



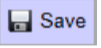
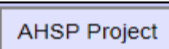

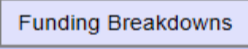
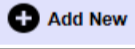
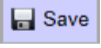
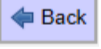
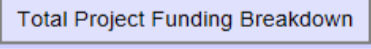
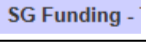
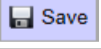
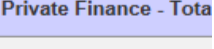


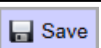
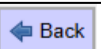
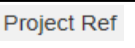


How to create a housing project on HARP with no units (eg,Housebuilding Infrastructure Loan Fund (HILF)

Please Note : At all times please only click once when selecting a command - the system doesn't like double clicks

General:SG Housing and Regeneration staff as well as applicant organisations with access to HARP are all able to create a project on HARP. Any new projects created should be agreed priority projects. The system should not be used to create projects which are unlikely to receive funding.

If at any time you have to come out of the system once the project has been set up, insert the reference number of the Project you previously created into the Quick Search field (at the top right hand corner of the screen) and click 'Quick Search'. This should return the record you require.

Step	User	Step Description	Input Field	Input Data
1		Log on to the system		
2		Select Project from the left hand Menu Bar		
3		Select All from Menu		
4		Select '+Add New' from Project List to display the Main Details screen		
5		Enter Project Information noting the mandatory fields marked with an asterisk *	Name* Status* Applicant* Local Authority* Local Authority Area* Grant provider* Programme*	Enter the Project Name Pre-populated If you are logging in as an Applicant this will be pre-populated Choose from the dropdown Choose one from the dropdown if listed Pre-populated once the Programme is chosen Choose the relevant Programme
6		Enter Postcode	Postcode	Enter the Postcode of the Project
7		Select Search Icon in blue box to get postcode look up tables		
8		Select Select Address from dropdown	Select Address	Enter the Address of the Project
9		Enter remaining Project Information noting the mandatory fields marked with an asterisk* Some fields will be mandatory dependent on the type of Programme chosen.	X Easting Y Northing Which SIMD deos your project relate to Geographical Code* Estimated Start Date* Actual Start Date Estimated Completion Date* Actual Completion Date Slippage - check box Third Party Agent Solicitor Quantity Surveyor	If relevant - Enter the information (between 0 and 500000) If relevant - Enter the information (between 500000 and 1300000) If relevant - Enter the information (link to SIMD provided) Choose from the dropdown Enter the est start date of the Project Not available for update Enter the est completion date of the Project Not available for update Dont check Leave Blank Leave Blank Leave Blank
10		Select Save		
11		Select AHSP Projects tab from top of screen		
12		Enter AHSP Project Information noting the mandatory fields marked with an asterisk*	Priority* Greener Standards - check box Est Approval Date* Actual Approval Date Three P Benchmark* SG Funding Year 1* SG Funding Year 2* SG Funding Year 3* SG Funding Year 4* SG Funding Year 5*	Enter a priority setting Tick or don't tick, where relevant Enter the est approval date of the Project Not available for update Enter the expected Three P Benchmark for your Project Enter the SG Funding Year 1 total Enter the SG Funding Year 2 total even if zero Enter the SG Funding Year 3 total even if zero Enter the SG Funding Year 4 total even if zero Enter the SG Funding Year 5 total even if zero
13		Select Save		
14		Select Funding Breakdowns from the top menu		
15		Select Add New		
16		Enter Funding Breakdown Details	Tenure Type* Provision* Client Type* Amount*	Choose from the dropdown Choose from the dropdown Choose from the dropdown Input the SG amount against this mix for units
17		Save Funding Breakdown		
18		Select Back		
19		Select Total Project Funding Breakdown		
20		Select SG Funding		
21		Enter SG Funding Details		
22		Select Save		
23		Select Private Finance or Other Contributions if relevant	 	
24		Select Add		
25		Enter Information	Type Amount	Select Type from the Dropdown Menu Enter Amount
26		Select Save		
27		Select Back		
28		Take a note of the Project Ref Number from the top of the screen for later on in the process		
29		Next Step is to follow How to create an Application process		