



Homes England

Affordable Homes Programme 2021 to 2026

Amending Profiles and Scheme Processing in IMS

IMS System Guidance v 1.1

Version	Date Issued	Details
1.1	May 2024	

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Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to providers on processing profile lines within Offers and claiming payments by showing how to progress Schemes using IMS for the 2021 to 2026 Affordable Homes Programme (AHP).

The scope of this guidance covers the stages from making changes to an Approved and Accepted Offer Profile Line, through to claiming Acquisition, Start on Site and Practical completion payments for 2021 to 2026 AHP schemes.

This guidance will be updated with any relevant system changes over time. Users can check the Homes England website to see if further versions have been published.

<https://www.gov.uk/investment-management-system-guidance-documents>

B. User Support

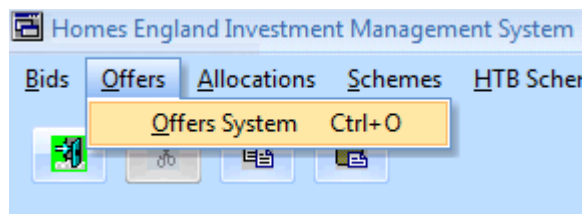
For help accessing the IMS system or to report a problem, please contact the helpdesk on **01908 353604**

For general queries, please contact your Homes England team.

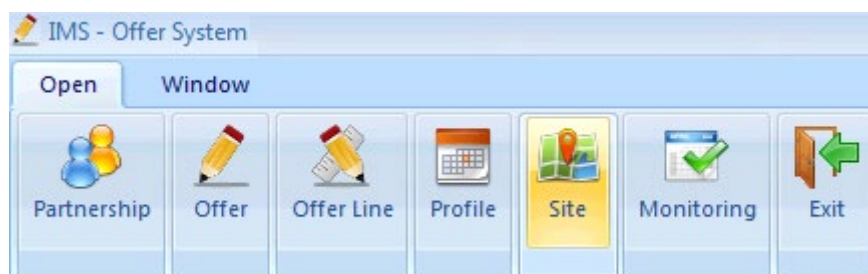
C. The Offers System - Navigation and Filtering

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:






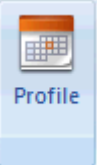



Offer System screen (Open menu view)

ii) Offer System screen - Menus

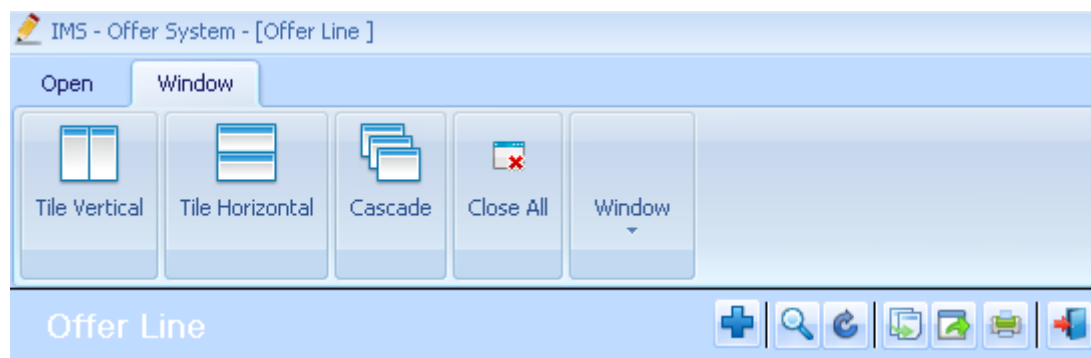
The Offers system has two menus: Open and Window

Open Menu

This menu displays the area of the Offers 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

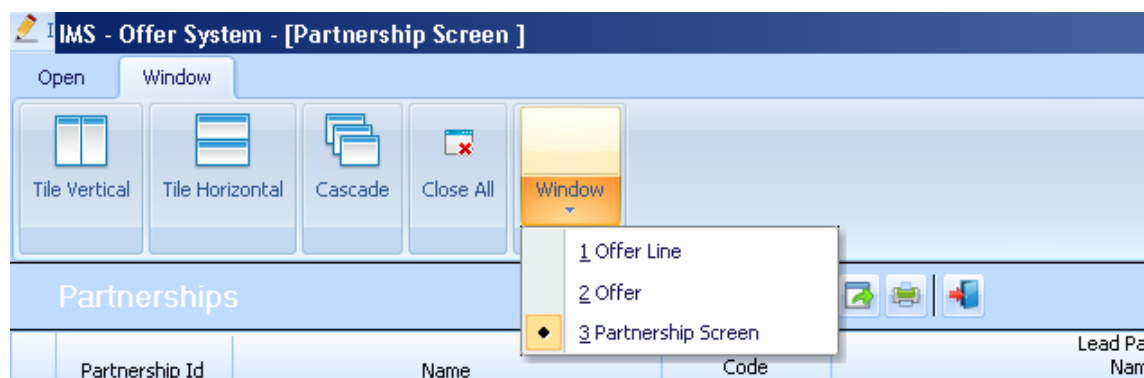


Offer System screen (Window menu view)

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.



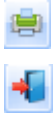
Copy rows to clipboard

Copies the selected grid rows to the clipboard.



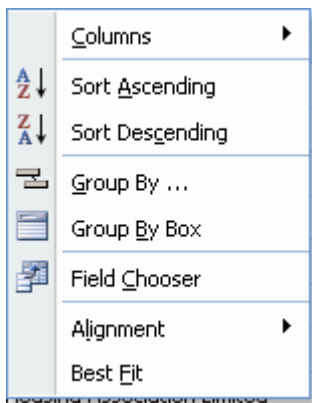
Export rows to CSV

Exports the selected grid rows to the CSV.



Grid Columns - Functionality

Grid – Functionality Enhanced



Print

Exit

Closes the grid window

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.

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

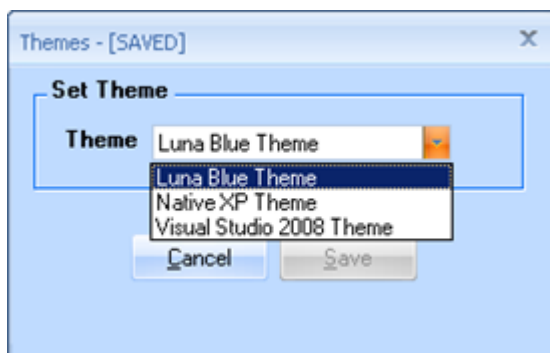
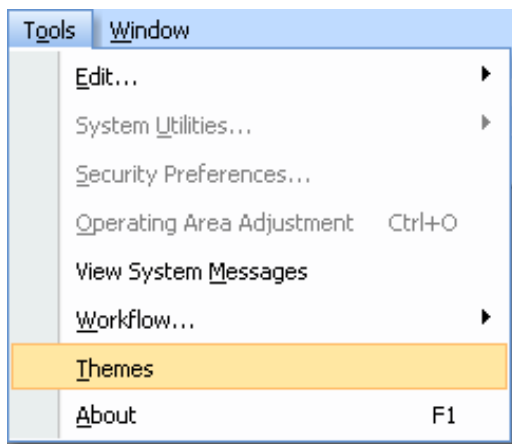
Best Fit

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

D. 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 Amending Profiles

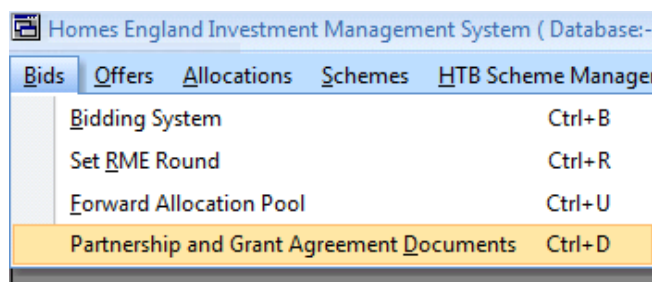
Background

Providers need to have an approved 2021 to 2026 programme in order to begin the processes within IMS for claiming grant. The Offers system maintains and builds on the improvements from the 2016-21 Shared Ownership and Affordable Homes Programme to reduce the duplication of information required to be input when progressing schemes from the Offers stage to payments.

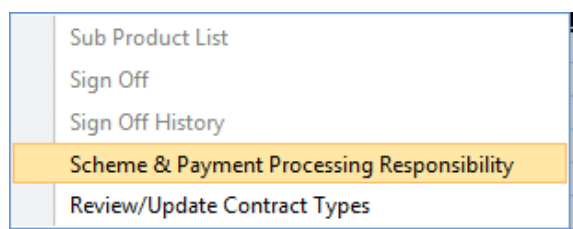
1.1 Set Scheme and Payment Processing

If the provider contract with Homes England has been signed off then the section below is not relevant, users can skip forward to section 1.3 in this document if that is the case.

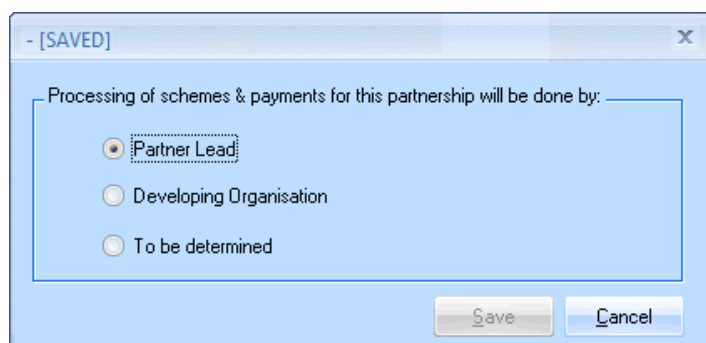
To set up the responsibility for scheme processing the lead partner of a partnership will need to go to the main IMS screen and click on the dropdown **Bids** menu, selecting the **Partnership and Grant Agreement Documents** option.



The provider should then right click on the appropriate 2021-26 programme line and select **Scheme & Payment Processing Responsibility**.



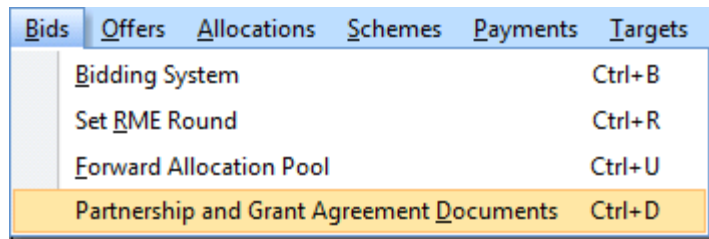
Providers would then need to specify whether the **Partner Lead** or the **Developing Organisation** will be dealing with scheme and payment processing within IMS by clicking on the radio button next to the relevant option.



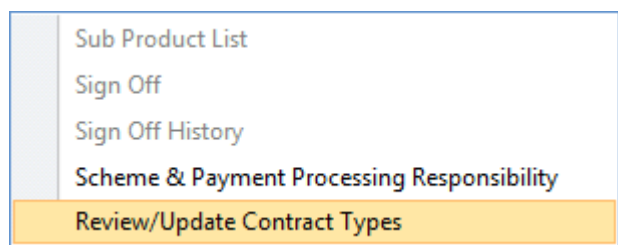
1.2 Contract Sign Off in IMS

If providers haven't yet signed off their contract in IMS they should follow the guide below to do so. Providers will not be able to create schemes if their contract is not signed off electronically.

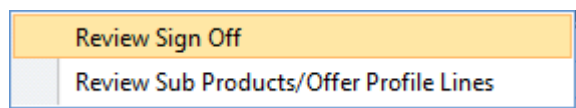
Firstly, go to the **Partnership and Grant Agreement Documents** from the **Bids** dropdown.



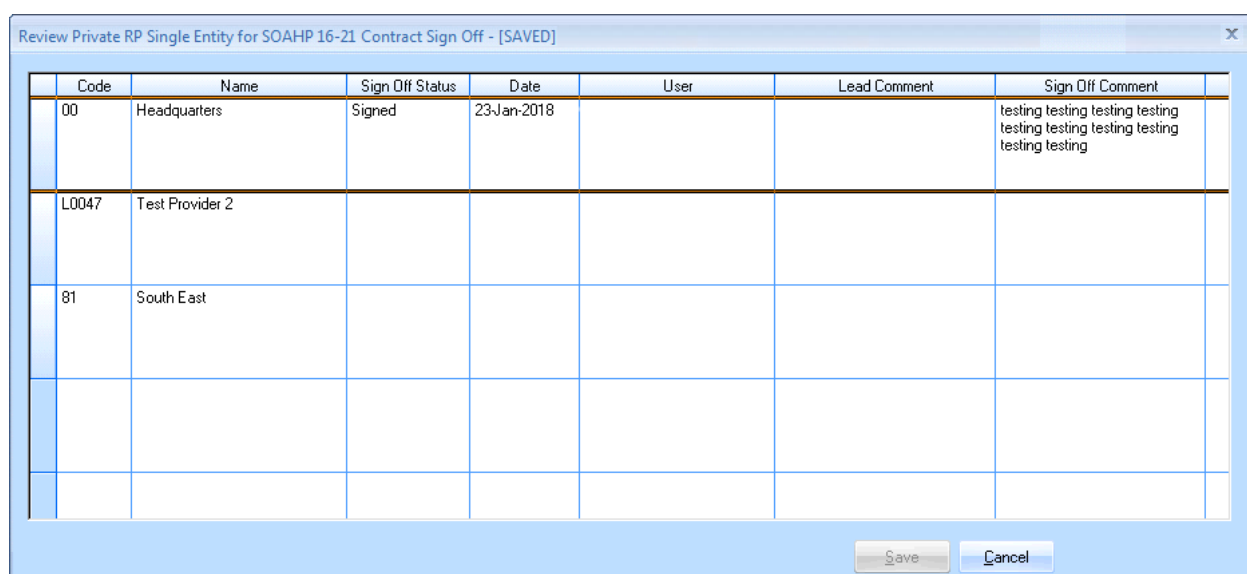
Right click on the providers 2021-26 Partnership then choose **Review/Update Contract Types**



Right click on the single line displayed and select **Review Sign Off**.



The provider sign-off is the second of the three stages to be completed and the Homes England team's initial sign-off will be shown at the top. Right click on the line and press **sign off**.



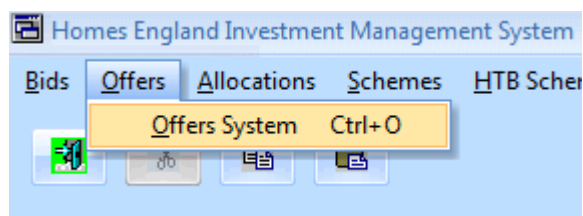
Code	Name	Sign Off Status	Date	User	Lead Comment	Sign Off Comment
00	Headquarters	Signed	23-Jan-2018			testing testing testing testing testing testing testing testing testing testing
L0047	Test Provider 2					
81	South East					

Step Summary:

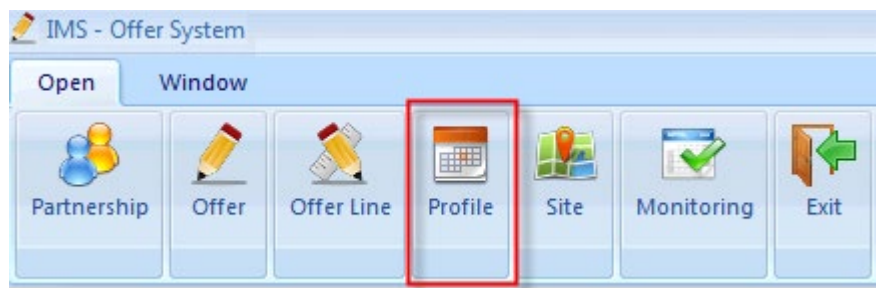
- 1.3 Access to the Offers System
- 1.4 Offer Line Profile Filter
- 1.5 Offer Line Sub Product Schedule – Profile Lines
- 1.6 Maintain Profile Line Tabs
- 1.7 Maintain Profile Line Tabs – Scheme Forecast
- 1.8 Validating and Submitting Amended Profiles
- 1.9 Amending Milestones

1.3 Access to the Offers System

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



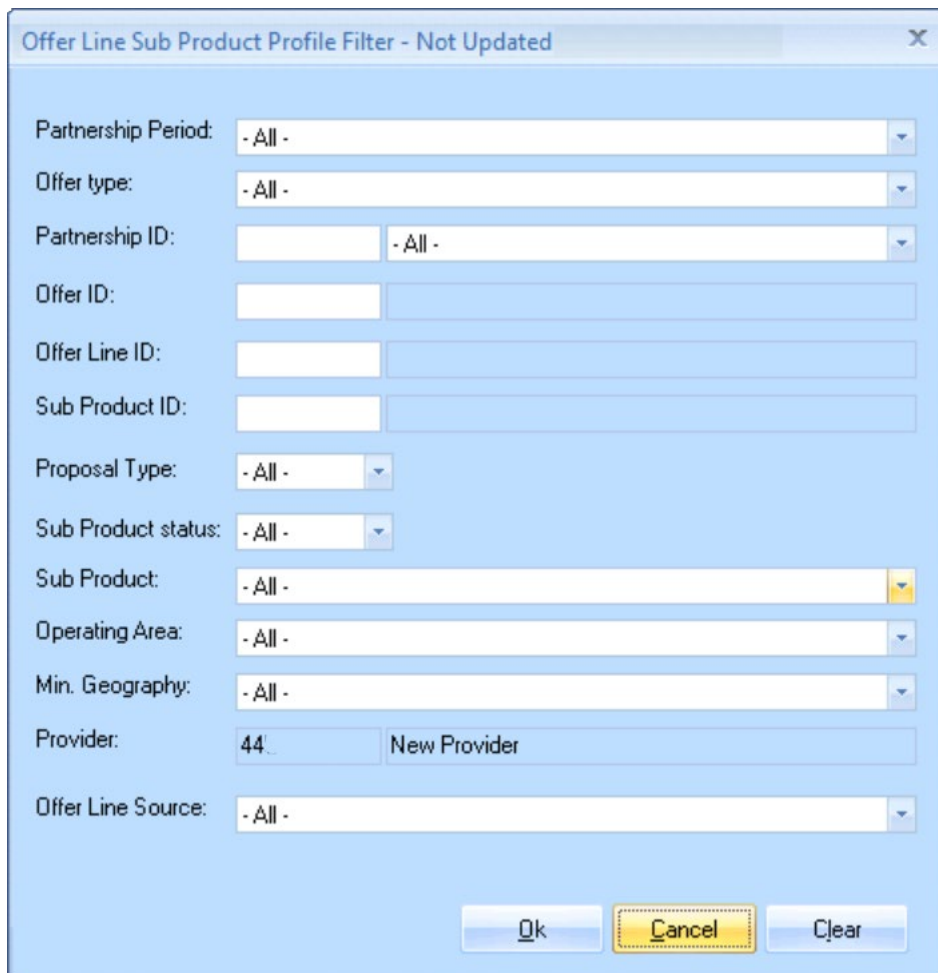
The following screen is then displayed:



Select the highlighted **Profile** button displayed above in order to identify the profile line to be used.

1.4 Offer Line Profile Filter

When entering the **Profile** section, Providers are first presented with the filter window, shown below, to help identify a particular profile line.



In this particular example the **Partnership Period** is not selected but can be used to limit the displayed lines to only those from a particular programme period, such as **2021-26**. Each of the other fields can be utilised to further restrict the results returned upon pressing the **OK** button. For example the **Proposal Type** field can be used to select between;

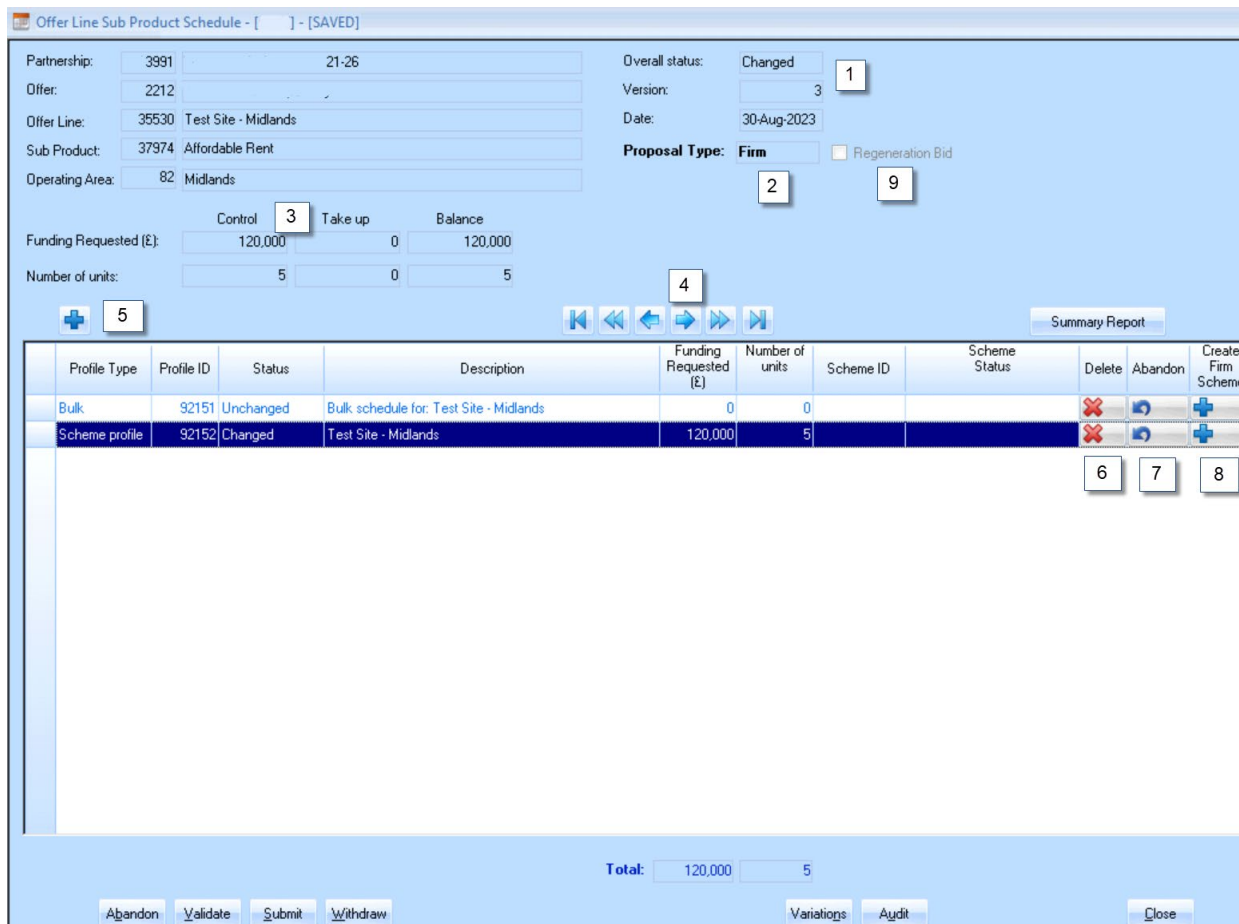
- **All**
This will be the default selection. This selection will return all proposal types.
- **Firm**
This will return profiles where the offer line is identified as being **Firm**
- **Indicative**
This will return profiles where the offer line has been identified as **Indicative** for those organisations that have an indicative programme.

Any indicative proposals need to be specified as firm schemes before reaching the stages covered in this guidance for creating schemes.

Once the desired profile line has been found, providers select it by clicking on the given name in the **Offer Line Sub Product Profile** column.

1.5 Offer Line Sub Product Schedule – Profile Lines

Once a **Profile Line** has been selected the schedule screen will be displayed as shown below.



Offer Line Sub Product Schedule - [] - [SAVED]

Partnership: 3991 21:26 Overall status: Changed 1
 Offer: 2212 Version: 3
 Offer Line: 35530 Test Site - Midlands Date: 30-Aug-2023
 Sub Product: 37974 Affordable Rent Proposal Type: Firm 2 9
 Operating Area: 82 Midlands
 Funding Requested (£): Control 3 Take up Balance
 120,000 0 120,000
 Number of units: 5 0 5
 4
 5
 Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	92151	Unchanged	Bulk schedule for: Test Site - Midlands	0	0			✗	↶	+
Scheme profile	92152	Changed	Test Site - Midlands	120,000	5			✗	↶	+

 6 7 8
 Total: 120,000 5
 Abandon Validate Submit Withdraw Variations Audit Close

This screen has been numbered with the key elements explained below.

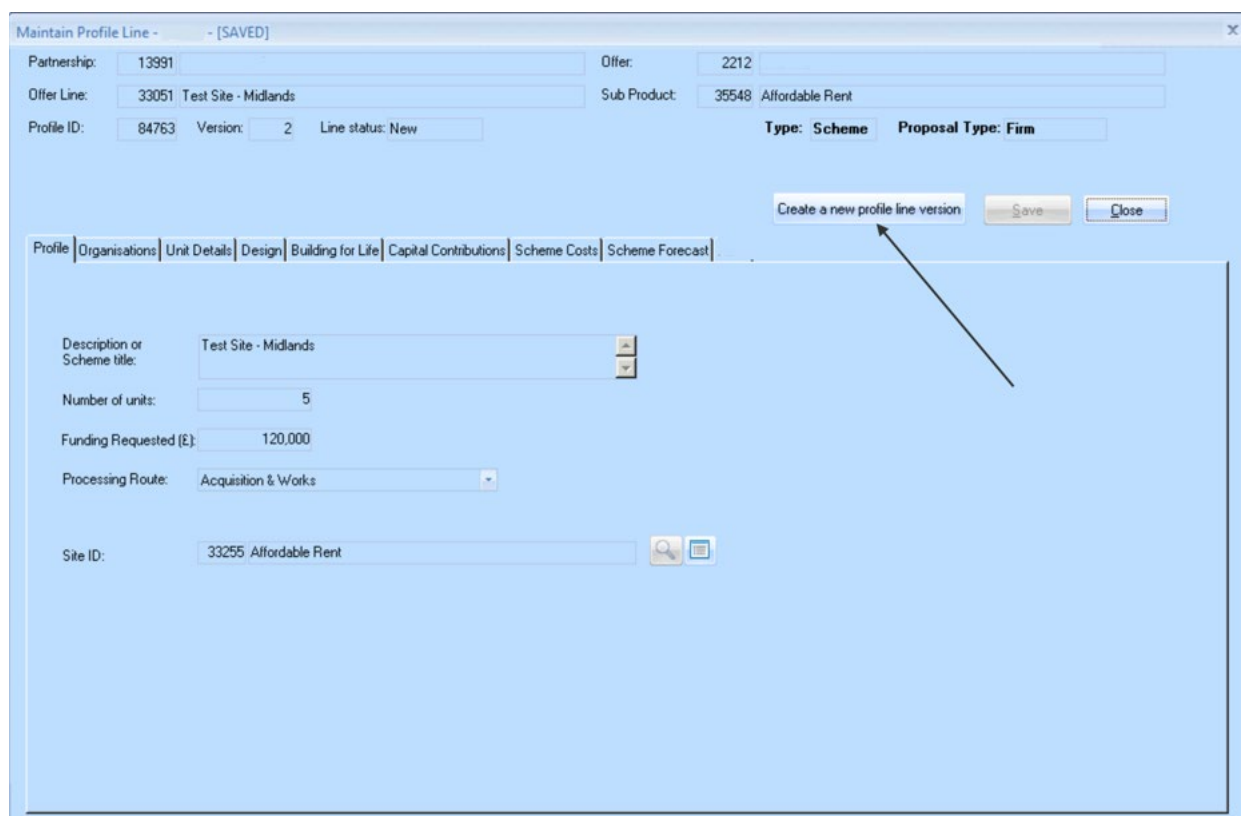
1	For each offer line which is formed by a single firm scheme, IMS has automatically created an Approved version 2. This is shown above with the fields highlighted in green. Using the back arrow (described at 4 below), providers are able to see version 1 which holds the number of units and funding requested in the bulk. Version 2 displays an empty bulk schedule, the units and funding requested have been automatically moved into the scheme profile line for this particular 5 home development.
2	The Proposal Type : Firm or Indicative. All indicative proposals have to become firm before progressing into schemes. (Note: Indicative proposals will continue to display as such even once Firm schemes are progressed.)
3	The control totals for Funding Requested and Number of units are fixed. The totals for Take up and Balance will move according to the schemes created.
4	Version Arrows. Enables providers to review the current and all previous versions of an Offer Line Profile.
5	Add button – allows further profile line(s) to be added under this Offer Line.
6	Delete button, to delete an entire line, the circumstances of when this option is available is limited depending on the status of the overall Offer Line as well as the particular line being deleted.

7	Abandon button. Will abandon changes started on a line and return to the latest Approved Version
8	Create Firm Scheme button, to create the scheme for the line. This option is available only once all relevant information has been validated on the profile line. As much as possible providers should ensure all of the relevant information is accurate and correct in the profile <u>before</u> creating the scheme. Not all elements will be editable once the scheme is created.
9	If the proposed scheme has been submitted as a regeneration bid this checkbox will be selected

1.6 Maintain Profile Line Tabs

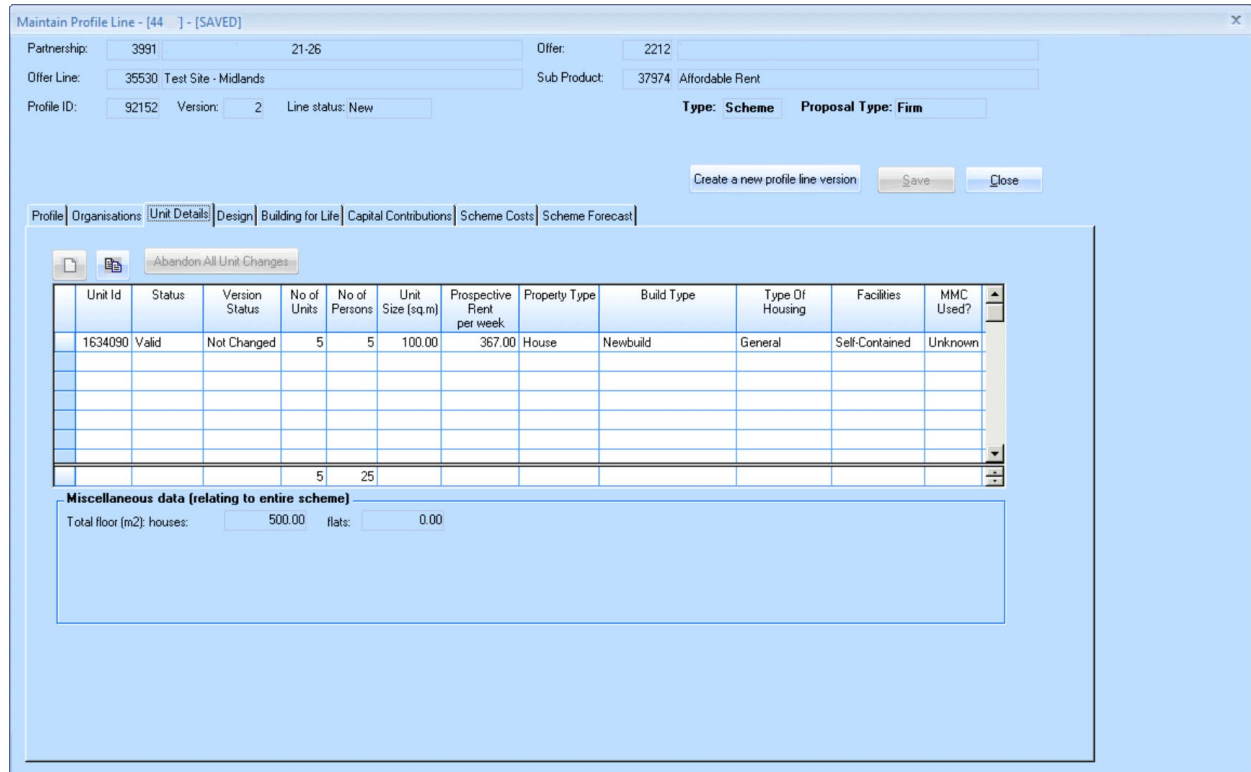
Clicking on the description for the scheme profile line will display the **Maintain Profile Line** screen shown below. It opens on the Profile tab, which along with the other tabs on this screen, are locked for editing until the **Create a new profile line version** is pressed (indicated by the arrow in the screenshot below).

The information in each of the tabs needs to be updated as appropriate, if different from the data when bidding, in preparation for creating the scheme.



Providers are then able to check and amend as necessary within each of the tabs for the **Profile Line**.

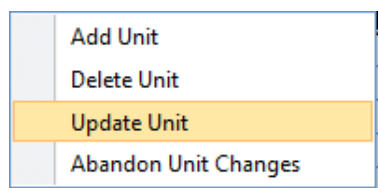
Under the **Unit Details** tab the list of unit types need to be checked to ensure they remain consistent and correct from the unit types bid for to what is now being delivered. In previous programmes there were a number of fields requiring completion for each unit type, this information is now asked in tabs explained in the coming pages.



Unit Id	Status	Version Status	No of Units	No of Persons	Unit Size (sq.m)	Prospective Rent per week	Property Type	Build Type	Type Of Housing	Facilities	MMC Used?
1634090	Valid	Not Changed	5	5	100.00	367.00	House	Newbuild	General	Self-Contained	Unknown
			5	25							

Miscellaneous data (relating to entire scheme)
Total floor (m2): houses: flats:

Select the appropriate line of units, right-click on that row and select **Update Unit** in order to amend the unit details.



In the **Unit Type Entry** screen, as shown overleaf, all of the details can be checked and adjusted as appropriate.

Unit Type Entry - [SAVED]

Profile ID: 92152 Name: Test Site - Midlands

Unit Id: 1634090

Unit Detail | Revenue Funding | Client Groups | HAPPI Principles | MMC | Rent

What type of housing does this unit provide? General

Disabled and Vulnerable People/Older People housing type: []

S.106: Not S106 units Rent terms: Affordable Rent

No. units: 5 No. bedrooms per unit: 3 Bed No. persons potential per unit: 5

Building Type: House Facilities: Self Contained

Works type: New Build Custom Build? No

Number of storeys per dwelling: 2

Accessibility

Meets wheelchair standards: No

Accessibility category of unit: M(4) Category 1: Visitable dwellings

Are these units intended as move on accommodation? No

Floor area

Internal floor area per unit (sq. m): 100.00

Do these units incorporate design features or management arrangements intended to meet the needs of a particular group? No

Particular group: []

Are Methods of Modern Construction used? Unknown

Do the units all meet Nationally Described Space Standards? Yes

Does the total built in Storage space meet recommended size? Yes

Do all bedrooms meet recommended room areas? Yes

Do all bedrooms meet recommended room widths? Yes

Save Cancel

In the **Design** tab providers should ensure that the appropriate checkboxes remain checked from those entered at Offer Line stage.

Maintain Profile Line - [44] - [SAVED]

Partnership: 3991 21-26 Offer: 2212

Offer Line: 35530 Test Site - Midlands Sub Product: 37974 Affordable Rent

Profile ID: 92152 Version: 3 Line status: Changed Type: Scheme Proposal Type: Firm

Comment: []

Save Close

Profile | Organisations | Unit Details | Design | Building for Life | Capital Contributions | Scheme Costs | Scheme Forecast

Design

Please indicate whether the design of your scheme meets the Government's priorities for good design, as set out in the National Design Guide, under the ten characteristics of:

National Design Guide Characteristic	Select
A - Context	<input checked="" type="checkbox"/>
B - Identity	<input checked="" type="checkbox"/>
C - Built form	<input type="checkbox"/>
D - Movement	<input checked="" type="checkbox"/>
E - Nature	<input type="checkbox"/>
F - Public Spaces	<input type="checkbox"/>
G - Uses	<input checked="" type="checkbox"/>
H - Homes and buildings	<input checked="" type="checkbox"/>
I - Resources	<input checked="" type="checkbox"/>
J - Lifespan	<input type="checkbox"/>

For new build schemes larger than 10 homes, have you assessed your scheme against the Building for a Healthy Life criteria? []

How many (out of 12) green lights does the design of your scheme (or the wider site) score? []

In the **Building for Life** tab providers should enter the scores if an assessment has been undertaken. In addition, the whole life costs and communal area should be completed as appropriate to the scheme.

Maintain Profile Line - [44] - [NOT SAVED]

Partnership: 3991 21-26 Offer: 2212

Offer Line: 35530 Test Site - Midlands Sub Product: 37974 Affordable Rent

Profile ID: 92152 Version: 3 Line status: Changed Type: Scheme Proposal Type: Firm

Comment:

Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs Scheme Forecast

Building for Life Questions:

Have you carried out a Building for Life Assessment? Yes

Please indicate which BFL questions have a Green assessment:

Question	Green
<input checked="" type="checkbox"/> 1. Connections	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 2. Facilities and services	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 3. Public transport	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 4. Meeting local housing requirements	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 5. Character	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 6. Working with the site and its context	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 7. Creating well-defined streets and spaces	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 8. Easy to find your way around	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 9. Streets for all	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 10. Car parking	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 11. Public and private spaces	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 12. External storage and amenity space	<input checked="" type="checkbox"/>

Additional Data:

Whole Life Costs: Costs less than 80%

Communal Area? No Size of Communal Area (sq m):

In the **Capital Contributions** tab providers needs to check what has previously been entered for the sub product line within Offers and, once again, update accordingly.

Maintain Profile Line - [] - [NOT SAVED]

Partnership: 3991 Offer: 2212

Offer Line: 33273 Test Site - Midlands Sub Product: 35773 Affordable Rent

Profile ID: 85393 Version: 3 Line status: Changed Type: Scheme Proposal Type: Firm

Comment:

Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs Scheme Forecast

Contributions	Amount (£)	Comments
Other capital sources	1,162,271	From HRA
Loan supportable from net rental income of units in this scheme	0	
Cross subsidy from open market sales (this scheme)	0	
Cross subsidy from open market sales (other schemes)	0	
Cross subsidy from provider's own resources	0	
Recycled Capital Grant Fund	0	
Other public subsidy - grant funded (double click on line to enter values)	0	
Total Contributions:	1,162,271	

If the above contributions, how much borrowing is intended to be secured under an Affordable Home Guarantee? 0

In the **Scheme Costs** tab the basis for the **Works Costs** is required to be added from the dropdown option as well as confirming all of the other editable fields are correct.

Maintain Profile Line - [] - [NOT SAVED]

Partnership: 3991 Offer: 2212

Offer Line: 33273 Test Site - Midlands Sub Product: 35773 Affordable Rent

Profile ID: 85393 Version: 3 Line status: Changed Type: **Scheme** Proposal Type: **Firm**

Comment: testing testing testing

Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions **Scheme Costs** Scheme Forecast

A. Public land	No	H. Total scheme cost (E+F+G)	1,449,271
B. Purchase Price	272,264	I. Capital contributions	1,162,271
C. Has the price been marked down in your account?	No	J. Transfer value	
D. Current Value	272,264	K. Funding requested	287,000
		L. Surplus/Deficit (H - (I+J+K))	0
E. Acquisition cost (=D)	272,264		
F. Works cost	1,046,228	Works cost based on:	QS Estimates
	Works cost per m2 1,162		
G. On costs	130,779		
H. Total scheme cost (E+F+G)	1,449,271		

1.7 Maintain Profile Line Tabs – Scheme Forecast

Under the **Scheme Forecast** tab the provider can update the acquisition and start on site payment dates (if eligible to receive) if required.

Providers are able to adjust all of the dates under this tab. However, if the intention is to proceed directly to creating the scheme and claiming either acquisition or start on site tranches there is no need to amend the **Planning Consent** and **Acquisition** dates at this point as those stages will have to be achieved in order to claim payment. (see section 2.1). As this is a forecast screen, all dates have to be set as either, the current day, or a future date, unless the **Actual** box is checked, meaning a date in the past must be entered. If the Actual button is changed for the Acquisition payment, a date in the past needs to be entered and that payment amount will be added to the Start on Site payment line once the scheme is created.

Maintain Profile Line - [] - [SAVED]

Partnership: 3991 21-26 Offer: 2212

Offer Line: 35530 Test Site - Midlands Sub Product: 37974 Affordable Rent

Profile ID: 92152 Version: 3 Line status: Changed **Type: Scheme** **Proposal Type: Firm**

Comment: testing testing testing

Save Close

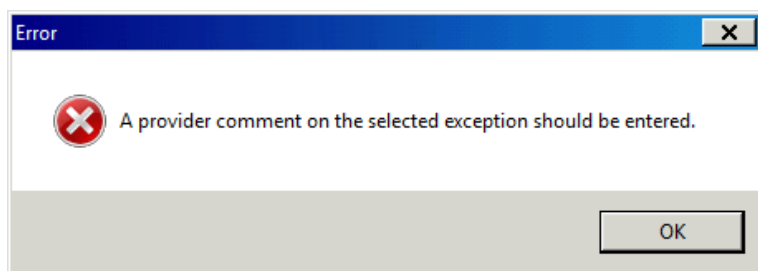
Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs **Scheme Forecast**

Milestone	Optional	Payment Applicable	Actual	Milestone Achieved	Forecast/Actual Date	Payment (£)
Planning Consent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-Aug-2023	0
Acquisition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07-Sep-2023	48,000
Start on Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-Sep-2023	42,000
Final Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28-Aug-2024	30,000

Audit

Once each tab has been completed, and the provider is satisfied the content is accurate, press the **Save** button and then the **Close** button to exit this screen.

If there are any discrepancies that prevent IMS from saving, an error message will be displayed and providers will need to make the appropriate amendments before IMS will allow them to save the data on the screen.

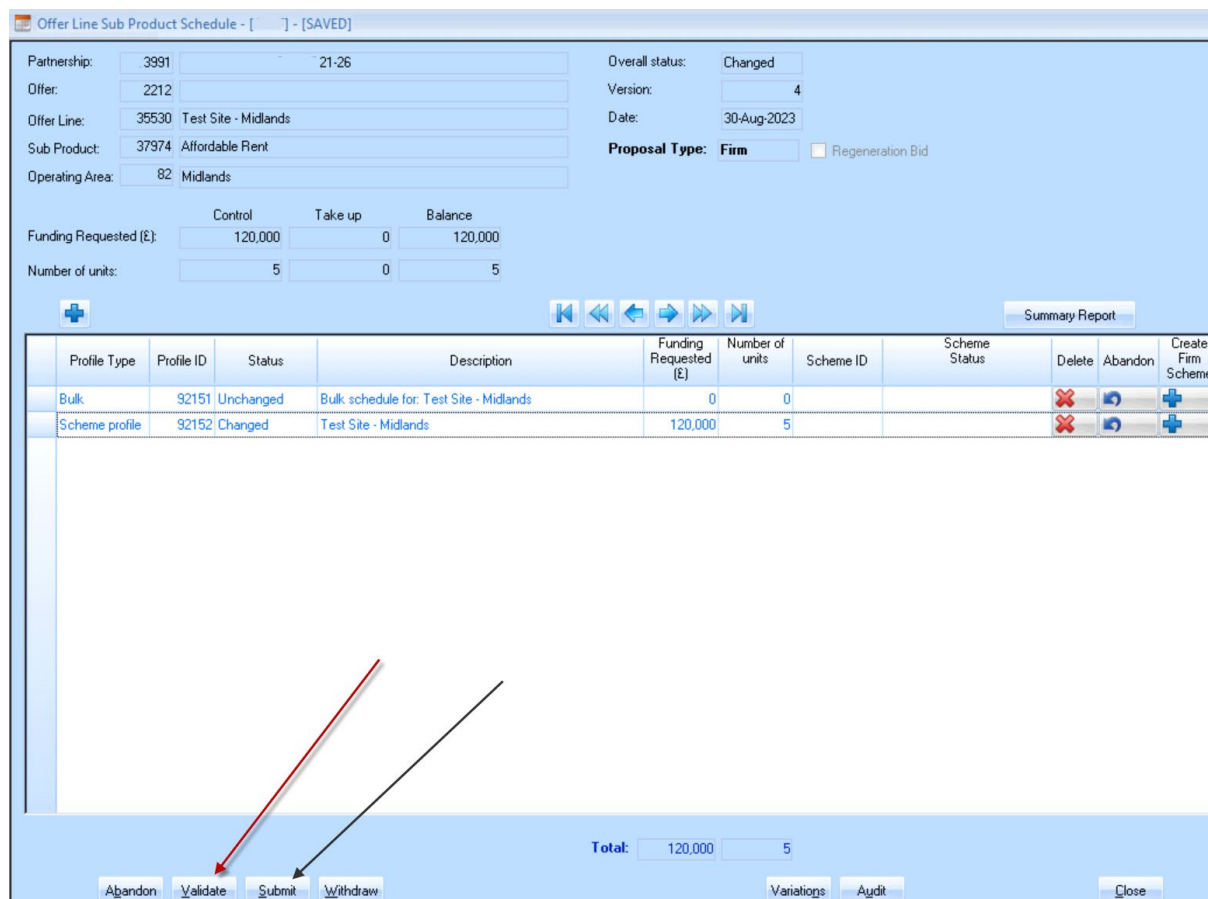


Once saved, IMS will create a new version of the **Offer Line Sub Product schedule**, increasing the version number by one.

In the screenshot overleaf in 1.8 the **Offer Line Sub Product schedule** is now **Version 4** and has an **Overall status** of Changed.

1.8 Validating and Submitting Amended Profiles

Providers are now able to either make further adjustments to this scheme profile line or attempt to **Validate** and **Submit** the **Offer Line Sub Product schedule** for Homes England approval.



Offer Line Sub Product Schedule - [] - [SAVED]

Partnership: 3991 21-26
Offer: 2212
Offer Line: 35530 Test Site - Midlands
Sub Product: 37974 Affordable Rent
Operating Area: 82 Midlands

Overall status: Changed
Version: 4
Date: 30-Aug-2023
Proposal Type: Firm Regeneration Bid

Funding Requested (£):
Control: 120,000
Take up: 0
Balance: 120,000

Number of units:
Control: 5
Take up: 0
Balance: 5

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	92151	Unchanged	Bulk schedule for: Test Site - Midlands	0	0			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheme profile	92152	Changed	Test Site - Midlands	120,000	5			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total: 120,000 5

Buttons: Abandon, Validate, Submit, Withdraw, Variations, Audit, Close

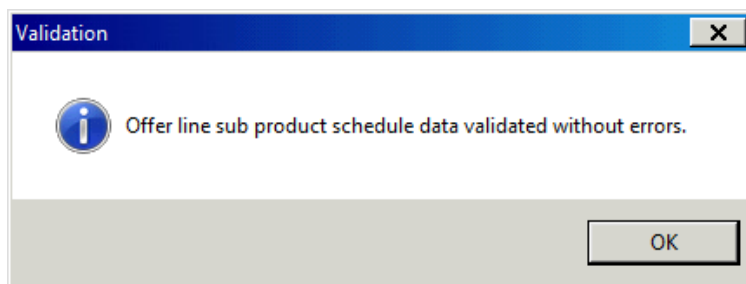
Clicking on the **Validate** button (indicated by the red arrow above) will display a list of **Validation Messages** covering any errors or warnings related to that profile line. For example, in the screenshot overleaf there are a series of warnings showing material changes. These messages are for Providers to consider that everything is as intended before submitting.

Validation Message - [SAVED]

Group Name	Message	Error Reference
Material Change - Monthly Delivery Profile	The proposed monthly profile of payment for completions in this version is different to the monthly profile of payment for completions in the approved version	
Material Change - Monthly Delivery Profile	The proposed monthly profile of unit completions in this version is different to the monthly profile of unit completions in the approved version	
Material Change - Monthly Delivery Profile	The proposed monthly profile of payment for starts on site in this version is different to the monthly profile of payment for starts on site in the approved version	
Material Change - Monthly Delivery Profile	The proposed monthly profile of unit starts on site in this version is different to the monthly profile of unit starts on site in the approved version	

Print Close

Any errors will also be displayed here and will require rectifying before the scheme can move into a status of **Valid**. If there are **Errors** they can be clicked upon and IMS will take Providers to the area that needs to be rectified.



The above will be displayed once the scheme is validated.

Variation Group Comments - [SAVED]

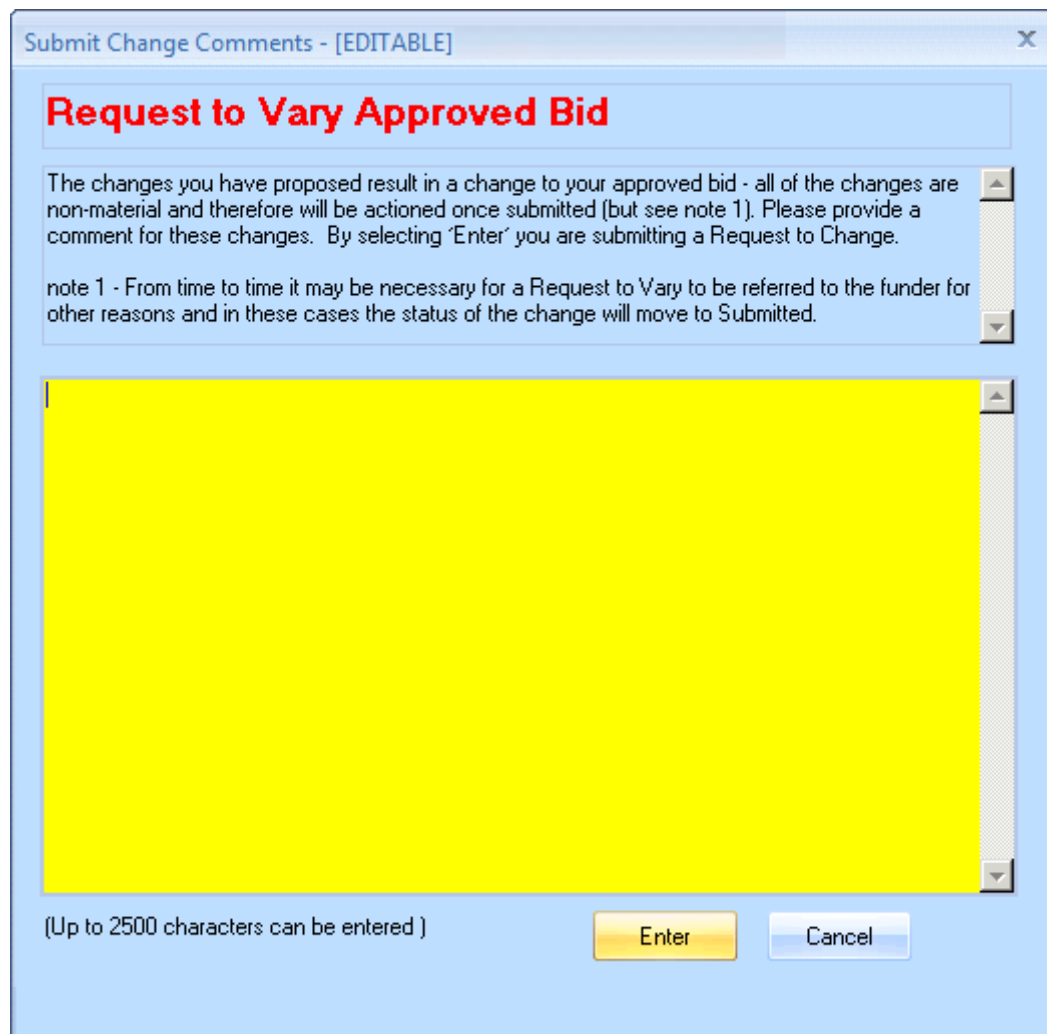
Group Name (Double Click on name to view)	Comment Required?	Provider Comment	Action
Messages	<input type="checkbox"/>		Edit Comment
Material Change - Monthly Delivery Profile	<input checked="" type="checkbox"/>		Edit Comment
Change - Additional Unit Data Completed	<input type="checkbox"/>		Edit Comment

Submit Save Cancel

Once the **Submit** button is pressed (shown by the black arrow in the screenshot on pg.19) the **Validation Group Comments** will be displayed which require providers to select the **Edit Comment** button, on the right hand side, and provide a comment related to the change listed.

After appropriate comments have been added and submitted for the validation changes, providers are able to add a comment in the **Request to Change an Approved Bid** screen (see below) before submitting the revised profile record to Homes England. The submission shown on the previous page includes a material change and will require Homes England sign-off before this profile version can be moved back into an **Approved** status. Non-material changes can be validated without requiring Homes England input, as IMS will automatically set the status of the new profile version to **Approved**.

A list of what might constitute Material and Non-Material changes is included at the end of this document in Appendix 1.



Submit Change Comments - [EDITABLE]

Request to Vary Approved Bid

The changes you have proposed result in a change to your approved bid - all of the changes are non-material and therefore will be actioned once submitted (but see note 1). Please provide a comment for these changes. By selecting 'Enter' you are submitting a Request to Change.

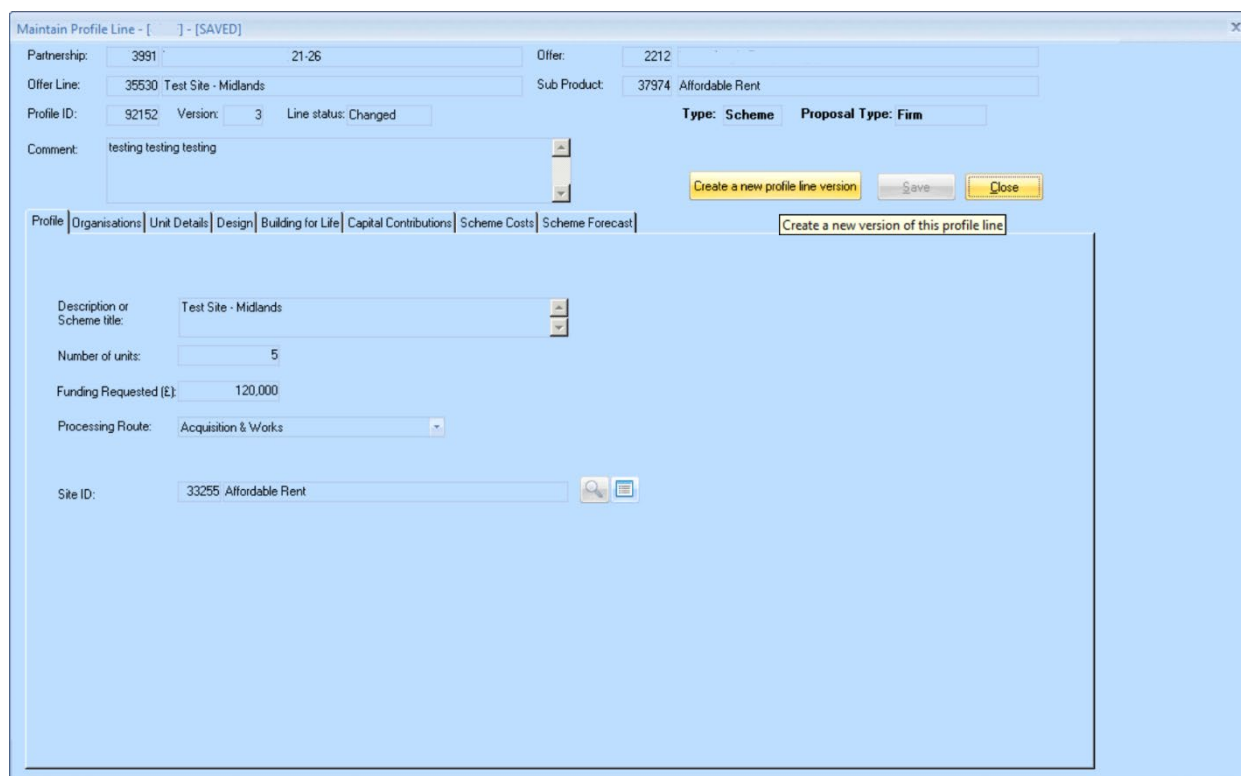
note 1 - From time to time it may be necessary for a Request to Vary to be referred to the funder for other reasons and in these cases the status of the change will move to Submitted.

(Up to 2500 characters can be entered)

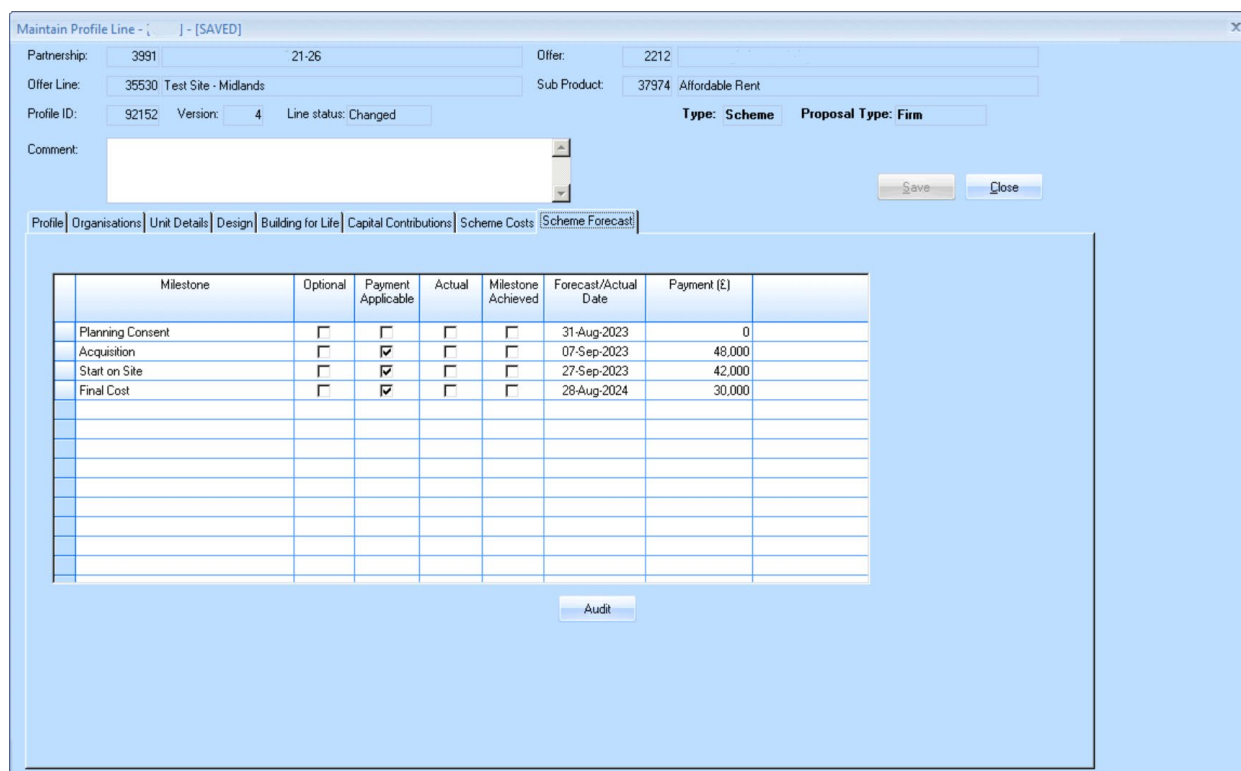
Enter Cancel

1.9 Amending Milestones

All milestones are amended in Profiles, even once the scheme has been created. Once again start by clicking on the Create a new profile line version button to be able to edit the Profile line.



As seen below, once in the new profile version, select the **Scheme Forecast** tab in order to be able amend any of the **Milestone Dates**.



Milestone	Optional	Payment Applicable	Actual	Milestone Achieved	Forecast/Actual Date	Payment (£)
Planning Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-Aug-2023	0
Acquisition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07-Sep-2023	48,000
Start on Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27-Sep-2023	42,000
Final Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28-Aug-2024	30,000

In the screenshot below the **Forecast Dates** have been amended, a comment needs to be added towards the top of the screen to explain the reasons behind the changes made.

Maintain Profile Line - [] - [NOT SAVED]

Partnership: 13991 21-26 Offer: 2212

Offer Line: 35530 Test Site - Midlands Sub Product: 37974 Affordable Rent

Profile ID: 92152 Version: 4 Line status: Changed **Type: Scheme Proposal Type: Firm**

Comment: One month delay for SOS and FC

Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs **Scheme Forecast**

Milestone	Optional	Payment Applicable	Actual	Milestone Achieved	Forecast/Actual Date	Payment (£)
Planning Consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-Aug-2023	0
Acquisition	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	07-Sep-2023	48,000
<input checked="" type="checkbox"/> Start on Site	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-Oct-2023	42,000
<input checked="" type="checkbox"/> Final Cost	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25-Sep-2024	30,000


Audit

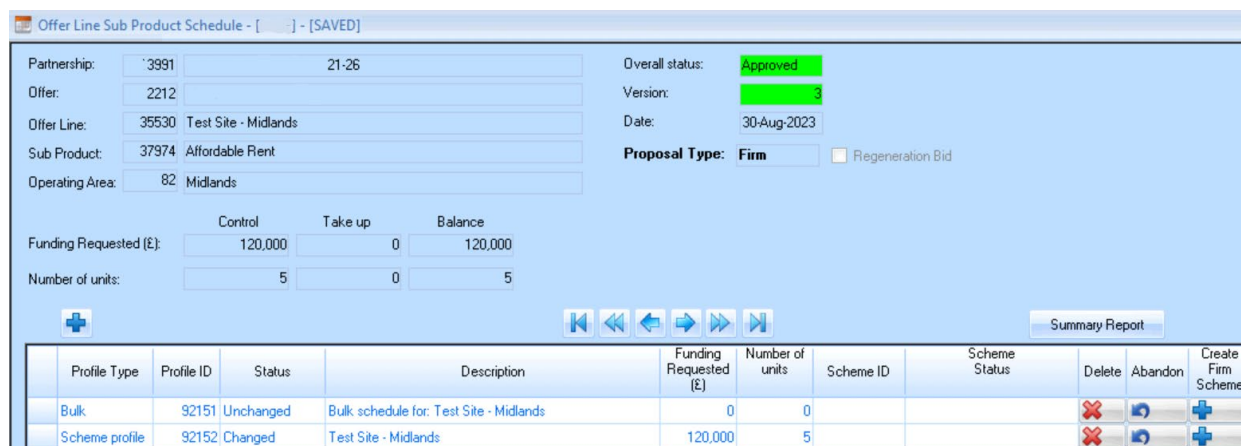
Step 2 Creating a Scheme

Step Summary:

- 2.1 Create the Firm Scheme from the Profile Schedule
- 2.2 Submission of Developable Scheme
- 2.3 Reforecasting Milestones
- 2.4 Achieving Planning and Acquisition Milestones
- 2.5 Processing Acquisition Tranche Payments
- 2.6 Processing a Start on Site Payment
- 2.7 Searching for Schemes
 - 2.7.1 Schemes Route
 - 2.7.2 Offer Profiles Route
- 2.8 Scheme Terminations

2.1 Create the Firm Scheme from the Profile Schedule

Once providers are satisfied that all of the data within a profile line is correct they can **Create the Firm Scheme** by pressing the  button in the final column on the right hand side.

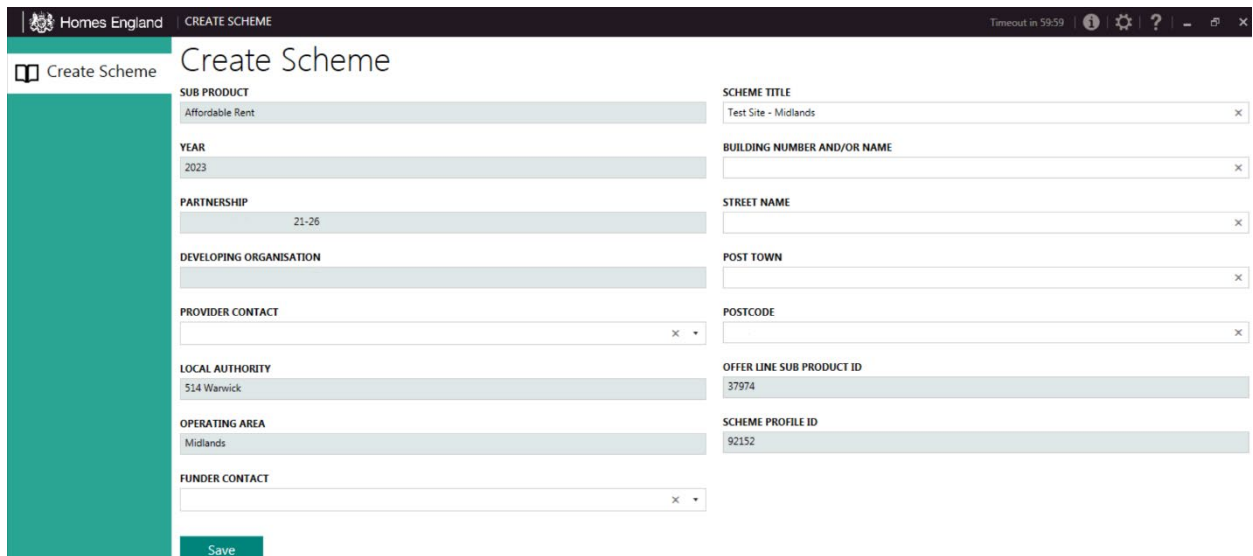


The screenshot shows the 'Offer Line Sub Product Schedule' interface. It includes form fields for Partnership, Offer, Offer Line, Sub Product, and Operating Area. It also displays overall status (Approved), version (3), and date (30-Aug-2023). A table at the bottom lists profile lines with columns for Profile Type, Profile ID, Status, Description, Funding Requested (£), Number of units, Scheme ID, Scheme Status, and actions (Delete, Abandon, Create Firm Scheme).

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	92151	Unchanged	Bulk schedule for: Test Site - Midlands	0	0					
Scheme profile	92152	Changed	Test Site - Midlands	120,000	5					

The **Scheme** will open in a new window. Providers complete each of the fields as appropriate to the scheme specified in the profile line.

A number of the fields are pre-completed from the profile; those that cannot be amended are shaded grey. The field **Scheme Title** will have been entered at bidding stage and fed through from profiles. This can be updated to a more suitable title if appropriate for the scheme at this point.



The postcode field needs to be completed using the standard convention in which the Post Office issues postcodes. If the convention is not followed, IMS will prompt a correction before providers will be able to save the data.

IMS will issue a warning message to providers if a postcode is entered which is not yet recognised because it is a new postcode. Checks against the latest post code datasets will be made against all new post codes until they appear in the post code dataset. Providers can enter abridged postcodes, by entering the first element of the postcode up to the space, if the full postcode has not yet been issued.


Once the provider is satisfied that all of the data is correct they need to press the **Save** button where IMS will issue a message stating that the '**Data has saved successfully**'.

Data saved successfully.



2.2 Submission of Developable Scheme

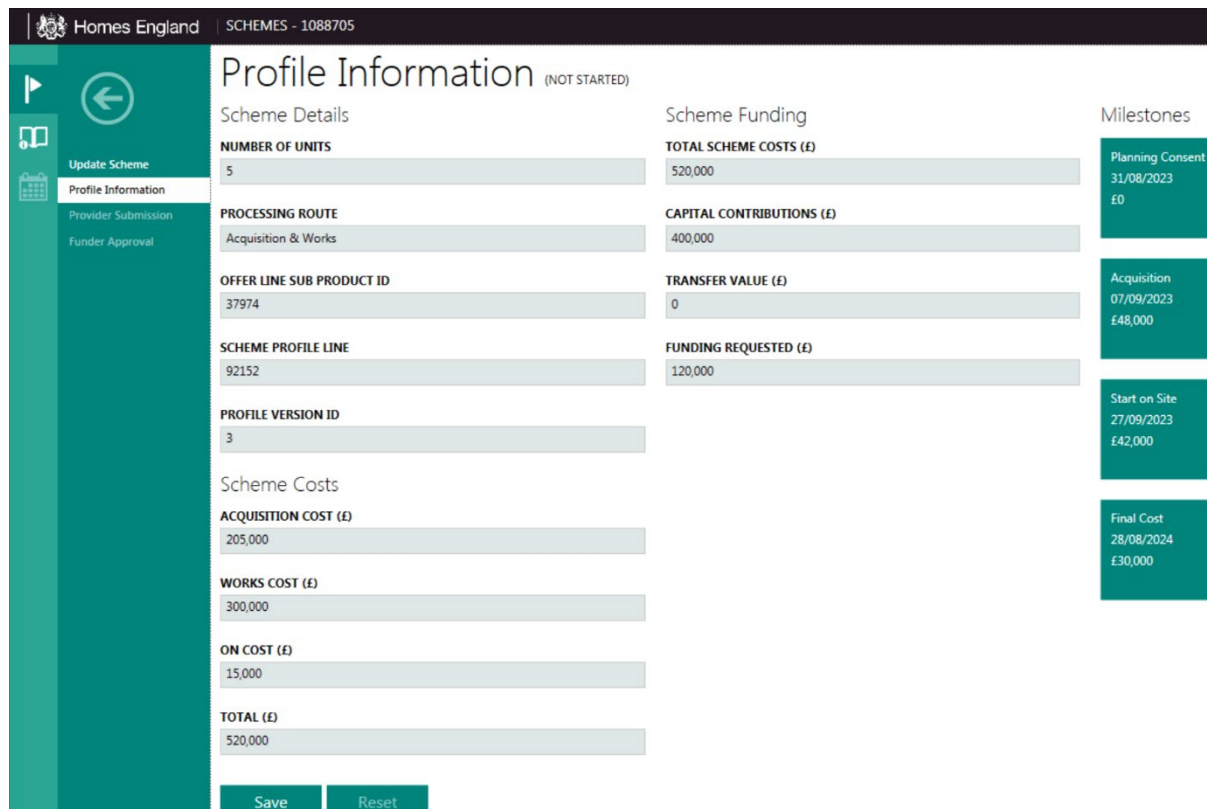
After saving the initial scheme page providers are presented with the view shown in the **Submission of Developable Scheme** screen (screenshot below).



NAME	START DATE	END DATE	STATUS	ACTION
Update Scheme	30/08/2023 at 16:19	30/08/2023 at 16:19	Completed	→
Profile Information			Not Started	→
Provider Submission			Not Started	
Funder Approval			Not Started	

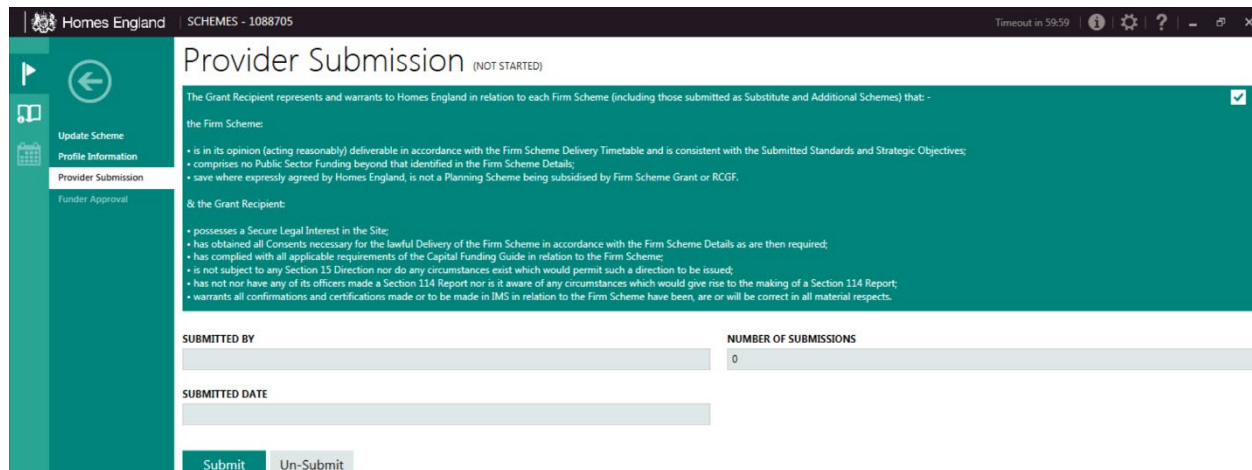
The first screen, which was completed under section 2.1, is called the **Update Scheme** screen and is shown with a **Status** of **Complete** along with the schemes start and end dates. The three other tasks are listed below it and all have a **Status** of **Not Started**. Please note that the **unique IMS scheme number** has been assigned to the scheme after saving the Update Scheme screen and is shown in the header.

Providers can double click on the **Profile Information** line to bring up the next screen IMS that is showing as not started.

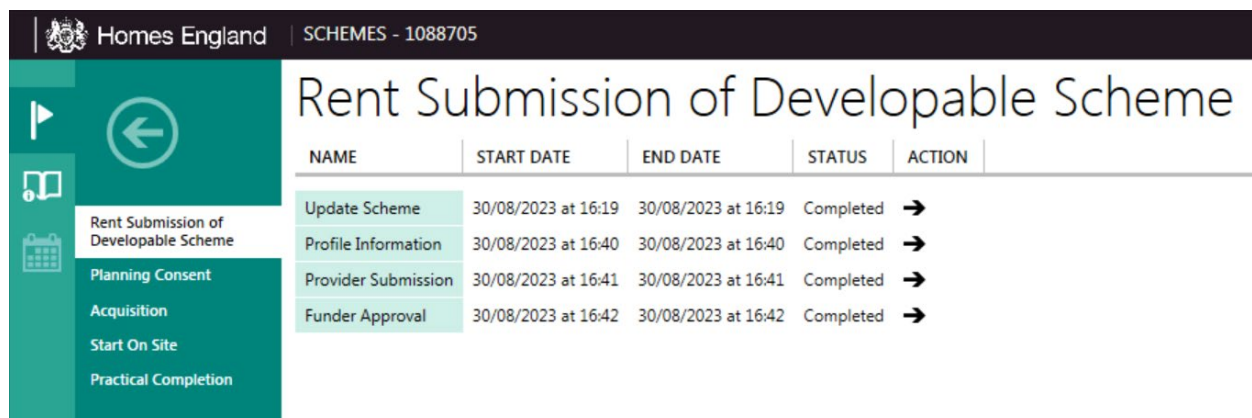


The details in the **Profile Information** screen have been fed through from the profile and are not available to be edited. This highlights the importance of having accurate information at the **Profiles** stage in **Offers** before progressing to create a scheme. If any data is incorrect the scheme will need to be terminated and the profile line revised (shown in section 2.7).

If all the details are correct the provider clicks on the **Save** button to activate the next stage. The left-hand side of the screen has a shortlist of tasks, which allow providers to see the progress of a scheme.



Once Homes England have approved the final stage of **Funder Approval** (shown above), all of the tasks will display as complete.



After start on site has commenced, the provider (if the scheme is eligible) is able to claim an Acquisition payment and a Start on Site (SOS) payment. In the screenshot below, the **SOS Payment** is shown as a future event with its forecast date alongside.

Homes England | SCHEMES - 1088705

Milestones

View / Edit Milestones

- Add Milestone
- Delete Milestone

NAME	TYPE	STATUS	↓	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed			→
Planning Consent	Non Payment Event	In Progress/Next	31/08/2023		→
Acquisition	Non Payment Event	Future	07/09/2023		→
Start On Site	Payment Event	Future	27/09/2023		→
Practical Completion	Payment Event	Future	28/08/2024		→

2.3 Reforecasting Milestones

Providers now amend their milestones in Profiles and is not managed in Schemes. This has been covered in section 1.9 above.

2.4 Achieving the Planning Milestone

For Providers to be able to claim payments they must first complete the milestone data for their scheme for **Planning Consent**. Providers open the scheme milestones and select the Planning Consent stage from the list (shown below).

Homes England | SCHEMES - 1088705

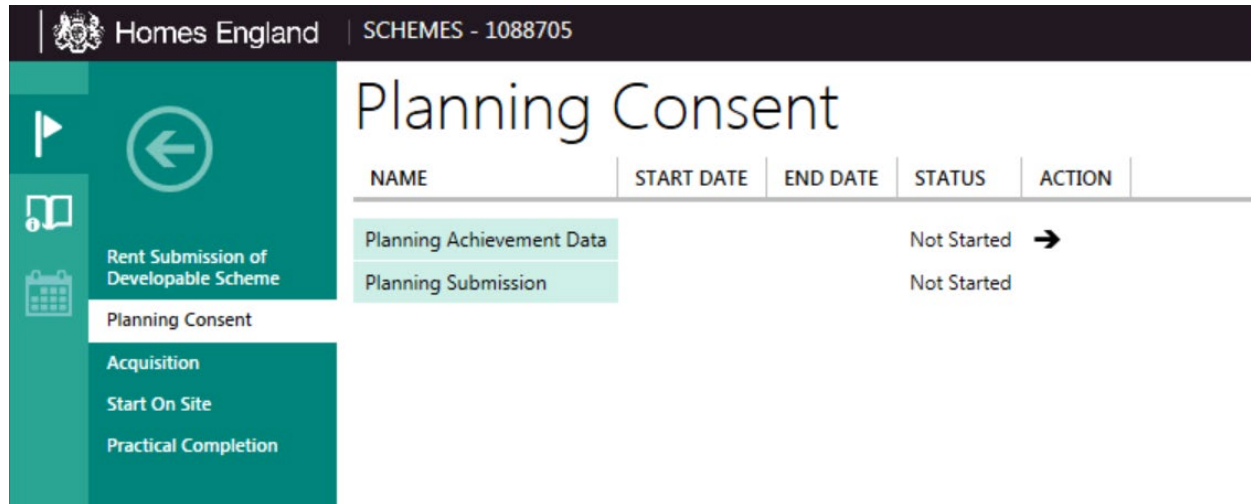
Milestones

View / Edit Milestones

- Add Milestone
- Delete Milestone

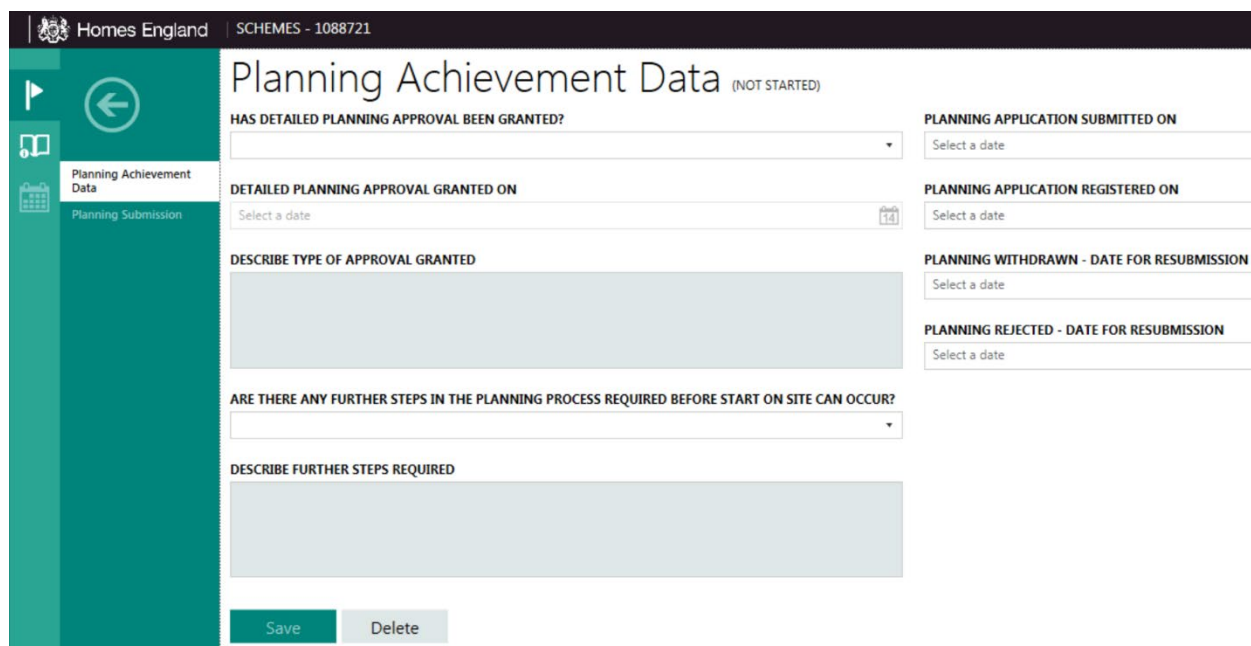
NAME	TYPE	STATUS	↓	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed			→
Planning Consent	Non Payment Event	In Progress/Next	31/08/2023		→
Acquisition	Non Payment Event	Future	07/09/2023		→
Start On Site	Payment Event	Future	27/09/2023		→
Practical Completion	Payment Event	Future	28/08/2024		→

The Planning Consent milestone opens to show two stages. Providers complete the details of the milestone in the **Achievement** screen whilst the second screen in submission of the stage will confirm that milestone as complete.



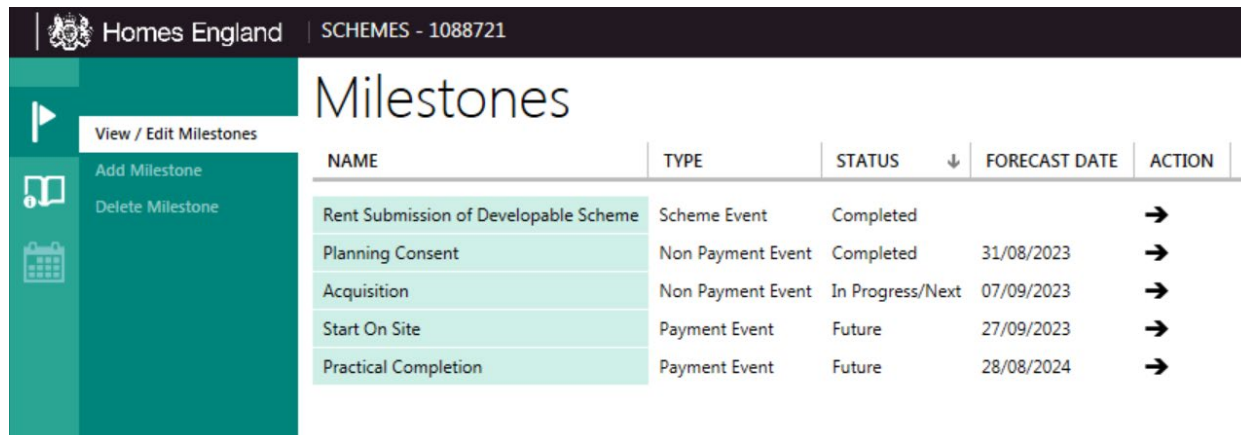
NAME	START DATE	END DATE	STATUS	ACTION
Planning Achievement Data			Not Started	→
Planning Submission			Not Started	

As can be seen in the screenshot below all of the relevant details of the Planning application process can be completed.



Once completed and saved the Provider can submit as complete. The Planning Achievement stage does not require Homes England approval.

Once the Planning Achievement stage has been processed by the Provider it will show a status of **Completed**.

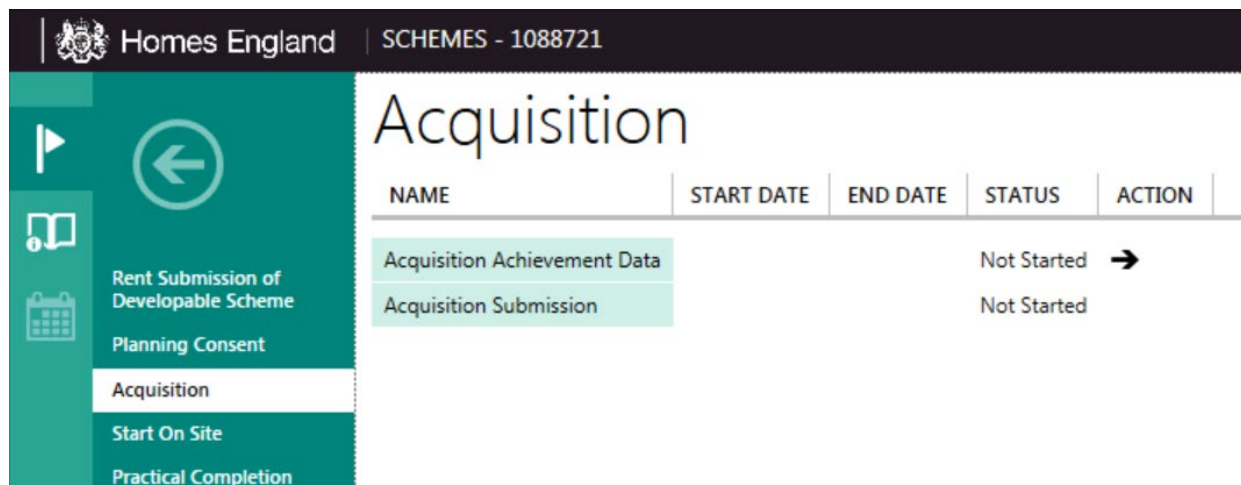


NAME	TYPE	STATUS	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed		→
Planning Consent	Non Payment Event	Completed	31/08/2023	→
Acquisition	Non Payment Event	In Progress/Next	07/09/2023	→
Start On Site	Payment Event	Future	27/09/2023	→
Practical Completion	Payment Event	Future	28/08/2024	→

2.5 Processing Acquisition Tranche Payments

Homes England shall pay tranche grant payments within 15 days of receipt of a satisfactory application. Homes England can only pay tranche payments before start on site for an **Acquisition payment**.

Unregistered bodies (URB) will continue to receive grant in one tranche at the practical completion stage as per previous programmes. However, if they have successfully applied for Start on Site payments via the Contracting process then they can be eligible for Acquisition tranche payments too.



NAME	START DATE	END DATE	STATUS	ACTION
Acquisition Achievement Data			Not Started	→
Acquisition Submission			Not Started	

The Acquisition milestone also opens to show two stages. Providers are required to complete the details of this milestone in the **Achievement** screen, an example is shown below. It is worth noting the message in red overleaf, stating that **only Unconditional Acquisition statuses, in the form of legal interest, will be eligible for the Acquisition Payment**.

Homes England | SCHEMES - 1088721 | Timeout in 59:59

Acquisition Achievement Data (NOT STARTED)

HAS ACQUISITION OCCURRED?

ARE THERE ANY FURTHER STEPS IN THE ACQUISITION PROCESS BEFORE START ON SITE CAN OCCUR?

ACQUISITION CONTRACTS COMPLETED ON

FORM OF SECURED LEGAL INTEREST ACQUIRED

Note: Only Unconditional Acquisition will be eligible for acquisition payment

BRIEFLY OUTLINE CONDITIONS

ESTIMATED DATE OF ACHIEVEMENT OF GOLDEN BRICK

Once all of the relevant fields are completed Providers are able to Save and Submit.

Homes England | SCHEMES - 1088721

Acquisition

NAME	START DATE	END DATE	STATUS	ACTION
Acquisition Achievement Data	31/08/2023 at 10:41	31/08/2023 at 10:41	Completed	➔
Acquisition Submission	31/08/2023 at 10:41	31/08/2023 at 10:41	Completed	➔

- Rent Submission of Developable Scheme
- Planning Consent
- Acquisition
- Acquisition Payment
- Start On Site
- Practical Completion

If eligible after completing the Acquisition milestone an Acquisition Payment will be added to the timetable for the scheme as shown above. To log an Acquisition payment request, providers must first choose the **Acquisition Payment** section from the milestones list on the left hand side of the screen and then double click on the first option in the list - **Provider Log Payment**.

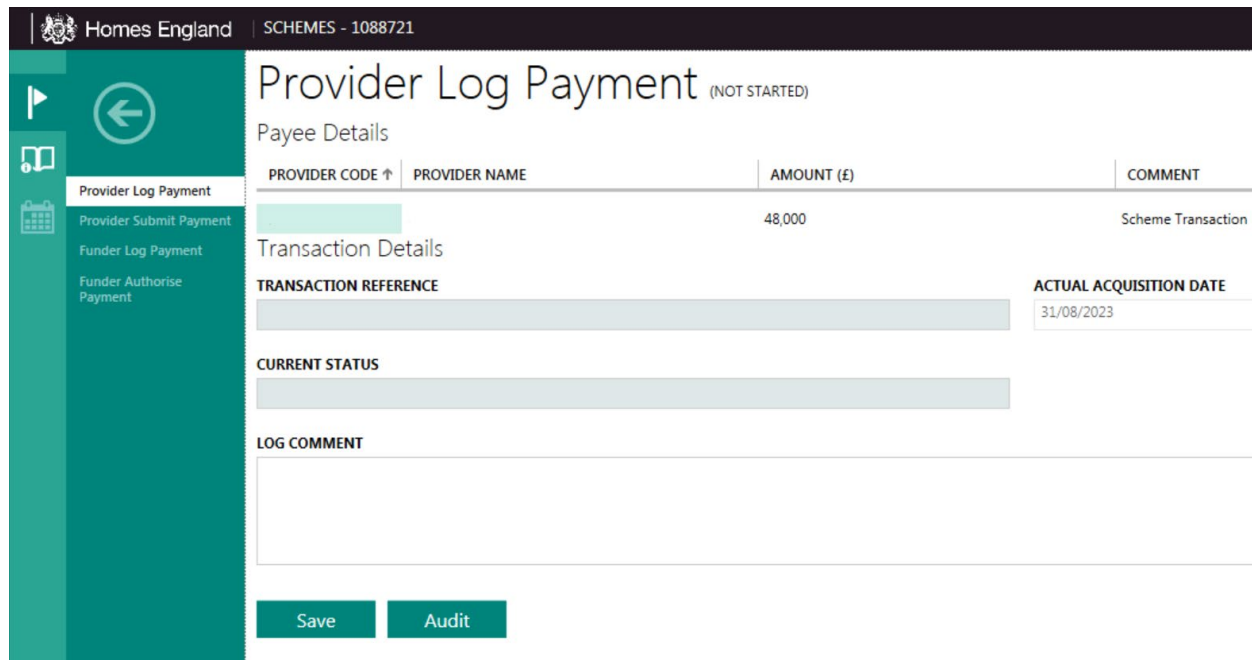
Homes England | SCHEMES - 1088721

Acquisition Payment

NAME	START DATE	END DATE	STATUS	ACTION
Provider Log Payment			Not Started	➔
Provider Submit Payment			Not Started	
Funder Log Payment			Not Started	
Funder Authorise Payment			Not Started	

- Rent Submission of Developable Scheme
- Planning Consent
- Acquisition
- Acquisition Payment
- Start On Site
- Practical Completion

Providers will have entered the actual acquisition date when signing off the milestone, so this date is not available to be amended at this stage. All of the other information on this screen is pre-filled or will be generated once the payment request has been logged. A log comment can be added but is not a requirement.



Provider Log Payment (NOT STARTED)

Payee Details

PROVIDER CODE ↑	PROVIDER NAME	AMOUNT (£)	COMMENT
[blacked out]	[blacked out]	48,000	Scheme Transaction

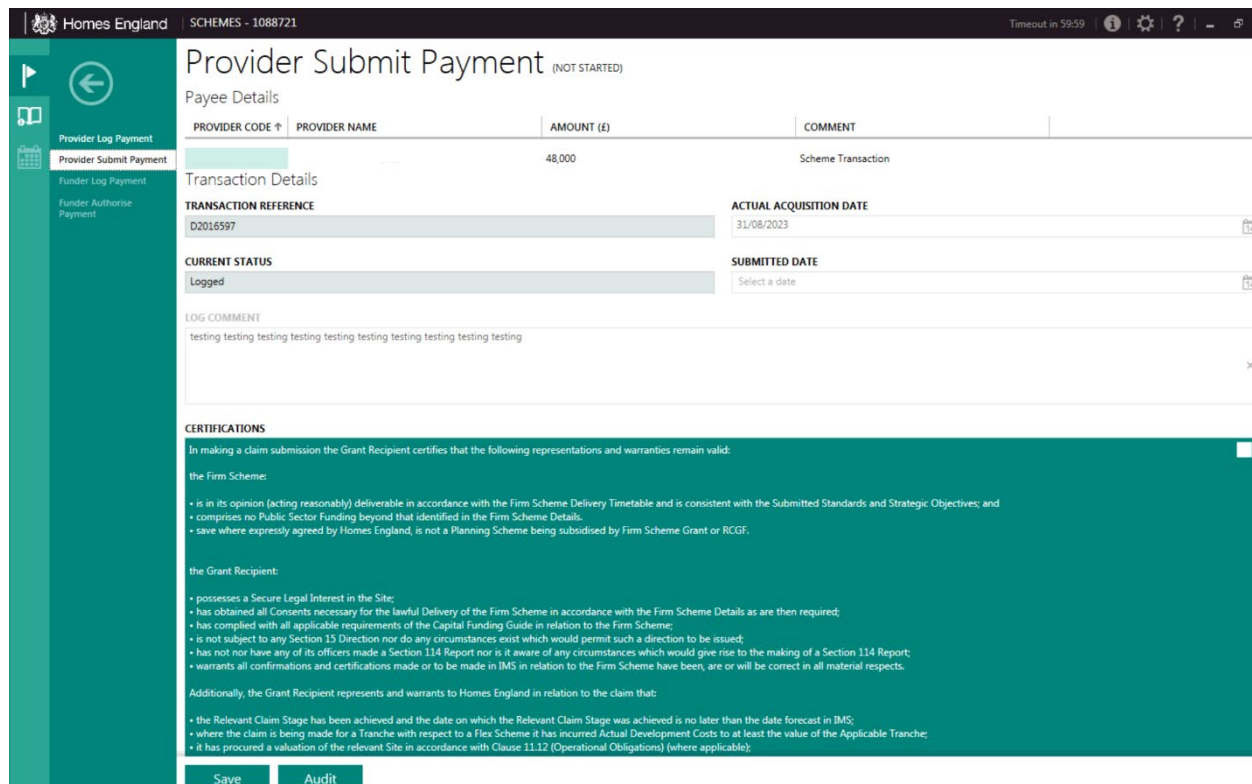
Transaction Details

TRANSACTION REFERENCE	ACTUAL ACQUISITION DATE
[blacked out]	31/08/2023
CURRENT STATUS	[blacked out]
LOG COMMENT	[empty]

Save Audit

Providers then click on the **Save** button. IMS will then set the **Current Status** to **Logged** and the transaction details, which were blank in the screenshot above, will now be automatically populated.

Providers can now **submit** the payment to Homes England by opening the next task - **Provider Submit Payment**.



Provider Submit Payment (NOT STARTED)

Payee Details

PROVIDER CODE ↑	PROVIDER NAME	AMOUNT (£)	COMMENT
[blacked out]	[blacked out]	48,000	Scheme Transaction

Transaction Details

TRANSACTION REFERENCE	ACTUAL ACQUISITION DATE
D2016597	31/08/2023
CURRENT STATUS	SUBMITTED DATE
Logged	Select a date
LOG COMMENT	testing testing testing testing testing testing testing testing testing testing

CERTIFICATIONS

In making a claim submission the Grant Recipient certifies that the following representations and warranties remain valid:

the Firm Scheme:

- is in its opinion (acting reasonably) deliverable in accordance with the Firm Scheme Delivery Timetable and is consistent with the Submitted Standards and Strategic Objectives; and
- comprises no Public Sector Funding beyond that identified in the Firm Scheme Details;
- save where expressly agreed by Homes England, is not a Planning Scheme being subsidised by Firm Scheme Grant or RCGF.

the Grant Recipient:

- possesses a Secure Legal Interest in the Site;
- has obtained all Consents necessary for the lawful Delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required;
- has complied with all applicable requirements of the Capital Funding Guide in relation to the Firm Scheme;
- is not subject to any Section 15 Direction nor do any circumstances exist which would permit such a direction to be issued;
- has not nor have any of its officers made a Section 114 Report nor is it aware of any circumstances which would give rise to the making of a Section 114 Report;
- warrants all confirmations and certifications made or to be made in IMS in relation to the Firm Scheme have been, are or will be correct in all material respects.

Additionally, the Grant Recipient represents and warrants to Homes England in relation to the claim that:

- the Relevant Claim Stage has been achieved and the date on which the Relevant Claim Stage was achieved is no later than the date forecast in IMS;
- where the claim is being made for a Tranche with respect to a Flex Scheme it has incurred Actual Development Costs to at least the value of the Applicable Tranche;
- it has procured a valuation of the relevant Site in accordance with Clause 11.12 (Operational Obligations) (where applicable);

Save Audit

On the **Provider Submit Payment** screen, shown at the foot of the previous page, the logged payment information is displayed. Providers can complete the **Certifications** section by reviewing the **Certification Statement** for submitting the payment by selecting the checkbox within the green certification box. Once complete, providers should then click on **Save**.

2.6 Processing a Start on Site Payment


Homes England shall pay tranche grant payments within 15 days of receipt of a satisfactory application. Homes England cannot pay Start on Site tranche payments before start on site has taken place.

Unregistered bodies will continue to receive grant in one tranche at the practical completion stage as per previous programmes. However, they can apply for a Start on Site payment by checking the relevant box which is displayed on each individual profile line. These requests will be assessed by Homes England and will let applying providers whether they have been successful.

Practical Completion	Not Started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	05-Jan-2018	30,000

I am interested in discussing my options to receive a SOS payment for this profile line Audit

To log a SOS payment request, providers must first choose the **SOS Payment** section from the milestones list on the left hand side of the screen and then double click on the first option in the list - **Provider Log Payment**.


Homes England
SCHEMES - 1088721

▶
◀

📖
Rent Submission of Developable Scheme

📅
Planning Consent

Acquisition

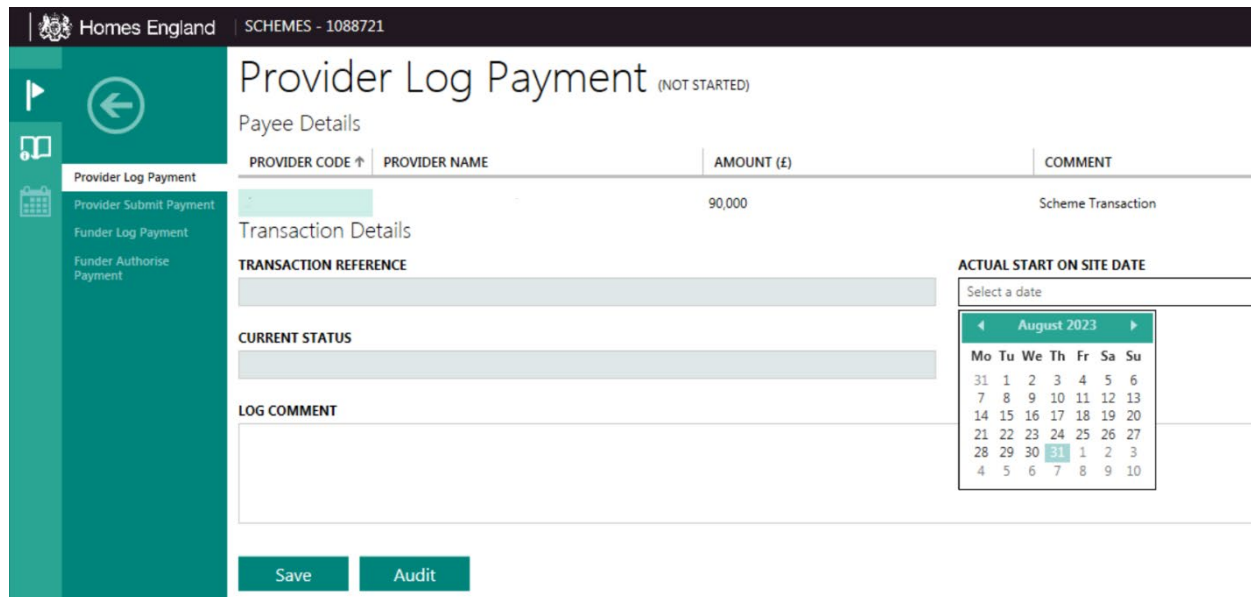
Start On Site

Practical Completion

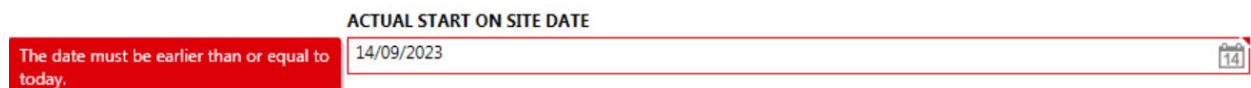
Start On Site

NAME	START DATE	END DATE	STATUS	ACTION
Provider Log Payment			Not Started	➔
Provider Submit Payment			Not Started	
Funder Log Payment			Not Started	
Funder Authorise Payment			Not Started	

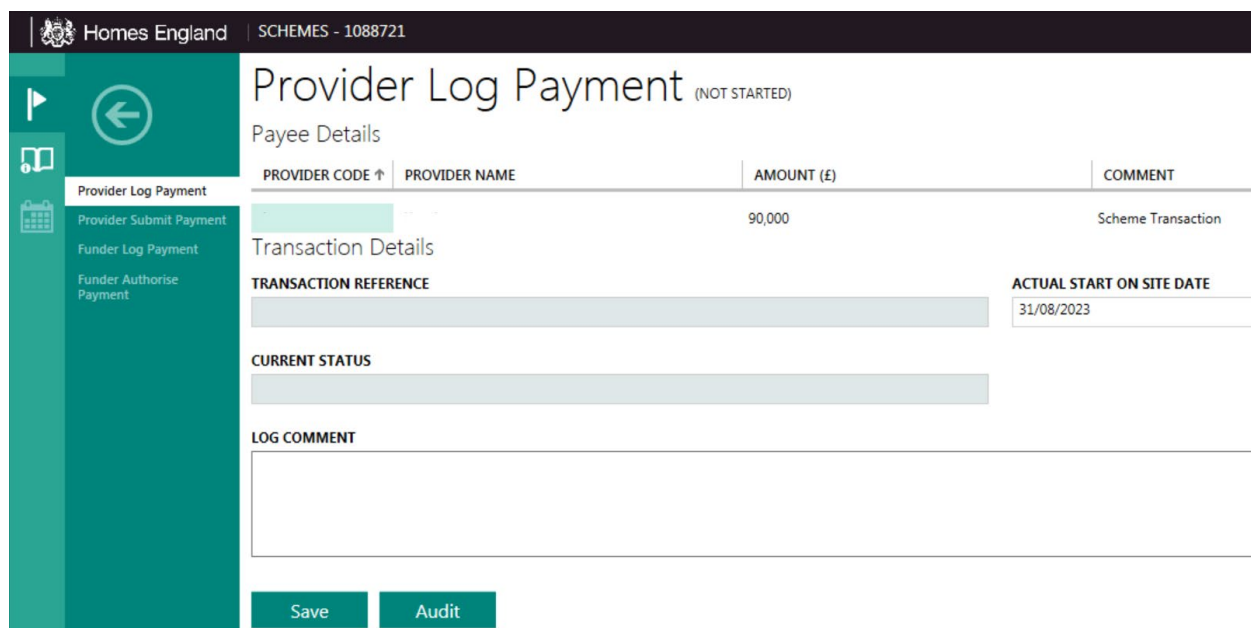
Providers must enter the actual start on site date of the scheme under the **Actual Start on Site Date** calendar dropdown option. All of the other information on this screen is pre-filled or will be generated once the payment request has been logged.



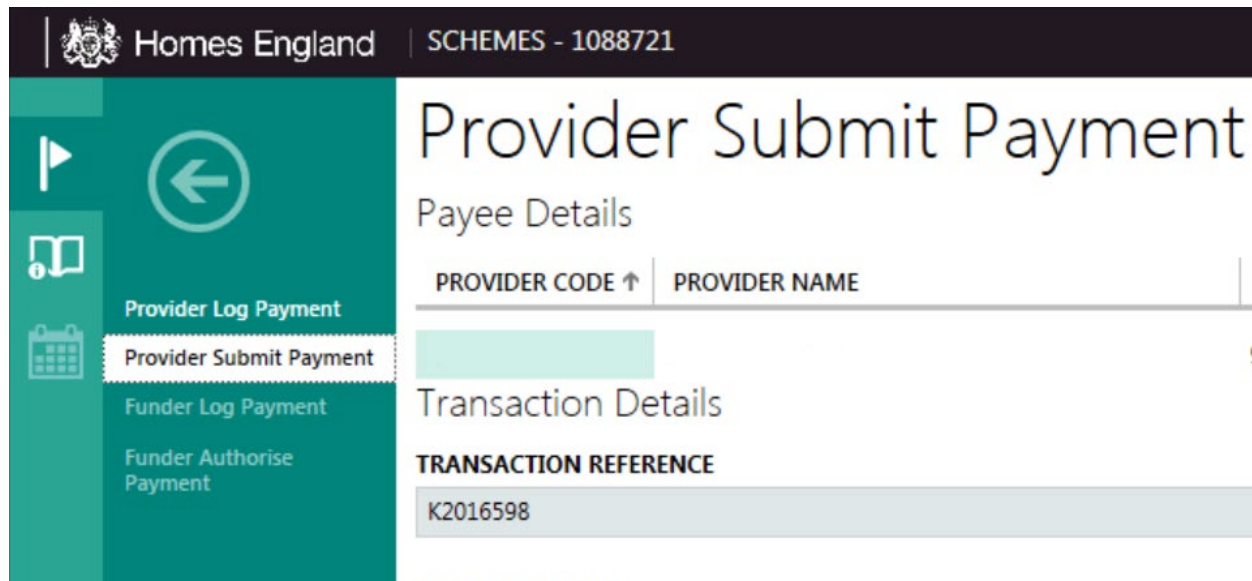
If a provider adds a date which is in the future IMS will display the error message below. All actual start on site dates must be either the current day, or in the past.



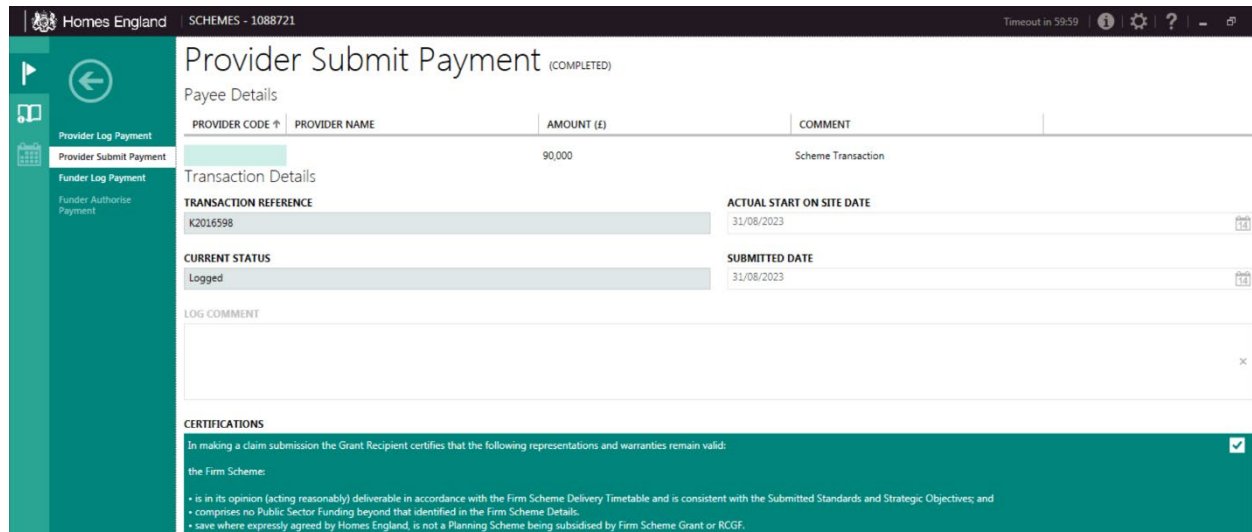
Providers must then click on the **Save** button. IMS will then set the **Current Status** to **Logged** and the transaction details, which were blank in the screenshot at the top of this page, will now be automatically populated.



Providers can now **submit** the payment to Homes England by opening the next task - **Provider Submit Payment**.



On the **Provider Submit Payment** screen the logged payment information from the previous page will be shown along with the submitted date. Providers can complete the **Certifications** section by reviewing the **Certification Statement** for submitting the payment by selecting the checkbox towards the foot of the screen. Once complete, providers should then click on the **Save** button.

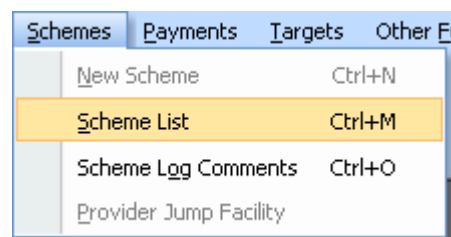


2.7 Searching for Schemes

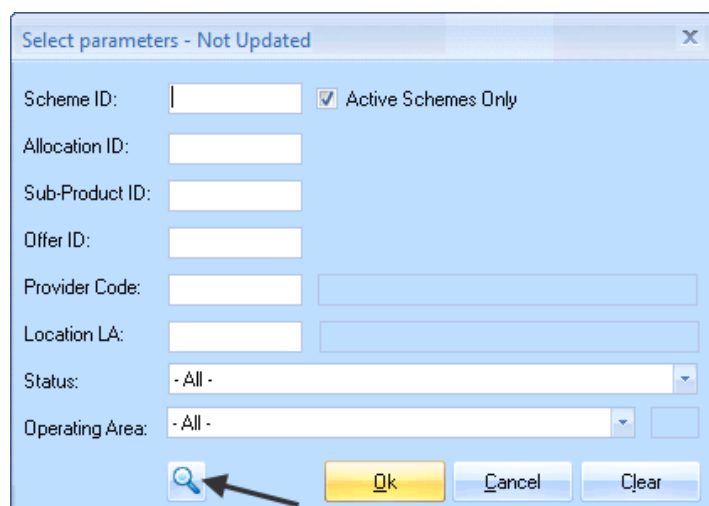
There are now two areas where providers can find an existing scheme in IMS:

2.7.1 Schemes Route

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



The condensed **Scheme Parameters** screen is displayed first. The full search parameters can be found by clicking on the magnifying glass icon (highlighted by the arrow in the screenshot below)



The screenshot shows a dialog box titled 'Select parameters - Not Updated'. It contains several input fields and a search icon. The fields are: 'Scheme ID' (with a text input and a checked 'Active Schemes Only' checkbox), 'Allocation ID', 'Sub-Product ID', 'Offer ID', 'Provider Code', 'Location LA', 'Status' (a dropdown menu set to '- All -'), and 'Operating Area' (a dropdown menu set to '- All -'). At the bottom, there is a magnifying glass icon with an arrow pointing to it, and three buttons: 'Ok', 'Cancel', and 'Clear'.

Providers can add the scheme number into the **Scheme ID** to return that one scheme record. If the scheme number is not known providers can use other parameters to search for the scheme. Once the scheme number or appropriate parameters have been selected, providers then need to click on **OK** button to return a list of scheme(s) matching that selection.

For example, in the full search parameter window shown overleaf, select 'Rent' in the **Sub Product** parameter field to display a list of all Rent schemes for the Provider. **Location LA** (place cursor in the blank field to access the LA Code search facility) and **Operating Area** are useful filters that can also be used individually or in combination with other fields in order to refine the search for a particular scheme.

Enter Scheme Parameters - Not Updated

Route: Specialist and Partnership Active Schemes Only

Programme Group: Affordable Housing Programme

Other Programme(s):

Product Type:

Sub-Product: Intermediate Renting Allowed

Initiative:

Provider Code: Role:

Scheme No:

Team:

Agreement / Project | Sub-Product / Scheme | Offers

Partnership Id:

Agreement Id:

Project Id:

Location LA:

Sponsor LA:

Operating Area: Inv. Regions

Sub Region:

Growth Point:

Pathfinder and Priority Area:

Growth Zone:

Rural Site:

S106 Agreement:

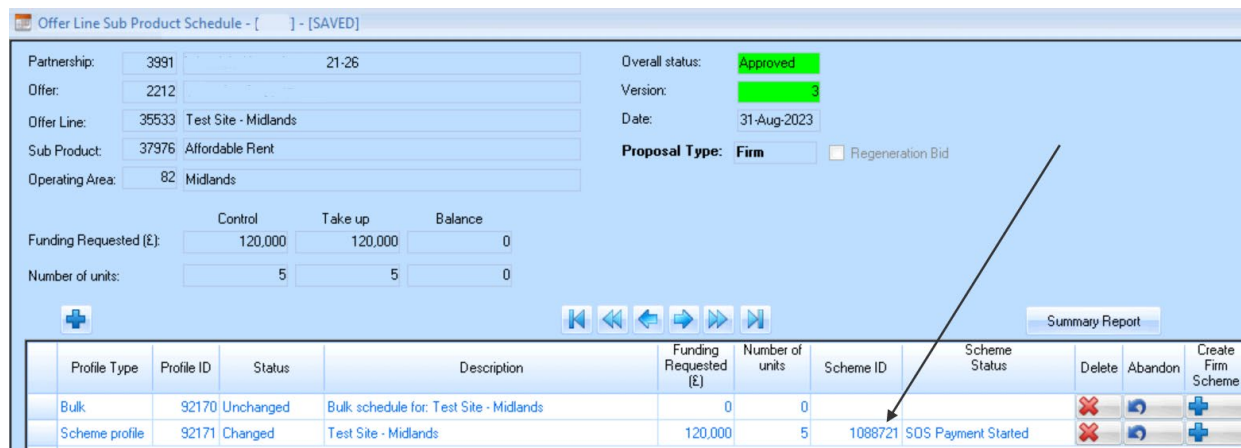
Growth Support Fund (Affordable Housing):

Community Land Trust:

Strategic Site:

2.7.2 Offer Profiles Route

Providers are able to open up specific schemes by clicking on them under the **Scheme ID** column (highlighted by the arrow in the screenshot below) in the **Offer Line Sub Product Schedule** screen.



Offer Line Sub Product Schedule - [] - [SAVED]

Partnership: 3991 21-26
 Offer: 2212
 Offer Line: 35533 Test Site - Midlands
 Sub Product: 37976 Affordable Rent
 Operating Area: 82 Midlands

Overall status: **Approved**
 Version: **3**
 Date: 31-Aug-2023
 Proposal Type: **Firm** Regeneration Bid

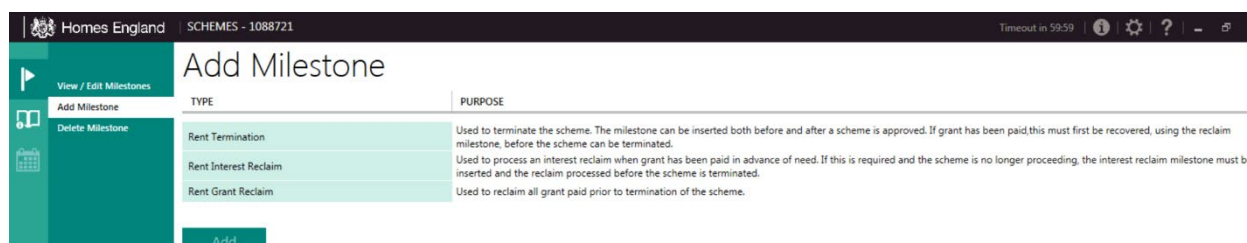
Funding Requested (£):
 Control: 120,000 Take up: 120,000 Balance: 0
 Number of units: 5 5 0

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	92170	Unchanged	Bulk schedule for: Test Site - Midlands	0	0					
Scheme profile	92171	Changed	Test Site - Midlands	120,000	5	1088721	SDS Payment Started			

2.8 Scheme Terminations

As mentioned in section 2.2 if, after scheme creation but before Acquisition or Start on Site payments have been processed, Providers realise incorrect information is present in the scheme, the Profile line cannot be amended except for forecast dates. Therefore, a scheme termination can be processed which will remove the scheme and the attachment to the Profile line enabling the Provider to create a new profile line version, correct the data and then generate another firm scheme.

Providers need to select the **Add Milestone** option when in the Milestones view of the scheme.



Homes England | SCHEMES - 1088721 | Timeout in 59:59

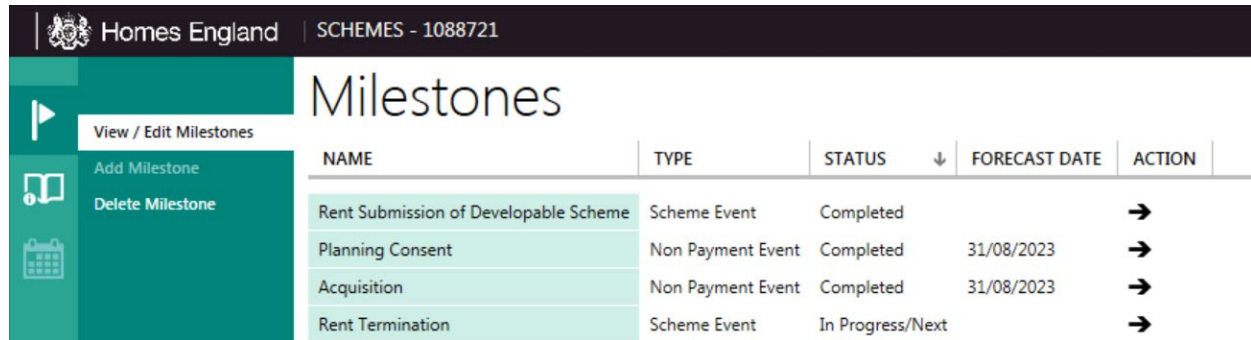
Add Milestone

TYPE	PURPOSE
Rent Termination	Used to terminate the scheme. The milestone can be inserted both before and after a scheme is approved. If grant has been paid, this must first be recovered, using the reclaim milestone, before the scheme can be terminated.
Rent Interest Reclaim	Used to process an interest reclaim when grant has been paid in advance of need. If this is required and the scheme is no longer proceeding, the interest reclaim milestone must be inserted and the reclaim processed before the scheme is terminated.
Rent Grant Reclaim	Used to reclaim all grant paid prior to termination of the scheme.

Add

In the **Add Milestone** view, Providers should select the Termination line and click **Add**.

The termination stage is then added to the Milestone list



NAME	TYPE	STATUS	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed		→
Planning Consent	Non Payment Event	Completed	31/08/2023	→
Acquisition	Non Payment Event	Completed	31/08/2023	→
Rent Termination	Scheme Event	In Progress/Next		→

Providers then complete the **Reason for Termination** box giving an explanation behind this change. Once **Save** is selected this will terminate the scheme and will not require Homes England approval.



Terminate Scheme (NOT STARTED)

REASON FOR TERMINATION

Scheme Address
 Test Site - Midlands
 1 West Street
 Warwick
 CV34 6NZ

Developing Organisation

TERMINATED BY

TERMINATED ON

Step 3 Creating Firm Schemes from Indicative

3.1 Converting an Indicative Profile to a Firm Scheme

Where providers have an **Indicative** profile line they should identify a site, or sites, as early as possible and convert the Profile line from **Indicative** to **Firm**. Identify the Indicative line from the list of **Sub Product Profiles**.

IMS - Offer System - [Offer Line Sub Product Profile]

Open Window

Partnership Offer Offer Line Profile Site Monitoring Exit

Offer Line Sub Product Profile

Sub Product ID	Offer Line Sub Product Profile	Offer Line ID	Offer Line Name	Offer ID	Offer	Overall Status	Proposal Type	Units	Units Take-up
23445	Former Hadlow CC (Help to Buy - Shared Ownership)	20949	Former Hadlow CC	1783	Test Offer Name	Approved	Indicative	30	0
23441	The Trading Post (Help to Buy - Shared Ownership)	20945	The Trading Post	1783	Test Offer Name	Approved	Firm	6	6

Once the indicative profile line has been selected the Provider will need to create the Firm line and reduce the bulk line as appropriate. The green arrow in the screenshot below is pointing at the button which providers select in order to create the profile line for the identified site.

Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: **Approved**

Offer: 1783 Test Offer Name Version: **2**

Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018

Sub Product: 23445 Help to Buy - Shared Ownership **Proposal Type: Indicative**

Operating Area: 81 South East

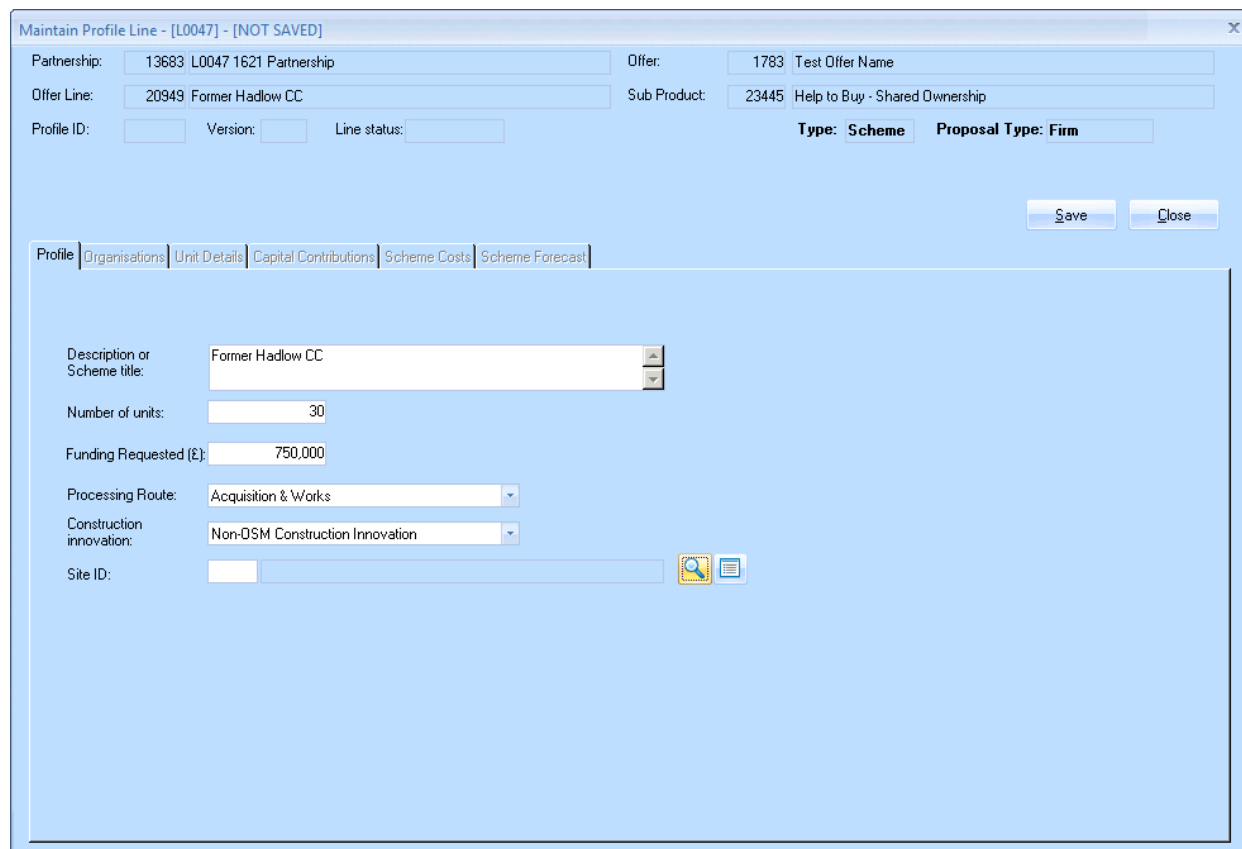
Funding Requested (£): Control 750,000 Take up 0 Balance 750,000

Number of units: Control 30 Take up 0 Balance 30

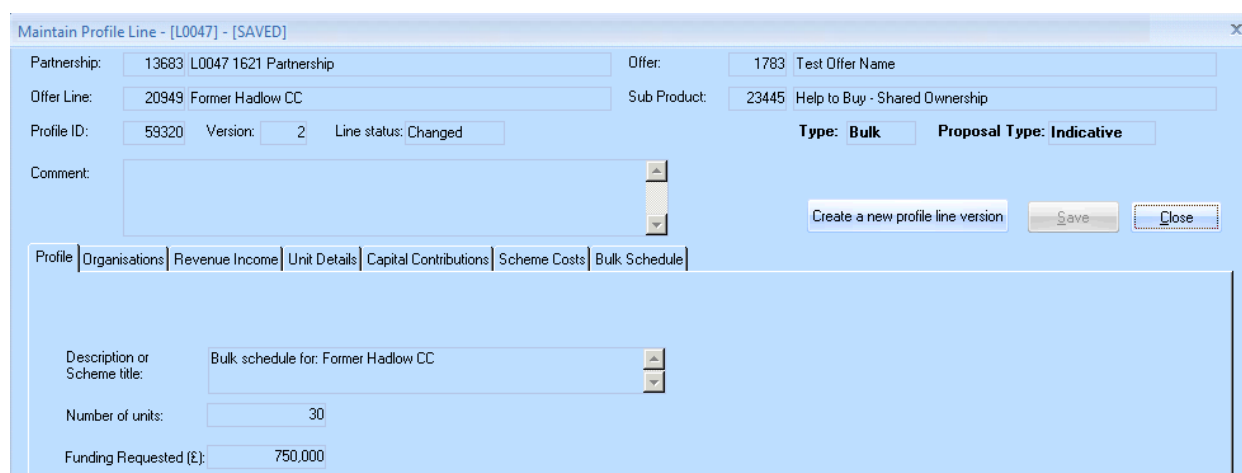
Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	750,000	30			✖	↺	+

The shell of the new profile line then opens on the Profile tab and providers should complete each of the tabs as per the guidance in section 1.6 above and that from the original bidding guidance document.



Once the new profile line is saved Providers need to **reduce the bulk** by the amounts entered on the new line. The black arrow in the screenshot on page 40 indicates the profile line which is selected in order to start reducing the bulk. When in the maintain profile line view shown below the provider selects the **Create a new profile line version** button to be able to edit this screen.



In the example below the bulk has been reduced to 0 or deleted across all of the tabs as the new firm scheme has taken up all of the units and funding requested from the indicative bulk line. The bulk should be reduced by the amounts on the firm scheme leaving the balancing amounts if appropriate. Once complete press the **Save** button.

Maintain Profile Line - [L0047] - [NOT SAVED]

Partnership: 13683 L0047 1621 Partnership Offer: 1783 Test Offer Name

Offer Line: 20949 Former Hadlow CC Sub Product: 23445 Help to Buy - Shared Ownership

Profile ID: 59320 Version: 3 Line status: Changed **Type: Bulk** **Proposal Type: Indicative**

Comment: reduced bulk to 0 as firm scheme now identified

Save Close

Profile | Organisations | Revenue Income | Unit Details | Capital Contributions | Scheme Costs | **Bulk Schedule**

Year	Quarter Ending	Unit Starts	Unit Completions	Payment for Completions (£)
2016/2017	June			
2016/2017	September			
2016/2017	December			
2016/2017	March			
2017/2018	June			
2017/2018	September			
2017/2018	December			
<input checked="" type="checkbox"/>	2017/2018			
2018/2019	June			
2018/2019	September			
<input checked="" type="checkbox"/>	2018/2019			
2018/2019	March			
2019/2020	June			
2019/2020	September			
2019/2020	December			
2019/2020	March			
2020/2021	June			

The sub product profile schedule view shown below displays the new firm scheme and the reduced bulk.

Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: Changed

Offer: 1783 Test Offer Name Version: 3

Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018

Sub Product: 23445 Help to Buy - Shared Ownership **Proposal Type: Indicative**

Operating Area: 81 South East

	Control	Take up	Balance
Funding Requested (£):	750,000	0	750,000
Number of units:	30	0	30

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	0	0					
Scheme profile	59322	New	Former Hadlow CC	750,000	30					

Once satisfied with the changes the Provider should validate and submit those changes to Homes England for review.

Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: Validated
 Offer: 1783 Test Offer Name Version: 3
 Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018
 Sub Product: 23445 Help to Buy - Shared Ownership Proposal Type: Indicative
 Operating Area: 81 South East

Funding Requested (£): Control 750,000 Take up 0 Balance 750,000
 Number of units: Control 30 Take up 0 Balance 30

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	0	0					
Scheme profile	59322	New	Former Hadlow CC	750,000	30					

Total: 750,000 30

Abandon Validate Submit Withdraw Variations Audit Close

Once Homes England have reviewed and approved the submission above and the profile line is now showing an overall status of Approved. Once the provider is satisfied that the profile line is correct and the scheme is ready to progress they should press the **Create Firm Scheme** button on the right hand side alongside the profile line, indicated by the black arrow below.


Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: **Approved**
 Offer: 1783 Test Offer Name Version: **3**
 Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018
 Sub Product: 23445 Help to Buy - Shared Ownership Proposal Type: Indicative
 Operating Area: 81 South East

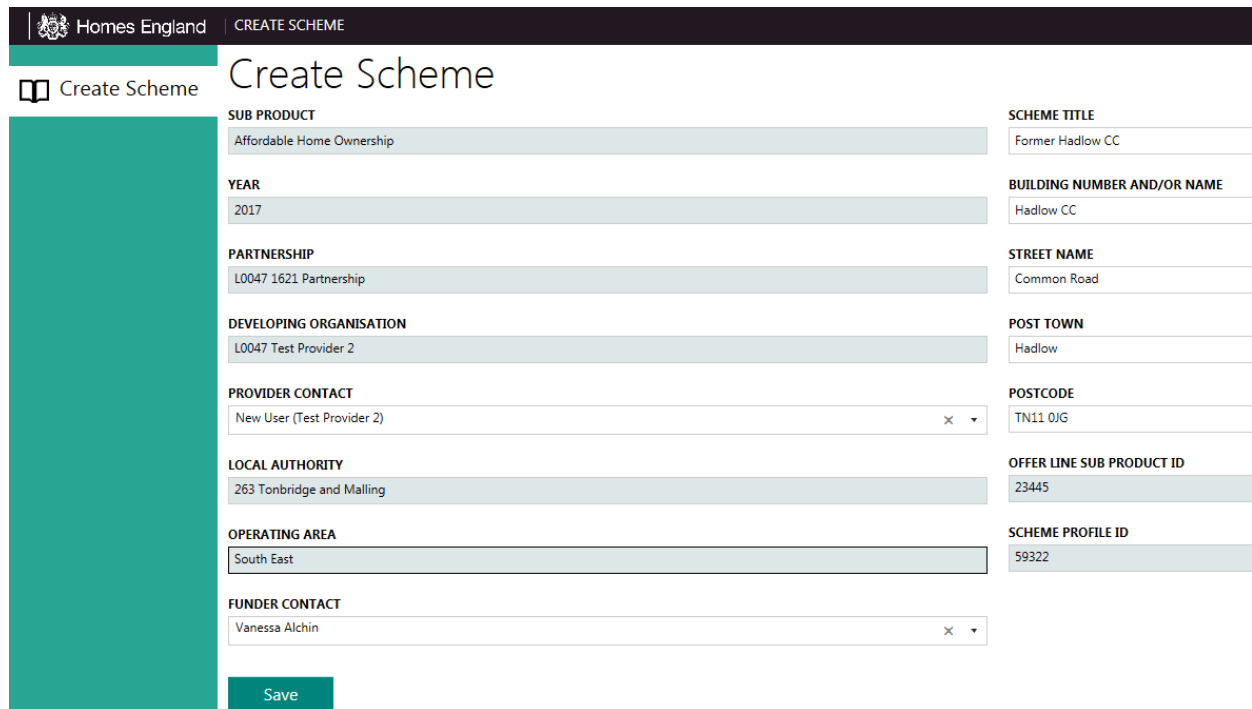
Funding Requested (£): Control 750,000 Take up 0 Balance 750,000
 Number of units: Control 30 Take up 0 Balance 30

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	0	0					
Scheme profile	59322	New	Former Hadlow CC	750,000	30					



The Provider will then work through the Create Scheme and developable scheme stage covered in section 2.1 on page 24.



CREATE SCHEME

Create Scheme

SUB PRODUCT
Affordable Home Ownership

YEAR
2017

PARTNERSHIP
L0047 1621 Partnership

DEVELOPING ORGANISATION
L0047 Test Provider 2

PROVIDER CONTACT
New User (Test Provider 2)

LOCAL AUTHORITY
263 Tonbridge and Malling

OPERATING AREA
South East

FUNDER CONTACT
Vanessa Alchin

SCHEME TITLE
Former Hadlow CC

BUILDING NUMBER AND/OR NAME
Hadlow CC

STREET NAME
Common Road

POST TOWN
Hadlow

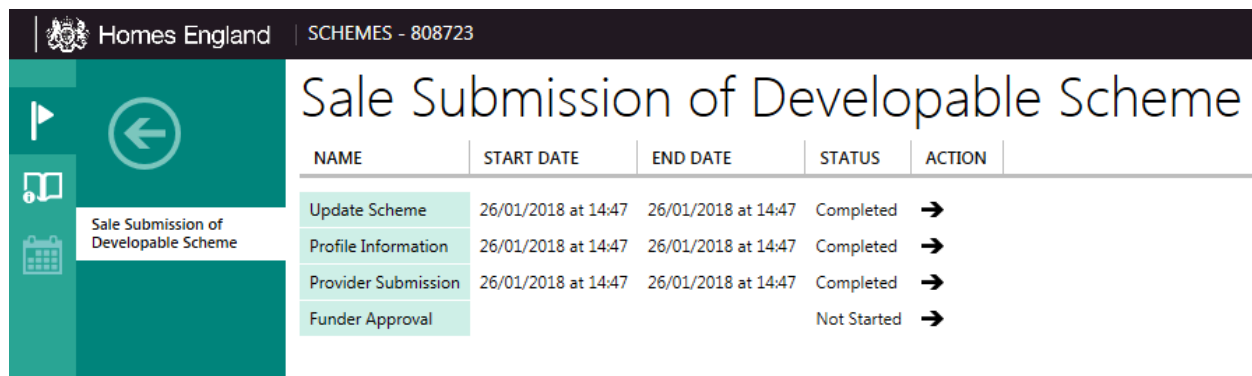
POSTCODE
TN11 0JG

OFFER LINE SUB PRODUCT ID
23445

SCHEME PROFILE ID
59322

Save

Once the provider has worked through each of the stages and submitted to Homes England the scheme will be displayed as below.



SCHEMES - 808723

Sale Submission of Developable Scheme

NAME	START DATE	END DATE	STATUS	ACTION
Update Scheme	26/01/2018 at 14:47	26/01/2018 at 14:47	Completed	➔
Profile Information	26/01/2018 at 14:47	26/01/2018 at 14:47	Completed	➔
Provider Submission	26/01/2018 at 14:47	26/01/2018 at 14:47	Completed	➔
Funder Approval			Not Started	➔

The profile line view once the Firm Scheme has been submitted to Homes England is shown below. It is worth noting that the **proposal type** remains as **Indicative** after Firm schemes are created, this is to signify the original submission route and will remain this way.

Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: **Approved**
 Offer: 1783 Test Offer Name Version: **3**
 Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018
 Sub Product: 23445 Help to Buy - Shared Ownership **Proposal Type: Indicative**
 Operating Area: 81 South East

Funding Requested (£): Control 750,000 Take up 0 Balance 750,000
 Number of units: Control 30 Take up 0 Balance 30

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	0	0					
Scheme profile	59322	New	Former Hadlow CC	750,000	30	808723	Awaiting Funder Approval			

The screenshot below shows the profile line view once the firm scheme submission has been approved by Homes England.

Offer Line Sub Product Schedule - [L0047] - [SAVED]

Partnership: 13683 L0047 1621 Partnership Overall status: **Approved**
 Offer: 1783 Test Offer Name Version: **3**
 Offer Line: 20949 Former Hadlow CC Date: 26-Jan-2018
 Sub Product: 23445 Help to Buy - Shared Ownership **Proposal Type: Indicative**
 Operating Area: 81 South East

Funding Requested (£): Control 750,000 Take up 750,000 Balance 0
 Number of units: Control 30 Take up 30 Balance 0

Summary Report

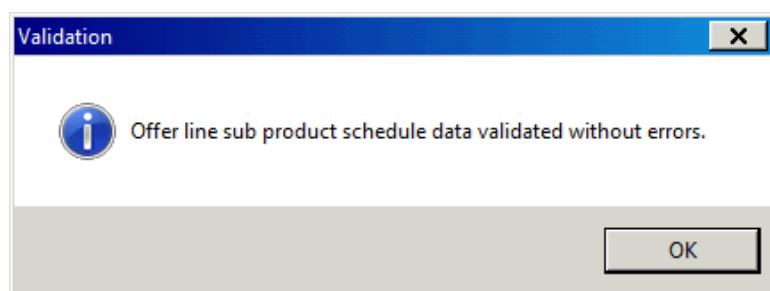
Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	59320	Changed	Bulk schedule for: Former Hadlow CC	0	0					
Scheme profile	59322	New	Former Hadlow CC	750,000	30	808723	Firm scheme approved			

Validation Message - [SAVED]

Group Name	Message	Error Reference
Change - Capital Contributions and Scheme...	The proposed on-costs £164,416 for all lines in this version is different to the on-costs £154,416 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed works cost £595,833 for all lines in this version is different to the works cost £565,833 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed total scheme cost £876,249 for all lines in this version is different to the total scheme cost £836,249 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed capital contributions £851,879 relating to all contributions excluding Providers Own Resources and DPS for all lines in this version is different to the capital contributions for all lines in the approved version £811,879	
Change - Capital Contributions and Scheme...	The proposed capital contributions £851,879 relating to all contributions for all lines in this version is different to the capital contributions for all lines in the approved version £811,879	
	The proposed unit data for firm scheme line (34385) is different to the unit data in the approved version	

Print Close

If there are no errors upon validating the following message will be displayed.



If any of the changes made are considered **Material** then they will be listed as such in the validation message screen. *[A list of all Material and non-Material changes are included in the Appendix]*

Validation Message - [SAVED]

Group Name	Message	Error Reference
Material Change - Number of Units	The proposed total number of units 4 for all lines in this version is different to the approved number of units 5 at profile level	
Change - Unit Information	The proposed unit data for firm scheme line (34385) is different to the unit data in the approved version of this scheme line	34385
Material Change - Section 106 Units	The proposed number of non S106 units 4 for all lines in this version is different to the number of non S106 units 5 for all lines in the approved version	

Note: validation - The proposed cost base for scheme line (67364) is different to the approved version

Providers will have to supply a comment to explain the change(s) made, complete validation and submit to Homes England for review and approval.

Variation Group Comments - [SAVED]

Group Name (Double Click on name to view)	Comment Required?	Provider Comment	Action
Change - Approved Scheme in the Sch...	<input type="checkbox"/>		Edit Comment
Material Change - Number of Units	<input checked="" type="checkbox"/>		Edit Comment
Change - Unit Information	<input type="checkbox"/>		Edit Comment
Material Change - Section 106 Units	<input checked="" type="checkbox"/>		Edit Comment
Messages	<input type="checkbox"/>		Edit Comment

Submit Save Cancel

When submitting the submit change comments box below can be completed by the Provider to **Request to Change and Approved Bid** and to summarise those changes made.

Submit Change Comments - [EDITABLE]

Request to Change Approved Bid

The changes you have proposed result in a change to your approved bid - some of these changes may be material; if you wish to submit a comment summarising the changes please do so. By selecting 'Enter' you are submitting a Request to Change which will need to be approved by the Funder.

(Up to 2500 characters can be entered)

Enter Cancel

Following approval, if the changes included anything which was considered material then a revised approval stage will be inserted into the **Milestones** list, seen below as the fifth entry in the list of milestones.

Homes England | SCHEMES - 1056

Milestones

NAME	TYPE	STATUS	↓	FORECAST DATE	ACTION
Sale Submission of Developable Scheme	Scheme Event	Completed			→
Planning Consent	Non Payment Event	Completed		02/06/2014	→
Acquisition	Non Payment Event	Completed		29/07/2021	→
Acquisition Payment	Payment Event	Completed		31/01/2022	→
Sale Revised Submission of Developable Scheme	Scheme Event	Completed			→
Start On Site	Payment Event	In Progress/Next		31/10/2023	→
Practical Completion	Payment Event	Future		12/12/2025	→

The revised approval is made up of one screen, **Profile Information**, which will display the changes made.

Homes England | SCHEMES -

Profile Information (COMPLETED)

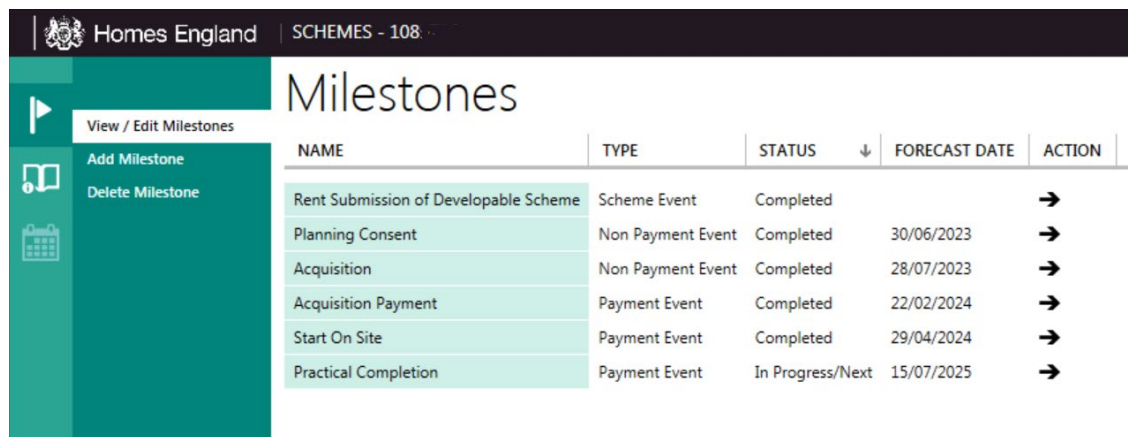
Scheme Details	Scheme Funding
NUMBER OF UNITS 49	TOTAL SCHEME COSTS (£) 16,577,716
PROCESSING ROUTE Acquisition & Works	CAPITAL CONTRIBUTIONS (£) 14,448,666
OFFER LINE SUB PRODUCT ID 34432	TRANSFER VALUE (£) 0
SCHEME PROFILE LINE 83692	FUNDING REQUESTED (£) 2,129,050
PROFILE VERSION ID 11	
Scheme Costs	
ACQUISITION COST (£) 2,754,339	
WORKS COST (£) 11,462,065	
ON COST (£) 2,361,312	
TOTAL (£) 16,577,716	

If all of the changes made are considered non-material then the scheme will be updated with the changes made, but a revised approval stage is not inserted.

Step 5 Processing Final Payments

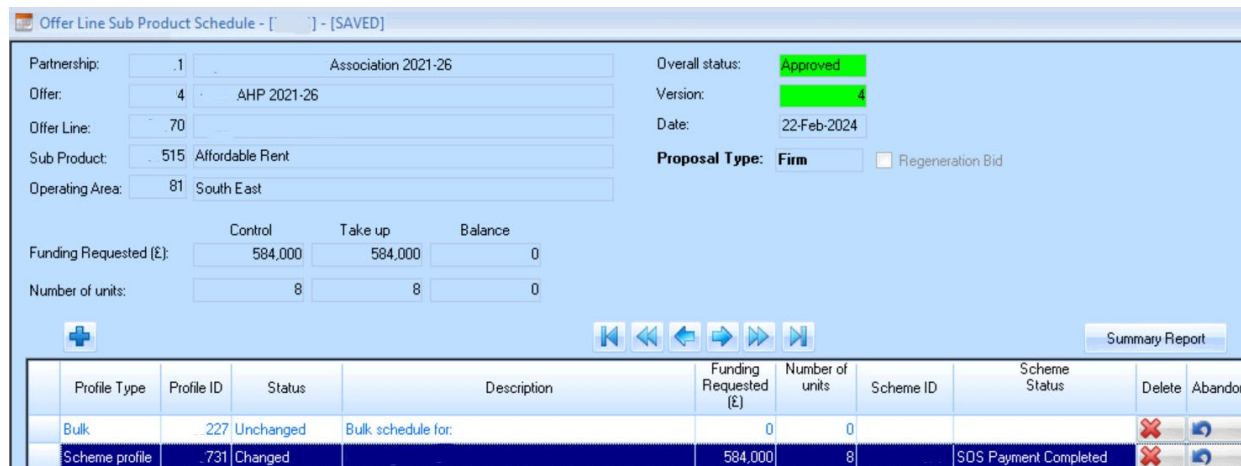
5.1 Processing changes before Practical Completion

Once Start on Site is paid, the scheme view will appear as shown below. The **Practical Completion** is the final stage with an active status.



NAME	TYPE	STATUS	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed		→
Planning Consent	Non Payment Event	Completed	30/06/2023	→
Acquisition	Non Payment Event	Completed	28/07/2023	→
Acquisition Payment	Payment Event	Completed	22/02/2024	→
Start On Site	Payment Event	Completed	29/04/2024	→
Practical Completion	Payment Event	In Progress/Next	15/07/2025	→

If providers need to make amendments to their scheme before claiming **final cost payment** they should return to the **Offer Profile** screen and complete a **new profile line version**. In the **Offers** window choose the **Offer Profile** and then click on the scheme profile line showing the appropriate Scheme ID.



Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon
Bulk	227	Unchanged	Bulk schedule for:	0	0			✖	↺
Scheme profile	731	Changed		584,000	8		SOS Payment Completed	✖	↺

Maintain Profile Line - [] - [SAVED]

Partnership: 1941 Association 2021-26 Offer: 4 AHP 2021-26

Offer Line: 70 Sub Product: 15 Affordable Rent

Profile ID: 731 Version: 4 Line status: Changed Type: Scheme Proposal Type: Firm

Comment: contractor selected

Create a new profile line version Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs Scheme Forecast

Description or Scheme title:

Number of units: 8

Funding Requested (£): 584,000

Processing Route: Acquisition & Works

Site ID: 1473

Providers are able to make any changes to the schemes which have occurred over the period from starting on site through to completion.

Maintain Profile Line - [] - [SAVED]

Partnership: 1 Association 2021-26 Offer: 4 AHP 2021-26

Offer Line: 70 Sub Product: 515 Affordable Rent

Profile ID: 731 Version: 5 Line status: Changed Type: Scheme Proposal Type: Firm

Comment:

Save Close

Profile Organisations Unit Details Design Building for Life Capital Contributions Scheme Costs Scheme Forecast

Milestone	Status	Payment Applicable	Milestone Achieved	Forecast/Actual Date	Payment (£)
Planning Consent	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30-Jun-2023	0
Acquisition	Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	28-Jul-2023	0
Acquisition Payment	Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22-Feb-2024	233,600
Start on Site	Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29-Apr-2024	204,400
Practical Completion	Not Started	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15-Jul-2025	146,000

Audit

Once any changes to the profile line have been made these are validated and submitted to Homes England for review.

Offer Line Sub Product Schedule - [] - [SAVED]

Partnership: 1 Association 2021-26 Overall status: Changed
 Offer: 94 AHP 2021-26 Version: 5
 Offer Line: 170 Date: 23-May-2024
 Sub Product: 15 Affordable Rent Proposal Type: Firm Regeneration Bid
 Operating Area: 81 South East

Funding Requested (£): Control 584,000 Take up 584,000 Balance 0
 Number of units: 8 8 0

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	27	Unchanged	Bulk schedule for:	0	0					
Scheme profile	31	Changed		584,000	8	10	SOS Payment Completed			

Total: 584,000 8

Abandon Validate Submit Withdraw Variations Audit Close

Upon validating, any errors and warnings will be displayed for action or review as appropriate. In the screenshot below a series of warnings are displayed for the provider to review before the profile line changes are validated.

Validation Message - [SAVED]

Group Name	Message	Error Reference
Change - Capital Contributions and Scheme...	The proposed on-costs £130,000 for all lines in this version is different to the on-costs £130,500 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed works cost £600,000 for all lines in this version is different to the works cost £622,000 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed total scheme cost £765,000 for all lines in this version is different to the total scheme cost £787,500 for all lines in the approved version	
Change - Capital Contributions and Scheme...	The proposed capital contributions £665,000 relating to all contributions excluding Providers Own Resources and OPS for all lines in this version is different to the capital contributions for all lines in the approved version £687,500	
Change - Capital Contributions and Scheme...	The proposed capital contributions £665,000 relating to all contributions for all lines in this version is different to the capital contributions for all lines in the approved version £687,500	
	The proposed unit data for firm scheme line (54126) is different to the unit data in the approved version	

Print Close

Offer Line Sub Product Schedule - [] - [SAVED]

Partnership: 1 Association 2021-26 Overall status: Submitted
 Offer: 94 AHP 2021-26 Version: 5
 Offer Line: 70 Date: 23-May-2024
 Sub Product: 515 Affordable Rent Proposal Type: Firm Regeneration Bid
 Operating Area: 81 South East

	Control	Take up	Balance
Funding Requested (£):	584,000	584,000	0
Number of units:	8	8	0

Summary Report

Profile Type	Profile ID	Status	Description	Funding Requested (£)	Number of units	Scheme ID	Scheme Status	Delete	Abandon	Create Firm Scheme
Bulk	27	Unchanged	Bulk schedule for: ...	0	0					
Scheme profile	31	Changed		584,000	8	10	SOS Payment Completed			

Once all of the changes have been made to the profile line and submitted to Homes England, they will review and approve if appropriate. The provider is then in a position to be able to claim their **Practical Completion** payment.

5.2 Processing the Practical Completion payment

Homes England | SCHEMES - 10

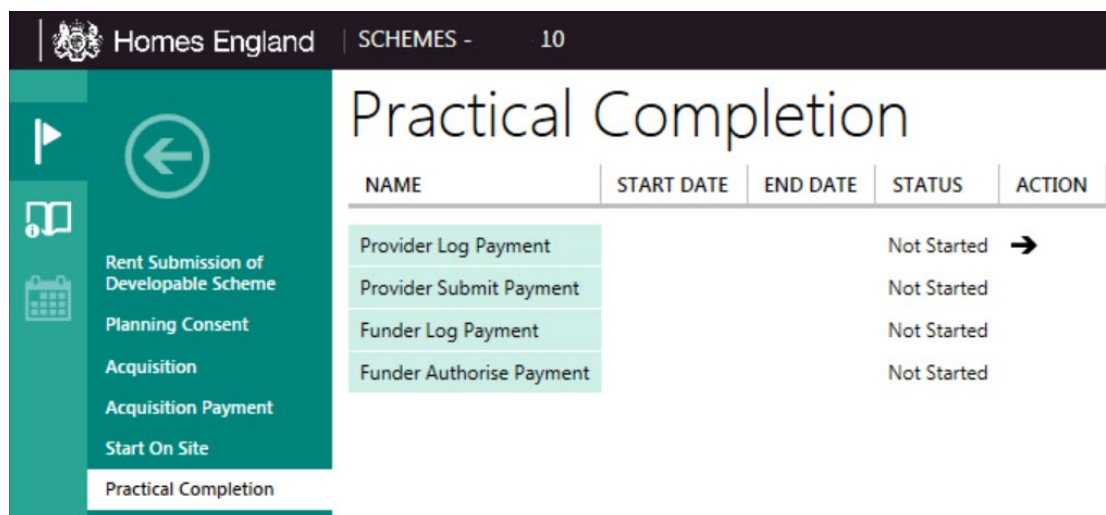
Milestones

View / Edit Milestones

- Add Milestone
- Delete Milestone

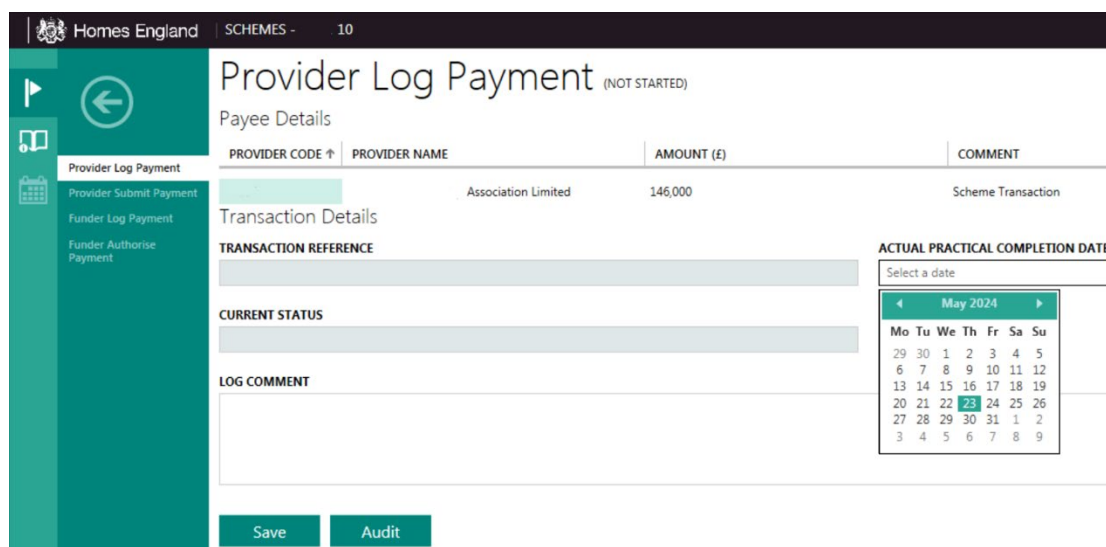
NAME	TYPE	STATUS	FORECAST DATE	ACTION
Rent Submission of Developable Scheme	Scheme Event	Completed		→
Planning Consent	Non Payment Event	Completed	30/06/2023	→
Acquisition	Non Payment Event	Completed	28/07/2023	→
Acquisition Payment	Payment Event	Completed	22/02/2024	→
Start On Site	Payment Event	Completed	29/04/2024	→
Practical Completion	Payment Event	In Progress/Next	19/07/2024	→

In the scheme view the **Milestones** list will appear as above, with the **Practical Completion** stage as the only milestone with active status.



NAME	START DATE	END DATE	STATUS	ACTION
Provider Log Payment			Not Started	➔
Provider Submit Payment			Not Started	
Funder Log Payment			Not Started	
Funder Authorise Payment			Not Started	

Within the **Practical Completion** stage there are two screens for the provider to complete: **Provider Log Payment** and **Provider Submit Payment**.



PROVIDER CODE	PROVIDER NAME	AMOUNT (£)	COMMENT
	Association Limited	146,000	Scheme Transaction

ACTUAL PRACTICAL COMPLETION DATE: Select a date

Calendar: May 2024

Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

In the **Provider Log Payment** screen the **Actual Practical Completion Date** needs to be selected using the calendar dropdown and selecting the relevant date. The other field to complete is the **Log Comment** where a comment can be added alongside the submission. Once both are added, providers should press the **Save** button.

Homes England | SCHEMES - 10

Provider Log Payment (NOT STARTED)

Payee Details

PROVIDER CODE ↑	PROVIDER NAME	AMOUNT (£)	COMMENT
	Association Limited	146,000	Scheme Transaction

Transaction Details

TRANSACTION REFERENCE: [Empty field]

ACTUAL PRACTICAL COMPLETION DATE: 23/05/2024

CURRENT STATUS: [Empty field]

LOG COMMENT: scheme now complete

Save Audit

Once the **Provider Log Payment** screen has been saved the **Provider Submit Payment** stage becomes accessible.

Homes England | SCHEMES - 10 | Timeout in 59:59

Provider Submit Payment (NOT STARTED)

Payee Details

PROVIDER CODE ↑	PROVIDER NAME	AMOUNT (£)	COMMENT
	Association Limited	146,000	Scheme Transaction

Transaction Details

TRANSACTION REFERENCE: I2024274

ACTUAL PRACTICAL COMPLETION DATE: 23/05/2024

CURRENT STATUS: Logged

SUBMITTED DATE: Select a date

LOG COMMENT: scheme now complete

CERTIFICATIONS

In making a claim submission the Grant Recipient certifies that the following representations and warranties remain valid: -

the Firm Scheme:

- is in its opinion (acting reasonably) deliverable in accordance with the Firm Scheme Delivery Timetable and is consistent with the Submitted Standards and Strategic Objectives; and
- comprises no Public Sector Funding beyond that identified in the Firm Scheme Details.
- Save where expressly agreed by Homes England, is not a Planning Scheme being subsidised by Firm Scheme Grant or RCGF.

the Grant Recipient:

- possesses a Secure Legal Interest in the Site;
- has obtained all Consents necessary for the lawful Delivery of the Firm Scheme in accordance with the Firm Scheme Details as are then required;
- has complied with all applicable requirements of the Capital Funding Guide in relation to the Firm Scheme;
- acknowledges and agrees that it will offer the Right to Shared Ownership in accordance with the requirements of this Agreement, the Capital Funding Guide and the RTSO Guidance.

Additionally, the Grant Recipient represents and warrants to Homes England in relation to the claim that: -

- the Relevant Claim Stage has been achieved and the date on which the Relevant Claim Stage was achieved is no later than the date forecast in IMS;
- where the claim is being made for a Tranche with respect to a Flex Scheme it has incurred Actual Development Costs to at least the value of the Applicable Tranche;
- it has procured a valuation of the relevant Site in accordance with Clause 11.12 (Operational Obligations) (where applicable);
- all confirmations and certifications made or to be made by the Grant Recipient in IMS in relation to the Firm Scheme have been, are or will be correct in all material respects;
- the Grant Recipient is a Registered Provider and retains its status as an Investment Partner;

Save Audit

The **Provider Submit Payment** screen has the actual practical completion date and log comment pre-filled in from the **Provider Log Payment** screen. There is a certification description which requires a box to be checked before the **Save** button can be pressed. Providers should review the text before proceeding.

Homes England | SCHEMES - 10

▶
←

📅 Rent Submission of Developable Scheme
📅 Planning Consent
📅 Acquisition
📅 Acquisition Payment
📅 Start On Site
Practical Completion

Practical Completion

NAME	START DATE	END DATE	STATUS	ACTION
Provider Log Payment	23/05/2024 at 16:04	23/05/2024 at 16:05	Completed	➔
Provider Submit Payment	23/05/2024 at 16:05	23/05/2024 at 16:05	Completed	➔
Funder Log Payment			Not Started	➔
Funder Authorise Payment			Not Started	

Once both stages are completed by the provider, the next stage is for Homes England approval.

If the submission is being logged with Homes England before the forecast month, a material change is generated and a comment is required to explain that variation.

MATERIAL CHANGE
✕

?

The forecast month for the payment (July 2024) is not equal to the month in which you are requesting payment (May 2024) and this represents a request to change your approved bid. Please ensure you have recorded an appropriate comment (on the log task) to explain the reason for change.

Confirm and Save

Cancel

Appendix 1 – Material and Non-Material Changes

Material Changes

- The proposed total funding requested for all lines in this version is different to the approved funding requested at profile level.

This variation will only appear if the user is proposing a change to the total funding requested for the profile line.

- The proposed total number of units for all lines in this version is different to the approved number of units at profile level.

This variation will only appear if the user is proposing a change to the total funding requested for the profile line

- The proposed capital contribution entry for Providers Own Resources in this version is different to the equivalent line in the approved version.

This variation will identify where the provider has adjusted the capital contribution entry for Providers Own Resources.

- The proposed capital contribution entry for Income from Providers Own Resources in this version is different to the equivalent line in the approved version.

This change will identify where the provider has adjusted the capital contribution entry for Income from Providers Own Resources.

- The proposed capital contribution entry for Other Public Subsidy – Grant Funded in this version is different to the equivalent line in the approved version.

This variation identifies where the provider has adjusted the capital contribution entry for Other Public Subsidy – Grant Funded.

- The proposed capital contribution entry for Subsidy from other Public Body in this version is different to the equivalent line in the approved version.

This variation identifies where the provider has adjusted the capital contribution entry for Subsidy from other Public Body.

- The proposed subsidy in the form of public land in this version is different to the equivalent line in the approved version.

This will identify where the provider has adjusted the OPS in the form of free land.

- The proposed number of supported units for all lines in this version is different to the number of supported units for all lines in the approved version.

This variation identifies where the provider is proposing a different number of supported units. The provider has a contractual obligation to deliver the level of supported units bid for or, where Homes England agree a change, the level of approved supported units for the profile.

- The proposed monthly profile of unit starts on site in this version is different to the monthly profile of unit starts on site in the approved version.

The provider has a contractual obligation to deliver to the approved delivery schedule for unit starts.

- The proposed monthly profile of payments for starts on site in this version is different to the monthly profile of payments for starts on site in the approved version.

The provider has a contractual obligation to deliver to the approved delivery schedule for start on site payments.

- The proposed monthly profile of unit completions in this version is different to the monthly profile of unit completions in the approved version.

The provider has a contractual obligation to deliver to the approved delivery schedule for unit completions.

- The proposed monthly profile of payment for completions in this version is different to the monthly profile of payment for completions in the approved version.

The provider has a contractual obligation to deliver to the approved delivery schedule for completion payments.

- The proposed number of rural units for this version is different to the number of rural units in the approved version.

This can only happen when the site is changed on an existing firm scheme line (or a new firm scheme line is created in an indicative proposal) and the number of rural units is different to the rural units prior to the change.

Non-Material Changes

- A new scheme profile line has been created in this version.

All new lines will need to go through a funder referral and approval process. Once the scheme receives approval it will only be referred if subsequent changes to its parent profile in a later version require funder sign off.

- The proposed capital contributions total for all lines in this version is different to the capital contribution total in lines in the approved version.

There is an expectation the capital contributions recorded at bid stage for both firm and indicative proposals will remain the same. Therefore, when a new firm scheme line is introduced in an indicative profile, the capital contributions on the bulk line will need to be reduced to make headroom for the capital contributions to be included on the firm scheme line. Where the total capital contributions are increased or decreased as part of such a change, a variation will appear. This will also be the case when the provider changes the capital contributions total on a firm scheme line under a firm proposal and the capital contributions change.

- The proposed capital contributions entries for all lines in this version are different to the capital contribution entries in the approved version (note excludes Providers Own Resources and OPS – Grant lines as these are separate tests).

This variation identifies where, although the capital contributions totals are still in balance, the provider has adjusted individual capital contribution entries.

- The proposed total scheme cost for all lines in this version is different to the total scheme costs for all lines in the approved version.

There is an expectation the total scheme costs recorded at bid stage for both firm and indicative proposals will remain the same. Therefore, when a new firm scheme line is introduced in an indicative profile, the total scheme costs on the bulk line will need to be reduced to make headroom for the total scheme costs to be included on the firm scheme line. Where the total scheme costs are increased or decreased as part of such a change, a variation will appear. This will also be the case when the provider changes the total scheme costs on a firm scheme line under a firm proposal and the total scheme costs change.

- The proposed acquisition cost for all lines in this version is different to the acquisition cost for all lines in the approved version.

This change will identify where, although the scheme costs are still in balance, the provider has adjusted the acquisition cost and offset against another scheme cost entry (works or on-costs)

- The proposed works cost for all lines in this version is different to the proposed works cost for all lines in the approved version.

This variation will identify where, although the scheme costs are still in balance, the provider has adjusted the works cost and offset against another scheme cost entry (acquisition or on-costs).

- The proposed on-costs for all lines in this version are different to the proposed on-costs for all lines in the approved version.

This will identify where, although the scheme costs are still in balance, the provider has adjusted the on-costs and offset against another scheme cost entry (acquisition or works cost).

- The proposed unit data for firm scheme line (NNNNN) is different to the unit data in the approved version of this scheme line.

This will identify those cases where the unit data has been changed for a specific scheme line.

- The proposed site for line <NNNNN> is different to the site recorded on the approved version.

This will identify changes made to the site.

- The proposed processing route for firm scheme line (NNNNN) is different to the processing route in the approved version for this scheme line.

Processing route changes are allowable but only between Acquisition and Works and Package Deal. This will identify where the provider is proposing a change from either of these routes.

- The unit lease length for a Lease and Repair unit for a new scheme line is not consistent with Lease Length supplied when the proposal was bid for.

This message will only appear when a new firm scheme line is being created for the first time under a profile created from an indicative offer line and the line was indicated as Lease and Repair.