COMMUNITY HOUSING PROGRAMS

PROPOSAL FORM

Government of **Western Australia**
Department of **Housing**

INTRODUCTION - PUTTING YOUR PROPOSAL TOGETHER

This proposal form has been designed to be read in conjunction with the Community Housing Programs Guidelines and the Operational Guidelines for Community Housing.

The aim of the form is to gather important relevant information about your organisation and your proposed project to enable a decision to be made about funding. Please read the Guidelines first and ensure all points in this form are answered fully.

Any additional documents that support your proposal should be attached to this form.

The Department of Housing Proposal Assessment Officer is available to discuss your project proposal. Please contact this Officer on telephone 9440 2367 for further details. The Community Housing Coalition of WA Inc also provides a resource service to assist community housing agencies with their proposals and can be contacted by telephone on 92221 7933 (E-mail: reception@communityhousing.com.au).

PLEASE NOTE: YOU MAY VIEW, PRINT OR DOWNLOAD THE PROGRAM GUIDELINES AT THE DEPARTMENT'S WEBSITE www.housing.wa.gov.au

PLEASE COMPLETE THE APPLICATION FORM AND POST IT TO THE ADDRESS BELOW. IF YOUR APPLICATION IS NOT COMPLETED THEN IT WILL NOT BE CONSIDERED UNTIL ALL INFORMATION IS PROVIDED.

ANY INFORMATION PROVIDED WILL BE USED SOLELY FOR HOUSING RELATED PURPOSES AND WILL ONY BE RELEASED IN ACCORDANCE WITH THE DEPARTMENT OF HOUSING PRIVACY AND CONFIDENTIALITY POLICY

SEND YOUR APPLICATION and ATTACHMENTS TO :-

MANAGER DEVELOPMENT AND PERFORMANCE
HOUSING PROGRAMS
DEPARTMENT OF HOUSING
LOCKED BAG 22
EAST PERTH WA 6892

Ph 9440 2234
Fax 9222 4598

SECTION 1 : ABOUT YOUR ORGANISATION

PLEASE INDICATE WHICH PROGRAM YOU ARE SEEKING FUNDING FROM

Please tick

( ) **CRISIS ACCOMMODATION PROGRAM**
( ) **JOINT VENTURE HOUSING PROGRAM**
( ) **OTHER (*PLEASE SPECIFY*)**_____

1. NAME OF ORGANISATION_____

_____

2. ADDRESS _____

_____

3. CORRESPONDENCE ADDRESS (if different) _____

4. ABN_____

5. NAME OF PROJECT (if different from organisation) _____

_____

6. CONTACT PERSON :

Name _____

Position / Title _____

Telephone Nos (Work) _____ (Home)_____

_____ _____

Facsimile No _____ E-mail _____

7. IS YOUR ORGANISATION A:

	Please tick
Incorporated non-profit Association	( )
Registered Church or Religious Institution	( )
Local Government Authority	( )

Other (please specify)_____

8. PLEASE PROVIDE THE NAMES OF PERSONS WHO ARE ENTITLED TO SIGN BINDING LEGAL AGREEMENTS ON BEHALF OF YOUR ORGANISATION:

_____ _____
Name Name

_____ _____
Position Position

NOTE: PLEASE PROVIDE COPIES OF THE FOLLOWING DOCUMENTS IF APPLICABLE :-

1. **INCORPORATIONS OR REGISTRATION CERTIFICATES**
2. **CONSTITUTION OR ARTICLES OF ASSOCIATION**

SECTION 2 : OUTLINE OF YOUR PROPOSAL

9. IS YOUR PROPOSAL FOR :-

	Please tick
a) Construction of new buildings	☐
b) Purchase of existing buildings	☐
c) Upgrade / conversion of existing buildings	☐
d) Purchase of existing buildings, with in-fill construction	☐

e) Other (please specify) _____

_____

10. HAVE YOU COMPLETED A FEASIBILITY STUDY ON THIS PROJECT? **YES / NO**
IF YES, PLEASE ATTACH A COPY.

11. PLEASE INDICATE THE NUMBER AND TYPE OF HOUSING UNITS YOU ARE PROPOSING, IDENTIFYING HOW MANY BEDROOMS (eg. 1 x 4 bedroom detached house plus 3 x 2 bedroom units).

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_____

_____

12. PLEASE DESCRIBE THE TARGET GROUPS TO BE HOUSED AND THE LIKELY MIX OF TENANTS (If relevant, use categories such as age range, special needs and family type [e.g. singles, childless couples]).

_____

_____

_____

13 **PLEASE INDICATE THE NUMBER OF ELIGIBLE APPLICANTS ON YOUR WATING LIST** (Applicants must be eligible for assistance under the Dept's eligibility criteria)

_____

14 ARE YOU WILLING TO ALLOCATE VACANT UNITS FROM A COMBINED WAITING LIST?

_____

15. SPECIFY ANY SPECIAL DESIGN REQUIREMENTS FOR ANY OF THE HOUSING UNITS IN YOUR PROPOSAL (eg. Wheelchair accessible, one-storey only, low bench heights)

_____

_____

_____

16. OUTLINE LOCAL SERVICES AND AMENITIES (eg. public transport, shops, and support services) **WHICH**

ARE CLOSE TO THIS PROPOSED PROJECT.

_____

_____

_____

17. IDENTIFY ANY LOCATIONAL DEFICIENCIES OR DIFFICULTIES ASSOCIATED WITH THE PROPOSED SITE (Note - it is important to identify these upfront. Strategies to over come these difficulties can then be identified)

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_____

SPOT PURCHASE

18. IF YOUR PROPOSAL INVOLVES THE SPOT PURCHASE OF EXISTING DWELLINGS, PLEASE PROVIDE DETAILS OF YOUR REQUIREMENTS

No. Required	No. Bedrooms	Type of Dwelling	Preferred Location	REIWA Median Price per Dwelling	TOTAL
					$

MODIFICATIONS, CONVERSIONS OR EXTENSIONS

19. IF YOUR PROPOSAL INVOLVES MODIFICATIONS, CONVERSIONS OR EXTENSIONS OF EXISTING BUILDINGS, PLEASE PROVIDE DETAILS OF YOUR REQUIREMENTS & COST ESTIMATES

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_____

_____

CONSTRUCTION OF NEW DWELLINGS

20. IF YOUR PROPOSAL INVOLVES THE PURCHASE OF LAND PLEASE PROVIDE THE FOLLOWING DETAILS

Preferred Location	Listed Sale Price / REIWA Median Price
	$
	$
	$

21. IF LAND HAS BEEN IDENTIFIED, PLEASE PROVIDE DETAILS OF:-

General Details:

Street Address and Lot Number	
What is the current Zoning of the land?	
What is the Area of the Site (sq mtrs)?	
Will this project use all or part of site?	
Will the site need to be: **Subdivided?** **Amalgamated?** **Has either of these processes commenced?** **Date the above processes commenced (if applicable)**	
Are the following services connected to the site? **Water** **Sewerage** **Electricity** **Gas** **Telephone**	

Freehold:

Is land freehold? If so, please provide Certificate of Title **Volume No** **Title Folio No**	
A current valuation from a licenced valuer will be required when the project is approved. What is the estimated value of the land?	

Crown Land:

Is land crown land? If so, please provide **Location** **Crown Reserve No**	
What is the current designated use or purpose of the land?	

Leasehold:

Is land leasehold? If so, please provide details of owner or Vestee	
When does the lease expire?	
Please provide written evidence to indicate the willingness of the owner to enter into a legal agreement with Department of Housing to protect the Department's funding of the project.	

22a) WHAT IS THE CURRENT ZONING DENSITY CODE FOR THE SITE?
b) DOES THE CURRENT ZONING FOR THE SITE ALLOW FOR THE PROPOSED PROJECT ?

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_____

23. DO YOU WISH TO USE DEPARTMENT OF HOUSING 'S ARCHITECTURAL SERVICES FOR THE PROJECT, OR WILL YOU BE PAYING FOR YOUR OWN ARCHITECTS?

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24. PLEASE PROVIDE DETAILS OF ANY EXISTING BUILDINGS ON THE SITE AND INDICATE WHETHER THESE WILL FORM PART OF THE PROPOSED PROJECT OR WHETHER THEY ARE BEING DEMOLISHED

_____

_____

25 a) PLEASE PROVIDE A <u>SURVEYOR'S FEATURE SURVEY</u> AND REPORT INDICATING THE SERVICES AND FEATURES LISTED IN ATTACHMENT "A". PLEASE INDICATE IN THE REPORT WHETHER EXISTING SERVICES WILL NEED TO BE UPGRADED FOR THE PROPOSED PROJECT, AND PROVIDE COST ESTIMATES OF ANY UPGRADING REQUIRED.

b)PLEASE PROVIDE A <u>SHIRE ENGINEER'S OR BUILDING SURVEYOR'S REPORT</u> INDICATING THE SUITABILITY OF THE SITE IN RELATION TO SOIL & SUB-SOILS, ROCKS, CLEARING, DRAINAGE, LANDFILL REQUIREMENTS, CLEARANCE AND OTHER ISSUES THAT ARE RELEVANT TO THE SUITABILITY OF THE LAND TO THE PROPOSED DEVELOPMENT.

26. PLEASE PROVIDE DETAILS OF ANY COVENANTS, EASEMENTS, CAVEATS, MORTGAGES OR OTHER TITLE ENCUMBRANCES IN RELATION TO THE SITE (Please attach copies of any relevant documentation)

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NOTE: PLEASE ATTACH COPIES OF THE FOLLOWING DOCUMENTS :-

- **CERTIFICATE OF TITLE OR VESTING ORDER**
- **LAND TITLES OFFICE LOT DIAGRAM**
- **VALUATION REPORT**
- **SITE PLAN**
- **LEASE AGREEMENT** (if applicable)
- **LETTER FROM OWNER OR VESTEE** (leased land)
- **DOCUMENTATION IN RELATION TO COVENANTS, EASEMENTS, CAVEATS, MORTGAGES & ANY OTHER TITLE ENCUMBRANCES**
- **SURVEYOR'S FEATURE SURVEY & REPORT (SITE SERVICES)**
- **SHIRE ENGINEER'S OR BUILDING SURVEYOR'S REPORT (SITE SUITABILITY / SUB-SOILS ETC)**

SECTION 3 : NEED AND DEMAND

27. PLEASE PROVIDE DETAILS DEMONSTRATING NEED AND DEMAND FOR THE PROPOSED PROJECT:

a) NEED - WHAT ACCOMMODATION OPTIONS EXIST IN THE AREA FOR THE PROPOSED PROJECT? HOW APPROPRIATE ARE THEY?

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_____

b) DEMAND - DO YOU HAVE A WAITING LIST OF PROPOSED TENANTS? DOES DEPARTMENT OF HOUSING HAVE A WAITING LIST? DOES CENSUS DATA OR LOCAL REAL ESTATE INFORMATION SUPPORT DEMAND?

NOTE : FUNDING WILL ONLY BE APPROVED WHERE DEMAND IS DEMONSTRATED IN THE APPLICATION

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28. IS YOUR ORGANISATION WILLING TO ACCOMMODATE APPLICANTS FROM THE PUBLIC HOUSING WAIT LIST (If NO, please provide the reasons)

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IT IS SUGGESTED THAT YOU DISCUSS DEMAND AND YOUR PROJECT WITH THE LOCAL DEPARTMENT OF HOUSING REGIONAL MANAGER AND GAIN THEIR SUPPORT.

SECTION 4 : OPERATIONAL FUNDING

29. PLEASE IDENTIFY YOUR ORGANISATION'S CURRENT SOURCES OF FUNDING, INCLUDING TOTAL AMOUNTS FROM EACH SOURCE AND WHETHER FUNDING IS RECURRENT OR ONE-OFF.

SOURCE	AMOUNT	RECURRENT/ONE-OFF

30. PLEASE PROVIDE WRITTEN EVIDENCE OF THE RECURRENT FUNDING APPROVALS OF YOUR ORGANISATION.

31. IS YOUR ORGANISATION ABLE TO MEET THE RECURRENT FUNDING FOR THIS NEW SERVICE WITHIN ITS EXISTING FUNDING LEVEL?_____

_____

32. IF NOT, IS YOUR ORGANISATION SEEKING ADDITIONAL FUNDING TO SUPPORT THE TENANTS IN THIS PROJECT? WHEN DID YOU APPLY FOR THE ADDITIONAL FUNDS?

_____

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33. PLEASE PROVIDE A COPY OF YOUR PROPOSED TENANCY OR LEASE AGREEMENT.

SECTION 5 : YOUR PROPOSED CONTRIBUTIONS TO THE PROJECT

34. INDICATE THE VALUE OF YOUR PROPOSED CONTRIBUTIONS TO THE PROJECT. PLEASE ENSURE THAT YOU PROVIDE THE APPROPRIATE ACCOMPANYING DOCUMENTATION.

ITEM	VALUE	DOCUMENTATION REQUIRED
Land (existing)	$	Valuers Report
Land servicing costs (please specify)	$	Surveyors Feature Survey Cost Estimates
Site preparation costs (please specify)	$	Shire Engineers or Building Surveyors Report Cost Estimates
Other site costs (eg. Surveying, legal)	$	Cost Estimates
Cash or Loans contributions towards upgrades / conversions of existing dwellings	$	
Cash or Loans contributions towards purchase (of land or existing dwellings)	$	
TOTAL LAND CONTRIBUTIONS	$_____	
Architectural Fees	$	Cost Estimates
Cash or Loans contributions towards construction costs	$	
Additional Amenities	$	Cost Estimate
Landscaping costs	$	Cost Estimates
Other (please specify)	$ $	
TOTAL CONSTRUCTION CONTRIBUTIONS	$_____	
TOTAL	$	

Comments:

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SECTION 6 : CAPACITY OF YOUR ORGANISATION TO MANAGE THE HOUSING

35. PLEASE PROVIDE A LIST OF HOUSING PROJECTS THAT YOUR ORGANISATION MANAGES WHICH HAVE BEEN FUNDED BY THE DEPARTMENT OF HOUSING

Type	No. of accommodation units	Target group	Program funding source

36. PLEASE PROVIDE THE NUMBER OF PROPERTIES MANAGED BY YOUR ORGANISATION WHICH HAVE NOT BEEN FUNDED BY THE DEPARTMENT

_____

37. PLEASE PROVIDE THE FOLLOWING DETAILS OF YOUR ORGANISATION'S TOTAL PROPERTY AND HOUSING MANAGEMENT RESPONSIBILITIES :

Type	**No of Accommodation Units**	**No of Rent Paying Tenants**	**Target Group**	**Total Rent Collected**
Units / townhouses / apartments				
Houses / duplexes				
Lodging / boarding houses				
Night Shelters / Refuges / Crisis				
Other				
TOTAL				

38. PLEASE INDICATE THE GENERAL LOCATIONS OF YOUR TOTAL HOUSING STOCK UNDER MANAGEMENT.

_____

_____

39. PLEASE PROVIDE A BREAKDOWN OF THE NUMBER OF WEEKLY STAFF HOURS PAID FOR BY YOUR ORGANISATION CURRENTLY TO UNDERTAKE TENANCY & PROPERTY MANAGEMENT FUNCTIONS (eg. Live in caretaker 40 hrs per week, Accommodation Manager & Administrator 40 hrs per week).

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40. PROVIDE A BRIEF OVERVIEW OF NON-HOUSING WELFARE OR COMMUNITY PROJECTS CURRENTLY MANAGED BY YOUR ORGANISATION (please indicate the main target groups for these programs)**.**

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41. PLEASE IDENTIFY ANY SUPPORT SERVICES THAT MAY BE REQUIRED BY ANY OF THE TENANTS OF THE PROPOSED ACCOMMODATION THAT:-

(a) WILL BE PROVIDED BY YOUR ORGANISATION

_____

_____

_____

(b) WILL BE PROVIDED BY OTHER ORGANISATIONS (PLEASE SPECIFY WHICH AGENCIES)

_____

_____

42 . INDICATE HOW THE PROPOSED UNITS WILL BE MANAGED ON AN ONGOING BASIS (please address committee structure, staffing, volunteer or tenants roles).

_____

_____

43. IS YOUR ORGANISATION WILLING TO FORM PARTNERSHIPS OR AMALGAMATE WITH EXISTING REGISTERED PROVIDERS IN THE REGION (If NO, please provide the reasons)

_____

_____

44. PLEASE COMPLETE THE FOLLOWING PROJECT BUDGET CALCULATION SHEET

To calculate the maximum prospective annual rental income:

Take the average gross weekly income of a tenant household unit (if a variety of household types have been identified please attach your calculation of average income on a separate sheet The maximum rent payable by tenants is 25% of their gross income, however DSS rent assistance can be incorporated in rent	$
Therefore average weekly rent will be	$
Multiply this figure by 52 to identify potential annual rent per unit	$
Multiply this amount by the number of units in the project proposal	$
MAXIMUM PROSPECTIVE ANNUAL RENTAL INCOME =	$
Add any other regular and ongoing source of income(annual basis)	$
TOTAL ANNUAL PROJECT INCOME	$
Estimate the annual land rates for the housing project	$
Estimate the annual water and sewerage rates for the housing project	$
Estimate the annual cost of project administration	$
Estimate the average annual cost of day to day maintenance of the units, utilising Department of Housing budget of 0.5% of the construction value of each unit per annum	$
Estimate the average annual cost of cyclical maintenance of the units, utilising Department of Housing budget of 1.0% of the construction value of each unit per annum	$
Estimate the annual cost of insuring the properties to their full replacement value	$
Estimate the annual repayments required to service any self supporting loans related to the project	$
Estimate the annual allowance for rental debts and vacancy of dwellings at 8% of the maximum prospective annual rental income	$
List any other likely annual expenses such as communal power/water consumption, etc	$
TOTAL ANNUAL PROJECT EXPENDITURE	$
ESTIMATED ANNUAL SURPLUS (Total annual income less total annual expenditure)	**$**

SECTION 7 : FURTHER INFORMATION

45. PLEASE PROVIDE ANY OTHER INFORMATION THAT YOU THINK MAY BE RELEVANT TO YOUR PROJECT PROPOSAL.

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_____

_____

_____

CHECKLIST

Please ensure that your provide copies of the following documents with your project submission :-

1. Incorporations or Registration Certificate ☐
2. Constitution or Articles of Association ☐
3. Certificate of Title or Vesting Order ☐
4. Land Titles Office Lot Diagram ☐
5. Valuation Report ☐
6. Site Plan and Locality Plan ☐
7. Surveyor's Feature Survey (see attachment A) ☐
8. Shire Engineer's or Building Surveyors Report ☐
9. Estimates of Costs of Site Works (land servicing & site preparation) ☐
10. Copies of any caveats, covenants or other title encumbrances ☐
11. Lease Agreement ☐
12. Letter from Owner (leased land only) ☐
13. Proposed Tenancy Agreement ☐

ATTACHMENT A : SURVEYOR'S FEATURE SURVEY

The following is required by Department of Housing:

1. Site Plan (scale 1:200) showing the following information :-

    - X North point.
    - X Site boundaries, showing fences (height and type) in their existing positions relative to peg locations (advise if pegs are located).
    - X Electricity poles, direction of cables for electric power lines (and position of electrical power domes if underground).
    - X Gas line in road reserve.
    - X Easements for right of carriage way, right of way or public access ways.
    - X Telephone ducts and junction boxes
    - X location of outbuildings and houses within 3 metres of the lot side boundary, incorporating the positions of windows of adjacent buildings
    - X floor levels of adjacent properties if within 5m of the lot boundary
    - X levels from front of the lot site to the crown of bitumen road locating features of road verge, showing kerbs, driveways, paths, landscape features, drains and poles
    - X levels (to AHD) and contours drawn at 0.5m intervals within the site and 3m beyond it in each direction to indicate differential levels or conditions at boundaries
    - X notation on the site plan of which point could be used as a benchmark and the level (AHD) of the TBM.
    - X notation of the street name and street (and lot) number of the adjacent sites to the site
    - X the soil type (determined by shovel excavation to 600mm) at six points taken within the site, indicating rock outcrops in the site
    - X the positioning of the trees and the landscape features of the site, indicating (in a legend if required) the type of tree, approximate height (m), spread (m) and girth (mm)

2. Sewer Plan indicating :-

    - X Sewer position, depth and manholes and easements for sewers (if any)
    - X Water main location and water point to the site

3. Photographs taken from the street frontage(s) of the site, indicating the adjacent houses or lots, and the site being surveyed.

4. Advise of any, or possibility of any encroachments on the property and highlight on the feature survey.