OPS User Guide:

Building Safety Fund

Contents

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Purpose of this document

About the Building Safety Fund

On 11 March 2020, the Government announced it would launch a new programme to fund remediation of unsafe non-ACM cladding systems (including, for example, certain types of other metal composite or High-Pressure Laminate panels) on buildings that are 18 metres and over in high-rise residential buildings.

The Government published a registration [prospectus](#) for the Building Safety Fund (BSF) on 26 May 2020 and invited applicants to register for the fund. From 8 April 2024, new applicants should visit the Building Remediation Hub to start their application. Background checks assessments will be undertaken and at the same time applicants will be contacted by a caseworker from the Greater London Authority (GLA) to commence legal diligence.

Applicants that pass the initial technical eligibility checks may proceed to complete a full application. The GLA will manage the full application process using its Open Project System (GLA-OPS). It Is not currently possible for data to be imported into GLA-OPS from the Building Remediation Hub, so information that you have previously provided there will need to be re-entered into GLA-OPS

For applicants that receive an allocation of grant and enter into a funding agreement, the GLA will use GLA-OPS to make payments and to track project progress. Please note the GLA's involvement with the Building Safety Fund is purely administrative and the Department for Levelling Up, Homes and Communities (DLUHC) makes all decisions in relation to approving applications and awarding grant funding.

This guide informs applicants about how to apply to the BSF via GLA-OPS. It should be read alongside the additional BSF guidance the Government has published and in particular:

- *[Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance](#)*
- *[Guidance on State Aid for Applicants](#)* (links to same page as above)

How to use this guide

This guide explains how to register an organisation and then create and submit an application to the BSF on GLA-OPS. For those applicants that secure BSF funding, it also explains how to manage projects in GLA-OPS that receive a grant allocation.

Questions that require a response in GLA-OPS are indicated in this guide by the question being underlined and in italics.

Guidance on how to respond to each question is provided underneath, for example:

"*Name of Applicant*"
-    Provide the name of the company or individual applying for funding.

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

Key terms and helpful information

Key terms used in this guide:

- Responsible Entity: The body with the legal right to carry out the remediation works and recover associated costs from leaseholders via a service charge. It is possible that buildings have more than one responsible entity. For example, a freeholder, a Right to Manage Company and a superior leaseholder are all examples of entities that could be a Responsible Entity. However, only one Responsible Entity can become the Applicant for the purpose of the BSF.

- Applicant: The Responsible Entity – that is, the body that has the legal right to carry out the remediation works and to legally recover the costs from leaseholders as service charge – applying for funding.

- Applicant's Representative: An organisation appointed by the Applicant to apply for funding on behalf of the Applicant. There may be more than one representative for each Applicant.

- Undertaking / Economic Actor: Any entity engaged in an economic activity. Examples include non-residential leaseholders that sub-let their property and commercial leaseholders that use their property as a shop or other business. The Government has published further guidance about identifying undertakings (see *Guidance on State Aid for Applicants*).

When making an application, you must consider the following:

- Who is best placed to submit information within your application? Successful applications are often those where responsibility for submitting information is shared between specialists.

  Property Managers are best placed to submit information relating to legal documents, leases and service charges.

  Technical Managers, or your Consultants and Contractors, are best placed to submit information relating to procurement, technical specifications and statutory approvals.

  Applicants may therefore choose to appoint Property Managers and/or Technical Managers as Applicant Representatives for the purposes of completing their BSF application.

- <u>How will you ensure requests for further information are responded to in a timely manner?</u> Successful applications are often those where dedicated resources are allocated to prioritise the application.

Registering an Applicant on GLA-OPS

Background

Organisations that already use GLA-OPS for projects in other programmes (including the Private Sector ACM Cladding Remediation Fund and/or the Waking Watch Relief Fund) do not need to register a new organisation on GLA-OPS to start a Building Safety Fund application; instead they can create a new project using their existing organisation (see 'Creating_an_application').

If you are new to GLA-OPS, in order to submit an application to the BSF, you will first need to register on GLA-OPS and create a new organisation profile. There is a three-step process to register an organisation on GLA-OPS.

In many cases, a managing agent (e.g. an Applicant's Representative) will be registering on GLA-OPS and creating an organisation for the Applicant (i.e. the Responsible Entity for the building). If the agent will be submitting multiple applications for different buildings (that each may have different responsible entities), there is no longer a need to register multiple 'building-specific' organisations on GLA-OPS. Rather, the agent can create a single organisation on GLA-OPS with the same name as the agent. The agent can then create separate applications for each building that has been confirmed eligible following the registration phase (see Creating_an_application).
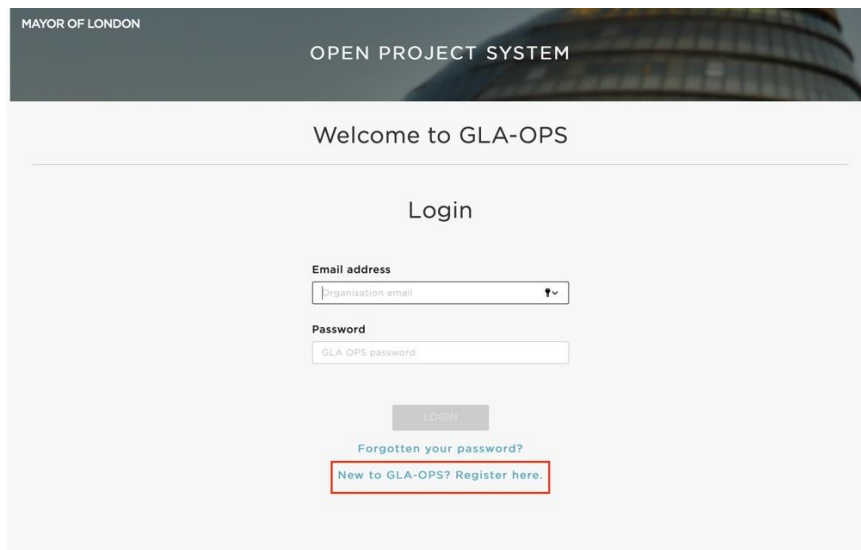
For example:

- London Resi Agents Limited is a managing agent acting for two separate responsible entities with buildings deemed eligible to apply to the BSF:
  - Tower House RTM Co – owners of two buildings on the same development in Tower Hamlets that will be remediated under the same Works Contract
  - Greenwich Point Investments Co – owners of a building in Greenwich
- London Resi Agents Limited should register on GLA-OPS with an organisation name 'London Resi Agents Limited'
- The agent should use the 'London Resi Agents Limited' organisation on GLA-OPS to create two separate applications, one for the buildings in Tower Hamlets and another for the building in Greenwich

How to register an Applicant as an organisation on GLA-OPS

Click here to watch a video guide for how to register on GLA-OPS

Access to GLA-OPS is provided via a self-registration process. In order to register, users must open the GLA-OPS login page at https://ops.london.gov.uk to complete the simple 3-step registration process.

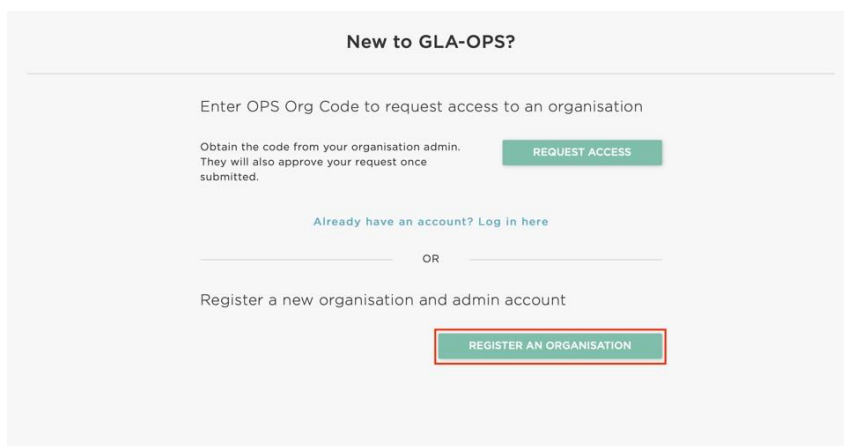New users should select "New to GLA-OPS? Register here":

Where an organisation is not already registered on GLA-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.

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
- Assigning each user in the organisation a role (including assigning additional admins)

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

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. First, under 'GLA Housing and Land Directorate' at the bottom left of the page, click on the arrows until you find 'Building Safety Fund' and then click register:
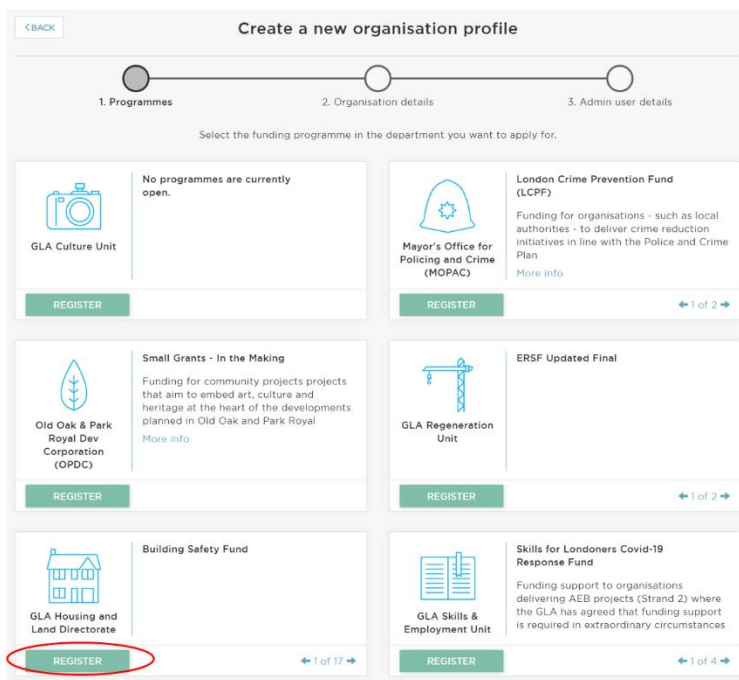
The second step requires the user to provide basic details about the organisation:

- Add a 'new organisation profile name' (this should be the name of your organisation and no longer needs to reference the name of the building)
- Enter address details and answer whether the organisation is registered with the social housing regulator
- Select an organisation type
- Click 'Next'
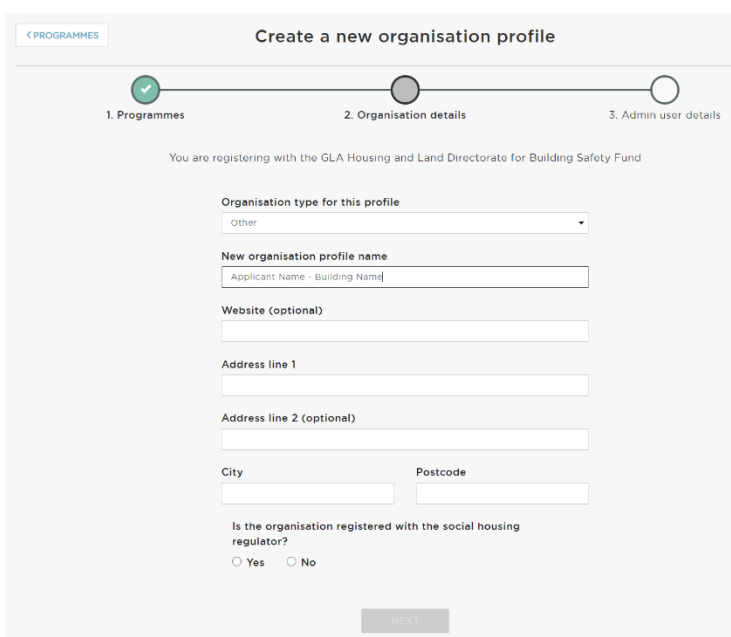
The third step requires details to be entered about the user that is registering the organisation. The user will become the 'Org Admin' and will be responsible for approving all subsequent users. The user should complete the webform, ensuring that when the password is added, its strength is rated as at least "Good" to enable the account to be registered:

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

Registering new users with an existing GLA-OPS organisation

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

Note, 'Org Admins' can find the registration key by clicking 'Organisations' from the menu bar, then 'Manage Organisations', and then on the name of your Organisation. 'Org Admins' can update the registration key at any time by clicking 'Edit':

If you do not know if your organisation is registered on GLA-OPS or the identity of your Org 'Admin', contact your GLA case officer who will be able to look this up for you or email ops@london.gov.uk stating the name of your organisation.

New users should register on GLA-OPS by selecting 'Request Access' on the 'New to GLA-OPS?' page:

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.

Creating an application

[Click here to watch a video guide for how to create a BSF application on GLA-OPS](#)

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 "**Building Safety 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 building** for which funding is being sought; and,
    - From the drop-down list entitled "Select the type of project you want to create", select "**Building Safety Fund**".
- Click "Save"

This will take you to the following application overview screen and allow you to start completing your application:

Status: Draft
Please complete each section and then submit.

Project ID: **P17109**

1 APPLICATION SUMMARY COMPLETE ✔	2 APPLICANT DETAILS INCOMPLETE ⚠	3 BUILDING DETAILS INCOMPLETE ⚠
4 PRE-TENDER SUPPORT INCOMPLETE ⚠	5 BANK DETAILS INCOMPLETE ⚠	6 STATE AID INCOMPLETE ⚠
7 MILESTONES & PAYMENTS INCOMPLETE ⚠	8 FULL WORKS AND COSTS INCOMPLETE ⚠	9 KEY PROJECT TEAM APPOINTMENTS INCOMPLETE ⚠
10 PROJECT DOCUMENTS INCOMPLETE ⚠	11 APPROVED GRANT INCOMPLETE ⚠	12 COST RECOVERY INCOMPLETE ⚠
13 DECLARATION INCOMPLETE ⚠	14 PROJECT PROGRESS AND VARIATIONS INCOMPLETE ⚠	

Application stages

As detailed in the _Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance,_ the BSF application process has two stages.

In **Stage 1**, applicants must provide information about the Applicant (i.e. the Responsible Entity) and the building. Applicants must also provide forecast dates for key milestones and, where they are requesting Pre-Tender Support, details about the building's bank account.

In **Stage 2**, applicants must have firm proposals about the remediation project and provide information about the project, the project team and project costs. Applicants must also update forecast milestone dates and provide information in relation to state aid and cost recovery.

Where applicants already have firm proposals for the remediation project, they may complete stage 1 and 2 concurrently.

Applicants that do not yet have firm proposals for remediation should submit a stage 1 application first. To submit an application for stage 1 only, applicants do not have to complete all OPS sections in full. The sections applicants must complete in full are indicated with a 'yes' in the below table. To allow applications to be 'submitted' to the GLA, applicants must answer 'no' to the first question in each section that does not need to be completed in full so that section is 'complete'. The first question in these sections is along the line 'are you ready to complete this section?'. At a later point (e.g. following stage 1 approval or once

in contract), applicants can change the answer to the first question from 'no' to 'yes' and complete the relevant sections in full.

Important: while applicants do not need to complete the 'State Aid' section in full during stage 1, they should write to leaseholders and request that any leaseholders that are undertakings complete and return a State Aid Declaration. Applicants should then download and complete the *Undertakings Summary Schedule* which must be uploaded during stage 2. The Government has published further *Guidance on State Aid for Applicants*.

OPS section	Does OPS section need to be completed in full?		
	Stage 1 application	**Stage 2 application**	**In contract**
1 Applicant summary	Yes	Yes	Yes
2 Applicant details	Yes	Yes	Yes
3 Building details	Yes	Yes	Yes
4 Pre-tender support	Yes	Yes	Yes
5 Bank details	Yes (if seeking Pre-Tender Support)	Yes	Yes
6 State Aid	No (but write to leaseholders)	Yes	Yes
7 Milestones and payments	Yes	Yes (update section)	Yes
8 Full works and costs	No	Yes	Yes
9 Key project team appointments	No	Yes	Yes
10 Project documents	No	Yes	Yes
11 Approved grant	No (enter '0')	No (enter '0' or approved PTS amount)	Yes
12 Cost recovery	No	Yes	Yes
13 Declaration	Yes	Yes (update section)	Yes
14 Project progress and variations	No	No	Yes

Section 1: Application summary

You do not need to complete this section during the application stage. It already appears as 'complete'.

You only need to complete this section if your organisation has applications for multiple buildings each with different bank accounts:

- Once your application has been approved and your nominated bank account for a given project has been registered with the GLA, the bank account will be given a 'SAP ID'. If you register multiple bank accounts (i.e. to use to receive grant payments for different buildings), your organisation will have multiple SAP IDs. Where your organisation has more than one SAP ID registered on OPS, you can select the correct bank account for the relevant building by choosing the associated SAP ID from a drop-down list in this section.

- To select the correct SAP ID for your project, with section 1:
    - Select 'Edit'
    - Select the correct bank account from the drop-down list under the heading: 'SAP ID for payments related to this project (optional)'
    - Click 'Done'

Section 2: Applicant details

This section must be completed in full for stage 1 applications

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Important: When completing this section, ensure you understand the [key terms](#) included at the start of this guide.

Instructions:

"*Name of Applicant*"
- Provide the name of the Responsible Entity (which may be a company or an individual) applying for funding.

"*Contact details for Applicant*"
- Provide the correspondence address, telephone number and email address of the Applicant.

"*Confirm that the Applicant will be appointing an Applicant's Representative with regards to the fund application*"
- Select "Yes" or "No" and, if yes, provide details of the Applicant's Representative using the template declaration form provided in OPS.

"*Confirm that the Applicant has formally appointed the Applicant's Representative(s) to act on behalf of the Applicant and that evidence of this appointment is available on request*".
- Select "Yes" or "No".

Please use the template declaration on Applicant''s letter headed paper only *"Confirm which of the following positions the Applicant holds in connection with the Property"*
- Options include Head Leaseholder, Freeholder and Management Company.

"*Are you able to provide the Management Organisation details?*"
If the additional details Freeholder/Management Company details are not known or not applicable, the applicant is still able to progress with their application by selecting the 'No' option on this question. If these are known, please select 'Yes'

"*Is the Applicant a Right to Manage (RTM) Company?*"
- Select "Yes" or "No" and, if yes:
- Answer the follow-up questions

Important: You must keep the GLA updated of any change in RTM company status. When confirming the legal status and entitlement of the RTM company, you should refer to the Articles of Association for the RTM company.

"Confirm that the Leaseholders and any of the residents at the Building (where different)
have been informed and notified as to the proposed financial treatment of the Project, the
scope of the Works and the timeframe for completion of the Works"

- - Select "Yes" or "No".

Important: Your application will not proceed until you can confirm "Yes" to this question.

Section 3: Building details

This section must be completed in full for stage 1 applications

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"*Registration Reference Number (optional)*"
- If you are aware of your Application Reference number, provide it here.

"*Building names(s)*"
- Confirm the name of the building.

Unless instructed by your GLA Case Officer, your application should be for one building only.

For the purposes of the BSF, the term 'building' is taken to mean the commonly understood meaning of the word rather than the technical definition in the Building Regulations. Within one 'building' there may be multiple stair cores which have separate names. If this is the case, list all relevant names.

"*Building number*"
- Confirm the number of the building.
- Enter 'N/a' if building does not have a number.

"Development name, if applicable (optional)*"*
- Confirm if the building is part of a wider development platform.

"*Street*"
- Confirm the street name of the building.

"*Post code*"
- Confirm the post code of the building.

"*Local Authority area in which the block is located*"
- Select the Local Authority in which the building is situated from the drop-down menu.

"*Upload a plan showing the footprint of the building for which you are seeking funding*"
- Provide a Title Plan of the building from the Land Registry, showing the 'red line boundary' of the building.
- If a title plan is not available, provide an as-built drawing showing the 'red line boundary' of the building.

"*Identify four residential properties within the Building held on open market lease terms which would be consistent with the leases which have been generally issued in the Building*"
- Provide the address of four residential units that are owned by leaseholders that they are freely allowed to sell on the open, competitive market.

- This information in order to allow the GLA to establish that leaseholders may be charged for the cost of remediation works.

Section 4: Pre-tender support

This section must be completed in full for stage 1 applications

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Do you require any advance funding in order to undertake the design, specification and tendering required to start the remediation Works?"
- Select "Yes" or "No".

If you can fund the Pre-Tender stage of your project, you will still be able to request funding for these costs within your Full Funding Application. Applicants should therefore only request Pre-Tender Support where they are unable to fund cash flows themselves. Note a separate funding agreement must be entered into to receive Pre-Tender Support.

Section 5: Bank details

For applicants seeking Pre-Tender Support, the bank details section must be completed in full during stage 1 (unless you are a registered provider of social housing)

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Are you able to provide information about the building's bank account into which we can make grant payments?"
- Select "Yes" or "No"

If "yes":

"Is the Applicant a registered provider of social housing? (i.e. a housing association or a local authority)?"
- Select "Yes" or "No"

If "no":

"Does the Applicant have a Client Money Account, registered with an accredited Client Money Protection Scheme provider, into which we can make grant payments?"
- Select "Yes" or "No"

If "yes" (i.e. CMPS account):

> If you are utilising a Client Money Account registered under the Client Money Protection Scheme (CMPS), Client Money Protection Schemes for Property Agents (Approval and Designation of Schemes) Regulations 2018, you are required to provide evidence that this account is registered under the Client Money Protection Scheme (CMPS), Client Money Protection Schemes for Property Agents (Approval and Designation of Schemes) Regulations 2018. This regime includes CM Protect, UKALA, NALS, ARLA Propertymark and Money Shield.

> *"Provide evidence that this account is registered with an accredited Client Money Protection Scheme provider as required under the Client Money Protection Schemes for Property Agents (Approval and Designation of Schemes) Regulations 2018"*

If the Client Money Account is a **CMPS Registered Account**, provide:
- A copy of the CMPS certificate from the host organisation (this is not the same as your membership certificate for your host organisation and should be specific to the CMPS). Ensure the certificate is valid and has not passed its expiry date
- A redacted bank statement clearly showing the name of the account, the account holder, the account number and the sort code is also required to ensure funding is paid to the appropriate body.

"Account Number for Client Money Account registered under the CMPS"
- Enter the eight-digit account number.

"Sort Code for Client Money Account registered under the CMPS"
- Enter the 6-digit sort code number.

"Email address for individual that manages bank account (optional)"
- For example, if applicable, this might be the managing agent working on behalf of the Applicant.

"Telephone number for individual that manages bank account (optional)"
- For example, if applicable, this might be the managing agent working on behalf of the Applicant.

"Applicant's company house address details (name/number, street, post code, city) (optional)"
- If applicable, provide the address registered at Companies House.

"Applicant's company house number (optional)"
- If applicable, provide the company registration number from Companies House.

"Applicant's VAT Registration number (optional)"
- If applicable, provide the Applicant's VAT Registration number".

If no (i.e. Trust Fund account):

If you do not have a Client Money Account registered under the CMPS, you will need to provide details of an equivalent trust deed which nominates your chosen account and legally requires that any funds provided to that account are held for the benefit of leaseholders ('a Trust Fund'). This will be required before we are able to make grant payments into that account.

You must also ensure and confirm that this trust arrangement complies with the requirements of Section 42 of the Landlord and Tenant (LTA) Act 1987, and upload a copy of the proposed deed so that this can be verified. The deed must certify that the funds are held for the benefit of leaseholders and detail a legally binding trust.

"Account Number for Trust Fund account"
- Provide the eight-digit account number.

"Sort Code for Trust Fund account"
- Provide the six-digit sort code number.

"Email address for individual that manages bank account (optional)"
- For example, if applicable, this might be the managing agent working on behalf of the Applicant.

"Telephone number for individual that manages bank account (optional)"

- For example, if applicable, this might be the managing agent working on behalf of the Applicant.

"Applicant's company house address details (name/number, street, post code, city) (optional)"
- If applicable, provide the address registered at Companies House.

"Applicant's company house number (optional)"
- If applicable, provide the company registration number from Companies House.

"Applicant's VAT Registration number (optional)"
- If applicable, provide the Applicant's VAT Registration number".

Confirm that this trust arrangement complies with the requirements of Section 42 of the Landlord and Tenant (LTA) Act 1987
- *Select "Yes" or "No"*

Upload a copy of the proposed deed so that this can be verified (Template deed available here)
- *The template deed provided in OPs must be used for this purpose, other documents will not be accepted. The deed must certify that the funds are held for the benefit of leaseholders and detail a legally binding trust arrangement with them for this purpose*
- A redacted bank statement clearly showing the name of the account, account number and sort code is also required to ensure funding is paid to the appropriate body.

Section 6: State Aid

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

You should use this section to provide information on Undertakings and/or Social Housing only. This section <u>must</u> be updated whenever you become aware of any change in ownership.

When completing this section, ensure you understand the [key terms](#) included at the start of this guide.

Instructions:

"Are you ready to enter information about leaseholders that are Undertakings and/or properties in the building that are used for social housing?"
- For **Stage 1** applications, select 'No'
- For **Stage 2** applications, select 'Yes'

Important: While you do not need to complete the 'State Aid' section in full during stage 1, you should write to leaseholders and request that any leaseholders that are undertakings complete and return a State Aid Declaration. You should then download and complete the [Undertakings Summary Schedule](#) which must be uploaded to this section during stage 2. You must take reasonable steps to collect information about any Undertakings in your building. The Government has published further *[Guidance on State Aid for Applicants](#)*.

If 'Yes':

"Upload your completed Undertaking Summary Schedule"
- The [Undertaking Summary Schedule](#) covers three types of Undertaking for which you must provide details to allow DLUHC to monitor any potential payments for the purposes of State Aid:
  1. **Leaseholders that are undertakings** (this includes all commercial leaseholders and any residential leaseholders engaged in economic activity / financial gain, such as subletting, investment ownership, etc.).
  2. **Vacant units** (where a unit is vacant, the unit will be retained by an Undertaking entity, such as the freeholder or head lessor).
  3. **Registered Providers of Social Housing** (this includes properties used as social housing).

"Secure from all Undertakings as listed in the Undertakings Summary Schedule a completed and signed State Aid Declaration. Scan and merge these into a single PDF document (or a few if you have collected them in batches)"
- Upload the signed State Aid Declarations returned from Undertakings in batches.
- Note that leaseholders that are undertakings may complete State Aid Declarations electronically.

"Are there any properties in the block that are used for any tenure of social housing, including shared ownership and affordable rent?"
- Select "Yes" or "No" and, if yes:

"How many units?"
- Confirm how many properties are used for social housing.

"Provide name(s) of the social housing provider(s)"
- Provide a list of all providers of social housing.

"Provide contact details for social housing provider(s)"
- Provide a named point of contact, telephone number and email address for all providers of social housing.

Important: The social housing provider will be treated as the beneficiary of funding in these circumstances. For State Aid purposes, the social housing provider should be able to take advantage of the Services in the General Economic Interest (SGEI) exemption. This information will be transposed into a SGEI agreement which the social housing provider will be required to enter into.

"Confirm that all properties owned and let by the social housing provider(s) are either let at sub-market rents or on shared ownership terms"
- Select "Yes" or "No"

Important: Where any property is let by the social housing provider either:
  a)   at a market rent; or
  b)   on a long lease granted on market terms or on a shared ownership lease that has staircased to 100%
these will not be capable of inclusion within any SGEI Agreement executed by the Registered Provider.

Section 7: Milestones & Payments

This section must be completed in full for stage 1 applications. It must be updated prior to submitting a stage 2 application. Once funding is approved, it must be updated at least monthly during the life of the project and used to claim payments.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Important: This section is used to record key dates. You <u>must</u> ensure the dates entered in this section are updated frequently during the application process and <u>at least</u> monthly after the application process (if your application secures a grant award).

The following guidance on key dates must be observed:

Key Date	Definition
Date of project team appointment	The project team refers to all consultants required to complete the design and tender documentation for the remediation works
Date of project out to tender ("Tender period commenced") or equivalent	Note 'tender' is not limited to open tender processes and is dependent on the selected tender strategy
Start on site date	Start on site is the commencement of physical work beyond interim measures to permanently make the building safe, such as starting to remove and replace cladding. This should be the contractual start date for all works, if the contract includes works beyond the scope of remediation
Completion date	Practical completion is the removal and replacement of cladding, receiving sign-off from building control where necessary. This should be the contractual practical completion date for all works, if the contract includes works beyond the scope of remediation

<u>Non-payment milestones</u>

At both stage 1 and stage 2 applications, forecast/actual milestone dates should be entered for the following milestones (noting that some may be marked as 'non-applicable', for example if planning permission is not required for remediation works):

MILESTONE	N/A	DATE	VALUE £	EVIDENCE	STATUS	ACTIONS
Project team appointed		DD / MM / YYYY	N/A	Add	Select a status	
Tender period commenced		DD / MM / YYYY	N/A	Add	Select a status	
Tenders returned		DD / MM / YYYY	N/A	Add	Select a status	
Works Contract executed		DD / MM / YYYY	N/A	Add	Select a status	
Planning application submitted	☐	DD / MM / YYYY	N/A	Add	Select a status	
Planning approval determined	☐	DD / MM / YYYY	N/A	Add	Select a status	
Building control approval obtained	☐	DD / MM / YYYY	N/A	Add	Select a status	
All required statutory approvals obtained (excluding building control and planning permission)	☐	DD / MM / YYYY	N/A	Add	Select a status	
Start on site achieved		DD / MM / YYYY	N/A	Add	Select a status	
Second Funding Date Certificate Issue (i.e. the 50% completion certificate)		01 / 05 / 2023	N/A	Add	Actual ▾	
Practical completion achieved		DD / MM / YYYY	N/A	Add	Select a status	
Payment - Pre-Tender Support	☐	DD / MM / YYYY		Add	Select a status	
Payment - Signed Works Contract	☐	DD / MM / YYYY		Add	Select a status	
Payment - Practical Completion	☐	DD / MM / YYYY		Add	Select a status	
Date of Practical Completion Certificate		01 / 10 / 2023	N/A	Add	Forecast ▾	

You should provide a forecast date for all non-payment milestones and set the status to "Forecast" using the drop menu (there is no requirement to add evidence for non-payment milestones):

MILESTONE	N/A	DATE	VALUE £	EVIDENCE	STATUS	ACTIONS
Project team appointed		20 / 07 / 2020	N/A	Add	Forecast ▾	

If any forecast dates change, you must update them in this section.

Once a milestone is achieved, you should set the status to "Actual" using the drop-down menu:

MILESTONE	N/A	DATE	VALUE £	EVIDENCE	STATUS	ACTIONS
Project team appointed		20 / 07 / 2020	N/A	Add	Actual ▾	

Payment milestones

There are three default payment milestones (although many applicants will not require a Pre-Tender Support payment and this should be marked as non-applicable):

Payment - Pre-Tender Support	☐	DD / MM / YYYY		Add	Select a status
Payment - Signed Works Contract	☐	DD / MM / YYYY		Add	Select a status
Payment - Practical Completion	☐	DD / MM / YYYY		Add	Select a status

Do not enter a figure in the 'value' column during the application stage.

For those Applicants that receive an allocation of funding and enter into a funding agreement, the Claiming payment on GLA-OPS section of this guide details how to claim payments via GLA-OPS, which is done using the 'Milestones & Payments' section.

Section 8: Full works and costs

This section does not need to be completed in full until stage 2.

The Government has published detailed guidance on the Full Works and Costs application questions in the *Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance*.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

Scope of Works, Project Team Appointments and Resident/Leaseholder Notifications

Important: Your application will not proceed until you can confirm "Yes" to the self-certification questions in this section.

"Are you able to provide details at this stage of the full works and costs?"
- For **Stage 1** only applications, select 'No'
- For **Stage 2** applications, select 'Yes'

If yes:

"Confirm that a 'competent professional' has certified that the planned remediation design and Works comply with the Building Safety Fund's requirements, and that you have on file formal written evidence of this, that is available on request"
- Select "Yes" or "No".
- Guidance regarding what constitutes a 'competent professional' can be found within the *Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance*. Certification may take the form of a design report or technical note certifying that the design meets the requirements.
- BSF Fund Requirements are detailed in the *Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance*.

"Confirm sign off of the Specification or Employer's Requirements detailing the full project Works has been provided by a 'competent professional' and that evidence of specification sign-off and records in accordance with the above are available on request"
- Select "Yes" or "No".
- You must have a 'competent professional' sign off the Specification or Employer's Requirements detailing the full project Works (details of the BS EN 13501 classification of the replacement cladding material, insulation and sheathing

board, where applicable, should be recorded and the BS EN 13501 classification of any of these materials which are being retained regardless of quantity).

"Applicants are required to hold and maintain a Project Directory of existing and proposed professional team appointments. Confirm you have such a directory and that it is available on request"

- Select "Yes" or "No".
- The project directory should include all roles within your project, and record their name, organisation, role, contact details and any other useful details.

"Confirm you have appointment documentation for all appointments made to date, and that these are available on request"

- Select "Yes" or "No".
- You are required to keep all existing appointment documentation (including scope of service, fee and the Applicant's acceptance) for all professional team appointments.

"Confirm a 'competent professional' has agreed the existing and proposed scoping documentation covers the full scope of Works and there are no scope or coordination gaps, and that you have on file formal written evidence of this (available on request)"

- Select "Yes" or "No".
- This confirmation may take the form of a competent professional signing off all scoping documentation as having been reviewed and is fully coordinated.
- Guidance regarding what constitutes a 'competent professional' can be found within the *Building Safety Fund for the remediation of non-ACM Cladding Systems (England only): Fund Application Guidance*. Certification may take the form of a design report or technical note certifying that the design meets the requirements.

"Confirm that you have on file formal written evidence of competence for all professional project team appointments, signed off by the Applicant or appointed 'competent professional', and that this is available on request"

- Select "Yes" or "No".
- You are required to keep evidence of competence for all professional project team appointments (evidence of membership to professional bodies and record of project experience etc.).

"Confirm that appropriate levels of Professional Indemnity Insurance and limits of liability, for the risk associated and in accordance with industry best practice, are in place for all current appointments and evidence of this is available on request"

- Select "Yes" or "No".

- You are required to keep evidence of Professional Indemnity Insurance for all existing and proposed professional team and contractor appointments and information on any limits of liability.
- If you respond "No" this question, you will be provided with an opportunity to provide additional information.

Important: Guidance regarding appropriate professional indemnity insurance levels should be sought from a Competent Professional if required and held on file when followed.

"Confirm that appropriate levels of Professional Indemnity Insurance and limits of liability are contractually required for all future appointments and that you have on file formal written evidence of such cover so it is available on request"
- Select "Yes" or "No".
- Guidance regarding appropriate professional indemnity insurance levels should be sought from a Competent Professional if required and held on file when followed.
- If you respond "No" this question, you will be provided with an opportunity to provide additional information.

"Confirm that residents and leaseholders will be informed of the proposed Start on Site Date at least two weeks prior to such date"
- Select "Yes" or "No".

You are then provided with an opportunity to provide any additional information relating to scope of works, project team appointments and resident/leaseholder notifications (enter "none" in the freetext box if there is no information you need to make us aware of).

Statutory Approvals

"Do the Works require Planning approval?"
- Select "Yes" or "No".
- If you respond "Yes" to this question, you will be asked to confirm that planning approval will be in place prior to your project works starting on site.
- If you respond "No" to this question, you will be asked to confirm that you have evidence from your Local Planning Authority available on request. This can be in the form of an official email or signed letter on headed paper.
- Your response to this question should be in relation to approval from your Local Planning Authority.

Important: Your application will not proceed until you can confirm "Yes" to all remaining questions within this section.

"Confirm that you have Full Plans Approval or a Plans Certificate (available on request)"
- Select "Yes" or "No".

- Your response to this question should be in relation to approval from Building Control.

"Confirm that Full Plans Approval or a Plans Certificate will be in place prior to start on site, or (where a Design and Build contract will be used) that Full Plans Approval or a Plans Certificate will be in place at completion of RIBA Stage 4"
- Select "Yes" or "No".
- RIBA stands for Royal Institute of British Architects.

Important: To achieve RIBA Stage 4, your project should align with the progress expected within the Royal Institute of British Architects Plan of Work.

"Confirm all remaining Statutory Approvals will be in place within the timescales required by the authorities providing the approvals"
- Select "Yes" or "No".
- Other statutory approvals required may include highways, network rail, utilities providers, etc.

You are then provided with an opportunity to provide any additional information relating to statutory approvals (enter "none" in the freetext box if there is no information you need to make us aware of).

Procurement

"Confirm the Fund's standard contract requirements *have been included within the Works Contract"*
- Select "Yes" or "No".
- **Important**: Your application will not proceed until you can confirm "Yes" to this question.

"Confirm your procurement strategy"
- You should use the dropdown menu to choose one of the following three options:
   1. **Traditional** (where contractors tender on the basis of a fully designed project)
   2. **Design and Build** (where contractors tender based on partially designed project and on the basis the appointed contractor will have the responsibility for completing the design)
   3. **Other**
- If you choose "Other", you will be provided with an opportunity to explain further.

"Confirm your tender strategy"
- You should use the dropdown menu to choose one of the following three routes to market:

1. **Obtaining Quotes / Open Tender** (where quotations and proposals are sought from multiple contractors)
2. **Negotiated** (where a single contractor is approached and the costs are negotiated directly with them)
3. **Other**

- If you choose "Other", you will be provided with an opportunity to explain further.

You are then provided with an opportunity to provide any additional information relating to statutory approvals (enter "none" in the freetext box if there is no information you need to make us aware of).

Contract Execution

"Upload your completed pricing document (Full Works and Costs spreadsheet)"
- You should download the Full Works and Costs spreadsheet complete all require fields and provide the completed sheet. (Nb select 'enable editing' when you open the template spreadsheet.)
- Columns are provided to include a 'Description' of the works/service, along with 'Total Project Costs' and 'Total Eligible Costs'.
- No columns or rows should be removed from the template.

Important: If your contractor is undertaking other works during the project that are not within the scope of BSF, it is important to include them in the 'Total Project Costs' column and exclude them from the 'Total Eligible Costs' column.

Important: Your application will not proceed until your completed pricing document has been uploaded.

"Enter the total project cost from your Full Works and Costs spreadsheet"
- Enter the value for 'Total Project Costs' from your uploaded Full Works and Costs spreadsheet (i.e. including any costs not within the scope of BSF).

"Enter the value of total eligible costs from your Full Works and Costs spreadsheet (£)"
- Enter the value for 'Total Eligible Costs' from your uploaded Full Works and Costs spreadsheet (i.e. excluding any costs not within the scope of BSF).

"Confirm that costs are based on a tender price (£)"
- Select "Yes" or "No".
- A tender price is that provided by your preferred contractor (rather than a forecast price which you anticipate).

"Confirm that a 'competent professional' agrees that the contract sum represents a reasonable sum for the Works cost given current market conditions, taking into account any qualifications or exclusions, and that evidence of this is available on request"

- Select "Yes" or "No".
- The contract sum is the total Works costs, including presentation of the split between ineligible and eligible costs.
- Confirmation may take the form of a tender report or tender recommendation.

"Confirm that a 'competent professional' agrees and has signed off that the split of costs between eligible and ineligible costs are accurate and that the breakdown is accurate and the totals are correct, and evidence of this is available on request"

- Select "Yes" or "No".
- Confirmation may take the form of a tender report or tender recommendation.

"Confirm that a 'competent professional' agrees and has signed off that the Works programme has been reviewed and is considered a reasonable estimate of time for the Works, and that evidence of this is available on request"

- Select "Yes" or "No".
- Confirmation may take the form of a tender report or tender recommendation.

"Confirm if the Works Contract will require any design to be carried out by the contractor (Contractor's Design Portion)"

- Select "Yes" or "No":

"Confirm that the lead designer agrees that any Contractor's Design Portion elements are suitable and sufficient in order to complete the design development in accordance with the Fund requirements, and that evidence of this is available on request"

- Select "Yes" or "No".
- Answer "No" if the Works Contract will not require any design to be carried out by the contractor (Contractor's Design Portion).

Important: Your application will not proceed until you can confirm "Yes" to this question (if applicable).

You are then provided with an opportunity to provide any additional information relating to contract execution (enter "none" in the freetext box if there is no information you need to make us aware of).

Section 9: Key project team appointments

This section does not need to be completed in full until stage 2.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Are you able to enter information about key project team appointments?"
- For **Stage 1** applications, select 'No'
- For **Stage 2** applications, select 'Yes'

If 'Yes':

"Upload the Key Project Team Appointments Spreadsheet"
- You should download the [Key Project Team Appointments Spreadsheet,](#) click 'enable editing', complete all required fields and upload the completed sheet.
- No columns or rows should be removed from the template.
- If any columns are non-applicable, you should insert "NA".

"Has the Applicant appointed a Design Team?"
- Select "Yes" or "No".
- If you respond "Yes" to this question, provide the name(s) of the Design Team Company.

"Has the Applicant appointed a Project Manager?"
- Select "Yes" or "No".
- If you respond "Yes" to this question, provide the name of the Project Management Company.

"Has the Applicant appointed a Contractor?"
- Select "Yes" or "No".
- If you respond "Yes" to this question, provide the name of the Contractor Company.

"Has the Applicant appointed a Cost Consultant?"
- Select "Yes" or "No".
- If you respond "Yes" to this question, provide the name of the Cost Consultant.

Important: The Applicant's cost consultant will be required to complete a standard form Duty of Care deed. All other project team members will be required to enter into standard form Collateral Warranties. Any other member of the project team who has design responsibility will also be required to enter into a standard form of Collateral Warranty. Note that this may include the contractor's design team under a Design and Build Contract

in which case a contractor will need to provide a collateral warranty covering both design and construction.

Note that all duty of care and Collateral Warranty documentation will need to have been completed by the applicant and the relevant consultant / contractor as part of the funding agreement.

Copies of standard form contracts are available from you GLA case officer on request

Section 10: Project documents

This section does not need to be completed in full until the GLA advises you accordingly.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Has the GLA requested that you provide specific project documents?"
- Select "No" unless instructed to select "yes" by the GLA
- Selecting "Yes" in answer to this question will allow you to upload documents under the following headings:
  - Scope of Works, Project Team Appointments and Resident / Leaseholder Notifications
  - Statutory Approvals
  - Procurement
  - Contract Execution
  - Other

Important: You <u>must</u> ensure that any documents uploaded to this section use the following naming convention:

"**Date** (in format YYMMDD) **Building Name – BSF Document Name**"

For example: "**200729 East London Lofts – BSF Tender Report**"

Section 11: Approved grant

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"The amount requested for this project is"
- During Stage 1 and Stage 2 of the application, the figure you should enter into the grant amount field should be "0".

Important: Once an application has been approved, you will be prompted to enter the approved amount of grant awarded in this section. The approved grant amount may be different from total project costs (i.e. if some costs are outside the scope of the BSF). It may also be different from total eligible costs (if not all eligible costs can be funded due to State Aid rules).

The amount entered into this field should include the total grant approved for Pre-Tender Support costs (if any) and the total grant approved for full works and costs.

Section 12: Cost Recovery

This section does not need to be completed in full until stage 2.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Have you completed cost recovery questionnaire?"
- For **Stage 1** applications, select 'No'
- For **Stage 2** applications, select 'Yes'

If 'Yes':

- You should download the Cost Recovery Questionnaire, complete all require fields and provide the completed sheet.
- No columns or rows should be removed from the template.
- You must then confirm the total amounts of costs recovered and amounts repayable to Government (or enter '0' in these fields if appropriate).

Section 13: Declaration

This section must be completed in full for stage 1 applications.

Important: A declaration must be made at the point of submitting your stage 1 Application and updated at the point of submitting your Stage 2 application.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

By submitting this application for funding, I confirm:

"The application for funding is complete and accurate, and in line with all requirements of the guidance and prospectus and I/we accept that any incorrect information supplied may entitle DLUHC to recover the whole or part of any funding amount provided"
- Select "Yes" or "No".

You are then required to provide details of the "Name", "Designation" and "Organisation" of the person making the declaration, and then a "Date" the declaration is made.

Section 14: Project progress and variations

This section does not need to be completed until your project has received an allocation of grant.

Select "Edit" and complete all parts of the section. When you have finished, select "Done" and then "Project overview" to return to the application overview.

Instructions:

"Has this project received an allocation of grant to fund the full works and costs?"
- For Stage 1 and 2 applications, select "No"
- Only select "Yes" once you have received a grant allocation for full works and costs.

Once "Yes" is selected, the following questions are generated. Answers must be updated every month (along with forecast/actual dates in the "Milestones & Payments" section).

Project progress

"Has the removal of all eligible unsafe cladding systems started?"
- Select "Yes" or "No" and, if yes:
- You should provide the date when removal of eligible unsafe cladding systems started.

"Have all eligible unsafe cladding systems been removed?"
- Select "Yes" or "No" and, if yes:
- You should provide the date when removal of eligible unsafe cladding systems completed.

"What is the cumulative spend against Total Eligible Costs to date? (£)"
- You should record the cumulative total of all expenditure within the project here.
- This must be updated each time expenditure is committed (i.e. each time you approve a payment to a supplier)

"What is the Forecast Outturn of Total Eligible Costs for this project? (£)"
- You should record the total forecast of all eligible expenditure expected on completion of your project.
- This should be updated each time you reforecast your total project expenditure.

"Does the Forecast Outturn of Total Eligible Cost include variations to the Works Contract?"
- You should use the dropdown menu to choose one of the following responses:
  - **Yes** (indicating that at least one variation in costs is related to your works contractor);

- o **No** (indicating that all variations in costs are related to your professional services contracts); or,
- o **Non-applicable** (choose this response if there have been no variations to date).

You are then provided with an opportunity to explain any changes to your forecast "Practical Completion" date in *Section 7 Milestones and Payments.*

"Confirm that estimates or firm costs for any known variations have been uploaded to the portal"
- - You should use the dropdown menu to choose one of the following responses:
  - o **Yes** (indicating you <u>have</u> provided information on variation costs);
  - o **No** (indicating you <u>have not</u> provided information o variation costs); or,
  - o **Non-applicable** (choose this response if there have been no variations to date)

Variations

"Have there been any Variations to the scope of the Works (see definitions in the funding agreement)?"
- - Select "Yes" or "No" and, if yes:

"Confirm that the Applicant's Contract Administrator (or equivalent i.e. Employer's Agent, NEC Project Manager) has confirmed that the cost variation in question is an allowable claim under the "Works Contract"
- - Select "Yes" or "No".

You are then provided with an opportunity to explain how the additional costs have arisen, the extent of necessary work and why is related to the cladding remediation.

"Confirm if the cost and time impact of the variation are firm and agreed with the contractor"
- - Select "Yes" or "No".
- - Providing a yes response indicates that a formal, written variation agreement has been made with the contractor.

You are then provided with an opportunity to upload the final time and cost agreement.

"Provide the impact on the planned completion date in number of weeks (weeks)"
- - You should confirm how the variation impacts your programme schedule.
- - Your response should be the number of weeks change to schedule.

Submitting an application

Once all sections in GLA-OPS have been completed, add a comment to alert your GLA case officer to the status of the project and select "Submit project" at the bottom of the page:

v1.3 March 2021   DOCUMENT REGULARLY UPDATED – DO NOT PRINT

Claiming payments via GLA-OPS

Registering a bank account with the GLA

Prior to claiming a payment via GLA-OPS, the bank account into which grant payments will be made must first be registered on the GLA's SAP system. To enable the GLA to register the account, ensure section 5 ('bank details') in GLA-OPS is completed in full, including the following information:

As part of the registration process, when instructed to by the GLA, you will need to email a letter-headed certificate from the Applicant confirming account and organisation details to Transport for London (TfL). (The GLA has a shared service arrangement with TfL for managing its SAP system.) If the Applicant has appointed an agent to receive payments on its behalf, the letter must reference the agent. The GLA will provide you with further details about this step at the appropriate time.

Claiming a payment in GLA-OPS

Log in to GLA-OPS.

In section 11 of GLA-OPS ('Approved Grant'):
- Click 'Edit'
- Enter the amount of grant that DLUHC has approved for your building
- Click 'Done'

In section 7 of GLA-OPS ('Milestones & Payments'):
- Click 'Edit'

There are three standard payment milestones:
- 'Payment – Pre-Tender Support'
- 'Payment – Signed Works Contracts'
- 'Payment – Practical Completion'

For the relevant payment milestone:

Payment - Pre-Tender Support	☐	31 / 07 / 2020	60,000	Add	Actual ▼	Pending	Claim

- Enter the date you wish to claim the payment (typically today's date)
- Enter the amount of grant that DLUHC has approved for your building for that milestone (DLUHC will write to you detailing the amount of approved grant for each payment milestone)
- Click 'Add' to upload evidence supporting the claim (see next page for details of required evidence)
- Select the status as 'Actual'
- Click 'Claim'
  - o Enter the amount of grant that DLUHC has approved for your building for the relevant payment
  - o Click 'Claim Milestone'

- Click 'Done' in the top right of the screen
- Click 'Project Overview' in the top left of the screen
- Click 'Request Approval' at the bottom of the project summary page

Your GLA case officer will then review the request and seek approval for the payment.

Evidence for payments

As detailed above, you are required to upload evidence against the relevant payment milestone in section 7 of GLA-OPS ('Payment & Milestones') to support your claim for payment.

Pre-Tender Support payment

- Upload your letter from DLUHC confirming the amount of grant it has approved for your building for Pre-Tender Support

Signed Works Contract payment

- Upload your letter from DLUHC confirming the amount of grant it has approved for your building for Full Works and Costs
- Upload your fully executed "Works Contract" for the Works (and all associated documents), which must include the standard contract requirements as set out here
- Note the Grant Funding Agreement sets out further conditions that must be met before the GLA can release this payment

Practical Completion payment

- Upload your:
  - Completed and signed 'Practical Completion payment checklist' (available here)
  - Practical Completion certificate signed by the Applicant's Contract Administrator (or equivalent i.e. Employer's Agent, NEC Project Manager)
  - Building Control Completion Certificate or Approved Inspector Plans Certificate (for eligible Works only)
  - Documentation evidencing all planning permission is in place
  - Final Account document certified by the Applicant's Cost Consultant showing the costs of the tendered Works, plus any variations agreed
  - Payment Certificate certifying the payment due to the contractor at Practical Completion signed by the Applicants' Contract Administrator (or equivalent i.e. Employer's Agent, NEC Project Manager)
- Note the Grant Funding Agreement sets out further conditions that must be met before the GLA can release this payment