

GMWH:SHF Wave 3 Eligible Expenditure Guidance

Eligible expenditure guidance is included as part of the Scheme Guidance. The Department for Energy has expanded this guidance to provide additional clarity on eligible expenditure and categorisation of spend incurred based on FAQs and common eligible expenditure types. This is not an exhaustive list.

Guidance - note 1: *If multiple costs are combined within an invoice, items that are A&A or capital need to be split out separately on the transaction listing within the Financial Reporting Template (FRT) to correctly categorise the costs. E.g. if an invoice shows "retrofit assessment, design & co-ordination" the assessments should be separated to be reported as A&A, and the design & co-ordination can be reported as capital.*

Guidance - note 2: *Only non-reclaimable VAT can be included as eligible expenditure. Any reclaimable VAT should be excluded from the value you report in the FRT. Categorisation as A&A or Capital should be in line with the nature of the expenditure of the specific transaction.*

Guidance - note 3: *Expenditure is considered eligible if it relates to GMWH:SHF works only and have been approved as part of your grant funding application / change request. For example, roof surveys should not be completed and claimed under the scheme if the grant has been awarded to cover window and door energy upgrades only.*

Administration and Ancillary costs may include:

Staff and advisory costs

- Project management, reporting and governance costs. This includes internal staff costs. For staff costs, the following related costs are eligible A&A spend:
 - Employers' national insurance contribution, employee PAYE, and employee pension contribution - all for the percentage of staff time spent on GMWH:SHF project only
 - Employee car allowance for percentage of staff time spent on GMWH:SHF project only
 - Mileage (as long as this is for GMWH:SHF incurred costs only)
 - Accommodation costs (as long as this is for GMWH:SHF incurred costs only)*If the staff costs relate to an Installer, this cost and the associated costs per the bullet points above may be claimed as capital.*
- Staff costs (as long as the role [or portion of role] and activities relate to the GMWH:SHF project):
 - Document Controller
 - Contracts Manager
 - Project Manager
 - Resident Liaison Officer
 - Training Officer
 - Sustainability and Investment manager
- PAS 2035 retrofit assessor and coordinator costs (this can also be considered as a capital cost)
- External consultancy support covering:

- Contracting, procurement, consortium agreements (inc. legal advice)
- Capture and management of risks and issues
- Project management (inc. documentation management, meeting facilitation) [08]
- Resident engagement support
- Levies / fees for access to procurement frameworks and support
- Creation of health & safety plans
- Presenting and reporting on the above activities
- Ecologist
- Health and Safety Officer

Assessments, surveys and identification of properties

- Search costs associated with resident recruitment, low-income verification for eligible owner occupier and private rental sector tenants and sign-up including communication activities
- New pre-installation assessment and EPCs to verify eligibility of households to demonstrate starting EPC rating
 - Energy performance report
- Post installation EPC assessment
- EPC lodgement fees
- Block feasibility assessments
- Planning application
 - Distribution Network Operator (DNO) applications
- Creation of retrofit models
- Pre-installation surveys (to be claimed only if they are required for the purposes of retrofit works):
 - Asbestos surveys
 - Retrofit assessment / condition survey
 - Elevation Surveys - Geospatial Services
 - Building surveying services and quantity surveying services
 - Domestic refurbishment survey - decarbonisation
 - Damp surveys
 - Pre gas surveys
 - Environmental surveys
 - Archetype structural surveys
 - Window and door surveys
 - Q-Bot feasibility survey
 - Loft Survey
 - Roof survey
 - Pre-work cavity survey
 - Ventilation survey
 - Technical Survey
 - Radon survey
 - Ecological Bat survey
 - Measured & Attribute Surveys
 - Thermographic Surveys

- Scoping prior to installation of measures
- SAP modelling
- Point Cloud Model
- Building control

Preparation for works and after care

- Building works to prepare for installation / building works to “make good” after works:
 - Removal of failed cavity wall insulation
 - Roof alterations to accommodate new roof rafter insulation works (e.g. for previously hard to treat roof eaves)
 - Alter/trim trees/remove foliage (if required for EWI works access)
 - Cut back existing brick wall and make good (if required for EWI works)
 - Remove and refix DDA Grab Rails (if required for EWI works)
 - Remove and fit new canopy (if required for EWI works)
 - Removal of downpipes (if required for EWI works)
 - Removal and re-fit of external tap (if required for EWI works)
 - Removal and install new doorbell (if required for EWI works)
 - Remove and refit cables / satellite dish (if required for EWI or roof insulation works)
 - Removal of gas boiler wet heating and Domestic Hot Water (DHW)
 - Disconnect and remove electric Storage Heater
 - Bird netting (if required to prevent damage / delays to installations)
 - One-off pest control (before works can commence)
 - Rising damp works
 - Exterior wall cladding removal
 - Removal of waste created during preparation works

- Insurance Backed Guarantees
- After-care services to ensure households know how to use any new technology
- Provide Project Handover Pack

Overheads

- Telecommunications and IT – (for the proportion related to GMWH:SHF project usage only)
 - Phone calls
 - Internet
 - Computers
 - Service desk
- Print costs
- Profit and overheads charged by suppliers / third parties

Capital costs may include:

Measures costs

Insulation

- Loft insulation
 - Loft hatch

- Raised boarding
- Cavity wall insulation
- Underfloor insulation
- External wall insulation
 - Balcony enclosures
 - Roofline Trim - eligible if it is to bridge the gap between roof and EWI
 - Curtain walling
 - Damp Proof Course (DPC) injections
 - Trenching for EWI
- Internal wall insulation
- Flat roof insulation
- Room in roof insulation

Heat pumps

- Air source heat pump (ASHP)
 - Ground works for ASHP
 - Volumiser for ASHP
 - Extend soakaway for ASHP
 - Consumer unit (if required for installing ASHP)
 - Pole isolator with surge protection (if required for installing ASHP)
 - Box in pipework (if required for installing ASHP)
 - High temperature heat pump
- Ground source heat pump
 - Shared ground loop
 - District / communal heat network

Slimline storage heaters and hot water cylinders

- Slimline storage heater
- Insulation jackets for heating feed, storage tanks / cylinders, exposed pipework and insulated ducting
- Hot water cylinder

Solar PV

- Solar panels
- Solar Panel Optimisers

Windows & doors, draughtproofing and ventilation

- Windows and doors
 - Double glazing
- Roof vents, extractor fans, new fans or replacement fans (as long as they are a ventilation measure needed for the retrofit)
- Door undercuts

- Plinth base and crawl boards for positive input ventilation

Other

- Low energy lighting
- Heating controls, including thermostats, zone controls and controls installed alongside a heat measure as required under PAS 2035

Measure guarantees and lodgements

- Loft guarantee
- Cavity guarantee
- Q-Bot guarantee (offers robotic underfloor insulation services to homeowners and landlords)
- TrustMark or equivalent lodgement fees
 - TrustMark Project Creation
 - Approved Contractor Electrical Installation Certificate

Installer and designer labour costs (attributable to GMWH:SHF works only)

- PAS 2035 retrofit assessor and coordinator costs (although this could also be considered an admin cost)
- Installer labour costs
- Site surveyor
- Site manager
- Site administration
- Principal designer services

Required to complete capital works (prelims - overheads for GMWH:SHF site specific costs only)

- Costs for scaffolding
- Materials and transportation
- PAS2035 on-site costs such as airtightness tests, ventilation updates, SAP measurements
 - Pre-Air Pressure Test and Post-Air Pressure Test
- Amenities for labourers / site safety
 - Oasis units / containers
 - Welfare van and driver
 - Contractor's site offices
 - Sanitary accommodation
 - Site signage
 - Hoarding fencing
 - PPE
 - Storage / lock up
- On-site Asbestos Measures
- Site waste management plan

Ineligible expenditure (general grants guidance)

- Paid for lobbying, which means using the Grant to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity; or attempting to influence legislative or regulatory action;
- using the Grant to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- using the Grant to petition for additional funding;
- expenses such as for entertaining, specifically aimed at exerting undue influence to change government policy;
- Input VAT reclaimable by the grant recipient from HMRC;
 - VAT claimed by local councils
- payments for activities of a political or exclusively religious nature;
- contributions in kind;
- interest payments or service charge payments for finance leases;
- gifts;
- statutory fines, criminal fines or penalties civil penalties, damages or any associated legal costs;
- payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- bad debts to related parties;
- payments for unfair dismissal or other compensation;
- depreciation, amortisation or impairment of assets owned by the Grant Recipient;
- the acquisition or improvement of Assets by the Grant Recipient (unless the Grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter); and
- liabilities incurred before the commencement of the GFA unless agreed in writing by the Authority.

Ineligible expenditure (GMWH:SHF specific)

- Bid assistance, or bid and tender costs
- Maintenance or decorative works (unless required to “make good” post retrofit works)
- Any costs covered by Landlord Contributions
- Installing fixtures, fittings and services that aren’t directly related to the retrofit cannot be claimed for unless it is required to make good after EWI works e.g:
 - New loft access ladder for routine inspections
 - Environmental sensors
- Smart technology is only eligible if it is necessary as part of the heating measures. It is not eligible if it is an enhancement to the system (and not necessary), or is used to collect data only, e.g. Aico Gateways
- MCS Certification (microgeneration-certification scheme)
- Considerate Constructor Scheme
- Planned maintenance surveyor (where this is for work beyond energy efficiency)
- Flood risk assessments
- Social Value Reporting