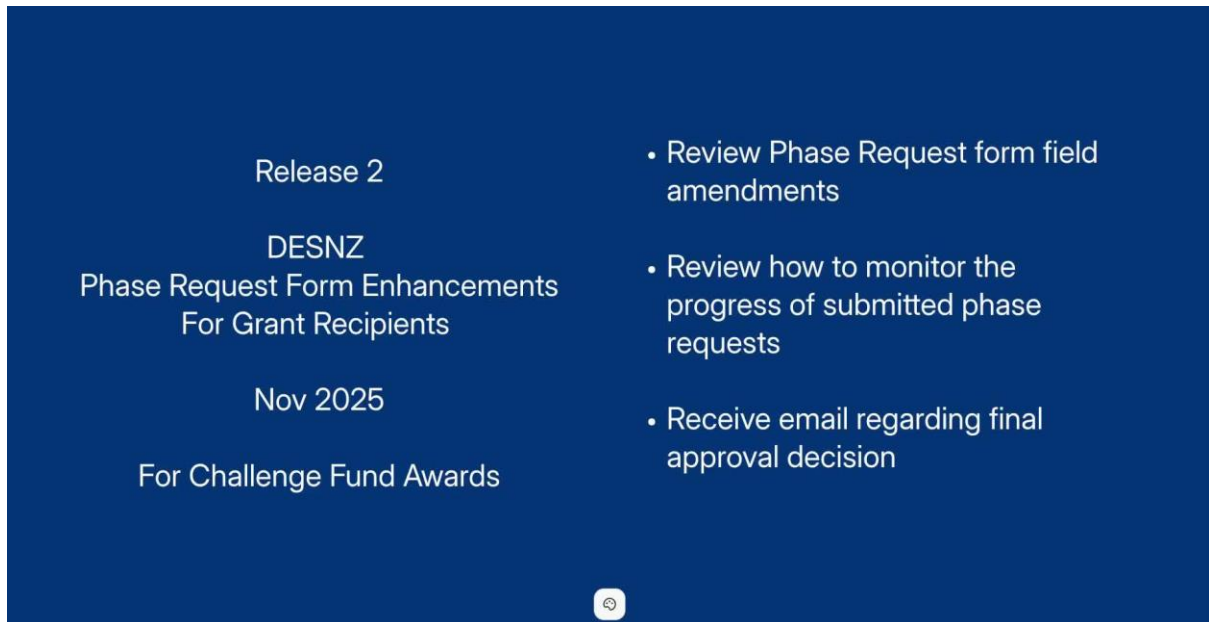


R2-05-G1: Guide to DESNZ Phase Request Form Enhancements

1. Introduction to Enhancements 0:00



- Overview of the video on Phase Request Form Enhancements for Grant Recipients in the Portal.
- Tutorial reflects the system as of November 2025.

2. Review of Phase Request Form Field Amendments 0:11

Release 2

DESNZ

Phase Request Form Enhancements
For Grant Recipients

Nov 2025

For Challenge Fund Awards

- Review Phase Request form field amendments
- Review how to monitor the progress of submitted phase requests
- Receive email regarding final approval decision

- Discuss the amendments made to the Phase Request Form fields.
- Key fields include:
 - KPI updates for projects (KPI 3, 4, 5)
 - Maximum grant funded costs and co-funded costs
 - Formula fields for automatic calculations of total costs.

3. Monitoring Progress of Submitted Phase Requests 3:48

Skip to main content

Warm Homes: Grant Recipient Portal

Manchester City Council CF-0987

Welcome,
Sarah Williams (CF)
Manchester City Council
(Grant Recipient Lead)

Home
Project Summary
Baselines
Performance Management
Phase Requests
Properties & Measures
Finance
More

BETA
This is a new service – your feedback will help us to improve it. please raise a support case with any feedback
Manage Actions

Amend Phase Request

You don't currently have any existing Phase Requests that require amendments.

Chat

Type a message

View Phase Request

2 of 2 items - 0 items selected

Phase Name	Status	Submitted Date
☐ MCC-Phase-3	In PSO Review	15/01/2026, 09:35
☐ MCC-Phase-2	Approved - Green	14/01/2026, 23:47

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- Navigate to the View/Amend Phase Request page to monitor submitted requests.
- Understand the status updates:
 - Initial status: PSO Review
 - RAG rating provided by PSO within 3 days.

- SLAs for informing grant recipients about approvals or escalations:
 - 7 days for standard requests
 - 12 days for A/Green & AMBER requests
 - 17 days for RED requests.

4. Understanding Status Changes 5:39

The screenshot displays the 'Warm Homes: Grant Recipient Portal' for Manchester City Council CF-0987. The user is Sarah Williams (CF), Manchester City Council (Grant Recipient Lead). The navigation menu includes Home, Project Summary, Baselines, Performance Management, Phase Requests, Properties & Measures, Finance, and More. A 'BETA' banner indicates a new service with a feedback link. The main content area shows 'Amend Phase Request' (with a note that no existing requests require amendments) and 'View Phase Request'. The 'View Phase Request' section displays a table with 2 items selected:

Phase Name	Status	Submitted Date
MCC-Phase-3	In-PSO Lead Review	15/01/2026, 03:35
MCC-Phase-2	Approved - Green	14/01/2026, 23:47

A 'Next' button is located below the table. A chat window is visible on the right side of the page. The footer includes links for Accessibility statement, Cookies, Privacy notice, and Site map, along with the OGL license and Crown copyright notice.

- Explanation of status changes during the review process:
 - PSO & PSO Lead Review
 - DESNZ PM Review
 - Final statuses: Approved Green, Approved Amber, Approved Red, or Rejected.

5. Final Approval Notification 7:14

Skip to main content

Warm Homes: Grant Recipient Portal

Manchester City Council CF-0987

Welcome,
Sarah Williams (CF)
Manchester City Council
(Grant Recipient Lead)

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BETA This is a new service – your feedback will help us to improve it, please raise a support case with any feedback [Manage Actions](#)

Amend Phase Request

You don't currently have any existing Phase Requests that require amendments.

View Phase Request

2 of 2 items - 0 items selected

☐ Phase Name	☐ Status	☐ Submitted Date
☐ MCC-Phase-3	Rejected	15/01/2026, 03:35
☐ MCC-Phase-2	Approved - Green	14/01/2026, 23:47

Chat

Type a message

Send

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- Recap of the video content:
 - Reviewed field updates around costs.
 - Monitoring progress of submitted phase requests.
 - Expect an email notification regarding the final approval decision.

Link to Loom

<https://loom.com/share/5213e2a87bff4bc5831190353c361745>