

Table 7: Requirements for claiming Disability Adaptation Grant

Disability Adaptation Grant (DAG) GRANT CLAIM PROCEDURES	
Points to note:	<p>1) Adaptations requiring NIHE (DPG) advance approval:</p> <ul style="list-style-type: none"> • Any work of any value which potentially compromises the LTH status of a property; • Assistive technology installations; • Proposed deviation from DSD Procurement requirements; and • Adaptations costing over £20,000. <p>2) Satisfactory response to any annex to all advance approvals, whether voluntary or mandatory, is a condition for payment of grant.</p> <p>3) The Association must be able to fully satisfy conditions set out in the certifications on the AW1 payment claim form.</p> <p>4) The current version of forms available on DSD website must be used. Older versions will not be deemed as valid claims for payment purposes.</p> <p>5) Practical completion date must be less than SIX MONTHS from date of receipt of a complete and valid claim in NIHE (DPG).</p>
Pre-conditions	<p>The association must certify that the adaptation pre-conditions have been met (Table 1: 'Adaptation Pre-conditions');</p>
Documentation requirements A. Works up to £1,000	<p>The application must be made to NIHE (DPG) for the Adaptation Grant and include:</p> <ul style="list-style-type: none"> • Form AW1 – fully completed and certified by an authorised signatory; • Receipted Invoice(s) – clearly identifying <i>adaptation</i> works costs applicable to each dwelling (or equivalent documentation – e.g., certificate of practical completion <u>and</u> Consultant's breakdown of works costs applicable to each dwelling); <p><i>Note. Any additional work carried out by the Association and included on an invoice must be clearly identified and shown separately from the eligible adaptation costs.</i></p>
B. Works over £1,000	<p>as (A) AND</p> <ul style="list-style-type: none"> • OT recommendation and supporting recommendations; • Recommendation from Specialist Social Worker (if applicable) • Relevant background/household information or explanation of works completed, where applicable (where supporting documentation does not provide adequate information to demonstrate eligibility for grant). • Advance approvals (where applicable) – Response to Annex – any conditions attached to the advance approval form AA2.

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C. Works over £4,000 and under £10,000	<p>as (A) (B) AND</p> <ul style="list-style-type: none"> • Form OA1 – Relevant sections of the Option appraisal form must be completed and held on HA file; <p><i>Note. NIHE (DPG), at its discretion, may require the submission of the completed OA1 form to support any HA adaptation grant claim for works over £4,000.</i></p>
D. Works over £10,000	<p>As (A) (B) AND include:</p> <ul style="list-style-type: none"> • Form OA1 – fully completed and approved by an authorised signatory
Documentation requirements cont. E. Works over £20,000	<p>as (A) (B) (D) AND</p> <ul style="list-style-type: none"> • Form OA1 – a completed Option appraisal must have been submitted at advance approval stage • Notification of any post-approval amendments to the works/costs (if not already provided – costs associated with amendments not approved in advance by NIHE (DPG) as required will render the claim ineligible for grant) <p><i>Note. Information provided at advance approval stage does not need to be re-submitted at payment claim unless a change has occurred. These two items should normally have already been submitted and considered before payment claim stage.</i></p>
NIHE (DPG) action	<p>1) On receipt of an application for Grant – the NIHE (DPG) will check the submission as necessary to ensure that the claim is complete and valid.</p> <p>2) Review HA response to AA2 annex, where applicable.</p> <p>If satisfied the NIHE (DPG) will issue approved form AW1 and advance the amount of Grant due to the Association's bank account.</p>

If an Association is unsure of the procedures in respect of a complex or exceptional case, the Association should contact the NIHE (DPG) for advice. However, the Association is expected to understand and implement the procedures for the majority of cases.