

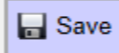
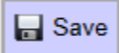
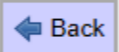
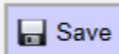
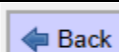



How to create an AHSP Acquisition application on HARP

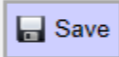
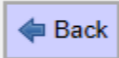
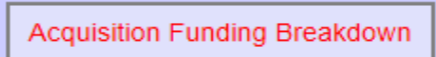

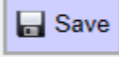
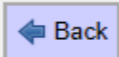
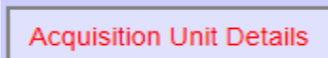
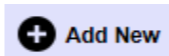
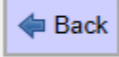

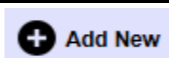
Please Note : At all times please only click once when selecting a command - the system doesn't like double clicks

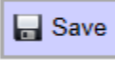
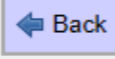
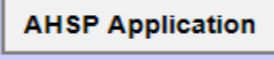
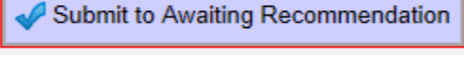
General: Applicant organisations with access to HARP are all able to create an Acquisition Application on HARP, these should be agreed with your local area team. The system should not be used to create Acquisition Applications which are unlikely to receive funding.

If at any time you have to come out of the system once you have started an Acquisition application you can save and exit the application. To find a draft application again, insert the reference number of the Project you have completed the application for 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. You should then Edit the Project and once in the record select the AHSP Applications tab which will return the applications list for editing. You can then pick your draft application and continue to complete it. No one outwith your organisation will be able to see the application while it is in a "draft" status.

Step	User	Step Description	Input Field	Input Data
1	Applicant Approver	Log on to the system		
2		Select Project from the left hand Menu Bar	Project	
3		Select All from the Menu		
4		Choose the Project you wish to make an Acquisition Application for and select Edit against the Project	Edit View	
5		Select AHSP Application Tab	AHSP Applications	
6		Select Add New		
7		Enter Main Details	Type*	Acquisition
8		Select Save		
9		Select Acquisition Summary Details tab	Acquisition Summary Details	
10		Enter the Acquisition information being aware of mandatory fields marked with an asterix*	Purchase Price Site Investigation Fees VAT Other	
11		Update the mandatory checkbox , and add any additional information in the comments box	I Confirm The Accuracy*	Check this box
12		Select Save		
13		Select Back		
14		Select Key Dates	Key Dates	
15		Enter Key Dates information being aware of mandatory fields marked with an asterix*. Some dates may be prepopulated from earlier input, ensure the dates reflect the latest information.	Estimated Date of Acquisition Grant Claim* Estimated Tender Application* Estimated Site Start* Estimated Completion*	Pre-populated from AHSP Project Estimated Approval Date Pre-populated from Project Estimated Start Date Pre-populated from Project Estimated Completion Date All items pre-populated can be updated / overridden
16		Select Save		
17		Select Back		

18	Select Certifications tab		
19	Enter Certification information being aware of mandatory fields marked with an asterix*	The proposed programme for acquisition and/or development of the site or buildings and the proposed housing and tenure mix are all compatible with the terms of Scottish Government's Programme Agreement issued by Housing.*	Drop down option for Yes or No
20		Please provide explanatory statement	You will have to provide an explanation if No to the above
21		We have conducted an appraisal of the site and are satisfied that we have sufficient information on which to judge the site's development potential for the above purpose*	Drop down option for Yes or No
22		Please provide explanatory statement	You will have to provide an explanation if No to the above
23		We are satisfied that the site, if purchased, can be developed cost effectively and our proposals for it will be developed with reference to current published grant subsidy targets. It is accepted that Scottish Government support for the project at this stage is conditional on the future detailed proposals being acceptable in relation to these targets. Accordingly, it is accepted that we may be required to repay any grant advanced, if the proposals exceed the agreed subsidy targets or are otherwise not approved by the Scottish Government*	Drop down option for Yes or No
24		Please provide explanatory statement	You will have to provide an explanation if No to the above
25		We will purchase the project site for a price not exceeding its current market value at the time of purchase, as determined by the District Valuer or other independent professional valuer. The proposed purchase price noted in this application has been compared with such an independent report and the valuation takes account of all known development or planning constraints. (If the purchase price detailed within this application is less than the full valuation please provide details. For projects involving existing buildings, separate valuations should be provided for each individual house/close where possible).	Drop down option for Yes or No
26		Please provide explanatory statement	You will have to provide an explanation if No to the above
27		Is the acquisition cost detailed within this submission less than the full valuation? (If the purchase price detailed within this application is less than the full valuation please provide details. For projects involving existing buildings, separate valuations should be provided for each individual house/close where possible)*	Drop down option for Yes or No
28		Please provide explanatory statement	You will have to provide an explanation if Yes to the above

29			We will instruct our solicitors to conclude the purchase of the site in accordance with the terms of the offer of grant issued by the Scottish Government in response to this Acquisition Grant Application. Immediately following settlement of the purchase transaction our Solicitors will complete the Confirmation of Acquisition Settlement information confirming to Scottish Government that all grant conditions have been met*	Drop down option for Yes or No
30			Please provide explanatory statement	You will have to provide an explanation if No to the above
31			We will comply with all relevant guidance in developing our proposal for the project*	Drop down option for Yes or No
32			Please provide explanatory statement	You will have to provide an explanation if No to the above
33		Select Save		
34		Select Back		
35		Select Total Application Funding Breakdown		
36		Select SG Funding		
37		Enter	The amount of grant required	
38		Select Save		
39		Select Back		
40		Select Unit Details tab		
41		Select Add New		
42		Enter Unit Information noting mandatory fields marked with * These will be pre-populated from the Project Unit Details if available. On approval of the application the Application Unit Details will update the Project Unit Details.	Unit Type* Intended Outcome* Tenure Type* Provision* Build Form* Client Type* Property Type* Property Sub Type* Number of Units* Number of Apartments* Number of Bedspaces*	Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Choose from the dropdown Enter the number of units Enter the number of apartments Enter the number of bedspaces
43		Select Save . Repeat Steps 41-43 for each type of unit breakdown.		
44		Select Back		
45		Select SG Funding tab		
46		Select Add New		

47		Enter	Tenure Type* Provision* Client Type* Special Needs Amount*	Choose from the dropdown Choose from the dropdown Choose from the dropdown This will be auto-checked dependent on the mix of above Input the SG amount against this mix for units
48		Select Save . Repeat Steps 50-52 for each tenure type requiring grant.		
49		Select Back .		
50		Once you are happy with the information in the Acquisition Application select the AHSP Application Tab		
51		Select Submit to Awaiting Recommendation		
52		Enter Comment	Comment	
53		Select Confirm		