**Affordable Homes Programme 2021 - 2026**

**and associated affordable housing programmes**

**INVESTMENT PARTNER QUALIFICATION APPLICATION FORM**

**SECTION 4**

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| **NOTES** |
| We will use the responses provided in your application form for information, verification and evaluation purposes as stated in the application form. Please ensure the information provided on this application form is accurate. Any errors / inaccuracies in the form during assessment or that become apparent at a later date may prejudice your application or resulting Investment Partner status.  Your answers should be fully contained within this document. Please do not attach any additional material or links to documents held elsewhere, except where this is expressly required by a section of this form.  Homes England reserves the right to request additional information in relation to applications for Investment Partner status, except where this is expressly required by a section of this form.  By applying for Investment Partner status, Registered Providers will be giving consent that relevant financial information provided to the Regulator of Social Housing may be shared with Homes England on a confidential basis. It should be noted that all schemes developed under the Affordable Homes Programme 2021 to 2026 and associated programmes must meet the requirements outlined in the main funding guidance and the Capital Funding Guide. |

| **Item** | **Evaluation** | **Information Required** | **Response** | |
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| **SECTION 4: MANAGING DEVELOPMENT** | | | | |
| **For Consortium/ SPV applications, the information must relate to the relevant participating organisation(s), where necessary.**  **The expertise and management arrangements of a partner or developing agent can be used by the applicant to complete this section. Investment Partner status would then be awarded on the basis of working with the approved partner/contractor/developing agent.** | | | | |
| **4. GENERAL** | | | | |
| 4.1 | *Verification* | Name of applicant organisation and IMS partner code (if known): | |  |
| 4.2 | *Information* | Will a third-party contractor or developing agent be appointed to undertake the development? | | Yes - please go to question 4.3  No - please go to question 4.5 |
| 4.3 | *Information* | Please provide the full name and registered address of appointed contractor(s)/developing agent. If a contractor(s)/developing agent is yet to be appointed and procurement is yet to be completed, please state not known. | |  |
| 4.4 | *Information* | If a contractor/developing agent is to be appointed, please briefly outline the arrangements you have undertaken (or will undertake) to choose a contractor/developing agent (i.e. Find a Tender Service threshold / joining an existing Local Authority Framework / using a pre-qualified agent/contractor through industry standard accreditors or equivalent).  Please provide details of the stages undertaken to-date  Where applicable response should include:   * All stages of Procurement completed to-date; * Date of expected completion of Procurement;   (Maximum one (1) side of A4) | |  |
| 4.5 | *Scored* | **Development Experience**  **Note that in responding to the questions posed in sections 4.5, 4.6 and 4.7 applicants can use the same 3 case studies in support of their answers.**  Provide details of the capability and experience of the developing organisation or intended partners delivering your new development.  If a contractor/developing agent is to be appointed, please draw on their experience in your response. If a contractor/developing agent is yet to be appointed, please state that procurement is yet to be completed **at the beginning of your response.**  For Consortium/SPV applications, the information must relate to the relevant participating organisation(s).  Response should include but is not limited to:   * Applicant/Contractor/Developing agent’s history of delivering affordable housing or comparable development activity; * Up to 3 recent case studies demonstrating Applicant/Contractor/Developing agent’s expertise and track record (details should include description of project, size, approximate value, contracting approach/procurement method, whether the project was completed on time and to budget etc). Note all case studies should have been completed successfully; * Demonstrate how recent projects have achieved innovation and optimised the use of Modern Methods of Construction (MMC) or equivalent innovative processes. Please see link to MMC definition framework which includes the 7 categories of MMC:   (<https://www.gov.uk/government/publications/modern-methods-of-construction-working-group-developing-a-definition-framework>)   * Describe your approach to design quality and design management. What benefits have been achieved by this approach? * Where applicable, what proportion of your proposed new development might positively address the published “Building for Life 12” criteria? Please see link to published criteria below:   (<http://www.builtforlifehomes.org/go/building-for-life-12>)   * Provide details of any quality assurance certification/accreditation achieved. If certification/accreditation is being actively pursued, provide evidence that this will be gained in the near future. * Are you or your contracting agent signed up to the Building Safety Charter? Please see details in link below:   (<https://buildingasaferfuture.org.uk/>)   * Please describe your approach to the procurement and management of your supply chain, and how you will drive efficiencies. Should it become necessary, is there flexibility within contractual arrangements to change the relationship with suppliers? * Please demonstrate how you have engaged with SME contractors and what benefits have been achieved through this approach.   (Maximum one (1) side of A4) | |  |
| 4.6 | *Scored* | **Management Experience**  Provide details of your managerial experience in development work over the last 3 years or, if you are new to development, how do you propose to manage the delivery of the proposed allocation?  Response should include but is not limited to:   * Overview of management arrangements currently in place for the delivery of affordable housing or comparable development activity; * Roles and responsibilities of individuals/organisations involved * Demonstrate resources are or will be in place to manage the delivery of this allocation; * If applicable, provide details of strategies which will be put in place to manage the Contractor/Developing agent; * Details of any quality assurance certification/accreditation achieved. If certification/accreditation is being actively pursued, provide evidence that this will be gained in the near future. * Are you or your appointed contractor a member of the CHAS (Contractor Health and Safety Scheme) or SSIP (Safety Schemes in Procurement) equivalent? * If applicable, please provide details of strategies which will be put in place to manage the Contractor/Developing agent, key policies and procedures relating to management arrangements, and processes for document management and record keeping. * Please describe the management information available to you from contractors and how you will use this to monitor key performance indicators. * What type of relationship have you had with suppliers for similar projects and programmes? Include details of any disputes and how they were managed.   (Maximum one (1) side of A4) | |  |
| 4.7 | *Scored* | **Risk Management**  Provide details of your approach to risk management for development work or, for smaller providers, risk management arrangements you have in place for the delivery of this allocation.  Response should include but is not limited to:   * Overview of approach to risk management and/or details of organisation’s risk management strategy; * Identify key risks and explain actions that can be undertaken to mitigate those risks; * Details of monitoring arrangements in place to ensure milestones are achieved in line with contractual timescales set for your new development; * Provide a copy of your risk register showing key risks (including external risks), the risk owner and associated mitigations relating to your developments. * Describe your organisational contingency and business continuity planning should major risks of contract failure or non-completion occur. * Please describe your approach to the escalation of risk and governance processes for the management and treatment of risk.   (Maximum two (2) sides of A4) | |  |