



## **National Affordable Housing Programme**

# **Mortgage Rescue**

## **Entering Bids**

*System Guide for Providers v1.0*

---

# CONTENTS

<b>1. Introduction.....</b>	<b>Page 3</b>
<b>2. Mortgage Rescue Bid Part I - Inputting a Project.....</b>	<b>Page 5</b>
2.1 Navigating to the Project screen.....	Page 5
2.2 Creating a New Mortgage Rescue Project.....	Page 5
2.3 New Project screen – Scheme Tab.....	Page 7
2.4 New Project Screen – Location Tab.....	Page 8
<b>3. Mortgage Rescue Bid Part II - Inputting a Sub Product...Page 10</b>	
3.1 Navigating to the Sub Product screen.....	Page 10
3.2 The Sub Product Screen.....	Page 10
3.3 Sub Product Screen – Product Tab.....	Page 12
3.4 Sub Product Screen – Sub Product Route Tab.....	Page 14
3.5 Sub Product Screen – Cost and Contribution Tab.....	Page 15
3.6 Sub Product Screen – Analysis Tab.....	Page 16
3.7 Maintain Forecast.....	Page 17
3.8 Selecting Active Developing, Managing and Owning Organisations....	Page 18
<b>4. Validating and Submitting the Bid.....</b>	<b>Page 22</b>
4.1 Validating the Sub Product.....	Page 22
4.2 Submitting Sub Products.....	Page 24
<b>Annex 1 Data Capture.....</b>	<b>Page 26</b>

# 1. Introduction

This guidance is written for Providers who are bidding for Mortgage Rescue funding from the National Affordable Housing Programme. It provides step-by-step guidance on how Providers input and submit Mortgage Rescue bids using the Homes and Communities Agency's Investment Management System (IMS).

The basic steps from bid through to payment are:

1. Providers submit National Affordable Housing programme (NAHP) bids directly to the HCA via the Investment Management System (IMS) which is available online.

2. Providers who have qualified to bid for NAHP funding will have a Partnership and Agreement within IMS through which to submit bids. Providers bidding for Mortgage Rescue should already have a Partnership and Agreement set-up. Please contact [queriesnahp@hca.gsx.gov.uk](mailto:queriesnahp@hca.gsx.gov.uk) if you are a Provider who does not already have a Partnership and Agreement in IMS.

3. NAHP bids submitted via IMS consist of two main parts for each bid: i) the **Project** and ii) the **Sub Product**.

4. Providers must first create a **Project**. When all relevant data has been input correctly, the Project can be created.

5. Once the **Project** is created the provider must then add Sub Projects to that **Project**. **Sub Products** contain more detailed information in relation to the bid. Please note: it is possible to submit a bid for multiple Mortgage Rescue units via a single **Project** and **Sub Product**.

6. Once all the **Sub Product** data is entered, the Provider validates and submits the **Sub Product**. This marks the official submission of the bid to the HCA.

7. The bid will then be assessed by the local HCA Regional Investment team. If the bid is successful it is then transferred to become an Allocation within IMS.

8. Allocations containing multiple units must then be scheduled into individual single Mortgage Rescue units at allocation stage using the submission schedule function at the point where the Provider is ready to process the scheme and payment for a particular Mortgage Rescue application..

9. The Provider then opens a new scheme record in IMS for the individual Mortgage Rescue scheme and inputs data specific to that individual Mortgage Rescue application and scheme. At this scheme stage, the Provider must match the scheme back to the individual allocation schedule created for that scheme in step 8 above. Once all data is entered and saved, the Provider then submits the scheme to the HCA for approval.

10. If the scheme data is valid the HCA will sign-off the scheme by giving HCA approval of the grant confirmation event for the scheme.

---

11. The HCA will then make a payment of the HCA Grant specified in the scheme to the Provider in time for the completion date specified by the Provider in the scheme grant confirmation event.

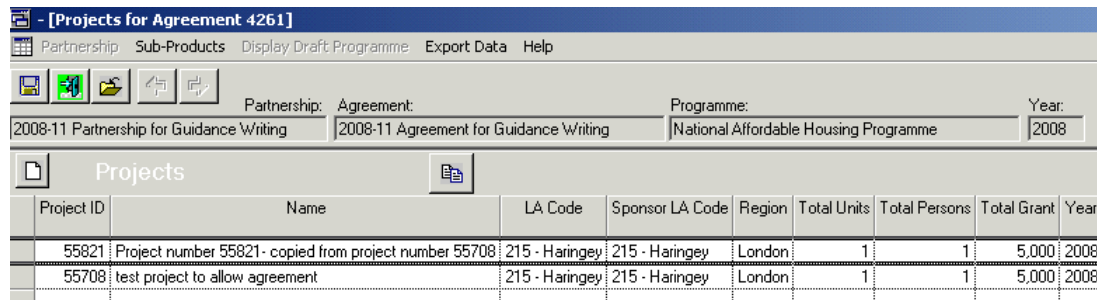
This guidance deals exclusively with system processing. For further information about Mortgage Rescue, please consult the Mortgage Rescue section of the Affordable Housing Capital Funding Guide.

## 2. Entering Mortgage Rescue Bids Part I - Creating A Project

### 2.1 Navigating to the Project screen


In the main **System Manager** screen select **Bids > Partnership/Specialists > Partnership > Select** > double-click on the row of your 2008/11 Partnership > double-click on the row of your 2008/11 **Agreement**.

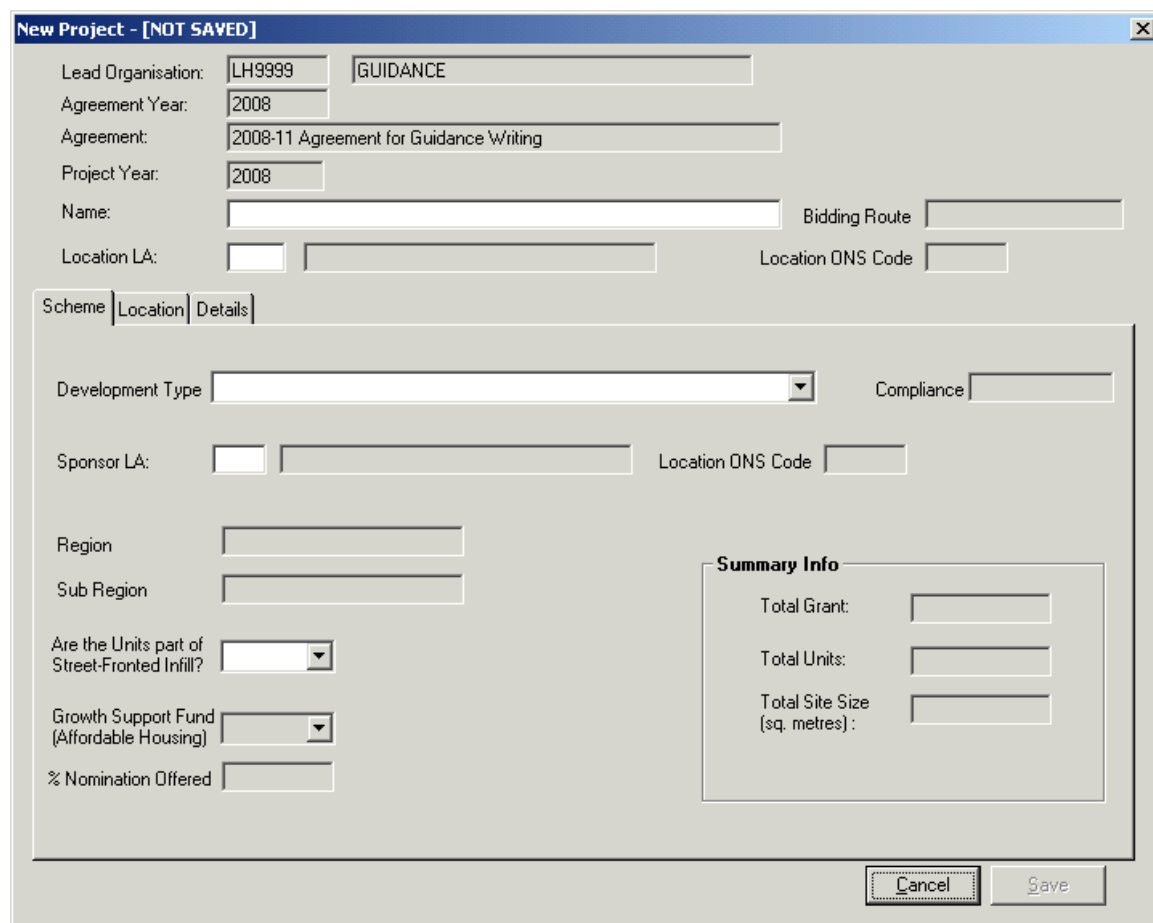
You should then be able to see the following Projects screen listing all projects within the agreement:



Project ID	Name	LA Code	Sponsor LA Code	Region	Total Units	Total Persons	Total Grant	Year
55821	Project number 55821- copied from project number 55708	215 - Haringey	215 - Haringey	London	1	1	5,000	2008
55708	test project to allow agreement	215 - Haringey	215 - Haringey	London	1	1	5,000	2008

### 2.2 Creating a New Mortgage Rescue Project

From the Projects Screen select the Create New Project icon . The following New Project screen will be displayed. The screen contains **Scheme** and **Location** tabs that need to be completed.



**New Project - [NOT SAVED]**

Lead Organisation:

Agreement Year:

Agreement:

Project Year:

Name:  Bidding Route

Location LA:   Location ONS Code

Scheme | Location | Details

Development Type  Compliance

Sponsor LA:   Location ONS Code

Region

Sub Region

Are the Units part of Street-Fronted Infill?

Growth Support Fund (Affordable Housing)

% Nomination Offered

**Summary Info**

Total Grant:

Total Units:

Total Site Size (sq. metres):

*New Project Screen showing Scheme tab (not completed)*

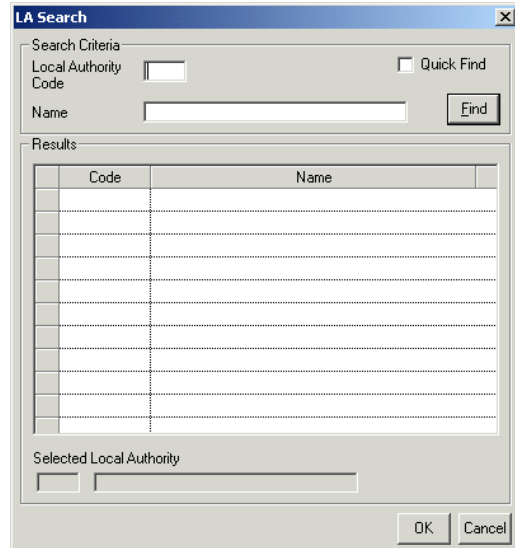
## Name

Please select a name for your Mortgage Rescue Project. Please select a project name that will make this project identifiable within your list of projects.

**Location LA (Local Authority).** Enter the three digit code for the Local Authority.

If you don't know the Local Authority code then right-click in the Location LA field in the project and the LA Search screen opposite will open

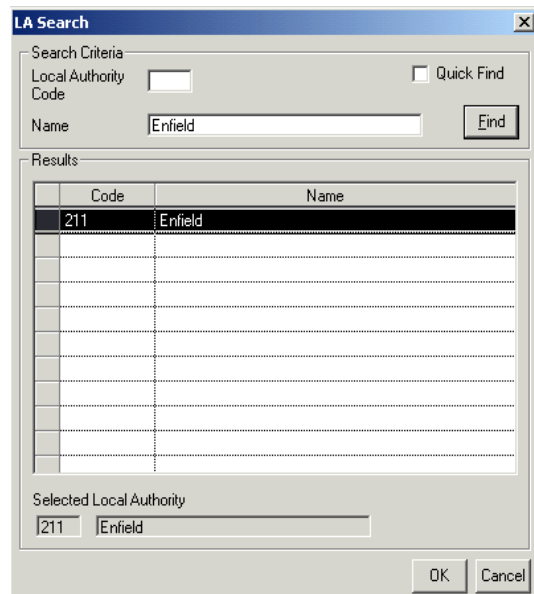
You can enter partial Local Authority Code or Name information, select **Find** and the search screen will return all records matching those partial characteristics.



The screenshot shows the 'LA Search' dialog box. Under 'Search Criteria', there are empty text boxes for 'Local Authority Code' and 'Name'. A 'Quick Find' checkbox is unchecked. An 'Find' button is visible. The 'Results' section contains a table with two columns: 'Code' and 'Name'. The table is currently empty. Below the table is a 'Selected Local Authority' section with an empty text box. At the bottom right are 'OK' and 'Cancel' buttons.

*LA Search screen (unpopulated)*

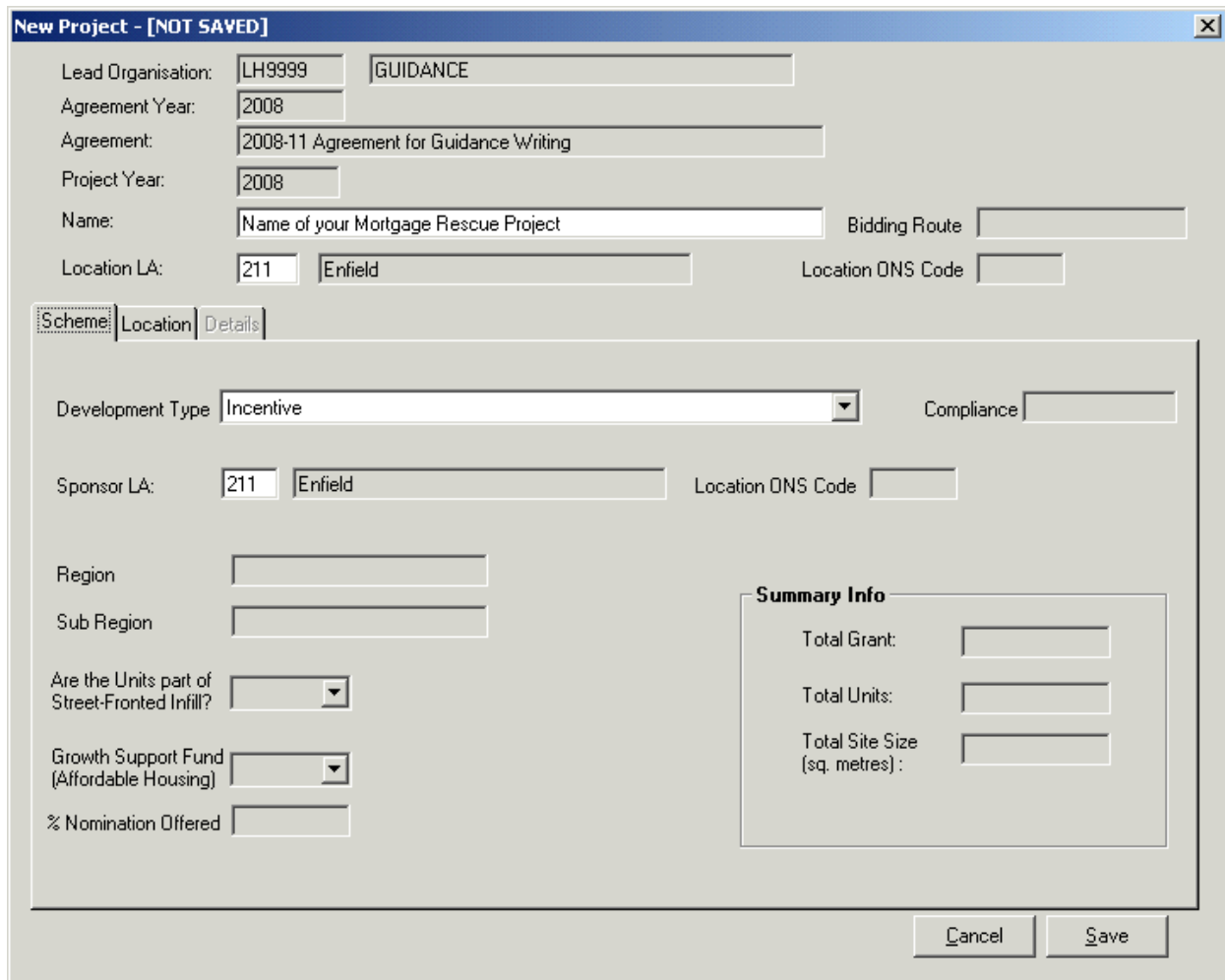
Once you have found the Local Authority you want, highlight the row and select **OK**. The LA Search screen will close and you will return to the Project screen where the Location LA field will be populated with the code for the LA you selected



The screenshot shows the 'LA Search' dialog box with search results. The 'Name' field now contains 'Enfield'. The 'Results' table has one row highlighted: '211' in the 'Code' column and 'Enfield' in the 'Name' column. The 'Selected Local Authority' section now contains '211' in the text box. The 'Find' button is still present.

*LA Search screen (populated)*

## 2.3 New Project screen – Scheme Tab



**New Project - [NOT SAVED]**

Lead Organisation: LH9999 GUIDANCE

Agreement Year: 2008

Agreement: 2008-11 Agreement for Guidance Writing

Project Year: 2008

Name: Name of your Mortgage Rescue Project Bidding Route

Location LA: 211 Enfield Location ONS Code

**Scheme** | Location | Details

Development Type: Incentive Compliance

Sponsor LA: 211 Enfield Location ONS Code

Region

Sub Region

Are the Units part of Street-Fronted Infill?

Growth Support Fund (Affordable Housing)

% Nomination Offered

**Summary Info**

Total Grant:

Total Units:

Total Site Size (sq. metres):

Cancel Save

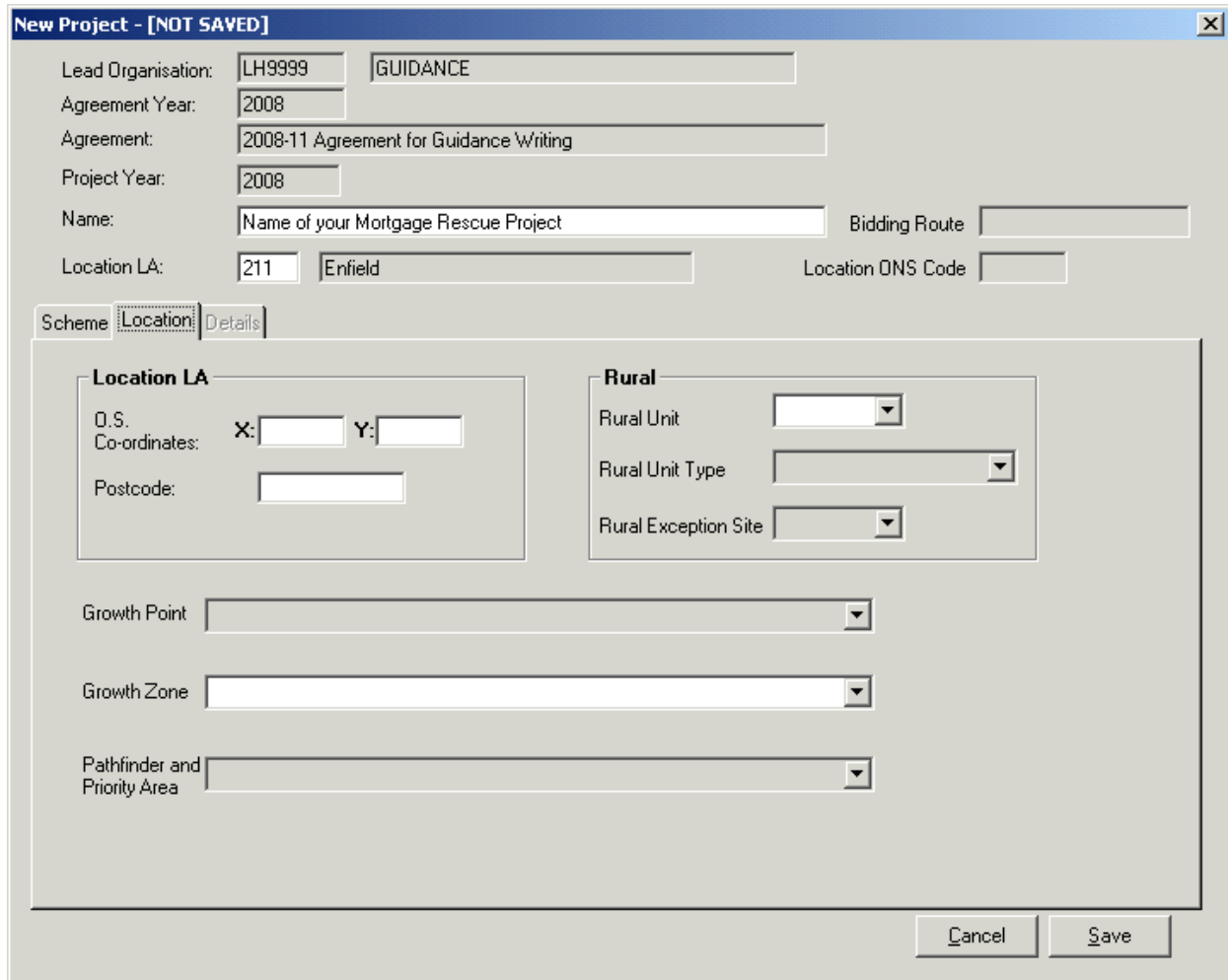
### Development Type

Select **Incentive**

### Sponsor LA

Enter the three digit code for the Local Authority. See Location LA section above for details on how to right-click in field and use LA search screen.

## 2.4 New Project Screen – Location Tab



**New Project - [NOT SAVED]**

Lead Organisation: LH9999 GUIDANCE

Agreement Year: 2008

Agreement: 2008-11 Agreement for Guidance Writing

Project Year: 2008

Name: Name of your Mortgage Rescue Project Bidding Route

Location LA: 211 Enfield Location ONS Code

Scheme **Location** Details

**Location LA**

O.S. Co-ordinates: X: Y:

Postcode:

**Rural**

Rural Unit

Rural Unit Type

Rural Exception Site

Growth Point

Growth Zone

Pathfinder and Priority Area

Cancel Save

### OS Co-ordinates

Only relevant if bids are being submitted on an individual basis.

### Postcode

Only relevant if bids are being submitted on an individual basis.

**Rural Unit** – Only relevant if bids are being submitted on an individual basis. If 'Yes' then **Rural Unit Type** must be entered: Either population 0-3000 or population 3001- 10000. The Rural Exception Site

### Growth Zone

Please select 'Not in a growth zone'.

Once screen complete, press **Save**. After Saving press **Cancel** and the system will take you to the sub-product screen for this project.

**- [Project Sub-Products - [Saved]]**

Partnership: Sub-Products Display Draft Programme Export Data Help

Partnership: Agreement: Programme: Year:  
 2008-11 Partnership for Guidance Writing 2008-11 Agreement for Guidance Writing National Affordable Housing Programme 2008

Sub Products  
 Project ID: 56062 Name of another of your Mortgage Rescue projects here  
 Location LA: 204 Barnet

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Sub-Product Source	Status	Reserve	Year	Valid	Copied From	Comments	Rej Sub Prod Ind	Rej Sub Product ID	FAP Product ID	Missing Data
			0	0	0			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>

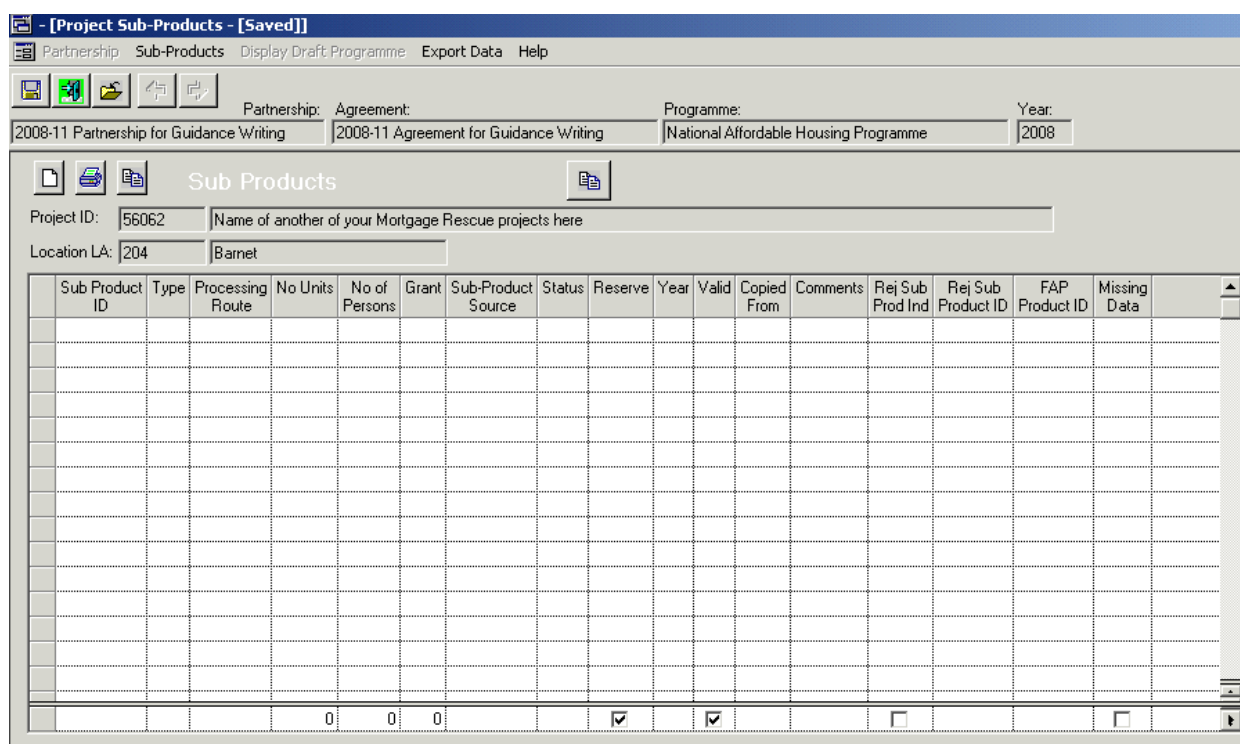
### 3. Mortgage Rescue Bids Part II - Inputting Sub Products

Sub Products are linked to a Project and represent the second part of the two parts of the bid. This is where the majority of the data is entered for the bid.


It is expected that each Project will contain one sub-product, but multiple units can be bid for in each Sub Product.

#### 3.1 Navigating to the Sub Product screen

From the **System Manager** screen select **Bids > Partnership/Specialists > Partnership > Select** > double-click on your **Mortgage Rescue Partnership** row > Double-click on your **Mortgage Rescue Agreement** row > Double-click on the row of the **Project** that you want to add the Sub Product to. The following Sub Product screen will be displayed which will display all Sub Products input for that Project:



*Sub Products Screen (with no sub products listed)*

In the above Sub-Product screen select the new sub product  icon to view the Sub-Product screen

#### 3.2 The Sub Product Screen

##### Description

This is a mandatory field and the description entered will be carried forward to allocation if the bid is successful. Please try to ensure that the description you enter for each sub-product is one which will make it easily identifiable for you in any subsequent list of allocations. For example, please try to avoid generic descriptions such as 'Mortgage Rescue Units'.

Sub Product - [Saved]
\_ □ ×

Project Id       Name

Description

Date Created       First Relevant Event       First Relevant Year

Sub Product ID       Status       Compliance

Product
Sub Product Route
Cost and Contribution
Analysis
HQI
Unregistered Body

Sub Product

Intermediate Renting

Allow Intermediate Renting of properties under current market conditions

Period of Intermediate Renting (year)

Ownership Type

Ownership Description

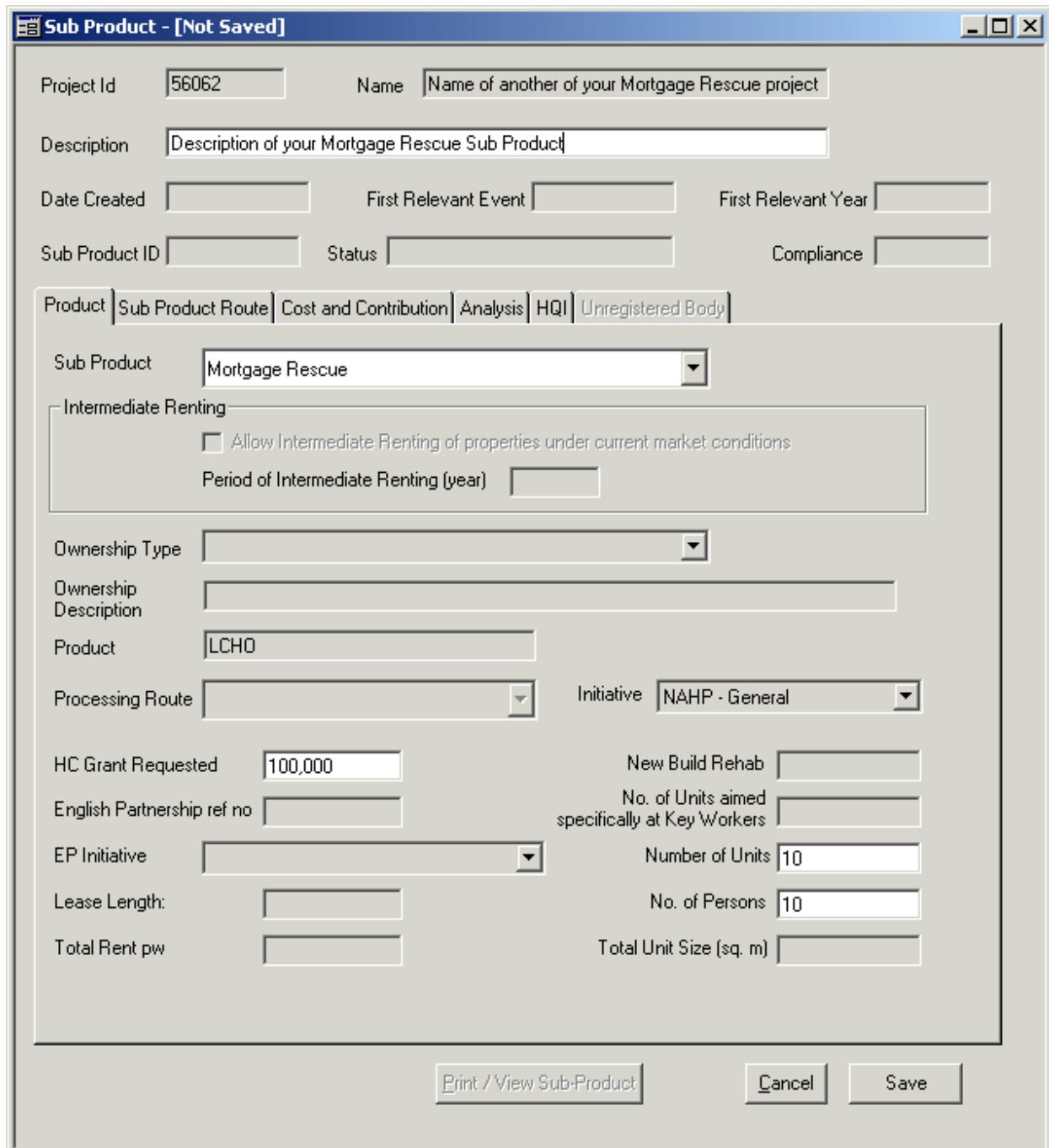
Product

Processing Route       Initiative

HC Grant Requested       New Build Rehab   
 English Partnership ref no       No. of Units aimed specifically at Key Workers   
 EP Initiative       Number of Units   
 Lease Length:       No. of Persons   
 Total Rent pw       Total Unit Size (sq. m)

Individual Sub Product screen (initial view)

### 3.3 Sub Product Screen – Product Tab



**Sub Product - [Not Saved]**

Project Id: 56062      Name: Name of another of your Mortgage Rescue project

Description: Description of your Mortgage Rescue Sub Product

Date Created:      First Relevant Event:      First Relevant Year:      Compliance:      Status:      Sub Product ID:      Compliance:      Status:      Sub Product ID:

Product: Sub Product Route | Cost and Contribution | Analysis | HQI | Unregistered Body

Sub Product: Mortgage Rescue

Intermediate Renting  
 Allow Intermediate Renting of properties under current market conditions  
 Period of Intermediate Renting (year):

Ownership Type:      Ownership Description:      Product: LCHO

Processing Route:      Initiative: NAHP - General

HC Grant Requested: 100,000      New Build Rehab:      English Partnership ref no:      No. of Units aimed specifically at Key Workers:      EP Initiative:      Number of Units: 10

Lease Length:      No. of Persons: 10

Total Rent pw:      Total Unit Size (sq. m):

Print / View Sub-Product      Cancel      Save

Sub Product Screen showing Product tab (completed)

#### Mandatory fields:

##### Sub Product

Select **Mortgage Rescue** from the drop-down list.

##### HC Grant Requested

Total grant required for the unit (s)

##### Number of Units

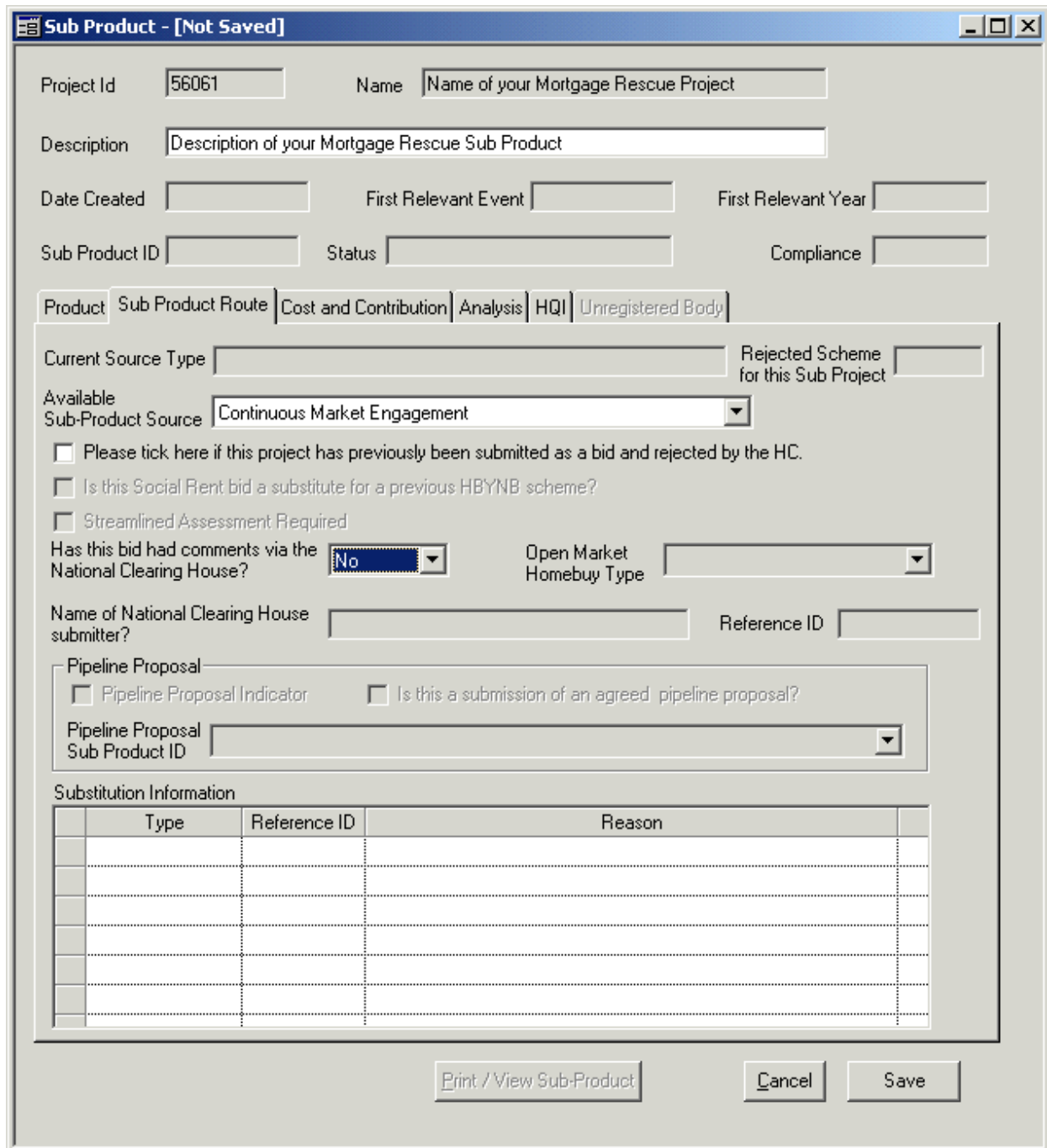
Providers can either input a bid for an individual Mortgage Rescue unit (this approach is envisaged where a Mortgage Rescue property has been identified) or

for multiple units (envisaged where the Provider is bidding for Mortgage Rescue funding but the actual Mortgage Rescue Properties have not been identified).

**No. of Persons**

If this is a bid for multiple units then it is recognised that this figure can only be an estimate.

### 3.4 Sub Product Screen – Sub Product RouteTab



**Sub Product - [Not Saved]**

Project Id: 56061      Name: Name of your Mortgage Rescue Project

Description: Description of your Mortgage Rescue Sub Product

Date Created:      First Relevant Event:      First Relevant Year:      Compliance:      Status:      Sub Product ID:

Product: Sub Product Route | Cost and Contribution | Analysis | HQI | Unregistered Body

Current Source Type:      Rejected Scheme for this Sub Project:

Available Sub-Product Source: Continuous Market Engagement

Please tick here if this project has previously been submitted as a bid and rejected by the HC.

Is this Social Rent bid a substitute for a previous HBYNB scheme?

Streamlined Assessment Required

Has this bid had comments via the National Clearing House? No      Open Market Homebuy Type:

Name of National Clearing House submitter?      Reference ID:

Pipeline Proposal:  Pipeline Proposal Indicator       Is this a submission of an agreed pipeline proposal?

Pipeline Proposal Sub Product ID:

Type	Reference ID	Reason

Print / View Sub-Product      Cancel      Save

Sub Product Screen showing Sub-Product Route tab (not completed)

#### Available Sub-Product source

You must select the default option **Continuous Market Engagement**

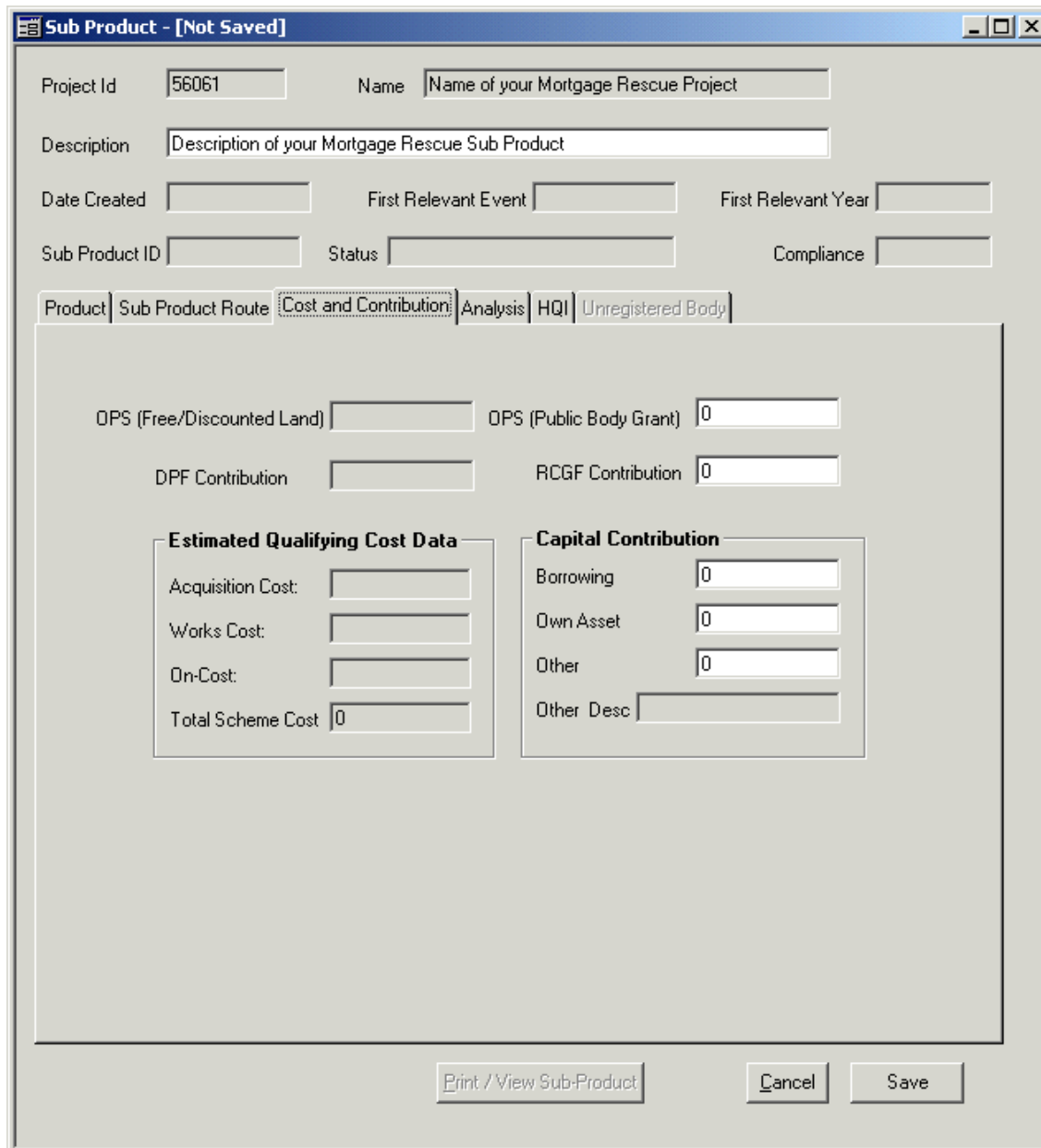
#### Has this bid had comments via the National Clearing House?

Please select **No**

#### Please tick here if the project has previously been submitted as a bid and rejected by the HC

Please do not tick this check-box.

### 3.5 Sub Product Screen –Cost and Contribution Tab



Sub Product - [Not Saved]

Project Id: 56061      Name: Name of your Mortgage Rescue Project

Description: Description of your Mortgage Rescue Sub Product

Date Created:      First Relevant Event:      First Relevant Year:      Compliance:      Sub Product ID:      Status:      Compliance:

Product | Sub Product Route | **Cost and Contribution** | Analysis | HQI | Unregistered Body

OPS (Free/Discounted Land):      OPS (Public Body Grant): 0

DPF Contribution:      RCGF Contribution: 0

**Estimated Qualifying Cost Data**

Acquisition Cost:      Works Cost:      On-Cost:      Total Scheme Cost: 0

**Capital Contribution**

Borrowing: 0      Own Asset: 0      Other: 0      Other Desc:      Other Desc:

Print / View Sub-Product      Cancel      Save

*Sub Product Screen showing cost and contribution tab (not completed)*

#### Capital Contribution

Must be  $\geq 0$

#### Borrowing

Must be  $\geq 0$

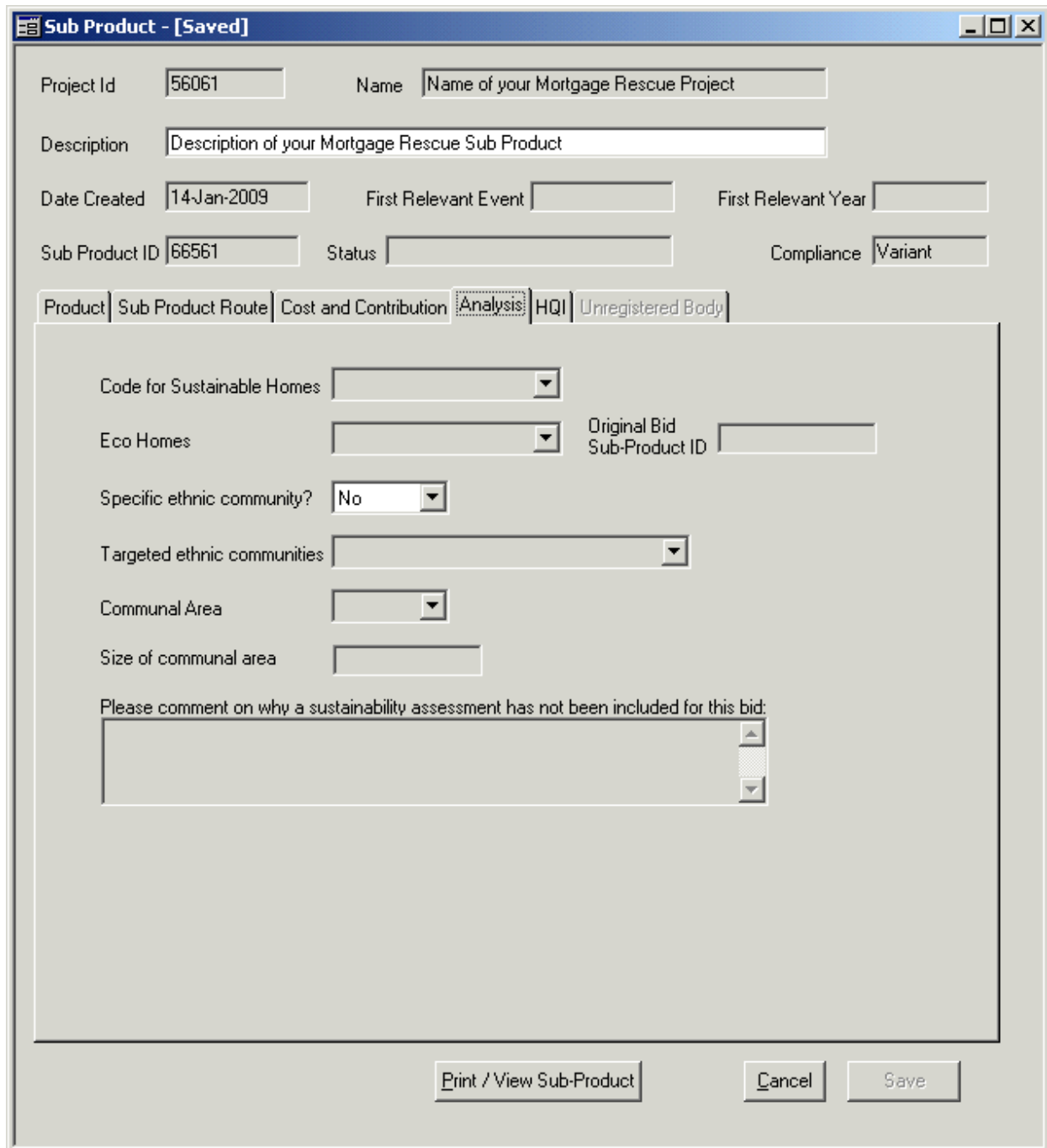
#### Own Asset

Must be  $\geq 0$

#### Other

Must be  $\geq 0$ . If **Other** amount is more than 0 then a description of the Other contribution must be entered in the **Other Desc** field.

### 3.6 Sub Product Screen –Analysis Tab



**Sub Product - [Saved]**

Project Id: 56061      Name: Name of your Mortgage Rescue Project

Description: Description of your Mortgage Rescue Sub Product

Date Created: 14-Jan-2009      First Relevant Event:      First Relevant Year:     

Sub Product ID: 66561      Status:      Compliance: Variant

Product | Sub Product Route | Cost and Contribution | **Analysis** | HQI | Unregistered Body

Code for Sustainable Homes:     

Eco Homes:      Original Bid Sub-Product ID:     

Specific ethnic community?: No     

Targeted ethnic communities:     

Communal Area:     

Size of communal area:     

Please comment on why a sustainability assessment has not been included for this bid:

Print / View Sub-Product      Cancel      Save

Sub Product Screen showing Analysis tab (not completed)

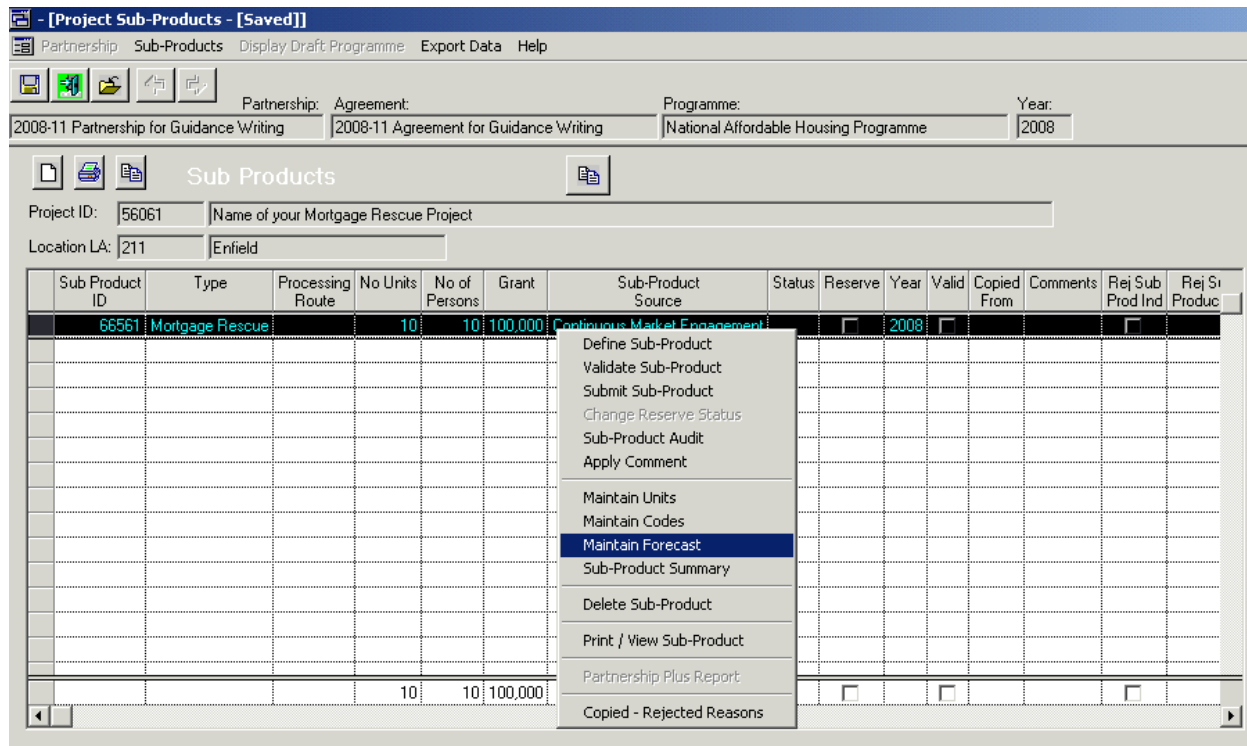
#### Specific ethnic community?

Please select **No**

### 3.7 Maintain Forecast

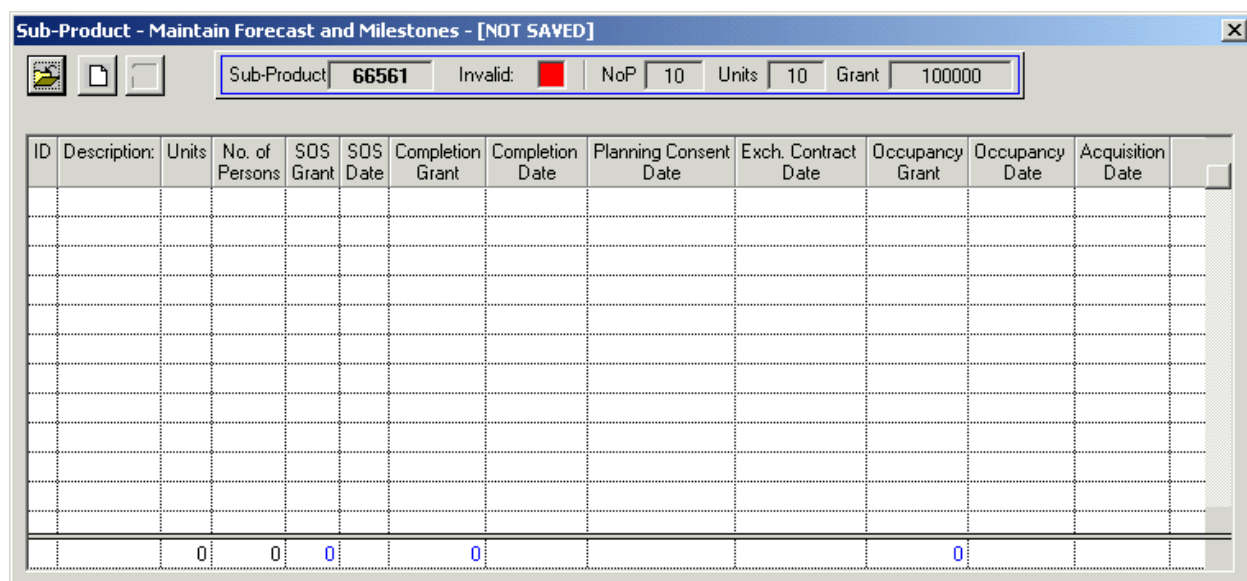
Forecast and milestone information needs to be entered for each of your Mortgage Rescue sub-products.

To access the forecast screen, highlight the sub-product in the Sub-Products screen and right-click to see the sub product menu.




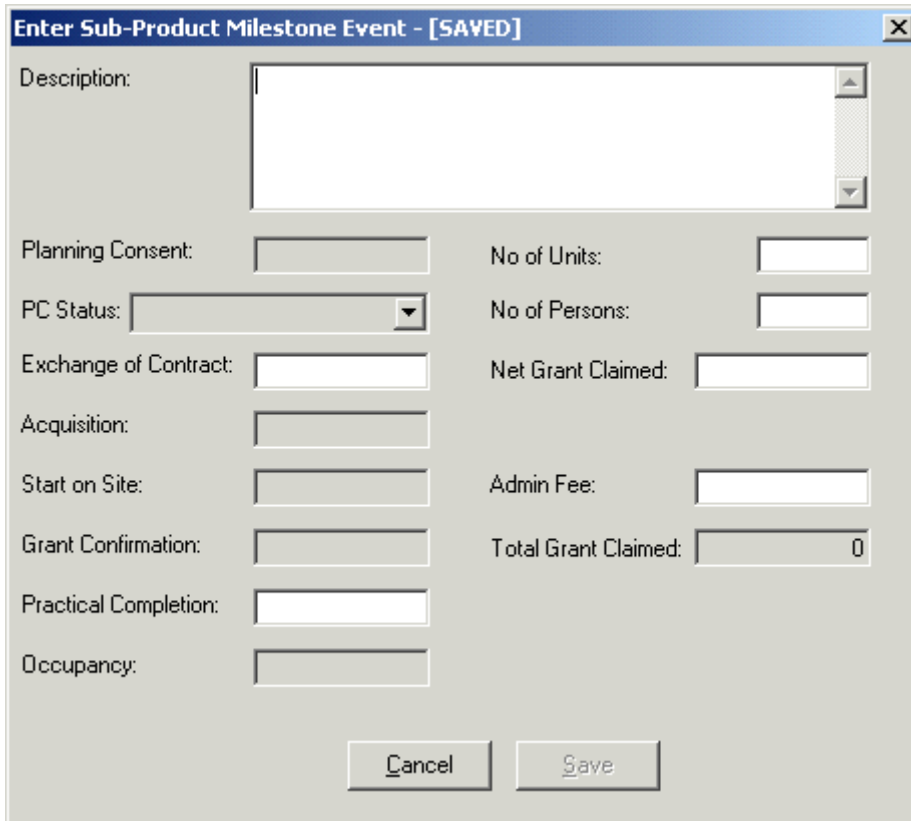
Sub Product menu with Maintain Forecast option highlighted

Select **Maintain Forecast** from the above menu. The following **Sub Product – Maintain Forecast and Milestones** screen will open:



The Sub Product - Maintain Forecast and Milestones screen

Select the New Forecast icon  and the following **Enter Sub-Product Milestone Event** screen will open:



*Enter Sub-Product Milestone Event screen (not completed)*

### Description

Can be the same as the sub-product description covered by 3.2 above.

### Exchange of Contracts

Date Field. Right click in the field to access the IMS calendar. Estimated Exchange of Contracts date. For multiple unit bids this should be the date by which it is estimated that exchange of contracts will have taken place for all units in the bid.

### Practical Completion

Date Field. Right click in the field to access the IMS calendar. Estimated Exchange of Contracts date. For multiple unit bids this should be the date by which it is estimated that exchange of contracts will have taken place for all units in the bid.

**No. of Units** - As per the Product tab (3.3 above)

**No. of Persons** - As per the Product Tab (3.3 above)

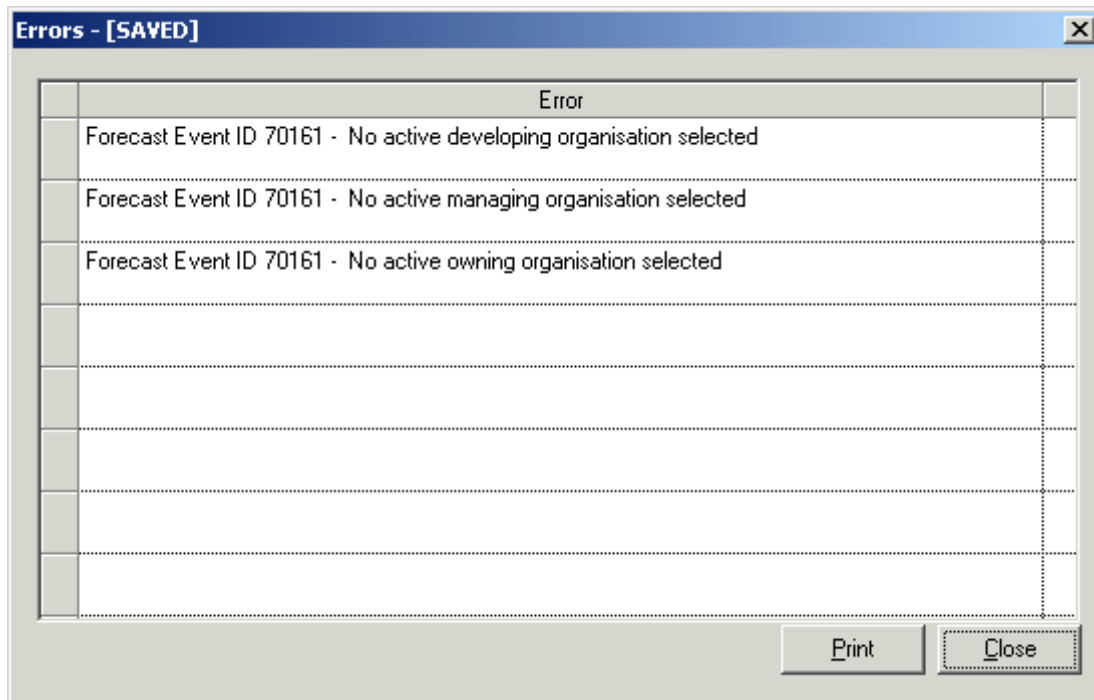
### Net Grant Claimed

(Net Grant + Admin Fee must equal total HC Grant Claimed in bid)

### Admin Fee

Fee per unit times number of units. Fee per unit = £3,900 for Shared Equity, £3,900 for GMtR

Save the screen once you have entered all of the data. As there are still stages to be completed to validate Sub Product, the following list of Errors will then be displayed with details of what remaining information needs to be added to complete the sub-product so it can be validated.

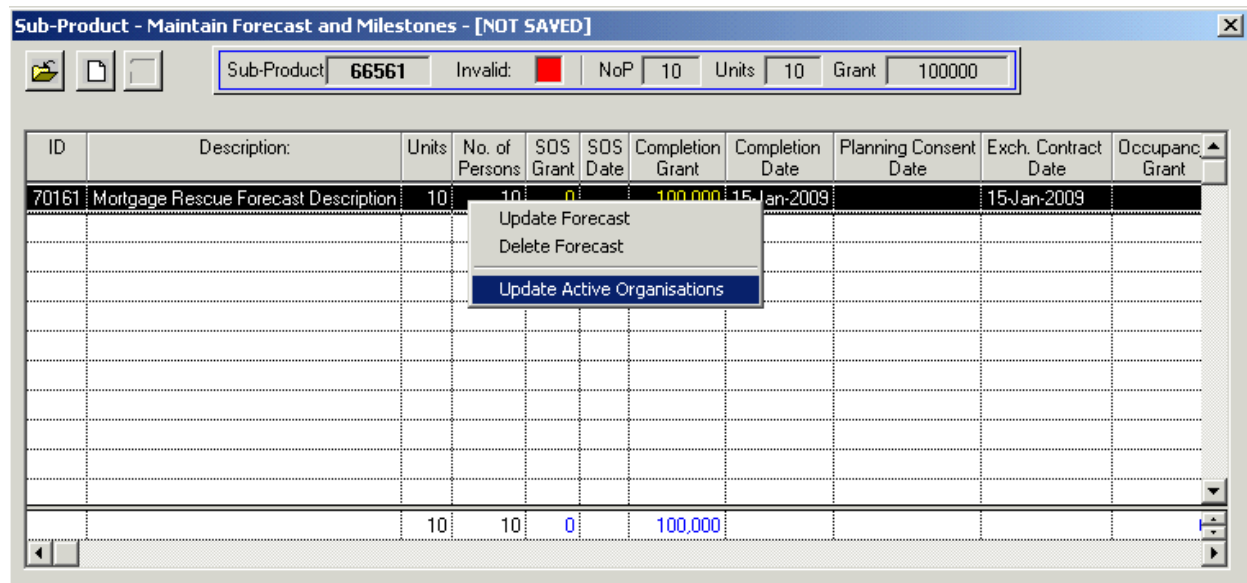


*Errors screen after saving data in the Enter Sub-Product Milestone Event screen*

A further message will also be displayed stating that the Sub-Product Data Status is now set to "Invalid"

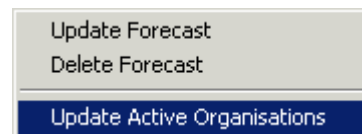
### 3.8 Selecting Active Developing, Managing and Owning Organisations

Having saved the forecast data in the Sub-Product Milestone Event screen (section 6.7) you will now have an entry within the Maintain Forecast screen (accessed by right-clicking on the sub-product and selecting Maintain Forecast)



Sub Product – Maintain Forecast and Milestones screen

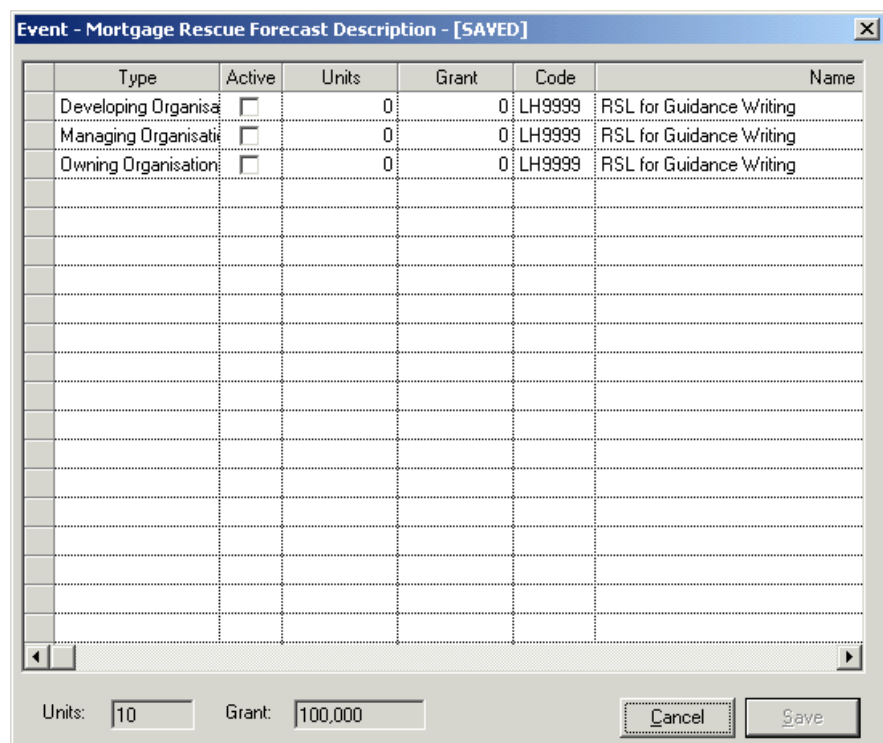
Highlight the row and right-click to see the menu opposite. Select **Update Active Organisation**



The update active organisations screen will be displayed. This lists all Developing, Managing and Owning Organisation within your partnership.

If you have more than one of each then you need to specify who will be the Developing Organisation (who will process the individual schemes and payments in IMS).

You also need to specify who will be the Managing and Owning Organisations.



Update Active organisations Screen

**To select Developing Organisation** – tick the Active column for the Developing Organisation. Do not enter units and grant.

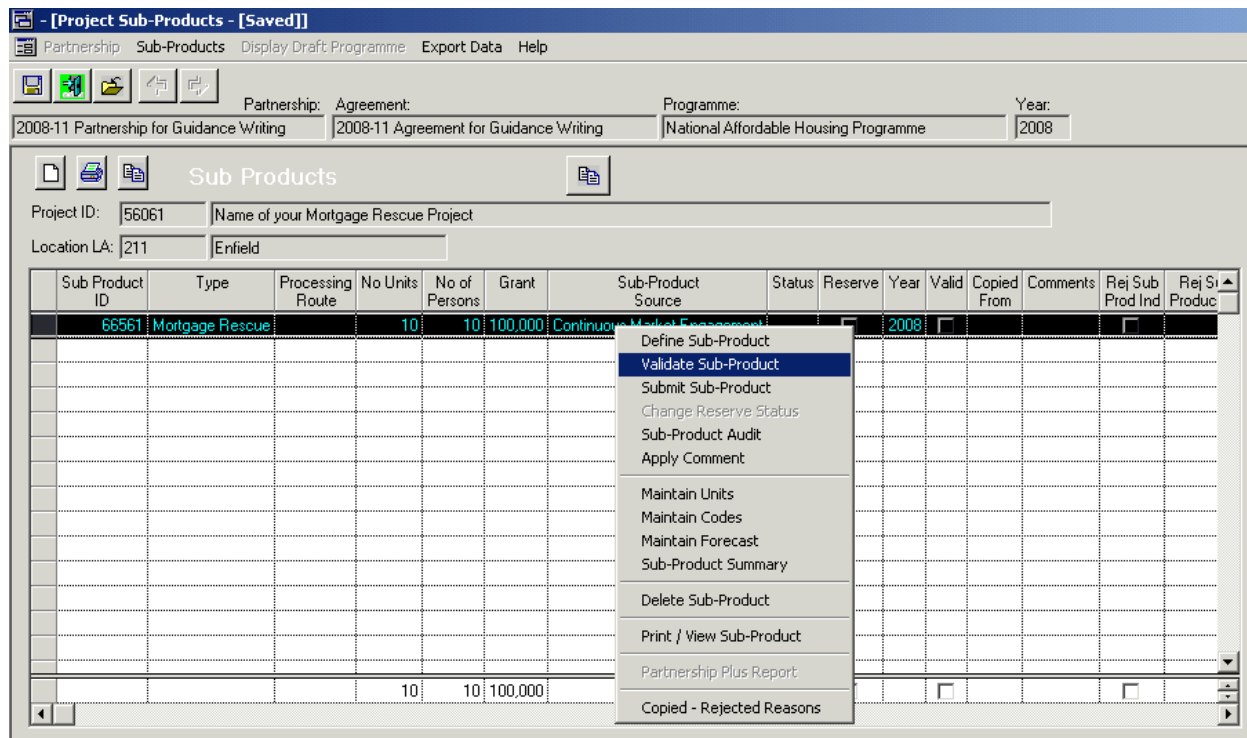
**To select Managing Organisation** - tick the Active column for the Managing Organisation. Then enter the number of units and amount of grant specified in the Sub Product in the Units and Grant Columns.

**To select Owning Organisation** - tick the Active column for the Owning Organisation. Enter the number of units and amount of grant specified in the Sub Product in the Units and Grant Columns.

## 4. Validating and Submitting the Sub Product

### 4.1 Validating the Sub-Product

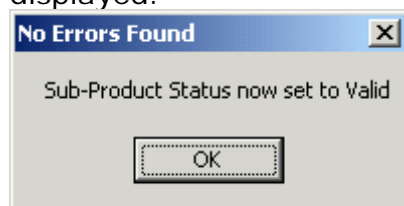
In order to check that all the sub-product data has been entered correctly, highlight the sub-product in the Sub Products screen and right-click to see the sub-product menu:



*Validate Sub-Product menu item*

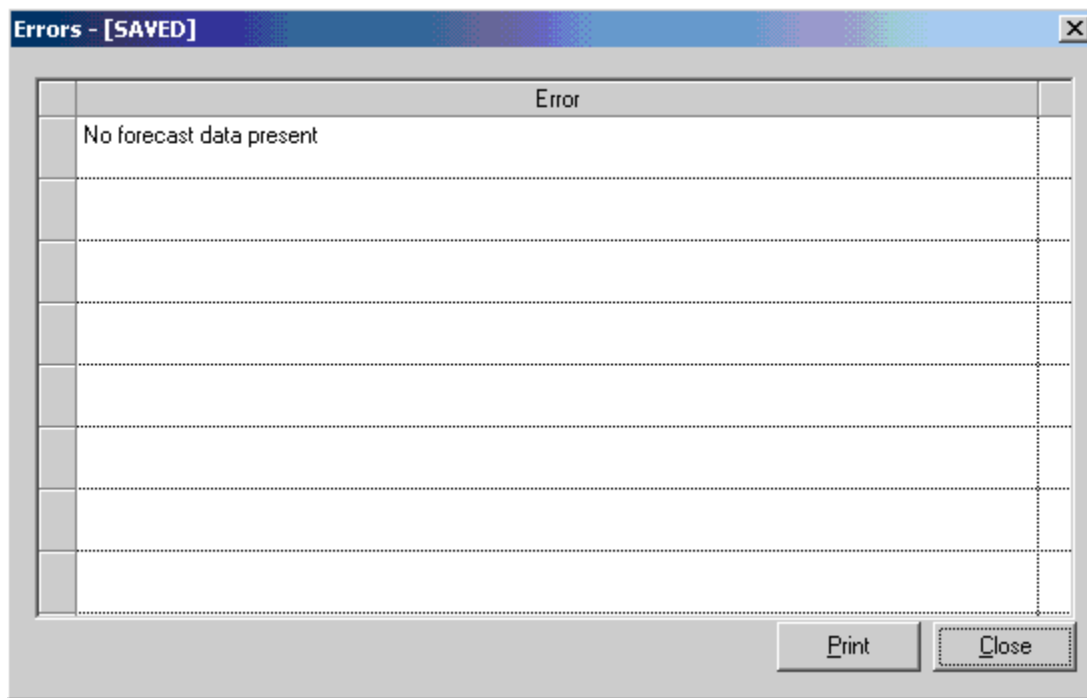
From the menu select **Validate Sub-Product**

If there are no errors in the Sub Product then the following message will be displayed:



*Sub product set to valid message*

If there are errors the system will display them in a validation errors screen:



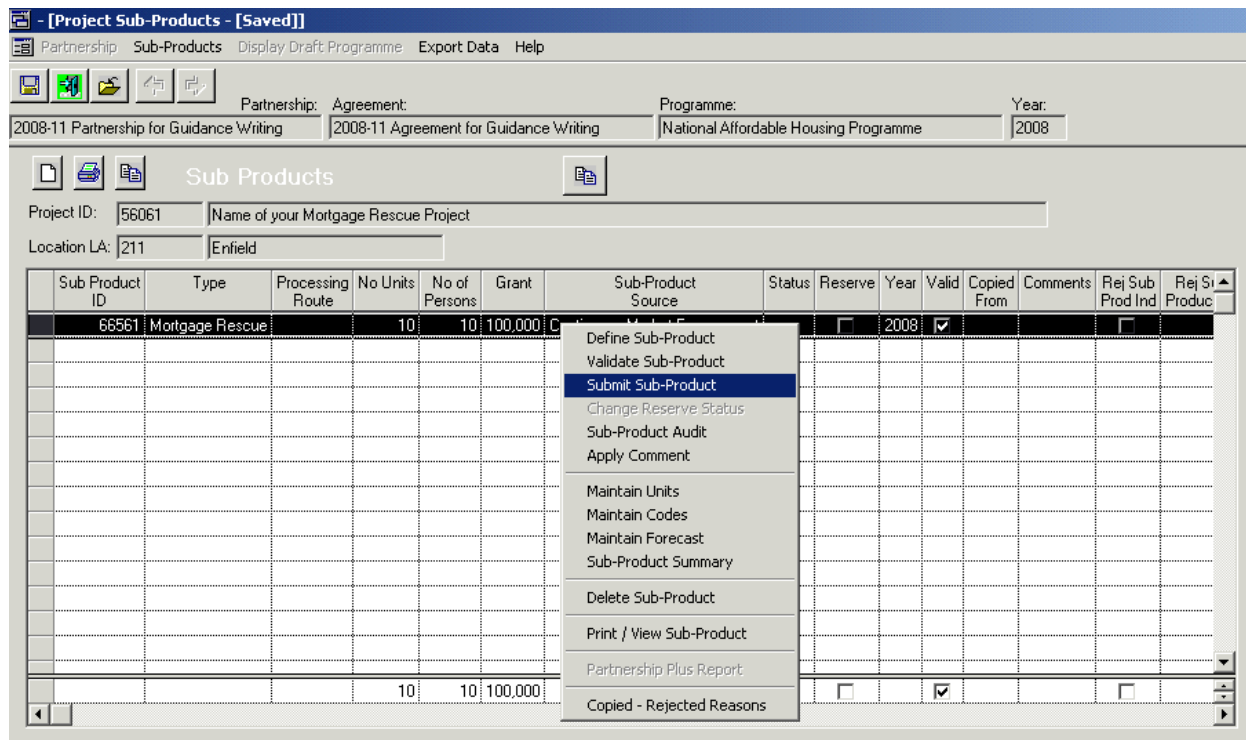
*Validation Errors screen*

For example, 'No forecast data present' indicates that you need to return to the forecast screen (covered in 3.7 Maintain Forecast) and input some forecast data.

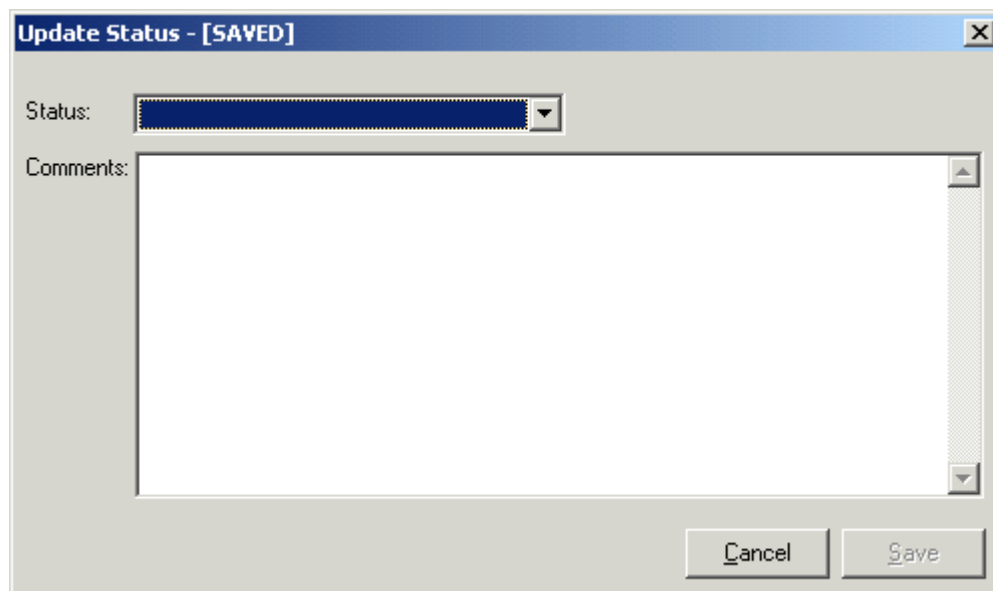
Once you have corrected whatever errors are identified in the above screen, you should then **Validate Sub Product** again and the Sub Product status should then be set to Valid.

## 4.2 Submitting Sub Products

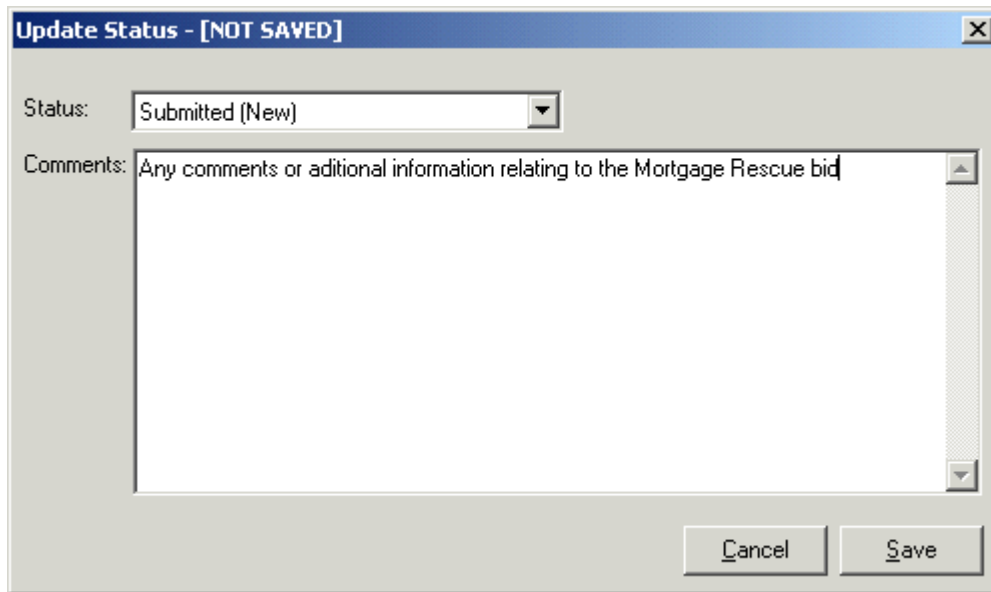
Right-click on the Sub Product in the Sub Products screen. Then select **Submit Sub Product**.



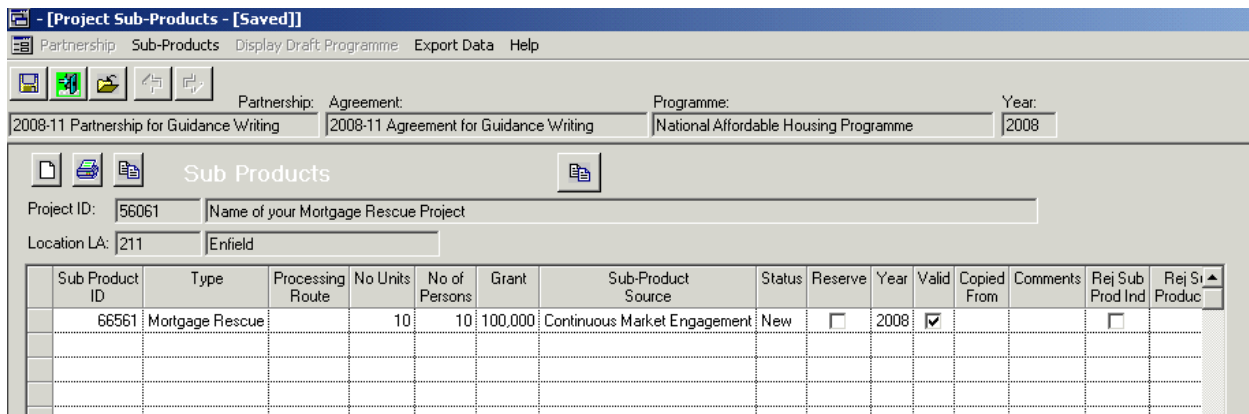
The following **Update Status** screen will be displayed:



Change **Status** to **Submitted (New)** and input a comment and any additional information relating to the Sub Product. Then select **Save**.



Your Sub Product will now be submitted. If you return to the Sub Products screen the Status for the Sub Product will change to **New**.



Partnership: 2008-11 Partnership for Guidance Writing | Agreement: 2008-11 Agreement for Guidance Writing | Programme: National Affordable Housing Programme | Year: 2008

Project ID: 56061 | Name of your Mortgage Rescue Project: [ ]

Location LA: 211 | Enfield

Sub Product ID	Type	Processing Route	No Units	No of Persons	Grant	Sub-Product Source	Status	Reserve	Year	Valid	Copied From	Comments	Rej Sub Prod Ind	Rej St Prod
66561	Mortgage Rescue		10	10	100,000	Continuous Market Engagement	New	<input type="checkbox"/>	2008	<input checked="" type="checkbox"/>			<input type="checkbox"/>	

## Annex 1 Data Capture

The following table lists the data which is to be captured for each Mortgage Rescue Scheme (some fields are only applicable to a specific variant and this is indicated in the comments).

Data Item	Comments
Scheme Title	Typically the first line of the address
Address of property	
Location local authority	
Provider (RSL)	
HCA contact and team	
Provider contact details	
Type of property	Flat, terraced house etc
Property Value	
Tenure	Freehold or leasehold
No of bedrooms	
No of persons	
Lead applicant's name	
Household size	Number of adults and children
Applicants' incomes	
Applicants' savings	
Reason household facing re-possession	Defined list (values to be decided)
Vulnerability classification	Defined list (values to be decided)
Is applicant disabled?	
Date of referral to RSL	
Present mortgage amount	
Present mortgage interest rate	
Present mortgage monthly payment	
Other secured debt	
Other secured debt interest rate	
Other secured debt monthly payment	
Unsecured debt	
Total debt	Derived value: mortgage + other secured debt + unsecured debt
Total monthly payment	
Net equity	Derived value: Property value – (mortgage + secured debt)

Data Item	Comments
Future mortgage amount	Shared Equity option only
Future mortgage interest rate	
Future mortgage monthly payment	
Equity loan fee rate	
Equity loan monthly payment	
Mortgage multiple	Derived value: proposed mortgage amount / household income Only applicable to the Shared Equity option
Repair costs	
RSL's equity loan amount	Shared Equity option only
HCA's equity loan amount	
Household equity contribution	Also known as "haircut"
HBA administration allowance	£3,900 per unit for Shared Equity, £3,900 per unit for GMtR
Market Rent	For GMtR only
Actual rent proposed	
Service charge eligible for housing benefit	
Service charge ineligible for housing benefit	
Total HCA payment	
Valuation date	
Exchange of contracts date	For GMtR only
Completion date	
Date of RSL equity transfer (first mortgage)	For Shared Equity option only
Date of RSL equity transfer (second mortgage)	