

OPS User Guide:

Community Housing Fund

Advanced Revenue and Capital Funding

Version 1

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Overview

About the Community Housing Fund (CHF)

The Mayor wants Londoners to be more involved in planning and delivering new homes. Community-led housing is about Londoners playing a positive role in solving their own and their communities' housing problems by developing, managing and/or owning new genuinely affordable homes themselves. The community-led housing sector comprises a wide range of ownership, occupancy and management models including (but not limited to) Community Land Trusts (CLTs), co-operatives, and co-housing. Within the sector a range of tenures are possible, including shared ownership, rent, and market sale, but the Mayor is particularly interested in supporting community-led groups to deliver forms of affordable housing.

The Community Housing Fund makes £38 million available – a combination of revenue and capital funding to support building new homes that are genuinely affordable for local people. This will include a revolving loan fund which will help make the sector more sustainable.

To find out more about the Community Housing Fund, please see our prospectus:

[Community Housing Fund Prospectus](#)

How to use this guide

This guide explains how bidders can register their organisation, create and submit a project and claim grant for CHF on the GLA's Open Project System (OPS) project management system.

If you have any questions about how to complete an application on OPS that are not covered by this guide, contact your GLA Area Manager.

Key Terms

All definitions in this glossary are for the purposes of the Community Housing Fund.

The definitions below are to assist with data entry only and do not supersede or take precedence over the terms defined in the funding contracts and the GLA Affordable Housing Capital Funding Guide. For legal definitions, providers should refer to those documents.

Term	Definition
Consortium	An association of providers for the purposes of bidding for funding through this programme. A consortium is different to a partnership; please see below for this definition.
Estate Regeneration	The physical renewal of social housing estates through demolition, rebuilding or both.
Income from shared ownership first sales (£)	Income from the sale of the initial percentage share of London Shared Ownership homes to be received by a provider and used to fund a project.
Income from rents (£)	Income from rented homes to be received by a provider. Refer to the GLA's Capital Funding Guide.
Larger homes	A home with 3 or more bedrooms.

Milestone	An event marking when a significant stage within a project is reached. A milestone can be linked to a payment.
Organisation Administrator	A GLA-OPS user responsible for updating the organisation details, approving and maintaining new and existing users and creating consortiums and partnerships (if relevant). The Organisation Administrator uses the Organisation menu in GLA-OPS. There should be a minimum of two Organisation Administrators per Organisation.
Other public subsidy (£)	Public subsidy which is not GLA grant funding, RCGF or DPF, for example, funding from a local authority.
Partnership	A housing partnership such as a parent company with one or more subsidiary organisations within its control. A partnership is different to a consortium; please see above for this definition.
Project	A development project delivering affordable housing homes; previously known as a scheme.
Project Editor	A GLA-OPS user responsible for inputting, submitting and processing projects.
Provider Contributions (£)	The financial contribution from a provider into a project, for example this could include borrowing or contributions from providers' own resources.
Recycled Capital Grant Fund (RCGF)	An internal fund within the accounts of a Registered Provider which is used to recycle historic grant receipts in all their forms in accordance with GLA policies and procedures.
Registered Provider	An organisation registered with and meeting the regulatory standards set by the Regulator of Social Housing.
Supported or Specialised homes	Homes or bedspaces offering support or care services as part of an integrated package.
Tenure	The terms upon which a home is sold or let and occupied.
Total Development Costs	The total cost of delivering the homes the provider is bidding for.
User	A person who is authorised to use the GLA-OPS system.

Registering on GLA-OPS

Background

If your organisation hasn't previously used OPS, you will firstly need to register and create a new organisation profile to be able to apply for the CHF.

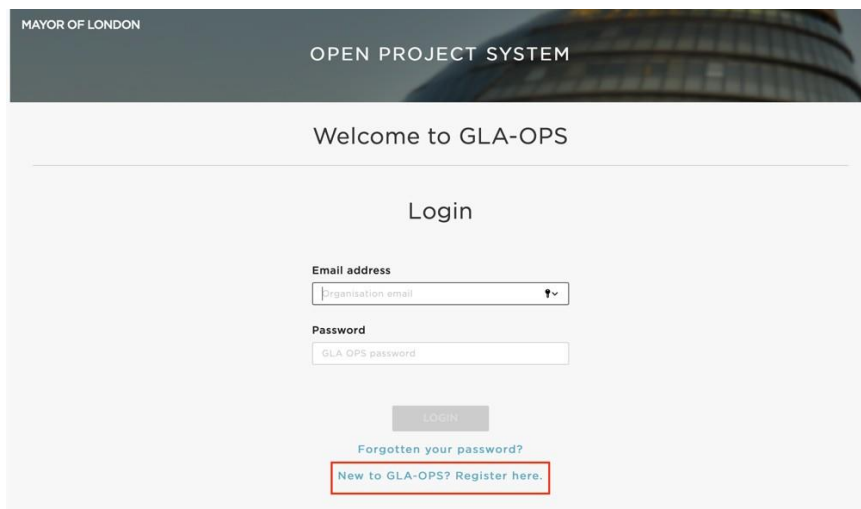
If your organisation is already registered, but you are not registered as a user, please go to the [Registering new users](#) section.

If your organisation is already registered, and you are already registered as a user, please go to the [CHF bidding section](#).

Registering a new organisation

Access to OPS is provided via a self-registration process. In order to register, users must open the OPS login page at <https://ops.london.gov.uk>.

New users should select "New to GLA-OPS? Register here":



Where an organisation is not already registered on OPS, the user must select the programme they would like to register with and provide information about the organisation along with their own user-registration details.

Organisation (Org) Admins

The user registering the organisation will become the organisation's initial 'Org Admin' once the request is approved. 'Org Admins' are responsible for:

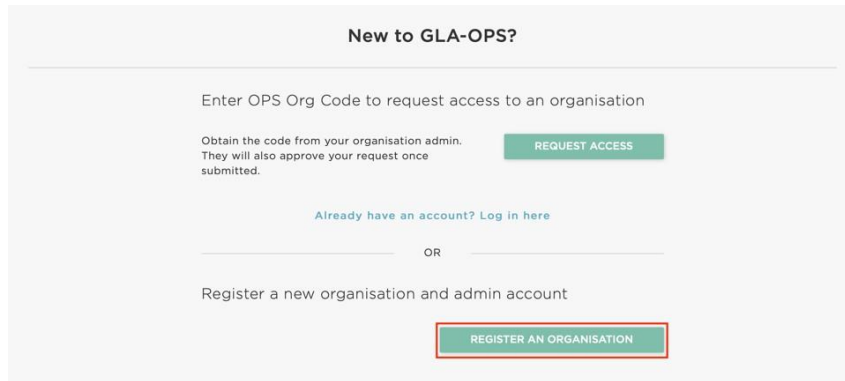
- Keeping the organisation's details up to date
- Approving new users for the organisation
- Deactivating the accounts of users that have left the organisation
- Assigning each user in the organisation a role (including assigning additional Org

Admins)

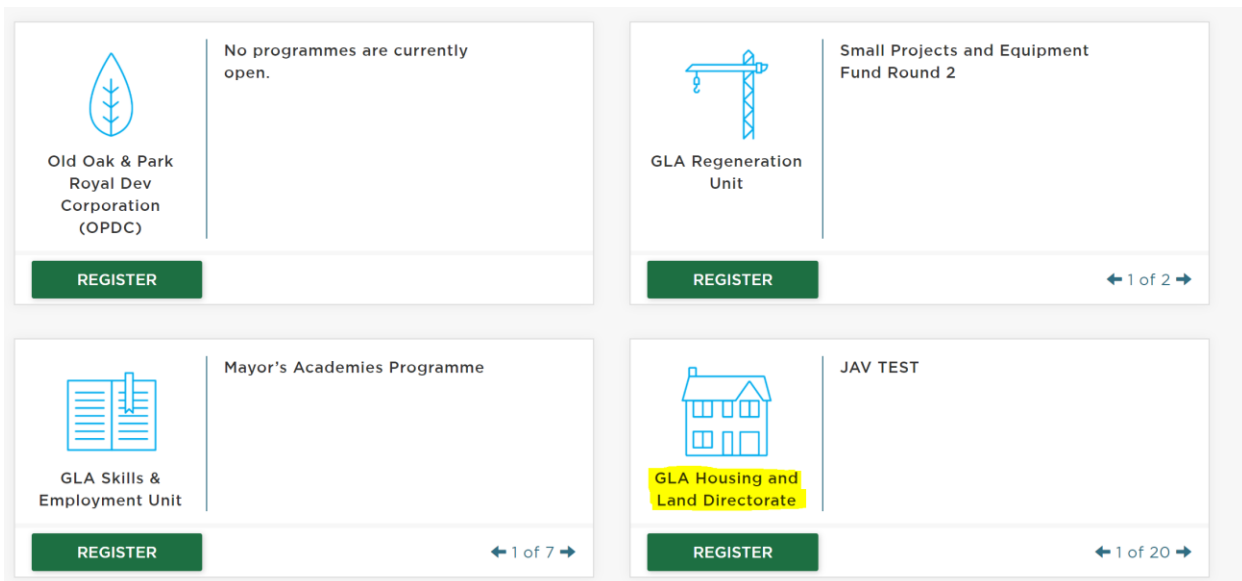
The person submitting the new organisation request must have authority within the organisation to carry out the above tasks.

Note: The GLA recommends a minimum of **two** Org Admins per organisation. Org Admins can assign other users the Org Admin role in the 'Users' tab at the top of the main page.

To begin the registration process, click on 'Register an Organisation' on the ['New to GLA-OPS'](#) page:



There is then a three-step process to complete the registration. For step 1, click 'register' under 'GLA Housing and Land Directorate':



The second step requires the user to provide basic details about the organisation:

The screenshot shows a web form titled "Create a new organisation profile" with a progress bar at the top. The progress bar has three steps: "1. Programmes" (completed, green checkmark), "2. Organisation details" (current step, grey circle), and "3. Admin user details" (not started, white circle). Below the progress bar, the text reads: "You are registering with the GLA Housing and Land Directorate for Building Safety Fund". The form fields include: "Organisation type for this profile" (dropdown menu with "Other" selected), "New organisation profile name" (text input with placeholder "Applicant Name - Building Name"), "Website (optional)" (text input), "Address line 1" (text input), "Address line 2 (optional)" (text input), "City" and "Postcode" (two text inputs), and "Is the organisation registered with the social housing regulator?" (radio buttons for "Yes" and "No"). A "NEXT" button is located at the bottom right.

The third step requires details to be entered about the user that is registering the organisation. The user will become the 'Org Admin' and will be responsible for approving all subsequent users. The user should complete the webform, ensuring that when the password is added, its strength is rated as at least "Good" to enable the account to be registered:

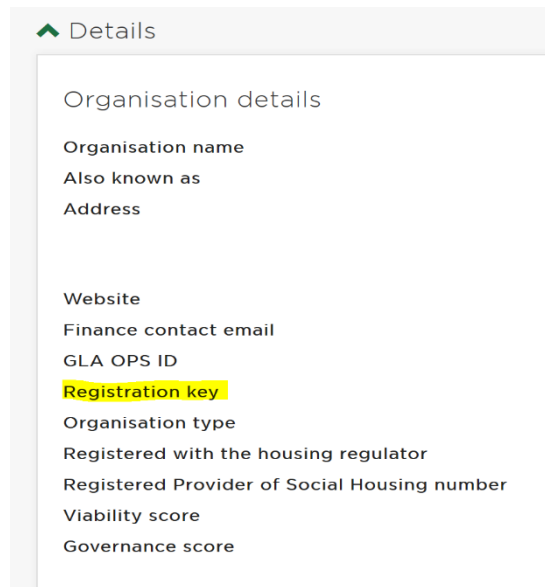
The screenshot shows a web form titled "Register your details" with a progress bar at the top. The progress bar has three steps: "1. Programmes" (completed, green checkmark), "2. Organisation details" (completed, green checkmark), and "3. Admin user details" (current step, grey circle). Below the progress bar, the text reads: "The Organisation Admin approves all subsequent users. You will be emailed further information when this registration is approved." The form fields include: "First name" and "Surname" (two text inputs), "Email address" (text input with placeholder "Organisation email"), "Confirm Email address" (text input with placeholder "Re-enter organisation email"), "Contact number" (text input with placeholder "Contact number"), "Create password" (text input with placeholder "At least 8 characters") and "Password Strength:" (text input), "Re-enter password" (text input with placeholder "Re-enter password"), and a "REGISTER" button at the bottom center, which is circled in red.

Once complete, click 'Register' and the request will be sent to the GLA who will approve or reject it.

Registering new users

If the organisation is already registered on OPS, you can gain access by contacting the organisation's existing 'Org Admin'. They will provide you with your organisation's registration key.

Note: 'Org Admins' can find the registration key by clicking 'Manage Organisations' from the menu bar. Org Admins' can update the registration key at any time by clicking 'Edit'.



Details

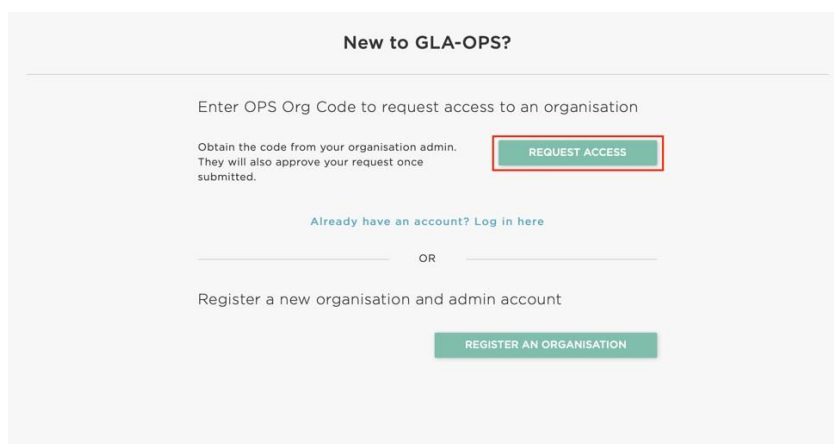
Organisation details

Organisation name
Also known as
Address

Website
Finance contact email
GLA OPS ID
Registration key
Organisation type
Registered with the housing regulator
Registered Provider of Social Housing number
Viability score
Governance score

If you do not know if the organisation is registered on OPS or the identity of your Org Admin, contact your GLA Area Manager who will be able to look this up for you.

New users should register on GLA-OPS by selecting 'Request Access' on the ['New to GLA-OPS?'](#) page:



New to GLA-OPS?

Enter OPS Org Code to request access to an organisation

Obtain the code from your organisation admin. They will also approve your request once submitted.

REQUEST ACCESS

Already have an account? [Log in here](#)

OR

Register a new organisation and admin account

REGISTER AN ORGANISATION

Users must then complete the webform, entering the registration key and ensuring that the password strength is rated as at least "Good" to enable the account to be registered. Once all fields are completed, the option to register will be made available and, when clicked, an email

will automatically be sent to 'Org Admin' users within your organisation. The 'Org Admin' may then approve your request and assign you a role.

CHF Bidding Process

This chapter provides guidance to providers on how to input bids into OPS for CHF

Please read the [Community Housing Fund Prospectus](#) before submitting bids into GLA-OPS. Consult your GLA Area Manager should you have any further questions.

There are two routes to bidding for funding:

Bidding Routes	When to use the route
Advanced Revenue	When you are bidding for funding after your site is secured for costs to planning.
Capital	When you are bidding for funding to support the delivery of new homes and infrastructure.

Creating a project


To create an application, complete the following steps:


- Log in to GLA-OPS: <https://ops.london.gov.uk/#/home>
- Select “Programmes & Projects” then “Projects” in the main drop-down menu
- Select “Create new+”
- Enter project details:
 - From the drop-down list entitled “Select a programme for the project”, select **“Community Housing Fund”**
 - Select the organisation name you created during registration from the drop-down list entitled “Which organisation are you creating the project for?”
 - Add a project title using the **full name of the project** for which funding is being sought
- From the drop-down list entitled “Select the type of project you want to create”, select one of the following four funding routes:
 1. Advanced Revenue
 2. Capital

Click 

For each route there are different blocks to complete, you can complete these in any order. Click on each block to access it and complete all sections before submitting your funding bid.

Note: on every block you will need to click on  at the top right of the screen in order to input or amend information.

Click  to save the information you have entered and return to the ‘Project Overview’ screen.

Optional questions are flagged, and all the others are mandatory. You may save a project at any time and return to it later. If a mandatory field has not been completed, the system will allow you to continue but you will not be able to submit a project until all the **SECTION COMPLETE**  blocks highlighted in green show as:

Advanced Revenue

The Advanced Revenue route should be used where you are bidding for funding to support the preparation and instigation of community-led housing proposals.

You should work through and complete all the blocks by making them green, before you are able to submit your project to the GLA to be assessed.

1 PROJECT DETAILS COMPLETE ✓	2 PROJECT AIMS COMPLETE ✓	3 SUPPORTING INFORMATION INCOMPLETE ⚠
4 PROJECT MANAGEMENT AND CAPACITY INCOMPLETE ⚠	5 LAND AND PLANNING INCOMPLETE ⚠	6 ALLOCATIONS AND NOMINATIONS INCOMPLETE ⚠
7 DEVELOPMENT INFORMATION INCOMPLETE ⚠	8 COST DETAILS INCOMPLETE ⚠	9 MATCH FUNDING INCOMPLETE ⚠
10 GRANT SOURCE INCOMPLETE ⚠	11 MILESTONES INCOMPLETE ⚠	12 OUTPUTS INCOMPLETE ⚠
13 RISKS AND ISSUES		

Block 1: Project Details

This block will automatically populate some of the information. Select 'Edit' and complete all parts of the block.

Enter the project's address, postcode, co-ordinates and select the borough from the dropdown menu and enter a brief description of the project. Once complete, click on 'Done' to return to the 'Project Overview' screen.

Project Details

Project title

test

Bidding Arrangement

GLA Housing and Land Directorate

Organisation name

GLA Housing and Land Directorate

Programme selected

Community Led Housing

Project type selected

Advanced Revenue

Enter a brief project description

test

Enter the address of the project

test

Borough

Barnet

Postcode

en5 5ts

Co-ordinates

124566

123345

Note: To find the co-ordinators for the project use the Grid Reference finder <https://gridreferencefinder.com/>

Block 2: Project Aims

This block allows you to add in the aim(s) of your project. Add additional aims by clicking the 'add new' button.

This section has been added from the Community Housing Fund perspective to specifically capture the combined aims of community led schemes. You can enter a maximum of three aims. These are likely to be broad in nature and to give an immediate sense of the scope of your project. It is expected that each scheme will include the aim of 'Affordable housing'. Examples of other aims may include 'Self-build' or 'Community space'. Prioritise the most important. You may wish to address several issues in the community or a specific area of housing need. You may feel there are a high number of empty homes, or that you don't have a strong sense of community, self-build or an environmentally positive approach which are particularly important. Outline how the project will meet the needs and priorities of the intended community, who will benefit and in what way. *(Consider the criteria in section 6 of the London CHF Prospectus.)*

Please note - the template will only allow you to enter up to 3 aims.

Project Aims

on 17/01/2022 State the main aims of your project

Aim title

Aim description

Remaining: 1,196

[✖ Delete](#)

[ADD NEW](#)

Block 3: Supporting Information

Please answer the questions in this block with regard all the homes you are intending on delivering.

Select “Edit” and complete all parts of the block. Once complete, click on ‘Done’ to return to the ‘Project Overview’ screen.

[< PROJECT OVERVIEW](#) **Supporting Information** [EDIT](#)

Unapproved Version Saved on 17/01/2022 [Undo unapproved changes](#) Project ID: **P22227**

Community Engagement

Demonstrate how meaningful community engagement and consent has occurred / will occur throughout the development process
Not provided

Demonstrate how the community group or organisation will take a long-term formal role in the ownership, stewardship, or management of the homes
Not provided

Demonstrate how the benefits to the local area and / or specified community will be clearly defined and legally protected in perpetuity
Not provided

Project Funding

Are there any other projects on the site that are on the GLA-OPS system?
Not provided

Have you been allocated funding from the Community-Led Housing Hub London for a project on this site?
Not provided

Documentation

Design documentation
No files added.

Block 4: Project Management and Capacity

Please answer this block about the people who are going to be involved in delivering the project.

Additional questions may appear depending on your answers, but all mandatory ones must be answered in order to complete the block.

W **Project Management and Capacity**

Is design capacity currently in place for this project?
Not provided

Is project management capacity currently in place for this project?
Not provided

Is there a contractor in place for this project?
Not provided

Is a cost consultant currently in place for this project?
Not provided

Is design capacity currently in place for this project?
 Yes No

Is the design capacity internal, external or a mix of the two?
 Not provided

Enter the name of the design capacity individual(s), consultant(s) or company and a sentence describing relevant experience

Remaining: 500

Is project management capacity currently in place for this project?
 Yes No

Is the project management capacity internal, external or a mix of the two?
 Not provided

Enter the name of the project management capacity individual(s), consultant(s) or company and a sentence describing relevant experience

Remaining: 200

Block 5: Land and Planning

< PROJECT OVERVIEW

Land and Planning

Land Status

What is the status of your interest in the land? ⓘ
 Not provided

Provide evidence to support the land status
 No files added.

Planning

Will the planning use class change?
 Not provided

Describe key planning constraints and your planning strategy for the project
 Not provided

Upload the Local Planning Authority pre application responses (optional)
 No files added.

Block 6: Allocations and Nominations

Allocations and Nominations

Saved on 17/01/2022 [Undo unapproved changes](#)

Primary client group
Not provided

Are you providing housing for members of your group or others in your community?
Not provided

Describe your approach to allocations, nominations and referrals at first let / sale and subsequent lets / sales including how fairness and transparency will be ensured and whether you have discussed this with the Local Authority
Not provided

Upload a copy of your Allocations Policy
No files added.

Describe how you have assessed demand / housing need
Not provided

Block 7: Development Information

[< PROJECT OVERVIEW](#) **Development Information**

Viability

Upload the viability appraisal for the project
No files added.

Summarise the key assumptions in the viability appraisal
Not provided

Standards

Do you anticipate your project meeting the standards set out in paragraphs 38-48 of the Affordable Homes Programme 2021-2026 Funding Guidance?
Not provided

Which standards will / may not be met and what is your justification?
Not provided

Additionality

Do the homes create additional housing?
Not provided

Block 8: Cost Details

Provide the costs per category for the advanced revenue grant being requested

[< PROJECT OVERVIEW](#) **Cost Details**

Provide the costs per category for your project

Total cost

Total project costs (£)
Not provided

Provide itemised cost details
No files added.

Project management

Total costs for project management (£)
Not provided

Legal

Total legal costs (£)
Not provided

Design and technical

Total design and technical costs (£)
Not provided

Surveys and investigations

Total costs for surveys and investigations (£)
Not provided

Planning

Total planning costs (£)
Not provided

Financial

Total financial costs (£)
Not provided

Other costs

Are there any other costs?
Not provided

Block 9: Match Funding

This block is preset to answer 'Yes' to the first match funding question, however you can change this answer to 'No' if there is no match funding, and no further information will be required.

Match Funding DONE ↗

Project ID: **P22227**

Are you receiving funding from partners, or your own reserves, to support this project or activity (including in-kind contributions)?

Yes No

ADD FUNDING +

You must add at least one type of funding

Not provided

If you do have match funding click 'Add Funding' and answer the questions, you can add additional funding lines.

Add funding ✕

* Funding source

* Match funding amount (£)

* Is this match funding fully secured?
 Yes No

ADD
CANCEL

Block 10: Grant Source

Use this block to state the full amount of funding you are requesting from the GLA for this project.

Grant Source

Select and enter the amount from each grant source.

£0 grant requested (nil grant)
By ticking this box you are confirming that you are not requesting any grant from any source

Grant £

You can request any amount up to
£0

At least one grant source must be entered.

Block 11: Milestones

The Milestones block is where you should enter the tranche amounts you want, the date they are likely to be achieved and then claim the grant once the milestone has been completed.

DONE

Project ID: **P22227**

ADD NEW MILESTONE +

MILESTONE	N/A	DATE	DESCRIPTION	VALUE £	EVIDENCE	STATUS	ACTIONS
Tranche 1		DD / MM / YYYY	Enter milestone description		N/A	Select a status	
Tranche 2	<input type="checkbox"/>	DD / MM / YYYY	Enter milestone description		N/A	Select a status	
Tranche 3	<input type="checkbox"/>	DD / MM / YYYY	Enter milestone description		N/A	Select a status	

Totals

Approved claims	Claims awaiting approval	Balance
Grant	Grant	Grant source - approved & claims awaiting approval
£0	£0	Grant left to claim
£0	£0	£0

The block has been pre-set to 3 tranche amounts, but you can either tick them as 'N/A' if not required. More or less tranches may be required depending on value of grant and bidder's programmes. You may also add your own bespoke milestones to provide more information about your project. To do this, click on:

ADD NEW MILESTONE +

To delete an additional milestone you have added, click on the cross which will appear to the right of the screen when your mouse cursor hovers over the additional milestone.

Note:

- Use milestones that are relevant to your scheme

- Payment is in advance when a key milestone is reached – these are payment milestones named Tranche 1, 2 ,3 etc.
- Tranche 1 milestone description should include securing the site
- These are followed by non-payment milestones which are the outputs that will be delivered from the tranche payment
- Each non-payment milestone must be achieved, and evidence supplied, to be able to claim the next payment tranche
- Milestone names and descriptions should make clear what the output will be that can then be uploaded as evidence once the output is achieved
- GLA officers may request changes to your milestone block to ensure that risks and issues are managed

Below is an example Milestone block filled out to provide an illustrated example.

MILESTONE	N/A	DATE	DESCRIPTION	VALUE £	EVIDENCE	STATUS
Tranche 1		25 / 05 / 2022	e.g. key payment milestone such as - Agreement for lease signed with landowner	40,000	None added	FORECAST
Development partner engagement (tranche 1)		01 / 09 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Site investigations (tranche 1)		01 / 09 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Pre-app (tranche 1)		01 / 09 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Updated financial appraisal (tranche 1)		01 / 09 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
RIBA stage 2 (tranche 1)		01 / 09 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Tranche 2		01 / 09 / 2022	e.g. key payment milestone such as - Positive pre-app planning feedback.	30,000	None added	FORECAST
Updated financial appraisal (Tranche 2)		01 / 11 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
RIBA stage 3 (tranche 2)		01 / 11 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Board approval for allocations policy (tranche 2)		01 / 11 / 2022	enter a description of output that will be provided as evidence	0	None added	FORECAST
Development partner engagement (tranche 2)		01 / 11 / 2022		0	None added	FORECAST
Tranche 3		01 / 11 / 2022	e.g. key milestone such as - planning validated	20,000	None added	FORECAST
Development partner engagement (tranche 3)		01 / 03 / 2023	enter a description of output that will be provided as evidence	0	None added	FORECAST
Allocations policy & legal agreements (tranche 3)		01 / 03 / 2023	enter a description of output that will be provided as evidence	0	None added	FORECAST
Development finance agreed (tranche 3)		01 / 03 / 2023	enter a description of output that will be provided as evidence	0	None added	FORECAST
S106 Agreement completed (tranche 3)		01 / 03 / 2023	enter a description of output that will be provided as evidence	0	None added	FORECAST

Block 12: Outputs

Use the Outputs block to forecast the start on site and completion month and year of the development you are asking for funding for. Add an output line for each type of start on site and completion by tenure.

Add Output

Project ID: P22227

* Month:

* Category:

* Sub Category:

- Select
- Social Rent
- LAR at benchmark rents or below / Social Rent
- Intermediate Rent
- London Living Rent
- Intermediate Home Ownership
- London Shared Ownership
- Private Rent
- Private Sales
- Legacy
- London Affordable Rent above benchmark
- Rent to Save
- Other innovative home ownership
- Shared equity
- Discounted market rent
- Equity loan
- Discount market sale
- DMR at or below LLR benchmark

ADD +

Outputs

Forecast all the homes and tenures this project aims to create, at this advanced revenue stage these are not contractual deliverables but anticipated outputs

Project ID: P22227

▲ Total project outputs 2021/22 [Expand all outputs](#)

VALUE	CATEGORY	FORECAST	ACTUAL	TOTALS
▼ Number Of	Start on Site of planned tenure units	10		

Outputs by financial year
Add outputs to a financial year

Financial Year:

ADD +

CATEGORY	VALUE	MONTH	FORECAST	ACTUAL	DIFFERENCE
▼ Start on Site of planned tenure units					
Social Rent	Number of	Apr	10		

Block 13: Risks and Issues

Risks and Issues

Project Risk Rating

Overall Project Risk Rating

- Not provided
- Green - Low risk level
- Amber - Moderate risk level
- Red - Significant risk level

Manage Project Risks

A risk is an event which has not yet happened but could have a negative impact on the project if it did occur.

Submit your Project

Once all the blocks have been completed, add a comment for the Area Manager and select “Submit project” at the bottom of the page:

The screenshot displays a project submission interface. At the top, it shows the status as 'Draft' and a message: 'This project is now ready to submit'. The project ID is 'P18622'. Below this, there are three sections, each marked as 'COMPLETE' with a green checkmark:

- 1 PROJECT DETAILS
- 2 AFFORDABLE HOMES
- 3 DEVELOPMENT INFORMATION

Below these sections is a 'Project History' dropdown menu. Underneath is a 'Comments' section with a text input field containing the placeholder text 'Add an explanatory comment'. At the bottom center, a green button labeled 'SUBMIT PROJECT' is circled in red.

Note: please email the GLA once you have submitted your project so they can start the assessment process.

Capital

This route should be used when bidding for capital funding for your development. This will be available to support the delivery of new homes and infrastructure. Funding for new homes can be used for:

- The construction of new homes
- Acquisition and/or remediation of land for development
- Conversion / refurbishment and acquisition of existing properties

Block 1: Project Details

Select “Edit” and complete all parts of the block. Once complete, click on ‘Done’ to return to the ‘Project Overview’ screen.

Enter the project’s address, postcode, co-ordinates and select the borough from the dropdown menu and enter a brief description of the project.

The screenshot shows a web application interface for 'Project Details'. At the top left is a button labeled '< PROJECT OVERVIEW'. At the top right is a green button labeled 'EDIT' with a pencil icon. Below the header, the text 'Project ID: P18623' is displayed. The main content area contains several fields, each with a label and a value:

Project title	test 1
Bidding Arrangement	Octavia Housing
Organisation name	Octavia Housing
Programme selected	Affordable Housing Programme 2021-26
Project type selected	Named Projects
Enter a brief project description	Not provided
Enter the address of the project	Not provided
Borough	Not provided
Postcode	Not provided
Co-ordinates	Not provided

Note: To find the co-ordinators for the project use the Grid Reference finder <https://gridreferencefinder.com/>

Block 2: Project Aims

This block allows you to add in the aim(s) of your project. Add additional aims by clicking the 'add new' button.

This section has been added from the Community Housing Fund perspective to specifically capture the combined aims of community led schemes. You can enter a maximum of three aims. These are likely to be broad in nature and to give an immediate sense of the scope of your project. It is expected that each scheme will include the aim of 'Affordable housing'. Examples of other aims may include 'Self-build' or 'Community space'. Prioritise the most important. You may wish to address several issues in the community or a specific area of housing need. You may feel there are a high number of empty homes, or that you don't have a strong sense of community, self-build or an environmentally positive approach which are particularly important. Outline how the project will meet the needs and priorities of the intended community, who will benefit and in what way. *(Consider the criteria in section 6 of the London CHF Prospectus.)*

Project Aims

on 17/01/2022 State the main aims of your project

Aim title

Aim description

Remaining: 1,196

[✖ Delete](#)

[ADD NEW](#)

Block 3: Supporting Information

Please answer the questions in this block with regard all the homes you are intending on delivering.

Select "Edit" and complete all parts of the block. Once complete, click on 'Done' to return to the 'Project Overview' screen.

[< PROJECT OVERVIEW](#) **Supporting Information** [EDIT](#)

Unapproved Version Saved on 17/01/2022 [Undo unapproved changes](#) Project ID: **P22227**

Community Engagement

Demonstrate how meaningful community engagement and consent has occurred / will occur throughout the development process
Not provided

Demonstrate how the community group or organisation will take a long-term formal role in the ownership, stewardship, or management of the homes
Not provided

Demonstrate how the benefits to the local area and / or specified community will be clearly defined and legally protected in perpetuity
Not provided

Project Funding

Are there any other projects on the site that are on the GLA-OPS system?
Not provided

Have you been allocated funding from the Community-Led Housing Hub London for a project on this site?
Not provided

Documentation

Design documentation
No files added.

Block 4: Project Management and Capacity

Please answer this block about the people who are going to be involved in delivering the project.

Additional questions may appear depending on your answers, but all mandatory ones must be answered in order to complete the block.

w **Project Management and Capacity**

Is design capacity currently in place for this project?
Not provided

Is project management capacity currently in place for this project?
Not provided

Is there a contractor in place for this project?
Not provided

Is a cost consultant currently in place for this project?
Not provided

Is design capacity currently in place for this project?
 Yes No

Is the design capacity internal, external or a mix of the two?
 Not provided

Enter the name of the design capacity individual(s), consultant(s) or company and a sentence describing relevant experience

Remaining: 500

Is project management capacity currently in place for this project?
 Yes No

Is the project management capacity internal, external or a mix of the two?
 Not provided

Enter the name of the project management capacity individual(s), consultant(s) or company and a sentence describing relevant experience

Remaining: 200

Block 5: Allocations and Nominations

Allocations and Nominations

Saved on 17/01/2022 [Undo unapproved changes](#)

Primary client group
 Not provided

Are you providing housing for members of your group or others in your community?
 Not provided

Describe your approach to allocations, nominations and referrals at first let / sale and subsequent lets / sales including how fairness and transparency will be ensured and whether you have discussed this with the Local Authority
 Not provided

Upload a copy of your Allocations Policy
 No files added.

Describe how you have assessed demand / housing need
 Not provided

Block 6: Affordable Homes

Select “Edit” and complete all parts of the block. Once complete, click on ‘Done’ to return to the ‘Project Overview’ screen.

1. Start on Site Units by Tenure

TENURE TYPES						TOTAL
SOCIAL RENT	LONDON LIVING RENT	SHARED OWNERSHIP	LONDON AFFORDABLE RENT	MARKET SALE	OTHER AFFORDABLE	
					1	1

Select the Other Affordable tenure type

Not provided

Note: if you are providing another type of affordable housing please specify in the ‘Other Affordable’ question as above.

Note: you must enter the same amounts of units in the start and completion tables.

3. Amount Requested and Total Scheme Costs by Tenure Type

TENURE TYPE	£ GRANT REQUESTED	£ RCGF REQUESTED	TOTAL UNITS (COS)	£ GRANT PER UNIT	£ TOTAL SCHEME COSTS (TSC)	£ TSC PER UNIT	GRANT AS % OF TSC
Social Rent							
London Living Rent							
Shared Ownership							
TOTAL	0	0	0		0		

Justify the grant requested for this project

4. Scheme Costs

COST TYPE	AMOUNTED
Acquisition or land costs	
Development costs	
On-costs	
TOTAL	0

5. Scheme Contributions

CONTRIBUTION TYPE	AMOUNTED
Other public subsidy	
Income from rents	
Income from shared ownership first sales	
Income from private sales	
Provider contributions	
Any other income contributions	
TOTAL	0

6. Summary

SUMMARY ITEM	AMOUNTED
TOTAL SCHEME COSTS	0
TOTAL SCHEME CONTRIBUTIONS	0
TOTAL ELIGIBLE GRANT	0
GRANT REQUESTED	0
RCGF REQUESTED	0
GRANT % OF TOTAL COSTS	N/A

Note: the ‘Other public subsidy’, ‘Income from rents’, ‘Income from first sales’ and ‘Provider contributions’ amounts should be the total amounts input into the project for the homes detailed in OPS and not annual amounts.

Block 7: Milestones

Select "Edit" and complete all parts of the block. Once complete, click on 'Done' to return to the 'Project Overview' screen.

Milestones
DONE

Project ID: **P18591**

Select processing route
Ensure you have made the correct selection as the processing route will define the content of your milestone plan and associated payment schedule.

- Acquisition of Home - no work required
- Acquisition of Home - work required
- New Build - Development only
- New Build - Land & Development
- Off the Shelf
- Off the Shelf - package deal

CONFIRM

Select the processing route from the dropdown menu and click on

Processing Routes	Description	Milestones
New Build - Development only	Funding for the development of new build homes.	Contractor appointment
		Detailed Planning Permission
		Start on site
		Completion
New Build – Land & Development	Funding for the land and development of new build homes.	Land acquisition
		Contractor appointment
		Detailed Planning permission
		Start on site
Acquisition of Home – work required	Acquisition of a previously occupied open market property that needs some work before conversion to social housing.	Completion
		Start on site
		Contractor appointment
		Acquisition
Acquisition of Home – no work required	Acquisition of a previously occupied open market property that does not need work before conversion to social housing.	Completion
		Start on site
		Acquisition
Off the Shelf	A newly built home for immediate use. GLA funding is for the acquisition of the completed home and conversion to affordable housing.	Completion
		Start on site
		Acquisition
Off the Shelf – package deal	A new build home that is still to be completed. GLA funding is for the acquisition of the home when	Acquisition
		Detailed planning permission
		Contractor appointment

	completed and conversion to affordable housing.	Start on site
		Completion

Click on [Change](#) if you make a mistake and need to change the processing route. Once a project is approved you cannot change the processing route.

Enter the milestone dates for your project and click 'N/A' if some don't apply to your project.

Milestones

DONE

Project ID: **P18259**

YOUR PROCESSING ROUTE IS
New Build – Land & Development

[Change](#)

ADD NEW MILESTONE +

MILESTONE	N/A	DATE	EVIDENCE	ACTIONS
Land acquired	<input type="checkbox"/>	DD / MM / YYYY	Add	
Contractor appointment	<input type="checkbox"/>	DD / MM / YYYY	Add	
Detailed planning permission achieved	<input type="checkbox"/>	DD / MM / YYYY	Add	
Start on Site		DD / MM / YYYY	Add	
Completion		DD / MM / YYYY	Add	

You may also add your own bespoke milestones to provide more information about your project. To do this, click on:



To delete an additional milestone you have added, click on the cross which will appear to the right of the screen when your mouse cursor hovers over the additional milestone.

Depending on when your project and organisation status, you may be able to amend the grant payment percentage payable against certain milestones. More detail on this is in the 'Claiming a Milestone' section below.

Note: it is optional for you to add evidence to support your bid. Documents are limited to 5MB maximum and we encourage screenshots of information to be uploaded rather than full documents.

Block 8: Development Information

Select "Edit" and complete all parts of the block. Once complete, click on 'Done' to return to the 'Project Overview' screen.

You are required to complete this section at the bidding stage and then again before you claim the start on site milestone.

Note:

[< PROJECT OVERVIEW](#) **Development Information**

Pre-contract

Select current planning status
Not provided

Select current land status
Not provided

Select current tender status
Not provided

Type of Project

Primary client group
Not provided

Viability

Upload the viability appraisal for the project ⓘ
No files added.

Summarise the key assumptions in the viability appraisal ⓘ
Not provided

Additionality

Do the homes create additional housing?
Not provided

Block 9: Building Safety Standards


Select “Edit” and complete all parts of the block. Once complete, click on ‘Done’ to return to the ‘Project Overview’ screen.

If you answer ‘No’ to any of the Building Safety Standards, it is mandatory to explain the reason why the scheme is not compliant. Please speak to your Area Manager if you need help completing this section.

Certify that the following standards will be met:

Are any of the following types of buildings funded as part of this project? (a) Purpose-built blocks of flats (including conversions) of any height (b) Supported and specialist accommodation

Not provided

Will all the homes be compliant with combustibility restrictions outlined in the Building Regulations 2010, regardless of their height? 

Not provided

Will all the homes include access to water supplies for firefighting in accordance with the Water UK’s national guidance?

Not provided

Will all the homes with in-built electrical products, such as white goods, be registered with the manufacturer, where appropriate, and will you encourage residents to register white goods with manufacturers for every product where it is possible to do so?

Not provided

Will all the homes with information about product registration, product recalls and electrical safety will be made available to residents?

Not provided

Block 10: Modern Methods of Construction

Select “Edit” and complete all parts of the block. Once complete, click on ‘Done’ to return to the ‘Project Overview’ screen.

You are required to complete this section at the bidding stage and then again before you claim the practical completion milestone. A follow up question will appear once the project is approved and becomes Active.

There is a hyperlink within the question to detailed information on the MMC categories.

Modern Methods of Construction (MMC)

DONE

Project ID: P18639

Will this project adopt any [Modern Methods of Construction \(MMC\)](#)?

Yes No

State which categories you intend to use. Tick all that apply.

Maximum 7 answers can be selected

- Category 1 - Pre-manufacturing (3D primary structural systems)
- Category 2 - Pre-manufacturing 2D primary structural systems
- Category 3 - Pre-manufacturing components (non-systemised primary structure)
- Category 4 - Additive manufacturing (structural and non-structural)
- Category 5 - Pre-manufacturing (non-structural assemblies and sub-assemblies)

Submit your Project

Once all the blocks have been completed, add a comment for the Area Manager and select “Submit project” at the bottom of the page:

Project History ▾

Comments

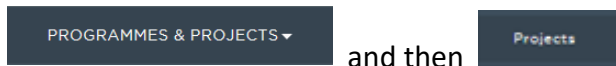
Add an explanatory comment

SUBMIT PROJECT

NOTE - please email your Area Manager once you have submitted your project so they can start the assessment.

Approved Projects

Once your project has been approved you can find your projects in:



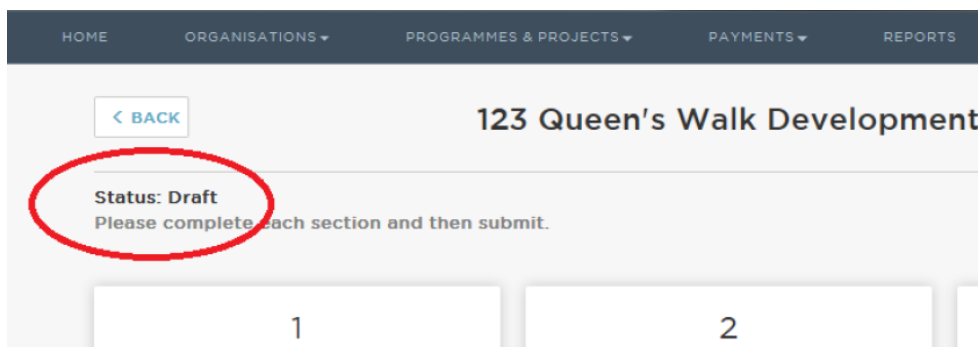
This will display the 'Projects Table' screen, which lists all your projects under each funding programme:

The screenshot shows a web interface with a dark blue navigation bar at the top containing 'HOME', 'ORGANISATIONS', 'PROGRAMMES & PROJECTS', 'PAYMENTS', and 'REPORTS'. Below the navigation bar is a header for 'Projects' with a 'CREATE NEW +' button. A search bar is present with a dropdown set to 'By Project' and a 'Project status' filter set to 'Filter applied'. The main content is a table with the following data:

PROJECT ID	PROJECT TITLE	ORG NAME	ORG CODE	ORG TYPE	PROGRAMME	PROJECT TYPE	STATUS	MODIFIED
P74041	123 Queen's Walk Development	GLA	10000	Individual	Mainstream housing programme test	Approved Provider Route	Draft	Jun 22, 2017 08:57

Project Status

Each project record in OPS has a status, you can view this in the 'Projects Table' screen (shown above), or click on each project to view the 'Project Overview' screen, which also displays the project status:



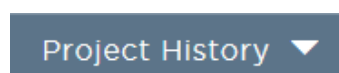
The project status will help you to identify the current status of each project and any action which may be required. This table describes each project status:

Draft	Project has been created but not yet submitted to the GLA (and therefore cannot be assessed yet).
--------------	---

	NOTE – providers can only create and submit projects for programmes marked as open for bidding by the GLA.
Submitted	All required fields in the project record have been completed and the project has been submitted to the GLA for assessment. Providers cannot edit the project once submitted. If changes are required, the GLA must first return the project to the provider.
Assess	The GLA has marked the project as under assessment. No changes can be made to the project while in this state unless the GLA returns the project to the provider.
Returned	The GLA has returned the project to the provider to make changes (the Area Manager will usually include information during the return which can be viewed in the ‘project history’). The provider can update the project record once it is returned. Once resubmitted, the project will automatically go back to ‘Assess’ or ‘Active: Approval Requested’ if it is already active.
Active	The project has been approved by the GLA and it is now a live allocation.
Active: Unapproved Changes	The provider has edited an approved project but the changes have not yet been submitted to the GLA for approval.
Active: Approval Requested	The provider has edited an approved project and submitted the project to the GLA for approval.
Active: Payment Authorisation Pending	A GLA Area Manager or Senior Area Manager has requested payment authorisation for an amended project in which a payment milestone has been claimed. This means a payment record is awaiting authorisation by a Senior Area Manager. Once the payment record is authorised, all changes to the project will also be approved and the status will return to ‘Active’. If the pending payment is rejected by the Senior Area Manager, the project status will revert to ‘Active: Approval Requested’. The Area Manager will then return the project to the provider to make the appropriate changes or to cancel the claims.
Active: Abandon Pending	The provider has requested to abandon the project and the GLA is reviewing this request.
Active: No Changes	The project is active and there are currently no changes awaiting approval.
Closed: Abandoned	The provider has abandoned the project. Where the GLA has approved a project (i.e. and the project becomes ‘active’), the GLA must approve requests from providers to abandon the project. Where projects are not yet approved (i.e. the project has a ‘draft’ or ‘returned’ status), providers can abandon the project without approval from the GLA.



Closed: Completed	The project is complete: all milestone payments have been claimed; all outputs have been delivered; and all required project information has been entered and approved.
Closed: Rejected	Following its assessment, the GLA has rejected the project that a provider submitted to it.


You can view the history of a project which includes the dates and times of changes to a project's status, by clicking to expand:




This is located towards the bottom of the 'Project Overview' screen.

Making Changes to a Project

From the 'Projects Table' screen, click on a project to make changes to it and then click on the relevant block(s). Click on  within each block to make the change and then click .

When you make changes to a block, the block will appear as **UNAPPROVED**  until the change is submitted to and approved by the GLA.

Enter a comment to explain the changes you have made and to justify why they should be approved in the comments box.

Remember to click on  once all your project changes are complete.

Claiming a Milestone

To claim a payment, go to the Milestones block via the relevant project & click 'Edit'. The project milestones will be listed with the corresponding claim status. Your milestone date must have passed for the status 'Actual' before you will have the option to 'Claim' it.

[< PROJECT OVERVIEW](#)

Milestones

Unapproved Version Saved on 20/01/2021 [View History](#) Project ID: **P18618**

YOUR PROCESSING ROUTE IS
New Build – Land & Development

MILESTONE	N/A	DATE	EVIDENCE	CLAIM STATUS
Land acquired		12 / 12 / 2020	None added	Approved
Contractor appointment		01 / 01 / 2021	View	Claimed
Start on Site		01 / 01 / 2021	None added	Approved
Detailed planning permission achieved		03 / 04 / 2021	None added	Pending
Completion		22 / 04 / 2023	None added	Pending

Drawdown grant allocations

Depending on your project and organisation status, you may be able to amend the grant payment percentage payable against certain milestones, for this programme it is set as 70% at start on site and 30% at completion.

These payment proportions may be varied on some projects, subject to GLA agreement.

Capital payments only:

Before the following capital grant claim stages please review and update the information in the following blocks:

Before 'land acquisition' claim	<ul style="list-style-type: none"> • Building Safety Standards • Development Information • Estate Regeneration • Unit Details
Before 'start on site' claim	<ul style="list-style-type: none"> • Development Information • Estate Regeneration • Unit Details
Before 'completion' claim	<ul style="list-style-type: none"> • MMC • Unit Details

Milestone Evidence

It is optional for you to upload evidence to support your claims, but it remains that a project documentation file is required for Compliance Audit purposes. Documents are limited to 5MB maximum and we encourage screenshots of information to be uploaded rather than full documents.

A detailed list of the type of evidence required for audit purposes can be found in the GLA's Capital Funding Guide – Compliance Audit section.

Once you have claimed the milestone click


DONE 

Before you 'request approval' you can cancel a claim if required. If you have already requested approval and wish to amend your claim, you should speak to your GLA contact for the project to be returned to you. You will not be able to cancel or amend a claim once it has been authorised by the GLA.

Enter a comment to explain the changes you have made and to justify why they should be approved in the comments box.

REQUEST APPROVAL

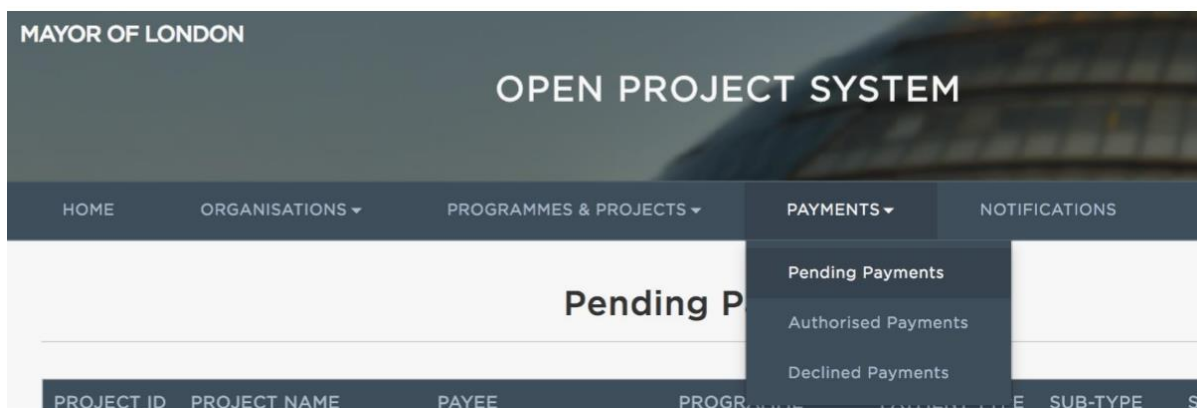
Then click on at the bottom of all the blocks once all your project changes are complete.

The block will appear as **UNAPPROVED**  until the change is submitted to and approved by the GLA.

Note: All milestones must be claimed through the lifetime of the project at the point at which they are reached, regardless of whether there is a grant payment associated with it.

Pending Payments

After requesting approval, the GLA has a two-stage approval process for payments. Once the first stage has been approved, you will be able to view the pending payments in the 'Payments' screen.



Authorised Payments

Once your payment has been authorised by the GLA, you will see the project details the Authorise Payments section.

If you have only claimed non-monetary milestones, you will not see anything listed in pending or authorised.