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| --- | --- | --- |
| Housing executive logo image  **Development Programme Group** | **Housing Association Grant**  **Payment Claim** | **GA1**  **(Effective 25/01/2023)** |
| **NIHE (DPG) Date Stamp** |

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| **Part A** | | **Details of Applicant** | | | | | | |
|  | **Procurement Group Name** | | |  |  | **Scheme Ref No** |  |  |
|  | **Association Name** | |  | |  | **Contact Name** |  |  |
|  | **Scheme Name** | |  | |  | **Contact Tel No** |  |  |
|  |  | |  | | **DSD Registration No** | |  |  |
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| **Part B** | **Claim Details** *(enter N/A if not applicable only)* | | | | | | | | | | | | | | | |
| **Provide ALL available information at each Tranche claim stage -**  **Updated development timetable - ACTUAL dates & costs (where known ) to be completed for ALL claims** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **Date of execution of the contract** *(acquisition claims only)* | | | |  |  | | |  | **Start on site** | | | | |  |  |  |
|  | | | | | | | |  |  | | | | | | | |
| **Purchase price** | | | | **£** |  | | |  | **Accepted tender sum** | | | | | **£** |  |  |
|  | | | | | | | |  |  | | | | | | | |
| **Purchase completion** | | | |  |  | | |  | **Expected date of practical completion grant claim** | | | | |  |  |  |
|  | | | | | | | |  |  | | | | | | | |
| **Expected date of start on site grant claim** | | | |  |  | | |  | **Practical completion** | | | | |  |  |  |
|  | | | | | | | |  |  | | | | | | | |
|  | | | | | | | |  | **Forecast of Final account** *(GP2 Part B, line 5)* | | | | | **£** |  |  |
|  | | | | | | | | | | | | | | | | |
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|  | |  | | | | |  | | |  |  |  |  | | | |
|  | | | Substructure | | | **£** |  | | | **Total =** |  |  | *Complete using*  *forecast final costs* | | | |
|  | | |  | | |  | | | |  |  |
| **Main works contract sum:**  *(Qualifying costs)* | | | Superstructure | | | **£** |  | | | **£** |  |
|  | | |  | | |  | | | |  |  |
|  | | | Site Works | | | **£** |  | | |  |  |
|  | | | | | | | | | | |  |  |
| **Gross works costs** | | | | | | | | | | | **£** |  |
|  | | | | | | | | | | |  |  |  | | | |

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| **Part C** | | | **Payment details** | | | | | | | | |
|  |  |  | |  |  | | |  |  |  |  |
|  |  | **Non Tariff Scheme** | |  | **Tariff Scheme** | | |  | **Amount claimed for this scheme stage**  **£** | **[NIHE (DPG) Use]**  **Amount**  **£** |
|  |  |  | |  |  | | |  |
| **Scheme stage (Tick one box only)** | | | | | | | |  |
|  |  |  | |  |  | | | **HAG tranche** |  |  |  |
|  |  | **Advance Land Purchase (ALP)** | |  | **Acquisition** |  | **SPPA**  **Only** | **SPPA** |  |  |  |
|  |  | **Start on site** | |  | **Practical completion**  **(interim/final)** | | | **Total** |  |  |  |
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| **NIHE (DPG) Use** | | | | |  |
| **Recommended for payment** | | | | |  |
| **Signed** |  |  | **Date** |  |  |
|  |  |  |  |  |  |
| **Approved for payment** | |  |  |  |  |
| **Signed** |  |  | **Date** |  |  |
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| **Part D** | | | | | **Certifications** *(Tick if applicable, or enter N/A if not applicable only)* ***DO NOT SCORE OUT ANY CERTIFICATIONS*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACQUISITION STAGE (All Bands)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
| **The Association certifies that:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
| 1. **Any conditions of the Project Approval applying to the acquisition have been met.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **The purchase price does not exceed the value of the property as assessed by an independent qualified valuer, whose valuation must be no more than six months old at the date of execution of the contract.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |  | |
| 1. **The property offers good title and no covenants or other restrictions exist which impede development of the site/ property.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **Any necessary consents have been obtained prior to execution of the contract e.g. Article 13 consent.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **It has executed the purchase contract.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **It will inform the NIHE (DPG) immediately of any change in the modified date for completion of the purchase.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |  | |
| 1. **If the completion does not occur within 30 working days of receipt of Grant, the Grant and/or interest will be recovered by the NIHE (DPG).** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |  | |
| 1. **It will, within 30 working days of receipt of Grant, forward to the NIHE (DPG) a certification from its solicitor confirming that completion of the purchase has taken place, the date of completion and the purchase price.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **It will meet the cost of any shortfall on capital or revenue funding including the cost of any non‑qualifying items.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **Any necessary revenue has been obtained and is guaranteed for a minimum of twelve months,**   **with ‘in principle’ commitment for ongoing support.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| 1. **The actual purchase price is the same as the approved purchase amount; if not an explanation has been provided to NIHE (DPG) [CLAIMING PAYMENT].** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| **12. The scheme is broadly acceptable to Planning NI and an application for planning approval has been made.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| **Off the Shelf Schemes only – The Association certifies that, in addition to above:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
| **13. It has evidence on file from solicitor demonstrating statutory approvals and building warranty are**  **satisfactory.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  | |
| **14. It has evidence on file that the completed properties have been inspected by a consultant engaged by the**  **Association & that the properties have been completed to required standards to meet scheme approval**  **conditions.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
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| **15. It is satisfied that the Building Control Completion certificate has been obtained** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
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| **16. No non‑qualifying items are included in the costs for Grant funding.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |
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| **ACQUISITION TRANCHE CLAIM – Documents enclosed** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **All Schemes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | |  | **2 copies of OS map outlining property in red.**  **(1:1250 or 1:2500)** | | | |  | **To be acquired:**  **Solicitor’s Letter confirming agreement to purchase, agreed price & expected completion date** | | | | | | | | | | | |  | **Acquired:**  **Solicitor’s Letter confirming completion of purchase, actual purchase price and date of completion** | | | | | | | | | | | | | | | |
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|  | |  | **Other where applicable** | | | | | | | |  |  | | | | |  |  | | | | |  |  | | | |  | |  | | | | | | |
|  | |  | Response to Annex | | | |  | OTS 10%: **Solicitor’s letter confirming deposit required** | | | | | | | | |  | **OTS 90%/100%**  **Code for Sustainable Homes Certificate** | | | | | | | | | |  | | **OTS**  **GPS1 form** | | | | | | |
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| **START ON SITE STAGE (Bands 3 & 4)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **The Association certifies that:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
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| 1. **Any conditions of the Project Approval applying to the acquisition have been met.** 2. **Its solicitor has confirmed, in writing, that the land/ property is in the Association’s ownership.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
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| 1. **The scheme complies with the DfC’s Design and Procurement Requirements.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **No change has occurred in the units to be produced which affect the calculation of TCI.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| **5a. Detailed Planning Permission for the scheme has been obtained.**  ***5b. Where applicable, appropriate action has been taken to comply with any conditions and/or informatives* applying to the scheme’s permission.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
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| 1. **Building Control Approval has been applied for and a Practical Completion Certificate and a Building**   **Control Approval Certificate for the scheme will be obtained at completion.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **It will meet the cost of any shortfall on capital or revenue funding including the cost of any non‑qualifying**   **items.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |  | |
| 1. **Any necessary revenue funding has been obtained and is guaranteed for a minimum of twelve months**   **with ‘in principle’ commitment for ongoing support.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |  | |
| 1. **It will, within 90 working days from the date of receipt of an On-Site Tranche payment, forward to the NIHE (DPG) a copy letter from the Association’s Consultant either confirming that work is progressing on site or explaining the lack of progress (With effect from 1st April 2020 until further notice).** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |  | |
| 1. **No non‑qualifying items are included in the costs for Grant funding.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **It has entered into the Building Contract and the possession of the site has passed to the contractor.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **It has complied with the DfC Branding Requirements for scheme signage in all cases where signage is provided.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **All requirements set out by Planning Service have been incorporated into the design and costs of the scheme as submitted for approval to DPG.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| 1. **All necessary warranties and insurances are in place that fully protect the scheme development and associated grant.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **Works only – The Association certifies that, in addition to above:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| **14. The property to be developed is in the Association’s ownership and offers good title.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| **15. Any necessary consents have been obtained prior to start on site.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
|  |
| **START ON SITE TRANCHE CLAIM - Documents enclosed** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | **All Band 3 & 4 Schemes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | |  |  | | |  |  | | | | |  |  | | | | |  |  | | | |  | |  | | | | | |
|  | |  | **JCT type contract:**  **Copy of extract from building contract showing date of possession** | | | | | | | |  | **NEC type contract:**  **Copy of Contract Data Section showing ‘access date’** | | | | | | | | | | |  | **Copy of Planning Approval** | | | | | | | | | | | |
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|  | |  |  | | | |  |  | | |  |  | | | | |  |  | | | | |  |  | | | |  | | | | | |  | |
|  | |  | If not already submitted: **Solicitor’s Letter confirming completion of purchase,**  **actual purchase price and date of completion** | | | | | | | | | | | | | |  | **Signed Articles of Agreement:**  **Copy of extract from Building Contract** | | | | | | | | | |  | | | | | |  | |
|  | |  |  |  | | | | | |
|  | |  | **Other where applicable** | | | | | | | |  |  | |  |  | | | | | | | |  | |  |  | | | | | | | | | |
|  | |  | Response to Annex | | | |  | **Project Information Form** | | | | | |  | **Tender Price Index Form** | | | | | | | | | |  | **Building Cost Information Service – Form of Costs Analysis** | | | | | | | | | |
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| **PRACTICAL COMPLETION (Bands 1, 3 & 4)** |  | |  |
| **The Association certifies that:** |  | |  |
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| 1. **The dwellings produced comply with the DfC's Design and Procurement Requirements.** |  | |  |
|  | |
| 1. **The final forecast will not/ does not contain any costs which may be recoverable by the Association as the result of a claim by or against a third party.** |  | |  |
|  | |
| 1. **No change has occurred in the units produced which affect the calculation of TCI.** |  | |  |
|  | |
| 1. **No non-qualifying items are included in the costs for grant funding.** |  | |  |
|  | |
| 1. **BAND 1 ONLY – Costs for required works were identified in full at scheme approval and the qualifying completed works included in the Association’s grant match the works presented at scheme approval.** |  | |  |
|  | |
| 1. **Building Control Certificate was obtained for the scheme (where appropriate) prior to tenant occupation.** |  | |  |
|  | |
| 1. **All conditions and/or informatives applying to the scheme’s Planning Permission have been addressed (where appropriate).** |  | |  |
|  | |
| 1. **Detailed Planning Permission for the scheme has been obtained for any changes/amendments (where appropriate).** |  | |
|  | |
| 1. **It will, within 30 working days of receipt of grant, forward to NIHE (DPG) a copy of a letter from its solicitor confirming that completion of the purchase has taken place, the date of completion and the purchase price.** |  | |  |
|  | |
| 1. **Where ‘Buy Social’ clauses have been added to a contract, the association will develop the clauses in line with the ‘Buy social toolkit’ and establish appropriate monitoring processes.** |  |  | |
|  |
| 1. **EcoHomes/Code for Sustainable Homes has been achieved at approved level.** |  | |  |
|  | |
| 1. **It has completed the Joint Management Agreement, where the project is to be managed in partnership with**   **another body (where appropriate).**   1. **The design and details for the completed scheme matches the scheme as approved by NIHE.** 2. **It has not carried out any design /layout amendments or additional work over and above that approved by NIHE.** 3. **Where any additional or amended works have been completed, DPG prior approval has been obtained and DPG has been provided with details of qualifying and non-qualifying works and a cost breakdown.** |  | |  |
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| **PRACTICAL COMPLETION TRANCHE CLAIM - Documents enclosed** | | | | | | | | | | | | | | | | |
|  | | | **ALL BAND 1, 3 & 4 Schemes** | | | | | | | | | | | | | |
|  | | |  |  |  |  |  |  |  | |  |  | | |  |  |
|  | |  | **GP2 form**  **(non-tariff)** |  | **GPS1 form** |  |  | | | |  |  | | |  |  |
|  | |  |  |  |  |  |
|  | |  | **Other where applicable - BAND 1** | | |  |  |  |  | | | | | | |  |
|  | |  | **Authorised itemised cost breakdown of completed works for each dwelling** | | |  |  |  |  | | | | | | |  |
|  |  |
|  | |  |  |  |  |  | | | | | |  |
|  | |  | **Other where applicable -BANDS 3 & 4** | | |  |  |  |  | | | | | | |  |
|  | |  | Secured by Design Certificate |  | **Code for Sustainable Homes Certificate** | | |  | **Forecast of final account (non-tariff)** | | | |  | **Latest Interim Certificate (N/T)** | |  |
|  | |  |  |  |  |
|  | |  | **All Band 3 – ‘as built’ drawings** | | | | |  | **EcoHomes certificate** | | | | | |  |  |
|  | |  | **Certificate of Practical Completion** | | | | |  | **StW19 (1 for each placement during scheme) or equivalent** | | | | | | |  |
|  |  |
|  | |  |  |
|  | |  | **Other where applicable – BANDS 1, 3 & 4** | | | | | | | | | | | | |  |
|  | |  | Response to Annex |  | **2 copies of OS map outlining property in red. (1:1250 or 1:2500) if not already provided** | | | | | | | | | |  |  |
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| **ALL CLAIMS (All Bands)** |  |  |
| **The Association certifies that:** |  |  |
|  |  |  |
| 1. **Any material divergence from the development timetable included on this claim will be reported immediately to the NIHE (DPG).** |  |  |
|  |
| 1. **No member, employee, agent or consultant of the Association has any interest in the proposed vendor, contractor or the land or property to be acquired. This declaration extends to any firm, partnership or organisation in which they or their families are involved as partner, director or shareholder. *(If such a declaration cannot be made without reservation, a statement must be attached giving a full disclosure of the interests of the people concerned)*.** |  |  |
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| 1. **All previous certifications made by the Association at project approval and/or previous grant claim stages**   **in relation to this scheme shall continue to apply.** |  |  |
|  |  |
|  |
| 1. **To the best of its knowledge and belief the contents of this application are complete and accurate.** |  |  |
|  |
| 1. **Funding for the sums claimed has not (already) been provided by any other Government body and it has made full disclosure of all capital funding in respect of this scheme.** |  |  |
|  |
| |  | | --- | | ***Please ensure that all relevant boxes have been completed*** | | **Where the Association is unable to make any of the certifications included on this form for all relevant tranche stages for which payment is being claimed (unless it is not applicable to the scheme), it should amend the certification and provide details on the form or in a covering letter.** |   *I certify that the relevant conditions for grant have all been complied with.*  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Officer or member of Association authorised by the Management Committee | | |