



Better Energy Homes scheme Obligated Party and Counterparty Guide Version 1.0

Introduction:

Better Energy - The National Upgrade Programme was launched by the Minister for Communications, Energy & Natural Resources in May 2011. This Programme is a multi-annual programme which will stimulate the upgrading of Ireland's building stock and facilities to high standards of energy efficiency, thereby reducing fossil fuel use, running costs and greenhouse gas emissions. It will build upon existing energy saving programmes in both the domestic and non-domestic sectors and will involve delivery through energy supply companies, as well as including energy services providers, construction workers, energy auditors and policymakers, all working together to deliver energy savings, cost reductions and ultimately smaller carbon footprints for energy customers throughout the country.

The Irish Government wishes to encourage home owners to improve the energy performance of their homes and have launched the Better Energy Homes scheme to assist them in achieving this objective. The scheme provides assistance to homeowners to reduce energy use, costs and greenhouse gas emissions and improve the comfort levels within their home.

Home owners can currently apply directly for grants under the Better Energy Homes scheme.

The Irish Government has also placed an obligation on key energy utilities, fuel importers and named market players to meet specified energy saving targets as part of a multi annual programme. These are collectively known as Obligated Parties.

SEAI will facilitate Obligated Parties and other major Industry players who want to incorporate Better Energy Home grants into their own service offerings. SEAI has assigned the term **Counterparty** to describe organisations wishing to assume the role and responsibilities of operating in this way.

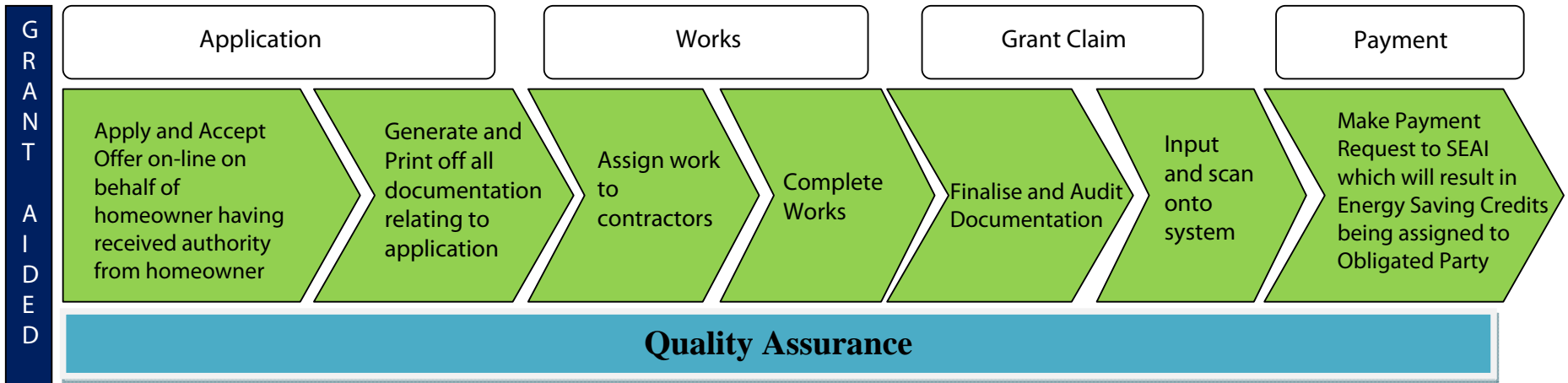
What can a Counterparty do?

A Counterparty is an organisation authorised by SEAI to submit Better Energy Home grant applications and to receive grant monies on a Homeowner's behalf. Counterparties may be further authorised to undertake additional administrative tasks related to the processing of Grant applications on behalf of SEAI. In these cases the Counterparty will be given access to the SEAI Better Energy Homes grant processing system to enable them to execute full end-to-end transaction processing for all grant-aided measures. They will be able to

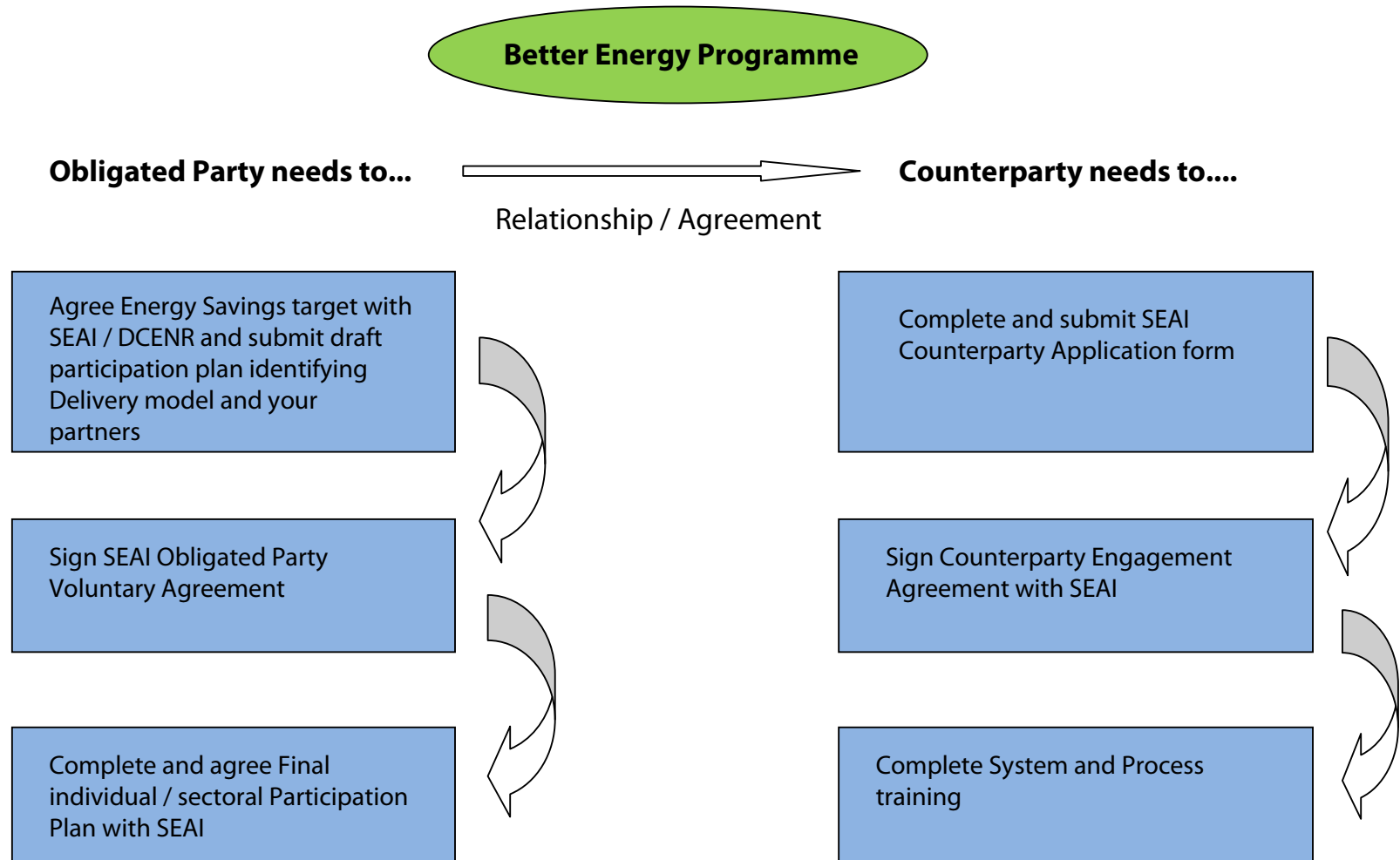
- Apply on-line on behalf of the Homeowner
- Print off the Declaration of Works (DOWs) forms
- Input the DOWs onto the Better Energy Homes system
- Review Grants ready for payment
- Submit Grant Payment Requests to SEAI
- Receive Grant funds directly into their bank account

Better Energy Homes scheme Transactional schematic

The schematic below represents the total life cycle of Better Energy Homes scheme grant-aided measures. Quality Assurance is a key action throughout all activities undertaken during the life cycle and relate not only to Technical but also Administrative duties.



1. High Level Summary of Establishing a Obligated Party and/or a Counterparty relationship with SEAI:



Detailed Level of actions required when establishing an Obligated Party and/or Counterparty relationship with SEAI

Below are more detailed actions which need to be completed by both the Obligated Party (OP) as well as the Counterparty (CP)

Action	OP	CP	SEAI
Agree and sign Energy Savings Target between OP and the Sustainable Energy Authority of Ireland and DCENR	✓		✓
Complete and submit Draft Participation plan to SEAI for review. This document should identify any partners to your delivery mechanism e.g. Counterparty, Contractors.	✓		
Review plan and liaise with OP on any clarification or discussion points within document.	✓		✓
Read SEAI Counterparty Guide and submit completed Counterparty Application form to SEAI. (The current application form only covers Better Energy Homes grant-aided measures.)		✓	
Review application submission and liaise with CP on any clarification or discussion points.		✓	✓
Sign Voluntary Agreement with SEAI.	✓		✓
Sign Counterparty Engagement Agreement with SEAI.		✓	✓
Complete and submit Final Participation plan to SEAI for review	✓		
System and Process walkthrough approach will be used to:- a) Ensure all scheme principles are being adhered to e.g. segregation of duties, document storage b) Identify any areas of concern and discussion/resolution with OP			✓
Complete system and process training of CP personnel, including on-site testing		✓	✓
Ensure all information for SEAI set-up is correct and communicated to SEAI e.g. Contractors lists including Nominated Personnel and system users' names/e-mails.		✓	
Assign logins as appropriate to CP.			✓
Go-Live operationally.	✓	✓	
Monitoring, auditing, review			✓
Provide post Go-Live support			✓