



## MINISTRY OF HOUSING & COMMUNITY DEVELOPMENT

### APPLICATIONS ARE OPEN FOR HOUSING ASSISTANCE PROGRAM FOR PERSONS WITH SPECIAL NEEDS

The Ministry of Housing & Community Development is now accepting applications for Housing Assistance Programme for Persons Living with Special Needs.

This retrofit program focuses on improving the accessibility for housing needs of persons living with special needs. The programme extends assistance up to a maximum grant of \$5,000 per applicant to upgrade their homes to meet the special needs such as the installation of ramps, handrails, accessible toilets including the installation of grab bars.

A total of fifty- seven applicants received assistance under the program in the last financial year with a total payout in excess of \$175,000. The Fijian Government has allocated \$250,000 for this program in the 2022-2023 budget.

To be eligible, applicants must meet all of the following requirements:

- Fijian Citizen;
- Registered member with the Department of Social Welfare;
- Annual Household income is \$30,000 or below;
- Has ownership for the house to be retrofitted (in the event of a minor - parent/legal guardian to be the owner of the house).

The Ministry urges those who intend to apply for the assistance under this programme to download the application from the Ministry Website at [www.housing.gov.fj](http://www.housing.gov.fj) OR to collect copies of the application form from:

- Ministry of Housing & Community Development Head Office at 33 Gorrie Street, Suva;
- Ministry of Housing and Community Development Lautoka Branch at 14 Tavewa Avenue, Lautoka (Housing Authority Building); or
- Legal Aid Offices located Fiji wide

Applicants are requested to submit their duly completed applications no later than 20<sup>th</sup> December 2022 with the following documents via email to [disability.assistance@govnet.gov.fj](mailto:disability.assistance@govnet.gov.fj) OR handover their applications to any of the above offices:

- Completed Grant Application Form;
- Birth Certificate;
- FRCS/FNPF Identification Card;
- Quotation from a reliable local hardware company;
- Support Letter from Department of Social Welfare;
- Proof of ownership of the house/Land
- Statutory Declaration confirming household income with documents to support (pay slip, etc); and Proof of Bank Details (Recent Copy of Bank Statement).

The Ministry would like to further clarify that this is a retro-fitting programme and accordingly does not cover building of new houses, extensions to existing houses, upgrading rented premises and informal settlements.

Applications shall be processed on a first come first serve basis.

For further clarification or information, please contact:

Shania Hussain on phone: 3309918, 9986711 or email [shania.hussain@govnet.gov.fj](mailto:shania.hussain@govnet.gov.fj) or Joseph Williams on phone 9906680 or email [joseph.williams@govnet.gov.fj](mailto:joseph.williams@govnet.gov.fj)

-ENDS-

**WARNING: Providing false information to Government is an offence under the False Information Act 2016. If you are found guilty of providing false information to Government, you may be fined up to \$20,000 or sentenced to imprisonment for up to 10 years.**

**HOUSING ASSISTANCE FOR PERSONS WITH SPECIAL NEEDS**

**APPLICATION FORM**

First Name  Other Name

Last Name  TIN No.

Email  Phone No.

Postal Address

Residential Address

Number of Members in Household

**Purpose of Grant Assistance**

<input type="checkbox"/>	Improvements to existing house facilities such as lowered kitchen counters and sinks, widened doorways, and wheel-in showers;
<input type="checkbox"/>	Upgrading of Accessibility (e.g. wheel chair ramp, widening house entrance); or
<input type="checkbox"/>	Upgrading of Sanitations (e.g. Bathroom/Toilet)
<input type="checkbox"/>	Other Type of assistance

Please specify

Total Annual Household income

**I Confirm that:**

- I am a Fijian Citizen
- I am a registered applicant under the Department of Social Welfare
- I have not applied for any other housing assistance programme
- Annual household income is \$30,000 or below
- Has ownership for the house to be retrofitted (in the event of a minor – parent/legal guardian to be the owner of the house)

## I Attach

<input type="checkbox"/>	Completed Grant Application Form
<input type="checkbox"/>	Birth Certificate / Citizenship certificate
<input type="checkbox"/>	FRCS/FNPF Identification Card
<input type="checkbox"/>	Quotation from reliable local hardware companies
<input type="checkbox"/>	Support Letter from Department of Social Welfare
<input type="checkbox"/>	Proof of ownership of the house (title/registered lease including the Agreement for lease /Notice to lease/Tenancy at Will/ Roko Tui's confirmation if the house is constructed within Registered Village Boundary). This grant shall exclude those renting others house or properties, vakavanua arrangements and any other informal arrangements.
<input type="checkbox"/>	Statutory Declaration confirming household income with documents to support (pay slip, etc) and Proof of Bank Details (Recent Copy of Bank Statement)
<input type="checkbox"/>	Statutory Declaration - have not been assisted previously through any other housing programme
<input type="checkbox"/>	Proof/source of additional funds, if total project cost exceeds \$5,000.00

### Terms and Condition:

I intend to avail the special needs assistance towards the improvement (accessibility) of my residential property.

I understand that a false declaration on this form will invalidate my application and may result in further legal action being taken against me.

**Name of Applicant:**

**Signature of Applicant:**

**Current Residential Address:**

**Postal Address:**

**Telephone/Mobile Contact:**

**Email Address:**

The Application Form can be downloaded from the Ministry website at [www.housing.gov.fj](http://www.housing.gov.fj) OR collected from any of the following office:

1. Ministry of Housing & Community Development Head Office at 33 Gorrie Street, Suva;
2. Ministry of Housing & Community Development Lautoka Branch at 14 Tavewa Avenue, Lautoka (Housing Authority Building); or
3. Legal Aid Offices located Fiji wide

Applicants may submit their applications with the supporting documents as listed above to Ms Shania Hussain on phone: 3309918, 9986711 or email [shania.hussain@govnet.gov.fj](mailto:shania.hussain@govnet.gov.fj) OR Mr Joseph Williams on phone 9906680 or email [joseph.williams@govnet.gov.fj](mailto:joseph.williams@govnet.gov.fj)

Applications can also be hand delivered to the **Ministry of Housing & Community Development @ 33 Korobasaga House, Gorrie Street, Suva.**