Homes &
Communities
Agency

Estate Regeneration Fund

How to bid - System guidance (to be read with the prospectus)

1. Partner Portal account

In order to complete bid, you must be logged into your Partner Portal user account. To register for a Partner Portal account, please visit: https://partners.hca-online.org.uk/ and click on 'Register' at the top right and follow the on screen instructions.

Select Estate Regeneration Fund under the Funding and Other Support Packages section.

2. Viewing existing bids

The bids screen will open and a list of all (if any) bids for the Estate Regeneration Fund will be listed in the table. To enter an existing bid, click on the bid ID (circled below):

3. How to create a new bid

To create a new bid, click on the "Create a new bid" link at the top of the search bar.

3.1 How to complete the form – Screen 1

There are two screens to the form; the first screen is mainly contact details for the applicant, see below. Once you have completed the fields on screen 1, click on **Save and continue** for the next screen.

Estate Regeneration
Signed in as MBTesting   Log Out

Section 1 of 2

Bid (Ref No: 751)

Contact Us

Phone: 0300 1234 500

Email: EstateRegeneration@hca.gsi.gov.uk

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

Contact details

First name

Last name

Email address
We need your email address so we can send you a confirmation of your enquiry.

Confirm email address

Telephone number
Please enter the best telephone number for us to contact you on.

Address
Building name or number

Postcode   [Lookup]   → Requires both Building name or
                                 number and postcode

Enter address manually

Are you completing this form on behalf of a client?
○ Yes   ○ No

Organisation   → Applicant's organisation's name

Organisation type
○ Local or Unitary Authority   ○ Private Developer   ○ Registered Provider
○ Other

Where did you hear about us?
○ Email   ○ GOV.UK   ○ HCA Staff   ○ DCLG advisory team
○ Internet Search   ○ Industry Event   ○ Press
○ Professional Advisor   ○ Public Sector Body   ○ Other

Funding details

What type of funding are you interested in applying for?
If you wish to bid for both types of funding then you will need to submit two separate bids.

○ Project funding   This funding is only available to private sector entities or registered providers

○ Enabling funding and capacity building   This funding is only available to local authorities or
                                              registered providers

[Cancel] [Save and continue]

Help   Cookies   Terms of Service
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3.2 How to complete the form – Screen 2

There are two options. The screen that will appear will depend on what type of funding you apply for. Section 3.3 provides details about how to complete the 'Project Funding' screen. Section 3.4 provides details of how to complete the 'Enabling Funding' screen.
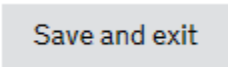
3.3 Project Funding

This screen appears if you have selected 'Project funding' on the previous screen. Please note the project funding is only available to Private Sector Entities.

The screen has the following sections:

- Basic funding information
- Number of homes
- Basic development appraisal – costs (can be estimated)
- Basic development appraisal – revenue (can be estimated)
- Funding sources
- Planning status
- Local support
- Attachments
- Submission

Please note that you can save and exit at any time on this screen via the button at the bottom of the

screen   Save and exit   . You can return the same form via the Bid summary table – see section 2.

TIP: Remember to save your bid regularly – you can do so with Save *link at the end of each section of the form.*

3.3.1 Basic funding information

In this section, please tell us how much funding you require and what it will be used for. Please select either Yes or No to "What will the funding be used for?" Please select "No" if an activity will not be supported, it is not possible to leave it blank.

If you select "Yes" to any of the option to the question "What will the funding be used for?" please indicate an estimated start date and how much funding it is for that activity. Please use the date selector to enter a date (circled below). Please provide estimates if exact figures are not known.

Please note that the figures entered for "What will the funding be used for?" must match the figure entered for "How much funding do you require?".

Bid (Ref No: 643)

How much funding do you require?
Please enter the full amount to the nearest £1

£ 1,500,000

What will the funding be used for?
Please indicate whether each activity will be supported by the funding and add the estimated start date and amount of funding for each activity that will be.

			Estimated start date	Amount of funding
Refurbishment	● Yes	○ No	14/07/2016	£ 500,000
Land assembly	○ Yes	● No		
De-canting / re-housing	● Yes	○ No	22/07/2016	£ 500,000
Demolition	○ Yes	● No		
Other infrastructure	● Yes	○ No	31/07/2016	£ 500,000
Other	○ Yes	● No		

Total £ 1,500,000

The next part of the form requires the estate information. In the Local Authority Area question, if the estate is in more than one Local Authority then please record the LA in which the estate is most in. Start typing the LA name into the field and an automated list will appear, if your choice doesn't appear keep typing until it does. If you are unsure, then please use the Online Finder, it will open in a new window.

Estate name

Local Authority Area
If the estate is in more than one local authority area, please record the one in which most of the estate is
Start typing the local authority and select from the list. If you don't know the local authority, please use the Online Finder to help you

3.3.2 Number of homes

In this section, please give more information about the number of homes on the estate. The information you give will give HCA an indication of the funding will be used for. Please provide estimates if exact figures are not known.

TIP – for fields that do not apply, please enter zero in the field. Remember to save.

Number of homes

How many on the estate now?	100	How many of these are affordable?	2
How many will be demolished?	50	How many of these are affordable?	2
How many will be refurbished?	0		
How many will be built on this estate?	50	How many of these are affordable?	2
How many will be on the estate once completed?	150	How many of these are affordable?	20

When do you plan to start on site/commence regeneration activity?

⦿ Already started	◯ 0-12 months	◯ 13-24 months	◯ more than 24 months

Save

3.3.3 Basic development appraisal – costs (can be estimated)

In this section, please provide the basic development appraisal costs. If exact figures are not known at this stage, then please provide estimated figures – figures must add up to the Total Development Costs field. Please enter figures to the nearest £1. An amount for Total Development Cost is mandatory.

Basic development appraisal - costs (can be estimated)

What is the total development cost?
Please enter the full amount to the nearest £1 and provide an estimate if detailed figures are not available

Please provide a breakdown of the development costs if possible
Land assembly, decanting, rehousing, leaseholder buyouts (optional)

Demolition (optional)

Infrastructure (optional)

Construction (optional)

Abnormals (optional)

Professional fees (optional)

Other costs (optional)

Save

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3.3.4 Basic development appraisal – revenue (can be estimated)

In this section, please provide the basic development appraisal revenue. If exact figures are not known at this stage, then please provide estimated figures. Figures must add up to the Gross Development Value field. Please enter figures to the nearest £1. An amount for gross development value is mandatory.

Basic development appraisal - revenue (can be estimated)

What is the gross development value?
Please enter the full amount to the nearest £1 and provide an estimate if detailed figures are not available.
Schemes which are experiencing a viability gap are invited to bid, however at present we are not able to fund unviable schemes through recoverable investment project finance.

Please provide a breakdown of the development value if possible
Private sale / rent income (optional)

Affordable sales income (optional)

Commercial income (optional)

Other income (optional)

Save

3.3.5 Funding Sources

In this section please state the funding sources for the estate. Please provide estimates if exact figures are not known at this stage. Please enter figures to the nearest £1.

Please note that the fields in this section are mandatory, if the answer is null then please enter zero.

Funding sources

Please indicate funding sources including this bid
Please enter the full amount to the nearest £1 and provide an estimate if detailed figures are not available
Developer equity (including land)

HCA investment (including this bid)

Other public sector investment

Bank finance

Recycled receipts

Other

Total
£ 0

Save

3.3.6 Planning Status

In this section, please tell us about the planning status of the regeneration proposals for the estate.

Please note that in the "Please give details…" field that there is a character limit of 2,000 (including spaces).

Planning status

Please select the planning status

> *Allocated - Sites that have been identified for development by a local planning authority, for example, in a Local Plan or Strategic Housing Land Availability Assessment.

○ Full / Detailed   ○ Outline   ○ Allocated *   ○ None

How much acceleration would be generated by the allocation of the funding?

○ Not at all   ○ Less than 2 years   ○ 2 - 5 years   ○ More than 5 years

Please give details justifying the level of acceleration stated above.

3.3.7 Local support

To complete this section, please refer to the Prospectus for more details. Please note that if you select "No" for any of the questions you bid may be deemed ineligible and you will need to provide more details in your Scheme Proposal.

Local support

Have you provided evidence that the local community supports this regeneration proposal?

⦿ Yes   ○ No

Local authority partnership

Have you provided evidence of your partnership working arrangements with the local authority?

⦿ Yes   ○ No

Have you attached a letter of support from the local authority?

⦿ Yes   ○ No

Save

3.3.8 Attachments

To upload documents, please select the "Browse" button, this will open your filing window and from there please select the relevant document.

Please note that the Scheme Proposal and Local authority letter of support are mandatory attachments without these you will not be able to submit your bid.

Once you have selected all the relevant documents to upload, please select the Upload files button.

Attachments

If you have any documents that you would like to support your bid, please attach them below.
A scheme proposal document is mandatory (find the template here). If you are unable to provide a letter of support from the Local Authority for your application, please provide other evidence. We may contact you to request further clarification.

Type of document	Select file	Uploaded filename
Scheme proposal	[ ] Browse...	
Local authority letter of support (optional)	[ ] Browse...	
Other attachment 1 (optional)	[ ] Browse...	
Add another file		

[Upload files]

3.3.9 Submission

To submit your bid, please read and agree to the terms and conditions on the screen.

[ ] Do you agree to the terms and conditions above?

Then click on the "Submit" button.

[Back] [Discard changes] [Save and exit] [Submit]

Once you have submitted, you will receive an email confirmation to the email address that you supplied on screen 1.

3.4 Enabling Funding & Capacity Building

This screen appears if you have selected "Enabling Funding" on the previous screen. Please refer to the prospectus for definitions of what types of activities this funding is intended to support. Please note that all the fields on this screen are mandatory and must be completes to allow you to submit.

TIP: Remember to save your bid regularly – you can do so with Save *link at the end of each section of the form.*

For the following questions please indicate how much funding you require and what it will be used for.

How much funding do you require?
Please enter the full amount to the nearest £1

[ ]

What will the funding be used for?
Please indicate amounts required against each option that applies.

Masterplanning and/or design costs	[ ]
Feasibility studies	[ ]
Viability assessment	[ ]
Financial modelling	[ ]
Technical studies	[ ]
Planning fees	[ ]
Procurement advice	[ ]
Commercial capacity building	[ ]
Other	[ ]
Total	£ 0

Commercial Capacity Building

Should a value be input against Commercial Capacity Building, an additional set of questions will appear related specifically to this funding and supporting development of staff and building capacity. These questions are mandatory. Please note that in the "what benefits…." field that there is a character limit of 2,000 (including spaces).

3.4.1 Funding

Will the work being funded be completed this financial year?

○ Yes   ○ No

If selecting "Yes" to the question below, you will be required to provide more details.If exact figures are not known at this stage, please provide the nearest estimate. Please complete these fields, they are mandatory to submit.

Will any of the funding be used to employ staff?

(•) Yes   ( ) No

What percentage of the funding will be used to employ staff? [   ]

How many posts (FTE) will be funded per annum? [   ]

Over how many years? [   ]

Will the funded roles commence this financial year?

( ) Yes   ( ) No

Please list the roles to be funded.

Project Director

( ) Yes   ( ) No

Project Manager

( ) Yes   ( ) No

Technical Specialist

( ) Yes   ( ) No

Other

( ) Yes   ( ) No

The next question is related to any previous funding that the estate has received. If selecting "Yes" please provide more details (max 2,000 characters including spaces)

Has any similar funding been awarded before to support the regeneration of this estate?

(•) Yes   ( ) No

Please give details of the amount awarded, what it was used for and whether that activity is complete or ongoing

[   ]

Please give the estate a name; this will help identify your bid. To select the Local Authority Area from the list, please start typing in the field and the system will automatically provide a list of possible options. If you are unsure of the Local Authority Area, please select the "Online Finder" (circled below) and it will open in a new window. Make a note of the Local Authority Area and return to your bid to complete the field.

Estate name
[Estate 1]

Local Authority Area
If the estate is in more than one local authority area, please record the one in which most of the estate is
Start typing the local authority and select from the list. If you don't know the local authority, please use the Online Finder to help you

[a   ×]

Adur
Allerdale
Amber Valley
Arun   e now?   [   ]
Ashfield
Ashford   lished?   [   ]
Aylesbury Vale
Babergh   pished?   [   ]

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Will any of the funding be used to employ staff?

○ Yes   ○ No

How many staff will this funding
support the development of?

What benefits and other capacity will this build in the authority?

3.4.2 Number of homes

The next set of questions are related to the number of homes on the estate, and what the intentions are for these homes. If you are unable to provide exact numbers or an estimate of the proposed housing numbers post-redevelopment, you can leave this blank.

Please note - that the figures provided will need to add up with each other (including estimated figures), i.e. number of homes demolished cannot be greater than the number of homes that are currently on the estate.

Number of homes

How many on the estate now?
(optional)

How many will be demolished?
(optional)

How many will be refurbished?
(optional)

How many will be built on this estate?
(optional)

How many will be on the estate once
completed?
(optional)

3.4.3 Prioritisation

The following question will help to determine the prioritisation within the fund, please select all the options that apply to the estate:

Prioritisation

Please select all that apply to this estate. Demonstration of these factors will determine prioritisation within the fund.

| ☐ Housing zone | ☐ Local growth fund | ☐ Starter homes | ☐ Off-site manufacture | ☐ Other government objective |

Save

3.4.4 Acceleration

The following questions relate to the acceleration of the estate and it's current activities. Please note that the character limit is 2,000 (including spaces) for your answer to "Please give details justifying…".

Acceleration

By how much will the funding accelerate later phases of activity?

○ Not at all	○ Less than 2 years	○ 2 - 5 years	○ More than 5 years

Please give details justifying the level of acceleration stated above.

3.4.5 Planning

For the following question, please indicate the year in which the activities will most likely to occur

Please estimate the year that the following activities will happen assuming that funding is provided.

Planning permission granted

Leaseholder buyouts and decanting started

Demolition started

Infrastructure/construction commencement

3.4.6 Local Support

For the question below, the answer field is limited to 2,000 characters including spaces.

Local Support

Please provide a description of your proposed community engagement and partnership working arrangements

Save

3.4.7 Attachments

To upload documents, please select the "Browse" button, this will open your filing window and from there please select the relevant document.

Once you have selected all the relevant documents to upload, please select the Upload files button

Attachments

If you have any documents that you would like to support your bid, please attach them below.

Type of document	Select file	Uploaded filename
Attachment 1 (optional)	Browse...	

Add another file

Upload files

3.4.8 Submission

To submit your bid, please read and agree to the terms and conditions on the screen.

☐ Do you agree to the terms and conditions above?

Then click on the "Submit" button.

| Back | Discard changes | Save and exit | Submit |

Once you have submitted, you will receive an email confirmation to the email supplied on screen 1.

Useful contacts:

For all Estate Regeneration Fund related queries, such as eligibility or status of your bid, please email EstateRegeneration@hca.gsi.gov.uk

For Partner Portal support, such as registration, please email HCAIPortal@hca.gsi.gov.uk