3

CONTINUOUS BIDDING

HOMES FOR LONDONERS: AFFORDABLE HOMES PROGRAMME 2016-21

3.   Bidding

This chapter provides guidance to providers on how to input bids into GLA-OPS for the [Homes for Londoners: Affordable Homes Programme 2016-21](#).

Please read the [Homes for Londoners: Affordable Homes Programme 2016-21 Funding Guidance](#) before submitting bids into GLA-OPS. Consult your GLA Area Manager should you have any further questions.

The initial bidding round was open from January to April 2017. **GLA-OPS is now open for continuous bidding.**

Homes funded through the [Homes for Londoners: Affordable Homes Programme 2016-21](#) are primarily expected to be three affordable products, funded at set grant rates:

- London Affordable Rent (LAR), at or below the rent benchmarks - £60,000 grant per unit
- London Living Rent (LLR) - £28,000 grant per unit
- London Shared Ownership (LSO) - £28,000 grant per unit

There are four routes to bidding for funding for the three products:

1. Approved Provider
2. Developer-led
3. Indicative (only available for London Living Rent and London Shared Ownership)
4. Negotiated (primarily available for supported or specialised housing)

The [Funding Guidance](#) contains full details on the available funding routes. The funding route you select is specific to the project and as an organisation you may submit funding bids under more than one funding route.

NOTE – This bidding guidance demonstrates how to submit a funding bid for a project through the Approved Provider route and then explains the screens which are different for the other three routes.
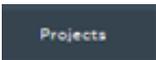
3.1   Approved Provider route

To submit a bid for funding, you must first create a project.

3.2   Create a Project

Click on:

PROGRAMMES & PROJECTS ▾

From the dropdown menu, click on:

Projects

Then click on:

CREATE NEW ✚

The 'Enter project details' screen will be displayed.

Enter the project title, which should be unique to the project.

Select the programme and the type of project you want to create, then click on:

This will generate a unique Project ID.

NOTE – If you wish to apply as a consortium or partnership, an Organisation Administrator user will first need to create a consortium or partnership record. See GLA-OPS User Guide 2. Managing Organisations and Users for more information.

Once you have created your project you will be directed to the 'Project Overview' screen.

3.3 Project Overview
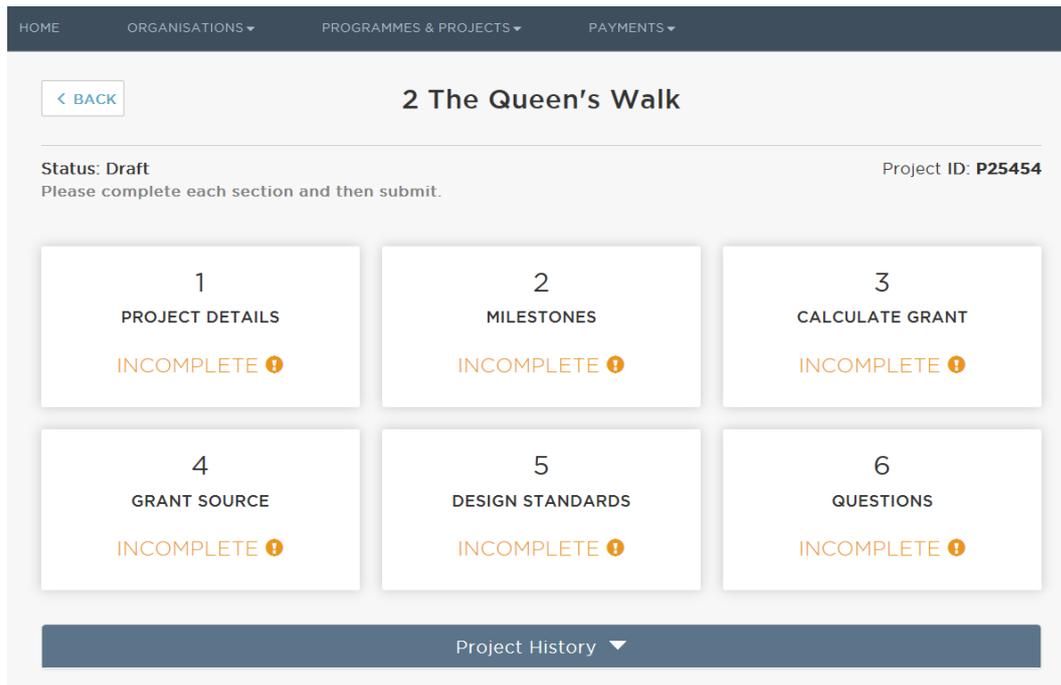
There are six sections to complete. You can complete these in any order. Click on each block to access it and complete all sections before submitting your funding bid.

NOTE – on every block you will need to click on [EDIT] at the top right of the screen in order to input or amend information.

Click [SAVE] to save the information you have entered and return to the 'Project Overview' screen.

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

SECTION COMPLETE ✔

3.4   Block 1 - Project Details

HOME   ORGANISATIONS ▾   PROGRAMMES & PROJECTS ▾   PAYMENTS ▾   ▲

Project ID: **P118685**

Project title

2 The Queen's Walk

Bidding Arrangement
Potters Fields HA

Organisation name
Potters Fields HA

Programme selected
Mainstream housing programme test

Project type selected
Approved Provider Route

Enter a brief project description (optional)

Provide an overview of project objectives and deliverables, max
1,000 characters (optional).

Enter the address of the project

First Line

Barking and Dagenham   ▼

Postcode (Optional)

Co-ordinates

X   Y

Ward (optional)

Ward (Optional)   ▼

Confirm the main contact

Anna Evans

Confirm email address of the main contact

annaevans@pottersfields.org

Planning Permission Reference (optional)

Provide the Planning Permission Reference number (Optional)

SAVE

If you are part of a consortium or partnership, under 'Bidding Arrangement' you will need to select 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) ▾

Enter the project's address, selecting the borough from the dropdown menu. Enter a brief description of the project, its X and Y co-ordinates[1]. You must also enter the local ward and may enter a planning reference number if it is relevant.

If you are part of a consortium or partnership, you will need to select the appropriate developing organisation from the dropdown menu.

The main contact name and email address will auto-populate with your details; amend this if you are creating the project on somebody else's behalf.

Click on SAVE to return to the 'Project Overview' screen.

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[1] You can obtain X and Y coordinates from the Land Registry, using the 'What's Here?' function on Google Maps or through www.streetmap.co.uk/gridconvert.html
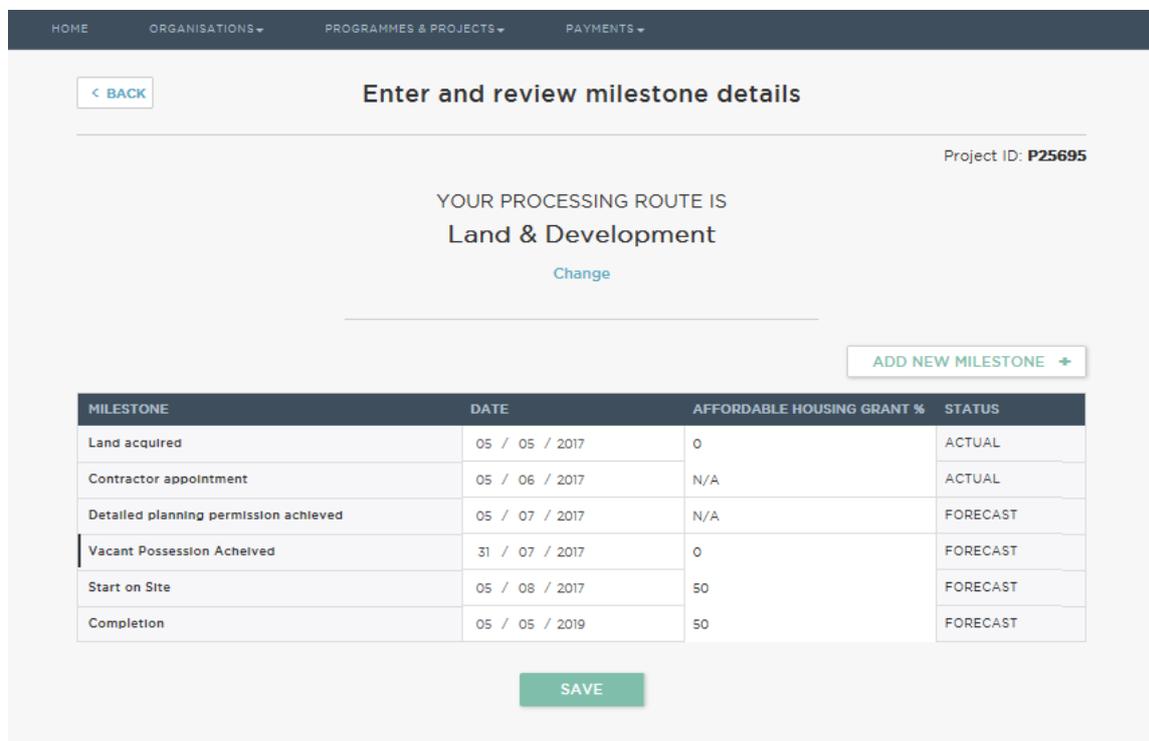
3.5   Block 2 – Milestones
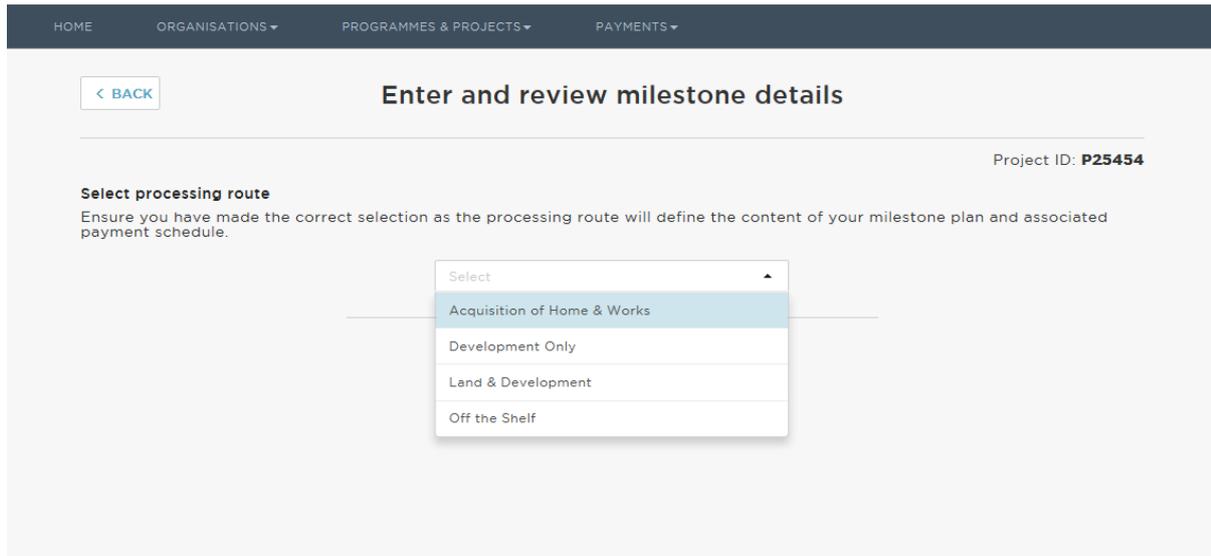
Select the processing route from the dropdown menu and click on **CONFIRM ✔**

Processing routes are defined in GLA-OPS User Guide 7. GLOSSARY & DROPDOWN MENU OPTIONS. Click on **Change** if you make a mistake and need to change the processing route.

Enter the milestone dates for your project.

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

ADD NEW MILESTONE →

In the example above, 'Vacant Possession Achieved' is a bespoke milestone added by the bidder.

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 starts on site, you may be able to amend the grant payment percentage payable against certain milestones. Please refer to the <u>Funding Guidance</u> for more information on eligibility.

Click on SAVE to return to the 'Project Overview' screen.

3.6 Block 3 - Calculate Grant

Within this block, you should enter the total number of homes of each tenure on the project, separating out any nil grant homes being delivered within the total.

Nil grant units are homes being delivered without GLA grant (including RCGF and DPF). Homes being delivered that are not London Living Rent, London Shared Ownership, or London Affordable Rent at the rent benchmarks set out in the funding guidance, are recorded in a different way; please see section 3.14 below.

You should also enter the total development costs for each tenure type.

TENURE TYPE	TOTAL UNITS	OF WHICH NIL GRANT UNITS	£ TOTAL DEVELOPMENT COSTS
London Affordable Rent	10	0	2,000,000
London Living Rent	10	0	2,000,000
London Shared Ownership	20	10	4,000,000
Other Affordable	0	0	0
TOTAL	40	10	8,000,000

Once you have completed the table, GLA-OPS will automatically calculate the total amount of grant for which the project is eligible, based on set grant rates. Click on **SAVE** to return to the 'Project Overview' screen.

3.7   Block 4 – Grant Source

In this block you should set out the grant requirements for your project.

Enter the amount of grant you are seeking to use on this project. The total amount of grant requested cannot exceed the total grant eligible for use on the project.

Click on [SAVE] to return to the 'Project Overview' screen.

3.8   Block 5 – Design Standards

In this section, you should confirm if the project is intended to meet the housing design and sustainability standards set out in the London Plan.

If the standards are not being met, briefly explain why.

Click on [SAVE] to return to the 'Project Overview' screen.

3.9   Block 6 – Questions

Some of the questions in this block are optional, however, if you have included any 'Other Affordable' homes in your project, this is not an optional question and you must select their tenure type. Similarly, if you have had approval from the GLA to use Recycled Capital Grant Funding (RCGF) for land acquisition, you must enter the amount of RCGF approved on this screen.

Please refer to GLA-OPS User Guide 7. GLOSSARY & DROPDOWN MENU OPTIONS for definitions of the terms used on this screen.

Click on [SAVE] to return to the 'Project Overview' screen.

All blocks should now show as SECTION COMPLETE ✔

There is an optional comment box where you can provide additional information to assist the GLA to understand your bid, for example, if you have already received grant for this project through another funding programme, you should state which programme here.

3.10 Submit a Project

Click on SUBMIT PROJECT to submit your funding bid.

To withdraw or amend a project to make changes before the bidding deadline, click on WITHDRAW . Once you have made the changes, remember to click on SUBMIT PROJECT .

This section describes how to submit a funding bid for a project through the Approved Provider route. There are three other ways of submitting funding bids through this programme and these differ slightly from the Approved Provider route. The following sections describe the input screens of the three other routes.

3.11 Developer-led route

As described in the Funding Guidance, the Developer-led route should be used when a provider requires funding to increase the level of affordable housing on Developer-led projects. If a provider is not eligible to bid for funding through the Approved Provider route, then they should bid for funding through the Developer-led route. Providers delivering nil grant only projects should record these through the Approved Provider route.

The bidding process is very similar to the Approved Provider route. This is the Developer-led 'Project Overview' screen.
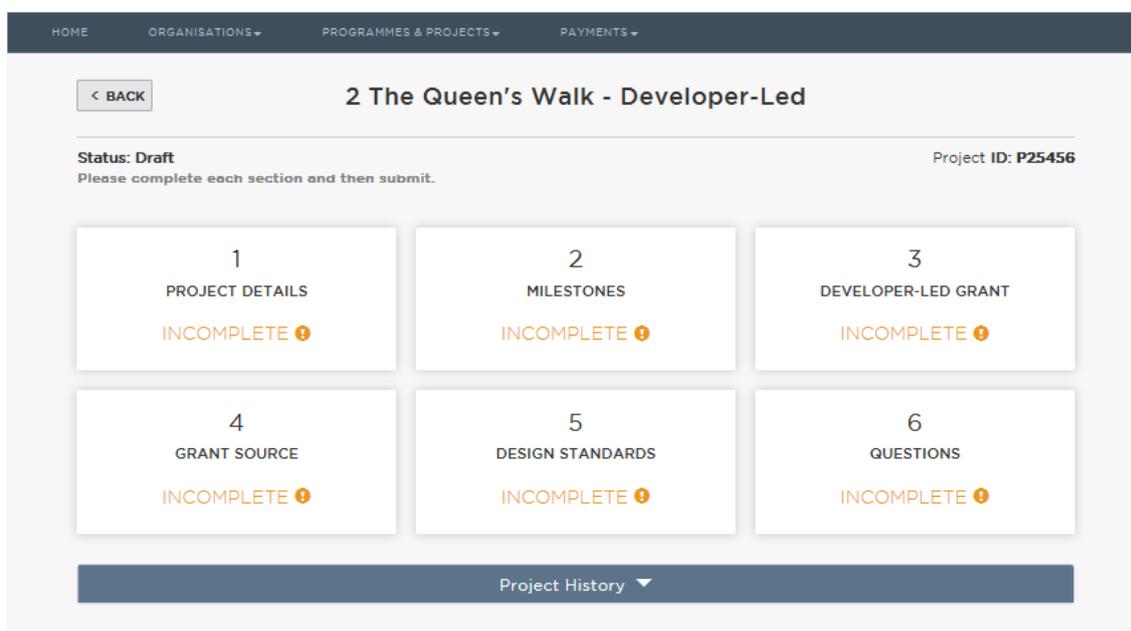
The Developer-led grant block is the only screen which is different to the Approved Provider screens. When completing this section, you should first confirm whether or not 40% or more of the habitable rooms on the entire development are affordable.

In the 'S106 agreement units' column, set out the number of affordable units that are specified in the S106 agreement (not assuming GLA grant), split by tenure type. In the 'additional affordable units' column, set out the number of additional affordable homes that could be provided as a result of GLA grant funding.

If 40% or more of the habitable rooms in the project are affordable housing, grant will be automatically allocated to every affordable home on the project.

If the project does not achieve 40% affordable housing, grant will only be allocated to the affordable units in the 'additional affordable units' column.

The total grant for which the project is eligible will be shown at the bottom of the page.

3.12   Indicative route

The Indicative route should be used where you are bidding for funding for unidentified projects that will be delivered later in the programme period. Please refer to the [Funding Guidance](#) for full details on this route.

When creating an Indicative project on GLA-OPS, the project title should include your organisation's name, e.g. 'Potters Fields 2016-21 Indicative'. You may only enter one Indicative project per organisation.

This is the Indicative funding 'Project Overview' screen.

In the Indicative grant block, set out the number of units for which you require funding, split by tenure type and by the year in which the units will start on site.

NOTE – you may only bid for funding under the Indicative route where projects will start on site before 31 March 2020.

Once you have completed this table, the system will automatically calculate the amount of grant for which these units are eligible.

Providers wishing to bid for market conversion funding (refer to the [Funding Guidance](#) for further details) must answer the four questions in the Questions block.

3.13   Negotiated route

The Negotiated route should only be used following consultation with your GLA Area Manager and should primarily be used for supported and specialised housing projects. This route requires providers to submit more information than the other routes.

This is the Negotiated route 'Project Overview' screen.
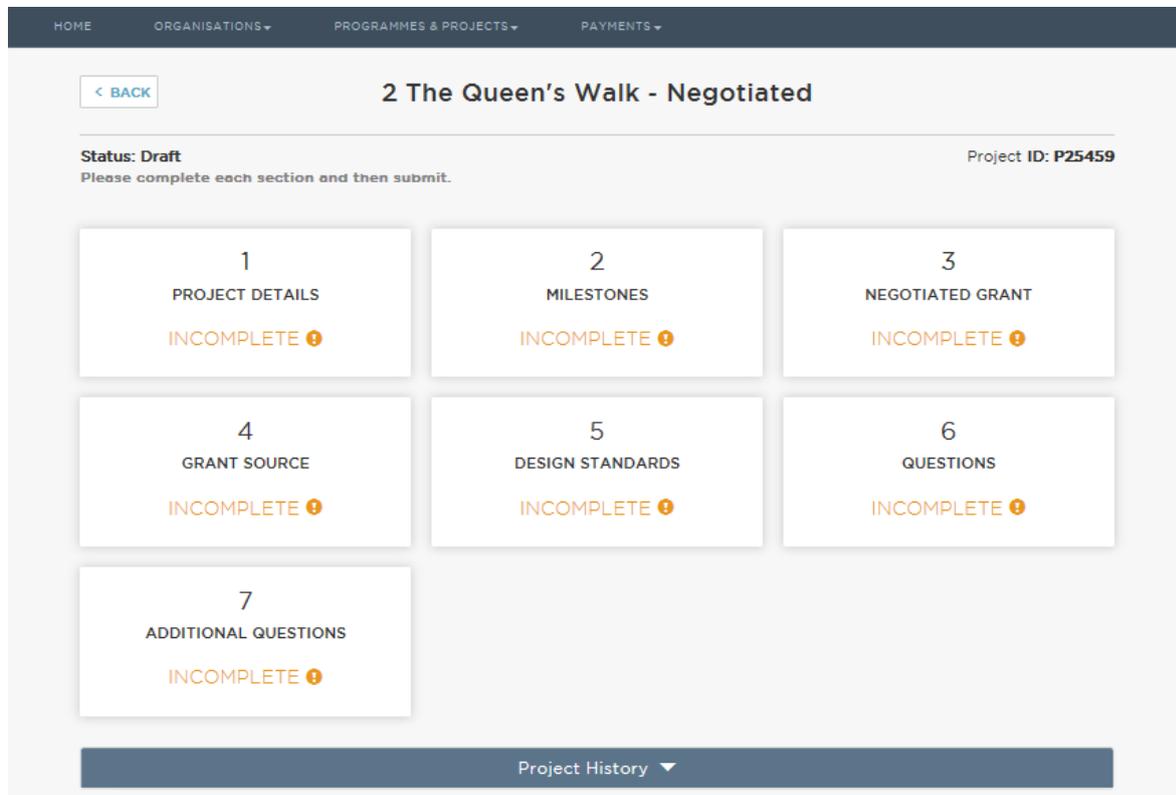
The Negotiated grant block contains a comment box for you to justify the grant requested for this project. You should include a robust justification, including evidence that the homes being delivered in this project are genuinely affordable. Speak to your GLA Area Manager for further advice on completing this section.

In the Negotiated route grant block, you should enter the total number of affordable homes being delivered, split by tenure type, and the total grant request for each tenure type. In the 'Of which supported & specialised units' column, set out the number of units within the affordable homes that are supported or specialised homes. Once all the relevant fields have been completed, click

 to return to the 'Project Overview' screen.

There is an 'Additional questions' block for the Negotiated route.

Refer to the [Funding Guidance](#) and GLA-OPS User Guide 7. GLOSSARY & DROPDOWN MENU OPTIONS of this guide when answering these questions and speak to your GLA Area Manager if you are unclear.

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

NOTE – If you are including more than one type of 'Other affordable product' in your project, or you are developing supported & specialised housing for more than one client group, you must create a new project for each 'Other affordable product' or each client group.

Once you have finished, click on ![SAVE] to return to the 'Project Overview' screen.

Click on ![SUBMIT PROJECT] to submit your funding bid.

3.14   Other affordable housing products

Homes funded through the Homes for Londoners: Affordable Homes Programme 2016-21 are primarily expected to be London Affordable Rent at or below the benchmarks, London Living Rent and London Shared Ownership. Other products may be funded under this programme where they are genuinely affordable to Londoners. They may also be funded by providers' own resources or secured through the planning system. Existing pipeline schemes may have fixed affordable housing tenures, in which case there will be some flexibility during the transitional period.

The table below sets out how providers should bid for 'non-standard' products on GLA-OPS.

	Nil Grant Homes		Homes requiring funding		
	LAR above the rent benchmarks	Other non-standard affordable housing tenures	LAR above the rent benchmarks	LAR at or below the rent benchmarks (at non-set grant rates)	Other non-standard affordable housing tenures
Bidding or logging route on GLA-OPS	Approved Provider route, logged as other affordable and under nil grant units	Approved Provider route, logged as other affordable and under nil grant units	Funding only available in exceptional circumstances. Speak to your GLA Area Manager in first instance. Negotiated route and under Other Affordable	Funding only available in exceptional circumstances. Speak to your GLA Area Manager in first instance. Negotiated route and under London Affordable Rent	Funding only available in exceptional circumstances. Speak to your GLA Area Manager in first instance. Negotiated route and under other affordable
	All homes must be genuinely affordable for Londoners - a definition is set out in the Frequently Asked Questions document.[2] Please consult your GLA Area Manager should you have any further questions.				

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[2] https://www.london.gov.uk/sites/default/files/homes_for_londoners_2016-21_-_frequently_asked_questions_updated_2.pdf