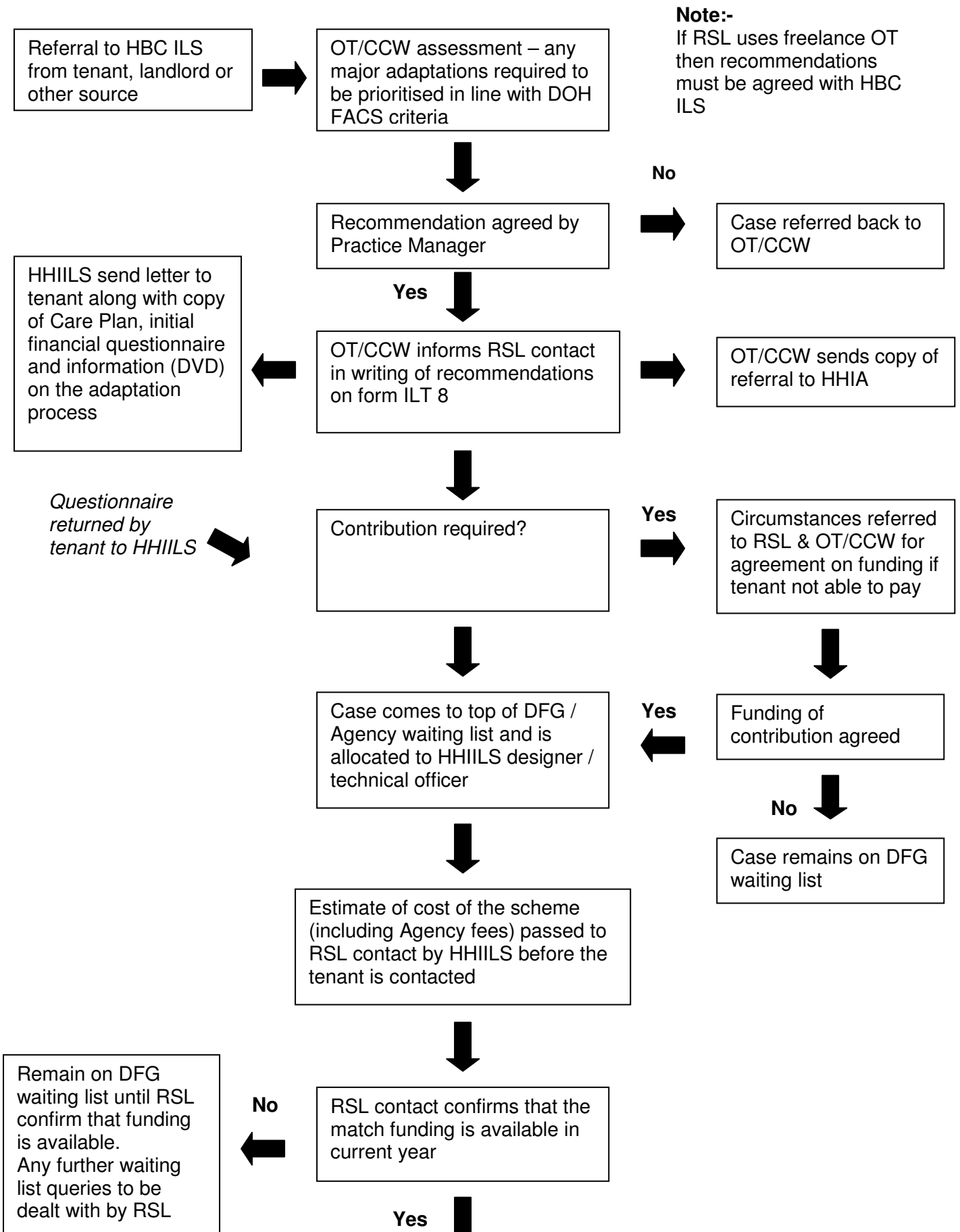


HBC Process for Major Adaptations – RSL Properties (Appendix 2)

(DFG delivery route using HHILS technical support)

Note:-

If RSL uses freelance OT then recommendations must be agreed with HBC ILS



Continued overleaf

HHILS contact the tenant and arrange for visit by designer / technical officer (TO). Agency agreement signed by tenant.



HHILS designer / TO produces drawings & specification



Drawings & specification agreed with tenant, OT/CCW & RSL



Specification / drawings sent out to tender to minimum of 3 "approved" contractors



Tenders returned. RSL contact informed of 50% costs & 50% of agency fees



RSL confirms funding available by e-mail



Case replaced on DFG waiting list until RSL confirms funding available. Waiting list queries to be dealt with by RSL



HHILS support officer contacts tenant & completes DFG application forms & supporting paperwork including proof of income



Application form processed by HHILS



Tenant grant contribution increased?



Circumstances referred to RSL & OT/CCW for agreement on payment of additional funding



Grant approved



HHIILS Technical Officer supervises work and completed to the satisfaction of tenant & OT/CCW



HHIILS Technical Officer to remedy defects and refer back to tenant & OT/CCW. Any disputes to be referred to HHIILS Principal Manager



HHIILS Technical Officer arranges payment of contractor through Agency holding account



HHIILS Technical Officer notifies RSL contact of completion and gives details of 50% contribution (including 50% of any unforeseen works). Copy of builder invoices sent to RSL contact.



Transfer of budget from DFG account (100% of costs) less any tenant contribution) Finance to invoice tenant for their contribution if required.



Invoice sent to RSL contact



RSL makes 50% of contribution to DFG budget account

RSL may wish to carry out additional site supervision.

HHIILS TO to notify RSL in the event of unforeseen work being required.

Any defects with adaptation within 6 months of completion to be referred to HHIILS

Any latent defects after 6 months to be the responsibility of the contractor

Note: Minor adaptations, stairlifts & equipment services are not included in this process.

**Key: OT Occupational Therapist CCW Community Care Worker TO Technical Officer
ILS Independent Living Service HHIA Halton Home Improvement Agency
HHIILS Halton Home Improvement & Independent Living Service**