



CWM TAF MORGANNWG – TOOLKIT AND GUIDANCE FOR THE COMPLETION OF CAPITAL FUNDING APPLICATIONS FY 21/22

1. INTRODUCTION

1. The Regional Commissioning Unit, functioning on behalf of the Regional Partnership Board, are now opening up the bidding and application process to bid for ICF Capital funding for schemes that can be progressed and which are deliverable within FY 21/22 (from 1st April 2021 to 31st March 2022)

1.2 ICF (Integrated Care Funding) has been awarded to Cwm Taf Morgannwg for FY 21/22 to meet the aims of the Welsh Government vision 'A Healthier Wales: Our Plan for Health and Social Care'. Both revenue and capital funding is available to support the wider objectives to provide integrated care and support for these priority groups:

- Older people with complex needs and long term conditions, including dementia;
- People with learning disabilities;
- Children with complex needs; and
- Carers, including young carers.

1.3 £5,771,000 of ICF Capital funding is available to be invested into capital programmes across Rhonda Cynon Taff, Merthyr Tydfil and Bridgend regions and apportioned between MCP and DCP programmes:

- **MCP** – Main Capital programme funding – for capital schemes that are likely to cost **over £100,000**
- **DCP** – Discretionary Capital programme funding – for small scale capital schemes or equipment that are likely to cost **below £100,000**.

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2. ICF – STRATEGIC CONTEXT

2.1 As highlighted in the '*ICF Revenue, Capital and Dementia guidance 2021/22*': The ICF capital programme is a housing-led programme. The aim of the ICF capital programme is to deliver more housing and accommodation for vulnerable people identified in the ICF priority areas for integration.

2.2 It supports a model of care that promotes independent living in local and appropriately sized accommodation for older people, people with learning disabilities and children with complex needs and can be seen as an enabler:

- Housing as a platform to prevention and early intervention in health and social care
- To support people remaining active and independent in their own homes and communities
- To support integration of health and social care – investment in wider services and infrastructure to deliver innovation

2.3 If we are successful in achieving this, this would mean:

- fewer or no out of county/out of country placements, identifying and support housing and accommodation solutions for people (particularly older people) with social care needs as well as people who are accommodated out of area, including individuals with complex needs and/or learning disabilities.
- promote and maximise independent living opportunities, including the delivery of new approaches to housing which supports people's health and social care needs resulting in older people and those with disabilities able to live independently for longer
- a reduction in demand for hospital and residential care beds,
- more local facilities
- new approaches to prevent children from going into secure accommodation, help families stay together or, where children and young people do need to enter care, they can benefit from a stable and supportive care environment as close to home as possible;
- providing step-down and reablement solutions to enable discharge from acute care.

2.4 MCP (large scale project) applications should align with the strategic objectives of the Regional Partnership Board, meet local population needs, well-being assessments, local housing needs and regional priorities, support innovation and the region's transformation programme, fund projects which are significant enablers to effective operational delivery of **integrated health and social care**.

2.5 The ICF must be used to support new projects and services or provide additionality to existing ones. It cannot be a replacement for other sources of funding and regions should actively seek to ensure that projects and schemes supported are regional where possible

2.6 Capital projects supported by the Main Capital Programme (MCP) may include the provision of:

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- housing and accommodation for vulnerable people;
- capital projects which support new and innovative integration of health, social care and housing;
- larger scale building re-modelling or adaptation for new housing and accommodation purposes;
- intermediate care facilities;
- expenditure to evidence or explore the feasibility of larger capital investment.
- **And new for FY 21/22, to provide safe accommodation for children with complex, high end emotional and behavioural needs.**

The MCP cannot be used for aids, adaptations or equipment

3. MCP (LARGE SCALE PROJECTS) APPLICATION PROCESS

3.1 The MCP application process is a two part process. The first part sets out the principles and estimated costs of the project. The second part is designed primarily to set out the confirmed/planned costs (this may be once a project has been tendered, but this doesn't have to be the case) and to evidence that a robust procurement process is being adopted. It is perfectly acceptable for a project to be at a stage which can be described in parts 1 and 2 at the same time

3.2 Please complete Annex 2 – Application form for ICF Capital – enclosed with the covering email.

- Complete 'Application Form - Part 1' worksheet and 'Funding Package – Est Cost' in the first instance, if your costs are based on estimate costs and are expected to change after the tendering stage.
- **Complete all 4 worksheets on the Annex 2** – if your costs are confirmed and your scheme has been tendered and costs are unlikely to change.

3.3 Applications will be reviewed by the Regional Commissioning Unit and will be presented to the Transformation Leadership Programme Board, on behalf of the Regional Partnership Board, to establish their strategic fit with local and regional priorities and needs. If approved at this stage, will be submitted to Welsh Government for approval by the Minister of Health and Housing.

3.4 You will be notified by separate email and letter of your successful application at a future date.

3.5 The MCP application process has been designed to consider projects aligned with the Five Case Model, as with Public Sector Business Cases. This essentially means that projects are considered based on the Purpose, Strategic case, Economic case, Commercial case, Financial case and Management case.

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3.6 For all housing and accommodation projects regions will need to provide project specific detail for the technical scrutiny process. This includes a project brief as well as the following set of drawings:

- Site location plan identifying land ownership boundary and “North Point”
- Existing topography
- Site context analysis (constraints and opportunities) plan
- Site layout plan proposals
- Proposal plans of accommodation clearly indicating schedules of accommodation and floor areas
- Proposed elevations
- Proposed site sections
- If an existing building we will require “as existing drawings”
- One paper copy (in addition to submitted electronic copies for filing) to be provided, printed at a suitable scale to read text and with scale parameter bars on layout plans.

3.7 These should be provided as soon as they are available and ideally at Part 1 stage of the application process.

3.8 Where non accommodation projects are being submitted, Welsh Government officials will confirm what technical scrutiny process is applicable and if it is required, via the Regional Commissioning Unit.

FOR LARGE SCALE MCP CAPITAL PROJECTS:

DO's	DON'Ts
<p>In addition to completing ‘Annex 2 Application for ICF Capital’:</p> <p>1. For MCP Large scale schemes: do include business cases, architect drawings, internal documents to demonstrate stage or progress of your scheme to support your Part 1 Business Case ICF Application form</p> <p>2. Do include evidence of Corporate Support eg (Cabinet).</p> <p>3. Do provide population data on the needs of your clients and evidence need for the MCP scheme – in line with the Welsh Government template (enclosed in covering email).</p>	<p>Do not make applications for speculative funding, if the scheme is not yet developed sufficiently.</p> <p>(Regional funding will be allocated based on your funding application and may be not be utilised if your scheme is not yet developed sufficiently, which risks the funding being underspend across the region).</p> <p>If your scheme is not sufficiently developed, please discuss with the Regional Commissioning team regarding the best time to make your application.</p>

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<p>4. Do include outline cost and works schedules (if known) to demonstrate what stage your scheme will require funding, especially if it spans more than one financial year. (This allows the Region to draw down the funding from Welsh Government at the correct time).</p>	
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4. DCP (SMALL SCALE PROJECTS) APPLICATION PROCESS

4.1 The Regional Partnership Boards will look to invest into small scale DCP capital projects, to benefit target client group as listed at paragraph 1.2 (above) and which should still meet the aims and objectives at paragraph 2.2, in particular projects that **are significant enablers to effective operational delivery of integrated health and social care** with the following focus:

- aids and adaptations which are not supported by existing programmes and are in support of **specific** ICF objectives e.g.housing adaptations for children with complex needs where the cost of the adaptation is in excess of the £36,000 upper limit for a mandatory Disabled Facilities Grant or an enhanced Rapid Response need;
- equipment projects which support people to live independently in their own home and may reduce hospital admissions or speed up hospital discharge;
- other smaller scale projects in support of ICF objectives (e.g. community or third sector led); and
- expenditure to evidence or explore the feasibility of delivering a larger capital project (e.g. as a standalone project);
- digital assistive technology programmes.
- **The purchase of vehicles are not eligible investment under the ICF capital programme for FY 21/22.**

4.2 Please complete the DCP ICF Funding – Capital Application form (attached within the covering email), for schemes likely to cost below £100,000. (Please read the Do's and Don't section (below) and provide additional information in support of your bid).

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5. LESSONS LEARNT FROM 2020/21

5.1 Covid had a significant impact on the Capital Programme within Cwm Taf Morgannwg during, as in many other areas of life. Therefore, a number of schemes had delayed start dates, challenges with supply chains, cost increases, and staff illnesses.

5.2 In order to avoid any unnecessary delays, maximise progress of schemes during 2021/22, we would advise that lessons are learnt from the application process and the development of schemes. Listed below are a number of **Do's** and **Don'ts** that will aid your capital application:

5.3 Questions to ask yourself before submitting your application. Does your application:

5.4 Fit with Priority areas for Integration - Does the capital proposal apply to priority group for integration, as specified in WG ICF Guidance, which states that: projects and programmes must address and focus integrated services to benefit the following groups of service users and beneficiaries:

- Older people with complex needs and long term conditions, including dementia – which enable older people to maintain their independence and remain at home, avoiding unnecessary hospital admissions and delayed discharges
- People with learning disabilities – to support the development of integrated care and support services for individuals with complex needs including people with learning disabilities, children with complex needs and autism
- Children with complex needs - enable families to meet their children's needs and help them stay together
- Carers including young carers - support carers in their caring role and enable them to maintain their own wellbeing
- Generally offers early support and prevent the escalation of needs and promote emotional health and wellbeing as well as prevent poor mental health

FOR SMALL SCALE DCP CAPITAL PROJECTS

DO's	DON'Ts
<p>In addition to completing the DCP Capital Application form:</p> <p>1. Do ensure your application is tangible and robust and provide any other supporting information, eg business plan or other documents, in support of your application. (This is not essential but demonstrates the scheme is robust and well considered).</p> <p>2. Do include quotes and cost estimates of your capital works to support your</p>	<p>1. Do not apply for funding for vehicles (Welsh Government will no longer fund vehicles in 2021/22).</p> <p>2. Do explain within your overall application if an element of DDA compliance is required in order to complete the scheme. However, as ICF funding is expected to be oversubscribed, bids that focus on meeting service enhancement needs in</p>

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<p>application and breakdown of costs or equipment to be purchased.</p> <p>3. Do include and evidence permission to invest into the building eg, if you are leasing the venue.</p> <p>4. Do include timelines of capital works and evidence of stages and breakdown of costs needed at each stage.</p> <p>5. Do include a clear timeline of the capital scheme development, eg Phase 1: 1-3 months, phase 2: months 4-6.</p> <p>6. Do include evidence that you have considered contingency plans if delays are seen to your scheme and highlight any known risks (at the point of application).</p> <p>7. Do include evidence of match funding or other funders investment.</p>	<p>line with the ICF guidance will be prioritised. Therefore, applications for funding solely to meet DDA requirements eg installation of a ramp or accessible door will be deemed to be lower priority (as the legal requirements of meeting the Disability Discrimination Act should fall to the bidding organisation).</p> <p>3. Do not make speculative bids (applications made on the basis that IF funding is awarded, then you will progress a scheme). (The funding is awarded at the point of application and if successful, will require commitment to deliver by 31st March 2022).</p>
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For any queries on completion of any of the MCP or DCP application forms, please contact:

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