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# Mayor's Care and Support Specialised Housing Fund 2013-18

## Guidance for IMS

Version 1.0 (GLA)

<b>Version</b>	<b>Date Issued</b>	<b>Details</b>
1.0	26/10/2012	First issue
1.0 (GLA)	26/10/2012	First GLA issue

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# Introduction

## A. Purpose of this guidance

The purpose of this document is to provide guidance to those bidding for funding through the Mayor's Care and Support Specialised Housing Fund 2013-18 on using the Investment Management System (IMS) to bid. Further guidance on using IMS for processing schemes and claiming grant will be available at the time announcements of successful bids is made.

2011-15 IMS guidance can be found at the following address on the Greater London Authority website.

<http://www.london.gov.uk/priorities/housing/affordable-housing>

The GLA share the IMS with the Homes and Communities Agency, and apart from different geographical areas use of the system remains effectively the same. Therefore in the guidance below you may see references to geographical areas that are outside London.

## B. Mayor's Care and Support Specialised Housing Fund - Bidding in IMS

The Mayor's Care and Support Specialised Housing Fund will operate within GLA's Offers environment within IMS.

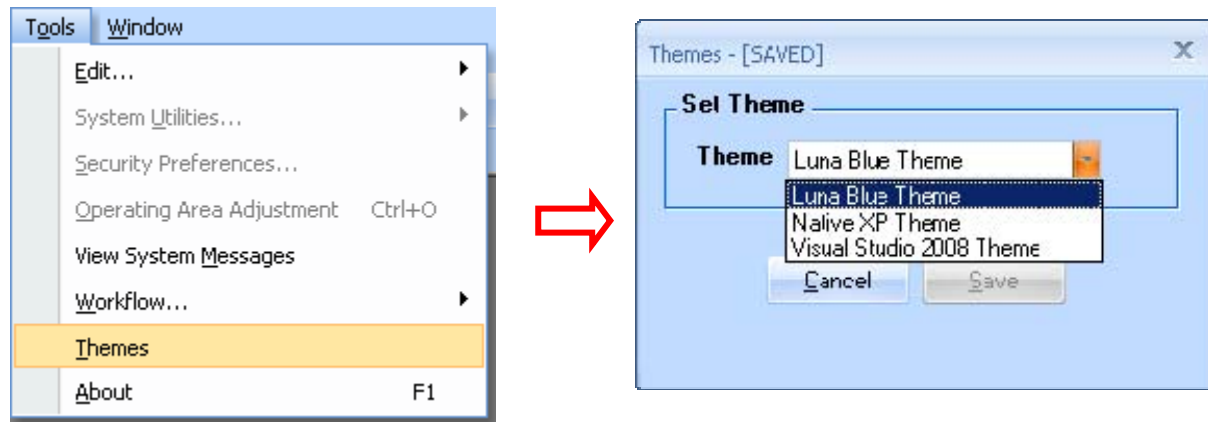
- Bidding is currently open until noon on the 18<sup>th</sup> January 2013.
- Bidding is open to all organisations who are, or intend to become, qualified as GLA Investment Partners.
- Organisations that are not already qualified as Investment Partners with the GLA will need to submit an application for qualification. Further information on the Investment Partner qualification can be found on the GLA website – <http://www.london.gov.uk/priorities/housing/affordable-housing>
- Organisations interested in bidding but do not have access to IMS should e-mail the following address to request a registration pack – [Phase1mcsfh@London.gov.uk](mailto:Phase1mcsfh@London.gov.uk)
- It is not intended that all of the programme will be allocated in this first bid round. At this stage bids should only be made on named schemes where plans are far enough advanced to give some certainty of delivery and where local authority agreement for the proposals has already been achieved.
- In this early round of bidding, priority will be given to schemes which have already achieved, or are well advanced in the process of achieving, planning consent and confirmation of any necessary revenue funding, and in particular those which can start on site in the first year of the fund (2013/14).

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- Each scheme forming part of the bid should be listed under a separate Offer Line. (the process of doing this is fully explained later in this guidance)

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## C. IMS Themes

Please note: This guidance has been produced using screen shots of IMS viewed via the Luna Blue theme. To select this theme, select **Tools menu > Themes > Luna Blue Theme > Save**



## D. User Support

For help accessing the IMS system or to report a problem, please contact the GLA helpdesk by telephone on 0207 9834333, or by email at [TGServiceDesk@london.gov.uk](mailto:TGServiceDesk@london.gov.uk).

## E. Related Documents

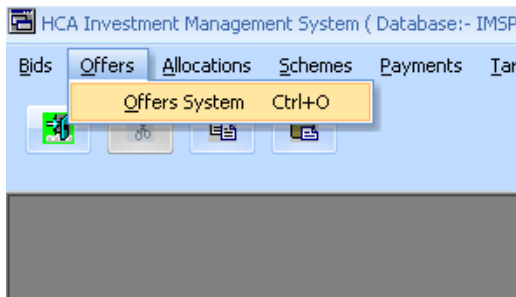
Further information may be found at:

- [GLA - Affordable Housing](#)
- [Mayors Care and Support Specialised Housing Fund](#)
- [GLA - Housing Capital Funding Guide](#)

# 1. Creating your Partnership for Care and Support Bidding

1.1 Bidders are able to set up a new partnership in order to create offers of a new offer type, *Care and Support*.

From the main IMS screen select **Offers > Offers System**



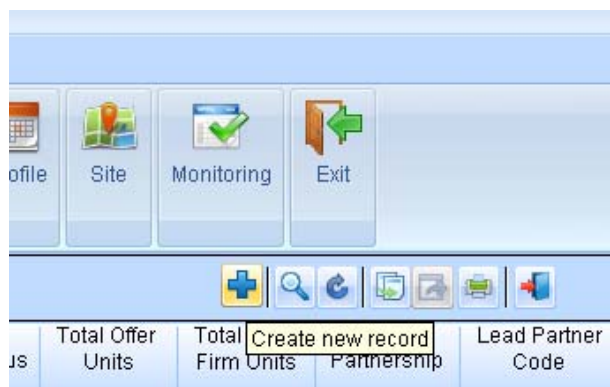
In the Offer System screen select **Partnership**:



The functionality of the main screen view of each Partnership, Offer and Offer Line is internet based with under-lined hyperlinks for each option. Hover over any of the entries in a column and those available to select will be highlighted.

Offer Line ID	Offer Line Name	Offer	Offer Type	Status	Valid	Payment Rate Adjusted	Units	Firm Units	Operating Area	Minimum Geography	Partnership
1801	<a href="#">Bidding Kent Scheme</a>	<a href="#">2012 Care and Support Offer</a>	Care and Support	New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	3	East and South East	Kent	<a href="#">Care and Support Bidding Partnership</a>

1.2 In order to create the partnership click on the 'Plus' icon to create the new record.

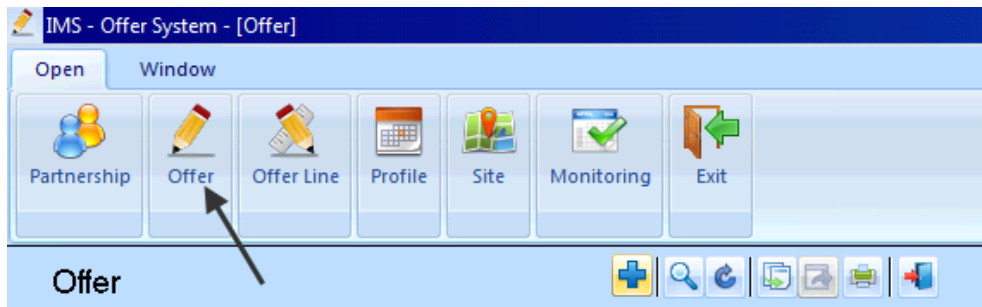




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- 1.4 Once each selection has been made the bidder should select the 'Save' button to finalise their partnership. Any amendments can still be made using the 'Delete' button and then adding another row in to replace it.

Once complete press the Cancel button to exit this screen.

- 1.5 In order to create a bid for submission, bidders now need to click on the 'Offer' button shown below



The following message is displayed as an Offer has not yet been created:.



Once again click on the 'Plus' icon to create a new record and the following screen will be presented. The first task is to pick the partnership name from the dropdown.

Offer [ ] - [SAVED]

Partnership:

Offer ID:

Agreement:

Status:

Offer type:

Number of Units:

Offer name:

Firm:

Indicative:

Sub Product Summary **Contributions**

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

Contribution Changes

Once the Partnership has been selected this activates the Agreement box. Click on the  icon to create a new agreement and choose a suitable name for the agreement.

New Agreement - [NOT SAVED]

Lead Organisation: L1227

Programme Period: 2011-15

Programme: Affordable Homes Programme

Name: Care and Support Agreement 2012

Route: Partnership

From the Offer Type dropdown list bidders must pick the Care and Support option as shown below. Other options are available for selection but it is essential that bidders select the Care and Support route.

Offer type: ▼

Offer name: Affordable Rent and Home Ownership

Sub Product Summary: Care and Support

Empty Homes

Empty Homes 2011-12

Homelessness Change Programme

Right to Buy Re-Provision

Short Form Agreement

Traveller Pitch Funding

**1.6** Now give your Offer a name and click Save.

Offer [L1227] - [SAVED] ✕

Partnership: Care and Support Bidding Partnership Offer ID: 261

Agreement: Care and Support Agreement 2012 Status: New

Offer type: Care and Support Number of Units:

Offer name: 2012 Care and Support Offer Firm: 0

Indicative: 0

Sub Product Summary Contributions

Sub Product Name	Funding Requested	Number of Units
Care and Support - Affordable Rent		
Care and Support - Affordable Home Ownership		

Contribution Changes Save Validate Submit Withdraw Audit Cancel

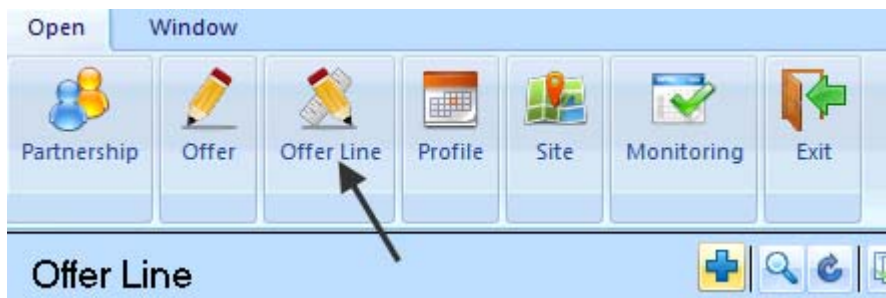
The Offer for Care and Support bidding has now been created – click the Cancel button to return to the main screen and bidders can now move into Creating Offer Lines for the specific schemes of their bid.

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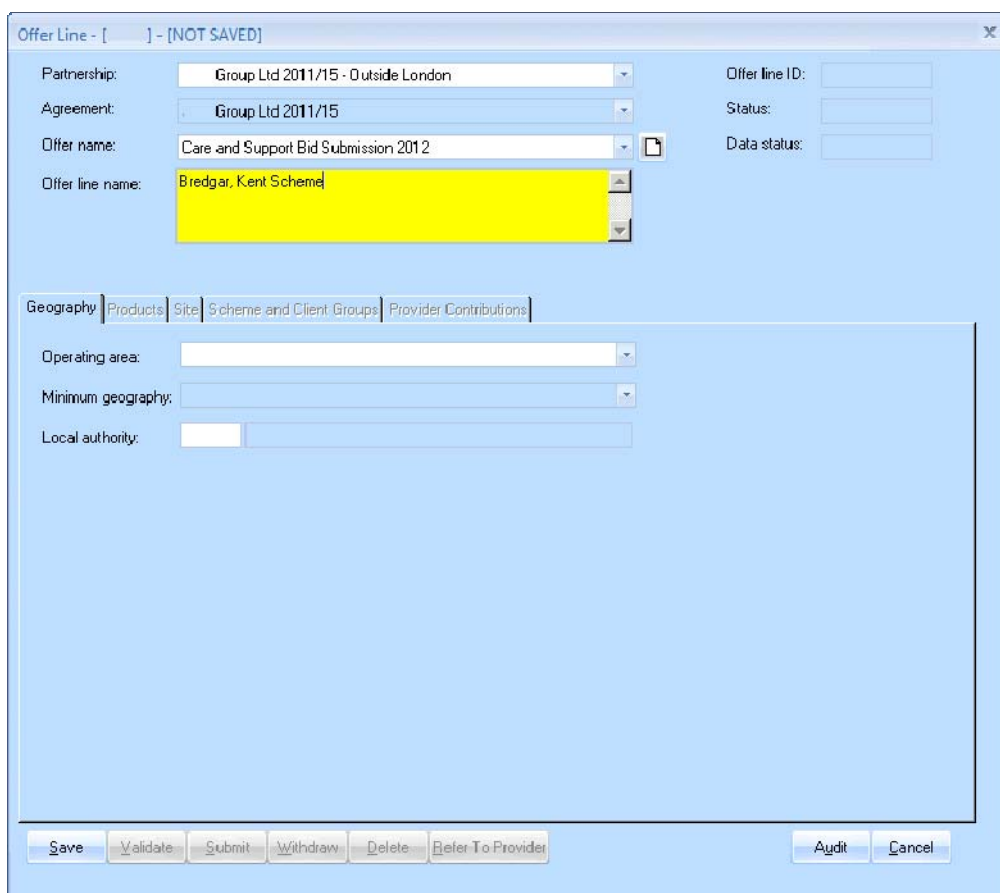
## 2. Creating Offer Lines and Profiles within your Offer

- 2.1 Now that the Offer has been created, bidders now need to create an Offer Line for each bid they want to submit. Each Offer line must represent a specific scheme in a local authority. One Offer Line should be submitted for each individual scheme to be bid for.

Firstly, click on the Offer Line icon from the top menu bar and then choose the 'Plus' icon once again to begin to create the first Offer Line.




- 2.2 Bidders should choose their newly created Partnership and Offer from the appropriate dropdown menus. Give the Offer Line a descriptive name so that it is easily identifiable when referring back to it on IMS.

A screenshot of the 'Offer Line' form. The title bar reads 'Offer Line - [ ] - [NOT SAVED]'. The form has several fields: 'Partnership' (dropdown menu with 'Group Ltd 2011/15 - Outside London'), 'Agreement' (dropdown menu with 'Group Ltd 2011/15'), 'Offer name' (dropdown menu with 'Care and Support Bid Submission 2012'), and 'Offer line name' (text field with 'Bredgar, Kent Scheme' highlighted in yellow). To the right are fields for 'Offer line ID:', 'Status:', and 'Data status:'. Below these is a tabbed interface with 'Geography' selected. Under 'Geography', there are fields for 'Operating area:', 'Minimum geography:', and 'Local authority:'. At the bottom, there are buttons for 'Save', 'Validate', 'Submit', 'Withdraw', 'Delete', 'Refer To Provider', 'Audit', and 'Cancel'.



**2.4** Pressing the Save button in the bottom left-hand corner of the screen saves that data, as well as activating the next two tabs, **Products** and **Site**. *[Scheme and Client Groups and Provider Contributions tabs are 'greyed out' for now but will be activated after completing the Site information]*

Click on the  icon in order to create a new sub product, this screen will enable bidders to enter key features of the offer line such as; number of units, funding requested, revenue income generated on the scheme, size and mix of units and the delivery timetable.

Upon opening, the first required information is the sub product dropdown where there are two choices; Care and Support - Affordable Rent or Care and Support – Affordable Home Ownership. Choose the appropriate option for the scheme as well as entering the number of units and funding requested.

*[please note: a scheme can contain both Affordable Rent and Affordable Home Ownership units, complete all of the details for the Affordable Rent units and then repeat the process for the Affordable Home Ownership units when necessary]*

Offer Line Sub Product - [NOT SAVED]

Partnership: Group Ltd 2011/15 - Outside London Line status: New

Offer name: Care and Support Bid Submission 2012 Data status: Invalid

Offer line name: Bredgar, Kent Scheme Sub product ID:

Sub product: Care and Support - Affordable Rent

Number of units: 3 Funding requested: 60,000

Payment Rate Revenue income Capital Contributions Unit Size and Mix Delivery Profile

**Affordable Rent**

Average estimated annual gross Market Rent per unit including service charges:

Average estimated annual gross Affordable Rent per unit including service charges:

Average Affordable Rent annual service charge:

Affordable Rent % of market rent:

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

**Affordable Home Ownership**

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

Save Cancel

Clicking the save button will then activate the three relevant tabs of Revenue Income, Unit Size and Mix and Delivery Profile.

Offer Line Sub Product - [NOT SAVED]

Partnership: Group Ltd 2011/15 - Outside London Line status: New

Offer name: Care and Support Bid Submission 2012 Data status: Invalid

Offer line name: Bredgar, Kent Scheme Sub product ID: 2545

Sub product: Care and Support - Affordable Rent

Number of units: 3 Funding requested: 60,000

Payment Rate Revenue income Capital Contributions Unit Size and Mix Delivery Profile

**Affordable Rent**

Average estimated annual gross Market Rent per unit including service charges: 5,160

Average estimated annual gross Affordable Rent per unit including service charges: 4,100

Average Affordable Rent annual service charge: 450

Affordable Rent % of market rent:

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes: 10,950

**Affordable Home Ownership**

Estimated rental income pa (gross rent after service charges and before management and maintenance) for all homes:

Save Cancel

2.4.1 Complete each of the white boxes in the **Revenue Income** tab with figures that have been estimated for the scheme. There are four boxes to complete for Affordable Rent schemes and one to complete for Affordable Home Ownership, depending on which was chosen.

Offer Line Sub Product - [NOT SAVED]

Partnership: Group Ltd 2011/15 - Outside London Line status: New

Offer name: Care and Support Bid Submission 2012 Data status: Invalid

Offer line name: Bredgar, Kent Scheme Sub product ID: 2545

Sub product: Care and Support - Affordable Rent

Number of units: 3 Funding requested: 60,000

Payment Rate | **Revenue income** | Capital Contributions | Unit Size and Mix | Delivery Profile

	Description	Value
<input checked="" type="checkbox"/>	Larger homes	0
<input checked="" type="checkbox"/>	Nil grant S106 homes	0
<input checked="" type="checkbox"/>	Rural Homes in settlements with population of less than 3,000	3
<input checked="" type="checkbox"/>	S106 homes requiring grant	0
<input checked="" type="checkbox"/>	Supported and Older People housing	3
<input checked="" type="checkbox"/>	To be let at social rent	0

Save Cancel

2.4.2 Add the number of units into each of the boxes as appropriate for the **Unit Size and Mix**, the same unit can occur in more than one box. Bidders must set the number of units for the 'Supported and Older People' category to equal the total number of units for that element.

**2.4.3** The final tab to complete is **Delivery Profile**; bidders should complete the timetable to show in which quarter the units will start and in which quarter they will complete. There are checks in place within IMS to ensure that the payments entered alongside the two milestones are as set by the payment controls (i.e. 50% split of the funding requested).

*[Payment Rate and Capital Contributions are not relevant to this bidding process so are 'greyed out'.]*

Offer Line Sub Product - [NOT SAVED] X

Partnership: Care and Support Bidding Partnership      Line status: New

Offer name: 2012 Care and Support Offer      Data status: Invalid

Offer line name: Bredgar, Kent Scheme      Sub product ID: 2551

Sub product: Care and Support - Affordable Rent

Number of units: 3      Funding requested: 60,000



Payment Rate | Revenue income | Capital Contributions | Unit Size and Mix | **Delivery Profile**

Year	Quarter Ending	Unit Starts	Payment for Starts (£)	Unit Completions	Payment for Completions (£)	Total Payment for Quarter (£)
2012/2013	December					
2012/2013	March					
✓ 2013/2014	June	3	30,000			30,000
2013/2014	September					
2013/2014	December					
✓ 2013/2014	March			3	30,000	30,000
2014/2015	June					
2014/2015	September					
2014/2015	December					
2014/2015	March					
2015/2016	June					
2015/2016	September					
2015/2016	December					
2015/2016	March					
2016/2017	June					
2016/2017	September					

Payment Controls:      Starts (£): 30,000      Completions (£): 30,000

Save      Cancel

**2.4.4** Once the sub products have been entered for the scheme, add the total number of units into the Firm units box as indicated by the arrow in the diagram below.

**2.5 The Site Tab** – Now that the Products tab has been completed bidding organisations need to complete the next tab, **Site**, for their scheme. Clicking the  icon once again will open up a new window to enable information on the scheme site to be entered. This can be seen in the next screenshot where the offer line name has been pre-filled. Another click on the  icon alongside the Site ID box opens a screen with three tabs for completion to detail the specifics of the site.

The screenshot shows a software interface for managing offer lines. The main window, titled "Offer Line - [ ] - [NOT SAVED]", has several dropdown menus and text boxes. The "Partnership" dropdown is set to "Group Ltd 2011/15 - Outside London", "Agreement" to "Group Ltd 2011/15", and "Offer name" to "Care and Support Bid Submission 2012". The "Offer line name" is "Bredgar, Kent Scheme". On the right, "Offer line ID" is 1796, "Status" is "New", and "Data status" is "Invalid" (highlighted in red). Below these fields are tabs for "Geography", "Products", "Site", "Scheme and Client Groups", and "Provider Contributions".

An "Offer Line Site - [SAVED]" dialog box is open over the "Site" tab. It contains the following fields:
 

- Offer line name: Bredgar, Kent Scheme
- Site ID: [ ] with search and add icons
- Description: [ ]
- Number of firm units this offer line: [ ]
- Site Location section:
  - Local authority: [ ]
  - O.S. X Coordinates: [ ] O.S. Y Coordinates: [ ]
  - Postcode: [ ]

 At the bottom of the dialog are "Save" and "Cancel" buttons. To the right of the dialog, a "Delete Row" button is visible.

There are three tabs; **General**, **Geography** and **Section 106**.

- 2.5.1 The **General** tab should be completed by bidders answering each of the dropdown questions as appropriate to the scheme.
- 2.5.2 Once the General tab is complete, click across to the next tab, **Geography**, an example of which is shown in the next screenshot. Entering the O.S. co-ordinates for the site location will feed through all of the data on that location from the HCA spatial intelligence system. This will then complete all of the remaining input cells except for Postcode. If a valid postcode is known please enter it here, otherwise, this field can be left blank.

**2.5.3** Once the Geography tab is complete, click on the final tab, **Section 106**. Enter Yes or No as to whether these units are being delivered through a s.106 planning agreement, and then complete the other questions as appropriate. Select Save and Close to complete this section.

Bidders are now returned to the Offer Line Site summary scheme where the firm units for this offer line should be entered before saving.

**2.6** The Site information is now complete, which has activated the next tab in the Offer Line screen, **Scheme and Client Groups**.

A completed example of this screen is shown below. Bidding organisations are required to enter data appropriate to their scheme on areas such as the planning date and status as well as the total scheme costs. Once entered, press the Save button. Once again this activates another tab, **Provider Contributions**.

Offer Line - [ . . ] - [NOT SAVED]

Partnership: Grup Ltd 2011/15 - Outside London  
 Agreement: Grup Ltd 2011/15  
 Offer name: Care and Support Bid Submission 2012  
 Offer line name: Bredgar, Kent Scheme

Offer line ID: 1756  
 Status: New  
 Data status: Invalid

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

Design Type: Specialist housing for disabled adults without care and/or support

Has revenue funding been agreed in this proposal? No

Delivery Route: New Build

Planning Status: Achieved

Planning Date: 19-Oct-2012

Scheme Costs (£)

Acquisition: 1  
 Works Costs: 265,000  
 On Costs: 45,000  
 Total Scheme Costs: 310,001

Client Group	Number of Units	Number of Persons
Older people	0	0
People with learning difficulties	0	0
<input checked="" type="checkbox"/> People with physical or sensory disabilities	3	3
People with mental health problems	0	0
<input checked="" type="checkbox"/> Total:	3	3

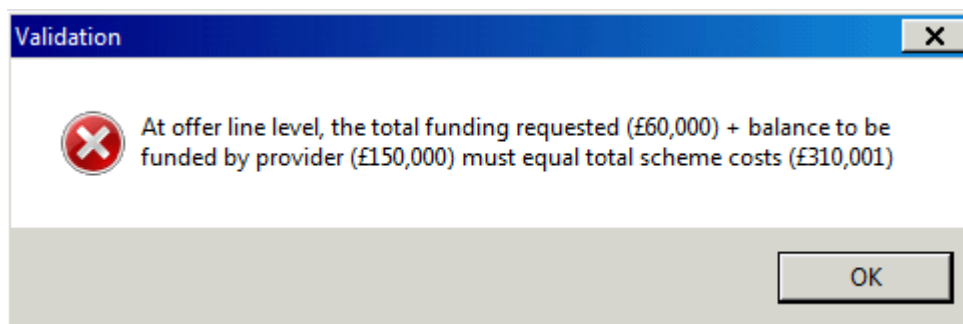
Save Validate Submit Withdraw Delete Refer To Provider Audit Cancel

2.7 Bidders enter relevant amounts, along with a comment, against the fields listed under the **Provider Contributions** tab. This is totalled at the foot of this screen to be the total balance funded by the provider.

Contributions	Values(£)	Comments
Borrowing	240,000	borrowing from lender
Provider own resources - contribution from open market sale	0	
Provider own resources - other	10,001	provided from RP reserves
RCGF/DPF	0	
Other public subsidy	0	
Other	0	
<b>Total balance to be funded by provider:</b>	<b>250,001</b>	

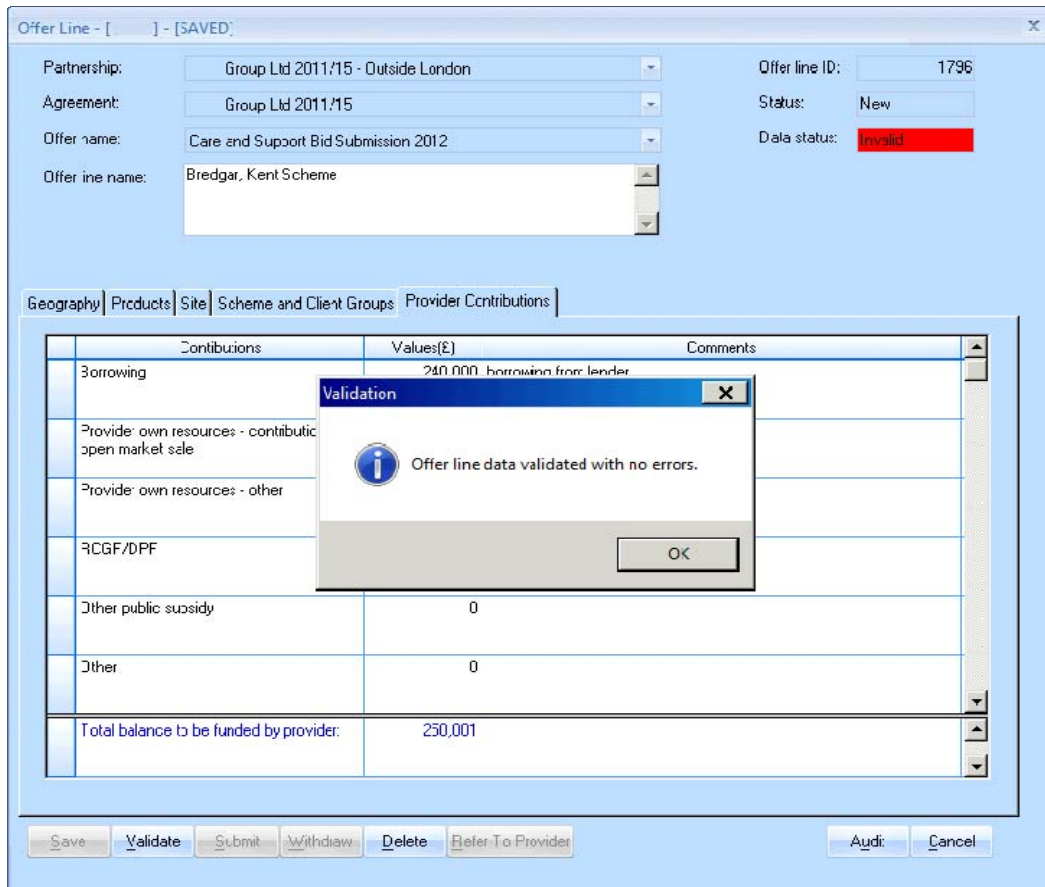
There is a validation on this screen that ensures the total funding requested added to the balance to be funded by the provider must be equal to the total scheme costs listed on the Scheme and Client Groups tab.

If this test is triggered a validation error screen is displayed (as shown below) and will require bidders to adjust their figures to correct the error.

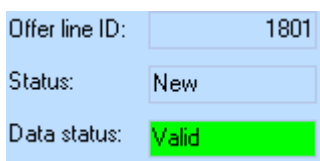


### 3. Validating and Submitting your Bid

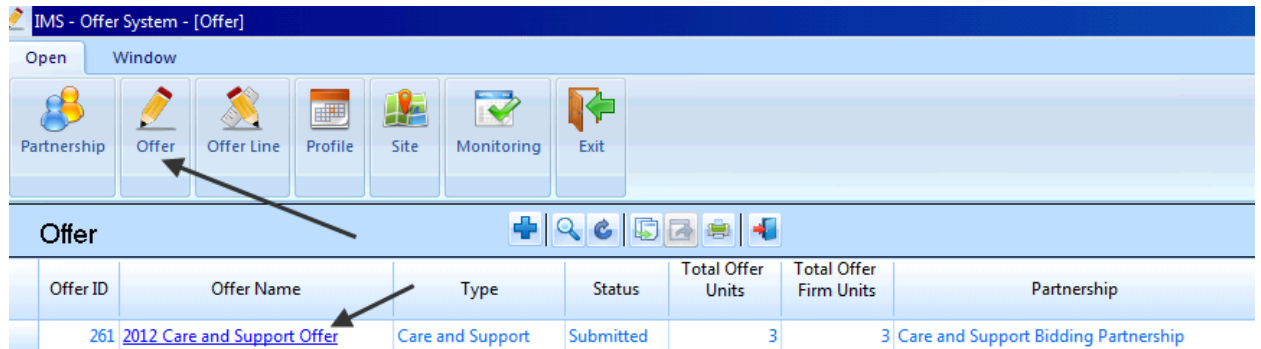
- 3.1 Once this Offer line is complete, press the validate button. Either a message will be returned to state there are errors which require action. Alternatively, a message is displayed, such as that below, to say that the Offer Line has been validated without errors.



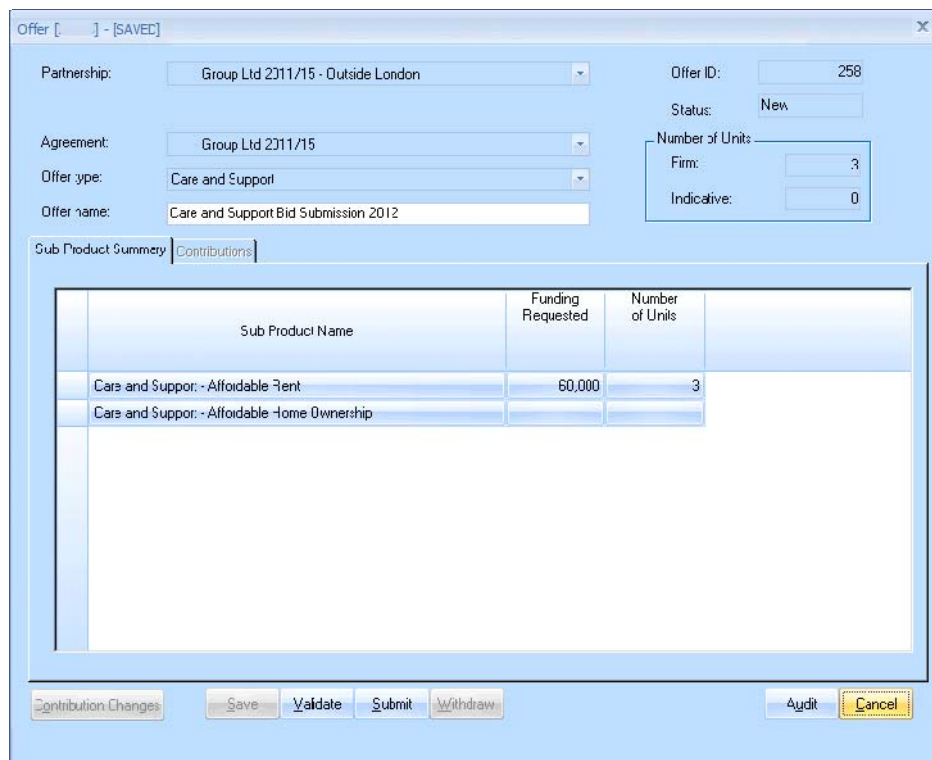
The data status which is Invalid on a red background (top right in diagram above) throughout entering the data into the Offer Line will become green and Valid after validation. Press the cancel button to return to summary of Offer Lines screen.



Repeat the process of Offer Line submission for each of the offer lines that are to be included in the bid. Once all are complete and valid, bidders should return to their Offer



**3.2** In the screenshot below the Validate button is available at the foot of the screen. When bidders are ready to submit their bid they should press the Validate and then Submit buttons to submit to the GLA for assessment. On pressing Submit a list of requirements that need to be have been completed prior to bid submission is displayed. Bidders then have the opportunity to provide a statement to accompany their submission.



Once the bid has been submitted, and up until the deadline for bidding passes, providers are able to 'Undo Submit' their bid, make amendments and re-submit.

Care and Support is a bidding competition, the GLA is unable to view any bids in progress, or submitted until after the submission deadline has passed.