



Department
for Transport



Transforming Cities Fund

Transforming Cities Fund

Supplementary Guidance for Shortlisted City Regions: Tranche 2

Moving Britain Ahead

January 2019

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1. Introduction

- 1.1 This guidance is intended solely for use by city regions that submitted a proposal for the Transforming Cities Fund (“the Fund”) and were shortlisted in 2018 to progress to the co-development phase and invited to develop a business case for their package of proposals following a Call for Proposals¹. It covers how the co-development process will work and how the Department will select which proposals to fund in Tranche 2. This guidance also sets out the expected timetable for receiving business cases. It should be read alongside the [Call for Proposals guidance](#) published in March 2018.

Background

- 1.2 At Budget 2018² the Government announced that the Fund will be extended by a year to 2022-23. This will provide an extra £440 million to the city regions shortlisted for competitive funding, and a further £240 million will be made available to the six metro mayors with a devolved settlement. The Government also announced at Budget that two additional city regions will be shortlisted, taking the total to 12 shortlisted city regions. Preston and South-East Dorset were selected by the Secretary of State in December 2018 from those city regions that previously bid for competitive funding and met the eligibility criteria.
- 1.3 To support the Industrial Strategy Future of Mobility Grand Challenge, £90 million from the National Productivity Investment Fund will also be allocated to the Transforming Cities Fund to create up to three Future Mobility Zones. This will trial new transport modes, services, and digital payments and ticketing. £20 million of this has already been allocated to the West Midlands. More information on the process for allocating funding to Future Mobility Zones will be made available in due course.
- 1.4 In Tranche 2, the Department is inviting all 12 shortlisted city regions to develop their plans into packages of proposals, supporting longer-term programmes to be agreed in 2019-20. These will be scrutinised against our assessment criteria with funding awarded to proposals which demonstrate value for money.
- 1.5 In addition to the £50,000 development funding provided to each shortlisted city region, as part of the Government’s co-development offer, the Department will provide access to experts and constructive challenge, as appropriate, to support the development of business cases and maximise the value of investments. The level of funding to be awarded to shortlisted city regions will be agreed by the Secretary of State after these proposals have been fully scrutinised.

¹ <https://www.gov.uk/government/publications/apply-for-the-transforming-cities-fund>

² <https://www.gov.uk/government/publications/budget-2018-documents/budget-2018#productivity>

Funding available

1.6 The Fund is now £2.45 billion, of which £1.28 billion (which is entirely capital) is available to the shortlisted city regions over a 5-year period to 2022-23 as follows:

Competitive Fund	2018/19	2019/20	2020/21	2021/22	2022/23	Total
Capital (£m)	60	110	160	510	440	1,280

Table 1: 5-Year Funding Profile for Shortlisted City Regions

1.7 The Department will allocate funding via two tranches. The £60 million profiled for 2018-19 is focused on early-delivery small schemes and will be allocated via Tranche 1. In Tranche 2 the remainder of the Fund will support longer-term programmes.

Driving up productivity through improved public and sustainable transport investment

1.8 As part of the Government’s Industrial Strategy and the National Productivity Investment Fund, the Transforming Cities Fund aims to drive up productivity through improved connections between urban centres and suburbs. To do this, we will invest in infrastructure to improve public and sustainable transport connectivity in some of England’s largest cities.

1.9 Encouraging an increase in journeys made by low carbon, sustainable modes is a key objective of the Fund. Proposals which include cycling and walking will be viewed more favourably where they have been derived and prioritised using the [Local Cycling and Walking Infrastructure Plan \(LCWIP\)](#) process or equivalent. Proposals should demonstrate a clear link to the city’s emerging LCWIP or existing cycling and walking strategy.

1.10 Additionally, the Fund aims to support wider cross-cutting priorities such as:

- Improving access to work and delivering growth
- Encouraging the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility
- Tackling air pollution and reducing carbon emissions
- Delivering more homes
- Delivering apprenticeships and improving skills

1.11 Both tranches of the Fund will align to these objectives and proposals will be assessed against these when taking investment decisions with scrutiny placed on the quality of evidence given and proportionate analysis conducted.

2. Tranche 2: Main co-development programme

Co-design of bespoke packages of investment

- 2.1 Through co-development, we aim to speed up development of business cases and ensure that schemes are of the highest quality, resulting in a step-change in local public and sustainable transport connectivity with better access to jobs, reduced congestion and improved air quality.
- 2.2 The Department will work with shortlisted city regions as a ‘critical friend’ to co-develop packages of proposals to transform connectivity, providing support, guidance, constructive challenge, and advice where needed. Co-development will take place until all funding is allocated.
- 2.3 Multiplying the value of government investment is vital. We will encourage city regions to explore other possible sources of funding such as private and/or local investment to help fund schemes and deliver the best value for money. City regions should look to maximise the opportunities of increasing the overall funding envelope with these sources of funding to increase the transformational impact. Larger local commitments will strengthen the case for investment at assessment.
- 2.4 As part of the Government’s Industrial Strategy, we will encourage city regions to consider innovative approaches that harness the use of new mobility systems and technology as part of the Grand Challenge on the Future of Mobility³. Alongside the creation of Future Mobility Zones, all shortlisted cities are encouraged to consider innovative approaches and futureproofing plans as part of the Grand Challenge.

Level of support

- 2.5 Throughout the co-development process, the Department’s Area Leads will be the main point of contact for city regions, providing support and challenge in developing their plans, and acting as a link to the rest of the Department. Wider support will be tailored to meet the specific needs of each city region, and allocated proportionately based on the ambition, scale and complexity of projects. This could include providing:
 - Access to specialist advice to help develop projects, e.g. analysts and policy leads from the Department and other government departments, academia, research institutions, tech firms, etc.
 - Guidance on completing the business case, including producing an economic case
 - Support to establish a process of monitoring and evaluation meeting the objectives of the wider Fund

³ <https://www.gov.uk/government/publications/industrial-strategy-the-grand-challenges/industrial-strategy-the-grand-challenges#future-of-mobility>

- A community of practice where shortlisted city regions will have the opportunity to work with new partners, to build capability, and share ideas amongst each other and those Mayoral Combined Authorities that have already received a share of the Fund
- 2.6 Additionally, as part of the Transport Investment Strategy the Department has offered ‘to provide targeted support to local authorities to develop their bidding and delivery capability, to ensure that all areas have the potential to produce high quality bids and can realise the benefits that strong projects will unlock’. In recognition of this, the Department will allocate £50,000 to each city region in 2018/19 to support delivery of the Fund’s capital programme.

Allocation of funding

- 2.7 It is anticipated that proposed packages will consist of a range of small scale measures (“small schemes”) that will be locally assured, and larger scale measures (“large schemes”) that will require a more detailed appraisal or ‘retained’ by DfT in accordance with section 3.9 below.
- 2.8 To seek funding for the main programme of schemes, city regions should submit a draft programme-level Strategic Outline Business Case (SOBC) by 20 June 2019, setting out the broad objectives and plans for funding. This could include a range of small schemes (up to £40 million each) or large schemes (up to around £250 million each). The Department will provide feedback on draft SOBCs, which city regions should use to help formulate their final SOBCs before final submission on 28 November 2019.
- 2.9 The initial timetable for Tranche 2 is as follows:

Business case	Deadline
Submission of draft SOBC	6pm on 20 June 2019
Submission of final SOBC	6pm on 28 November 2019

Table 2: Timetable for Tranche 2 business case

- 2.10 Further details will be provided about timeframes for more complex proposals ‘retained’ for development.
- 2.11 Finalised programme level business cases could be submitted earlier than autumn 2019 depending on the complexity of the schemes proposed. Due to the five-year profile of spend, we will actively support accelerated delivery if proposed packages are ready and meet the Fund’s profile. The Department recognises that city regions will be at different levels of readiness to apply to the Fund. The process and timetable for handling submissions to the Fund has therefore been designed to not only deal with proposals coming forward of different complexity and scale, but allow for some early interventions to be made which will support a wider package of proposals.
- 2.12 There will be no guarantee of funding to shortlisted city regions if programmes are not sufficiently developed or fail to demonstrate good value for money. City regions should therefore consider how schemes could be made flexible enough to be scaled up or down to reflect the options available, and consider the best portfolio of interventions to make the most difference within their areas.
- 2.13 While funding allocations will be determined by the available budget and reflect consideration of all shortlisted city regions’ bids, we do not seek to specifically rank schemes against each other. Instead, our priority is to identify packages of investment for each city region which offer good value for money and are deliverable within the time frame. The Department is also open to business cases changing from the initial expression of interest, particularly if city regions can demonstrate further prioritisation on investment to maximise the value of the programme.

- 2.14 The Fund is not aimed at packages that simply deliver large numbers of unconnected smaller interventions across the board as these are unlikely to be transformational in their own right; it is seeking coherent programmes of interlinking interventions which will transform connectivity in key commuter routes in city regions. Government will support innovative approaches to deliver this, including new technology, engineering solutions and business models, as part of the Grand Challenge on the Future of Mobility.
- 2.15 The Fund is designed to deliver improved local public transport. Whilst it may complement, it is not intended to replace funding for work on the National Rail or Strategic Road Networks, which have other funding streams available for enhancements. However, packages which include, for example, improvements to National Rail stations and connectivity into multi-modal hubs will be encouraged and will be considered when assessing business cases and the amount of funding awarded.
- 2.16 The size of agreed funding packages, once approved, will be fixed. Should cost increases and/or delays occur, the Department will not provide additional funding and this will need to be accounted for within local budgets. There will be an expectation that funding is spent according to the approved funding profile. While we can consider some year-on-year flexibility of profiling, this is not guaranteed and we cannot guarantee any funding beyond 2022/23. It is therefore important that initial profiles are realistic and deliverable.

3. Assessment criteria

- 3.1 The Department will make decisions on proposals by considering the evidence presented to it in a business case, but will also have regard to the strategic objectives of the Fund and Government as set out at section 3.19 below. City regions may receive less or no funding for schemes if they fail to meet the assessment criteria.
- 3.2 The Department's assessment will be consistent with the [Transport Business Case process](#) covering strategic, economic, financial, commercial, and management cases.

Value for money

- 3.3 Value for money will be a key consideration in the assessment process. The schemes proposed in the business case need to maximise the overall benefits and seek to identify all the positive and negative impacts. It is also important to identify the main uncertainties in the value for money assessment, such as around the estimation of key impacts, and assumptions used in analysis. The principles for assessing value for money follow the guidance set out in DfT's [Value for Money framework](#).
- 3.4 Any evidence presented in the narrative of the strategic case should be consistent with the impacts identified in the economic case. There is recently published guidance on development of an economic narrative in section 5 of Unit A2.1 of [WebTAG](#).
- 3.5 Formal funding approval will be taken at a programme level, with all or most investment decisions on individual components of the package to be made locally in accordance with the city region's assurance frameworks. Assurance frameworks will need to have been signed off by the Department beforehand, ensuring that they meet at least the minimum standards as defined in the national [Local Enterprise Partnership assurance framework guidelines](#). This includes the expectation that only in exceptional circumstances should schemes with lower than "high" value for money be put forward (Benefit Cost Ratio above 2 and accounting for significant non-monetised impacts and key uncertainties.) The following assurance requirements must also be met:
 - Any individual scheme decision of £40 million or over, even if the Fund contribution is less than that, will also require the approval of the Department.
 - Individual scheme business cases and funding approval documentation must be made available to the Department on request.
 - The Department reserves the right to attend, with observer status, programme board meetings where funding approval decisions are being considered.
- 3.6 Investment packages should be prepared for low, medium and high funding levels. The above guidance may be used as an outline, but more depth will need to be provided to form a Strategic Outline Business Case (SOBC). A clear economic narrative should be set out to identify the impacts of the proposals, including identifying how costs and benefits from individual schemes can be ascribed to its particular geographic "corridor." Options assessment for the different packages and their respective funding should be included, with estimated Benefit-Cost Ratios and detailed identification of non-monetised impacts. Details should also be provided on the transport and economic modelling undertaken, alongside a Transport Economic Efficiency Table.

- 3.7 An [Appraisal Summary Table](#) will also be required for each business case to demonstrate that the full range of impacts has been considered. We would expect this to be proportionate i.e. non-monetised assessments for impacts considered to be neutral/marginal, as long as there is sufficient supporting evidence to justify this.
- 3.8 The quality of the analysis provided on scheme impacts will be assessed and may be a material factor in determining whether a scheme is selected. It will be the responsibility of the bidder to convince us in the business case (and any supporting material) that the analysis is fit-for-purpose, although we would welcome innovative approaches where they are robust and proportionate. Value for money will be assessed at a programme level as opposed to an individual scheme level. This will include the requirement to consider additional issues, such as further modelling to quantify the interdependencies between the schemes within the programme. Where this is not possible, qualitative narrative should be provided to outline the likely impacts. Further advice can be provided on this during the co-development phase
- 3.9 Promoters are required to submit a full appraisal in line with the Department's [Transport Business Case Guidance](#) and Transport Appraisal Guidance ([WebTAG](#)). For individual schemes over £40 million, business cases will also be expected to successfully progress through Outline Business Case (OBC) and Full Business Case (FBC) stages to be fully awarded funding, in line with existing guidance stated above. The Department reserves the right to automatically 'retain' any schemes which total over £40 million, and any other schemes, if lower, for which the Department believes further information would be helpful in deciding based on, for example, the level of complexity involved. These schemes would be 'retained' within a wider programme agreed at the SOBC stage which will then require Departmental approval at OBC and FBC before funding is released.

Financial requirements

- 3.10 The Department wishes to see local commitment to the proposed scheme. All proposals must therefore include a private and/or local financial contribution towards the overall costs of the measures put forward. City regions must identify whether the private and/or local contribution will come from local authority sources or external partners and the private sector, including transport operators. While we will consider the business case in the round, the greater the overall local contribution towards the costs and the more the contribution is from the private sector and other external organisations, the more positively the business case will be considered in the assessment process.
- 3.11 The proposals will need to explain how the measures will be viable and benefits maintained and sustained beyond the period of the Fund without further long term DfT financial support, for example assessing how likely it is that expected revenues will at least cover any operational, maintenance and renewal expenditure. Where the measures are not expected to become fully financially viable in the short term, the basis for provision to be sustained after the Fund period should be explained and the expected local authority and/or external sources of future funding support stated and quantified.
- 3.12 Responsibility for estimating and controlling all project costs lies entirely with the shortlisted city region. The Department will not consider any requests for increased funding.
- 3.13 A detailed cost breakdown should be provided, clearly showing the costs of each programme element. All successful Tranche 1 components should be clearly identifiable where they are already in receipt of grant funding. Cost breakdowns should include all information outlined in the example set out in **Annex A** below.

Commercial case

- 3.14 The commercial case provides evidence on the commercial viability of a proposal and the procurement strategy that will be used to engage the market. It should clearly set out the financial implications of the proposed procurement strategy and the rationale for the recommended procurement option. It presents evidence on risk allocation and transfer,

contract timescales and implementation timescale as well as details of the capability and skills of the team delivering the project and any personnel implications arising from the project.

- 3.15 Where the implementation of programmes involves partnership working, for example with transport operators or the community and voluntary sector, bids should indicate the authority's broad expectations for how risks would be shared between the parties involved with clear responsibilities identified for roles and risk management.

Deliverability

- 3.16 We would expect the following to be put in place and demonstrated in the management case:

- An overarching programme plan and implementation strategy, showing relevant sequencing of projects in the portfolio and associated risks. This should include a plan for stakeholder management, communications and benefits realisation.
- A well-documented and consistent governance regime, which includes decision making and reporting arrangements. This should set out evidence of previous delivery track record and any 'lessons learnt' approaches for similar schemes or programmes. This should also include board membership and any other committee oversight, including key roles and responsibilities (and any vacancies).
- Identification of dependencies and their associated risks. An implementation strategy and governance arrangements must ensure that dependencies are managed and takes account of how decisions are made across partnerships. This could include a dependency network map. The overarching programme plan should cross-reference the risk register to explain planned risk mitigations.

- 3.17 Procurement is also important and proposals that involve lengthy or complex procurement processes may struggle to meet the delivery timeframes of this Fund. The Department therefore expects that promoters will demonstrate how the use of existing framework contracts can deliver both value for money and an expedited delivery schedule.

- 3.18 Promoters must be able to demonstrate that they have a sound implementation strategy for delivering each component of the package. The business case should detail how implementation will be managed within the city region and clearly identify the roles, responsibilities and the level of involvement of any partnership bodies in the delivery process. There should be a clear statement of senior level support from any partner organisations.

- 3.19 The Senior Responsible Owner for the programme should be identified and details of the programme management arrangements should be provided. This should be consistent across the programme, with senior programme members identified and roles explained.

- 3.20 All applications should include a description of the key risks to delivery and planned measures for managing those risks. Output milestones should also be included to measure progress towards delivery of the package components to time and budget over the period to be covered by the funding. These milestones should be measures that city regions readily identify with in monitoring progress on a local public and sustainable transport project and the many strands within it. The Department will, in assessing proposals, consider how far the proposed milestones are both ambitious and realistic. A risk management strategy should be in place and described. The risk register should show a residual risk rating once the described mitigating actions are considered.

- 3.21 Subject to other criteria in this guidance being met, schemes that can demonstrate the potential for early delivery may be prioritised over schemes which are expected to complete towards the end of 2022/23. Statutory powers, if required, should either be in place or be sufficiently advanced to allow delivery in this timeframe. The Department reserves the right to fast track decisions on individual schemes within a programme, based on the quality of business cases received and the potential for early delivery.

Summary of evidence required

3.22 The table below provides an illustrative guide, setting out how city regions should present their evidence across each of the five cases of the Transport Business Case model. Where possible, it would be advantageous for city regions to include an underlying narrative for the individual schemes on a corridor basis:

Type of case	Required evidence
Strategic case	<p>Evidence of how far the proposals meet the core policy objectives of the Fund to:</p> <ul style="list-style-type: none"> Invest in new local transport infrastructure to boost productivity Improve public and sustainable transport connectivity Improve access to employment sites, Enterprise Zones, development sites, or an urban centre that offers particular growth/employment opportunities <p>Please see guidance from the Rebalancing Toolkit which is designed to help authors of strategic cases assess how a programme or project fits with the objective of spreading growth across the country. Any evidence presented in the narrative of the strategic case should be consistent with the impacts identified in the economic case.</p>
Economic case	<p>An appraisal of the economic impacts of the proposals, such as user benefits, but also encompassing evidence on wider impacts consistent with the principles of WebTAG, e.g. increasing access to employment through greater connectivity between workers in suburbs and city centre firms⁴, unlocking housing⁵, or how interventions could contribute to reducing deprivation or improving the urban realm.</p> <p>It is expected that not all impacts will be monetised at draft SOBC stage, especially for wider benefits ascribed to small schemes. Where this is the case, the business case should set out the non-monetised impacts narrative around the benefits with appropriate supporting evidence. A proportionate approach should be adopted, for example the use of supplementary economic modelling is not encouraged for an SOBC.</p>
Commercial case	<p>A description of the level of market engagement and procurement strategy for the packages. Proposals that involve lengthy procurement processes may struggle to meet the delivery timeframe of this Fund.</p>
Financial case	<p>Evidence on financial sustainability, project costs and affordability. This should include a funding profile, broken down by the total scheme cost, Fund contribution, total public sector contribution and any other local and/or private contribution. It should also include accepting financial responsibility for the project going forward and background on source of any local contributions, and how funding has been secured.</p> <p>Confirmation from promoter's Section 31 Officer that the authority has the available funds to meet the total local funding contribution.</p>
Management case	<ul style="list-style-type: none"> Overarching delivery plan and implementation strategy with clear timetable for delivery Governance regime, Senior Responsible Owner, roles and vacancies Risk management strategy, including dependencies. Evidence on the delivery arrangements for the project, including a description of risks. Evidence of delivery track record on previous, similar projects. Evidence of a 'lessons learnt' approach for previous schemes/programmes.

⁴ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/725179/tag-unit-a2-3-employment-effects.pdf

⁵ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/712890/tag-unit-a2.2-induced-investment.pdf

Meeting the Fund's Objectives

3.23 Through co-development, and during assessment, we will aim to sift out schemes which fail to meet the overarching objectives of the Fund, before any other factors are taken into account. In doing so we will be strongly guided by the following factors:

Proposals **must meet** both of the following objectives and assessments will be made of the extent to which proposals deliver against each of the criteria:

- focus on improving capacity on commuting trips, access to employment centres, enterprise zones and development sites, improving reliability, and supporting economic growth; and
- reduce carbon emissions, for example by bringing about an increase in the volume and proportion of journeys made by low carbon, sustainable modes including walking and cycling. We would expect this approach to be proportionate, for example, proposals will be assessed more favourably if city regions use existing tools such as the [webTAG Active Mode Appraisal Tool](#) guidance, but we would accept additional evidence provided from case studies or emerging planning tools such as the [Propensity to Cycle Tool](#) to make assumptions about mode shift. These could cover existing government targets as well as more ambitious scenarios and how they could lead to additional health benefits on top of carbon impacts.

Proposals which in addition meet some or all of the following objectives will be favourably considered in the assessment process:

- help to deliver wider social and economic benefits for the community (e.g. improving skills and use of apprenticeships, accessibility and social inclusion);
- support housing delivery;
- bring about improvements to air quality, particularly to support compliance with legal limits in those areas where NO₂ exceedances have been identified and are in the process of developing plans; and
- align to the Future of Mobility Grand Challenge. The business case will be assessed more favourably if it is able to qualitatively set out how options will be robust to a range of futures, given wider societal and technological changes such as urbanisation and uptake of connected and autonomous vehicles.

The criteria also cover the **value for money, deliverability and affordability** of package proposals. **Proposals must meet all of the following criteria** and the more a proposal delivers against each criterion, the better its chances of success:

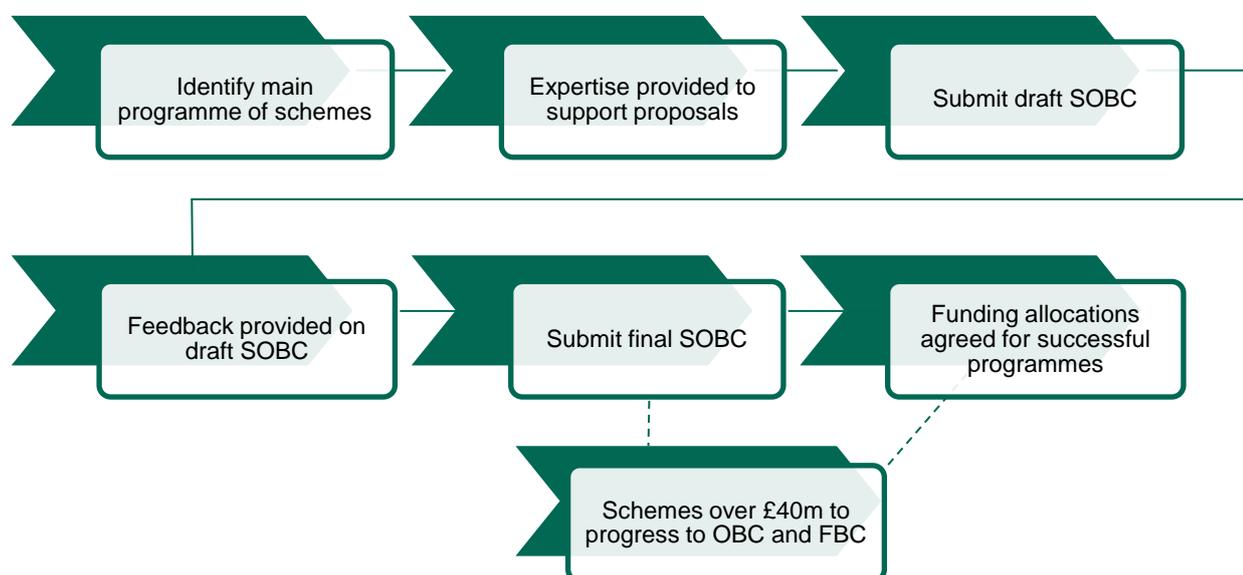
- represent good value for money and deliver additional benefits over and above those already planned in Local Transport Plans and/or funded from alternative sources;
- be financially sustainable with benefits enduring beyond the Fund period without further DfT support, with plans, where appropriate, for any guaranteed local authority and/or external funding support;
- incorporate a credible delivery plan with realistic milestones for progressing the different elements to completion on time and within budget;
- be affordable in relation to the overall funding available and the Government's wish to maximise the number of proposals it can support;
- include a commitment to make a sizeable private and/or local contribution towards the overall costs. This might include relevant resources from the local authority's formula grant, funding from a local stakeholder, development related funding, contributions from transport operators, private sector organisations or other sources.

Evaluation and monitoring of scheme impacts

- 3.24 It is vital that the investments made as part of the Fund are measured for their impact.
- 3.25 All funded city regions will be expected to monitor and evaluate their interventions and report on this appropriately. The Department and city regions have a shared interest in evaluating over time the effectiveness of the Fund and measuring post-implementation the impact on productivity growth and levels of congestion and other benefits secured from different types of measures taken forward. For the Department it will inform future funding decisions; for local authorities it will add to the evidence of which combination of measures are the most effective in specific circumstances and help them design better interventions in the future.
- 3.26 The Department will lead the Fund's overall evaluation, built on appropriate baseline and monitoring data relating to the specific transport challenges in the local areas, for example current measures of congestion problems, levels of air quality, volume and proportion of journeys by different modes and road accident data. Some of this data should form part of the evidence base already available to local authorities and used to drive the development and delivery of their Local Transport Plans. Additional data may have to be collected by local authorities.
- 3.27 In addition, the Department will be developing theme-specific case studies, which will require the co-operation of local authorities, for example by taking part in stakeholder interviews.
- 3.28 As part of co-development, it is expected that evaluation processes will be developed alongside business cases. The Department will consult successful authorities in due course about the design of an evaluation framework to ensure it meets both Government and local needs.

4. Next steps and submitting business cases

Engagement with the Department



- 4.1 Department officials will be happy to answer any questions about this guidance, including clarification of the process and business case requirements.
- 4.2 Shortlisted city regions should engage with their designated Area Lead in the Department as a first point of contact for any queries.

January to May 2019 – prior to draft business case submission

- 4.3 Following inception meetings, Department officials will continue to meet with shortlisted city regions to support them in developing their business cases. We want to learn what each city region's highest priority schemes for investment are, and get an indication of the level of funding required, alongside discussing each city region's governance arrangements.
- 4.4 Promoters are strongly encouraged to discuss the modelling and appraisal of business cases early on to ensure that any advice can be incorporated into the final proposal. Meetings will be carried out without prejudice and do not guarantee success in the assessment process.

June to October 2019 – post-submission of draft business case

- 4.5 Following discussions and co-development with DfT, a draft programme level SOBC should be submitted by **6pm on 20 June 2019** and the final SOBC by **6pm on 28 November 2019**.
- 4.6 During this time, the Department is likely to seek clarification on particular issues raised in submitted business cases, for example, to achieve an accurate assessment of value for money. This is likely to be in the form of clarification questions sent to promoters by email, who will be required to respond within a set time period in order to enable the Department to conclude its assessment.
- 4.7 The Department may also request a meeting with city regions to clarify any evidence presented in programme business cases. City region representatives may be invited to pitch their proposals to a DfT investment committee which will ultimately make recommendations as to the final settlement awarded to each city. The Department will then take a final funding decision for each city region.
- 4.8 Three hard copies of the business case and supporting material should be submitted. Electronic copies are likely to be too large to send by email, therefore an appropriate digital file transfer version should be provided (or CD/USB copy).
- 4.9 All materials should be sent to:
- Charles Small
Head of English Devolution Team
Transforming Cities Fund Business Cases
Department for Transport
2/19, Great Minster House
33 Horseferry Road
London
SW1P 4DR
- Email: tcfproposals@dft.gov.uk
- 4.10 When authorities submit a bid for funding to the Department, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, they must also publish a version excluding any commercially sensitive information on their own website within two working days of submitting the final bid to the Department. The Department reserves the right to deem the business case as non-compliant if this is not adhered to.

Enquiries

- 4.11 If you have any questions about this guidance, including clarification on the information and appraisal requirements for the Fund, please contact the relevant DfT Area Lead who has been assigned to each city region as the main point of contact.

Annex A – Cost breakdown example

£m	2019/20	2020/21	2021/22	2022/23	Total
ITEM 1					
DfT capital					
Local contribution					
Private contribution					
Total					
ITEM 2					
DfT capital					
Local contribution					
Private contribution					
Total					
Tranche 1 component (already funded)					
DfT capital					
Local contribution					
Private contribution					
Total					
TOTALS					
Total capital (entire programme)					
Total DfT funding requested					
Total private/local contribution (including any contribution made to Tranche 1 component)					
Allowance for inflation					
Cost of risks identified in quantified risk assessment (QRA)					