# Response and Certification

**Victorian Property Fund Grants Program - Environmentally Sustainable Housing Funding Round 2017-18**

* Carefully read all funding round documentation before completing this form, including the Invitation for Expressions of Interest (IEOI), Terms of Participation, and this Response and Certification form.
* Complete all questions in Items 1 – 5. Please keep answers concise. There is no need to repeat the same information in your answers to different Items (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.

## 1. Respondent details and registration status

The Respondent should provide the following information:

|  |
| --- |
| **Respondent Details** |
| Name |  |
| Trading name |  |
| ABN |  |
| Address |  |
| **Registration status under Part VIII of the Housing Act 1983** |
| To be eligible, your organisation must be a Registered Housing Agency under Part VIII of the Housing Act 1983. Indicate if an *Association* or a *Provider*  |

|  |
| --- |
| * Registered Housing Association
* Registered Housing Provider
 |

 |
| If a Provider, how many units does your organisation own or manage? (*Must be 250 or more*) |  |
| **Contact details for Respondent’s authorised representative** |
| Name |  |
| Position |  |
| Contact number |  |
| Email |  |

## 2. Project details

Provide details of the proposed energy efficiency improvement project, including:

1. The following for the project as a whole:

| **Item** | **Entire Project**  |
| --- | --- |
| Total number of buildings to be improved |  |
| The total number of units/tenancies contained in all the buildings |  |
| Total cost of the project (*as per the budget*) |  |
| Estimated total annual saving on electricity and/or gas bills per year following completion of entire project |  |
| Estimated average saving on electricity and/or gas bills per year per unit or tenancy |  |
| Estimated Average Payback Period for the Project[[1]](#footnote-1)  |  |

1. The following information for each building:

| **Item** | **[Building 1]** |
| --- | --- |
| Property address |  |
| Description of building (e.g. stand-alone house, rooming house, apartment block, etc.)  |  |
| Number of housing units/tenancies in building |  |
| Details of energy efficiency improvements to be carried out and any other benefits arising from these improvements (other than bill savings) |  |
| Estimated total cost of improvements  |  |
| Estimated total saving on electricity and/or gas bills per year for the entire building |  |
| Estimated average saving on electricity and/or gas bills per year per unit/tenancy |  |
| Estimated Simple Payback Period[[2]](#footnote-2)  |  |

(*Please repeat above table for each building to be improved.*)

1. Provide a Gantt chart detailing the major stages and timing of the project, including where applicable:
	1. Arranging finance
	2. Procuring suppliers/installers
	3. Purchasing of equipment and products
	4. Installing improvements
	5. Grant acquittal

## 3. Project budget

The Respondent should provide an indicative budget for the total project 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) | % |
| *Equipment purchase and installation costs* | *Indicate no. of items where \* appears* |  |  |
| 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  |  | $ |
|  |  |  |
|  |  |  |
| Project management costs |  | $ |
| Other administration costs (*please* *specify*) |  | $ |
|  |  |  |
| Contingency |  | $ |
|  |  |  |
| **Total expenditure** |  | $ |
|  |  |  |
| **Proposed Contributions** |  |   |
| VPF funding  |  | $ | % |
| Respondent’s contribution (cash reserves) |  | $ | % |
| Respondent’s contribution (borrowings) |  | $ | % |
| Other financial contributions (*specify by whom*) |  | $ | % |
| **Total Contributions** |  | $ | **100%** |

## 4. Energy assessment details and extent of readiness

1. Provide details of the work carried out to date to assess the energy efficiency of buildings, including:
* Details of who completed the energy efficiency assessments and produced the reports (name of assessor and accreditation details, or, if applicable, the name of the Victorian Government department or agency)
* Dates the assessments/reports were completed (*a date range is sufficient*).
* Description of the process used to assess the energy efficiency of the building/s and identify opportunities for improvements
* Description of how the project payback period was estimated.
1. Describe the Respondent’s internal resources and capacity to carry out the proposed energy efficiency project, including any dedicated staff for asset management and tenancy engagement (if any).
2. Describe how the Respondent intends to pay for its share of project costs (e.g. fund raise, draw down cash reserves, obtain a commercial loan).

***(Please limit answers to items 4(b) and 4(c) to no more than one page in total)***

## 5. Project management and risk

1. Describe how the Respondent will manage its project including the role of any staff or contractors.
2. Describe the process the Respondent intends to use to find a suitable supplier/installer to supply and install the improvements.
3. Describe the process the Respondent intends to use to ensure that products and services purchased are safe and suitable.
4. Describe the principal risks to the success of the project and how you propose to mitigate them.

***(Please limit response to item 5 questions to no more than two pages in total)***

## Certification

*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*** *Items 1-5 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 its behalf).
2. I am authorised to make this Certification on behalf of the Respondent in respect of its Response.
3. I have read and understood:
	* the Invitation for Expressions of Interest
	* the Terms of Participation, and
	* this completed Response and Certification being submitted on behalf of the Respondent, including the completed answers to questions in Items 1-5 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.

|  |  |
| --- | --- |
| Signature |  |
| Full namePlease print. |  |
| Position/TitlePlease print. |  |
| Datedd/mm/yyyy |  |

1. The *Average Payback Period for the Project* is defined as the total costs of the project, divided by the estimated total annual cost savings generated by the improvements to all the buildings improved under the project. Cost savings must benefit either the RHA or the low income tenants. [↑](#footnote-ref-1)
2. The *Simple Payback Period* for a building is defined as the total cost of the energy efficiency improvements proposed for a building, divided by the estimated annual cost savings to be generated from carrying out the proposed improvements to the building. Cost savings must benefit either the RHA or the low income tenants. [↑](#footnote-ref-2)