

GREATER LONDON AUTHORITY

Joint Expression of Interest and Sifting Brief for the acquisition of 56 homes by a community organisation at St Ann's New Neighbourhood, Tottenham



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The opportunity at St Ann’s New Neighbourhood

This joint Expression of Interest (EOI) and Sifting Brief has been issued by the Greater London Authority (GLA) and represents the first stage of the selection process for a community-led organisation to acquire 56 homes at St Ann’s New Neighbourhood scheme in the London Borough of Haringey (LB Haringey).

This document includes:

- Detail on the new housing development at St Ann’s New Neighbourhood.
- Information on the 56 homes available for acquisition by a GLA nominated community organisation.
- Details on the requirements for community organisations interested in acquiring the homes, and the process a community organisation will have to go through.
- Details on how interested organisations can submit an EOI and Sifting Brief return.

Interested community organisations must submit their joint EOI and sifting brief by 2pm on 4th November 2022 by returning a completed return to the GLA’s community-led housing team via communityledhousing@london.gov.uk.

Stage	Date
Joint EOI and Sifting Brief issued	20/09/2022
Joint EOI and Sifting Brief deadline for submission	04/11/2022
Shortlisted community organisations invited to tender	25/11/2022
Invitation to tender return deadline	Early 2023
Evaluation commences	Early 2023
Confirmation of nominated tenderer	Early 2023
Tenderer enters into legal agreements with Catalyst	Early 2023

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1. Introduction

1.1 Overview

In December 2020, the Mayor of London announced that the Greater London Authority (GLA) was partnering with Catalyst Housing Limited (Catalyst) to deliver a new housing-led redevelopment on surplus land adjacent to the St Ann’s Hospital site in the London Borough of Haringey, to be known as St Ann’s New Neighbourhood.

Catalyst is in the process of merging with the Peabody Trust. It is envisaged that from early 2023 any references to Catalyst will be replaced with Peabody.

The new scheme will contain up to 995 new homes, with 60 per cent enshrined as genuinely affordable housing, as well as commercial space and new public spaces. The indicative layout of the St Ann’s New Neighbourhood can be seen in Figure 1 and further details can be found on Catalyst’s consultation website: <https://consultation.chg.org.uk/hub-page/st-ann-s-neighbourhood>.



Figure 1: Indicative Layout of St Ann's New Neighbourhood upon completion

A planning application was submitted in July 2022 and the submitted documentation can be viewed on LB Haringey's planning portal using [this link](#) and reference number HGY/2022/1833. Construction of St Ann's New Neighbourhood will start in early 2023 and will reach completion over several phases. The final homes are expected to complete in 2029.

The planning application is a hybrid, with phase 1a (comprising plots A-D on Fig 1) submitted in detail and the remainder submitted in outline. The community-led homes are contained within the outline elements of the planning application. An indicative masterplan was submitted as part of the planning application, which showed 56 community-led homes.

1.2 Location

St Ann's New Neighbourhood will have a long frontage onto St Ann's Road to the north, with much of it looking onto Chestnuts Park. It will be bound by St Ann's Road to the north, the Gospel Oak to Barking Overground line to the south, and Warwick Gardens to the west. The Barnet, Enfield and Haringey Mental Health NHS Trust owns the land to the east.

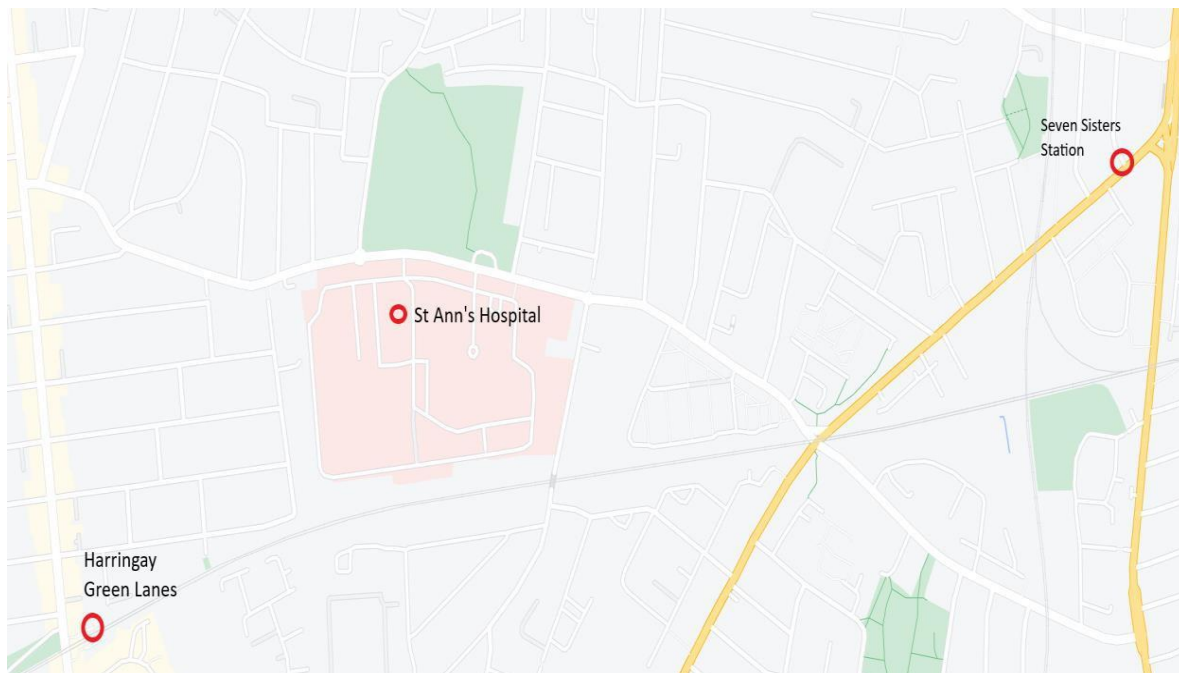


Figure 2: St Ann's New Neighbourhood location plan, with Haringey Green Lanes rail station to the west and Seven Sisters to the northeast (courtesy of Google Maps)

1.3 Local connections

The new scheme will be 15-20 minutes' walk from Seven Sisters and Manor House underground stations, which are 20-minute commutes to central London. Haringey Green Lanes station and the busy Green Lanes high street are approximately 800m west. The new scheme will also be served by regular bus routes. The 341 to Waterloo and Edmonton connects the site to Bruce Grove station in less than 20 minutes. The 67 bus route provides a 10-minute journey to Stamford Hill station, 20 minutes to Dalston Junction and 20 minutes to Wood Green in the opposite direction.

1.4 History

Historical maps indicate that in the sixteenth century, the site was owned by the Order of St John's of Jerusalem. The land was mainly farmland and remained as such through later centuries, with the emergence of several manors and buildings on the northern part of the site reflecting the growing urbanisation of the Tottenham area in the early to mid-1800s. The vast majority of these older buildings were demolished, with the exception of Mayfield House, which is believed to have been built in the middle of the 1800s and remains to this day.

In 1892 the site became a fever hospital, then known as the North-eastern Hospital, capable of accommodating 400 patients. Several existing buildings on the site date back to that period. The site was briefly used by the American Red Cross at the end of the First World War, before passing to London County Council in 1930. In 1948 the hospital was acquired by the new National Health Service, becoming a general hospital shortly afterwards, and most recently providing inpatient mental health services and various outpatient services.

In 2015, the Barnet, Enfield and Haringey Mental Health Trust (the NHS Trust) secured planning permission (HGY/2014/1691) for a 470-unit scheme with 14 per cent affordable homes on the portion of their land that was surplus to their requirements. Given the low level of affordable housing, and the strong desire of members of the local community for a better housing outcome on the site, the Mayor of London acquired the site from the NHS Trust in March 2018 with the intention of bringing forward a scheme at a significantly higher density and level of affordable housing.

As set out in more detail in 2.3, the GLA worked closely with the local community and LB Haringey to agree priorities for a revised scheme, before launching a competition to find a development partner. Identifying tangible benefits for the community were a core part of this competition, as indeed were trying to ensure the delivery of community-led homes on the site. To that end, the following approach was agreed:

- Interested development partners had to ringfence a minimum of 50 homes on the site, for which community organisations would have first refusal to acquire them at a fixed price to deliver as affordable, community-led homes.
- The GLA would run a selection process to identify a community organisation, who would then be 'nominated' to Catalyst as the GLA's preferred community organisation.
- The nominated community organisation would immediately sign an option agreement with Catalyst, and then would have a set period of time to agree the purchase of the homes via a community sales agreement.

Catalyst were announced in March 2020 as the successful bidder and have ringfenced 56 homes for potential acquisition for community-led homes by a community organisation.

This document therefore marks the first stage of the GLA selection process in identifying its preferred community organisation, who will then move forward and purchase the homes from Catalyst, bringing them forward as community-led housing.

2. Community involvement at St Ann's

2.1 What is community-led housing?

The vision for community-led housing at St Ann's New Neighbourhood is that:

- There is a presumption that the community group or organisation will take a long-term formal role in the ownership, stewardship, or management of the community-led homes.
- The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.
- Meaningful community engagement and consent occurs throughout the development process. Communities do not necessarily have to initiate the conversation or build homes themselves.

2.2 What is a community organisation, and what is the eligibility criteria for expressing an interest?

There is no exhaustive list of what entails a community organisation. As per section 2.1 of the [Community Housing Fund \(CHF\) prospectus](#), community organisations can take many legal forms. Section 2.1 of the CHF prospectus sets out a list of what it considers eligible community organisations, which includes a community benefit society, a co-operative society and a community interest company limited by guarantee. However, interested parties should ensure their organisation is consistent with the interpretation of the definition set out in the '[Community-led housing](#)', definition and the '[CLH London Interpretation](#)'.

While there is no exhaustive list, any interested party must be a legally recognised organisation/entity before submitting a joint EOI and sifting brief via this process.

2.3 Community involvement at St Ann's

The local community have had a significant influence on the design and layout of St Ann's New Neighbourhood. The GLA has sought to involve the community throughout the process of bringing forward the former St Ann's Hospital site for redevelopment. It engaged closely with the St Ann's Redevelopment Trust (StART) - who had developed a community focused master plan for the site - in setting out its priorities for a new scheme, and this community engagement work is now being continued in earnest by Catalyst. Catalyst has been engaging with the community since spring 2021 and has held several workshops, community events and attended meetings with local groups.

While community engagement at St Ann's New Neighbourhood is about far more than bricks and mortar, the GLA recognised that there was significant local support for some form of community-led housing on St Ann's New Neighbourhood. As part of the selection process run to select Catalyst as the development partner at St Ann's therefore, the GLA included a requirement that at least 50 homes be ringfenced for acquisition for ownership by a community organisation. As set out in further detail below, based on the indicative

masterplan, the GLA and Catalyst have ringfenced 56 homes on the scheme for community-led housing, for acquisition by a community organisation.

2.4 Community-led homes at St Ann’s New Neighbourhood

56 affordable homes at St Ann’s New Neighbourhood will be ringfenced for acquisition by a community organisation¹. The GLA is leading the process to select a community organisation, who will then contract with Catalyst to acquire the homes for community-led housing. The community organisation would own the homes, establish management arrangements for the homes, and – in agreement with LB Haringey – manage the allocations policy for these homes.

The development at St Ann’s New Neighbourhood will be split into four phases, with all phases underpinned by site-wide infrastructure works that will commence in March 2023.

These phases – phase 1a, 1b, 2 and 3 - are shown in figure 3. The 56 homes ringfenced for community-led housing are located across phase 1b and phase 2 (further details below).

¹ As the scheme is still going through the planning process, the exact number of homes ringfenced for community-led housing is not confirmed. But, to reiterate, the scheme has been submitted for planning on the basis of 56 homes being ringfenced for community-led homes. The total number of ringfenced homes will not drop below 50.



Figure 3: Phasing Plan of St Ann's Hospital Site

Catalyst’s planning application seeks to secure outline planning permission for the whole site, and detailed planning permission for phase 1a.

Under this outline application, the ringfenced homes are split across two phases – 1b and 2 – in two blocks. They comprise of a combination of one, two and three-bedroom homes, all of which will be built to London Plan space standards.

- Ringfenced homes in phase 1b: Phase 1b will contain 24 ringfenced homes, based on the indicative masterplan, located block G (see figure three above). These homes are currently forecast to complete construction in 2026-27.

- Ringfenced homes in phase 2: Phase 2 will contain 32 homes, based on the indicative masterplan, located in block J. These homes are currently forecast to complete construction in 2027-28.

Please find the breakdown of homes in each block below, based on the indicative masterplan.

	1 bed, 2 people	2 beds, 3 people	2-bed, 4 people	3 beds, 4 people	3 beds, 5 people
Block G1, Phase 1b	4	2	18	0	0
Block J3, Phase 2	5	2	12	1	12

The GLA and Catalyst expect a planning decision in late 2022, following which, if permission is granted, the section 106 for the scheme will be signed, and preparations can be made for a formal start on site by March 2023.

Catalyst will submit a further application in spring/summer 2023 to secure detailed planning for phases 1b and 2 (which contains both blocks of community-led homes), which means, should a community organisation be nominated in time, there is scope for that community organisation to input into the detailed planning application.

Any design changes will need to correspond to the current planning application (notably the parameter plans, design code and other factors such as tenure and unit mixes), which can be found in Catalyst’s planning submission. The code states that phase 1b, 2 and 3 must be visually similar to phase 1a.

2.5 Costs

The price of the community-led homes is fixed on the basis of the homes being delivered as a standard London Living Rent home, which is an intermediate tenure of affordable housing. The price of the homes will be released to bidders at the next stage of the selection exercise. Where the nominated community organisation requires changes to the external or internal design of the homes that lead to additional costs for Catalyst, it is likely the nominated community organisation will need to cover this cost

2.6 Guidance on Tenure

Catalyst’s planning application sets out the tenure of the community-led homes as London Living Rent. Community organisations should propose their own tenure for the homes, and this should be outlined in the joint EOI and sifting brief return. The proposed tenure must be deliverable, and should take into account the affordability, viability, as well as compliance both with local planning policy and the requirements of available funding pots (see 3.3). The tenure will need to be agreed between the community-led organisation acquiring the homes, the GLA, Catalyst and, as the local planning authority, LB Haringey. Tenures which lead to the homes being acquired outright (and therefore lost to the community) are not acceptable.

Interested community organisations should set out how they believe that the tenure they propose are affordable to local people in their submission.

2.7 Affordability

It needs to be demonstrable that the community-led homes delivered at St Ann's New Neighbourhood are affordable at a local level. As these homes are being acquired at London Living Rent values, the GLA considers it likely these homes will be delivered as intermediate housing. Intermediate housing is affordable housing which is targeted at those people who have little chance of accessing low-cost rent housing, but who are not able to buy or rent a home on the open market. Proposals for low cost rented housing will definitely be considered, but this will require significant levels of cross-subsidy from the community organisation. It should also be noted that in addition to the community-led homes there are (based on the indicative masterplan) 310 London Affordable Rent Homes and 93 London Living Rent Homes being delivered elsewhere on St Ann's New Neighbourhood, which is significantly above policy, and therefore local people in need of low-cost rent housing will benefit from these homes.

2.8 Viable to deliver

As set out above, the GLA acknowledges that because the homes are being acquired at a fixed price (based on London Living Rent), it is likely that the cost of acquiring the homes will mean that the community-led homes come forward as an intermediate tenure. The fixed price will be released at the next of the procurement, and at Invitation to Tender (ITT) stage, interested organisations will need to demonstrate that their proposals are financially viable to deliver. GLA capital funding may be available to help the community organisation acquire the homes, and further information is set out on this below in section 3.4.

Consistent with local policy: The proposed tenure for the community-led homes will need to be supported by the local planning authority. LB Haringey has set out its affordable and specialist/supported housing guidance [here](#)². interested organisations should review and set out how they believe their proposed tenure is consistent with this guidance.

2.9 Approach to managing and allocating the homes.

The management and allocation of the community-led homes will depend on both the type of community organisation owning the home and the tenure. There is no requirement for the community organisation to manage the homes, if the community organisation can set out a clear and robust approach for how it intends the homes to be managed by another party, which, subject to agreement, could include Catalyst. Where the residents of the community-led homes will be leaseholders, and service charges are applicable, the GLA expects that the principles set out in the GLA's Service Charges Charter to be embedded in the management approach³.

² <https://www.minutes.haringey.gov.uk/documents/s107649/Appendix%201%20-%20Revised%20Appendix%20C%20v5.pdf>

³ https://www.london.gov.uk/sites/default/files/service_charges_charter_pdf.pdf

With the allocation of homes, the GLA expects interested community organisations to set out their priorities for how the homes will be allocated. There is no requirement at this stage for a draft allocation policy, but it is important that interested community organisations demonstrate that they have considered what a fair and transparent allocation system looks like, and how it balances local needs with local connections. A good allocations policy is one in which the assessment criteria is clearly defined and publicised, and the means by which it chooses who will be offered a vacant property. For further information and guidance on this, Community Led Homes, an organisation that supports the delivery of community-led homes projects, have provided [guidance on Housing Management](#). LB Haringey will need to agree any allocations policy for the community-led homes and there may be other requirements proposed by Haringey within the Section 106 agreement.

2.10 Acquisition Options

There are two available approaches to purchasing the homes. The first, all homes are purchased by one community organisation. The second; only the one block of homes is acquired by an organisation. If the two returns that score the highest opt to purchase one block each, then the GLA may proceed with the nomination of two organisations at the same time. The GLA also reserves the right to conduct a second exercise for the second block if required. The response to the joint EOI and sifting brief should make clear the intended approach, which will be scrutinised for deliverability. Please refer to section 3.1 for further information on the GLA's process on if the nominated organisation cannot enter into the community sales agreement.

2.11 EDI

The Mayor of London has set out his strategy for creating a truly inclusive London in his Equality, Diversity and Inclusion strategy, published in 2018⁴. His view is that a successful city needs to work well for all residents, and that everyone should be able to share in its prosperity, culture and community life. His strategy sets out that how, in all his policies and programmes, the May or will work to address long-standing inequalities and discrimination that affect all major cities.

Through the delivery of community-led homes on the St Ann's New Neighbourhood scheme, we will contribute towards addressing long-standing inequalities by the provision of housing that is genuinely affordable and meets the needs of the local community. Interested community organisations should therefore be clear in their Sifting Brief returns how their proposals for St Ann's New Neighbourhood will benefit those in need of affordable housing, and in particular any groups of people with protected characteristics⁵.

The Mayor's strategy focuses on ensuring that the GLA group is more representative of the city's diversity, and that there is a culture of inclusiveness where everyone is treated with

⁴ <https://www.london.gov.uk/sites/default/files/mayors-equality-diversity-inclusion-strategy.pdf>

⁵ The nine protected characteristics are set out in the 2010 Equality Act are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

respect, feels able to speak up and contribute, and has their health and wellbeing supported. Interested community organisations should also set out in their returns how their organisations are reflective of their local communities, and how their own organisations embed a culture of inclusiveness and supportiveness.

3 Selection process

3.1 Selecting a community organisation

The GLA will carry out a selection process to nominate a community organisation. We are looking for an organisation that demonstrates its status as a community organisation with a credible intention to own and manage community-led housing. The nominated community organisation will need to demonstrate it has the necessary funds to acquire and manage the homes as community-led housing. This document launches this process, with organisations asked to return a joint EOI and sifting brief submission to the GLA.

Submissions will be scored against set criteria (see section 4.2) and up to four shortlisted organisations will go through a second-round assessment with more detailed questions. It is at this second stage that the costs of the homes will be confirmed as well as further details on the proposal provided by Catalyst, these will be: legal agreements (sent in draft form), the specification programme for the homes and the illustrative master plans for the scheme. After this second round of assessment, the highest scoring organisation will be nominated to Catalyst to sign the option agreement. The option agreement, which has already been drafted, is the legal framework which allows for Catalyst and the nominated organisation to discuss other legal documents (which have also been drafted), financial positions, design elements and other matters prior to entering into a formal community sales agreement. In tandem, Catalyst and the GLA will carry out due diligence activities ahead of the community organisation being nominated. For further information on the due diligence activities, please see appendix 1.

The GLA will retain a list of all shortlisted candidates. In the scenario where the nominated community organisation cannot enter into the community sales agreement the GLA reserves the right to offer the remaining homes / the opportunity to other shortlisted community organisations. In the scenario where the nominated community organisation cannot purchase all the available homes, the GLA reserves the right to offer the remaining homes to other shortlisted community organisations.

If a scenario arises where no community organisation is nominated, or the nominated organisation is unable to enter into an agreement with Catalyst, then the 56 community homes will revert to London Living Rent.

3.2 Project timing

The GLA is aiming to nominate the preferred community-led organisation by early 2023, following completion of due diligence by GLA. The successful organisation will enter into a sales agreement with Catalyst within a given timeframe after being nominated. Currently that timeframe is no later than 40 days after nomination, assuming that draft sale agreements are circulated as part of the ITT process, and that Catalyst's financial due diligence can also be satisfied as part of the ITT process.

GLA Officers are working with Catalyst to make this 40-day period as efficient as possible. This will be done primarily through the assessment of relevant information provided from community organisations at invitation to tender stage.

Please see below for the indicative programme timeline below for reference. The GLA reserves the right to change the indicative dates and timings.

Stage	Date
Joint EOI and Sifting Brief issued	09/09/2022
Joint EOI and Sifting Brief deadline for submission	04/11/2022
Shortlisted panel members Invited to Tender	25/11/2022
Invitation to tender return deadline	Early 2023
Evaluation commences	Early 2023
Confirmation of selected tenderer	Early 2023
Tenderer enters into legal agreements with Catalyst	Early 2023

3.3 London Community Housing Hub

The London Community Housing Hub (the Hub) are supported by the GLA and offer a variety of different types of support around community-led housing. The Hub work with Community-led housing groups offering support and guidance around Community-led housing and aims to set up community-led housing groups to be successful. They can be contacted via [this page](#) and are available to provide advice at any stage in St Ann’s community-led housing nomination process.

3.4 Capital Funding

Capital funding will, subject to eligibility, be available to support the acquisition of the ringfenced homes by a community organisation.

The 56 ringfenced homes have been provisionally allocated £38,000 per unit grant funding by the GLA. This funding has been allocated via Catalyst. Upon acquisition of the homes by a community organisation, the grant provision will transfer over to the community organisation (subject to the community organisation being eligible for funding).

The GLA recognises that additional funding may be required by the community organisation to deliver the 56 homes as community-led housing and so there will be an opportunity for the community organisation to bid for further grant; this funding will likely come from [Mayor’s Community Housing Fund](#). The Mayor’s Community Housing Fund was established in 2019 to help Londoners access the finance they need to play a leading role in developing their own communities. Further information about this will be provided at invitation to tender stage.

The amount of funding provided will hinge on the tenure type proposed as well as the individual circumstances of the nominated community organisation.

If homes are sold and/or cease to meet affordable home status, the GLA reserves the right to claw back all grant provided to support the development of the homes.

3.5 Revenue Funding

To support the nominated bidder, revenue grant will be administered by the Hub to support the acquisition of the 56 homes. For this scheme it is expected these costs will be attributed primarily to project management/administration of purchasing the homes as well as any viability analysis and a budget of £50,000 has provisionally been allocated for this purpose.

This funding will be subject to an application to The Hub. Further information on the revenue funding can be found in the [London Community Housing Fund prospectus](#), but the GLA will work with the nominated community organisation to support their application.

Revenue funding will only be made available to the nominated organisation.

4 Community organisation response

4.1 Joint EOI and Sifting Brief return

The joint EOI and Sifting Brief return requires interested community organisations to respond to six questions. These will be scored and weighted against the criteria set out below.

1. Describe and demonstrate how your organisation will meet the principles of community-led housing as set out in section 2 (weighted 20%).
2. What is your preferred tenure(s) for the community-led homes on St Ann's New Neighbourhood? Please outline your view as to how this tenure (or these tenures) will be deliverable, with reference to affordability, viability, compliance with local planning policy and the funding (if required). If you do not have a proposed tenure, please explain why and outline your strategy for confirming it (weighted 16%).
3. Please describe how you intend to fund the acquisition of the homes, including your strategy to secure finance to acquire the homes. Please include details of any in-principal grant funding you have secured, and evidence (e.g. letters of support) of support from lenders if available/applicable (weighted 16%).
4. Once the homes are acquired by your organisation, what is your approach to how the homes are managed effectively and allocated fairly (weighted 16%)?
5. Describe how your organisation has the skills and resources to acquire the homes. Please refer to a relevant case study, if applicable. If there are gaps in the resource required to acquire the homes, please outline what resources would need to be procured (weighted 16%).
6. What does equality, diversity and inclusion mean to your organisation, and how will your organisation ensure equality, diversity and inclusion are embedded in your approach to this project (weighted 16%)?

These will be scored against the scoring criteria set out in section 4.2, and up to four organisations that score highest will be taken through to the next stage.

To respond to this EOI / joint sifting brief, community organisations will need to download the word document titled St Ann's Joint EOI and sifting brief Return, found on the same webpage as this PDF, and fill in both their organisation details and respond to the questions.

Please ensure the return is no longer than 3 sides of A4 with size 11 text and the submitted Return has the following name convention "Organisation Name – St Ann's CLH Joint EOI SB Response".

Interested community organisations must return their responses to the GLA's Specialist Housing team via communityledhousing@london.gov.uk, by 14.00 (BST) on 4th November 2022.

4.2 Scoring Criteria

Score	Classification	Definition
0	No response	No response at all or insufficient information provided in the response such that it is totally unassessable and/or incomprehensible.
1	Unsatisfactory response	Substantially unacceptable submission which fails to address the question; no or very little detail will have been provided to support the response; and/or there are considerable reservations as to the respondent's answer in respect of the relevant ability and/or understanding and/or expertise and/or skills and/or resources of the respondent to undertake the project.
2	Partially acceptable response	Weak submission that partially addresses the question and the GLA's aspirations: the response may be basic/minimal with some detail provided to support the response; and/or there are some reservations as to the respondent's answer in respect of the relevant ability and/or understanding and/or expertise and/or skills and/or resources of the respondent to undertake the project.
3	Satisfactory and acceptable response	Submission sets out a response that largely addresses the question and the GLA's aspirations, with some detail provided to support the response; and/or there are minor reservations as to the respondent's answer in respect of the relevant ability and/or understanding and/or expertise and/or skills and/or resources of the respondent to undertake the project.
4	Very good response	Submission sets out a robust response that fully addresses the question and the GLA's aspirations, with full details provided to support the response; and the respondent provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources of the respondent to undertake the project.
5	Outstanding response	Respondent sets out a robust answer (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the response display significant innovation.

Potential participants must note that a response to this request does not guarantee an invitation to participate in any future housing development opportunities offered by the GLA.

Participants responding to this questionnaire may be invited to meet with the GLA to discuss questionnaire responses.

The GLA is subject to the disclosure requirements of the Freedom of Information Act (FOIA) and any information we hold is potentially liable to disclosure under that Act. We would advise that any information that you consider to be confidential should also be labelled as such. In the event that a request is subsequently made for disclosure under the FOIA, that request will be dealt with in accordance with the legislation.

Appendices

Appendix 1: Due Diligence Requirements

Appendix 2: Joint Expression of Interest/ Sifting Brief Return

Appendix 1: Due Diligence Requirements

The highest scoring community organisation will be nominated to Catalyst to take the community-led homes. To ensure that the successful organisation has the financial capacity to take the units, Catalyst will need to carry out some due diligence activities. To make this as efficient a process as possible, some of this due diligence will be carried out at the ITT stage. To help with the process to getting a community sales agreement signed, Catalyst will be sharing a document package which will include legal agreements in draft form with shortlisted organisations at ITT stage. Catalyst will likely require the following elements, as a minimum and depending on the type and nature of organisation, as part of their own due diligence process:

- Most recent financial statements and up to date management accounts
- Confirmation of any Group Structure and whether a parent company guarantee is available.
- An Experian score of 60 or greater, or clear justification of why this is not the case (e.g. no score because organisation has exemptions regarding filing annual statements)
- Confirmation of funding available for acquisition –in the form of cash or committed funding from a third party (grant or loans)
- Confirmation of the third-party funder so Catalyst can assess the counterparty risk

Please note, these are subject to change as they will not be confirmed until the ITT has been finalised. Should there be any questions both the GLA and Catalyst will be available to answer.

The ITT will set out clearly the aspects of due diligence which will be scored against as part of the process to nominate the community organisation. The information requested is being included to speed up the due diligence processes once a bidder has been nominated.

To acquire capital grant funding, the GLA will also carry out its own application and due diligence process. The purpose of this is to ensure the nominated organisation has the financial and technical capacity to acquire the homes using our funding and to discharge our responsibilities in relation to fraud and money laundering. The GLA is required to abide by Anti-Money Laundering legislation and has a duty to safeguard public money, therefore 'Know Your Customer' checks will be conducted.

Bidders must be qualified as a GLA Investment Partner before they can receive capital grant, and providers who are not a GLA Investment Partner will need to submit an application for qualification. GLA Officers will work with community organisations at ITT stage to support their application for Investment Partner Status. As with aspects of Catalyst's due diligence, this process will start at ITT stage to help speed up the process. Further information about the GLA Investment Partner qualification process can be found on the GLA's website at <https://www.london.gov.uk/what-we-do/housing-and-land/investment-partnerqualification>

Both the GLA and The Hub are experienced at guiding community organisations through this process and will be available to answer questions and offer support, where appropriate, on the due diligence processes.

Appendix 2: Joint Expression of Interest / Sifting Brief Return

Please provide the following details:

Organisation name	
Primary contact name	
Position held	
E-mail	
Telephone	
Registered organisation address	
Legal form of organisation	
Is your organisation incorporated?	
Registration number (If applicable)	

Please confirm the number of homes being bought by ticking one box below:

- One block of homes
 All homes across both phase 1a and phase 2

Please respond to questions 1-6, as set out in section 4.1 in this space. Please ensure the response to the 6 questions is no longer than 3 sides of A4 with size 11 text.

By submitting this application, you declare that all the information provided is true and accurate to be best of your knowledge and that you accept the conditions and undertakings requested in the questionnaire.

- Please put a cross in this box to indicate you accept the above statement