



Department
of Energy &
Climate Change

Appendix A – Evidence Summary

Electricity Demand Reduction pilot
M&V manual

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Evidence requirements overview

Participants will be required to provide evidence to substantiate information provided in their M&V plan. Failure to provide the required evidence will mean projects will not be able to participate in the auction. You should append the required evidence to your M&V plan using the naming conventions set out in this manual and reference your evidence attachments on the 'cover sheet' tab of the M&V plan template.

The evidence that you will need to provide is as follows:

- **Site payback evidence:** participants will need to demonstrate the overall payback of measures installed at each site in their project is greater than 2 years. Participants will have to supply information to substantiate eligible costs and savings of measures installed. Information that needs to be provided includes the costs of measures being installed (cost of equipment, installation and delivery costs) and expected kWh savings for each technology type at each site included in a project.
- **Evidence of kW saving estimates:** the calculations and associated evidence (e.g. supplier audits, equipment specification etc) underpinning the kW estimates of savings broken down for each technology type included in a project.
- **Operational Verification evidence:** for each technology type included in a project participants will be required to supply details of operational verification procedures that will be carried out to ensure the equipment is properly installed and operating as intended. Where suppliers indicate that separate operational verification activities need to be followed for the same technology type (e.g. three different pumps have different operational verification procedures) then separate procedures and evidence will need to be provided for each equipment type. Participants will need to describe the equipment that each operational verification procedure relates to in their evidence so that it is clear what parts of a project are covered by each procedure. Once equipment has been installed participants will be required to supply commissioning certificates and invoices for equipment that has been installed.
- **Baseline data:** participants using M&V approaches involving the use of metering will be required to provide baseline and reporting data for each measurement boundary included in their project. They will also have to supply data relating to any variables that are used to adjust the baseline.

In addition, participants may be asked to provide evidence to substantiate the **peak-relevance** of the technologies included their project. The kinds of evidence may include, but is not limited to:

- Opening hours, e.g. those listed publically where relevant, or sign-off from appropriate person within the organisation
- Output from a Building Management System showing time of use settings
- Operational schedules e.g. for manufacturing
- Interval meter data
- Sensible rationale and sign-off for equipment in use 24/7, e.g. emergency lighting

Naming conventions

You must ensure that for any files submitted as part of your M&V Plan you use the following naming convention:

Application ID, record category, description of file, ddmmyy

Application ID: You will be allocated an Application ID by DECC at the start of the application process. This will be in the form of your Participant ID (4 letters and 4 numbers – provided on submission of your Expression of Interest) followed by three numbers e.g. GHTT0708-876

Record Category: You must select one of the following categories:

- M&V Plan
- Deemed Calculator
- Site Payback
- kW saving
- OV
- Baseline
- Reporting

If you need to attach a file that does not fit into any of the above categories please create a clear concise category name for your submission.

Description of file: You should describe the information you are submitting clearly and concisely. See examples for each Record Category below:

Record Category	Description of file
M&V Plan	No description is required as you should only have one M&V Plan per application.
Deemed Calculator	Please use the technology of the calculator you have used e.g. Lighting Controls, PRSCs etc. See Appendix B.
Site Payback	Please describe the evidence you are submitting to support your site payback calculation e.g. supplier quote. See section Error! Reference source not found..
kW saving	Please describe the evidence you are submitting to support your kW savings estimates e.g. supplier audit. See section Error! Reference source not found..
OV	Please describe the evidence you are submitting to detail you're your Operational Verification e.g. motor commissioning procedure. See section Error! Reference source not found..
Baseline	Please use your Boundary ID for Template Calculation Spreadsheets or your Boundary ID plus "raw data" for raw meter data e.g. B1, B1 raw data etc. See section Error! Reference source not found..
Reporting	Please use your Boundary ID for Template Calculation Spreadsheets or your Boundary ID plus "raw data" for raw meter data e.g. B1, B1 raw data etc. See section Error! Reference source not found..

Date: This is for version control, please use the date you are submitting your final version. Please use the format ddmmyy.

Please see example file names below:

- M&V Plan
e.g. GH TT0708-876 M&V Plan 030515
- Deemed Calculator
e.g. GH TT0708-876 Deemed Calculator Lighting Controls 030515
- Site Payback
e.g. GH TT0708-876 Site Payback supplier quotes 030515

- kW saving
e.g. GHTT0708-876 kW saving supplier audit 030515
- OV
e.g. GHTT0708-876 OV motor commissioning procedure 030515
- Baseline
e.g. GHTT0708-876 Baseline B2 030515
- Reporting
e.g. GHTT0708-876 Reporting B2 030515

	Requirements	Evidence	Naming convention
Payback Calculations for each site	<ul style="list-style-type: none"> - Details of costs by technology type at each site - Details kWh Savings 	<ul style="list-style-type: none"> - Supplier quotes invoices or audit - Payback calculations e.g. estimated total kWh savings - Electricity cost 	Application ID, record category, description of file, ddmmyy e.g. TWYA9471-876, Site 1 payback, 120515
Demand Reduction	<ul style="list-style-type: none"> - kW values for equipment 	<ul style="list-style-type: none"> - Supplier Investment Grade Audit or Investment Grade Proposal - Savings calculations - Manufacturers specifications etc 	Application ID, record category, description of file, ddmmyy e.g. TWYA9471-876, kw saving, supplier audit, 120515
Operational Verification	<ul style="list-style-type: none"> - Document the procedures followed for installation of the EDRMS 	<ul style="list-style-type: none"> - commissioning procedures for each technology in the project - receipts/proof of purchase 	Application ID, record category, description of file, ddmmyy e.g. TWYA9471-876, OV, Motors, 120515
Baseline Calculation	<ul style="list-style-type: none"> - Document the baseline calculation 	<ul style="list-style-type: none"> - raw meter data provided in the relevant tab of the M&V templates - meter calibration (for non-utility class meters) - peak-relevant kW readings or kWh consumption from submeter or utility meter - average demand readings or regression analysis 	Application ID, record category, description of file, ddmmyy e.g. TWYA9471-876, baseline data, boundary 3, 120515
Reporting	<ul style="list-style-type: none"> - Document the reduction in demand 	<ul style="list-style-type: none"> - raw meter data provided in the relevant tab of the M&V templates - meter calibration (for non-utility class meters) - peak-relevant kW readings or kWh consumption from submeter or utility meter <ul style="list-style-type: none"> o average demand readings or regression analysis 	Application ID, record category, description of file, ddmmyy e.g. TWYA9471-876, reporting data, boundary 3, 120515

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