

CENTRAL ENERGY EFFICIENCY FUND

COMPUTER PROGRAM FOR PREPARING BIDS (CEEF2009)

1. GENERAL

The purpose of this program is to guide you through the preparation of a bid to the Central Energy Efficiency Fund. The preparation of a bid requires you to enter specific information about the energy saving project onto the main data sheet. Once this information has been completed you can run the project analysis. This analysis checks the reliability and consistency of the information, assesses the economic and environmental performance of the energy saving project and ensures that it conforms to the requirements of the Central Energy Efficiency Fund administrators.

Please note that details given in connection with this proposal will form the basis for any post project evaluation, and that such details and evaluation may also be published or released in response to a request for access to this information.

2. INSTALLING THE PROGRAM

The CEEF2009 program must be run under Windows® 95 or higher. The CEEF2009 program and its associated files require approximately 1MB of hard disk space, and each completed bid requires an additional 5KB. The program should be downloaded from the PSEC website and copied into a directory of your choice (e.g. my documents\ceef2009), and the program run from there. Alternatively you can send for a diskette from the fund administrators and work from it as in previous years. In both cases the program is started either by using the Windows® RUN command or by setting up a shortcut from your desktop and double clicking on the CEEF2009 icon. The Windows® manuals should be consulted for information on how to run programs using the RUN command or set up shortcuts.

3. USING THE CEEF2009 PROGRAM

When the program is started an empty main data sheet is displayed with a default bid filename, NONAME0*. You can scroll down through this data sheet, using the scroll bar on the right hand side of the window, to see all of the information that is required. Before starting to add the information to this data sheet it is recommended that you give the bid a new name to uniquely identify it (e.g. stmarks cav wall). You can do this by

selecting SAVE-AS from the ADMINISTRATION MENU at the top of the main window. The SAVE AS window will pop-up and you can enter a new file name for you bid. You will also get a warning message, telling you that the information is incomplete, press OK, and you will then return to the main data sheet with the new bid file name at the top.

Information can be entered onto this main data sheet either by selecting each data field in turn with the left mouse button or by tabbing through the fields. All the required information must be completed correctly before the project analysis can be made. Only when the project analysis has been performed and any errors or omissions corrected can the bid be saved in a file format suitable for submission to the Central Energy Efficiency Fund. However, at any stage the bid can be saved as a temporary file to be completed at a later date.

At the top of the main window there is a menu bar with three items, ADMINISTRATION, PROJECT ANALYSIS and HELP.

3.1 Administration

Under ADMINISTRATION there is a menu with the options NEW, OPEN, SAVE, SAVE AS, PRINTER SETUP, PRINT and EXIT. These have the usual function that would be expected from a Windows® program i.e. NEW - start a new bid, OPEN - open an existing bid, SAVE - save the bid with the existing filename, SAVE AS - save the bid with a new filename, PRINTER SETUP – select which printer you want to use and make changes to the printer set-up, PRINT - produce a print out of the bid, EXIT - exit from the program. These functions operate in the usual way and a detailed description is not necessary. However, the OPEN, SAVE and SAVE AS functions have a special feature which requires further explanation.

OPEN allows you to load existing bids onto the main data sheet. A list of valid files is displayed and you can then select which one you want to open. Valid files are files with an EGT extension, you cannot open EGY files because only successful bids produce EGY files, whereas all bids, both successful and incomplete, produce EGT files.

SAVE – this saves the bid to a file using the current file name, provided the current

filename is not NONAME0*. If the current filename is NONAME0* then SAVE behaves in the same way as SAVE AS. If the bid has been completed successfully it will be saved in two files, one file with an EGT extension and one file with an EGY extension. If the bid has not been completed successfully it will be saved only as an EGT file. Only EGY files can be submitted to the Central Energy Efficiency Fund.

SAVE AS - saves the bid to a file using the file name that you specify (see section 3). If the bid has not been completed successfully it will be saved as an EGT file only. If the bid has been completed successfully (see section 4.3) it will be saved in two files, one file with an EGT extension and one a file with an EGY extension. Only EGY files can be submitted to the Central Energy Efficiency Fund. It should be noted that if you SAVE AS to an existing filename a message will appear asking if you want to overwrite the existing file. Make certain that this is what you want to do before clicking on yes.

A bid can be saved at any time using the SAVE or SAVE AS commands. However, if the bid information has not been completed satisfactorily then the bid is saved only as a temporary file, with an EGT extension. Files with an EGT extension are not in a suitable format for submission to the Central Energy Efficiency Fund. However, you can OPEN an EGT file at anytime in order to complete the data. It is only when the bid has been successfully completed that it is saved in the proper format, i.e. as a file with an EGY extension, which can be submitted to the Central Energy Efficiency Fund.

3.2. Project Analysis

Under PROJECT ANALYSIS there is a menu with the options CHECK INFORMATION and RUN PROJECT ANALYSIS. These functions operate as follows:

- CHECK INFORMATION opens a window that displays the current status of the bid, including any missing information or any errors found in the project analysis.
- RUN PROJECT ANALYSIS opens a window that displays the results of the project analysis. The project analysis can be run only when all the required information has been added to the main data sheet. (See Section 4)

3.3. Help

This displays a list of help messages in logical order, rather than alphabetical order. A

single click with the LH mouse button, will display the selected help information. Press the search button on the help menu for an alphabetical listing of the help messages. Type the first letter of the word you want and the list will move to that point. Click the display button and the help message will appear.

4. PREPARING A BID TO THE CENTRAL ENERGY EFFICIENCY FUND

4.1 Adding Information to the Main Data Sheet

The information required to prepare a bid to the Central Energy Efficiency Fund is added to data fields on the main data sheet. These fields can be selected using the LH mouse button (or tab key) and then the appropriate information entered using the keyboard.

NOTE: The MAIN REFERENCE field cannot be accessed by the user. The MAIN REFERENCE will be added later by the Central Energy Efficiency Fund administrators.

The following information is required:

Reference – You should add your own unique reference number here.

Date - The program defaults to the date when the bid was first opened, but this can be changed to another date as required. The format for the date should be dd/mm/yy, i.e 25/12/09.

Year- This is the year when funding is requested for the bid.

Department –

A menu selection is provided for the fourteen departments.

Organisation –

You should add the name of your board, trust or council.

Type of Facility -

You should give the type of facility (i.e. School, Leisure Centre)

Facility Name –

You should give the name of all the facilities to which the bid applies.

PSEC Property Identification Number –

You should enter the unique PIN for the building. (Ask Energy Branch if not known)

Building Post Code

You should enter the postcode for the building associated with the project.

Building Treated Floor Area/Volume –

You should add either the building treated floor area or the building treated volume **that is affected by the project.**

Recent Total Annual Energy Consumption for this building –

The user should specify the most recent energy consumption figures for the building in either MWhr/yr or GJ/yr so that its energy performance can be assessed against bench mark figures.

Project Title –

You should give the bid a brief but meaningful title.

Project Category –

Select the project category from a menu of 21 possible types. It is important that you select the category that most closely matches the energy saving project. The project category will help to determine the expected project

Project Description-

You should provide a detailed description of the project, which clearly explains the background to the project and the work to be done.

List Main Equipment Items/Materials to be Purchased -

You should list the main items of equipment to be purchased, with manufacturer/type/model number if known.

Is Planning Permission or Other Statutory Consent Required for this Project?

The user should indicate if planning permission or other statutory consent is required for the project. If the answer is Yes the user should give details of the status of the application/consent process

Is the Project New Build or Major Refurbishment

You should answer yes or no. If the answer is Yes the project will be subject to detailed scrutiny to ensure that it meets the criteria laid down by the administrators.

What is the proportion of green electricity purchased by the site?

You should enter the percentage of green electricity purchased by the site. This figure will not be used to change in any way the evaluation of the

Energy - Project You should select the energy types that are involved in the project from a menu of possible types. This menu includes electricity, coal, LPG (liquefied petroleum gases), natural gas, HFO (heavy fuel oil), gas oil, kerosene and

biomass. Up to four different energy types can be selected. For each energy type you should specify the energy used and the cost both before and after the energy savings project is installed. If the energy usage is based on metered figures, tick the metered box. If the energy usage is estimated then leave this box empty. An energy type must be selected before entering the energy usage and cost. If an energy usage is specified its cost should also be specified, and if an energy cost is specified its usage should also be specified. All the energy usage units are in MWhr/year and costs in £/year. In all cases the unit energy price (in p/kWhr) should be the same both before and after the project, you should not build in any energy cost increases. For electricity, only data for imported electricity should be specified, on-site electricity generation should not be included.

Does this Energy Usage Data Refer to this Project, the Whole Building or the Entire Site

You should explain if these energy usage figures are only for this specific project, or for one particular building or for the entire facility.

Other Savings and Describe Other Savings –

Add together all the other cost savings associated with the energy saving project and give a brief description of what they are. Examples of this are maintenance, operating supplies, labour, chemicals, and electricity maximum demand. They should **NOT** include the energy cost savings detailed in the Energy section above nor any credits for reduced carbon

Other Costs and Describe Other Costs –

Add together all the other cost increases associated with the energy saving project and give a brief description of what they are. Again they should **NOT** include any energy cost increases detailed in the Energy section above.

Do you want the Project Funded over Two Years

Answer yes or no. This mainly applies to larger projects where the funding cannot be spent over one year

Is the Organisation Eligible to be VAT Registered? -

The question is not “are you VAT registered?” but is “are you eligible to be VAT registered?”. If you are not eligible to be registered for VAT then you can claim for VAT in the total project cost and the program will automatically calculate the total capital cost including VAT.

Total Project Capital Cost (excl VAT)-

Specify the total capital cost of the project excluding VAT for the first and second year if appropriate.

Capital Cost Requested from this Fund (inc VAT)?

Normally the CEEF will fully fund eligible projects. However, if funding is available from alternative sources for your project then every attempt should be made to access funding from these alternative sources. If these alternative sources will only partly fund the project then the CEEF will consider funding the residual amount. In this field enter the amount that you are requesting from this fund. If it is a two year project then specify the

If the central funding is not fully funding this project please give details of the additional funding sources.

Specify the name(s) of the alternative funding source(s) and the amount available from each fund. If the project is to be funded over two years you should clearly specify the breakdown in funding between the two years from all sources including the CEEF.

Remaining Building Lease/Life –

Specify the remaining lease or life of the building or premises with which the energy saving project is associated.

Estimated Project Life –

You should give your estimate of the likely project life, based on your experience of similar projects or information from equipment suppliers.

Completed By –

You should enter your name.

Location - There are three fields available for entering your address. These fields will be used in any correspondence and should therefore represent your normal postal address.

Post Code – You should enter your post code.

Telephone Number/Fax Number –

You should enter your contact details and codes.

Email Address –

You should give your email address, if available.

4.2 Project Analysis

When all the required information has been added to the main data sheet the RUN

PROJECT ANALYSIS option can be selected from the PROJECT ANALYSIS menu. The program automatically performs the analysis and the results of this analysis are displayed in a new window. The top section of the screen gives the overall project analysis results highlighted in red and the middle section provides a list of possible errors in these results. The following analysis is calculated and displayed

- Energy costs in p/kWhr for each energy type
- Total energy savings in MWhr/year and £/year
- Capital cost per tonne of CO₂ saved
- Building annual energy usage (kWhr/m² or GJ/m³)
- Total Capital cost (£)
- Total Cost Savings (£/year)
- Annual CO₂ emission reduction (tonnes/year)
- Assumed Project Life (Years)
- Simple Pay Back Period (Years)
- Benefit Cost Ratio with a credit for CO₂ emission reduction
- Percentage energy saving

The possible errors that may be identified are:

- The cost of the energy in p/kWhr is outside the expected range for that energy.
NOTE – The expected energy price range was valid at the time of printing, but recent volatility in energy prices may make this range unreliable. If an error is shown please enter your actual energy price in the comment box and tick the accept box.
- The simple payback period is longer than the project life.
- The capital cost is less than £3500 and therefore will not be funded.
- The simple payback period is longer than 5 years (7 years for CHP projects) and therefore unlikely to be funded.
- For renewable energy projects the simple payback period is longer than the assumed project life and therefore unlikely to be funded
- The simple payback period is less than 1 year and therefore will not be funded
- With a project involving a change in fuel used, then one energy usage should increase and another energy usage decrease, by about the same amount.
- With a CHP project, there should be a reduction in electricity usage, an overall

increase in energy usage and a saving in CO₂ emissions.

- The Benefit Cost Ratio (BCR) should be greater than one.

If there are no errors then the bid is satisfactory. If there are errors then it could be that there is a mistake in the data input, or there could be a special reason for the bid giving results outside of the expected range. If a mistake is suspected then press the CLOSE button, return to the main data sheet and make changes to the data input. If there is a special reason for the bid being outside of the expected range then make a brief comment in the boxes at the bottom of the project analysis window and tick the accept boxes. You should make one comment for each error. When you have made all your comments, and ticked the accept boxes, press the CLOSE button to return to the main screen.

4.3 SUBMITTING BIDS TO THE CENTRAL ENERGY EFFICIENCY FUND

Only bids which have been saved in an EGY format can be submitted to the Central Energy Efficiency Fund. A bid can only be saved as an EGY file once all the information has been inputted correctly, the project analysis run and either there are no errors indicated or suitable comments have been made to explain the errors and the accept boxes ticked. You can check if a bid has been completed satisfactorily by clicking on the CHECK INFORMATION item under the PROJECT ANALYSIS menu. A small message window will appear informing you of the present status of the bid and if the information has been completed satisfactorily.

When the bid has been completed satisfactorily SAVE it. You will get a message telling you that the bid has been saved in an EGY format. At this stage you should make a print out of the bid to retain for future reference. Additional bids can be prepared and submitted in a similar way, making sure that you do not use the same filename for more than one bid.

If you are running the CEEF2009 program from the original diskette please ensure that you copy all of the files from the diskette to a separate directory on your computer's hard disk. This will ensure that back-up copies of your bids are available in case the original diskette is lost or damaged. Then return the original diskette to the Central Energy Efficiency Fund administrators. If you downloaded the program onto your computer's hard disk and ran the CEEF2009 program from there then please email all the relevant EGY files to the Central Energy Efficiency Fund administrators.