



Homes England

Housing Revenue Borrowing Programme 2019-2022

Online Submission Guidance

HRA online guidance version 1

Version	Date Issued	Details
1	June 2018	Homes England guidance for eligible local authorities to submit applications for the HRA Borrowing Programme 2019-2022.

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Step 1: Getting started

1.1. Purpose of this guidance

The purpose of this document is to provide guidance to eligible local authorities on how to complete the online application form to submit bids for the Housing Revenue Account Borrowing Programme 2019/20, 2020/21, and 2021/22 (HRA).

All HRA bids are to be submitted directly in to the Homes England online portal. The scope of this guidance covers the stages from setting up an account, to the creation of a bid through to submission.

For more detailed guidance on the aims of the programme, who is eligible to bid, the assessment criteria and process, etc, please refer to the [HRA Borrowing Programme Prospectus - GOV.UK](#).

1.2. User support and contact details

For help accessing the online portal or to report a problem, please contact Homes England's service helpdesk on **01908 353604**.

For specific HRA bid queries, please contact Homes England by e-mail at HRABidding@homesengland.gov.uk

If you have any general queries about the HRA Borrowing Programme or the Government's approach to a local authority's Housing Revenue Account then please e-mail at HRABorrowing@communities.gsi.gov.uk

1.3. Creating an account

There are six simple steps involved in creating an account.

1. To access the online portal please go to <https://bids.homesengland.org.uk> (you may wish to bookmark this page for future reference).
2. Click on '**register**' in the location as below.

Bid for funding

The Homes England bidding system is an online platform which allows eligible applicants to create bidding enquiries for available funds. Each fund has its own eligibility requirements and applicants should follow the links below to discover more.

You will need to register before applying for a bid. Click here to **register**

If you have already registered and created a bid you can **sign in** to view all of your existing bid applications.

3. Complete the registration fields and then click on the 'Register' button to create a new account ensuring that you read the terms and conditions and tick the box.
4. When creating a password it will need to include at least one non-alphanumeric symbol. You will be advised by the system if your password does not meet the standard required.
5. You will then receive a confirmation e-mail which will require you to click on the validation link in the e-mail to activate the account.
6. Once you have done this you will be redirected back to the website so that you can login.

1.4. Creating an application (bid)

When you log in to the portal for the first time you will be taken straight in to the screen to begin making an application. Note that this is a Homes England portal for creating and submitting bids for different programmes so please ensure that you scroll down to the appropriate 'Housing Revenue Account Borrowing' section on this front page as below.

Housing Revenue Account Borrowing

The Housing Revenue Account Borrowing Programme 2019 to 2022 seeks to increase the supply of new council and affordable homes delivered by local authorities.

Status: Open for bidding

Close date: 07/09/2018 23:59:59

Actions: [Create a new HRA bid](#) or [Existing bidders sign in here](#)

For subsequent log-ins (existing bidders), you will see the 'Your Enquiries' summary page where you can access existing HRA bids or create a new one. You can continue to edit your enquiries at any time up to the point of submission.

To create a new bid click 'Start Now' at the bottom of the table.

1.5. Saving your application

As you complete the online form, it will automatically save when you press 'Continue' to move to the next page at the bottom of each screen. At that point, it will save all details input providing there are no validation errors highlighted. Pressing 'Save and exit' will take you out of the application and enable you to go back into it later.

The online portal will 'time out' after 20 minutes or so after each new page is loaded if not touched. The system will auto save any information entered on the screen at the point of time out. However, it is recommended that you 'save and exit' your application if you know that you will not be actively completing a bid for a prolonged period of time.

Applications can be amended any time up until the point of submission.

Step 2: Contact details screen

The first screen asks for the basic contact details and correspondence address for the lead person completing the application. This information is required from all organisations applying for the HRA programme.

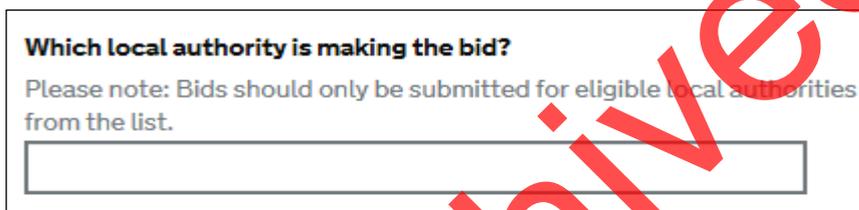
2.1. Contact details

This person will be the first point of contact for Homes England in dealing with queries relating to the application. All these fields are mandatory.

2.2. Local authority

Bids for HRA funding should only be submitted by eligible local authorities as per the [HRA Prospectus](#) (Annex A) issued by the Ministry for Housing, Communities and Local Government.

Paragraph 18 of the Prospectus provides details of the criteria used to define a local authority as eligible for HRA borrowing.



Which local authority is making the bid?

Please note: Bids should only be submitted for eligible local authorities from the list.

2.3 Correspondence address

This section is where the person submitting the bid completes details of their correspondence details. The simplest approach is to use the UK postcode lookup facility. To do this enter your postcode and click on 'Find UK address'.

The system, however, does provide the ability to complete this section manually also.

Step 3: Scheme details screen

This screen invites details of the bid / scheme to be entered. Please note that if more than one tenure type is being bid for on the same scheme, then separate bids for each tenure type will need to be submitted.

3.1. Scheme description and location

The first questions invite a description for the scheme, address and location details. The address for the scheme can either be entered manually or selected by using the postcode lookup function.

With regard to the Ordnance Survey X-Y co-ordinates these need to be accurate (in terms of the relation to local authority and postcode) or else when you wish to advance to the next screen an error message will be displayed.

3.2. Scheme characteristics

The remaining questions on this screen invite you to submit the characteristics of the scheme as follows. Note that for all of these questions only one option may be selected.

- a) **Scheme funding** – as per the [HRA Prospectus](#) (paragraphs 19 to 23) bids can either be for HRA borrowing only or can be combined with **either** Right to Buy receipts or Homes England Shared Ownership and Affordable Homes Programme 2016-21 (SOAHP) funding.
- b) **Land ownership status** – please select the option that reflects the land position of this scheme.
- c) **Housing tenure** – please indicate the tenure of the homes forming this bid. Note that these are the only tenure options under the HRA programme that can be bid for. If it is proposed that Right to Buy receipts are used alongside additional HRA borrowing then shared ownership is not an eligible tenure. However, shared ownership can be bid for in conjunction with Shared Ownership and Affordable Homes Programme 2016-21 grant funding from Homes England.
- d) **Rural settlement or area** – please indicate if the bid is located in a rural location (normally less than 3,000 population) as per the Government designation of rural areas / settlements used for Right to Acquire / Right to Buy exemption - [The Housing \(Right to Enfranchise\) \(Designated Protected Areas\) \(England\) Order 2009](#)
- e) **Section 106 site** – please indicate if this scheme forms part of a Section 106 planning agreement

Step 4: Home details screen

This screen invites bidding organisations to provide more detail about the homes that are being provided as part of each bid. Please note that separate information should be provided for each different type of home (eg, 2-bed house, 3-bed house) being provided on the scheme.

The front screen presents a summary of the data once entered. To begin entering data for a particular home type please click on 'Add New'.



4.1 Information required for each type of home (all questions / fields should be completed)

- a) Number of homes
- b) Type of building – one of the following

Building type?

Bedsit
 Flat
 House
 Maisonette
 Bungalow

- c) Number of bedrooms per property
- d) Specialist housing – if the property(s) are for disabled and vulnerable people or for older people then please indicate; otherwise click on 'None' for general needs housing provision

Is this home type for specialist housing?

Disabled and vulnerable people
 Older People
 None

- e) If disabled and vulnerable people is identified above, then a drop down selection menu to identify the client group will appear and a selection must be made (note that no such drop down menu will appear for the other options)
- f) Gross internal floor area of the homes, not including communal areas – this should be the total unit size of all of the homes of this type. For example, if there are 5 homes each of 70m² then the total unit size is 5 x 70 = 350m².
- g) Number of persons per home
- h) Average prospective rent per week of these homes, inclusive of all charges
- i) Average market rent per week for this type of home in this area.

4.2 Summary screen

Once all the above information has been entered then click on 'Add Home' which will take you back to the 'Homes details' summary screen where some of the data entered will appear. If there is more than one type of home within a bid then just click 'Add New' and begin entering the details as per a) to i) above for the next type of home being provided.

Once complete then click on 'Continue' to save and move to the next screen,

If you wish to edit the information entered for any type of home prior to submission, then click on the green 'edit' button on the right hand side of the row to be changed.

If you wish to delete the information entered for any type of home prior to submission, then click on the red 'delete' button on the right hand side of the row to be deleted.



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Step 5: Financial details screen

This screen allows you to enter the total costs of the scheme; the amount of additional HRA borrowing requested for each bid and in which year; together with an indication of any other funding sources.

This is essentially the information that will form the basis of the value for money element of the assessment of the bids as per the [HRA Prospectus](#) paragraphs 42 to 44.

5.1. Scheme costs

The total scheme costs of the bid are calculated automatically from the sum of the following three elements:-

- a) Acquisition costs
- b) Works costs
- c) On costs

For definitions of these costs please see Homes England's [Capital Funding Guide - Programme Management](#) (section 3.4).

Note that a figure must be entered in to each of the above three elements, even if a zero.

5.2 HRA Borrowing requirements

The amount of additional HRA borrowing being bid for should be entered here, alongside the relevant year(s) that your local authority expects to draw down the borrowing. *Please note that a figure should be entered against each of the three years, even if a zero*

Which year(s) is the additional HRA borrowing requirement requested for, and how much?	
2019/20	<input type="text" value="£ 100,000"/>
2020/21	<input type="text" value="£ 200,000"/>
2021/22	<input type="text" value="£ 0"/>
Total	<input type="text" value="£ 300,000"/>

The total of the three years will be calculated automatically once a figure is entered in to each year.

Below this request for the amount of additional borrowing being bid for, it is possible that local authorities may wish to use existing HRA headroom that is available to them but which has not been committed. In such a scenario the total amount of existing HRA headroom available should be entered, together with the amount of HRA headroom to be used in the bid. *Please enter a figure in to each of these boxes, even if a zero.*

Existing HRA headroom available (not committed)	£ 100,000
Existing headroom to be used for this bid	£ 50,000

The 'Total HRA funding' box at the bottom provides the total amount of HRA borrowing proposed to be used in the bid (additional requested and existing to be used) and it will be this figure that will be used to form part of the value for money assessment element.

Which year(s) is the additional HRA borrowing requirement requested for, and how much?	
2019/20	£ 100,000
2020/21	£ 200,000
2021/22	£ 0
Total	£ 300,000
Existing HRA headroom available (not committed)	£ 100,000
Existing headroom to be used for this bid	£ 50,000
Total HRA funding	£ 350,000

5.3 Funding from other sources

This section invites bidders to indicate any other sources of funding, aside from the bid for additional HRA borrowing and the use of any existing HRA headroom.

Please note that a figure should be entered against each of the three years, even if a zero

The first two boxes invite local authorities to input any figures for the inclusion of either Right to Buy receipts in the bid, or where the additional HRA borrowing bid is combined with a bid for Homes England grant funding through its Shared Ownership and Affordable Homes Programme 2016-21. Note that bids cannot include both of these elements alongside additional HRA borrowing ([HRA Prospectus](#), paragraph 23).

Where this bid is to be combined with RTB receipts, please input the projected amount of RTB receipts	<input type="text" value="£ 0"/>
Where this bid is to be combined with Homes England Shared Ownership and Affordable Housing Programme 2016-21 grant funding, please input the projected or confirmed amount of grant funding	<input type="text" value="£ 0"/>

Below these options local authorities are invited (where applicable) to indicate any other funding sources that will be used to finance the bid as follows.

Local authority other subsidy Value of Local Authority's own contribution from sources other than HRA.	<input type="text" value="£ 0"/>
Local authority contribution from Section 106 and/or commuted sums	<input style="border: 2px solid yellow;" type="text" value="£ 25,000"/> <input type="button" value="x"/>
Initial sales income from shared ownership The total value of first tranche receipts from shared ownership sales for this scheme	<input type="text" value="£ 0"/>

At the bottom of this screen the total funding from other sources is automatically calculated from the sum of the five boxes above.

Total funding from other sources	<input type="text" value="£ 25,000"/>
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Step 6: Deliverability and key milestones

This section captures the key milestones of each bid with regard to key delivery dates or events. This information will form part of the deliverability element of the assessment of the bids received (as per paragraph 45 of the [HRA Prospectus](#)).

6.1 Milestone dates

Local Authorities are invited to provide actual and/or forecast dates for planning consent for the scheme, start on site and completion. Note that the planning consent date can be an actual or forecast, but the start on site and completion dates must be no earlier than the 1st April 2019.

Planning Consent	<input type="text" value="28/06/2018"/>		Forecast
Start on site	<input type="text" value="01/04/2020"/>		
Completion	<input type="text" value="30/09/2021"/>		

A validation in the system will not allow a start on site or completion forecast date to be before planning consent occurs. Following logic the system will also not allow a completion date to be input that is before the start on site date.

6.2 Planning status

Local authorities should indicate the planning status of the bid from the seven options provided.

With the exception of the first option – ‘Detailed planning approval granted with no further steps required before start on site can occur’ – when any of the other six options are selected a further box will appear as below. Local authorities are required to complete this free text box (maximum 4,000 characters) to indicate the steps required and estimated timescales to gaining detailed planning approval which will enable start on site to occur.

Where detailed planning approval has not been granted for this scheme, please provide a brief commentary on the next steps and estimated timescales to enable start on site to occur by the forecast date above

Step 7: Delivery track record

This section is mandatory for local authorities to complete and provides an opportunity for local authorities to provide some commentary to support the estimates of the delivery timescale(s) of the HRA bid(s) being submitted. This information will form part of the deliverability element of the assessment of the bids received (as per paragraph 45 of the [HRA Prospectus](#)).

Where local authorities have previous and/or current experience of delivery - perhaps through either the previous HRA Borrowing Programme or a current or recent Homes England funded development programme – then we would expect local authorities to be able to provide some evidence.

Where local authorities have no previous and/or current experience of delivery then this provides an opportunity to demonstrate how you propose to ensure that the delivery milestones are achieved.

Note that this is a free text box with a maximum 4,000 characters. Where local authorities are submitting multiple bids then this text can be cut and pasted between bids if required rather than re-input.

Delivery Track record

Evidence of track record on delivery 4/4000

If your local authority has a recent track record of delivering affordable housing then please provide a commentary, together with any evidence, to support this bid. If your local authority does not have any recent track records of delivering affordable housing then please provide a commentary to support the estimates of delivery made in this bid.

XXXX

Step 8: Additional information

This section is not mandatory for local authorities to complete for each bid. It is there for local authorities to provide any further information to support their bid (up to a maximum of 4,000 characters) with regard to the additional provision of market housing, associated infrastructure, etc (see paragraph 38 of the [HRA Prospectus](#)).

Additional information

Any additional information 0/4000

Please refer to the bidding guidance document for more information

[Continue](#)

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Step 9: Summary screen

9.1 Status of the bid

When all the information for a bid has been entered this final summary screen provides a snapshot of the data entered and its status. This screen can also be accessed at any time from any page by clicking on 'Summary' which appears in the top right hand corner of each screen.

Where a section of the bid is complete then this will be indicated by a green tick as below. There is still the ability to change a bid before submission by clicking on 'Change' beside the tick.



Where a section of the bid has yet to be completed, or there are potential errors, then this will be indicated by a red cross as below

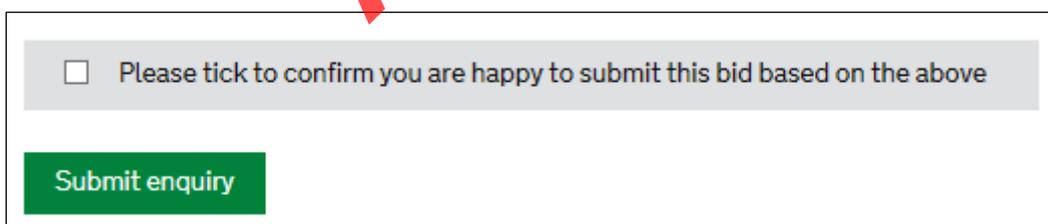


To complete each section of the bid, or correct any errors where this is indicated, then click on 'Change' beside the red cross.

Please note that local authorities will be unable to submit a bid whilst there is either an incomplete section, or errors, as indicated by a red cross anywhere on this summary page.

9.2 Bid submission

The bottom of the summary screen lists some certifications that need to be read, understood and acted upon by local authorities prior to any bid being submitted. By ticking the box (as below) your local authority is confirming that these certifications have been met and that the information contained within the bid is as accurate as possible.



Once you are satisfied that all the information entered for a bid is as complete and accurate as possible then the above 'Submit enquiry' button will submit the bid to Homes England. You will receive a confirmation e-mail to the address used to log in (User ID).

Please note that once a bid has been submitted then it is, in effect, locked and not accessible to local authorities. Therefore it is recommended that bids are checked as thoroughly as possible prior to being submitted.

If a local authority wishes a bid to be changed, then you will need to contact Homes England in writing (at HRAbidding@homesengland.gov.uk) explaining why the bid needs to be changed. Homes England will then un-submit the bid and 'return' it to the local authority for amendment.

Note that the above request can only be granted and undertaken by Homes England prior to the bids deadline of 7th September 2018.

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