

Master Agreement

Transition Guide

Registered Community Housing Providers

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Master Agreement

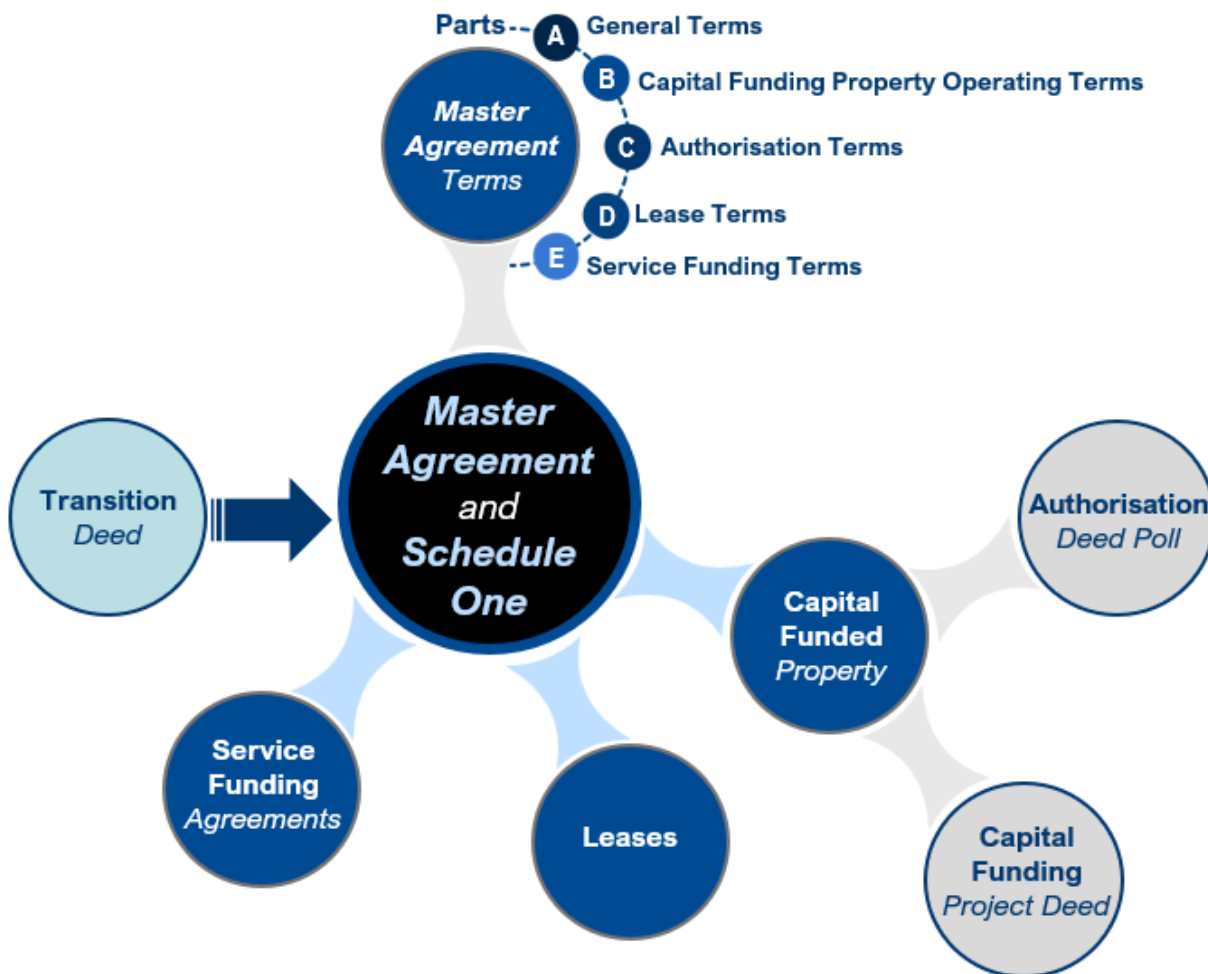
The Master Agreement is a long-term agreement between the Department of Housing and Public Works (the department) and Registered Community Housing Providers (RCHPs).

The agreement describes the funding conditions agreed between the parties and offers a range of benefits, including:

- replacing thousands of aged, inconsistent and restrictive contracts
- establishing a single, standardised contract per provider
- modernising terms to reflect current legislation and expectations.

The Master Agreement suite of documents includes:

- Master Agreement (with Agreement Particulars and Schedules)
- Master Agreement Terms
- Master Agreement Authorisation Deed Poll
- Capital Funded Master Agreement Project Deed



Purpose

This guide supports RCHPs in preparing for transition to the Master Agreement.

It outlines the information required by the Department and the steps involved in the process.

Providers should seek independent legal and financial advice before proceeding.

Transition objective

When a provider transitions to the new Master Agreement, all transitioning contractual arrangements will end, and the related funding and obligations will be redocumented in a single Master Agreement.

Planning for transition aims to minimise the impact of changes on end users, such as tenants, and other relevant stakeholders.

Considerations

The information required is specific to your organisation's funding arrangements with the department and the terms currently in operation.

Some things you may need to consider include:

- What are the funding agreements currently in place with the department?
- Are third party finance arrangements in place, or other stakeholders that may be impacted by this change?
- Do you have current valuations on each of your funded assets and/or property inspection data?
- Are there any historical funding considerations that need to be considered?
- Have you sought independent legal and financial advice on the new funding terms?
- Who is the most appropriate contact point for your organisation?

Overview

Transition to the Master Agreement will involve a three stage Transition Pathway.

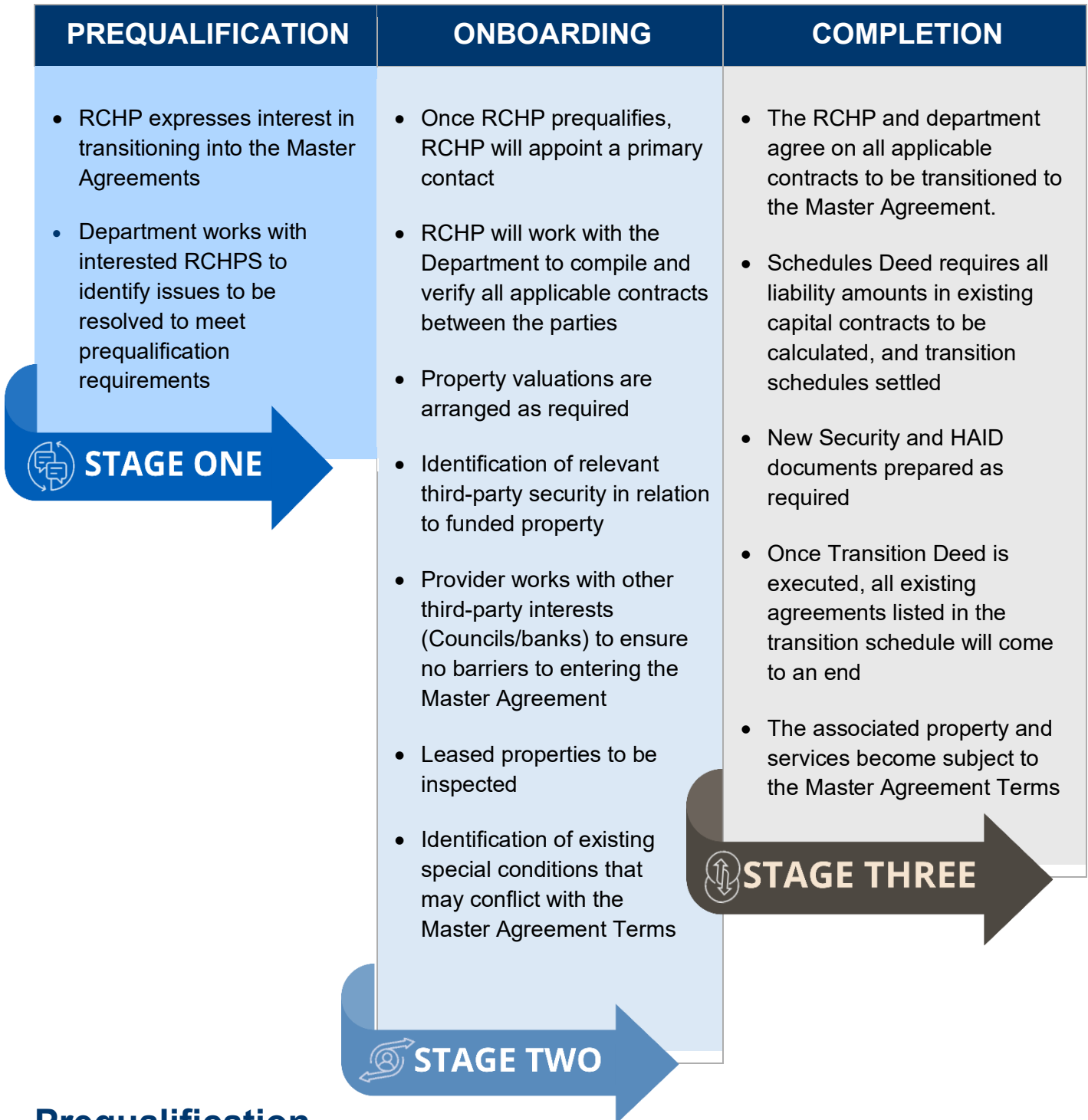
The pathway comprises:

- Prequalification
- Onboarding
- Completion.

This guide will outline what a RCHP requires to undertake each step, and includes other useful information like key terms, definitions, and explanatory material.

Transition Pathway

A high-level overview of each pathway stage is shown in the diagram below.



Prequalification

RCHPs should consider the new agreement and its suitability to participate. To prequalify, RCHPs must meet regulatory and departmental compliance requirements and formally confirm acceptance.

If the RCHP achieves prequalification, the department will invite the RCHP to begin the Onboarding phase.

Key Steps for Prequalification

RCHP's to consider

- New master agreement terms
- Suitability for prequalification
- Registering interest in transitioning.

To be suitable for prequalification a RCHP must

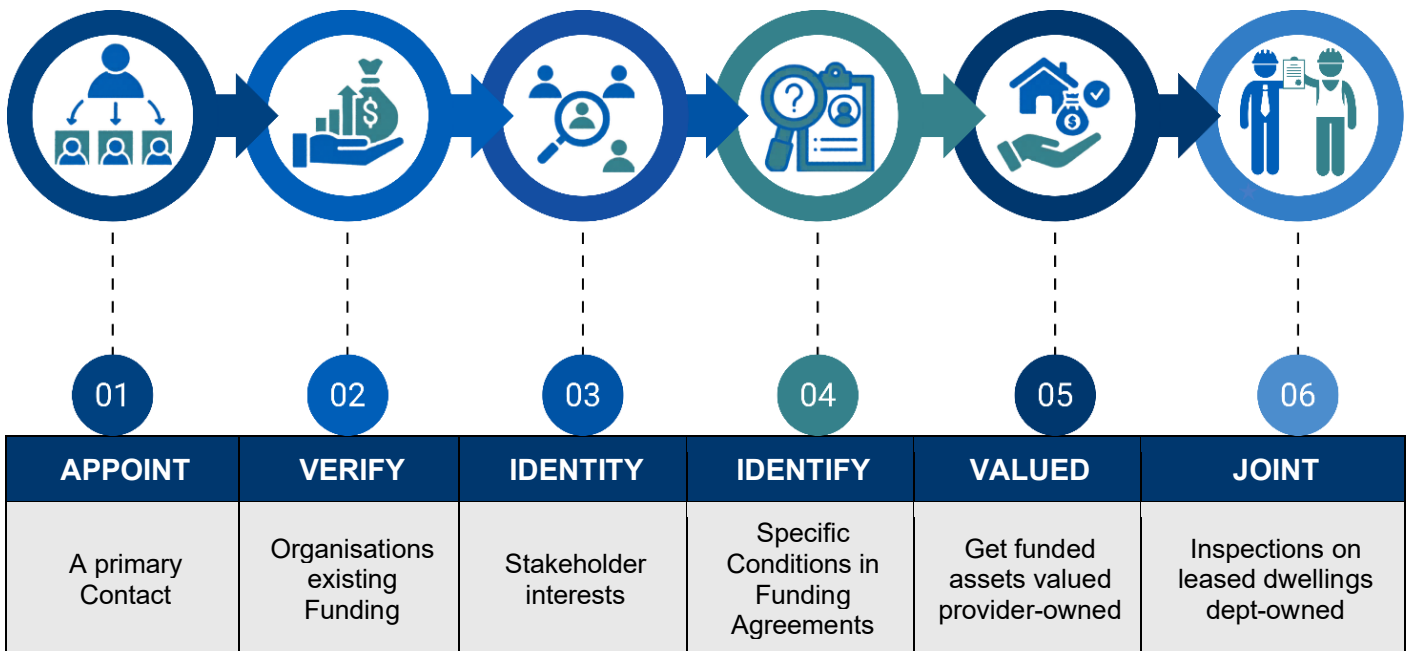
- Be fully compliant with all NRSCH obligations
- Have no compliance or breach issues with the department
- Have no outstanding reporting requirements
- Have no red flag risks raised in their Community Housing Annual Financial Report
- The State will confirm in writing if your organisation passes prequalification and moves to onboarding stage.

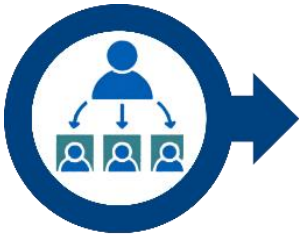
Onboarding Stage

During the onboarding stage, organisations work with the department to transition into the Master Agreement. Depending on the size and complexity of your organisation, this could take anywhere from a few weeks to months or in rare cases, longer.

The process involved in transitioning to a Master Agreement has six stages.

Some activities need to be undertaken concurrently; others may be done independently.





Stage One Appoint a primary contact

- Nominate a contact person within your organisation to be the key contact for communication between your organisation and the Department.
- Share this information with the department when it's time to start working with the Master Agreement team.



Stage Two Verify your organisation's existing funding details

- Compile and review your capital funding agreements, leases and service funding agreements to confirm your organisation's current arrangements
- Existing arrangements that will transition to the Master Agreement include all current funding delivered through the Social Housing Policy settings and ancillary program type (see below)

If you are uncertain, contact your Contract Manager or a member of the Master Agreement team.

| Social Housing | | Ancillary program type |
|--|---------------------------|--|
| General Social Housing | Affordable Housing | |
| Community Rent Scheme | Affordable Housing | Crisis Accommodation |
| Community-Managed Housing Studio-units | | Home Assist Secure |
| Long Term Community Housing | | Employee and Education Housing Program |
| Rapid Housing Response Transition | | |
| Supportive Housing | Supportive Housing | |



Stage Three Identify Stakeholders Interests

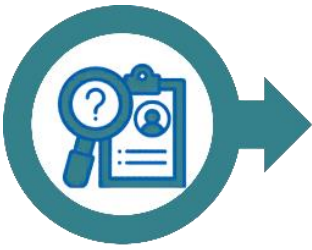
Identify all relevant parties, including

- the Queensland Government
- registered community housing providers (RCHPs)
- any third-party stakeholders

Third party stakeholders may include local Councils who may have an interest in an individual asset or a financier who may have provided funding to support a construction or acquisition.

Relevant stakeholders will need to be advised of the change in your funding relationship with the department and may be required to provide their consent.

We encourage you to identify relevant stakeholders early and let them know there is going to be a change.



Stage Four Identify specific conditions in funding agreements

Relevant stakeholders will need to be advised of the change in your funding relationship with the department and may be required to provide their consent. We encourage you to identify relevant stakeholders early and let them know there is going to be a change.

Identify all specific conditions and bespoke funding arrangements that apply to each existing contract.



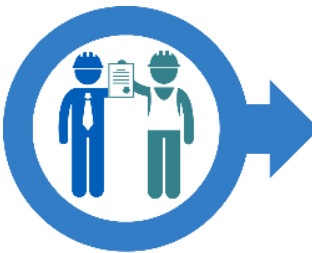
Stage Five Get funded assets valued (provider-owned)

The department will work with providers to identify which properties require valuation to keep costs at a minimum

In most cases, recent valuations can be utilised

Valuations are required to be split by land and improvement

Valuations are required to calculate contingent liability, then will be redocumented as the State Funded Contribution in the Master Agreement



Stage Six Joint Inspections on leased dwellings (department-owned)

The department and providers undertake joint inspections on leased dwellings for an agreed benchmark condition

Inspections determine the benchmark condition in the Master Agreement

Vacant dwellings will be prioritised for joint inspections. Kindly inform the Contract and Partnership Officer at the earliest opportunity about any current or upcoming vacant dwellings.

Department officers will work with providers to discuss inspections, as they may vary between providers.

Completion stage

Once onboarding is complete, the Department prepares a transition deed, calculate liabilities, transition schedules, and any required security or housing asset intercreditor deeds.

The Department prepares Schedules and templates

- All liabilities under existing capital contracts are calculated
- Transition schedules are finalised
- Any required security or housing asset intercreditor deeds are prepared
- Final special conditions are agreed

Agreement issued to Provider

- All parties sign the Transition deed, Agreement Particulars and if relevant, other Master Agreement suite documents.

Key Definitions and Explanatory Material

The tables below, including the key definitions, are included in this guide for information purposes only.

If you are uncertain, or require further clarification, please a member of the Master Agreement team via email: MasterAgreement@hpw.qld.gov.au

Capital Funded Property

All relevant capital funding/assistance agreements will come to an end and be replaced with **Schedule 1: Part 1 – Capital Funded Property**, as shown in Table 1 below.

Department officers will input the required information. This material will need to be reviewed for accuracy and accepted by your organisation before it may be inserting into your final Master Agreement.

Table 1 Schedule 1: Part 1 - Capital Funded Property

| Schedule 1: Part 1 - Capital Funded Property | | | | | | | | | | | | | | | | | |
|--|--|------------------|-----------|--------------|--|-----------|----------------------------------|-----------------------|----------------------------|---------------|-----------------------|-------------------|--------------------------|------------------------------|--------------------|--------------------|-------------------------------|
| Capital Funded Properties | | | | | | | | | | | | | | | | | |
| State Reference ID # | Right of First Refusal Period Start Date | Address | Lot Plan | CT Reference | State Funded Contribution (includes Funded receipts) | Financier | Leveraged Financier Contribution | Provider Contribution | Provider Offset Percentage | HAID ID Ref # | Mortgage Reference ID | SH Dwelling Count | Specified Policy Setting | Funded Purpose (Project Use) | Total Project Cost | Special Conditions | Notes |
| | | | | | | | | | | | | | | | | Annexure xxxx | refer to Project Deed 6.3.205 |
| TOTALS | | | | | | | | | | | | | | | \$ | | |
| Proceeds of Sale | | | | | | | | | | | | | | | | | |
| State Reference ID # | Property | Proceeds of Sale | Sale Date | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

Table 1A Capital Funded Property Explanatory Material

| Schedule 1: Part 1 Capital Funded Property Headings | Explanation |
|---|---|
| State Reference ID# | Department will ensure every property will be labelled with an ID number. |
| Right of First Refusal Period Start Date | The Start Date is either the final Deed of Variation execution date or practical completion or a settlement date. |
| Address | Address of the funded property. |
| Lot Plan | Lot on Plan data will be recorded in the schedule by undertaking title searches. |
| CT reference | CT Reference data will be recorded in the schedule by undertaking title searches. |

| Schedule 1: Part 1 Capital Funded Property Headings | Explanation |
|---|---|
| State Funded Contribution (includes Funded receipts) | <p>Total contingent liability under existing agreements (excluding GST calculated at the time of transition).</p> <p>The calculation of liability by formula as per existing capital funding agreement terms. In some cases, valuations will require a land and improvement split.</p> <p>RCHPs will need to arrange independent desk top market valuation splitting the land and improvements on some capital funded property. These valuations are required to calculate the Provider Contribution and Provider Offset Percentage.</p> <p>Valuations are to be emailed to Master Agreement team (MasterAgreement@hpw.qld.gov.au) and RCHPs to send valuations as soon as they are received to the Department. Department officers will review the contingent liability clauses in existing contracts and discuss with the RCHPs if valuations are required for particular capital-funded addresses.</p> |
| Financier | Where relevant, if a capital funded project has financiers, it will be listed. |
| Leveraged Financier Contribution | The financier contribution amount will be recorded. Only amounts secured by funded assets or serviced using funded receipts should be listed here. |
| Provider Contribution | Market value less calculated liability (State Funded Contribution). (Provider Contribution is GST exclusive). |
| Provider Offset Percentage | <p>Provider Contribution divided by the Total Market value.</p> <p>Represents the providers monetary and/or land contribution to the property, excluding all leveraged finance amounts.</p> <p>Where an existing capital contract already notes a Provider Offset Percentage that figure will be used.</p> |
| HAID ID Ref # | Where applicable, if a current title search includes a financier, the dealing number is the HAID ID reference number. |
| Mortgage reference ID | Title search dealing number for Department's reference will be the reference ID. |

| Schedule 1: Part 1 Capital Funded Property Headings | Explanation |
|--|--|
| <p style="text-align: center;">SH Dwelling Count</p> | <p>The count for Social Housing dwellings will be the count of all the capital funded dwellings available for let.</p> <p>The count will not include dwellings utilised by RCHPs for office or non-residential activities. Offices and non-residential dwellings will be noted in the Special Conditions column.</p> |
| <p style="text-align: center;">Specified Policy Setting</p> | <p>General Social Housing or Affordable Housing setting (Number of units of each setting)</p> |
| <p style="text-align: center;">Funded Purpose (Project Use)</p> | <p>Provider must deliver in accordance with the Funded Purpose of the capital project.</p> <p>The statement includes how the project was arranged (acquisition, construction and transferred) and what it is used for.</p> |
| | <p>Example</p> <p>Funding is provided for the construction and delivery of 11 dwellings for social housing for eligible persons comprising</p> <p>8 x 1-bed apartments, 2 x studio units and 1 x 2-bedroom apartment.</p> |
| <p style="text-align: center;">Total Project Cost</p> | <p>Leveraged Financier Contribution, where applicable plus State Funded plus Provider Contribution will provide the Total Project Cost.</p> |
| <p style="text-align: center;">Special Conditions</p> | <p>Special Conditions listed will be from the agreement or as agreed.</p> <p>In some cases, there may not be any special conditions listed.</p> |
| | <p>Examples include</p> <p>Potential interests from other parties (leased property/ies)</p> <p>Offices and non-residential dwellings or community facilities</p> <p>Exemptions from policies and/or target groups etc.</p> |

| Schedule 1: Proceeds of Sale Headings | Explanation |
|---------------------------------------|--|
| State Reference ID# | Department will ensure every property will be labelled with an ID number. |
| Address | Address of the property which has been sold. |
| Proceeds of Sale | The proceeds of sale of a Capital Funded Property, calculated in accordance with the Capital Funded Property Operating Arrangement that applies to the property. |
| Sale Date | Settlement date. |

Leased Properties

At the time of transition, all applicable leases will come to an end and be replaced with the lease terms forming part of the Master Agreement.

All applicable leases will be noted in **Schedule 1: Part 2 Leased Properties**. An example of this table is shown below at Table 2.

Department officers will input the required information. This material will need to be reviewed for accuracy and accepted by your organisation before it may be inserting into your final Master Agreement.

Table 2 Schedule 1: Part 2 - Leased Properties

| Schedule 1: Part 2 - Leased Properties | | | | | | | | | |
|--|--------------------|-------------|--------------|-------------------|----------|-------------------|--------------------------|---------------------|---|
| Leased Properties | | | | | | | | | |
| State Reference ID # | Address / Premises | Lot on Plan | CT Reference | Commencement Date | End Date | SH Dwelling Count | Specified Policy Setting | Benchmark Condition | Special Conditions |
| Property 1 | | | | | | | | | Example By-laws attached for use of property Approved for caretaker, or particular target group |
| Property 2 | | | | | | | | | |
| Property 3 | | | | | | | | | |
| TOTALS | | | | | | | | | |

Table 2A Lease Property Table *Explanatory Material*

| Schedule 1: Part 2 Leased Properties Headings | Explanation |
|---|---|
| State Reference ID# | Department will ensure every property will be labelled with an ID number. |
| Address/Premises | RCHPs will need to advise Department officers of lease terms for each property. |
| Lot on Plan | Lot on Plan data will be recorded in the schedule by undertaking title searches. |
| CT reference | CT Reference data will be recorded in the schedule by undertaking title searches. |

| Schedule 1: Part 2 Leased Properties Headings | Explanation |
|---|--|
| Commencement Date | The Start Date will be entered into the Schedule before the Final Master Agreement execution. |
| End Date | The End Date will be entered into the Schedule before the Final Master Agreement execution. The length of the lease will be provided by the RCHPs, which will determine the end date in the Schedule. |
| Social Housing Dwelling Count | The count for Social Housing will be the count of all dwellings that are available for let. |
| Specified Policy Setting | General Social Housing or Affordable Housing setting (Number of units of each setting) |
| Special Conditions | Special Conditions listed will be from the agreement or as agreed and in some cases, there may not be any listed. Examples of special conditions include: <ul style="list-style-type: none"> • Body Corporate By-Laws • Office use • Furniture items / chattels. |

Services Funding Agreement

At the time of transition, all applicable services funding agreements will come to an end and be replaced with the Service funding terms forming part of the Master Agreement.

All applicable service funding arrangements will be noted in **Schedule 1: Part 3 Service Funding Details**. An example of this table is shown below at Table 3.

Department officers will input the required information.

This material will need to be reviewed for accuracy and accepted by your organisation before it may be inserting into your final Master Agreement.

Table 3 Schedule 1: Part 3 – Service Funding Details

| Schedule 1: Part 3 - Service Funding Details | | | | | | | | | | | | | | |
|--|--|--------------------|-------------------------|----------------------------------|------------------------|--------------------------|--------------------------------|----------------------|-----------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Service Funding Details | | | | | | | | | | | | | | |
| State Reference ID # | Specified Policy Setting/Service Funding Requirements/ Program | Service Start Date | Service End Date | Description of Services | Service outlets | Service Type | Service Users/ Target Group | GST | Total Funding GST exclusive | Funding Per Year 1 GST exclusive | Funding Per Year 2 GST exclusive | Funding Per Year 3 GST exclusive | Funding Per Year 4 GST exclusive | Funding Per Year 5 GST exclusive |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTALS | | | | | | | | \$ | \$ | \$ | \$ | \$ | \$ | |
| State Reference ID # | Geographic Catchment Area | Operating Hours | Afterhours arrangements | Private Headlease property quota | Deliverables (Outputs) | Home Maintenance (Hours) | Information & Referral (Hours) | Performance Measures | Additional reporting | Special Conditions | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Table 3A Service Funding Agreement Table *Explanatory Material*

| Schedule 1: Part 3 Service Funding Agreement Headings | Explanation |
|--|--|
| State Reference ID # | As per original Services Funding contract. |
| Specified Policy Setting / Service Funding Requirements / Program | Input the relevant program from the original Services Funding contract. For example: Home Assist Secure Program. |
| Service Start Date | As per original Services Funding contract. |
| Service End Date | As per original Services Funding contract. |
| Description of Services | As per original Services Funding contract. |
| Service outlets | As per original Services Funding contract. |
| Service Type | As per original Services Funding contract. |
| Service User/Target Group | As per original Services Funding contract. |
| GST | GST will be calculated from the Total Funding (GST exclusive) cell. It's usually 10% of the value of the amount. |
| Total Funding GST exclusive | As per original Services Funding contract. |
| Funding Per Year 1 GST exclusive | As per original Services Funding contract. |
| Funding Per Year 2 GST exclusive | As per original Services Funding contract. |
| Funding Per Year 3 GST exclusive | As per original Services Funding contract. |
| Funding Per Year 4 GST exclusive | As per original Services Funding contract. |
| Funding Per Year 5 GST exclusive | As per original Services Funding contract. |
| Geographic Catchment Area | As per original Services Funding contract. |
| Operating Hours | As per original Services Funding contract. |
| Afterhours arrangements | As per original Services Funding contract. |
| Private Headlease property Quota | As per original Services Funding contract. |
| Deliverables (Outputs) | As per original Services Funding contract. |
| Home Maintenance (Hours) | As per original Services Funding contract. |
| Information & Referral (Hours) | As per original Services Funding contract. |
| Performance Measures | As per original Services Funding contract. |
| Additional reporting | As per original Services Funding contract. |

| | |
|---------------------------|---|
| Special Conditions | This will list any annexures to the Master Agreement. For Example , Ethical Supplier Mandate. |
|---------------------------|---|

Master Agreement Transition Deed

The State and the Provider are parties to one or more funding agreements that were entered into before the Master Agreement was established, for example, capital funding agreements, leases or service funding agreements.

The Transition Deed contains provisions about the transition of those former types of funding agreements into the Master Agreement.

Department officers will input the required information. This material will need to be reviewed for accuracy and accepted by your organisation before it may be inserting into your final Master Agreement.

The following tables are listed in the Master Agreement Transition Deed, Schedule - Existing Operational Agreements.

Table 4 Schedule 1: Part A - Capital Funding Agreements

| Capital Funded Properties | | | | | | | | | | | | | | | | | | |
|---------------------------|----------------------|--|---------|----------|--------------|--|-----------|----------------------------------|-----------------------|----------------------------|---------------|-----------------------|-------------------|--------------------------|------------------------------|--------------------|--------------------|-------------------------------|
| Existing Contract Data | State Reference ID # | Right of First Refusal Period Start Date | Address | Lot Plan | CT Reference | State Funded Contribution (includes Funded receipts) | Financier | Leveraged Financier Contribution | Provider Contribution | Provider Offset Percentage | HAID ID Ref # | Mortgage Reference ID | SH Dwelling Count | Specified Policy Setting | Funded Purpose (Project Use) | Total Project Cost | Special Conditions | Notes |
| | | | | | | | | | | | | | | | | | Annexure xxxx | refer to Project Deed 6.3.205 |
| TOTALS | | | | | | | | | | | | | | | | | | |

Table 4A Schedule 1: Part A - Capital Funding Agreements Explanatory Material

| Schedule 1: Capital Funded Agreements Part A Headings | Explanation |
|---|---|
| Existing Contract Data | Department will ensure the existing contract dates and Deed of Variation dates are listed. |
| Right of First Refusal Period Start Date | As this is a transitioning capital funding agreement, there will no information required for this cell. |
| Address | Address of the funded property. |
| Lot Plan | Lot on Plan data will be recorded in the schedule by undertaking title searches. |
| CT reference | CT Reference data will be recorded in the schedule by undertaking title searches. |
| State Funded Contribution (includes Funded receipts) | Any monetary funds from the State. |
| Financier | Where relevant, if a capital funded project has financiers, it will be listed. |
| Leveraged Financier Contribution | The financier contribution amount will be recorded. |

| Schedule 1: Capital Funded Agreements Part A Headings | Explanation |
|--|---|
| Provider Contribution | The existing capital funding agreement amount including the land value. |
| Provider Offset Percentage | As this is a transitioning capital funding agreement, there will no information required for this cell. New capital funding agreement may list a Provider Offset Percentage. |
| HAID ID Ref # | Where applicable, if a current title search includes a financier, the dealing number is the HAID ID reference number. |
| Mortgage reference ID | Title search dealing number for Department’s reference will be the reference ID. |
| SH Dwelling Count | The count for Social and Affordable Housing dwellings will be the count of all the capital funded dwellings that are available for let. The count will not include dwellings utilised by RCHPs for office or non-residential activities. Offices and non-residential dwellings will be noted in the Special Conditions column. |
| Specified Policy Setting | The following are the only to be listed: <ul style="list-style-type: none"> • Affordable Housing rent setting • Community Housing rent setting • Crisis Accommodation rent setting |
| Funded Purpose (Project Use) | As per the original Capital Funding Agreement. |
| Total Project Cost | The Total Project Costs is the Financier Contribution, where applicable plus State Funded plus Provider Contribution. |
| Special Conditions | Special Conditions listed will be from the agreement or as agreed. In some cases, there may not be any special conditions listed. |
| Notes | Anything different about this capital funding agreement that requires mention, will be listed. For example, Target Groups or Condition Precedent etc. |

Table 5 Schedule 1: Part B - Leases

| Leased Properties | | | | | | | | | |
|-------------------|--------------------|-------------|--------------|-------------------|----------|-------------------|--------------------------|---------------------|---|
| | Address / Premises | Lot on Plan | CT Reference | Commencement Date | End Date | SH Dwelling Count | Specified Policy Setting | Benchmark Condition | Special Conditions |
| Property 1 | | | | | | | | | Example By-laws attached for use of property Approved for caretaker, or particular target group |
| Property 2 | | | | | | | | | |
| Property 3 | | | | | | | | | |
| TOTALS | | | | | | | | | |

Table 5A Schedule 1: Part B - Leases *Explanatory Material*

| Schedule 1: Part B – Leases Headings | Explanation |
|--------------------------------------|---|
| Address/Premises | RCHPs will need to advise Department officers of lease terms for each property. |
| Lot on Plan | Lot on Plan data will be recorded in the schedule by undertaking title searches. |
| CT reference | CT Reference data will be recorded in the schedule by undertaking title searches. |
| Commencement Date | As per original contract, the Start Date will be entered. |
| End Date | As per original contract, the End Date will be entered into the Schedule. |
| Social Housing Dwelling Count | The count for Social Housing will be the count of all dwellings that are available for let. |
| Specified Policy Setting | As per original contract, the original program will be listed. |
| Special Conditions | Special Conditions listed will be from the lease agreement. |

Table 6 Schedule 1: Part C - Services Funding

| State Reference ID # | Specified Policy Setting/Service Funding Requirements/ Program | Service Start Date | Service End Date | Description of Services | Service outlets | Service Type | Service Users/ Target Group | GST | Total Funding GST exclusive | Funding Per Year 1 GST exclusive |
|----------------------|--|--------------------|-------------------------|----------------------------------|------------------------|--------------------------|--------------------------------|----------------------|------------------------------------|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| TOTALS | | | | | | | | \$ | \$ | \$ |
| State Reference ID # | Geographic Catchment Area | Operating Hours | Afterhours arrangements | Private Headlease property quota | Deliverables (Outputs) | Home Maintenance (Hours) | Information & Referral (Hours) | Performance Measures | Additional reporting | Special Conditions |
| | | | | | | | | | | |
| | | | | | | | | | | |

Table 6A Schedule 1: Part C - Services Funding Table *Explanatory Material*

| Schedule 1: Part C – Service Funding Headings | Explanation |
|--|--|
| State Reference ID # | As per original Services Funding contract. |
| Specified Policy Setting / Service Funding Requirements / Program | Input the relevant program from the original Services Funding contract. For example, Home Assist Secure Program. |
| Service Start Date | As per original Services Funding contract. |
| Service End Date | As per original Services Funding contract. |
| Description of Services | As per original Services Funding contract. |
| Service outlets | As per original Services Funding contract. |
| Service Type | As per original Services Funding contract. |
| Service User/Target Group | As per original Services Funding contract. |
| GST | GST will be calculated from the Total Funding (GST exclusive) cell. It is usually 10% of the value of the amount. |
| Total Funding <i>GST exclusive</i> | As per original Services Funding contract. |
| Funding Per Year 1 <i>GST exclusive</i> | As per original Services Funding contract. |
| Funding Per Year 2 <i>GST exclusive</i> | Add into the table, if required. As per original Services Funding contract. |
| Funding Per Year 3 <i>GST exclusive</i> | Add into the table, if required. As per original Services Funding contract. |
| Funding Per Year 4 <i>GST exclusive</i> | Add into the table, if required. As per original Services Funding contract. |
| Funding Per Year 5 <i>GST exclusive</i> | Add into the table, if required. As per original Services Funding contract. |
| Geographic Catchment Area | As per original Services Funding contract. |
| Operating Hours | As per original Services Funding contract. |
| Afterhours arrangements | As per original Services Funding contract. |
| Private Headlease property Quota | As per original Services Funding contract. |
| Deliverables (Outputs) | As per original Services Funding contract. |
| Home Maintenance (Hours) | As per original Services Funding contract. |
| Information & Referral (Hours) | As per original Services Funding contract. |

| Schedule 1: Part C – Service Funding Headings | Explanation |
|---|--|
| Performance Measures | As per original Services Funding contract. |
| Additional reporting | As per original Services Funding contract. |
| Special Conditions | This will list any annexures to the Master Agreement. For Example, Ethical Supplier Mandate. |

Table 7 Schedule 2: Existing Project Arrangements

| Capital Funded Properties | | | | | | | | | | | | | | | | | |
|---------------------------|--|---------|----------|--------------|--|-----------|----------------------------------|-----------------------|----------------------------|-------------|-----------------------|-------------------|--------------------------|------------------------------|--------------------|--------------------|-------------------------------|
| State Reference ID # | Right of First Refusal Period Start Date | Address | Lot Plan | CT Reference | State Funded Contribution (includes Funded receipts) | Financier | Leveraged Financier Contribution | Provider Contribution | Provider Offset Percentage | HAIID Ref # | Mortgage Reference ID | SH Dwelling Count | Specified Policy Setting | Funded Purpose (Project Use) | Total Project Cost | Special Conditions | Notes |
| | | | | | | | | | | | | | | | | Annexure XXXX | refer to Project Deed 6.3.205 |
| TOTALS | | | | | | | | | | | | | | | | | |

Table 7A Schedule 2: Existing Project Arrangements Table Explanatory Material

| Schedule 2: Existing Project Arrangements Headings | Explanation |
|---|---|
| State Reference ID # | State will input a State Reference ID number. |
| Right of First Refusal Period Start Date | As this is a transitioning capital funding agreement, there will no information required for this cell. |
| Address | Address of the funded property. |
| Lot Plan | Lot on Plan data will be recorded in the schedule by undertaking title searches. |
| CT reference | CT Reference data will be recorded in the schedule by undertaking title searches. |
| State Funded Contribution (includes Funded receipts) | Any monetary funds from the State. |
| Financier | Where relevant, if a capital funded project has financiers, it will be listed. |
| Leveraged Financier Contribution | The financier contribution amount will be recorded. |
| Provider Contribution | The existing capital funding agreement amount including the land value. |
| Provider Offset Percentage | Depending on the capital funding agreement, there may or may not be a percentage. |

| Schedule 2: Existing Project Arrangements Headings | Explanation |
|--|---|
| HAID ID Ref # | Where applicable, if a current title search includes a financier, the dealing number is the HAID ID reference number. In some cases, providers may not have found a financier for the project. |
| Mortgage reference ID | Title search dealing number for Department's reference will be the reference ID. |
| SH Dwelling Count | The count for Social and Affordable Housing dwellings will be the count of all the capital funded dwellings that are available for let. The count will not include dwellings utilised by RCHPs for office or non-residential activities. Offices and non-residential dwellings will be noted in the Special Conditions column. |
| Specified Policy Setting | The following are the only to be listed: <ul style="list-style-type: none"> Affordable Housing rent setting Community Housing rent setting Crisis Accommodation rent setting |
| Funded Purpose (Project Use) | As per the original Capital Funding Agreement. |
| Total Project Cost | The Total Project Costs is the Financier Contribution, where applicable plus State Funded plus Provider Contribution. |
| Special Conditions | Special Conditions listed will be from the agreement or as agreed. In some cases, there may not be any special conditions listed. |
| Notes | Anything different about this capital funding agreement that requires mention, will be listed. For example , Target Groups or Condition Precedent. |

Formation of the Master Agreement

The parties agree to enter into the Master Agreement comprising:

- Master Agreement document and all schedules and annexures to it; and
- the Master Agreement Terms available on the Queensland Government website.

Once the Master Agreement document is formalised, it will be sent to the RCHPs to sign. Upon signing the Master Agreement, the RCHP is accepting:

- all existing capital funding, leases and service agreements coming to an end
- the properties and information listed in the schedules are subject to the terms of the Master Agreement
- the particulars of each property, the funding amounts and contributions listed in schedule 1.

The department will sign the Master Agreement after the RCHP.

RCHPs will receive a copy of the Final Executed Master Agreement.