



An Roinn Tithíochta, Pleanála
agus Rialtais Áitiúil
Department of Housing, Planning
and Local Government



8 August 2017

Circular: Housing 30/2017

To each Director of Service (Housing)

Capital Assistance Scheme - Call for Proposals, 2017

Dear Director,

I wish to inform you that the Department is accepting applications for capital funding for the delivery, through either construction or acquisition, of housing accommodation, to cater for the priority groups under the Capital Assistance Scheme (CAS) including:

- elderly;
- homeless persons (including “*care leavers*” exiting State care on reaching the age of 18);
- people with a disability, with a particular emphasis on moving people with disability from a congregated settings into community based living.

General details of how Local Authorities (LAs) can apply for CAS funding are set out immediately below. The appendices listed below, and attached, give further detail on specific aspects of CAS—

- APPENDIX 1: Accommodation for People with Disabilities, including for people moving from a Congregated Setting into Community Based Living
- APPENDIX 2: Buy & Renew under CAS
- APPENDIX 3: Care Leavers at risk of homelessness (Requirements for CAS funded Care Leaver Accommodation)
- APPENDIX 4: Accommodation for Victims of Domestic Violence
- APPENDIX 5: Principal items for Consideration in Preliminary Capital Appraisal (Stage 1)
- APPENDIX 6: List of CAS related Forms

New CAS forms 1, 2 and 3, prepared for use with CAS applications, are attached to this circular. These forms should be used from now on.

1. Acquisition of CAS accommodation (including arrangements for Buy & Renew)

The acquisition of properties under CAS is aligned with the arrangements in Circular; Housing 41/2016 of 12 October, 2016. LAs can use the delegated sanction referred to in that Circular to approve the acquisition of units by AHBs (Approved Housing Bodies) without the prior approval of the Department (subject to compliance with the terms of that Circular, with particular regard to verifying housing need, providing independent valuations and working within the acquisition guideline costs). Delegated sanction should facilitate quick decisions on CAS acquisitions and LAs should respond to AHB proposals as quickly as possible to avoid acquisitions being lost.

Where proposed acquisitions by AHBs fall through, LAs can approve substitutes without reference back to the Department subject to the same CAS conditions, cost guidelines, etc.

Circular 41/2016 emphasises a preference for acquiring houses/apartments in a “fit-for-purpose” condition to enable immediate occupancy. The Department also issued guidance on the new “Buy & Renew” scheme to cater for buildings that require more substantial improvement works – see **Circular: Housing 29/2017** of 31 July 2017. Under this new scheme, the option for AHBs to buy and renew properties for CAS eligible clients is available on the same basis as set out in that Circular for LAs. As with all CAS developments, the delivery by AHBs of new social housing via Buy & Renew should be in consultation with the relevant LA.

Where the purchase cost plus improvement/adaptation costs combined are expected to exceed the acquisition costs guidelines (see Circular Housing; 41/2016), the prior approval of the Department is required. In seeking this prior approval, a short submission should be provided to the Department detailing: the purchase price; briefly, the need for/suitability of the particular property; a breakdown of any adaptation works required (including associated costs).

The Department will provide reasonable adaptation costs that are validated as being necessary (through an Occupational Therapist report for example) and will issue a decision, as soon as possible. Any unapproved costs incurred by an AHB will, in general, be the responsibility of the AHB.

Where an AHB envisages acquiring a block of accommodation comprising multiple units and significant investment, a Capital Appraisal may be required by the Department (see Appendix 5).

2. Construction of new units

Having regard both to the necessity to promote sustainable communities and to foster mixed tenure developments, and for ease of delivery, construction proposals are invited for moderate scale developments e.g. up to 20 dwellings, except in larger urban areas, where larger developments may be appropriate.

Existing Pipeline of CAS Construction Projects

A significant amount of previously approved CAS construction projects remain to be advanced. This raises concerns about adding new construction projects to the pipeline. New construction projects

should only be sanctioned by LAs if they can be delivered in a reasonable timeframe. LAs should satisfy themselves that capacity exists on the part of an AHB to undertake any new construction project, in light of their already approved projects.

LAs should look critically at existing CAS construction projects that have long standing approvals but have not advanced significantly. Where projects are not likely to advance in the immediate future (or maybe not advance at all), LAs should consider putting them on hold with a view to freeing up funding for other, better prepared schemes.

The Department may, as part of this CAS Call process, make separate contact with individual LAs to discuss CAS delivery in their area, taking into account the number and value of existing CAS approved projects and the latest Social Housing Assessment¹. Where relevant, a list of already approved CAS projects will issue to the LA separately as an aid in this regard.

3. Part V

CAS funding may be used for the delivery of accommodation under Part V arrangements. Indeed there may be some cases, e.g. where developments consist of bigger type houses, which may be particularly suitable for some CAS eligible categories involving special needs. The same conditions that apply to the acquisition of houses, including any improvement/adaptation works, apply to PART V acquisitions.

4. Action now required on CAS Call

The Irish Council for Social Housing and Co-operative Housing Ireland will alert affiliated AHBs to this 'CAS Call'.

LAs need to assess the specific needs for CAS funded housing in their own area. This should reflect:

- actual housing need of CAS groups identified in the latest Social Housing Assessment
- consultations with suitable local inter-agency/co-ordination groups that deal with issues straddling housing and special needs, such as the Housing and Disability Steering Groups
- national policies and guidelines, including the National Housing Strategy for People with a Disability 2011-2016 (now extended to 2020)

LAs should then identify local priorities which they believe would benefit most from CAS funded housing.

Each LA will issue a local "call" to AHBs operating in their area. This Call will request new CAS proposals (whether construction, acquisition or Buy & Renew):

- to meet the needs of the target groups under CAS which the LA believe would benefit most from CAS funding. The Call should **inform AHBs of (1) the categories of need for which**

¹ Previously Housing Needs Assessment (HNA)

accommodation is required, (2) the locations where it is required and (3) the scale of provision sought.

- (with HSE support) specifically to support people with a disability moving from a congregated setting into community based living (see appendix 1)
- (with Tusla advice & support) specifically to provide accommodation for “State care leavers” i.e. people who, having reached the age of 18, are leaving State care, are in need of accommodation and are eligible for social housing (see Appendix 3)

No deadline should apply to the submission of applications as this is an open, “rolling” call for applications.

5. Assessment criteria

Only CAS projects that clearly meet local needs for housing should be approved. Further criteria to be used by LAs in assessing proposals are—

1. The extent to which the proposal addresses the LA’s housing need;
2. Value for Money – proposals must be cost effective, sustainable² and fit-for-purpose;
3. The LA’s view on the capacity of an AHB to deliver new projects in a good timeframe, especially if the AHBs have already approved projects that are not yet well advanced;
4. All applications must comply with the terms and conditions of the Capital Assistance Scheme as set out in Memorandum VHU: 2/02 and be delivered based on the arrangements set out in Circular VCH: 2/08, SHIP 2010/12 (Budget management), SHIP 2010/13 (accommodation for people with specific categories of housing need), Circular: Housing 33/2016 (Social Housing Construction Process – CWMF Stage Approval Forms) and this Circular. Housing for people with disabilities should comply with Appendix 1 and Circular Housing; 45/2015. Housing for Care leavers should comply with Appendix 3;
5. The extent to which the proposal supports the specific priority objectives of:
 - progressing implementation of the National Housing Strategy for People with a Disability (NHSPwD) 2011-2016 (extended to 2020), especially where providing accommodation for people with a disability moving from a congregated setting into community based living (see appendix 1)
 - housing State “care leavers” exiting accommodation on reaching the age of 18 and at risk of homelessness (see Appendix 3);
6. The confirmed availability of necessary support services (e.g. by the HSE, service provider or Tusla) which are needed to ensure the prompt availability and continued proper management of projects. For disability projects, the HSE should endorse the project where indicated on the CAS

² Design guidance is available in the Department's publication "Quality Housing for Sustainable Communities"
<http://www.environ.ie/en/Publications/DevelopmentandHousing/Housing/FileDownload,1979,en.pdf>

1 Form. For care leaver accommodation, Tusla should endorse the project where indicated on the CAS 1 Form.

The LA should satisfy itself that an economic rent will be charged. AHBs should submit proposed rents for the dwellings to the LA (part 9.6 Memorandum VHU 2/02) with details of the costs which make up the calculated rent. This should include provision for management, repairs and maintenance including sinking fund, arrears, voids, insurance, and any related borrowing costs, etc. Importantly, prior to the completion of the project, LAs should ensure that agreement on the calculation of an economic rent is in place.

6. Submission of proposals (see also Appendix 6)

Submission of a proposal by an AHB to a local authority

AHBs should study the Call issued by the local authority and identify suitable properties/sites. For all CAS projects, the AHB should prepare a CAS 1 form and provide it to the local authority (a revised form is attached to this Circular). Where necessary, the form should be endorsed by the HSE, TUSLA or Service Provider (the AHB may act as its own Service Provider).

For construction schemes and large block acquisitions, a preliminary appraisal must be prepared. A preliminary appraisal need only be a '*Stage 1 Capital Appraisal*'. Previously some AHBs submitted comprehensive proposals at initial stage, but the requirement now is for just a Capital Appraisal at Stage 1 –for guidance, see Appendix 5 to this circular. The appraisal must be accompanied by a CWMF PR01 form as circulated with Circular 33/16. The Capital Appraisal Template previously circulated in connection with Circular 2/08 is no longer required.

Submission of a proposal by a LA to the Department (after assessment under section 5 above)

Having assessed a proposal against the criteria in section 5, and having decided to support the application, the local authority can advance it as follows —

- Where delegated sanction applies (acquisitions and Buy & Renew only), the local authority can approve the scheme without reference to the Department. A CAS 2 form should be submitted when the local authority first claims funding for the project.
- Where delegated sanction does not apply, departmental sanction is required before the LA approves the project. A CAS 2 form should be submitted to the department for this purpose. Construction projects and large block acquisitions should be accompanied by a Capital Appraisal (see appendix 5) and a CWMF P.R.01 Form (see Circular 33/16). Buy & Renew projects should be accompanied by a BR.1 (Buy & Renew) form and a detailed condition survey of the premises prepared by a suitably qualified competent person in advance of signing of contracts.

- In the case of an acquisition, an independent professional valuation of the property supplied by a member of an appropriate professional/chartered organisation. (e.g. Institute of Professional Auctioneer & Valuers / Society of Chartered Surveyors of Ireland) must be submitted.
- For drawdown of funding, a CAS 3 form should be submitted, accompanied by any relevant additional forms (see appendix 6).
- Where improvement/adaptation/renewal works are carried out on a property, a breakdown of the costs must also be submitted to the Department.
- For acquisitions or Buy & Renew schemes, LAs should ensure that the sale is “closed” and the purchase price “released” before submitting funding drawdown requests.

Updated CAS Forms, which more specifically outline what is required, are attached to this Circular on SharePoint.

7. Vouched expenditure

LAs are reminded that the Department of Public Expenditure and Reform Circular 13/2014 (published September 2014 – see <http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>) aims to ensure that all Exchequer funds, regardless of the method of distribution, are accounted for and managed properly. In line with that Circular, the Department can only release grant funding to LAs based on vouched expenditure, i.e. that which has already been incurred and can be vouched for.

8. Compliance with Voluntary Regulatory Code

Participation in this “Call” is open only to AHBs that —

- have signed up to the Voluntary Regulation Code (VRC) and
- are able to demonstrate commitment to and engagement with both the VRC and the Financial Standard and Assessment Framework, having undergone a satisfactory assessment as part of the annual assessment process by the Regulation Office.

Further details and guidance on this are available at <https://www.housingagency.ie/Regulation>

AHBs are required to confirm compliance with both points above in their applications for CAS funding to the LA. This will be confirmed by the department at approval/claim stage.

LAs should refer to Circular 15/2016 (Governance and Regulation of the Approved Housing Body Sector; Eligibility for Funding) in this regard and should remind AHBs of the eligibility requirements for funding from the Department.

9. Ethical Framework and disclosure of interest

Circular: Housing 5/2014 outlined details in relation to compliance with the National Code of Conduct for LA Employees, which is set out in the Local Government Act, 2001. LAs are reminded to make themselves familiar with the Code and the requirement for the adherence to the Code and the contents of Part 8 of Memorandum VHU2/02 (dealing with contracts, procurement and tenders).

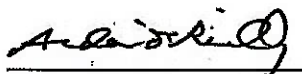
LAs may require AHBs to submit a declaration relating to any pecuniary or other beneficial interest by an employee or person connected in the case of any property being acquired or contract undertaken with funding provided under CAS. The Local Government Audit Service will have due regard to requirements of Sections 114 to 126 of the Local Government Act 2001, as amended by the Local Government Reform Act 2014 in auditing the accounts of LAs.

10. Enquiries

A copy of this circular is available electronically on the Sharepoint system <http://circulars.lgcsb.ie/doecirculars>.

Any queries in relation to this CAS 'Call for Proposals' should be directed to Paul Tighe (096) 24256, Michael Clohessy (096) 24422 or emailed to paul.tighe@housing.gov.ie.

Yours faithfully,



Aidan O'Reilly

Principal

Social Housing Capital Investment Unit

APPENDIX 1

Accommodation for People with Disabilities, including for people moving from a Congregated Setting to Community Based Living

CAS is not intended for the provision of residential care or nursing home type accommodation. However, Supplementary Guidance for the Provision of Housing for People with Disabilities as set out in Circular: Housing 45/2015 dated 21 December 2015, identifies how housing for people with disabilities, including those moving out of congregated settings, can be appropriately met under CAS.

In order to continue progressing implementation of the National Housing Strategy for People with a Disability (NHSPwD) 2011-2016 (now extended to 2020), which supports the Government's deinstitutionalisation policy, further funding will be available under CAS to provide accommodation for people with a disability moving from a congregated setting into community based living.

Circular 45/2015 specified that AHBs and service providers must engage with housing authorities and the HSE in developing proposals that will support people with disabilities to move out of congregated settings.

It may not be possible for all 'congregated settings' applications to fully comply fully with the specific requirements set out in Circular 45/2015 at initial application stage, due to the processes that involve individual choice. However, all applications must demonstrate commitment to meeting the specific requirements.

A new CAS 1 form has been developed that includes the certification required for housing for people with disabilities (specific requirements 1 and 2 of Circular 45/15). All applications for housing for people with disabilities should now be endorsed by the HSE in the appropriate place on the CAS 1 form.

Applications previously received by the Department threw up difficulties such as lack of the required certification, uncertainty that the people involved are from Congregated Settings and very high unit costs. The Department is, therefore, working with the HSE on revised guidelines to deal with these matters, which will issue to LAs as soon as possible.

In the meantime, the provision of accommodation under this heading remains a priority and LAs should continue to accept proposals in respect of people moving from Congregated Settings in line with Circular 45/2015 and include them in their applications to the Department.

LAs are requested to ensure that all questions in the CAS forms are answered in full so as to help track and monitor the number of people moving, in particular, from Congregated Settings.

APPENDIX 2

Buy & Renew under CAS

Full details of this scheme to support LAs and AHBs to purchase and renew housing in need of remediation, and make it available for social housing use are set out in the Department's letter of 14 March 2017 and in **Circular: Housing 29/2017** of 31 July 2017.

Local authorities can now buy houses with significant renovation needs and bring them up to habitable standards for social housing purposes. Similarly, AHBs may have an interest in identifying such opportunities to meet the needs of CAS eligible clients.

In particular, suitable projects in city/town/village centres that make use of vacant or derelict properties can be suitable locations for social housing where there are adjacent services.

Authorities are encouraged, in the case of CAS, to work with interested AHBs in identifying and acquiring properties in line with the scheme focus. In particular, where properties can be acquired and remediated at a combined cost at or below the '*acquisition cost guideline*' of an equivalent unit, these should be advanced on the basis that funding will be recouped on the submission of the claim.

It is very important that a detailed condition survey of the premises, prepared by a suitably qualified competent person, is carried out in advance of signing of contracts. Where prior departmental approval is required this should be submitted with the CAS 2 and the Buy & Renew application forms. Where delegated sanction applies, the LA should retain this condition survey on file in case of audit.

All applications must be accompanied by an independent professional valuation of the property supplied by a member of an appropriate professional/chartered organisation. (e.g. Institute of Professional Auctioneer & Valuers / Society of Chartered Surveyors of Ireland).

Subject to the above, applications for CAS funding under this scheme should be made as follows;

- By AHBs completing and submitting a CAS 1 form to the LA following discussions on the proposal with the LA
- Where delegated sanction applies, a CAS 2 form should be submitted by the LA along with the CAS 3 payment claim and be accompanied by a completed BR.1 (Buy & Renew form) and a Form HCA 3B.
- Where delegated sanction does not apply (as the combined acquisition and refurbishment costs exceed the acquisition threshold guidelines) a completed CAS 2 and a completed BR.1 form should be submitted prior to any expenditure on a Buy & Renew unit.

Any unapproved costs incurred by an AHB will in general be the responsibility of the AHB.

APPENDIX 3

Care Leavers at risk of homelessness (Requirements for CAS funded Care Leaver Accommodation)

The vast majority of young adults who leave the care of the State each year, having reached the age of 18, do so with secure, stable living accommodation in place such as remaining with their foster carers, moving on to independent living or returning to live with their families. For a number of State care leavers, these types of accommodation are unavailable due to the complexity of their needs. Without a stable place to call home, these young adults may be particularly vulnerable to homelessness.

Where a Local Authority is informed by Tusla that there is a need for accommodation for people aged 18-21 (or up to 23 if in education/training) leaving State care and who are homeless or at risk of homelessness, it may invite AHBs to apply for CAS funding to provide appropriate accommodation. Currently, Tusla have identified a need for 205 accommodation units and a breakdown of this number on a local authority by local authority basis is provided below.

Along with compliance with the usual CAS conditions, the following specific requirements must be adhered to when applying for CAS funding for care leaver accommodation.

Approved Housing Body

The AHB must:

- a) provide satisfactory evidence to Tusla that they have the skills and expertise to work with care leavers who have complex needs. Evidence of a proven track record of working successfully with care leavers would be an advantage.
- b) propose care leaver housing that:
 - i. is dispersed in the community to avoid clustering of properties
 - ii. is located close to public transport, shops and public amenities e.g. libraries and parks, to avoid social isolation
 - iii. consists of either:
 - A. one bedroom single occupancy units
 - B. two bedroom parent and child units
 - C. two bedroom peer support units
- c) discuss and agree the proposal, in advance of formal submission to the Local Authority, with the CAS project team in Tusla (link details immediately below) and the Local Authority and include dates of these meetings in FORM CAS 1 when applying for funding.
CAS project team (Tusla): patricia.finlay@tusla.ie william.mcnamara@tusla.ie
michelle.reilly2@tusla.ie liz.mcullen@tusla.ie
- d) work with Tusla and the relevant Local Authority, once the funding has been approved, to match individual care leavers (who are in need as identified by Tusla and are included on the Local Authority Housing List) with the skills and property offered by the AHB
- e) enter into a tenancy agreement with the care leaver

f) provide welcome packs to all new tenants to include the following non-exhaustive list of items:

- i. details of the tenancy agreement;
- ii. services provided by the AHB as the landlord;
- iii. landlord contact details;
- iv. obligations of the tenant;
- v. details of the Residential Tenancies Board and their independent dispute resolution services and free mediation services;
- vi. complaints procedure;
- vii. details of any tenancy training provided;
- viii. local public services and amenities e.g. community centres; healthcare facilities; local community groups, organisations, sports clubs and training/volunteering opportunities; etc.

g) present the welcome pack and any other information provided to the tenant, insofar as possible, in plain English in accordance with the guidelines from the National Adult Literacy Agency (NALA) and be in a format accessible to the tenant that addresses any individual needs that they may have

h) put in place an economic rent in accordance with section 5 of this Circular.

i) set deposits at a sustainable level to cover any potential damage above normal wear and tear and rent arrears or unpaid bills

j) ensure that the accommodation is fit for purpose and help and advise the tenant with regard to any assistance available for furnishing it

k) provide legally required notice to tenants, and immediately inform Tusla and the LA where eviction is being pursued due to a breach of the tenancy agreement

l) provide landlord services to the tenant and manage the maintenance, repairs and insurance of the accommodation

m) register the tenancy with the Residential Tenancies Board

n) work together with Tusla, the tenant and other multi-agency forums/subgroups, including those listed immediately below, to ensure the success of the tenancy

- Children and Young People's Services Committees
- Aftercare Steering Committees

o) include the tenant in the relevant community supports provided by the AHB

p) provide information to the State regarding the success of care leaver accommodation or the areas where improvements are needed and participate in any evaluation process as required.

AHBs applying for funding towards State Care Leavers accommodation should complete the relevant section in the CAS 1 form and have it endorsed by TUSLA.

Tusla

In relation to the provision of accommodation under CAS for care leavers, Tusla will:

- provide information to LAs on the demand for accommodation in each local authority area for care leavers

- meet and discuss proposals for care leaver accommodation with interested AHBs prior to an application being submitted to the local authority
- sign the CAS 1 form if Tusla supports the accommodation proposal and has area based dedicated aftercare services and aftercare interagency steering committees in place to support the tenancy
- work with the relevant Local Authority and AHB, once the funding has been approved, to match individual care leavers in need identified by Tusla and included on the Local Authority Housing List with the skills and property offered by the AHB

Local Authorities

In relation to this element of CAS funding, Local Authorities will:

- meet and discuss proposals for care leaver accommodation with interested AHB's and Tusla prior to an application being submitted to ensure its suitability for the Scheme
- work with Tusla and the AHB, once the funding has been approved, to match individual care leavers in need identified by Tusla and included on the Local Authority Housing List with the skills and property offered by the AHB
- only allocate care leavers who are homeless or at risk of homelessness to care leaver CAS accommodation.

<u>Tusla's Estimated Number of CAS Units of Accommodation Required for State Care Leavers at risk of homelessness at June 2017</u>	
<u>Local Authority</u>	<u>Estimated Accommodation Needs</u>
Carlow	4 one bedroom units.
	1 two bedroom unit.
Cavan	3 one bedroom units.
Clare	8 one bedroom units
Cork City	18 one bedroom units.
	1 two bedroom unit.
Cork County	7 one bedroom units.
Donegal	6 one bedroom units.
	1 two bedroom unit.
Dublin City	20 one bedroom units.
	1 two bedroom unit.
Dun Laoghaire/Rathdown	4 one bedroom units.
Fingal	6 one bedroom units.
	1 two bedroom unit.
Galway County	4 one bedroom units.
Galway City	5 one bedroom units.
	2 two bedroom units.
Kerry	2 one bedroom units.

Kildare	7 one bedroom units.
Kilkenny	3 one bedroom units.
	2 two bedroom units.
Laois	7 one bedroom units.
	1 two bedroom unit.
Leitrim	1 one bedroom unit.
Limerick	6 one bedroom units.
Longford	2 one bedroom units.
	1 two bedroom unit.
Louth	9 one bedroom units.
	3 two bedroom units.
Mayo	2 one bedroom units.
Meath	10 one bedroom units.
	2 two bedroom units.
Monaghan	2 one bedroom units
Offaly	7 one bedroom units.
	1 two bedroom unit.
Roscommon	2 one bedroom units.
Sligo	1 one bedroom unit.
South Dublin	5 one bedroom units.
Tipperary	8 one bedroom units.
Waterford	5 one bedroom units.
	2 two bedroom units.
Westmeath	9 one bedroom units.
	2 two bedroom units.
Wexford	5 one bedroom units.
	1 two bedroom unit.
Wicklow	5 one bedroom units.

APPENDIX 4

Accommodation for Victims of Domestic Violence

Guidance on accommodation for victims of domestic violence is set out in Circular Housing 2/2017 of 17 January 2017 (Guidance in relation to assisting victims of domestic violence with emergency and long-term accommodation needs). The importance of the role of Tusla in such accommodation is set out in that Circular and in the guidelines attached to it.

LAs are reminded of the need to have regard to that Circular and, in particular, insofar as CAS is concerned, to the following; -

"The Housing (Accommodation Provided by Approved Bodies) Regulations dictate that funding under the Capital Assistance Scheme is only available to Approved Housing Bodies and the scheme is focussed on the provision of accommodation which will meet the long-term housing needs of households that are included on housing authorities' waiting lists. Housing authorities should remain cognisant of the objectives of the Capital Assistance Scheme when considering and progressing proposals received from approved housing bodies. Proposals submitted by approved housing bodies in relation to the housing needs of victims of domestic violence should always be progressed in collaboration with Tusla and, following the housing authority's own assessment that local housing needs are being met, such proposals should only be prioritised for capital funding approval where Tusla have agreed the prioritisation of the proposal and have confirmed that any support services required have been provided for."

and

"Proposals for the accommodation of victims of domestic violence under the Capital Assistance Scheme should only be progressed where Tusla has agreed to the prioritisation of the proposal and has confirmed the operational arrangements."

APPENDIX 5

Principal items for Consideration in Preliminary Capital Appraisal (Stage 1)

(For use with construction projects and large scale acquisitions of multiple units)

Outline briefly how the proposed project impacts, or is impacted on, under each of the headings below – A CWMF P.R. 01 Form (STAGE 1) should also be submitted.

01. Demonstrate Need

This can usually be demonstrated from the LA's housing waiting list. The CAS category of intended residents & locations, including suitability of current accommodation, should be outlined.

02. What Alternative means to meet the need have been considered

Clarify your consideration of alternative approaches to the proposed capital funded construction e.g. acquisitions, rental properties and unfinished developments or, if proposing new build, whether potential exists for renovation of existing properties.

03. Does the project support sustainable communities and tenure mix.

Two main considerations – 1) project should not contribute to creating an overconcentration of Social Housing, and 2) have non-car dependent access to the widest range of facilities, including education, employment and health services. A map should be provided to show key local developments such as existing social housing and support facilities in the area, within 5 and 10 minute walk bands.

04. Are there Site constraints that may lead to Abnormal works and costs (Construction projects only)

e.g., susceptibility to flooding, is site flat or sloped, is there vehicular access, access to utilities etc. Identify pros & cons of the site.

05. Planning/ Site optimization (Construction projects only)

Is site area being used as best possible and within density permissible under Development Plan.

06. Design brief (Construction projects only)

Number and type/size of units to be provided (e.g. no. of bedrooms & number of people). This can be regarded as approximate pending site capacity study and it can be adjusted subsequently, as the best site layout emerges.

07. Cost & Value for Money

Outline of costs (generally on the basis of UCCs with known abnormalities), fees and land costs on completed form CWMF P.R. 01 Form (STAGE 1). Compare costs of acquisition versus construction.

08. Project Management arrangements (Construction projects only)

How proposal is to be delivered - in house design team, use of consultants, traditional construction contract, design and build, etc?

09. Programme of works (Construction projects only)

Critical milestones: Date when Planning permission is expected, date for tendering, start on site and handover etc.


Note: *Although this list looks extensive, a lot of the items can be addressed by way of one or two lines replies. It is anticipated that it should take no more than four hours to assemble a Capital Appraisal which addresses the above items.*

APPENDIX 6

List of CAS Related Application and Claim Forms. See Circular 33/16 also

Name of Form	Purpose of Form	Who should complete, and where to send the form
FORM CAS 1	Application by AHB to the LA for a loan under the terms of the Capital Assistance Scheme	To be completed by AHB and submitted to LA
FORM CAS 2	Application for approval of a CAS grant*. Where delegated sanction applies (in either an acquisition or Buy & Renew project), this form need not be provided until the claim stage	Completed by LA and submitted to DHPLG
FORM CAS 3	Application by LA for payment of CAS grant	
CWMF PR 01	<i>(to accompany a CAS 2 form where relevant)</i> To accompany a capital appraisal (construction projects and large block acquisitions only). Note: The capital appraisal is stage 1 of the "4 stage approval process" and further stages and forms are needed to advance the project after initial approval - See Circular 33/16.	To be completed by AHB and submitted to LA. If LA approves the project, the form should be forwarded to DHPLG for Stage 1 assessment
BR.1 (Buy & Renew)	<i>(to accompany a CAS 2 form where relevant)</i> To support a Buy & Renew project (see appendix 2)	Completed by LA and submitted to DHPLG
HCA 3 FORM	<i>(to accompany a CAS 3 form where relevant)</i> To vouch expenditure for an acquisition	
HCA 3B Form	<i>(to accompany a CAS 3 form where relevant)</i> To vouch expenditure for a Buy & Renew project	
HCA 4 form	<i>(to accompany a CAS 3 form where relevant)</i> To drawdown funding vouched in either a HCA 3 or HCA 3B form <u>Or</u> To drawdown funding for a construction project	

*Where the AHB's CAS 1 application has been examined by, and has the support of, the LA.

 <p>An Roinn Tithíochta, Pleanála agus Rialtais Áitiúil Department of Housing, Planning and Local Government</p>	CAPITAL ASSISTANCE SCHEME	CAS 1
APPLICATION BY AN APPROVED HOUSING BODY (AHB) TO A LOCAL AUTHORITY FOR A LOAN UNDER THE CAPITAL ASSISTANCE SCHEME		

Section 1	Local Authority Name
Local Authority Name	

Section 2	Approved Housing Body Details	
Approved Housing Body Name		Contact Name in Approved Housing Body
Approved Housing Body Address		Phone No of the Contact Person
		Email Address of the Contact Person
Tax Reference No of the Approved Housing Body	Tax Clearance Access No.	Charity No.
Is the organisation an Approved Housing Body under Section 6 of the Housing (Miscellaneous Provision) Act 1992		Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the AHB signed up to the Voluntary Regulation Code (VRC) for Approved Housing Bodies in Ireland		Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the AHB undergone a satisfactory assessment as part of the annual assessment process by the AHB Regulation Office		Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer to any of the above is "NO", the application cannot be processed		

Section 3	Project Details		
Project Name		GIS Co-ordinates of the Project	
Address of the Proposed Project		Eircode	
		Total No of Units	
Proposed Method of Delivery Acquisition <input type="checkbox"/> Please complete 4A below Buy and Renew <input type="checkbox"/> Please complete 4B below Construction <input type="checkbox"/> Please complete 4C below Part V <input type="checkbox"/> Please complete 4A below Turnkey <input type="checkbox"/> Please complete 4A below In the case of an acquisition, is the required independent professional valuation of the property attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Indicate as to % of loan proposed: 100% <input type="checkbox"/> 95% <input type="checkbox"/> (Note – If 100% loan the Approved Housing Body has waived its nomination rights)	Has <u>planning permission</u> been granted for this project? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes state date it was obtained Proposed Commencement Date Proposed Completion Date	
Is funding towards capital costs being provided by any other Government Department or statutory agency?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'YES' provide details If Yes Provide Amount	Total cost of project € Total CAS loan requested €

Section 4		Breakdown of Costs		
		Section 4A	Section 4B	Section 4C
Type of Works		Acquisition /Part V/ Turnkey	Buy and Renew	Construction
Acquisition Cost/ Site Cost*				
Improvement/refurbishment works				
Legal Fees - LA				
Legal Fees – AHB				
Technical Fees				
Construction Estimate				
-Site Clearance				
-Site Development Works				
-Structural Works				
-Doors/Windows/Finishes				
-Fittings (sanitaryware, kitchen & wardrobes)				
Services (ESB, Gas, Water, Telecoms)				
Total Cost of Project				
Less funding from sources other than CAS				
Total CAS Loan (Funding) Required				
Communal Facilities (must be applied for separately where relevant)				

*Site cost for construction projects only

Section 5		Category of Housing Need being Addressed	
		No of Units	
Homeless*	<input type="checkbox"/>		Please complete Section 6 below
Disability	<input type="checkbox"/>		Please complete Section 7 below
Congregated Settings	<input type="checkbox"/>		Please complete Section 7 below
Older Persons	<input type="checkbox"/>		Please complete Section 6 below
Care Leavers	<input type="checkbox"/>		Please complete Section 8 below
Caretaker/Support Worker	<input type="checkbox"/>		_____
Returned Emigrant	<input type="checkbox"/>		Please complete Section 6 below
Families	<input type="checkbox"/>		Please complete Section 6 below
Other	<input type="checkbox"/>		Please complete Section 6 below

*Where relevant, how many of these Units are for Victims of Domestic Violence? _____.

Section 6		Operational Supports	
On completion of this project, will HSE/TUSLA/OTHER SERVICE PROVIDER support be required on an on-going basis?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", Please provide details			

Section 7		To be completed by Approved Housing Body, Service Provider and Health Service Executive where housing is being provided for People with Disabilities	
Does this project require registration as a Designated Centre (HIQA)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'YES' what are the cost implications and how will these costs be met by the Approved Housing Body?			
Will this project accommodate people who are supported by:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mental Health Services		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Disability (Social Care) Services		Yes <input type="checkbox"/>	No <input type="checkbox"/>
We certify, that in preparing this application for CAS funding, we have consulted with:			
1) The relevant housing authority (insert housing authority, name and contact details of official) on (give date(s)); and			
2) The local HSE Social Care Disability/Mental Health Manager/Representative (insert name and contact details) on (give date(s))			
and both parties at 1) and 2) above have confirmed that:			
a) They are supportive of this application proceeding to the next stage for consideration and			
b) This application is in line with Guidance on CAS funding set out by the Department of Housing, Planning and Local Government.			
This form is to be signed on behalf of the AHB (by two authorised officers at Section 9 below), the Service Provider and the HSE immediately below:			
Signed: (on behalf of Service Provider)		Date:	
Print Name:			
Name of Service Provider			
FOR COMPLETION BY HSE			
I confirm that the HSE supports this project and is satisfied that adequate ongoing funding will be available for any ongoing support services needed after its completion and that the conditions set out in DHPLG Circular 45/2015 are being met and that inappropriate clusters are not being developed, either by one provider or several providers operating in the same geographical area.			
The number of <u>people</u> moving out of Congregated Settings in this case is _____.			
Name & address of the Congregated Setting(s) the people are moving <u>from</u> (please specify unit/house name in the case of large campus)			

Signed: (on behalf of HSE) _____		Date: _____	
Print Name: _____		Grade _____	

Section 8	To be completed by Approved Housing Body and TUSLA where housing is being provided for Care Leavers aged 18-21 (or up to 23 if in education or training) at risk of homelessness
We certify, that in advance of submitting this application for CAS funding, we have discussed and agreed it with:	
1) the relevant housing authority (insert housing authority, name and contact details of official) on (give date(s).....); and 2) the CAS project team in Tusla (insert name and contact details) on (give date(s).....)	
and both parties at 1) and 2) above have confirmed that:	
a) they are supportive of this application. b) that this application is in line with the Guidance on CAS funding for Accommodation for Care Leavers aged 18-21 (or up to 23 if in education or training) at risk of homelessness (i.e. State Care Leavers") set out by the Department of Housing, Planning and Local Government in Circular Housing 30/2017. c) Tusla support the accommodation proposal and have area based dedicated aftercare services and aftercare interagency steering committees in place to support the tenancy.	
This form is to be signed on behalf of the AHB (by two authorised officers at Section 9 below) and by Tusla immediately below:	
For completion by Tusla	
I note and endorse the above on behalf of Tusla.	
Signed: (on behalf of Tusla) _____	Date: _____
Print Name: _____	Grade: _____

Section 9	Certification by Approved Housing Body
We hereby certify that the information given above is correct and, on behalf of (insert name of AHB here), hereby apply for a loan of € (insert amount here) from (insert name of LA here) under the terms of the Capital Assistance Scheme. We understand that the provision of any false or misleading information may result in the funding applied for not being provided or, where such funding may have already been provided, recoupment of the amount involved ¹ .	
Signed (on behalf of AHB): (first signature) Print Name:	Date:
Signed (on behalf of AHB): (second signature) Print Name:	Date:

¹ This may be of particular relevance where properties are acquired or advanced using the delegated sanction allowed to LAs in certain circumstances.

Checklist	Documents to be enclosed with this form and to be sent to the local authority
<ul style="list-style-type: none"> • In the case of a construction scheme (or a large block acquisition) a Capital Appraisal as per the Stage 1 approval under the CWMF – i.e. CWMF P.R. 01 FORM (STAGE 1) - please get guidance from LA. • In the case of an acquisition, an independent professional valuation of the property supplied by a member of an appropriate professional/chartered organisation. (e.g. Institute of Professional Auctioneer & Valuers / Society of Chartered Surveyors of Ireland). • Any other relevant information can be attached to this application • Note: Before the LA can approve a Buy & Renew scheme a detailed condition survey of the premises prepared by a suitably qualified competent person to facilitate the most accurate estimation possible of expected remediation costs must be completed and submitted to the LA. 	
<p>This form should be completed in duplicate, one copy to be sent to the local authority, the other sent to the Department at either:</p>	
<p>Department of Housing, Planning and Local Government, Social Housing Capital Investment, Government Offices, Ballina, Co. Mayo. F26 E8N6</p> <p>For the following local authorities; Cavan, Clare, Donegal, Galway City, Galway, Kerry, Kildare, Laois, Leitrim, Limerick City and County, Longford, Mayo, Monaghan, Offaly, Roscommon, Sligo, Tipperary, and Westmeath.</p>	<p>Department of Housing, Planning and Local Gov Social Housing Capital Investment, Room G.09, Custom House, Dublin 1. D01 W6X0</p> <p>For the following local authorities; Carlow, Cork, Cork City, Dublin City, Dun Laoghaire/Rathdown, Fingal, Kilkenny, Louth, Meath, South Dublin, Waterford City and County, Wexford and Wicklow County Council</p>

 <p>An Roinn Tithíochta, Pleanáil agus Rialaithe Áitiúil Department of Housing, Planning and Local Government</p>	<h1 style="text-align: center;">CAPITAL ASSISTANCE SCHEME</h1>	<h2 style="text-align: center;">CAS 2</h2>

Section 1 Local Authority Details	
Local Authority Name Enter the Local Authority name here	Contact No Enter phone no. of LA contact person here
Local Authority contact person in relation to this application Enter name of the local authority contact here.	E-mail Enter e-mail address of LA contact person here

Section 2 Approved Housing Body Details	
Approved Housing Body Name Enter Name of Approved Housing Body Here.	Tax Reference No of the Approved Housing Body Enter Tax Ref No here
Address of Approved Housing Body Enter address here Enter address here Enter address here Enter address here	Charity No Enter Charity No here
	Tax Clearance Access Number Enter Tax Clearance No Here
Is the organisation an Approved Housing Body(AHB) under Section 6 of the Housing (Miscellaneous Provision) Act 1992?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the AHB signed up to the Voluntary Regulation Code (VRC) for Approved Housing Bodies in Ireland?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the AHB confirmed in its FORM CAS 1 application that it has undergone a satisfactory assessment as part of the annual assessment process by the AHB Regulation Office?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p style="text-align: center;">If the answer to any of the above is "NO", the application cannot be processed</p>	

Section 3 Project Details		
Project Name Enter name of project here		GIS Co-ordinates Enter GIS co-ordinates here.
Address of the project Enter address here Enter address here Enter address here Enter address here		Eircode Enter Eircode here.
		No of Units Enter no. of units here.
Delivery Method Acquisition <input type="checkbox"/> Please complete 4A below Buy and Renew <input type="checkbox"/> Please complete 4B below Construction <input type="checkbox"/> Please complete 4C below Part V <input type="checkbox"/> Please complete 4A below Turnkey <input type="checkbox"/> Please complete 4A below	Indicate as to % of loan proposed: 100% <input type="checkbox"/> 95% <input type="checkbox"/> <i>(Note – If 100% loan the Approved Housing Body waives its nomination rights)</i>	Proposed Commencement Date Enter proposed date of commencement here
		Proposed Completion Date Enter proposed date of completion here
Amount of loan proposed under section 6 of the Housing (Miscellaneous Provisions) Act, 1992 & and Section 12 of the Housing (Miscellaneous Provisions) Act 2009		€Enter Loan Amount here
Is funding towards capital costs being provided by any other Government Department or statutory agency? If 'YES' provide details Enter Scheme/ Department/State Agency details here.	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes Provide Amount Enter other funding here

Section 4		Summary of Costs		
Type of Works		Section 4A - €	Section 4B - €	Section 4C -€
		Acquisition /Part VI/ Turnkey	Buy and Renew	Construction
Acquisition Cost/ Site Cost*				
Improvement/refurbishment works				
Legal Fees - LA				
Legal Fees – AHB				
Technical Fees				
Construction Estimate				
-Site Clearance				
-Site Development Works				
-Structural Works				
-Doors/Windows/Finishes				
-Fittings (sanitary ware, kitchen)				
Services (ESB, Gas, Water, Telecoms)				
Total Cost of Project				
Less funding from sources other than CAS				
Total CAS Funding required				
Communal Facilities (must be applied for separately where relevant)				

*Site cost for construction projects only

Section 5		Category of Housing Need being Addressed	
		No of Units	
Homeless *	<input type="checkbox"/>		Please complete Q1, Q5 and Q6 below
Disability	<input type="checkbox"/>		Please complete Q2, Q3, Q5 and Q6 below
Congregated Settings	<input type="checkbox"/>		Please complete Q2, Q3, Q5 and Q6 below
Older Persons	<input type="checkbox"/>		Please complete Q5 and Q6 below
Care Leavers	<input type="checkbox"/>		Please complete Q4, Q5 and Q6 below
Caretaker/Support Worker	<input type="checkbox"/>		-----
Returned Emigrant	<input type="checkbox"/>		Please complete Q5 and Q6 below
Families	<input type="checkbox"/>		Please complete Q5 and Q6 below
Other	<input type="checkbox"/>		Please complete Q6, and any other relevant question

*Where relevant, how many of these Units are for Victims of Domestic Violence? ____.

Section 6		Operational Supports	
Q1 In the case of Homeless Persons, Is Section 10 funding necessary for the viability of the project?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", has Section 10 funding been secured?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Q2 Will this application facilitate the housing of people with a disability?.		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", has Section 7 of the CAS1 been completed in full and also signed off by the HSE and the relevant Service Provider?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
No of persons certified by the HSE as moving from Congregated settings as part of this application.			<input type="text"/>
Name & address of the Congregated Setting(s) the people are moving from (please specify unit/house name in the case of large campus)			
Q3 Does this project require registration as a Designated Centre (HIQA)?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", has the Approved Housing Body confirmed to the local authority's satisfaction the cost implications and how these will be met?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Q4 Will this application facilitate the housing of Care Leavers aged 18-21 (or up to 23 if in education or training) at risk of homelessness.		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", has Section 8 of the CAS1 been completed in full and also signed off by Tusla?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Q5 On completion of this project, will HSE/Tusla/OTHER SERVICE PROVIDER support be required on an on-going basis?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If "Yes", has the local authority satisfied itself that the HSE/Tusla/ OTHER SERVICE PROVIDER is committed to appropriate funding/support on completion?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Q6 Has the Local Authority satisfied itself that the economic rent the AHB proposes to charge for the unit is fair and reasonable?		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Certification

I hereby apply for approval of a grant for the loan amount of €_____ specified above. I am satisfied that the project, will, on completion:

- (1) Comply with the terms of Memorandum VHU 2/02 and the Housing (Accommodation Provided by Approved Bodies) Regulations, 1992, Circular Housing 30/2017 and that the cost of the project for which the loan is sought is reasonable and in accordance with The Public Spending Code: Expenditure Planning, Appraisal & Evaluation in the Public Service.
- (2) That it will provide accommodation for persons identified by this authority as in need of housing and that such housing is needed for the categories of persons and locations referred to in this application.
- (3) And I confirm that in submitting this application for funding the local authority is satisfied that the project was appraised and approved to progress having regard to the National Code of Conduct for local authority employees as set out in the Local Government Act, 2001 and Part 8 of Memorandum VHU2/02.


Where the application relates to the provision of housing for people with disabilities, I further certify:

- (4) the proposed project is in accordance with the National Housing Strategy for People with a Disability and with Circular: Housing 45/2015 of 21 December 2015
- (5) That the Approved Housing Body and Service Provider have provided the Certification required in Specific Requirement No 1 of Circular: Housing 45/2015, of consultation by the AHB and Service Provider with the relevant housing authority and the local HSE Social Care Disability/Mental Health Manager/Representative in respect of developing CAS proposals for People with Disabilities.
- (6) That the HSE has certified, in line with Specific Requirement No 2 in Circular: Housing 45/2015, that inappropriate clusters are not being developed in this case, either by one provider or several providers operating in the same geographical area.

Prepared by (print name)		Director of Services/SEO (print name)	
Signature		Signature	
Date		Date	

Checklist	Documents to be enclosed with this form and sent to the Department
<ul style="list-style-type: none"> • In the case of a construction scheme (or a large block acquisition), a Capital Appraisal as per the Stage 1 approval under the CWMF – i.e. CWMF P.R. 01 FORM (STAGE 1) . • Buy & Renew proposals must be accompanied in all cases by a Form BR.1 (where the combined acquisition & refurbishment cost exceed the maximum acquisition threshold the <u>prior approval of the Department is required</u>). • Buy & Renew proposals in excess of the acquisition threshold for the local authority area must be accompanied by a <u>detailed condition survey</u> of the premises undertaken <u>by a suitably qualified competent person</u> to facilitate the most accurate estimation possible of expected remediation costs • In the case of an acquisition, an independent professional valuation of the property supplied by a member of an appropriate professional/chartered organisation. (e.g. Institute of Professional Auctioneer & Valuers / Society of Chartered Surveyors of Ireland). • Any other relevant information can be attached to this application 	
<p align="center">This form should be completed and sent to the Department as appropriate at either:</p>	
<p>Department of Housing, Planning and Local Government, Social Housing Capital Investment, Government Offices, Ballina, Co. Mayo. F26 E8N6</p>	<p>Department of Housing, Planning and Local Government, Social Housing Capital Investment, Room G.09, Custom House, Dublin 1. D01 W6X0</p>
<p>For the following local authorities; Cavan, Clare, Donegal, Galway City, Galway, Kerry, Kildare, Laois, Leitrim, Limerick City and County, Longford, Mayo, Monaghan, Offaly, Roscommon, Sligo, Tipperary, and Westmeath.</p>	<p>For the following local authorities; Carlow, Cork, Cork City, Dublin City, Dun Laoghaire/Rathdown, Fingal, Kilkenny, Louth, Meath, South Dublin, Waterford City and County, Wexford and Wicklow County Council</p>

One copy of this form should be sent to the AHB as notification of the local authority's approval

 <p>An Roinn Tithíochta, Pleanála agus Rialtais Áitiúil Department of Housing, Planning and Local Government</p>	<p>CAPITAL ASSISTANCE SCHEME</p>	<p>CAS 3</p>
<p>APPLICATION BY LOCAL AUTHORITY TO THE MINISTER FOR HOUSING, PLANNING AND LOCAL GOVERNMENT FOR PAYMENT OF GRANT UNDER THE CAPITAL ASSISTANCE SCHEME</p>		

Section 1	Project Details
<p>Local authority name:</p>	<p>GIS co-ordinates of the project:</p>
<p>Approved Housing Body name:</p>	
<p>Project ID:</p> <p>CA_____</p>	<p>Amount of grant approved by Minister:</p> <p>€</p>
<p>Project name and full address (incl. eircode):</p>	<p>Amount of loan approved by local authority under section 6 of the Housing (Miscellaneous Provisions) Act, 1992 and section 12 of the Housing (Miscellaneous Provisions) Act 2009:</p> <p>€</p>

Section 2	Payment details
<p>Are contractor's tax details in order?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Has the mortgage agreement been effected?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Amount of loan advanced to date to AHB:</p>	<p>€</p>
<p>Value of eligible works carried out to date by AHB (including acquisition costs where relevant):</p>	<p>€</p>
<p>Grant payment required by local authority:</p>	<p>€</p>
<p>This payment is instalment number:</p>	

Certification

I hereby apply for payment of the grant amount specified above. I certify that:

1. This payment is required to meet expenditure properly chargeable to the grant in accordance with Memorandum VHU 2/02, the Housing (Accommodation Provided by Approved Bodies) Regulations 1992 and Circular Housing 30/2017;
2. the value of eligible works carried out is as shown above;
3. (where a final instalment is sought):
 - a. the works on the project were satisfactorily completed on:

 - b. the completed project contains _____ units of accommodation
 - c. the actual expenditure by the approved body on the project was
€ _____
 - d. at least 75% of the units of accommodation referred to at (b) above are occupied by eligible categories of persons or, where a 100% loan has been provided, all the units are occupied by eligible categories.

Prepared by (print name): _____ Signature: _____	Date:
<u>Director of Service/Senior Executive Officer</u> Print name: _____ Signature: _____	Date:

This form should be sent to the Department at either:

Department of Housing, Planning
Local Government,
Social Housing Capital Investment,
Government Offices,
Ballina,
Co. Mayo.
F26 E8N6

For the following local authorities;
Cavan, Clare, Donegal, Galway
City, Galway, Kerry, Kildare, Laois,
Leitrim, Limerick, Longford, Mayo,
Monaghan, Offaly, Roscommon,
Sligo, Tipperary, Westmeath.

Department of Housing, Planning
Local Government,
Social Housing Capital Investment,
Room G.09,
Custom House,
Dublin 1.
D01 W6X0

For the following local authorities;
Carlow, Cork, Cork City, Dublin City,
Dun Laoghaire-Rathdown, Fingal,
Kilkenny, Louth, Meath, South
Dublin, Waterford, Wexford, Wicklow

