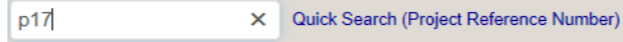

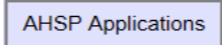

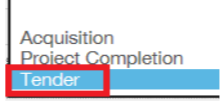
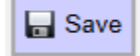
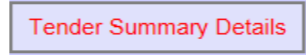
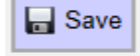
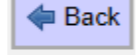

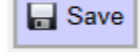
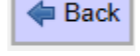
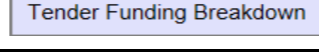



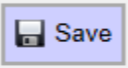
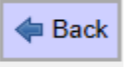


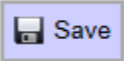


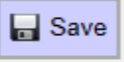
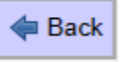
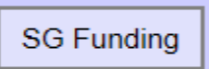
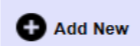
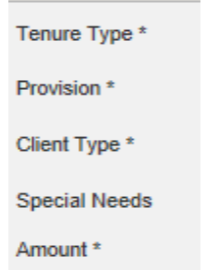
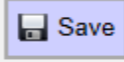
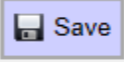
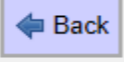
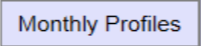

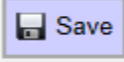
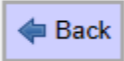

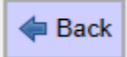
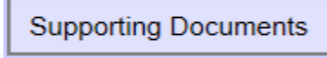
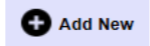
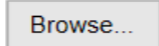
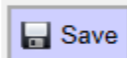
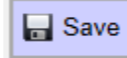
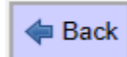


Submitting an AHSP Tender Application

Step	User	Step Description	Input Field	Example Input Data
1	Log in as an Applicant Inputter if you require an Internal Authorisation process within your organisation. If not then log in as an Applicant Approver	Log on to the system using your user name and password		
2		Enter the Project Reference Number for the project you require into the quick search field on the top right of the screen - using a "P" or "T" prefix depending on whether the project was created in HARP ("P") or our Previous TRS system ("T") and hit Quick Search		
3		Select Edit Project		
4		Select AHSP Applications Tab		
5		Select Add New		
6		Enter Type* of Application - Select Tender from the Drop down		
7		Select Save		
8		Select Tender Summary Details tab		
9		Enter Main Details information as requested	See Input for Tender tab in worksheet 2 of this spreadsheet - Section A	
10		Select Save Tender Application information		
11		Select Back		
12		Select Certifications tab		
13		Enter Certification information	See Input for Tender Tab in worksheet 2 of this spreadsheet - Section B	
14		Select Save Certification Information		
15		Select Back		
16		Select Tender Funding Breakdown tab		
17		Select the dropdown arrow against SG Funding		



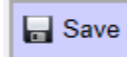
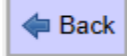
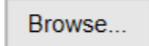
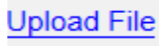
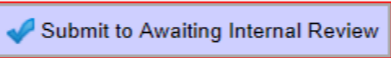
18		Enter the amount against the Programme shown. Value may have already been entered at a previous stage	Enter the numeric value overwriting the entry shown if incorrect	
19		Select the dropdown arrow against Private Finance	Private Finance - Total Funding (£400,000.00) 	
20		Value may have already been entered at a previous stage	Enter the numeric value overwriting the entry shown if incorrect	
21		If no values have been entered Select Add Private Finance Type	Add Private Finance Type	
22		Select from dropdown options	<ul style="list-style-type: none"> Building Society Housing Association Other Housing Association Own Resources Housing Association Private Finance Owner Occupier Costs 	
23		Enter value and then Select Add and repeat this for as many sources of Private Finance as are relevant	Add	
24		Select the dropdown arrow against Other Contributions	Other Contributions - Total Funding (£20,000.00) 	
25		Select from dropdown options	<ul style="list-style-type: none"> Council Tax 2nd Homes Health Board Local Authority Contribution Lottery Funding Other Other Public Subsidy Sport Scotland 	
26		Enter value and then Select Add and repeat this for as many sources of Other Contributions as are relevant	Add	
27		Once all funding sources have been input Select Save	 Save	
28		Select Back	 Back	
29		Select Tender Unit Details tab	Tender Unit Details	
30		Select Add New	 Add New	
31		Enter Unit Information for the following fields using the dropdown options for each field 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*	E.g. Rent or Sale E.g. Rent or Sale E.g. Housing Association Rent or Shared Equity E.g. General or Amenity E.g. New Build or Rehab E.g. General or Wheelchair Users E.g. House or Flat E.g. Cottage flat or Detached
32		Enter numeric values for the following fields	Number of Units Number of Apartments Number of Bedspaces Annual Rent Expected Sale Date Sales Value Percent Tranche Sold	Total number of units for the unit detail as outlined above Total number of apartments for the unit detail as outlined above Total number of bedspaces for the unit detail as outlined above Annual rental for the unit detail as outlined above (if applicable) If unit type is Sale then enter expected sales date Sales Value for the unit detail as outlined above (if applicable) % tranche sold for unit detail as outlined above (if applicable)
33		Select Save	 Save	

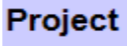
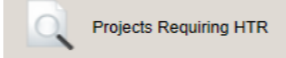


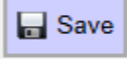
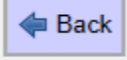
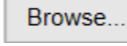

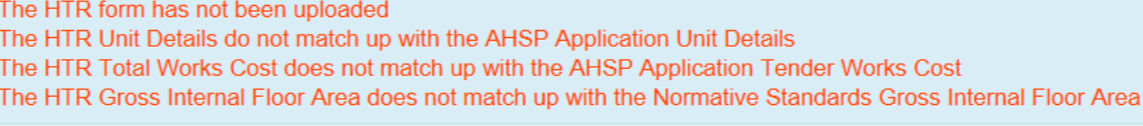


34		Repeat steps 30 to 33 for each combination of unit detail relevant to your application		
35		Once all Tender Unit Detail information has been input Select Save		
36		Select Tender Cost Breakdown		
37		Select Add New		
38		Enter Tender Cost Breakdown information	See Input for Tender Section C	
39		Select Save Cost Breakdown information		
40		Select Back		
41		Select SG Funding tab from the top area of the screen		
42		Select Add New		
43		Enter the relevant tenure, provision, client type and amount of SG funding in line with the previous Unit Details information for your application. The special needs checkbox will auto update dependent on the choices made in the dropdowns		
44		Select Save		
45		Repeat steps 42 to 44 for as many times as relevant to the application	Ensure that the unit numbers match those in Tender Unit Details and that the SG funding matches the total in Tender Funding Breakdown	
46		Select Save		
47		Select Back		
48		Select Monthly Profiles		
49		Select Add New		
50		Select the Financial year and Month from the dropdown list and input the relevant SG funding Amount		
51		Select Save		
52		Repeat Steps 49-51 for as many times as required ensuring that the full SG funding amount is profiled		
53		Once completed Select Back		

54	Select Normative Standards		
55	Enter Normative Standards information	See Input for Tender tab - Section D	
56	Select Save Normative Standards information		
57	Select Back		
58	If you have any Supporting Documents, such as site plans etc, you can upload these as follows		
59	Select Supporting Documents		
60	Select Add New		
61	Select Browse		
62	This will take you to your documents library and let you select a file to attach		
63	Once you have selected a file by single clicking to highlight select Open		
64	Select Save		
65	Repeat Steps 60 to 64 for as many documents as you require to upload		
66	Once completed Select Save		
67	Select Back		

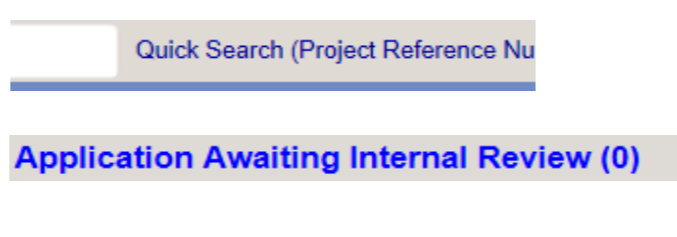
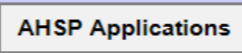
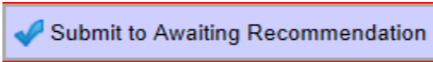
Unless you have indicated earlier in your tender application that a Housing Tender Return will not be able to be submitted, the only remaining information to be completed is the Housing Tender Return upload. This can either be completed by the Applicant or the Applicant's QS.

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To complete this as an applicant				
68	Log in as an Applicant Approver			
69	Select Housing Tender Return Form			
70	Input the Total Works Cost for the project - this will be validated against the values input to the Total Cost Breakdown for the project	Input numeric value		
71	Input the Gross Internal Floor area for the project - this will be validated against the Normative Standards information for the project	Input numeric value		
72	Select Add New in AHSP Application Tender HTR Unit Details			
73	Enter the Property Type for the project - select from dropdown list	Cottage Flat (4 in a block) Delete 4 Detached House End Terraced House Flat House Mid Terraced House Semi Detached House		
74	Enter the Provision Type for the project - select from dropdown list	Amenity General Provision Sheltered Supported Very Sheltered Wheelchair		
75	Input number of units and bedspaces relevant to that Property/Provison Type mix	Enter numeric value		
76	Select Save			
77	Repeat Steps 72 to 76 as many times as required			
78	Once all unit details have been completed and saved Select Back			
79	Select Browse			
80	This will take you to your documents library and let you select the HTR file to attach			
81	Once you have selected a file by single clicking to highlight select Open			
82	Now Select Upload File			
83	Assuming all data validates correctly you should see a message stating The HTR form has been successfully uploaded			
84	If the data does not validate correctly a warning message will appear indicating the areas where there is a mismatch to be corrected.	<div style="border: 1px solid #f00; padding: 5px; background-color: #e0f0ff;"> <p>The HTR form has not been uploaded</p> <p>The HTR Unit Details do not match up with the AHSP Application Unit Details</p> <p>The HTR Total Works Cost does not match up with the AHSP Application Tender Works Cost</p> <p>The HTR Gross Internal Floor Area does not match up with the Normative Standards Gross Internal Floor Area</p> </div>		
85	You will now be able to Submit the application to Awaiting Internal Review			




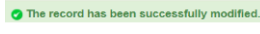












To complete this as a Quantity Surveyor				
86	Log in as a Quantity Surveyor Inputter	Log on to system		
87		Select Project from Left hand Menu		
88		Select Projects Requiring HTR		
89		Select Edit against the project for the relevant Tender Application		
90		Input the Total Works Cost for the project - this will be validated against the values input to the Total Cost Breakdown for the project	Input numeric value	
91		Input the Gross Internal Floor area for the project - this will be validated against the Normative Standards information for the project	Input numeric value	
92		Select Add New in AHSP Application Tender HTR Unit Details		
93		Enter the Property Type for the project - select from dropdown list	Cottage Flat (4 in a block) Delete 4 Detached House End Terraced House Flat House Mid Terraced House Semi Detached House	
94		Enter the Provision Type for the project - select from dropdown list	Amenity General Provision Sheltered Supported Very Sheltered Wheelchair	
95		Input number of units and bedspaces relevant to that Property/Provison Type mix	Enter numeric value	
96		Select Save		
97		Repeat Steps 72 to 76 as many times as required		
98		Once all unit details have been completed and saved Select Back		
99		Select Browse		
100		This will take you to your documents library and let you select the HTR file to attach		
101		Once you have selected a file by single clicking to highlight select Open		
102		Now Select Upload File		
103		Assuming all data validates correctly you should see a message stating The HTR form has been successfully uploaded		
104		If the data does not validate correctly a warning message will appear indicating the areas where there is a mismatch to be corrected.		
105		Once completed Select Save and Back	 	

To Submit the Tender Application to Awaiting Recommendation

106	Log in as an Applicant Approver	You can retrieve the Tender Application in 2 ways - either Enter your Project Reference Number into the quick search field on the top right of the screen or select the worklist item from the Items requiring your attention box - Application Awaiting Internal Review if you have drafted as an Applicant Inputter	 <p>Quick Search (Project Reference Nu</p> <p>Application Awaiting Internal Review (0)</p>
107		Select Edit Project or Application	Edit
108		Select AHSP Applications Tab	
109		Select Edit against the tender application created earlier and check all of the information in the tabs for accuracy	Edit
110		If content that the tender application is correct Select Submit to Awaiting Recommendation	
111		Enter Awaiting Recommendation Comment	Enter relevant text
112		Select Confirm	Confirm
The tender application will now be passed to Scottish Government local area colleagues for appraisal			

TENDER APPLICATION DATA INPUT

Section A - Tender	
All Fields marked with an asterisk are mandatory	
Enter Benchmark Code Type from dropdown list	City and Urban Other Rural West Highland, Islands, remote and/or rural Argyll
Number of Units	Pre-populated based on information provided
Name of Contractor	
Does the Project Meet any Wider Benefits?	Checkbox
Please describe	E.g. Greener homes, apprenticeships
Acquisition Costs	Once the Cost Breakdown information is completed these fields will auto populate - see Step 38 of previous tab - Creating a Tender Application
Works Costs Only	
Fees including VAT on Fees	
Other Costs	
Scottish Government Grant Required	Auto populated from SG Funding contained within Total Project Funding Breakdown
I confirm the accuracy	Check this box to indicate agreement that the information is accurate
Additional Information	Fill in if required
Tender Certification - Section B	
All Fields marked with an asterisk are mandatory	
The proposed programme for acquisition and 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* - select from dropdown list	Yes No n/a
Please provide explanatory statement	Fill in as required
Has local community had opportunities to have a say in planning for the development* - select from dropdown list	Yes No n/a
Please briefly explain how they were able to do so.	E.g. Leaflet Campaign, Public meetings
A Housing Tender Return is included as a requirement of this application* - select from dropdown list	Yes No n/a
If not attached please explain why	Comment as required
Once you have completed all required data on this page Select Next	
Has the site/property been formally acquired? - select from dropdown list	Yes No n/a
Has confirmation of acquisition settlement screen been completed? - select from dropdown list	Yes No n/a
Confirm actual date site acquired - use calendar to select date if appropriate	
Provide details of the stage reached in negotiations.	e.g. Formal negotiations in progress
Estimated settlement date - use calendar to select date if appropriate	
Has an A4 project location plan been attached? - select from dropdown list	Yes No n/a
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 purpose above - select from dropdown list	Yes No n/a
We are satisfied that the site can be developed cost effectively and our proposal(s) 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 it 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- select from dropdown list	Yes No n/a
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 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). - select from dropdown list	Yes No n/a
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 response to this Tender Application. Immediately following settlement of the purchase transaction our Solicitors will complete the Scottish Government Confirmation of Acquisition Settlement information confirming all grant conditions have been met. - select from dropdown list	Yes No n/a
We will comply with all relevant guidance in developing our proposal for the project. - select from dropdown list	Yes No n/a
If all information completed Select Next from bottom right hand corner of screen	
We have complied with all relevant guidance published by the Scottish Government in developing its proposals, including all guidance relating to the procurement of building works and professional services which can be accessed through the Scottish Government website at: http://www.scotland.gov.uk/Topics/Built-Environment/Housing/investment/procurement - select from dropdown list	Yes No n/a
Where value based selection of contractors is utilised, involving balancing quality and price, and best value can be demonstrated through it's use, the contractor named in this application has achieved the highest combined quality and price score representing best value.- select from dropdown list	Yes No n/a
Where the project involves competitive tendering, the contractor named in this application has submitted the lowest tender and this complies with current Official Journal of European Union (OJEU) Rules - select from dropdown list	Yes No n/a
Which procurement applies to the project - select from dropdown list	
We have appointed an Employer's Agent or Quantity Surveyor - select from dropdown list	Yes No n/a
This project will promote opportunities to provide local community benefit and/or deliver added value - select from dropdown list	Yes No n/a
Please provide evidence of community benefit clauses which are being used in the procurement process	Choose any from the Available Values and Add Selected
Please provide explanatory statement	Enter text to describe
Once you have completed all required data on this page Select Next	
All necessary statutory and other approvals or consents required for the project (including, but not limited to, full planning consent and building warrant) have been obtained prior to a building contract being entered into. The works will be carried out in full compliance with the conditions of these consents.- select from dropdown list	Yes No n/a
If no Planning Permission is in place, is the site zoned for housing in the current development plan? - select from dropdown list	Yes No n/a
Please provide explanatory statement	Enter text to describe
Once you have completed all required data on this page Select Next	
Does the development meet current Building Regulations in respect of both Carbon Dioxide Emissions and Energy for Space Heating to qualify for agreed additional subsidy? - select from dropdown list	Yes No n/a
Which level will be achieved? - select from dropdown list	
Has the Project received any previous Scottish Government Grant? - select from dropdown list	Yes No
Grant Type - select from dropdown list	
Year of Payment - select from dropdown only if answered Yes to step 52	
Actual Amount Drawn	Enter amount if applicable
Explanation	Enter if applicable
We have obtained confirmation of all funding required for the project (eg private finance, any improvement/repair grants required, any revenue funding required, and any contributions from Scottish Water or other Public bodies), or will obtain such confirmation before entering into a building contract for the project. - select from dropdown list	Yes No n/a
Once you have completed all required data on this page Select Next	
Having assessed the scope for reducing costs and for applying private finance the project cannot be delivered for less subsidy than now requested and as part of this assessment consideration has been given to compliance with European Union State Aid rules. - select from dropdown list	Yes No n/a
Once you have completed all required data on this page Select Next	
Our proposals have been designed and specified to achieve the following lifespan allowing for planned major repairs and renewal of building components	Enter numeric value of years
The development design reflects the principles in the Scottish Government's place-making documents: Designing Places as well as Designing Streets. These can be accessed at the link below. - select from dropdown list	Yes No n/a
The units will be designed to meet all current applicable Building Regulations and will include all Housing for Varying Needs (HfVN) Essential Features. - select from dropdown list	Yes No n/a
If units cannot meet Housing for Varying Needs (HfVN) essential features or current energy efficiency standards, please state reasons for this.	Enter text as applicable.

Will other quality standards be specified and apply to the units provided? - select from dropdown list	Yes No n/a
Please specify what other standards and level(s) will apply eg (Ecohomes rating level) Once you have completed all required data on this page Select Next	Enter text as applicable. 
We have completed purchase of the project site and/or all existing properties proposed for acquisition and have secured all rights of access required to carry out the works. - select from dropdown list	Yes No n/a
Alternatively, we have entered into a licence agreement with another party to develop the land or another agreement - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Does the site have any planning obligations such as Affordable Housing Policy requirements, Section 75 etc? - select from dropdown list and provide explanatory statement as required.	Yes No n/a
We will ensure (i) adequate supervision of the works, and (ii) that Scottish Government Housing Supply Division is given reasonable access to the site during construction or improvement works if required. - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Once you have completed all required data on this page Select Next	
(For social rent) - The proposed new units will be managed under Scottish Secured Tenancies (SST). - select from dropdown list and provide explanatory statement as required.	Yes No n/a
(For social rent) - Rent levels are in line with our own rental policy projected annually to the estimated date of practical completion of the whole project. - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Is the current applicable 3P social rent benchmark exceeded by more than 5%? - select from dropdown list and provide explanatory statement as required.	Yes No n/a
(For mid market rent) - rent levels are affordable for households from the proposed target tenant group. - select from dropdown list and provide explanatory statement as required.	Yes No n/a
For Low Cost Home Ownership (LCHO) Shared Ownership - Is the housing will be affordable, given local market conditions, to households on low to moderate incomes? - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Does the Project include work to existing buildings? - select from dropdown list	Yes No n/a
Do the proposals take account of the needs of any tenants and/or owners affected by the project and have other owners been fully consulted regarding their participation on the basis of the proposed improvement/repair costs, with all common costs apportioned in accordance with the title conditions for the building? - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Are decant properties required? - select from dropdown list	Yes No n/a
Have sufficient decant properties been made available to allow improvement or demolition works to be carried out in accordance with the proposed programme? - select from dropdown list and provide explanatory statement as required.	Yes No n/a
Once completed Select Save	
Near the top of the page the following message will be displayed	
Revert to first tab of this spreadsheet - step 15	
Tender Cost Breakdown - Section C	
You will need to have the cost information broken down by each of the tenure/provision combinations and broken down by the elements as outlined in Type - select from dropdown list	Acquisition Works Only Cost Fees (including VAT) Other
Tenure Type - select from dropdown list	Charitable Bond Registration Fees Council House Rent Council House Shared Equity Deposit Demolition Empty Homes Loan Fund Housing Infrastructure Loan Fund Housing Association Mid Market Rent Housing Association Shared Equity Housing Association Shared Ownership Improvement & Repair Grants for Owner Occupiers Mortgage Repairs
Provision Type - select from dropdown list	Amenity Council Housing Sheltered Supported Very Sheltered Wheelchair
Client Type - select from dropdown list	Care Leavers Dementia Domestic Abuse Ethnic Minorities General Homeless Key Workers Learning Disabilities Mental Health Older People Single Persons Veterans Wheelchair Users
Amount - enter numeric value Select Save then Select Add New and repeat for as many combinations of information that you have	 
Select Save	
Revert to first tab of this spreadsheet and step 20	
Normative Standards- Section D	
Dwellings in general (excluding dwellings specifically for older ambulant or wheelchair users) - All basic requirements met	Enter numeric value of units
Dwellings in general (excluding dwellings specifically for older ambulant or wheelchair users) - All basic requirements not met	Enter numeric value of units
Dwellings for older/ambulant disabled - All basic requirements met	Enter numeric value of units
Dwellings for older/ambulant disabled - All basic requirements not met	Enter numeric value of units
Dwellings for wheelchair users - All basic requirements met	Enter numeric value of units
Dwellings for wheelchair users - All basic requirements not met	Enter numeric value of units
Once completed select Next and enter relevant values for the following sections - insert zero where not applicable	
Shared housing in general (excluding shared housing for older/disabled people) (bedspaces) - All basic requirements met	Enter numeric value of units
Shared housing in general (excluding shared housing for older/disabled people) (bedspaces) - All basic requirements not met	Enter numeric value of units
Shared housing for older/disabled people (bedspaces) - All basic requirements met	Enter numeric value of units
Shared housing for older/disabled people (bedspaces) - All basic requirements not met	Enter numeric value of units
Group Home (bedspaces) - All basic requirements met	Enter numeric value of units
Group Home (bedspaces) - All basic requirements not met	Enter numeric value of units
Once completed select Next and enter relevant values for the following sections - insert zero where not applicable	
Net internal floor area of the project (m ²) - Mainstream	Enter numeric value of m ²
Net internal floor area of the project (m ²) - Particular Needs	Enter numeric value of m ²
Gross internal floor area of the project (m ²) - Mainstream	Enter numeric value of m ²
Gross internal floor area of the project (m ²) - Particular Needs	Enter numeric value of m ²
Once completed select Next	
Does the RSL have a Sustainability Policy in place - Select from dropdown list	Yes No
Does this project comply with that policy - Select from dropdown list	Yes No
Once completed select Next and enter relevant numeric values for the following sections - insert zero where not applicable	
State the average SAP ¹ rating for all dwellings - New Build	Enter numeric value
State the average SAP ¹ rating for all dwellings - Rehab	Enter numeric value
Once completed select Next	
Does the project building standards meet Section 7, Silver Level, of the 2011 Building Regulations in respect of both Carbon Dioxide Emissions and Energy for Space Heating. - Select from dropdown list	Yes No
Once completed select Next	
State average space and water heating costs for all dwellings - New Build	Enter numeric value
State average space and water heating costs for all dwellings - Rehab	Enter numeric value
Once completed select Next	
State average CO ₂ emissions for all dwellings - New Build	Enter numeric value
State average CO ₂ emissions for all dwellings - Rehab	Enter numeric value
Once completed select Next	
Is the project intended to be accredited as 'Secured by Design' by the Police Authority? - please select from dropdown	Yes No
Please give reasons if not Once completed select Next	Enter text as required 
State the number of new build units that are being developed on Brownfield land - Flats	Enter numeric value or zero if not applicable
State the number of new build units that are being developed on Brownfield land - Houses	Enter numeric value or zero if not applicable
State the number of new build units that are being developed on Greenfield land - Flats	Enter numeric value or zero if not applicable
State the number of new build units that are being developed on Greenfield land - Houses	Enter numeric value or zero if not applicable
Once completed Select Save	
Refer back to first tab of this spreadsheet - step 36	