



Department
of Health

Housing & Technology for People with Learning Disabilities Local Authority Capital Fund

Application pack: guidance notes

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Contents

Contents	3
Housing & Technology Capital Fund for People with Learning Disabilities - Overview	4
1. Introduction	6
2. Guidance notes	8
3. Assessing bids and assessment criteria	11
4. Annex A	15

Housing & Technology Capital Fund for People with Learning Disabilities - Overview

Aim:

To encourage sustainable expansion in suitable housing provision for people with learning disabilities.

Outline:

The Department of Health (DH) is inviting local authorities (LAs), working with their local partners, to apply for funds from a capital fund of up to £25m capital fund split across the next two financial years for housing and technology to help drive sustainable housing solutions for people with learning disability in their area.

The intention is to use the funding to achieve the following outcomes:

- Stimulate systemic change towards community-based solutions which promote independence and choice over housing.
- Improve community housing provision helping to prevent people becoming inpatients.
- Utilise adaptations to existing accommodation using new technologies and other individualised solutions to enable people to remain living independently.

We welcome applications that demonstrate how they can pull down other sources of funding including:

- Social investment
- Other grants e.g. HCA
- Match funding from health or social care

Proposals will be judged on:

- How they promote independence, choice and control for the individuals they benefit
- Innovation and partnerships
- Value for money
- Sustainability

The full criteria are set out in section 3.6

What DH might fund:

Within the parameters at para 2.9, LAs will have flexibility about what they do with this capital funding. We are confident that the fund would provide for a broad range of benefits and opportunities including:

- Social Enterprise models, backed by social investment
- Adaptations to existing accommodation – including the use of new technologies and other individualised solutions to enable people to remain living independently.
- Shared ownership (HOLD)

1. Introduction

- 1.1. The Department of Health is pleased to announce the Housing & Technology Fund for People with Learning Disabilities, a capital funding programme of up to £25m (across the next two financial year) designed to support Local Authorities (LAs), in conjunction with their community partners, to deliver sustainable housing solutions for people with learning disability in their areas.
- 1.2. Half of the population of adults with learning disabilities in England live with their families, most of the remainder (33%) live in residential care. Only 15% of adults with learning disabilities have a secure long-term tenancy or their own home.
- 1.3. Having a home guarantees a place in the community and is part of how people are accepted as equal citizens. People with learning disabilities are one of the most socially excluded groups in our society with limited life chances. Investment in technology and housing to support independent living provides the opportunity to make a reality of extending rights for people with learning disabilities.
- 1.4. The availability of appropriate housing is integral to the Transforming Care programme which aims to move people out of inpatient care into the community. The DH capital funding is intended to have a broader focus aimed at those receiving support for their learning disability and is not restricted to those who are currently inpatients.
- 1.5. We are not looking to identify a single 'winning' approach. We expect innovation and impetus to come from local authorities, working closely with people with learning disabilities and family carers.
- 1.6. We will be looking for proposals that increase the capacity to deliver assistive technology and housing arrangements that provide innovative, person centred and flexible approaches to supporting independent living and maximising individual rights.
- 1.7. This capital funding will be deployed to enable local authorities to lead the way in bringing about a real change in how assistive technology and housing for people with learning disabilities can improve quality of life and outcomes for individuals and their families.
- 1.8. Proposals are invited from LAs, or consortia of authorities, for bids of a minimum of £10k up to £3m to enable a range of individualised solutions that may include assistive technology, extension and adaptation of existing property, property refurbishment, home ownership models as well as supported housing and Extra Care. DH reserves the right to increase the funds available if individual bids have special merit.
- 1.9. For 2016-17, applications may be submitted from 15 September up to 28 October 2016. Bids should be submitted electronically (using the application form on GOV.UK <https://www.gov.uk/government/publications/housing-and-technology-fund-for-people-with-learning-disabilities>) to:
H&TC-Fund@dh.gsi.gov.uk Details on the bidding process are set out in section 3.
- 1.10. All the funding for projects should be allocated by 30 November 2016 through grants to the LA under s31 of the Local Government Act 2003. However, delivery of projects may take place over the next year with capital transferred to housing providers ideally by March 2017.

Introduction

- 1.11. Once bids have been approved, a Memorandum of Understanding (MoU) between DH and the LA will be agreed. Full payment of the grant funding (subject to s31 of the Local Government Act 2003) will be made on receipt by DH of the signed MoU.
- 1.12. Following the successful allocation of funding, DH would be very keen to work with successful LAs on communication plans relating to their housing projects to assist in maximising their impact both regionally and nationally.
- 1.13. Enquiries
Any enquiries should be addressed in the first instance to:
H&TC-Fund@dh.gsi.gov.uk
- 1.14. Please note: All proposals must reflect the 'Principles for housing for people with a learning disability: I have a choice about where I live and who I live with' (attached at Annex A: Principles of housing for people with a learning disability).

2. Guidance notes

Aim and objectives of Housing & Technology Capital Fund

- 2.1. The primary aim of the programme is to encourage sustainable expansion in suitable housing for people with learning disabilities.
- 2.2. The key objectives of the programme are to:
 - Stimulate systemic change towards community-based solutions which promote independence and choice over housing.
 - Improve community housing provision helping to prevent people becoming inpatients.
 - Utilise adaptations to existing accommodation using new technologies and other individualised solutions to enable people to remain living independently.
- 2.3. The capital fund is open to LAs, or consortia of LAs, working with local community partners such as voluntary organisations, housing associations and care providers. For funding purposes a lead LA will be required.
- 2.4. Funding is being offered through LAs as, working with local partners, they are well placed to ensure that any proposals link with and enhance key local priorities such as regeneration, economic development and health.
- 2.5. To demonstrate the range of projects that are being encouraged under the Housing and Technology Capital Fund programme bids from LAs must be from a minimum of £10,000 up to £3 million, although we are open to discussion of potentially larger bids.

What Housing & Technology capital funding might cover

- 2.6. Bids should be developed from evidence of local housing need of adults and children with learning disabilities in Local Housing Strategies, Joint Strategic Needs Assessments, Joint Health and Wellbeing Strategies and Transforming Care Partnerships. This could include:
 - Ordinary street properties including for ownership/shared ownership
 - Supported housing
 - Extra care housing
 - Community Living Networks (network of houses and flats in one area)
 - Assistive technology that enables people to live more independently, more safely and to maintain dignity and privacy
 - Home adaptations and extensions for supported housing/family homes/shared lives
 - Mixed tenure developments
 - Mixed housing developments that also address the housing needs of other groups such as students, young people, first time buyers

Guidance notes

- 2.7. With limited capital, health and social care funding, proposals will need to maximise a range of funding streams that increase the capacity to deliver housing nationally. Proposals should also include housing arrangements that enable support providers to innovate and provide person-centred and flexible approaches to care and support and enable tenants to use Personal Budgets and Individual Service Funds. Proposals should also encourage housing and support practices that maximise individual rights, freedoms and independence.
- 2.8. Grants will be awarded in 2016-17 for programmes who can commit to the final creation of capital assets with the full funding value by 31 March 2017. Should work span financial years, your application will need to make clear the amount of grant funding which you expect to have utilised by March 2017 and how much will be required in 2017/18. Note that there will be no ability to roll funding beyond the end of March 2018.

Parameters for Housing & Technology Fund capital bids

- 2.9. This is capital funding and must therefore be used for expenditure in line with definitions below.
- For the purpose of this programme capital is classified as work that generates a physical asset, with an expected life of more than one year. Department of Health capital resources may only be used to finance the delivery of what, under International Financial Reporting Standards (IFRS), are regarded as non-current assets (tangible, intangible or investments).
 - A key requirement of non-current assets is that there is a reasonable probability that they will deliver future economic benefit (i.e. valuable service) over more than one year (in most cases many years). A non-current asset can be bought or enhanced (e.g. by building an extension to a house) with capital funds. Expenditure to maintain an asset at its current state (e.g. repainting the walls in a house) is not normally regarded as capital expenditure and cannot be funded with Department of Health capital.
 - A threshold value of £5,000 per item inclusive of VAT must generally be reached before expenditure can be funded with capital. Exceptions may be allowed, where the assets form part of a group of assets that aggregates to more than £5,000. The most common example of this is in the initial equipping of a building. To qualify as a group, the assets must meet all of the following criteria:
 - Functionally interdependent (e.g. an equipment network)
 - Acquired at same date and likely to be disposed of at about the same date
 - Under single managerial control
 - Each component asset of the group must cost £250 or more
- 2.10. Only costs that are directly attributable to bringing a non-current asset into being and into appropriate condition for their intended use can be capitalised and funded with Department of Health capital. For example, professional fees associated with acquiring the asset, delivery costs, installation costs, site clearance and stamp duty are capital expenditure. In-house costs, e.g. staff time that is directly identifiable to bringing a fixed asset into being, may be capitalised but not general administration and wasted costs.

2.11. Local Authorities should also ensure that any expenditure complies with their own accounting and budgeting practices in relation to capital expenditure.

2.12. In relation to the programme there are certain things the capital funding cannot be used for:

- Staff training or any other revenue-funded activity.
- Information technology except where such technology can be shown to provide improvement to supported living environments for people with learning disability.
- Routine building maintenance and statutory compliance upgrades which fall into planned maintenance schedules. Safety compliance or enforcement issues which should be part of the Local Authority (LA)'s budgeted costs for delivering care.
- The VAT on professional fees such as architects or externally appointed project managers, although the fee itself is an eligible cost. Other non-recoverable VAT on project costs can be included in the budget.
- Projects which generate ongoing revenue demands for the NHS and social care, unless it is clearly demonstrated how this will be managed.
- Recently completed projects for which additional funding is being sought, but no new works are being planned.
- Projects or initiatives that would constitute state aid.

3. Assessing bids and assessment criteria

The bidding process

- 3.1. Bids for the Housing & Technology Capital Fund can be submitted to DH for consideration up to 28 October 2016. To ensure transparency in the process DH will publish a list of the successful bids and amounts of funding awarded on its web pages at gov.uk when the evaluation and selection process is complete.
- 3.2. All of the information requested in this application form must be provided to enable your application to be considered.
- 3.3. In this competitive process, only the highest scoring proposals will be awarded grants within the available funding. The Department of Health reserves the right to determine the number of applications that are successful based on the quality of the bids received. Your application is not an agreement or contract. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised by an expert panel (comprising policy, housing and community development experts) according to the extent to which they meet the assessment criteria described in this form. Only high quality applications are likely to be considered for funding.
- 3.4. If the bid meets the criteria and DH and the relevant LA are content, a Memorandum of Understanding will then be agreed between both parties. Once this is signed then the funding for the project will be awarded to the LA as:
 - one single grant payment for bids where the work concludes before the end of March 2017. In this situation the LA will need to agree the payment schedule with the housing provider and will need to provide evidence that work has been delivered in line with local agreements by the end March 2017
 - two separate grants payments, one for 16/17 and one for 17/18 where the work will not have concluded by the end of March 2017. Again the LA will need to ensure that they are able to account for the amount of funding actually utilised (in terms of work delivered) by March 2017 and confirming full delivery by March 2018

Assessing bids & criteria

- 3.5. Proposals for funding will be judged by the DH steering group against the criteria using the scoring matrix set out below to ensure a consistent approach is taken when scoring applications.

Score Description

- 0 - No evidence/response.
- 1 - Poor response: Very little evidence of appropriate knowledge skills or experience.
- 2 - Unsatisfactory: Meets requirements in some areas but with important omissions.
- 3 - Satisfactory: Meets requirements in many areas but not all.
- 4 - Very Good: Have confidence in their ability to deliver the required project.
- 5 - Excellent: Meets all requirements outlined in the grant document.

Criteria and evidence that should be included in bids

Promoting independence, choice and control for individuals

- 3.6. We will also be looking for proposals that increase flexibility and choice and control in Care and support, use the principle of 'just enough support' and ensure that tenants/homeowners are active members of their communities. We will favourably consider bids that:
- provide evidence of need from Local Housing Strategies, Joint Strategic Needs Assessments, Joint Health and Wellbeing Strategies and Transforming Care Partnerships
 - enable take up of Direct Payments, Personal Budgets and Individual Service Funds
 - enable the use of support tenants, community living networks, good neighbour schemes and shared lives
 - maximise the use of assistive technology that increases independence, dignity and safety
 - take account of the need for people to live alone or choose who they live with
 - enable tenants/homeowners to be active and welcome members of their communities and are leading in making their communities better places.
 - enable care and support providers to work in partnership to meet the needs of their local community and operate more efficiently and effectively.
 - are aimed at security of tenure for the individuals so that people have long-term security.

Innovative approaches with strong local partnerships in place

- 3.7. To demonstrate this, bids will need to set out:
- how the proposal will deliver innovative and creative solution for local housing for people with learning disabilities that promotes independent living
 - how individuals with learning disabilities, families and carers will be involved in the design and delivery of the proposal
 - which local groups/partners have been involved in developing the bid
 - which local groups/partners will be involved in delivering the bid and how

Assessing bids and assessment criteria

Value for money

3.8. Bids need to demonstrate how the proposal will drive value for money, both within the health and social care system and wider society. The bids do not require a full quantitative assessment of financial savings driven by the proposal but should where possible outline quantitative and qualitative benefits which will accrue from the investment. To maximise value for money, proposals that include one or more of the following will be prioritised:

- housing provider borrowing
- social investment funding
- capital receipts from public land or property
- redevelopment of public land or property
- redevelopment of housing or land owned by Registered Providers of HCA or charities such as extra care, residential care and supported housing
- shared ownership
- Disabled Facilities Grant
- furniture schemes and grants to provide furniture
- use of family funding and property

Sustainability

3.9. To demonstrate this, bids will need to set out:

- measures taken to engage with commissioners and/or national bodies to ensure that successful services will be funded in the long-term
- how the work of the project will be sustained/supported going forward
- how the proposal will meet future changing housing and economic needs in the local area

Providing learning

3.10. Successful projects will be expected to:

- share learning from the project, including delivering completed case studies showing before, during and after progress of work
- provide DH with an evaluation at the end of the project

Timetable

3.11. The proposed timetable is set out below. This is a guide and, subject to the quantity and quality of the proposals the Department receives, it may be subject to change.

Activity	Date
The Housing & Technology Capital Fund application pack is published on gov.uk website	15 September 2016
Deadline for you to submit your application/s to the Department	28 October 2016
Notification of the outcome of the process	Early November 2016
Grant Funding Agreements signed between you and the Department	30 November 2016
Confirmation that the grant had been fully utilised in line with the MOU. Note – there is no ability for Local Authorities to roll funding forwards without prior approval from DH	By 31 March 2017

3.12. DH will not be able to consider applications that miss the deadline as to do so would be to unfairly discriminate against those applicants who submitted their application within the allowed timescale.

Further information

State Aid

3.13. Bidders will need to satisfy themselves and include a statement in the bid how their proposals will comply with State Aid rules, in terms of intended use/expenditure of those funds.

VAT

3.14. Eligible Expenditure consists of payments by the grant recipient during the Funding Period for the purposes of the Project. Eligible Expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT. This means that all grants are outside the scope of VAT.

4. Annex A

Principles of housing for people with a learning disability: “I have a choice about where I live and who I live with”

The Department of Health, the Local Government Association and NHS England asked people with a learning disability and/or autism and their families what is important to them about housing and what good housing should look like.

People with a learning disability should:



Be supported to live in their own homes in the community with support from local services.



Be supported to live independently with the right support.

Living independently doesn't have to mean living on your own. It's about having choice, freedom and control over your own life. It means that you decide where to live, who you live with and how to live your life. It means you get all the support you need.



Be offered a choice of housing that is right for them.



Have a choice about who they live with, and the location and community in which they live. Things like access to public transport and social opportunities are very important.



Have housing that works for them and meets their needs. They should not just have to move into a housing service or group living service just because there is space.



Be offered settled accommodation. This includes looking at things like people owning their own home and supported living.

What is settled accommodation?

Only certain types of housing count as settled accommodation. Settled accommodation means the person who lives there has security in their home for a long time.



Be able to remain in their home even if their care and support needs to change.

This means that the people providing care and support and the people providing housing should be separate so that a person can change who gives them support but doesn't have to move house.



Feel happy and safe in their home.

Services supporting people should:



Ensure that choice about housing is offered early in planning for people.



Ensure that planning for housing is based on what the individual needs and wants and is a big part of a person's care and support plan.



Ensure they support people properly and give people lots of notice if they have to move as it can be very upsetting for the person.



Respect that it is the person's home and support them to have it the way they want it with their own things around them.



Keep checking that the housing is still right for the person. People and what people need can change.

The people who plan housing should:



Ensure that the housing needs of people with a learning disability and/or autism are part of local plans about housing.