*[Translation from Bulgarian]*

**Approved by:**

**HEAD OF THE**

**PROGRAMME OPERATOR**

**FINANCIAL MECHANISM OF THE EUROPEAN ECONOMIC AREA 2014-2021**

**MINISTRY OF ENERGY**

**RENEWABLE ENERGY, ENERGY EFFICIENCY, ENERGY SECURITY PROGRAMME**

**Call for Project Proposals**

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| **APPLICATION GUIDELINES**  **under an open call procedure** |

**Procedure: Energy Efficiency in Buildings**

**..........................2021**

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# RENEWABLE ENERGY, ENERGY EFFICIENCY, ENERGY SECURITY PROGRAMME

The Renewable Energy, Energy Efficiency, Energy Security Programme (the “Programme”) is funded by the European Economic Area Financial Mechanism (EEA Grants) 2014-2021. The Ministry of Energy is designated as the Programme Operator (PO) of the Programme with the signing of the Memorandum of Understanding on the implementation of the European Economic Area Financial Mechanism 2014-2021 on 09 December 2016. The Programme is implemented in partnership with the Norwegian Water and Energy Directorate (NVE) and the National Energy Authority of Iceland (OS).

The main objective of the Programme is to reduce carbon intensity and increase security of supply by achieving the following results:

* Increasing the production of energy from renewable sources;
* Improving energy efficiency in buildings, industry and municipalities;
* Raising expertise in renewable energy, energy efficiency and energy management.

# LEGAL AND INSTITUTIONAL FRAMEWORK

## **PROGRAMME DOCUMENTS**

* Agreement between the European Union and Iceland, the Principality of Liechtenstein and the Kingdom of Norway on EEA Grants 2014-2021;
* Regulation on the implementation of the Financial Mechanism of the European Economic Area 2014-2021 (the “Regulation”);
* Memorandum of Understanding on the Implementation of the Financial Mechanism of the European Economic Area 2014-2021 between the Republic of Bulgaria and the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway, signed on 9 December 2016, ratified by a law adopted by the 43rd National Assembly on 13 January 2017 (Official Gazette, issue 8 of 2017), (Memorandum);
* Programme Agreement between the Financial Mechanism Committee and the National Focal Point of the Republic of Bulgaria for the financing of the Renewable Energy, Energy Efficiency, Energy Security Programme, signed on 21 June 2018;
* Programme Implementation agreement for the Renewable Energy, Energy Efficiency, Energy Security Programme between the National Focal Point and the Ministry of Energy, signed on July 27, 2018;
* Bilateral Guidelines, EEA Grants and Norway Grants 2014-2021;
* Communication and Design manual, EEA and Norway grants 2014-2021.

The documents described are available on the EEA Grants website <http://eeagrants.org> and on the EEA Grants in Bulgaria website ([www.eeagrants.bg](http://www.eeagrants.bg)).

## **EUROPEAN UNION LAW**

European Union law is applicable whenever there is no provision in a programming document or national legislation on a particular issue or when a given European Union act takes precedence over a relevant national act, including but not limited to:

* State aid law - Regulations, Decisions, Guidelines, etc.;
* Commission Decision C (2019) 3452 of 14.5.2019 laying down the guidelines for determining financial corrections to be made to expenditure financed by the Union for non - compliance with the applicable rules on public procurement.

## **NATIONAL LEGISLATION**

National legislation is applicable whenever there is no provision in the programming documents on a specific issue or there is no EU act with priority over a relevant national act.

National legislation includes the national legislation and regulations in the Republic of Bulgaria in the field of administrative law and procedure, contractual relations, ownership, settlement of civil disputes, public procurement, state aid, taxation, accounting and other applicable areas, including but not limited to:

* Law on the ratification of the Memorandum of Understanding on the implementation of the European Economic Area Financial Mechanism 2014-2021, between the Republic of Bulgaria and Iceland, the Principality of Liechtenstein and the Kingdom of Norway;
* Value Added Tax Act and Regulations for the Application of the Value Added Tax Act;
* State Aid Act and Regulations for the Application of the State Aid Act;
* The Administrative Procedure Code;
* Civil Servants Act;
* Public Procurement Act and Rules for Application of the Public Procurement Act;
* Law on counteracting corruption and seizure of the illegally acquired property;
* Public Finance Act;
* Accountancy Act;
* Financial Management and Control in the Public Sector Act;
* Public Internal Audit Act;
* Ordinance laying down the conditions, procedure and mechanism for functioning of the information system for management and monitoring of the funds from the European structural and investment funds (UMIS) and for conducting proceedings before the managing authorities through UMIS;
* Ordinance on Salaries of the Employees in the State Administration, adopted by Council of Ministers Decree No 129/2012 ;
* Ordinance on the business trips in the country, adopted by Council of Ministers Decree No 72/1986;
* Ordinance on the official business trips and specializations abroad, adopted by Council of Ministers Decree No 115/2004.

As part of the legal framework, other national rules also apply, including but not limited to:

* National accounting standards applicable to budget organizations;
* Chart of accounts of budgetary organizations;
* Instruction of the Ministry of Finance DNF No. 3 of 23.12.2016 on the treatment of value added tax as eligible expenditure in the implementation of projects under the Operational Programmes co-financed by the European Regional Development Fund, the European Social Fund, the Cohesion Fund of the European Union and the European Maritime and Fisheries Fund for the 2014-2020 programming period.

## INSTITUTIONAL FRAMEWORK FOR MANAGEMENT OF THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2014-2021

### Institutional framework at the level of donor countries

* **FM Committee (FMC)**

The FMC is the decision-making body on the EEA contribution. The FMC was established by the Permanent Committee of the EFTA States and consists of representatives of the Ministries of Foreign Affairs of the Kingdom of Norway, Iceland and the Principality of Liechtenstein. The Committee takes decisions on the provision of grants, adopts Regulations on the Implementation of the EEA Financial mechanism 2014-2021 and amendments thereto. Where necessary, the Committee approves additional guidance on the management and implementation of the Programme.

* **FM OFFICE (FMO)**

The FM office is the body that assists the FMC in managing the EEA Grants 2014-2021. The FMO, which is administratively part of the EFTA, is responsible for the day-to-day implementation of the EEA Grants 2014-2021 on behalf of the FMC and acts as a contact point.

### Institutional Governance Framework at national level

* **National Focal Point (NFP)**

The Central Coordination Unit Directorate in the Administration of the Council of Ministers performs the functions of the National Focal Point (NFP) under the EEA Grants 2014 - 2021. The director of the Central Coordination Unit Directorate performs the functions of the Head of the National Focal Point.

The National Focal Point is responsible for the achievement of the objectives of the EEA Grants as well as for the implementation of the financial mechanisms in the Republic of Bulgaria.

The National Focal Point also performs the functions of an irregularity body, according to Art. 5.2 of the Regulation.

* **Certifying Authority (СA)**

The National Fund Directorate performs the functions of the Certifying Authority (CA) under the Renewable Energy, Energy Efficiency and Energy Security Programme in accordance with Appendix A, National Management and Control Systems from the EEA Grants Memorandum of Understanding 2014- 2021. The National Fund Directorate is an administrative unit within the Ministry of Finance of the Republic of Bulgaria.

The roles and responsibilities of the CA are defined in the functional description of the National Fund Directorate as well as in the Procedural Manual in accordance with Art. 5.4 of the EEA Grants 2014-2021 Implementation Regulation.

* **Audit Authority (AA)**

Audit Authority is the Audit of EU Funds Executive Agency (IAECA) to the Minister of Finance of the Republic of Bulgaria. The Executive Agency is a subordinate budget manager to the Minister of Finance and is managed by an Executive Director.

The Executive Agency carries out its audit work in accordance with internationally recognized audit standards and, in accordance with national law, applicable EU and international agreements on EU funds, the Regulation and the Memorandum of Understanding on the implementation of EEA Grants 2014 - 2021, to which the Republic of Bulgaria is a party.

The audit authority performs the tasks described in the relevant regulations, and in particular under Art. 5.5 and Art. 5.7 of the Regulation.

# GENERAL AND HORIZONTAL PRINCIPLES

There are several key principles and values within the EEA Grants 2014-2021, including the principles of good governance, sustainable development, gender equality and non-discrimination, and zero tolerance to corruption. These principles are integrated into the Renewable Energy, Energy Efficiency and Energy Security Programme and shall be followed in all projects.

***Transparency*** and openness are key to all cooperative activities and are mandatory at all levels.

***Partnership and cooperation*** between Bulgarian legal entities and legal entities from the donor countries are an essential element, especially in the identified priority areas, where donor countries (The Kingdom of Norway, Iceland and The Principality of Liechtenstein) contribute concrete experience and know-how.

***Publicity*** is an important aspect. All parties involved in projects shall actively inform about their cooperation.

All supported initiatives need to promote the **following horizontal principles**:

* be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities;
* follow the principles of good governance - involvement and inclusion of all stakeholders in the different phases of project development and implementation, including accountability, transparency, effectiveness and efficiency of project activities;
* be in line with the principles of sustainable development, long-term economic growth, social cohesion and environmental protection.

In each project proposal under item 11 of the Application Form, Applicants shall provide information on the compliance of the project proposal with the stated principles. Implementation of the horizontal principles laid down in the project will be monitored at the implementation stage of the project proposal.

# PURPOSE, INDICATORS, EXPECTED RESULTS IN THE PROJECT SELECTION PROCEDURE

The procedure for selection of projects for “Energy Efficiency in buildings" envisages provision of grants for energy efficiency measures in buildings , by which improvement of the energy characteristics of the buildings to be reached as well as their transformation to buildings with near to zero consumption.

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| **IMPORTANT!**  **The present call for project proposals is specifically aimed at implementing energy efficiency measures, through which the building will fulfill the requirements of the national definition of “near to zero energy building”.**  **In accordance with § 1, item. 28 under the Additional provisions of the Energy Efficiency Act:**  **"Nearly zero-energy building" is a building that meets the following terms and conditions at the same time:**  **a) energy consumption of the building, determined as primary energy meets class A of the energy consumption scale for the respective type of buildings;**  **b) minimum 55 per cent of the consumed (supplied) energy for heating, cooling, ventilation, hot water for domestic use and lighting is energy from renewable sources, located on-site on a building level or nearby.** |

The improvement of the energy efficiency in the buildings sector is one of the main focuses of the European Commission’s European Green Deal, presented in the end of 2019, and plays a key role in achieving the ambitious target of carbon neutrality by 2050. With the announced by the European Commission initiative Renovation Wave of the buildings, aiming at doubling the percentage of buildings renewal during the next ten years in order higher energy and resource efficiency to be reached, the EU has taken a significant step towards achieving the Green Deal objectives.

In compliance with the EU’s energy efficiency priorities, Bulgaria places the energy efficiency at the first place and plans to achieve reduction in primary energy consumption by 27.89% and a reduction by 31.76% in the end energy consumption compared to the PRIMES 2007 reference scenario.

The buildings lie at the centre of the EU’s energy efficiency policy. The achievement of energy efficiency targets is strategically linked to the renovation of the building stock. The improvement of the buildings sector energy efficiency will have a positive impact in terms of economic growth and job creation, and energy saving also leads to saving of financial resources.

Public service buildings, which are grouped with the name "non-residential buildings", play an essential role for the accelerated and in-depth renovation, as they have a high degree of visibility in public life. This stimulates the understanding of the benefits of energy efficiency in all energy end-users and changes the public attitudes to support the overall process of renovation and maintenance of buildings.

By setting the high goal of reaching the norm for buildings with near to zero energy consumption, the "Energy efficiency in buildings" procedure will contribute to a sustainable and decarbonized building stock in Bulgaria, by combining the interoperability capabilities of different technologies to achieve high classes of energy efficiency and renewable energy technologies. The achievement of the procedure’s aim will support the fulfilment of the requirement of Art. 2a of Directive 2010/31/EU, as amended by Directive 2012/844/EU, according to which the renovation of buildings in the Member States should aim to achieve a highly energy efficient and decarbonised building stock by 2050, **by facilitating the cost-effective transformation of existing buildings into buildings with near to zero net energy consumption**.

Project proposals under this procedure should necessarily contribute to the achievement of the following indicators:

* ***Indicator 1:*** *Annual CO2 emission reductions forecast – target for the whole programme: 118 000 tCO2/year;*

The estimated quantity of greenhouse gas emissions is defined on the grounds of the expected amount of saved energy, determined in the Energy Efficiency Audit Report, multiplied by an emission factor of 1.18 tCO2 / MWh.

* ***Indicator 2:*** *Forecast of annual energy savings* ***-*** *target for the whole programme: 117 000 MWh/year;*

The expected annual energy savings for each project proposal are defined as the difference between the annual amount of consumed energy at baseline prior energy saving measures (ESM) and the estimated annual amount of consumed energy after implementation of the ESM.

The estimated annual energy savings are determined in the Energy Efficiency Audit Report[[1]](#footnote-2) for each building. The estimated annual energy savings shall be updated in accordance with the technical parameters set out in the technical or the detailed design.

* ***Indicator 3:*** *Estimated annual cash savings – target for the whole programme: 8 000 000 Euro/year;*

The etimated annual cash savings for each project are calculated as a sum from the energy savings amount for the respective measure, when valued at an average weighted end price for the respective type of energy or fuel.

The average weighted end price of energy/fuel shall be determined on the basis of energy/fuel costs, excise duties and VAT for a previous one-year period for which data on energy/fuel purchased for the respective building are available. When the end price of electricity is determined, the costs of network services, balancing, obligations to the public are also included.

* *Installed capacity of the facility/facilities for heating or for heating & cooling, including hot water supply (design thermal capacity)*  *– target for the whole programme: 5 MWt.*
* ***Indicator 4:*** *Number of people, benefitting from the improved energy efficiency (dissagregated by sex) – target for the whole programme: 1 500 people;*
* ***Indicator 5:*** *Number of buildings, where energy efficiency measures are implemented– minimum 8 in the whole programme.*

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| **IMPORTANT!**  **When submitting its project proposal under this procedure, each Applicant must specify their target values of indicators 1 to 5 for the project proposed by them.**  **When filling in the information in Section “Indicators in UMIS 2020”, "0" is entered as a basic value for all indicators. Where applicable, the target value is defined as the difference between the actual (base) status of the annual energy consumption prior the ESM and the estimated annual energy consumption after implementation of the ESM.** |

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| **IMPORTANT!**  **In order to achieve a 55% share of RES energy from the consumed energy (delivered) to the building for heating, cooling, ventilation, hot water for domestic use and lighting, the energy from installations built as a result of the implementation of the project and/or existing installations in the building or near the building is taken into account.**  **The estimated amount of annual energy savings and, the annual consumption of RES energy, the investment costs and the energy consumption class for the respective building, as defined in the Energy Efficiency Audit Report, must correspond to the technical parameters set out in the investment project. The indicators in the Energy Efficiency Audit Report shall be updated in cases of non-compliance with the indicators in the investment project.**  **The estimated amount of greenhouse gas emissions shall be determined on the basis of the estimated amount of saved energy as defined in the Energy Efficiency Audit Report, multiplied by an emission factor of 1.18 tCO2/MWh.**  **In the event that the Applicant participates with more than one building, where activities for transformation of the building into a near to zero energy consumption building will be carried out, the indicators from 1 to 4 shall be determined for each building. The total value of each indicator of the project proposal shall be the sum of the indicators for each building.** |

# TARGET GROUPS:

The target applicants for this call for proposals are described under section Eligible Applicants.

As a result of the projects selected under this call for proposals, all citizens on the territory of the Beneficiary State (Bulgaria) or a Partner and/or donor country should be the final beneficiaries (final target group). The main target group of this procedure are the citizens on the territory of the country, in particular the users of the building(s).

# AMOUNT OF GRANTS AND COFINANCING RATE

***Overall budget allocated to this call is* EUR 10 700 000 or BGN 20 927 381.**

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| **IMPORTANT!**  **The Programme Operator reserves the right not to allocate the total amountallocated to this call in case of insufficient number of quality project proposals meeting the pre-defined criteria.** |

***Grant amount for a project***

The minimum and maximum grant amounts for a project under this procedure are as follows:

* Minimum amount of individual grant: EUR 200 000 (BGN 391 166);
* Maximum amount of the individual grant: EUR 1 200 000 (BGN 2 346 996).

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| **IMPORTANT!**  **The project grant rate may be up to 100% of the total eligible expenditure of the project. If the Grant amount is less than 100%, any remaining costs of the project shall be provided or obtained by the project Promoter, including funds from external sources, which exclude any public support. The rules for funds eligibility shall also apply to co-financing when co-financing is provided for eligible activities.**  **When the Applicant and/or its Partner participate in the project with their own contribution, this contribution shall be included in the project budget.**  **Where expenditure not listed as eligible is required for the implementation of the project, they shall be indicated in part "Ineligible expenditure" of the budget, in the "Co-financing" column and shall be borne by the Beneficiary.**  **Project proposals that do not comply with requirements for minimum and maximum grant amounts shall not be eligible for financing and shall be rejected during the evaluation.** |

# APPLICATION GUIDELINES

These Application guidelines set out the rules for submitting and selecting project proposals under this open call for proposals.

Applicants can ask questions on the Application guidelines by e-mail. Questions can be asked no later than 21 days before the deadline for submission of project proposals.

E-mail address: [eeagrants@me.government.bg](mailto:eeagrants@me.government.bg)

Questions and answers will be posted on the Programme's website, part of the EEA Grants website for the Republic of Bulgaria ([www.eeagrants.bg](http://www.eeagrants.bg)) as well as in the UMIS 2020. The Programme Operator (PO) shall answer the questions asked within 5 working days but not later than 14 days before the closing date for submission of project proposals.

Answers to questions asked by phone will not be provided. Individual replies will not be sent to questions asked by the Applicants.

All questions and answers will be submitted to the Evaluation Committee (EC) and the Selection Committee (SC) of project proposals and will be taken into account in the evaluation and selection process.

The clarifications given in the Application Guidelines cannot contain an opinion on the quality of a certain project proposal and are binding on all Applicants.

The Programme's website is part of the single information portal of EEA Grants for the Republic of Bulgaria: [www.eeagrants.bg](http://www.eeagrants.bg).

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| **IMPORTANT!**  **The Programme Operator reserves the right to make changes to the Application Guidelines in the following cases:**   * **As a result of changes in Bulgarian or European legislation;** * **As a result of changes in the national policies in the respective area, confirmed by an act of the Council of Ministers;** * **In case the financial resource is increased for the respective procedure. In these cases, only the portion showing the overall financial resource for the procedure can be changed in the Application Guidelines as the co-financing rate or the minimum and maximum Grant rates for individual projects cannot be changed;** * **In order to eliminate a technical or factual error;** * **To extend the deadline for submission of project proposals.**   **The information about any changes made to the Application Guidelines will be available in UMIS 2020 system and also on EEA grants website:** [**www.eeagrants.bg**](http://www.eeagrants.bg)**, section Energy.** |

# ELIGIBLE APPLICANTS

Eligible Applicants under this procedure for selection of project proposals are the administrations to executive bodies under Art. 38, para. 1 and 2, item 1 of the Administration Act and the municipalities within the meaning of Art. 14 of the Local Self-Government and Local Administration Act.

## CRITERIA FOR APPLICANTS ELIGIBILITY

**To be eligible, the Applicant (Project Promoter) must be** a legal entity – administration to an executive body in the Republic of Bulgaria under Art. 38, para. 1 or 2, item 1 of the Administration Act or a municipality on the territory of the Republic of Bulgaria within the meaning of Art. 14 of the Local Self-Government and Local Administration Act.

The project promoter shall be directly responsible for the management and implementation of the project activities, and should not act as an intermediary.

## EXCLUSION CRITERIA FOR APPLICANTS

**Financing shall not be allowed for an Applicant:**

* Who has outstanding obligations for taxes and compulsory insurance contributions under the meaning of Art. 162, para. 2, item 1 of the Tax and Social Insurance Procedure Code and the interest thereon to the state, proven by an act of a competent authority, unless the amount of unpaid taxes or social contributions is up to 1 per cent of the amount of the annual total turnover for the last finished financial year, but not more than BGN 50,000.
* It has been established that:

(a) the applicant has submitted a document of untrue content when participating in the procedure in order to prove certain circumstances;

(b) the applicant has not provided the required information relating to the verification of certain circumstances in the procedure.

* For whom it is established by a punitive decree or a court decision that has entered into force, violation of Art. 61, para. 1, Art. 62, para. 1 or 3, Art. 63, para. 1 or 2, Art. 118, Art. 128, Art. 228, para. 3, Art. 245 and Art. 301-305 of the Labour Code or Art. 13, para. 1 of the Labour Migration and Labour Mobility Act;
* Whose representative has been convictedby a judgement in force for a crime under Art. 108a, Art. 159a - 159d, Art. 172, Art. 192a, Art. 194-217, Art. 219-252, Art. 253-260, Art. 301-307, Art. 321, 321a and Art. 352 to 353f of the Criminal Code or for a crime similar to those listed in another Member State or third country;
* For whose representative there is a conflict of interest that cannot be eliminated;
* Who has an outstanding order from the European Commission to recover the unlawful and ineligible State aid granted to them.

**When the Applicant is an administration to a collective executive authority, the requirements to the legal representative shall apply to all members of the collective body.**

## EVIDENCE OF ESTABLISHMENT OF THE ELIGIBILITY OF THE APPLICANT

The Applicant shall submit the following documents:

* Decision of consent of the executive body for the administration it heads to apply under this procedure when the applicant is a collective body, respectively a statement of consent of the executive body for the administration it heads to apply under this procedure when it is a single body, or a decision of the municipal council expressing its consent for the municipality to apply under the present procedure;
* Declaration that the Applicant is familiar with the application conditions that it will be directly responsible for the management and implementation of the project activities, as well as for verifying the identity of the two languages and for the participation of consultants in the preparation of the project proposal;
* Declaration of lack of grounds for ineligibility.

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| **IMPORTANT!**  **The decision of consent of the executive body for the administration it heads to apply under this procedure when it is a collective body, respectively the statement of consent of the executive body for the administration it heads to apply under this procedure when it is a sole body, or the decision of consent of the Municipal Council for the municipality to apply under this procedure, should be issued before the deadline specified in these application guidelines.**  **The decision/statement of consent for cooperation with the Partner(s) may be in a separate document or may be included in the decision/statement of consent for applying under this procedure. At the stage of submitting a project proposal, the Applicant shall submit a declaration of lack of grounds for inadmissibility under item 8.2 of these Guidelines and, if the project submitted by the Applicant was approved for funding before signing a Grant Contract, a check shall be performed in order to establish these circumstances on the basis of documents submitted by the Applicant or data that is publicly available or officially known by the Programme Operator.** |

# ELIGIBLE PARTNERS

## CRITERIA FOR ELIGIBILITY OF THE PARTNERS

* Any private or public legal entity, both commercial and non-commercial, as well as non-governmental organisations, established and registered as a legal entity in the donor countries, the Republic of Bulgaria, or a country outside the European Economic Area, which has a common border with the Republic of Bulgaria or any international organization or authority or agency of the person thereof who actively participates in the implementation of a project and effectively contributes to it shall be considered as eligible Project Partners.
* The Partner must have experience or expertise in the implementation of activities related to the use of RES or the implementation of energy efficiency measures.
* Where the Applicant has one or more Partners, an agreement shall be concluded stating the roles and responsibilities of the individual Partners. At the stage of submitting a project proposal, the Applicant shall submit an agreement / draft agreement / letter of intent from the prospective Partner. If the project submitted by the Applicant is approved for funding before signing a Grant Contract, the Applicant shall submit a Partnership Agreement in original. A Partnership Agreement template (Attachment O) is attached to this call.

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| **IMPORTANT!**  **There is no limit to the number of Partners.**  **The number of Partners does not affect the evaluation of the project proposal.**  **Additional points are given to an application that has a Partner from a donor state.** |

The Partner participates and effectively contributes to the implementation of the project to achieve, together with the Applicant, a common economic or social task and does not perform a project activity that the Applicant assigns pursuant to the Public Procurement Act (PPA).

## EXCLUSION CRITERIA FOR THE PARTNERS

**Partners are not eligible for funding when:**

* Are undertakings in difficulty (the definition of "undertaking in difficulty" is referred to in Article 2 (18) of Commission Regulation (EU) No 651/2014 declaring certain categories of aid compatible with the internal market pursuant to Articles 107 and 108 of the Treaty);
* Have declared bankruptcy, are insolvent or are in liquidation;
* Have suspended their activities, are subject of proceedings in connection with their activities or in any analogous situation arising from a similar procedure provided for under national laws or regulations;
* Whose representatives have been convicted by a judgement in force for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to financial interests, without evidence that corrective measures have been taken in recent years;
* Have an outstanding order from the European Commission to recover the unlawful and incompatible state aid granted to them.

## EVIDENCE FOR ESTABLISHMENT OF ELIGIBILITY

For the establishment of the eligibility of each of the Partners, the Applicant shall provide:

* Decision of consent of the executive body that heads the Applicant for cooperation with the Partner/s when it is a collective body; respectively a statement of consent of the executive body that heads the Applicant when it is a single body for cooperation with the Partner/s , or a decision of consent of the municipal council for municipal cooperation with the Partner/s;
* Proof that it has experience or expertise in performing activities in the field of renewable energy use or the implementation of energy efficiency measures;
* Declaration that there are no grounds for ineligibility by the Partner.

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| **IMPORTANT!**  **At the stage of submitting a project proposal, the Applicant shall provide evidence of the eligibility of the Partner and a declaration of lack of grounds for ineligibility. If the project submitted by the Applicant has been approved for funding before signing the Grant Agreement – the applicant should provide official documents establishing the lack of grounds for ineligibility. Where applicable, the PO shall carry out an official examination unless the relevant data is publicly available or officially known to the Programme Operator.** |

# ELIGIBLE PROJECTS

**Definition:** Each project involves a number of activities that should lead to achievement of the objectives set out in this call for project proposals for grant provision.

The project proposal shall include only interventions in buildings which are state or municipal property, located on the territory of the Republic of Bulgaria. The Applicant, when it is a legal entity - administration to an executive body in the Republic of Bulgaria under art. 38, para. 1 or para. 2, item 1 of the Administration Act, should prove that it is the owner of the building (respectively each of the buildings included in the project) or that the building (respectively each of the buildings included in the project) is provided for management within the meaning of Art. 14, para. 3 of the State Property Act to the administration or the body that heads it. The Applicant, when it is a municipality on the territory of the Republic of Bulgaria within the meaning of art. 14 of Local Government and Local Administration Act, should prove that it is the owner of the building (respectively each of the buildings included in the project).

The Applicant shall submit document showing that the Applicant owns the building (respectively each of the buildings included in the project) or the building (respectively each of the buildings included in the project) has been provided for management within the meaning of Art. 14, para. 3 of the State Property Act to the Applicant or the body that heads it-when the Applicant is a legal entity - administration to an executive authority in the Republic of Bulgaria under art. 38, para.1 or 2, it.1 of the Administration Act, or a document, clearly showing that the Applicant is the owner of the building (respectively each of the buildings included in the project) - when the Applicant is a municipality on the territory of the Republic of Bulgaria within the meaning of art. 14 of the Local Self-Government and Local Administration Act.

When a renewable energy production facility is constructed near the building, the Applicant shall be the owner of the property or have established right in rem or the right of construction on the property where the facility is to be built. The Applicant shall provide a document showing that he is the owner of the property or has an established right in rem or a right of construction on the property.

Each of the buildings included in the project shall be used in accordance with its main non-economic purpose (for the usual functions of the respective public administration and municipality).

The Applicant shall submit Declaration (Appendix H) that the building (respectively each of the buildings included in the project) is used in accordance with its main non-economic purpose (for the usual functions of the respective administration or municipality).

The Applicant shall submit Declaration (Appendix T) that the project will be implemented under “no aid” regime.

The project proposal should include activities related to the implementation of energy-saving measures leading to the transformation of the building into a near to zero energy consumption building.

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| **IMPORTANT!**  **When the project proposal includes more than one building, the energy-saving measures may be recommended by one or more energy efficiency audits. In this case, the energy efficiency audit Report(s) shall contain data for each building under indicators 1, 2 and 3 of item 4 of these Guidelines, as well as the energy share of the RES.**  **The project proposal shall not include a building in which structural restoration/reinforcement measures have not been implemented, if they are prescribed as mandatory in the technical inspection of the building (according to the Technical Passport of the building, Part B "Measures for maintenance of the construction and deadlines for performance of repairs", item 2 "Necessary measures to maintain the safe operation of the construction and a schedule for implementation of the urgent measures").** |

The measures that the Applicant is applying for under this Procedure shall be recommended by an Energy Efficiency Audit Report.

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| **IMPORTANT!**  **Each Applicant can submit only one project proposal, which may include one or more buildings.**  **At the stage of technical and financial evaluation, an ex officio reduction of costs related to the project proposal could be done. If the amount of the grant is less than EUR 200 000 after costs reducing, the project proposal shall be rejected** |

The project shall comply with the principles of economy, efficiency and effectiveness. So that a project becomes eligible for funding, the following project readiness is required:

* The Energy Efficiency Audit Report shall be prepared by a person entered in the Public Register under Art. 44, para. 1 of the Energy Efficiency Act (EEA) in accordance with the Ordinance under Art. 48 of the EEA and a Summary of the Energy Efficiency Audit Report[[2]](#footnote-3).
* An investment project prepared in accordance with the requirements of the Spatial Development Act and the regulations to it during the technical or detailed design phase, which (where applicable) is agreed and approved in accordance with the requirements of the Spatial Development Act;
* All required documents issued as a result of an administrative, approval and contractual procedures in accordance with the applicable legal framework (if such are required under the Bulgarian legislation).

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| **IMPORTANT!**  **The Applicant shall provide a Description of all the necessary documents to be issued as a result of administrative, conciliation and contractual procedures, in accordance with the applicable legal framework.** |

The technical parameters and investment costs set out in the investment project shall correspond to the technical parameters under which the indicators for the estimated annual energy savings, the share of RES energy, the amount of investment costs, as well as the energy consumption class for the respective building are calculated in the Energy Efficiency Audit Report. The indicators in the Energy Efficiency Audit Report shall be updated in case of inconsistence with the indicators in the investment project.

The values of the indicators for the estimated annual energy savings, the estimated annual reductions in greenhouse gas emissions, the share of the RES energy, the amount of investment costs, as well as the energy consumption class for each building shall be indicated in item 11 of the Application Form.

The check for compliance of the technical parameters and the investment costs shall be carried out at the stage of the technical and financial assessments of the project proposals.

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| **IMPORTANT!**  **The present call for project proposals is specifically aimed at implementing appropriate energy efficiency measures, through which the building will fulfill the requirements of the national definition of “near to zero energy building”.**  **In accordance with § 1, item. 28 under the Additional provisions of the Energy Efficiency Act:**  **"Nearly zero-energy building" is a building that meets the following terms and conditions at the same time:**  **a) energy consumption of the building, determined as primary energy meets class A of the energy consumption scale for the respective type of buildings;**  **b) minimum 55 per cent of the consumed (supplied) energy for heating, cooling, ventilation, hot water for domestic use and lighting is energy from renewable sources, located on-site on a building level or nearby.**  **Any project submitted in the framework of this call for proposals must clearly describe the demarcation and/or complementarity with the activities included in similar projects, which are intended to be supported by other financial instruments, which provide grants.** |

# TERRITORIAL RANGE AND PLACE OF IMPLEMENTATION

The projects under the Call shall be implemented on the territory of the Republic of Bulgaria, with some of the activities being implemented in the donor countries (if applicable).

# ACTIVITIES ELIGIBLE FOR FINANCING

## ELIGIBLE ACTIVITIES

***The eligible activities should be consistent with the objectives of the Programme and should result in “Improvement of the energy efficiency in buildings, the industry and municipalities”.***

***Under this Procedure, the following activities carried out by the Applicant are eligible for funding:***

* Implementation of energy-saving measures on the structure of the building(s), including replacement of joinery, energy-saving measures on the external structural elements of the building (exterior walls, roof, floor, attic and floor reinforced concrete slabs adjacent to unheated spaces, internal walls adjacent to unheated spaces (if applicable) etc.;
* implementation of energy-saving measures on the technical installations of the building;

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| **IMPORTANT!**  In this procedure, "technical installations of the building" means the technical equipment for heating /cooling of premises/ventilation/hot water for household needs /interior lighting, production of energy from renewable sources at the site of the building and building system for automation and management (BMS).  The “building system for automation and management” means a system, which covers all products, software and engineering services, which can maintain the energy efficient, economical and safe operation of technical installations of the building through automated management and facilitation of the manual management of these technical installations of the building. |

* Construction of a facility/facilities for production of energy from renewable sources in the building or near the building to ensure the consumption of RES energy in the building;
* Connection of the building to the facility(s) to ensure RES energy;

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| **IMPORTANT!**  The construction of a facility/facilities for production of energy from renewable sources in the building or near the building shall be only to ensure renewable energy for self consumption in order to reach 55 % share of renewable energy in the energy used in the building for heating, cooling, ventilation, hot water and lighting. The construction of a facility/facilities for production of energy from renewable sources will only be eligible when the facility will be owned by the Candidate. |

* Performing of construction and installation works and dismantling, directly related to the implementation of the energy-saving measures, the construction of installations for production of energy from renewable sources and the connection of the building;
* Delivery of materials, equipment, installations, systems, doors, windows, etc.;
* Construction supervision;
* Designer's supervision;
* Project management;
* Exchange of experience, knowledge and best practices at management and expert levels, training provided by the Partner;
* Visits to Bulgaria by the Partners from donor countries and visits to a donor country of the Beneficiary;
* Awareness and publicity activities.
* Audit.

***Under this Procedure, the following activities carried out by a Partner/Partners are eligible for funding:***

* Exchange of experience, knowledge and best practices at management and expert levels provided by the Partner;
* Visits to a donor country of the Beneficiary and visits to Bulgaria by the Partners from donor countries.

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| **IMPORTANT!**  **Information, publicity and audit activities are mandatory for each project.**  **The Applicant shall submit an Information and Communication Plan to the Application Form in the "Additional Information Required for Project Proposal Assessment" section, following the requirements of the EEA Grants and Norway Grants Communication and Design Manual for 2014-2021 (Appendix C) and Section 2.3 of Annex 3 of the Regulation.**  **The cost for awareness and publicity activities and audit should be provided as an expense in the Project Budget (item 5 of the Application Form).** |

## INELIGIBLE ACTIVITIES

* Implementation of measures not recommended by the Energy Efficiency Audit Report;
* Reconstruction (including adding to a building, raising of an additional storey), implementation of measures for structural restoration/reinforcement of elements of the construction structure, measures related to the bearing capacity, seismic resistance of the structure, measures for preserving the integrity of the construction structure, and other safety-related measures, which are prescribed in the technical passport of the building, drawn up on the basis of an audit under Ordinance No 5 of 2006 on the technical passports of the buildings;
* Activities, the implementation of which has started before the submission of the project proposal;
* Activities, carried out after the deadline for implementation of the project activities;
* Activities, already funded by other public sources;
* Purchase of long-term second-hand assets and fixed assets not first registered by the aid recipient;
* Purchase of machinery/equipment and intangible fixed assets that are not directly related to the achievement of the project objectives or are not necessary for the implementation of the measures included in the Energy Audit;
* Consultancy services for the development of the project proposal;
* Any activities that are not among those mentioned in item 12.1. as eligible;
* Consultancy, legal and accounting services of a general nature;

## RISK ANALYSIS

All activities funded under EEA Grants 2014-2020 must follow the risk assessment and performance approach. Applicants are required to submit a risk analysis for the project in the "Additional information needed to evaluate the project proposal" in the Application Form. The risk analysis shall contain information on:

* The main financial, human, material, technological and information resources needed to implement the project activities and ensure the sustainability of its results;
* The possible risks, the probability of their occurrence and the impact they would have on achieving the project results;
* The measures that the Applicant envisages to take to ensure the availability of the necessary resources and to avoid, mitigate, transfer or accept and manage the identified risks.

When completing the Application Form, the Applicant shall not need to present all the possible risks, but should focus on the main institutional, operational and financial risks to ensure the achievement and long-term sustainability of project results.

# CATEGORIES OF COSTS ELIGIBLE FOR FINANCING

## CONDITIONS FOR COSTS ELIGIBILITY

To be eligible, costs under this call for project selection procedure shall meet the following criteria:

* To be actually carried out by the Project Promoter or its Partner during the implementation of the project within the agreed duration of the project;
* To occur between the first and final dates of eligibility of a project under the Project Contract and in any case not later than 30.04.2024;
* To be directly related to the subject matter of the Grant Contract and match the approved budget for the project implementation, respectively the budget allocation for the particular Partner;
* To be necessary and proportionate to the implementation of the activities eligible under the project;
* To be made solely for the purpose of achieving the objectives and expected results of the project implementation in a manner consistent with the principles of economy, efficiency and effectiveness;
* To be certified by the necessary cost-proving documents (invoices, contracts or other accounting documents), documents for payments made in accordance with the applicable legislation, as well as documents proving the performance of the activities;
* To be reflected in the Beneficiary's or its Partner(s)’ accounts or records in accordance with the Accountancy Act and applicable accounting standards and principles;
* To meet the requirements of tax and social security legislation;
* The Beneficiary's and its Partners' accounting and internal control system must allow direct identification and verification of the declared revenue and costs of the project. Project revenue and expenditure should be segregated separately and allow traceability of all economic operations under the project and the preparation of standalone reports for project purposes only.

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| **IMPORTANT!**  **The budget (item 5 of the Application Form) in the Application Form must reflect the eligible costs. Costs that are ineligible shall be removed from the project budget ex-officio at the technical and financial evaluation stage.**  **In case costs are included, for which double funding is established, the Evaluation Committee shall take a reasoned decision to reject the project proposal**  **In cases when the Evaluation Committee removes all costs related to energy-saving measures for the structure of the building/s and to the technical installation of the building from the budget of the project, the project proposal will be rejected.**  **In the cases when activities have to be implemented, which are not included in the eligible activities under this procedure but are** **systematically linked to the eligible project activities in order for the objectives of the project in accordance with the objectives of this call for project proposals to be achieved, such activities can be included in the project proposal and shall be explicitly referred to as additional activities and the need for their inclusion shall be duly justified by the Applicant.**  **The funds necessary to finance these activities shall be borne by the Applicant and they should be included in Section VI of the budget under heading 'Ineligible expenditure', in the 'Co-financing' column and shall be part of the total value of the project proposal (the project).**  **The technical and financial evaluation of the project proposals shall also include checking and evaluating the feasibility, effectiveness and eligibility of all activities and costs envisaged (see paragraph 17.3 Technical and Financial Assessment).** |

Costs shall be considered to have occurred when they were invoiced, paid, and their subject-matter was executed. Exceptionally, costs invoiced during the last eligibility month will also be considered as incurred within the eligibility period if they are paid within 30 days of the final date of eligibility of project costs. The Beneficiary's accounting principles and procedures must be organized in such a way as to allow analytical accounting of the funding received and the costs of the Project and easy access to primary accounting documents.

Cost eligibility requirements, types of eligible costs, and how to substantiate them shall be defined in the Project Contract.

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| **IMPORTANT!**  Costs associated with the purchase of equipment shall be considered eligible, provided that the Beneficiary:  (a) keeps the equipment in its ownership for a period of at least five years following the completion of the project and continues to use that equipment for the benefit of the overall objectives of the project for the same period.  Within this period the Project Promoter shall be required to fulfil its obligation and not to transfer ownership of the site, constructed as a result of the Grant investment, not to alter the intended use of the assets acquired as a result of the project implementation, and not to conclude contracts of any kind with any third parties and / or not to perform other actions that could lead to a significant change in the results of the Project.  (b) insure the site against theft, intentional malicious acts of third parties, fire and other natural disasters and other relevant risks for the project period and for at least 5 years after completion of the project; and  (c) provide adequate resources for the maintenance of the building, subject of intervention, the constructed installation for RES production and for connection of the building. |

## ELIGIBLE COSTS

### Eligible direct costs

Eligible direct costs for the project are the costs incurred by the Beneficiary and / or the Project Partner accounted for in accordance with the usual accounting principles and internal rules of the organization as costs directly related to the implementation of the project that may be directly accounted for. Direct costs mentioned below shall be considered eligible provided that they meet the criteria set out in point 13.1:

1. Expenditure for staff working on the project, consisting of actual salaries, social security contributions and other statutory costs included in the remuneration, if this is consistent with the Beneficiary's usual policy, respectively the Partner’s remuneration policy. Staff remuneration costs shall be eligible insofar as they are related to the performance of activities that the Beneficiary would not perform if the project concerned is not implemented;
2. Travel, subsistence and accommodation costs for the Beneficiary's and Partner's staff;
3. Costs under contracts with external contractors which include:

* Delivery and installation of technical equipment for heating of the premises, cooling of the premises, ventilation, hot water for household needs, internal lightning, production of RES energy in the building;
* Delivery and installation of equipment for production of energy from renewable energy sources in the building or near the building for securing the RES energy self consumption in the building;
* Delivery and installation of equipment for connecting the building to the facility/es for production of renewable energy, which is/will be owned by the Candidate.
* Delivery and installation of resources and equipment for the automation and management system of the building, including software and engineering services;
* Delivery of materials, materials and installations, equipment, systems, doors, windows, etc.;

* Performance of construction and installation works and dismantling, directly related to the implementation of energy saving measures, the construction of a facility for the production of energy from renewable sources and the connection of the building;

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| **IMPORTANT!**  **The costs for installations and equipment shall be eligible to the amount of such part of the depreciation, which corresponds to the duration of the project and the degree of actual use for the purposes of the project. In case the installations and the equipment are an inseparable and required condition for achieving the objectives and results of the project, the total value of the cost for the equipment shall be eligible.** |

* Construction supervision;
* Designer's supervision.

1. Other direct costs under contracts with external contractors:

Costs arising directly from activities eligible under the project (costs for preparation of external procurement procedures, translation, audit, information and publicity activities, expenses for exchange of experience, knowledge and best practices at management and expert levels provided by the Beneficiary/Partner/s, etc.).

The costs of contracts of beneficiaries with external contractors are eligible when these contracts are concluded in compliance with the legislation in the field of public procurement, in particular the Public Procurement Act and Rules for Application of the Public Procurement Act.

It is permissible to conduct procedures for the award of public contracts and the conclusion of contracts with contractors under the conditions of Art. 114 of the PPA before the conclusion of grant agreements under the procedure. Applicants may also conclude contracts to which the PPA does not apply, provided that they include clauses analogous to the provision of Art. 114 of the PPA. In this case, all costs of drawing up the procurement procedures shall be borne by the applicant. In the event that a Grant Agreement is concluded with the applicant concerned, all eligibility rules, including the starting point of eligibility of the costs concerned, will apply to the costs assigned to the outsourced activities.

### Eligible indirect (overhead) costs

Indirect costs are all eligible costs that cannot be identified by the Beneficiary and / or the Project Partner/s as directly related to the project, but which can be identified and evidenced by its accounting system as costs directly related to the eligible direct costs to the project. They cannot include eligible direct costs. Indirect project costs represent a fair distribution of the overhead costs of the Beneficiary or the Project Partner/s.

The Beneficiaries and the Partners may identify their indirect costs according to one of the following methods:

(a) based on actual indirect costs for those Beneficiaries and Project Partners that have an analytical accounting system to identify their indirect costs as indicated above;

(b) a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Beneficiary or the Project Partner;

(c) a flat rate of up to 15% of direct eligible staff costs without there being a requirement for the Programme Operator to perform a calculation to determine the applicable rate; or

(d) a flat rate applied to direct eligible costs based on existing methods and corresponding rates applicable in European Union policies for similar types of projects and Beneficiaries.

(e) in case the Beneficiary or the Project Partner is an international organization or agency, the indirect costs may be determined according to the indirect cost rules applied in those organizations, in compliance with the specific provisions of the Programme Agreement.

## INELIGIBLE COSTS

The following costs are ineligible:

1. Interest on loans, debt service charges and penalties for late payments;
2. Fees for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the Grant Agreement under the project;
3. Provisions for losses or possible future liabilities;
4. Currency exchange losses;
5. Recoverable VAT;
6. Costs covered by other sources;
7. Fines, penalties and litigation costs, except where an appeal is necessary and an integral part of the achievement of the project's objectives;
8. Excessive or reckless spending;

In addition any costs not covered by the eligible costs, including costs not described in the Application Form, or if it is not possible to assess for which activity the report it is presented.

## BUDGET OF THE PROJECT PROPOSAL

The budget of the project proposal shall include eligible direct costs and eligible indirect costs, as well as ineligible costs systematically linked to eligible activities. The Budget is structured in sections, items and lines.

In the Application Form, the budget shall be drawn up in BGN. The values and unit prices shall be rounded to the second decimal place. Any eligible expenditure must be a separate budget item or budget line. The costs of the Applicant and the Partner (in case they spend money) should be broken down in separate items.

The treatment of VAT as a non-recoverable cost eligible for project implementation is given in the Instruction of the Ministry of Finance DNF No. 3 of 23.12.2016 on the treatment of value added tax as eligible expenditure in the implementation of projects under the Operational Programmes co-financed by the European Regional Development Fund, the European Social Fund, the Cohesion Fund of the European Union and the European Maritime and Fisheries Fund for the 2014-2020 programming period. Where VAT is irrecoverable, non-recoverable VAT shall be included in the value of the respective budget line.

The Applicant shall justify any intended spending by including a short text description in the Application Form and referring it to the relevant activity.

For the purposes of spending planning, the exchange rate of 1 euro = 1.95583 BGN shall be used.

When establishing the budget it has to be taken into consideration that it will be spent in compliance to the rules of the Public Procurement Act and the respective acts on its implementation.

Applicants should take into account that, in accordance with that national legislation, the rules for tendering and selection of contractor (s) is determined on the basis of the value and subject of the service or delivery, regardless of the budget item in which the corresponding costs are foreseen. It is not allowed to separate the subject of the service or the delivery in order to circumvent the application of the indicated regulations

In order to determine the intensity of the grant in case the Applicant / Partner provide own contribution to the eligible costs of the project, this contribution should be proportionally distributed among all eligible costs of the Applicant or the Partner respectively.

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| **IMPORTANT!**  **In order to determine the intensity of the grant provided, in case of the Applicant's / Partner's own contribution to the eligible costs of the project, this contribution should be proportionally distributed among all eligible costs of the Applicant, respectively the Partner.**  **The Applicant shall bear full responsibility for the accuracy of the financial information presented in the budget.** |

**Section I: Staff costs**

**Budget items: Costs for the Beneficiary’s staff and costs for the Partner’s staff**

The staff costs involved in the project consist of actual wages, social security contributions, and other statutory costs included in the remuneration if this is consistent with the Applicant's or Partner's routine policy as regards remuneration. Staff remuneration costs shall be considered eligible insofar as they are related to the performance of activities that the Applicant would not perform if the Project concerned is not implemented. In determining the applicant's remuneration, the relevant Bulgarian legislation applies.

**The Partner's remuneration (if applicable) shall be scheduled in accordance with the policy of the Partner.**

The costs of the Applicant and the costs of the Partner (if applicable) shall be filled in separate budget items.

**Section II: Costs for hosting and participating in events**

**Budget items: Travel costs of the Beneficiary / Travel costs of the Partner**

These budget items include travel, subsistence, and accommodation costs for Applicant and Partner employees (if applicable).

The costs of the Applicant should be in accordance with the Ordinance on business trips in the country and the Ordinance on business trips and specializations abroad.

Determining the cost of the Partner's travel costs (if applicable) shall be in line with its usual policy.

The Applicant shall substantiate the estimated travel costs of the Beneficiary and the Partner (if applicable) in the country and abroad in the Application Form,otherwise, the Evaluation Committee will ex officio remove the relevant costs from the project budget.

The costs of the Applicant and the costs of the Partner shall be filled in separate budget items.

**Section III: Tangible assets costs**

**Budget items: Costs on outsourcing contracts related to activities for implementation of energy efficiency measures**

The Applicant presents the eligible costs for delivery, installation and dismantling of tangible assets related to the activities of: implementation of energy saving measures on the construction of the building/s, on the technical building installations, construction of the production facility for RES /renewable energy source/ for self consumption, connection of the building to production facility for RES which is/will be owned by the Applicant, delivery and installation of resources and equipment for a building system for automation and control /ВMS/, incl. software and engineering services, delivery of materials, equipment, facilities, systems, doors, windows, etc., as well as the eligible construction and installations works directly related to them.

The applicant shall establish separate budget lines for the activities envisaged in the project for each building. The costs under Section III are eligible only for the Applicant.

**Section IV:** **Service costs**

Costs for services, related to the activities under Section III, as well as for the preparation of tendering documentation for outsourcing, are only eligible for the Applicant and shall be filled in under separate budget items, namely:

* Budget item: Costs of construction supervision;
* Budget item: Costs of designer’s supervision.
* Budget item:Costs forpreparation of tendering documentation for outsourcing.

The costs for services under contracts with external contractors may be as well cost for translation, audit, information and communication activities, costs of exchange of experience, knowledge and best practices at management and expert levels, as well and other relevant costs that have been shown to be mandatory and indivisible in the implementation of the Grant Contract. They are eligible for the Applicant and the Partner. Such costs shall be segregated in separate budget lines under the following budget items:

* Budget item: Other direct costs under contracts with external contractors of the Beneficiary
* Budget item: Costs of the Partner for translation, information and communication activities, exchange of experience, knowledge and best practices at management and expert levels.

**Section V: Indirect costs**

When the Applicant decides to request the financing of indirect costs with the project proposal, it should note this in the Application Form and reflect it in a separate budget item of the project budget, separately for the Applicant and the Partner. The title of the respective budget item shall also indicate the chosen method of calculation of indirect (overhead) costs of the Applicant and the Partner under p. 13.2.2. of the Application Guidelines.

When approving the project proposal, it shall be noted in the Grant Contract whether the Beneficiary and the Partner will incur indirect costs.

**Section VI: Ineligible costs**

This section includes costs that are not included in the eligible costs under this procedure, but are systematically related to the eligible project activities. These costs shall be filled in the "Co-financing" column and shall be part of the total value of the project proposal (the Project).

## PAYMENTS

The following payments shall be made under a signed grant contract:

* Advance payment
* Interim payment/s
* Final payment

All payments will be made in BGN.

The advance payment shall be up to 30 % of the total grant amount and shall be made within 1 month after providing request for advance payment in UMIS 2020 together with the following documents:

1. Promissory note for the amount equal to the amount of the advance;

2. Financial identification;

3. Declaration for de minimis aid the Partner (if applicable)

Interim payment shall be made after providing in UMIS 2020 a request for interim payment within 10 working days after the approval of the project Interim report. The total amount of the advance and interim payments shall not exceed 80 % of the grant.

The interim report shall include:

1. Interim Financial Report:

* Part A – a statement of the costs actually incurred and paid by the Beneficiary;
* Part B – estimates that are calculated on the basis of the necessary planned funds for the next period, reduced by the unused balance from previous periods.

2. Interim Technical Report:

* Part C- provides information on the progress in achieving results and indicators.

The amount of each interim payment shall be determined by subtracting all payments made by the PO to the Project Promoter from the sum of the estimated amounts in Part B of the Interim Financial Report and the expenses verified so far under the project.

A final payment shall be made after submitting a request for final payment through UMIS 2020 within 10 working days after the approval of the project final report.

The amount of the final payment is calculated by deducting the advance and interim payments made by the PO to the Project Promoter from all verified project costs financed through the grant.

# APPLICABLE DE MINIMIS AND STATE AID SCHEME

The provision of public resources, including the Grant under this procedure, must comply with the State aid rules, taking into account the principle of inadmissibility of State aid and the possible compatibility hypotheses envisaged by the Treaty on the Functioning of the European Union, the Regulations and the national legislation.

## For applicants

**Non-Aid Regime**

The procedure "Energy Efficiency” in buildings is aimed at increasing the share of energy from RES in the gross final energy consumption and achieving decarbonising of the building stock. Cooperation is envisaged with Partners from Iceland, the Kingdom of Norway and the Principality of Liechtenstein, who have many years of experience in the use of energy from RES and the implementation of energy efficiency measures and would contribute to the introduction of innovative approaches and best practices.

The Renewable Energy Sources Act (RESA) regulates public relations concerning production and consumption of:

electricity, heat energy and cooling energy from RES;

gas from RES;

bio-fuels and renewable energy in transport.

According to Art. 8 of RESA, the regional governor should ensure the implementation of the state policy for promotion of production and consumption of electricity, heat and cooling energy from RES, production and consumption of gas from RES, as well as production and consumption of bio-fuels and energy from RES in transport, on the territory of the region, as well as to coordinate the related activities.

The Mayors of the municipalities develop municipal long-term and short-term programmes for promoting the use of energy from renewable sources and bio-fuels in accordance with the National Action Plan for Energy from Renewable Sources and submit them to the Municipal Councils for their approval.

Art. 11, par. 2 of RESA requires from the state authorities and local governments to take measures in order to ensure so that from 1 January 2012 the new public service buildings, as well as the existing public service buildings in which reconstruction, major renovation or major repair is carried out, serve as a model for achieving the objectives of RESA. This obligation may be fulfilled by complying with the standards for residential buildings with zero energy consumption or by ensuring the use of the roofs of such buildings or mixed-use buildings, including public services, by third parties for installations generating energy from renewable sources.  
It should be noted that according to the provisions of Art. 20, para. 1 of RESA, in case of construction of new buildings or reconstruction, major renovation or major repair of existing buildings, installations for production of energy from RES shall be put into operation where this is technically possible and economically feasible. Art. 20, para. 2 of RESA requires that at least 15 % of the total amount of heat and cooling energy required for the building should be produced from RES by introducing:

central heating, using biomass or geothermal energy;

individual equipment for burning biomass with effectiveness of transformation at least 85% in residential and commercial buildings and 70% in industrial buildings;

solar thermal installations;

thermal pumps and surface geothermal systems.

In addition, Art. 20, para. 3 of RESA stipulates that in the preparation of investment projects for new buildings or for reconstruction, major renovation or major repair of existing buildings, analyses should be made in the Energy Efficiency Part and in the survey for energy efficiency regarding the possibilities for the use of energy from renewable energy to prove the technical feasibility and economic feasibility under para. 1. The analysis of the possibilities for use of energy from RES is part of the evaluation of the indicators for annual energy consumption in the building.  
The Energy Efficiency Act (EEA) regulates public relations concerning the implementation of the state policy for increasing energy efficiency.

In accordance with Art. 12, para. 1 of EEA, “State policy in the field of energy efficiency shall be implemented by all governmental and local bodies”.

The Beneficiaries determined under the procedure are executive institutions or municipalities on the territory of the Republic of Bulgaria.

The State Property Act (Article 14 of the SPA) introduces responsibility to the ministers and heads of other departments to manage the properties and chattels - state property, conceded to them, in compliance with their designation for the needs for which they are ceded, with due diligence. The management of sites, properties and chattels - state property, includes the right of the departments and legal entities on budget support to own, use and maintain them on behalf of the state, at their own expenses and responsibility. According to Art. 15 of the SPA “Properties – state property, shall be conceded gratuitously for management to the departments and the municipalities under conditions and by order, determined with the regulation for implementation of the Act”.

Article 31 of the EEA defines the energy efficiency requirements for each investment project, specifying that the investment projects for construction of buildings must comply with:

1. the technical, environmental and economic feasibility of alternative high-efficiency installations and systems;
2. to provide for the possibility of installing self-regulating devices and for separate temperature adjustment in each room or, where justified, in a particularly designated heated area in a building unit, where this is technically possible and economically feasible;
3. to provide for the design of near to zero energy buildings;

The envisaged activities under this procedure are aimed at the implementation of energy efficiency measures, by which the building will meet the conditions for a „near to zero energy building", according to § 1, item 28 of the Additional Provisions of the EEA.

Energy efficiency interventions are only aimed at buildings owned by the central and territorial administration (municipalities). Given the fact that they are not used for economic activities, the central and territorial administrations act in their capacity as public bodies and do not represent enterprises within the meaning of Art. 107 of the Treaty on the Functioning of the EU.

According to item 17 of the Commission Notice “Commission Notice on the concept of state aid according to Art. 107, para. 1 of the TFEU” (Notice), Art. 107, para.1 of the TFEU does not apply when the State acts in exercising of "public powers" or where public legal entities act in their "capacity as public authorities". An entity may be considered to be acting in exercising public powers when the activity constitutes a task which forms part of the principal functions of the State or is related to those functions by its nature, purpose and the provisions to which it is subject.

As it is pointed out in p. 12.1 of these Guidelines, the construction of a facility/facilities for production of energy from renewable sources in the building or near the building shall be only to ensure renewable energy for self consumption in order to reach 55 % share of renewable energy in the energy used in the building for heating, cooling, ventilation, hot water and lighting. The renewable energy produced by such a facility cannot be traded.

The construction of a facility/facilities for production of energy from renewable sources will only be eligible when the facility will be owned by the Candidate.

The subject of interventions under this procedure is a non-economic infrastructure, as the funded buildings are owned by public authorities, which use them to perform their usual functions. In these cases, the grant under this procedure does not constitute state aid, as it serves for exercising of public powers by the relevant authorities.

In addition, the beneficiaries must prove that the project interventions will be carried out in a building that is used according to its main non-economic purpose (for performing the usual functions of the respective public administration). This fact shall be certified by the Applicant with a declaration (Appendix H of the application guidelines, part "Eligible Applicants"). Beneficiaries whose interventions under the project are carried out in a building that has objects for economic purposes are not eligible under this procedure.

In the cases where the Applicant – a state institution or municipality, use the eligible for financing sites in accordance to their main non-economic purpose (to perform the usual functions of the respective public administration and municipality), they should not be considered as recipients of state and/or de minimis aid.

According to para. 203 of the Commission Notice, public financing of infrastructure not intended for commercial operation is in principle excluded from the application of state aid rules.

With a view to the above, it can be concluded that the grant provided under these guidelines falls outside the scope of state aid rules for the Beneficiary, as it represents a transfer of funds from one public body to another, in order to fulfill legally defined powers.

The Beneficiaries under this grant provision procedure are obliged to comply with the legislation in the field of public procurement and state aid and shall not allow the funds received under the grant agreement to be provided to third parties in violation of the state aid regime. The external awarding of activities by the Beneficiary should be carried out through open, transparent, sufficiently publicized and non-discriminatory tender procedures, meeting the conditions of items 89 to 96 of the Commission Notice on the concept of State Aid referred to in Article 107, para. 1 of the Treaty on the Functioning of the European Union (2016 / C 262/01).

The state aid rules apply to each individual project proposal. The beneficiary of the grant should set up a mechanism to monitor and ensure compliance with the conditions set out in these guidelines so that it can be demonstrated at any time that the funds use complies with and does not contradict the existing national and European state aid legislations.

In the course of project evaluation (as described in p. 17) the Programme operator shall perform the necessary checks regarding the “non aid” regime for the Applicants (Appendix J).

## For the Partners

Under this procedure for the selection of project proposals with regard to the Partners, two "non-aid" and "de minimis" regimes are implemented.

For non-business partners, they do not have economic activity, and for the purposes of the project they will not carry out economic activities, funding under these guidelines is "no aid". Where the Partners are undertakings within the meaning of the competition rules, conduct economic activities and plan to carry out economic activities for the purpose of the project, they are subject to the de minimis rules under Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (Regulation (EU) № 1407/2013), by monitoring compliance with the requirements of the Regulation and the accumulation of de minimis on the territory of the Republic of Bulgaria.

As regards the applicable ceilings and for the purposes of cumulation of aid, account should be taken of the provisions of Art. 3, para. (2) of Regulation (EU) No 1407/2013, and therefore subject to verification is the total amount of de minimis aid at the level of the single undertaking over a period of three fiscal years, on the territory of the Republic of Bulgaria.

The ceilings referred to in paragraph 2 shall apply regardless of the form and purpose of the de minimis aid and no matter whether the aid granted is financed in whole or in part by EU funds. The period of three fiscal years shall be determined according to the fiscal years used by the relevant enterprise.

The assistance under this procedure is transparent, since it is a grant under Art. 4, para. 2 of Regulation (EU) № 1407/2013. all values used are in gross terms, i.e. before taxes or other charges.

The Partner(s) may spend funds only on the eligible activities described in paragraph 12.1. above.

The amount of funding for Partners, as well as the de minimis aid granted under this procedure, will be included in the Grant Contract.

Where support is de minimis, partners who fall under the exceptions in Regulation (EU) No 1407/2013 and specifically when their activity or activities for which they apply for funding are outside the scope of de minimis aid, such partners are not eligible for participation in the procedure:

1. Aid granted to undertakings active in the fisheries and aquaculture sector covered by Council Regulation (EC) No 104/2000 of 17 December 1999 on the common organization of the markets in fishery and aquaculture products (OJ L 17, 21.1.2000, p. 22);

2. Aid granted to undertakings active in the primary production of agricultural products;

3. Aid granted to undertakings active in the processing and marketing of agricultural products in the following cases:

* where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
* where the aid is conditional on being partly or entirely passed on to primary producers.

4. Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;;

5. Aid contingent upon the use of domestic over imported goods, may apply, respectively be subject to assistance, only if they prove that they meet the requirements of Art. 1, para. 2 of Regulation (EU) № 1407/2013.

Where an undertaking carries on business in the sectors referred to above, as well as in one or more of the sectors or activities covered by Regulation (EU) No 1407/2013, it shall apply to the aid granted to the one or more sectors concerned and under the condition that there is a division of activities or cost differentiation for the undertaking in such a way as to ensure that activities in excluded / ineligible sectors and activities do not benefit from de minimis aid granted under Regulation (EU) № 1407/2013.

The procedure does not provide assistance to a Partner when its disbursement results in violation of the provisions of Regulation (EU) No 1407/2014, including Art. (1) (c), (d) and (e) of the Regulation. This de minimis aid shall not be used for the acquisition of road freight transport vehicles.

In order to verify that the Partner(s) are carrying out their economic activities in the eligible sectors, the Applicant must submit together with the project proposal for each Partner a certificate of economic activity code based on data for the last completed financial year issued by the National Statistical Institute or an equivalent document for foreign Partners for the last completed fiscal year.

The eligibility of Partners created / registered within the current calendar year shall be certified by the declared data in the Statement of de minimis and State Aid.

The classification of economic activities 2008 (NACE.BG-2008) or the NACE classification shall be used to determine eligibility.

According to Art. 2, par. 2 of Regulation (EU) No 1407/2013 “single undertaking" includes, for the purposes of this Regulation, all enterprises having at least one of the following relationships with each other:

1.one enterprise has a majority of the shareholders’ or members’ voting rights in another enterprise;

2. one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;

3. one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;

4. one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders’ or members’ voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) of the first subparagraph through one or more other enterprises shall also be considered to be a single undertaking.

For the purposes of this procedure, the definitions under Art. 2, par. 1 of Regulation (EU) No. 1407/2013 shall also be used.

The maximum amount of a "single undertaking" Grant shall be determined on the basis of aggregation with other de minimis received by the Project Partner for the last three fiscal years, with cumulative aid not exceeding the equivalent of EUR 200,000 (BGN 391,166) (EUR 1 = BGN 1,95583), and in case the Partner carries out activities in the automotive freight sector, this amount is EUR 100,000 (BGN 195,583). The maximum amount of aid for the same undertaking, together with the other de minimis aid received, cannot exceed the BGN equivalent of EUR 200,000 (BGN 391,166) over three financial years (two previous plus the current year).

The de minimis aid shall be deemed to have been received from the moment of the conclusion of the contract for its provision.

The aid granted under this procedure may be cumulated with "de minimis" aid:

5. Granted pursuant to Commission Regulation (EU) No 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid for undertakings providing services of general economic interest (OJ L 114, 26.04.2012), the applicable threshold for the accumulation of the de minimis aid is the BGN equivalent of EUR 500 000;

6. Granted under Regulation (EU) No 1407/2013 may be cumulated with the de minimis aid granted under Commission Regulation (EU) No 1408/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union (OJ L 352, 24.12.2013) and Commission Regulation (EU) No 717/2014 of 27 June 2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid in the fisheries and aquaculture sector (OJ L 190, 28.6.2014), by type of de minimis aid to the corresponding ceiling specified in Art. 3, par. 2 of Commission Regulation (EU) No 1407/2013.

De minimis aid shall not be cumulated with State aid granted in respect of the same eligible costs or with State aid for the same risk-financing measure if such cumulation would exceed the highest applicable aid intensity or the aid amount fixed in the specific circumstances of each case with a block exemption regulation or decision adopted by the Commission. De minimis aid, which is not granted or not due to specific eligible costs, may be cumulated with other State aid granted under a block exemption regulation or decision adopted by the Commission.

Where, with the granting of new de minimis aid, the relevant ceiling laid down in Art. 3, para. (2) of Regulation (EU) No 1407/2013, no part of this new aid can fall within the scope of Regulation (EU) No 1407/2013.

In the case of mergers or acquisitions, any previous de minimis aid granted to any of the merging companies shall be taken into account in determining whether a new de minimis aid granted to the new entity or the acquiring undertaking does not until the relevant ceiling is exceeded. De minimis aid legally granted before the merger or acquisition remains legal.

If an undertaking is divided into two or more separate undertakings, the de minimis aid granted before the split is granted to the undertaking which has benefited from it, in principle being the undertaking carrying out the activities for which the "de minimis" aid was used. If such a grant is not possible, the de minimis aid shall be allocated proportionally on the basis of the book value of the equity of the new entity to the effective date of the division.

In determining whether the maximum threshold and the maximum aid intensities allowed under these Guidelines are being taken into account, the total amount of public support measures for the supported action or project will be taken into account regardless of whether this support is funded by local, regional or national sources, or sources from the European Union.

The details of the de minimis received must be duly indicated by the Applicant, as the Partner presents the Statement of De minimis and State Aid (Appendix M).

The Bulgarian Partners shall fill out Appendix M in Bulgarian and the foreign Partners in English.

The Statement of De minimis and State Aid from the Partner(s) shall be submitted by the Applicant at the application stage and subsequently, in case of approval of the project proposal, before the Grant Contract is concluded.

The Programme Operator shall not be liable for any erroneously declared amount of received de minimis resulting in the refusal to conclude a Grant Contract.

If, following the submission of the project proposal, there is a change in the de minimis aid received, the Applicant shall notify the PO in writing within 5 working days.

In accordance with the requirement not to exceed the threshold defined in Art. 3, par. (2) of Regulation (EU) No 1407/2013, the PO shall make a correction to the Grant amount of all project proposals at a technical and financial evaluation stage so as not to breach the thresholds under the Regulation. On the basis of a threshold already reached (with previous aid) under Regulation (EU) № 1407/2013 at the time of application, the Programme Operator will reject the respective project proposal.

In order to ensure compliance with all conditions for the provision of de minimis aid to the Beneficiary, the Programme Operator has developed a checklist for compliance with the requirements of Regulation (EU) № 1407/2013, which is Appendix J to the Guidelines for Applicants.De minimis aid shall be considered to have been received from the time the Grant Contract between the PO and the Beneficiary was signed, regardless of the date of its payment to the undertaking and the date on which the Beneficiary made the payment to the Partner. The contract is the act for granting the aid under art. 11 of the State Aid Act (STA) by the aid administrator – Programme Operator, who shall inform the Minister of Finance within three working days about the de minimis aid provided.

According to the provisions of Art. 16 of the State Aid Act, the text of the contract shall indicate the type and amount of the aid, the grounds for its granting, its compatibility and the obligations to the Beneficiary arising from the aid granting .Assistance that is provided in several parts (i.e. when the Beneficiary pays the Partner in parts) shall be discounted to the parts’ amount at the time of delivery. Eligible costs shall be discounted to their value at the time the aid is granted. The interest rate to be used for discounting shall be the discount rate applicable at the time the aid is granted, in accordance with Art. 3, para. 6 of Regulation (EU) No 1407/2013.

Discounting shall be made by the Beneficiary prior to each payment to a Partner in order to ensure that the grant provided is consistent with the thresholds for the type of aid concerned and the cumulation conditions set out in Regulation (EU) No 1407/2013.

In the case of the establishment of unlawfully granted de minimis aid, the Beneficiary shall have to recover the funds received together with interest due from the date of receipt of the aid.

According to Art. 37 of the State Aid Act, the unlawfully obtained de minimis aid shall be a public claim, which is established by PO by issuing an act for establishing the public receivable under the Administrative Procedure Code. Receivables under the issued acts shall be subject to collection by the procedure of the Tax and Social Insurance Procedure Code by the bodies of the National Revenue Agency. The Programme Operator shall be obliged to inform the Minister of Finance within 3 (three) working days from the issuance of the act.

The Programme Operator, in accordance with Art. 17 of the State Aid Act, creates the parameters of the support scheme and requires from the Beneficiary and the Partner to take the necessary measures to ensure their implementation, including to maintain the necessary capacity for the schemes applied.

The Beneficiary and the Partner are required to document and collect all information regarding the implementation of Regulation (EU) No 1407/2013. The documents thus drawn up must contain all the information needed by the aid administrator to demonstrate that the conditions laid down in Regulation (EU) No 1407/2013 have been met. The documentation on individual de minimis aid shall be kept for a period of 10 (ten) budget years from the date of their delivery. The documentation on de minimis aid schemes shall be kept for a period of 10 (ten) budget years from the date on which the last individual aid was granted.

Upon a written request by the Commission, the PO through the Ministry of Finance shall provide within the period specified in the request, all information deemed necessary by the Commission to assess whether the conditions under the Regulation, and in particular on the total amount of de minimis aid within the meaning of Regulation (EU) No 1407/2013 and other de minimis Regulations, obtained by each undertaking.

In the course of project evaluation (as described in p. 17) the Programme operator shall perform the necessary checks regarding the “non aid” or “de minimis” regime for the Partner/s (Appendix J).

# DURATION OF THE PROJECT

The duration of execution of each project shall not exceed 24 (twenty four) months from the date of entry into force of the Grant agreement, but no later than 30 April 2024.

# SUBMISSION OF PROJECT PROPOSALS

## WAY OF SUBMISSION

The submission of project proposals shall be done entirely electronically by filling in a web-based Application Form and submitting the Application Form and Accompanying Documents through the EU Structural Instruments Management Information System (UMIS 2020) only using the Qualified Electronic signature (QES) through the E-application module at the following web address: <https://eumis2020.government.bg>.

The preparation and submission of the project proposal in the UMIS 2020 is done as follows: The Applicant enters UMIS 2020, after registration via email and password, chooses the current Open Procedure application procedure and creates a new project proposal.

The Project Proposal is prepared by the Applicant according to the PO's instructions given in the Electronic Application Guidelines (Appendix B).

The accompanying documents required by the Applicant's Guide to the Application Form are also submitted in fully electronically. All accompanying documents for which scanned copies are required shall be attached in UMIS 2020 in “.pdf” format. These documents are described in the Application Form prior to filing.

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| **IMPORTANT!**  **The application form and the project budget shall be completed in both languages - Bulgarian and English, and the information in both languages shall be identical. To authenticate the two languages, the Applicant shall make a declaration (Appendix I). In case of discrepancy between the two languages, the Bulgarian language shall prevail.**  **The documents of the foreign Partners shall be submitted in English, or in the language in which they are issued, with their English translation.**  **All other documents shall be submitted only in Bulgarian.** |

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| **IMPORTANT!**  **The project proposal shall be submitted electronically via UMIS 2020 by signing with QES from a person entitled to represent the Applicant or a person authorized by it. When empowered, an authorizing document for submitting a project proposal with QES, signed by a person entitled to represent the Applicant, should be attached. It should be clear from the wording of the authorizing document that the person entitled to represent the Applicant authorizes the proxy to submit the project proposal in their name and to sign it with QES.**  **The project proposal shall be submitted from the Applicants’ profile, not from another profile, as this profile will then be used to communicate with the PO and to remove any inaccuracies detected during the evaluation of the project proposals. During the "Project Proposal Assessment" stage the communication with the Applicant and the revision of the identified inaccuracies of the submitted project proposal will be done electronically via the profile of the UMIS 2020 Applicant, from which the respective project was submitted and changes to the specified profile (incl. the email address associated with that account) are ineligible.**  **Not later than the completion of the Evaluation Committee's work, the Applicant has the opportunity to withdraw its project proposal by submitting a written request to the PO, this fact being registered by an UMIS user from the PO with the respective rights.**  **Please note that only the application form and application documents shall be evaluated. Therefore, it is extremely important that these documents contain all the necessary information.** |

## LIST OF DOCUMENTS TO BE SUBMITTED AT THE APPLICATION STAGE

Applicants under the Grant procedure shall submit the following documents in full together with the Application Form electronically through the UMIS 2020:

1. Document for authorization to submit the project proposal with QES (if applicable) - signed, dated, scanned and attached to UMIS 2020;
2. Declaration that the Applicant is familiar of the terms of the application, that he / she will be directly responsible for the management and implementation of the project activities, that he/she certifies that the information in the two languages is identical and for participation of consultants in the preparation of the project proposal, filled in on a template (Appendix I) - signed, dated, scanned and attached to UMIS 2020;
3. Decision of consent of the executive body heading the Applicant to apply under this procedure when the Applicant is a collective body, respectively a statement of consent of the executive body heading the Applicant, when it is a single body, to apply under this procedure, or a decision of the municipal council expressing its consent for the municipality to apply under this procedure, and if applicable, giving its consent for cooperation with the Partner/s - a copy scanned and attached in UMIS 2020;
4. Document showing that the Applicant is the owner of the building, respectively each of the buildings, subject of intervention,or the building has been provided for management to the Applicant - a copy scanned and attached in UMIS 2020;
5. Declaration for lack of economic activity and sustainability of the project (Appendix H)- - signed, dated, scanned and attached in UMIS 2020;
6. Document certifying ownership or right in rem or established building right, where the facility for production of RES will be constructed (when applicable)- a copy scanned and attached in UMIS 2020;
7. Declaration of lack of grounds for ineligibility under item 8.2 signed by the applicant's legal representative (Appendix K) - signed, dated, scanned and attached in UMIS 2020;
8. Draft Partnership Agreement (Appendix O) / Letter of Intent for Partnership – a copy, scanned and attached in UMIS 2020;
9. Energy Efficiency Audit Report(s) and Summary/ies of the conducted energy efficiency audit report a copy, certified, signed and stamped, scanned and attached in UMIS 2020
10. Investment project- –(in a phase of technical and detailed designs) – a copy, certified, signed and stamped, scanned and attached in UMIS 2020;
11. A document which evidently shows that the Investment Project has been agreed and approved in accordance with the requirements of the Spatial Development Act or that the Investment Project is not subject to coordination and approval - a copy, signed and stamped, scanned and attached in UMIS 2020;
12. Description of all required documents, which are issued as result from administrative, conciliation and contractual procedures in compliance with the applicable Legislation - a copy, scanned and attached in UMIS 2020;
13. All required documents, issued as result from administrative, conciliation and contractual procedures in compliance with the applicable Legislation -a copy, signed and stamped, scanned and attached in UMIS 2020;
14. Declaration of the existence/absence of double financing (Appendix N) - signed, dated, scanned and attached to UMIS 2020;
15. CVs of project management team members - Team Leader, Technical Expert and Financial Expert (Appendix P) - signed, scanned and attached in UMIS 2020;
16. Declaration for the implemented measures for constructive restoration / reinforcement, if they are prescribed as obligatory in the technical audit of the building (Appendix S) - signed, dated, scanned and attached in UMIS 2020.
17. Appendix T: Declaration on “no aid” regime.

All declarations by the Applicant shall be signed by the legal representative of the Applicant.

The Applicant shall also present the documents relating to the Partner(s) if there are such:

1. Certificate of registration (or similar document) issued by the competent authority of the respective country - a copy, scanned and attached in UMIS 2020;
2. Latest approved Statute (or similar document)/Reference/Information from the official website of the Partner or any other document proving that the Partner has experience or expertise in the use of RES energy or in the implementation of energy efficiency measures. - a copy, scanned and attached to UMIS 2020;
3. Declaration of lack of grounds for ineligibility of the Partner under item 9.2. of the Application Guidelines (Appendix L) - signed, dated, scanned and attached to UMIS 2020;
4. Declaration of De minimis and State Aid - completed in a form (Appendix M) - signed, dated, scanned and attached to UMIS 2020;
5. Certificate of code of economic activity according to data for the last completed financial year, issued by the National Statistical Institute or an equivalent document for the foreign partners for the last completed financial year, or for the foreign Partners - links to similar registers according to the legislation of the respective country - a copy, scanned and attached in UMIS 2020.

All foreign Partner’s documents shall be presented in English or in their original language translated in English.

## DEADLINE FOR SUBMISSION OF PROJECT PROPOSALS

The deadline for submitting project proposals is 17:00 on 10.11.2021

## ADDRESS FOR SUBMISSION OF PROJECT PROPOSALS

Project proposals under this procedure shall be submitted fully electronically via UMIS 2020 to the following Internet address: <https://eumis2020.government.bg>.

# SELECTION OF PROJECT PROPOSALS

Project proposals, subject to be financed, shall be selected through a project selection procedure organized in accordance with the clauses and provisions of Art. 7.4 of the Regulation, the national legislation and Programme Agreement between the Financial Mechanism Committee and the National Focal Point of the Republic of Bulgaria for the financing of the Renewable Energy, Energy Efficiency, Energy Security Programme and the Management and control system of the Programme Operator.

All submitted within the deadline project proposals shall be evaluated in accordance with the criteria described in these Guidelines. The evaluation shall be carried out in the Unified Information Management System UMIS 2020, where only project proposals submitted within the set deadline shall be included in the evaluation session.

Under this procedure, each Applicant may submit only one project proposal. If the same Applicant has submitted more than one project proposal, the Evaluation Committee will only consider the latest submitted project proposal within the deadline under the procedure and the previous one(s) will be considered withdrawn.

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| **IMPORTANT!**  **Project proposal received after the deadline shall be registered but shall not be reviewed and evaluated. The Applicant shall be notified therefore via the UMIS 2020 communication module.** |

The evaluation and selection of project proposals shall take place in three stages:

Stage 1: Assessment of administrative compliance and eligibility (AACE);

Stage 2: Technical and Financial Evaluation (TFE);

Stage 3: Project Selection (PS).

For implementing those three stages, the PO shall appoint an Evaluation Committee and a Project Selection Committee:

**Evaluation Committee** (EC) – implementing Stage 1 and Stage 2

The Evaluation Committee shall consist of:

* Chairman (non-voting) - guiding and coordinating the evaluation process;
* Secretary (non-voting) - providing technical and administrative assistance in the evaluation process;
* Experts nominated by the PO to perform the "Administrative compliance and eligibility" (ACE);
* Experts to perform the Technical and Financial Evaluation (TFE) stage.

The Evaluation Committee (EC) shall complete its work within 3 months from the date of its appointment. The experts shall assess the applications independently and separately. At least one of the experts that perform the TFE shall be independent of the Programme Operator and the Selection Committee.

Any Applicant's attempt to influence the evaluation process in any way (for example, by initiating/establishing contact with a participant in the evaluation process) shall be reviewed within the Evaluation Committee and can lead to the removal of the relevant project proposal from the evaluation process.

**The Selection committee** - implementing Stage 3

It shall consist of at least five voting members, which include representatives of the PO and the Donor Programme Partners, NVE and OS, and at least one voting member external to the PO and the partners.

Representatives from the national Focal point and FMC shall be invited to the meetings of the Selection Committee as observers.

In carrying out the evaluation and selection of project proposals, the PO shall follow the following principles:

* Good financial management;
* Publicity and transparency:
* Application Guidelines, as well as the requirements for the project proposals and the criteria for their evaluation are published in advance. Additional criteria for assessing or amending the criteria during the procedure are not allowed.
* Free and fair competition. Project proposals evaluation and Grant awarding shall be carried out in the absence of a conflict of interest and equal treatment of all Applicants.
* Equality and non-discrimination. Project proposals proposed for funding must be evaluated in accordance with the published criteria for the evaluation of project proposals and the uniform application of the rules to all applicants.
* Prohibition of double funding. Grants cannot be granted for finance costs already financed by public funds other than those of the Beneficiary. Prior to concluding a contract with the Beneficiaries whose project proposals are approved for funding, a check shall be made for the lack of double funding of the projects and, in the event that there is a double financing of a project or activity, the Head of PO shall issue a motivated decision for refusal to award the Grant to the Applicant.
* Compliance with the threshold of eligible state and / or de minimis aid when applying for the type of aid concerned. In the event that prior to the conclusion of a contract, an exceedance of the threshold of eligible state / de minimis aid for the Partner is established, the PO's Head shall issue a reasoned decision to refuse Grant awarding to the Applicant.
* Compliance with the threshold of eligible State and/or de minimis aid when applying for the type of aid concerned. In the event that, before the time of conclusion of a contract, an exceedment of the threshold of eligible State/ de minimis aid for the Partner is established, the PO’s Head shall issue a reasoned decision to refuse Grant awarding to the Applicant,
* Speed of the evaluation process. All participants in the evaluation process shall be required to complete the evaluation of the project proposals within the time limit set in the order for the appointment of the evaluation committee.
* Confidentiality of the evaluation process. The entire evaluation process of project proposals shall take place in confidentiality terms from the start of the project to the approval of the evaluation results. During this period no information regarding the assessment or the decisions of the Evaluation Committee can be disclosed to third parties not participating in the evaluation procedure.
* Persons included in the Evaluation Committee shall not be responsible for the implementation and financial reporting of projects approved for funding.

## ASSESSMENT OF ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY

At this stage, it is assessed whether the project proposal meets all the eligibility and administrative criteria in accordance with PO requirements as published in Appendix A to the Application Guidelines.

The assessment of the administrative compliance and eligibility of each project proposal shall be carried out by two members of the Evaluation Committee independently of each other, who may be PO or external experts.

When a check on a project proposal reveals a lack of document and/or discrepancy, a letter shall be sent to the Applicant requesting additional documents/information. The letter shall set a reasonable deadline for the removal of the inconsistencies referred to therein which may not be shorter than five working days and shall be the same for all the Applicants in the procedure. If, after their additional requirement, the documents are not provided by the Applicant or are presented but not in accordance with the Application Guidelines or other applicable requirements, the project proposal shall be rejected or at the next evaluation stage the project proposal shall be assessed taking into account the absence of the relevant document or the corresponding expenditure in the budget may not be approved for funding. The clarifications and documents submitted by the Applicants may not lead to a qualitative improvement of the project proposal.

The communication with the Applicants shall be done through the UMIS 2020, and a request for additional information shall be sent via the Communication module to the email address specified in the Applicant's profile. The notification about additional documents/ removal of inconsistencies shall be sent by sending a question to the applicants via UMIS 2020 by a session administrator. The submitted notification of removal of discrepancies shall be deemed to have been received by the Applicant by sending it to UMIS 2020. The submitted response to a question from the Applicant shall be deemed to have been received by the Evaluation Committee by sending it to UMIS 2020. On the basis of the information received, the Evaluation Committee shall edit only this section of the Form where additional information is needed.

Applicants can withdraw their project proposals from the evaluation process with a written application to the Head of PO, in which case the consideration of the withdrawn proposal shall be suspended.

When performing the check, the two experts shall independently complete checklists according to criteria that are non-sectional to the Application Guidelines.

Based on the verification of administrative compliance and eligibility of the Applicant/Partner, the Chairman of the Evaluation Committee prepares a protocol for the completed stage of administrative compliance and eligibility, together with a list of projects not admitted to the Technical and Financial Assessment Stage and the reasons for this. The list of the successful applicants is published on the Uniformed Information Portal for Financial mechanism of the European Economic Area (www.eeagrants.bg). The rejected Applicants shall be notified by sending a separate notification to each of them via the Communication Module at UMIS 2020. The date of receipt of the notification by the Applicant shall be the date of dispatch by UMIS 2020, whether or not notification has been received at the e-mail address to the Applicant's profile. The notice to the Applicant shall state the manner and deadline for submission of objections.

Only project proposals successfully passed AACE are subject to TFE and selection.

## FILING AND EXAMINATION OF OBJECTIONS

An Applicant whose project proposal is proposed to be rejected by the Evaluation Committee because it does not meet the requirements of administrative compliance and eligibility may file an objection to the PO.

The notification to the Applicant shall state the manner and deadline for filing objections. The Programme Operator shall not be responsible if the Applicant do not receive the correspondence notifications.

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| **IMPORTANT!**  **Examination of objections shall not stop the Technical and financial evaluation procedure for project proposals that have successfully passed AACE.** |

The objection shall be submitted to the Head of the PO within one week of the notification. The objection shall be submitted through UMIS.

Objections that have been filed after the deadline or have not been filed in the prescribed manner shall be left unanswered, and the Head of the PO announces a resolution.

No new documents and data that were not part of the submitted project proposal, nor the documents submitted at the request of the Evaluation Committee, can be submitted with the objection.

The objections shall be examined by experts appointed by the Head of the PO.

The criteria for checking the administrative compliance and eligibility under this selection procedure shall be applied to the examination of the objections raised and to the verification of their reasonableness. No new criteria can be added, as well as additional documents required from the Applicants.

On the basis of a written statement by an expert, the Head of the PO takes the final decision:

* to return the project proposal for consideration to the technical and financial evaluation stage when the Applicant's objection is justified, or
* to dismiss the objection when it is unfounded.

The Head of the PO shall decide on the objections by a resolution on each written statement.

The examination of the objections and the pronouncement by the Head of the PO shall be carried out within one week after expiry of the deadline for submitting objections.

The objections that have been left without consideration and the objections that are unfounded shall remain part of the documentation of the procedure.

Where an objection is justified, a Technical and financial evaluation shall be made on the project proposal.

The Chairman of the Evaluation Committee shall notify every Applicant who has raised an objection, about the outcome of his / her objection examination.

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| **IMPORTANT!**  **The Programme Operator shall not consider recurring and/or additional objections from the Applicants included in the list of project proposals that are not eligible for Technical and financial evaluation and are sent after the specified deadline.** |

## TECHNICAL AND FINANCIAL EVALUATION

The technical and financial evaluation of the project proposal (TFE) is a substantive evaluation process of the project proposals, which shall be carried out in accordance with the assessment criteria described in Appendix A to the Application Guidelines. The evaluation criteria are not subject to amendment during the procedure.

The technical and financial evaluation shall be done only for the project proposals that have successfully passed AACE. Each project proposal shall be reviewed by two impartial experts appointed by the Programme Operator, at least one of which shall be independent of the Programme Operator and the Selection Committee.

The experts shall separately score the project according to the criteria in Appendix A. If the difference between the scores given by the two experts is more than 20% of the higher score, the Chairman of the Evaluation Committee assigns the evaluation to a third appraiser (expert -arbiter) – impartial and independent of the Programme Operator and the Selection Committee who shall make the evaluation of the project. The final score shall be the average score of the two closest scores.

The technical and financial evaluation of the project proposals shall include the verification and evaluation of the feasibility, efficiency and eligibility of all planned activities and costs. If the experts that perform the technical and financial evaluation find circumstances (such as ineligible activities, ineligible and/or unrealistic costs, duplication of pledged activities and/or costs, etc.) included in the TFE process, this may lead to a change in the budget of the project proposal (point 5 of the Application Form). It should be borne in mind that budget changes cannot lead to an increase in the amount of the Grant.

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| **IMPORTANT!**  **The compliance verification of the technical parameters and the investment costs is carried out at the stage of technical and financial evaluation of the project proposal. If with the investment project worse indicators are achieved, compared to the indicators in the Energy Efficiency Audit Report and the Report is not updated, the project proposal is rejected.**  **In case of non-compliance of the technical parameters and the investment costs of the Energy Efficiency Audit Report with the investment project, in case of achieving better indicators, the project proposal is considered to have met this selection criterion.** |

Budget adjustments for discrepancies between the foreseen activities (item 7 of the Application Form) and the types of foreseen costs (item 5 of the Application Form) as well as duplication of costs will be made after further explanation is requested from the Applicant, with a deadline of five days. The adjustments made to the budget data cannot lead to an increase in the amount or intensity of the Grant provided in the submitted project proposal, inability to meet the objectives of the project or the project activities and to improve the quality of the project proposal (cannot lead to increase in the scores received for any of the evaluation criteria).

Further information may only be provided by the applicant at the request of the Evaluation Committee and the information should not contain elements leading to an improvement of the original project proposal. Upon failure of the Applicant to provide the requested additional information or clarifications in time, the project proposal shall be assessed in the absence of the relevant document / information, with a smaller number of points or the corresponding costs in the budget shall not be recognized. Any information provided outside the officially requested by the Evaluation Committee shall not be taken into account.

During the technical and financial evaluation an inspection is carried out for lack of double funding under the proposed projects and an inspection for received state and de minimis aid. The checking is performed by all available methods, including, but not limited to, checking of the information in UMIS 2020, inquiries to other financing institutions, check in Internet. At this stage, Appendix J “Checking of compliance with the applicable state aid regime” has to be filled in.

A Preliminary Protocol containing three preliminary project Lists shall be prepared: list with projects proposed for rejection and grounds for rejection, list with projects proposed for funding and list with reserve projects. In the last two lists the projects shall be ranked according to the number of awarded points.

With regard to costs for which double funding has been established, the Evaluation Committee shall take a reasoned decision to reject the project proposal.Where an entity participating as a Partner in a project proposal is found to exceed the maximum threshold for the accumulation of de minimis, the costs for participation of the respective Partner shall be reduced so that they do not exceed the relevant maximum threshold for accumulation of de minimis. In case the reduction of the costs leads to complete elimination of the Partner's costs envisaged in the project proposal, the Evaluation Committee sends a written request to the Applicant stating that the estimated costs of the Partner have been eliminated. Within the period specified by the Evaluation Committee, the Applicant shall send an answer, stating its consent/disagreement for the project to be implemented with a Partner/without a Partner.

The project proposal from which a Partner is removed shall be returned for new Technical and financial evaluation, but the re-evaluation cannot result in higher points for any of the evaluation criteria.

As a result of the described reassessment there can be possible shifts in the three preliminary lists of projects.

This stage shall end up with a protocol containing three lists of projects: list of projects proposed for funding, list of projects proposed for rejection and reasons for their rejection, and a list of reserve projects.

The technical process related to the submission of additional information/documents is described in the UMIS 2020 User Guide for E-Application Module User Guidance.

## PROJECT SELECTION

The Programme Operator shall create a Project Selection Committee (SC). The Selection Committee shall examine the TFE stage protocol and three lists of projects attached to it: a list of project proposals suggested for funding, a list of proposals suggested for rejection and reasons for their rejection, and a list of reserve project proposals. The Selection Committee shall consist of at least five voting members and shall include representatives of the PO and Donor Programme Partners, NVE and OS, and at least one voting member external to the PO and the partners. There should be an equal number of representatives of the Programme Operator on one hand and of the Partners, on the other hand. The FMC and the National Focal Point shall be invited to participate in the Selection Committee meetings as observers.

Members of the SC shall be provided with a list of all projects, which will also include their points.

The Committee may decide to change the ranking of projects by unanimous vote of the voting members in justified cases, in accordance with objective and generally accepted criteria related to the objectives of the Programme. The justification for the change of ranking shall be described in detail in a record of the SC meeting. The minutes of the SC meeting should include at least the following:

* A list of projects proposed for financing in order of rank and grant amount;
* A list of reserve project proposals;
* A List of rejected project proposals and reasons for their rejection;
* A List of withdrawn project proposals during the evaluation process (if applicable);
* Reasons and justification for changing the ranking of project proposals (if applicable).

Upon completion of the PSC's work, a report from the selection procedure shall be submitted to the Head of PO, which shall contain - the AACE, TFE, minutes of the SC meeting, as well as the annexes thereto.

The Head of the PO shall check that the selection process has been conducted in accordance with the Regulation and the corresponding legislative framework and whether the decision on the proposal for funding of the Selection Committee is in accordance with the Programme's rules and objectives. Following this check, the Head of the PO, based on the SC's Decision, shall take the final decision for projects funding.

The PO Head may:

* Approve the report presented by the Chair of the SC;
* Return the report of the SC by requesting repeating the selection process in the event of a violation of the procedure if it can be remedied;
* Disallow the report when a serious violation of the procedure is found;
* The PO head may change the decision of the SC in justified cases by announcing the reasons for the change in its decision;
* The PO Head issues a Grant award to the approved projects and motivate its refusal to fund non-approved projects.

The Programme Operator shall provide to FMC a list of projects selected for funding no later than 2 weeks after the grant decision.

# PROCEDURE FOR NOTIFICATION OF THE FAILED AND APPROVED APLICANTS AND CONCLUDING GRANT CONTRACTS

The Programme Operator shall notify the Applicants of the results of the evaluation and selection process within a reasonable time and shall publish a list of the successful applicants on the EEA Grants website (www.eeagrants.bg). Applicants may request further clarification as to the reasons for their ranking. The decision may be appealed to the court under the Administrative Procedure Code. When the change of the projects ranking by the Selection Committee leads to the rejection of a project or if the PO amends the decision of the Selection Committee, the PO notifies the affected Applicants and provides them with a justification for the change.

A letter of notification signed by the Head of the PO or a person authorized by him / her shall be sent to each approved Applicant with instructions on the necessary documents, the deadline and the manner of their submission. The letter shall state at least the following information:

* Final amount of grant of the approved project;
* Budget changes made by the Evaluation Committee (if applicable);
* Documents that the Applicant has to provide, as well as the required number of copies;
* Period within which the Applicant must provide the documents listed.

The time term for submission of the documents may not be shorter than 5 working days and must be the same for all of the approved applicants.

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| **IMPORTANT!**  **To conclude a Grant Contract the Applicant shall provide:**  **- documents issued by the relevant competent authorities, of the circumstances for which such documents are issued or certified copies thereof (in cases where the information cannot be verified by an official means);**  **- declarations for all other circumstances not previously declared, or where there has been a change in circumstances already declared.** |

To conclude a Grant Contract the Applicant shall provide the following documents in their original:

1. Power of attorney/Document of entitlement when, at the time of signing the contract, the Applicant is represented by a person other than his/her legal representative, an original or a notary certified copy;
2. Partnership Agreement in the original signed by the Applicant and the Partner(s) (Appendix O);
3. Declaration on Irregularities and Fraud (Appendix E) - signed by a person entitled to represent the Applicant;
4. Application for an account of the Head of the Beneficiary for access to UMIS 2020 (Appendix Q) and/or Application for an account of persons authorized by the Beneficiary for access to UMIS 2020 (Appendix R) - signed by a person eligible to represent the Applicant;
5. Statement of De minimis and State Aid (if applicable, Appendix M);

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| **IMPORTANT!**  **Upon signing a Grant Contract, the Applicant shall submit in paper format all the documents attached to the Grant Contract, including those submitted electronically at the application stage. For circumstances that have changed since the application date, the declaration in which these circumstances are declared shall be re-signed and submitted in the original on paper also at the negotiation stage.** |

Prior to concluding a Grant Contract, it shall be checked whether changes have occurred since the Grant awarding decision was issued, relating to double funding or the granting of State/De minimis Aid.

The Applicant shall provide the documents requested under this clause to the following address:

**MINISTRY OF ENERGY**

**8, Triaditsa Str.**

**1000 SOFIA, BULGARIA**

**Procedure "Energy Efficiency in Buildings”**

The PO Head shall issue a motivated decision to reject applicants that do not meet the requirements for a beneficiary or project, have not submitted evidence on time, have refused to sign a contract or in respect of whom the presence of double funding or received state aid/de minimis aid was established that prevents Grant from being awarded under the procedure and shall send each Applicant an extract from the decision - only the part of the decision which refers to the relevant Applicant.

Decisions may be appealed to the court in accordance with the Administrative Procedure Code.

# APPENDICES:

1. Information documents

Appendix A: Criteria and methodology for evaluation of project proposals

Appendix B: User Guide for E-Application Module in UMIS 2020 (June 10, 2019) [[3]](#footnote-4).

Appendix C: Grants Communication and Design Manual following the requirements of the EEA Grants and Norway for 2014-2021.

Appendix D: Table of the results of this procedure

Appendix E: Declaration on the definition of Irregularity and Fraud

Appendix F: Grant Contract

Appendix G: General Terms and Conditions

Appendix J: Checking of compliance with the applicable state aid regime

Appendix Q: Application for an account of the Head of the Beneficiary for access to UMIS 2020

Appendix R: Application for an account of persons authorized by the Beneficiary for access to UMIS 2020

4. Application for an account of the Head of the Beneficiary for access to UMIS 2020 (Appendix Q) and/or Application for an account of persons authorized by the Beneficiary for access to UMIS 2020 (Appendix R) - signed by a person authorised to represent the Applicant.

1. Documents to fill in

Appendix H: Declaration for lack of economic activity and for sustainability of the project

Appendix I: Declaration that the Applicant is familiar with the application terms, that he / she will be directly responsible for the management and implementation of project activities, that he/she certifies that the information in of the two languages is identical and for participation of consultants in the preparation of the project proposal

Appendix K: Declaration of lack of grounds for ineligibility of the Applicant

Appendix L: Declaration of lack of grounds for ineligibility of the Partner

Appendix M: Declaration of De minimis and State Aid in Bulgarian and English languages

Appendix N: Declaration of the existence / absence of double financing

Appendix O: Partnership Agreement Template

Appendix P: Curriculum vitae template

Appendix S: Declaration for the implemented measures for constructive restoration / reinforcement, if they are prescribed as obligatory in the technical audit of the building

Appendix T: Declaration on the “no aid” regime

1. ORDINANCE No Е-RD-04-1 dated 22.01.2016 on energy efficiency audit, certification and evaluation of energy savings of buildings [↑](#footnote-ref-2)
2. Ordinance № Е-RD-04-1 dated 22.01.2016 on energy efficiency audit, certification and evaluation of energy savings of buildings [↑](#footnote-ref-3)
3. Full set of manuals at address: <https://eumis2020.government.bg/bg/s/Default/Manual> [↑](#footnote-ref-4)