

## Subsidy Re-Imbursement Checklist for IVA

**Name of Vendor** \_\_\_\_\_

**Date Re-Imbursement Application Received** \_\_\_\_\_

**What is the total number of products sold?** \_\_\_\_\_

**What is the total value of the subsidy being claimed?** \_\_\_\_\_

### Subsidy Re-Imbursement Application Checklist

No	Item	Check
1	Subsidy re-imburement application form correctly completed	
2	Excel product sales database has been provided and is complete	
3	The total number of sales on the application form matches the number of sales listed in the sales database	
4	All products sold are in the product catalogue	
5	The value of subsidy being claimed on the application form matches the total value on the sales database	
6	The number of receipts provided matches those indicated in the sales database	
6a	Are all the receipts provided? (Yes/No)	
7	The number of signed declaration forms provided matches those indicated in the sales database	
7a	Have all the signed declarations been provided (Yes/No)	
8	Store the Copies of: all completed Notification of Product Purchased forms; Invoices from Manufacturers and shipping and customs documents that have been supplied to the DoE since the last subsidy claim by that Vendor, in the relevant file for that vendor. If not relevant, state N/A.	
9	Serial numbers supplied with sales database and the receipts match those supplied on the Notification of Product Purchased Forms that have been previously supplied by that Vendor?	
10	All serial numbers are unique and have not been used previously?	
11	The total sales price on the receipts is equal to or less than the maximum price shown on the relevant Notification of Products Purchased form.	
12	The last sales database supplied by the Vendor with the previous subsidy re-imburement claims and ensure that if	



	there have been any outstanding receipts and/or declaration forms that these have been received.	
13	If any of the information provided by the Vendor appears to be incorrect or confusing in any way, the IVA has contacted the Vendor for clarification. If applicable, outcome has been recorded in OVR	
14a	<b>5W to 20W</b> Systems Minimum of 40% of Beneficiaries have been contacted by phone. Minimum 20% have been selected for site visits within 6 months but not exceeding 12 months	
14b	<b>21W to 30W</b> Systems 50% of Beneficiaries have been contacted by phone. Minimum 25% have been selected for site visits within 6 months but not exceeding	
15	If through phone verification one of the beneficiary's did not purchase a product--100% of phone verification has been undertaken	

### Processing Grievance Data Base

No	Item	Check
1	The grievance database has been provided	
2	Review data base and state:	
3	What is the total number of grievances shown?	
4	The project's grievance database is updated with the information provided by the vendor	
5	What is the total % of grievances for the Vendor with respect to their number of products provided?	
6	Should the Vendor be question further about the grievances? If yes, include outcome in Output Verification Report	
7	The project Grievance data base has been updated such that: <ul style="list-style-type: none"> <li>I. Vendors data base been copied and pasted into the worksheet for that specific Vendor</li> <li>II. Vendors data base been copied and pasted into the first worksheet providing the summary of all the reported grievances</li> </ul>	



### Verification Report Process

No	Item	Check
1	Output Verification Report completed	
2	If subsidy reimbursement has been recommended than the project sales database has been updated I. Vendors data base been copied and pasted into the worksheet for that specific Vendor II. Vendors data base been copied and pasted into the first worksheet providing the summary of all the sales.	
3	OVR and the 2 updated project databases have been submitted to DoE	

Completed by \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

