Affordable Homes Programme 2011-15

Scheme Processing in IMS

Version 1.2

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Issued</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2</td>
<td>16/01/2013</td>
<td>Update includes Capital &amp; Revenue supplementary and changes to Capital screens</td>
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</tbody>
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Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to Providers on the creation and processing of schemes in IMS for the 2011-15 Affordable Homes Programme (AHP).

Please note: The functionality for schemes remains consistent with that previously used in the 2008-11 programme with some small amendments. For the 2011-15 programme this guide should help partners with creating a scheme, processing start on site stage and claiming grant.

B. Offer Scheduling in IMS

For the 2011-15 Affordable Homes Programme (AHP) Offers are being captured via the Offers application within IMS, rather than the Bids system from previous programmes. In order to be able to create schemes within IMS, providers need to have set up scheme profile lines within the Offers system. Please refer to the Offer Scheduling guidance provided on the HCA website to help create scheme profile lines.

http://www.homesandcommunities.co.uk/ourwork/ims-help

C. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed via the Luna Blue theme. To select this theme, select Tools menu > Themes > Luna Blue Theme > Save

E. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on 01908 353604
For queries relating to your schemes, please contact the appropriate HCA Operating Area Office: http://www.homesandcommunities.co.uk/inyourarea

F. Related Documents

- 2011-15 Affordable Homes Programme – Framework
- 2011-15 Affordable Homes Programme – Offer Scheduling in IMS
- Affordable Housing Capital Funding Guide
- IMS Help Page – contains IMS Users Guides
Step 1 Provider and HCA Sign-Off IMS Partnership & Grant Agreement

Where a new IMS Agreement has not yet been signed-off, the Provider (Step 1A), HCA Lead Operating Area (Step 1B) and HCA Provider Management team (Step 1C) must sign-off the IMS Agreement in sequence before any HCA grant can be claimed.

The Partnership and Grant Agreement sign-off process only has to be completed once by the Provider and HCA for each IMS Agreement.

If there is an existing Agreement that has been signed-off, Providers should start from Step 2 of this guide.

Please note: This is a system process and is separate from the contractual grant agreement between the Provider and the HCA.

1.1 Provider Sign-Off

Security authority required for Provider sign-off

<table>
<thead>
<tr>
<th>Organisation Type</th>
<th>IMS Security Authority Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Provider</td>
<td>RSL Partnership Sign-Off</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>URB Partnership Sign-Off</td>
</tr>
</tbody>
</table>

From the IMS System Manager screen >Select Bids > Partnership Agreement and Grant Agreement Documents

The Partnership and Grant Agreement record will then be listed:

Click in the row to highlight the record in the above screen, then right-click to obtain the menu and then select Review/Update Contract Types:
The following screen is displayed:

![Partnership Agreement: Contract Types for Partnership ID](image)

Upon right clicking on this line, choose the **Review Sign Off** option:

- Review Sign Off
- Review Sub Products/Offer Profile Lines

The following **Review Sign Off** screen is displayed:

- The Provider should **Sign Off** their section and add an appropriate sign-off comment;
- Ensure ‘Lead Organisation’ is selected for **Processing of Schemes & Payments done by**;
- Select **Save**.

The Provider Sign off is then complete.
The example screen above shows that the Provider has signed-off the IMS Partnership and Grant Agreement record and the sign-off by the HCA Operating Area and the HCA Provider Management team (“Headquarters”) has been completed.
Step 2: Creating a Scheme

2.1 Provider opens new IMS scheme record

<table>
<thead>
<tr>
<th>Organisation Type</th>
<th>IMS Security Authority Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Provider</td>
<td>RSL Input Schemes</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>URB Input Schemes</td>
</tr>
</tbody>
</table>

From the System Manager screen select Schemes > New Scheme

The following dialogue box is then displayed:

![New Scheme Dialogue Box]

Is this scheme under a 2011-15 Framework Delivery Agreement?

Yes | No | Cancel

In order to proceed with a scheme within the 2011-15 Framework Delivery Agreement you will need to select ‘Yes’.
The complete list of scheme offer profiles created in the Offers system will be displayed on screen:

Please select the appropriate offer line and then click on the Create Scheme button as shown with the arrow in the offer profile display box above.

The following information is then displayed from the scheme offer profile dependent on how much information had been input at that time:
Scheme Address

**Scheme Title** – Consider the title which will make this scheme record easily identifiable in the future. For example, the plot number and site name can be used.

**Scheme Address 1** – In the first field please enter street number if known.

**Scheme Address 2** – Enter area/town as appropriate

**Postcode** – Enter Postcode of scheme (must be in valid postcode format as recognised by the Post Office). If a postcode is not entered, upon saving the screen, the following message will be generated. If this is a New Build scheme which no postcode has been allocated to yet then please select Yes.

**Duplicate Addresses**

For any given scheme address there may be duplicate addresses for schemes with the same postcode, which have previously been created. If so, the message below will be displayed:

If you wish to view the duplicate addresses, select Yes and the following **Duplicate Address Details screen** will be displayed:
Check that the scheme address is correct, that a scheme has not already been opened and that any addresses on the list are Duplicate Addresses in other locations. If so, tick the duplicate address check box before saving the Open File screen.

Note: If a full postcode has not been entered and the provider does not sign off as a duplicate address then a variations approval will be generated to be signed off by the HCA area team covering ‘Duplicate Address Variations’

HCA Contact
An HCA contact must be selected. Select that field and then right-click to see the HCA Contact search screen. This will display a list of HCA contacts for the HCA Operating Area where the scheme is located. Highlight the relevant contact name and select Save.

Operating Area Office contact details can be found on the HCA site at http://www.homesandcommunities.co.uk/inyourarea

Saving the open scheme task screen
Once all the above data has been entered, click the save icon in the top left of the screen and the following Save Open Scheme File message will be displayed which confirms the six-digit IMS Scheme number of this scheme (565584 in example below) prefaced by the HCA Area code (84 in the example below): {A complete list of HCA Area Codes is included in the Appendix}

Once the scheme record has been created it is possible to exit the system and return to the scheme later to continue processing.

After saving the task screen:

- Select the next Task icon to go to the next task screen;
- Or use the exit application icon to return to the newly–created Task List.

Other key icons in order to move between various screens and progress with the scheme are:

- Select the Previous Task icon to go to the previous task;
- The save button
- Select the scheme event list
- To delete the entire entry of a screen and return to previously completed screen [explained in greater depth overleaf]
At any point whilst progressing through the various screens when entering scheme details into IMS you can ‘trash back’ in order to delete entire screens. This facility can be used to troubleshoot particular issues on earlier screens which need amending and do not require the scheme to be terminated and restarted entirely. At the top of each entry screen there is a ‘trash can’ icon which when clicked will produce a pop up message asking providers to confirm that all the information on that screen will not be saved and you will go back to the previous screen.
Scheme Task List:

Although the above example screen shows the task list for a rent scheme, all scheme types work according to the same principles, albeit there may be different task screens in the task list for different scheme types.

Each Task represents a screen of data. Each Task must be completed in the order set out in the Task List. The example screen above shows the open scheme task is complete as it has start and end dates. None of the other tasks have been started.

Double-click on a task row in the screen above to view the particular task screen.

Select the close folder icon in the above screen to move up a level to the newly created scheme event list.

The example Scheme Event List screen overleaf shows the Submission of a Developable Scheme event (this event could be considered broadly equivalent to the Grant Confirmation task which many users of IMS prior to 2011-15 will be familiar with).

Double-click on the Rent Submission of Developable Scheme row shown in the screenshot overleaf to return to the task list for the event.
To find an existing scheme in IMS:

From the System Manager screen;
Select Schemes;
Select Scheme List.

The condensed Scheme Parameters screen is then displayed. The full search parameters can be found by clicking on the magnifying glass icon (highlighted by the arrow in the screenshot below)
Add the scheme number into the appropriate field below to return the scheme record.

If the scheme number is not known then use other parameters to search for the scheme. Choose the parameters and then select OK to return a list of schemes matching that selection.

For example, select ‘Rent’ in the Sub Product parameter field to display a list of all Rent schemes for the Provider. Location LA (put cursor in blank field and to access the LA Code search facility) and Operating Area are useful filters that can also be used individually or in combination with other fields in order to refine the search for a particular scheme. Please note the more filters used will restrict the search and may not produce the desired result.

*Full search parameters filter screen.*
Accessing the Scheme from the Scheme List

Highlight the scheme row for the particular scheme. Then right-click.

Select View Scheme Events or Update Scheme Events (always select ‘Update’ if you are going to update or change the scheme record).

The Scheme Event List is then displayed showing all of the scheme and payment events for the scheme:

Double-click on any of the event rows in the screen above to access the Task list for that event.
2.2 Provider completes unit details for scheme record

Having created the scheme in section 2.1 provider’s should continue to complete the tasks in the task list in order.

Double-click on the View/Select Unit Details event in the Task List screen:

In the View/Select Unit Details task the Provider is able to breakdown the differing types of unit on their scheme (shown overleaf).
The initial message on opening this stage is displayed above. Click on ‘ok’ and then use the new button (shown by the arrow above) to open up the Unit Type Entry box.
Providers complete each of the relevant boxes on this, the Unit Detail, tab. When selecting particular options from the drop-down selections other fields become relevant and ‘unlock’ to enable providers to complete with additional detail.

Fields which are not relevant to the particular unit type or scheme will remain ‘greyed out’ throughout this stage.

Click on the Rent tab and complete the fields as appropriate. For new Affordable Rent units this screen will calculate the prospective rent as a % of market rent. If this amount is in excess of 80% a warning message is shown as displayed below.
• Repeat the process of clicking on the New Button for each different size and type of unit until you have the total units for the scheme.
• If the number of units does not equal what was specified in the offers profile line then IMS will return an error message such as the one shown below.
• The system will check that the total number of units, number of larger homes, number of nil grant s106, average rent per unit, number of affordable rent and social rent agree with the amounts set out in the profile.
• Appropriate error messages will be displayed to help correct the disparities, such as the example show below.

Once the unit details are entered, press the save button and then use the icons below to move to the next screen.
2.3 Provider completes developable scheme tasks up to and including Provider submission task

<table>
<thead>
<tr>
<th>Organisation Type</th>
<th>Action</th>
<th>IMS Security Authority Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Provider</td>
<td>Input Scheme tasks</td>
<td>RSL Input Schemes</td>
</tr>
<tr>
<td>Registered Provider</td>
<td>Input milestone data</td>
<td>RSL Maintain Forecast</td>
</tr>
<tr>
<td>Registered Provider</td>
<td>Provider Submission task</td>
<td>RSL Submit Schemes</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>Input Scheme tasks</td>
<td>URB Input Schemes</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>Input milestone data</td>
<td>URB Maintain Forecast</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>Provider Submission task</td>
<td>URB Submit Schemes</td>
</tr>
</tbody>
</table>

A completed task list is shown below displaying each of the screens which providers work through to complete the entry of the developable scheme.

A completed unit details screen is shown overleaf.
<table>
<thead>
<tr>
<th>Unit</th>
<th>Status</th>
<th>No. of</th>
<th>No. of</th>
<th>Unit</th>
<th>Prospective Rent per week</th>
<th>HBSC</th>
<th>HBSC Eligible</th>
<th>Building Type</th>
<th>Works Type</th>
<th>Housing Need</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>53.5</td>
<td>£60.00</td>
<td>1.42</td>
<td>0.69 House</td>
<td>Newbuild</td>
<td>General</td>
<td>Self Contained</td>
<td></td>
</tr>
<tr>
<td>Valid</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>75.0</td>
<td>£75.75</td>
<td>1.42</td>
<td>0.69 House</td>
<td>Newbuild</td>
<td>General</td>
<td>Self Contained</td>
<td></td>
</tr>
<tr>
<td>Valid</td>
<td>2</td>
<td>5</td>
<td>3</td>
<td>101.7</td>
<td>£76.97</td>
<td>1.42</td>
<td>0.69 House</td>
<td>Newbuild</td>
<td>General</td>
<td>Self Contained</td>
<td></td>
</tr>
</tbody>
</table>

| | | | | | | | | | | |

| | | | | | | | | | |

| | | | | | | | | | |

| | | | | | | | | | |

| Gross Rent Per Week: | £726.00 | Total Net Floor Area of Houses (m²): | 0.00 |
| Gross Rent p.c.: | £41.50 | Total Net Floor Area of Flats (m²): | 0.00 |
| Total Initial Sales: | £41.50 | Total Gross Floor Area of Flats (m²): | 0.00 |
Capital Details

The next two screens are the Capital and Revenue Details entry pages. These screens have been adapted to complement the HCA’s commitment to the Government’s Construction Strategy. The information required has been aligned to the RICS New Rules of Measurement. This allows information on government funded construction costs to be captured in a consistent form across government departments.

Further information on the classification of costs can be found in the Elemental Standard Form of Cost Analysis published by the BCIS.

Providers need to complete this screen following the prompts given by IMS to ensure that all relevant data for the scheme is entered.

Please Note:

- When the details on this screen are complete the surplus/deficit for the scheme is expected to be zero or as close to zero as possible.
- The funding requested is the funding to be attributed to the scheme for the purposes of recovery. This is different to the payment made to this scheme, which is shown separately under the payment calculation field in the second tab.
- The capital income should show the rental income generated by the scheme itself and any other resources required to fund the capital cost of this scheme.
- The balance between the contributions can be revisited at final cost stage.
### Data/ field | Answer/Details
---|---
Acquisition Cost (£) | Complete an amount or enter 0.
Have you marked down the land value in your accounts | Yes/No
Current valuation (£) | Is only entered if the provider has indicated that the value has been marked down in their accounts. If so, it should be entered as the revised value at which it is held in accounts. Otherwise, it should be entered as the same as the acquisition cost.
Work costs are based on | Choose one of the three options displayed in the snapshot below.

**Capital**

<table>
<thead>
<tr>
<th>Work costs dropdown list.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition cost (£)</td>
</tr>
<tr>
<td>Have you marked down the land value in your accounts?</td>
</tr>
<tr>
<td>Current valuation (£)</td>
</tr>
<tr>
<td>Work costs are based on:</td>
</tr>
<tr>
<td>Providers Internal Financial Estimate</td>
</tr>
<tr>
<td>BS Estimates</td>
</tr>
<tr>
<td>Return of an agreed fixed price tender</td>
</tr>
</tbody>
</table>

Pressing the edit button alongside the Main works costs line will enable Providers to enter the relevant details under the headings shown overleaf, each of the fields that follow are further explained if providers use the classification of costs that can be found in the Elemental Standard Form of Cost Analysis published by the BCIS; (please note that the edit buttons for all five sections can only be accessed once the initial available fields are filled out and this page has been saved)
Figures should be entered for amounts attributable to houses and flats.

Once again figures should be entered for amounts attributable to houses and flats and cover the various areas of work shown above.
# Associated Works Costs

This section relates to the costs of the building contractors. Once again, figures should be broken down for amounts attributable to the houses and flats on the scheme.

<table>
<thead>
<tr>
<th>Description</th>
<th>Attributable to Houses</th>
<th>Attributable to Flats</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated works costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main contractor’s preliminaries</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Main contractor’s overheads</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Main contractor’s profit</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Risk (client’s contingencies)</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 0 0 0

# On Costs

Once again, figures should be broken down for amounts attributable to the houses and flats on the scheme.

<table>
<thead>
<tr>
<th>Description</th>
<th>Attributable to Houses</th>
<th>Attributable to Flats</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>On costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project/Design team fees</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other development/project costs (excluding land acquisition)</td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 0 0 0

**On Costs** - Once again, figures should be broken down for amounts attributable to the houses and flats on the scheme.
Pressing the edit button alongside the Capital income line will enable Providers to enter the relevant details shown in the table below. Apart from “loan supportable from net rental income of units in scheme” where only those contributions specifically required to fund this scheme should be recorded here:

- **Recycled capital grant fund (RCGF)** – the amount attributable to this particular scheme which is being utilised from the provider’s RCGF resources.  
  
  *RCGF is an internal fund within the accounts of a provider used to recycle social housing assistance previously paid by the HCA in accordance with the Agency’s policies and procedures*

- **Disposal proceeds fund (DPF)** - the amount attributable to this particular scheme which is being utilised from the provider’s DPF resources.  
  
  *DPF is an internal fund within the accounts of a provider allowing the re-use of the net proceeds of sales under Voluntary Purchase Grant (VPG), Right to Acquire (RTA) and Social HomeBuy (SHB) procedures*

- **Other public subsidy – grant funded** – any other public resources that are being channelled into this scheme, for example if the Local Authority is providing grant funding to help subsidise a scheme.

- **Other capital sources** – other external funding sources attributable to the scheme.

- **Loan supportable from net rental income of units in scheme** - this is borrowing capacity from the rents for this scheme and forms part of the “total borrowing capacity from rents” recorded in the contributions to the original offer.

- **Cross subsidy from open market sales** – this is equivalent to the “provider other resources contribution from new build market sale development” as recorded in the contributions to the original offer.

- **Cross subsidy from providers own resources** – this is equivalent to “provider other resources” as recorded in the contributions to the original offer and includes providers own resources used within a scheme.
- **Additional loan supportable from other provider stock** – providers should enter the amount of borrowing generated from their conversions, which has been attributed to the scheme. **Please Note:** Additional loan supportable from other provider stock should be additional capacity generated from conversions and as such should include income from conversions to sale. This field should capture all conversion income and the name will be changed to make this clearer.

- **Cross subsidy from LCHO sales or Staircasing** – if there are rented and sale elements to the scheme, we would not expect to see a negative figure here for the sale scheme and a corresponding positive figure in the rented scheme. For the programme delivered under the FDA, providers should show the income directly generated from the scheme itself, this is important as we do not want to double count any income.

- **Less cost contributed to new supply under framework contract.** This box is for converted schemes where we are recording the conversion against the committed programme and is only relevant to conversions to affordable rent. This field is not active for FDA schemes.

- **Adjusted surplus/deficit?** We are not expecting this box to balance to zero in every scheme. We do expect that across a provider’s programme the surpluses and deficits to sum to a neutral figure, but there may be small surpluses and deficits against individual schemes.
Revenue Details

Once the Capital Detail screen has been completed and saved, providers can move on to the next screen and enter the Revenue details on the scheme. Important points to ensure are entered:

- Revenue costs are to be entered for the scheme including management and major repairs costs
- If other revenue costs are entered then providers will be asked to specify the source by using the specify button
- If there are other revenue sources these will need to be specified too

The revenue costs for the whole scheme should be entered as an average of the whole life budget of the scheme. Provision should be considered as a per year average at present value (i.e. no inflation)

Providers can enter other revenue costs per annum in the revenue costs section, enter the amount into the appropriate field and then providers can click on the ‘Specify’ button to detail the costs involved.

In the same manner, other revenue sources can be specified on this screen.
The other charges section at the foot of this screen is greyed out in the vast majority of schemes as part of the move to affordable rent means that schemes are inclusive of all charges so there is no longer a need to record the service charges separately.

Affordable Home Ownership schemes have an additional feature enabled within the revenue detail screen. This is shown in the diagram above where the provider will detail their assumptions for staircasing and house price inflation as an annual percentage. These figures are set for the lifetime of the scheme and providers should not enter 0% for house price inflation if they estimate open market values at completion.

**Business Rules in 2011-15**

There are a number of Business Rules which have been built into IMS for 2011-15 and lie behind the entries made on the Capital and Revenue Detail screens and if an entry within a field falls outside of expected parameters, a variations stage will be added. [A complete list of the Business Rules is included in the Appendix towards the end of this guidance.]

These business rules are not intended for use by providers, they are used as indicators by HCA operating area teams for schemes where certain entries fall outside of the expected normal values. HCA staff are then prompted to look at the capital and revenue screens to check that the data entered makes sense. It is primarily a tool to ensure that nonsense data (such as adding in an extra zero for a field) is not accepted in error and should not alarm providers that their scheme is in breach of funding conditions and will not be eligible for grant.
Working through the next three screens, providers will enter the details for:

- Development Codes,
- Milestone Details and,
- Housing Quality Indicators.

If the Provider amends any of the data from the offer profile line, which requires the HCA to approve the change and is a difference from the contract, then once the task is saved IMS adds an additional variations approval task into the task list.

These material changes will then be signed off (if accepted) by the HCA lead negotiator and discussed at the next quarterly review meeting.

Variations that are subject to additional HCA Operating Area sign-off require the Provider to add a comment to explain the variation in the Provider Submission task.

An example of a message displayed when HCA approval is required is below.

Milestones have been varied and the pop-up message display shows that the HCA will need to approve this change.
Below is an example of the variations screen requiring providers to enter a comment for the reasons behind each type of variation. These submissions will be assessed by the HCA.

At the provider submission stage a confirmation message is displayed requiring a response on whether the Local Authority supports the scheme.

Once the scheme has been submitted the HCA operating area appropriate to the scheme will assess the submission and approve or discuss with the provider as necessary. The next section explains the stages that the HCA complete in order to approve variations and accept the developable scheme.
2.4 HCA Variations Sign-Off

If any variations exist between scheme data and the offers data then additional HCA variations sign-off is required.

To view the Variations

Access the Variations Approval task screen via the Task List for the appropriate event:

![Variations Approval Screen]

In the example screen above, there are unit and miscellaneous variations for this scheme and the Provider's comments regarding each variation can be viewed.

Clicking on the **Misc Variations** button will display the miscellaneous variations screen. In the example screen below there are Cost and Grant variations:
Double-click on the **Cost Variations row to view the Cost Variances**:

<table>
<thead>
<tr>
<th></th>
<th><strong>CURRENT</strong></th>
<th><strong>PREVIOUS</strong></th>
<th><strong>DIFFERENCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition Costs</td>
<td>360,000</td>
<td>360,000</td>
<td>0</td>
</tr>
<tr>
<td>Works Costs</td>
<td>2,143,305</td>
<td>2,145,000</td>
<td>-695</td>
</tr>
<tr>
<td>Cn Costs</td>
<td>241,225</td>
<td>241,225</td>
<td>0</td>
</tr>
</tbody>
</table>

Repeat the process for each set of variations in order to assess the level of change.

**Approving the Variations**

If the variations are acceptable, add a comment in the HCA comment field and then select the save icon in the top left of the Variations Approval task screen.

The following Save message will be displayed.
Step 3 Start on Site Milestone Achievement

3.1 Provider Recognising Start on Site

Under the Framework Delivery Agreement for 2011/15 Providers will receive grant payment for schemes upon completion. If a scheme is eligible for an interim payment of the total grant upon completing the start on site milestone then this will be enabled for the scheme and that payment stage will appear.

Providers are required to put schemes onto IMS within 10 days of starting on site at the latest.

If the scheme is of an appropriate processing route IMS will generate scheme milestones so that planning, acquisition and start on site dates can be entered. [Schemes which are ‘off the shelf’ will not generate screens enabling providers to enter start on site, completion details are all that is required.]

This screenshot shows the scheme milestone maintenance list enabling providers to enter achievement at the relevant stages.

When inputting forecast dates for each of the stages shown above the forecast dates cannot be set in the past. All forecast dates have to be future dates as you cannot forecast into the past. When completing the milestone achievement screens shown over the next pages of this guidance you are able to input the correct dates within these screens.

3.2 Planning Consent Milestone achievement

In the Milestone Maintenance screen click in the row to highlight the Planning Consent milestone record, right-click and select Milestone Achievement.
The following Planning Consent Milestone Achievement window is then displayed:

- **Has Detailed Planning Approval been granted?** Must be set to ‘yes’
- **Describe Type of Approval Granted:** Please enter description (min. 20 characters)
- **Resolution to / Planning approval granted on:** Today’s date or earlier date must be entered

Select **Save** in the bottom-right of the screen to save the data in this screen.

Select **Submit** in the bottom left of the screen to submit the milestone achievement data. Select ‘Yes’ in the message box below to submit the data.
The Milestone Maintenance screen will then reflect that the Planning Consent Milestone has been achieved as there will be a date in the Milestone Achievement Date column for that milestone.

### Scheme Milestones

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Optional</th>
<th>Payment Applicable</th>
<th>Approved Forecast Date</th>
<th>Revised Forecast Date</th>
<th>Milestone Achievement Date</th>
<th>Payment Release Date</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Convent</td>
<td></td>
<td></td>
<td>13-Dec-2011</td>
<td>13-Dec-2011</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Acquisition</td>
<td></td>
<td></td>
<td>04-Jan-2012</td>
<td>04-Jan-2012</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Start on Site</td>
<td></td>
<td></td>
<td>05-Jan-2012</td>
<td>05-Jan-2012</td>
<td></td>
<td>0</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Final Cost</td>
<td></td>
<td></td>
<td>20-Dec-2012</td>
<td>20-Dec-2012</td>
<td></td>
<td>201,410</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

### 3.3 Acquisition Milestone achievement

In the Milestone Maintenance screen click in the row to highlight the Acquisition milestone record, right-click and select Milestone Achievement.

The following Acquisition Milestone Achievement screen will then be displayed:
• Has Acquisition occurred? Must be set to ‘yes’.

• Acquisition contracts completed on: Today’s date or earlier date must be entered

• Please provide detail of acquisition: One of these categories must be selected.

Select Save in the bottom-right of the screen to save the data in this screen.

Select Submit in the bottom left of the screen to submit the milestone achievement data.

The following confirmation message will be displayed. Select ‘Yes’.
3.4 Start on Site Milestone achievement

In the Milestone Maintenance screen click in the row to highlight the Start on Site milestone record, right-click and select [Milestone Achievement]

The following Start on Site Milestone Achievement screen is then displayed;

- **Actual Start on Site**: Start on Site date must be entered
- **HQI Project ID**: Enter HQI Project Id

Providers must undertake a full HQI assessment on this site before drawing down funding. This is done by inputting and approving a HQI project for this site in IMS.

Please note: IMS compares the scores input at bid stage with the scores from the HQI project which is linked to at SOS milestone achievement stage. If there is any difference in the scores then milestone achievement will be subject to additional sign-off by the HCA Operating Area.

Select **Submit** in the above screen to submit the milestone achievement data. (‘greyed out’ in screenshot above as a relevant HQI number has not been entered)

If any variation in HQI scores between SOS Milestone and bid, additional HCA Operating Area sign-off is required.
When submitting the final elements for a developable scheme, providers will be presented with the following message to be confirmed before submission to the HCA is possible.

![Image of the confirmation message]

Once the start on site milestone has been entered and all of the relevant screens are complete your scheme should look something like this:

![Image of the milestone management screen]

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Optional</th>
<th>Payment Applicable</th>
<th>Approved Forecast Date</th>
<th>Revised Forecast Date</th>
<th>Milestone Achievement Date</th>
<th>Payment Release Date</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
<td>✔</td>
<td>✗</td>
<td>14 Dec-2011</td>
<td>14 Dec-2011</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Planning Consent</td>
<td>✗</td>
<td>✔</td>
<td>15 Dec-2011</td>
<td>15 Dec-2011</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Site of Site</td>
<td>✗</td>
<td>✔</td>
<td>15 Dec-2011</td>
<td>15 Dec-2011</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Final Cost</td>
<td>☑</td>
<td>✗</td>
<td>16 Dec-2011</td>
<td>16 Dec-2011</td>
<td></td>
<td>201,410</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>
3.5 HCA Sign-Off

If any variations exist between scheme data and the offers data then additional HCA variations sign-off will be required.

To view the Variations

Access the Variations Approval task screen via the Task List for the appropriate event as displayed in section 2.4 above.

Approving the Variations

If the variations are acceptable, add a comment in the HCA comment field and then select the save icon in the top left of the Variations Approval task screen.

The following Save message will be displayed.

As was mentioned earlier in the 2011-15 programme a number of Business Rules lie behind some of the core data on the Capital and Revenue screens and IMS will identify any variations which test these rules. [The complete list of rules is at the end of this guidance.]

The variation box is shown below.

An example of a screen of some of the warnings is shown overleaf. The HCA can consider any of these messages and may liaise with providers in order to progress with the scheme.
Once all of the variations have been approved the HCA will then be presented with the following message to ensure that the Developable Scheme to be approved continues to present value for money with the providers contract terms.

![Confirmation required dialog box]

Do you confirm that the Developable Scheme is consistent with the Programme Offer and offers the Agency value for money (having regard to the amount of grant requested)?

Yes  No
Step 4 Grant Claims

<table>
<thead>
<tr>
<th>Organisation Type</th>
<th>Action</th>
<th>IMS Security Authority Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Provider</td>
<td>Log payment claim</td>
<td>RSL Input Payments</td>
</tr>
<tr>
<td>Registered Provider</td>
<td>Submit payment claim</td>
<td>RSL Submit Payments</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>Log payment claim</td>
<td>URB Input Payments</td>
</tr>
<tr>
<td>Unregistered Body (NPXXXX)</td>
<td>Submit payment claim</td>
<td>URB Submit Payments</td>
</tr>
</tbody>
</table>

4.1 Practical Completion Entry

Once the developable scheme has been approved by the HCA the provider will be presented with the following screen when accessing their scheme.

In order to begin the process for claiming the grant payment attributable to the scheme, providers will need to complete the Practical Completion Entry stage.

Many of the screens within this stage are consistent with the screens completed as part of submitting the developable scheme. IMS allows providers to copy these screens forward to save on inputting the same information again.

Do you wish to copy the data from the scheme's parent sub product/event?

Yes  No
Once each of the screens have been completed, the last screen before submitting to the HCA asks providers to certify that their scheme has reached practical completion.

4.2 Amending the Grant Amount

One of final screens when completing the Practical Completion Entry stage is a proposed payment override. This screen enables either the provider or the HCA to amend the payment amount to a lower amount. A lower amount could be established for a number of reasons, for example, due to the scheme not fulfilling the expected level within the Code for Sustainable Homes, or the number of people housed reducing.

Initially, the screen appears as below with the original figure for the scheme.
The provider through the regular communication with their lead operating area should ideally agree the change beforehand and input it at this stage. Otherwise, this will be performed once this stage is submitted to the HCA. The screen may then look as below.

![Proposed Payment Override]

Once all of the stages are complete and the various messages confirmed the following appears which informs providers that they will now need to submit the final cost grant claim.

![Save]

You are reminded that once this scheme receives Final Cost Approval, you are expected to submit the Final Cost Grant Claim.
4.3 Claim Processing

From the scheme menu, right click and select **Forecast Payments Tranches:**

The following Grant Tranche Drawdown Schedule screen appears:

Click in the row to highlight the payment record (example below shows Final Payment on an 2008-11 scheme), right-click and select Log/Review/Recommend Claim:
The Log/Review claim screen will then be displayed.

If the save button is not available in the screen place the cursor in the RSL Comments box to activate the screen.

Select the save icon in the top left of the screen to log the claim.

Select the Submit button to submit the claim. Dependent on the way the provider administrator has set up their access permissions, submitting the claim may be a two stage process with one person logging the claim and another user submitting.
Step 5 HCA Approves Grant Claim and Releases Payment

From the scheme menu, select **Forecast Payment Tranches**:

In the Grant Tranche Draw Down Schedule screen, highlight the logged payment, right-click and select **Authorise for Payment**
## Business Rules

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Land value is not expected to be more than 50% of the overall scheme costs</td>
</tr>
<tr>
<td>2</td>
<td>Main works costs are expected to be at least 60% of the total works costs</td>
</tr>
<tr>
<td>3</td>
<td>The combined cost for infrastructure, abnormals &amp; s.106 costs are not expected to be more than 30% of the total works costs</td>
</tr>
<tr>
<td>4</td>
<td>Associated works costs are not expected to be more than 20% of the total works</td>
</tr>
<tr>
<td>5</td>
<td>On costs are not expected to be greater than 20% of the total scheme cost</td>
</tr>
<tr>
<td>6</td>
<td>The average cost per unit is not expected to be higher than 2,000,000</td>
</tr>
<tr>
<td>8</td>
<td>The Social Housing Assistance for a sales scheme is not expected to be more than 30% of the total scheme cost</td>
</tr>
<tr>
<td>9</td>
<td>The Social Housing Assistance for a rent scheme is not expected to be more than 60% of the total scheme cost</td>
</tr>
<tr>
<td>10</td>
<td>If the Social Housing Assistance for a sales scheme is more than 50% of the total scheme costs this will require a higher level sign off</td>
</tr>
<tr>
<td>11</td>
<td>If the Social Housing Assistance for a rent scheme is more than 75% of the total scheme costs this will require a higher level sign off</td>
</tr>
<tr>
<td>12</td>
<td>The surplus or deficit on a scheme must not be more than 5% of the total scheme costs</td>
</tr>
<tr>
<td>13</td>
<td>The management cost per year is not expected to be more than 40% of the gross rent</td>
</tr>
<tr>
<td>14</td>
<td>The combined cost per unit for major repairs, ongoing repairs and other revenue costs is not expected to be more than 30% of the gross rent</td>
</tr>
</tbody>
</table>
## HCA Operating Area Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>81</td>
<td>East and South East</td>
</tr>
<tr>
<td>82</td>
<td>Midlands</td>
</tr>
<tr>
<td>83</td>
<td>North East, Yorkshire and The Humber</td>
</tr>
<tr>
<td>84</td>
<td>North West</td>
</tr>
<tr>
<td>85</td>
<td>South and South West</td>
</tr>
</tbody>
</table>