

# Accessible Vehicle Funding

## Policy Manual

June 2015

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Department of Seniors,  
Wellness and Social Development

**Available in alternate formats, upon request:**

Accessible Vehicle Funding  
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Confederation Building  
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Accessible Vehicle Funding supports [Access. Inclusion. Equality. Provincial Strategy for the Inclusion of Persons with Disabilities in Newfoundland and Labrador.](#)

## 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 individuals who have mobility disabilities. It is particularly difficult in many rural areas where accessible transportation options do not exist, limiting opportunities for community engagement and employment.

Accessible Vehicle Funding supports the vision of the Provincial Strategy for the Inclusion of Persons with Disabilities in Newfoundland and Labrador: “Newfoundland and Labrador will be a fully inclusive province where people with disabilities have the same opportunities and choices on an equal basis as others”. Specifically, it supports Goal 3.3 “To increase accessible and affordable transportation options throughout the province” and Goal 4.1 “To reduce the financial costs associated with having a disability for individuals and/or their families”.

## Scope

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

- 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 applicant may be adapted;
- the applicant must not be eligible or have received funding for the same purpose under another government program or from insurance or compensation benefits; and
- vehicles funded under this program may be purchased or retrofitted outside the Province.

## Eligible Funding

### Accessible Vehicle Funding:

- provides maximum funding of \$25,000;
- is income tested to determine applicants' financial eligibility;
- provides 100 % funding up to \$25,000 to eligible applicants with annual net incomes of \$46,500 or less;
- provides partial funding for eligible applicants with annual net incomes between \$46,500 and \$64,000;
  - uses a sliding scale formula to determine the amount of funding for which the applicant is eligible (See Appendix A – Sliding Scale Calculation); and
- considers disability-related costs, not currently covered by another funding source, when determining financial eligibility (See Appendix B – Disability-Related Costs).

## Eligible Costs

### New Retrofits

- Grants toward the purchase or installation of eligible accessibility features 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.
- Approvals reflect the most cost effective option whenever possible.

### Existing Retrofits

- Partial grants toward previously retrofitted vehicles are based on current value of the retrofit. Retrofit values are calculated at a percentage of the original retrofit.
  - Retrofit value must be determined by a certified supplier and provided with the application.
- A quote from a certified supplier for new or existing retrofits is required with the application.

## Other

- Partial grants are applied toward the cost of a new vehicle manufactured with accessibility features incorporated in its design (For example MVI vehicles, manufactured in Quebec, are designed with a ramp built into its frame).

Any cost incurred prior to the date of the application approval is **NOT** eligible for funding.

## Application

### Procedure

#### Applications:

- can be downloaded online  
[http://www.swsd.gov.nl.ca/disabilities/accessible\\_vehicle\\_funding.html](http://www.swsd.gov.nl.ca/disabilities/accessible_vehicle_funding.html)
- can be requested by email, fax, mail or phone/ TTY; and
- are submitted to Accessible Vehicle Funding, Department of Seniors, Wellness and Social Development. (See Appendix C – Contact Information)

One quote from a certified supplier for new or existing retrofits is required with the application.

Approvals will reflect the most cost effective option whenever possible.

#### 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 letter is sent to the applicant.

## Review and Recommendation

### Criteria

Each application submitted is reviewed and processed in the order (date and time) in which they are received, and based on the following criteria:

- meets funding objective;
- meets stated eligibility requirements; and
- availability of funding.

Approvals are subject to the availability of funding.

## Notification

Applicants who meet the eligibility criteria are:

- informed in writing of their approval and the maximum amount of funding for which he/she qualifies;
- provided a breakdown of approved equipment and services; and
- provided a funding contract.

Applicants who do not meet the eligibility criteria are:

- informed in writing; and
- able to receive feedback on the application (See Appendix C – Contact Information).

Applicants with incomplete applications are:

- informed in writing; and
- 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 Seniors, Wellness 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:

- **Individual:** Payment issued directly to 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 work must be signed off by the applicant as satisfactory.)
- **Company (Vendor):** Payment issued directly to the company (vendor) providing the equipment/completing the retrofit and/or providing maintenance on existing retrofit.

Payment in a grant form is issued to the company (vendor) as follows:

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

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

## Evaluation and Monitoring

Information is gathered for purposes of evaluation. This information helps with monitoring whether the funding is meeting its objective, and to what extent. It is also used to determine changes that may be required.

This information includes:

- number of applications received by region; and
- identified change for applicants with respect to the funding objective and whether:
  - transportation has become more accessible;
  - there is increased access to programs and services; and
  - there is increased participation in opportunities, employment and/or events.

## Appendix A

### Sliding Scale Calculation

#### SAMPLE:

The following sample shows how the amount of funding would be determined for an applicant who has an annual net income between \$46,500 and \$64,000. A sliding scale formula is used to determine the amount of funding for which the applicant is eligible. The sample below is provided only to show how funding is determined using the formula.

#### Sample applicant:

- meets the funding eligibility;
- has requested \$25,000 in funding;
- has an annual net income of \$60,000 (before disability-related costs are considered); and
- has provided documentation of \$10,000 in disability-related costs.

#### Income calculation:

- annual net income of \$60,000 less \$10,000 eligible disability-related costs results in an annual income of \$50,000.

#### Funding calculation:

$$\frac{\$64,000 - \$50,000}{\$64,000 - \$46,500} \times \$25,000 = \mathbf{\$20,000} \text{ (amount of funding approved)}$$

#### NOTE:

In the sample calculation:

- \$46,500 represents the maximum annual net income to be eligible for full funding;
- \$64,000 represents the maximum annual net income to be eligible for partial funding; and
- \$25,000 represents the maximum grant amount available to eligible applicants who meet the financial criteria.



## Appendix B

### Disability-Related Costs

When applying for the Accessible Vehicle Funding, an individual can choose to have disability-related costs considered when his or her financial eligibility is being determined. In the application, the applicant must provide a list of any disability-related costs he or she wishes to have considered.

This list would only include disability-related costs that are not currently covered by another funding source such as federal or provincial government programs, insurance company, etc. The disability-related costs must be direct costs that were incurred within the last income tax year.

Examples of eligible disability-related costs include, but are not limited to:

- assistive devices (such as adapted communication systems, mobility aids, respiratory devices)
- support services (such as attendant services, respite, therapy services)
- health care (life alert systems, diabetic supplies, ostomy supplies)

Supporting documents verifying each disability-related cost listed in the application must be attached to the application as follows:

- official itemized receipts for payment that include:
  - customer name
  - items or services purchased
  - date of purchase
  - amount of purchase
  - name and contact information for vendor or service provider

## Appendix C

### Contact Information

Applications can be downloaded from the government website at: [http://www.swsd.gov.nl.ca/disabilities/accessible\\_vehicle\\_funding.html](http://www.swsd.gov.nl.ca/disabilities/accessible_vehicle_funding.html) or requested (see contact information below).

Completed applications can be submitted by:

Email: [accessiblevehicle@gov.nl.ca](mailto:accessiblevehicle@gov.nl.ca)

Fax: (709) 729-6237

Mail:

Accessible Vehicle Funding  
Department of Seniors, Wellness and Social Development  
PO Box 8700  
3rd Floor, West Block  
Confederation Building  
St. John's, NL, A1B 4J6

Requests of alternate formats or any questions regarding funding or the application process can be made by:

Email: [accessiblevehicle@gov.nl.ca](mailto:accessiblevehicle@gov.nl.ca)

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