

**DONEGAL COUNTY COUNCIL
HOUSING AID FOR OLDER PEOPLE**

APPLICATION FORM



Please read the attached conditions prior to completing this form

All questions must be answered

Please write your answers clearly in block capital letters

**Works must not commence prior to final written approval from the
Local Authority**

**The person for whom the grant is sought must occupy the house as his/her
normal place of residence**

APPLICANT DETAILS

Applicant: _____

Address: _____

Telephone No: _____

Mobile No: _____

Date of Birth: _____

P.P.S. No: _____

Occupation: _____

How long has applicant been living at this address:

_____ Years

HOUSEHOLD/PROPERTY DETAILS

Name of the owner of the property to which the proposed repairs/improvement works are to be carried out:

Do any of the occupants of the household suffer from any specific illness? If so, please give brief description and complete the attached doctors certificate:

Details of all persons living in property for which grant aid is sought (*including applicant*):

Name	Relationship to applicant	Date of birth	Gross Income (previous tax year)	Occupation (<i>if applicable</i>)

Gross Annual Household Income: € _____
(Please refer to explanatory note under conditions of scheme)

Please submit evidence from Educational / Training body for household members aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeships.

Number and description of rooms in the dwelling:

	Bedrooms	Living	Dining	Kitchen	Bathroom	Other
Upstairs						
Downstairs						

General description of proposed works:

Estimated cost of works: € _____
(Please submit 1 written quotation in respect of the estimated cost of works)

Amount of grant you are applying for: € _____

Balance of costs: € _____

Where the grant amount does not meet the full cost of the works are you satisfied you can meet the balance of the costs? Yes / No _____

Has an Essential Repairs Grant, Special Housing Aid for the Elderly Grant or Housing Aid for Older People Grant been paid previously in respect of the same premises or person? If yes, please give details:

I understand the purpose of this grant, and undertake to abide by the terms of the scheme.

I will not commence works prior to final written grant approval and will complete works as approved.

I consent to Donegal County Council reserving the right to carry out any inspection/investigations it deems appropriate in the context of the consideration of the application.

The person for whom the grant is sought occupies the house as his/her normal place of residence.

I declare that the foregoing particulars are correct.

Signature of Applicant: _____ Date: _____

CERTIFICATE OF DOCTOR

HOUSING AID FOR OLDER PEOPLE SCHEME

I hereby certify that the proposed works on the attached application form are necessary for the proper accommodation of:

NAME: _____

ADDRESS: _____

WHO SUFFERS FROM: _____

NAME OF DOCTOR: _____

DOCTOR'S STAMP

ADDRESS: _____



SIGNED: _____

DATE: _____

HO 3

Tax requirements in respect of Housing Aid for Older People Scheme

TO BE COMPLETED BY APPLICANT

Name of Applicant: _____

Address: _____

Income Tax Reference No*: _____

Tax District dealing with your tax affairs: _____

I hereby confirm that to the best of my knowledge my tax affairs are in order.

Signed: _____ Date: _____

- * In the case of persons paying income tax under PAYE, or those in receipt of social welfare payments, please quote your PPS Number;
In the case of self-employed persons please quote the number on your return of income.

In the case of a grant application totalling €10,000 or more, applicants are required to produce a valid Tax Clearance Certificate (which will be returned to you by the local authority). The application form for a Tax Clearance Certificate is available from the Revenue Commissioner's website, www.revenue.ie. Alternatively applicants can request an application form from their local Revenue District.

As an alternative to producing a valid tax clearance certificate an applicant may authorise the local authority to confirm electronically that he/she holds a valid tax clearance certificate using the on-line verification facility on the Revenue Commissioner's website. The applicant gives permission to the local authority to confirm his/her tax clearance status by quoting the customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate. To avail of this option, the original application to the Revenue Commissioners for the Tax Clearance Certificate must have been made online or the "paper" application must have confirmed agreement to the online verification by third parties.

Customer No: _____ Tax Clearance Certificate No: _____

The Tax Clearance Certificate must be valid on date of receipt of the application and on the date the grant is paid.

TO BE COMPLETED BY CONTRACTOR

Name of Contractor: _____

Address: _____

_____ Tel: _____

Income Tax serial number: _____

Tax District dealing with your tax affairs: _____

C2 No:/Tax Clearance No: _____ Expiry Date: _____

The contractor is required to produce either a valid Tax Clearance Certificate or C2 Certificate (which will be returned by the local authority).

As an alternative to producing a valid Tax Clearance Certificate the contractor may authorise the local authority to confirm electronically that he/she holds a valid Tax Clearance Certificate using the on-line verification facility on the Revenue Commissioner's website. The contractor gives permission to the local authority to confirm his/her tax clearance status by quoting the customer number and tax clearance certificate number, which appears on the Tax Clearance Certificate. To avail of this option, the original application to the Revenue Commissioners for the Tax Clearance Certificate must have been made online or the "paper" application must have confirmed agreement to the online verification by third parties.

Customer No: _____ Tax Clearance Certificate No: _____

The Tax Clearance / C2 Certificate must be valid on date of receipt of the application and on the date the grant is paid.

Checklist

With a view to avoiding delays, please re-check your application before submitting it to the Council using the following checklist as a guide. This will be of benefit in having your application processed.

▪ Conditions of Scheme

- ✓ I have read and understand the conditions of the scheme
- ✓ I believe my application meets the condition of the scheme

▪ Application Form

- ✓ All questions on the form (HO1) have been fully completed
- ✓ I have quoted my PPS Number
- ✓ I have signed the form
- ✓ The Doctors Certificate (HO2), has been completed and signed / stamped

▪ Supporting Documentation

- ✓ I have enclosed evidence of household income
in respect of the property owner and, where applicable, spouse / partner
- ✓ I have enclosed evidence of ownership of the
property where applicable
- ✓ I have enclosed one itemised quotation detailing the cost of
The proposed works
- ✓ I have enclosed the contractors tax clearance / C2 certificate
- ✓ I have enclosed my own tax clearance certificate
(if applicable)

NB: AN APPLICATION CANNOT BE PROCESSED UNTIL ALL THE FORMS AND SUPPORTING DOCUMENTATION ARE SUBMITTED TO THE COUNCIL.

Conditions of Scheme

▪ Purpose of Grant

The Scheme of Housing Aid for Older People is available to assist older people living in poor housing conditions to have necessary repairs or improvements carried out.

▪ Who is Eligible for the Grant

An elderly person (persons living alone) who wishes to carry out general repairs to the dwelling in which they are residing in order to prolong the useful life of the house for some ten years rather than requiring the elderly occupants to seek rehousing. The occupant must be 66 years of age or older.

Where there is more than one occupant, one of the occupants must be over 66 years of age and the remaining occupants must be: -

Where there is more than one occupant the remaining occupants must be:

- over 66 years of age
- Children under 18 or
- Aged 18 – 23 and in full time education or engaged in a FAS apprenticeship*.

*Evidence must be submitted from Educational / Training body for household members aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeships.

In exceptional cases applications may be considered where a person under the age of 66 years resides with the elderly applicant. The criteria requires that the occupant who is under the age limit, is seriously handicapped and is cared for by their parent(s) i.e. the elderly occupants are the carers looking after a child/younger person who is severely handicapped & totally dependant on the adult for care.

The following conditions also apply:

- (a) The dwelling must be the applicants normal place of residence.
- (b) The repairs, whilst less than those appropriate to render the house fit in every respect, constitute repairs considered reasonably necessary to prolong the useful life of the house.

▪ What type of Work is Covered

The Grant, which is not a reconstruction grant, may be paid in respect of carrying out repairs / improvements to a house where, in the opinion of the Local Authority, the repairs / improvements, whilst less than those appropriate to render the house fit in every respect,

constitute repairs / improvements that are reasonably necessary to prolong the useful life of the house.

The type of works which can be considered are repairs / improvements to windows/doors, roof, chimney, dry lining/plastering, rewiring, smoke alarms, radon remediation works, and water / sewerage facilities.

Windows and Doors

Works must be necessary only as a result of the windows and doors reaching the end of their natural life under normal usage and weathering, and not as a result of poor design / construction or maintenance. The presence of soft wood or single glazed windows will not automatically qualify a dwelling to be eligible for grant assistance.

Where an item can be repaired in-lieu of replacement, grant aid will always reflect the repair cost as opposed to the replacement cost, e.g. repair's to locks / latches / seals / slips / sashes. No allowance will be available for replacement of defective glass panes.

Roof

To qualify for assistance there must be evidence of water penetration / internal damage being caused due to the state of the existing roof. The repair works must be necessary only as a result of the roof reaching the end of its natural life expectancy and not as a result of poor design / construction / workmanship when it was originally constructed. A roof constructed less than 25 years is therefore unlikely to qualify. Where an existing roof is deemed to be dangerous by a qualified structural engineer, this would qualify for grant assistance. The first option to be considered would be the repair to the roof as opposed to its replacement. Where repair is a feasible option, the grant payable will reflect the repair cost as opposed to the replacement cost on a pro rata basis. Damage to a roof caused by the erection of aerials / satellite dishes resulting in broken / damaged slates / tiles etc will not qualify for grant assistance.

Chimney

The Chimney must show clear evidence of severe cracking and/or water penetration to interior walls and / or severe failure of the chimney lining and / or structural deterioration. The repair works must be necessary only as result of the chimney reaching the end of its natural life expectancy under normal long-term usage and weathering, and not as a result of poor design / construction / workmanship when it was originally constructed. With regard to this, it is therefore unlikely that any Chimney less than 25 years old will qualify.

Eligible remedial works include relining, rebuilding, crowns, caps, crack repair, picking and plastering, waterproofing and replacement lead work. Where an item can be repaired instead of replaced the grant aid will reflect the repair cost as opposed to the replacement cost.

The following will not qualify for grant assistance : Deterioration caused by the erection of aerials / dishes. Deterioration caused by using unsuitable fuels / combustion temperatures. Deterioration caused by chimney fires and / or failure to clean the chimney on a regular basis.

Dry Lining/Plastering

If a house or part thereof is suffering from water penetration through the walls, or is constructed from a solid block/stone, it may qualify for dry lining/plastering.

Re-wiring

The existing wiring must be deemed dangerous or deemed necessary only as a result of the existing wiring having reached its natural life expectancy. It is therefore unlikely that re-wiring of a property built in the 1990's or later would qualify. A full report on the existing wiring with recommendations (clearly stating the works required to make the wiring safe or to bring the wiring up to the current RECI/ ECSSA standards) from a RECI/ ECSSA approved electrician must be submitted with the application.

Where the existing wiring can be upgraded instead of replaced the grant aid will reflect the upgrade cost as opposed to replacement cost.

It will be necessary to submit a RECI/ ECSSA certificate from approved electrician in order to obtain payment of grant aid when works are complete.

Smoke Alarms

It is strongly recommended that an applicant should include smoke alarms in any suite of works undertaken, if not already present and operating in a dwelling. The preferred option is to include the provision of a mains operated smoke alarm in conjunction with any rewiring works which are taking place.

Alternatively as a minimum, at least, two self contained, ten year battery operated alarms should be installed. In such cases it is important to ensure that batteries are frequently checked and replaced as required.

Radon Remediation Works

Grant aid towards the cost of remediation works shall be restricted to homes with reference levels of 200 Bq/m³ and above. Radon levels can be checked by installing a Monitoring device available from the RPII (Radiological Protection Institute of Ireland), 3 Clonskeagh Square, Clonskeagh Road, Dublin 14, Tel: 01 269 77 66.

The types of radon remediation works necessary will vary according to the reference level.

For homes with measurements between 200 Bq/m³ and 400 Bq/m³, the following remediation works are deemed appropriate:

Sealing of floors and walls;

Increasing indoor ventilation such as unblocking air vents;

Providing additional wall vents;

Increasing under floor ventilation, i.e. the installation of additional sub floor vents or airbricks or the clearing or replacement of existing ones.

For homes with reference levels of 400 Bq/m³ and above the most appropriate remediation works are the installation of a passive or fan assisted sump.

Before approving a grant for Radon Radiation Works, the Council will have to be satisfied as to the appropriateness of the proposed remediation works while bearing in mind the ongoing need to obtain best possible value for money.

Grant aid for Radon Remediation Works is not available as a standalone item, they must form part of a suite of other works under the scheme. Furthermore, grant aid is not available towards the cost of carrying out the initial radon measurements in homes or towards the cost of re-testing homes following remediation.

Water/Sewerage Facilities

Where there are no existing water/sewerage facilities in a dwelling, these can be considered for inclusion in the works. An example would be where the only existing water supply is an outside tap or where there is an outside toilet.

As separate grants are available from the Water, Environment & Emergency Department for the provision of a well water supply, this is not covered under the Housing Aid for Older People Scheme.

Central Heating/Insulation

Assistance is available from other Authorities/Agencies for these works.

Other

Other minor repairs or improvements as appropriate may be considered where deemed necessary. An example would be repair of a ceiling / floor.

▪ Level of Grant

The amount of grant available shall not exceed the approved cost of the works subject to an overall maximum level of grant of €10,500.

The following limits apply in respect of the more common elements of work, and the level of grant applicable to each element is subject to means testing (i.e. between 30% and 100% of approved works in each case).

- Structural Repairs (Roof, Walls, Chimney etc.) € 3,000
- Repairs to / Replacement of Windows and Doors € 1,200
- Re-wiring € 1,250
- Chimney repairs € 350
- Water and Sanitary Services € 1,000
- Dry Lining € 500
- Radon Remediation 200Bq/m³ – 400Bq/m³ € 250
above 400Bq/m³ € 750
- Any other repair or improvement works which are considered reasonably necessary € 500

The table below sets out the level of grant available based on an assessment of household income.

Gross maximum household income p.a.	% of costs available	Maximum Grant available
Up to €30,000	100%	€10,500
€30,001 - €34,000	90%	€9,450
€34,001 - €38,000	80%	€8,400
€38,001 - €42,000	70%	€7,350
€42,001 - €46,000	60%	€6,300
€46,001 - €50,000	50%	€5,250
€50,001 - €54,000	40%	€4,200
€54,001 - €65,000	30%	€3,150
In excess of €65,000	No grant is payable	No grant is payable

For example, if a grant is being paid in respect of rewiring to a person who has a gross household income of €32,000, the grant payable would be €1,125. (90% of €1,250)

▪ **Household Income**

As grant applications are means tested, evidence of household income must be included with all applications. Household income is calculated as the property owner's annual gross income in the previous tax year, together with that of his or her spouse/partner, if applicable. Income from certain sources are disregarded, examples being Family Income Supplement, Respite Care Grant, Carers Benefit / Allowance, Fuel Allowance, Foster Care allowance, Early Childcare supplement and Child Benefit. In addition, an allowance of €5,000 is made for each member of the household aged up to 18 years and for each member of the household aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeship. Evidence must be submitted from Educational / Training body for household members aged between 18 and 23 years and in full time education or engaged in a FAS apprenticeships.

Pensioners

A person retired from insurable employment and in receipt of

- State Pension (Transition)
- State Pension (Contributory)
- Pre-Retirement Allowance

Must submit a Statement of Income for the previous tax year, from the Department of Social Protection and a P60 from their former employer, if applicable.

A person in receipt of

- State Pension (Non-Contributory)

Must submit a photocopy of the payment page of their pension book(s).

PAYE workers

A person in employment must submit a P60 for the previous tax year.

Self Employed / Farmers

Those who come under this category must submit an Income Tax Assessment Form, together with a copy of accounts for the previous tax year.

Social Welfare Recipients (This list is not conclusive)

- Widow's / Widower's Contributory Pension
- Widow's / Widower's Non-Contributory Pension
- Illness Benefit
- Invalidly Pension
- Disability Allowance
- Blind Pension
- Carer's Benefit/Allowance
- Injury Benefit

must submit a Statement of Income for the previous tax year, from the Department of Social Protection.

EVIDENCE OF HOUSEHOLD INCOME MUST BE SUBMITTED IN RESPECT OF THE PROPERTY OWNER AND, IF APPLICABLE, HIS/HER SPOUSE/PARTNER

- **Evidence of Ownership**

Where someone, other than a person, who would generally be considered to be the head of a household, is indicated to be the property owner, e.g. son / daughter or other person, evidence of ownership should be submitted with the application to avoid delays in having it processed . Another example of instances where evidence of ownership should be submitted is where someone other than the principle earner is indicated to be the property owner. Such evidence should be in the form of copy title documentation or confirmation from a solicitor that the named person is the registered owner of a property or that application is being made to have them so registered. It should be noted that it is open to the Local Authority to seek evidence of ownership in any instance it considers appropriate.

- **Doctors Certificate**

Where the proposed works are necessary for the proper accommodation of any of the occupants who suffer from any specific illness, a Doctors certificate (form HO2) must be completed and signed / stamped by your Doctor.

- **Quotation for Works**

One itemised quotation detailing the cost of the proposed works must be submitted with the application.

- **Tax Requirements**

Form HO3 sets out the information to be submitted by the applicant and the contractor in relation to tax requirements. In the case of the applicant, in most cases, all that is required is an income tax reference number together with confirmation that the applicant's tax affairs are in order. Where however, the amount of the grant exceeds €10,000, the applicant must submit a current Tax Clearance Certificate.

In the case of the contractor, a valid tax clearance certificate or C2 certificate must be produced in all cases.

As an alternative to the applicant / contractor producing a valid tax clearance certificate, they may authorise the Local Authority to confirm electronically that he / she holds a valid certificate using the online verification facility on the Revenue Commissioners Website. To avail of this option, the original application to the Revenue Commissioners for the Tax Clearance Certificate must have been made online or the "paper" application must have confirmed agreement to the online verification by third parties.

The Tax Clearance / C2 Certificate must be valid on date of receipt of the application and on the date the grant is paid.

▪ **Commencing the works.**

Works cannot commence prior to Grant Approval. Applications will not be considered where works have already commenced.

▪ **Health & Safety**

Applicants are reminded that construction works are a dangerous activity creating hazards and risks from the materials used and techniques employed. Contractors who undertake construction operations are required under Health and Safety Legislation to undertake their work without risk to safety and health of their employees, householders and members of the public. Applicants should therefore ensure that Contractors appointed to undertake construction work are competent to carry out the work safely and in accordance with health and safety legislation.

▪ **Overseeing the works.**

The Council will not be responsible for any loss or damage that the applicant may suffer as a result of defects in the works whether structural or otherwise. Applicants should be aware that any inspections of the works by staff employed by the Council or by any of the Councils agents is purely for the information of the Council to establish by visual and cursory examination that the approved works have been completed and the Council does not accept any statutory or common law duty of care to the applicant to ensure that the works have been properly constructed or free of defects. It is therefore in the applicants own interest to employ a suitably qualified person to oversee the works and to ensure that the works are properly constructed and free of defects.

▪ **Payment of Grant**

Payment of the grant will be made by cheque on completion of the works to the satisfaction of the Council. Request for payment must be accompanied by the Invoice you received from the Contractor who carried out the grant aided works. The Tax Clearance / C2 details of the Contractor (and the applicant, where applicable) will be re-checked at this stage and where they are out of date, updated certificates will be required. Cheques can only be cashed by lodgement to an individual's bank account. An applicant can authorise the payment of the grant to the contractor if required.

▪ **Maintenance of Completed Works / Payment of Second Grants**

The applicant / owner of the house is wholly responsible for the maintenance of the completed works and any equipment provided under the scheme. A grant is not payable for any works which were previously grant aided. Payment of second grants are limited to instances where different works not previously grant aided may be required to an elderly persons property. Where a second grant is paid, this will be subject to the maximum limits set down with regard being had to the amount paid on any previous grant.

▪ **Appeals Procedure**

In processing applications under the Housing Aid for Older People Scheme the authority recognises that some applicants may be dissatisfied with the authority's decision. The authority will give every applicant an appeal mechanism, which will allow him or her to have the decision in his or her case reconsidered by another official.

The following procedure shall apply to each appeal:

Applicants are invited to submit a written appeal on any decision notified to them by the local authority on their application within 3 weeks of the date of the decision stating the reasons for the appeal. The appeal will be considered and adjudicated upon within 4 weeks of receipt. A decision on an appeal will be notified to each applicant within 2 weeks of the decision being made.

▪ **Submitting your Application**

When completed, your application should be forwarded to your local Public Information Service Centre at the following address:

Glenties Electoral Area, Gweedore Road, Dungloe	074 95 61300
Inishowen Electoral Area, Malin Road, Carndonagh	074 93 73700
Letterkenny Electoral Area (South) Neil T Blaney Road, Letterkenny	074 91 94200
Letterkenny Electoral Area (North), Main Street, Milford	074 91 53900
Donegal Electoral Area, Drumlonagher, Donegal Town	074 97 24400
Stranorlar Electoral Area, County House, Lifford	074 91 72222

IF YOU REQUIRE ASSISTANCE IN FILLING OUT THIS FORM PLEASE CONTACT YOUR LOCAL HOUSING OFFICE AT THE ABOVE ADDRESS AND PHONE NUMBER.