

# How to submit a Project Completion Return

All projects need to submit a project completion return via the [CIF Portal](#) in order to receive the final payment.

The completion return should inform the DfE of the final project cost and provide evidence that the works have been completed. Please note, you do not have to wait for the 12 month retention period to end before you submit a completion return. You can do so as soon as practical completion is received.

Expansion projects must also include details of additional places achieved as a result of the project being completed.

If your project is underspent, the DfE will reduce your final payment accordingly or, for larger underspends, cancel your final payment and issue you with an invoice.

The supporting document(s) that you attach when submitting the project completion return should be in a PDF document format.

All projects must complete a **CIF Confirmation of Completion Form**. This must be signed by the accounting officer for the school.

All CIF projects should include a **list of invoices** for the full project expenditure, including a total amount of project expenditure. **An example of an invoice list is shown below. A blank invoice list form can be found on the guidance page of the portal.**

**Projects with a grant value of over £500,000** must also provide an architect or contractor's Certificate of Practical Completion.

## Example invoice list:

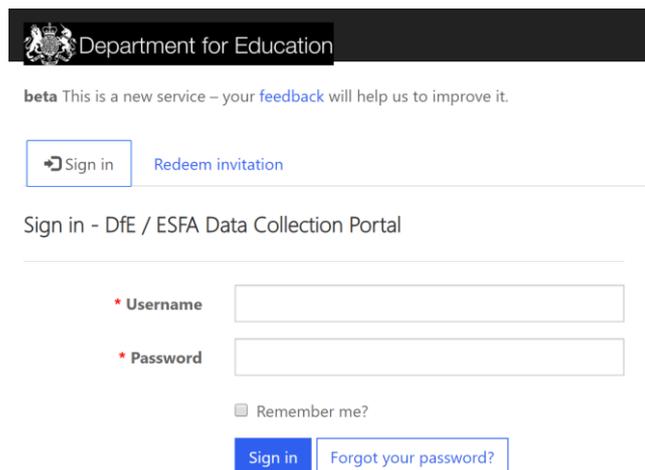
**School Name:**  
**Project reference number:**

Ref	Invoice Type	Name of Contractor	Date	Invoice No.	Net	VAT	Gross
1	Roof Works 1	Roofs Ltd	01/08/2019	1234	£10,000.00	£2,000.00	£12,000.00
2	Roof Works 2	Roofs Ltd	01/09/2019	1235	£10,000.00	£2,000.00	£12,000.00
3	Roof Works 3	Roofs Ltd	01/10/2019	1236	£9,250.00	£1,850.00	£11,100.00
4	Fees	Project Manager Ltd	01/10/2019	1122	£2,500	£500.00	£3,000.00
5	Retention	Roofs Ltd			£750	£150.00	£900.00
	<b>Total Project Cost</b>				<b>£32,500.00</b>	<b>£6,500.00</b>	<b>£39,000.00</b>

## How to Submit a Project Completion Return

Go to the [CIF Portal](#). Please note, you will need to access the Portal through **Google Chrome** or **Microsoft Edge**.

Sign in using the username associated with the project (if you have forgotten your username/password, click on the drop down box at the top right of the homepage and click on Profile).



Department for Education

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[Sign in](#) [Redeem invitation](#)

Sign in - DfE / ESFA Data Collection Portal

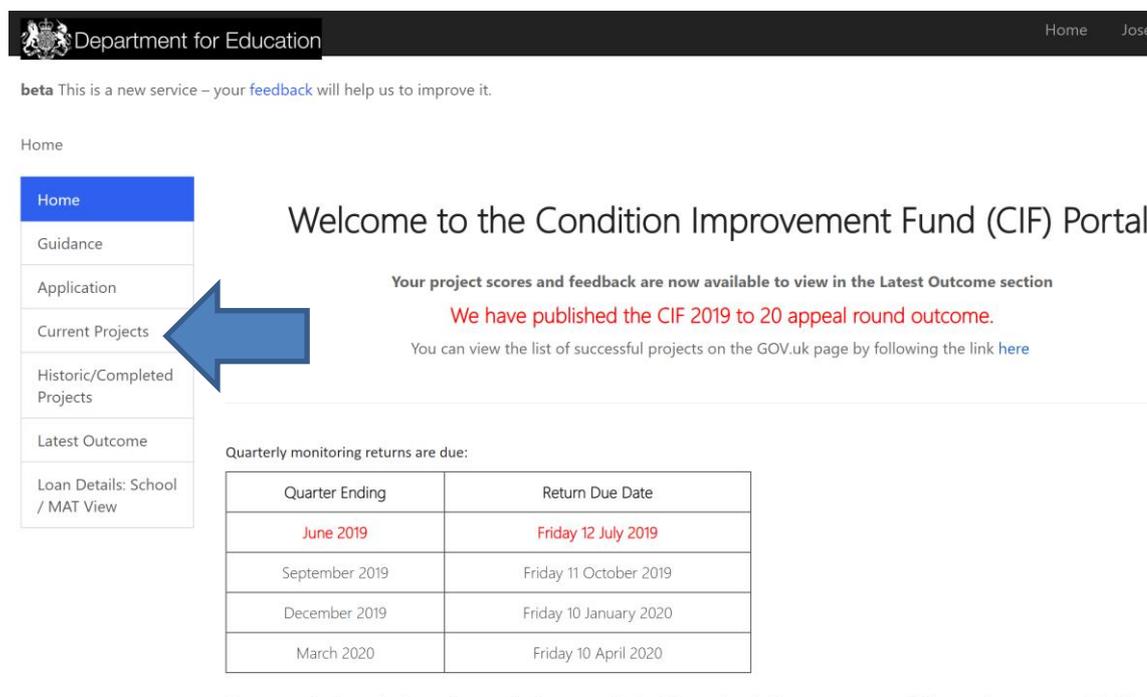
\* Username

\* Password

Remember me?

[Sign in](#) [Forgot your password?](#)

Select **Current Projects** from the navigation menu.



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Home

- Home
- Guidance
- Application
- Current Projects
- Historic/Completed Projects
- Latest Outcome
- Loan Details: School / MAT View

Welcome to the Condition Improvement Fund (CIF) Portal.

Your project scores and feedback are now available to view in the Latest Outcome section

We have published the CIF 2019 to 20 appeal round outcome.

You can view the list of successful projects on the GOV.uk page by following the link [here](#)

Quarterly monitoring returns are due:

Quarter Ending	Return Due Date
June 2019	Friday 12 July 2019
September 2019	Friday 11 October 2019
December 2019	Friday 10 January 2020
March 2020	Friday 10 April 2020

Select click on the drop down arrow on the right hand side and then select View/Update Scope Change/Monitoring Return You will see the **Scope Change Home page**.

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[Home](#) > [Current Projects](#)

Home	<b>Fund</b>	<b>School</b>	<b>Project Name</b> ↑	<b>Project Ref</b>	<b>Modified On</b>	<b>Profile Status</b>	<b>T&amp;C's Accepted Date</b>	
Guidance	CIF 2018-19	[REDACTED]	[REDACTED]	[REDACTED]	27/02/2020 4:00 PM	Accept T's & C's	20/04/2018	⌵
Application								

Select **View/Update Scope Change/Monitoring Return**. The user is then presented with the **Scope Change & Project Monitoring** page.

### Project Scope Change and Project Monitoring Returns

<b>Fund</b>	<b>T&amp;C's Status</b>	<b>T&amp;C's Accepted</b>
CIF 2018-19	Accepted	18/06/2018 08:18 by SGET
<b>School</b>	<b>Project Type</b>	
138028 Lyons Hall School	Expansion	
<b>Project</b>	<b>Key Feature</b>	
CIF-1819-138028-1 Additional Classbase Bid	Extension of existing block/facilities	

#### Current scope of work (summary)

This application is for an expansion project to provide three additional classbases. This would enable the school to revert to 3FE to meet the ongoing demand for places arising from the level of attainment. The extension is to be built over the 3-classbase block which was completed in 2014 and funded by a successful ACMF bid. This earlier block was designed with a steel frame detailed to support the additional storey, and a flat roof suitable for adaptation to create the new upper floor.

**Approved Payment Profile**

**Date Raised**                      **Date Reviewed**                      **Status**                      **Start Date**                      **Project Completion Date**  
 18/06/2018                      23/04/2018                      Accepted                                           15/12/2018

Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19
£0	£69,101	£69,101	£69,101	£69,101	£69,101	£69,101	£69,101	£69,101	£0	£29,095	£0
Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0

**Scope Change Status**

N/A

Item	Current Cost	Item	Current Complete	Alternative Funding		Funding	
Refurbishment	£0	Feasibility Complete	04/04/2016	CIF Loan	£0	Total Funding	£581,903
New Build	£524,390	Design Complete	04/04/2016	Salix Loan	£0	Grant Funding	£581,903
Enabling works, abnormals etc	£5,610	Planning Approval	04/04/2016	School Reserves	£0		
<u>WORK COST</u>	£530,000	Tender Complete	07/05/2018				
Professional Fees	£51,153	Start On Site	06/08/2018				
Fixtures & Fittings	£0	Plan 1 Complete					
ICT Infrastructure	£0	Plan 2 Complete					
Other Costs	£750	Plan 3 Complete					
<u>TOTAL</u>	£581,903	Project Complete	15/12/2018				

- Back
- Raise Scope Change Request
- Raise Monitoring Return
- Raise Completion Return

**Raise Completion Return**

To submit a completion form the user must select Raise Completion Return from the Project Scope Change and Project Monitoring Returns page. You will then access the Project Completion Form.

# Project Completion Form



School   
Project CIF-1819-1  
KeyFeature Extension of existing block/facilities

	Planned	Actual
Feasibility Complete	04/04/2016	<input type="text"/>
Design Complete	04/04/2016	<input type="text"/>
Planning Approval	04/04/2016	<input type="text"/>
Tender Complete	07/05/2018	<input type="text"/>
Start On Site	06/08/2018	<input type="text"/>
Plan 1 Complete		<input type="text"/>
Plan 2 Complete		<input type="text"/>
Plan 3 Complete		<input type="text"/>
Project Complete	15/12/2018	<input type="text" value="01/06/2018"/>

## Projects Comments

500 characters left

This box should contain any general comments that you may have regarding how the project is progressing. Maximum of 500 characters.

Final Project Spend (including any retention) \*

£ 98999

## Completion Evidence \*

Please upload a signed **CIF Confirmation of Completion Form** using the template provided in the Post Approval Guidance document available on the CIF portal homepage.

In addition, **all projects over £500,000 must also include a Certificate of Practical Completion.**

**Your return will be rejected if this information is not provided.**

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Please attach any supporting evidence below

A maximum of two pieces of supporting evidence are allowed

It is mandatory for at least one piece of completion evidence to be supplied in accordance with the project monitoring guidance.

Browse...

Upload

File Name	
<a href="#">View Supporting Document</a>	Delete

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## ESFA Assessment Comments

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Submit

Save (not submitted to ESFA)

Withdraw

Back

An expansion project will also be asked for details of any new places achieved.

**Expansion Only**

Number of new places achieved (Next intake year)

123

Number of new places achieved (Overall)

123 Over 4  Years

You will need to add an **Actual Date** in the Project Complete field, a **final project spend** figure in the final project spend field and attach **evidence of the practical completion** of the project (see below for more details).

The supporting document(s) that you attach when submitting the project completion return should be in a PDF document format.

1. **All projects of any value must complete a CIF Confirmation of Completion Form. This must be signed by the accounting officer for the school.** This document can be found on the guidance page of the Portal.
2. **Projects with a value of over £500,000** must also provide an architect or contractor's Certificate of Practical Completion.
3. Projects must also include a list of invoices for the full project expenditure, including a total amount. A blank invoice list can be found on the home page of the Portal.
4. The user must **save** the form to enable the **submit button**. If the user has saved the form it is possible to update the form by selecting **Update Monitoring** return (Please ensure the form is saved to avoid data loss).
5. If a project completion form is submitted this will be assessed by a member of the CIF team. If this is rejected by the CIF team a revised form will be required. If accepted please follow guidance regarding projects after completion below.
6. After a user has selected save, the user can withdraw the form. When the user tries to raise a new form they will be presented with a reset form.
7. After a completion form has been accepted, a user can view the details of a completed project by selecting **Historic/Completed Projects**.

Site Navigation		Current Funded Projects						
Account Information		You can edit content here.						
Application								
Current Projects								
Historic/Completed Projects								
Latest Outcome								
Fund	School	Project Name	Latest Status	Funding Profile and T&C's	View Application	Change Scope / Monitoring		
CIF 2015-16	141157 St Thomas' Catholic Primary School, Sevenoaks	Roof	Profile change approved by EFA	View/Update	View	Request/View		

The user will then be presented with any historic or completed projects. Historic projects are unsuccessful projects. These will be added to this page 12 months after the application is made. Completed projects are those successful projects that have had a completion return accepted.

#### Condition Improvement Fund - Historic/Completed Projects

Fund	School	Project Name	Funding Profile and T&C's	Application	Change Scope/Monitoring	Status
CIF-1516-141157-1	141157 St Thomas' Catholic Primary School, Sevenoaks	roof	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	Project Complete

The user will be able to view all of the project information available (based on the status of the project). Users will not be able to make any changes to this information.