

CIRCULAR LETTER 0009/2009 REV 1



To: Primary and Post Primary School Authorities

ENERGY EFFICIENCY SCHEME 2009

**Devolved Scheme of Capital Grants for Energy Efficiency Works in
Primary and Post Primary School Buildings**



Planning and Building Unit,
Department of Education and Science,
Portlaoise Road,
Tullamore,
Co. Offaly.



Energy Efficiency Scheme Helpline: **Freephone 1850 211713**



www.energyeducation.ie

Introduction

The Minister for Education and Science is pleased to announce details of a new Energy Efficiency Scheme for primary and post primary school buildings, which is being implemented with the assistance of Sustainable Energy Ireland (SEI).

Applications are invited under the Scheme in accordance with the terms and conditions of this Circular Letter. Please read it carefully before completing the online application form or calling the helpline.

Purpose of the Scheme

The purpose of the Energy Efficiency Scheme (EES) is to enhance energy performance in existing school buildings by carrying out specific works to improve insulation levels.

The Scheme will allow schools to apply for funding, on a once off basis, to upgrade insulation in attics and the external cavity walls of their school buildings.

The works will involve attic insulation and/or injection of insulation into external wall cavities where appropriate.

These measures will improve comfort in buildings, reduce energy costs and contribute to the Government's national targets of reducing carbon dioxide emissions.

The EES is a Devolved Scheme. This means that, school authorities will be provided with funding from the Department to carry out and manage the works, including control of costs, with guidance from and minimal interaction with the Department.

It is intended that the works will be carried out during the summer holidays. If a Summer Works Scheme project is being carried out at a school, then the Energy Efficiency Scheme works should be conducted either before the school is handed over to the Summer Works Scheme contractor or after it is handed back to the school authority.

The Energy Efficiency Scheme works will be funded on a 100% of actual cost basis by the Department.

Eligible schools

Schools applying for funding under this Scheme **must have** proper attics and /or external walls that are based on cavity wall construction. Please note that a suspended ceiling with a void over does not constitute an attic space and does not qualify under this scheme.

Schools completed after December 2006 are not eligible to apply as their insulation levels should not require improvement.

Implementation of the scheme

Implementation of the Scheme will be managed directly by a School Authority. As the works are specific, the engagement of an external consultant **is not** necessary to carry them out. However, a suitably qualified Engineer, Building Surveyor or Architect will be required to sign off on the project to confirm it has been properly completed. This will be a condition for drawing down final payment for the works. A flat fee of €200 plus VAT will be paid to the school for engagement of a Consultant for this work. Schools should negotiate with the Consultant within this fee level.

With regard to the insulation works, a minimum of three quotations must be obtained by the school from SEI registered Contractors.

This list of registered installers is available at

[www.sei.ie/Grants/Home Energy Saving Scheme/homeowner/Registered Contractors List](http://www.sei.ie/Grants/Home_Energy_Saving_Scheme/homeowner/Registered_Contractors_List)

Documentation

The suite of documentation relating to the scheme is listed below and is available at www.energyeducation.ie. This site also contains a section on frequently asked questions.

- **Circular letter 0009/2009** (This letter). This document outlines the scheme and provides guidance to the Board of Management on how to implement the scheme.
- **EES 02 Contractors code of practice and standards and specification guidelines.** This document is a reference for Registered Contractors who wish to carry out works supported by the Energy Efficiency Scheme for primary and post primary school buildings. It sets out the general competence, standards and specifications that Contractors should possess, and adhere to, in carrying out works supported by the Scheme.
- **EES 03 Grant Application Form Guidance Note.** This note details all the information required to complete the on line application form. Reading and completing it fully will reduce the amount of time required on line and ensure that you will have all relevant information prior to going on line.
- **EES 04 Consultants Satisfactory Completion Document.** This document outlines the requirements associated with an inspection visit by a Consultant and includes the sign off form.
- **EES 05 Grant Payments Request Form.** This document is to be used to claim grant payment on the works.
- **EES 06 Contractors form of Tender Document.** This is a standard tender return template for the scheme which contractors must complete and use to submit their tender. Contractors can only be considered by the school if they have fully completed this document.

How to apply for funding

Applications will only be accepted on-line on the Department's new Energy Website www.energyeducation.ie.

The school can commence seeking tenders and preparing all the information that will be requested on the on line application system. To assist, Document EES 03 details all the information required to complete the on line application form. Reading and completing it fully will reduce the amount of time required on line and ensure that you will have all relevant information prior to going on line.

Once the application form has been properly completed and transmitted, a message will automatically be generated acknowledging receipt.

On receipt of an approval letter from the Department, contracts may be entered into.

Only contractors that are registered on the Sustainable Energy Ireland (SEI) HES contractors list can be used on the Energy Efficiency Scheme 2009. This list of registered installers is available at www.sei.ie/Grants/Home_Energy_Saving_Scheme/homeowner/Registered_Contractors_List.

Approving applications

Applications will be approved on a first come, first served basis until all of the funding available has been allocated.

Any school which does not comply with the conditions attaching to the Scheme will automatically be deemed to have submitted an invalid application.

Funding/ funding draw down

The first payment will be for **70%** of the grant amount and this will be paid on receipt from the school authority, of the following confirmation

- That the works undertaken are in accordance with the scope of works for which the grant was approved.
- That the tender process was carried out in accordance with the terms of the scheme
- That the management authority have placed a contract for the proposed works with the successful contractor

The remaining 30% funding will be paid to the school authority on submission to the Department of the following documents completed in full.

- Form EES 04 Consultants Satisfactory Completion Document.

- Form EES 05 Request for payment.
- A provisional copy of a **Display Energy Certificate (DEC)** for your school. In line with new legislation all public buildings require an energy rating certificate to measure energy use and carbon emissions and will be required to display this certificate in a public area. Details on how to obtain one of these is available at www.energyeducation.ie/dec. Please note that obtaining a DEC will require collation of information such as school's floor area, building fabric details, utility bills etc and so work on this aspect can commence now thus avoiding delays on requests for payments once the project works have been completed.

The envelope containing these certificates must be marked "Energy Efficiency Scheme 2009" and a covering letter should accompany them clearly identifying your school by name, address and roll number. The completed documentation should be sent to the Planning & Building Unit, Dept. of Education & Science, Portlaoise Rd, Tullamore, Co. Offaly.

Freephone service

SEI is making its call centre available to the Department to assist with queries on this Scheme up to and including the online application stage stage. This is a free phone service and the contact number is 1850 211713. **Please review the frequently asked questions section on www.energyeducation.ie prior to contacting the call centre.**

Any callers to the Department on these stages of the process will be advised to contact the above freephone number.

The Planning and Building Unit in Tullamore will deal with any queries arising once approval has been given to accept a tender.

Appendix A summarises the steps to be taken by schools under this Scheme
Appendix B addresses frequently asked questions.
Appendix C addresses legal issues

Freedom of Information Act

Persons signing application forms are reminded that the Department may be obliged to release any information supplied under the Freedom of Information Acts, 1997 and 2003.

Catherine Kellaghan,
Principal,
Planning and Building Unit
April, 2009.

Appendix A

Summary of steps to be taken by schools making applications under the Energy Efficiency Scheme 2009

1) Read all related documents and gather the information needed using the application form guidance note EES 03.

2) Commence the process of obtaining a provisional copy of a **Display Energy Certificate (DEC)** for your school. Details on how to obtain one of these is available at www.energyeducation.ie/dec. Please note that obtaining a DEC will require collation of information such as schools floor area, building fabric details, utility bills etc and so work on this aspect can commence now and thus avoid delays on requests for payments once the project works have been completed.

3) Issue tender requests to installers from list of approved installation contractors available at www.sei.ie/Grants/Home_Energy_Saving_Scheme/homeowner/Registered_Contractors_List. Schools can use different insulation contractors for the attic and cavity wall insulation. In the interest of achieving value for money it is recommended that the school should seek quotes by both procurement routes and submit the best options to the Department for funding.

The on-line application system can still be used but a separate application must be made for the cavity wall and attic insulation aspects. When using this approach all contractors must be advised in advance of pricing that they may only be appointed for one element of the works only.

4) Complete on-line application on www.energyeducation.ie

5) Once a tender is approved by the Department, proceed to appoint the relevant installation contractor.

6) Complete EES 05 requesting payment of 70% of the cost of the works

7) When the works are completed, submit

- Form EES 04 Consultants Satisfactory Completion Document.
- Form EES 05 Request for payment.
- A provisional copy of a **Display Energy Certificate (DEC)** for your school.

The envelope containing these certificates must be marked “Energy Efficiency Scheme 2009” and a covering letter should accompany them clearly identifying your school by name, address and roll number.

8) When the conditions outlined in (6) above have been fully complied with, the remaining funding (30%) will issue from the Department.

Appendix B

Frequently asked questions

Q. As a principal getting quotations what should I expect when an insulation contractor comes to visit the school to establish the extent of the works and their price for the works.

A. When an insulation contractor from the approved SEI HES list agrees to submit a price they will need to visit the school at a time that suits the school, they should then be allowed under supervision to complete the following:

For External wall Cavity Insulation

They **must** conduct a boroscope survey of the external cavity walls to establish the depth of the cavity, the existence of any existing insulation and the suitability of the cavity for insulating, they will also need measure up the external wall area to establish the quantity of work to be done.

For Attic Insulation

They **must** inspect the attic to establish the existing insulation situation, advise the depth and appropriateness of same and also establish if any walkways will be required in the attic once the new insulation is fitted (as per the requirements of document EES 002). They will also need measure up the attic area to establish the quantity of insulation required. (This can be done using the footprint of the building)

If a contractor fails to do any of the above then they are not really in a position to submit a proper price and should be advised accordingly.

Q. Can a hard copy application be made?

A. No, the application process is an on-line service only. This will expedite the delivery of the Scheme by issuing an automatic approval to proceed to tender.

Q. Why is a consultant not needed to oversee the works?

A. The work is specific and straight forward like laying attic insulation and it should be completed within a couple of days. In the circumstances, a consultant is not needed to oversee them. However, a suitably qualified Engineer, Building Surveyor or Architect is required to certify that the works have been properly carried out. Final payment will not issue for the works unless this certificate is submitted to the Department.

Q. Is the school required to contribute towards the costs/pay a local contribution?

A. No, the grants approved will be on the basis of 100% of actual cost.

Q. Why does the school have to submit its fuel costs to the Department?

A. All Department Schemes must be evaluated and monitored to determine their level of effectiveness. The measures implemented under the scheme should, among other things, reduce energy bills for your building. Comparisons between current energy costs and those following the implementation of the works are the most effective means of measuring this.

Q. Why must the school's Display Energy Certificate be registered with the Department's Energy website?

A. Ireland's commitments under the Kyoto agreement and under a new European directive - the Energy Performance Building Directive (EPBD) - present a need to address national building standards and proof of the actions which it is taking in this regard. This creates the need for publishing energy rating certificates. These will also allow the Department to identify schools where action has been taken.

Q. If questions arise for me when completing the application form or when preparing tender documents, who should I contact?

A. Sustainable Energy Ireland is obliging the Department by providing its support in implementing the early stages of the Scheme. Any queries up to and including the submission of applications via the online application system will be dealt by SEI on 1850 211713.

The Department, as the funding agent, will be approving tenders and any queries relating to applications once submitted via the on line application system, should be addressed to the Department.

Q. Must my school apply for either attic or wall insulation or can it apply for both?

Both attic and wall insulation can be applied for.

Q. If my school has no attic, can it apply to insulate a flat roof?

A. To qualify for funding under this Scheme, a school building must have an attic. Therefore, works to flat roofs will not qualify for funding under the Scheme.

Q. Will the Scheme cover other energy efficiency works such a new more efficient boiler?

A. The Scheme is confined to roof and wall insulation works. Boiler upgrades are appropriate for considering under the Summer Works Scheme.

Q. Is the school required to contribute towards the costs/pay a local contribution?

A. No, the grants approved will be on the basis of 100% of actual cost.

Q. Is written guidance on technical issues available?

A. Yes. Schools should consult the Schools Energy Efficiency Scheme Contractors Code of Practice and Standards and Specifications Guidelines.

Q. Is a consultant architect / engineer / chartered building surveyor required?

A. The school authority can tender the project themselves and manage the process by obtaining a minimum of three quotations based on the insulation performance specification referred to above. The school authority **must** engage for the purpose of a sign off and compliance report a suitably qualified consultant architect , engineer or chartered building surveyor [a member of Royal Institute of Architects (RIAI), Institute of Engineers of Ireland (IEI)/Association of Consulting Engineers Ireland (ACEI), Society of Chartered Surveyors (SCS) or equivalent or a person entitled to such membership] .

The school authority must also satisfy itself that the consultant architect/engineer/chartered building surveyor will be able to provide satisfactory evidence of tax clearance and adequate professional indemnity insurance cover in advance of engagement.

The school authority should ensure that the fee is agreed with the architect/engineer /chartered building surveyor before the Consultant is appointed and that it covers ALL necessary professional and technical services and all expenses.

The Department will grant aid the cost of a single visit to complete the compliance report at €200.00 plus VAT all inclusive.

If, due to incompleteness or poor quality of work, a second visit is required then this must be borne by the contractor and deducted by the school from the final contract payment to the contractor.

Q. Who is responsible for ensuring compliance with statutory regulations?

A. The school authority is the client for the project and is responsible for ensuring compliance with all statutory regulations.

Q. Who is responsible for ensuring compliance with Health and Safety Regulations?

A. The school authority, as client, is responsible for the implementation of the Safety, Health and Welfare at Work (Construction) Regulations 2001 and subsequent H&S legislation 2006.

Q. What should be done if the school is known to contain asbestos?

A. If your school has not already been surveyed for the presence of asbestos or you are unsure whether or not it has been surveyed, the school should contact the Health and Safety Unit, Office of Public Works, 51 St. Stephen's Green, Dublin 2 – Tel. 01 6476198. In this context, please refer to circular letter **37/99** issued by the Building

Unit in December, 1999 and available on the Department's website under School Buildings / Technical Guidance

Q. How are tenders to be sought for this proposed building project?

A. Tenders must be sought on a fixed price basis, contractors must use the Contractor Form of Tender Document EES 06 to return tenders to the school, the school must in turn then report the three lowest tenders to the Department using the online application system and in the required format as noted in the grant application guidance document EES 03.

Q. What criteria must the successful contractor fulfil?

A. Refer to the Schools Energy Efficiency Scheme Contractors Code of Practice And Standards and Specifications Guidelines.

Q. Logo on site

A. Projects must display an acknowledgement sign that they are being funded by the National Development Plan (NDP). Guidance on this matter is available on www.ndp.ie.

Q. Reminder of penalty for non compliance with terms of scheme

A. The Department and Sustainable Energy Ireland reserve the right to withhold payment of the grant to schools for non-compliance with any terms of the scheme.

Q. What other guidance is available to the Board?

A. Guidance on technical issues is available on Departments website <http://www.education.gov.ie>

APPENDIX C

LEGAL ISSUES

Q. Who is responsible for the proposed building project?

A. This scheme devolves authority and responsibility to the school authority for the execution of the works. The school authority is responsible for all interactions with the consultant architect/engineer/chartered building surveyor and for ensuring that the proposed works are in accordance with the conditions set out in this scheme.

Q. What records must be kept?

A. All expenditure in connection with the scheme must be vouched and all documentation must be retained by the school authority for a minimum period of seven years in the event of an audit inspection by the Department and/or the Comptroller and Auditor General.

Please note that the Department will be undertaking random audits and inspections of schools participating in this scheme.

Q. Why are random audits done?

A. In accordance with standard practice, payment of capital grants is conditional on the Department being satisfied that the school has followed proper procedures and retained appropriate records. In addition it is essential that a proper maintenance programme is in place to protect the school. Guidelines as to how to address this matter were outlined in the “Maintenance Matters” manual issued to all schools in 1998. An electronic version of “Maintenance Matters” can be downloaded from www.education.gov.ie

Document Revisions

Revision Date	Sections Revised
18 June 2009	Appendix A & B

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