

# HEAT AND ENERGY EFFICIENT SCOTLAND

Area Based Schemes – Special Projects Application Form



## HEAT & ENERGY EFFICIENT SCOTLAND PROGRAMME:

### Area Based Scheme Special Projects

### APPLICATION FORM

#### Special Projects General Information

1. Councils will need to ensure that all special project applications are submitted **no later than the 30 September** in each ABS year. This is to ensure that all proposed projects are able to be **completed and delivered within the current ABS year**. It should be noted that this deadline could be reduced without notification.
2. Special project funding cannot be guaranteed unless it is identified as being part of the LA's proposals for their annual ABS funding allocation.
3. Councils **will need to ensure that a copy of the special project application to be assessed is submitted into the ABS mailbox irrespective if submitted with main ABS allocation**. Submission by other means, such as part of the main ABS bid or through the relevant area programme officer may be missed and therefore not be considered.
4. Councils should note that if the project is not able to physically commence **within a 3 month** timeframe following approval, the Special Projects manager reserves the right to withdraw permission for the special project to proceed. This means that due to a late start date, the risk of the project being delivered within the current ABS years is significantly reduced. This also means that the project will be paused and the council may only be able to recommence it in the next ABS year **subject to approval from the ABS Special Projects Manager**. We believe that councils **should be able to commence work within 3 months** following special project approval. If a project is not able to commence the physical works within this period, then the council must clearly state **at the earliest opportunity** why the project cannot commence within the 3 month period, the council should **also** provide detailed evidence on **why** the delay has happened.
5. **If the council is not able to start the physical works within the 3 month period**, then a special project application should not be submitted. The council **will submit the first claim for the special project** within 3 months following the physical start. Failure to submit claims which demonstrate that the physical works have commenced, can result in special project approval status being withdrawn.
6. Given the much higher costs of improving some non-standard construction types, proposals for these types of special project need to strongly demonstrate the benefits from investment. For example, councils should show that they have assessed whether

lifetime savings will exceed the installation costs and maximise improvement of all properties of this construction type in their area (i.e. remove the necessity for a further project in future)

7. Special projects are intended to directly tackle or prevent fuel poverty, while promoting decarbonisation with the ultimate end of lowering energy costs. We recognise that every project is unique, and will not fit with the usual criteria for ABS. In some exceptional cases the guidance provided by the Scottish Government for schemes may be reviewed and/or relaxed to enable special projects to go ahead.
8. For example, special projects can include proposals to provide non-ECO funded measures such as solar PV & battery storage or other micro-generation measures. It can also include a set of measures to non-domestic properties or to provide non-standard measures to properties that have previously received ABS/WHS grant funding. We are keen to receive proposals that would help tackle homelessness, particularly disadvantaged groups; as well as those requiring additional enabling measures beyond those set-out in the current ABS guidance. We are keen to receive applications that are more focused on the installation of innovation measures (such as research projects/feasibility studies, integrated solar PV roof tiles or other new and emerging technologies) as well as the development of current measures such as next generation EWI (i.e. thinner & lighter) or change of CWI materials. **Only insulation projects will be considered if there is a complex cavity on any of the proposed properties.** The council must provide detailed evidence on insulation only on why it should be considered for special project consideration if it is only insulation that is being delivered.
9. Any insulation projects must provide details on ventilation aspects in relation to the project. This includes use of MHVR systems for example.
10. In putting forward proposals for a special project, either the council or their managing agents, will need to ensure that they are able to address all points in the attached guidance document. Councils should be aware that failure to address all points may result in the application receiving a 'C' marking and therefore rejected.
11. The following points should be noted:
  - a special project application **is not required** for projects proposing a solar PV and battery storage project in off gas households, where the battery being installed has a minimum kWh of 4kWh or more;
  - a special project application **needs to be submitted** if the solar PV and battery storage system is **under** 4kWh and in 'off-gas' areas. Evidence of survey on roof angle and orientation as well as pre-installment electricity usage must be provided to determine property suitability;
  - solar PV in 'on-gas' areas projects will need to show as part of a special project how this can/will be combined with other renewables to reduce energy bills and support use of clean heating (i.e. this has to demonstrate value for money based upon anticipated usage of electricity by households);
  - when councils plan to submit proposals to fund the installation of underfloor spray foam insulation, the special project application must demonstrate that it will be delivered and monitored in line with best practice guidance published by the UK Government.

The council **will need to confirm** when asked that they have made it clear to each household on the potential risk to their insurance and mortgage, as their providers may have restrictions on this type of installation. The councils **will need to request a household contribution of £500**, this is to ensure that the customer has consumer protection in the event of unexpected, future liabilities.

- **insulation** projects will only be considered if the archetype of the property meets the criteria for non-standard house construction such as Swedish/Canadian timber, Athol Steel, Weir Multicon, BISF, etc...
- proposals are encouraged for other innovative projects such as alternative materials or processes that deliver advantages in terms of increased energy efficiency, improve quality and/or help to reduce costs;
- proposals should confirm how they will ensure that property owners have received appropriate advice and understands the impact of/confirm agreement to install planned improvements;
- specific evidence about how the project will directly benefit households that are in fuel poverty. For example, councils could provide details of individual or household circumstances such as:
  - eligibility for/reliance upon income related benefits;
  - total income/ outgoings and energy costs (e.g. increased costs associated with caring for young children, people with disabilities and/or a long-term health condition);
  - evidence of poor energy efficiency/low EPC ratings;
  - households dependent upon a high-cost heating fuel/type, particularly in rural/off-gas areas;
  - fuel poor households with a pre-payment meter or using electricity as their primary heating fuel;
  - area has a low SIMD ranking;
  - evidence that households have a long-term health condition/disability that is likely to be exacerbated by living a cold home;
  - confirmation that properties are or will be accessed by a homeless person or other disadvantaged households (such as gypsy/travellers, asylum seekers etc.).
- specific technical assessment which sets out the impact of the proposed measures (e.g. improvement in 'u' values, improvement of EPC rating to at least an EPC C, forecasts showing how energy bills are likely to be reduced);
- details of the housing types in scope including archetype and numbers affected by this special project (for example 2 x end terrace, 4 x semi-detached that are of BISF type);
- demonstrate project deliverability with timescales for each stage of the project, any identified risks and risk treatments (i.e. the retrofit design, identified suppliers and costs, project plans, inclement weather conditions etc.) also provide details on staffing levels delivering the project;
- if appropriate, explain and show how the project could be scaled up or adopted more widely to benefit similar properties/households across Scotland (e.g. demonstration projects for non-standard build types);
- if appropriate, demonstrate how the proposal leverages additional investment by property owners and achieves value for money to the public purse;
- include details of how the project will be monitored including how the outputs and benefits will be evaluated, frequency of collection and method (e.g. type of technical equipment that will be used etc.). If technical equipment is not being used the council

must provide further details about how they will determine effectiveness of the installed measures;

- provide assurances where necessary that the use of public money will meet the test of regularity and propriety (as per the Public Finance and Accountability (Scotland) Act 2000). For example, in some cases it may be appropriate to formalise agreement about the use, rental or sale of a property with the property owner by means of a covenant following completion of the works.

12. If councils are proposing to undertake solar PV & battery storage for on-gas properties, they will need to demonstrate and provide actual evidence that they have undertaken the appropriate due diligence to demonstrate that the properties in question have been properly surveyed (roof angle and orientation) and electricity usage.

### Special Project Assessment

13. Should additional funding be made available there will be the need for all special projects applications to be scored as part of the assessment process. The following evaluation criteria will be used for the technical aspects for both Project Overview, Monitoring and Evaluation as well as costs.
14. The Project Overview section is worth **65%** of the overall score and covers the following aspects along with the respective weighting :
- Deliverability (including value for money demonstration) (**45**)
  - Sign-up process (**15**)
  - Business as Usual measures (**5**)
  - Innovation (**20**)
  - Scalability (**10**)
  - Risk (**5**)
15. The Monitoring and Evaluation section is worth **25%** of the overall score and covers the following aspects along with the respective weighting:
- Approach (**20**)
  - Long-term monitoring (**20**)
  - Technical Equipment (**15**)
  - Monitoring on completion (**15**)
  - Timescales (**30**)
16. The additional funding being sought is worth **10%** of the overall score.
17. When special project applications are being marked, they will be scored from a range of 1 – 5, with 1 being identified as poor and 5 being excellent. For example if a project is identified as being innovative/new or has innovation aspects in current technology something which proposes to use the latest and newest technology would receive a higher score compared to something which uses technology which has been around for a while would receive a low score. When marking Risk, something which was been deemed as high risk would score low and something with little or no risk would receive a score of either a 4 or 5.



18. The ranking is weighted across all the criteria, so being scored 'low' for innovation does not mean the project should not proceed, this will be weighted across the board and measured against the other Special Project applications received. However, some criteria may have an individual quality threshold, monitoring and deliverability, for example would require a minimum score of 3 as the project to be considered.
19. The table below provides details of how the scoring is given.

Project Overview	
Deliverability	Has it been clearly demonstrated that the project is deliverable and demonstrates value for money? <b>1</b> (Not at all) <b>5</b> (the project can delivered without any issue)
Sign-up Process	How likely are the council to get the numbers required to make the project viable?
BAU Measures	Is the project classed as standard special project measure?
Innovation	Does this project make use of new or refreshed / innovating technology? Has the project been undertaken multiple times, if so being innovative is not being demonstrated, including details on any ventilation measures being installed
Scalability	Can the project be delivered in other areas with similar property types? Is there scope for larger uptake?
Risk	The higher the risk, the lower the score should be, i.e a Project which is invasive, has high costs or works on HTT properties will score lower than one which is more straightforward
Monitoring & Evaluation	
Approach	Has a well thought-out approach to undertaking monitoring of the proposed measures?
Long-term monitoring	Is long-term monitoring being undertaken and has is clearly stated the amount of time monitoring will be undertaken?
Technical Equipment	Is technical monitoring equipment being utilised? If not been undertaken, has information been provided as to why?
Monitoring on completion	Is there an approach for monitoring following completion?
Timescales	How achievable are the proposed timescales?

20. Councils should be aware that there are 4 opportunities to respond to clarification requests. The initial request will be 7 days, with a further 3 x 7 day periods
21. If no response to any clarification request is received after the 28th day period (final 7 day period), the special project application will be rejected.
22. Special projects are unlikely to be accepted as a complete replacement for established ABS delivery (i.e. requiring 100% of grant) It is recognised that there are circumstances which have created additional delivery risks to local schemes. Some special projects may provide an opportunity to deliver improvements whilst reducing or eliminating these risks, in line with the most up to date health guidance. Council's should note that 100% of ABS funding is offered to councils as part of their ABS allocation.

23. Projects that have secured or can clearly identify additional available funding are therefore more likely to be assessed as being deliverable. Councils should be aware that any additional funding for all special projects is ring-fenced and cannot be used or transferred onto normal ABS measures. It is the council's responsibility to demonstrate that they fully understand the project that is being undertaken by themselves or their delivery partner and there is an expectation that they will be able to respond to any clarification requests as part of the evaluation process in a timely manner.
24. Councils should be aware that, at any stage of the application assessment in which a **'C' is awarded during the initial and final assessment, the application** will be rejected and the council will be informed of the reason.
25. Upon award of the special project application, all councils will be required to provide pre completion pictures of the special project measures.
26. Any application submitted after the 30 September will be considered for the next ABS year.
27. Any project not started within 3 months following approval, will result in the project being paused and recommenced in the next ABS year. **We cannot offer any** extension to the 3 month period. If a project is paused, any additional money provided out with the ABS allocation will need to be returned to the Scottish Government as soon as it is permissible. If the money for the special project was part of the council's ABS application, the council should contact the special project team to identify any possible solutions.
28. **There is an expectation that the council will submit the first claim within 3 months following the physical start. Failure to submit claims which demonstrate that the physical works have commenced, can result in special project approval status being withdrawn.**
29. Councils must provide monthly progress updates about delivery and the information requested should cover project start dates, any issues affecting the start and completion of the project. Where funding is provided for special projects, councils are required to provide pre and post completion pictures of the special project measures. We also request that details of outputs from special projects are reported by councils as part of their quarterly returns.
30. Due to Ministerial interest and to reflect the rationale for approving special projects, we will ask councils to provide case studies based upon special projects upon completion and **within in 2 months.** Following completion of any project, the council will be responsible for providing a detailed case study, which includes completion pictures. The information gathered will help to determine the impact and value for money and help shape the overall design of the ABS special project programme.
31. **We reserve the right to amend this application form up to the 30 September deadline.**

## Heat & Energy Efficient Scotland Programme : Area Based Schemes – Special Projects

Completed applications should be returned to [SGareabasedschemes@gov.scot](mailto:SGareabasedschemes@gov.scot)

Any and all queries should be addressed to [SGareabasedschemes@gov.scot](mailto:SGareabasedschemes@gov.scot) tel: [01463 254444](tel:01463 254444) or  
to [SGareabasedschemes@gov.scot](mailto:SGareabasedschemes@gov.scot) tel: [01463 254444](tel:01463 254444)

**Note: Councils should be aware that the criteria for special project consideration can be defined as follows:**

A special project can be defined as a measure which can include the installation or provision of a set of measures to non-domestic property/properties or to provide measures to properties that have already previously benefitted from ABS/WHS grant funding. Special projects may also cover proposals that would help tackle homelessness, assist traveller households and other disadvantaged groups; as well those requiring additional enabling measures beyond those set-out in the ABS guidance. Special projects can also include approaches to determine the feasibility of undertaking works on properties which have been determined as hard to treat such as BISF, Swedish Timbers and Athol Steel construction. It should be noted that we are specifically interested in those projects where innovation is being tested to understand the impact and benefits of the installed measures. **Insulation projects should only be considered for hard to treat properties and details on ventilation requirement being installed at the same time as the insulation.**

There is **no minimum value for potential special projects**. Councils should discuss the merit of each potential special project with the Special Projects Team prior to the completion and submission of any application.

Any council which is planning to undertake solar PV & battery storage projects should provide confirmation that they have started any DNO applications/negotiations or have received confirmation from the DNO that the project can proceed. All councils must provide details of all DNO engagement regarding the specific special project application.

**All special projects** will be funded by the council's main ABS allocation. The Scottish Government reserves the right to reclassify any previous projects awarded special project status.

Please note that all applications need to be submitted **no later than the 30 September**. We will only assess applications that are submitted. Any applications which are not fully submitted, such as those which are provided at the time main ABS bid being submitted, may be missed and therefore not assessed.



We have provided information attached in Annex A, at the end of the application form to provide assistance to councils when completing their application form for Special Project Funding. **Any special projects submitted after this period, will not be assessed.**

All special must be able to **physically start within 3 months** following award to ensure completion within the ABS year. There is **the expectation** that the council will submit the first claim within 3 months following the physical start. Failure to submit claims which demonstrate that the physical works have commenced, can result in special project approval status being withdrawn and the council will be required to allocate the funds to other projects currently being undertaken.

Councils should be aware that if any part of the application assessment process, where a **'C' is received**, the assessment will be complete and the application **will be rejected!** and the council will be informed of the reason(s).

All applications should be submitted to the **[SGareabasedschemes@gov.scot](mailto:SGareabasedschemes@gov.scot)** mailbox will be seen as a formal submission and therefore will be evaluated. Any applications not submitted to this mailbox may be missed and not be evaluated.

# 1. Applicant Details

## Local Authority Details

Local Authority:	City of Edinburgh Council
Lead contact name:	/
Job title:	Low Rise & Mixed Tenure Area Based Investment Manager / Head of Area Based Regeneration and Shared Repairs
Telephone number:	/
Email address:	@edinburgh.gov.uk / @edinburgh.gov.uk
Special Project title	Lochend and Restalrig Airey Duo Non Traditional 2025/26

## 2. Project Overview

**Please provide a detailed description of the project by providing information to address the points below.**

1. *Description of the project, what strategy was used to target the area (fuel poor households, low EPC rating, low SIMD). Details on how the project will benefit households that are in, or at risk of, both fuel and extreme fuel poverty.*
2. *Provide details on the kWh size of on the planned solar PV & Battery Storage project. If it is under 4kWh please provide a detailed explanation on the approach for choosing the system size.*
3. *Has DNO application assessment and application been made for Solar PV & Battery Storage projects? If no engagement has been undertaken, when will the DNO process begin and what timescales has the DNO given on approval/rejection? If not applicable, please confirm.*
4. *Information should be provided whether MCS input has been given in regards to solar PV projects for properties not orientated correctly for maximum energy generation?*
5. *The total number of properties to be improved, types of properties including property construction (timber framed external block, Swedish timber, etc)/archetype (if known), what technology will be used, etc.*
6. *Provide details on the sign-up process used if already completed, if this is still to be actioned, provide details of the process that will be used and the target percentage for sign-up?*
7. *Provide details on the manufacturer of each proposed measure being installed i.e. Trina Solar PV where possible.*
8. *Details on ventilation measures being installed?*
9. *Details of the current EPC & SAP rating levels (if known) of the properties that are being affected and confirmation if the aim of project is to reduce EPC levels by at least 1 point.*
10. *Provide a detailed timetable for project implementation including proposed start date (if awarded 4 weeks after application submission) and realistic end date. Also confirm that the project is able to commence within 3 months post approval. Please provide details on the number of staff and also what trades are being used to install the proposed measures.*
11. *Provide information on the amount of time required for each measure being installed (e.g. 4 hours to install battery storage, 6 hours to install solar PV)*
12. *Information on the proposed selected method of delivery (including household sign-up, procurement, installation, monitoring and evaluation). This information should include target percentage of household sign-up.*
13. *What are the potential community benefits (if any) to the local economy (including employment)? Will the project provide any other identifiable benefit(s) beyond contributing to EES and to SG and the Council's priorities (e.g. to individuals, businesses and the economy)?*
14. *If appropriate, demonstrate how the project could be scaled or adopted more widely to similar house type construction. Is the installed measure suitable for other archetypes?*



## **Project Details**

*This Special Project is requesting the provision of £608,400 that will be used to support private homeowners and reduce homeowner contributions to the cost of insulating their homes. The project aims to improve the insulation levels and energy efficiency of 52 privately-owned and 113 Council owned homes in the Lochend and Restalrig neighborhoods of Edinburgh, improving user comfort, reducing energy bills, and unlocking the future installing of zero carbon heating systems. These council owned homes are typically in mixed tenure tenement blocks where approximately 47% of the homes are owned by the Council.*

*The homes in question are tenement buildings dating from the early 1920s. The buildings are of "Airey Duo" or "Duo Slab" construction. This is a non-traditional construction technique developed by Sir Edwin Airey in the aftermath of the First World War. The homes are made from concrete columns (cast-in-situ) and precast clinker aggregate concrete blocks. The general construction is similar to a traditional cavity-walled house. The buildings do not have wall ties, with the cruciform-shaped columns acting as ties. While Airey Duo buildings are not designated as defective under the Housing Defects Act 1984, they are structurally weak, with limited redundancy. In some cases with buildings of this nature, issues have arisen such as cracking of concrete due to moisture, movement caused by the lack of mechanical fixings, and cracking of external render.*

*Due to the non-traditional construction of the homes, conventional energy efficiency solutions are not possible. An options appraisal has identified the preferred solution as being structural external wall insulation (SEWI) supplied by Strutherm. This is a novel product – accredited by the British Board of Agrément (BBA) – which provides external wall insulation (EWI) while also improving the structural integrity of the building in question. This solution will therefore improve the energy efficiency of the homes while also addressing underlying structural deficiencies.*

*The council has been successfully installing EWI across the city over a number of years and the average cost of delivering this insulation is typically between £ [redacted] and £ [redacted], approximately £13,000 per flat. This cost to private homeowners can routinely be supported by the normal EES:ABS Grant in Kind of between £11,700 - £18,200 so that there is a minimal contribution from private homeowners for the work on their home. However, using the cost data from the installation of SEWI on Council owned tenement blocks in Lochend the cost of doing this work increases to £ [redacted], approximately £25,000 per flat, an increase of £12,000 per flat.*

*The additional cost of £12,000 would be a direct homeowner contribution from homeowners that typically cannot afford this additional cost and are some of the most financially vulnerable in the city. The Special Project funding application of £608,400 is to provide additional Grant in Kind funding for the additional £12,000 and would be used in addition to the base EES:ABS funding eligible for each homeowner.*

*The Council has already applied for funding from the Social Housing Net Zero Heat Fund 2025/26 to contribute £846,000 towards the additional cost of completing the work on Council owned homes and the additional 'Special Project' funding request is*



to contribute toward the additional costs for private homeowners. It is proposed that the allocation of the additional EES:ABS 'Special Project' funding will be awarded to homeowners using the same rules as applied for the main EES:ABS finding.

To maximise the benefit to all residents and minimise the financial impact the scope of the work on each block will include:

- Installation of structural external wall insulation
- Replacement of life expired roof tiles, battons and membrane
- Replacement of defective gutters and drainage
- Replacement of life expired windows
- General repairs and maintenance in common areas
- Assessment and installation of appropriate ventilation
- Pre and Post installation Energy Performance Certificates with a target to improve SAP/EPC score where appropriate

### **Strategic and policy context**

The City of Edinburgh Council outlines below the strategic approach to selecting targeted areas for the EES:ABS 2025-26. This submission links to the Housing Revenue Account (HRA) – Budget Strategy 2024/25 – 28/29, City Housing Strategy, and other Council strategic plans. This will include the Housing Sustainability Approach and the Council's [Climate Strategy](#) which aims to reach net zero carbon by 2030.

The Council published the Housing Revenue Account (HRA) Budget Strategy (2024-38) which is reviewed annually. The HRA Budget Strategy outlines how the Council will deliver investment over ten years in building and improving Council homes to deliver Council commitments on affordable housing and net zero carbon by 2030. Making homes easier and cheaper to heat remains a key priority in the HRA Budget Strategy.

All Council homes need to meet Scottish Government's Energy Efficiency Standards for Social Housing 2 (ESSH 2). The 2025/26 HRA Budget Strategy factors in the cost of delivering the ambitious ESSH2 (EPC B) and the Council's net zero carbon commitment by 2030. Achieving ESSH 2 will be challenging especially for 'hard to treat' buildings and mixed tenure blocks with a need to pilot new and emerging technologies.

Edinburgh has approximately 236,000 dwellings, of which around 155,000 (66%) are flats and 81,000 (34%) are houses. In terms of the age of properties approximately 113,000 (48%) are pre-1945, thus presenting significant energy retrofit challenges (Scottish Housing Condition Survey (2017-19)). Around 23% of the homes in Edinburgh are privately rented representing approximately 54,000 homes, and 63% are owner occupied representing approximately 148,000 homes. Traditionally, private landlords have been slow to improve the energy efficiency of their homes.

The [City Housing Strategy \(CHS\) 2018](#) (under review) outlines how the Council will work with homeowners and landlords to tackle disrepair, as well as issues such as energy efficiency and fuel poverty in Outcome 2. At the heart of this will be the



approach to managing communal repairs in mixed tenure blocks and encouraging homeowners to take more responsibility for repairs and maintenance which is still a big challenge for the city and a barrier to achieving energy efficiency improvements. Almost half of Council homes are in mixed tenure blocks, which means the cost of repairing and improving the externals and common areas of blocks is shared with owners. Tackling mixed tenure problems, including energy efficiency, was identified as a priority in the CHS. A Mixed Tenure Improvement Service to help support common repairs and maintenance in blocks where there is a mix of Council and privately-owned homes is now in place and has established the framework for engaging in areas of mixed tenure ownership across the city. The Council has extended debt repayment terms to the Council's Scheme of Assistance to increase the support available for homeowners in Housing Revenue Account led projects. Furthermore, the Council will also continue to work with Home Energy Scotland to engage private owners and landlords, promoting advice and information services.

Under the definitions for fuel poverty, 21% of all homes in Edinburgh are in fuel poverty and 11% are in extreme fuel poverty. In terms of fuel poverty rates, 44% of social housing is identified as being in fuel poverty, compared with 32% in the private rented sector and 11% of owner occupiers (SHCS). A greater proportion of social housing tenures live in fuel poverty despite on average having a higher EPC score than either the private rented sector or owner occupiers. Currently, 66% of social housing in Edinburgh has an energy efficiency rating (SAP 2012) of B or C, compared to 55% of the private rented sector and 47% of owner-occupied homes (SHCS, 2017-2019). Therefore, the Council will invest in helping tenants by focusing on advice and income as well as physical works to homes.

### **Strategic approach to selecting areas to target and targeting fuel poor area first**

This special project will directly address problems identified in the City Housing Strategy, specifically the difficulties faced in hard-to-treat homes where there is a mixture of ownership.

The key factors in selecting areas to target relate to the EES: ABS criteria, notably:

1. Areas of low income as ranked by the SIMD – lowest 25%
2. Homes in private ownership where owners cannot afford the costs of improvement
3. The ability to unlock investment in social housing stock where there are mixed tenure blocks, including synergies with the City of Edinburgh Council's capital programme.
4. Areas deemed to be in or at risk of Fuel Poverty or Extreme Fuel Poverty.
5. Increase in focus on Whole House Retrofit.

The areas selected (detailed below) had the best overall fit with these criteria. While some other areas ranked worse in terms of low income, they were less suitable in terms of tenure, overall measures potential and synergies with the Council's capital programme. The areas selected are EES: ABS led; issues in other areas may be better addressed by targeting large numbers in social housing and tackling the small minority of privately-owned homes at the same time. The Council believes that all low-income areas should benefit from EES: ABS and notes there are many households in



*need of assistance across the city. The best efficiencies and economies of scale can be achieved where the Council is already actively pursuing improvements alongside adjoining private owners in multi-tenure blocks.*

#### **Data sources used to determine strategic approach**

*To select areas for this bid and for analysis of the housing stock in Edinburgh, the following sources have been used:*

- *Census data*
- *Analysis of previous Energy Efficiency programmes*
- *Fuel poverty maps*
- *EST Home Analytics databases*
- *Local house condition and survey information*
- *Evidence from the Homes Energy Efficiency Database (HEED)*
- *The Council Capital Investment Programme*
- *Evidence from the Scottish Index of Multiple Deprivation (SIMD) and CACI*
- *Google Fusion/Earth*
- *Field based analysis*
- *Spatial analysis using GIS software*
- *Information from other housing providers and partners.*

*The City of Edinburgh's LHEES contains plans and potential delivery areas for future energy efficiency retrofit projects. This will include areas which could be considered for inclusion in EES: ABS bids over the next five years.*

*The Council has a longstanding and ongoing commitment to eradicating fuel poverty and to ensure this commitment is upheld, all potential projects identified within Edinburgh have been assessed. Projects in an area that is in the bottom 25% of the SIMD, will be prioritised to support householders in most need of help.*

#### **Investment strategy – phasing approach**

*Three Phases of investment are proposed which largely follows SIMD ranking for datazones. This strategy focusses on investment that supports wider poverty alleviation outcomes. As the low rise stock condition survey findings continue to be submitted more informed planning of priority areas can be undertaken. It's unlikely that stock condition findings identify areas for urgent repairs that sit in areas outwith the lowest SIMD 20% datazones.*

**Phase 1** *forms 8 area based schemes which include all datazones in the top 5% (SIMD) and the vast majority of areas in the top 10% (SIMD). These areas also have challenging mixed tenures and pre 1950 stock*

**Phase 2** *forms 9 area based schemes which include the majority of homes in datazones that sit in the top 20% (SIMD). Challenging mixed tenures still exist, but a higher percentage of houses v blocks starts to emerge*



**Phase 3** forms 10 area based schemes in which all but one sit outwith datazones in the top 20% (SIMD). Some of these area based schemes are smaller in scale in terms of CEC homes and 6 of the 10 areas have house to block parity or above

There are also other smaller pockets of housing not included that will still need to be targeted such as pockets in Leith, Boswall, Trinity, Gorgie/Dalry and Bonnington etc. These pockets will need to be incorporated within the area based schemes proposed

For the financial year 2025/26 Priority 1 areas will form the basis for the core area based programmes with the City of Edinburgh Council. This area based approach will be in addition some projects already under development or projects where the delivery of the measures will carry over from 2023/24 into 2024/25.

### Project Timescales

The engagement, sign-up and delivery timescales are as follows and the team responsible for the delivery of the project will be the council's dedicated Mixed Tenure Improvement Service. Installation timescales are broadly based on 16 weeks per block for the overall installation activity.

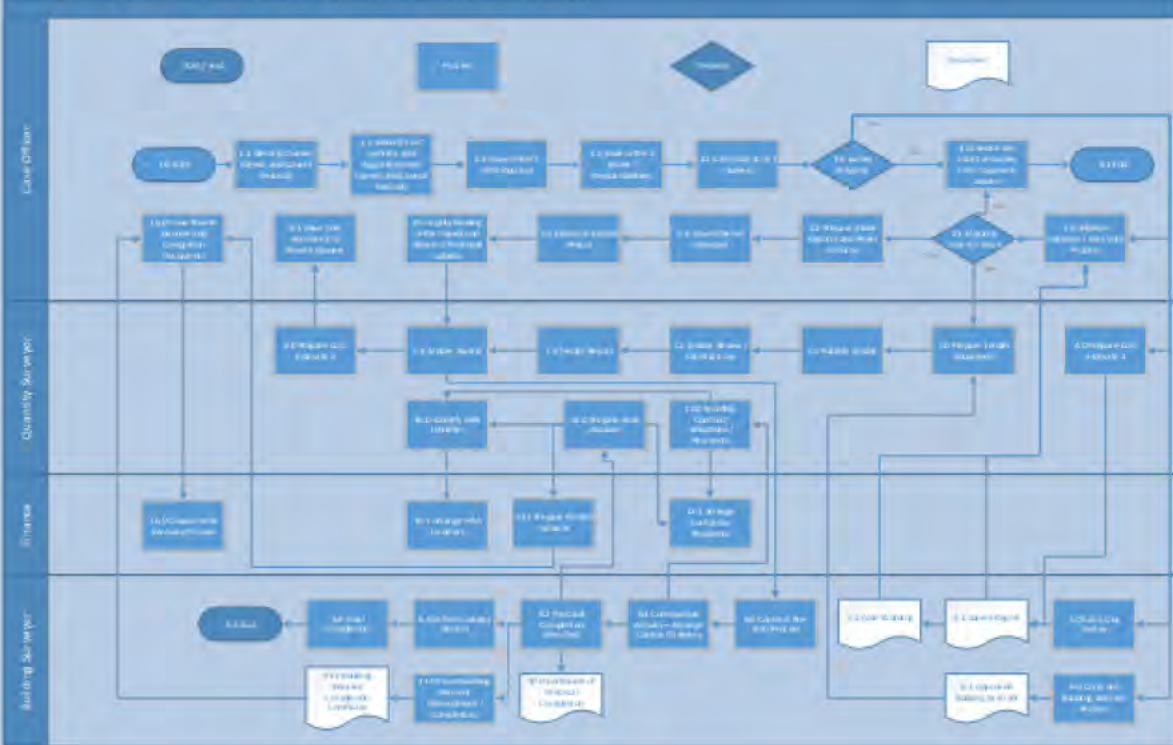
Key Tasks Restalrig and Lochend	Airey Duo Programme 2025/26					
	7 Blocks	Phase 16	Phase 24	Phase 2	Phase 4	Phase 10
Data Gathering and Deeds Review	Complete	Complete	Complete	Complete	Complete	Complete
Letter 1 - Intro	Complete	Complete	Complete	Complete	Complete	Complete
Letter 2 - Roles / Resp	Jul-25	Aug-25	Aug-25	Sep-25	Sep-25	Sep-25
Minority Vote	N/A	Aug-25	Aug-25	Sep-25	Sep-25	Sep-25
EES ABS Fuel Poverty Assessment	N/A	Underway	Underway	Underway	Underway	Underway
Building Condition Surveys	Complete	Complete	Complete	Underway	Underway	Underway
Structural Eng / Intrusive Surveys	Underway	Underway	Underway	Underway	Underway	Underway
Estimate 1 / Vote Pack Issued	N/A	Aug-25	Aug-25	Sep-25	Sep-25	Sep-25
Vote Process and Scheme Decision	N/A	Nov-25	Nov-25	Dec-25	Dec-25	Dec-25
Building Warrant Submit	Complete	Aug-25	Aug-25	Sep-25	Sep-25	Sep-25
Building Warrant Approved (4 Mths)	Nov-25	Dec-25	Dec-25	Jan-26	Jan-26	Jan-26
Tender Works	Jul-25	Jul-25	Jul-25	Aug-25	Aug-25	Aug-25
Estimate 2 Issued	N/A	Nov-25	Nov-25	Dec-25	Dec-25	Dec-25
Contract Award	Nov-25	Nov-25	Nov-25	Dec-25	Dec-25	Dec-25
Construction Start	Jan-26	Jan-26	Jan-26	Feb-26	Feb-26	Feb-26
Construction Finish	Dec-26	Dec-26	Dec-26	Jan-27	Jan-27	Jan-27

The above delivery programme confirms that the project will successfully commence within the desired three months of the special project award by the Scottish Government and that the sign-up process is already underway.

The delivery of the activity will be via one of the Council's framework contractors and will be tendered and awarded via PCS.

The delivery process to be followed will be as follows;





## Delivery Management

The Council's EES:ABS Programme for 25-26 and beyond and any awarded Special Projects are being led by inhouse teams dedicated to area-based programmes. Other external consultants will be used to augment the inhouse team where required but the responsibility to successfully deliver the EES:ABS programme will sit fully with Council officers.

The key skills within the inhouse team will include;

- Project Management
- Commercial Management including Procurement of Contractors
- Householder Engagement
- Monitoring and Evaluation (Technical & Social)
- Quality Assurance
- Health & Safety in line with CDM Regs 2015
- Scottish Government and Local Authority Reporting
- General Programme Support
- Energy Company Obligation (ECO) strategy
- Complaints Management

This approach has proved successful for EES:ABS delivery in the MTIS programme in previous years and the Council wish to build on this for its delivery under Energy Efficient Scotland.



## **Project Management and Delivery**

### **Enabling Measures**

*Enabling measures will be used in line with the guidance set out by the Scottish Government. Enabling measures will be used to overcome technical challenges directly related to the installation of an energy efficiency measure or to engage householders and support them to overcome physical, financial, or social barriers. Whilst we will consider the use of a range of enabling measures we are committed to capitalising as much of the cost and installing as many energy efficiencies measures as possible.*

### **Define Requirements**

*We will work with all partners to identify clear roles and responsibilities for the individual project. This includes data analysis, procurement, project management, commercial management, Scottish Government Reporting, marketing, quality assurance, monitoring & evaluation and complaints handling.*

### **Project Procurement**

*The councils own team will work on the strategy for each project that will optimise spend and achieve best value. The chosen strategy will depend on the needs of the project, value of the procurement, market conditions and other relevant factors such as timescales. The council will review tenders regularly to ensure that they meet the required project standards.*

*The council will invite tenders via the Public Contracts Scotland (PCS) portal. Tenderers will only be permitted to ask questions via PCS and all questions and responses will be disseminated via PCS. Tenders will be evaluated on price and/or quality.*

*Once the tender evaluation has been completed, the council will produce a Tender Report recommending the highest scoring bidder will then issue an award letter to the successful contractor.*

### **Project Start Up**

*The contractor will be obliged to supply the below items to the council prior to commencement:*

- *Site specific project specification and associated drawings*
- *Reporting templates and schedules*
- *Construction Phase Health and Safety Plan*
- *Full copies of building warrants with associated reports and drawings.*
- *Programme of works*
- *Project Directory*
- *Agreed objectives and KPI's*
- *RAMS*
- *Additional evidence of competency i.e. gas safety*



### **Engagement**

*The programme will use the well developed engagement process developed as part of the council's MTIS programme. This will include a timeline for communications to the householders and has been developed to maximise the engagement for the projects.*

*The other methods for communicating and promoting the project will include:*

- Community Events will be held in advance of the works starting and will be coordinated by the council. This will be advertised locally and through social media and will have representation by the council, the Contractor and other stakeholders. Any interested community groups will also be engaged where appropriate and local elected representatives will be informed.*
- There will be a Councillor briefing produced which will include details of the project, financial investment, timeline, and any other relevant information. These will be issued at project start up, mid-way through delivery and at project close.*
- There will be a Project Information Sheet which is included in the householder communications and will also be available at the Community Event. This will highlight what is included and what is not included in the scheme and any options that the householder may have, e.g. render to extensions etc.*
- The communication with the householder will also make clear the roles and responsibilities of the stakeholders in the project and provide contact details. This can be tailored to be project specific depending on the agreement reached with the council.*

### **Commercial Management**

#### **Monthly Valuations**

*A valuation template will be issued to all contractors and a submission schedule (monthly) agreed at project start up. The valuations will be submitted on a monthly basis by the Contractor to the council. The council will assess the valuation and carry out any on site checks, raise any queries and request any reasonable information that would be necessary to carry out a robust evaluation. Once this process is complete the Contractor will be asked to submit an invoice to reflect the sums agreed. The council will then arrange the appropriate payment.*

#### **Variations**

*Should there be any variations to the original scope of works then the Council will obtain the relevant costs and review. Once they are satisfied this offers good value a Contract Instruction will be issued to the contractor to proceed. These variations will be summarised within the monthly valuations as work progresses.*

#### **Budget Management**

*The council will work closely with the contractors to agree costs in advance, prepare spend forecasts, and to monitor individual project and overall programme budgets.*

*Close management of costs in this way prevents budgets being exceeded but also allows for early identification of projects performing below forecast which would impact*



on ability to achieve full spend of the grant allocation. Action can be taken to address this within the underperforming project or elsewhere in the programme if necessary, by increasing the scope of another project or activating a reserve project.

### **Scottish Government Drawdown**

The council will prepare the necessary paperwork for drawdown including completion of the Schedule 2, any back up information and a funding summary to date.

### **Project Management**

Prior to commencement the council will allocate a Building Surveyor to take on the leading role on the Project Management of the scheme. The Project Lead will act as the Contract Administrator. The Project Lead will create a project plan which will encompass all aspects of planning, delivery and project conclusion and reporting and will ensure this is carried out.

In addition to the Project Leads, The council also has a team of Case Officers who provide essential support in project delivery. The team offer expertise on reporting on and analysing data, ensuring records are kept up to date, processing referrals, and householder communications. Other processes handled by the Case Officers include Private Landlord assessments, and EES:ABS eligibility assessment, Quality Assurance reporting and supporting the delivery of the monitoring and evaluation across all projects.

### **Pre-start Meeting**

There will be a pre-start meeting held with the council and the Contractor following the award. This will be chaired by the council and minutes distributed to all relevant parties. The agenda for this meeting will set by the council but can be tailored if necessary.

### **Monthly Progress Meetings**

These will be held on site or on Microsoft Teams and may involve a site walk round. The meeting will be chaired by the council and minutes produced. Among the topics covered include:

- Health & Safety
- Contractors Progress Report
- Complaints
- Remedials
- Technical Issues
- Engagement
- Commercial

### **Close Down Meetings**

These are held at the end of each project to review the project's success. The meeting will be chaired by the council and minutes produced. Among the topics covered include:

- Contract Information
- Lessons Learned



- *Health & Safety*
- *Complaint & Enquiries*
- *Quality Assurance*
- *Performance*
- *Community Benefits*
- *O&M Manual*
- *Health & Safety File*

### **Supply Chain Relationships**

*The council works very closely with the supply chain and therefore has established and maintained excellent working relationships with contractors. These strong relationships help us monitor schemes and communicate changes in circumstances effectively. At project outset, objectives and KPI's will be agreed with the contractor to ensure buy in and monitor these at monthly meetings.*

*The council recognise the importance of maintaining positive, productive and professional relationships with the supply chain.*

### **Scottish Government Reporting**

*Scottish Government request quarterly reports on the progress of EES: ABS programmes from each local authority. The council will complete and submit these reports using data collected from the appointed contractor through agreed reporting schedules.*

### **Complaint & Enquiries**

*Please refer to the quality assurance section (10) for a detailed overview of our complaints handling process.*

### **Quality Inspections**

*Quality inspections will be carried out by the council. The frequency and percentage of coverage will be agreed prior to commencement on site.*

*Regular reporting will be produced and submitted as a record which will also include any issues raised and dates of inspections.*

*The approach taken will be of staged inspections and pre and post scaffold drop inspections (where applicable). This will be agreed with the Contractor who will provide a schedule and notice to The council. This is covered in Section 10 of the application.*

### **Health & Safety**

*The council are able to take on delegated responsibility for CDM. As part of this role the below items are addressed:*

- *CDM roles confirmed*
- *Pre Construction Information issued*
- *Construction Phase Health & Safety Plan reviewed and updated regularly with the Principal Contractor.*
- *Notifiable projects are issued with an F10*

- *Health & Safety File updated and stored at project end.*
- *Tool box talks carried out by the contractor, evidence stored and logged.*
- *Site Manager inspections collated*
- *RAMS*
- *Evidence of competency i.e. gas safety*

#### **Data Gathering and Assessment**

*All householders are asked to complete an eligibility form prior to any works being scheduled. This allows the council to gather all required data in compliance with GDPR to allow a swift and efficient assessment for EES ABS and Extreme Fuel Poverty and other uplifts eligibility for all private householders.*

#### **Monitoring & Evaluation**

*This will include issuing pre and post and follow up social surveys to all households at the appropriate intervals and collating and analysing the responses. This also includes coordinating the installation of temperature and humidity monitors.*

#### **Community Benefits**

*As part of the contract between the Council and the delivery contractor there is a requirement for the contractor to provide clearly identifiable community benefits. These benefits will be discussed and agreed with the contractor and will involve the community to ensure that they align with the overall needs of the residents.*

### **3. Funding**

**Please fully outline the costs for the project and anticipated outcomes in terms of measures delivered by responding to numbered points below. We will assess the suitability of the costs and if the project achieves value for money based on the following areas:**

**Councils should complete all tables where applicable as well as providing any narrative to help the understanding of any information provided.**

**Councils should provide the most up to date Schedule 1 when submitting their application irrespective of the response to any questions.**

**Failure to fully comply with any of the points will delay the assessment of the submitted application.**

1. *Total amount of SG funding being sought, including cost per property.*
2. *Clearly outline the number of households anticipated to be improved, including cost per property*
3. *Provide a detailed breakdown of material, installation & enabling costs for the proposed project*
4. *Clearly outline what other funding is being used in the project, clearly identify what the level of customer contribution is (if being requested), and clearly identify any value for money aspects in the proposed delivery approach.*



5. *If no household contribution is being request, please provide reasons why.*
6. *If the council will be using ECO, please provide information on how the process will be managed.*
7. *A breakdown of the cost per measure to be installed, including any costs for future monitoring/evaluation measures including long-term, costs to the householder.*
8. *A detailed breakdown of the person-hours per measure install and the associated hourly rate of the installer.*
9. *Costs on any potential delay, including impacts on customers and other finances sourced for the project.*

Item	Cost
Material Cost	
Installation Cost	
Enabling Cost	
<b>Total Cost</b>	<b>£608,400</b>

Installed measure	Cost per measure	Number of households	Cost per household	Total cost
Structural External Wall Insulation		52		£608,400

Measure being installed	No. of hours installation required	Hourly Wage Cost	Total cost
Structural EWI	N/A	N/A	N/A

#### Funding Additional Information

<b>SHNZHF Grant</b>	<b>£1,695,000</b>
<b>Council Funding</b>	<b>£1,695,000</b>
<b>Private Homeowners</b>	<b>£951,600</b>
<b>EES:ABS Grant in Kind Special Project</b>	<b>£608,400</b>
<b>Total</b>	<b>£4,950,000</b>



#### **4. Deliverability and Risk**

Applicants should confirm that the following areas have been fully considered when the proposed project was being developed. Please respond to the questions below and provide additional information wherever possible.

Any additional information being provided should include an outline of the key risks to delivering the project and the applicable strategies in place to manage these, including demonstrating that a suitable risk management process is in place. We will assess the suitability of the project based on the following areas.

Delivery Risk Register

Ref	Service	Project or Operation	Category	Title	Impact Description	Risk Owner	Impact	Likelihood	Inherent Risk	Key Controls in place	Impact	Likelihood	Current Risk	Approach to Risk	Further Actions	Action Owner	Due Date	Key Risk	Status

	<b>Please respond to the following questions in relation to the proposed special project</b>	
<b>A</b>	<p>Please confirm whether customer engagement and sign-up to the project has been undertaken?</p> <p>If a 'YES' has been provided, please provide details.</p> <p>If the response is 'NO', then council's should provide information at the table below on what the customer engagement will consist of and when it will commence? What will happen to the project if insufficient number of sign-ups are not achieved?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input checked="" type="checkbox"/></p> <p>Customer engagement has been started and the above programme dates make allowances for the vote process under the Tenements (Scotland) Act. Due to the focus of delivery on tenement blocks that have the majority of ownership with the Council then there is limited risk of work not proceeding.</p> <p>The council also has a track record of obtaining customer sign-up in excess of 97% in similar work delivered in Wester Hailes.</p>
<b>B</b>	<p>Please confirm whether the procurement for the proposed special project has been undertaken on its own or as part of the main ABS scheme delivery?</p> <p>If the response is 'YES', please provide details on what procurement process was used for the special project</p> <p>If this response is 'NO', please articulate below what procurement process will be used for the proposed special project if it is approved.</p>	<p>YES <input type="checkbox"/></p> <p>NO <input checked="" type="checkbox"/></p> <p>The procurement process is planned to commence in mid July and is fully programmed for delivery in accordance with the submitted project programme.</p>
<b>C</b>	<p>Please confirm whether technology will be used to determine the effectiveness of the proposed measures?</p> <p>If a 'YES' response is given, please provide details below on what technology will be used.</p>	<p>YES <input checked="" type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>It is proposed that 'Tiny-Tags' or similar monitoring equipment will be used before, during and after the installation of the measures to assess their effectiveness. In</p>

	<p>If a 'NO' response is provided, please provide information below on why technology is not being used?</p>	<p>addition, the Council is having discussions with Edinburgh University to assess if further opportunities are available.</p>
<b>D</b>	<p>Please confirm whether the potential environmental impact on the installation of the proposed energy efficiency measures has been fully considered?</p> <p>If a 'YES' response has been provided, please provide details on the mitigation measures that will be used to ensure that the project is delivered timely.</p> <p>If a 'NO' response has been provided, please provide details of the strategy that will be used to ensure that the project is delivered.</p>	<p>YES <input checked="" type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>The environmental impact has been fully considered and will be managed in various ways including:</p> <ul style="list-style-type: none"> <li>• Appointment of appropriately experienced and qualified delivery contractors – assessed as part of the procurement process</li> <li>• Consideration of site activity including the appropriate use of materials for the work</li> <li>• Appropriate pre-activity surveys – bats, birds etc</li> </ul>
<b>E</b>	<p>Please confirm whether the potential impact on the project has been considered if all financial streams have not been accessed?</p> <p>If a 'YES' response has been provided, please provide details on all funding streams that have been applied for. Please confirm how much if any what the customer contribution will be for the project?</p> <p>If a 'NO' response is provided, please provide information on what will happened to project if insufficient funding is not achieved.</p>	<p>YES <input checked="" type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>Please refer to above budget projection</p>



<b>F</b>	<p>Please confirm if all Legal / Regulatory issues have been dealt with or applied.</p> <p>If a 'YES' response has been provided, please provide details on what these are.</p> <p>If a 'NO' response has been provided, please provide information how any impacts will be addressed if not all legal or regulatory issues are fully addressed (for example DNO sign-off for solar PV &amp; battery storage projects)?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input checked="" type="checkbox"/></p> <p>Key legal issues considered and programmed as part of the project include;</p> <ul style="list-style-type: none"> <li>• Building warrants</li> <li>• Tenement Management Scheme decisions under the Tenements (Scotland) Act</li> <li>• Procurement</li> </ul> <p>All potential legal issues are being managed appropriately by the project team.</p>
<b>G</b>	<p>Please provide information on other project related risks (Recognition that there are additional enabling requirements that required to be undertaken prior to the commencement of any energy efficiency works being undertaken. This may cover ground clearance, disposal of non-organic materials and anything which may have an impact on the health &amp; safety of those undertaking any works</p>	<p>Please see above detailed risk register</p>

### Additional information required

<b>A</b>	
<b>B</b>	
<b>C</b>	
<b>D</b>	
<b>E</b>	
<b>F</b>	
<b>G</b>	



## 5. Monitoring and Evaluation

**Please outline proposals to monitor and evaluate outcomes of the pilot. There is a requirement that we need to assess the suitability and effectiveness of the installed measure by having effective project monitoring and evaluation based on the following:**

1. *Plans to include social surveys on changing of attitudes and any health impacts.*
2. *Please outline perceived EPC and fuel impacts, and how the project will assess the impact on fuel bills (including cost savings) and the impact on EPC rating.*
3. *What technical equipment if any will be used for monitoring/evaluation equipment? And what percentage of households will this equipment be installed in?*
4. *If no technical monitoring is being undertaken, please provide information to demonstrate that the installed measures are total effective?*
5. *What is the percentage of households that have signed up for longer term monitoring?*
6. *If no technical monitoring is being undertaken, how will the effectiveness of the measures installed be measured and what frequency will the data be gathered?*
7. *The timescales for monitoring and evaluation before, during and after (including details on the period and frequency) project completion.*
8. *Please provide details on the targeted percentage sign-up of households for project monitoring..*

For all of the Council's EES:ABS programme in 2025/26 including Special Projects there will be a continuation of the approach utilised in previous programmes delivered by the Council.

A monitoring and evaluation approach will be adopted that assesses the effectiveness, benefits and early outcomes of measures delivered under the ABS programme. This approach is delivered in a modular way to ensure that the work is relevant and proportionate to both the project and client needs.

Based on the requirements provided by the client, the services offered in this bid are:

- ABS compliant 'snapshot' monitoring (ALL PROJECTS)
- Technical monitoring (EWI only)
- Energy consumption 'snapshot' (ALL PROJECTS)

The remainder of this section explains the activities that will be delivered as part of the above services.

### **ABS compliant 'Snapshot'**

The ABS compliant monitoring service is designed to help clients meet their obligations for ABS monitoring and evaluation and, where possible, provides useful insights to inform future projects. The snapshot service includes the following monitoring tools:

- Analysis of SAP scores from pre-installation and post-installation EPCs (sample: all properties)
- Householder engagement: pre-installation, post-installation and follow-up questionnaires (sample: all properties).

Our teams will collect and analyse relevant data to provide an executive summary of indicative 'top level' insights on the achievement of the following outcomes:

- Fuel poverty impacts
- Perceived householder comfort, health and wellbeing
- Perceptions of energy consumption and bill affordability
- Changes in EPC band.

This activity also provides the added value of feedback on the following project delivery outcomes:

- Residents feel informed and supported throughout the project
- Residents are satisfied with the process of installation.

### **Technical monitoring (EWI)**

A sample group of 5 engaged householders will be recruited to take part in an enhanced technical monitoring programme. The Council would aim to select this sample to include a mixture of vulnerable and non-vulnerable householders and a range of archetypes/orientations, where applicable.

This monitoring looks at three key areas relating to householder comfort within their homes:

- Effect on room temperature;
- Effect on room humidity;
- Heat demand, i.e., the heating fuel consumption required to maintain a comfortable temperature.

To allow sufficient collection of baseline data, prior to the measure being installed, these monitors will be fitted as soon as possible after sign-up. This enables baseline data to be collected over a longer period, giving more robust findings.<sup>1</sup>

Key advantages of this work package are:

- Contextualisation of energy consumption findings by aligning householder feedback with actual measured improvements
- Insight into how householders are realising energy efficiency benefits (e.g. as financial savings or warmth)
- Evidence the impact of the project on householder comfort relating to health and wellbeing (e.g. meeting healthy relative humidity levels and the relevant standard heating regime)
- Corroborating evidence of energy efficiency improvements

Costs include access to calibrated equipment.

### **Energy Consumption 'snapshot' (ALL PROJECTS)**

A sample group of householders will be approached to provide energy consumption data for pre-installation and post-installation periods. This will include:

- All householders who have been recruited for technical monitoring, to enable more robust analysis of the impact of measures
- All householders who receive solar PV to determine the impact of the measures on consumption from the grid.

	<ul style="list-style-type: none"> <li>• A sample of 10% of the remaining householders receiving EWI and IWI.</li> </ul> <p>Householders will be supported to submit their energy consumption data which the council will analyse.</p> <p>Analysis of actual energy consumption data before and after the installation of measures will enable top level insights into reductions in domestic energy consumption and CO<sub>2</sub> emissions.</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Completed forms **must** be submitted to [SGareabasedschemes@gov.scot](mailto:SGareabasedschemes@gov.scot) to be assessed.

## ANNEX A

### ABS Special Projects Completion Guidance

#### **Purpose**

The purpose of this document is to set out the detail and type of information that should be provided by councils when completing a Special Project application for either funding from the main ABS allocation or additional ABS funding. This guidance, if followed correctly, will should reduce the level of clarification required from councils following assessment by the Scottish Government.

#### **Special Projects Application Completion**

We have revised the application form that councils need to complete and we believe that this revision will reduce the amount of clarification required when processing the submitted applications. The application form has been revised in to the 5 sections listed below:

1. Application Details
2. Project Overview
3. Funding (including customer contribution)
4. Deliverability (including demonstration of value for money) & Risk
5. Monitoring & Evaluation

Within each section of the application form we have outlined the level of information that councils are required to provide **as a minimum**. In particular we would like to outline the following information that is required from each section:

#### ***Project Overview***

Councils should provide detailed information so that a full understanding of the aims of the project and how the strategy will be implemented for delivering the project, as well as current EPC and predicted EPC ratings for each identified property. There is also the need to fully understand the number of properties and types (detached, semi, flat etc.), as well as the measures being installed (total per measure and per property, if different measures apply). There also needs to be a clear picture of the implementation as well as the identification of potential community benefits (such as employment opportunities, use of local supply chain –



for example) (where possible, but not always achievable) and also the potential scalability of the project should be outlined.

### ***Funding***

Councils should provide clear evidence that they have fully considered the **actual** cost of the project that they are planning to undertake and to demonstrate this, they should ensure that all funding sources are clearly articulated within their application. This should include (where possible) the customer contribution. We are also seeking information on how the ECO process will be managed and, in particular, the council should provide a detailed breakdown of the cost per measure to be installed as well as any potential overrun costs if the project is delayed. **All costs for any proposed measure will come from the council's main ABS allocation. Any additional special project funding is ring-fenced for those projects submitted separately from the submitted ABS allocation and must be returned should the project not proceed within the 3 month period. There is an expectation that the council will submit the first claim within 3 months following the physical start. Failure to submit claims which demonstrate that the physical works have commenced, can result in special project approval status being withdrawn.**

### ***Enabling***

Any enabling costs for the ABS special project, should fall within the criteria listed below. For any measure not identified here, please contact the ABS Special Projects Team for potential additions on this list. Councils should clearly set out which of the criteria is being applied and what the respective cost is/will be. Councils should note that any enabling costs should be within 20% of the actual project cost, any increase in this should be discussed with the ABS Special Projects Team prior to going ahead.

- i. Scheme marketing, promotion and publicity;
- ii. Scheme development costs, including planning/design and householder engagement, sample physical surveys etc.;
- iii. Transport costs (for remote and rural areas);
- iv. Scaffolding costs;
- v. Any costs required for work to be undertaken (i.e. ground clearance for scaffolding erection)
- vi. Scheme management and staffing costs, including applications for building warrants and quality control (clerk of works etc.);
- vii. Engagement with private rented sector and registered social landlords;
- viii. Complaints procedures;
- ix. Monitoring and evaluation

We recognise that there are additional enabling requirements that are required to be undertaken prior to the commencement of any energy efficiency works being undertaken. This may cover ground clearance, disposal of non-organic materials and anything which may have an impact on the health & safety of those undertaking any works.

### ***Deliverability & Risk***

When completing the Special Projects application, councils must demonstrate that they have fully considered any identifiable risks associated with delivering the project. We have

provided a table that councils **must complete**. We have identified some risks that will affect every project and council (listed in the application); and there are local issues that will not impact projects in some council areas, which affect other councils. **Any project not started within 3 months following approval of the special project application, will be paused and recommenced in the next ABS year.**

### ***Monitoring & Evaluation***

Councils are being asked to provide details on whether they plan to undertake social surveys as we believe that gathering this type of information will assist councils to have a better understanding of the impacts affecting those who live within the council area. Councils should provide information on how they will ensure that the installed measures are deemed fit for purpose long-term by the potential use of monitoring and evaluation equipment. If councils are not using technical equipment for monitoring they must clearly articulate in their response how they propose to monitor the effectiveness of the installed measures.

As part of long term monitoring, councils should respond to requests from the special projects team monthly on the status of the project. In providing this information will allow the Scottish Government is to ensure value for money Councils will be asked to provide the ABS Team with the following information monthly:

- Project Title, including reference
- List of each measure and associated works
- The monthly status of works for each measure
- The current monthly cost of the works being undertaken
- Confirmation that the project will be delivered on schedule, if not it should be articulated on the monthly reporting template

Failure to provide the information may result in special project approval being withdrawn.

### **Special Projects Application Assessment**

Once councils have submitted their application, each application is assessed using the criteria set out below:

#### **A. PASS**

#### **B. FURTHER INFORMATION NEEDED**

#### **C. DOES NOT MEET THE SPECIFICATIONS FOR A SPECIAL PROJECT**

Each application is being assessed on the following aspects:

- Project Details (including all funding sources)
- Deliverability (including value for money demonstration) & Risk
- Monitoring & Evaluation

It should be noted that any application which receives a 'C' marking in any section will be rejected and the council will be informed of the reason and therefore it will allow the council to decide whether they wish to reconsider the application and resubmitted. The Scottish Government will seek clarification, where possible, if the response has not fully articulated the correct information. To ensure that the risk of this occurring is reduced, councils **should**

**ensure that the points within** the checklist have been addressed before submitting completed applications.

- Have all points in each section of the application been addressed?
- Has all the required information been provided?
- Has all financial information been submitted?
- Has the application been peer reviewed prior to submission?

Councils should be aware that the following timescales will be used for all clarification requests:

- The first request period will be an initial 7 day and will be in effect for the clarification request;
- If no response is received, a further 7 day request will be made following the end of the initial request;
- If no response is received following the second request, a further approach for a response will be requested and 7 days are given;
- If no response is provided from the third request, **a final** chance will be given to provide the clarification response. If no response is provided after 7 days, the special project application will be rejected.

As stated in the final bullet point above, if after the final period and no response has been received, the special projects application will be rejected due to the provision of incomplete information, thus not allowing a full and complete assessment to be undertaken.

### **Monthly Reporting & Post Project Completion**

Councils whose special project is granted approval will be expected to provide regular updates. The request for updates will be in the form of an email which will be issued monthly from the special project team and the council will respond to the questions set out in the email.

As part of the update the councils are expected to provide details on the expected completion date of the project. Upon the completion councils will be provided with a post completion report form which must be returned by the council within 28 days.

**Councils will be required to provide a detailed case study on the project to demonstrate that the project was the correct one and the approach decided upon was the right one also. The case study should also include both pre and post completion pictures.**