

Housing Zones Programme



**Submitting Housing Zone Offers
in IMS**

MAYOR OF LONDON

**Greater London Authority
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Introduction

A. Purpose of this guidance

The purpose of this document is to provide guidance to providers on how to input Offers into IMS for the 2015-2025 Housing Zones Programme (HZP).

All Offers are to be submitted directly into IMS by the provider within 5 business days of entering into the funding agreement with GLA. Data is to be inputted in accordance with the terms and scheme details of the funding agreement.

The scope of this guidance covers the creation of a partnership through to provider submission of an offer. Additional guidance will be added to this document in the next update covering the amending of profiles and scheme processing.

This guidance also includes a glossary of terms which can be found at the back of the document.

B. User Support

For help accessing the IMS system or to report a problem, please contact the GLA's Technology Group on 020 7983 4333 or email GLAIMS@london.gov.uk.

For programme related queries, please contact the relevant GLA Area Manager.

C. Offer Capture in IMS

Housing Zone Offers will be captured via the Offers application within IMS.

- An Offer (i.e. bid) provides information on what the provider has agreed to deliver under the HZP overall and is not associated with a specific zone. This is to accommodate providers delivering affordable housing across multiple Housing Zones.
 - Under each Offer is one or more Offer Line. An Offer Line represents an offer to deliver a certain number of homes within a specified Housing Zone. A provider may have more than one Offer Line for the same zone and/or Offer Lines associated with different zones.
 - The Provider should only submit their Offer once they have entered all associated Offer Lines in accordance with the signed funding agreement.
 - Prior to submission each Offer must comprise at least one Offer Line. In the event that the funding agreement is amended or new funding agreements are entered into in respect of other Housing Zones, additional Offer Lines can be added to the existing Offer.
 - If additional Offer Lines are later submitted, the Offer will automatically update to capture the new information.
 - IMS will stop submission if any of the data entered in the Offer fail system validation checks.
-

D. Offer Line Capture in IMS

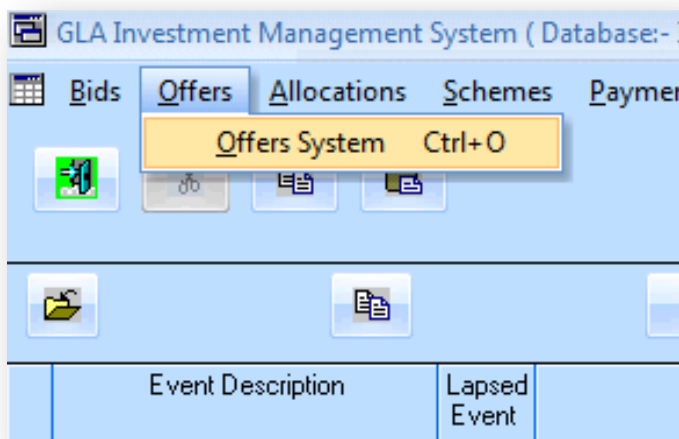
Providers should submit Offer lines according to the following guidelines:

- Data entered on the Offer Lines must reflect what has been agreed in the signed funding agreement with the GLA.
- Each offer line will have its own Funding Requested amount which will be used to determine payment for that particular Offer Line.
- Only firm Offer Lines can be submitted as sites will have already been identified prior to entering into contract.
- Each S106 project must be submitted as an individual Offer Line in its own right and not combined with other unit types.
- It is recommended that Providers enter details of sites before entering the details for associated Offer Lines.

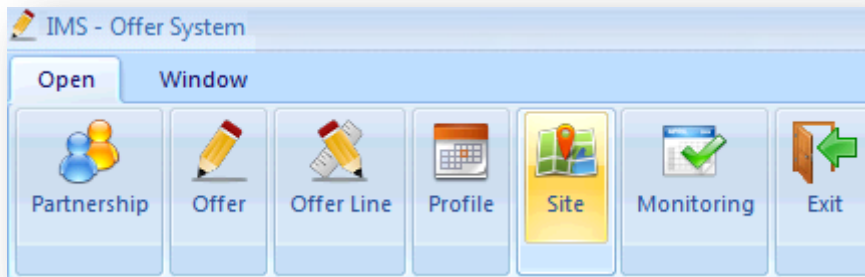
E. The Offers System - Navigation and Filtering

i) Accessing the Offers System in IMS

To access the Offers System select **Offers** → **Offers System** or select **Ctrl + O**.



The Offer System screen is then displayed:



ii) Offer System screen – Menus

The Offers system has two menus: Open and Window

Open Menu

This menu displays the area of the system the user can access. This includes:

Icon

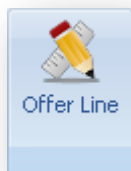
Details



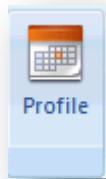
Takes the user into the Partnership grid list. The user can access the Agreement list from the Partnership List as per the existing bidding functionality;



Takes the user into the Offer grid list



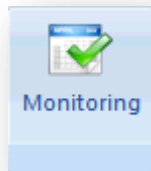
Takes the user into the Offer Line grid list. This list will be preceded by a filter screen to allow offer line filtering.



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



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



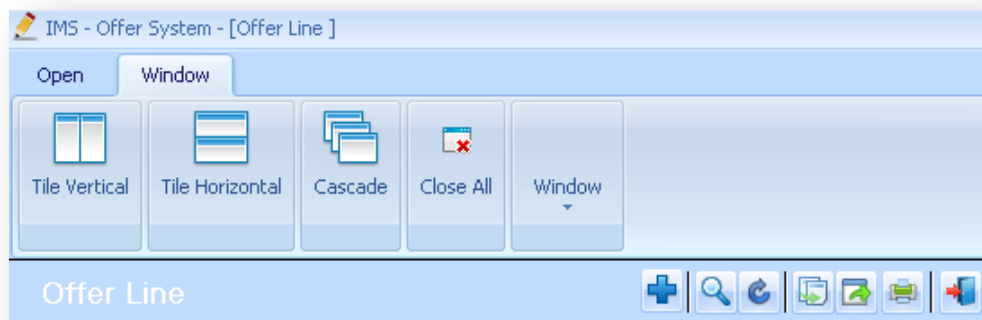
Takes the user into the Offer Monitoring grid list. This list will be preceded by a filter screen to allow offer line filtering.



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

The Window menu

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 (not available to external users).



Print

Prints the displayed information.



Exit

Closes the grid window

Grid Columns - Functionality

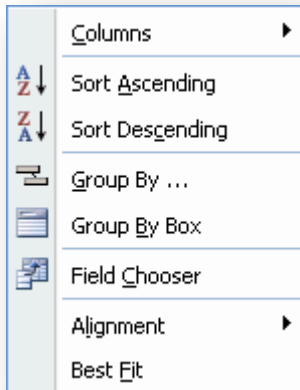
Move Column

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

Sort by Column

The sort order of the Grid data can be changed by

Grid – Functionality Enhanced



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

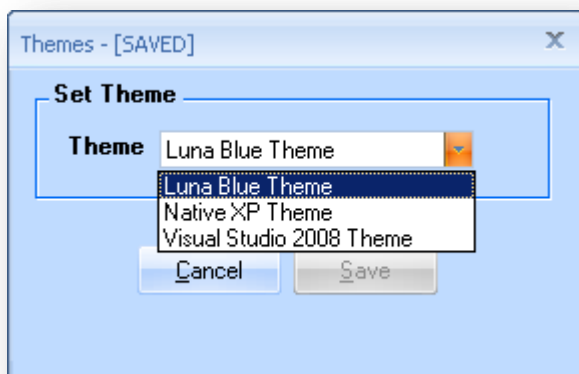
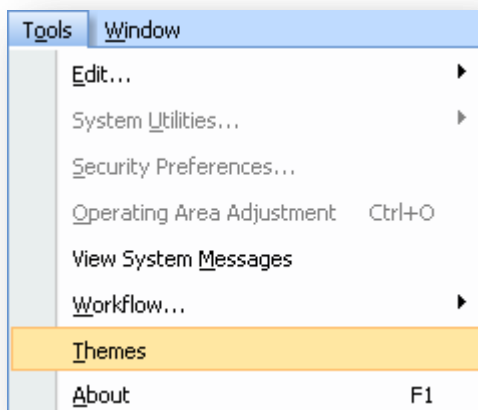
Changes the sizing of the selected column so the width is adjusted to the size of data in the column.

F. IMS Themes

There are three themes available – Luna Blue, Native XP Theme, and Visual Studio 2008 Theme.

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

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



Step 1 Setting up the partnership record

Background

Lead Providers must set up a specific partnership and agreement record for their Offer. Even if a Provider had/has a 2011-15 or 2015-18 partnership for other programmes a new partnership record must be set-up for Housing Zones.

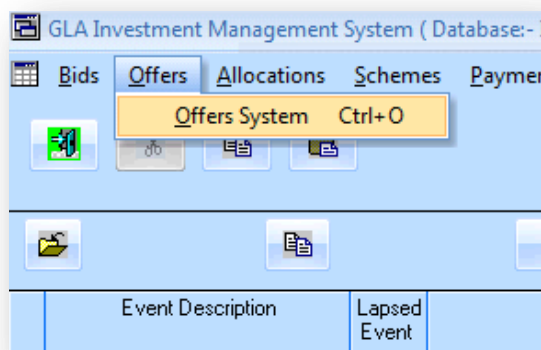
Step Summary:

- 1.1 Access the Offers System in IMS
- 1.2 Select the Partnership icon
- 1.3 Select the Add icon to create a Partnership record
- 1.4 Complete the Partnership screen and save
- 1.5 Add more organisations to a Partnership (if applicable)

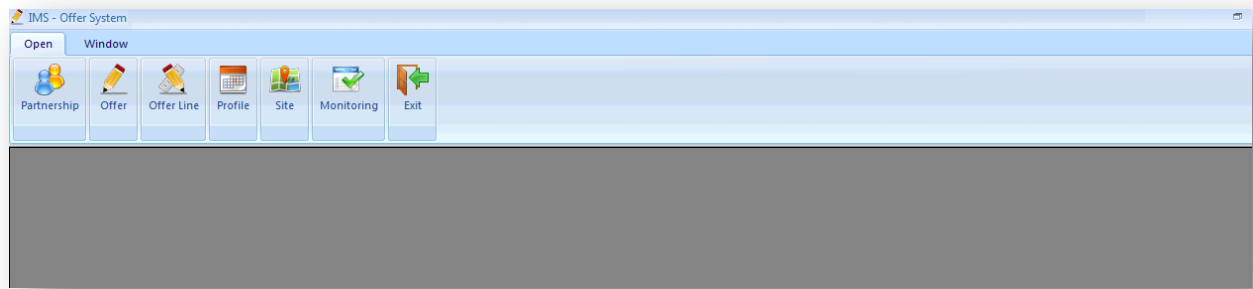
The steps in detail:

1.1 Access the Offers System in IMS

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



The following screen is then displayed:



1.2 Select the Partnership icon



The following partnerships list screen will then be displayed:

IMS - Offer System - [Partnership Screen]

Open Window

Partnership Offer Offer Line Site Exit

Partnerships

+

Partnership Id	Name	Lead Partner Code	Lead Partner Name	Programme Period	Partnership Purpose	Delete Row

The Partnerships list in the Offer System screen will then list the Partnership that has just been created:




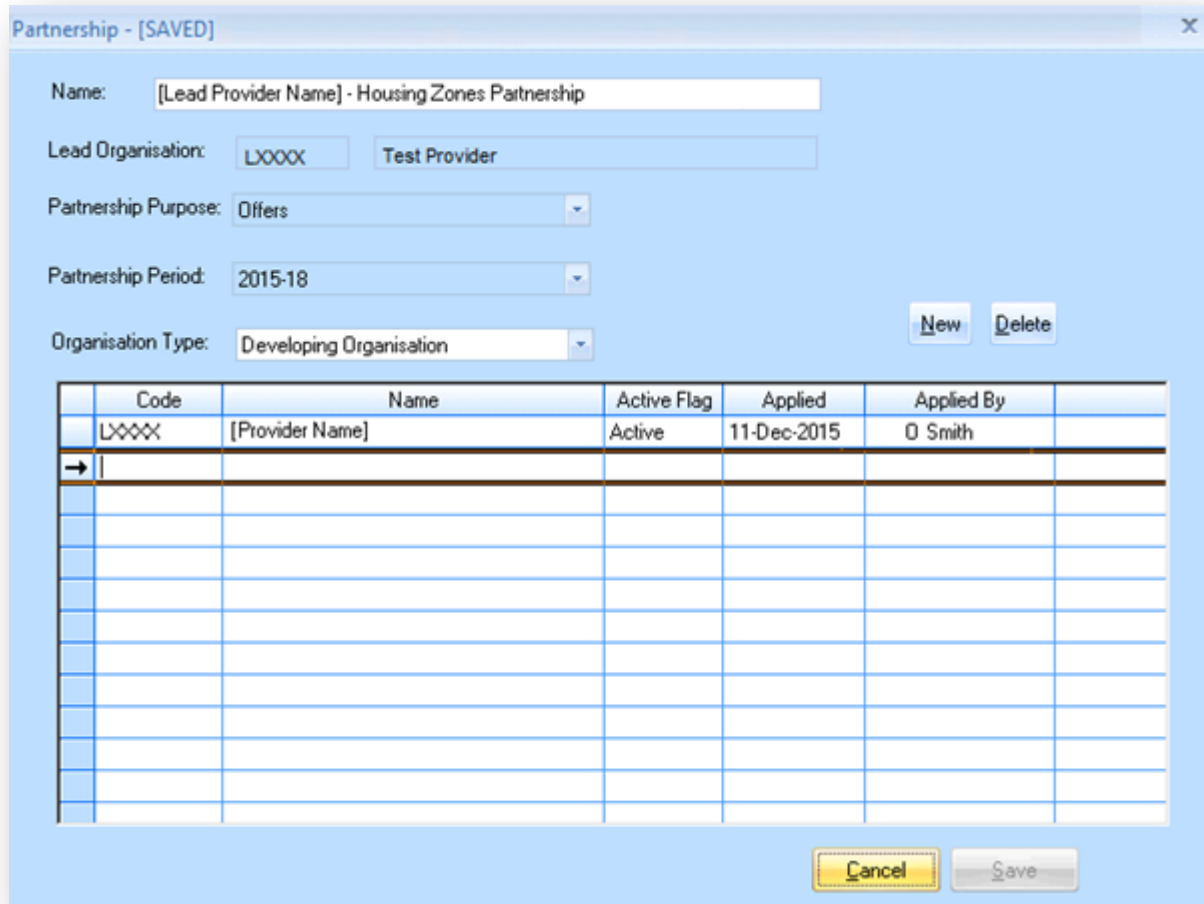
1.5 Adding more organisations to a Partnership

Please note: You can add organisations at a later date if you prefer, but you must have at least the 'Owners of Land during Development' organisation entered in order to select it at Sub Product level. Most developing organisations will want to add themselves as 'Owners of Land during Development' following the process below.

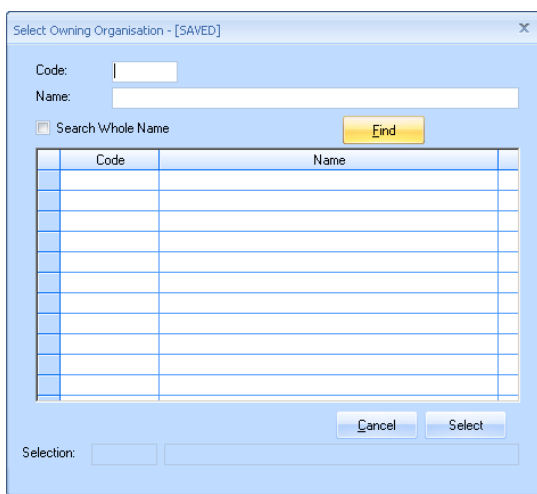
The Organisation Type drop-down menu allows the Lead Provider to add in other organisations of the following types:

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

In the example below, an owning organisation is added by selecting  and then entering the code for that organisation.



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



Step 2 Creating the Offer

Background

An Offer (i.e. bid) provides information on what the provider has agreed to deliver under the HZP overall across all zones. It is not associated with a specific housing zone. A new HZ Offer must be submitted, even if the provider already has a live offer for other GLA offer types.

Step Summary:

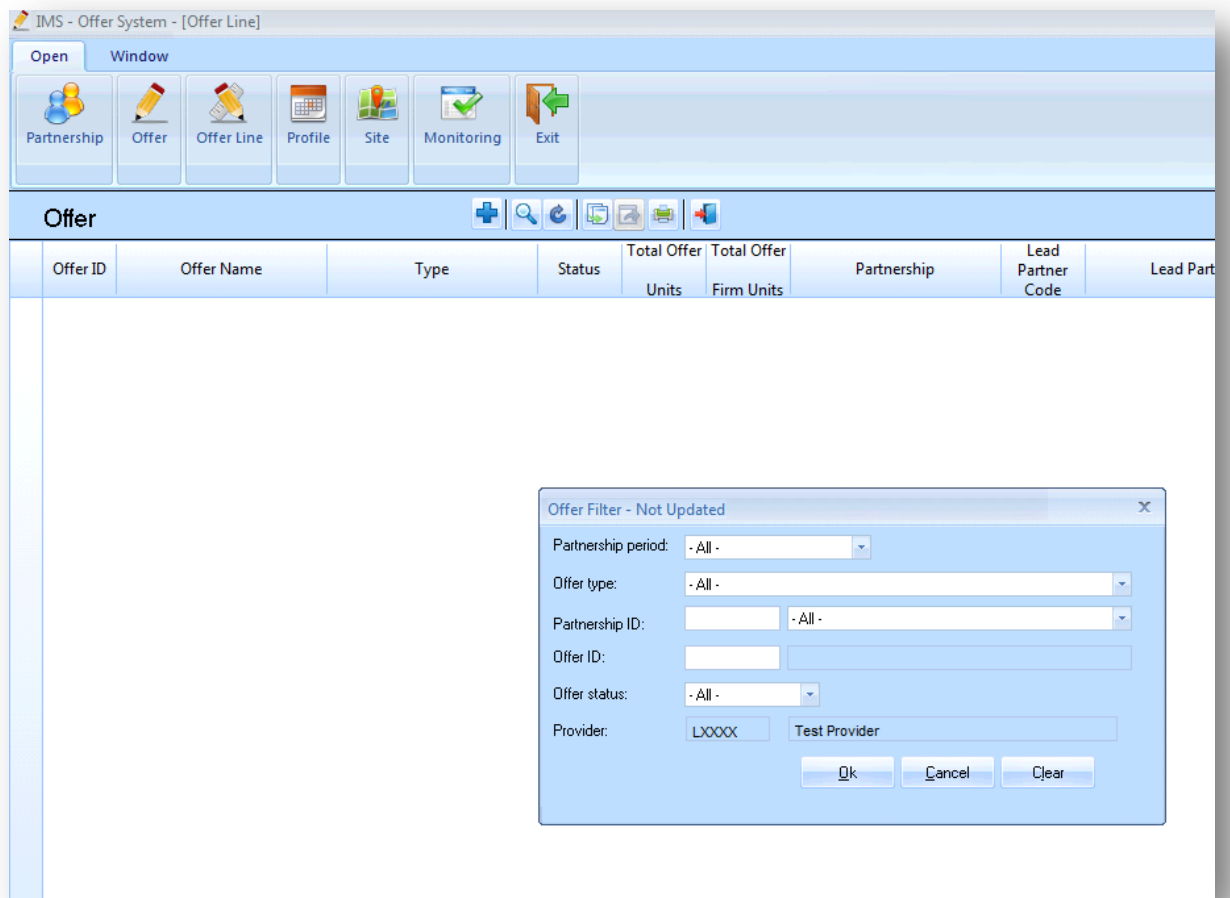
- 2.1 In the Offer System, select the Offer button
- 2.2 Select the Add icon to create a new Offer record.
- 2.3 Create the Agreement record
- 2.4 Save the Offer record

The steps in detail:

2.1 In the Offer System, select the Offer button



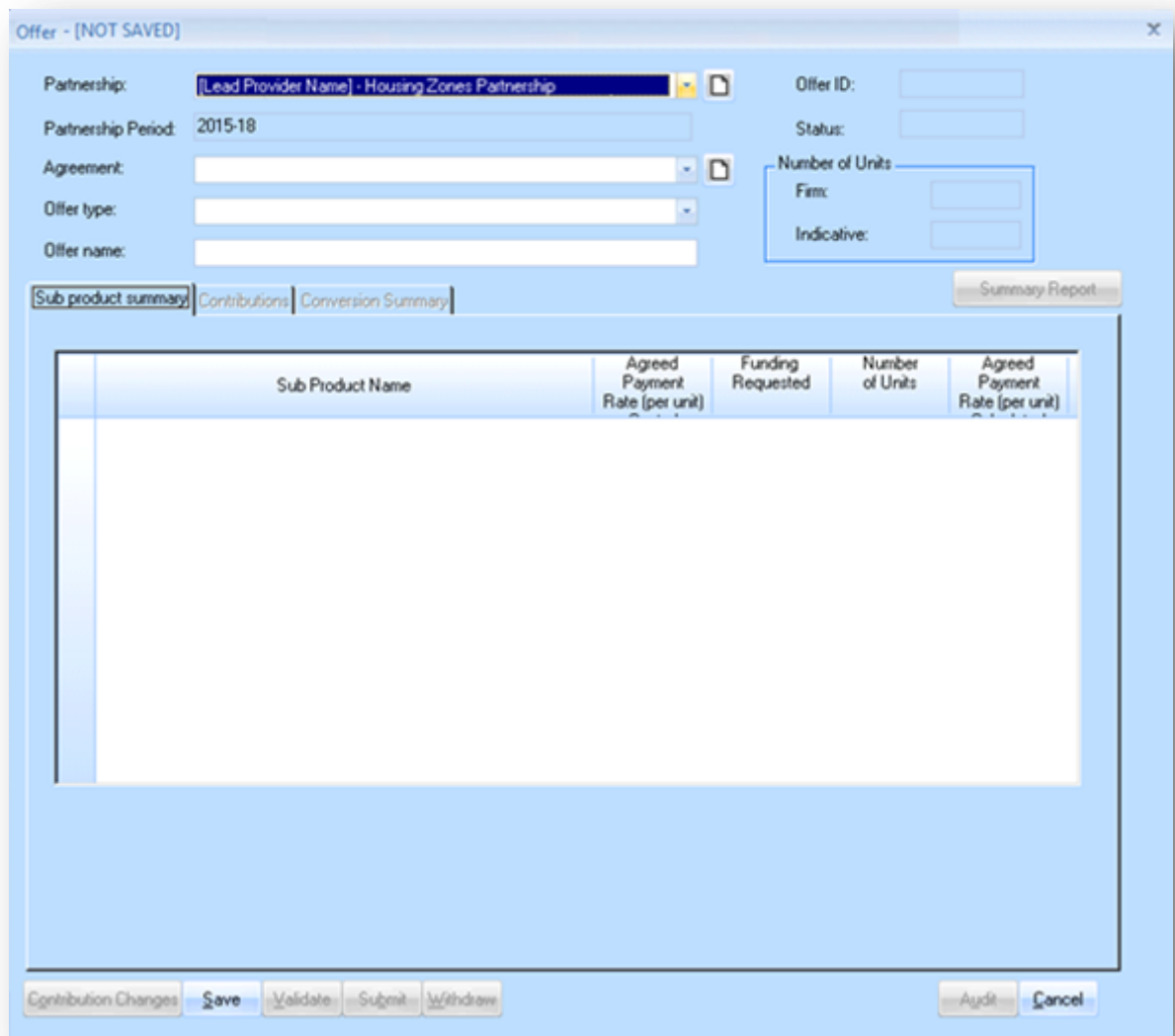
The following screen is then displayed.



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

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

The following Offer Summary screen will be displayed:



Offer - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Agreement: []

Offer type: []

Offer name: []

Offer ID: []

Status: []

Number of Units: []

Firm: []

Indicative: []

Sub product summary | Contributions | Conversion Summary

Summary Report

Sub Product Name	Agreed Payment Rate (per unit)	Funding Requested	Number of Units	Agreed Payment Rate (per unit)
------------------	--------------------------------	-------------------	-----------------	--------------------------------

Contribution Changes | Save | Validate | Submit | Withdraw | Audit | Cancel

Offer Summary Screen

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

Offer - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Agreement: [Lead Provider Name] - Housing Zones Agreement

Offer type: Housing Zones Affordable Rent and Home Ownership

Offer name: [Lead Provider Name] - HZ Offer

Offer ID:

Status:

Number of Units:

Firm:


Indicative:

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	<input type="text"/>	<input type="text"/>
Flexible Affordable Home Ownership	<input type="text"/>	<input type="text"/>

Save Validate Submit Withdraw Audit Cancel

Providers should complete this screen as detailed below:

Field	Details
Partnership	Having set up the Partnership record following the instructions in Step 1 above you should now be able to select that Partnership in the Partnership field.
Partnership Period	This is populated as 2015-18.
Agreement	An Agreement record for the Partnership must be set up. This can be done by selecting the New Agreement  icon. See 2.3.
Offer Type	Select 'Housing Zones Affordable Rent and Home Ownership'.
Offer Name	Insert the name of your Offer here which should be the same name as your Partnership. You are limited to 50 characters so if required abbreviate 'Housing Zones' to HZ.
Number of Units	This field is populated from the data that is entered at Offer Line level.
Firm	Indicative offers are not allowed under this offer type. All HZ Offers will be listed as Firm.
Indicative	

Sub Product Summary Tab

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

Contributions Tab

Selecting the Contributions tab will show the following screen:

The screenshot shows a software window titled "Offer - [NOT SAVED]". At the top, there are several input fields: "Partnership:" with a dropdown menu showing "[Lead Provider Name] - Housing Zones Partnership"; "Partnership Period:" with a text box containing "2015-18"; "Agreement:" with a dropdown menu showing "[Lead Provider Name] - Housing Zones Agreement"; "Offer type:" with a dropdown menu showing "Housing Zones Affordable Rent and Home Ownership"; and "Offer name:" with a text box showing "[Lead Provider Name] - HZ Offer". To the right, there are fields for "Offer ID:", "Status:", "Number of Units:", "Firm:", and "Indicative:". Below these fields is a "Summary Report" button. The main area of the window is a tabbed interface with "Sub product summary" and "Contributions" tabs. The "Contributions" tab is active, displaying a table with the following data:


Contributions Type	Contributions	Amount (£)
Provider Contributions	Income generated from rents	0
Provider Contributions	Income generated from first sales	0
Provider Contributions	Income generated from conversions	0
Provider Contributions	Income generated from disposals	0
Provider Contributions	Cross subsidy from Open Market Sales	0
Provider Contributions	Income from Provider Own Resources	0
Other Public Subsidy	Subsidy from Local Authority - prudential borrowing	0
Other Public Subsidy	Subsidy from Local Authority - other resources	0
Other Public Subsidy	Subsidy from other public body	0
GLA Public Subsidy	Input from RCGF	0
GLA Public Subsidy	Input from DPF	0

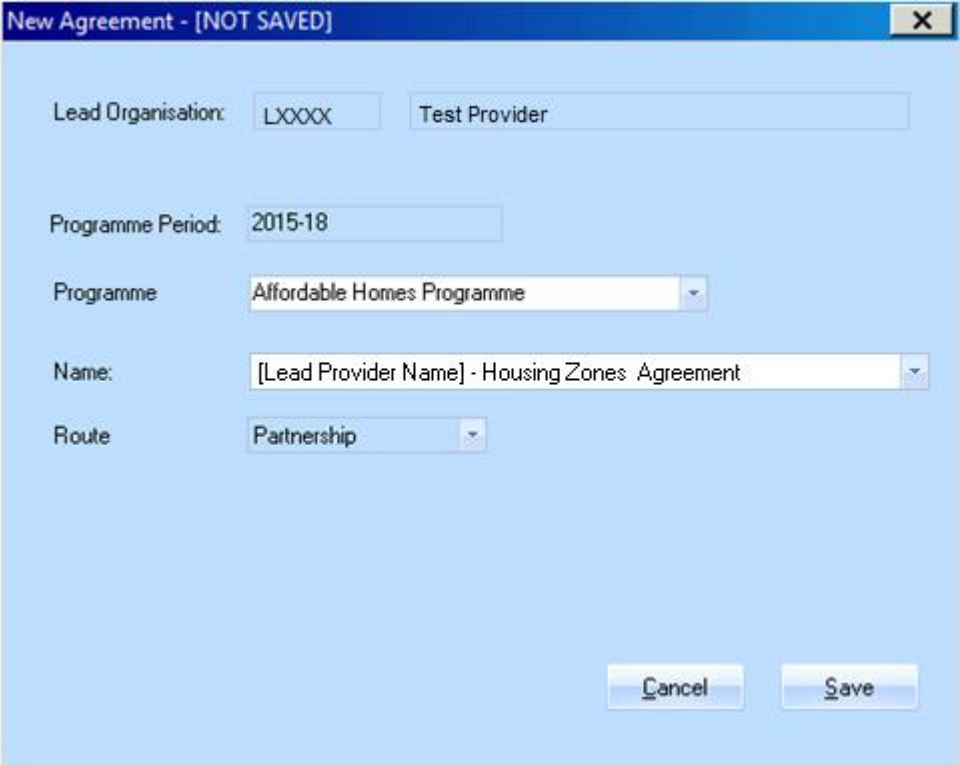
At the bottom of the window, there are buttons for "Save", "Validate", "Submit", "Withdraw", "Audit", and "Cancel".

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

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

2.3 Create the Agreement record

In the Offer Summary screen select the New Agreement  icon. The following New Agreement screen will be displayed:



New Agreement - [NOT SAVED]

Lead Organisation: LXXXX Test Provider

Programme Period: 2015-18

Programme: Affordable Homes Programme

Name: [Lead Provider Name] - Housing Zones Agreement

Route: Partnership

Cancel Save

Insert a name for the Agreement. For example, if the Partnership name is '[Lead Provider] – Housing Zone Partnership' then name the Agreement should be named:

[Lead Provider] – Housing Zones Agreement

Select **Save** to create the Agreement record. Then select **Cancel** to close the screen.

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

Offer - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Agreement: [Lead Provider Name] - Housing Zones Agreement

Offer type: Housing Zones Affordable Rent and Home Ownership

Offer name: [Lead Provider Name] - HZ Offer

Offer ID: []

Status: []

Number of Units: []

Firm: []

Indicative: []

Sub product summary Contributions

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	[]	[]
Flexible Affordable Home Ownership	[]	[]

Summary Report

Save Validate Submit Withdraw Audit Cancel

2.4 Save the Offer record

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

- Partnership
- Agreement
- Offer Type
- Offer name

Once this information is input, select **Save** to create the Offer record. Then select **Cancel** to close the screen.

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

Step 3 Creating Offer Line(s)

Background

Offer Lines represent an offer to deliver a certain number of homes within a certain area and each Offer Line is associated with a specified zone. A provider may have more than one Offer Line for the same zone and/or Offer Lines associated with different zones; however at least one Offer Line must be submitted.

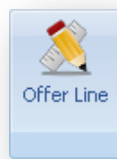
Step Summary:

- 3.1 Select the Offer Line view
- 3.2 Select the Add icon to create a new Offer Line record
- 3.3 Add a Site in the Offer Line screen - Site tab
 - 3.3.1 Create New Site
- 3.4 Complete Offer Line Products tab
- 3.5 Add a Sub Product line beneath the Offer Line
 - 3.5.1 Complete Organisation tab
 - 3.5.2 Complete Unit Details tab
 - 3.5.3 Complete Capital Contributions tab
 - 3.5.4 Complete Scheme Costs tab
 - 3.5.5 Complete Scheme Forecast tab
 - 3.5.6 Complete Scheme Progress tab

The steps in detail:

3.1 **Select the Offer Line view**

In the Offer Screen select the Offer Line button.



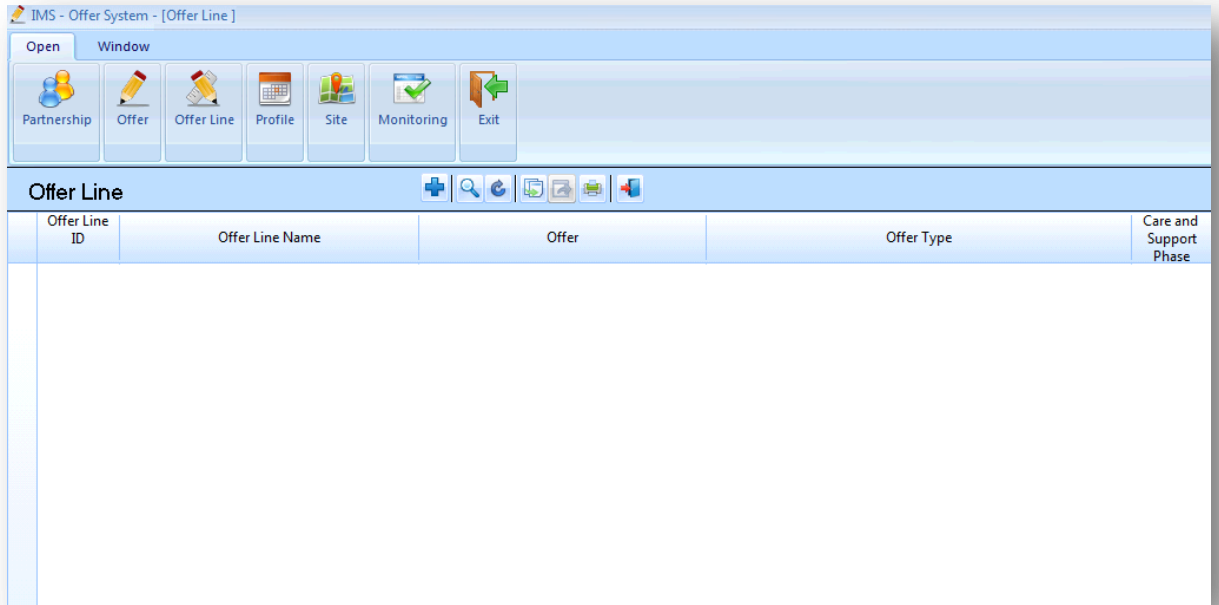
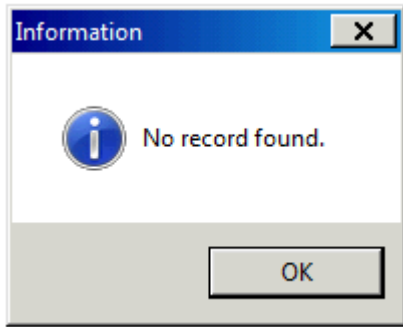
The search filter will then pop up. Under 'Offer Type', select 'Housing Zones Affordable Rent and Home Ownership' from the drop down and click 'OK'.


A screenshot of a software dialog box titled "Offer Line Filter - Updated". The dialog box has a light blue background and a close button (X) in the top right corner. It contains several filter fields:

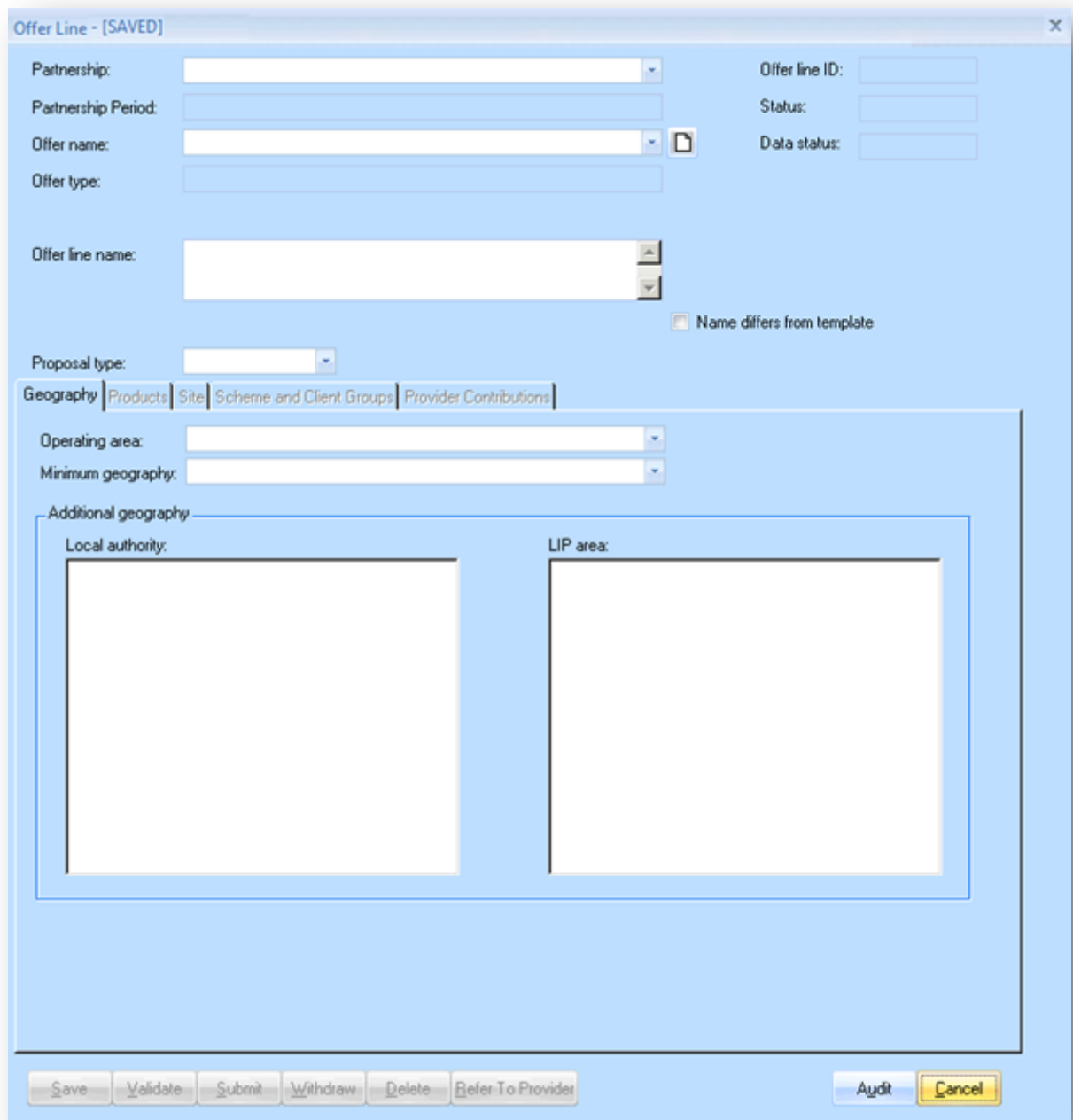
- Partnership period: - All -
- Offer type: Housing Zones Affordable Rent and Home Ownership (highlighted)
- Care and Support Phase: - All -
- Partnership ID: [text box] - All -
- Offer ID: [text box]
- Offer Line ID: [text box]
- Proposal Type: - All -
- Offer line status: - All -
- Offer line valid: - All -
- Payment Rate Adj.: - All -
- Operating Area: London
- Min. Geography: - All -
- Provider: LXXXX Test Provider
- Offer Line Source: - All -

At the bottom of the dialog box, there are three buttons: "Ok" (yellow), "Cancel" (light blue), and "Clear" (light blue).

A pop-up box will appear stating 'No Records Found' if this is your first time creating a HZ offer line. Click 'OK' and you will return an empty table:




- 3.2 **Select the Add  icon to create a new Offer Line record.**
The following Offer Line screen will be displayed:



Offer Line - [SAVED]

Partnership: Offer line ID:

Partnership Period: Status:

Offer name:  Data status:

Offer type:

Offer line name:

Name differs from template

Proposal type:

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

Operating area:

Minimum geography:

Additional geography

Local authority:

LIP area:

Save Validate Submit Withdraw Delete Refer To Provider Audit Cancel

Providers must complete this screen as detailed below:

Field	Details
Partnership	Select the relevant HZ Partnership from the drop-down menu.
Partnership Period	Auto generated as 2015-18 when a Partnership for that period is selected.
Offer name	Select the HZ Offer created in the previous step from the drop-down menu.
Offer type:	Auto generated as 'Housing Zones Affordable Rent and Home Ownership' when the HZ Offer Name is selected.
Housing Zone	Select the Housing Zone this offer line has been agreed under.
Offer line name	<p>Insert an Offer Line name using the following format:</p> <p>[Housing Zone Name] – [Site Description] – [Sub Product]</p> <p>Site description and sub product can be abbreviated.</p> <p>Sub products should be abbreviated as follows:</p> <p>Flexible Home Ownership (Low Cost Home Ownership) – LCHO</p> <p>Affordable Rent - RENT</p>

Offer Line screen – Geography Tab

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

Field	Details
Operating Area	This field is auto generated as London.
Minimum Geography	Select 'London' which will be the only option in the Minimum Geography drop down box.
Local authority	Click on the relevant local authority from the list populated.

Offer Line - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Offer name: [Lead Provider Name] - HZ Offer

Offer type: Housing Zones Affordable Rent and Home Ownership

Housing Zone Name: Lambeth - Lambeth Housing Zone

Offer line name: Lambeth HZ - John Doe St - RENT

Offer line ID:

Status:

Data status:

Proposal type: Firm

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

Operating area: London

Minimum geography: London

Additional geography

Local authority:

- Hillingdon
- Hounslow
- Islington
- Kensington and Chelsea
- Kingston upon Thames
- Lambeth**
- Lewisham
- Merton
- Newham
- Redbridge
- Richmond upon Thames
- Southwark
- Sutton
- Tower Hamlets
- Waltham Forest
- Wandsworth
- Westminster

Save Validate Submit Withdraw Delete Reject Accept Audit Cancel

After completing the Geography tab select **Save**.

Once the Offer Line screen has been saved the Offer Line record will be created and it will have a unique Offer Line ID number.

The Products and Site tabs will now be available for data entry. As at least one site needs to be created for each offer line and it is recommended that the Site tab is completed next.

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

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


Offer Line - [SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership
Partnership Period: 2015-18
Offer name: [Lead Provider Name] - HZ Offer
Offer type: Housing Zones Affordable Rent and Home Ownership
Housing Zone Name: Lambeth - Lambeth Housing Zone
Offer line name: Lambeth HZ - John Doe St - RENT

Offer line ID: 13468
Status: New
Data status: Invalid


Proposal type: Firm

Geography | Products | Site





Site ID	Site Description	Firm Units	Delete Row
---------	------------------	------------	------------

Save Validate Submit Withdraw Delete Reject Accept Audit Cancel

Select the **Add**  icon to generate the **Offer Line Site screen**:

Offer Line Site - [SAVED]

Offer line name:

Site ID:  

Description:



Number of firm units this offer line:


Site Location

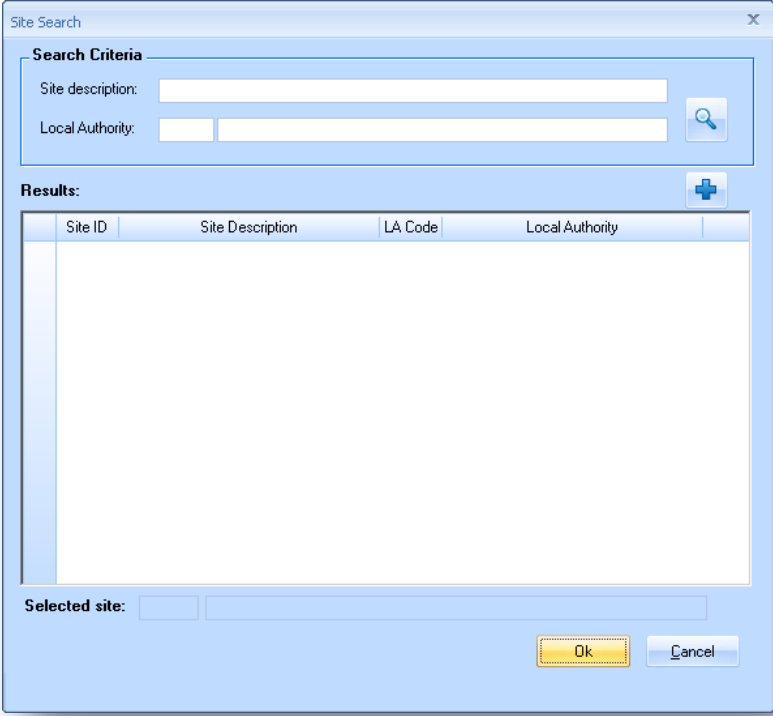
Local authority:

O.S. X Coordinates: O.S. Y Coordinates:

Postcode:


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

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




The Site Search dialog box is titled "Site Search" and contains the following elements:

- Search Criteria:** A section with two input fields: "Site description:" and "Local Authority:". A magnifying glass icon is located to the right of the "Local Authority" field.
- Results:** A section with a plus sign icon to its right. Below it is a table with the following columns: Site ID, Site Description, LA Code, and Local Authority. The table is currently empty.
- Selected site:** A text field located below the table.
- Buttons:** "Ok" and "Cancel" buttons are located at the bottom right of the dialog.

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

3.3.1 Create new site

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

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

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

New Site - [NOT SAVED]

Lead Partner:

Site Description: Site ID:

Location Local Authority: Status:

General | Geography | Section 106

Site

Is this a strategic site? Site

Is this a Brownfield or Greenfield Site?

Are the Units part of Street-Fronted Infill?

Is this a traveller pitch site? Site type:

Is the site on Green Belt land?

Is this site related to bids under the HRA Borrowing Programme 15/16-16/17?

Efficient Procurement

Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?

If 'Others' please describe:

Procurement Mechanisms:

- Large scale contract procurement (as individual provider)
- Large scale contract procurement (through consortium)
- Bulk purchase of components
- Partnering supply chain
- Partnering arrangements with contractor
- Other

Providers must complete the screen as detailed below:

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

New Site Screen - General tab

Lead Partner:

Site Description: **Site ID:**

Location Local Authority: **Status:**

General | **Geography** | Section 106

Site

Is this a strategic site? Site

Is this a Brownfield or Greenfield Site?

Are the Units part of Street-Fronted Infill?

Is this a traveller pitch site? Site type:

Is the site on Green Belt land?

Is this site related to bids under the HRA Borrowing Programme 15/16-16/17?

Efficient Procurement

Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?

If 'Others' please describe:

Procurement Mechanisms:

- Large scale contract procurement (as individual provider)
- Large scale contract procurement (through consortium)
- Bulk purchase of components
- Partnering supply chain
- Partnering arrangements with contractor
- Other

Providers must complete the screen as detailed below:

Field	Details
Is this a strategic site?	Yes/No
Site	Enabled if previous answer is 'Yes'
Is this a Brownfield / Greenfield site	Mandatory. Available entries are: Greenfield Brownfield Not Applicable
Are the units part of street fronted infill?	Yes/No
Is this a traveller pitch site?	Yes/No
Site Type	Mandatory if selected Yes to 'Is this a traveller pitch site'. Available entries are: Permanent Temporary Transit
Is the site on Green Belt land	Mandatory. Yes / No
Is this site related to bids under the HRA Borrowing Programme 15/16 – 16/17?	Mandatory. Yes / No
Are you planning to use any mechanisms to achieve efficiencies in the procurement of this project?	Mandatory. Yes/ No If Yes, please select from the list available, more than one option may be selected. If 'Other' is selected please type in a description in the text box to the left.

New Site Screen - Geography tab

Update Site - [SAVED]
✕

Lead Partner:

Site Description: Site ID:

Location Local Authority: Status:

General | Geography | Section 106

O.S. Co-ordinates: X: Y:

Postcode:

Operating Area:

Rural Community

Rural Site

Community Size

Rural Exception Site

Provider rural classification

Provider comment (where provider rural classification different to Rural Site value)

Providers must complete the screen as detailed in the table below:

<u>Field</u>	<u>Details</u>
OS Co-ordinates X & Y	Mandatory
Postcode	Not mandatory
Operating Area	Auto filled
Rural Site / Community Size / Rural Exception Site	Not required and greyed out.
Provider rural classification.	Not required and greyed out.
Provider comment (where provider rural classification different to Rural Site value)	Not required and greyed out.

New Site Screen - Section 106 tab

Update Site - [SAVED]

Lead Partner: L4215 PARADIGM HOUSING

Site Description: Joe Doe Street development Site ID: 20838

Location Local Authority: 223 Lambeth Status: Incomplete

General Geography Section 106

1. Are the affordable homes part of a larger (mixed tenure) scheme and subject to contributions for affordable housing to be secured through a s.106 planning agreement? No

2. Is there a completed s.106 affordable housing agreement for the scheme (i.e. signed and registered with Land Registry)?

3. Does this s.106 explicitly require HCA funding in order to complete, and if so has a DAT or similar test been carried out in order to demonstrate evidence of additionality?

4. What is the anticipated timescale for achieving a completed s.106 (in months)?

5. Is it anticipated that the proposed s.106 will be conditional on HCA funding?

6. What is the total number of affordable homes proposed on the whole scheme? (Do not enter the number for an individual phase, but for the scheme as a whole)

7. What is the total number of all homes (including affordable and market homes) proposed on the whole scheme? (Do not enter the number for an individual phase, but for the scheme as a whole)

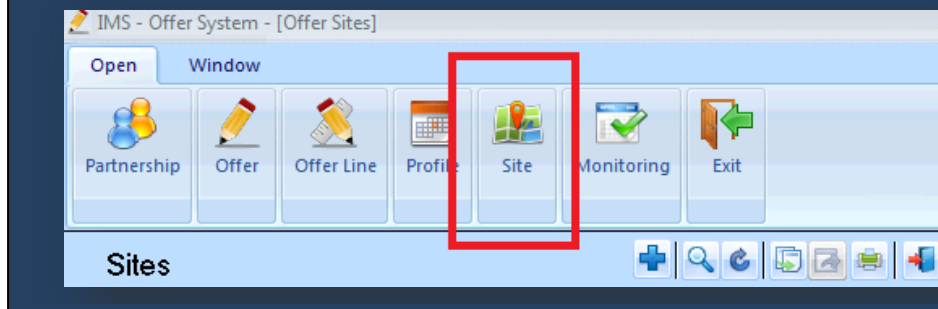
8. Have you submitted the HCA's development appraisal model to evidence the additionality of the enhanced s.106 scheme?

9. Have you submitted an alternative appraisal model to evidence the additionality of the enhanced s.106 scheme?

Save Delete Close

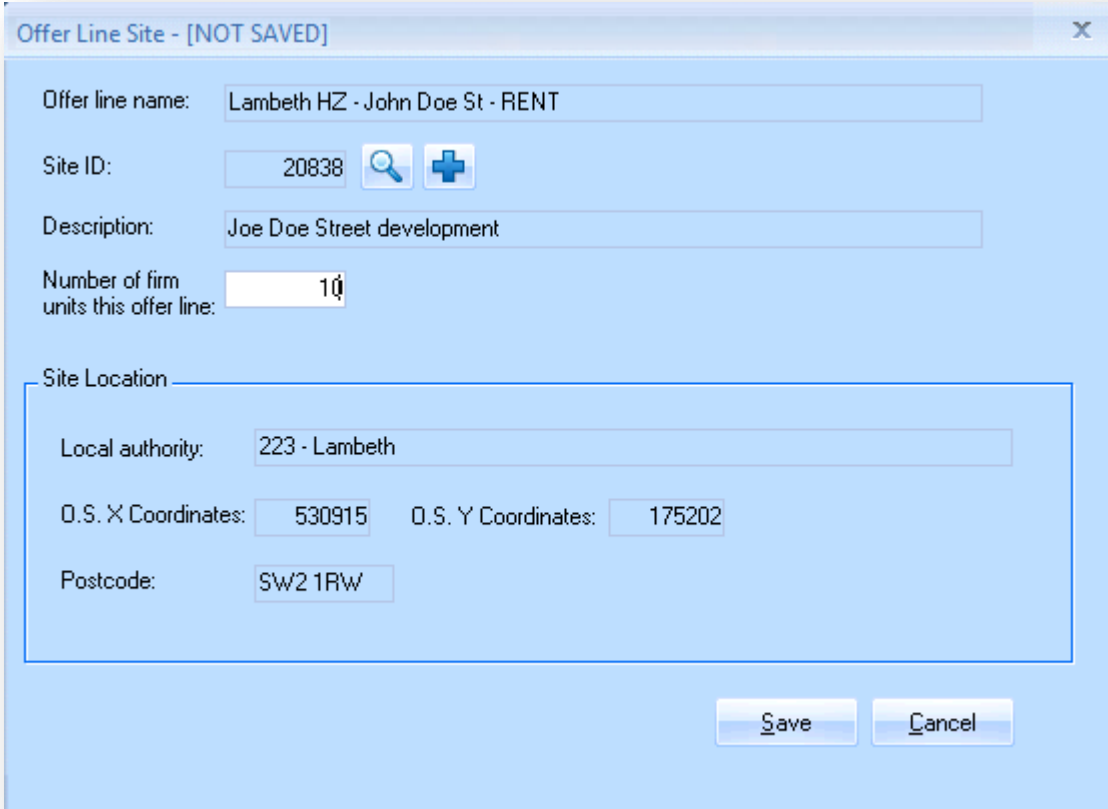
s106 mixed tenure question 1 must be set to 'No' for GLA users. All other questions remain greyed out.

Please note: Any corrections to site information once saved, will need to be made by clicking on the 'Site' options in the main offers module menu bar and by selecting the site:



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

All the details will be auto-populated apart from the number of firm units that will be delivered under this offer line which will need to be entered before clicking **Save**.

The image shows a form window titled "Offer Line Site - [NOT SAVED]". The form contains the following fields and controls:

- Offer line name: Text box containing "Lambeth HZ - John Doe St - RENT".
- Site ID: Text box containing "20838", with search and add icons to its right.
- Description: Text box containing "Joe Doe Street development".
- Number of firm units this offer line: Text box containing "10".
- Site Location section, enclosed in a blue border:
 - Local authority: Text box containing "223 - Lambeth".
 - O.S. X Coordinates: Text box containing "530915".
 - O.S. Y Coordinates: Text box containing "175202".
 - Postcode: Text box containing "SW2 1RW".
- At the bottom right, there are "Save" and "Cancel" buttons.

3.4 Complete Offer Line Products tab

The Products tab is shown below:

Offer Line - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership Offer line ID: 13468

Partnership Period: 2015-18 Status: New

Offer name: [Lead Provider Name] - HZ Offer Data status: **Invalid**

Offer type: Housing Zones Affordable Rent and Home Ownership

Housing Zone Name: Lambeth - Lambeth Housing Zone

Offer line name: Lambeth HZ - John Doe St - RENT

Proposal type: Firm

Geography | **Products** | Site

Processing Route:

Sub product ID	Processing Route	Estimated Cost (£)	Number of Units	Delete Row
	Acquisition & Works			
	Off The Shelf (& ES)			
	Package Deal (inc. land)			
	Purchase & Repair			
	Works Only			

Total Scheme Costs(£):


Capital Contributions(£):

Funding Requested (£):

Offer Line Source: Continuous Market Engagement

Methods of Modern Construction: Not applicable

This screen should be completed as follows:

Field	Details
Processing route	Select from the types available: Acquisition & Works Off the Shelf (& ES) Package Deal (inc.Land) Purchase & Repair Works Only
Sub Product table	Use the Add  icon in the Products tab to input at least one Sub product line beneath the Offer Line (see next section below)
Total Scheme Costs (£)	Auto generated from the data entered at Sub Product level.
Capital Contributions (£)	Auto generated from the data entered at Sub Product level.
Funding Requested (£)	Auto generated from the data entered at Sub Product level.
Offer Line Source	Not required and greyed out
Modern Methods of Construction	Select from the types available: Non-OSM Modern Methods of Construction Not Applicable Not Known OSM Hybrid OSM Panelised OSM Volumetric
Will the development of this scheme involve the demolition of any housing	Yes/No

units	
Number of units to be demolished	Required if yes above.
Demolition comments	Required if yes above.

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


Only one Processing Route can be selected for per Offer Line; separate Offer Lines must be created for each processing route.

Providers can submit either one Affordable Rent and/or Affordable Home Ownership sub-product under the same Processing Route.

3.5 **Add a Sub Product line beneath the Offer Line**

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

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

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

Unit Type Entry - [SAVED]

Offer Line SP ID: 16164 Name: Lambeth HZ - John Doe Street - RENT

Unit Id: 1275487

Unit Detail | Supported Housing Revenue Funding | Client Groups | Rent

What type of housing does this unit provide? [Dropdown]

Specialist housing type: [Dropdown]

Supported/Older People housing type: [Dropdown]

S.106: Not S106 units [Dropdown] Rent terms: Affordable rent [Dropdown]

No. units: [Input] No. bedrooms per unit: [Dropdown] No. persons potential per unit: [Input]

Building Type: [Dropdown] Facilities: [Dropdown]

Works type: [Dropdown]

Accessibility

Meets wheelchair standards: [Dropdown]

Are these units intended as move on accommodation? [Dropdown]

Floor area

Internal floor area per unit (sq. m): [Input]

Do these units incorporate design features or management arrangements intended to meet the needs of a particular group? [Dropdown]

Particular group: [Dropdown]

Save Cancel

Providers must complete this screen as detailed below:

Field	Details
Offer Line SP ID and Name	Auto populated
Unit ID	Auto populated
What type of housing does this unit provide?	Select from: General Needs

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

S106 Rules

If the Offer line has been linked to a site, IMS will automatically populate this field as follows:

Site set up as a S.106 site:

- If the provider has set the funding requested to zero then IMS will automatically populate this field as **Nil Grant S106**.
- If the provider has set the Funding requested to greater than zero then IMS will automatically populate this field as **S106 Requiring Grant**.

Site not set up as S.106 site:

- Whether the provider has set the Funding requested to zero or greater than zero then IMS will automatically populate this field as **Not S.106 Unit**.
- If the Offer Line has not yet been linked to a site this field should be completed now.
- If £0 (zero) has been entered under **Funding requested** select either:

Not S106 units

Nil grant S106 units

- If an amount greater than £0 has been entered under **Funding requested** select either:

Not S106 units

S106 units requiring grant

Offer Line Validation

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

- User switches between Sites and this changes the S106 characteristic
- User changes the amount of fund requested from £0 to > £0.

Unit Details Tab - Client Groups

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

The screenshot shows a software window titled "Unit Type Entry - [NOT SAVED]". At the top, there are two input fields: "Offer Line SP ID:" with the value "16164" and "Name" with the value "Lambeth HZ - John Doe Street - RENT". Below these is another input field for "Unit Id" with the value "1275487".

There are four tabs: "Unit Detail", "Supported Housing Revenue Funding", "Client Groups", and "Rent". The "Client Groups" tab is currently selected, and the "Rent" sub-tab is also active. The main area of the window displays a list of client groups under the heading "Client Groups:". The list includes:

- A - People with alcohol problems
- C - Young people leaving care** (highlighted)
- D - People with drug problems
- I - Rough Sleepers
- M - People with mental health problems
- N - People with learning disabilities or autism
- O - Offenders and people at risk of offending
- P - People with physical or sensory disabilities
- Q - Homeless families with support needs
- R - Refugees
- S - Single homeless people with support needs
- V - Teenage Parents
- W - People at risk of domestic violence
- X - People with HIV or AIDS
- Y - Young People at risk

At the bottom right of the window, there are two buttons: "Save" and "Cancel".

Unit Details Tab - Supported Housing Revenue Funding

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

Unit Type Entry - [NOT SAVED] X

Offer Line SP ID: Name

Unit Id

Unit Detail **Supported Housing Revenue Funding** | Client Groups | Rent

Source	Select
A - Supporting People	<input type="checkbox"/>
B - Social Services Department	<input type="checkbox"/>
C - Drugs Action Team	<input type="checkbox"/>
D - Housing Department	<input type="checkbox"/>
E - Other Local Authority Source	<input type="checkbox"/>
F - NHS England	<input type="checkbox"/>
G - Clinical Commissioning Group/Local Area Team	<input type="checkbox"/>
H - Health and Well Being Board	<input type="checkbox"/>
I - NHS Trust (eg Foundation Trust, Mental Health Trust)	<input type="checkbox"/>
J - Other health source	<input type="checkbox"/>
K - Probation	<input type="checkbox"/>
L - Home Office	<input type="checkbox"/>
M - Provider's reserves	<input type="checkbox"/>
N - Charity	<input type="checkbox"/>
O - Other	<input type="checkbox"/>
P - Crime and Disorder Reduction Partnerships	<input type="checkbox"/>
Q - Department for Education	<input type="checkbox"/>
S - Youth Offending Teams	<input type="checkbox"/>
T - National Lottery	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Unit Details Tab - Rent tab

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

Unit Type Entry - [NOT SAVED]

Offer Line SP ID: 16164 Name Lambeth HZ - John Doe Street - RENT

Unit Id 1275487

Unit Detail Supported Housing Revenue Funding Client Groups Rent

Expected market value (£):

Prospective rent per week inclusive of all charges (£):

Market Rent pw (£):

Prospective rent as % of Market Rent inclusive of all charges:

Target rent plus service charges exceeds 80% of the market rent.

Save Cancel

Providers should complete this screen as detailed below:

Field	Details
Expected market value	Enter value in Pounds (£)
Prospective rent per week inclusive of all charges	Enter value in Pounds (£)
Market Rent pw	Enter value in Pounds (£)
Prospective rent as % of Market Rent of all charges	Auto calculated
Target rent plus service charges exceeds 80% of the market rent	Tick this box when this statement applies.

Flexible Product Data

This screen is only shown if providers have selected Flexible Home Ownership as the sub-product.

The screenshot shows a software window titled "Unit Type Entry - [SAVED]". At the top, there are input fields for "Offer Line SP ID: 16164" and "Name: Lambeth HZ - John Doe Street - RENT". Below this is a "Unit Id" field with the value "1275487". A tabbed interface is visible, with the "Flexible Product" tab selected. The main area contains several sections of data entry fields:

- Expected market value (£):** [Input Field]
- Service charge per annum (£):** [Input Field]
- Shared Ownership Units:**
 - Number of Units: [Input Field]
 - Assumed average first equity share %: [Input Field]
 - Assumed average first tranche receipts (£): [Input Field]
 - Proposed rent per annum (£): [Input Field]
 - Proposed rent as a % of unsold equity: [Input Field]
- Equity Loan:**
 - Number of Units: [Input Field]
 - Assumed average equity loan (%): [Input Field]
 - Assumed average sale receipts (£): [Input Field]
 - Assumed interest fee income from year 6 (£): [Input Field]
- Rent To Save:**
 - Number of Units: [Input Field]
 - Expected market rent per annum (£): [Input Field]
 - Proposed rent to save rent per annum (£): [Input Field]
 - Proposed rent to save as a % of market rent: [Input Field]

On the right side of the "Shared Ownership Units" section, there is a "Comment:" label and a large text area with a vertical scrollbar. At the bottom right of the window, there are "Save" and "Cancel" buttons.

Providers should complete this screen as detailed below:

Field	Details
Expected Market Value	Enter value in pounds (£)
Service charge per annum	Enter value in pounds (£)
Shared Ownership Units	
Number of Units	Enter total number of shared ownership units
Assumed average first equity share %	Enter the first equity share as a percentage
Assumed average first tranche receipts	Enter the average first tranche receipts amount in pounds (£)
Proposed rent per annum	Enter the proposed rent per annum in pounds (£)
Proposed rent as % of unsold equity	Enter the proposed rent as a percentage of unsold equity.
Comments	This is a free text box to allow any comments to be provided pertaining to the shared ownership units.
Equity Loan	
Number of units	Enter total number of equity loan units
Assumed average equity loan %	Enter the average equity loan as a percentage
Assumed average sales receipts	Enter the average sales receipts in pounds (£)
Assumed interest fee income from year 6	Enter interest fee income from year six in pounds (3)
Rent to Save	
Number of Units	Enter total number of rent to save units
Expected market rent per annum	Enter the expected market rent per annum in pounds (£)
Proposed rent to save rent per annum	Enter the 'rent to save' rent per annum in pounds (£)
Proposed rent to save as a % of market rent	Enter rent to save as a percentage of market rent.

3.5.3 Capital Contributions tab

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

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

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

Offer Line Sub Product - [SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership Line status: New

Offer name: [Lead Provider Name] - HZ Offer Data status: Invalid

Offer line name: Lambeth HZ - John Doe St - RENT Sub product ID: 15895

Sub product: Affordable Rent

Number of units: 15 Funding requested: 1,000,000

Profile | Organisations | Unit Details | **Capital Contributions** | Unit Size and Mix | Scheme Costs | Scheme Forecast

Contributions Type	Contributions	Amount (£)	Comments
Provider Contributions	Income generated from rents		
Provider Contributions	Income generated from first sales		
Provider Contributions	Income generated from conversions		
Provider Contributions	Income generated from disposals		
Provider Contributions	Cross subsidy from Open Market Sales		
Provider Contributions	Income from Provider Own Resources		
Other Public Subsidy	Subsidy from Local Authority - prudential borrowing		
Other Public Subsidy	Subsidy from Local Authority - other resources		
Other Public Subsidy	Subsidy from other public body		
GLA Public Subsidy	Input from RCGF		
GLA Public Subsidy	Input from DPF		
Total Contributions:			

Comment:

Save Close

Providers should complete this screen as detailed below:

Field	Details
Income generated from rents	Value of borrowing capacity from the rents for this scheme.
Income generated from first sales	The total value of all first tranche receipts forecasted for this scheme.
Income generated from conversions	The total amount of borrowing generated from conversions which has been attributed to the scheme.
Income generated from disposals	The total value of income generated from disposals used within this scheme.
Cross-subsidy Open Market Sales	Value of cross subsidy from new build market sales from other schemes.
Income from providers own resources	Value of provider's own resources used within the scheme.
Subsidy from local authority – prudential borrowing	Total value of subsidy from local authorities prudential borrowing funds used within the scheme.
Subsidy from local authority – other resource	Total value of subsidy from local authorities through other resources used within the scheme.
Subsidy from other public body	Total value of all other public subsidies received for this scheme. A data entry box will appear.
Input from RCGF	The contribution to this particular scheme which is being funded from RCGF resources.
Input from DPF	The contribution to this particular scheme which is funded from DPF resources.
Total Contributions	This field is auto populated.

Unit Size and Mix tab

The unit size and mix tab will auto populated based on the information entered on the preceding screens.

Offer Line Sub Product - [SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership Line status: New

Offer name: [Lead Provider Name] - HZ Offer Data status: Invalid

Offer line name: Lambeth HZ - John Doe St - RENT Sub product ID: 15895

Sub product: Affordable Rent

Number of units: 15 Funding requested: 1,000,000

Profile | Organisations | Unit Details | Capital Contributions | **Unit Size and Mix** | Scheme Costs | Scheme Forecast

Description	Value
Bedspaces	40
Larger homes	0
Nil grant S106 homes	0
S106 homes requiring grant	0
Supported and Older People housing	0

Comment:

Save Close

3.5.4 Scheme Costs tab

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

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

The screenshot shows the 'Scheme Costs' tab in the IMS software. The window title is 'Offer Line Sub Product - [SAVED]'. The top section contains fields for Partnership, Offer name, Offer line name, Sub product, Number of units, and Funding requested. Below this is a navigation bar with tabs: Profile, Organisations, Unit Details, Capital Contributions, Unit Size and Mix, Scheme Costs (selected), and Scheme Forecast. The main area contains fields labeled B through S, organized into two columns. A 'Capitalisation Assumptions' box is on the right. At the bottom, there is a 'Comment' field and 'Save' and 'Close' buttons.

Providers should complete this tab as detailed below:

Field	Details
B. Purchase price	Enter the full cost of purchasing the property in pounds (£).
C. Has the price been marked down in your account?	Yes/No

D. Current Value	If 'Yes' is selected to C then this value can be edited. Total market value should be inputted. If 'No' is selected to C then this value equals B.
E. Acquisition Cost	Auto populated, = D
F. Works cost	Enter value in pounds (£)
Works cost per m ²	Auto populated, based on F and value entered in Unit Details
G. On costs	Enter value in Pounds (£)
H. Total Scheme costs	Auto populated, E + F + G
I – R.	Auto populated, based on figures provided in B-H & on the Capital Contributions tab.
S. Surplus/Deficit	Auto populated. System tool which offsets capital contribution against scheme costs. Providers should aim to balance one against the other to produce a value in this field equal to zero.

Providers should complete the Capitalisation Assumption section as detailed below:

Field	Details
Discount factor applied to net rental income (%)	Enter discount fact applied to net rental income as a percentage.
Period of years over which net rental income stream is valued	Enter period in years over which net income stream is valued.
Net to gross Rent (%) (Rent less fixed costs as a proportion of rent charged)	Enter rent less fixed costs as a proportion of rent charged.

3.5.5 **Scheme Forecast tab**

The milestones listed will be determined by the processing route selected for the Offer Line.

Offer Line Sub Product - [SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership Line status: New
 Offer name: [Lead Provider Name] - HZ Offer Data status: Invalid
 Offer line name: Lambeth HZ - John Doe St - RENT Sub product ID: 15895
 Sub product: Affordable Rent
 Number of units: 15 Funding requested: 1,000,000

Profile | Organisations | Unit Details | Capital Contributions | Unit Size and Mix | 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"/>		
Acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Start on Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		750,000
Final Cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		250,000

Comment:

Save Close

Providers must click on the Forecast/Actual Date field to enter each milestone forecast or achievement date. The Planning Consent and Acquisition date fields can be set with a date either in the past or the future; however, if a past date is used, the tick box under the Actual column heading must be checked.

Dates for Start on Site and Final Cost must be set for the future. Providers are not expected to input a Start on Site date beyond the 31 March 2024 or a Final Cost date beyond the 31 March 2025.

Please note: If a scheme has already started on site, please enter a date in the future. This can be corrected later on in the scheme stage in IMS.

By default, tranche payments are set to pay 75% of total funding requested at start on site and the remaining 25% at practical completion. If payment tranches have been agreed outside the 75-25 split, the payments can be corrected here.

Please note: Once the offer line has been approved by the GLA, it will not be possible to change the tranche payments without deleting and re-entering the offer line.

3.5.6 Scheme Progress tab

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

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

The screenshot shows a software window titled "Offer Line Sub Product - [SAVED]". At the top, there are several input fields: Partnership (set to "[Lead Provider Name] - Housing Zones Partnership"), Offer name (set to "[Lead Provider Name] - HZ Offer"), Offer line name (set to "Lambeth HZ - John Doe St - RENT"), Sub product (set to "Affordable Rent"), Number of units (set to "15"), and Funding requested (set to "1,000,000"). Below these are tabs for "Organisations", "Unit Details", "Capital Contributions", "Scheme Costs", "Scheme Forecast", and "Scheme Progress" (which is selected). The "Scheme Progress" section is divided into three sub-sections: "Planning", "Land", and "Works". The "Planning" section includes fields for "Planning status", "Detailed planning approval date", "Outline planning approval date", "Planning submission date", "Further steps required (before start on site can occur)", "Date by which further steps will be achieved", and "Forecast date for detailed planning approval". The "Land" section includes "Land status", "Acquisition date", "Forecast date for acquisition", and "Description of conditions (for conditional acquisition)". The "Works" section includes "Tendering status". At the bottom of the window, there is a "Comment" field and "Save" and "Close" buttons.

Planning

This section is enabled if one of the following Processing Routes is selected: Acquisition and Works, Package Deal, Purchase and Repair and Works Only.

Field	Details
Planning status	Providers must select one value from the

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

Land

This section is enabled if one of the following Processing Routes is selected: Acquisition and Works, Package Deal and Purchase and Repair.

Field	Details
Land Status	<p>Providers must select one value from the following list of options:</p> <p>Unconditional acquisition of freehold or long leasehold interest has occurred</p> <p>Land being gifted or provided at a discount by the LA</p> <p>Conditional acquisition, land option or heads of terms</p> <p>Land purchase negotiations underway</p> <p>Land identified but purchase negotiations not yet started</p>
Acquisition date	Field enabled if providers choose option 1 to 3 from the list of Land Status options. The date must be less than or equal to the current date.
Forecast date for acquisition	Field enabled if providers choose option 4 or 5 from the list of Land Status options. The date must be greater than the current date.
Description of conditions (for conditions acquisition)	Field enabled if providers choose option 3 from the list of Land Status options. Provider must submit a comment between 10 and 500 characters.

Works

This section is enabled if one of the following Processing Routes is selected:
Acquisition and Works, Package Deal, Purchase and Repair and Works Only.

Field	Details
Tendering status	<p>Providers must select one value from the following list of options:</p> <p>Unconditional works contract let or works being provided by in house team</p> <p>Conditional contract let or partner identified but not yet in contract</p> <p>Tender for works contract out to competition</p> <p>Works contracting process not yet begun</p>

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

Offer Line - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership
Partnership Period: 2015-18
Offer name: [Lead Provider Name] - HZ Offer
Offer type: Housing Zones Affordable Rent and Home Ownership
Housing Zone Name: Lambeth - Lambeth Housing Zone
Offer line name: Lambeth HZ - John Doe St - RENT

Offer line ID: 13468
Status: New
Data status: Invalid

Proposal type: Firm

Geography Products Site

Processing Route: Acquisition & Works

Sub product ID	Sub Product Name	Funding Requested (£)	Number of Units	Delete Row
7663	Affordable Rent	1,000,000	15	

Total Scheme Costs(£): 5,000,000
Provider Contributions(£): 4,000,000
Funding Requested (£): 1,000,000

Save Validate Submit Withdraw Delete Refer To Provider Audit Cancel

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

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

Step 4 Validating the Offer Line

Background

All Offer Lines must be checked for errors prior to being submitted to the GLA for consideration. IMS will stop submission if any of the data entered in the Offer Line fail system validation checks.

Step Summary:

4.1 Validating the Offer Line

4.2 Correcting Offer Line errors

The steps in detail:

4.1 Validating the Offer Line

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

The screenshot shows the 'Offer Line - [NOT SAVED]' window. The 'Data status' is 'Valid' (highlighted in green). The 'Validate' button at the bottom is circled in red.

Partnership: [Lead Provider Name] - Housing Zones Partnership
Partnership Period: 2015-18
Offer name: [Lead Provider Name] - HZ Offer
Offer type: Housing Zones Affordable Rent and Home Ownership
Housing Zone Name: Lambeth - Lambeth Housing Zone
Offer line name: Lambeth HZ - John Doe St - RENT

Offer line ID: 13468
Status: New
Data status: Valid

Proposal type: Firm

Geography Products Site

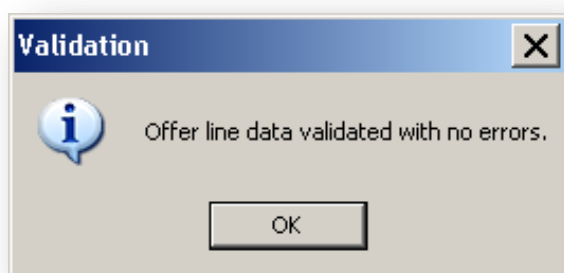
Processing Route: Acquisition & Works

Sub product ID	Sub Product Name	Funding Requested (£)	Number of Units	Delete Row
7663	Affordable Rent	1,000,000	15	

Total Scheme Costs(£): 5,000,000
Provider Contributions(£): 4,000,000
Funding Requested (£): 1,000,000

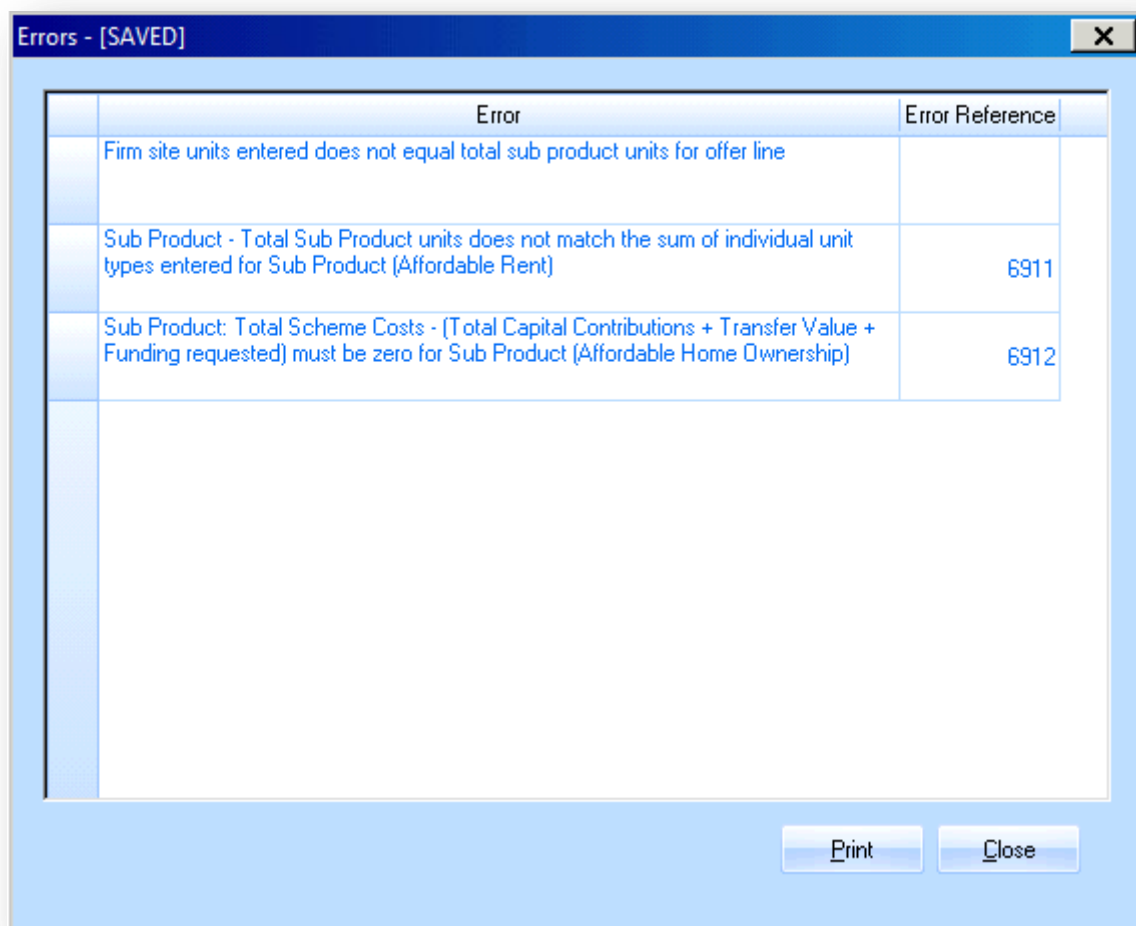
Buttons: Save, **Validate**, Submit, Withdraw, Delete, Refer To Provider, Audit, Cancel

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



4.2 Correcting Offer Line errors

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

A screenshot of a Windows-style dialog box titled "Errors - [SAVED]". It has a blue header bar with a close button (X) on the right. The main area contains a table with two columns: "Error" and "Error Reference". The table lists three errors. At the bottom right, there are two buttons: "Print" and "Close".

Error	Error Reference
Firm site units entered does not equal total sub product units for offer line	
Sub Product - Total Sub Product units does not match the sum of individual unit types entered for Sub Product (Affordable Rent)	6911
Sub Product: Total Scheme Costs - (Total Capital Contributions + Transfer Value + Funding requested) must be zero for Sub Product (Affordable Home Ownership)	6912

Providers should correct any errors. To go directly to the screen where the error is detected, first click on the **Sub Product number** in the Error Reference column.

Then amend the data, re-save the Offer Line record and then re-validate until there are no further errors.

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

Please note: All Offer Lines must be Valid before the Offer can be submitted.

Step 5 Validating the Offer

Background

All Offer must be checked for errors prior to being submitted to the GLA for consideration. IMS will stop submission if any of the data entered in the Offer fail system validation checks.

Step Summary:

- 5.1 Validating the Offer
- 5.2 Correcting Offer errors

The steps in detail:

5.1 Validating the Offer

Once Step 4 is complete select the **Offer** button to view the Offer List:



Select the Housing Zones offer.

The screenshot shows a software window titled "IMS - Offer System - [Offer]". The window has a menu bar with "Open" and "Window". Below the menu bar is a toolbar with icons for "Partnership", "Offer", "Offer Line", "Profile", "Site", "Monitoring", and "Exit". The "Offer" button is highlighted. Below the toolbar is a table with the following data:

Offer ID	Offer Name	Type	Status	Total Offer Units
158	Housing Zone TEST SITE	Housing Zones Affordable Rent and Home Ownership	Accepted	10

The following Offer screen will be displayed:

Offer - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Agreement: [Lead Provider Name] - Housing Zones Agreement

Offer type: Housing Zones Affordable Rent and Home Ownership

Offer name: [Lead Provider Name] - HZ Offer

Offer ID:

Status:

Number of Units:

Firm:

Indicative:

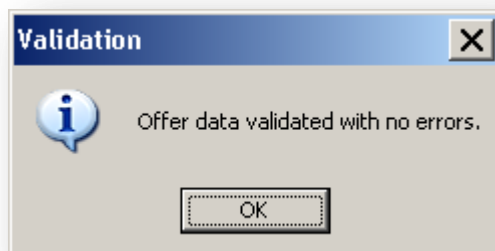
Sub product summary | Contributions | [Summary Report](#)

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	1,000,000	15
Flexible Affordable Home Ownership		

Save Validate Submit Withdraw Audit Cancel

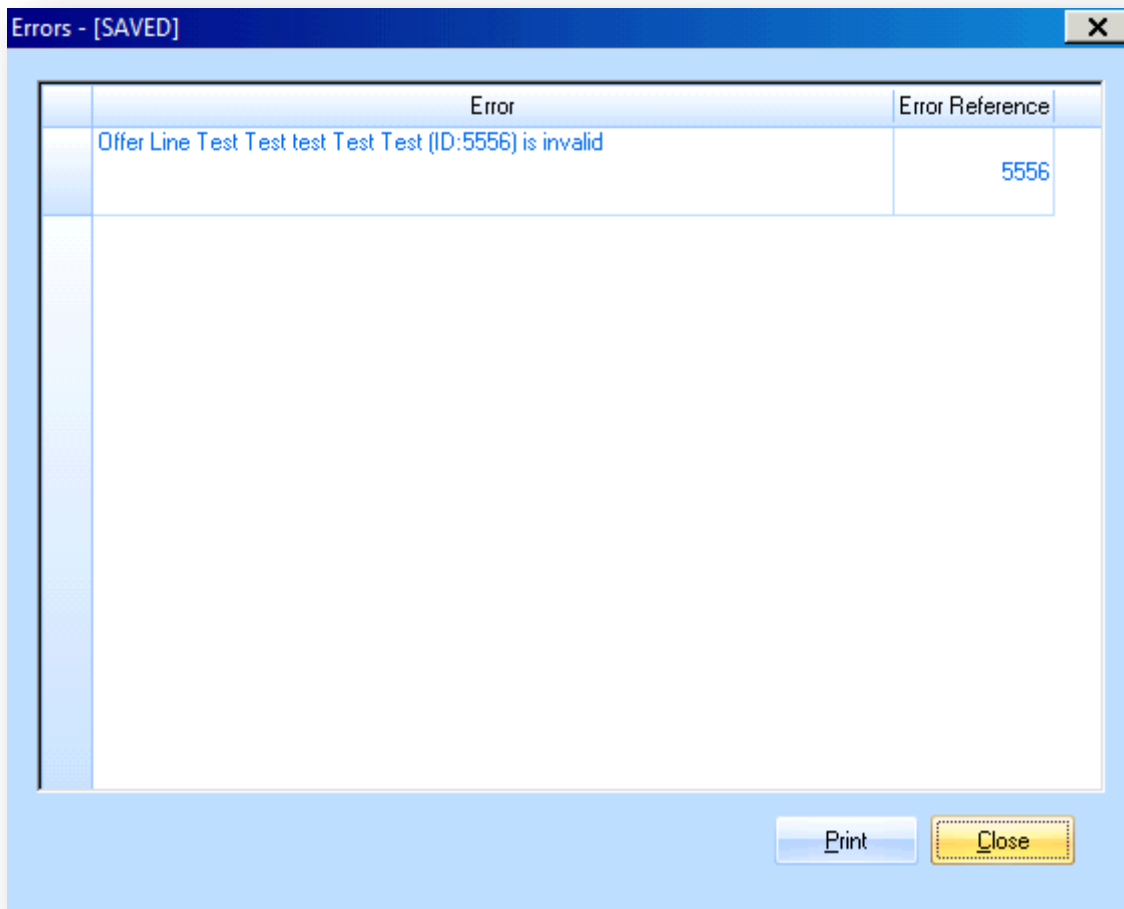
Select **Validate**.

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



5.2 Correcting Offer errors

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



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

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

Step 6 Submitting / Resubmitting the Offer

Background

The Offer can only be submitted if (1) the Offer screens have been completed, (2) at least one Offer Line has been completed and (3) both the Offer and Offer Line(s) have been validated without returning any errors. Please see steps above if these three actions have not taken place.

Step Summary:

- 6.1 Submitting/Resubmitting the Offer
- 6.2 Checking Audit History

The steps in detail:

6.1 Submitting/Resubmitting the Offer

Once Step 5 is complete then to submit the Offer providers should select Submit in the Offer screen:

Offer - [NOT SAVED]

Partnership: [Lead Provider Name] - Housing Zones Partnership

Partnership Period: 2015-18

Agreement: [Lead Provider Name] - Housing Zones Agreement

Offer type: Housing Zones Affordable Rent and Home Ownership

Offer name: [Lead Provider Name] - HZ Offer

Offer ID:

Status:

Number of Units:

Firm:

Indicative:

Sub product summary Contributions Summary Report

Sub Product Name	Funding Requested	Number of Units
Affordable Rent	1,000,000	15
Flexible Affordable Home Ownership	<input type="text"/>	<input type="text"/>

Save Validate Submit Withdraw Audit Cancel

The Offer Submission screen shown overleaf is displayed. Providers must read through the submission confirmation text, using the right hand scroll bar to view all of the bullet points, and then enter comments (minimum 10 and maximum 2,500 characters).

Offer Submission - [EDITABLE]

By submitting this offer I confirm

1. that the organisation's board has approved, at least in principle, the offer submitted, and that a copy of the relevant board paper and minute has been submitted direct to the Regulator.
2. that no scheme bid for under the Affordable Homes Programme 2015 18 will displace delivery under any other Agency programme.
3. that all details of offers have been discussed with the relevant local authorities
4. that the schemes contained within this offer will meet key equalities priorities or the wider strategic objectives identified and agreed by the relevant local authority.

Comments:

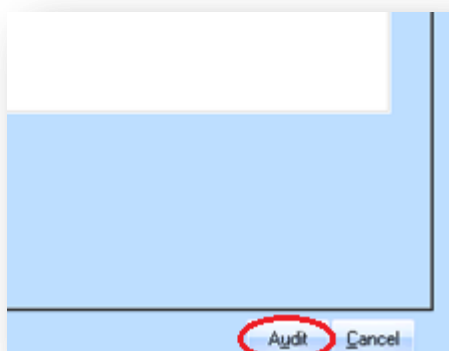
(Up to 2500 characters can be entered)

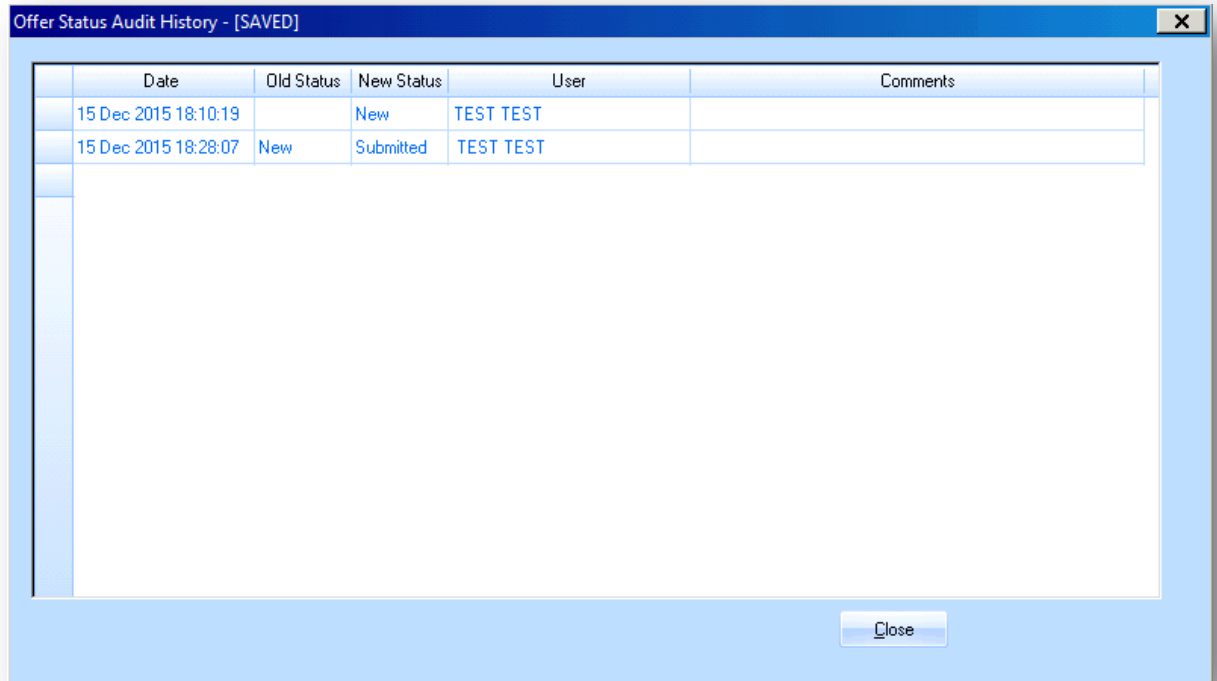
Enter Cancel

Providers should then select **Enter**. The Offer will now be submitted.

6.2 Checking Audit History

To check that the Offer has been submitted, select the Audit button in the Offer screen. This will bring up the Offer Status Audit History screen.





Date	Old Status	New Status	User	Comments
15 Dec 2015 18:10:19		New	TEST TEST	
15 Dec 2015 18:28:07	New	Submitted	TEST TEST	

Latest entry shows that the New Status is Submitted. This process is the same where providers are resubmitting Offers.

If providers wish to withdraw a submitted offer please contact your assigned GLA Area Manager.

Glossary of Terms

The definitions set out below are to assist with IMS data entry only and do not supersede or take precedence over the terms defined in the signed Housing Zones contracts or the [GLA Affordable Housing Capital Funding Guide](#). For legal definitions, providers are to refer to those documents.

Term	Definition
Affordable Rent	A form of social housing, involving homes being made available at a rent level of up to 80% of market rent (inclusive of service charges).
Agreement Record	Functionality on the IMS Partnership record that allows the provider to set and name an agreement under which the Offer will be delivered under.
Bedsit	A one-roomed unit of accommodation typically consisting of combined bedroom and sitting room with cooking facilities.
Bungalow	A low house having only one storey or, in some cases, upper rooms set in the roof.
Conversions	Where the original affordable housing product is changed (i.e. to different sub-product).
Developing Organisation	The provider in the Housing Zones Partnership who will develop the units specified on the Offer Line.
DPF	An internal fund within the accounts of an Investment Partner allowing the re-use of the net proceeds of sales under Right To Acquire (RTA) and Social HomeBuy (SHB) procedures.
Equity Loan	Product made available to households on moderate incomes sufficient to raise a mortgage for 75 per cent of the value of the property and a deposit of five per cent of the property value. The 20% equity loan would be repayable if the household moved, repaid their mortgage without simultaneously re-mortgaging or the expiry of the 25 year term.
Expected market value	The expected market value of the unit at completion.
Firm Offer Line	An offer line where the site and location details are confirmed.
Flat	A self-contained housing unit that occupies only part of a building.

Term	Definition
Flexible Home Ownership	Housing sold on a part rent/part sale basis. The shared owner buys a percentage of the property, funded by a mortgage and/or savings. The remaining percentage is still owned by the developing organisation who charges rent on it. Under the HZP as with MHC 15-18, Flexible Home Ownership is also the brand name for this tenure, replacing New Build HomeBuy and Shared Ownership.
Floor area	The amount of area (measured as square feet or square metres) taken up by a unit. For IMS input, this does not include communal areas.
Funder user	A GLA IMS user.
Funding Agreement	A document signed between the GLA and the provider prior to IMS input setting out what the provider has agreed to deliver under the HZP. If a provider is delivering housing for multiple housing zones, a separate funding agreement will be signed for each zone.
Funding Requested	Value of GLA grant required to fund an offer line, exclusive RCGF or DPF.
General Needs	General housing delivery, not designed to accommodate a specific client group.
House	A housing unit that consists of a ground floor and one or more upper storeys that are part of the same unit.
Housing Zones Programme	A GLA initiative aimed at accelerating housing delivery in areas with high development potential in London.
Investment Partner	Any organisation, either not for or for profit, registered with the Regulator as a provider of social housing. This can include Registered Providers, Housing Associations, Local Authorities and private companies.
Lead Partner	Where a number of IPs have formed a partnership to develop schemes under the HZP, one IP is required to undertake the role of Lead Provider. The Lead Provider will be deemed responsible to the GLA for a number of additional responsibilities and obligations on behalf of the other IPs within that partnership.
Maisonette	A set of rooms for living in, typically on two storeys of a larger building and having a separate entrance.
Market Rent	The rent chargeable for accommodation based on the scarcity of that kind of property and the willingness of tenants to pay.
Modern Methods of Construction:	A broad category of building methods that are designed to be more efficient than traditional methods (brick and block).

Term	Definition
-Non-OSM Modern Methods of Construction	Not involving off-site modern methods of construction.
-OSM Hybrid	Off-site manufacturing -hybrid -volumetric units integrated with panellised systems (see OSM Panelised & OSM Volumetric).
-OSM Panelised	Off-site manufacturing -panelised - flat panel units built in a factory and transported to site for assembly into a three-dimensional structure or to fit within an existing structure.
-OSM Volumetric	Off-site manufactured - volumetric - three-dimensional units produced in a factory, fully fitted out before being transported to site and stacked onto prepared foundations to form dwellings.
Nil Grant S106	Scheme being delivered under a s106 agreement but not requiring GLA grant. Nil Grant S106 scheme usually involve a provider's request to draw on RCGF or DPF balances.
Offer	The overall bid containing information on what the provider has agreed to deliver under a specific GLA programme. A number of fields in the Offer are automatically updated based on information input on the Offer Line(s).
Offer line	An offer to deliver a certain number of housing units within a certain area. For the HZP, each Offer Line is associated with a specific housing zone. A provider may have more than one Offer Line for the same zone and/or Offer Lines associated with different zones.
Offer Type	The GLA programme under which the housing units will be delivered. For example, all offers submitted under this guidance note are for the Housing Zones offer type.
Older People Housing	Housing designed to accommodation and meet the needs of older people. If the housing is supported housing for older people, select Older People NOT Supported Housing.
On costs	Expenditure which is involved in the process of development or the performance of work and which cannot be charged directly to any particular article manufactured or work done.
Organisational user	A non-GLA, GLA Group or HCA user of IMS.
Owners of Land During Development	The provider in the Housing Zones Partnership who will own the land during development.
Owning Organisation	The provider in the Housing zones Partnership who will own the housing units.
Partnership	An association of one or more organisation, who working together will deliver the housing product agreed in the Offer.

Term	Definition
Practical Completion (PC)	A grant claim reached when the works are completed in accordance with the terms of the funding agreement as being fit for occupation as a residential development, in accordance with NHBC requirements, and are sufficiently free of defects that the employer (the provider) is willing to accept the properties as operational i.e. able to be used. A Certificate of Partial Completion may be issued when all the dwellings are handed over to the provider but some external works are incomplete, such as landscaping or boundary walls.
Processing Route:	The route taken by which housing units will be delivered.
-Acquisition & Works	Processing route requiring both acquisition of property and development works.
-Lease & Repair	Units which are not owned by the local authority or housing association but repaired or renovated.
-New Build Works Only	A new build development on land in a provider's ownership which has previously had the support of public sector funding/grant. It can also be the demolition and redevelopment of property owned by the provider whether or not the property was originally public-funded. The prior permission of the GLA is needed if Grant funded property is to be demolished.
-Off The Shelf (& ES)	The purchase of newly completed housing units by a provider to be used to deliver an affordable housing product.
-Package Deal (inc. Land)	When prior to completion, a provider is offered the private developers standard dwellings types to be built on land owned by the developer.
-Purchase & Repair	The provider acquires a second-hand property for rent, or sale as shared ownership, and the cost of essential repairs is less than £10,000 but more than £1,500.
Prospective rent	The rent which a provider, on the basis of its rent policies and business plans, would expect to charge at first letting for the house types in the schemes for which it had bid. This would also be the rental figure indicated in the bid itself.
Provider	An organisation who is delivering housing through one or more of the GLA's housing or land programmes.
RCGF	An internal fund within the accounts of an IP used to recycle historic grant receipts in all their forms, such as HAG/SHG/SHA in accordance with GLA policies and procedures.
Registered Provider	An organisation that is delivering and/or owns affordable housing and has been registered with the Social Housing Regulator.

Term	Definition
Rent to Save	Discounted rent product geared towards households on low to moderate incomes without sufficient deposit to access a shared ownership mortgage. As the rent will be at a lower than market rate, the aspiring homeowner will be able to save throughout the period of their tenancy.
Section 106 Agreements (s106)	A contract entered into by a local planning authority and a property developer under section 106 of the Town and Country Planning Act 1990 under which the developer agrees to provide defined facilities, such as affordable housing, as part of the proposed development. Such planning obligations are often used as a legally binding agreement between a local authority and developer to deliver additional affordable social housing within a development.
Self Contained	A housing unit that has a separate set of premises (whether or not on the same floor) which forms part of a building; and either the whole or material part of which lies above or below some other part of the building; and in which a toilet, personal washing facilities and cooking facilities are available for the exclusive use of its occupants.
Shared Ownership	Product that allows a person to purchase a share in their home even if they cannot afford a mortgage on the whole of the current value.
Start on Site (SoS)	A grant claim triggered by the building contractor taking possession of the site or property, and the Investment Partner & builder having both signed the building contract. The Start on Site works must have also commenced. For details of SOS works, please see the definitions section in the relevant funding agreement and also the Finance section of the General chapter of the GLA Capital Funding Guide.
Subsidiary	A company or organisation that is partly or completely owned by another company that holds a controlling interest in the subsidiary company.
Supported Housing	Accommodation provided for a specific client group to enable them to adjust to independent living or to enable them to live independently. The term supported housing applies to purpose-designed or designated supported housing.
Validation	The process by which data entered by a provider user is checked against set data entry rules. Data entered onto both Offer and Offer Line screens must pass validation checks before submission is allowed.
Works Costs	The costs of carrying out development works.