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Warm Homes: Social Housing Fund application forms errors & clarifications

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Introduction

This slide deck covers clarifications that have been made to the Warm Homes: Social Housing Fund (WH:SHF) application forms.

More information can be found here:

<https://www.gov.uk/government/publications/warm-homes-social-housing-fund-wave-3/warm-homes-social-housing-fund-wave-3-application-forms-clarifications>

For any further queries regarding the clarifications listed here, or the WH:SHF application process, please contact RISE@turntown.co.uk

Understanding the slide

All following slides are formatted in the below format, for you to easily find the advice you are looking for.

Which funding stream is this advice applicable for?

Questions Details

Solution

Total number of homes to be upgraded

Where appropriate we have included an example of the section of the application form showing the error



Declarations and clarified questions

ii.) Declarations – Procurement act

Applicable to all forms

Details: Implementation of the procurement act 2023 has been delayed until 24th February 2025.

Solutions:

Responses to **this** declaration question (whether a 'Yes', 'No' or simply left blank) will not be taken into account when assessing applications. An amended superseding declaration will be shared with applicants at grant funding agreement stage.

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To the best of my knowledge, the proposed project is compliant with the UK Public Contract Regulations 2015, to the extent applicable. I confirm that all new procurements commencing on/after the 28th October 2024 will comply with the Procurement Act 2023.

Declarations – Procurement act

22	Declaration	Response
23	I have the express authority to fill out this application on behalf of the Lead Applicant, plus all consortium members and any other project partners or suppliers, as applicable.	
24		
25		
26	The Lead Applicant acknowledges that, if successful, it will be expected to deliver the project as outlined in this application.	
27		
28	I have read the accompanying WH:SHF Wave 3 Scheme Guidance and other related documents for completing this application (Clarification Questions, Application Privacy Notice), and agree to comply with the scheme policy therein.	
29		
30		
31		
32	To the best of my knowledge, this application is compliant with any commercial agreements it uses.	
33		
34	The directors of the Lead Applicant do not have a financial interest in any suppliers they plan to use.	
35		
36	To the best of my knowledge, the proposed project is compliant with the UK Public Contract Regulations 2015, to the extent applicable. I confirm that all new procurements commencing on/after the 28th October 2024 will comply with the Procurement Act 2023.	Yes
37		
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39		
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This response can be Yes, No or left blank

Declarations – Safety standards

Applicable to all forms

Details: Typo: ‘...and any statutory requirements for Principal Designs to be appointed.’

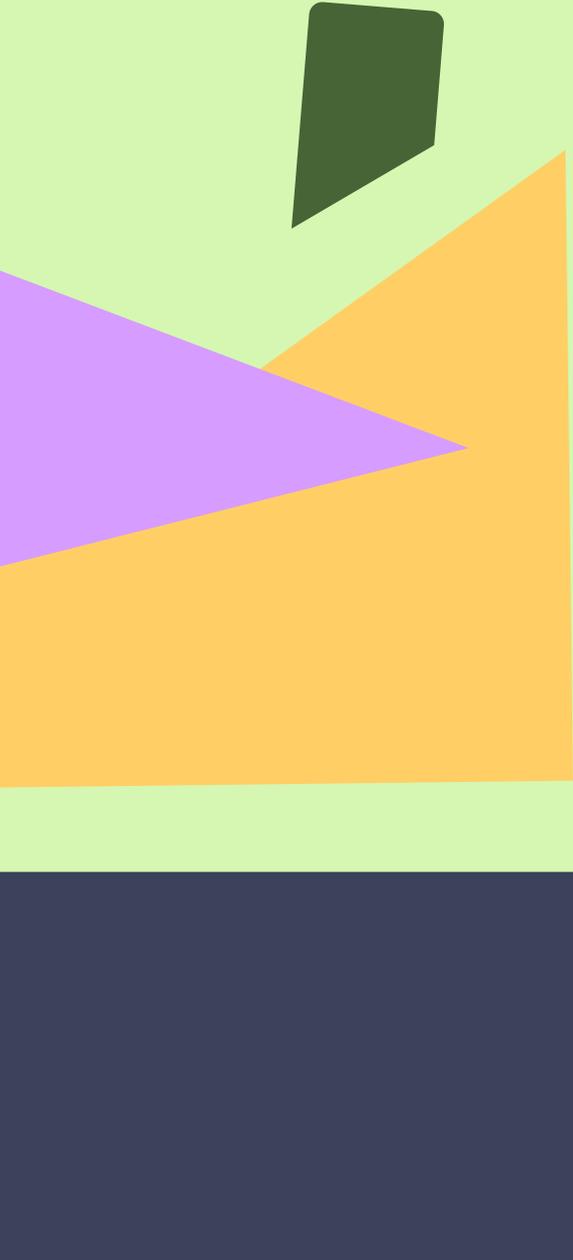
Solution:

This is to be taken as Principal Designers.

outlined in the WH:SHF Wave 3 Scheme Guidance.

The Lead Applicant will ensure projects are carried out to strict safety standards and that all work conducted through WH:SHF Wave 3 will be compliant with all specifications and requirements. Specifications and requirements are set out in PAS2035 and appropriate safety and construction standards, including Construction, Design and Management (CDM) regulations and any statutory requirements for Principal Designs to be appointed.

The Lead Applicant has read and understands the terms and conditions of the



Section 1 – Applicant details

Clarified questions

Applicable to all forms
Question 1.2

Clarification:
Question 1.2 – Name of the lead applicant should be the name of the organisation, not an individual.

1.2) For Information Only	
Name of Lead Applicant and type of body	<i>Name of the Lead Applicant and type of body, e.g. Local Authority, Combined Authority, registered provider of social housing, or registered charity. Please ensure that names are listed here as they appear in the gov.uk list of registered providers or register of charities.</i> Gov.uk list of registered providers Gov.uk list of registered charities
Name of the Lead Applicant	Type of body

Clarified questions

Strategic Partnership Question 1.27

Clarification:
Question 1.27 – signature question does not require an actual signature, only the indicated fields need to be completed.

411	
412	1.27) For Information Only
413	
414	Signature
415	<i>This should be the signature of the individual within the Lead Applicant that approved this application for submission, for example the Chief Executive or Head of Finance. Please also include their name, title and role, email and phone number.</i>
416	
417	Date Signed: <input type="text"/>
418	
419	Name: <input type="text"/>
420	
421	Title: <input type="text"/>
422	
423	Role: <input type="text"/>
424	
425	Email Address: <input type="text"/>
426	
427	Phone Number: <input type="text"/>
428	
429	

Clarified questions

Challenge fund
Question 1.29

Clarification:
Question 1.29 – signature question does not require an actual signature, only the indicated fields need to be completed.

428	1.29) For information only	
429	Signature	<i>This should be the signature of the individual within the Lead Applicant that approved this application for submission, for example the Chief Executive or Head of Finance. Please also include their name, title and role, email and phone number.</i>
430		
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433		
434		Date Signed: <input type="text"/>
435		Name: <input type="text"/>
436		Title: <input type="text"/>
437		Role: <input type="text"/>
438		Email Address: <input type="text"/>
439		Phone Number: <input type="text"/>
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Question 1.9 – challenge fund consortium and strategic partnership consortium

Challenge fund (CF) consortium applicant, Strategic partnership (SP) consortium applicant

Omission: List of consortium members doesn't explicitly ask for consortium lead to be included, and this then pulls into subsequent section 2 questions, risking lead being missed out.

Solution:
The list of consortium members in question 1.9, **must** include the consortium lead.

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1.9) For information only

Consortium partners can be Local Authorities, Combined Authorities, Registered Providers of social housing, Arms-Length Management Organisations or Registered Charities.

Please specify whether each organisation is a Local Authority, Combined Authority, Housing Association or other type of organisation and whether each organisation is a registered provider.

You should also provide an email address for each consortium partner.

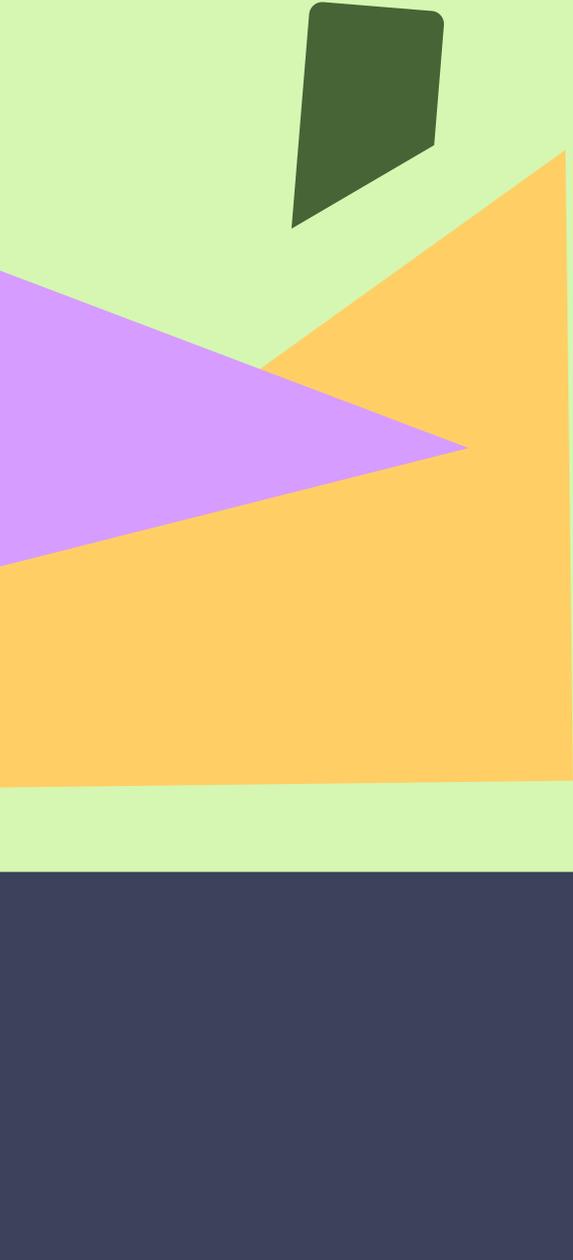
The consortium member numbering used for this question should be used for all subsequent questions which require an answer in a table broken down by consortium member.

(Further information on eligible Applicants to WH:SHF Wave 3 can be found in Section 2.1 of the WH:SHF Wave 3 Scheme Guidance).

Scheme Guidance: <https://www.gov.uk/government/publications/warm-homes-social-housing-fund-wave-3>

Name, organisational type, and contact details of all consortium partners in the application

	Organisation Name	Organisation Type	Registered Provider of Social Housing?	Full Name of Primary Contact	Email Address
1					
2					
3					



Section 2 – Strategic fit

Question 2.4 – challenge fund and strategic partnership

Applicable to all forms

Omission: The question guidance does not specify whether the figure should include homes which are already at EPC C+ and are included in the project for infill purposes; or for the installation of LCH.

Solutions:

The figure listed for this question should **not** include homes which are already at EPC C+.

88	2.4) Assessed but not weighted	
89	<i>All homes should be upgraded to EPC C, except for homes starting at EPC E-G which cannot reasonably achieve this within the cost cap structure.</i>	
90		
91	Total number of homes to be upgraded to EPC C	<i>Please note that this information will form part of the application baseline of this project against which it will be monitored.</i>
92		
93		<i>If some homes will not be upgraded to EPC C, please use clear modelling to explain why this will not be possible within the cost cap structure.</i>
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96		Max response 200 words
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102		Total number of homes to be upgraded to EPC
103		C
104		
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Question 2.6/2.7a) – Challenge fund, 2.9a)/2.10a) Strategic partnership

Applicable to all forms

Error: Issue Identified' box incorrectly indicating that 'total number of homes does not match'.

Solution:

If applicants have entered the same number of homes in each part of this question, they should ignore the 'Issue Identified' message. It will not impact their application..

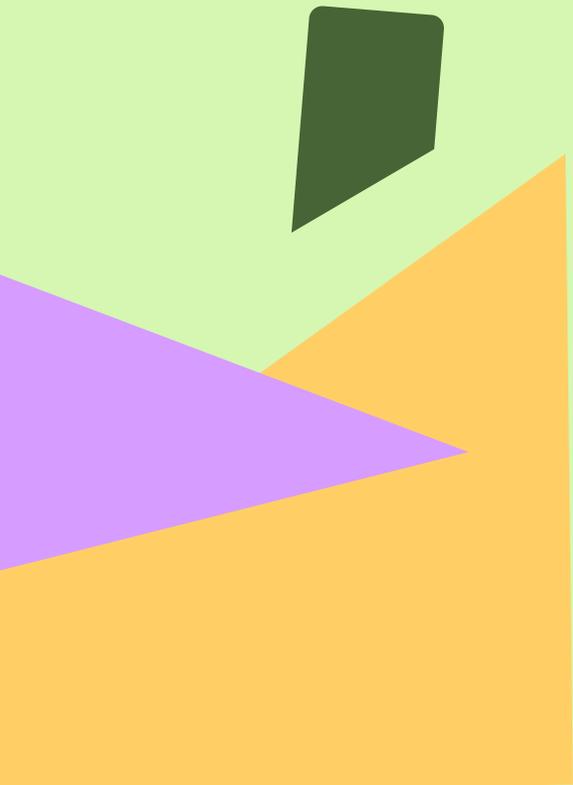
Issue Identified	Cells to Check
Total number of homes does not match	N78, G155, G166, R150

Starting EPC	Number of Homes
A	
B	
C	
D	
E	2000
F	2000
G	1000
Total Number of Homes	5000

Property Type	Number of Homes
Terraced	
Semi-detached	
Detached	
Bungalow	
Low Rise Flat (1 - 2 story)	
Medium Rise Flat (3 - 5 story)	2000
High rise Flat (6+ story)	2000
Other	1000
Total Number of Homes	5000

Wall Type	Number of Homes
Solid Wall	2500
Cavity Wall	2500
Total Number of Homes	5000

Image taken from Challenge Fund, Individual applicant. A fourth box is present on Strategic Partnership application form.



Section 3 – Delivery Forecast

Question 3.4/3.5 – Challenge fund, 3.3/3.4 Strategic partnership

Applicable to all forms

Error: There are two scenarios in which the 'Issue Identified' box incorrectly indicates that 'Co-funding contribution is less than 50%'. These are:

- a) When applicants indicate homes will access the on-gas grid low carbon heating incentive offer.
- b) When applicants want to request a grant funding amount that is less than the maximum available grant funding.

Question 3.4/3.5 – Challenge fund, 3.3/3.4 Strategic partnership

Error: a) When applicants indicate homes will access the on-gas grid low carbon heating incentive offer.

Issue Identified	Cells to Check	Issue Identified	Cells to Check
Co-funding contribution is less than 50%	P205, P207		
		No. of homes	GBP
Total number of homes to be upgraded		1000	NA
No. of homes accessing the off gas grid LCH cost cap uplift			NA
No. of homes accessing the on gas grid LCH incentive offer		100	NA
Maximum grant funded capital costs		NA	£8,750,000.00
Maximum grant funded A&A costs		NA	£1,544,117.65
Maximum total grant funding		NA	£10,294,117.65
Co-funding capital costs		NA	£7,500,000.00
Co-funding A&A costs		NA	£1,544,117.65
Proposed co-funding contribution		NA	£9,044,117.65
Maximum Total Project Costs		NA	£19,338,235.30

Solution:
Applicants should **ignore** this 'Issue Identified' message. It will not impact their application.

Question 3.4/3.5 – Challenge fund, 3.3/3.4 Strategic partnership

Applicable to all forms

Error: b) When applicants want to request a grant funding amount that is less than the maximum available grant funding.

Issue Identified	Cells to Check	Issue Identified	Cells to Check
Co-funding contribution is less than 50%	P205, P207		
		No. of homes	GBP
		Total number of homes to be upgraded	1000
		No. of homes accessing the off gas grid LCH cost cap uplift	NA
		No. of homes accessing the on gas grid LCH incentive offer	NA
		Maximum grant funded capital costs	NA
		Maximum grant funded A&A costs	£7,500,000.00
		Maximum total grant funding	NA
		Co-funding capital costs	£1,323,529.41
		Co-funding A&A costs	£8,823,529.41
		Proposed co-funding contribution	NA
		Maximum Total Project Costs	£4,000,000.00
			£100,000.00
			£4,100,000.00
			£12,923,529.41

Solution:
Applicants should **ignore** this 'Issue Identified' message. It will not impact their application.

Question 3.4/3.5 – Challenge fund, 3.3/3.4 Strategic partnership

Second solution for both 'a' and 'b' scenarios:

A short explanation for the level of co-funding stated in this question must then be provided in the subsequent 'sources of proposed co-funding contribution' question.

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3.6) Assessed	
Applicants should outline the source of funds for co-funding.	
Applicants should also outline any blended funding to be utilised, noting that it is permitted to use funding from other government schemes to support works on the same homes but that funding from multiple government schemes cannot be used to fund the same individual measure twice. In addition, if funding from other government schemes will be used on this project, it will sit outside of the grant/co-funding structure and cannot be counted towards the 50% co-funding requirement. For more information, please see Section 2.12 of the WH:SHF Wave 3 Scheme Guidance.	
Sources of proposed co-funding contribution.	Applicants must provide evidence of secured co-funding such as board sign off, minutes from meetings or letters of commitment, as Annex B. Applicants are required to provide evidence that co-funding has been signed off at CFO level. The co-funding value shown in evidence should match the value input to the question above on co-funding contribution.
Supporting evidence of secured co-funding, and of any secured blended funding to be utilised, should be attached as Annex B.	
Max response 200 words. Guideline annex length: Up to 5 pages	
Scheme Guidance: https://www.gov.uk/government/publications/warm-homes-social-housing-fund-wave-3	
I confirm that Annex B: Supporting evidence of secured co-funding, and of any secured blended funding to be utilised, is uploaded on the Apply for a Grant Application Portal.	
Response	

Question 3.4/3.5 – Challenge fund, 3.3/3.4 Strategic partnership

Third solution for scenario 'b' only:

- b) The actual requested grant funding amount will need to be formally communicated to DESNZ at a later date, so it can be correctly listed in the GFA. DESNZ will provide more information on this process to relevant applicants at a later date.

Question 3.8 – Challenge fund, 3.7 Strategic partnership

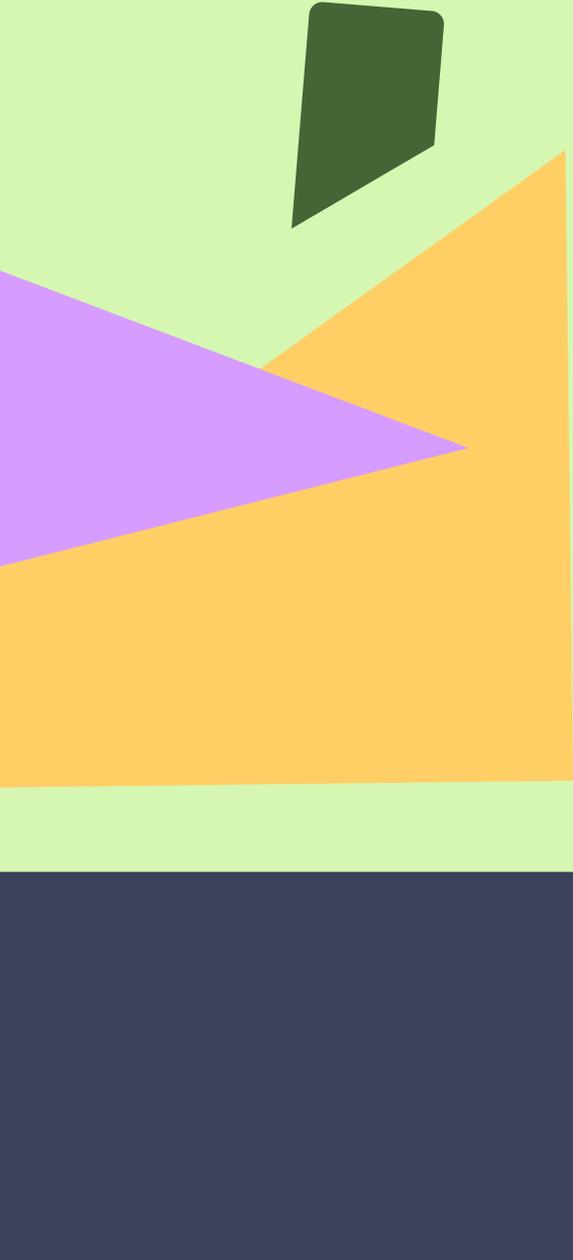
Applicable to all forms

Omission: Lack of clarity as to whether the examples listed in the question guidance must be addressed.

Solution:

Applicants are expected to reference at least two approaches from the list provided in the question guidance.

327		3.8 Assessed
328		<i>This may include:</i>
329		- Any potential/plans for using organisational contingency funding. Please note, costs applied for as part of the WH:SHF application should be realistic costs for delivery of the project in the current environment. By contingency funding in this question, DESNZ means applicant funding available in addition to these realistic levels as included elsewhere in this application form.
330		- If there are unexpected cost increases beyond those levels applied for, and insufficient availability of any contingency funding, how applicants would approach considering the suitability of the measure mix and number of homes to be retrofitted, while still bearing in mind the key WH:SHF principle of upgrading homes to EPC C at scale.
331		- Any provisions that you have in existing contracts or mechanisms that you will include in contracts that will be procured to address cost variation.
332		- How lower costs than those outlined at this stage would be approached, including any considerations on delivery of additional homes.
333		How you would approach additional funds becoming available, including any consideration on delivery of additional homes.
334		Max response 250 words.
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337	How would you approach cost variation over the lifetime of the project?	
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Section 5 – Delivery Assurance / Evaluation

Question 5.2

Applicable to all forms

Omission: There is no direct reference to 'quality' in the question guidance.

Solution:

Applicants are expected to include their plans for quality assurance in their answers.

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5.2 Assessed

Your answer must include any project management methodologies, systems, and practices you plan to use.

Your answer must reference at least two of the following: project planning and scheduling, governance and controls, budget management, data and reporting, and risk and issue management (including fraud, error and other non-compliance risk management and reporting).

The internal governance process for handling cost variances within your project should be outlined here but details on specific approaches taken to addressing cost variation should be covered in your answer to question 3.8.

You should also explain how you will manage spend within the WH:SHF spend profiles of 33.3% grant spend in FY 25/26, 33.3% grant spend in FY 26/27 and 33.3% grant spend in FY 27/28.

Max response 700 words

Please explain how you will manage this project to deliver to time, quality and cost.

Question 5.4 – Challenge Fund consortium applicant

Applicable to challenge fund consortium applicants only.

Error: 5.4 is incorrectly placed where it asks applicants to confirm Annex D has been uploaded. It should instead be listed for the question below (managing the delivery of the consortium), which currently has no question number.

This isn't 5.4

(Solution on following slide)

5.4) Assessed

I confirm that Annex D: Evidence to demonstrate your confidence in delivering this project, is uploaded on the Apply for a Grant Application Portal.

Question 5.4 – Challenge Fund consortium applicant

Solution: Scroll down, this is 5.4.

How do you plan to manage the delivery of the project across consortium members, including the consortium lead?

You must refer to the governance structure that will be put in place, as well as data reporting and data sharing agreements, ways of working, and any flexible approaches to project outcomes you will apply. Please also discuss the differing supply chains and contractors used across the projects within the consortium.

You should also discuss your approach to change management in the result of a member of the consortium pulling out of the project.

Further clarification on application forms

If there are further questions, or for support with your application please email



rise@turntown.co.uk

If you have a support manager, please raise your queries via their support.

Thank you.

Speaker's email: Gareth.Field@turntown.co.uk

Rise email: rise@turntown.co.uk

Rise website: <https://riseretrofit.org.uk/>

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