

## **FREQUENTLY ASKED QUESTIONS (FAQs) - SHOVEL READY CALL FOR APPLICATIONS**

If you have a question that is not currently featured below, you can send it to [nras@fahcsia.gov.au](mailto:nras@fahcsia.gov.au). We will only respond to questions that relate to the application process. Questions regarding 'shovel ready' projects will not be answered after 12noon AEST, Monday 20 May 2013.

### **FAQs contents**

New FAQs  
Application and assessment process  
Lodging your application

### **New FAQs**

**To meet criterion 2(a) does a project need to have 20 or more dwellings, or 100 or more dwellings.**

An earlier version of the Assessment Tool has been corrected. Criterion 2(a) was correctly headed as referring to 100 or more dwellings but the rating box below incorrectly stated 20 plus dwellings. The latter has now been corrected to 100 plus dwellings.

**We have a project that is completing in late 2014. According to the instructions from the website, I should apply this project under the Shovel Ready Round. However, I notice that round 5 is offering more incentives than the Shovel Round. If we do not mind waiting to activate the NRAS incentives, can we apply this project to round 5 as well?**

The Shovel Ready Round applies to homes that will be substantially completed by the end of June 2014 and available for rent by the end of December 2014. More information on the Shovel Ready round, including all application documents can be found here:

<http://www.fahcsia.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/shovel-ready-round>

The NRAS Round Five is for homes that will be available for rent in the 2015-16 financial year. More information, including all application documents, can be found at this link:

<http://www.fahcsia.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/round-5-call-for-applications>

You are able to lodge an application for a project in both rounds however you should note that all dwellings supported in Round Five will have a condition attached to the offer that the dwellings must be made available for rent in the 2015-16 financial year.

**We have a development comprising some units to be sold off as NRAS and some to be retained by ourselves as NRAS. The guidance appears to indicate that the 'Construct and Hold' spread sheet should be used. Could you please confirm how data should be entered onto the spread sheet where there is a mix in a single project of sale and held NRAS dwellings?**

In the case where some of the dwellings will be retained and some sold the “Construct and Hold” financial tool should be used. In the “General Inputs” worksheet the applicant should answer ‘No’ to the question “Will the applicant hold 100% of the constructed dwellings throughout the entire NRAS period?”

The applicant should then indicate in the project worksheet (e.g. P1) how many of the dwellings will be subject to NRAS (cells J7 to J16 as applicable), the selling price of the dwellings that will be sold (cells R7 to R16 as applicable) and the net proceeds of the sales (cells S7 to S16 as applicable and cell G76).

The Project Cost & Financing section of the worksheet should include information on all the dwellings while the Cashflows section of the worksheet should only relate those dwellings that will be subject to NRAS.

**I have just checked the NRAS website again, and it states that for the shovel ready round, we can apply properties that are ‘immediately available for rent and have not been rented before.’ We have many properties in completed projects that are 100% brand new and ready to put NRAS tenants in anytime. If we apply these properties for the shovel ready round, approximately when can we get the NRAS incentives allocation?**

In the circumstances that you describe where dwellings are immediately available for rent, any incentives that you may be offered if you are successful in the Round would be activated following the acceptance of offer, provided any special conditions related to the allocations have been met.

**Could you please confirm whether the Criteria under Set 6 of the Regulations apply to the proposal in its entirety or whether they apply on a project by project basis? For example- If the whole proposal covers 101 dwellings across five projects as below:**

**Project 1: 17 dwellings**

**Project 2: 12 dwellings**

**Project 3: 14 dwellings**

**Project 4: 22 dwellings**

**Project 5: 40 dwellings**

**Will Criteria Subset 1(a) be met- as the proposal overall involves more than 20 rental dwellings, or would this criterion only be met for Projects 4 and 5?**

**Will Criteria Subset 2 (a) be met- as the proposal overall involves more than 100 rental dwellings, or would it not be met as none of the projects has more than 100 dwellings on its own?**

The assessment of these criteria is based on the full proposal. Therefore if the application included the projects you have identified above both criterion 1(a) and 2(a) would be considered to be met.

**We are planning to submit applications for a number of developments where there is a mix of “Develop and Hold” and “Develop and Sell” NRAS onsite- which Financial Modelling tool should we use? Or should we separate the dwellings out and submit the two different Financial Modelling tools for each project where this applies? We are concerned if this is the case that the overall financial position of the development may not be clear if each part is viewed in isolation.**

In the case where some of the dwellings will be retained and some sold the “Construct and Hold” financial tool should be used. In the “General Inputs” worksheet the applicant should

answer 'No' to the question "Will the applicant hold 100% of the constructed dwellings throughout the entire NRAS period?"

The applicant should then indicate in the project worksheet (e.g. P1) how many of the dwellings will be subject to NRAS (cells J7 to J16 as applicable), the selling price of the dwellings that will be sold (cells R7 to R16 as applicable) and the net proceeds of the sales (cells S7 to S16 as applicable and cell G76).

The Project Cost & Financing section of the worksheet should include information on all the dwellings while the cash flows section of the worksheet should only relate those dwellings that will be subject to NRAS.

**Assessment Criterion 2(a) states that Proposals involving 100 or more rental dwellings are preferred.**

**Are we required also to fill in questions 25 to 29 even though we only have less than 100 dwellings?**

You should answer all questions in the application form regardless of the number of dwellings and incentives you are applying for. Please note that information regarding Subset 2a 'Proposals involving 100 or more rental dwellings are preferred' is drawn directly from the dwelling schedule and does not require a direct response. The remainder of the questions apply to all Applications regardless of the number of dwellings contained in the application.

**We would like to make an Application for NRAS incentives as the lead member of an 'NRAS Consortium'. We will not be the 'NRAS approved participant' for the 'NRAS Consortium'. Can we make an Application for NRAS Incentives?**

In general, it is a requirement of the NRAS that the applicant is the entity that will receive the incentives. Section 3.1 of the Application Guidelines states that:

Applications must identify the Applicant for the Allocation and/or Reserved Allocation. The Applicant (in some cases the Lead Agency of any NRAS Consortium or joint venture arrangement) is the legal entity that FaHCSIA will deal with and is the entity that will receive an offer for Allocation and/or Reserved Allocation. The Applicant will need to complete the Application Form (see section 6 of these Application Guidelines for more information). Offers of an Allocation or Reserved Allocation are made to a single legal entity who must meet the requirements of an Organisation Eligible to Apply (see section 1.3 of these Application Guidelines).

**It says in section 7.3 of the NRAS policy guidelines that " it is recommended that where application proposals involve student housing potential applicants should contact the Department to discuss if any special conditions would apply" Should I call the department and to whom should I speak.**

We suggest that you contact the relevant state/territory government. Contact details for each government are available at <http://www.fahcsia.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/round-5-call-for-applications> Please also note that the NRAS Regulations provide for the Secretary to apply special conditions to any NRAS offer.

Special conditions have been applied to previously approved participants providing student accommodation. For example such a special condition may be

"The approved participant must ensure that, throughout the incentive period, tenancy arrangements for each dwelling:

- are compliant with landlord and tenancy laws from time to time in force in the XXXX (jurisdictions tenancy act); and
- that tenants will have the ability to enter into full-year 52-week leases; and

- give priority to students travelling from elsewhere in Australia.”

The Department would discuss with a successful applicant any Special Conditions that may be applied at the time of making an offer of Incentives.

**We are working on a project that will provide 30 rooms which are being set up to provide independent living i.e. with kitchenettes and en suites**

**Are we required to fill in the application for 30 separate dwelling places or one generic description of the facility as a whole?**

Applications will be in the form of a Proposal. A Proposal may include one or more Projects. Each Project must nominate Locations and provide details about the Rental Dwellings, expected tenants, tenancy and property management arrangements, expected rent structure and Project status. Throughout the Proposal, Applicants should ensure that if they have more than one Project, each Project must be properly numbered and referenced.

If a Proposal contains Rental Dwellings in more than one state and/or territory, Applicants must submit a separate Application for each state and/or territory.

Based on the information you have provided, it appears that your Proposal would be to construct one (1) Project that contains 30 dwellings. Therefore, you should complete one Application that embodies that Proposal.

**Unfortunately, the only 'drop down box' in the Dwelling Summary that works is the one from which you select the State (top LH corner) I cannot activate any 'drop down boxes' amongst the column headings.**

Once you have downloaded the dwelling schedule from the web site, please ensure you have saved the excel workbook as an excel macro-enabled workbook. This will ensure that the drop-down boxes function as intended.

**We are currently working on an application under the NRAS "Shovel Ready" round. In respect to question 1, the application will be made by consortium which is comprised of a community housing provider, a developer/builder and various support providers. Some entities are registered charities while others are not. In this case could you please advise how the consortium should address question 1? Should it be "partnership"? Although there is a joint venture agreement is is not a partnership as defined by ASIC.**

Applications will not be accepted unless they are received by Applicants who are legal entities.

Applicants that are acting on behalf of an NRAS Consortium will need to identify themselves as the Lead Agency. The Lead Agency is the legal entity that will receive any Allocation or Reserved Allocation, the legal entity that FaHCSIA will deal with and is the legal entity that will receive Incentives.

For questions regarding the possible impact of Incentives to NRAS Consortium members, please contact the Australian Taxation Office. To answer your question, once you have chosen a 'Lead Agency' for your Shovel Ready Application, you should select the 'legal entity type' of that Lead Agency, based on the status of that Lead Agency. Later, at question 12 of the Application Form, you can input the details of the members of your consortium/joint venture/non-entity joint venture, which is represented by the Lead Agency.

**How do we deal with pre-sales in the income information section of the P1\_DEV spread-sheet as it only allows for expected sales per period (month) after first settlement, when at first settlement, all dwellings may actually be settling and there are no future expected sales? ie column K**

In the P1\_Dev sheet you should select "Project commencement period" as the month/year the construction will commence and "First period of sales" as the period that sales will commence. So for example if construction commences in July 2013 than this will be the "Project commencement period" and if the first settlements are in Jan 2014 than the "First period of sales" would be Period 7 – if you have 100% presales then all sales would fall in that Period 7. This way you can still identify all the construction costs/financing before the sales commence. Also note that in the P1\_NRAS sheet you can separately identify the period in which the dwellings will start to be rented.

**How is non-assessable, non-exempt (NANE) related expense defined on the General Tax Inputs sheet at row 86 added back in model? It is not clear how this should be expressed in terms of a rate and amount.**

The non-assessable, non-exempt income at row 86 of the General Tax Inputs sheet is not added back into the cash flow, the amounts in the General Tax Inputs Sheet are for information purposes only. The non-assessable, non-exempt should be an amount (and any corresponding comments) and not a rate. Note the Rate column may not always be applicable as this depends on the nature of the subtraction or addition item.

**My question related to the questions in the application form Round Five (2015-16) which are shovel ready questions relating to December 2014. I wanted to check if the application will be updated with the correct dates?**

This is not an error. The Assessment Criteria that is Set 6 to the NRAS Regulations does not specify that dwellings must be available for rent by a specific time. Accordingly, the Decision Maker will assess Applications that meet the Assessment Criteria, regardless of the delivery times proposed in the Application.

The Application Form question you are referring to seeks information based on the likely delivery date. If your Application includes any dwellings that will be available after 31 December 2014, you should apply under Round 5. In the Application Form, you would indicate that you have dwellings available after 31 December 2014 and, in the Dwelling Schedule, you should indicate the actual date the dwellings are expected to be available for rent.

As stated in the Application Guidelines, the Decision Maker will apply a Condition in relation to Round Five Successful Applications, such that dwellings must be available for rent in the 2015-16 financial year. It will then be a matter for Successful Applicants whether or not to accept the offer, which includes that Condition.

**What is the definition of applicant for the General Tax Inputs page? Can you confirm that you are looking for tax assumptions for the Developer not the Approved Participant (where these are not the same entity)?**

The "Tax Calculation Assumptions for Applicant" should be the tax assumptions for the Developer not the Approved Participant (where these are not the same entity).

**Can a charitable organisation elect to have some the incentives paid as a tax offset and some paid by cash payment?**

The NRAS legislation provides for an endorsed charitable organisation to receive its incentive payment as cash unless it elects to receive the incentive payment as a refundable tax offset (RTO). This election is for each individual incentive, not for the whole application. Under the legislation, the election is made at the time of offer/acceptance of offer.

As such, an applicant that is an endorsed charitable organisation can receive a mix of cash and RTOs for the incentives that it applies for within one application.

**The Shovel Ready round applies to dwellings that will be available for rent by the end of December 2014 and Round 5 relates to dwellings that will be available for rent between 1 July 2015 and 30 June 2016. What if I have dwellings available for rent from 1 January 2015 to 30 June 2015?**

Applications seeking to provide dwellings in the period 1 January 2015 to 30 June 2015 will be assessed using the Assessment Criteria 6 in the National Rental Affordability Scheme regulations 2008. Set 6 to the NRAS Regulations does not specify that dwellings must be available for rent by a specific time. Accordingly, the Decision Maker will assess Applications that meet the Assessment Criteria, regardless of the delivery times proposed in the Application. If an application is supported, the reserved allocations offered under the Shovel Ready round will have a condition that the dwellings are substantially completed by June 2014 and available for rent by December 2014. Alternatively, if you applied under Round 5 the dwellings would need to be available for rent on or after 1 July 2015. This is due to the budgeting of payments for incentives being available in the 2015-16 financial year. Therefore, it is in each Applicant's best interest that the dwellings in their Application be available for rent during the relevant period.

**How do I find a list of Local Government Areas (LGAs) that require affordable housing and are there specific locations that are being targeted?**

The NRAS website provides links to State and Territory Governments' websites. On the relevant State or Territory's websites you will be able to find more information regarding areas of priority by the State or Territory Governments.

**Can boarding houses be allocated incentives under the NRAS?**

Section 7.4 of the NRAS Policy Guidelines specifically deals with boarding houses and states:

**7.4. Boarding houses**

The National Housing Assistance Data Dictionary defines boarding house as "a separate building (also referred to as a rooming or lodging house) containing multiple boarding/rooming/lodging house bedrooms and/or boarding house units". Some characteristics of this type of dwelling include house rules imposed by the proprietor or manager that result in residents having limited rights, shared facilities (e.g. kitchen, bathroom), the accommodation not being offered on a leasehold basis and no requirement to pay a bond.

This type of dwelling, providing only a minimum level of amenity would **not** be considered a rental dwelling under the Scheme as it cannot be lived in as a "separate residence".

A different boarding house model, where the Applicant can demonstrate that each residence provides the private amenities required for the Department to consider

each residence capable of being lived in as a separate residence (refer to Section 7 above) and which are subject to the relevant tenancy, building, health and safety laws of the State or Territory and local government in which the dwelling is located, may be considered eligible under the Scheme.

Additionally, Section 7 of the NRAS policy Guidelines states, in part, that:

For the purposes of the Scheme, a rental dwelling will be considered to be able to be lived in as a separate residence where it can be demonstrated that a tenant, or tenants, would be able to live independently within the dwelling and not need to access external or common facilities. That is, the dwelling must provide the following:

- bathroom and kitchen facilities;
- a bedroom and living space (the bedroom and living space may be combined within a single large room, as in the case of studio apartments); and
- A separate lockable entrance which can be accessed either externally or via an internal hallway or common entrance. The entrance must not be accessed only through entering another dwelling.

Dwellings which do not provide these private facilities cannot be considered rental dwellings or subsidiary dwellings under the Scheme and are not eligible to receive Incentives.

Any dwellings may provide other shared or common facilities like laundry facilities, garden/BBQ areas or recreational facilities. These facilities must be in **addition** to the provision of the private facilities listed above, which make a dwelling capable of being lived in as a separate residence and cannot replace these private facilities.

The Approved Participant must ensure that each approved rental dwelling, and the management of it, complies at all times during the year with the landlord, tenancy, building, health and safety laws of the State or Territory and Local Government areas in which the dwelling is located.

A full copy of the NRAS Policy Guidelines can be found on the NRAS website at this link: <http://www.fahcsia.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/national-rental-affordability-scheme-legislation-regulations-and-policy-guidelines>

**I have a question about the ‘% of market rent charged’ column in the Construct and Sell Financial Viability Tool on the NRAS Phase sheet. Does 100% represent the market rent charged before, or after, an incentive has been allocated?**

100% of market rent charged essentially means the ‘full’ market rent that you would ordinarily charge for the dwelling. Note that to be eligible for an allocation the dwelling must be rented at no more than 80% of market rent.

**I have a question about the ‘% of market rent charged’ column in the Financial Viability Tool. Should I include a value that represents the percentage of market rent charged in relation to NRAS dwellings, or all dwellings that are a part of the development?**

If you are completing a Construct and Sell Financial Viability Tool spreadsheet, the NRAS Phase relates only to those dwellings expected to attract NRAS Incentives. The spreadsheet will adjust to the number of dwellings you have nominated as seeking NRAS Incentives. The percentage of market rent must therefore be 80% or less.

**I have multiple developments that I wish to submit for NRAS. Should I put them all in one application or submit multiple applications?**

Developments that are located in a particular State or Territory can be submitted in one application but you need to submit a separate application for each State or Territory. See section 4.1(a) of the Application Guidelines for more information.

Applications will be assessed against Set 6, Criteria — subset 2 (a) of that criteria, which aims to encourage large-scale investment of 100 or more dwellings. All else being equal, an Application that contains 100 or more dwellings will receive a higher score against this criteria.

State and Territory Governments have also provided guidance to potential Applicants about the priorities likely to lead to their support under Criteria 1c on their websites. It will be important to read that information in developing your application. For example, the Queensland Government has indicated *"it is preferred that a separate application be lodged for each developer or joint venture"* (Information for Applicants in Queensland – Shovel Ready round, page 7).

**Can we apply on behalf of the developer we partner with? In this case, should we apply the incentives under our name, or under the developer's name?**

Applications must identify the Applicant for the Allocation and/or Reserved Allocation. The Applicant (in some cases the Lead Agency of any NRAS Consortium or joint venture arrangement) is the legal entity that FaHCSIA will deal with and is the entity that will receive an offer for Allocation and/or Reserved Allocation. The Applicant will need to complete the Application Form (see section 6 of these Application Guidelines for more information).

Financial institutions, developers, not-for-profit organizations, such as community housing providers and community welfare organizations, and local councils have been identified as potential participants in building, owning, funding or managing housing under the NRAS.

Projects managed by a combination of the above partners, with each playing different roles, may apply. The precise roles, including the lead role of any NRAS Consortium, joint venture or non-entity joint venture, are likely to vary from Proposal to Proposal and, depending on local circumstances and relationships, may include financing, development, construction and property and tenancy management. This is a matter for applicants and their partners to decide.

**Regarding supporting documentation attachments required for the Financial Tool Template instructions, it states that all supporting documentation needs to be referenced to the location in the application pack. However, on page 13 of the application pack (at the bottom) it says that the Applicant will email the required financial statements, project viability assessment tools and supporting documentation to [nras.assessments@fahscsia.gov.au](mailto:nras.assessments@fahscsia.gov.au) Can you please clarify which process needs to be adhered to in the provision of the supporting documentation?**

As per the instructions in the application form, please email all attachments that are unable to be directly attached to the application form.



The Project Financial Viability Assessment Tool is quite large and may cause your application to exceed the 11MB size limit. Therefore, you should email it separately.

Supporting evidence can either be attached to the final box in Section 5 of the application form or if the attachments are large and cause your application to exceed the 11MB size limit you can email these. Please only submit additional attachments that are relevant and highly pertinent. Applications may not exceed 20MB in total including the Application Form and all emailed attachments.

We have provided some examples of the questions and possible responses below.

In response to 'Provide an overview of your proposal' you could indicate that you have planning approvals and that construction has commenced and you should indicate that you have attached key elements of that evidence and the names of those attachments.

In response to 'Detail who will undertake the property acquisition or development for EACH project, their capacity and experience' you could talk about the relevant parties' experience and your due diligence has included their ongoing financial viability and say 'Please see attached financial statements for Consortium member no. 1 XYZ constructions dated xxxxx titled 'XYZ constructions financial statements 2012' and evidence of our loan facility attachment 'Antarctic Bank loan documentation for Project 1, Brown Road, Woden'. Additionally, you can list the names of attachments that support your evidence in the general workings sheet of the Financial Viability Tool.

**I was wondering whether there is any information that can provide guidance to potential Applicants as to whether their application meets the assessment panel's scoring system or not? (i.e. if a proposal includes less than 20 dwellings, that will result in a score of zero (0) out of a possible fifteen (15) points (see section 1.a. and 2.a.)). What sort of impact does that have on the proposal?**

Applications will be assessed, first, against Set 6 (Criteria — subset 1) to the Regulations. Applications that successfully meet these criteria may progress to the next stage of the Assessment Process. If one or more of the criterion (a) to (e) are not met, the Decision Maker may, at this point, decide not to make an offer of Allocation or Reserved Allocation, or alternatively may continue to assess the Application against Set 6 (Criteria — subset 2). See section 4 of the Application Guidelines for more information.

Note: At the discretion of the Decision Maker, highly meritorious Applications, involving less than 20 Rental Dwellings, receiving strong support from the relevant State/Territory government and scoring very highly across every other criterion of the Assessment Criteria, may still be considered for Allocations and Reserved Allocations. See section 4.1(a) of the Application Guidelines for more information.

Applications will be assessed, next, against Set 6 (Criteria — subset 2) to the Regulations, which aims to encourage large-scale investment of 100 or more dwellings. All else being equal, an Application that contains 100 or more dwellings will be preferred to an Application that contains less than 100 dwellings, but it does not preclude the Decision Maker from considering an such an Application for an Allocation or Reserved Allocation.

**We have some older homes that need fixing up. The goal is to avoid demolition of the homes and renovate (buildings will require a lot of work and it will be an expensive project just to fix them up). Will we be eligible to apply for the NRAS if the houses are not a complete rebuild and are there any other further restrictions surrounding eligibility and the application process?**

For a dwelling to be eligible to receive an NRAS incentive it must satisfy conditions of allocation as specified in the relevant NRAS legislation, regulations and guidelines.

The approved dwellings must:

- comply with State, Territory and local government planning and building laws;
- be rented to eligible tenants
- be rented at a rate that is at least 20 per cent below the market value rent
- not have been lived in as a residence before
- not have been lived in as a residence since having been made fit for occupancy where previously the dwelling was recognised as being uninhabitable
- not have been lived in as a separate residence if it has been converted to create additional residences.
- The key principle for approving rehabilitated dwellings for participation in the Scheme is that they contribute to a net increase in the availability of affordable rental properties. The number of dwellings which comprise the net increase (i.e. not previously a residence) are those eligible for National Rental Incentives.
- For the purposes of the Scheme, a rehabilitated dwelling is one which:
  - has been converted from a non-residential dwelling to a residential dwelling (e.g. conversion of a motel, hotel, tourist venture, shop top or warehouse into residential flats or apartments); or
  - has been converted from a single residential dwelling to a multiple residential dwelling with private amenities (e.g. conversion of a house into residential flats or apartments); or
  - has been significantly renovated, including building works, to the extent that a property that was previously recognised as unfit for anyone to live in has been made fit for occupancy.

**I am currently putting together my application for the NRAS round which closes on Wednesday 22 May 2013. As it takes three business days to receive the Receipt Confirmation Number, does that mean the additional attachments can be sent after the closing date (assuming I lodge my application on the last day).**

For the Shovel Ready round, the Receipt Confirmation Number will be generated when your application is entered into FaHCSIA's system by our staff. The Receipt Confirmation Number will be provided to you shortly after lodging your application. If you have not received your Receipt Confirmation Number after one week, please email: [nras@fahcsia.gov.au](mailto:nras@fahcsia.gov.au).

Once you have the Receipt Confirmation Number you will then be able to submit all other documents referencing the Receipt Confirmation Number - Applicant Legal Name and the document name. You will be able to lodge supporting document after the closing date.

Note: All supporting documents MUST be submitted within 3 business days of receiving the Receipt Confirmation Number.

**In relation to the Dwelling Schedule, some of the column headings have references such as (2c), (2e) (iii), however, there is no comments box or indication of what these numbers are referring too.**

The references are where the questions relate to the assessment criteria at Set 6 of the *National Rental Affordability Scheme Regulations 2008* which can be found through the NRAS website.

### **I am unable to use the drop down lists in the Dwelling Schedule. How do I do this?**

Once you have downloaded the dwelling schedule from the web site please ensure you have saved the excel workbook as an Excel macro-enabled workbook.

### **I can't close the Dwelling Schedule. How do I do this?**

The workbook is designed to ensure correct information is entered into it by confirming the dwelling numbers match between the project and dwelling worksheets. Therefore, you need to update both the project and dwelling worksheets or force close the Excel application.

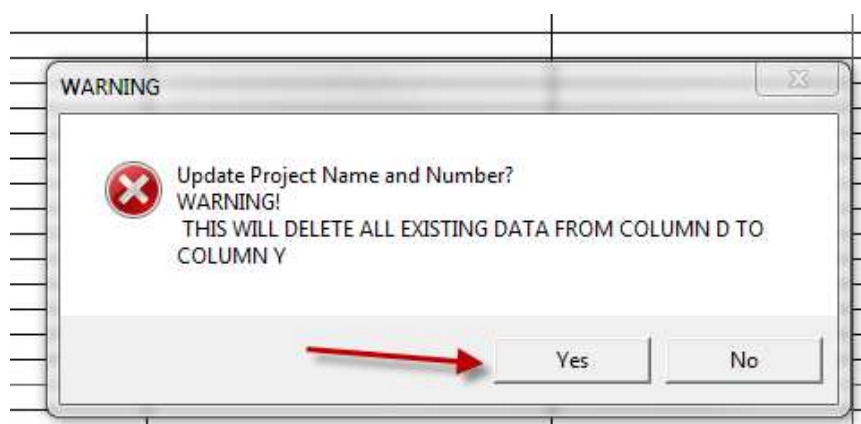
If you are just viewing the document, use the ALT + CTRL + Delete buttons to force close the Excel application.

If you wish to complete a Dwelling Schedule, save the workbook to your computer:

- Enter the required fields marked \* in the Project Summary tab.

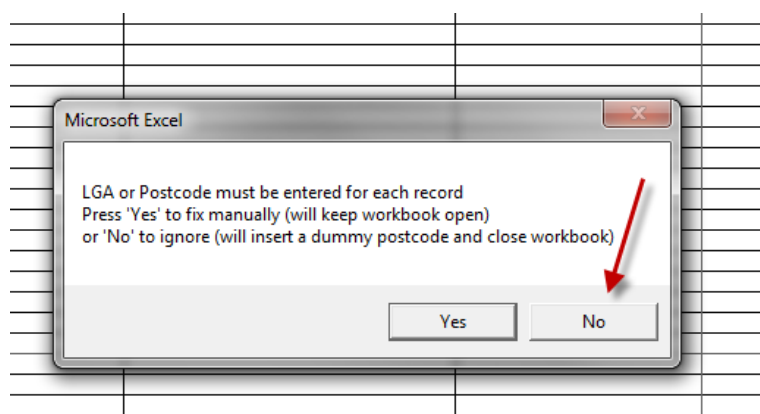
Project number*	Project name*	Number of NRAS dwellings*	Total number of dwellings in development	Name of tenancy manager (if known)	Land purchased (Use drop down menu)	Planning approval status (Use drop down menu)	Finance approved for construction (Use drop down menu)	Construction commenced Yes/No (Use drop down menu)

- Accept the update Project Name and Number to automatically insert “dummy postcode data” which can be corrected later in the Project Summary sheet.
- Click on the dwelling breakdown tab and the Warning screen (shown below) will appear. Click ‘Yes’.



- Close the worksheet and choose OK to the warning message “Number of inserted rows doesn't match number of Dwellings”.

- Choose “No” to update the sheet if you haven’t entered any dwelling data in columns D to Y. This will allow you to close the schedule by including dummy data into mandatory fields which you are yet to complete.



- You should now save the document to close the schedule.
- Please remember to update this data before submitting your schedule.

## Application and assessment process

### What are the key dates for the NRAS rounds?

Shovel Ready: The call for applications opened 18 April 2013 and will close at 5.00pm AEST, 22 May 2013.

Round 5: The broader round opened on 7 May 2013 and will close at 5.00pm AEST, 6 August 2013.

### When do dwellings need to be completed?

Successful applicants who have applied under the Shovel Ready round, must have approved dwellings substantially completed by June 2014 and be made available for rent by December 2014.

Successful applicants who have applied under Round 5 must have approved dwellings completed and available for rent in the 2015-16 financial year.

### How many incentives will be allocated?

The call for applications for 'shovel ready' projects seeks to allocate approximately 1,000 incentives for dwellings. The broader Round 5 will seek to allocate approximately 10,000 incentives for dwellings. The actual number allocated will be determined by the quality of applications.

### I have homes that have not been rented before and are immediately available for rent.

#### When should I apply?

You should apply during the Shovel Ready round. The dwellings must not have been lived in as a residential premise before the incentive period, which commences once an allocation has been approved and the dwelling is made available for rent at least 20% below market rent to an eligible tenant. [Learn more about how to apply.](#)

If your dwellings meet shovel ready requirements, download the application package from the [Shovel Ready round webpage](#)

**I have homes under construction. When should I apply?**

If the homes will be substantially completed by June 2014 and available for rent by December 2014, apply during the Shovel Ready round. A condition will be imposed, on successful applicants who have applied under the Shovel Ready round, that approved dwellings must be substantially completed by June 2014 and be made available for rent by December 2014. Make sure that you download the Shovel Ready [Application Form](#).

If the homes will be available after that time you may wish to apply for the broader Round 5. A condition will be imposed, on successful applicants who apply at that time, that approved dwellings must be made available for rent in the 2015-16 financial year. The Round 5 [Application Form](#) will be available from 7 May.

**I am planning a residential development. How do I apply?**

You should apply under the broader Round 5 if your dwellings will be available for rent in the 2015-16 financial year. You should download the application package from the [Round 5 webpage](#) after 7 May and complete the application process before the closing date.

**When will I be advised of the outcome of my application once I have submitted it?**

It is anticipated that the outcomes of assessments for shovel ready projects will be announced by the end of July 2013.

Regulation 9 of the *National Rental Affordability Scheme Regulations 2008* provides that FaHCSIA must make reasonable steps to determine applications and notify applicants of the results within 6 months after the date applications are received, and, in any case, notify each applicant of the status of their application by that time.

**How does the assessment process work?**

On receipt of your application, FaHCSIA will conduct a completeness and compliance check. Applications that are not deemed to be compliant or complete may not be assessed. Applications that are complete and compliant will be assessed against the assessment criteria set out in [Set 6, Schedule 1 to the National Rental Affordability Scheme Regulations 2008](#).

Applications will be assessed against Set 6 (Criteria – subset 1) first. If an application does not meet any one of the components in that criterion, the application may not be assessed further. If an application meets all of the components in Set 6 (Criteria – subset 1), it will be assessed against Set 6 (Criteria – subset 2). State and Territory governments are responsible for assessing certain components of the assessment criteria. See the Application Guidelines for further information.

An assessment report, which incorporates input from FaHCSIA, the relevant State/Territory government and technical advice from any external consultants, will be prepared by FaHCSIA and provided to the FaHCSIA Decision Maker. The Decision Maker will decide whether or not to offer Allocation, or Reserved Allocation, of an Incentive to an applicant.

**Where do I get the Application Form?**

The [Application Form](#) and all of the required information is available on the [Shovel Ready Round webpage](#).

**I have downloaded the Application Form for 'shovel ready' and it says Round 5 at the top of the form Is this the correct form?**

Yes. Instructions at the base of the form enable you to email the application to the address provided and Departmental staff will upload the form to our system on your behalf. This

manual process will create your Receipt Confirmation Number which will be emailed to you within one day.

**I have applied for or have been approved for other capital funding. Can I apply for NRAS?**

A number of Australian Government capital funds limit the ability to receive capital funding and NRAS funding for the same dwelling. However, it is encouraged to seek mixed development models where some dwellings may receive other capital funding and some NRAS. Additionally, you may have other dwellings that will be sold on the open market or will be funded in some other manner. For example, you may have a development of 40 dwellings and be seeking 20 dwellings be funded from a capital funding program and 20 dwellings from NRAS.

The [Application Form](#) includes a question that seeks details of other capital funding and any alternative funding sources for the development should be included in your response to this question. The capital funding will also need to be included in the financial tool and would be likely to improve the assessment of the project in comparison to a project that did not have that level of support.

**Should I be aware of any specific requirements for the shovel ready round?**

All offers for shovel ready projects will include a condition that the homes will be substantially completed by June 2014 and be available for rent at the latest by December 2014. Delays in delivery against these timelines are likely to lead to the withdrawal of the incentive.

**What is a 'shovel ready' project?**

Shovel ready projects are those that will be substantially complete by June 2014. It is anticipated that this would mean a project already has planning approval, land and finance arranged. It may be almost ready to commence construction or may already be under construction. If the project is already completed, dwellings must not have been lived in as a residential premise.

**My dwellings will be available and rented before the Shovel Ready timeframes. Do I need to delay my development?**

**No. While the condition that dwellings are substantially completed by June 2014 and be available for rent at the latest by December 2014 will be imposed, early completion will be welcomed. The dwellings must not have been lived in as a residential premise before the incentive period, which commences once an allocation has been approved and the dwelling is made available for rent at least 20% below market rent to an eligible tenant.**

**There are two financial viability tools. Which tool do I use?**

There are two types of financial viability tools to choose from. Please choose the tool that reflects your business model. If you are:

- **constructing or spot purchasing and then renting your NRAS dwellings**, you should use the **Construct and Hold Tool** You should also use this tool if you are constructing then renting some NRAS dwellings, and selling other dwellings, in your development.
- **selling all dwellings to investors**, you should use the **Construct and Sell Tool**.

**Lodging your application**

**I have downloaded the Application Form. What do I do now?**

Save the pdf Application Form to your own computer before completing any fields.

**My Application Form won't submit. What do I do?**

- Check that you have saved the completed Application Form to your computer and make sure that you have saved the form prior to attempting to submit it.
- Check that you have completed all fields in the Application Form. If you did not complete all fields, an error message will appear directing you to the fields that have not been completed.
- Make sure that you have a working internet connection.

### How do I attach the Dwelling Schedule or other supporting documentation to the Application Form?

The Dwelling Schedule or any other supporting documentation must be attached in the Application Form. Look for the following icon and press the + button, as shown below:

Characters entered:


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**Part 4 Summary of the Proposal**

Attach a copy of the completed Dwelling Schedule ([see Dwelling Schedule template](#)).

 **File Name**  +  
X

Press the + button to attach a file

 Other information should be provided to support the project descriptions and dwelling schedule. For example, key elements of:

If none of the above resolves your problem, take a screenshot of the error message and send it to the NRAS helpdesk via email on [nras@fahcsia.gov.au](mailto:nras@fahcsia.gov.au) for advice. Our staff will respond as soon as possible.


### How do I remove an attached Dwelling Schedule or supporting document from the Application Form?

Highlight the document in the window below and press the X button to remove the attachment as shown in the graphic below:

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**Part 4 Summary of the Proposal**

Attach a copy of the completed Dwelling Schedule ([see Dwelling Schedule template](#)).

 **File Name**  +  
X

Dwelling Schedule FINAL version for testing.xlsx

click on the file and press the X button to remove a file

 Other information should be provided to support the project descriptions and dwelling schedule. For example, key elements of:

- \* Land Title (Certificate of Title)
- \* Financial statement (bank letter of approval)

### I have not received my Receipt Confirmation Number for my application. What should I do?

For the **Shovel Ready round**, the Receipt Confirmation Number will be generated when your application is entered into FaHCSIA's system by our staff. The Receipt Confirmation Number will be provided to you shortly after lodging your application. If you have not received your Receipt Confirmation Number after one week, please email:

[nras@fahcsia.gov.au](mailto:nras@fahcsia.gov.au)