

# Homelands Housing and Infrastructure Program

Grant funding guidelines | 2024-2027



**Our Community.  
Our Future.  
Our Homes.**



**NORTHERN  
TERRITORY  
GOVERNMENT**

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<b>Acronyms</b>	<b>Full form</b>
DHLGCD	Department of Housing, Local Government and Community Development
EOI	Expression of Interest
HHIP	Homelands Housing and Infrastructure Program
HLPs	Healthy Living Practices
NT	Northern Territory

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## 1. Background

The *Restoring funding for Northern Territory Homelands Federal Funding Agreement 2022-2027 (FFA)* was executed by both the Australian Government and the Northern Territory Government in October 2022. The FFA will support the delivery of urgent housing and essential infrastructure on Northern Territory Homelands and is expected to expire on 30 June 2027.

In line with the FFA, \$40 million per annum for 3-years from 2024 to 2027 (\$120 million in total) has been allocated specifically to continue to support housing and infrastructure upgrades on homelands. The Department of Housing, Local Government and Community Development (DHLGCD) has established the Homelands Housing and Infrastructure Program (HHIP) to implement and administer this investment.

The HHIP will utilise the \$220 million investment from the Australian Government to improve housing and infrastructure conditions on homelands, where priority projects have been identified by the Land Councils. In addition, existing service providers can identify urgent NT wide capital projects focusing on identified issues with power, water, and sanitation infrastructure in NT Government funded homelands.

Priority homeland projects across each of the four land council regions have been identified in consultation with existing homeland service providers, the land councils, Aboriginal Housing NT, and homeland residents. These identified projects will cluster together homelands in specific land council regions where housing and infrastructure upgrades are urgently required.

The majority of homelands are located on community-owned and controlled land, such as Aboriginal Land Trust areas (returned to Traditional Ownership under the *Aboriginal Land Rights (NT) Act 1976*), or other statutory tenures including Community Living Areas.

Generally, housing in homelands is communally owned and is not subject to NT Government leasing or part of the NT's remote public housing system.

## 2. Overview of the HHIP grants

The grant funds may only be used for purposes which contribute to achieving the overarching purpose, priorities and objectives of the HHIP.

### **Purpose:**

The grants provided under the HHIP are for urgent housing and infrastructure repairs and upgrades in NT homelands.

The HHIP supplements works completed under the current Homelands Grants Program, managed by the Homelands Services Group team.

### **Priorities:**

The first priority of the HHIP is upgrades that focus on safety and identifying urgent repairs and maintenance to housing and infrastructure where there are immediate health and safety concerns.

The secondary focus is upgrades to improve the functionality of health hardware in houses in relation to whether they can support Healthy Living Practices (HLPs).

## Objectives:

The objectives of the HHIP are to:

- undertake immediate and urgent works to homelands such as:
  - upgrades to housing and supporting infrastructure
  - upgrades to essential service and municipal infrastructure such as dumps, internal roads, and water and power supply.
- improve living conditions for people living on homelands
- support local decision making, through stakeholder engagement and regional planning
- build the capacity of the homelands service sector
- identify priority projects in each region that can be completed through the HHIP in 2024-2027 or through alternative funding streams, should funding become available
- ensure that works are prioritised to align with the HLPs.

## 3. Contractor eligibility criteria

To be eligible for a HHIP grant, contractors must be able to demonstrate that they:

- have sufficient Contractor Accreditation Ltd (CAL) to undertake works
- are organisations responding to Expression of Interests (EOI) from DHLGCD for the delivery of selected projects
- have proven capacity to deliver works within a given timeframe
- will include partnering and sub-contractor arrangements in the contractor eligibility assessment process.

If an organisation cannot meet all the above eligibility criteria's, they are ineligible to apply.

## 4. Eligible projects

Projects completed through HHIP grant funding may consist of:

- housing and infrastructure upgrades
- fire and electrical repairs and upgrades
- sanitation repairs and upgrades
- access road repairs
- solar power repairs and upgrades
- improvements to water security.

Scope of works will be outlined under *Item 2* of the grant funding agreement.

## 5. Scope of funding

To deliver the housing and infrastructure upgrades the funds may be spent on:

- provision of labour and materials associated with the approved projects
- costs incurred through the engagement of subcontractors to undertake approved projects
- sourcing and supply of transitional accommodation, including cleaning and repairs and maintenance between resident relocation
- costs associated with obtaining relevant approvals and certification documentation for approved projects
- administrative (refer 5.1) and operational costs associated with the delivery of approved projects.

Funds cannot be spent on any costs not listed above.

### 5.1. Administration Fees (15%)

Contractors can use 15% of the total funding for administration purposes. Administration fees can be used for:

- salaries of admin staff related to the project
- audit and accounting fees
- travel allowance, training, education for staff
- stationery
- consumables
- payment to consultants to undertake specific consulting for the project
- asset purchases (refer 5.1.1).

The remaining 85% of the total funding must be used on the ground, for the project.

#### 5.1.1. Administration Fees (15%) – Asset Purchase

When purchasing an asset that will remain with your organisation (the contractor) after the completion of the project, this will be purchased using the budgeted 15% administration fee. Assets include, but are not limited to:

- vehicles
- containers / Transitional Housing (which the contractor intends to use for other projects/job sites in the future)
- generators (which the contractor intends to use for other projects/job sites in the future).

When purchasing an asset which will remain on the homeland for the residents, this can be considered as part of the project and can be purchased using part of the 85% project funding. These can include, but not limited to:

- container / Transitional Housing which will remain on the homeland allowing residents to live in, becoming the homelands asset.
- generators purchased for houses/homeland use which remains on the homeland.

## 6. Payments and funding non-recurrence

Grant funding will be released in a staged approach to contractors in accordance with *Item 5* of the grant agreement, as milestones are met, subject to approval by DHLGCD. Total allocated funding will not be released upfront.

Payment milestones and payment release amounts will be discussed between DHLGCD and the contractor prior to finalising the Grant Agreement, to ensure contractors have sufficient funds to cover any upfront costs.

Where a contractor holds multiple grant agreements across the 2022-24 and 2024-27 funding periods, the Department may, at its discretion, deter project planning or payments related to the 2024-27 funding agreement until the previous project is completed.

Funding under the program is non-recurrent.

### 6.1. Contingency and Variations

All HHIP contractors should keep contingency funds aside for unexpected costs during the timeline of the HHIP project. This assists in covering delays, price changes, or unforeseen change within the scope of works.

Any use of contingency funds or changes to the project scope must be approved by the relevant project lead before proceeding. This ensures oversight of further expenditure and works to ensure it aligns to the homelands needs.

#### 6.1.1. Changes to Approved Scopes

If there are any required changes that need to be made to approved scope of works from the beginning of the project, these must be consulted and approved by the HHIP project lead. An example of when additional approval would be required is there are circumstances where damages or further works are unforeseen during the scoping process.

Direct communication with the HHIP project lead should be made to receive further advice moving forward, which may lead to providing a revised project scope and quotes to support the further works. No additional works are to be completed until written approval is provided from the project lead.

## 7. Reporting

As part of the HHIP, contractors are required to adhere to strict reporting protocols to ensure effective contract management and successful project delivery. These protocols align to quarterly and end of project reporting obligations.

### 7.1. Quarterly Reporting

Quarterly reporting is a key component of effective contract management for the HHIP, ensuring projects are tracked and managed efficiently. Contractors must submit detailed reports by the 20<sup>th</sup> business day of each quarters end, outlining progress against established milestones, addressing any identified risks, and updating the quality of completed work. If a report is not submitted by the last day of the month, it will be marked as unsatisfactory. If ongoing inconsistencies or repeated failures occur, this will be documented and used for CAL and NTG reference checks. A template will be provided by the HHIP team which contractors will use to complete each quarter.

The quarterly reports also strongly focus on cash flow management and budget updates, offering a broader analysis of financials. This allows HHIP staff to monitor any potential over-expenditure and when the contractor may be due for a grant payment.

These reporting requirements are designed to ensure transparency, compliance, and accountability. They are critical tools for monitoring contractor performance and facilitating stakeholder communication. By adhering to these requirements, contractors contribute to the effective management of the HHIP, ensuring housing upgrades and infrastructure improvements are delivered on time, within budget, and to the required standards. Quarterly reporting is included in the grant agreement as a requirement to the contract and is included in *Item 12* under 'Reports and Acquittal'.

## 7.2. Completion Reports

Completion reports are essential for the project manager to review and approve prior to the contractor receiving the final confirmation that the works are completed. All completion reports will be published on the Department's HHIP webpage.

These reports will require:

- before and after photos of works
- summary of the project
- scope of works
- all relevant Certificate of Compliance.

Completion reports must be finalised and submitted to the Department within 28 days of works being completed on each house or infrastructure asset. Future payment releases may be withheld where there are outstanding completion reports.

## 7.3. 10-Day Handover Notifications

The 10-day handover notification is a crucial step in a contractor's preparation to return each asset back to the resident. This notification allows DHLGCD to arrange travel logistics, finalise completion paperwork, note any defects, and inform residents that their homes are nearing completion. It ensures a smooth transition for the property's return.

## 7.4. Audited Financial Statements

Audited Financial Statements are a requirement against all HHIP projects, as outlined in the grant agreement. It is the preference of the service provider/contractor on whether they will submit Audited Financial Statement on an annual basis or at the end of the project (fully expended). Audited Financial Statements are mandatory for projects over \$100,000 and must be uploaded to GrantsNT.

## 8. Industry conditions for use of funding

Due to the nature of the program, locations, building legislation, regulations and certifications, the following will apply:

- Any structural, extensions, (roof and slab) or roof replacements or any works requiring a certifier/building permit under normal conditions will only require a builder's declaration as a minimum unless it is with a declared building-controlled area.
- All smoke alarms and electrical works will require a Certificate of Compliance and comply with the *Electricity Reform Regulations* and *Electricity Reform Act 2000*.
- All power systems installations and modifications including genset installations require an electrical Certificate of Compliance and comply with the electricity reform regulations and act. Solar hybrid Photovoltaic and equipment are regulated by Clean Energy Council and NT Work Safe.
- All septic and realm drain installations require a section 40 plumber and drainer certification/drawing.
- Bathroom upgrades will require a wet area certificate or builder statutory declaration for works which have resulted in the existing waterproof membrane to be removed or upgraded.
- All works must be carried out to Australian standards and the NT Government 'Standard specification for small building works'.

All other general regulations covered under other agencies also apply including in regard to asbestos, land clearing, NT Work Safe, NT Heath, NT Environment Protection Authority, sacred sites and waste management.

A small specifications list will be provided at start up meeting where project scopes are applicable.

## 9. Applications

### 9.1. Expressions of Interests (EOI)

The grant will support the delivery of approved scopes of work by contractors who are successful in winning HHIP works through an EOI process.

Contractors will be required to develop a detailed scope of works for each nominated homeland, for the purpose of developing accurate cost estimates and quotations. This detailed scope of works will create the overview and costs that is included on the Grant Funding Agreement and will be confirmed through an approved Project Plan.

### 9.2. How to apply

Interested organisations will need to have a profile in GrantsNT to apply for any EOI advertised for HHIP works. Organisations will be required to submit their applications through the GrantsNT portal within the allocated timeframe of advertisement.

Late or incomplete applications may not be accepted. DHLGCD may, at its absolute discretion, consider a request to submit a late application in exceptional circumstances beyond the applicant's control, such as (but not limited to):

- Departmental infrastructure failure
- Natural disaster

- Power outages affecting the ability of the applicant to submit their application by the deadline
- Serious illness or accident of key personnel.

Successful applicants will need to deliver the program in accordance with these grant guidelines and the Grant Funding Agreement’s terms and conditions.

### 9.3. How applications are assessed

Applications will be assessed based on specific criteria listed in the EOI Response Schedules. The criteria is based on the table below:

Criteria	Percentage
Past Performance	20%
Capacity	20%
Risk Management	10%
Service Delivery Model	20%
Local Development and Value for Territory	30%
<b>Overall Percentage</b>	<b>100%</b>

## 10. Communication and Enquiries

All HHIP project enquiries must go through the assigned project lead to ensure clear and consistent communication. Sub-contractors must not contact NTG staff directly; all communication must come through the service provider. Always CC the HHIP generic inbox ([HHIP.HousingInfrastructureProgram@nt.gov.au](mailto:HHIP.HousingInfrastructureProgram@nt.gov.au)) in all emails to keep records up to date and avoid confusion.