Homes &
Communities
Agency

Rent to Buy Programme 2015-18

Submitting Rent to Buy Offers in IMS

IMS System Guidance v 1.0

Version	Date Issued	Details
1.0	29/09/2014	First Issue

Homes & Communities Agency

Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to Providers on the input of Offers into IMS for the Rent to Buy Programme.

All Offers are to be submitted directly into IMS. The assessment period will begin on November 12th 2014. This programme will continue to be open to bidding after this date.

The scope of this guidance covers the stages from the creation of a Partnership through to the Provider submission of an offer.

This guidance will be updated with any changes during the bidding process. Providers should routinely check the HCA website to see if later versions have been published.

The steps for reviewing and referring offers and the acceptance process will be published at a later date.

The email address for the submission of supporting information for a credit risk assessment which forms part of the bidding process is **Renttobuy@hca.gsi.gov.uk**

B. User Support

For help accessing the IMS system or to report a problem, please contact the helpdesk on **01908 353604**

For bid queries, please contact the appropriate HCA Operating Area Office: **http://www.homesandcommunities.co.uk/inyourarea**

C. Offer Capture in IMS

Offers will be captured via the Offers application within IMS.

- A provider's overall Offer (i.e. their bid) may consist of a number of Offer lines. Each Offer line represents an offer to deliver a certain number of homes within a certain area.
- The Provider should only submit their Offer once they have entered all the associated offer lines. IMS will stop submission if any of the data entered in the Offer fails the system validation checks.

D. Offer Line Capture in IMS

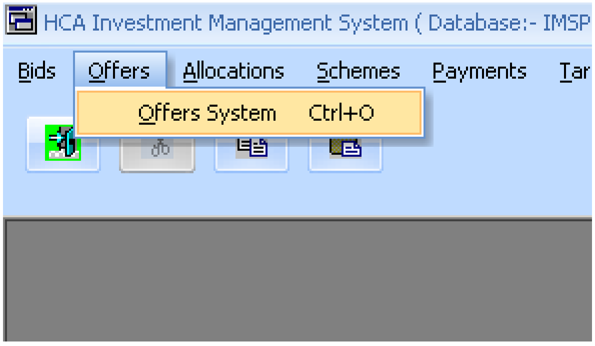
Providers should submit Offer lines according to the following guidelines:

- S106 Offer lines must be submitted as an offer line in their own right and not combined with other unit types.
- Each offer line will have its own Loan Funding Requested amount which will be used to determine payment for that particular Offer line. There are currently no plans to implement average payment rates to the Rent to Buy Programme.
- All Providers will be able to submit only Firm Offer Lines and a Firm Offer. There will be no Indicative Offer Lines for this programme.
- It is recommended that Providers should enter details of sites before entering the details for associated Firm Offer lines.

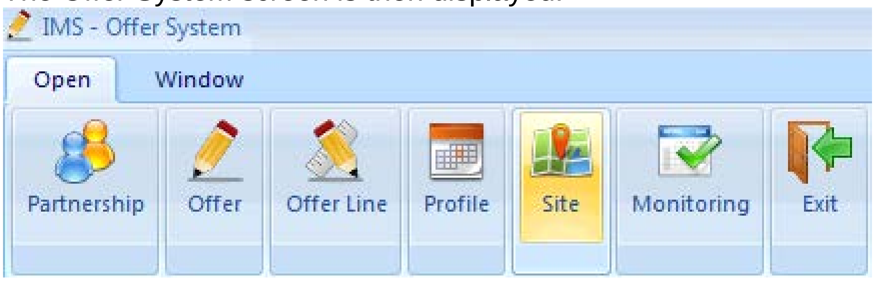
E. The Offers System - Navigation and Filtering

i) Accessing the Offers System in IMS

To access the Offers System select **Offers > Offers System** or select **Ctrl + O**



The Offer System screen is then displayed:



Offer System screen (Open menu view)

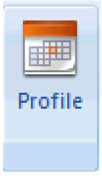
ii) Offer System screen - Menus

The Offers system has two menus: Open and Window

Open Menu

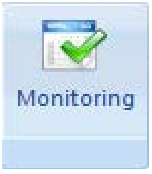
This menu displays the area of the system the user can access. Initially, this will include:

Icon	Details
	Takes the user into the Partnership Grid List. The user can access the Agreement list from the Partnership List as per the existing bidding functionality;
	Takes the user into the Offer Grid List
	Takes the user into the Offer Line Grid List. This list will be preceded by a filter screen to allow offer line filtering.



Takes the user into the Offer Profile list. This list will be preceded by a filter screen to allow offer line filtering.

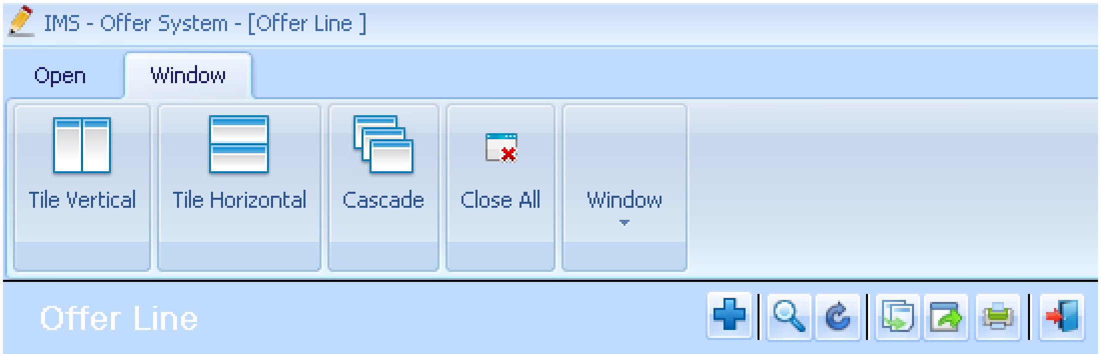
Takes the user into the Site List. This list will be preceded by a filter screen to allow site filtering



Takes the user into the Offer Monitoring list. This list will be preceded by a filter screen to allow offer line filtering.

Exits the user from the Offers system to the main IMS screen

The Window menu



Offer System screen (Window menu view)

This menu allows the user to display any open grids in different formats including Vertical, Horizontal and Cascade style.

The Close All option will close all open grids.

The Window option is a drop down and shows all open grids. The user can move between open grids by selecting the relevant entry from the drop down list (example below).

iii) Offer System Screen - Grid Functionality

The following functionality is offered as part of the Grid:

Buttons on Grid Form - Functionality

Add

This adds a new record.

Filter

Invokes a filter for the grid to query data.

Refresh

Refreshes the grid.

Copy rows to clipboard

Copies the selected grid rows to the clipboard.

Export rows to CSV

Exports the selected grid rows to the CSV.

Print

Exit

Closes the grid window

Grid Columns - Functionality

Move Column

The order of grid columns can be changed by pointing to the column header, holding down the left mouse click, and dragging the column to a new position.

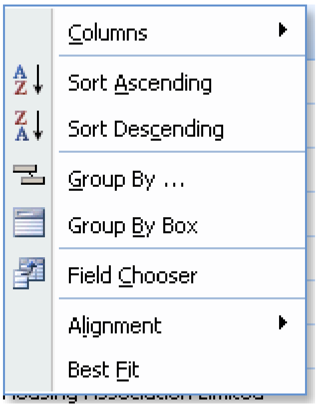
Sort by Column

The sort order of the Grid data can be changed by pointing to a grid column and clicking in the column header. This will sort the data on the column.

Grid – Functionality Enhanced

If the user right clicks any column header, they are presented with a list of column right click options as follows:

Columns
Allows the user to exclude columns from the grid.



When selected, the list of columns on the grid is displayed. The user can deselect or select a column.

Sort Ascending
Sorts the selected column ascending

Sort Descending
Sorts the selected column descending

Group by….
The data in the Grid is grouped by the selected column. To ungroup, set the Group By Box to ON, and drag the Grouped By Column(s) individually from the group by header to the column area.

Group By Box
If this is set to ON (by clicking the menu item) the columns the user wishes to group by can be dragged to the section above the grid. To remove the group by, drag the columns back to the column heading area of the grid. To turn the facilities off, click on the Group By Box menu item again.

Field Chooser
If a column has been used as a Group By action and the user wishes to return the item to display in the grid, selecting the Field Chooser menu will display all fields that are currently not on the Grid. To return the column to the Grid, simply drag the column from the Field Chooser selection back to the Grid.

Alignment
Changes the alignment of data in the selected column. Options are:

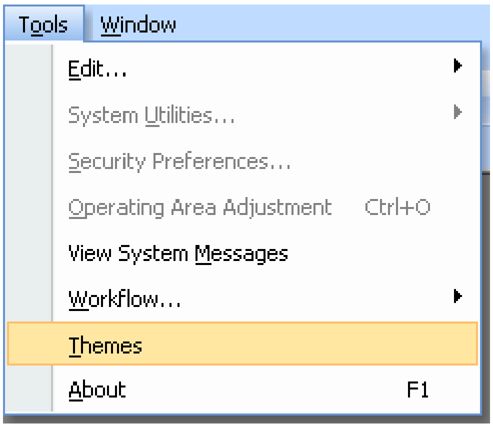
- Left
- Right
- Centre
- By Type

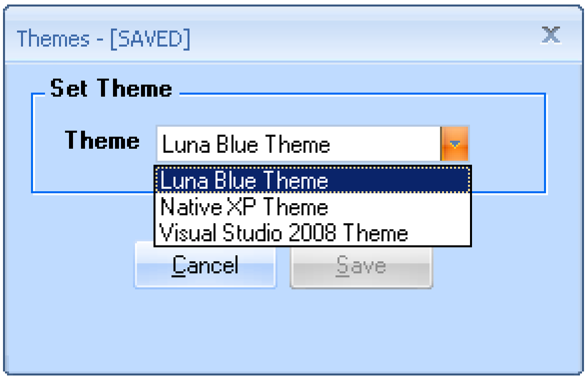
Best Fit
Changes the sizing of the selected column so the width is adjusted to the size of data in the column.

F. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed using the Luna Blue theme. To select this theme:

Select **Tools menu > Themes > Luna Blue Theme > Save**





Step 1 Setting up the Partnership record(s)

Background

Providers must set up a specific partnership and agreement record in order to bid as part of the Rent to Buy Programme. However, Providers who have already set up a partnership and agreement record for the 2015-18 Affordable Housing Programme, may use these for this bidding process and they can jump ahead in this guidance to section 2.

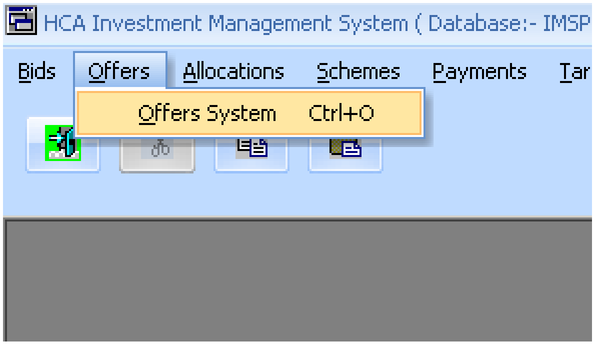
Step Summary:

1.1 Access the Offers System in IMS
1.2 Offer System View
1.3 Select the Partnership icon
1.4 Select the Add icon to create a Partnership record
1.5 Complete the Partnership screen
1.6 Save the Partnership record
1.7 If other organisations are involved in your Partnership add them in and save.

The **Steps** in detail**:**

1.1 Access the Offers System in IMS

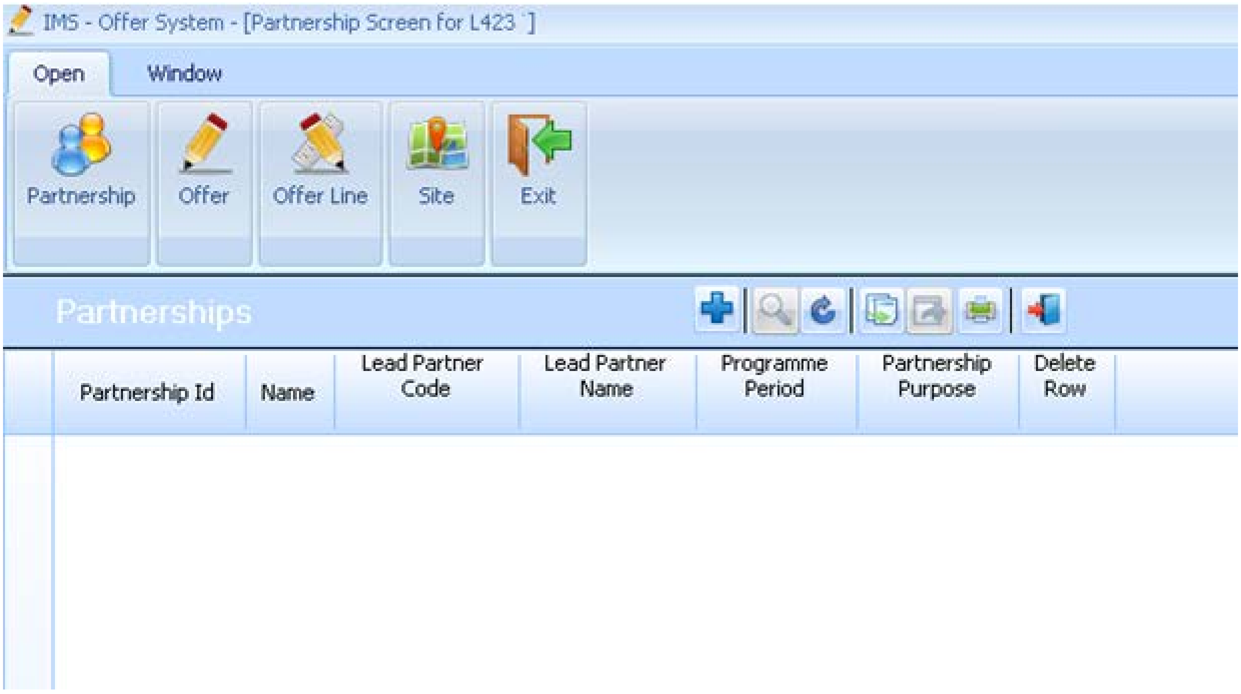
Select **Offers > Offers System** or select **Ctrl + O**



1.2 The following screen is then displayed:

1.3 Select the Partnership icon

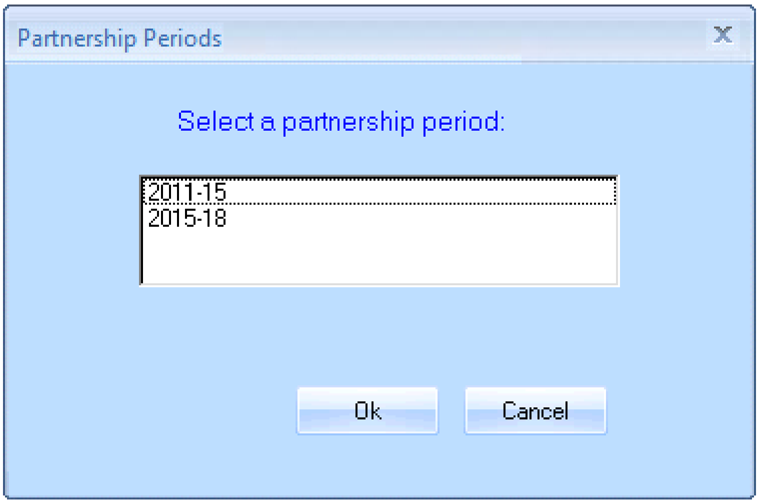
The following partnerships list screen will then be displayed:



Offer System screen – Partnerships list screen (no Partnership records listed)

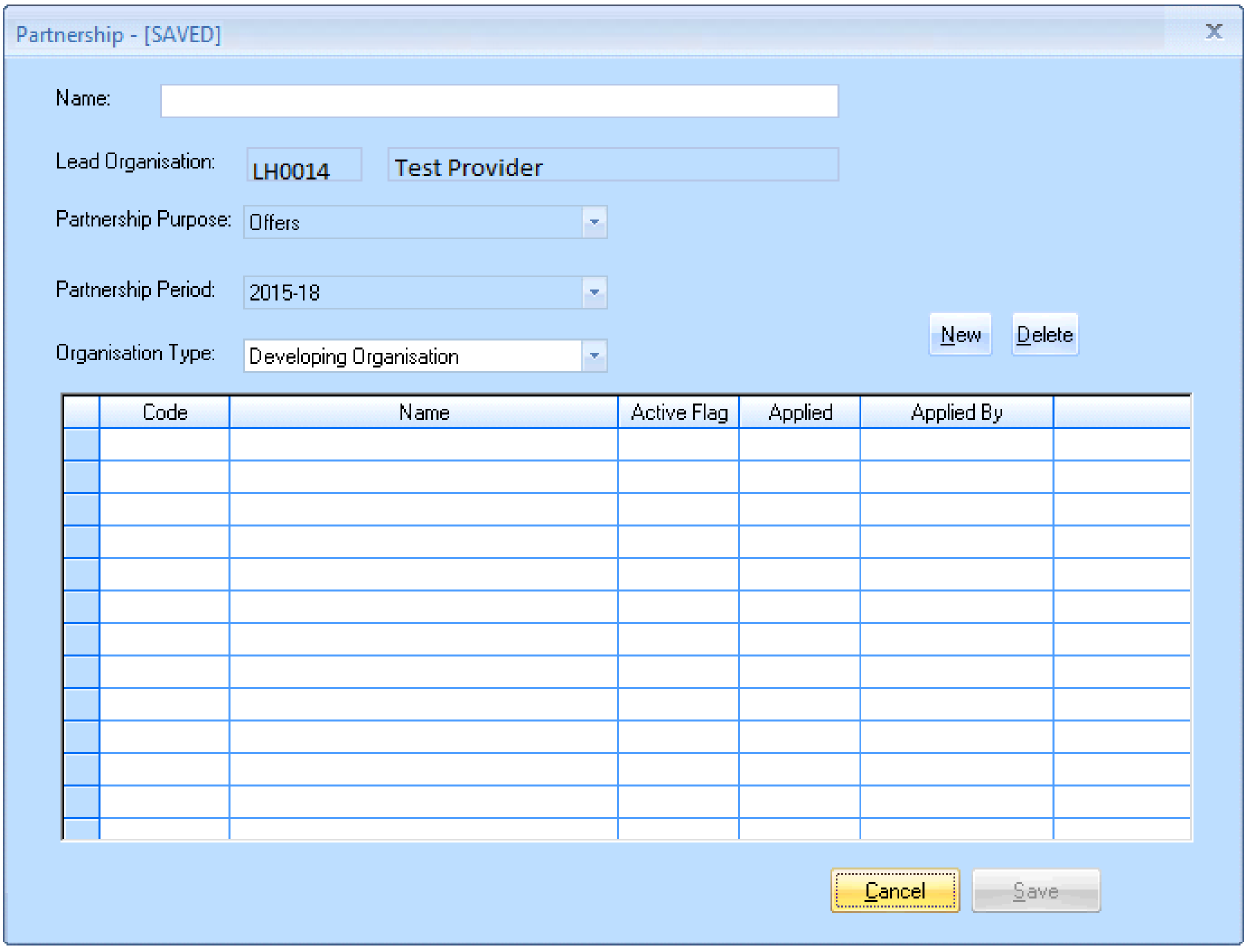
1.4 Select the Add  icon to create a new Partnership record.

The following Partnership screen will then be displayed:



1.5 Select the Partnership period as 2015-18

The following Partnership screen will then be displayed:



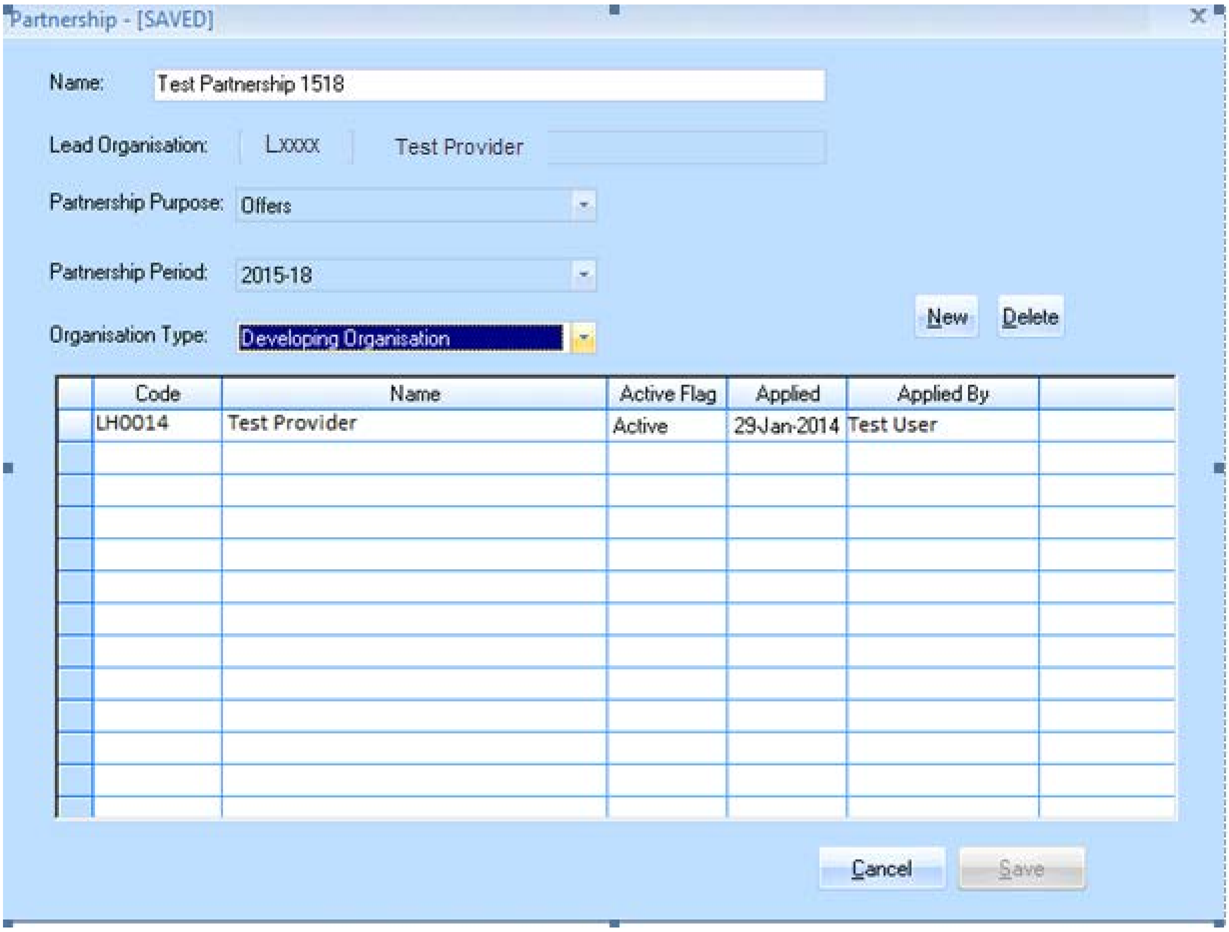
Partnership screen (not completed)

1.6 Complete the Partnership screen

- **Name**: Insert the name of your 2015-18 partnership record. We recommend that you prefix the name with your Provider code, e,g. NP0000, LH0001, L0001, 00AA.

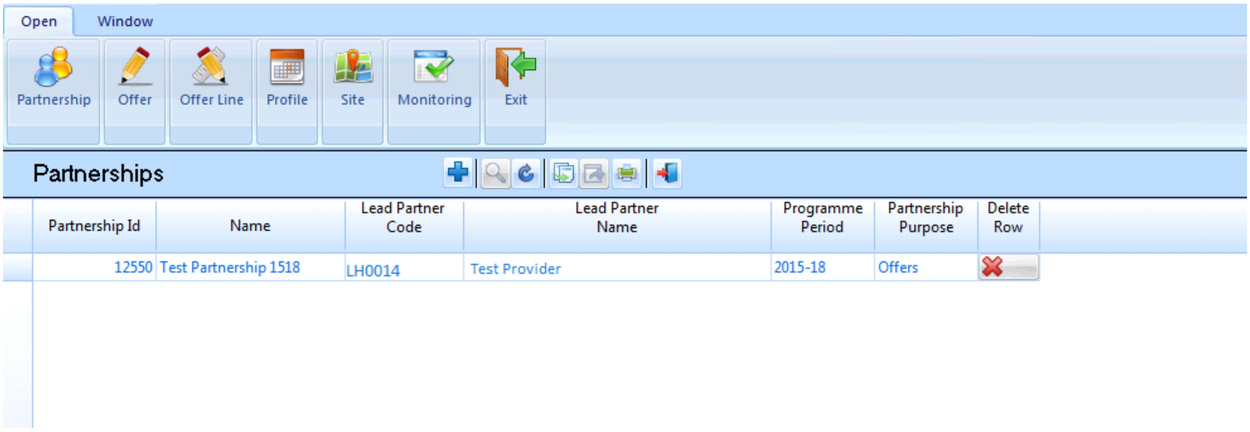
1.7 Save the Partnership record

Providers must select **Save** to create the Partnership record. The Lead Provider is automatically added for the organisation types.



Partnership screen (completed)

The **Partnerships list** in the **Offer System** screen will then list the Partnership that you have just created:



Offer System screen – Partnerships list screen (Partnership record listed)

1.8 Adding more organisations to a Partnership

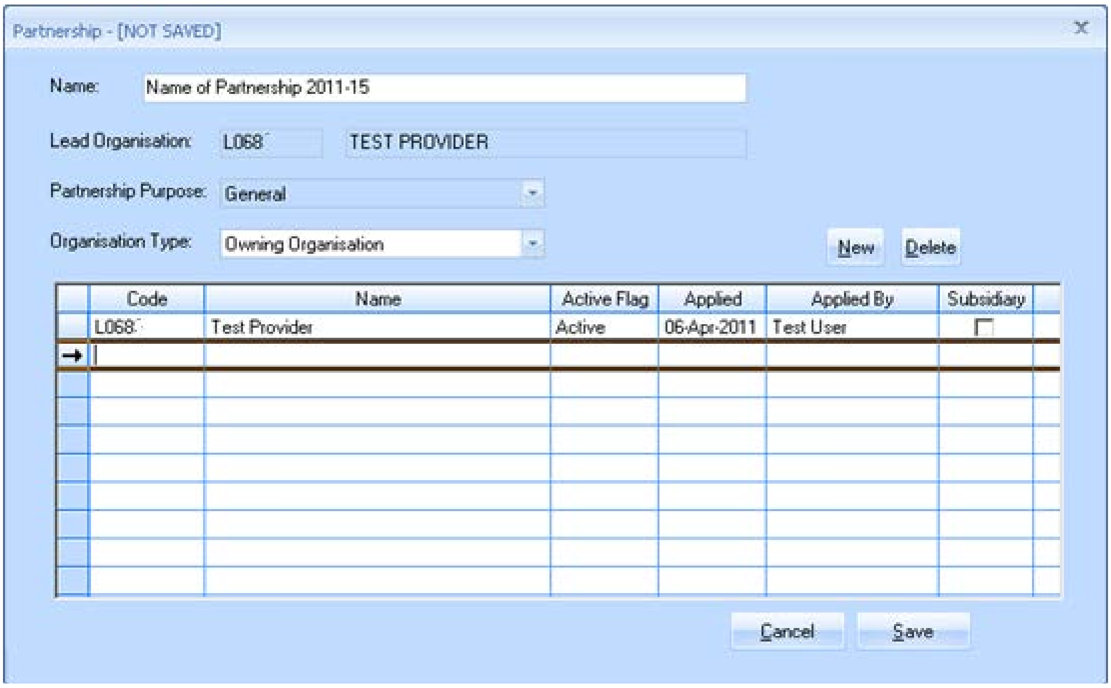
Please note: Organisations can be added at a later date if preferred, but there must be at least one "Owners of Land during Development" organisation entered in order to select it at Sub Product level, most developing organisations will want to add themselves as "Owners of Land during Development" following the process below.

The **Organisation Type** drop-down menu allows the Lead Provider to add in other organisations of the following types:

- Developing Organisation
- Owning Organisation:
- Owners of Land During Development:

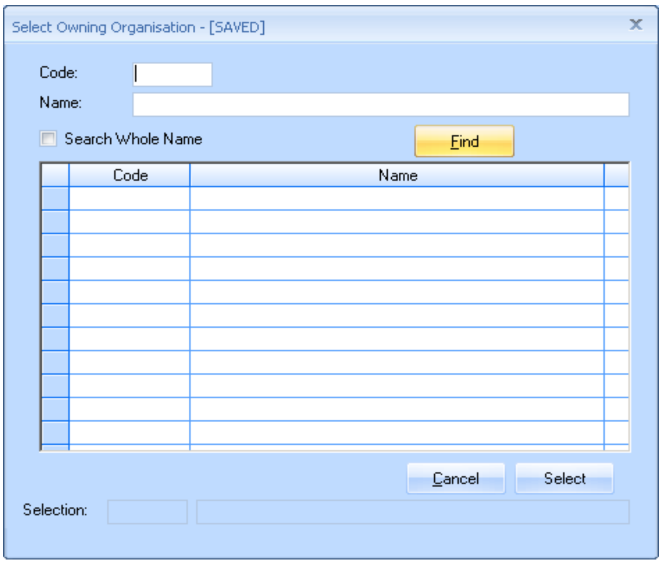
In the example below, an owning organisation is added by selecting 

and then entering the code for that organisation.



Partnership Screen showing Owning Organisation

To find the code, put the cursor in the code column of the new row and right-click. The following **Select Owning Organisation** window is displayed:

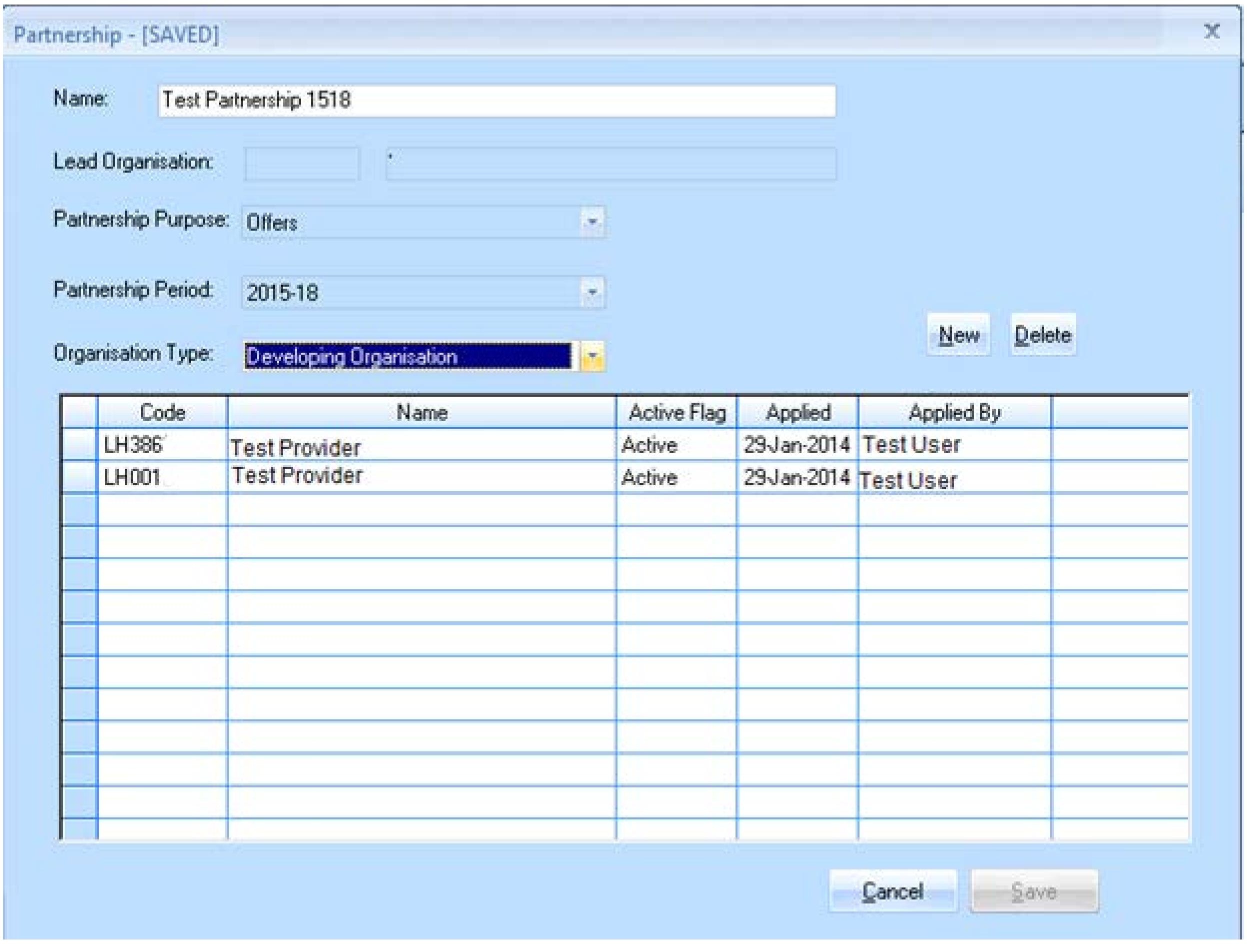


Users can type in a partial name and select **Find**. The system will return a list of matches.

Once the list is populated, highlight the row for the appropriate organisation and then press **Select**:

The entry will now appear as per the screen below. Select **Save** to save the details.

Please note: For **Owning Organisation** and for **Owners of Land During Development** there is now a **Subsidiary** check-box in IMS. Providers must tick this check-box where the organisation is a subsidiary of the lead organisation.

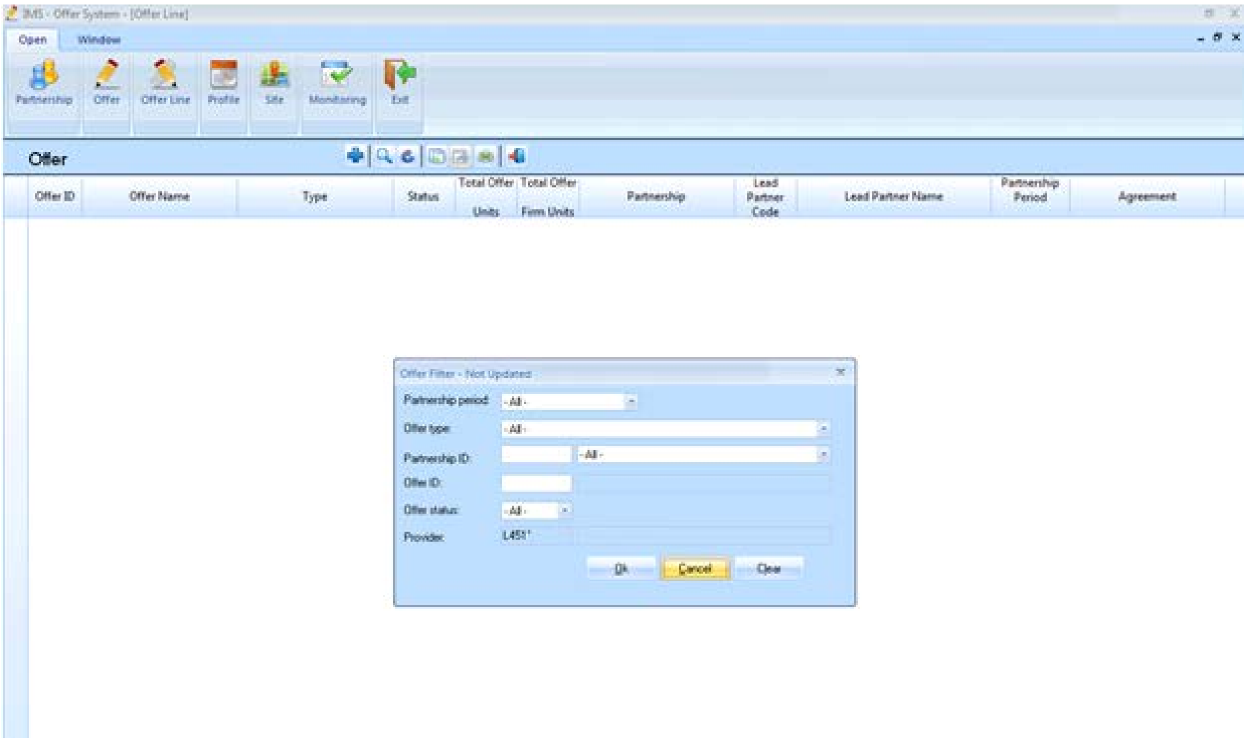


Partnership Screen showing Developing Organisations

Step 2 Creating the Offer(s)

2.1 In the Offer System, select the Offer button

The following screen is then displayed.

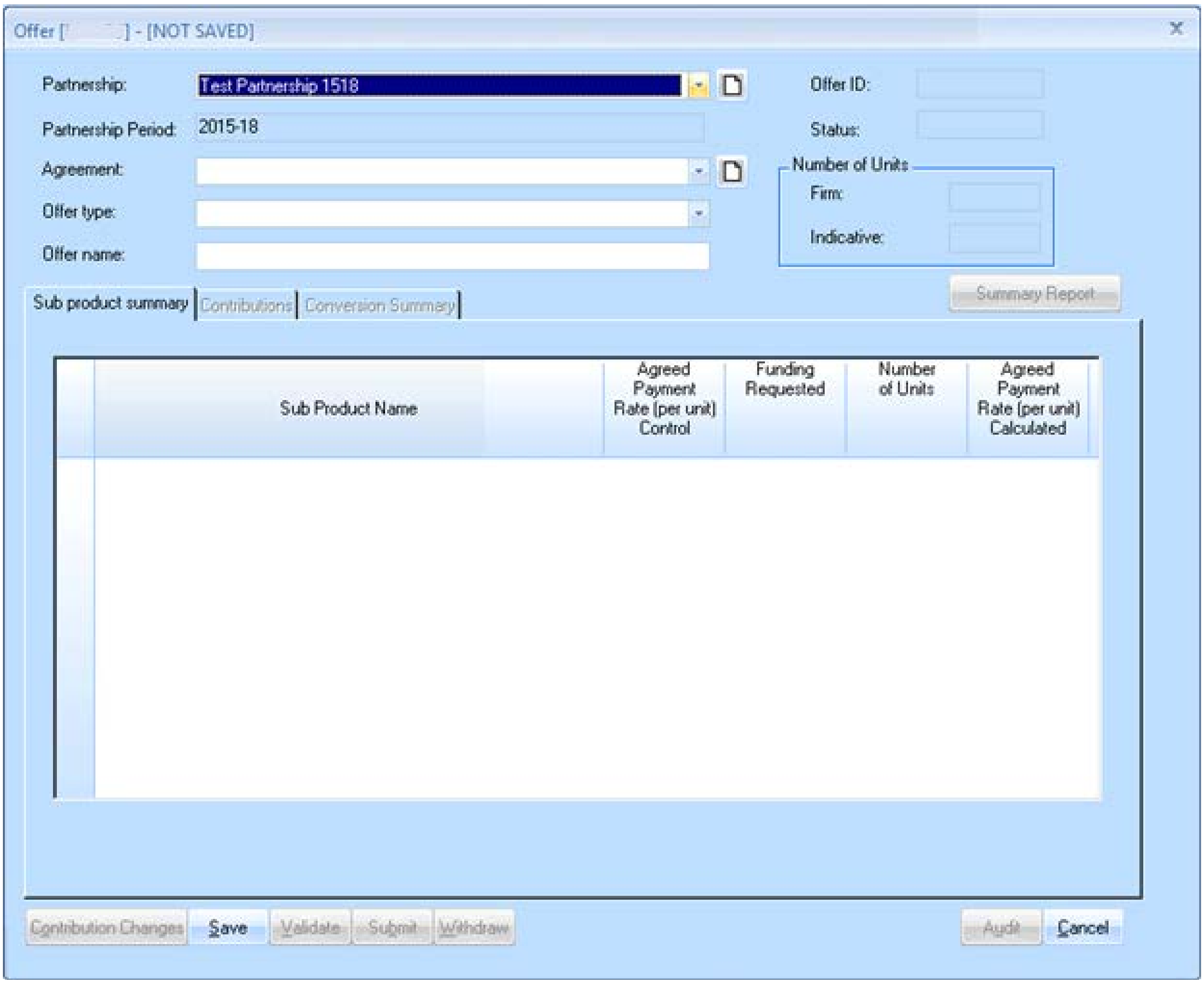


Offer System screen – Offer list view

Press **OK** to close the **Offer filter** screen**.**

2.2 Select the Add icon to create a new Offer record.

The following **Offer Summary** screen will be displayed:

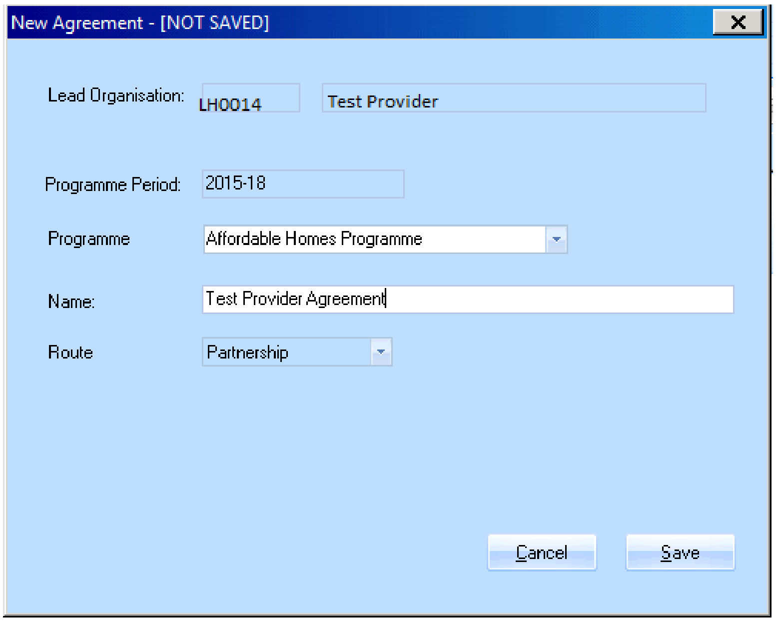


Offer Summary Screen (with only Partnership Field completed)

The **Offer Summary** screen first shown above has limited information. As options are chosen from the dropdown boxes the fields and headings change accordingly. The key dropdown option is **Offer Type** where bidding organisations will choose **Rent to Buy**.

2.3 Create the Agreement record

If there isn't an Agreement in place from previous bidding as part of 2015-18 then Providers will need to create one. In the **Offer Summary** screen select the **New Agreement** icon. The following **New Agreement** screen will be displayed:



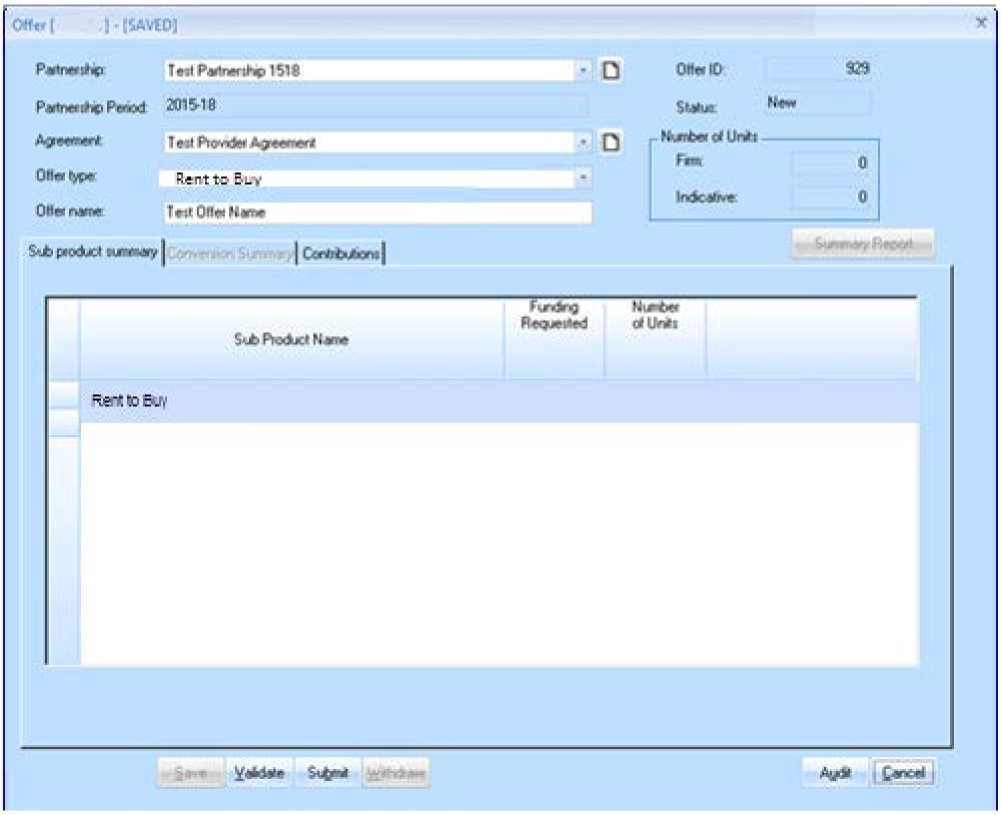
New Agreement screen

Insert a name for the Agreement. For example, if the Partnership name is ‘LH0014 Rent to Buy Partnership’ then name the Agreement ‘LH0014 Rent to Buy Agreement’.

Select **Save** to create the **Agreement** record.

Then select **Cancel** to close the screen.

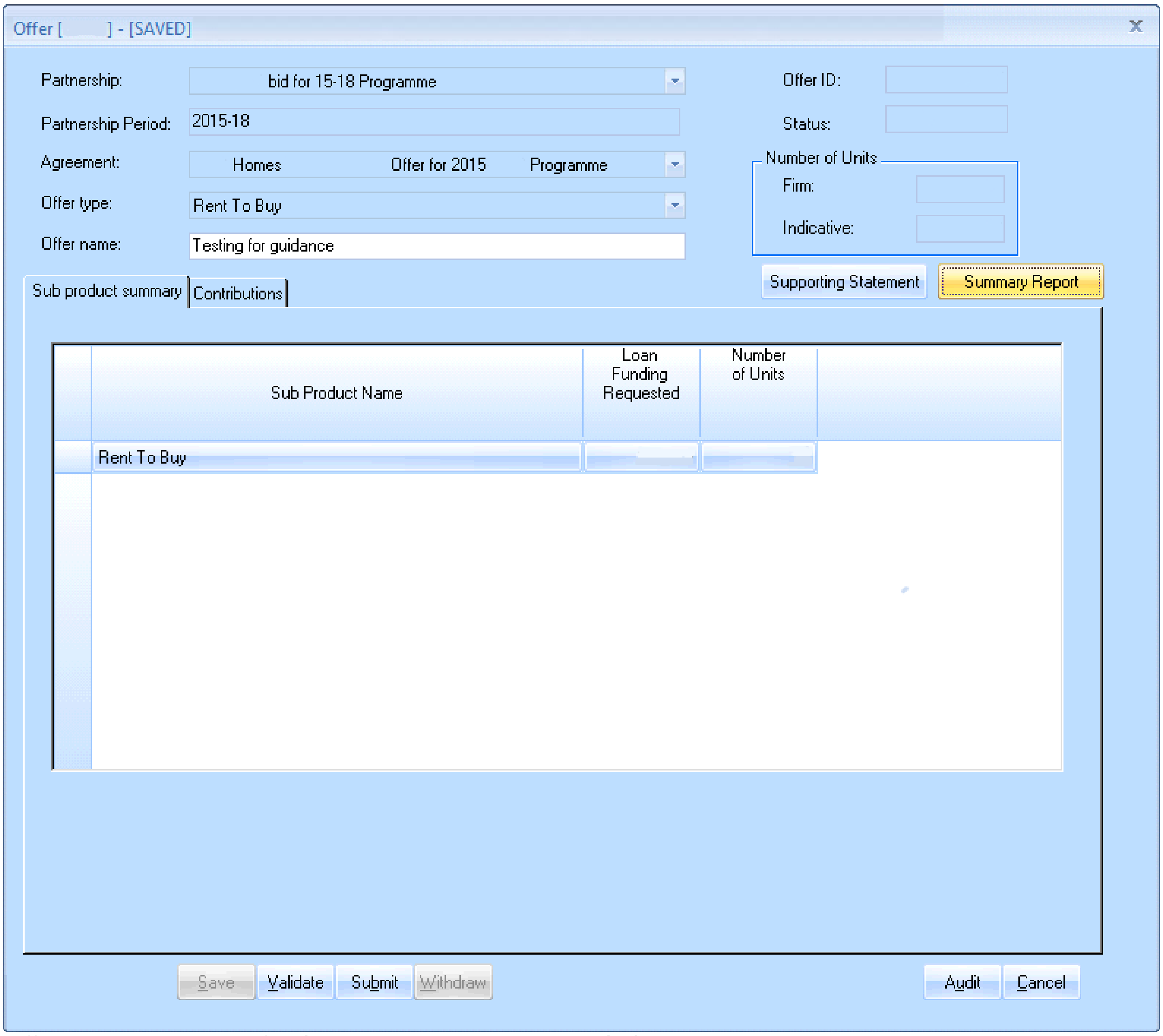
The **Offer Summary** screen will then show the **Agreement** field populated with the Agreement that has just been set up:



Offer Summary Screen (after save)

Offer Summary Screen

The **Offer Summary** screen for the 2015-18 programme period is shown below:



Offer Summary screen for the 2015-18 programme period

Providers should complete this screen as detailed below:

Field	**Details**
Partnership	Having set up the Partnership record following the instructions in Step 1 above, providers are now able to select that Partnership in this field.
Partnership Period	This is populated as 2015-18.
Agreement	An Agreement record for the Partnership must be set up. This can be done by selecting the New Agreement icon (see 2.3 below)
Offer Type	Select **Rent to Buy**
Offer Name	Insert the name of your Offer here.

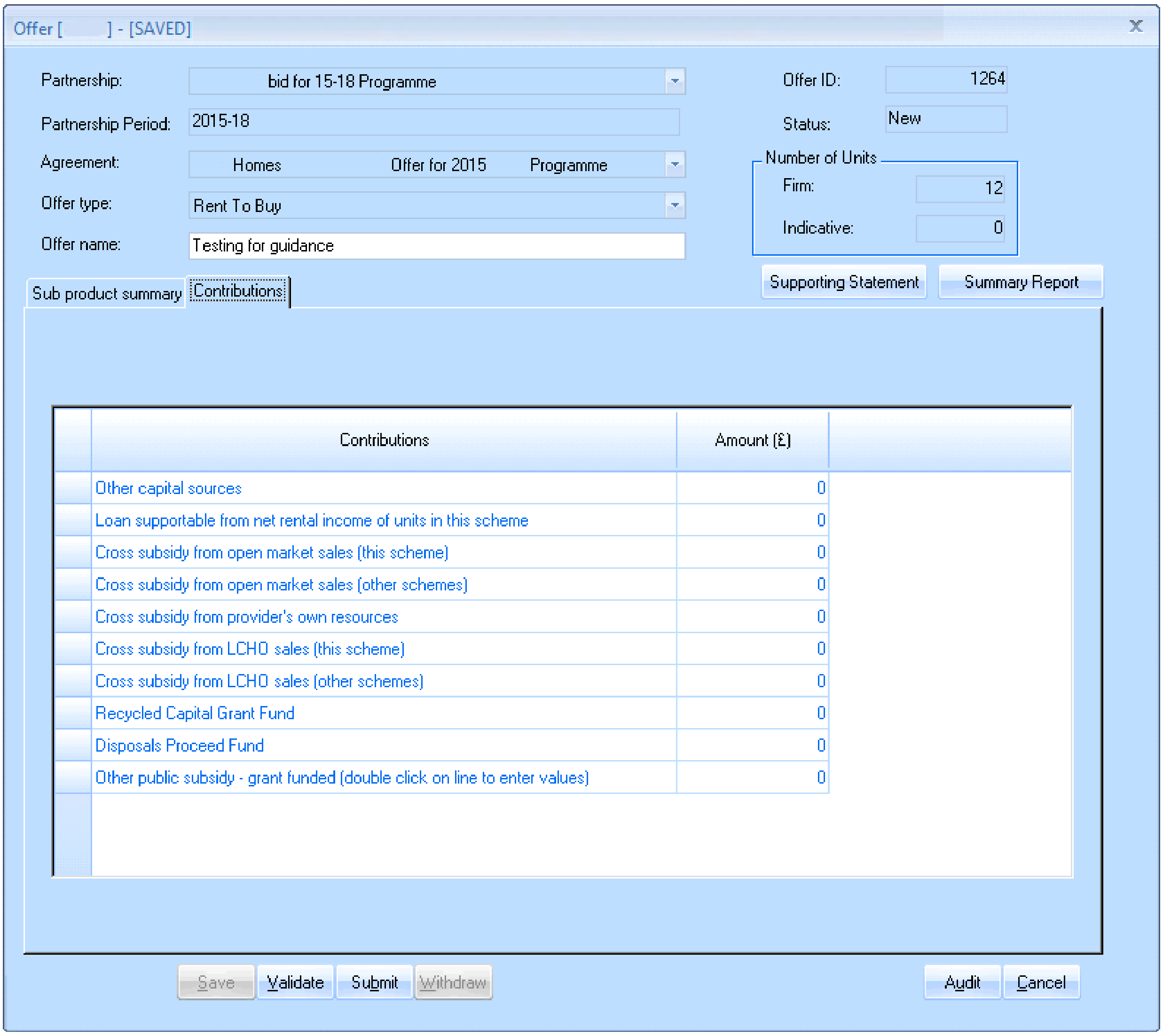
Number of Units • Firm • Indicative	These fields are populated from the data that is entered at **Offer Line** level and for **Rent to Buy** the units can only be Firm

Sub Product Summary Tab

Field	**Details**
Loan Funding Requested	Both of these fields will be populated on creation of the Offer Lines and will provide a summary of all data entered at the Offer Line level.
Number of Units	

Contributions Tab

Selecting the **Contributions** tab will show the following screen:



The contributions tab shows the total cumulative figures for contribution data entered at the **Offer Line** level. Providers cannot edit figures in this tab.

If providers change the figures in any way they should review the figures they have entered at the **Offer Line** level and make any adjustments in the contribution screens at that level.

The field details are shown below:

Field	**Details**
Other Capital Sources	The contribution to this scheme which is coming from other external funding sources.
Loan Supportable from net rental income of units in this scheme	Value of borrowing capacity from the rents for this scheme.
Cross subsidy from open market sales (this scheme)	Value of cross subsidy from new build market sale development within this scheme only.
Cross subsidy from open market sales (other schemes)	Value of cross subsidy from new build market sales from other schemes.
Cross subsidy from providers own resources	Value of provider's own resources used within the scheme.
Cross subsidy from LCHO Sales (this scheme)	Value of cross subsidy from LCHO sales directly generated from the scheme itself. However, if there are rented and sale elements to the scheme, we would not expect to see a negative figure for the sale scheme and a corresponding positive figure in the rented scheme.
Cross subsidy from LCHO Sales (other schemes)	Value of cross subsidy from LCHO sales achieved from other schemes.
Recycled Capital Grant Fund	The contribution to this particular scheme which is being funded 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]
Disposals Proceed Fund	The contribution to this particular scheme which is funded 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.

2.4 Save the Offer record

In order to Save the Offer record the following minimum information must be input:

- Partnership
- Agreement
- Offer Type
- Offer name
- Contributions tab (see section 2.2)

Once this information is input, select **Save** to create the **Offer** record.

Then select **Cancel** to close the screen.

The Offer, with unique Offer ID, will then be listed in the **Offer System screen – Offer View**.

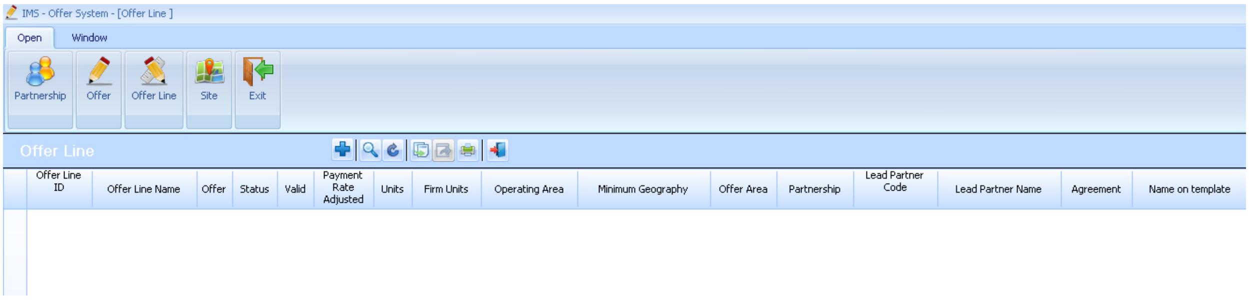
Step 3 Creating a Firm Offer Line(s)

Where an Offer Line is indicated as **Firm** at least one Site must also be added to the Offer Line.

3.1 Select the Offer Line view

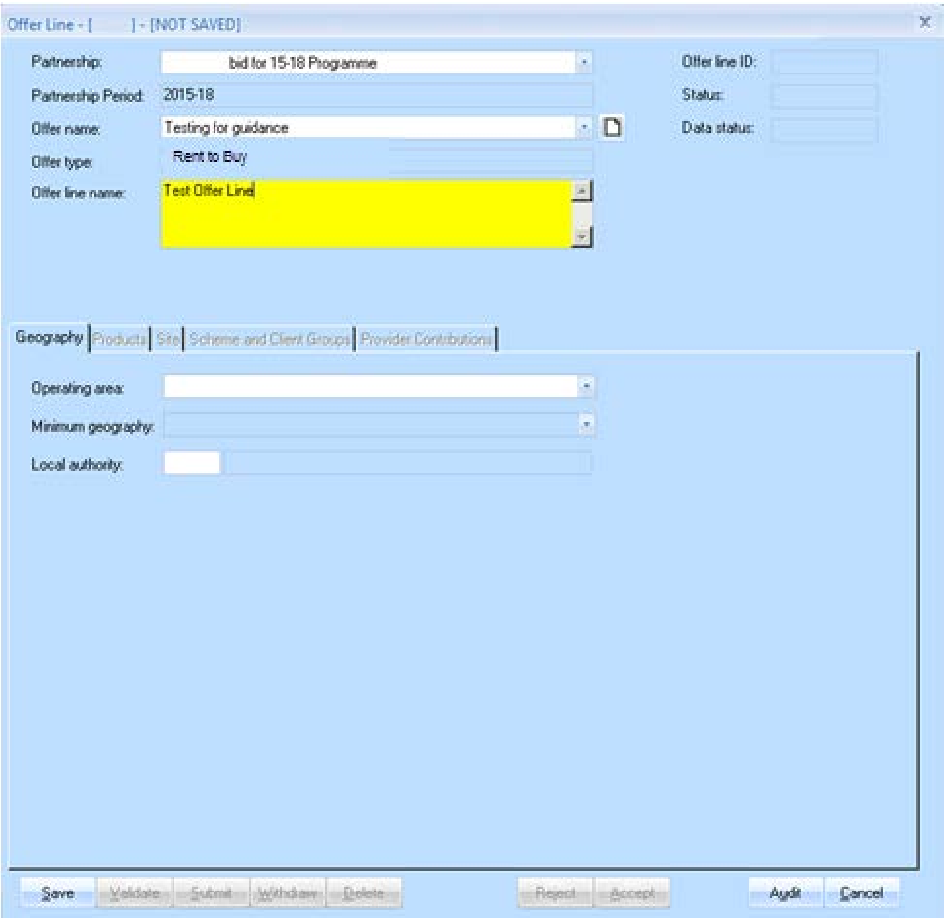
In the **Offer Screen** select the **Offer Line** button

The following **Offer Line** view is then displayed:



3.2 Select the Add  icon to create a new Offer Line record.

The following **Offer Line screen** will be displayed:



Offer Line screen

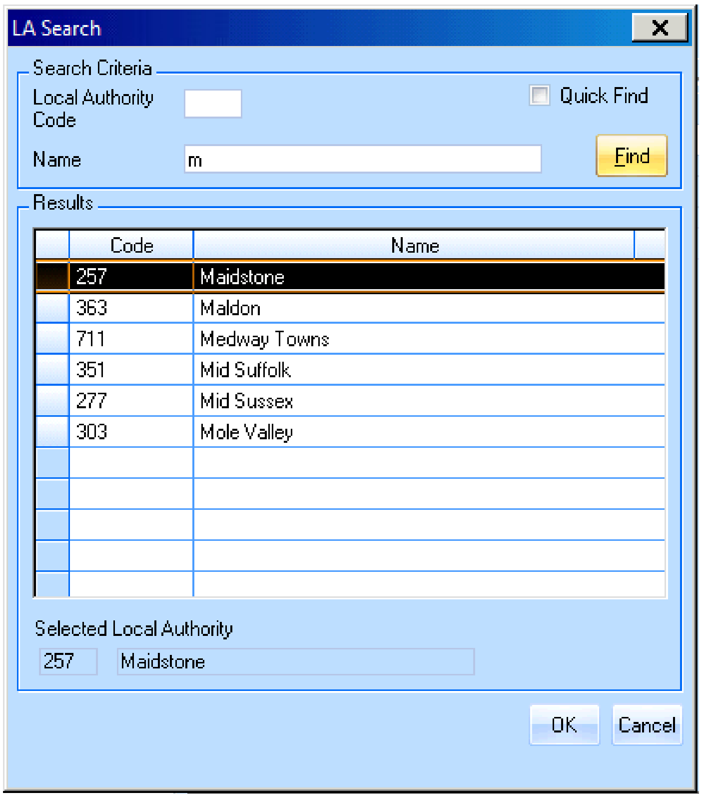
Providers must complete this screen as detailed below:

Field	Details
Partnership	Select the relevant 2015-18 Partnership from the drop-down menu.
Partnership Period	Auto generated as 2015-18 when a Partnership for that period is selected.
Offer name	Select the relevant offer from the drop-down menu.
Offer type:	Auto generated as **Rent to Buy** when a Rent to Buy Offer Name is selected.
Offer line name	Insert Offer Line name.

Offer Line screen – Geography Tab

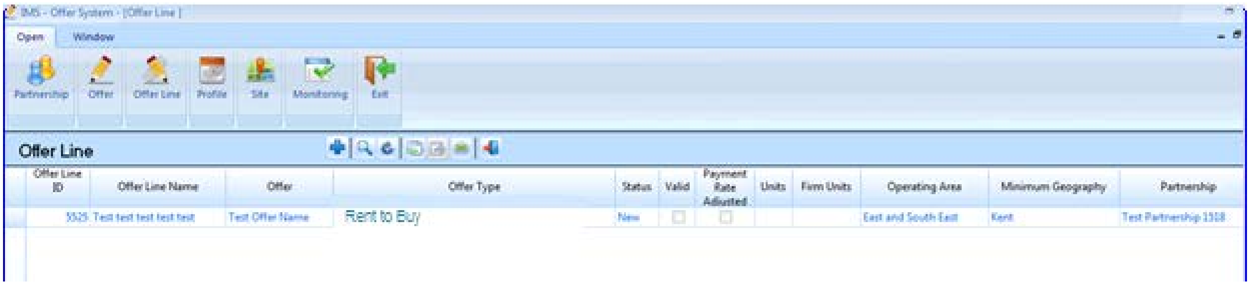
After completing the top part of the screen providers should complete the details in the **Geography tab** as detailed below:

Field	Details
Operating Area	Select the relevant HCA Operating Area from the drop-down menu
Minimum Geography	This field is auto generated upon the entry of the Local authority code (see below).
Local authority	Insert Local authority code. If this is not known right click in the box to open the **LA Search** screen (below) and search by code or name for the appropriate authority. When found highlight the appropriate row and click on **OK**.



After completing the **Geography tab** providers should then select **Save.**

Once the **Offer line screen** has been saved the **Offer Line record** will be created and it will then appear in the **Offer Line list** with a unique Offer Line ID number:

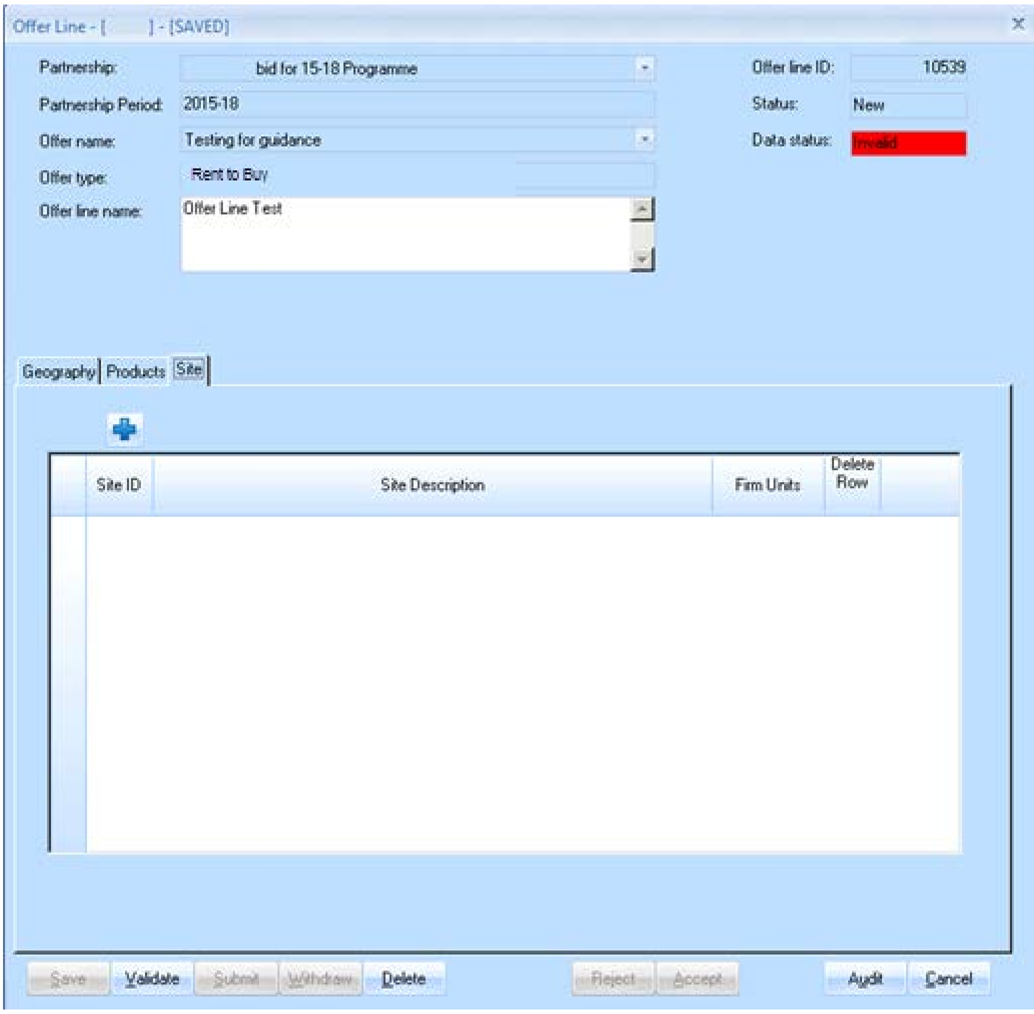


Offer System – Offer List view (showing a saved Offer Line)

The **Products** and **Site** tabs will now be available for data entry. As at least one site needs to be created for each offer line we recommend starting with the **Site** tab next.

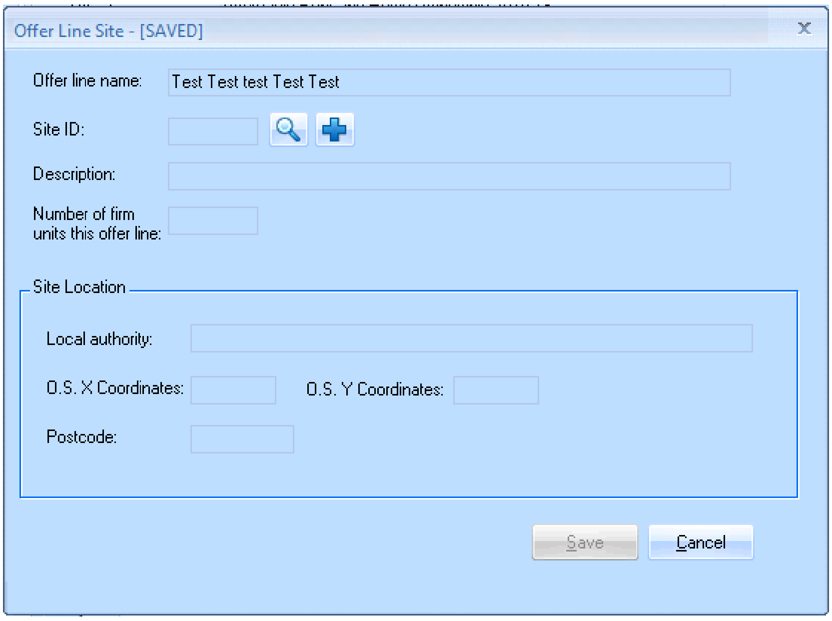
3.3 Add a Site in the Offer Line screen - Site tab

All offer lines with firm units must have at least one valid site defined. To set up or select a site, providers must first select the **Site tab** in the **Offer Line screen**.



Offer Line screen showing Site tab

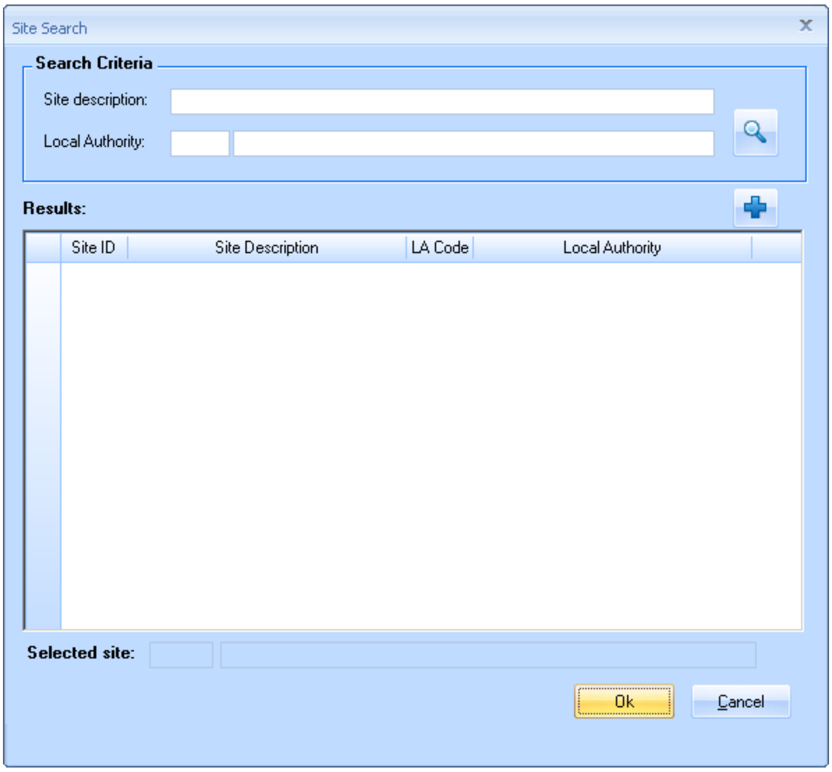
Providers must then select the **Add** icon to generate the **Offer Line Site screen**:



Offer Line Site screen

Select the icon to search for an existing site or use the icon to create a new one.

The following **Site Search** screen will be displayed when pressing the icon:



Site Search screen

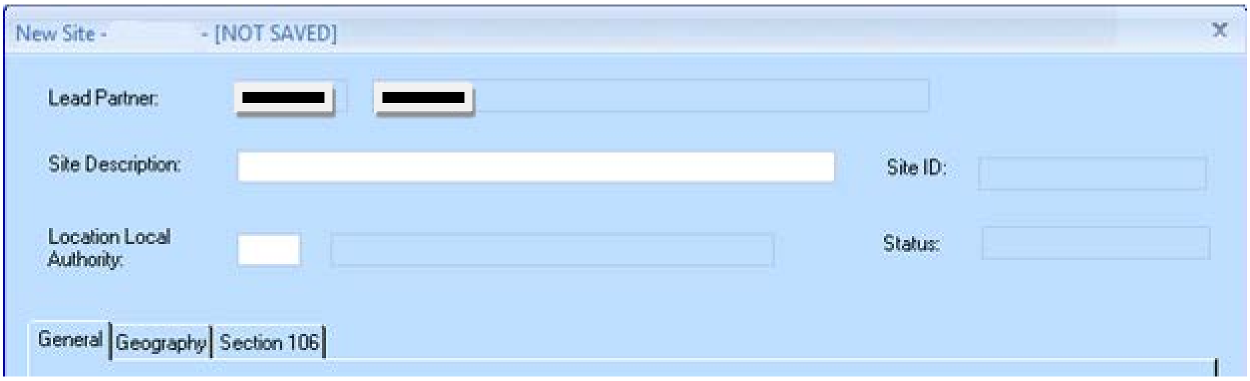
Providers can search for a previously entered site either by entering a site description or a local authority in the top two data fields and pressing the icon.

To add a new site select the **Add** Icon and the following **New Site** screen will be generated:

3.3.1 New Site screen

Providers must first complete the **Site Description** and **Location Local Authority** fields before selecting **Save**.

The site record will be created and the **General**, **Geography** and **Section 106** tabs will then become available.

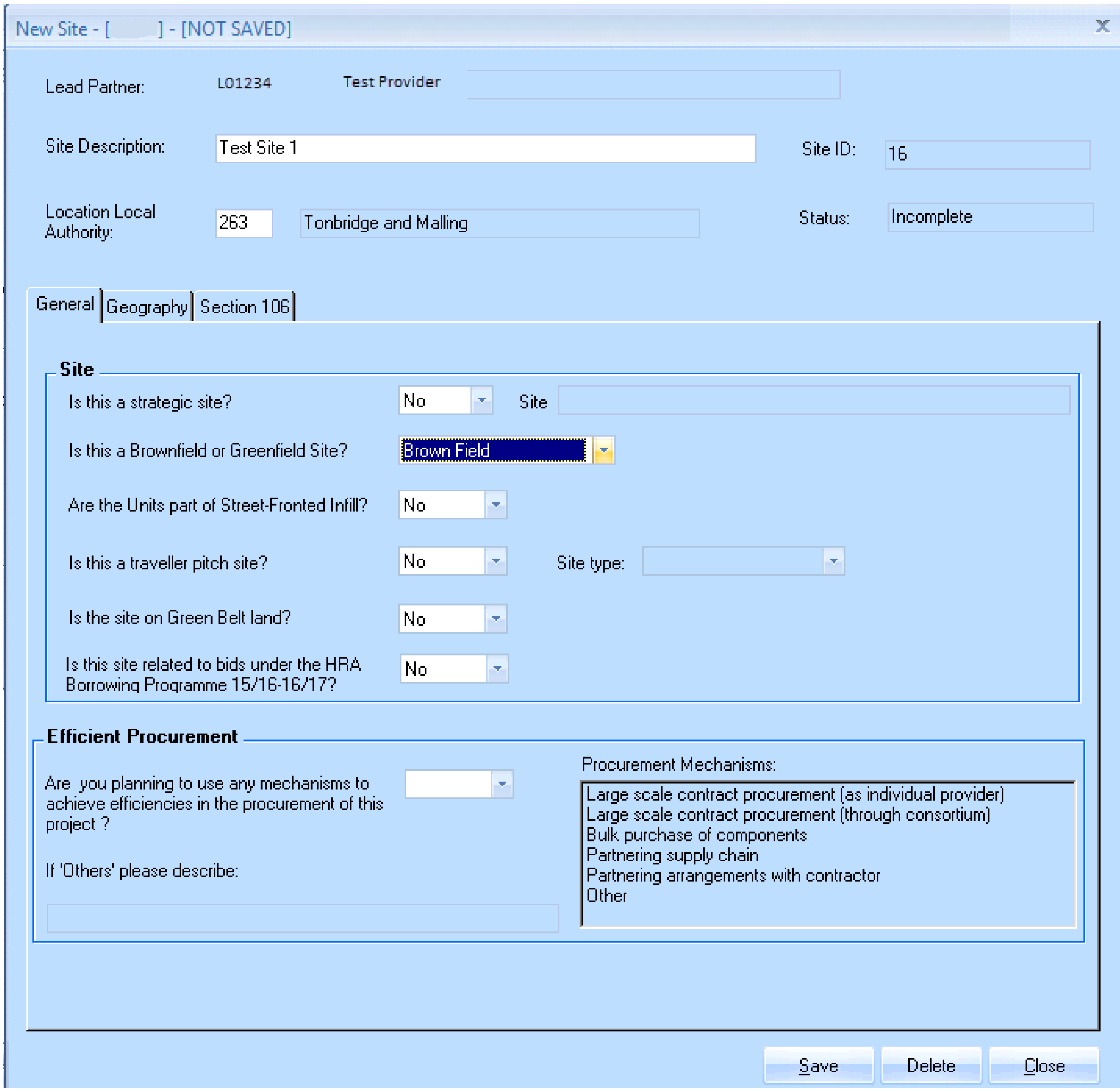


New Site screen

Providers must complete the screen as detailed below:

Field	Details
Site Description	Enter site description
Location Local Authority	Enter location local authority code – put cursor in field and right-click to access local authority search facility.

New Site Screen - General tab



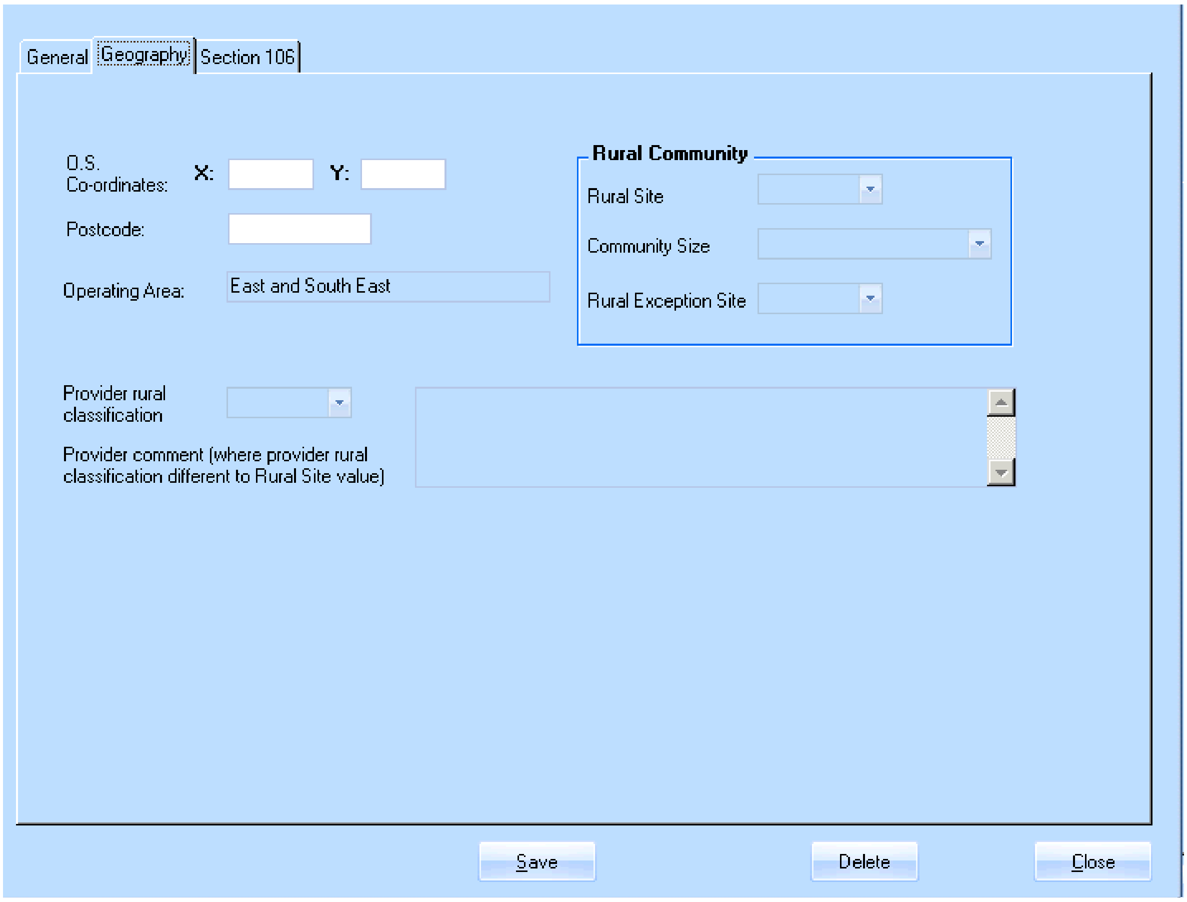
New Site Screen - General tab

Providers complete the screen as detailed below:

Field	**Details**
Is this a strategic site?	Yes/No
Site	Enabled if previous answer is 'Yes'
Is this a Brownfield / Greenfield site	Mandatory. Available entries are: • Greenfield • Brownfield • Not Applicable
Are the units part of street fronted infill?	Yes/No

Is this a traveller pitch site?	Yes/**No** – NOTE: Rent to Buy is not available for traveller sites
Is the site on Green Belt land	Mandatory. Yes / No
Is this site related to bids under the HRA Borrowing Programme 15/16-16/17?	Yes/**No** – NOTE: Rent to Buy is not available for sites under the HRA Borrowing Programme
Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?	Mandatory. Yes/ No If Yes, please select from the list available, one or more are selectable. If 'Other' is selected please type in a description.

New Site Screen - Geography tab



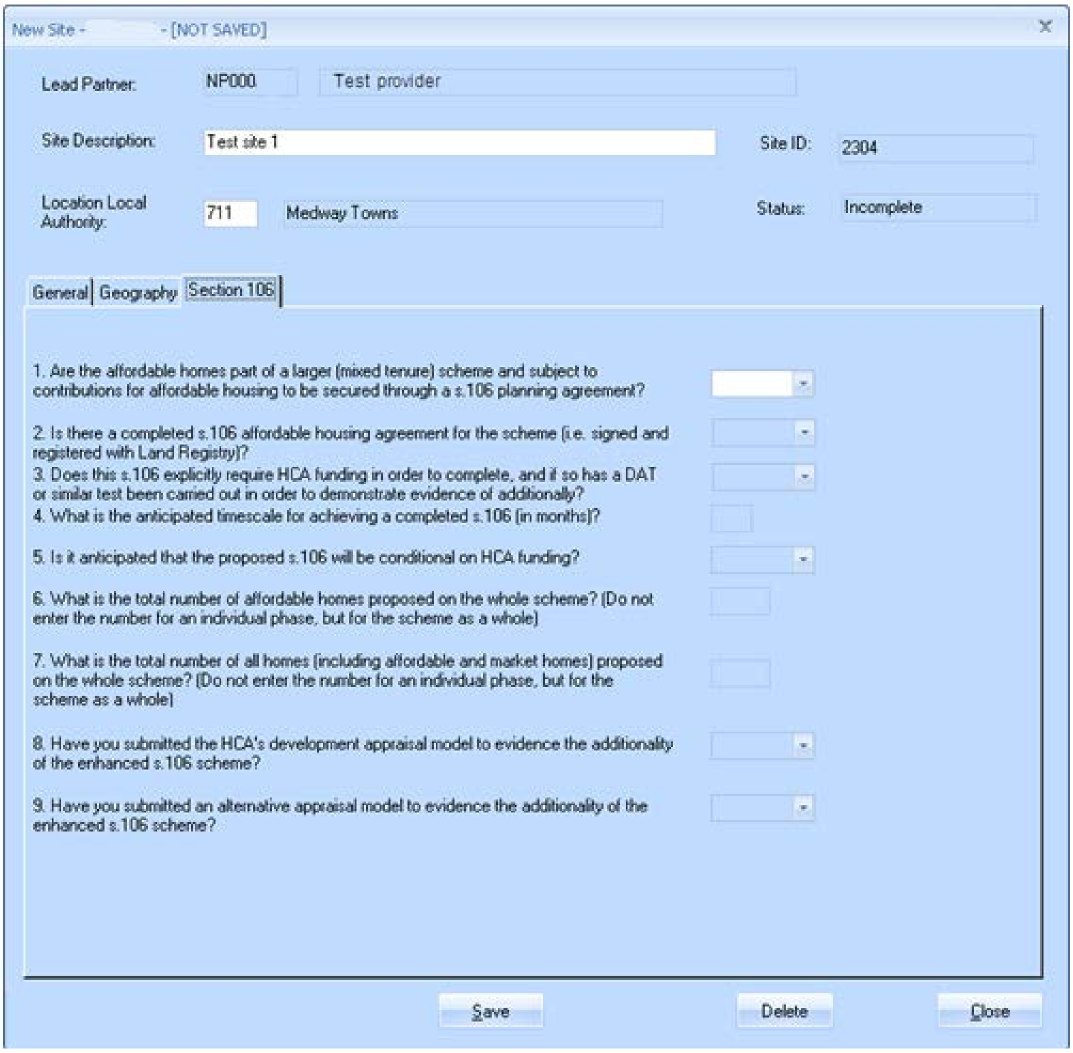
New Site Screen - Geography tab

Providers complete the screen as detailed below:

Field	Details
OS Co-ordinates X & Y	Mandatory.
Postcode	Not mandatory.
Rural Site / Community Size / Rural Exception Site	These are determined from the HCA's Spatial Intelligence system based around the supplied OS Co-ordinates.

Rural Exception Site	Mandatory. Yes/No
Provider rural classification.	Mandatory if a rural site is determined. Yes /No. Provider should enter Yes if they wish to challenge the rural information auto-populated from the OS co-ordinates.
Provider comment (where provider rural classification different to Rural Site value)	Mandatory if 'No' selected for 'Provider rural classification' is marked as 'No'

New Site Screen - Section 106 tab



New Site Screen - Section 106 tab

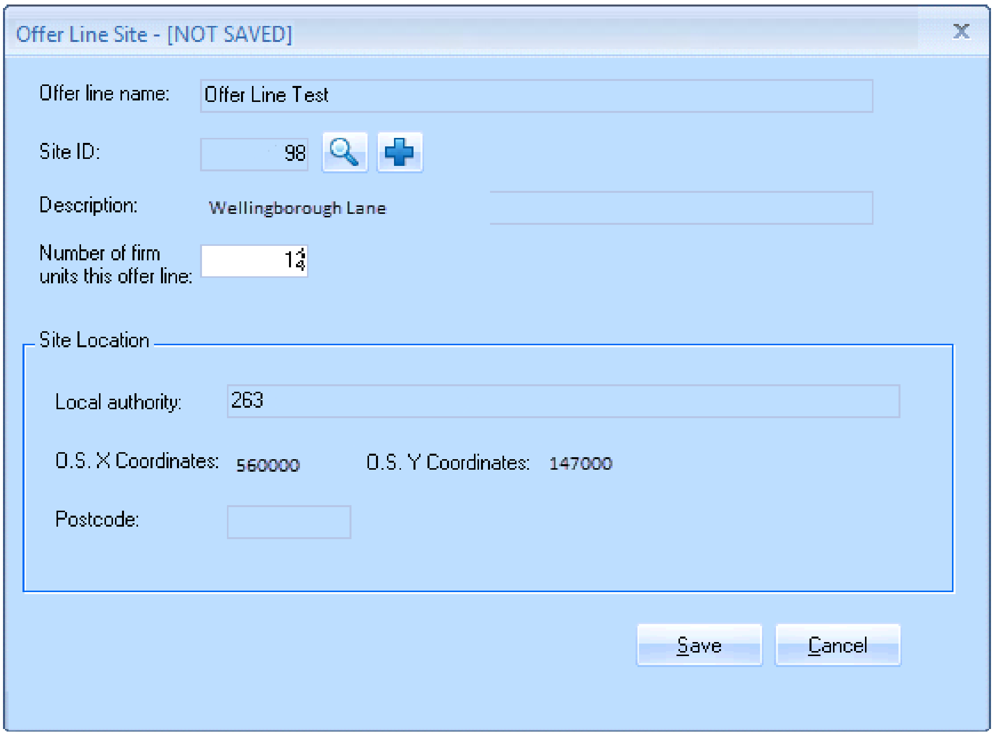
Providers complete the screen as detailed below:

Field	Details
Q1 – Are the affordable homes part of a larger (mixed tenure) scheme and subject to contributions for affordable housing to be secured through a S.106 housing agreement?	Mandatory

Q2 – Is there a completed S.106 housing agreement for the scheme (i.e. signed and registered with the Land Registry)?	Not editable if Q1 = ‘No’; otherwise mandatory.
Q3 – Is the completed S.106 conditional upon HCA funding?	Not editable if Q1 = ‘No’; otherwise mandatory.
Q4 – What is the anticipated timescale for achieving a completed S.106 (in months)?	Numeric. Not editable if Q1 = ‘No’ or Q2 = ‘Yes’; otherwise mandatory. $0 < Q4 \leq 99$
Q5 – Is it anticipated that the proposed S.106 will be conditional on HCA funding?	Not editable if Q1 = ‘No’ or Q2 = ‘Yes’; otherwise mandatory
Q6 – What is the total number of affordable homes on the whole scheme? (Do not enter the number for an individual phase but for the scheme as a whole)	Numeric. Not editable if Q1 = ‘No’; otherwise mandatory $0 < Q6 \leq 9999$
Q7 – What is the total number of all homes (including affordable and market homes) proposed for the whole scheme? (Do not enter the number for an individual phase but for the scheme as a whole)	Numeric. Not editable if Q1 = ‘No’; otherwise mandatory $Q6 \leq Q7 \leq 9999$
Q8 – Have you submitted the HCA’s development appraisal model to evidence the additionality of the enhanced S.106 scheme?	Not editable if Q1 = ‘No’; otherwise mandatory
Q9 - Have you submitted an alternative appraisal model to evidence the additionality of the enhanced S.106 scheme?	Not editable if Q1 = ‘No’ or Q8 = ‘Yes’; otherwise mandatory.

After completing and saving this last screen, providers will be taken back to the **Offer Line Site** screen.

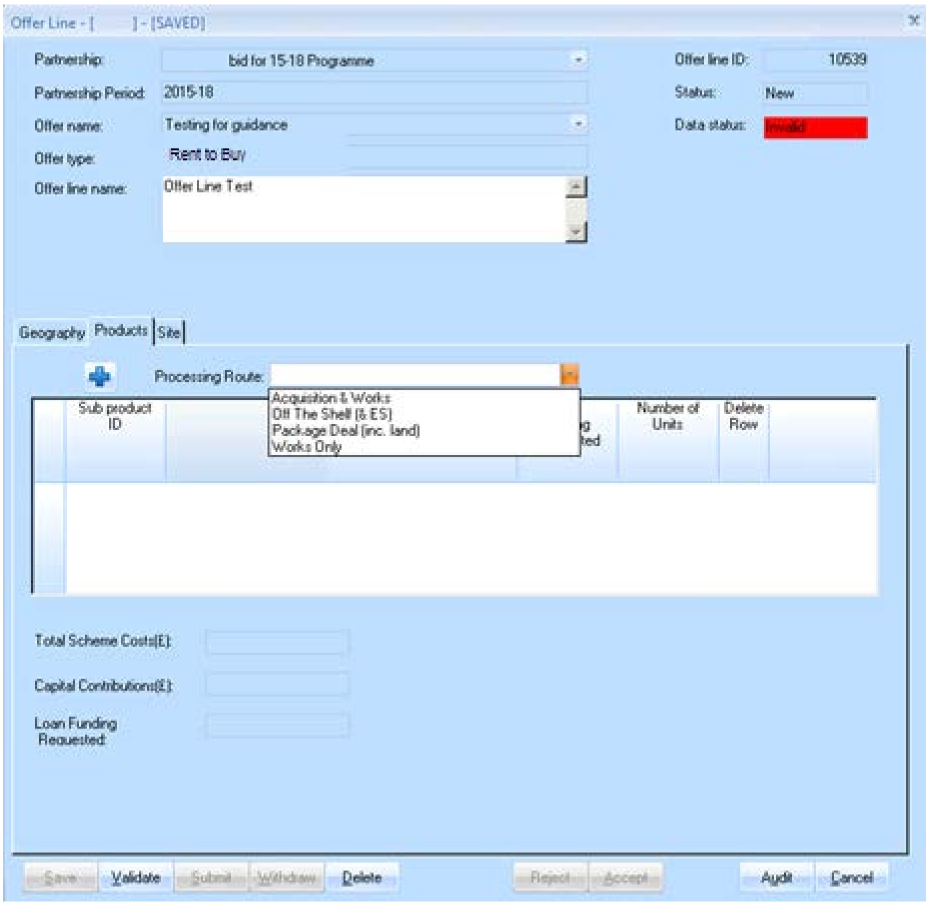
All the details will be auto-populated apart from the **Number of firm units this Offer Line** field which providers would need to complete before pressing on **Save**.



Offer Line Site screen – after site details entered

3.4 Offer Line screen - Products tab

The **Products tab** is shown below**:**



The Offer Line screen – showing Products tab

The **Processing Route** must be selected first and the screen saved before any further information can be entered.

Only one **Processing Route** can be selected for each Offer Line.

Separate Offer Lines must be created for each processing route.

Field	**Details**
Processing route	Select from the types available. • Acquisition & Works • New Build Works Only • Off The Shelf (& ES) • Package Deal (inc.Land)
Sub Product table	**Use the Add icon in the Products tab to input at least one Sub product line beneath the Offer Line (see next section below)**

Total Scheme Costs (£)	Auto generated from the data entered at Sub Product level.
Provider Contributions (£)	Auto generated from the data entered at Sub Product level.
Funding Requested (£)	Auto generated from the data entered at Sub Product level.

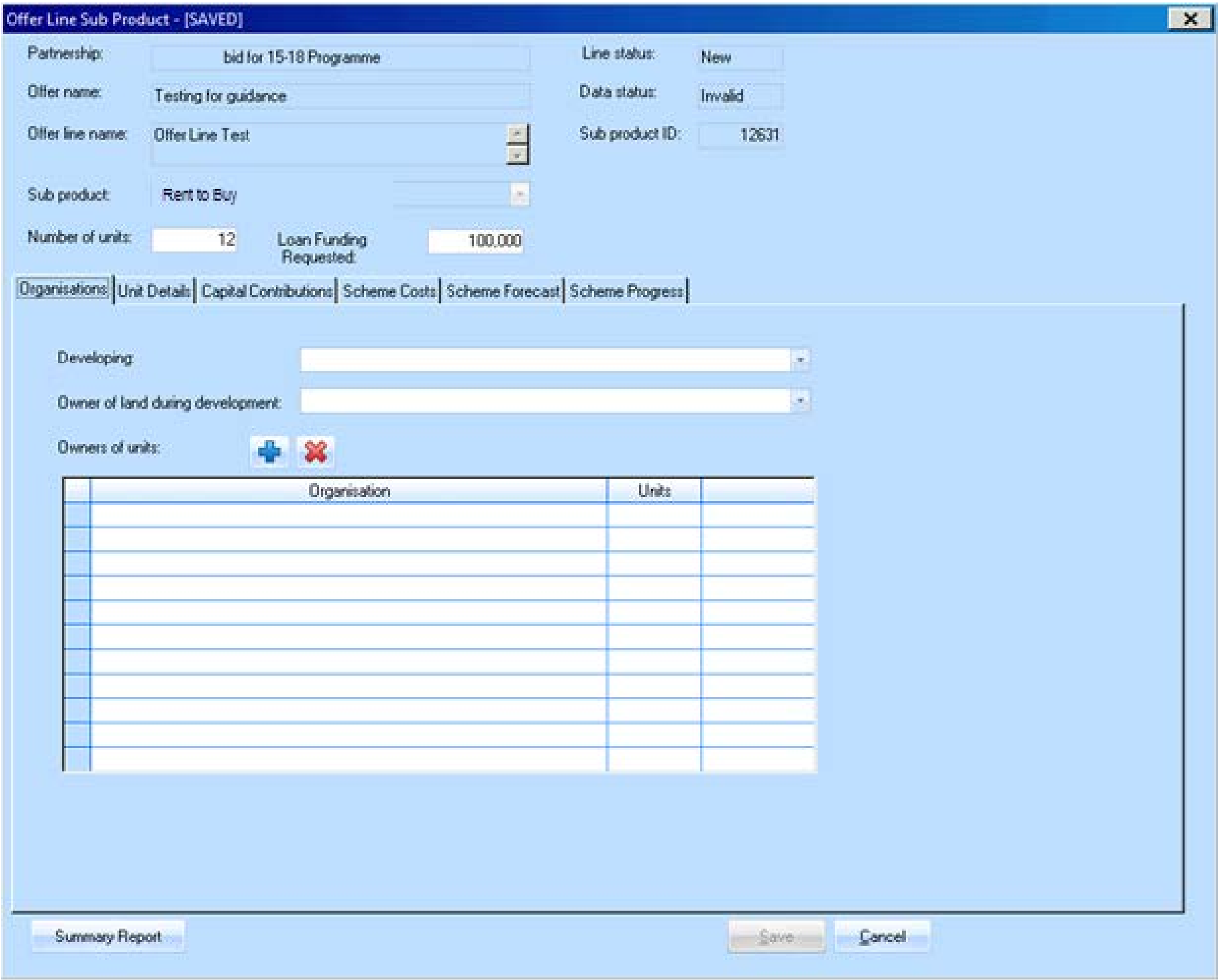
3.5 Add a Sub Product line beneath the Offer Line.

At least one Sub Product line must be added beneath each Offer Line.

Providers are advised to enter the relevant site details (See **section 3.3** for guidance on how to set up a Site) before setting up the corresponding firm sub-products as this will save time if there is any incongruous data between the data entered at the site and sub-products levels.

Select the Add  Icon and the Offer Line Sub product screen overleaf will be generated:

Offer Line Sub Product screen



Offer Line Sub Product screen (limited data entered)

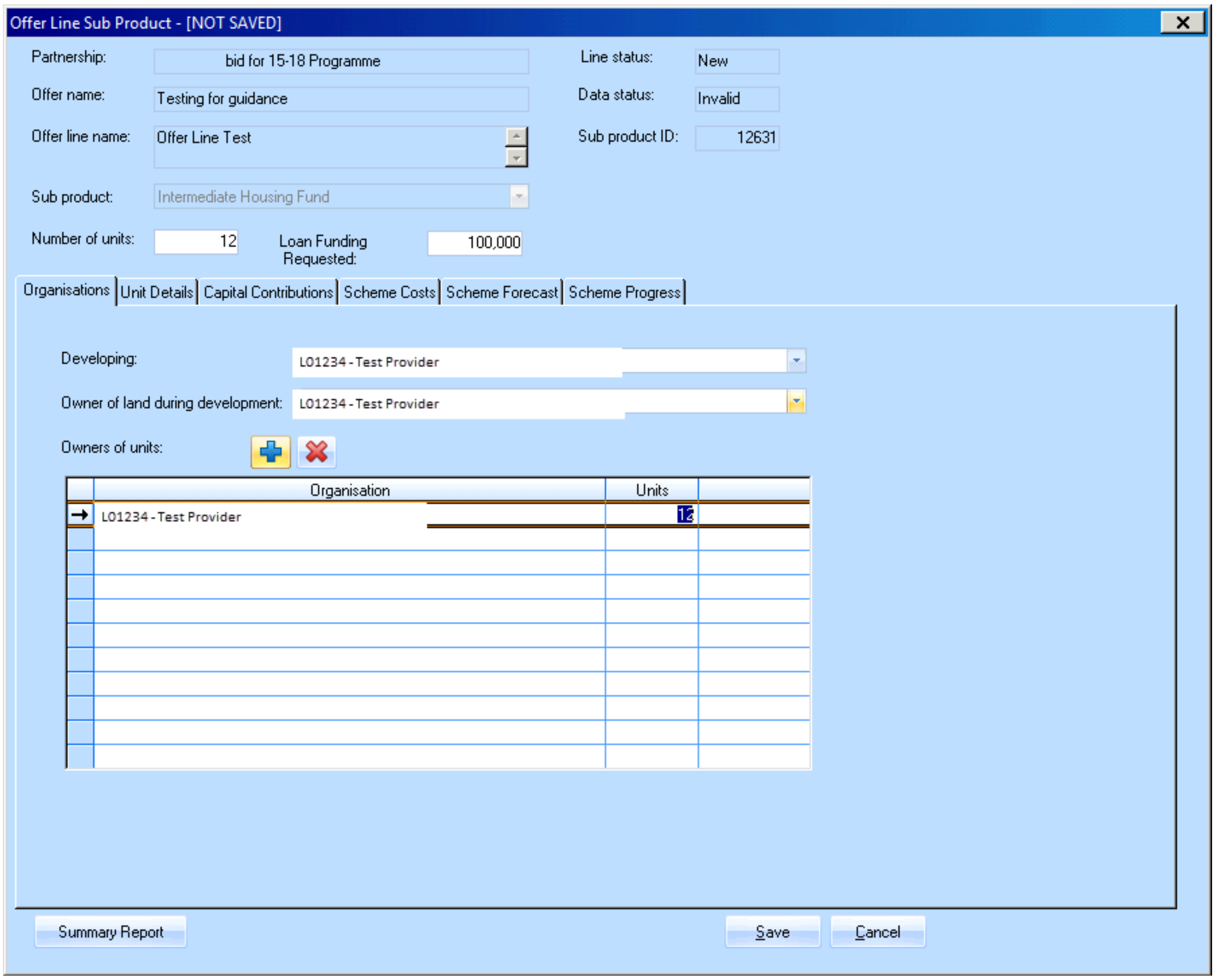
Providers are required to complete the screen as detailed below:

Field/Table	**Details**
Partnership	Auto-generated field
Offer name	Auto-generated field
Offer line name	Auto-generated field
Sub Product	Select either **Rent to Buy**.
Number of units	Mandatory – enter number of units in Sub Product.
Loan Funding requested	Enter the amount of Loan Funding Requested in Pounds (£)

Once the entered data into the available fields has been completed, select **Save** to create the Sub Product record. The tabs described in the following pages are now available to complete.

3.5.1 Organisation tab

This screen allows providers to specify which partners within their partnership will be developing, owning the land during the development and the units after completion for this particular sub-product.



Offer Line Sub Product screen showing Organisations tab

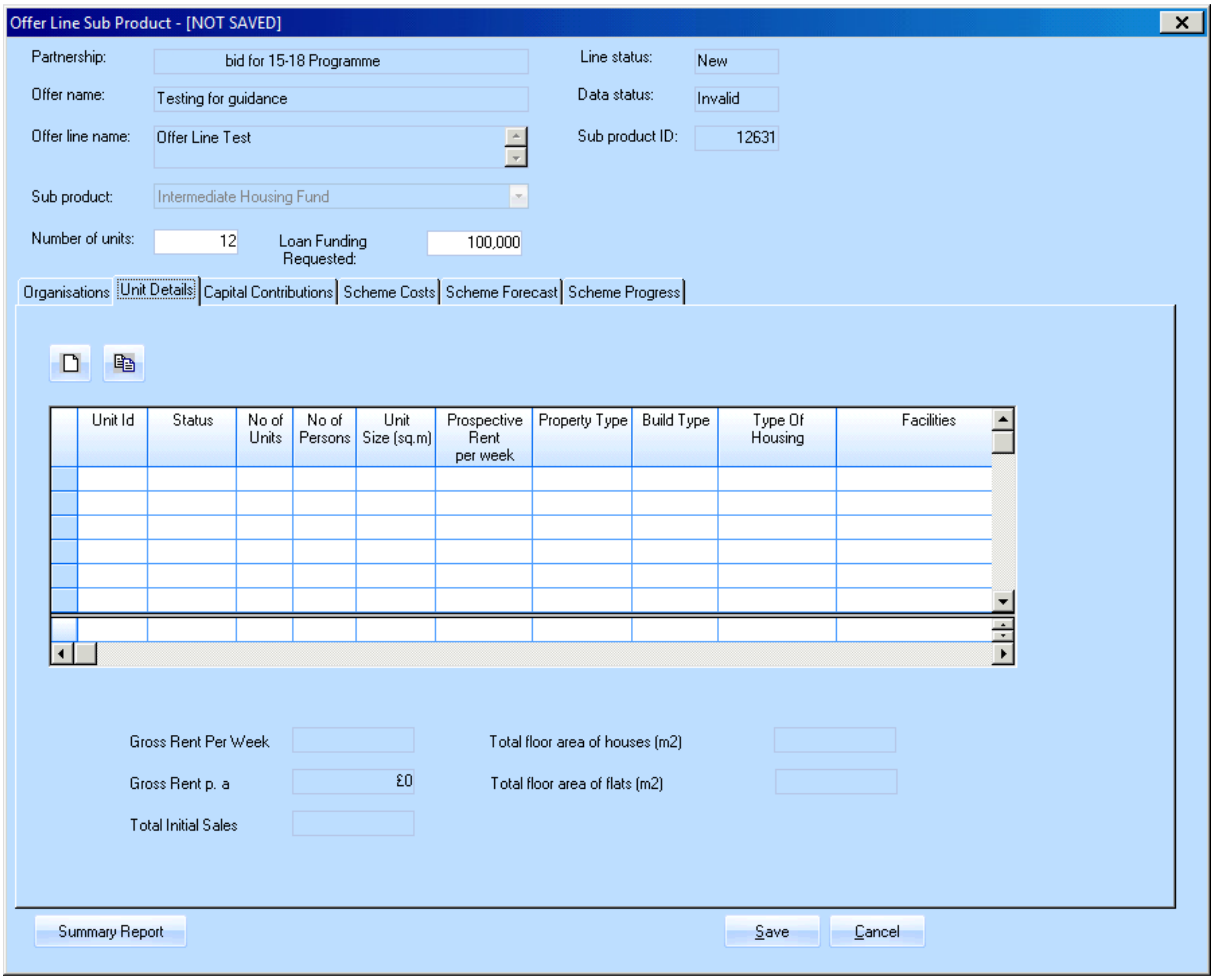
Select the appropriate **Developing** and **Owners of land during development** from the dropdown list.

Note: These lists are populated from the information entered when creating a Partnership. If there are no organisations presented, or you wish to add different organisations to the list, go back and edit the Partnership (section 1).

To add **Owners of units** select the add Icon and select the organisation required, then enter in the number of units they will own. More than one owner can be listed.

3.5.2 Unit Details tab

This screen allows providers to enter the details of all units to be developed.

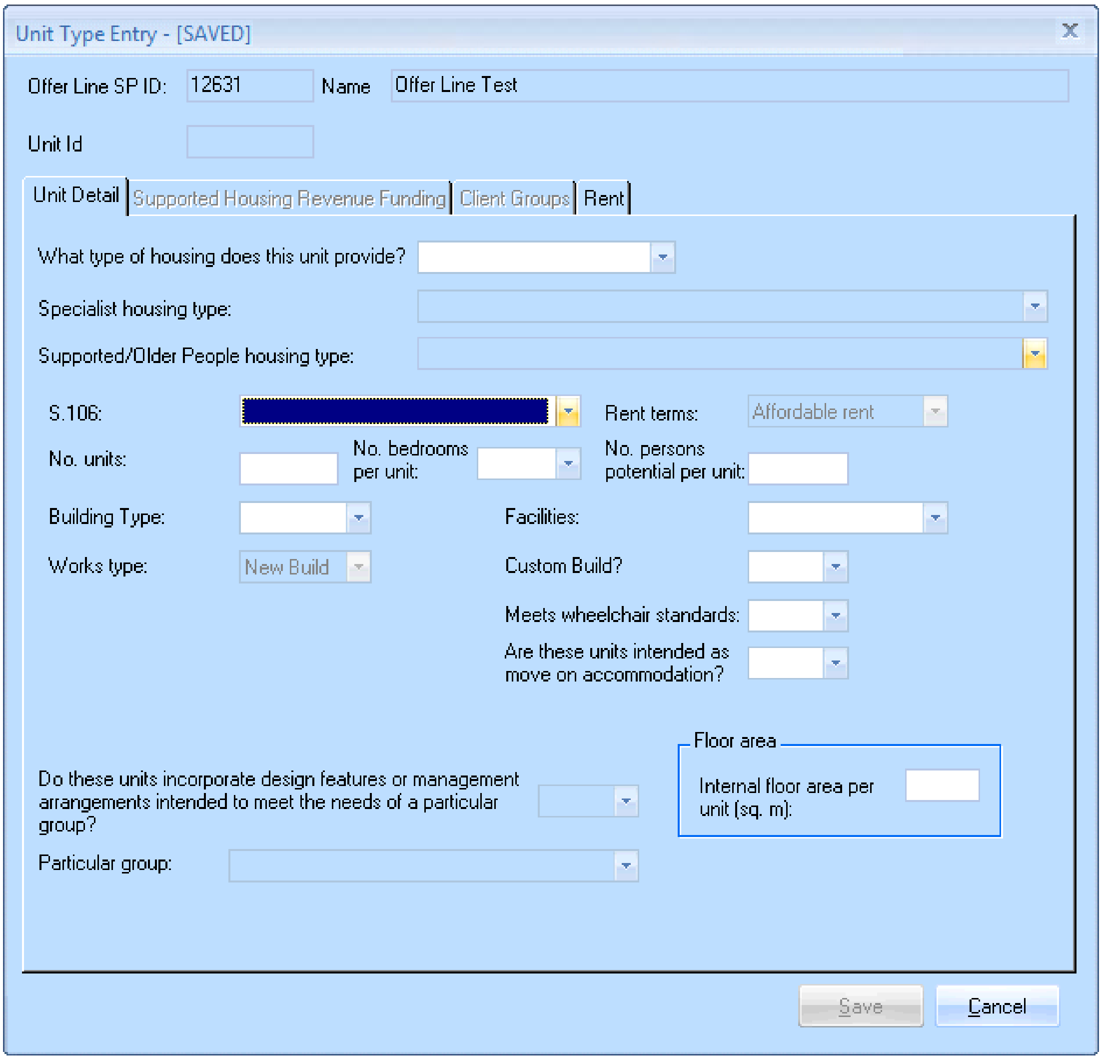


Offer Line Sub Product screen showing Unit Details tab

To add unit details select the new icon to display the **Unit Type Entry** Screen

Unit Details Tab - Unit Details

Providers must complete the **Unit Detail** tab first. If the answer to the question **'What type of housing does this unit provide?'** on the **Unit Details** screen is 'Supported Housing', providers will be required to complete both the **Client Group** and **Supported Housing Revenue** tabs.



Offer Line Sub Product screen showing Unit Detail tab

Providers must complete this screen as detailed below:

Field	**Details**
Offer Line SP ID and Name	Auto populated
Unit ID	Auto populated
What type of housing does this unit provide?	Select from: • General Needs • Supported Housing • Older People (If the housing is supported housing for older people, select Older

	People NOT Supported Housing.
Specialist housing type	Mandatory if Supported Housing or Older People is selected above. Select from the list provided
Supported/Older People housing type	Mandatory if Supported Housing or Older People is selected above. Select from the list provided.
S.106	*See S.106 rules table below*
Rent terms	Mandatory. Select either **Affordable Rent** or **Social Rent**
No of units	Enter a value
No. of bedrooms per unit	Enter a value
No. of persons potential per unit	Enter a value
Building type	Select a value from Bedsit, Flat, House, Maisonette and Bungalow
Facilities	Select a value from Shared, Self Contained or a mix of Self Contained and Shared
Works type	Auto populated to New Build
Custom build?	Select 'Yes' or 'No'
Meets wheelchair standards	Select 'Yes' or 'No'
Do these units incorporate design features or management arrangements intended to meet the needs of a particular group?- Applicable if 'General Needs' is selected	Select 'Yes' or 'No'
Particular group: - Applicable if the 'Do these units incorporate…' is answered as 'Yes'	Select a value from BME Community, Disabled People, Faith Groups, People at risk of domestic violence and Young or Older People.
Floor area	Total unit size (m^2) per unit. This should be the gross internal floor area, not including communal areas. The size of communal areas will be picked up at the scheme stage.

S106 rules

1) If the Offer line has been linked to a site IMS will automatically populate this field as follows:
   a) Site set up as a S.106 site.
      i) If the provider has set the **Funding requested** to zero then IMS will automatically populate this field as **Nil Grant S106**.
      ii) If the provider has set the **Funding requested** to greater than zero then IMS will automatically populate this field as **S106 Requiring Grant**.
   b) Site not set up as S.106 site:
      i) Whether the provider has set the **Funding requested** to zero or greater than zero then IMS will automatically populate this field as **Not S.106 Unit**.

2) If the Offer line has not yet been linked to a site this field should be completed now.
   a) If £0 (zero) has been entered under **Funding requested** select either
      i) Not S106 units
      i) Nil grant S106 units
   b) If an amount greater than £0 has been entered under **Funding requested** select either
      i) Not S106 units
      ii) S106 units requiring grant

Offer Line Validation for Firm offer lines

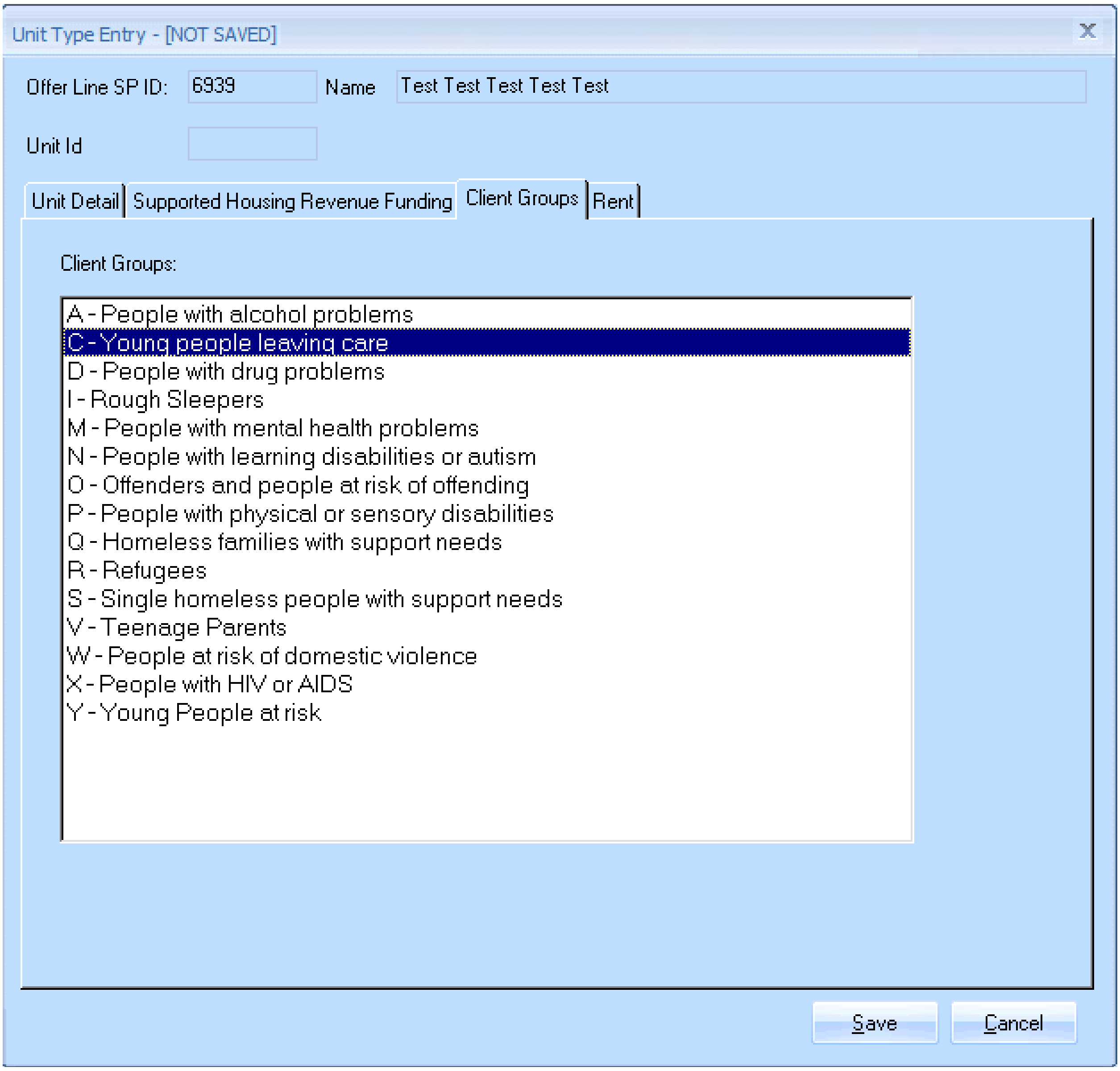
On validation, the system will enforce the rules above again. If the selected S106 data does not match the site, the user will be obliged to correct the unit data before the offer line can be validated.

This caters for where:

1) User switches between Sites and this changes the S106 characteristic
2) User changes from £0 to > £0 for **Funding requested**.

Unit Details Tab - Client Groups

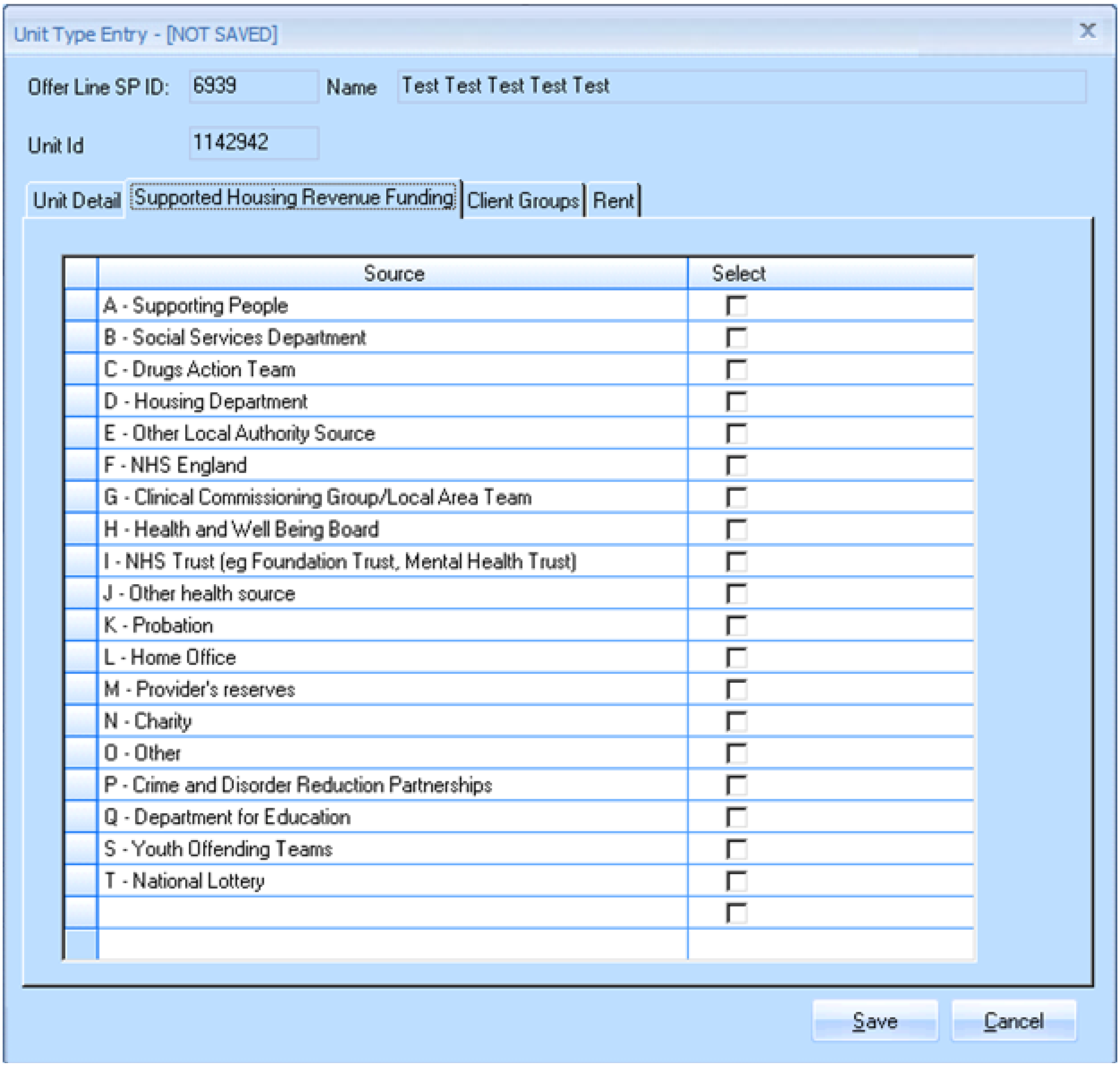
Providers must select one client group from the available list if they select **Supported Housing** as an answer to the question **'What type of housing does this unit provide?'** on the **Unit Details** screen.



Offer Line Sub Product screen showing Client Group tab

Unit Details Tab - Supported Housing Revenue Funding

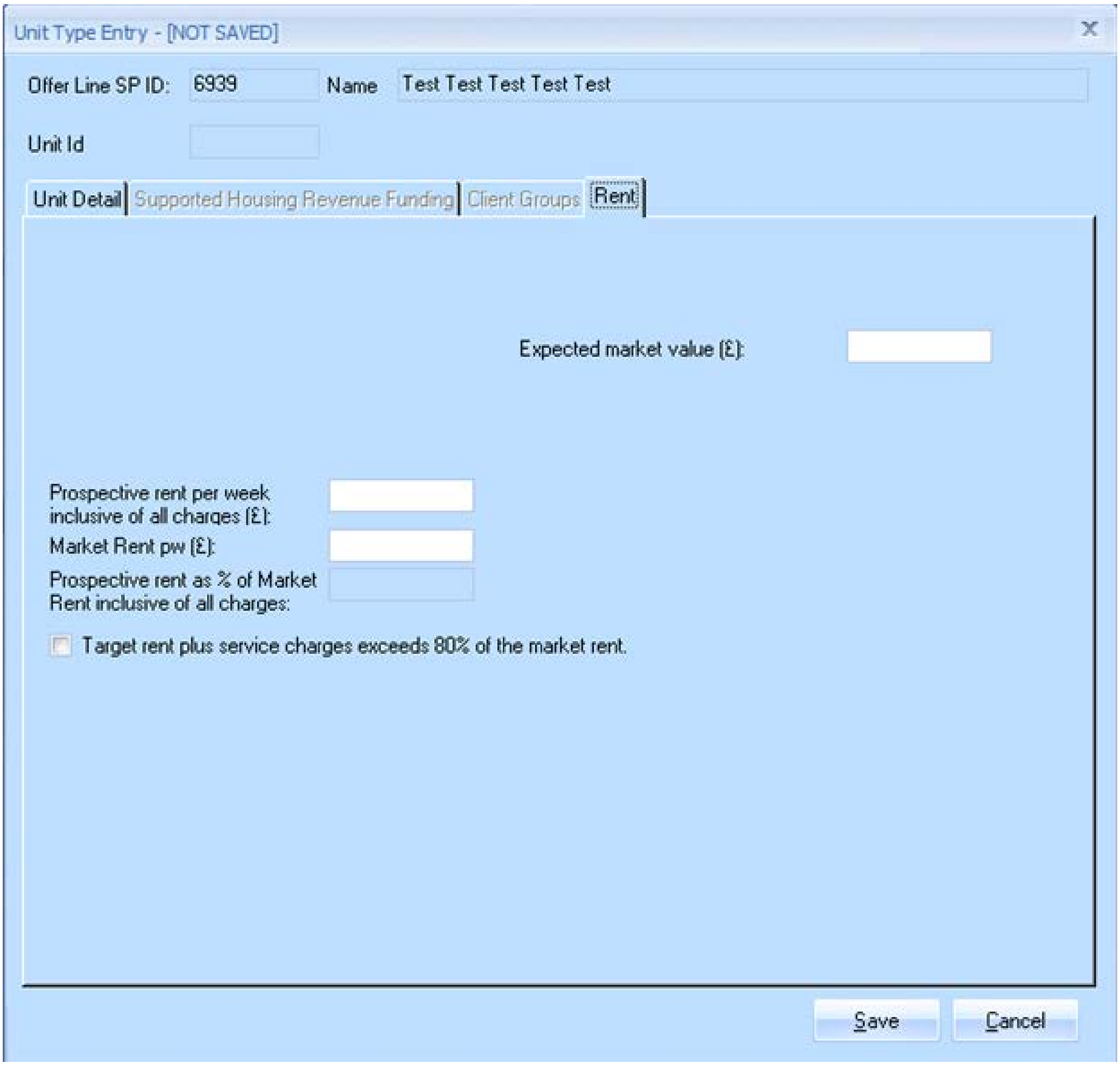
Providers must select one or more revenue funding sources if they select **Supported Housing** as an answer to the question **'What type of housing does this unit provide?'** on the **Unit Details** screen. If the revenue funding has not yet been secured, the provider should select the expected source of funding.



Offer Line Sub Product screen showing Supported Housing Revenue Funding tab

Unit Details Tab - Rent tab

This screen is only shown if providers have selected **Affordable Rent** as the sub-product.



Offer Line Sub Product screen showing Rent tab

Providers should complete this screen as detailed below:

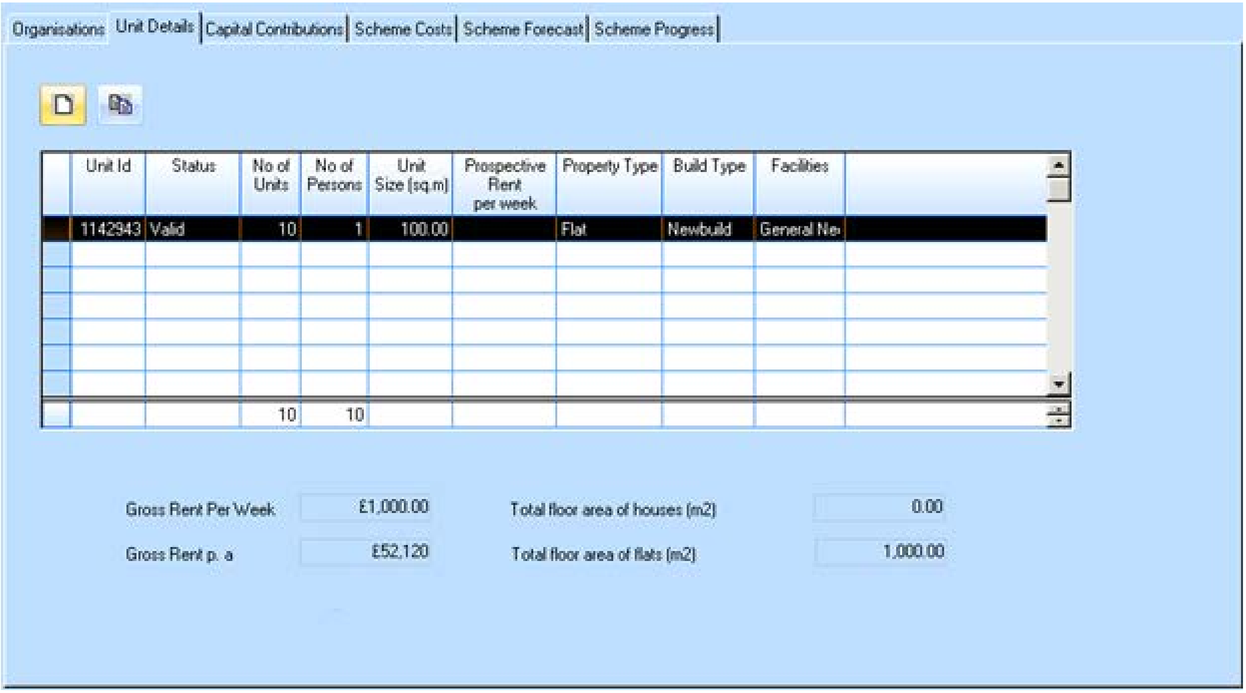
Field	Details
Expected market value	Enter value in Pounds (£)
Prospective rent per week inclusive of all charges	Enter value in Pounds (£)
Market Rent pw	Enter value in Pounds (£)
Prospective rent as % of Market Rent of all charges	Enter value in Pounds (£)
Target rent plus service charges	Tick this box when this statement applies.

exceeds 80% of the market rent	

After each unit tab has been completed, providers must select **Save** to save the unit entry to the **Unit Details** table. Complete a **Unit Type Entry** screen for each different type of unit to be submitted under the same sub product.

On the **Unit Details** screen the values for the summary fields are populated based on the information entered for each unit type, these are

- Gross Rent per Week (£)
- Gross Rent per annum (£)
- Total floor area of houses (m²)
- Total floor area of flats (m²)

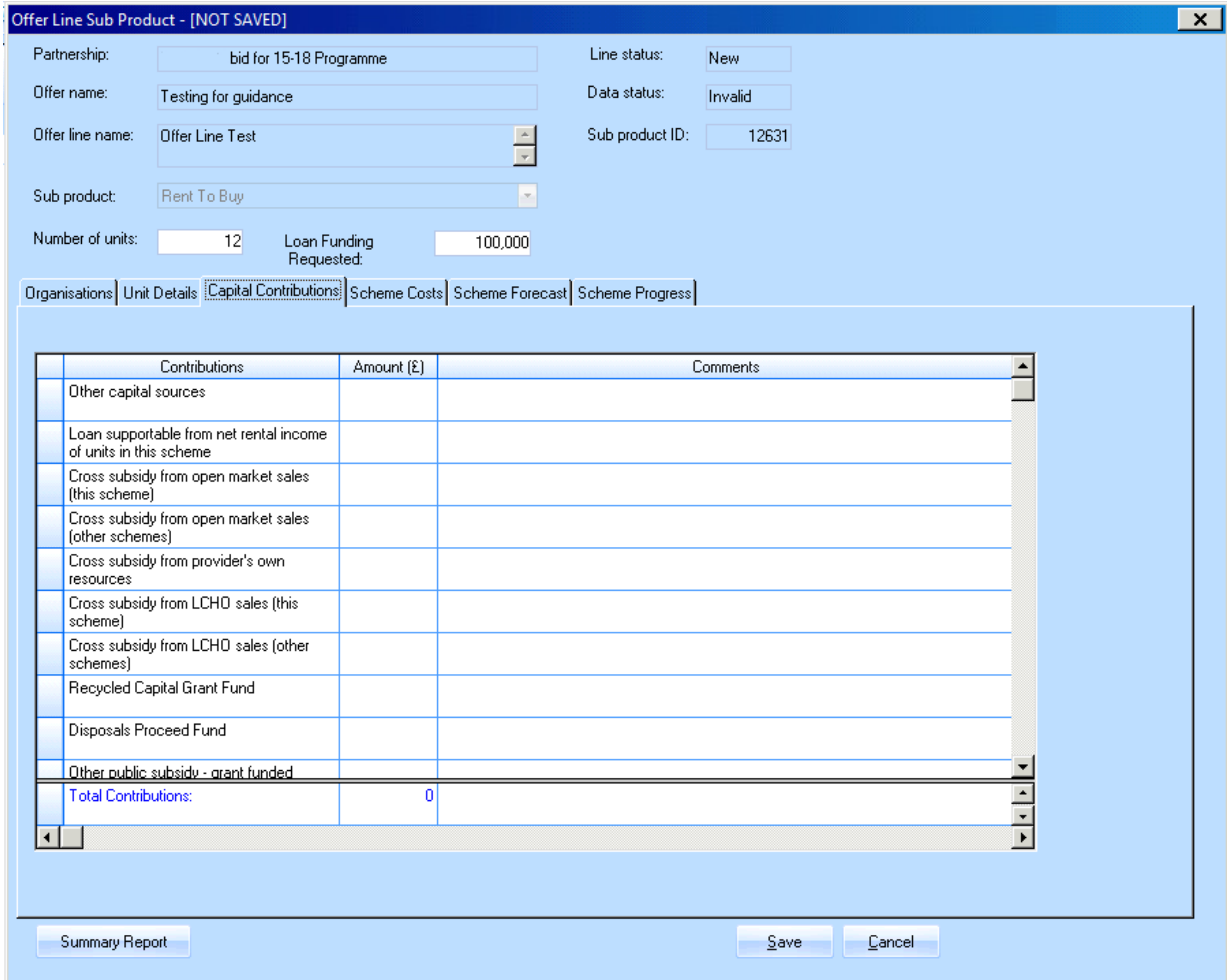


3.5.3 Capital Contributions tab

Contribution details entered in this screen feed into the main contributions screen at the Offer stage (see Section 2.2).

The HCA expect all provider bids to achieve a nil surplus/deficit with costs balancing with capital contributions.

Developers should only enter any income that is funding costs in addition to the Transfer Price plus HCA funding.



Offer Line Sub Product screen showing Capital Contributions tab

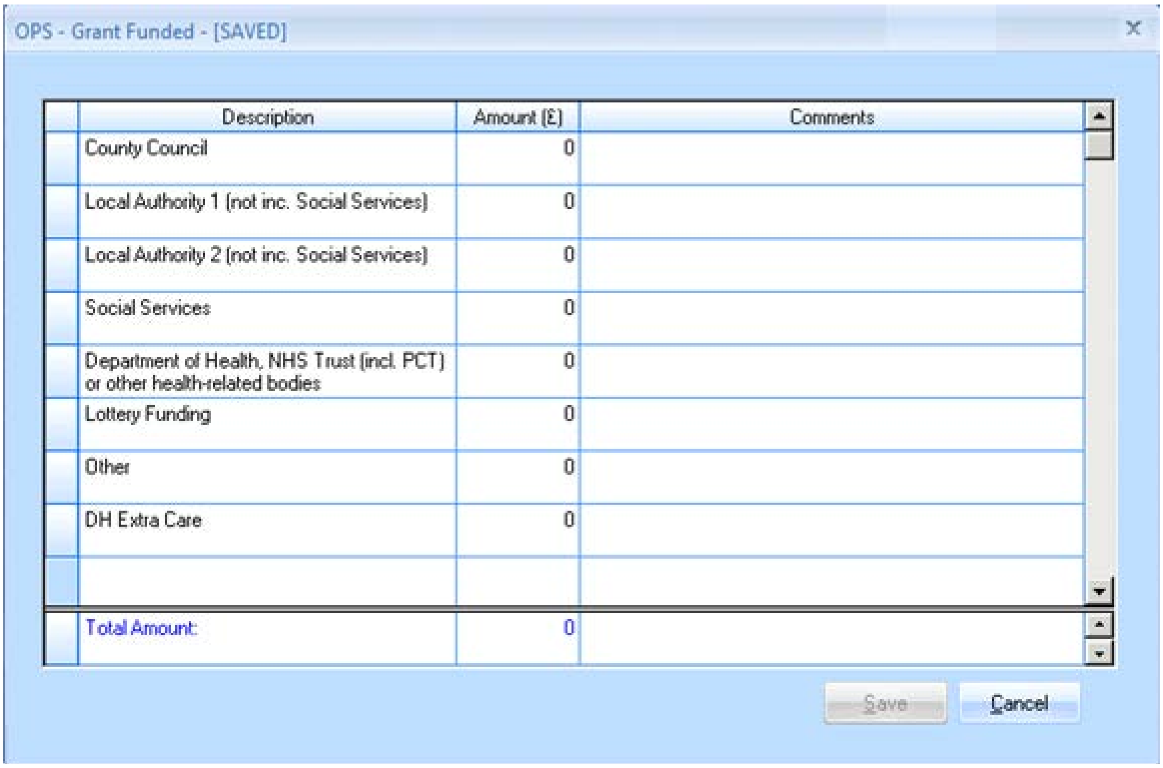
Providers should complete this screen as detailed below:

Field	Details
Other Capital Sources	The contribution to this scheme which is coming from other external funding sources.
Loan Supportable from net rental income of units in this scheme	Value of borrowing capacity from the rents for this scheme.
Cross subsidy from open market sales (this scheme)	Value of cross subsidy from new build market sale development within this scheme only.

Cross subsidy from open market sales (other schemes)	Value of cross subsidy from new build market sales from other schemes.
Cross subsidy from providers own resources	Value of provider's own resources used within the scheme.
Cross subsidy from LCHO Sales (this scheme)	Value of cross subsidy from LCHO sales directly generated from the scheme itself. However, if there are rented and sale elements to the scheme, we would not expect to see a negative figure for the sale scheme and a corresponding positive figure in the rented scheme.
Cross subsidy from LCHO Sales (other schemes)	Value of cross subsidy from LCHO sales achieved from other schemes.
Recycled Capital Grant Fund	The contribution to this particular scheme which is being funded 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]*
Disposals Proceed Fund	The contribution to this particular scheme which is funded 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 (RTAA) and Social HomeBuy (SHB) procedures]*
Other Public Subsidy – grant funded	Double click on this line to open the **OPS – Grant Funded** screen (see below) to select source(s). This field will display the total amount of all sources entered in the **OPS – Grant Funded** screen.

OPS – Grant Funded

Providers should enter a value against all relevant sources and a corresponding comment (not mandatory).


OPS - Grant Funded - [SAVED]

Description	Amount (£)	Comments
County Council	0	
Local Authority 1 (not inc. Social Services)	0	
Local Authority 2 (not inc. Social Services)	0	
Social Services	0	
Department of Health, NHS Trust (incl. PCT) or other health-related bodies	0	
Lottery Funding	0	
Other	0	
DH Extra Care	0	
Total Amount:	0	

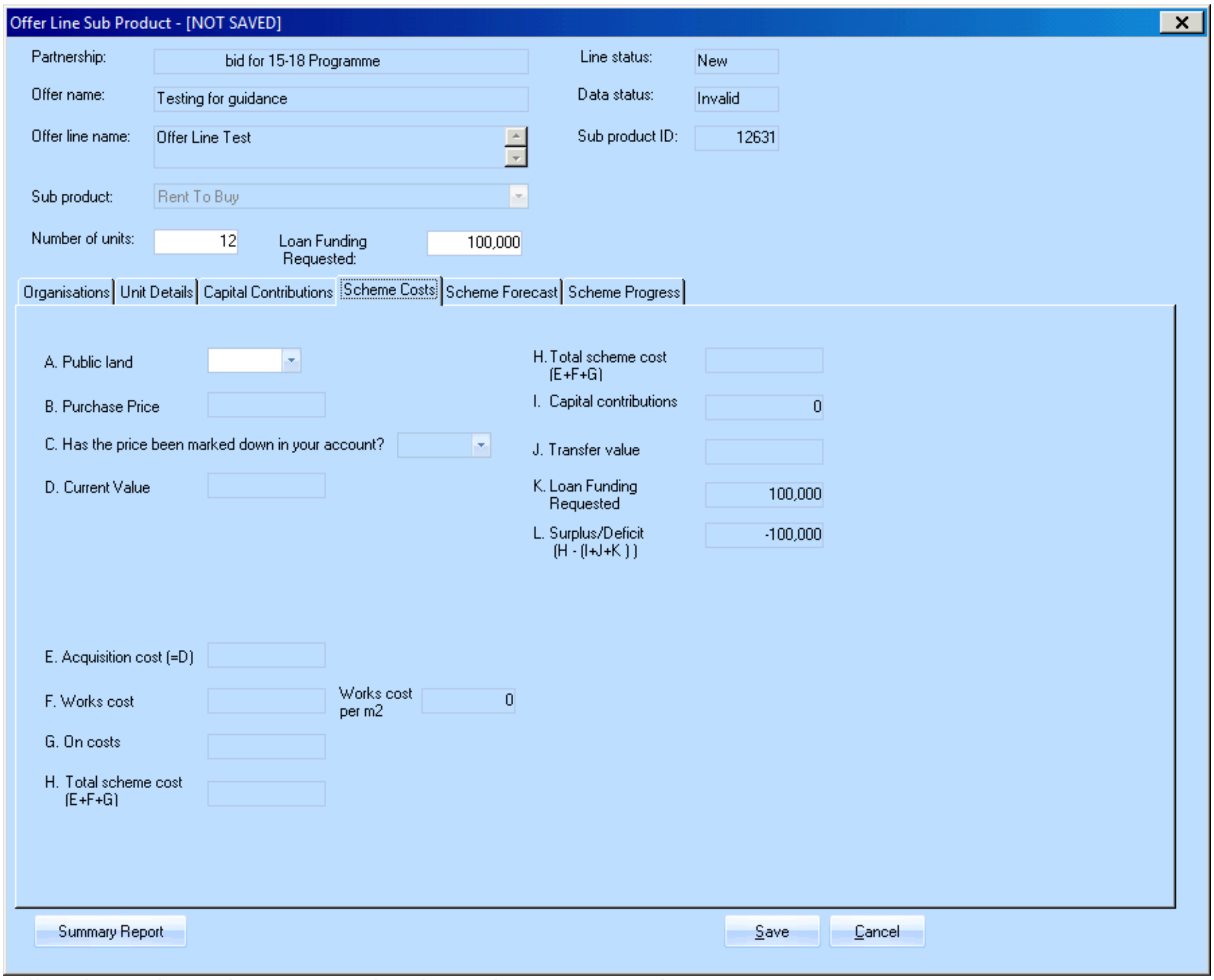
Save Cancel

OPS – Grant Funded screen

3.5.4 Scheme Costs tab

This screen should be entered in sequence, starting with the left hand column and working down the rows in alphabetical order.

The use of letters in the field descriptions are designed to illustrate the calculations behind the system generated calculated fields.

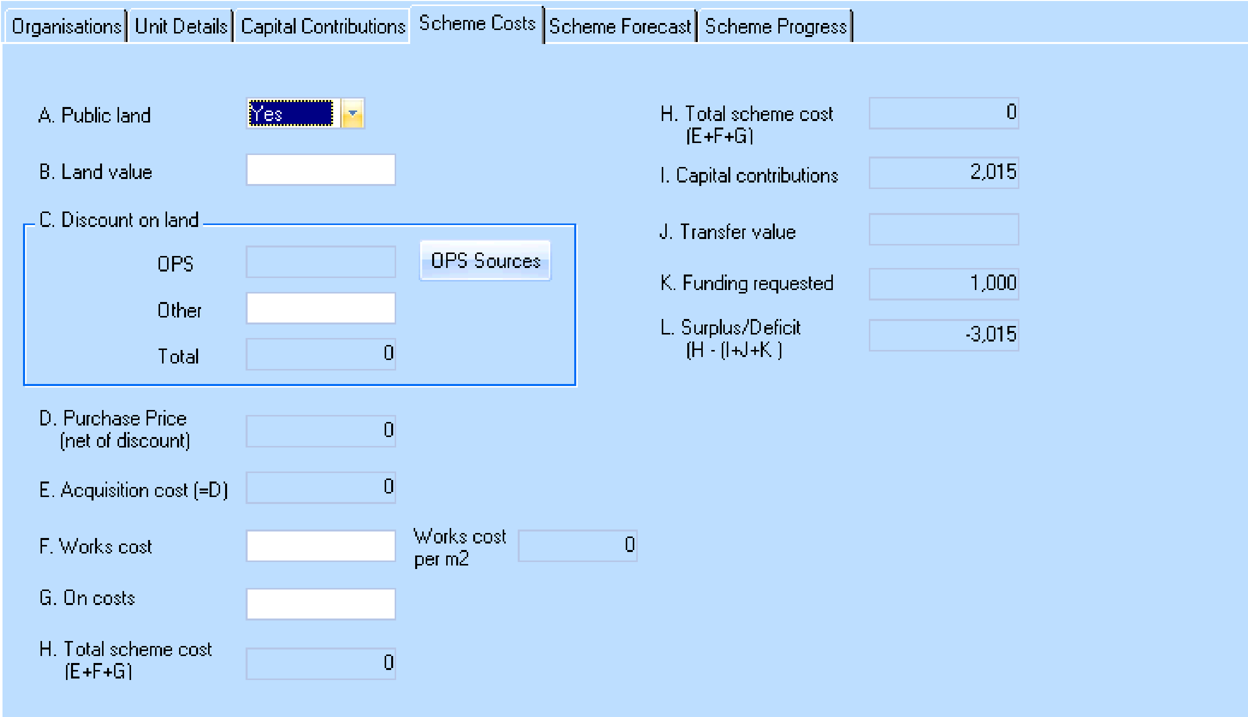


Offer Line Sub Product screen showing Scheme Costs tab

The fields on this screen are dependant to the answer to question **A. Public Land?**

- Is the scheme being built on Public Land?

If **Yes** is selected to **Public Land**, providers are presented with the following screen:

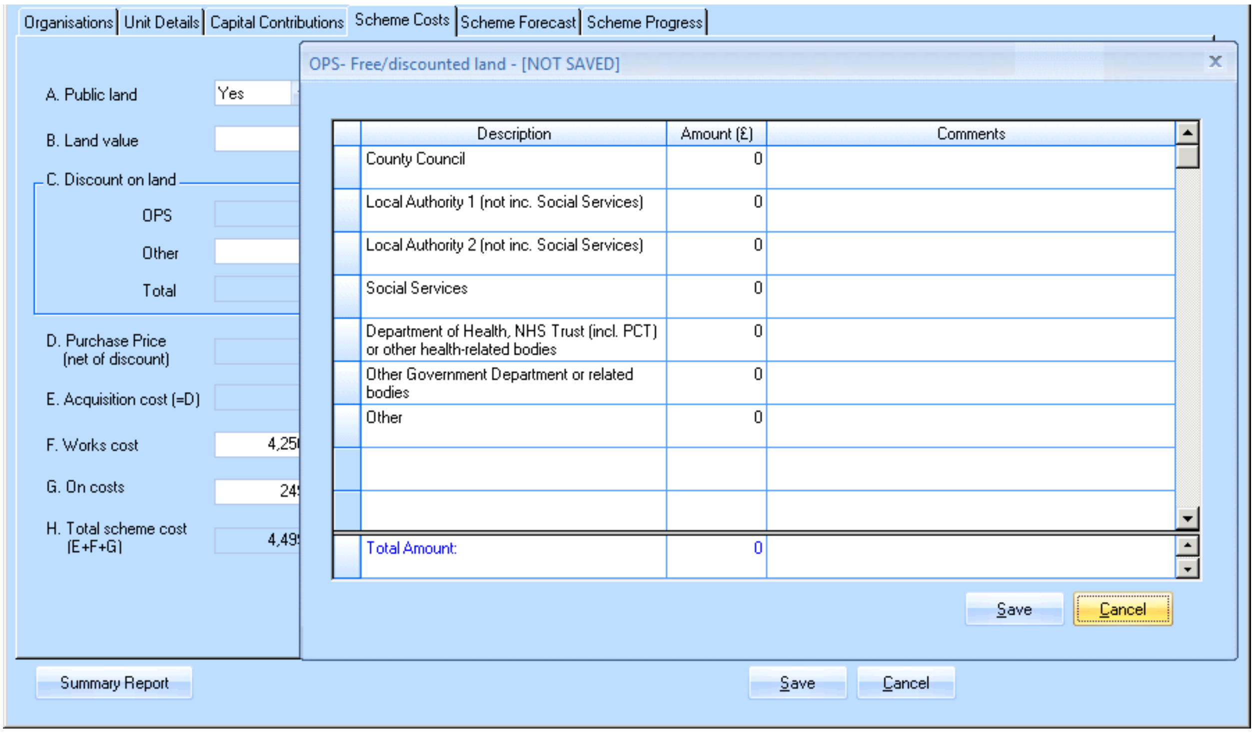


*Scheme Costs tab where answer to **Public Land** is **Yes***

Providers should complete this tab as detailed below:

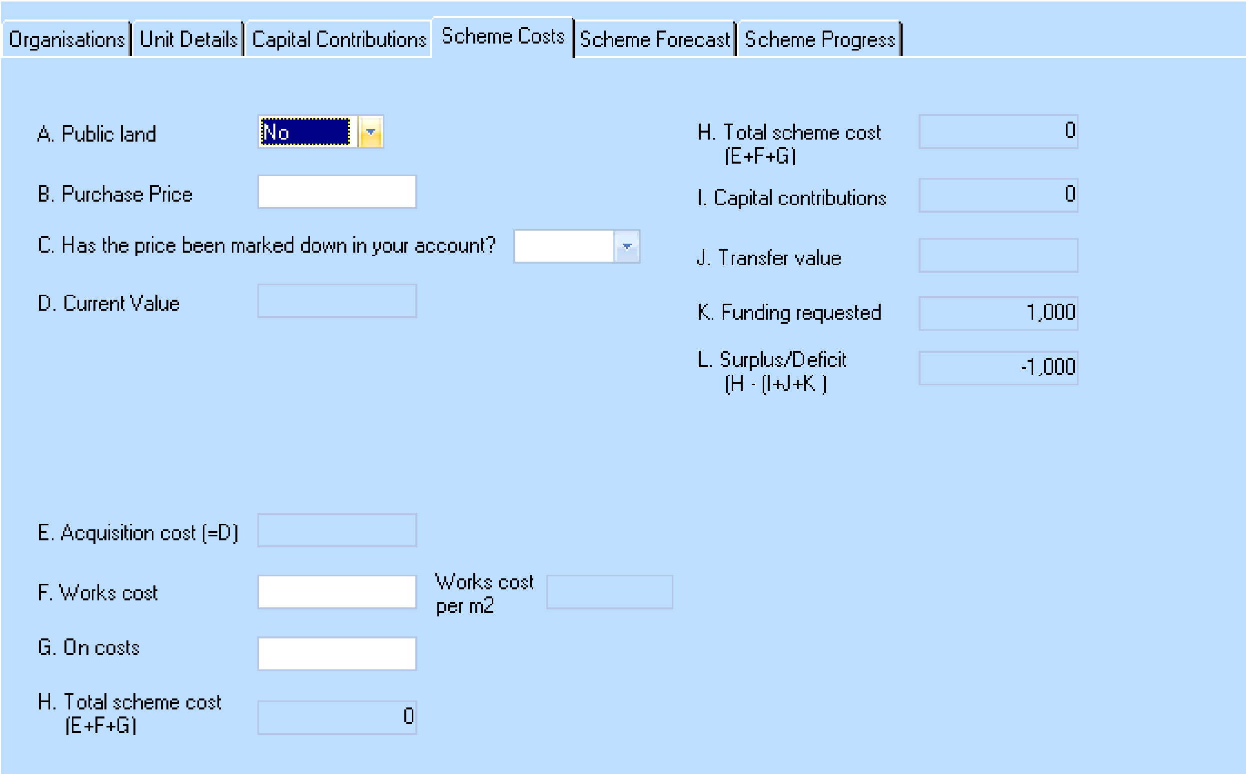
Field	**Details**
A. Public land	Yes
B. Land value	Enter value in Pounds (£) Enter here the full value of the land.
C. Discount on Land	
OPS	Select the **OPS Sources** icon. A screen is presented listing the OPS sources relevant to the land costs (see overleaf for screenshot of the **OPS Sources – Free/discounted land screen**). Enter a value in Pounds for each relevant source and save. This field is then populated with the sum off all OPS values entered.
Other	Enter value in Pounds (£)
Total	Auto populated, sum of OPS and Other in Pounds (£)
D. Purchase Price	Auto populated, B - C
E. Acquisition Cost	Auto populated, = D
F. Works cost	Enter value in Pounds (£)
Works cost per m²	Auto populated, based on F and value entered in Unit Details

G. On costs	Enter value in Pounds (£)
H. Total Scheme costs	Auto populated, E + F + G
I. Capital Contributions	Auto populated, sum of the values entered on the Capital Contributions tab
J. Transfer value	Applicable for Unregistered bodies, auto populated from the unit details values.
K. Funding requested	Auto populated, value entered in the header of the screen
L. Surplus/Deficit	Auto populated. System tool which offsets capital contribution against scheme costs. Providers should aim to balance one against the other to produce a value in this field equal to zero. **See 3.5.3 for more details.**



OPS Sources – Free/discounted land screen

If **No** is selected to **Public Land**, providers are presented with the following screen:



*Scheme Costs tab where answer to **Public Land** is **No***

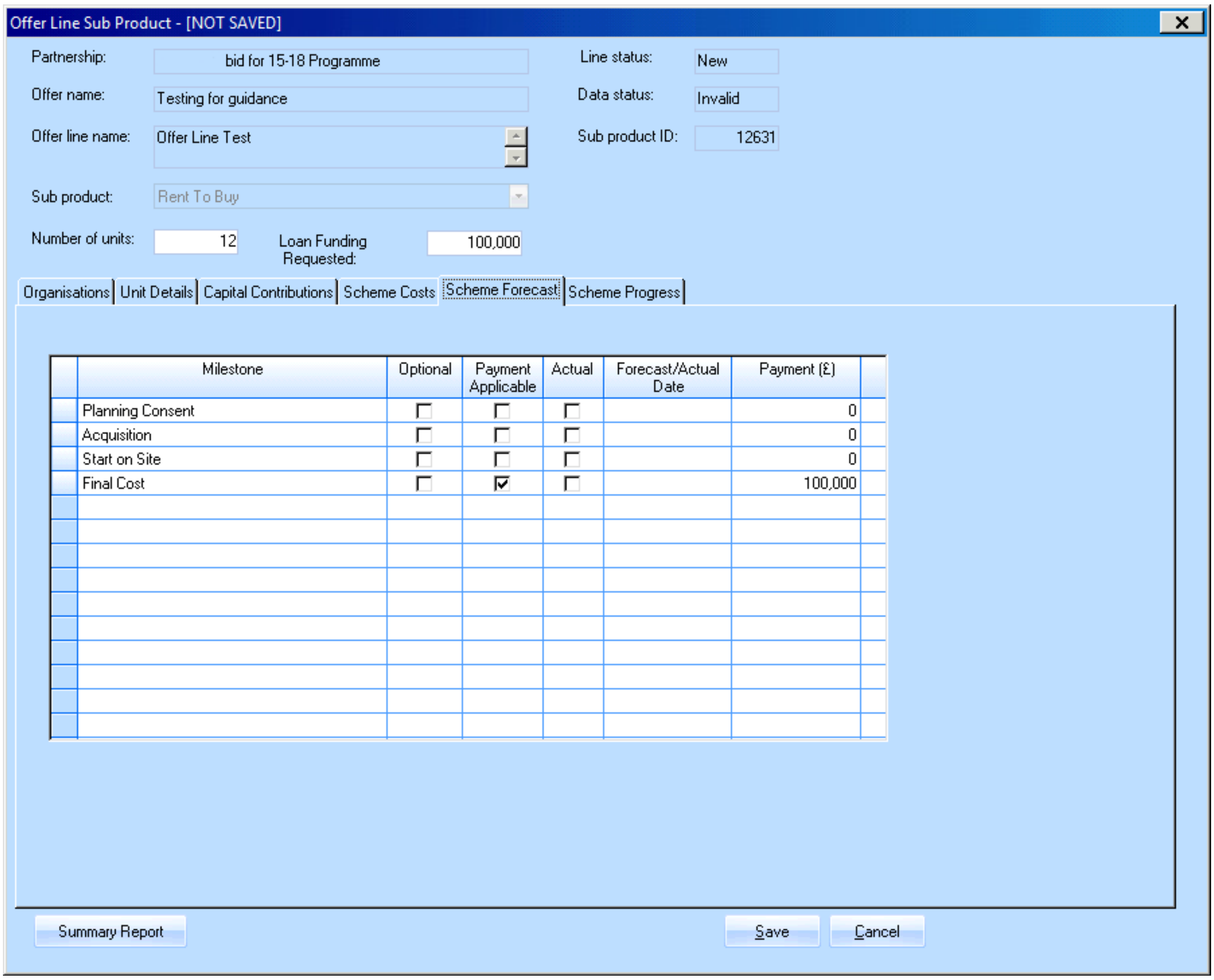
Providers should complete this tab as detailed below:

Field	**Details**
A. Public land	No
B. Purchase Price	Enter value in Pounds (£)
C. Has the price been marked down in your account?	Select 'Yes' or 'No'
D. Current Value	If 'Yes' is selected to C then this value can be edited. If 'No' is selected to C then this value equals B.
E. Acquisition Cost	Auto populated, = D
F. Works cost	Enter value in Pounds (£)
Works cost per m²	Auto populated, based on F and value entered in Unit Details
G. On costs	Enter value in Pounds (£)
H. Total Scheme costs	Auto populated, E + F + G
I. Capital Contributions	Auto populated, sum of the values entered on the Capital Contributions tab
J. Transfer value	Applicable for Unregistered bodies, auto populated from the unit details values.

K. Funding requested	Auto populated, value entered in the header of the screen
L. Surplus/Deficit	Auto populated. System tool which offsets capital contribution against scheme costs. Providers should aim to balance one against the other to produce a value in this field equal to zero. **See 3.5.3 for more details.**

3.5.5 Scheme Forecast tab

The milestones listed will be determined by the **Processing type** selected for the Offer Line.



Offer Line Sub Product – Scheme Forecast tab

The **Payment Applicable** column will indicate whether a payment will be made on this milestone. The **Payment** column will show the amount to be paid.

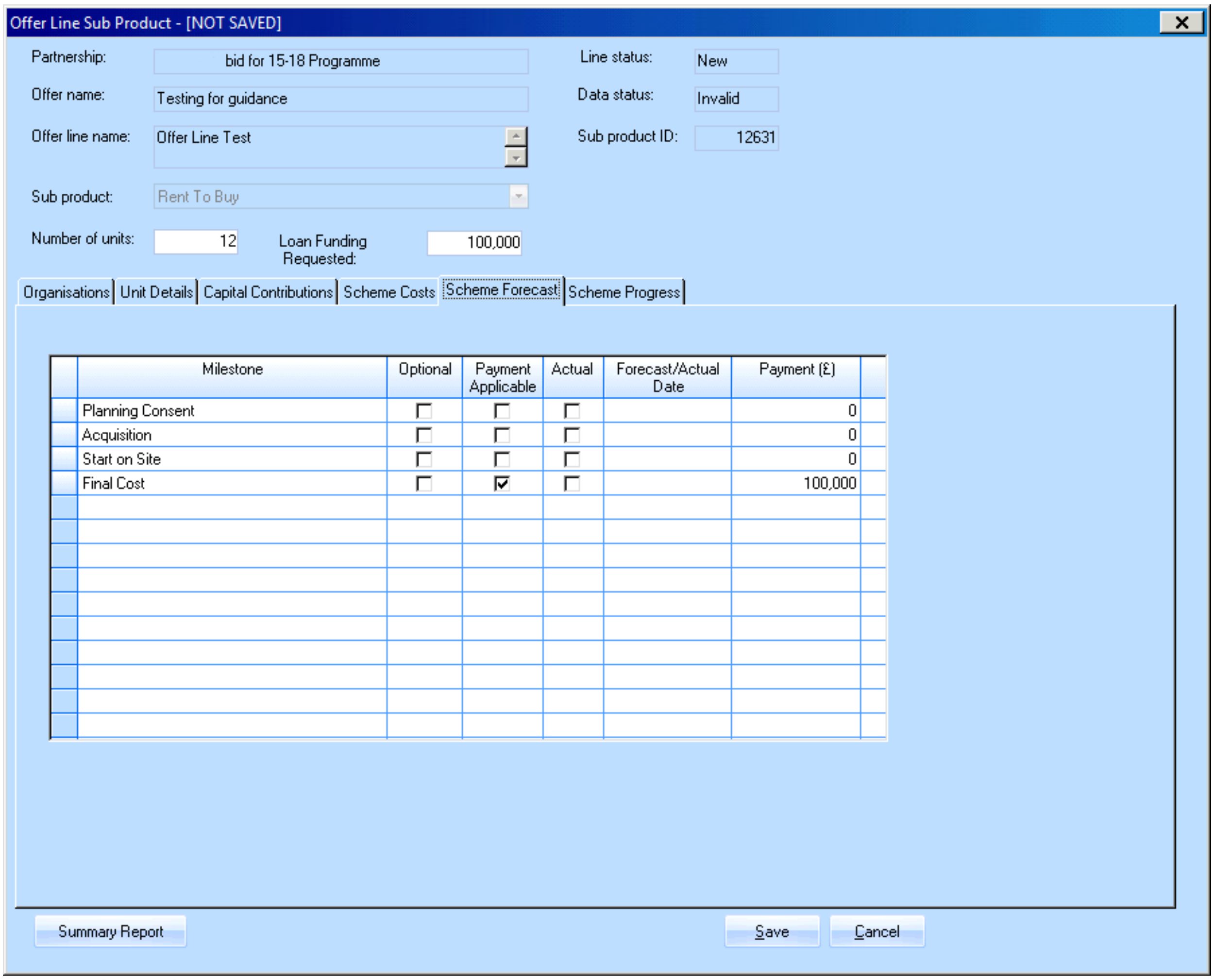
Providers must click on the **Forecast/Actual Date** field to enter each milestone forecast achievement date. The **Planning Consent** and **Acquisition** date fields can be set with a date either in the past or the future.

Dates for **Start on Site** and **Final Cost** must be set for the future. Providers are not expected to input a **Start on Site** date beyond the **30 June 2016** or a **Final Cost** date beyond the **31 March 2018**. *Note: If a scheme has already started on site, please enter a date in the future and this can be corrected in the future, if this site progresses past bidding, at scheme stage in IMS.*

3.5.6 Scheme Progress tab

The **Scheme Progess** tab allows the provider to record progress on Planning, Land and Works tendering.

This tab will be enabled for all processing routes apart from **Off The Shelf (&ES)**.



Offer Sub Product showing the Scheme Progress tab

Planning - this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works, Package Deal and NewBuild Works Only.

Field	**Details**
Planning status	Providers must select one value from the following list of options: 1. Detailed Planning Approval granted with no further steps required before start on site can

	occur 2. Detailed Planning Approval granted with some further steps required before start on site can occur 3. Outline Planning Approval granted 4. Outline Planning Submitted 5. Detailed Planning Submitted 6. Planning discussions underway with planning office 7. No progress yet on planning application
Detailed planning approval date	Field enabled if providers choose option 1 or 2 from the list of **Planning Status** options. The date must be less than or equal to the current date.
Outline planning approval date	Field enabled if providers choose option 3 from the list of **Planning Status** options. The date must be less than or equal to the current date.
Planning submission date	Field enabled if providers choose option 4 or 5 from the list of **Planning Status** options. The date must be less than or equal to the current date.
Further steps required (before start on site can occur)	Field enabled for all **Planning Statuses**. Mandatory for option 2. Optional for the remainder. Provider must submit a comment between 10 and 500 characters.
Date by which further steps will be achieved	Field enabled if providers choose option 2 from the list of **Planning Status** options. The date must be greater than the current date.
Forecast date for detailed planning approval	Field enabled if providers choose option 3 to 7 from the list of **Planning Status** options. The date must be greater than the current date.

Land – this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works and Package Deal.

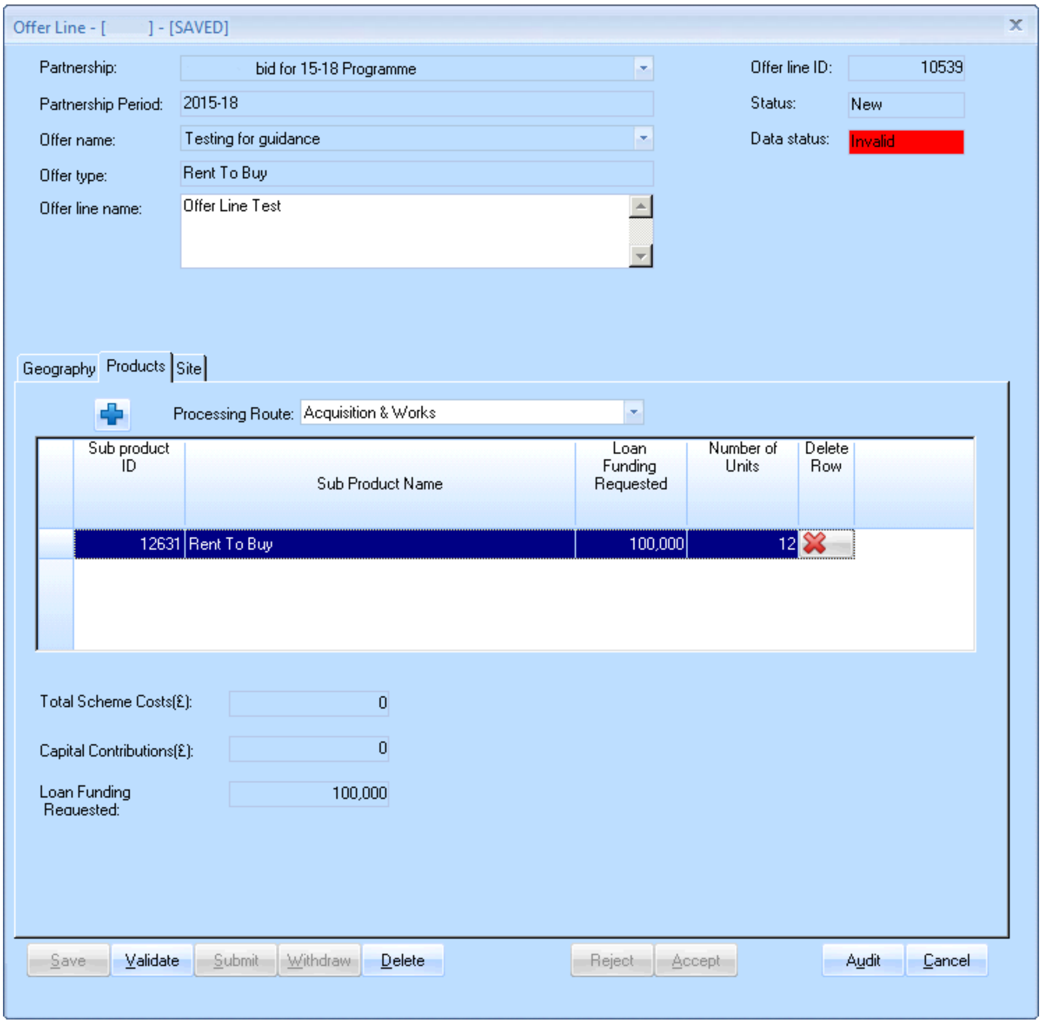
<u>**Field**</u>	<u>**Details**</u>
Land Status	Providers must select one value from the following list of options: 1. Unconditional acquisition of freehold or long leasehold interest has occurred 2. Land being gifted or provided at a discount by the LA 3. Conditional acquisition, land option or heads of terms 4. Land purchase negotiations underway 5. Land identified but purchase negotiations not yet started
Acquisition date	Field enabled if providers choose option 1 to 3 from the list of **Land Status** options. The date must be

	less than or equal to the current date.
Forecast date for acquisition	Field enabled if providers choose option 4 or 5 from the list of **Land Status** options. The date must be greater than the current date.
Description of conditions (for conditions acquisition)	Field enabled if providers choose option 3 from the list of **Land Status** options. Provider must submit a comment between 10 and 500 characters.

Works - this section is enabled if one of the following **Processing Routes** is selected: Acquisition and Works, Package Deal and NewBuild Works Only.

Tendering status	Providers must select one value from the following list of options: 1. Unconditional works contract let or works being provided by in house team 2. Conditional contract let or partner identified but not yet in contract 3. Tender for works contract out to competition 4. Works contracting process not yet begun

After completing and saving all the tabs, providers will be taken back to the **Offer Line** screen



Offer Line screen after a sub product details have been entered and saved

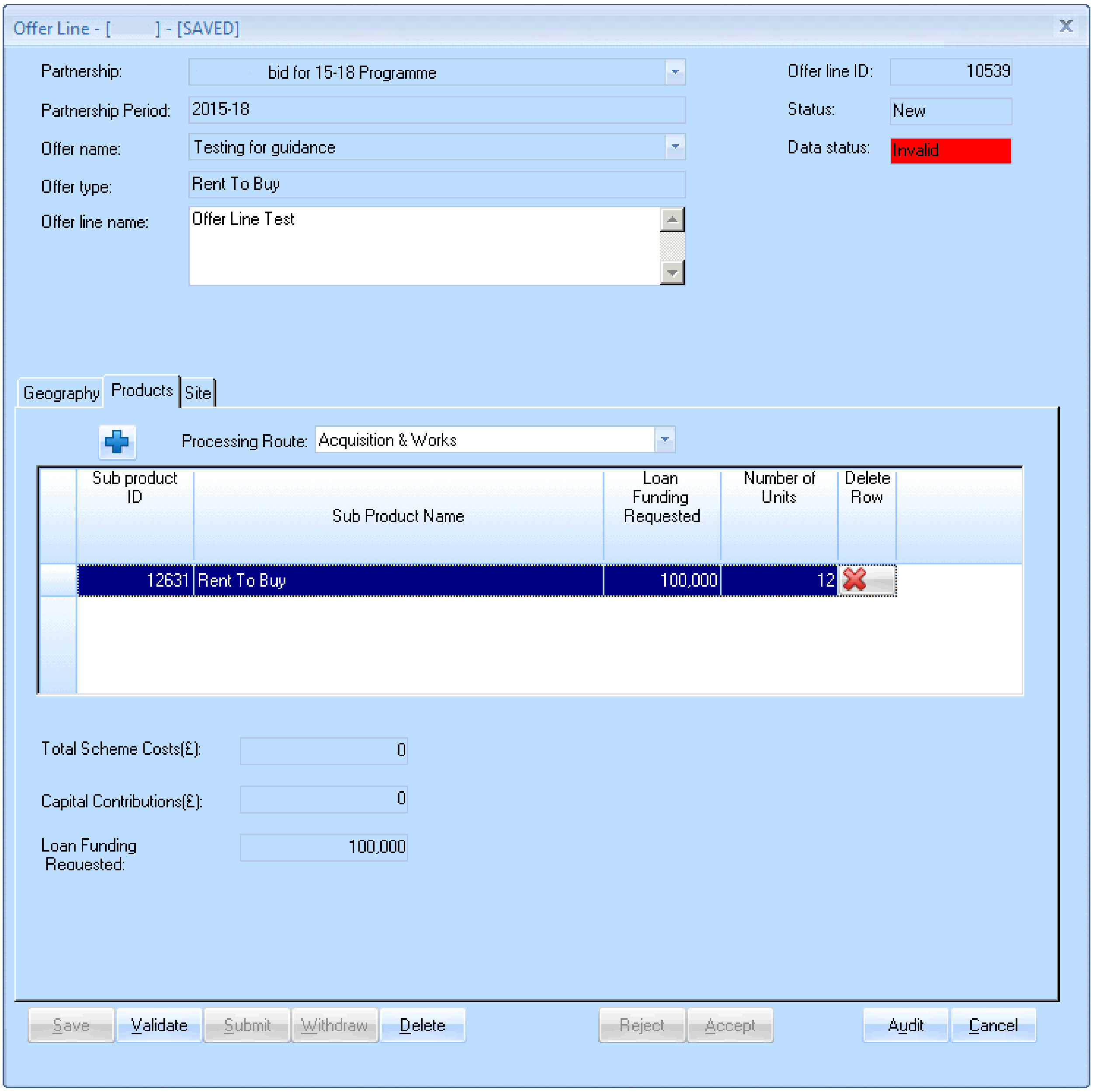
The fields at the bottom of the **Products** tab are auto populated when the sub-products have been created and saved.

Providers should select **Save** after all of the data has been entered in the **Offer Line Sub Product** screen.

Then select **Cancel** to return to the **Offer Line** screen.

Step 4 Validating the Offer Line

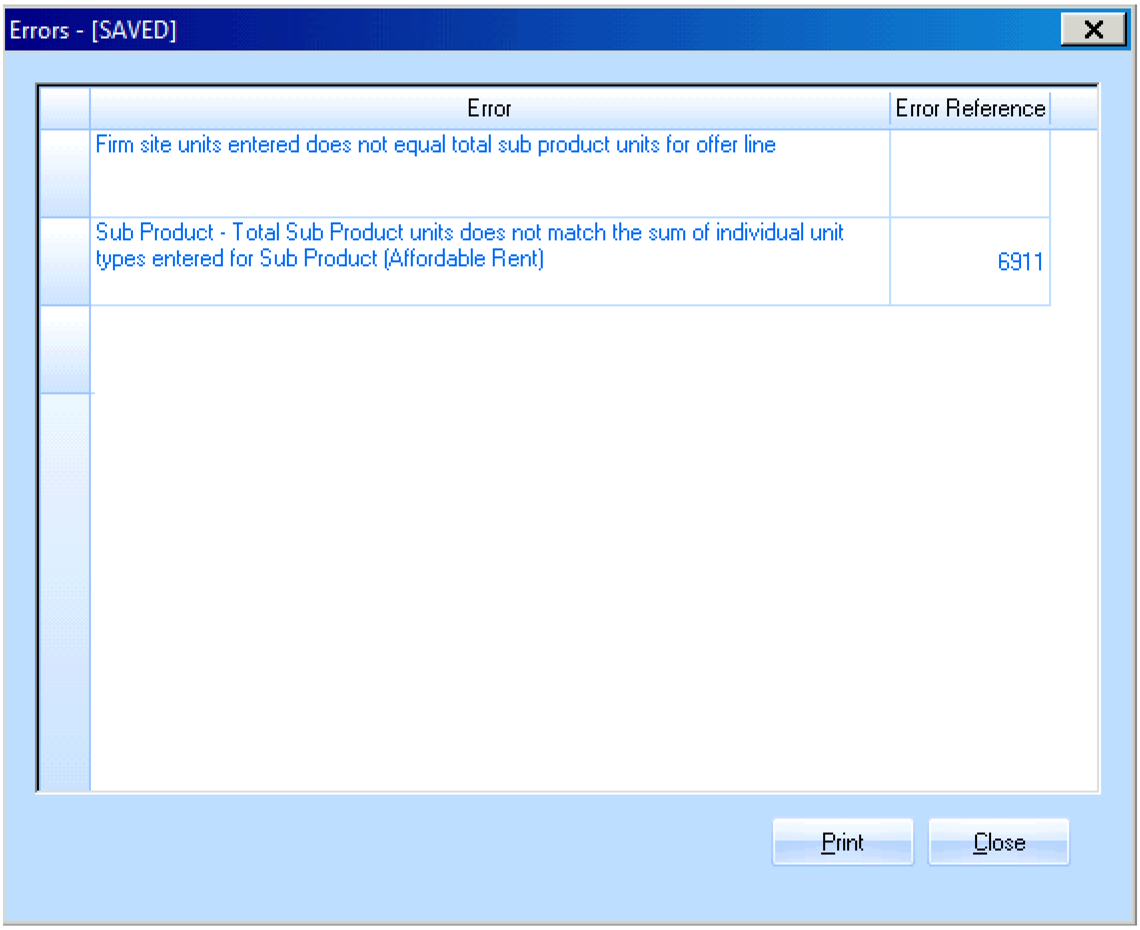
Once Step 3 is complete select **Validate** in the **Offer Line screen** below to validate the data.



Offer Line screen

If there are no errors this validation message will be displayed and the **Data status** in the screen will be set to **Valid**.

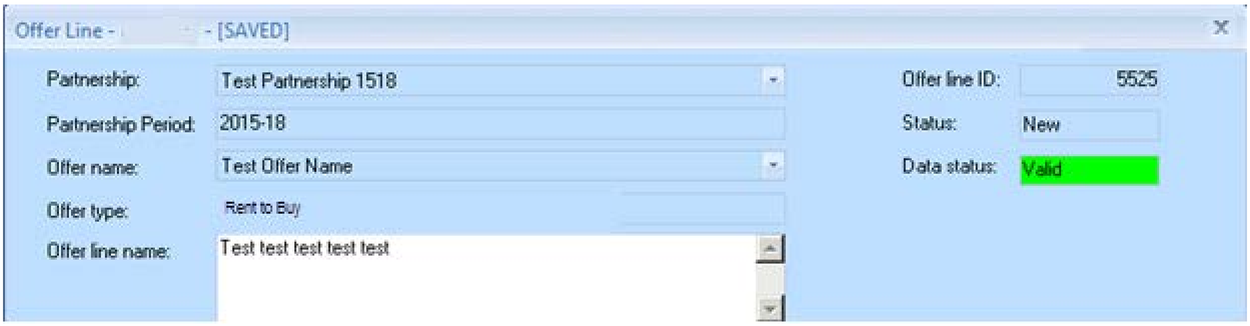
If there are errors these will be listed in the **Errors** screen shown overleaf and the **Data status** in the screen will be set to **Invalid**.



Errors screen

Providers should correct any errors. To go directly to the screen where the error is detected, first click on the **Sub Product number** in the **Error Reference** column. Then amend the data, re-save the **Offer Line record** and then re-validate until there are no further errors.

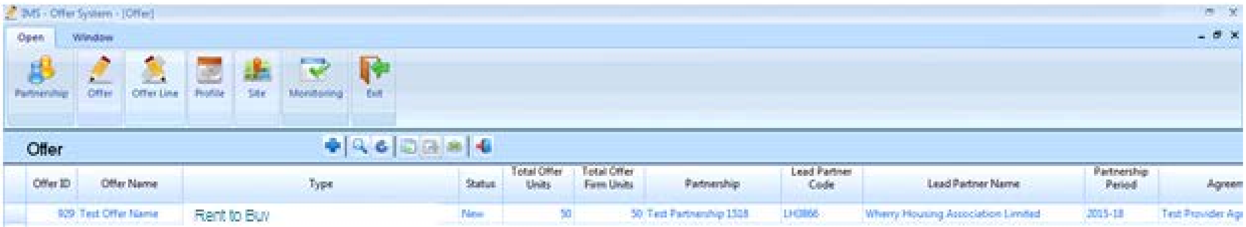
The **Data status** field will be highlighted in green when the validation has been successful.



All **Offer Lines** must be **Valid** before the **Offer** can be submitted.

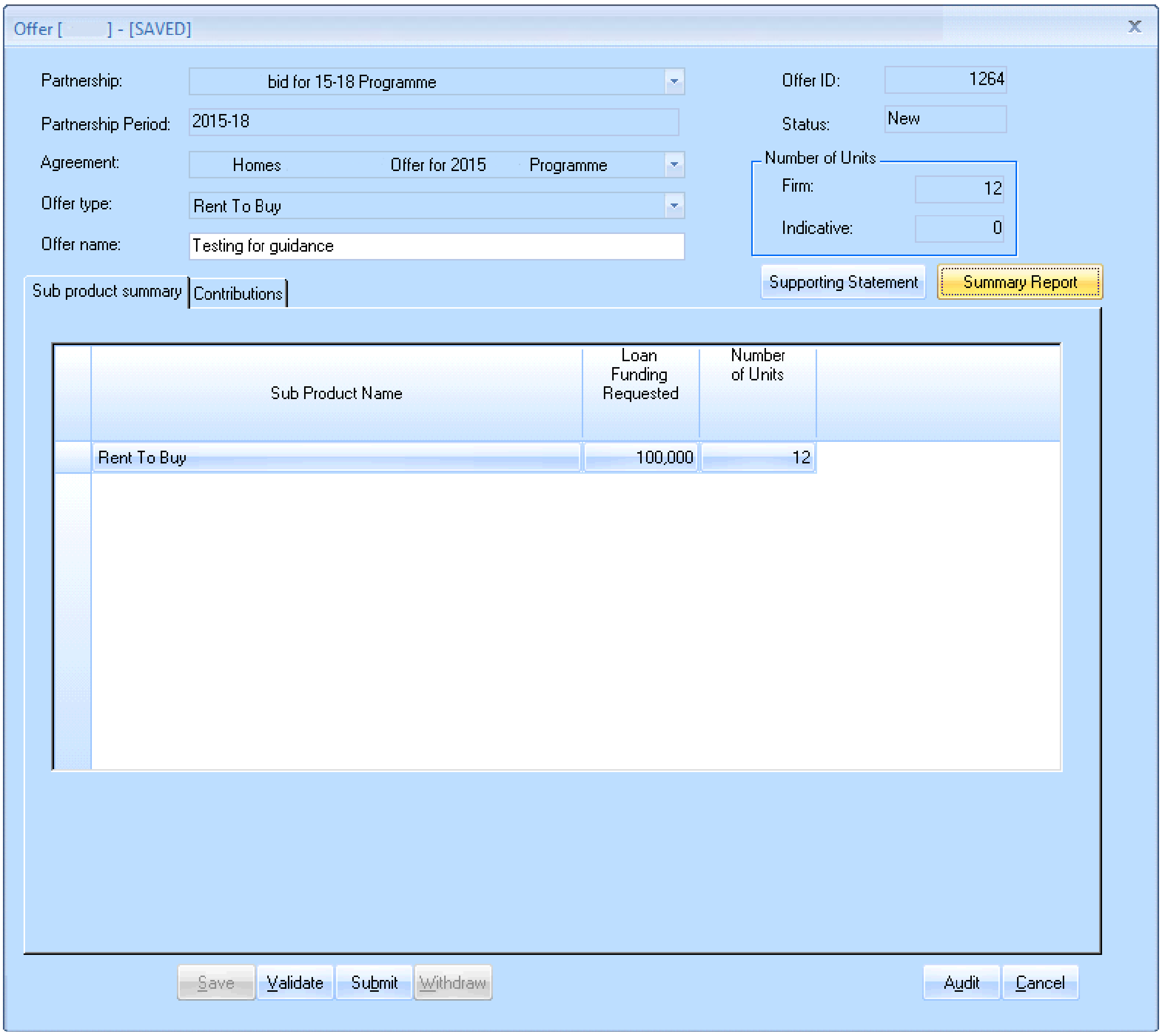
Step 5 Validating the Offer

Select the **Offer** button to view the **Offer List**:



Offer list

Click on the relevant **Offer**. The following **Offer screen** will be displayed:

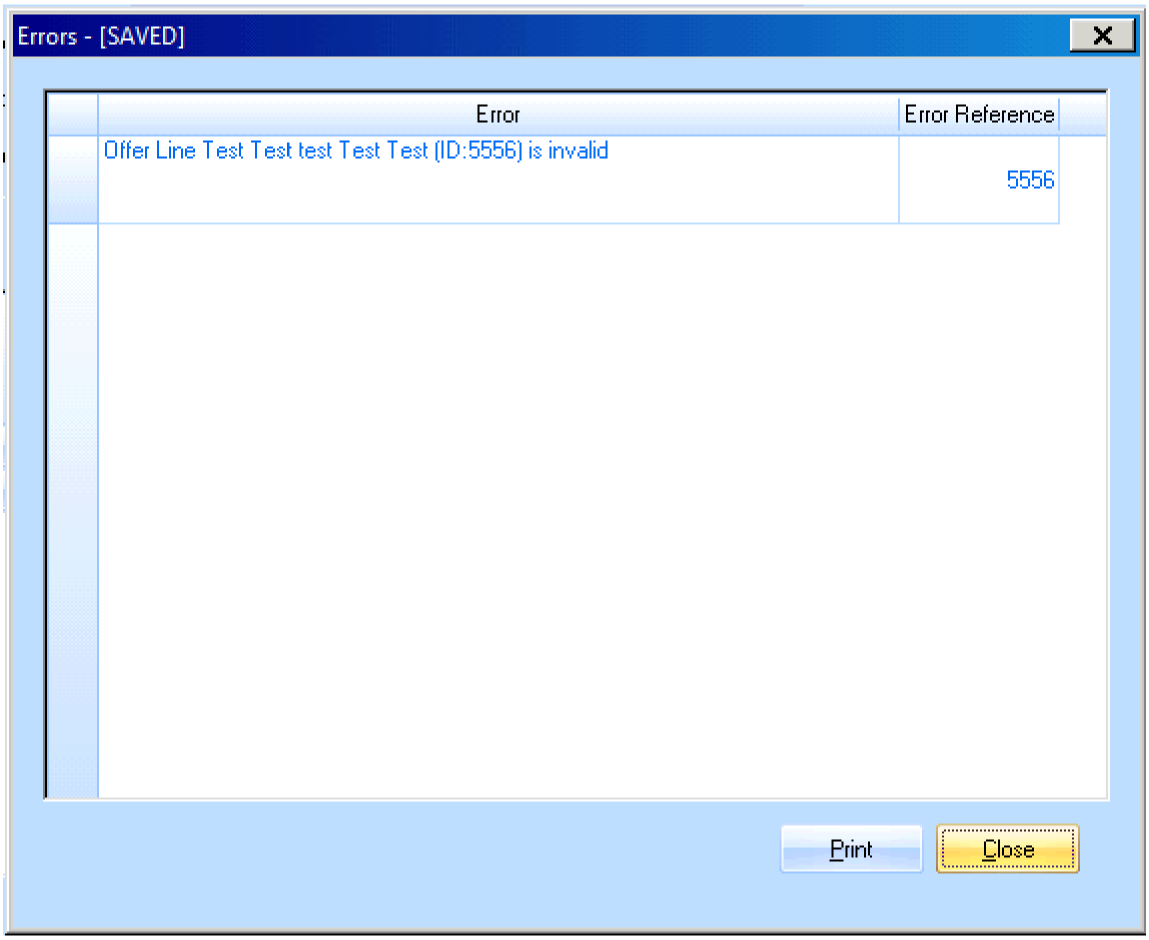


Offer Screen

Select **Validate**.

If all data is valid and correct the following system message will be displayed:

If there are any errors the following **Errors** screen will be displayed:



Errors screen

Providers should correct any errors. To go directly to the screen where the error is detected, first click on the **Sub Product number** in the **Error Reference** column. Then amend the data, re-save the **Offer Line record** and then re-validate until there are no further errors.

The **Data status** field will be highlighted in green when the validation has been successful.

Step 6 Submitting / Resubmitting the Offer

Please note that submission of the Offer is not yet available and will not be made active until nearer the deadline date.