



Call for Submissions from Community Housing Providers (CFS-CHP)

Reference No. **DOC36193816A24**

Part 1: Guidelines

Lodgement of Submission

Closing date: 16 September 2025 or earlier at the discretion of the Department of Communities (Communities)

Note that the intention is for this Call for Submissions (CFS) to be renewed on an annual basis. The above date should not be considered as a final closing date unless otherwise advised.

Please contact Communities to discuss CFS timeframes.

Time: Before 2:30pm WST

Lodgement: Submissions to be lodged to the CFS-CHP Inbox by emailing CFS-CHP@communities.wa.gov.au with a link to a secure OneDrive containing the submitted documents.

Last updated: 29 August 2024

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Definitions

Addenda means modifications or clarifications to these Guidelines issued by Communities.

Affordable Housing or **Targeted Affordable Rental Housing** means dwellings which are delivered inline with Communities' Targeted Affordable Rental Housing (TARH) policy, where there is a State financial or land contribution, and consists of the 'Band B' provisions in the Community Housing Income and Asset Limits (CHIAL) policy and rent setting approach as outlined in the Community Housing Rent Setting Policy. Further advice about this can be sought from Communities.

Business Day means a day other than a Saturday, Sunday, or public holiday in Western Australia.

CFS Determination refers to a determination by Communities, at its absolute discretion, to indicate support, non-support, or advice in response to a Submission. Support may be conditional, qualified, time-limited, or otherwise limited. A CFS Determination is not a guarantee of any final decision, Grant, or action by Communities or any other party.

CFS-CHP Project Inbox or Project Inbox means the email address as outlined on the front cover of these Guidelines that will be utilised by Communities to receive Submissions and enquiries in relation to these Guidelines.

Closing Date means the closing date for lodging Submissions pursuant to these Guidelines.

Community Housing means Social Housing and/or Affordable Housing owned or otherwise under the legal control of a Community Housing Provider.

Community Housing Agreement means a master agreement in place between a Community Housing Provider and Communities.

Community Housing Provider means any not-for-profit organisation incorporated under the Law of the Commonwealth of Australia or the State of Western Australia, or a Local Government which provides Crisis Housing, Social Housing and/or Affordable Housing to eligible persons in Western Australia.

Community Housing Regulatory Framework means the administrative system of registration and regulation for Community Housing Providers established by Communities.

Conditions of Submission includes the instructions to Respondents contained throughout Part 1 and any terms and conditions outlined through Part 3.

Contract means the or any legal Contract(s) between the Respondent(s) and Communities that is proposed or executed to facilitate any outcomes associated with a Submission and the CFS-CHP. This does not include a Memorandum of Intent or Memorandum of Understanding or similar.

Crisis Accommodation means housing provided to persons experiencing temporary or ongoing hardship. Persons lacking stable, safe, or functional housing can include those experiences

homelessness or individuals and families who are at risk of or experiencing Family and Domestic Violence (FDV).

Disability Housing means housing that is occupied by people with disability. Disability can be physical, psychological, intellectual, cognitive, neurological, and/or sensory.

Early Engagement and Collaboration Meeting means a pre-lodgement mandatory meeting held between the Respondent and Communities and chaired by Communities' Market-led Projects team in which initial project ideas or concepts will be discussed and reviewed – including open discussion as to the project support that may be provided by either party.

Evaluation Panel means the panel or panels (as the context requires) appointed by Communities to undertake assessment of Submissions from time to time.

Evaluation Process means the process outlined in these Guidelines by which Communities may consider and evaluate Submissions.

Grant, Grant Agreement or Agreement. Due to the varied and complex nature of funding arrangements across government, it is somewhat difficult to clearly define a Grant, but in general terms 'a Grant is a financial assistance arrangement made for a specific purpose or project'.

GROH or Government Regional Office Housing means housing for government employees in regional Western Australia managed, provided and/or owned by Communities on behalf of WA Government agencies, organisations or similar under its GROH Program.

Guidelines, CFS-CHP, or CFS means this Call for Submissions from Community Housing Providers Reference DOC36193816A24.

Key Worker Housing or Service Worker Housing is housing provided to private sector key or service workers priced at a rate that is commensurate with an affordable setting for low to moderate income workers' wages. Such housing may be publicly or privately owned or managed. Key Worker or Service Worker Housing should be directed at workers from a broader range of industries essential to the needs of the region but where incomes may limit housing access.

Memorandum of Understanding or Memorandum of Intent or similar (MoU or Mol) is a non-binding, written expression of agreement between two or more parties outlining the terms and details of an understanding, including each party's requirements and responsibilities and possibly expected timing related to relevant actions or responsibilities. This may be a pre-cursor to a Contract or Agreement.

Non-Market Housing is an umbrella term that typically means forms of housing not available in a typical private market process and includes, but is not limited to, Social Housing, Key Worker Housing, Service Worker Housing, Government Regional Officer Housing, and Local Government Officer Housing.

Primary Respondent means the Community Housing Provider that is the lead Respondent and authorising party of any Submission that may be partnering with another CHP. The Primary Respondent is the primary point of contact and lead party with respect to any correspondence in relation to a Submission.

Project Explanation Report is a succinct report/package provided by the Respondent as part of the Submission (not to be confused with the Submission Form), addressing the Project Evaluation Criteria.

Project Evaluation Criteria means the criteria listed in these Guidelines that will influence any CFS Determination in the Evaluation Process.

Registered (and conversely unregistered) means the same as that as defined in the Community Housing Regulatory Framework.

Respondent means the legal entity/entities lodging, or considering lodging, a Submission in response to these Guidelines.

Social Housing is an umbrella term that refers to all housing that is targeted towards low income 'Band A' households and provides a subsidy that tenants pay no more than 25% of their income on rent and is generally used to describe both public housing provided directly by Communities and community housing provided through partnership/agreement with CHPs.

Submission means a formal response submitted to Communities in response to and in accordance with these Guidelines.

Submission Checklist means the Submission Checklist contained in Part 2: Submission Form.

Submission Form means the form in the template set out in Part 2 of these Guidelines to be completed and lodged by a Respondent.

Tier or Registration Tier means the Registration Tiers as outlined in the Community Housing Regulatory Framework.

1 Introduction

1.1 Background

Communities is committed to creating vibrant and inclusive communities and has a unique opportunity to bring about true and lasting social change. The Housing Authority, operating within Communities, is the contracting entity.

Communities has issued these Guidelines to stimulate, guide and facilitate constructive and focused engagement between Communities and Community Housing sector (sector) explore, define, and deliver the creation or refurbishment of housing assets that will be facilitated and managed by the sector in Western Australia. It is expected that this approach will deliver improved social, cultural, environmental and economic housing outcomes for the community and better value-for-money for Communities.

Communities provides funding to Registered CHPs through various programs, including Expression of Interest (EOI) and Request for Proposal (RFP) processes, as well as funding-specific or time-limited initiatives such as the Community Grants Program. There is a need for a framework to facilitate dialogue and progression of requests that fall outside of typical programs, initiatives, and funding pools. CFS-CHP can be considered as a framework for otherwise unsolicited bids from the CHP sector.

It is important to note that the CFS-CHP does not replace or duplicate existing programs, tenders, Agreements, or funding initiatives. Instead, it complements and enhances the available options by providing a framework through which proposed projects can be explored and considered that may not be better supported by existing programs and initiatives.

The CFS-CHP operates as a non-competitive, non-time limited, and non-funded framework. Any request for capital funding through this CFS will be dependent on availability of funds from existing or future programs. CHPs should note that Communities is required to comply with all procurement laws, policies and guidelines that apply to it in relation to proposals made by CHPs, including the requirement to undertake a competitive tender process in certain circumstances.

Respondents seeking capital funding or land should contact the CFS-CHP Project Inbox to determine whether a Submission would be considered through this CFS process.

These Guidelines emphasise the expansion of the volume and diversity of housing, matching product with housing need in specific locations and offering well-located sites in terms of amenity and proximity to major activity centres (e.g., public transport, employment and services), sustainable and liveable design features and optimal return on the State Government's investment.

1.2 Strategic context

The State Government is committed to increasing the availability of Social and Affordable Housing in Western Australia. The *WA Housing Strategy 2020-2030* sets clear targets to create a more agile housing system that can respond to current and future need. The current priority is to increase the supply of Social Housing and submissions lodged under this CFS should prioritise this objective. The objectives of the CFS-CHP are to:

- Establish a framework for discussing and advancing unsolicited proposals from CHPs regarding asset creation and/or refurbishment. This framework provides a consistent process that can be collaboratively refined by the sector and Communities over time.
- Minimise uncertainty and confusion within the CHP sector by providing clear communication channels, defined processes, and transparent evaluation criteria.
- Foster collaboration and partnerships between CHPs and Communities to leverage their collective resources and expertise.
- Increase the supply of the various *Non-Market Housing types*¹ in a timely manner, aligning with Communities' priorities and complementing existing initiatives and projects.
- Facilitate a positive collaboration between CHPs and Communities, combining their resources, capabilities, and knowledge to drive innovation in capital asset project ideation, definition, justification, and delivery.
- Enhance the community housing sector in Western Australia.

1.3 Document Components

This CFS consists of:

- Part 1: Guidelines. Provides context, explains what is required in Submissions and describes the process through which they will be considered.
- Part 2: Submission Form. This template is a form that must accompany CFS-CHP responses together with other response requirements and documentation as outlined in Part 1.
- Part 3: Terms and Conditions. Contains a disclaimer, the Terms and Conditions, and media protocols to be read in conjunction with Parts 1 and 2.
- Appendices: Contractual templates. A suite of documents including Grant Agreement templates and Ground Lease template. Available upon request.

Additional information in the form of Addenda may be issued by Communities from time to time at any time up to the Closing Date.

¹ See [section 2.2.4](#) – Housing types.

2 CFS-CHP Framework Scope

2.1 Scope Overview

The CFS-CHP is a portal for the sector in Western Australia to submit ideas and proposals for the creation or refurbishment of Community Housing assets in partnership with, or with assistance from Communities. CHPs will need to provide evidence of financial and operational capability to manage the housing assets resulting from their proposal.

A broad range of housing products may be considered across a wide range of forms and across land that may be owned or controlled by the CHP or Communities.

2.2 Respondent eligibility and Submission parameters

This section provides essential details on the scope, eligibility, and parameters relevant to the Submissions. While this section provides an overview of the potential parameters of projects, there is overall openness to innovation and creativity in consideration of Submissions.

Respondents are requested to first contact the CFS-CHP Project Inbox to discuss ideas, projects, and land identification that may align or deviate from the guidance provided in this section prior to developing and lodging a Submission.

2.2.1 Parties eligible to respond to the CFS-CHP

Only Registered CHPs, or CHPs whose application for Registration has been accepted by the Registrar, under the WA Community Housing Regulatory Framework are eligible to lodge Submissions.

Registered CHPs of any Tier are eligible to lodge Submissions.

Submissions involving multiple organisations, including those involving an unregistered CHP or provider of support services, are permitted, provided that the Primary Respondent is Registered.

Submissions lodged by a Primary Respondent which has only applied to be Registered, can be evaluated but no contracts or agreements will be executed as a result until such time that the Primary Respondent has successfully gained Registration.

2.2.2 Geographic scope of this CFS

Projects located within Western Australia, including metro and regional areas, are eligible.

2.2.3 Land that may be developed or redeveloped as part of this CFS

Submissions may include land owned or controlled by the relevant CHPs or Communities. Evidence of land ownership or control should be provided in Submissions.

For example, this would allow for land owned by a Faith-based organisation and controlled by a CHP for the purposes of the Submission.

Submissions involving heavily encumbered or environmentally protected land may have additional considerations. Refer to the [Project Evaluation Criteria](#).

2.2.4 Housing types

CHPs can lodge Submissions that incorporate new or refurbishment of Community Housing.

Various types of Non-Market Housing, including but not limited to Social Housing, Affordable (rental) Housing, Crisis Accommodation for FDV and homelessness, disability housing, Key Worker Housing, Service Worker Housing, and GROH are eligible for consideration. It should be noted that funding may not always be available for each of these categories.

Operational improvements, support services and the like are out of scope.

The housing product types listed should not be considered exhaustive. It is acknowledged that CHPs provide a diverse range of specialist housing products.

2.2.5 Housing typologies and forms

A range of dwelling types may be considered, including detached, villa, terraced, single and double storey housing configurations, grouped housing and multiple dwellings (apartments) at varied densities, as well as residential components within a mixed land use development.

Communities can provide further guidance.

2.2.6 Scale

Submissions ranging from a single residential dwelling to larger projects will be considered. There are no upper or lower limits on the number of dwellings within a single development that may be proposed.

Communities' officers can provide further guidance.

2.2.7 Role of Communities during the various phases including project definition, enablement and delivery

Assistance, support, advice and enablement that could be provided by Communities can or may include some, or a combination of:

- Grant funding through existing programs (subject to the applicable guidelines for those programs).
- Transfer, sale, or lease of Communities' land.
- Facilitating liaison with other State agencies.
- Provide project definition support and/or advice on required regulatory, technical or other steps to support project feasibility and viability.
- Mapping, navigating, and understanding required approval and governance pathways.
- Advising on potential funding sources or other initiatives released by Communities or others.
- However, Communities is not bound to accept any Submission by way of providing any assistance, support, advice, etc. sought in a Submission.

The nature and level of support may vary depending on the project phase; however, the general intention is for Communities to provide capital funds, land, or project support, where considered appropriate.

This support is aimed at enabling project delivery by CHPs in development or re-development, with CHPs also assuming subsequent operational and management responsibilities (other than GROH).

2.2.8 Role of the CHP/s during the various phases including in project definition, enablement and delivery

Assistance, support, advice, and enablement that could be provided by the CHPs could include some or a combination of:

- Initial project ideation/scoping.
- Providing insight as to project need.
- Direct financial support.
- Other means of financial support, including cost sharing.
- Providing land.
- Mapping, navigating, and understanding required approval and governance pathways.
- Undertaking, funding, and/or managing the delivery of the housing project.

Arranging for appropriate internal approvals to lodge a Submission, otherwise progress a project, or ensure any other obligations are fulfilled.

CHPs are expected to deliver and manage new or refurbished housing assets (other than GROH).

2.2.9 Ownership and management

Operational funding for any assets created or refurbished is intended to be the responsibility of the CHP. Communities support, unless otherwise agreed, will be limited to capital funds (via a Grant) and/or land.

Communities does not contemplate providing operational or management funding, or support service funding, for assets created or refurbished through the CFS-CHP.

2.3 Demonstrated Need

CHPs are encouraged to understand Communities' preferences for locations or housing products of the greatest need or priority for new or refurbished Community Housing. These priorities or preferences may drive nominated project scale and viability. Communities may provide demand guidance as and when available, on request. Guidance has not been provided within the CFS because demand and need are subject to constant review and is therefore subject to change.

3 CFS-CHP Process and Project Evaluation Criteria

3.1 Collaboration Statement

Communities is committed to engaging in early discussions with CHPs to identify suitable land, canvas potential projects and to work collaboratively through-out the CFS-CHP process.

Respondents should not lodge Submissions without prior engagement and discussion with Communities, as per [Phase 1B. Mandatory Early Engagement and Collaboration](#). Lodgement without completing this mandatory criterion will result in the Submission being declined.

As outlined in this section, Communities intends to provide ongoing insights to support an iterative shared assessment of project viability.

3.2 CFS Pre-Lodgement Process Outline

This section outlines the steps to be followed before lodging any CFS Submission.

Phase 1A. CFS Release and Review

In this phase interested CHPs are invited to:

- Download and read the CFS documents.
- Register their details with Communities.
- Consider potential housing needs and projects that may be relevant.
- Identify suitable project sites and/or assets in need of renewal.
- Compile preliminary information, ideas, or concepts of potential projects.
- Enquire with Communities to clarify aspects or the CFS intent.

CHPs may participate in the CFS in a timeframe and manner relevant to their needs.

Phase 1B. Mandatory Early Engagement and Collaboration

In this phase it is anticipated that:

- CHPs will contact the CFS-CHP Project Inbox to arrange an initial meeting.
- Initial project ideas or concepts will be discussed and reviewed – including open discussion as to the project support that may be provided by either party.
- Communities may be able to provide guidance on potential housing demand as relevant if available.
- CHPs may be able to provide insight as to housing need.
- CHPs and/or Communities may develop clearer project definition, potentially with the assistance of consultants to define scale, form, yield, layout, composition, financial structure, and management.
- Parties may seek guidance from within their respective organisations as to the potential support or otherwise for any proposed project.
- CHPs and Communities will explore and discuss potential interactions with other existing Agreements, including any existing operational support or fundings that relates to existing assets that may be affected by any proposal.

Each new project will require an Early Engagement and Collaboration Meeting, regardless of CHPs past meetings with Communities regarding other projects.

Submissions should only be lodged after Communities has agreed to the initial high-level project parameters.

Communities will acknowledge engagement requests within two Business Days and will seek to hold initial discussions within two weeks of acknowledgement.

Additional meetings, including with other parties, will occur as required.

During this phase, Communities will endeavour to provide realistic and reliable feedback to CHPs as to the likelihood of the project being pursued and/or supported, to enable time and resource allocation to viable projects. Indications of support should not be considered a guarantee of success during the CFS Evaluation Process or as guarantees for final endorsement or granting of any means of support.

Feedback and advice will be informed by input and guidance provided by other WA Government agencies and other relevant parties. Communities will seek, to the extent that is reasonable and relevant, to co-ordinate and gather intelligence from other relevant parties in partnership with the Respondent.

CHPs may lodge Submissions at a time relevant to their needs, noting that any indications of support and/or information and data provided by Communities or others may be time sensitive or change.

3.3 CFS Submission and Evaluation Process Outline

Phase 2A. Receipt and Acknowledgement

CHPs will lodge a Submission in line with the Submission Requirement via the manner and processes outlined in the CFS.

Following receipt of a Submission via the CFS-CHP Project Inbox, Communities will acknowledge receipt of the Submission.

Lodgement and receipt of a Submission will be acknowledged within two Business Days.

Acknowledgement does not indicate that the Submission is considered complete and/or consistent with the Submission Requirements.

Phase 2B. Confirmation and Initial Clarifications

Communities will confirm to the Respondent that its Submission is considered complete and/or in line with the Submission Requirements.

If the Submission is not considered complete, or if initial review of Submission material raises questions, concerns, or the need for clarification or additional information, Communities will communicate in writing action required by the Respondent to ensure the Submission is complete or to enable ongoing evaluation.

Compliance or otherwise with the Submission Requirements will be communicated within three weeks (21 calendar days) of lodgement acknowledgement.

Communities may request additional information or seek clarification of material and/or information in the Submission and will usually specify a timeframe within which the Respondent must respond to the request.

Respondents may request additional time to respond to Communities requests for clarification or additional information.

Phase 2C. Evaluation

Communities will review all Submission material, including the Project Explanation Report, and prepare a written evaluation against the Project Evaluation Criteria and any other factors it considers relevant, including specific factors that may be relevant to any Submission.

Evaluation records and reporting are for internal Communities purposes only.

Phase 2D. Clarification and Due Diligence

Following its detailed review Communities may seek additional information, clarifications, or undertakings from the Respondent, or any other party.

This may include additional correspondence, liaison and/or meetings with the Respondent, or any other affected agency or party.

In evaluating a Submission, Communities may (without limitation) undertake its own research, investigations or information gathering to assist in its evaluation.

Following receipt and review of any additional material, Communities officers will update and finalise the written assessment including a recommendation.

Any requests for additional information or clarification will be provided in writing to the Respondent.

Phase 2E. CFS Determination

Senior officers and/or advisers of Communities (the Evaluation Panel) will meet to review and consider the Submission and Communities' written assessment to determine whether to support or not support a project, and the way a project may be supported.

Alternatively, a decision may be deferred due to the need for additional information or clarification by the Respondent or any other party.

Such a determination will be at Communities' sole and absolute discretion.

Project specifics will drive CFS Determination timeframes, however Communities will endeavour to achieve a CFS Determination within 120 calendar days of acknowledgement of a Submission. Timeframes may be extended by the same time taken for Respondents to provide any clarification or additional information.

If a CFS Determination is not made within this timeframe, Communities will provide a written update as to the status of the CFS Determination to the Respondent and continue to provide updates at appropriate intervals.

Phase 2F. Notification

Following a CFS Determination, Respondents will be notified in writing, including, where relevant, explanation for any decision made.

Where the determination is in the positive, Communities will outline any conditions, terms or otherwise that apply to such a decision, and advise on the best path forward to formalise any arrangements as relevant to the project in question – including a Memorandum of Understanding (MoU) MoU and/or contract.

Where relevant, Communities may provide reasons for any CFS Determination in the negative.

3.4 Subsequent Partnership and/or Delivery

Following a positive CFS Determination, project progression is required. Next steps may involve some or all the following processes:

- MoU may be proposed and executed to provide a foundation for further actions by relevant parties.
- Contracts may be proposed and executed if they are relevant to the project specifics.
- The CHP(s) and/or Communities will progress the definition, design, approval, construction, and delivery of projects.
- The CHP(s) will commence the operation of projects.
- Commitments made by relevant parties to assist in the delivery and/or operation and management of projects will be fulfilled.

3.5 Project Evaluation Criteria

Table 4 outlines the general criteria against which projects will be considered for initial support during the Engagement and Collaboration phase and any expression of support via a CFS Determination.

Project Evaluation Criteria will be considered in the Evaluation Process. Communities may, in the CFS Pre-Lodgement phase, outline to Respondents particular criteria and considerations that specific projects may need to address in a particular manner, or with additional information, or may advise additional project-specific considerations beyond what is outlined in Table 4 that will be considered in the Evaluation Process.

Criteria 1 - Clear Project Definition

- Clarity and communication of key project details – including location, scale, composition, form, land, ownership, and management.
- Explanation of project flexibility and potential variances, and the factors that may influence these variances (i.e., if the project can be phased or scaled up or down).

Concept plans, drawings, maps, and other material will assist in assessment.

It is acknowledged the detailed plans may not be available, however demonstration of likely capacity or yield is required.

Criteria 2 - Compliance and Consistency with CFS-CHP Guidelines

- Demonstration of compliance with CFS-CHP Guidelines and associated Submission Requirements.
- Clear justification and explanation of any non-compliance with CFS-CHP Guidelines.
- Demonstration of alignment with CFS-CHP objectives.

Note [section 2.2](#) – Respondent eligibility and Submission parameters.

Criteria 3 - Response to Housing Need

- Housing proposed are justified in the context of local and/or regional need.
- Housing typologies are consistent with demand preferences, local character and/or site planning intent.
- Project scale will make a meaningful, positive impact to the relevant community – with consideration of relevant projects and initiatives in the area and/or by others.
- Explanation of intended tenant cohort including whether it will be Band A, Band B or other.

Communities may be able to provide guidance in relation to the need for some forms of housing in some areas.

Criteria 4 - Evidence of CHP Alignment, Capability and Capacity

- Evidence is provided of organisational support and endorsement of any proposal.
- Demonstrated understanding of the scale of commitment for a project in terms of enablement, delivery, and management.
- Demonstrated capability and capacity of the Respondent to deliver and manage the project and/or a clear outline of how it will reach sufficient levels of capability and capacity.

- Projects align with strategic intent, plans or objectives of the CHP or other relevant agency, body, or framework.
- Consideration and explanation of the interaction of any proposal with any Community Housing Agreement(s) in place with the Respondent.

Submissions should be in keeping with the scope, scale, and capability of the CHP.

Criteria 5 – Alignment with Key External Stakeholders

- Community support including from local governments, should be evidenced.
- Evidence of liaison and/or support from other affected agencies or bodies that may be involved with land management/ownership or other regulatory matters and approvals.

Criteria 6 – Viable and Navigable Project Delivery Pathways

- Clear assessment of technical, regulatory, planning and delivery challenges of the site and/or project.
- Identification of confirmed or likely means, solutions or pathways to overcome relevant challenges, including potential timeframes where relevant.
- Understanding, exploration, and analysis of an indicative project delivery timeframe.

Definitive solutions are not required, however demonstration of the understanding of the project constraints is required to enable a reasonable evaluation of the risks and/or effort that may be associated with a project.

Criteria 7 – Clarity and Reasonableness of Support Required

- Clear outline of what is being requested from Communities (i.e., capital funding and/or land, and in what form, timeframe and under what conditions).
- Justification as to the nature of assistance or intervention being sought – including any special consideration that should be given to the Respondent or project.
- Consideration of other avenues of support or demonstration of multiple sources of support.
- An outline of Agreements that the Respondent is seeking and/or is willing to be party to.
- Value for money is demonstrated in the context of any support requested.

Any Grant by Communities will be considered in the context of Communities' Grants Framework and the Western Australian Grants Administration Guidelines (2022 or as otherwise revised).

Special consideration may include, but is not limited to, regional or remote projects, CHPs with limited capacity, or clear demonstration that other means of support are not available.

Communities may provide further guidance on value for money expectations and/or principles as relevant to projects, refer to [CFS Pre-Lodgement Process Outline](#).

4 Key Submission Details and Requirements

4.1 Lodgement process and details

This section outlines the processes for lodging Submissions.

4.1.1 Reference Documents

As outlined in section 1, this CFS consists of:

- Part 1: Guidelines, which provides context, outlines the purpose of the initiative and the process through which projects will be explored and evaluated, and outlines the documentation required in Submissions.
- Part 2: Submission Form. This is the form that must accompany CFS-CHP Submissions together with other response requirements/documentation as outlined in Part 1.

Additional information may be issued by Communities from time to time, at any time, up to the Closing Date.

CHPs may utilise information, advice or correspondence from the Engagement and Collaboration phase. However, such material does not bind Communities, and Respondents are expected to verify any information they may rely on. Refer to the Disclaimer, Terms and Conditions, and other relevant terms in the Guidelines.

4.1.2 Enquiries and Initial Engagement

All enquiries regarding the subject matter of these Guidelines, including arrangement of preliminary discussions, should be made to the CFS-CHP Project Inbox.

It is anticipated that the Guidelines may evolve over time to reflect a maturing of the CFS as experience grows.

4.1.3 Lodgement Details

Submissions are to be lodged via the CFS-CHP Project Inbox with a secure OneDrive link to Submission documents.

Other forms of submittal will not be accepted, including use of other cloud-based storage services.

4.1.4 Closing Date

The Closing Date for lodging Submissions is 16 September 2025 before 2.30pm WST.

The intention is for this CFS to be reviewed and updated on an annual basis – i.e., the above date should not be considered as a final Closing Date unless otherwise advised. Please contact Communities to discuss CFS timeframes.

Communities may, at its sole and absolute discretion, decide to bring forward the Closing Date by giving at least 10 Business Days' notice to all Registered prospective Respondents.

4.1.5 Format and Completeness

Please ensure that Submissions are complete and accurate before lodging.

Incomplete or inaccurate Submissions may not be considered by Communities.

4.1.6 Addenda or Other Supplementary Information

Any Addenda or other supplementary information will be issued to eligible CHPs.

Shelter WA and the Community Housing Partnership Steering Group will also be advised.

4.1.7 Separation of Submissions

Submissions should be for individual projects only. Where projects are not connected or linked with each other, they should be the subject of a separate Submission unless otherwise agreed in advance with Communities.

Respondents may approach Communities with multiple sites, projects and ideas in the Engagement and Collaboration phase prior to commencing the preparation of any separate Submissions.

Communities may request Respondents to re-lodge forms and other material where a Submission is changed in a materially significant manner.

Individual projects can mean different sites, projects spread across periods of time, or that are otherwise disconnected and distinct. Communities can provide guidance on the separation of projects and Submissions.

4.2 Submission Requirements

This section outlines the required Submission content for Respondents.

Submission Form

The Part 2: Submission Form must be completed and submitted in accordance with these Guidelines. This form provides basic information in relation to the Respondent, and the proposal.

Project Explanation Report

A succinct report/package is to be provided addressing the Project Evaluation Criteria.

Project Explanation Reports must utilise the Project Evaluation Criteria as headings to ensure the consistent evaluation of Submissions.

Ensure key project details are conveyed and summarised clearly in the material.

Whilst no page limit applies, Respondents are encouraged to limit the Project Explanation Report to 20 pages or less.

Supporting Information and Material

Respondents should attach other supporting information as relevant.

Any attached material must be labelled clearly and referenced within Project Explanation Reports.

Additional Information

Communities may advise Respondents during the Engagement and Collaboration phase to provide different or additional information as relevant to specific projects. This may affect the Project Explanation Report contents or supporting information and material.

Respondents should confirm the Submission Requirements with Communities prior to lodgement.