

Energy Efficiency Retrofit Fund

Guide for Applicants

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1. Description of Scheme

The Government's proposed energy efficiency retrofit programme, to be launched later in 2010, aims to deliver a major increase through this decade in the scale and depth of energy efficiency investments in upgrading existing buildings and facilities. This will require new delivery models to be developed and implemented, including the associated organisational, contractual and financial mechanisms.

In order to test and evaluate new approaches, financial support is available through the present scheme, known as the Energy Efficiency Retrofit Fund, for the implementation of a limited number of qualifying energy efficiency projects that align with the overall programme objectives outlined in Section 2 below. The main focus of the support will be on implementation of technical energy efficiency investment projects including testing various contractual, procurement and financing models.

2. Scheme Objectives

Key objectives are to:

- Achieve significant, measurable and verifiable energy efficiency impacts in pursuance of national energy efficiency targets.
- Develop and showcase innovative delivery models, including the associated contractual and procurement mechanisms based on the principles of energy performance contracting, which in turn will inform other longer term initiatives for activating retrofit investment
- Support the pursuit of deeper, and more technically/ economically challenging, energy efficiency measures
- Build and develop the supply chain capability, particularly relating to procurement and contracting arrangements between supply chain partners
- Identify, quantify and prove potential energy saving opportunities and delivery models through exemplar case studies, thereby facilitating widespread replication.

3. Who can avail of the scheme?

The scheme is open to public and private sector organisations that are committed to, and ideally have a track record in the implementation of energy efficiency projects and related initiatives. Such organisations should be able to demonstrate a commitment at the relevant senior management levels and a willingness to develop or apply models capable of widespread replication. This could include the use of energy service companies as a vehicle for project implementation.

Public Sector

For the purposes of the scheme, the public sector includes the Civil Service, commercial and non-commercial state bodies, the Defence Forces, An Garda Síochána, Health Service Executive hospitals and other facilities, local and regional authorities, schools and universities. A concise definition is referenced in Regulation 10 of S.I. No. 542 of 2009, European Communities (Energy End-Use Efficiency and Energy Services) Regulations 2009.

Private Sector

For the purposes of this Scheme, the private sector is defined as comprising all organisations that do not fall within Regulation 10 or the categories above. This covers both the business and voluntary/community sectors.

4. What types of projects are eligible?

Support is available for buildings, services and facilities upgrades involving ambitious packages of energy efficiency investment actions aimed at achieving ongoing and lasting energy savings. Projects are expected to relate mainly to thermal and electrical energy use in buildings, but suitable projects relating to facilities, processes or transport are also eligible. Where the project involves purchase of plant, machinery or equipment, the use of energy efficient equipment eligible for Accelerated Capital Allowance (ACA) (<http://www.seai.ie/aca>), or products complying with ACA performance criteria will generally be required.

In addition to achieving significant and verifiable annual energy savings and offering opportunities for replication, **projects must include an efficient and effective mechanism for energy use data collection, monitoring and/or verification of savings.** Where the building or facility has an adequate energy monitoring/data collection system in place then no additional systems will be necessary.

In addition, at least two of the following are required:

- Incorporate innovative delivery facilitation models, especially those drawing on the principles of energy performance contracting.
- Incorporate an innovative energy saving technology or application.
- Incorporate a range of energy efficiency actions of varying complexity and investment attractiveness.
- Involve multiple project/ technology elements across single or multiple sites (or organisations) that are coordinated through a central body or organisation.
- Include retrofitting of one or more energy services within a cohort of buildings or facilities to best in class performance.
- Contribute to the knowledge base of the supply chain – particularly with respect to improving its capacity to contract for energy efficiency projects and energy services.

IMPORTANT: Private sector and commercial state agencies should consult with SEAI in advance of making an application.

5. What level of support is available?

The scheme will provide the following grant levels depending on the nature of the project and sectoral category outlined below:

- Non-commercial public sector: Support of typically 50% is available; although in some cases public bodies may qualify for support of up to 80%. Only projects which score highly under the criteria outlined in section 6b below can avail of funding greater than 50%.
- Private sector and commercial public sector organisations: Support of up to 35% funding is available.

Projects of a scale eligible to attract grant support of over €100,000 are particularly encouraged.

In general, grant support per project will not be less than €20,000 and will not exceed €500,000.

SEAI reserves the right to update and revise the levels of grant funding available to the various project types and sectors.

Please note that recipients of any support must ensure that the relevant principles of Irish and EC law regarding the spending of this funding are complied with and, where applicable, the laws and guidelines concerning public procurement.

Eligible Costs

The eligible costs are:

- Costs of external labour required to install and commission the energy efficiency project, i.e. to implement the project.
- Costs of materials, equipment, hardware or control systems necessary to implement the energy efficiency project.
- Additional specialist costs, which in relevant circumstances may relate to design, procurement and contracting activities, will be considered on a case by case basis but these should be clearly specified in the project application.

NOTE: Only in circumstances where VAT is not reclaimable by the applicant and there is appropriate certification available from the Revenue Commissioners will the VAT inclusive cost of implementation be deemed an eligible cost.

Ineligible Costs

The following costs are ineligible:

- Any costs not directly related to improving energy efficiency through the proposed energy efficiency project.
- Ongoing monitoring and reporting costs.
- Internal staff costs.

Note: Any costs that are incurred prior to formal grant approval – no matter what they relate to – are ineligible and will not be paid.

6. Evaluation Criteria

Applications for funding will be accepted on the basis of passing the eligibility criteria outlined in (a) below and on acceptance will be evaluated for funding on the basis of competitive assessment criteria outlined in (b) below:

(a) Eligibility Criteria

- The application must comply with the scheme funding levels;
- The application must be submitted by the energy end using organisation responsible for making or procuring the proposed investment;
- The site must be located in the Republic of Ireland;
- Except in the case of non-commercial public sector applications, the project should not be in receipt of any other State Aid;
- The project must be scheduled for completion by 1st December 2010;
- The project must include an efficient and effective mechanism for energy use data collection, monitoring and/or verification of savings.
- In the latter regard, please note that Meter Point Reference Numbers (MPRN) and Gas Point Reference Numbers (GPRN) and access to time series data from such meters for **all public sector buildings and facilities in the applicant organisations estate** will be required to be made available in due course to SEAI as part of a wider data collection exercise being undertaken by SEAI under SI 542 of 2009.

Please note that, on completion of the works: following a full one year of operation in the case of buildings, or of 3 months operation in the case of facilities or processes, monitored results must be made available within a reasonable (generally 3 month) time frame to SEAI for verification and dissemination purposes. **Failure to comply with this condition may lead to grant support being partly or wholly recovered by SEAI.**

(b) Assessment Criteria

All applications will be assessed against the following criteria (indicative marks in brackets):

- Savings in terms of the magnitude of the energy and CO₂ savings, in absolute terms or relative to the cost of implementation, or performance gains relative to appropriate reference or regulatory standards (25);
- The degree of innovation in the project in terms of technology application across multiple solutions, buildings or sites, or of the organisational delivery model with regard to finance, procurement and/or contractual mechanism (25);
- The replication and demonstration value of the project (25);
- The quality of the application and project plan, including demonstrated organisational commitment and capability to complete the project by the deadline (25).

Project selection will be discretionary and will be based on the above eligibility and assessment criteria. Non commercial public sector projects achieving marks in excess of 80% overall will qualify for a higher level of support and in some cases up to 80%.

The level of support is discretionary and, in line with the objective of supporting a range of exemplar projects and actions, applications may be less likely to receive support if similar projects have already been supported by SEAI.

Support will only be provided where the project will be completed by 1st December 2010.

7. Application, Evaluation, and Approvals Procedure

Application forms are available to download from the SEAI website [Grants Section](#)

Applicants are strongly encouraged to contact relevant SEAI personnel to discuss their proposed projects *before* preparing an application (see Section 10 for contact details).

Applicants should send an electronic **Word** version of the Application Form **and/or PDF** containing electronic (scanned) signature(s) to eerf@seai.ie.

Alternatively, applicants that do not have electronic signatures should send:

- (i) an electronic version of the completed Application Form to eerf@seai.ie , **and**
- (ii) a hard copy containing the original signatures to:

Grants Administrator
Sustainable Energy Authority of Ireland
Wilton Park House, Wilton Place, Dublin 2.

All applications must be accompanied by a *valid* Tax Clearance Certificate¹ (a scanned or faxed copy is acceptable for electronic applications).

The Scheme will be subject to continuous review and may be discontinued at the discretion of SEAI, without prejudice to projects that have received grant approval.

The indicative decision time from the receipt of a complete application form is four weeks; projects of an exceptional nature may require additional time for decision. If approved, a Grant Agreement will be issued to the applicant. The offer will only be validated upon the applicant indicating acceptance of offer by returning a signed copy of the Grant Agreement to SEAI, which must be received within 30 days of date of issue.

Notes:

- ***A Grant Agreement may be terminated by SEAI if a complete payment request form, including all relevant support documentation, is not received by SEAI by 1st December 2010.***
- ***Failure to comply with the condition regarding an efficient and effective mechanism for energy use data collection, monitoring and/or verification of savings may lead to grant support being partly or wholly recouped by SEAI.***

¹ Except in the case of certain non-commercial public sector bodies which have not been required to be tax registered.

8. Payment Procedure

Projects must be completed and drawdown of funding must occur by 1st December 2010.

Successful applicants will receive a single payment on the submission of the following:

- a. Project completion report;
- b. Payment request form;
- c. Invoices and receipts (and other evidence as may be requested by SEAI) documenting all eligible costs;
- d. Valid Tax Clearance Certificate (if the Tax Clearance Certificate submitted with the application has expired);
- e. VAT status confirmation from Revenue Commissioners
- f. Project inspection report (when required) – prepared and submitted by an SEAI-appointed inspector.

Note: The deadline for receipt of *all* of the documentation listed in (a) – (e) above is 1st December 2010. If all of this documentation has not been fully received by the deadline, SEAI cannot commit to paying the grant.

On submission of the appropriate documentation by the deadline, SEAI will transfer grant funds electronically to the applicant's bank account and issue an accompanying letter notifying payment to the applicant.

9. Terms and Conditions

1. **Claw back of funding will occur at the discretion of SEAI for failure of the grantee to comply with the verification and reporting requirements.**
2. Application Form and Terms and Conditions are those published by SEAI on the date of submitting the application.
3. The applicant must be the intended owner of the investment, located in the Republic of Ireland, in respect of which the grant application is made.
4. The applicant must install a new product(s).
5. Approval of grant only becomes valid upon receipt by SEAI from the applicant of the issued Grant Agreement signed by the applicant to indicate his/her acceptance.
6. Grant approval must be in place before any purchases are confirmed or installation works commenced. No payments will be made retrospectively for costs incurred prior to approval being granted.
7. The grant, once approved, is only payable in respect of the project(s) identified in the Application Form and referenced in the Grant Agreement.
8. The applicant must provide SEAI – and/or its authorised agents – access to inspect and review the project.
9. The applicant must obtain all necessary consents and statutory approvals and have authority to implement the project.
10. The applicant must be prepared to participate in follow-up site visit(s) to verify impacts and achievements and to participate in follow-up research (telephone or questionnaire) as may be commissioned by SEAI to establish the Scheme's impacts and achievements. This will also include the acquisition of information and data for the development of case studies for wider dissemination (protecting as appropriate all confidential or commercially sensitive information / data).
11. SEAI undertakes to use its best endeavours to hold confidential, any information provided by applicant subject to its obligations under law, including the Freedom of Information Act 1997 (as amended). Should applicants wish that any of the information supplied by them should not be disclosed because of its sensitivity, they should, when providing the information, identify the same and specify the reasons for its sensitivity. SEAI will consult with applicants about such information before making a decision on any Freedom of Information request received.
12. Data Protection – Any personal information which you volunteer to SEAI will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988 & 2003. SEAI, as data controller, and its agents, will store the information you provide on its database and fully respect the confidentiality of the data provided. The information you provide will be used for evaluation purposes and to facilitate the administration of the grant process. This may require that your data be supplied to and discussed with, in confidence, any person or organisation helping to assess and monitor this application. These persons will be subject to the same requirements for protection of confidentiality. Your signature on this Application Form is treated as confirmation that SEAI and its agents may use the information you have supplied for the aforementioned purposes.

10. Useful Contacts and Further Information

Scheme Administrator

Ms. Siobhan Howarth
Sustainable Energy Authority of Ireland
Wilton Park House
Wilton Place
Dublin 2
Phone: 01 8082086
Fax: 01 8082013
Email: Siobhan.howarth@seai.ie

Technical Advice / Support

Ivan Sproule ivan.sproule@seai.ie
Phone: 071 9159730/ 087 2496328

or

Alan Ryan, alan.ryan@seai.ie
Phone: 01 8082027

Additional information is available from the SEAI website (www.seai.ie) or by contacting:

IMPORTANT NOTICES

SEAI accepts no liability in respect of any dispute, claim or cause of action arising out of, or in relation to, any product, equipment, work, system, installation or commissioning in respect of which grant approval was given by SEAI. No undertaking, guarantee, assurance or other warranty, express or implied, is given by SEAI, or any of its agents or servants, in respect of the cost, quality, efficiency and/or benefit of any work, equipment, product, service or installation provided under the Scheme.

The information provided herein and on SEAI's website is provided solely for the purpose of providing assistance to the public, and is not intended to warrant or guarantee the quality of the product and/or the installation chosen by the grant applicant.

The grant payment is subject to any clearances required from the Commission of the European Union and any consents, clearances or licenses which might be required from any other competent body. SEAI reserves the right to alter or amend any aspect of this scheme as a consequence of any directions, conditions or requirements of any such consents, clearances or licenses.

Appendix A – Energy Conversion Factors

These conversion factors may be of use when completing the Estimated Energy Savings section in part 3 of the Application Form.

Fuel	Unit of Supply	kWh / unit	kg CO₂ / kWh
Electricity	kWh	1.00	0.531
Kerosene / Light Fuel Oil / Heating Oil	Litre	11.21	0.257
Gas Oil / Diesel	Litre	10.55	0.264
Residual Fuel Oil / Heavy Fuel Oil	Litre	11.45	0.274
Coal	Tonne	7,759.20	0.341
Liquefied Petroleum Gas (LPG)	Litre	7.09	0.229
Natural gas	kWh	1.00	0.205
Wood pellets	Tonne	4,200	0.005
Wood biomass	Tonne	3,500	0.005

Notes:

1. Based on Gross Calorific Value
2. Electricity emission factor based on 2009 average generation mix