



Australian Government

**Department of Families,
Housing, Community Services
and Indigenous Affairs**

Part C: Application Information for the Supported Accommodation Innovation Fund (SAIF)

Preface

The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA or the Department) has a suite of documents (the **Program Guidelines Suite**) which provide information relating to the program. They provide the key starting point for parties considering whether to participate in the program and form the basis for the business relationship between FaHCSIA and the funding recipient.

They are:

- **Part A: Program Guidelines** which provides an overview of Program and the Activities relating to the program;
- **Part B: Information for Applicants** which provides information on the Application, Assessment, Eligibility, Selection and Complaints processes; Financial and Funding Agreement arrangements.
- **Part C: Application Information** provides specific information on the Activity, Selection Criteria, Performance Management and Reporting. This part should be read in conjunction with the Draft Funding Agreement for the Activity and the Standard Terms and Conditions.
- The **Application Form** which is completed by applicants applying for funding during a selection process.

FaHCSIA reserves the right to amend these documents from time to time by whatever means it may determine in its absolute discretion and will provide reasonable notice of these amendments.

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1 Program Overview

Disability and Carers

The Australian Government helps to support people with disability, their families and carers, through programs and services, benefits and payments.

The Services and Support for People with Disability Program provides support to people with disability, their families and carers, through grants and funding to organisations that deliver services for people with disability.

Under Services for People with Disability, the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) funds a number of services for people with disability and their carers, including supported employment services, advocacy, a national booking service for Auslan interpreting services, print disability services, support services for children with Autism Spectrum Disorder, respite services, and accessible communities and supported accommodation for people with disability.

FaHCSIA is also working closely with the state and territory governments on 10 key priority areas under the National Disability Agreement.

1.1 Program Outcomes

To provide supported employment and improve access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

1.2 Program component objectives:

Services for People with Disability

To provide social support and community-based care for people with disability, their carers and their families, to promote independence, self reliance and participation in the community.

Services for People with Disability (Special Account)

The purpose of the Services for People with Disability (Special Account) is to manage receipts and expenses on projects which relate to the National Disability Agreement.

1.3 Aims and objectives

Outcome 5 - Disability and Carers aims to provide an adequate standard of living, improved capacity to participate economically and socially and manage life transitions for people with disability and/or mental illness and carers through payments, concessions support and care services.

The Services and Support for People with Disability program aims to provide access to improve access to information, advocacy and services for people with disability so they can develop their capabilities and actively participate in community and economic life.

2 Activity Overview

2.1 Aims and objectives

The Supported Accommodation Innovation Fund (SAIF) will promote innovation in design and delivery of supported accommodation services to people with disability and will encourage partnerships both within the disability sector and in other public and private sectors on the development and delivery of innovative supported accommodation.

In creating opportunities for people with disability to live within the community, SAIF will enable people with disability to be valued members of their communities, participate fully in the social, economic and cultural life of their community and live with dignity and independence through provision of appropriate support.

SAIF will deliver:

- Up to 150 new supported accommodation or respite places for adults with severe or profound disability who may be on waiting lists for supported accommodation/respite places and who may have ageing carers;
- A range of supported accommodation and respite models which encompass, and where possible build upon, current best practice in the design and delivery of quality supported accommodation and which deliver value for money;
- Innovative designs and models for the delivery of supported accommodation which have the potential to influence the future provision of supported accommodation in the longer term; and
- Projects that maximise opportunities for people with disability, their families and carers to have input into the development and delivery of supported accommodation/respite services.

SAIF aligns with the National Disability Strategy 2010-2020 vision for *an inclusive Australian society that enables people with disability to fulfil their potential as equal citizens*. SAIF supports the Strategy's various policy directions, including improved provision of accessible and well designed housing with choice for people with disability about where they live.

2.2 Participants/clients/recipients/target group

The target group for this Activity is adults with severe or profound disability in need of supported accommodation or respite. This target group is mandatory. Projects should also prioritise those individuals who may be on waiting list(s) and who may have ageing carers.

In some instances SAIF may also assist in reducing the number of young people in nursing homes or those at risk of placement in residential aged care.

Projects which would provide service to Indigenous, Culturally and Linguistically Diverse (CALD) or regional, rural or remote communities will be viewed favourably.

Applicants will need to outline how they would select resident(s) for the accommodation in their application response.

2.3 Applicant eligibility

Types of organisations that are eligible to apply for funding under SAIF are listed in section 2.3 of Part B of these Program Guidelines. Notwithstanding that list, state and territory government agencies may only apply for funding under SAIF provided they form a partnership with a non-government organisation to deliver the project. Requiring a partnership with a non-government organisation will help to ensure projects are implemented in a way that is consistent with the core principles of the Activity.

Individuals, either jointly or separately, are not permitted to apply. However, individuals and groups of individuals with innovative ideas are encouraged to approach organisations that could develop a proposal on their behalf.

In this document, and in other documents, successful applicants are referred to as the 'capital works provider' (see section 6 definitions). This is the organisation that, if its application is successful, will sign a funding agreement with FaHCSIA and deliver the supported accommodation.

2.4 Service delivery model

FaHCSIA's preferred model of service delivery is for accommodation and support services to be separated (i.e. provided by two different organisations). This model aims to prevent any one organisation having an unreasonable influence on an individual's life and to promote greater choice for people with disability with respect to housing and support services. For this reason, applicants are encouraged to form consortia for the delivery of SAIF. Any consortium arrangement will be the responsibility of the capital works provider. If such an arrangement exists, evidence (such as a Memorandum of Understanding or a similar document) of the arrangement will be required for an application to proceed to assessment.

However, this consortia preference does not preclude a sole capital works provider delivering both housing and support services if they have in place the appropriate governance arrangements and an innovative model for doing so.

2.5 Funding for the Activity

\$60 million in capital works funding will be provided over three years from 2011-14 to build up to 150 supported accommodation or respite places.

Proposals that provide a contribution toward capital costs, especially a land contribution, will be viewed favourably.

FaHCSIA will fund:

- Projects that are innovative;
- A range of service providers; and
- Projects that cover a range of accommodation types for people with severe or profound disability.

Applications seeking funding for new respite places, new supported accommodation places or for re-development of existing supported accommodation places will be assessed in three separate streams. Proposals that provide new supported accommodation or respite places will be prioritised over proposals that are targeted at existing places.

Five per cent of up to 150 places will be available for proposals providing respite. Applications for respite places will be considered as part of a separate application stream. Capital works

providers are not permitted to provide respite and supported accommodation places as part of the same project.

SAIF will not provide funding for ongoing support service provision to residents or maintenance of buildings. See section 2.6 for further information.

2.6 Eligible and ineligible activities

The funding will cover the construction or purchase of buildings and/or land for the development of innovative supported accommodation and respite places. Accommodation will be located where access to local community and health services, public transport and shops can be maximised.

Projects must be ready for residents to occupy (or certificate of occupancy issued) by 30 June 2014. Projects that will be completed by 31 December 2013 will be viewed favourably. To indicate adequate progress is occurring projects should achieve the following milestones:

- Land Acquisition (if applicable) by 1 July 2012;
- Project Planning Approval submitted by 1 September 2012;
- Planning Approval obtained by 1 December 2012;
- Construction Contract by 1 April 2013; and
- On site construction commenced by 1 May 2013.

In practice the project can cover (but is not limited to) a wide range of housing and design options:

- The purchase of an existing dwelling so that it can be used for supported accommodation or respite;
- Renovation of an existing building so that it can be used for supported accommodation or respite;
- Modifying an established supported accommodation or respite building;
- Pooled resources to build a contemporary building close to community and health services;
- Functional fit-out and appropriate assistive technologies where they are unavailable through existing state/territory schemes;
- Basic set-up costs for the building (i.e. furniture that is not structurally fixed to the house such as tables, chairs, lounge suite, etc);
- Finishing (e.g. carpet, curtains etc);
- Landscaping for the purposes of promoting accessibility and usability of exterior space, or as required for development approval;
- Other innovative solutions to supported accommodation or respite;
- Land (with or without buildings);
- Project management costs;
- Architectural design costs (where required);
- Legal costs; and
- Professional clinical advice (including access consultant services) and appropriate risk assessments where required for functional fit-out, assistive technology or client related manual handling requirements (e.g. Occupational Therapist).

The funding will not cover:

- Provision of supported accommodation which is deemed to be institutional;

- Bedroom furniture (i.e. furniture that is not structurally fixed to the house such as beds, dressing tables, wardrobes, etc.);
- Private ownership (or part-ownership) of a home or land by a parent, relative, carer or individual (e.g. person with disability who intends to live in the home);
- The cost of providing ongoing support services to residents; or
- The cost of ongoing maintenance for buildings or equipment.

Funding from SAIF cannot be used as a capital contribution on a dwelling that will seek a subsidy under the National Rental Affordability Scheme (NRAS).

Building maintenance

Applicants must demonstrate that they have access to funds to cover ongoing building maintenance, or demonstrate how this funding will be collected, for example residents are charged a rent or contribute a portion of their Disability Support Pension (DSP) or other income similar to the community housing model.

Ongoing support funding and state/territory government endorsement

The application must demonstrate how ongoing support services for residents will be provided. Funding for ongoing support costs must be secured from the relevant state or territory government, or from an alternative source.

Support services must cater to the needs of residents. SAIF will provide no funding for these services. The support service provider will need to negotiate with the relevant state or territory government to secure ongoing support funding, or secure adequate funds from another source. Applicants that will source ongoing support service funding from the relevant state or territory government will need to provide the standard endorsement form as evidence of this (see **Appendix 1**), in order for their application to proceed to the assessment phase. FaHCSIA will confirm all details of this form with the relevant state or territory government.

State or territory government endorsement will be required for all proposals regardless of the source of ongoing funding for support costs (see **Appendix 1**). Contact points for state and territory governments can be found in the state and territory government fact sheet accompanying these Guidelines.

Applicants are encouraged to speak with the relevant state or territory government about their proposal as early as possible during the application phase.

2.7 Activity links and working with other agencies and services

FaHCSIA will sign a funding agreement with the capital works provider, and will provide funding to this organisation to build (or subcontract to build) the supported and or respite accommodation. It will be the capital works provider's responsibility to liaise with and coordinate all service partners involved in the project delivery. The capital works provider will also be responsible for ensuring the requirements under these guidelines are satisfied.

As a minimum the applicant should consult with people with disabilities, their families and carers in developing their application. It is the responsibility of the applicant to obtain state or territory government endorsement of the project and to manage the timeframes involved.

Links to other FaHCSIA programs and initiatives

- Social Housing Initiative;

- Livable Housing Design Initiative; and
- National Disability Agreement (Capital Works Memorandum of Understanding).

2.8 Specialist requirements (e.g. Legislative requirements)

All organisations involved in the delivery of SAIF must comply with all relevant legislation, codes, standards and guidelines including but not exclusive to:

- Principles and Objectives of the *Disability Services Act 1986 (Cth)* in performing obligations outlined in the Funding Agreement;
- The Building Code of Australia and referenced Australian Standards applicable to the particular work such as:
 - Australian Standard: Design for Access and Mobility – general requirements for access – new building work 1428.1 (Edition 2009)
 - Australian Standard: Adaptable Housing Standard 4299 (Edition 1995);
- Livable Housing Design guidelines (Platinum level compliance is required) (refer to **Appendix 2A**);
- Minimum environmental standards (refer to **Appendix 2B**);
- *Disability (Access to Premises – Buildings) Standards 2010* if applicable;
- The *Privacy Act 1988 (Cth)* in performing obligations outlined in the Funding Agreement;
- The *Disability Discrimination Act 1992 (Cth)* in performing obligations outlined in the Funding Agreement;
- United Nations Convention on the Rights of Persons with Disabilities;
- Fire, OH&S and any other relevant state or territory requirements;
- Any service delivery accreditation or standards requirements relevant to the state or territory in which the service is to be delivered;
- Local planning regulations and processes relevant to the location of the project. This includes all state or territory and local government planning and building regulations;
- National Building Code and Implementation Guidelines (refer to **Appendix 2C**); and
- Compliance with the Australian Government Building and Construction OHS Accreditation Scheme (refer to **Appendix 2D**).

It is the responsibility of the capital works provider to ensure that all requirements are met.

2.9 Activity performance and reporting

Full details of performance indicators and reporting requirements will be provided in each capital works provider's Funding Agreement schedule.

Reporting will be required on all projects that are approved and subsequently funded under SAIF. This will enable FaHCSIA to monitor projects and ensure progress is on schedule and delivery timetables and objectives are being met.

Monthly progress reporting

Monthly reporting will show actual progress against forecasted achievement. Baseline schedule information will be established for approved projects and actual progress against the baseline including expenditure and achievement of key milestones will be required on a monthly basis.

FaHCSIA will collect data from capital works providers using an agreed set of data items in a standardised format. Reporting will not be accepted outside of this standardised format.

Once progress begins on approved projects, through to completion and first tenancy, monthly progress reporting will be required. Information required on a monthly basis will be provided in

each capital works provider's funding agreement schedule. The reporting framework provided at **Appendix 3** should be used as a guide to the information that will be required. This information will include:

- a. Actual expenditure incurred during the reporting period;
- b. Total percentage of construction activity completed current at the end of the reporting period;
- c. Actual construction and project milestones reached within the reporting period. Each milestone will be reported once when achieved and evidence should be provided where applicable e.g. evidence of development application submission; and
- d. Images/photos of construction and/or project progress during the reporting period.

Monthly progress reporting will be required within 14 days of the end of the following month i.e. May 2012 report will be due 14 June 2012. Monthly progress reports will be required until all key milestones are met and the tenancy has commenced.

Activity Performance Indicators

Progress and outcomes for SAIF will be monitored against performance indicators which will focus on the following questions:

How much is being done?

- The number of additional new supported/respite accommodation places made available;
- The total cost of the works;
- Location of projects; and
- Types of projects.

How well is it being done?

- The work was completed before or within the required timeframe;
- Accommodation will be located where access to local community and health services, public transport and shops can be maximised;
- Buildings include desirable environmental sustainability and key green design features;
- Buildings meet platinum standard for Livable Housing Design;
- People with disability, their families and carers have been consulted in the development and design of supported accommodation projects;
- The relevant certificates of compliance were made available to FaHCSIA; and
- The work was completed in full and fit for purpose.

Is it achieving what was expected?

- The work addressed unmet need for people with severe or profound disability in need of supported accommodation/respite places;
- The work increased access to supported accommodation/respite for other priority groups including individuals with ageing carers and/or who have been on waiting lists, individuals from Indigenous and CALD communities, young people living in nursing homes or who are at risk of placement in residential aged care, and individuals in rural, regional and remote locations;
- The Activity delivered a range of supported accommodation projects which offered value for money; and
- The work increased the supply and level of innovation in supported accommodation/respite.

Final reporting

The capital works provider will produce a final report for FaHCSIA which may include, but is not limited to:

- Were the project aims and objectives met?
- Were relevant performance indicators met?
- Final images/photos of the project;
- Final building certificate or certificate of occupancy or similar;
- Independent audit report against the Livable Housing Design Guidelines to platinum standard; and
- Recommendations for future planning of supported accommodation.

Evaluation of SAIF

An evaluation/review of the Activity will be conducted as follows:

- Ongoing progressive evaluation and a final summative evaluation; and
- Final evaluation will commence in July 2014 and be finalised by October 2014.

The evaluation will:

- Give consideration to each of the performance indicators; and
- Identify recommendations for future planning.

Evaluation questions may include:

- Did the Activity help to reduce unmet need?
- Did the Activity increase both the supply and access to supported accommodation/respite in the local area?
- Did the Activity improve quality of outcomes by delivering innovative outputs?

3 Application Process

3.1 Overview of the Application Process

The process will be an **open competitive** selection process.

Open competitive selection processes are open to all providers operating in the market place. Open processes are advertised through the media, the FaHCSIA website and other sources in order to attract as much interest as possible.

Types of organisations that are eligible to apply for funding under SAIF are listed in section 2.3 of Part B of these Program Guidelines. Notwithstanding that list, state and territory government agencies may apply for funding under SAIF provided a partnership with a non government organisation is formed to deliver the project. Individuals, either jointly or separately, are not permitted to apply. See section 2.3 for further details.

3.2 Selection Criteria

Applicants will be assessed against two types of selection criteria:

1. Technical selection criteria; and
2. Value for money.

Applicants must complete the SAIF Application Forms (i.e. Excel part of the Application Form and Word part of the Application Form). Technical selection criteria are included on the forms. There is no overall word limit for free text responses. However, concise, short applications are preferred and this will be taken into account in the selection process. The technical selection criteria and value for money will form the bases upon which FaHCSIA will assess an application.

The technical selection criteria are:

Selection Criterion 1 – Demonstrate your ability to manage construction of supported accommodation or similar to a high quality standard whilst delivering value for money against a strict time schedule.

- a. Describe your experience and or capability in construction and/or delivery of supported accommodation to people with disability or clients with similar levels of need.
- b. Provide a budget for the construction and fit-out of the building including key element costs.
- c. Provide an outline of the schedule for planning and construction of the building, including key construction milestones and contingencies to meet the 30 June 2014 deadline.
- d. Demonstrate how you will control key project management elements of Budget, Schedule, Quality and Risk.

Selection Criterion 2 - Project rating against the livable design standards and desirable environmental sustainability features.

- a. Provide the level of compliance the building will achieve against the livable design standards.
- b. Provide details of the environmental sustainability and key green design features of the building.

Selection Criterion 3 - Project will be located in close proximity to services and public transport.

- a. Provide a list of organisations within ten (10) kilometres of the project location that provide health, disability specific, entertainment and or community services that would be useful for residents.
- b. Provide an estimate of the distance from the proposed supported accommodation building to the nearest public transport and the type of public transport.

Selection Criterion 4 – Demonstrate how the project design will deliver high quality supported accommodation places and/or improve the quality of existing places.

- a. Demonstrate how the project design will deliver high quality supported accommodation places and/or improve the quality of existing places.

Selection Criterion 5 – Demonstrate how you will separate the housing and support services within your model for supported accommodation.

- a. Explain how delivery of housing services and support services will be separated in practice.
- b. Demonstrate how you will co-ordinate and manage the housing and support components to ensure continuity of service for residents.
- c. Justify your approach, including how you will ensure that individuals have choice with respect to housing and support services and that any one organisation will not have an unreasonable influence on an individual's life.

Selection Criterion 6 – Demonstrate your ability to deliver a quality support service for people with severe or profound disability.

- a. Describe the supports that will be available to residents and how support services will be delivered.
- b. Demonstrate how your proposal will meet the need for supported accommodation services for the target group within your community.
- c. Demonstrate that effective governance and sound management arrangements are in place with respect to support service provision.
- d. Describe the experience and/or capabilities of the support service provider in delivering quality support services for people with disability living in supported accommodation.
- e. Demonstrate how you will involve the local community and/or the expected residents and their families and carers in the development of the building project and support service delivery model.

Selection Criterion 7 - Demonstrate how the United Nations Convention on the Rights of Persons with Disabilities has influenced the development of your proposal.

- a. Demonstrate how the United Nations Convention on the Rights of Persons with Disabilities has influenced the development of your proposal.

Selection Criterion 8 – Demonstrate how the everyday costs and ongoing repairs and maintenance of the building will be funded across the useful life of the building.

- a. Explain how the everyday costs and ongoing repairs and maintenance will be funded.
- b. Describe what established processes and controls you have to ensure un-programmed maintenance issues are identified and corrected in a timely manner and programmed repairs and maintenance are carried out as scheduled.

Selection Criterion 9 – Demonstrate how your proposal is innovative

- a. Define the aims of your SAIF proposal.
- b. Explain how the idea for your proposal's model was developed.
- c. Explain how your proposal's model is different to established models.
- d. Detail the evidence you used in developing your proposal's model.
- e. Explain how your proposal's model is expected to lead to improved outcomes.
- f. Explain how your organisation will evaluate and share information about the implementation and outcomes of your proposal.

3.3 How to submit an application

To apply for selection under this process, applicants will need to complete both Application Forms (i.e. Excel part of the Application Form and Word part of the Application Form). Application Guidelines are available and should be referenced before completing the application form. The Application Guidelines include a checklist to assist applicants to ensure that they have completed all the components of their applications. Application forms and related documentation are available from the FaHCSIA website.

The following documents must be received for an application to be considered as complete:

- Application Form (Excel format- provided by FaHCSIA);
- Application Form (Word format- provided by FaHCSIA);
- State/territory government endorsement of SAIF project form (see **Appendix 1**);
- Evidence of ongoing support service funding commitment from a private source (where applicable - PDF format);
- Evidence of a partnership arrangement (where applicable- PDF format);
- Your organisation's most recent audited financial statements (with previous year for comparison);
- A current financial statement (income and expenditure, balance sheet, and statement of equity - this statement does not need to be audited); and
- An income and expense budget, for the financial year for which funding is sought.

Where applicable, the following documents may also be submitted with your application:

- Evidence of stated qualifications/accreditation e.g. ISO accreditation;
- Architectural plans;
- Graphical documentation e.g. tables or flowcharts to support your written selection criteria responses; and
- A reference list to support your written selection criteria responses.

Any other documentation submitted will not be assessed and will be discarded. FaHCSIA may request further documentation in the Application Form or as appropriate. FaHCSIA may contact you to seek clarification on any aspect of your proposal.

3.4 Lodging your application

The application process will be conducted electronically. Applications must be emailed to FaHCSIA at the following address: saif@fahcsia.gov.au.

Applicants are expected to have systems in place to allow them to access documentation from the FaHCSIA website, create and lodge (via email) an application using the formats specified in section 3.3 above and to meet FaHCSIA's data collection and reporting obligations.

If you experience technical problems when submitting an application, please contact FaHCSIA for assistance through the SAIF Helpdesk at saif@fahcsia.gov.au.

Maximum number of applications

Notwithstanding Section 1.3 of Part B of these program guidelines, there is no maximum number of applications that may be submitted by any applicant.

With respect to the number of proposals that may be approved for any one organisation, or consortia, the following rules will apply after a final order of merit has been determined:

- If applications are received from up to 30 different organisations, or consortia, then each organisation, or consortia may only have one (1) project ranked in the top 15 projects;
- If applications are received from 30 to 60 different organisations, or consortia, then each organisations or consortia may have a limit of two (2) projects approved; and
- If applications are received from more than 60 different organisations, or consortia, each organisation or consortia may have a limit of three (3) projects approved.

The application of these rules will help to ensure that SAIF delivers projects from a range of different providers and to allow greater opportunity for a diverse range of providers to have their proposal funded.

3.5 Withdrawing or making changes to your application

Applications may be withdrawn by emailing the SAIF Helpdesk at saif@fahcsia.gov.au.

If you wish to make changes to your proposal after it has been submitted the following steps apply:

- You must contact the SAIF Helpdesk prior to submitting changes;
- You must re-submit the application in full including the additions (FaHCSIA will replace the original application with the re-submitted application); and
- Changes must be received before the closing date and time (see section 3.8).

3.6 Questions and Answers during the Application period

The Department will only respond to requests for information that seek clarification of the Application Forms and Program Guidelines. To lodge a query, please send an email to saif@fahcsia.gov.au. FaHCSIA may contact you via email or phone to clarify or respond to your query.

Questions and answers raised through the application period will be addressed via an online forum to be hosted at <http://saif.govspace.gov.au/>. The online forum will be an opportunity for applicants to ask questions as well as to connect with other applicants and interested parties. More information about the online forum will be available on the FaHCSIA website.

3.7 Questions after the application period

The Department *will not* accept or respond to any applicant's requests for information or correspondence about the status or progress of their application during the assessment phase.

3.8 Closing date and time

The notice for tender will be posted on 5 September 2011. Applications will close on 20 January 2012 at 2:00 pm AEST (Queensland time).

The applications must be received by FaHCSIA within the application period to be considered.

After applications close on 20 January 2012 AEST (Queensland time) no additional documentation or changes will be accepted.

3.9 *Application Acknowledgement*

Unless prior agreement has been reached with FaHCSIA an application will not be considered lodged until it is received by FaHCSIA. The applicant will receive email notification from FaHCSIA within 48 hours of an application being lodged correctly. If the applicant has not received notification in this timeframe, the applicant should contact FaHCSIA to confirm that the forms have been lodged correctly.

4 Special Conditions applying to this Activity

4.1 Mandatory conditions

Each application must meet the following mandatory conditions to be eligible for funding under this Activity:

- a. The organisation type must be one of the types specified in section 2.3 of Part B of these Program Guidelines or, be a state or territory government and meet the requirement in section 4.1b below. Individuals may not apply;
- b. State or territory government applicants must partner with at least one non-government organisation;
- c. State or territory government endorsement of the support model is required, regardless of the source of ongoing funding for support costs;
- d. State or territory government endorsement for ongoing support funding is required OR the application must provide evidence of funding from another source;
- e. Proposed residents must have a severe or profound disability;
- f. Supported accommodation and respite cannot be delivered as part of the same project;
- g. The project does not depend on non-guaranteed capital contributions (e.g. application(s) pending for other competitive funding selection processes); and
- h. The project must be completed by 30 June 2014.

5 Contact information

Disability and Carers Programs Branch
Department of Families, Housing, Community Services and Indigenous Affairs
DE2.20 Tuggeranong Office Park
PO Box 7576, Canberra Business Centre ACT 2600

Email: saif@fahcsia.gov.au

6 Definitions

Adult	18 years to 64 years of age and 50 years of age if Indigenous.
Ageing carers	An ageing carer is a person over 65 years, or 50 years if Indigenous, who is caring for a person with a disability, often an adult son or daughter.
Assistive technologies	May include specific items that are wired to the house such as help/call buttons, hearing loops, security systems, phone adaptations, temperature controls, air-conditioning. Assistive technologies can include items such as computers and computer soft-ware if it is for the use of individuals in the house, the organisation submitting the proposal can demonstrate that it is required as a communication aid and will take responsibility for regular maintenance and upgrading. May not include individual items that can be subsidised through state/territory/Commonwealth schemes.
Capital works provider	The capital works provider is the organisation that has entered into a contractual arrangement with FaHCSIA and must be an eligible organisation as defined under the Program Guidelines, Part B, Section 2.3, or a state or territory government agency, as noted in Section 2.3 of Part C of these Program Guidelines. A capital works provider can, for example, be a registered disability support provider who is successful in gaining SAIF funds, and then subcontracts the capital works to a construction company. The capital works provider cannot be an individual or group of individuals.
Community living	Community living arrangements ¹ aim to enable people with disability to have access to the same range of accommodation and living arrangements as the rest of the population, to participate fully in the community and to have a good quality of life. Community living is characterised by the following features: <ul style="list-style-type: none"> • accommodation is located among the rest of the population, and is adequate, appropriate and accessible to the individual; • accommodation options are those ordinarily available to the rest of the population; • people are enabled, to the greatest extent possible, to choose where, with whom and how they live; and • people are provided with whatever help is required to enable them to participate successfully in the community.
Functional fit-out	Includes anything that is disability specific and fixed to the building e.g. hoists, hand rails, ramps, lifts, appropriate lighting, adjustment to heights of various built-in furnishings such as benches, automatic opening doors, wheelchair accessible widths of openings, specifically designed bathrooms, etc.
Innovation under SAIF	In relation to SAIF, innovation is defined as: <ul style="list-style-type: none"> • new or re-worked* strategies, concepts or ideas that will promote positive change and meet identified social, physical, cultural, rehabilitative needs of people with severe and profound disability;

¹ Mansel, J., & Beadle-Brown, J. (2010). Deinstitutionalisation and community living: position statement of the Comparative Policy and Practice Special Interest Research Group of the International Association for the Scientific Study of Intellectual Disabilities. *Journal of Intellectual Disability Research* 54, 2, 104-112. doi: 10.1111/j.1365-2788.2009.01239

	<ul style="list-style-type: none"> • has the potential to influence systemic change; • introduces new housing types, locations or physical design; • creates effective non-traditional community partnerships that can influence current practice; • utilises innovative project/service development approaches not currently used (or improves current methods) by service providers or governments – including those that involve people with disability meaningfully in development; • contributes innovative complementary financing methods; and • reflects principles of the United Nations Convention on the Rights of Persons with Disabilities. <p>* FaHCSIA acknowledges that innovative may not always refer to something entirely new and that applying existing strategies in new ways to satisfy a particular goal or outcome can be innovative.</p>
Institutional models of supported accommodation	<p>Supported accommodation models which clearly evidence institutional characteristics will not be funded under SAIF. Some key characteristics of institutions include:</p> <ul style="list-style-type: none"> • physical and social segregation and isolation of individuals with disability from the wider society, • large scale congregate care settings; and • residents do not have, or are not allowed to, exercise control over their daily lives.
Pooled resources	<p>Land, buildings, cash, labour or materials procured partially or wholly with funding other than Commonwealth SAIF capital funds. These items may be purchased or provided free of charge or for a discounted rate, or be provided as part of a partnership arrangement.</p>
Registered Community Housing Provider	<p>The terminology for community housing providers may vary between jurisdictions, however for the purposes of SAIF a registered community housing provider is considered to be an organisation providing community housing that is regulated by the state and territory governments.</p>
Respite place	<p>A placement in a respite service where a single place will support many people.</p>
Severe or profound disability	<p>The Australian Bureau of Statistics (ABS) defines four levels of core-activity limitations which are determined based on whether a person needs help, has difficulty, or uses aids or equipment with any core activity (communication, mobility or self care). Two of these levels of limitation are severe and profound. The ABS defines them as:</p> <ul style="list-style-type: none"> • Severe: the person sometimes needs help with a core activity task, has difficulty understanding or being understood by family or friends, can communicate more easily using sign language or other non-spoken forms of communication • Profound: the person is unable to do, or always needs help with, a core-activity task.

Supported Accommodation place	This refers to a placement with the capacity to provide a long term accommodation solution. Individuals may live in the accommodation for as long as they choose.
Value for money	<p>Value for money is not just about price. To get the best possible value for the money, funding decisions are based on an assessment of all the costs and benefits of each proposal. A value for money assessment, based on the published conditions for participation and selection criteria, may include consideration of factors such as:</p> <ul style="list-style-type: none"> • The relative risk of the proposal; • The performance history of the supplier; • All direct and indirect financial costs and benefits over the life of the funding activity (including any ongoing maintenance costs); • The flexibility of the proposal to adapt to possible change; and • The anticipated price that could be obtained, or cost incurred, at the time of disposal. <p>Value for money is best achieved by adopting appropriately competitive and non-discriminatory selection processes.</p>

7 Appendices

Appendix 1- endorsement pro forma

State/territory government endorsement of SAIF project and ongoing support cost funding form

This following form provides applicants with a standard approach to obtaining state/territory government endorsement for their SAIF project. The form is broken into two parts:

- Part 1 – must be completed by all applicants and submitted with each project; and
- Part 2 – must be completed by those applicants seeking state/territory government funding for ongoing support costs for residents.

Applicants who will seek ongoing support funding from an alternative or private source must still complete Part 1 of this form.

Applicants must complete a separate form for each application they submit.

Endorsement Form Part 1 – For all applicants

State or territory endorsement of support service model and housing model

This is a **mandatory** endorsement which the applicant must seek from the relevant government department/authority of the state or territory in which the project would be built. This endorsement is to ensure that the proposed housing and support service delivery models are consistent with the standards and requirements of the relevant state/ territory government. This section **is not** an endorsement for funding of any kind. Applications which have not received this endorsement **will not** be accepted for assessment.

This form is to be signed and dated, scanned and included in the relevant application as a PDF attachment. FaHCSIA will verify all details of this form with the relevant state/territory government department/authority.

The applicant may need to adapt certain aspects of their application to satisfy the requirements of the state/territory government and receive its endorsement.

Organisation details

By signing below, the applicant organisation:

- confirms that all details in this form are correct to the best of its knowledge;
- confirms it has sought and received the relevant state/territory government endorsements for the application detailed;
- agrees to receive ongoing support funding from the relevant state/territory government department/authority where applicable and where the SAIF application is successful; and
- agrees to its obligation to guarantee the funding of support costs for residents who do not have state/territory government support funding.

State/territory government unique identifier	
Organisation name	
Project title	
Organisation ABN	
Organisation ABN Branch Number (if applicable)	
Organisation Chief Executive Officer (CEO) or equivalent name	
Position title (e.g. Chief Executive Officer, Executive Officer, Director)	
CEO telephone number	
CEO email address	
CEO signature	
Date	

By signing below, the state or territory government department/authority states its acceptance of the support service delivery model proposed for the project detailed above.

Name of authorising department/authority	
Name of authorised officer	
Signature of authorised officer	
Date	

Endorsement Form Part 2 – for applicants seeking state or territory government funding for ongoing support costs

State/territory endorsement for ongoing support costs funding

This is an endorsement which the applicant must seek if they wish to fund ongoing support service provision through state/territory block or individual support package funding. If the applicant does not seek this endorsement, they must provide details of an alternative ongoing support funding source in the Application Form.

State/territory endorsement in this section is a commitment of ongoing support funding (or to prioritise this proposal in planning ongoing support funding according to future allocations) based on the information provided in the application. By signing this form, the applicant accepts that:

- state or territory endorsement for funding is not an unconditional commitment, is not binding, and may be withdrawn at the discretion of the state or territory government;
- to receive ongoing support funding, the application for SAIF must be successful, and the project must be completed and used to house the specified number of residents;
- the applicant must meet all additional state or territory requirements and conditions; and
- the applicant may be required to make a separate agreement with the state or territory.

Applications where one or more residents will not be covered by either block or individualised funding from the relevant state/territory government, or ongoing support funding from an alternative source, **will not** be accepted for assessment.

If one or more proposed residents are covered by existing state/territory individualised funding, the applicant should provide evidence of this to the authorised officer when seeking endorsement.

By signing below, the state or territory government department/authority:

- states its commitment to fund/prioritise in planning for future funding allocations the ongoing support service costs in reference to the above conditions; and
- notes the obligation of the applicant organisation to guarantee funding for all residents not covered by any state/territory government funding sources.

Total number of residents proposed in the application	
Number of residents to be covered by state/territory funding	
Number of residents to be covered by an alternative ongoing support funding source (N.B. further details of this source of funding, if applicable, are required in the application forms)	
Name of authorising department/authority	
Name of authorised officer	
Signature of authorised officer	
Date	

Appendix 2 - Specialist requirements

A) Livable Housing Design Guidelines

All SAIF projects should meet the platinum level against Livable Housing Design guidelines. While this is not stated under section 4.1 as a mandatory condition, projects will be assessed against this requirement under Selection Criterion 2a.

To access the guidelines go to the following link: www.fahcsia.gov.au/livablehousing

B) Minimum Environmental Standards

All projects should meet specified environmental standards to reduce living costs for the resident/s that will occupy the supported accommodation constructed under SAIF. All dwellings in each proposal should, where possible, incorporate the following environmental features:

a. Attainment of a 6 star energy rating

Dwellings should achieve a six star energy efficiency rating. The Energy Efficiency Rating must be determined for each dwelling using accredited Nationwide House Energy Rating Scheme (NatHERS) software by a person who is either:

- Accredited by the Association of Building Sustainability Assessors (ABSA); or
- recognised as a House Energy Rating Assessor by the relevant authority in the state or territory of construction; or
- in states or territories that do not have a register of assessors, the person must be able to show suitable evidence of training in the use of the accredited NatHERS software.

A compliant output report from an accredited NatHERS software tool should be provided for each dwelling included in any proposal. There are currently three accredited software tools that may be used to generate the rating as follows:

- AccuRate
- BERS Professional
- FirstRate 5

Further information is available at www.nathers.gov.au.

To achieve the 6-star rating, dwellings are expected where possible, to include appropriate:

- I. energy efficient glazing - windows will be required to have high levels of thermal performance specific for the location such as low-e coatings, double glazing, tinted glazing and/or thermally improved frames as appropriate and be rated under the Window Energy Rating Scheme (WERS);
- II. draught proofing of windows and doors, where appropriate;
- III. exhaust fans in kitchens and bathrooms must include closing mechanisms when not in use; and
- IV. shading (e.g. of eastern or western facing windows).

Proposals will need to indicate whether these features have been achieved.

b. Insulation

Ceiling and external wall insulation (this should be at least equal to the deemed-to-satisfy provisions of the Building Code of Australia 2010).

c. Energy Efficient Lighting

Fluorescent or LED lighting should be used wherever possible. Traditional incandescent lights and low voltage halogen lights should be avoided. Mains voltage halogen lights should only be approved where control systems such as dimmers and motion sensors are required.

d. Hot Water Systems

For houses including attached houses - a solar or heat pump hot water system that is eligible for Renewable Energy Certificates (RECs) at the time and place of installation should be installed. For apartments, a solar or heat pump or a five star gas system should be installed. Where proponents specify a more greenhouse intensive hot water system (for example an electric storage heater), they must justify why a less greenhouse intensive hot water system could not be used. Shared central systems will be allowed where appropriately designed and installed. Only water-efficient showerheads and taps (minimum WELS 3 Star) should be installed.

e. Water tanks

Water tanks should be installed in all dwellings where appropriate and comply with the following requirements:

- I. The tank(s) should have a minimum capacity of 2000 litres and maximise roof capture (preferably to 80% where possible). Where the tank is shared a 2000 litre capacity is required for each unit of supported accommodation constructed;
- II. The rainwater tanks should be plumbed into the house for use in the laundry and/or toilets; and
- III. The rainwater tanks must meet Australian standards and must be installed by a licensed plumber in accordance with any applicable standards, regulations and guidelines.

C) Compliance with the National Building Code and Implementation Guidelines (where appropriate)

The National Building Code of Practice for the Construction Industry (the code) establishes minimum standards businesses must meet to be eligible for Australian Government Building and Construction, including work indirectly funded by the Commonwealth Government. The Code and Guidelines set out best practice principles for the building and construction industry. These principles reflect national workplace relations laws and have been endorsed by the Commonwealth, state and territory Governments.

Compliance with the Code is now a Condition of Tender for Commonwealth Government projects and individual projects funded through SAIF must comply with the Code where the following thresholds are reached.

Thresholds

The Code and Guidelines apply to all construction projects indirectly funded by the Australian Government through grants or other programs where:

- the Australian Government funding is at least \$5 million and represents at least 50% of the total construction value; or
- the Australian Government funding to the project is \$10 million or more.

An undertaking to apply the Code and Guidelines to the project and to private construction activity must be provided by a proponent and included with proposal documentation in all cases where their proposed project will exceed the specified thresholds.

Construction activity covered by the Code and Guidelines includes:

- building refurbishment or fit out, installation of building security systems, fire protection systems, air conditioning systems, computer and communication cabling, and building and construction of landscapes (see section 2.1 of the Guidelines);
- all organised activities concerned with demolition, building, landscaping, maintenance, civil engineering, process engineering, mining (excluding mining operations) and heavy engineering; and
- material suppliers who manufacture and/or supply construction components integral to a project.

The Code and Guidelines do not cover the ongoing maintenance (such as wear and tear) of building systems, including the maintenance of computer and other communication cabling, landscaping (such as lawn mowing, pruning and other horticultural activities), and cleaning buildings.

The Code and Guidelines apply to:

- government agencies funding building and construction projects;
- companies/contractors working on these projects, including subcontractors and sole traders;
- suppliers of materials to these projects; and
- related entities to any of the parties listed above.

More information about the National Building Code of Practice for the Construction Industry can be found at

<http://www.deewr.gov.au/WorkplaceRelations/Policies/BuildingandConstruction/Pages/NationalCodeandGuidelines.aspx>

D) Compliance with the Australian Government Building and Construction OHS Accreditation Scheme (where appropriate)

The Australian Government Building and Construction OHS Accreditation Scheme (the Scheme) is established under the provisions of Building and Construction Industry Improvement Act 2005 and is designed to improve health and safety in the building and construction industry. The Scheme operates such that, subject to certain thresholds, only head contractors who are accredited under the Scheme can enter into contracts for building work funded by the Australian Government.

Thresholds

The following thresholds apply when the state or territory government, or similar, is the client (i.e. projects indirectly funded by the Australian Government):

- the Australian Government contribution to the project value is at least \$10 million; or
- the Australian Government contribution is at least \$5 million and represents at least 50 per cent of the total project value.

In addition to the above thresholds, the requirement that accredited builders carry out the building work only applies where the value of the building and construction activity undertaken by the head contractor equals or exceeds \$3 million.

All proposals that exceed the threshold values and meet the additional head contractor building work value will need to provide evidence demonstrating the accreditation of head contractor.

More information about the Australian Government Building and Construction OHS Accreditation Scheme can be found at www.fsc.gov.au

Appendix 3 – Monthly reporting**Monthly Reporting**

Reporting element	Project type
Actual expenditure per month	All
Total percentage of construction activity completed at period end	All
Construction milestone actual - Planning approval submitted (required for renovations if PA required)	Redevelopment / New construction
Construction milestone actual - Planning approval granted (required for renovations if PA required)	Redevelopment / New construction
Construction milestone actual - Construction contract let	Redevelopment / New construction / Renovation
Construction milestone actual - Construction start	Redevelopment / New construction / Renovation
Construction milestone actual - Concrete slab poured	Redevelopment / New construction
Construction milestone actual - Lockup stage	Redevelopment / New construction
Construction milestone actual - Construction completion (Settlement date if purchase)	All
Construction milestone actual - Certificate of occupancy issued	All
Project milestone actual – Residents move into new accommodation	All
Resident actual demographics	All
Actual scope of renovation works completed	Renovation
Images/photographs of construction/building progress	All