Deep Retrofit

Payment Guide 2019
This payment guide is designed to provide clear instructions on what is required to submit a grant claim. It is important to note that all grant payments are made on a reimbursement basis. Also all works must be fully paid for by the beneficiary before a grant payment will be made, SEAI will then reimburse the grant amount once all relevant documentation has been submitted.

SEAI receive the majority of payment requests in October and November therefore it is important to be aware there can be significant delays in processing payments at this time due to the large volume, we therefore recommend that you submit payment requests on a timely basis throughout the year.

The guide will cover the following:

1. Grant claim process and documentation required
2. Uploading to PEP
3. Eligible & Ineligible costs
4. Contact Details and Workshops
Grant Claim Process

The following must be provided to enable us to process your grant claim.

1. Payment Request Form
2. Grant Claim Workbook
3. Invoices/Receipts/Bank Statements
4. VAT/PSWT/RCT
5. Fuel Poor Documentation
6. Tax Clearance
7. Signed Letter of Offer
8. Signed Beneficiary Letters
Enter information from Schedule A of your Grant Agreement

Enter the Value of the Works completed to date and the grant amount you are claiming

Enter bank account details (SEAI must have proof of this account in the form of a Bank Account Header)

This form will use an electronic signature on our PEP system by validating the form.

All manually uploaded Payment forms must be signed.

The maximum number of milestones (payment requests) allowable per project is 2. This excludes any Bonus, retention or M&V payments.
Summary Page

This page is formula driven and does not require input from the applicant.

Points to note

1. This is the maximum spend by category, overspend in one area cannot be offset by underspend in another.

2. This is the maximum spend by beneficiary, overspend by one beneficiary cannot be offset by underspend by another.

Note: This Schedule is populated from elsewhere on the workbook. The only input required from Project Co-ordinators is in relation to the paid to date amount.

The PM bonus is at SFA’s discretion and is not linked to the expenditure tab.
## Example - Grant claim workbook

### Project Reference No:
DA 180107

<table>
<thead>
<tr>
<th>Grant Claim Number</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Maximum Eligible Costs:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Ltd</td>
<td>268,955.96</td>
</tr>
<tr>
<td>Total Maximum Eligible</td>
<td>268,955.96</td>
</tr>
</tbody>
</table>

### SCHEDULE FOR EXPENDITURE receiving 61.25% funding ONLY

Please list the Expenditure items and date of payment as shown on Bank Statements.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Beneficiary Name</th>
<th>Suppliers Name</th>
<th>Invoice No</th>
<th>Invoice Ref</th>
<th>Invoice date</th>
<th>Project Costs</th>
<th>Project Management</th>
<th>Domestic BER Costs</th>
<th>- Airtightness</th>
<th>- BER Consultancy Costs</th>
<th>Invoiced Vat</th>
<th>Invoice Total (incl. VAT)</th>
<th>Self-accounted VAT</th>
<th>Eligible Vat</th>
<th>Total Eligible costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>123 Ltd</td>
<td>K2Z Building</td>
<td>S0001001E</td>
<td>A1</td>
<td>09032019</td>
<td>43,570.94</td>
<td></td>
<td></td>
<td></td>
<td>5,882.04</td>
<td>43,570.94</td>
<td>43,570.94</td>
<td></td>
<td></td>
<td>43,570.94</td>
</tr>
<tr>
<td>1</td>
<td>123 Ltd</td>
<td>K2Z Building</td>
<td>S0001001E</td>
<td>A2</td>
<td>09032019</td>
<td>94,944.30</td>
<td></td>
<td></td>
<td></td>
<td>12,735.46</td>
<td>107,680.76</td>
<td>107,680.76</td>
<td></td>
<td></td>
<td>107,680.76</td>
</tr>
<tr>
<td>1</td>
<td>123 Ltd</td>
<td>K2Z Building</td>
<td>S0001001E</td>
<td>A3</td>
<td>24072019</td>
<td>82,889.06</td>
<td></td>
<td></td>
<td></td>
<td>11,911.37</td>
<td>94,800.43</td>
<td>94,800.43</td>
<td></td>
<td></td>
<td>94,800.43</td>
</tr>
</tbody>
</table>

**Totals:**

|               | 220,814.00 | -     | -     | -     | 28,703.88 | 250,823.28 | -     | -     | -     | 220,814.00 |

*Note: The numbers and data points in the table are placeholders for an example.*
Supporting Documentation Required - Invoice

**Invoice**

The invoice must clearly show the following:

1. **Supplier Details**

2. **Addressed to the beneficiary on the grant agreement.**

3. **Dated within the grant window,** invoices dated prior to Letter of Offer (LOO) or after the close date will be deemed ineligible.

4. **Costs must be clearly identifiable and relate to the technical workbook.**

5. **Location works carried out or reference to technical workbook.**

Invoices with a cash sale or deposit will be deemed ineligible, you must be able to provide evidence of payment through your bank account.

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**Invoice Details:**

- **Supplier:** Chris O’Brien Ltd
- **Billing Address:**
  - Address 1
  - Address 2
  - Address 3
- **受益人地址:**
  - Address 1
  - Address 2
  - Address 3
- **Date:** June 13, 2017
- **Total:** €20,016.86

**Itemized Costs:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 Watt LED Lights</td>
<td>44</td>
<td>€ 64</td>
<td>€4,136</td>
</tr>
<tr>
<td>30 Watt LED Lights</td>
<td>38</td>
<td>€ 80</td>
<td>€3,040</td>
</tr>
<tr>
<td>15 Watt LED Lights</td>
<td>40</td>
<td>€101</td>
<td>€4,040</td>
</tr>
<tr>
<td>70 Watt LED Panels</td>
<td>6</td>
<td>€1,070</td>
<td>€6,420</td>
</tr>
</tbody>
</table>

Subtotal: €17,636

**Tax (13.5%):** €2,380.66

**Total:** €20,016.86

*These works were carried out at Chris Church ND1 Measure 1.*
Receipt

Two types of receipts are accepted, email or paper.

Email receipt should clearly show the sender email address (this must be from a work email address)

Both must clearly show the following

1. The amount received and the invoice number it relates to.

2. Supplier details.

Invoices marked paid will not be accepted as a receipt.
Bank Statement

The bank statement

1. An official bank statement showing the bank logo.

2. Account name of the beneficiary (supplier statements are not accepted)

3. Account number & IBAN

4. The transaction, the amount should match the invoice exactly.

If the invoice was paid by cheque a copy of the cheque will also be required.
Supporting Documentation Required - EFT

Payment is part of an EFT:

A breakdown of the EFT showing payment of the relevant invoice(s) and the total of the EFT (which ties back to the bank statement) is required.

SEAI do not need to see any information not related to the grant, these items can be redacted.
PSWT / RCT / Self-Accounted VAT

1. Bank statement showing the PSWT / RCT / Self accounted vat being paid to revenue.

2. Receipt from Revenue confirming amount has been paid

3. Summary referencing invoices that payment relates to.

For Public bodies only SEAI, will accept a signed letter from the financial controller stating that the payment will be made to revenue. We will also require details of the invoices and amounts the revenue payment relates to ref 3. above

Note: For VAT to be an eligible expense it must be applied for at application stage and be included in your grant agreement.
Supporting Documentation Required

**Fuel Poor Documentation**

Project co-ordinators are required to collect proof of fuel poor eligibility together with a personal data form signed by the homeowner.

In the case of Local Authorities and Housing Associations a letter stating the fuel status of each home will suffice.

**Signed Letter of Offer**

A signed letter of offer must be returned before we will process any payments.

**Tax Clearance**

SEAI require confirmation from revenue that a person's/entities tax affairs are in order.

Tax reference numbers and access codes must be provided for each beneficiary before the first milestone payment submission.

**Signed Beneficiary Letters**

All beneficiaries named on the grant agreement must sign a letter stating that they are happy for the lead applicant to receive the grant on their behalf.

Copies of these letters must be provided to us prior to any payment request.
Due to the large volume of documentation required, we ask that you follow this very simple referencing guide.

Every invoice must have a corresponding receipt and bank statement.

1. Invoices A1-A999
2. Receipts B1-B999
3. Bank Statements C1-C999

Where applicable the following should also be used

4. Cheques/EFT’s D1-D999
5. Self-Accounted VAT/WHT/RCT E1-E999
Access

To access the PEP portal the user should:

1. Open the PEP portal link by clicking the appropriate programme from the webpage accessible at

   www.seai.ie/grants

2. Select the Register/Login Option

Logging in to the System

1) Please enter the system using the following information:

   **Email**: Email address used for registration.

   **Password**: Enter password used for registration; click **Log In >**
To access the PEP portal go to [www.pep.seai.ie](http://www.pep.seai.ie).

Enter email and password and Log in.

You will see the Project Dashboard screen.

Select the active project for which you wish to upload a payment request.
All documentation required to process a payment request should be submitted via the portal.

To reduce the number of documents please load all same type documentation into a single zip or pdf file e.g. all invoices for the milestone should be loaded as one file, similarly all receipts should be loaded as one file.

Please ensure you load the documents into the correct step

Invoices – Step 6

Receipts – Step 7

Bank statements - Step 8
Eligible Costs

Are all the costs outlined in your grant agreement, see sample below.

This will show the maximum spend per category. Please note that underspend in one category cannot be offset against an overspend in another category. The costs will be capped at the maximum allowable for each category.

In order to be deemed eligible, costs must be incurred within the grant agreement window.

<table>
<thead>
<tr>
<th>Category of Costs</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Costs</td>
<td>€ 451,961.66</td>
</tr>
<tr>
<td>Project Management Costs</td>
<td>€ 22,596.00</td>
</tr>
<tr>
<td>BER Costs</td>
<td>€ 1,100</td>
</tr>
<tr>
<td>Air Tightness Test</td>
<td>€ 2,000</td>
</tr>
<tr>
<td>BER A3 Design &amp; Consultancy Costs</td>
<td>€ 9,039.23</td>
</tr>
<tr>
<td>1% bonus for air permeability of 3 m³/h·m² or better</td>
<td>€ 4,519.62</td>
</tr>
<tr>
<td>Total</td>
<td>€ 451,118.59</td>
</tr>
</tbody>
</table>

Ineligible Costs

Costs not directly related to improving sustainable energy performance

Costs relating to preparing and submitting an application

Delivery charges

Costs to bring processes or facilities up to required standards

Purchases or works that predate grant approval.

Bank charges or bank interest.

Administrative or Service Charges.

Costs incurred outside the grant window, either before the signed letter of offer date or after the end grant agreement date.
Contact

Contact Us

Please contact us at the email below with any queries.

info@seai.ie

Workshops

We will be holding workshops to provide further guidance and assistance if you are interested in attending a workshop please express your interest at the email address below

info@seai.ie