



Homes England

## Community Housing Fund: Phase Two

# Online Milestone Payment Request Guidance

<b>Version</b>	<b>Date Issued</b>	<b>Details</b>
1	December 2019	Homes England guidance for providers to request milestone payments for CHF capital grant affordable housing schemes

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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 Two affordable housing capital 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 <a href="#">Contact Us</a>					
Reference	Scheme/Proposal Name	Funding Type	Status	Last Updated	Actions
<a href="#">CHF/REV/001957</a>	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

[View enquiry](#)

[View or request milestone payments](#)

[Cancel](#)

# Chapter 3: Housing Site Summary

The first time you click through to 'View or request milestone payments' you will be prompted to add some additional information about the site:

## Community Housing Fund

# Housing Site Summary

### Additional information

Some additional information about this site is required before you will be able to make a request for payment for this scheme. Please update the site with the missing information below.

Version: 1  
Version status: Initial  
Version submitted by: System  
Version Submitted on: 10/12/2019  
Reviewed by:  
Reviewed date:

[Update site](#)

### Site Details

<b>Scheme name</b>	<input type="text"/>
<b>Local authority</b>	<input type="text"/>
<b>Processing route</b>	<input type="text" value=""/> <input type="button" value="v"/>
<b>Type of contractor</b>	<input type="text" value=""/> <input type="button" value="v"/>
<b>No. of grant funded units</b>	

## Site address

[Enter address manually](#)

**Building name or number**  
(optional for lookup)

**UK postcode**

Find UK address

[Enter address manually](#)

## Site location

**X co-ordinate**

**Y co-ordinate**

**Rural exception site**

No



**Restrictions on site**

No



## Site status

**Site ownership**

**Current planning status**

Detailed planning approval granted



**Planning status date**



**Current use class**

Residential



Next

Cancel

Fill in the details on this screen and click 'Next', and you will be taken to a second screen for you to amend or confirm the details of the units:

## Community Housing Fund

# Housing Site Summary

### Additional information

Some additional information about this site is required before you will be able to make a request for payment for this scheme. Please update the site with the missing information below.

Version: 1  
Version status: Initial  
Version submitted by: System  
Version Submitted on: 10/12/2019  
Reviewed by:  
Reviewed date:

Update site

Add New

No.	Building Type	No. of homes	Total no. of persons	Total unit size (m2)	Tenure	
1	2BH	2	86	234	Affordable rent	 

Previous

Submit

Cancel

Once you are happy with the information provided, click 'Submit' and it will be sent to Homes England to approve. During the approval stage you will see the screen below, during which time you can still update the site summary if necessary:

## Community Housing Fund

# Housing Site Summary

### This summary is pending approval

Your housing project summary is currently under review. You will not be able to make a payment request until your summary has been approved

Version: 2  
Version status: Submitted  
Version submitted by: Generic User  
Version Submitted on: 10/12/2019  
Reviewed by:  
Reviewed date:

[Update site](#)

## Chapter 4: Claiming Milestone Payments

### 4.1 Milestone 1 - Acquisition

Once your housing site summary has been approved you will see the screen below which will allow you to claim your first acquisition milestone by clicking 'Request Payment'. Milestones must be claimed in order even if funding is not being drawn down against all milestones.

[← Back to Enquiries](#) [View Housing Summary →](#)

### Milestones and payments

**guidance bid - UCR0457**  
**CHF/AHP/002181**

#### Summary

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

Milestone	Forecast	Actual	Payment	Amount	Action
Acquisition		10/12/2019			<a href="#">Request Payment</a>
Start on site		10/12/2019			<a href="#">Request Payment</a>
Internal fit out					<a href="#">Request Payment</a>
Completion		10/12/2019			<a href="#">Request Payment</a>



Clicking 'Request Payment' will take you to the screen below for completion. Providers can claim up to 40% of their total allocation at acquisition stage:

### Community Housing Fund


#### Payment request for CHF/CLD/2181

##### Summary

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

##### Milestone - Acquisition

Date milestone achieved



**Total funding amount claimed (£)**

Should not be more than 40% of the total Community Housing Fund allocation

Maximum request: £200

### Certification of completion of Milestone claim



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 Condition 13 of the Community Housing Fund Infrastructure Grant Funding Agreement (repeated below):

#### Acquisition

The firm scheme

- a. is in its opinion (acting reasonably) deliverable in accordance with the Firm Scheme Delivery Timetable and is consistent with the Submitted Standards; and
- b. comprises no Public Sector Subsidy beyond that identified in the Firm Scheme Details;
- c. The grant recipient possesses or, in the case of a L&R Scheme, will possess a Secure Legal Interest which:
  - I. with respect to a P&D Scheme, is a Secure Legal Interest (P&D); or
  - II. with respect to a L&R Scheme, is a Secure Legal Interest (L&R) where the lease is not (and will not be) capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period;
- d. has obtained all Consents necessary for the lawful development and/or Rehabilitation of the Firm Scheme to the Submitted Standards and for the delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required;
- e. has complied with all applicable requirements of the Capital Funding Guide in relation to the Firm Scheme; and
- f. none of the property, buildings or dwelling-houses comprised in any L&R Scheme is a Social Housing Dwelling or already owned by the Grant Recipient or a Grant Recipient Affiliate.
- g. limb (d) of the definition of Secure Legal Interest (P&D) shall be disregarded and of no effect; and

- h. in the case of a L&R Scheme, the Grant Recipient must possess a Secure Legal Interest (L&D) where the lease granted to the Grant Recipient in relation to the Site must exceed the Minimum Lease Duration and may not be capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period; represent and warrant to Homes England that prior to submitting its application, the Grant Recipient has incurred capital expenditure in acquiring the Site at least to the value of the Acquisition Tranche Grant claimed; represent and warrant to Homes England that all confirmations and certifications made or to be made by the Grant Recipient in relation to the Firm Scheme have been, are or will be correct in all material respects; represent and warrant to Homes England that the Grant Recipient is:
  - I. a Registered Provider; or
  - II. is a Potential Registered Provider which has not yet achieved Registered Provider status but is actively pursuing Registered Provider status and so far as it is aware there is no reason why such status cannot be achieved; and
- i. the Grant Recipient retains its status as an Investment Partner;

represent and warrant to Homes England that no Withholding Event or Default Event has occurred or arisen; and

represent and warrant to Homes England that the Start on Site Date is scheduled to occur on or before 31 December 2019.

Request Payment

Cancel

Clicking 'Request Payment' will send the claim to Homes England for review. You will not be able to submit a claim for the next milestone until this one has been approved.

## 4.2 Milestone 2 – Start on Site

Once the acquisition claim has been approved, the 'Request Payment' button for Start on Site will become available. Providers can claim up to 75% of their total allocation at Start on Site stage, inclusive of previous milestone payments:

### Community Housing Fund

#### Payment request for CHF/CLD/2181

##### Summary

Total amount awarded	£500
Payments pending	£200
Amount drawn down to date	£0
Balance remaining	£300

#### Milestone - Start on site

Date milestone achieved

#### Total funding amount claimed (£)

Should not be more than 75% of the total Community Housing Fund allocation inclusive of previous milestone payments

Maximum request: £175

### Certification of completion of Milestone claim

- 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 Condition 13 of the Community Housing Fund Infrastructure Grant Funding Agreement (repeated below):

#### **Start on site**

##### The firm scheme

- a. is in its opinion (acting reasonably) deliverable in accordance with the Firm Scheme Delivery Timetable and is consistent with the Submitted Standards; and
- b. comprises no Public Sector Subsidy beyond that identified in the Firm Scheme Details;
- c. The grant recipient possesses or, in the case of a L&R Scheme, will possess a Secure Legal Interest which:
  - I. with respect to a P&D Scheme, is a Secure Legal Interest (P&D); or
  - II. with respect to a L&R Scheme, is a Secure Legal Interest (L&R) where the lease is not (and will not be) capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period;
- d. has obtained all Consents necessary for the lawful development and/or Rehabilitation of the Firm Scheme to the Submitted Standards and for the delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required;
- e. has complied with all applicable requirements of the Capital Funding Guide in relation to the Firm Scheme; and
- f. none of the property, buildings or dwelling-houses comprised in any L&R Scheme is a Social Housing Dwelling or already owned by the Grant Recipient or a Grant Recipient Affiliate.
- g. limb (d) of the definition of Secure Legal Interest (P&D) shall be disregarded and of no effect; and

- h. in the case of a L&R Scheme, the Grant Recipient must possess a Secure Legal Interest (L&D) where the lease granted to the Grant Recipient in relation to the Site must exceed the Minimum Lease Duration and may not be capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period; represent and warrant to Homes England that prior to submitting its application, the Grant Recipient has incurred capital expenditure in acquiring the Site at least to the value of the Acquisition Tranche Grant claimed; represent and warrant to Homes England that all confirmations and certifications made or to be made by the Grant Recipient in relation to the Firm Scheme have been, are or will be correct in all material respects; represent and warrant to Homes England that the Grant Recipient is:
  - I. a Registered Provider; or
  - II. is a Potential Registered Provider which has not yet achieved Registered Provider status but is actively pursuing Registered Provider status and so far as it is aware there is no reason why such status cannot be achieved; and
- i. the Grant Recipient retains its status as an Investment Partner;

represent and warrant to Homes England that no Withholding Event or Default Event has occurred or arisen; and

represent and warrant to Homes England that the Start on Site Date has been reached and that such date is no later than that submitted in the Portal and has occurred on or before 31 December 2019; and

represent and warrant to Homes England that it has obtained all Consents necessary for the lawful development and/or Rehabilitation of the Firm Scheme to the Submitted Standards and for the delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required.

[Request Payment](#)

[Cancel](#)

Clicking 'Request Payment' will send the claim to Homes England for review. You will not be able to submit a claim for the next milestone until this one has been approved.

### 4.3 Milestone 3 – Internal Fit Out

Once the Start on Site claim has been approved, the 'Request Payment' button for Internal Fit Out will become available. Providers can claim up to 90% of their total allocation at Internal Fit Out stage, inclusive of previous milestone payments:

#### Community Housing Fund


#### Payment request for CHF/CLD/2181

##### Summary

Total amount awarded	£500
Payments pending	£375
Amount drawn down to date	£0
Balance remaining	£125

#### Milestone - Internal fit out

Date milestone achieved

#### Total funding amount claimed (£)

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

Maximum request: £75

**Certification of completion of Milestone claim**

- 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 Condition 13 of the Community Housing Fund Infrastructure Grant Funding Agreement (repeated below):

**Internal fit out**

The firm scheme

- a. is in its opinion (acting reasonably) deliverable in accordance with the Firm Scheme Delivery Timetable and is consistent with the Submitted Standards; and
  - b. comprises no Public Sector Subsidy beyond that identified in the Firm Scheme Details;
  - c. The grant recipient possesses or, in the case of a L&R Scheme, will possess a Secure Legal Interest which:
    - I. with respect to a P&D Scheme, is a Secure Legal Interest (P&D); or
    - II. with respect to a L&R Scheme, is a Secure Legal Interest (L&R) where the lease is not (and will not be) capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period;
  - d. has obtained all Consents necessary for the lawful development and/or Rehabilitation of the Firm Scheme to the Submitted Standards and for the delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required;
  - e. has complied with all applicable requirements of the Capital Funding Guide in relation to the Firm Scheme; and
  - f. none of the property, buildings or dwelling-houses comprised in any L&R Scheme is a Social Housing Dwelling or already owned by the Grant Recipient or a Grant Recipient Affiliate.
  - g. limb (d) of the definition of Secure Legal Interest (P&D) shall be disregarded and of no effect; and
  - h. in the case of a L&R Scheme, the Grant Recipient must possess a Secure Legal Interest (L&D) where the lease granted to the Grant Recipient in relation to the Site must exceed the Minimum Lease Duration and may not be capable of being terminated (save in the case of material breach) by the landlord prior to the expiry of the Lease Period; represent and warrant to Homes England that prior to submitting its application, the Grant Recipient has incurred capital expenditure in acquiring the Site at least to the value of the Acquisition Tranche Grant claimed; represent and warrant to Homes England that all confirmations and certifications made or to be made by the Grant Recipient in relation to the Firm Scheme have been, are or will be correct in all material respects; represent and warrant to Homes England that the Grant Recipient is:
    - I. a Registered Provider; or
    - II. is a Potential Registered Provider which has not yet achieved Registered Provider status but is actively pursuing Registered Provider status and so far as it is aware there is no reason why such status cannot be achieved; and
  - i. the Grant Recipient retains its status as an Investment Partner;
- represent and warrant to Homes England that no Withholding Event or Default Event has occurred or arisen; and
- represent and warrant to Homes England that the Internal Fit Out has been procured, designed, constructed and delivered in accordance with the Firm Scheme Details and the requirements of this Agreement; and
- represent and warrant to Homes England that the Start on Site Date is scheduled to occur on or before 31 December 2019.

Request Payment

Cancel

Clicking 'Request Payment' will send the claim to Homes England for review. You will not be able to submit a claim for the next milestone until this one has been approved.

#### **4.4 Milestone 4 – Practical Completion**

Once the Internal Fit Out claim has been approved, the 'Request Payment' button for Practical Completion will become available. Providers can claim the remainder of their allocation at this stage:

## Community Housing Fund

### Payment request for CHF/CLD/2181

#### Summary

Total amount awarded	£500
Payments pending	£450
Amount drawn down to date	£0
Balance remaining	£50

#### Milestone - Practical completion

##### Date milestone achieved



##### Total funding amount claimed (£)

You can claim the remainder of your Community Housing Fund allocation

Minimum request: £50

#### Certification of completion of Milestone claim



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 Condition 13 of the Community Housing Fund Infrastructure Grant Funding Agreement (repeated below):

##### Practical completion

the Firm Scheme has been procured, designed, constructed and delivered in accordance with the requirements of this Agreement;

the Firm Scheme has reached Practical Completion; all confirmations and certifications made or to be made by the Grant Recipient in the Portal in relation to the Firm Scheme have been or will be correct in all material respects;

the Grant Recipient is a Registered Provider and retains its status as an Investment Partner;

it has obtained all Consents necessary for the lawful development of the Firm Scheme in accordance with the Firm Scheme Details and to the Submitted Standards as are then required or to the extent that they are not obtained that the Grant Recipient has taken all necessary steps to obtain them, is waiting only for the Relevant Authority to issue them and is not aware (having made all reasonable enquiries) of any reason why such Consents will not be given or issued;

the Firm Scheme is covered by the terms of a current Help to Buy Agency Agreement (where applicable); and

no Withholding Event or Default Event has occurred or arisen.

## Chapter 5: 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 Request':

### Milestones and payments

guidance bid - UCR0457  
CHF/AHP/002181

#### Summary

Total amount awarded	£500
Payments pending	£450
Amount drawn down to date	£0
Balance remaining	£50

Milestone	Forecast	Actual	Payment	Amount	Action
Acquisition		10/12/2019		£200	<a href="#">View Request</a>
Start on site		10/12/2019		£175	<a href="#">View Request</a>
Internal fit out		10/12/2019		£75	<a href="#">View Request</a>
Completion		10/12/2019			<a href="#">View Request</a>

Viewing the request 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.



## Community Housing Fund

### Payment request for CHF/CLD/2181

#### 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	£450
Amount drawn down to date	£0
Balance remaining	£50

#### Milestone - Practical completion

##### Date milestone achieved

10/12/2019

#### Certification of completion of Milestone claim



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 Condition 13 of the Community Housing Fund Infrastructure Grant Funding Agreement (repeated below):

##### **Practical completion**

the Firm Scheme has been procured, designed, constructed and delivered in accordance with the requirements of this Agreement;

the Firm Scheme has reached Practical Completion; all confirmations and certifications made or to be made by the Grant Recipient in the Portal in relation to the Firm Scheme have been are or will be correct in all material respects;

the Grant Recipient is a Registered Provider and retains its status as an Investment Partner;

it has obtained all Consents necessary for the lawful development of the Firm Scheme in accordance with the Firm Scheme Details and to the Submitted Standards as are then required or to the extent that they are not obtained that the Grant Recipient has taken all necessary steps to obtain them, is waiting only for the Relevant Authority to issue them and is not aware (having made all reasonable enquiries) of any reason why such Consents will not be given or issued;

the Firm Scheme is covered by the terms of a current Help to Buy Agency Agreement (where applicable); and

no Withholding Event or Default Event has occurred or arisen.

Exit

Raise new payment request