



Department for  
Business, Energy  
& Industrial Strategy

# Green Homes Grant: Local Authority Delivery

Guidance for Local Authorities

August 2020



**OGL**

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# 1. Executive Summary

In July 2020, the Chancellor announced £2 billion of support through the Green Homes Grant (GHG) to save households money; cut carbon; and create green jobs. The GHG will be comprised of up to £1.5 billion of support through energy efficiency vouchers and up to £500m of support allocated to English Local Authority (LA) delivery partners, through the Local Authority Delivery (LAD) scheme.

This document sets out detail of a £200m Local Authority competition and provides detailed guidance to bidding Local Authorities (LAs), and other interested parties on the eligibility and assessment criteria for Local Authority Delivery (LAD). A further £300m is planned to be allocated through Local Energy Hubs in 2020/21 for regional delivery by March 2022. This guidance covers the LAD competition only and should be read prior to starting a LAD application form, which can be accessed [here](#). If LAs have further questions concerning the application form or the guidance, these should be sent to [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk). Results will be communicated to LAs individually and published on gov.uk in due course.

## Outline of the Competition

The Department for Business, Energy and Industrial Strategy (BEIS) is inviting LAs, working with their local partners, to apply for funding to be used to improve the energy efficiency of low-income houses living in their area. LAs are asked to come forward with previously developed proposals or new proposals that meet the desired outcomes of the scheme - The LAD scheme aims to raise the energy efficiency of low-income and low EPC rated homes (those with Band E, F or G) including those living in the worst quality off-gas grid homes, delivering progress towards reducing fuel poverty, the phasing out the installation of high carbon fossil fuel heating and the UK's commitment to net zero by 2050.

Applications will be accepted from the 4th of August to 12 noon on the 1st of September 2020. Bids should be submitted electronically via the [MS Application Form](#).

Details on the bidding process are set out later in this document. For projects that are successful in the bidding process, it is proposed that funding would be allocated by the 28th of September 2020 through grants to the lead LA under Section 31 of the [Local Government Act 2003](#). Delivery of projects must take place over 20/21, with completion by 31st March 2021.

The relevant LA (or lead LA from a consortium) for a successful project will be expected to enter into a Memorandum of Understanding (MOU) with BEIS before the grant may be paid.

BEIS reserves the right to terminate the competition at any time, and may decide not to award any grants, or to award grants for less than the total funding available under the LAD. BEIS will not be liable for any costs incurred in the preparation or submission of bids.

## Enquiries

Any enquiries, including if there are any problems with the application form, should be addressed in the first instance to: [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk).

## 2. Introduction

BEIS is pleased to announce the **Local Authority Delivery (LAD) competition, the first £200m phase of funding** to deliver £2bn of Green Homes Grants (GHG). Further details for a second £300m phase of funding to be allocated through Local Energy Hubs within 2020/21, will be released in due course for delivery by March 2022. Allocations to Local Authorities for future years under LAD will be determined at the forthcoming Autumn Spending Review and will be communicated in due course.

LAD aims to support low income households living in the least energy efficient homes (those rated Band E, F or G). LAD will upgrade homes delivering progress towards:

- The statutory fuel poverty target for England
- The phasing out of the installation of high-carbon fossil fuel heating and reducing air quality emissions
- The UK's target for net zero by 2050.

BEIS aims to fund as many projects as possible to support a green recovery in response to the economic impacts of Covid-19 and to help take low-income families out of fuel poverty. BEIS will be flexible in project specifications but will specify eligibility parameters to ensure proposals aligned to Government objectives are allocated funding.

Local Authorities wishing to apply for funding from the LAD scheme must first confirm they meet the eligibility criteria (via a declarations section) and will then be assessed on (1) how well they evidence certain eligibility criteria and how well their proposals meet the aims of LAD (Strategic Fit), (2) their ability to deliver their project (Delivery Assurance) and (3) their proposal's Value for Money. This document sets out detailed guidance for Local Authorities interested in bidding, and other parties interested in the £200m competition, outlining:

- [Detailed Eligibility Guidance](#) – To be considered for funding, LAs will need to satisfy via a declarations section and evidence (as part of Strategic Fit assessment) meeting the scheme's eligibility criteria in the application form. This will also include reporting obligations, where the LA will be required to declare and evidence as part of the application form (forming part of their delivery assurance score), how they plan to comply with the minimum KPI outputs and reporting requirements.
- [The Application Process](#) – including a high-level overview timeline and details of webinars where LAs can learn more about the competition and ask any questions they may have. [Annex A](#) includes the competition application form, with accompanying guidance on what information to include for each question.
- [Evaluation of Proposals and Assessment Criteria](#) – a summary of how each proposal will be assessed including key dates for LAs to be aware of.

## 3. Detailed Eligibility Guidance

### 3.1 Purpose of the LAD £200M Competition

**The primary purpose of the LAD scheme is to raise the energy efficiency rating of low income and low EPC rated homes** (those with E, F or G).

We expect the LAD competition to result in the following outcomes:

- Tackle **fuel poverty** by increasing low-income homes energy efficiency rating while reducing their energy bills.
- Support **clean growth** and promoting global action to tackle climate change.
- Support **economic resilience** and a green recovery in response to the economic impacts of Covid-19, creating thousands of jobs.
- Use **learnings** from the delivery experience to inform the development and design of further energy efficiency and heat schemes.

### 3.2 Parameters and Eligibility Specifications for the LAD Competition

To allow LAs as much flexibility as possible to develop proposals that can achieve the objectives set out above, BEIS has set relatively broad eligibility criteria for the scheme, with 7 areas that bids must meet in order to be considered:

#### 1. Eligible Bidders

Bids may only come from Local Authorities in England. Where proposals cross LA boundaries a consortium bid should be submitted. Where a bid is from a consortium, a lead LA should be agreed, and this LA should submit the proposal on behalf of the consortium.

LAs may apply with previously developed proposals (including those with existing delivery mechanisms or frameworks) or with new proposals that meet the primary purpose of the scheme and support its desired outcomes [see section 3.1].

Any application is subject to a minimum bid of £500,000. There is no maximum bid level, but proposals will be assessed on 'Delivery Assurance' and value for money. BEIS reserves the right to agree a revision or propose a partial grant offer to any bid submitted.

#### 2. State aid

State aid or other legal concerns should be considered by the LA prior to applying for the LAD scheme. Bidders (LAs) will need to declare that they have considered their proposal in relation

to State aid rules and are content it complies, both in terms of direct receipt of funds and intended use/expenditure of those funds. Preparation work could include details such as:

- Ensuring all contractors recruited for the project have been procured through fair and open competition.
- Ensuring measures installed in the private rented sector or in social housing will abide by state aid compliance, including de minimis limits.
- Ensuring all energy efficiency and heating system products offered comply with open and fair competition, without bias to certain brands or sectors.

Further guidance on State aid can be found at: <https://www.gov.uk/guidance/state-aid>

### 3. Eligible Households

The LAD funding applies to England only as fuel poverty is a devolved issue.

Funding is available for all tenure types (including landlords and social landlords) but must support the retrofit of existing domestic dwellings only.

Funding must be targeted at the least energy efficient housing, those with an energy performance certificate rating of Band E, F or G. LAs will be required to keep records of housing stock EPC ratings prior to installations.

Funding must be targeted at households with a combined household annual low-income of no more than £30,000. Bids must provide evidence (as part of the 'Strategic Fit' Assessment) for how they will ensure that households receiving measures meet the criteria for a combined household annual low-income of no more than £30,000.

### 4. Eligible Measures

Funding must only be provided in relation to eligible measures. Eligible measures are any energy efficiency and heating measures compatible with the Standard Assessment Procedure (SAP) that will help improve E, F or G rated homes. In the application form, it is expected that LAs will evidence products and technologies of a good standard such as renewable heating measures listed on the MCS Directory<sup>1</sup> used for domestic RHI product eligibility.

This is with the exception of fossil fuel heating systems including:

- The installation of a new fossil fuel-based heating system;
- The replacement or repair of an existing fossil fuel-based heating system with another fossil fuel-based heating system.

### 5. Funding and Eligible Costs

The primary funding for the LAD is capital funding distributed by Section 31 of the Local Government Act 2003. The funding must therefore be used in line with section 11 of the Local

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<sup>1</sup> <https://mcscertified.com/product-directory/>

Government Act 2003, for example for the creation of an asset or the modification or improvement of an existing asset. However, given the scale of the projects envisaged it is recognised that there will be set up, ongoing and evaluation costs to administer projects and enable the funding to be capitalised. Therefore, **Local Authorities may also use up to 15% of grant funding to fund administrative, delivery and ancillary works** to support delivery such as the completion of EPC, essential repair, maintenance and preparation of properties to facilitate energy efficiency upgrades and other support as required for low income households.

These costs must be clearly outlined in the proposal submitted and will form part of the Memorandum of Understanding (MOU) for successful bids. Applicants should be mindful that administrative, delivery, and ancillary costs will constitute part of the 'Value for Money' assessment of bids.

### 6. Eligible Contractors

When making an application, LAs will be asked for details of their contractors, procurement status and Trustmark/Microgeneration Certification Scheme (MCS) certification status. It is a requirement for low carbon heat installers to be certified under MCS or a scheme that the Secretary of State is satisfied is equivalent.

MCS certification requires an installation company to be assessed by an affiliated certification body, have consumer code membership, and to have demonstrated suitable competency against relevant technology standards, as well as carry out installations in accordance with MCS installation standards.

It is not a requirement for contractors installing other measures to be Trustmark registered but bids using registered installers (or installers who plan to register before LAD delivery commences) will score higher in the 'Delivery Assurance' assessment. LAs not using Trustmark installers will need to specify how they will ensure good quality work will be undertaken, the steps taken to ensure consumer protection and consumer redress.

We intend for projects under the next LAD delivery phase (£300m) for 2021/22 to be required to have Trustmark registered status and, where applicable, PAS 2035:2019 standards. When delivering low carbon heat measures in projects for 2021/22, the installer will also have to be certified under the MCS, or a scheme that the Secretary of State is satisfied is equivalent. This will largely mirror the requirements under the Energy Company Obligation (ECO) and Renewable Heat Incentive (RHI).

BEIS do not take any financial liability for costs incurred for registration or accreditation for businesses that do not receive funding under the Local Authority competition.

### 7. Interaction with other funding

LAD cannot be combined with Green Homes Grant vouchers as it falls under the same GHG scheme.

LAD cannot be blended with other government schemes such as RHI or ECO for the same individual measure, although it is possible for installations to be undertaken for the same



property where the installation measures are not the same. For example, a contractor delivering support to a household may be funded through LAD to install a heat pump and funded separately by ECO to install solid wall insulation.

LAs must declare that they will introduce controls to ensure households are not in receipt of funding from LAD and Green Homes Grant vouchers and will not allow the blending of funding with other government scheme on the same individual measure.

LAD funding can however be blended with other third-party finance or Local Authority budgets to deliver additional support to communities. If LAs do plan to blend LAD funding with other relevant funding (such as LA low-income household support, retrofitting or green energy initiatives), proposals will need to evidence this in the application form and will form as part of the 'Strategic Fit' assessment.

Government intends to utilise data matching between schemes and reserves the right to withhold the second tranche of grant funding where there is evidence of the misuse of funds.

### 3.3 Other Information

#### VAT

Eligible Expenditure consists of payments by the grant recipient during the Funding Period for the purposes of the Project. Eligible Expenditure is net of VAT recoverable by the grant recipient from HM Revenue & Customs, and gross of irrecoverable VAT. This means that all grants are outside the scope of VAT.

### 3.4 Reporting and Governance Commitments

As part of the application form, LAs will be required to provide estimates for the KPIs set out in Table 1, forming part of their 'Strategic Fit', 'Delivery Assurance' and 'Value for Money' assessment score.

Successful LA bidders, as set out in further detail in the MOU, will also be required to provide a monthly report to the Project Team. The report shall detail:

1. Monthly progress
2. The top 5 risks and issues
3. An update of the LAs progress against each Key Performance Indicators (KPIs) [See Table 1].

As also set out in further detail in the MOU, successful bids will be paid in 2 instalments; an upfront 50%, with a further 50% of the Grant being paid within in 10 days following submission of the third monthly report.

Should the BEIS Project Team identify in the monthly report a significant variation in the LAs performance against their targets stipulated in relation to the KPIs, BEIS may request a

recovery plan, detailing the joint working of the LA and BEIS to ensure the project has a robust recovery plan.

**Table 1 - Key Performance Indicators for which estimates will be asked as part of the application form**

Key Performance Indicator	Breakdowns	Application Question Number
Number of homes identified as eligible for installation of a measure	Homeowner vs private rental vs social rental	Q20
Number of homes receiving a measure	Starting EPC band	
Number of measures installed		
Number of homes that improve to an EPC of C and above as a result of installed measures	Homeowner vs private rental vs social rental  Starting EPC band	Q22
Average cost per home receiving an installation	Homeowner vs private rental vs social rental  Type of measure  Starting EPC band	Q22
Number of jobs supported	Total  Of which apprenticeships	Q20
Energy, carbon and bills savings expected to be achieved as result of installed measures	Homeowner vs private rental vs social rental  Type of measure  Starting EPC band	Q22

### 3.4.1 Monitoring & Evaluation

The success of the projects is closely tied to the learning that will result from the delivery. For that reason, a comprehensive monitoring and evaluation plan has been put in place. Central to this plan is the provision of data from households, installers, delivery partners and LAs.

The LAs funded within LAD have the responsibility of ensuring that all installers or delivery partners collect and provide the appropriate information to support monitoring and evaluation. To achieve this LAs are expected to:

- Include data collection requirements in all relevant contracts with installers and delivery partners
- Collate the data across their projects, check data for completeness (e.g. missing or inappropriate data)
- Share this with BEIS on a monthly basis.

It is expected that the best way to deliver these requirements is for LAs to maintain a database capturing project details on an ongoing basis. A monthly update of this database can then be shared with BEIS. All activity should be shared with BEIS no later than the last working day of each month following the installation. For example, if an installation takes place in March, this should be notified to BEIS by the end of April at the latest.

LAs are responsible for the accuracy of the data, however, it is not expected that LAs visit each installation to confirm the installation. We expect LAs to detail their auditing regime as part of their application (forming part of their 'Delivery Assurance' score). LAs are expected to perform core checks on the data, which will be suggested and enabled through the templates provided by BEIS upon grant award for the data collection. Firstly, checks that the installation data is for an eligible household and the installer meets the necessary standards (either through Trustmark or other means agreed as part of the grant award). Secondly, data completeness checks to ensure that all mandatory and required fields are completed. Thirdly, simple data validation checks, such as checking field formats (e.g. a date field is in date format) or that entries are valid (e.g. a postcode is alphanumeric). Annex B includes a proposed template for the database. This annex sets out the key data required, however, the compliance regime adopted by each LA may dictate additional data be provided. BEIS will provide a database template at the point of grant award to ensure consistent data provision. This will include a data dictionary to explain the data elements requested and the expected response report. To avoid duplication of effort, the format will align with existing industry reporting templates, for example those used by Trustmark or MCS.

LAs and, where relevant, lead delivery partners will be required to participate in interviews and market assessment surveys led by evaluation contractors appointed by BEIS. These interviews and surveys ensure that wider insights can be provided on the experience of delivering measures under LAD as well as the success of the commercial delivery model. It is expected that LAs and delivery partners will be asked to take part in 2 interviews and 1 market survey.

A central part of the evaluation commissioned by BEIS will be collecting data from households and landlords receiving measures, as well as the installers delivering them. In addition to re-contacting households and installers as part of the evaluation, data linking to existing dataset will also be required for both compliance and evaluation purposes. To support this, the proposed data requirements in Annex B includes fields for household, landlord and installer contact details. It is the responsibility of LAs to ensure sufficient provisions are in place to support the data linking required to support scheme compliance checks as well as data linking for the purpose of evaluating the schemes. Explicit consent will be required to support recontact of the households, landlords and installers as part of the scheme evaluation. LAs will need to comply with GDPR when collecting and sharing this information. BEIS will provide a suggested privacy notice and consent form at the point of grant award. Use of these is not mandatory, however, if they are not used LAs will be required to demonstrate how consent for recontact has been obtained and that all relevant parties have been notified of how their data will be used. LAs will also be required to put a data sharing agreement in place with BEIS to support the sharing of household and installer data, to facilitate this BEIS will provide draft agreements after grant award.

Lastly, the database template includes fields for energy, bills and carbon savings delivered in each home. All applications must state the methodology used to calculate expected energy savings with evidence reported to BEIS throughout delivery (forming part of their 'Delivery Assurance' score). Options for calculating energy savings include, but are not limited to:

- Use of pre and post EPC certificates, including providing reference numbers of each EPC
- Conducting pre and post assessments under the PAS2035 installation standards (where appropriate), including providing reference numbers of each PAS2035 lodgement
- Conducting pre and post SAP 2016 energy assessment, including evidence of calculations

## 4. The Application Process

Once an LA is satisfied that they meet the parameters, eligibility criteria and reporting and governance commitments set out in section 3.2, 3.4 and 3.4.1, the LA can complete an [MS Application Form](#) which will be available to LAs on the 4<sup>th</sup> of August. For detailed guidance on the application form (including the specific questions you will be asked), please view [Annex A – Completing the Application Form](#). The deadline for completed proposals to be submitted is 12 noon the 1<sup>st</sup> of September 2020. BEIS will use the following assessment criteria to assess and rank applications received by this date:

- **Strategic Fit:** how well the proposal fits with the aims, desired outcomes and eligibility criteria of the LAD scheme.
- **Delivery Assurance:** an assessment of the feasibility and credibility of the project including detail on its timescales, procurement, quality assurance, auditing, monitoring, and evaluating requirements.
- **Value for Money:** The cost of the project in relation to its relative impact and proposed benefits to the housing stock it plans to improve.

### 4.1 Commissioning Webinar

On the 6<sup>th</sup> of August BEIS will host a webinar to launch the commissioning process. Representatives from LAs will be welcome to attend this webinar which will outline the details of the competition, including recommended next steps for bidding LAs.

This webinar will be repeated on the 10<sup>th</sup> of August. If there is sufficient interest from LAs, we also may run Q&A webinars during the application.

### 4.2 Key Dates

Date	Event
04/08/20	Guidance goes live
06/08/20 (repeated on 10/08/20)	Commissioning Webinar
12 noon on 01/09/20	Final Submission Deadline
28/09/20	Final Allocation List Announced

### 4.3 Evaluation of Proposals & Assessment Criteria

LAs can submit a bid for consideration at any point from the scheme launch on the 4<sup>th</sup> of August 2020 to 12 noon on the 1<sup>st</sup> of September 2020. Proposals received after this date will not be considered in this round of the competition. If there are insufficient bids that meet the criteria in the first round to exhaust the budget, then an additional bidding process may be

undertaken. Bids must be submitted by the relevant LA, or the lead LA on behalf of a consortium.

Bids should be submitted to BEIS via the [MS Application Form](#), with BEIS confirming receipt of all bids submitted. BEIS will also maintain a set of FAQs, which will be regularly updated in response to any queries sent to the team. For all other queries please contact [LAD.Project@beis.gov.uk](mailto:LAD.Project@beis.gov.uk).

BEIS officials will first review bids through an initial sift compliance check, followed by a full review of compliant applications. All assessments including the initial compliance sift will be quality assured and moderated for consistency purposes. Bids recommended from the review process, will be required to be approved by the GHG Programme Board before being sent to the BEIS Secretary of State for final approval.

We intend to notify bidders of the outcome of their application by the 28<sup>th</sup> of September 2020. In the case of successful bids, BEIS will set out the level of funding being approved, and a MOU will need to be agreed with the lead LA. The project could then be delivered over a period of time according to the bid. All work undertaken using the fund must be completed by the 31<sup>st</sup> of March 2021.

### Assessing bids and criteria

Proposals for funding will be judged by BEIS officials against a set of weighted criteria on a non-linear scale (0, 1, 3, 7 and 10). Applications with higher scores will be recommended to the GHG Programme Board and will be more likely to qualify for funding ahead of those with lower scores, with funding provided to as many applications as suitable within the budget available. Any application which scores a 0 on any of the sections or is unable to meet the eligibility criteria will be ineligible for the grant.

Application scores will be weighted as follows:

- Strategic Fit – 25%
- Delivery Assurance 50%
- Value for Money – 25%

# Annex A – Completing the Application Form

## LAD competition application form with detailed guidance

### Section 1: Basic Information

#### 1. Name of Local Authority (Required)

*Guidance: If you are applying as part of a consortium please provide all LA names involved in the proposal.*

#### 2. Name and Role of the individual drafting this proposal (Required)

*Guidance: This will be used as the relevant or lead applicant (if applying as part of consortia). BEIS will contact this individual if we have any questions or updates on the status of the application. You may provide more than one contact name if helpful for resilience purposes.*

#### 3. Email address of the individual drafting this proposal (Required)

*Guidance: We will use this email address to provide confirmation and receipt of the submitted application form. BEIS will use this email address as the primary source to update the LA on the status of their application and, if required, ask any clarification questions. You may provide more than one email address if helpful for resilience purposes.*

#### 4. Phone number of the individual drafting this proposal (Optional)

*Guidance: This is an optional field, but it would be helpful for us to have a contact number in case we are unable to reach the relevant LA by email. You may provide more than one phone number if helpful for resilience purposes.*

### Section 2: Declarations

*Guidance: Bidders as part of the application form will be required to **declare** that they meet the requirements of the eligibility criteria [as set out in Section 3]. LAs will be asked to affirm/not affirm the following:*

#### 5. I have the authority to fill out this application on behalf of the above-named Local Authority (Affirm/Not Affirm).

*Guidance: Please ensure you have the required the relevant internal approvals to submit this application form on behalf of your LA or LA consortia.*

#### 6. The Local Authority understands that, if successful, it will be expected to deliver the proposed project as outlined in this proposal (Affirm/Not Affirm).

*Guidance: This is to ensure that parties are aware that BEIS would expect any successful bid to deliver against their proposal set out in this application form.*

**7. I have read the accompanying guidance for completing this proposal (Affirm/Not Affirm).**

*Guidance: Please do read this accompanying guidance note and in particular the eligibility requirements [Section 3] for the scheme before starting an application form.*

**8. To the best of my knowledge, this proposal is deliverable and legally compliant with any existing commercial agreements it utilises (Affirm/Not Affirm).**

*Guidance: Please do ensure that any application made for LAD takes into account any existing commercial agreements you may have and the relevant implications.*

**9. The Local Authority understands that if successful, they must comply with the BEIS reporting, monitoring and evaluation requirements.**

*Guidance: As set out in section 3.4 and 3.4.1, please confirm you have read and understand the reporting requirements and expectations set out in the guidance document.*

**10. To the best of my knowledge, this proposal is legally compliant with State aid (Affirm/Not Affirm).**

*Guidance: Please do read 'Section 3 – State aid' of this document before starting this application form. We expect that you have considered any State aid implications to your proposal before starting an application.*

**11. To the best of my knowledge, the proposed project is compliant with the UK Public Contract Regulations 2015. (Affirm/Not Affirm).**

*Guidance: Further information on the 'UK Public Contract Regulations 2015' can be accessed [via this link](#).*

**12. The Local Authority confirms that all homes/upgrades included in this project are intended to fit wholly within the specifications outlined in the accompanying guidance document (Affirm/Not Affirm).**

*Guidance: This is referring to Section 3 of this guidance document and includes the 7 requirements (eligible bidders, State aid, eligible households, eligible measures, funding and eligible costs, eligible contractors, interaction with other funding) for any proposal submitted within the LAD application form.*

**13. The Local Authority will take all reasonable steps to minimise the risk of fraud (Affirm/Not Affirm).**

*Guidance: This is to confirm that if successful you will actively look to prevent, and will have mechanisms in place to reduce the risk of fraud.*

**14. The LA will introduce controls designed to ensure that LAD funding will not be combined with the use of Green Home Grant vouchers for the same home or blended with other government schemes such as RHI or ECO for the same individual measure (Affirm/Not Affirm).**



*Guidance: This is to confirm that if successful, you will ensure and actively look to prevent households receiving double funding from LAD and the Green Home Grant vouchers or other schemes for the same measure in their household.*

**15. Explain why you have answered 'Not Affirmed' to one or more of the above declarations.**

*Guidance: If you have had to answer 'Not Affirmed' to any of the above declarations or have been unsure on any of the above declarations please do use this space to explain why or add any information that it may be helpful for BEIS to be aware of.*

### Section 3: The Proposal

**16. Provide a high-level summary of the project including what homes will be targeted, how they will be/have been identified and what upgrades will be installed.**

*Guidance: We will use this high-level summary to form part of the 'Strategic Fit' assessment. Please try to keep your answer below 500 words.*

*We expect that successful bids will clearly outline low income household eligibility criteria and what steps will be taken to verify eligibility. This will also include how the proposal plans to target/identify eligible households with EPC ratings E, F and G.*

*We expect that where appropriate and is aligned to the £30,000 low-income household threshold, bids may wish to use their established criteria under their Energy Company Obligation Flexible Eligibility Statement of Intent ([ECO flex guidance](#)) or use other established criteria such as households in receipt of means tested benefits. We encourage more innovative approaches such as the use of Artificial Intelligence or Machine Learning tools and health-based referrals, but bids should clarify how these criteria meet the parameter of focusing on low income households.*

*While respecting the declaration made in Q13, if you plan to blend LAD funding with any other relevant funding streams (such as other Local Authority/third-party low-income household support, retrofitting or green energy initiatives) please outline here.*

**17. Provide a high-level timeline of the project including a final delivery date no later than 31<sup>st</sup> of March 2021. Include any key milestones.**

*Guidance: This will form part of your 'Delivery Assurance' assessment and all projects must complete delivery by March 31<sup>st</sup>, 2021. BEIS plans to send successful LAs the first grant payment instalment by the end of September. Please detail your overall delivery plan with key milestones and dates. Please try to keep your answer below 500 words.*

**18. What is the total amount required to deliver? (£)**

*Guidance: This will form part of your 'Value for Money' score and the value must be a number, with no pound sign or commas. This should be the total Section 31 grant you wish to receive in order to fund this project.*

**19. Provide a cost breakdown of the above total including capital, administration and ancillary support.**

*Guidance: The project costs will be used to help assess 'Value for Money' and will form part of the MOU for successful bids. Please provide a breakdown of how the total bid value will be allocated, including capital spend and any administrative or ancillary costs needed to support delivery. Up to 15% of the total funding may be allocated to administrative and ancillary support.*

*To note, LAs should also provide evidence of additionality, forming part of their 'Value for Money' assessment. LAs must not use the grant funding to replace funding for an existing project, including any staff costs for an existing project and any projects to deliver statutory obligations, although the Grant may be used to extend the geographical coverage, scope or scale of an existing project (and for additional staff costs attributable to the extension of the project).*

*Please also find below a short description and breakdown for each of the types of costs you may wish to include in your answer:*

- *Capital costs include labour, materials, appliances, scaffolding and other direct costs covering the installation measures used to upgrade the property.*
- *Administration costs typically reflect LA staff costs and the proportion of their FTE spent managing LAD projects and overseeing the projects with e.g. contractors.*
- *Ancillary support allows for any costs that might arise when making a home suitable for retrofit. It could cover any building defects that might need to be resolved before applying a retrofit solution such as wall insulation or the removal of a gas boiler or cabinetry installed to accommodate hot water tanks or a heat pump*

**20. How many homes will this project expect to upgrade?**

*Guidance: This answer will be used to form part of your 'Strategic Fit' Score. Please try to keep your answer below 500 words. Please provide an estimate of the number of houses you propose to upgrade or are planning to target (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1). Please breakdown your estimates by the number of homes expected to receive a measure and the expected number of measures to be installed.*

*Please also detail and estimate the number of jobs the project plans to support including, if possible, a breakdown of those that would be for apprenticeships (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1).*

**21. Describe the housing stock to be upgraded including the EPC/SAP where known.**

*Guidance: This answer will be used to form part of your 'Strategic Fit' Score. Building on from Q16, please provide a description of the intended target housing stock as part of the project, including (where possible):*

- *EPC rating or SAP scores. Where not known, you could include a roughly estimated EPC band if helpful.*
- *The tenure e.g. homeowner, private rental, social rental*
- *Fuel type e.g. oil, solid fuel*
- *Property type e.g. flat, terraced, semi-detached, detached*

*Please try to keep your answer below 500 words.*

## **22. Describe the types of upgrades that may be made to homes.**

*Guidance: This answer will be used to form part of your ‘Strategic Fit’ and ‘Value for Money’ Score.*

*Building on Q16, please where possible:*

- *State the expected upgrade measures to be installed*
- *The starting EPC band of any homes you plan to upgrade*
- *Expected EPC band improvement post installation (EPC band improvements to EPC C and above will score more highly within the ‘Strategic Fit’ part of your score). A reminder that this is also a KPI listed in section 3.4, Table 1.*
- *The predicted energy, carbon and bills savings expected to be achieved as result of installed measure (a reminder that this is one of the KPI estimates as set out in Section 3.4, Table 1).*
- *The average estimated cost for each property receiving upgrades broken down by tenure type (owner occupied and landlords. This is also a KPI listed in section 3.4, Table 1.*

*Funding to owner occupied eligible households should cover the full cost of upgrading a home and we do not expect the average cost of upgrades to exceed £10,000 per property. We expect landlords eligible for funding (private and social) would provide at least 33% contribution towards the cost of the upgrades and we do not expect the subsidy to exceed £5,000 on average per household. This will form part of the LAs ‘Value for Money’ assessment.*

*We want LAs to demonstrate products and technologies of a good standard will be used for any bid submitted for LAD such as renewable heating measures listed on the MCS Directory used for domestic RHI product eligibility.*

*To note, we do not expect proposals will include measures such as Biomass boilers due to the operational costs for low income households and ongoing requirements for biomass on fuel sustainability and air quality. If an LA were to propose the use of biomass boilers within their bid, we would expect them to outline why biomass is the most appropriate technology and how they intent to ensure the ongoing use of sustainable fuels, such as by adhering to the sustainability and air requirements from the RHI. We also do not expect proposals to include hybrid heating systems due to the difficulty for LAs to ensure and evidence that these would be used primarily for low-carbon heating as opposed to fossil fuel heating. If LAs do propose using hybrid heating systems, we would expect them to clearly outline their rationale for choosing the*

*measure over others as well as their metering regime for ensuring its primarily used for low-carbon heating.*

*Fossil Fuel measures are not in scope for this scheme based on the core objectives of the scheme to support progress for the UK to reach Net Zero by 2050.*

*Please try to keep your answer below 500 words.*

**23. Provide brief case studies of up to three previous similar projects demonstrating how those projects maintained Value for Money, Strategic Fit and Delivery Assurance (Optional).**

*Guidance: This is an optional question, but we do welcome any detail you can provide us of previous successful projects you may have run in the past. This answer can be used as positive evidence alongside your 'Delivery Assurance' assessment score but if not answered or not applicable would not negatively impact your score. Please try to keep your answer below 500 words.*

**24. Describe the commercial agreements that will be used in this project and any required changes to those commercial agreements.**

*Guidance: This answer will form part of your 'Delivery Assurance' score. Please could you provide a brief description of the commercial agreements you will be using to deliver the projects. In your description, please include a high-level overview of the delivery model, and if any amendments or changes are required to facilitate delivery of this scheme. Please try to keep your answer below 500 words.*

**25A. Where relevant, preference will be given to projects that use Trustmark registered contractors. Please select the most appropriate of the following.**

**Options are:**

- You have a contract in place and the contractors involved that you will use for the proposed project(s) are Trustmark registered.
- Not all contractors involved in your current contract are Trustmark registered but the relevant contracts can be compliantly modified in order to mandate the registration.
- You don't have a contract in place, but any contracts tendered for the proposed project will use Trustmark registered installers
- Current contracts or new contracts will not use Trustmark registered installers.

**25B. Describe how Quality Assurance will be provided without the use of Trustmark.**

*Guidance: It is not a requirement for contractors installing relevant measures to be Trustmark registered but bids using registered installers (or installers who plan to register before LAD delivery commences) will score higher in the 'Delivery Assurance' assessment within the application form, providing greater assurance about standards and customer protection.*

*It is however a requirement for contractors installing low-carbon heat measures to be certified under MCS or a scheme that the Secretary of State is satisfied is equivalent. If the LA plans to install heat measures using MCS certified installers this would satisfy the requirement for evidence of Quality Assurance for this question. If the LA plans to use an equivalence scheme to the MCS standard and organisation, the LA will need to set out for BEIS how they will ensure good quality products are installed, as well as consumer protection and redress.*

*If contractors installing other eligible measures are not Trustmark registered, then you will need to provide evidence for how your proposal plans to ensure quality assurance including customer protection and arrangements for repairs and other remedies. This should include consideration of how adequate ventilation will be incorporated into upgrades.*

*For further information on how an installer can become Trustmark registered please follow this link: [Trustmark Accreditation](#). The cost of becoming Trading Standards Approved through Trustmark is £90 + VAT per year. This is in addition to any fee that the scheme operator may charge.*

*Please try to keep your answer below 500 words.*

**26. How will you ensure that this project meets the Monitoring, Evaluation and Reporting requirements set out in the accompanying guidance document?**

*Guidance: Please detail the steps you will take to ensure compliance with the monitoring, evaluation and reporting requirements (section 3.4, 3.4.1) including monthly reporting, auditing regime and data collection and collation. This could, for example, include details of the governance structure, project management, and quality assurance processes for the project.*

*Please here also state the methodology used to calculate expected energy savings with evidence reported to BEIS throughout delivery. Options for calculating energy savings include, but are not limited to:*

- Use of pre and post EPC certificates, including providing reference numbers of each EPC*
- Conducting pre and post assessments under the PAS2035 installation standards (where appropriate), including providing reference numbers of each PAS2035 lodgement*
- Conducting pre and post SAP 2016 energy assessment, including evidence of calculations*

*The LA will also need to set out how they will comply with GDPR compliance when collecting this data. This answer will form part of your 'Delivery Assurance' score in the assessment of bids. Please try to keep your answer below 500 words.*

## Annex B – Draft Monitoring and Evaluation Data Submission Template

The table below outlines the request for data from successful LAs for monitoring and evaluating purposes, this includes but may be subject to change: Installation data, Household Engagement data, Installer data and Project Delivery data.

As set out in the Monitoring and Evaluation section of the document, BEIS, LAs and all delivery partners are required to comply with Data Protection Act 2018. BEIS will ensure the final version of this template, and accompanying data sharing agreement, support compliance but it is the responsibility of LAs to ensure appropriate processes are implemented across delivery to ensure compliance.

Installation Data	Response
LAD Phase	
LA name	
Measure1_Type_installed	
Measure1_Reference_Number	
Measure1_Product_Name	
Measure2_Type_installed	
Measure2_Reference_Number	
Measure2_Product_Name	
Measure3_Type_installed	
Measure3_Reference_Number	
Measure3_Product_Name	
Purpose_of_Notification	
LA_Criteria	
LA_Declaration_Reference_Number	
DWP_Reference_Number	
Associated_Insulation_MRN_for_Heating_Measures	
Date_of_Completed_Installation	

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Building_Number	
Building_Name	
Flat_Name/Number	
Street_Name	
Town	
Post_Code	
Unique_Property_Reference_Number_(UPRN)	
Output_Area	
Private_Domestic_Premises	
Tenure	
EST_Land_Registry_Number	
Property_Type	
Property_Age	
Energy_Saving_Scoring_Method	
Annual_Energy_Saving (kWh)	
Annual_Carbon_Saving (kg CO2e)	
Annual_Cost_Saving (£)	
Measure_Lifetime(yrs)	
Boiler_or_ESH_Warranty	
Adequate_Roof_or_Wall_Insulation	
DHS_Consumer_Protection	
Pre_Main_Heating_Source_for_the_Property	
Post_Main_Heating_Source_for_the_Property	
Pre_Installation_EPC_RRN	
Post_Installation_EPC_RRN	
Pre_Installation_EPC rating	
Post_Installation_EPC rating	

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Installed_In_Accordance_with_PAS?	
Percentage_of_Measure_Installed	
Percentage_Of_Property_Treated	
Delivery partner / Project manager ID	
Installer1_ID	
Installer2_ID	
Installer3_ID	
Wall_Guarantee	
PAS_Certification_Number	
Trustmark_Business_Licence_Number	
Trustmark_Unique_Measure_Reference	
Trustmark_Lodged_CertificateID	
Household ID	
Measure_existing_funding_check	
Household Engagement Data	Response
Household ID	
Household contact name	
Household contact phone	
Household contact email	
Household consent for recontact	
Household consent for data linking	
Household contact preference	
Building_Number	
Building_Name	
Flat_Name/Number	
Street_Name	
Town	



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Post_Code	
Unique_Property_Reference_Number_(UPRN)	
Household_engagement_method	
Date identified as eligible	
Date of first contact	
Date agree to installation	
Date refuse installation	
Reason for installation refusal	
At risk of fuel poverty	
Household_Eligibility	
Eligibility_Verification_Method	
Installer Data	Response
Delivery partner / Project manager ID	
Delivery partner / Project Manager name	
Delivery partner / Project Manager phone	
Delivery partner / Project Manager email	
Delivery partner / Project Manager registered address	
Delivery partner / Project Manager company registration number	
Delivery partner / Project Manager consent for data linking	
Installer ID	
Installer_Name	
Installer company registration number	
Installer contact phone number	
Installer contact email	
Installer registered address	

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Installer consent for recontact	
Installer consent for data linking	
Trustmark_Business_Licence_Number	
MCS License Number	
Project Delivery Data	Response
Project_captial_cost (£)	
Project_administration_cost (£)	
Project_ancillary_cost (£)	
Jobs_supported_project_delivery	
#_households_identified_eligible	
#_households_contact_successful	
#_households_contact_unsuccessful	

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