

APPROVED:
the Council of Public Institution
National Center for Sustainable Energy,
Minutes No 5 of 30 June 2025

OPERATIONAL MANUAL

FUNDING PROGRAMME
ENERGY EFFICIENCY FUND IN THE RESIDENTIAL SECTOR OF THE REPUBLIC OF MOLDOVA

FUNDING PRODUCT
the Green House

Version edition number	Responsible body	General comments on the approval/amendments made	Date of approval
Version 1.0.	CNED IP Council	Initial approval.	30.06.2025 (Trial-Verbal No.5)
Version 1.1.	CNED IP Council	Approval of the amendments regarding the extension of the deadline for processing the registered files, in order to ensure a rigorous and fair process of evaluation of the project proposals.	12.08.2025 (Trial-Verbal No.6)
Version 1.2.	CNED IP Council	Approval of amendments regarding the possibility of extending the application deadline for Component II	25.11.2025 (Trial-Verbal No. 10)
Version 1.3.	CNED IP Council	Approval of amendments to align with the revised regulatory framework.	27.02.2026 (Trial-Verbal No.3)
Version 1.4	CNED IP Council	Approval of changes.	21.09.2026 (Trial-Verbal No. 10)

CONTENTS

I. GENERAL PROVISIONS	6
1.1. Regulatory framework.....	6
1.2. Concepts	6
1.3. Acronyms.....	7
II. FUNDING PRODUCT	8
2.1. Principles applied to the implementation of the Financing Product	8
2.2. Energy Rehabilitation Measures for Individual Houses	8
III. INFORMATION, PROMOTION, COMMUNICATION ACTIVITIES.....	9
IV. COLLECTION OF REQUIREMENTS FOR PARTICIPATION	10
V. ACCESSING NON-REMERABLE FINANCIAL SUPPORT - Component I.....	10
5.1. Submission of requests to participate for Component I: Registered individual houses.....	10
5.2. Submission of requests to participate for Component I: Individual houses in the process of construction.....	11
5.3. Compliance review and evaluation of requests to participate for Component I: Registered individual houses	12
5.4. Examination of compliance and assessment of eligibility of the request to participate for Component I: Individual houses in the process of construction	15
5.5. Examination and approval of project proposals by CFR Component I – Evaluation of energy rehabilitation measures for individual houses	17
5.6. Contracting services for the preparation of the Assessment Report or the Energy Audit Report: Registered individual houses	18
5.7. Contracting the services for the elaboration of the Feasibility Study of the energy rehabilitation measures of individual houses: Individual houses in the process of construction.....	19
VI. ACCESSING NON-REMERABLE FINANCIAL SUPPORT - Component II – CONSTRUCTION WORKS	20
6.1. Submission of the dossier for Component II: Registered individual houses.....	20
6.2. Submission of files for Component II: Individual houses in the process of construction	20
6.3. Evaluation of the files for Component II - Construction works: Registered individual houses	21
6.4. Evaluation of the files for Component II - Construction works: Individual houses in the process of construction	23
6.5. Examination and approval of dossiers by CFR - Component II	25
VII. SELECT SPECIALISTS FOR INCLUDING IN THE LIST OF SPECIALISTS PROVIDING SERVICES FOR THE ASSESSMENT OF ENERGY REHABILITATION MEASURES FOR INDIVIDUAL CASES AND ECONOMIC OPERATORS ON POTENTIAL PARTICIPATION IN THE EXECUTION OF ENERGY REHABILITATION WORKS FOR INDIVIDUAL CASES	26
7.1. Selection of specialists for inclusion in the list of specialists providing assessment services for energy rehabilitation measures of individual houses.....	26
7.2. Selection of economic operators regarding the potential participation in the execution of energy rehabilitation works of individual houses and construction works.....	28
VIII. SIGNATURE, AMENDMENT AND DEFINITION OF THE FUNDING CONTRACT. CONTRACTING CONSTRUCTION WORKS (IF DESIGN SERVICES).....	30
8.1. Signature of the Financing Agreement	30
8.2. Procedure for amending the Financing Contract.....	31

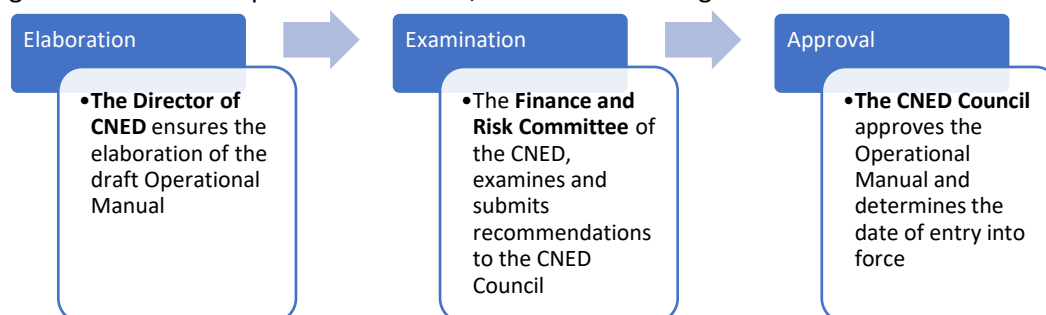
8.3.	Contracting of construction works (if applicable design services).....	32
IX.	MONITORING THE FUNDING CONTRACT	32
9.1.	General provisions.....	32
9.2.	Procedure for monitoring the works related to the energy rehabilitation measures of individual houses..	33
9.3.	Field visits	34
9.5.	CPAEL processing cycle: Volumes and costs component.....	35
9.6.	CPAEL processing cycle: Invoices and payments component.....	37
9.7.	Acceptance procedure at the end of the works.....	38
9.8.	Final screening and evaluation of the project.....	39
9.9.	Examination and approval of financial incentives by CFR.....	39
9.10.	Making payments.....	40
X.	POST-IMPLEMENTATION MONITORING AND ARCHIVATION OF DOORS.....	40
10.1.	Post-implementation monitoring.....	40
10.2.	File archiving procedure	40
XI.	FINANCIAL MANAGEMENT	41
11.1.	Transfer of funds	41
11.2.	Administrative financial procedures	41
11.3.	Financial control	41
XII.	FINAL PROVISIONS	41
	ANNEXES	43
	Annex 1 ¹ : Minimum technical specifications of materials and equipment according to the "Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the residential sector"	44
	Annex 1. Statement on the lack of arrears with the national public budget and the lack of legal disputes related to the immovable property for which financing is requested (excluded).....	62
	Annex 2. Agreement on the processing of personal data (excluded)	62
	Annex 3: Neighbour's agreement	63
	Annex 4. Statement on the technical condition of the individual house (excluded_	64
	Annex 5. Statement confirming that the building under construction is not intended for sale or rental (excluded)	65
	Annex 6 ¹ : Administrative Compliance Report (Component I - Assessment of energy renovation measures for individual houses): Registered individual houses.....	66
	Annex 7 ¹ : Administrative Compliance Report (Component I - Assessment of energy renovation measures for individual houses): Individual houses in the process of construction.....	69
	Annex 6: Assessment report (Component I - Assessment of energy renovation measures for individual houses): Registered individual houses	72
	Annex 7: Evaluation report (Component I - Evaluation of energy renovation measures for individual houses): Individual houses in the process of construction	74
	Annex 8. Declaration confirming the personal commitment to pay the beneficiary's contribution (excluded)	76
	Annex 9 ¹ . Administrative Compliance Report (Component II): Registered individual houses	77
	Annex 9. Evaluation report (Component II): Registered individual houses	79

Annex 10 ¹ . Compliance report (Component II): Individual houses in the process of construction	85
Annex 10. Evaluation report (Component II): Individual houses in the process of construction	87
Annex 11. Model of the Financing Agreement.....	92
Annex 12: Report on the field visit	113
Annex 13: Works and Costs Compliance Form	114
Annex 14: Report on the assessment of project implementation	116
Annex 15: Application for project implementation approval (excluded).....	117
Annex 16: Report certification of materials and equipment used and accumulated	118

I. GENERAL PROVISIONS

1.1. Regulatory framework

1. Energy efficiency policy measures are regulated by Law no. 139/2018 on energy efficiency (hereinafter – Law no. 139/2018).
2. The Public Institution National Center for Sustainable Energy (IP CNED) is the public institution established by Government Decision no. 1060/2023 on the organization and functioning of the Public Institution National Center for Sustainable Energy (hereinafter – GD no. 1060/2023), under Law no. 139/2018, which has the mission to coordinate and organize activities aimed at ensuring the implementation of state policy in the assigned fields of activity, including by attracting and managing financial resources to finance and promote projects and programs in those fields in a way that is sustainable from the point of view of the environment, climate change, and that contributes to increasing the degree of energy security of the country.
3. In order to ensure the implementation of public policies in the field of energy efficiency and the exploitation of renewable energy sources, Government Decision No 251/2024 approved the Financing Programme ‘Energy Efficiency Fund in the Residential Sector of the Republic of Moldova’ (hereinafter – the FEERM Programme). The EMFF programme aims to create financial instruments in the form of grants and allocations, as financial incentives to its beneficiaries, as a measure on public energy efficiency policies, with a view to improving energy efficiency by final consumers in the residential sector. Only the grant is used in this Funding Product as a financial instrument.
4. The valorisation of financial resources under the FEERM Programme is organized on the basis of Financing Products, intended to finance or co-finance energy efficiency projects and the valorisation of renewable energy sources in residential buildings.
5. The financing products establish all the conditions for accessing and granting financial incentives from the financial means of the FEERM Program and are approved by the Council of the National Center for Sustainable Energy, in accordance with the provisions of the Statute, approved by GD no. 1060/2023 on the organization and functioning of the National Center for Sustainable Energy Public Institution. Therefore, the National Centre for Sustainable Energy has developed, and the CNED Council approved, on 17 June 2025, the ‘Green House’ financing product.
6. In accordance with point 83 of Government Decision No 1060/2023, the principles, procedures and rules to be applied when implementing each Financing Product/financing instrument shall be described in the operational manual specific to each financial instrument.
7. The purpose of this Operational Manual is to regulate the principles, procedures and rules for the implementation of the ‘Green House’ financing product.
8. The Operational Manual is a procedural and working guidance tool related to the implementation process of the ‘Green House’ Financing Product and is mandatory for the subdivisions of the National Centre for Sustainable Energy.
9. The decision-making process on the Operational Manual is set out in the Statute of the CNED and includes the following steps:
10. In the application process, the responsible subdivisions take into account the provisions of the ‘Green House’ Financing Product and this Operational Manual, as well as other legislative acts.



1.2. Concepts

11. For the purposes of this Operational Manual, the following notions are defined:

- a) *archiving* – activity of recording and keeping files within an archive according to the provisions of normative acts.
 - b) *beneficiary* – owners of households (individual dwelling houses) in rural and urban localities who obtained a financial incentive from the financial means related to the Financing Product;
 - c) *individual dwelling house* – as defined in Law No 75/2015 on housing. Separate construction consisting of one or more rooms, with one or more levels, intended for the permanent living, as a rule, of a family;
 - d) *Financing contract* – contract concluded between the National Center for Sustainable Energy and the beneficiary of the Financing Product, which can be signed with handwritten or electronic signature;
 - e) *contract* – contract concluded between the beneficiary and the contractor providing services (development of project documentation, as the case may be, etc.) or performing construction works (contract for works);
 - f) *the beneficiary's contribution* – financial means of the beneficiary obtained from its own capital, loans, from development partners/donors, etc. and used to co-finance the project for the implementation of energy efficiency measures and the valorisation of renewable energy sources, in accordance with the Financing Product;
 - g) *eligible investment* – the sum of all expenditure eligible for financing or co-financing in the framework of projects for the energy renovation of houses in accordance with the Financing Product;
 - h) *energy efficiency measure* – means used or action taken to improve energy efficiency and achieve energy savings, including investments made in this regard;
 - i) *energy renovation measures for the house* – energy efficiency measures and the recovery of renewable energy sources, as well as repair or installation works, which are strictly necessary to protect or facilitate the implementation of the measures identified on the basis of the evaluation report of the energy renovation measures for the houses /feasibility study, the energy audit report and the technical project, or during the implementation of the works in the cases provided for by the legislation;
 - j) *post-financing monitoring* – stage on monitoring the construction behaviour and calculation of energy efficiency indicators after the implementation of energy rehabilitation measures for individual houses, which starts with the signing of the acceptance report at the end of the works.
 - k) *financing product* – ‘Green House’ financing product;
 - l) *applicant* – owner of the household applying for the financial incentive from the financial means allocated to the Financing Product;
 - m) *financial incentive* – non-reimbursable financial support, in the form of a grant, granted to beneficiaries from the financial means allocated to the Financing Product, for the co-financing of projects for the energy rehabilitation of houses;
 - n) *Responsible subdivision* – subdivision within the CNED, which is responsible for carrying out certain components and activities in the process of implementing the Financing Product;
 - o) *total useful floor area* – area of a building or part of a building where energy is used to regulate the indoor climate;
12. For the purposes of this Operational Manual, the term ‘day’ or ‘days’ or any reference to days are calendar days, unless otherwise specified.

1.3. Acronyms

FEERM	- Energy Efficiency Fund in the Residential Sector of the Republic of Moldova;
CNED IP	- Public Institution National Center for Sustainable Energy;
CFR	- Funding and Risk Committee;
SOEE	- Energy efficiency obligation scheme programme;
DRI	- payback time (without taking into account any increases in energy prices);
NAV	- net present value;
CCCI	- Consulting, Communication and Information Section;
SPPD	- Department for Receiving and Processing Files;

SECRP - Compliance assessment and pre-financing risks section;

SSITI - Information Systems and Information Technology Service

DJA - Legal and Procurement Directorate;

SCC - Qualification and compliance section of the implementation of public energy efficiency policies and harnessing renewable energy sources;

SCRAF - Accounting, Reporting and Financial Analysis Section;

SMCRP - Compliance and Post-Financing Risk Monitoring Service;

FEESR - Directorate Energy Efficiency Fund in the Residential Sector (direction);

RCT - CNED representative in the field;

MO - this Operational Manual.

II. FUNDING PRODUCT

13. The "Green House" financing product is intended for accessing and granting the financial incentive from the financial means of the FEERM Programme, for financing the energy rehabilitation measures of individual houses in rural and urban households in the Republic of Moldova.
14. The financing product is developed by the CNED, examined by the CFR and approved by the CNED Council, in the manner provided by the Statute of the CNED.
15. If necessary, CNED may contract external experts/consultants/partners to carry out certain activities related to the Financing Product, as well as to assist applicants and beneficiaries in the process of developing and implementing the Financing Product. Their contracting will be carried out within the limits of the budget of the Financing Product and/or from the account of the financial means offered by the development partners or from the account of the CNED's own financial means.

2.1. Principles applied to the implementation of the Financing Product

16. The principles applied in the implementation of the Funding Product are correlated with the principles of the FEERM Programme and refer to the following:
 - a) *energy efficiency first* – a principle according to which in financing decisions priority will be given to solutions that increase energy efficiency and ensure maximum energy savings through minimum investments;
 - b) *transparency* – a principle whereby it is ensured that the Funding Product, as well as other interested parties, are made available to applicants and beneficiaries complete and relevant information on the Funding Products and its activity;
 - c) *efficiency* – a principle according to which training and management of the Financing Product is ensured in order to achieve its objectives and obtain the best result for the beneficiaries;
 - d) *fairness* – a principle according to which fair rights are ensured for each applicant and beneficiary within the Funding Product;
 - e) *predictability* – a principle according to which the formation and management of the Financing Product is ensured on the basis of documents and normative acts;
 - f) *First come – first served* – principle according to which application files, which meet the eligibility criteria, will be accepted in the order of their reception.

2.2. Energy Rehabilitation Measures for Individual Houses

17. Eligible measures for energy rehabilitation of individual houses are provided in the Financing Product and can be applied under the conditions of compliance / realization of special measures, up to or at the same time as the basic measures. The way in which they are combined is set out in Table 1.

Table 1. Energy Rehabilitation Measures for Individual Houses and How to Combine Them

Group of measures		Basic measure code	Name of the basic measure	Special measures to be carried out before or at the same time as the basic measures						
				A	D4	F	P	S	T	V
A	- roof	A1	Thermal insulation of the roof (all types)							
D	- production and distribution of thermal energy	D1	Modernisation/installation of the heating and domestic hot water (HHW) distribution system*							
		D2	Installation of solid biofuels boiler (including automation)							
		D3	Installation of the thermal energy production system, including ACM, based on solar collectors	P*						
		D4	Installation of air-to-water, ground-to-water and water-to-water heat pumps (including automation)*							
F	- photovoltaic	F1	Installation of solar photovoltaic panel system with energy storage batteries and air-to-water, ground-to-water and water-to-water heat pump (including smart meter for differentiated metering of electricity consumption)	P*, F*			F*		F*	
		F2	Installation of solar photovoltaic panel system with energy storage batteries for electric vehicle owners, (including smart meter for differentiated metering of electricity consumption) and/or installation of car charging stations	P*, F*			F*		F*	
		F3	Installation of solar photovoltaic panel system with energy storage batteries (including smart meter for differentiated metering of electricity consumption) if the beneficiary already owns an air-to-water, ground-to-water and water-to-water heat pump	P*, F*	F3*		F*		F*	
P	- walls	P1	Thermal insulation of external walls, and/or base	P*					V	
S	- basement/floor	S1	Thermal insulation of the basement/demisol floor (intrados)							
T	- carpentry	T1	Replacement/installation of exterior windows and/or doors*							
V	- venting	V1	Installation of ventilation system with heat recovery (including automation) *							
Other measures			Repair or installation works, which are strictly necessary to protect or facilitate the implementation of the measures identified on the basis of the evaluation report/feasibility study of the energy rehabilitation measures/energy audit report and the technical project, or during the implementation of the works in the cases provided for by the legislation.							

Note:

P* where the non-implementation of measures in the roof renovation poses a sustainability risk to measures in groups P, D3 and F;

F** shall not be admitted for financing if they have not been implemented or are not planned to be implemented together with the measures in groups A, P, T cumulatively. Exception is made only if it can be demonstrated that the implementation of measures in groups A, P, T is not feasible/demonstrates feasibility;

F3* only if measure D4 is already implemented or planned to be implemented together with it;

* - if they do not correspond to the economic indicators in Table 1 of the Financing Product, they will be included as protective measures.

18. The financing product consists of 2 distinct and consecutive components specific to both individual houses under construction and those put into operation, namely:

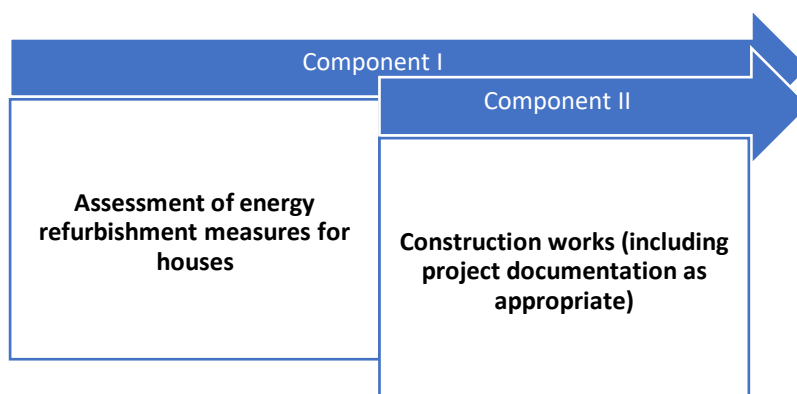


Figure 2. Components of the Financing Product

19. The eligibility criteria applied to funding applicants, the terms, conditions and steps to obtain funding, the rules for implementing the components are set out in the Funding Product.

III. INFORMATION, PROMOTION, COMMUNICATION ACTIVITIES

20. The information, promotion and communication actions involve the implementation of a campaign to promote the Financing Product, by disseminating information on the implementation process, awareness of the importance and promotion of the positive effects of energy efficiency and the exploitation of energy efficiency sources of individual houses.
21. The subdivisions responsible for the implementation of the Financing Product provide informational support to households to facilitate the implementation of energy rehabilitation measures for individual houses.

22. The subdivisions responsible for information, promotion and communication activities will provide assistance and will collaborate with partner business support organizations, local public authorities, other institutions in order to achieve the mentioned purpose.
23. Information, promotion and communication activities will be carried out using promotional materials and practical tools, including:
 - the official website of the CNED;
 - social networks;
 - online resource base with relevant information;
 - brochures, leaflets, banners;
 - success stories;
 - other visibility materials on funding opportunities from the EMFF Programme in the Republic of Moldova.
24. The subdivisions responsible for information, promotion and communication activities, in collaboration with the implementing partners of the Programme, launch a wide-ranging promotion campaign that will include:
 - a) information and awareness sessions, thematic events;
 - b) TV and radio broadcasts on national and local stations;
 - c) events promoting the Funding Product;
 - d) promotion campaigns on social and professional networks, TV and radio stations, etc.

IV. COLLECTION OF REQUIREMENTS FOR PARTICIPATION

25. The collection of requests to participate takes place on the basis of the Open Calls within the "FEERM" Platform, based on the provisions of the "Green House" Financing Product. Each Call is launched by order of the Director of the CNED.
26. Calls are open for indefinite periods, until the budget allocated according to the Funding Product is exhausted, on a first-come-first-served basis.
27. The budget for each Call is deemed exhausted when the total estimated value of applications submitted by applicants for Component I of the 'Green House' funding product is within the limit of the allocated budget.
28. The head of the SPPD is responsible for the continuous monitoring of the collected requests and has the obligation to inform the Deputy Director of the CNED when the estimated value of the requests reaches the threshold of 90% of the available budget.
29. The formal closure of the application collection process on the FEERM Platform, for Component I, is carried out by order of the Director of the CNED, or automatically through the functionalities of the FEERM Platform, upon reaching the number of applications set by the launch order.
30. The opening of new Calls for the collection of files within the "Green House" Funding Product, for Component I, is carried out whenever necessary, depending on the availability of the allocated financial means.
31. Access to the financial support is done by going through all the steps foreseen under the two components of the Funding Product, described in the following sections.

V. ACCESSING NON-REMERABLE FINANCIAL SUPPORT - Component I

5.1. Submission of requests to participate for Component I: Registered individual houses

32. The submission of requests to participate takes place through the ERDF Platform. Requests to participate sent to the electronic address of the CNED or physically submitted to the CNED address are not eligible.
33. How to register, authenticate and use the 'FEERM' Platform is described in the User's Guide for the applicant for funding, which can be viewed by accessing the 'FEERM' Platform.
34. After authentication on the FEERM Platform, applicants for funding must fill in all fields of the application form in the FEERM Platform, providing both general information and data species, as well as the documents requested by the FEERM Platform, as follows:

- information about the applicant – owner(s) of the individual house: name, surname, year of birth, contact details - telephone number, email address;
- copy of the identity card;
- copy of the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built;
- information about other family members (spouse and children): surname, first name, year of birth, series and number of identity card, personal identification number, copy of marriage/divorce certificate, copies of birth certificates of children;
- the list of energy efficiency measures and the valorisation of renewable energy sources, attempts/planned to be implemented in the house¹ and for which the financial incentive from the FEERM Programme is requested;
- the declaration on honour concerning the absence of arrears with the national public budget and the absence of legal disputes relating to the immovable property for which funding is requested;
- consent to the processing of personal data;
- the agreement of the neighbours if the house is located at a distance of less than 60 cm from the boundary with the neighbours, in accordance with the provisions of the Civil Code of the Republic of Moldova No 1107/2002, drawn up in accordance with the model in [Annex 3](#);
- 5-10 pictures, in which are visible the elements of the individual house that the owner intends to insulate² (exterior walls, socket, roof, roof floor, basement floor), carpentry, or installations that want to replace them (boiler, heating system pipes, etc.);
- house information: address, cadastral number, total floor area, total useful floor area, year of construction, number of floors, type of heating, domestic hot water supply and ventilation system, existence or absence of sewerage system to which the house is connected;
- information on the type of energy resources consumed in the last year: electricity, natural gas, heat, wood briquettes or pellets, coal, LPG (Liquefied petroleum gas), solar energy, heat pumps;
- information about utility providers: electricity, natural gas, heat, drinking water, domestic hot water;
- the last utility bill (electricity, natural gas, heat, drinking water, domestic hot water) until the application for financing, but not older than 3 months from the date of submission of the financing application to Component I, as the case may be;
- self-declaration that the technical condition of the individual house is good (the walls, the basement, the floor of the basement, have no cracks of more than 10 mm, the roof does not leak - it provides protection against rainwater);

35. Where appropriate, the data will be retrieved by querying the government platform, based on the information recorded in the information systems of the competent public authorities, without the need for copies of confirmatory documents.

36. The type and characteristics of the materials and equipment proposed correspond to the minimum technical requirements specified in [Annex 1](#)¹.

5.2. Submission of requests to participate for Component I: Individual houses in the process of construction

37. The submission of requests to participate takes place through the ERDF Platform. Requests to participate sent to the electronic address of the CNED or physically submitted to the CNED address are not eligible.

38. How to register, authenticate and use the 'FEERM' Platform is described in the User's Guide for the applicant for funding, which can be viewed by accessing the 'FEERM' Platform.

39. After logging in to the 'FEERM' Platform, applicants for funding must fill in the fields of the Platform with general information as well as specific data and documents, requested by the 'FEERM' Platform, as follows:

¹ The selected measures must be included in the list of eligible measures indicated in point. 1.12 of the Financing Product, by necessarily complying with the specific eligibility requirements indicated in the same point.

² Partial thermal insulation measures of external walls are not approved for financing.

- information about the applicant – owner(s) of the individual house: name, surname, year of birth, contact details - telephone number, email address;
- copy of the identity card;
- copy of the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built;
- information about other family members (spouse and children): surname, first name, year of birth, series and number of identity card, personal identification number, copy of marriage/divorce certificate, copies of birth certificates of children;
- the list of energy efficiency measures and the valorisation of renewable energy sources, attempts/planned to be implemented in the house³ and for which the financial incentive from the FEERM Programme is requested, as appropriate;
- the declaration on honour concerning the absence of arrears with the national public budget and the absence of legal disputes relating to the immovable property for which funding is requested;
- consent to the processing of personal data;
- the agreement of the neighbours if the house is located at a distance of less than 60 cm from the boundary with the neighbours, in accordance with the provisions of the Civil Code of the Republic of Moldova No 1107/2002, drawn up in accordance with the model in [Annex 3](#);
- 5-10 pictures, in which are visible the elements of the individual house that the owner intends to insulate⁴ (exterior walls, socket, roof, roof floor, basement floor), carpentry, or installations that want to replace them (boiler, heating system pipes, etc.), as the case may be;
- urban planning certificate for design (issued by the local authority, issued in the name of the applicant, for the land that owns it, for the elaboration of the project documentation for the design of the individual dwelling house) or copy of the notification sent to the respective local public administration authority about the start of the design works regarding the individual house, as the case may be;
- valid building permit, the beneficiary of which is the applicant for financing, and where it is specified that construction works are carried out on the individual dwelling house;
- Declaration on honour that the building under construction is not intended for sale or rental;

40. Where appropriate, the data will be retrieved by querying the government platform, based on the information recorded in the information systems of the competent public authorities, without the need for copies of confirmatory documents.

41. The type and characteristics of the materials and equipment proposed correspond to the minimum technical requirements specified in [Annex 1](#)¹.

5.3. Compliance review and evaluation of requests to participate for Component I: Registered individual houses

5.3.1. Step-by-step distribution of requests to participate for Component I: Registered individual houses

42. The distribution of requests to participate is made on the basis of an order issued by the Director of the CNED, on the proposal of the Deputy Director of the CNED, on the basis of the 'first-come-first-served' principle.

43. In the event that, in a short period of time, a high volume of requests to participate is registered and the , IP CNED Call is closed, the mechanism for the phased distribution of files for evaluation is applied, in order to ensure an efficient, fair and quality evaluation process.

44. Phased distribution shall be carried out within the following thresholds, as set out below:

³ The selected measures must be found in the list of eligible measures indicated in point.1.12 of the Financing Product and in Section 2.2 of the Handbook, by necessarily complying with the specific eligibility requirements indicated in the same point.

⁴ Partial thermal insulation measures of external walls are not approved for financing.

- 10% of the total requests to participate submitted under a call shall be distributed for examination within up to 10 working days, but not more than 15 requests per day per specialist, from the date of closing the call or, as the case may be, from the date on which the high volume threshold of the requests submitted is reached;
- up to 30% cumulatively of all requests to participate shall be distributed for examination within up to 20 working days;
- up to 60% cumulatively of all requests to participate shall be distributed for examination within up to 30 working days;
- 100% cumulative of all requests to participate shall be distributed for examination within a maximum of 40 working days.

45. The examination period is calculated individually for each request to participate, starting from the date of its distribution for evaluation
46. Depending on the operational capacity and the number of specialists available, the CFR may decide to extend the terms, but not more than 20 working days.

5.3.2. Conformity examination for Component I: Registered individual houses

47. Under Component I, requests to participate are initially examined for compliance and only those declared compliant are admitted to the evaluation phase.
48. The administrative examination of requests to participate submitted under component I shall be carried out in the order in which they are received on a first-come-first-served basis;
49. The examination process aims at verifying the compliance of the request to participate in accordance with the specific requirements for Component I.
50. If the data will not be retrieved by querying the government platform, based on the information recorded in the information systems of the competent public authorities, simultaneously with the distribution of the requests for participation to the SPPD specialists, the head of the SPPD sends the list of project proposals to the DJA to verify the criteria "the absence of arrears to the national public budget and the absence of judicial disputes related to the real estate for which funding is requested". The DJA, within 5 working days, sends the generalized information related to the given criterion for all requests to participate submitted to the applicants, this information being attached to the evaluation file.
51. The examination of the request to participate is carried out by SPPD specialists, within up to 5 working days from the date of distribution of the request to participate, depending on the large flow of submitted requests to participate, this term can be extended by the director by another 20 working days. The distribution of these requests for participation is made according to the provisions of an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED.
52. If the request to participate is incomplete, SPPD specialists, through the head of the SPPD, may request that it be filled in with the missing information. The request is made through the "FEERM" Platform, setting a maximum deadline of 15 days for completion, and the applicant is also informed by email about this fact, automatically from the Platform. The assessment period is suspended until the completions are received or until the deadline for submitting them expires.
53. If the request to participate submitted for Component I is incomplete and the applications do not respond to the requests for completion or clarification submitted by IP CNED within the set deadline, the request to participate is considered non-compliant and is rejected, without being submitted for assessment in the light of the eligibility criteria.
54. Following the examination of the request for participation, the SPPD specialists draw up a Compliance Report for the request to participate (Component I – Evaluation of energy renovation measures for individual houses), which includes the recommendation to move to the evaluation stage or rejection, according to the model in [Annex no. 6¹](#).
55. The compliance reports for Component I – Assessment of energy rehabilitation measures for individual houses, involve the following:

- Completion of the compartment General information with data about the owner of the individual house and about the individual house;
 - Tick the documents attached in the List of documents section;
 - Qualification of the presentation of information;
56. Making conclusions on the administrative compliance of the applicant and issuing the recommendation for admission to the assessment stage or administrative rejection.
57. In order for the request to participate to be considered compliant and the file to be admitted for evaluation under Component I, the Administrative Compliance Report must meet the following conditions:
- a) tick the presence of all documents indicated in section *List of documents*;
 - b) In the *section Mandatory conditions* all requirements must be confirmed positively.
58. After completion, the compliance report (Component I – Assessment of energy rehabilitation measures for individual houses) is signed by the SPPD specialist who prepared it and sent it to the head of the SPPD, who verifies and endorses the Report within up to 2 working days, after which he sends it to the CNED Deputy Director for endorsement, who endorses the Report for 1 working day.
59. During the week, the head of the SPPD draws up two generalized lists of compliance reports (Component I – Assessment of energy rehabilitation measures for individual houses), submits them for opinion to the Deputy Director of IP CNED and sends them to the Director of IP CNED, together with the requests for participation analyzed, in order to examine and adopt decisions on administrative compliance.
60. Depending on the volume of requests to participate submitted and evaluated, generalizing lists can be drawn up and submitted more frequently, including before the weekly deadline, at the decision of the Director of IP CNED.
61. Two separate lists are drawn up:
- List no. 1 - requests to participate with a recommendation for admission to the evaluation stage;
 - List No 2 - requests to participate with a recommendation to reject.
- The generalizing lists include the following information:
- Name and contact details of the applicant;
 - Address of the individual house;
 - Finding on the administrative compliance of the project proposal;
 - Recommendation: Admission to the assessment or rejection stage from an administrative point of view, with an indication of the reason in case of rejection.
62. In the case of requests to participate for which the recommendation of administrative rejection is made, the CNED IP informs the applicants of the outcome of the administrative examination for Component I. The notifications are prepared by SPPD specialists, endorsed by the head of the SPPD and signed by the CNED IP Director. Once signed, they are sent to applicants via the FEERM platform and automatically to the email address associated with the applicant's MPass profile.
63. After confirming the generalizing lists, the SPPD, in the case of requests to participate with a recommendation for admission to the evaluation stage, sends the corresponding list that the head of the SECRP has to initiate the evaluation process.
- 5.3.3. [Assessment of applications for Component I: Registered individual houses](#)
64. The evaluation of requests to participate under Component I shall be carried out in the order of their reception, together with the SPPD Compliance Report, on a first-come-first-served basis.
65. The evaluation process aims to verify the compliance of the application for participation and to determine the eligibility of the applicant in accordance with the specific evaluation criteria for Component I, detailed in this MO.
66. The evaluation of the request to participate is carried out by the SECRP specialists, within up to 10 working days from the date of distribution of the , request to participate according to the large flow of submitted requests to participate, this term can be extended by the director by another 20 working days. The distribution of these files is made according to the provisions of an order issued by the Director of the CNED.

67. Following the evaluation of the SECRP specialists, they draw up a Report assessing the request to participate (Component I – Evaluation of energy rehabilitation measures for individual houses), which includes the recommendation to approve or reject it, according to the model in [Annex no. 6](#).
68. The evaluation reports for (Component I – Evaluation of energy renovation measures for individual houses) involve the following:
- Completion of the compartment *General information* with data about the owner of the individual house and about the individual house;
 - Qualification of the presentation of information;
 - Formulate the conclusions on the eligibility of the applicant and include the recommendation for approval or rejection of the project proposal in the *Conclusions and Recommendations* section.
69. In order for the applicant to be considered eligible and his/her dossier to be recommended for approval under Component I, the Assessment Report must meet the following conditions:
- c) In the *section Mandatory conditions* all requirements must be confirmed.
70. After completion, the evaluation report (Component I – Evaluation of energy renovation measures for individual houses) is signed by the SECRP specialist who prepared it and sent it to the SECRP head, who verifies and endorses the Report within up to 2 working days.

5.4. Examination of compliance and assessment of eligibility of the request to participate for Component I: Individual houses in the process of construction

5.4.1. Conformity examination for Component I: Individual houses in the process of construction

71. Under Component I, requests to participate are initially examined for compliance, and only those declared compliant are admitted to the evaluation stage.
72. The examination of the conformity of requests to participate submitted under Component I shall be carried out in the order in which they are received on a first-come-first-served basis;
73. The examination process aims at verifying the compliance of the request to participate in accordance with the specific requirements for Component I.
74. If the data will not be retrieved by querying the government platform, based on the information recorded in the information systems of the competent public authorities, simultaneously with the distribution of the requests to participate to the SPPD specialists, the head of the SPPD sends the list of requests to participate to the DJA in order to verify the criteria "the absence of arrears to the national public budget and the absence of judicial disputes related to the real estate for which funding is requested". The DJA, within 5 working days, sends the generalized information related to the given criterion for all requests to participate submitted to the applicants, this information being attached to the evaluation file.
75. The examination of the request to participate is carried out by SPPD specialists, within up to 5 working days from the date of distribution of the request to participate, depending on the large flow of submitted project proposals, this deadline can be extended by the director by another 20 working days. The distribution of these requests for participation is made according to the provisions of an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED.
76. If the request to participate is incomplete, SPPD specialists, through the head of the SPPD, may request that it be filled in with the missing information. The request is made through the "FEERM" Platform, setting a maximum deadline of 15 days for completion, and the applicant is also informed by email about this fact, automatically from the Platform. The assessment period is suspended until the completions are received or until the deadline for submitting them expires.
77. If the request to participate submitted for Component I is incomplete and the applications do not respond to the requests for completion or clarification submitted by IP CNED within the set deadline, the request to participate is considered non-compliant and is rejected, without being submitted for assessment in the light of the eligibility criteria.
78. Following the examination of the request for participation, the SPPD specialists draw up an Administrative Compliance Report for the request to participate (Component I – Evaluation of energy renovation measures for

individual houses), which includes the recommendation to move to the evaluation stage or rejection from an administrative point of view, according to the model in [Annex no. 7¹](#).

79. The compliance reports for Component I – Assessment of energy rehabilitation measures for individual houses, involve the following:
- Completion of the compartment General information with data about the owner of the individual house and about the individual house;
 - Tick the documents attached in the List of documents section;
 - Qualification of the presentation of information;
80. Making conclusions on the administrative compliance of the applicant and issuing the recommendation for admission to the assessment stage or administrative rejection.
81. In order for the project proposal to be considered compliant and its file to be admitted for evaluation under Component I, the Compliance Report must meet the following conditions:
- d) tick the presence of all documents indicated in section *List of documents*;
 - e) In the *section Mandatory conditions* all requirements must be confirmed positively.
82. After completion, the compliance report (Component I – Assessment of energy rehabilitation measures for individual houses) is signed by the SPPD specialist who prepared it and sent it to the head of the SPPD, who verifies and endorses the Report within up to 2 working days, after which he sends it to the CNED Deputy Director for endorsement, who endorses the Report for 1 working day.
83. On a weekly basis, the head of the SPPD draws up two generalizing lists of compliance reports (Component I – Assessment of energy rehabilitation measures for individual houses), submits them for opinion to the Deputy Director of IP CNED and sends them to the Director of IP CNED, together with the requests for participation analyzed, for the examination and adoption of decisions on administrative compliance.
84. Depending on the volume of requests to participate submitted and assessed, generalised lists may be drawn up and transmitted more frequently, including before the weekly deadline, upon the decision of the Director of the CNED IP.
85. Two separate lists are drawn up:
- List no. 1 – requests to participate with a recommendation for admission to the evaluation stage;
 - List No 2 – requests to participate with a recommendation to reject.
- The generalizing lists include the following information:
- Name and contact details of the applicant;
 - Address of the individual house;
 - Finding on the administrative compliance of the project proposal;
 - Recommendation: admission to the assessment or rejection stage, with an indication of the reason in case of rejection.
86. In the case of requests to participate for which the recommendation of rejection is formulated from an administrative point of view, the CNED IP informs the applicants of the result of the administrative examination for Component I. The notifications are prepared by the SPPD specialists, endorsed by the head of SPDECRP and signed by the CNED IP Director. Once signed, they are sent to applicants via the 'FEERM' platform and automatically to the email address associated with the applicant's MPass profile.
87. After confirming the generalizing lists, the SPPD, in the case of requests to participate with a recommendation for admission to the evaluation phase, submits the corresponding list to the head of the SECRP in order to initiate the evaluation process.

5.4.2. [Assessment of applications for Component I: Individual houses in the process of construction](#)

88. The evaluation of requests to participate under Component I shall be carried out in the order of their reception, together with the Administrative Compliance Report from the SPPD, on a first-come-first-served basis.
89. The evaluation process aims to verify the compliance of the requests to participate and to determine the eligibility of the applicant in accordance with the specific evaluation criteria for Component I, detailed in this MO.

90. The evaluation of the project proposal is carried out by the SECRP specialists, within up to 10 working days from the date of distribution of the requests to participate, depending on the large flow of requests to participate submitted, this term can be extended by the director by another 20 working days. The distribution of these files is made according to the provisions of an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED.
91. Following the evaluation of the SECRP specialists prepare an Evaluation Report of the project proposal: Individual houses under construction (Component I – Assessment of energy rehabilitation measures for individual houses), which includes the recommendation to approve or reject it, according to the model in [Annex 7](#).
92. The evaluation reports for (Component I – Evaluation of energy renovation measures for individual houses) involve the following:
- Completion of the compartment *General information* with data about the owner of the individual house and about the individual house;
 - Qualification of the presentation of information;
 - Formulate the conclusions on the eligibility of the applicant and include the recommendation for approval or rejection of the project proposal in the *Conclusions and Recommendations* section.
93. In order for the applicant to be considered eligible and his/her dossier to be recommended for approval under Component I, the Assessment Report must meet the following conditions:
- In the *section Mandatory conditions* all requirements must be confirmed.
94. After completion, the evaluation report (Component I – Evaluation of energy renovation measures for individual houses) is signed by the SECRP specialist who prepared it and sent it to the SECRP head, who verifies and endorses the Report within up to 2 working days.

5.5. Examination and approval of project proposals by CFR Component I – Evaluation of energy rehabilitation measures for individual houses

95. Every two weeks, the head of the SECRP draws up a generalizing list of evaluation reports (Component I – Evaluation of energy rehabilitation measures for individual houses) and approves it to the director of the CNED together with the analysed requests for participation of the applicants for examination in order to be proposed for approval or rejection to the Finance and Risk Committee. Depending on the large flow of requests to participate submitted and evaluated respectively, the elaboration of the generalizing list can be carried out even earlier than two weeks, at the decision of the Director of the CNED.

The generalizing list includes:

- Name and contact details of the applicant;
 - Address of the individual house;
 - The suitability of the applicant for eligibility criteria;
 - Recommendation: approval or rejection with reason in case of rejection.
96. Every 2 weeks, the director of the CNED sends to the CFR the requests for participation submitted by the applicants together with the Reports on the evaluation of the files (Component I – Evaluation of the energy rehabilitation measures of the individual houses), for examination and taking a decision on the approval or rejection.
97. The CFR analyses the requests to participate and the Evaluation Reports within up to 5 days from their receipt and takes a decision on the approval or rejection of the requests to participate for Component I - Evaluation of the energy rehabilitation measures of the individual houses. CFR may also request the re-evaluation of proposals and their resubmission in progress, with an express indication of the recommendations and deadlines to be respected.
98. The decision to approve or reject requests to participate is recorded in the Report of the CFR meeting, in which, for each file, the decision taken is indicated. In case of rejection, the reason for rejection shall be specified. The CFR Verbal Process will include, for each applicant, at least the following information:
- Name and contact details of the applicant;
 - Address of the individual house;
 - The suitability of the applicant for eligibility criteria;

- CFR decision: approval or rejection with an indication of the reason in case of rejection.

99. The approval of the requests to participate shall be carried out in compliance with the budgetary limits related to the Financing Product.
100. After the decision taken by the CFR, the CNED informs the applicants about the outcome of the evaluation: approval or rejection of the project proposal for Component I. The notifications are prepared by the SECRP specialists, endorsed by the head of the SECRP and signed by the director of the CNED. Once signed, they are sent to applicants via the FEERM Platform and automatically to the email address associated with the applicant's MPass profile.
101. In case of approval of the request to participate for Component I, the CNED shall submit a Notification of approval for Component I: Assessment of energy renovation measures for individual houses, up to 10 working days after the decision taken by the CFR. The notification shall contain at least the following information:
- Name and contact details of the Applicant;
 - Address of the individual house or plot of land intended for its construction;
 - Completeness of the request to participate submitted;
 - The suitability of the applicant for eligibility criteria;
 - The decision to accept the financing, with any comments or conditions necessary to be taken into account for the submission of the financing application to Component II – Construction works;
 - Steps and deadlines for submitting the Financing Application to Component II – Construction works.
102. If applicants are not accepted under Component I, the CNED shall send them a Rejection Notification for Component I: Evaluation of the energy rehabilitation measures of the houses, within up to 10 working days from the decision taken by the CFR. The notification shall contain the reason for rejection and the conditions under which it may submit a new project proposal under the Funding Product.

5.6. Contracting services for the preparation of the Assessment Report or the Energy Audit Report: Registered individual houses

103. After the funding applicants have received the notification regarding the approval of the application for participation for Component I - Evaluation of energy rehabilitation measures for individual houses, they identify and conclude contracts for the provision of services for the evaluation of energy rehabilitation measures for individual houses or services for carrying out energy audits with specialists/companies, from the list available on the "FEERM" Platform:
- qualified energy auditors registered in the Electronic Register of Energy Auditors, published on the website of the CNED;
 - certified and registered designers;
 - energy managers;
 - economic operators providing energy audit services.
104. In the case of applicants who have individual houses placed in service with a total useful floor area of less than 250 m², the Evaluation Report on the energy rehabilitation measures for individual houses will be carried out, in accordance with the model approved by the Director of IP CNED, which can be carried out by specialists/operators from the list available on the FEERM Platform.
105. In the case of applicants who own individual houses with a total useful floor area of more than 250 m², the Energy Audit Report will be carried out, according to the model approved by the Director of IP CNED, which can only be carried out by economic operators providing energy audit services from the list available on the "FEERM" Platform.
106. The copy of the contracts for the provision of services for the assessment of energy rehabilitation measures for individual houses shall be uploaded by applicants on the FEERM Platform at the latest on the date of submission of the financing application;
107. The evaluation reports of the energy rehabilitation measures, the feasibility studies and the energy audit reports must comply with the requirements of the model reports approved by the CNED, and this obligation will be communicated to the beneficiaries, once the notification regarding the approval of the financing for Component I is submitted.

108. Responsibility for selecting the specialist to prepare the Evaluation Report of the energy rehabilitation measures of individual houses or the Energy Audit Report lies exclusively with the Beneficiary approved under Component I.
109. The beneficiaries approved for Component I have 60 calendar days from the date of approval for Component I to submit the financing application for Component II – Construction works.
110. In objective and non-attributable situations to the beneficiary (including, but not limited to, malfunctions of the information systems used in the implementation process, disputes related to the achievement of commitments related to Component I or other justified reasons), CFR may approve an extension of the submission deadline by a maximum of 45 calendar days that cannot be granted repeatedly or indefinitely.
111. The extension of the deadline is granted exclusively on the basis of a reasoned request from the beneficiary. To this end, the SPPD draws up an Information Note, submits it to the opinion of the Deputy Director of the CNED IP, after which it is submitted to the Director of the CNED IP for transmission to the CFR for examination and decision.
112. At the end of the 45 calendar days, in the absence of concrete and documented actions, the project proposals will be excluded from the list of approved applicants in Component I, without the possibility of granting a new extension, with the issuance of a final notification to the applicants.
113. Failure to comply with the extended deadline entails the definitive removal of the beneficiary from the list related to the respective funding round. The SPPD prepares an Information Note on non-compliance with deadlines, which it submits to the opinion of the Deputy Director of the CNED IP, after which it is submitted to the Director of the CNED IP for approval. In this case, the CNED IP informs the applicants that the deadlines related to Component II have not been respected and the files are returned.
114. Notifications are prepared by SPPD specialists, endorsed by the head of SPPD and signed by the Director of IP CNED. Once signed, they are sent to applicants via the FEERM platform.
115. Excluded applicants who wish to access financial means under this Funding Product will only be able to do so by submitting a new request to participate for Component I, within a new Call for Collection.
116. If the Evaluation Report of the energy rehabilitation measures of individual houses or the Energy Audit Report demonstrate that the implementation of the requested measures is not feasible, the beneficiaries, approved under Component I, shall assume the expenses incurred for the elaboration of the Evaluation Report of the energy rehabilitation measures of individual houses or the Energy Audit Report.

5.7. Contracting the services for the elaboration of the Feasibility Study of the energy rehabilitation measures of individual houses: Individual houses in the process of construction

117. After the funding applicants have received the notification regarding the approval of the request to participate for Component I - Assessment of energy rehabilitation measures for individual houses, they identify and conclude contracts for the provision of services for carrying out the feasibility study, with specialists/companies, from the list available on the FEERM Platform:
- qualified energy auditors registered in the Electronic Register of Energy Auditors, published on the website of the CNED;
 - certified and registered designers;
 - energy managers;
 - economic operators providing energy audit services.
118. In the case of applicants who own individual houses under construction, the feasibility study of the energy rehabilitation measures for individual houses will be carried out, according to the model approved by the Director of IP CNED, which can be carried out by specialists/companies, from the list available on the FEERM Platform;
119. The copy of the contracts for the provision of services for the assessment of energy rehabilitation measures for individual houses shall be uploaded by the applicants on the "FEERM" Platform no later than the date of submission of the financing application;
120. Feasibility studies of energy rehabilitation measures for individual houses must comply with the requirements of the models of reports approved by the CNED, and this obligation will be communicated to the beneficiaries, once the notification regarding the approval of the financing for Component I is submitted.

121. Responsibility for selecting the specialist to develop the Feasibility Study of energy rehabilitation measures for individual houses lies exclusively with the Beneficiary approved under Component I.
122. In objective and non-attributable situations to the beneficiary (including, but not limited to, malfunctions of the information systems used in the implementation process, disputes related to the achievement of commitments related to Component I or other justified reasons), CFR may approve an extension of the submission deadline by a maximum of 45 calendar days that cannot be granted repeatedly or indefinitely.
123. The extension of the deadline is granted exclusively on the basis of a reasoned request from the beneficiary. To this end, the SPPD draws up an Information Note, submits it to the opinion of the Deputy Director of the CNED IP, after which it is submitted to the Director of the CNED IP for transmission to the CFR for consideration and decision.
124. At the end of the 45 calendar days, in the absence of concrete and documented actions, the project proposals will be excluded from the list of approved applicants in Component I, without the possibility of granting a new extension, with the issuance of a final notification to the applicants.
125. Failure to comply with the extended deadline entails the definitive removal of the beneficiary from the list related to the respective funding round. The SPPD draws up an Information Note on non-compliance with administrative deadlines, which it submits to the opinion of the Deputy Director of the CNED IP, after which it is submitted to the Director of the CNED IP for approval. In this case, the CNED IP informs the applicants that the administrative deadlines of Component II have not been respected.
126. Notifications are prepared by SPPD specialists, endorsed by the head of the SPPD and signed by the Director of IP CNED. Once signed, they are forwarded to applicants via the 'ERDF' platform.
127. Excluded applicants who wish to access financial means under this Funding Product will only be able to do so by submitting a new request to participate for Component I, within a new funding round.
128. If the Feasibility Study of Energy Rehabilitation Measures for Individual Houses demonstrates that the implementation of the requested measures is not feasible, the beneficiaries, approved under Component I, shall assume the expenses incurred for the preparation of the Feasibility Study on their own.

Beneficiaries

VI. ACCESSING NON-REMEMERABLE FINANCIAL SUPPORT - Component II – CONSTRUCTION WORKS

6.1. Submission of the dossier for Component II: Registered individual houses

129. Within 60 days from the moment of approval for Component I, the beneficiaries, taking into account the results of the Evaluation Report of the energy rehabilitation measures of individual houses or the Energy Audit Report, decide on the measures that wish to implement them and submit the form for Component II – Construction works under the "FEERM" Platform, providing the following information:
- Measures for the energy rehabilitation of the individual house for the implementation of which, it is requested to grant the financial incentive from the FEERM Programme;
 - Copy of the registration certificate of the electric car from the property, if funding is requested for measure F2;
 - Cost of implementing these measures (based on the costs specified in the Energy Rehabilitation Measures Assessment Report of individual houses or the Energy Audit Report);
 - Declaration on honour confirming the personal commitment to pay the beneficiary's contribution, in accordance with the model in [Annex 8](#);
 - The evaluation report of the energy rehabilitation measures of the individual house or the Energy Audit Report and the copy of the invoice together with the proof of payment of the report preparation service;
130. Files sent for Component II – Construction works to the electronic address of CNED or by post are not eligible.

6.2. Submission of files for Component II: Individual houses in the process of construction

131. Within 60 days from the moment of approval for Component I, the beneficiaries, considering the results of the Feasibility Study of Energy Rehabilitation Measures for Individual Houses, decide on the measures that wish

to implement them and submit the Financing Application for Component II – Construction Works under the "FEERM" Platform, providing the following information:

- Measures for the energy rehabilitation of the individual house for the implementation of which, it is requested to grant the financial incentive from the FEERM Programme;
- Copy of the registration certificate of the electric car from the property, if funding is requested for measure F2;
- Cost of implementing these measures (based on the costs specified in the Feasibility Study of Energy Rehabilitation Measures);
- The initial design documentation for the individual house which must also include the cost estimates for each energy renovation measure separately. The initial design documentation must be issued in accordance with the provisions of Article 127, verified, expertised and approved in accordance with Articles 129 to 130 of the Urban Planning and Construction Code No 434/2023);
- Declaration on honour confirming the personal commitment to pay the beneficiary's contribution, in accordance with the model in [Annex 8](#);
- Feasibility study of the energy rehabilitation measures of the individual house, copy of the invoice together with the proof of payment of the feasibility study development service;

132. 1107/2002, elaborated Financing applications sent for Component II – Construction works to the electronic address of CNED or by post are not eligible.

6.3. Evaluation of the files for Component II - Construction works: Registered individual houses

6.3.1. Administrative compliance review for Component II - Construction works: Registered individual houses

133. Under Component II, applications for funding are initially examined for administrative compliance and only those declared compliant are admitted to the evaluation phase.
134. The administrative examination of applications submitted under component II shall be carried out in the order in which they are received on a first-come-first-served basis;
135. The screening process aims at verifying the administrative compliance of the Funding Application in accordance with the specific requirements for Component II.
136. The examination of the Funding Application is carried out by SPPD specialists, within up to 5 working days from the date of distribution of the Funding Application, depending on the large flow of Funding Applications submitted, this term can be extended by the Director by another 20 working days. The distribution of these Grant Applications is made according to the provisions of an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED.
137. If the Funding Application is incomplete, SPPD specialists, through the head of SPPD, may request that it be filled in with the missing information. The request is made through the "FEERM" Platform, setting a maximum deadline of 15 days for completion, and the applicant is also informed by email about this fact, automatically from the Platform. The assessment period is suspended until the completions are received or until the deadline for submitting them expires.
138. If the Funding Application submitted for Component II is incomplete and the applications do not respond to the requests for completion or clarification submitted by PI CNED within the set deadline, the Funding Application shall be considered non-compliant from an administrative point of view and shall be rejected for administrative reasons, without being submitted for assessment in the light of the eligibility criteria.
139. Following the examination of the Funding Application, the SPPD specialists draw up an Administrative Compliance Report of the Funding Application, which includes the recommendation to move to the evaluation stage or rejection from an administrative point of view, according to the model in [Annex no. 9¹](#).
140. Administrative Compliance Reports for Component II - Construction Works: Registered individual houses involve the following:
- Completion of the compartment General information with data about the owner of the individual house and about the individual house;
 - Tick the documents attached in the List of documents section;

- Qualification of the presentation of information;
141. Making conclusions on the administrative compliance of the applicant and issuing the recommendation for admission to the assessment stage or administrative rejection.
 142. In order for the Grant Application to be considered compliant and its file to be admitted for evaluation under Component II, the Administrative Compliance Report must meet the following conditions:
 - f) tick the presence of all documents indicated in section *List of documents*;
 - g) In the section *Mandatory conditions* all requirements must be confirmed positively.
 143. After completion, the administrative compliance report (Component II - Construction works: Registered individual houses) is signed by the SPPD specialist who prepared it and sent it to the head of the SPPD, who verifies and approves the Report within up to 2 working days, after which he sends it to the CNED Deputy Director for endorsement, who approves the Report for 1 working day.
 144. On a weekly basis, the head of the SPPD draws up two generalizing lists of compliance reports (Component II - Construction works: Registered individual houses), submit them for opinion to the Deputy Director of IP CNED and send them to the Director of IP CNED, together with the project proposals analysed, for examination and adoption of decisions on administrative compliance.
 145. Depending on the volume of Funding Applications submitted and assessed, generalised lists may be drawn up and submitted more frequently, including before the weekly deadline, upon the decision of the Director of the CNED IP.
 146. Two separate lists are drawn up:
 - List no. 1 – Applications for funding with a recommendation for admission to the evaluation stage;
 - List No 2 – Applications with rejection recommendation.

The generalizing lists include the following information:

 - Name and contact details of the applicant;
 - Address of the individual house;
 - Finding on the administrative compliance of the project proposal;
 - Recommendation: Admission to the assessment or rejection stage from an administrative point of view, with an indication of the reason in case of rejection.
 147. In the case of Grant Applications for which the recommendation of administrative rejection is made, the CNED IP informs the applicants of the result of the administrative examination for Component II. Notifications are prepared by SPPD specialists, endorsed by the head of the SPPD and signed by the Director of IP CNED. Once signed, they are sent to applicants via the 'FEERM' platform and automatically to the email address associated with the applicant's MPass profile .
 148. After confirming the generalizing lists, the SPPD, in the case of Financing Applications with a recommendation for admission to the evaluation phase, submits the corresponding list to the head of the SECRP in order to initiate the evaluation process.

6.3.2. Evaluation of the files for Component II - Construction works: Registered individual houses

149. The evaluation of applications under component II shall be carried out in the order of their reception, together with the Administrative Compliance Report from the SPPD, on a first-come-first-served basis.
150. The evaluation of the financing applications for Component II shall be carried out on the basis of the following criteria defined in the Financing Product:
 - Compliance with the energy efficiency first principle;
 - Respect, for each category of measures, the maximum funding ceiling;
 - Eligibility of the measures/solutions requested to be implemented;

- Technical and economic and financial feasibility of the measures/solutions requested to be implemented;
- Compliance with social responsibility, environmental and governance requirements, measures/solutions required to be implemented.

151. The evaluation is carried out by SECRP specialists, within 20 working days from the date of their distribution for evaluation, depending on the large flow of submitted Funding Applications, this term can be extended by the Director by another 20 working days. The distribution of applications for funding to specialists is carried out by an order issued by the Director of the CNED, at the proposal of the Head of the SECRP. If the number of SECRP specialists is not sufficient for the evaluation within the specified deadline of all the files submitted within an appeal, specialists from other sections may be delegated for evaluation, by order of the Director of the CNED.

152. If, during the evaluation, the objective impossibility of implementing the measures selected by the applicant is found, the applicant is informed of this impossibility and is granted a period of 15 calendar days, for additions and clarifications, with information on the possibility of continuing or withdrawing the project from the procedure, under the conditions of bearing the costs from its own sources.

153. The results of the evaluation for Component II, with a recommendation for funding or rejection, are included in the Evaluation Report of the dossier (Component II), according to the model in [Annex no. 9](#) of the MO, including the following:

- General information about the applicant and the house;
- Completeness and correctness of the submitted file;
- Compliance of the Evaluation Report of the energy rehabilitation measures of individual houses or of the Energy Audit Report;
- Measures for the energy rehabilitation of the individual house requested for financing;
- Findings regarding the compliance of the energy rehabilitation measures of the individual house, for which financing is requested for Component II, technical, economic and financial feasibility requirements of governance and environment;
- Conclusions and recommendations on the approval/rejection of funding for Component II.

154. The report is signed by the specialist, after which it is sent to the head of SECRP who endorses the report within up to 2 working days.

6.4. Evaluation of the files for Component II - Construction works: Individual houses in the process of construction

6.4.1. Administrative compliance review for Component II - Construction works: Individual houses in the process of construction

155. Under Component II, applications for funding are initially examined for administrative compliance and only those declared administratively compliant are admitted to the evaluation phase.

156. The administrative examination of applications submitted under component II shall be carried out in the order in which they are received on a first-come-first-served basis;

157. The screening process aims at verifying the administrative compliance of the Funding Application in accordance with the specific requirements for Component II.

158. The examination of the Funding Application is carried out by SPPD specialists, within up to 5 working days from the date of distribution of the Funding Application, depending on the large flow of Funding Applications submitted, this term can be extended by the Director by another 20 working days. The distribution of these Grant Applications is made according to the provisions of an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED.

159. If the Funding Application is incomplete, SPPD specialists, through the head of SPPD, may request that it be filled in with the missing information. The request is made through the "FEERM" Platform, setting a maximum deadline of 15 days for completion, and the applicant is also informed by email about this fact, automatically

from the Platform. The assessment period is suspended until the completions are received or until the deadline for submitting them expires.

160. If the Funding Application submitted for Component II is incomplete and the applications do not respond to the requests for completion or clarification submitted by PI CNED within the set deadline, the Funding Application shall be considered non-compliant from an administrative point of view and shall be rejected for administrative reasons, without being submitted for assessment in the light of the eligibility criteria.
161. Following the examination of the Grant Application, the SPPD specialists draw up an Administrative Compliance Report of the Grant Application that includes the recommendation to move to the evaluation stage or the administrative rejection, according to the model in [Annex no. 10¹](#).
162. Administrative Compliance Reports for Component II - Construction Works: Registered individual houses involve the following:
- Completion of the compartment General information with data about the owner of the individual house and about the individual house;
 - Tick the documents attached in the List of documents section;
 - Qualification of the presentation of information;
163. Making conclusions on the administrative compliance of the applicant and issuing the recommendation for admission to the assessment stage or administrative rejection.
164. In order for the Grant Application to be considered compliant and its file to be admitted for evaluation under Component II, the Administrative Compliance Report must meet the following conditions:
- h) tick the presence of all documents indicated in section *List of documents*;
 - i) In the *section Mandatory conditions* all requirements must be confirmed positively.
165. After completion, the administrative compliance report (Component II - Construction works: Registered individual houses) is signed by the SPPD specialist who prepared it and sent it to the head of the SPPD, who verifies and approves the Report within up to 2 days, after which he sends it to the CNED Deputy Director for endorsement, who approves the Report for 1 day.
166. On a weekly basis, the head of the SPPD draws up two generalizing lists of compliance reports (Component II - Construction works: Registered individual houses), submit them for opinion to the Deputy Director of IP CNED and send them to the Director of IP CNED, together with the project proposals analysed, for examination and adoption of decisions on administrative compliance.
167. Depending on the volume of Funding Applications submitted and assessed, generalised lists may be drawn up and submitted more frequently, including before the weekly deadline, upon the decision of the Director of the CNED IP.
168. Two separate lists are drawn up:
- List no. 1 – Applications for funding with a recommendation for admission to the evaluation stage;
 - List No 2 – Applications for funding with recommendation of administrative rejection.
- The generalizing lists include the following information:
- Name and contact details of the applicant;
 - Address of the individual house;
 - Finding on the administrative compliance of the project proposal;
 - Recommendation: Admission to the assessment or rejection stage from an administrative point of view, with an indication of the reason in case of rejection.
169. In the case of Grant Applications for which the recommendation of administrative rejection is made, the CNED IP informs the applicants of the result of the administrative examination for Component II. Notifications are prepared by SPPD specialists, endorsed by the head of the SPPD and signed by the Director of IP CNED. Once signed, they are sent to applicants via the 'FEERM' platform and automatically to the email address associated with the applicant's MPass profile .

170. After confirming the generalizing lists, the SPPD, in the case of Financing Applications with a recommendation for admission to the evaluation phase, submits the corresponding list to the head of the SECRP in order to initiate the evaluation process.

6.4.2. Evaluation of the files for Component II - Construction works: Individual houses in the process of construction

171. The evaluation of applications under component II shall be carried out in the order of their reception, together with the Administrative Compliance Report from the SPPD, on a first-come-first-served basis.

172. The evaluation of the financing applications for Component II shall be carried out on the basis of the following criteria defined in the Financing Product:

- Compliance with the energy efficiency first principle;
- Respect, for each category of measures, the maximum funding ceiling;
- Eligibility of the measures/solutions requested to be implemented;
- Technical and economic and financial feasibility of the measures/solutions requested to be implemented;
- Compliance with social responsibility, environmental and governance requirements, measures/solutions required to be implemented.

173. The evaluation is carried out by SECRP specialists, within 20 working days from the date of their distribution for evaluation, depending on the large flow of submitted Funding Applications, this term can be extended by the Director by another 20 working days. The distribution of applications for funding to specialists is carried out by an order issued by the Director of the CNED, at the proposal of the Head of the SECRP. If the number of SECRP specialists is not sufficient for the evaluation within the specified deadline of all the files submitted within an appeal, specialists from other sections may be delegated for evaluation, by order of the Director of the CNED.

174. If, during the evaluation, the objective impossibility of implementing the measures selected by the applicant is found, the applicant is informed of this impossibility and is granted a period of 15 calendar days, for additions and clarifications, with information on the possibility of continuing or withdrawing the project from the procedure, under the conditions of bearing the costs from its own sources.

175. The results of the evaluation for Component II, with a recommendation for funding or rejection, are included in the Evaluation Report of the dossier (Component II), according to the model in [Annex no. 10](#) of the MO, including the following:

- g) General information about the applicant and the house;
- h) Completeness and correctness of the submitted file;
- i) Compliance of the Feasibility Study of Energy Rehabilitation Measures for Individual Houses;
- j) Measures for the energy rehabilitation of the individual house requested for financing;
- k) Findings regarding the compliance of the energy rehabilitation measures of the individual house, for which financing is requested for Component II, technical, economic and financial feasibility requirements of governance and environment;
- l) Conclusions and recommendations on the approval/rejection of funding for Component II.

176. The report is signed by the specialist, after which it is sent to the head of SECRP, who approves the report within up to 2 working days.

6.5. Examination and approval of dossiers by CFR - Component II

177. Every two weeks, the Head of the SECRP draws up the Generalised List of Evaluation Reports for Component II and submits it to the Director of the CNED, together with the Applicants' Applications for Funding, for approval by the CFR. Depending on the large flow of Funding Applications submitted and evaluated respectively, the elaboration of the generalizing list can be carried out even earlier than two weeks, at the decision of the Director of the CNED.

The generalizing list includes:

- Identification data of the applicant and the individual house;
- The set of documents presented in the file;
- The applicant's compliance with the eligibility criteria;
- Recommendation for approval (with indication of the measures accepted) or decision and reason for rejection.

178. Every two weeks, the director of the CNED sends to the CFR the applications for funding of the applicants accompanied by the evaluation reports of the files for Component II - Construction works in order to examine and take the decision to approve or reject the funding.

179. The CFR examines the Funding Applications and Evaluation Reports (Component II – Construction works) within up to 5 days of receipt and takes the decision to approve or reject the Funding Applications for Component II.

180. The decisions of the CFR are recorded in a Report of the meeting, which specifies, for each application, the decision taken. In case of rejection of funding, the reason for rejection shall be clearly stated. The CFR report related to the approval or rejection of the funding application must contain at least the following information about:

- Identification data of the applicant and the individual house;
- The set of documents presented in the file;
- The applicant's compliance with the eligibility criteria;
- Approval decision (with indication of accepted measures) or decision and reason for rejection of funding.

181. The approval by the CFR of the financing of eligible applicants and the energy rehabilitation measures of individual houses shall be carried out within the limits of the financing ceilings approved in the Financing Product.

182. After the decision taken by the CFR, the CNED informs the applicants about the acceptance or rejection of the funding for Component II. Notifications are prepared by SECRP specialists, endorsed by the head of SECRP and signed by the Director of the CNED. Once signed, they are sent to applicants by the SECRP via the 'FEERM' Platform, the 'Green House' Funding Product and to the email address set in the MPass profile of each applicant

183. If applicants are accepted for funding under Component II, the CNED sends a Notification of Acceptance, up to 15 days after the decision is adopted by the CFR. The notification of acceptance includes the obligation to sign the Financing Agreement as well as the deadlines to be respected by the beneficiary.

184. If applicants are not accepted for funding under Component II, the CNED shall submit a Rejection Notification within 15 days of the decision taken by the CFR specifying the reason for the rejection of the funding application.

VII. SELECT SPECIALISTS FOR INCLUDING IN THE LIST OF SPECIALISTS PROVIDING SERVICES FOR THE ASSESSMENT OF ENERGY RELIABILITATION MEASURES FOR INDIVIDUAL CASES AND ECONOMIC OPERATORS ON POTENTIAL PARTICIPATION IN THE EXECUTION OF ENERGY RELIABILITATION WORKS FOR INDIVIDUAL CASES

7.1. Selection of specialists for inclusion in the list of specialists providing assessment services for energy rehabilitation measures of individual houses

185. Within the "Green House" Financing Product, the assessment of the energy rehabilitation measures of individual houses is carried out by qualified specialists/economic operators in the field of construction and energy efficiency, included in the "FEERM" Platform, the "Green House" Financing Product, who have one of the following qualifications:

- energy auditors, Buildings and Industry category, qualified and registered in the Electronic Register of

- Energy Auditors, published on the CNED webpage;
- certified designers;
- EUREM energy managers;
- economic operators providing energy audit services.

186. The inclusion of specialists in the 'FEERM' Platform, the 'Green House' financing product, is carried out by the CNED on the basis of an open call for the identification and selection of qualified specialists/operators in the field of construction and energy efficiency.
187. The provision of services for the assessment of energy renovation measures for individual houses can be carried out by both natural and legal persons (hereinafter qualified specialists in the field of construction and energy efficiency), in accordance with the requirements of the 'Green House' financing product.
188. The call for the identification and selection of qualified building and energy efficiency specialists shall contain at least the following information:
- a. short description of the Financing Product and the energy renovation measures eligible to be financed under it;
 - b. eligibility criteria such as qualifications/attestations required to be held including a brief description thereof;
 - c. the required documents, standard requests/forms, consent to the processing of personal data and self-declarations required to be completed and/or submitted;
 - d. general provisions on how to submit documents, the procedure for assessing files and informing applicants of the decision taken by the CNED;
 - e. other information deriving from the provisions of the Financing Product.
189. The evaluation of the files submitted by qualified specialists in the field of construction and energy efficiency is carried out by the Evaluation Commission, created within the CNED IP from the institution's script staff. The Commission will approve the list of specialists eligible for the provision of services for the assessment of energy rehabilitation measures for individual houses and will submit information on the decision taken to the head/designated specialist of SSITI to introduce the list approved under the "FEERM" Platform, the "Green House" financing product.
190. The update of the list under the 'ERDF' Platform, the 'Green House' financing product, takes place continuously according to the identified needs to complete the list of new specialists or to exclude from it some specialists on the basis of which non-compliances established by the CNED have been identified.
191. The deviations found in three evaluation reports/feasibility studies of energy rehabilitation measures of individual houses or energy audit reports, when the qualified specialist in the field of construction and energy efficiency, commits errors when performing technical-economic calculations, such as:
- a. dimensions and/or characteristics of building envelope components and engineering systems are not specific to the individual house analysed (e.g. erroneously calculated volumes, erroneously determined characteristics);
 - b. miscalculation and misuse of economic indicators (energy savings based on standardised conditions, NAV, DRI);
 - c. the measures proposed for implementation do not comply with the specific eligibility requirements for energy renovation measures for individual houses set out in the Financing Product;
 - d. the type and characteristics of the materials and equipment proposed do not meet the minimum technical requirements set out in the Annex;
 - e. lack of justification for the data used or conclusions and recommendations that do not reflect the actual situation under consideration.
192. The monitoring of the non-compliances found in the Evaluation Reports/feasibility studies of the energy rehabilitation measures of the individual houses or the Energy Audit Reports is done by the SECRP specialists involved in the evaluation procedure of the files for Component II – construction works.

193. The non-compliances are identified by the SECRP specialists responsible for the evaluation of the files and are mentioned in the Evaluation Reports (Component II – Evaluation of energy renovation measures for individual houses).
194. The monitoring of non-compliances identified for each of the qualified specialists in the field of construction and energy efficiency, included in the "FEERM" Platform, the "Green House" financing product, is carried out by the head of SECRP, who based on the information from the Evaluation Reports (Component II – Evaluation of energy rehabilitation measures for individual houses).
195. On a monthly basis, the head of SECRP draws up and submits to the Evaluation Commission the list of specialists for whom non-compliances were found in three Evaluation Reports/feasibility studies of energy rehabilitation measures for individual houses or Energy Audit Reports.
196. If non-compliances related to energy audit reports are also found in the list, they are also sent by the head of the SECRP to the Qualification and Compliance Section of the implementation of public energy efficiency policies and the valorisation of renewable energy sources within the CNED in order to be included in the list of energy audits subject to verification and, if necessary, the application of the provisions of point 25, sub-item. 4 of the Regulation on energy auditors and energy audit approved by Government Decision no. 676/2020.
197. After submitting the list, the Evaluation Committee, within up to 2 days, analyses the list of specialists for whom the non-compliances were found in three Evaluation Reports/feasibility studies of the energy renovation measures of individual houses and in case of no objections and/or proposals regarding it, approves the final list;
198. In case of objections and/or proposals regarding the submitted list, the Evaluation Committee shall ensure appropriate coordination and resolution, within up to 5 days, with the involvement of the specialists within the CNED.
199. After coordinating and approving the list of specialists for whom non-compliances have been found, it is sent to the head/specialist designated SSTI to ensure the exclusion from the "FEERM" Platform, the "Green House" financing product, of the specialists existing in this list;
200. Within 1 day of receipt of the decision of the Committee of Experts established within the CNED to verify the quality of the Energy Audit Reports, the Head of SECRP shall inform the Director of the decision received. If the Commission of Experts has found major non-compliances on the basis of the provisions of item 25, sub-item. 4 of the Regulation on energy auditors and energy audit approved by Government Decision no. 676/2020, the head of the SECRP, requests the approval of the director of the CNED regarding the exclusion from the "FEERM" Platform, the "Green House" financing product of the energy auditor.
201. After obtaining the approval of the Director of the CNED regarding the exclusion from the "FEERM" Platform, the "Green House" Financing Product of the energy auditor, the list shall be submitted to the head/specialist designated SSTI in order to ensure his exclusion from the "FEERM" Platform, the "Green House" Financing Product.
202. Qualified specialists in the field of construction and energy efficiency, excluded from the FEERM Platform, the financing product "Green House" can submit a new application for registration in the list of specialists eligible for the provision of services for the assessment of energy rehabilitation measures of individual houses, only after the expiration of one year from the date of its exclusion from that list and only after the completion of a continuous training/professional training course in the field of energy efficiency of buildings.

7.2. [Selection of economic operators regarding the potential participation in the execution of energy rehabilitation works of individual houses and construction works](#)

203. The construction works related to the implementation of the energy rehabilitation measures for individual houses are carried out by the economic operators (hereinafter construction companies) selected by the CNED and included in the "FEERM" Platform, the "Green House" Financing Product.
204. In the case of joint ventures, the leader will execute at least 40% of the total value of the contract. In the case of subcontractors, the volume of subcontracted works may not exceed 40% of the total volume of works.

205. The selection of economic operators is carried out by the CNED on the basis of an open call to identify potential economic operators who can participate in the execution of the energy rehabilitation works of individual houses within the 'Green House' financing product.
206. The call for identification of potential economic operators that can participate in the execution of energy rehabilitation works of individual houses within the "Green House" financing product shall contain at least the following information:
- a. short description of the Financing Product and the energy renovation measures eligible to be financed under it;
 - b. a brief description of the eligibility and selection criteria for companies;
 - c. the required documents, standard applications/forms and self-declarations required to be completed and/or submitted;
 - d. general provisions on how to submit documents, the procedure for assessing files and informing applicants of the decision taken by the CNED;
 - e. other information deriving from the provisions of the Financing Product.
207. The evaluation of the files submitted by the economic operators shall be carried out by the Evaluation Commission, created within the CNED from the institution's written staff. The Commission will approve the list of economic operators confirmed for the execution of the energy rehabilitation works of the individual houses and will submit the information on the decision taken to the head/designated specialist of SSITI for the inclusion of the list approved under the "FEERM" Platform, the "Green House" financing product.
208. The update of the list under the "FEERM" Platform, the "Green House" financing product takes place continuously, depending on the interest of the economic operators to participate in the execution of the energy rehabilitation works of the individual houses by completing the list of new economic operators or by excluding from it some economic operators in respect of which some non-compliances established by the CNED have been identified.
209. The following deviations of economic operators shall be considered as non-compliances:
- a. does not carry out the construction works for which it was contracted within the deadlines laid down in the contract and refuses any cooperation with the CNED and the beneficiary of the project in order to identify solutions for the completion of the execution of the works;
 - b. carried out the works related to the energy rehabilitation measures of the individual house, for which it was contracted, with the use of materials/goods that do not meet the minimum quality requirements established according to the contract and the financing product "Green House";
 - c. refuses to remove the non-compliances identified by the CNED specialists in the executed works. Non-compliances mandatorily detected are mentioned in the Field Visit Reports;
 - d. there is at least one proof from the beneficiaries of the financing, by which the CNED was informed of the termination of the procurement contracts as a result of the non-fulfilment or improper fulfillment by the construction company of the contractual clauses;
 - e. there is at least one proof from the beneficiaries of the funding, informing the CNED of the presentation of the false documents that served as a basis for contracting it;
 - f. does not remove the non-conformities provided for in the acceptance report at the end of the works within the terms set out therein.
210. The monitoring of the non-compliances identified for each operator, included in the "FEERM" Platform, the "Green House" Financing Product, is carried out on a continuous basis by the FEESR specialists responsible for monitoring the implementation of the energy rehabilitation measures of the individual houses provided for in the Financing Contract.
211. On a monthly basis, the head of FEESR shall draw up and submit to the Evaluation Committee the list of operators for which non-compliances have been identified.

212. After submitting that list, the Evaluation Committee shall, within up to 7 days, analyse the list of economic operators in respect of which non-compliances have been identified and, in the event of no objections and/or proposals to it, approve its exclusion from the list.
213. In the event of objections and/or proposals regarding the list of economic operators for which non-compliances have been identified, the Evaluation Commission shall ensure appropriate coordination and resolution, within up to 5 days, with the involvement of specialists from the CNED.
214. After the approval of the list of economic operators for which non-compliances have been identified, it is sent to the head/specialist designated SSTI to ensure the exclusion from the "FEERM" Platform, the "Green House" financing product of the existing construction companies in this list. The secretary of the evaluation committee shall ensure that the operator is informed of the decision approved by the committee and of the reasons for the exclusion.
215. Economic operators, excluded from the "FEERM" Platform, the "Green House" Funding Product, may submit a new request for inclusion in the list of operators for the execution of energy rehabilitation works of individual houses after the expiration of one year from the date of their exclusion from that list or only after the submission of three recommendations for the proper execution of similar works from the beneficiaries of these works in the Republic of Moldova, executed during the last year.

VIII. SIGNATURE, AMENDMENT AND DEFINITION OF THE FUNDING CONTRACT. CONTRACTING CONSTRUCTION WORKS (IF DESIGN SERVICES)

8.1. Signature of the Financing Agreement

216. On the basis of the CFR's decision to accept the list of beneficiaries for Component II – construction works, the DJA, supported by the SECRP, completes the Financing Contract (according to the model in [Annex 11](#)) and informs the beneficiary by telephone and e-mail of the need to sign it.
217. The financing contract shall be signed by the Director of the CNED and the beneficiary within up to 30 working days from the receipt by the beneficiaries of the notifications regarding the approval of the financing application under Component II – Construction works.
218. A person other than the beneficiary is entitled to sign the financing contract if he/she has a notarially authenticated power of attorney or power of attorney based on the electronic or mobile signature, recorded in the Register of Powers of Attorney based on the electronic signature, which gives him/her the right by and on behalf of the beneficiary to sign the financing contract.
219. The financing contract shall include, but not be limited to:
- the list of measures to be implemented;
 - the conditions for amending the financing contract;
 - the specific ceilings for granting financial incentives;
 - the rights and obligations of the Parties;
 - specific ceilings for the financing of energy efficiency measures and the valorisation of renewable energy sources.
220. In case of non-fulfilment of the obligation to sign the financing contract within the deadline, the CFR will approve the exclusion of the applicant from the list of beneficiaries, and the applicant may submit a new request to participate in a new call.
221. The necessary steps to be taken by the persons responsible for approving the requested changes are described in the paragraph Amendments to the Financing Agreement.
222. The Beneficiary has the right to refuse to sign the Financing Agreement by notifying in writing the renunciation of the financing through the "FEERM" Platform or by a request addressed to IP CNED. Failure to sign the Financing Agreement within the deadline set for signing, in the absence of an objective and documented justification communicated to the CNED IP, shall be assimilated to refusal to sign.

223. In case of refusal to sign or failure to sign the Financing Agreement within the deadline, the DJA, with the support of SECRP, draws up an Information Note on the non-conclusion of the Financing Agreement, which it submits to the approval of the Director of IP CNED in order to approve the exclusion of the beneficiary from the list of beneficiaries of Component II. After approval by the Director of the CNED IP, the beneficiary is notified of the exclusion and may submit a new request to participate in a subsequent Call.

8.2. Procedure for amending the Financing Contract

224. The procedure shall regulate the types of amendments to the Financing Contract and the Project, namely non-substantial amendments, minor amendments and substantial amendments, as well as the conditions for their application.

225. The following shall be considered as non-substantial modifications, which may be made without the prior written consent of the CNED IP:

- modification of the general data of the Financing Agreement (bank requisitions, contact details, etc.);
- modifying the model of the financed good or reducing/increasing its quantity, provided that the same or higher technical parameters (more efficient versions) are preserved.

2261 – CNED IP can accept the extension of the implementation deadline, based on a reasoned request, accompanied by supporting documents demonstrating the existence of a contract for work- concluded no later than 90 calendar days before the date of expiry of the implementation deadline. The total implementation deadline, including the extension period, will not exceed 270 days

226. Minor changes to the provisions of the Financing Agreement can be made only with the prior and written consent of the CNED IP and cover, including, the following situations:

- replacement or exclusion of investment items;
- purchase of additional investment items;
- the replacement of materials, methods or technologies for the implementation of the Project, provided that these modifications result in the same or higher projected energy efficiency parameters and ensure a level of durability and quality at least equal to that originally foreseen.

227. Any proposal for a minor amendment of the Financing Contracts, during the implementation period, shall be sent to the CNED IP in the form of a written request.

228. In the event of a request for a minor amendment to the provisions of the Financing Agreement, FEESR shall draw up an information note, endorsed by the DJA and the Deputy Director and approved by the CNED IP Director, which shall include a reasoned opinion on the appropriateness of amending the Financing Agreement.

229. Substantial changes to the Project are admitted only exceptionally, with arguments presented, and require the approval of the Finance and Risk Committee (CFR). These include changes that significantly affect the nature and conditions of the implementation of the Project and that influence the energy efficiency parameters to be achieved, they aim at:

- a) The complete exclusion of one or more energy rehabilitation measures / or protection measures, if they are the subject of the Specific Eligibility Requirements for Energy Rehabilitation Measures of the Individual House from the Financing Product
- b) Replacement of one or more energy rehabilitation measures/ or protection measures, if they are the subject of the Specific Eligibility Requirements for Energy Rehabilitation Measures of the Individual House in the Financing Product

230. Substantial changes to the Project are usually not allowed. These include changes that significantly affect the nature and conditions of the implementation of the Project and that influence the energy efficiency parameters to be achieved, including the exclusion or replacement of full energy renovation measures.

231. Any proposal for a substantial amendment of the Financing Contracts, during the implementation period, shall be sent to the CNED IP in the form of a written request, at least 60 calendar days before the expiry of the implementation deadline established by the Financing Contract (for the group in item 230) .

232. In the event of a request for a substantial amendment to the provisions of the Financing Agreement, FEESR shall draw up an information note and request the Impact Opinion, prepared by the SECRP. The information note is endorsed by the DJA and the Deputy Director and approved by the Director of the CNED IP.
233. The Director of the CNED IP submits only the Information Note with recommendation for acceptance, for consideration by the CFR and proposes to take the decision on substantial changes.
234. In case of approval of the substantial modification by CFR, the Beneficiary may be granted an additional period of up to one month for the modification and/or updating of the Project.
235. After the complete completion of the works for the implementation of the energy rehabilitation measures of the dwelling and the verification of the supporting documents submitted by the Beneficiary, and the financing is approved by the CFR, the parties will sign an additional agreement to the Contract, in which the total cost of the Project will be established, including the contributions assumed by each party.
236. Based on the Final Evaluation Report of the project and the CFR decision approving or rejecting the financing, DJA will draw up, within 15 days, the Additional Agreement to the Financing Contract and will ensure its signature by all parties involved.

8.3. Contracting of construction works (if applicable design services)

237. The contracting of the construction works and, where applicable, of the design services shall be carried out by the beneficiaries, who shall conclude contracts for the works with economic operators from the list available on the 'FEERM' Platform, the 'Green House' financing product.
238. The cases for which it is necessary to develop the project documentation, are to be determined by the construction company together with the beneficiary in accordance with the provisions of the Urbanism and Construction Code no. 434/2023.
239. The elaboration of the Project Documentation is to be carried out based on the provisions of the Urbanism and Construction Code no. 434/2023 and the secondary normative framework.
240. The contracting of economic operators by beneficiaries takes place on the basis of a model tender specifications and a model contract approved by order of the Director of the CNED, which can be downloaded from the 'FEERM' Platform, the 'Green House' funding product.

IX. MONITORING THE FUNDING CONTRACT

9.1. General provisions

241. Monitoring represents the set of measures taken to ensure compliance with the implementation of the Financing Contract, compliance with the contractual provisions and reducing the risks of non-compliant use of financial means.
242. Monitoring the implementation of the provisions of the Financing Contracts means monitoring the aspects related to the implementation of the projects financed by the CNED on the basis of the contractual provisions. The role of monitoring becomes even greater as it provides the parties involved in the project implementation process with prior information about the success/progress or failure of the implementation so that they can take certain actions if necessary.
243. The CNED specialists will draw up, on a monthly basis, on the basis of the Progress Reports submitted by the beneficiaries, a Report with relevant information on the projects, for which the Financing Contracts with the beneficiaries have been signed.
244. During the monitoring visits, the beneficiary is obliged, according to the contractual conditions, to ensure free access to all goods/raw materials, documents related to the implementation of the project, but without jeopardizing the implementation activity carried out by the beneficiary.

245. Monitoring may take place without going to the place where the works are carried out provided that there is sufficient information and evidence to determine the fulfilment of the obligations assumed by the beneficiary under the financing contract.
246. If violations of the provisions of the financing contract and/or those provided for in this MO have been found in the monitoring process, SMCRP proposes any solutions or corrective measures that should be adopted in order to remedy the situation.

9.2. Procedure for monitoring the works related to the energy rehabilitation measures of individual houses

247. Within 7 days of signing the contract with the construction company, the beneficiary must upload the scanned copy of the contract to the 'FEERM' Platform, the 'Green House' financing product. Failure to top up within the deadline may constitute grounds for terminating the contract with the CNED.
248. If the beneficiaries of the financing will sign additional agreements with the construction company, they will send a copy of the signed additional agreements to the CNED, via the 'FEERM' Platform, the 'Green House' financing product.
249. At least 5 days before the start of the construction works, the beneficiaries shall notify the CNED, through the 'FEERM' Platform, the 'Green House' financing product of the start date of these works by the construction company.
250. The verification of the execution of the construction works and their quality takes place in accordance with the provisions of the Urbanism and Construction Code no. 434/2023 and the secondary normative framework. In this regard, the beneficiary is responsible for contracting the site supervisor, who together with CNED will ensure the monitoring of the execution of the construction works in accordance with the provisions of the normative framework, the financing contract, the Financing Product and this MO.
251. The CNED, where appropriate, may carry out field visits to verify the implementation of the project.
252. The basic objectives of monitoring the execution of the works are:
- Ensuring that the investment project is implemented in accordance with the requirements of the CNED;
 - Provide operational information on the progress achieved in achieving the planned results and facilitate the reporting of these results to the responsible institutions;
 - The monitoring of the works shall comply with the provisions of the Urban Planning and Construction Code and the '4 eyes' verification principle. Respectively, verification will be ensured by both the site supervisor and the FEESR, specialists during the organized visits;
 - Informing and alerting CNED about the deficiencies identified at the project implementation stage, based on which to take, in useful terms, certain actions and adjustments necessary to ensure the compliance and finality of the project.
253. FEESR is responsible for monitoring the implementation of the energy renovation measures for individual houses provided for in the Financing Contract.
254. The CNED Director, at the proposal of the CNED Deputy Director, designates, by order, the FEESR and SMCRP specialists responsible for monitoring the implementation of the provisions of the Financing Contract, processing the information from the reports and the documents submitted by the beneficiaries to the CNED, as well as selects the RCT, which will be responsible for verifying the execution of the works by carrying out field visits. If necessary, specialists from outside the institution can be contracted.
255. FEESR specialists are responsible for:
- verification of the application for approval of the execution of works (CPAEL) submitted to the CNED by the beneficiary in accordance with the provisions of the Financing Contract;
 - verification of the volumes of works presented in the CPAEL with those specified in the project (correspondence of the project implementation with the volumes of works specified in the Financing Agreement), submitted to the CNED by the beneficiary;

- joint verification with the RCT of the compliance of the quality of the works (compliance of the project implementation with the minimum quality requirements specified in the Financing Contract) presented in CPAEL by the beneficiary;
- joint participation with the TRs in visits to objectives accepted for funding;
- Receipt of reports submitted by the RCT.

256. SMCRP specialists are responsible for:

- verification and confirmation of the correctness of the financial information indicated in the CPAEL submitted by the beneficiary in accordance with the provisions of the Financing Agreement.

257. After the actual completion of all the works, the beneficiary of financing notifies the CNED, through the "ERDF" Platform, the "Green House" Financing Product about this fact, and submits to the CPAEL with the attachment of the following documents:

- The minutes of acceptance of the executed works (Typed Interdepartmental Form No C2n), in original, signed by the contractor, technical manager and site supervisor;
- Minutes of checking the quality of the works that become hidden, signed by the technical officer and site supervisor, as the case may be;
- Laboratory test report for the electrical part – for Group F measures, unless the beneficiary has submitted the renewable electricity prosumer contract
- In the case of Group F measures, the beneficiary may submit the signed Renewable Electricity Prosumer Contract as an alternative to the laboratory test report for the electrical part and the declaration of the authorized electrician. Report Certification of materials and equipment used and accumulated, according to the model in Annex no. 14 to the MO with the attachment of certificates of conformity/declarations of conformity and/or technical sheets for materials and equipment/machinery submitted for payment;
- Photographs of individual house building elements that have been energetically rehabilitated and/or new equipment/installations installed;
- For Group F measures, the declaration of the authorized electrician will be submitted, unless the beneficiary has submitted the Contract for the prosumer of electricity from renewable sources
- for Group D measures, the leak check report shall be submitted;
- Other required documents (local estimate (forms 3.5,7);
- contract for services for monitoring and quality control of construction works during the implementation of the measures, as well as other documents, as appropriate).

258. After checking the CPAEL, including the financial volumes and costs component, the beneficiary will carry out the acceptance at the end of the works, according to the provisions of the Urbanism and Construction Code no. 434/2023

259. In order to ensure the quality of the works carried out under the project, provisions regarding the guarantee period, established in accordance with the provisions of the Urban Planning and Construction Code No 434/2023, may be included in the model of the contract for entrepreneurship, which will be available on the 'FEERM' Platform, the 'Green House' financing product.

260. After the completion of the warranty period – which will begin at the time of signing the Reception Report at the end of the works, the beneficiary will initiate the signing of the Final Reception Report Process, a procedure developed in accordance with the provisions of the Urbanism and Construction Code no. 434/2023. The beneficiary will send an information notice to the CNED address regarding the date of convening the commission meeting for the final reception, inviting the CNED representatives to participate in it.

9.3. Field visits

261. During the visits, the implementation stages of the projects can be identified, as well as their compliance or non-compliance with the implementation stages stipulated in the Financing Agreement. Field visits are a measure to prevent non-qualitative execution of works.

262. The purpose of the visits is to verify the compliance of the situation described in the supporting documents on which the project approval was based, as well as the documents related to CPAEL, by the RCT, with the

actual situation from the objective of project implementation, in order to prevent implementation errors. The representatives of the CNED have the right to carry out the necessary measurements and verifications to identify the conformity of the execution of the works in accordance with the Financing Agreement.

263. During the field visits, the RCT, the beneficiary, the representative of the economic agent, the site supervisor, the technical officer, the designer, as the case may be, will be present.

264. Field visits can be of several types:

- Planning of the initiation of works: to the procedure for the initiation of works;
- Verification of the completion of works: it is carried out after the submission by the beneficiary of CPAEL;
- Extraordinary visit (ad hoc): the execution of the project implementation is checked, in this case the CNED is not obliged to inform the project beneficiary about the organization of the visit;
- Other (please specify): procedures carried out at the end of the works, request for amendment of the Financing Agreement, etc.

265. After each field visit, the RCT will complete and submit for analysis and approval to the FEESR , specialist the Field Visit Report, according to the model in [Annex 1 2](#) to the MO.

9.4. Steps for verifying and validating documents confirming the investment made

266. The financing contract will set out the stages of project implementation and the periods for submitting documents for payment.

267. After the actual completion of all the works, the beneficiary of the financing notifies the CNED, through the "ERDF" Platform, the "Green House" Financing Product about this fact.

268. Acceptance of documents by the CNED is based on the following standardised forms:

- Works and Costs Compliance Form (FCLC), following the model in [Annex 13](#) of the MO.
- Project Implementation Assessment Report (REIP), following the template in [Annex 14](#) of the MO.

269. The conformity of works and costs form includes 2 components:

- A: Volumes and costs component;
- B: Invoices and payments component.

270. In order to avoid exceeding project implementation deadlines, the CNED will ensure an efficient and rhythmic process of checking payment documents by excluding bureaucratic approaches and avoiding delays (regardless of the nature of the reasons).

9.5. CPAEL processing cycle: Volumes and costs component

Step 1.	The beneficiary shall submit to the CNED, via the 'FEERM' Platform, the 'Green House' Funding Product, within 30 days of the completion of the works, the CPAEL, accompanied by the following documents, duly signed: • The minutes of acceptance of the executed works (Typed Interdepartmental Form No C2n), in original, signed by the contractor, technical manager and site supervisor; • Minutes of checking the quality of the works that become hidden, as the case may be; • Laboratory test report for the electrical part – for Group F measures, unless the beneficiary has submitted the Contract for the prosumer of electricity from renewable sources; • Report Certification of materials and equipment used and accumulated, according to the model in Annex no. 16 to the MO with the attachment of certificates of conformity/declarations of conformity and/or technical sheets for materials and equipment/machinery submitted for payment; • Photographs of individual house building elements that have been energetically rehabilitated and/or new equipment/installations installed; • For Group F measures, the statement of the authorized electrician confirming the admission into operation will be submitted, unless the beneficiary has submitted the Contract for the prosumer of electricity from renewable sources;
---------	---

	- For Group F measures, the beneficiary may submit the renewable electricity prosumer contract, as appropriate. In this case, the declaration of the authorised electrician and the laboratory test report for the electrical part related to Group F shall no longer be submitted. - For Group D measures, the leak check report shall be submitted; Other documents required. The FEESR specialist analyses the file, completes the FCLC (compartment A) and, in case of non-compliance, stops processing the CPAEL according to the procedure described below. <i>Processing time – 3 calendar days</i>
Step 2.	After completing the FCLC (compartment A), the FEESR specialist informs the RCT of the need to carry out the field visit and completes the Request for travel to the objective. The RCT carries out the visit to the objective, as appropriate, with the participation of the FEESR specialist. After the field visit, the RCT completes the Field Visit Report in accordance with the model set out in Annex 10 to the MO. The FEESR specialist examines the documents submitted by the beneficiary (the compliance of the project implementation with the conditions of the Financing Product and the minimum quality requirements laid down in the technical regulations in construction), taking into account the conclusions indicated in the Field Visit Report, completes and signs the FCLC with an indication of the results of the examination of the payment documents and completes and signs the REIP. Once the documents listed above have been confirmed to be in conformity, they shall be forwarded to the head of the FEESR for endorsement. <i>Processing time – 10 calendar days</i>
Step 3.	The head of FEESR examines the documents received from the FEESR specialist and endorses the FCLC and REIP, after which he forwards the full set to the SMCRP specialist. <i>Processing time – 1 calendar day</i>
Step 4.	The SMCRP specialist examines the documents received from the head of FEESR (correction of the correctness of the financial information indicated in the CPAEL submitted by the beneficiary in accordance with the provisions of the Financing Agreement) and endorses the FCLC and REIP, after which he sends the full set to the head of SMCRP. <i>Processing time – 2 calendar days</i>
Step 5.	The head of SMCRP examines the documents received from the SMCRP specialist and endorses the FCLC and REIP, after which he transmits the full set to the DJA. <i>Processing time – 1 calendar day</i>
Step 6.	The DJA examines the documents received from the head of SMCRP, completes and approves the FCLC with an indication of the results of the examination of the payment documents and, after confirming their compliance, submits them together with the FCLC to the Deputy Director of CNED for endorsement. It also endorses REIP. <i>Processing time – 1 calendar day</i>
Step 7.	The Deputy Director examines the documents received from the DJA and endorses the FCLC with the submission of the full set of documents to the Director for approval. It also endorses REIP. <i>Processing time – 1 calendar day</i>
Step 8.	Director reviews all documents received and coordinates FCLC, signs REIP <i>Processing time – 1 calendar day</i>

271. The terms of processing are set out as follows:

Step 1.	FEESR specialists	3 days
Step 2.	FEESR specialist, RCT.	10 days
Step 3.	Head of FEESR	1 day

Step 4.	SMCRP Specialist	2 days
Step 5.	Head of SMCRP	1 day
Step 6.	DJA	1 day
Step 7.	Deputy Director CNED	1 day
Step 8.	Director of the CNED	1 day
TOTAL calendar days of the processing cycle 20 days		

272. If the CPAEL submitted by the beneficiary does not meet all the requirements described in this MO or if any deviation or discrepancy is found in the verification process, the processing of the documents may be stopped by the specialist responsible for the CPAEL verification.

273. Reasons for the termination by the CNED of the 30-day payment period:

- If a dispute arises regarding the documents submitted by the beneficiary, and the (minor) mistakes/divergences identified can be rectified without rejecting CPAEL (for example, it is found that there are no signatures/stamp on certain documents submitted, certain mandatory details are missing in the payment documents, etc.);
- Other specific circumstances.

274. The FEESR , specialist after collecting all the non-compliances identified by the CNED specialists will draw up a Note on the cessation of CPAEL processing and will complete the FLC in the respective compartment, which will be duly countersigned. The termination shall be brought to the attention of the beneficiary through the FEESR specialist on the same day that one of the reasons for the termination was found, regardless of the reason for the termination. The time limit for stopping payment (of 30 calendar days) starts to run from the day on which the Notification is sent to the Beneficiary. The notification of the beneficiary is made in writing, through the FEESR specialist and sent through the 'FEERM' Platform, the 'Green House' Financing Product. The exact reason for termination and the proposed solution must be indicated in the FLC with the inclusion in the Comments chapter of the following content: 'The processing time is terminated as of this day; this termination will end once all identified divergences have been removed, which will allow CPAEL processing to resume". The CNED specialist will register the termination on the 'FEERM' Platform, the 'Green House' financing product, and after the expiry of the deadline he will make the mention of the resumption of the termination and the reasons.

275. During the termination period, CPAEL will remain under the management of the CNED specialist, who initiated the termination. The resumption of the CPAEL processing term will start from the day on which all identified divergences will be removed.

276. If the payment documents submitted by the beneficiary do not meet all the requirements described in this MO or if any deviation or discrepancy is found in the verification process, CPAEL may be proposed for rejection by the specialist responsible for the verification of CPAEL.

277. The FEESR specialist will draw up a Note on the rejection of document processing and will complete the FLC in the respective compartment, which will be countersigned by the heads of FEESR and DJA, the deputy director of CNED and approved by the director of CNED, and will be sent to CFR.

278. The exact reason for the rejection will be indicated in the FLC with the following content in the Comments chapter: 'CPAEC is rejected'.

279. The beneficiary will remove the shortcomings by presenting a new CPAEC. Documentary confirmation of the elimination of shortcomings will also be attached.

9.6. CPAEL processing cycle: Invoices and payments component

280. After completing the CPAEL examination procedure on the confirmation of volumes and costs, the CNED requests the beneficiary to submit confirmatory payment documents.

- copy of the tax invoice, payment orders/bank statements confirming the payment of the costs of the services assessing the energy renovation measures of the individual house (only if these costs were covered from the beneficiary's own sources);

- copy of the tax invoice, payment orders/bank statements confirming the payment of the costs of the works/services related to the implementation of the energy rehabilitation measures of the individual house, demonstrating that the beneficiary paid the contracted companies the full cost of the works/services;

Step 1	The beneficiary shall submit to the CNED address, via the 'FEERM' Platform, the 'Green House' Financing Product, within 10 days, the following documents: • Copy of the tax invoice, payment orders/bank statements confirming the payment of the costs of the services for the assessment of the energy rehabilitation measures of the individual house (only if these costs were covered from the beneficiary's own sources), with the notion corresponds to the original; • copy of the tax invoice, payment orders/bank statements confirming the payment of the costs of the works/services related to the implementation of the energy rehabilitation measures of the individual house, demonstrating that the beneficiary paid the contracted companies the full cost of the works/services, with the notion corresponds to the original; After receiving the documents, the SMCRP specialist completes the FCLC and submits for approval to the SMCRP Head. <i>Processing time – 2 calendar days</i>
Step 2.	The head of SMCRP examines the documents received from the SMCRP specialist and endorses the FCLC and REIP, after which he transmits the full set to the DJA. <i>Processing time – 1 calendar day</i>
Step 3.	The DJA examines the documents received from the head of SMCRP, completes and approves the FCLC with an indication of the results of the examination of the payment documents and, after confirming their compliance, submits them together with the FCLC to the Deputy Director of CNED for endorsement. It also endorses REIP. <i>Processing time – 1 calendar day</i>
Step 4.	The Deputy Director examines the documents received from the DJA and endorses the payment documents, with the submission of the full set of documents to the Director for approval. He also endorses the REIP. <i>Processing time – 1 calendar day</i>
Step 5.	The Director shall examine all documents received and, after approval by the FCLC, shall sign the REIP. <i>Processing time – 1 calendar day</i>

281. The terms of processing are set out as follows:

Step 1.	SMCRP Specialist	2 days
Step 2.	Head of SMCRP	1 day
Step 3.	DJA	1 day
Step 4.	Deputy Director CNED	1 day
Step 5.	Director of the CNED	1 day
TOTAL calendar days of the processing cycle		6 days

9.7. Acceptance procedure at the end of the works

282. After receiving the notification, the beneficiary of funding sets the date for carrying out the reception at the end of the works, which ends with the signing of a Reception Process at the end of the works (developed according to the Urbanism and Construction Code no. 434/2023) by the specialists of the Reception Commission, the CNED Representative (if applicable) and other relevant participants according to the procedures specified by the legislation in force (Urbanism and Construction Code no. 434/2023).

283. If during the acceptance procedure at the end of the works it is found that it is necessary to complete certain outstanding works or to remove some defects, a separate list of them will be drawn up according to the

provisions of the normative framework with a clear indication of them and a defined schedule of improvements and corrections, which will be attached to the acceptance report at the end of the works.

284. The list of works that require corrections or corrections in order to ensure the durability of the works will be drawn up as a result of visual inspection.

285. In order to ensure the quality of the works carried out under the project, provisions regarding the guarantee period, established in accordance with the Urbanism and Construction Code No 434/2023, may be included in the model of the contract for entrepreneurship, which will be available on the 'FEERM' Platform, the 'Green House' financing product.

286. After signing the acceptance report at the end of the works, it will be sent to the CNED, via the "FEERM" Platform, the financing product "Green House" .

9.8. Final screening and evaluation of the project

287. After the completion of the implementation of all stages of the project and the signing of the Reception Report at the end of the works, the procedure for the final evaluation of the project and the confirmation of the financial incentives is initiated.

288. Within 10 days from the signing of the acceptance PV at the end of the works, the SMCRP specialists draw up the Final Evaluation Report of the project (Form typed and approved by the Order of the Director) which is coordinated by FEESR , DJA, SMCRP, Deputy Director CNED.

289. The standard form of the Final Project Assessment Report shall include at least the following information:

- General information about the project;
- Final information on the measures covered by the project;
- Final information on the volumes covered by the project;
- Information on the costs expected in the project;
- Information on the final costs of the Financing Agreement.

290. The final evaluation report of the project, coordinated by the responsible persons, is approved by the director of the CNED within up to 5 days of its receipt.

291. The final evaluation report of the project, together with the project file, will be submitted to the CFR for examination and evaluation.

9.9. Examination and approval of financial incentives by CFR

292. The CFR examines the files and the Final Evaluation Reports of the project within up to 5 days of receipt and takes the decision to approve or reject the financing files.

293. The decisions of the CFR are recorded in a Report of the meeting, which specifies, for each Report, the decision taken. In case of rejection of funding, the reason for rejection shall be clearly stated. The CFR report related to the approval or rejection of dossiers must contain at least the following information about:

- Identification data of the applicant and the individual house;
- The set of documents presented in the file;
- The applicant's compliance with the eligibility criteria;
- Amount approved for funding;
- Approval decision (with indication of the measures accepted for funding) or decision and reason for rejection of funding.

294. The approval by the CFR of the financing of eligible applicants is made within the limits of the financing ceilings approved in the Financing Product.

295. After the decision taken by the CFR, the CNED informs the applicants about the acceptance or rejection of the funding for Component II. Notifications are prepared by SMCRP specialists, endorsed by the head of SMCRP and signed by the director of the CNED. Once signed, they are sent to the applicants by DFEESR via the "FEERM" Platform, the "Green House" Funding Product or to the email address indicated by the applicants.

296. Payment documents may be rejected by the CFR if:

- The documents submitted do not meet the requirements of the Financing Agreement;
- The works performed do not meet the specifications indicated in the Financing Agreement;
- The information submitted by the beneficiary is erroneous or does not correspond to the information reflected in the verification reports of the CNED specialists;
- Other specific circumstances, which will be described in detail in the Financing Agreement.

297. After the decision is issued by the CFR, the Legal Directorate draws up and signs the Additional Agreement to the Financing Agreement, specifying the exact amount of the financial incentives approved.

9.10. Making payments

298. Pursuant to the Final Evaluation Report of the project, the CFR decision on the approval of the financing and the Additional Agreement, SMCRP will ensure that payments are made to the beneficiaries.

X. POST-IMPLEMENTATION MONITORING AND ARCHIVATION OF DOORS

10.1. Post-implementation monitoring

299. Post-implementation monitoring of the Financing Contract starts from the moment of signing the Reception Report at the end of the works and continues throughout the guarantee period of the works related to the energy rehabilitation measures of the individual house. During this stage, the CNED will collect and analyze the information related to the energy efficiency indicators of the projects, obtained as a result of the full implementation of the measures. The detailed procedure is to be developed in a Post-Implementation Monitoring Regulation.

300. In order to ensure the achievement of the energy efficiency indicators forecasted for the financed projects, the CNED will include in the Financing Contract provisions regarding:

- Warranty period;
- Energy efficiency indicators obtained following the implementation of the project compared to the energy efficiency indicators forecasted until the implementation of the project.

301. The director, through SMCRP specialists, ensures the monitoring of the performance of each individual project and the collection of relevant data on energy savings, sustainability of implemented measures, etc.

302. By order of the director of the CNED, at the proposal of the deputy director or the head of the SMCRP, the specialist responsible for post-implementation monitoring of the Financing Contract will be appointed, informing the Beneficiaries.

303. Post-implementation monitoring refers to the actions carried out after the reception of the works/goods and includes the term stipulated in the Financing Contract, determined as the period for ensuring the sustainability of the investments made and for carrying out the impact assessment of the project.

304. After the completion of the post-implementation monitoring period, project beneficiaries will assume responsibility for ensuring the sustainability of the implemented projects.

305. Once the monitoring is completed, the funding file is directed to archiving. It contains all the documents and evidence accumulated in relation to the beneficiary, including a tab presenting the list of included documents and the number of pages and other provisions of this MO with reference to the archiving of files.

10.2. File archiving procedure

306. Archiving is a set of measures carried out in order to keep records and keep the files of the projects financed in safe, integral and confidential conditions provided by the legislation in force.

307. The procedure is to be carried out in accordance with the Internal Regulations of the CNED and in compliance with the normative and legislative provisions in the field.

308. The archiving process provides for the inclusion of the file in the archiving register with the assignment of a unique number and ends with the submission of the file in the archive.

309. The funding files of the beneficiaries will be stored digitally or, as the case may be, in physical format, for the period of time provided by the normative acts.
310. All documents included in the financing file will be checked for correctness and compliance with the evidence resulting from the relationship with the beneficiary.
311. In order to ensure the confidentiality of the information contained in the financing file, the access of third persons will be allowed only with the permission of the CNED management, except for the competent bodies with control functions, according to the provisions of the normative acts.
312. Once archived, funding files can only be accessed by handover-receipt document approved by the Director.
313. Persons who have access to archived funding files are responsible for their physical integrity.
314. The archiving procedure also refers to files rejected in the process of implementing the Financing Product.

XI. FINANCIAL MANAGEMENT

11.1. Transfer of funds

315. All payments are made by the CNED, on the basis of payment requests approved and endorsed by the director of the CNED and other authorized persons, with the attachment of supporting documents relating to the project for which payment is requested (copy of tax invoices, beneficiary's requisites, other accounting documents upon request).
316. The CNED ensures a distinct record of the training sources and the use of the budget related to the Financing Product, by components, types of financing sources and elements of use of funds, including financial incentives, in compliance with the National Accounting Standards and the requirements of the Ministry of Energy, according to the budgetary classification.

11.2. Administrative financial procedures

317. The CNED keeps records of each funding project under the ERDF Platform, the Green House Funding Product.
318. All the information related to the projects approved for financing will be included in the project file. The project file shall contain, as a minimum, the following:
- a) the application for funding, together with the documents relating thereto;
 - b) the financing contract with its annexes and any subsequent amendments,
 - c) transfers/payments made by the CNED;
 - d) correspondence between the CNED and the beneficiary of the financial incentive;
 - e) the monitoring reports of the financing project.
319. Records of progress and final reports will be kept on the "FEERM" Platform, the "Green House" Funding Product.

11.3. Financial control

320. Financial control of the Financing Product is carried out in accordance with the provisions of the Statute of the CNED, by the Ministry of Energy, the CNED Council, the internal audit subdivision within the CNED, external audit, other bodies empowered with this right.

XII. FINAL PROVISIONS

321. If the financial incentive granted is not used according to the purpose of the Financing Product, during the period of validity of the Financing Agreement signed by the parties, it is unilaterally terminated by the CNED, as an entity implementing the Financing Product, with the recovery of the financial means granted in the form of a financial incentive.
322. Mandatory return by the Beneficiary of the financial means obtained takes place if:
- The beneficiary does not accept, evade monitoring by the CNED and/or provides documents, false declarations that do not correspond to reality or do not present confirmatory documents;

- the investment made from the account of the financial incentive granted and the own contribution was made with violations of the normative acts, a situation established by the CNED or the competent bodies, after the financial incentive was granted.

323. The return of the financial incentive to the CNED shall be carried out by one of the following methods:

- The beneficiary voluntarily transfers the financial means to the CNED account, within 10 days from the date of receipt of the notification in this regard;
- recovery of financial means by filing an action in court.

324. For all documents submitted with qualified or mobile advanced electronic signature, the confirmation of verification through the MSign government electronic signature service will be attached to the file.

325. The assessment of compliance and control of the implementation process of the Financing Product shall be carried out by the internal audit, in accordance with the order of the Director of the CNED issued for this purpose.

326. At any stage of implementation of the Financing Product, in case of non-compliance, violation of the provisions of the Financing Product, the financing contract, this MO, other provisions of the normative acts, the subdivisions are obliged to send the files to the DJA in order to take the necessary actions, according to the legal norms.

327. At the time of submission of the file to the DJA, it will additionally contain:

- service note of the subdivision transmitting the file, with a description of the history of the actions taken, the essence of the violations, where applicable, the exact calculation of the financial means not covered by confirmatory documents, the delay deadline, etc.;
- list listing the documents in the Beneficiary's file, with the numbering of each page.

328. The e-mail address indicated in the application documents will be used to communicate to the Beneficiary the result in the process of application, processing, pre-financing evaluation of the financing file and monitoring of the investment project.

329. The MO and its annexes can be modified/updated whenever major changes occur in the implementation system of the Financing Product. These amendments are valid and produce legal effects from the moment of their approval by the CNED Board.

330. MO, including subsequent amendments, will be brought to the attention of CNED employees, including development partners/financiers involved in the implementation of the Financing Product.

331. This MO shall enter into force on the date of approval by the Board of the CNED.

ANNEXES

Annex 1¹: Minimum technical specifications of materials and equipment according to the "Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the residential sector"

Matrix of energy efficiency measures of the building envelope.

Measure code	Description of the measure
A1	Thermal insulation of the flat roof
A2	Thermal insulation of the bridge floor
A3	Thermal insulation of the attic
P1	Thermal insulation of exterior walls and socket
S1	Thermal insulation of the basement/demisol floor (on the inside)
T1	Replacement/installation of outdoor festres
T2	Replacement/installation of exterior doors

For each eligible constructive solution, eligibility criteria were defined regarding the materials and systems used, as well as recommendations regarding the technology for organizing and executing construction-assembly works (TOLC).

Eligibility criteria and TOLC of tyre thermal insulation measures

Measure code	Eligibility criteria	Recommendations on construction-assembly organisation technology (TOLC)
A1	THERMAL ISSOLATION OF THE PLACE COVER	
A1	Expanded polystyrene (EPS) - Thermal conductivity ≤ 0.038 W/mK - Reaction to fire: E or higher (according to EN 13501-1). - Compression resistance (at 10% deformation) ≥ 150 kPa - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the flat roof. Extruded polystyrene (XPS) - Thermal conductivity ≤ 0.035 W/mK - Reaction to fire: F or higher (according to EN 13501-1). - Compression resistance (at 10% deformation) ≥ 200 kPa - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the flat roof. Mineral wool (MW) - Thermal conductivity ≤ 0.040 W/mK	Phase 1 – Checking and preparing the support 1.1. Cleaning the stand The roof is cleaned of old layers up to the concrete slab. Remove areas with concrete peeling (by carving or sanding). Wash the surface with pressurized water to remove adherent dirt and allow to dry completely. Vacuum or sweep the surface to remove residual dust. Identify and repair cracks, cracks or areas of concrete degradation (clean and fill with repair mortar). 1.2 Application of the vapour barrier The backing should be clean, dry, and free from dust, impurities, or elements that can damage the film. The vapor barrier will be made of polyethylene (PE) film continuously mounted on the entire surface of the floor. The overlaps between the strips shall be at least 100 mm and shall be sealed with compatible adhesive tape to ensure the continuity of the layer. The continuity of the vapour barrier will be ensured at all joints, penetrations and connections with the vertical elements of the construction. The film will rise on the vertical perimeter elements to the upper level of the heat-insulating layer. During the execution of the works, measures will be taken to prevent perforation or deterioration of the vapor barrier.

- Reaction to fire: A1 (according to EN 13501-1). - Compression resistance (at 10% deformation) ≥ 70 kPa - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the flat roof. Thermal insulating plates PIR/PUR - Thermal conductivity (λ): ≤ 0.024 W/mK (according to EN 13165) - Reaction to fire: F or higher (according to EN 13501-1). - Compression resistance (at 10% deformation) ≥ 120 kPa - Declaration of performance (DoP): according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the flat roof. All the main materials for which eligibility criteria are imposed must be accompanied by the Declaration of Performance (Annex 1) in accordance with GD 913/2016. All stated eligibility criteria must be specified in this declaration under the responsibility of the supplier. All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.	Phase 2 – Installation of the thermal insulation layer 2.1 Aerators Roof aerators will be installed to evacuate residual vapour from the roof structure. Aerators will cross the waterproofing layer, screed and thermal insulation and communicate with the layer located immediately above the vapor barrier. Aerators will be placed at the highest points of the roof, with a minimum of 1 pcs. per 60-100 m² of surface and additionally in areas at risk of moisture accumulation. The aerators will be made of PVC, polypropylene or UV-resistant stainless steel. Recommended minimum diameter: DN 75–110 mm. It is located at the highest points of the roof. Recommended minimum density: 1 aerator at 60–100 m² of roof; additionally in areas at risk of moisture accumulation. The connection to waterproofing will be made by prefabricated parts compatible with the system used. 2.2 Installation of rainwater drainage system Check and replace damaged drains. Install vertical or horizontal drain holes compatible with the waterproofing system. The flanges of the drains shall be such as to enable the waterproofing to be heat-welded. Each spout shall be located at the lowest point of the slope. Local bridges are made to the mouths to eliminate puddles. Drainage holes will be provided with protective grates against clogging. The number and diameter of leaks will be sized according to the roof surface and rainwater calculation flow. 2.3. Application of thermal insulation: The installation of thermal insulation boards is carried out in 2 layers of 100mm each in the shape of chess, forming a thickness of 200mm. Vertical joints shall be offset between layers by a minimum of 20 cm to avoid thermal bridges. The joints between the plates shall be maximum 2 mm (to minimise thermal bridges) When joining with the construction elements (walls, guardrails, chimneys, pipes), a expansion joint of 5–10 mm is left, which is sealed with sealing tape or mastic 2.5. Application of separation layer –Geotextile A separation layer is applied - geotextile Material: non-woven geotextile, puncture resistance CBR ≥ 1.5 kN
---	--

		Overlay on minimum 10 cm at joints It is fixed with reinforced adhesive tape. 2.6 Mortar screed Reinforced mortar screed ($\approx$ thickness 50 mm, concrete class C16/20 or higher, $\varnothing$ welded mesh reinforcement 3 mm, mesh 150×150 mm) Install over separation layer (geotextile) Install expansion joints at a maximum of 6 m Phase 3 – Application of the waterproofing layer Bituminous membranes (according to EN 13707): Mount in two layers: bottom layer (3 mm) and top layer (4 mm) Flame melting application Overlays: longitudinal $\geq$ 100 mm, transverse $\geq$ 150 mm Flame or self-adhesive welds are made at the joints Mount sealing profiles to gutters, pipes, chimneys, guardrails PVC membranes (according to EN 13956): Mounted in a single layer (thickness $\geq$ 2,0 mm) Application by soldering (with special adhesive) or hot air welding Overlays: $\geq$ 80 mm (for hot air welding) Seals are fitted to detail (parapets, gutters, baskets) TPO membranes (according to EN 13956): Similar to PVC, it is mounted in a single layer (thickness $\geq$ 1.5 mm) Hot air welding Overlays: $\geq$ 80 mm
A2	THERMAL ISOLATION OF THE POD PLANT	
A2	Mineral wool (MW) - Thermal conductivity $\leq$ 0.040 W/mK - Reaction to fire: A1 (according to EN 13501-1). - Density $\geq$ 35 kg/m³ - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the bridge floor. Eligibility criteria imposed on the heat-insulating material must be confirmed by the presentation of the technical data sheet from the manufacturer.	Phase 1 – Checking and preparing the support 1.1. Cleaning the stand The floor shall be cleaned of old layers and other residues (gonoals) Vacuum or sweep the surface to remove residual dust Identify and repair cracks, crevices or degraded areas of the floor 1.2 Application of vapour barrier (except wooden structure floors) The backing should be clean, dry, and free from dust, impurities, or elements that can damage the film. The vapor barrier will be made of polyethylene (PE) film continuously mounted on the entire surface of the floor. The overlaps between the strips shall be at least 100 mm and shall be sealed with compatible adhesive tape to ensure the continuity of the layer.

		The continuity of the vapour barrier will be ensured at all joints, penetrations and connections with the vertical elements of the construction. The film will rise on the vertical perimeter elements to the upper level of the heat-insulating layer. Safety distances from chimneys and other heat sources will be maintained. During the execution of the works, measures will be taken to prevent perforation or deterioration of the vapor barrier. 2.2. Application of thermal insulation: The installation of the thermal insulation boards is carried out in 2 layers of 100mm each, with the joints offset (shelter placement) both within each layer and between layers, resulting in a total thermal insulation thickness of 200 mm to avoid thermal bridges. The joints between the plates shall be maximum 2 mm (to minimise thermal bridges) When joining with the construction elements (walls, guardrails, chimneys, pipes), a expansion joint of 5–10 mm is left, which is sealed with sealing tape or mastic 2.3. Application of super-diffusional membrane The membrane shall be mounted according to the manufacturer's instructions, with longitudinal and transverse overlaps of at least 100 mm. The joints are sealed with compatible adhesive tape, recommended by the membrane manufacturer. The membrane will be mounted without creases, tears or punctures and will ensure the continuity of the protective layer over the entire surface of the bridge floor. In areas of contact with the construction elements (walls, chimneys, pipes, structural elements), the membrane will rise and seal properly to prevent water and air currents from entering. During the execution, measures will be taken to protect the membrane from mechanical damage. 2.4. Execution of wooden floors for periodic inspection of the roof Access pods shall be provided for periodic inspection and maintenance, arranged from the access hatch to all points requiring operation and technical control: - Mounted on support elements so as not to compress or damage the heat-insulating layer; - Stable mechanical fastening to prevent movement or overturning during operation; - Continuous and safe area for access by maintenance and inspection personnel; - Placed in such a way as to ensure access to all areas requiring periodic checks, including chimneys, ducts, technical equipment, ventilation vents and other operating elements.
--	--	--

A3	THERMAL ISOLATION OF THE MANSARD	
A3	Mineral wool (MW) - Thermal conductivity ≤ 0.040 W/mK - Reaction to fire: A1 (according to EN 13501-1). - Density ≥ 30 kg/m³ - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - The thermal insulation material will be intended and declared by the manufacturer as suitable for use in the thermal insulation of the roof type attic. Eligibility criteria imposed on thermal insulation material must be confirmed by the presentation of the manufacturer's data sheet.	Phase 1 – Checking and preparing the support 1.1. Cleaning the stand Removal and decoupling of degraded surface layers of the existing bridge board on wooden structure. The surface shall be cleaned by vacuuming or sweeping to remove residual dust and impurities. Phase 2 – Installation of the thermal insulation layer 2.1. Application of the super-diffusion membrane (if not already integrated into the roof covering system) The membrane shall be mounted according to the manufacturer's instructions, with longitudinal and transverse overlaps of at least 100 mm. The joints are sealed with compatible adhesive tape, recommended by the membrane manufacturer. The membrane will be mounted without creases, tears or punctures and will ensure the continuity of the protective layer over the entire surface of the bridge floor. In areas of contact with the construction elements (walls, chimneys, pipes, structural elements), the membrane will rise and seal properly to prevent water and air currents from entering. During the execution, measures will be taken to protect the membrane from mechanical damage. 2.2 Application of thermal insulation: Thermal insulation is mounted only after checking the condition of the rafters and the tightness of the coating. The first heat-insulating layer is mounted between the rafters, continuously and without gaps. The material shall be cut according to the actual distance between the rafters and the manufacturer's instructions so that it is securely attached without excessive compaction or compression. The second layer is mounted continuously, perpendicular to the direction of the rafters, over their inner face. It covers thermal bridges formed by wooden elements and is fixed with transverse rulers or metal profiles. 2.3. Application of the vapour barrier On the warm side of the insulation, the vapour control and air-sealing layer is mounted. Overlays, pierces and connections to walls, roof windows and other elements are sealed with compatible tapes and accessories. 2.4. Application of the finishing layer The interior finish, typically of plasterboard or other material with adequate fire performance (according to NCM-E 03.02.2026), shall be mounted on the supporting structure.
P1	THERMAL ASSOCIATION OF EXTERNAL WALLS	

P1	Expanded polystyrene (EPS) (excl. structures with clay resistance structures) - Thermal conductivity ≤ 0.038 W/mK - Reaction to fire: E or higher (according to EN 13501-1). - Density: ≥ 15 kg/m³; - Declaration of Performance (DoP) according to GD 913/2016 - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material shall be intended and declared by the manufacturer as suitable for use in thermal insulation of external walls. Extruded polystyrene (XPS) (excl. structures with clay resistance structures) - Thermal conductivity (λ): $\leq 0,035$ W/mK; - Reaction to fire: F (according to EN 13501-1). - Density: ≥ 25 kg/m³; - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material shall be intended and declared by the manufacturer as suitable for use in thermal insulation of external walls. Mineral wool (MW) - Thermal conductivity (λ): $\leq 0,040$ W/mK; - Reaction to fire: A1 (according to EN 13501-1). - Density: at least 75 kg/m³; - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material shall be intended and declared by the manufacturer as suitable for use in thermal insulation of external walls. PIR/PUR heat-insulating plates (excluding structures with clay resistance structures) - Thermal conductivity (λ): $\leq 0,024$ W/mK; - Reaction to fire: F (according to EN 13501-1). - Density: ≥ 30 kg/m³; - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of external walls	Phase 1. Preparation of the support Support will be assessed and repaired; flatness, cohesion and absorption shall be checked before soldering. Adhesion/pulling tests shall be carried out on an uncertain medium. Cleaning the support and removing non-stick layers. Temporary dismantling of cables, equipment, external blocks of air conditioners, flushes, downpipes and other elements that prevent the execution of the works. Adaptation or replacement of brackets and fasteners for the thickness of the heat-insulating system of 150 mm. Phase 2. Installation of the thermal insulation system Thermoinsulating plates stick to ETICS technology. The adhesive is applied according to the method and coating in the system sheet; dowels shall be selected by substrate and dimensioned by wind without a universal number per m². Installation of socket, corner profiles and necessary accessories (if applicable). Phase 3. Execution of the reinforcement layer Application of reinforcement mortar on the surface of the thermal insulation. Incorporation of alkali-resistant glass fibre mesh, ≥ 160 g/m². Making additional reinforcements below 45° in the area of the corners of the gaps of windows and doors. Complete covering of the net with reinforcing mortar. Phase 4. Application of the finishing layer Application of outdoor decorative plaster according to the manufacturer's specifications. Ensuring the continuity and uniformity of the finish. Phase 5. Completion work Reassembly of all previously dismantled installations and equipment. Mounting the outer blocks of air conditioners on consoles adapted to the thickness of the insulation. Mounting of fluffs, downpipes and other accessories.
------------------	---	---

	All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.	
S1	THERMAL ISOLATION OF THE SUBSOL/DEMISOL PLANT (ON INTRADOS)	
S1	Expanded polystyrene (EPS) - Thermal conductivity (λ): $\leq 0,038$ W/mK; - Reaction to fire: E or higher (according to EN 13501-1). - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - The thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the basement floor on the inside. Extruded polystyrene (XPS) - Thermal conductivity (λ): $\leq 0,034$ W/mK; - Reaction to fire: F (according to EN 13501-1). - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the basement floor on the . intrados Thermal insulating plates PIR/PUR - Thermal conductivity (λ): $\leq 0,034$ W/mK; - Reaction to fire: F (according to EN 13501-1). - Declaration of Performance (DoP) according to GD 913/2016. - Technical Data Sheet (Technical Specifications or Manufacturer's Catalogue) - Thermal insulation material will be intended and declared by the manufacturer as suitable for use in thermal insulation of the basement floor on the inside. All the main materials for which eligibility criteria are required to be accompanied by the Declaration of Performance (Annex 1) in accordance with GD 913/2016. All stated eligibility criteria must be specified in this declaration under the responsibility of the supplier. All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.	Phase 1. Preparation of the support Checking and repairing degraded areas of the floor. Cleaning the support and removing non-stick layers. Temporary dismantling of installations, cables and other elements that prevent the execution of the works. Protection of existing installations and equipment in the basement. Phase 2. Installation of the thermal insulation system Thermal insulation boards are mounted with offset joints and no gaps between the elements. The adhesive is applied continuously to the surface of the board or according to the system manufacturer's instructions, so as to avoid the formation of air gaps between the support and the thermal insulation. Mechanical fastening is carried out with dowels corresponding to the type of thermal insulation material and concrete support. Seal joints and connections with walls, posts and transverse elements, as appropriate. Phase 3. Execution of the reinforcement layer Application of reinforcement mortar on the surface of the thermal insulation. Incorporation of alkali-resistant glass fibre mesh, ≥ 160 g/m². Carrying out additional reinforcements in the area of edges, corners and passages of installations. Complete covering of the net with reinforcing mortar. Phase 4. Application of the finishing layer Application of the finishing layer compatible with the thermal insulation system used. Ensuring the continuity and uniformity of the finish over the entire surface. Phase 5. Completion work Reassembly of previously dismantled installations and equipment. Restoration of connections and elements affected by works. Cleaning of the site and reception of works.
T1	REPLACEMENT/INSTALATION OF EXTERNAL WINDOWS	
	Full window heat transfer coefficient (U_w): $\leq 1,4$ W/m ² K	Recommendations for profiles: PVC profiles - Number of cameras: ≥ 6 cameras

	The carpentry manufacturer will confirm the value of U_w through the Declaration of Performance (Annex 1) in accordance with GD 913/2016.	- She profile thickness: ≥ 70 mm Aluminium profiles with thermal break - Width of thermal break area: ≥ 20 mm; - Profile design depth: ≥ 75 mm; Hybrid composite profiles (wood-aluminium) - Total profile thickness: ≥ 75 mm; Recommended glazing package: - Configuration: 4-20-4 mm (4 mm glass, 20 mm chamber filled with argon, 4 mm glass) - Normal emissivity of Low-E coating $\leq 0,1$ – one coated glass - Inert gas: argon (in interstitial space) - Warm-edge spacer: for reducing thermal bridges at the edge of the glass TOLC: Phase 1. Preparing gaps for carpentry installation Checking and repairing degraded areas around window and door gaps. Dismantling of existing joinery, including window sills and fasteners, as appropriate. Cleaning gaps and removing non-stick materials. Adaptation of gaps and fasteners for mounting the new joinery. Phase 2. Installation of joinery Positioning and aligning the frames in the mounting gaps according to the manufacturer's criteria. Mechanical fastening of frames with anchors, dowels or screws suitable for the type of support. Mounting and adjustment of fasteners. Verification of the verticality, horizontality and correct operation of the frames. Phase 3. Installation of glazing packages Installation of thermal insulating glazing packages in frames. Installation of gaskets and glazing elements. Fitting and adjustment of hardware. Checking the correct operation of the leaves and closing systems. Phase 4. Sealing and thermal insulation of the mounting gap The joint between the carpentry and the wall is filled with heat-insulating polyurethane foam. After full hardening of the foam, the excess is removed by cutting.
--	---	---

		The inner membrane (vapour barrier) and the outer membrane (vapour permeable) stick continuously to the carpentry profile and the surface of the sills. On the contour of the mounting gap, both inside and outside, rigid mineral wool with a thickness of at least 20 mm and a density of at least 190 kg/m³ is applied. Mineral wool will overlap the profile of the joinery to reduce thermal bridges in the connection area between the window and the wall. Reinforcement mortar and alkali-resistant glass fibre mesh weighing at least 160 g/m² are applied over the mineral wool layer. Aluminum corner profiles with integrated mesh are mounted at the edges. The plastering and finishing of the interior and exterior spalets is carried out. Phase 5. Completion work Installation of galvanized sheet exterior sills. Installation of PVC interior sills or equivalent material. Restoration of interior and exterior finishes affected by works. Carpentry cleaning and removal of temporary protective elements. Checking the operation, tightness and final appearance of installed windows and doors.
T2	REPLACEMENT/INSTALATION OF EXTERNAL DOORS	
	Full door heat transfer coefficient (Ud): ≤ 2.2 W/m²K The carpentry manufacturer will confirm the value of U_w, through the Declaration of Performance (Annex 1) in accordance with GD 913/2016.	Recommendations for profiles: PVC profiles - Number of cameras: ≥ 6 cameras - Profile thickness: ≥ 70 mm Aluminium profiles with thermal break - Width of thermal break area: ≥ 20 mm; - Profile design depth: ≥ 75 mm; Hybrid composite profiles (wood-aluminium) - Total profile thickness: ≥ 75 mm; Recommended glazing package (for glazed doors): - Configuration: 4-20-4 mm (4 mm glass, 20 mm chamber filled with argon, 4 mm glass) - Normal emissivity of Low-E coating ≤ 0,1 – one coated glass - Inert gas: argon (in interstitial space) - Warm-edge spacer: for reducing thermal bridges at the edge of the glass TOLC: Phase 1. Preparing gaps for mounting doors Checking and repairing degraded areas around door gaps.

		Dismantling of existing doors, including frames, thresholds and fasteners, as appropriate. Cleaning gaps and removing non-stick materials. Adaptation of gaps and fasteners for mounting the new joinery. Phase 2. Installation of joinery Positioning and alignment of the frame in the mounting gap according to the manufacturer's criteria. Mechanical fastening of the frame with anchors, dowels, brackets or screws suitable for the type of support and the weight of the door. Mounting and adjustment of fasteners. Verification of the verticality, horizontality and correct operation of the frame and leaf. Phase 3. Installation of the leaf and fittings Mounting the sash(s) in the heel. Installation of seals. Mounting and adjustment of fittings, hinges, handles and locking systems. Checking the correct operation of the leaf and the closing system. In the case of glazed doors, the installation of thermal insulating glazing packages and glazing elements. Phase 4. Sealing and thermal insulation of the mounting gap The joint between the heel and the wall is filled with heat-insulating polyurethane foam. After full hardening of the foam, the excess is removed by cutting. The air and vapour-tight inner membrane and the vapour-permeable outer membrane shall stick continuously to the carpentry profile and adjacent surfaces. On the contour of the mounting gap, both inside and outside, rigid mineral wool with a thickness of at least 20 mm and a density of at least 190 kg/m³ is applied. Mineral wool will overlap the profile of the joinery to reduce thermal bridges in the connection area between the door and the wall. Reinforcement mortar and alkali-resistant glass fibre mesh weighing at least 160 g/m² are applied over the mineral wool layer. Aluminum corner profiles with integrated mesh are mounted at the edges. The plastering and finishing of the interior and exterior spalets is carried out. Phase 5. Completion work Installation of thresholds and related protective elements.
--	--	---

		Restoration of interior and exterior finishes affected by works. Carpentry cleaning and removal of temporary protective elements. Checking the operation, tightness and final appearance of the mounted doors.
--	--	---

Note: All materials shall be used only in accordance with the intended use, scope and technical instructions specified by the manufacturer.

Measures for energy efficiency and valorisation of renewable energy sources

Eligibility criteria have been established for each eligible measure designed to improve the energy performance of the building's engineering systems, as set out in the table below.

Eligibility criteria for modernisation/installation of the indoor radiator heating system

Measure name	MODERNIZATION/INSTALATION OF THE INTERIOR RADIATOR HEATING SYSTEM
RequirementsMinimum technical criteria for construction equipment and materials	Distribution system - System type: bitubular (two-pipe – turn and return): - Nominal pressure (PN): PN 20 or better - Working temperature: up to 90°C (for heat), up to 70°C (for ACM) Necessary equipment and accessories - Control valves: a complete set of thermostatic valve and thermostatic head will be installed for each radiator All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Eligibility criteria for the modernisation/installation of the underfloor heating system

Measure name	MODERNIZATION/INSTALATION OF THE PARDOSEAL HEATING SYSTEM
Eligibility criteria for construction equipment and materials	Pipes for underfloor heating system Cross-linked polyethylene (PEX) pipes - Material: cross-linked polyethylene (PEX) – permitted types: PEX-a, PEX-b, PEX-c - Declaration of performance (DoP): according to GD 913/2016 High Temperature Resistance Polyethylene (PE-RT) Pipes - Material: High Temperature Polyethylene – Type I or Type II - Declaration of performance (DoP): according to GD 913/2016 All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Note: It is recommended that pipes used for underfloor heating systems have a barrier against oxygen diffusion (EVOH layer or equivalent)

Eligibility criteria for the installation of the solid biofuel boiler

Measure name	INSTALLATION OF THE THERMAL CENTRAL ON SOLID BIOCOMBUSTIBLE (INCLUDING AUTOMATIZATION)
Eligibility criteria for construction equipment and materials	Minimum seasonal yield: - For hand-fired boilers: $\geq 77\%$ - For self-feeding boilers (pellets): $\geq 90\%$ - Minimum rated useful efficiency: $\geq 85\%$ Safety systems - Safety thermostat: for automatic shutdown of the boiler when the maximum allowable temperature is exceeded

	Emissions – according to EN 303-5 (Class 5) - The plant shall comply with the emission limits for class 5 according to EN 303-5. Certifications and standards - EN 303-5:2021+A1:2022 - Declaration of performance (DoP): according to GD 913/2016 All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.
--	---

Note: It is recommended that the boiler be equipped with:

- Fuel tank.
- Fuel transport system: screw, conveyor belt or pneumatic system (for automatic feeding)
- Ash cleaning system: automatic or semi-automatic (for removing ash from the outbreak and heat exchanger)

Eligibility criteria for installing solar collectors

Measure name	INSTALLATION OF SOLAR COLLECTORS
Eligibility criteria for construction equipment and materials	Minimum technical specifications of solar thermal systems. - Solar system with forced circulation; - Absorption coefficient of 0.94 or better; - Solar hot water boiler bivalent; - Collector efficiency of 77%, or better; - Minimum warranty period for collectors of 5 years; - Minimum warranty period of the solar boiler of 2 years. All the main materials for which eligibility criteria are imposed must be accompanied by the Declaration of Performance (Annex 1) in accordance with GD 913/2016. All stated eligibility criteria must be specified in this declaration under the responsibility of the supplier.

Eligibility criteria for the installation of air-to-water heat pumps

Measure name	INSTALLATION OF WATER-AIR HEAT PUMPS (INCLUDING AUTOMATIZATION)
Eligibility criteria for construction equipment and materials	Types and configurations Permissible types: monoblock (all components in one unit) or split (indoor unit + outdoor unit) For pumps with rated power < 14 kW: COP (35°C): ≥ 4.8 or better COP (55°C): ≥ 3.0 or better For pumps with rated power ≥ 14 kW: COP (35°C): ≥ 4,4 or better COP (55°C): ≥ 3.0 or better Warranty Minimum Warranty Period of the Heat Pump: 3 years Mandatory certifications

	- EN 14825 certification – for the calculation of seasonal performance - Declaration of performance (DoP): according to GD 913/2016 All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.
--	--

Eligibility criteria for the installation of water-to-water heat pumps

Measure name	INSTALLATION OF WATER-WATER HEAT PUMPS (INCLUDING AUTOMATIZATION)
Eligibility criteria for construction equipment and materials	For pumps with rated power < 14 kW: COP (35°C): ≥ 5.5 or better COP (55°C): ≥ 3.0 or better For pumps with rated power ≥ 14 kW: COP (35°C): ≥ 5.0 or better COP (55°C): ≥ 3.2 or better Note: COP values will be determined according to SM EN 14511, under standardised operating conditions specific to water-to-water heat pumps. Warranty Minimum Warranty Period of the Heat Pump: 5 years All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Note: Variable speed compressor (inverter) type with rated coefficient of cooling performance (EER) is recommended: ≥ 3,5

Eligibility criteria for geothermal heat pump installation

Measure name	INSTALLATION OF THE GEOTHERMAL HEAT PUMP (SOL-Water)
Eligibility criteria for construction equipment and materials	Permissible types and configurations - Ground-to-water (geothermal) heat pumps – by means of a closed circuit with thermal agent (brine) or by direct capture For pumps with rated power < 14 kW: COP (35°C): ≥ 4.5 or better COP (55°C): ≥ 2.8 or better For pumps with rated power ≥ 14 kW: COP (35°C): ≥ 4,3 or better COP (55°C): ≥ 2.7 or better Note: The COP values shall be determined according to SM EN 14511 under standardised operating conditions specific to ground-to-water pumps. Warranty Minimum Warranty Period of the Heat Pump: 5 years

All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Note: Variable speed compressor (inverter) type with rated coefficient of cooling performance (EER) is recommended: $\geq 3,5$

Table1. Eligibility criteria for the installation of the combined photovoltaic panel system with electric energy storage batteries, air-to-water heat pump and energy management system

Measure name	PV + BATTERIES + AIR WATER HEAT PUMP
Eligibility criteria for construction equipment and materials	Minimum technical specifications of photovoltaic panels. - Yield of 20 % or more; - IP65 protection grade, or better; - Panel warranty of 12 years, or better; - Productivity guarantee of 25 years, with a maximum yield degradation of 15.2%, or better. - Data sheet from the manufacturer. - DoP declaration in accordance with Annex 1. Minimum technical specifications of the inverter. - Weighted efficiency of 96.5% or better; - Degree of protection: minimum IP55 (for indoor installations) – according to EN 60529 - Degree of protection: minimum IP65 (for outdoor installations) – according to EN 60529 - Minimum 5 years warranty, or better. - Data sheet from the manufacturer. Heat Pump Eligibility Criteria. Measure D4 criteria will be strictly followed Installation of air-to-water heat pumps (including automation) Minimum technical specifications of the energy storage battery - recommendation - Round-trip efficiency: $\geq 90\%$ - Number of life cycles: at least 6000 - Certification: according to applicable standards (IEC 62619 for battery safety, IEC 62477 for storage systems) - Guarantee – minimum 7 years - IP – minimum IP 65 - Data sheet from the manufacturer. Smart meter - recommendation - Minimum accuracy class 1 according to EN 50470; measures active import/export energy, reactive energy, maximum power, voltage, current. - DLMS/COSEM protocol (IEC 62056); RS485/Modbus, M-Bus, Ethernet or 4G interfaces; possibility of integration into EMS/BEMS. - Minimum 4 tariff registers (day/night, peak/empty); configurable recording interval (15/30/60 min); minimum memory of 12 months; Event log (interruptions, surges, manipulation).

	- Minimum protection degree IP54 (indoor) or IP65 (outdoor); operating temperature -25°C...+60°C; electrical protections (overvoltage, undervoltage, short circuit); cybersecurity (encryption, authentication); - Data sheet from the manufacturer. All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.
--	---

Code	F2
Measure name	INSTALLATION OF THE COMBINED PHOTOVOLTAIC PANELS SYSTEM WITH ELECTRIC ENERGY STORAGE BATTERYS, AND/OR ELECTRIC VEHICLES CHARGING STATION
Eligibility criteria for construction equipment and materials	Minimum technical specifications of photovoltaic panels. - Yield of 20 % or more; - IP65 protection, or better; - Panel warranty of 12 years, or better; - Productivity guarantee of 25 years, with a maximum yield degradation of 15.2%, or better. - Data sheet from the manufacturer. - DoP Statement Minimum technical specifications of the inverter. - Weighted efficiency of 96.5% or better; - Degree of protection: minimum IP55 (for indoor installations) – according to EN 60529 - Degree of protection: minimum IP65 (for outdoor installations) – according to EN 60529 - Minimum 5 years warranty, or better. - Data sheet from the manufacturer. Minimum technical specifications of the energy storage battery - recommendation - Round-trip efficiency: $\geq 90\%$ - Number of life cycles: at least 6000 - Certification: according to applicable standards (IEC 62619 for battery safety, IEC 62477 for storage systems) - Guarantee – minimum 7 years - IP – minimum IP 65 - Data sheet. Smart meter - recommendation - Minimum accuracy class 1 according to EN 50470; measures active import/export energy, reactive energy, maximum power, voltage, current. - DLMS/COSEM protocol (IEC 62056); RS485/Modbus, M-Bus, Ethernet or 4G interfaces; possibility of integration into EMS/BEMS. - Minimum 4 tariff registers (day/night, peak/empty); configurable recording interval (15/30/60 min); minimum memory of 12 months; Event log (interruptions, surges, manipulation).

- Minimum protection degree IP54 (indoor) or IP65 (outdoor); operating temperature -25°C...+60°C; electrical protections (overvoltage, undervoltage, short circuit); cybersecurity (encryption, authentication);
- Data sheet from the manufacturer.

All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Eligibility criteria for the installation of the combined photovoltaic panel system with electricity storage batteries

Measure name	INSTALLATION OF THE COMBINED PHOTOVOLTAIC PANORES SYSTEM WITH ELECTRIC ENERGY STORAGE BATTERY
Eligibility criteria for construction equipment and materials	Attention! This measure is only eligible if there is a heat pump already installed, the capacity of which fully covers the heat demand of the building. Minimum technical specifications of photovoltaic panels. - Yield of 20 % or more; - IP65 protection, or better; - Panel warranty of 12 years, or better; - Productivity guarantee of 25 years, with a maximum yield degradation of 15.2%, or better. - Data sheet from the manufacturer. - DoP Statement Minimum technical specifications of the inverter. - Weighted efficiency of 96.5% or better; - Degree of protection: minimum IP55 (for indoor installations) – according to EN 60529 - Degree of protection: minimum IP65 (for outdoor installations) – according to EN 60529 - Guarantee of minimum 5 years, or better; - Data sheet from the manufacturer. Minimum technical specifications of the energy storage battery - recommendation - Round-trip efficiency: $\geq 90\%$ - Number of life cycles: at least 6000 - Certification: according to applicable standards (IEC 62619 for battery safety, IEC 62477 for storage systems) - Guarantee – minimum 7 years - IP – minimum IP 65 - Data sheet. Smart meter - recommendation - Minimum accuracy class 1 according to EN 50470; measures active import/export energy, reactive energy, maximum power, voltage, current. - DLMS/COSEM protocol (IEC 62056); RS485/Modbus, M-Bus, Ethernet or 4G interfaces; possibility of integration into EMS/BEMS.

	- Minimum 4 tariff registers (day/night, peak/empty); configurable recording interval (15/30/60 min); minimum memory of 12 months; Event log (interruptions, surges, manipulation). - Minimum protection degree IP54 (indoor) or IP65 (outdoor); operating temperature -25°C...+60°C; electrical protections (overvoltage, undervoltage, short circuit); cybersecurity (encryption, authentication); - Data sheet from the manufacturer. All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.
--	--

Eligibility criteria for the installation of the heat recovery ventilation system

Measure name	INSTALLATION OF THE HEAT RECOVERY VENTILATION SYSTEM
Eligibility criteria for construction equipment and materials	General criteria for the ventilation unit System type: compact mechanical ventilation unit with heat recovery. Minimum recovery efficiency: 70% (measured according to EN 13141-7) Certification: according to EN 13141-7:2021+A1:2025– for testing aerodynamic, thermal, acoustic and electrical performance Energy performance Maximum permissible value for specific fan power (SFP): $\leq 2,2 \text{ kW}/(\text{m}^3/\text{s})$ All the main materials to which eligibility criteria are imposed must be confirmed by presenting the manufacturer's data sheet.

Annex 1. Statement on the lack of arrears with the national public budget and the lack of legal disputes related to the immovable property for which financing is requested (excluded)

Annex 2. Agreement on the processing of personal data (excluded)

Agreement

I, the undersigned, _____, as owner of the individual house located at _____, declare that I allow my neighbour, _____, owner of the individual house located at _____, access to the territory of which I am the owner, if necessary, to carry out energy renovation works of my neighbour's individual house.

Date _____

(Name, Surname, Owner's signature)

Annex 5. Statement confirming that the building under construction is not intended for sale or rental
(excluded)

Annex 6¹: Administrative Compliance Report (Component I - Assessment of energy renovation measures for individual houses): Registered individual houses

ADMINISTRATIVE CONFORMITY REPORT

(Component I - Assessment of energy renovation measures for individual houses)

Registered individual houses

I. GENERAL INFORMATION:

Type of objective for which funding is requested	☐ individual house put into operation
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house (name of district, town and street)	
Name and surname of the applicant/owner of the individual house	
Contact details of the applicant	
Email address	

II. LIST OF DOCUMENTS (tick the documents submitted):

1	☒	Copy of ID card
2	☒	Copy of the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built
3	☒	Copy of birth certificates of minor children
4	☒	Copy of marriage/divorce certificate (if applicable)
5	☒	Confirmation of the lack of arrears with the national public budget and the lack of legal disputes related to the real estate for which funding is requested (household governance responsibility)
6	☒	Neighbors' agreement if the house is located at a distance of less than 60 cm from the boundary with neighbors (it is necessary only in cases where this situation is attested)
7	☒	Copy of the latest utility bills (electricity, natural gas, heat, drinking water, domestic hot water) until application for financing, but not older than 3 months from the date of submission of the financing application to Component I)
8	☒	Consent to the processing of personal data
9	☒	Self-confirmation that the technical condition of the individual house is good (walls, socket, basement floor, no cracks greater than 10 mm, the roof does not leak)
8	☒	Other (specify)

III. OBLIGATORY CONDITIONS:

Information (the examination will be carried out on the basis of information from the "FEERM" Platform, the "Green House" Funding Product)	Requirement	Compliance (narrative, comments)
General Information		

The information about the applicant for funding is presented	Name, surname, year of birth, contact details - telephone number, email address	
Information about other family members (husband/wife and children) is presented:	surname, first name, year of birth, series and number of identity card, personal identification number, copy of marriage/divorce certificate, copies of birth certificates of children	
The energy efficiency measures and the valorisation of renewable energy sources planned to be implemented in the individual house correspond to the eligible measures and the specific requirements for them indicated in the Green House Financing Product	Specific requirements of the Green House Financing Product	
Pictures are presented in which are visible the elements of the individual house that the owner intends to insulate ⁵ (exterior walls, socket, roof, roof floor, basement floor), carpentry, or installations that want to replace them (boiler, heating system pipes, etc.).	5-10 photos	
The applicant for funding has not previously received funding from the EMFF for the same energy renovation measures under the same objective/individual house	Beneficiaries who have previously benefited from financing for the same objective/individual house may submit a new application only for different energy renovation measures, after the expiry of a period of 12 months from the date of receipt of the financed measures, provided that the cumulative amount of the costs of the measures does not exceed the limit of the financing ceiling	
Conditions attached to the applicant for funding whose individual house is put into operation		
The information about the individual house is presented	address, cadastral number, total floor area, total useful floor area, year of construction, number of floors, structure of building envelope elements, type of heating, domestic hot water supply and ventilation system, type of indoor/outdoor lighting fixtures, existence or lack of sewerage system to which the house is connected	
Information on utility suppliers is presented: electricity, natural gas, heat, drinking water, domestic hot water	The information presented is complete and refers to the last year	
No arrears on communal and non-communal services provided under contracts concluded directly with service providers (household governance responsibility)		

IV. CONCLUSIONS AND RECOMMENDATIONS*:

⁵ Partial thermal insulation measures of external walls are not approved for financing.

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not correspond to the conditions of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Receipt and File
Processing Section

(signature)

(date of signature of the document)

Head, Department for Receipt and
Processing of Files,

(signature)

(date of signature of the document)

Deputy Director, CNED

(signature)

(date of signature of the document)

Annex 7¹: Administrative Compliance Report (Component I - Assessment of energy renovation measures for individual houses): Individual houses in the process of construction

ADMINISTRATIVE CONFORMITY REPORT

(Component I - Assessment of energy renovation measures for individual houses)

Individual houses in the process of construction

I. GENERAL INFORMATION:

Type of objective for which funding is requested	☐ individual house in the process of construction
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land intended for its construction (name of the district, locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

II. LIST OF DOCUMENTS (tick the documents submitted):

1	☒	Copy of ID card
2	☒	Copy of the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built
3	☒	Copy of birth certificates of minor children
4	☒	Copy of marriage/divorce certificate (if applicable)
5	☒	Confirmation of the lack of arrears with the national public budget and the lack of legal disputes related to the real estate for which funding is requested (household governance responsibility)
6	☒	Neighbors' agreement if the house is located at a distance of less than 60 cm from the boundary with neighbors (it is necessary only in cases where this situation is attested)
7		Copy of the latest utility bills (electricity, natural gas, heat, drinking water, domestic hot water) until application for financing, but not older than 3 months from the date of submission of the financing application to Component I)
8	☒	Consent to the processing of personal data
9	☒	Self-confirmation that the technical condition of the individual house is good (walls, socket, basement floor, no cracks greater than 10 mm, the roof does not leak)
8*	☒	Urban planning certificate for the design or copy of the notification sent to the respective local public administration authority about the start of the design works regarding the individual house, as the case may be
9*	☒	Valid building permit
10*	☒	Acknowledgement on own responsibility that the building under construction is not intended for sale or rental

11	☒	Other (specify)
----	-------------------------------------	-----------------

*To be completed only in the case of applicants whose individual house is under construction.

III. OBLIGATORY CONDITIONS:

Information (the examination will be carried out on the basis of information from the "FEERM" Platform, the "Green House" Funding Product)	Requirement	Compliance (narrative, comments)
General Information		
The information about the applicant for funding is presented	Name, surname, year of birth, contact details - telephone number, email address	
Information about other family members (husband/wife and children) is presented	surname, first name, year of birth, series and number of identity card, personal identification number, copy of marriage/divorce certificate, copies of birth certificates of children	
The energy efficiency measures and the valorisation of renewable energy sources planned to be implemented in the individual house correspond to the eligible measures and the specific requirements for them indicated in the Green House Financing Product	Specific requirements of the Green House Financing Product	
Pictures are presented in which are visible the elements of the individual house that the owner intends to insulate ⁶ (exterior walls, socket, roof, roof floor, basement floor), carpentry, or installations that want to replace them (boiler, heating system pipes, etc.).	5-10 photos	
The applicant for funding has not previously received funding from the EMFF for the same energy renovation measures under the same objective/individual house	Beneficiaries who have previously benefited from financing for the same objective/individual house may submit a new application only for different energy renovation measures, after the expiry of a period of 12 months from the date of receipt of the financed measures, provided that the cumulative amount of the costs of the measures does not exceed the limit of the financing ceiling	
Conditions attached to the applicant for funding whose individual house is put into operation		
The information about the individual house is presented	address, cadastral number, total floor area, total useful floor area, year of construction, number of floors, structure of building envelope elements, total area of exterior walls, windows, exterior doors, roof and basement floor (if any), type of	

⁶ Partial thermal insulation measures of external walls are not approved for financing.

	heating, domestic hot water supply and ventilation system, type of indoor/outdoor lighting fixtures, existence or absence of sewerage system to which the house is connected	
Information on utility suppliers is presented: electricity, natural gas, heat, drinking water, domestic hot water	The information presented is complete and refers to the last year	
No arrears on communal and non-communal services provided under contracts concluded directly with service providers (household governance responsibility)		

IV. CONCLUSIONS AND RECOMMENDATIONS*:

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not meet the conditions and criteria of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Receipt and File
Processing Section,

(signature)

(date of signature of the
document)

Head, Department for Receipt and
Processing of Files,

(signature)

(date of signature of the
document)

Deputy Director, CNED

(signature)

(date of signature of the
document)

ASSESSMENT REPORT

(Component I - Assessment of energy renovation measures for individual houses)

Registered individual houses

I. GENERAL INFORMATION:

Type of objective for which funding is requested	☐ individual house put into operation
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house (name of district, town and street)	
Name and surname of the applicant/owner of the individual house	
Contact details of the applicant	
Email address	

II. Conclusions of administrative compliance

--

III. OBLIGATORY CONDITIONS:

Criteria	Requirement	Compliance (narrative, comments)
General Information		
The general data of the applicant and the investment target are fully filled in on the FEERM Platform		
Conditions attached to the applicant for funding whose individual house is put into operation		
The individual house is put into operation		
Eligibility criteria for beneficiaries		
The beneficiary is a citizen of the Republic of Moldova		
The beneficiary has ownership of the individual house or land		
Lack of overdue payments to the national public budget		
Neighbours' agreement, where applicable		
Lack of judicial proceedings		
Lack of arrears in communal and non-communal services		
Technical condition of the individual house		
Lack of previous funding for the same measures		

IV. Compliance of the Beneficiary's contribution assurance:

Estimated total cost of project implementation, MDL:	
Requested amount of financial incentive, MDL [maximum 50% of total eligible investment cost]	
Estimated amount of the Beneficiary's contribution for the implementation of the project, MDL [minimum 50% of the total eligible investment cost]	

V. Energy efficiency measures planned to be implemented:

—

VI. CONCLUSIONS AND RECOMMENDATIONS*:

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not meet the conditions and criteria of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Section, Compliance
Assessment and Pre-financing Risks

(signature)

*(date of signature of the
document)*

Head, Compliance Assessment and Pre-
financing Risks Section

(signature)

*(date of signature of the
document)*

Deputy Director, CNED

(signature)

*(date of signature of the
document)*

Annex 7: Evaluation report (Component I - Evaluation of energy renovation measures for individual houses): Individual houses in the process of construction

ASSESSMENT REPORT

(Component I - Assessment of energy renovation measures for individual houses)

Individual houses in the process of construction

I. GENERAL INFORMATION:

Type of objective for which funding is requested	☐ individual house in the process of construction
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land intended for its construction (name of the district, locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

II. Conclusions of compliance

--

III. OBLIGATORY CONDITIONS:

Criteria	Requirement	Compliance (narrative, comments)
General Information		
The general data of the applicant and the investment target are fully filled in on the FEERM Platform		
Conditions attached to the applicant for funding whose individual house is put into operation		
The individual house is given in the process of construction		
Eligibility criteria for beneficiaries		
The beneficiary is a citizen of the Republic of Moldova		
The beneficiary has ownership of the individual house or land		
Lack of overdue payments to the national public budget		
Neighbours' agreement, where applicable		
Lack of judicial proceedings		
Lack of arrears in communal and non-communal services		
Lack of previous funding for the same measures		

IV. Compliance of the Beneficiary's contribution assurance:

Estimated total cost of project implementation, MDL:	
Requested amount of financial incentive, MDL [maximum 50% of total eligible investment cost]	

Estimated amount of the Beneficiary's contribution for the implementation of the project, MDL <i>[minimum 50% of the total eligible investment cost]</i>	
--	--

V. Energy efficiency measures planned to be implemented:

VI. CONCLUSIONS AND RECOMMENDATIONS*:

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not meet the conditions and criteria of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Compliance Assessment
and Pre-financing Risks Section

(signature)

(date of signature of the
document)

Head, Section, Compliance Assessment and
Pre-financing Risks

(signature)

(date of signature of the
document)

Deputy Director, CNED

(signature)

(date of signature of the
document)

Annex 8. Declaration confirming the personal commitment to pay the beneficiary's contribution
(excluded)

Administrative Compliance Report
(Component II – Construction works)
Registered individual houses

1. GENERAL INFORMATION

1.1. Requesting information

Type of objective for which funding is requested	☐ house individual house put into operation
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land used for its construction (name of the locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

2. LIST OF DOCUMENTS

1	☒	Assessment Report or Energy Audit Report
2	☒	Copy of contracts for the provision of services for the assessment of energy renovation measures for individual houses
3	☒	Copy of the invoice for the payment of the services for the assessment of the energy rehabilitation measures of individual houses
4	☒	Copy of the registration certificate for the electric car in the property or of the documents confirming that it owns the heat pump*
5	☒	Acknowledgement on honour of the confirmation of the personal commitment to pay the beneficiary's contribution
	☒	Other (specify)

* specific requirement in case of application for financing of measure F2 or F3

2. OBLIGATORY CONDITIONS:

Information (the examination will be carried out on the basis of information from the "FEERM" Platform, the "Green House" Funding Product)	Requirement	Compliance (narrative, comments)
General Information		
The information about the applicant for funding is presented	Name, surname, year of birth, contact details - telephone number, email address	
Information about other family members (husband/wife and children) is presented:		
The energy efficiency measures and the valorisation of renewable energy sources	Specific requirements of the Green House Financing Product	

planned to be implemented in the individual house correspond to the eligible measures and the specific requirements for them indicated in the Green House Financing Product		
Application for funding	All fields are filled in	

3. Deadline for submission of the Funding Application

4. CONCLUSIONS AND RECOMMENDATIONS*:

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not correspond to the conditions of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Receipt and File
Processing Section

(signature)

(date of signature of the
document)

Head, Department for Receipt and
Processing of Files,

(signature)

(date of signature of the
document)

Deputy Director, CNED

(signature)

(date of signature of the
document)

Evaluation report
(Component II – Construction works)
Registered individual houses

3.

1. GENERAL INFORMATION

1.1. .Requesting information

Type of objective for which funding is requested	☐ house individual house put into operation
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land used for its construction (name of the locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

2. Conclusions of compliance

--

3.CONFORMITY OF THE EVALUATION REPORT/FEASABILITY STUDY OF ENERGY REABILITATION MEASURES OF INDIVIDUAL CASES OR ENERGY AUDIT REPORT

3.1. The evaluation report or the energy audit report corresponds to the model approved by the CNED

YES ☐

NO ☐

3.2. Conclusions on the quality of the data and feasibility of the measures presented in the Report on the assessment of energy renovation measures for individual houses or in the Energy Audit Report

--

3.3. Compliance of the Evaluation Report or Energy Audit Report with the requirements of the Financing Product:

Requirement	Compliance (YES/NO)	Comments
The measures proposed for implementation can be found in the types of measures eligible for financing specified in point 1.13 of the Financing Product.		
The measures proposed for implementation comply with the specific eligibility requirements for energy renovation measures for individual houses, set out in point 1.13 of the Financing Product.		
The measures proposed for implementation correspond to the main project indicators for each category of measures in Table 1 of point 2.2 of the Financing Product.		
For each category of measures, the maximum financing ceiling set out in point 2.5 of the Financing Product is respected.		
The type and characteristics of the proposed materials and equipment correspond to the minimum technical requirements specified in the Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the residential sector: (https://cned.gov.md/sites/default/files/document/attachments/ghid_ee_imobile_locative_.pdf)		

3.4. Conclusions and recommendations:

--

4. GENERAL BUILDING DATA

Feature	Value/information
Year of construction	
Cadastral number	
Number of levels	
Ground floor area of the individual house*, m ²	
Total usable area*, m ²	
The heating source of the individual house	
DHW preparation and supply system	
Ventilation and conditioning system	
Lighting system (types of bulbs)	
Annual electricity consumption of the individual house, kWh/year	
Annual natural gas consumption of the individual house, m ³ /year	
Annual wood consumption for heating the individual house, m ³ /year	
Annual consumption of pellets, lighters for heating the individual house, tons/year	
Annual consumption of coal for heating individual houses, tonnes/year	
Annual consumption of LPG (liquefied petroleum gas) for heating the individual house, m ³ /year	

*the data must correspond to the information in the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built

5. ENERGY REHABILITATION MEASURES OF THE INDIVIDUAL HOUSE REQUIRED FOR FUNDING:

Measure name	Areas/volumes

6. ELIGIBILITY ASSESSMENT OF THE INDIVIDUAL HOUSE ENERGY REHABILITATION PROJECT:

6.1. Assessment of technical feasibility

6.1.1. The measures proposed for implementation and the energy savings expected to be achieved in their implementation:

Measure name	Information from the Evaluation Report/Feasibility Study/Energy Audit Report			Funding Product Requirement	
	Installation area/power/etc.	Energy savings (based on standardised	Energy savings (based on standardised	Energy savings (based on standardised conditions, %	Compliance with Financing

		conditions, kWh/year	conditions , %		Product [Yes/No]

6.1.2. Relevance of the proposed solutions (measures):

No	Requirement	Yes/No	Comments
1	The proposed solutions are relevant to the specific needs of the individual house		
2	Compliance with the energy efficiency first principle		
3	The solutions promoted demonstrate a minimum level of energy savings depending on the category of measures proposed for implementation		

6.1.3. Matching Materials and Equipment:

No	Requirement	Yes/No	Comments
1	Do the proposed materials meet the specified minimum technical requirements?		
2	Do the proposed equipment meet the specified minimum technical requirements?		

6.1.4. Is the project technically feasible?

YES ☐ NO ☐

YES ☐ NO ☐

6.1.5. Recommendations:

6.2. Economic and financial feasibility assessment

6.2.1. Project economic indicators for categories of measures:

Measure name	Energy savings (based on standardised conditions), %			NAV determined at discount rate $i=4\%$ (lei)			DRI (years)		
	According to the Energy Audit Report	According to the Financing Product	Compliance (YES/NO)	According to the Energy Audit Report	According to the Financing Product	Compliance (YES/NO)	According to the Energy Audit Report	According to the Financing Product	Compliance (YES/NO)

6.2.2. Compliance of the Beneficiary's contribution assurance:

Total cost of project implementation, MDL, of which:	
--	--

Cost (lei)	Component I		
	Component II		
		Energy efficiency measures	Renovation measures
		(%)	(%)
Requested amount of financial incentive, MDL [maximum 50% of total eligible investment cost]			
- <i>for Component I</i>			
- <i>for Component II</i>			
Amount of the Beneficiary's Contribution for the implementation project, MDL [minimum 50% of total eligible investment cost]			

6.2.3. Is the project economically and financially feasible?

YES ☐

NO ☐

6.2.4. Recommendations:

6.3. Assessment of Social Responsibility, Environmental and Governance Requirements

6.3.1. Environmental Responsibility Requirements

Measure name	Estimated low CO2 emissions as a result of implementation (tCO2/year)	Implementation of the measure will lead to a reduction of CO2 emissions (YES/NO)
Total		

6.3.2. Is the project feasible from a **social, environmental and governance point of view**?

YES ☐

NO ☐

6.3.3. Recommendations: -

7. FINAL CONCLUSIONS AND RECOMMENDATIONS:

Senior Specialist, Compliance Assessment and
Pre-financing Risks Section

(signature)

(date of signature of the
document)

Head, Compliance Assessment and Pre-
financing Risks Section

(signature)

(date of signature of the
document)

Compliance report
(Component II – Construction works)
Individual houses in the process of construction

1. GENERAL INFORMATION

1.1. Requesting information

Type of objective for which funding is requested	☐ individual house in the process of construction
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land used for its construction (name of the locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

2. LIST OF DOCUMENTS

1	☒	Feasibility Study of Energy Rehabilitation Measures for Individual Houses
2	☒	The initial design documentation for the individual house which must also include the cost estimates for each energy renovation measure separately. The initial design documentation related to the individual house that must include the energy rehabilitation measures of the individual house eligible for financing, issued in accordance with the provisions of Article 127, verified, expertised and approved in accordance with Article 129-130 of the Urbanism and Construction Code No 434/2023
3	☒	Copy of contracts for the provision of services for the assessment of energy renovation measures for individual houses
4	☒	Copy of the invoice for the payment of the services for the assessment of the energy rehabilitation measures of individual houses
5	☒	Copy of the registration certificate for the electric car in the property or of the documents confirming that it owns the heat pump*
6	☒	Declaration on honour confirming the personal commitment to pay the beneficiary's contribution
7	☒	Other (specify)

* specific requirement in case of application for financing of measure F2 or F3

3. OBLIGATORY CONDITIONS:

Information (the examination will be carried out on the basis of information from the "FEERM" Platform, the "Green House" Funding Product)	Requirement	Compliance (narrative, comments)
--	-------------	----------------------------------

General Information		
The information about the applicant for funding is presented	Name, surname, year of birth, contact details - telephone number, email address	
Information about other family members (husband/wife and children) is presented:		
The energy efficiency measures and the valorisation of renewable energy sources planned to be implemented in the individual house correspond to the eligible measures and the specific requirements for them indicated in the Green House Financing Product	Specific requirements of the Green House Financing Product	
Application for funding	All fields are filled in	

4. Deadline for submission of the Funding Application

5. CONCLUSIONS AND RECOMMENDATIONS*:

* If, following the analysis of the documents and information submitted through the "FEERM" Platform, the "Green House" Funding Product does not correspond to the conditions of the Funding Product, the reason will be indicated, with the submission of the corresponding recommendations.

Senior Specialist, Receipt and File
Processing Section

(signature)

(date of signature of the
document)

Head, Department for Receipt and
Processing of Files,

(signature)

(date of signature of the
document)

Deputy Director, CNED

(signature)

(date of signature of the
document)

Evaluation report
(Component II – Construction works)
Individual houses in the process of construction

1. GENERAL INFORMATION

5.1. Requesting information

Type of objective for which funding is requested	☐ individual house in the process of construction
Total usable area of the individual house, m ²	☐ ≤ 250 m ² ☐ > 250 m ²
Address of the individual house or land used for its construction (name of the locality and street)	
Name and surname of the applicant/owner of the individual house or land intended for its construction	
Contact details of the applicant	
Email address	

2. LIST OF DOCUMENTS

1	☒	Feasibility Study of Energy Rehabilitation Measures for Individual Houses
2	☒	The initial design documentation for the individual house which must also include the cost estimates for each energy renovation measure separately. The initial design documentation related to the individual house that must include the energy rehabilitation measures of the individual house eligible for financing, issued in accordance with the provisions of Article 127, verified, expertised and approved in accordance with Article 129-130 of the Urbanism and Construction Code No 434/2023
3	☒	Copy of contracts for the provision of services for the assessment of energy renovation measures for individual houses
4	☒	Copy of the invoice for the payment of the services for the assessment of the energy rehabilitation measures of individual houses
5	☒	Copy of the registration certificate for the electric car in the property or of the documents confirming that it owns the heat pump*
6	☒	Declaration on honour confirming the personal commitment to pay the beneficiary's contribution
7	☒	Other (specify)

* specific requirement in case of application for financing of measure F2 or F3

3. CONFORMITY OF THE EVALUATION REPORT/FEASABILITY STUDY OF ENERGY RELIABILITY MEASURES OF INDIVIDUAL CASES OR ENERGY AUDIT REPORT

3.1. Feasibility study of energy rehabilitation measures for individual houses corresponds to the model approved by CNED

YES ☐

NO ☐

3.2. Conclusions on data quality and feasibility of the measures presented in the Feasibility Study of Energy Rehabilitation Measures

--

3.3. Compliance of the Feasibility Study of the energy rehabilitation measures of individual houses with the requirements of the Financing Product:

Requirement	Compliance (YES/NO)	Comments
The measures proposed for implementation can be found in the types of measures eligible for financing specified in point 1.13 of the Financing Product.		
The measures proposed for implementation comply with the specific eligibility requirements for energy renovation measures for individual houses, set out in point 1.13 of the Financing Product.		
The measures proposed for implementation correspond to the main project indicators for each category of measures in Table 1 of point 2.2 of the Financing Product.		
For each category of measures, the maximum financing ceiling set out in point 2.5 of the Financing Product is respected.		
The type and characteristics of the proposed materials and equipment correspond to the minimum technical requirements specified in the Guide for the implementation of energy efficiency measures and the use of renewable energy sources in the residential sector: (https://cned.gov.md/sites/default/files/document/attachments/ghid_ee_imobile_locative_.pdf)		

4. CONFORMITY OF THE PROJECT DOCUMENTATION

4.1. Compliance of the project documentation with the requirements of the Financing Product:

Requirement	Compliance (YES/NO)	Comments
a) compliance with the provisions of the Urbanism and Construction Code no. 434/2023;		
b) compliance with the provisions of the normative document in construction NCM A. 07.02-2012 "Procedure for elaboration, approval, approval and framework content of the project documentation for construction. Main requirements and provisions';		

c) compliance with minimum technical requirements and specifications for energy efficiency measures and promotion of renewable energy sources according to the Financing Product.		
---	--	--

4.2. Conclusions and recommendations:

--

5. GENERAL BUILDING DATA

Feature	Value/information
Year of construction	
Cadastral number	
Number of levels	
Ground floor area of the individual house*, m ²	
Total usable area*, m ²	
The heating source of the individual house	
DHW preparation and supply system	
Ventilation and conditioning system	
Lighting system (types of bulbs)	
Annual electricity consumption of the individual house, kWh/year	
Annual natural gas consumption of the individual house, m ³ /year	
Annual wood consumption for heating the individual house, m ³ /year	
Annual consumption of pellets, lighters for heating the individual house, tons/year	
Annual consumption of coal for heating individual houses, tonnes/year	
Annual consumption of LPG (liquefied petroleum gas) for heating the individual house, m ³ /year	

*the data must correspond to the information in the document attesting the right of ownership/co-ownership over the individual house or the land on which it is built

6. ENERGY REHABILITATION MEASURES OF THE INDIVIDUAL HOUSE REQUIRED FOR FUNDING:

Measure name	Surfaces/volumes

7. ELIGIBILITY ASSESSMENT OF THE INDIVIDUAL HOUSE ENERGY REHABILITATION PROJECT:

7.1. Assessment of technical feasibility

7.1.1. The measures proposed for implementation and the energy savings expected to be achieved in their implementation:

Name of the measure	Information from the Evaluation Report/Feasibility Study/Energy Audit Report			Funding Product Requirement	
	Installation area/power/etc.	Energy savings (based on standardised conditions, kWh/year	Energy savings (based on standardised conditions , %	Energy savings (based on standardised conditions, %	Compliance with Financing Product [Yes/No]

7.1.2. Relevance of the proposed solutions (measures):

No	Requirement	Yes/No	Comments
1	The proposed solutions are relevant to the specific needs of the individual house		
2	Compliance with the energy efficiency first principle		
3	The solutions promoted demonstrate a minimum level of energy savings depending on the category of measures proposed for implementation		

7.1.3. Matching Materials and Equipment:

No	Requirement	Yes/No	Comments
1	Do the proposed materials meet the specified minimum technical requirements?		
2	Do the proposed equipment meet the specified minimum technical requirements?		

7.1.4. Is the project technically feasible?

YES ☐ NO ☐

YES ☐ NO ☐

7.1.5. Recommendations:

7.2. Economic and financial feasibility assessment

7.2.1. Project economic indicators for categories of measures:

Measure name	Energy savings (based on standardised conditions), %			NAV determined at discount rate $i=4\%$ (lei)			DRI (years)		
	According to the	According to the	Compliance	According to the	According to the	Compliance (YES/NO)	According to the	According to the	Compliance (YES/NO)

	Energy Audit Report	Financing Product	(YES/NO)	Energy Audit Report	Financing Product		Energy Audit Report	Financing Product	

7.2.2. Compliance of the Beneficiary's contribution assurance:

Total cost of project implementation, MDL, of which:			
Cost (lei)	Component I		
	Component II		
		Energy efficiency measures	Renovation measures
		(%)	(%)
Requested amount of financial incentive, MDL [maximum 50% of total eligible investment cost]			
- for Component I			
- for Component II			
Amount of the Beneficiary's Contribution for the implementation project, MDL [minimum 50% of total eligible investment cost]			

7.2.3. Is the project economically and financially feasible?

YES ☐

NO ☐

7.2.4. Recommendations:

7.3. Assessment of Social Responsibility, Environmental and Governance Requirements

7.3.1. Environmental Responsibility Requirements

Measure name	Estimated low CO2 emissions as a result of implementation (tCO2/year)	Implementation of the measure will lead to a reduction of CO2 emissions (YES/NO)
Total		

7.3.2. Is the project feasible from a social, environmental and governance point of view?

YES ☐

NO ☐

7.3.3. Recommendations: -

8. FINAL CONCLUSIONS AND RECOMMENDATIONS:

--

Senior Specialist, Compliance Assessment and
Pre-financing Risks Section

(signature)

(date of signature of the
document)

Head, Compliance Assessment and Pre-
financing Risks Section

(signature)

(date of signature of the
document)

Annex 11. Model of the Financing Agreement

FINANCING CONTRACT No _____

"__" _____ 202__

mun. Chisinau

I. CONTRACTING PARTIES

Public institution 'National Centre for Sustainable Energy', hereinafter referred to as 'CNED Centre or IP' operating in accordance with Government Decision No 1060/2023 on the organisation and functioning of the Public Institution 'National Centre for Sustainable Energy', registered in the Republic of Moldova under State identification number **1011601000099**, represented by Director _____, on the one hand,
and
Mr/Ms _____, hereinafter referred to as the "Beneficiary", residing in

both hereinafter referred to as "Parties" or individually as "Party", acting on the basis of their free consent, have agreed to conclude this Financing Agreement (hereinafter referred to as "Contract") under the following conditions:

II. INTERPRETATIONS AND ABBREVIATIONS:

2.1. In this Agreement, the following terms shall be construed as follows:

- a) **project** – investment project financed by the Beneficiary and the Centre under the conditions established by this Contract, which aims to implement energy rehabilitation measures at the individual house of which the Beneficiary is the owner;

- b) **grant** – financial incentive offered by the Centre to the Beneficiary, for the implementation of the Project, without the obligation of subsequent reimbursement in case of compliance with the conditions of this Contract;
- c) **the Beneficiary's contribution** – the Beneficiary's financial means obtained from its own capital, loans, development partners/donors, etc. and used to co-finance the project for the implementation of energy efficiency measures and the exploitation of renewable energy sources, in accordance with the Financing Product;
- d) **energy audit of the individual house** – systematic procedure aimed at obtaining the necessary information about the existing energy consumption profile of an individual house, as well as identifying and quantifying cost-effective energy saving opportunities and presenting the results in the Energy Audit Report;
- e) **assessment report on energy refurbishment measures** in the house – **report drawn up with the aim of obtaining the necessary information on the existing energy consumption profile of the individual house, with a total useful floor area of less than 250 m²**, as well as identifying and quantifying cost-effective energy saving opportunities;
- f) **Feasibility study of the individual house** – study evaluating the energy rehabilitation measures of the individual house, under construction at the time of submission of the grant application by the Beneficiary, developed in order to assess the appropriateness of implementing the Project, by analyzing in detail the technical, economic-financial and environmental aspects.
- g) **individual dwelling house** – defined in accordance with Law No 75/2015 on housing, a separate building consisting of one or more rooms, with one or more levels, intended for the permanent living, as a rule, of a family. For the purposes of the FEERM Program, duplex houses will be considered individual houses;
- h) **Additional agreement** – a document that amends the terms and conditions of this Agreement;
- i) **FEERM Programme** - Financing Programme "Energy Efficiency Fund in the Residential Sector of the Republic of Moldova";
- j) **energy rehabilitation measures of the individual house** – energy efficiency measures and the valorisation of renewable energy sources, as well as repair or installation works, which are strictly necessary to protect or facilitate the implementation of the measures identified on the basis of the evaluation report of the energy rehabilitation measures of the houses/feasibility study, the energy audit report and the technical project, or during the implementation of the works in the cases provided for by the legislation;
- k) **Component I** – evaluation phase of energy renovation measures for individual houses;
- l) **Component II** – stage of implementation of energy rehabilitation measures for individual houses, including services for drafting specifications, project documentation (where applicable) and quality control services for construction works;
- m) **Financing Product** - Green House Financing Product;
- n) **Operational Manual** – a manual approved by the Centre's Council, which aims to regulate the principles, procedures and rules for the implementation of the 'Green House' Financing Product.

III. OBJECTIVE OF THE CONTRACT

- 3.1. The object of this Contract is the granting by the Center, under the terms of this Contract, of financing related to the implementation of the Energy Rehabilitation Project of the individual house, located at the address indicated in Compartment I.
- 3.2. The Centre shall provide funding in the form of a grant from the financial means of the FEERM Programme, after the Beneficiary implements the Project from its own sources, on its own responsibility and in accordance with the provisions of this Agreement.
- 3.3. The financing of investments to cover the eligible costs related to the implementation of the Project is made from:
 - 1) the financial incentives granted by the Centre, from the account of the FEERM Programme, in accordance with the Contract;
 - 2) The Beneficiary's contribution, which may be covered from the account of at least one of the following sources:
 - equity;
 - borrowed capital/bank or non-bank loans;
 - other sources (development partners/donors (with the presentation of their agreement), local public administration authorities, etc.).
- 3.4. The granting of financial incentives by the Centre, from the account of the FEERM Programme for the implementation of the Project, is carried out in the form of a grant.
- 3.5. The beneficiary is responsible for compliance with the legal provisions, standards, decisions of the competent authorities and specific requirements from the Centre, as well as for the efficient administration and coordination of the project implementation activities.

The Beneficiary shall be directly responsible to the Centre for the full implementation of the Project, in compliance with the provisions of this Contract.

IV. TOTAL PROJECT VALUE

- 4.1. The total value of the Project, including the contributions of the parties, will be determined by an additional agreement to this Agreement.
- 4.2. The Centre's contribution as a grant to the implementation of the Project is up to 50% of the eligible costs of the Project, but not more than 200 000 lei, of which for Component I - for the elaboration of the evaluation report/feasibility study of the energy rehabilitation measures of individual houses not more than 4 000 lei or for the Energy Audit Report not more than 5 000 lei. If the eligible expenditure actually incurred for Component I is lower than the maximum grant set, the remaining unused difference shall be reallocated to finance Component II. The financing of Component II shall be granted within the maximum total grant amount and within the specific financing ceilings for energy efficiency measures and the exploitation of renewable energy sources, specified in Annex 1.
- 4.3. .
- 4.4. The Beneficiary's contribution to the implementation of the Project shall be at least 50 % of the eligible costs of the Project.

V. IMPLEMENTATION OF THE PROJECT

General considerations:

- 5.1. The Beneficiary will implement the Project in accordance with the requirements of the Centre, the 'Green House' Financing Product approved by the Board of the Centre, the provisions of this Contract, as well as in accordance with the provisions of the Entrepreneurship Contract concluded by the Beneficiary with the third-party company that will carry out the project implementation works.

The contracting of economic operators by beneficiaries takes place on the basis of a model specification, which can be downloaded from the 'FEERM' Platform, the 'Green House' Financing Product.

- 5.2. The measures for the energy rehabilitation of the house, implemented within the Project are specified in *Annex 1* of this Contract.
- 5.3. After signing this Contract, the Beneficiary has 180 days to draw up the project documentation (for cases where it is necessary to draw it up) and carry out the works. The beneficiary is obliged to conclude contracts for the implementation of the works with construction companies (legal persons, registered in the State Building Register) from the list available on the 'FEERM' Platform, the 'Green House' financing product.
- 5.4. Within 7 days of signing the contract with the construction company, the Beneficiary has the obligation to upload the scanned copy of the contract on the "FEERM" Platform, the "Green House" Financing Product. If the Additional Agreements are signed with the construction company, the Beneficiaries will send a copy of these agreements to the Centre's address via the 'FEERM' Platform.
- 5.5. During the implementation of the Project, the Beneficiary is obliged to report on a monthly basis the progress made in implementing the Project by drawing up the Progress Report according to *Annex no. 2* to this Contract. The reporting period will start from the actual start date of the work and will be submitted to the Centre by the 10th of the month following the reporting one. Progress reports will contain information on the activities carried out during the reporting period, start and end date, costs incurred.
- 5.6. During the execution of the construction works, the representatives of the Center can make visits to the individual house of the Beneficiary, in order to be informed about the progress of the energy rehabilitation works of the house.

Acquisitions:

- 5.7. The purchase of services for the assessment of energy renovation measures for individual houses and the purchase of works for the implementation of the Project (construction works, quality control services for works) is carried out by the Beneficiary by contracting them from the list available on the 'FEERM' Platform, the 'Green House' Financing Product, in accordance with the provisions of the 'Green House' Financing Product and this Contract.

- 5.8. The beneficiary may conclude contracts with two separate companies for the implementation of the measure that includes both the heat pump and the photovoltaic panels with storage batteries, provided that the technical sequence is complied with (where applicable), the installation and commissioning of the heat pump takes place before the sizing and installation of the photovoltaic system.

Special conditions of implementation:

- 5.9. Any modification of the elements of the Project is allowed only under the conditions and according to the procedure set out in the Operational Manual of the "Green House" Financing Product and in this Contract. Depending on their nature, changes are classified into: non-substantial changes – which may be made without the prior written consent of the Centre and which concern:
- Modification of the general data of the Financing Agreement (bank requisitions, contact details);
 - Modification of the financed asset or reduction/increase of its quantity, provided that the same superior technical parameters are preserved.
- b) minor changes – which can be made only with the consent and in writing of the Center and which include, but are not limited to:
- replacement or exclusion of investment items;
 - purchase of additional investment items;
 - the replacement of materials, methods or technologies for the implementation of the Project, provided that these modifications result in the same or higher projected energy efficiency parameters and ensure a level of durability and quality at least equal to that originally foreseen.
- c) substantial changes – admitted only exceptionally and with the approval of the Finance and Risk Committee (CFR). These include changes that significantly affect the nature and conditions of the implementation of the Project and that influence the energy efficiency parameters to be achieved, including:
- the full exclusion of energy renovation measures;
 - full replacement of energy renovation measures
- 5.10. Minor or substantial changes to the Project made without the written consent of the Center will entail the termination and termination of this Agreement, and the Beneficiary will assume on its own the implementation costs achieved up to that stage.
- 5.11. Substantial changes to the Project shall be made under the conditions laid down in point 5.9(c).
- 5.12. After the full execution of the works for the implementation of the energy rehabilitation measures of the house, the verification of the supporting documents submitted by the Beneficiary and the approval of the financing by the Funding and Risk Committee of the Center, the parties sign an additional agreement to this Contract in order to establish the total cost of the Project, including the contributions of the Parties.

- 5.13. If the Beneficiary proposes the implementation of an additional energy rehabilitation measure(s) for the individual house, uncoordinated with the Center, it assumes on its own the full payment of the respective expenses.

VI. PURCHASE OF FINANCIAL STIMULANTS TO THE BENEFICIARY

- 6.1. Within 30 days of the completion of all the works to implement the energy renovation measures for the individual house, the Beneficiary shall notify the Centre, through the 'FEERM' Platform, of this fact and submit the application for approval of the execution of the works (CPAEL), in accordance with the model set out in *Annex 3* to this Contract.
- 6.2. The verification and validation of the documents confirming the investment made, CPAEL and the attached documents, will be carried out according to the following steps:
- Volumes and costs component;
 - Invoices and payments component.
- 6.3. Initially additional to CPAEL, the Beneficiary will submit the following documents:
- a) the minutes of acceptance of the works carried out (Typed interdepartmental form No C2n), in original (if applicable), signed by the contractor, technical manager and site supervisor;
 - b) the minutes of checking the quality of the works that become hidden, signed by the technical officer and the site supervisor, as the case may be;
 - c) laboratory test report for the electrical part – for Group F measures, unless the beneficiary has submitted the renewable electricity prosumer contract;
 - d) the report Certification of materials and equipment used and accumulated, in accordance with the model in Annex 14 to the Operational Manual of the 'Green House' Financing Product, with the attachment of certificates of conformity/declarations of conformity and/or technical sheets for materials and equipment/machinery submitted for payment;
 - e) photographs of the elements of the building of the individual house that has been energetically rehabilitated and/or of the new equipment/installations installed;
 - f) for Group F measures, the statement of the authorized electrician confirming the admission into operation will be submitted, unless the beneficiary has submitted the Contract for the prosumer of electricity from renewable sources;
 - g) for Group D measures, the leak check report shall be submitted;
 - h) for Group F measures, the beneficiary may submit the renewable electricity prosumer contract, as appropriate. In this case, the declaration of the authorised electrician and the laboratory test report for the electrical part related to Group F shall no longer be submitted.
 - i) other necessary documents (local estimate (forms 3.5,7); the declaration of the authorised electrician; contract for the supply of energy to the household consumer – for measures in Group F, V, and D; contract for services for monitoring and quality

control of construction works during the implementation of the measures, as well as other documents, as appropriate).

- 6.4. After completing the CPAEL examination procedure on the confirmation of volumes and costs, the Centre informs the Beneficiary of the preliminary confirmation of the volumes of works and requests the Beneficiary to submit, within 10 days through the "FEERM" Platform, the "Green House" Financing Product, the confirmatory documents for making payments, namely:
- a) copy of the tax invoice, payment orders / bank statements confirming the payment of the costs of the services for the assessment of the energy rehabilitation measures of the individual house (if these costs were covered from the Beneficiary's own sources), with the notion corresponds to the original;
 - b) copy of the tax invoice, payment orders/bank statements confirming the payment of the costs of the works/services related to the implementation of the energy rehabilitation measures of the individual house, demonstrating that the Beneficiary paid the contracted companies the full cost of the works/services, with the notion corresponds to the original;.
- 6.5. After verification of the Application (CPAEL), including the Volumes and Financial Costs Component, the beneficiary will submit the notification of the need to initiate the reception at the end of the works.
- 6.6. After receiving the notification, the Centre shall determine with the Funding Beneficiary the date for the completion of the works, which shall be completed by the signature of a Reception Report at the end of the works (developed in accordance with the Urban Planning and Construction Code No 434/2023) by the specialists of the Reception Commission, the Centre's Representative and other relevant participants in accordance with the procedures specified by the legislation in force (Urban Planning and Construction Code No 434/2023).
- 6.7. After signing the Acceptance Report at the end of the works, it will be sent by the Beneficiary to the Centre's address, through the "FEERM" Platform, the "Green House" Financing Product.
- 6.8. The full set of documents confirming the acceptance by the Centre of the documents submitted by the Beneficiary are as follows:
- the Works and Costs Compliance Form (FCLC), in accordance with the model set out in Annex 13 to the Operational Manual – Financing Product 'Green House'.
 - the Centre's report on the assessment of project implementation (REIP), in accordance with the model set out in Annex 14 to the Operational Manual – 'Green House' financing product.
- 6.9. If the payment documents submitted by the beneficiary do not meet all the requirements described in the Operational Manual – 'Green House' Financing Product, or if any deviation or discrepancy is found in the verification process, the processing of payment documents may be stopped.
- 6.10. Payment by the Centre will be suspended for a period of 30 days for the following reasons:
- if a dispute arises regarding the documents submitted by the beneficiary, and the (minor) mistakes/divergences identified can be rectified without rejecting the payment documents (for

- example, it is found that there are no signatures/stamp on certain documents presented, certain mandatory details are missing in the payment documents, etc.).
- 6.11. If the payment documents submitted by the Beneficiary do not meet all the requirements described in the internal normative acts of the Centre for the 'Green House' Financing Product or if any deviation or discrepancy is found in the verification process, the processing of payment documents may be rejected by the specialist responsible for the verification of payment documents.
- 6.12. Rejection of payment documents will be carried out in the following cases:
- The documents submitted do not meet the requirements of the Financing Agreement;
 - The works performed do not meet the specifications indicated in the Financing Agreement;
 - The information presented by the Beneficiary is erroneous or does not correspond to the information reflected in the verification reports of the Center's specialists;
 - Other specific circumstances identified by the Centre.
- 6.13. Pursuant to the Final Evaluation Report of the Project, the decision of the Funding and Risk Committee of the Centre on the approval of the Beneficiary's financing and the Additional Agreement to this Agreement on the determination of the exact amount of the Project, the Centre will reimburse the financial incentives to the Beneficiary's account.

VII. PROJECT MONITORING

- 7.1. The Center will monitor and supervise the implementation of the Project, as well as will monitor the Project at its post-implementation stage during the one-year period from the reception to the completion of the works.
- 7.2. The beneficiary is obliged to keep all the documents related to the implementation of the Project for a period of 5 years after the completion of the implementation of the works.
- 7.3. During the implementation of the Project, the Beneficiary will ensure the access of the representatives of the Center and of the third-party companies contracted by them, to the place of implementation of the project (household owned by the Beneficiary), in connection with the activities/actions necessary for the implementation of the Project.
- 7.4. The verification of the execution of the construction works and their quality takes place in accordance with the provisions of the Urbanism and Construction Code no. 434/2023 and the secondary normative framework. In this regard, the beneficiary is responsible for contracting the construction supervisor, who together with the Centre will ensure the monitoring of the execution of the construction works in accordance with the provisions of the regulatory framework, the financing contract, the Financing Product and the Operational Manual of the 'Green House' Financing Product.
- 7.5. In the post-implementation period, the Beneficiary has the obligation to submit reports on energy consumption and maintaining the sustainability of the works carried out.
- 7.6. After the completion of the warranty period, which will begin at the time of signing the Reception Report at the end of the works, the Beneficiary will initiate the signing of the Final

Reception Report Process, a procedure developed in accordance with the provisions of the Urbanism and Construction Code no. 434/2023. The beneficiary will send to the Centre's address a notification of the date of convening the meeting of the Commission for the final reception, inviting the Centre's representatives to participate in it.

- 7.7. The benefits of implementing the Project, stemming from measurable or computable energy savings, will be indicated in *Annex no. 1* of this Contract.

VIII. RIGHTS OF THE CONTRACTING PARTIES

8.1. Rights of the Centre:

- a) to request from the Beneficiary any relevant information regarding the implementation of the Project;
- b) to be granted access to the requested places, in connection with the implementation of the Project, both during its implementation and during the post-implementation period;
- c) oversee and monitor the Project;
- d) terminate or reject the CPAEL submitted by the Beneficiary;
- e) to terminate the Contract in the cases and under the conditions provided for in this Contract and in the Operational Manual, and to request the Beneficiary to refund the financial incentives actually disbursed by the Centre;
- f) to exercise other rights arising out of this Agreement and its nature.

8.2. Rights of the Beneficiary:

- a) to benefit from the financial incentives provided by the Centre for the implementation of the Project, in accordance with the terms of this Agreement;
- b) to participate in the joint working meetings organized by the Centre and the third-party companies contracted by the Beneficiary, in order to monitor the implementation of the Project and to develop the necessary actions to solve the problems encountered;
- c) to supervise and monitor the Project in the implementation process, as well as after the completion of its implementation;
- d) to request from the Centre any relevant information concerning the implementation of the Project;
- e) to exercise other rights arising out of this Agreement and its nature.

IX. OBLIGATIONS OF THE CONTRACTING PARTIES

9.1. Obligations of the Centre:

- a) to provide the financial incentives for the implementation of the Project set out in this Agreement;
- b) to monitor and supervise the implementation of the measures for the implementation of the Project, set out in Annex 1 of this Contract, in collaboration with the Beneficiary;
- c) to organize joint working meetings with the participation of the representatives of the Center, the , Beneficiary in order to monitor the implementation of the Project and to develop the necessary actions to solve the problems that have arisen;

- d) to provide the Beneficiary with the relevant information on the implementation of the Project;
- e) to provide information support to the Beneficiary in order to facilitate the implementation of energy rehabilitation measures for individual houses;
- f) inform the Beneficiary, by submitting a notification, about the termination or rejection of CPAEL, submitted by the Beneficiary through the "FEERM" Platform, the "Green House" Financing Product;
- g) to participate in the reception at the end of the works, the final acceptance of the works, together with the Beneficiary, in accordance with the procedures specified by the legislation in force (Urban Planning and Construction Code No 434/2023);
- h) to perform other obligations arising out of this Agreement and its nature.

9.2. Obligations of the Beneficiary:

- a) to provide the necessary support on its part in the implementation of the Project;
- b) ensure that the copy of the contract signed with the contracted construction company is uploaded to the 'FEERM' Platform, the 'Green House' Financing Product, within 7 days of its signature, including ensuring that, if signed, the additional agreements to that contract are uploaded to the Platform;
- c) to notify the Centre, through the 'FEERM' Platform, the 'Green House' Financing Product, at least 5 days before the start of the construction works, of the start date of these works by the construction company;
- d) to ensure the payment of the contribution for the implementation of the Project, established by the Contract;
- e) ensure the proper exploitation of the rehabilitated assets under the Project;
- f) to ensure the regular execution of maintenance works (current repairs when necessary) in order to maintain the quality of the energy efficiency measures implemented;
- g) ensure the proper maintenance of the biomass power plant, where it has been installed;
- h) use the goods forming part of the Project in accordance with their intended purpose;
- i) not to alienate the good(s) that are part of the Project during the implementation of the Project, as well as for a period of 1 year after implementation;
- j) to make available to the Centre any relevant information in its possession, or requested documents, related to the implementation of the Project;
- k) to ensure the access of the representatives of the Center to the places and spaces where the Project is implemented or has been implemented;
- l) to return to the Centre the financial incentives actually disbursed, in cases of termination and/or compulsory restitution provided for in this Contract and the Operational Manual, within 10 calendar days from the date of receipt of the Centre's notification in this regard;
- m) to submit monthly progress reports on the construction works which will contain the information set out in this Agreement;
- n) ensure the signing of the agreement on the acceptance of the implementation of the Project by all the holders of the shares of the real estate (individual house) subject to rehabilitation;

- o) to submit reports on energy consumption and the maintenance of the sustainability of the works carried out, during the monitoring period of the Project;
- p) to perform other obligations arising out of this Agreement and its nature.
- q) ensure the contracting of a site supervisor in order to ensure the monitoring of the execution of construction works;
- r) notify the Centre, through the ERFM Platform, once all work on this has been effectively completed;
- s) initiate the signing of the Final Acceptance Report, a procedure developed in accordance with the provisions of the Urban Planning and Construction Code No 434/2023, after the completion of the warranty period – which will begin at the time of signing the Acceptance Report at the end of the works;

X. JUSTIFICATION OF THE NON-EXECUTION OF OBLIGATIONS BY AN IMPLIED PURPOSE

- 10.1. According to the law and this Agreement, "justifying impediment" means any exceptional, unforeseen situation or event occurring outside the will of the Parties, which prevents the proper execution of the entire set of activities, envisaged for the implementation of the project, or the partial fulfillment of these activities.
- 10.2. The implementation of the project shall be suspended for the duration of exceptional circumstances beyond the control of the Parties but shall not include instances of error or negligence on the part of a Party and/or the employees of a Party. In particular, defective equipment and materials, lack thereof, labour disputes, strikes or financial difficulties cannot be invoked as 'justifying impediments'.
- 10.3. The Party invoking the unforeseen exceptional situation shall be obliged to notify the other Party of the impediment and its effects. The notification must be sent within a reasonable time (10 days) after the Party invoking the exceptional situation knew or should have known of these circumstances.

XI. CESSION

- 11.1 This Agreement in its entirety, as well as all rights and obligations arising from its implementation, cannot be the subject of assignment.

XII. CONFLICT OF INTEREST

- 12.1. For the purposes of this Agreement, conflict of interest implies a state of disagreement between the fulfillment of the obligations of the parties under the Agreement and the private interests of the persons involved in its implementation, interests that could improperly influence the objective and impartial fulfillment of the obligations and responsibilities assumed by the persons involved in the implementation/verification/control of the execution of this Agreement, for reasons involving family, political or national affinities, economic interests or any other common interests with those of another person.

- 12.2. The Parties undertake to take all necessary measures to avoid any conflict of interest and to inform each other within a maximum of 5 working days of any situation giving rise or likely to give rise to such a conflict of interest.

XIII. CHANGES AND COMPLAINTS TO THE CONTRACT

- 13.1. Any modification and completion of the Contract or its annexes shall be made in writing by an additional agreement signed by both Parties.
- 13.2. In the event of a change of relevant dates, the Beneficiary shall notify the Centre no later than 5 calendar days from the date on which the changes were made.
- 13.3. In the event of the death of the Beneficiary, the heirs are responsible for the obligations of the deceased's estate. The contract does not lose its validity by the death or loss of the Beneficiary's exercise capacity.

XIV. TERMINATION OF THE CONTRACT

- 14.1. This Agreement shall terminate in the following cases:
- a) upon expiry of the term of the Contract following full and proper performance of the obligations assumed;
 - b) in the event of termination of the Contract by agreement of both parties;
 - c) in case of termination of the Contract at the initiative of the Centre, due to non-performance of the obligations assumed by the Beneficiary.
- 14.2. If the Center finds an essential non-performance of the Contract by the Beneficiary, the Center will be entitled to terminate the Contract by rescission, unilaterally and without the need for the intervention of the court, starting from the date of receipt by the Beneficiary of the declaration of rescission, and if it refuses to receive, from the date of refusal to receive the declaration.
- 14.3. Non-execution of non-essential obligations on the part of the Beneficiary is considered, among others, the following situations:
- a) presentation of unverified documents or information at the selection stages as well as during the implementation of the Project;
 - b) minor or substantial modification of the Project without written notification to and agreement by the Centre;
 - c) the use of goods forming part of the Project contrary to their intended purpose;
 - d) the alienation of the assets that are part of the Project, during the implementation of the Project, as well as for a period of 1 year after implementation;
 - e) refusal to provide the Centre with any requested information or documents relating to the implementation of the Project;
 - f) failure to provide access to the Center's representatives and contracted third-party companies to the places and spaces where the Project is implemented or has been implemented;

- g) non-performance of other contractual obligations by the Beneficiary, which make it impossible to continue the Contract, if the Centre decides to do so.
- 14.4. The list of actions/inactions in item 14.3 is exemplary in nature and cannot be considered or interpreted as a waiver of the Center to determine other circumstances as an essential non-performance of contractual obligations. In any situation that will lead to the impossibility of continuing the implementation of the Project or not obtaining the expected effect from the implementation of the Project, the Center will unilaterally appreciate each situation and decide whether it will exercise its right to terminate the Contract.
- 14.5. The total resolution of the Contract will operate with retroactive effect and following the resolution of the Beneficiary will be obliged to reimburse to the Centre all the financial incentives used for the implementation of the Project, until the moment of dissolution of the Contract, or in case of termination until the moment of disbursement by the Centre of the financial incentives, the Project Beneficiary will assume on its own all the expenses related to its implementation.
- 14.6. From the moment of termination of the Contract, the refund of the financial incentives shall be made by the Beneficiary within 10 calendar days from the date of receipt of the Center's notification. In case of voluntary non-refund within the indicated deadline, the Center is entitled to take legal measures to recover the financial means.
- 14.7. The Beneficiary may not request on its own initiative the termination of the Contract except with the prior return of all financial incentives capitalized by the Center during the implementation of the Project.
- 14.8. The resolution of this Agreement shall not affect the clauses setting out the method of dispute resolution or other effects of the Agreement resulting from the resolution. These clauses will also take effect after termination.

XV. DISCLAIMERS, WARRANTIES AND LIABILITY OF THE PARTIES

- 15.1. The contracting parties declare that, at the time of conclusion of this Contract, they have the civil capacity required by law, necessary for the conclusion of the Contract and for the performance of the obligations arising therefrom.
- 15.2. The parties declare that their consent to the conclusion and performance of this Agreement is valid and the consent of other authorities or third parties is not required for the conclusion and performance of this Agreement, and there is no contractual or other restriction or limitation for the conclusion and performance of the Agreement.
- 15.3. The Center and the Beneficiary are responsible for conduct in good faith and diligence at the time of birth, during their existence, during the performance and extinction of the obligations established by this Agreement.
- 15.4. The obligations must be performed in an appropriate manner, in good faith, at the place and within the time limit set.
- 15.5. The Beneficiary declares that the documents and information presented in the Centre's address are truthful and valid and the Beneficiary has not concealed or refrained from disclosing any

- information or circumstances, which would have constituted grounds for the Centre to refuse to grant the financing or to grant it under conditions other than those set out in this Agreement.
- 15.6. For any damage caused to the Centre in connection with the performance of this Agreement, the Beneficiary shall be liable in accordance with the legislation in force in the Republic of Moldova.

XVI. NOTIFICATIONS

- 16.1. Any notice given by a Party to this Agreement to the other Party shall have legal effect only if it is drawn up in written form on paper or as an electronic document and transmitted in accordance with the provisions of this Chapter.
- 16.2. For the purposes of this Agreement, "notification" by one Party of the other Party means the transmission of any document, address, communication, notice, submission of requests, claims, opinions, responses, relating to the performance of the provisions of this Agreement and related warranties.
- 16.3. The oral notifications invoked by the Parties shall be deprived of any legal effect.
- 16.4. Notifications shall be sent by one Party to the other Party by post, by registered letters with notice of receipt or by direct delivery to that Party's premises, or as an electronic document sent to the Party's official electronic mail address indicated in the Contract.

XVII. ANNEXES

- 17.1. The following documents constitute annexes to this Agreement and form an integral part of it:
- Annex 1 – Project description;*
- Annex 2 – Progress report;*
- Annex 3 – Application for approval of works (CPAEL);*
- Annex 4 – Report of the Center on the approval of the implementation of the Project.*

XVIII. FINAL CLAUSES

- 18.1. This Agreement shall be deemed to have been concluded on the date on which it is signed by both Parties.
- 18.2. This Agreement is valid and effective for a period of 1 year after acceptance at the end of the works and full performance of the obligations assumed by the Parties.
- 18.3. The contract is governed and interpreted in accordance with the legislation of the Republic of Moldova, and in unregulated matters, the Parties shall be governed by the legal provisions established by the normative acts of the Republic of Moldova.
- 18.4. This Agreement represents the will of the Parties and removes any other verbal agreement between them, before or after its conclusion.
- 18.5. The parties undertake to make joint efforts to carry out the tasks assumed by this Agreement in conditions of legality and mutual loyalty, acting in good faith in the public interest. Controversies/disputes between the Parties concerning the interpretation, application and/or performance of this Agreement shall be settled through direct negotiations and mediation.
- 18.6. Any disputes will be resolved as a last resort in judicial proceedings, according to the civil legislation of the Republic of Moldova.

- 18.7. Any actions or inactions that lead to the impossibility of completing the project and capitalizing on the allocated financial sources will be treated as damage caused to the Center.
- 18.8. The contract is drawn up in Romanian, in two original copies, one for each Contracting Party, having the same legal force.

XIX. REQUIREMENTS AND SIGNATURES OF THE PARTIES

[illegible]

ANNEX 1

to Financing Contract No _____/___ of _____202_
signed between IP "National Center for Sustainable Energy" and.....

DESCRIPTION PROJECT

Project name <i>(according to the project documentation)</i>	
Address of project implementation	

Project information			
Implementation of energy rehabilitation measures for the individual house			

Energy refurbishment measures of the individual house	
Brief description of the measures	
1. Energy efficiency measures (to be contracted): a) Production and distribution of thermal energy: <i>D1. Modernisation/installation of the heating distribution system and ACM, in accordance with the costs specified in the report assessing the energy rehabilitation measures of individual houses/energy audit report/feasibility study.</i> <i>D2. Installation of the solid biofuels boiler (including automation) in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study.</i> <i>D3. Installation of the thermal energy production system, including ACM, based on solar collectors, in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study.</i> <i>D4. Installation of air-to-water heat pumps (including automation), in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study.</i> b) Photovoltaics: <i>F1. Installation of the solar photovoltaic panel system with energy storage batteries and heat pump (including smart meter for differentiated metering of electricity consumption), in accordance with the costs specified in the evaluation report of the energy rehabilitation measures of individual houses/energy audit report/feasibility study.</i>	

F2. Installation of solar photovoltaic panel system with energy storage batteries for owners of electric vehicles, (including smart meter for differentiated metering of electricity consumption and/ or installation of electric car charging stations, in accordance with the costs specified in the evaluation report of energy rehabilitation measures of individual houses/energy audit report/feasibility study.

F3. Installation of the solar photovoltaic panel system with energy storage batteries (including smart meter for differentiated metering of electricity consumption if the beneficiary already owns an air-to-water heat pump, in accordance with the costs specified in the report assessing the energy rehabilitation measures of individual houses/energy audit report/feasibility study.

c) Walls:

*P1+P2. **Thermal** insulation of external walls and insulation of the walls of the foundation and base of the building above ground level with a total area of m^2 , in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study:*

d) Roof:

*A1. **Thermal** insulation of the roof (all types) with a total area of m^2 , in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study:*

e) Basement/floor:

*S1. **Thermal** insulation of the basement/basement floor (intrados) with a total area of m^2 , in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study:*

f) Carpentry:

T1. Replacement of windows and/or exterior doors in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study.

g) Ventilation:

V1. Installation of the ventilation system with heat recovery (including automation) in accordance with the costs specified in the report assessing the energy renovation measures of individual houses/energy audit report/feasibility study.

2. Measures to protect and ensure the sustainability of energy efficiency measures (to be contracted):

3. Other costs: <i>Quality control services of construction works (to be contracted).</i>	
Total Project	

**IP "National Center for Sustainable Energy" Beneficiary
Director**

ANNEX No 2

to Financing Contract No ____/____ of _____ 202_
signed between IP "National Center for Sustainable Energy" and.....

PROGRESS REPORT

Activity no.	Activities carried out during the reporting period	Start and end date	Costs incurred, lei	Activities to be carried out during the next reporting period	Start and end date	Estimated costs, lei
Activity 1						
Activity 2						
Activity 3						

Date, signature of Beneficiary

ANNEX No 3

to Financing Contract No ____/___ of _____202_
signed between IP "National Center for Sustainable Energy" and.....

APPLICATION ON APPROVAL OF THE PERFORMANCE OF WORKS

Basis for the request:	
Surname, Beneficiary First Name	
Address of the house	
Entrepreneur:	
Headquarters:	
Request:	
Description of the proposed stage of approval	
Total amount of expenditure incurred	
Other:	

Annexes: confirmatory acts are attached

Date, signature of Beneficiary

ANNEX No 4

to Financing Contract No ____/ __ of _____202_
signed between IP "National Center for Sustainable Energy" and.....

CENTRE REPORT ON APPROVAL OF PROJECT IMPLEMENTATION

Surname, first name of beneficiary	
Address of the house	
Entrepreneur	
Total value of the phase	
The value of the project phase, by category of expenditure, ascertained by CNED when implementing the Project	
The mention regarding the approval by the CNED of the project phase as implemented and its total value	

Executor**Head of FEESR Section****Countersigned DJA****Countersigned Director - Deputy****Approved/Countersigned Director**

LAND VISIT REPORT No XX**Representative of the Centre for Field Visits:**

Date of preparation of the Report:	
Date and time of visit:	
Financing contract:	No ____ of ____
Objective name:	
Address of works:	

On-site presence of the technical officer: Yes ☐ No ☐

Purpose of the visit:

- | | |
|--|---|
| ☐ Planning of the initiation of works | ☐ Verification of works (on-going) |
| ☐ Verification of the completion of the specific step | ☐ Extraordinary visit (ad hoc) |
| ☐ Final verification | ☐ Other (exclusion) |

Volume of works executed to date:

Work name	Volume executed according to PV submitted for approval	Volume actually executed (confirmed following checks)

Problems identified by visual inspection:

1.

-

Conclusions and recommendations:**Conclusions****Recommendations:****Developed: RCT**

(signed)

(Name/First name)

Taken note: FEESR Specialist

(signed)

(Name/First name)

Taken note: Beneficiary

(signed)

(Name/First name)

FORMULARUL DE CONFORMITATE A LUCRĂRILOR ȘI COSTURILOR

Componenta volume și costuri

A - Informații generale

Cod proiect	
Denumire Beneficiar	
Denumire obiectiv	
Acord de finanțare nr. și data	
Numărul de înregistrare a cererii	
Valoarea cererii depuse (Lei)	

Depunere documente (Beneficiar): Avizare Specialist SFEESR: Șef SFEESR: Avizare Specialist SMCRP: Avizare Șef SMCRP: Avizare Șef DJA: Avizare Director adjunct: Coordonare Director: **B - Lista documentelor acceptabile** (din numărul celor depuse de către Beneficiar)

Verificat și confirmat de către =>	Specialist SFEESR
Raport de progres	
Cererea privind aprobarea executării lucrărilor	
Proces-verbal de recepție a lucrărilor executate	
Procesele-verbale de verificare a calității lucrărilor ce devin ascunse	
Certificarea materialelor și echipamentelor utilizate și acumulate	
Fotografii de la locul executării lucrărilor	
Alte documente	

C - Conformitatea/concordanța cu prevederile Contractului de finanțare

Verificat și confirmat de către =>	Specialist SFEESR	Șef SFEESR	Specialist SMCRP	Șef SMCRP	Șef DJA
Volumul lucrărilor (cantitativ) (*)					
Calitatea lucrărilor (*)					
Valoarea lucrărilor (costuri unitare)					
Detalieră corespunzătoare și corectitudinea informațiilor prezentate					
Corespondență cu graficul de implementare					
Existența documentelor justificative					
Concordanța între documentele prezentate					
Valabilitatea Acordului de finanțare					
Respectarea condițiilor Acordului de finanțare					
Statut proiect (semnătură și culoare atribuită)					

* - Rapoartele Consultanțului tehnic se anexează

D - Sistare / Respingere

	Sistare	Respingere	Achitare parțială	Motivul sistării / respingerii
Data sistare/respingere:				
Data reluare procesare:				
Persoana responsabilă:				

E - Comentarii

--

F - Persoane responsabile

Specialist SFEESR:		Specialist SMCRP:		Șef DJA:	
Șef SFEESR:		Șef SMCRP:		Director adjunct:	

FORMULARUL DE CONFORMITATE A LUCRĂRILOR ȘI COSTURILOR
Componenta facturi și plăți

A - Informații generale

Cod proiect	
Denumire Beneficiar	
Denumire obiectiv	
Acord de finanțare nr. și data	
Data depunere documente confirmative	

Depunere documente (Beneficiar):

Avizare Specialist SMCRP:

Avizare Șef SMCRP:

Avizare Șef DJA:

Avizare Director adjunct:

B - Lista documentelor acceptabile (din numărul celor depuse de către Beneficiar)

Verificat și confirmat de către =>	Specialist SMCRP:
Proces-verbal de recepție a lucrărilor executate	
Facturi eliberate în adresa Beneficiarului	
Ordine de plată/extrase bancare	
Alte documente confirmative în privința angajamentelor Beneficiarului (*)	

Valoarea totală a proiectului		lei
Valoarea aportului beneficiarului proiectului		lei
Valoarea angajamentelor aprobate anterior		lei
Valoarea angajamentelor prezentate		lei
Valoarea angajamentelor aprobate (la cerere)		lei

Valoare totală confirmată (lei)	
Stimulente financiare CNED(lei)	
Contribuția beneficiar(lei)	

C - Conformitatea/concordanța cu prevederile Contractului de finanțare

Verificat și confirmat de către =>	Specialist SMCRP	Șef SMCRP	Șef DJA
Detalierea corespunzătoare și corectitudinea informațiilor prezentate			
Valorificarea integrală a aportului beneficiarului			
Existența documentelor justificative			
Concordanța între documentele prezentate			
Valabilitatea Acordului de finanțare			
Respectarea condițiilor Acordului de finanțare			

* - Raportările Consultanților tehnici se anexează

D - Sistare / Respingere

	Sistare	Respingere	Achitare parțială	Motivul sistării / respingerii
Data sistare/respingere:				
Data reluare procesare:				
Persoana responsabilă:				

E - Comentarii

--

F - Persoane responsabile

Specialist SMCRP:		Șef DJA:	
Șef SMCRP:		Director adjunct:	

REPORT ON THE ASSESSMENT OF THE IMPLEMENTATION OF THE PROJECT (REIP)

Surname, first name of beneficiary	
Address of the individual house	
Entrepreneur	
Total value of the phase	
The value of the project phase, by category of expenditure, ascertained by CNED when implementing the Project	
The mention regarding the approval by the CNED of the project phase as implemented and its total value	

Approved/Countersigned Director

Annex 15: Application for project implementation approval (excluded)

REPORT CERTIFICATION OF MATERIALS AND EQUIPMENT USED AND ACUMULATED

Financing **contract No:** _____

Name of the economic operator: _____

Materials /Equipment	Date	Certificate (Organisation and date of issue)	Comments

Representative of the economic operator: _____

(Signature, Surname, First Name)

(L.Ş.)

Construction site supervisor: _____

(Signature, Surname, First Name)