Better Energy Homes
Counterparty Eligibility Application

Application Comprises

I. Eligibility Checklist
II. Organisation Information Profile
III. Schedule of Documents to be attached
IV. Counterparty Declaration

Please ensure you complete all sections, supply all requisite supporting information / documentation and that the application is signed by an authorised representative of your organisation.

Counterparty Name: _____

Obligated Party Name: _____

Part I: Eligibility Checklist
Please ensure you tick all statements, otherwise the form will be returned to you as incomplete

Criteria	Yes	No

Sales / Home Owner Contacts
 	
The Counterparty warrants that the personnel that complete SEAI Grant Applications on behalf of Home Owners are
• Employees of the organisation or otherwise fully **authorised to represent you**
• **Fully trained and insured** for the purposes of direct home visits and any other form of contact with the homeowner
• Competent to advise on
  • the **suitability of specific measures** recommended to home owners
  • the **suitability of specific Registered Contractors** recommended to home owners
  • the **specific conditions** that the home owner must satisfy to qualify for the Better Energy Homes grant
• Required to disclose fully to the Home Owner any **significant relationships** between the Counterparty and the Contractors and/or Material suppliers and / or BER Assessors selected in the Grant Application process		

Criteria	Yes	No
Works Completion The Counterparty warrants that • All grant-aided works are undertaken by Contractors that are **fully registered with SEAI** • All insurances or other warranties are in place to ensure **full completion of all works** in a timely manner and where relevant within the grant expiry timeline. • All works will be completed in compliance with all relevant sections of the **Better Energy Homes Code of Practice and Technical Specification**		

Grants Administration
 	
The Counterparty warrants
• That all **original documents*** related to any Energy Saving Credit works, grant aided or not, will at all times
  • be **tracked as to status and location**
  • be held in the original format in a **secure managed environment for 7 years**
  • be **available for inspection** by SEAI on receipt of 48 hours notice
  * Original documents include Homeowner Consent form, Declaration of Works forms, Evidence of Completion of Works and all correspondence created or received during grant processes.
 	
• That **appropriate supervision and separation of responsibilities** exist within the company. Specifically that the duties of
  • Data collection and input
  • Data verification - accuracy and completeness checking
  • Grant Payment Request from SEAI
  • Auditing
  • Management accountability for all data administration
  are organisationally separated with no individual responsible for more than 1 element
 	
• That levels of **staff resources and training** to be provided are
  • **Appropriate** to the levels of activity and control requirements in terms of qualifications and past experience
  • **Compliant** with all SEAI requirements and procedures
  • **Sufficient** to ensure continuity of normal operations		

Criteria	Yes	No

Systems
 	
The Counterparty Agrees
• To only use the systems, data collection templates and reporting formats prescribed by SEAI for all grant / non-grant aided works eligible for Energy Savings Credit allocation by SEAI
• That the Better Energy Homes system (or any other associated systems provided by SEAI) will be used solely for the purpose of grant processing following identification of prospective applicants. The SEAI Better Energy Homes system may not be used for the purposes of lead generation, sales or any other unauthorised use.
• To provide sufficient infrastructure capacity to enable access to relevant SEAI systems. Specifically to provide
  • Internet Access with Broadband Connectivity
  • Adequate IT security processes (as defined by SEAI)
  • Document Scanning Facilities		

Part II: Organisation Information Profile

Additional Information
The information you submit should be clear and in sufficient detail to enable the Sustainable Energy Authority of Ireland understand, review and comment on the rationale and practicality of your planned business service delivery in respect of the processes outlined in the Obligated Party and Counterparty Guide.

It is suggested that this information be addressed in c.10 pages covering the items below and in the same order as they are listed.

a) Financial Control and Risk Management
As it relates to processing of individual client grants and batch payment requests to SEAI, please set out your organisations planned approach to financial control, risk management, governance and oversight. This should consider both the start-up / transitional and operational phases of the project.

b) Obligated Parties
In respect of the Obligated Party with whom you have a relationship please outline the activities, responsibilities and accountabilities covered by that agreement.

c) Approach to Service Delivery
Applicants should set out their planned approach to delivering the envisaged services. This section should include a detailed operational plan and address the full life cycle of client transactions. This plan should specifically address the key areas of administration (transactions) and installation (upgrade measures) with particular attention to the planned approach to quality assurance across the lifecycle of projects.

Where the counterparty intends outsourcing any aspects of the programme then please specify which aspects, to whom, oversight / management and experience of managing similar relationships.

d) Resources
In respect of the set-up / transition and the day-to-day operational phases of this programme please identify the key people involved, their specific role within this programme, current role within your organisation and key skills / experience.
Specific attention should be paid to the role of programme manager and the matter of segregation of duties.

e) Data Security, Storage and Disaster Recovery
In the course of administering grant applications on behalf of SEAI, a Counterparty will be responsible for the processing, archiving and safekeeping of a variety of original documents, forms and local computer records. SEAI wishes to satisfy itself as to the appropriateness of data security, storage and recovery capability of the counterparty in the event of unforeseen circumstances.

Please outline the policies / provide information that apply to the administration of grants at the Counterparty's facilities over the following headings

1. Encryption / security of data held on portable devices
2. Restrictions on downloading of data from computer databases to portable devices – tokens, USB keys etc.

3. Restrictions on redistribution of data from computer databases via mail services, FTP or other means.
4. Restrictions on physical and computer access to SEAI grant records by unauthorised personnel.
5. Physical storage environment proposed for holding original documents relating to grant processing
6. Holding of data records away from the Counterparty premises
7. Details of any backup facilities or Disaster Recovery arrangements in place that would allow the Counterparty to maintain services in the event of a major business disruption.
8. Details of any insurances held that would provide cover against business disruption costs arising from a major business disruption.

Part III: Schedule of Documents to be attached

Copies of current versions of the following documents are to be supplied in support of the Counterparty Application:

1. CRO / Trading Name certificate
2. Set of Annual Accounts
3. Auditor signed "Going Concern" statement/certificate
4. Good Standing Letter from your Main Banks
5. Tax Clearance Certificate
6. Declaration from your insurance company / broker indicating the types and levels of cover in place and a specific indication from your broker that the activities envisaged under this agreement are covered.
7. Organisational Structure diagram identifying how / where this fits within your business
8. Customer Charter / Policy

Part IV: Counterparty Declaration

- I confirm that by signing this Declaration that the information it contains is a true and accurate account of our organisation in relation to the areas covered within this questionnaire.
- I confirm that in signing this Declaration that I am responsible and will be held accountable for the continuity of the affirmative answers and if something occurs which changes this position we would inform SEAI immediately.

Organisation Name: _____

Name: _____

Position: _____

Date: _____ **Contact Details:** _____