

8

RECLAIMS

6. Creating a Reclaim

There may be instances where the repayment of Grant, RCGF and/or DPF may be required. There are 2 key types of reclaims; automated and manually generated.

Manual Reclaims

Where a project has completed and has a status of “closed”, only the GLA can initiate the reclaim process in OPS. If you have a closed project which requires a reclaim, please contact your lead Area Manager to discuss further.

Automated reclaims

An automated reclaim may be generated when an active project has changes made to the grant source block that reduces the amount of Grant, RCGF and/or DPF requested on the project.

6.1 Create reclaim for Grant payment

If there are changes to your project which result in a reduction of grant requested, a full or partial reclaim may be required.

For example, this may occur in the following instances;

- The number of units you are delivering reduces *after* you have claimed some or all of the grant.
- The number of units by tenure changes *after* you have claimed some or all of the grant.
- You no longer wish to apply the amount of grant you requested *after* you have made a claim even though your units have not changed (e.g. to ensure your project is state aid compliant)
- Other scenarios where you need to reduce the grant requested and claimed

Click on the “Grant Source” block to update your grant requested amount as appropriate.

Submit back to the GLA by clicking on the “Request Approval” button.

The screenshot displays a project approval workflow with the following steps:

- 1 PROJECT DETAILS: APPROVED ✓
- 2 MILESTONES: APPROVED ✓
- 3 NEGOTIATED GRANT: APPROVED ✓
- 4 GRANT SOURCE: UNAPPROVED ⚠ (highlighted in orange)
- 5 QUESTIONS: APPROVED ✓
- 6 ADDITIONAL QUESTIONS: APPROVED ✓
- 7 UNIT DETAILS: APPROVED ✓

Below the steps is a 'Project History' dropdown menu, a 'Comments (Optional)' text area with the placeholder text 'If you have any supporting comments, you can add them here.', and a green 'REQUEST APPROVAL' button.

Once this change is approved by the GLA, a reclaim payment is automatically generated by OPS. This will appear in the Payments screen and will have a status of pending until approved by a Senior Project Manager at the GLA.

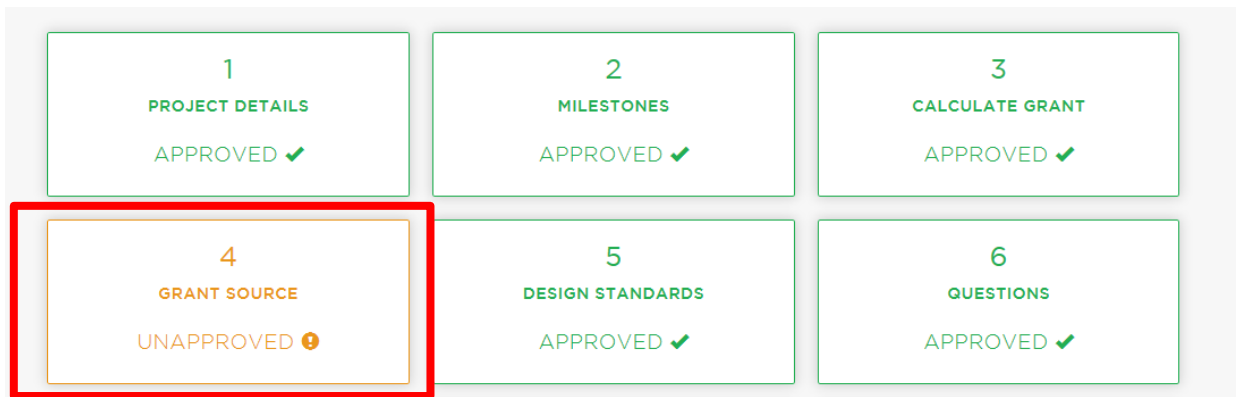
An interest amount may be added to the reclaim amount if deemed applicable. Your Area Manager will notify you of any interest to be charged in advance of generating the reclaim.

6.2 Create reclaim for RCGF/DPF drawdown

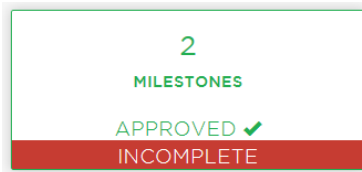
In instances where RCGF and/or DPF has been applied to a project, where a subsequent change means that a reduced amount of RCGF and/or DPF is being applied to the project going forward, a reclaim will be required on the project.

Please note, **you are not required to make an actual payment to the GLA for reclaimed RCGF and/or DPF unless it has been three years since the funds were generated and you do not have an approved rollover** (see the Recovery of Capital Grant General Determinations 2017 for more information). Instead you will be updating the record to reduce the amount of RCGF and/or DPF applied against this project.

Click on the “Grant Source” block in the project screen and amend the RCGF and/or DPF figure.



This will then change the “Milestone” block to “INCOMPLETE”.



Click on the “milestone” block and you will see red messaging detailing the amount to reclaim on you RCGF and/or DPF claims.

YOUR PROCESSING ROUTE IS
Land & Development

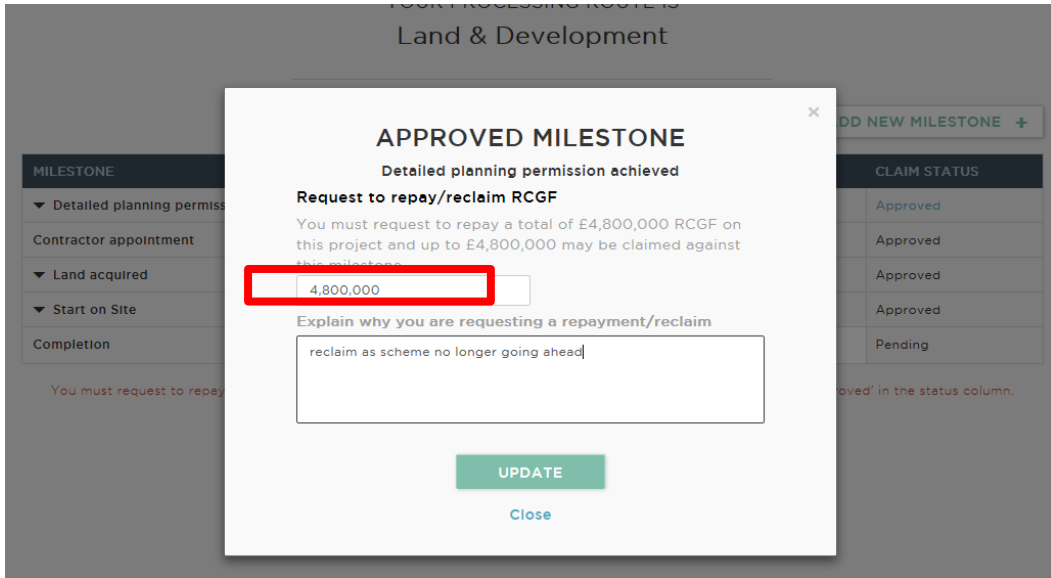
[ADD NEW MILESTONE +](#)

MILESTONE	DATE	GRANT %	CLAIM STATUS
▼ Detailed planning permission achieved	24 / 04 / 2015	N/A	Approved
Contractor appointment	27 / 07 / 2015	N/A	Approved
▼ Land acquired	09 / 01 / 2017	50	Approved
▼ Start on Site	09 / 01 / 2017	50	Approved
Completion	25 / 03 / 2019	0	Pending

You must request to repay £4,800,000 RCGF to continue with this project. You can repay milestones by selecting 'Approved' in the status column.

[SAVE](#)

Click on the highlighted “Approved” link and a pop up modal will appear. Enter the amount specified for reclaim and input some relevant comments. Press “Update”.



Submit back to the GLA by clicking on the “Request Approval” button.

After GLA approval, the RCGF and/or DPF amount applied to this project will be reduced. An approved RCGF/DPF reclaim record will also show in the Payments screen.