# Response and Certification

**Consumer Affairs Victoria (CAV) - Victorian Property Fund Grants Housing Funding Round 2018-19**

* Carefully read all Invitation for Expression of Interest (IEOI) documentation before responding, including the IEOI, Conditions of Participation and this Response and Certification form.
* Complete Schedules 1 – 7. Keep answers concise and do not exceed word or page limits. There is no need to repeat the same information in different Schedules (if appropriate, cross reference to earlier answers).
* The Respondent’s chief executive officer or other authorised representative must complete the Certification after reviewing the completed Response.
* Email your Response to CAV in accordance with the Response submission requirements specified in the IEOI. Respondents who are Registered Housing Agencies must also email a copy of their latest annual Housing Registrar Report.

## Schedule 1 – Respondent Details

|  |  |
| --- | --- |
| **Respondent Details** | |
| Respondent organisation’s name |  |
| Trading name |  |
| ABN |  |
| Address |  |
| **Contact details for Respondent’s authorised representative** | |
| Name |  |
| Position |  |
| Contact number |  |
| Email |  |
| **Respondent’s history and housing focus** | |
| Provide a summary of the Respondent organisation’s history, mission and housing focus (limit to 500 words) |  |

## Schedule 2 – Development Details

Provide details of the Respondent’s proposed development project (Development) and how it will increase the supply of long term housing for low income or disadvantaged Victorians, including the following information:

1. A summary of the Development including-
   1. property location including address and title particulars (if available).
   2. the type of development (whether it involves constructing new housing or redeveloping/upgrading existing housing or a combination of both).
   3. whether the Respondent owns the land on which the Development will be located (Land), or details of any proposed purchase or transfer of the Land.
   4. how the Development will increase the supply of long-term affordable housing.
   5. why the new housing will be particularly suitable for low-income or disadvantaged tenants (e.g. proximity to community services, accessibility features, low operating costs).
   6. the target tenant group, and how low income or disadvantaged status will be determined.
   7. how rent will be set and reviewed to ensure the housing remains affordable.
2. An indicative budget for the Development on a GST exclusive basis (i.e. showing net costs after any GST refund) and proposed contributions in the following format (cost items are indicative only):

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost items** | **Amount (ex GST)** | | % |
| Land acquisition costs (if applicable) |  |  |  |
| Planning, permits and approvals |  |  |
| Site preparation |  |  |
| Construction |  |  |
| Development costs |  |  |
| Project management |  |  |
| Total ESD costs (*insert total from Schedule 7*) |  |  |
| Professional fees |  |  |
| Contingency |  |  |
| Other costs |  |  |
| **Subtotal** |  | $ |
|  |  |  |
| Value of land |  | $ |
| **Total** |  | $ |
|  |  |  |
| **Proposed Contributions** |  |  |
| VPF funding (*amount sought*) |  | $ | % |
| Respondent’s contribution (cash reserves) |  | $ | % |
| Respondent’s contribution (borrowings) |  | $ | % |
| Land contribution (*specify by whom*) |  | $ | % |
| Other financial contributions (*specify by whom*) |  | $ | % |
| **Total** |  | $ | 100% |

1. Have you applied for other Government (local, State or Commonwealth) funding for the Development? If Yes, explain which Government department or agency provides or may provide this funding and the name and purpose of the funding program/s.
2. Provide a Gantt chart detailing the major stages and timing of the Development, including where applicable:
   1. Site acquisition (purchase settlement and transfer)
   2. Design development
   3. Planning approval and issue of building permits
   4. Construction:

* Building contract (including procurement process and execution of contract)
* Frame
* Lockup
* Fixing
* Completion

(Note: Projects must be completed by no later than June 2021.)

1. Indicative cash flow requirements regarding funding sought from the Victorian Property Fund:

| Financial year | 2018-19 | 2019-20 | 2020-21 | Total |
| --- | --- | --- | --- | --- |
| Amount required |  |  |  |  |

1. Describe the principal risks to the success of the Development and how you propose to mitigate them.

**No more than 4 pages**

## Schedule 3 – Financial Capacity and Accountability Requirements

The Respondent should provide the following information:

1. Summary financial information for the past two financial years in the form of the table below.

| **Summary Financial Data** | **Financial Year ended June 2018** | **Financial Year ended June 2017** |
| --- | --- | --- |
| Revenue |  |  |
| Interest paid/payable |  |  |
| Earnings before interest and tax |  |  |
| Operating profit before abnormal and tax |  |  |
| Net profit after tax |  |  |
| Total assets |  |  |
| Interest bearing debt |  |  |
| Current assets |  |  |
| Current liabilities |  |  |
| Net assets |  |  |

1. A website link (URL) to the Respondent’s last annual report, including an audited financial statement. (Provide a digital copy of the annual report if not available for download.)
2. If the Respondent is a Registered Housing Agency (RHA), the following sub-questions must be answered (Note: Non-RHAs are not required to answer these sub-questions but instead must answer those in item (d) below):
   1. Has the Respondent complied with its statutory obligations and reporting requirements to the Registrar of Housing Agencies as at the date of this Response? Please supply a copy of the Respondent’s latest annual Housing Registrar Report.
   2. Is the Respondent currently under investigation or subject to a formal intervention action by the Registrar of Housing Agencies under Divisions 7 or 8 of Part VIII of the Housing Act 1983?
   3. if the Land is owned by the RHA, is title endorsed with the interest of the Director of Housing? If yes, please supply endorsement details (number and date).
3. If the Respondent is not a Registered Housing Agency, the following sub-questions must be answered (Note: RHA Respondents are not required to answer these questions but instead must answer the questions in item (c) above):

With reference to the Respondent’s governance arrangements, policies, processes or proposed project methodology, describe how the Respondent will ensure that:

* 1. the Development is used for the approved purpose of accommodating low income or disadvantaged Victorians. (For example, is the Respondent prepared to commit to drawing a minimum proportion of tenants from the Victorian Housing Register? Will it commit to holding the Land and using it for the approved purpose for a minimum period of time?)
  2. the Development’s tenancies are affordable and fair for low income persons. In particular, describe how the Respondent will set and review the rent charged to tenants of the Development to ensure it remains affordable.
  3. the State’s investment in the Development is protected. (For example, will the Respondent provide a mortgage or other form of security? Will it locate the Development on land owned by the Director of Housing? Will it agree to return the grant if the Development is sold within a specified minimum period of time?)

(Limit answer to (d) to 1,000 words)

## Schedule 4 – Previous Development Projects

The Respondent is required to demonstrate its previous experience in successful completing affordable housing development projects by providing case study details for up to three completed projects. If possible, include examples of projects previously undertaken with or for the Department of Health and Human Services.

For each case study, please complete the table below, limiting your response for each to no more than 600 words.

| **Item** | **[Name of project 1]** |
| --- | --- |
| Description of the completed project, including project location and type and scale of housing developed |  |
| Financial summary of project, including cost of works and funding contributions |  |
| Timetable/works program summary, including project commencement and completion dates |  |
| Describe your organisation’s role in the project (including the extent of its involvement in construction and project management activities) |  |
| Outline any challenges that arose and briefly describe how they were managed |  |

## Schedule 5 – Respondent Capability and Capacity

1. Demonstrated capability and capacity in affordable housing development

Describe the Respondent’s skills, capability and capacity to complete community housing development projects. For example, you may wish to describe the Respondent’s:

* + internal resources
  + management/staff skills and qualifications
  + experience working with builders, architects and other subcontractors
  + experience working with Government partners
  + experience obtaining and managing commercial finance for housing development projects
  + experience incorporating environmentally sustainable design features in housing developments

(No more than 600 words)

1. Demonstrated capability and capacity in asset management and tenancy management
   * Describe the Respondent’s skills and capability in managing and maintaining affordable housing stock, and its capacity to manage and maintain the additional housing proposed to be developed on an ongoing basis without Government assistance.
   * Describe the Respondent’s skills and capability in providing tenancy management services to low income or disadvantaged tenants without Government assistance.
   * Describe how the Respondent intends to resource any ongoing support services required by tenants of the Development without further Government assistance. If applicable, provide details of any proposed partnerships with support agencies.

(No more than 600 words)

1. Readiness to commence and ability to complete Development within required timeframe:

Describe the Respondent’s current state of readiness to commence the Development and complete it by 30 June 2021. For example, have any studies or reports been completed? Are building designs and plans finalised? Are any approvals or permits in place?

(No more than 500 words)

## Schedule 6 – Value for Money

The Respondent should provide the following information:

1. **Value for Money – extent of leverage of VPF contribution:** Describe how the Government’s financial contribution through the Victorian Property Fund will be leveraged by other contributions of land, capital, voluntary contributions or other in-kind contributions from the Respondent or other project partners.

(No more than 500 words)

1. **Value for Money – Quantitative Benefits**: Explain how the Development will deliver value for money benefits in quantitative terms. Where applicable, indicate:

|  |  |
| --- | --- |
| **New housing units and bedrooms** | |
| Number of additional housing units to be developed |  |
| Total value of new units | $ |
| Average cost per additional unit | $ |
| Average cost to VPF per additional unit | $ |
| Number of additional bedrooms |  |
| Average cost per additional bedroom | $ |
| Average cost to VPF per additional bedroom | $ |
| **Upgraded units (if any)** | |
| Number of existing housing units to be upgraded |  |
| Total value of upgrade works | $ |
| Average cost per upgraded unit | $ |
| Average cost to VPF per upgraded unit | $ |

(Complete above table and limit any additional response to no more than 300 words)

1. **Value for Money – Qualitative Benefits:** Explain how the Development will deliver value for money benefits in qualitative terms (for example, how will the Development contribute to desired housing outcomes, as well as deliver other broader social, health and environmental benefits ).

(No more than 800 words)

## Schedule 7 – Environmentally Sustainable Design Standards and Features

1. Describe the Environmentally Sustainable Design (ESD) features to be included in the Development.
2. What is the target NatHERS star rating for the Development? (Note: Proposals must meet the mandatory requirements for the Development type specified in Section 1.2.5 of the IEOI.)
3. Describe what assessment and verification processes will be undertaken to test and evidence sustainability related build quality and determine the as-built star rating for the Development against the target NatHERS star rating.
4. Detail budgeted ESD related expenses by completing the table below. (Note: Total ESD costs should be listed where indicated in the Development budget contained in Schedule 2.)

|  |  |
| --- | --- |
| **ESD Cost items** |  |
| *Equipment purchase and installation costs* |  |
| Solar PV systems (panels and related equipment) | $ |
| Battery storage systems | $ |
| Energy efficient hot water systems | $ |
| Energy efficient lighting | $ |
| Energy efficient heating/cooling systems | $ |
| Insulation | $ |
| Draught prevention | $ |
| Other (*please specify*) | $ |
|  |  |
| Consultancy costs | $ |
| Verification/testing expenses | $ |
| Contingency | $ |
|  |  |
| **Total ESD costs** | $ |

## Certification and authority

*This Certification must be signed by the Respondent’s chief executive officer or a duly appointed officer on their behalf. The Certification should be signed* ***after*** *Schedules 1-7 are completed.*

I, the undersigned, acknowledge and certify that:

1. I am the chief executive officer of the Respondent (or a duly appointed officer on their behalf).
2. I am authorised to make this Certification on behalf of the Respondent in respect of its Response to the Invitation for Expressions of Interest issued by Consumer Affairs Victoria for the Victorian Property Fund Grants Program Housing Funding Round 2018-19 (the Program).
3. I have read and understood:
   * the Invitation for Expressions of Interest (IEOI)
   * the Conditions of Participation, and
   * the completed Response and Certification form being submitted on behalf of the Respondent, including completed Schedules 1-7 and any additional attachments provided (the Response).
4. The information contained in the Response is true and correct.
5. I am not aware of any actual, potential or perceived conflict of interest between the interests of the State and the Respondent’s interests in the context of the Response and the Program.
6. The Respondent commits to notify Consumer Affairs Victoria in the event:
   * of any significant change that renders the information provided in the Response incorrect or incomplete, or
   * of becoming aware of any actual, potential or perceived conflict of interest between the interests of the State and the Respondent’s interests in the context of the Response and the Program.
7. The Respondent authorises Consumer Affairs Victoria to seek, and the Department of Health and Human Services, the Department of Treasury and Finance, and (if the Respondent is a RHA) the Registrar of Housing Agencies to supply, information regarding:
   * whether the Respondent is currently under investigation or subject to a formal intervention action by the Registrar of Housing Agencies under Divisions 7 or 8 of Part VIII of the Housing Act 1983.
   * the Respondent’s financial capacity and experience carrying out affordable housing developments; and
   * any other matter contained in this Response which CAV reasonably considers necessary to verify.

|  |  |
| --- | --- |
| Signature |  |
| Full name Please print. |  |
| Position/Title Please print. |  |
| Date dd/mm/yyyy |  |