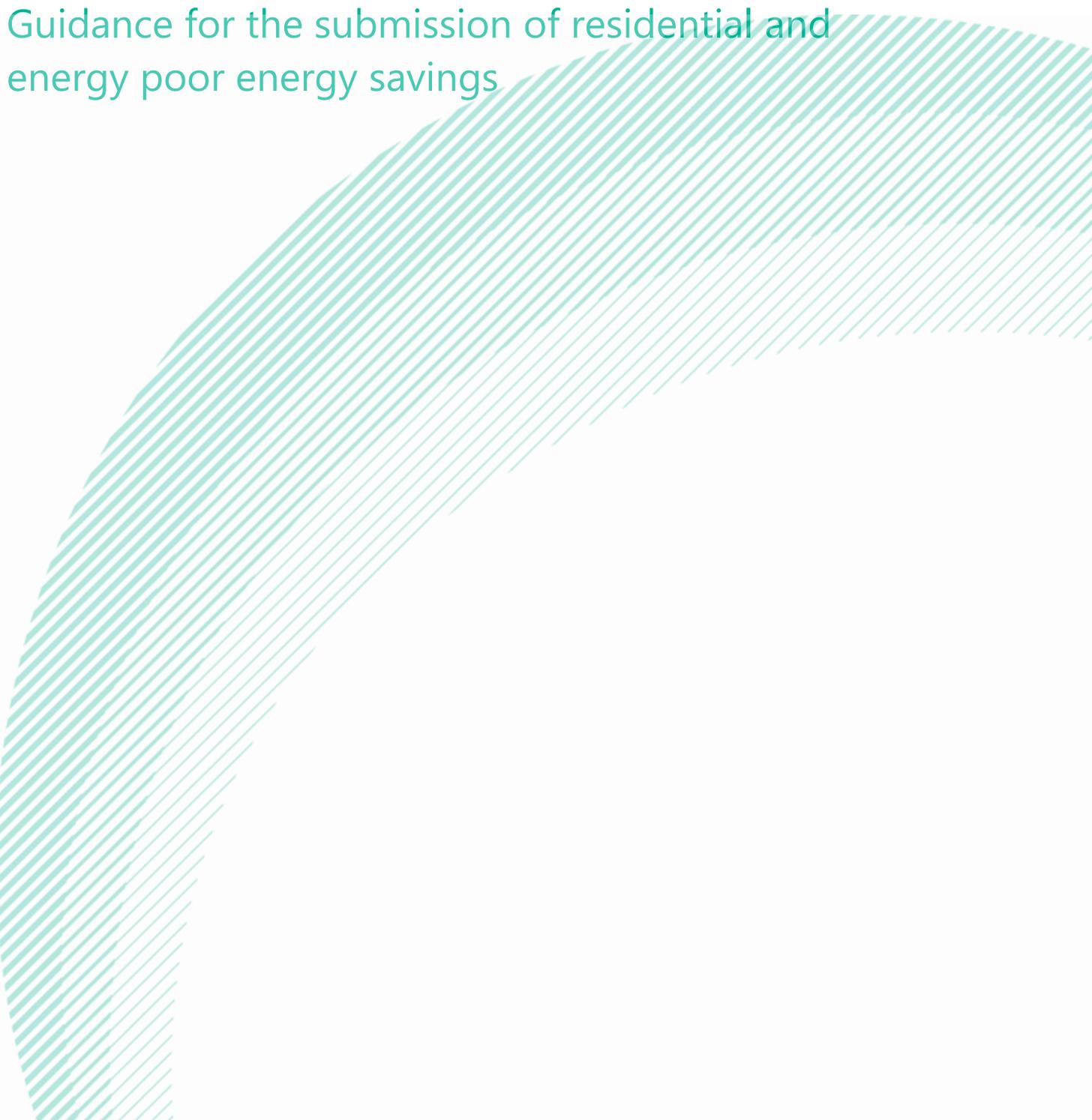


# Energy Efficiency Obligation Scheme

Guidance for the submission of residential and  
energy poor energy savings



# Energy Efficiency Obligation Scheme

Guidance document for the calculation and submission of Residential and Energy Poor Energy Savings

2022

## **Sustainable Energy Authority of Ireland**

SEAI is Ireland's national energy authority investing in, and delivering, appropriate, effective and sustainable solutions to help Ireland's transition to a clean energy future. We work with the public, businesses, communities and the Government to achieve this, through expertise, funding, educational programmes, policy advice, research and the development of new technologies.

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Version Number	Date	Description
V 0.1	19/01/2023	Draft document circulated to Obligated Parties
V 1.0	27/01/2023	First published

## 1. Introduction

- 1.1 This document provides guidance to obligated parties on how to calculate and submit Residential and Energy Poverty energy savings to the Energy Efficiency Obligation Scheme (EEOS).
- 1.2 All energy savings must have been subject to the obligated party's quality assurance before being submitted to SEAI. The procedures outlined will help satisfy a legal requirement for SEAI, set out at Paragraph 12A(6) of Statutory Instrument 634 of 2016:

*The Sustainable Energy Authority of Ireland shall monitor, validate and audit a statistically significant proportion of the reported energy efficiency improvement measures carried out by an energy supplier or class of energy suppliers.*

## 2. What you need

- 2.1. Before you begin, make sure you have access to the following:
  - a) Energy Credits Management System (ECMS): <https://ecms.seai.ie/>
  - b) The SEAI EEOS SharePoint folder for your company

## 3. Checks to ensure works meet scheme criteria

- 3.1. The below tables provide a summary of the criteria required for measures to be eligible under the relevant delivery sub-target.
- 3.2. This section outlines the criteria required for measures to be eligible under the Residential and Energy Poverty delivery sub-target and how obligated parties can check that the measures submitted meet these criteria.

**Table 1: Eligibility criteria for energy savings submitted under the Residential sub-target**

To achieve residential energy credits by delivering energy efficiency improvement measures, the works must EITHER:

1. For the first set of upgrades at a dwelling carried out and notified under these EEOS rules by an obligated party:
    - a) Achieve the applicable minimum uplift requirement:
      - (i) 100 kWh/m<sup>2</sup>/yr; or
      - (ii) 90 kWh/m<sup>2</sup>/yr, where a domestic microgeneration measure is installed as part of the same package of works,
    - b) **And** either:
      - (i) Achieve a post-works BER of B2 (or better) for the dwelling, or
      - (ii) Meet the B2 pathway requirements:
        - Move the dwelling closer to achieving a post-works BER of B2 or better, and
        - The advisory report relating to the relevant BER certificate is discussed with, and provided to, the owner or occupant of the dwelling
- OR
2. For the second or subsequent set of upgrades at a dwelling carried out and notified under these EEOS rules by the same obligated party:
    - a) Achieve a post-works BER of B2 (or better) for the dwelling.

**Table 2: Eligibility criteria for energy savings submitted under the Energy Poverty sub-target**

To achieve energy poverty credits by delivering energy efficiency improvement measures:

**1. The dwelling** must have:

- b) a pre-works BER of D2 or worse, and
- c) a post-works BER of B2 or better

**AND**

**2. The owner** must be either:

- a) a local authority or an approved housing body, or
- b) an owner-occupier, with at least one occupant in receipt of a welfare payment that is deemed eligible under a free energy upgrade scheme administered by SEAI from the Department of Social Protection.

The up-to-date list of eligible welfare payments for 2(b) above is available on the SEAI website. For illustrative purposes, the eligible welfare payments in December 2022 included:

- Fuel Allowance as part of the National Fuel Scheme.
- Job Seekers Allowance for over six months and have a child under seven years of age
- Working Family Payment
- One-Parent Family Payment
- Domiciliary Care Allowance
- Carers Allowance and live with the person you are caring for
- Disability Allowance for over six months and have a child under seven years of age

#### **4. Acceptable pre and post works BER reports**

- 4.1 Each dwelling will be required to have a pre and post works BER assessment completed and published to qualify for the scheme.
- 4.2 The pre-works BER must be completed at most 24 months prior to the date the post-works BER was completed.
- 4.3 All measures must be installed in dwellings built before 2011 unless otherwise stated.

#### **5. How to calculate the minimum BER uplift**

- 5.1 The minimum BER uplift is the difference in primary energy performance between the pre-works BER and the post-works BER and must be at least 100 kWh/m<sup>2</sup>/yr or 90 kWh/m<sup>2</sup>/yr when delivered in conjunction with a domestic microgeneration measure
- 5.2 The key documents required to calculate a property's BER uplift include: (i) a pre-works BER dwelling report and (ii) post works BER dwelling report.
- 5.3 Locate the "**Results**" section in both reports.
- 5.4 Identify the "**Per m<sup>2</sup> floor area**" value for "**Primary energy (kWh/y)**" in both the pre-works BER certificate and post-works BER certificate. This value is highlighted by the red circle in Figure 1 and Figure 2.
- 5.5 The BER uplift achieved by the property can then be calculated by simply subtracting the two figures identified. For example, 271.07kWh/m<sup>2</sup>/y (pre-works BER) – 80.77kWh/m<sup>2</sup>/y (post BER) = 190.3kWh/m<sup>2</sup>/y (BER uplift)

5.4.1. Note, it is important to remember that the BER uplift should be thought of as an entry requirement, where it shows the eligibility for energy savings to be considered.

Results

	Delivered energy [kWh/y]	Primary energy [kWh/y]	CO <sub>2</sub> emissions [kgCO <sub>2</sub> /y]
Main space heating system	15737	17311	5807
Secondary space heating system	0	0	0
Main water heating system	3178	3496	1173
Supplementary water heating system	526	1094	215
Pumps and fans	795	1653	325
Energy for lighting	650	1353	266
CHP input (individual heating systems only)	0	0	0
CHP electric output (individual heating systems only)	0	0	0
<b>Renewable and energy saving technologies</b>			
Energy produced and saved	0	0	0
Energy consumed by the technology	0	0	0
<b>Total</b>	<b>20886</b>	<b>24906</b>	<b>7786</b>
<b>Per m<sup>2</sup> floor area</b>	<b>227.32</b>	<b>271.07</b>	<b>84.74</b>
<b>Energy Rating</b>	<b>D2</b>		

Figure 1: Example “Results” section within a pre-works BER certificate

Results

	Delivered energy [kWh/y]	Primary energy [kWh/y]	CO <sub>2</sub> emissions [kgCO <sub>2</sub> /y]
Main space heating system	1208	2514	494
Secondary space heating system	641	769	251
Main water heating system	1013	2107	414
Supplementary water heating system	0	0	0
Pumps and fans	756	1571	309
Energy for lighting	222	461	91
CHP input (individual heating systems only)	0	0	0
CHP electric output (individual heating systems only)	0	0	0
<b>Renewable and energy saving technologies</b>			
Energy produced and saved	0	0	0
Energy consumed by the technology	0	0	0
<b>Total</b>	<b>3839</b>	<b>7422</b>	<b>1559</b>
<b>Per m<sup>2</sup> floor area</b>	<b>41.79</b>	<b>80.77</b>	<b>16.97</b>
<b>Energy Rating</b>	<b>B1</b>		

Figure 2: Example “Results” section within a post-works BER certificate

## 6. How to calculate the final energy credits

6.1 Figure 3 presents the final energy credits formula and parameters.

$$\text{Final Energy credits} = (\text{DE}_{(\text{pre})} - [\text{DE}_{(\text{post})} - \text{DEPS}_{(\text{post})}]) \times \text{CF}$$

**Figure 3: Formula for calculating Residential and Energy poverty energy credits**

where:

- DE<sub>(pre)</sub>** is the Total value shown in the pre-works BER report for “Total Delivered Energy (kWh/y)”;
- DE<sub>(post)</sub>** is the Total value shown in the post-works BER report for “Total Delivered Energy (kWh/y)”;
- DEPS<sub>(post)</sub>** is the value shown in the post-works BER report for “Delivered Energy produced and saved (kWh/y)”;
- CF** is the applicable correction factor, i.e. 0.91.

6.2 The key documents required to calculate the eligible final energy credits for a dwelling includes (i) a pre-works BER dwelling report and (ii) post BER dwelling report.

6.3 Locate the “**Results**” section in both of these reports.

6.4 Identify the “**Total Delivered energy (kWh/y)**” column in both the pre and post-works BER reports. This value is highlighted by the red circle in Figure 4 and Figure 5.

6.5 If the works were delivered in conjunction with a domestic microgeneration measure, then the input from the “**Energy produced and saved (kWh/y)**” in the post-works BER must be subtracted from the “**Total Delivered energy (kWh/y)**” value in the calculation.

6.6 The gross delivered energy savings can then be calculated by subtracting the pre and post-works BER figures. For example, the gross delivered energy savings in Figures 4 and 5 can be calculated by 14,118 kWh/y (pre-works BER) – (11,932 kWh/y (post-works BER) – 4,691 kWh/y (microgeneration)) = 6,877 kWh/y (gross delivered energy savings).

6.7 Finally, a correction factor must be applied to calculate the eligible final energy credits available for upload. To do this, simply multiply the “**gross delivered energy savings value**” by the correction factor i.e., 0.91.

6.8 For example, 6,877 kWh/yr. (gross delivered energy savings) \* 0.91 (correction factor) = 6,258 kWh/yr. (final energy savings). Please round the figure to the nearest whole number before submission.

## Results

	Delivered energy [kWh/y]	Primary energy [kWh/y]	CO <sub>2</sub> emissions [kgCO <sub>2</sub> /y]
Main space heating system	10996	12095	2991
Secondary space heating system	0	0	0
Main water heating system	1595	1754	434
Supplementary water heating system	520	910	116
Cooling	169	296	38
Pumps and fans	315	552	71
Energy for lighting	524	917	117
CHP input (individual heating systems only)	0	0	0
CHP electric output (individual heating systems only)	0	0	0
Renewable and energy saving technologies			
Energy produced and saved	0	0	0
Energy consumed by the technology	0	0	0
<b>Total</b>	<b>14118</b>	16524	3767
Per m <sup>2</sup> floor area	201.69	236.05	53.81
Energy Rating	D1		

Figure 4: Example “Results” section within a pre-works BER certificate

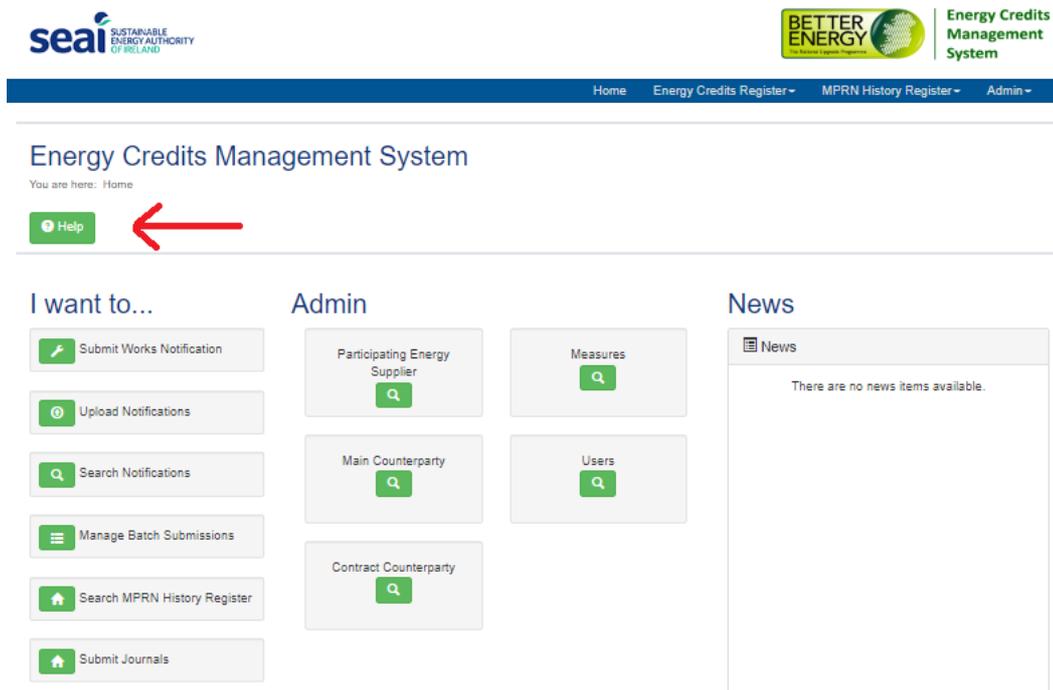
## Results

	Delivered energy [kWh/y]	Primary energy [kWh/y]	CO <sub>2</sub> emissions [kgCO <sub>2</sub> /y]
Main space heating system	8310	14542	1861
Secondary space heating system	4503	4954	1662
Main water heating system	1894	3314	424
Supplementary water heating system	0	0	0
Cooling	0	0	0
Pumps and fans	1476	2584	331
Energy for lighting	439	769	98
CHP input (individual heating systems only)	0	0	0
CHP electric output (individual heating systems only)	0	0	0
Renewable and energy saving technologies			
Energy produced and saved	4691	8209	1051
Energy consumed by the technology	0	0	0
<b>Total</b>	<b>11932</b>	17954	3326
Per m <sup>2</sup> floor area	36.38	54.74	10.14
Energy Rating	A3		

Figure 5: Example “Results” section within a post BER certificate

## 7. How to upload work notifications

- 7.1 All works notifications must be subject to the obligated party's quality assurance before being submitted to the EEOS team through the Energy Credit Management System (ECMS) located at <https://ecms.seai.ie/>. Access can be gained by contacting EEOS Admin.
- 7.2 Work notifications can be submitted by use of the ECMS '**Works notifications**' template. This template can be downloaded by clicking the "**Help**" button located in the ECMS home page (see Figure 6).



**Figure 6: Example of completed ECMS Work Notification worksheet**

- 7.3 Once the template is downloaded, save the file onto your computer.
- 7.4 Input the details regarding the associated measures installed as part of the uplift within the relevant property (see Figure 7). These inputs should follow the guidelines set out in Table 3.
  - Note, zero should be entered into the energy credits field for all associated measures.
  - Multiple properties may be uploaded using a single template.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date Completed	Period	Measure	MPRN	Customer Ref	Dwelling Type	Project ID	Public Sector	Contractor	Energy Credits	Project Name	Eircode	BER
2	01/03/2022	2023	Domestic Dwelling Upgrade	12345678901	free text	House	House 1	N	contractor	12,355	DUU19010		
3	01/03/2022	2023	DDU Floor Insulation	12345678901	free text	House	House 1	n	contractor	0	DUU19010		
4	01/03/2022	2023	DDU External Wall Insulation	12345678901	free text	House	House 1	n	contractor	0	DUU19010		
5	01/03/2022	2023	DDU Heat Pump Systems	12345678901	free text	House	House 1	n	contractor	0	DUU19010		
6	01/03/2022	2023	Domestic Dwelling Upgrade	12345678902	free text	House	House 2	N	contractor	9,058	DUU19010		
7	01/03/2022	2023	DDU Internal Wall Insulation	12345678902	free text	House	House 2	n	contractor	0	DUU19010		
8	01/03/2022	2023	DDU Floor Insulation	12345678902	free text	House	House 2	n	contractor	0	DUU19010		
9	01/03/2022	2023	DDU External Wall Insulation	12345678902	free text	House	House 2	n	contractor	0	DUU19010		
10	01/03/2022	2023	DDU Boiler Upgrade	12345678902	free text	House	House 2	n	contractor	0	DUU19010		
11													

For all associated measures enter zero energy credits

Enter the dwellings final energy credits using the "Domestic Dwelling Upgrade" measure

Figure 7: Example of completed ECMS Work Notification worksheet

**Table 3: Notes on individual fields for ECMS Work Notification worksheet**

Field name	Note	Mandatory
Date completed	Enter the date the works were completed. Must be a valid date (cannot be in the future)	Y
Period	Optional. Format = YYYY. It defaults to either the year of Date Completed or, if that is before the Current Accounting Period, the year of the Current Accounting period.	N
Measure	Identifies the measure undertaken. Select from dropdown list. Determines rules governing MPRN, Customer Ref, Project ID, Energy Credits	Y
MPRN	Identifies the building where works were carried out. Mandatory if required for Measure.	Y
Customer Ref	Required if Measure requires MPRN and PES exempts MPRN	N
Dwelling Type	Must be House or Apartment	N
Project ID	Required if required by Measure. Insert the SEAI project number in this field.	N
Public Sector	Use Y or N. Default is N.	Y
Contractor	Non-Mandatory field, used to record the name of the contractor who carried out the work.	N
Energy Credits	Only required for "Domestic Dwelling Upgrade" measure. Leave blank for all other associated measure types.	N
Project Name	Optional. Maximum 100 characters	N
Eircode	Optional. Exact Eircode for property	N
BER	Optional. Exact BER cert number	N

7.5 To capture the final energy savings achieved, a "**Domestic Dwelling Upgrade**" measure must be uploaded for each dwelling submitted. To do this:

7.5.1 Select the "Domestic Dwelling Upgrade" measure type from the "Measure" field.

7.5.2 Input the final energy credits calculated for the dwelling into the "Energy Credits" field (see Figure 7). For guidance, please refer to the "[How to calculate the final energy credits](#)" section of this document.

7.6 Once completed, the file should be uploaded to ECMS via the "**Upload works notifications**" window, located at <https://ecms.seai.ie/Notifications/Upload>. See Figure 8 below.

## Upload Works Notifications

You are here: [Home](#) / [Energy Credits Register](#) / [Upload Notifications](#)

Notification Common Details

<b>Contract Counterparty:</b> Please select a Contract Counterparty	<b>PES:</b> Please select a PES
<b>Programme Type:</b> Please select a Programme Type	<b>Main Counterparty:</b> Please select a Main Counterparty
<b>Sector:</b> Please select a Sector	

Import Notifications

[Choose Spreadsheet](#)  [Upload Spreadsheet](#)

**Figure 8: Work notification page within ECMS**

- 7.7 Under Programme type, select the relevant programme, either Non Grant Residential, Better Energy Homes, or BEC – Communities.
- 7.8 Under Sector, select the relevant sector either “**Residential**” or “**Energy poverty**”
- 7.9 Finally, select “**Choose Spreadsheet**” to attach the template and then select “**Upload Spreadsheet**”.
- 7.10 Once submitted, ECMS will crosscheck the dwelling submitted against the NAS database to determine if the scheme criteria have been met and to calculate the final energy credits achieved.
  - 7.10.1 Note, this crosscheck will be fully functional from mid-2023 onwards with manual checks being carried out in the interim.

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