

### Phase 3b PSDS Supporting Information Guidance

The following guidance is intended to give Applicants help on the supporting information that will be expected to be included in an application for Phase 3b PSDS. The below tables show what is expected in the 'Sufficient' column, however, additional queries may still be made on any of the points made below. Insufficient evidence is likely to result in the application being returned to the Applicant as 'Requires Improvement'.

Scheme Criteria	Sufficient	Insufficient
<b>Condition of building</b>	<ul style="list-style-type: none"> <li>o DEC certificate provided.</li> <li>o Current state of building(s) supporting a detailed summary in the application form.</li> <li>o U-values provided with methodology.</li> <li>o Fabric heat loss calculations with methodology.</li> <li>o Based off previous projects with clear evidence of how the data has been extrapolated.</li> <li>o All data points completed in Step 3.1 of the application form.</li> </ul>	<ul style="list-style-type: none"> <li>o No DEC certificate rating.</li> <li>o No summary of current building(s) provided in application form (Step 2.2 Project Design).</li> <li>o No U-values/U-Values without methodology.</li> <li>o No fabric heat loss calculations/without methodology.</li> <li>o Previous project data provided only; no methodology provided on extrapolation.</li> <li>o Data points missing in Step 3.1 of the Application Form.</li> </ul>
<b>Proposed Fabric Measures</b>	<ul style="list-style-type: none"> <li>o Comprehensive feasibility study.</li> <li>o Evidence of proposed fabric improvements facilitate a low carbon heating measure.</li> <li>o Evidence fabric measures will be installed in buildings also being proposed for low carbon technology.</li> <li>o Cost breakdown, including quotations.</li> <li>o All data points completed in Step 3.1 of the Application Form.</li> </ul>	<ul style="list-style-type: none"> <li>o Insufficient commentary on fabric measures selected.</li> <li>o No cost evidence.</li> <li>o Fabric measures do not decrease the heat demand of low carbon heating measure.</li> <li>o Data points missing in Step 3.1 of the Application Form.</li> </ul>
<b>Building Fabric not being upgraded</b>	<ul style="list-style-type: none"> <li>o Evidence of why upgrading fabric measures is unsuitable.</li> <li>o For any fabric measures not included in the application, evidence provided demonstrating these have been installed recently and well maintained.</li> </ul>	<ul style="list-style-type: none"> <li>o No mention of alternative fabric measures.</li> <li>o No details on previous projects.</li> </ul>

Sections of the application form	Sufficient	Insufficient
<b>End of life of existing fossil fuel heating</b>	<ul style="list-style-type: none"> <li>o Evidence the boiler is over 10 years old with boiler service report or similar.</li> <li>o If boiler is under 10 years, the maintenance/ boiler service report should include details on causes of early end of life e.g., excessive usage.</li> </ul>	<ul style="list-style-type: none"> <li>o Heating system is under 10 years old with no supporting evidence showing that it is end of life.</li> <li>o Proposed end of life heating system is not fossil fuel.</li> </ul>
<b>Supporting calculations for energy savings</b>	<ul style="list-style-type: none"> <li>o Unlocked excel calculations showing methodology.</li> <li>o Figures in supporting information should exactly match those in the application form.</li> <li>o Clear methodology allowing the assessor to follow the calculations.</li> <li>o Commentary on origin of figures e.g., baseline data, assumptions or estimations.</li> <li>o If modelling is used, commentary must be provided on the methodology.</li> </ul>	<ul style="list-style-type: none"> <li>o PDF only calculations.</li> <li>o Figures do not match the Application Form.</li> <li>o Methodology is unclear.</li> </ul>
<b>Options appraisal</b>	<ul style="list-style-type: none"> <li>o Explored all available options for both low carbon heating measures and energy efficiency measures.</li> <li>o Commentary on what measures are most suitable and why other measures were not deemed suitable.</li> <li>o This should include cost of the initial system as well as lifecycle costs of running and maintaining the different options.</li> </ul>	<ul style="list-style-type: none"> <li>o No options appraisal.</li> <li>o No mention of alternative sites/measures.</li> </ul>
<b>Feasibility study</b>	<ul style="list-style-type: none"> <li>o Condition of the current building/s.</li> <li>o Why measures are proposed and how they will meet the heating requirements of the site/building.</li> <li>o Anticipated results of the project.</li> <li>o Planning permission requirements. Have they been included in project programme?</li> </ul>	<ul style="list-style-type: none"> <li>o No feasibility study.</li> <li>o Unclear if proposed system will meet site heating demands.</li> <li>o No commentary on condition of building/s.</li> <li>o No project expectations/outcomes of the project.</li> <li>o Unclear if planning permission required.</li> </ul>
<b>System specific detail</b>	<ul style="list-style-type: none"> <li>o Detailed overview of system proposed.</li> <li>o Evidence of what the lowest flow temperature that could be achieved in the existing building and post fabric measure improvements (included in feasibility study).</li> <li>o Site surveys of current emitters, and evidence if they are correctly sized for new system.</li> </ul>	<ul style="list-style-type: none"> <li>o Limited overview of proposed project.</li> <li>o Applicant appears unclear on different requirements of the chosen low carbon technology.</li> <li>o No evidence provided for flow temperatures, site surveys or heat emitter upgrades.</li> <li>o No schematics provided.</li> </ul>

	<ul style="list-style-type: none"> <li>o If needed, evidence of methodology behind selected correctly heat emitters.</li> <li>o Evidence on how the system has been sized, accounting for whole building approach and existing/remaining heating systems.</li> <li>o Schematics and data sheets of the new system, detailing how the system will work and integrate into the existing building.</li> <li>o Details on whether the new system will be part of an existing system (bivalent/hybrid).</li> <li>o Details on proposed manufacturers of all measures e.g., ASHP, heating emitters (if new).</li> </ul>	<ul style="list-style-type: none"> <li>o Bivalent/Hybrid system without sufficient evidence.</li> <li>o Unclear methodology for the sizing of the heating system.</li> <li>o DNO engagement not considered.</li> </ul>
<b>DNO information where required</b>	<ul style="list-style-type: none"> <li>o Details of existing electrical connection given for Heat Pump projects.</li> <li>o Commentary on whether the DNO has been engaged and stage of engagement. If not, DNO engagement must be built into the project programme.</li> </ul>	<ul style="list-style-type: none"> <li>o Incomplete details of existing electrical connection given.</li> <li>o DNO engagement not considered.</li> </ul>
<b>Complete building data</b>	<ul style="list-style-type: none"> <li>o Up to date DEC certificate provided.</li> <li>o Clear building layouts would be advantageous, detailing the location of the new system.</li> <li>o Evidence (including methodology) commentary of heat loss figures.</li> <li>o Evidence of existing annual fossil fuel and electricity usage, e.g., historical bills, baseline data. If just baseline data, commentary on how this data has been calculated.</li> </ul>	<ul style="list-style-type: none"> <li>o DEC rating not provided.</li> <li>o No building details provided.</li> <li>o Heat loss figures not provided or lacking in detail.</li> <li>o No existing annual fossil fuel and electricity usage evidence.</li> </ul>
<b>Applicant mandatory contribution</b>	<ul style="list-style-type: none"> <li>o Quotations from contractors/suppliers, preferably from multiple sources.</li> <li>o Commentary on how these quotations have made up the like for like figure in the application form.</li> <li>o Quotations/breakdown should include Removal of existing equipment; main equipment including controls; plinth, pipework connections including insulations; Installation; Commission.</li> </ul>	<ul style="list-style-type: none"> <li>o No like for like evidence has been provided.</li> <li>o Unclear methodology to produce the like for like figure.</li> </ul>
<b>Existing system and new system data</b>	<ul style="list-style-type: none"> <li>o All fields in the application form must be complete.</li> <li>o Schematics of current and proposed heating system.</li> <li>o Evidence of the efficiency of the current system. E.g., boiler service report.</li> <li>o Evidence of the proposed heating system scope, commentary if this</li> </ul>	<ul style="list-style-type: none"> <li>o No schematics provided of either heating system.</li> <li>o Boiler efficiency not provided, or no evidence provided.</li> <li>o No seasonal coefficient of performance (sCOP) proposed, no evidence for sCOP, sCOP very high with no commentary or evidence.</li> </ul>

	<ul style="list-style-type: none"> <li>o does not match the data sheets provided.</li> <li>o Evidence that system can operate at proposed flow and returned temperatures (usually provided on data sheets).</li> </ul>	<ul style="list-style-type: none"> <li>o No flow and return temperatures evidenced.</li> </ul>
<b>Sequencing of energy savings</b>	<ul style="list-style-type: none"> <li>o Supporting evidence matches the phasing in the application form.</li> <li>o Evidence that the low carbon heating system savings are based on figures post-energy efficiency measures. This can be shown in the energy saving calculations.</li> </ul>	<ul style="list-style-type: none"> <li>o Application form has been phased incorrectly.</li> <li>o Energy saving calculations do not match phasing in the Application Form.</li> </ul>
<b>Fuel costs</b>	<ul style="list-style-type: none"> <li>o Commentary on current fuel cost, evidence of current bills would be advantageous.</li> <li>o Commentary on proposed fuel cost and how this has been selected.</li> </ul>	<ul style="list-style-type: none"> <li>o Fuel costs inconsistent throughout application.</li> <li>o Fuel costs do not align with current typical fuel costs.</li> </ul>
<b>Correct grant value</b>	<ul style="list-style-type: none"> <li>o Grant value inputted in Step 4 Support tool is not greater than the eligible grant value.</li> </ul>	<ul style="list-style-type: none"> <li>o Grant value is greater than the total eligible value.</li> <li>o Project is non-compliant due to the grant value requested.</li> </ul>
<b>Complete governance details</b>	<ul style="list-style-type: none"> <li>o Project governance evidence supplied e.g., organisation structure highlighting responsibilities for the project.</li> <li>o Previous internal and external experience commentary.</li> </ul>	<ul style="list-style-type: none"> <li>o No project governance structure supplied.</li> <li>o Insufficient information on roles within the proposed project.</li> <li>o No commentary provided on internal and external experience.</li> </ul>
<b>Risk register</b>	<ul style="list-style-type: none"> <li>o Detailed risk register highlighting and rating risks specific to the proposed project.</li> </ul>	<ul style="list-style-type: none"> <li>o No risk register.</li> <li>o Risk register is generic and not specific to the project.</li> </ul>
<b>Project programme</b>	<ul style="list-style-type: none"> <li>o Detailed project programme with key milestones for each measure.</li> <li>o Contingency should be included here.</li> <li>o Project programme should be updated as the project progresses.</li> </ul>	<ul style="list-style-type: none"> <li>o Project programme is not specific to the project.</li> <li>o No key milestones for each measure.</li> <li>o Contingency is not included or does not match Application Form.</li> </ul>
<b>Listing all project docs</b>	<ul style="list-style-type: none"> <li>o Ensure documents are listed in the Application Form.</li> <li>o All documents should be named appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>o Corresponding documents not listed in the Application Form.</li> </ul>
<b>Step 6 check and complete of the application form</b>	<ul style="list-style-type: none"> <li>o Ensure all Compulsory Documents have been uploaded.</li> <li>o Provide further commentary in the application form if Compulsory Documents are incomplete.</li> </ul>	<ul style="list-style-type: none"> <li>o Fields are incomplete in the Application Form.</li> <li>o No documents have been provided with the application form.</li> <li>o Documents are listed in the application form but have not been provided.</li> </ul>