

CAPITAL ASSISTANCE SCHEME

CALL FOR PROPOSALS

FOR THE PROVISION OF ACCOMMODATION

BY APPROVED HOUSING BODIES

FOR PEOPLE WITH SPECIFIC CATEGORIES

OF HOUSING NEED

JUNE 2010.

INTRODUCTION

As set out in Circular Letter SHIP 2010/13, the approach being adopted to undertake the provision of housing support by approved housing bodies will require housing authorities (city and county council) to issue an annual "call for proposals" for suitable projects to meet identified local needs. In response to this call, approved housing bodies will submit proposals to the housing authority, and following an appraisal of these proposals, the housing authority will, in turn, submit these to the Department for funding under the voluntary & co-operative housing programme.

For 2010 only, the Department is setting aside €25 million to support a special call for proposals for the acquisition of newly built properties or properties nearing completion, which are suitable for meeting specific categories of need, including older people, persons with a physical, mental health, intellectual or sensory disability, persons exiting temporary homeless accommodation, elderly returning emigrants etc.

Funding of up to 100% of the approved cost of projects will be provided under the Department's Capital Assistance Scheme (CAS). The normal CAS terms and conditions for the acquisition of properties will apply.

The purpose of this memorandum is to set out the procedures to be followed in respect of this special call to the approved housing bodies to submit cost-effective and sustainable proposals for meeting specific categories of housing need.

The voluntary and co-operative housing sector has a successful track record in the provision of accommodation for meeting specific categories of need, particularly in situations where tenancy supports and low to medium level care is required. In many cases, approved housing bodies provide a housing model and a range of on-site supports not normally associated with more mainstream local authority social housing schemes.

In line with the Government's commitment to meeting the housing needs of the most vulnerable and disadvantaged households, funding for the Capital Assistance Scheme was increased substantially in 2010. The Department recently announced an Enhanced Programme for the

accelerated provision of long-term, mainstream accommodation for people exiting temporary homeless accommodation. The main focus of this special call for proposals is on the provision of accommodation to meet other categories of housing need.

Given the prevailing housing market conditions, priority consideration will be given in this instance to proposals to acquire built properties or properties which are nearing completion. Certain adaptations may be needed to meet the particular accommodation needs of some tenants. In such cases, CAS funding may be provided to meet the costs involved, subject to the prior approval of the local authority and compliance with all statutory requirements. If necessary expenditure on adaptation works may be carried into 2011.

SECTION ONE - SETS OUT THE MAIN PRINCIPLES OF THE CALL.

- Terms of the Capital Assistance Scheme
- Capital funding available
- Criteria for funding approval
- Priority to acquisitions/purchases/leases to encourage early delivery
- Adding value through links with complementary supply mechanisms such as leasing

SECTION TWO - SETS OUT THE PROCEDURES INVOLVED.

- Public announcement of Call for Proposals
- Liaison with the local authority regarding the level of housing need, category and location of need,
- Submission of proposals to the local authority; copied to Department for information
- The assessment of proposals in conformity with the Capital Appraisal Guidelines, public procurement requirements and local authority strategies for meeting identified specific categories of housing need.

SECTION THREE - SETS OUT THE RESPECTIVE ROLES OF THE LOCAL AUTHORITY, APPROVED HOUSING BODIES (AHB's) AND THE DEPARTMENT

- Department to issue national call for proposals
- ICSH & NABCo to circulate documentation and provide support/advice to AHB's
- Housing authorities to assist with preliminary appraisal of proposals, particularly with regard to the location, nature and extent of the housing need to be addressed under this call
- AHB's and LA's to complete the appraisal stage of proposals.
- DoEHLG to confirm funding approval for projects to be progressed under the CAS programme for 2010.

Section 1 – Principles of the call.

Terms of Capital Assistance Scheme

All applications must comply with the terms and conditions of the Capital Assistance Scheme as set out in Memorandum VCU: 2/02 and Circular VHU: 2/08.

Only Housing Bodies with Approved Status under Section 6 of the Housing (Miscellaneous Provisions) Act 1992 are eligible to submit proposals.

Funding Available

- Funding of €25 million is being set aside out of the 2010 capital provision for the CAS to fund the projects selected under this “call” and it is essential that selected projects will be completed (or substantially completed) by end 2010.
- Funding of up to 100% of the approved cost of proposals will be provided in respect of selected projects, subject to current unit cost limits.
- Where a care element is proposed, approval is contingent on a firm commitment from the relevant agency or body (e.g. HSE) to the provision of a care package or relevant revenue funding. There should be prior consultation with the relevant agency regarding the provision of personal, social or community supports, as appropriate.

In the case of housing for people exiting temporary homeless accommodation, additional information should be provided in relation to the following:

- is the proposal supported in the relevant Homeless Action plan and by the Management Group
- is it intended that ongoing operational funding will be sought from the Department (Section 10 funding) and/or will tenants require ongoing housing supports
- where are the intended tenants currently accommodated and what future use is envisaged for the existing facility; could this facility be adapted to provide long-term accommodation.

Funding approval by Department

The criteria to be used by the Department for assessing suitability for funding under the voluntary and co-operative housing programme will come under four main headings

- (i) the extent to which the proposals address local housing need and housing strategies, as determined by the housing authority
- (ii) compatibility with national policy and priorities, which may change from year to year;
- (iii) the effective use of resources to meet housing need, in particular project costs and the extent to which capital funding can be used to leverage investment through the social housing leasing initiative; and
- (iv) a regional spread of projects.

It is essential that proposals are in line with the above criteria, meet key national strategies for delivering on specific categories of housing need, compliance with current policy with regard to sheltered housing provision and the anticipated objectives of the National Housing Strategy for People with a Disability, policy with regard to the re-integration into the community of persons with intellectual and mental health disabilities and compliance with the sustainable communities agenda.

Appraisal of projects

Only projects which will meet an identified category of specific housing need in the area in question should be considered for approval by the housing authority. Projects which have already been submitted to the local authority, but where funding approval is still awaited, may be re-submitted under this call.

A preliminary project appraisal should be carried out at the outset. This should aim to identify the particular housing need, establish the nature, extent and location of this need and the range of available options for delivering on this need.

Following the preliminary appraisal, the approved housing body should make a detailed proposal to the housing authority, setting out how the proposed project will address a particular housing need, identify the available options for meeting this need and how the preferred option (the proposal) meets this need, the all-in estimate of cost (including an estimate in respect of any necessary adaptations) the procurement route, a VFM assessment and the timescale for the completion/acquisition of the property/properties concerned.

Priority to acquisition of built properties or properties nearing completion

Priority is being given under this special call, for the acquisition of suitable built housing units or units which are close to completion and/or capable of adaptation at a reasonable cost to meet specific categories of need. A tight timeframe is being set for the identification of properties, the preparation, submission and appraisal of proposals in order to ensure that projects are completed and that capital funding is recouped to local authorities/AHB in the current financial year. **The Department intends to make a decision on the projects to be funded under this call for proposals by September 17, 2010.** To this end, AHB's are asked to submit completed proposals to the housing authority by **16 July**. Housing authorities are asked to complete their assessment/appraisal of the proposals received and to submit these together with a funding application (CAS2) for each project and a prioritised list of all suitable projects to the business unit in the Department dealing with your authority not later than **27 August**.

Additionality/Sustainability through complementary sources of funding.

The overall amount of capital funding available under this call is €25m. In order to meet a dispersed and varied housing need and to achieve a regional spread of projects, individual proposals which involve a large number of units for funding under the CAS will be afforded a low priority.

In cases where an AHB proposes to acquire a certain number of properties under CAS, opportunities may arise for the housing body to acquire further properties at the same location (or other locations if a need exists) using other funding/revenue sources, principally under the long-term leasing initiative. In the case of properties acquired under the Social Housing Leasing Initiative, an AHB may directly lease the properties or purchase the properties, using the Payment and Availability Agreements to support this arrangement. The leased properties may also be used to meet a range of social housing needs, outside of specific categories of housing need. This will also contribute to achieving mixed and sustainable communities. The synergies which derive from such an arrangement will benefit the exchequer, those persons in need of social housing and the wider community. Accordingly, hybrid proposals, involving a combination of both CAS funded properties and properties sourced through long-term leasing, are welcome.

Section 2 – Procedures.

Call for Proposals

- A public call for proposals will be issued by the Department of the Environment, Heritage and Local Government, in association with the Local Authorities ICSH and NABCo, requesting approved housing bodies to submit proposals for the provision of housing units to meet the accommodation needs of older people, people with a physical, intellectual, sensory or mental health disability, homeless persons, elderly returning emigrants etc. Proposals are invited in respect of all local authority areas

AHB's liase with Local Authority

- preliminary appraisal to establish the nature, extent and location of specific categories of housing need

AHB's to identify suitable properties

- AHB's to identify suitable properties and submit proposal to local authority. Proposal should be set out in Form CAS A 2010 (copy attached) and must be accompanied by a Project Appraisal as required under Circular VCH 2/2008. At the same time, a copy of the form CAS A 2010 should be submitted to The Voluntary & Co-operative Housing Unit, Department of Environment, Heritage & Local Government, Government Offices, Ballina, Co Mayo for information and co-ordination purposes.

Submission of Proposals

- In all cases, completed proposals must be submitted by the AHB to the local authority by **Friday 16 July 2010**.

Approval by LA

- Local Authority should assess proposals as quickly as possible. Proposals that meet the eligibility criteria and have been recommended for funding by the local authority should be ranked in order of priority and submitted to the Department for funding approval not later than **Friday 27 August**.

Approval by DoEHLG

- The Department will issue a decision on proposals by **Friday 17 September**.

**AHB completes
sale/lease
contract.**

– AHB finalises the acquisition of the properties (CAS purchase/lease) and submits payment claim to LA.

**AHB submits
Notice of
Availability to the
LA.**

Section 3 – Roles & Responsibilities.

Dept of Environment, Heritage & Local Government

- the Department will issue a national “Call for Proposals” by way of a public notice in a national newspaper, inviting AHB’s to submit suitable proposals to the relevant housing authority.
- at the same time, the Irish Council for Social Housing and NABCo will advise all their affiliated housing bodies, by email and hard copy, of the details of the call for proposals. Copies of Circular SHIP 2010/13 and this memorandum will be available on the ICSH, NABCo and Department websites.
- the Department will assess the proposals received in accordance with stated criteria and advise local authorities of projects to be funded.

Approved Housing Body

- consult with the housing authority on the nature, extent and location of the housing need and undertake a preliminary appraisal of the proposed project
- identify suitable properties to meet identified special housing need at the relevant locations
- Consult with the HSE with regard to any requirements for personal, social or community care. Confirm HSE funding and/or care package where appropriate
- Submit detailed proposals to Local Authority on CAS A 2010 together with the necessary Project Appraisal. At the same time, submit a copy of CAS form to The Voluntary & Co-operative Housing Unit, Department of Environment, Heritage & Local Government, Government Offices, Ballina, Co. Mayo for information purposes.
- continue to negotiate with property owners/developers on purchase/lease options
- inspect properties and secure necessary certification regarding compliance with all statutory requirements (statutory planning, building standards etc)
- ensure that good and proper title is in place
- liaise with housing authority on progressing proposals through the appraisal/assessment stage

Local Authority

- liaise with AHB in identifying nature, extent and location of specific categories of housing need and explore options for meeting this need

- provide advice and assistance to AHB's in relation to the CAS and long-term leasing arrangements and assist in compilation of proposals
- assess completed proposals in accordance with the terms of the CAS and Circular VCH: 2/08
- advise AHB's of outcome of the assessment/appraisal process in timely fashion
- rank proposals which are recommended for funding approval in order of merit, based on objective criteria aimed at obtaining optimum effectiveness from the available funding, addressing areas of greatest need or other local priorities and submit to Department by August 27
- following approval by Department, advise AHB's of funding approval and liaise with AHB in progressing/implementing approved projects
- liaise with AHB in finalising nominations and agree tenancy arrangements with AHB.

Submissions should be made to the Assistant Principal Officer with responsibility for your county:

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|--|---|
| <p>Teresa Cawley E-mail: teresa_cawley@environ.ie</p> | <ul style="list-style-type: none">▪ Cavan County Council▪ Donegal County Council▪ Galway City Council▪ Galway County Council▪ Leitrim County Council▪ Longford County Council▪ Mayo County Council▪ Monaghan County Council▪ Offaly County Council▪ Roscommon County Council▪ Sligo County Council▪ Westmeath County Council |
| <p>Eileen Hughes E-mail: eileen_hughes@environ.ie</p> | <ul style="list-style-type: none">▪ Carlow County Council▪ Kilkenny County Council▪ Laois County Council▪ Tipperary North County Council▪ Tipperary South County Council▪ Waterford City Council▪ Waterford County Council▪ Wicklow County Council▪ Wexford County Council |
| <p>Deirdre Mahony E-mail: deirdre_mahony@environ.ie</p> | <ul style="list-style-type: none">▪ Cork City Council▪ Cork County Council▪ Limerick City Council▪ Limerick County Council▪ Kerry County Council▪ Louth County Council |
| <p>David Smith E-mail: david_smith@environ.ie</p> | <ul style="list-style-type: none">▪ Dublin City Council▪ Fingal County Council▪ Dún Laoghaire Rathdown County Council▪ South Dublin County Council▪ Kildare County Council▪ Meath County Council▪ Clare County Council |

APPLICATION FORM.

CAPITAL ASSISTANCE SCHEME

TO BE COMPLETED IN DUPLICATE – PLEASE READ THIS FORM CAREFULLY

- ONE COPY TO BE SENT TO THE RELEVANT LOCAL AUTHORITY
 - ONE COPY TO BE SENT TO VOLUNTARY AND CO-OPERATIVE HOUSING UNITS, DEPARTMENT OF THE ENVIRONMENT HERITAGE AND LOCAL GOVERNMENT, GOVERNMENT OFFICES, BALLINA, CO-MAYO.
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APPLICATION BY APPROVED HOUSING BODY FOR A LOAN UNDER THE TERMS OF THE CAPITAL ASSISTANCE SCHEME {CAS}

1. TO HOUSING AUTHORITY _____

2. APPROVED HOUSING BODY: _____

ADDRESS _____

CONTACT TELEPHONE NO: _____ E-Mail _____

TAX REFERENCE NO. OF APPROVED BODY: _____

EXPIRY DATE OF TAX CLEARANCE CERTIFICATE OF APPROVED BODY* _____

CHARITABLE RECOGNITION NO. CHY _____

3. NAME, ADDRESS OR LOCATION OF HOUSING PROJECT _____

PROJECT APPRAISAL – PLEASE ATTACH

4. TOTAL NUMBER OF DWELLING UNITS _____

5. STATUS OF PROPOSED ACCOMMODATION

- COMPLETED {BUILT}
- UNDER CONSTRUCTION / INCOMPLETE
- AT PLANNING / DESIGN

6. DETAILS OF ANY NECESSARY ADAPTATION WORKS:

7. ESTIMATED TOTAL COST OF PROJECT € _____

8. CATEGORIES OF PERSONS TO BE ACCOMMODATED:

(if more than one category, state number of accommodation units for each category)

HOMELESS _____ PERSONS WITH DISABILITIES _____

OLDER PERSONS _____ ELDERLY EMIGRANTS _____ CARETAKER _____

PEOPLE WITH A MENTAL HEALTH DISABILITY _____

9. IF FUNDING FOR TENANCY SUPPORT IS REQUIRED HAS **HSE/OTHER**

COMMITMENT BEEN SECURED YES NO

IF OTHER PLEASE GIVE DETAILS _____

10. HAVE YOU PREVIOUSLY SUBMITTED THIS PROPOSAL TO THE LOCAL AUTHORITY OR DEPARTMENT?

YES NO

11. ANTICIPATED COMMENCEMENT AND COMPLETION DATES OF PROJECT

___/___/___ to ___/___/___

TO BE SIGNED BY TWO AUTHORISED OFFICERS OF THE APPROVED HOUSING BODY:

• _____
SIGNATURE NAME IN BLOCK CAPITALS

• _____
SIGNATURE NAME IN BLOCK CAPITALS

DATE: _____