Accessible Vehicle Funding

Policy Manual

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Department of Children, Seniors and Social Development

Available in alternate formats:

Accessible Vehicle Funding

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Video Relay Calls welcome

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# Objective

To provide an accessible transportation option to individuals and families throughout the province and reduce costs associated with disability.

This is achieved by providing funding to eligible individuals and families to adapt personal vehicles for accessibility.

# Rationale

Lack of accessible transportation can be a significant barrier for persons with disabilities. It is particularly difficult in many rural areas of the province where accessible transportation options are limited or do not exist, limiting opportunities for community engagement and employment.

Accessible Vehicle Funding supports the Government of Newfoundland and Labrador’s commitment to move towards an accessible and inclusive province.

# Scope

Accessible Vehicle Funding provides financial support to individuals and families towards the cost of purchasing, installing and/or repairing eligible accessibility features for a new or existing vehicle. Scope for funding includes:

* funding is only available to residents of Newfoundland and Labrador;
* individuals can apply for funding once every five (5) years (exceptions are assessed on an individual basis);
* one (1) personal vehicle (owned or leased) per household may be adapted;
* the applicant must not be eligible or have received funding for the same purpose under another government grant or program; and,
* vehicles funded under this program may be purchased or retrofitted outside the province.

# Eligible Funding and Costs

Accessible Vehicle Funding provides maximum funding of $50,000. Grants are awarded based on either the cost of a new retrofit or the **current** value of an existing retrofit, up to a maximum of $50,000.

Applicants are encouraged to meet with an Occupational Therapist if they are not familiar with vehicle conversion options or driving adaptation requirements.

##

## New Retrofits

Grants may be used toward the purchase and/or installation of eligible vehicle accessibility equipment or conversions, such as:

* customized seating
* hand controls
* left-foot gas pedals
* lifts and ramps
* roof, floor and door alterations (accessible retrofit)
* steering devices
* wheelchair securing systems
* shipping and installation costs
* maintenance of equipment no longer under warranty

Grants awarded based on the cost of the accessibility equipment or conversion. Approvals reflect the most cost effective option whenever possible.

**Note:** For new retrofits, applicants **must** submit a quote (valid within 6 months of the application date) from a certified supplier. This quote must include details of the accessibility features being purchased and/or installed, as well as the cost.

## Existing Retrofits

Grants may be used toward the purchase of a second-hand vehicle that has already been retrofitted, however, these grants are awarded based only on the **current** value of the existing retrofit, not the overall cost of the vehicle. Retrofit values are calculated at a percentage of the original retrofit.

**Note:** For existing retrofits, applicants **must** submit a quote (valid within 6 months of the application date) from a certified supplier. This quote must include details of the accessibility features of the vehicle, as well as their **current** value.

For any cost incurred prior to the date of the application, approval only considered if:

* funding is available; and,
* costs were incurred in the same year as the application was made

# Application Procedure

1. Applications:
* can be downloaded online (<http://www.cssd.gov.nl.ca/disabilities/accessible_vehicle_funding.html>)
* can be requested by email, fax or mail
* are submitted to Accessible Vehicle Funding, Department of Children, Seniors and Social Development (See Appendix A – Contact Information)
1. Upon receipt:
* the application is stamped with the date and time in which it is received;
* the application is reviewed to ensure all necessary information/documentation and signatures are included; and,
* an acknowledgement email is sent to the applicant

# Review and Recommendation

## Criteria

Applications are reviewed and processed in the order in which they are received. Approvals are based on the following criteria:

* meets funding objective;
* meets stated eligibility requirements; and,
* availability of funding

## Notification

Applicants who are **approved**:

* are informed in writing of their approval and the amount of funding for which they qualify; and,
* are provided a funding letter and contract for signature

Once the letter and contracts are signed and returned, any changes to your approved application will require you to submit a request in writing for consideration. Please note that these requests are assessed on a case-by-case basis, and you may be required to submit a new application.

Applicants who are **not** **approved**:

* are informed in writing; and,
* are able to request feedback on the application (See Appendix A – Contact Information)

Applicants with **incomplete** **applications**:

* are informed in writing; and,
* are able to resubmit completed applications

# Exceptional Circumstances

A request for an exception to eligibility criteria:

* can be submitted in writing to Accessible Vehicle Funding, Department of Children, Seniors and Social Development, outlining the nature of the request and specifying the unique or exceptional circumstances for which the exception is being sought; and,
* is evaluated on its own merit

Applicants will receive written notice of the decision.

# Payment Process

The options for payment include:

* **Payment to Applicant**
	+ Payment issued directly to the applicant when invoice(s) for the completed retrofit work or purchase are received and verified for eligibility. Invoices must match details of approved funding and the applicant must sign off the work as satisfactory. This option reimburses applicants who have either paid for their retrofit upfront, or purchased a vehicle with an existing retrofit.
* **Payment to Vendor**
	+ Payment issued directly to the vendor (company) providing the equipment/completing the retrofit and/or providing maintenance on existing retrofit.

Grant payment issued to the vendor as follows:

* 80% payment when contract is signed; and,
* 20% holdback payment, released when invoice(s) for the completed retrofit work received and verified for eligibility. Invoices must match details of approved funding and applicant must sign off the work as satisfactory.

All costs that exceed the **approved** amount of funding are the responsibility of the applicant.

# Evaluation and Monitoring

Information may be collected for purposes of evaluation. This information helps ensure the funding is meeting its objective and helps assess whether changes may be required.

This information includes:

* number of applications received by region;
* identified change for applicants with respect to the funding objective;
* whether transportation has become more accessible;
* whether there is increased access to programs and services; and,
* whether there is increased participation in the community

# Appendix A: Contact Information

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