



## Program Overview

Funded by the Ontario Government Ministry for Seniors and Accessibility, March of Dimes Canada's Home and Vehicle Modification Program provides funding for basic home and / or vehicle modifications. By reducing or eliminating physical barriers which create life safety risks, modifications, adaptations, and devices enable children and adults with mobility restrictions to continue living in their homes, avoid job loss, and participate in their communities.

The HVMP provides funding for basic and essential solutions directly addressing physical barriers within a home explicitly related to an applicant's disability and current mobility restrictions. Any items prescribed and or quoted not directly related to accessibility and removal of barriers will not be funded by the program and will be the applicant's responsibility.

There is no guarantee of funding upon application to HVMP. Funding will depend on the dollars available, and eligibility of the request and applications will be prioritized based on the assessed needs of the applicant.

The Program **will not approve reimbursement** of any cost for modifications made prior to authorization from the program.

### An eligible Applicant must:

- be a permanent Ontario Resident. Temporary residents and visitors (e.g. tourists, students, foreign workers on a work permit, etc.) are not eligible.
- be in financial need, income of under \$60,000
  - Under 18 is the Applicant's Parent(s)/Guardian(s)' combined income
  - Over the age of 18 is the Applicant and Applicant's Spouse/Life Partner's combined income
    - Applicants (and their spouses / life partners/ guardians if applicable) with an annual income over \$35,000 are required to contribute towards the cost of the modification(s).
- have a permanent ongoing or recurring disability that impedes mobility and results in substantial restrictions in activities of daily living (eating, bathing, toileting, transferring, and mobility) and/or getting in and out of your home to access essential medical care or community services
- be a homeowner who meets the program eligibility criteria who is applying for a modification to their home  
*OR*
- be a homeowner who is applying for a modification to their home on behalf of a family member who meets the program eligibility criteria.
  - If you are a homeowner applying on behalf of a family member, you must include written consent for the requested modification(s).

### If eligible, you may apply for:

- Up to \$15,000 lifetime maximum for home modifications, adaptations and devices



### Home Modification (Construction) Projects

Please note that equipment is often the most basic and essential solution to removing barriers. Construction projects will only be considered as a **last resort** and must be recommended by an Occupational Therapist (OT). In order for a construction project to be reviewed for eligibility, an OT must detail basic and essential equipment that has been trialed and explain why it was not suitable.

During construction, if any issues arise such as but not limited to water damage, mold, mildew, termites, items not to provincial code or safety standards, any electrical or plumbing issues those are the responsibility of the homeowner, not March of Dimes Canada.

Home Modification (Construction) Projects:

- Widening of doors and/or replacement of conventional doors by sliding or folding doors
- Kitchen adaptations
  - i.e.: rearrangement and lowering or raising of kitchen equipment and cupboards
- Wet room with universal design principles instead of conventional bathing/toileting designs.
  - i.e., zero-threshold shower, door widening, waterproof shower panels, grab bars, handheld shower on a slide bar, anti-slip flooring, wheelchair accessible sink, accessible toilet
  - Requests for bathroom modifications which are not directly related to accessibility and removal of barriers will not be funded by the program and will be the applicant's responsibility.
  - Please be advised, when a bathroom modification is required, but the bathroom structure cannot accommodate a zero-threshold (i.e. no step) shower, the Program would only consider funding transferable equipment (e.g. a portable roll-in shower) as recommended by an Occupational Therapist.

### Ineligible Requests

The Program is **not able to consider**:

- the purchase of a home
- construction projects for newly built homes
- cosmetic improvements, upgrades or repairs to the home
- the construction of additional rooms
- a second accessible exit (not required by the Ontario Building Code)
- suction grab bars
- Walk-in Tubs
- Step-in / Walk-in shower
- Restocking Fees and Return Fees



## Required Documents

Please do not send original documentation as documents cannot be returned and remove / black out Social Insurance Numbers (S.I.N.) from all submitted documentation

- 1) A signed Application
- 2) Proof of Income
- 3) Occupational Therapist Letter of Assessment **or** Verification of Disability Form
- 4) Two Competitive Price Quotes
- 5) Proof of Home Ownership
- 6) Pre-photos including drawings and measurements

## 1. Signed Application

Please complete the application below and ensure it is signed by the applicant or the Applicant's active Power of Attorney or Substitute Decision Maker.

## 2. Acceptable Proof of Income

Applicants with a combined income **over** \$35,000 (up to a maximum of \$60,000) are required to submit:

- T1 General (Most current tax year)

Applicants with a combined income **under** \$35,000 are required to submit ONE of the following documents:

- T1 General (Most current tax year)
- social assistance (GAINS, ODSP, Ontario Works)
- Notice of Assessment from Revenue Canada (Most current tax year)
- Tax Summary for current tax year

## 3. Occupational Therapist Assessment

An Occupational Therapist (OT) must complete either an assessment letter OR a Verification of Disability Form available on our website ([www.marchofdimes.ca/hvmp](http://www.marchofdimes.ca/hvmp)). The letter must also include the following information:

- The client's disability
- What primary mobility device(s) the client is using in the home
- A description of how their disability impacts their ability to independently complete activities of daily living such as eating, bathing, toileting, transferring and mobility
- The recommendation of devices, adaptations and/or modifications and how they will remove the barrier.
- What internal and external supports (people or services) are available to the client.



For construction projects, the Occupational Therapist must **rule out all basic and essential options before recommending major modifications** and also detail the following information:

- A detailed list of equipment that has been trialed and why it was not suitable
- For Bathroom Modifications on the second floor: a description of the mechanics on how the client will manage the stairs safely and independently to access the bathroom located on another level, a description of the plan to address the level-to-level change within the home and the long-term plan for the client when they can no longer manage the stairs.

To find an Occupational Therapist (OT), ask your family doctor or contact Ontario Health atHome at 310-2222 (no area code required) who can recommend publicly funded OT services in your community. You can also find more information online about Finding an OT at:

<https://otontario.ca/find-an-ot/>.

#### **4. Two Price Quotes for Construction Projects**

Two competitive price quotes are required which detail the same scope of work being requested. For Bathrooms, a contractor may provide their own quote or can refer to the “Bathroom Scope of Work” resource available online or by contacting the Program. All quotes must include:

- the contractor or supplier’s name, address and contact information
- specifications or drawings (including measurements)
- a thorough description of the project with details of the work to be done
- separate line for applicable permit fees, if required
- separate line for each commercial product supplied, quantity, unit cost and applicable taxes
- separate line for all materials required, quantity, unit cost and applicable taxes
- separate line for all WSIB-certified subcontracted trades that will be required with cost and applicable taxes
- separate line for labour charges and applicable taxes
- a clear description of any warranties
- a work schedule, including start and completion dates
- who is responsible for clean up after the job is finished

All quotes for construction work must include **WSIB certificates** from those completing the work. MODC acts as a third-party payee; therefore, there is no exemption for residential construction work because the homeowner is not paying the contractor; MODC is issuing payment as a third-party payee.

Note: Any electrical work being completed must be done by a Licensed Electrical Contractor. This can be verified on the Electrical Safety Authority (ESA) website.

All contractors must be able to be paid via Electronic Funds Transfer (EFT).



**5. Proof of Home Ownership**

All applicants requesting construction projects are required to submit a Property Tax Bill for home being modified.

If you are a homeowner applying on behalf of a family member, you must include written consent for the requested modification(s).

Please note, if you are a condo owner, a letter from the condo board approving your construction project is required. Please refer to Section 98 of the Condominium Act. Any fees associated with condo board requirements are not covered by March of Dimes Canada.

**6. Pre-Photos, Drawings and Measurements**

For Home Construction Projects the following must be included:

- Pre-Photos of the entire space
- Drawings and measurements from the installer

**Sending in your Application with Supporting Documents**

Submit your completed and signed application with supporting documents to the Home and Vehicle Modification Program. Incomplete applications packages will not be processed for funding. One attempt will be made to contact the client or their primary contact person, if assigned, to secure missing information.

Please be advised that applications sent by mail are re-directed to a P.O. Box. There is no advantage to paying to send documents “with priority” or “by registered mail” as it will not expediate the receipt nor can the Program sign for receipt.

**Mailing Address:**

March of Dimes Canada  
595 Bradley Ave, Unit 202  
London, ON N6E 3Z8

**Email Address:**

[hvmp@marchofdimes.ca](mailto:hvmp@marchofdimes.ca)

**Phone:**

1-877-369-4867

**Fax:**

519-432-4923



**Type of Funding Request**

What are you requesting? *(please print)*

Is your request over \$15,000?  Yes  No

If yes, please note that the Program will provide up to \$15,000 for home modifications. Please identify what person, agency or organization will be paying the difference:

**Must complete box for Home Modification requests. Please answer from the perspective of the applicant.**

1. **Is your home:**  Owned  Rented\*  Owned by Family  
 \*If your home is rented, you are not eligible for home modifications (construction). You may apply for transferable equipment only.
  
2. **Type of Home:**  Bungalow  Back Split  Side Split  Two Storey  Town Home  Condo  Mobile Home  Apartment  Other:
  
3. **If you are applying for a bathroom modification, what floor is the bathroom on?**  
 Ground Level  Upper Level  Basement Level  Not Applicable

**For all requests, please complete the following questions. Please answer from the perspective of the applicant.**

1. **Is your disability or project the result of (check all that apply):**  
 A workplace Injury:  Yes  No  
 A Motor Vehicle Collison:  Yes  No



**Applicant Information** (please print):

This information helps us know how best to contact you about your application

<b>Date of Birth:</b>	
<b>First Name:</b>	
<b>Preferred Name (if different):</b>	
<b>Last Name:</b>	
<b>Pronouns:</b>	
<b>Mailing Address:</b>	
<b>City &amp; Postal Code:</b>	
<b>Phone:</b>	
<b>Email Address:</b>	
<b>Marital Status:</b>	<input type="checkbox"/> Married/Common-Law <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed
<b>Source of Income:</b>	<input type="checkbox"/> CPP/OAS <input type="checkbox"/> GAINS <input type="checkbox"/> ODSP/Ontario Works <input type="checkbox"/> Other: _____

**Please contact me in the following ways:**    Email     Phone Call     Mail Only

**Primary Contact Person:**

By listing a Primary Contact Person below, I acknowledge that **I, the applicant, will not receive any information** or correspondence about the outcome of my application and the person below is authorized to speak and make decisions on my behalf.

<b>First Name:</b>	
<b>Last Name:</b>	
<b>Pronouns:</b>	
<b>Your relationship to the Applicant:</b>	
<b>Mailing Address:</b>	
<b>City &amp; Postal Code:</b>	
<b>Phone:</b>	
<b>Email Address:</b>	

**Please contact me in the following ways:**    Email     Phone Call     Mail Only



**What best describes your reason for needing the requested modifications, only select one.**

Remove or minimize a life safety risk

**OR**

prevent hospitalization/institutionalization by assisting the individual to continue living safely in their home (with or without assistance)

**OR**

allow discharge from hospital/institution by assisting the individual to continue living safely in their home (with or without assistance)

**OR**

to seek or maintain employment

**OR**

allow a caregiver to meet the responsibilities of caring for a dependent with a disability (attend medical appointments, therapy, and community activities etc.).

**OR**

to support both children and adults to participate in developmental/community activities (Examples: to attend school, church, volunteer work, community activities, etc.).

**Permissions**

**I agree that March of Dimes Canada may contact me for the following reasons:**

(check all that apply)

Fundraising: To contact me about donating to March of Dimes Canada

Survey: To obtain feedback on services I receive from March of Dimes Canada

Opinion Poll & Research: To solicit my view on services or policies affecting people with disabilities

Receive Information: To advise me of new information, services or opportunities that may be of interest to me but are from third party companies, agencies, or service providers

Volunteer: To provide me with a volunteer opportunity

Do not contact me





## **Protection (Privacy) of Applicant Personal Information**

### **Purpose**

March of Dimes Canada (MODC) collects personal information for a variety of purposes including the delivery of services, fundraising, quality management, research, billing and meeting legal and regulatory requirements.

MODC utilizes several safeguard measures to protect personal information and keep it confidential and will not share any personal information with any third parties unless it is directly related to the delivery or enhancement of the services that MODC provides or unless a Canadian law requires it.

Personal information that is no longer required to fulfill the identified purposes will be destroyed, erased, or made anonymous. MODC has guidelines and procedures to prevent unauthorized access and to govern the destruction of personal information.

The full MODC Personal Information Protection (Privacy) Policy is available on the MODC website or by request.

### **Confirmation of Financial Need**

I confirm that I understand this is a means tested Program intended to serve Ontario residents in the greatest financial need. If any information I have provided is found to be intentionally falsified, I understand the Home and Vehicle Modification Program may restrict me from receiving financial assistance in the future and may take legal action and may require me to repay any financial assistance that is received.

\_\_\_\_\_ (Initial) I certify that I am in financial need and this application package is a true, complete and accurate representation of my financial status.



**Consent**

I fully understand the reasons March of Dimes Canada (MODC) has requested my personal information and I give consent to MODC to use my personal information for the purposes outlined. I also understand that I may withdraw my consent at any time, subject to legal or contractual obligations and reasonable notice, and that MODC will inform me of the implications of such withdrawal.

**Signature of Applicant:**

**Date:**

OR if signed by someone other than the applicant, please write your full name below:

\_\_\_\_\_

**(First & Last Name)**

I certify that I am the Applicant's Power of Attorney or Substitute Decision Maker