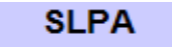


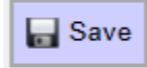
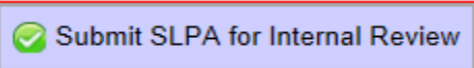



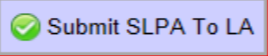

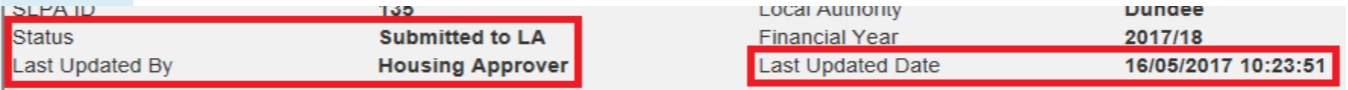


How to Create, Approve and Accept a Strategic Local Programme Agreement (SLPA)

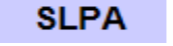
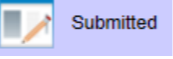






It will be the responsibility of the local SG area team to create the SLPA for acceptance by the relevant local authority

Step	User	Step Description	Input Field	Input Data
How to create a SLPA and send for internal review				
1	Housing Endorser	Log on to the system		
2		Select SLPA button from the left hand menu bar		
3		Select Draft SLPAs		
4		Select Add New		
5		Add in SLPA main details	Local Authority* Financial Year*	Select the Local Authority from the Dropdown Menu the First Year of the SLPA This is
6		Select Save		
7		Select Project from ' Not included AHSP Projects ' List for inclusion in the SLPA		
8		Select Include in SLPA	Edit Project View Project Include in SLPA	
9		Check the SLPA to ensure correct Projects added and Exclude any that are incorrectly included	Edit Project View Project Exclude	
10		Select Submit SLPA for Internal Review		
11		Enter SLPA Comment	Comment	e.g Please review SLPA
12		Select confirm		
13		You can now see the SLPA Status, Last Updated By and Last Updated Date on Header Bar reflect the changes made	 <p>SLPA ID 133 Status Awaiting Internal Review Last Updated By Housing Endorser Last Updated Date 23/03/2017 15:02:02</p>	

How to approve a SLPA and send to the Local Authority for Acceptance

1	Housing Approver	Log on to the system														
2		Select SLPA Awaiting Internal Review from the Items requiring your attention dashboard		SLPA Awaiting Internal Review (1)												
3		Select Edit or View next to the SLPA														
4		Check SLPA details														
5		If correct, select Submit SLPA to LA														
6		Enter SLPA Comment	Comment	e.g Please review SLPA												
7		Select confirm														
8		You can now see the SLPA Status, Last Updated by and Last Updated date on Header Bar reflect the changes made	 <table border="1"> <tr> <td>SLPA ID</td> <td>133</td> <td>Local Authority</td> <td>Dundee</td> </tr> <tr> <td>Status</td> <td>Submitted to LA</td> <td>Financial Year</td> <td>2017/18</td> </tr> <tr> <td>Last Updated By</td> <td>Housing Approver</td> <td>Last Updated Date</td> <td>16/05/2017 10:23:51</td> </tr> </table>		SLPA ID	133	Local Authority	Dundee	Status	Submitted to LA	Financial Year	2017/18	Last Updated By	Housing Approver	Last Updated Date	16/05/2017 10:23:51
SLPA ID	133	Local Authority	Dundee													
Status	Submitted to LA	Financial Year	2017/18													
Last Updated By	Housing Approver	Last Updated Date	16/05/2017 10:23:51													

How to review and accept a SLPA

1	Local Authority Approver	Log on to the system														
2		EITHER Select SLPA button from the left hand menu bar														
3		Select Submitted SLPAs														
4		Select View Details for SLPA as above														
5		OR Select SLPA Submitted from the Items requiring your attention dashboard	 <p>Items requiring your attention</p> <ul style="list-style-type: none"> AHSP Application Approved (0) AHSP Application Awaiting Internal Review (0) Application Awaiting Internal Review (0) Programme Agreement - LA Awaiting Acceptance (0) Project Funding Offers (8) Project Monitoring (31) SLPA - Submitted (1) 													
6		And then select Edit from the SLPA - Submitted worklist														
7		Check SLPA details														
8		If Acceptable Select Accept SLPA or if not acceptable select Reject SLPA														
9		Enter SLPA Comment	Comment	e.g SLPA is acceptable or reason for it not being acceptable												
10		Select confirm														
11		You will now see that the Status, Last Updated by and Last Updated Date reflect the changes made	 <table border="1"> <tr> <td>SLPA ID</td> <td>133</td> <td>Local Authority</td> <td>Aberdeen</td> </tr> <tr> <td>Status</td> <td>Live</td> <td>Financial Year</td> <td>2018/19</td> </tr> <tr> <td>Last Updated By</td> <td>Local Authority Approver - Aberdeen</td> <td>Last Updated Date</td> <td>23/03/2017 15:53:32</td> </tr> </table>		SLPA ID	133	Local Authority	Aberdeen	Status	Live	Financial Year	2018/19	Last Updated By	Local Authority Approver - Aberdeen	Last Updated Date	23/03/2017 15:53:32
SLPA ID	133	Local Authority	Aberdeen													
Status	Live	Financial Year	2018/19													
Last Updated By	Local Authority Approver - Aberdeen	Last Updated Date	23/03/2017 15:53:32													