


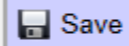
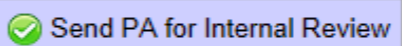

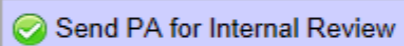
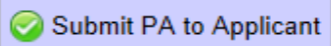
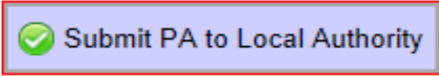
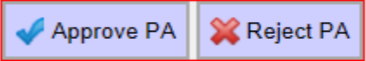


## How to Create a Programme Agreement

Step	User	Step Description	
1	Log in as a Housing Inputter, Endorser or Approver	Log on to system	
2		Select <b>Programme Agreement</b> button from menu bar	<b>Programme Agreement</b>
3		Select <b>either LA Draft or Applicant Draft</b> under Programme Agreement dropdown on menu bar depending on who you are creating a programme agreement for	 Applicant Draft  LA Draft
4		Select <b>Add New</b>	
5		Enter Programme Agreement Details For either the <b>Local Authority</b> or <b>Applicant</b> Select from the <b>dropdown list</b> and select the <b>Financial Year</b> from the <b>dropdown list</b>	
6		Select <b>Save</b>	
7		From the Sections headed <b>SLPA Projects not Included</b> and <b>All Other Projects Not Included</b> Select <b>Include in PA</b> against Projects you wish to include in the Programme Agreement. You can also edit or view the project if you wish to check or amend the project detail	<a href="#">Edit Project</a> <a href="#">View Project</a> <a href="#">Include in PA</a>
8	If you are logged in as an Inputter	Select <b>Send PA for Internal Review</b>	
9		Enter Programme Agreement comment	For example <b>Please review</b>
10		Select <b>Confirm</b> - the programme agreement now passes to the Housing Endorsers/Approvers	
11	If you are logged in as an Endorser or Approver and have created the programme agreement yourself	You have the option to either <b>Send the Programme Agreement for Internal Review</b> or <b>Submit the Programme Agreement to the Applicant or Local Authority</b>	 
12		If you Select <b>Submit PA to Applicant</b> this passes the Programme Agreement back to the applicant for acceptance	
13		If you Select <b>Send the Programme Agreement for Internal Review</b> this passes the Programme Agreement to another Approver or Endorser for approval and issue	
14	If you are a Housing Approver and the Programme Agreement has been created by the Inputter or Endorser and passed to you for Internal Review	Either - Select <b>Programme Agreement</b> button from menu bar and then select either <b>Applicant Awaiting Review</b> or <b>LA Awaiting Review</b>	<b>Programme Agreement</b>

15		Or - From the <b>Items Requiring Your Attention</b> select either <b>Programme Agreement - Applicant Awaiting Review</b> or <b>Programme Agreement - LA Awaiting Review</b>	<b>Items requiring your attention</b> AHSP Application Awaiting Approval (2) Application Awaiting Approval (0) Finance GPT Exceeded Payment Claims (9) Programme Agreement - LA Awaiting Review (2) Programme Agreement - Applicant Awaiting Review (2)
16		Select <b>Edit</b> or <b>View</b> for Programme Agreement you wish to approve	<a href="#">Edit</a> <a href="#">View</a>
17		Once you have checked the detail of the projects included in the preprogramme agreement and are content Select <b>Submit PA to Local Authority or Applicant</b>	
18		Enter comment	For example <b>Please accept PA</b>
19		Select <b>Confirm</b>	<a href="#">Confirm</a>
<b>How to Review and Accept a Programme Agreement</b>			
20	Log in as either a LA Approver or Applicant Approver	Log in	
21		Select either <b>Programme Agreement - LA Awaiting Acceptance</b> or <b>Programmer Agreement - Applicant Awaiting Acceptance</b> from the dashboard 'Items requiring your attention'	<b>Items requiring your attention</b> AHSP Application Approved (43) AHSP Application Awaiting Internal Review (0) Application Awaiting Internal Review (0) <b>Programme Agreement - Applicant Awaiting Acceptance (0)</b> Project Funding Offers (11) Project Monitoring (60)
22		Select <b>Edit</b> for Programme Agreement input previously	<a href="#">Edit</a>
23		Select <b>Approve PA</b> or <b>Reject PA</b>	
24		Enter Comment	For example <b>PA is acceptable</b> or <b>PA is unacceptable as project X missing</b>
25		Select <b>confirm</b>	<a href="#">Confirm</a>