



Homes  
England

Date: 12 June 2020

Our Ref: RFI2975

Tel: 0300 1234 500

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

Making homes happen

██████████  
By Email Only

Windsor House  
Homes England – 6<sup>th</sup> Floor  
50 Victoria Street  
London  
SW1H 0TL

Dear ██████████

**RE: Request for Information – RFI2975**

Thank you for your recent email, which was processed under the Freedom of Information Act 2000 (FOIA). For clarification, you requested the following information:

*Please may I see the nearest equivalent information to what's in this document, but for the Housing Infrastructure Fund Marginal Viability scheme? In with this I'd like to see details of the Benefit-Cost Ratio ready reckoner tool for HIF Marginal Viability bids, including the full calculation method, in any form such as web script, source code, algorithm, spreadsheet cell contents, formula, and/or detailed description.*

The 'document' referred to in the request is the Housing Infrastructure Fund – Forward Funding - Business Case Questions, which was released as part of our response to RFI2971.

**Response**

We can confirm that we do hold information that falls within the scope of your request.

**Annex A**

Attached to this response as Annex A is the Housing Infrastructure Fund - Marginal Viability Funding: Online Business Case guide.

**Further Information**

We are able to inform you that we do hold further information that falls within the scope of your request. However, we rely on section 21, exemption where information is available to the applicant elsewhere.

The full text of the legislation can be found on the following link and we have quoted section 21 below for ease.

<https://www.legislation.gov.uk/ukpga/2000/36/section/21>

**21 - Information accessible to applicant by other means.**

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

(2) For the purposes of subsection (1)—

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(a) information may be reasonably accessible to the applicant even though it is accessible only on payment, and

(b) information is to be taken to be reasonably accessible to the applicant if it is information which the public authority or any other person is obliged by or under any enactment to communicate (otherwise than by making the information available for inspection) to members of the public on request, whether free of charge or on payment.

(3) For the purposes of subsection (1), information which is held by a public authority and does not fall within subsection (2)(b) is not to be regarded as reasonably accessible to the applicant merely because the information is available from the public authority itself on request, unless the information is made available in accordance with the authority's publication scheme and any payment required is specified in, or determined in accordance with, the scheme.

#### **Advice and Assistance**

We have a duty to provide advice and assistance in accordance with Section 16 of the FOIA. As such, we can advise that the further information that we hold can be found on the following links:

- 1) HIF supporting document for Marginal Viability available here:  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/625520/HIF\\_Marginal\\_Viability\\_supporting\\_document\\_accessible.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/625520/HIF_Marginal_Viability_supporting_document_accessible.pdf))
- 2) Ready Reckoner tool available here:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/624827/170704\\_HIF\\_Ready\\_Reckoner\\_protected\\_.xlsx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/624827/170704_HIF_Ready_Reckoner_protected_.xlsx)

#### **Right to Appeal**

If you are not happy with the information that has been provided or the way in which your request has been handled you may request an internal review by writing to;

The Information Governance Team  
Homes England – 6<sup>th</sup> Floor  
Windsor House  
50 Victoria Street  
London  
SW1H 0TL

Or by email to [infogov@homesengland.gov.uk](mailto:infogov@homesengland.gov.uk)

You may also complain to the Information Commissioner however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link  
<https://ico.org.uk/>



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Making homes happen

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

**The Information Governance Team**

For Homes England

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Department for  
Communities and  
Local Government



Homes &  
Communities  
Agency

# Housing Infrastructure Fund

Marginal Viability Funding: Online Business Case guide



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For all our latest news and updates follow us on Twitter: [https://twitter.com/HCA\\_UK](https://twitter.com/HCA_UK)

July 2017

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# Introduction

## Purpose of this document

This guide is for those Local Authorities interested in submitting Business Cases for 'Marginal Viability 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 Business Case online form.

This guide should also be read in conjunction with the prospectus and the detailed guidance document for Marginal Viability 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](http://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 a shortlist of proposals to take forward into co-development.

The deadline for submission of your Business Case is **11:59pm on 28<sup>th</sup> September**.

If you have any queries, you should contact us at 0300 1234 500 or email [HIF@hca.gsi.gov.uk](mailto:HIF@hca.gsi.gov.uk).

## Responses

Before completing and submitting their responses, applicants should read the prospectus, supporting guidance for Marginal Viability Funding and all instructions contained within this document carefully as these relate to key information to be submitted through the online form.

Failure to comply with these requirements for completion and submission may result in a non-compliant bid and rejection of the application.

It is recommended that applicants complete their Outline Delivery Plan prior to completing the online form to ensure that the data submitted is consistent between the two. Where the two are not the same, the data entered in the online form will take precedence.

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 should be submitted via the online form only which is available through the HCA Partner Portal. Guidance on how to access the Portal can be found in the Quick Start Guidance on the Housing Infrastructure Fund [webpage](#).

## Changes to information

If changes occur after the Business Case has been submitted but before the deadline, then you will need to contact us via the email address [HIF@hca.gsi.gov.uk](mailto:HIF@hca.gsi.gov.uk) as you will not be able to access 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 changes are notified after the Business Case submission deadline, the Agency reserves the right not to accept any late alterations.

## Format of responses

Applicants are requested to submit one online form and supporting documentation per proposal. There are no limits to how many proposals will be accepted however not all proposals will be assessed. Initially only 'rank 1' bids will be assessed against our criteria. We may then assess the authority's lower priority bids in ranked order. Further details on bid ranking can be found in the Ranking your bid section of this document.

The required supporting documentation will be requested throughout the online form and will include:

- site plan(s) for the proposal
- confirmation of local support
- site valuations (if available)
- cashflow
- Outline Delivery Plan
- Section 151 officer sign off

All Business Cases submitted will receive an automated email to acknowledge receipt.

## Eligibility of Applications

Expressions of Interest from local authorities will be accepted providing they meet the eligibility criteria set out in the prospectus, which is available on the Housing Infrastructure Fund [webpage](#).

## 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 Plan 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

The accompanying 'Quick Start Guide' sets out how to register on the HCA Partner Portal – and how to create a Business Case.

As per the prospectus only single and lower tier authorities are eligible to apply for Marginal Viability Funding – this includes all unitary councils (including London Boroughs).

The online form is in sections which must be completed in full before being submitted, namely:

- Bid details
- Contact details
- Scheme details
- Options Appraisal
- Strategic Approach
- Plan Status
- Economic Case
- Financial Case
- Milestones & Delivery
- Approach to Delivery
- Management Case
- Supporting Documents

It is recommended that questions are answered in the order they appear. This is to avoid generating error messages. Please ensure all mandatory fields are completed - this will require you to enter "0" in some fields where no value is relevant.

If you wish to see an overview of your bid at any stage of writing your bid you can do so by clicking 'Summary' at the top right of any screen. Further details on the summary screen are detailed in Summary screen section of this document.

Please email us via [HIF@hca.gsi.gov.uk](mailto:HIF@hca.gsi.gov.uk) or contact us on 0300 1234 500 if you have any queries about how to complete the form.

## Bid details

This section is intended to ensure the Local Authority is eligible to apply for the funding type and whether the bid is being made jointly between a number of local authorities. Local authorities are encouraged to submit joint bids where they will unlock additional housing at scale.

If the option to select 'Marginal Viability Funding' is greyed out after selecting your authority, your authority is not eligible to make a bid of this type. For Marginal Viability Funding, the bidder must be a single or lower tier local authority.

The online 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.

### Joint bids

All joint bids require a single local authority to be identified as the lead bidding authority ('lead bidder'). The lead bidder must be eligible for the type of funding being requested and must be selected as the authority making the bid on the form. Other authorities that are party to the bid can be entered on the form (detailed below). The identified lead bidding authority will be responsible for determining how to rank the proposal in order of priority with any other bids they make.

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.

## Scheme details

In this section, applicants are required to provide some headline summary information about the proposal. As part of our assessment of your Business Case, it is critical we can understand: what your proposal is (through a brief summary); what infrastructure government is being asked to fund; and where the scheme is located.

**Polygons** – please indicate where the scheme is located using the map tool. It is especially important that if the scheme crosses local authority boundaries that this is made clear in your polygon(s). You are able to draw multiple polygons if you wish.

To use the polygon please follow the below guidance:

- Before drawing, use Pan and Zoom to get you to the right location:
  - Pan by holding the cursor down and dragging the map
  - Zoom by using the + and – icons in the top left hand corner
- When you're ready to draw, a left mouse click will begin your boundary line. To complete the shape and save it, either double-click on the last point of the line, or click once on the first point of the line.
- If you want to stop whilst drawing, a right mouse click will stop drawing and delete the line.
- When your shape is completed, you can edit the points in the boundary line by selecting each one and dragging to a new position.
- To add more sites, repeat the above process.
- The 'Clear polygon' function will delete all shapes from the map.

**Attachments** – using this box, you will be required to attach a site plan of the infrastructure

proposal. You will have the opportunity to review this attachment later, and make any changes if necessary. You will be able to attach multiple site plans if required.

## Options Appraisal

In this section, the applicant will be required to demonstrate the rationale for requesting funding from the Housing Infrastructure Fund. This will include why the funding is required, 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 - what the market failure is that has resulted in funding being required.
- 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.

## Strategic Approach

In this section, applicants are asked to set out how their scheme meets the strategic ambition for the Fund. Applicants should use the information in the supporting documents and prospectus to inform their answers.

We recognise that an ambitious approach will look different for every area. Therefore, applicants should demonstrate evidence-based understanding of the local housing needs, and how this bid will support the delivery of an ambitious housing solution for their area.

### SME definition

For the purpose of defining an SME we use the EC 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*

### Evidence of support

You are encouraged to provide relevant evidence of support from the named parties. Where evidence is not available (as it has not been sought or is being awaited), we encourage you

to provide further details. You will not be required to provide reasoning if you believe the named party's support is not relevant to the scheme – for example, if your scheme is not of a scale where the Local MP might be expected to provide written support.

If bidding as a lower tier authority, we would like to see support from the upper tier authority that may be involved in delivering the infrastructure. If you are part of a combined authority, we would also like to see support from them if the scheme forms part of their strategic plan(s) and delivery programme. For joint bids, we would expect to see evidence of support from the other local authorities involved in the proposal.

We are not prescriptive in the form of evidence required to be attached but examples 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.

**To note: The maximum attachment size is 5MB per document – there is no limitation on the cumulative size of attachments.**

## Plan Status

In this section, applicants are required to provide information regarding the plan status (either a development plan or spatial development strategy) in the area where the housing will be built.

If an adopted plan is more than five years old, you will be required to provide further information on what is being done to review the plan.

If a plan has not been submitted or adopted, you will be required to describe how funding will release otherwise undeliverable sites, and how that will speed up getting the plan in place.

## Economic Case

A key element of the assessment of your Business Case will be the Benefit Cost Ratio (BCR) of the infrastructure project. This section helps to provide us with the necessary relevant detail to assess the economic value and impact of the project using HIF funding.

Applicants are required to provide details of the sites and subsequent housing that will benefit from the infrastructure provision.

### Site Ownership

Please provide details to confirm who controls the site(s) and whether a transfer of ownership is required in order for the works necessary to deliver the infrastructure are undertaken.

### Location of homes

Please provide a breakdown of the lower or single tier local authorities where the homes will be delivered. This may be different to where the bidding entity is – for example, where one authority is meeting another's housing needs. The denominations given must add up to the total number of homes being delivered within the site(s). The total calculation will be done automatically and is not editable.

### Projected housing delivery

Please provide details of the number of homes delivered in the given years and ranges (these should not be cumulative). For the years detailed (e.g. 2017/2018), these are financial years. Please provide the number of homes to be delivered within each period. For the first range, '2021 – 2025' you will need to deduct any homes that are included within '2020/2021' – these should not be counted twice.

### Planning Status

Please provide either outline or detailed planning references for the housing if achieved. Multiple references can be given, but should be separated by a comma

### Explanation for homes delivered without HIF funding

Please provide supporting commentary of how many homes could be delivered without HIF funding. For example, this may be due to planning restrictions limiting the amount of homes without further infrastructure provisions.

### Site Valuations

Specific site valuations are not mandatory – you can attach these if you have them available to support your proposal. If specific site valuations are not available or not sufficiently robust, the Department's published estimates are to be used in calculating land value uplift. This will form part of the value for money assessment of your proposal. Guidance for how to assess the land value for the purposes of economic appraisal is given in the [DCLG Appraisal Guide](#). It is important that any valuation includes both the final residential land value of the completed site and the value of the site prior to any development (and excluding any hope value).

## Financials

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; funding sources and considerations around recovery of the funding (to be retained locally). A cashflow for the scheme will also be required.

### Total Scheme Costs

When providing details of costs related to the proposal, you can either provide costs for the just the infrastructure or the infrastructure and the housing if that is appropriate. Whichever you provide, please ensure you are consistent throughout your answers on this page – e.g. do not include the housing element as part of your Gross Development Value (GDV) if you have not referenced them in costs.

### Breakdown of costs

Please provide a detailed breakdown of costs using the categories provided. You should include sunk costs and must include an allowance for developer profit. The total sum of the detailed breakdown of costs must equal the total scheme costs.

### 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.

### 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.

### Other public funding applied for

Please detail any other public funding applied for and the status of the application – whether it is still being considered, rejected or confirmed/received.

### Funding Sources

When filling out this section, you will 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 the please fill in as follows:

|                            | Total amount                              | Amount secured                           | Not applicable           |
|----------------------------|---|--|--------------------------|
| Local authority investment | <input type="text" value="£ 10,000,000"/> | <input type="text" value="£ 5,000,000"/> | <input type="checkbox"/> |

### Funding Recovery

The Housing Infrastructure Fund will enable local authorities to recycle the funding for other infrastructure schemes, please provide details of how any recovered funding will be used.

### 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 using for the scheme.

## Milestones & Delivery

In this section, applicants are required to provide details of the planning status for the infrastructure works related to the proposal, along with details of relevant statutory powers and/or consents, indicative dates for achieving key milestones and details regarding engagement with contractors.

When providing dates of milestones, if a milestone has already been achieved, please provide that date. If your proposal requires multiple infrastructure planning permissions, please indicate the date when the last relevant permission will be achieved.

### Inputting dates

When inputting a milestone date you will either be able to type the date into the box or you can use the calendar function on the right hand side of the date box.

You can use the date box as follows:

Infrastructure planning permission granted



The calendar pop-up will show the current month at first – you can then click the right or left arrows to move between months.

Infrastructure planning permission granted



If the date required is further than the next one or two months, a quicker way to find the date is by clicking the Month/Year box at the top of the calendar (in this case 'July 2017'). Once clicked, this will then take you to the whole year overview. By clicking the right or left arrows you will be able to move between the years. You can then choose a specific date within the month by clicking on the relevant month.

Infrastructure planning permission granted



Again if the date required is further than the next on or two years, you can click the top middle box (in this case '2017'), which will take you to the years in a 20 year range. By clicking the right or left arrows, you will be able to move between 20 year periods. You can then choose a specific date by clicking on the relevant year, then month within the year.

## Approach to Delivery

In this section, applicants will need to outline how they propose to deliver the infrastructure and homes. Through this and other sections of the business case, you will be able to address the following points set out in the Supporting Document for Marginal Viability Funding:

- the strength of the plans;
- the progress made to date;
- the status of planning permissions;
- 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;
- the number of critical dependencies, especially those outside of the local authority's direct control; and
- the nature of the local housing market and why the proposed delivery approach suits that market.

You should also attach an Outline Delivery Plan as part of your supporting documentation.

### Outline Delivery Plan

The Outline Delivery Plan should set out the overall plan for delivery of the infrastructure and homes, progress to date, including details of any engagement with government departments, the proposed delivery team and any other relevant information. This document will be a key part of the assessment of deliverability. The template is available on the HIF [webpage](#) on GOV.UK.

**To note: we will only accept an Outline Delivery Plan completed in this format.**

## Management Case

In this section, applicants are required to provide details of how they propose to manage and monitor the delivery of their proposal, what resource they have identified and what their key risks to delivery are.

If you would like to attach an organogram depicting the governance structure and/or roles and responsibilities with the authority, you will not be able to do this within the text boxes. If you wish to include one, you may do so within your supporting Outline Delivery Plan.

### Governance

Please provide summary details of how key decisions are/will be made and how you propose to oversee delivery of the scheme. If you wish to include any supporting documentation, you can do so as part of the Outline Delivery Plan.

### Local Authority Resource

Please provide summary details of who will be responsible within the authority for delivering the scheme - including roles and responsibilities involved. If you wish to include any supporting documentation, you can do so as part of the Outline Delivery Plan.

### Contract management and monitoring

Please provide details of the proposed contract management and monitoring arrangements for the scheme. If you wish to include any supporting documentation, you can do so as part of the Outline Delivery Plan.

### Risks

Please provide summary details of the main risks to project delivery timescales, what impact these will have on costs and what mitigations are proposed. If you wish to include any supporting documentation, you can do so as part of the Outline Delivery Plan.

You can add multiple risks by filling in both the 'risk' and 'mitigation' blocks and clicking 'Add'. Once added, the risk will appear in the table above and you can continue adding risks one at a time. You can 'edit' or 'remove' risks in the table by clicking the required action on the right hand side of the table.

## Supporting Documents

This section will provide an overview of all mandatory documents required with the submission of the Marginal Viability Business case – detailed below in the 'Attaching documents' section. If you have already uploaded the documents earlier in the form, they will appear here and you will have the ability to edit or remove them. If you have not already





uploaded these documents, please do so here.

## Summary screen

You will be able to see an overview of your answers at any stage of the process through a bid summary screen which can be accessed by:

- Clicking on 'Summary' (top right of the screen) from any screen of an open bid; and
- Clicking on the bid reference number from the 'Your enquiries' screen for open and submitted bids. Details of this screen are available in the
- Submitting your business case section.

Through the summary screen, you will be able to access each part of the form to view or make changes by clicking on 'Change' to the right hand side of each section. Pages that have all the necessary information have a green checkmark  next to them. Unfinished pages will have a red cross .

From this screen, you will be able to save down, or print a copy, of your application by clicking the 'Export to PDF' button at the top right of the screen and a PDF version of your bid will be generated. This can be done whether your bid is open or has been submitted.

## Saving your bid

As you complete the online form, it will automatically save when you press 'continue' at the bottom of the screen. At that point, it will save all details input on the screen, providing there are no validation errors highlighted. Pressing 'Save and exit' will take you out of the bid and enable you to go back into it later.

The enquiry form will 'time out' 20 minutes after each new page is loaded. The system will autosave any information entered on the screen at the point of timeout. However, it is recommended that you 'Save and exit' your bid if you will not be actively filling in your enquiry for a prolonged period of time.

You can click "Save and exit" on any screen (apart from the submission page) which will take you to a list of your bids ('Your enquiries').

Bids can be amended any time up until the point of submission. Please ensure that you are happy with the content of your bid before you proceed to submission (see section

Changes to information for further details).

## Attaching documents

You will be prompted throughout the form to attach required supporting documents for the sections.

To upload a document, you can drag a document straight into the box 'Drop new files here or click to select' or click on the box which will open up a window from where you will be able to search for and attach the required document. You will need to name your upload and click the 'Add' button before your document can be uploaded.

**To note: your document will not have uploaded unless 'Add' has been clicked.**

You will have the ability to view and amend the attachments, if needed, at the end of the form. All bids must include the mandatory documents listed below; you will not be able to submit your bid without these.

- site plan(s)
- cashflow
- Outline Delivery Plan
- Section 151 officer signoff

You are also encouraged to support any relevant supporting documentation as part of the 'Strategic Approach' section and site valuations (if available) in the 'Economic Case' section.

**To note: The maximum attachment size is 5MB per document – there is no limitation on the cumulative size of attachments.**

## Submitting your business case

You will not be able to submit your bid until all sections of the form have been completed. You should also ensure that you have attached all the supporting documents that you wish to submit alongside your online form. It should be noted that attachments cannot be made or amended after the bid has been submitted. The system will highlight any omissions or errors in your form and these will need to be addressed before the submission is completed.

To submit your Business Case, please tick the box entitled 'Please tick to confirm you are happy to submit this bid based on the above' and press 'Submit enquiry'. By ticking the box you are confirming that you meet the core eligibility criteria defined and that you accept the terms detailed in the prospectus and supporting documents. You will not be able to submit your bid until this box is checked. Please note: this is an irrevocable action so you should check your bid thoroughly before submission as once submitted no further edits are possible.

All Business Cases submitted will receive an automated email to acknowledge receipt.

You can view your submitted application(s) by logging back into the bidding system via the HIF [webpage](#). Once logged in, you will be able to see an overview of all bids you have made (whether submitted or started) on the 'Your enquiries' screen. Please note: only the bids made under the specific Partner Portal ID will be visible and not any made by the same Local Authority.

To view the submitted bid, you will need to click the bid reference on the left hand side where you will be taken to a summary page of your bid ('View your answers'). You will be able to view the individual screens by clicking 'view' on right hand side of the relevant section. To save down, or print a copy, of your submission click the 'Export to PDF' button at the top

right of the screen and a PDF version of your bid will be generated.

You can also view and download the attachments you have uploaded in your application by going into the relevant screens via the 'View your answers' page.

To view any other bids (either open or submitted), please click the 'Your enquiries' button on the top left of the 'View your answers' screen.

## Ranking your bid

If local authorities put in multiple bids they will be required to rank the bids they submit in order of priority. When we assess bids against our criteria, we will look at the highest priority bid first. We may then assess the authority's lower priority bids in ranked order.

**Guidance of how you will be able to rank your bids will be made available on the Housing Infrastructure Fund [webpage](#) on GOV.UK.**

***YOU ARE REMINDED THAT YOUR BUSINESS CASE MUST BE SUBMITTED BY  
11:59PM ON 28 SEPTEMBER 2017.***