Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

THRIVE

Town Centre First Heritage Revival Scheme

New European Bauhaus
beautiful | sustainable | together

Financial and Performance Reporting THRIVE Strand 1 and Strand 2

Rose Power & Catherine Connaughton, Marie Harnett,

Southern Regional Assembly

22nd January 2025

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Financial and Performance Reporting Process for Strand 1 and Strand 2

Rose Power

Financial and Performance Report Process Under THRIVE Strand 1

- All activities must be completed, and all costs must be incurred and paid before 30th June 2025.
- Payment Claims for Strand 1 can be submitted in 1 or more claims.
- Each payment claim will require the following to be completed and uploaded to ePPM:
  - Claim Template
  - Staff Costs Task Assignment Template
  - Supporting Documentation to trace costs from tender/invoice to Bank
  - Declaration of Compliance
  - Performance Progress Report
  - Supporting and completed reports demonstrating performance
- All ePPM payment claims and progress reports need to in compliance with your THRIVE grant agreement.
- Final Payment Claim and Performance Progress Report must include evidence of all activities undertaken and outputs in line with section 4.3 of your THRIVE Grant Agreement and Section 2 and Appendix 5 of the application form submitted for funding.

Financial and Performance Report Process Under THRIVE Strand 2

- All activities must be completed, and all costs must be incurred and paid before the end of the eligibility period outlined in your grant agreement under section 4.10.
- Payment Claims and performance progress reports for Strand 2 must be submitted every 6 months commencing 6 months after signing the grant agreement. If no costs have been incurred and paid during this period, there will still be a requirement to undertake a performance progress report with declaration of compliance and supporting documentation and the Managing Authority will undertake a site visit and performance progress meeting.
- Each payment claim will require the following to be completed and uploaded to ePPM:
  - Claim Template
  - Supporting Documentation to trace costs from tender to Bank
  - Declaration of Compliance
  - Performance Progress Report
  - Supporting and completed reports demonstrating performance
- All ePPM payment claims and progress reports need to in compliance with your THRIVE grant agreement.
- Final Payment Claim and Performance Progress Report must include evidence of all activities undertaken and outputs in line with section 4.3 of your THRIVE Grant Agreement and Section 2 and Appendix 4 of the application form submitted for funding.

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

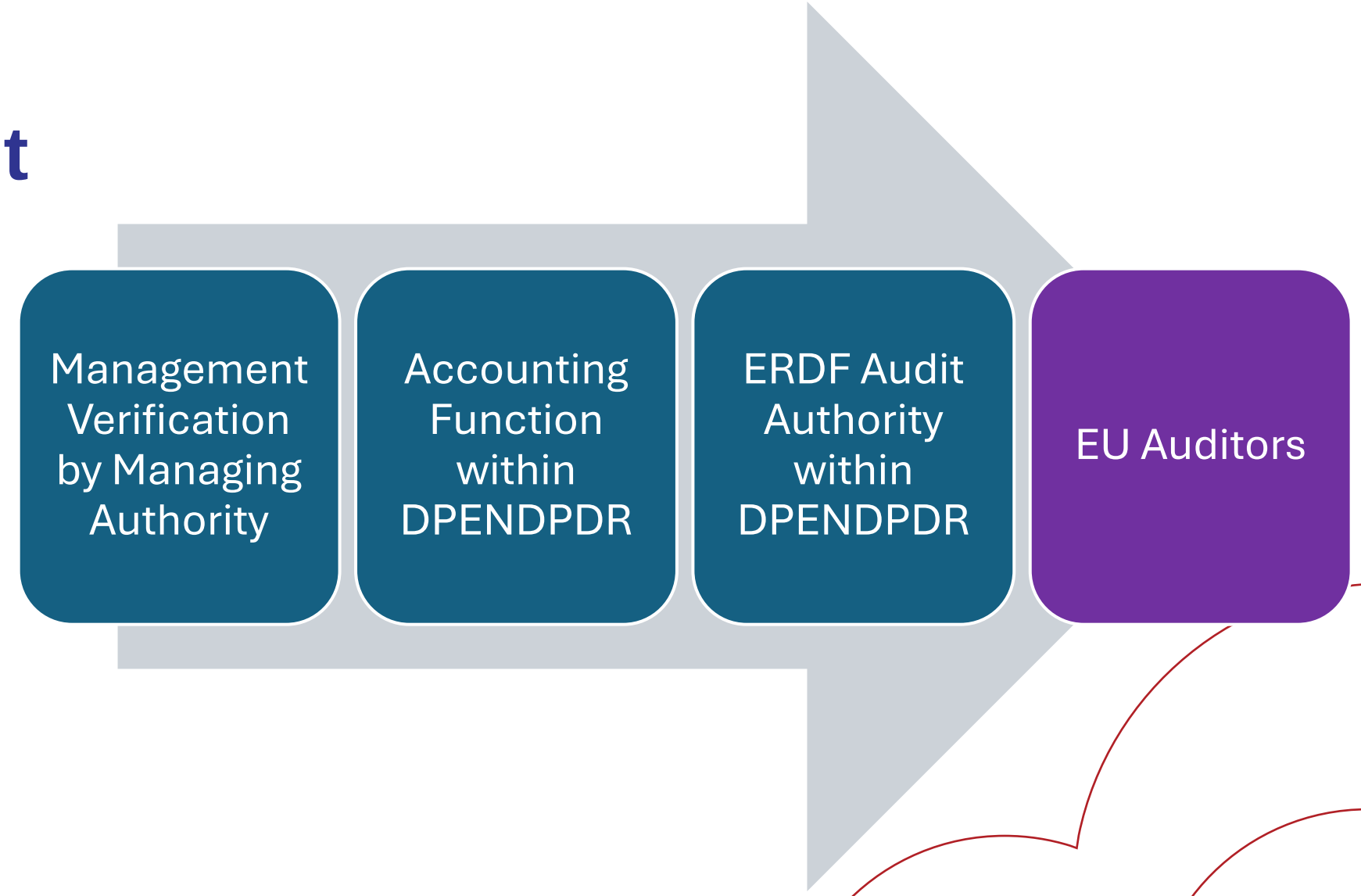
Payment Claims for Strand 1 and Strand 2

Marie Harnett

Explain Management Verification in 1 Simple Sentence:

Ensuring the people receiving the funding have spent it correctly while also achieving the project goals and targets.

Audit


Management Verification by Managing Authority
Accounting Function within DPENDPDR
ERDF Audit Authority within DPENDPDR
EU Auditors

Submitting your claim:

- Complete the Expenditure claim form.
- Submit on ePPM with other reporting documents.
- What to submit with your expenditure claim for (via Sharepoint):
  - All documentation relating to above EU Threshold contracts.
  - All documentation relating to procurement processes advertised on eTenders.
- What next:
  - MA will select a sample of expenditure to audit. We will notify you of this sample and you will submit the supporting documentation on the ePPM sharepoint.
  - Points to note: Eligibility Period, Ineligible expenditure

Audit Trail:

- Only eligible expenditure actually incurred & paid under the terms of the grant award is eligible.
- A clear audit trail exists in relation to ERDF co-funded expenditure: all claims are supported by receipted invoices or where this cannot be done, by accounting documents of equivalent probative value.
- Proof of payment means bank statements, includes BACS and VAT.
- There is a separate accounting code for each project.
- There is no overlapping of funding from other EU sources.
- Original supporting documentation is available and retained in accordance with the document retention period in grant agreement.

Staff Costs (Strand 1 Only):

- Staff costs consist of costs for staff members employed directly by the beneficiary and working on the implementation of the project.
- Staff costs must be calculated individually for each employee. Staff costs are taken from the payroll accounts and cover the partner organisation's gross employment costs.
- There are two cases for staff costs:
    - A member of staff is employed by the partner organisation and works full-time on the project.
    - A member of staff is employed by the partner organisation and works part time for the project.
- The following documents must be uploaded on ePPM:
    - an employment contract or any other equivalent legal agreement that identifies the employment relationship with the partner's organisation ;
    - a document clearly showing the percentage of time worked on the project (it may be the employment contract and/or a task assignment document);
    - a document identifying the real salary costs (gross salary and employer's social charges) for the employee, such as P35 report, pay slips or other accounting documents where the employment costs are clearly detectable;
    - proof of payment .

Travel and Subsistence (Strand 1 Only):

- This cost category concerns the travel and accommodation costs of staff employed by a beneficiary only.
- The following documents must be uploaded on ePPM:
  - Agendas (or similar) of meetings/ seminars/ conferences.
  - Documents proving that the journey took place (boarding passes or participant lists etc.)
  - Paid invoices (including hotel bills, transport tickets, etc.) and, if applicable, the employee's
  - expense report with proof of reimbursement by the employer to the employee.
  - Daily allowance claims (if applicable), including proof of reimbursement by the employer to the employee.

External Expertise:

- External expertise and services costs include expenditure paid based on contracts or written agreements.
- The following documents must be uploaded on ePPM:
  - evidence of the selection process, in compliance with the applicable EU, national/regional and internal public procurement rules. Any modifications to the contract must comply with public procurement rules and must be documented.
  - a contract or other written agreement of equivalent probative value laying down the services to be provided with a clear link to the project.
  - an invoice or a request for reimbursement providing all relevant information in line with the applicable accountancy rules.
  - proof of payment.
  - outputs of the work of external experts or service deliverables.

Equipment, Materials & Consumables:

- Equipment includes expenditure on equipment purchased, rented, or leased by a beneficiary, and necessary to achieving the project's objectives.
- The following documents must be uploaded on ePPM:
  - evidence of compliance with the applicable EU, national and internal procurement rules.
  - invoices (or a supporting document with equivalent probative value in the case of depreciation) providing all relevant information in line with the applicable accountancy rules
  - documents presenting depreciation calculations in compliance with the applicable national schemes
  - proof of payment.

Capital and Infrastructure:

- The following documents must be uploaded on ePPM:
  - Evidence of compliance with the applicable EU, national/regional and internal procurement rules.
  - Documents pertaining to the work may be required. This may include feasibility studies, environmental impact assessment reports and planning permission documents.
  - Documents specifying the ownership of land and/or real estate where the works are carried out, as well as proof of commitment to establish and maintain an inventory of all fixed assets acquired, built, or improved with the support of the ERDF grant.
  - Invoices (or a supporting document with equivalent probative value) providing all relevant information in line with the applicable accountancy rules.
  - Proof of payment
  - Proof of existence of the infrastructure and/or works carried out.

Procurement:

- The following documents must be uploaded on ePPM:

- Terms of Reference (with sufficiently detailed specifications, including clear information for candidates about award and weighting criteria)
- Request for offers or procurement publication/notice
- Offers/quotes received
- Report on assessment bids (evaluation/selection report) including:
  - Justification for the procedure chosen in the light of the identified needs;
  - Evaluation of the offers in the light of the previously announced award and weighting criteria;
- Letters of acceptance and rejection;
- Contract, including any amendments and/or renewals (with evidence that these did not modify the conditions of the tender and that there was no modification of the object of the initial contract);
- Evidence that the payments made match the contract (invoices and proof of payment);
- Proof of delivery of goods or services.

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Performance Progress Reports Strand 1 and Strand 2

Rose Power

Performance Progress Report Strand 1

- The Performance Progress report will be submitted at the same time as the Payment Claim. This can be in 1 full claim or in a number of claims, but all payments must be paid from the local authority bank account before 30th June 2025.
- Following a review of the Payment Claim and the Performance Progress Report by the Managing Authority, payments will be made to the local authority based on all eligible costs submitted.
- The Performance Progress Report will seek information on progress against budget but will concentrate on the eligibility of the Integrated Urban Strategy, procurement of external consultants, communications & visibility, stakeholder & citizen engagement, New European Bauhaus and project timeline.
- Evidence of activities, progress and achievements under each of these heading will be required to support the Performance Progress Report.
- The template Performance Progress Report will be sent to all attendees with slides after today's training.

Performance Progress Reports – Strand 1

1.1 Executive Summary (Each of these boxes should provide highlights in one or two sentences and be copied into EPPM)

Progress Summary in achieving key milestones as set out in the detailed design and cost plan agreed with the Managing Authority.

Accomplishments for the Current Reporting Period

Plan for Next Period

- The template is designed to avoid duplication and be compatible with what local authorities will need to upload to the fields in ePPM.
- The executive summary will provide an overview of progress to date, accomplishments and the next activities to be undertaken.

Performance Progress Report Strand 1

Progress on completion of a new or enhanced integrated urban strategy (If applicable)

Procurement of external consultants to assist you with THRIVE Strand 1 activities

Engagement activities with citizens and key stakeholders (please attach photos if available), comment on how this engagement adheres to the Public Sector Equality and Human Rights Duty

- If costs for a new or enhanced Integrated Urban Strategy were included in the budget, then an update on who was appointed, when they were appointed, timeline for IUS and progress on same should be included. If completed, then a copy of same should be uploaded to ePPM.
- Who, When and for What were external consultants appointed and progress on their activities. All reports completed will need to be uploaded to ePPM and as part of payment claim all procurement should be uploaded to ePPM.
- What type of events were undertaken, dates of events, numbers in attendance. Other activities undertaken – competitions, posters, banners, newsletters, mail drop etc. with relevant photos uploaded to ePPM.

Performance Progress Report Strand 1

Accomplishments achieved to date (including assessments, reports, planning etc achieved)

Identification of Strand 2 projects and building reuse options

Communication and visibility activity (please attach photos, press releases if available)

- What activities have been achieved to date? This should link in with the budget that was approved in the grant agreement in section 4.5 and the activities to be undertaken outlined and outputs to be delivery in section 4.3.
- What strand 2 projects were identified and how were these identified through citizen and stakeholder engagement. What building reuse options were identified for these building through citizen and stakeholder engagement.
- What communications activities were undertaken to ensure visibility of this EU Co Funded project i.e. press releases, brochures, banners, media mentions, flyers etc all of which should be uploaded to ePPM.

Performance Progress Report Strand 1

Comment on how you have ensured your project has taken account of the principles and values of the New European Bauhaus

Confirmation if project is on track, when is it expected to be completed, outline any delays or issues experienced to date and when do you intend on submitting a payment claim and how much will this payment claim be.

- What activities or communications have you undertaken to ensure the values and principles of the New European Bauhaus were integrated into your project.
- How did you ensure sustainability, inclusiveness and beauty were considered?
- Describe the multi-disciplinary team, participative approach and multi-level engagement that was undertaken.
- Confirm if all activities have now been completed if this is the final report. If not advise when it is expected to be completed and when final claim will be submitted.

Performance Progress Report Strand 2

- The Performance Progress report will be submitted at the same time as the Payment Claim on a bi-annual basis commencing April 2025. Following a review of the Payment Claim and the Performance Progress Report a site visit will be undertaken by the Managing Authority prior to approval to ensure the robustness of the report and seek any clarifications or additional information.
- The Performance Progress Report will seek information on progress against budget but will concentrate on Risks, Mitigations, Financial Forecasts, Communications & Visibility, Stakeholder & Citizen Engagement, Sustainable Development & DNSH, New European Bauhaus, Heritage Led Regeneration & Conservation and Human Rights and Equality initiatives Progress and Achievements.
- Evidence of activities, progress and achievements under each of these heading will be required to support their Performance Progress Report.
- The template Performance Progress Report will be sent to all attendees with slides after today's training.

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach

Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

THRIVE – Performance Progress Reports

1.1 Executive Summary (Each of these boxes should provide highlights in one or two sentences and be copied into EPPM)

Progress Summary in achieving key milestones as set out in the detailed design and cost plan agreed with the Managing Authority.

Accomplishments for the Current Reporting Period

Plan for Next Period

- The template is designed to avoid duplication and be compatible with what local authorities will need to upload to the fields in ePPM.
- The executive summary will provide an overview of progress to date, accomplishments and the next activities to be undertaken.

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

THRIVE – Performance Progress Reports

1.2 Costs Expended to date Versus Project Timeline and Budget

	A	B	C	D	E
Direct Costs Show in (000's) k	**Total Budget**	**Budget to reporting period end date**	**Costs Incurred to Date**	**Over/ Underspend to Date (Column B – Column C)**	**Payment Claims submitted to Date**
Refurbishment of Existing Heritage Building	€k	€k	€k	€k	€k
New Extension Works	€k	€k	€k	€k	€k
New Public Realm Works	€k	€k	€k	€k	€k
Sub Total For Works	€k	€k	€k	€k	€k
Valued Added Tax @ 13.5%	€k	€k	€k	€k	€k
Professional Fees	€k	€k	€k	€k	€k
Valued Added Tax @ 23%	€k	€k	€k	€k	€k
***Total Construction Costs**	€k	€k	€k	€k	€k
Capacity building costs including conservation skills and training and transnational/interregional exchange	€k	€k	€k	€k	€k
Room Hire and refreshments and other costs linked to citizen/ stakeholder engagement	€k	€k	€k	€k	€k
Communication & Publicity Costs	€k	€k	€k	€k	€k
Total Direct Costs	€k	€k	€k	€k	€k

- Each grant agreement requires beneficiaries to submit a detailed design and cost plan to be approved by the Managing Authority prior to appointing the main contractor.

- This will be compared to each performance progress report to ensure project expenditure corresponds to activities been undertaken and that budget is on track and identify any over/underspend.

- Any changes between the detailed design and cost plan and the performance progress report need to be outlined, including activities that are behind plan and how any cost overruns or time delays will be mitigated within the report.

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

THRIVE – Performance Progress Reports

1.3 Project Risks Identified and Mitigation Actions

For first Progress report, provide a commentary on any project risks identified to date and how you will mitigate against these risks including safety, financial and delivery risks. These may include shortage of skilled workforce, built and archaeological heritage complexity, construction defects, contractual risks, site risk, environmental risks, co-ordination risks, documentation risk and organisation and risk of managing change orders. For subsequent progress reports, comment on any new or emerging risks that are likely to impact project costs, delivery schedule or activities undertaken.

- The first performance progress report will act as the Risk Register for the project. All subsequent performance progress reports will comment on any new or emerging risks.

1.4 Project Financial Forecasts

Projected Budgeted Costs Show in (000's)k	H2 2024	H1 2025	H2 2025	H1 2026	H2 2026	H1 2027	H2 2027	H1 2028	H2 2028	H1 2029	H2 2029	Total Costs Including VAT
Total Costs budgeted to be incurred	€K	€K	€K	€K	€K	€K	€K	€K	€K	€K	€K	€K

- The project financial forecasts to the end of the project will identify at an early stage any variation from the original budget.

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

THRIVE – Performance Progress Reports

1.6 Communication & Visibility Activities

Commentary on progress against the project communication plan, including any communication and visibility activities completed since last progress report – Please attach links to photos, video, press releases, media publication in appendix 2

1.7 Stakeholder and Citizen Engagement

Commentary on any achievements in integrating a Town Centre First multi-disciplinary and participatory approach involving stakeholder and citizen engagement activities completed since last progress report - Please attach links to photos, video, publications related to these activities in appendix 3

1.8 Do No Significant Harm and Sustainable Development Positive Interventions

Commentary on any actions undertaken since last progress report in relation to DNSH and sustainable development positive interventions. If appropriate, include a baseline assessment of building fabric, thermal performance or BER certificate with the first performance report and include the final energy efficiency improvement achieved with the final performance progress report. Provide links to documentary evidence in Appendix 4.

- The purpose of the Performance Progress Report is to ensure that we have a mechanism in place to monitor and report on non-financial activities.
- These will be compared to the activities approved within the grant agreement to be funded under THRIVE.
- Supporting evidence will be submitted with the performance progress report.

THRIVE – Performance Progress Reports

1.9 New European Bauhaus (NEB) Progress

Commentary on any actions undertaken since last progress report in integrating NEB principles and values in terms of regeneration, preservation and circularity of cultural heritage stock, inclusivity, affordability, accessibility, and quality of design. Include, where relevant, the use of NEB logos, NEB Toolbox, NEB Compass or participation in and contribution to NEB events, training, network or festival. Provide links to any documentary evidence in Appendix 4

1.10 Conservation and Heritage Led Regeneration Outcomes

Commentary on any actions undertaken since last progress report in relation to Heritage Led Regeneration and Conservation activities and deliverables. Include a brief description of the roles of the members of the multi-disciplinary team appointed and confirm that they possess, or have access to, the appropriate skills to undertake the conservation of the archaeological and architectural character and setting of the historic building/s and site, in accordance with the Architectural Heritage Protection Guidelines and Framework and the Principles for the Protection of the Archaeological Heritage. Include also, if appropriate, any professional assessments undertaken of the historic fabric, character and setting of the heritage building/or site. Provide links to all documentary evidence in Appendix 4.

Advice Note: NBHS/NMS are available on request to support the Design Teams in the delivery of their respective projects.

- In particular, evidence of NEB values and principles been demonstrated will be assessed and monitored to provide an overall impact for the scheme.
- Heritage led and conservation achievements will assist us to monitor the protection of the historic fabric and original features of the building.
- In the initial report include a brief description of the roles of the multi-disciplinary team and confirm they possess or have access to appropriate skills.
- The NBHS and NMS have confirmed they are avail to assist design teams.

THRIVE – Performance Progress Reports

1.11 Human Rights and Equality Initiatives

Commentary on any achievements since last progress report achieved in relation to Human Rights and Equality Initiatives and deliverables, including project communications and project activities with citizens and stakeholders that promote equality of opportunity for all, embedding equality, inclusivity and accessibility in design specification and procurement to ensure building is accessible to all, outline specific needs that have been addressed for any of the nine protected groups (gender, civil status, family status, sexual orientation, disability, age, race, religion and membership of the traveller community) and provide documentary evidence in Appendix 4

- Monitoring human rights and equality initiatives will ensure equality of opportunity for all and allow us to provide scheme updates annually to IHREC.

Examples of Project Management to be uploaded to Share Point Folders:

- Final design and costings
- Timeline and project management plan
- Signed procurement contract
- Minutes of all project management meetings
- All orders to contract holder for work packages/services
- All invoices from contract holder
- All change order requests and contract variations
- Final Account

- To allow for project management we will also require information to be uploaded to the SharePoint drive to allow us to monitor progress on the project.

THRIVE – Performance Progress Reports

Examples of Share Point Folders:

- 1.1 Project Management Documentation
- 1.6 Communication & Visibility Activities
  - 1.6.1 Communication Plan then for each item 1.6.1 (a), (b), (c) etc
  - 1.6.2 Press Release etc
- 1.7 Stakeholder & Citizen Engagement
  - 1.7.1 Citizen Engagement Meeting
  - 1.7.2 Stakeholder Workshop etc
- 1.8 DNSH and Sustainable Development Positive Interventions
- 1.9 New European Bauhaus Progress
- 1.10 Conservation and Heritage Led Regeneration Outcomes
- 1.11 Human Rights & Equality Initiatives

- When uploading to documents to demonstrate performance in a particular area to the ePPM Share Point folder you should use the same reference that corresponds to the Performance Progress Report .

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Declaration of Compliance For Strand 1 and Strand 2

Catherine Connaughton

Declaration of Compliance

- The Declaration of Compliance confirms that costs reported relate to the activities outlined in your THRIVE Grant Agreement and comply with all statutory and regulators requirements and EU regulations.
- The Declaration of Compliance confirms that costs have been incurred and paid and all supporting documents for all costs will be uploaded to ePPM.
- This is then signed by whoever will be approving the claim on ePPM – Not the inputter.
- This document is then uploaded to ePPM under the Payment Claim and the Progress Report.
- The template Declaration of Compliance will be sent to all attendees with slides after today's training.

Rialtas na hÉireann
Government of Ireland

Cómhaoiniithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Declaration of Compliance

We hereby declare that the costs reported in this claim form:

- Relate to activities approved by the Southern Eastern & Midland Programme Monitoring Committee and as set out in the grant agreement for this project.
- Have been expended for activities that have all statutory and regulatory approvals in place.
- Are both legal and regular and in compliance with the National Eligibility Rules, Regulation EU 2021/1060 and Regulation EU 2021/1058.
- Have been incurred and paid in this reporting period.
- Can be supported with adequate documentation.
- Claims and all supporting documentation have been submitted via the EPPM system.

Name: _____ Date: _____

Title: _____

Signature: _____

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

ePPM for Strand 1 and Strand 2

Catherine Connaughton

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

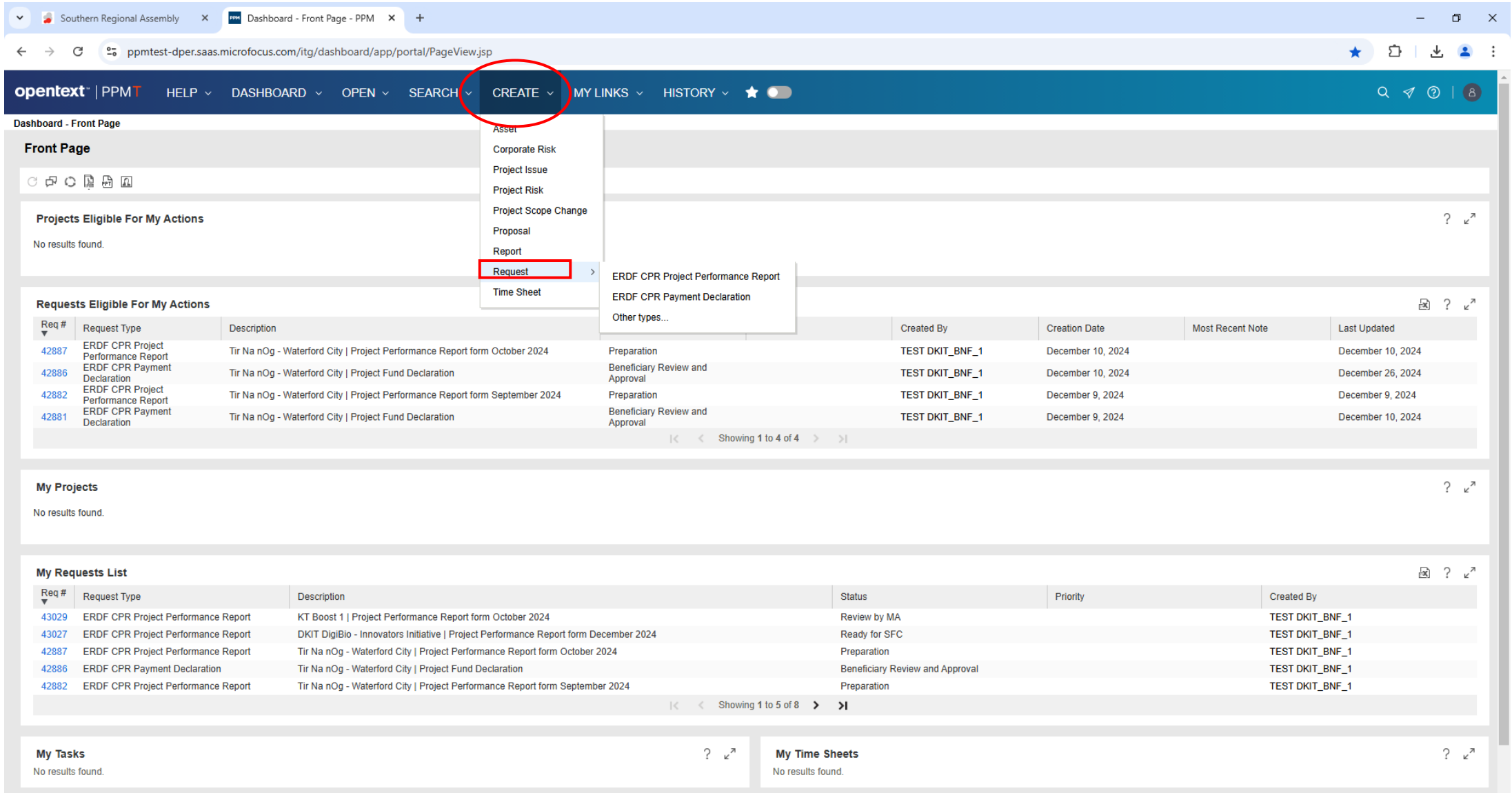
- Test system link: https://ppmtest-dper.saas.microfocus.com/itg/dashboard/app/portal/PageView.jsp
- Live system link: https://ppm-dper.saas.microfocus.com/itg/dashboard/app/portal/PageView.jsp

Login for Test and Live: **Email address**
Password: either **Test-1234** or **Password1** if you haven't created your own password.

Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

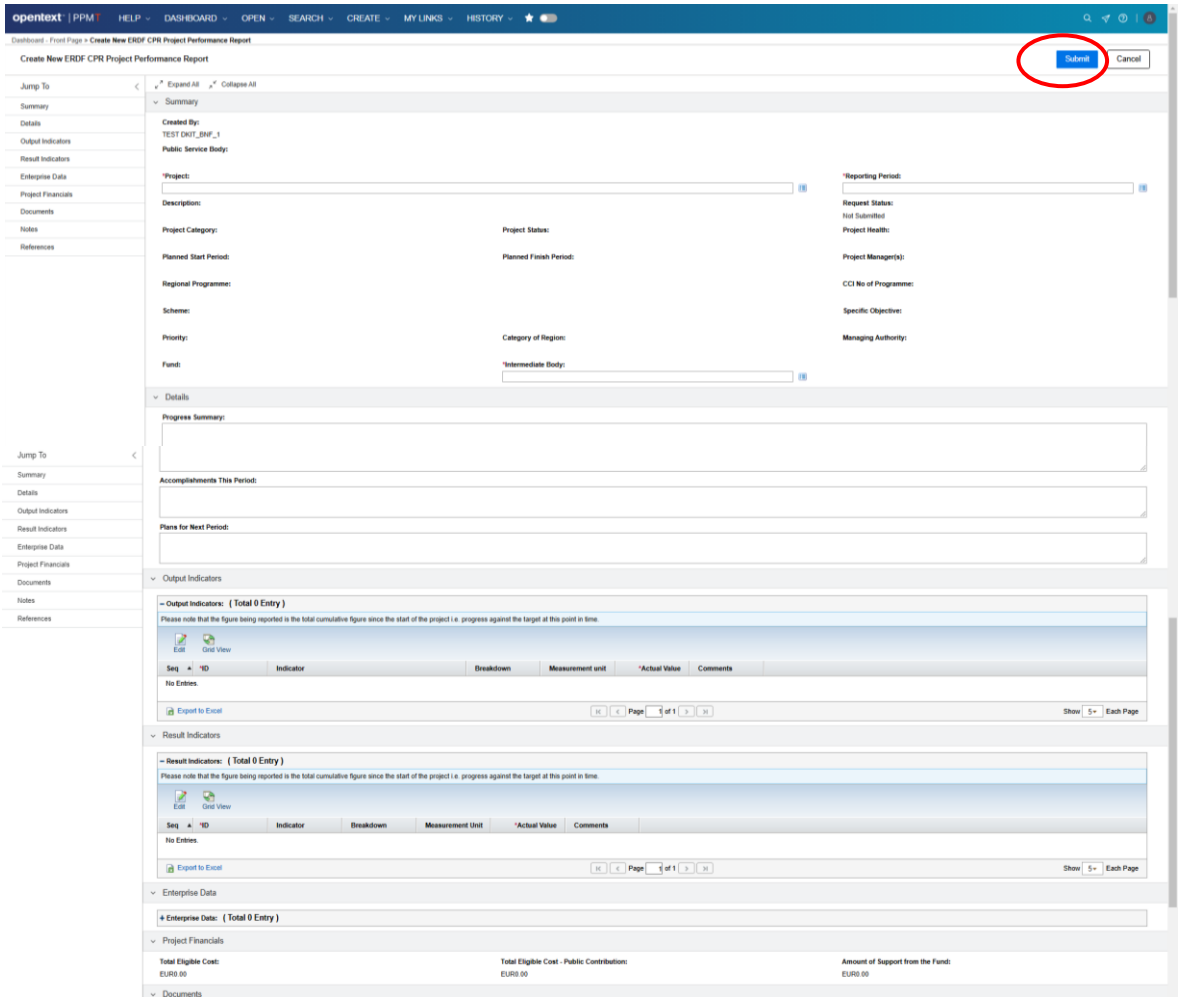


Rialtas na hÉireann
Government of Ireland

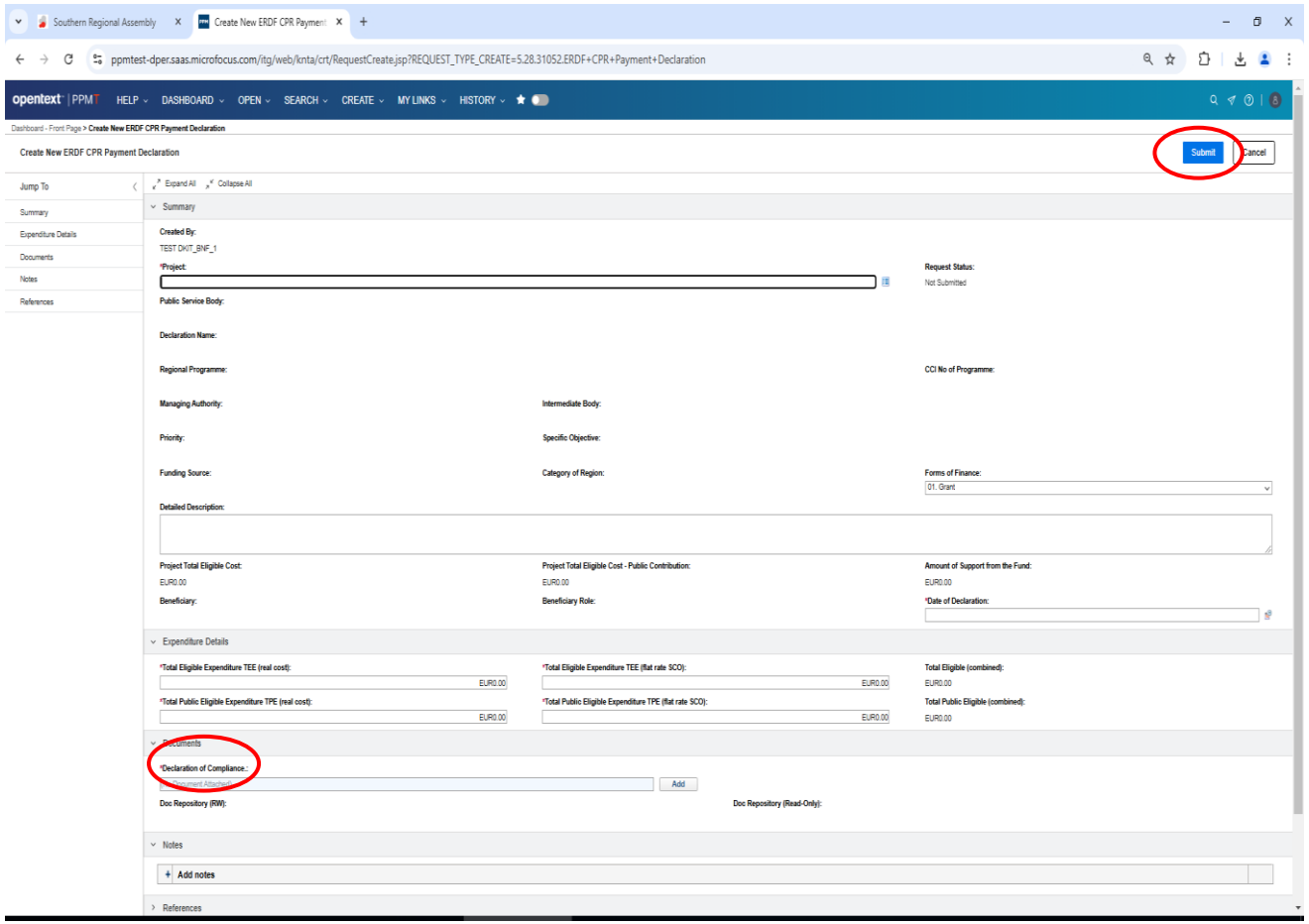
Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Project Performance Report



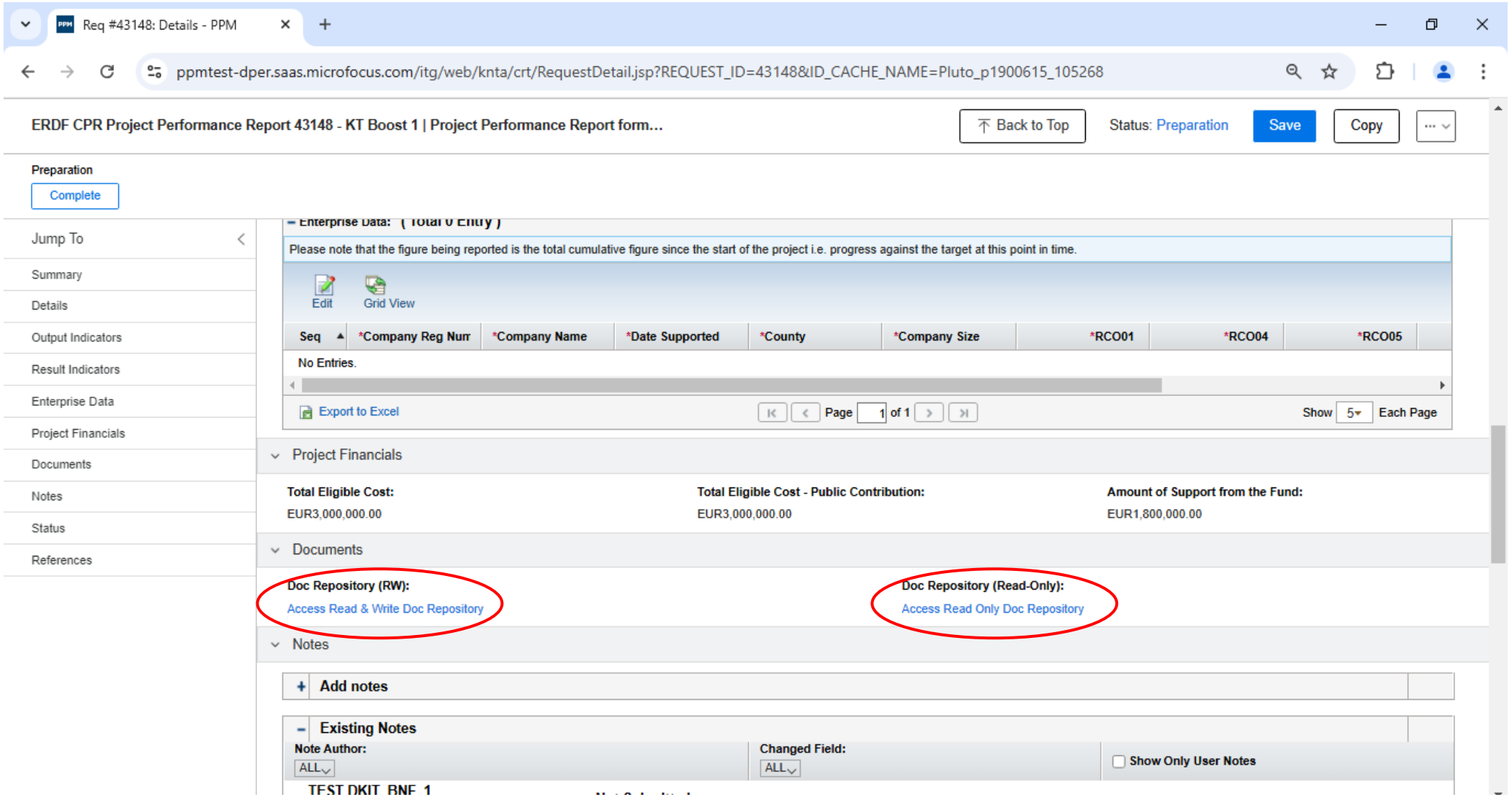
Payment Declaration



Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

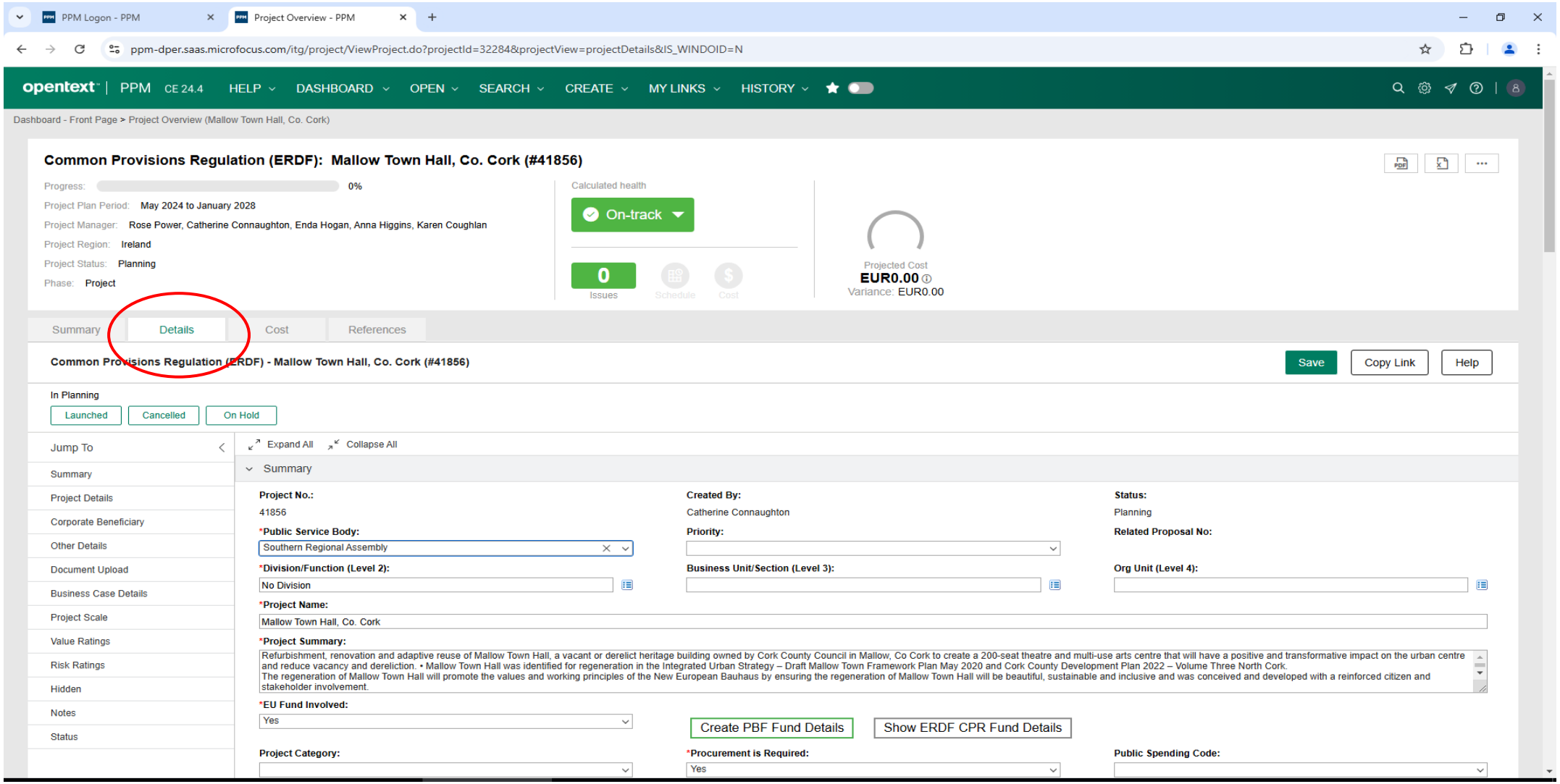
Tionól Réigiúnach an Deiscirt
Southern Regional Assembly



Rialtas na hÉireann
Government of Ireland

Có-mhaoinithe ag an Aontas Eorpach
Co-funded by the European Union

Tionól Réigiúnach an Deiscirt
Southern Regional Assembly



Tionól Réigiúnach an Deiscirt
Southern Regional Assembly

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach

Co-funded by the European Union

Thank You

For further information please contact:

Rose Power – rpower@southernassembly.ie or 087 71588258 or

Catherine Connaughton – cconnaughton@southernassembly.ie or 087 6257192

Additional information is available at:

https://www.southernassembly.ie/eu-programmes/sem2127