



# Call for Submissions from Community Housing Providers (CFS-CHP)

(Last Updated 28 December 2023)



**Reference No. DOC36193816A23**

## **Lodgement of Submission**

Closing Date: 16 September 2024 (or earlier at the discretion of the Department of Communities).

*Please note that the intention is for this CFS to be renewed on an annual basis – i.e. the above date should not be considered as a final Closing Date unless otherwise advised. Please contact the Department of Communities to discuss CFS timeframes.*

Time: Before 2:30pm WST.

Lodgement: Submissions to be lodged to the CFS-CHP Project Inbox by emailing [CFS-CHP@communities.wa.gov.au](mailto:CFS-CHP@communities.wa.gov.au) with a link to a secure OneDrive containing the submitted documents, or via Smarty Grants depending on the nature of the Submission in consultation with Communities.



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# Part 1 Guidelines

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## 1. Introduction, Context and Objectives

### 1.1 The Department of Communities

The Department of Communities through the Housing Authority (Communities) as part of the WA Government is committed to creating inclusive communities and providing more pathways for Western Australians to have a place to call home.

Communities, in addition to many other of its responsibilities, collaborates with the private, government, and not-for-profit sectors to deliver Social and Affordable Housing across Perth and in regional and remote Western Australia.

Communities is responsible for:

- Directly managing more than 35,000 public housing dwellings, with an interest in around 10,000 properties managed by Community Housing Providers (CHP).
- Managing around 5,000 properties for Government Regional Officers' Housing (GROH).
- Providing housing for 122 Aboriginal communities in remote locations across the state.
- Constructing new Social and Affordable Housing and overseeing the maintenance and refurbishment of public housing properties.

This Call for Submissions (CFS) provides a framework to facilitate discussions with and gather Submissions from, Community Housing Providers (CHPs), also known as Community Housing Organisations (CHOs), in Western Australia to explore, define, and deliver the creation or refurbishment of housing assets that will be facilitated and managed by the sector.

### 1.2 Context and the Role of CHPs

Communities is aware that there is acute housing stress throughout Western Australia, which is evident in various ways including:

- Limited and increasingly costly private rental market stock, which is limiting options for low to moderate income individuals and households. A range of complex factors are driving these market conditions.
- Increasing demand for housing and services provided by CHPs and Communities, across the metropolitan area and the regions, with strong demand across all housing products (including Social Housing and Affordable Housing).

Communities, other agencies of the WA Government and the Federal Government are continuing to provide a range of responses, investments, and initiatives to boost housing and land supply. This includes significant commitments to Social Housing investment by the State.



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Communities acknowledges that CHPs do and will continue to play a significant and critical role in the provision of housing and in supporting the development and pursuit of new housing initiatives and solutions. The recently established Community Housing Partnership Steering Group (CHPSG) will oversee a mutually agreed approach to the delivery of housing and property and tenancy management services, that fully leverages the strengths of Government and the sector, to maximise investment and achieve better outcomes.

The CHPSG will provide high level strategic advice to the Minister for Housing and the Director General of Communities, with a particular focus on:

- Reform of the Community Housing Agreement (CHA).
- Responding to the recommendations of the Shelter WA Sector Growth Opportunities report by Paxon Group.
- Growing and developing the sector through various mechanisms, including Grants, management transfers, and access to Communities owned land.

CHPs play an important role because they:

- Have direct operational understanding of the needs of their clients.
- Have intimate understanding of the housing need profile across various in-need cohorts.
- Can work alongside, but outside of government, and therefore are able to work differently, with access to Commonwealth Rent Assistance and other benefits not available to State managed tenancies.
- Have experienced and committed personnel, often with direct experience in facilitating the creation or refurbishment of housing assets.
- Have broad experience and knowledge in gathering support streams from various sources to enable projects.

Communities provides funding to Registered CHPs through various programs, including Expression of Interest (EOI) and Request for Proposal (RFP) processes, as well as funding-specific or time-limited initiatives such as the Community Grants Program, formally known as the Social Housing Economic Recovery Package (SHERP) Grants Program.

There is a need for a framework to facilitate dialogue and progression of requests that fall outside of typical programs, initiatives, and funding pools. This understanding was affirmed and expanded upon through a series of engagement sessions with CHPs and related organisations during the development of this CFS.

### 1.3 CFS-CHP Overview

The CFS-CHP establishes a framework to facilitate support from Communities for the creation and/or refurbishment of Community Housing assets in Western Australia outside of, and separate to, existing programs and initiatives. CFS-CHP can be considered as a framework for otherwise unsolicited bids from the CHP sector. The program is intended to encompass various housing types, including Social Housing, Affordable (rental) Housing, Crisis Accommodation for family and domestic violence (FDV) and homelessness, Mental Health and Disability Housing (otherwise known as Community Disability Housing Program), and GROH.

The framework allows Registered CHPs to lodge Submissions for projects that align with Communities' priorities and demonstrate value-for-money incorporating positive social outcomes and good design.



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The CFS-CHP framework is open to CHPs Registered under the WA Community Housing Regulatory Framework. Support provided through this framework includes capital Grant funding, land leases, or land contributions. Communities is also open to discussing and exploring other innovative funding models and partnerships.

The CFS-CHP encourages early engagement from CHPs to work with Communities to explore and define projects. Following initial engagement to confirm strategic alignment and funding or land availability, Communities can assist the CHP to develop their Submission for lodgement and consideration through the evaluation process.

It is important to note that the CFS-CHP does not replace or duplicate existing programs, tenders, Agreements, or funding initiatives. Instead, it complements and enhances the available options by providing a framework through which proposed projects can be explored and considered that may not be better supported by existing programs and initiatives.

The CFS-CHP operates as a non-competitive, non-time limited, and non-funded framework. Any request for funding through this CFS will be dependent on availability of funds from existing or future programs. CHPs should note that the Housing Authority is required to comply with all procurement laws, policies and guidelines that apply to it in relation to proposals made by CHPs, including the requirement to undertake a competitive tender process in certain circumstances...

The objectives of the CFS-CHP are to:

- Establish a framework for discussing and advancing unsolicited proposals from CHPs regarding asset creation and/or refurbishment. This framework provides a consistent process that can be collaboratively refined by the sector and Communities over time.
- Minimise uncertainty and confusion within the CHP sector by providing clear communication channels, defined processes, and transparent evaluation criteria.
- Foster collaboration and partnerships between CHPs and Communities to leverage their collective resources and expertise.
- Increase the supply of the various *non-market housing types*<sup>1</sup> in a timely manner, aligning with Communities' priorities and complementing existing initiatives and projects.
- Facilitate a positive collaboration between CHPs and Communities, combining their resources, capabilities, and knowledge to drive innovation in capital asset project ideation, definition, justification, and delivery.
- Enhance the community housing sector in Western Australia.

### 1.4 Document Components

This CFS consists of:

- Part 1: Guidelines. Part 1 provides context, explains what is required in Submissions and describes the process through which they will be considered.

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<sup>1</sup> See item 4 in Table 1 – Key Scope, Eligibility and Parameters



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- Part 2: Submission Form. This template is a form that must accompany CFS-CHP responses together with other response requirements and documentation as outlined in Part 1.
- Part 3: Terms and Conditions. Contains a disclaimer and the Terms and Conditions to be read in conjunction with Parts 1 and 2.
- Appendices: Contractual templates. A suite of documents including Grant Agreement templates, a Ground Lease template.
- Additional information in the form of Addenda may be issued by Communities from time to time at any time up to the Closing Date.



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### 2. CFS-CHP Framework Scope

#### 2.1 Project Scope Overview

The CFS-CHP is a portal for Registered CHPs in Western Australia to submit ideas and proposals for the creation or refurbishment of Community Housing assets in partnership with, or with assistance from Communities. CHPs will need to provide evidence of financial and operational capability to manage the housing assets resulting from their proposal.

A broad range of housing products may be considered across a wide range of forms and across land that may be owned or controlled by the CHP or Communities.

#### 2.2 Key Information

Table 1 provides essential details on the scope, eligibility, and parameters relevant to the Submissions.

**Table 1 – Key Scope, Eligibility and Parameters**

Item	Information / Guidance / Requirement	Note / Additional Information
<b>1. Parties eligible to respond to the CFS-CHP</b>	Only Registered CHPs under the WA Community Housing Regulatory Framework are eligible to lodge Submissions.  Registered CHPs of any Tier are eligible to lodge Submissions.	Submissions involving multiple organisations, including those involving an unregistered CHP or provider of support services, are permitted, provided that the Primary Respondent is Registered.
<b>2. Geographic scope of this CFS</b>	Projects located within Western Australia, including metropolitan and regional areas, are eligible.	N/A.
<b>3. Land that may be developed or redeveloped as part of this CFS</b>	Submissions may include land owned or controlled by the relevant CHPs or Communities.  For example, this would allow for land owned by a Faith-based organisation and controlled by a CHP for the purposes of the Submission.	Submissions involving heavily encumbered or environmentally protected land may have additional considerations. Refer to the Project Evaluation Criteria.
<b>4. Housing types</b>	CHPs can lodge Submissions that incorporate new or refurbishment of Community Housing.  Various types of Non-Market Housing, including but not limited to Social Housing, Affordable (rental) Housing, Crisis Accommodation for FDV and homelessness, disability housing, Key Worker Housing, Service Worker Housing, and GROH are eligible for consideration.	Operational improvements, support services and the like are out of scope.  The housing product types listed should not be considered exhaustive. It is acknowledged that CHPs provide a diverse range of specialist housing products.
<b>5. Housing typologies and forms</b>	A range of dwelling types may be considered, including detached, villa, terraced, single and double storey housing configurations, grouped housing and multiple dwellings (apartments) at varied densities, as well as residential components within a mixed land use development.	Communities can provide further guidance.



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Item	Information / Guidance / Requirement	Note / Additional Information
<b>6. Scale</b>	Submissions ranging from a single residential dwelling to larger projects will be considered. There are no upper or lower limits on the number of dwellings within a single development that may be proposed.	Communities' officers can provide further guidance.
<b>7. Role of Communities during the various phases including project definition, enablement and delivery</b>	Assistance, support, advice and enablement that could be provided by Communities can or may include some, or a combination of: <ul style="list-style-type: none"> <li>• Grant funding through existing programs (subject to the applicable guidelines for those programs).</li> <li>• Transfer, sale, or lease of Communities' land.</li> <li>• Facilitating liaison with other State agencies.</li> <li>• Provide project definition support and/or advice on required regulatory, technical or other steps to support project feasibility and viability.</li> <li>• Mapping, navigating, and understanding required approval and governance pathways.</li> <li>• Advising on potential funding sources or other initiatives released by Communities or others.</li> <li>• However, Communities is not bound to accept any Submission by way of providing any assistance, support, advice, etc. sought in a Submission.</li> </ul>	The nature and level of support may vary depending on the project phase; however, the general intention is for Communities to provide capital funds, land, or project support, where considered appropriate.  This support is aimed at enabling project delivery by CHPs in development or re-development, with CHPs also assuming subsequent operational and management responsibilities (other than GROH).
<b>8. Role of the CHP/s during the various phases including in project definition, enablement and delivery</b>	Assistance, support, advice and enablement that could be provided by the CHPs could include some or a combination of: <ul style="list-style-type: none"> <li>• Initial project ideation/scoping.</li> <li>• Providing insight as to project need.</li> <li>• Direct financial support.</li> <li>• Other means of financial support, including cost sharing.</li> <li>• Providing land.</li> <li>• Mapping, navigating, and understanding required approval and governance pathways.</li> <li>• Undertaking, funding, and/or managing the delivery of the housing project.</li> <li>• Arranging for appropriate internal approvals to lodge a Submission, otherwise progress a project, or ensure any other obligations are fulfilled.</li> </ul>	CHPs are expected to deliver and manage new or refurbished housing assets (other than GROH).
<b>9. Ownership and management</b>	Operational funding for any assets created or refurbished is intended to be the responsibility of the CHP. Communities support, unless otherwise agreed, will be	Communities does not contemplate providing operational or management funding, or support service funding, for





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Item	Information / Guidance / Requirement	Note / Additional Information
	limited to capital funds (via a Grant) and/or land.	assets created or refurbished through the CFS-CHP.

### 2.3 Variances and Openness to Innovation

While Table 1 provides an overview of the potential parameters of projects, there is overall openness to innovation and creativity in consideration of Submissions.

Respondents are requested to first contact Communities via the Project Inbox to discuss ideas, projects, and land identification that may align or deviate from the guidance provided in Table 1 prior to developing and lodging a Submission.

### 2.4 Demonstrated Need

It is acknowledged that when conceptualising projects, CHPs may need to understand Communities' preferences for locations or housing products of the greatest need or priority for new or refurbished Community Housing. These priorities or preferences may drive nominated project scale and viability. Communities may provide demand guidance as and when available, on request. Guidance has not been provided within the CFS because demand and need are subject to constant review and is therefore subject to change.

## 3. CFS-CHP Process and Project Evaluation Criteria

### 3.1 Collaboration Statement

Communities is committed to engaging in early discussions with CHPs to identify suitable land, canvas potential projects and to work collaboratively through the project definition and delivery phases.

Respondents should not lodge Submissions without prior engagement and discussion with Communities, as per CFS Phase 1B – Mandatory Early Engagement and Collaboration. Lodgement without completing this mandatory criterion will result in the Submission being declined.

As outlined in this section, Communities intends to provide ongoing insights to support an iterative shared assessment of project viability.



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### 3.2 CFS Pre-Submission Process Outline (Part 1)

Table 2 outlines the steps to be followed before lodging any CFS Submission.

**Table 2 – CFS Pre-Submission Process Outline**

CFS Phase	Tasks and Processes	Timeframes and Notes
<b>1A. CFS Release and Review</b>	<p>In this phase interested CHPs are invited to:</p> <ul style="list-style-type: none"> <li>Download and read the CFS documents.</li> <li>Register their details with Communities.</li> <li>Consider potential housing needs and projects that may be relevant.</li> <li>Identify suitable project sites and/or assets in need of renewal.</li> <li>Compile preliminary information, ideas or concepts of potential projects.</li> <li>Enquire with Communities to clarify aspects or the CFS intent.</li> </ul>	<p>CHPs may participate in the CFS in a timeframe and manner relevant to their needs.</p>
<b>1B. Mandatory Early Engagement and Collaboration</b>	<p>In this phase it is anticipated that:</p> <ul style="list-style-type: none"> <li>CHPs will contact Communities to arrange an initial meeting.</li> <li>Initial project ideas or concepts will be discussed and reviewed – including open discussion as to the project support that may be provided by either party.</li> <li>Communities may be able to provide guidance on potential housing demand as relevant if available.</li> <li>CHPs may be able to provide insight as to housing need.</li> <li>CHPs and/or Communities may develop clearer project definition, potentially with the assistance of consultants to define scale, form, yield, layout, composition, financial structure, and management.</li> <li>Parties may seek guidance from within their respective organisations as to the potential support or otherwise for any proposed project.</li> <li>CHPs and Communities will explore and discuss potential interactions with other existing Agreements, including any existing operational support or fundings that relates to existing assets that may be affected by any proposal.</li> <li>Submissions should only be lodged after Communities has agreed to the initial high-level project parameters.</li> </ul>	<p>Communities will acknowledge engagement requests within two Business Days and will seek to hold initial discussions within two weeks of acknowledgement.</p> <p>Additional meetings, including with other parties, will occur as required.</p> <p>During this phase, Communities will endeavour to provide realistic and reliable feedback to CHPs as to the likelihood of the project being pursued and/or supported, to enable time and resource allocation to viable projects. Indications of support should not be considered a guarantee of success during the CFS Evaluation Process or as guarantees for final endorsement or granting of any means of support.</p> <p>Feedback and advice will be informed by input and guidance provided by other WA Government agencies and other relevant parties. Communities will seek, to the extent that is reasonable and relevant, to co-ordinate and gather intelligence from other relevant parties in partnership with the Respondent.</p> <p>CHPs may lodge Submissions at a time relevant to their needs, noting that any indications of support and/or information and data provided by Communities or others may be time sensitive or change.</p>



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### 3.3 CFS Submission and Evaluation Process Outline (Part 2)

Table 3 outlines steps to be undertaken during lodgement of a CFS Submission and the subsequent processing and evaluation. In reaching a CFS Determination, Communities will undertake a range of processes and consider a range of factors. The order and nature of steps, and persons involved, are subject to change according to availability, specific Submission factors, or for other reasons as determined by Communities.

**Table 3 – CFS Lodgement and Evaluation Process Outline**

CFS Phase	Tasks and Processes	Timeframes and Notes
<b>2A. Receipt and Acknowledgement</b>	<p>CHPs will lodge a Submission in line with the Submission Requirement via the manner and processes outlined in the CFS.</p> <p>Following receipt of a Submission via the CFS-CHP Project Inbox, Communities will acknowledge receipt of the Submission.</p>	<p>Lodgement and receipt of a Submission will be acknowledged within two Business Days.</p> <p>Acknowledgement does not indicate that the Submission is considered complete and/or consistent with the Submission Requirements.</p>
<b>2B. Confirmation and Initial Clarifications</b>	<p>Communities will confirm to the Respondent that its Submission is considered complete and/or in line with the Submission Requirements.</p> <p>If the Submission is not considered complete, or if initial review of Submission material raises questions, concerns, or the need for clarification or additional information, Communities will communicate in writing action required by the Respondent to ensure the Submission is complete or to enable ongoing evaluation.</p>	<p>Compliance or otherwise with the Submission Requirements will be communicated within three weeks (21 calendar days) of lodgement acknowledgement.</p> <p>Communities may request additional information or seek clarification of material and/or information in the Submission, and will usually specify a timeframe within which the Respondent must respond to the request.</p> <p>Respondents may request additional time to respond to Communities requests for clarification or additional information.</p>
<b>2C. Evaluation</b>	<p>Communities will review all Submission material, including the Project Explanation Report, and prepare a written evaluation against the Project Evaluation Criteria and any other factors it considers relevant, including specific factors that may be relevant to any particular Submission.</p>	<p>Evaluation records and reporting are for internal Communities purposes only.</p>
<b>2D. Clarification and Due Diligence</b>	<p>Following its detailed review Communities may seek additional information, clarifications, or undertakings from the Respondent, or any other party.</p> <p>This may include additional correspondence, liaison and/or meetings with the Respondent, or any other affected agency or party.</p> <p>In evaluating a Submission, Communities may (without limitation) undertake its own</p>	<p>Any requests for additional information or clarification will be provided in writing to the Respondent.</p>



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CFS Phase	Tasks and Processes	Timeframes and Notes
	<p>research, investigations or information gathering to assist in its evaluation.</p> <p>Following receipt and review of any additional material, Communities officers will update and finalise the written assessment including a recommendation.</p>	
<b>2E. CFS Determination</b>	<p>Senior officers and/or advisers of Communities (the Evaluation Panel) will meet to review and consider the Submission and Communities' written assessment to determine whether to support or not support a project, and the manner in which a project may be supported.</p> <p>Alternatively, a decision may be deferred due to the need for additional information or clarification by the Respondent or any other party.</p>	<p>Such a determination will be at Communities' sole and absolute discretion.</p> <p>Project specifics will drive CFS Determination timeframes, however Communities will endeavour to achieve a CFS Determination within 120 calendar days of acknowledgement of a Submission. Timeframes may be extended by the same time taken for Respondents to provide any clarification or additional information.</p> <p>If a CFS Determination is not made within this timeframe, Communities will provide a written update as to the status of the CFS Determination to the Respondent and continue to provide updates at appropriate intervals.</p>
<b>2F. Notification</b>	<p>Following a CFS Determination, Respondents will be notified in writing, including, where relevant, explanation for any decision made. Where the determination is in the positive, Communities will outline any conditions, terms or otherwise that apply to such a decision, and advise on the best path forward to formalise any arrangements as relevant to the project in question – including an MoU and/or contract.</p>	<p>Where relevant, Communities may provide reasons for any CFS Determination in the negative.</p>

### 3.4 Subsequent Partnership and/or Delivery

Following a positive CFS Determination, project progression is required. Next steps may involve some or all of the following processes:

- A Memorandum of Understanding (MoU) may be proposed and executed to provide a foundation for further actions by relevant parties.
- Contracts may be proposed and executed if they are relevant to the project specifics.
- The CHP(s) and/or Communities will progress the definition, design, approval, construction and delivery of projects.
- The CHP(s) will commence the operation of projects.



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- Commitments made by relevant parties to assist in the delivery and/or operation and management of projects will be fulfilled.

### 3.5 Project Evaluation Criteria

Table 4 outlines the general criteria against which projects will be considered for initial support during the Engagement and Collaboration phase and any expression of support via a CFS Determination.

Project Evaluation Criteria will be considered in the Evaluation Process. Communities may, in the CFS Pre-Submission phases, outline to Respondents particular criteria and considerations that specific projects may need to address in a particular manner, or with additional information, or may advise additional project-specific considerations beyond what is outlined in Table 4 that will be taken into account in the Evaluation Process.

**Table 4 – Project Evaluation Criteria**

Criteria	Considerations	Note
<b>C1. Clear Project Definition</b>	<ul style="list-style-type: none"> <li>• Clarity and communication of key project details – including location, scale, composition, form, land, ownership, and management.</li> <li>• Explanation of project flexibility and potential variances, and the factors that may influence these variances (i.e., if the project can be phased or scaled up or down).</li> </ul>	<p>Concept plans, drawings, maps and other material will assist in assessment.</p> <p>It is acknowledged the detailed plans may not be available, however demonstration of likely capacity or yield is required.</p>
<b>C2. Compliance and Consistency with CFS-CHP Guidelines</b>	<ul style="list-style-type: none"> <li>• Demonstration of compliance with CFS-CHP Guidelines and associated Submission Requirements.</li> <li>• Clear justification and explanation of any non-compliance with CFS-CHP Guidelines.</li> <li>• Demonstration of alignment with CFS-CHP objectives.</li> </ul>	Note section 2.3 – Variances and Openness to Innovation.
<b>C3. Response to Housing Need</b>	<ul style="list-style-type: none"> <li>• Housing proposed are justified in the context of local and/or regional need.</li> <li>• Housing typologies are consistent with demand preferences, local character and/or site planning intent.</li> <li>• Project scale will make a meaningful, positive impact to the relevant community – with consideration of relevant projects and initiatives in the area and/or by others.</li> </ul>	Communities may be able to provide guidance in relation to the need for some forms of housing in some areas.
<b>C4. Evidence of CHP Alignment, Capability and Capacity</b>	<ul style="list-style-type: none"> <li>• Evidence is provided of organisational support and endorsement of any proposal.</li> <li>• Demonstrated understanding of the scale of commitment for a project in terms of enablement, delivery, and management.</li> </ul>	Submissions should be in keeping with the scope, scale and capability of the CHP.



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Criteria	Considerations	Note
	<ul style="list-style-type: none"> <li>• Demonstrated capability and capacity of the Respondent to deliver and manage the project and/or a clear outline of how it will reach sufficient levels of capability and capacity.</li> <li>• Projects align with strategic intent, plans or objectives of the CHP or other relevant agency, body, or framework.</li> <li>• Consideration and explanation of the interaction of any proposal with any Community Housing Agreement(s) in place with the Respondent.</li> </ul>	
<b>C5. Alignment with Key External Stakeholders</b>	<ul style="list-style-type: none"> <li>• Community support including from local governments, should be evidenced.</li> <li>• Evidence of liaison and/or support from other affected agencies or bodies that may be involved with land management/ownership or other regulatory matters and approvals.</li> </ul>	N/A.
<b>C6. Viable and Navigable Project Delivery Pathways</b>	<ul style="list-style-type: none"> <li>• Clear assessment of technical, regulatory, planning and delivery challenges of the site and/or project.</li> <li>• Identification of confirmed or likely means, solutions of pathways to overcome relevant challenges, including potential timeframes where relevant.</li> <li>• Understanding, exploration, and analysis of an indicative project delivery timeframe.</li> </ul>	Definitive solutions are not required, however demonstration of the understanding of the project constraints is required to enable a reasonable evaluation of the risks and/or effort that may be associated with a project.
<b>C7. Clarity and Reasonableness of Support Required</b>	<ul style="list-style-type: none"> <li>• Clear outline of what is being requested from Communities (i.e. capital funding and/or land, and in what form, timeframe and under what conditions).</li> <li>• Justification as to the nature of assistance or intervention being sought – including any special consideration that should be given to the Respondent or project.</li> <li>• Consideration of other avenues of support or demonstration of multiple sources of support.</li> <li>• An outline of Agreements that the Respondent is seeking and/or is willing to be party to.</li> <li>• Value for money is demonstrated in the context of any support requested.</li> </ul>	<p>Any Grant by Communities will be considered in the context of Communities' Grants Framework and the Western Australian Grants Administration Guidelines (2022 or as otherwise revised).</p> <p>Special consideration may include, but is not limited to, regional or remote projects, CHPs with limited capacity, or clear demonstration that other means of support are not available.</p> <p>Communities may provide further guidance on value for money expectations and/or principles as relevant to particular projects in Part 1 of the CFS process (Pre-Submission).</p>



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### 4. Key Submission Details and Requirements

#### 4.1 Key Submission Processes and Details

Table 5 outlines the processes for lodging Submissions.

**Table 5 – Key Submission Processes and Details**

Matter	Information	Note
<b>Reference Documents</b>	<p>As outlined in section 1, this CFS consists of:</p> <ul style="list-style-type: none"> <li>Part 1: Guidelines, which provides context, outlines the purpose of the initiative and the process through which projects will be explored and evaluated, and outlines the documentation required in Submissions.</li> <li>Part 2: Submission Form. This is the form that must accompany CFS-CHP Submissions together with other response requirements/documentation as outlined in Part 1.</li> <li>Additional information may be issued by Communities from time to time, at any time, up to the Closing Date.</li> </ul>	CHPs may utilise information, advice or correspondence from the Engagement and Collaboration phase. However, such material does not bind Communities, and Respondents are expected to verify any information they may rely on. Refer to the Disclaimer, Terms and Conditions, and other relevant terms in the Guidelines.
<b>Enquiries and Initial Engagement</b>	All enquiries regarding the subject matter of these Guidelines, including arrangement of preliminary discussions, should be made to the CFS-CHP Project Inbox.	It is anticipated that the Guidelines may evolve over time to reflect a maturing of the CFS as experience grows.
<b>Lodgement Details</b>	Submissions are to be lodged via the CFS-CHP Project Inbox with a secure OneDrive link to Submission documents.	Other forms of submittal will not be accepted, including use of other cloud-based storage services.
<b>Closing Date</b>	<p>The Closing Date for lodging Submissions is 16 September 2024 before 2.30pm WST.</p> <p>The intention is for this CFS to be reviewed and updated on an annual basis – i.e., the above date should not be considered as a final Closing Date unless otherwise advised. Please contact Communities to discuss CFS timeframes.</p>	Communities may, at its sole and absolute discretion, decide to bring forward the Closing Date by giving at least 10 Business Days’ notice to all Registered prospective Respondents.
<b>Format and Completeness</b>	Please ensure that Submissions are complete and accurate before lodging.	Incomplete or inaccurate Submissions may not be considered by Communities.
<b>Addenda or Other Supplementary Information</b>	Any Addenda or other supplementary information will be issued to eligible CHPs.	Shelter WA and the Community Housing Partnership Steering Group will also be advised.
<b>Separation of Submissions</b>	Submissions should be for individual projects only. Where projects are not connected or linked with each other, they should be the subject of a separate Submission unless otherwise agreed in advance with Communities.	Communities may request Respondents to re-lodge forms and other material where a Submission is changed in a materially significant manner.



## Call for Submissions from Community Housing Providers (CFS-CHP)

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Matter	Information	Note
	Respondents may approach Communities with multiple sites, projects and ideas in the Engagement and Collaboration phase prior to commencing the preparation of any separate Submissions.	Individual projects can mean different sites, projects spread across periods of time, or that are otherwise disconnected and distinct. Communities can provide guidance on the separation of projects and Submissions.

### 4.2 Submission Requirements

Table 6 outlines the required Submission content for Respondents (the Submission Requirements).

**Table 6 – Submission Requirements**

Content	Explanation	Note
<b>Submission Form</b>	The Part 2: Submission Form must be completed and submitted in accordance with these Guidelines.	This form provides basic information in relation to the Respondent, and the proposal.
<b>Project Explanation Report</b>	A succinct report/package is to be provided addressing the Project Evaluation Criteria.  Project Explanation Reports must utilise the Project Evaluation Criteria as headings to ensure the consistent evaluation of Submissions.  Ensure key project details are conveyed and summarised clearly in the material.	Whilst no page limit applies, Respondents are encouraged to limit the Project Explanation Report to 20 pages or less.
<b>Supporting Information and Material</b>	Respondents should attach other supporting information as relevant.	Any attached material must be labelled clearly and referenced within Project Explanation Reports.
<b>Additional Information</b>	Communities may advise Respondents during the Engagement and Collaboration phase to provide different or additional information as relevant to specific projects. This may affect the Project Explanation Report contents or supporting information and material.	Respondents should confirm the Submission Requirements with Communities prior to lodgement.





## Call for Submissions from Community Housing Providers (CFS-CHP)

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### 5. Definitions

**Addenda** means modifications or clarifications to these Guidelines issued by Communities.

**Affordable Housing** means dwellings which households on low to moderate incomes can afford, while meeting other essential living costs and includes Social Housing together with other Affordable Housing made available through private rental and home ownership programs.

**Business Day** means a day other than a Saturday, Sunday, or public holiday in Western Australia.

**CFS Determination** refers to a determination by Communities, at its absolute discretion, to indicate support, non-support, or advice in response to a Submission. Support may be conditional, qualified, time-limited, or otherwise limited. A CFS Determination is not a guarantee of any final decision, Grant, or action by Communities or any other party.

**CFS-CHP Project Inbox or Project Inbox** means the email address as outlined in these Guidelines that will be utilised by Communities to receive Submissions and enquiries in relation to these Guidelines.

**Closing Date** means the closing date for lodging Submissions pursuant to these Guidelines.

**Community Housing** means housing for people on a very low, low, or moderate income or for people with additional needs that is delivered by non-government organisations.

**Community Housing Agreement** means a master agreement in place between a Community Housing Provider and Communities.

**Community Housing Provider** means an organisation that provides Community Housing. Any reference to Community Housing Providers (CHPs) in this document should be taken to mean those Registered, unless otherwise specified.

**Community Housing Regulatory Framework** means the administrative system of registration and regulation for Community Housing Providers established by Communities.

**Conditions of Submission** includes the instructions to Respondents contained throughout Part 1 and any terms and conditions outlined through Part 3.

**Contract** means the or any legal Contract(s) between the Respondent(s) and Communities that is proposed or executed to facilitate any outcomes associated with a Submission and the CFS-CHP. This does not include a Memorandum of Intent or Memorandum of Understanding or similar.

**Crisis Accommodation** means housing provided to persons experiencing temporary or ongoing hardship. Persons lacking stable, safe, or functional housing can include those experiences homelessness or individuals and families who are at risk of or experiencing Family and Domestic Violence (FDV).

**Disability Housing** means housing provided for persons with disability that require significant or ongoing support. This includes people with intellectual, physical, sensory, or psychiatric impairment.



## Call for Submissions from Community Housing Providers (CFS-CHP)

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**Early Engagement and Collaboration Meeting** means a pre-lodgement mandatory meeting held between the Respondent and Communities and chaired by Communities' Market-led Projects team in which initial project ideas or concepts will be discussed and reviewed – including open discussion as to the project support that may be provided by either party.

**Evaluation Panel** means the panel or panels (as the context requires) appointed by Communities to undertake assessment of Submissions from time to time.

**Evaluation Process** means the process outlined in these Guidelines by which Communities may consider and Evaluate Submissions.

**Grant, Grant Agreement or Agreement.** Due to the varied and complex nature of funding arrangements across government, it is somewhat difficult to clearly define a Grant, but in general terms 'a Grant is a financial assistance arrangement made for a specific purpose or project'.

**GROH or Government Regional Office Housing** means housing for government employees in regional Western Australia managed, provided and/or owned by Communities on behalf of WA Government agencies, organisations or similar under its GROH Program.

**Guidelines, CFS-CHP, or CFS** means this Call for Submissions from Community Housing Providers Reference DOC36193816A23.

**Key Worker Housing or Service Worker Housing** is housing provided to key or service workers priced at a rate that is commensurate with an affordable setting for workers' wages. Such housing may be publicly or privately owned or managed. In a regional context such housing is typically for workers not directly associated with the dominant industry in the relevant town or region. In a metropolitan context, workers may come from a broader range of industries, but are generally those in essential community roles where incomes may limit housing access.

**Memorandum of Understanding or Memorandum of Intent or similar (MoU or Mol)** is a non-binding, written expression of agreement between two or more parties outlining the terms and details of an understanding, including each party's requirements and responsibilities and possibly expected timing related to relevant actions or responsibilities. This may be a pre-cursor to a Contract or Agreement.

**Non-Market Housing** is an umbrella term that typically means forms of housing not available in a typical private market process and includes, but is not limited to, Social Housing, Key Worker Housing, Service Worker Housing, Government Regional Officer Housing, and Local Government Officer Housing.

**Primary Respondent** means the Community Housing Provider that is the lead Respondent and authorising party of any Submission that may be partnering with another CHP. The Primary Respondent is the primary point of contact and lead party with respect to any correspondence in relation to a Submission.

**Project Explanation Report** is a succinct report/package provided by the Respondent as part of the Submission (not to be confused with the Submission Form), addressing the Project Evaluation Criteria. Whilst no page limit applies, Respondents are encouraged to limit the Project Explanation Report to 20 pages or less.



## Call for Submissions from Community Housing Providers (CFS-CHP)

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**Project Evaluation Criteria** means the criteria listed in these Guidelines that will influence any CFS Determination in the Evaluation Process.

**Registered (and conversely unregistered)** means the same as that as defined in the Community Housing Regulatory Framework.

**Respondent** means the legal entity/entities lodging, or considering lodging, a Submission in response to these Guidelines.

**Social Housing** is an umbrella term that refers to all housing that is targeted towards low income households and provides a subsidy that tenants pay no more than 25% of their income on rent and is generally used to describe both public housing provided directly by Communities and community housing provided through partnership/agreement with CHPs.

**Submission** means a formal response submitted to Communities in response to and in accordance with these Guidelines.

**Submission Checklist** means the Submission Checklist contained in Part 2: Submission Form.

**Submission Form** means the form in the template set out in Part 2 of these Guidelines to be completed and lodged by a Respondent.

**Tier or Registration Tier** means the Registration Tiers as outlined in the Community Housing Regulatory Framework.

