

## Information about Housing and Regeneration Programmes System (HARP)

### What is HARP?

Housing and Regeneration Programmes (HARP) is a web-based system to store consistent and accurate information about our housing programmes.

### When will it be released?

We are in the business transition and familiarisation phase and the system will be launched, taking into account the impact on business cycles and the readiness of staff and stakeholders.

Before launch we will release a test version of the system to allow future users to familiarise themselves with HARP.

### Where do I get application support?

Support will be available through the [Business Champion/Super User Support Forum](#)

### Where can I get training?

Training and help documents are linked from this factsheet and you can read commonly-asked answers below. The documents are in pdf format but may require the zoom facility to be used in some cases to view the instructions fully. These help files can also be accessed from the Help Documents area once logged into HARP.

### How do I create:

- an [Affordable Housing Supply Programme \(AHSP\) project?](#)
- a [Strategic Housing Investment Plan \(SHIP\)?](#)
- a [Strategic Local Programme Agreement \(SLPA\)?](#)
- a [Programme Agreement?](#)
- an [AHSP Acquisition application?](#)
- an [AHSP Tender Application](#) ?
- an [appraisal and funding offer?](#)
- a [Housing Project with no units](#) e.g. Housebuilding Infrastructure Loan Fund?

### How do I submit and approve

- [a payment?](#)
- [a receipt?](#)

### What are the [Regeneration processes?](#)

(including creation, application, appraisal and finance)

What is the [Adaptations process](#)?

How do I use [HARP standard reports](#)?

How can I keep up to date with progress?

We will update this factsheet and continue to issue newsletters and our staff will ensure that their partner stakeholders are kept updated with any progress through their regular liaison meetings and correspondence.

- [Bulletin 23: March 2017](#)
- [Bulletin 22: October 2016](#)
- [Older newsletters](#)

## Project

**Q. We entered a different amount for the Grant Planning Target (GPT) and the Funding Offer Amount and no warning message appeared on HARP?**

A. For projects other than Adaptations, the GPT and Funding Offer will sometimes be different as the GPT is the annual budgeting figure and the funding offer is for the full project lifespan. Unfortunately, if we were to put in a warning message here this would no doubt would come up quite a lot for other projects, not Adaptations, which may be cumbersome for users.

**Q. Does the system auto select the appropriate SIMD % classification depending on the Local Authority Area that's selected? This would be very helpful to avoid user input error or inconsistencies.**

A. No there is no interface with the SIMD website but there is a link to the webpage that tells you how to identify which SIMD category is relevant for your project.

**Q. What is the Address Field in Project Main Details used for?**

A. This is the address of project, not the address of the Applicant

**Q. What do the X Easting and Y Northings mean on Project Main Detail?**

A. These fields allow the centre co-ordinate point of a multi-postcode housing development to be determined and also allow geographic co-ordinates of a development which as yet does not have a postcode to be recorded.

**Q. What does the Slippage checkbox in Project Main Details refer to?**

A. This is used for Strategic Local Programme Agreements where the project is to be included in the slippage programme – i.e. should an agreed priority become undeliverable then an agreed slippage project can be brought in.

## Finance

**Q Payment Claims are showing up on the Finance worklist 'Awaiting Finance – Funding Stream Missing', why is that?**

A A Budget for the current Financial Year and with relevant Programmes assigned to it must be in place before a Payment Claim can be made. All payment codes are located at the Budget and therefore this element drives where to direct the Payment Claim to. If this is not in place then this will be flagged through this worklist.

**Q. As a Housing or Regeneration Finance Approver I have submitted a Payment Claim for Internal Review but can't internally approve this?**

A. The segregation of duties dictates that you can't authorise the claim you input yourself. This Payment Claim would have to be authorised by another Finance Approver.

### **Search Function**

**Q. The quick search facility didn't work when trying to look for applications etc.?**

A. The quick search can only be applied to the Project number, prefixed with a T for projects from our legacy system, S for OMSE and Help to Buy or P for new HARP projects. We will be looking at developing this further in the future – the actual search facility provides the ability to build up searches within the system

**Q. Can I only enter a date in the Search function Date box next to the Value field?**

A. No, this is a free text box too so you can add in other values. You need to click the Add button before you can run the search.

### **System**

**Q. It would be very helpful if when inputting figures you could include a comma separator e.g. 20,000 and NOT 20000 (the comma separator is not a recognisable value in HARP at the moment).**

A. Unfortunately HARP can't include commas but once a figure or amount is saved a comma separator is inserted.

**Q. What is the maximum amount of words for any of the comment boxes?**

A. The maximum word count varies but we would ask that where boxes comment are used that the information is kept to a minimum. If more information than this is required then we suggest that the Supporting Document function within the Project or Application be used.

**Q. Can individual attachments be deleted before submission if they've been attached in error?**

A. Yes, Supporting Documents can be deleted until the submission has been approved.

**Q. What are the worklists down the left hand side menu?**

A. These are the sub headings under each menu item. These relate to worklists which help users see what is requiring their action or the status of certain processes such as SHIPs.

**Q. The Project List page is running off the screen but I have no scroll bar to be able to move across the page. How do I see all of the columns that are available?**

A. By clicking in a list and then using the arrow keys on your keyboard the users will then be able to scroll across to the edge of the screen and back.

**Q. Why won't the system allow me to upload a .gif or .tif file?**

A. The system does not permit files of type .gif or .tif to be uploaded. However the system does accept pdf and standard Microsoft type files. Users are asked that they scan in acceptable formats when uploading documents.

### **Regeneration specific**

**Q. The list of eligibility questions doesn't fully reflect the current People and Communities Fund pre-application eligibility checklist?**

A. The Stage 1 process is being carried out via an off-HARP system. Please contact your local regeneration contact for more details.

For further assistance, access [system hints and tips for general navigation/usability](#)