



Homes &  
Communities  
Agency

# ESTATE REGENERATION PROGRAMME

Subject to Contract

Expression of Interest Completion Instructions

July 2014

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# 1. INTRODUCTION

## 1.1 Purpose of This Document

This document is available to parties interested in submitting Expressions of Interest (EOI) for support from the Estate Regeneration Programme. It accompanies the 'Quick Start Guide' and the EOI online form. This document should also be read in conjunction with the Prospectus which sets out more details around the bidding process and timetable. These documents can be found on the Estate Regeneration Programme [webpage](#) or by searching for 'Estate Regeneration Programme' via [www.gov.uk](http://www.gov.uk)

The EOI process is intended to determine the initial eligibility of proposals (in respect of both the applicant and the sites) and to identify a preliminary shortlist of parties to engage with as part of a subsequent detailed due diligence process. The EOI online form seeks to obtain basic information to enable the assessment of the suitability of the potential applicant, their site and the bid and to identify a shortlist with whom to progress applications. London bids will be assessed by the Greater London Authority.

## 1.2 Responses

Before completing and submitting their responses, applicants should read the prospectus and all instructions contained within this document carefully as these relate to key information to be submitted through the online form.

Failure to comply with these requirements for completion and submission may result in a non-compliant bid and rejection of the application.

It is recommended that applicants complete their Investment Proposal prior to completing the online form to ensure that the data submitted is consistent between the two. Where the two are not consistent the data entered in the online form will take precedence.

Applicants must ensure that they respond carefully and in full to each of the questions asked to enable a completed online form to be submitted. The application must include a response to each question in the format prescribed in accordance with the prompts. Where incomplete or invalid information is entered appropriate prompts will be displayed to aid verification of the input error.

Applicants must provide responses through the online form. Only information provided as a direct response to the information requirements set out in the EOI will be assessed, that is:

- the online form
- the investment proposal (which should be no more than 15 pages including annexes. A template is available on the [website](#) to assist bidders. Please ensure data in the investment proposal is consistent with that submitted via the online form)
- a plan of the site (which is optional and will not form part of the assessment process) and

- a short covering letter (which is optional and will not form part of the assessment process)

Any further material that is submitted, including general company promotional and advertising material will not form part of the assessment process.

The HCA reserves the right to seek further information from respondents to clarify answers.

### 1.3 Changes to Information

Respondents should notify the HCA of any changes to the information provided as part of their EOI as soon as they become aware of any such changes. If such changes occur after the EOI has been submitted but before the deadline, then you will need to contact us via the competition email address below as you will not be able to access your EOI once submitted. We will 'unlock' your EOI so that it can be amended as required and resubmitted. Please note that you will need to amend your existing EOI and **not** send in another online form. If changes are notified to the HCA after the EOI submission deadline, the HCA reserves the right not to accept any late alterations.

### 1.4 Queries and Requests for Clarification

All enquiries relating to the completion of the online form and accompanying documents or requests for clarification should be addressed to the competition email address – [EstateRegeneration@hca.gsi.gov.uk](mailto:EstateRegeneration@hca.gsi.gov.uk) .

If you would like to discuss your bid please email the HCA on the email address above or if your bids is in the London are please email the GLA at [estateregeneration@london.gov.uk](mailto:estateregeneration@london.gov.uk)

The HCA reserves the right to publish responses to queries and requests for clarification where this is deemed to be in the interests of all applicants unless bidders expressly request otherwise.

Bidders should check the HCA's website for the publication of updated Frequently Asked Questions (FAQs) during the competition period.

### 1.5 Timetable

The timetable is as set out in the prospectus:

- Launch of competition – **07 July 2014**
- **Continuing engagement** with bidders during the preparation of bid documentation
- Deadline for submission of EOI - **Noon 12 September 2014**
- Expected short-list of proposals - **Winter 2014/15**
- Anticipate first contracts being signed – **Spring/Summer 2015.**

## 1.6 Format of Responses

Applicants are requested to submit one online form and supporting documentation per applicant submission. Bids for different sites from a single bidder are permissible but will require a separate online form for each site. The supporting documentation should use the following name format:

- a) Investment Proposal – “Investment Proposal Submission [enter lead applicant name]”
- b) Plan of site “EOI Site Plan [enter applicant name and site name]” in the file title.
- c) Covering letter (EOIL) – “EOIL Submission [enter lead applicant name]”

All bids sent will receive an automated email to acknowledge receipt of each EOI submitted.

## 1.7 Eligibility of Applications

The HCA is seeking Expressions of Interest from any organisations that meet the eligibility criteria set out in the prospectus, which is available on the Estate Regeneration Programme [webpage](#).

## 1.8 Eligibility of Sites

Full details of site eligibility requirements and assessment criteria are set out in the prospectus. For avoidance of doubt, the sites for which Expressions of Interest are made must be in England.

## 1.9 Confidentiality

### **The Freedom of Information Act 2000**

The HCA is one of the authorities subject to the provisions of the Freedom of Information Act 2000 (“the Act”). The Act provides for information to be exempt from the general right of access if its disclosure would, or would be likely to, prejudice the commercial interests of any person. An Applicant may request that certain information in their bid and any subsequent Agreement is treated as covered by this exemption. However, if the information is requested, the availability of this exemption will be subject to a test of whether the public interest lies in disclosing the information or keeping it confidential.

### **How to request commercial confidentiality**

Requests for information to be treated as commercially confidential should accompany an applicant's submission (in the optional covering letter or clearly marked at the front of the investment proposal) and must include clear and substantive justification together with a time limit after which any such information may be disclosed. Bidders should be aware that while the HCA will endeavour to take into account the applicants' views as to the keeping of information confidential, it reserves the right to disclose information if required to do so.

## Data Protection

The applicant and the HCA will co-operate with one another in order to enable each party to fulfil its statutory obligations under the Data Protection Act.

## Communications

The applicant and the HCA will co-operate with one another during the competition process and ahead of any announcement regarding publicity relating to an application for funding. HCA and DCLG will make national and trade press announcements at the end of the competition process.

## 1.10 Accuracy of Information

It is the applicant's responsibility to ensure that all the information supplied in their response is up-to-date and accurate. Failure to provide clear and unambiguous information may result in the application being considered as incomplete or ineligible. In the event that the HCA enters into negotiations with the respondent, the responses given by the respondent in the online form and supporting documentation will form the basis of such negotiations. Any misrepresentation by the respondent may lead to termination of negotiations and withdrawal of any investment offer by the HCA. Applicants should ensure that data in the investment proposal is consistent with that submitted via the online form. If inconsistencies are found between the Investment Proposal and the online form, these will be addressed before the assessment process begins. Where it is not possible to clarify inconsistencies with the bidder, the information in the online form will take precedence.

## 1.11 Cost of Responding

The HCA will not be liable for and will not reimburse any costs associated with the submission of the online form and accompanying documentation.

# 2. THE EXPRESSION OF INTEREST ONLINE FORM

## 2.1 Format

The accompanying 'Quick Start Guide' sets out how to register on the HCA Partner Portal – <https://partners.hca-online.org.uk/>. The guide also outlines how to create an Expression of Interest.

The Expression of Interest online form is in sections which must be completed in full before being submitted, namely:

- Section A
  - Applicant details
  - Eligibility
  - Joint Venture or Consortium Details

- Section B - Details of works for which HCA funding is required
  - Site details
  - Ownership of Funded Phase
  - Timescales and Delivery of Funded Phase
  - Planning for the Funding Phase
  - Financial Data
- Section – C - Additional Information

(This section requests additional information about the site that HCA funding is being requested for or the wider estate regeneration scheme)

- Wider Project
- Delivery & Timescales on Wider Development Site assuming funding requested is successful
- Non-residential Uses Floorspace (sq m) – Planning Class
- Community Engagement
- Planning & Ownership of Wider Development Site
- Financial Data for the Wider Development Site
- Section D
  - Financial – Repayment of the HCA loan
- Section E
  - Attachments
  - Submit Bid Application

There are two main sections: Section B - Details of works for which HCA funding is required and Section C – Additional Information. Both sections must be completed. Section B refers to the phase or works that relates solely to the HCA funding requests. Section C refers to the full or wider site, including the phase or works for which funding has been requested. Therefore, if the phase or works for which funding has been requested is the same as the wider or full site, then Section B and C will have the same details.

Applicants should complete each section in full, in the listed order before submitting an EOI.



It is recommended that questions are answered in the order they appear. This will allow completed responses to lead into other parts of the form and to avoid generating error messages. Please ensure all mandatory fields, marked with a red asterisk, are completed. This may require you to enter "0" in some fields where no value is relevant.

Unless stated otherwise, please give responses relevant to the units that will benefit from the Estate Regeneration Programme if the application is successful.

Drop down menus are used to capture responses to certain questions. This is to help us categorise the information provided to allow easier analysis of the scheme. Please ensure you select values from drop-down menus where available.

The majority of the entry fields have prompts to guide applicants on the required format of responses to complete the online form.

Please email us via [EstateRegeneration@hca.gsi.gov.uk](mailto:EstateRegeneration@hca.gsi.gov.uk) if you have any queries about how to complete the form. The Estate Regeneration Programme [webpage](#) will be frequently updated throughout the competition process, a summary of FAQs will also be updated there, and bidders should check regularly for updates.

### **3. SECTION A**

#### **3.1 Applicant Details**

The purpose of this section is to collect pertinent organisational information on the lead applicant and submitting organisation. This will enable us to review the organisations involved in the EOI and to determine whether the applicant is eligible having regard to the criteria set out in the guidance notes below and the prospectus.

Please ensure that the site in the submission is in the majority control of the lead applicant named in the 'Applicant Details' section.

Only one Expression of Interest will be accepted per site. If applicants delivering different elements of the same site wish to apply for funding, they must submit a joint EOI online form. In such instances, we will require the applicant details for the lead applicant to be entered into the 'Applicant Details' section and details of any consortium or joint venture arrangements in the 'Eligibility' section. Further details of the consortium/joint venture can be provided in the supporting investment proposal (a template document is available online). It will be assumed that the lead applicant will be the party to receive funding if the application is successful.

If you are submitting the information on behalf of another organisation and will be the first point of contact in connection with any queries relating to the EOI, you should provide separate contact details to the information required for the lead applicant. You can do this by filling out the 'submitting organisation' and 'lead applicant' sections which are explained below.

**To complete the ‘Applicant Details’ section, you will be required to provide the following details:**

- **Bid** – Enter the name of the bid here. This name will be used to identify the bid in future correspondence and should be quoted when contacting the Agency;
- **Submitting Organisation** – If you are making this submission on behalf of another organisation (for example property agents) and will be the first point of contact in connection with this bid, please complete this section;
- **Lead Applicant** – Please identify who will be the lead applicant for the purposes of the EOI. Details required are address, organisation type, company registration number (if applicable) and parent company details (if applicable).

There could be more than one applicant if the bid is being submitted on behalf of a joint venture or consortium. If this is the case, all other parties will need to be identified in the ‘Joint Venture or Consortium Details’ section later.

- **Lead Applicant Contact** - For the lead applicant organisation, please complete details of the lead contact point for any correspondence. Details required are name, position, email address and contact telephone numbers. The HCA will communicate exclusively via this contact name at the appropriate time unless there is a submitting organisation.

### 3.2 Eligibility

The next part of the online form allows the bidder to:

- Identify if the site is being delivered as part of a consortium or through a joint venture arrangement. Drop Down Menu: Yes/No. If you answer ‘Yes’, you will need to provide details in the Joint Venture or Consortium Details section and confirm that all your joint venture / consortium partners are aware of, and supportive of, this submission.
- Confirm that the lead applicant’s Board or equivalent has ‘signed-off’ the EOI submission. Drop Down Menu: Yes/No. If you answer ‘No’, this will generate an information message that says *“This answer may lead to your bid being deemed ineligible”*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- Confirm you have read and understood the prospectus and guidance and the information in this bid is accurate. Drop Down Menu: Yes/No. By answering ‘Yes’ to this question you are confirming that you have completed this submission with regard to the requirements set out in the Prospectus and these guidance notes. You are also confirming that all the information supplied in the submission is up-to-date and accurate. If you answer ‘No’, this will generate an information message that says *“This answer may lead to your bid being deemed ineligible”*. In such

cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.

- Confirm if you are involved in another site for which a bid for funding from this programme (as a joint venture/consortium member or individually) is being submitted. Drop down menu: Yes/No.
- Confirm if you are submitting a bid as a Private Sector body. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says *"The recipient of the funding must be a private sector body"*. In such cases, the HCA reserves the right to seek clarification or additional information before progressing the scheme to the next stage.
- Confirm if the proposed recipient of the funding is a Private Sector body. Drop Down Menu: Yes/No. If you answer 'No', this will generate an information message that says *"This application is Not Eligible. The recipient of the funding must be a private sector body"* and you will be unable to submit your bid until this issue has been addressed.

### 3.3 Joint Venture or Consortium Details

If the site is being delivered as part of a Joint Venture or Consortium you will need to complete this part of the form.

Click on the "Create member details" button and a new screen will open. Enter the details of the first party, ensuring that each mandatory field is completed. Once done, click the "Update" button to go back to the form. Repeat this process for each party other than the applicant. Organisations can be deleted from the list if necessary (use the "Delete" button), or information can be reviewed and edited using the "Details" button.

## 4. SECTION B – DETAILS OF WORKS FOR WHICH HCA FUNDING IS REQUIRED

The next part of the online form allows the bidder to state whether the funding requested from the Estates Regeneration Programme will be used for a phase(s) of a wider regeneration scheme. Drop Down Menu: Yes/No. If you answer 'Yes', you will be asked to provide information about the phase (or total aggregated phases/works) for which funding is being requested and to provide further information about the wider development scheme.

### 4.1 Site Details

The next part covers information about the site and its eligibility. Please provide details of:

- the name of the site;

- the postcode and co-ordinates of the site. Please ensure you at least enter the first part of the postcode. The easting and northing should each be entered in a five or six figure numeric format. Please note, grid references can be identified easily via [www.streetmap.co.uk](http://www.streetmap.co.uk) and are mandatory;
- the local authority, which can be selected from the drop down list, the HCA Operating area will be populated automatically;
- whether a site plan has been provided. Further information regarding the attaching of files can be found later in this document;
- The area of the site, in hectares up to a maximum of two decimal places; and
- whether this site is in England. Drop Down Menu: Yes/No. If you answer No, this will generate an information message that says *"This application is Not Eligible"* and you will be unable to submit your bid until this issue has been addressed

## 4.2 Ownership of funded phase

Bidders should indicate whether the lead applicant has control of the site. Drop Down Menu: Yes/No. If "No" is selected, a message will appear saying that this answer might lead to your bid being deemed ineligible. You will also be asked to give further details regarding control of the site.

You will then be asked to indicate the nature of that control using the drop-down menu. If a value other than "Freehold" is selected you will be asked to state the freehold owner. If "Other" is selected, you will be asked for further information.

## 4.3 Timescales and Delivery of funded phase

Please ensure that you enter responses in this section assuming that your bid for funding from the Estate Regeneration Programme is successful. Where your application is for HCA funding on the entire site then this section will check that there is a net increase in the supply of housing. You will not be able to progress beyond this stage until this eligibility criteria is satisfied.

Begin by entering the number of homes already on site, the number of these to be demolished or refurbished and the number of new homes to be built. In each case you will be asked how many of these are affordable homes. You will also be asked for further information on why any of the homes need to be demolished.

In the next part of the form, please indicate the proposed types of activity that the Estate Regeneration Programme will be used to support, together with start and end dates.

If funding is sought for construction then further details will be requested on the following: Homes to be refurbished; New Homes; Completions; Number and Type of All Homes; the Tenure Mix of All homes; details of the contracting party and non-residential uses floor space.

The anticipated number of houses to be refurbished that would start on site in each financial year should then be entered into the boxes. The total of these should equal the number of refurbished homes entered previously. Where this is not the case an error message will appear until the inconsistency has been addressed.

The anticipated number of new homes to be built that would start on site in each financial year should then be entered into the boxes. The total of these should equal the number of new homes entered previously. Where this is not the case an error message will appear until the inconsistency has been addressed.

The anticipated number of homes completed in each financial year should then be entered into the boxes. The total of these should equal the number of new homes plus the number of refurbished homes entered previously; and the number and type of homes entered in the next question. Where this is not the case an error message will appear until the inconsistency has been addressed.

In the next part of the form, please indicate the proposed type of units and tenure mix to be provided. Again, the totals will be checked against the values entered for refurbished and new homes previously entered. Where this is not the case an error message will appear until the inconsistency has been addressed. Definitions relating to the tenure mix classifications can be found in the Glossary of Terms at the end of this document.

You will then be asked for the contracting party for any affordable housing contract and their Investment Management System (IMS) provider code.

Finally in this section you will be asked for the non-residential use (sq. m) for each planning class.

#### **4.4 Planning for the funded phase**

Please confirm that the scheme is supported by the local authority. Drop Down Menu: Yes/No. If “No” is selected a message will appear that says “This application may be deemed ineligible. Please provide evidence of support in writing within the application as defined in the prospectus”. The HCA will seek the views of the local authority to assess the level of support.

Please give the information requested regarding planning consent (outline or detailed), Section 106 agreement and constraints that may delay start on site. You will be asked to enter the planning application numbers or Planning Portal web address reference.

Bidders are reminded that their scheme should have at least outline consent at the time of submission.

#### **4.5 Financial Data**

This section is divided into four parts namely Costs, Values, Funding Requested and Drawdown Profile. These are detailed further below:

- Breakdown of the total development costs for which funding is being sought. Please enter a value against each element that applies to your scheme including a “0” where nothing is being requested.
- Breakdown of proposed income, excluding the Estate Regeneration Programme being sought. Please enter a value against each element that applies to your scheme including a “0” as appropriate. Applicants are reminded that schemes must be fundamentally viable to be eligible for funding.
- The amount of funding requested, bidders are reminded that a minimum of £5 million must be requested.
- The drawdown Profile, bidders are reminded that there must be an element of funding drawn down in 2015/16 for the bid to be eligible, and all funding must be drawdown by 31 Mar 2019. Where this is not the case an error message will appear until the inconsistency has been addressed.

## 5. SECTION C – ADDITIONAL INFORMATION

### 5.1 Wider Project

The next part of the online form requests information on the wider development site, which is inclusive of the phase or works for which funding is being requested. All answers to the following questions must assume that HCA funding is successful. Questions in this section are also relevant, and require answers, where the HCA funding requested is for works on a phase with no wider development site.

Please confirm that the scheme includes an estate that comprises of existing or former social housing. Drop Down Menu: Yes/No. If you answer ‘No’, this will generate an information message that says *“This application maybe deemed ineligible”*.

Please confirm whether this site has received funding from any other Government programme. Drop Down Menu: Yes/No. If “Yes” is selected you will be asked for further details.

Please confirm that the funding will unlock or accelerate the development. Drop Down Menu: Yes/No. If “No” is selected for both questions a message will appear and the bid will not be eligible as bids that do not unlock or accelerate the development proposed will not be eligible for funding. The bid cannot be submitted until this issue has been addressed. If “Yes” is selected further details are requested.

You will then be asked to enter the size of the wider site (ha), the number of homes already on site, the number of these to be demolished or refurbished and the number of new homes to be built. In each case you will be asked how many of these are affordable homes. You will also be asked for further information on why any of the homes need to be demolished. This section will check that there is a net increase in the supply of housing. You will not be able to progress beyond this stage until this eligibility criteria is satisfied.

## 5.2 Delivery & Timescales on wider development site assuming funding requested is successful

These questions will not appear where the application is for HCA funding on the entire site. This is because the answers to the following questions have already been provided under Section B.

Please ensure that you enter responses in this section assuming that your bid for funding from the Estate Regeneration Programme is successful.

The anticipated number of houses to be refurbished that would start on site in each financial year should then be entered into the boxes.

The anticipated number of new homes to be built that would start on site in each financial year should then be entered into the boxes.

The anticipated number of homes completed in each financial year should then be entered into the boxes. The total of these should equal the number of new homes plus the number of refurbished homes entered previously. Where this is not the case an error message will appear until the inconsistency has been addressed.

In the next part of the form, please indicate the proposed type of units and tenure mix to be provided. Again, the totals will be checked against the value entered for refurbished and new homes previously entered. Where this is not the case an error message will appear until the inconsistency has been addressed. Definitions relating to the tenure mix classifications can be found in the Glossary of Terms at the end of this document.

## 5.3 Non Residential uses Floorspace (sq. m) – Planning Class

These questions will not appear where the application is for HCA funding on the entire site. This is because the answers to the following questions have already been provided under Section B.

In this section you will be asked for the employment floor space created (sq. m) for each planning class.

## 5.4 Community Engagement

- The next section deals with community engagement. Please confirm that you have support from the local community, including the approach to regenerating the estate and increasing density; you have uploaded, along with this bid, quantifiable evidence that people have been involved locally and have influenced decision-making; and have provided information in your investment proposal on what will happen to the residents being re-located away from the estate during re-development. If you answer 'No' to the first two questions, this will generate information message that says *"This application is NOT eligible"* and you will be unable to submit your bid until this issue has been addressed.

## 5.5 Planning & Ownership

Please give the information requested regarding planning consent (outline or detailed), Section 106 agreement and constraints that may delay start on site. You will be asked to enter the planning application numbers or Planning Portal web address reference.

Bidders are reminded that their scheme should have at least outline consent at the time of submission.

## 5.6 Financial Data for the wider development site

This section is divided into three parts namely Costs, Funding and Other Funding. These are detailed further below:

- Breakdown of the total development costs on works to be delivered. Please enter a value against each element that applies to your scheme including a “0” where nothing is being requested.
- Confirm that the scheme is fundamentally viable, can support the repayment of the loan and has consent of any existing lenders to access additional finance from this fund. Drop Down Menu: Yes/No. If you answer ‘No’, this will generate an information message that says *“This application is NOT eligible”* and you will be unable to submit your bid until this issue has been addressed.

Provide the amount of the Funding requested.

- The final part of this section asks for details relating to other funding such as any existing bank loan; developer equity; other public funding (which excludes this bid for funding from the Estate Regeneration Programme) or other. When a value is entered against “Other” an explanation will be requested. Please give the value including a “0” where nothing is being requested.

Please enter figures for confirmed and unconfirmed (including this Estate Regeneration Programme bid) public funding. The percentage of public funding relative to total costs will be automatically calculated. Bidders are reminded that, other than in exceptional circumstances, total public funding (including funding from other public sources) will comprise a maximum of 50% of project costs. Where bidders request funding that will lead to the publicly funded element being greater than this, a warning message will be displayed which states “Public funding must be below 50% of total project costs across the life of the wider project. This scheme may be deemed ineligible”.

Lastly please enter the Gross development value of the site. Bidders are reminded that the scheme must be viable and a warning message will appear if this is not the case.



## 6. SECTION D - FINANCIAL – REPAYMENT OF HCA LOAN

The final section before attaching documents and submitting your bid, deals with the financial repayment. Please indicate in this section when the funding will be repaid by entering the amount against each financial year, including a “0” where repayment is expected. Funding has been made available by the government for this programme on the basis that it is fully recoverable. Where values in the section do not equal the total amount of funding requested, an error message will be displayed that says “This application is not eligible. All investments are made of a fully recoverable basis. The value is different to the amount of funding requested” and you will be unable to submit your bid until this issue has been addressed.

## 7. SAVE YOUR BID

Once all parts have been completed you should click on “Save bid” and address any error messages that are generated. Please ensure that you are happy with the content of your bid before you proceed to submission (see Section 1.3 Changes to Information for further details).

## 8. SUPPORTING DOCUMENTATION

Before you submit your bid you must ensure that you have attached all the documents that you wish to accompany your online form. Applications for funding from the Estate Regeneration Programme must include an Investment Proposal which incorporates a summary development appraisal. A template for this can be found on the Estate Regeneration Programme [www.gov.uk](http://www.gov.uk) page. Please ensure all details are consistent between the online form and the Investment Proposal.

If you wish to submit site plans and/or a covering letter, these should also be attached.

To view and attach a file please press ‘select files’ and click on the relevant filename. Once attached, you can open the file and view your attachment, by double clicking on the attachment name. Alternatively, to remove the attachment from your submission please press the ‘x’ next to the attachment name.

There is no upper file size limit so this should allow bidders to upload everything that is required. If you do have any issues, then email us - [EstateRegeneration@hca.gsi.gov.uk](mailto:EstateRegeneration@hca.gsi.gov.uk) . For file naming conventions, please see section 1.6 Format of Responses.

## 9. SUBMITTING YOUR EXPRESSION OF INTEREST

You will not be able to submit your bid until all sections of the form have been completed. You should also ensure that you have attached all the supporting documents that you wish to submit alongside your online form. It should be noted that attachments cannot be made or amended after the bid has been submitted. The system will highlight any omissions or errors in your form and these will need to be addressed before the submission is

completed. Please note that if a bid fails to submit, the previous change may not have saved. It is recommended that you save a bid before submitting (un ticking the submit box will reveal the save button).

To submit your EOI, please tick the box entitled 'I wish to submit this application to the HCA'. This will reveal the 'Submit Bid' button.

Press 'Submit Bid' to send your application to the HCA. Please note this is an irrevocable action so you should check your bid thoroughly before submission as once submitted no further edits are possible.

You can print a copy of your submission by pressing the PRINT button at the top of the screen, just above Section A. There is no facility to save a copy of the bid in PDF or Word format.

You can view your submitted application in the section headed 'Bid Applications' on the homepage of the HCA Partner Portal homepage - <https://partners.hca-online.org.uk/>

All EOIs submitted will receive an automated email to acknowledge receipt.

***YOU ARE REMINDED THAT YOUR EXPRESSION OF INTEREST MUST BE SUBMITTED***

***BY NOON ON 12 SEPTEMBER 2014***

## GLOSSARY OF TERMS

### **Affordable Housing**

Affordable housing for the purposes of this programme uses the National Planning Policy Framework definition for Affordable Housing which is available from the following link:

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

### **Affordable Homes Programme (AHP)**

The Agency's main funding stream for affordable housing for 2011-15, which aims to increase the supply of new affordable homes in England. The majority of homes built will be made available as Affordable with some for Intermediate Housing, Supported Housing and, in some circumstances, Social Rent.

### **Affordable Home Ownership (AHO)**

Housing at prices and rents above those of social rent, but below market price or rents, and which meet the criteria set out above for affordable housing. These include shared ownership and equity loan products, both branded under the umbrella 'HomeBuy' outside London and 'First Steps' in London.

### **Affordable Rent**

A form of social housing, involving homes being made available at a rent level of up to 80% of market rent (inclusive of service charges); the principal product available as new supply through the Affordable Homes Programme in 2011-15.

### **(The) Agency**

The Homes and Communities Agency or its duly appointed agent.

### **Build Complete**

For the purposes of this programme, physical completion of individual units or, in the case of flats, on physical completion of the block means that the property must be 'habitable'.

### **Department for Communities and Local Government (DCLG)**

The central government department responsible for housing policy and Agency's sponsor.

### **Expression of Interest (EOI)**

This is the process to determine the eligibility of proposals (in respect of the applicant, proposition and the sites proposed) and to establish the potential level of investment required.

### **Investment Proposal**

Bidders are required to submit an investment proposal as part of their expression of interest submission. The template is available on the website at

<https://www.gov.uk/government/publications/estate-regeneration-programme>

### **Investment Management System (IMS)**

The Agency's computer system for the processing of schemes and payments of affordable housing grant.

### **Local Authority**

For the purposes of this programme we mean the local planning authority. Therefore, in a 2-tier system, we will liaise with the district authority.

### **Low Cost Home Ownership (LCHO)**

A general term used to describe the various types of funding home ownership with subsidy, such as the different forms of HomeBuy and Right to Acquire.

### **Market Value**

A formal valuation method set out in the RICS's Red Book.

### **National Affordable Housing Programme (NAHP)**

The name given to the Housing Corporation's main investment programme for 2006-2008 and 2008-2011. Previously it was known as the Approved Development Programme (ADP). From 01 December 2008, this became one of the HCA's programmes. From April 2011, the programme has been superseded by the Affordable Homes Programme (AHP – please see definition above), with runs from 2011-2015.

### **National Planning Policy Framework**

This sets out the Government's policy on a range of issues relating to planning in the provision of housing including Annex B which sets out the definition of Affordable housing. Published in March 2012.

### **New housing units**

These are defined as those that will receive a New Homes Certificate. New homes include conversion from other uses into dwellings and excludes refurbishment of existing housing stock.

### **Public Sector Body**

A local authority, health authority, new town corporation, a nationalised industry, a Government Agency, an urban development corporation, the Crown, a housing action trust and a residuary body.

### **Section 106 Agreement**

A contract entered into by a local planning authority and a property developer under section 106 of the Town and Country Planning Act 1990 under which the developer agrees to provide defined facilities as part of the proposed development. Such planning obligations are often used as a legally binding agreement between a local authority and developer to deliver additional affordable social housing within a development.

### **Slowed down development**

Where funding will accelerate the delivery of a scheme.

### **Social Housing**

Low cost rental accommodation and low cost home ownership as defined by [Section 69 of the Housing and Regeneration Act 2008](#). Aimed at people whose needs are not met by the commercial market.

### **Social Rent**

Social housing available for rent at or close to Target rents on the basis of the Rent Influencing Regime Guidance.

### **Stalled development**

Where construction activity is currently halted on the relevant phase (excluding site clearance/remediation, affordable housing delivery construction where it has been possible to progress this in advance of other elements of the site and/or limited activity to implement or maintain a planning permission). This could refer to a standalone phase within a wider scheme.

### **Start on Site**

The **Start on Site date** means the date on which (a) where applicable, the Developer and Building Contractor have entered into the Building Contract; (b) the Building Contractor or the Developer has taken possession of the Site; and (c) the Start on Site Works have commenced.

### **Start on Site works**

This means: (a) excavation for strip or trench foundations or for pad footings; (b) digging out and preparation of ground for raft foundations; (c) vibrofloatation, piling, boring for piles or pile driving; or (d) drainage work specific to the buildings forming part of the Firm Scheme.

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The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.