

**TABLE 12: PRACTICAL COMPLETION STAGE: TARIFF SCHEMES
(BAND 3) Revised March 2012**

Responsibility for Action	Practical Completion Stage (Final Cost Application & Assessment Procedures)
Association	<p>The Association application for grant must be based upon the figure approved at Project Approval stage. The Association must be able to comply with the certifications on the GA1 form.</p> <p>The current version of forms available on DSD website must be used. Older versions will not be deemed as valid claims for payment purposes.</p> <p>If the NIHE's decision to approve a scheme has been based on a valuation figure, which is different to the subsequent actual purchase price the Association must consult with NIHE (DPG) prior to submitting any tranche claim where this is known at the date of claim.</p>
Association: Application for claiming Practical Completion Tranche (Tariff Schemes only)	<p>The application must be made to the NIHE (DPG) for the Practical Completion Tranche and include:</p> <ul style="list-style-type: none"> • Form GA1; • StW19 for each work placement (where applicable) • Certificate of Practical Completion (or equivalent); • Response to NT2/TA2 or ALP2 – any Conditions attached to Scheme Approval (as applicable) • Form GPS1; • Secured By Design Certificate (if applicable); • Eco Homes Certificate (if applicable); • Code for Sustainable Homes Certificate (if applicable). <p>Payment of the PC tranche will be withheld until a satisfactorily completed StW19 form(s) has been submitted. Some leeway may be awarded at DPG's discretion in the last quarter, however outstanding information must be submitted within 30 working days of the grant being paid otherwise HAG with interest will be recouped from the association.</p> <p>Where the certification on the GA1 form regarding the possession of the Building Control completion certificate has not been answered positively the PC tranche cannot be paid.</p> <p>In circumstances where there are only minor issues preventing the issue of the certification the HA may provide NIHE (DPG) with a letter from Building Control confirming that the properties are safe for occupation. The HA must also confirm that it will actively pursue achievement of the completion certificate. If satisfactory, NIHE (DPG) will decide whether to proceed with issuing payment.</p>
Association: Activities supporting PC tranche claim	<p>NB Associations are required to complete the GP2 form in order to provide accurate information on Part B of the GA1 form. The completed form must be certified and placed on the HA scheme file for inspection if required.</p>