circumstances” clause applies to this policy, which allows the council to apply further discretion where needed. This will be determined on a case-by-case basis by the Senior Private Sector Housing Officer in consultation, where necessary, with the Service Lead for Strategic Housing.

## 12. AMENDMENTS TO POLICY

When required minor amendments to DFG policy may be made by the corporate Head of Housing in consultation with the Deputy Leader and Cabinet Member for Community and Housing.



## Appendix 1 – What will the council do if a person passes away during the DFG process.

What will the council do if a person passes away during the application process?	
If the disabled person passes away before the grant is approved	As the DFG is a person specific grant, if the disabled person passes away before approval the council will close the application. If any costs have been incurred these will normally be absorbed by the council.
If the disabled person passes away once the grant has been approved but before the works have started	As above.
If the disabled person passes away once the grant has been approved and the works have started	<p>The council may complete the works if they benefit surviving household members and will consider:</p> <ul style="list-style-type: none"> <li>• The stage of the works</li> <li>• Financial commitments already made.</li> <li>• Whether the adaptations serve a continuing need.</li> <li>• May pay any costs already incurred.</li> </ul>

	<p>The council will make a decision on a case-by-case basis and act with discretion and compassion.</p>
<p>If the applicant passes away following completion of the works but where funding has been secured as a local land charge that has not expired.</p>	<p>If the property is not sold the land charge will remain in place until the 10-year period expires and no payment is triggered merely by the death of an applicant.</p> <p>The charge may transfer to the estate of the surviving owner, but no action will be taken until the property is sold.</p> <p>If the property is sold before the 10-year expiry date the local authority may seek repayment of the charge.</p> <p>The council will make a decision on a case-by-case basis, considering our policy and will act with discretion and compassion.</p>



## **Appendix 2 – List Of Current Passported Benefits.**

- Universal Credit
- Income Support
- Income-based Employment and Support Allowance (not contribution-based ESA)
- Income-based Jobseeker's Allowance (not contribution-based JSA)
- Guarantee Pension Credit (not Savings Pension Credit alone)
- Working Tax Credit and/or Child Tax Credit (where your annual income for the purposes of the tax credits assessment was below £15,050)
- Housing Benefit





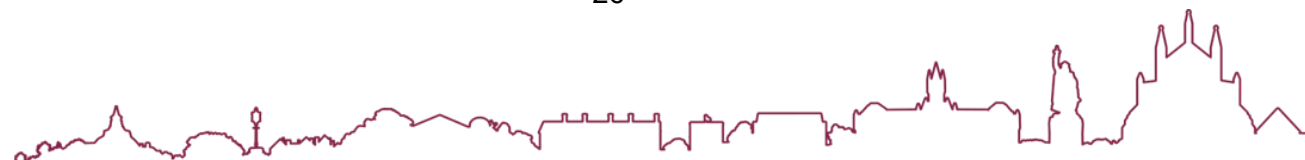
## Appendix 3 – Summary Table of The Different Types of Assistance Available.

<b>Mandatory Grants</b>	<b>Qualifying criteria</b>	<b>Aim</b>
Mandatory DFG up to £30,000	<p>Relevant referral and recommendations from an Occupational Therapist detailing the works that are necessary and appropriate.</p> <p>Passported benefit, young person or child, assessed contribution following a means test.</p>	To administer mandatory DFG funding to qualifying residents to ensure properties are adapted ensuring residents can remain safe in their homes for longer and comply with the Better Care Fund framework.
<b>Discretionary Grants</b>	<b>Qualifying criteria</b>	<b>Aim</b>
The Pathway to Home Grant	Any resident who is awaiting hospital discharge where the delay in returning home is because of a need for specialist equipment to be installed before they can return home.	To allow up to £10,000 to meet key criteria of the Better Care Fund and to fund specialist equipment when there is a need to aid hospital discharge or prevent admission to hospital or care. The works should be to

	Also available to prevent admission to hospital or care where the installation of specialist equipment is needed to mitigate this risk,	improve and enhance the applicant's quality of life at home and support the continuation of them staying in their home by enabling discharge from hospital and preventing admission to hospital or care.
Welfare Grant	<p>Owner occupiers on passported benefits or total household savings of £23,500 or less.</p> <p>Applicable to RSL tenants in some circumstances.</p> <p>The disabled person should have a clear medical need/ be eligible for disability registration.</p>	To fund small scale works up to £2,000 which are critical to a person's welfare which have been identified by a social worker or other professional, including deep cleans, de clutters and repairs to specialist equipment.
<b>Discretionary Grants</b>	<b>Qualifying criteria</b>	<b>Aim.</b>
Heating Grant	LEAP <a href="#">Energy Support   LEAP</a>	To offer works up to £4,000 replacement of boilers,

	<p>Hitting the Cold Spots, a Hampshire County Council based service which provides advice on heating and energy matters for Hampshire residents and can be contacted at <a href="#">Hitting the cold spots   Health and social care   Hampshire County Council</a></p> <p>The Environment Centre (tEC), a charity based in Southampton which provides advice on sustainability and other matters including fuel poverty and can be contacted at <a href="#">the Environment Centre (tEC) – Bringing the benefits of sustainability to everyone</a></p> <p>applicants <u>must</u> be on passporting benefits and disabled</p> <p>Those applicants <b>not</b> on any income assessed benefits, who come into contact with our service, and who are in need can be assisted with funding if they can prove they do not have savings in excess of £6,000.</p>	<p>radiators and other substantial components of heating systems to bring systems and equipment up to a higher standard of reliability, safety or usability as might be required by an owner occupier with disabilities.</p>

<b>Discretionary Grants</b>	<b>Qualifying criteria</b>	<b>Aim.</b>
Relocation Grant	<p>Applicants must be 18 or over on the date the application is made (in the case of a disabled child, the parent(s) would make the application). Any application must be supported by a recommendation from the Hampshire County Council OT service, WCC in house OT, or a private OT.</p> <p>The council and the OT must be satisfied that the proposed property already meets the needs of the disabled person without further adaptation or be satisfied that it can be adapted at a reasonable cost under the mandatory grant limit of £30,000.</p> <p>This grant will cover the costs of purchasing a property such as estate agent's fees and conveyancing, but not other relocation costs such as removal expenses.</p>	<p>To assist disabled persons, who are owner/occupiers to relocate if adaptations to their current home through the DFG are determined not to be reasonable or practicable and they are considering relocation to another property they intend to purchase as their home. Such assistance supports best value by ensuring DFG funding is focused on properties where adaptations can be delivered and enabling people to move to suitable property where this is not the case.</p> <p>Costs can be funded up to the value of £8,000</p>



Top Up Grant	<p>The applicant must fall into at least one of the Better Care Fund Key Criteria, and all alternative options must have been explored and deemed not applicable.</p> <p>Discretionary on a case-by-case basis.</p>	<p>To offer, where applicable, assistance to residents where the cost of the works exceeds the mandatory £30,000 to ensure the disabled persons needs are met and that they can remain safe in their home.</p>
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