



Department for
Business, Energy
& Industrial Strategy

CHECKPOINT 3

Guidance Document

April 2019



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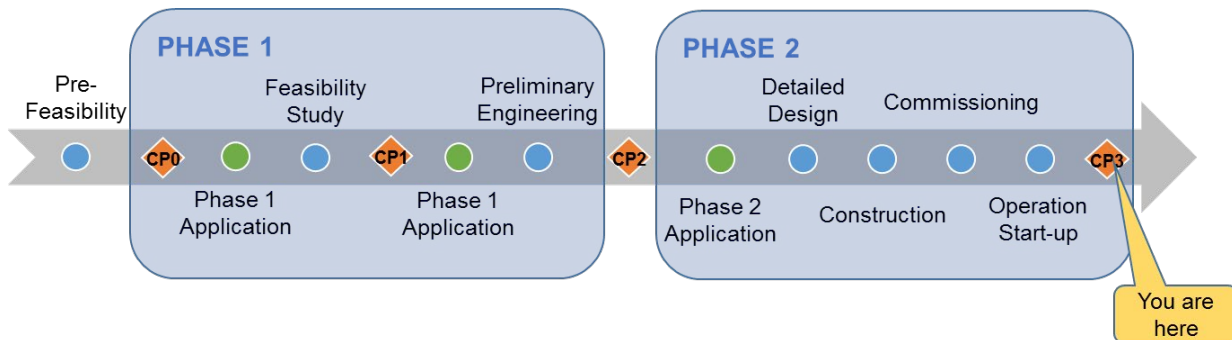
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Intention

This document provides guidance to Industrial Heat Recovery Support (IHRS) Programme applicants completing and submitting a Checkpoint 3 form.

Figure 1 IHRS Programme Checkpoint 3 Location



Checkpoint 3 provides an opportunity for participants of Phase 2 of the IHRS to communicate key findings and provide final feedback.

Checkpoint 3 fulfils the following functions:

- Communicate results of monitoring and evaluation phase post implementation of the heat recovery project.
- Provide feedback on the IHRS Programme to BEIS.
- Re-appraisal of the heat recovery project business case.

Completing Checkpoint 3

Applicants must complete the Checkpoint 3 form as the final step in the IHRS Programme.

Overall, the Programme is looking for applicants to report on the performance of the heat recovery project and provide feedback to BEIS on participating in the Programme. A copy of the previously submitted CP2 and Phase 2 Application forms will be attached as read-only references.

This form will be available on the IHRS portal. Example forms can be viewed on the Checkpoint forms available on the IHRS webpage.

Milestone payments for completion of Checkpoint 3 will be processed and made upon receipt and review of updated project information.

You are advised to provide as much details as possible across all questions. This will enable the Delivery Partner to review your Checkpoint information more fully. To make sure the Delivery Partner reviews all the data, please reference, within the response to a question, the name of any documents you submit in support of that response.

[Table 1](#) gives an outline of what is required for Checkpoint 3.

Table 1 Checkpoint 3 Completion Requirements

Section	Checkpoint 3 requirements
Applicant Details (Section 0)	No further detail is required in this section. You may indicate if any of the previously submitted information needs updating.
Technical design (Section 1)	You will be asked to provide a narrative description of your heat recovery project. Please address: The heat recovery opportunity that existed (source and sink). The heat recovery options investigated and why some were discounted. The design that was implemented. The challenges that were faced and how they were overcome. The benefits that have been achieved. For these questions a suitably detailed response is a requirement of any milestone payment.
Delivery Plan (Section 2)	You will be asked to provide an overview of the heat recovery project implementation A start month and year for the heat recovery project. An end month and year for the heat recovery project. A narrative description of the design that was implemented. You will be asked to provide a description of the overall project plan under the headings of Detailed Design, Construction and Commissioning. For each you will need to provide: A start month and year. An end month and year. A description of the tasks undertaken. A description of how success of the project was measured. A description of the lessons learned. For these questions a suitably detailed response is a requirement of any milestone payment.
Cost and Finance (Section 2)	You will see the history of the costs entered previously at CP2. All users will be asked to provide updated figures for: The value of the Capital Grant applied for. The actual cost to implement the heat recovery project. The achieved rate of return on investment. You will also be asked to provide a narrative on how much the cost of the project varied from plan, and why, and the lessons learnt on cash flow and costing. For these questions a suitably detailed response is a requirement of any milestone payment.
Wider Benefits (Section 4)	You will see the history of the costs entered previously at CP2. This section provides information on the actual scale and effectiveness of the heat recovery project. You will be asked to enter:

Section	Checkpoint 3 requirements
	<p>The annual amount of available heat.</p> <p>The amount of that available heat that was recovered and used.</p> <p>The amount of energy replaced by the recovered heat.</p> <p>The energy cost savings.</p> <p>A figure for any other financial savings.</p> <p>You will also be asked to provide further narrative information to support the non-finance benefits of heat recovery project.</p> <p>You will be asked to confirm you have attached a document with the results of monitoring and reporting carried out in accordance with the Grant Offer Letter and Grant Funding Agreement.</p> <p>For all these questions the more detail and clarity you can provide the more likely you will score well in the initial assessment.</p>
Further Information (Section 5)	This is a purely optional question for you to provide further narrative information about your project.

Submission

The completed Checkpoint form should be submitted to the Delivery Partner either through the IHRS portal or following the submission guidelines provided in the confirmation note from the Application Registration. Applicants will receive an email acknowledgement of receipt of documents and should then expect to wait two weeks for approval/feedback.

An electronic copy of performance monitoring and evaluation results and any additional supporting documentation should also be submitted to the IHRS Delivery Partner.

Please note – Review of the Checkpoint form at Checkpoint 3 is required for:

Existing Phase 2 Participants to exit the Programme (in addition to the Evaluation Process having been completed).

Existing Phase 2 Participants to receive the final Milestone Payment (PM06).

Review of Checkpoint 3

The Checkpoint 3 Form update is not competitively assessed but is subject to a review process. A check is made for compliance of the submission documents and update of project information which feed into the Evaluation Process. Submission of the Checkpoint 3 documents and participation in the Evaluation Process are required before the final Milestone Payment (PM06) can be made.

This publication is available from: <https://www.gov.uk/guidance/industrial-heat-recovery-support-programme-how-to-apply>

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