

Your Guide to fulfilling your BEC 2016 Grant Agreement-

This is a guide only to assist Project Co-ordinators and Lead Applicants in the successful delivery of their BEC project. It is not a legal or contract document.

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1 Validating Your Offer

Once you have validated your offer, it is important to ensure that both the Lead Applicant and the Project Coordinator follow the timeline set out by BEC in the Grant Agreement.

In most cases it is the responsibility of the Lead Applicant to distribute funds, organise access for SEAI inspection, and ensure that Measurement and Verification (M&V) requirements are met. In cases where the Applicants have chosen to make the Project Coordinator the main contact, these responsibilities will fall to them.

2 Your Project Milestones

There are two types of Project Milestones relating to your BEC project – Financial Milestones and Project Management Milestones. In order to access funds, Applicants must submit Project Progress Reports and Interim Payment Requests according to the timeline set out in the Grant Agreement.

While SEAI will make every effort to make contact before the due date for these milestones, and to chase up overdue progress reports and interim payment requests, it is the responsibility of the assigned contact to ensure that these milestones are met. Failure to meet milestones may result in payment reduction or revocation. If you wish to adjust milestone dates, please contact bec@seai.ie as soon as possible.

2.1 Financial Milestones

The details of your project's Financial Milestones have been outlined in your Grant Agreement. The Lead Applicant or project co-ordinator should refer to the Grant Agreement and note carefully the assigned dates, figures and corresponding requirements for each interim payment request set out at time of offer.

Payment requests and workshops

Please read section [6 Payments](#) carefully, and follow the guidelines for processing your financial milestones.

This [presentation](#) also provides guidance on submitting a payment request.

SEAI will be providing workshops with applicants with regard to submitting payment requests.

2.2 Project Management Milestones

Each project been assigned a series of Project Management Milestones – dates by which Progress reports should be uploaded via the PEP website. An average of three PM Milestones will be assigned to each project.

Please read section [5.1 Progress Reports](#) carefully before submitting your first Progress Report.

Either John Flynn or David Boyle from SEAI's BEC team will provide direct support and assistance to your project. They will act as a liaison for any significant issues with, or changes to, the Grant Agreement or scope of works. Please notify John or David in advance of your intention to submit a payment request. For minor queries or changes, please contact the BEC team bec@seai.ie

3 Project Evaluation Portal

All payment requests and supporting documentation must be uploaded via the Project Evaluation Platform (PEP).

If you encounter technical issues when using the platform, please contact us at bec@seai.ie, attaching a screen shot of the error so that we can review and fix if required. Please note the BEC Team cannot upload documents on your behalf.

4 Technical Resources

There are a number of useful resources available on the SEAI website.

- Presentations from the Technical Workshop held in Athlone on 29 June are available on the [BEC webpage](#) under guides
- Grantees are advised to study [SR54.2014](#), the standard for Energy Efficient Retrofit of Dwellings.
- Additional Contractor Technical Information for domestic works can be found on the [Better Energy Homes Website](#).
- Presentation from the Installer Workshop for [Domestic Boilers](#) and [Heat Pumps](#) are also available on the BEC webpage.

5 Keeping on Target

5.1 Progress Reports

Your first Progress Report should include provisional project completion dates, as well as the names of contractors for all domestic and non-domestic projects. This will permit SEAI to allocate resources to meet requirements and draw up an inspection plan. Your subsequent Progress Reports should position the project in relation to the inspection plan.

Project Coordinators should make sure to update on all aspects of the project, not just the parts that are progressing, referring throughout to both the anticipated completion dates and the inspection plan.

How to Submit a Progress Report

Currently the Progress report template is available from BEC webpage [under guides](#)

SEAI intends to make this available via PEP and all projects will be notified when this change is implemented. Your Progress Report form can be downloaded from [PEP](#). Once the form is completed, it can be uploaded via PEP and attached to the relevant PM milestone.

Screenshots of this process are available in the [Athlone workshop presentations](#)

5.2 Change of Plan

SEAI's prior **written consent** is required by **15 August** 2016 to approve any changes to the itemised eligible costs. These will be considered on a case-by-case basis.

Scope changes exceeding 20% of the overall Grant Agreement value will not be funded except in exceptional circumstances and subject to the discretion of SEAI. Scope changes after this date will be deemed ineligible.

If there is a possibility that you will not be drawing down the full grant, please advise us immediately via bec@seai.ie.

5.3 Inspections

SEAI will carry out inspections in advance of, or following, completion of works, for compliance with the Grant Agreement.

Please study the BEC [Grantee Inspections Guide](#) carefully for information on what to expect and how to prepare for inspections. The necessary inspection request templates and appendixes are available [here](#)

No payment will be made on domestic element of grant until an advisory inspection has been scheduled. Payments between 50% and 80% must be supported by satisfactory final inspection data on a significant portion of the project. Payments in excess of 80% will only be made when inspection data has been finalised, energy credits uploaded and all outstanding documentation received.

Inspection results will inform payment decisions and may result in funds being retained. Poor inspection results may result in additional inspections being conducted and re-inspection of remedial works for non-compliances. All inspections and associated reworks must be completed before **18 November** to ensure final payments can be released before the year end.

6 Payments

Grant payments will be made to the Lead Applicant in accordance with the Grant Agreement. Please note the payment request, the completed Grant Payment Workbook and all relevant documentation must be submitted via PEP. It is the Grantee's responsibility to ensure that the correctly completed documentation is submitted to SEAI. Incomplete or incorrect submissions will result in delayed or revoked payment.

Payment requests should be based on the value of the invoices included with that request. Please see the [Payment Presentation](#) for further guidance on this.

Once the reports and financial documents are deemed satisfactory, SEAI will transfer grant funds electronically to the appointed bank account and issue an accompanying letter notifying the main contact of the payment. The grant is only payable in respect of the approved itemised eligible costs identified in the Application Form and outlined in the Grant Agreement, and is dependent on completion of work and submission of progress reports as set out by BEC at time of offer. It is the responsibility of the Lead Applicant to distribute funds received to each of the beneficiaries named in the Grant Agreement. Please note that before any payment is made, SEAI will require a signed letter from each of the beneficiaries allowing SEAI to make payments to the Lead Applicant on their behalf.

Final payments will be withheld on all projects until all documentation has been submitted, and all inspections and any necessary reworks have been completed and approved by SEAI.

Where the total assigned energy credits have not been achieved, or all the works not completed to a satisfactory standard, SEAI may reduce the grant funding pro-rata.

6.1 Financial Milestones

Financial Milestone dates are set out in the Grant Agreement and should be adhered to unless a change has been agreed. Any requests for changes to Financial Milestone dates or payment amount should be forwarded to bec@seai.ie.

6.2 Project Management Costs

There are two fixed stages for applying for support for project management fees. These are at the first 50% and then the remaining 50% value of the completed project. Invoices accounting for the relevant values must be submitted at each stage as part of the normal payment request process. Project management fees will be reduced on a pro rata basis where spending targets are not reached.

Financial bonus

An additional project management fee bonus amounting to 2% of eligible project costs will be available for projects achieving all of the following targets in 2016:

- a) Progress reports completed correctly and submitted on time
- b) Interim financial milestones achieved
- c) All projects completed and valid paperwork submitted on time
- d) 80% credits delivered
- e) Average inspection pass rate of 75% across domestic and non-domestic projects

Payment of the PM bonus is at the discretion of SEAI and will only be assessed at the end of the project.

6.3 Special Costs

BER Costs

All successful Applicants will be required to complete and publish a pre-works BER prior to requesting the first interim payment for proposed upgrade works. Post-BERs are required to be published for all upgraded homes.

To be eligible for support, the upgrade work must be completed. SEAI will not support pre-works BER costs if the work is not carried out. Local Authority homes are not eligible for this support but a post-works BER must be published for these properties nonetheless. BER costs will only be funded at the end of the project when both pre- and post-BERs have been published. The same BER assessor should complete both the pre- and post-works BERs.

A schedule of homes completed will be required to be submitted as part of the project completion documents. MPRN, pre- and post-BERs should be included in this schedule. A template is available on [here under guides](#).

Design Costs

For non-domestic design fee costs to be eligible for support, evidence of a design process being completed must be submitted. This process should include design considerations, inputs, outputs, system design, and design checks.

Every design project is different and has differing needs. It is the responsibility of the design engineer to consider fully all design requirements. It is the duty of the Project Manager to ensure that the design of the commissioned project complies with all relevant legislation and regulations and codes of practice. CIBSE and BSRIA Design Checks for HVAC and Electrical Services provide design guidance for design engineers

6.4 Tax Clearance

Payments will only be made to beneficiaries who have a valid Tax Clearance Certificate from Revenue. Beneficiaries are asked to provide SEAI with details of their Tax Clearance Access Number and their Tax Reference Number to allow SEAI to verify their details. This allows SEAI to verify the beneficiaries' tax clearance certificate in real time.

6.5 VAT

VAT is only an eligible cost where the beneficiary does not have VAT recovery and can provide a letter from Revenue dated in 2016 stating that this the case.

Self-Accounted VAT

Certain payments to subcontractors are subject to the Relevant Contracts Tax (RCT) rules. Where this applies, VAT is required to be paid over to Revenue by the Beneficiary rather than to the supplier. In these cases, the invoice will state that VAT is to be accounted by the principal contractor. This is known as self-accounted VAT. **For self-accounted VAT, SEAI will require supporting documentation as evidence that VAT has been paid to Revenue**, i.e. the VAT return extract identifying the invoices for which VAT is being claimed and the bank statement showing the total VAT paid to Revenue. The only exception to this is where the Beneficiary is a government body (e.g. Local Authority). In such case SEAI will accept a letter from the body identifying the invoices and VAT amounts involved and the date it was/will be paid to Revenue.

Where RCT and Professional Services Withholding Tax (PSWT) are required to be deducted, a similar process will apply in relation to vouching payments.

6.6 Payment Requests

In order to receive a final payment, Project Coordinators must complete, sign and upload the **Project Completion Form**. All projects must be completed and documentation submitted to SEAI no later than **14 October**. We are not in a position to issue project extensions this year, and cannot guarantee payment of grants for any project not completed by this date.

If satisfactory evidence of quality and safety standards is not available, SEAI may, at its discretion, reduce the grant amount proportionally. Excessive additional inspections arising from persistent poor quality may be chargeable.

The level of grant payment will be strictly proportional to documented payments made to suppliers and contractors connected to the project. Payments are conditional upon satisfactory receipt by SEAI of the **necessary documents** by the **14 October 2016**.

Necessary Documents –for Interim Payments

- a) A completed Payment Request Form
- b) A completed Grant Claim Workbook

- c) Invoices for all approved itemised eligible costs.
- d) Proof of payment of invoices
- e) Valid eTax Clearance for all Beneficiaries or
- f) Proof of VAT payment

Necessary Documents –for Final Payments

Item a- f as required for interim payments above and

- g) Project completion report
- h) Confirmation that the Domestic Energy Credits for all completed upgrades homes have been uploaded by the Participating Energy Supplier to the ECMS (energy credits management system)
- i) Confirmation of Energy poverty status for relevant homes. SEAI will request proof of eligibility for a sample of homes.
- j) [Declaration of Independence](#) signed by BER assessor(s)
- k) Confirmation that they have collected all “[Client Organisation Declaration’s](#)” for Energy Credits
- l) [ACA Declaration](#)
- m) Where relevant a report on the status of the project in relation to financing aspects including a description of the mechanism used, the repayment situation and feedback on the success of the mechanism where applicable

6.7 Your Grants Claim Workbook

A customised Grants Claim Workbook will be issued to all Project Coordinators based on the information contained in their Grant Agreement. This will be split into a number of tabs based on the grant percentages. The Project Coordinator is required to fill this in on a cumulative basis (i.e. additional invoices should be added to the previous version). Guidance on how to complete the workbook is contained on the introduction tab of the workbook.

Should SEAI make any revisions to a milestone payment the revised workbook will be sent back to the Project Coordinator and this should be used as the basis for the next milestone payment.

6.8 Proof of Payment

All Beneficiaries named on the Grant Agreement must sign [a beneficiary letter](#) agreeing that payments on their behalf may be made to the Project Coordinator.

Invoices

Invoices must be dated **after the date of grant approval** and must be **addressed to the Grantee or the Beneficiaries named on the Grant Agreement**.

Each **Energy upgrade measure** and quantity should be clearly listed on the invoices, and **the locations** where these works were carried out should be indicated. Descriptions such as ‘Works completed for BEC 2016’ or ‘Energy upgrades’ will not be accepted. We must be able to establish what measures have been paid for in the invoice.

Invoices must be supported by two proofs of payment – both a statement from the contractor/supplier confirming that the invoice has been paid, and a copy of the Grantee’s bank statement which shows the payment(s). The supplier statement should be on headed paper and signed by an appropriate person. An e-mail from the supplier is also acceptable provided the e-mail address clearly indicates that it has originated from the supplier. Electronic bank statements are acceptable provided that they clearly show that they originate from the bank in question and the bank account name (in the name of Grantee) and account number are displayed.

Batch Payments

Where multiple invoices are being paid using a single Electronic Fund Transfer (EFT) or cheque, a **breakdown** of **all** amounts in that payment is required. This is so that the total amount can be squared to the Beneficiary bank statement. The names of the non-grant related suppliers may be blacked out.

6.9 BER Invoice

BER costs should be separately identified and invoiced, and this invoice must separately identify the properties assessed.

6.10 Revocation

The SEAI will revoke payments in the following circumstances:

- a) Insufficient invoices submitted
- b) Insufficient proof of payments submitted
- c) Invoices are deemed invalid
- d) Back-up documents have not been submitted to SEAI by the assigned project deadline
- e) Requests for payment have not been submitted to SEAI by the assigned project deadline
- f) Works have not been completed to standard
- g) Works have not been tested and commissioned
- h) Works have not been ‘switched on’
- i) No evidence of Operating and Maintenance documents having been provided to the end user
- j) Work was completed prior to letter of offer being issued
- k) No access has been provided to inspect the upgrade works
- l) Upgrade works completed do not match proposal and specification submitted and approved by SEAI in accordance with the programme guidelines
- m) Energy credits completed are less than that proposed in the Grant Agreement
- n) Domestic Energy Credits are not submitted by the PES
- o) Energy credits for upgrade works have already been claimed for

- p) No written statement that the project has used the Triple E register has been submitted where required

6.11 Uploading Documents

The [BEC Payment presentation](#) provides guidance on uploading supporting documents on PEP

In general documents uploaded to PEP should be zipped in sequence. When uploading documents, a simple and clear referencing system should be employed, i.e. An invoice referenced A1 might have a corresponding receipt references B1 and a bank statement referenced C1 for example.

7 Project Completion

Only works that are **100% complete by 14 October 2016**, and reworks confirmed and signed off by our inspectors are being supported under BEC 2016.

7.1 Project Completion Documents

Workbook

Your Grants Payment Workbook must be completed before the project can be considered complete.

[Project Completion Form](#)

Energy Poor Documents

Homes will be deemed energy poor if the resident (who in the case of private homes must be the homeowner) is:

- in receipt of **Fuel Allowance**,
- **Jobseeker's Allowance** (for six months or more where the resident is the primary carer of at least one child under seven years. Jobseeker's Benefit is not eligible.),
- **Family Income Supplement (FIS)** or the
- **One Parent Family Payment.**

Tenants of Local Authority and Housing Association projects are deemed energy poor as per the above criteria.

Proof of one of the above must be provided for each energy poor household at project completion stage in order to receive higher financial support or allocate credits as Energy Poor Proof should take the form of:

- a) A **signed letter from the Department of Social Protection dated 2016** of the start date of the Grant Agreement;
- b) a **payment receipt made out to the homeowner**;
- c) a **Social Welfare swipe receipt**. The name and address on the relevant correspondence must match that of the homeowner on the application; or
- d) a **signed letter** from the Local Authorities or Housing Association **Data Officer** (or equivalent) **confirming the numbers of energy poor homes being claimed for and detailing each of them by name and address.**

Personal data form

Project Coordinators are required to seek the consent of homeowners to collect their personal data, maintain the necessary evidence on file for five years, and make it available to SEAI for audit inspection upon request. A personal [data form](#) must be provided for each homeowner.

BER

It is the responsibility of the Project Coordinator to select the BER assessors and ensure that they fulfil all duties and obligations under the [Regulations and the Code of Practice for BER assessors](#).

The Project Coordinator must select an assessor who is not an employee of any of the contractors or organisations involved in the delivery of the project upgrades. More details on this can be found in the [BER Assessor Independence – Guidance Notes](#).

The BER Assessor is required to submit a signed [Declaration of Independence](#)

Triple E Register

Public sector organisations should meet their obligations to procure products in accordance with [SI 147:2011](#). Where the project involves the purchase of plant, machinery or equipment in the categories listed on the [Triple E register](#) then such products will be required to be drawn from that register. The Project Coordinator should identify such products in the Technical Workbook. A written statement that the project has used the register will be included in the project completion report required at project completion stage.

For Grantees eligible to claim the Accelerated Capital Allowance (ACA) linked to the Triple E register, it should be noted that any ensuing claim to the Revenue Commissioners for the ACA should be made on the basis of costs net of the BEC grant.

Measurement & Verification

For non-domestic projects, it is important to identify, at project commencement, sites where proposed M&V will be carried out, and note this in the Project Management milestone progress reports. An M&V report must be submitted for each non-domestic project by **1 September 2017**. Where appropriate, SEAI encourage projects to employ the International [Performance Measurement & Verification Protocol \(IPMVP\)](#) to measure and verify energy savings.

For non-residential projects receiving €250,000 or over, a figure set out in the Letter of Offer approximating 10% of funding offered, will be withheld until such M&V information is received. The Project Coordinator will need to make another payment request via PEP to release the M&V retention.

Energy Savings

All domestic **Energy Credits should be uploaded via ECMS (Energy Credit Management System) by the participating energy supplier (PES)**. Credits should only be uploaded when homes have been fully, inspected and passed. Any queries should be forwarded to bec@seai.ie.

Non-domestic energy credits will be confirmed by SEAI once projects have been completed, inspected and signed off by SEAI. All energy savings and reductions are potentially eligible to be considered as energy credits. They only get converted to credits once the relevant work is completed and verified. The Project Coordinator is required to collect and keep signed [Client Organisation Declaration for Energy Credits](#) for all projects

It is the Project Coordinator's responsibility to maintain these declarations, and confirm that they have been collected in the project completion report. Final payments will not be issued prior to this report being submitted to SEAI. A checklist has been included in the project completion report of additional documents that may be applicable to the project completion.

Where the actual energy credits delivered are lower than those specified in the grant agreement the grant amount will be reduced on a pro-rata basis.

If there is no energy service provider involved, energy savings will be reported as part of National Energy Savings.

Contracting

For energy performance related payment (EPRP) and energy contracting, grant support is given on the basis of costs **incurred and paid for by 14 October 2016**.

If an energy contracting payment arrangement is particularly innovative, SEAI may have agreed to allocate a portion of the payment into 2017. All such exceptions will have been outlined at time of offer and will only be paid on the basis of an M&V statement (IPMVP or ISO 50015) to demonstrate that projected savings were achieved.

Sustainable Energy

In the case of sustainable energy generation created as part of the BEC project, efficiency savings can be logged as energy savings or credits and taken up by a supplier.

Energy Supplier

If an energy supplier is a Project Partner, the Lead Applicant on the project may have given them permission at Application stage to count the energy savings achieved against their energy target. This permission must have been given before the project commences. In these cases, the SEAI will liaise directly with the energy supplier on all matters relating to the credits. The energy supplier will have been identified on the Application Form and credits cannot be assigned retrospectively.

Domestic

Domestic credits will be applied according to [published](#) conversion rates at the application closing date.

Please note that to claim domestic energy saving credits, the Applicant must collect the meter point reference numbers (MPRNs) and BERs of the relevant dwellings.

Non-domestic

Credits/savings as set out in the Technical Workbook issued with the Letter of Offer or approved scope changes will be awarded to the project should it be completed in accordance with the specification proposed. SEAI will award, and upload these credits to the ECMS once the project has been completed.

7.2 Reworks

Where a home or building does not pass inspection, reworks are required and must be completed within **14 days** after first unsatisfactory inspection, or **7 days where works have already been re-inspected**. A [reworks declaration](#) must be submitted together with photographs showing the remedial works and written confirmation from the Project Coordinator.

SEAI may decide to carry out re-inspections following notification of completion of reworks. Where the initial inspection rate is unsatisfactory, SEAI may decide to carry out additional inspections on other properties. The Project Coordinator should ensure that if a fail is identified in one home, all homes within the project should be checked for the same issue and rectified.

All reworks must be completed by **18 November** at the latest to ensure final payments can be released before the year end.

Domestic reworks

For domestic projects, rework-related queries and notifications should go through KSN. Reworks documents should be submitted to James O’Riordan at joriordan@ksnenergy.ie.

Reworks Declaration

The [Reworks Declaration Form](#) should confirm that all measures highlighted as fails during inspection have been rectified throughout the whole project. Please clearly identify the home/facility in question, and all reworks items for a particular address.

Non-domestic reworks

For non-domestic projects, SEAI should be notified directly that the reworks have been completed. Reworks documents must be submitted to bec@seai.ie. The applicant is required to sign and submit the non-domestic Inspection Report issued, confirming that all reworks have been completed, along with photographs showing the remedial works or required documentation.

8 Revokes and Appeals

When the project is completed SEAI will revoke any balance that has not been drawn down in relation to the grant (excluding the M&V retention milestone which will be retained until September 2017 as specified in your grant agreement). This represents the final determination of the grant amount payable by SEAI and a revoke letter will be issued to the grantee. The grantee has 20 days to appeal the revoke in line with the [SEAI Customer Charter](#)

9 Important Dates

Important date 2016

29th June: Technical Workshop

July, August, September: There are various Project Management and Financial Milestones that must be met within these months.

15 August: The **precise scope of works** and **technical specifications** should be clarified with SEAI before this date. Inspections will not proceed until this information is submitted. Any changes to **costs** or **works** should be requested before this date

August: Financial Workshop/Clinic, this will be arranged directly with project co-ordinators and the BEC Finance team

14 October: All **works** must be completed and all **payment requests** (included supporting documentation) submitted by this date. This is also the latest date for **notification of inspections**.

18 November: All inspections and associated reworks must be completed by this date to ensure the release of payments before the year end.

Important date 2017

1 September 2017: All M&V reports for non-domestic projects must be submitted to SEAI by Project Coordinators before this date.

10 Forms and Templates

The following documents / templates are available from SEAI website

- Beneficiary Letter template
 - Personal data form
 - Personal data consent form
 - Client Organisation Declaration for Energy Credits template
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- Domestic inspection request log
 - Reworks Declaration form
 - Payment Request form
 - Project Completion form
 - BER Declaration template
 - ACA declaration template