



Homes
England

Single Homelessness Accommodation Programme

Submitting Bids in IMS

Supplementary information to the Affordable Homes
Programme 2021 to 2026 IMS System Guidance v 1.1

Contents

1 – Background	Page 3
2 – Purpose	Page 3
3 – Setting up a Partnership	Page 4
4 – Offers	Page 5
5 – Offer Lines	Page 5
6 – Additional Information	Page 7
7 – Revenue Funding	Page 9
8 – Completing the Submission	Page 10

1. Single Homelessness Accommodation Programme (SHAP) Background:

- 1.1. The Single Homelessness Accommodation Programme (SHAP) aims to address the rough sleeping needs within a local geographical area's individual pathway. The three-year programme will provide funding to schemes which will support adults with a long history of cyclical rough sleeping, with the most complex needs, to recover from rough sleeping and its associated traumas and vulnerable young people (age 18-25) at risk of rough sleeping to prevent them becoming street homeless.
- 1.2. Funding outside London is targeted at the Local Authority areas in England where data suggests there is the greatest need. Bids for capital funding for long-term accommodation property costs and a profile of the associated revenue costs to support people in their new tenancies need to be submitted to Homes England via the Investment Management System (IMS).
- 1.3. The Investment Management System (IMS) is used by Homes England to capture bids for funding and manage delivery of allocated schemes from housing providers. An overall bid proposal in IMS is known as an 'Offer' and this term is therefore referenced throughout this document.
- 1.4. Guidance on how to register and access IMS is available at this link: <https://www.gov.uk/government/collections/investment-management-system-access-guidance-and-support>.
- 1.5. **Please note: All Single Homelessness Accommodation Programme bids must be supported by the relevant Local Authority and to have been discussed with the Department for Levelling up, Housing and Communities and Homes England as part of co-production prior to submission in IMS.**
- 1.6. Further information regarding the Single Homelessness Accommodation Programme and the funding requirements can be found in the programme prospectus, available at this link: <https://www.gov.uk/government/publications/single-homelessness-accommodation-programme>

2. Purpose

- 2.1. The purpose of this document is to provide supplementary information for providers submitting Offers for the Single Homelessness Accommodation Programme. Detailed guidance on submitting Offers in IMS is provided in the 'IMS Bidding Guidance 2021 to 2026' available at this link: [Submitting Affordable Housing 2021 to 2026.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101234/Submitting_Affordable_Housing_2021_to_2026.pdf)
- 2.2. Although the overall process for submitting Single Homelessness Accommodation Programme Offers on IMS is the same as for the Affordable Homes Programme 2021 to 2026, there are some changes to the information collected.

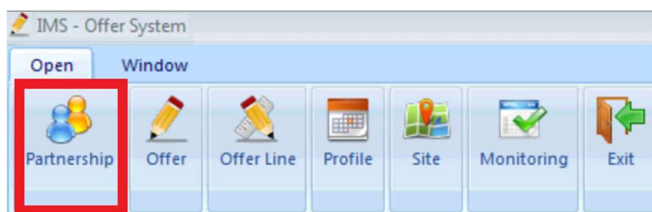
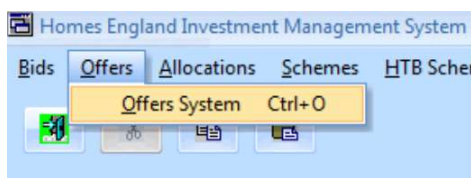
2.3. Providers should continue to follow the steps in the detailed 'IMS Bidding Guidance 2021 to 2026' whilst taking note of the changes detailed here.

2.4. If Providers encounter any problems when accessing IMS or submitting an offer, they can contact the Homes England Service Desk either by sending an email to ServiceDesk@HomesEngland.gov.uk or by calling 01908 353604.

3. Setting up a Partnership (via the Partnerships or the Offers Module):

3.1. Offers for the Single Homeless Accommodation Programme are made under the 2021-26 Affordable Homes Programme period in IMS. For the Single Homelessness Accommodation Programme a new Partnership will need to be created, even if a Provider already has a previous 2021-26 AHP, 2016-21 SOAHP or any other IMS partnership from another programme. Only one Partnership can be added for each programme Offer in IMS.

3.2. To input a Partnership in IMS, select **Offers** from the toolbar and then **Offers System** or type **Ctrl+O**, then select the **Partnership** icon.



Offer System screen showing Partnership icon highlighted

3.3. Follow the steps in the 'IMS Bidding Guidance 2021 to 2026' to complete the Partnership entry.

3.4. **Please note the following change has been implemented to the Partnership entry process in IMS since the 'IMS Bidding Guidance 2021 to 2026':**

When creating a Partnership for the Single Homeless Accommodation Programme if it is just the lead Provider involved in delivering the capital bid, click the Save button and this will automatically add the lead Provider as the Developing Organisation, Owing Organisation and Owner of the land during development in the Partnership record. No further steps will be required to create the Partnership and bidders can proceed to the next stage. If any of the Organisation Types in the Partnership will be a different organisation to the lead Provider details of these organisations can be added via the drop-down menu as per the steps detailed in the 'IMS Bidding Guidance 2021 to 2026'.

4. Offers:

- 4.1. To create a Single Homelessness Accommodation Programme Offer, follow the steps Set out in the 'IMS Bidding Guidance 2021 to 2026'.
- 4.2. When selecting the 'Offer type' ensure you choose 'Single Homelessness Accommodation Programme Offer'.

Sub Product Name	Funding Requested	Number of Units
Affordable Rent		
Social Rent		

Offer Summary screen

- 4.3. All other steps when creating an Offer remain the same as the 'IMS Bidding Guidance 2021 to 2026'.

5. Offer Lines:

- 5.1. Continue to follow the 'IMS Bidding Guidance 2021 to 2026' for creating an Offer Line, noting that the Offer type should auto populate to 'Single Homelessness Accommodation Programme' rather than 'Affordable Homes Programme 2021 to 2026'.
- 5.2. The 'Proposal type' for Single Homelessness Accommodation Programme offer lines will not auto populate but be aware that Indicative proposals will only be accepted for offers that are bringing empty properties back into use (*empty properties are considered to be any second-hand dwellings which are not existing social housing owned by a Registered Provider*). Once saved, enter the Site details as per the Affordable Homes Programme 2021 to 2026 guidance.

Offer Line - [5106] - [NOT SAVED]

Partnership: SHAP Partnership 2022 Partnership Period: 2021-26

Offer name: SHAP Offer 2022 Offer type: Single Homelessness Accommodation

Offer line name: Offer line for SHAP 2022 Offer line ID: Status: Data status:

Bringing empty properties back into use? No Proposal type: Firm

Geography | Geography | Products | Site | Scheme and Client Groups | Provider Contributions

Local authority: 251 Ashford

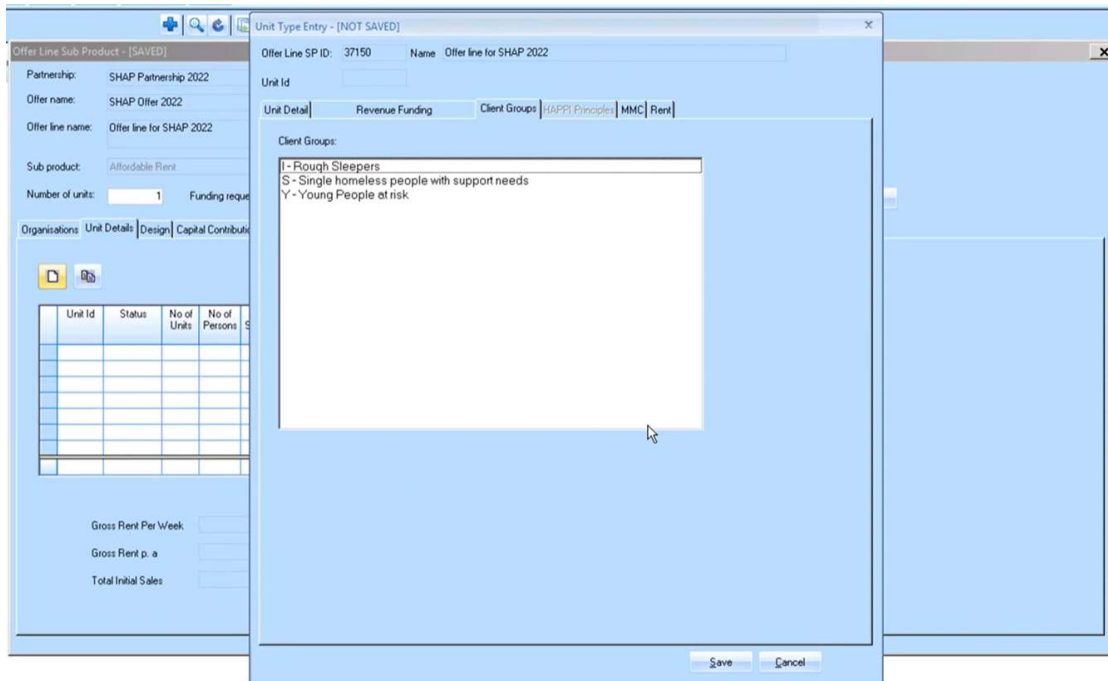
Region: South East

Minimum Geography: Kent

Save Validate Submit Withdraw Delete Refer To Provider Reject Accept Audit Cancel

Offer Line screen – showing Geography tab

- 5.3. The next steps for submitting a Single Homelessness Accommodation Programme Offer Line are the same as for the 'IMS Bidding Guidance 2021 to 2026', so follow the guidance to populate the Offer Line Products, Sub-Product, and Organisation tabs.
- 5.4. Continue to follow the 'IMS Bidding Guidance 2021 to 2026' for the Capital Contributions, Scheme Costs, Scheme Forecast and Scheme Progress tabs. **Please note:** When adding a new Offer line it is advised to add the Site details first before you add the Sub Product detail.
- 5.5. **Please note:** For the Single Homelessness Accommodation Programme the 'What housing type...' question on the Unit Details screen is defaulted to Disabled and Vulnerable People. Complete the Unit Details screen and then select the appropriate Single Homelessness Accommodation Programme Client Group from the drop-down menu on the Client Groups tab. Providers may choose from three options: Rough Sleepers; Single homeless people with support needs and Young People at risk.



Unit Type Entry – Client Groups tab for SHAP

6. Additional Information:

6.1. The Additional Information tab for the Single Homelessness Accommodation Programme differs from the information requested for Affordable Homes Programme 2021 to 2026.

Additional Information Subject	Question	Response
1.Scheme proposal outline	1.1.Please provide a brief outline of the proposed scheme, describing the accommodation to be delivered and the type/level of support to be provided.	Enter text here
2.Location and local need	2.1.How will the proposed accommodation meet a local need identified in the Local Authority's Strategic Gap Analysis, deliver homes for marginalised groups and complement existing services?	Enter text here
2.Location and local need	2.2.How will the location of the accommodation (or proposed location, for	Enter text here

Offer Line Sup Product – Additional Information screen for SHAP

6.2. The Additional Information questions required to be answered for each Offer Line are listed below. Each response must be between 10 & 10,000 characters long.

SUBJECT	QUESTION
1. Scheme proposal outline	1.1. Please provide a brief outline of the proposed scheme, describing the accommodation to be delivered and the type/level of support to be provided
2. Location and local need	2.1. How will the proposed accommodation meet a local need identified in the Local Authority's Strategic Gap Analysis, deliver homes for marginalised groups and complement existing services?
2. Location and local need	2.2 How will the location of the accommodation (or proposed location, for indicative bids) support residents' access to services and amenities?
3. Support service	3.1. Who will deliver the support service at this scheme?
3. Support service	3.2. What is the exit plan or alternative use for the proposed accommodation if the support service cannot secure revenue funding beyond the initial three-year SHAP revenue period or local priorities change?
4. Design	4.1. How will design of the built environment of this scheme support / promote recovery and/or independence?
4. Design	4.2 How will the design and build of this scheme improve the energy efficiency of homes, reduce environmental impact of the development and work towards net zero carbon?
4. Design	4.3. (Where relevant) Please provide a description of any modern methods of construction and/or modular provision to be utilised in the scheme, including how this will be consistent with industry standards (e.g. NHBC Accepts and/or BOPAS accreditation).
4. Design	4.4. If the proposal is for shared accommodation, rather than self-contained, please set out why this is the most appropriate form of provision for the proposed residents and explain how risk will be managed.


7. Revenue Funding:

7.1. There is an additional IMS screen for the Single Homelessness Accommodation Programme requiring Providers to include details of the Revenue funding profile for each Offer Line.

Please note: Detailed revenue bids for the Single Homelessness Accommodation Programme must be submitted to the Department for Levelling Up, Housing and Communities via the Citizen Space application.

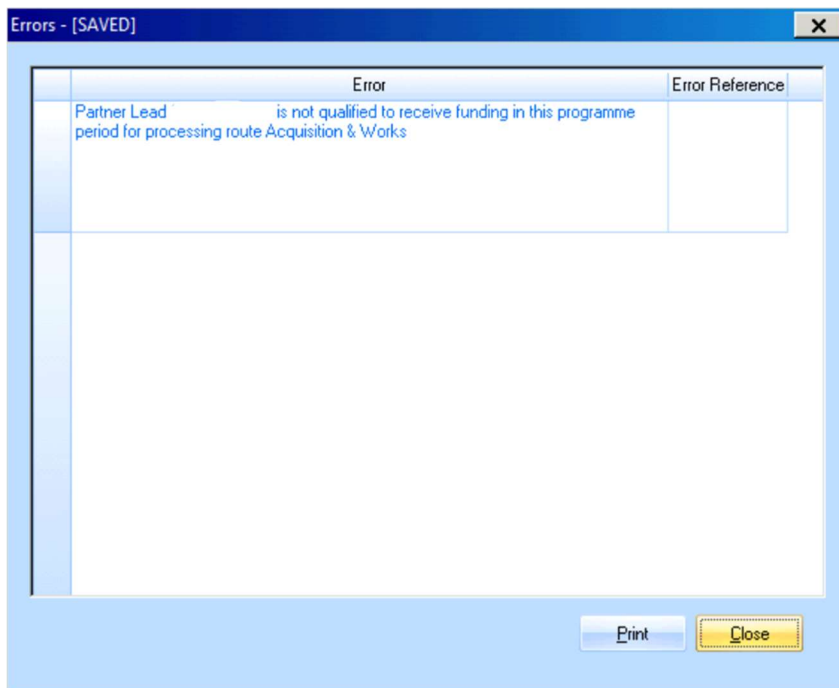
The screenshot displays the 'Offer Line Sub Product - [SAVED]' window. The top section contains metadata: Partnership (SHAP Programme), Offer name (SHAP Programme), Offer line name (SHAP Empties), Sub product (Affordable Rent), Line status (New), Data status (Invalid), and Sub product ID (37155). Below this, there are input fields for 'Number of units' (10) and 'Funding requested' (250,000), along with 'Summary Report', 'Save', and 'Cancel' buttons. The 'Revenue Stream' tab is active, showing a checkbox for 'Please tick if Revenue Funding is NOT required'. It includes fields for 'Tenant support costs per tenant per week (£)', 'When will support contract begin?', and 'Revenue contribution to tenancy support costs requested from SHAP (£)'. A table for 'Annual Revenue Profile - Tenancy support costs requested from SHAP' lists years from 2023/2024 to 2027/2028 with corresponding input boxes. Another table for 'Other revenue cost contributions to total tenant support costs' has columns for 'Source Description' and 'Amount (£)'. A 'Total other revenue cost contributions (£)' field shows 0.

Offer Line Sub Product – Revenue Stream screen

FIELD	DETAILS
Tenant support costs per tenant per week	Enter the amount of funding required from the Single Homelessness Accommodation Programme per tenant per week
Revenue contribution to tenancy support costs requested from the Single Homelessness Accommodation Programme	Enter the full amount of revenue funding requested from the Single Homelessness Accommodation Programme
Other revenue cost contributions to total tenant support costs	Select the  icon and enter the source description and value
Annual Revenue Profile – Tenancy support costs requested from the Single Homelessness Accommodation Programme	Enter value for each year

8. Completing the Submission:

- 8.1. Once all Offer Line Sub Product tabs are completed click Save and then select Cancel to be taken back to the Offer Line screen. Providers can now Save and Validate the Offer Line and submit the Offer. Revert to the 'IMS Bidding Guidance 2021 to 2026' for the final steps in validating and submitting the Offer.
- 8.2. **Please note:** For new Providers not yet qualified as a Homes England Investment Partner a prompt will appear on screen when validating the Offer Line noting that the 'Partner Lead [Name] is not qualified to receive funding in this programme period...'. This will not prevent the Offer Line or Offer from being submitted but new Providers should complete a Homes England Investment Partner application as soon as possible following in line with the bid submission.
- 8.3. The process for applying for Homes England Investment Partner is set out on GOV.uk - <https://www.gov.uk/government/publications/apply-to-be-an-investment-partner-for-the-affordable-homes-programme>



Investment Partner qualification prompt

8.4. The final screen before submitting your Offer will ask you to confirm the following statements.

Offer Submission - [EDITABLE]

By submitting this application for funding, I confirm:

- 1) that this is a full and final offer and the organisation's board has approved, at least in principle, the offer line(s) submitted and this will apply to all future schemes bid.
- 2) that no scheme bid for under the Single Homelessness Accommodation Programme will displace delivery under any other Homes England programmes (including Strategic Partnership pipeline delivery).
- 3) that all information, all confirmations and certifications made in IMS in relation to the offer are correct in all material respects (and if applicable consortium members have authorised the Lead Partner to make such confirmations and certifications).
- 4) that we consent that, if applicable, relevant financial information provided to the Regulator of Social Housing may be shared with Homes England for assessment purposes.
- 5) we are aware that any subsequent award of grant funding will be subject to the terms of the programme, including that:

Comments:

(Up to 2500 characters can be entered)

Enter Cancel

Offer submission text - SHAP

8.5. Following submission of the Offer the bid will be assigned to the relevant Homes England Affordable Housing Growth team member for review and assessment. Funding decisions will be subject to moderation and approval by the Department for Levelling up, Housing and Communities. Bidders will be informed of the funding outcome as soon as possible in line with process set out in the programme prospectus.

End