

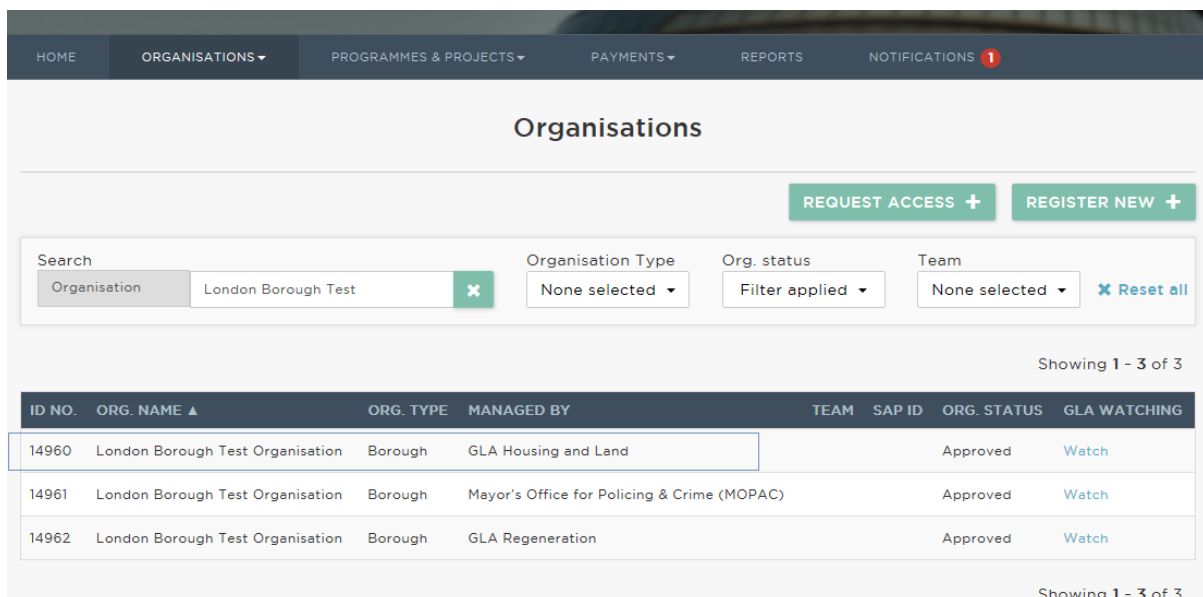
Homebuilding capacity fund – Guidance for submitting proposals in Open Project System

Background

This guidance note is designed to help councils submit proposals for revenue funding as part of the Homebuilding Capacity Fund using the GLA's Open Project System (OPS).

Registering your organisation on OPS

Councils should apply using the organisation profile they created for 'GLA Housing & Land'. If you do not have access to this profile, please contact your organisation admin. They will provide you with the registration key which you will need to request access. They will also approve your request and assign you a role.



The screenshot shows the 'Organisations' page in the OPS system. The navigation bar includes HOME, ORGANISATIONS, PROGRAMMES & PROJECTS, PAYMENTS, REPORTS, and NOTIFICATIONS (with a red '1' badge). The page title is 'Organisations'. There are two buttons: 'REQUEST ACCESS +' and 'REGISTER NEW +'. A search bar contains 'London Borough Test' with a green 'x' icon. Below the search bar are filters for 'Organisation Type' (None selected), 'Org. status' (Filter applied), and 'Team' (None selected), along with a 'Reset all' link. The table below shows three organisations:

ID NO.	ORG. NAME ▲	ORG. TYPE	MANAGED BY	TEAM	SAP ID	ORG. STATUS	GLA WATCHING
14960	London Borough Test Organisation	Borough	GLA Housing and Land			Approved	Watch
14961	London Borough Test Organisation	Borough	Mayor's Office for Policing & Crime (MOPAC)			Approved	Watch
14962	London Borough Test Organisation	Borough	GLA Regeneration			Approved	Watch

Showing 1 - 3 of 3

If your council has not yet registered with GLA Housing & Land, guidance on how to register your organisation is available here:

https://www.london.gov.uk/sites/default/files/gla-ops_user_guide_1_register_0.pdf

If you are unsure if your organisation is registered or who your organisation admin is, please contact your GLA Area Manager.

Bidding process

Each council may submit up to five separate proposals. Following assessment of bids, the GLA may decide to fund only one or more of each council's proposals, rather than all the proposals that form part of a bid. Therefore, proposals should not be dependent on one another.

Total grant funding across these five proposals must not exceed £750,000. In addition, councils may submit joint proposals. Joint proposals do not count towards each council's

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five-proposal limit or the £750,000 cap. Only the council that will act as the single lead accountable body should submit the joint proposal in OPS.

Further information about the bidding process and the four funding priorities this programme is supporting are included in the funding prospectus:

https://www.london.gov.uk/sites/default/files/homebuilding_capacity_fund_prospectus_final.pdf

Create a new proposal

- Log on to OPS
- Click “Programmes & Projects” > “Projects”
- Click “Create new”
- From the “Select a programme for the project” drop-down list, click “Homebuilding capacity fund”
- In the “project title” box, enter the name of the proposal
- From the “Select the type of project you want to create”, click “Homebuilding capacity fund”
- Click “Save”

Enter project details

Select a programme for the project

Housebuilding capacity fund ▼

Which organisation are you creating the project for?

GLA Housing and Land ▼

Project title

Test proposal

Select the type of project you want to create

Homebuilding capacity fund ▼

SAVE

[Cancel](#)

Enter and submit information about the proposal

- There are eight blocks to complete:

[< BACK](#) PROJECT MENU ☰

Test proposal

Status: Draft Project ID: P13981

Please complete each section and then submit.


<p>1</p> <p>PROPOSAL DETAILS</p> <p>INCOMPLETE ⚠</p>	<p>2</p> <p>PROPOSAL TYPE</p> <p>INCOMPLETE ⚠</p>	<p>3</p> <p>STRATEGIC FIT</p> <p>INCOMPLETE ⚠</p>
<p>4</p> <p>VALUE FOR MONEY</p> <p>INCOMPLETE ⚠</p>	<p>5</p> <p>MILESTONES</p> <p>INCOMPLETE ⚠</p>	<p>6</p> <p>BUDGET</p> <p>INCOMPLETE ⚠</p>
<p>7</p> <p>DELIVERABILITY</p> <p>INCOMPLETE ⚠</p>	<p>8</p> <p>RISKS AND ISSUES</p> <p>INCOMPLETE ⚠</p>	

Project History ▼

Block 1 – Proposal Details

- Click on the “Proposal Details” block
- Click “Edit”
- Enter a short description about the proposal
- Click “Stop editing”

Enter project details

EDIT 

Project ID: **P13973**

Project title
Test proposal

Bidding Arrangement
GLA Housing and Land Directorate

Organisation name
GLA Housing and Land Directorate

Programme selected
Homebuilding capacity fund

Project type selected
Homebuilding capacity fund 3

Enter a brief project description
Provide an overview of project objectives and deliverables, max 1,000 characters

Confirm the main contact (optional)
SAM GLA

Confirm email address of the main contact (optional)
sam@gla.com

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Block 2 – Proposal Type

- Click on the “Proposal Type” block
- Click “Edit”
- Only select “yes” to indicate the proposal is a joint proposal with one or more other councils if your council will be the single lead accountable body for the proposal. Councils that are not the single lead accountable body for joint proposals should not submit information about the joint proposal in OPS. For further information about joint proposals, speak to your relevant GLA contact
- If your council is the single lead accountable body, enter names of the other councils that form part of the joint proposal
- Click “Stop editing”

Proposal type

[STOP EDITING](#)

Joint proposals must only be submitted by the single lead accountable body.
If your Council is not the accountable body the proposal will be rejected

Project ID: **P13973**

Is this a joint proposal with one or more other councils?

Yes No

Is your council the single lead accountable body for the proposal?

Yes No

List which other councils form part of the joint proposal

Council A, Council B etc

Remaining: 476

[STOP EDITING](#)

Block 3 – Strategic Fit

- Click on the “Strategic Fit” block
- Click “Edit”
- Provide an outline of the proposal in the free-text box
- Select which of the funding priorities the proposal supports. Each proposal must support at least one funding priority, but may support more than one. Further information about funding priorities is included in part two of the [funding prospectus](#)
- Click “Stop editing”

Strategic fit

STOP EDITING

Project ID: **P13872**

Provide an outline of the proposal and identify how it will accelerate housing delivery

Remaining: 2,000

Outline how the proposal meets one or more of the funding priorities outlined in Section 2 of the prospectus

Does this proposal meet priority 1: delivering a new generation of council homes?

Yes No

Outline how the proposal meets the funding priority 1

Remaining: 2,000

Does this proposal meet priority 2: increasing housing supply by supporting more development on small sites?

Yes No

Does this proposal meet priority 3: proactive planning in areas with significant growth potential?

Yes No

Does this proposal meet priority 4: ensuring optimal density of new residential developments?


Yes No

STOP EDITING

Block 4 – Value for money

- Click on the “Value for Money” block
- Click “Edit”
- Complete the free-text boxes
- Click “Stop editing”

Value for money

STOP EDITING 


Project ID: **P13872**

How have you ensured that cost estimates are realistic and achievable without compromising the quality of the proposal?

Remaining: 2,000

The GLA will not fund costs that can be capitalised to a project, funded through other means or that form part of business-as-usual expenditure (see paragraphs 26 to 29 in the prospectus). Justify why this proposal is consistent with these requirements.

Remaining: 2,000

STOP EDITING 

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Block 5 – Milestones

- Nb Milestones related to payments will need to be added in Block 5 in order to complete Block 6 (Budget) so Block 5 should be completed before Block 6
- Click on the “Milestones” block
- Click “Edit”
- Enter dates for the project start and project end milestones
- Add new milestones: click “add new milestone +” and enter a milestone name/date
- Payment milestones that are relevant for claiming funding from the GLA must be added in this way. Payment milestones added here can be selected in Block 6 (Budget) when profiling expenditure by quarter. For repeating payment milestones (i.e. milestones that occur more than once), the milestone title should be given an appropriate name to reflect the milestone will occur more than once (e.g. “Staff costs due”). The milestone date entered for repeating payment milestones should relate to the first occurrence of the milestone
- Click “Stop editing”

See Appendix 1 for example milestones for each funding priority

Enter and review milestone details

STOP EDITING

Please add bespoke milestones as required Project ID: **P13981**

ADD NEW MILESTONE +

MILESTONE	N/A	DATE	ACTIONS
Project start	<input type="checkbox"/>	/ MM / YYYY	
Project end	<input type="checkbox"/>	DD / MM / YYYY	

STOP EDITING

Add new milestone

Enter milestone name

Required

Enter milestone date

New milestone will be added in date order

ADD

Cancel

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Block 6 – Budget

- Click on the “Budget” block
- Click “Edit”
- Enter the annual budget and quarterly budget profile for 2019/20:
 - Under the “Annual budget” sub-heading, select the year as “2019/20” from the drop-down list
 - Enter the total GLA revenue contribution you are requesting from the GLA for this proposal in the 2019/20 financial year (in pounds)
 - Enter the total applicant contribution (i.e. match funding) your council is providing towards this proposal for the 2019/20 financial year (in pounds)

NB a year must be selected from the drop-down list **before** entering amounts of GLA and/or applicant contribution. If amounts are entered here by mistake, the table under the “Total project budget” sub-heading will show the amount in the year 2018/19 (during which no GLA funding is available for this programme). To rectify this error, click “stop editing”, click on the “Budget” block, click “undo unapproved changes” and then click “yes”. This will clear all information in the block. You can start entering the information again.

- Under the “Quarterly budget profile” sub-heading, profile out expenditure:
 - Select the relevant quarter from the drop-down list (e.g. “Q1 April – June”)
 - Select a milestone from the drop-down list. Any milestones added to Block 5 (milestones) will appear in this list. The same milestone may be used for payments in different financial quarters
 - Enter the GLA revenue funding and your council’s contribution to the milestone for that quarter (more than one payment milestone may be added in each quarter)
 - Enter a description of the activity (e.g. if the milestone is paying staff costs, the activity description could be “Q1 staff costs”)
 - Click “add”
 - Repeat this process until the 2019/20 total GLA revenue contribution and 2019/20 total applicant revenue contribution in the “milestones and activity” table both equal the corresponding totals in the “total budget” table at the top of the page.
- Enter the annual budget and quarterly budget profile for 2020/21:
 - Under the “Annual budget” sub-heading, select the year “2020/21” from the drop-down list
 - Repeat the process above
- Click “stop editing”

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Budget

STOP EDITING 

Set out the activities/milestones which will be delivered as part of the proposal

Project ID: P13981

Total project budget

Total budget

Total budget

YEAR	GLA REVENUE CONTRIBUTION £	APPLICANT REVENUE CONTRIBUTION £	TOTAL
2019/20	100,000	100,000	200,000
2020/21	100,000	100,000	200,000
TOTALS	200,000	200,000	400,000

Annual budget

Year

2019/20

Enter the amount of revenue you are requesting for the year and the amount of applicant funding being provided from other sources

Revenue contribution you are requesting from GLA £

100,000

Revenue applicant contribution you are providing £

100,000

Annual budget

Year

2019/20

Enter the amount of revenue you are requesting for the year and the amount of applicant funding being provided from other sources

Revenue contribution you are requesting from GLA £

100,000

Revenue applicant contribution you are providing £

100,000

Quarterly budget profile

Add spend to milestones in the table below.

Quarter	Milestone title	GLA contribution £	Applicant contribution £	Activity description
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

MILESTONES AND ACTIVITY	GLA REVENUE CONTRIBUTION £	APPLICANT REVENUE CONTRIBUTION £	EVIDENCE
▼ Q1 April - June			
Q1 TOTALS	25,000	25,000	
▼ Q2 July - Sept			
Q2 TOTALS	25,000	25,000	
▼ Q3 Oct - Dec			
Q3 TOTALS	25,000	25,000	
▲ Q4 Jan - March			
Staff costs due			
Q4 staff costs	25,000	25,000	<input type="button" value="Add"/>
Q4 TOTALS	25,000	25,000	
2019/20 TOTALS	100,000	100,000	

STOP EDITING 

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Block 7 – Deliverability

- Click on the “Deliverability” block
- Click “Edit”
- Complete the free-text boxes for key proposal outputs. Councils should aim to include information about at least three proposal outputs. If proposals have fewer than three outputs, enter “n/a” in the unused free-text boxes
- Complete the free-text boxes for key proposal outcomes. Councils should aim to include information about at least three proposal outcomes. If proposals have fewer than three outcomes, enter “n/a” in the unused free-text boxes
- Explain how the proposal will be evaluated in the free-text box
- Click “Stop editing”

See Appendix 1 for example outputs/outcomes for each funding priority

Deliverability

STOP EDITING ↗

Councils should aim to include at least three outputs and at least three outcomes per proposal Project ID: **P13973**

Key proposal outputs

Output 1: Describe the output, how it will be delivered and the delivery timescale

Remaining: 1,500

Output 2: Describe the output, how it will be delivered and the delivery timescale

Remaining: 1,500

Output 3: Describe the output, how it will be delivered and the delivery timescale

Remaining: 1,500

Are there additional outputs?

Yes No

Key proposal outcomes

Outcome 1: Describe the outcome, how it will be delivered and the delivery timescale

Remaining: 1,500

Outcome 2: Describe the outcome, how it will be delivered and the delivery timescale

Remaining: 1,500

Outcome 3: Describe the outcome, how it will be delivered and the delivery timescale

Remaining: 1,500

Are there additional outcomes?

Yes No

Evaluation

How will the proposal be evaluated and lessons shared with the GLA?

Remaining: 1,500

STOP EDITING 

Block 8 – Risks and issues

- Click on the “Risks and Issues” block
- Click “Edit”
- Select an overall project risk rating for the proposal from the drop-down list and add an explanation to justify the rating in the free-text box
- Councils must include their top three risks and/or issues for each proposal but are free to add additional risks/issues
- To add a risk:¹
 - Click “create new risk+”
 - Give the risk a title and select the most appropriate category from the drop-down list
 - Describe the risk in the free-text box
 - Select probability and impact ratings from the drop-down list
 - Click “create”
 - Click “add mitigation and owner”, enter relevant information in the free-text boxes and click “create”
- To add an issue:²
 - Click “create new issue+”
 - Give the issue a title and describe it in the free-text box
 - Select an impact level from the drop-down list
 - Click “create”
 - Click “add action & owner”, enter relevant information in the free-text boxes and click “create”
- When you have added at least three project risks/issues, click “stop editing”

Risks and Issues
STOP EDITING

Councils must include their top three risks and/or issues

Project ID: **P13981**

Project Risk Rating

Overall Project Risk Rating

Select risk rating

- Green - Low risk level
- Amber - Moderate risk level
- Red - Significant risk level

Manage Project Risks

A risk is an event which has not yet happened but could have a negative impact on the project if it did occur.

CREATE NEW RISK +

TITLE	DESCRIPTION OF CAUSE AND IMPACT	CATEGORY	INITIAL RISK RATING	RESIDUAL RISK RATING	STATUS
Not provided					

Manage Project Issues

An issue is anything which has already occurred and is having a negative impact on the project.

CREATE NEW ISSUE +

TITLE	DESCRIPTION OF ISSUES AND IMPACT	IMPACT LEVEL	STATUS
Not provided			

STOP EDITING

¹ A risk is an event which has not yet happened but could have a negative impact on the project if it did occur.
² An issue is anything which has already occurred which may have a negative impact on the project.

Risk Profile

Title

Category

Description

Provide a description of the risk raised, max 400 characters.

Remaining: 400

Initial Probability Rating

Initial Impact Rating

Residual Probability Rating After Mitigation

Residual Impact Rating

[CREATE](#)

[Close](#)

Issue Profile

Title

Description

Provide a description of the risk raised, max 400 characters.

Remaining: 400

Impact level

[CREATE](#)

[Close](#)

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Submit proposal

- When all sections have been completed, enter any explanatory comments in the free-text box and click “submit project”:

Status: Draft This project is now ready to **submit** Project ID: **P13986**

Please complete each section and then submit.

1 PROPOSAL DETAILS SECTION COMPLETE ✓	2 PROPOSAL TYPE SECTION COMPLETE ✓	3 STRATEGIC FIT SECTION COMPLETE ✓
4 VALUE FOR MONEY SECTION COMPLETE ✓	5 MILESTONES SECTION COMPLETE ✓	6 BUDGET SECTION COMPLETE ✓
7 DELIVERABILITY SECTION COMPLETE ✓	8 RISKS AND ISSUES SECTION COMPLETE ✓	

Project History ▼

Comments

Add an explanatory comment

SUBMIT PROJECT

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Appendix 1 – examples of milestones, outputs and outcomes

The table below sets out examples of milestones, outputs and outcomes for each funding priority in the Homebuilding Capacity Fund prospectus. Please note the examples below are intended to provide clarity on the terms used in OPS; they are not intended to influence the types of proposals that councils submit.

Funding priority	Proposal	Example Milestone	Example Output	Example Outcome
Delivering a new generation of council homes	Develop programme management capability and capacity to accelerate delivery of new council homes	Recruitment of Programme Manager to oversee delivery of Building Council Homes for Londoners programme allocation.	Three full-time posts in position for two years	Annual borough housing delivery targets successfully met.
Increasing housing supply by supporting the development of small sites	Identify and allocate small sites suitable for providing additional housing which could benefit from a greater level of certainty through local plan/brownfield land register/permission in principle/local development order.	Identified and analysed X small sites for potential allocation	Allocation of X small sites through (local plan/brownfield land register/permission in principle/local development order)	Increase in small sites brought forward for redevelopment
Proactive planning in areas with significant growth potential	Produce supplementary planning document (SPD) for a masterplan-led approach to increase housing delivery within X town centre	Feasibility study for masterplan SPD delivered	Final masterplan SPD adopted.	An increase in housing delivery in X town centre.
Ensuring optimal density of new residential developments	Expand in-house expertise to undertake capacity studies for strategic site allocations and prepare site allocation briefs to support borough local plan.	Training session delivered for staff in open source software.	Production of capacity studies using open source software by trained member of staff.	Greater planning certainty provided for strategic sites over the local plan period.