



Homes England

Community Housing Fund: Phase One

Online Milestone Payment Request Guidance

Version	Date Issued	Details
1	September 2019	Homes England guidance for providers to request milestone payments.

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Chapter 1: Introduction

1.1. Purpose of this guidance

The purpose of this document is to provide guidance for providers on how to request a milestone payment for approved Community Housing Fund (CHF) Phase One allocations. All requests are to be submitted using the Homes England online portal.

1.2. User Support

For help accessing the online portal or to report a problem, please contact the helpdesk on **01908 353604**

For allocation specific queries, please contact the appropriate Homes England Operating Area Leads for the Community Housing Fund.

Homes England Operating Area	Contact name	Email address	Telephone number
Midlands	John Mather	John.Mather@homesengland.gov.uk	0115 852 6903
North East, Yorkshire and the Humber	Graham Brookfield	Graham.Brookfield@homesengland.gov.uk	0113 394 9369
North West	Craig Bradley	Craig.Bradley@homesengland.gov.uk	0192 564 4819
South East	Francine Peck	Francine.Peck@homesengland.gov.uk	0122 337 4002
South West	Helen Bone	Helen.Bone@homesengland.gov.uk	0117 937 7224

1.3. Before you Begin

You will need to login in to the portal using the same account details you used to input your bid. If you have forgotten your password, click 'Forgotten Password?' and follow the instructions to retrieve your details.

Chapter 2: View & Request Milestone Payments

Once a bid has been approved by Homes England and due diligence and contracts completed, you will be able to access the payment milestones via the 'menu' option on the far right for each bid:

Your enquiries

[▶ Contact Us](#)

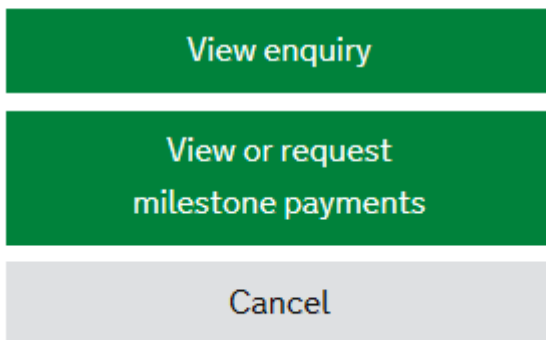
Reference	Scheme/Proposal Name	Funding Type	Status	Last Updated	Actions
CHF/REV/001957	REVENUE FUNDING BID	Revenue	On Contract	12/08/2019	

[Create a new CHF enquiry](#)

Select 'View or request milestone payments' to access the payment milestones screen for each individual bid:

Actions

Ref: CHF/REV/001957



2.1 Allocation Types

Allocations under Phase One of the Community Housing Fund are broken down into 3 types, as set out in the Prospectus. Please refer to the relevant section of this document for guidance on requesting a milestone payment for each allocation type.

- 1) Revenue funding for capacity building and pre-development costs for community organisations, go to **Chapter 3**.
- 2) Local Authority revenue grant to support community-led housing development, go to **Chapter 4**.
- 3) Local Authority capital grant for infrastructure to support community-led housing development, go to **Chapter 5**.

Chapter 3: Revenue funding for community groups

You will be taken to the Revenue Payment Summary screen which will show the total amount awarded and balance to be paid:

Milestones & payments

Summary	
Total amount awarded	£500
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£500

Version: 1
Version status: Approved
Version submitted by: System
Version Submitted on: 21/08/2019
Reviewed by: System
Reviewed date: 21/08/2019

Milestone	Forecast	Actual	Payment	Amount
1. Body corporate, or equivalent legal entity established		04/08/2019		Request Payment
2. Initial community housing proposals developed - outline business/finance plan, viability/feasibility assessment developed		05/08/2019		
3. Progress on developing community-led housing proposals		07/08/2019		
4. Detailed housing proposals developed		08/08/2019		

The four payment milestones will appear in order; only one payment milestone can be submitted at a time & they must be submitted in order.

3.1 Revenue Milestone One – Body Corporate Established

Once you click 'Request Payment', you will be able to enter the date the milestone was achieved and details regarding the organisation type, as well as provide an update on your community led housing proposal & community engagement so far. There is a drop box at the bottom of the page to attach any supporting documents.

You will be able to claim up to 25% of your total allocation:

Request a payment

Revenue Milestone One - Body Corporate Established

Summary

Total amount awarded	£500
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£500

Date milestone achieved

 Company Limited by Guarantee Community Benefit Society Community Interest Company Co-operative Society Local authority Registered Provider Social Enterprise Other

Other organisation type

Company registration number

Date

[Enter Address Manually](#)

Building name or number (optional for lookup)

UK postcode

[Find UK address](#)

[Enter address manually](#)

Community led housing proposal

Please provide an outline summary of the proposed community led housing development, including the number of homes, location and tenure and how you intend to deliver the proposal, updating the points covered in your initial application for funding where relevant.

Funding amount claimed (£)

Should not be more than 25% of the total Community Housing Fund allocation

Maximum request: £250

Community engagement update

Please provide an update of community engagement carried out to date, and the level of community support achieved, uploading any relevant evidence below.

File	Description	Actions
------	-------------	---------

Click here to select or drop a file

Certification of completion of Milestone One

By submitting this milestone claim I confirm that, I am, or have been authorised by, a company secretary or director of the Grant Recipient or a person occupying an equivalent post to submit this claim on behalf of the Grant Recipient; and confirm the following statements in line with the provisions set out in the Community Housing Fund Revenue Grant terms and conditions:

- *The amount claimed has been incurred by the Grant Recipient;*
- *The amounts claimed consist of Eligible Expenditure only;*
- *The conditions in paragraph 3 in the Grant terms and conditions continue to be satisfied; and*

Such other supporting evidence and/or information as may be reasonably required by Homes England to evidence validity of the claim and/or matters in connection with or referred to in the claim will be made available upon request.

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. **We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.**

Once the first milestone request has been approved, you will be able to request payment for milestone two.

3.2 Revenue Milestone Two – Initial Community Housing Proposals Developed

Milestone	Forecast	Actual	Payment	Amount
1. Body corporate, or equivalent legal entity established		04/08/2019		£250
2. Initial community housing proposals developed - outline business/finance plan, viability/feasibility assessment developed		05/08/2019		
3. Progress on developing community-led housing proposals		07/08/2019		
4. Detailed housing proposals developed		08/08/2019		

You will be asked to provide an update on your community housing proposals to support your grant claim request.

Your claim at milestone two must not be more than 50% of your total allocation, inclusive of previous milestone payments.

Request a payment

Milestone Two - Initial community housing proposals developed- outline business/finance plan, viability/feasibility assessment, site identified

Summary	
Total amount awarded	£1,000
Payments pending	£250
Amount drawn down to date	£0
Balance remaining	£750

Date milestone achieved

05/08/2019

Initial community-led housing proposal development

Please provide an outline statement on the progress of the initial community-led housing proposal development, updating on the points listed below

Update on build proposals and the approach to financing the works;

Details of the viability/feasibility assessment to be carried out (i.e. how the development will be funded) and by whom;

Progress on identifying a site for the proposed development and the procurement the building works;

Details of an professional services retained (for example an architect or quantity surveyor)

Please upload any relevant documents supporting your claim below

Funding amount claimed (£)

Should not be more than 50% of the total Community Housing Fund allocation inclusive of previous milestone payments

Maximum request: £250

Community engagement update

Please provide an update of community engagement carried out to date, and the level of community support achieved, uploading any relevant evidence below.

File	Description	Actions
------	-------------	---------

Click here to select or drop a file

Certification of completion of Milestone Two

By submitting this milestone claim I confirm that, I am, or have been authorised by, a company secretary or director of the Grant Recipient or a person occupying an equivalent post to submit this claim on behalf of the Grant Recipient; and confirm the following statements in line with the provisions set out in the Community Housing Fund Revenue Grant terms and conditions:

- *The amount claimed has been incurred by the Grant Recipient;*
- *The amounts claimed consist of Eligible Expenditure only;*
- *The conditions in paragraph 3 in the Grant terms and conditions continue to be satisfied; and*

Such other supporting evidence and/or information as may be reasonably required by Homes England to evidence validity of the claim and/or matters in connection with or referred to in the claim will be made available upon request.

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. ***We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.***

Once the second milestone request has been approved, you will be able to request payment for milestone three.

3.3 Revenue Milestone Three – Progress on Developing Community-led Housing Proposals

Milestone	Forecast	Actual	Payment	Amount
1. Body corporate, or equivalent legal entity established		04/08/2019		£250
2. Initial community housing proposals developed - outline business/finance plan, viability/feasibility assessment developed		05/08/2019		£250
3. Progress on developing community-led housing proposals		07/08/2019		
4. Detailed housing proposals developed		08/08/2019		

You will be asked to provide an update on your community housing proposals to support your grant claim request.

Your claim at milestone three must not be more than 90% of your total allocation, inclusive of previous milestone payments.

Request a payment

Milestone Three - Progress on developing community-led housing proposals - Results of feasibility study/site identified

Summary	
Total amount awarded	£1,000
Payments pending	£500
Amount drawn down to date	£0
Balance remaining	£500

Date milestone achieved

07/08/2019

Update on community-led housing proposal development

Please provide an outline statement on the progress of the initial community-led housing development proposal, including:

Results of the feasibility study

Details of discussions with the relevant local authority around seeking support for the community housing development

Details of any associated capital infrastructure works (if required) to open up the site for development.

Please upload any relevant documents supporting your claim below.

Site

Please provide details of the site/building identified for the development (plus details of any restrictions/covenants that may be placed on it)

[Enter Address Manually](#)

Building name or number (optional for lookup)

UK postcode

[Find UK address](#)

[Enter address manually](#)

Is the site/property owned by the applicant organisation?

Yes

No

What are the plans for securing it for the proposed development

Current planning status

Detailed Planning Approval Granted

Outline Planning Approval Granted

Detailed Planning Submitted

Outline Planning Submitted

Planning discussions underway with planning office

No progress yet on planning application

Date



Current use class

Residential

Commercial

Industrial

Agricultural

Other

Please specify

Are there restrictions on the site?

Yes

No

Please specify

Funding amount claimed (£)

Should not be more than 90% of the total Community Housing Fund allocation inclusive of previous milestones

Maximum request: £400

Community engagement update

Please provide an update of community engagement carried out to date, and the level of community support achieved, uploading any relevant evidence below.

File	Description	Actions
Click here to select or drop a file		

Certification of completion of Milestone Three

By submitting this milestone claim I confirm that, I am, or have been authorised by, a company secretary or director of the Grant Recipient or a person occupying an equivalent post to submit this claim on behalf of the Grant Recipient; and confirm the following statements in line with the provisions set out in the Community Housing Fund Revenue Grant terms and conditions:

- *The amount claimed has been incurred by the Grant Recipient;*
- *The amounts claimed consist of Eligible Expenditure only;*
- *The conditions in paragraph 3 in the Grant terms and conditions continue to be satisfied; and*

Such other supporting evidence and/or information as may be reasonably required by Homes England to evidence validity of the claim and/or matters in connection with or referred to in the claim will be made available upon request.

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. **We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.**

Once the third milestone request has been approved, you will be able to request payment for milestone four.

3.4 Revenue Milestone Four – Detailed Housing Proposals Developed

Milestone	Forecast	Actual	Payment	Amount
1. Body corporate, or equivalent legal entity established		04/08/2019		£250 View Request
2. Initial community housing proposals developed - outline business/finance plan, viability/feasibility assessment developed		05/08/2019		£250 View Request
3. Progress on developing community-led housing proposals		07/08/2019		£400 View Request
4. Detailed housing proposals developed		08/08/2019		Request Payment

You will be asked to provide an update on your community housing proposals to support your grant claim request.

Your claim at milestone four should be for the remaining balance of your allocation that you wish to claim for.

Request a payment

Revenue Milestone Four - Detailed housing proposals developed.

Summary	
Total amount awarded	£1,000
Payments pending	£900
Amount drawn down to date	£0
Balance remaining	£100

Date milestone achieved

08/08/2019

Initial community-led housing proposal development

Please provide an update on progress of the community-led housing development proposal, including:

Confirmation of the approach to financing the community housing development works

Progress on securing a site/building for the development

Confirmation of the approach to securing planning and building control consent for the proposed site

Initial design drawings

Procurement details for securing a builder/developer to deliver the scheme

Confirmation of the proposed tenure for the homes (i.e. for rent, shared ownership or market sale)

Details of the proposed allocations / marketing policy for letting or selling the homes

Please upload any relevant documents supporting your claim below.

Funding amount claimed (£)

You can claim the remainder of your Community Housing Fund allocation

Minimum request: £100

Community engagement update

Please provide an update of community engagement carried out to date, and the level of community support achieved, uploading any relevant evidence below.

File	Description	Actions
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Click here to select or drop a file

Certification of completion of Milestone Four



By submitting this milestone claim I confirm that, I am, or have been authorised by, a company secretary or director of the Grant Recipient or a person occupying an equivalent post to submit this claim on behalf of the Grant Recipient; and confirm the following statements in line with the provisions set out in the Community Housing Fund Revenue Grant terms and conditions:

- *The amount claimed has been incurred by the Grant Recipient;*
- *The amounts claimed consist of Eligible Expenditure only;*
- *The conditions in paragraph 3 in the Grant terms and conditions continue to be satisfied; and*

Such other supporting evidence and/or information as may be reasonably required by Homes England to evidence validity of the claim and/or matters in connection with or referred to in the claim will be made available upon request.

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. **We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.**

3.5 Revenue Milestone Payment Request Declined

Upon reviewing a milestone payment request, Homes England may decide that the necessary requirements have not been met and so will decline the payment request. If this is the case, your request will show in orange with the option to 'View Decision':

Milestone	Forecast	Actual	Payment	Amount	
1. Body corporate, or equivalent legal entity established		04/08/2019		£250	View Request
2. Initial community housing proposals developed - outline business/finance plan, viability/feasibility assessment developed		05/08/2019		£250	View Request
3. Progress on developing community-led housing proposals		07/08/2019		£400	View Request
4. Detailed housing proposals developed		08/08/2019			View Decision

Viewing the decision will enable you to see your original request, and explanatory comments from Homes England. Once you are in a position to resubmit the claim, click 'Raise new payment request' at the bottom of the page.

Request a payment

Revenue Milestone Four - Detailed housing proposals developed.

This request has been declined

Please review the explanatory comments below. You cannot amend this request. If it has been indicated that you should make changes, please submit a new request for payment

Summary

Total amount awarded	£1,000
Payments pending	£900
Amount drawn down to date	£0
Balance remaining	£100

Date milestone achieved

08/08/2019

Initial community-led housing proposal development

Please provide an update on progress of the community-led housing development proposal, including:

Confirmation of the approach to financing the community housing development works

Progress on securing a site/building for the development

Confirmation of the approach to securing planning and building control consent for the proposed site

Initial design drawings

Procurement details for securing a builder/developer to deliver the scheme

Confirmation of the proposed tenure for the homes (i.e. for rent, shared ownership or market sale)

Details of the proposed allocations / marketing policy for letting or selling the homes

Please upload any relevant documents supporting your claim below.

dsfdfsdfsdfsadfsafdsa

Funding amount claimed (£)

You can claim the remainder of your Community Housing Fund allocation

Minimum request: £100

Community engagement update

Please provide an update of community engagement carried out to date, and the level of community support achieved, uploading any relevant evidence below.

File	Description	Actions
------	-------------	---------

First approver comment

First decision date

- [Exit](#)
- [Raise new payment request](#)

Chapter 4: Revenue funding for local authorities

You will be taken to the LA Grant Payment Summary screen which will show the total amount awarded and balance to be paid:

[← Back to enquiries](#)

LA Grant Payments

Summary	
Total amount awarded	£500
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£500

No payments have been requested for this enquiry

[Request payment](#)

Milestone	Request Date	Requested Amount	Payment Date	Actual Amount	Action
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[Request payment](#)

Payments should be claimed quarterly in arrears. Select 'Request payment' when you are ready to make your first claim.

You will be able to enter the amount of funding that you wish to claim for each activity. Where a claim amount is entered against an activity, you will be asked to include a summary. The activities you claim for should match your original bid.

[← Back to LA Grant payments](#)

Request a payment

LA Grant

Summary	
Total amount awarded	£1,000
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£0

Summary of funded activity achieved by activity type

Please enter details of the funded activity to be claimed in this payment quarter below.

Request date

The quarter will be automatically calculated depending on the date you select

12/08/2019



Activity

Claim amount

Community group incubation and capacity-building

£ 500

Summary of funded activity in this quarter

Local enablers appointment and training

£ 0

Project support consultancy

£ 0

Technical support where there is no local enabler

£ 0

Local authority resources

£ 0

Other activity (to be described)

£ 0

Total funding amount claimed (£)

£ 500

This amount cannot exceed £1000

Certification of completion of Milestone claim

- By submitting this Quarterly Payment claim I confirm that, I am, or have been authorised by, the Grant Recipient local authority's relevant Section 151 Responsible Financial Officer or a person occupying an equivalent post to submit this claim on behalf of the Grant Recipient local authority; and confirm the following statements in line with the provisions set out in the Community Housing Fund Revenue Grant terms and conditions:
- The amount claimed has been incurred by the Grant Recipient;
 - The amounts claimed consist of Eligible Expenditure only;
 - The conditions in paragraph 3 in the Grant terms and conditions continue to be satisfied; and
 - Such other supporting evidence and/or information as may be reasonably required by Homes England to evidence validity of the claim and/or matters in connection with or referred to in the claim will be made available upon request.

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. **We recommend that you either**

take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.

The payment request will then appear at the bottom of the LA Grant Payment Summary screen. The 'Request payment' button will not be available again until the payment has been either approved or declined.

LA Grant Payments

Summary	
Total amount awarded	£1,000
Payments pending	£500
Amount drawn down to date	£0
Balance remaining	£500

Milestone	Request Date	Requested Amount	Payment Date	Actual Amount	Action
1.Milestone claim 2019/20 Quarter 2	12/08/2019	£500			View Request

Once approved, the 'Request payment' button will be available at the bottom of the page for a new claim to be submitted. Only one claim can be made for each quarter.

4.1 LA Grant Payment Request Declined

Upon reviewing a payment request, Homes England may decide that the necessary requirements have not been met and so will decline the payment request. If this is the case, your request will show in orange with the option to 'View Decision':

LA Grant Payments

Summary	
Total amount awarded	£1,000
Payments pending	£500
Amount drawn down to date	£0
Balance remaining	£500

Milestone	Request Date	Requested Amount	Payment Date	Actual Amount	Action
1.Milestone claim 2019/20 Quarter 2	12/08/2019	£500			View Request
2.Milestone claim 2019/20 Quarter 2	12/08/2019	£500			View Decision

Viewing the decision will enable you to see your original request, and explanatory comments from Homes England. Once you are in a position to resubmit the claim, click 'Raise new payment request' at the bottom of the page.

Request a payment

LA Grant 2019/20 Quarter 2

This request has been declined

Please review the explanatory comments below. You cannot amend this request. If it has been indicated that you should make changes, please submit a new request for payment

Summary

Total amount awarded	£500
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£500

Summary of funded activity achieved by activity type

Please enter details of the funded activity to be claimed in this payment quarter below.

Request date

The quarter will be automatically calculated depending on the date you select

Activity**Claim amount****Community group incubation and capacity-building**

£ 250

Summary of funded activity in this quarter

dgdffdfdfgdh

Local enablers appointment and training

£ 0

Project support consultancy

£ 0

Technical support where there is no local enabler

£ 0

Local authority resources

£ 0

Other activity (to be described)

£ 0

Total funding amount claimed (£)

£ 250

This amount cannot exceed £500

First approver comment

declined

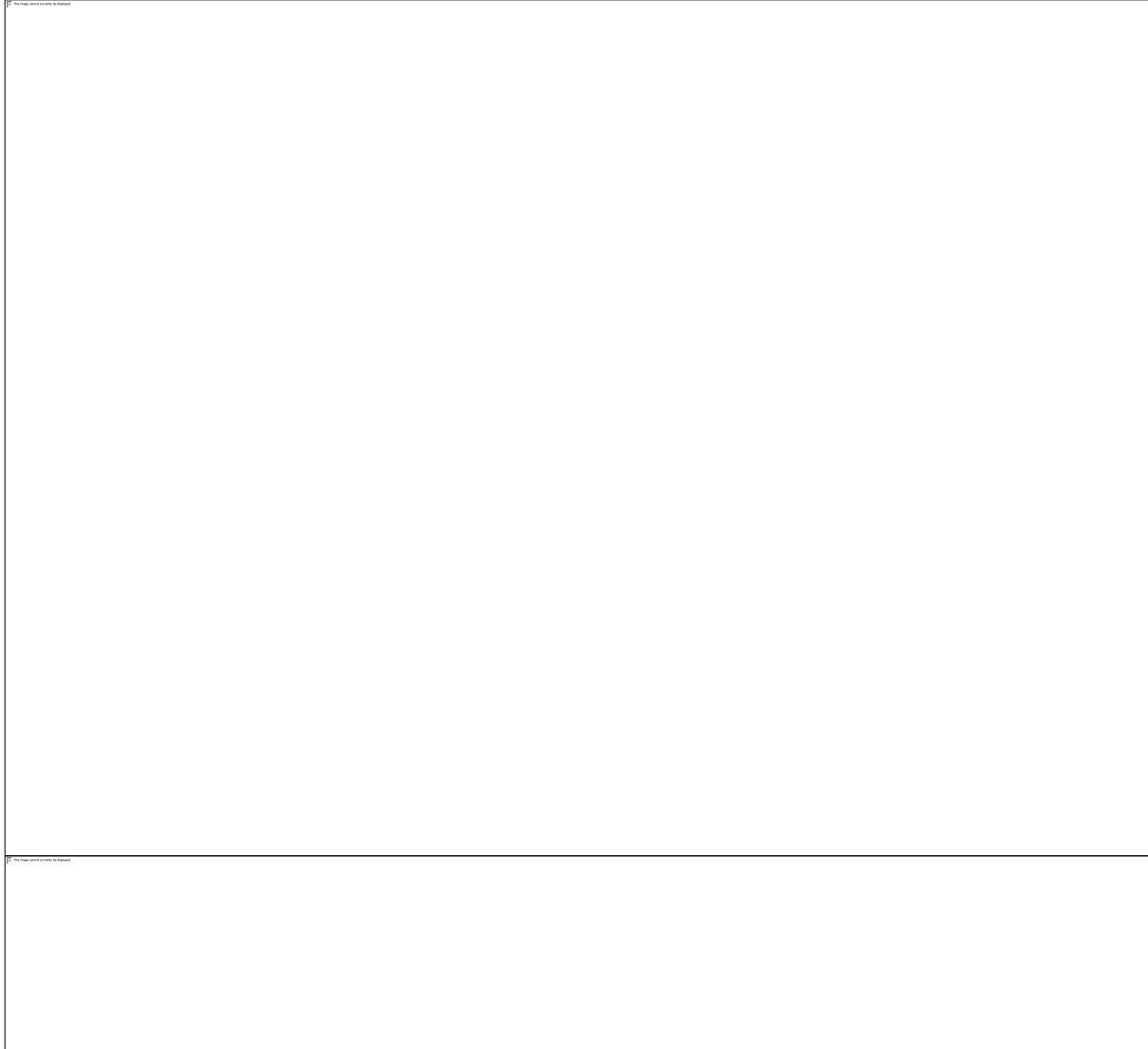
First decision date

21/08/2019

[Exit](#)[Raise new payment request](#)

Chapter 5: Local Authorities Capital Grant for Infrastructure

You will be taken to the LA Capital Grant for Infrastructure Payment Summary screen which will show the total amount awarded and balance to be paid:



The two payment milestones will appear in order; only one payment milestone can be submitted at a time & they must be submitted in order.

5.1 Infrastructure Milestone One – Start on Site

Once you click 'Request Payment', you will be able to enter the date the milestone was achieved and details regarding the activity that's being funded & site location, as well as provide an update on the community-led housing development that is being supported.

You will be able to claim up to 90% of your total allocation:

Request a payment

Infrastructure Milestone One - Start on Site

Summary

Total amount awarded	£1,000
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	

Date milestone achieved

Activity

Funding requested

Transport links

Utility/services connection

Other

Total funding amount claimed (£)

This amount should not be more than £0

[Enter Address Manually](#)

Building name or number (optional for lookup)

UK postcode

[Find UK address](#)

What is the location of the site?

X Co-Ordinate?

Y Co-Ordinate?

Community led housing proposal

Please provide an update on the proposed community-led housing development that this infrastructure scheme will support.

Certification of completion of Milestone One

- By submitting this payment claim I confirm that, I am, the Grant Recipient local authority's relevant Section 151 Responsible Financial Officer or any of the persons that the local authority has provided customer due diligence information on, and can submit this claim on behalf of the Grant Recipient local authority; and confirm the following statements in line with the provisions set out in section four of the Community Housing Fund Infrastructure Grant Funding Agreement (copied below):

In accepting this offer the Local Authority warrants and confirms to Homes England that:

- *it;*
- *is a legally constituted body and has the full capacity and authority and all necessary consents to enter into and perform the obligations under this Agreement; and*
- *acknowledges that it constitutes valid, legal and binding obligations of and on the Local Authority which are enforceable against it;*
- *all information, documents and accounts provided by the Local Authority or on its behalf, from time to time are and will be true, valid and correct;*
- *it is not in breach of any law, regulation, agreement or obligation which affects or may affect its ability to commit to this Agreement; is not under any statutory obligation to carry out the Project or any part of it;*
- *is not aware of any fact or circumstance that may affect the successful completion of the Project or otherwise constitutes a breach of this Agreement;*
- *it will ensure that all the necessary consents and licences are in place and maintained for the*

duration of the Project without limitation;

- *it will ensure that all necessary planning consents and property licences for the Project are in place and maintained for the duration of the Project. If any such consents or licences are varied in any way or revoked it must inform Homes England in writing immediately;*
- *it has full legal control and good title to the Site and all other assets (including Intellectual Property Rights) necessary to enable delivery of the Project and has all such further rights as are necessary to comply with its obligations in this Agreement;*
- *All:*
 - a. *Development Costs saved or recovered; and*
 - b. *any other monies the Local Authority is required to recover from a contractor, developer and/or Site owner; may be retained by the Local Authority subject to:*
 - c. *Homes England's written approval; and*
 - d. *any conditions imposed by Homes England (in its entire discretion) as a term of such approval, and any such monies must be used for further housing delivery;*
- *it has in place legally binding arrangements with its contractors, developers and Site owners to recover any:*
 - a. *savings;*
 - b. *recoveries; and*
 - c. *any other monies the Local Authority is required to recover from a contractor, developer and/or Site owner; such that the Local Authority can comply with its obligation in paragraph 4.9;*
- *it will comply with EU Procurement Regulations (to the extent that the same apply);*
- *it will procure that all contractors comply with EU Procurement Regulations (to the extent that the same apply); and*
- *it has appointed a Principal Designer and Principal Contractor (each being as defined by the CDM Regulations) and has provided Homes England with a copy of the notification to the Health and Safety Executive of the particulars specified in schedule 1 of the CDM Regulations.*

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. **We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.**

Once the first milestone request has been approved, you will be able to request payment for milestone two.

5.2 Infrastructure Milestone Two – Practical Completion

You will be asked to enter the date the milestone was achieved and details regarding the activity that's being funded & site location, as well as provide an update on the community-led housing development that is being supported.

You will be able to claim the remainder of your allocation.

 [Back to Milestone payments](#)

Request a payment

Infrastructure Milestone Two - Completion

Summary

Total amount awarded	£1,000
Payments pending	£500
Amount drawn down to date	£0
Balance remaining	£500

Date milestone achieved

Activity

Funding requested

Transport links

Utility/services connection

Other

Total funding amount claimed (£)

This amount should equal the balance remaining of £500

Community led housing proposal

Please provide an update on the proposed community-led housing development that this infrastructure scheme will support.

Certification of completion of Milestone Two



By submitting this payment claim I confirm that, I am, the Grant Recipient local authority's relevant Section 151 Responsible Financial Officer or any of the persons that the local authority has provided customer due diligence information on, and can submit this claim on behalf of the Grant Recipient local authority; and confirm the following statements in line with the provisions set out in section four of the Community Housing Fund Infrastructure Grant Funding Agreement (copied below):

In accepting this offer the Local Authority warrants and confirms to Homes England that:

- *it:*
- *is a legally constituted body and has the full capacity and authority and all necessary consents to enter into and perform the obligations under this Agreement; and*
- *acknowledges that it constitutes valid, legal and binding obligations of and on the Local Authority which are enforceable against it;*
- *all information, documents and accounts provided by the Local Authority or on its behalf, from time to time are and will be true, valid and correct;*
- *it is not in breach of any law, regulation, agreement or obligation which affects or may affect its ability to commit to this Agreement; is not under any statutory obligation to carry out the Project or any part of it;*
- *is not aware of any fact or circumstance that may affect the successful completion of the Project or otherwise constitutes a breach of this Agreement;*
- *it will ensure that all the necessary consents and licences are in place and maintained for the*

duration of the Project without limitation;

- *it will ensure that all necessary planning consents and property licences for the Project are in place and maintained for the duration of the Project. If any such consents or licences are varied in any way or revoked it must inform Homes England in writing immediately;*
- *it has full legal control and good title to the Site and all other assets (including Intellectual Property Rights) necessary to enable delivery of the Project and has all such further rights as are necessary to comply with its obligations in this Agreement;*
- *All:*
 - a. *Development Costs saved or recovered; and*
 - b. *any other monies the Local Authority is required to recover from a contractor, developer and/or Site owner; may be retained by the Local Authority subject to:*
 - c. *Homes England's written approval; and*
 - d. *any conditions imposed by Homes England (in its entire discretion) as a term of such approval, and any such monies must be used for further housing delivery;*
- *it has in place legally binding arrangements with its contractors, developers and Site owners to recover any:*
 - a. *savings;*
 - b. *recoveries; and*
 - c. *any other monies the Local Authority is required to recover from a contractor, developer and/or Site owner; such that the Local Authority can comply with its obligation in paragraph 4.9;*
- *it will comply with EU Procurement Regulations (to the extent that the same apply);*

- it will procure that all contractors comply with EU Procurement Regulations (to the extent that the same apply); and
- it has appointed a Principal Designer and Principal Contractor (each being as defined by the CDM Regulations) and has provided Homes England with a copy of the notification to the Health and Safety Executive of the particulars specified in schedule 1 of the CDM Regulations.

Request Payment

Cancel

Clicking 'Request Payment' will send the payment request to Homes England where the request will be assessed & either approved or declined. We recommend that you either take a screenshot of your submission or otherwise save your text prior to submission, as if your payment request is declined your submission will be cleared & you will need to make a new request.

5.3 Infrastructure Payment Request Declined

Upon reviewing a payment request, Homes England may decide that the necessary requirements have not been met and so will decline the payment request. If this is the case, your request will show in orange with the option to 'View Decision':

Milestones & payments

Summary

Total amount awarded	£1,000
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	£1,000

Version:	1
Version status:	Approved
Version submitted by:	System
Version Submitted on:	04/09/2019
Reviewed by:	System
Reviewed date:	04/09/2019

Milestone	Forecast	Actual	Payment	Amount	Action
1. Start on site	05/09/2019	02/09/2019			View Decision
2. Completion	05/09/2019				

Viewing the decision will enable you to see your original request, and explanatory comments from Homes England. Once you are in a position to resubmit the claim, click 'Raise new payment request' at the bottom of the page.

Request a payment

Infrastructure Milestone One - Start on Site

This request has been declined

Please review the explanatory comments below. You cannot amend this request. If it has been indicated that you should make changes, please submit a new request for payment

Summary

Total amount awarded	£1,000
Payments pending	£0
Amount drawn down to date	£0
Balance remaining	

Date milestone achieved**Activity****Funding requested****Transport links****Utility/services connection****Other****Total funding amount claimed (£)**

This amount should not be more than
£900

Address 1**Address 2 (optional)****Town****UK postcode****What is the location of the site?****X Co-Ordinate?****Y Co-Ordinate?****Community led housing proposal**

Please provide an update on the proposed community-led housing development that this infrastructure scheme will support.

asdfasfasdfasdfsdfasdfsdfa

First approver comment

declined comment

First decision date

04/09/2019

Exit

Raise new payment request