



Department for  
Business, Energy  
& Industrial Strategy

# Green Homes Grant: Local Authority Delivery

Phase 1B Guidance for Local Authorities



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# 1. Executive Summary

In July 2020, the Chancellor announced £2 billion of support through the Green Homes Grant (GHG) to save households money; cut carbon; and create green jobs. The GHG will be comprised of up to £1.5 billion of support through energy efficiency vouchers and up to £500m of support allocated to English Local Authority (LA) delivery partners, through the Local Authority Delivery (LAD) scheme.

An initial competition (Phase 1A) was launched in August 2020 with a delivery deadline of March 2021, whereby BEIS allocated £76m of funding to 57 LA projects. This document sets out detail for a second round of the Local Authority competition (Phase 1B) and provides detailed guidance to bidding LAs, and other interested parties on the eligibility and assessment criteria for Phase 1B.

BEIS have taken account of feedback from LAs under Phase 1A and are implementing an extended application window and delivery window as well as some clarifications and updates to the policy scope so that BEIS and LAs can work together to maximise this opportunity to support a green recovery in response to the economic impacts of Covid-19. The key changes to the policy scope and application process are summarised below. Phase 1B has a delivery deadline of 30 September 2021.

BEIS welcomes new proposals from LAs who did not submit a proposal under the first phase of the scheme (Phase 1A). BEIS also encourages LAs that have been successful under LAD Phase 1A to apply for Phase 1B with new or scaled up projects, building on their successful submission in Phase 1A to upgrade additional homes over spring and summer 2021. If LAs were unsuccessful under LAD Phase 1A, they are also encouraged to apply for Phase 1B, using the feedback offered by BEIS to help strengthen their applications.

In addition to this Phase 1B, a further £300m is still planned to be allocated through Local Energy Hubs in 2020/21 for regional delivery commencing in 2021. This guidance covers the LAD Phase 1B competition only and should be read prior to completing a LAD Phase 1B application form, which is available for download from gov.uk. If LAs have further questions concerning the application form or the guidance, these should be sent to [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk). Results will be communicated to LAs individually and published on gov.uk in due course.

## Outline of the Competition

The Department for Business, Energy and Industrial Strategy (BEIS) is inviting LAs, working with their local partners, to apply for funding to be used to improve the energy efficiency of homes of low-income households living in their area. The LAD scheme aims to raise the energy efficiency of low-income and low EPC rated homes including those living in the worst quality off-gas grid homes, delivering progress towards: reducing fuel poverty, the phasing out of high carbon fossil fuel heating and the UK's commitment to net zero by 2050.

Applications will be accepted from the 23<sup>rd</sup> of October to 12 noon on the 4<sup>th</sup> of December 2020. Bids should be submitted electronically to the LAD inbox ([LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk)). All applications will need to be submitted by 12 noon on the 4<sup>th</sup> of December. In advance of submitting an application, BEIS ask that LAs submit an Expression of Interest indicating their

intention to submit a proposal, anticipated value of bid; anticipated number of home upgrades if known, and anticipated delivery partners if known by noon on the 6<sup>th</sup> of November.

Details of the bidding process are set out later in this document. For projects that are successful in the bidding process, it is proposed that BEIS will make grant offers in January 2021.

The relevant LAs will then be required to sign and return a Memorandum Of Understanding (Phase 1B MOU) and Grant Determination Notice in January 2021, so that BEIS can issue grant payments to the lead LA (or lead LA from a consortium) under Section 31 of the [Local Government Act 2003](#). Delivery of projects must take place over 2021, with completion by 30th September 2021.

Where a LA has a project under Phase 1A, the delivery target set out in the Phase 1A MOU should be adhered to. New proposals should seek to set an increased delivery target over spring and summer 2021. As with all successful bids under Phase 1B, such an LA will be expected to enter into a separate Phase 1B MOU with BEIS and sign the Grant Determination Notice before receiving the Phase 1B grant.

BEIS reserves the right to terminate the competition at any time, and may decide not to award any grants, or to award grants for less than the total funding available under the LAD scheme. BEIS will not be liable for any costs incurred in the preparation or submission of bids.

## Key Changes to Guidance from Phase 1A to Phase 1B

Phase 1B has taken account of feedback from LAs on Phase 1A alongside internal lessons learned to optimise Phase 1B's application process and delivery. As such, there are a number of clarifications and updates to the LAD scheme policy scope, engagement, and delivery to help ensure a successful second round of the competition and support LAs to submit ambitious bids.

### Policy clarifications

- While projects should continue to primarily focus on the least energy efficient homes, targeting those rated E, F or G, EPC D-rated homes can also be included. Homes with an energy performance certificate rating of Band A, B or C are not eligible for the scheme. While households with an EPC of Band D to G are in scope of the scheme, LAs should note that we will be assessing bids on the basis of 'Strategic Fit' and will favour proposals with a focus on households with EPC ratings of E, F and G. Further, the 'Strategic Fit' part of the assessment will consider how the upgrades proposed are likely to improve homes to an EPC rating of Band C.
- Installers of energy efficient measures, covered by PAS2030:2017, must be certified to PAS2030:2017 for those measures and must install those measures in accordance with the standard. However, this is a minimum requirement, and the use of PAS 2035:2019 is considered best practice. It is not a requirement for energy efficiency installers to be Trustmark-registered, but bids using Trustmark-registered installers (or installers who plan to register before LAD Phase 1B delivery commences) will score higher in the 'Delivery Assurance' assessment, and any LA not using Trustmark-registered installers will need to provide as part of their application detailed assurances on their processes for auditing and compliance and for ensuring financial and consumer protection.

- Funding must be targeted at low income households likely to be in fuel poverty, for which LAs can continue to use the criteria of a combined household annual income of no more than £30,000 gross, before housing costs and where benefits are counted towards this figure (as in Phase 1A), or use alternate methodologies that clearly evidence they are targeting low income households likely to be in fuel poverty. An alternate methodology may include total household incomes above the £30,000 threshold, for example in certain areas where higher housing costs mean the resultant household income after housing costs is likely to be below £20,000, or where the household composition means that incomes are stretched amongst many dependent children.

## Updates to the application process

- Phase 1B's application window has been extended to six weeks, compared to a four week application window in Phase 1A. Based on feedback from LAs and regional hubs, a longer application window will help enable LAs to arrange for more consortia bids.
- Based on feedback from LAs in Phase 1A, in order to reduce any barrier to applying to the scheme based on minimum bid amount, any application is now subject to a minimum bid of £250,000 in Phase 1B, compared to £500,000 in Phase 1A.
- All work undertaken using the fund must be completed by the 30th of September 2021.
- To shape our understanding of the overall quantum of bids expected, against our target, we are asking that LAs submit an Expression of Interest (EOI) as part of Phase 1B. While this is not a prerequisite for application, this will help inform planning for funding allocation for the scheme and supporting a green recovery in the long term. As outlined in section 4.1, we will ask that you please complete a short form using the link provided, by 12 noon on the 6th of November, stating the lead LA name, whether applying as a consortium and if so, all LAs involved; intention to submit a proposal; anticipated value of bid; anticipated number of home upgrades if known; and anticipated delivery partner(s) if known.
- In applications for Phase 1A, we requested that LAs provide a high-level timeline of the project up until the final delivery date. For applications in Phase 1B, we ask that LAs provide a more detailed delivery plan in the form of a table provided, which sets out activities, milestones, cumulative amount spent and forecast of homes upgraded, in relation to each month of delivery. We plan to track actual delivery against this delivery plan and its forecasts using the data provided by LAs as part of the scheme's monitoring and evaluation (set out in section 3.3.1).

## Enquiries

Any enquiries, including if there are any problems with the application form, should be addressed in the first instance to: [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk).

## 2. Introduction

BEIS is pleased to announce a second round of the Phase 1 **Local Authority Delivery (LAD) competition**. Further details for an additional £300m phase of funding to be allocated through Local Energy Hubs, will be released in due course.

LAD Phase 1B aims to support low income households living in energy inefficient homes. LAD will upgrade homes delivering progress towards:

- The statutory fuel poverty target for England
- The phasing out of the installation of high-carbon fossil fuel heating and reducing air quality emissions
- The UK's target for net zero by 2050.

BEIS aims to fund as many projects as possible to support a green recovery in response to the economic impacts of Covid-19 and to help take low-income families out of fuel poverty. BEIS will be flexible in project specifications but will specify eligibility parameters to ensure proposals aligned to Government objectives are allocated funding.

Local Authorities wishing to apply for funding from the LAD scheme must first confirm they meet the eligibility criteria (via a declarations section) and will then be assessed on (1) how well they evidence certain eligibility criteria and how well their proposals meet the aims of LAD (Strategic Fit), (2) their ability to deliver their project (Delivery Assurance) and (3) their proposal's Value for Money. This document sets out detailed guidance for Local Authorities interested in bidding, and other parties interested in the competition, outlining:

- [Detailed Eligibility Guidance](#) – to be considered for funding, LAs will need to satisfy via a declarations section and evidence (as part of Strategic Fit assessment) meeting the scheme's eligibility criteria in the application form. This will also include reporting obligations, where the LA will be required to declare and evidence as part of the application form (forming part of their delivery assurance score), how they plan to comply with the minimum KPI outputs and reporting requirements.
- [The Application Process](#) – a high-level overview timeline and details of preliminary engagement, including a request for an Expression of Interest (EOI) from LAs for LAD Phase 1B to collate information on their intention to bid and the overall quantum of bids expected for LAs, as well as webinars where LAs can learn more about the competition. [Annex A](#) includes the competition application form, with accompanying guidance on what information to include for each question.
- [Evaluation of Proposals and Assessment Criteria](#) – a summary of how each proposal will be assessed including key dates for LAs to be aware of.

## 3. Detailed Eligibility Guidance

### 3.1 Purpose of the LAD Phase 1B Competition

**The primary purpose of the LAD Phase 1B scheme is to raise the energy efficiency rating of low income and low EPC rated homes (those with D, E, F or G).**

We expect the LAD competition to result in the following outcomes:

- Tackle **fuel poverty** by increasing low-income homes' energy efficiency rating while reducing their energy bills.
- Deliver cost effective carbon savings to carbon budgets and progress towards the **UK's target for net zero by 2050**.
- Support **clean growth** and ensure homes are thermally comfortable, efficient, and well-adapted to climate change.
- Support **economic resilience** and a green recovery in response to the economic impacts of Covid-19, creating thousands of jobs.
- Use **learnings** from the delivery experience to inform the development and design of further energy efficiency and heat schemes.

### 3.2 Parameters and Eligibility Specifications for the LAD Phase 1B Competition

As with LAD Phase 1A and to allow LAs as much flexibility as possible to develop proposals that can achieve the objectives set out above, BEIS has set relatively broad eligibility criteria for the scheme, with 7 areas that bids must meet in order to be considered:

#### 1. Eligible Bidders

Bids may only come from Local Authorities in England. Where proposals cross LA boundaries a consortium bid should be submitted. Where a bid is from a consortium, a lead LA should be agreed, and this LA should submit the proposal on behalf of the consortium and expect to be the primary point of contact with BEIS. When drafting the application, the lead LA must list all the Local Authorities involved in the proposal. The lead LA for a successful bid will also be expected to enter into a Memorandum of Understanding (MOU) with BEIS and sign a Grant Determination Notice before the grant may be paid. BEIS will be making grants under Section 31 of the Local Government Act (LGA 2003), under which BEIS can make a grant to a LA in England.

Social Housing providers will not be able to submit a bid directly for the LAD scheme. However, they may be included under a Local Authority bid, provided that the registered Social Housing Provider has a commercial agreement in place with the bidding Local Authority.

Any application is subject to a minimum bid of £250,000. There is no maximum bid level, but proposals will be assessed on ‘Delivery Assurance’ and ‘Value for Money’. BEIS reserves the right to agree a revision or propose a partial grant offer to any bid submitted.

LAs may apply with previously developed proposals (including those with existing delivery mechanisms or frameworks) or with new proposals that meet the primary purpose of the Phase 1B scheme and support its desired outcomes [see section 3.1]. LAs that have been successful under LAD Phase 1A may also apply for Phase 1B with new or ‘scaled’ up projects that will upgrade additional households subject to a minimum new bid of £250,000. If LAs were unsuccessful under LAD Phase 1A, they are also encouraged to apply for Phase 1B, using the feedback offered by BEIS to help strengthen their applications. BEIS also welcome new proposals from LAs who did not submit a proposal under Phase 1A.

## 2. State Aid

State Aid or other legal concerns should be considered by the LA prior to applying for the LAD scheme. Bidders (LAs) will need to declare that they have considered their proposal in relation to State Aid rules and are content it complies, both in terms of direct receipt of funds and intended use/expenditure of those funds.

Preparation work could include details such as:

- Ensuring all contractors recruited for the project have been procured through fair and open competition.
- Ensuring measures installed in the private rented sector or in social housing will abide by state aid compliance, including de minimis limits.
- Ensuring all energy efficiency and heating system products offered comply with open and fair competition, without bias to certain brands or sectors.

Further guidance on State Aid can be found at: <https://www.gov.uk/guidance/state-aid>

## 3. Eligible Households

The LAD funding applies to England only as fuel poverty is a devolved issue.

### Low income households

Funding must be targeted at low-income households likely to be in fuel poverty. Bids must provide evidence (as part of the ‘Strategic Fit’ Assessment) either:

- of how they will ensure that households receiving measures have a combined household annual income of no more than £30,000 gross, before housing costs and where benefits are counted towards this figure, or
- of how low-income households who are likely to be living in fuel poverty will be targeted using alternate methodologies.

The option for a flat £30,000 figure has been set to enable a large group of low-income households to be supported regardless of the region. However, under Phase 1B we will assess alternate methodologies outlined by LAs that clearly evidence they are targeting low-income households likely to be in fuel poverty. This may include total household incomes above the

£30,000 threshold, for example in certain areas where higher housing costs mean the resultant household income after housing costs is likely to be below £20,000. It may also be possible for a household income to be in excess of £30,000 and still at risk of fuel poverty where the household composition means that incomes are stretched amongst many dependent children. A viable way of targeting low-income households likely to be in fuel poverty would be to use the income thresholds set out in Annex 6 of the [Energy Company Obligation flexible eligibility guidance for Local Authorities](#).

BEIS is not prescribing that LAs follow a particular method to ensure that households are on a low income, but LA proposals should include proposed eligibility criteria and what steps will be taken to verify eligibility. Examples may include using receipt of means tested benefits as a proxy for low income, using Local Authority held data such as existing processes on Council Tax reductions for those on lower incomes, or by using more innovative approaches such as health based referrals of advanced statistics and machine learning where Local Authorities can demonstrate these will target low income households.

As an additional flexibility to enable area-based upgrades, where there is strong evidence for doing so, BEIS may accept the average income across a block of flats/houses/maisonettes to be below £30,000 per year, or, where the majority of households have a combined income of no more than £30,000 per year. If there are a significant number of households in a block of flats/houses/maisonettes earning above a combined income of £30,000 a year, it may be more suitable for these households to apply for the Voucher Scheme

The criteria proposed to target low income households likely to be in fuel poverty and plans to verify eligibility will form part of the assessment of ‘Strategic Fit’.

### **Upgrading existing homes that are energy inefficient**

Funding must support the retrofit of existing domestic dwellings only. Newly built homes which have not been previously occupied are not eligible to be upgraded under the Green Homes Grant Local Authority Delivery scheme.

Except in the case of park homes (as discussed below), funding must be targeted at households with an energy performance certificate (EPC) rating of Band D, E, F or G. Households with an EPC rating of Band A, B or C are not eligible for the scheme. While households with an EPC of Band D to G are in scope of the scheme, funding should be targeted at the least energy efficient housing and LAs should note that we will be assessing bids on the basis of ‘Strategic Fit’ and will favour proposals with a focus on households with EPC ratings of E, F and G. The policy intent is to improve these homes up through the energy efficiency scale. The ‘Strategic Fit’ part of the assessment will also consider how the upgrades proposed are likely to improve homes to an EPC rating of Band C.

Existing park homes are eligible for support. As park homes typically do not have an EPC, LAs looking to upgrade park homes will need to outline why the stock is energy inefficient and high cost to the homeowner or tenant. As set out above, we will favour those bids with a focus on the least energy efficient housing and therefore those park homes expected to be equivalent to EPC ratings E, F and G.

## Tenure type

Funding is available for all tenure types. This includes owner occupied, private landlords; registered social landlords; Housing Associations and LA owned housing.

Where a project wishes to upgrade exclusively social housing and deliver deep retrofits, the Social Housing Decarbonisation Fund Demonstrator (SHDF Demonstrator) may be more appropriate. The LAD scheme is however a mechanism that could be used for mixed tenure estates and communities as part of area-based regeneration. As part of implementing a LAD project we expect that Local Authorities will use this as an opportunity to reinforce domestic minimum energy efficiency standards under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 for existing F&G rated properties and seek to use available grant funding as an incentive for landlords to go further than their statutory duties.

Where housing is owner occupied (private homeowners) we do not expect those households to have to contribute to the costs of upgrades for the property and we do not expect the costs of upgrades on average to exceed £10,000 per property.

Where a property is rented to a tenant (social or private), including Local Authority owned property, we expect there to be a minimum contribution by the landlord to the cost of upgrades of 1/3, with the average subsidy cost not to exceed £5,000 per property.

This will be scored against a 'Value for Money' assessment in the application form.

## 4. Eligible Measures

Funding must only be provided in relation to eligible measures. Eligible measures are any energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) that will help improve EPC Band D, E, F or G rated homes. This includes, but is not limited to, measures such as wall, loft and underfloor insulation, as well as low carbon technologies and solar photovoltaics.

This is with the exception of fossil fuel heating systems. One of the core objectives of this scheme is to support progress for the UK to reach its Net Zero target by 2050. Therefore, fossil fuel measures, such as the installation of a new fossil fuel-based heating system, or the replacement or repair of an existing fossil fuel-based heating system with another fossil fuel-based heating system, are not in scope.

To clarify, there are no requirements regarding primary and secondary measures as there are under the Green Homes Grant Voucher scheme. LAs should however seek to quantify the mix of measures they are intending to install and why they are considered the appropriate measures to upgrade the targeted properties and why they represent good value for money as the measures mix will form part of the 'Value for Money' assessment. For example, where the proposal involves the installation of double glazing, a typically less cost-effective measure, the proposal should quantify how many double glazing installs are planned and specify whether double glazing will replace single glazing only. In the application form, it is expected that LAs will outline the proposed mix of measures that will be delivered and to evidence that products and technologies will be of a good standard such as renewable heating measures listed on the [MCS Directory](#) used for Domestic Renewable Heat Incentive product eligibility.

## 5. Funding and Eligible Costs

The primary funding for the LAD is capital funding distributed by Section 31 of the Local Government Act 2003. The funding must therefore be used in line with section 11 of the Local Government Act 2003, for example for the creation of an asset or the modification or improvement of an existing asset. However, given the scale of the projects envisaged it is recognised that there will be set up, ongoing and evaluation costs to administer projects and enable the funding to be capitalised. Therefore, **Local Authorities may also use up to 15% of grant funding to fund administrative, delivery and ancillary works** to support delivery such as the completion of EPC, essential repair, maintenance and preparation of properties to facilitate energy efficiency upgrades and other support as required for low income households.

These costs must be clearly outlined in the proposal submitted and will form part of the Memorandum of Understanding (MOU) for successful bids. Applicants should be mindful that administrative, delivery, and ancillary costs will constitute part of the 'Value for Money' assessment of bids.

## 6. Eligible Contractors

When making an application, LAs will be asked for details of their contractors, procurement status and Trustmark/Microgeneration Certification Scheme (MCS) certification status.

Installers of energy efficient measures, covered by PAS2030:2017, must be certified to PAS2030:2017 for those measures and must install those measures in accordance with the standard. However, this is a minimum requirement, and the use of PAS 2035:2019 is considered best practice. It is not a requirement for energy efficiency installers to be Trustmark-registered, but bids using Trustmark-registered installers (or installers who plan to register before LAD Phase 1B delivery commences) will score higher in the 'Delivery Assurance' assessment, and any LA not using Trustmark-registered installers will need to provide as part of their application detailed assurances on their processes for auditing and compliance and for ensuring financial and consumer protection.

It is a requirement for low carbon heat installers to be certified under MCS or a scheme that the Secretary of State is satisfied is equivalent. MCS certification requires an installation company to be assessed by an affiliated certification body, have consumer code membership, and to have demonstrated suitable competency against relevant technology standards, as well as carry out installations in accordance with MCS installation standards.

For the further £300m planned to be allocated through Local Energy Hubs in 2020/21, we intend to require Trustmark registered status for contractors and, where applicable, PAS 2035:2019 standards. When delivering low carbon heat measures in projects for 2021/22, the installer will also have to be certified under the MCS, or a scheme that the Secretary of State is satisfied is equivalent. This will largely mirror the requirements under the Energy Company Obligation (ECO) and Renewable Heat Incentive (RHI).

BEIS do not take any financial liability for costs incurred for registration or accreditation for businesses that do not receive funding under the Local Authority competition.

## 7. Interaction with other funding

LAD cannot be combined with Green Homes Grant vouchers as it falls under the same GHG scheme.

LAs who have been successful under LAD Phase 1A, as stated above, may apply again under Phase 1B to target additional households under 1B, subject to their bid complying with the £250,000 minimum.

LAD cannot be blended with other government schemes such as ECO or the Social Housing Decarbonisation Fund Demonstrator (SHDF Demonstrator), for the same individual measure (except for Renewable Heat Incentive, for which see below), although it is possible for installations to be undertaken for the same property where the installation measures are not the same. For example, a contractor delivering support to a household may be funded through LAD to install a heat pump and funded separately by ECO to install solid wall insulation.

LAs must declare that they will introduce controls to ensure households are not in receipt of funding from LAD and Green Homes Grant vouchers and will not allow the blending of LAD Phase 1B funding with other government schemes (apart from Renewable Heat Incentive, for which see below) on the same individual measure.

For the purposes of the Renewable Heat Incentive (RHI) LAD funding is a grant from public funds and as a result, LAD Phase 1B funding would be deducted from RHI's payments as per the RHI rules on grant funding. LAs should be aware of RHI rules, including that to be eligible for RHI the applicant must have made some financial contribution towards the cost of purchasing or installing their heating system.

LAD funding can however be blended with other third-party finance or Local Authority budgets to deliver additional support to communities. If LAs do plan to blend LAD funding with other relevant funding, proposals will need to evidence this in the application form and will form part of the 'Strategic Fit' assessment.

Government intends to utilise data matching between schemes.

### 3.3 Other information

#### VAT

Eligible Expenditure consists of payments by the grant recipient during the Funding Period for the purposes of the Project. Eligible Expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT. This means that all grants are outside the scope of VAT.

For clarity, this means that BEIS and LAs will not pay VAT upon the transfer of grant funds, however LAs should still account for VAT for the delivery of measures installed, in their proposals.

## 3.4 Reporting and Governance Commitments

As part of the application form, LAs will be required to provide estimates for the KPIs set out in Table 1, forming part of their ‘Strategic Fit’, ‘Delivery Assurance’ and ‘Value for Money’ assessment score.

Successful LA bidders, as set out in further detail in the MOU, will also be required to provide a monthly report to the Project Team. The report shall detail:

1. Monthly progress
2. The top 5 risks and issues
3. An update of the LAs progress against each Key Performance Indicators (KPIs) [See Table 1].
4. Evidence of due diligence processes to manage the fraud risks

Should the BEIS Project Team identify in the monthly report a significant variation in the LAs performance against their targets stipulated in relation to the KPIs, BEIS may request a recovery plan, detailing the joint working of the LA and BEIS to ensure the project has a robust recovery plan.

**Table 1 - Key Performance Indicators for which estimates will be asked as part of the application form**

Key Performance Indicator	Breakdowns	Application Question Number
Number of homes identified as eligible for installation of a measure	Homeowner vs private rental vs social rental	Q20
Number of homes receiving a measure	Starting EPC band	
Number of measures installed		
Number of homes that improve to an EPC of C and above as a result of installed measures	Homeowner vs private rental vs social rental  Starting EPC band	Q22
Average cost per home receiving an installation	Type of measure  Starting EPC band	Q22
Number of jobs supported	Total  Of which apprenticeships	Q20
Energy, carbon and bills savings expected to be achieved as result of installed measures	Homeowner vs private rental vs social rental  Type of measure  Starting EPC band	Q22

### 3.4.1 Monitoring & Evaluation

The success of the projects is closely tied to the learning that will result from the delivery. For that reason, a comprehensive monitoring and evaluation plan has been put in place. Central to this plan is the provision of data from households, installers, delivery partners and LAs.

The LAs funded within LAD have the responsibility of ensuring that all installers or delivery partners collect and provide the appropriate information to support monitoring and evaluation. To achieve this LAs are expected to:

- Include data collection requirements in all relevant contracts with installers and delivery partners
- Collate the data across their projects, check data for completeness (e.g. missing or inappropriate data)
- Share this with BEIS on a monthly basis
- Inform BEIS of any reports it has received relating to any suspected fraudulent activity regarding project delivery and include a summary of investigative and/or corrective action. BEIS will work with LAs on specific fraud risks throughout the duration of the scheme as needed.

It is expected that the best way to deliver these requirements is for LAs to maintain a database capturing project details on an ongoing basis. A monthly update of this database can then be shared with BEIS. All activity should be shared with BEIS no later than the last working day of each month following the installation. For example, if an installation takes place in March, this should be notified to BEIS by the end of April at the latest.

LAs are responsible for the accuracy of the data, however, it is not expected that LAs visit each installation to confirm the installation. We expect LAs to detail their auditing regime as part of their application (forming part of their 'Delivery Assurance' score). LAs are expected to perform core checks on the data, which will be suggested and enabled through the templates provided by BEIS upon grant award for the data collection. Firstly, checks that the installation data is for an eligible household and the installer meets the necessary standards (either through Trustmark or other means agreed as part of the grant award). Secondly, data completeness checks to ensure that all mandatory and required fields are completed. Thirdly, simple data validation checks, such as checking field formats (e.g. a date field is in date format) or that entries are valid (e.g. a postcode is alphanumeric). Annex B includes a proposed data dictionary for the database. This annex sets out the key data required, however, the compliance regime adopted by each LA may dictate additional data be provided. BEIS will provide a database template at the point of grant award to ensure consistent data provision. To avoid duplication of effort, the format will align with existing industry reporting templates, for example those used by Trustmark or MCS.

LAs and, where relevant, lead delivery partners will be required to participate in interviews and market assessment surveys led by evaluation contractors appointed by BEIS. These interviews and surveys ensure that wider insights can be provided on the experience of delivering

measures under LAD as well as the success of the commercial delivery model. It is expected that LAs and delivery partners will be asked to take part in 2 interviews and 1 market survey.

A central part of the evaluation commissioned by BEIS will be collecting data from households and landlords receiving measures, as well as the installers delivering them. In addition to re-contacting households and installers as part of the evaluation, data linking to existing datasets will also be required for both compliance and evaluation purposes. To support this, the proposed data requirements in Annex B includes fields for household, landlord and installer contact details. It is the responsibility of LAs to ensure sufficient provisions are in place to support the data linking required to support scheme compliance checks as well as data linking for the purpose of evaluating the schemes. Explicit consent will be required to support recontact of the households, landlords and installers as part of the scheme evaluation. LAs will need to comply with GDPR when collecting and sharing this information. BEIS will provide a suggested privacy notice and consent form at the point of grant award. Use of these is not mandatory, however, if they are not used LAs will be required to demonstrate how consent for recontact has been obtained and that all relevant parties have been notified of how their data will be used. LAs will also be required to put a data sharing agreement in place with BEIS to support the sharing of household, landlord and installer data, to facilitate this BEIS will provide draft agreements after grant award.

Lastly, the database template includes fields for energy, bills and carbon savings delivered in each home. All applications must state the methodology used to calculate expected energy savings with evidence reported to BEIS throughout delivery (forming part of their 'Delivery Assurance' score). Options for calculating energy savings include, but are not limited to:

- Use of pre and post EPC certificates, including providing reference numbers of each EPC
- Conducting pre and post assessments under the PAS2035 installation standards (where appropriate), including providing reference numbers of each PAS2035 lodgement
- Conducting pre and post SAP 2016 energy assessment, including evidence of calculations

## 4. The Application Process

Once an LA is satisfied that they meet the parameters, eligibility criteria and reporting and governance commitments set out in section 3.2, 3.4 and 3.4.1, the LA can complete the Application Form which will be available to LAs for download on gov.uk on the 23<sup>rd</sup> of October. For detailed guidance on the application form (including the specific questions you will be asked), please view [Annex A – Completing the Application Form](#). The deadline for completed proposals to be submitted is 12 noon on the 4<sup>th</sup> of December 2020.

In advance of submitting the application form, we would also be grateful if LAs submitted an Expression of Interest (EOI) by 12 noon on the 6<sup>th</sup> of November 2020, using the link provided below in section 4.1. Please note that completion of an EOI is not a prerequisite for application to LAD Phase 1B.

We are content for third parties, such as delivery partners, to complete application forms on LA's behalf; our requirement is that LAs sign off, submit and are accountable for the bid.

BEIS will use the following assessment criteria to assess and rank applications received by 12 noon on the 4<sup>th</sup> of December 2020:

- **Strategic Fit:** how well the proposal fits with the aims, desired outcomes and eligibility criteria of the LAD scheme.
- **Delivery Assurance:** an assessment of the feasibility and credibility of the project including detail on its timescales, procurement, quality assurance, auditing, monitoring, and evaluating requirements.
- **Value for Money:** The cost of the project in relation to its relative impact and proposed benefits to the housing stock it plans to improve.

### 4.1 Preliminary Engagement

#### 1. Expression of Interest (not mandatory)

To shape our understanding of the overall quantum of bids expected, against our target, we are asking that LAs submit an EOI as part of Phase 1B. Please submit an EOI by completing and submitting [this short form](#) by 12 noon on the 6<sup>th</sup> of November, stating the lead LA name, whether applying as a consortium and if so, all LAs involved; intention to submit a proposal; anticipated value of bid; anticipated number of home upgrades if known; and anticipated delivery partner(s) if known. While completion of an EOI is not a prerequisite for application to the scheme, BEIS would welcome input from LAs to help shape our understanding of the overall number and value of bids against our targets, which will help inform planning for funding allocation for the scheme and supporting a green recovery in the long term.

#### 2. Webinars and FAQs

Given the positive feedback on webinars hosted for Phase 1A of the LAD scheme, on the 28<sup>th</sup> of October BEIS will host a webinar to outline the details of this next phase, particularly key updates to the competition since Phase 1A. Representatives from LAs, including Energy Officers, Energy Efficiency Programme Officers, Housing Stock Officers and anyone else who

might be involved with Local Authorities in Phase 1B LAD delivery, will be welcome to attend this webinar, which will also include an opportunity for Q&A. This webinar will be repeated on the 2<sup>nd</sup> of November. As part of our preliminary engagement, including feedback from the webinars, we will be updating our FAQs to provide any clarifications required.

## 4.2 Key Dates

Date	Event
23/10/20	Guidance goes live
28/10/20 (to be repeated on 02/11/20)	Commissioning Webinar(s)
04/12/2020	Final Submission Deadline
December 2020	Assessment and approval of bids
January 2021	Grant offers made and agreed with LAs

## 4.3 Evaluation of Proposals & Assessment Criteria

LAs can submit a bid for consideration at any point from the scheme launch on the 23<sup>rd</sup> of October to noon on the 4<sup>th</sup> of December. Proposals received after this date and time will not be considered in this round of the competition. Bids must be submitted by the relevant LA, or the lead LA on behalf of a consortium.

Bids should be submitted to the BEIS LAD mailbox ([LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk)) using the application form that can be downloaded on gov.uk, with BEIS confirming receipt of all bids submitted. BEIS will also maintain a set of FAQs [see Annex C], which will be regularly updated in response to any queries sent to the team. For all other queries please contact [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk).

BEIS officials will first review bids through an initial sift compliance check, followed by a full review of compliant applications. All assessments including the initial compliance sift will be quality assured and moderated for consistency purposes. Bids recommended from the review process, will be required to be approved by the GHG Programme Board, or other appropriate governance board, before being sent to the BEIS Secretary of State for final approval.

We intend to notify bidders of the outcome of their application in January 2021. In the case of successful bids, BEIS will set out the level of funding being approved, and a MOU will be agreed with the lead LA. All work undertaken using the LAD grant funding must be completed by the 30<sup>th</sup> of September 2021.

### Assessing bids and criteria

Proposals for funding will be judged by BEIS officials against a set of weighted criteria on a non-linear scale (0, 1, 3, 7 and 10). Applications with higher scores will be recommended to the GHG Programme Board, or other appropriate governance board, and will be more likely to qualify for funding ahead of those with lower scores, with funding provided to as many

applications judged as suitable within the budget available. Any application which scores a 0 on any of the sections or is unable to meet the eligibility criteria will be ineligible for the grant.

Application scores will be weighted as follows:

- Strategic Fit – 25%
- Delivery Assurance 50%
- Value for Money – 25%

# Annex A – Completing the Application Form

## LAD competition application form with detailed guidance

**Please download the application form (which includes the same guidance below) from gov.uk for completion.**

### Section 1: Details of Lead Local Authority

#### **1A/1B/1C. Name of Lead Local Authority, whether it is a consortium bid, and if so, all other Local Authorities involved (Required):**

*Guidance: Please indicate if you are applying as part of a consortium, and if you are, please provide all LA names involved in the proposal.*

#### **1D. Did this LA bid in LAD Phase 1A?:**

*Guidance: BEIS also encourages LAs that have been successful under LAD Phase 1A to apply for Phase 1B with new or scaled up projects, building on their successful submission in Phase 1A to upgrade additional homes over spring and summer 2021. If you were successful in Phase 1A of the LAD competition, and are building on your successful submission (rather than a new proposal), please answer Yes or No to indicate that this is an extension of approved plans from Phase 1A.*

#### **2. Name and Role of the individual drafting this proposal (Required)**

*Guidance: This will be used as the relevant or lead applicant (if applying as part of consortia). BEIS will contact this individual if we have any questions or updates on the status of the application. You may provide more than one contact name if helpful for resilience purposes.*

#### **3. Email address of the individual drafting this proposal (Required)**

*Guidance: We will use this email address to provide confirmation and receipt of the submitted application form. BEIS will use this email address as the primary source to update the LA on the status of their application and, if required, ask any clarification questions. You may provide more than one email address if helpful for resilience purposes.*

#### **4. Phone number of the individual drafting this proposal (Optional)**

*Guidance: This is an optional field, but it would be helpful for us to have a contact number in case we are unable to reach the relevant LA by email. You may provide more than one phone number if helpful for resilience purposes.*

### Section 2: Declarations

*Guidance: Bidders as part of the application form will be required to declare that they meet the requirements of the eligibility criteria [as set out in Section 3]. LAs will be asked to affirm/not affirm the following:*

**5. I have the express authority to fill out this application on behalf of the above-named Local Authority (Affirm/Not Affirm).**

*Guidance: Please ensure you have the required internal approvals to submit this application form on behalf of your LA or LA consortia.*

**6. The Local Authority understands that, if successful, it will be expected to deliver the proposed project as outlined in this proposal (Affirm/Not Affirm).**

*Guidance: This is to ensure that parties are aware that BEIS would expect any successful bid to deliver against their proposal set out in this application form.*

**7. I have read the accompanying guidance for completing this proposal (Affirm/Not Affirm).**

*Guidance: Please do read this accompanying guidance note and in particular the eligibility requirements [Section 3] for the scheme before starting an application form.*

**8. To the best of my knowledge, this proposal is deliverable and legally compliant with any existing commercial agreements it utilises (Affirm/Not Affirm).**

*Guidance: Please do ensure that any application made for LAD takes into account any existing commercial agreements you may have and the relevant implications.*

**9. The Local Authority understands that if successful, they must comply with the BEIS reporting, monitoring and evaluation requirements (Affirm/Not Affirm)**

*Guidance: As set out in section 3.4 and 3.4.1, please confirm you have read and understand the reporting requirements and expectations set out in the guidance document.*

**10. To the best of my knowledge, this proposal is legally compliant with State Aid (Affirm/Not Affirm).**

*Guidance: Please do read ‘Section 3 – State aid’ of this document before starting this application form. We expect that you have considered any State aid implications to your proposal before starting an application.*

**11. To the best of my knowledge, the proposed project is compliant with the UK Public Contract Regulations 2015. (Affirm/Not Affirm).**

*Guidance: Further information on the ‘UK Public Contract Regulations 2015’ can be accessed via this link.*

**12. The Local Authority confirms that all homes/upgrades included in this project are intended to fit wholly within the specifications outlined in the accompanying guidance document (Affirm/Not Affirm).**

*Guidance: This is referring to Section 3 of this guidance document and includes the 7 requirements (eligible bidders, State aid, eligible households, eligible measures, funding and eligible costs, eligible contractors, interaction with other funding) for any proposal submitted within the LAD application form.*

**13. The Local Authority will take all reasonable steps to minimise the risk of fraud. (Affirm/Not Affirm).**

*Guidance: This is to confirm that if successful you will actively look to prevent, and will have mechanisms in place to reduce, the risk of fraud.*

**14. The LA will introduce controls designed to ensure that LAD funding will not be combined with the use of Green Home Grant vouchers for the same home or blended with other government schemes such as ECO or SHDF Demonstrator for the upfront funding of the same individual measure (Affirm/Not Affirm).**

*Guidance: This is to confirm that if successful, you will ensure and actively look to prevent households receiving double funding from LAD and the Green Home Grant vouchers or other schemes for the same measure in their household in line with Section 3 of this guidance document. However, for the purposes of the Renewable Heat Incentive (RHI) LAD funding is a grant from public funds and as a result, LAD Phase 1B funding would be deducted from RHI's payments as per the RHI rules on grant funding. LAs should be aware of RHI rules, including that to be eligible for RHI the applicant must have made some financial contribution towards the cost of purchasing or installing their heating system.*

**15. Explain why you have answered 'Not Affirmed' to one or more of the above declarations.**

*Guidance: If you have had to answer 'Not Affirmed' to any of the above declarations or have been unsure on any of the above declarations please do use this space to explain why or add any information that it may be helpful for BEIS to be aware of.*

### Section 3: Strategic Fit and Value for Money

**16. Provide a high-level summary of the project including how it will target eligible households, how they will be/have been identified and what upgrades will be installed.**

*Guidance: We will use this high-level summary to form part of the 'Strategic Fit' assessment.*

*We expect that successful bids will clearly outline low income household eligibility criteria and what steps will be taken to verify eligibility in line with Section 3 of this guidance document. This will also include how the proposal plans to target/identify eligible households with EPC ratings D, E, F and G (or equivalent as regards park homes).*

*While respecting the declaration made in Q13, if you plan to blend LAD funding with any other relevant funding streams (such as other Local Authority/third-party low-income household support, retrofitting or green energy initiatives) please outline here.*

*Please try to keep your answer below 500 words.*

**17. Provide an overall delivery plan of the project including a final delivery date no later than 30<sup>th</sup> of September 2021.**

*Guidance: This will form part of your ‘Delivery Assurance’ assessment and all projects must complete delivery by September 30th 2021. Please detail your overall delivery plan by filling out the table. For each month, please provide key activities, milestones, cumulative amount spent and forecasted cumulative number of homes upgraded.*

Month	Activity	Milestones	Spend	Forecast Homes Upgraded
February '21				
March '21				
April '21				
May '21				
June '21				
July '21				
August '21				
September '21				

**18. What is the total amount of grant funding required to deliver? (£)**

*Guidance: This will form part of your ‘Value for Money’ score and when entered into the form the value must be a number, with no pound sign or commas. This should be the total Section 31 grant you wish to receive in order to fund this project.*

**19. Provide a cost breakdown of the above total including capital, administration and ancillary support. Include the anticipated LA or private landlord contributions expected.**

*Guidance: The project costs will be used to help assess ‘Value for Money’ and will form part of the MOU for successful bids. Please provide a breakdown of how the total bid value will be allocated, including capital spend and any administrative or ancillary costs needed to support delivery. Up to 15% of the total funding may be allocated to administrative and ancillary support.*

*To note, LAs should also provide evidence of additionality, forming part of their ‘Value for Money’ assessment. LAs must not use the grant funding to replace funding for an existing project, including any staff costs for an existing project and any projects to deliver statutory obligations, although the Grant may be used to extend the geographical coverage, scope or scale of an existing project (and for additional staff costs attributable to the extension of the project).*

*Please also find below a short description and breakdown for each of the types of costs you may wish to include in your answer:*

- *Capital costs include labour, materials, appliances, scaffolding and other direct costs covering the installation measures used to upgrade the property.*
- *Administration costs typically reflect LA staff costs and the proportion of their FTE spent managing LAD projects and overseeing the projects with e.g. contractors.*

- *Ancillary support allows for any costs that might arise when making a home suitable for retrofit. It could cover any building defects that might need to be resolved before applying a retrofit solution such as wall insulation or the removal of a gas boiler or cabinetry installed to accommodate hot water tanks or a heat pump*

## 20. How many homes will this project expect to upgrade?

*Guidance: This answer will be used to form part of your ‘Strategic Fit’ Score. Please provide an estimate of the number of houses you propose to upgrade or are planning to target (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1). Please breakdown your estimates by the number of homes expected to receive a measure and the expected number of measures to be installed.*

*Please also detail and estimate the number of jobs the project plans to support including, if possible, a breakdown of those that would be for apprenticeships (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1). Please try to keep your answer below 500 words.*

## 21. Describe the housing stock to be upgraded including the EPC/SAP where known, tenure, fuel type and property type.

*Guidance: This answer will be used to form part of your ‘Strategic Fit’ Score. Building on from Q16, please provide a description of the intended target housing stock as part of the project, including (where possible):*

- *EPC rating or SAP scores. Where not known, include estimated EPC bands.*
- *The tenure e.g. homeowner, private rental, social rental*
- *Fuel type e.g. mains gas, electric, oil, solid fuel*
- *Property type e.g. flat, terraced, semi-detached, detached*

*Please try to keep your answer below 500 words.*

## 22. Describe the types of upgrades that may be made to homes.

*Guidance: This answer will be used to form part of your ‘Strategic Fit’ and ‘Value for Money’ Score.*

*Building on Q16, please where possible:*

- *State the expected upgrade measures to be installed. LAs should seek to quantify the mix of measures they are intending to install and outline why they are considered the most appropriate and cost effective for the properties described in Q21.*
- *The average estimated cost for each property receiving upgrades broken down by tenure type. This is also a KPI listed in section 3.4, Table 1.*
- *Expected EPC band improvement post installation (we will consider how the upgrades proposed are likely to improve homes to an EPC rating of Band C as part of the ‘Strategic Fit’ assessment). A reminder that this is also a KPI listed in section 3.4, Table 1.*

- *The predicted energy, carbon and bills savings expected to be achieved as result of installed measure (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1).*

*Funding to owner occupied eligible households should cover the full cost of upgrading a home and we do not expect the average cost of upgrades to exceed £10,000 per property. We expect landlords eligible for funding (private and social) would provide at least 33% contribution towards the cost of the upgrades and we do not expect the subsidy to exceed £5,000 on average per household. LAs should specify how landlord contributions will be obtained. This will form part of the LAs ‘Value for Money’ assessment.*

*Fossil Fuel measures are not in scope for this scheme based on the core objectives of the scheme to support progress for the UK to reach Net Zero by 2050.*

*To note, we do not expect proposals will include measures such as Biomass boilers due to the operational costs for low income households and ongoing requirements for biomass on fuel sustainability and air quality. If an LA were to propose the use of biomass boilers within their bid, we would expect them to outline why biomass is the most appropriate technology and how they intend to ensure the ongoing use of sustainable fuels, such as by adhering to the sustainability and air requirements from the RHI. We also do not expect proposals to include hybrid heating systems due to the difficulty for LAs to ensure and evidence that these would be used primarily for low-carbon heating as opposed to fossil fuel heating. If LAs do propose using hybrid heating systems, we would expect them to clearly outline their rationale for choosing the measure over others as well as their metering regime for ensuring its primarily used for low-carbon heating. Where proposals include measures that are typically less cost effective for example, where the proposal involves the installation of double glazing, the proposal should specify whether it plans to replace single glazing only. Please try to keep your answer below 500 words.*

## Section 4: Delivery Assurance

### **23A/23B. Describe the commercial agreements that will be used in this project and any required changes to those commercial agreements. Please also include the name of your contractor.**

*Guidance: This answer will form part of your ‘Delivery Assurance’ score. Please could you provide a brief description of the commercial agreements you will be using to deliver the projects. In your description, please include a high-level overview of the delivery model, and if any amendments or changes are required to facilitate delivery of this scheme. Please try to keep your answer below 500 words.*

### **24A. Where relevant, preference will be given to projects that use Trustmark registered contractors. Please select the most appropriate of the following.**

*Options are:*

- You have a contract in place and the contractors involved that you will use for the proposed project(s) are Trustmark registered.

- Not all contractors involved in your current contract are Trustmark registered but the relevant contracts can be compliantly modified in order to mandate the registration.
- You don't have a contract in place, but any contracts tendered for the proposed project will use Trustmark registered installers
- Current contracts or new contracts will not use Trustmark registered installers.

**24B. Describe how Quality Assurance will be provided without the use of Trustmark.**

*Guidance: It is not a requirement for contractors installing relevant measures to be Trustmark registered but bids using registered installers (or installers who plan to register before LAD Phase 1B delivery commences) will score higher in the 'Delivery Assurance' assessment within the application form, providing greater assurance about standards and customer protection. Any LA not using Trustmark registered businesses will need to provide us with detailed assurances on their processes for auditing and compliance and ensuring financial and consumer protection. You will need to provide evidence for how your proposal plans to ensure quality assurance including customer protection and arrangements for repairs and other remedies. This should include consideration of how adequate ventilation will be incorporated into upgrades.*

*It is however a requirement for contractors installing low-carbon heat measures to be certified under MCS or a scheme that the Secretary of State is satisfied is equivalent. If the LA plans to install heat measures using MCS certified installers this would satisfy the requirement for evidence of Quality Assurance for this question. If the LA plans to use an equivalence scheme to the MCS standard and organisation, the LA will need to set out for BEIS how they will ensure good quality products are installed, as well as consumer protection and redress.*

*For further information on how an installer can become Trustmark registered please follow this link: [Trustmark Accreditation](#).*

*Please try to keep your answer below 500 words.*

**24C. Which version of PAS will your project adhere to?**

*Guidance: Installers of energy efficient measures, covered by PAS2030:2017, must be certified to PAS2030:2017 for those measures and must install those measures in accordance with the standard. However, this is a minimum requirement, and the use of PAS 2035:2019 is considered best practice.*

*Please select from the drop-down options.*

*Options are:*

- PAS2030:2017
- PAS2035:2019
- Combination of both

**24D. [If you selected Combination of both] Please explain how using a combination of both will work in practice.**

*Guidance: If selecting a combination of standards, provide further detail and explanation in the space provided on whether the standard being used depends on measure type (e.g. high risk projects) or whether the installer is transitioning from PAS 2030:2017 to PAS 2035:2019 during the delivery window.*

**25. How will you ensure that this project meets the Monitoring, Evaluation and Reporting requirements set out in the accompanying guidance document?**

*Guidance: Please detail the steps you will take to ensure compliance with the monitoring, evaluation and reporting requirements (section 3.4, 3.4.1) including monthly reporting, auditing regime and data collection and collation. This could, for example, include details of the governance structure, project management, and quality assurance processes for the project.*

*Please here also state the methodology used to calculate expected energy savings with evidence reported to BEIS throughout delivery. Options for calculating energy savings include, but are not limited to:*

- *Use of pre and post EPC certificates, including providing reference numbers of each EPC*
- *Conducting pre and post assessments under the PAS2035 installation standards (where appropriate), including providing reference numbers of each PAS2035 lodgement*
- *Conducting pre and post SAP 2016 energy assessment, including evidence of calculations*

*The LA will also need to set out how they will comply with GDPR compliance when collecting this data. This answer will form part of your ‘Delivery Assurance’ score in the assessment of bids. Please try to keep your answer below 500 words.*

**26. If there is any additional information you would like us to consider, please include it here.**

*Please try to keep your answer below 500 words.*

## Section 5: Final Details

**27. I declare that the information presented in this proposal is true within the best of my knowledge (Affirm/Not Affirm).**

*Guidance: Please ensure that the information presented in this proposal is true within the best of your knowledge and include the details of the individual responsible for leading this project as well as the individual that approved this proposal for submission in the space provided.*

# Annex B –Monitoring and Evaluation Data Dictionary Template

The table below outlines the request for data from successful LAs for monitoring and evaluating purposes, this includes (but may be subject to change): Application or Referral Information, Installation data, Installation Information and LAD Scheme Delivery Information.

As set out in the Monitoring and Evaluation section of the document, BEIS, LAs and all delivery partners are required to comply with Data Protection Act 2018. BEIS will ensure the final version of this template, and accompanying data sharing agreement, support compliance but it is the responsibility of LAs to ensure appropriate processes are implemented across delivery to ensure compliance.

Application or Referral Information	Response
Application Reference Number	
Applicant Name	
Applicant Email Address	
Applicant Contact Number	
Contact Consent	
Property Address (first line)	
Town	
Postcode	
UPRN	
Landlord application	
Applicant Address	
Applicant Postcode	
Household Initial Contact Date	
Household Initial Response Date	
Application Date	
Application Status	
Application Approved by LA	

Application Approval Date by LA	
Rejection Reason by LA	
Date agree to installation	
Date refuse installation	
Reason for installation refusal	
Install Measures Decision Date	
Eligibility Criteria	
Low Income Household?	
Fuel Poor Household	
Current EPC RRN	
Current EPC Rating	
Property Tenure	
Property Type	
Property Year Built	
Property Floor Space	
Property Number of Floors	
Property Number of Rooms	
Smart Meter Installed?	
Loft?	
Occupancy	
On or off gas grid property	
Current Heating System Type	
Current Heating Fuel Source	
Current annual electricity use	
Current annual gas use	
Existing energy efficiency measures	
Number of measures to install	

Solid Wall Insulation	
Under Floor Insulation	
Cavity Wall Insulation	
Loft Insulation	
Flat Roof Insulation	
Room in Roof Insulation	
Park Home Insulation	
Air Source Heat Pump	
Ground Source Heat Pump	
Solar Thermal	
Biomass Boiler	
Draught Proofing	
Double Glazing	
Triple Glazing	
Secondary Glazing	
External Energy Efficient Doors	
Heating Controls	
Hot Water Tank Thermostats	
Hot Water Tank Insulation	
Proposed Installer Name	
Proposed Installer Trustmark number	
Total Cost of Application	
Cost of Measure Equipment	
Cost of Installation/Labour	
Cost of Repair	
Amount of funding from government	
Amount of self-funding	

Installation Information	Response
Application Reference Number	
Measure Reference Number	
UPRN	
Date of Starting Installation	
Date of Completed Installation	
Duration of Installation Work	
Installer Name	
Installer Email Address	
Installer Phone Number	
Installer Consent to Contact	
Trustmark BusinessID number	
MCS License Number	
PAS Certification Number	
TrustMark Measure Reference Number	
TrustMark Lodgemark Certificate Number	
Measure Type	
Model Number	
Percentage of property treated (POPT)	
Lifetime (years)	
Insulation Top-up	
Number of walls	
Amount of pre-existing insulation	
Heat_Pump_Capacity	
Heat_Pump_Annual_Generation	
Heat_Pump_SCOP	
RHI accredited	

Solar_Thermal_Panels	
Solar_Thermal_Installed_capacity	
Solar_Thermal_Estimated_Annual_Generation	
Solar_Thermal_Orientation	
Solar_Thermal_Inclination	
Biomass_Boiler_Model	
Warranty	
Boiler_Repair	
Boiler_Upgrade	
Post_Installation_Heating_Type	
Solar_PV_Panels	
Solar_PV_Installed_capacity	
Solar_PV_Estimated_Annual_Generation	
Solar_PV_Orientation	
Solar_PV_Inclination	
Heating Control Type	
Hot_Water_Tank_Insulation_Type	
Post-installation EPC RRN	
Post-installation EPC Rating	
Job Estimate for Measure_FTE	
Quality Checks	
LAD Scheme Delivery Information	Response
Delivery Partner	
Eligible Households	
Contacted Households	
Method of Communication	
Method of Targeting Households	

Households agreeing to an installation	
Number of homes receiving a measure	
Number of measures installed	
Number of homes that improve to a [minimum] EPC of C and above as a result of installed measures	
Average cost per home receiving a measure	
Number of jobs supported	
Total expected bills savings (£/year)	
Total expected energy savings (kWh/year)	
Total expected carbon savings (Tonnes/year)	
Project capital cost	
Project administration cost	
Project ancillary cost	

# Annex C – Frequently Asked Questions

## **Q.1 What is the Green Homes Grant Local Authority Delivery (LAD) scheme?**

Under the £2bn funding announced by the Chancellor on 8th July to save households money, cut carbon and create green jobs, £500m has been earmarked for Local Authority delivery to ensure those in low-income households, who may be less likely to take up a demand-led voucher scheme, will be able to benefit from energy efficiency upgrades.

Under the first phase of funding, launched on 4th August 2020, £76mn (of the £200mn available) was allocated to Local Authorities in England to upscale existing and new proposals that will deliver home upgrades to low-income, fuel poor households in their local areas. This document sets out the guidance for a second round of the £200m Local Authority competition.

The remaining £300 million will be allocated to Local Energy Hubs in due course, to procure services that support upgrading eligible homes.

## **Q.2 How are the Green Homes Grant Voucher Scheme and LAD Scheme linked?**

The Voucher Scheme is aimed directly at homeowners and landlords to help them upgrade the energy efficiency of their properties. More information on the Voucher Scheme can be found on the Simple Energy Advice (SEA) website which can be used to assess your eligibility. Under the scheme, up to £5,000 is available to homeowners and landlords in England to pay part of the cost of installing energy efficient measures. Low income households can get 100 per cent of the cost of work, up to £10,000.

The LAD Scheme aims to deliver energy efficiency upgrades to low income and low energy efficiency rated homes, including those living in the worst quality off-gas grid homes. Funds under this scheme will enable Local Authorities to support low-income, fuel-poor households in their local area.

Funds under the Local Authority Delivery Scheme must not be used for those homes who have also received a voucher. Local Authorities must declare in their application that they will introduce controls designed to prevent households receiving funding from both the Voucher and LAD scheme.

## **Q.3 Can a Local Authority submit a direct bid and one as part of a consortium?**

Where a Local Authority submits a proposal for their own area and as part of a consortium, both bids will be assessed individually. If both bids meet an acceptable standard, to avoid duplication of funding, or the need to remove Local Authorities from successful consortium, the consortium bid will be funded as a priority.

Where a Local Authority is making a bid that is intended to be complementary to a consortium bid, e.g. treating different housing stock, Local Authorities should make this clear in the application and clarify how the policy would be deliverable if both the Local Authority bid and consortium bid are successful, so that these bids can be assessed on a case by case basis. BEIS reserves the right to agree a revision or propose a partial grant offer to any bid submitted.

#### **Q.4 Is there a minimum Energy Performance Certificate rating that must be achieved?**

Although there is no minimum EPC rating that must be achieved, Local Authorities must evidence the expected EPC band improvement once the works have been carried out and that households will be expected to benefit from energy cost reduction as a result of the energy efficiency improvements. LAs are encouraged to aim to improve households' EPC band to C. Bids should target homes that have an energy efficiency rating of E, F and G, although homes with an energy efficiency rating of D are also eligible. Homes with an energy performance certificate rating of Band A, B or C are not eligible for this scheme.

If successful, LAs will be required to keep records of housing stock EPC ratings prior to installations and these will form part of the Reporting, Monitoring and Evaluation commitments as set out in the Guidance document.

#### **Q.5 How will BEIS ensure that the scheme will be safe for members of the public given the COVID-19 pandemic? What happens in the case of a household needing to self-isolate – can delivery be extended in these circumstances?**

Any installer carrying out works under the Local Authority Delivery Scheme must follow government guidance and any other relevant COVID-19 guidance when undertaking installations. We expect Local Authorities to ensure installers are compliant with COVID-19 guidelines.

In the event that COVID-19 impacts the delivery of projects as set out in the draft MOU published on gov.uk, BEIS and the Local Authority will work together to agree how the Local Authority will spend any unspent Grant funding in line with the expected outcomes of the GHG LAD. If BEIS and the Local Authority are unable to reach an agreement, the Local Authority can either request an extension in writing to the BEIS Secretary of State or agree to repay the unspent Grant within 30 days of 30 September 2021.

#### **Q.6 Can the funding be used to fund project management costs of an external delivery partner?**

Local Authorities may also use up to 15% of grant funding to fund administrative, delivery and ancillary works to support delivery and this is at the discretion of the Local Authority. Applicants should be mindful that administrative and ancillary costs should be clearly outlined in their application form and this will form part of the 'Value for Money' assessment.

Please find below some examples of what administrative or ancillary support can be used for:

- Administration costs typically reflect staff costs and the proportion of staff FTE spent managing LAD projects and overseeing the projects with e.g. contractors.
- Ancillary support allows for any costs that might arise when making a home suitable for retrofit. It could cover any building defects that might need to be resolved before applying a retrofit solution, such as wall insulation or the removal of a gas boiler or cabinetry installed to accommodate hot water tanks or a heat pump

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