

OPS User Guide: Affordable Housing Programme (AHP 2021-2026)

Version 3

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Overview

About the Affordable Housing Programme

The Mayor has secured £4 billion from Government to deliver affordable homes in London under the new Homes for Londoners: Affordable Homes Programme 2021-2026. This funding will support starts on site between 2021 and 2026, with completions by 2028 for most projects and some strategic sites completing in 2029. The Mayor will use this programme to maximise the number of new homes in London and is eager to ensure funding results in net additionality.

How to use this guide

This guide explains how bidders can register their organisation, create, and submit a project and claim grant from the AHP 21-26 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 Homes for Londoners: Affordable Homes Programme 2021-26.

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	An OPS user responsible for updating the organisation details, approving, and maintaining new and existing users and creating consortiums and partnerships (if relevant). 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	An 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 AHP 2021-26 programme.

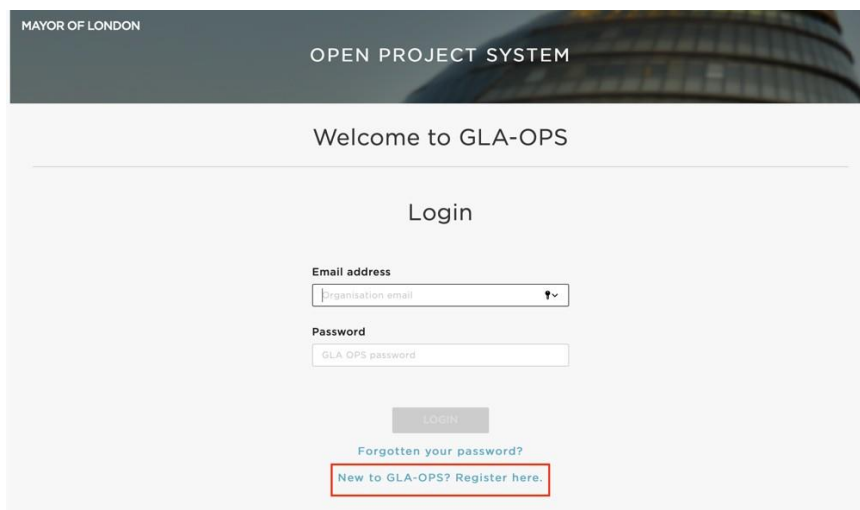
If your organisation is already registered, but you are not registered as a user, please go to the [Registering new users](#) section.

If your organisation is already registered, and you are already registered as a user, please go to the [AHP 2021-26 Bidding Process 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

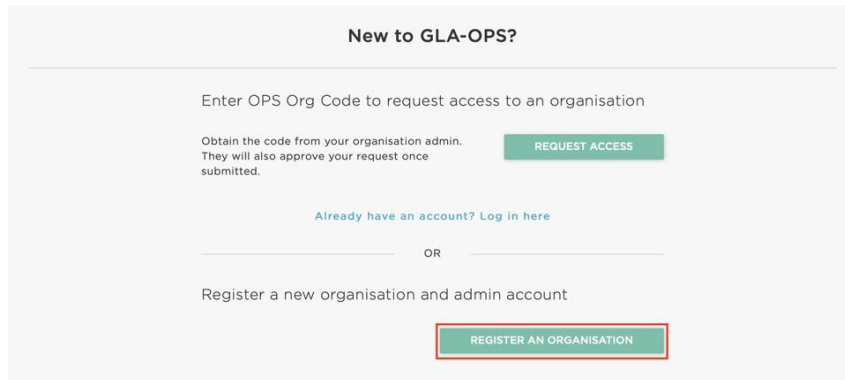
The user registering the organisation will become the organisation's initial 'Org Admin' once the request is approved. 'Org Admins' are responsible for:

- 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)

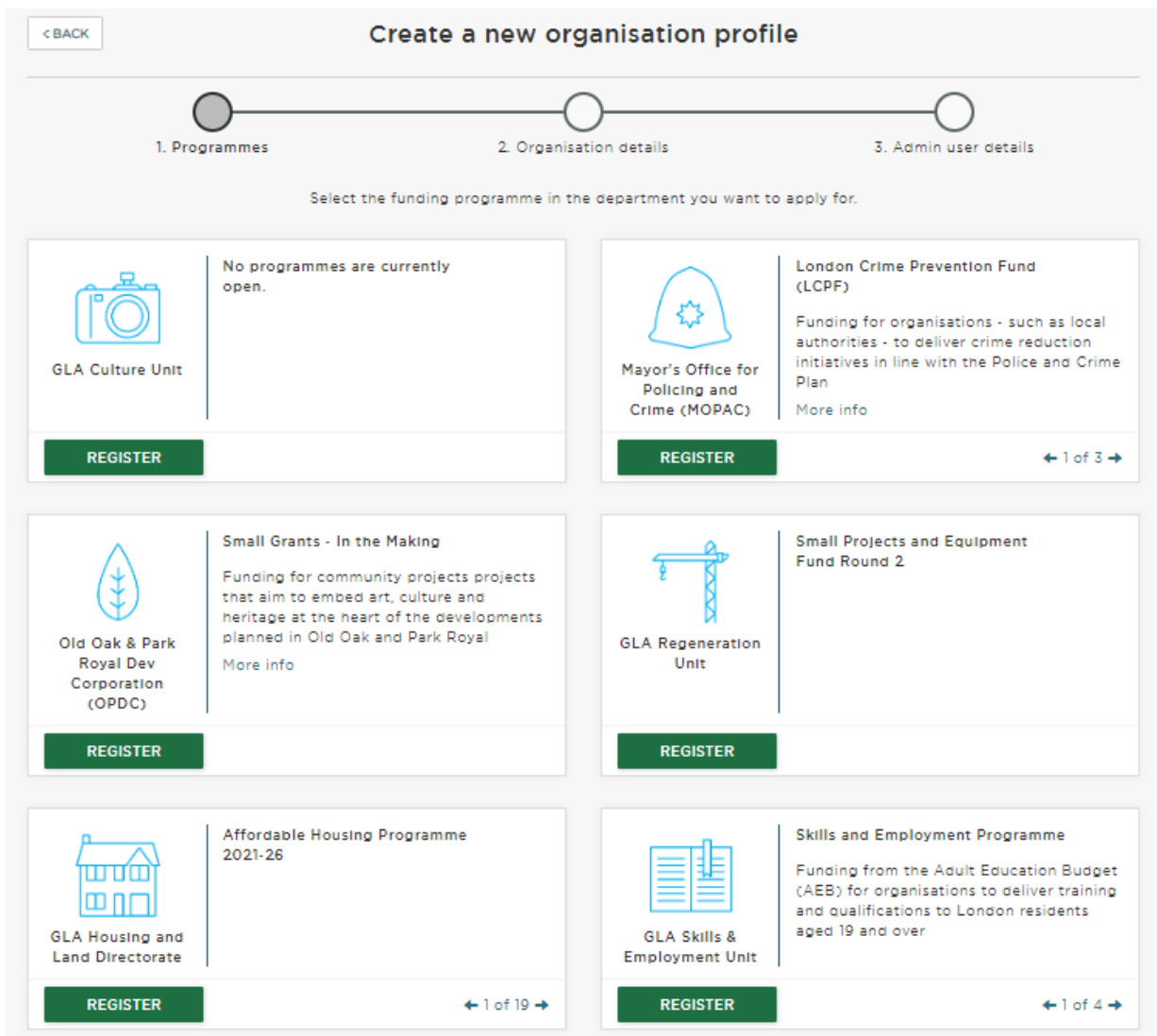
The person submitting the new organisation request must have authority within the organisation to carry out the above tasks.

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 – Affordable Housing Programme 21-26':



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

Create a new organisation profile

1. Programmes 2. Organisation details 3. Admin user details

You are registering with the GLA Housing and Land Directorate for Building Safety Fund

Organisation type for this profile

New organisation profile name

Website (optional)

Address line 1

Address line 2 (optional)

City Postcode

Is the organisation registered with the social housing regulator?
 Yes No

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 "Strong" to enable the account to be registered:

Register your details

1. Programmes 2. Organisation details 3. Admin user details

The Organisation Admin approves all subsequent users.
 You will be emailed further information when this registration is approved.

First name Surname

Email address

Confirm Email address

Contact number

Create password
 Password Strength:
 Your password needs to be at least: **GOOD** in order to register an account. [More info](#)

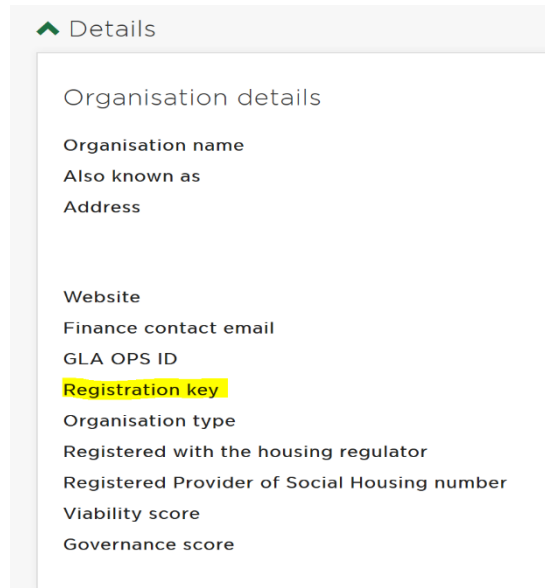
Re-enter password

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

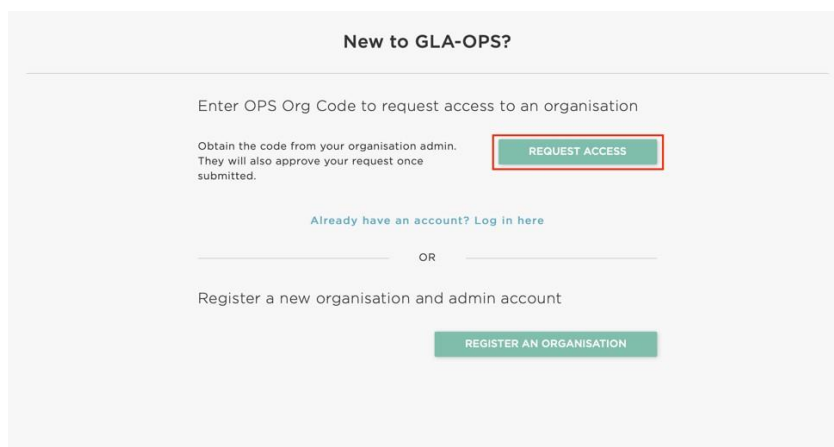
Organisation details

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 'Strong' 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.

AHP 21-26 Bidding Process

This chapter provides guidance to providers on how to input bids into OPS for the Homes for Londoners: Affordable Homes Programme 2021-26. Please read the [Homes for Londoners: Affordable Homes Programme 2016-21 Funding Guidance](#) before submitting bids into OPS. Consult your GLA Area Manager should you have any further questions.

The following tenures can be funded through the Homes for Londoners: Affordable Homes Programme 2021-26 at negotiated rates:

- Social Rent
- London Living Rent (LLR)
- Shared Ownership (SO)
- Affordable Rent (AR) – for Specialist and Supported Housing and CHAP temporary accommodation only

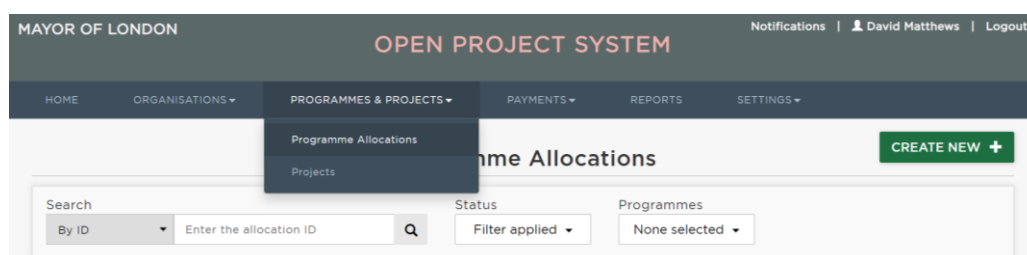
The bidding routes are:

Bidding Routes	When to use the route
Programme Allocation (aka Indicative)	To be used when bidding for unidentified sites or projects. Bidders should only complete one indicative bid per provider, and the same allocation should be used for new build, Council Home Acquisition Programme (CHAP) and Specialist and Supported Housing (SSH).
Named Projects	To be used when bidding or profiling out new build named projects at negotiated grant rates.
Council Homes Acquisition Programme	To be used by boroughs or council-owned RPs when bidding or profiling out CHAP projects at negotiated grant rates.
Specialist and Supported Housing	To be used for SSH projects only.
SSH – Community-led housing	To be used for community-led housing projects only.

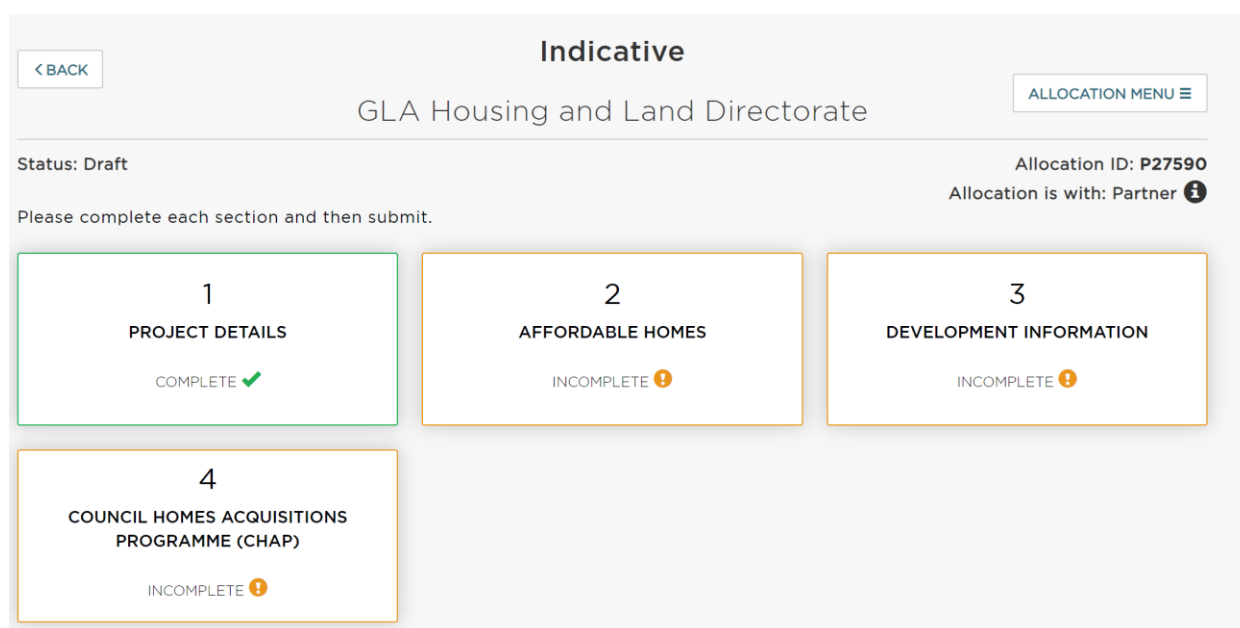
Programme Allocation (aka Indicative)

Programme Allocations should be used when bidding for funding for yet unidentified projects that will be delivered within the programme period. When creating a Programme Allocation on OPS, the project title should include your organisation's name, e.g. 'Housing Association 2021-26 Indicative'. You should only enter one Programme Allocation per organisation.

The Programme Allocation section can be found via the OPS menu bar under 'Programmes & Projects'. Click 'create new' to start a new programme allocation bid.



A new CHAP questions block has been added to the Programme Allocation template for all organisations.



Block 1: Project Details

This block will automatically populate the information except the allocation description.

Block 2: Affordable Homes

Tables 1 & 2

Set out the number of homes for which you require funding, split by tenure type and the years in which the homes will start on site and complete.

For CHAP and SSH indicative allocations only

There are specific tenure columns for the CHAP and SSH units to be added. This is so the GLA can monitor the number of units for each sub-programme i.e. standard, CHAP and SSH.

1. Start on Site Units by Tenure
Units by tenure type that are expected to start on site in the years specified below

YEAR	TENURE TYPES										TOTAL
	SOCIAL RENT	SOCIAL RENT (SSH)	SOCIAL RENT (CHAP)	LONDON LIVING RENT	LONDON LIVING RENT (SSH)	SHARED OWNERSHIP	SHARED OWNERSHIP (SSH)	AFFORDABLE RENT (SSH)	AFFORDABLE RENT (CHAP)		
2021/22											0
2022/23											0
2023/24											0
2024/25											0
2025/26											0
▼ TOTAL	0	0	0	0	0	0	0	0	0	0	0

You must enter at least one unit

Bids can only be accepted where projects will start on site before 31st March 2026. Completions should mainly be by 31st March 2028, with only some strategic sites completing by 31st March 2029. Please speak to your Area Manager if you have a project that is likely to complete after 31st March 2028.

Funding sources and delivery timeframes	
1	The Long-Term Strategic settlement consisting of £1bn funding for projects with starts on site from 1 April 2022 to 31 March 2026 and completions to 31 March 2029.
2	The General London Affordable Housing 2021-2026 settlement of £3bn funding for projects with starts on site from 1 April 2021 to 31 March 2026 and completions to 31 March 2028.

Table 3

Enter the grant requested and Total Scheme Costs for only the units you have requested funding for.

3. Amount Requested and Total Scheme Costs by Tenure Type DONE

£0 amount requested (nil grant)

TENURE TYPE	£ GRANT REQUESTED	£ RGF REQUESTED	TOTAL UNITS (SOS)	£ GRANT PER UNIT	£ TOTAL SCHEME COSTS (TSC)	£ TSC PER UNIT	GRANT AS % OF TSC
Social Rent			10				
Social Rent (SSH)							
Social Rent (CHAP)			20				
London Living Rent							
London Living Rent (SSH)							
Shared Ownership							
Shared Ownership (SSH)							
Affordable Rent (SSH)			30				
Affordable Rent (CHAP)							
TOTAL	0	0	60		0		

Please complete the mandatory 'Justify the grant requested for this project' question, clearly explain the reasons for the grant you are requesting. For projects delivering larger family or specialised homes use this space to detail out the costs and why they may be higher than average.

Tables 4 & 5

The 'Other public subsidy', 'Income from rents', 'Income from first sales' and 'Provider contributions' amounts should be the total amounts input into all the projects and not annual amounts.

For CHAP and SSH indicative allocations only

For partners who already have indicative allocations and now want to bid for CHAP or SSH indicative allocations you should add your CHAP or SSH costs and contributions to the new build amounts.

4. Scheme Costs

COST TYPE	AMOUNT(£)
Acquisition or land costs	
Development costs	
On-costs	
TOTAL	0

5. Scheme Contributions

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

Note - Indicative bids will be assessed on average funding per unit levels requested for each tenure type. Successful bidders will be required to deliver their named projects at the average funding levels set in their Indicative project.

Block 3: Development Information

Please answer the questions in the block with regard all the homes you are going to deliver as part of your indicative bid.

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

[← PROJECT OVERVIEW](#) **Development Information** [EDIT](#)

Unapproved Version Saved on 01/03/2021 [Undo unapproved changes](#) Project ID: **P19128**

Confirm that none of the homes proposed are replacing demolished homes (unless those replacements meet the GLA definition of obsolete homes) **i**
Not provided

How many of the homes are obsolete homes (as per the GLA definition)?
Not provided

Can you confirm that none of the GLA grant/RCGF being requested will be used to fund homes required through the planning system to be delivered without grant?
Not provided

Can you confirm that none of the homes being delivered will be funded through retained Right to Buy receipts?
No

Have any of the homes been previously approved in another GLA programme (even if grant was not previously paid)?
No

Do you intend to use any Modern Methods of Construction?
Yes

Block 4: Council Homes Acquisitions Programme

For partners bidding for CHAP indicative allocations answer 'yes' to the question below and answer the additional questions.

For partners not bidding for CHAP click 'no' and the block with complete.

Council Homes Acquisitions Programme (CHAP) [DONE](#)

GLA Housing and Land Directorate

Allocation ID: **P27590**

Are you bidding for a Council Homes Acquisitions Programme indicative allocation?
 Yes No

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:

Status: Draft
Please complete each section and then submit.

This project is now ready to **submit**

Project ID: P18622

1 PROJECT DETAILS COMPLETE ✓	2 AFFORDABLE HOMES COMPLETE ✓	3 DEVELOPMENT INFORMATION COMPLETE ✓
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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 process.

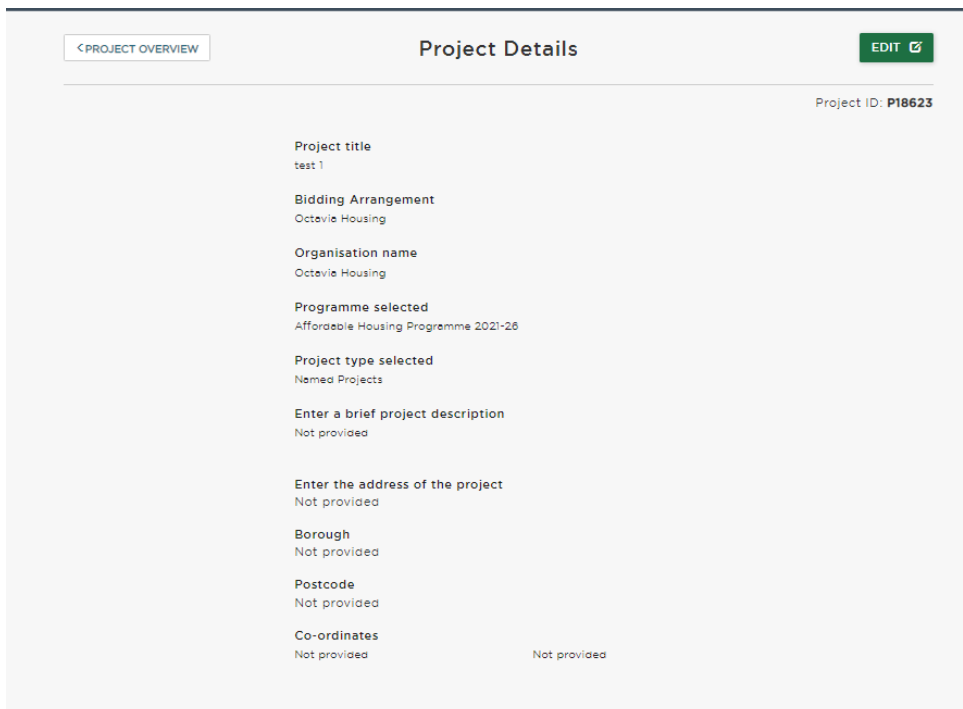
Named Projects

This route should be used when bidding for either:

- a new named project at negotiated grant rates
- to profile out named projects from their Programme Allocation

Block 1: Project Details

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.



The screenshot shows a web application interface for editing project details. At the top left is a navigation link '< PROJECT OVERVIEW'. The main heading is 'Project Details', and at the top right is a green 'EDIT' button with a pencil icon. Below the heading, the project ID 'P18623' is displayed. The form contains several fields with their current values:

Field	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/>

Consortia or Partnerships

Note: If you are part of a **consortium or partnership**, you will firstly need to register the consortium or partnership for the AHP 21-26 programme under the Managing Organisations section.


Then with the Project Details you will need to select under ‘Bidding Arrangement’ if the organisation is bidding on its own or as part of a consortium or partnership. If you select a consortium or partnership under ‘Bidding Arrangement’, you will also be prompted to answer the following additional questions:

Developing organisation
Developing Organisation ▼
Organisation with grant liability during development (optional)
Organisation with grant liability during development (optional) ▼
Organisation with grant liability after completion (optional)
Organisation with grant liability after completion (optional) ▼

Profiling Projects out from a Programme Allocation

To profile out a project from your Programme Allocation tick 'yes' to the following question and the allocation number will automatically appear.

Project type selected
Named Projects

Do you want to use your indicative allocation to fund this project? 

Yes

Allocation: 25499

Partners should tick 'no' to the above question when requesting additional CME funding for a project.

Partners are required to profile out the actual costs, contributions and grant required for the Named Projects. That means that the grant per home for the Named Project may be slightly higher or lower than the agreed indicative rates. Regardless of these differences, Partners must deliver to their original Indicative baseline over the duration of the programme.

This is necessary as the GLA has been advised that if the Partners claim grant at a higher level than was required for delivery of a Named Project, this may qualify as State Subsidy and not be permitted. Furthermore, it is necessary to ensure what the grant liability is in a scheme, and to enable attributable grant recovery if necessary.

When profiling out Named Projects, Partners **must not** reduce the indicative allocation, neither grant nor homes.

Block 2: Affordable Homes

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

Note: following a change in policy in July 2023 and the GLA can now fund replacement homes on estate regeneration projects. There are some new additional questions that have been added to the Affordable Homes block to monitor the replacement homes data. Only enter the numbers of affordable homes on the estate, private homes are exempt from the calculations.

Affordable Homes

GLA Housing and Land Directorate

Project ID: **P27486**

1. Start on Site Units by Tenure

TENURE TYPES			TOTAL
SOCIAL RENT	LONDON LIVING RENT	SHARED OWNERSHIP	
50	10	10	70
How many affordable homes are being demolished?			50
How many of the affordable homes being demolished are obsolete?			20
Number of replacement homes that are not obsolete			30
Number of net additional affordable homes being built			20
GLA use only: Number of homes defined as acquisitions			30

How many affordable homes are being demolished?	Enter the total number of affordable homes, including all affordable tenures, within the red line boundary of estate.
How many of the affordable homes being demolished are obsolete?	Refer to the Capital Funding Guide for the definition of an obsolete home.
Number of replacement homes that are not obsolete	Automatic calculation: = Demolished – obsolete
Number of net additional affordable homes being built	Automatic calculation: = Number of affordable homes being built – Number being demolished
GLA use only: Number of homes defined as acquisitions	The GLA will use this information to report to DLUHC on the number of acquisitions.

If my project is not an estate regeneration project?

Enter zeros into all the data entry fields.

If my estate regeneration is a phase development across multiple OPS projects?

We want to avoid double counting so apportion the units across the OPS projects as appropriate.

Tables 4 & 5

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.

Table 6

Note: Total Eligible Funding = Total Costs – Total Contributions

Block 3: 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

Select the processing route from the dropdown menu and click on

CONFIRM

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:

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.

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 4: Design Standards

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 review the answers and update them before you claim a start on site milestone.

Note: The Design Standards only apply to the homes the GLA is funding, not the whole scheme.

[< PROJECT OVERVIEW](#) **Design Standards** [EDIT](#)

Project ID: **P18621**

Complete this block when you are bidding and review it before the start on site claim

The total number of units in the scheme, including any not funded by the GLA
Not provided

Planning application reference, where applicable (optional)
Not provided

Planning application validation date, where applicable (optional)
Not provided

The Design Standards only apply to the homes funded by the GLA. Certify that the following Design Standards will be met. Only in exceptional circumstances, where agreed by the GLA, will exemptions be made.

Confirm that all the homes will meet minimum floor space standards, including storage, as outlined in Table 3.1 of the London Plan
Not provided

Confirm that all the homes will have a minimum floor-to-ceiling height of 2.5 metres between finished floor level and finished ceiling level
Not provided

Confirm that all the homes will provide a minimum of 5 sqm of private outdoor space for one-to-two person dwellings and will provide an extra 1 sqm for each additional occupant
Not provided

Where 10 or more children or young people are expected to live in the affordable dwellings, confirm that there will be at least 10m2 of play space per child
Not provided

Exemptions

If you answer ‘No’ to any of the Design Standards, it is mandatory for you to select the type of exemption(s) for the scheme and explain the reasons for the exemption(s). If you choose ‘Other’ please clearly explain the type of exemption in your response to the question below it.

Please refer to the Design and Sustainability Exemption Guidance for more detail on exemptions.

The Design Standards only apply to the homes funded by the GLA. Certify that the following Design Standards will be met. Only in exceptional circumstances, where agreed by the GLA, will exemptions be made.

Confirm that all the homes will meet minimum floor space standards, including storage, as outlined in Table 3.1 of the London Plan

Yes No

Select on what grounds an exemption is sought for not meeting the minimum floor space standards

Maximum 5 answers can be selected

- Planning
- Heritage
- Off the shelf acquisition
- Specialist and Supported Housing
- Other

Explain the reason why an exemption is sought for not meeting the minimum floor space standards, with reference to GLA guidance. This is to support the review and assessment of the exemption sought, to judge its acceptability.

Remaining: 500

It is also optional to upload up to two documents to evidence the exemption, please only upload screenshots and not whole documents. Please speak to your Area Manager if you need help completing this section.

You may support your request for an exemption for not meeting the minimum floor space standards with any supporting plans or documents to assist the GLA when making your assessment, where relevant. (optional)

Attachments

Max number of files: 2 Max file size per upload: 5MB

[ADD DOCUMENT +](#)

No files added.

Block 5: Sustainability Standards


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 review the answers and update them before you claim a start on site milestone.

Note: The Sustainability Standards apply to the whole scheme and not just the homes that the GLA are funding.

Please refer to the Design and Sustainability Exemption Guidance for more detail on exemptions. This will be made available shortly. In the meantime, please speak to your Area Manager if you have any questions.

The exemption categories and evidence requirements are the same as the Design Standards block but if you answer 'Yes' to any of the Sustainability Standards you will be asked some further optional questions. You should answer these questions post planning and before you claim start on site for the project.

Certify that the following Sustainability Standards will be met. Only in exceptional circumstances, where agreed by the GLA, will exemptions be made DONE 

All developments of 10+ homes must net zero-carbon 

State the reference number to the planning application submission document containing the Energy Strategy (optional)

Remaining: 100

State the percentage reduction in on-site carbon dioxide emissions against Part L 2013 of Building Regulations (%) (optional)

State carbon emissions in relation to operational energy in kg/CO2 per annum (optional)

Remaining: 100

Block 6: Building Safety Standards

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

At draft stage partners must state whether they can comply with Standards 1-5.

Note: Standard 2 is repeated at Active stage once the project has been approved, this question must be answered before the Completion Milestone is claimed.

Block 7: 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)

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. Some additional questions will appear once the project is approved and becomes Active.

Note: if you change the tenure of the homes at any point after the bidding stage please review this block, as well as updating the Affordable Homes block, as other questions may become applicable.

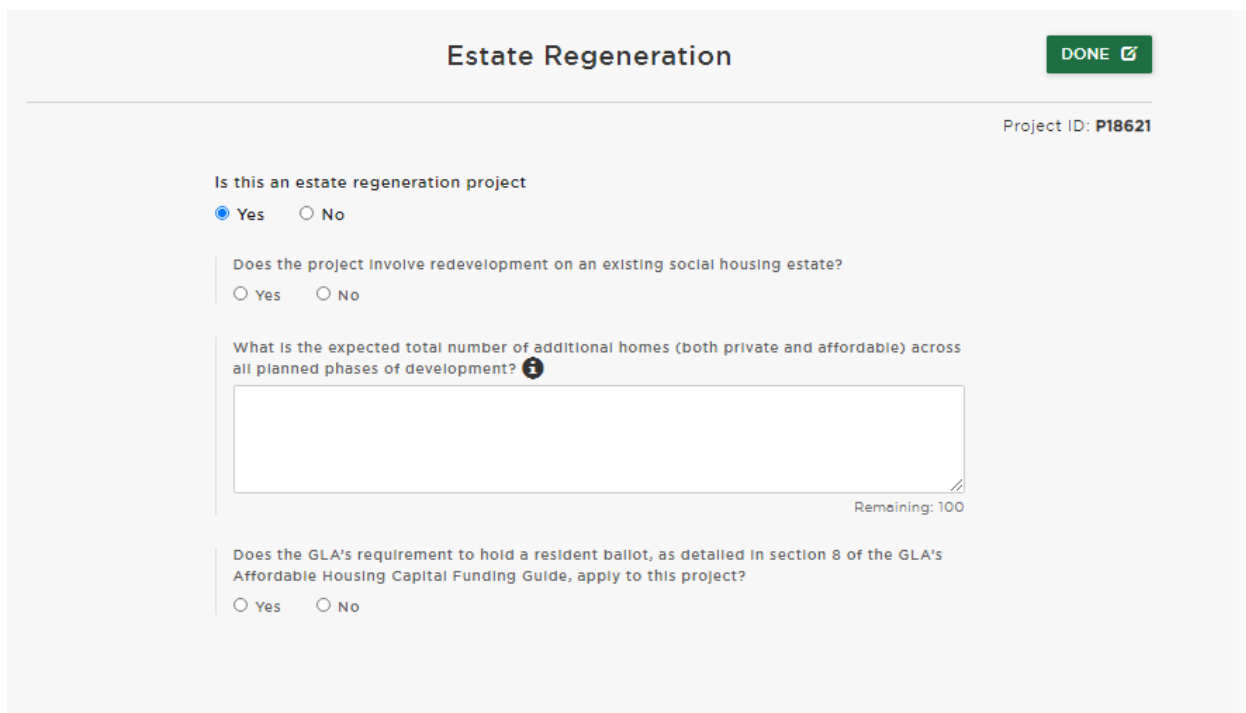
Note: If you select ‘Other’ as a Right to Shared Ownership exemption it must relate to one of the options in paragraph 2.5 in the [Right to Shared Ownership Guidance](#).

Block 9: Estate Regeneration

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

Please complete the first question in this block even if your project is not part of an estate regeneration.

You are required to complete this section at the bidding stage and then again before you claim the start on site milestone. Some additional questions will appear once the project is approved and becomes Active.



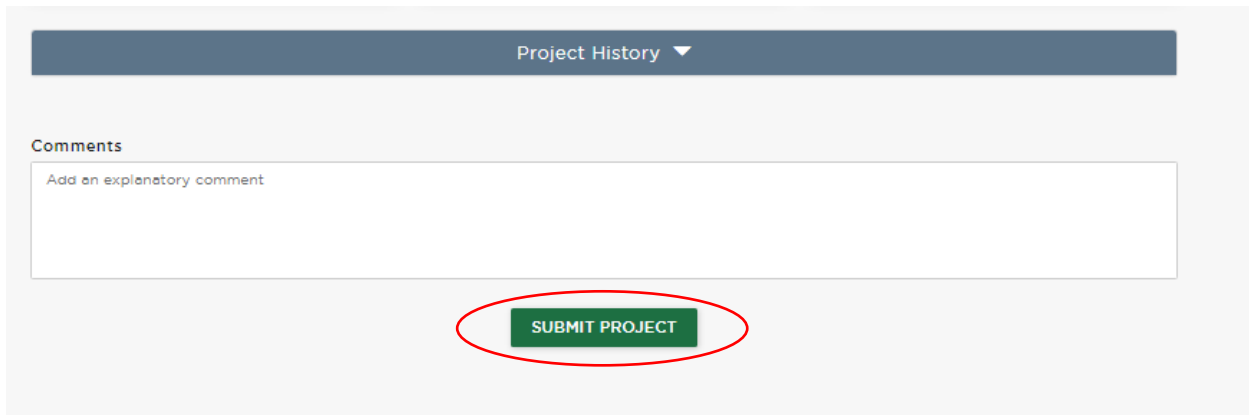
The screenshot shows a web form titled "Estate Regeneration" with a "DONE" button in the top right corner. Below the title, the "Project ID: P18621" is displayed. The form contains several questions:

- Is this an estate regeneration project?** with radio buttons for "Yes" (selected) and "No".
- Does the project involve redevelopment on an existing social housing estate?** with radio buttons for "Yes" and "No".
- What is the expected total number of additional homes (both private and affordable) across all planned phases of development?** followed by a text input field and a "Remaining: 100" indicator.
- Does the GLA's requirement to hold a resident ballot, as detailed in section 8 of the GLA's Affordable Housing Capital Funding Guide, apply to this project?** with radio buttons for "Yes" and "No".

NOTE – for non-estate regeneration projects you will be required to go into the block once it is Active and click 'DONE' again, despite making no updates. This is because there are additional questions for estate regeneration projects.

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.

Council Home Acquisition Programme - Named Project

The CHAP programme was launched in November 2023 for boroughs and council-owned RPs to bid for indicative and named project homes.

[Council Homes Acquisition Programme | London City Hall](#)

Please refer to the Named Project guidance above for the following blocks as they are the same:

- Project Details
- Design Standards
- Sustainability Standards
- Building Safety Standards
- Development Information

Block 2: Affordable Homes

This block has an additional tenure type 'Affordable Rent (CHAP)' which is for temporary accommodation homes.

1. Start on Site Units by Tenure

TENURE TYPES		TOTAL
SOCIAL RENT (CHAP)	AFFORDABLE RENT (CHAP)	0

You must enter at least one unit

Block 7: Unit Details

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 block at the bidding stage to help the GLA assess the design standards of the homes, and then review it again before you claim the start on site milestone.

[< PROJECT OVERVIEW](#) **Unit Details** [EDIT](#)

London Borough of Islington

Project ID: P27628

[< PREVIOUS BLOCK](#)

Summary of Units by Tenure on the Project
Total Units reflects the number of units already on the project; these must match the number of Profiled Units detailed in this block.

SOCIAL RENT (CHAP)	AFFORDABLE RENT (CHAP)
Profiled Units 0	Profiled Units 0
Total Units 0	Total Units 0

Enter Details of Rental Units
Add profiled unit information for all rent products
Not provided

Specialist and Supported Housing (SSH) Named Project

Please refer to the Named Project guidance above for the following blocks as they are the same:

- Project Details
- Design Standards
- Sustainability Standards
- Building Safety Standards
- Estate Regeneration

Block 2: Affordable Homes

This block has an additional tenure type 'Affordable Rent' applicable to SSH only.

< PROJECT OVERVIEW

Affordable Homes

GLA Housing and Land Directorate

EDIT

Project ID: **P27625**

< PREVIOUS BLOCK
NEXT BLOCK >

1. Start on Site Units by Tenure

TENURE TYPES				TOTAL
SOCIAL RENT	LONDON LIVING RENT	SHARED OWNERSHIP	AFFORDABLE RENT	
				0

You must enter at least one unit

Block 3: Milestones

This block has two additional processing routes that are applicable to SSH only:

Processing Routes	Description	Milestones
SSH Refurbishment	Funding for the refurbishment of units to habitable/improved standard for use as supported housing hostels.	Acquisition Date Contractor appointment Start on site Completion
SSH Remodelling	Funding for remodelling on a site where some/all the units may be re-provided. Remodelling would involve some structural alterations, for example conversion of shared to self-contained or of smaller to larger units.	Acquisition Date Contractor appointment Detailed planning permission Start on site Completion

Block 10: SSH Project 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.

The screenshot shows the 'SSH Project Information' form. At the top left is a button labeled '< PROJECT OVERVIEW'. At the top center is the title 'SSH Project Information'. At the top right is a green 'EDIT' button with a pencil icon. Below the title, on the right side, is the text 'Project ID: P19135'. The form is divided into two main sections. The first section is titled 'Primary client group' and contains a single field with the label 'Primary client group' and the value 'Not provided'. The second section is titled 'Rent and service charges' and contains three fields: 'Proposed weekly rent for all unit types' (Not provided), 'Proposed weekly service charge for all unit types' (Not provided), and 'Confirm rent plus service charge is no more than 80% of comparable market rent for all unit types' (Not provided).

Block 11: SSH Design 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.

The screenshot shows the 'SSH Design Information' form. At the top left is a button labeled '< PROJECT OVERVIEW'. At the top center is the title 'SSH Design Information'. At the top right is a green 'EDIT' button with a pencil icon. Below the title, on the right side, is the text 'Project ID: P19135'. The form is divided into two main sections. The first section is titled 'Design' and contains four fields: 'Outline the design strategy related to this type of supported or specialist housing, including how the designs meet the needs of the intended client group' (Not provided), 'Upload the design strategy plans (optional)' (No files added), 'Number of units which are self-contained' (Not provided), and 'Number of units with shared facilities (i.e. shared a kitchen or bathroom)' (Not provided). The second section is titled 'Accessibility and Security' and contains one field: 'Number of units that will meet the wheelchair user dwellings standards M4(3) as defined by Building Regulations' (Not provided).

Design Strategy

Provide a description of the scheme, including whether the units are self-contained and/or shared accommodation, availability of communal areas within the building if relevant, and the ratio of residents sharing communal facilities, such as bathrooms and kitchens if applicable. The space standards (square metres) of all units in this project must be referenced in this section.

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.

SSH – Community-led Housing

Please refer to the SSH Named Project guidance above for the following blocks as they are the same:

- Project Details
- Design Standards
- Sustainability Standards
- Building Safety Standards
- Estate Regeneration

Block 2: Affordable Homes

This block has an additional tenure type 'Discounted Market Sale' applicable to Community-led housing only.

1. Start on Site Units by Tenure

TENURE TYPES				TOTAL
SOCIAL RENT	LONDON LIVING RENT	SHARED OWNERSHIP	DISCOUNTED MARKET SALE	
25				25

Note: if you are entering Discount Market Sale homes tick the nil grant box and create a separate OPS project for any affordable funded homes.

3. Amount Requested and Total Scheme Costs by Tenure Type

£0 amount requested (nil grant)

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

Block 10: Community-led Housing

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

Block 11: CLH Design Information

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

Design Strategy

Provide a description of the scheme, including whether the units are self-contained and/or shared accommodation, availability of communal areas within the building if relevant, and the ratio of residents sharing communal facilities, such as bathrooms and kitchens if applicable. The space standards (square metres) of all units in this project must be referenced in this section.

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.

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:

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 lick on each project to view the 'Project Overview' screen, which also displays the project status:

123 Queen's Walk Development

Status: Draft
Please complete each section and then submit.

The project status will help you to identify the 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:

Project History ▼

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

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

<p>Before 'land acquisition' claim</p>	<ul style="list-style-type: none"> • Design Standards • Sustainability Standards • Building Safety Standards • Development Information • Estate Regeneration • Unit Details
<p>Before 'start on site' claim</p>	<ul style="list-style-type: none"> • Design Standards • Sustainability Standards • Building Safety Standards • Development Information • Estate Regeneration • SSH Project Information (SSH only) • SSH Design Information (SSH only) • Unit Details
<p>Before 'completion' claim</p>	<ul style="list-style-type: none"> • MMC • Unit Details

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, it is normally 50% at start on site and 50% at completion.

Investment partners with indicative bids approved in the programme will be eligible for early drawdown of funds for site acquisitions agreed with the GLA.

Partners will be eligible to drawdown grant allocations of:

- Land acquisition 40%
- Start on site 35%
- Completion 25%

Unregistered bodies seeking grant for Shared Ownership projects will only be able to drawdown 100% of the grant allocation on a project at **completion** stage.

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

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




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.

Then click on



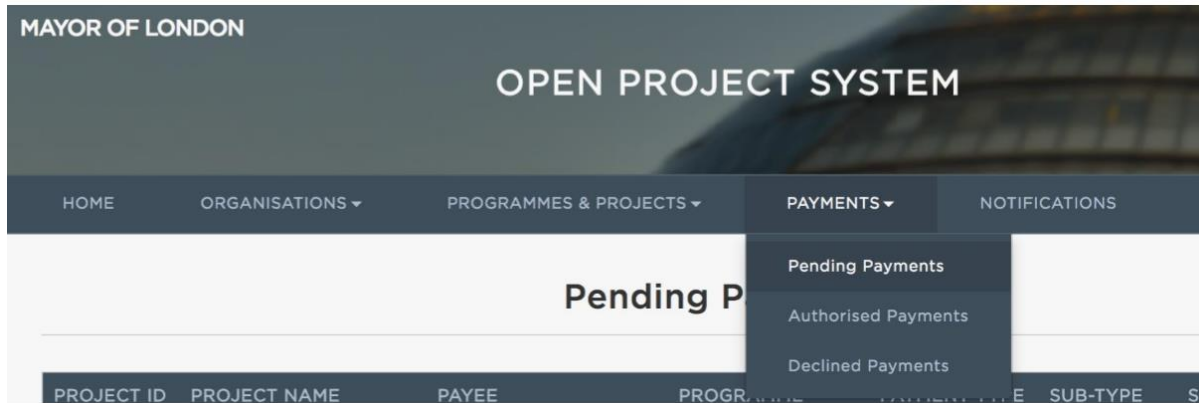
at the bottom of all the blocks once all your project changes are complete.

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.



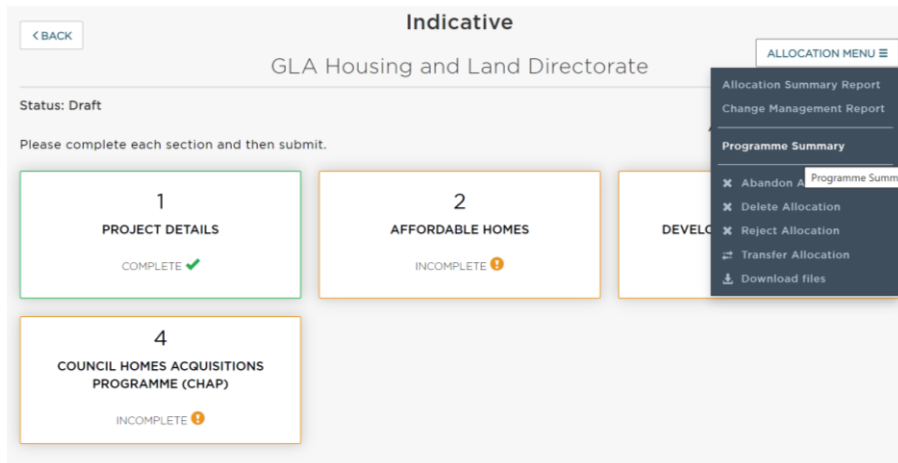
Authorised Payments

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.

Programme Summary page

Partners profiling out projects from their indicative allocation should use the Programme Summary page to monitor their average grant rates. The Programme Summary page can be accessed via the 'Allocation Menu' within the programme allocation.






The Programme Summary page summarises the indicative bid's units and grant requested against the projects that have ticked that they want to use their indicative allocation and the remaining balance between them.

It has an indicator that shows whether the average grant rate per tenure type of the projects profiled out is totalling above or below the indicative average grant rate. This will help monitor whether partners are on track to deliver at the grant rates in their indicative allocation.

Housing Provider A

Affordable Housing Programme 2021-2026

			GRANT	RCGF	TOTAL
Baseline (approved by Alicia Savva on 11/01/2022)					
Tenure Type	No. of Units	Grant Per Unit £			
London Living Rent	20	10,000	200,000	0	200,000
Shared Ownership	30	13,334	400,000	0	400,000
Social Rent	10	11,000	100,000	10,000	110,000
TOTAL	60		700,000	10,000	710,000
Summary of Projects using Indicative Allocations					
Tenure Type	No. of Units	Grant Per Unit £			
London Living Rent	15	24,000	360,000	0	360,000
Shared Ownership	15	30,000	450,000	0	450,000
Social Rent	15	16,334	240,000	5,000	245,000
TOTAL	45		1,050,000	5,000	1,055,000

Variance from Baseline and Balance Remaining					
Tenure Type	No. of Units	Amount above or below baseline Grant per Unit £			
London Living Rent	5	-14,000 	0	0	-160,000
Shared Ownership	15	-16,666 	0	0	-50,000
Social Rent	-5	-5,334 	-140,000	5,000	-135,000
TOTAL	15		-350,000	5,000	-345,000

The grant per unit average for the units you have delivered is higher than your approved baseline grant per unit figure