



**Developing Extra
Care Housing and
Supported Living
in Cumbria**



**Capital Grant
Prospectus
2017-2025**

Please also refer to Cumbria County Council website for further information <http://www.cumbria.gov.uk/healthsocialcare/ech>

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1. Introduction

1.1 Extra Care Housing and Supported Living Accommodation – What is it?

Extra Care Housing is sometimes referred to as ‘assisted living’, or ‘very sheltered housing’. It is housing designed with the needs of frailer older people in mind, and with varying levels of care and support available on site. It is the latest development in care for older people, offering a modern alternative to residential care by providing a secure place to live, owned or rented by them with care and support on hand. Extra Care Housing offers individual one or two bedroom apartments within a larger development with access to care and support services 24 hours a day, seven days a week.

Supported Living Accommodation is a term used to describe the equivalent type of ‘accommodation with care and support’ provision but for younger adults, most often with learning disabilities, mental health problems and sometimes for people with physical disabilities.

Cumbria County Council is committed to ensuring the availability of high quality, sustainable accommodation with care and support for older people and younger people with disabilities across the county. As the population changes, so do their needs, wants and aspirations. As a result of this, we are looking to stimulate the development of alternative accommodation and care services for the older person/younger person with disabilities population of Cumbria which will allow people to remain active, independent members of the community for as long as they are able.

Within Cumbria the current over 75 population of 50,795 (2014 data) is forecast to increase by 38% by 2025, and by over 51% by 2030. By 2025 14% of Cumbria’s population is expected to be over 75. As a largely rural county, made up of many different communities we see the establishment of Extra Care Housing schemes, accessible across the whole of the county as a key aspect of our commitment of maintaining vibrant local neighbourhoods. In some locations we anticipate that the Extra Care Housing scheme will become the hub of the community, providing a focus for activity for reaching out beyond those who will live within it.

By 2020, numbers of younger adults aged 18-64 known to social care services are expected to fall slightly and overall by around 10% by 2030. However an increase in complexity has been recognised in younger adults with disabilities who are in transition between Children’s and Adult’s services, in particular people with multiple disabilities and others who present with behaviours that challenge.

For many people, Extra Care Housing is the ideal solution as it means that they live in a home of their own, can stay together as a couple even with different levels of need, live as part of a supportive environment, in a location situated in the heart of the local community, but with the added reassurance that help is at hand. Extra Care Housing allows people to move out of houses, where they are finding it difficult to cope, into a home where they can be secure and live independently. In some situations Extra Care Housing also allows people to move out of residential care and return to independent living.

Supported Living also means living in your own home, whether as a homeowner or more often as a tenant. This model may be delivered on a range of scales from supporting an individual in a single property to a number of individuals as part of a Supported Living scheme. Supported Living enables people to move out of a family home or residential care setting into a safe environment with appropriate space and facilities.

In Cumbria, Extra Care Housing and Supported Living accommodation will be part of a continuum of care and support solutions, ranging from support within communities and care for people in their own homes, specific retirement accommodation with or without care, to high-level residential and nursing care.

1.2 The Benefits of Extra Care Housing and Supported Living Schemes

Extra Care Housing and Supported Living schemes have many benefits, both for the people who live there, and for the wider community. These benefits cover a wide range of areas, including:

- Increased financial autonomy and flexibility for people
- The promotion of greater independence, wellbeing and choice for people
- Providing a security of tenure through tenancy agreements or ownership
- Flexible care and support on-site
- Spacious personal living spaces compared to a traditional residential care home
- Reducing social isolation by providing communal spaces and activities onsite and/or support to access the community and mainstream groups or activities
- Shared ownership/outright ownership enables the protection of capital assets (ECH only.)

In order to help achieve these benefits for tenants and for the wider community Extra Care Housing schemes have a range of facilities available, including communal lounges, restaurants/dining facilities, meeting areas, assisted bathrooms, accessible outside space, space for personal facilities such as hair salons and podiatrists, accessible buggy stores and laundry facilities.

1.3 Extra Care Housing and Supported Living Delivery Programme

Cumbria County Council (the Council) has an ambitious strategy to transform the provision of services for older people across the county by increasing the availability of Extra Care housing schemes. By facilitating the development of new schemes across a range of tenures, the aim is that by 2025 Extra Care housing will be a viable option of choice for all older people across the county.

The Council's Commissioning Strategy for Care and Support delivered by Adult Social Care (2016-2020) commits to reducing the number of residential care placements, reshaping of Learning Disability and Mental Health services to ensure a focus on recovery and independence so that people may progress into independent housing.

To deliver these strategic aims, the Council has agreed to establish a capital fund to facilitate the development of the 'social housing' element of Extra Care Housing and Supported Living schemes. To ensure that all opportunities to deliver are maximised, two different delivery methods have been identified. These are:

- The Cumbria County Council Framework Agreement for the Provision of Extra Care Housing and Supported Living Accommodation in Cumbria.
- The Capital Grant Award programme

The Framework will be used to call for sites, or develop existing Council owned sites in areas the Council has identified as key areas based on levels of need. Through this framework the Council will be offering the opportunity for framework providers to develop and manage Extra Care Housing/Supported Living Accommodation.

Our grant funding programme is an opportunity for potential providers to come forward with proposals for Extra Care/Supported Living development (see award criteria below). A grant will only be made available to support the capital costs of the development of a proposed scheme. It cannot be used to support any ongoing requirement for revenue support.

The Council may take a view as to whether the scheme would benefit from the provision of an ongoing care and support service. If a care and support service is required, this may be procured alongside the grant award programme, in accordance with the Council's contract procedure rules and advertised via The Chest (The Council's e-Tendering portal) www.the-chest.gov.uk.

2. Processes and Timescales

2.1 The Grant Process

Application 'windows' will be opened periodically during the lifetime of the grant programme and applications for grant funding can be submitted at any time during these windows. All applications should be submitted on the 'Grant Fund Application Form' detailed on the Council's website.

All applications will be reviewed by the Extra Care Housing Board and submitted for final approval by the Corporate Director Health, Care and Community Services.

2.2 Timescales

This grant programme will initially be open for applications for up to 8 years from late 2017 to March 2025. Any variation to, or extension to this period will be published via the Council's website, giving no less than 28 days notice of any such change.

2.3 Grant award

Funding for this Grants Programme comes from the Council's capital programme budget. An initial £4.24 million has been allocated to Extra Care Housing/Supported Living of which £2 million has initially been allocated to the grant programme. The Council is not obliged to allocate any of the funding in its capital programme to Extra Care Housing/Supported Living development or award any grant funding during the period of this programme if no suitable proposals are forthcoming.

Any such payment made under the terms of this grant funding programme will be on the basis of the 'Grant Funding Agreement' which is made available on the Council's website, subject to appropriate variations.

3. Grant requirement

3.1 Criteria for Grant fund

The opportunity for utilising a grant funding approach has been identified in those circumstances where the following criteria apply:

- a) The Council is not engaged in an ongoing procurement process for Extra Care /Supported living accommodation, in the immediate geographical area
- b) The site identified for development in the grant bid is in the ownership of the applicant organisation, or the applicant organisation has an agreed option to buy
- c) The proposed development is in an area of identified need, in accordance with demographic data published on the Council's website
- d) The requested grant is required to ensure that the proposed development offers increased choice of social housing tenure (low cost rental accommodation and low cost home ownership accommodation)
- e) The strategic housing authority has been consulted on the proposed development.
- f) Access to any rented accommodation will be made in consultation with the Council (ref. Grant Funding Agreement)
- g) In Extra Care housing the provider aims to deliver a scheme for tenants of mixed care and support needs to the ratio of a third (needs (0-7 hours per week), a third (8 -14 hours per week) and a third (15 hours plus)

- h) In Supported Living accommodation the provider aims to deliver accommodation with an environmental specification appropriate for tenants with identified care and support needs.
- i) The proposed scheme will deliver a demonstrable benefit to the wider community
- j) The proposed scheme scores the minimum required score on the Council's Extra Care Site Suitability Analysis Tool as set out within the guidance noted within the tool itself

3.2 Criteria for selection

All applications received which meet the above criteria will then be assessed by the Council to ascertain the level of any grant award which may be made.

In assessing any scheme proposed the following criteria will be considered:

- a) Total Scheme Costs
- b) Other funding secured
- c) Funding required from the Council as a percentage of the Total Scheme Costs limited to a maximum contribution determined on a case by case basis.
- d) Total costs per unit (i.e. flat/apartment)
- e) Council funding per unit (i.e. flat/apartment)
- f) The proposed weekly rental costs of social housing (i.e. low cost rental accommodation as defined in section 69 Homes and Regeneration Act 2008) and approach to annual increases
- g) Any such other considerations that the Council may consider appropriate in the circumstances of the specific proposal under consideration.

The Council reserves the right to review an organisation's ability to deliver the scheme being proposed, including requesting and reviewing a financial check on a proposing organisation, before grant funding is released.

3.3 Eligibility

Applications for grant funding will be considered from any organisation or partnership of organisations which is engaged in the development of an Extra Care Housing/Supported Living scheme for older people and or younger people with a disability which will meet the criteria set out at 3.1 above.

4. The Application Process

4.1 How to apply

- a) Download the Grant Fund Application Form and the Site Suitability Tool from the Council's website.
- b) Complete the Grant Fund Application Form giving details of your organisation, the site in question and brief details of the proposed development (size, tenure mix, predicted costs, current position of planning permission)
- c) Complete the Site Suitability Analysis Tool using the guidance within the document.
- d) Send both documents to the Extra Care team e-mail: ECH_SLdevelopment@cumbria.gov.uk and any additional information you believe will allow the team to evaluate against the criteria set out at 3.1 above.

The Extra Care team will review your application against the criteria and will advise whether or not your application will be progressed for approval by the Extra Care Housing Board.

If your application is accepted for progression to the Extra Care Housing Board you will be requested to provide the supporting information detailed in 4.2. You should not provide this information unless requested.

4.2 Supporting documentation

- a) A map showing the proposed site, including details on the location, size and any known restricted covenants
- b) Information on planning permission if available
- c) Documentation showing the organisations board approval for the project
- d) Information on other sources of funding already secured, or in the process of being secured.
- e) Statement as to ownership of land
- f) Certificate of Title (in form prescribed by the Council) or evidence of option to purchase
- g) Financial model (based on Microsoft Excel format) for scheme development see section 3.2.

Please note, any Grant Funding Agreement will not be signed and entered into until the Corporate Director Health, Care and Community Services approval has been granted and until ownership of the land has been confirmed. Please ensure you are fully aware of its contents. A scheme specific grant agreement will be issued by the Council following formal approval.

4.3 Inducements

The Council operates a Code of Conduct for its officers. Full details of these are published as part of the Council's Constitution and standing orders. Offering an inducement of any kind in relation to obtaining this or any other grant with the Council will disqualify your application from being considered and may constitute a criminal offence.

4.4 Costs and Expenses

You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your proposal whether or not your proposal is successful.

4.5 Feedback

Feedback will be available to unsuccessful applicants on request.

4.6 Freedom of information

The Council is subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. Accordingly, all information submitted may need to be disclosed in response to a request for information. If you consider that any of the information included in your application is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive or submit information marked as 'confidential', this is of indicative value only and the Council may still be obliged to disclose it if a request for information is received.

4.7 Funding

As outlined above, the result of any grant application will be subject to the approval of the overall business case by the Council's Corporate Director for Health, Care and Community Services.

Once the business case has been agreed, funding agreements can be drawn up. The funds payable by the Council as part of the grant will be available to draw down in phases - see template Grant Funding Agreement.

Following completion of the development, should the provider cease to use the property for Extra Care housing or Supported Living during the term of the Grant Funding Agreement, the Council may require the grant funding or part of it to be repaid – see template Grant Funding Agreement.

The Council shall require a restriction in its favour to be placed on the registered title to the site and may require the provider to grant the Council a legal charge.

4.8 Publicity

Where Grant Funding is agreed, the Council expects that its logo will be used, in accordance with its corporate identity guidance, on all publicity and site hoardings produced or used in relation to the scheme for which the funding was released. In addition the grant recipient will be required to enter into a joint communications plan with the Council. For more information relating to publicity requirements, please refer to the template Grant Funding Agreement.

4.9 Management information

Throughout the term of the Grant Funding Agreement, the Council may require information in order to assess the successful outcomes of the grant funding programme. These may include, but are not limited to:

- a) Consultation with potential residents and the local community
- b) Information on the number of units rented at 'social housing rent'¹ level and/or sold
- c) Uptake of the communal facilities and activities
- d) Level of tenants' care and support needs

¹ As defined in sections 68 & 69 of the Homes and Regeneration Act 2008 – see glossary

4.10 State Aid

If the Council is required to recover any amount of overcompensation (as described in the 2011 Decision of the Commission of the European Communities in relation to public sector compensation granted to certain undertakings entrusted with the operation of services of general economic interest or under other legislation) the provider shall repay, and the Council will be entitled to recover, any such amount from the provider.

For the purposes of the 2011 Decision, social housing is considered to be a Service of General Economic Interest.

5. Guidance for applicants

5.1 Cumbria County Council Strategic aims and objectives

For more information on Adult Services strategic aims and objectives, please see the Council's website:

- Extra Care Housing and Supported Living Strategy 2016-2025
- Commissioning Strategy for Care and Support delivered by Adult Social Care 2016-2020

5.2 Site Suitability Analysis Tool

One of the key principles of Extra Care Housing/Supported Living is that it needs to be situated in the community, close to local amenities and facilities to ensure that people within the scheme are able to stay independent and involved members of that community for as long as possible.

One of the tools used to assess the suitability of a site is the 'Site Suitability Analysis Tool' developed by Hampshire County Council and adapted by Cumbria County Council. This tool looks at a locations position relative to a number of key local facilities which are considered to be important to older people when looking to move to an area. The model then scores the distance of the site to each of the criteria. All distances are 'as travelled' using available road and path access, rather than 'as the crow flies'. To help ensure that there is a greater chance these amenities will be accessible from the scheme, the scores are then adjusted to take account of the height difference between the site and the town centre. The final, result is achieved by adjusting the scores to ensure that those criteria considered more important by potential users are given a higher consideration.

The Site Suitability Analysis Tool will be used to assess your grant application as a way of assessing the appropriateness of a site location against fixed criteria. The current version of the tool is available on the Council's website to allow people making an application for grant funding to assess their sites against the criteria.

5.2 Site Suitability Analysis Tool

One of the key principles of Extra Care Housing/Supported Living is that it needs to be situated in the community, close to

5.3 Areas of need

Please see the Council's website for more information on the Council's review of the levels of need for Extra Care housing across Cumbria.

5.4 Interactions with other Cumbria Extra Care/Supported Living funding Streams

The Council will not consider applications for grant funding in areas where it is engaged in an ongoing procurement process for Extra Care Housing/Supported Living. For more information on which areas may be covered by this at any one time, please see the Council's website.

5.5 VAT

A grant of money to an organisation will normally be outside the scope for VAT.

Applications should specify costings exclusive of VAT and identify separately any irrecoverable VAT that will be incurred by an organisation. Reference should be made to Her Majesty's Revenue and Customs for VAT queries.

Glossary

Social housing - Section 68 Housing and Regeneration Act 2008 defines 'social housing' as low cost rental accommodation and low cost home ownership accommodation.

Section 69 defines low cost rental accommodation as: accommodation is low cost rental accommodation if–

- (a) it is made available for rent,
- (b) the rent is below the market rate, and
- (c) the accommodation is made available in accordance with rules designed to ensure that it is made available to people whose needs are not adequately served by the commercial housing market.

