

AWTORITÀ TAD-DJAR ♦ HOUSING AUTHORITY

## Specialised Housing Programmes (2019)

### Guidelines for Applicants

All proposals submitted by the applicant<sup>1</sup> are expected to engage with the ethos outlined in published booklet, 'Sustainable Communities, Housing for Tomorrow' (2019). To download a copy please visit <https://housingauthority.gov.mt/en/Documents/Schemes/Booklet.pdf>

The Board has decided to work in a creative, transparent and innovative way in order to ensure that the selected applicants receive all the necessary support in relation to inclusive design. The Board is fully aware that this concept is not yet common practice. Hence, in order to facilitate the process the Board is collaborating with the *Kamra tal-Periti* (KTP), which will be assisting the process through the organisation of a design competition.

Below please find a thorough explanation of the application process explained in steps. For any clarifications please send us an email on [specialisedhousing@ha.gov.mt](mailto:specialisedhousing@ha.gov.mt).

Before applying for the SHP funds, please read carefully the *Eligibility Criteria and Requirements* section in order to make sure that the right documentation is submitted. Late applications or applications with missing documentation will not be considered.

The deadline for the first step of the application process is **11<sup>th</sup> March 2019** and all required material can be submitted via email on [specialisedhousing@ha.gov.mt](mailto:specialisedhousing@ha.gov.mt).

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<sup>1</sup> The term applicant will be used throughout the document and refers to any legally established organisation. The applicant must fulfil the criteria outlined under the *Eligibility Criteria and Requirements* section.



## Eligibility Criteria and Requirements

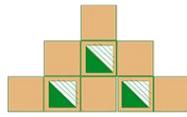
For any applicant to be considered eligible for the SHP funds, it should be able to demonstrate the below official documentation at Step 1 of the application process (see below). Applicants must:

- a. be registered with the Office of the Commissioner for Voluntary Organisation (VO);
- b. be registered under the Voluntary Organisation Act and registered with the Legal Persons office;
- c. be compliant with the Commissioner for VOs;
- d. provide documentation proving that it is enlisted with the newly set Standard Authority;
- e. provide a copy of deed of Constitution/Statute;
- f. present official documentation showing that the organisation has sufficient financial and human resources to support the operations of the programme/service (for example a PSP);
- g. have a sound financial status supported by at least 3 years of past audited accounts.

## Selection Criteria/Assessment Guidelines

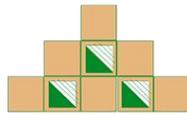
The applicant must ensure that their proposals follow the below criteria as closely as possible, especially in relation to developing a holistic and integrated approach towards housing and service provision. Therefore, the Board will support proposals that:

- develop a *socially-aware design* from the start which:
  - engage the user-group's needs through research through participatory methods (e.g. focus groups or prior research conducted by the applicant post-2016);



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- use the gathered data from research to inform the planning and development of a sensitive spatial layout;
  - engage local partnerships and collaborative work with SMEs;
  - consider the neighbourhood and the community around the chosen property to be developed for the SHP;
  - endorse collaborative work with other organisations within the non-profit sector.
- utilise a bottom-up approach in order to promote community engagement and participation *when possible*;
  - include communities in ongoing monitoring and evaluation to ensure that social objectives are honoured and generate good practice for future learning (for other organisations too);
  - creatively address the incorporation of the Housing Authority's current social housing waiting list (see Sustainable Communities 2019: 3).



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## Application Process

### Step 1: Expression of Interest - Abstract submission by 11<sup>th</sup> March 2019

The applicant is to submit:

- a short abstract between 300 – 500 words clearly outlining the project's main aims and goals via email on [specialisedhousing@ha.gov.mt](mailto:specialisedhousing@ha.gov.mt).
- Submit **all** documentation outlined in the Eligibility Criteria and Requirements section (see above).

**NB:** Late abstracts and documentation will not be considered.

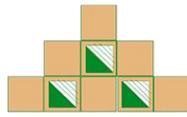
The Board will contact all shortlisted applicants within a week of receiving the abstract.

Concurrently, the *Kamra tal-Periti* will issue a call for Expressions of Interest for Periti who are interested in participating in the Design Competition process.

### Step 2: Property Site Visits

The Board will organise and schedule a site visit in the available properties provided by the Housing Authority with all shortlisted applicants. Here, applicants can get a tangible understanding of the properties and determine which one is more suitable for their proposed programme. This method will ensure that there is the right synergy between user-group needs, house design and location.

Applicants are expected to communicate their intention in writing to the Board, where they clearly state that they are willing to participate in the next step within two working days of the



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site visit. Once the Board receives a confirmation in writing, the applicants will enter into the next stage and a timeline for submission will be communicated.

### Step 3: Proposal submission

After site visits, applicants will need to submit:

A 3-page proposal clearly:

- outlining the aims, objectives and goals of the project;
- stating how the retrofitting of dilapidated properties will set out best practice guidelines through the *specialised service provision* where *good housing* is put at the centre of a person's life;
- stating how the remit of the mission/work of the organisation has a direct housing element;
- stating the number of direct beneficiaries that will be benefiting from this programme;
- demonstrating how a socially-aware plan from the start can be achieved through the combination of social, economic, environmental and wellbeing aspects;
- showing the methodology of how the user-group will be consulted during the planning stage and implementation process;
- showing any possibilities through which the applicant can include the surrounding community/neighbourhood in ongoing monitoring once the project is set up;
- listing the projected budget for the first 3-years of its operation;
- stating the way in which the project will be disseminated whilst providing evidence of eventual operational sustainability.



#### Step 4: Assessment and Proposal Shortlist

The assessments of proposals will be based on the Board's established criteria and assessment guidelines (see above and Sustainable Communities, Housing for Tomorrow 2019). At this stage only **four** proposals will be selected by the Board. The shortlisted applicants may be required to submit additional information or clarifications by the Board.

#### Step 5: The Design Competition

The Board in collaboration with the *Kamra tal-Periti* will organise a Design Competition in order to ensure the highest standards of design for the shortlisted proposals.

Applicants will have the opportunity to present a detailed overview of their proposal through a 20 minute PowerPoint presentation. The presentation should clearly outline the needs of the users, the users' requirements, choice of property and why (size, location and condition) and any other specifics deemed important.<sup>2</sup>

This presentation will serve as a **brief** to the periti who will seek to accommodate the needs of the user-groups spatially and to pay attention to other building standards and regulations as outlined in Sustainable Communities, Housing for Tomorrow (2019).

A networking session will follow right after the presentations for periti and applicants to discuss further their projects.

Periti will be able to submit designs for one or more proposed proposal, and the choice of project they decide to work on will be entirely up to the discretion of the participating Periti. Following the presentations by the applicants, Periti will be invited to indicate which proposal

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<sup>2</sup> Periti will be provided with separate guidelines which will include all the requirements needed to enter the design competition.



or proposals they intend to focus on, and site visits will be organised for each applicant and Perit to discuss the proposal further.

If no Perit decides to submit a proposal for any one of the proposed projects, the applicant organisation will be free to engage their own Perit to put forward the design proposal for their project, in line with the same regulations issued by the *Kamra tal-Periti*.

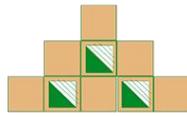
Periti will submit their design entries by a stipulated date (tbc) and will also be given a budget to work with.

A jury will be established, including members appointed by the Board and the *Kamra tal-Periti*. The jury will select up to 2 successful projects for implementation, based on the eligibility criteria established above and on a set of design criteria that shall be established by the Board and the *Kamra tal-Periti*.

The successful applicants will enter into an agreement with the Housing Authority. This will be in the form of deed of agreement defining the roles and responsibilities of both parties. The applicant will also enter into an agreement with the Perit who submitted the winning design for their proposal, for the implementation of the project from planning application stage through to completion, inclusive of the structural works, finishes and external areas. The applicant will be required to engage separately the services of other consultants (eg. M&E Engineer, Fire Safety Engineer, etc) according to the needs of the project, and such experts are to be identified in the project proposal, together with the respective fees.

#### Step 6: Ongoing monitoring of social input

As outlined at the outset, these programmes need to incorporate social input in their building design. This requires ongoing monitoring and evaluation by the applicant and the Board in



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order to ensure that social objectives are met, plans followed, and for future programmes to benefit from final outcomes (including best practices).

*For example*, if the project is aiming for the user-group to be involved in maintaining its communal and green spaces as a way of assessing health impacts, then, after the programme's completion the user-group should be interviewed. If, for instance, the aim is to achieve increased socialisation then the outcome of the interviews will determine the success of the project and how it could be further improved. Such data needs to be submitted to the Board a year after the programme's completion through a service evaluation.