

# Phase One of the Housing Reserve Grant Application Form

## Part A – General

### 1. Purpose and eligibility

- 1.1 Phase One of the Housing Reserve will be invested to support and enable partners to deliver an enduring supply of new affordable housing in Whakatū Nelson.
- 1.2 It is open to proposals from Community Housing Providers registered with the Community Housing Regulatory Authority and/or Iwi Trusts, with a local presence that are well-positioned to deliver new enduring affordable housing in Whakatū Nelson.
- *Enduring* in this context means housing (including the recycling of funding for housing) that is retained for affordable housing over its natural lifetime (50 years).
  - *Affordable* means housing for low-moderate income households that is provided at the cost of no more than 30% of the household's income.
- 1.3 Individuals and developers are not eligible for funding and applications will not be considered.

### 2. What will not be funded under Phase One

- Retrospective development i.e., development that is completed.
- Development outside of the Nelson territorial authority area.
- Development undertaken by the Crown.
- Feasibility studies or seismic assessments.
- Repayment or servicing of debt, refinancing of loans or underwriting of projects.
- Developments that otherwise do not meet the criteria.

### 3. Process

- 3.1 Phase One is a contestable grants programme.
- 3.2 Applicants are responsible for supplying sufficient information for Nelson City Council (Council) to evaluate against all criteria.
- 3.3 Applications will be evaluated against Phase One - Criteria and Process.
- 3.4 Officers will assess applications with assistance from Kāinga Ora. Applicants may be asked for more information during this process, or to clarify the application or parts of it, to help with the evaluation process.
- 3.5 Officers will report on all the applications received and recommendations to Council for final decisions.
- 3.6 Council may then select one (or more) applicants with whom to negotiate a grant agreement. However, applicants acknowledge that the range of possible outcomes of Phase One include Council:

- 3.6.1 Negotiating with any or all respondents, including the right to renegotiate aspects of this process with a successful applicant; and
- 3.6.2 Concluding this process without selecting a successful applicant.

#### **4. Communication**

- 4.1 The contact person is Lisa Gibellini:

Lisa Gibellini, Strategic Housing Adviser, Nelson City Council  
Phone (03) 546 0375  
Email [housingreserve@ncc.govt.nz](mailto:housingreserve@ncc.govt.nz)

- 4.2 All questions and completed application forms must be submitted directly to the contact person.
- 4.3 Where possible, questions should be submitted before 27 October.

#### **5. Timetable**

- 5.1 Applications are open for four weeks from 7 October to 3 November 2021.
- 5.2 In general, late applications will not be accepted; however, they may be considered at the discretion of officers evaluating the applications.
- 5.3 Decisions on Phase One and successful applications will be made by Council at its meeting 9 December 2021.

#### **6. Agreement**

- 6.1 If your application is successful, Council may invite you to negotiate a grant agreement.
- 6.2 The information supplied as part of your application will form the basis of a grant agreement with the Council (subject to Council's right to seek to renegotiate aspects of the application).
- 6.3 The agreement may also require:
  - 6.3.1 A staged payment schedule based on the achievement of milestones.
  - 6.3.2 Accountability progress and final development reports.
  - 6.3.3 Other terms that Council may require for the proposed development as a condition of funding.

## Part B – Scope

Please complete all of the following sections.

### 7. Contact information

7.1 Legal name of organisation: \_\_\_\_\_

7.2 Legal Status: \_\_\_\_\_

7.3 Contact person for this project (e.g., Names/ emails/ phone numbers): \_\_\_\_\_

\_\_\_\_\_

7.4 GST registration Number: \_\_\_\_\_

7.5 Charities Commission Number (if applicable): \_\_\_\_\_

7.6 Date of application: \_\_\_\_\_

### 8. Grant request summary

8.1 Grant request amount (+GST, if any): \_\_\_\_\_

8.2 Percentage cost of total project (+GST, if any): \_\_\_\_\_

8.3 Total cost of project - including land (+GST, if any): \_\_\_\_\_

8.4 Project address and legal description: \_\_\_\_\_

8.5 Project details (high level description of what the grant will be used for): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach your responses setting out how the development will meet the following objectives of Council. Refer to the Phase One - Criteria and Process as an evaluation guide.

Council appreciates that not all of the outcomes described in this section may be delivered by one development. However, applicants should provide specific information clearly stating whether and how their proposal would satisfy each outcome specified; and may comment on how the overall design outcomes sought by Council would otherwise be delivered by the proposal.

## **9. Ability to deliver**

### **9.1 Experience, capacity, capability, and track record in delivery of affordable housing.**

For this question please outline:

- Details of several specific developments of similar type, scale, and approach to the Phase One criteria and design which have been undertaken recently and where you have acted as the developer/housing provider.
- The organisational capacity to deliver on the proposal.
- Project management roles and responsibilities and relevant experience (including governance if relevant).
- Detail any actual or perceived conflicts of interest.

### **9.2 Project readiness and timeline. Council is seeking to support partners who are well placed to assist with Whakatū Nelson's immediate housing need. For this question, please outline how ready the development is, its expected timeline for completion and the likelihood of achieving the development within this. Please note that preference will be given to applicants that are ready to commence construction within 12 months noting that to be eligible to Phase One all projects must commit to construction within 24 months of signing the grant agreement.**

### **9.3 Property Management, Maintenance and Tenancy Management experience. Please outline your experience in property-tenancy management and how you plan to manage the properties once constructed.**

## **10. Fit for purpose**

### **10.1 Site and design. For this question please:**

- Provide design concepts and /or development plans.
- Outline the yield from the development, number of bedrooms, and type of housing (e.g., intensified, attached, standalone, intended carparks etc).
- Summarise how the project will provide quality builds that incorporate good urban design principles and practices and are healthy to live in.
- Comment on the location of the site and its ability to connect to infrastructure.

- 10.2 Social/community. Please comment on how the project will provide for social and community connection.
- 10.3 Environmental. Please describe any environmentally responsible and resourceful aspect of the project's design and development. Examples include; energy and/or water-efficiency, use of sustainable (environmentally friendly, low-carbon) building materials, compliance with Homestar 6 or other certified ratings etc.
- 10.4 Affordable to run. Please describe any design efficiencies that will provide a lower life cost over the life of the housing.

## **11. Financial**

- 11.1 Organisation's financial position. Please:
- Detail the financial status of your organisation, including audits by other bodies (i.e., CHRA).
  - List all current developments you are committed to including the location and value of each development and commitment of monies.
  - Provide the last two years of annual financial statements, and annual reports, if applicable.
- 11.2 Co-investment. Please outline the amount of the funding request, and contributions from other sources (noting whether this is confirmed or not) highlighting any budget shortfall. Please specify if the development is contingent on a successful application to Phase One.
- 11.3 Project budget. Please provide a budget of full development costs including land, project management, construction, and financing.

## Part C – Declarations

By completing the details below the applicant makes the following declarations;

- 12.1 We confirm the statements in this application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made.
- 12.2 We have no conflict of interest, actual or potential, in submitting this application or entering into an agreement with the Council for the project.
- 12.3 We accept any decision made by the Council is final and binding and accept that no reasons for such decision will be given, nor will any correspondence be entered into.
- 12.4 We understand that Council is subject to the Local Government Official Information and Meetings Act 1987. We have marked any specific information we consider is confidential. We understand Council will not disclose any information marked confidential (other than as required to evaluate the application including to its legal advisors and Kāinga Ora) unless:
  - 12.4.1 Council is required to disclose that information by law; or
  - 12.4.2 Disclosure is required for the purposes of verifying that information; or
  - 12.4.3 Council enters into a grant agreement with us, in which case Council may disclose that an agreement has been signed.
  - 12.4.4 We acknowledge that nothing in this application form or process creates a process contract or any legal relationship between Council and us, except in respect of:
    - 12.4.4.1 These declarations;
    - 12.4.4.2 Our statements, representations and/or warranties and our correspondence and negotiations with Council.

Full Name: \_\_\_\_\_

Title/position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_