



# EENergy

## Reporting guidelines



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Author(s)		Organisation	
Susy Longoni		InnovhubSSI	
Contributors		Organisation	
Gabriele Migliavacca		InnovhubSSI	
Federico Agostini		InnovhubSSI	
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# Introduction

This guide provides instructions to the EENergy funded beneficiaries, that have signed an EENergy sub-grant agreement. It makes reference to reporting phase description presented in Annex B of the sub-grant agreement.

As a reminder, EENergy activities may only be reported once the entire action plan has been completed, and a minimum of 5% in energy consumption reduction is demonstrable i.e., all relevant action plan steps have been taken and all related expenditures have been made. Therefore, reporting is only possible within one of the two reporting periods and cannot be split across both.

Reporting takes place through the Survey CTO Platform. All beneficiary companies will receive link and credentials (ID unique number) via e-mail on January 8<sup>th</sup>- 9<sup>th</sup> 2025

The reporting tool is composed by three parts:

## First part – DATA COLLECTION on company energy efficiency behaviour

The survey will start with a set of questions regarding your business and energy consumption data that will be used by the World Bank Group to assess the efficacy of such supporting measures and to prepare a Benchmark report useful for you to understand your positioning in terms of sustainability level. This section is analogous to the first part of the EENergy application form and not discussed in detail in this document.

## Second part - REPORTING EXPENDITURES FOR REINBURSEMENT to a maximum of 10.000 €

You are asked to insert the exact amount, in your currency, VAT free, of the total of eligible expenditures you are reporting on the EENergy action and to provide referring invoices and proofs of expenditures. The amount of invoices in currencies different from € will be automatically converted with the rate of the date of payment of the invoice, indicated in [InforEuro, the exchange rate of the Euro currency](#)

## Third part – REPORTING minimum 5% ENERGY CONSUMPTION REDUCTION for ELIGIBILITY OF REINBURSEMENT

You are guided through a series of questions that are customized on the type of investment/s you have carried out under the EENergy action. The purpose is to assess, via verified data, effective percentage of energy consumption saving deriving from the investment/s carried out under the EENergy funded action.

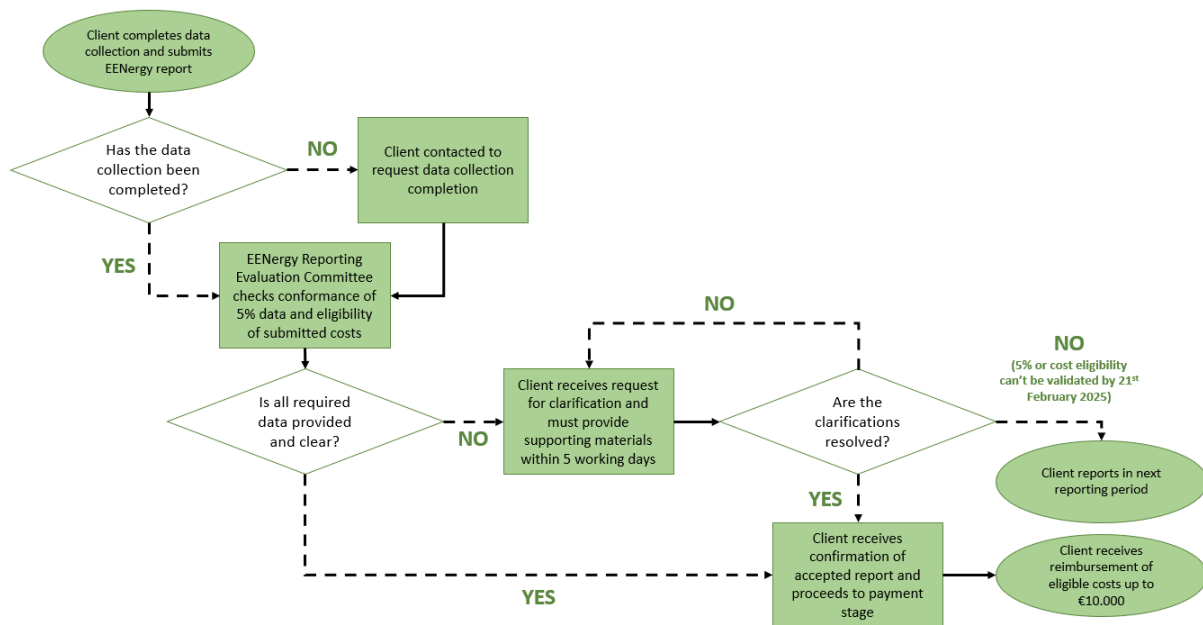
For your investment/s you are asked to clearly indicate the scope/unit to set the basis for the calculation of specific energy consumption. With scope/unit we intend the specific context that is impacted by the investment, **corresponding to the boundaries of the action**. It can be the entire company, a specific production line, a specific building. **Must be the same for multiple investments.**

For each investment, you are also asked to select two periods of reference: before and after the investment, that must be comparable by relevant parameters, so to calculate the energy consumption savings. You are asked to upload supporting documentation, such as audit reports, technical sheets, labels, bills or any other document able to support the consumption data you provided.

## EVALUATION PROCESS and REQUEST FOR CLARIFICATIONS

All data and supporting documents provided will be checked and validated by the EENergy reporting committee, composed by EENergy contracting authority and partners, in charge of checking the eligibility of expenditures and the minimum requirement of 5% Energy consumption reduction. In case of doubts in the interpretation of data, inconsistencies, or any possible clarification necessity, the Evaluation Committee will have the right to contact, via e-mail, the beneficiary company, that will have to provide all requested clarifications within the time frame indicated in the e-mail. The EEN adviser in charge of the client company will also be informed.

The following flow-chart summarizes the steps of the evaluation process, including possibility from contracting authority to request clarifications and obligation for companies to provide requested information:



# Reporting expenditures

The questionnaire starts with asking to provide **the ID you received by email**.

Following questions are concerning:

- Background information on your establishment,
- Questions on your establishment's energy consumption and feedback on the EENergy Programme,

*(not object of the present guide)*

After confirming (or updating) all official company data and contact details, you will be asked:

## **Which currency would you like to use to report in this survey?**

*You can select your currency / the currency of the expenditures that you are reporting - The amount of invoices in currencies different from € will be automatically converted in € using the conversion rate of the date of payment of the invoice.*

**Questions on General business performance and on business' energy consumption in 2024 + uploading of energy bills.** *(not object of the present guide, please refer to Survey CTO hints or contact Help Desk for any clarifications).*

**You are asked now what type of investment did you implement since June 2024.**

**Has your establishment implemented any measures to increase energy efficiency at your establishment since June 2024? YES / NO**

**If YES, which measures did your establishment implement to increase energy efficiency at your establishment since June 2024?**

- Hard investments *e.g., investments into energy-efficiency related hard measures* General employee training on energy efficiency and awareness: *e.g., general employee training/ workshops/ campaigns/ awareness-raising on energy efficiency-related topics*
- Energy audits and consultancy *e.g., investments into systematic assessment on how energy is used within a facility, building, or system to identify opportunities to improve energy efficiency, reduce energy waste, and lower costs*
- General employee training on energy efficiency and awareness *e.g., general employee training/ workshops/ campaigns/ awareness-raising on energy efficiency-related topics*

*You can choose one or more options on the basis of ALL the energy saving investments your company carried out since June 2024 until December 2024. You might have invested, besides in you EENergy Action Plan, in different solutions, covered with your own funds, or with other grants. Please chose one or more options in consistency with the action plan included in your contract and keep in mind here that we are at this moment asking for all the actions undertaken. Later on, we will ask to specify which one is covered (totally or partially) with EENergy grant.*

*Important note:*

*- Don't forget to select all investments you included in your EENergy Action Plan, **which you are considering for calculating and demonstrating the minimum of 5% consumption reduction***

1. Photovoltaic (PV) Systems, Wind turbines, other renewable energy production systems
2. Energy Storage Solutions
3. LED and Efficient Lighting
4. Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR), including boilers (for both heating and production)
5. Replacement or Upgrading of Building Structure (e.g., Insulation, Doors, Windows)
6. Investment: Installing Control Systems, Smart Meters, and Sensors
7. Electric Vehicles (EVs) and EV charging stations
8. Machinery Replacement or Upgrade (including Office Equipment Replacement or Upgrade)
9. Consultancy
10. Training
11. Other

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Upon selection/s above, the following questions will appear:

- How much did your establishment spend on *INVESTMENT CHOSEN ABOVE*, to reduce energy consumption in total?

*This figure can go above 10.000 €. Please provide the answer in the currency you decided to report in. Enter an integer only, i.e., a number without decimals. If your value includes a comma (,) or a period (.), simply ignore the digits after it and write only the whole number before the comma or period. For example, 5 and 12 are valid answers, but 5.33 and 12.5 are not. If you have made multiple investments in the same category, enter the sum of all amounts.*

- Was this investment(s) *INVESTMENT CHOSEN ABOVE* advised by EEN advisor(s)?

*All your replies to questions referring to EEN Advisers will be automatically anonymized.*

- **Did you receive any of the following financial grants for *INVESTMENT CHOSEN ABOVE*?**

*You can select more than one option. You must select "EENergy awarded fund" if you intend to report this investment for reimbursement, in consistency with your EENergy Action Plan.*

**National funds**

**Regional funds**

**Local funds**

**European funds**

**EENergy awarded fund**

**None**

*As part of your contractual obligations, we kindly ask you to report now the actions implemented under the EENergy program and demonstrate how far you were able to achieve the original goal of 5% reduction in energy consumption. Your responses are crucial for validating your grant claim and*



*assessing the programs impact. Please note that, in case of more investments, we will calculate the overall % of energy consumption reduction, that must be above 5.*

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**Would you like to proceed with your EENergy report for reimbursement now?** *Please select YES, if you are ready to report now. If your Action Plan has been implemented, all invoices have been paid and you are able to demonstrate 5% minimum Energy consumption reduction.*

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**How much are you claiming for reimbursement of this action under the EENergy programme?**

*This value cannot be above 10.000 €, VAT free*

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**How many invoices are you reporting / uploading?**

*Please focus now on invoices that are included in the investment that you intend to cover with EENergy fund.*

*On the basis of the number you insert here, rows will appear in the following table. Fill in and upload all requested documents. Please provide the amount in YOUR CURRENCY. VAT is not a reimbursable cost, therefore provide cost without VAT. Please provide an overall description of the content of each invoice in English language. Please add, for every row, PDF or JPG file of invoice and bank report. In case you have more than one expenditure in a single invoice please complete more than one row. And attach the same invoice twice.*

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Fill in the table spaces with the following information:

- Number of invoice: it is a alpha-numerical code appearing in the invoice
- Date of the invoice: indicate the date appearing in the invoice
- Provider name: please insert the name of the provider of the product or service
- Description of the acquired good or service and/or equipment as appearing in the invoice, in English language
- Amount in your currency: please insert the amount of the invoice in your currency, without VAT cost. It will be automatically converted in € using the exchange rate of the date of payment of the invoice.
- Payment date: please insert the payment date as appearing on the bank transfer report.
- Bank report / payment transaction reference: as indicated in your sub-grant agreement, the only acceptable proof of payment is the payment transaction reference referring to the account you have indicated in the sub-grant agreement

*Note that you can report and upload invoices for training and consultancy referring to energy saving, and referring to installment and training for the usage of the new plant/equipment that is object of the investment covered with EENergy funds. e.g. energy audit OR concerning to the use of a specific eligible hard investment, e.g. training on how to use new compressor.*

# Reporting 5% energy consumption reduction

## Questions for all investments

In this section, we would like you to report on the investments implemented by your establishment to reduce your energy consumption of at least 5%, and that are object of your reimbursement request.

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**Please specify the scope/unit which is your reference to measure the impact of your investment:**

Options: entire company, production line, building, equipment, department, other

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**What periods are you taking into consideration for providing the 5% energy reduction?**

You will be asked to choose a period before the investment, and a period after the investment, which are comparable. Please consider any relevant parameters such as:

- production output,
- staff presence,
- same number of working hours
- seasonal characteristics (e.g., number of sunlight hours)

*The periods might not have the same exact number of calendar/working days – as long as they are comparable.*

Before EENergy Action Plan implementation – chose start date

Before EENergy Action Plan implementation – chose end date

After EENergy Action Plan implementation – chose start date

After EENergy Action Plan implementation – chose end date

# Hard investments

## Photovoltaic (PV) Systems, wind turbines and other renewable energy production devices

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

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### What is the percentage of energy consumption reduction you estimated? Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: I considered the entire company, as a scope. No PV panels were in place. To calculate my baseline energy consumption before the investment I considered a period including 300 working hours, in which my consumption was of 10.000 kWh. The majority of my company's consumption is linked to servers functioning 24h per day.*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: I installed efficient photovoltaic panels with a capacity of 15kW (together with the latest generation inverter with the ability to work with an energy storage, not installed yet). I considered a period including 300 working hours, in which my consumption was of 12.000 kWh.*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: I considered the same number of working hours and two periods in which the consumption was very similar.*

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### What is the nominal power of your PV generators?

*Please report the power generated by the PV module (kWp) in standard conditions:*

- 1000 W/m<sup>2</sup> radiation

- cell temperature 25°C
- solar position 1,5 AM

*The nominal power should be indicated in the technical report of the product OR should be available in the design / installation documents.*

*In case of wind turbines or other generation systems provide only the nominal power defined in the technical sheet of the device if available.*

Before EENergy Action Plan Implementation

*Please insert 0 if no panels were installed in place and in exploitation before the EENergy investment action)*

After EENergy Action Plan Implementation

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### **How much energy is produced in total by your PV panels in the periods of reference?**

Before EENergy Action Plan Implementation

*Please insert 0 if no panels were installed in place and in exploitation before the EENergy investment action*

After EENergy Action Plan Implementation

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### **What is the energy consumption for the specific scope/unit served by the PV panels?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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### **What is the net energy consumption of the scope/unit?**

*Please subtract energy produced from total energy consumption to calculate net consumption.*

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*Please note that the figures above should match the description you provided in questions above on calculation of baseline.*

---

### **How many documents are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Document showing Nominal consumption capacity before and after investment, External technical report.*

## Energy Storage Solutions

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

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### What is the percentage of energy consumption reduction you estimated? Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: In the period of reference before the investment (two months in spring, billing period) we had in place PV Panels producing 5.000 kWh. Which is 25% of our total consumption, of 20.000 kWh. So, our net consumption was of 15.000 kWh.*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: We added a storage device (battery) connected to the PV panels already in place. Now in the period of reference after the investment (autumn – two months – billing period) we have increased the capacity of energy exploitation up to 7.000 kWh. Our consumption were very similar, 21.000 kWh. Net consumption now is equal to 14.000 kWh*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: We considered similar periods for climate and daylight and similar company's overall consumption.*

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### What is the type (technology) of the storage device installed?

Options: Battery, thermal storage, other.

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### What is the power capacity of the storage device?

*Please insert the maximum amount of energy expressed in kWh that the device is able to store in the recharging phase. This value is usually indicated in the technical sheet*

Before EENergy Action Plan Implementation

*Please insert 0 if no energy storage were installed in place and in exploitation before the EENergy investment action*

After EENergy Action Plan Implementation

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**What is the energy production connected to your storage device in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What is the energy consumption for the scope/unit connected to the storage device in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What is the net energy consumption of the scope/unit?**

*Please note that the net energy consumption is the difference between total energy consumed and the energy produced.*

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*Please note that the figures above should match the description you provided in questions above on calculation of baselines.*

---

**How many documents are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Document showing Nominal consumption capacity before and after investment, External technical report.*

## LED and Efficient Lighting

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

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### Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: We produce plastics. Our old light system was based on halogen lamps. We considered a spring month, with about 10 hours of daily light. We calculated a daily consumption of 12 kWh (functioning for 2 hours per day) multiplied by 21 days: 250 kWh.*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: Our new light system is LED lamps. We considered a fall month, with about 10 hours of daily light. We calculated a daily consumption of 1.2 kWh (functioning for 2 hours per day) multiplied by 21 days: 25 kWh.*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: We compared directly the nominal consumptions in similar usage conditions*

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### How many light/bulbs do you use for lighting the selected scope/unit?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*This figure should be consistent with description above.*

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### What is the average power of the light/bulbs?

*Please consider the nominal power of the lamp indicated on label/product. This figure should be consistent with description above.*

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**What is the working time (in number of hours) of the lighting system object of the intervention in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*This figure should be consistent with description above.*

---

**What is the overall energy consumption for lighting the selected scope/unit in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*These figures should demonstrate the saving you estimated above*

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**How many documents are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Document with nominal consumption capacity before and after investment, Lamps labels, Invoices showing lamps consumption.*



## Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) including Boilers

At this point you will be asked to indicate whether you invested in a boiler (both for heating **and for production**) and / or in Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR).

### Did you invest in boiler replacement or upgrading?

Options: YES, NO

### IF “NO” – you go to questions referring to investments on Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR):

#### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

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#### Please describe here the calculation you made to estimate the above %.

##### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: We are a company that changed the heating system from district heating to geothermal heating. We chose a winter month to calculate our baseline (before investment). We got our base-line from February bills 2024. We consumed 1000 kWh.*

##### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: We substituted the heating system from district heating with a geothermal heating. After the investment our scope (building) is heated with geothermal heating only. Therefore, our electricity consumption in February 2024 decreased to near zero – we are no longer connected to the district heating.*

##### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: Reduction of consumption was near to 100%, in the comparable (winter months) periods of reference.*

**What type of conditioning system were/are you using in the periods of reference? For example, heat-pumps, fans, coolers, etc**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What was/is the Energy label of the appliance in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What was/is the operating time of the conditioning system in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*These figures should match what stated in the descriptions above*

---

**What is the energy consumption of the conditioning system in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

*These figures should match what stated in the descriptions above*

---

**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

Insert a number corresponding to the number of documents you intend to upload.

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Bills, Energy Certificate, Technical Sheet, Internal metering system report.*

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**IF “YES” – you go to questions on BOILERS**

**What periods are you taking into consideration for providing the 5% energy reduction?**

It refers to the boiler. You will be asked to chose a period before the investment, and a period after the investment, which a are comparable. Please consider any relevant parameters such as:

- production output,
- staff presence,
- same number of working hours.

*The periods might not have the same exact number of calendar/working days – as long as they are comparable.*

Before EENergy Action Plan implementation – chose start date

Before EENergy Action Plan implementation – chose end date

After EENergy Action Plan implementation – chose start date

After EENergy Action Plan implementation – chose end date

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### **What is the nominal power of the boiler? (optional)**

*Please see the information on technical sheet or label*

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### **Which type of feed is used to power the boiler?**

Before EENergy Action Plan Implementation

Options: Gas, Fuel oil, LPG, Biomass, Fossil solid fuels, electricity

After EENergy Action Plan Implementation

Options: Gas, Fuel oil, LPG, Biomass, Fossil solid fuels, electricity

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### **What is the nominal efficiency of the boiler?**

Hint: This information is indicated on the label of the boiler. It is expressed in %.

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### **What is the Energy label of the boiler?**

*Please see the information on technical sheet or label*

Before EENergy Action Plan Implementation

Options: A+++, A++, A+, A, B, C, D, None

After EENergy Action Plan Implementation

Options: A+++, A++, A+, A, B, C, D, None

---

### **What is the consumption in the periods of reference?**

Before EENergy Action Plan Implementation

*Please provide the answer with the feed type provided above: e.g. gas, please specify unit of measure*

After EENergy Action Plan Implementation

*Please provide the answer with the feed type provided above: e.g. gas, please specify unit of measure*

---

**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.*

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**Did you do any other investments in Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR)?**

If YES, you are sent to questions on Replacement or Upgrading of Heating, Ventilation, Cooling, and Heat Recovery Systems (HVAC+HR) (see above)

## Replacement or Upgrading of Building Structure (e.g., Insulation, Doors, Windows)

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

---

### Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: The scope of our investment is one specific building of 40 m<sup>2</sup>. In the period before the investment, they were of the type 'wood single glazed' windows. The approximate consumption (kWh/year) of this unit was 50.5 MWh/year. As per energy certificate.*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: We replaced wood windows with 'PVC triple glazed' ones. The estimated approximate consumption (kWh/year) of the unit after the investment is 47 MWh/year. As per energy certificate*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: We replaced old 'wood single glazed' windows that have a U-Value of 4.8 W/m<sup>2</sup>K, with PVC 'Triple Glazed' ones with a U-Value of 2.1 W/m<sup>2</sup>K. Total area of the windows: 40 m<sup>2</sup>. According to the energy certificate we are getting 7% energy savings, i.e. the estimated energy consumption in now 47MWh/y.*

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### What investment did you make to upgrade your building?

You can choose one or more items between: Doors, Windows, Roof, Walls, Other

*Please be consistent with what stated in the answers above*

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### How many document(s) are you providing in order to prove 5% energy consumption reduction?



*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.*

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**Which type of document(s) are you providing?**

*Please upload a document showing the energetic performance of the building, expressed in kWh x m<sup>2</sup> in 1 year OR energetic performance coefficient. Alternatively, where possible, use the bills.*

## Installing Control Systems, Smart Meters, and Sensors

*A smart metering device is not a “per se” improvement bringing the company to reaching energy saving. It is employed to measure energy performance so to implement changes and therefore, as a consequence, save energy. In this section you will be asked to provide a context for the metering system application and demonstrate any consequent energy saving.*

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**Please describe to what unit / scope / system you applied the smart metering system and what are the main energetic consumption features. Example: production line needing high temperature**

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**What did you modify in the unit / scope / system to which the metering system is applied to reduce energy consumption?**

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**What did you measure BEFORE and AFTER the modification? Periods must be comparable.**

*Example: Before we were turning this production line off every night. With the metering we acknowledged that the consumption is higher when the machine turns on, so we stopped turning it off every night and we saved energy.*

---

**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

Insert a number corresponding to the number of documents you intend to upload.

*Keep in mind that you should be able to upload the METERING SYSTEM REPORT able to provide a comparison between the energy consumption in the period before the modification you implemented after starting the use of the metering system, and after the modification/improvement.*

## Electric Vehicles (EVs) and EV charging stations

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

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### Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: Before the implementation of EENergy AP our store used a diesel van for daily delivery, which consumed about 1.100 lt of diesel fuel in one month (21 working days). This consumption was estimated from the fuel receipts collected in March 2024 (1.760 € for an average price of 1.6 €/Lt).*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: After the EENergy investment we replaced it with an electric van, and we registered a power consumption equal to 630 kWh in November 2024 (21 working days).*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: We considered same length of periods in terms of days, and similar milage. Our old van consumed 11 lt per 100k and covered on average 100km per day.  $11 \times 21 \text{ days} = 231 \text{ lt per month}$ . 231 Lt per month correspond to  $(231 \times 38.000) = 8.778.000 \text{ kJoul}$  in one month. We convert 8.778.000 kJoul in 2.438 kWh, in one month. We compare this figure with the consumption of the new EV, equal to 630 kWh. Taking us to a saving of about 75%.*

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### What is the power of the old and the new vehicle? As indicated in the vehicle construction sheet.

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### What is the average mileage of the vehicle in the periods of reference? Please be consistent with what stated above.

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### Please specify Euro Class of both vehicles





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**Please select the unit of measure (of fuel) you would like to use, to express consumption information. Choose among Liters, Kg or kWh**

*You can compare values in same unit of measure or convert to the same one (be consistent with descriptions above).*

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**What is the old and new vehicle consumption in the periods of reference? Please provide the answer in the unit of measurement chosen above. Calculate conversion if needed. Be consistent with answers above.**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation – or also between the old and new vehicle.*

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**Which type of document(s) are you providing?**

*Please upload a document showing the energetic performance of the vehicles. For example: Bills (recharge device report), Bills/ receipts for fuel purchase before and after, Technical sheet of vehicle.*

## Machinery Replacement or Upgrade (including Office Equipment Replacement or Upgrade)

### What is the percentage of energy consumption reduction you estimated?

*In case of multiple investments, please acknowledge that we will calculate an overall %. We remind you that 5% reduction in energy consumption is minimum threshold for accepting your funding request.*

---

### Please describe here the calculation you made to estimate the above %.

#### 1. How did you calculate your baseline energy consumption before the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consume on average in your scope/unit of reference in the period of reference before the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: The fabric printing machine we were using in the reference period before the implementation of the EENergy action plan worked at 300 m<sup>2</sup>/h of textile with a power of 12 kW (including drying), hence in a typical working day (8h production) it was able to print 2400 m<sup>2</sup> consuming 96 kWh.*

#### 2. How did you calculate your baseline energy consumption after the investment?

Indicate the figures and calculations you have applied to estimate the amount of energy you consumed on average in your company/unit in the period of reference, after the investment. Please describe the elements/factors you took in consideration to calculate your energy consumption in the reference period and/or conditions.

*For example: The new machine works at 450 m<sup>2</sup>/h, having a power of 15 kW (including drying): the new daily production is now 3600 m<sup>2</sup> of fabric with a consumption equal to 120 kWh.*

#### 3. How do you compare them?

Indicate the parameters and reason for comparing the two baselines.

*For example: The specific consumption varied from 40 Wh/m<sup>2</sup> to 33 Wh/m<sup>2</sup> with an energy saving equal to 17%.*

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### Please select the unit of measure you would like to use, which define the production of your machine/device/equipment.

Options: Number of pieces, Tons, Liters, Meters squared, Linear meters, Number of working hours

*Please be consistent with description you provided above*

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### What is the production of the machinery/equipment in the periods of reference?

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What is the working time of the machinery/equipment in the periods of reference?**

Before EENergy Action Plan Implementation

After EENergy Action Plan Implementation

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**What is the specific energy consumption of the machinery/equipment? Please divide total consumption by the production (e.g. kWh/tons, kWh/litres, kWh/hours...)**

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**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation. E.g. Technical sheet of the old machinery and Technical sheet of new machine.*

# Consultancy

In this section, we would like you to report 5% energy consumption reduction linked to consulting services your establishment has engaged to help reduce energy consumption.

*It is relevant if you achieved 5% energy consumption by this investment and can demonstrate it at this moment (FIRST REPORTING PERIOD).*

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**How do you calculate the 5% reduction? Please indicate the percentage of energy consumption reduction obtained and demonstrable, and on which basis you are stating it.**

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**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.*

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**Which type of document(s) are you providing? You can provide bills, audit reports, energy efficiency reports, certificates.**

# Training

In this section, we would like you to report 5% energy consumption reduction linked to training services your establishment has engaged to help reduce energy consumption.

*It is relevant if you achieved 5% energy consumption by this investment and can demonstrate it at this moment (FIRST REPORTING PERIOD).*

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**How do you calculate the 5% reduction? Please indicate the percentage of energy consumption reduction obtained and demonstrable, and on which basis you are stating it.**

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**How many document(s) are you providing in order to prove 5% energy consumption reduction?**

*Keep in mind that you have to present/upload a document/s able to provide a comparison between the energy consumption in the period of reference before EENergy plan implementation and in the period of reference after the EENergy plan implementation.*

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**Which type of document(s) are you providing? You can provide bills, audit reports, energy efficiency reports, certificates.**