

Making A Discretionary Housing Assistance Grants Application And Payment Of Assistance

Applications must be made in writing on the appropriate form and include original documentation where requested. An application will only be considered complete once all of the relevant documentation has been provided.

The Council may charge an administration fee for any professional/technical services or charges incurred relating to the work for which the assistance is being sought e.g. obtaining proof of ownership, drawing of plans etc. This fee will be incorporated into the total assistance amount.

The client is responsible for the contract between themselves and the contractor, this includes instances where the Authority provides a list of builders. The Council will however take its duty of care seriously and ensure that all contractors on the list of builders sign up to a code of conduct and have the relevant insurances in place. Where a client chooses a contractor not on the list they will have responsibility for ensuring that all the work is carried out in accordance with the schedule of works provided by the Occupational Therapist. The Council will normally request two written quotations and will decide the reasonableness of the prices quoted taking into consideration standard prices and the cost of similar work, normally the value of the grant will be based on the cheapest reasonable quote.

The Council, at the request of the applicant, can use the Dynamic Purchasing System (DPS) to request quotes and select a suitable contractor. Normally the contractor with the lowest bid will be awarded the work, the Council also takes into consideration other factors such as timescales for starting the work. The Council will ensure contractors on this system will have the relevant insurances in place. The applicant will still enter to contract with the contractor and not the Council.

The Authority will normally wait until it receives confirmation from the applicant that the work has been completed to their satisfaction before making payment to the contractor. However, in exceptional circumstances the Authority reserves the right to make any payment directly to the contractor based on the satisfactory completion of the work as determined by the Authority and the receipt of a satisfactory invoice. In addition the Authority reserves the right to not pay interim payments for work valued at less than £10,000.

For larger and more complex grant applications such as extensions, the Council may appoint an agent to manage the grant works, this is at the discretion of the Council. Having exercised this discretion the applicant will have to engage directly with the agent in order to complete the grant works. The Council reserves the right to include the cost of the management agent in the grant assistance.

In the event of any disputes between the applicant and the contractor the Council will help to resolve these where this is possible, unless an agent has been appointed, in which case the agent will help to resolve these. However, should this not be possible it may be necessary for the applicant to seek legal advice to remedy any dispute they have with the contractor.

The Council will normally arrange for grant payments to be made directly to the contractor upon completion of the works unless the owner can provide evidence that they have paid the contractor themselves, in which case the Council will reimburse the owner.

[Read the Home Adaptation Policy](#)