



Department for
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& Net Zero

Department for Energy Security & Net Zero

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Friday, 28th February 2025

RE: Welwyn Hatfield Borough Council- Warm Homes: Local Grant - Grant Allocation Letter (WHLG_067)

Dear Kelly Murphy,

Thank you for expressing an interest in participating in the Warm Homes: Local Grant (WH:LG). Following our communications on the 14th February, I am pleased to inform you that Welwyn Hatfield Borough Council has been allocated WH:LG funding. This letter includes:

1. Welwyn Hatfield Borough Council's **Grant Allocation (in principle)**
2. **Memorandum of Understanding (MoU)** for signing
3. Information on how to book **Mid Mobilisation Reviews**
4. Update on the **Delivery Assurance Check (DAC)**
5. Update on the WH:LG **Mobilisation and Delivery Guidance**
6. **Actions** required following this letter

Please note that Grant Recipients cannot undertake their Delivery Assurance Check (DAC) or receive their first Upfront Payment, until the attached MoU, and the associated annexes, are signed and returned to DESNZ with all relevant information inputted, see section 6.

1. Grant Allocation (in principle)

Welwyn Hatfield Borough Council's grant funding in principle is shown in **column 3** of the below table:

	1. Grant Allocation Requested in EoI	2. Scaling based on past performance	3. Final Allocation post scaling (in principle)
Total across whole Funding Period	£2,352,941.00	£2,352,941.00	£1,500,000.00
FY 25/26	£588,235.00	£588,235.00	£375,000.00
FY 26/27	£882,353.00	£882,353.00	£562,500.00
FY 27/28	£882,353.00	£882,353.00	£562,500.00

As set out in our previous communications on 14th February, WH:LG has been highly over-subscribed. As a result, the vast majority of Grant Recipients have received allocations lower than their initial funding requests.

Funding requests were first scaled down based on Grant Recipient's past performance, using their best previous delivery over a six-month period. Allocations were then scaled down proportionately to meet the total available funding, subject to a minimum floor for projects and individual local authorities, to ensure projects' viability.

We understand that many projects will be disappointed not to receive the full funding requested and appreciate your commitment to upgrading as many homes as possible. During delivery, LAs that are performing strongly against their allocation may be eligible to receive additional funding, if funding is available.

As a courtesy to Grant Recipients, we are sharing this information in advance of a public announcement to support Grant Recipients. Funding allocations for all WH:LG projects are expected to be announced in the coming weeks, pending internal approvals.

Until a public announcement is made, this information remains under embargo and must not be shared publicly. Any sharing of this information publicly before a Government announcement will be considered a breach of the offer of grant funding under the scheme.

The Retrofit Information, Support and Expertise ([RISE](#)) service will be available to support you on any final technical adjustments needed to your project based on your final Grant Allocation, should you require it via rise@turntown.co.uk

For any other questions on the contents of this letter, grant figure or scaling methodology, please contact the following email address:

WHLG@energysecurity.gov.uk

2. Memorandum of Understanding

Please find the attached Memorandum of Understanding (MoU) for the Warm Homes: Local Grant. Additional documents have been provided to support you with the MoU and highlight any changes to this document this includes:

- Annex B to this letter summarises the input required by the Grant Recipient in both the MoU and its annexes
- Annex C to this letter provides information on key changes made to the MoU since the draft version was published on the [WH:LG GOV Page](#) in November 2024.
- The "Documents to be provided" section of the MoU (and Annex B of this letter) shows what needs to be completed for the MoU to be fully signed and

allow the Grant Recipients to progress with Delivery Assurance Checks, receive their first Upfront Payment and Measure Price Limits.

For any questions about the MoU and annexes, please contact

WHLG@energysecurity.gov.uk.

3. Mid-Mobilisation Review (MMR)

A compulsory Mid-Mobilisation Review (MMR) will be held between the issue of the MoU and the agreed Delivery Assurance Check (DAC) month (see section 4 below). This will consist of reviewing a project's mobilisation progress, with a focus on the required documents for DAC and the contracts which have been procured and are currently being procured ahead of your requested DAC month.

You can now book your MMR through the RISE service via rise@turntown.co.uk.

4. Delivery Assurance Check

At the expression of interest stage, you indicated a preferred month of April 2025 for when Welwyn Hatfield Borough Council would want to undertake your Delivery Assurance Check (DAC). Following a review of the information provided in the Expression of Interest form by the Department, your proposed DAC month is **June 2025**

If your DAC has been rescheduled to a later month this is due to our assessment concluding that additional time was required to procure and resource your team. This can be moved earlier or later by DESNZ depending on your mobilisation progress.

Please note that Grant Recipients cannot undertake the DAC without having signed the MoU and completed all annexes and completed an MMR with RISE, please see the MoU for further details.

Before taking your DAC, you can also sit a Mock DAC with the RISE service to receive feedback on your mobilisation ahead of your DAC with DESNZ. Once you have taken your MMR and agreed with RISE you are ready to book your DAC, you can arrange a date and time by emailing WHLG@energysecurity.gov.uk.

The Warm Homes: Local Grant - DAC Form is now available on GOV.UK on the WH:LG page. The Fraud Management Plan (FMP) and Fraud Risk Assessment (FRA) annexes required at DAC have been attached to your MoU.

5. WH:LG Mobilisation and Delivery Guidance

Mobilisation and Delivery Guidance outlining the next stages of the scheme will be circulated to Grant Recipients in the next few weeks. Following this, the guidance will be published on the WH:LG gov.uk website in March.

The Mobilisation and Delivery Guidance will cover the mobilisation stage (including DACs and MMR guidance), the delivery phase, and provide an overview of the Data and Reporting practices DESNZ will be implementing for WH: LG.

6. Action required following this letter

Welwyn Hatfield Borough Council will now need to complete the below actions (see Annex A in this letter on timeframes) in order to progress into delivery and prior to receiving the first Upfront Payment.

Please ensure this is completed in a timely manner to avoid delays:

1. **Grant Recipient:** Complete and return to DESNZ: 1) MOU Annex 7 - Oracle Grant Recipient Registration Set-up Form and 2) name and email of the Grant Recipient's final signatory. To avoid delays, please send this within the timeframe as stipulated within Annex A.3 of this letter to allow prompt registration of the Grant Recipient onto DESNZ's Payment system and enable the DESNZ project team to prepare for final signatures in advance. The Grant Recipient's final signatory should be at the right level of seniority (e.g., CEO or Project Director).
2. **Grant Recipient:** Book Mid Mobilisation Review from 28th February 2025
3. **Grant Recipient:** Complete and return the MoU and remaining Annexes by the 28th March 2025 (without signatures as this will be completed by DocuSign, see step 4 below). Grant Recipients should ensure they have inputted into all sections required. Input required from Grant Recipients is summarised in Annex B of this letter however Grant Recipients should do their own thorough review before returning to DESNZ.
4. **DESNZ:** When received back from Grant Recipients, DESNZ will check all documents. If documents have been filled out sufficiently, the Grant Recipient's signatory will receive a DocuSign link to secure Grant Recipient's signature via the email address provided in step 1 above. If documents are not filled out sufficiently, DESNZ will send the MoU and Annexes back to the Grant Recipient to address, which may cause delays in receiving payment and ability to begin DAC.
5. **Grant Recipient:** Once the Grant Recipient has signed the MoU via DocuSign, DESNZ will countersign, and Grant Recipients can download the final copy signed by all parties from DocuSign.
6. **Grant Recipient:** Grant Recipients will then be eligible to receive their first Upfront Payment, undertake the DAC, and receive Measure Price Limits, see Annex A.5 & A.6 of this letter.
7. **Grant Recipient:** In relation to the CAI (Consumer Advice & Information) WH:LG Eligibility Checker and Referral Service, please inform DESNZ via eligibilitycheckersupport-cai@energysecurity.gov.uk about the individual(s) responsible for managing referrals within your consortium and provide a list of their email addresses. Additionally, please confirm whether the Grant Recipient will manage all referrals on behalf of their consortium members or if consortium members will handle their own referrals. If the latter, please provide the names and contact details of all those responsible for managing referrals within each LA.

8. **Grant Recipient:** In relation to the Energy Efficiency Installation Checker (Checker), once you have signed the Checker's DSA, please inform installchecker@energysecurity.gov.uk and provide additional details required as per Annex D of this letter. This in summary includes, the names and emails of the Super Users, whether the Grant Recipient will be using the Checker on behalf of their consortia. For Grant Recipients that are transferring for HUG2 who have already signed the Data Sharing Agreement, it is not necessary to resign, but the Grant Recipient will need to provide additional detail to the installchecker@energysecurity.gov.uk as per Annex D of this letter. This is summary includes whether the Super Users are the same as HUG2 for WH:LG (and contact details if they have now changed), whether they remain the consortia leads/they are now the consortia lead, and whether they will be using the Checker on behalf of their consortia.

I look forward to working with you to deliver the Warm Homes: Local Grant and take the first steps to achieve the Government's ambitious plans to upgrade 5 million homes this Parliament and slash fuel poverty.

Kind Regards,



Selvin Brown MBE
Director
Net Zero Buildings Domestic

Annex A – Timelines

No.	Task	Target Date
A.1	MoU sent to grant recipient	28 th February 2025
A.2	Begin to book Mid-Mobilisation Review	28 th February 2025
A.3	Return to DESNZ Annex 7 of MoU and email of Grant Recipient signatory	7 th March 2025
A.4	Grant Recipient's deadline to sign and return the MoU and the remaining annexes to DESNZ	28 th March 2025
A.5	First Upfront Payment	April 2025
A.6	Delivery Assurance Check	June 2025
A.7	CAI eligibility tracker actions (section 6 of this letter, bullet 7)	28 th March 2025
A.8	Energy Efficiency Installation Checker actions (section 6 of this letter, bullet 8 and Annex D)	Once DSA has been signed

Annex B – Summary of input required in the MoU from Grant Recipients

Document	Grant Recipient Input
MoU (Main Document)	<ul style="list-style-type: none"> • Fill out Table 8 (Clause 275) • Complete Signatories Section after clause 279
Annex 1 - Section 151 or Section 73 Officer Declaration (within MoU)	<ul style="list-style-type: none"> • Fill out Annex as per table 9 of the MoU
Annex 2 - Grant Claim Form (within MoU)	<ul style="list-style-type: none"> • Fill out Annex as per table 9 of the MoU
Annex 3 - (DRAFT) Template Privacy Notice for installers, householders and landlords (within MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 4: Monitoring and Evaluation Data Requirements (within MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 5: Privacy Notice between the Authority and Grant Recipient (within MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 6: Template Privacy Notice guidance (within MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 7 - Oracle Grant Recipient Registration Set-up Form (Provided alongside MoU)	<ul style="list-style-type: none"> • Fill out Annex as per table 9 of the MoU. (Please complete and return this as soon as possible to allow prompt registration of the Grant Recipient onto DESNZ's Finance systems)
Annex 8: DESNZ & DSIT: Supplier Code of Conduct (within MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 9 - Fraud Risk Assessment Template (Provided alongside MoU)	<ul style="list-style-type: none"> • No input required for signing MoU but needed for MMR and DAC, further info to follow
Annex 10 - Fraud Management Plan (Provided alongside MoU)	<ul style="list-style-type: none"> • No input required for signing MoU but needed for MMR and DAC, further info to follow
Annex 11 - Energy Efficiency Installation Checker Data Sharing Agreement (Provided alongside MoU) Note: Grant Recipients do not have to sign if organisation already has an active DSA in place for the Energy Efficiency Installation Checker, as it was signed as part of previous scheme delivery.	<ul style="list-style-type: none"> • Page 3 – Insert Grant Recipient signatory details • Page 25 – Signature and details from Grant Recipient signatories

Annex 12 - Non-Disclosure Agreement (Provided alongside MoU)	<ul style="list-style-type: none"> • Para 12.3 - Grant Recipients details required Page 20 - Grant Recipient details required Page 21 – Grant Recipient signature
Annex 13 - Data Sharing Agreement (Provided alongside MoU)	<ul style="list-style-type: none"> • Clause 14 - list consortium members • Clause 14 - name of net zero hub if applicable • Clause 78 - Insert information asset name and role • Clause 84 - Grant Recipient input • Signatories Section - Grant Recipient Signatures • Appendix B - Grant Recipient Key Contact Details
Annex 14: RISE Self-Assessment Form (within MoU)	<ul style="list-style-type: none"> • Fill out Annex as per table 9 of the MoU
Annex 15: Fraud Risk Assessment Guidance (Provided alongside MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 16: Energy Efficiency Installation Checker: User Access Policy (Provided alongside MoU)	<ul style="list-style-type: none"> • No input required for signing MoU
Annex 17: Fraud, Error and Non-compliance reporting guidance (Provided alongside MoU)	<ul style="list-style-type: none"> • No input required for signing MoU

**Annex C – Notable changes to the MoU since publishing a draft version on
WHLG GOV Site in November 2024**

- Definition
- The Grant
- Scope of Activity
- Governance
- Fraud and Error
- Marketing
- Annex 3 - (DRAFT) Template Privacy Notice for installers, householders and landlords

Grant Recipients are expected to do their own full review of the MoU before signing

Annex D –Energy Efficiency Installation Checker

The Energy Efficiency Installation Checker (the “Checker”) is a Digital Counter Fraud and Error tool designed for Scheme Administrators (such as Grant Recipients delivering a retrofit scheme) to use as part of eligibility and compliance checks and assurance for measures and properties.

Further details and guidance’s on how to use the Checker is available on the Checker’s homepage.

For Grant Recipients who have not previously signed the Data Sharing Agreement, they must sign and return as outlined in Annex B above. In addition, they must provide the following information to installchecker@energysecurity.gov.uk in order to obtain access:

- Name, contact details and job roles of the Super Users. (The super users will be responsible for managing generic users access within their organisation and also cascading any changes to the tool etc);
- Confirmation if they are the consortia lead;
- Confirmation on whether they will be processing applications, assuring lodgements on behalf of those within their consortia (using the Checker on behalf of their consortia) and Grant Recipients organisation name,
 - If not processing on behalf of their consortia, then the contact details of those Grant Recipients that will also be using the Checker (so that the Data Sharing Agreement can be sent to relevant Grant Recipients).

For HUG2 transfers who have already signed the data sharing agreement, it is not necessary to re-sign, but will need to provide the following confirmation to installchecker@energysecurity.gov.uk:

- Whether Super Users are the same as HUG2 for WH:LG. If not, provide the names, contact details and job role of the Super Users for WH:LG;
- Whether they remain the consortia lead and the other Grant Recipients within their consortia/any changes;
- If they are now leading a consortium, the names of those within their consortia;
- Whether they will be processing applications, assuring lodgements on behalf of those within their consortia (using the Checker on behalf of their consortia) and Grant Recipients organisation name,
 - If not processing on behalf of their consortia, then the contact details of those Grant Recipients that will also be using the Checker (so that the Data Sharing Agreement can be sent to relevant Grant Recipients).