



Homes &
Communities
Agency

BUILD TO RENT FUND – CONTINUOUS MARKET ENGAGEMENT

Expression of Interest - Quick Start Guide

January 2015

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1. INTRODUCTION

This 'quick start' guide is for the benefit of parties interested in submitting Expressions of Interest (EOI) for support from the Build to Rent Fund. It explains how to bid and what is required at this stage.

There is a more detailed guide on the Gov.uk website that is available through the following link <https://www.gov.uk/government/collections/build-to-rent-guidance-and-allocations>

Both documents should be read in conjunction with the Fund Prospectus which sets out more details around the bidding process and timetable.

If you have any queries, you should contact us via BTRCME@hca.gsi.gov.uk.

2. HOW TO BID

In Round 1, bidders submitted their Expression of Interest by spreadsheet along with the accompanying documents. It was sent to us by email.

For Round 2, we developed an Online Form to make it easier for bidders. We will continue to use this for Continuous Market Engagement (CME).

The Online Form is available through the HCA Partner Portal. So the first thing that you need to do is to set-up an account, unless of course you have one already. This is easy and will take a couple of minutes.

3. REGISTRATION AND CREATING AN ACCOUNT

There are six simple steps involved in creating an account:

1. Open the HCA Partner Portal by clicking on the following link: <https://partners.hca-online.org.uk/>
2. Once the home page is open, click on 'Register' (top right corner). If you click on the Build to Rent Fund you will be directed to register before accessing the screen.
3. Complete the registration fields and then click on the 'Register' button to create a new account.
4. When creating a password it will need to include one non-alphanumeric symbol, e.g. #
5. You will then receive a confirmation email which will require you to click on the validation link in the email to activate the account.
6. Once you have done this you will be redirected back to the site so that you can login.

4. CREATING AN EXPRESSION OF INTEREST

Once logged in you will be taken back to the home page. You should then click on 'Funding and other support packages' and a number of options will appear. You should click on 'Build to Rent' to create your Expression of Interest:

◀ Funding and Other Support Packages

- [Build to Rent](#)
- [Builders Finance Fund Programme](#)
- [Custom Build Serviced Plots Loan Fund](#)
- [Estate Regeneration Fund Programme](#)
- [Housing Zones](#)
- [Large Sites Infrastructure Programme / Local Growth Fund \(Housing Infrastructure\)](#)
- [Public Sector Land Investment Fund applications](#)

From the screen below, you can create a new application (or view and edit your existing applications). You can save and edit your applications at any time up to the point of submission.

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Welcome HCA/Catherine.Thompson
[Back to home page](#)

Bid Applications

Please click on the following link for further information: [EoI Guide](#)

Click on the 'Create Bid' button to complete an Expression of Interest form for Build to Rent

[Create Bid](#) [Reset all submitted bids for assessment](#)

ID	Name	Status	Partner	Tranche	First Submitted On	Last Submitted On		
2	To be updated	Open	Lead Applicant				Details	Report
3	Holbein Halls	Not EoI for assessment	Strips Developments Ltd	2	03/05/2014 12:33	04/05/2014 14:33	Details	Report
4	To be updated	Open	Not recorded				Details	Report
5	To be updated	Open	#				Details	Report
6	Twilight Fields Wrexendon Way	Open	Ormsby Gascoyne Ltd	1	02/11/2013 20:30		Details	Report
7	To be updated	Open	Not recorded				Details	Report

To create a new EoI, click on 'Create Bid' which will take you through to the Online Form. The form is divided into four sections:

- Applicant Details;
- Eligibility;
- Joint Venture or Consortium Details (only visible where applicable); and
- Proposition and Site Details.

At the end, there is a separate section (Submit Bid Application) that allows you to submit your EOI and supporting documentation.

Bid (Ref No: 508)

To create your application you will need to click on the section headings below to complete the details within each section as required. Click on section headings to expand or collapse the section. Use the 'tab key' on your keyboard to move easily through the fields in each section - if you use the 'return' key it will save any changes made.

You can save at any point when completing the sections - the system will warn you if there are any mandatory fields that need completing first. You can continue to edit and update your application up until you submit it.

Once submitted the application will be locked down and will not allow any further changes but you will still be able to view it.

[Save Bid](#) [Delete Bid](#) [Back to Bid Applications](#)

Applicant Details

Eligibility

Proposition and Site Details

Submit Bid Application

5. SECTION A: APPLICANT DETAILS

This section has four parts covering the:

- Bid - Enter the name of the bid/application (making sure you overtype the existing text in the field);
- Submitting Organisation - If you are making this submission on behalf of another organisation (for example, if you are a property agent) and will be the first point of contact in connection with this bid, please complete this;
- Lead Applicant – enter the name, contact information and other details for the organisation that is leading the bid; and
- Lead Applicant Contact – enter the contact details for the person who is the leading the bid.

We suggest that when you have completed this section that you save it by clicking on the 'Save Bid' button. You can then click on 'Applicant Details' to collapse this part of the screen.

6. ELIGIBILITY

This section allows the bidder to:

- Confirm whether the EOI is being made on behalf of a consortium or through a joint venture arrangement. If this is the case, the Joint Venture or Consortium section will appear to allow the bidder to provide relevant information; and
- State whether the bid meets a number of the identified eligibility criteria. Particular responses to certain questions 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 undertaking the assessment process.

Eligibility

Are the sites included being delivered through some form of consortium or joint venture arrangement? * Yes

Please confirm that all your joint venture / consortium partners are aware of, and supportive of, this submission * Yes

Please confirm that the lead applicant's Board or equivalent has 'signed-off' this bid submission? * Yes

Please confirm you have read and understood the Prospectus and Guidance and the information in this submission is accurate? * Yes

Are you involved in another submission for this programme (as a joint venture / consortium member or individually)? * No

We suggest that when you have completed this section that you save it by clicking on the 'Save Bid' button. You can then click on 'Eligibility' to collapse this part of the screen.

Please note that you should save your bid before entering any data in the Proposition and Site Details section.

7. JOINT VENTURE OR CONSORTIUM DETAILS

This section of the form only applies to those bidders who are part of a joint venture or consortium.

You will enter to details for each party other than the lead applicant.

Joint Venture or Consortium Details

Click on the 'Create member details' button and a new screen will open. Complete the details of one of the parties and when saved they will appear in the table below. This should be repeated for each of the parties, other than the lead applicant, within the Joint Venture or Consortium for your proposition. You will be able to view/edit the details or delete individual parties as required.

Name of Organisation	
Test Org 2	Details
Sample Test Company	Details
Test Org 1	Details

1 - 3 of 3 items

We suggest that when you have completed this section that you save it by clicking on the 'Save Bid' button. You can then click on 'Joint Venture or Consortium details' to collapse this part of the screen.

Please note that you should save your bid before entering any data in the Proposition and Site Details section.

8. PROPOSITION AND SITE DETAILS

The final section of the form allows the bidder to:

- Provide details about site(s) that make up the bid; and
- Set out details of the amount and type of investment sought, when it will be drawn down and when it is expected to be repaid.

Entering Site details:

Click on “Create Site” button to enter your site(s) details.

Proposition and Site Details

Before adding Sites please ensure the bid is saved first.

Sites

Click on the 'Create Site' button and a new screen will open. Complete the details in each section and when saved the site will appear in the table below. This should be repeated for each site within your proposition. You will be able to view/edit the details or delete individual sites as required.

[+ Create Site](#)

Name of Site

No items to display

Enter the relevant Site related information in the screen below. Expand or collapse sections by clicking on the headings.

Click on the “Update” button to save.

Edit

Please complete the information for the site to be considered for funding

Site Eligibility

SECTION 1: Site Details and Location

SECTION 2: Timescales and Delivery

SECTION 3: Units - Tenure

SECTION 4: Private Rented

SECTION 5: Planning Status

SECTION 6: Ownership

SECTION 7: Cost and Value

Complete the information in the “Financial Information for Proposition” and “Proposition Eligibility” sections below.

Proposition and Site Details

Before adding Sites please ensure the bid is saved first.

Sites

Click on the 'Create Site' button and a new screen will open. Complete the details in each section and when saved the site will appear in the table below. This should be repeated for each site within your proposition. You will be able to view/edit the details or delete individual sites as required.

Name of Site	
Test Site 1	Details Report

1 - 1 of 1 items

After creating/updating a site, Save the bid to refresh the information below.

Number of Sites:

Maximum of Sites:

Financial Information for Proposition

How is the proposition, covering all sites, expected to be financed?

Finances

Bank loan:	<input type="text" value="£1,000"/>
Status of bank funding?	Confirmed by bank
Applicant Equity:	<input type="text" value="£500"/>
Other:	<input type="text" value="£0"/>
Total:	£1,500

BTR Funding

BTR Loan:	<input type="text" value="£15,000"/>
BTR Equity:	<input type="text" value="£0"/>
BTR Total:	£15,000

Total Funding

What are the total development costs of the proposition?	<input type="text" value="£1,000,000"/>
BTR % of Total:	1.50%

Proposition Eligibility

Please confirm that you have clearly explained your exit strategy and how HCA/GLA will be repaid in your supporting investment proposal.

When would HCA / GLA be repaid?

Please confirm that you have clearly explained the roles and responsibilities of the partners in your supporting investment proposal.

Please confirm the financial model and commercial terms will be consistent across all sites in the proposition?

Please confirm that the units are not for student accommodation?

Can you confirm that your consortium includes a private sector partner?

Have any of the units for which funding is sought benefited from GBB, Kickstart or BTR Round 1?

Please confirm that you have provided a clear structure that demonstrates how completed units will be held as private rented stock for up to 5 years in your supporting investment proposal.

When would final drawdown occur?

Before you can submit your bid, you need to attach your investment proposal - a template document is available to help you on the Gov.uk website – <https://www.gov.uk/government/collections/build-to-rent-guidance-and-allocations>

If you do not use the template, you must follow the structure set out in Annex B of the prospectus or you may be requested to resubmit your document.

To attach your investment proposal click on the 'Select files...' button. Once selected, the document will appear in the list of attachments.



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

If you do have any issues, then email us - BTRCME@hca.gsi.gov.uk.

9. HOW TO SUBMIT YOUR EXPRESSION OF INTEREST

To submit your EOI, please tick the box entitled 'I wish to submit this application to the HCA', and then click the "SAVE" button near the top of the page to submit your bid. Please note this is an irrevocable action so you should check your bid thoroughly before submission as once submitted it is not possible to make any amendments.



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

You can also print or save a copy of your EOI from the same screen by clicking on 'Report' against the bid name. It can be saved in a variety of formats and kept for reference.

homesandcommunities.co.uk
mail@homesandcommunities.co.uk
0300 1234 500



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Agency

Homes and Communities Agency

Fry Building
2 Marsham Street
London SW1P 4DF
btrcme@hca.gsi.gov.uk

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