

S40(2)

From: S40(2)@homesengland.gov.uk> on behalf of HIF
<HIF@homesengland.gov.uk>
Sent: 22 June 2018 17:03
To: S40(2)
Cc: HIF; HIF@communities.gsi.gov.uk; S40(2)
Subject: [EXT] HIF Forward Funding - Milton Keynes
Attachments: Annex A Milton Keynes.pdf

Dear S40(2),

S43(2) – Milton Keynes – Milton Keynes East Sustainable Urban Extension

Following our previous letter outlining the co-development process, we are contacting you to set out the next steps for working with you to take your project forward.

Homes England will be your primary point of contact building on our existing working relationships with you. Therefore, we have identified S40(2) as your Homes England Local Lead contact for HIF.

We would like to meet with you to discuss your project to help us identify how best we can support you to develop your business case, and answer any questions that you have about how the process will work. Colleagues from MHCLG and Other Government Departments, including DfT, who have an interest in your bid will work with us throughout the co-development process and may attend our initial meeting.

Having reviewed your EOI there are some key areas it would be helpful to discuss at our first meeting:

- Details of the specific infrastructure interventions which you are seeking to fund through HIF
- Delivery timelines and key milestones for the project
- The financing strategy for the project

To help the discussion, we have attached more details of the specific areas of your bid which we would like to explore further. This will help us to further understand your project, although we recognise that, at the initial meeting, we may not be able to cover every area we have highlighted for discussion.

We are currently looking into providing an offer of support to help you produce your economic case and further details of this will be made available in due course. To help us identify the level of support needed, please outline your progress to-date on assessing the economic benefits and costs of your project. We are not planning to focus on the economic case in the meeting, so please send this information to HIF@communities.gsi.gov.uk by 6th July. Further detail is set out in the attached Annex.

We would like the initial meeting to take place as soon as possible and we will be contacting you over the next week to arrange a suitable time and venue. If you have any queries in the meantime, contact us either through your identified Homes England Local Lead or via HIF@homesengland.gov.uk.

Alongside this work, with MHCLG colleagues, we want to identify further opportunities to target our departmental interventions to increase future housing supply in your area. We want to take a place-based approach to understand your local challenges to housing delivery, and the wider infrastructure and tools needed to address this. To identify these opportunities, we are proposing a programme of strategic engagement over the summer months. MHCLG colleagues will contact your Chief Executive separately.

Kind regards,

S40(2)

Homes England | HIF Team

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S40(2)

From: HCA <no-reply@hca.gsi.gov.uk>
Sent: 28 September 2017 18:37
To: S40(2)
Subject: [EXT] Housing Infrastructure Fund – S40(2)

S40(2)

Thank you for your initial application regarding the Housing Infrastructure Fund. We have allocated you the following reference number S43(2) which will be used to identify and manage your enquiry.

Bids will not be assessed until after the submission deadline of 23:59 on 28th September 2017. We will only use your personal data in relation to your application to the Housing Infrastructure Fund.

Ranking bids

As detailed in the guidance on the "Your enquiries" summary screen, local authorities are required to rank the bids they submit in order of priority. The 'ranking authority' for your bid is Milton Keynes.

If you have not already done so, you will need to provide the rankings for your bid(s) and details of a named moderator for Milton Keynes on "Your enquiries" summary screen. These will need to be provided by the submission deadline of 23:59 on 28th September 2017. You will be able to change your rankings any time before this deadline.

After the bidding window has closed, a summary of your bid(s) and provisional rankings (along with any other bids for that 'ranking authority') will be sent to the named moderator for them to confirm the rankings. Moderators will have until 23:59 on 2nd October 2017 to do this.

If you have any further queries please contact your relevant Operating Area contact detailed on the [HIF GOV.UK webpage](#) or call 0300 1234 500.

Regards,

Housing Infrastructure Fund Team

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S40(2)

From: [REDACTED]
Sent: 28 September 2017 11:02
To: S40(2)
Subject: [EXT] Housing Infrastructure Fund bid - Milton Keynes

Importance: High

Hello S40(2)

I understand you are experiencing some technical issues with our system.

Please can you try registering via this link: S40(2)

If the problem still persists, please can you provide me with a screenshot of the error message and the URL, so that I can get our IT dept to look into it?

Many thanks.

Regards

S40(2)
[REDACTED]

S40(2)

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S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 07 August 2018 12:28
To: S40(2)
S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk
Cc: S40(2); S40(2); S40(2)
Subject: [EXT] Milton Keynes HIF inception meeting
Attachments: Initial questions from HIF team re MK Business Case v.1.docx; Appendix 5. Infrastructure Plan Including HIF Infrastructure.pdf; Inception meeting proforma MKDC.docx

All

Please find attached meeting minutes and pre-meeting information from MKDC for those who did not receive it. I'll be in touch shortly to arrange the next meeting in September.

Kind Regards

S40(

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



Homes
England

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S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 07 August 2018 16:33
To: S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk
Cc: S40(2); S40(2); S40(2)
Subject: [EXT] RE: Milton Keynes HIF inception meeting
Attachments: Inception meeting proforma MKC.docx

All

Please find attached meeting minutes showing correct unit numbers to be delivered in each Plan period.

Kind Regards

S40(2)

From: S40(2)
Sent: 07 August 2018 12:28
To: S40(2); S40(2); S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)
S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk;
S40(2)@communities.gsi.gov.uk'
Cc: S40(2); S40(2)@Milton-keynes.gov.uk; S40(2)
Subject: Milton Keynes HIF inception meeting

All

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Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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England

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S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 07 August 2018 15:39
To: S40(2)
Subject: [EXT] RE: Milton Keynes HIF inception meeting

Sorry S40(2) !

Will change the meeting minutes as below and re-send.

S40(

From: S40(2) S40(2)@Milton-keynes.gov.uk]
Sent: 07 August 2018 15:11
To: S40(2)
Subject: RE: Milton Keynes HIF inception meeting

Hi S40(

Just to clarify something within these action notes.

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S43(2)

I suspect this to be a minor point, but the notes also refer to the Council as MKDC, just to confirm that we are a Unitary rather than a district council.

If you could confirm for me that you've received those initial transport requests that I forwarded over and whether I need to send them to anyone else (for example directly to S40(2))

Hope this helps, and look forward to hearing from you soon regarding the next meeting.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 07 August 2018 12:28
To: S40(2); S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk; S40(2)@communities.gsi.gov.uk
Cc: S40(2); S40(2); S40(2)
Subject: [EXT] Milton Keynes HIF inception meeting

All

Please find attached meeting minutes and pre-meeting information from MKDC for those who did not receive it. I'll be in touch shortly to arrange the next meeting in September.

Kind Regards

S40(

S40(2)
Homes England



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From: S40(2)@homesengland.gov.uk>
Sent: 20 March 2019 11:18
To: S40(2)
Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval
Attachments: S43(1) Milton Keynes Support Plan Award Letter.pdf; New Supplier Template Form.docx; S43(1) - Support Plan Award Letter MK Annexes.docx

Hi S40(2),

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2).

- S43(2)
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- S43(2)
- S43(2)
- S43(2)

Until this process is done we cannot make a payment.

S43(2)

Kind Regards

S40(2)

S40(2)
S40(2) Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2)
Mob: S40(2)



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Homes England

14th March 2019

S40(2)

Milton Keynes Council
Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

REF: Support Plan Agreement, S43(2) Milton Keynes East Sustainable Urban
Extension, Milton Keynes Council

Dear S40(2)

I write to advise you that the above scheme has received an award of £115,000 (the **Grant**) to support the development of a forward funding business case (the **Business Case**) to enable you to make an application for support under the Housing Infrastructure Fund programme to the Ministry of Housing, Communities and Local Government (**MHCLG**). The application for support under the Housing Infrastructure Fund programme is to be targeted for submission to MHCLG by no later than 22nd March 2019.

The Grant will be made pursuant to Section 19 of the Housing and Regeneration Act 2008. The Grant awarded will be provided and is to be used only for the specific purposes as more particularly detailed in this Agreement and in the attached Support Plan Annex (Annex 1) in relation to the above scheme.

The Grant will comprise of:

- £115,000, this being costs and expenses you incur to develop the Business Case which pursuant to the attached Support Plan Annex may be reimbursed in accordance with the conditions of this Grant (**Reimbursed Costs**); and
- £0, this being costs and expenses you will incur as a result of your instructions to procure consultancy support via Homes England's consultancy panels (**Procured Costs**),

Reimbursed Costs and Procured Costs being together, the **Support Costs**.

Milton Keynes Council agrees that whilst Homes England, acting on your instructions may facilitate the appointment of consultants by you from its consultancy panels, you are responsible for the appointment of the consultants. Milton Keynes Council agrees that Homes England owes it no duty of care and agrees that Homes England will not incur any liability in connection with any consultancy appointments you make or which you instruct to Homes England to make on your behalf.

The amounts specified in the Support Plan Annex (including in relation to the amounts specified under the Amount column and in relation to the Total Funding Package) are the maximum amounts that may be paid under this Grant by Homes England. Milton Keynes Council acknowledges and undertakes that by accepting this Grant Milton Keynes Council will be responsible for making any further payments necessary to cover any cost overruns or shortfalls incurred such that a Business Case will be submitted to MHCLG in relation to the above scheme.

Before any payments in relation to the Grant can be made or consultancy support procured, Homes England will require the following (to be supplied to Homes England's satisfaction):

- evidence that any conditions specified in the HIF Support Plan Annex (the **Conditions**) have been satisfied ; and
- evidence that the Support Costs have been incurred. *and* the Conditions have been met to Homes England's satisfaction

All claims for a Grant payment for Reimbursed Costs must be made via the attached Support Plan Reimbursed Costs Claim Form (Annex 2). A compliant claim form (and associated evidence) should be submitted to Homes England via HIF@homesengland.gov.uk no later than 12 working days prior to the requested payment date.

All claims for a Grant payment of Procured Costs should be made via the Confirmation of Support Expenditure Claim Form (Annex 3). A compliant Confirmation of Claim form should be submitted to Homes England via HIF@homesengland.gov.uk no later than five working days after receiving an invoice from Homes England to allow payments to be made to consultants in a timely manner.

You agree to be liable for any costs which Homes England incur arising from any delay on your part in submitting a claim form. Whilst Homes England will endeavour to process compliant claim forms to enable the claimed Grant payment to be made by the requested payment date, Homes England shall not incur any liability to you arising from any delay in making a payment to you.

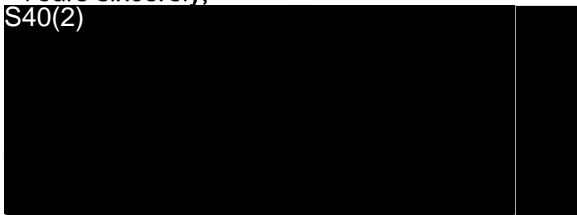
In confirming the Grant, please note that Homes England retains an absolute right to withdraw its commitment to the Grant to you without notice if it becomes apparent that a Business Case will not transpire or the conditions of the Support Plan Annex have not or will not be met.

The confirmation of this Grant does not in any way confirm that your application to the Housing Infrastructure Fund would be successful, nor does it bind us or MHCLG to accept, consider, determine or further consult in relation to your Business Case or the Housing Infrastructure Fund programme.

This Agreement and any dispute or claim arising out of or in connection with it (including any non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and each of the parties submits to the exclusive jurisdiction of the English Courts.

This Agreement is subject to receiving a countersigned version by the Milton Keynes Council Section 151 Officer. Please return to HIF@homesengland.gov.uk.

Yours sincerely,

S40(2)


For and on behalf of the Homes and Communities Agency

This Support Plan Agreement is acknowledged and agreed by Milton Keynes Council

Signed:

Print name of Section 151 Officer:

Date:

S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 23 January 2019 21:45
To: S40(2); S40(2)
Subject: [EXT] RE: co-development meeting feedback

Thanks S40(2). Tuesday is best for me.

S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 23/01/2019 15:13
To: S40(2)
Subject: FW: co-development meeting feedback

Thanks both for the quick responses on the questions, we will be back in touch if we have further questions. I understand that internal colleagues and WSP are meeting with Highways England in a couple of weeks' time, so it may be best for me to organise a phone call with them and S4 following this meeting. If S4 would like to have an initial chat ahead of that, please let me know and I can easily arrange it.

With regards to reorganising our codevelopment meeting from the 12th Feb to later Feb so it follows us sharing a copy of the business case for review, I can offer the follow dates/times:

- Tue 26th Feb – any time 14:00-17:00
- Wed 27th Feb – any time 14:00-17:00

If you could let me know your preference that would be extremely helpful.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 23 January 2019 07:59
To: S40(2);
Cc: S40(2); S40(2);
Subject: [EXT] Re: co-development meeting feedback

Morning all,

Just to clarify, S40(2) and I actually spoke to an economist within Homes England, rather than MHCLG, to obtain an initial view although of course without seeing all the detail, as S40(2) says. They are working closely with MHCLG.

Kind regards

S40(2)

On 22 Jan 2019 20:19, S40(2)@homesengland.gov.uk> wrote:
Both

Thanks for your time last week at the co-development meeting, it was really useful for us.

I've had several conversations since then and I wanted to update you. I've spoken to S40(2) and sent him all of the relevant information from you. S43(2)

[Redacted]

I will speak again to him next week so any views on the above, please let me know.

[S43(2)] [Redacted]

- [S43(2)] [Redacted]
- [S43(2)] [Redacted]

I think these were the main points we discussed last Tuesday, if there is anything else at all you'd like to ask please do, we can schedule a call if necessary.

Kind Regards

[S40(2)]

[S40(2)]

Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: [S40(2)] and Mobile: [S40(2)]



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S40(2)

From: [S40(2)] [redacted]@homesengland.gov.uk>
Sent: 23 January 2019 07:59
To: [S40(2)] [redacted]
Cc: [S40(2)] [redacted]; [S40(2)] [redacted]; [S40(2)] [redacted]
Subject: [EXT] Re: co-development meeting feedback

Morning all,

Just to clarify, [S40(2)] and I actually spoke to an economist within Homes England, rather than MHCLG, to obtain an initial view although of course without seeing all the detail, as [S40(2)] says. They are working closely with MHCLG.

Kind regards

[S40(2)]

On 22 Jan 2019 20:19, [redacted] [redacted]@homesengland.gov.uk> wrote:
Both

Thanks for your time last week at the co-development meeting, it was really useful for us.

I've had several conversations since then and I wanted to update you. I've spoken to [S40(2)] [redacted] and sent him all of the relevant information from you. [S43(2)] [redacted]

I will speak again to him next week so any views on the above, please let me know.

[S43(2)] [redacted]

- [S43(2)] [redacted]
- [S43(2)] [redacted]

I think these were the main points we discussed last Tuesday, if there is anything else at all you'd like to ask please do, we can schedule a call if necessary.

Kind Regards

[S40(2)]

[S40(2)] [redacted]
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: [S40(2)] [redacted] and Mobile: [S40(2)] [redacted]



Homes
England

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S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 23 January 2019 17:49
To: S40(2)
Cc: S40(2)
Subject: [EXT] Re: FW: co-development meeting feedback

Hi S40(2)

I can do 26th but not 27th.

2pm would also work well if this does for others.

Thanks,

S40(2)

On 23 Jan 2019 15:13, "S40(2)" S40(2)@Milton-keynes.gov.uk> wrote:

Thanks both for the quick responses on the questions, we will be back in touch if we have further questions.

I understand that internal colleagues and WSP are meeting with Highways England in a couple of weeks' time, so it may be best for me to organise a phone call with them and S40(2) following this meeting. If S40(2) would like to have an initial chat ahead of that, please let me know and I can easily arrange it.

With regards to reorganising our codevelopment meeting from the 12th Feb to later Feb so it follows us sharing a copy of the business case for review, I can offer the follow dates/times:

- Tue 26th Feb – any time 14:00-17:00
- Wed 27th Feb – any time 14:00-17:00

If you could let me know your preference that would be extremely helpful.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 23 January 2019 07:59
To: S40(2)
Cc: S40(2); S40(2); S40(2)
Subject: [EXT] Re: co-development meeting feedback

Morning all,

Just to clarify, [S40(2)] and I actually spoke to an economist within Homes England, rather than MHCLG, to obtain an initial view although of course without seeing all the detail, as [S40(2)] says. They are working closely with MHCLG.

Kind regards

[S40(2)]

On 22 Jan 2019 20:19, [S40(2)]@homesengland.gov.uk> wrote:

Both

Thanks for your time last week at the co-development meeting, it was really useful for us.

I've had several conversations since then and I wanted to update you. I've spoken to [S40(2)] and sent him all of the relevant information from you. [S43(2)]

I will speak again to him next week so any views on the above, please let me know.

[S43(2)]

- [S43(2)]
- [S43(2)]

I think these were the main points we discussed last Tuesday, if there is anything else at all you'd like to ask please do, we can schedule a call if necessary.

Kind Regards

S40(

S40(2)

Homes England

Woodlands Manton Lane Bedford MK41 7LW

Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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S40(2)

From: HIF <HIF@homesengland.gov.uk>
Sent: 25 March 2019 19:13
To: S40(2)
Subject: [EXT] RE: MK - Support Plan Approval

Dear S40(2)

Thank you for the e-mail and attachments, to make a claim on the support ask you are required to submit evidence (such as consultant invoices) of expenditure, once these have been submitted correctly Homes England will be able to begin the payment process.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 25 March 2019 16:34
To: HIF
Subject: FW: MK - Support Plan Approval

From: S40(2)
Sent: 25 March 2019 16:33
To: 'HIF@homesengland.gov.uk.'
Cc: S40(2); S40(2)
Subject: FW: MK - Support Plan Approval

Dear HIF team,

Please find attached a scanned version of the acceptance letter and associated annexes from Milton Keynes Council, signed by our S151 officer.
I have also separately emailed for supplier information to the S40(2) listed below.
We believe this is everything you need from us to advance this, but please let us know if you require anything further.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) @homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2)

Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval

Hi S40(2)

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2).

- S43(2)
- S43(2)
- S43(2)
- S43(2)

Until this process is done we cannot make a payment.

S43(2)

S40(2)
S40(2)

S40(2)
S40(2) Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2)
Mob: S40(2)



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S40(2)

From: S40(2)@homesengland.gov.uk>
Sent: 25 March 2019 17:16
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: MK - Support Plan Approval

Hi S40(2)

Great to hear that S40(2) has already made contact. We have tried to not assign the co-development leads as the lead assessors on the bids, however most of us co-development leads are in a support role to the assessor, in that we can provide background information in conjunction with the area relationship manager (in this case S40(2)). My role in this is not to be a number two, rather to help out when S40(2) needs support or to cover when he is on leave. Moving forward can you direct all questions to him please?

I am on leave next week so I won't be in-attendance at the site visit.

Many thanks

S40(2)

S40(2)
S40(2) Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2)
Mob: S40(2)



From: S40(2) S40(2)@Milton-keynes.gov.uk]
Sent: 25 March 2019 17:07
To: S40(2)
Cc: S40(2)
Subject: RE: MK - Support Plan Approval

Hi S40(2)

Hope you are well too and not too exhausted from all the submission and questions you must have received last week. We've received both the next steps email and contact from your colleague S40(2) about our clarification questions and a proposed site visit date. Is this something our codevelopment partners would also be attending?

Thanks very much for clarifying this for us.

I've sent in both emails regarding the support plan so hopefully that is all in order, but any questions please just let me know.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 25 March 2019 16:34
To: S40(2)

Cc: S40(2) [REDACTED]
Subject: [EXT] RE: MK - Support Plan Approval

Hi S40(2)

I hope you are well and thanks for submitting on Friday. I am aware there is an email due to be sent to all bidders in respect of next steps etc, please let me know if this isn't received today.

Having spoken to my colleagues and if you are only getting reimbursed costs then you only need to fill out that form. Please let me know if this clarifies this situation?

Many thanks
S40(2)

S40(2) [REDACTED]
S40(2) [REDACTED] Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2) [REDACTED]
Mob: S40(2) [REDACTED]



From: S40(2) [REDACTED] S40(2) [REDACTED]@Milton-keynes.gov.uk]
Sent: 25 March 2019 12:03
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: RE: MK - Support Plan Approval

Morning both,

We're just completing the documents attached and getting S151 sign off.
Can I please confirm with you, on the annexes, as we are claiming money for reimbursed costs only and not for procured costs, that annex 3 is not applicable to our claim and only annex 2 needs to be completed?
It's referred to in the attached as a support expenditure claim form rather than procured costs form, so just seeking confirmation I've understood this correctly.

As you'll both hopefully know, we successfully submitted the bid on Friday evening.

Many thanks,
S40(2)

From: S40(2) [REDACTED] [REDACTED]@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: [EXT] MK - Support Plan Approval

Hi S40(2),

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2) [REDACTED].

- S43(2) [REDACTED]
- S43(2) [REDACTED]
 - S43(2) [REDACTED]
 - S43(2) [REDACTED]

Until this process is done we cannot make a payment.

S43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Kind Regards

S40(2) [REDACTED]

S40(2) [REDACTED]
S40(2) [REDACTED] Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2) [REDACTED]
Mob: S40(2) [REDACTED]



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S40(2)

From: [S40(2)] [redacted]@homesengland.gov.uk>
Sent: 25 March 2019 16:34
To: [S40(2)] [redacted]
Cc: [S40(2)] [redacted]
Subject: [EXT] RE: MK - Support Plan Approval

Hi [S40(2)]

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Many thanks

[S40(2)]

[S40(2)] [redacted]
[S40(2)] [redacted] Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: [S40(2)] [redacted]
Mob: [S40(2)] [redacted]



From: [S40(2)] [redacted] [S40(2)] [redacted]@Milton-keynes.gov.uk]
Sent: 25 March 2019 12:03
To: [S40(2)] [redacted]
Cc: [S40(2)] [redacted]
Subject: RE: MK - Support Plan Approval

Morning both,

We're just completing the documents attached and getting S151 sign off.
Can I please confirm with you, on the annexes, as we are claiming money for reimbursed costs only and not for procured costs, that annex 3 is not applicable to our claim and only annex 2 needs to be completed?
It's referred to in the attached as a support expenditure claim form rather than procured costs form, so just seeking confirmation I've understood this correctly.

As you'll both hopefully know, we successfully submitted the bid on Friday evening.

Many thanks,

[S40(2)]

From: [S40(2)] [redacted] [redacted]@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: [S40(2)] [redacted]
Cc: [S40(2)] [redacted]
Subject: [EXT] MK - Support Plan Approval

Hi [S40(2)]

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2) [redacted].

- S43(2) [redacted]
- S43(2) [redacted]
 - S43(2) [redacted]
 - S43(2) [redacted]

Until this process is done we cannot make a payment.

S43(2) [redacted]

Kind Regards

S40(2) [redacted]

S40(2) [redacted]
S40(2) [redacted] Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2) [redacted]
Mob: S40(2) [redacted]



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S40(2)

From: S40(2) [redacted]@homesengland.gov.uk>
Sent: 26 February 2019 09:38
To: S40(2) [redacted]
Subject: [EXT] RE: MK & HE meeting

S40(2)

Sounds good, really sorry I've just noticed I hadn't responded to this email.

S43(2) [redacted] we are bringing in S40(2) [redacted] who is going to come in person today. Hopefully S40(2) [redacted] will also be dialling in- I don't think she is travelling anywhere at the moment so it will be great to have S4 [redacted] here.

S40(2)

From: S40(2) [redacted] S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 19 February 2019 15:43
To: S40(2) [redacted]
Subject: MK & HE meeting

Hi S40(2) [redacted]

Sorry we haven't had chance to speak so far today – are you able to give me a call sometime between now and the end of the day?

My mobile is S40(2) [redacted] if you get me whilst I'm away from my desk.

We had a number of things I wanted to cover:

- S43(2) [redacted]
- Next week's codevelopment meeting – we are still finalising a number of things related to the development of the business case.
As such, our intention is to bring hard copies to the meeting which will allow both parties to draw attention to areas for guidance and development.
You'd then be able to take them away and provide us with some feedback afterwards. Is this approach ok with you, I know we'd hoped to share in advance of the meeting but we want to make sure you have the best possible product for this.
- We think it would be really useful if your colleague S40(2) [redacted] is able to join us in person at the meeting next week. I know she's joined a few time remotely but that our dial in facilities are not the best. Could you please check for us your side if you are expecting her to attend in person?

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2) [redacted]

E: S40(2) [redacted]@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

Visit the Milton Keynes Council web site at <https://www.milton-keynes.gov.uk>

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S40(2)

From: S40(2)
Sent: 25 May 2018 12:05
To: 'S40(2)'
Subject: FW: Housing Infrastructure Fund: next steps
Attachments: Milton Keynes Co-development Letter.pdf

Hi S40(2)
Appreciate that you were on leave when I sent my first email, but is this a query you might be able to help us with at all?
Many thanks,

S40(2)

From: S40(2)
Sent: 09 May 2018 08:39
To: S40(2)
Subject: FW: Housing Infrastructure Fund: next steps

Good morning S40(2)
We received the attached letter from the Homes England team yesterday regarding the next stages for our HIF bid.
It would be extremely helpful if you might have any insight as to who our contact in Homes England will be throughout the process.
The letter is a little vague with regards to when/who might be in touch.

Many thanks,

S40(2)

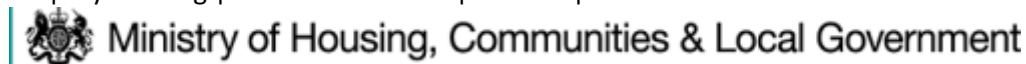
From: HIF [<mailto:HIF@communities.gsi.gov.uk>]
Sent: 08 May 2018 14:35
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund: next steps

Dear S40(2)

Please find attached a letter setting out the next steps for co-development.

All the best,
The HIF Team

Housing Infrastructure Fund
3rd | Fry Building | 2 Marsham Street | London | SW1P 4DF



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Ministry of Housing,
Communities &
Local Government

**Ministry of Housing, Communities and Local
Government**

Fry Building
2 Marsham Street
London, SW1P 4DF

Tel: 0303 444 0000
E-Mail: HIF@communities.gsi.gov.uk

www.gov.uk/mhclg

8 May 2018

Dear **S40(2)**,

S40(2) - Milton Keynes East Sustainable Urban Extension

Following the recent Housing Infrastructure Fund announcement of the 45 places progressing to the next stage of the Forward Funding process, we are writing to provide further information on co-development and set out next steps.

Timeline

Co-development will take place over an 11-month period from May 2018 to March 2019, but we recognise that not all projects will require the full amount of time to be ready to submit a business case. We have therefore allocated three submission deadlines to give you the flexibility to submit your business case when you are ready. These deadlines are:

- 10 September 2018 – funding decisions expected from Nov 2018
- 3 December 2018 – funding decisions expected from Feb 2019
- 1 March 2019 – funding decisions expected from May 2019

You will be able to submit your business case at any time during the process, but in the early stages of co-development, we will discuss which deadline you are aiming to meet. Please note that funding will be available at each of the three assessment points with no advantage given to those who choose to submit a business case by the first deadline. We will ensure that longer-term strategic projects submitting their business cases later in the process will have the same level of opportunity as those which are ready to go sooner.

Co-development support

Through co-development we will support and challenge you to develop your project and business case. Our support may include:

- Providing access to specialist advice to help develop your project
- Providing guidance on completing the business case
- Providing support to produce the economic and financial cases

Co-development support will be allocated proportionately based on the ambition, scale and complexity of projects.

Participating in co-development does not guarantee HIF funding and any decision is subject to the assessment of the business case and Ministerial decision.

During co-development, we may decide to withdraw support if a project no longer meets the criteria of HIF (as detailed in the prospectus and supporting documents) or is deemed undeliverable within the spending window of HIF. Local authorities who still wish to submit their business case can do so at their own risk.

Business case questions

The structure of the business case submission will be similar to that of the initial Expression of Interest form. You will be asked to respond to a number of questions, based on HMG's Five Case Model. Your business case will be submitted via the Homes England portal. We will be sending you a copy of the business case questions in the coming days so you can proceed with the work to develop your project.

Process / next steps

To help us determine how we can best support you through co-development, we would like to meet with you to discuss your project. We will be writing to you in the next few months to arrange this meeting and to set out some areas for discussion on the basis of the information you provided at EOI.

This meeting is intended to discuss what is required to enable your project to submit a business case. Once this is known, and a business case submission deadline agreed, a support plan from HMG can be established.

During co-development, Homes England will be your primary point of contact and will coordinate any specialist support allocated to your project. Accordingly, you will be allocated a Homes England lead contact.

Finally, if you have not already responded to our request for any transport modelling or WebTAG analysis undertaken to date, please do so as soon as possible.

We look forward to working with you in co-development.

Kind regards,

The HIF team

S40(2)

From: S40(2)
Sent: 09 May 2018 08:39
To: 'S40(2)'
Subject: FW: Housing Infrastructure Fund: next steps
Attachments: Milton Keynes Co-development Letter.pdf

Good morning S40(2)

We received the attached letter from the Homes England team yesterday regarding the next stages for our HIF bid. It would be extremely helpful if you might have any insight as to who our contact in Homes England will be throughout the process. The letter is a little vague with regards to when/who might be in touch.


Many thanks,
S40(2)

From: HIF [<mailto:HIF@communities.gsi.gov.uk>]
Sent: 08 May 2018 14:35
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund: next steps

Dear S40(2)

Please find attached a letter setting out the next steps for co-development.

All the best,
The HIF Team

Housing Infrastructure Fund
3rd | Fry Building | 2 Marsham Street | London | SW1P 4DF
 **Ministry of Housing, Communities & Local Government**

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S40(2)

From: S40(2)
Sent: 29 September 2017 09:54
To: 'HIF@hca.gsi.gov.uk'
Cc: S40(2); S40(2); S40(2); S40(2)
Subject: FW: Important - Housing Infrastructure Fund Ranking Confirmation
Attachments: Milton Keynes-HIF bids-FF.xlsx

Good morning – I can confirm this ranking is correct for Milton Keynes.

Kind regards

S40(2)

S40(2)

T: 01908 S40(2)
E S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: HIF [<mailto:HIF@hca.gsi.gov.uk>]
Sent: 29 September 2017 08:27
To: S40(2)
Subject: [EXT] Important - Housing Infrastructure Fund Ranking Confirmation

Dear S40(2)

You have been identified as the named moderator for Milton Keynes.

I can confirm that 1 Forward funding bid(s) have been submitted for the Housing Infrastructure Fund for your authority. The schemes and ranks are attached to this email.

Please could you confirm by email to S40(2) by 23:59 on Monday 2nd October that the provisional rankings given are correct, or, if there are no rankings, you will need to provide them. Bids should be given a ranked score (1 = highest) and no bids should be ranked the same (i.e. two 'Rank 1' bids).

As a reminder, if we do not receive email confirmation by 23:59 on Monday 2nd October, we will use the ranks provided with the bids at time of submission. If bids are unranked, either by the user or by a confirmation email from you, then the bids **will not be taken forward for assessment.**

If you have any questions please contact the HIF team by phone (0300 1234 500) or email (HIF@hca.gsi.gov.uk).

Kind Regards,

The HIF Team
HIF@hca.gsi.gov.uk

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Homes and Communities Agency; Arpley House, 110 Birchwood Boulevard, Birchwood, Warrington, WA3 7QH (reg.address for legal documents) 0300 1234 500 mail@homesandcommunities.co.uk VAT no: 941 6200 50

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Bidding Authority (Name)	Enquiry_reference	Funding_Type	Scheme_Name	LA_Rank	
Milton Keynes	S43(2)	Forward Funding	Milton Keynes East Sustainable Urban Extension		1

S40(2)

From: S40(2)
Sent: 25 March 2019 16:33
To: 'HIF@homesengland.gov.uk.'
Cc: S40(2); [REDACTED]
Subject: FW: MK - Support Plan Approval
Attachments: SKMBT_C45419032517120.pdf

Dear HIF team,

Please find attached a scanned version of the acceptance letter and associated annexes from Milton Keynes Council, signed by our S151 officer.

I have also separately emailed for supplier information to the S40(2) listed below. We believe this is everything you need from us to advance this, but please let us know if you require anything further.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) [REDACTED]@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2)
Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval

Hi S40(2),

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2) [REDACTED]

- S43(2) [REDACTED]
- S43(2) [REDACTED]
 - S43(2) [REDACTED]
 - S43(2) [REDACTED]

Until this process is done we cannot make a payment.

S43(2) [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Kind Regards

S40(2)

S40(2)

S40(2) | Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2)
Mob: S40(2)



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Homes England

14th March 2019

S40(2)

Milton Keynes Council
Civic Offices
1 Saxon Gate East
Central Milton Keynes
MK9 3EJ

REF: Support Plan Agreement, S43(2) Milton Keynes East Sustainable Urban Extension, Milton Keynes Council

Dear S40(2)

I write to advise you that the above scheme has received an award of £115,000 (the Grant) to support the development of a forward funding business case (the Business Case) to enable you to make an application for support under the Housing Infrastructure Fund programme to the Ministry of Housing, Communities and Local Government (MHCLG). The application for support under the Housing Infrastructure Fund programme is to be targeted for submission to MHCLG by no later than 22nd March 2019.

The Grant will be made pursuant to Section 19 of the Housing and Regeneration Act 2008. The Grant awarded will be provided and is to be used only for the specific purposes as more particularly detailed in this Agreement and in the attached Support Plan Annex (Annex 1) in relation to the above scheme.

The Grant will comprise of:

- £115,000, this being costs and expenses you incur to develop the Business Case which pursuant to the attached Support Plan Annex may be reimbursed in accordance with the conditions of this Grant (Reimbursed Costs); and
- £0, this being costs and expenses you will incur as a result of your instructions to procure consultancy support via Homes England's consultancy panels (Procured Costs),

Reimbursed Costs and Procured Costs being together, the Support Costs.

Milton Keynes Council agrees that whilst Homes England, acting on your instructions may facilitate the appointment of consultants by you from its consultancy panels, you are responsible for the appointment of the consultants. Milton Keynes Council agrees that Homes England owes it no duty of care and agrees that Homes England will not incur any liability in connection with any consultancy appointments you make or which you instruct to Homes England to make on your behalf.

The amounts specified in the Support Plan Annex (including in relation to the amounts specified under the Amount column and in relation to the Total Funding Package) are the maximum amounts that may be paid under this Grant by Homes England. Milton Keynes Council acknowledges and undertakes that by accepting this Grant Milton Keynes Council will be responsible for making any further payments necessary to cover any cost overruns or shortfalls incurred such that a Business Case will be submitted to MHCLG in relation to the above scheme.

Before any payments in relation to the Grant can be made or consultancy support procured, Homes England will require the following (to be supplied to Homes England's satisfaction):

- evidence that any conditions specified in the HIF Support Plan Annex (the Conditions) have been satisfied ; and
- evidence that the Support Costs have been incurred. *and* the Conditions have been met to Homes England's satisfaction

All claims for a Grant payment for Reimbursed Costs must be made via the attached Support Plan Reimbursed Costs Claim Form (Annex 2). A compliant claim form (and associated evidence) should be submitted to Homes England via HIF@homesengland.gov.uk no later than 12 working days prior to the requested payment date.

All claims for a Grant payment of Procured Costs should be made via the Confirmation of Support Expenditure Claim Form (Annex 3). A compliant Confirmation of Claim form should be submitted to Homes England via HIF@homesengland.gov.uk no later than five working days after receiving an invoice from Homes England to allow payments to be made to consultants in a timely manner.

You agree to be liable for any costs which Homes England incur arising from any delay on your part in submitting a claim form. Whilst Homes England will endeavour to process compliant claim forms to enable the claimed Grant payment to be made by the requested payment date, Homes England shall not incur any liability to you arising from any delay in making a payment to you.

In confirming the Grant, please note that Homes England retains an absolute right to withdraw its commitment to the Grant to you without notice if it becomes apparent that a Business Case will not transpire or the conditions of the Support Plan Annex have not or will not be met.

The confirmation of this Grant does not in any way confirm that your application to the Housing Infrastructure Fund would be successful, nor does it bind us or MHCLG to accept, consider, determine or further consult in relation to your Business Case or the Housing Infrastructure Fund programme.

This Agreement and any dispute or claim arising out of or in connection with it (including any non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of England and each of the parties submits to the exclusive jurisdiction of the English Courts.

This Agreement is subject to receiving a countersigned version by the Milton Keynes Council Section 151 Officer. Please return to HIF@homesengland.gov.uk.

Yours sincerely,

S40(2)



For and on behalf of the Homes and Communities Agency

This Support Plan Agreement is acknowledged and agreed by Milton Keynes Council

S40(2)



Signed:

Print name of Section 151 Officer:

Date:

25/03/19

S40(2)

From: S40(2)
Sent: 25 March 2019 14:35
To: S40(2)@homesengland.gov.uk'
Cc: S40(2)
Subject: MK - Support Plan Approval
Attachments: New Supplier Template Form - Homes England-MKC.docx; Ways you can invoice us.docx

Good afternoon,

Please find as requested Milton Keynes Council's completed new supplier template form in reference to the below claim.

I have also attached guidance on ways in which MKC can be invoiced, which will hopefully speed the process up your side.

In order for us to ensure everything is set up speedily our side and we can provide you with an invoice before year end, could I please ask that we are provided with all relevant details on how to set you up as a customer on our finance system.

If you require any more information, please feel free to contact myself or our finance department.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2)
Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval

Hi S40(2),

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Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2).

- S43(2)
- S43(2)
 - S43(2)
 - S43(2)

Until this process is done we cannot make a payment.

S43(2)

Kind Regards

S40(2)

S40(2)

S40(2) Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL

Tel: S40(2)

Mob: S40(2)



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Chief Executive's Office, Corporate Core
Policy, Insight & Communications



Reply to S40(2)
Call 01908 S40(2) Ref
E-mail S40(2)@Milton-Keynes.gov.uk
Date 25 November 2019

Accounts Payable Team, Homes England, St Georges House, Team Valley, Gateshead, Tyne & Wear
NE11 0NA

Dear Accounts Payable Team

Please find detailed below the necessary information to register **Milton Keynes Council** as a supplier
with the agency.

COMPANY DETAILS:

Full Company Name: Milton Keynes Council

Address: Civic Offices, 1 Saxon Gate East, Central Milton Keynes

Postcode: MK9 3EJ

Telephone number: 0300 126 4600 / 01908 691691

Email address: mkchelpdesk@lgss.co.uk
(so that Remittance Advices can be emailed):

BANK DETAILS:

Bank/Building Society Name: NatWest

Bank/Building Society Address: 501 Silbury Boulevard, Saxon Gate East Milton Keynes

Bank/Building Society Postcode: MK9 3ER

Sort Code: S40(2)

Account Number: S40(2)

Customers sending payment by BACS should be asked to quote only their invoice (or similar) reference on their BACS instruction. If you are unsure what to tell your customer to quote, please contact the LGSS Finance Helpdesk for advice. BACS remittance advices should be emailed to **LGSS Finance Helpdesk (mkchelpdesk@lgss.co.uk)**. If you receive a remittance advice in your department, please pass it on.

VAT NO: 121488286

OFFICIAL SENSITIVE – COMMERCIAL

Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ



You may be aware that Milton Keynes Council adopted a new finance system this April. Firstly we would like to apologise if you have experienced any delays in payment or response to queries.

Are you quoting the correct purchase order number?

From 15 September 2018 we will no longer be processing invoices with purchase order numbers generated by our previous system, which are 10 digits long and start with a 7.

To ensure your invoices are not returned unpaid, please check that you are quoting the correct purchase order numbers on your invoices, which are 11 digits long and start with 3150-XXXXXXX.

Ways you can invoice us

Electronically using Tradeshift

Submit electronic invoices directly into the Tradeshift portal which is integrated with our finance system, for a faster paperless payment. Find out more about the [benefits of using Tradeshift](#).

By email

Email your invoice to mkc.invoices@lgss.co.uk in PDF format. You can send multiple invoices in a single email, but please ensure that each invoice is attached as a separate PDF otherwise we are not able to separate out different invoices for payment which may lead to delays.

By post

Alternatively you can post invoices to: LGSS Payables Team, Milton Keynes Council, OCT1110, Shire Hall, Castle Hill, Cambridge, CB3 0AP.

If you have any queries about this email, please contact the LGSS Finance Operations Helpdesk on 0300 126 4600 or email mkchelpdesk@lgss.co.uk.

Kind regards

LGSS Accounts Payable
on behalf of Milton Keynes Council

S40(2)

From: S40(2)
Sent: 19 February 2019 15:43
To: 'S40(2)'
Subject: MK & HE meeting

Hi S40(2)

Sorry we haven't had chance to speak so far today – are you able to give me a call sometime between now and the end of the day?

My mobile is S40(2) if you get me whilst I'm away from my desk.

We had a number of things I wanted to cover:

- S43(2)
- Next week's codevelopment meeting – we are still finalising a number of things related to the development of the business case.
As such, our intention is to bring hard copies to the meeting which will allow both parties to draw attention to areas for guidance and development.
You'd then be able to take them away and provide us with some feedback afterwards. Is this approach ok with you, I know we'd hoped to share in advance of the meeting but we want to make sure you have the best possible product for this.
- We think it would be really useful if your colleague S40(2) is able to join us in person at the meeting next week. I know she's joined a few time remotely but that our dial in facilities are not the best. Could you please check for us your side if you are expecting her to attend in person?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 26 March 2019 17:30
To: 'HIF'
Subject: RE: MK - Support Plan Approval

Dear HIF team,

Please could you confirm that this (rather than the S40(2) is the correct place to submit the invoices relating to our costs?

Many thanks,

S40(2)

From: HIF [mailto:HIF@homesengland.gov.uk]
Sent: 25 March 2019 19:13
To: S40(2)
Subject: [EXT] RE: MK - Support Plan Approval

Dear S40(2)

Thank you for the e-mail and attachments, to make a claim on the support ask you are required to submit evidence (such as consultant invoices) of expenditure, once these have been submitted correctly Homes England will be able to begin the payment process.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 25 March 2019 16:34
To: HIF
Subject: FW: MK - Support Plan Approval

From: S40(2)
Sent: 25 March 2019 16:33
To: 'HIF@homesengland.gov.uk.'
Cc: S40(2); S40(2)
Subject: FW: MK - Support Plan Approval

Dear HIF team,

Please find attached a scanned version of the acceptance letter and associated annexes from Milton Keynes Council, signed by our S151 officer.

I have also separately emailed for supplier information to the S40(2) listed below. We believe this is everything you need from us to advance this, but please let us know if you require anything further.

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2)@homesengland.gov.uk]

Sent: 20 March 2019 11:18

To: S40(2)

Cc: S40(2)

Subject: [EXT] MK - Support Plan Approval

Hi S40(2),

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to

S40(2).

S43(2)

- S43(2)
- S43(2)
- S43(2)

Until this process is done we cannot make a payment.

S43(2)

Kind Regards

S40(2)

S40(2)

S40(2) | Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL

Tel: S40(2)

Mob: S40(2)



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S40(2)

From: S40(2)
Sent: 25 March 2019 12:03
To: S40(2)
Cc: S40(2)
Subject: RE: MK - Support Plan Approval

Morning both,

We're just completing the documents attached and getting S151 sign off.
Can I please confirm with you, on the annexes, as we are claiming money for reimbursed costs only and not for procured costs, that annex 3 is not applicable to our claim and only annex 2 needs to be completed?
It's referred to in the attached as a support expenditure claim form rather than procured costs form, so just seeking confirmation I've understood this correctly.

As you'll both hopefully know, we successfully submitted the bid on Friday evening.

Many thanks,

S40(2)

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2)
Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval

Hi S40(2)

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2).

- S43(2)
- S43(2)
 - S43(2)
 - S43(2)

Until this process is done we cannot make a payment.

S43(2)

[Redacted]

Kind Regards
S40(2)

S40(2) [REDACTED]
S40(2) [REDACTED] Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL
Tel: S40(2) [REDACTED]
Mob: S40(2) [REDACTED]



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S40(2)

From: S40(2)
Sent: 26 February 2019 11:09
To: 'S40(2)
Subject: RE: MK & HE meeting

Hi S40(2)

Great, thanks for confirming on S43(2)
I've provided dial in details for S40(2) so they are available for S40(2) but as you know they are not the best.

S43(2)

Many thanks,

S40(2)

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 26 February 2019 09:38
To: S40(2) [redacted]
Subject: [EXT] RE: MK & HE meeting

S40(2)

Sounds good, really sorry I've just noticed I hadn't responded to this email.

S40(2) [redacted] we are bringing in S40(2) [redacted] who is going to come in person today. Hopefully S40(2) [redacted] will also be dialling in- I don't think she is travelling anywhere at the moment so it will be great to have S40(2) [redacted] here.

S40(2)

From: S40(2) [redacted] S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 19 February 2019 15:43
To: S40(2) [redacted]
Subject: MK & HE meeting

Hi S40(2)

Sorry we haven't had chance to speak so far today – are you able to give me a call sometime between now and the end of the day?

My mobile is S40(2) [redacted] if you get me whilst I'm away from my desk.

We had a number of things I wanted to cover:

- S43(2) [redacted]
- Next week's codevelopment meeting – we are still finalising a number of things related to the development of the business case.
As such, our intention is to bring hard copies to the meeting which will allow both parties to draw attention to areas for guidance and development.
You'd then be able to take them away and provide us with some feedback afterwards. Is this approach ok with you, I know we'd hoped to share in advance of the meeting but we want to make sure you have the best possible product for this.
- We think it would be really useful if your colleague S40(2) [redacted] is able to join us in person at the meeting next week. I know she's joined a few time remotely but that our dial in facilities are not the best. Could you please check for us your side if you are expecting her to attend in person?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 30 October 2018 10:44
To: 'S40(2)'
Cc: S40(2); S40(2)
Subject: RE: MKE codevelopment meeting tomorrow
Attachments: 2018 10 30 Agenda second codevelopment meeting.docx

Hi S40(2)

Thanks for these – have added these to the draft agenda I'd put together for the meeting (attached.)
An hour might be quite tight for all of these but happy to pick up outside of the meeting.

Many thanks,

S40(2)

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 30 October 2018 08:47
To: S40(2); S40(2)
Cc: S40(2)
Subject: [EXT] RE: MKE codevelopment meeting tomorrow

Hi S40(2)

Thanks for this, I think it is just S40(2) and I who are attending in person. S40(2) and S40(2) will be joining by phone.

We would like to discuss progress since our last meeting on the below points:

- Community engagement
- Development of the Business Case
- The Strategic Case
- Delivery of the physical infrastructure and planning

See you at 12.

S40(2)

From: S40(2) [mailto:S40(2)@Milton-keynes.gov.uk]
Sent: 29 October 2018 16:18
To: S40(2)
Cc: S40(2)
Subject: MKE codevelopment meeting tomorrow

Hi all,

Do you have an attendee list your side for tomorrow, so I can pass it across to reception?
I think we're also expecting S40(2) and S40(2).

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

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MK East Co-development meeting

30.10.2018

1. Actions from the last meeting
2. Update from MKC
3. Homes England items
 - Community engagement
 - Development of the Business Case
 - The Strategic Case
 - Delivery of the physical infrastructure and planning
4. MKC/Berkeley items
 - Capacity Funding for Transport Modelling costs
 - Progress of HIF schemes; how many bid in September and how many are planned to bid in December & March? Is the timetable on track for announcements and would May's announcement follow local elections?
 - S43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
 - S43(2) [REDACTED]
[REDACTED]
 - S43(2) [REDACTED]
[REDACTED]
[REDACTED]
 - S43(2) [REDACTED]
 - S43(2) [REDACTED]
[REDACTED]
 - What information needs to be given to Homes England on utilities?
 - DfT feedback on the validity of the transport model submitted early this year
 - How much weight will be placed on strong commitment from MKC to recycle the majority of the HIF funding?
 - Agreement/grant conditions between Homes England and MKC.

Attendees:

S40(2) [REDACTED]	Homes England
S40(2) [REDACTED]	DfT (by phone)
S40(2) [REDACTED]	Homes England (by phone)
S40(2) [REDACTED]	IPA
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	St James
S40(2) [REDACTED]	St James
S40(2) [REDACTED]	Lichfields
S40(2) [REDACTED]	WSP
S40(2) [REDACTED]	WSP

UK Landline:

S40(2) [REDACTED]

PIN:

S40(2) [REDACTED]

From: HIF <HIF@homesengland.gov.uk>
Sent: 15 October 2018 12:15
Subject: [EXT] HIF Forward Funding FAQs - updated
Attachments: HIF Forward Funding FAQs OCT 18.pdf

Dear Bidders,

We would like to bring your attention an updated set of FAQs for the Forward Funding element of the Housing Infrastructure Fund – please see attached.

Kind Regards

HIF Team

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Housing Infrastructure Fund Forward Funding FAQ

Co-Development

Q: If I submit my bid in an earlier window and it is unsuccessful, will it automatically roll over into the next bidding window for assessment?

A: If you submit your bid in one of the earlier windows and it is unsuccessful, you may not resubmit your bid. As funding is being allocated proportionately at each window, it may be that we are unable to make a funding decision, and therefore we will reconsider your bid at a later bidding window. You will be informed if this is the case.

You will only be able to submit your business case once. On this basis we strongly encourage bidders to ensure that their business case is robust and fit for purpose prior to submitting.

Q: When will I know what level of support I am getting?

A: Through early engagement with bidders, we will decide the level of support being offered. Your Homes England Operating Area local lead will speak with you about your tailored package of support.

Q: What support will I receive and how will it be allocated?

A: We will play a 'critical friend' role during co-development, providing specialist advice to help you develop your project and business case. Support will be bespoke and will differ for each project - depending on factors such as the size and complexity of the project, the funding amount, how developed the project is, and the capacity of the bidding authority.

If required, additional support is available to assist with the development of the economic section of the business case. Where required, support may be provided through either a contribution towards the costs of consultants procured by the Local Authority (or local partners,) or procurement of an economic consultant partner through Homes England.

Our lead consultant, Steer Economic Development, will be in touch to:

- review the requirements of the economic case within the context of your project;
- discuss your proposed approach to meeting these requirements; and
- help to determine the most appropriate submission deadline and the level of support required

For the avoidance of any doubt, Steer Economic Development consultants are not commissioned to prepare your economic case. They will, however, provide on-going support to bidders on specific technical queries relating to the Economic Case.

Q: You have said you will be splitting funding allocations across 3 windows, each with its own submission deadline. How will you guarantee that the majority of funding will not be allocated to the earlier windows, with those projects meeting the latest submission deadline missing out?

A: We have three submission deadlines to enable projects to receive funding decisions when they need them. We will be allocating funding proportionately at each window, with an understanding of what other projects are in the pipeline. We will ensure that longer-term strategic projects submitting their business cases later in the process, will have the same level of opportunity as those which are ready to go sooner.

Q: What are the submission deadlines?

A: The first deadline was 10 September 2018, the second 3 December 2018 and the third will be 1 March 2019. Bids should be received by 5pm on the given date.

Q: Will local authorities get to choose which deadline they aim to meet?

A: Yes. We recommend that bidders submit their business cases by the deadline which is best suited to their project, rather than the one which they think will increase their chances of funding.

Q: How much is my project likely to change through co-development / how much influence will co-development have over my project?

A: As bidders will be writing the final business case, any decisions to alter the project will ultimately be theirs. During co-development, government will work alongside bidders to support finding the best way of funding infrastructure to bring forward housing growth.

For example, this could include exploring whether grant funding is the best option, finding ways to generate further housing growth through the project, or narrowing the scope of the project to increase its likelihood of being delivered. This could mean that some projects are likely to change, and as we look to evolve projects, we will work closely with bidders to ensure that outcomes are mutually beneficial.

Q: Is it possible to split my bid or to bring two bids together?

A: Yes it is possible to split or join up your bids. However, you would need to consider the impacts of this. If you split your bid you would need to submit two business cases which would be assessed separately. There is no guarantee that if one were to be successful, the other would automatically be successful. Each bid has to be strong in its own right in terms of deliverability, value for money and strategic approach. You would need to be clear in your business case what impact they have on each other.

If you were to join up two bids and submit them as a single business case, a compelling case would need to be made linking the two areas, explaining why they need to come forward together, the issues they necessarily address in tandem and the evidence to support this.

Q: As we have now reached the co-development stage, could you share our scores for the assessment of the EOI?

A: We are not planning on sharing scores from the EOI assessment. We have, however, carried out a review of your EOI and the questions identified in the annex we sent you are the areas that we have identified for development. Through co-development we will be continuing to explore where your bid needs to be strengthened and what support we can put in place to help this.

Q: At what point will a bidder be told that MCHLG will not be taking their project forward and what does that mean for the bid?

A: We will be transparent with bidders throughout the co-development process. This will include an honest discussion about the future of the bid if we reach a point where MCHLG, Homes England and any other relevant government departments agree that the project would not be viable through the Housing Infrastructure Fund. Should we decide to withdraw support during co-development; bidders can still submit a business case. However, any procurement of resource to produce a business case will be done at the bidder's own risk.

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

Business Case

Q: Can HIF funding be used to recoup business case design costs?

A: As detailed in the prospectus, HIF funding can only be used for capital expenditure. This could include project costs such as feasibility and design works if they can be capitalised. If your scheme is successful, then any capitalised project

costs can be recouped – if this is your intention then this should be included within your HIF ask in your submission. If your scheme is not successful, you would not be able to recover these costs from Homes England/MHCLG.

Q: Will the assessment criteria be made available to local authorities to help them write their business cases?

A: The Forward Funding Guidance sets out the criteria we will be assessing bids against. Broadly we will be looking at the value for money, deliverability, and strategic approach of your bid. Through co-development we will be advising and guiding you on how to complete the business case and a part of this will be helping you to understand what 'good' looks like.

Q: What are you looking for in the options appraisal under 'with a proportion of HIF funding'?

A: The three options we would like you to consider are:

- If you were to receive the full HIF ask, what infrastructure would you deliver and how many homes would this unlock.
- If you were to receive a smaller amount of your HIF ask what elements of the scheme could still be delivered and how many homes would this unlock.
- If you were to not receive any of your HIF ask, what elements of the scheme, if any, could still be delivered and how many homes could still come forward.

Q: Can I include Student Accommodation in housing numbers?

A: Yes, student accommodation will count towards the net additions number. So you can include both cluster flats and halls of residence as student accommodation in your plan to meet housing need in the area.

For private sector communal accommodation (e.g. hostel, nursing home, student housing) one housing unit equates to multiple bedrooms utilising one shared living space (kitchen, bathroom etc.) depending on the scheme (usually 3-4 bedspaces). In the absence of detailed design, four bedspaces comprise one housing unit.

You should include student accommodation in 'other' when highlighting the types of housing to be delivered in your business case with the 'conversion' assumption of bedrooms to unit detailed.

Q: Questions 1.2.5 through 1.2.8 ask for various land area metrics in hectares, with the latter three of these questions specifically asking about land area to be used for housing. As several sites will be mixed-use and/or include public open space, is it acceptable to provide responses in terms of floor area (square metres) rather than land area (hectares)?

A: Please do not use square meters as this will not be consistent with other bids and therefore be very difficult for analysis purposes with other bids. We would ask that you convert the square meters to hectares (the system allows up to two decimal places so you may need to round up).

We have specifically asked for the housing area as it will be used to assist in the economic case. If your site has housing and green space you should deduct the green space and any other area for infrastructure (such as roads) to just cover the

total housing. However if it is a block of flats with retail / employment facilities then the area can count as housing.

For the brownfield and public sector land responses, it should be whatever % of the housing space is on these types of land. If 100% is on brownfield land, this can be the total housing area.

Q: Can we embed additional diagrams, graphics and tables directly in the responses in the portal, or do they need to be uploaded as separate attachments?

A: There are some specific 'special' boxes – as referenced in the quick start guide that will allow these – these are largely in the economic and commercial cases. However most boxes will not accept tables or images and you can upload these as separate supporting attachments for the relevant case.

You should not replace the full answer to the question in the supporting attachments but just reference in the portal answer the supporting diagrams / graphics attached.

Q: Can the HIF FF template tables be modified (e.g. cells merged or new rows/columns added)?

A: Tables cannot be merged and in general new columns cannot be added – the portal should direct you where additional rows/columns can be added. They have generally been set up as fixed tables in order for us to use for consistent analysis purposes across all schemes.

Q: Can we cross-refer to narrative/data/attachments in other sections – or does each section need to read as 'standalone'? If the latter, can we upload the same attachments to multiple sections?

A: You can cross-refer to narrative, data and attachments in other sections. Where you chose to do so we would expect you to clearly identify which section in the bid the additional information is captured and where attachments are concerned, why this is relevant and which section we should refer to in the supporting document.

Q: Does the character limit include spaces?

A: Yes, spaces are included.

Q: For appraisal work to support the business case are we able to use Argus or do we need to use the Homes England recognised tool?

A: Argus is suitable, provided the appraisals are provided as well as the PDF output pages

Economic Case

Q: Will bidders be required to produce a 'full' WebTAG appraisal for transport schemes?

A: The economic case must be compliant with the HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for

Transport (DfT) WebTAG guidance. As set out in WebTAG, the level of transport analysis conducted for your scheme should be proportionate. Following your inception meeting with Homes England, Steer Economic Development will be in contact to help you determine what is appropriate for your scheme.

Q: Are you expecting an update to the MHCLG Appraisal Guide during HIF submission windows?

A: We are not now expecting an updated MHCLG Appraisal Guide to be published until Spring 2019, once the HIF submission windows have closed.

Calculation of the BCR

Q: Can you confirm what goes into the BCR (both in terms of costs and benefits)?

A: Supplementary HIF guidance states that “HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires”. This gives an indication of the primary way in which projects will be compared. The benefit of additional housing, as monetised by land value uplift from residential development, is therefore the most important economic benefit we will consider. It will be looked at in comparison to the HIF funding being provided.

The HIF guidance goes on to say “Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account”.

Land Values

Q: The guidance suggests that benchmark figures published by MHCLG would be acceptable to estimate existing use land values; can you confirm that this is the case?

A: We are trying to establish as accurate an assessment as possible for the increase in economic welfare resulting from the investment, hence this is why site specific values should be provided where possible. For residential land values we would expect this to be feasible based on the MHCLG Appraisal Guide and supplementary HIF guidance. For existing use land values, supplementary HIF guidance makes clear that if it isn't possible to provide site specific values then it is acceptable to use MHCLG land values. Paragraphs C8 and C9 of the appraisal guide show how this might be done (although note that up to date published land values should be used¹). The rationale for doing so should be clearly explained. The land values provided (whether site specific or not) will under-go the same process of assessment for suitability in each case and so MHCLG values will not weigh negatively on the final assessment.

Q: Should residential land values be based on the current residential values achievable in an area or potential values that could be achievable in the

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

future?

A: It is up to the bidder to justify the land value growth method/assumptions employed. Paragraph C.2.2 of WebTAG Unit A2.2 notes that: “because the transport scheme is assumed to have been implemented, the value of the land in its new use will reflect the improved accessibility provided by the transport scheme”. Where assumptions about land value growth are made it is our expectation that a range of sensitivities would be provided given the likely uncertainty. The MHCLG appraisal guide makes clear that in the absence of detailed local market information to inform land value growth assumptions, a 5% real terms land value increase can be used as a default. Significant deviations from this will need a strong justification based on local market evidence.

Q: Does MHCLG have a preferred approach for forming assumptions around land value growth for existing use land values?

A: Land value uplift should reflect the uplift in land value at the time at which the development occurs. If there is insufficient evidence to form land value growth assumptions for existing use values, paragraph C14 of the MHCLG appraisal guide notes these can be assumed in line with residential land value growth.

Q: Where sites will incorporate non-residential land values, does MHCLG have a preferred approach for estimating the land values?

A: The approach for estimating non-residential land values is the same as for residential values, but can be based on commercial valuation (assuming the land is being brought into commercial use). Typical land values for land in commercial use are also now available in the Department’s published land values and these will be accepted².

If a site will be a mix of residential and commercial development, as far as possible the land value uplift generated by each should be calculated separately, as set out in supplementary HIF guidance.

Build Costs

Q: Can Homes England / MHCLG provide standard costs assumptions that we should use to estimate build costs for each site?

A: We are trying to establish as accurate an estimate as possible of the value for money of each project and as build costs can vary depending on the design of the dwellings being built we advise that specific values be estimated where possible. Where not, RICS BCIS data is used as the industry standard and large developments are typically assumed to have costs assumed in line with the lower quartile.

Developer profit

Q: What is an acceptable level of developer profit to assume in the modelling?

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

A: In the absence of site specific values, Annex A of the guidance notes that assumptions about developer profit can be made in line with MHCLG's land value estimates³. Paragraph 12 of Annex A of the above publication states, "Profit is taken at 17 per cent of gross development value (GDV) for market housing (17.5 per cent in London)".

Displacement

Q: Is it acceptable to apply a site level displacement assumption to all scenarios? Or should displacement rates be considered to vary depending on the proposed level of development?

A: We have provided guidance on assessing additionality; it is, however, up to the bidder to establish if this differs across various scenarios and provide a clear explanation for their assessments. There are likely to be circumstances where the site level displacement would differ; for example, where the tenure mix changes between scenarios.

Amenity Benefit

Q: How important will amenity benefits be to the overall assessment?

A: Amenity benefits of development will factor into our assessment of whether the project being put forward is considered value for money, but typically we would expect these to be small relative to land value uplift. There is no preferred approach for estimating amenity benefits.

Affordable Housing

Q: We propose to use the standard assumption of each affordable rented property being worth £2,400 in external economic benefits (PV) over a 30-year period. Can you confirm that this approach will be acceptable and is in line with MHCLG's latest thinking on this issue?

A: Yes this is acceptable and reflects the value of the health benefits as set out in the MHCLG Appraisal Guide. Bidders are free to use another set of assumptions providing a clear rationale for doing so is given.

Monetising the acceleration of sites

Q: Can we monetise the benefits of housing the infrastructure is not directly enabling, even if only factored down?

A: It is up to bidders to determine which benefits will result from the infrastructure and whether they should be monetised. However we would typically only expect benefits related to housing which is truly dependent on the infrastructure to be included, which can be determined using the sets of guidance set out in supplementary HIF guidance.

Inflation, risk and optimism bias

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

Q: Is there any HIF guidance on inflation rates, risk and optimism bias?

A: Bidders should refer to the HMT Green Book and the MHCLG Appraisal Guidance. Where relevant, WebTAG unit A1.2 may also be of use.

Q: In general how should Optimism Bias be applied?

A: The Green Book and supplementary guidance provides assistance on how to apply optimism bias. However, optimism bias should only be applied in the economic case and not in the financial case.

Treatment of scheme costs in the Economic Case

Q: Does the Economic Case include the whole cost of the scheme or just the HIF contribution? How are Opex and revenue treated?

A: Bidders should answer the Business Case Questions as fully as possible in accordance with the HMT Green Book, MHCLG Appraisal Guide, and supplementary HIF guidance. A section of the latter includes total scheme costs (and revenues), and how these are assumed to be split between HIF and other funding sources.

Inflation and discounting

Q: In translating nominal costs in the financial case to real costs in economic case what base year should be assumed to apply GDP deflator?

A: Supplementary HIF guidance states that “All net present values provided should be in 2018/19 prices.”

Q: What should the ‘base year’ be for applying the discount rate?

A: Values presented in the economic case should be discounted to the start of the 60 year appraisal period (2018/19). As per supplementary HIF guidance, the discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.

Updated General Economic Case FAQs

Q: Can I include housing that will be delivered after 2035?

A: Yes, housing delivered after 2035 can be taken into account within the Economic Case (and can be included in the estimates of LVU). However, the increased risk and uncertainty associated with the delivery of homes delivered further into the future will be taken into consideration when assessing bids. Homes delivered after 2035 are likely to be the focus of significant scrutiny as part of the assessment. The bidder will therefore need to clearly articulate how the housing anticipated post 2035 is directly unlocked by the proposed infrastructure, and the certainty behind this.

Q: What level of evidence do we need to supply as part of our assessment of additionality?

A: All bidders will have had the opportunity to outline their approach to assessing

transport impacts, and their assessment of deadweight, through Steer to be reviewed by MHCLG and DfT.

However, **a key focus as part of the moderation of the economic case will be on the evidence presented on additionality**, on both deadweight and displacement. Regarding deadweight, you must provide all evidence that is used to derive your estimate of deadweight homes. Where bids are light on detail is likely to affect the moderation of the economic case and the number of clarification questions you will be asked. If these cannot be settled before your bid is considered, it is likely to mean the final value for money assessment accounts for this increased uncertainty.

Where bidders use transport modelling in line with WebTag A2.2, for example, to assess where a reasonable level of service is breached, the outputs of the model must be clearly shown in the economic case and how this has informed the number of deadweight homes estimated. If this approach is used, the bidder **must show how many additional homes can be built on the site before the network breaches a reasonable level of service**.

Bidders should show the fullest possible evidence on deadweight and do not need to rely on one approach (e.g. modelling to show the network breaches a reasonable level of service). This can be supplemented by other evidence if that evidence exists.

In addition, the number of deadweight homes must be explicitly stated **for each site individually with the evidence underpinning these estimates. A suggested approach is to show how the homes are dependent on the infrastructure for each site requiring HIF funding**.

Q: In what year should we apply current use value?

A: We expect to see current use value applied in the same year as residential use value, to gain the land value uplift. The land value uplift should be applied in the year the units complete.

This means if housing units were expected to be brought forward in 2025 of the appraisal period, we would expect the land value uplift calculation to involve the residential use value minus the current use value in 2025. We would not expect current use value to all be assumed in the first year of the appraisal period unless evidence is presented to the contrary.

If a bidder's assessment is that land values will grow in their area, then this increase must be applied to both residential and current use values unless there is compelling evidence against this.

Q: What should we focus on in the Risk Analysis of the economic case?

A: The risk analysis should be informed by the specifics of your project. However, the risk analysis applies *both* to the delivery of infrastructure and the delivery of homes. As part of our moderation of the economic case we will consider whether appropriate consideration to the risk of the delivery of homes has been identified and is therefore used to inform a view of value for money.

Q: What modelling should I attach with the economic case?

A: All land value uplift economic modelling conducted as part of the appraisal should be included with the submission of the bid and in spreadsheet format. This includes all modelling conducted as part of the appraisal of the NPV of additional housing benefits.

As part of MHCLG's moderation of the bid, the economic modelling will be reviewed by assessors. Therefore, it is best practice to structure your economic modelling so that assessors can easily clarify how the NPV estimates have been derived. **Where these cannot be verified means the moderation of the economic case cannot be finalised.**

All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and number of dwellings, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.

This spreadsheet modelling is necessary as part of the due-diligence of the economic case. Where it is not clear what columns, rows, or values refer to, increases the time assessors need to spend verifying the case and increases the due-diligence questions bidders are likely to be asked.

Wherever possible, the underlying calculations should be shown rather than hard-coded values.

The modelling should be structured so as to allow assessors to conduct sensitivity analysis easily.

In addition, transport modelling outputs should be attached with the economic case.

Q: We don't agree with the assumptions used in the MHCLG Land Value Estimates, for example developer profit. Can we use different assumptions?

A: Bidders should conduct a site specific appraisal to estimate these costs.

If assumptions are made and that results in estimates which differ to those would be derived using assumptions in MHCLG Land Values as part of the estimates of land value uplift, it must be clearly explained why a different assumption has been made and the evidence underpinning that assumption.

This also includes the house price assumed for the GDV calculation. Where this differs substantially from average house prices in that area as observed in national statistics, evidence should be provided as to why this is the case.

Q: How should we present the breakdown NPV of scheme costs?

A: The business case template requires overall costs to various sectors, as outlined in the template. However, where several funding sources form the total of one category (for example, 3 funding pots form the total of Central Government Costs), then it must be clearly split out in the accompanying narrative, with the share of each costs clearly displayed, in both total nominal values and NPV values.

It should be clear how optimism bias has been applied to these individual scheme costs.

Q: Should we apply indirect taxation factors in the NPV of scheme costs?

A: No, costs should follow the business case template – the nominal costs required should be presented along the NPV estimates.

Q: Should we include developer profit as a benefit to developers in the NPV of scheme costs?

A: No, developer profit is accounted for in the estimates of land value uplift and does not need to be included in the NPV of scheme costs.

Q: How should un-monetised impacts be presented?

A: Where un-monetised impacts are relevant, the scale of these impacts should still be indicated. For example, how many households are likely to be affected by the impact.

Financial Case

Q: Can HIF funding be used to cover OpEx?

A: We can only provide funding for OpEx during the HIF funding window, up to March 2023, and where you can prove that the OpEx costs can be capitalised and counted as spend as per local authority accounting methods.

We require evidence to clearly demonstrate that the service being paid for is fully operational, and will continue to operate as planned post 31 March 2023 or sooner. If the service is not fully operational post 31 March 2023 or sooner, and requires further capital “gap” funding – this further capital funding must be secured. If the service is not fully operational post 31 March 2023 or sooner and no further capital funding can be secured, we would recommend that you remove this service cost from the full business case. If this then impacts on the infrastructure being fully operational, this will be considered within the deliverability assessment.

Q: What would you expect a cost plan to look like for this submission? Do we need to use nominal or real prices?

A: As highlighted in the Forward Funding Business Case Guidance provided, in your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Q: What year should we use for present day prices for the cashflow?

A: Present day should count as the year in which you bid. Therefore if you bid in the September and December window it should be 2018. If it is in the March window it should be 2019.

Delivery of HIF funding

Q: If successful, will the lead bidding authority be the accountable body for HIF funding?

A: It is up to the lead bidding authority to decide which authority the grant award will be made to (i.e. sign the Grant Determination Agreement with) as they are the eligible bidder. They can choose to nominate an authority within their combined authority (upper/lower or unitary authority). Whichever body is party to the agreement would have the obligation for monitoring and meeting the conditions of funding, this also includes the recycling of any funding they can claw back and the responsibility for ensuring the funding is spent on future housing as per the condition.

Successful bidders will need to sign a Grant Determination Agreement which will outline the terms and conditions of the grant. This is expected to have bespoke elements and conditions dependent on the scheme, and will have a baseline against which schemes will be monitored. Bidders will also have to comply with an overarching assurance framework and monitoring requirements – these will be considered proportionality to the scheme and in-line with funding payments.

Q: What do you mean by all HIF funding needs to be spent by 2023? What counts as spend?

A: HIF needs to be spent on the project in the year that funding is allocated. Successful projects will agree a spending profile and milestones, and will be monitored against these.

Expenditure will be incurred by local authorities according to their own accounting principles. We would expect this to be on an accruals basis but local authorities should consult their own finance departments to confirm what will be recognised as expenditure in any given year. Local authorities should not drawdown funds from MHCLG unless they reasonably expect to spend funds within the financial year and drawdown profiles will be prepared on this basis.

Q. If successful, what level of monitoring and assurance will be required?

A: If your Business Case is successful you will be required to sign up to an assurance framework. This will detail the level of monitoring information required to assure Government that your project is on track to deliver.

Q: If the bid is successful when will I receive funding?

A: If your business case is successful, the timing of when funding will become available will depend on a number of factors. These include which window you submit your business case in, when funding is first required for your project, whether funding conditions have been satisfied, and whether due diligence has concluded.

Q: Will there be a future bidding round of HIF?

A: There are currently no plans for a second bidding round of HIF.

S40(2)

From: S40(2) @homesengland.gov.uk> on behalf of HIF
<HIF@homesengland.gov.uk>
Sent: 31 August 2018 13:41
To: S40(2)
Cc: HIF
Subject: [EXT] HIF FF Business Case Template & Guidance - Milton Keynes
Attachments: FF Business Case Quick Start Guide.pdf

Dear S40(2)

I am pleased to confirm, your Business Case online form for the Milton Keynes East Sustainable Urban Extension has now been released for completion on the HIF Partner Portal.

Please use the following link: S43(2)

The business case has been released to you as the current bid owner. If you require a change of 'bid owner' please let us know.

The Quick Start Guide, which provides specific guidance on how to use the system, is attached.

If you have any issues when using the portal please email S40(2)

Kind Regards

Homes England | HIF Team
Tel: 0300 1234 500

We launched as Homes England on 11 January 2018. Please note our email addresses have changed from hca.gsi.gov.uk to homesengland.gov.uk although emails sent to our old addresses will be forwarded for 12 months, it would be appreciated if you update your records to reflect this change

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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 11 March 2019 12:02
To: S40(2); S40(2); S40(2); S40(2); S40(2); S40(2)
Cc: S40(2)
Subject: [EXT] Business Plan critical friend feedback

All

Please find below our 'critical friend' points for you. We offer these as pointers but recognise that we are not the decisionmakers ourselves and therefore we are giving you our feedback but you have no obligation to amend your Business Plan as a result of these. S43(2)

Any further queries, let us know. Best of luck for the final couple of weeks before the 22nd.

S43(2)

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- [REDACTED]
- [REDACTED]
- [REDACTED]

Kind Regards

S40(2)

From: S40(2) [REDACTED] S40(2) [REDACTED] @Milton-keynes.gov.uk]
Sent: 11 March 2019 09:43
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: RE: Business Plan

S40(2)

There's not many changes in the document yet outside of 6.5 but I would appreciate your views on whether that explains the position clearly enough or how it could be improved ?

I'm hopefully today collating some further inputs from colleagues and obviously happy to pick up any comments that you have from your side. We have our last pre-submission local stakeholder engagement session on Wednesday night, centred on the management case, and by Friday our ambition is to have a version we can make final review of and start the submission process from next Tuesday.

regards

S40

From: S40(2) [REDACTED] @homesengland.gov.uk]
Sent: 11 March 2019 09:26
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: [EXT] Business Plan

S40

Hope you've had a good weekend!

Any chance you could send us the above document with tracked changes please ?

Thanks very much

S40(2)

S40(2) [REDACTED]
Homes England



#MakingHomesHappen

We're the government's housing accelerator. We have the appetite, influence, expertise and resources to drive positive market change. [Find out more and help make this happen.](#)



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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 22 January 2019 20:19
To: S40(2); S40(2)
Cc: S40(2)
Subject: [EXT] co-development meeting feedback

Both

Thanks for your time last week at the co-development meeting, it was really useful for us.

I've had several conversations since then and I wanted to update you. I've spoken to S40(2) and sent him all of the relevant information from you. S43(2)

I will speak again to him next week so any views on the above, please let me know.

S43(2)

- S43(2)
- S43(2)

I think these were the main points we discussed last Tuesday, if there is anything else at all you'd like to ask please do, we can schedule a call if necessary.

Kind Regards

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

S40(2)
[Redacted]

S40(2)
[Redacted]

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S40

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 14 March 2019 11:32
To: S40(2) [redacted]
Cc: S40(2) [redacted] S40(2) [redacted]
Subject: [EXT] HIF Portal Upload

Hi S40

Hope you're well. No doubt extremely busy.

As you are all too aware, the HIF deadline is next week. I wanted to reconfirm with you that if you could, it would be prudent to start uploading some of the information into the Portal now rather than leave it all until next week, as the system could become overloaded with the number of local authorities accessing it next week, no doubt for long periods, which could therefore slow any uploading. We obviously hope this doesn't happen but wanted to reaffirm that it would be good to start uploading some information this week.

Many thanks

S40(2) [redacted]

S40(2) [redacted]

S40(2) [redacted]

Homes England
Woodlands | Manton Lane | Bedford | MK41 7LW
Telephone: S40(2) [redacted]
Mobile: S40(2) [redacted]

#MakingHomesHappen



From: S40(2) [redacted] S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 11 March 2019 09:43
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: RE: Business Plan

S40(2) [redacted]

There's not many changes in the document yet outside of 6.5 but I would appreciate your views on whether that explains the position clearly enough or how it could be improved ?

I'm hopefully today collating some further inputs from colleagues and obviously happy to pick up any comments that you have from your side. We have our last pre-submission local stakeholder engagement session on Wednesday night, centred on the management case, and by Friday our ambition is to have a version we can make final review of and start the submission process from next Tuesday.

regards

S40

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 11 March 2019 09:26
To: S40(2) [redacted]

Cc: S40(2)
Subject: [EXT] Business Plan

S40

Hope you've had a good weekend!

Any chance you could send us the above document with tracked changes please ?

Thanks very much
S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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S40(2)

Could we speak at some point tomorrow S43(2)

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 12 February 2019 11:57
To: S40(2)
Subject: S43(2)

Hi S40(2)

Just wanted to quickly check on this email before we get in touch with S40(2)

S43(2)

S43(2)

If this is easier to discuss over the phone, please do give me a call – I'm at home today and desk phone app not working so I am on S40(2)

Many thanks,

S40(2)

From: S40(2) @homesengland.gov.uk]
Sent: 12 February 2019 11:32
To: S40(2) ; S40(2)
Cc: S40(2)
Subject: S43(2)

Hi both

S43(2)

The best person to contact is S40(2)

Kind Regards

S40(2)

S40(2)

Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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S40(2)

From: S40(2) [redacted]@homesengland.gov.uk>
Sent: 18 February 2019 11:54
To: S40(2) [redacted]
Subject: S43(2) [redacted]

S40(2)

Could we speak at some point tomorrow S43(2) [redacted]
[redacted]

S40(2)

From: S40(2) [redacted] S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 12 February 2019 11:57
To: S40(2) [redacted]
Subject: S43(2) [redacted]

Hi S40(2) [redacted]
Just wanted to quickly check on this email before we get in touch with S40(2) [redacted]

S43(2) [redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

S43(2) [redacted]
If this is easier to discuss over the phone, please do give me a call – I'm at home today and desk phone app not working so I am on S40(2) [redacted]

Many thanks,
S40(2) [redacted]

From: S40(2) [redacted] [redacted]@homesengland.gov.uk]
Sent: 12 February 2019 11:32
To: S40(2) [redacted]; S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: S43(2) [redacted]

Hi both

S43(2) [redacted]
[redacted]

S43(2) [redacted]

Kind Regards

S40(2) [redacted]

S40(2) [redacted]
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [redacted] and Mobile: S40(2) [redacted]



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S40(2)

From: HIF <HIF@homesengland.gov.uk>
Sent: 27 March 2019 08:26
To: S40(2)
Subject: [EXT] RE: MK - Support Plan Approval

Dear S40(2)

That is correct, S43(2) invoices and any other evidence should come to this address.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 26 March 2019 17:30
To: HIF
Subject: RE: MK - Support Plan Approval

Dear HIF team,

Please could you confirm that this (rather than S40(2)) is the correct place to submit the invoices relating to our costs?

Many thanks,

S40(2)

From: HIF [mailto:HIF@homesengland.gov.uk]
Sent: 25 March 2019 19:13
To: S40(2)
Subject: [EXT] RE: MK - Support Plan Approval

Dear S40(2)

Thank you for the e-mail and attachments, to make a claim on the support ask you are required to submit evidence (such as consultant invoices) of expenditure, once these have been submitted correctly Homes England will be able to begin the payment process.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 25 March 2019 16:34

To: HIF
Subject: FW: MK - Support Plan Approval

From: S40(2)
Sent: 25 March 2019 16:33
To: 'HIF@homesengland.gov.uk.'
Cc: S40(2); S40(2)
Subject: FW: MK - Support Plan Approval

Dear HIF team,

Please find attached a scanned version of the acceptance letter and associated annexes from Milton Keynes Council, signed by our S151 officer.

I have also separately emailed for supplier information to the S40(2) listed below. We believe this is everything you need from us to advance this, but please let us know if you require anything further.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2)@homesengland.gov.uk]
Sent: 20 March 2019 11:18
To: S40(2)
Cc: S40(2)
Subject: [EXT] MK - Support Plan Approval

Hi S40(2),

I hope you are well and everything is going well with bid submission.

Attached is the Housing Infrastructure Fund support plan award letter and associated annexes. This letters covers the costs incurred by Milton Keynes Council in preparing a Full Business Case which we have agreed to reimburse. As you are not seeking any procured costs the value for this amount is nil.

Annex 1 provides the scope of the support plan and the amounts agreed previously with you.

Could you please arrange for the letter and associated Annexes to be signed by your S151 officer and returned to S40(2).

- S43(2)
- S43(2)
 - S43(2)
 - S43(2)

Until this process is done we cannot make a payment.

S43(2)

Kind Regards

S40(2)

S40(2)

S40(2) Investments | Homes England
Windsor House, 42-50 Victoria Street, London, SW1H 0TL

Tel: S40(2)

Mob: S40(2)



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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 05 March 2019 13:04
To: S40(2)
Cc: S40(2), S40, S40(2); S40(2); S40(2)
Subject: S43(2)

All

Hopefully a colleague at Steer will call you tomorrow morning S43(2)

S43(2)

S43(2)

S43(2)

S43(2)

If we could see the revised draft Business Plan as early this week if possible that would be really helpful for us and would enable us to come back with some comments.

Kind Regards

S40(2)

From: S40(2)
Sent: 05 March 2019 07:41
To: S40(2)
Cc: S40(2), S40, S40(2); S40(2);
Subject: S43(2)

Morning S40(2)

Thanks, Thursday morning anytime before 11am would work for me.

Kind regards

S40(2)

S40(2)
S40(2)
S40(2)
S40(2)

S40(2)

S40(2)

On 5 Mar 2019, at 07:35, S40(2) @homesengland.gov.uk> wrote:

All

We are thinking it would be helpful to have Steer on the call as well, could you let me know when would be possible on Thursday?

Thanks

S40(2)

S40(2)

From: S40(2)

Sent: 04/03/2019 11:12

To: S40(2)

Cc: S40(2); S40(2); S40(2); S40(2)

Subject: S43(2)

Hi S40(2)

Further to your email below, we think it would be helpful arrange a short call with S40(2) and yourself to discuss the recovery/tariff in more detail.

S40(2) is on leave at the moment, but perhaps you could let me know some convenient times this week?

Kind regards

S40(2)

S40(2)

S40(2)

S40(2)

S40(2)

S40(2)

S40(2)

S40(2)

From: S40(2)

[@homesengland.gov.uk](mailto: @homesengland.gov.uk)

Sent: 28 February 2019 09:16

To: S40(2); S40(2)

Cc: S40(2)

Subject: S43(2)

Hi both

Thanks for your time on Tuesday. We will start to look at your Business Plan in full post-Friday and come back to you with any 'critical friend' points.

S43(2)

S43(2)

S43(2)

Does this address your query? We can also ask Steer for their view on this if there is anything here that isn't clear.

Kind Regards

S40(2)

S40(2)

Homes England

Woodlands Manton Lane Bedford MK41 7LW

Switchboard 0300 1234 500 | Direct Dial: S40(2)

and Mobile: S40(2)

<image001.png>

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<image002.jpg>

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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 28 February 2019 09:16
To: S40(2); S40(2)
Cc: S40(2)
Subject: S43(2)

Hi both

Thanks for your time on Tuesday. We will start to look at your Business Plan in full post-Friday and come back to you with any 'critical friend' points.

S43(2)

S43(2)

S43(2)

Does this address your query? We can also ask Steer for their view on this if there is anything here that isn't clear.

Kind Regards

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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[S43(2)]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[S43(2)]
If this is easier to discuss over the phone, please do give me a call – I'm at home today and desk phone app not working so I am on [S40(2)]

Many thanks,
[S40(2)]

From: [S40(2)] [REDACTED] [REDACTED]@homesengland.gov.uk]
Sent: 12 February 2019 11:32
To: [S40(2)] [REDACTED]; [S40(2)] [REDACTED]
Cc: [S40(2)] [REDACTED]
Subject: [S43(2)] [REDACTED]

Hi both

[S43(2)]
[REDACTED]

[S43(2)]
[REDACTED]

Kind Regards
[S40(2)]

[S40(2)] [REDACTED]
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: [S40(2)] [REDACTED] and Mobile: [S40(2)] [REDACTED]



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S40(2)

From: S40(2)
Sent: 08 November 2019 10:01
To: S40(2)
Subject: FW: Steer advice

From: S40(2) [redacted] @homesengland.gov.uk]
Sent: 07 March 2019 10:46
To: S40(2) [redacted]; S40(2) [redacted]; S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: [EXT] Steer advice

FYI

Aware we haven't had opportunity to speak on this. I largely concur with S40(2) view with clarification below:

- S43(2) [redacted]
- S43(2) [redacted]

I hope this helps. I am on mobile till 9.30 but then back to back till 6pm but could speak then.

Thanks

S40(2) [redacted]
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [redacted] and Mobile: S40(2) [redacted]



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From: S40(2)
Sent: 26 July 2018 17:26
To: S40(2); S40(2)
Subject: Milton Keynes first HIF meeting 30.07.2018
Attachments: Initial questions from HIF team re MK Business Case v.1.docx; Appendix 5. Infrastructure Plan Including HIF Infrastructure.pdf

Hi both,
Here are the attachments with our responses to the initial questions attachment you had regarding our bid.
We have also attached an infrastructure plan which may help.

I will also circulate the final masterplan site version tomorrow morning when we will receive it from our consultants.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 18 February 2019 15:37
To: S40(2)
Subject: S43(2)

Categories: Red Category

I can do between 9:30 and 10:30 tomorrow morning if that works for you?

Many thanks,

S40(2)

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 18 February 2019 12:24
To: S40(2)
Cc: S40(2)
Subject: S43(2)

Thanks S40(2), I'll give S40 a call then tomorrow.

When's best to call you tomorrow? S43(2)

Speak tomorrow

S40(2)

From: S40(2) S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 18 February 2019 12:05
To: S40(2)
Cc: S40(2)
Subject: S43(2)

Hi S40(2)

It is probably best for you to speak with Paul directly about those two sites tomorrow – 1-2 looks good in the diary?

S43(2)

S43(2)

S43(2)

S43(2)

[S43(2)]
[REDACTED]

Many thanks,
[S40(2)]

From: [S40(2)] [REDACTED] [REDACTED]@homesengland.gov.uk]
Sent: 18 February 2019 11:54
To: [S40(2)] [REDACTED]
Subject: [S43(2)] [REDACTED]

[S40(2)]

Could we speak at some point tomorrow [S43(2)] [REDACTED]
[REDACTED]

[S40(2)]

From: [S40(2)] [REDACTED] [S40(2)] [REDACTED]@Milton-keynes.gov.uk]
Sent: 12 February 2019 11:57
To: [S40(2)] [REDACTED]
Subject: [S43(2)] [REDACTED]

Hi [S40(2)] [REDACTED]
Just wanted to quickly check on this email before we get in touch with [S40(2)] [REDACTED]

[S43(2)] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[S43(2)] [REDACTED]
If this is easier to discuss over the phone, please do give me a call – I'm at home today and desk phone app not working so I am on [S40(2)] [REDACTED]

Many thanks,
[S40(2)]

From: [S40(2)] [REDACTED] [REDACTED]@homesengland.gov.uk]
Sent: 12 February 2019 11:32
To: [S40(2)] [REDACTED]; [S40(2)] [REDACTED]
Cc: [S40(2)] [REDACTED]
Subject: [S43(2)] [REDACTED]

[S40(2)]

[S43(2)] [REDACTED]
[REDACTED]

[S43(2)] [REDACTED]

[S40(2)] [REDACTED]
[REDACTED]

[S40(2)] [REDACTED]
[S40(2)] [REDACTED]



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S40(2)

From: S40(2)
Sent: 12 February 2019 11:57
To: S40(2)
Subject: S43(2)

Hi S40(2)
Just wanted to quickly check on this email before we get in touch with S40(2)

S43(2)

S43(2)
If this is easier to discuss over the phone, please do give me a call – I'm at home today and desk phone app not working so I am on S40(2)

Many thanks,
S40(2)

From: S40(2) [mailto: [redacted]@homesengland.gov.uk]
Sent: 12 February 2019 11:32
To: S40(2); S40(2)
Cc: S40(2)
Subject: S43(2)

Hi both

S43(2)

S43(2)

Kind Regards
S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



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S40(2)

From: S40(2)
Sent: 28 September 2017 11:15
To: S40(2)
Subject: RE: Housing Infrastructure Fund bid - Milton Keynes

Hi S40(2)

Thanks for your email.

I am indeed, I need to register for a new account as I haven't used the bid system before, but here is the error I'm now getting:

S43(2)



Many thanks,

S40(2)

From: S40(2) [REDACTED]
Sent: 28 September 2017 11:02
To: S40(2) [REDACTED]
Subject: [EXT] Housing Infrastructure Fund bid - Milton Keynes
Importance: High

Hello S40(2),

I understand you are experiencing some technical issues with our system.

Please can you try registering via this link: S43(2) [REDACTED]

If the problem still persists, please can you provide me with a screenshot of the error message and the URL, so that I can get our IT dept to look into it?

Many thanks.

Regards

S40(2) [REDACTED]

S40(2) [REDACTED]

S40(2) [REDACTED]

S40(2) [REDACTED]

S40(2) [REDACTED]

S40(2) [REDACTED]

S43(2) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

S43(2) [REDACTED]

S43(2) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

S40(2)

From: S40(2)
Sent: 07 August 2018 15:11
To: S40(2)
Subject: RE: Milton Keynes HIF inception meeting

Hi S40(2)

Just to clarify something within these action notes.

S43(2)
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

I suspect this to be a minor point, but the notes also refer to the Council as MKDC, just to confirm that we are a Unitary rather than a district council.

If you could confirm for me that you've received those initial transport requests that I forwarded over and whether I need to send them to anyone else (for example directly to S40(2))

Hope this helps, and look forward to hearing from you soon regarding the next meeting.

Many thanks,

S40(2)

From: S40(2) [Redacted] @homesengland.gov.uk
Sent: 07 August 2018 12:28
To: S40(2) [Redacted]

Cc: S40(2) [Redacted]; S40(2) [Redacted]; S40(2) [Redacted]
Subject: [EXT] Milton Keynes HIF inception meeting

All

Please find attached meeting minutes and pre-meeting information from MKDC for those who did not receive it. I'll be in touch shortly to arrange the next meeting in September.

Kind Regards

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



Homes
England

Please note our email addresses have changed from hca.gsi.gov.uk to homesengland.gov.uk – although emails sent to our old addresses will be forwarded for 12 months, it would be appreciated if you could update your records to reflect this change

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S40(2)

From: S40(2)
Sent: 08 January 2019 14:22
To: S40(2)
Subject: FW: MKE HIF bid - evidencing public support

Hi S40(2)

I've received your contact details from S40(2) out of office.

I'm writing with regards to some advice we at MK Council are seeking in relation to the strategic case we are putting together for our Housing Infrastructure Fund bid – specifically on the public support section.

Could you please direct me to the right person to arrange a quick call with ourselves and Homes England to discuss this?

I have a proposed date of the afternoon of Thursday 17th at present.

Many thanks,

S40(2)

From: S40(2) @homesengland.gov.uk]
Sent: 08 January 2019 13:33
To: S40(2); S40(2)
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Thanks,

Thursday 17th is great for me S40(2)

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 07 January 2019 14:57
To: S40(2) S40(2)
Subject: MKE HIF bid - evidencing public support

Afternoon both,

On our strategic case call, we discussed the public support section as one where we feel the MK East HIF bid would benefit from some guidance.

Could I please therefore arrange a short call (no longer than 30 mins) in the next two weeks between yourselves and our Director of Policy, S40(2), to provide us with some guidance on how we might address the questions asked in this section?

Sometime in the afternoon of Thursday 16th or the morning of Friday 18th January would work well in diaries this end.

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

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From: HIF <HIF@homesengland.gov.uk>
Sent: 29 June 2018 13:50
Subject: [EXT] HIF FF - Economic Case Support

Dear Applicants,

As part of the Forward Fund co-development process, Homes England and MHCLG will provide specific support and technical advice/ guidance to assist bidders with the development of Economic Cases. Where appropriate, financial support will also be provided through either a contribution towards the costs of consultants already procured by local partners, or, through support required in procuring a consultant team.

In order to help determine the appropriate support offer and oversee the Business Case development process, we have appointed an Economic Lead Consultancy to assist us.

SDG-Economic Development (SDG-ED), working in partnership with the Steer Davies Gleave transport strategy and appraisal division, will be a single point of contact between Homes England, MHCLG, and bidders (and any consultancy support), providing neutral oversight of the support to all economic cases and supporting the production of economic cases.

Following your inception meeting with Homes England and MHCLG, SDG-ED will be in contact to determine support requirements. The process will be as follows:

- SDG-ED will review Economic Case and Transport submissions sent in by bidders in order to gain an understanding of the progress of bids. Any bidders who have not yet submitted their transport returns are strongly encouraged to do so as soon as possible in order to enable your support offer to be developed. Similarly, Economic Returns should be submitted at the very earliest opportunity, in line with timescales set out in your Inception letters.
- SDG-ED will then arrange a phone call / meeting with individual bidders (and potentially with DfT colleagues where appropriate) to gain further understanding of the bid, discuss Economic Case needs and support required (if any), and the most appropriate submission deadline (September, December or March).
- If the need for support is identified, SDG-ED will discuss the best approach for this with bidders – whether this is support through consultants already procured or support in procuring a consultant partner
- SDG-ED will agree any financial support required with Homes England before confirming. Please note - financial support will be provided on a needs basis and it cannot be confirmed that full funding will be provided for all requests.
- It is expected that local partners and their consultancy teams should maintain regular dialogue and progress updates to SDG-ED on the development of their Economic Cases as part of the support offer.
- SDG-ED will also offer a support service via phone and email to be on hand to offer advice and guidance to bidders (and any partner consultants). Further details of this will be confirmed shortly, but for immediate enquiries please email HIF@homesengland.gov.uk.

Further support required as part of the development of the Business Case will be discussed with your Homes England leads to determine a total support package.

Kind Regards

HIF Team

Homes England
Windsor House,
50 Victoria Street,
Westminster,
London

SW1 HOTL

0300 1234 500

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From: HIF <HIF@homesengland.gov.uk>
Sent: 15 November 2018 17:37
To: HIF
Subject: [EXT] HIF FF Business Case Checklists and Question update
Attachments: HIF Deliverability Cases_pre-submission checklist for bidders.docx; HIF Economic Case - pre-submission checklist for bidders.docx; HIF FF Business Case Template - REVISED NOV 18.docx

Dear Bidders,

To help you ensure that your economic case meets the required standards set out in the HIF Forward Funding Business Case Guidance, we have produced a pre-submission checklist (attached). You should use this checklist before submitting your final business case to make sure that your economic case is meeting our minimum requirements. We have also produced a similar checklist for the Commercial, Management and Financial Cases. **These checklists are complimentary to the requirements set out in HIF Business Case Guidance which still need to be met.** To note we have not provided a checklist for the Strategic Case as clarifications will be picked up in calls led by MHCLG.

We also wanted to make you aware that we will be making some minor changes to the business case template on the Homes England portal ahead of the December and March submission deadlines, mostly focused on the economic case. None of these changes require further work, but do clarify what information is presented where in the portal. We therefore advise you to familiarise yourself with some of the changes to the template ahead of submission. We have attached the revised word version of the Business Case questions – highlighting in yellow where additional clarifications / questions. The changes are due to go live on the portal tonight – this should not affect any information already completed.

Kind Regards

HIF Team

Housing Infrastructure Fund

T: 0300 1234 500

E: HIF@homesengland.gov.uk

Homes England

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HIF Commercial, Financial and Management Cases

Pre-submission checklist for bidders

The purpose of the checklist is to highlight some of the key points that should be addressed in the respective Commercial, Financial and Management chapters of your submission. If you do not believe you are able to meet the requirements on this checklist, you should speak to your Homes England contact as soon as possible.

The checklist does not replace the HIF FF Business Case Guidance. Instead, it highlights some of the main points that assessors will look to understand during the assessment process. It is recognised that all projects are at different stages and that the level of detail available on the points below will vary accordingly. The more clarity and evidence that you can provide on these key points will help to strengthen your bid.

There are also pieces of evidence that help Home England robustly assess your bid and are strongly suggested to be submitted. This evidence will likely be requested during the clarification process if not provided with your initial submission:

- Site plans
- Planning status of sites
- Risk register, considering risks around infrastructure **and** housing delivery
- Existing land valuation
- Development appraisal
- Financial model
- Local housing market reports
- Land ownership plan
- Commercial strategy
- Infrastructure procurement strategy
- Housing procurement strategy
- Programme delivery plan
- Programme schedule, including key milestones and all key activities, e.g. procurement, delivery and dependencies
- Written letters of support, including from landowners and developers

Commercial Case	√
1. Market analysis – appropriate consideration has been given to the market’s ability to absorb the amount of proposed housing. Where relevant, this may take into account demand factors, such as employment and demographic trends, and how these match with the type and quantity of housing being proposed.	
2. Delivery Strategy for infrastructure and housing – as much clarity as possible on what the HIF infrastructure ask is; what infrastructure the private sector would provide; how the housing would come forward; and evidence that there is market appetite to deliver. Consideration given to key issues such as planning status and land ownership.	
3. Procurement strategy – identification of strategy and frameworks in place to manage procurement and evidence of a strong track-record. Where possible, clarity on how any strategy or framework would be adapted and applied specifically to the proposed HIF project.	
4. Procurement timetable – a clear timetable which considers the 2023 spend window and acknowledges any “pinch points” and dependencies in the	

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timescales as well as potential mitigation strategies to minimise slippage. Should also be reflected in the Management Case risk register.	
5. Approach to contract management – details on your approach to contract management, including a strategy for dispute/disagreement resolution.	

Financial Case	√
1. Link between infrastructure and housing and HIF funding – clarity on which elements of infrastructure will be funded by HIF and how each element directly contributes to unlocking housing. This consideration should be given on a site-by-site basis.	
2. Fully costed and funding sources identified – evidence that all infrastructure required to unlock the housing has been identified (including land acquisition), that there is an identified funding source for each element, and a strategy as to how it is being/will be secured.	
3. Evidence that private sector funding has been maximised – evidence that funding from the private sector has or will be secured where required and of the market failure as to why the amount being asked from HIF cannot be obtained elsewhere.	
4. Grant recovery – where possible, any consideration given to recovery, how a recovery mechanism could work in practice and identification of any projects where recovered funding could be directed.	
5. Cost overruns – consideration of how cost overruns would be managed, considering how any contingency would be managed, utilised and profiled and also how cost overruns would be dealt with in practical terms (e.g. who would be the responsible parties?).	

Management Case	√
1. Quality of the management plan, project governance and resource – a well-developed project management and governance plan, which sets out what resource would be needed and how additional resource would be provided, including an organogram if possible. Please make these bespoke to the business case rather than generic text.	
2. Delivery programme, including feasibility of timescales – a clear delivery programme for both infrastructure and housing that outlines project milestones and realistic dates for achieving these. Should include land acquisition and dependencies and provide information on a site specific basis.	
3. Track record of delivering infrastructure projects – demonstrate a capability to deliver the scheme with evidence of delivering similar infrastructure projects before, where possible.	
4. Project assurance and monitoring – a robust approach to assurance, and	

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<p>monitoring, with a clear understanding of who will undertake it. Please make these bespoke to the business case rather than generic text.</p>	
<p>5. Delivery risks, dependencies and mitigation – a detailed risk register, mitigation strategy and where appropriate, a quantified risk register. These should consider (but not be limited to) infrastructure delivery, certainty of housing delivery, dependencies and relationships with key stakeholders.</p>	

HIF Economic Case – pre-submission checklist for bidders

The purpose of this checklist is to help bidders assess whether their economic case meets the required standards set out in the HIF FF business case guidance. This is because once a bid is submitted, bidders will not have the opportunity to re-submit their bid.

In addition to this checklist, bidders should still ensure they meet all the requirements as set out in HIF economic case guidance. **However, at a minimum, if bidders do not feel they have adequately met the requirements listed below we would strongly recommend they contact Steer Economic Development to discuss, ahead of their submission.**

They can be contacted at:

HIF-LeadConsultant@steergroup.com

Requirements in line with HIF economic case guidance	Complete?
<p>A deadweight assessment has been provided in considerable detail, which at a <u>minimum</u> covers the below factors:</p> <ul style="list-style-type: none"> • An assessment of the dependency of the housing on the HIF funded infrastructure has been provided, <u>for each site individually</u>, so that the reason the infrastructure is required to deliver the housing can be scrutinised. • An estimate of the number of deadweight homes for each site individually, with the evidence underpinning these estimates, has been presented in significant detail. 	
<p>A displacement assessment has been provided in considerable detail, which at a minimum is informed by the below factors:</p> <ul style="list-style-type: none"> • Market displacement, taking into account housing need in the local areas as evidenced by house price signals. • The proportion of affordable housing provided as part of the scheme. • Displacement through the planning system. 	
<p>Local market specific evidence has been presented regarding any assumed annual uplift in land values (and 5% from MHCLG’s appraisal guide hasn’t been assumed before considering this evidence). This annual increase has been applied to both residential and current use land values.</p>	
<p>Current use value has been assumed to occur in the same year the residential land value is realised, based on housing completions (to gain the land value uplift).</p>	
<p>Modelling used to estimate the NPV of additional housing benefits has been attached, following the guidance as set out in the most recent FAQs document (see question “<i>What modelling should I attach with the economic case?</i>”, and attached at the end of this checklist)</p>	
<p>Land value uplift estimates are based on site-specific land values evidence, which has been presented with the economic case, to show how the land value uplift has been estimated.</p>	

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<p>The NPV of scheme costs table in the economic case includes <u>all</u> costs associated with the provision of the infrastructure; no costs have been omitted that are later referenced elsewhere in the business case.</p> <p>Key figures in the NPV of scheme costs will be used to estimate an initial BCR prior to moderation.</p>	
<p>There is no double counting of impacts (whether benefits of <u>costs, and whether financial or economic costs</u>) between the values provided in the NPV of scheme costs, NPV of external impacts of additional housing, NPV of infrastructure impacts, and NPV of additional housing benefits. Examples of potential double counting include but are not limited to developer profit and build costs which are already accounted for in the land value uplift estimates.</p>	
<p>Where dependency is modelled in line with WebTag A2.2, the case clearly shows how the housing is dependent on the proposed transport infrastructure and that in the absence of the transport scheme the existing network would not provide a reasonable level of service. This includes:</p> <ul style="list-style-type: none"> • Provide evidence that the transport infrastructure is the most suitable option to support the development. • Presenting the outputs of the transport modelling. • Presenting the definition used of reasonable level of service. • Presenting the number of homes that can be built before this definition of reasonable level of service is breached. • Evidencing the dependency of the housing on all the infrastructure asks, for each site individually, with the estimated deadweight for each site individually. <p>In addition to this modelling, other evidence of dependency can still be shown in order to present the best possible case of dependency, where this evidence exists and is relevant.</p>	
<p>All NPVs are in 2018/19 values, which means the following two adjustments have been made:</p> <ul style="list-style-type: none"> • All future benefit/costs have been discounted to 2018/19 values using the social discount rate in the Green Book, AND • All future benefit/costs have been adjusted to remove inflation and therefore values are in 2018/19 constant prices. 	
<p>A detailed level of modelling and other evidence to justify monetised external housing impacts has been provided. For transport impacts, Annex B in HIF business case guidance has been considered.</p>	
<p>A clear economic rationale for public sector intervention has been provided, which demonstrates why HIF funding is required.</p>	
<p>The Appraisal period is 60 years, running from 2018/19 to 2067/68</p>	
<p>The impacts of the infrastructure have been considered and monetised where possible. Any LVU from commercial development should also be included in this part of the business case template (and kept separate from LVU from residential development). As a bare minimum, the case must make clear that all significant negative impacts have been monetised where possible, and where not monetised, clearly explain the scale of</p>	

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impacts.	
The case coherently argues what the infrastructure will achieve, and shows how the intervention will lead to additional housing.	
The case has been cross-referenced against HIF specific economic case guidance (including Annexes in that guidance) to ensure it fully complies with requirements.	

What modelling should I attach with the economic case?

Regarding land value uplift estimates, all modelling used to derive the NPV of additional housing benefits should be attached with submission. All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and a profile number of dwellings completed, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.



Ministry of Housing,
Communities &
Local Government



Homes
England

Housing Infrastructure Fund – Forward Funding

Business Case Questions

Please note: that this document sets out the questions that will be required to complete on the online portal. This document is for your information to help you prepare your Business Case and will not be accepted as a form of submission. All Business Cases will be required to be submitted by completing the questions on the Homes England HIF portal.

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1. The Project

1.1 Project summary

1.1.1 What is the name of your scheme?

Scheme name is taken from EOI but can be edited if required

1.1.2 Please provide an Executive Summary for your proposal.

5,000 characters

1.1.3 Please provide an overview of the project, including your project scope for the infrastructure and for the wider project.

4,000 characters

1.2 Site details

1.2.1 How many housing sites will the funding bring forward?

1.2.2 Please provide a list of the housing sites that the funding will bring forward, including the amount of units to be delivered on each site, the lower tier or unitary authority the site is in and the current land ownership.

	Site Name	Units	Local Authority	Current Ownership
Site 1				<i>200 characters</i>
Site 2				
Site 3 (etc..)				
Total				

1.2.3 Please provide site boundaries for all housing sites.

This will be an online map tool on the portal

1.2.4 Please attach scheme plan(s) for your proposal – these should include plans of all housing sites and infrastructure.

1.2.5 What is the total size of the development (in hectares)?

1.2.6 Of the total development size, what is the total housing area (in hectares)?

1.2.7 How much of the total housing area is on brownfield land (in hectares)?

1.2.8 How much of the total housing area is on Public Sector Land (in hectares)?

1.2.9 What is the current planning status of the sites?

These should be set out against the following: full/detailed; outline, planning in principle, allocated or none. If a scheme has partial planning for a phase please provide this in the commentary. If you have Full/Detailed or Outline planning, you will need to provide planning references.

	Planning Status	Planning reference (if applicable)	Commentary (i.e. site with both outline and full planning)
Site 1			<i>250 characters</i>
Site 2			<i>250 characters</i>
Site 3 (etc.)			<i>250 characters</i>

1.2.10 What are the proposed tenures of the homes delivered?

	Percentage of units
Affordable sale	
Affordable rent	
Market Sale	
Market Rent	
Other	

1.3 Infrastructure requirements

1.3.1 What types of physical infrastructure is the **HIF funding** required for? Please tick all that apply:

Road/Highway -- Strategic Road Network	Road/Highway - other	Bridge	
Rail	Education	Digital infrastructure	
Health Facilities	Green infrastructure	Flood Defence	
Public Realm Works	Water works	Land Remediation	
Land assembly	Utility Network Extension	Utility Capacity Reinforcement	
Other (please provide details)			

1.3.2 Please provide further details on the HIF infrastructure requirements based on the information provided above and their link to the delivery of housing.

Table to be populated based on selected infrastructure type – description required to be filled in - e.g.

Option selected	Description of infrastructure requirement	Amount of HIF funding required	Link to Housing	Site/s benefitting
Rail	250 characters		750 characters	
Health Facilities	250 characters		750 characters	
Public Realm Works	250 characters		750 characters	
Land assembly	250 characters		750 characters	

1.3.3 Please outline, in further detail, the direct link between the infrastructure scheme/s and how this unlocks the homes identified in your bid.

6,000 characters

1.4 Wider Development Impacts

Dependent on your answer to 1.3.1, you will be required to answer some or all of the below questions

1.4.1 Please provide a summary of the impact the scheme will have on the Transport Network?

You may wish to refer to the Economic Case guidance for a list of the supporting documents that may be relevant to consider as part of your answer. Any supporting documents should be included within the Economic Case.

5,000 characters

Attachments can be added.

1.4.2 Please answer the following questions on the Education provision related to this scheme:

If you have highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.2.1 How many schools are expected to be funded through HIF?

If you have highlighted that HIF will fund more than one school you will need to complete questions 1.4.2.2 - 1.4.2.6 for each school

1.4.2.2 What educational phase will the school(s) concern? (Tick all relevant)

Nursery	Primary		Secondary	
All-through	16-19			

1.4.2.3 What type will the school(s) be? (Tick all relevant)

Free School mainstream	Free School Special Education Needs and Disability (SEND)	Free School Alternative Provision (AP)	
LA-led mainstream	LA-led Special Education Needs and Disability (SEND)	LA-led Alternative Provision (AP)	
Other (please			

provide details)	
------------------	--

1.4.2.4 What is the anticipated date (month and year) when the school(s) will open for the first time?

1.4.2.5 What is the planned pupil capacity of school(s) and the anticipated timeline for this to be reached? Please include details of initial pupil numbers and the initial form/s of entry (FE) and year-on-year plans for increasing pupil intake.

2,000 characters

Attachments can be added.

1.4.2.6 What is the pupil yield for site(s) unlocked and how this has been calculated? Please attach relevant documents outlining pupil yield calculation if available.

2,000 characters

Attachments can be added.

If you have not highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below question:

1.4.2.7 Please indicate whether the housing development generates a need for new school places and how this will be accommodated, either within the development site or elsewhere.

2,000 characters

1.4.3 Please answer the following question on utility networks related to this scheme:

If you have highlighted 'Utility Network Extension' or 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.3.1 How have you engaged with your Distribution Network Operator when developing this scheme? Please provide costs and timescales for connections and upgrading network infrastructure.

2,000 characters

1.4.3.2 Please demonstrate your assessment of additional utility provision (including but not limited to water, waste water, gas and telecoms) for this scheme and future housing delivery?

2,000 characters

If you have not highlighted either 'Utility Network Extension' and 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below question:

1.4.3.3 How have you assessed that no new utility infrastructure – electricity capacity, water, waste water, gas and telecoms – will be required for this scheme and future housing delivery or, how additional utility infrastructure will be delivered without HIF funding?

2,000 characters

1.4.4 Please answer the following questions on the healthcare provisions related to this scheme:

1.4.4.1 What consideration have you given to ensuring that the health and care services locally will align with the additional homes to be built?

2,000 characters

1.4.4.2 Have you engaged with your Sustainability and Transformation Partnership? More information on STPs can be found here: [NHS England » System change \(STPs and ICSs\)](#)

2,000 characters

1.5 Additional Information

1.5.1 If you have any further information to support your project overview, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

2. Strategic Case

2.1 Strategic Approach

2.1.1 How will this scheme support your long-term housing and economic growth ambitions? Please refer to any development plans and/or associated planning policies.

10,000 characters

2.1.2 What is your assessment of local housing requirements in your area and how will this this scheme address these needs? Please refer to any data and evidence sources you have, including Local Housing Need.

8,000 characters

Attachments can be added.

2.2 Local Support

2.2.1 How will the scheme demonstrate effective joint working (e.g. with neighbouring local authorities and other local partners, private sector organisations, Local Enterprise Partnerships, etc.)?

4,000 characters

2.2.2 Can you demonstrate local support for your scheme (for example in Local Plans and policies)?

4,000 characters

2.2.3 Can you provide evidence of support for your proposal from the following:

- **Local MP(s)**
- **Local community**
- **Local Enterprise Partnership(s)**
- **Supporting upper tier local authorities**
- **Supporting lower tier local authorities**
- **Any other key stakeholders**

You will be asked to answer 'Yes', 'No', or 'Awaiting Response'.

If 'Yes' is selected you will need provide details of engagement and attach relevant evidence. If 'No' or 'Awaiting Response' is selected you will need to provide reasoning.

2.3 Meeting Housing Policy Objectives

2.3.1 How will your scheme support the Government's ambitions for housing, as set out in the Housing White Paper? This could include the following:

- **Diversifying the housing market through Small and Medium Sized Enterprises (SMEs), Modern Methods of Construction (MMCs), or Self-Build**
- **Supporting Garden Towns and Villages**
- **Unlocking public sector and local authority land**
- **Making effective use of brownfield sites**

8,000 characters

2.4 Scheme Objectives

2.4.1 What are the overarching objectives of the project? Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time constrained.

3,000 characters for each objective (table format)

2.4.2 Please list the criteria (critical success factors – CSFs) against which you will assess the successful delivery of the project and the evaluation of options.

1,000 characters for each CSF (table format)

2.5 Rationale for Intervention

2.5.1 What is the market failure being addressed? Please provide a detailed account of why the existing arrangements, both financial and delivery, are not sufficient to deliver the scheme and the rationale for government intervention (HIF funding).

8,000 characters

Attachments can be added.

Please see guidance on demonstrating market failure in the [prospectus for Forward Funding](#) - the [HMT Green Book](#) also provides further detail.

2.6 Additional Information

2.6.1 If you have any further information to support your strategic case, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.
4,000 characters

Attachments can be added.

3. Options Appraisal

3.1 Outline of Options

3.1.1 Please provide a summary of all the options considered during co-development related to the extent of HIF funding required. Please set out the rationale for why these options were discounted in favour of the preferred option.

8,000 characters

3.1.2 Please summarise shortlisted options considered and how these meet the required objectives of the scheme detailed earlier in the Business Case. As a minimum should include:

- Option 1: With requested HIF funding
- Option 2: With a reduced amount of HIF funding
- Option 3: Do nothing (no HIF funding)

2,000 characters for each option(table format)

3.1.3 Please provide the following key metrics for all options:

	Option 1	Option 2	Option 3	Option 4 etc. (if relevant)
HIF funding required			0	
Total scheme cost				
Housing units delivered				
Estimated % affordable				
Units started up to 2022				
Units started 2023-2025				
Units started 2026-2030				
Units started 2031-2035				
Units started in future years				
Amount of other Central Govt. Funding				
Amount of LA funding (inc. LGF)				
Amount of private sector funding				

3.2 Options Analysis

3.2.1 What strategic risks do the shortlisted options carry? Please outline strategic risk / likelihood and impact of the shortlisted options.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Opt	Strategic Risk	Likelihood	Impact
1	1,500 characters		
2	1,500 characters		
3	1,500 characters		
4 (etc.)	1,500 characters		

3.2.2 What are the constraints related to the shortlisted options?

Opt	Constraints
1	1,500 characters
2	1,500 characters
3	1,500 characters
4 (etc.)	1,500 characters

3.2.3 Please provide details of any inter-dependencies related to the shortlisted options.

Opt	Inter-dependencies
1	1,500 characters
2	1,500 characters

3	1,500 characters
4 (etc.)	1,500 characters

3.2.4 Please provide details of the exit strategy for the shortlisted options.

Opt	Exit Strategy
1	1,500 characters
2	1,500 characters
3	1,500 characters
4 (etc.)	1,500 characters

3.2.5 Please summarise any economic appraisal conducted for the shortlisted options, relative to the do nothing (no HIF funding) option.

For the preferred option, the full economic appraisal should be outlined in the Economic Case.

Opt	Summary Economic appraisal
2	2,500 characters
3	2,500 characters
4 (etc.)	2,500 characters

3.3 Options Summary

3.3.1 Please summarise why the preferred option, with the requested HIF funding, has been chosen and why the other shortlisted options have been discounted – this should make reference to advantages and disadvantages of the options in relation to scheme objectives and CSFs.

8,000 characters

3.3.2 Please provide a summary of the impact should funding not be received.

6,000 characters

3.4 Additional Information

3.4.1 If you have any further information to support your project overview, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

4,000 characters

Attachments can be added.

4. Economic Case

4.1 Net Present Value (NPV) of housing benefits.

4.1.1 Please provide the estimated NPV (in 2018/19 prices) of the additional housing benefits (as monetised using land value uplift) of the preferred option relative to the do-nothing option.

4.1.2 Please provide the estimated NPV (in 2018/19 prices) of the current use land value for the scheme overall (before additionality adjustments).

4.1.3 Please provide the estimated NPV (in 2018/19 prices) of the site specific residential land value for the scheme overall (before additionality adjustments).

4.1.4 Please provide the **undiscounted values used to estimate** the residential land value calculation across all sites.

Assumptions should be consistent with the guidance for completing the HIF economic case.

- **GDV (compliant with the Economic Case guidance)**
- **Build costs**
- **Externals**
- **Professional fees**
- **Sales costs**
- **Finance costs**
- **Contingencies**
- **Developer profit**

4.1.5 Please provide the additionality % assumed for the scheme (**deadweight and displacement**).

4.1.6 Please provide a detailed explanation of the method and assumptions used to derive the deadweight and displacement estimates. As part of this, an estimate of deadweight for each site individually must be provided, by illustrating how the homes/each site are linked to the infrastructure.

30,000 characters

4.1.7 Please provide a detailed explanation of the method and assumptions underlying the estimates of NPV of residential land value, NPV of current use value, and NPV of additional housing benefits above, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.2 NPV of external impacts of additional housing

4.2.1 Please provide the estimated NPV (in 2018/19 prices) of external impacts of additional housing from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact
Total		

4.2.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.3 NPV of infrastructure impacts

4.3.1 Please provide the estimated NPV (in 2018/19 prices) of infrastructure impacts, and any other monetised impacts not captured above, from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact

Total		

4.3.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance (including Annex A).

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.4 NPV of scheme costs

4.4.1 Please provide the estimated NPV (in 18/19 prices) of **infrastructure** scheme costs (and revenues) as incurred by the following groups under the preferred option relative to the do-nothing option, ensuring no double counting of any costs included in prior answers – NPV of housing benefits, NPV of external impacts of additional housing, and NPV of infrastructure impacts (Q. 4.1 – 4.4).

You must initially enter the NPV of scheme costs, without optimism bias, before adding assumed optimism bias in the below fields, in line with economic case guidance. These should align with your response to Optimism Bias (Q 4.7).

Type		Total Nominal Amount	NPV (18/19 constant prices)	(FOR CALCULATION ONLY)
HIF funding	Cost			A
	Revenue			B
Central Government	Cost			C
	Revenue			D
Local Authority	Cost			E
	Revenue			F
Other public Sector	Cost			G
	Revenue			H
Private Sector (not developer contributions)	Cost			I
	Revenue			J
Private Sector (developer contributions)	Cost			K
	Revenue			L
Optimism Bias applied to Total Public Sector Costs	Cost			M
Optimism Bias applied to Total Private Sector Costs	Cost			N

REAL NET PRESENT PUBLIC SECTOR COST	These will be calculated from numbers provided above
	(CALCULATION: NPV A+ C + E + G + M – B – D – F – H)
REAL NET PRESENT PRIVATE SECTOR COST	These will be calculated from numbers provided above
	(CALCULATION: NPV I + K + N – J – L)

4.4.2 Please provide a detailed explanation of the method and assumptions underlying all estimated costs, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.5 Non-monetised impacts

4.5.1 Are there any impacts it is not feasible, or proportionate, to monetise? Yes/No?

4.5.2 If ‘Yes’, please provide details, including an indicative scale of impact and why these have not been monetised.

20,000 characters

4.6 Sensitivity Analysis

4.6.1 Please describe sensitivity analysis conducted (if not covered above).

10,000 characters

4.7 Optimism Bias

4.7.1 Please describe how optimism bias has been applied in line with HMT Green Book (and where relevant DfT WebTAG) guidance (if not covered above).

10,000 characters

4.8 Risk analysis

4.8.1 Please describe how risk has been assessed and appraised in line with HMT Green Book guidance (if not covered above). The risk analysis should focus both on the risks to the delivery of the infrastructure and the delivery of housing.

10,000 characters

4.9 Supporting Material and Additional Economic considerations

4.9.1 Please provide any other information not covered above to support the economic case

10,000 characters

4.9.2 Please attach all economic modelling done as part of the economic case.

4.9.3 SCHEMES WITH TRANSPORT IMPACTS - For any transport modelling conducted, please refer to Annex B of the guidance and attach.

5. Commercial Case

5.1 Market Analysis

5.1.1 Please provide details of how the proposed scheme fits with the local housing market and with local demand. Please provide supporting evidence of relevant value assumptions in the area, including:

- trends and patterns in the local housing market
- market absorption and sales rates
- average house prices and comparables
- local demographics

8,000 characters

Attachments can be added

5.2 Delivery strategy

5.2.1 Please provide details of who will be delivering the infrastructure.

16,000 characters

5.3 Procurement strategy

5.3.1 Please provide details of engagement with contractors to date and the procurement strategy for delivery of the infrastructure scheme.

16,000 characters

5.3.2 Please outline the procurement strategy to ensure build out of the wider housing scheme, including engagement with development partners to date and use of SPVs, other joint ventures and legal proposals to bring forward homes.

16,000 characters

5.3.3 Please attach any supporting evidence from contractors / developers which support your proposal.

5.4 Implementation Timescales

5.4.1 Please provide an overview of the implementation timescales for your procurement strategy.

8,000 characters

5.4.2 Please provide an overview of your phasing and implementation strategy for the wider scheme.

8,000 characters

5.5 Contract Management Approach

5.5.1 Please provide details of your approach to contract management and any details of any arrangements already in place – this should include charging mechanisms.

16,000 characters

5.5.2 Please provide details of the proposed key contractual clauses.

8,000 characters

5.6 Additional Information

5.6.1 If you have any further information to support the Commercial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added

6. Financial Case

6.1 Scheme Costs and Cost Plan

6.1.1 **What are the total scheme costs?**

6.1.2 **Will the infrastructure costs be 100% funded through HIF? Yes/No**

6.1.3 **Please provide a summary of the total infrastructure costs of the project. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.4.**

To note: You should complete a line for each individual cost. If your infrastructure scheme is fully funded by HIF you will only need to complete the 'funded through HIF' column in the table.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost	Amount Funded by HIF
	Description of cost 1		
	Description of cost 2		
	Description of cost 3 etc.		
		Total	Must add up to HIF Total

6.1.4 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.5 **Can you provide detailed costing for the housing element of the wider project that form part of your total scheme costs? Yes/No**

6.1.6 **If No, please explain why these are not currently available and when you expect them to be more developed.**

4,000 characters

6.1.7 **If yes, please provide a summary of the costs related to the housing. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.8.**

To note: You should complete a line for each individual cost.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost
	Description of cost 1	
	Description of cost 2	
	Description of cost 3 etc.	
		Total

6.1.8 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.9 **Please provide a detailed cost plan for the scheme proposed to be fully or part funded by HIF. If you have included the housing costs above, please include these.**

This should include any costs associated with land assembly or access, design costs and professional fees, financing costs, construction costs, and contingency.

6.1.10 **Please provide detail on how the Land Cost, included in your scheme costs, has been arrived at and the basis of this assumption (if you have included these costs in either your infrastructure or housing costs).**

4,000 characters

6.1.11 Please attach any evidence to support how the Land Cost has been assumed.

6.2 Funding and Financing Sources

6.2.1 Have you applied for, or received, any other public funding or financing for the scheme? Yes / No

6.2.2 If yes, what type of public funding or financing has been secured and /or applied for and please provide details.

If funding has been awarded, or is expected, you will need to provide the amounts in the funding sources table below. 750 characters for description of each public funding

6.2.3 What are the overall funding sources for the infrastructure scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.4.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
HIF (this bid)		0							0
Local Authority									
LGF									
PWLB									
Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov. 1									
Other non-central Gov.2									
CIL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.4 What is the proposed funding and financing strategy for the infrastructure scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this – please reference the above table in your answer.

12,000 characters

If you answered yes to Q. 6.1.5 please answer the below:

6.2.5 What are the funding sources for the housing scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.6.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
Local Authority									
LGF									
PWLB									
Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov.1									
Other non-central Gov.2									
CiL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.6 What is the proposed funding and financing strategy for the housing scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this.

12,000 characters

6.3 Gross Development Value

6.3.1 How much is the assumed Gross Development Value (GDV) for the scheme?

This should be the actual GDV estimated for the scheme (as opposed to the GDV given in the Economic Case – please see guidance)

6.3.2 Please provide a breakdown of the assumed GDV of the scheme in relation to the below:

Type	Amount (£)
Private Sale	
Rental income	
Affordable sales income	
Commercial income	
Other	

6.3.3 Please provide a summary evidencing how you have assumed the GDV subject to this bid.

8,000 characters

Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.

6.4 Cashflow

6.4.1 Please provide a cash flow for both the infrastructure and the overall development or housing scheme (if available). Please provide details on any growth and inflation assumptions made.

Please refer to guidance.

6.5 Recovery Expectations

6.5.1 Do you aim to recover any of the HIF funding (to be retained locally)? Yes / No

6.5.2 If no, please explain why you think recovery is not possible.

2,000 characters

6.5.3 If yes, please provide the following:

- **assumed profile of recovery**
- **explanation of how funding will be recovered** *4,000 characters*
- **how you intend to use recycling to support future housing delivery in your area** *4,000 characters*

6.6 Additional Information

6.6.1 If you have any further information to support the Financial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

7. Management Case

7.1 Project Dependencies

7.1.1 Please outline any project dependencies.

*Please include details of how many are critical and ones which are outside of your direct control
2,000 characters per dependency*

7.2 Project Governance, Organisation Structure and Roles

7.2.1 Please outline the authority's approach to governance and oversight of the delivery of the proposal. This should include how you will work with any other key delivery partners (such as other landowners).

16,000 characters

7.2.2 Please provide details of the authority's resourcing for the proposal.

6,000 characters

7.2.3 Please attach an organogram depicting the governance structure and/or roles and responsibilities within the authority.

7.3 Project Management Arrangements and Project Plan

7.3.1 Please provide details of the overall project management delivery arrangements for the project, including any challenges or constraints to delivery of the project.

16,000 characters

7.3.2 Please summarise your project delivery plan to deliver the infrastructure, this should include your anticipated land ownership/control strategy.

16,000 characters

7.3.3 Please provide details of your project delivery plan to deliver the homes unlocked by the infrastructure. Please detail any expected controls or levers you will put in place to ensure the delivery of housing on the sites.

16,000 characters

7.3.4 Please summarise your maintenance strategy for the scheme.

4,000 characters

7.4 Project Milestones

7.4.1 Please provide actual or estimated dates for achieving the following infrastructure delivery milestones for your project:

- **First infrastructure planning permission granted**
- **Last infrastructure planning permission granted**
- **All land assembly completed (if required)**
- **Project infrastructure works started**
- **Project infrastructure works completed**

7.4.2 Please provide actual or estimated dates for the following housing delivery milestones:

- **First residential units commenced**
- **Last residential units commenced**
- **First residential completion**
- **Last residential completion**

7.4.3 Please attach an outline delivery programme for your proposal and the key milestones required to achieve it.

Please see guidance for what this should include.

7.4.4 Please list planning references for the infrastructure works.

If application is not yet submitted, please provide further details on planning progress

3,000 characters

7.4.5 Please list all statutory powers or consents required and already obtained to deliver the HIF works. Please include details of any challenge period, date of expiry and conditions attached to them.

5,000 characters

7.5 Stakeholder Management

7.5.1 Please summarise how the key delivery partners will work together effectively.

8,000 characters

7.5.2 Please summarise how you will work with other key stakeholders to ensure project success (i.e. Local residents / businesses / landowners).

8,000 characters

7.6 Project Assurance

7.6.1 What are your project assurance processes, such as gateway reviews, to ensure project delivery against the business case?

12,000 characters

7.6.2 Please provide details of your proposed internal monitoring approach for the scheme.

6,000 characters

7.7 Risk Management Strategy

7.7.1 Please outline key risks to delivery and mitigations including known delivery constraints and blockages.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Delivery Risk	Risk description	Likelihood	Impact	Mitigation
1	1000 characters			2,000 characters
2	1000 characters			2,000 characters
3	1000 characters			2,000 characters
4 (etc..)	1000 characters			2,000 characters

7.7.2 Please outline your approach to managing risk.

8,000 characters

7.7.3 Please attach a copy of your current risk register for the scheme.

7.8 Additional Information

7.8.1 If you have any further information to support the Management Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

8. Project sign-off

Please set out how you have considered your duties under the Equalities Act 2010 (Public Sector Equality Duty) and State Aid risks.

2,000 characters

Please attach your Section 151 officer sign off for your proposal.

From: HIF <HIF@homesengland.gov.uk>
Sent: 21 June 2018 08:19
Subject: [EXT] HIF FF Business Case Template & Guidance
Attachments: HIF FF Business Case Template.docx; FF Business Case Guidance.docx

Dear Applicants,

Please find attached the Housing Infrastructure Fund Forward Funding Business Case Template and guidance. It is advised that you read the accompanying guidance thoroughly.

The Business Case is in a similar format to the EOI stage and must be completed on the Homes England portal. You will receive a separate email with the link to the portal once it is live.

A word / pdf version of the completed template will not be accepted.

Character limits (not word) are provided for each text based response.

If you have any queries about the business case questions or guidance please email HIF@homesengland.gov.uk

Many Thanks

HIF Team

Homes England
Windsor House,
50 Victoria Street,
Westminster,
London
SW1 H0TL

0300 1234 500

Homes England was launched by the Secretary of State on 11 January 2018. Homes England is the trading name of Homes and Communities Agency (the legal entity). Please note that our email addresses have changed from hca.gsi.gov.uk to homesengland.gov.uk – although emails sent to our old email addresses will be forwarded for 12-months, it would be appreciated if you would update your records to reflect this change.

Homes England is the trading name of the Homes and Communities Agency. Our address for service of legal documents is Arpley House, 110 Birchwood Boulevard, Birchwood, Warrington, WA3 7QH. VAT no: 941 6200 50. Unless expressly agreed in writing, Homes England accepts no liability to any persons in respect of the contents of this email or attachments.

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Ministry of Housing,
Communities &
Local Government



Homes
England

Housing Infrastructure Fund – Forward Funding

Business Case Questions

Please note: that this document sets out the questions that will be required to complete on the online portal. This document is for your information to help you prepare your Business Case and will not be accepted as a form of submission. All Business Cases will be required to be submitted by completing the questions on the Homes England HIF portal.

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1. The Project

1.1 Project summary

1.1.1 What is the name of your scheme?

Scheme name is taken from EOI but can be edited if required

1.1.2 Please provide an Executive Summary for your proposal.

4,000 characters

1.1.3 Please provide an overview of the project, including your project scope for the infrastructure and for the wider project.

4,000 characters

1.2 Site details

1.2.1 How many housing sites will the funding bring forward?

1.2.2 Please provide a list of the housing sites that the funding will bring forward, including the amount of units to be delivered on each site and the lower tier or unitary authority the site is in.

	Site Name	Units	Local Authority
Site 1			
Site 2			
Site 3 (etc..)			
Total			

1.2.3 Please provide site boundaries for all housing sites.

This will be an online map tool on the portal

1.2.4 Please attach scheme plan(s) for your proposal – these should include plans of all housing sites and infrastructure.

1.2.5 What is the total size of the development (in hectares)?

1.2.6 Of the total development size, what is the total housing area (in hectares)?

1.2.7 How much of the total housing area is on brownfield land (in hectares)?

1.2.8 How much of the total housing area is on Public Sector Land (in hectares)?

1.2.9 What is the current planning status of the sites?

These should be set out against the following: full/detailed; outline, planning in principle, allocated or none. If a scheme has partial planning for a phase please provide this in the commentary. If you have Full/Detailed or Outline planning, you will need to provide planning references.

	Planning Status	Planning reference (if applicable)	Commentary (i.e. site with both outline and full planning)
Site 1			<i>250 characters</i>
Site 2			<i>250 characters</i>
Site 3 (etc.)			<i>250 characters</i>

1.2.10 What are the proposed tenures of the homes delivered?

	Percentage of units
Affordable sale	
Affordable rent	
Market Sale	
Market Rent	
Other	

1.3 Infrastructure requirements

1.3.1 What types of physical infrastructure is the HIF funding required for? Please tick all that apply:

Road/Highway -- Strategic Road Network	Road/Highway - other	Bridge	
Rail	Education	Digital infrastructure	

Health Facilities	Green infrastructure	Flood Defence
Public Realm Works	Water works	Land Remediation
Land assembly	Utility Network Extension	Utility Capacity Reinforcement
Other (please provide details)		

1.3.2 Please provide further details on the HIF infrastructure requirements based on the information provided above and their link to the delivery of housing.

Table to be populated based on selected infrastructure type – description required to be filled in - e.g.

Option selected	Description of infrastructure requirement	Amount of HIF funding required	Link to Housing	Site/s benefitting
Rail	250 characters		750 characters	
Health Facilities	250 characters		750 characters	
Public Realm Works	250 characters		750 characters	
Land assembly	250 characters		750 characters	

1.3.3 Please outline, in further detail, the direct link between the infrastructure scheme/s and how this unlocks the homes identified in your bid.

4,000 characters

1.4 Wider Development Impacts

Dependent on your answer to 1.3.1, you will be required to answer some or all of the below questions

1.4.1 Please provide a summary of the impact the scheme will have on the Transport Network?

You may wish to refer to the Economic Case guidance for a list of the supporting documents that may be relevant to consider as part of your answer. Any supporting documents should be included within the Economic Case.

2,000 characters

Attachments can be added.

1.4.2 Please answer the following questions on the Education provision related to this scheme:

If you have highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.2.1 How many schools are expected to be funded through HIF?

If you have highlighted that HIF will fund more than one school you will need to complete questions 1.4.2.2 - 1.4.2.6 for each school

1.4.2.2 What educational phase will the school(s) concern? (Tick all relevant)

Nursery	Primary	Secondary
All-through	16-19	

1.4.2.3 What type will the school(s) be? (Tick all relevant)

Free School mainstream	Free School Special Education Needs and Disability (SEND)	Free School Alternative Provision (AP)
LA-led mainstream	LA-led Special Education Needs and Disability (SEND)	LA-led Alternative Provision (AP)
Other (please provide details)		

1.4.2.4 *What is the anticipated date (month and year) when the school(s) will open for the first time?*

1.4.2.5 *What is the planned pupil capacity of school(s) and the anticipated timeline for this to be reached? Please include details of initial pupil numbers and the initial form/s of entry (FE) and year-on-year plans for increasing pupil intake.*

2,000 characters

Attachments can be added.

1.4.2.6 *What is the pupil yield for site(s) unlocked and how this has been calculated? Please attach relevant documents outlining pupil yield calculation if available.*

2,000 characters

Attachments can be added.

*If you have **not** highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below question:*

1.4.2.7 *Please indicate whether the housing development generates a need for new school places and how this will be accommodated, either within the development site or elsewhere.*

2,000 characters

1.4.3 Please answer the following question on utility networks related to this scheme:

If you have highlighted 'Utility Network Extension' or 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.3.1 *How have you engaged with your Distribution Network Operator when developing this scheme? Please provide costs and timescales for connections and upgrading network infrastructure.*

2,000 characters

1.4.3.2 *Please demonstrate your assessment of additional utility provision (including but not limited to water, waste water, gas and telecoms) for this scheme and future housing delivery?*

2,000 characters

*If you have **not** highlighted either 'Utility Network Extension' and 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below question:*

1.4.3.3 *How have you assessed that no new utility infrastructure – electricity capacity, water, waste water, gas and telecoms – will be required for this scheme and future housing delivery or, how additional utility infrastructure will be delivered without HIF funding?*

2,000 characters

1.4.4 Please answer the following questions on the healthcare provisions related to this scheme:

1.4.4.1 *What consideration have you given to ensuring that the health and care services locally will align with the additional homes to be built?*

2,000 characters

1.4.4.2 *Have you engaged with your Sustainability and Transformation Partnership? More information on STPs can be found here: [NHS England » System change \(STPs and ICSs\)](#)*

2,000 characters

1.5 Additional Information

1.5.1 If you have any further information to support your project overview, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

2. Strategic Case

2.1 Strategic Approach

2.1.1 How will this scheme support your long-term housing and economic growth ambitions? Please refer to any development plans and/or associated planning policies.

8,000 characters

2.1.2 What is your assessment of local housing requirements in your area and how will this scheme address these needs? Please refer to any data and evidence sources you have, including Local Housing Need.

8,000 characters

Attachments can be added.

2.2 Local Support

2.2.1 How will the scheme demonstrate effective joint working (e.g. with neighbouring local authorities and other local partners, private sector organisations, Local Enterprise Partnerships, etc.)?

4,000 characters

2.2.2 Can you demonstrate local support for your scheme (for example in Local Plans and policies)?

4,000 characters

2.2.3 Can you provide evidence of support for your proposal from the following:

- **Local MP(s)**
- **Local community**
- **Local Enterprise Partnership(s)**
- **Supporting upper tier local authorities**
- **Supporting lower tier local authorities**
- **Any other key stakeholders**

You will be asked to answer 'Yes', 'No', or 'Awaiting Response'.

If 'Yes' is selected you will need provide details of engagement and attach relevant evidence. If 'No' or 'Awaiting Response' is selected you will need to provide reasoning.

2.3 Meeting Housing Policy Objectives

2.3.1 How will your scheme support the Government's ambitions for housing, as set out in the Housing White Paper? This could include the following:

- **Diversifying the housing market through Small and Medium Sized Enterprises (SMEs), Modern Methods of Construction (MMCs), or Self-Build**
- **Supporting Garden Towns and Villages**
- **Unlocking public sector and local authority land**
- **Making effective use of brownfield sites**

6,000 characters

2.4 Scheme Objectives

2.4.1 What are the overarching objectives of the project? Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time constrained.

1,000 characters for each objective (table format)

2.4.2 Please list the criteria (critical success factors – CSFs) against which you will assess the successful delivery of the project and the evaluation of options.

1,000 characters for each CSF (table format)

2.5 Rationale for Intervention

2.5.1 What is the market failure being addressed? Please provide a detailed account of why the existing arrangements, both financial and delivery, are not sufficient to deliver the scheme and the rationale for government intervention (HIF funding).

8,000 characters

Attachments can be added.

Please see guidance on demonstrating market failure in the [prospectus for Forward Funding](#) - the [HMT Green Book](#) also provides further detail.

2.6 Additional Information

2.6.1 If you have any further information to support your strategic case, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.
4,000 characters

Attachments can be added.

3. Options Appraisal

3.1 Outline of Options

3.1.1 Please provide a summary of all the options considered during co-development related to the extent of HIF funding required. Please set out the rationale for why these options were discounted in favour of the preferred option.

8,000 characters

3.1.2 Please summarise shortlisted options considered and how these meet the required objectives of the scheme detailed earlier in the Business Case. As a minimum should include:

- **Option 1: With requested HIF funding**
- **Option 2: With a reduced amount of HIF funding**
- **Option 3: Do nothing (no HIF funding)**

8,000 characters

3.1.3 Please provide the following key metrics for all options:

	Option 1	Option 2	Option 3	Option 4 etc. (if relevant)
HIF funding required			0	
Total scheme cost				
Housing units delivered				
Estimated % affordable				
Units started up to 2022				
Units started 2023-2025				
Units started 2026-2030				
Units started 2031-2035				
Units started in future years				
Amount of other Central Govt. Funding				
Amount of LA funding (inc. LGF)				
Amount of private sector funding				

3.2 Options Analysis

3.2.1 What strategic risks do the shortlisted options carry? Please outline strategic risk / likelihood and impact of the shortlisted options.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Opt	Strategic Risk	Likelihood	Impact
1	<i>1,000 characters</i>		
2	<i>1,000 characters</i>		
3	<i>1,000 characters</i>		
4 (etc.)	<i>1,000 characters</i>		

3.2.2 What are the constraints related to the shortlisted options?

Opt	Constraints
1	<i>1,000 characters</i>
2	<i>1,000 characters</i>
3	<i>1,000 characters</i>
4 (etc.)	<i>1,000 characters</i>

3.2.3 Please provide details of any inter-dependencies related to the shortlisted options.

Opt	Inter-dependencies
1	<i>1,000 characters</i>
2	<i>1,000 characters</i>

3	<i>1,000 characters</i>
4 (etc.)	<i>1,000 characters</i>

3.2.4 Please provide details of the exit strategy for the shortlisted options.

Opt	Exit Strategy
1	<i>1,000 characters</i>
2	<i>1,000 characters</i>
3	<i>1,000 characters</i>
4 (etc.)	<i>1,000 characters</i>

3.2.5 Please summarise any economic appraisal conducted for the shortlisted options, relative to the do nothing (no HIF funding) option.

For the preferred option, the full economic appraisal should be outlined in the Economic Case.

Opt	Summary Economic appraisal
2	<i>2,000 characters</i>
3	<i>2,000 characters</i>
4 (etc.)	<i>2,000 characters</i>

3.3 Options Summary

3.3.1 Please summarise why the preferred option, with the requested HIF funding, has been chosen and why the other shortlisted options have been discounted – this should make reference to advantages and disadvantages of the options in relation to scheme objectives and CSFs.

8,000 characters

3.3.2 Please provide a summary of the impact should funding not be received.

6,000 characters

4. Economic Case

4.1 Net Present Value (NPV) of housing benefits.

4.1.1 Please provide the estimated NPV (in 2018/19 prices) of the additional housing benefits (as monetised using land value uplift) of the preferred option relative to the do-nothing option.

4.1.2 Please provide the estimated NPV (in 2018/19 prices) of the current use land value for the scheme overall (before additionality adjustments).

4.1.3 Please provide the estimated NPV (in 2018/19 prices) of the site specific residential land value for the scheme overall (before additionality adjustments).

4.1.4 Please provide the following details of residential land value calculation across all sites.

Assumptions should be consistent with the guidance for completing the HIF economic case.

- **GDV (compliant with the Economic Case guidance)**
- **Build costs**
- **Externals**
- **Professional fees**
- **Sales costs**
- **Finance costs**
- **Developer profit**

4.1.5 Please provide the additionality % assumed for the scheme

4.1.6 Please provide a detailed explanation of the method and assumptions underlying the estimates above, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.2 NPV of external impacts of additional housing

4.2.1 Please provide the estimated NPV (in 2018/19 prices) of external impacts of additional housing from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact
Total		

4.2.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.3 NPV of infrastructure impacts

4.3.1 Please provide the estimated NPV (in 2018/19 prices) of infrastructure impacts, and any other monetised impacts not captured above, from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact
Total		

4.3.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance (including Annex A).

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.4 NPV of scheme costs

4.4.1 Please provide the estimated NPV (in 18/19 prices) of infrastructure scheme costs (and revenues) as incurred by the following groups under the preferred option relative to the do-nothing option.

Type		Total Nominal Amount	NPV (18/19 prices)
HIF funding	Cost		
	Revenue		
Central Government	Cost		
	Revenue		
Local Authority	Cost		
	Revenue		
Other public Sector	Cost		
	Revenue		
Private Sector (not developer contributions)	Cost		
	Revenue		
Private Sector (developer contributions)	Cost		
	Revenue		

REAL NET PRESENT PUBLIC SECTOR COST	These will be calculated from numbers provided above
REAL NET PRESENT PRIVATE SECTOR COST	These will be calculated from numbers provided above

4.4.2 Please provide a detailed explanation of the method and assumptions underlying all estimated costs, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.5 Non-monetised impacts

4.5.1 Are there any impacts it is not feasible, or proportionate, to monetise? Yes/No?

4.5.2 If 'Yes', please provide details, including an indicative scale of impact and why these have not been monetised.

20,000 characters

4.6 Sensitivity Analysis

4.6.1 Please describe sensitivity analysis conducted (if not covered above).

10,000 characters

4.7 Optimism Bias

4.7.1 Please describe how optimism bias has been applied in line with HMT Green Book (and where relevant DfT WebTAG) guidance (if not covered above).

10,000 characters

4.8 Risk analysis

4.8.1 Please describe how risk has been assessed and appraised in line with HMT Green Book guidance (if not covered above).

10,000 characters

4.9 Supporting Material and Additional Economic considerations

4.9.1 Please provide any other information not covered above to support the economic case

10,000 characters

4.9.2 Please attach all economic modelling done as part of the economic case.

4.9.3 **SCHEMES WITH TRANSPORT IMPACTS** - For any transport modelling conducted, please refer to Annex B of the guidance and attach.

5. Commercial Case

5.1 Market Analysis

5.1.1 Please provide details of how the proposed scheme fits with the local housing market and with local demand. Please provide supporting evidence of relevant value assumptions in the area, including:

- trends and patterns in the local housing market
- market absorption and sales rates
- average house prices and comparables
- local demographics

8,000 characters

Attachments can be added

5.2 Delivery strategy

5.2.1 Please provide details of who will be delivering the infrastructure.

16,000 characters

5.3 Procurement strategy

5.3.1 Please provide details of engagement with contractors to date and the procurement strategy for delivery of the infrastructure scheme.

16,000 characters

5.3.2 Please outline the procurement strategy to ensure build out of the wider housing scheme, including engagement with development partners to date and use of SPVs, other joint ventures and legal proposals to bring forward homes.

16,000 characters

5.3.3 Please attach any supporting evidence from contractors / developers which support your proposal.

5.4 Implementation Timescales

5.4.1 Please provide an overview of the implementation timescales for your procurement strategy.

8,000 characters

5.4.2 Please provide an overview of your phasing and implementation strategy for the wider scheme.

8,000 characters

5.5 Contract Management Approach

5.5.1 Please provide details of your approach to contract management and any details of any arrangements already in place – this should include charging mechanisms.

16,000 characters

5.5.2 Please provide details of the proposed key contractual clauses.

8,000 characters

5.6 Additional Information

5.6.1 If you have any further information to support the Commercial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added

6. Financial Case

6.1 Scheme Costs and Cost Plan

6.1.1 **What are the total scheme costs?**

6.1.2 **Will the infrastructure costs be 100% funded through HIF? Yes/No**

6.1.3 **Please provide a summary of the total infrastructure costs of the project. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.4.**

To note: You should complete a line for each individual cost. If your infrastructure scheme is fully funded by HIF you will only need to complete the 'funded through HIF' column in the table.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost	Amount Funded by HIF
	Description of cost 1		
	Description of cost 2		
	Description of cost 3 etc.		
		Total	Must add up to HIF Total

6.1.4 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.5 **Can you provide detailed costing for the housing element of the wider project that form part of your total scheme costs? Yes/No**

6.1.6 **If No, please explain why these are not currently available and when you expect them to be more developed.**

4,000 characters

6.1.7 **If yes, please provide a summary of the costs related to the housing. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.8.**

To note: You should complete a line for each individual cost.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost
	Description of cost 1	
	Description of cost 2	
	Description of cost 3 etc.	
		Total

6.1.8 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.9 **Please provide a detailed cost plan for the scheme proposed to be fully or part funded by HIF. If you have included the housing costs above, please include these.**

This should include any costs associated with land assembly or access, design costs and professional fees, financing costs, construction costs, and contingency.

6.1.10 **Please provide detail on how the Land Cost, included in your scheme costs, has been arrived at and the basis of this assumption (if you have included these costs in either your infrastructure or housing costs).**

4,000 characters

6.1.11 **Please attach any evidence to support how the Land Cost has been assumed.**

6.2 Funding and Financing Sources

6.2.1 Have you applied for, or received, any other public funding or financing for the scheme? Yes / No

6.2.2 If yes, what type of public funding or financing has been secured and /or applied for and please provide details.

If funding has been awarded, or is expected, you will need to provide the amounts in the funding sources table below. 500 characters for description of each public funding

6.2.3 What are the overall funding sources for the infrastructure scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.4.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
HIF (this bid)		0							0
Local Authority									
LGF									
PWLB									
Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov. 1									
Other non-central Gov.2									
CiL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.4 What is the proposed funding and financing strategy for the infrastructure scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this – please reference the above table in your answer.

12,000 characters

If you answered yes to Q. 6.1.5 please answer the below:

6.2.5 What are the funding sources for the housing scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.6.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
Local Authority									
LGF									
PWLB									

Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov.1									
Other non-central Gov.2									
CiL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.6 What is the proposed funding and financing strategy for the housing scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this.

12,000 characters

6.3 Gross Development Value

6.3.1 How much is the assumed Gross Development Value (GDV) for the scheme?

This should be the actual GDV estimated for the scheme (as opposed to the GDV given in the Economic Case – please see guidance)

6.3.2 Please provide a breakdown of the assumed GDV of the scheme in relation to the below:

Type	Amount (£)
Private Sale	
Rental income	
Affordable sales income	
Commercial income	
Other	

6.3.3 Please provide a summary evidencing how you have assumed the GDV subject to this bid.

8,000 characters

Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.

6.4 Cashflow

6.4.1 Please provide a cash flow for both the infrastructure and the overall development or housing scheme (if available). Please provide details on any growth and inflation assumptions made.

Please refer to guidance.

6.5 Recovery Expectations

6.5.1 Do you aim to recover any of the HIF funding (to be retained locally)? Yes / No

6.5.2 If no, please explain why you think recovery is not possible.

2,000 characters

6.5.3 If yes, please provide the following:

- **assumed profile of recovery**
- **explanation of how funding will be recovered** *4,000 characters*
- **how you intend to use recycling to support future housing delivery in your area** *4,000 characters*

6.6 Additional Information

6.6.1 If you have any further information to support the Financial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

7. Management Case

7.1 Project Dependencies

7.1.1 Please outline any project dependencies.

*Please include details of how many are critical and ones which are outside of your direct control
2,000 characters per dependency*

7.2 Project Governance, Organisation Structure and Roles

7.2.1 Please outline the authority's approach to governance and oversight of the delivery of the proposal. This should include how you will work with any other key delivery partners (such as other landowners).

16,000 characters

7.2.2 Please provide details of the authority's resourcing for the proposal.

6,000 characters

7.2.3 Please attach an organogram depicting the governance structure and/or roles and responsibilities within the authority.

7.3 Project Management Arrangements and Project Plan

7.3.1 Please provide details of the overall project management delivery arrangements for the project, including any challenges or constraints to delivery of the project.

16,000 characters

7.3.2 Please summarise your project delivery plan to deliver the infrastructure, this should include your anticipated land ownership/control strategy.

16,000 characters

7.3.3 Please provide details of your project delivery plan to deliver the homes unlocked by the infrastructure. Please detail any expected controls or levers you will put in place to ensure the delivery of housing on the sites.

16,000 characters

7.3.4 Please summarise your maintenance strategy for the scheme.

4,000 characters

7.4 Project Milestones

7.4.1 Please provide actual or estimated dates for achieving the following infrastructure delivery milestones for your project:

- **First infrastructure planning permission granted**
- **Last infrastructure planning permission granted**
- **All land assembly completed (if required)**
- **Project infrastructure works started**
- **Project infrastructure works completed**

7.4.2 Please provide actual or estimated dates for the following housing delivery milestones:

- **First residential units commenced**
- **Last residential units commenced**
- **First residential completion**
- **Last residential completion**

7.4.3 Please attach an outline delivery programme for your proposal and the key milestones required to achieve it.

Please see guidance for what this should include.

7.4.4 Please list planning references for the infrastructure works.

*If application is not yet submitted, please provide further details on planning progress
3,000 characters*

7.4.5 Please list all statutory powers or consents required and already obtained to deliver the HIF works. Please include details of any challenge period, date of expiry and conditions attached to them.

5,000 characters

7.5 Stakeholder Management

7.5.1 Please summarise how the key delivery partners will work together effectively.

8,000 characters

7.5.2 Please summarise how you will work with other key stakeholders to ensure project success (i.e. Local residents / businesses / landowners).

8,000 characters

7.6 Project Assurance

7.6.1 What are your project assurance processes, such as gateway reviews, to ensure project delivery against the business case?

12,000 characters

7.6.2 Please provide details of your proposed internal monitoring approach for the scheme.

6,000 characters

7.7 Risk Management Strategy

7.7.1 Please outline key risks to delivery and mitigations including known delivery constraints and blockages.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Delivery Risk	Risk description	Likelihood	Impact	Mitigation
1	1000 characters			2,000 characters
2	1000 characters			2,000 characters
3	1000 characters			2,000 characters
4 (etc..)	1000 characters			2,000 characters

7.7.2 Please outline your approach to managing risk.

8,000 characters

7.7.3 Please attach a copy of your current risk register for the scheme.

7.8 Additional Information

7.8.1 If you have any further information to support the Management Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

8. Project sign-off

Please set out how you have considered your duties under the Equalities Act 2010 (Public Sector Equality Duty) and State Aid risks.

2,000 characters

Please attach your Section 151 officer sign off for your proposal.



Ministry of Housing,
Communities &
Local Government



Homes
England

Housing Infrastructure Fund

Forward Funding: Business Case Guidance

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Introduction

Opening Statement

One of the Government's top priorities is to help deliver more homes where they are needed most. We are committed to supporting the development of infrastructure to deliver transformational housing growth, unlocking new homes in areas of greatest housing demand. Without the right infrastructure, no new community will thrive; and no existing community will welcome new housing if it places a strain on local services.

On 21 March 2018, we announced that through the Housing Infrastructure Fund (HIF) we will be working with 45 areas across England to develop projects that will deliver vital strategic infrastructure projects – including roads, flood defences and schools – to unlock housing now and for generations to come.

Role of the Business Case

Through co-development, we will support and challenge local authorities to develop their project and Business Case. Local authorities have been contacted separately about the support available through co-development. Participation in co-development does not guarantee HIF funding and any decision is subject to the assessment of the Business Case and Ministerial decision.

The structure of the Business Case is similar to the initial Expression of Interest, but much more detailed information is required at this stage. Local authorities are asked to respond to a number of questions based on Her Majesty's Treasury's Five Case Public Sector Business Case Model to ensure the best possible value from spending public money is delivered.

This bespoke document aligns with the requirements of an Outline Business Case with questions designed to focus on efficient and effective delivery of housing growth in the right areas. The Business Case will inform our funding decisions, with funding certainty offered to successful bids alongside any relevant conditions.

The high-level objectives for each section of the Business Case are as follows:

- **Strategic Case** – here we are looking for a credible and ambitious long-term vision for the local area, with clear objectives and evidence demonstrating how infrastructure investment will support local housing development and growth. The project should demonstrate strong local leadership, encourage diversity in the housing market, and show clearly how it delivers local and national policy objectives.
- **Economic Case** – HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the amount of HIF funding each requires. Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this all benefits,

disbenefits and costs will be taken into account. This will enable funding decisions to be taken with a view of the overall value for money of funding the scheme, with wider expected impacts fully understood.

- **Commercial Case** – demonstrating an effective route to delivery is a vital part of the business case. The purpose of this section is to consider the best way of delivering the preferred option. Through the commercial case, applicants will need to demonstrate that, through the delivery mechanism, there is a clear understanding of the local market and a real and credible route to delivery. We would expect this section to outline the envisaged deal structure for delivery of both the homes and the infrastructure, and the key contractual clauses and payment mechanisms as well as the transfer of risk.
- **Financial Case** – in this case, we will be looking for a clear understanding of the financial impact of the preferred option. We will be looking to understand the cost of the project both for the request of the HIF and the wider project costs required to deliver the houses. In addition applicants should demonstrate a clear plan to ensure projects are fully funded, including sources and timelines. The intention of HIF is not to displace other sources of infrastructure funding, but to create confidence at an early stage in a scheme that will attract other private and public sector money, we therefore expect authorities to maximize the use of other funding sources available. The case will also consider the ability of a local authority to recover the funding, which can be retained to support more housing delivery in the future. In return, we expect schemes to be ambitious, well managed, and to attract much wider economic investment and growth.
- **Management Case** – in this section, we will require applicants to set out their delivery plans for both the infrastructure and the subsequent housing and demonstrate that the preferred option can be delivered successfully. We wish to see evidence that there is a clear, realistic and adequate plan to deliver the infrastructure; there is a clear link between the provision of the infrastructure and the delivery of the homes; and all the key delivery partners are working together effectively. This case should set up clear management responsibilities, governance and reporting arrangements. It should also include a delivery plan or programme with clear milestones which relate to but are at a more detailed level than contractual milestones. Where significant change management is involved, a change management and stakeholder management plan should be included.

Together we must continue to show ambition and determination to build more houses that people want to live in, in the places they want to live. We thank you for all your work to date and look forward to working closely and collaboratively over the coming months and years to deliver the vital infrastructure to unlock the homes this country so desperately needs.

Purpose of this document

This guide is for those Local Authorities submitting Business Cases for shortlisted 'Forward Funding' schemes as part of the Housing Infrastructure Fund. It provides support and guidance to complete the online Business Case form. The document accompanies the 'Quick Start Guide' and the Forward Funding Business Case Questions document.

This guide should also be read in conjunction with the prospectus and the detailed guidance document for Forward Funding which sets out more detail on the bidding process and timetable. These documents can be found on the Housing Infrastructure Fund [webpage](#) or by searching for 'Housing Infrastructure Fund' via www.gov.uk

The Business Case online form seeks to obtain information to enable the assessment of the suitability of the proposed scheme to identify which proposals to fund through the Forward Funding element of the Housing Infrastructure Fund.

Business Cases can be submitted to meet any of the three following assessment windows:

Submit By	Decision
10 September 2018	Funding decisions expected from Nov 2018
3 December 2018	funding decisions expected from Feb 2019
1 March 2019	funding decisions expected from May 2019

If you have any queries about writing your Business Cases, you should contact your co-development lead in the first instance. For any technical queries about the portal, please contact us at 0300 1234 500 or email HIF@homesengland.gov.uk.

Responses

Before completing and submitting their responses, applicants should re-read the prospectus, supporting guidance for Forward Funding and all instructions contained within this document carefully as these relate to key information to be submitted through the online form. Further support can be provided through your co-development leads.

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

Bids can only be submitted via the online form which is available through the Homes England Partner Portal. Guidance on how to access the Portal can be found in the Quick Start Guidance which will be sent via email when the online form is live.

Changes to information

If changes occur after the Business Case has been submitted but before the deadline for the appropriate assessment window, then you will need to contact us via the email address HIF@homesengland.gov.uk as you will not be able to edit your Business Case

once submitted. We will 'unsubmit' your Business Case so that it can be amended as required and resubmitted. Upon your Business Case being 'unsubmitted' by us, you will receive an automated email notifying you that you can make changes and re-submit. You do not need to complete and send in another online form.

If you do not resubmit your bid before the deadline for the appropriate window the Agency reserves the right to exclude it from that assessment period. In addition, if changes are notified after the Business Case submission deadline, the Agency reserves the right not to accept any late alterations, however, bidders may choose to 'pull' their bid to make a later submission deadline.

Format of responses

Applicants are requested to submit **one** online form and supporting documentation **per scheme**. Through co-development changes from your EOI submission may be agreed for example:

- your original EOI may be best taken forward as two or more separate schemes – in this case you will need to submit a Business Case for each of these schemes; or
- two or more of your EOIs should be merged to create one coherent scheme – in this case you will need to submit one Business Case.

Please speak to your co-development lead for further information.

You will be prompted throughout the form to attach required supporting documents to support your answers.

All business cases must include the mandatory documents listed below; you will not be able to submit your bid without these.

- scheme plan(s)
- economic modelling
- costplan
- cashflow
- Governance Organogram
- Outline Delivery Programme
- Risk Register
- Section 151 officer signoff

You are also encouraged to attach any relevant supporting documentation where requested.

In addition, for each case, applicants are able to submit relevant supporting information to support their cases and ensure they are all well evidenced. During co-development, your Homes England Technical Lead may discuss additional information to support your five cases that will be required for assessment (above the responses provided to the specific questions). A question at the end of each case will allow you to provide this information.

To note: this information and attachments will be considered during assessment and may detrimentally affect your bid if not included.

All Business Cases submitted will receive an automated email to acknowledge receipt.

Eligibility of Applications

Business Cases for shortlisted projects will be accepted providing they still meet the eligibility criteria set out in the prospectus, which is available on the Housing Infrastructure Fund [webpage](#).

To note: since the launch of the fund the budget period has been extended and therefore schemes should demonstrate their ability to spend by March 2023 in their Business Case.

Accuracy of Information

It is the applicant's responsibility to ensure that all the information supplied in their response is up-to-date and accurate. Failure to provide clear and unambiguous information may result in the application being considered as incomplete or ineligible. Applicants should ensure that data in the Outline Delivery Programme and other supporting documents are consistent with that completed via the online form. Where there is any inconsistent data, the data entered in the online form will take precedence.

Business Case online form

Format

This guidance is related to the questions that will be required to complete the online portal. Whilst we have prepared a Word version for your information and to help you prepare your Business Case **this will not be accepted as a form of submission.** All Business Cases will be required to be submitted by completing the questions on the Homes England HIF portal.

To note: the portal will not be available until mid-July 2018 when we will provide guidance on how to access and use the online form. Please be aware you will need your EOI login details.

As per the EOI, only the **uppermost tiers** are eligible to apply for Forward Funding – this includes: The Greater London Authority, Combined Authorities and single and upper tier authorities, where they are **outside London and combined authority areas.**

The form can be completed on behalf of an eligible authority **providing** it has the consent of that authority. In these instances, it is expected that a letter of support will be attached from the eligible authority in the 'Strategic Approach' section of the online form.

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

- Bid and Contact details
- The Project
- Strategic Case
- Options Appraisal
- Economic Case
- Commercial Case
- Financial Case
- Project Management Case
- Project sign-off

It should be noted that text sections will have character limits (as opposed to word limits), if you are completing your form offline in the first instance you should bare this limits in mind. As a helpful guide, 1,000 characters is roughly ¼ sheet of A4 or 150-170 words.

Bid and Contact Details

Bidding Authority

The Bidding Authority will be set from your original EOI and cannot be changed.

Joint bids

All joint bids require a single local authority to be identified as the lead bidding authority ('lead bidder'). Other authorities that are party to the bid can be entered on the form (detailed below); these can be different from the authorities provided at EOI stage.

To list the other members of the joint bid, please select 'yes' to the question 'Is it a joint bid with other authorities'. You will then be able to select which local authorities these are by typing the name of the local authority and clicking 'Add', you are able to add multiple local authorities through this process.

Contact details

Please provide contact details for the lead contact making the bid. As a default the fields will be populated with the contact details provided when registering with the Partner Portal. You will have the ability to update your details if these are not correct.

If you are an agent or consultant, applying on behalf of a local authority, you will need to indicate as such here, and provide details of a named contact at the local authority.

Responsible Officer

If the person making the bid is not the lead responsible officer for the project in the authority, please provide the name and contact details of this person.

The Project

In this section, applicants are required to provide specific information about the proposal and what will be delivered through HIF and the wider project. As part of our assessment of your Business Case, it is critical we can understand: the detail of what your proposal is; what infrastructure government is being asked to fund and how it directly links to housing delivery; where the scheme is located and the wider impacts of your scheme.

Project Summary

In your Executive Summary, you should summarise the proposal (including amount of funding and what the scheme will be delivering), outlining high-level details of what is being requested and why Government should be supportive of the request (this should include a high level overview of the market failure and homes unlocked). This should also summarise your delivery arrangements for the infrastructure and your outline strategy for bringing forward the housing.

This should be read as a standalone summary for your project, independent of the rest of the Business Case.

For your project overview and scope, you should provide a clear overview of the project, including the infrastructure funded through HIF and the wider project. It also provides an opportunity to summarise the strengths, challenges and inter-dependencies of the proposal. This question should allow the assessors to clearly understand what the project entails and will deliver.

Site Details

Through assessment of the Business Cases, assessors will be looking for a clear link between the provision of infrastructure and the delivery of homes. We therefore have asked for specific site level data to understand how the HIF funded infrastructure relates to housing sites which will be benefitting.

For the answers in this section, you should provide the requested details of the sites that relate to the project, including the housing sites that will be unlocked by HIF funded infrastructure. If you have multiple parts to your scheme, you may wish to distinguish this in the site name (i.e. Part A – Site 1 / Part A – Site 2 / Part B – Site 1 etc.)

Site boundaries

As required in the FF EOI, you will need to indicate where the housing sites will be located using a map tool. Further instructions on using this tool will be provided in the Quick Start Guide.

Scheme plans

Where possible, you should provide site plans for both the infrastructure and housing related to your bid. In addition, you will need to provide a plan that contains where any off-site infrastructure is located relative to the housing sites. You will be able to provide multiple attachments.

Planning Status

Please provide the planning status of each housing site detailed in table 1.2.2. The planning status will be a dropdown box and you will be able to select multiple planning

statuses if required – please provide further detail of these instances (such as number of units) in the commentary in these cases. If the site has achieved either outline or detailed planning you will be required to provide references for these – multiple references can be given.

Tenures

Please provide the expected percentages under the given tenures – these should be percentages for the total units the scheme will deliver. As highlighted in previous guidance HIF will not have a required % of affordable homes for schemes as this is considered a local planning matter and is up to the authority to set an appropriate amount of affordable housing for schemes in their areas. If your scheme includes any units of student accommodation or care home units you may include the percentage of the total units under ‘other’.

Infrastructure Requirements

These questions relate to the infrastructure that will be funded through HIF (as opposed to wider infrastructure requirements for the scheme).

Please tick all applicable boxes of the type of infrastructure that will be funded through the HIF grant.

To note – for ‘Utility Capacity Reinforcement’ this could include water treatment plant or electricity grid connections whilst ‘Utility Network Extension’ will be to create the utility networks throughout the development, including, but not limited to, electricity, water, waste water, gas and telecoms.

For the detailed table related to the infrastructure selected in table 1.3.1, you will be required to establish the link between the infrastructure to be funded through HIF and how this will contribute to unlocking the housing sites. For each selected infrastructure type you should provide a description of the infrastructure, the specific link to the housing and which site/s will benefit from the provision.

An example table is provided below:

Option selected	Description of infrastructure requirement	Amount of HIF funding required	Link to Housing	Site/s benefitting
Road/ Highway - other	Spine Road through core development sites	£25m	Spine road required to link North and South of full development area (3 sites) and provide access to nearby train station which will establish new site as commuter area	Site A / B / C
Land assembly	Option to purchase land required for spine road	£20m	Land needed to deliver optimum spine road route which will unlock the housing site	Sites A / B / C
Land remediation	Part of total housing site is former factory which will need remediation to be developed	£5m	Site required to be remediated before housing development can begin	Site C
		£50m		

In text applicants will also need to clearly provide further explanation around how the housing will be directly unlocked by the specific infrastructure required i.e. if the bid requests funding for a road, the bid would need to set out the housing sites that the road would unlock, and why these homes could not come forward without this specific

of infrastructure. Bidders are invited to submit any additional supporting information for example as evidence of planning obligations, local plan requirements or transport capacity studies.

Wider development impacts

As part of the assessment process, MHCLG and Homes England are working closely with Other Government Departments to ensure that they are sighted on the infrastructure and subsequent housing planned to be delivered through successful HIF projects. This is so any impacts can be assessed, where relevant, by the appropriate Government Department. This process does not impact on the standard planning processes which all schemes will still be subject to.

These questions will help us to consider the wider impacts (other than housing) through the proposed development.

Based on which infrastructure types to be funded through HIF, you will need to answer a subset of the questions (as demonstrated in the accompanying question template).

Transport Network

All projects, regardless of whether the HIF ask is directly for transport infrastructure, will need to detail what impact the scheme will have on the transport network. You should refer to the Economic Case guidance, which covers further detail on transport requirements, for documents you may wish to make reference to here. Please note that any detailed information and supporting documentation should be included within the Economic Case and only referenced here. Content within this section should not replace or replicate any detailed information in the Economic Case.

Education Provision

Applicants will need to demonstrate that consideration has been given to long-term education provision in the area.

If education provision is included within the bid, then details of education phase, school type, opening date, pupil capacity and pupil yield should be provided for all proposed schools.

If education is not a type of physical infrastructure to be funded through HIF, you will only need to provide an explanation of how new school places resulting from future housing development will be accommodated.

Utilities

We want to understand what consideration you have given to the new electricity capacity requirements arising from the scheme and future housing delivery.

To support this you should provide details of how you have engaged with your Distribution Network Operator

In addition, we want to understand what assessment you have made of wider utility provision including, but not limited to, water, waste water, gas and telecoms. This will be particularly relevant where additional utilities will need to be delivered for the scheme specifically, but we also want to understand what consideration has been given to future housing development.

Where you have not identified utility provisions to be required as part of HIF funding you will need to provide details of how you have assessed these are not necessary, or how they will be provided through alternative routes.

Healthcare

We want to understand whether you have given consideration to local health and care services in line with future housing delivery, and whether you have had any engagement with the NHS through your local Sustainability and Transformation Partnership. More information on STPs can be found [here](#) and details of STPs in specific area partnerships are available [here](#).

Additional Information

Applicants should use this section if there is any additional information they want to include to help define their project. During co-development, your Homes England Technical Lead may discuss additional information that will be required for assessment (above the responses provided to the specific questions) which will help with the explanation of your project and the associated deliverables. You should include this information here – attachments may be added if relevant.

Strategic Case

The Strategic Case should set out a vision for the area with clear objectives and evidence demonstrating how infrastructure investment will support local housing development and growth. The scheme should demonstrate strong local leadership, encourage diversity in the housing market and show clearly how it delivers local and national policy objectives.

Strategic Approach

Applicants should demonstrate a credible and ambitious long-term vision for their area, with strong evidence of how investment in infrastructure will continue to support housing and wider economic growth in existing and future communities. This may include how funding will unlock land for significant numbers of new homes that can be absorbed by the local area.

Local Housing Requirements

Applicants should demonstrate an evidence-based understanding of local housing requirements, including the types of housing needed for planned growth, and how this scheme will directly support the delivery of an ambitious long-term housing solution for their area.

Assessment of the local housing requirements could be reflected in price signals, and should reference Local Housing Need and/or other data sources or studies undertaken.

Local Support

You are encouraged to provide relevant evidence of support from named public and private stakeholders, demonstrating how you are working across boundaries with local and private partners. In your response, please identify all local electoral boundary(ies) that the scheme sits within or borders and, where applicable, demonstrate any engagement you have had with the relevant stakeholder(s).

This section should also detail evidence of local support and include how the scheme is represented in local plans and policies that have been consulted upon and adopted.

Evidence of support could include written letters of support, scheme promotion material demonstrating how you are working with the local community, collaboration agreements with other relevant local authorities or communication between supportive development partners. Where your scheme is dependent on the support of other key stakeholders, we would encourage you to evidence their support (for example other landowners). Where evidence is not available, you will need to provide details of why this is the case.

High-scoring bids will demonstrate support from a range of public and private stakeholders and clear examples of working across geographical boundaries where working-level arrangements/agreements and governance structures may already be in place.

Meeting Housing Policy Objectives

In this answer, you should demonstrate how the scheme will support the Government's ambitions as highlighted in the Housing White Paper. Whilst the primary objective is to build more homes, the Paper outlines the need to build more homes, of the type people want to live in, in the places they want to live.

We have not been prescriptive of how your scheme may support these ambitions however this may include: diversifying the housing market by supporting Small and Medium Sized Enterprises (definition below); utilising Modern Methods of Construction such as Self-Build; other means of encouraging new entrants such as parceling up land to deliver housing; supporting Government's ambitions for Garden Towns and Villages; or unlocking public sector and local authority land for housing development.

Applicants should set out any credible plans for meeting these ambitions, demonstrating why they are taking the proposed approach, and how it will work at a local level.

SME definition

For the purpose of defining an SME we use the EU definition:

A small or medium-sized enterprise is defined as a business or company:

- *that has fewer than 250 employees; and*
- *has either (a) annual turnover not exceeding €50 million (approximately £40 million) or (b) an annual balance-sheet total not exceeding €43 million (approximately £34 million); and*
- *of whose capital or voting rights, 25 per cent or more is not owned by one enterprise, or jointly by several enterprises, that fall outside this definition of an SME. This threshold may be exceeded in the following two cases: (a) if the enterprise is held by public investment corporations, venture capital companies or institutional investors provided no control is exercised either individually or jointly, or (b) if the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not owned as to 25% or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME*

Scheme Objectives

This section is concerned with defining the spending objectives for the scheme in terms of the desired outcomes and 'where we want to be', within the context of the Strategic Approach.

You should provide a set of clear, concise and time-specific objectives for your scheme. These must be SMART – **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime constrained – to give a clear understanding of what you will achieve and provide a foundation for post-implementation review and evaluation.

Your objectives could include delivery of numbers of homes on specific sites on a defined timescale, along with other factors such as housing market diversification, affordable housing, tenure type, revenue generation and local job creation.

Critical Success Factors

Critical success factors (CSFs) are attributes essential to the successful delivery of the scheme. They will vary from in content and relative importance, but they must be crucial (not desirable) elements of delivery.

Please list the CSFs against which you will assess the successful delivery of the programme. As a starting point, projects should consider the following CSFs which are

predicated on the 'Five Case Model':

Key CSFs	Broad description
Strategic fit and need	How well the scheme: <ul style="list-style-type: none"> • Meets local housing need • Fits with wider strategic vision, programmes and projects.
Value for Money	How well the scheme: <ul style="list-style-type: none"> • Maximises the return on the required spend (benefits optimisation) in terms of economy, efficiency and effectiveness from both the perspective of the local authority and wider society. • Minimises associated risks.
Potential achievability	How well the scheme: <ul style="list-style-type: none"> • is likely to be delivered in view of the organisation's ability to assimilate, adapt and respond to the required level of change • Matches the level of available skills which are required for successful delivery.
Supply-side capacity and capability	How well the scheme: <ul style="list-style-type: none"> • Matches the ability of the service providers to deliver the required level of services and business functionality • Appeals to the supply-side.
Potential affordability	How well the scheme: <ul style="list-style-type: none"> • Meets the sourcing policy of the local authority • Demonstrates the availability/reliability of additional funding sources that form part of this bid

Rationale for Intervention

The Housing Infrastructure Fund has been designed to support schemes that cannot happen without the financial support of this Fund but would still offer a net benefit to society. It could be, for example, that this funding is needed because the infrastructure provision is at such a scale that it requires upfront public sector commitment.

Market failure occurs where the market alone cannot achieve an economically efficient outcome. In the case of Forward Funding, this will occur when there is a need to provide infrastructure that no developers would be able or willing to fund, even collectively. Bids will need to set out who would benefit from the infrastructure, who will be paying towards it, and why those benefiting cannot pay the full costs upfront.

Through your answer, you should be able to clearly demonstrate how the scheme addresses an existing market failure and the economic rationale for government intervention, outlining the economic reasons as to why the private sector would not provide the scheme without it. This also applies if the land is publicly owned.

Your answer should also detail the existing arrangements for delivering the scheme and why these are not considered a sufficient solution to achieve the scheme objectives.

Guidance on demonstrating market failure was set out in the [bid documentation for](#)

[Forward Funding](#), and the HMT Green Book provides further detail. Bidders may be asked to submit further evidence to support their case such as cashflow or viability summaries.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the strategic case for their bid.

Options Appraisal

In this section, you will be required to demonstrate what other options or funding streams have been considered and what would happen if your bid is not successful.

Considerations in this section should be given to:

- Why HIF funding is right for the proposal and the benefits of this option
- Other options available – HIF funding should not displace other sources of funding available. Bids should demonstrate what other alternatives have been looked at and why these are not suitable.
- Why the scheme could not happen without the support of the Fund.

Outline of Options

Options considered during co-development

During co-development, we will be working with you to develop proposals and to provide a challenge function to ensure a range of options are considered and the optimum solution is taken forward. This process will form part of the development of long-listed options considered for the scheme and therefore will not be required in your Business Case. However, the options considered during co-development should be documented and a summary provided in this section.

Shortlisted Options

We will ask you to provide key metrics for your shortlisted options which must, as a minimum, include: with requested HIF funding; with a reduced amount of HIF funding; and do nothing (no HIF funding). You will have the option to add additional considered options if wished. For the 'reduced amount of HIF funding' option we have not been prescriptive on what the reduced amount is as this will be individual to schemes dependent on viable alternative options considered.

As a minimum in your summaries you should include what the option will deliver, cost and funding implications and timescales.

Options Analysis

In this section, you should provide an analysis of the risks / constraints / inter-dependencies / exit strategic and summary economic appraisals for all of the shortlisted options. Please note – you will be required to provide further detail on these areas for your preferred option (with HIF funding) throughout the Business Case, so please limit your response in this section to key considerations and overview.

Strategic Risks

In this table, you should summarise some of the key risks of each option and provide the likelihood and impact if that option were to be taken forward. These risks may include the impacts to the delivery of the scheme (such as associated delays / reduced scale of the scheme) but also wider associated risks such as limitations of area growth or meeting housing targets.)

You should provide a risk rating for likelihood and impact of the risk using High / Medium High / Medium Low / Low.

An example table is provided below:

Option	Strategic Risk	Likelihood	Impact
100% HIF funding with council acting as master developer	This option offers a clear pathway to achieving infrastructure development in principle but there is still work to be done in terms of the detail of arrangements and as such risks of delay remain if all the parties cannot come to agreement. Having agreed a way forward, the council's investment would be subject to risks associated with any housing development project, namely cost overruns, delays and housing market downturns; there is no reason to suggest that such risks could not be mitigated through robust project management however.	Medium	Medium
50% HIF funding to acquire part of the site.	Acquisition of part of the site alone is unlikely to unlock the infrastructure challenges facing the scheme, although it would increase council's ability to influence negotiations between the parties. It is likely that there would be delays in implementing a scheme whilst issues are resolved and also that further investment would be required which would need to be identified.	High	High
Current situation - allowing market to deliver (Do nothing)	Delivery of the scheme is highly uncertain without public sector intervention. There is therefore a risk of either lengthy delays to development and/or a significantly smaller scale, piecemeal development being built out. As the land ownership is in a consortia of private sector promoters and landowners it is likely that only one phase will initially come forward in the foreseeable future - reducing the scheme by two thirds	Medium	High
Loan funding for infrastructure	To deliver the full scheme all promoters and land owners would need to enter into an overarching collaboration agreement and to either establish a legal entity or to identify a lead party to act as the borrower of loan with ultimate responsibility for delivery and repayment of the loan. The promoters have indicated that they do not favour this approach and there is no guarantee that a workable structure can be achieved. It is possible for phase one to continue on its own but this would result in a disjointed scheme with no assurance that the remaining phases would come forward - lowering the expected quality of the overall development and lowering the potential value uplift of the coordinated scheme. At best there are likely to be further delays whilst negotiations continue.	High	Medium

Constraints

Please provide the top constraints/limitations with taking forward each of the shortlisted options – for example, the requirement of partners to enter into suitable agreements or requiring a wider strategic solution than the options proposed.

Interdependencies

Please outline the key interdependencies of delivering each option - for example agreements required between parties or securing a CPO.

Exit strategy

Please provide details of your proposed exit strategy for each option, this may not be applicable in the 'do-nothing' options if the scheme would not involve any local authority intervention.

Economic Appraisal

All shortlisted options should be appraised and the results summarised in this section to demonstrate that, economically, the preferred option delivers the best value for money. Options should be appraised relative to the do nothing (no HIF funding) option. A full economic appraisal of the preferred option should be included in your economic

case, with a less detailed assessment undertaken for other shortlisted options.

Options Summary

In your response, you should clearly state why the other shortlisted options have been discounted and why the preferred option with HIF funding presents the optimum solution. You should refer back to how this option performs against the scheme objectives and critical success factors highlighted in your strategic case as well as highlighting any other key benefits of the preferred approach.

Please also highlight the impact on the scheme and, where relevant, wider knock-on impacts that would occur as a result of HIF funding not being awarded.

Economic Case

In this section you will be required to provide your economic justification for your bid which must be compliant with the guidance below. You should ensure that the economic case aligns with the other sections of the Business Case.

HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires. Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account. This will enable funding decisions to be taken with a view of the overall value for money of funding the scheme, with wider expected impacts fully understood.

The economic case must be fully compliant with HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for Transport (DfT) WebTAG guidance. If economic cases submitted differ substantially from the approach and requirements set out therein, this must be clearly explained. An updated version of the MHCLG appraisal guide is expected over the summer and bidders should reflect any updates contained within it in their economic case. Bidders will be notified when this guidance is published.

The below provides supplementary guidance on how the respective pieces of guidance should be used for the purposes of HIF. The aim is to ensure sufficient detail and consistency across the economic cases submitted to enable a robust assessment.

For schemes where there is a transport element, further support will be available to determine what will be considered proportionate for your scheme. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network. Specific economic support will be available during co-development; however this will be after initial inception meetings are held.

Key output metrics and explanations will be required specifically on the portal, however modelling done as part of the economic case should be attached in a readable format alongside the written case.

Key outputs

There are six main outputs that your economic case should provide. Under these, a number of assumptions need to be presented explicitly to enable an assessment of the consistency across bids. These outputs will be combined to compare the value for money of projects as explained above.

- A. A clear economic rationale for public sector intervention. *This should be set out in the Strategic Case (Q. 2.5).*
- B. The estimated net present value (NPV) of housing benefits.
- C. The NPV of the external impacts of additional housing.
- D. The NPV of infrastructure impacts, and any other monetised impacts not captured above.
- E. The NPV of scheme costs (public and private sector).
- F. A description of any non-monetised benefits, dis-benefits and costs.

Throughout the economic case:

- The appraisal period should be 60 years, running from 2018/19 to 2067/68.
- The discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.
- All net present values provided should be in 2018/19 prices.

NPV of housing benefits.

For this question you will need to provide the key outputs and metrics in question 4.1.1 to 4.1.5 and provide a detailed explanation of the method and assumptions underlying these estimates, as per the guidance below, in question 4.1.6.

HIF is targeted at unlocking the economic benefits from new housing. These should be monetised using **land value uplift**, which represents the economic benefits of converting land into a more productive use. Land value uplift is calculated as the difference between the value of the land in its new use, minus the value in its previous use. Please see the MHCLG Appraisal Guide and Annex A2.3 of the Green Book for further detail.

To do this, bidders will need to estimate **site-specific land values** - guidance on how this should be done, to complement guidance in the MHCLG Appraisal Guide, is given in Annex A of this document. If the project involves multiple housing sites this should be broken down by site.

The total land value uplift on a site will provide the gross economic benefit of the residential development. It will then be necessary to estimate how much of this economic benefit is genuinely **additional**; that is, how much development would have occurred in the absence of the intervention. An estimated additionality factor must be applied to ensure that only the proportion of housing benefits which are genuinely additional are counted. The additionality factor applied should depend on assessments of **deadweight** and **displacement**, as outlined in the MHCLG Appraisal Guide and below.

Deadweight, in the context of HIF, refers to development that would have happened on the site(s) without government intervention. The deadweight assessment must therefore take account of which parts of the scheme could still be delivered in the absence of public sector intervention (in this case, HIF). It must also account for, and clearly explain, the dependency of the housing on the infrastructure being provided. Where multiple sites or pieces of infrastructure are involved this dependency must be shown for each individually. For transport schemes promoters should provide evidence that the delivery of proposed housing is dependent on the proposed transport infrastructure and that in the absence of the transport scheme the existing network would not provide a reasonable level of service (for example, a transport assessment or dependent development test set out in WebTAG unit A2.2). Estimating the proportion of the benefits which are deadweight will be based on the characteristics of the specific site, and will be a judgement that must be made and justified by the local authority that is submitting the bid.

Displacement reflects two possibilities: firstly, that bringing forward a new site within a local housing market may crowd out other private sector investment; and secondly, that housing development unlocked by new infrastructure may prevent other new sites coming forward through the planning system. Typically, market displacement will be higher where housing need is lower, or equivalently where the gap between supply and demand is smaller¹. Housing need and house price signals in the local area must

¹ Or put differently where the amount of latent demand is smaller.

therefore be extensively evidenced as part of market displacement assessments². Displacement is also likely to be lower where affordable housing is being provided. Displacement in the planning system will be lower if a local authority is trying to actively increase the amount of land brought forward for housing. Bidders must assess and extensively evidence all of these factors when estimating the extent to which displacement will occur.

To note: it is highly unlikely a housing intervention of this type would ever be at or close to 100% additional and any bids claiming this to be the case will be subject to significant scrutiny.

In summary, the explanation in question 4.1.6 should explain how the estimate at 4.1.1 has been derived. It should reference and explain estimates in questions 4.1.2 to 4.1.5 as part of this. All estimates should align with other parts of the Business Case, such as the site details provided in section 1.2.

The NPV of the external impacts of additional housing.

For this question, you should provide a summary and NPV **of each** monetised impact in the table in question 4.2.1 and provide related explanation and evidence of the method and assumptions used for each of these under question 4.2.2.

This should include any monetised benefits and costs deriving from the additional housing which is not already captured through land value uplift. This will enable the net social value of the additional housing to be determined³. See Annex F of the MHCLG Appraisal Guide for guidance on assessing the external impacts of development.

Examples of such impacts could include greenhouse gas emissions and other environmental impacts such as amenity losses or gains from development, as well as transport and health impacts⁴. Note that some impacts appraised under key output C may be offset by infrastructure impacts (key output D). For example, the transport impact of development included here may be offset by transport infrastructure, the impact of which should be counted under key output D.

Where multiple external housing impacts are monetised, **the estimated present value of each should be presented separately** alongside a detailed description of the assumptions and calculations made.

The monetisation of these impacts should be proportionate to the size and nature of the scheme – please see section on non-monetised benefits for further information.

NPV of infrastructure impacts

As per the above, for this question you should provide a summary and NPV **of each type** of impact in the table in question 4.3.1 and provide related explanation and evidence of the method and assumptions used for these under question 4.3.2.

This should include any monetised benefits and costs of the scheme not already captured in the NPV of private or external housing benefits above. For example, this

² This may cross-reference with sections 2.1.2 and 5.1.1 of the business case where appropriate.

³ Where: Net social value of housing = net private value of housing + net external impact of housing

⁴ For transport impacts, bidders should refer to section WebTAG Unit 2.2, for example paragraphs 3.3.9 and Appendix B.

might include: transport impacts of the infrastructure; environmental impacts of the infrastructure; amenity impacts of the infrastructure; or land value uplift associated with (additional) commercial development.

Note that infrastructure impacts should only be those which are additional to what may already be captured through land value uplift (through capitalisation in house prices). In the transport case, for example, WebTAG makes clear that infrastructure impacts should be estimated under **fixed land use**, which in practice means not counting the 'user benefits' of a transport scheme to those that will reside in the dependent housing development.

Where multiple impacts are monetised, **the estimated present value of each should be presented separately** alongside a detailed description of the assumptions and calculations made.

Appraisers should refer to the MHCLG Appraisal Guide for detailed guidance and, where relevant, DfT WebTAG guidance. For transport schemes, promoters should provide:

- i. evidence that the transport infrastructure is the most suitable option to support the development (for example, by providing an options appraisal report as laid out in DfT's "Transport Appraisal Process"), and
- ii. demonstrate that the potential impacts of the scheme have been assessed and where necessary their effect has been mitigated.

Appraisers should not just consider the direct impacts on the transport users and service providers affected by the intervention, but also the impacts of the transport intervention on the environment, wider society and government. Appropriate WebTAG guidance should be followed. Annex B of this guidance provides a list of suggested documents that would be accepted as evidence supporting the estimated impacts of transport interventions.

As per the above question, the monetisation of these impacts should be proportionate to the size and nature of the scheme - please see section on non-monetised benefits for further information.

The NPV of scheme costs

For question 4.4.1, you should provide the nominal amounts and the NPV of the cost difference between the preferred and do-nothing options, broken down into the following groups / sources:

- the HIF funding being requested;
- any other funding from central government being provided or requested for the scheme;
- any costs to the bidding authority;
- any costs to other public sector bodies (e.g. Local Enterprise Partnerships);
- any costs to the private sector (including infrastructure costs incurred through developer contributions⁵).

All economic costs which must be incurred to unlock the impacts in key outputs B-D should be included. We would expect this to include the costs of infrastructure provision and whole of life costs associated with running and maintaining it.

⁵ As noted in Annex A of this guidance, these should not be included in land value calculations.

The funding profiles underlying estimates of the NPV of these costs, including any loan repayments, must be made clear in the explanation of the method and assumptions in question 4.4.2. We would expect these to be consistent with the financial case, to which reference can be made.

Non-monetised impacts

There may be some impacts which it is not feasible, or proportionate, to monetise. Where impacts are not monetised they should be included as non-monetised impacts and assessed qualitatively in this section.

Along with a rough sense of the scale of these impacts, the economic case should include a clear explanation as to why a monetary value has not been placed on them. Further guidance on how non-monetised benefits might be presented can be found in The Green Book and MHCLG Appraisal Guide.

If sizeable impacts have not been monetised and it is judged doing so is necessary for a proportionate economic assessment of the scheme, unless sufficient justification is provided, cases may be rejected on this basis.

Sensitivity Analysis

Sensitivity analysis around key uncertainties should be conducted in line with HMT Green Book Guidance. If not included in the sections above it should be included here.

Optimism Bias

Optimism bias should be applied in line with HMT Green Book Guidance (see Annex 5), and, where relevant, DfT WebTAG guidance. If not discussed above, adjustments made and their rationale must be made explicit here (in relation to key outputs B-E).

Risk analysis

All risks should be assessed and appraised in line with HMT Green Book guidance (see Annex 5).

Supporting Material and Additional Economic considerations

You can use this section to provide any other information not covered above to support the economic case. This should include all economic modelling done as part of the case, to enable a robust assessment. Schemes with transport impacts should refer to Annex B of this guidance and attach as appropriate.

If a scheme is expected to have large distributional effects, for example benefitting low income individuals relatively more than high income individuals, a separate cost benefit analysis should take this into account in this section. As per the MHCLG Appraisal Guide, any distributional weighting of impacts should be presented separately, alongside the 'unadjusted' cost benefit analysis.

Commercial Case

This section should address the commercial feasibility of the proposal and demonstrate that the proposed solution can be effectively delivered through a workable commercial deal or deals. Through this case you should make clear that the project suits the local housing market, what your procurement strategy is and your approach to contract management, including any key contractual issues and the proposed solution(s).

Market Analysis

Through your answer you should explain the nature of the local housing market and why the proposed delivery approach suits that market – you should include robust evidence to support this, including (but not limited to):

- trends and patterns in the local housing market
- market absorption and sales rates
- average house prices and comparables
- local demographics

This question should also support your demonstration of housing delivery by ensuring that key assumptions on the ability for the market to absorb the proposed housing are evidenced and that this informs the build out rates that are driving your housing delivery profile.

Delivery Strategy

Please provide an outline of your delivery strategy for the scheme including who will deliver the infrastructure (e.g. is this you as bidder controlling delivery, or will you be funding a delivery partner).

Procurement Strategy

Applicants should refer to the HMT Treasury Green Book guidance to inform their approach to this section. Within this section, we would like to understand your chosen procurement strategy, progress to date and engagement with the market. Within this, you should make reference to how this strategy offers value for money and deals with risk transfer.

You may want to use the below table on risk transfer available in the HMT guidance. The general principle is to ensure that risks should be passed to 'the party best able to manage them', subject to value for money (VFM).

RISK TRANSFER MATRIX			
Risk Category	Potential allocation		
	Public	Private	Shared
1. Design risk	✓		✓
2. Construction and development risk			✓
3. Transition and implementation risk			✓
4. Availability and performance risk			✓
5. Operating risk	✓		
6. Variability of revenue risks	✓		
7. Termination risks	✓		
8. Technology and obsolescence risks			✓

9. Control risks	✓		
10. Residual value risks	✓		
11. Financing risks	✓		
12. Legislative risks	✓		
13. Other project risks	✓		

Please make clear reference to how this relates to your delivery strategy and structure your answer as appropriate.

Implementation Timescales

The procurement timetable must be shown together with the proposed timetable for the implementation of key milestones for the delivery of the works.

Contract Management Approach

Please provide details of the proposed contract management arrangements for the scheme – you should also highlight any proposed key contractual clauses. We recognise that this will vary from scheme to scheme due to delivery arrangements. Please speak to your co-development lead if you need further support on what to include in this section. In general, we would expect this section to make reference to:

- The duration of the contract or agreement and any break clauses;
- The delivery provider's and procuring authority's respective roles and responsibilities in relation to the proposed deal;
- The payment – or charging – mechanism, including prices, tariffs, incentive payments, and how this will incentive delivery partners to continue to provide value for money etc.;
- change control (for new requirements and updated services);
- the organisation's remedies in the event of failure on the part of the delivery provider to deliver the contracted services
- the operational and contract administration elements of the terms and conditions of service;
- The arrangements for the resolution of disputes and disagreements between the parties.
- How you will incentive delivery of the infrastructure and homes through these arrangements

Please refer to the HM Treasury Green Book business case guidance for further guidance on how to structure your response around these elements.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the commercial case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Commercial Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Financial Case

This section will cover all details of project financials relating to your application, including: funding requirement from the Housing Infrastructure Fund; the total costs of the infrastructure (and housing where appropriate); gross development value; your financing strategy and funding sources and considerations around recovery of the funding (to be retained locally). A cashflow and detailed cost plan for the scheme will also be required.

Scheme Cost and Cost plans

Total scheme costs

When providing details of costs related to the proposal, you can either provide costs for just the infrastructure or the infrastructure and the housing if these figures are available. Whichever you provide, please ensure you are consistent throughout your answers on this page.

Breakdown of costs

Within this section, you will be required to provide a summary of the breakdown of the total scheme costs, this will be split into two sections:

- Infrastructure – the total cost of the infrastructure scheme, identifying which elements will be funded through HIF
- Housing scheme (to be completed only if costs are available).

For each section, you should complete the table, providing a breakdown of costs and including a **line for each individual cost** with a description and amount. You will also need to select the type of cost from the categories below:

- Sunk Costs
- Land (exc. Sunk costs)
- Infrastructure
- Construction
- Abnormals
- Professional fees
- Finance costs
- Contingency
- Preparation costs (design and planning)
- Allowance for developer profit* (*wider infrastructure or housing only*)
- Other

* Developer profit / landowner return

It is difficult to provide specific guidance as expected returns will vary across the country dependent on local market conditions. Landowners, contractors and developers should be looking for 'normal' profit margins or internal rates of return. If they are higher, then these will need to be justified and we would look for the relevant LA(s) to be looking to take a 'profit share' through an agreed mechanism.

The total sum of the completed tables of costs must equal the total scheme costs.

An example table of the breakdown is shown below:

Type	Description	Cost	Amount Funded by HIF
Sunk costs	Site clearance	£700,000	0
Infrastructure	Main distributor road and associated works	£18,920,000	£18,920,000
Infrastructure	Link road and associated works	£9,193,000	£9,193,000
Infrastructure	Cut & fill exercise	£4,600,000	£4,600,000
Infrastructure	Noise/landscape bunds	£2,250,000	£2,250,000
Infrastructure	Highways drainage inc. swales/balancing ponds etc.	£2,651,000	£2,651,000
Infrastructure	Ecology/wildlife measures	£650,000	0
Infrastructure	Contamination to infrastructure areas	£2,500,000	£2,500,000
Infrastructure	Mains water infrastructure	£4,204,540	0
Infrastructure	Mains gas infrastructure	£2,046,000	0
Infrastructure	Mains elec infrastructure	£5,000,000	0
Infrastructure	Replace existing overhead cables with underground cables	£2,750,000	0
Infrastructure	Replace cables underground to suit new layout	£500,000	£500,000
Infrastructure	New BT infrastructure along main distributor road	£1,680,000	£1,680,000
Infrastructure	Protect/divert BT cables during all works to existing h/ways	£500,000	£500,000
Infrastructure	Foul pumping stations	£2,850,000	0
Infrastructure	Foul rising mains	£1,100,000	0
Infrastructure	Main foul drain collector sewers	£2,762,500	0
Infrastructure	Junction improvement	£300,000	£300,000
Preparation costs (design and planning)	Design works for link road	£700,000	0
Other	Prelims	£5,268,563	0
Allowance for developer profit	Main Contractor's Overheads & Profit	£5,268,563	0
Contingency	Contingency	£6,585,704	£6,585,704
Total		£82,979,870	£49,679,704

If you would like to provide a further breakdown of the costs (i.e. per site or by phase), please include in your summary of how your costs have been assumed (6.1.4 / 6.1.8). If you choose to provide this, please complete these as you would do for the breakdown of the total costs.

Assumptions

Please state any key assumptions that have been made in relation to both costs and values, especially if these are based on desk top studies.

Cost plan

In your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Land cost

Please detail the land costs included within your scheme costs and cashflow and provide commentary on the status of these (i.e. are they forecast costs, agreed land prices under contract or costs already incurred).

Please provide details of how these have been arrived at in valuation terms (e.g. existing use value (EUV), residual basis) and any key assumptions used. Please attach any evidence you have to support this.

Funding and Financing Sources

Other public funding

Please detail any other public funding applied for and the status of the application – whether it is still being considered, rejected or confirmed/received. This should include funding from MHCLG, Homes England as well as any other OGD or public sector source. If funding has been awarded, or is expected, you will need to provide the amounts and status, in the funding sources table.

Funding sources

When filling out the funding source table(s), you will need to include the amounts and profile for each type of funding source. For ‘Other Central Government’ sources and ‘Other Non-central Government’ sources, you should include a line for each source (i.e. if you received or are expecting the Growth and Housing Funding and have also received Land Release Fund monies, you will need to complete a separate row for each one).

You will also need to highlight how much of the funding sources has been secured (this includes committed). For example, if the proposal includes £10 million of funding from the Local Authority, of which £5m has been committed, then please fill in the £5m in the ‘amount secured’ column – on the portal the ‘amount to secure column will be auto-calculated. If funding is not yet secured, you will need to include commentary on how you are expecting to secure this cost and what progress has been made on securing in Q. 6.2.4 / 6.2.6.

The online form will include a verification formula that ensures the funding sources meet the total costs. If you include the infrastructure and housing costs (as there is sufficient detail on the housing schemes) then the funding sources must meet the total infrastructure (including HIF and wider) and the housing costs.

Funding and Financing Strategy

In this answer you should outline your detailed financing strategy for the infrastructure scheme. This section should clearly outline how you intend to ensure the infrastructure scheme is fully funded. Within this you should also include detail on how you intend to manage any cost over-runs. Where funding sources are dependent on other parts of the scheme being delivered, (for example land receipts funding latter phases of infrastructure) you should outline your contingency strategy should this income be delayed.

Gross Development Value

Please provide the total GDV for the scheme from all sources of income. You should provide a breakdown using the categories provided for all capital and revenue generating uses or activities.

Cashflow

Please attach a development appraisal cashflow for the scheme to your submission. This should clearly evidence the need for HIF funding and assumptions around timing for both costs and values. We would like, wherever possible, cost and values to be in

present day prices. In addition, you should clearly state, you assumptions around inflation.

We have not provided a standard form of cashflow to allow you to submit the one that you are already using for the scheme.

Recovery Expectations

The Housing Infrastructure Fund will enable local authorities to recycle the funding for other housing schemes. Whilst Local Authorities are not expected to recover funding, if there is a possibility to recover some funding this would be favoured. This could be through a clawback arrangement from future developer contributions as schemes come forward.

In your answer, you should explain how you intend to recover the funding and provide details of how any recovered funding will be used on future housing delivery.

If you are not intending to recover funding, we would like to understand why you believe this is not possible.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the financial case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Financial Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Management Case

In this section, applicants will need to outline how they propose to deliver the infrastructure and homes as well as how they propose to manage and monitor the delivery of the project, what resource they have identified and what the key risks to delivery are.

Through this section of the Business Case, you will be able to address the following points set out in the Supporting Document for Forward Funding:

- the strength of the overall development strategy;
- the progress made to date;
- the position around land ownerships and control;
- the planning status;
- the strength of active commitment from key partners and delivery bodies;
- the project management and governance approach;
- the understanding of key delivery risks and their mitigations; and
- the number of critical dependencies, especially those outside of the local authority's direct control.

Project Dependencies

In this answer, you should clearly outline the dependencies of the project, including interdependencies with any other projects and what is directly and not directly under your control. These should be namely things which have to be in place in order to make a success of the HIF investment. Through other questions in the business case, you should refer to how these will be monitored and managed throughout the lifespan of the scheme.

Project Governance, Organisation Structure and Roles

Please provide summary details of how key decisions are/will be made and how you propose to oversee delivery of the scheme and details of who will be responsible within the authority for delivering the scheme - including roles and responsibilities involved.

You should attach a supporting organogram including the governance structure and/or the roles and responsibilities of the people involved in delivering the project within the local authority.

Project Management Arrangements and Project Plan

This section should clearly outline the programme or project management arrangements you intend to employ to ensure delivery of the business case outputs. You should also outline a clear project plan for both delivery of the infrastructure and homes. Further guidance is provided below.

Project Delivery Plans

The project delivery plans should describe how, when and by whom a specific milestone or set of targets will be achieved. It is the detailed explanation of how the infrastructure and homes will be brought forward to timescales, costs and quality. When completing the questions on your delivery plan for the infrastructure and housing schemes applicants should address the following:

- the deliverables (or products) to be produced;
- the activities required to deliver them;
- the resources and time needed for all activities and who will provide them

- the dependencies between activities and any associated constraints
- when activities will occur; and
- the points at which progress will be monitored, controlled and reviewed – this includes delivery and approval of the business case and the undertaking of Gateway reviews/ health checks.

Within your answers you should include details of who owns the land relevant to the scheme (both for infrastructure and related housing), key milestone dates and planning status including details of relevant statutory powers and/or consents. Throughout this section, applicants should make reference to key constraints and interdependencies and how they intend to manage these to achieve efficient delivery of the project.

Applicants should provide a clear delivery plan to ensure that the housing identified as being unlocked will come forward. We would expect to see a clear development strategy for the sites with clear roles identified for the landowners and infrastructure and development partners. There could also be partnership or collaboration agreements already in place that have trigger events relating to specific milestones, such as the allocation of funding for the provision of a link road.

The more evidence of such partnerships and arrangements then the stronger the application.

Project Milestones

You will need to provide high level summary of the key milestones for the infrastructure project and housing delivery. These should be for the total project however we will require a detailed breakdown of these in your Outline Delivery Programme. Further detail of what this should include is detailed below.

Outline Delivery Programme (ODP)

In your Outline Delivery Programme, you should present a clear programme for delivery of the infrastructure and homes. This should refer back to your project plan and include:

- the key activities required to deliver the infrastructure and homes (e.g. achieving detailed planning permission);
- the timescales required for each activity;
- the key milestones required to achieve each programme activity;
- any dependencies between activities

This should be for all infrastructure related to the scheme and not just the infrastructure receiving HIF funding. This will ensure that any interdependencies that may impact on scheme delivery are clearly identified for assessment.

For any schemes which involve transport infrastructure, the **following milestones must be included** in order for assessors to fully to understand the deliverability of the transport infrastructure:

- Scheme Orders (highway powers CPOs, other Highways Orders) applied for
- Public Inquiry
- Scheme orders granted

In order to clearly outline your delivery programme, you may wish to include it in the form of a Gantt chart. This should be included as part of your ODP.

Stakeholder Management

Please provide evidence to highlight any strategic, contractual or other forms of plan or agreement that will see the delivery of homes from the allocation of HIF to fund the provision of infrastructure.

You should include arrangements or your approach to working with other stakeholders which will be key dependents to ensure delivery of the infrastructure and homes – this could include local residents/ businesses but also landowners / utility providers and other project partners.

You will be able to attach supporting evidence for your response, this could include, for example, letters of support or consultations undertaken.

Project Assurance

Assurance

Please provide details of your approach to assuring the project delivers as it moves forward, for example through project gateways / key decision points.

Monitoring

In this answer, you should detail your internal monitoring arrangement for the project to ensure delivery, including who will be involved, when this will take place, how and the associated costs. You should outline your reporting provisions to advise on project delivery against business plan objectives and expectations (i.e. time, cost, risk, change, stakeholder engagement) remain on track.

Risk Management Strategy

Please provide summary details of the main risks to project delivery timescales, what impact these will have on costs and what mitigations are proposed. You should provide a risk rating for likelihood and impact of the risk using High / Medium High / Medium Low / Low.

In addition, you should provide a summary of your overall approach to managing risk on the project.

Risk Register

You should attach your full risk register for the project – we have not provided a template to allow you to submit the one that you are already using for the scheme.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the management case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Management Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Project Sign-off

Local authorities are responsible for ensuring that any funding they are awarded will be spent in accordance with **all applicable legal requirements**. This includes state aid, public procurement law, wider public law (including the Public Sector Equality Duty), and planning law. Please outline how you have considered these requirements.

All proposals are required to be signed off by the authority's Section 151 officer. Please see template overleaf which will need to be attached.

Section 151 Officer Approval

Name of Bidding Authority
Name of s151 officer
Authority Address
Contact email for s151 officer
Contact phone for s151 officer
Date

Dear Housing Infrastructure Fund,

Ref: [Bid Reference Number] – [Bid Name]

As Section 151 Finance Officer, I approve the submission of this application.

I am satisfied that the bid meets the requirements set out in the guidance and relevant terms and conditions for the Housing Infrastructure Fund.

I agree to account for funds received.

Yours Faithfully,

Name of s151 officer

Role

[Signature]

Annex A

Estimating site-specific land values

As mentioned in the question guidance, in calculating land value uplift bidders must use site-specific estimates of land values rather than relying on the MHCLG published estimates, which are at local authority level. This section provides supplementary guidance on the assumptions which should underlie land value estimates for the purpose of the economic case, beyond that in the MHCLG Appraisal Guide.

Residential land values

As explained in the MHCLG Appraisal Guide, the residual method of land valuation gives the maximum price a housing developer is willing to pay for land, and therefore its (private economic) value when in residential use:

$$\text{Land price} = \text{GDV} - (\text{Development costs} + \text{fees} + \text{profit})$$

where: GDV = Gross Development Value.

For the purposes of the economic case, in making this calculation the below assumptions should be made when appraising residential land values. **All land value assumptions must be made explicit to allow an assessment of consistency.** If land has already been paid for, it is the land value as calculated herein which is of interest, rather than the actual price paid.

GDV

For the purposes of the economic case it is the full economic value of development that is of interest. For example the economic value of any affordable housing should be considered equal to 'open market' value⁶. Assumptions about changes in house prices (and subsequently land values) over the appraisal period must be made and fully justified⁷. As set out in WebTAG⁸, estimates should assume the infrastructure already exists. Note from the above that wherever possible any land value uplift associated with new commercial development should be kept separate (key output D) from estimates of land value uplift from new residential development (key output B).

Development costs, fees and profit

Build costs should only include the value of building the dwellings themselves, including a construction cost 'contingency'⁹ and any 'preliminaries'¹⁰. In the absence of more specific information, assumptions about the level of professional fees, sales costs, finance costs, developer profit and on-site external costs (e.g. gardens, fencing and roads) can be made in line with MHCLG's [land value estimates](#).

For the purposes of this economic case, any infrastructure or abnormal costs being

⁶ Bidders may wish to additionally monetise wider benefits affordable housing may bring but this should be done as part of key output C (external housing impacts), rather than through land value uplift.

⁷ The MHCLG Appraisal Guide recommends that in the absence of data specific to the local market, land values be updated at 5% per year in real terms.

⁸ See Annex C of TAG Unit A2.2 on Induced Investment.

⁹ A risk contingency explicitly included in most development appraisals.

¹⁰ A part of build costs relating to site overheads, for example the building site management.

incurred by the developer, including any Section 106 or CIL obligations, **should not** be included in estimates of residential land value. However they **should** be included in estimates of scheme costs incurred by the private sector as part of key output E.

Current use land values

Current use land value is not the price paid and should disregard hope value. It is acceptable to use MHCLG's [land value estimates](#) where it is not feasible to estimate the site-specific current use land value of the site, provided a clear rationale for doing so is given.

Annex B

Checklist of appraisal and modelling supporting material for transport impacts of schemes

This is a suggested checklist of documents for transport impacts within the economic case; other forms of evidence will be accepted. This checklist should be applied proportionately, whether transport modelling is proportionate will depend on the size of the scheme.

As highlighted earlier in this guidance, further support will be available to determine what will be considered proportionate for your scheme. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network.

Option Assessment

Item
An Option Assessment Report to include steps 1 to 8 set out in WebTAG – the transport appraisal process.

Modelling

Item
An Existing Data and Traffic Surveys Report to include:
Details of the sources, locations (illustrated on a map), methods of collection, dates, days of week, durations, sample factors, estimation of accuracy, etc.
Details of any specialist surveys (e.g. stated preference).
Traffic and passenger flows; including daily, hourly and seasonal profiles, including details by vehicle class where appropriate.
Journey times by mode, including variability if appropriate.
Details of the pattern and scale of traffic delays and queues.
Desire line diagrams for important parts of the network.
Diagrams of existing traffic flows, both in the immediate corridor and other relevant corridors.
An Assignment Model Validation Report to include:
Description of the road traffic and public transport passenger assignment model development, including model network and zone plans, details of treatment of congestion on the road system and crowding on the public transport system.
Description of the data used in model building and validation with a clear distinction made for any independent validation data.
Evidence of the validity of the networks employed, including range checks, link length checks, and route choice evidence.
Details of the segmentation used, including the rationale for that chosen.
Validation of the trip matrices, including estimation of measurement and sample errors.
Details of any 'matrix estimation' techniques used and evidence of the effect of the estimation process on the scale and pattern of the base travel matrices.

Validation of the trip assignment, including comparisons of flows (on links and across screenlines/cordons) and, for road traffic models, turning movements at key junctions.
Journey time validation, including, for road traffic models, checks on queue pattern and magnitudes of delays/queues.
Detail of the assignment convergence.
Present year validation if the model is more than 5 years old.
A diagram of modelled traffic flows, both in the immediate corridor and other relevant corridors.
A Demand Model Report to include:
Where no Variable Demand Model has been developed evidence should be provided to support this decision (e.g. follow guidance in WebTAG M2 Variable Demand Modelling – section 2.2).
Description of the demand model.
Description of the data used in the model building and validation.
Details of the segmentation used, including the rationale for that chosen. This should include justification for any segments remaining fixed.
Evidence of model calibration and validation and details of any sensitivity tests.
Details of any imported model components and rationale for their use.
Validation of the supply model sensitivity in cases where the detailed assignment models do not iterate directly with the demand model.
Details of the realism testing, including outturn elasticities of demand with respect to fuel cost and public transport fares.
Details of the demand/supply convergence.
A Forecasting Report to include:
Description of the methods used in forecasting future traffic demand.
Description of the future year demand assumptions (e.g. land use and economic growth - for the do minimum, core and variant scenarios).
An uncertainty log providing a clear description of the planning status of local developments
Description of the future year transport supply assumptions (i.e. networks examined for the do minimum, core scenario and variant scenarios).
Description of the travel cost assumptions (e.g. fuel costs, PT fares, parking).
Comparison of the local forecast results to national forecasts, at an overall and sectoral level.
Presentation of the forecast travel demand and conditions for the core scenario and variant scenarios including a diagram of forecast flows for the do-minimum and the scheme options for affected corridors.
If the model includes very slow speeds or high junction delays evidence of their plausibility.
An explanation of any forecasts of flows above capacity, especially for the do-minimum, and an explanation of how these are accounted for in the modelling/appraisal.
Presentation of the sensitivity tests carried out (to include high and low demand tests).

Cost Benefit Analysis

Item
A clear explanation of the underlying assumptions used in the Cost Benefit Analysis.
Information on local factors used. For example the derivation of growth factors and

annualisation factors in TUBA (to include full details of any calculations).
A diagram of the network (if COBALT used).
Information on the number of junctions modelled (if COBALT used), for both the do-minimum and the do-something.
Details of assumptions about operating costs and commercial viability (e.g. public transport, park and ride, etc.).
Full appraisal inputs/outputs (when used, COBALT and/or TUBA input and output files (.tbn and .out) in text format should be supplied).
Evidence that TUBA/COBALT warning messages have been checked and found to be acceptable.
Spatial (sectoral) analysis of TEE benefits.
Details of the maintenance delay costs/savings.
Details of the delays during construction.
Appraisal tables (AMCB, PA, TEE) in excel format.

Economic Case Assessment

Item
A comprehensive Appraisal Summary Table in excel format.
Assessment of Economic impacts.
Economic impacts worksheets.
Assessment of Environmental impacts, to include an environmental constraints map.
Environmental impacts worksheets.
Assessment of Safety impacts and the assumed accident rates presented (when used, COBALT output should be provided).
Assessment of Social impacts.

S40(2)

From: [REDACTED]@homesengland.gov.uk>
Sent: 26 July 2018 13:39
To: S40(2)
Subject: [EXT] HIF meeting on Monday

Hi S40(2)

If possible would you be able to call me on one of the below numbers in advance of our HIF meeting with you on Monday?

Many Thanks

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



Homes
England

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S40(2)

From: S40(2) @hca.gsi.gov.uk>
Sent: 10 August 2017 07:59
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund
Attachments: HIF Application Form Word Version FINAL.docx

Both

Please find attached the Word document showing all of the questions for the HIF bidding process, let me know if you have any queries on anything.

I am actually ducking out of my meeting with S40(2) as S40(2), my boss will now attend that one as I am really focusing on the HIF at the moment so if you could let me know some dates when you are available in the next few weeks that would be great.

Unfortunately for work I'm off on the last week of August and first week of September.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 09 August 2017 14:21
To: S40(2)
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thanks for your email and congratulations on your new role.

S40(2) and myself are coordinating Milton Keynes's bid for HIF and look forward to working with you.

Would it be possible to get a copy of the word document with the questions from the system – think you may have forgotten to attach them to this email, but would be really helpful.

Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) @hca.gsi.gov.uk]
Sent: 08 August 2017 08:47
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund

Hi both

I am writing to you to introduce myself as I'm your new HCA contact following S40(2) promotion. I have had an email from S40(2) letting me know that you are the right people to speak to about any bids for the Housing Infrastructure Fund.

Along with S40(2) here I can answer any questions about the fund you might have. All of the bidding documentation is now available here: <https://www.gov.uk/government/publications/housing-infrastructure-fund> and I am attaching a Word document showing all of the questions you'll be asked when bidding (as the system won't let you look at all of these when you are completing the bidding forms).

Any questions, don't hesitate to contact me.

Kind Regards

S40(2)

S40(2)

Homes and Communities Agency
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)

homesandcommunities.co.uk



#ShapeHomesEngland

Later this year we will launch as Homes England, with a mission to create a better housing market and change places. We're inviting the industry to help shape our priorities – get involved and let us have your views on [Twitter](#) or [LinkedIn](#), using [#ShapeHomesEngland](#)

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HIF Online Form: Table of Questions

Opening – All Bids

Screen Title	Question	Options / Commentary	Character Limit
Bid Details	Which Authority is making the bid?	Please Note: Bids can only be made in the name of the eligible local authorities for each funding type. Further guidance is available here	
	Please indicate which type of funding the scheme requires	<ul style="list-style-type: none"> • Marginal Viability Funding - this is for schemes with clear viability gaps, typically requiring up to £10m • Forward Funding - this is for larger, strategic and high-impact schemes, typically requiring up to £250m 	
	Is it a joint bid with other local authorities?	Yes / No – if Yes, please list the authorities and click 'add' other local authorities you are jointly working with	

Marginal Viability

Screen Title	Question	Options / Commentary	Character Limit
Contact Details	Are you an agent making this submission on behalf of one or multiple local authorities?	<p>Yes / No</p> <p>If Yes – You will need to provide: the name of your organisation; contact name at the lead local authority; and an e-mail address of contact name at the lead local authority</p> <p>If No – Please enter the name of your organisation</p>	
Scheme Details	What is the name of the scheme you would like funding for?		
	Please provide a brief description of your proposal and why this is the right approach to deliver housing for your area		1,000
	Please provide an approximate outline of the area covered by the scheme by drawing on the map	Guidance for using the online mapping tool is provided on screen.	
	What types of physical infrastructure will the scheme deliver?	You will need to tick all that apply: Road/Highway; Bridge; Education; Rail; Power Supply; Health Facilities; Electricity/Gas connections; Flood Defence; Public Realm Works; Land assembly; Land Remediation; Water works; Digital infrastructure; Other (please provide details)	
	Please attach site plan(s) for your proposal		
Options Appraisal	What is the problem being addressed? Please include details of any trigger event that has caused the scheme to		1,000

	become unviable		
	What options have been considered and why have alternatives been rejected?		1,000
	What will happen if funding for this proposal is not secured - would an alternative (lower cost) solution be implemented? If yes, please describe this alternative and how it differs from this proposal		1,000
Strategic Approach	<p>How does your scheme demonstrate strong local leadership in:</p> <ul style="list-style-type: none"> • making more land available for housing development by delivering ambitious plans that address housing pressures as reflected in price signals. Where areas go beyond this it will further strengthen their bid; • effective joint working between authorities; and • the delivery of new homes 		2,000
	How does your scheme demonstrate that the infrastructure would unlock significant numbers of new and better homes, taking into account local housing markets, areas of opportunity for growth, constraints holding back new housing supply, and making the most of all available funding streams		1,000
	How does your scheme demonstrate diversifying the housebuilding market, for example by encouraging new market entrants and SME builders to deliver housing		1,000
	<p>Can you provide evidence of support for your proposal from the following:</p> <p>Local MP(s) Your upper tier authority Combined authority All supporting local authorities Local Enterprise Partnership(s) Local community Development partner(s) (Infrastructure) Development partner(s) (Housing)</p>	<p>You will be asked to answer 'Yes', 'No', 'Awaiting Response' or 'Not Applicable'.</p> <p>If 'Yes' is selected you will need to attach evidence. If 'No' or 'Awaiting Response' is selected you will need to provide reasoning.</p>	500 (for reasoning)

Plan Status	Is there an adopted plan in place (either a development plan or spatial development strategy) or has a plan been submitted for examination?	If Yes: What date was the plan adopted / submitted? Please provide web addresses (URLs) to any relevant published documents, such as the Local Development scheme	
		If Plan adopted more than 5 Years ago: Please outline what actions are being taken to review the plan	
		If No: Please describe how funding will help overcome obstacles to delivery of the plan and any impact it will have on projected plan-making timescales	
Economic Case	How many sites will the funding bring forward?		
	Please provide details of who controls the site(s) and any conditions to be met to secure ownership		500
	What is the total size of the site(s) (in hectares)?		
	How much of the total area is on brownfield land (in hectares)?		
	What % of the scheme (by floorspace) is housing?		
	Where will the homes be located?		
	What % of the total homes delivered will be affordable?		
	Projected housing delivery profile 2017/18 2018/19 2019/20 2020/21 2021-2025 2026-2030 2031-2035 Future Years	Please provide a profile of housing starts assuming HIF funding against the years.	
	What is the current planning status of the homes? Full / Detailed Outline Planning in Principle Allocated None	You will need to provide the number of homes in each category. If you have Full/Detailed or Outline planning, please attach planning references	
	How many of these homes would be delivered without HIF funding?		
	Please provide an explanation for the number of homes that would be delivered without HIF funding		500
	Do you wish to provide your own site specific valuations, as referred to in the value for money annex of the supporting document ? (valuations must	Yes / No If Yes – Please attach	

	be consistent with the DCLG Appraisal Guide)		
Financial Case	How much HIF funding are you bidding for?	Enter amount to nearest pound	
	What is the profile of the required HIF funding? 2017/18 2018/19 2019/20 2020/21	Please provide the profile of required HIF funding against the years.	
	How much are the total scheme costs?	Enter amount to nearest pound Where appropriate please include costs for both infrastructure and housing	
	Please provide a detailed breakdown of the total scheme costs in relation to the below: Land Infrastructure (including sunk costs) construction abnormals professional fees finance costs allowance for developer profit other		
	Please provide a summary evidencing how you have assumed the scheme costs subject to this bid	Please provide details of any consultancy advice, cost plans, feasibility studies or comparables used to provide the assumptions	500
	How much is the assumed Gross Development Value (GDV) for the scheme?		
	Please provide a detailed breakdown of the assumed GDV of the scheme in relation to the below: Private Sale rent income affordable sales income commercial income other		
	Please provide a summary evidencing how you have assumed the GDV subject to this bid	Please provide details of any consultancy advice, benchmarking, comparables or market commentary to provide the assumptions	500
	Have you applied for, or received, other public funding for this scheme?	Yes / No If yes Please provide details of the public funding applied for and / or received	500
	What are the funding sources for this scheme? (excluding this bid) Local Authority investment (including LGF funding) PWLB Loan other public sector investment, CIL/S106 contribution private sector investment	. You will need to provide the total amount of funding against each funding source, how much of this has been secured and if any sources are not applicable	

	(including debt finance)		
	Do you aim to recover any of the funding (to be retained locally)?	Yes / No If yes How do you intend to recycle this to support future housing delivery in this area?	500
	Please attach your cashflow for this scheme		
Milestones & Delivery	Please provide actual or estimated dates for the following delivery milestones: Infrastructure planning permission granted all outstanding statutory permissions received (if applicable) Infrastructure contractor(s) appointed residential contractor(s) appointed infrastructure works started; infrastructure works completed first residential units commenced; first residential completions		
	Please list planning references for the infrastructure works	If application is not yet submitted, please provide further details on planning progress	
	Please provide details of engagement with contractors and the procurement process		
	Please list statutory powers or consents already obtained	Include details of any challenge period, date of expiry and conditions attached to them	
Approach to Delivery	Please attach an outline delivery plan for your proposal, using the template available here	You should address the points set out on page 11 of the supporting document	
	Please summarise your plan to deliver the infrastructure		1000
	Please summarise how there is a clear link between the provision of the infrastructure and the delivery of the homes		1000
	Please summarise how all the key delivery partners are working together effectively		1000
Management Case	Please outline the authority's approach to governance and oversight of the delivery of the proposal		1000
	Please provide details of the authority's resourcing for the proposal		1000
	Please provide details of your proposed contract management and monitoring approach for the scheme		1000
	Please outline key risks to delivery and mitigations	Insert rows – risk description / risk mitigation	
	Please outline any project dependencies	Please include details of how many are critical and ones which are outside of your direct control	1000

	Please attach your Section 151 officer sign off for your proposal		
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Forward Funding

Screen Title	Question	Options / Commentary	Character Limit
Contact Details	Are you an agent making this submission on behalf of one or multiple local authorities?	Yes / No If Yes – You will need to provide: the name of your organisation; a contact name at the lead local authority; and an e-mail address of contact name at the lead local authority If No – Please enter the name of your organisation	
Scheme Details	What is the name of the scheme you would like funding for?		
	Please provide a brief description of your proposal and why this is the right approach to deliver housing for your area		1,000
	Please provide an approximate outline of the area covered by the scheme by drawing on the map	Guidance for using the online mapping tool is provided on screen.	
	What types of physical infrastructure will the scheme deliver?	You will need to tick all that apply: Road/Highway; Bridge; Education; Rail; Power Supply; Health Facilities; Electricity/Gas connections; Flood Defence; Public Realm Works; Land assembly; Land Remediation; Water works; Digital infrastructure; Other (please provide details)	
	Please attach site plan(s) for your proposal		
Delivery Milestones	What is the planning status of the infrastructure works? Full / Detailed Outline Planning in Principle Allocated None	If you have Full/Detailed or Outline planning, please attach planning references	
	If applicable, please provide date for achieving all other statutory planning consents		
	Please provide actual or estimated dates for the following delivery milestones: Development partner identified (Infrastructure), Development partner appointed (Infrastructure) Development partner identified (Housing) Development partner		

	appointed (Housing) Start of infrastructure works Completion of infrastructure works		
Financials	How much HIF funding are you bidding for?	Enter amount to nearest pound	
	What is the profile of the required HIF funding? 2017/18 2018/19 2019/20 2020/21	Please provide the profile of required HIF funding against the years.	
	What are the total infrastructure costs for the scheme (including sunk costs)?	Enter amount to nearest pound	
	What is the breakdown of the infrastructure costs for the scheme? Land Costs incurred to date (excluding land) Costs to complete		
	Have you applied for, or received, other public funding for this scheme?	Yes / No If yes Please provide details of the public funding applied for and / or received	500
	What are the funding sources for this scheme? (excluding this bid) Local Authority investment (including LGF funding) PWLB Loan other public sector investment CIL/S106 contribution private sector investment (including debt finance)	. You will need to provide the total amount of funding against each funding source, how much of this has been secured and if any sources are not applicable	
	Do you aim to recover any of the funding (to be retained locally)?	Yes / No If yes How do you intend to recycle this to support future housing delivery in this area?	500
Development Profile	How many sites will the funding bring forward?		
	What is the total size of the site(s) (in hectares)?		
	How much of the total area is on brownfield land (in hectares)?		
	Where will the homes be located?		
	What is the current planning status of the homes? Full / Detailed Outline Planning in Principle Allocated None	You will need to provide the number of homes in each category). If you have Full/Detailed or Outline planning, please attach planning references	
	Projected housing delivery profile	Please provide a profile of housing starts assuming HIF funding against the years	

	Up to 2020 from 2021-2025 from 2026-2030 from 2031-2035 Future years		
	How many of these homes would be delivered without HIF funding?		
	Please provide an explanation for the number of homes that would be delivered without HIF funding		500
	Do you wish to provide your own site specific valuations, as referred to in the value for money annex of the supporting document ? (valuations must be consistent with the DCLG Appraisal Guide)	Yes / No If Yes – Please attach	
Options Appraisal	What is the problem being addressed?		1,000
	What options have been considered and why have alternatives been rejected?		1,000
	What will happen if funding for this proposal is not secured - would an alternative (lower cost) solution be implemented? If yes, please describe this alternative and how it differs from this proposal		1,000
Strategic Approach	How does your scheme demonstrate strong local leadership in: <ul style="list-style-type: none"> • making more land available for housing development by delivering ambitious plans that address housing pressures as reflected in price signals. Where areas go beyond this it will further strengthen their bid; • effective joint working between authorities; and • the delivery of new homes 		2,000
	How does your scheme demonstrate that the infrastructure would unlock significant numbers of new and better homes, taking into account local housing markets, areas of opportunity for growth, constraints holding back new housing supply, and making the most of all available funding streams		1,000
	How does your scheme		1,000

	demonstrate diversifying the housebuilding market, for example by encouraging new market entrants and SME builders to deliver housing		
	Can you provide evidence of support for your proposal from the following: Local MP(s) Local Community Local Enterprise Partnership(s) All supporting local authorities Development partner(s) (Infrastructure) Development partner(s) (Housing)	You will be asked to answer 'Yes', 'No', 'Awaiting Response' or 'Not Applicable'. If 'Yes' is selected you will need to attach evidence. If 'No' or 'Awaiting Response' is selected you will need to provide reasoning.	500 (reasoning)
Plan Status	Is there an adopted plan in place (either a development plan or spatial development strategy) or has a plan been submitted for examination?	If Yes: What date was the plan adopted / submitted? Please provide web addresses (URLs) to any relevant published documents, such as the Local Development scheme	
		If Plan adopted more than 5 Years ago: Please outline what actions are being taken to review the plan	
		If No: Please describe how funding will help overcome obstacles to delivery of the plan and any impact it will have on projected plan-making timescales	
Approach to Delivery	Please attach an outline delivery plan for your proposal, using the template available here	You should address the points set out on page 11 of the supporting document	
	Please summarise your plan to deliver the infrastructure		1000
	Please summarise how there is a clear link between the provision of the infrastructure and the delivery of the homes		1000
	Please summarise how all the key delivery partners are working together effectively		1000

S40(2)

From: HIF <HIF@homesengland.gov.uk>
Sent: 17 September 2018 14:09
Cc: HIF
Subject: [EXT] Housing Infrastructure Fund - Forward Funding Update
Attachments: HIF Forward Funding FAQ.docx; HIF FF - Due diligence and next steps.doc; H S43(2)

Dear Bidders,

We would like to bring your attention to three updates regarding the Forward Funding element of the Housing Infrastructure Fund

- 1) An updated set of FAQs is attached. We will be reviewing these regularly and adding to them when new queries are raised by bidders.
- 2) We attach a post business case submission process document to make you aware of the next steps following a business case submission
- 3) S43(2) [REDACTED]

Kind regards,

HIF Team



Homes England is the trading name of the Homes and Communities Agency. Our address for service of legal documents is Arpley House, 110 Birchwood Boulevard, Birchwood, Warrington, WA3 7QH. VAT no: 941 6200 50. Unless expressly agreed in writing, Homes England accepts no liability to any persons in respect of the contents of this email or attachments.

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Housing Infrastructure Fund Forward Funding FAQ

Co-Development

Q: If I submit my bid in an earlier window and it is unsuccessful, will it automatically roll over into the next bidding window for assessment?

A: If you submit your bid in one of the earlier windows and it is unsuccessful, you may not resubmit your bid. As funding is being allocated proportionately at each window, it may be that we are unable to make a funding decision, and therefore we will reconsider your bid at a later bidding window. You will be informed if this is the case.

You will only be able to submit your business case once. On this basis we strongly encourage bidders to ensure that their business case is robust and fit for purpose prior to submitting.

1. Q: When will I know what level of support I am getting?

A Through early engagement with bidders, we will decide the level of support being offered. Your Homes England Operating Area local lead will speak with you about your tailored package of support.

2. Q: What support will I receive and how will it be allocated?

A: We will play a 'critical friend' role during co-development, providing specialist advice to help you develop your project and business case. Support will be bespoke and will differ for each project - depending on factors such as the size and complexity of the project, the funding amount, how developed the project is, and the capacity of the bidding authority.

If required, additional support is available to assist with the development of the economic section of the business case. Where required, support may be provided through either a contribution towards the costs of consultants procured by the Local Authority (or local partners,) or procurement of an economic consultant partner through Homes England.

Our lead consultant, Steer Economic Development, will be in touch to:

- review the requirements of the economic case within the context of your project;
- discuss your proposed approach to meeting these requirements; and
- help to determine the most appropriate submission deadline and the level of support required

For the avoidance of any doubt, Steer Economic Development consultants are not commissioned to prepare your economic case. They will, however, provide on-going support to bidders on specific technical queries relating to the Economic Case.

3. **Q: You have said you will be splitting funding allocations across 3 windows, each with its own submission deadline. How will you guarantee that the majority of funding will not be allocated to the earlier windows, with those projects meeting the latest submission deadline missing out?**

A: We have three submission deadlines to enable projects to receive funding decisions when they need them. We will be allocating funding proportionately at each window, with an understanding of what other projects are in the pipeline. We will ensure that longer-term strategic projects submitting their business cases later in the process, will have the same level of opportunity as those which are ready to go sooner.

4. **Q: What are the submission deadlines?**

A: The first deadline will be 10 September 2018, the second 3 December 2018 and the third will be 1 March 2019. Bids should be received by 5pm on the given date.

5. **Q: Will local authorities get to choose which deadline they aim to meet?**

A: Yes. We recommend that bidders submit their business cases by the deadline which is best suited to their project, rather than the one which they think will increase their chances of funding.

6. **Q: How much is my project likely to change through co-development / how much influence will co-development have over my project?**

A: As bidders will be writing the final business case, any decisions to alter the project will ultimately be theirs. During co-development, government will work alongside bidders to support finding the best way of funding infrastructure to bring forward housing growth.

For example, this could include exploring whether grant funding is the best option, finding ways to generate further housing growth through the project, or narrowing the scope of the project to increase its likelihood of being delivered. This could mean that some projects are likely to change, and as we look to evolve projects, we will work closely with bidders to ensure that outcomes are mutually beneficial.

7. **Q. As we have now reached the co-development stage, could you share our scores for the assessment of the EOI?**

A: We are not planning on sharing scores from the EOI assessment. We have, however, carried out a review of your EOI and the questions identified in the annex we sent you are the areas that we have identified for development. Through co-development we will be continuing to explore where your bid needs to be strengthened and what support we can put in place to help this.

8. **Q: At what point will a bidder be told that MCHLG will not be taking their project forward and what does that mean for the bid?**

A: We will be transparent with bidders throughout the co-development process. This will include an honest discussion about the future of the bid if we reach a point where MCHLG, Homes England and any other relevant government departments agree that the project would not be viable through the Housing Infrastructure Fund.

Should we decide to withdraw support during co-development; bidders can still submit a business case. However, any procurement of resource to produce a business case will be done at the bidder's own risk.

Business Case

9. Q: Can HIF funding be used to recoup business case design costs?

A: As detailed in the prospectus, HIF funding can only be used for capital expenditure. This could include project costs such as feasibility and design works if they can be capitalised. If your scheme is successful, then any capitalised project costs can be recouped – if this is your intention then this should be included within your HIF ask in your submission. If your scheme is not successful, you would not be able to recover these costs from Homes England/MHCLG.

10. Q: Will the assessment criteria be made available to local authorities to help them write their business cases?

A: The Forward Funding Guidance sets out the criteria we will be assessing bids against. Broadly we will be looking at the value for money, deliverability, and strategic approach of your bid. Through co-development we will be advising and guiding you on how to complete the business case and a part of this will be helping you to understand what 'good' looks like.

11. Q: What are you looking for in the options appraisal under 'with a proportion of HIF funding'?

A: The three options we would like you to consider are:

- If you were to receive the full HIF ask, what infrastructure would you deliver and how many homes would this unlock.
- If you were to receive a smaller amount of your HIF ask what elements of the scheme could still be delivered and how many homes would this unlock.
- If you were to not receive any of your HIF ask, what elements of the scheme, if any, could still be delivered and how many homes could still come forward.

12. Q: Can I include Student Accommodation in housing numbers?

A: Yes, student accommodation will count towards the net additions number. So you can include both cluster flats and halls of residence as student accommodation in your plan to meet housing need in the area.

13.

For private sector communal accommodation (e.g. hostel, nursing home, student housing) one housing unit equates to multiple bedrooms utilising one shared living space (kitchen, bathroom etc.) depending on the scheme (usually 3-4 bedspaces). In the absence of detailed design, four bedspaces comprise one housing unit.

14. You should include student accommodation in 'other' when highlighting the types of housing to be delivered in your business case with the 'conversion' assumption of bedrooms to unit detailed.

15. **Q: Questions 1.2.5 through 1.2.8 ask for various land area metrics in hectares, with the latter three of these questions specifically asking about land area to be used for housing. As several sites will be mixed-use and/or include public open space, is it acceptable to provide responses in terms of floor area (square metres) rather than land area (hectares)?**

A: Please do not use square meters as this will not be consistent with other bids and therefore be very difficult for analysis purposes with other bids. We would ask that you convert the square meters to hectares (the system allows up to two decimal places so you may need to round up).

We have specifically asked for the housing area as it will be used to assist in the economic case. If your site has housing and green space you should deduct the green space and any other area for infrastructure (such as roads) to just cover the total housing. However if it is a block of flats with retail / employment facilities then the area can count as housing.

For the brownfield and public sector land responses, it should be whatever % of the housing space is on these types of land. If 100% is on brownfield land, this can be the total housing area.

16. **Q: Can we embed additional diagrams, graphics and tables directly in the responses in the portal, or do they need to be uploaded as separate attachments?**

A: There are some specific 'special' boxes – as referenced in the quick start guide that will allow these – these are largely in the economic and commercial cases. However most boxes will not accept tables or images and you can upload these as separate supporting attachments for the relevant case.

You should not replace the full answer to the question in the supporting attachments but just reference in the portal answer the supporting diagrams / graphics attached.

17. **Q: Can the HIF FF template tables be modified (e.g. cells merged or new rows/columns added)?**

A: Tables cannot be merged and in general new columns cannot be added – the portal should direct you where additional rows/columns can be added. They have generally been set up as fixed tables in order for us to use for consistent analysis purposes across all schemes.

18. **Q: Can we cross-refer to narrative/data/attachments in other sections – or does each section need to read as 'standalone'? If the latter, can we upload the same attachments to multiple sections?**

A: You can cross-refer to narrative, data and attachments in other sections. Where you chose to do so we would expect you to clearly identify which section in the bid the additional information is captured and where attachments are concerned, why this is relevant and which section we should refer to in the supporting document.

19. **Q: Does the character limit include spaces?**

A: Yes, spaces are included.

Economic Case

20. Q: Will bidders be required to produce a ‘full’ WebTAG appraisal for transport schemes?

A: The economic case must be compliant with the HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for Transport (DfT) WebTAG guidance. As set out in WebTAG, the level of transport analysis conducted for your scheme should be proportionate. Following your inception meeting with Homes England, Steer Economic Development will be in contact to help you determine what is appropriate for your scheme.

21. Q: Are you expecting an update to the MHCLG Appraisal Guide during HIF submission windows?

A: We are not now expecting an updated MHCLG Appraisal Guide to be published until Spring 2019, once the HIF submission windows have closed.

Calculation of the BCR

22. Q: Can you confirm what goes into the BCR (both in terms of costs and benefits)

A: Supplementary HIF guidance states that “HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires”.

This gives an indication of the primary way in which projects will be compared. The benefit of additional housing, as monetised by land value uplift from residential development, is therefore the most important economic benefit we will consider. It will be looked at in comparison to the HIF funding being provided.

The HIF guidance goes on to say “Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account.”

Land Values

23. Q: The guidance suggests that benchmark figures published by MHCLG would be acceptable to estimate existing use land values; can you confirm that this is the case?

A: We are trying to establish as accurate an assessment as possible for the increase in economic welfare resulting from the investment, hence this is why site specific values should be provided where possible. For residential land values we would expect this to be feasible based on the MHCLG Appraisal Guide and supplementary HIF guidance. For existing use land values, supplementary HIF guidance makes clear that if it isn’t possible to provide site specific values then it is acceptable to use MHCLG land values. Paragraphs C8 and C9 of the appraisal guide show how this might be done (although note that up to date published land

values should be used¹). The rationale for doing so should be clearly explained. The land values provided (whether site specific or not) will under-go the same process of assessment for suitability in each case and so MHCLG values will not weigh negatively on the final assessment.

24. Q: Should residential land values be based on the current residential values achievable in an area or potential values that could be achievable in the future?

A: It is up to the bidder to justify the land value growth method/assumptions employed. Paragraph C.2.2 of WebTAG Unit A2.2 notes that: “because the transport scheme is assumed to have been implemented, the value of the land in its new use will reflect the improved accessibility provided by the transport scheme.” Where assumptions about land value growth are made it is our expectation that a range of sensitivities would be provided given the likely uncertainty. The MHCLG appraisal guide makes clear that in the absence of detailed local market information to inform land value growth assumptions, a 5% real terms land value increase can be used as a default. Significant deviations from this will need a strong justification based on local market evidence.

25. Q: Does MHCLG have a preferred approach for forming assumptions around land value growth for existing use land values?

A: Land value uplift should reflect the uplift in land value at the time at which the development occurs. If there is insufficient evidence to form land value growth assumptions for existing use values, paragraph C14 of the MHCLG appraisal guide notes these can be assumed in line with residential land value growth.

26. Q: Where sites will incorporate non-residential land values, does MHCLG have a preferred approach for estimating the land values?

A: The approach for estimating non-residential land values is the same as for residential values, but can be based on commercial valuation (assuming the land is being brought into commercial use). Typical land values for land in commercial use are also now available in the Department’s published land values and these will be accepted².

If a site will be a mix of residential and commercial development, as far as possible the land value uplift generated by each should be calculated separately, as set out in supplementary HIF guidance.

Build Costs

27. Q: Can Homes England / MHCLG provide standard costs assumptions that we should use to estimate build costs for each site?

A: We are trying to establish as accurate an estimate as possible of the value for money of each project and as build costs can vary depending on the design of the dwellings being built we advise that specific values be estimated where possible. Where not, RICS BCIS data is used as the industry standard and large

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

developments are typically assumed to have costs assumed in line with the lower quartile.

Developer profit

28. Q: What is an acceptable level of developer profit to assume in the modelling?

A: In the absence of site specific values, Annex A of the guidance notes that assumptions about developer profit can be made in line with MHCLG's land value estimates³. Paragraph 12 of Annex A of the above publication states, "Profit is taken at 17 per cent of gross development value (GDV) for market housing (17.5 per cent in London)".

Displacement

29. Q: Is it acceptable to apply a site level displacement assumption to all scenarios? Or should displacement rates be considered to vary depending on the proposed level of development?

A: We have provided guidance on assessing additionality; it is, however, up to the bidder to establish if this differs across various scenarios and provide a clear explanation for their assessments. There are likely to be circumstances where the site level displacement would differ; for example, where the tenure mix changes between scenarios.

Amenity Benefit

30. Q: How important will amenity benefits be to the overall assessment?

A: Amenity benefits of development will factor into our assessment of whether the project being put forward is considered value for money, but typically we would expect these to be small relative to land value uplift. There is no preferred approach for estimating amenity benefits.

Affordable Housing

31. Q: We propose to use the standard assumption of each affordable rented property being worth £2,400 in external economic benefits (PV) over a 30-year period. Can you confirm that this approach will be acceptable and is in line with MHCLG's latest thinking on this issue?

A: Yes this is acceptable and reflects the value of the health benefits as set out in the MHCLG Appraisal Guide. Bidders are free to use another set of assumptions providing a clear rationale for doing so is given.

Monetising the acceleration of sites

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

32. Q: Can we monetise the benefits of housing the infrastructure is not directly enabling, even if only factored down?

A: It is up to bidders to determine which benefits will result from the infrastructure and whether they should be monetised. However we would typically only expect benefits related to housing which is truly dependent on the infrastructure to be included, which can be determined using the sets of guidance set out in supplementary HIF guidance.

Inflation, risk and optimism bias

33. Q: Is there any HIF guidance on inflation rates, risk and optimism bias?

A: Bidders should refer to the HMT Green Book and the MHCLG Appraisal Guidance. Where relevant, WebTAG unit A1.2 may also be of use.

Treatment of scheme costs in the Economic Case

34. Q: Does the Economic Case include the whole cost of the scheme or just the HIF contribution? How are Opex and revenue treated?

A: Bidders should answer the Business Case Questions as fully as possible in accordance with the HMT Green Book, MHCLG Appraisal Guide, and supplementary HIF guidance. A section of the latter includes total scheme costs (and revenues), and how these are assumed to be split between HIF and other funding sources.

Inflation and discounting

35. Q: In translating nominal costs in the financial case to real costs in economic case what base year should be assumed to apply GDP deflator?

A: Supplementary HIF guidance states that “All net present values provided should be in 2018/19 prices.”

36. Q: What should the ‘base year’ be for applying the discount rate?

A: Values presented in the economic case should be discounted to the start of the 60 year appraisal period (2018/19). As per supplementary HIF guidance, the discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.

Financial Case

37. Q: Can HIF funding be used to cover OpEx?

A: We can only provide funding for OpEx during the HIF funding window, up to March 2023, and where you can prove that the OpEx costs can be capitalised and counted as spend as per local authority accounting methods.

We require evidence to clearly demonstrate that the service being paid for is fully operational, and will continue to operate as planned post 31 March 2023 or sooner. If the service is not fully operational post 31 March 2023 or sooner, and requires further capital “gap” funding – this further capital funding must be secured. If the service is not fully operational post 31 March 2023 or sooner and no further capital funding can be secured, we would recommend that you remove this service cost from the full business case. If this then impacts on the infrastructure being fully operational, this will be considered within the deliverability assessment.

38. Q: What would you expect a cost plan to look like for this submission? Do we need to use nominal or real prices?

A: As highlighted in the Forward Funding Business Case Guidance provided, in your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

39. Q: What year should we use for present day prices for the cashflow?

A: Present day should count as the year in which you bid. Therefore if you bid in the September and December window it should be 2018. If it is in the March window it should be 2019.

Delivery of HIF funding

40. Q: If successful, will the lead bidding authority be the accountable body for HIF funding?

A: It is up to the lead bidding authority to decide which authority the grant award will be made to (i.e. sign the Grant Determination Agreement with) as they are the eligible bidder. They can choose to nominate an authority within their combined authority (upper/lower or unitary authority). Whichever body is party to the agreement would have the obligation for monitoring and meeting the conditions of funding, this also includes the recycling of any funding they can claw back and the responsibility for ensuring the funding is spent on future housing as per the condition.

Successful bidders will need to sign a Grant Determination Agreement which will outline the terms and conditions of the grant. This is expected to have bespoke elements and conditions dependent on the scheme, and will have a baseline against which schemes will be monitored. Bidders will also have to comply with an overarching assurance framework and monitoring requirements – these will be considered proportionality to the scheme and in-line with funding payments.

41. Q: What do you mean by all HIF funding needs to be spent by 2023? What counts as spend?

A: HIF needs to be spent on the project in the year that funding is allocated. Successful projects will agree a spending profile and milestones, and will be monitored against these.

Expenditure will be incurred by local authorities according to their own accounting principles. We would expect this to be on an accruals basis but local authorities should consult their own finance departments to confirm what will be recognised as expenditure in any given year. Local authorities should not drawdown funds from MHCLG unless they reasonably expect to spend funds within the financial year and drawdown profiles will be prepared on this basis.

42. Q. If successful, what level of monitoring and assurance will be required?

A: If your Business Case is successful you will be required to sign up to an assurance framework. This will detail the level of monitoring information required to assure Government that your project is on track to deliver.

43. Q: If the bid is successful when will I receive funding?

A: If your business case is successful, the timing of when funding will become available will depend on a number of factors. These include which window you submit your business case in, when funding is first required for your project, whether funding conditions have been satisfied, and whether due diligence has concluded.

44. Q: Will there be a future bidding round of HIF?

A: There are currently no plans for a second bidding round of HIF.

HOUSING INFRASTRUCTURE FUND – FORWARD FUNDING: POST BUSINESS CASE SUBMISSION PROCESS

Following submission of your business case at one of three windows (10 September 2018, 3 December 2018 or 1 March 2019), we wanted to let you know about next steps so that you can plan and resource as appropriate.

Assessment and due-diligence

MHCLG, Homes England and where appropriate Other Government Departments will assess each business case based on the three areas set out in the prospectus (Strategic Fit, Value for Money and Deliverability) and confirm that each case meets the core eligibility criteria, namely:

- be from an eligible local authority
- require grant funding
- deliver physical infrastructure
- support getting an up-to-date plan in place
- not be a bundled bid
- have support locally
- meet our spending timetable
- demonstrate a clear link between the provision of the infrastructure and the delivery of the homes

As part of the assessment process, we will be conducting initial due-diligence on schemes and will partner with external consultants in order to do so. It is likely that during this time, we will ask you for further information if sufficient evidence has not been submitted in your bids, or if further clarity is required. This could be about any of the five sections of the business case. During this process, you will not be able to change any fundamentals of your bid. We are only seeking further evidence or clarification of what was submitted to allow an investment decision to be taken.

The assessment and decision process is likely to take a minimum of 11 to 12 weeks from submission of a bid. If sufficient evidence to conduct the initial due diligence process is not received to make an investment decision, it may be necessary to delay the decision to the next window.

Following assessment of business cases, a recommendation will be made to ministers before final decisions are confirmed.

Post decisions – successful schemes

Following decisions, successful schemes will be notified and will start the contracting process. Scheme specific conditions, based on the outcome of the assessment, will be agreed and included in a project specific Grant Determination Agreement. . In addition, all successful bids will need to sign up to an Assurance Framework – this will be proportionate dependent on the complexity and size of scheme.

Schemes will have pre-contract, as well as pre-drawdown, conditions, and will undergo further due-diligence before contracting and drawdown in order to ensure that these pre-conditions are met. Schemes which commence project activity, or enter in to any legal contracts (including the ordering or purchasing of any equipment or services), or incur expenditure prior to completing the

contracting process outlined above, and prior to receiving formal confirmation that any pre-conditions have been met, do so entirely at their own risk.

Should you have any questions, please contact HIF@homesengland.gov.uk in the first instance.

S40(2)

From: S40(2) @hca.gsi.gov.uk>
Sent: 08 August 2017 08:47
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund

Hi both

I am writing to you to introduce myself as I'm your new HCA contact following S40(2) promotion. I have had an email from S40(2) letting me know that you are the right people to speak to about any bids for the Housing Infrastructure Fund.

Along with S40(2) here I can answer any questions about the fund you might have. All of the bidding documentation is now available here: <https://www.gov.uk/government/publications/housing-infrastructure-fund> and I am attaching a Word document showing all of the questions you'll be asked when bidding (as the system won't let you look at all of these when you are completing the bidding forms.

Any questions, don't hesitate to contact me.

Kind Regards

S40(2)

S40(2)

Homes and Communities Agency
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)

homesandcommunities.co.uk



#ShapeHomesEngland

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From: S40(2) @hca.gsi.gov.uk> on behalf of HIF <HIF@hca.gsi.gov.uk>
Sent: 11 January 2018 11:36
To: HIF
Subject: [EXT] Housing Infrastructure Fund Forward Funding Update

Dear Applicant

We are writing to provide you with an update on progress regarding the Housing Infrastructure Fund.

The programme was significantly oversubscribed, demonstrating the high demand for HIF. Since the submission of Forward Funding expressions of interest at the end of September, Homes England (previously HCA) and Ministry of Housing, Communities and Local Government (previously DCLG) have been engaged in a detailed assessment process, incorporating the three key scoring criteria – Strategic Approach, Deliverability, and Value for Money.

We anticipate to start informing applicants whether their bid(s) have been shortlisted for the co-development phase from March 2018. As set out in the prospectus, moving on to this stage does not constitute an offer of HIF funding.

Details of the co-development phase will be provided with notification of shortlisting.

Regards

HIF Team

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S40(2)

From: HCA <no-reply@hca.gsi.gov.uk>
Sent: 28 September 2017 16:40
To: S40(2)
Subject: [EXT] Important information about submitting bids for HIF

S40(2)

RE: Your open Housing Infrastructure Fund enquiry

As highlighted in the supporting documents for the funding types, local authorities are required to rank the bids they submit in order of priority.

A high-level overview of this process is detailed below, and you are encouraged to **read the full process guidance** which will be made available on 'Your enquiries' screen and the HIF GOV.UK webpage.

What is required?

All submitted bids will need to be given a ranked score (1 = highest) which takes into account all bids received for the eligible authority for each funding type.

We will also require details of a named individual (the 'moderator') who will be responsible for confirming the rankings of all of the bids for each eligible local authority.

The ranking and 'moderator' details provided must be agreed with the eligible local authority bidding.

Process

Users

Having agreed the rankings with the eligible authority, those individuals (users) who have completed the bids on behalf of the eligible authority will enter the ranking on the "Your enquiries" screen.

The name and email address of the named moderator at the eligible authority will also need to be entered via the "Your enquiries" screen.

Moderators

On the 29th September 2017, moderators will receive an email listing all the bids in their area and the rankings provided. Moderators will need to provide confirmation **by email** that they are happy with the ranks provided for the bids OR provide notification of any changes required.

The confirmation of rankings provided by the moderator will be final and there will be no ability to change the ranks after the deadline. If no confirmation

email is provided by the moderator by this time, we will use the rankings provided by the users by 28 September 2017.

Any bids that do not have a ranking will not be assessed.

Deadlines

Task	Deadline
Users to provide moderator details	23:59 on 28th September 2017
Users to submit bids and ranks	23:59 on 28th September 2017
Moderators to confirm ranks or provide changes	23:59 on 2nd October 2017

Contact us

If you have any queries please contact your relevant Operating Area contact (details available on the HIF GOV.UK webpage) or call 0300 1234 500.

Regards,

Housing Infrastructure Fund Team

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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 29 May 2018 08:17
To: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund: next steps

Hi S40(2)

I am not sure who your first point of contact is yet for this but I will let you know as soon as I know.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 25 May 2018 12:05
To: S40(2)
Subject: FW: Housing Infrastructure Fund: next steps

Hi S40(2)

Appreciate that you were on leave when I sent my first email, but is this a query you might be able to help us with at all?
Many thanks,

S40(2)

From: S40(2)
Sent: 09 May 2018 08:39
To: S40(2)
Subject: FW: Housing Infrastructure Fund: next steps

Good morning S40(2)

We received the attached letter from the Homes England team yesterday regarding the next stages for our HIF bid. It would be extremely helpful if you might have any insight as to who our contact in Homes England will be throughout the process.

The letter is a little vague with regards to when/who might be in touch.

Many thanks,

S40(2)


From: HIF [mailto:HIF@communities.gsi.gov.uk]
Sent: 08 May 2018 14:35
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund: next steps

Dear S40(2)

Please find attached a letter setting out the next steps for co-development.

All the best,
The HIF Team

Housing Infrastructure Fund
3rd | Fry Building | 2 Marsham Street | London | SW1P 4DF

 Ministry of Housing, Communities & Local Government

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S40(2)

From: S40(2) @hca.gsi.gov.uk>
Sent: 27 September 2017 16:01
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi S40(2)

I have two other to look at but will definitely manage to look at your bid by tonight and will send feedback.

S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 27/09/2017 15:27
To: S40(2)
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thank you very much for your email.

We are just waiting on confirmation on a few things for the final infrastructure cost for the bid, but it would be very helpful if I could circulate you a draft copy of the bid this afternoon?

I expect you will be very busy today, so please let me know if you won't realistically have time to look over.

Many thanks,

S40(2)

From: S40(2) @hca.gsi.gov.uk]
Sent: 26 September 2017 08:42
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi both

Hope you are well, thought I'd check in with you to see how you are getting on with your HIF bid with the deadline being this week.

If you need anything at all let me know, I'm happy to look through bids at any time.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 09 August 2017 14:21
To:
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thanks for your email and congratulations on your new role.

S40() and myself are coordinating Milton Keynes's bid for HIF and look forward to working with you.

Would it be possible to get a copy of the word document with the questions from the system – think you may have forgotten to attach them to this email, but would be really helpful.

Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) [redacted]@hca.gsi.gov.uk
Sent: 08 August 2017 08:47
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: [EXT] Housing Infrastructure Fund

Hi both

I am writing to you to introduce myself as I'm your new HCA contact following S40(2) [redacted] promotion. I have had an email from S40(2) [redacted] letting me know that you are the right people to speak to about any bids for the Housing Infrastructure Fund.

Along with S40(2) [redacted] I here I can answer any questions about the fund you might have. All of the bidding documentation is now available here: <https://www.gov.uk/government/publications/housing-infrastructure-fund> and I am attaching a Word document showing all of the questions you'll be asked when bidding (as the system won't let you look at all of these when you are completing the bidding forms).

Any questions, don't hesitate to contact me.

Kind Regards

S40(2) [redacted]

S40(2) [redacted]

Homes and Communities Agency
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [redacted] and Mobile: S40(2) [redacted]
homesandcommunities.co.uk



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If you need anything at all let me know, I'm happy to look through bids at any time.

Kind Regards

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Sent: 09 August 2017 14:21
To: S40(2)
Cc: S40(2)
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Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) @milton-keynes.gov.uk

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To: S40(2)
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Any questions, don't hesitate to contact me.

Kind Regards

S40(2)

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S40(2)

From: S40(2) @hca.gsi.gov.uk>
Sent: 18 August 2017 11:38
To: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi S40(2)

Thanks for your email, we are encouraging bids that make cohesive sense where housing or infrastructure requirements align, so not at all focusing just on County boundaries. We have asked that the upper tiers submit bids as we think it makes sense that for the strategic pieces of infrastructure bids should be led by the highest most strategic level of local government, but that doesn't mean that we are focusing on County boundaries for the bidding or assessment process at all.

Hope this helps! Will look forward to seeing you on Tuesday.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 18 August 2017 08:51
To: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Looking forward to meeting with you next week.

Have a quick query, we've heard that the HCA may be reviewing HIF bids on county footprints – would you be able to confirm for me if that is accurate?

Many thanks,

S40(2)

From: S40(2) @hca.gsi.gov.uk]
Sent: 10 August 2017 07:59
To: S40(2)
Cc: S40(2)
Subject: [EXT] Housing Infrastructure Fund

Both

Please find attached the Word document showing all of the questions for the HIF bidding process, let me know if you have any queries on anything.

I am actually ducking out of my meeting with S40(2) as S40(2) my boss will now attend that one as I am really focusing on the HIF at the moment so if you could let me know some dates when you are available in the next few weeks that would be great.

Unfortunately for work I'm off on the last week of August and first week of September.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 09 August 2017 14:21

To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: RE: Housing Infrastructure Fund

Hi S40(2) [REDACTED]

Thanks for your email and congratulations on your new role.

S40(2) [REDACTED] and myself are coordinating Milton Keynes's bid for HIF and look forward to working with you.

Would it be possible to get a copy of the word document with the questions from the system – think you may have forgotten to attach them to this email, but would be really helpful.

Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2) [REDACTED]
Policy Project Manager

T: 01908 S40(2) [REDACTED]
E: S40(2) [REDACTED] @milton-keynes.gov.uk

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From: S40(2) [REDACTED] @hca.gsi.gov.uk
Sent: 08 August 2017 08:47
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: [EXT] Housing Infrastructure Fund

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Any questions, don't hesitate to contact me.

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S40(2) [REDACTED]

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S40(2)

From: S40(2) @homesengland.gov.uk> on behalf of HIF
<HIF@homesengland.gov.uk>
Sent: 02 March 2018 12:25
To: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund Forward Funding Update

Hi S40(2)

Thank you for your email.

We will be in touch with Local Authorities on the outcome of their bid(s) in the coming weeks.

Regards

HIF Team

We launched as Homes England on 11 January 2018. Please note our email addresses have changed from hca.gsi.gov.uk to homesengland.gov.uk although emails sent to our old addresses will be forwarded for 12 months, it would be appreciated if you update your records to reflect this change

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 26 February 2018 12:51
To: S40(2)
Subject: FW: Housing Infrastructure Fund Forward Funding Update

Good afternoon,

Have there been any further update on timings since we received this email?

It would be very helpful to know if we are expecting to hear back from yourselves at the start or end of March regarding next steps.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) @hca.gsi.gov.uk] On Behalf Of HIF
Sent: 11 January 2018 11:36
To: HIF
Subject: [EXT] Housing Infrastructure Fund Forward Funding Update

Dear Applicant

We are writing to provide you with an update on progress regarding the Housing Infrastructure Fund.

The programme was significantly oversubscribed, demonstrating the high demand for HIF. Since the submission of Forward Funding expressions of interest at the end of September, Homes England (previously HCA) and Ministry of Housing, Communities and Local Government (previously DCLG) have been engaged in a detailed assessment process, incorporating the three key scoring criteria – Strategic Approach, Deliverability, and Value for Money.

We anticipate to start informing applicants whether their bid(s) have been shortlisted for the co-development phase from March 2018. As set out in the prospectus, moving on to this stage does not constitute an offer of HIF funding.

Details of the co-development phase will be provided with notification of shortlisting.

Regards

HIF Team

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S40(2)

From: S40(2) [redacted]@homesengland.gov.uk>
Sent: 02 November 2018 15:51
To: S40(2) [redacted]
Subject: [EXT] RE: MK East second co development meeting 30.10.18

Thanks very much S40(2). I'm just trying to get detail in writing from Steer on the 'do less ' scenario for you so I will chase this again early next week.

S40(2)

Sent from my Windows Phone

From: S40(2) [redacted]
Sent: 02/11/2018 11:18
To: S40(2) [redacted]
Subject: MK East second co development meeting 30.10.18

Hi S40(2)
Please find attached the action notes from Tuesday's meeting.
I've attached the full minutes in case you also wanted to review them, but we'll only be using them internally so probably not a worry.
Hoping to have the capacity funding ask proforma back to you soon and will organise a call for us to catch up mid week next week.

Many thanks,
S40(2)

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S40(2)

From: [S40(2)] [redacted]@homesengland.gov.uk>
Sent: 02 August 2018 17:05
To: S40(2) [redacted]
Subject: [EXT] RE: MKC HIF meeting - Early Sept

Thanks S40(2), I'm looking at dates that week with colleagues now.

I'll be in touch with SDG contact details if available shortly, I am asking a colleague if we are able to give these out or whether we have to wait until they contact each Local Authority.

I'll be in touch very soon for a catch-up call on a couple of points.

Kind Regards

S40(2)

From: S40(2) [redacted] S40(2) [redacted]@Milton-keynes.gov.uk]
Sent: 02 August 2018 09:32
To: S40(2) [redacted]
Subject: MKC HIF meeting - Early Sept

Hi S40(2)

Following our meeting on Monday, it would be great to get the next meeting with yourselves in the diary for early September.

Could we start with looking at dates in the w/c 10th September?

Please do also let me know if you have any contact details for SDG so we can get in touch with them directly.

I have also attached the correspondence I had with DfT back in May to answer their initial questions. If you need any more information from us on this please let me know.

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2) [redacted]@milton-keynes.gov.uk

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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 20 August 2018 11:50
To: S40(2); S40(2)
Cc: S40(2)
Subject: [EXT] Support ask proforma
Attachments: Support Plan - Request Form.docx

Both

We now have a proforma for the support ask which I have attached, if you could complete and return to us that would be really helpful.

Kind Regards

S40(2)

S40(2)

Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



Homes
England

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CO-DEVELOPMENT SUPPORT ASK

Project Details	CO-DEVELOPMENT SUPPORT ASK							
	Project Name							
	Bidding Authority							
	Completed by							
Expected Submission Window								
Support Ask		Progress to date	Additional Work Required (Outline type of work)	Support in Place (In house resource/ consultant support)	Type of Support Required (Cash Contribution /Specialist Support /Other)	Estimated Total Cost	Funding Secured (Identify sources)	Requested Amount
	<i>Example</i>	<i>Initial scoping work undertaken</i>	<i>Detailed feasibility work required</i>	<i>In-house team</i>	<i>Specialist support</i>	<i>£100k</i>	<i>£50k from LEP</i>	<i>£50k</i>
	Project Definition / Refinement							
	Strategic Case							
	Economic Case							
	Commercial Case							
	Financial Case							
	Management Case							
	Other (e.g. transport modelling, legal advice)							
								Total Funding

S40(2)

From: [S40(2)]@homesengland.gov.uk>
Sent: 25 March 2019 15:45
To: S40(2)
Subject: [EXT] S43(2) Milton Keynes East - HIF Assessment

S40(2)

Thank you for making the above HIF submission last Friday. I would like to commence the assessment process as soon as possible, and as such would like to arrange a site visit and meeting with you and representatives of the bid team and the assessment team, for a day next week. My preference is for Wednesday 3rd April. In anticipation of this, Clarification questions will be issued 29th March. In view of the forthcoming Easter holidays I'd like to try and get through the bulk of the clarification process in the next three weeks.

Please can you contact me with your availability for the site visit and clarification meeting.

I look forward to hearing from you.

Kind regards,

[S40(2)]
[S40(2)] Homes England

Tel: [S40(2)]
Mob: [S40(2)]
E : [S40(2)]@homesengland.gov.uk

Arpley House, 110 Birchwood Blvd, Birchwood, Warrington WA3 7QH



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From: HIF <HIF@homesengland.gov.uk>
Sent: 07 February 2019 19:08
To: HIF
Subject: [EXT] HIF FF Business Case Checklists
Attachments: HIF Economic Case - pre-submission checklist for bidders.docx; HIF Transport Requirement Checklist.docx; HIF Deliverability Cases_pre-submission checklist for bidders.docx; HIF FF Business Case Guidance.docx

Dear Bidders,

RE: SUBMISSION CHECKLIST

Following on from our email on the 15th November, we would like to remind bidders of the pre-submission checklists we previously sent out. Also attached is a transport requirement checklist which must be completed and attached to your submission.

These checklists will help to ensure that you are complying with the minimum requirements for the HIF programme. These checklists are complimentary to the requirements set out in HIF Business Case Guidance which still need to be met.

We strongly recommend you review these documents, as well as the HIF Business Case Guidance, ahead of your submission to ensure you are providing adequate information and are meeting the required standards.

Kind Regards

HIF Team

Housing Infrastructure Fund
T: 0300 1234 500
E: HIF@homesengland.gov.uk
Homes England

From: HIF
Sent: 15 November 2018 17:36
To: HIF
Subject: HIF FF Business Case Checklists and Question update

Dear Bidders,

To help you ensure that your economic case meets the required standards set out in the HIF Forward Funding Business Case Guidance, we have produced a pre-submission checklist (attached). You should use this checklist before submitting your final business case to make sure that your economic case is meeting our minimum requirements. We have also produced a similar checklist for the Commercial, Management and Financial Cases. **These checklists are complimentary to the requirements set out in HIF Business Case Guidance which still need to be met.** To note we have not provided a checklist for the Strategic Case as clarifications will be picked up in calls led by MHCLG.

We also wanted to make you aware that we will be making some minor changes to the business case template on the Homes England portal ahead of the December and March submission deadlines, mostly focused on the economic case. None of these changes require further work, but do clarify what information is presented where in the portal. We therefore advise you to familiarise yourself with some of the changes to the template ahead of submission. We have attached the revised word version of the Business Case questions – highlighting in yellow where additional clarifications / questions. The changes are due to go live on the portal tonight – this should not affect any information already completed.

Kind Regards

HIF Team

Housing Infrastructure Fund
T: 0300 1234 500
E: HIF@homesengland.gov.uk

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HIF Economic Case – pre-submission checklist for bidders

The purpose of this checklist is to help bidders assess whether their economic case meets the required standards set out in the HIF FF business case guidance. This is because once a bid is submitted, bidders will not have the opportunity to re-submit their bid.

In addition to this checklist, bidders should still ensure they meet all the requirements as set out in HIF economic case guidance. **However, at a minimum, if bidders do not feel they have adequately met the requirements listed below we would strongly recommend they contact Steer Economic Development to discuss, ahead of their submission.**

They can be contacted at:

HIF-LeadConsultant@steergroup.com

Requirements in line with HIF economic case guidance	Complete?
<p>A deadweight assessment has been provided in considerable detail, which at a <u>minimum</u> covers the below factors:</p> <ul style="list-style-type: none"> • An assessment of the dependency of the housing on the HIF funded infrastructure has been provided, <u>for each site individually</u>, so that the reason the infrastructure is required to deliver the housing can be scrutinised. • An estimate of the number of deadweight homes for each site individually, with the evidence underpinning these estimates, has been presented in significant detail. 	
<p>A displacement assessment has been provided in considerable detail, which at a minimum is informed by the below factors:</p> <ul style="list-style-type: none"> • Market displacement, taking into account housing need in the local areas as evidenced by house price signals. • The proportion of affordable housing provided as part of the scheme. • Displacement through the planning system. 	
<p>Local market specific evidence has been presented regarding any assumed annual uplift in land values (and 5% from MHCLG’s appraisal guide hasn’t been assumed before considering this evidence). This annual increase has been applied to both residential and current use land values.</p>	
<p>Current use value has been assumed to occur in the same year the residential land value is realised, based on housing completions (to gain the land value uplift).</p>	
<p>Modelling used to estimate the NPV of additional housing benefits has been attached, following the guidance as set out in the most recent FAQs document (see question “<i>What modelling should I attach with the economic case?</i>”, and attached at the end of this checklist)</p>	
<p>Land value uplift estimates are based on site-specific land values evidence, which has been presented with the economic case, to show how the land value uplift has been estimated.</p>	

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<p>The NPV of scheme costs table in the economic case includes <u>all</u> costs associated with the provision of the infrastructure; no costs have been omitted that are later referenced elsewhere in the business case.</p> <p>Key figures in the NPV of scheme costs will be used to estimate an initial BCR prior to moderation.</p>	
<p>There is no double counting of impacts (whether benefits of <u>costs, and whether financial or economic costs</u>) between the values provided in the NPV of scheme costs, NPV of external impacts of additional housing, NPV of infrastructure impacts, and NPV of additional housing benefits. Examples of potential double counting include but are not limited to developer profit and build costs which are already accounted for in the land value uplift estimates.</p>	
<p>Where dependency is modelled in line with WebTag A2.2, the case clearly shows how the housing is dependent on the proposed transport infrastructure and that in the absence of the transport scheme the existing network would not provide a reasonable level of service. This includes:</p> <ul style="list-style-type: none"> • Provide evidence that the transport infrastructure is the most suitable option to support the development. • Presenting the outputs of the transport modelling. • Presenting the definition used of reasonable level of service. • Presenting the number of homes that can be built before this definition of reasonable level of service is breached. • Evidencing the dependency of the housing on all the infrastructure asks, for each site individually, with the estimated deadweight for each site individually. <p>In addition to this modelling, other evidence of dependency can still be shown in order to present the best possible case of dependency, where this evidence exists and is relevant.</p>	
<p>All NPVs are in 2018/19 values, which means the following two adjustments have been made:</p> <ul style="list-style-type: none"> • All future benefit/costs have been discounted to 2018/19 values using the social discount rate in the Green Book, AND • All future benefit/costs have been adjusted to remove inflation and therefore values are in 2018/19 constant prices. 	
<p>A detailed level of modelling and other evidence to justify monetised external housing impacts has been provided. For transport impacts, Annex B in HIF business case guidance has been considered.</p>	
<p>A clear economic rationale for public sector intervention has been provided, which demonstrates why HIF funding is required.</p>	
<p>The Appraisal period is 60 years, running from 2018/19 to 2067/68</p>	
<p>The impacts of the infrastructure have been considered and monetised where possible. Any LVU from commercial development should also be included in this part of the business case template (and kept separate from LVU from residential development). As a bare minimum, the case must make clear that all significant negative impacts have been monetised where possible, and where not monetised, clearly explain the scale of</p>	

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impacts.	
The case coherently argues what the infrastructure will achieve, and shows how the intervention will lead to additional housing.	
The case has been cross-referenced against HIF specific economic case guidance (including Annexes in that guidance) to ensure it fully complies with requirements.	

What modelling should I attach with the economic case?

Regarding land value uplift estimates, all modelling used to derive the NPV of additional housing benefits should be attached with submission. All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and a profile number of dwellings completed, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.

HIF Transport Requirement Checklist –submission checklist for bidders

The purpose of this checklist is to help bidders ensure they provide the necessary documents related to transport for their bid. This is because once a bid is submitted bidders will not have the opportunity to re-submit their bid. This document should be reviewed whether your bid has a transport element or not – this is to ensure transport impacts of the additional housing is considered.

Bidders must complete and attach this document as part of their submission.

Bidders should still ensure they review the requirements as set out in HIF business case guidance. ***If bidders need support on the below we would strongly recommend they contact Steer Economic Development to discuss, ahead of their submission.*** They can be contacted at:

HIF-LeadConsultant@steergroup.com

Requirements	Complete?
Transport Modelling Documents Supplied	Y/N
Is there a clear link between housing proposed and transport intervention and is evidence provided?	Y/N
Model Validation Report Supplied?	Y/N
Confirmation that the transport modelling required is completed for the development (i.e. highway assignment model / variable demand model / public transport model / micro-simulation model / pedestrian model)	Y/N
Is the model used for appraisal older than 5 years?	Y/N
A summary of the methodology and assumptions used in the transport model (taken from documentation such as an LMVR, model forecasting report etc) is provided	Y/N
Evidence or analysis provided to show the impact of the transport schemes in terms of journey times, route choice, flows etc.	Y/N
If the scheme is a transport project - a summary of the methodology used to calculate the monetised benefits associated with the transport scheme (i.e. a TUBA assessment) is provided	Y/N
Is the deadweight reported?	Y/N
Have you tested the dependency (scenario P vs Q in TAG A2.2) and supplied evidence?	Y/N
Are transport external costs reported (the scenario R vs S in TAG A2.2)	Y/N

HIF Commercial, Financial and Management Cases

Pre-submission checklist for bidders

The purpose of the checklist is to highlight some of the key points that should be addressed in the respective Commercial, Financial and Management chapters of your submission. If you do not believe you are able to meet the requirements on this checklist, you should speak to your Homes England contact as soon as possible.

The checklist does not replace the HIF FF Business Case Guidance. Instead, it highlights some of the main points that assessors will look to understand during the assessment process. It is recognised that all projects are at different stages and that the level of detail available on the points below will vary accordingly. The more clarity and evidence that you can provide on these key points will help to strengthen your bid.

There are also pieces of evidence that help Home England robustly assess your bid and are strongly suggested to be submitted. This evidence will likely be requested during the clarification process if not provided with your initial submission:

- Site plans
- Planning status of sites
- Risk register, considering risks around infrastructure **and** housing delivery
- Existing land valuation
- Development appraisal
- Financial model
- Local housing market reports
- Land ownership plan
- Commercial strategy
- Infrastructure procurement strategy
- Housing procurement strategy
- Programme delivery plan
- Programme schedule, including key milestones and all key activities, e.g. procurement, delivery and dependencies
- Written letters of support, including from landowners and developers

Commercial Case	√
1. Market analysis – appropriate consideration has been given to the market’s ability to absorb the amount of proposed housing. Where relevant, this may take into account demand factors, such as employment and demographic trends, and how these match with the type and quantity of housing being proposed.	
2. Delivery Strategy for infrastructure and housing – as much clarity as possible on what the HIF infrastructure ask is; what infrastructure the private sector would provide; how the housing would come forward; and evidence that there is market appetite to deliver. Consideration given to key issues such as planning status and land ownership.	
3. Procurement strategy – identification of strategy and frameworks in place to manage procurement and evidence of a strong track-record. Where possible, clarity on how any strategy or framework would be adapted and applied specifically to the proposed HIF project.	
4. Procurement timetable – a clear timetable which considers the 2023 spend window and acknowledges any “pinch points” and dependencies in the	

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timescales as well as potential mitigation strategies to minimise slippage. Should also be reflected in the Management Case risk register.	
5. Approach to contract management – details on your approach to contract management, including a strategy for dispute/disagreement resolution.	

Financial Case	√
1. Link between infrastructure and housing and HIF funding – clarity on which elements of infrastructure will be funded by HIF and how each element directly contributes to unlocking housing. This consideration should be given on a site-by-site basis.	
2. Fully costed and funding sources identified – evidence that all infrastructure required to unlock the housing has been identified (including land acquisition), that there is an identified funding source for each element, and a strategy as to how it is being/will be secured.	
3. Evidence that private sector funding has been maximised – evidence that funding from the private sector has or will be secured where required and of the market failure as to why the amount being asked from HIF cannot be obtained elsewhere.	
4. Grant recovery – where possible, any consideration given to recovery, how a recovery mechanism could work in practice and identification of any projects where recovered funding could be directed.	
5. Cost overruns – consideration of how cost overruns would be managed, considering how any contingency would be managed, utilised and profiled and also how cost overruns would be dealt with in practical terms (e.g. who would be the responsible parties?).	

Management Case	√
1. Quality of the management plan, project governance and resource – a well-developed project management and governance plan, which sets out what resource would be needed and how additional resource would be provided, including an organogram if possible. Please make these bespoke to the business case rather than generic text.	
2. Delivery programme, including feasibility of timescales – a clear delivery programme for both infrastructure and housing that outlines project milestones and realistic dates for achieving these. Should include land acquisition and dependencies and provide information on a site specific basis.	
3. Track record of delivering infrastructure projects – demonstrate a capability to deliver the scheme with evidence of delivering similar infrastructure projects before, where possible.	
4. Project assurance and monitoring – a robust approach to assurance, and	

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<p>monitoring, with a clear understanding of who will undertake it. Please make these bespoke to the business case rather than generic text.</p>	
<p>5. Delivery risks, dependencies and mitigation – a detailed risk register, mitigation strategy and where appropriate, a quantified risk register. These should consider (but not be limited to) infrastructure delivery, certainty of housing delivery, dependencies and relationships with key stakeholders.</p>	



Ministry of Housing,
Communities &
Local Government



Homes
England

Housing Infrastructure Fund

Forward Funding: Business Case Guidance

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Introduction

Opening Statement

One of the Government's top priorities is to help deliver more homes where they are needed most. We are committed to supporting the development of infrastructure to deliver transformational housing growth, unlocking new homes in areas of greatest housing demand. Without the right infrastructure, no new community will thrive; and no existing community will welcome new housing if it places a strain on local services.

On 21 March 2018, we announced that through the Housing Infrastructure Fund (HIF) we will be working with 45 areas across England to develop projects that will deliver vital strategic infrastructure projects – including roads, flood defences and schools – to unlock housing now and for generations to come.

Role of the Business Case

Through co-development, we will support and challenge local authorities to develop their project and Business Case. Local authorities have been contacted separately about the support available through co-development. Participation in co-development does not guarantee HIF funding and any decision is subject to the assessment of the Business Case and Ministerial decision.

The structure of the Business Case is similar to the initial Expression of Interest, but much more detailed information is required at this stage. Local authorities are asked to respond to a number of questions based on Her Majesty's Treasury's Five Case Public Sector Business Case Model to ensure the best possible value from spending public money is delivered.

This bespoke document aligns with the requirements of an Outline Business Case with questions designed to focus on efficient and effective delivery of housing growth in the right areas. The Business Case will inform our funding decisions, with funding certainty offered to successful bids alongside any relevant conditions.

The high-level objectives for each section of the Business Case are as follows:

- **Strategic Case** – here we are looking for a credible and ambitious long-term vision for the local area, with clear objectives and evidence demonstrating how infrastructure investment will support local housing development and growth. The project should demonstrate strong local leadership, encourage diversity in the housing market, and show clearly how it delivers local and national policy objectives.
- **Economic Case** – HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the amount of HIF funding each requires. Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this all benefits,

disbenefits and costs will be taken into account. This will enable funding decisions to be taken with a view of the overall value for money of funding the scheme, with wider expected impacts fully understood.

- **Commercial Case** – demonstrating an effective route to delivery is a vital part of the business case. The purpose of this section is to consider the best way of delivering the preferred option. Through the commercial case, applicants will need to demonstrate that, through the delivery mechanism, there is a clear understanding of the local market and a real and credible route to delivery. We would expect this section to outline the envisaged deal structure for delivery of both the homes and the infrastructure, and the key contractual clauses and payment mechanisms as well as the transfer of risk.
- **Financial Case** – in this case, we will be looking for a clear understanding of the financial impact of the preferred option. We will be looking to understand the cost of the project both for the request of the HIF and the wider project costs required to deliver the houses. In addition applicants should demonstrate a clear plan to ensure projects are fully funded, including sources and timelines. The intention of HIF is not to displace other sources of infrastructure funding, but to create confidence at an early stage in a scheme that will attract other private and public sector money, we therefore expect authorities to maximize the use of other funding sources available. The case will also consider the ability of a local authority to recover the funding, which can be retained to support more housing delivery in the future. In return, we expect schemes to be ambitious, well managed, and to attract much wider economic investment and growth.
- **Management Case** – in this section, we will require applicants to set out their delivery plans for both the infrastructure and the subsequent housing and demonstrate that the preferred option can be delivered successfully. We wish to see evidence that there is a clear, realistic and adequate plan to deliver the infrastructure; there is a clear link between the provision of the infrastructure and the delivery of the homes; and all the key delivery partners are working together effectively. This case should set up clear management responsibilities, governance and reporting arrangements. It should also include a delivery plan or programme with clear milestones which relate to but are at a more detailed level than contractual milestones. Where significant change management is involved, a change management and stakeholder management plan should be included.

Together we must continue to show ambition and determination to build more houses that people want to live in, in the places they want to live. We thank you for all your work to date and look forward to working closely and collaboratively over the coming months and years to deliver the vital infrastructure to unlock the homes this country so desperately needs.

Purpose of this document

This guide is for those Local Authorities submitting Business Cases for shortlisted 'Forward Funding' schemes as part of the Housing Infrastructure Fund. It provides support and guidance to complete the online Business Case form. The document accompanies the 'Quick Start Guide' and the Forward Funding Business Case Questions document.

This guide should also be read in conjunction with the prospectus and the detailed guidance document for Forward Funding which sets out more detail on the bidding process and timetable. These documents can be found on the Housing Infrastructure Fund [webpage](#) or by searching for 'Housing Infrastructure Fund' via www.gov.uk

The Business Case online form seeks to obtain information to enable the assessment of the suitability of the proposed scheme to identify which proposals to fund through the Forward Funding element of the Housing Infrastructure Fund.

Business Cases can be submitted to meet any of the three following assessment windows:

Submit By	Decision
10 September 2018	Funding decisions expected from Nov 2018
3 December 2018	funding decisions expected from March 2019
22 March 2019	funding decisions expected from June 2019

If you have any queries about writing your Business Cases, you should contact your co-development lead in the first instance. For any technical queries about the portal, please contact us at 0300 1234 500 or email HIF@homesengland.gov.uk.

Responses

Before completing and submitting their responses, applicants should re-read the prospectus, supporting guidance for Forward Funding and all instructions contained within this document carefully as these relate to key information to be submitted through the online form. Further support can be provided through your co-development leads.

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

Bids can only be submitted via the online form which is available through the Homes England Partner Portal. Guidance on how to access the Portal can be found in the Quick Start Guidance which will be sent via email when the online form is live.

Changes to information

If changes occur after the Business Case has been submitted but before the deadline for the appropriate assessment window, then you will need to contact us via the email address HIF@homesengland.gov.uk as you will not be able to edit your Business Case

once submitted. We will 'unsubmit' your Business Case so that it can be amended as required and resubmitted. Upon your Business Case being 'unsubmitted' by us, you will receive an automated email notifying you that you can make changes and re-submit. You do not need to complete and send in another online form.

If you do not resubmit your bid before the deadline for the appropriate window the Agency reserves the right to exclude it from that assessment period. In addition, if changes are notified after the Business Case submission deadline, the Agency reserves the right not to accept any late alterations, however, bidders may choose to 'pull' their bid to make a later submission deadline.

Format of responses

Applicants are requested to submit **one** online form and supporting documentation **per scheme**. Through co-development changes from your EOI submission may be agreed for example:

- your original EOI may be best taken forward as two or more separate schemes – in this case you will need to submit a Business Case for each of these schemes; or
- two or more of your EOIs should be merged to create one coherent scheme – in this case you will need to submit one Business Case.

Please speak to your co-development lead for further information.

You will be prompted throughout the form to attach required supporting documents to support your answers.

All business cases must include the mandatory documents listed below; you will not be able to submit your bid without these.

- scheme plan(s)
- economic modelling
- costplan
- cashflow
- Governance Organogram
- Outline Delivery Programme
- Risk Register
- Section 151 officer signoff

You are also encouraged to attach any relevant supporting documentation where requested.

In addition, for each case, applicants are able to submit relevant supporting information to support their cases and ensure they are all well evidenced. During co-development, your Homes England Technical Lead may discuss additional information to support your five cases that will be required for assessment (above the responses provided to the specific questions). A question at the end of each case will allow you to provide this information.

To note: this information and attachments will be considered during assessment and may detrimentally affect your bid if not included.

All Business Cases submitted will receive an automated email to acknowledge receipt.

Eligibility of Applications

Business Cases for shortlisted projects will be accepted providing they still meet the eligibility criteria set out in the prospectus, which is available on the Housing Infrastructure Fund [webpage](#).

To note: since the launch of the fund the budget period has been extended and therefore schemes should demonstrate their ability to spend by March 2023 in their Business Case.

Accuracy of Information

It is the applicant's responsibility to ensure that all the information supplied in their response is up-to-date and accurate. Failure to provide clear and unambiguous information may result in the application being considered as incomplete or ineligible. Applicants should ensure that data in the Outline Delivery Programme and other supporting documents are consistent with that completed via the online form. Where there is any inconsistent data, the data entered in the online form will take precedence.

Business Case online form

Format

This guidance is related to the questions that will be required to complete the online portal. Whilst we have prepared a Word version for your information and to help you prepare your Business Case **this will not be accepted as a form of submission.** All Business Cases will be required to be submitted by completing the questions on the Homes England HIF portal.

To note: the portal will not be available until mid-July 2018 when we will provide guidance on how to access and use the online form. Please be aware you will need your EOI login details.

As per the EOI, only the **uppermost tiers** are eligible to apply for Forward Funding – this includes: The Greater London Authority, Combined Authorities and single and upper tier authorities, where they are **outside London and combined authority areas.**

The form can be completed on behalf of an eligible authority **providing** it has the consent of that authority. In these instances, it is expected that a letter of support will be attached from the eligible authority in the 'Strategic Approach' section of the online form.

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

- Bid and Contact details
- The Project
- Strategic Case
- Options Appraisal
- Economic Case
- Commercial Case
- Financial Case
- Project Management Case
- Project sign-off

It should be noted that text sections will have character limits (as opposed to word limits), if you are completing your form offline in the first instance you should bare this limits in mind. As a helpful guide, 1,000 characters is roughly ¼ sheet of A4 or 150-170 words.

Bid and Contact Details

Bidding Authority

The Bidding Authority will be set from your original EOI and cannot be changed.

Joint bids

All joint bids require a single local authority to be identified as the lead bidding authority ('lead bidder'). Other authorities that are party to the bid can be entered on the form (detailed below); these can be different from the authorities provided at EOI stage.

To list the other members of the joint bid, please select 'yes' to the question 'Is it a joint bid with other authorities'. You will then be able to select which local authorities these are by typing the name of the local authority and clicking 'Add', you are able to add multiple local authorities through this process.

Contact details

Please provide contact details for the lead contact making the bid. As a default the fields will be populated with the contact details provided when registering with the Partner Portal. You will have the ability to update your details if these are not correct.

If you are an agent or consultant, applying on behalf of a local authority, you will need to indicate as such here, and provide details of a named contact at the local authority.

Responsible Officer

If the person making the bid is not the lead responsible officer for the project in the authority, please provide the name and contact details of this person.

The Project

In this section, applicants are required to provide specific information about the proposal and what will be delivered through HIF and the wider project. As part of our assessment of your Business Case, it is critical we can understand: the detail of what your proposal is; what infrastructure government is being asked to fund and how it directly links to housing delivery; where the scheme is located and the wider impacts of your scheme.

Project Summary

In your Executive Summary, you should summarise the proposal (including amount of funding and what the scheme will be delivering), outlining high-level details of what is being requested and why Government should be supportive of the request (this should include a high level overview of the market failure and homes unlocked). This should also summarise your delivery arrangements for the infrastructure and your outline strategy for bringing forward the housing.

This should be read as a standalone summary for your project, independent of the rest of the Business Case.

For your project overview and scope, you should provide a clear overview of the project, including the infrastructure funded through HIF and the wider project. It also provides an opportunity to summarise the strengths, challenges and inter-dependencies of the proposal. This question should allow the assessors to clearly understand what the project entails and will deliver.

Site Details

Through assessment of the Business Cases, assessors will be looking for a clear link between the provision of infrastructure and the delivery of homes. We therefore have asked for specific site level data to understand how the HIF funded infrastructure relates to housing sites which will be benefitting.

For the answers in this section, you should provide the requested details of the sites that relate to the project, including the housing sites that will be unlocked by HIF funded infrastructure. If you have multiple parts to your scheme, you may wish to distinguish this in the site name (i.e. Part A – Site 1 / Part A – Site 2 / Part B – Site 1 etc.)

Site boundaries

As required in the FF EOI, you will need to indicate where the housing sites will be located using a map tool. Further instructions on using this tool will be provided in the Quick Start Guide.

Scheme plans

Where possible, you should provide site plans for both the infrastructure and housing related to your bid. In addition, you will need to provide a plan that contains where any off-site infrastructure is located relative to the housing sites. You will be able to provide multiple attachments.

Planning Status

Please provide the planning status of each housing site detailed in table 1.2.2. The planning status will be a dropdown box and you will be able to select multiple planning

statuses if required – please provide further detail of these instances (such as number of units) in the commentary in these cases. If the site has achieved either outline or detailed planning you will be required to provide references for these – multiple references can be given.

Tenures

Please provide the expected percentages under the given tenures – these should be percentages for the total units the scheme will deliver. As highlighted in previous guidance HIF will not have a required % of affordable homes for schemes as this is considered a local planning matter and is up to the authority to set an appropriate amount of affordable housing for schemes in their areas. If your scheme includes any units of student accommodation or care home units you may include the percentage of the total units under ‘other’.

Infrastructure Requirements

These questions relate to the infrastructure that will be funded through HIF (as opposed to wider infrastructure requirements for the scheme).

Please tick all applicable boxes of the type of infrastructure that will be funded through the HIF grant.

To note – for ‘Utility Capacity Reinforcement’ this could include water treatment plant or electricity grid connections whilst ‘Utility Network Extension’ will be to create the utility networks throughout the development, including, but not limited to, electricity, water, waste water, gas and telecoms.

For the detailed table related to the infrastructure selected in table 1.3.1, you will be required to establish the link between the infrastructure to be funded through HIF and how this will contribute to unlocking the housing sites. For each selected infrastructure type you should provide a description of the infrastructure, the specific link to the housing and which site/s will benefit from the provision.

An example table is provided below:

Option selected	Description of infrastructure requirement	Amount of HIF funding required	Link to Housing	Site/s benefitting
Road/ Highway - other	Spine Road through core development sites	£25m	Spine road required to link North and South of full development area (3 sites) and provide access to nearby train station which will establish new site as commuter area	Site A / B / C
Land assembly	Option to purchase land required for spine road	£20m	Land needed to deliver optimum spine road route which will unlock the housing site	Sites A / B / C
Land remediation	Part of total housing site is former factory which will need remediation to be developed	£5m	Site required to be remediated before housing development can begin	Site C
		£50m		

In text applicants will also need to clearly provide further explanation around how the housing will be directly unlocked by the specific infrastructure required i.e. if the bid requests funding for a road, the bid would need to set out the housing sites that the road would unlock, and why these homes could not come forward without this specific

of infrastructure. Bidders are invited to submit any additional supporting information for example as evidence of planning obligations, local plan requirements or transport capacity studies.

Wider development impacts

As part of the assessment process, MHCLG and Homes England are working closely with Other Government Departments to ensure that they are sighted on the infrastructure and subsequent housing planned to be delivered through successful HIF projects. This is so any impacts can be assessed, where relevant, by the appropriate Government Department. This process does not impact on the standard planning processes which all schemes will still be subject to.

These questions will help us to consider the wider impacts (other than housing) through the proposed development.

Based on which infrastructure types to be funded through HIF, you will need to answer a subset of the questions (as demonstrated in the accompanying question template).

Transport Network

All projects, regardless of whether the HIF ask is directly for transport infrastructure, will need to detail what impact the scheme will have on the transport network. You should refer to the Economic Case guidance, which covers further detail on transport requirements, for documents you may wish to make reference to here. Please note that any detailed information and supporting documentation should be included within the Economic Case and only referenced here. Content within this section should not replace or replicate any detailed information in the Economic Case.

Education Provision

Applicants will need to demonstrate that consideration has been given to long-term education provision in the area.

If education provision is included within the bid, then details of education phase, school type, opening date, pupil capacity and pupil yield should be provided for all proposed schools.

If education is not a type of physical infrastructure to be funded through HIF, you will only need to provide an explanation of how new school places resulting from future housing development will be accommodated.

Utilities

We want to understand what consideration you have given to the new electricity capacity requirements arising from the scheme and future housing delivery.

To support this you should provide details of how you have engaged with your Distribution Network Operator

In addition, we want to understand what assessment you have made of wider utility provision including, but not limited to, water, waste water, gas and telecoms. This will be particularly relevant where additional utilities will need to be delivered for the scheme specifically, but we also want to understand what consideration has been given to future housing development.

Where you have not identified utility provisions to be required as part of HIF funding you will need to provide details of how you have assessed these are not necessary, or how they will be provided through alternative routes.

Healthcare

We want to understand whether you have given consideration to local health and care services in line with future housing delivery, and whether you have had any engagement with the NHS through your local Sustainability and Transformation Partnership. More information on STPs can be found [here](#) and details of STPs in specific area partnerships are available [here](#).

Additional Information

Applicants should use this section if there is any additional information they want to include to help define their project. During co-development, your Homes England Technical Lead may discuss additional information that will be required for assessment (above the responses provided to the specific questions) which will help with the explanation of your project and the associated deliverables. You should include this information here – attachments may be added if relevant.

Strategic Case

The Strategic Case should set out a vision for the area with clear objectives and evidence demonstrating how infrastructure investment will support local housing development and growth. The scheme should demonstrate strong local leadership, encourage diversity in the housing market and show clearly how it delivers local and national policy objectives.

Strategic Approach

Applicants should demonstrate a credible and ambitious long-term vision for their area, with strong evidence of how investment in infrastructure will continue to support housing and wider economic growth in existing and future communities. This may include how funding will unlock land for significant numbers of new homes that can be absorbed by the local area.

Local Housing Requirements

Applicants should demonstrate an evidence-based understanding of local housing requirements, including the types of housing needed for planned growth, and how this scheme will directly support the delivery of an ambitious long-term housing solution for their area.

Assessment of the local housing requirements could be reflected in price signals, and should reference Local Housing Need and/or other data sources or studies undertaken.

Local Support

You are encouraged to provide relevant evidence of support from named public and private stakeholders, demonstrating how you are working across boundaries with local and private partners. In your response, please identify all local electoral boundary(ies) that the scheme sits within or borders and, where applicable, demonstrate any engagement you have had with the relevant stakeholder(s).

This section should also detail evidence of local support and include how the scheme is represented in local plans and policies that have been consulted upon and adopted.

Evidence of support could include written letters of support, scheme promotion material demonstrating how you are working with the local community, collaboration agreements with other relevant local authorities or communication between supportive development partners. Where your scheme is dependent on the support of other key stakeholders, we would encourage you to evidence their support (for example other landowners). Where evidence is not available, you will need to provide details of why this is the case.

High-scoring bids will demonstrate support from a range of public and private stakeholders and clear examples of working across geographical boundaries where working-level arrangements/agreements and governance structures may already be in place.

Meeting Housing Policy Objectives

In this answer, you should demonstrate how the scheme will support the Government's ambitions as highlighted in the Housing White Paper. Whilst the primary objective is to build more homes, the Paper outlines the need to build more homes, of the type people want to live in, in the places they want to live.

We have not been prescriptive of how your scheme may support these ambitions however this may include: diversifying the housing market by supporting Small and Medium Sized Enterprises (definition below); utilising Modern Methods of Construction such as Self-Build; other means of encouraging new entrants such as parceling up land to deliver housing; supporting Government's ambitions for Garden Towns and Villages; or unlocking public sector and local authority land for housing development.

Applicants should set out any credible plans for meeting these ambitions, demonstrating why they are taking the proposed approach, and how it will work at a local level.

SME definition

For the purpose of defining an SME we use the EU definition:

A small or medium-sized enterprise is defined as a business or company:

- *that has fewer than 250 employees; and*
- *has either (a) annual turnover not exceeding €50 million (approximately £40 million) or (b) an annual balance-sheet total not exceeding €43 million (approximately £34 million); and*
- *of whose capital or voting rights, 25 per cent or more is not owned by one enterprise, or jointly by several enterprises, that fall outside this definition of an SME. This threshold may be exceeded in the following two cases: (a) if the enterprise is held by public investment corporations, venture capital companies or institutional investors provided no control is exercised either individually or jointly, or (b) if the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not owned as to 25% or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME*

Scheme Objectives

This section is concerned with defining the spending objectives for the scheme in terms of the desired outcomes and 'where we want to be', within the context of the Strategic Approach.

You should provide a set of clear, concise and time-specific objectives for your scheme. These must be SMART – **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime constrained – to give a clear understanding of what you will achieve and provide a foundation for post-implementation review and evaluation.

Your objectives could include delivery of numbers of homes on specific sites on a defined timescale, along with other factors such as housing market diversification, affordable housing, tenure type, revenue generation and local job creation.

Critical Success Factors

Critical success factors (CSFs) are attributes essential to the successful delivery of the scheme. They will vary from in content and relative importance, but they must be crucial (not desirable) elements of delivery.

Please list the CSFs against which you will assess the successful delivery of the programme. As a starting point, projects should consider the following CSFs which are

predicated on the 'Five Case Model':

Key CSFs	Broad description
Strategic fit and need	How well the scheme: <ul style="list-style-type: none"> • Meets local housing need • Fits with wider strategic vision, programmes and projects.
Value for Money	How well the scheme: <ul style="list-style-type: none"> • Maximises the return on the required spend (benefits optimisation) in terms of economy, efficiency and effectiveness from both the perspective of the local authority and wider society. • Minimises associated risks.
Potential achievability	How well the scheme: <ul style="list-style-type: none"> • is likely to be delivered in view of the organisation's ability to assimilate, adapt and respond to the required level of change • Matches the level of available skills which are required for successful delivery.
Supply-side capacity and capability	How well the scheme: <ul style="list-style-type: none"> • Matches the ability of the service providers to deliver the required level of services and business functionality • Appeals to the supply-side.
Potential affordability	How well the scheme: <ul style="list-style-type: none"> • Meets the sourcing policy of the local authority • Demonstrates the availability/reliability of additional funding sources that form part of this bid

Rationale for Intervention

The Housing Infrastructure Fund has been designed to support schemes that cannot happen without the financial support of this Fund but would still offer a net benefit to society. It could be, for example, that this funding is needed because the infrastructure provision is at such a scale that it requires upfront public sector commitment.

Market failure occurs where the market alone cannot achieve an economically efficient outcome. In the case of Forward Funding, this will occur when there is a need to provide infrastructure that no developers would be able or willing to fund, even collectively. Bids will need to set out who would benefit from the infrastructure, who will be paying towards it, and why those benefiting cannot pay the full costs upfront.

Through your answer, you should be able to clearly demonstrate how the scheme addresses an existing market failure and the economic rationale for government intervention, outlining the economic reasons as to why the private sector would not provide the scheme without it. This also applies if the land is publicly owned.

Your answer should also detail the existing arrangements for delivering the scheme and why these are not considered a sufficient solution to achieve the scheme objectives.

Guidance on demonstrating market failure was set out in the [bid documentation for](#)

[Forward Funding](#), and the HMT Green Book provides further detail. Bidders may be asked to submit further evidence to support their case such as cashflow or viability summaries.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the strategic case for their bid.

Options Appraisal

In this section, you will be required to demonstrate what other options or funding streams have been considered and what would happen if your bid is not successful.

Considerations in this section should be given to:

- Why HIF funding is right for the proposal and the benefits of this option
- Other options available – HIF funding should not displace other sources of funding available. Bids should demonstrate what other alternatives have been looked at and why these are not suitable.
- Why the scheme could not happen without the support of the Fund.

Outline of Options

Options considered during co-development

During co-development, we will be working with you to develop proposals and to provide a challenge function to ensure a range of options are considered and the optimum solution is taken forward. This process will form part of the development of long-listed options considered for the scheme and therefore will not be required in your Business Case. However, the options considered during co-development should be documented and a summary provided in this section.

Shortlisted Options

We will ask you to provide key metrics for your shortlisted options which must, as a minimum, include: with requested HIF funding; with a reduced amount of HIF funding; and do nothing (no HIF funding). You will have the option to add additional considered options if wished. For the 'reduced amount of HIF funding' option we have not been prescriptive on what the reduced amount is as this will be individual to schemes dependent on viable alternative options considered.

As a minimum in your summaries you should include what the option will deliver, cost and funding implications and timescales.

Options Analysis

In this section, you should provide an analysis of the risks / constraints / inter-dependencies / exit strategic and summary economic appraisals for all of the shortlisted options. Please note – you will be required to provide further detail on these areas for your preferred option (with HIF funding) throughout the Business Case, so please limit your response in this section to key considerations and overview.

Strategic Risks

In this table, you should summarise some of the key risks of each option and provide the likelihood and impact if that option were to be taken forward. These risks may include the impacts to the delivery of the scheme (such as associated delays / reduced scale of the scheme) but also wider associated risks such as limitations of area growth or meeting housing targets.)

You should provide a risk rating for likelihood and impact of the risk using High / Medium High / Medium Low / Low.

An example table is provided below:

Option	Strategic Risk	Likelihood	Impact
100% HIF funding with council acting as master developer	This option offers a clear pathway to achieving infrastructure development in principle but there is still work to be done in terms of the detail of arrangements and as such risks of delay remain if all the parties cannot come to agreement. Having agreed a way forward, the council's investment would be subject to risks associated with any housing development project, namely cost overruns, delays and housing market downturns; there is no reason to suggest that such risks could not be mitigated through robust project management however.	Medium	Medium
50% HIF funding to acquire part of the site.	Acquisition of part of the site alone is unlikely to unlock the infrastructure challenges facing the scheme, although it would increase council's ability to influence negotiations between the parties. It is likely that there would be delays in implementing a scheme whilst issues are resolved and also that further investment would be required which would need to be identified.	High	High
Current situation - allowing market to deliver (Do nothing)	Delivery of the scheme is highly uncertain without public sector intervention. There is therefore a risk of either lengthy delays to development and/or a significantly smaller scale, piecemeal development being built out. As the land ownership is in a consortia of private sector promoters and landowners it is likely that only one phase will initially come forward in the foreseeable future - reducing the scheme by two thirds	Medium	High
Loan funding for infrastructure	To deliver the full scheme all promoters and land owners would need to enter into an overarching collaboration agreement and to either establish a legal entity or to identify a lead party to act as the borrower of loan with ultimate responsibility for delivery and repayment of the loan. The promoters have indicated that they do not favour this approach and there is no guarantee that a workable structure can be achieved. It is possible for phase one to continue on its own but this would result in a disjointed scheme with no assurance that the remaining phases would come forward - lowering the expected quality of the overall development and lowering the potential value uplift of the coordinated scheme. At best there are likely to be further delays whilst negotiations continue.	High	Medium

Constraints

Please provide the top constraints/limitations with taking forward each of the shortlisted options – for example, the requirement of partners to enter into suitable agreements or requiring a wider strategic solution than the options proposed.

Interdependencies

Please outline the key interdependencies of delivering each option - for example agreements required between parties or securing a CPO.

Exit strategy

Please provide details of your proposed exit strategy for each option, this may not be applicable in the 'do-nothing' options if the scheme would not involve any local authority intervention.

Economic Appraisal

All shortlisted options should be appraised and the results summarised in this section to demonstrate that, economically, the preferred option delivers the best value for money. Options should be appraised relative to the do nothing (no HIF funding) option. A full economic appraisal of the preferred option should be included in your economic

case, with a less detailed assessment undertaken for other shortlisted options.

Options Summary

In your response, you should clearly state why the other shortlisted options have been discounted and why the preferred option with HIF funding presents the optimum solution. You should refer back to how this option performs against the scheme objectives and critical success factors highlighted in your strategic case as well as highlighting any other key benefits of the preferred approach.

Please also highlight the impact on the scheme and, where relevant, wider knock-on impacts that would occur as a result of HIF funding not being awarded.

Economic Case

In this section you will be required to provide your economic justification for your bid which must be compliant with the guidance below. You should ensure that the economic case aligns with the other sections of the Business Case.

HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires. Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account. This will enable funding decisions to be taken with a view of the overall value for money of funding the scheme, with wider expected impacts fully understood.

The economic case must be fully compliant with HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for Transport (DfT) WebTAG guidance. If economic cases submitted differ substantially from the approach and requirements set out therein, this must be clearly explained. An updated version of the MHCLG appraisal guide is expected over the summer and bidders should reflect any updates contained within it in their economic case. Bidders will be notified when this guidance is published.

The below provides supplementary guidance on how the respective pieces of guidance should be used for the purposes of HIF. The aim is to ensure sufficient detail and consistency across the economic cases submitted to enable a robust assessment.

For schemes where there is a transport element, further support will be available to determine what will be considered proportionate for your scheme. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network. Specific economic support will be available during co-development; however this will be after initial inception meetings are held.

Key output metrics and explanations will be required specifically on the portal, however modelling done as part of the economic case should be attached in a readable format alongside the written case.

Key outputs

There are six main outputs that your economic case should provide. Under these, a number of assumptions need to be presented explicitly to enable an assessment of the consistency across bids. These outputs will be combined to compare the value for money of projects as explained above.

- A. A clear economic rationale for public sector intervention. *This should be set out in the Strategic Case (Q. 2.5).*
- B. The estimated net present value (NPV) of housing benefits.
- C. The NPV of the external impacts of additional housing.
- D. The NPV of infrastructure impacts, and any other monetised impacts not captured above.
- E. The NPV of scheme costs (public and private sector).
- F. A description of any non-monetised benefits, dis-benefits and costs.

Throughout the economic case:

- The appraisal period should be 60 years, running from 2018/19 to 2067/68.
- The discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.
- All net present values provided should be in 2018/19 prices.

NPV of housing benefits.

For this question you will need to provide the key outputs and metrics in question 4.1.1 to 4.1.5 and provide a detailed explanation of the method and assumptions underlying these estimates, as per the guidance below, in question 4.1.6.

HIF is targeted at unlocking the economic benefits from new housing. These should be monetised using **land value uplift**, which represents the economic benefits of converting land into a more productive use. Land value uplift is calculated as the difference between the value of the land in its new use, minus the value in its previous use. Please see the MHCLG Appraisal Guide and Annex A2.3 of the Green Book for further detail.

To do this, bidders will need to estimate **site-specific land values** - guidance on how this should be done, to complement guidance in the MHCLG Appraisal Guide, is given in Annex A of this document. If the project involves multiple housing sites this should be broken down by site.

The total land value uplift on a site will provide the gross economic benefit of the residential development. It will then be necessary to estimate how much of this economic benefit is genuinely **additional**; that is, how much development would have occurred in the absence of the intervention. An estimated additionality factor must be applied to ensure that only the proportion of housing benefits which are genuinely additional are counted. The additionality factor applied should depend on assessments of **deadweight** and **displacement**, as outlined in the MHCLG Appraisal Guide and below.

Deadweight, in the context of HIF, refers to development that would have happened on the site(s) without government intervention. The deadweight assessment must therefore take account of which parts of the scheme could still be delivered in the absence of public sector intervention (in this case, HIF). It must also account for, and clearly explain, the dependency of the housing on the infrastructure being provided. Where multiple sites or pieces of infrastructure are involved this dependency must be shown for each individually. For transport schemes promoters should provide evidence that the delivery of proposed housing is dependent on the proposed transport infrastructure and that in the absence of the transport scheme the existing network would not provide a reasonable level of service (for example, a transport assessment or dependent development test set out in WebTAG unit A2.2). Estimating the proportion of the benefits which are deadweight will be based on the characteristics of the specific site, and will be a judgement that must be made and justified by the local authority that is submitting the bid.

Displacement reflects two possibilities: firstly, that bringing forward a new site within a local housing market may crowd out other private sector investment; and secondly, that housing development unlocked by new infrastructure may prevent other new sites coming forward through the planning system. Typically, market displacement will be higher where housing need is lower, or equivalently where the gap between supply and demand is smaller¹. Housing need and house price signals in the local area must

¹ Or put differently where the amount of latent demand is smaller.

therefore be extensively evidenced as part of market displacement assessments². Displacement is also likely to be lower where affordable housing is being provided. Displacement in the planning system will be lower if a local authority is trying to actively increase the amount of land brought forward for housing. Bidders must assess and extensively evidence all of these factors when estimating the extent to which displacement will occur.

To note: it is highly unlikely a housing intervention of this type would ever be at or close to 100% additional and any bids claiming this to be the case will be subject to significant scrutiny.

In summary, the explanation in question 4.1.6 should explain how the estimate at 4.1.1 has been derived. It should reference and explain estimates in questions 4.1.2 to 4.1.5 as part of this. All estimates should align with other parts of the Business Case, such as the site details provided in section 1.2.

The NPV of the external impacts of additional housing.

For this question, you should provide a summary and NPV **of each** monetised impact in the table in question 4.2.1 and provide related explanation and evidence of the method and assumptions used for each of these under question 4.2.2.

This should include any monetised benefits and costs deriving from the additional housing which is not already captured through land value uplift. This will enable the net social value of the additional housing to be determined³. See Annex F of the MHCLG Appraisal Guide for guidance on assessing the external impacts of development.

Examples of such impacts could include greenhouse gas emissions and other environmental impacts such as amenity losses or gains from development, as well as transport and health impacts⁴. Note that some impacts appraised under key output C may be offset by infrastructure impacts (key output D). For example, the transport impact of development included here may be offset by transport infrastructure, the impact of which should be counted under key output D.

Where multiple external housing impacts are monetised, **the estimated present value of each should be presented separately** alongside a detailed description of the assumptions and calculations made.

The monetisation of these impacts should be proportionate to the size and nature of the scheme – please see section on non-monetised benefits for further information.

NPV of infrastructure impacts

As per the above, for this question you should provide a summary and NPV **of each type** of impact in the table in question 4.3.1 and provide related explanation and evidence of the method and assumptions used for these under question 4.3.2.

This should include any monetised benefits and costs of the scheme not already captured in the NPV of private or external housing benefits above. For example, this

² This may cross-reference with sections 2.1.2 and 5.1.1 of the business case where appropriate.

³ Where: Net social value of housing = net private value of housing + net external impact of housing

⁴ For transport impacts, bidders should refer to section WebTAG Unit 2.2, for example paragraphs 3.3.9 and Appendix B.

might include: transport impacts of the infrastructure; environmental impacts of the infrastructure; amenity impacts of the infrastructure; or land value uplift associated with (additional) commercial development.

Note that infrastructure impacts should only be those which are additional to what may already be captured through land value uplift (through capitalisation in house prices). In the transport case, for example, WebTAG makes clear that infrastructure impacts should be estimated under **fixed land use**, which in practice means not counting the 'user benefits' of a transport scheme to those that will reside in the dependent housing development.

Where multiple impacts are monetised, **the estimated present value of each should be presented separately** alongside a detailed description of the assumptions and calculations made.

Appraisers should refer to the MHCLG Appraisal Guide for detailed guidance and, where relevant, DfT WebTAG guidance. For transport schemes, promoters should provide:

- i. evidence that the transport infrastructure is the most suitable option to support the development (for example, by providing an options appraisal report as laid out in DfT's "Transport Appraisal Process"), and
- ii. demonstrate that the potential impacts of the scheme have been assessed and where necessary their effect has been mitigated.

Appraisers should not just consider the direct impacts on the transport users and service providers affected by the intervention, but also the impacts of the transport intervention on the environment, wider society and government. Appropriate WebTAG guidance should be followed. Annex B of this guidance provides a list of suggested documents that would be accepted as evidence supporting the estimated impacts of transport interventions.

As per the above question, the monetisation of these impacts should be proportionate to the size and nature of the scheme - please see section on non-monetised benefits for further information.

The NPV of scheme costs

For question 4.4.1, you should provide the nominal amounts and the NPV of the cost difference between the preferred and do-nothing options, broken down into the following groups / sources:

- the HIF funding being requested;
- any other funding from central government being provided or requested for the scheme;
- any costs to the bidding authority;
- any costs to other public sector bodies (e.g. Local Enterprise Partnerships);
- any costs to the private sector (including infrastructure costs incurred through developer contributions⁵).

All economic costs which must be incurred to unlock the impacts in key outputs B-D should be included. We would expect this to include the costs of infrastructure provision and whole of life costs associated with running and maintaining it.

⁵ As noted in Annex A of this guidance, these should not be included in land value calculations.

The funding profiles underlying estimates of the NPV of these costs, including any loan repayments, must be made clear in the explanation of the method and assumptions in question 4.4.2. We would expect these to be consistent with the financial case, to which reference can be made.

Non-monetised impacts

There may be some impacts which it is not feasible, or proportionate, to monetise. Where impacts are not monetised they should be included as non-monetised impacts and assessed qualitatively in this section.

Along with a rough sense of the scale of these impacts, the economic case should include a clear explanation as to why a monetary value has not been placed on them. Further guidance on how non-monetised benefits might be presented can be found in The Green Book and MHCLG Appraisal Guide.

If sizeable impacts have not been monetised and it is judged doing so is necessary for a proportionate economic assessment of the scheme, unless sufficient justification is provided, cases may be rejected on this basis.

Sensitivity Analysis

Sensitivity analysis around key uncertainties should be conducted in line with HMT Green Book Guidance. If not included in the sections above it should be included here.

Optimism Bias

Optimism bias should be applied in line with HMT Green Book Guidance (see Annex 5), and, where relevant, DfT WebTAG guidance. If not discussed above, adjustments made and their rationale must be made explicit here (in relation to key outputs B-E).

Risk analysis

All risks should be assessed and appraised in line with HMT Green Book guidance (see Annex 5).

Supporting Material and Additional Economic considerations

You can use this section to provide any other information not covered above to support the economic case. This should include all economic modelling done as part of the case, to enable a robust assessment. Schemes with transport impacts should refer to Annex B of this guidance and attach as appropriate.

If a scheme is expected to have large distributional effects, for example benefitting low income individuals relatively more than high income individuals, a separate cost benefit analysis should take this into account in this section. As per the MHCLG Appraisal Guide, any distributional weighting of impacts should be presented separately, alongside the 'unadjusted' cost benefit analysis.

Commercial Case

This section should address the commercial feasibility of the proposal and demonstrate that the proposed solution can be effectively delivered through a workable commercial deal or deals. Through this case you should make clear that the project suits the local housing market, what your procurement strategy is and your approach to contract management, including any key contractual issues and the proposed solution(s).

Market Analysis

Through your answer you should explain the nature of the local housing market and why the proposed delivery approach suits that market – you should include robust evidence to support this, including (but not limited to):

- trends and patterns in the local housing market
- market absorption and sales rates
- average house prices and comparables
- local demographics

This question should also support your demonstration of housing delivery by ensuring that key assumptions on the ability for the market to absorb the proposed housing are evidenced and that this informs the build out rates that are driving your housing delivery profile.

Delivery Strategy

Please provide an outline of your delivery strategy for the scheme including who will deliver the infrastructure (e.g. is this you as bidder controlling delivery, or will you be funding a delivery partner).

Procurement Strategy

Applicants should refer to the HMT Treasury Green Book guidance to inform their approach to this section. Within this section, we would like to understand your chosen procurement strategy, progress to date and engagement with the market. Within this, you should make reference to how this strategy offers value for money and deals with risk transfer.

You may want to use the below table on risk transfer available in the HMT guidance. The general principle is to ensure that risks should be passed to 'the party best able to manage them', subject to value for money (VFM).

RISK TRANSFER MATRIX			
Risk Category	Potential allocation		
	Public	Private	Shared
1. Design risk	✓		✓
2. Construction and development risk			✓
3. Transition and implementation risk			✓
4. Availability and performance risk			✓
5. Operating risk	✓		
6. Variability of revenue risks	✓		
7. Termination risks	✓		
8. Technology and obsolescence risks			✓

9. Control risks	✓		
10. Residual value risks	✓		
11. Financing risks	✓		
12. Legislative risks	✓		
13. Other project risks	✓		

Please make clear reference to how this relates to your delivery strategy and structure your answer as appropriate.

Implementation Timescales

The procurement timetable must be shown together with the proposed timetable for the implementation of key milestones for the delivery of the works.

Contract Management Approach

Please provide details of the proposed contract management arrangements for the scheme – you should also highlight any proposed key contractual clauses. We recognise that this will vary from scheme to scheme due to delivery arrangements. Please speak to your co-development lead if you need further support on what to include in this section. In general, we would expect this section to make reference to:

- The duration of the contract or agreement and any break clauses;
- The delivery provider's and procuring authority's respective roles and responsibilities in relation to the proposed deal;
- The payment – or charging – mechanism, including prices, tariffs, incentive payments, and how this will incentive delivery partners to continue to provide value for money etc.;
- change control (for new requirements and updated services);
- the organisation's remedies in the event of failure on the part of the delivery provider to deliver the contracted services
- the operational and contract administration elements of the terms and conditions of service;
- The arrangements for the resolution of disputes and disagreements between the parties.
- How you will incentive delivery of the infrastructure and homes through these arrangements

Please refer to the HM Treasury Green Book business case guidance for further guidance on how to structure your response around these elements.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the commercial case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Commercial Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Financial Case

This section will cover all details of project financials relating to your application, including: funding requirement from the Housing Infrastructure Fund; the total costs of the infrastructure (and housing where appropriate); gross development value; your financing strategy and funding sources and considerations around recovery of the funding (to be retained locally). A cashflow and detailed cost plan for the scheme will also be required.

Scheme Cost and Cost plans

Total scheme costs

When providing details of costs related to the proposal, you can either provide costs for just the infrastructure or the infrastructure and the housing if these figures are available. Whichever you provide, please ensure you are consistent throughout your answers on this page.

Breakdown of costs

Within this section, you will be required to provide a summary of the breakdown of the total scheme costs, this will be split into two sections:

- Infrastructure – the total cost of the infrastructure scheme, identifying which elements will be funded through HIF
- Housing scheme (to be completed only if costs are available).

For each section, you should complete the table, providing a breakdown of costs and including a **line for each individual cost** with a description and amount. You will also need to select the type of cost from the categories below:

- Sunk Costs
- Land (exc. Sunk costs)
- Infrastructure
- Construction
- Abnormals
- Professional fees
- Finance costs
- Contingency
- Preparation costs (design and planning)
- Allowance for developer profit* (*wider infrastructure or housing only*)
- Other

* Developer profit / landowner return

It is difficult to provide specific guidance as expected returns will vary across the country dependent on local market conditions. Landowners, contractors and developers should be looking for 'normal' profit margins or internal rates of return. If they are higher, then these will need to be justified and we would look for the relevant LA(s) to be looking to take a 'profit share' through an agreed mechanism.

The total sum of the completed tables of costs must equal the total scheme costs.

An example table of the breakdown is shown below:

Type	Description	Cost	Amount Funded by HIF
Sunk costs	Site clearance	£700,000	0
Infrastructure	Main distributor road and associated works	£18,920,000	£18,920,000
Infrastructure	Link road and associated works	£9,193,000	£9,193,000
Infrastructure	Cut & fill exercise	£4,600,000	£4,600,000
Infrastructure	Noise/landscape bunds	£2,250,000	£2,250,000
Infrastructure	Highways drainage inc. swales/balancing ponds etc.	£2,651,000	£2,651,000
Infrastructure	Ecology/wildlife measures	£650,000	0
Infrastructure	Contamination to infrastructure areas	£2,500,000	£2,500,000
Infrastructure	Mains water infrastructure	£4,204,540	0
Infrastructure	Mains gas infrastructure	£2,046,000	0
Infrastructure	Mains elec infrastructure	£5,000,000	0
Infrastructure	Replace existing overhead cables with underground cables	£2,750,000	0
Infrastructure	Replace cables underground to suit new layout	£500,000	£500,000
Infrastructure	New BT infrastructure along main distributor road	£1,680,000	£1,680,000
Infrastructure	Protect/divert BT cables during all works to existing h/ways	£500,000	£500,000
Infrastructure	Foul pumping stations	£2,850,000	0
Infrastructure	Foul rising mains	£1,100,000	0
Infrastructure	Main foul drain collector sewers	£2,762,500	0
Infrastructure	Junction improvement	£300,000	£300,000
Preparation costs (design and planning)	Design works for link road	£700,000	0
Other	Prelims	£5,268,563	0
Allowance for developer profit	Main Contractor's Overheads & Profit	£5,268,563	0
Contingency	Contingency	£6,585,704	£6,585,704
Total		£82,979,870	£49,679,704

If you would like to provide a further breakdown of the costs (i.e. per site or by phase), please include in your summary of how your costs have been assumed (6.1.4 / 6.1.8). If you choose to provide this, please complete these as you would do for the breakdown of the total costs.

Assumptions

Please state any key assumptions that have been made in relation to both costs and values, especially if these are based on desk top studies.

Cost plan

In your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Land cost

Please detail the land costs included within your scheme costs and cashflow and provide commentary on the status of these (i.e. are they forecast costs, agreed land prices under contract or costs already incurred).

Please provide details of how these have been arrived at in valuation terms (e.g. existing use value (EUV), residual basis) and any key assumptions used. Please attach any evidence you have to support this.

Funding and Financing Sources

Other public funding

Please detail any other public funding applied for and the status of the application – whether it is still being considered, rejected or confirmed/received. This should include funding from MHCLG, Homes England as well as any other OGD or public sector source. If funding has been awarded, or is expected, you will need to provide the amounts and status, in the funding sources table.

Funding sources

When filling out the funding source table(s), you will need to include the amounts and profile for each type of funding source. For ‘Other Central Government’ sources and ‘Other Non-central Government’ sources, you should include a line for each source (i.e. if you received or are expecting the Growth and Housing Funding and have also received Land Release Fund monies, you will need to complete a separate row for each one).

You will also need to highlight how much of the funding sources has been secured (this includes committed). For example, if the proposal includes £10 million of funding from the Local Authority, of which £5m has been committed, then please fill in the £5m in the ‘amount secured’ column – on the portal the ‘amount to secure column will be auto-calculated. If funding is not yet secured, you will need to include commentary on how you are expecting to secure this cost and what progress has been made on securing in Q. 6.2.4 / 6.2.6.

The online form will include a verification formula that ensures the funding sources meet the total costs. If you include the infrastructure and housing costs (as there is sufficient detail on the housing schemes) then the funding sources must meet the total infrastructure (including HIF and wider) and the housing costs.

Funding and Financing Strategy

In this answer you should outline your detailed financing strategy for the infrastructure scheme. This section should clearly outline how you intend to ensure the infrastructure scheme is fully funded. Within this you should also include detail on how you intend to manage any cost over-runs. Where funding sources are dependent on other parts of the scheme being delivered, (for example land receipts funding latter phases of infrastructure) you should outline your contingency strategy should this income be delayed.

Gross Development Value

Please provide the total GDV for the scheme from all sources of income. You should provide a breakdown using the categories provided for all capital and revenue generating uses or activities.

Cashflow

Please attach a development appraisal cashflow for the scheme to your submission. This should clearly evidence the need for HIF funding and assumptions around timing for both costs and values. We would like, wherever possible, cost and values to be in

present day prices. In addition, you should clearly state, you assumptions around inflation.

We have not provided a standard form of cashflow to allow you to submit the one that you are already using for the scheme.

Recovery Expectations

The Housing Infrastructure Fund will enable local authorities to recycle the funding for other housing schemes. Whilst Local Authorities are not expected to recover funding, if there is a possibility to recover some funding this would be favoured. This could be through a clawback arrangement from future developer contributions as schemes come forward.

In your answer, you should explain how you intend to recover the funding and provide details of how any recovered funding will be used on future housing delivery.

If you are not intending to recover funding, we would like to understand why you believe this is not possible.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the financial case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Financial Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Management Case

In this section, applicants will need to outline how they propose to deliver the infrastructure and homes as well as how they propose to manage and monitor the delivery of the project, what resource they have identified and what the key risks to delivery are.

Through this section of the Business Case, you will be able to address the following points set out in the Supporting Document for Forward Funding:

- the strength of the overall development strategy;
- the progress made to date;
- the position around land ownerships and control;
- the planning status;
- the strength of active commitment from key partners and delivery bodies;
- the project management and governance approach;
- the understanding of key delivery risks and their mitigations; and
- the number of critical dependencies, especially those outside of the local authority's direct control.

Project Dependencies

In this answer, you should clearly outline the dependencies of the project, including interdependencies with any other projects and what is directly and not directly under your control. These should be namely things which have to be in place in order to make a success of the HIF investment. Through other questions in the business case, you should refer to how these will be monitored and managed throughout the lifespan of the scheme.

Project Governance, Organisation Structure and Roles

Please provide summary details of how key decisions are/will be made and how you propose to oversee delivery of the scheme and details of who will be responsible within the authority for delivering the scheme - including roles and responsibilities involved.

You should attach a supporting organogram including the governance structure and/or the roles and responsibilities of the people involved in delivering the project within the local authority.

Project Management Arrangements and Project Plan

This section should clearly outline the programme or project management arrangements you intend to employ to ensure delivery of the business case outputs. You should also outline a clear project plan for both delivery of the infrastructure and homes. Further guidance is provided below.

Project Delivery Plans

The project delivery plans should describe how, when and by whom a specific milestone or set of targets will be achieved. It is the detailed explanation of how the infrastructure and homes will be brought forward to timescales, costs and quality. When completing the questions on your delivery plan for the infrastructure and housing schemes applicants should address the following:

- the deliverables (or products) to be produced;
- the activities required to deliver them;
- the resources and time needed for all activities and who will provide them

- the dependencies between activities and any associated constraints
- when activities will occur; and
- the points at which progress will be monitored, controlled and reviewed – this includes delivery and approval of the business case and the undertaking of Gateway reviews/ health checks.

Within your answers you should include details of who owns the land relevant to the scheme (both for infrastructure and related housing), key milestone dates and planning status including details of relevant statutory powers and/or consents. Throughout this section, applicants should make reference to key constraints and interdependencies and how they intend to manage these to achieve efficient delivery of the project.

Applicants should provide a clear delivery plan to ensure that the housing identified as being unlocked will come forward. We would expect to see a clear development strategy for the sites with clear roles identified for the landowners and infrastructure and development partners. There could also be partnership or collaboration agreements already in place that have trigger events relating to specific milestones, such as the allocation of funding for the provision of a link road.

The more evidence of such partnerships and arrangements then the stronger the application.

Project Milestones

You will need to provide high level summary of the key milestones for the infrastructure project and housing delivery. These should be for the total project however we will require a detailed breakdown of these in your Outline Delivery Programme. Further detail of what this should include is detailed below.

Outline Delivery Programme (ODP)

In your Outline Delivery Programme, you should present a clear programme for delivery of the infrastructure and homes. This should refer back to your project plan and include:

- the key activities required to deliver the infrastructure and homes (e.g. achieving detailed planning permission);
- the timescales required for each activity;
- the key milestones required to achieve each programme activity;
- any dependencies between activities

This should be for all infrastructure related to the scheme and not just the infrastructure receiving HIF funding. This will ensure that any interdependencies that may impact on scheme delivery are clearly identified for assessment.

For any schemes which involve transport infrastructure, the **following milestones must be included** in order for assessors to fully to understand the deliverability of the transport infrastructure:

- Scheme Orders (highway powers CPOs, other Highways Orders) applied for
- Public Inquiry
- Scheme orders granted

In order to clearly outline your delivery programme, you may wish to include it in the form of a Gantt chart. This should be included as part of your ODP.

Stakeholder Management

Please provide evidence to highlight any strategic, contractual or other forms of plan or agreement that will see the delivery of homes from the allocation of HIF to fund the provision of infrastructure.

You should include arrangements or your approach to working with other stakeholders which will be key dependents to ensure delivery of the infrastructure and homes – this could include local residents/ businesses but also landowners / utility providers and other project partners.

You will be able to attach supporting evidence for your response, this could include, for example, letters of support or consultations undertaken.

Project Assurance

Assurance

Please provide details of your approach to assuring the project delivers as it moves forward, for example through project gateways / key decision points.

Monitoring

In this answer, you should detail your internal monitoring arrangement for the project to ensure delivery, including who will be involved, when this will take place, how and the associated costs. You should outline your reporting provisions to advise on project delivery against business plan objectives and expectations (i.e. time, cost, risk, change, stakeholder engagement) remain on track.

Risk Management Strategy

Please provide summary details of the main risks to project delivery timescales, what impact these will have on costs and what mitigations are proposed. You should provide a risk rating for likelihood and impact of the risk using High / Medium High / Medium Low / Low.

In addition, you should provide a summary of your overall approach to managing risk on the project.

Risk Register

You should attach your full risk register for the project – we have not provided a template to allow you to submit the one that you are already using for the scheme.

Additional Information

Applicants should use this section if there is any additional information they want to include to support the management case for their bid. During co-development, your Homes England Technical Lead may discuss additional information to support your Management Case that will be required for assessment (above the responses provided to the specific questions). You should include this information here – attachments may be added if relevant.

Project Sign-off

Local authorities are responsible for ensuring that any funding they are awarded will be spent in accordance with **all applicable legal requirements**. This includes state aid, public procurement law, wider public law (including the Public Sector Equality Duty), and planning law. Please outline how you have considered these requirements.

All proposals are required to be signed off by the authority's Section 151 officer. Please see template overleaf which will need to be attached.

Section 151 Officer Approval

Name of Bidding Authority
Name of s151 officer
Authority Address
Contact email for s151 officer
Contact phone for s151 officer
Date

Dear Housing Infrastructure Fund,

Ref: [Bid Reference Number] – [Bid Name]

As Section 151 Finance Officer, I approve the submission of this application.

I am satisfied that the bid meets the requirements set out in the guidance and relevant terms and conditions for the Housing Infrastructure Fund.

I agree to account for funds received.

Yours Faithfully,

Name of s151 officer

Role

[Signature]

Annex A

Estimating site-specific land values

As mentioned in the question guidance, in calculating land value uplift bidders must use site-specific estimates of land values rather than relying on the MHCLG published estimates, which are at local authority level. This section provides supplementary guidance on the assumptions which should underlie land value estimates for the purpose of the economic case, beyond that in the MHCLG Appraisal Guide.

Residential land values

As explained in the MHCLG Appraisal Guide, the residual method of land valuation gives the maximum price a housing developer is willing to pay for land, and therefore its (private economic) value when in residential use:

$$\text{Land price} = \text{GDV} - (\text{Development costs} + \text{fees} + \text{profit})$$

where: GDV = Gross Development Value.

For the purposes of the economic case, in making this calculation the below assumptions should be made when appraising residential land values. **All land value assumptions must be made explicit to allow an assessment of consistency.** If land has already been paid for, it is the land value as calculated herein which is of interest, rather than the actual price paid.

GDV

For the purposes of the economic case it is the full economic value of development that is of interest. For example the economic value of any affordable housing should be considered equal to 'open market' value⁶. Assumptions about changes in house prices (and subsequently land values) over the appraisal period must be made and fully justified⁷. As set out in WebTAG⁸, estimates should assume the infrastructure already exists. Note from the above that wherever possible any land value uplift associated with new commercial development should be kept separate (key output D) from estimates of land value uplift from new residential development (key output B).

Development costs, fees and profit

Build costs should only include the value of building the dwellings themselves, including a construction cost 'contingency'⁹ and any 'preliminaries'¹⁰. In the absence of more specific information, assumptions about the level of professional fees, sales costs, finance costs, developer profit and on-site external costs (e.g. gardens, fencing and roads) can be made in line with MHCLG's [land value estimates](#).

For the purposes of this economic case, any infrastructure or abnormal costs being

⁶ Bidders may wish to additionally monetise wider benefits affordable housing may bring but this should be done as part of key output C (external housing impacts), rather than through land value uplift.

⁷ The MHCLG Appraisal Guide recommends that in the absence of data specific to the local market, land values be uprated at 5% per year in real terms.

⁸ See Annex C of TAG Unit A2.2 on Induced Investment.

⁹ A risk contingency explicitly included in most development appraisals.

¹⁰ A part of build costs relating to site overheads, for example the building site management.

incurred by the developer, including any Section 106 or CIL obligations, **should not** be included in estimates of residential land value. However they **should** be included in estimates of scheme costs incurred by the private sector as part of key output E.

Current use land values

Current use land value is not the price paid and should disregard hope value. It is acceptable to use MHCLG's [land value estimates](#) where it is not feasible to estimate the site-specific current use land value of the site, provided a clear rationale for doing so is given.

Annex B

Checklist of appraisal and modelling supporting material for transport impacts of schemes

This is a suggested checklist of documents for transport impacts within the economic case; other forms of evidence will be accepted. This checklist should be applied proportionately, whether transport modelling is proportionate will depend on the size of the scheme.

As highlighted earlier in this guidance, further support will be available to determine what will be considered proportionate for your scheme. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network.

Option Assessment

Item
An Option Assessment Report to include steps 1 to 8 set out in WebTAG – the transport appraisal process.

Modelling

Item
An Existing Data and Traffic Surveys Report to include:
Details of the sources, locations (illustrated on a map), methods of collection, dates, days of week, durations, sample factors, estimation of accuracy, etc.
Details of any specialist surveys (e.g. stated preference).
Traffic and passenger flows; including daily, hourly and seasonal profiles, including details by vehicle class where appropriate.
Journey times by mode, including variability if appropriate.
Details of the pattern and scale of traffic delays and queues.
Desire line diagrams for important parts of the network.
Diagrams of existing traffic flows, both in the immediate corridor and other relevant corridors.
An Assignment Model Validation Report to include:
Description of the road traffic and public transport passenger assignment model development, including model network and zone plans, details of treatment of congestion on the road system and crowding on the public transport system.
Description of the data used in model building and validation with a clear distinction made for any independent validation data.
Evidence of the validity of the networks employed, including range checks, link length checks, and route choice evidence.
Details of the segmentation used, including the rationale for that chosen.
Validation of the trip matrices, including estimation of measurement and sample errors.
Details of any 'matrix estimation' techniques used and evidence of the effect of the estimation process on the scale and pattern of the base travel matrices.

Validation of the trip assignment, including comparisons of flows (on links and across screenlines/cordons) and, for road traffic models, turning movements at key junctions.
Journey time validation, including, for road traffic models, checks on queue pattern and magnitudes of delays/queues.
Detail of the assignment convergence.
Present year validation if the model is more than 5 years old.
A diagram of modelled traffic flows, both in the immediate corridor and other relevant corridors.
A Demand Model Report to include:
Where no Variable Demand Model has been developed evidence should be provided to support this decision (e.g. follow guidance in WebTAG M2 Variable Demand Modelling – section 2.2).
Description of the demand model.
Description of the data used in the model building and validation.
Details of the segmentation used, including the rationale for that chosen. This should include justification for any segments remaining fixed.
Evidence of model calibration and validation and details of any sensitivity tests.
Details of any imported model components and rationale for their use.
Validation of the supply model sensitivity in cases where the detailed assignment models do not iterate directly with the demand model.
Details of the realism testing, including outturn elasticities of demand with respect to fuel cost and public transport fares.
Details of the demand/supply convergence.
A Forecasting Report to include:
Description of the methods used in forecasting future traffic demand.
Description of the future year demand assumptions (e.g. land use and economic growth - for the do minimum, core and variant scenarios).
An uncertainty log providing a clear description of the planning status of local developments
Description of the future year transport supply assumptions (i.e. networks examined for the do minimum, core scenario and variant scenarios).
Description of the travel cost assumptions (e.g. fuel costs, PT fares, parking).
Comparison of the local forecast results to national forecasts, at an overall and sectoral level.
Presentation of the forecast travel demand and conditions for the core scenario and variant scenarios including a diagram of forecast flows for the do-minimum and the scheme options for affected corridors.
If the model includes very slow speeds or high junction delays evidence of their plausibility.
An explanation of any forecasts of flows above capacity, especially for the do-minimum, and an explanation of how these are accounted for in the modelling/appraisal.
Presentation of the sensitivity tests carried out (to include high and low demand tests).

Cost Benefit Analysis

Item
A clear explanation of the underlying assumptions used in the Cost Benefit Analysis.
Information on local factors used. For example the derivation of growth factors and

annualisation factors in TUBA (to include full details of any calculations).
A diagram of the network (if COBALT used).
Information on the number of junctions modelled (if COBALT used), for both the do-minimum and the do-something.
Details of assumptions about operating costs and commercial viability (e.g. public transport, park and ride, etc.).
Full appraisal inputs/outputs (when used, COBALT and/or TUBA input and output files (.tbn and .out) in text format should be supplied).
Evidence that TUBA/COBALT warning messages have been checked and found to be acceptable.
Spatial (sectoral) analysis of TEE benefits.
Details of the maintenance delay costs/savings.
Details of the delays during construction.
Appraisal tables (AMCB, PA, TEE) in excel format.

Economic Case Assessment

Item
A comprehensive Appraisal Summary Table in excel format.
Assessment of Economic impacts.
Economic impacts worksheets.
Assessment of Environmental impacts, to include an environmental constraints map.
Environmental impacts worksheets.
Assessment of Safety impacts and the assumed accident rates presented (when used, COBALT output should be provided).
Assessment of Social impacts.

From: HIF <HIF@homesengland.gov.uk>
Sent: 24 December 2018 14:30
Subject: [EXT] HIF Forward Funding FAQs - updated
Attachments: HIF Forward Funding FAQs Dec 18.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Bidders,

We would like to bring your attention an updated set of **FAQs** for the Forward Funding element of the Housing Infrastructure Fund – please see attached.

Kind Regards

HIF Team

Homes England is the trading name of the Homes and Communities Agency. Our address for service of legal documents is Arpley House, 110 Birchwood Boulevard, Birchwood, Warrington, WA3 7QH. VAT no: 941 6200 50. Unless expressly agreed in writing, Homes England accepts no liability to any persons in respect of the contents of this email or attachments.

Please forward any Freedom of Information Requests to: enquiries@homesengland.gov.uk

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Housing Infrastructure Fund Forward Funding FAQ

Co-Development

Q: If I submit my bid in an earlier window and it is unsuccessful, will it automatically roll over into the next bidding window for assessment?

A: If you submit your bid in one of the earlier windows and it is unsuccessful, you may not resubmit your bid. As funding is being allocated proportionately at each window, it may be that we are unable to make a funding decision, and therefore we will reconsider your bid at a later bidding window. You will be informed if this is the case.

You will only be able to submit your business case once. On this basis we strongly encourage bidders to ensure that their business case is robust and fit for purpose prior to submitting.

Q: When will I know what level of support I am getting?

A: Through early engagement with bidders, we will decide the level of support being offered. Your Homes England Operating Area local lead will speak with you about your tailored package of support.

Q: What support will I receive and how will it be allocated?

A: We will play a 'critical friend' role during co-development, providing specialist advice to help you develop your project and business case. Support will be bespoke and will differ for each project - depending on factors such as the size and complexity of the project, the funding amount, how developed the project is, and the capacity of the bidding authority.

If required, additional support is available to assist with the development of the economic section of the business case. Where required, support may be provided through either a contribution towards the costs of consultants procured by the Local Authority (or local partners,) or procurement of an economic consultant partner through Homes England.

Our lead consultant, Steer Economic Development, will be in touch to:

- review the requirements of the economic case within the context of your project;
- discuss your proposed approach to meeting these requirements; and
- help to determine the most appropriate submission deadline and the level of support required

For the avoidance of any doubt, Steer Economic Development consultants are not commissioned to prepare your economic case. They will, however, provide on-going support to bidders on specific technical queries relating to the Economic Case.

Q: You have said you will be splitting funding allocations across 3 windows, each with its own submission deadline. How will you guarantee that the majority of funding will not be allocated to the earlier windows, with those projects meeting the latest submission deadline missing out?

A: We have three submission deadlines to enable projects to receive funding decisions when they need them. We will be allocating funding proportionately at each window, with an understanding of what other projects are in the pipeline. We will ensure that longer-term strategic projects submitting their business cases later in the process, will have the same level of opportunity as those which are ready to go sooner.

Q: What are the submission deadlines?

A: The first deadline was 10 September 2018, the second 3 December 2018 and the third will be 1 March 2019. Bids should be received by 5pm on the given date.

Q: Will local authorities get to choose which deadline they aim to meet?

A: Yes. We recommend that bidders submit their business cases by the deadline which is best suited to their project, rather than the one which they think will increase their chances of funding.

Q: How much is my project likely to change through co-development / how much influence will co-development have over my project?

A: As bidders will be writing the final business case, any decisions to alter the project will ultimately be theirs. During co-development, government will work alongside bidders to support finding the best way of funding infrastructure to bring forward housing growth.

For example, this could include exploring whether grant funding is the best option, finding ways to generate further housing growth through the project, or narrowing the scope of the project to increase its likelihood of being delivered. This could mean that some projects are likely to change, and as we look to evolve projects, we will work closely with bidders to ensure that outcomes are mutually beneficial.

Q: Is it possible to split my bid or to bring two bids together?

A: Yes it is possible to split or join up your bids. However, you would need to consider the impacts of this. If you split your bid you would need to submit two business cases which would be assessed separately. There is no guarantee that if one were to be successful, the other would automatically be successful. Each bid has to be strong in its own right in terms of deliverability, value for money and strategic approach. You would need to be clear in your business case what impact they have on each other.

If you were to join up two bids and submit them as a single business case, a compelling case would need to be made linking the two areas, explaining why they need to come forward together, the issues they necessarily address in tandem and the evidence to support this.

Q: As we have now reached the co-development stage, could you share our scores for the assessment of the EOI?

A: We are not planning on sharing scores from the EOI assessment. We have, however, carried out a review of your EOI and the questions identified in the annex we sent you are the areas that we have identified for development. Through co-development we will be continuing to explore where your bid needs to be strengthened and what support we can put in place to help this.

Q: At what point will a bidder be told that MCHLG will not be taking their project forward and what does that mean for the bid?

A: We will be transparent with bidders throughout the co-development process. This will include an honest discussion about the future of the bid if we reach a point where MCHLG, Homes England and any other relevant government departments agree that the project would not be viable through the Housing Infrastructure Fund. Should we decide to withdraw support during co-development; bidders can still submit a business case. However, any procurement of resource to produce a business case will be done at the bidder's own risk.

Business Case

Q: Can HIF funding be used to recoup business case design costs?

A: As detailed in the prospectus, HIF funding can only be used for capital expenditure. This could include project costs such as feasibility and design works if they can be capitalised. If your scheme is successful, then any capitalised project costs can be recouped – if this is your intention then this should be included within your HIF ask in your submission. If your scheme is not successful, you would not be able to recover these costs from Homes England/MHCLG.

Q: Will the assessment criteria be made available to local authorities to help them write their business cases?

A: The Forward Funding Guidance sets out the criteria we will be assessing bids against. Broadly we will be looking at the value for money, deliverability, and strategic approach of your bid. Through co-development we will be advising and guiding you on how to complete the business case and a part of this will be helping you to understand what 'good' looks like.

Q: What are you looking for in the options appraisal under 'with a proportion of HIF funding'?

A: The three options we would like you to consider are:

- If you were to receive the full HIF ask, what infrastructure would you deliver and how many homes would this unlock.
- If you were to receive a smaller amount of your HIF ask what elements of the scheme could still be delivered and how many homes would this unlock.
- If you were to not receive any of your HIF ask, what elements of the scheme, if any, could still be delivered and how many homes could still come forward.

Q: Can I include Student Accommodation in housing numbers?

A: Yes, student accommodation will count towards the net additions number. So you can include both cluster flats and halls of residence as student accommodation in your plan to meet housing need in the area.

For private sector communal accommodation (e.g. hostel, nursing home, student housing) one housing unit equates to multiple bedrooms utilising one shared living space (kitchen, bathroom etc.) depending on the scheme (usually 3-4 bedspaces). In the absence of detailed design, four bedspaces comprise one housing unit.

You should include student accommodation in 'other' when highlighting the types of housing to be delivered in your business case with the 'conversion' assumption of bedrooms to unit detailed.

Q: Questions 1.2.5 through 1.2.8 ask for various land area metrics in hectares, with the latter three of these questions specifically asking about land area to be used for housing. As several sites will be mixed-use and/or include public open space, is it acceptable to provide responses in terms of floor area (square metres) rather than land area (hectares)?

A: Please do not use square meters as this will not be consistent with other bids and therefore be very difficult for analysis purposes with other bids. We would ask that you convert the square meters to hectares (the system allows up to two decimal places so you may need to round up).

We have specifically asked for the housing area as it will be used to assist in the economic case. If your site has housing and green space you should deduct the green space and any other area for infrastructure (such as roads) to just cover the total housing. However if it is a block of flats with retail / employment facilities then the area can count as housing.

For the brownfield and public sector land responses, it should be whatever % of the housing space is on these types of land. If 100% is on brownfield land, this can be the total housing area.

Q: Can we embed additional diagrams, graphics and tables directly in the responses in the portal, or do they need to be uploaded as separate attachments?

A: There are some specific 'special' boxes – as referenced in the quick start guide that will allow these – these are largely in the economic and commercial cases. However most boxes will not accept tables or images and you can upload these as separate supporting attachments for the relevant case.

You should not replace the full answer to the question in the supporting attachments but just reference in the portal answer the supporting diagrams / graphics attached.

Q: Can the HIF FF template tables be modified (e.g. cells merged or new rows/columns added)?

A: Tables cannot be merged and in general new columns cannot be added – the portal should direct you where additional rows/columns can be added. They have generally been set up as fixed tables in order for us to use for consistent analysis purposes across all schemes.

Q: Can we cross-refer to narrative/data/attachments in other sections – or does each section need to read as ‘standalone’? If the latter, can we upload the same attachments to multiple sections?

A: You can cross-refer to narrative, data and attachments in other sections. Where you chose to do so we would expect you to clearly identify which section in the bid the additional information is captured and where attachments are concerned, why this is relevant and which section we should refer to in the supporting document.

Q: Does the character limit include spaces?

A: Yes, spaces are included.

Q: For appraisal work to support the business case are we able to use Argus or do we need to use the Homes England recognised tool?

A: Argus is suitable, provided the appraisals are provided as well as the PDF output pages

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Q: What impact will the lifting of the HRA borrowing cap have on HIF submissions?

A: You may be aware that the government has recently announced it will be lifting the Housing Revenue Account (HRA) borrowing cap, which limited the amount local authorities could borrow against their housing revenue account assets to fund new developments. You may wish to take this into account as you develop your business case and HIF funding ask.

Economic Case

Q: Will bidders be required to produce a ‘full’ WebTAG appraisal for transport schemes?

A: The economic case must be compliant with the HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for

Transport (DfT) WebTAG guidance. As set out in WebTAG, the level of transport analysis conducted for your scheme should be proportionate. Following your inception meeting with Homes England, Steer Economic Development will be in contact to help you determine what is appropriate for your scheme.

Q: Are you expecting an update to the MHCLG Appraisal Guide during HIF submission windows?

A: We are not now expecting an updated MHCLG Appraisal Guide to be published until Spring 2019, once the HIF submission windows have closed.

Calculation of the BCR

Q: Can you confirm what goes into the BCR (both in terms of costs and benefits)?

A: Supplementary HIF guidance states that “HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires”. This gives an indication of the primary way in which projects will be compared. The benefit of additional housing, as monetised by land value uplift from residential development, is therefore the most important economic benefit we will consider. It will be looked at in comparison to the HIF funding being provided.

The HIF guidance goes on to say “Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account”.

Land Values

Q: The guidance suggests that benchmark figures published by MHCLG would be acceptable to estimate existing use land values; can you confirm that this is the case?

A: We are trying to establish as accurate an assessment as possible for the increase in economic welfare resulting from the investment, hence this is why site specific values should be provided where possible. For residential land values we would expect this to be feasible based on the MHCLG Appraisal Guide and supplementary HIF guidance. For existing use land values, supplementary HIF guidance makes clear that if it isn't possible to provide site specific values then it is acceptable to use MHCLG land values. Paragraphs C8 and C9 of the appraisal guide show how this might be done (although note that up to date published land values should be used¹). The rationale for doing so should be clearly explained. The land values provided (whether site specific or not) will under-go the same process of assessment for suitability in each case and so MHCLG values will not weigh negatively on the final assessment.

Q: Should residential land values be based on the current residential values achievable in an area or potential values that could be achievable in the

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

future?

A: It is up to the bidder to justify the land value growth method/assumptions employed. Paragraph C.2.2 of WebTAG Unit A2.2 notes that: “because the transport scheme is assumed to have been implemented, the value of the land in its new use will reflect the improved accessibility provided by the transport scheme”. Where assumptions about land value growth are made it is our expectation that a range of sensitivities would be provided given the likely uncertainty. The MHCLG appraisal guide makes clear that in the absence of detailed local market information to inform land value growth assumptions, a 5% real terms land value increase can be used as a default. Significant deviations from this will need a strong justification based on local market evidence.

Q: Does MHCLG have a preferred approach for forming assumptions around land value growth for existing use land values?

A: Land value uplift should reflect the uplift in land value at the time at which the development occurs. If there is insufficient evidence to form land value growth assumptions for existing use values, paragraph C14 of the MHCLG appraisal guide notes these can be assumed in line with residential land value growth.

Q: Where sites will incorporate non-residential land values, does MHCLG have a preferred approach for estimating the land values?

A: The approach for estimating non-residential land values is the same as for residential values, but can be based on commercial valuation (assuming the land is being brought into commercial use). Typical land values for land in commercial use are also now available in the Department’s published land values and these will be accepted².

If a site will be a mix of residential and commercial development, as far as possible the land value uplift generated by each should be calculated separately, as set out in supplementary HIF guidance.

Build Costs

Q: Can Homes England / MHCLG provide standard costs assumptions that we should use to estimate build costs for each site?

A: We are trying to establish as accurate an estimate as possible of the value for money of each project and as build costs can vary depending on the design of the dwellings being built we advise that specific values be estimated where possible. Where not, RICS BCIS data is used as the industry standard and large developments are typically assumed to have costs assumed in line with the lower quartile.

Developer profit

Q: What is an acceptable level of developer profit to assume in the modelling?

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

A: In the absence of site specific values, Annex A of the guidance notes that assumptions about developer profit can be made in line with MHCLG's land value estimates³. Paragraph 12 of Annex A of the above publication states, "Profit is taken at 17 per cent of gross development value (GDV) for market housing (17.5 per cent in London)".

Displacement

Q: Is it acceptable to apply a site level displacement assumption to all scenarios? Or should displacement rates be considered to vary depending on the proposed level of development?

A: We have provided guidance on assessing additionality; it is, however, up to the bidder to establish if this differs across various scenarios and provide a clear explanation for their assessments. There are likely to be circumstances where the site level displacement would differ; for example, where the tenure mix changes between scenarios.

Amenity Benefit

Q: How important will amenity benefits be to the overall assessment?

A: Amenity benefits of development will factor into our assessment of whether the project being put forward is considered value for money, but typically we would expect these to be small relative to land value uplift. There is no preferred approach for estimating amenity benefits.

Affordable Housing

Q: We propose to use the standard assumption of each affordable rented property being worth £2,400 in external economic benefits (PV) over a 30-year period. Can you confirm that this approach will be acceptable and is in line with MHCLG's latest thinking on this issue?

A: Yes this is acceptable and reflects the value of the health benefits as set out in the MHCLG Appraisal Guide. Bidders are free to use another set of assumptions providing a clear rationale for doing so is given.

Monetising the acceleration of sites

Q: Can we monetise the benefits of housing the infrastructure is not directly enabling, even if only factored down?

A: It is up to bidders to determine which benefits will result from the infrastructure and whether they should be monetised. However we would typically only expect benefits related to housing which is truly dependent on the infrastructure to be included, which can be determined using the sets of guidance set out in supplementary HIF guidance.

Inflation, risk and optimism bias

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

Q: Is there any HIF guidance on inflation rates, risk and optimism bias?

A: Bidders should refer to the HMT Green Book and the MHCLG Appraisal Guidance. Where relevant, WebTAG unit A1.2 may also be of use.

Q: In general how should Optimism Bias be applied?

A: The Green Book and supplementary guidance provides assistance on how to apply optimism bias. However, optimism bias should only be applied in the economic case and not in the financial case.

Treatment of scheme costs in the Economic Case

Q: Does the Economic Case include the whole cost of the scheme or just the HIF contribution? How are Opex and revenue treated?

A: Bidders should answer the Business Case Questions as fully as possible in accordance with the HMT Green Book, MHCLG Appraisal Guide, and supplementary HIF guidance. A section of the latter includes total scheme costs (and revenues), and how these are assumed to be split between HIF and other funding sources.

Inflation and discounting

Q: In translating nominal costs in the financial case to real costs in economic case what base year should be assumed to apply GDP deflator?

A: Supplementary HIF guidance states that “All net present values provided should be in 2018/19 prices.”

Q: What should the ‘base year’ be for applying the discount rate?

A: Values presented in the economic case should be discounted to the start of the 60 year appraisal period (2018/19). As per supplementary HIF guidance, the discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.

Updated General Economic Case FAQs

Q: Can I include housing that will be delivered after 2035?

A: Yes, housing delivered after 2035 can be taken into account within the Economic Case (and can be included in the estimates of LVU). However, the increased risk and uncertainty associated with the delivery of homes delivered further into the future will be taken into consideration when assessing bids. Homes delivered after 2035 are likely to be the focus of significant scrutiny as part of the assessment. The bidder will therefore need to clearly articulate how the housing anticipated post 2035 is directly unlocked by the proposed infrastructure, and the certainty behind this.

Q: What level of evidence do we need to supply as part of our assessment of additionality?

A: All bidders will have had the opportunity to outline their approach to assessing

transport impacts, and their assessment of deadweight, through Steer to be reviewed by MHCLG and DfT.

However, **a key focus as part of the moderation of the economic case will be on the evidence presented on additionality**, on both deadweight and displacement. Regarding deadweight, you must provide all evidence that is used to derive your estimate of deadweight homes. Where bids are light on detail is likely to affect the moderation of the economic case and the number of clarification questions you will be asked. If these cannot be settled before your bid is considered, it is likely to mean the final value for money assessment accounts for this increased uncertainty.

Where bidders use transport modelling in line with WebTag A2.2, for example, to assess where a reasonable level of service is breached, the outputs of the model must be clearly shown in the economic case and how this has informed the number of deadweight homes estimated. If this approach is used, the bidder must show how many additional homes can be built on the site before the network breaches a reasonable level of service.

Bidders should show the fullest possible evidence on deadweight and do not need to rely on one approach (e.g. modelling to show the network breaches a reasonable level of service). This can be supplemented by other evidence if that evidence exists.

In addition, the number of deadweight homes must be explicitly stated **for each site individually with the evidence underpinning these estimates. A suggested approach is to show how the homes are dependent on the infrastructure for each site requiring HIF funding.**

Q: In what year should we apply current use value?

A: We expect to see current use value applied in the same year as residential use value, to gain the land value uplift. The land value uplift should be applied in the year the units complete.

This means if housing units were expected to be brought forward in 2025 of the appraisal period, we would expect the land value uplift calculation to involve the residential use value minus the current use value in 2025. We would not expect current use value to all be assumed in the first year of the appraisal period unless evidence is presented to the contrary.

If a bidder's assessment is that land values will grow in their area, then this increase must be applied to both residential and current use values unless there is compelling evidence against this.

Q: What should we focus on in the Risk Analysis of the economic case?

A: The risk analysis should be informed by the specifics of your project. However, the risk analysis applies *both* to the delivery of infrastructure and the delivery of homes. As part of our moderation of the economic case we will consider whether appropriate consideration to the risk of the delivery of homes has been identified and is therefore used to inform a view of value for money.

Q: What modelling should I attach with the economic case?

A: All land value uplift economic modelling conducted as part of the appraisal should be included with the submission of the bid and in spreadsheet format. This includes all modelling conducted as part of the appraisal of the NPV of additional housing benefits.

As part of MHCLG's moderation of the bid, the economic modelling will be reviewed by assessors. Therefore, it is best practice to structure your economic modelling so that assessors can easily clarify how the NPV estimates have been derived. **Where these cannot be verified means the moderation of the economic case cannot be finalised.**

All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and number of dwellings, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.

This spreadsheet modelling is necessary as part of the due-diligence of the economic case. Where it is not clear what columns, rows, or values refer to, increases the time assessors need to spend verifying the case and increases the due-diligence questions bidders are likely to be asked.

Wherever possible, the underlying calculations should be shown rather than hard-coded values.

The modelling should be structured so as to allow assessors to conduct sensitivity analysis easily.

In addition, transport modelling outputs should be attached with the economic case.

Q: We don't agree with the assumptions used in the MHCLG Land Value Estimates, for example developer profit. Can we use different assumptions?

A: Bidders should conduct a site specific appraisal to estimate these costs.

If assumptions are made and that results in estimates which differ to those would be derived using assumptions in MHCLG Land Values as part of the estimates of land value uplift, it must be clearly explained why a different assumption has been made and the evidence underpinning that assumption.

This also includes the house price assumed for the GDV calculation. Where this differs substantially from average house prices in that area as observed in national statistics, evidence should be provided as to why this is the case.

Q: How should we present the breakdown NPV of scheme costs?

A: The business case template requires overall costs to various sectors, as outlined in the template. However, where several funding sources form the total of one category (for example, 3 funding pots form the total of Central Government Costs), then it must be clearly split out in the accompanying narrative, with the share of each costs clearly displayed, in both total nominal values and NPV values.

It should be clear how optimism bias has been applied to these individual scheme costs.

Q: Should we apply indirect taxation factors in the NPV of scheme costs?

A: No, costs should follow the business case template – the nominal costs required should be presented along the NPV estimates.

Q: Should we include developer profit as a benefit to developers in the NPV of scheme costs?

A: No, developer profit is accounted for in the estimates of land value uplift and does not need to be included in the NPV of scheme costs.

Q: How should un-monetised impacts be presented?

A: Where un-monetised impacts are relevant, the scale of these impacts should still be indicated. For example, how many households are likely to be affected by the impact.

Financial Case

Q: Can HIF funding be used to cover OpEx?

A: We can only provide funding for OpEx during the HIF funding window, up to March 2024, and where you can prove that the OpEx costs can be capitalised and counted as spend as per local authority accounting methods.

We require evidence to clearly demonstrate that the service being paid for is fully operational, and will continue to operate as planned post 31 March 2024 or sooner. If the service is not fully operational post 31 March 2024 or sooner, and requires further capital “gap” funding – this further capital funding must be secured. If the service is not fully operational post 31 March 2024 or sooner and no further capital funding can be secured, we would recommend that you remove this service cost from the full business case. If this then impacts on the infrastructure being fully operational, this will be considered within the deliverability assessment.

Q: What would you expect a cost plan to look like for this submission? Do we need to use nominal or real prices?

A: As highlighted in the Forward Funding Business Case Guidance provided, in your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Q: What year should we use for present day prices for the cashflow?

A: Present day should count as the year in which you bid. Therefore if you bid in the September and December window it should be 2018. If it is in the March window it should be 2019.

Q: What provision has MHCLG made for potential cost-overruns on schemes?

A: MHCLG (and partner OGDs where applicable) will not commit to funding any cost-overruns for schemes – this will be the local authority’s responsibility to manage. We therefore advise that bidders should build in an adequate contingency to cover all perceived risk and this would be a legitimate cost in the bid. It should be noted this amount will be considered as part of the HIF ask and therefore will factor into the value for money assessment.

In the Financial Case section we will need to see a clear strategy and statement on how cost overruns will be managed, including how any contingency would be managed, utilised and profiled. We will need to see how cost overruns would be

dealt with in practice with information provided on who would be the responsible parties (see HIF Commercial, Financial and Management Cases - Pre-submission Checklist for Bidders).

If successful, it should be noted that if the contingency funding is not required to deliver the scheme, this funding will not be provided to local authorities in drawdowns.

Delivery of HIF funding

Q: If successful, will the lead bidding authority be the accountable body for HIF funding?

A: It is up to the lead bidding authority to decide which authority the grant award will be made to (i.e. sign the Grant Determination Agreement with) as they are the eligible bidder. They can choose to nominate an authority within their combined authority (upper/lower or unitary authority). Whichever body is party to the agreement would have the obligation for monitoring and meeting the conditions of funding, this also includes the recycling of any funding they can claw back and the responsibility for ensuring the funding is spent on future housing as per the condition.

Successful bidders will need to sign a Grant Determination Agreement which will outline the terms and conditions of the grant. This is expected to have bespoke elements and conditions dependent on the scheme, and will have a baseline against which schemes will be monitored. Bidders will also have to comply with an overarching assurance framework and monitoring requirements – these will be considered proportionality to the scheme and in-line with funding payments.

Q: Who will be responsible for cost over runs and contingencies?

A: Cost over runs and contingencies are the responsibility of the bidding authority (or the delegated authority) who signs the Grant Determination Agreement.

Q: What do you mean by all HIF funding needs to be spent by 2024? What counts as spend?

A: HIF needs to be spent on the project in the year that funding is allocated. Successful projects will agree a spending profile and milestones, and will be monitored against these.

Expenditure will be incurred by local authorities according to their own accounting principles. We would expect this to be on an accruals basis but local authorities should consult their own finance departments to confirm what will be recognised as expenditure in any given year. Local authorities should not drawdown funds from MHCLG unless they reasonably expect to spend funds within the financial year and drawdown profiles will be prepared on this basis.

Q: Hasn't the HIF spending window now been extended to 2023/24?

A: Yes, at Autumn Budget 2018, the Chancellor extended the HIF spending window to 2023/24. For bidders this means that where appropriate and clearly evidenced we may agree to an element of project spend being profiled into 2023/24.

Given that these are large, complex projects we want you to be realistic about your HIF funding ask and spend profile, and will work with you through co development to help you refine this.

Q. If successful, what level of monitoring and assurance will be required?

A: If your Business Case is successful you will be required to sign up to an assurance framework. This will detail the level of monitoring information required to assure Government that your project is on track to deliver.

Q: If the bid is successful when will I receive funding?

A: If your business case is successful, the timing of when funding will become available will depend on a number of factors. These include which window you submit your business case in, when funding is first required for your project, whether funding conditions have been satisfied, and whether due diligence has concluded.

Q: Will there be a future bidding round of HIF?

A: There are currently no plans for a second bidding round of HIF.

From: HIF <HIF@homesengland.gov.uk>
Sent: 14 January 2019 14:41
Subject: [EXT] HIF Forward Funding FAQs - updated Jan
Attachments: HIF Forward Funding FAQs Jan 19.pdf

Dear Bidders,

We would like to bring your attention an updated set of **FAQs** for the Forward Funding element of the Housing Infrastructure Fund – please see attached.

Kind Regards

HIF Team



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Please forward any Freedom of Information Requests to: enquiries@homesengland.gov.uk

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Housing Infrastructure Fund Forward Funding FAQ

Co-Development

Q: If I submit my bid in an earlier window and it is unsuccessful, will it automatically roll over into the next bidding window for assessment?

A: If you submit your bid in one of the earlier windows and it is unsuccessful, you may not resubmit your bid. As funding is being allocated proportionately at each window, it may be that we are unable to make a funding decision, and therefore we will reconsider your bid at a later bidding window. You will be informed if this is the case.

You will only be able to submit your business case once. On this basis we strongly encourage bidders to ensure that their business case is robust and fit for purpose prior to submitting.

Q: When will I know what level of support I am getting?

A: Through early engagement with bidders, we will decide the level of support being offered. Your Homes England Operating Area local lead will speak with you about your tailored package of support.

Q: What support will I receive and how will it be allocated?

A: We will play a 'critical friend' role during co-development, providing specialist advice to help you develop your project and business case. Support will be bespoke and will differ for each project - depending on factors such as the size and complexity of the project, the funding amount, how developed the project is, and the capacity of the bidding authority.

If required, additional support is available to assist with the development of the economic section of the business case. Where required, support may be provided through either a contribution towards the costs of consultants procured by the Local Authority (or local partners,) or procurement of an economic consultant partner through Homes England.

Our lead consultant, Steer Economic Development, will be in touch to:

- review the requirements of the economic case within the context of your project;
- discuss your proposed approach to meeting these requirements; and
- help to determine the most appropriate submission deadline and the level of support required

For the avoidance of any doubt, Steer Economic Development consultants are not commissioned to prepare your economic case. They will, however, provide on-going support to bidders on specific technical queries relating to the Economic Case.

Q: You have said you will be splitting funding allocations across 3 windows, each with its own submission deadline. How will you guarantee that the majority of funding will not be allocated to the earlier windows, with those projects meeting the latest submission deadline missing out?

A: We have three submission deadlines to enable projects to receive funding decisions when they need them. We will be allocating funding proportionately at each window, with an understanding of what other projects are in the pipeline. We will ensure that longer-term strategic projects submitting their business cases later in the process, will have the same level of opportunity as those which are ready to go sooner.

Q: What are the submission deadlines?

A: The first deadline was 10 September 2018, the second 3 December 2018 and the third will be 22 March 2019. Bids should be received by 5pm on the given date.

Q: Has the March submission deadline been extended?

A: Yes, we have pushed the March bidding window back to 22nd March to allow Local Authorities more time to complete their business cases.

Q: Will local authorities get to choose which deadline they aim to meet?

A: Yes. We recommend that bidders submit their business cases by the deadline which is best suited to their project, rather than the one which they think will increase their chances of funding.

Q: How much is my project likely to change through co-development / how much influence will co-development have over my project?

A: As bidders will be writing the final business case, any decisions to alter the project will ultimately be theirs. During co-development, government will work alongside bidders to support finding the best way of funding infrastructure to bring forward housing growth.

For example, this could include exploring whether grant funding is the best option, finding ways to generate further housing growth through the project, or narrowing the scope of the project to increase its likelihood of being delivered. This could mean that some projects are likely to change, and as we look to evolve projects, we will work closely with bidders to ensure that outcomes are mutually beneficial.

Q: Is it possible to split my bid or to bring two bids together?

A: Yes it is possible to split or join up your bids. However, you would need to consider the impacts of this. If you split your bid you would need to submit two business cases which would be assessed separately. There is no guarantee that if one were to be successful, the other would automatically be successful. Each bid has to be strong in its own right in terms of deliverability, value for money and strategic approach. You would need to be clear in your business case what impact they have on each other.

If you were to join up two bids and submit them as a single business case, a compelling case would need to be made linking the two areas, explaining why they

need to come forward together, the issues they necessarily address in tandem and the evidence to support this.

Q: As we have now reached the co-development stage, could you share our scores for the assessment of the EOI?

A: We are not planning on sharing scores from the EOI assessment. We have, however, carried out a review of your EOI and the questions identified in the annex we sent you are the areas that we have identified for development. Through co-development we will be continuing to explore where your bid needs to be strengthened and what support we can put in place to help this.

Q: At what point will a bidder be told that MCHLG will not be taking their project forward and what does that mean for the bid?

A: We will be transparent with bidders throughout the co-development process. This will include an honest discussion about the future of the bid if we reach a point where MCHLG, Homes England and any other relevant government departments agree that the project would not be viable through the Housing Infrastructure Fund. Should we decide to withdraw support during co-development; bidders can still submit a business case. However, any procurement of resource to produce a business case will be done at the bidder's own risk.

Business Case

Q: Can HIF funding be used to recoup business case design costs?

A: As detailed in the prospectus, HIF funding can only be used for capital expenditure. This could include project costs such as feasibility and design works if they can be capitalised. If your scheme is successful, then any capitalised project costs can be recouped – if this is your intention then this should be included within your HIF ask in your submission. If your scheme is not successful, you would not be able to recover these costs from Homes England/MHCLG.

Q: Will the assessment criteria be made available to local authorities to help them write their business cases?

A: The Forward Funding Guidance sets out the criteria we will be assessing bids against. Broadly we will be looking at the value for money, deliverability, and strategic approach of your bid. Through co-development we will be advising and guiding you on how to complete the business case and a part of this will be helping you to understand what 'good' looks like.

Q: What are you looking for in the options appraisal under 'with a proportion of HIF funding'?

A: The three options we would like you to consider are:

- If you were to receive the full HIF ask, what infrastructure would you deliver and how many homes would this unlock.
- If you were to receive a smaller amount of your HIF ask what elements of the scheme could still be delivered and how many homes would this unlock.
- If you were to not receive any of your HIF ask, what elements of the scheme, if any, could still be delivered and how many homes could still come forward.

Q: Can I include Student Accommodation in housing numbers?

A: Yes, student accommodation will count towards the net additions number. So you can include both cluster flats and halls of residence as student accommodation in your plan to meet housing need in the area.

For private sector communal accommodation (e.g. hostel, nursing home, student housing) one housing unit equates to multiple bedrooms utilising one shared living space (kitchen, bathroom etc.) depending on the scheme (usually 3-4 bedspaces). In the absence of detailed design, four bedspaces comprise one housing unit.

You should include student accommodation in 'other' when highlighting the types of housing to be delivered in your business case with the 'conversion' assumption of bedrooms to unit detailed.

Q: Questions 1.2.5 through 1.2.8 ask for various land area metrics in hectares, with the latter three of these questions specifically asking about land area to be used for housing. As several sites will be mixed-use and/or include public open space, is it acceptable to provide responses in terms of floor area (square metres) rather than land area (hectares)?

A: Please do not use square meters as this will not be consistent with other bids and therefore be very difficult for analysis purposes with other bids. We would ask that you convert the square meters to hectares (the system allows up to two decimal places so you may need to round up).

We have specifically asked for the housing area as it will be used to assist in the economic case. If your site has housing and green space you should deduct the green space and any other area for infrastructure (such as roads) to just cover the total housing. However if it is a block of flats with retail / employment facilities then the area can count as housing.

For the brownfield and public sector land responses, it should be whatever % of the housing space is on these types of land. If 100% is on brownfield land, this can be the total housing area.

Q: Can we embed additional diagrams, graphics and tables directly in the responses in the portal, or do they need to be uploaded as separate attachments?

A: There are some specific 'special' boxes – as referenced in the quick start guide that will allow these – these are largely in the economic and commercial cases. However most boxes will not accept tables or images and you can upload these as separate supporting attachments for the relevant case.

You should not replace the full answer to the question in the supporting attachments but just reference in the portal answer the supporting diagrams / graphics attached.

Q: Can the HIF FF template tables be modified (e.g. cells merged or new rows/columns added)?

A: Tables cannot be merged and in general new columns cannot be added – the portal should direct you where additional rows/columns can be added. They have generally been set up as fixed tables in order for us to use for consistent analysis purposes across all schemes.

Q: Can we cross-refer to narrative/data/attachments in other sections – or does each section need to read as ‘standalone’? If the latter, can we upload the same attachments to multiple sections?

A: You can cross-refer to narrative, data and attachments in other sections. Where you chose to do so we would expect you to clearly identify which section in the bid the additional information is captured and where attachments are concerned, why this is relevant and which section we should refer to in the supporting document.

Q: Does the character limit include spaces?

A: Yes, spaces are included.

Q: For appraisal work to support the business case are we able to use Argus or do we need to use the Homes England recognised tool?

A: Argus is suitable, provided the appraisals are provided as well as the PDF output pages

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

S42(1) [Redacted]

Q: What impact will the lifting of the HRA borrowing cap have on HIF submissions?

A: You may be aware that the government has recently announced it will be lifting the Housing Revenue Account (HRA) borrowing cap, which limited the amount local authorities could borrow against their housing revenue account assets to fund new developments. You may wish to take this into account as you develop your business case and HIF funding ask.

Economic Case

Q: Will bidders be required to produce a ‘full’ WebTAG appraisal for transport schemes?

A: The economic case must be compliant with the HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for Transport (DfT) WebTAG guidance. As set out in WebTAG, the level of transport analysis conducted for your scheme should be proportionate. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network. Steer Economic Development will have been in contact and will have asked you to complete a Transport Approach Summary (TAS) to help you determine what is appropriate for your scheme.

Q: Are you expecting an update to the MHCLG Appraisal Guide during HIF submission windows?

A: We are not now expecting an updated MHCLG Appraisal Guide to be published until Spring 2019, once the HIF submission windows have closed.

Calculation of the BCR

Q: Can you confirm what goes into the BCR (both in terms of costs and benefits)?

A: Supplementary HIF guidance states that “HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires”. This gives an indication of the primary way in which projects will be compared. The benefit of additional housing, as monetised by land value uplift from residential development, is therefore the most important economic benefit we will consider. It will be looked at in comparison to the HIF funding being provided.

The HIF guidance goes on to say “Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account”.

Land Values

Q: The guidance suggests that benchmark figures published by MHCLG would be acceptable to estimate existing use land values; can you confirm that this is the case?

A: We are trying to establish as accurate an assessment as possible for the increase in economic welfare resulting from the investment, hence this is why site specific values should be provided where possible. For residential land values we would expect this to be feasible based on the MHCLG Appraisal Guide and supplementary HIF guidance. For existing use land values, supplementary HIF guidance makes clear that if it isn’t possible to provide site specific values then it is acceptable to use MHCLG land values. Paragraphs C8 and C9 of the appraisal guide show how this might be done (although note that up to date published land

values should be used¹). The rationale for doing so should be clearly explained. The land values provided (whether site specific or not) will under-go the same process of assessment for suitability in each case and so MHCLG values will not weigh negatively on the final assessment.

Q: Should residential land values be based on the current residential values achievable in an area or potential values that could be achievable in the future?

A: It is up to the bidder to justify the land value growth method/assumptions employed. Paragraph C.2.2 of WebTAG Unit A2.2 notes that: “because the transport scheme is assumed to have been implemented, the value of the land in its new use will reflect the improved accessibility provided by the transport scheme”. Where assumptions about land value growth are made it is our expectation that a range of sensitivities would be provided given the likely uncertainty. The MHCLG appraisal guide makes clear that in the absence of detailed local market information to inform land value growth assumptions, a 5% real terms land value increase can be used as a default. Significant deviations from this will need a strong justification based on local market evidence.

Q: Does MHCLG have a preferred approach for forming assumptions around land value growth for existing use land values?

A: Land value uplift should reflect the uplift in land value at the time at which the development occurs. If there is insufficient evidence to form land value growth assumptions for existing use values, paragraph C14 of the MHCLG appraisal guide notes these can be assumed in line with residential land value growth.

Q: Where sites will incorporate non-residential land values, does MHCLG have a preferred approach for estimating the land values?

A: The approach for estimating non-residential land values is the same as for residential values, but can be based on commercial valuation (assuming the land is being brought into commercial use). Typical land values for land in commercial use are also now available in the Department’s published land values and these will be accepted².

If a site will be a mix of residential and commercial development, as far as possible the land value uplift generated by each should be calculated separately, as set out in supplementary HIF guidance.

Build Costs

Q: Can Homes England / MHCLG provide standard costs assumptions that we should use to estimate build costs for each site?

A: We are trying to establish as accurate an estimate as possible of the value for money of each project and as build costs can vary depending on the design of the dwellings being built we advise that specific values be estimated where possible.

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

Where not, RICS BCIS data is used as the industry standard and large developments are typically assumed to have costs assumed in line with the lower quartile.

Developer profit

Q: What is an acceptable level of developer profit to assume in the modelling?

A: In the absence of site specific values, Annex A of the guidance notes that assumptions about developer profit can be made in line with MHCLG's land value estimates³. Paragraph 12 of Annex A of the above publication states, "Profit is taken at 17 per cent of gross development value (GDV) for market housing (17.5 per cent in London)".

Displacement

Q: Is it acceptable to apply a site level displacement assumption to all scenarios? Or should displacement rates be considered to vary depending on the proposed level of development?

A: We have provided guidance on assessing additionality; it is, however, up to the bidder to establish if this differs across various scenarios and provide a clear explanation for their assessments. There are likely to be circumstances where the site level displacement would differ; for example, where the tenure mix changes between scenarios.

Amenity Benefit

Q: How important will amenity benefits be to the overall assessment?

A: Amenity benefits of development will factor into our assessment of whether the project being put forward is considered value for money, but typically we would expect these to be small relative to land value uplift. There is no preferred approach for estimating amenity benefits.

Affordable Housing

Q: We propose to use the standard assumption of each affordable rented property being worth £2,400 in external economic benefits (PV) over a 30-year period. Can you confirm that this approach will be acceptable and is in line with MHCLG's latest thinking on this issue?

A: Yes this is acceptable and reflects the value of the health benefits as set out in the MHCLG Appraisal Guide. Bidders are free to use another set of assumptions providing a clear rationale for doing so is given.

Q: How should we treat affordable housing for the LVU calculation?

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

A: In line with HIF economic case guidance, the GDV element of the LVU estimates should assume all housing is market sale. The remaining estimates of the LVU calculation (e.g. build costs, developer profit) can follow the results of the development appraisal (for example, the mix of affordable housing and market sale provided).

Monetising the acceleration of sites

Q: Can we monetise the benefits of housing the infrastructure is not directly enabling, even if only factored down?

A: It is up to bidders to determine which benefits will result from the infrastructure and whether they should be monetised. However we would typically only expect benefits related to housing which is truly dependent on the infrastructure to be included, which can be determined using the sets of guidance set out in supplementary HIF guidance.

Inflation, risk and optimism bias

Q: Is there any HIF guidance on inflation rates, risk and optimism bias?

A: Bidders should refer to the HMT Green Book and the MHCLG Appraisal Guidance. Where relevant, WebTAG unit A1.2 may also be of use.

Q: In general how should Optimism Bias be applied?

A: The Green Book and supplementary guidance provides assistance on how to apply optimism bias. However, optimism bias should only be applied in the economic case and not in the financial case.

Treatment of scheme costs in the Economic Case

Q: Does the Economic Case include the whole cost of the scheme or just the HIF contribution? How are Opex and revenue treated?

A: Bidders should answer the Business Case Questions as fully as possible in accordance with the HMT Green Book, MHCLG Appraisal Guide, and supplementary HIF guidance. A section of the latter includes total scheme costs (and revenues), and how these are assumed to be split between HIF and other funding sources.

Inflation and discounting

Q: In translating nominal costs in the financial case to real costs in economic case what base year should be assumed to apply GDP deflator?

A: Supplementary HIF guidance states that “All net present values provided should be in 2018/19 prices.”

Q: What should the ‘base year’ be for applying the discount rate?

A: Values presented in the economic case should be discounted to the start of the 60 year appraisal period (2018/19). As per supplementary HIF guidance, the discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.

Updated General Economic Case FAQs

Q: Can I include housing that will be delivered after 2035?

A: Yes, housing delivered after 2035 can be taken into account within the Economic Case (and can be included in the estimates of LVU). However, the increased risk and uncertainty associated with the delivery of homes delivered further into the future will be taken into consideration when assessing bids. Homes delivered after 2035 are likely to be the focus of significant scrutiny as part of the assessment. The bidder will therefore need to clearly articulate how the housing anticipated post 2035 is directly unlocked by the proposed infrastructure, and the certainty behind this.

Q: What level of evidence do we need to supply as part of our assessment of additionality?

A: All bidders will have had the opportunity to outline their approach to assessing transport impacts, and their assessment of deadweight, through Steer to be reviewed by MHCLG and DfT.

However, **a key focus as part of the moderation of the economic case will be on the evidence presented on additionality**, on both deadweight and displacement. Regarding deadweight, you must provide all evidence that is used to derive your estimate of deadweight homes. Where bids are light on detail is likely to affect the moderation of the economic case and the number of clarification questions you will be asked. If these cannot be settled before your bid is considered, it is likely to mean the final value for money assessment accounts for this increased uncertainty.

Where bidders use transport modelling in line with WebTag A2.2, for example, to assess where a reasonable level of service is breached, the outputs of the model must be clearly shown in the economic case and how this has informed the number of deadweight homes estimated. If this approach is used, the bidder must show how many additional homes can be built on the site before the network breaches a reasonable level of service.

Bidders should show the fullest possible evidence on deadweight and do not need to rely on one approach (e.g. modelling to show the network breaches a reasonable level of service). This can be supplemented by other evidence if that evidence exists.

In addition, the number of deadweight homes must be explicitly stated **for each site individually with the evidence underpinning these estimates. A suggested**

approach is to show how the homes are dependent on the infrastructure for each site requiring HIF funding.

Q: In what year should we apply current use value?

A: We expect to see current use value applied in the same year as residential use value, to gain the land value uplift. The land value uplift should be applied in the year the units complete.

This means if housing units were expected to be brought forward in 2025 of the appraisal period, we would expect the land value uplift calculation to involve the residential use value minus the current use value in 2025. We would not expect current use value to all be assumed in the first year of the appraisal period unless evidence is presented to the contrary.

If a bidder's assessment is that land values will grow in their area, then this increase must be applied to both residential and current use values unless there is compelling evidence against this.

Q: What should we focus on in the Risk Analysis of the economic case?

A: The risk analysis should be informed by the specifics of your project. However, the risk analysis applies *both* to the delivery of infrastructure and the delivery of homes. As part of our moderation of the economic case we will consider whether appropriate consideration to the risk of the delivery of homes has been identified and is therefore used to inform a view of value for money.

Q: What modelling should I attach with the economic case?

A: All land value uplift economic modelling conducted as part of the appraisal should be included with the submission of the bid and in spreadsheet format. This includes all modelling conducted as part of the appraisal of the NPV of additional housing benefits.

As part of MHCLG's moderation of the bid, the economic modelling will be reviewed by assessors. Therefore, it is best practice to structure your economic modelling so that assessors can easily clarify how the NPV estimates have been derived. **Where these cannot be verified means the moderation of the economic case cannot be finalised.**

All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and number of dwellings, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.

This spreadsheet modelling is necessary as part of the due-diligence of the economic case. Where it is not clear what columns, rows, or values refer to, increases the time assessors need to spend verifying the case and increases the due-diligence questions bidders are likely to be asked.

Wherever possible, the underlying calculations should be shown rather than hard-coded values.

The modelling should be structured so as to allow assessors to conduct sensitivity analysis easily.

In addition, transport modelling outputs should be attached with the economic case.

Q: We don't agree with the assumptions used in the MHCLG Land Value Estimates, for example developer profit. Can we use different assumptions?

A: Bidders should conduct a site specific appraisal to estimate these costs.

If assumptions are made and that results in estimates which differ to those would be derived using assumptions in MHCLG Land Values as part of the estimates of land value uplift, it must be clearly explained why a different assumption has been made and the evidence underpinning that assumption.

This also includes the house price assumed for the GDV calculation. Where this differs substantially from average house prices in that area as observed in national statistics, evidence should be provided as to why this is the case.

Q: How should we present the breakdown NPV of scheme costs?

A: The business case template requires overall costs to various sectors, as outlined in the template. However, where several funding sources form the total of one category (for example, 3 funding pots form the total of Central Government Costs), then it must be clearly split out in the accompanying narrative, with the share of each costs clearly displayed, in both total nominal values and NPV values.

It should be clear how optimism bias has been applied to these individual scheme costs.

Q: Should we apply indirect taxation factors in the NPV of scheme costs?

A: No, costs should follow the business case template – the nominal costs required should be presented along the NPV estimates.

Q: Should we include developer profit as a benefit to developers in the NPV of scheme costs?

A: No, developer profit is accounted for in the estimates of land value uplift and does not need to be included in the NPV of scheme costs.

Q: How should un-monetised impacts be presented?

A: Where un-monetised impacts are relevant, the scale of these impacts should still be indicated. For example, how many households are likely to be affected by the impact.

Financial Case

Q: Can HIF funding be used to cover OpEx?

A: We can only provide funding for OpEx during the HIF funding window, up to March 2024, and where you can prove that the OpEx costs can be capitalised and counted as spend as per local authority accounting methods.

We require evidence to clearly demonstrate that the service being paid for is fully operational, and will continue to operate as planned post 31 March 2024 or sooner. If the service is not fully operational post 31 March 2024 or sooner, and requires further capital “gap” funding – this further capital funding must be secured. If the service is not fully operational post 31 March 2024 or sooner and no further capital funding can be secured, we would recommend that you remove this service cost from the full business case. If this then impacts on the infrastructure being fully operational, this will be considered within the deliverability assessment.

Q: What would you expect a cost plan to look like for this submission? Do we need to use nominal or real prices?

A: As highlighted in the Forward Funding Business Case Guidance provided, in your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Q: What year should we use for present day prices for the cashflow?

A: Present day should count as the year in which you bid. Therefore if you bid in the September and December window it should be 2018. If it is in the March window it should be 2019.

Q: What provision has MHCLG made for potential cost-overruns on schemes?

A: MHCLG (and partner OGDs where applicable) will not commit to funding any cost-overruns for schemes – this will be the local authority's responsibility to manage. We therefore advise that bidders should build in an adequate contingency to cover all perceived risk and this would be a legitimate cost in the bid. It should be noted this amount will be considered as part of the HIF ask and therefore will factor into the value for money assessment.

In the Financial Case section we will need to see a clear strategy and statement on how cost overruns will be managed, including how any contingency would be managed, utilised and profiled. We will need to see how cost overruns would be dealt with in practice with information provided on who would be the responsible parties (see HIF Commercial, Financial and Management Cases - Pre-submission Checklist for Bidders).

If successful, it should be noted that if the contingency funding is not required to deliver the scheme, this funding will not be provided to local authorities in drawdowns.

Delivery of HIF funding

Q: If successful, will the lead bidding authority be the accountable body for HIF funding?

A: It is up to the lead bidding authority to decide which authority the grant award will be made to (i.e. sign the Grant Determination Agreement with) as they are the eligible bidder. They can choose to nominate an authority within their combined authority (upper/lower or unitary authority). Whichever body is party to the agreement would have the obligation for monitoring and meeting the conditions of funding, this also includes the recycling of any funding they can claw back and the responsibility for ensuring the funding is spent on future housing as per the condition.

Successful bidders will need to sign a Grant Determination Agreement which will outline the terms and conditions of the grant. This is expected to have bespoke elements and conditions dependent on the scheme, and will have a baseline against which schemes will be monitored. Bidders will also have to comply with an overarching assurance framework and monitoring requirements – these will be considered proportionality to the scheme and in-line with funding payments.

Q: Who will be responsible for cost over runs and contingencies?

A: Cost over runs and contingencies are the responsibility of the bidding authority (or the delegated authority) who signs the Grant Determination Agreement.

Q: What do you mean by all HIF funding needs to be spent by 2024? What counts as spend?

A: HIF needs to be spent on the project in the year that funding is allocated. Successful projects will agree a spending profile and milestones, and will be monitored against these.

Expenditure will be incurred by local authorities according to their own accounting principles. We would expect this to be on an accruals basis but local authorities should consult their own finance departments to confirm what will be recognised as expenditure in any given year. Local authorities should not drawdown funds from MHCLG unless they reasonably expect to spend funds within the financial year and drawdown profiles will be prepared on this basis.

Q: Hasn't the HIF spending window now been extended to 2023/24?

A: Yes, at Autumn Budget 2018, the Chancellor extended the HIF spending window to 2023/24. For bidders this means that where appropriate and clearly evidenced we may agree to an element of project spend being profiled into 2023/24.

Given that these are large, complex projects we want you to be realistic about your HIF funding ask and spend profile, and will work with you through co development to help you refine this.

Q. If successful, what level of monitoring and assurance will be required?

A: If your Business Case is successful you will be required to sign up to an assurance framework. This will detail the level of monitoring information required to assure Government that your project is on track to deliver.

Q: If the bid is successful when will I receive funding?

A: If your business case is successful, the timing of when funding will become available will depend on a number of factors. These include which window you submit your business case in, when funding is first required for your project, whether funding conditions have been satisfied, and whether due diligence has concluded.

Q: Will there be a future bidding round of HIF?

A: There are currently no plans for a second bidding round of HIF.

S40(2)

From: S40(2) [REDACTED]@homesengland.gov.uk>
Sent: 26 February 2019 09:35
To: S40(2) [REDACTED]; S40(2) [REDACTED]
Subject: [EXT] Plan

Hi both

See you this afternoon for our co-development meeting.

If possible could you send us a detail plan of the infrastructure as DfT have been asking for this.

Also, it would be really helpful to talk further about the MK-Tariff type plans to recoup and or recycle costs for this project?

I have a lead for you in discussions with another Authority about additional units.

See you at 2.30pm

S40(2)

S40(2)

Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [REDACTED] and Mobile: S40(2) [REDACTED]



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From: HIF <HIF@homesengland.gov.uk>
Sent: 05 March 2019 13:44
Subject: [EXT] Portal update - Expenditure year 23/24

Dear Bidders,

The HIF FF bidding portal has now been updated to show the new profiling expenditure year of 2023/24. Previously anything to be spent in 2023/24 had to be put in the column 'future years' there is now a specific column for 2023/24 and any figures currently in 'future years' will need to be manually transferred over.

Kind Regards

HIF Team



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S40(2)

From: HIF <HIF@homesengland.gov.uk>
Sent: 06 March 2019 17:42
Subject: [EXT] RE:
Attachments: HIF Forward Funding FAQs Jan 19 (8).pdf; HIF FF Business Case Template REVISED NOV 18.docx

Dear Bidders,

Please see what should have been attached on the previous e-mail

Kinds Regards

The HIF Team



From: HIF
Sent: 06 March 2019 17:09
To: S40(2)

[Redacted content]

Subject:

Dear Bidders

Housing Infrastructure Fund – Forward Funding Final Submission Deadline March 22nd 23:59:59

There are now 16 days until the submission deadline for FF business cases, to aid in this period we are resending the most recent FAQs and the business case guidance so that you are able to check that your business case is clearly aligned to what the FAQs and the guidance require. The business case needs to be completed as requested and attachments should only be included when requested or as additional support to information within the portal and not in lieu of.

It is also hugely important to familiarise yourself with the structure of the online portal and to leave yourself enough time to upload and submit your bid. We recommend you do not leave it all until the last few days as the portal will be busy.

Kind Regards

The HIF Team



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Ministry of Housing,
Communities &
Local Government



Homes
England

Housing Infrastructure Fund – Forward Funding

Business Case Questions

Please note: that this document sets out the questions that will be required to complete on the online portal. This document is for your information to help you prepare your Business Case and will not be accepted as a form of submission. All Business Cases will be required to be submitted by completing the questions on the Homes England HIF portal.

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1. The Project

1.1 Project summary

1.1.1 What is the name of your scheme?

Scheme name is taken from EOI but can be edited if required

1.1.2 Please provide an Executive Summary for your proposal.

5,000 characters

1.1.3 Please provide an overview of the project, including your project scope for the infrastructure and for the wider project.

4,000 characters

1.2 Site details

1.2.1 How many housing sites will the funding bring forward?

1.2.2 Please provide a list of the housing sites that the funding will bring forward, including the amount of units to be delivered on each site, the lower tier or unitary authority the site is in and the current land ownership.

	Site Name	Units	Local Authority	Current Ownership
Site 1				<i>200 characters</i>
Site 2				
Site 3 (etc..)				
Total				

1.2.3 Please provide site boundaries for all housing sites.

This will be an online map tool on the portal

1.2.4 Please attach scheme plan(s) for your proposal – these should include plans of all housing sites and infrastructure.

1.2.5 What is the total size of the development (in hectares)?

1.2.6 Of the total development size, what is the total housing area (in hectares)?

1.2.7 How much of the total housing area is on brownfield land (in hectares)?

1.2.8 How much of the total housing area is on Public Sector Land (in hectares)?

1.2.9 What is the current planning status of the sites?

These should be set out against the following: full/detailed; outline, planning in principle, allocated or none. If a scheme has partial planning for a phase please provide this in the commentary. If you have Full/Detailed or Outline planning, you will need to provide planning references.

	Planning Status	Planning reference (if applicable)	Commentary (i.e. site with both outline and full planning)
Site 1			<i>250 characters</i>
Site 2			<i>250 characters</i>
Site 3 (etc.)			<i>250 characters</i>

1.2.10 What are the proposed tenures of the homes delivered?

	Percentage of units
Affordable sale	
Affordable rent	
Market Sale	
Market Rent	
Other	

1.3 Infrastructure requirements

1.3.1 What types of physical infrastructure is the **HIF funding** required for? Please tick all that apply:

Road/Highway -- Strategic Road Network	Road/Highway - other	Bridge	
Rail	Education	Digital infrastructure	
Health Facilities	Green infrastructure	Flood Defence	
Public Realm Works	Water works	Land Remediation	
Land assembly	Utility Network Extension	Utility Capacity Reinforcement	
Other (please provide details)			

1.3.2 Please provide further details on the HIF infrastructure requirements based on the information provided above and their link to the delivery of housing.

Table to be populated based on selected infrastructure type – description required to be filled in - e.g.

Option selected	Description of infrastructure requirement	Amount of HIF funding required	Link to Housing	Site/s benefitting
Rail	250 characters		750 characters	
Health Facilities	250 characters		750 characters	
Public Realm Works	250 characters		750 characters	
Land assembly	250 characters		750 characters	

1.3.3 Please outline, in further detail, the direct link between the infrastructure scheme/s and how this unlocks the homes identified in your bid.

6,000 characters

1.4 Wider Development Impacts

Dependent on your answer to 1.3.1, you will be required to answer some or all of the below questions

1.4.1 Please provide a summary of the impact the scheme will have on the Transport Network?

You may wish to refer to the Economic Case guidance for a list of the supporting documents that may be relevant to consider as part of your answer. Any supporting documents should be included within the Economic Case.

5,000 characters

Attachments can be added.

1.4.2 Please answer the following questions on the Education provision related to this scheme:

If you have highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.2.1 How many schools are expected to be funded through HIF?

If you have highlighted that HIF will fund more than one school you will need to complete questions 1.4.2.2 - 1.4.2.6 for each school

1.4.2.2 What educational phase will the school(s) concern? (Tick all relevant)

Nursery	Primary		Secondary	
All-through	16-19			

1.4.2.3 What type will the school(s) be? (Tick all relevant)

Free School mainstream	Free School Special Education Needs and Disability (SEND)	Free School Alternative Provision (AP)	
LA-led mainstream	LA-led Special Education Needs and Disability (SEND)	LA-led Alternative Provision (AP)	
Other (please			

provide details)	
------------------	--

1.4.2.4 What is the anticipated date (month and year) when the school(s) will open for the first time?

1.4.2.5 What is the planned pupil capacity of school(s) and the anticipated timeline for this to be reached? Please include details of initial pupil numbers and the initial form/s of entry (FE) and year-on-year plans for increasing pupil intake.

2,000 characters

Attachments can be added.

1.4.2.6 What is the pupil yield for site(s) unlocked and how this has been calculated? Please attach relevant documents outlining pupil yield calculation if available.

2,000 characters

Attachments can be added.

If you have not highlighted 'Education' as a type of physical infrastructure to be funded through HIF please answer the below question:

1.4.2.7 Please indicate whether the housing development generates a need for new school places and how this will be accommodated, either within the development site or elsewhere.

2,000 characters

1.4.3 Please answer the following question on utility networks related to this scheme:

If you have highlighted 'Utility Network Extension' or 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below questions:

1.4.3.1 How have you engaged with your Distribution Network Operator when developing this scheme? Please provide costs and timescales for connections and upgrading network infrastructure.

2,000 characters

1.4.3.2 Please demonstrate your assessment of additional utility provision (including but not limited to water, waste water, gas and telecoms) for this scheme and future housing delivery?

2,000 characters

If you have not highlighted either 'Utility Network Extension' and 'Utility Capacity Reinforcement' as a type of physical infrastructure to be funded through HIF please answer the below question:

1.4.3.3 How have you assessed that no new utility infrastructure – electricity capacity, water, waste water, gas and telecoms – will be required for this scheme and future housing delivery or, how additional utility infrastructure will be delivered without HIF funding?

2,000 characters

1.4.4 Please answer the following questions on the healthcare provisions related to this scheme:

1.4.4.1 What consideration have you given to ensuring that the health and care services locally will align with the additional homes to be built?

2,000 characters

1.4.4.2 Have you engaged with your Sustainability and Transformation Partnership? More information on STPs can be found here: [NHS England » System change \(STPs and ICSs\)](#)

2,000 characters

1.5 Additional Information

1.5.1 If you have any further information to support your project overview, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

2. Strategic Case

2.1 Strategic Approach

2.1.1 How will this scheme support your long-term housing and economic growth ambitions? Please refer to any development plans and/or associated planning policies.

10,000 characters

2.1.2 What is your assessment of local housing requirements in your area and how will this scheme address these needs? Please refer to any data and evidence sources you have, including Local Housing Need.

8,000 characters

Attachments can be added.

2.2 Local Support

2.2.1 How will the scheme demonstrate effective joint working (e.g. with neighbouring local authorities and other local partners, private sector organisations, Local Enterprise Partnerships, etc.)?

4,000 characters

2.2.2 Can you demonstrate local support for your scheme (for example in Local Plans and policies)?

4,000 characters

2.2.3 Can you provide evidence of support for your proposal from the following:

- **Local MP(s)**
- **Local community**
- **Local Enterprise Partnership(s)**
- **Supporting upper tier local authorities**
- **Supporting lower tier local authorities**
- **Any other key stakeholders**

You will be asked to answer 'Yes', 'No', or 'Awaiting Response'.

If 'Yes' is selected you will need provide details of engagement and attach relevant evidence. If 'No' or 'Awaiting Response' is selected you will need to provide reasoning.

2.3 Meeting Housing Policy Objectives

2.3.1 How will your scheme support the Government's ambitions for housing, as set out in the Housing White Paper? This could include the following:

- **Diversifying the housing market through Small and Medium Sized Enterprises (SMEs), Modern Methods of Construction (MMCs), or Self-Build**
- **Supporting Garden Towns and Villages**
- **Unlocking public sector and local authority land**
- **Making effective use of brownfield sites**

8,000 characters

2.4 Scheme Objectives

2.4.1 What are the overarching objectives of the project? Objectives should be SMART – Specific, Measurable, Achievable, Relevant and Time constrained.

3,000 characters for each objective (table format)

2.4.2 Please list the criteria (critical success factors – CSFs) against which you will assess the successful delivery of the project and the evaluation of options.

1,000 characters for each CSF (table format)

2.5 Rationale for Intervention

2.5.1 What is the market failure being addressed? Please provide a detailed account of why the existing arrangements, both financial and delivery, are not sufficient to deliver the scheme and the rationale for government intervention (HIF funding).

8,000 characters

Attachments can be added.

Please see guidance on demonstrating market failure in the [prospectus for Forward Funding](#) - the [HMT Green Book](#) also provides further detail.

2.6 Additional Information

2.6.1 If you have any further information to support your strategic case, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.
4,000 characters

Attachments can be added.

3. Options Appraisal

3.1 Outline of Options

3.1.1 Please provide a summary of all the options considered during co-development related to the extent of HIF funding required. Please set out the rationale for why these options were discounted in favour of the preferred option.

8,000 characters

3.1.2 Please summarise shortlisted options considered and how these meet the required objectives of the scheme detailed earlier in the Business Case. As a minimum should include:

- Option 1: With requested HIF funding
- Option 2: With a reduced amount of HIF funding
- Option 3: Do nothing (no HIF funding)

2,000 characters for each option(table format)

3.1.3 Please provide the following key metrics for all options:

	Option 1	Option 2	Option 3	Option 4 etc. (if relevant)
HIF funding required			0	
Total scheme cost				
Housing units delivered				
Estimated % affordable				
Units started up to 2022				
Units started 2023-2025				
Units started 2026-2030				
Units started 2031-2035				
Units started in future years				
Amount of other Central Govt. Funding				
Amount of LA funding (inc. LGF)				
Amount of private sector funding				

3.2 Options Analysis

3.2.1 What strategic risks do the shortlisted options carry? Please outline strategic risk / likelihood and impact of the shortlisted options.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Opt	Strategic Risk	Likelihood	Impact
1	1,500 characters		
2	1,500 characters		
3	1,500 characters		
4 (etc.)	1,500 characters		

3.2.2 What are the constraints related to the shortlisted options?

Opt	Constraints
1	1,500 characters
2	1,500 characters
3	1,500 characters
4 (etc.)	1,500 characters

3.2.3 Please provide details of any inter-dependencies related to the shortlisted options.

Opt	Inter-dependencies
1	1,500 characters
2	1,500 characters

3	1,500 characters
4 (etc.)	1,500 characters

3.2.4 Please provide details of the exit strategy for the shortlisted options.

Opt	Exit Strategy
1	1,500 characters
2	1,500 characters
3	1,500 characters
4 (etc.)	1,500 characters

3.2.5 Please summarise any economic appraisal conducted for the shortlisted options, relative to the do nothing (no HIF funding) option.

For the preferred option, the full economic appraisal should be outlined in the Economic Case.

Opt	Summary Economic appraisal
2	2,500 characters
3	2,500 characters
4 (etc.)	2,500 characters

3.3 Options Summary

3.3.1 Please summarise why the preferred option, with the requested HIF funding, has been chosen and why the other shortlisted options have been discounted – this should make reference to advantages and disadvantages of the options in relation to scheme objectives and CSFs.

8,000 characters

3.3.2 Please provide a summary of the impact should funding not be received.

6,000 characters

3.4 Additional Information

3.4.1 If you have any further information to support your project overview, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

4,000 characters

Attachments can be added.

4. Economic Case

4.1 Net Present Value (NPV) of housing benefits.

4.1.1 Please provide the estimated NPV (in 2018/19 prices) of the additional housing benefits (as monetised using land value uplift) of the preferred option relative to the do-nothing option.

4.1.2 Please provide the estimated NPV (in 2018/19 prices) of the current use land value for the scheme overall (before additionality adjustments).

4.1.3 Please provide the estimated NPV (in 2018/19 prices) of the site specific residential land value for the scheme overall (before additionality adjustments).

4.1.4 Please provide the **undiscounted values used to estimate** the residential land value calculation across all sites.

Assumptions should be consistent with the guidance for completing the HIF economic case.

- **GDV (compliant with the Economic Case guidance)**
- **Build costs**
- **Externals**
- **Professional fees**
- **Sales costs**
- **Finance costs**
- **Contingencies**
- **Developer profit**

4.1.5 Please provide the additionality % assumed for the scheme (**deadweight and displacement**).

4.1.6 Please provide a detailed explanation of the method and assumptions used to derive the deadweight and displacement estimates. As part of this, an estimate of deadweight for each site individually must be provided, by illustrating how the homes/each site are linked to the infrastructure.

30,000 characters

4.1.7 Please provide a detailed explanation of the method and assumptions underlying the estimates of NPV of residential land value, NPV of current use value, and NPV of additional housing benefits above, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.2 NPV of external impacts of additional housing

4.2.1 Please provide the estimated NPV (in 2018/19 prices) of external impacts of additional housing from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact
Total		

4.2.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.3 NPV of infrastructure impacts

4.3.1 Please provide the estimated NPV (in 2018/19 prices) of infrastructure impacts, and any other monetised impacts not captured above, from the preferred option relative to the do-nothing option.

Type	Summary of Impact	NPV of Impact
Total		

4.3.2 Please provide a detailed explanation of the method and assumptions underlying these estimates, as outlined in the Economic Case guidance (including Annex A).

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.4 NPV of scheme costs

4.4.1 Please provide the estimated NPV (in 18/19 prices) of **infrastructure** scheme costs (and revenues) as incurred by the following groups under the preferred option relative to the do-nothing option, ensuring no double counting of any costs included in prior answers – NPV of housing benefits, NPV of external impacts of additional housing, and NPV of infrastructure impacts (Q. 4.1 – 4.4).

You must initially enter the NPV of scheme costs, without optimism bias, before adding assumed optimism bias in the below fields, in line with economic case guidance. These should align with your response to Optimism Bias (Q 4.7).

Type		Total Nominal Amount	NPV (18/19 constant prices)	(FOR CALCULATION ONLY)
HIF funding	Cost			A
	Revenue			B
Central Government	Cost			C
	Revenue			D
Local Authority	Cost			E
	Revenue			F
Other public Sector	Cost			G
	Revenue			H
Private Sector (not developer contributions)	Cost			I
	Revenue			J
Private Sector (developer contributions)	Cost			K
	Revenue			L
Optimism Bias applied to Total Public Sector Costs	Cost			M
Optimism Bias applied to Total Private Sector Costs	Cost			N

REAL NET PRESENT PUBLIC SECTOR COST	These will be calculated from numbers provided above (CALCULATION: NPV A+ C + E + G + M – B – D – F – H)
REAL NET PRESENT PRIVATE SECTOR COST	These will be calculated from numbers provided above (CALCULATION: NPV I + K + N – J – L)

4.4.2 Please provide a detailed explanation of the method and assumptions underlying all estimated costs, as outlined in the Economic Case guidance.

20,000 characters

You may add attachments to support your explanations – please refer to these in your answer.

4.5 Non-monetised impacts

4.5.1 Are there any impacts it is not feasible, or proportionate, to monetise? Yes/No?

4.5.2 If ‘Yes’, please provide details, including an indicative scale of impact and why these have not been monetised.

20,000 characters

4.6 Sensitivity Analysis

4.6.1 *Please describe sensitivity analysis conducted (if not covered above).*

10,000 characters

4.7 Optimism Bias

4.7.1 *Please describe how optimism bias has been applied in line with HMT Green Book (and where relevant DfT WebTAG) guidance (if not covered above).*

10,000 characters

4.8 Risk analysis

4.8.1 *Please describe how risk has been assessed and appraised in line with HMT Green Book guidance (if not covered above). The risk analysis should focus both on the risks to the delivery of the infrastructure and the delivery of housing.*

10,000 characters

4.9 Supporting Material and Additional Economic considerations

4.9.1 *Please provide any other information not covered above to support the economic case*

10,000 characters

4.9.2 *Please attach all economic modelling done as part of the economic case.*

4.9.3 **SCHEMES WITH TRANSPORT IMPACTS** - *For any transport modelling conducted, please refer to Annex B of the guidance and attach.*

5. Commercial Case

5.1 Market Analysis

5.1.1 Please provide details of how the proposed scheme fits with the local housing market and with local demand. Please provide supporting evidence of relevant value assumptions in the area, including:

- trends and patterns in the local housing market
- market absorption and sales rates
- average house prices and comparables
- local demographics

8,000 characters

Attachments can be added

5.2 Delivery strategy

5.2.1 Please provide details of who will be delivering the infrastructure.

16,000 characters

5.3 Procurement strategy

5.3.1 Please provide details of engagement with contractors to date and the procurement strategy for delivery of the infrastructure scheme.

16,000 characters

5.3.2 Please outline the procurement strategy to ensure build out of the wider housing scheme, including engagement with development partners to date and use of SPVs, other joint ventures and legal proposals to bring forward homes.

16,000 characters

5.3.3 Please attach any supporting evidence from contractors / developers which support your proposal.

5.4 Implementation Timescales

5.4.1 Please provide an overview of the implementation timescales for your procurement strategy.

8,000 characters

5.4.2 Please provide an overview of your phasing and implementation strategy for the wider scheme.

8,000 characters

5.5 Contract Management Approach

5.5.1 Please provide details of your approach to contract management and any details of any arrangements already in place – this should include charging mechanisms.

16,000 characters

5.5.2 Please provide details of the proposed key contractual clauses.

8,000 characters

5.6 Additional Information

5.6.1 If you have any further information to support the Commercial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added

6. Financial Case

6.1 Scheme Costs and Cost Plan

6.1.1 **What are the total scheme costs?**

6.1.2 **Will the infrastructure costs be 100% funded through HIF? Yes/No**

6.1.3 **Please provide a summary of the total infrastructure costs of the project. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.4.**

To note: You should complete a line for each individual cost. If your infrastructure scheme is fully funded by HIF you will only need to complete the 'funded through HIF' column in the table.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost	Amount Funded by HIF
	Description of cost 1		
	Description of cost 2		
	Description of cost 3 etc.		
		Total	Must add up to HIF Total

6.1.4 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.5 **Can you provide detailed costing for the housing element of the wider project that form part of your total scheme costs? Yes/No**

6.1.6 **If No, please explain why these are not currently available and when you expect them to be more developed.**

4,000 characters

6.1.7 **If yes, please provide a summary of the costs related to the housing. If you would wish to provide a further breakdown (i.e. by site / by phase) this can be included in 6.1.8.**

To note: You should complete a line for each individual cost.

Under 'type' you should choose from the following categories: Sunk Costs / Land (exc. Sunk costs) / Infrastructure / Construction / Abnormals / Professional fees / Finance Costs / Contingency / Preparation costs (design and planning) / Allowance for developer profit / Other

Type	Description	Cost
	Description of cost 1	
	Description of cost 2	
	Description of cost 3 etc.	
		Total

6.1.8 **Please provide a summary evidencing how you have assumed these costs. Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.**

8,000 characters

Attachments can be added

6.1.9 **Please provide a detailed cost plan for the scheme proposed to be fully or part funded by HIF. If you have included the housing costs above, please include these.**

This should include any costs associated with land assembly or access, design costs and professional fees, financing costs, construction costs, and contingency.

6.1.10 **Please provide detail on how the Land Cost, included in your scheme costs, has been arrived at and the basis of this assumption (if you have included these costs in either your infrastructure or housing costs).**

4,000 characters

6.1.11 Please attach any evidence to support how the Land Cost has been assumed.

6.2 Funding and Financing Sources

6.2.1 Have you applied for, or received, any other public funding or financing for the scheme? Yes / No

6.2.2 If yes, what type of public funding or financing has been secured and /or applied for and please provide details.

If funding has been awarded, or is expected, you will need to provide the amounts in the funding sources table below. 750 characters for description of each public funding

6.2.3 What are the overall funding sources for the infrastructure scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.4.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
HIF (this bid)		0							0
Local Authority									
LGF									
PWLB									
Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov. 1									
Other non-central Gov.2									
CIL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.4 What is the proposed funding and financing strategy for the infrastructure scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this – please reference the above table in your answer.

12,000 characters

If you answered yes to Q. 6.1.5 please answer the below:

6.2.5 What are the funding sources for the housing scheme? If you would wish to provide a breakdown (i.e. by site / by infra) this can be included in 6.2.6.

You will need to provide the total amount of funding against each funding source, how much of this has been secured and when the funding is expected to be spent.

For any other public sector funding please provide description of type and amount for each.

Source	Total Amount	Amount Secured	Amount to secure	2018/19	2019/20	2020/21	2021/22	2022/23	Future Years
Local Authority									
LGF									
PWLB									
Other Central Gov. 1									
Other Central Gov. 2									
Other non-central Gov.1									
Other non-central Gov.2									
CiL									
S.106									
Private Sector (Developer)									
Private sector (Debt)									
Private Sector (Other)									
Total	(adds up to total scheme costs)								

6.2.6 What is the proposed funding and financing strategy for the housing scheme? If funding sources have not been secured you should also provide commentary of how this is expected to be secured and progress against this.

12,000 characters

6.3 Gross Development Value

6.3.1 How much is the assumed Gross Development Value (GDV) for the scheme?

This should be the actual GDV estimated for the scheme (as opposed to the GDV given in the Economic Case – please see guidance)

6.3.2 Please provide a breakdown of the assumed GDV of the scheme in relation to the below:

Type	Amount (£)
Private Sale	
Rental income	
Affordable sales income	
Commercial income	
Other	

6.3.3 Please provide a summary evidencing how you have assumed the GDV subject to this bid.

8,000 characters

Please include details of any consultancy advice, cost plans, feasibility studies or comparables used to provide these assumptions.

6.4 Cashflow

6.4.1 Please provide a cash flow for both the infrastructure and the overall development or housing scheme (if available). Please provide details on any growth and inflation assumptions made.

Please refer to guidance.

6.5 Recovery Expectations

6.5.1 Do you aim to recover any of the HIF funding (to be retained locally)? Yes / No

6.5.2 If no, please explain why you think recovery is not possible.

2,000 characters

6.5.3 If yes, please provide the following:

- **assumed profile of recovery**
- **explanation of how funding will be recovered** *4,000 characters*
- **how you intend to use recycling to support future housing delivery in your area** *4,000 characters*

6.6 Additional Information

6.6.1 If you have any further information to support the Financial Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

7. Management Case

7.1 Project Dependencies

7.1.1 Please outline any project dependencies.

*Please include details of how many are critical and ones which are outside of your direct control
2,000 characters per dependency*

7.2 Project Governance, Organisation Structure and Roles

7.2.1 Please outline the authority's approach to governance and oversight of the delivery of the proposal. This should include how you will work with any other key delivery partners (such as other landowners).

16,000 characters

7.2.2 Please provide details of the authority's resourcing for the proposal.

6,000 characters

7.2.3 Please attach an organogram depicting the governance structure and/or roles and responsibilities within the authority.

7.3 Project Management Arrangements and Project Plan

7.3.1 Please provide details of the overall project management delivery arrangements for the project, including any challenges or constraints to delivery of the project.

16,000 characters

7.3.2 Please summarise your project delivery plan to deliver the infrastructure, this should include your anticipated land ownership/control strategy.

16,000 characters

7.3.3 Please provide details of your project delivery plan to deliver the homes unlocked by the infrastructure. Please detail any expected controls or levers you will put in place to ensure the delivery of housing on the sites.

16,000 characters

7.3.4 Please summarise your maintenance strategy for the scheme.

4,000 characters

7.4 Project Milestones

7.4.1 Please provide actual or estimated dates for achieving the following infrastructure delivery milestones for your project:

- **First infrastructure planning permission granted**
- **Last infrastructure planning permission granted**
- **All land assembly completed (if required)**
- **Project infrastructure works started**
- **Project infrastructure works completed**

7.4.2 Please provide actual or estimated dates for the following housing delivery milestones:

- **First residential units commenced**
- **Last residential units commenced**
- **First residential completion**
- **Last residential completion**

7.4.3 Please attach an outline delivery programme for your proposal and the key milestones required to achieve it.

Please see guidance for what this should include.

7.4.4 Please list planning references for the infrastructure works.

If application is not yet submitted, please provide further details on planning progress

3,000 characters

7.4.5 Please list all statutory powers or consents required and already obtained to deliver the HIF works. Please include details of any challenge period, date of expiry and conditions attached to them.

5,000 characters

7.5 Stakeholder Management

7.5.1 Please summarise how the key delivery partners will work together effectively.

8,000 characters

7.5.2 Please summarise how you will work with other key stakeholders to ensure project success (i.e. Local residents / businesses / landowners).

8,000 characters

7.6 Project Assurance

7.6.1 What are your project assurance processes, such as gateway reviews, to ensure project delivery against the business case?

12,000 characters

7.6.2 Please provide details of your proposed internal monitoring approach for the scheme.

6,000 characters

7.7 Risk Management Strategy

7.7.1 Please outline key risks to delivery and mitigations including known delivery constraints and blockages.

For likelihood and impact please use categories: High / Medium High / Medium Low / Low

Delivery Risk	Risk description	Likelihood	Impact	Mitigation
1	1000 characters			2,000 characters
2	1000 characters			2,000 characters
3	1000 characters			2,000 characters
4 (etc..)	1000 characters			2,000 characters

7.7.2 Please outline your approach to managing risk.

8,000 characters

7.7.3 Please attach a copy of your current risk register for the scheme.

7.8 Additional Information

7.8.1 If you have any further information to support the Management Case for your project, which has not already been captured in the above, please include this here.

This may include additional information agreed during co-development that will be required for assessment.

8,000 characters

Attachments can be added.

8. Project sign-off

Please set out how you have considered your duties under the Equalities Act 2010 (Public Sector Equality Duty) and State Aid risks.

2,000 characters

Please attach your Section 151 officer sign off for your proposal.

S40(2)

From: HIF <HIF@homesengland.gov.uk>
Sent: 21 March 2019 07:38
To: S40(2); HIF
Subject: [EXT] RE: HIF Portal - quick queries

Dear S40(2),

Apologies if this is not clear in the portal – yes this is correct - we only require a summary for the do-less and do-nothing scenario (and any others you've included) this is as the economic appraisal for the preferred option will be completed in Section 4 (the economic case) – we do not require a summary version.

Please let us know if you have any other queries.

Kind Regards

HIF Team

Housing Infrastructure Fund

T: 0300 1234 500

E: HIF@homesengland.gov.uk

Homes England

From: S40(2) S40(2)@Milton-keynes.gov.uk]
Sent: 20 March 2019 18:35
To: HIF
Subject: RE: HIF Portal - quick queries

Dear HIF team,

Thank you for your swift response on the queries.
Can I also double check something on section 3 options appraisal?

I am on the economic appraisal section of the options appraisal (Q3.2.5 in the guidance.)
This requests a summary of any economic appraisal conducted for the shortlisted options (i.e preferred, do less) relative to the do nothing.
Additionally the guidance indicates that the full economic appraisal should be included within the Economic Case but appears to suggest a summary should also be included in 3.2.5.

When entering text into the portal, the drop down menu only allows me to enter text for the do less (option 2) and the do nothing (option 3.)
I can't enter a summary for the preferred option (option 1.)

Is this correct?

Many thanks,
S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: HIF [mailto:HIF@homesengland.gov.uk]
Sent: 19 March 2019 12:48
To: S40(2)
Subject: [EXT] RE: HIF Portal - quick queries

Dear S40(2)

The maximum size that an attachment can be is 30mb, If it's over 30mb we would suggest bidders either break them down into separate documents or put them in a zip file. You do not need to submit a hard copy.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 19 March 2019 12:32
To: HIF
Subject: HIF Portal - quick queries

Good morning,

Could I please confirm a couple of queries with the portal?

I can't seem to find the maximum size for an attachment listed in the guidance documents.
Could you please confirm this for me?

I am sure this is not necessary, but could I please also confirm that there is no need to submit a hard copy anywhere?

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

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S40(2)

From: S40(2) @homesengland.gov.uk>
Sent: 17 January 2019 09:51
To: S40(2)
Subject: [EXT] RE: MK Co-development meeting on Thursday

Hi S40(2)

Thanks that's great.

I have provided information to S40(2) (sorry thought I had copied you in) on the 'do less' scenario from Steer. I will resend that to you.

I'm afraid we don't have a copy of the draft funding agreement as we will need to undertake due diligence first to determine appropriate conditions for the project. The Conditions will likely be pre-contract and pre-drawdown.

It's still the same situation as back in September where: *"Following decisions, successful schemes will be notified and will start the contracting process. Scheme specific conditions, based on the outcome of the assessment, will be agreed and included in a project specific Grant Determination Agreement. In addition, all successful bids will need to sign up to an Assurance Framework – this will be proportionate dependent on the complexity and size of scheme. Schemes will have pre-contract, as well as pre-drawdown, conditions, and will undergo further due-diligence before contracting and drawdown in order to ensure that these pre-conditions are met. Schemes which commence project activity, or enter in to any legal contracts (including the ordering or purchasing of any equipment or services), or incur expenditure prior to completing the contracting process outlined above, and prior to receiving formal confirmation that any pre-conditions have been met, do so entirely at their own risk"*

So I'm afraid as the contract is so project-specific, we won't be able to send out a draft to you at this stage.

I will draft something now re. the purdah issue.

See you shortly.

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 16 January 2019 09:58
To: S40(2)
Subject: RE: MK Co-development meeting on Thursday

Hi S40(2)

Happy new year! Hope you are well too.

I'm hoping to circulate an agenda later today.

Before I do so, can I just clarify one comment in your email – when you reference the arguments in the Business Case, is this in relation to how we build the strategic case or are you looking for something more general?

I also had the following points outstanding from our last codevelopment meeting:

Action	Actionee
MKC to complete proforma requesting support with transport modelling costs and send through to S40(2).	S40(2) (MKC)
MKC requested written confirmation from Homes England that if submitted in March, the announcement would not be made (publically or to wider local stakeholders) before purdah ends.	S40(2) (Homes England) to follow up with relevant central government colleagues
S43(2)	S40(2) (Homes England)

[REDACTED]	[REDACTED]
HE to share a draft HIF agreement with MKC to show grant conditions and the agreement the Council will be entering into.	S40(2) [REDACTED] (Homes England)

S43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

S40(2) [REDACTED]

S43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

S43(2) [REDACTED]

S43(2) [REDACTED]

S43(2) [REDACTED]
[REDACTED]

S43(2) [REDACTED]

S40(2) [REDACTED]

S40(2) [REDACTED]



Homes
England

S40(2) [REDACTED]



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S40(2)

From: [S40(2)] [redacted]@homesengland.gov.uk>
Sent: 26 February 2019 17:02
To: [S40(2)] [redacted]; [S40(2)] [redacted]
Cc: [S40(2)] [redacted]
Subject: [EXT] RE: MK East HIF codevelopment meeting 26.02.19

Sensitivity: Confidential

Hi [S40(2)],

Many thanks for following up and for providing the dial-in in the first place.

My last day before maternity leave is actually Thursday of this week but [S40(2)] [redacted] will be able to provide feedback from a Homes England perspective for your bid.

All the best with your submission and I will definitely follow its progress.

Kind regards

[S40(2)] [redacted]

From: [S40(2)] [redacted] [S40(2)] [redacted]@Milton-keynes.gov.uk]
Sent: 26 February 2019 16:55
To: [S40(2)] [redacted]
Subject: RE: MK East HIF codevelopment meeting 26.02.19
Sensitivity: Confidential

Hi both,

I'm conscious the line wasn't very good so wanted to follow up over email.
We're intending to share another version of this with you (and [S40(2)] [redacted]) on Monday lunchtime.
If you're able to give us any comments by the end of next week that would be extremely useful.
To caveat this version, we are aware that the management case needs more development.

Many thanks,

[S40(2)] [redacted]

From: [S40(2)] [redacted]
Sent: 26 February 2019 14:02
To: [redacted]
Subject: MK East HIF codevelopment meeting 26.02.19
Importance: High
Sensitivity: Confidential

Hi both,

As you will be dialling into the meeting today, please find attached the latest draft version of the MKE Business Case. Clearly this is still draft and please treat it as confidential as it is still in development.

Many thanks,

[S40(2)] [redacted]
Policy Project Manager

T: 01908[S40(2)]

E:[S40(2)]@milton-keynes.gov.uk

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S40(2)

From: S40(2) [redacted]@homesengland.gov.uk>
Sent: 22 January 2019 18:38
To: S40(2) [redacted]; S40(2) [redacted]
Subject: [EXT] RE: Next MKE codevelopment meeting - 12th Feb

Yes, S40(2) [redacted] that sounds wise.

S40(2) [redacted]

Sent from my Windows Phone

From: S40(2) [redacted]
Sent: 22/01/2019 17:34
To: S40(2) [redacted]
Subject: Next MKE codevelopment meeting - 12th Feb

Hi both,

As discussed at last week's meeting, we are hoping to be in a position to share a draft of our Business Case with yourselves in mid Feb.

As a result, I think it would be sensible to reorganise our codevelopment meeting for a little later in Feb (w/c 25th)

Would this work for you both in principle?

If so, I'll aim to get across alternative times and dates to you tomorrow.

Many thanks,

S40(2) [redacted]
Policy Project Manager

T: 01908 S40(2) [redacted]
E: S40(2) [redacted]@milton-keynes.gov.uk

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S40(2)

From: [S40(2)]@homesengland.gov.uk>
Sent: 22 January 2019 17:38
To: S40(2); [S40(2)]
Subject: [EXT] RE: Next MKE codevelopment meeting - 12th Feb

Hi [S40(2)],
This sounds a good idea to me.
Many thanks,
[S40(2)]

From: [S40(2)] [S40(2)]@Milton-keynes.gov.uk]
Sent: 22 January 2019 17:34
To: [S40(2)]
Subject: Next MKE codevelopment meeting - 12th Feb

Hi both,

As discussed at last week's meeting, we are hoping to be in a position to share a draft of our Business Case with yourselves in mid Feb.
As a result, I think it would be sensible to reorganise our codevelopment meeting for a little later in Feb (w/c 25th)
Would this work for you both in principle?
If so, I'll aim to get across alternative times and dates to you tomorrow.

Many thanks,

[S40(2)]
Policy Project Manager

T: 01908 [S40(2)]
E: [S40(2)]@milton-keynes.gov.uk

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S40(2)

From: S40(2) [REDACTED]@homesengland.gov.uk>
Sent: 07 March 2019 12:56
To: S40(2) [REDACTED]
Subject: [EXT] Support Ask

Hi S40(2)

Apologies for coming back to you on this once again but the view is here that the Support Ask is still relatively high for a bid of this nature.

As some of the totals here for each row seem to show a blend of contributors, could you let me know which main areas you have had to use consultants for?

Many Thanks

S40(2)

S40(2)

Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [REDACTED] and Mobile: S40(2) [REDACTED]



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S40(2)

From: S40(2) [redacted]@hca.gsi.gov.uk> on behalf of HIF
<HIF@hca.gsi.gov.uk>
Sent: 25 July 2017 16:06
To: S40(2) [redacted]; HIF
Cc: S40(2) [redacted]; S40(2) [redacted]; S40(2) [redacted]
Subject: [EXT] RE: Housing Infrastructure Fund and sites in emerging local plans [ADVICE REQUESTED]

S40(

Apologies for the delay in responding to you first of all.

S43(2) [redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Regards

S40(2)

S40(2) [redacted] Housing Infrastructure Fund

From: S40(2) [redacted] S40(2) [redacted]@milton-keynes.gov.uk]
Sent: 14 July 2017 19:04
To: HIF
Cc: S40(2) [redacted]; S40(2) [redacted]
Subject: Housing Infrastructure Fund and sites in emerging local plans [ADVICE REQUESTED]

Dear colleagues

S43(2) [redacted]
[redacted]
[redacted]

S43(2) [redacted]
[redacted]
[redacted]
[redacted]

S43(2) [redacted]

S43(2) [redacted]
[redacted]

Many thanks in advance for your advice.

Regards

S40(2) [redacted]
Development Plans Team Leader

T: 01908 S40(2) [redacted]
E: S40(2) [redacted]@milton-keynes.gov.uk

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Tuesday: 8:00 – 18:00

Wednesday: 8:00 – 18:00

Thursday: 8:00 – 18:00

Friday: 8:15 – 12:00

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Extract from draft Plan:MK 2016-2031 (March 2017)

Land East of the M1 (Milton Keynes East)

5.26 Plan:MK allocates land to the east of the M1 motorway, south of Newport Pagnell as shown on the Key Diagram for a mixed residential and employment development. It is envisaged that this area will provide a sustainable urban extension after 2031 towards the east.

5.27 As with South East Milton Keynes, this site has the potential to support the delivery of major national infrastructure projects namely the Cambridge-Milton Keynes-Oxford growth corridor. Further information from the National Infrastructure Commission on the proposals for this corridor is still required before we can provide a full understanding of how growth to support these infrastructure projects can be best brought forward. It is therefore essential that development in this area is not brought forward in a piecemeal manner which could prejudice the delivery of this infrastructure project.

5.28 Before the site can be brought forward, work will also need to have progressed with the Department for Transport, Highways England and Milton Keynes Council to establish how road and other key infrastructure connections westwards over the M1 can be improved to support the connectivity of this strategic urban extension to the existing Milton Keynes urban area.

5.29 The Council will however support the provision of a masterplanned approach to development in this area being brought forward post 2031 when a clear understanding of the delivery of key infrastructure projects has been established or should the Council find itself in a position of a significantly reduced supply of deliverable housing sites.

Policy SD14

MILTON KEYNES EAST

Land is allocated at Milton Keynes East – as shown on the Key Diagram and Policies Map – for a comprehensive new residential and employment development to meet the needs of Milton Keynes after 2031.

The development will not be brought forward until either the work of the National Infrastructure Commission on the Cambridge-Milton Keynes-Oxford growth corridor, including the route of the proposed Expressway, has concluded and there is clarity

as to its impact on this area or if the Council's housing land supply position should fall to fewer than three years of deliverable housing sites over a period of at least six months as assessed by the Council's quarterly housing monitoring reports.

Development will be brought forward in line with all relevant policies in Plan:MK, particularly Policies SD1, SD11 and SD12.

Amongst others, the development will comprise:

- Delivery of new homes, providing a range of sizes, types and tenure including affordable housing in accordance with other policies in the Plan.
- Land for employment uses B1c/B2/B8.
- Associated infrastructure including primary and secondary education, community facilities, health, retail and local services and a hotel. The development should comprise at least one district centre with a co-location of key facilities.
- The phased introduction of a comprehensive network of transport infrastructure in line with the Local Investment Plan, to include highway connections to Newport Pagnell and Central Milton Keynes (CMK) involving highway works on and off site.
- A corridor of land safeguarded for a fast mass-transit system connecting CMK and Cranfield University.
- A network of footpaths and cycleways to connect to existing routes, including redways.
- A strategic landscape framework and network of green spaces to meet strategic and local requirements.

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S40(2)

From: S40(2)
Sent: 08 November 2019 10:01
To: S40(2)
Subject: FW: Business Plan

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 11 March 2019 09:44
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Business Plan

Great thanks S40, we'll try our best to send feedback to you this evening.

Kind Regards

S40(2)

From: S40(2) [mailto:S40(2)@Milton-keynes.gov.uk]
Sent: 11 March 2019 09:43
To: S40(2)
Cc: S40(2)
Subject: RE: Business Plan

S40(2)

There's not many changes in the document yet outside of 6.5 but I would appreciate your views on whether that explains the position clearly enough or how it could be improved ?

I'm hopefully today collating some further inputs from colleagues and obviously happy to pick up any comments that you have from your side. We have our last pre-submission local stakeholder engagement session on Wednesday night, centred on the management case, and by Friday our ambition is to have a version we can make final review of and start the submission process from next Tuesday.

regards

S40

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 11 March 2019 09:26
To: S40(2)
Cc: S40(2)
Subject: [EXT] Business Plan

S40

Hope you've had a good weekend!

Any chance you could send us the above document with tracked changes please ?

Thanks very much

S40(2)

S40(2)
Homes England



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S40(2)

From: S40(2)
Sent: 14 July 2017 19:04
To: 'HIF@hca.gsi.gov.uk'
Cc: S40(2); S40(2)
Subject: Housing Infrastructure Fund and sites in emerging local plans [ADVICE REQUESTED]

Dear colleagues

S43(2)

S43(2)

S43(2)

S43(2)

Many thanks in advance for your advice.

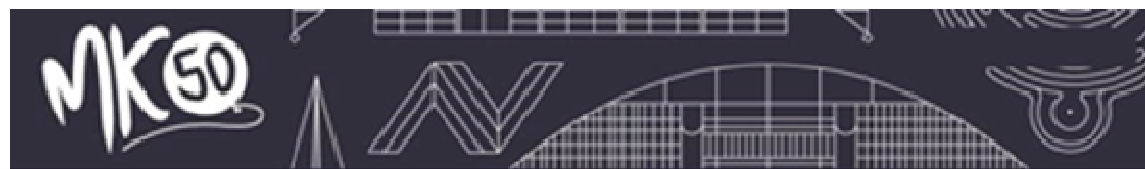
Regards

S40(2)
Development Plans Team Leader

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Normal working hours:
Monday: 8:00 – 18:00 (working from home)
Tuesday: 8:00 – 18:00
Wednesday: 8:00 – 18:00
Thursday: 8:00 – 18:00
Friday: 8:15 – 12:00

Milton Keynes Council | Planning Service | Growth, Economy and Culture | Place | Civic Offices | 1 Saxon Gate East | Central Milton Keynes | MK9 3EJ



Celebrating 50 years of Milton Keynes #MK50

Find out about MK's 50th birthday celebrations at www.MK50.co.uk

Extract from draft Plan:MK 2016-2031 (March 2017)

Land East of the M1 (Milton Keynes East)

5.26 Plan:MK allocates land to the east of the M1 motorway, south of Newport Pagnell as shown on the Key Diagram for a mixed residential and employment development. It is envisaged that this area will provide a sustainable urban extension after 2031 towards the east.

5.27 As with South East Milton Keynes, this site has the potential to support the delivery of major national infrastructure projects namely the Cambridge-Milton Keynes-Oxford growth corridor. Further information from the National Infrastructure Commission on the proposals for this corridor is still required before we can provide a full understanding of how growth to support these infrastructure projects can be best brought forward. It is therefore essential that development in this area is not brought forward in a piecemeal manner which could prejudice the delivery of this infrastructure project.

5.28 Before the site can be brought forward, work will also need to have progressed with the Department for Transport, Highways England and Milton Keynes Council to establish how road and other key infrastructure connections westwards over the M1 can be improved to support the connectivity of this strategic urban extension to the existing Milton Keynes urban area.

5.29 The Council will however support the provision of a masterplanned approach to development in this area being brought forward post 2031 when a clear understanding of the delivery of key infrastructure projects has been established or should the Council find itself in a position of a significantly reduced supply of deliverable housing sites.

Policy SD14

MILTON KEYNES EAST

Land is allocated at Milton Keynes East – as shown on the Key Diagram and Policies Map – for a comprehensive new residential and employment development to meet the needs of Milton Keynes after 2031.

The development will not be brought forward until either the work of the National Infrastructure Commission on the Cambridge-Milton Keynes-Oxford growth corridor, including the route of the proposed Expressway, has concluded and there is clarity as to its impact on this area or if the Council's housing land supply position should fall to fewer than three years of deliverable housing sites over a period of at least six months as assessed by the Council's quarterly housing monitoring reports.

Development will be brought forward in line with all relevant policies in Plan:MK, particularly Policies SD1, SD11 and SD12.

Amongst others, the development will comprise:

- **Delivery of new homes, providing a range of sizes, types and tenure including affordable housing in accordance with other policies in the Plan.**
- **Land for employment uses B1c/B2/B8.**
- **Associated infrastructure including primary and secondary education, community facilities, health, retail and local services and a hotel. The development should comprise at least one district centre with a co-location of key facilities.**
- **The phased introduction of a comprehensive network of transport infrastructure in line with the Local Investment Plan, to include highway connections to Newport Pagnell and Central Milton Keynes (CMK) involving highway works on and off site.**
- **A corridor of land safeguarded for a fast mass-transit system connecting CMK and Cranfield University.**
- **A network of footpaths and cycleways to connect to existing routes, including redways.**
- **A strategic landscape framework and network of green spaces to meet strategic and local requirements.**

S40(2)

From: S40(2)
Sent: 13 September 2018 11:14
To: S40(2) |
Subject: MK East - HIF bid stakeholder group

Hi S40(2)

I gather from S40(2) that you spoke earlier this week.

We've had a request from our stakeholder group for the Milton Keynes East bid for someone from Homes England to attend the next meeting.

This will be on Wednesday 26th September from 7-8:30 and will likely take place in the Council's Civic offices.

Stakeholders will be from parishes affected by the infrastructure scheme (Willen) and housing (Olney) as well as other interested local stakeholders.

The stakeholder group have a number of questions on how the fund works and the general HIF process which we will be providing written answers to ahead of the session.

We can clarify with the group ahead of time any specific queries they might have of Homes England to assist.

Do you think this is something you might be able to attend (S40(2) thought you might be able to?)

I can provide more details as needed, please just let me know.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 02 November 2018 11:13
To: S40(2) |
Subject: MK East second co development meeting 30.10.18
Attachments: 2018 10 30 Agenda & action notes second codevelopment meeting.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)

Please find attached the action notes from Tuesday's meeting.

I've attached the full minutes in case you also wanted to review them, but we'll only be using them internally so probably not a worry.

Hoping to have the capacity funding ask proforma back to you soon and will organise a call for us to catch up mid week next week.

Many thanks,

S40(2)

MK East – Second co development meeting

Action	Actionee
MKC to complete proforma requesting support with transport modelling costs and send through to S40 [REDACTED]	S40(2) [REDACTED] (MKC)
MKC requested written confirmation from Homes England that if submitted in March, the announcement would not be made (publically or to wider local stakeholders) before purdah ends.	S40(2) [REDACTED] (Homes England) to follow up with relevant central government colleagues
S43(2) [REDACTED] [REDACTED] [REDACTED] [REDACTED]	S40(2) [REDACTED] (Homes England)
HE to share a draft HIF agreement with MKC to show grant conditions and the agreement the Council will be entering into.	S40(2) [REDACTED] (Homes England)

MK East Co-development meeting

30.10.2018

1. Actions from the last meeting

2. Update from MKC

3. Homes England items

- a) Community engagement
- b) Development of the Business Case
- c) The Strategic Case
- d) Delivery of the physical infrastructure and planning

4. MKC/Berkeley items

- a) Capacity Funding for Transport Modelling costs
- b) Progress of HIF schemes; how many bid in September and how many are planned to bid in December & March? Is the timetable on track for announcements and would May's announcement follow local elections?

c) S43(2)

S43(2)

S43(2)

- d) Can we confirm the level of modelling required for a "do less" scenario is not a full rerun of the "do maximum"?
- e) What information needs to be given to Homes England on utilities?
- f) DfT feedback on the validity of the transport model submitted early this year
- g) How much weight will be placed on strong commitment from MKC to recycle the majority of the HIF funding?
- h) Agreement/grant conditions between Homes England and MKC.

5. AOB

Attendees:

S40(2) [REDACTED]	Homes England
S40(2) [REDACTED]	DfT (by phone)
S40(2) [REDACTED]	Homes England (by phone)
S40(2) [REDACTED]	IPA
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	MKC
S40(2) [REDACTED]	St James
S40(2) [REDACTED]	St James
S40(2) [REDACTED]	Lichfields
S40(2) [REDACTED]	WSP
S40(2) [REDACTED]	WSP

§43(2) [REDACTED]

[REDACTED]
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S43(2)

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[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

S40(2)

From: S40(2)
Sent: 29 October 2018 16:18
To: S40(2)@homesengland.gov.uk'; S40(2)
Cc: S40(2)@homesengland.gov.uk'
Subject: MKE codevelopment meeting tomorrow

Hi all,
Do you have an attendee list your side for tomorrow, so I can pass it across to reception?
I think we're also expecting S40(2) from the IPA.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 07 January 2019 14:57
To: S40(2); S40(2) |
Subject: MKE HIF bid - evidencing public support

Afternoon both,

On our strategic case call, we discussed the public support section as one where we feel the MK East HIF bid would benefit from some guidance.

Could I please therefore arrange a short call (no longer than 30 mins) in the next two weeks between yourselves and our Director of Policy, S40(2), to provide us with some guidance on how we might address the questions asked in this section?

Sometime in the afternoon of Thursday 16th or the morning of Friday 18th January would work well in diaries this end.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@[milton-keynes.gov.uk](mailto:S40(2)@milton-keynes.gov.uk)

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 18 September 2018 16:46
To: S40(2)
Subject: Next week's MK codevelopment meeting

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)

Could I just check that we're still expecting yourself, S40(2) next week (25th, 1-2?)
I had it as a hold in diaries and don't appear to have confirmed.
I can send out calendar invites this aft if all ok.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2) [@milton-keynes.gov.uk](mailto:S40(2)@milton-keynes.gov.uk)

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S40(2)

From: S40(2)
Sent: 08 October 2018 14:51
To: S40(2) S40(2)
Subject: RE: Co-development mtg

Hi S40(2)
How is 2-3pm 30th Oct/ 1st Nov in your diary?
We can arrange teleconference facilities if needed.

Many thanks,
S40(2)

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 08 October 2018 10:44
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Co-development mtg

Yes please both could you send me some dates on Tuesdays ir Thursdays ?

Kind Regards
S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 08/10/2018 09:52
To: S40(2)
Cc: S40(2)
Subject: Co-development mtg

Hi S40(2) – just checking if we are getting another one re-arranged?
Thanks

S40(2)

Director of Policy, Insight and Communications
T: 01908 S40(2)
M: S40(2)
E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 13 December 2018 11:46
To: S40(2) |
Subject: RE: HIF Capacity Support Request - MKE

Great thanks S40(2) you should have an email soon from S40(2)'s PA with dial in details.

For the Jan and Feb meetings, are you happy with the invite being sent to your colleague S40(2), and is there anyone else who you would like me to invite your side?

I will also confirm with you ahead of time who from Berkeley will be attending.

Many thanks,

S40(2)

From: S40(2) @homesengland.gov.uk]
Sent: 13 December 2018 11:31
To: S40(2)
Subject: [EXT] RE: HIF Capacity Support Request - MKE

Thanks S40(2)

Monday morning at 9.30am is great for me to speak to S40(2).

Thursday 17th January is great for the first co-development meeting and Tuesday 12th is perfect for the February date.

Kind Regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 13 December 2018 11:25
To: S40(2)
Subject: RE: HIF Capacity Support Request - MKE

Hi S40(2)

S40(2) is out of the office at a strategic day today, but I wonder if you are free to speak with her on Monday regarding the capacity support?

She is free 9:30-10:00, or free any time between 14:30-16:30 for a quick call.

I can get her PA to send through an invite as soon as is useful for you.

On the codevelopment meetings, how are the following dates for you:

Jan codevelopment meeting:

Thurs 17th 13:00-14:30
Tues 22nd 11-12:30 or 11:30 – 13:00
Thurs 24th 15:00-16:30

Feb codevelopment meeting:

Mon 11th 9:00-10:30
Tues 12th 12:30-2 (preferred)

Thanks for your quick reply, I shall start looking at the request this afternoon with the below guidance in mind. Please let me know if you need any more information from me.

Many thanks,

S40(2)

From: S40(2) [redacted] @homesengland.gov.uk]
Sent: 13 December 2018 10:50
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: [EXT] RE: HIF Capacity Support Request - MKE

Hi S40(2)

Thanks for this, yes it would be really helpful to schedule in appointments for the new year now so that we are organised for next year.

I can do most Monday mornings, Tuesdays and Thursdays in January and February at the moment.

I have spoken to colleagues about the request for capacity support and it might be good to have a quick call on this – I have sent a request to S40(2) for this.

The thinking here is that the request for support would need to be significantly reduced and you would need to show the funding that the developers are putting in to help bring the project forward, obviously all requests for funding would need to just be just related to the Business Plan. Perhaps you could resend showing some costs which have been borne by the developers and with a reduction and I can see where we get to.

If you'd like to speak on the phone on this please let me know.

Kind Regards

S40(2)

From: S40(2) [redacted] S40(2) [redacted] @Milton-keynes.gov.uk]
Sent: 13 December 2018 10:37
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: FW: HIF Capacity Support Request - MKE

Hi S40(2)

Given after Christmas we will be working with quite tight timescales on the HIF bid, I wondered if it would be sensible to schedule in codevelopment meetings with yourselves in early January and mid Feb?
I can get back to you today with some suggested dates if helpful.

It would also be really helpful to know when we might hear back about our request for capacity support – my apologies if you've picked this up with S40(2) already.

Many thanks,

S40(2)

From: S40(2) [redacted]
Sent: 26 November 2018 09:37
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: FW: HIF Capacity Support Request - MKE

Hi S40(2) – not sure if S40(2) has sent already but attached is request for capacity support – let me know if you have any queries.

Also, is there a view about bids being published or advice around FOI requests?

Thanks

S40(2)

Director of Policy, Insight and Communications

T: 01908 S40(2)
M: S40(2)
E: S40(2) @milton-keynes.gov.uk

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Many thanks,

S40(2)

From: [S40(2) @homesengland.gov.uk]
Sent: 13 December 2018 10:50
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: HIF Capacity Support Request - MKE

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Kind Regards

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Sent: 13 December 2018 10:37
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Subject: FW: HIF Capacity Support Request - MKE

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S40(2)

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Thanks

S40(2)

Director of Policy, Insight and Communications

T: 01908 S40(2)

M: S40(2)

E: S40(2) @milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 16 January 2019 09:58
To: S40(2) |
Subject: RE: MK Co-development meeting on Thursday

Hi S40(2)
Happy new year! Hope you are well too.

I'm hoping to circulate an agenda later today.
Before I do so, can I just clarify one comment in your email – when you reference the arguments in the Business Case, is this in relation to how we build the strategic case or are you looking for something more general?

I also had the following points outstanding from our last codevelopment meeting:

Action	Actionee
MKC to complete proforma requesting support with transport modelling costs and send through to S40(2)	S40(2) (MKC)
MKC requested written confirmation from Homes England that if submitted in March, the announcement would not be made (publically or to wider local stakeholders) before purdah ends.	S40(2) (Homes England) to follow up with relevant central government colleagues
S43(2)	S40(2) (Homes England)
HE to share a draft HIF agreement with MKC to show grant conditions and the agreement the Council will be entering into.	S40(2) (Homes England)

We're just in

the process of redefining the support ask with your guidance in mind.
I think your second action is complete, but I don't think we've had that written confirmation through, or any draft HIF agreement?
Wanted to send these over now so that you've had sight before tomorrow's meeting.

Many thanks,
S40(2)

From: S40(2) @homesengland.gov.uk
Sent: 15 January 2019 09:24
To: S40(2)
Subject: [EXT] MK Co-development meeting on Thursday

Hi S40(2)
Happy New Year! Hope you are well.

Wondering if you are sending out the agenda prior to our meeting on Thursday? It would be really great for us if you could set out the arguments that MK will be making for the Business Case and in particular the Economic Case.

Kind Regards

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW



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S40(2)

From: S40(2)
Sent: 26 February 2019 17:05
To: S40(2)
Subject: RE: MK East HIF codevelopment meeting 26.02.19

Sensitivity: Confidential

Thanks S40(2) and good luck, all the best with the new arrival!

From: S40(2) @homesengland.gov.uk]
Sent: 26 February 2019 17:02
To: S40(2); S40(2)
Cc: S40(2)
Subject: [EXT] RE: MK East HIF codevelopment meeting 26.02.19
Sensitivity: Confidential

Hi S40(2),

Many thanks for following up and for providing the dial-in in the first place.

My last day before maternity leave is actually Thursday of this week but S40(2) will be able to provide feedback from a Homes England perspective for your bid.

All the best with your submission and I will definitely follow its progress.

Kind regards

S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 26 February 2019 16:55
To: S40(2)
Subject: RE: MK East HIF codevelopment meeting 26.02.19
Sensitivity: Confidential

Hi both,

I'm conscious the line wasn't very good so wanted to follow up over email.
We're intending to share another version of this with you (and S40(2)) on Monday lunchtime.
If you're able to give us any comments by the end of next week that would be extremely useful.
To caveat this version, we are aware that the management case needs more development.

Many thanks,

S40(2)

From: S40(2)
Sent: 26 February 2019 14:02
To: S40(2)
Subject: MK East HIF codevelopment meeting 26.02.19
Importance: High
Sensitivity: Confidential

Hi both,

As you will be dialling into the meeting today, please find attached the latest draft version of the MKE Business Case. Clearly this is still draft and please treat it as confidential as it is still in development.

Many thanks,

§40(2)
Policy Project Manager

T: 01908 §40(2)

E: §40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 08 January 2019 17:00
To: S40(2)
Cc: S40(2)
Subject: RE: MKE HIF bid - evidencing public support

Hi S40(2),
Are you able to do 4pm on the 17th?
That would work much better in diaries this side.

Many thanks,

S40(2)

From: S40(2)@communities.gov.uk]
Sent: 08 January 2019 16:45
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Hi S40(2),

Thank you for getting in touch. I am available all afternoon on the 17th; does 2pm work for you?

Thanks,

S40(2)

From: S40(2) S40(2)@Milton-keynes.gov.uk>
Sent: 08 January 2019 15:15
To: S40(2)@communities.gov.uk>
Cc: S40(2)@communities.gov.uk>; S40(2)
S40(2)@communities.gov.uk>
Subject: RE: MKE HIF bid - evidencing public support

Hi S40(2)

Yes completely right, we've had our strategic case teach in with S40(2) and would like to discuss the local support section further.

We'd discussed on the original call with our Homes England partner that we might need a bit more guidance on how we evidence local support given a few specific sensitivities.

Many thanks,

S40(2)

From: S40(2)@communities.gov.uk]
Sent: 08 January 2019 15:04
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Hi S40(2),

Thanks for getting in touch. S40(2), cc'ed in, will be able to help with this. Can I just confirm, you've had your strategic case teach in, but would like to discuss the local support section further? Are there any specific questions or points that you would like support with so we can be prepared?

S40(2) is on training today and tomorrow, but will confirm whether the 17th works when back in the office later this week.

Thanks,
S40(2)

S40(2) | Housing Infrastructure Fund
S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk>
Sent: 08 January 2019 14:22
To: S40(2) @communities.gov.uk>
Subject: FW: MKE HIF bid - evidencing public support

Hi S40(2)

I've received your contact details from S40(2) s out of office.
I'm writing with regards to some advice we at MK Council are seeking in relation to the strategic case we are putting together for our Housing Infrastructure Fund bid – specifically on the public support section.
Could you please direct me to the right person to arrange a quick call with ourselves and Homes England to discuss this?

I have a proposed date of the afternoon of Thursday 17th at present.

Many thanks,
S40(2)

From: S40(2) S40(2) @homesengland.gov.uk]
Sent: 08 January 2019 13:33
To: S40(2) ; S40(2) @communities.gov.uk'
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Thanks,

Thursday 17th is great for me S40(2)

From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 07 January 2019 14:57
To: S40(2) @communities.gov.uk'; S40(2)
Subject: MKE HIF bid - evidencing public support

Afternoon both,

On our strategic case call, we discussed the public support section as one where we feel the MK East HIF bid would benefit from some guidance.

Could I please therefore arrange a short call (no longer than 30 mins) in the next two weeks between yourselves and our Director of Policy, S40(2), to provide us with some guidance on how we might address the questions asked in this section?

Sometime in the afternoon of Thursday 16th or the morning of Friday 18th January would work well in diaries this end.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 08 January 2019 15:15
To: S40(2)
Cc: S40(2)
Subject: RE: MKE HIF bid - evidencing public support

Hi S40(2)

Yes completely right, we've had our strategic case teach in with S40(2) and would like to discuss the local support section further.

We'd discussed on the original call with our Homes England partner that we might need a bit more guidance on how we evidence local support given a few specific sensitivities.

Many thanks,

S40(2)

From: S40(2)@communities.gov.uk]
Sent: 08 January 2019 15:04
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Hi S40(2),

Thanks for getting in touch. S40(2) cc'ed in, will be able to help with this. Can I just confirm, you've had your strategic case teach in, but would like to discuss the local support section further? Are there any specific questions or points that you would like support with so we can be prepared?

S40(2) is on training today and tomorrow, but will confirm whether the 17th works when back in the office later this week.

S40(2)

S40(2)

S40(2) | Housing Infrastructure Fund

S40(2)

From: S40(2) S40(2)@Milton-keynes.gov.uk>
Sent: 08 January 2019 14:22
To: S40(2)@communities.gov.uk>
Subject: FW: MKE HIF bid - evidencing public support

Hi S40(2),

I've received your contact details from S40(2) s out of office.

I'm writing with regards to some advice we at MK Council are seeking in relation to the strategic case we are putting together for our Housing Infrastructure Fund bid – specifically on the public support section.

Could you please direct me to the right person to arrange a quick call with ourselves and Homes England to discuss this?

I have a proposed date of the afternoon of Thursday 17th at present.

Many thanks,

S40(2)

From: S40(2) [REDACTED]@homesengland.gov.uk]
Sent: 08 January 2019 13:33
To: S40(2) [REDACTED]; S40(2) [REDACTED]@communities.gov.uk'
Subject: [EXT] RE: MKE HIF bid - evidencing public support

Thanks,

Thursday 17th is great for me S40(2) [REDACTED]

S40(2) [REDACTED]

From: S40(2) [REDACTED] S40(2) [REDACTED]@Milton-keynes.gov.uk]
Sent: 07 January 2019 14:57
To: S40(2) [REDACTED]@communities.gov.uk'; S40(2) [REDACTED] ■
Subject: MKE HIF bid - evidencing public support

Afternoon both,

On our strategic case call, we discussed the public support section as one where we feel the MK East HIF bid would benefit from some guidance.

Could I please therefore arrange a short call (no longer than 30 mins) in the next two weeks between yourselves and our Director of Policy, S40(2) [REDACTED], to provide us with some guidance on how we might address the questions asked in this section?

Sometime in the afternoon of Thursday 16th or the morning of Friday 18th January would work well in diaries this end.

Many thanks,

S40(2) [REDACTED]
Policy Project Manager

T: 01908 S40(2) [REDACTED]
E: S40(2) [REDACTED]@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 20 September 2018 08:46
To: S40(2)
Cc: S40(2); S40(2)
Subject: RE: Next week's MK codevelopment meeting

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)

Thanks for confirming – I just need to double check there is a phone in the room for that.
You should all have a confirmation email through now.
If there's anything you would like to flag up as particularly useful for this meeting, please let me know.

Many thanks,

S40(2)

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 20 September 2018 07:30
To: S40(2)
Cc: S40(2); S40(2)
Subject: [EXT] RE: Next week's MK codevelopment meeting

Hi S40(2)

Yes please. S40(2) may be able to dial in if not able to attend.

Kind Regards

S40(2)

From: S40(2); S40(2) [mailto:S40(2)@Milton-keynes.gov.uk]
Sent: 18 September 2018 16:46
To: S40(2)
Subject: Next week's MK codevelopment meeting

Hi S40(2)

Could I just check that we're still expecting yourself, S40(2) next week (25th, 1-2?)
I had it as a hold in diaries and don't appear to have confirmed.
I can send out calendar invites this aft if all ok.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)
E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 29 March 2019 17:01
To: S40(2)
Cc: S40(2)
Subject: RE: Site Visit Tues 2nd April

Hi S40(2),
Thank you for your email.
I'll update the agenda accordingly and we'll send that over on Monday.

We will meet you at MK Central Station as it will be easiest for minibus access.
Noted about the return time, we'll make sure everything is finished by 3pm.

Have a great weekend, and speak on Monday.

Many thanks,

S40(2)

From: S40(2)@homesengland.gov.uk]
Sent: 29 March 2019 11:44
To: S40(2)
Cc: S40(2)
Subject: [EXT] Site Visit Tues 2nd April

S40(2),

I attach a Bid Clarification document which you may have already received.

Myself and S40(2) from Homes England) will attend Tuesdays site visit and S40(2)
S40(2) will advise whether any colleagues from his assessment team will be in attendance.

S40(2) has offered to meet me at the railway station at 10am. Please advise where we should meet up with you. I am booked on a return train at 15:45, so we should aim to be finished by 3pm.

We are looking forward to meeting you and your team and reviewing the bid.

Kind regards,

S40(2)

S40(2) | Homes England

Tel: S40(2)
Mob: S40(2)
E : S40(2)@homesengland.gov.uk

Arpley House, 110 Birchwood Blvd, Birchwood, Warrington WA3 7QH



We launched as Homes England on 11 January 2018. Please note our email addresses have changed to from hca.gsi.gov.uk to homesengland.gov.uk – although emails sent to our old addresses will be forwarded for 12 months, it would be appreciated if you update your records to reflect this change.

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[REDACTED]

§43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

§43(2) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]

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S40(2)

From: S40(2)
Sent: 10 October 2018 16:26
To: 'HIF'
Cc: 'S40(2)@homesengland.gov.uk'; S40(2)@homesengland.gov.uk; S40(2)
Subject: RE: HIF Strategic Case teach-in session: Milton Keynes East Forward Funding Bid S43(2)

Good afternoon,

For the teach in on the Strategic Case, it will be myself and my colleague S40(2) from MKC.

We'd like to propose the following dates and times to start with:

11-12 Monday 22nd October
11-12 Tuesday 23rd October
10-11 Thursday 1st November

Please do get back in touch if you need more times/dates that might work in diaries this side.

Many thanks,

S40(2)

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

From: HIF [<mailto:HIF@communities.gov.uk>]
Sent: 05 October 2018 16:09
To: S40(2)
Cc: S40(2)@homesengland.gov.uk; S40(2)@homesengland.gov.uk
Subject: [EXT] HIF Strategic Case teach-in session: Milton Keynes East Forward Funding Bid S43(2)

Dear S40(2),

To support you with the Strategic Case section of your Housing Infrastructure Fund Forward Funding Business Case, we would like to invite you to an MHCLG-led teach-in session. The purpose of this session will be to talk you through the Strategic Case questions and guidance, and answer any questions you may have regarding this section only of the Business Case.

We would like the session to take place as soon possible, given the deadline for the Business Case submission. It will last no more than an hour and be conducted via conference call. We would be grateful if you could reply to this email with some suggested dates and times so that we can book a slot with you.


To prepare for the session, we would advise you to familiarise yourself with the Business Case questions and guidance (shared with you via Homes England on 21 June).

Please note that this session will cover the Strategic Case only. Your Homes England Local and Technical Leads will continue to be your main point of contact on all other elements of the Business Case submission.

Kind regards,
The MHCLG HIF Team

Housing Infrastructure Fund

3rd Floor | Fry Building | 2 Marsham Street | London | SW1P 4DF

 Ministry of Housing, Communities & Local Government

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S40(2)

From: S40(2)
Sent: 17 January 2019 17:35
To: 'S40(2)'
Subject: Call this afternoon & revised support ask
Attachments: MKC HIF Support Plan Request Form - Revised 170119.docx

Hi S40(

Apologies, I've just picked up your voicemail.

We cancelled the call following our meeting earlier as we felt we'd covered the local support query in the meeting – I'm guessing you didn't get the cancellation through from MHCLG so apologies for that.

Attached is the revised support ask S40(2) issued at the meeting.

We spoke with him afterwards and are expecting this to be revised further.

Many thanks,

S40(2)

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2)@[milton-keynes.gov.uk](mailto:S40(2)@milton-keynes.gov.uk)

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

CO-DEVELOPMENT SUPPORT ASK

CO-DEVELOPMENT SUPPORT ASK								
Project Details	Project Name	Milton Keynes Sustainable Urban Extension – Strategic Infrastructure						
	Bidding Authority	Milton Keynes Council						
	Completed by	Milton Keynes Council						
	Expected Submission Window	March 2019						
Support Ask		Progress to date	Additional Work Required (Outline type of work)	Support in Place (In house resource/ consultant support)	Type of Support Required (Cash Contribution /Specialist Support /Other)	Estimated Total Cost	Funding Secured (Identify sources)	Requested Amount
	Project Definition / Refinement	Schemes defined, and agreed as 2 preliminary options. Transport model supporting documents and summary of transport approach issued (awaiting feedback to finalise approach)	Establishment of reference case and deadweight situation through refinement of the strategic model and further detailed analysis to demonstrate development dependency	MKC and AECOM, with technical support from Lichfields/WSP	Cash contribution	£50k		£50k
	Strategic Case	Development of overarching strategic case; first co-development call held	Options Assessment Refinement: Local Letters of Support; Use of recent Local Plan EIP evidence and engagement with strategic stakeholders	MKC with technical support from Lichfields/WSP	Cash contribution	£23k		£15k
	Economic Case	High level transport modelling undertaken; initial scheme options and associated costings prepared; Dependent development analysis being undertaken to inform deadweight calculations. Co-development call held with Steer on technical matters.	Monetisation of transport related benefits to demonstrate a proportionate approach to WebTAG and therefore demonstrate VfM of the proposed infrastructure. Specialist Local Land Value support; Further demonstration of market demand/ need in local area Assessment of potential displacement impacts to support Economic Case Wider health impacts of affordable housing Review of Economic Case text itself	MKC with technical support from Lichfields (MHCLG Appraisal) and WSP (on transport modelling, proportional approach to WebTAG appraisal and transport NPV calculations)	Cash contribution <ul style="list-style-type: none"> No further specialist support will be required assuming standard land value assumptions published by MHCLG. 	£140k		£50k
	Commercial Case	Initial Procurement advice. Contract Management Local Plan evidence support to EIP	Further demonstration of market demand/ tends/ prices and demographics. <ul style="list-style-type: none"> Delivery 	MKC with technical support from Lichfields/WSP	Cash contribution	£25k		£15k

			<ul style="list-style-type: none"> strategy • Procurement Strategy • Contract Management • Risk Management 					
	Financial Case	Scheme costs being developed. Other funding sources and their underwriting	2x scheme options	MKC with technical support from Lichfields/WSP/Gardiner & Theobald	Cash contribution	£115k		£65k
	Management Case	Initial Draft	N/A	MKC with technical support from Lichfields/WSP	Cash contribution	£20k		£0k
							Total Funding	£195k

S40(2)

From: S40(2) @hca.gsi.gov.uk>
Sent: 28 September 2017 07:53
To: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

No problem S40(2), I will have a look when I get into the office this morning and perhaps we can talk over the phone before 10?

S40(2)

S40(2)

From: S40(2)
Sent: 27/09/2017 21:59
To: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

I have just realised that my email hadn't left my outbox before leaving the office today – apologies for this, I really appreciate you will be busy tomorrow, if we're able to catch up over the phone, perhaps that might save you time on feedback?

We are still working on the form with our colleagues at Berkeley, but anticipate a bid of around S40(2) from the HIF and are still also discussing ambitious delivery rates.

We will be sending in letters of support from Highways England, SEMLEP and the Parks Trust with our EoI.

Many thanks (and apologies again for the delay in getting it across)

S40(2)

From: S40(2) @hca.gsi.gov.uk]
Sent: 27 September 2017 16:01
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi S40(2)

I have two other to look at but will definitely manage to look at your bid by tonight and will send feedback.

S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 27/09/2017 15:27
To: S40(2)
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thank you very much for your email.

We are just waiting on confirmation on a few things for the final infrastructure cost for the bid, but it would be very helpful if I could circulate you a draft copy of the bid this afternoon?

I expect you will be very busy today, so please let me know if you won't realistically have time to look over.

Many thanks,

S40(2)

From: S40(2) [redacted] @hca.gsi.gov.uk]

Sent: 26 September 2017 08:42

To: S40(2) [redacted]

Cc: S40(2) [redacted]

Subject: [EXT] RE: Housing Infrastructure Fund

Hi both

Hope you are well, thought I'd check in with you to see how you are getting on with your HIF bid with the deadline being this week.

If you need anything at all let me know, I'm happy to look through bids at any time.

Kind Regards

S40(2)

From: S40(2) [redacted] S40(2) [redacted] @Milton-keynes.gov.uk]

Sent: 09 August 2017 14:21

To: S40(2) [redacted]

Cc: S40(2) [redacted]

Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thanks for your email and congratulations on your new role.

S40(2) and myself are coordinating Milton Keynes's bid for HIF and look forward to working with you.

Would it be possible to get a copy of the word document with the questions from the system – think you may have forgotten to attach them to this email, but would be really helpful.

Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2) [redacted] @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) [redacted] @hca.gsi.gov.uk]

Sent: 08 August 2017 08:47

To: S40(2) [redacted]

Cc: S40(2) [redacted]

Subject: [EXT] Housing Infrastructure Fund

Hi both

I am writing to you to introduce myself as I'm your new HCA contact following S40(2) promotion. I have had an email from S40(2) letting me know that you are the right people to speak to about any bids for the Housing Infrastructure Fund.

Along with S40(2) here I can answer any questions about the fund you might have. All of the bidding documentation is now available here: <https://www.gov.uk/government/publications/housing-infrastructure-fund> and I am attaching a Word document showing all of the questions you'll be asked when bidding (as the system won't let you look at all of these when you are completing the bidding forms).

Any questions, don't hesitate to contact me.

Kind Regards

S40(2)

S40(2)

Homes and Communities Agency
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)
homesandcommunities.co.uk



Homes & Communities Agency



#ShapeHomesEngland

Later this year we will launch as Homes England, with a mission to create a better housing market and change places. We're inviting the industry to help shape our priorities – get involved and let us have your views on [Twitter](#) or [LinkedIn](#), using [#ShapeHomesEngland](#)

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S40(2)

From: [S40(2)] [redacted]@homesengland.gov.uk>
Sent: 18 December 2018 16:02
To: S40(2) [redacted]
Cc: S40(2) [redacted]
Subject: [EXT] Support Ask

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)

I've spoken to the technical HIF lead here on MK's support ask and she has come back with the following points which I think are helpful in considering the Support Ask.

Homes England is expecting LAs / key developers to be making contributions to funding preparation of the bid and it is not the intention that we fund all the costs. Please could you state what contributions the LA and or key developers are making to these costs for each line item?

We are providing support funding where there is a real need and the Local Authority and or key parties can't fund it themselves. It would be useful to see from you the level of funding Berkeley anticipates being able to contribute here. what we can see have drafted the support ask (for info, Berkeley will be very used to preparing tenders/bids to secure sites at their own cost and risk, with often much more risk of success associated).

Commercial: Is MK going to be managing the process or Berkeley? If so there should be standard approaches to delivery / procurement / contract management and Berkeley will be able to easily feed into these at limited expense. If Berkeley will be managing this do they have standard processes? We haven't seen others bid for this.

Financial: Focus on a main option rather than 2 options? This would also reduce costs. We could arrange a call with Steer if helpful?

Management: I think this is the line being removed or reduced significantly.

Given Berkeley's involvement on this project we do think that the Support Ask should be significantly reduced.

Perhaps if helpful we could have a call early in the new year. I'm off for Christmas now so will speak to you in January.

Kind Regards

S40(2)

S40(2) [redacted]
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) [redacted] and Mobile: S40(2) [redacted]



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England

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S40(2)

From: S40(2)
Sent: 13 December 2018 10:37
To: S40(2)
Cc: S40(2)
Subject: FW: HIF Capacity Support Request - MKE
Attachments: MKC HIF Support Plan Request Form 131118.docx

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)

Given after Christmas we will be working with quite tight timescales on the HIF bid, I wondered if it would be sensible to schedule in codevelopment meetings with yourselves in early January and mid Feb? I can get back to you today with some suggested dates if helpful.

It would also be really helpful to know when we might hear back about our request for capacity support – my apologies if you've picked this up with S40(2) already.

Many thanks,

S40(2)

From: S40(2)
Sent: 26 November 2018 09:37
To: S40(2)
Cc: S40(2)
Subject: FW: HIF Capacity Support Request - MKE

Hi S40(2) – not sure if S40(2) has sent already but attached is request for capacity support – let me know if you have any queries.

Also, is there a view about bids being published or advice around FOI requests?

Thanks

S40(2)

Director of Policy, Insight and Communications

T: 01908 S40(2)

M: S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 05 December 2018 10:31
To: S40(2)
Cc: S40(2)
Subject: FW: HIF Capacity Support Request - MKE
Attachments: MKC HIF Support Plan Request Form 131118.docx

Follow Up Flag: Follow up
Flag Status: Completed

Morning S40(2)

I just wanted to check on whether you have a draft HIF contract that you are able to share with us yet? It would be extremely helpful for some of our stakeholder engagement.

Many thanks,

S40(2)

From: S40(2)
Sent: 26 November 2018 09:37
To: S40(2)
Cc: S40(2)
Subject: FW: HIF Capacity Support Request - MKE

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Thanks

S40(2)

Director of Policy, Insight and Communications

T: 01908 S40(2)

M: S40(2)

E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 26 November 2018 09:37
To: S40(2)
Cc: S40(2)
Subject: FW: HIF Capacity Support Request - MKE
Attachments: MKC HIF Support Plan Request Form 131118.docx

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Thanks

S40(2)

Director of Policy, Insight and Communications

T: 01908 S40(2)

M: S40(2)

E: S40(2)@milton-keynes.gov.uk

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S40(2)

From: S40(2)
Sent: 27 March 2019 15:41
To: 'HIF'
Subject: HIF invoices related to MK East support plan approval
Attachments: June to Sept 2018 invoice.pdf; 60516496 30.01.19 28376701.pdf; 60516496 30.01.19 28376708.pdf; Invoice No. 64385754 - HIF Support Dec 2018.pdf

Hi HIF team,

The invoices relating to the cost of transport planning costs incurred (under items one and three on annex 1) are provided here as attachments 1-3.

For items two, four and five on annex 1, consultancy support was provided through, and has so far been paid for by, our development partner.

Our finance systems will not allow the Council to accept invoices without MKC purchase order numbers on them, so until we have confirmation that the support ask funding will be received from yourselves, to ensure the developer has incurred these at risk rather than the Council, PO's have not been raised this side.

The invoice for these items is therefore addressed to S40(2) rather than MKC.

Trust that this explains the evidence attached in enough detail – if not please do get back to me.

Many thanks,

S40(2)
Policy Project Manager

T: 01908 S40(2)

E: S40(2)@milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

S40(2)

From: S40(2)
Sent: 26 November 2019 16:53
To: S40(2)
Subject: FW: S43(2) Milton Keynes East - HIF Assessment

From: S40(2) @homesengland.gov.uk]
Sent: 25 March 2019 15:45
To: S40(2)
Subject: [EXT] S43(2) Milton Keynes East - HIF Assessment

S40(2)

Thank you for making the above HIF submission last Friday. I would like to commence the assessment process as soon as possible, and as such would like to arrange a site visit and meeting with you and representatives of the bid team and the assessment team, for a day next week. My preference is for Wednesday 3rd April. In anticipation of this, Clarification questions will be issued 29th March. In view of the forthcoming Easter holidays I'd like to try and get through the bulk of the clarification process in the next three weeks.

Please can you contact me with your availability for the site visit and clarification meeting.

I look forward to hearing from you.

Kind regards,

S40(2)
S40(2) Homes England

Tel: S40(2)
Mob: S40(2)
E : S40(2) @homesengland.gov.uk

Arpley House, 110 Birchwood Blvd, Birchwood, Warrington WA3 7QH



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S40(2)

From: S40(2)
Sent: 06 June 2019 11:18
To: 'HIF'
Subject: RE: HIF invoices related to MK East support plan approval

Good morning,

I was wondering if you could please provide an update on the below and when we might expect payment for our support plan?

Many thanks,

S40(2)

From: S40(2)
Sent: 17 May 2019 08:50
To: 'HIF'
Subject: RE: HIF invoices related to MK East support plan approval

Good morning,

AECOM were involved in the consultancy work related to our HIF Business Case.

Detailed transport modelling was run by AECOM to support the Transport Case for the bid (Economic Case), which would not otherwise have been progressed at this time.

We extended the agreement (S43(2)) which refers to the framework used to procure transport consultancy support for the Local Plan.

If you need further confirmation (a physical report), please let me know.

Many thanks,

S40(2)

From: HIF [mailto:HIF@homesengland.gov.uk]
Sent: 16 May 2019 15:50
To: S40(2)
Subject: [EXT] RE: HIF invoices related to MK East support plan approval

Dear S40(2)

Are you able to confirm that Aecom were involved in the consultancy work for the business case S43(2) as the invoices submitted don't reference the HIF bid but reference S43(2). I assume this reference relates to a standard agreement with Aecom so confirmation that they worked on the bid would be greatly appreciated.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 09 May 2019 13:01
To: HIF
Subject: RE: HIF invoices related to MK East support plan approval

Good afternoon,

Please find attached an invoice covering S43(2) of further costs incurred in terms of transport planning costs from February 2019.

Please advise if you need me to amend the Reimbursed Costs Claim Form upwards by S43(2), or if we can proceed at £115,000 with this invoice showing costs a little higher.

As I expect this would involve re authorisation your side, we would be happy to proceed at £115,000 if possible.

Many thanks,

S40(2)

From: HIF [mailto:HIF@homesengland.gov.uk]
Sent: 09 May 2019 10:45
To: S40(2)
Subject: [EXT] RE: HIF invoices related to MK East support plan approval

Dear S40(2)

Thank you for your submission and apologies for the delay in responding.

After reviewing your invoices (attached) related to your support plan, it has come to our attention that the total invoice amount (£109,909.75), is lower than the amount listed in the support plan (£115,000).

This can be rectified if you change the Reimbursed Costs Claim Form (Annex 2) to the appropriate value (£115,000) or provide more invoices that tally up to the remaining amount.

Don't hesitate to contact us if any assistance is needed.

Kind Regards

HIF Team



From: S40(2) S40(2) @Milton-keynes.gov.uk]
Sent: 27 March 2019 15:41
To: HIF
Subject: HIF invoices related to MK East support plan approval

Hi HIF team,

The invoices relating to the cost of transport planning costs incurred (under items one and three on annex 1) are provided here as attachments 1-3.

For items two, four and five on annex 1, consultancy support was provided through, and has so far been paid for by, our development partner.

Our finance systems will not allow the Council to accept invoices without MKC purchase order numbers on them, so until we have confirmation that the support ask funding will be received from yourselves, to ensure the developer has incurred these at risk rather than the Council, PO's have not been raised this side.

The invoice for these items is therefore addressed to S40(2) rather than MKC.

Trust that this explains the evidence attached in enough detail – if not please do get back to me.

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic | Saxon Gate | Milton Keynes | MK9 3EJ

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S40(2)

From: S40(2)
Sent: 28 September 2017 13:46
To: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

I'm afraid we are still having issues creating an account on the website.

I'm in communication with S40(2) there at the HCA who is getting IT to look into it.

Much appreciated if you're able to assist, or to advise what we do if we can't get the system to work for us.

Many thanks,

S40(2)

From: S40(2) @hca.gsi.gov.uk
Sent: 28 September 2017 07:53
To: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

No problem S40(2), I will have a look when I get into the office this morning and perhaps we can talk over the phone before 10?

S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 27/09/2017 21:59
To: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

I have just realised that my email hadn't left my outbox before leaving the office today – apologies for this, I really appreciate you will be busy tomorrow, if we're able to catch up over the phone, perhaps that might save you time on feedback?

We are still working on the form with our colleagues at Berkeley, but anticipate a bid of around S40(2) from the HIF and are still also discussing ambitious delivery rates.

We will be sending in letters of support from Highways England, SEMLEP and the Parks Trust with our Eol.

Many thanks (and apologies again for the delay in getting it across)

S40(2)

From: S40(2) @hca.gsi.gov.uk
Sent: 27 September 2017 16:01
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi S40(2)

I have two other to look at but will definitely manage to look at your bid by tonight and will send feedback.

S40(2)

Sent from my Windows Phone

From: S40(2)
Sent: 27/09/2017 15:27
To: S40(2)
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thank you very much for your email.

We are just waiting on confirmation on a few things for the final infrastructure cost for the bid, but it would be very helpful if I could circulate you a draft copy of the bid this afternoon?

I expect you will be very busy today, so please let me know if you won't realistically have time to look over.

Many thanks,

S40(2)

From: S40(2) [mailto: [redacted]@hca.gsi.gov.uk]
Sent: 26 September 2017 08:42
To: S40(2)
Cc: S40(2)
Subject: [EXT] RE: Housing Infrastructure Fund

Hi both

Hope you are well, thought I'd check in with you to see how you are getting on with your HIF bid with the deadline being this week.

If you need anything at all let me know, I'm happy to look through bids at any time.

Kind Regards

S40(2)

From: S40(2) [mailto: [redacted]@Milton-keynes.gov.uk]
Sent: 09 August 2017 14:21
To: S40(2)
Cc: S40(2)
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

Thanks for your email and congratulations on your new role.

S40(2) and myself are coordinating Milton Keynes's bid for HIF and look forward to working with you.

Would it be possible to get a copy of the word document with the questions from the system – think you may have forgotten to attach them to this email, but would be really helpful.

Would be great to arrange a catch up regarding the Housing Infrastructure Fund at some point – perhaps when you are meeting with our colleagues?

Many thanks,

S40(2)

Policy Project Manager

T: 01908 S40(2)

E: S40(2) @milton-keynes.gov.uk

Milton Keynes Council | Corporate Core | Civic Offices | Saxon Gate | Milton Keynes | MK9 3EJ

From: S40(2) @hca.gsi.gov.uk

Sent: 08 August 2017 08:47

To: S40(2)

Cc: S40(2)

Subject: [EXT] Housing Infrastructure Fund

Hi both

I am writing to you to introduce myself as I'm your new HCA contact following S40(2) promotion. I have had an email from S40(2) letting me know that you are the right people to speak to about any bids for the Housing Infrastructure Fund.

Along with S40(2) here I can answer any questions about the fund you might have. All of the bidding documentation is now available here: <https://www.gov.uk/government/publications/housing-infrastructure-fund> and I am attaching a Word document showing all of the questions you'll be asked when bidding (as the system won't let you look at all of these when you are completing the bidding forms).

Any questions, don't hesitate to contact me.

Kind Regards

S40(2)

S40(2)

Homes and Communities Agency
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)
homesandcommunities.co.uk



Homes & Communities Agency



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S40(2)

From: S40(2)
Sent: 28 September 2017 12:28
To: S40(2)
Subject: RE: Housing Infrastructure Fund
Attachments: 2017.09.28 12491_02 HIF Forward Funding - MKE - MK Tracked Changes- HCA.docx; Appendix 1 - Concept Masterplan.pdf; Appendix 3 - Illustrative Phasing Plan and Programme.pdf; Appendix 4 - Highways England.pdf; Appendix 6 - Cost Plan Highways.pdf; Appendix 7 - BCR Briefing Note 27.09.2017.pdf; Appendix 7 - HIF Ready Reckoner - MKE - 26-09-17.xlsx

Hi S40(2)

Please find attached the word doc version, accompanying letters of support, site plans and a copy of the ready reckoner. I hope these are helpful – appendices just for reference rather than required reading today. Please do give me a call later if you're able – apologies again for the delay – unsure why our IT systems are blocking GSI emails!

Many thanks,

S40(2)

From: S40(2) [redacted]@hca.gsi.gov.uk]
Sent: 28 September 2017 07:53
To: S40(2) [redacted]
Subject: [EXT] RE: Housing Infrastructure Fund

No problem S40(2), I will have a look when I get into the office this morning and perhaps we can talk over the phone before 10?

S40(2)

Sent from my Windows Phone

From: S40(2) [redacted]
Sent: 27/09/2017 21:59
To: S40(2) [redacted]
Subject: RE: Housing Infrastructure Fund

Hi S40(2)

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We will be sending in letters of support from Highways England, SEMLEP and the Parks Trust with our EoI.

Many thanks (and apologies again for the delay in getting it across)

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Sent: 27 September 2017 16:01
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Cc: S40(2) [REDACTED]
Subject: [EXT] RE: Housing Infrastructure Fund

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Subject: RE: Housing Infrastructure Fund

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From: S40(2) [REDACTED] <[REDACTED]@hca.gsi.gov.uk>
Sent: 26 September 2017 08:42
To: S40(2) [REDACTED]
Cc: S40(2) [REDACTED]
Subject: [EXT] RE: Housing Infrastructure Fund

Hi both

Hope you are well, thought I'd check in with you to see how you are getting on with your HIF bid with the deadline being this week.

If you need anything at all let me know, I'm happy to look through bids at any time.

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Cc: S40(2) [REDACTED]
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Policy Project Manager

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Kind Regards

S40(2)

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S40(2)

From: S40(2)
Sent: 14 September 2018 14:32
To: S40(2)
Subject: RE: OAN figures

Follow Up Flag: Follow up
Flag Status: Completed

Hi S40(2)
Our current figure is 1766 and will go up to 1831, so not much higher.
Many thanks,

S40(2)

From: S40(2) [mailto:S40(2)@homesengland.gov.uk]
Sent: 13 September 2018 13:36
To: S40(2)
Subject: [EXT] OAN figures

Hi S40(2)

So sorry I forgot to ask for an update on the OAN figures, I can't remember what the MK position is. Did the figures look much higher for MK or not?

Thanks

S40(2)

S40(2)
Homes England
Woodlands Manton Lane Bedford MK41 7LW
Switchboard 0300 1234 500 | Direct Dial: S40(2) and Mobile: S40(2)



Homes
England

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S40(2)

From: S40(2)
Sent: 26 February 2019 11:06
To: S40(2); S40(2)
Cc: S40(2)
Subject: RE: Plan
Attachments: 1078-WSP-HML-MKE-SK-CH-0004-P01 - Plan of HIF Infrastructure.pdf

Morning S40(2)

Please find attached the latest plan of the infrastructure covered by the HIF bid – it's a rather large file so let us know if you need it through in a different format.

S40 will cover Tariff later in the meeting.

Many thanks,

S40(2)

From: S40(2) [redacted]@homesengland.gov.uk]
Sent: 26 February 2019 09:35
To: S40(2); S40(2)
Subject: [EXT] Plan

Hi both

See you this afternoon for our co-development meeting.

If possible could you send us a detail plan of the infrastructure as DfT have been asking for this.

Also, it would be really helpful to talk further about the MK-Tariff type plans to recoup and or recycle costs for this project?

I have a lead for you in discussions with another Authority about additional units.

See you at 2.30pm

S40(2)

S40(2)

Homes England

Woodlands Manton Lane Bedford MK41 7LW

Switchboard 0300 1234 500 | Direct Dial: S40(2)

and Mobile: S40(2)



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S40(2)

From: [S40(2)]@homesengland.gov.uk>
Sent: 04 March 2019 09:35
To: [S40(2)]; [S40(2)]; [S40(2)]; [S40(2)]
Subject: [EXT] Action meeting minutes Co-development meeting 26th Feb 2.30

All

This is my record of the action points which we discussed last Tuesday. Please let me know if there is anything further.

1.	Discussion of the MK Tariff and what recycling/recouping these funds would mean for the BCR of this bid	[S40(2)] to find out from colleagues
1.1	Discussion about use of these recycled funds for projects outside of the discrete HIF bid red line, how would this be seen by economists assessing the bid?	[S40(2)] to find out further info here
2.	Berkeley advised on plans for updating the system.	[S40(2)] advised to begin work on the submission online at the earliest opportunity as the system can be extremely busy the week before submission date.
3.	Discussion around submission of a draft bid. MKC handed out a draft at the meeting and advised that a full revised draft bid would be sent out on Friday 1 st March if possible	[S40(2)] to send out when possible.
4.	Discussion on the Support Ask- when will there be an answer on this?	[S4] to chase.

We look forward to seeing the final draft which will obviously be kept confidential and not sent on. If there are any further points that you would like to discuss with us this week please let me know and we can schedule a call if necessary.

Kind Regards

S40(2)

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From: HIF <HIF@homesengland.gov.uk>
Sent: 14 January 2019 14:41
Subject: HIF Forward Funding FAQs - updated Jan
Attachments: HIF Forward Funding FAQs Jan 19.pdf

Dear Bidders,

We would like to bring your attention an updated set of **FAQs** for the Forward Funding element of the Housing Infrastructure Fund – please see attached.

Kind Regards

HIF Team



Housing Infrastructure Fund Forward Funding FAQ

Co-Development

Q: If I submit my bid in an earlier window and it is unsuccessful, will it automatically roll over into the next bidding window for assessment?

A: If you submit your bid in one of the earlier windows and it is unsuccessful, you may not resubmit your bid. As funding is being allocated proportionately at each window, it may be that we are unable to make a funding decision, and therefore we will reconsider your bid at a later bidding window. You will be informed if this is the case.

You will only be able to submit your business case once. On this basis we strongly encourage bidders to ensure that their business case is robust and fit for purpose prior to submitting.

Q: When will I know what level of support I am getting?

A: Through early engagement with bidders, we will decide the level of support being offered. Your Homes England Operating Area local lead will speak with you about your tailored package of support.

Q: What support will I receive and how will it be allocated?

A: We will play a 'critical friend' role during co-development, providing specialist advice to help you develop your project and business case. Support will be bespoke and will differ for each project - depending on factors such as the size and complexity of the project, the funding amount, how developed the project is, and the capacity of the bidding authority.

If required, additional support is available to assist with the development of the economic section of the business case. Where required, support may be provided through either a contribution towards the costs of consultants procured by the Local Authority (or local partners,) or procurement of an economic consultant partner through Homes England.

Our lead consultant, Steer Economic Development, will be in touch to:

- review the requirements of the economic case within the context of your project;
- discuss your proposed approach to meeting these requirements; and
- help to determine the most appropriate submission deadline and the level of support required

For the avoidance of any doubt, Steer Economic Development consultants are not commissioned to prepare your economic case. They will, however, provide on-going support to bidders on specific technical queries relating to the Economic Case.

Q: You have said you will be splitting funding allocations across 3 windows, each with its own submission deadline. How will you guarantee that the majority of funding will not be allocated to the earlier windows, with those projects meeting the latest submission deadline missing out?

A: We have three submission deadlines to enable projects to receive funding decisions when they need them. We will be allocating funding proportionately at each window, with an understanding of what other projects are in the pipeline. We will ensure that longer-term strategic projects submitting their business cases later in the process, will have the same level of opportunity as those which are ready to go sooner.

Q: What are the submission deadlines?

A: The first deadline was 10 September 2018, the second 3 December 2018 and the third will be 22 March 2019. Bids should be received by 5pm on the given date.

Q: Has the March submission deadline been extended?

A: Yes, we have pushed the March bidding window back to 22nd March to allow Local Authorities more time to complete their business cases.

Q: Will local authorities get to choose which deadline they aim to meet?

A: Yes. We recommend that bidders submit their business cases by the deadline which is best suited to their project, rather than the one which they think will increase their chances of funding.

Q: How much is my project likely to change through co-development / how much influence will co-development have over my project?

A: As bidders will be writing the final business case, any decisions to alter the project will ultimately be theirs. During co-development, government will work alongside bidders to support finding the best way of funding infrastructure to bring forward housing growth.

For example, this could include exploring whether grant funding is the best option, finding ways to generate further housing growth through the project, or narrowing the scope of the project to increase its likelihood of being delivered. This could mean that some projects are likely to change, and as we look to evolve projects, we will work closely with bidders to ensure that outcomes are mutually beneficial.

Q: Is it possible to split my bid or to bring two bids together?

A: Yes it is possible to split or join up your bids. However, you would need to consider the impacts of this. If you split your bid you would need to submit two business cases which would be assessed separately. There is no guarantee that if one were to be successful, the other would automatically be successful. Each bid has to be strong in its own right in terms of deliverability, value for money and strategic approach. You would need to be clear in your business case what impact they have on each other.

If you were to join up two bids and submit them as a single business case, a compelling case would need to be made linking the two areas, explaining why they

need to come forward together, the issues they necessarily address in tandem and the evidence to support this.

Q: As we have now reached the co-development stage, could you share our scores for the assessment of the EOI?

A: We are not planning on sharing scores from the EOI assessment. We have, however, carried out a review of your EOI and the questions identified in the annex we sent you are the areas that we have identified for development. Through co-development we will be continuing to explore where your bid needs to be strengthened and what support we can put in place to help this.

Q: At what point will a bidder be told that MCHLG will not be taking their project forward and what does that mean for the bid?

A: We will be transparent with bidders throughout the co-development process. This will include an honest discussion about the future of the bid if we reach a point where MCHLG, Homes England and any other relevant government departments agree that the project would not be viable through the Housing Infrastructure Fund. Should we decide to withdraw support during co-development; bidders can still submit a business case. However, any procurement of resource to produce a business case will be done at the bidder's own risk.

Business Case

Q: Can HIF funding be used to recoup business case design costs?

A: As detailed in the prospectus, HIF funding can only be used for capital expenditure. This could include project costs such as feasibility and design works if they can be capitalised. If your scheme is successful, then any capitalised project costs can be recouped – if this is your intention then this should be included within your HIF ask in your submission. If your scheme is not successful, you would not be able to recover these costs from Homes England/MHCLG.

Q: Will the assessment criteria be made available to local authorities to help them write their business cases?

A: The Forward Funding Guidance sets out the criteria we will be assessing bids against. Broadly we will be looking at the value for money, deliverability, and strategic approach of your bid. Through co-development we will be advising and guiding you on how to complete the business case and a part of this will be helping you to understand what 'good' looks like.

Q: What are you looking for in the options appraisal under 'with a proportion of HIF funding'?

A: The three options we would like you to consider are:

- If you were to receive the full HIF ask, what infrastructure would you deliver and how many homes would this unlock.
- If you were to receive a smaller amount of your HIF ask what elements of the scheme could still be delivered and how many homes would this unlock.
- If you were to not receive any of your HIF ask, what elements of the scheme, if any, could still be delivered and how many homes could still come forward.

Q: Can I include Student Accommodation in housing numbers?

A: Yes, student accommodation will count towards the net additions number. So you can include both cluster flats and halls of residence as student accommodation in your plan to meet housing need in the area.

For private sector communal accommodation (e.g. hostel, nursing home, student housing) one housing unit equates to multiple bedrooms utilising one shared living space (kitchen, bathroom etc.) depending on the scheme (usually 3-4 bedspaces). In the absence of detailed design, four bedspaces comprise one housing unit.

You should include student accommodation in 'other' when highlighting the types of housing to be delivered in your business case with the 'conversion' assumption of bedrooms to unit detailed.

Q: Questions 1.2.5 through 1.2.8 ask for various land area metrics in hectares, with the latter three of these questions specifically asking about land area to be used for housing. As several sites will be mixed-use and/or include public open space, is it acceptable to provide responses in terms of floor area (square metres) rather than land area (hectares)?

A: Please do not use square meters as this will not be consistent with other bids and therefore be very difficult for analysis purposes with other bids. We would ask that you convert the square meters to hectares (the system allows up to two decimal places so you may need to round up).

We have specifically asked for the housing area as it will be used to assist in the economic case. If your site has housing and green space you should deduct the green space and any other area for infrastructure (such as roads) to just cover the total housing. However if it is a block of flats with retail / employment facilities then the area can count as housing.

For the brownfield and public sector land responses, it should be whatever % of the housing space is on these types of land. If 100% is on brownfield land, this can be the total housing area.

Q: Can we embed additional diagrams, graphics and tables directly in the responses in the portal, or do they need to be uploaded as separate attachments?

A: There are some specific 'special' boxes – as referenced in the quick start guide that will allow these – these are largely in the economic and commercial cases. However most boxes will not accept tables or images and you can upload these as separate supporting attachments for the relevant case.

You should not replace the full answer to the question in the supporting attachments but just reference in the portal answer the supporting diagrams / graphics attached.

Q: Can the HIF FF template tables be modified (e.g. cells merged or new rows/columns added)?

A: Tables cannot be merged and in general new columns cannot be added – the portal should direct you where additional rows/columns can be added. They have generally been set up as fixed tables in order for us to use for consistent analysis purposes across all schemes.

Q: Can we cross-refer to narrative/data/attachments in other sections – or does each section need to read as ‘standalone’? If the latter, can we upload the same attachments to multiple sections?

A: You can cross-refer to narrative, data and attachments in other sections. Where you chose to do so we would expect you to clearly identify which section in the bid the additional information is captured and where attachments are concerned, why this is relevant and which section we should refer to in the supporting document.

Q: Does the character limit include spaces?

A: Yes, spaces are included.

Q: For appraisal work to support the business case are we able to use Argus or do we need to use the Homes England recognised tool?

A: Argus is suitable, provided the appraisals are provided as well as the PDF output pages

S42(1)

[Redacted]

[Redacted]

[Redacted]

Q: What impact will the lifting of the HRA borrowing cap have on HIF submissions?

A: You may be aware that the government has recently announced it will be lifting the Housing Revenue Account (HRA) borrowing cap, which limited the amount local authorities could borrow against their housing revenue account assets to fund new developments. You may wish to take this into account as you develop your business case and HIF funding ask.

Economic Case

Q: Will bidders be required to produce a ‘full’ WebTAG appraisal for transport schemes?

A: The economic case must be compliant with the HM Treasury (HMT) Green Book guidance, the MHCLG Appraisal Guide, and where relevant the Department for Transport (DfT) WebTAG guidance. As set out in WebTAG, the level of transport analysis conducted for your scheme should be proportionate. It is not envisaged in all cases that schemes will need to undertake a full webTAG, however all schemes will need to demonstrate that there is not a negative impact on the transport network. Steer Economic Development will have been in contact and will have asked you to complete a Transport Approach Summary (TAS) to help you determine what is appropriate for your scheme.

Q: Are you expecting an update to the MHCLG Appraisal Guide during HIF submission windows?

A: We are not now expecting an updated MHCLG Appraisal Guide to be published until Spring 2019, once the HIF submission windows have closed.

Calculation of the BCR

Q: Can you confirm what goes into the BCR (both in terms of costs and benefits)?

A: Supplementary HIF guidance states that “HIF is targeted at unlocking the economic benefits from new housing. The economic assessment will primarily assess the economic value of additional housing that schemes deliver, relative to the HIF funding each requires”. This gives an indication of the primary way in which projects will be compared. The benefit of additional housing, as monetised by land value uplift from residential development, is therefore the most important economic benefit we will consider. It will be looked at in comparison to the HIF funding being provided.

The HIF guidance goes on to say “Projects will also need to demonstrate that funding them would represent overall value for money for the public sector. To do this, all benefits, disbenefits and costs will be taken into account”.

Land Values

Q: The guidance suggests that benchmark figures published by MHCLG would be acceptable to estimate existing use land values; can you confirm that this is the case?

A: We are trying to establish as accurate an assessment as possible for the increase in economic welfare resulting from the investment, hence this is why site specific values should be provided where possible. For residential land values we would expect this to be feasible based on the MHCLG Appraisal Guide and supplementary HIF guidance. For existing use land values, supplementary HIF guidance makes clear that if it isn’t possible to provide site specific values then it is acceptable to use MHCLG land values. Paragraphs C8 and C9 of the appraisal guide show how this might be done (although note that up to date published land

values should be used¹). The rationale for doing so should be clearly explained. The land values provided (whether site specific or not) will under-go the same process of assessment for suitability in each case and so MHCLG values will not weigh negatively on the final assessment.

Q: Should residential land values be based on the current residential values achievable in an area or potential values that could be achievable in the future?

A: It is up to the bidder to justify the land value growth method/assumptions employed. Paragraph C.2.2 of WebTAG Unit A2.2 notes that: “because the transport scheme is assumed to have been implemented, the value of the land in its new use will reflect the improved accessibility provided by the transport scheme”. Where assumptions about land value growth are made it is our expectation that a range of sensitivities would be provided given the likely uncertainty. The MHCLG appraisal guide makes clear that in the absence of detailed local market information to inform land value growth assumptions, a 5% real terms land value increase can be used as a default. Significant deviations from this will need a strong justification based on local market evidence.

Q: Does MHCLG have a preferred approach for forming assumptions around land value growth for existing use land values?

A: Land value uplift should reflect the uplift in land value at the time at which the development occurs. If there is insufficient evidence to form land value growth assumptions for existing use values, paragraph C14 of the MHCLG appraisal guide notes these can be assumed in line with residential land value growth.

Q: Where sites will incorporate non-residential land values, does MHCLG have a preferred approach for estimating the land values?

A: The approach for estimating non-residential land values is the same as for residential values, but can be based on commercial valuation (assuming the land is being brought into commercial use). Typical land values for land in commercial use are also now available in the Department’s published land values and these will be accepted².

If a site will be a mix of residential and commercial development, as far as possible the land value uplift generated by each should be calculated separately, as set out in supplementary HIF guidance.

Build Costs

Q: Can Homes England / MHCLG provide standard costs assumptions that we should use to estimate build costs for each site?

A: We are trying to establish as accurate an estimate as possible of the value for money of each project and as build costs can vary depending on the design of the dwellings being built we advise that specific values be estimated where possible.

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

Where not, RICS BCIS data is used as the industry standard and large developments are typically assumed to have costs assumed in line with the lower quartile.

Developer profit

Q: What is an acceptable level of developer profit to assume in the modelling?

A: In the absence of site specific values, Annex A of the guidance notes that assumptions about developer profit can be made in line with MHCLG's land value estimates³. Paragraph 12 of Annex A of the above publication states, "Profit is taken at 17 per cent of gross development value (GDV) for market housing (17.5 per cent in London)".

Displacement

Q: Is it acceptable to apply a site level displacement assumption to all scenarios? Or should displacement rates be considered to vary depending on the proposed level of development?

A: We have provided guidance on assessing additionality; it is, however, up to the bidder to establish if this differs across various scenarios and provide a clear explanation for their assessments. There are likely to be circumstances where the site level displacement would differ; for example, where the tenure mix changes between scenarios.

Amenity Benefit

Q: How important will amenity benefits be to the overall assessment?

A: Amenity benefits of development will factor into our assessment of whether the project being put forward is considered value for money, but typically we would expect these to be small relative to land value uplift. There is no preferred approach for estimating amenity benefits.

Affordable Housing

Q: We propose to use the standard assumption of each affordable rented property being worth £2,400 in external economic benefits (PV) over a 30-year period. Can you confirm that this approach will be acceptable and is in line with MHCLG's latest thinking on this issue?

A: Yes this is acceptable and reflects the value of the health benefits as set out in the MHCLG Appraisal Guide. Bidders are free to use another set of assumptions providing a clear rationale for doing so is given.

Q: How should we treat affordable housing for the LVU calculation?

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710539/Land_Values_2017.pdf

A: In line with HIF economic case guidance, the GDV element of the LVU estimates should assume all housing is market sale. The remaining estimates of the LVU calculation (e.g. build costs, developer profit) can follow the results of the development appraisal (for example, the mix of affordable housing and market sale provided).

Monetising the acceleration of sites

Q: Can we monetise the benefits of housing the infrastructure is not directly enabling, even if only factored down?

A: It is up to bidders to determine which benefits will result from the infrastructure and whether they should be monetised. However we would typically only expect benefits related to housing which is truly dependent on the infrastructure to be included, which can be determined using the sets of guidance set out in supplementary HIF guidance.

Inflation, risk and optimism bias

Q: Is there any HIF guidance on inflation rates, risk and optimism bias?

A: Bidders should refer to the HMT Green Book and the MHCLG Appraisal Guidance. Where relevant, WebTAG unit A1.2 may also be of use.

Q: In general how should Optimism Bias be applied?

A: The Green Book and supplementary guidance provides assistance on how to apply optimism bias. However, optimism bias should only be applied in the economic case and not in the financial case.

Treatment of scheme costs in the Economic Case

Q: Does the Economic Case include the whole cost of the scheme or just the HIF contribution? How are Opex and revenue treated?

A: Bidders should answer the Business Case Questions as fully as possible in accordance with the HMT Green Book, MHCLG Appraisal Guide, and supplementary HIF guidance. A section of the latter includes total scheme costs (and revenues), and how these are assumed to be split between HIF and other funding sources.

Inflation and discounting

Q: In translating nominal costs in the financial case to real costs in economic case what base year should be assumed to apply GDP deflator?

A: Supplementary HIF guidance states that “All net present values provided should be in 2018/19 prices.”

Q: What should the ‘base year’ be for applying the discount rate?

A: Values presented in the economic case should be discounted to the start of the 60 year appraisal period (2018/19). As per supplementary HIF guidance, the discount rate applied should be 3.5% for years 1-30 and 3% for years 31-60.

Updated General Economic Case FAQs

Q: Can I include housing that will be delivered after 2035?

A: Yes, housing delivered after 2035 can be taken into account within the Economic Case (and can be included in the estimates of LVU). However, the increased risk and uncertainty associated with the delivery of homes delivered further into the future will be taken into consideration when assessing bids. Homes delivered after 2035 are likely to be the focus of significant scrutiny as part of the assessment. The bidder will therefore need to clearly articulate how the housing anticipated post 2035 is directly unlocked by the proposed infrastructure, and the certainty behind this.

Q: What level of evidence do we need to supply as part of our assessment of additionality?

A: All bidders will have had the opportunity to outline their approach to assessing transport impacts, and their assessment of deadweight, through Steer to be reviewed by MHCLG and DfT.

However, **a key focus as part of the moderation of the economic case will be on the evidence presented on additionality**, on both deadweight and displacement. Regarding deadweight, you must provide all evidence that is used to derive your estimate of deadweight homes. Where bids are light on detail is likely to affect the moderation of the economic case and the number of clarification questions you will be asked. If these cannot be settled before your bid is considered, it is likely to mean the final value for money assessment accounts for this increased uncertainty.

Where bidders use transport modelling in line with WebTag A2.2, for example, to assess where a reasonable level of service is breached, the outputs of the model must be clearly shown in the economic case and how this has informed the number of deadweight homes estimated. If this approach is used, the bidder must show how many additional homes can be built on the site before the network breaches a reasonable level of service.

Bidders should show the fullest possible evidence on deadweight and do not need to rely on one approach (e.g. modelling to show the network breaches a reasonable level of service). This can be supplemented by other evidence if that evidence exists.

In addition, the number of deadweight homes must be explicitly stated **for each site individually with the evidence underpinning these estimates. A suggested**

approach is to show how the homes are dependent on the infrastructure for each site requiring HIF funding.

Q: In what year should we apply current use value?

A: We expect to see current use value applied in the same year as residential use value, to gain the land value uplift. The land value uplift should be applied in the year the units complete.

This means if housing units were expected to be brought forward in 2025 of the appraisal period, we would expect the land value uplift calculation to involve the residential use value minus the current use value in 2025. We would not expect current use value to all be assumed in the first year of the appraisal period unless evidence is presented to the contrary.

If a bidder's assessment is that land values will grow in their area, then this increase must be applied to both residential and current use values unless there is compelling evidence against this.

Q: What should we focus on in the Risk Analysis of the economic case?

A: The risk analysis should be informed by the specifics of your project. However, the risk analysis applies *both* to the delivery of infrastructure and the delivery of homes. As part of our moderation of the economic case we will consider whether appropriate consideration to the risk of the delivery of homes has been identified and is therefore used to inform a view of value for money.

Q: What modelling should I attach with the economic case?

A: All land value uplift economic modelling conducted as part of the appraisal should be included with the submission of the bid and in spreadsheet format. This includes all modelling conducted as part of the appraisal of the NPV of additional housing benefits.

As part of MHCLG's moderation of the bid, the economic modelling will be reviewed by assessors. Therefore, it is best practice to structure your economic modelling so that assessors can easily clarify how the NPV estimates have been derived. **Where these cannot be verified means the moderation of the economic case cannot be finalised.**

All columns and rows should be labelled in the modelling. Best practice would involve a cover sheet in the spreadsheet modelling outlining all key values used in the estimates of housing benefits NPV throughout the spreadsheet, these including:

- Estimated overall GDV including average house price assumed and number of dwellings, estimated build costs, externals, professional fees, sales costs, finance, and developer profit.
- It should be clear how the above has led to the assumed overall residential value per hectare, or per unit, used in the economic model.
- Assumed current use value per hectare, or per unit, used in the economic model.
- Assumed land value uplift per hectare, or per unit, used in the economic model.
- Assumed additionality used in the model.
- The final estimate of NPV of additional housing benefits after adjustment for additionality in 2018/19 prices.
- The final estimate of the NPV of current use value in 2018/19 prices.
- The final estimate of the NPV of residential use value in 2018/19 prices.
- A summary of final outputs that are used to complete the Business Case Template so these can be cross-referenced.

This spreadsheet modelling is necessary as part of the due-diligence of the economic case. Where it is not clear what columns, rows, or values refer to, increases the time assessors need to spend verifying the case and increases the due-diligence questions bidders are likely to be asked.

Wherever possible, the underlying calculations should be shown rather than hard-coded values.

The modelling should be structured so as to allow assessors to conduct sensitivity analysis easily.

In addition, transport modelling outputs should be attached with the economic case.

Q: We don't agree with the assumptions used in the MHCLG Land Value Estimates, for example developer profit. Can we use different assumptions?

A: Bidders should conduct a site specific appraisal to estimate these costs.

If assumptions are made and that results in estimates which differ to those would be derived using assumptions in MHCLG Land Values as part of the estimates of land value uplift, it must be clearly explained why a different assumption has been made and the evidence underpinning that assumption.

This also includes the house price assumed for the GDV calculation. Where this differs substantially from average house prices in that area as observed in national statistics, evidence should be provided as to why this is the case.

Q: How should we present the breakdown NPV of scheme costs?

A: The business case template requires overall costs to various sectors, as outlined in the template. However, where several funding sources form the total of one category (for example, 3 funding pots form the total of Central Government Costs), then it must be clearly split out in the accompanying narrative, with the share of each costs clearly displayed, in both total nominal values and NPV values.

It should be clear how optimism bias has been applied to these individual scheme costs.

Q: Should we apply indirect taxation factors in the NPV of scheme costs?

A: No, costs should follow the business case template – the nominal costs required should be presented along the NPV estimates.

Q: Should we include developer profit as a benefit to developers in the NPV of scheme costs?

A: No, developer profit is accounted for in the estimates of land value uplift and does not need to be included in the NPV of scheme costs.

Q: How should un-monetised impacts be presented?

A: Where un-monetised impacts are relevant, the scale of these impacts should still be indicated. For example, how many households are likely to be affected by the impact.

Financial Case

Q: Can HIF funding be used to cover OpEx?

A: We can only provide funding for OpEx during the HIF funding window, up to March 2024, and where you can prove that the OpEx costs can be capitalised and counted as spend as per local authority accounting methods.

We require evidence to clearly demonstrate that the service being paid for is fully operational, and will continue to operate as planned post 31 March 2024 or sooner. If the service is not fully operational post 31 March 2024 or sooner, and requires further capital “gap” funding – this further capital funding must be secured. If the service is not fully operational post 31 March 2024 or sooner and no further capital funding can be secured, we would recommend that you remove this service cost from the full business case. If this then impacts on the infrastructure being fully operational, this will be considered within the deliverability assessment.

Q: What would you expect a cost plan to look like for this submission? Do we need to use nominal or real prices?

A: As highlighted in the Forward Funding Business Case Guidance provided, in your cost plan, we require cost breakdown to be provided in nominal (current) prices and for inflation to be added at the end to make real (outturn) costs. Please clearly outline any specific exclusions you have made from the cost plan.

Q: What year should we use for present day prices for the cashflow?

A: Present day should count as the year in which you bid. Therefore if you bid in the September and December window it should be 2018. If it is in the March window it should be 2019.

Q: What provision has MHCLG made for potential cost-overruns on schemes?

A: MHCLG (and partner OGDs where applicable) will not commit to funding any cost-overruns for schemes – this will be the local authority's responsibility to manage. We therefore advise that bidders should build in an adequate contingency to cover all perceived risk and this would be a legitimate cost in the bid. It should be noted this amount will be considered as part of the HIF ask and therefore will factor into the value for money assessment.

In the Financial Case section we will need to see a clear strategy and statement on how cost overruns will be managed, including how any contingency would be managed, utilised and profiled. We will need to see how cost overruns would be dealt with in practice with information provided on who would be the responsible parties (see HIF Commercial, Financial and Management Cases - Pre-submission Checklist for Bidders).

If successful, it should be noted that if the contingency funding is not required to deliver the scheme, this funding will not be provided to local authorities in drawdowns.

Delivery of HIF funding

Q: If successful, will the lead bidding authority be the accountable body for HIF funding?

A: It is up to the lead bidding authority to decide which authority the grant award will be made to (i.e. sign the Grant Determination Agreement with) as they are the eligible bidder. They can choose to nominate an authority within their combined authority (upper/lower or unitary authority). Whichever body is party to the agreement would have the obligation for monitoring and meeting the conditions of funding, this also includes the recycling of any funding they can claw back and the responsibility for ensuring the funding is spent on future housing as per the condition.

Successful bidders will need to sign a Grant Determination Agreement which will outline the terms and conditions of the grant. This is expected to have bespoke elements and conditions dependent on the scheme, and will have a baseline against which schemes will be monitored. Bidders will also have to comply with an overarching assurance framework and monitoring requirements – these will be considered proportionality to the scheme and in-line with funding payments.

Q: Who will be responsible for cost over runs and contingencies?

A: Cost over runs and contingencies are the responsibility of the bidding authority (or the delegated authority) who signs the Grant Determination Agreement.

Q: What do you mean by all HIF funding needs to be spent by 2024? What counts as spend?

A: HIF needs to be spent on the project in the year that funding is allocated. Successful projects will agree a spending profile and milestones, and will be monitored against these.

Expenditure will be incurred by local authorities according to their own accounting principles. We would expect this to be on an accruals basis but local authorities should consult their own finance departments to confirm what will be recognised as expenditure in any given year. Local authorities should not drawdown funds from MHCLG unless they reasonably expect to spend funds within the financial year and drawdown profiles will be prepared on this basis.

Q: Hasn't the HIF spending window now been extended to 2023/24?

A: Yes, at Autumn Budget 2018, the Chancellor extended the HIF spending window to 2023/24. For bidders this means that where appropriate and clearly evidenced we may agree to an element of project spend being profiled into 2023/24.

Given that these are large, complex projects we want you to be realistic about your HIF funding ask and spend profile, and will work with you through co development to help you refine this.

Q. If successful, what level of monitoring and assurance will be required?

A: If your Business Case is successful you will be required to sign up to an assurance framework. This will detail the level of monitoring information required to assure Government that your project is on track to deliver.

Q: If the bid is successful when will I receive funding?

A: If your business case is successful, the timing of when funding will become available will depend on a number of factors. These include which window you submit your business case in, when funding is first required for your project, whether funding conditions have been satisfied, and whether due diligence has concluded.

Q: Will there be a future bidding round of HIF?

A: There are currently no plans for a second bidding round of HIF.