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OPERATIONAL MANUAL

ENERGY EFFICIENCY FUND IN THE RESIDENTIAL SECTOR

FINANCING PRODUCT

**Energy Efficiency of Individual Households in Rural
Households with Extreme Energy Vulnerability**

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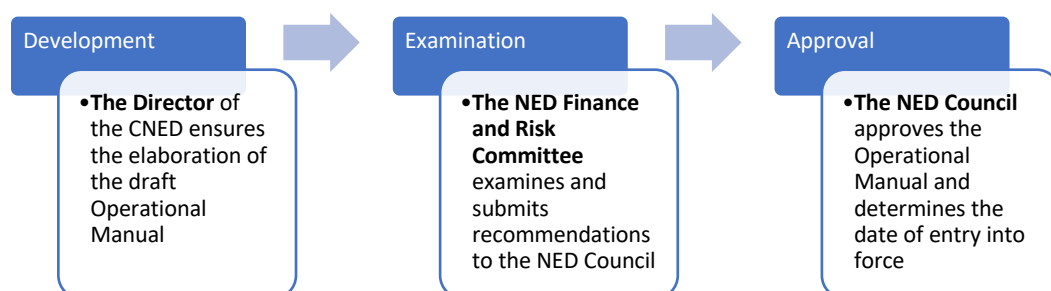
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I. GENERAL PROVISIONS

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 National Centre for Sustainable Energy (CNED) is the public institution established by Government Decision No 1060/2023 on the organisation and functioning of the Public Institution National Centre for Sustainable Energy (hereinafter – Government Decision No 1060/2023), pursuant to Law No 139/2018, whose mission is to coordinate and organise activities aimed at ensuring the implementation of state policy in the assigned areas of activity, including by attracting and managing financial resources to finance and promote projects and programmes in those areas in an environmentally sustainable, climate-change-friendly manner, and contributing to increasing the country’s energy security.
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 referred to as the FEERM programme). The EMFAF programme aims to create financial instruments in the form of grants and allowances, as financial incentives to its beneficiaries, as a public policy measure in the field of energy efficiency, with a view to improving energy efficiency by final consumers in the residential sector.
4. The use of financial resources under the EMFAF Programme is organised on the basis of financing products, intended to finance or co-finance energy efficiency projects and the use of renewable energy sources in residential buildings.
5. The financing products shall set out all the conditions for accessing and granting financial incentives from the financial means of the FEERM Programme and shall be approved by the Public Institution National Centre for Sustainable Energy, in accordance with the provisions of the Statute, approved by Government Decision No 1060/2023 on the organisation and functioning of the Public Institution National Centre for Sustainable Energy. Therefore, the National Centre for Sustainable Energy developed and the CNED Council approved on 12 June 2024 the Financing Product ‘Energy Efficiency of Individual Households in Rural Households with Extreme Energy Vulnerability’.
6. In accordance with point 83 of Government Decision No 160/2023, the principles, procedures and rules to be applied when implementing each financing product/financing instrument are described in the operational manual specific to each financial instrument.
7. This Operational Manual aims to regulate the principles, procedures and rules for the implementation of the Financing Product ‘Energy Efficiency of Individual Households in Rural Households with Extreme Energy Vulnerability’.
8. The Operational Manual is a procedural and working guidance tool related to the implementation of the Financing Product ‘Energy Efficiency of Individual Households in Rural Households with Extreme Energy Vulnerability’ 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 Statutes of the NED and includes the following steps:



10. In the application process, the responsible subdivisions shall take into account the provisions of the Financing Product ‘Energy Efficiency of Individual Households in Rural Households with Extreme Energy Vulnerability’, this Operational Manual, as well as other normative acts.

1.2. Concepts

11. For the purposes of this Operational Manual, the following notions are defined:
 - a) *allowance* – financial aid to increase the efficiency of the consumption of energy resources, granted in accordance with Article 5(1)(c) of Law No 241/2022 on the Energy Vulnerability Reduction Fund,

intended for the vulnerable household to cover part of the costs, with the eligible investment from the beneficiary's contribution;

- b) *archiving* – the activity of recording and keeping files in an archive according to the provisions of the normative acts.
- c) *beneficiary* – owners of households (individual houses) in rural localities falling under the category of consumers with extreme energy vulnerability;
- d) *houses* - individual houses in rural households with a degree of extreme energy vulnerability;
- e) *financing contract* – a contract concluded in writing between the National Centre for Sustainable Energy and the beneficiary of the financing product;
- f) *public procurement contract* – a contract concluded in writing between the National Centre for Sustainable Energy and the contractor providing services (drafting energy audits, project documentation, etc.) or executing construction works (entrepreneurial contract);
- g) *contribution of the beneficiary* – financial means of the beneficiary obtained from its own capital, loans, from development partners/donors, local public administration authorities, etc. and used to co-finance the project for the implementation of energy efficiency measures, in accordance with the Financing Product;
- h) *pre-financing assessment* – the set of measures carried out in order to assess the compliance of applicants and projects for the implementation of energy renovation measures for houses with the provisions of the Financing Product, the effectiveness of their implementation, the ability to achieve the result and impact indicators provided by the Financing Product, to identify any risks that may arise in the process of implementing the investment project;
- i) *energy vulnerable household (hereinafter referred to as vulnerable household)* – household energy consumer to whom one of the energy vulnerability categories has been assigned in accordance with Government Decision No 704/2022 approving the Regulation on the attribution of energy vulnerability categories and the method of establishing and paying compensation for the payment of energy bills and energy compensation in the form of monetary payment;
- j) *eligible investment* – the sum of all expenditure eligible for financing or co-financing in the framework of energy renovation projects of houses in accordance with the Financing Product;
- k) *energy efficiency measure* – means used or action taken to improve energy efficiency and achieve energy savings, including investments made in this respect;
- l) *energy renovation measures of the home* – energy efficiency measures and repair or installation works, which are strictly necessary to protect or facilitate the implementation of energy efficiency measures, identified on the basis of the energy audit report and the technical design in the cases provided for by the legislation;
- m) *post-financing monitoring* – the set of measures carried out in order to monitor the implementation of energy renovation measures by the parties involved, identify the specific risks of not achieving the objectives of the financing product, measure the achievement of its result indicators, and determine the impact of energy efficiency as a whole;
- n) *Financing product* - Financing product "Energy Efficiency of Individual Households in Rural Households with Extreme Energy Vulnerability";
- o) *applicant* – owner of the household seeking financial incentives from the financial means allocated to the Funding Product;
- p) *financial incentives* – non-reimbursable financial support, in the form of a grant and an allowance, granted to beneficiaries from the financial means allocated to the Financing Product, to finance or co-finance projects for the energy rehabilitation of houses;
- q) *responsible subdivision* – subdivision within the National Centre for Sustainable Energy, which is responsible for carrying out certain components and activities in the process of implementing the Financing Product;

12. For the purposes of this Operational Manual, the term ‘days’ 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	- Public Institution National Centre for Sustainable Energy;
CFR	- the Finance and Risk Committee;
FRVE	- Energy Vulnerability Reduction Fund;
SOEE	- Energy efficiency obligation scheme programme;
SACET	- centralized heat supply system;
DRI	- payback time (without taking into account possible increases in energy prices);
VNA	- net present value;
SPDECRP	- Receipt of files, conformity assessment and pre-financing risks section of the CNED;
DJA	- Legal and Procurement Directorate.
SCC	- Qualification and Compliance Section of the implementation of public energy efficiency policies and harnessing renewable energy sources
SCRF	- Accounting and Financial Reporting Service
SMCRP	- Compliance and Post-Financing Risks Monitoring Service
SFEESR	- Energy Efficiency Fund Residential Section (Section)
RCT	- CNED representative in the field
MO	- this Operations Manual

II. FINANCING PRODUCT

13. The financing product ‘Energy Efficiency of Individual Houses in Rural Households with Extreme Energy Vulnerability’ is intended to access and provide financial incentives from the financial means of the FEERM Programme to finance measures for the energy rehabilitation of individual houses in rural households with extreme energy vulnerability in the Republic of Moldova.
14. The financing product is prepared by the NED, examined by the Financing and Risk Committee and approved by the NED Council, in the manner provided by the Statute of the NED.
15. If necessary, the NED may contract external experts/consultants/partners to carry out certain activities related to the Funding Product, as well as to assist applicants and beneficiaries in the process of developing and implementing the Funding Product. Their contracting will be carried out within the budget of the Financing Product and/or from the financial means offered by the development partners or from the CNED's own financial means.

2.1. Principles applied to the implementation of the Funding Product

16. The principles applied when implementing the Funding Product are correlated with the principles of the EMFAF Programme and refer to the following:
 - a) *transparency* – a principle that ensures that complete and relevant information on the funding products and its activity is made available to applicants and beneficiaries of the Funding Product and other interested parties;
 - b) *Efficiency* – principle according to which the training and management of the Funding Product is ensured in order to achieve its objectives and achieve the best result for the beneficiaries;

- c) *equity* – a principle whereby equal rights are ensured for each applicant and beneficiary under the Funding Product;
- d) *Predictability* – principle according to which the formation and management of the Funding Product is ensured on the basis of documents and normative acts.

2.2. Energy Rehabilitation Measures for Houses

16. Eligible measures for the energy rehabilitation of houses are provided in the Financing Product and can be applied under the condition of observing/performing special measures, up to or concomitant with the basic measures. The way in which they are combined is set out in Table 1.

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

Group of measures	Code of the basic measure	Name of the basic measure	Special measures to be carried out up to or at the same time as the basic measures						
			A	D	I	P	S	T	
A	- roof	A1	Thermal insulation of the roof (all types)						
D	- heat distribution	D1	Modernisation/installation of the heating system						
		D2	Solid biofuel boiler installation						
		D3	Modernization of the domestic hot water production system						
I	- lighting	I1	Modernisation/renovation of the lighting system						
P	- walls	P1	Thermal insulation of external walls	??*					??
		P2	Insulation of the walls of the foundation and socket of the building above ground level	??*					??
S	- basement	S1	Basement Thermal Insulation (Intrados)	??*					
T	- carpentry	T1	Replacement of external doors and/or windows	??*					
	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 energy audit report and the technical design in the cases provided for by the legislation.							

Note:

* where the non-implementation of measures in Group A poses a sustainability risk to measures in Groups P, T and S.

17. The financing product consists of two distinct and consecutive components, namely:

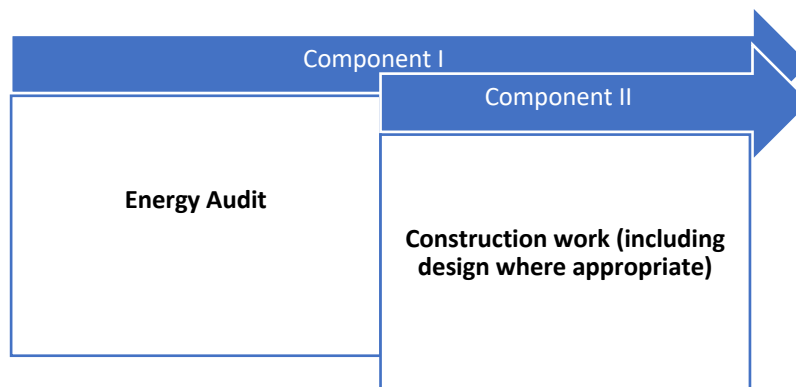


Figure 2. Components of the Funding Product

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

III. INFORMATION, PROMOTION, COMMUNICATION ACTIVITIES

19. 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 capitalization of energy efficiency sources of individual homes;
20. The subdivisions responsible for the implementation of the Financing Product provide informational support to households in order to facilitate the implementation of energy renovation measures for homes;
 21. The subdivisions responsible for information, promotion and communication activities will assist and collaborate with partner business support organizations in order to achieve the stated goal;
 22. Information, promotion and communication activities will be carried out using promotional materials and practical tools, including:
 1. official webpage of the CNED IP;
 2. social networks;
 3. online resource base with relevant information;
 4. brochures, leaflets, banners;
 5. success stories;
 6. other visibility materials on funding opportunities from the EMFAF Programme in the Republic of Moldova.
 23. The subdivisions responsible for information, promotion and communication activities, in collaboration with the implementing partners of the Programme, shall start a broad 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. ACCESSION OF NON-REMOVEABLE FINANCIAL SUPPORT - Component I

4.1. Identification of potential beneficiaries

24. The potential beneficiaries of the financing product are identified from the Energy Vulnerability Information System (SIVE), based on criteria, applied in the following order:
 - the category of extreme energy vulnerability;
 - rural households;
 - distribution in territorial aspect in proportion to the number of households with a degree of extreme energy vulnerability;
 - number of minor children in the household (households with a higher number of children will have priority);
 - the presence in the family of persons with disabilities;
 - electricity consumption (priority will be given to households with higher electricity consumption).
25. In accordance with Government Decision No 703/2022, Article 2. Item 2, CNED is the owner of the EcoVoucher module in SIVE. Access to it shall be granted to the Head of SPDECRP, by order of the Director, to extract the list of potential beneficiaries of the funding product.

Step one.	The Head of SPDECRP accesses SIVE via email:
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Step two.

a) In SIVE the following filters apply:

- degree of energy vulnerability (5);
- minor children (1 to 13 children);
- No. of persons with disabilities (0-4);
- declared owner (True);
- only rural municipalities shall be selected.

District Name	CriD	IsOwner	CriD count	below18	CriD count	above63	CriD count	Raspuns	CriD count	Compensate dEnergySou ce	CriD count
▲ Anenii Noi		True	23,904	1	8,274	0	20,562		15,666		
▣ Basarabesca				2	8,781	1	2,896	2	3,103		
▣ s.Abaclia				3	4,770	2	446	3	1,657	0	771
▣ s.Bascalia				4	1,406			4	2,541	1	8,143
▣ s.Carabotova				5	426			5	916	2	2,539
▣ s.Iordanovca				6	126					3	12,051
▣ s.Isorlia				7	71						
▣ s.Sadacia				8	21						
▣ Briceni				9	11						
▣ Cahul				10	11						
▣ Călărași				11	5						
▣ Cantemir											
▣ Căușeni											
Total			23,904							Total	23,904

b) SIVE generates the long list of potential beneficiaries (codified), which correspond to the criteria.

Step 3

a) The distribution in territorial aspect of the Republic of Moldova, the number of households with a degree of extreme energy vulnerability (in %), calculated as the ratio between the number of households with a degree of extreme energy vulnerability per district and the total number of households with a degree of extreme energy vulnerability per country, is determined.

b) Depending on the territorial distribution of the number of households with extreme energy vulnerability and having the indicator of the financing product, the number of beneficiaries of the financing product for each district is determined.

Step 4

a) Depending on the resulting number of households to be visited in each district and applying the filters as follows:

- households with the most children;
- households with higher degrees of disability;
- higher electricity consumption;

SIVE generates the short list (codified) of potential beneficiaries, the households to be visited.

c) The head of SPDECRP sends by email to the Ministry of Labour and Social

	Protection the coded list of potential beneficiaries for decoding. According to the request, the Ministry decodes the list of potential beneficiaries and sends it by email to the Head of SPDECRP.
Step 5	<p>a) Households that have received financial support for the implementation of energy efficiency measures and the recovery of renewable energy sources from other donors, organisations or partners shall be excluded from the list.</p> <p>b) During the field visits, SPDECRP and SFEEER specialists check the compliance of potential beneficiaries with the following eligibility criteria:</p> <ul style="list-style-type: none"> - are citizens of the Republic of Moldova; - are owners of the individual house; - have the consent of the neighbours if the house is located at a distance of less than 60 cm from the boundary with the neighbours; - have not initiated legal proceedings that would jeopardise the implementation of the energy renovation project of the house; - have no arrears on communal and non-communal services provided under contracts concluded directly with service providers; - Good technical condition of the house.

4.2. Preparation of field visits

26. Field visits are carried out, staged by districts, in an open period, which will end with the identification of the total number of beneficiaries of the financing product.
27. The Head of SPDECRP distributes to SPDECRP and SFEEER specialists the list of potential beneficiaries to be contacted and visited, separately on each district, as well as the database to be completed by them as a result of the visits.
28. SPDECRP and SFEEER specialists visit the households, in priority order according to the identification in SIVE, in order to inform their owners about the opportunity to benefit from the financing from the FEERM Program of the energy rehabilitation measures of the houses in which they live, and to ascertain the compliance with the eligibility criteria, specified in Step 5 of paragraph 5.1.
29. Before being visited, potential beneficiaries are contacted by phone by SPDECRP and SFEEER specialists, at the contact numbers extracted from SIVE and included in the database. If necessary, support from local LPAs is requested to contact households whose contact details indicated in the SIVE are not current. During the telephone conversation regarding the financing opportunity, if the potential beneficiary verbally confirms that he has a deed of ownership of the house and expresses his acceptance to be visited by the SPDECRP and SFEEER specialists, the respective household shall be included in the plan of the field visits.
30. If the potential beneficiary, during the phone call, verbally confirms that he does not have a deed of ownership of the house, or refuses to have his household visited, this household shall not be included in the plan of the field visits and the respective mention shall be made in the database. At the same time, he is sent a Notice informing him of the possibility to present the Letter of Intent and to request the visit to the site in case he will obtain the ownership document and/or change his mind regarding the field visit.
31. After contacting potential beneficiaries by SPDECRP and SFEEER specialists, they visit the households in accordance with the plan of the field visits.

4.3. Field visits

32. Field visits are carried out in groups of 2 SPDECRP and SFEESR specialists each: a technical specialist who visually examines the structure of the house visited and comes up with conclusions on this issue and the second specialist - informs in detail the potential beneficiaries about the funding opportunities offered by the EMFAF Programme and verifies the documents proving their compliance with the eligibility criteria of the funding product, set out above.
33. As a result of the visual examination of the house, the specialists complete and sign the visual examination sheet of the house ([Annex 1](#)). The data sheet includes data about the house and the owner of the examined house, information about the external enclosures of the house and defects detected visually during the examination, recommended measures of thermal insulation of the house, comments about the results of the examination and the conclusion about the technical condition of the house at the time of the examination.
34. If, during the visit, it is established that the household meets the eligibility criteria, the owner of the house in that household is proposed to submit a Letter of Intent ([Annex 2](#)), in order to benefit from a free energy audit (The letter can be completed during the visit and sent to the CNED specialists, or it can be submitted later). The cover letter shall be accompanied by:
 - copy of the identity card of the owner of the house;
 - copy of the document confirming the ownership of the house;
 - copy of utility bills for the month preceding the month of submission of the financing application;
 - the agreement on the processing of personal data ([Annex 3](#)).
 - consent of the neighbours if the house is located at a distance of less than 60 cm from the boundary with the neighbours ([Annex 4](#)).
35. If the potential beneficiary has an energy audit report carried out in accordance with the regulatory requirements in force and drawn up from sources other than those of the CNED, the energy audit report shall also be attached to the letter of intent.
36. If the potential beneficiary fails to take a decision at the time of the household visit, the NED specialists shall draw up and provide the potential beneficiary with a notification letter ([Annex 5](#)) indicating the deadline within which he/she can submit the letter of intent in order to benefit from a free energy audit.
37. If the potential beneficiary – the owner of the house is not present on the spot, the CNED specialists will draw up and send to the beneficiary's representative a notification letter ([Annex 6](#)), indicating the deadline within which the owner of the house can submit the letter of intent in order to benefit from the financing of the energy audit and subsequently of the energy renovation works of the house. At the same time, a Notification is sent regarding the information about the visit carried out and the necessary steps to be taken.
38. If the potential beneficiary refuses EMFAF funding, it will complete and sign an EMFAF Refusal of Application Act for Energy Rehabilitation of the Individual House ([Annex 7](#)). At the same time, they are sent a Notification regarding the information about the visit and the refusal of funding.
39. If both the potential beneficiary - the owner of the house and the beneficiary's representative are not present at home during the visit, the CNED specialists will send to the potential beneficiaries a Notification regarding the information about the visit.
40. SPDECRP and SFEESR specialists complete the Database with information about the potential beneficiaries, the households to which they were visited. The database shall contain at least the following information:
 - address and contact details of potential beneficiaries;

- dates of their visitation;
- the documents submitted and information on their eligibility.

41. SPDECRP and SFEEER specialists prepare the electronic files of the potential beneficiaries who submitted the Letter of Intent. Each file shall contain at least the following documents:

- Letter of intent;
- copy of the identity card of the owner of the house;
- copy of the document confirming the ownership of the house;
- copy of utility bills for the month preceding the month of submission of the financing application;
- consent to the processing of personal data;
- consent of the neighbours if the house is located at a distance of less than 60 cm from the boundary with the neighbours;
- the visual examination sheet of the house;
- Pictures of the house.

42. If there are partners/donors financing the elaboration of the energy audit for certain beneficiaries, the name of the partner/donor will be indicated in the General Database of the evaluation of files for Component I.

43. All letters of intent, together with the related attachments, shall be recorded by the Head of SPDECRP in the Register of Applications for Component I, where at least the following information shall be entered:

- Number and date of letters of intent;
- Address and contact details of potential beneficiaries;
- Composition of their files.

4.4. Evaluation of files for component I – energy audit

44. The evaluation of the files shall be carried out in tranches, of at least 20 files per tranche. Separate procedures for the assessment and examination of files by CFR will be organised for each tranche, for both Component I and Component II.

45. The evaluation of the files is done in terms of determining the compliance of the file, the eligibility of the potential beneficiary who submitted the financing application in accordance with the evaluation criteria for Component I, specified below.

46. The evaluation of the files will be carried out by SPDECRP specialists, within 10 days from the date of their distribution for evaluation. The distribution of these files to specialists will be carried out by an order issued by the Director of the CNED, at the proposal of the Deputy Director of the CNED. The order shall be issued no later than 5 days after the date of collection of the required number of files for a tranche.

47. In case of submission of an incomplete file, SPDECRP specialists can request the filling in of the missing information by the applicants, officially, either by e-mail or postal address depending on the method of submission of the file, indicating a deadline of 10 days for submission of the missing information. The assessment period shall be suspended until the applicants have submitted the missing information or until the deadline for submitting it has expired.

48. If the missing information requested is not submitted within the deadline, the file will be further assessed on the basis of the available information.

49. The results of the evaluation of the submitted files, with the recommendation to be financed or rejected, are included by the SPDECRP specialists in the Evaluation Report (Component I – Energy Audit), according to the model in [Annex 8](#). The report is signed by the specialist who prepared it, after which it is sent to the head of SPDECRP. The report shall be verified and endorsed by the Head of SPDECRP within 2 days and endorsed by the Deputy Director within 1 day.

50. The evaluation reports (Component 1 – Energy Audit) shall be drawn up as follows:
- Fill in the General information section with data about the owner of the house and about the house.
 - The documents attached to the grant application shall be ticked in the List of documents box.
 - in the Mandatory conditions box, tick the option yes or no depending on whether the applicant meets that condition or not.
 - Conclusions and Recommendations include conclusions on whether the applicant complies with the eligibility criteria and the recommendation on the approval or rejection of funding.
51. In order for the applicant to be considered eligible and the financing of Component I to be recommended, it is necessary to comply with the following condition - in the Evaluation Reports (Component I - Energy Audit):
- a) in the list of *documents* box, the presence of all the documents indicated is ticked;
 - b) in the Mandatory *conditions* box, the option yes to all requirements is ticked.
52. After completion, the evaluation reports (Component I – Energy Audit) are signed by the SPDECRP specialist who prepared them, after which they are sent to the Head of SPDECRP. The report is verified and endorsed by the head of SPDECRP within 2 days and endorsed by the deputy director within 1 day.
53. After completing the evaluation of all submitted files, the Head of SPDECRP draws up the Generalized Evaluation List and submits it for approval to the Director of the CNED.

4.5. Examination of CFR Component I files – energy audit

54. After the endorsement of the Generalised Evaluation List, the Director of the CNED shall submit to the CFR, within 2 days, for examination, approval or rejection of the funding, the files submitted by the applicants together with the File Evaluation Reports (Component I – energy audit).
55. CFR, within 10 days of receiving the files from the CNED Director, examines the files and their evaluation reports and then meets in a meeting on the examination and evaluation of the financing files for component I - energy audit.
56. The decision to approve or reject the financing is recorded in the Minutes of the CFR meeting, in which, for each file, the decision taken is indicated. In case of rejection of funding, the reason for rejection shall be specified. The CFR Report process related to the approval or rejection of the files must contain at least the following information about:
- File registration number;
 - Name and contact details of the applicant;
 - Address of the house;
 - Completeness of the set of documents submitted in the file;
 - Compliance of the applicant with the eligibility criteria;
 - Decision of acceptance or decision and reason for rejection of funding.
57. In the case of applicants benefiting from funding for Component 1, from partners or donors, the name of the partners or donors will be specified in the CFR's Minutes, with the mention that in the Notification of approval of the funding, sent to the beneficiaries, the name of the partner/donor that will provide that funding will be specified.
58. The approval of the files must be within the budget allocated for component 1 of the financing. The costs of preparing energy audits funded by partners or donors will not be included within the budget allocated to Component I.
59. After the decision taken by the CFR, the CNED informs the applicants about the approval or rejection of the financing for Component I. The notifications are drafted by the SPDECRP specialists and signed by the Director of the CNED.

60. If applicants are accepted for funding under Component I, the NED shall send a Notification of Approval for funding under Component I: Energy audit, within 5 days of the decision taken by CFR.
61. If applicants are not accepted for funding under Component I, the NED shall send them a Notification of Rejection of funding for Component I: Energy audit, within 5 days of the decision taken by CFR, specifying the reason for rejection.

4.6. Contracting of energy audit services

62. Within 5 days after submitting the notifications to the beneficiaries of the financing for Component I - energy audit, the SPDECRP specialists draw up the technical specifications necessary for contracting the energy audit services of the houses, taking into account the characteristics and typology of the buildings. The technical specifications are sent to the DJA to initiate and organise the tender procedure for contracting energy audit services.
63. Minimum requirements for the company providing energy audits:
 - Must be a commercial company having as employee(s) one or more energy auditor(s) and providing energy audit services;
 - The entity must have at least 1 year of experience in energy/construction consultancy;
 - The energy auditors proposed for the provision of the services, employed by the providing entity, must have experience in drawing up at least 3 energy audits of buildings in the last 3 years. They must be included in the Electronic Register of Energy Auditors in the Buildings category.
64. Within 10 days of receiving the Technical Specifications, DJA undertakes the activities for initiating the public procurement for contracting the energy audit services. The procedure must be carried out in accordance with the provisions of the legislative/regulatory acts in the field of public procurement. The procedure is completed by the designation of the winner and the signing of the contract for the provision of energy audit services.
65. After designating the winning company and establishing the final cost of performing the energy audit, the CNED Director will inform and submit for approval to the CFR the exact amount of the financial support in the form of a grant offered to the beneficiaries.
66. After the completion of the energy audits, the company providing these services submits to the CNED the Energy Audit Reports for verification. The energy audit reports are submitted by the company in electronic format by email, to the address of the CNED secretariat.
67. Within 10 days of receiving the Energy Audit Reports, the SPDECRP Specialists, jointly with the SCC Specialists, examine and verify the Energy Audit Reports, as follows:
 - The CCS specialists check the Energy Audit Reports according to the ex-officio verification procedure. After verification, the Energy Audit Assessment Sheet shall be drawn up in accordance with the model in [Annex 9](#);
 - SPDECRP specialists check the Energy Audit Reports regarding the compliance with the requirements of the financing product. The results of the assessment are included in the Compliance Report of the Energy Audit Report, in accordance with the model in [Annex 10](#).
68. Based on the recommendations of the Compliance Report of the Energy Audit Report, the head of SPDECRP communicates, by email, to the company providing energy audit services one of the following decisions:
 - Acceptance of the energy audit report;
 - The need to adjust the audit report according to the recommendations, indicating a deadline of 10 days to remedy the non-compliances.

69. If the company providing energy audit services does not remedy the non-conformities of the energy audit report within the set deadline, or sends the report without removing all the non-conformities submitted by the CNED, the head of SPDECRP informs the DJA to apply the clauses of the contract for the provision of energy audit services.
70. Within 2 days of the acceptance of the Energy Audit Report, the SPDECRP specialists shall draw up a Notification on the results of the energy audit, which shall be signed by the Director of the CNED and sent to the beneficiary of financing for Component I. The Energy Audit Report shall be attached to the Notification and shall detail the next steps that the beneficiary of financing must take. The NED may also invite beneficiaries to a meeting presenting the results of energy audits.

V. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component II

5.1. Submission and processing of files for component II

71. After submitting the Energy Audit Report and informing about the next steps, considering the results of the energy audit, the applicants decide the eligible measures for the energy renovation of the house (from those specified in the energy audit report according to the provisions of the financing product), which are required to be implemented and confirm the commitment to pay the contribution, as well as the method of financing/covering the contribution considering the specific eligibility conditions of the measures.
72. Applicants with energy audit reports drawn up from sources other than those of the NED are eligible for Component II, provided that households meet the eligibility conditions for beneficiaries of the funding product.
73. Applicants for Component II funding must submit to the NED a file containing the following documents:
 - Application for funding ([Annex1](#)).
 - Energy audit report (if it was financed from financial sources other than those from the EMFAF).
74. Application files shall be submitted by applicants electronically by e-mail to the address of the Secretariat of the CNED or to the headquarters of the CNED at the address indicated in the application guide. When sent by e-mail, a message confirming receipt of the file is sent. For all received application files, a file registration number shall be provided.
75. Applications for funding shall be registered by SPDECRP in the Register of Applications for Component II, which shall contain at least the following information:
 - Application/file registration number;
 - Name, surname and contact details of the applicant;
 - Address of the house;
 - The requested measures for the energy renovation of the house (;
 - Estimated total cost of implementing energy renovation measures (based on the costs specified in the energy audit report);
 - The amount of financial incentives provided by the NED;
 - Amount of the beneficiary's contribution.
76. SPDECRP specialists provide informational and advisory support to all applicants and stakeholders interested in applying to the funding product.

5.2. Evaluation of applications/files for component II

77. The evaluation of applications/files for component II shall be carried out by applying the criteria defined in the funding product, namely:
 - Eligibility of applicants (only for applicants applying for Component II funding and having energy audits financed from financial sources other than those provided by the CNED);

- Eligibility of the measures/solutions requested to be implemented;
 - Technical feasibility of the measures/solutions requested to be implemented;
 - 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.
78. The evaluation will be carried out by SPDECRP specialists, within 15 days from the date of their distribution for evaluation. The distribution of applications for funding/files to specialists will be carried out by an order issued by the Director of the NEDC, at the proposal of the Deputy Director, so that the principle is respected, according to which the specialist who evaluated the file submitted by a certain applicant for component I will not participate in the evaluation of the same applicant for component II. If the number of SPDECRP specialists is not sufficient for the evaluation within the specified deadline of all the files submitted in an appeal, FEESR specialists may be delegated for evaluation by order of the CNED Director.
79. Simultaneously with the distribution of the grant applications/files to the SPDECRP specialists, the Director of the CNED sends the list of grant applications to the DJA in order to verify the criterion of 'lack of arrears to the national public budget' to the applicants. The DJA shall, within 5 days, send the generalised information relating to the criterion given for all applications for funding submitted to the applicants, this information being annexed to the evaluation file.
80. The evaluation results for component II, with recommendation for funding or rejection, are included in the Dossier Evaluation Report (Component II), according to the template in [Annex 12](#) of the MO. The report shall include information on:
- a) General information about the applicant and the home
 - b) the completeness and correctness of the file submitted,
 - c) the findings regarding the compliance of the energy renovation measures of the house, for which financing is requested for Component II, with the technical, economic-financial and environmental feasibility requirements;
 - d) conclusions and recommendations on the approval/rejection of funding for Component II.
81. The report is signed by the specialist who prepared it, after which it is sent to the leaders for endorsement. The report is endorsed by the head of SPDECRP within 2 days, by the deputy director within 1 day.
82. After the completion of the evaluation of all the applications/files submitted by the applicants and the completion of the General Database of the evaluation of the files, the Head of SPDECRP draws up the Generalized Evaluation List and submits it for approval to the CNED Director.
83. For applicants who have energy audit reports drawn up from sources other than those of the CNED, SPDECRP specialists assess the file, including in terms of its compliance and the applicant's eligibility for application. Thus, the evaluation is done in 2 stages:
- a) Assessment of the applicant, similar to those applying to Component I, with the preparation of the File Evaluation Report (Component I). If the eligibility of the applicant is established, the following step shall be taken:
 - b) Evaluation of the energy rehabilitation measures of the house, with the preparation of the File Evaluation Report (Component II).
84. Simultaneously with the completion of the Evaluation Report (component II – Construction works), SPDECRP specialists complete the General File Evaluation Database for component II, which must contain at least the following information on:
- Applicant and building;
 - The set of documents submitted in the file;

- Compliance of the applicant with the eligibility requirements;
- Fulfilment by the applicant of the requirements for application to Component II according to the financing product;
- The estimated value based on the energy audit report of the cost of implementing the measures for which financing is requested, the amount of the financial incentives provided by the NED, the amount of the Beneficiary's contribution.
- Information on the submission of the Letter of Intent under component 1.

85. After finalizing the evaluation of all the financing applications/files submitted, the Head of SPDECRP draws up the Generalized Evaluation List and submits it for approval to the CNED Director.

5.3. Examination of CFR component II files

86. Within 2 days after the endorsement of the General Assessment List by the Director of the CNED, the Director sends the files of the applicants to the CFR for examination and approval, the files being composed of:
- The file submitted by the applicant.
 - Evaluation report (Component II – project documentation).
87. The CFR shall, within 10 days of receipt of the files from the Director of the CNED, examine the files and the evaluation reports (Component II – project documentation) and meet in a meeting on the examination and evaluation of the financing files for Component II.
88. The decision to approve or reject is recorded in the Minutes of the CFR meeting, in which the decision taken is indicated for each request/file. In case of rejection of funding, the reason for rejection shall be specified. The CFR Report process related to the approval or rejection of the funding application/files must contain at least the following information about:
- Applicant and building;
 - The set of documents submitted in the file;
 - Fulfilment by the applicant of the eligibility criteria;
 - Approval decision (indicating the measures accepted for funding) or decision and reason for rejection of funding.
89. The CFR approves the financing of eligible applicants and measures for the energy renovation of houses, subject to the ceilings approved for financing in product.
90. After the decision taken by the CFR, the CNED informs applicants of the acceptance or rejection of funding for component II. Notifications are prepared by SPDECRP and signed by the Director of the CNED.
91. If applicants are accepted for funding under component II, the CNED sends a Notification of Acceptance, within 5 days of the decision taken by the CFR. The notification shall specify the need to sign the Grant Agreement.
92. If applicants are not accepted for funding under component II, the CNED shall submit a Rejection Notification within 5 days of the decision taken by the CFR, specifying the reason for the rejection of the funding.

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

93. Within 5 days after signing the Financing Contract, the SFEE SR specialists shall draw up the technical specifications necessary for contracting the construction works and, where appropriate, the services for drafting the project documentation, considering the Energy Audit Report and the measures included in the financing application. Specifications are sent to the DJA in order to initiate and organize the tender procedure for contracting the construction works, and as the case may be, the services for the elaboration of the project documentation.

94. The requirements towards the company executing the construction works shall be set out in the tender documentation and shall include at least:
- Experience in carrying out similar works/services;
 - Turnover;
 - Possession of qualified personnel;
 - Technical equipment of the company.
95. The cases for which the project documentation must be drawn up are to be determined in accordance with the provisions of the Urban Planning and Construction Code No 434/2023.
96. Within 10 days of receiving the Technical Specifications, DJA undertakes the necessary activities for initiating the public procurement for contracting the construction works and, where appropriate, the services for drafting the project documentation. The procedure must be carried out in accordance with the provisions of legislative/regulatory acts in the field of public procurement. The procedure is completed by signing the contract for the execution of the works.
97. After designating the winning company and establishing the final cost of the construction works, the Director of the CNED will inform and submit for approval to the CFR the exact amount of the financial incentives offered by the CNED to the beneficiaries.
98. In parallel with contracting the construction works, DJA will announce the tender for contracting the services of the technical manager.
99. In cases where it is necessary to prepare the project documentation, the company, after having prepared it, submits it to the CNED for verification. The project documentation is sent by the company in electronic format by e-mail to the address of the CNED secretariat.
100. SFEESR specialists examine the Project Documentation within 5 days of receiving it. SFEESR specialists examine whether the Project Documentation is carried out in accordance with the requirements of the financing product and the tender specifications. The results of the examination shall be included in a Report of Compliance of the Design Documentation, in accordance with the template in [Annex 13](#) of the MO.
101. Based on the recommendations from the Compliance Report of the Project Documentation, the head of SFEESR communicates, by e-mail, to the company providing services one of the following decisions:
- Accepting the project documentation and initiating the procedure for its verification in accordance with the regulatory framework;
 - Necessity to adjust the Project Documentation according to the recommendations, indicating a deadline of 14 days to remedy the non-compliances.
102. If the service provider does not remedy within the set deadline or resubmit the Project Documentation without correcting all nonconformities, the head of SFEESR informs the DJA to apply the clauses of the contract for the provision of services.
103. After completing the procedure for verifying the project documentation in accordance with the regulatory framework, the service provider sends the project documentation to the CNED in paper form and in an electronic (editable) version, including the Project Document Verification Report.
104. Within 2 days of receipt of the verified Project Documentation, the SFEESR specialists draw up a Notification Letter regarding the completion of the elaboration of the project documentation, which is signed by the Director of the CNED and sent to the beneficiary of the financing.

VI. SIGNATURE OF THE FUNDING CONTRACT

6.1. Signature of the Grant Agreement

105. The grant agreement shall include, but not be limited to:
- the list of measures to be implemented;
 - the estimated cost of the works for the implementation of the measures for the energy rehabilitation of the individual house (construction works) and, in the cases required by Urban Planning and Construction Code No 434/2023, of the design works (based on the costs indicated in the energy audit report);
 - the value of the financial incentives offered by the CNED, the equivalent in lei of 95% of the value of the construction works, and, where applicable, of the project documentation.
 - the value of the beneficiary's contribution, equivalent in RON to 5% of the value of the works;
 - the manner in which the contribution is to be covered by the beneficiary and the time limit for its payment.
106. On the basis of the CFR's decision to accept the co-financing of energy renovation projects for houses, the DJA supplements the Financing Contract (in accordance with the model in [Annex 14](#) to the MO) and informs the beneficiary of the need to sign it. The financing contract shall be signed by the Director of the NED and the beneficiary.
107. After signing the financing contract, DJA registers the financing contract in the Register of Financing Contracts.
108. After signing the grant contract, the beneficiary must demonstrate the availability of the contribution on a bank account (extract). The tender for contracting the construction and design works (if applicable) will be launched after the beneficiary has submitted proof of the availability of the contribution.
109. If, as a result of the procurement procedures, the cost of the construction works and, as the case may be, of the design works, is lower than that specified in the Financing Contract, the parties shall sign an additional agreement to the Financing Contract, by which they shall record the revised value of the financial incentives provided by the NED and of the Beneficiary's contribution to the implementation of the project.
110. If, as a result of the procurement procedures, the cost of the construction works and, as the case may be, of the design works, is higher than that specified in the Financing Agreement, the CNED will request the approval of the CFR decision on the revision of the amount to be offered for the financing of the respective project. Any additional changes to the value of the Financing Agreement, in the sense of increasing it, are possible only with the approval of CFR. Subsequently, the amount of the contribution will be reviewed with the signing of an additional agreement.
111. The CNED submits to the CFR supporting materials that justify the need to revise the value of the Financing Contract. 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

6.2. Procedure for amending the Grant Agreement

112. Any modification of the elements of the Draft as a rule is not allowed, except for minor and non-essential modifications, which will be made only with the preliminary and written consent of the CNED.
- Minor and non-essential changes to the Project: changes that will be related to the replacement of materials, methods or technologies for the implementation of the Project, but that will have the effect of obtaining the same or higher energy efficiency parameters than those forecasted, as well as will ensure a level of durability and quality equal to or higher;
 - Substantial changes to the project: changes that significantly affect the nature and conditions of project implementation and have the effect of fundamentally changing the energy efficiency parameters to be achieved.

113. All proposals to modify or improve design solutions that will come during the implementation period must be made in the form of a written request to the CNED, or on the initiative of the CNED.
114. SFEESR will appreciate the reasons for the change set out, as well as the degree of change requested. If the Beneficiary/Executor requests a substantial modification of the provisions of the financing contract/investment project, the application is submitted to the subdivision responsible for the pre-financing assessment for analysis and exposure according to the pre-financing assessment procedure and approval by the Financing and Risk Committee.
115. If the amendment of the financing contract is approved by CFR, an additional period of 1 month will be granted for the amendment of the project. Changes will be made by concluding an additional agreement according to the approved standard model CNED.
116. If the Beneficiary/Executor requests a minor or non-essential modification of the provisions of the financing contract, SFEESR shall draw up an information note to the CNED Director, setting out its opinion on the appropriateness of modifying the contract.
117. Minor and non-essential modification of the provisions of the financing contract refers to modification actions up to 50% of the value of the investment project (cumulatively during the performance of the contract), and refers to the following cases:
- price adjustments that condition the reduction of the beneficiary's own contribution and/or non-reimbursable financial incentives;
 - replacement/exclusion of investment items or purchase of additional investment items;
 - modifying the model of the good or reducing/increasing their quantity, if the same similar technical parameters or better versions are kept;
 - purchase of additional investment items;
 - other changes, which do not affect the purpose of the investment project.
118. The modification of the general data of the financing contract (banking supplies, contact details, name of the company, etc.) shall be considered as a non-substantial modification.
119. If the amendment of the financing contract is approved, it will be done by concluding an additional agreement.

6.3. Completion of the Grant Agreement

120. After the completion of the implementation of all stages of the project and the signing of the Acceptance Report at the end of the works, the procedure for finalizing the Grant Agreement is initiated.
121. CNED specialists prepare an Information Note on the finalization of the Financing Contract (Standard Form of the Information Note on the finalization of the Financing Contract approved by the Order of the Director) which is coordinated by DJA, SCRC, CNED Deputy Director.
122. The standard form of the Information Note on the completion of the Grant Agreement shall include at least the following information:
- General information about the project;
 - Final information on the measures envisaged in the project;
 - Final information on the volumes concerned in the project;
 - Information on the expected costs of the project;
 - Information on the final costs of the Grant Agreement;
123. Information note on the completion of the Financing Contract coordinated by the responsible persons.
124. On the basis of the Information Note on the completion of the Financing Agreement, the DJA draws up the Additional Agreement on the completion of the Financing Agreement on the financed project, and will ensure the signing of the Agreement by the Parties.

VII. MONITORING OF THE BENEFICIARY'S COMMITMENTS

7.1. Monitoring the payment of the beneficiary's contribution

125. The Director of the CNED, through the SMCRP specialists, ensures the monitoring of the payment of the beneficiary's contribution in accordance with the provisions of the Financing Agreement. The SCRF shall inform the SMCRP specialists of the receipt of payments for the contribution. This data shall be included in the Funding Contracts Monitoring Register, which shall contain at least the following information:

- information about the beneficiary
- Information about the entrepreneur
- the status of the contract and the level of execution of the works
- information on the deadline for payment of the contribution.
- data on the completion of the works

126. If it is found that the beneficiary's contribution has not been received in accordance with the commitments made in the grant agreement, the CNED may decide to terminate the grant agreement. The CNED will provide additional time for payment of the contribution, which will not exceed 6 months from the date of signature of the financing contract.

7.1. Payment steps of the beneficiary's contribution – component II

127. The beneficiary's contribution shall constitute 5% of the value of the construction and design works (as the case may be) and shall be paid by the beneficiary to the CNED, within 10 days from the date of signing the contract with the construction company.

128. If it is found that the beneficiary's contribution has not been received in accordance with the commitments made in the grant agreement, the CNED may decide to terminate the grant agreement.

129. The CNED will provide additional time for paying the contribution, which will not exceed 6 months from the date of signing the financing contract

130. After signing the contract with the construction company, the CNED specialists inform the beneficiary about the obligation to pay the contribution, in accordance with the Financing Contract.

VIII. MONITORING OF CONSTRUCTION WORKS

8.1. General provisions

131. The beneficiary is obliged to give access to the construction company (entrepreneur) to the building (house) where the works for the implementation of energy efficiency measures are to be carried out.

132. The contractor is obliged to perform the works properly, to ensure cleaning works after the works have been carried out.

133. If the implementation of energy efficiency measures involves preparatory works, the contractor shall submit a notification of their implementation to the CNED after they have been carried out, together with proof of: Sketches, pictures, etc.

134. The CNED verifies the information submitted by the contractor and informs about the continuation of the works or presents recommendations for compliance.

135. The CNED ensures the contracting of the certified technical officer (in accordance with the Urban Planning and Construction Code No 434/2023, as of 1 January 2025, the officer will be appointed site supervisor) to verify the execution and quality of the construction works in accordance with the provisions of the legislative and regulatory framework, the provisions of the financing product and of this MO.

136. The NED, where appropriate, may carry out field visits to verify the implementation of the project.

137. The basic objectives of monitoring the execution of the provisions of the Contracts for Contracts are:
- Ensuring that the works are implemented in accordance with the requirements of the contractor contract, the normative-legal framework in construction and, where appropriate, the project documentation;
 - The "4-eye" principle will be followed when monitoring the work. Respectively, the verification will be ensured both by the certified technical officer and by the SFEESSR specialists.
 - informing and alerting the CNED of the deficiencies identified at the project implementation stage, on the basis of which certain necessary actions and adjustments are carried out in useful terms;
138. SFEESSR is responsible for monitoring the execution of the works provided for in the Contract for Contracts.
139. The Director of the CNED, at the proposal of the Deputy Director of the CNED, designates, by order, FEESR and SMCRP specialists responsible for monitoring the implementation of the provisions of the Contract, processing the information from the reports and documents submitted by the contractor to the CNED, as well as designates the RCT, which will be responsible for verifying the execution of the works by carrying out field visits.
140. If FEESR and/or SMCRP specialists find certain inaccuracies or non-conformities to the reports and documents submitted by the entrepreneur, they will inform the entrepreneur with the request to remedy the identified non-conformities, by completing/correcting and repeatedly presenting in accordance with the relevant provisions of the Contract.
141. FEESR specialists are responsible for:
- verification of the Contract Stage Approval Requests (CPAEC) submitted to the CNED by the contractor in accordance with the provisions of the Contract for Works;
 - verification of the volumes of works specified in the project (correspondence of project implementation with the volumes of works specified in the Contract for Works), of the CPAEC submitted to the CNED by the contractor;
 - joint verification with the RCT of the conformity of the quality of the works (correspondence of the project implementation with the minimum quality requirements specified in the Contract for Works) of the CPAEC by the Entrepreneur;
 - joint participation with the RCT in visits to objectives accepted for funding;
 - receiving and endorsing the reports submitted by the RCT.
142. SCMRP specialists are responsible for:
- verifying and confirming the correctness of the financial information indicated in the CPAEC submitted by the entrepreneur in accordance with the provisions of the Contract for Contracts/
143. After the actual completion of all the works, a Acceptance Report is signed at the end of the works by the Contractor, the Designer (as the case may be), the technical responsible, the Beneficiary, the representative of the CNED and other relevant participants according to the procedures specified by the legislation in force (Government Decision no. 285/1996 regarding the approval of the Regulations for the acceptance of the buildings and related installations).
144. If it is necessary to complete certain outstanding works or remove some defects, a separate list of them will be drawn up in accordance with the provisions of the normative framework with their clear identification and a defined schedule of improvements and corrections, which will be attached to the Acceptance Report Process at the end of the works.
145. The list of works requiring repairs or corrections in order to ensure the sustainability of the works will be drawn up as a result of the visual inspection, by the representatives of the CNED together with the contractor/economic agent, the technical responsible and the Beneficiary. The situations in which some persons are missing during the acceptance procedure at the end of the works shall be indicated in the acceptance report at the end of the works. At the same time, the refusal to sign the acceptance report at the end of the works of some representatives will indicate this fact in the mentioned document.

146. In order to ensure the guarantee of good execution of the works provided for by the project, the CNED will include in the contract for works provisions relating to the guarantee period, established in accordance with the provisions of Law No 721/1999 on quality in construction, subsequent to the Urban Planning and Construction Code No 434/2023 (after entry into force).
147. After the end of the guarantee period – which will begin when the acceptance report is signed at the end of the works – the CNED will initiate the signing of the final acceptance report, a procedure drawn up in accordance with Government Decision No 285/1996 on the approval of the Regulation on the acceptance of buildings and related installations.

8.2. Field visits

148. Field visits to objectives approved for funding are an important element of the monitoring procedure. 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 Contract and the Contract for Contracts. Field visits are a measure to prevent qualitative non-execution of works.
149. The purpose of the visits is to verify the compliance of the situation described in the supporting documents relating to the Request for Approval of Stages (CPAEC), by the representative of the CNED, with the actual situation at the objective of project implementation, in order to prevent implementation errors. The representatives of the CNED shall have the right to carry out the necessary measurements and checks in order to identify the conformity of the execution of the works in accordance with the Financing Contract or Contract for Contracts.
150. During the field visits, the RCT, the representative of the economic agent, the site supervisor, the technical responsible, as the case may be, the designer will be present.
151. Field visits can be of several types :
- Planning for the start of the works: the procedure for initiating the works;
 - Verification of completion of a certain phase: be carried out after the submission of the CPAEP by the entrepreneur;
 - Verification of (current) works: it is carried out in order to verify the implementation of the project;
 - Extraordinary visit (ad hoc): the implementation of the project is checked, in which case the CNED is not obliged to inform the project beneficiary or the contractor about the organisation of the visit;
 - Final verification: final acceptance procedure for works;
 - Other (please specify): procedures carried out at the end of the works; request for modification of the Financing Contract and/or Contract for Entrepreneurship, etc.
152. After each field visit, the RCT will complete and submit for approval to the FEERM Specialist the Report on the field visit, according to the model in [Annex 15](#) to the MO.
153. The report on the approved field visit shall be sent for information and endorsement to the Project Beneficiary and/or the Contractor. The project beneficiary and/or the contractor may submit observations and comments on the information presented in the Field Visit Report.

8.3. Procedure for reviewing documents confirming the investment made

154. The Contract for Entrepreneurship will set out the stages of project implementation and the periods for submitting documents for payment. The CNED will make payments to the entrepreneur only in connection with the steps set out in the schedule of commitments and payments under the contract.
155. Contracts for work will provide for a payment deadline of up to 30 calendar days, and the responsible persons within the CNED must comply with the processing terms presented, which represent the maximum number of days that is allocated for processing at each stage.

156. Full set of payment documents confirming the acceptance by the CNED of the documents submitted by the entrepreneur:
- Payment Approval Form (FAP), conforming to the model in [Annex 17](#) of the MO.
 - The report of the CNED on the approval of the implementation of the stages of the works, according to the model in [Annex 18](#) of the MO.
157. In order to confirm that the works were executed in accordance with the provisions of the Contract for Contracts, all the necessary documents signed and duly endorsed with the provisions of the normative and legislative framework in the field of constructions will be attached to the FAP.
158. Any payment to the contractor must be made only on the basis of documented confirmations that the works/expenses submitted for approval have been verified (measured) and confirmed by the responsible specialists of the CNED as complying with the minimum technical requirements (quality standards) set out in the Contract for Contractors. Under no circumstances will payments be made to the contractor for works/expenses not documented or for works performed below the quality level set out in the Contract for Contractors. The conditions and frequency of payments must be clearly described in the Contract for Entrepreneurship signed by the CNED with the entrepreneur.
159. In order to avoid exceeding the project implementation deadlines, the CNED will ensure an efficient and rhythmic process of checking the payment documents by excluding bureaucratic approaches and avoiding delays (regardless of the nature of the reasons) in making payments to the entrepreneur. Thus, the CNED will ensure the processing of payment documents and the execution of payments based on documents.

8.4. Payment document processing cycle

<p>Step one.</p>	<p>The contractor submits the application for approval of the stages of the project accompanied by payment documents, in accordance with the model in Annex 19 to the Official Gazette (including the relevant supporting documents), which will be recorded in the Register of Payment Documents relating to Contracts for Contracts, in accordance with the procedure for keeping incoming and outgoing correspondence. Payment and other supporting documents</p> <ul style="list-style-type: none"> • Reports of acceptance of the works performed (Standard interdepartmental form no. C2n), in original; • The local resource estimate / Resource report, in original (Form no. 3, Practical code in construction CP L.01.01-2012; • Original catalogue of unit prices (Form No 5, Construction Code CP L.01.01-2012; • Narrative report on the quality of the work performed prepared and endorsed by the Technical Responsible; • Tax invoices; • Report Certification of used and accumulated materials and equipment, according to the model in Annex 20 of the MO; • Photographs from the site of the execution of the works (full coverage of the facades concerned); • Minutes verifying the quality of the works that become hidden, duly signed, as the case may be; • Detailed drawings of all facades related to the project objective, indicating all dimensions necessary for the calculation of the volumes of works performed,
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	<p>including the presentation of the replaced carpentry items as well as those that have not been replaced, related to the project objective;</p> <ul style="list-style-type: none"> • Other necessary documents. <p>Responsible for receiving requests for payment documents are SFEESR Specialists, who are responsible for scanning the set of payment documents submitted by the entrepreneur. Their electronic format shall be made available to the persons responsible for processing the payment documents. After registration, the FEESR specialist completes the FAP (Compartment A – General Information).</p> <p>If the contractor has not submitted the full set of documents or it does not meet the requirements required by the CNED, FEESR specialists may reject the registration of the Application for approval of the project stages, informing the contractor of the reasons for non-registration.</p> <p><i>Processing time – 3 calendar days</i></p>
Step three.	<p>After completing the FAP, the FEESR specialist informs the RCT of the need to carry out the field visit and completes the Request for travel to the objective.</p> <p>The RCT carries out the visit to the objective, with the participation of the SFEESR specialist. After each field visit, the RCT completes the Field Visit Report in accordance with the template set out in the Annex.</p> <p>The SFEESR specialist examines the documents submitted by the Entrepreneur (correspondence of the project implementation with the minimum quality requirements specified in the Contract of Contract), taking into account the conclusions indicated in the Report on the field visit, completes and signs the FAP indicating the results of the examination of the payment documents and completes and signs the CNED Report approving the implementation of the project stages. Once the compliance of the documents listed above has been confirmed, it shall send them to the head of the FEESR for endorsement.</p> <p><i>Processing time – 17 calendar days</i></p>
Step 4.	<p>The head of SFEESR examines the documents received from the SFEESR Specialist and approves the FAP and the CNED Report on the approval of the implementation of the project stages, after which he sends the full set to the SMCRP specialist.</p> <p><i>Processing time – 1 calendar day</i></p>
Step 5.	<p>The SMCRP specialist examines the documents received from the SFEESR Head and approves the FAP and the CNED Report on the approval of the implementation of the Project stages, after which he sends the full set to the SMCRP Head. .</p> <p><i>Processing time – 2 calendar days</i></p>
Step 5.	<p>The Head of SMCRP examines the documents received from the SMCRP Specialist and endorses and endorses the FAP and the CNED Report on the approval of the implementation of the stages of the Project, after which he sends the full set to the DJA.</p> <p><i>Processing time – 1 calendar day</i></p>
Step 6.	<p>The DJA examines the documents received from the head of the SMCRP, completes and endorses the FAP with an indication of the results of the examination of the payment documents and, after confirming their compliance, forwards them</p>

	together with the FAP to the Deputy Director of the CNED for endorsement. It also endorses the Report on the approval of the implementation of the project phases. <i>Processing time – 1 calendar day</i>
Step 7.	The Deputy Director examines the documents received from the DJA and approves the payment documents, with the submission of the full set of documents to the Director for approval. It also endorses the Report on the approval of the implementation of the project phases. <i>Processing time – 1 calendar day</i>
Step 8.	The Director examines all the documents received and, after the approval of the FAP, signs the Report on the approval of the implementation of the Project stages and submits the full set of SCRF documents. <i>Processing time – 1 calendar day</i>
Step 8.	SCRF completes the FAP and draws up a Payment Order for the transfer of funds to the bank account of the Entrepreneur (Contractor, as the case may be), according to the supplies indicated in the Contract of Contract and sends the information to the Ministry of Energy <i>Processing time – 2 calendar days</i>

160. The processing terms are set out as follows:

Step one.	FEESR specialists	3 days
Step three.	FEESR Specialist, RCT.	17 days
Step 4.	Head of FEESR	1 day
Step 5.	The SMCRP Specialist	2 days
Step 5.	Head of SMCRP	1 day
Step 6.	DJA	1 day
Step 7.	CNED Deputy Director	1 day
Step 8.	Director of the CNED	1 day
Step 8.	SCRF	2 days
TOTAL calendar days of the 30-day processing cycle		

8.5. Stop processing of payment documents

161. If the payment documents submitted by the Entrepreneur do not meet all the requirements described in this manual or if any deviation or discrepancy is found in the verification process, the processing of the payment documents may be stopped by the specialist responsible for checking the payment documents.

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

- If a dispute arises regarding the documents submitted by the entrepreneur, and the (minor) errors/divergences identified can be rectified without rejecting the payment documents (for example, there is a lack of signatures/entrepreneur stamp on certain documents submitted, certain mandatory details are missing in the payment documents, etc.);
- Other specific circumstances, which will be described in detail in the Contract.

163. The specialist who identified the non-compliances will draw up a Note on stopping the processing of payment documents and will fill in the FAP in the respective compartment, which will be duly countersigned. The termination will be notified to the entrepreneur through the CNED 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 the payment (30 calendar days) starts to run from the day of

receipt of the notification by the beneficiary. Notification of the entrepreneur is made in writing, through the CNED Specialist and sent by post or e-mail. The exact reason for the termination and the proposed solution must be indicated in the FAP with the inclusion in the Comments chapter of the following content: 'The payment period shall cease from that day; this termination will cease once all identified divergences have been resolved, which will allow the processing of payment documents to resume'. The CNED specialist will register the termination in the Payment Documents Record System, and after the expiration of the deadline will make the mention of the reasons for the resumption of the termination.

164. During the termination period, the set of payment documents will remain in the management of the CNED Specialist. The resumption of the deadline for processing the payment documents will start from the day when all the identified divergences will be removed.

8.6. Rejection of payment documents

165. If the payment documents submitted by the Entrepreneur do not meet all the requirements described in this MO or any deviation or discrepancy is found in the verification process, the processing of the payment documents may be rejected by the specialist responsible for checking the payment documents.

166. Payment documents may be rejected by the CNED if:

- The documents submitted do not meet the requirements of the Contract;
- The works performed do not correspond to the specifications indicated in the Contract for Works;
- The information presented by the entrepreneur 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 Contract.

167. The CNED specialist will draw up a Note on the rejection of the processing of payment documents and will fill in the FAP in the respective compartment, which will be countersigned by the heads of FEESR and DJA, the CNED Deputy Director and approved by the CNED Director. Rejection of payment documents must be made no later than 3 calendar days from the date of the occurrence of the ground for rejection. At the same time, the entrepreneur will be notified of the rejection of the payment documents by the CNED Specialist, regardless of the reason for the rejection.

168. The deadline for rejection of payment documents starts to run from the day of receipt of the notification by the entrepreneur. The exact reason for rejection will be indicated in the FAP with the mention in the Comments chapter of the following content: 'Application for phase approval is rejected'.

169. The entrepreneur will remedy the shortcomings by presenting a new CEAFc. Documentary confirmation of removal will also be attached.

IX. MONITORING, ARCHIVING AND POST-FINANCE EVALUATION

9.1. Procedure for monitoring the Grant Agreement

170. Monitoring is the set of measures taken to ensure compliance with the implementation of the Financing Agreement, compliance with the contractual provisions and reducing the risks of irregular use of financial means.

171. Monitoring the implementation of the provisions of the Financing Contracts means monitoring the aspects related to the implementation of individual 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 project in order for them to take certain actions in case of need.

172. The basic objectives of monitoring the implementation/execution of the provisions of the Financing Contracts are:
- Ensure that the investment project is implemented in accordance with the requirements of the CNED;
 - Provide operational information on the progress made in achieving the planned results and facilitate reporting on these results to the responsible institutions;
 - Informing and alerting the NED on the deficiencies identified at the project implementation stage, on the basis of which certain actions and adjustments necessary to ensure the compliance and finality of the project should be undertaken in useful terms.
173. By decision of the CNED Director, at the proposal of the Deputy Director, the CNED Specialists from FEERM and SMCRP will be designated, responsible for managing the Financing Contract and monitoring the execution of the works provided for in the project. The representative of the CNED will also be designated to be responsible for verifying the execution of the works by carrying out field visits.
174. The CNED specialists will draw up at the end of each month a totalizing report on the volumes of the works executed to date, in which will be reflected the information on the projects, with the beneficiaries of which the financing contracts were signed. the works executed to date and other information on the implementation of the given project.
175. Thus, the CNED specialists will determine at least once a month or more frequently (as the case may be), the status of the execution of the provisions of the Financing Contract by assigning one of the following options:
- 'green' if the Grant Agreement is executed in accordance with the contractual provisions;
 - 'yellow' where certain problems are identified which require further clarification or certain minor corrective measures are necessary;
 - 'red' where the essential non-performance of the provisions of the Grant Agreement is found.
176. 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.
177. Monitoring may take place without going to the site of the works provided that there is sufficient information and evidence to determine the fulfilment of the obligations assumed by the beneficiary under the grant contract.
178. If breaches of the provisions of the financing contract and/or those laid down in this MO have been found in the monitoring process, the subdivision responsible for monitoring compliance and post-financing risks shall propose possible solutions or corrective measures that should be adopted in order to remedy the situation.
179. Once the monitoring is completed, the funding file is directed to archiving. It contains all the documents and evidence accumulated in the relationship with the beneficiary and the entrepreneur, including a tab presenting the list of documents included and the number of pages and other provisions of this MO regarding the archiving of files.

9.2. Post-implementation monitoring

180. The post-implementation monitoring of the Grant Agreement starts from the moment of signing the Acceptance Report at the end of the works and continues throughout the guarantee period of the Grant Agreement. During this phase, the NED will collect and analyse the information related to the energy efficiency indicators of the projects, obtained as a result of the full implementation of the measures. Detailed procedure to be developed in a Post-Implementation Monitoring Regulation

181. In order to ensure the achievement of the projected energy efficiency indicators for the projects within the Project Collection Calls, the NED will include in the Financing Contract provisions regarding:
- Warranty period;
 - Energy efficiency indicators obtained from the implementation of the project compared to the energy efficiency indicators forecasted until the implementation of the project;
182. The Director, through SMCRP specialists, ensures the monitoring of the performance of each project and the collection of relevant data on the indicators of the financing product, etc.
183. By order of the CNED Director, at the proposal of the Deputy Director or the head of SMCRP, the Specialist responsible for the post-implementation monitoring of the Financing Agreement will be designated, informing the Beneficiaries.
184. The post-implementation monitoring covers the actions carried out after the acceptance of the works / supplies and includes the term stipulated in the Financing Contract, determined as a period for ensuring the sustainability of the investments made and for carrying out the impact assessment of the project.
185. After the completion of the construction works and the completion of the procedure for transmitting the investment costs/goods/equipment (as the case may be), the project beneficiaries will assume the responsibility for ensuring the sustainability of the implemented projects.
186. Project sustainability plans will be developed by the beneficiaries with the support of the NED.

9.3. File archiving procedure

187. Archiving is a set of measures carried out in order to keep records and keep the financing files in safe, upright and confidential conditions provided by the legislation in force.
188. 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.
189. 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.
190. The funding files of the beneficiaries will be stored also in physical format (paper support) for the period of time provided by the normative acts.
191. All documents included in the financing file will be checked for correctness and compliance with the evidence resulting from the relationship with the beneficiary.
192. In order to ensure the confidentiality of the information contained in the financing file, the access of third parties 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.
193. Once archived, the financing files can be taken over only by handover-receipt act approved by the Director.
194. Persons who have access to archived financing files are responsible for their physical integrity.
195. The archiving procedure also refers to the rejected files in the process of implementing the Funding Product.

X. FINANCIAL MANAGEMENT

10.1. Transfer of funds

196. All payments related to the grants granted from the CNED are made by the Ministry of Energy, based on the payment requests approved and endorsed by the director of the CNED and other empowered persons, attaching the supporting documents related to the project that is requested to be paid (copy of tax invoices, beneficiary's supplies, other accounting documents upon request).
197. The records of the sources of formation and use of the budget of the Funding Product are provided by the CNED: by components of the Financing Product, types of financing sources (formation of funds) and elements of use of funds (financial incentives) in accordance with the National Accounting Standards, at the request of the Ministry of Energy, according to the budget classification.
198. In the case of transfers made through the Ministry of Energy, it shall systematically ensure that the CNED is informed, within close deadlines, of the current situation regarding the execution of payments in accordance with the payment requests received.

10.2. Administrative financial procedures

199. The NED shall keep records of each individual funding project in the Register of funded projects.
200. All information related to the projects approved for funding will be included in the project file. The project file shall contain at least the following:
- the application for funding, together with the documents relating to it;
 - the grant agreement with its annexes and all subsequent amendments,
 - transfers/payments made by the CNED;
 - procurement contracts concluded with economic operators, as well as all payment requests submitted by them and approved by the Centre;
 - correspondence between the NED and the recipient of financial incentives,
 - the monitoring reports of the financing project;
201. Records of progress reports and final progress reports shall be recorded in a paper or electronic register, in which at least the following shall be mentioned: the date of filing; project number; annexes to the report (file number); surname, first name and hand or electronic signature of the responsible person; surname, first name and position of the person who submitted the report.

10.3. Procedures for transmission of investment costs

16. After the completion of the construction works and the full use of the financial funds allocated to the project, the NED will initiate the procedures for transferring the investment costs resulting from the implementation of the project, in accordance with the legal regulations in force.

10.4. Financial control

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

XI. FINAL PROVISIONS

203. If the financial incentives granted are not used according to the purpose of the Financing Product, during the period of validity of the Contract signed by the parties, it is unilaterally resolved by the CNED, as the

entity implementing the Financing Product, with the recovery of the financial means granted in the form of financial incentives.

204. The compulsory return by the Beneficiary/Entrepreneur of the financial means obtained takes place if:
- the financial means have been used contrary to the destination laid down in the Financing Agreement;
 - The beneficiary/entrepreneur does not accept, evades the monitoring from the CNED and/or provides documents, false declarations that do not correspond to reality or does not present the confirmatory documents;
 - the investment made on account of the financial incentives granted and the own contribution was made in breach of legislative acts, a situation found by the CNED or the competent bodies, after the financial incentives were granted.
205. The return of financial incentives to the NED 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 to this effect;
 - recovery of financial means by filing an action in court.
206. All confirmatory documents and/or other documents attached to the file will contain the signature/date/surname/first name (accompanied by the text Copy corresponds to the original) of the responsible person of the CNED, who has received and verified the submitted documents (concerning the correctness of the preparation, the existence of signatures, the compliance of the data with the object of the approved investment, etc.).
207. For all documents submitted with qualified advanced electronic signature, confirmation of verification via the governmental electronic signature service MSign will be attached to the file.
208. Conformity assessment and control of the implementation process of the Financing Product is carried out by internal audit, in accordance with the order of the CNED Director issued for this purpose.
209. At any stage of implementation of the Financing Product, in case of situations of non-compliance, violation of the provisions of the Financing Product, financing contract, this MO, other provisions of the normative acts, the subdivisions are obliged to submit the files to the DJA in order to take the necessary actions, according to the legal norms.
210. At the time of submission of the file to the DJA, it will additionally contain:
- service note of the subdivision transmitting the file, describing the history of the actions taken, the essence of the infringements, as the case may be, the exact calculation of the financial means not covered by confirmatory documents, the deadline for delay, etc.;
 - the list listing the documents in the Beneficiary's file, with the numbering of each page.
211. The e-mail address indicated in the application documents will be used to communicate to the applicant the result in the application process, processing, pre-financing assessment of the financing file and monitoring of the investment project.
212. The MO and its annexes may be amended/updated whenever major changes occur in the implementation system of the Funding Product. These amendments are valid and have legal effect from the moment of their approval by the CNED Council.
213. MO, including subsequent amendments, will be brought to the attention of CNED employees, including development partners/financers involved in the implementation of the Financing Product.
214. This MO shall enter into force on the date of approval by the Board of the CNED.

ANNEXES

Fişa de examinare a casei individuale				
Nr:		Data:		
Raionul:		Suprafata:		m2
Satul:		Strada:		
Nume, prenume proprietar:				
Vizita nr.		Telefon:		
Nr.	Elemente constructive	Examinari vizuale	Da	Nu
1.	Timplarie	Este din lemn		
		Este din P.V.C.		
		Este necesară inlocuirea		
2.	Pereti exteriori (fundație, soclu)	Structura de rezistenta este satisfacatoare		
		Abateri, denivelari sunt		
		Fisuri grave sunt		
3.	Tavan parter (pod de acoperis)	Structura de rezistenta este satisfacatoare		
		Abateri, denivelari sunt		
		Fisuri grave sunt		
4.	Tavan subsol (beci)	Structura de rezistenta este satisfacatoare		
		Abateri, denivelari sunt		
		Fisuri grave sunt		
Renovare	Lucrari de pregatire/protejare	Tencuire soclu		
		Tencuire pereti		
		Consolidare schelet acoperis		
		Schimbare invelitoare acoperis		
		Schimbare franton acoperis		
		Montare sistema de scurgere		
		Executare perein		
	Documentatia	Corespunde		
Măsuri recomandate de termoizolare:				
1. Inlocuire tîmplarie				
2. Termoizolare pereti exteriori				
3. Termoizolare tavan (pod de acoperis)				
4. Termoizolare tavan subsol (beci)				
Comentarii:				
Examinatori:		1.	Stare tehnică bună a casei	da/nu
		2.		

INTENTION LETTER

I, the undersigned _____, owner(s) of the individual house
(Name, Surname potential beneficiary)
of _____,
(address of the evaluated house, cadastral number)

Following the visit made by the representatives of I.P. CNED on _____, I inform you about *the intention to apply for funding under the "Moldovan Energy Efficiency Residential Fund (FEERM)" programme.*

As a result of the initiation by I.P. CNED of the process of identifying vulnerable households, eligible for the implementation of energy rehabilitation measures, I was informed about the compliance with the eligibility criteria and the opportunity to benefit from funding for the preparation of the energy audit report, and subsequently also for the execution of the energy rehabilitation works of the house.

I was also informed that in case of selection for financing, it is necessary to ensure an own contribution of up to 5% of the total value of the project, within the limit of the eligible investment, in accordance with the requirements of the financing product.

By submitting this letter, I also agree with the conditions for obtaining funding from the EMFAF for the energy renovation of the house of which I am the owner.

Date _____

(Name, Surname, Signature of Owner)

Agreement on the processing of personal data

I, the undersigned, _____,
date/month/year of birth, _____, holder of the identity card (series)
_____, date of issue
_____, residing at _____

_____ by this agreement I expressly consent to
the processing of my personal data by representatives of I.P. National Centre for Sustainable Energy,
as well as of special categories of personal data, in connection with the verification of the eligibility
criteria established under the Fund for Energy Efficiency in the Residential Sector (FEERM) funding
programme.

Date _____

(Name, Surname, Signature of Owner)

Agreement

I, the undersigned, _____, in my capacity as owner of the individual house located at _____, declare that I allow my neighbour, _____, the owner of the individual house located at _____

Date _____

(Name, Surname, Signature of Owner)

NOTIFICATION LETTER

(if the potential beneficiary is undecided)

By this letter, **the Public Institution National Centre for Sustainable Energy** (hereinafter: IP CNED), as the managing institution of the *"Moldovan Energy Efficiency Fund in the Residential Sector (FEERM)" programme*, following the initiation of the identification process of households with extreme energy vulnerability, eligible for the implementation of energy rehabilitation measures for individual houses, informs you of the following:

During the visit carried out by CNED IP representatives on _____, to the individual house located in _____,

(address of the evaluated house)

Mr/Ms _____,

(Name, Surname Homeowner)

corresponds to the eligibility criteria and could benefit from funding from the EMFAF for the preparation of the energy audit report of the building, and subsequently also for the execution of the energy renovation works of the house.

Thus, from the date of issue of this notification, the owner of the individual house has **10 working days** to complete and submit the letter of intent to obtain funding (according to *Annex no.1*), by one of the following means:

1. Originally, at the CNED IP headquarters in mun. Chișinău, str. Alecu Russo 1, block A1, et.10;
2. Scanned version, on the institution's e-mail: office@cned.gov.md.

Failure to submit the letter of intent in the terms specified above will be interpreted as the refusal of the owner to benefit from the financing from the EMFAF.

By countersigning this document, Mr/Ms _____ confirms that a

(Name, Surname Homeowner)

was informed about the opportunity and the conditions for obtaining funding from the EMFAF programme for the energy rehabilitation of the individual house of which he is the owner, as well as about the risk of losing it in case of non-submission of the letter of intent.

This document will be signed in 2 (two) copies, one for the CNED IP and the Owner of the individual house evaluated.

Date _____

SIGNATURES OF THE PARTIES

IP representative CNED

Owner

(Name, Surname, Signature)

(Name, Surname, Signature)

NOTIFICATION LETTER

(if the potential beneficiary is not present on the spot)

By this letter, **the Public Institution National Centre for Sustainable Energy** (hereinafter: IP CNED), as the managing institution of the *"Moldovan Energy Efficiency Fund in the Residential Sector (FEERM)" programme, following the initiation of the identification process of households with extreme energy vulnerability, eligible for the implementation of energy rehabilitation measures for individual houses, informs you of the following.*

On _____, a field visit was carried out by the representatives of the CNED IP at the individual house located in

(address of the evaluated house, cadastral number)

As at the time of the visit, the owner of the individual house was not present, the CNED IP team could not properly carry out the process of assessing and informing the potential beneficiary about the compliance/non-compliance of the eligibility criteria and the appropriateness of obtaining funding under the EMFAF for the preparation of the energy audit report of the building, and subsequently also for the execution of the energy renovation works. Contrary to the fact that at the planning stage of the visit, the owners were informed about the importance of its presence, the representatives of the The CNED IP could only discuss with _____,

(Name, First Name)

(Grade of kinship)

By countersigning this letter, _____
(Name, First name of owner representative)

confirms that the CNED IP representatives visited the individual house at the above address and attests that they have been informed of the opportunity to receive funding from the EMFAF.

Thus, from the date of issue of the letter, the owner of the evaluated house has **10 working days** to complete and submit the agreement on the processing of personal data (Annex4), in order to assess and confirm by the CNED IP about the compliance with the eligibility criteria.

The Agreement shall be deposited in one of the following ways:

3. Originally, at the CNED IP headquarters in mun. Chișinău, str. Alecu Russo 1, block A1, et.10;
4. Scanned version, on the institution's e-mail: office@cned.gov.md.

Failure to submit the agreement in the terms specified above will be interpreted as the refusal of the owner to benefit from the financing under the FEERM programme for energy rehabilitation of the individual house of which he is the owner.

This document will be signed in 2 (two) copies, one for the CNED IP and the representative of the owner of the individual house evaluated.

Date _____

SIGNATURES OF THE PARTIES

IP representative CNED

Owner's representative

(Name, Surname, Signature)

(Name, Surname, Signature)

NOTE OF REFUSAL

Application for funding from the EMFAF
for the energy rehabilitation of the individual house

I, the undersigned _____, owner(s) of the individual house
(Name, Surname potential beneficiary)
of _____ following the visit by
address of the individual house assessed)
I.P. CNED representatives, on

By signing this act, I confirm that I have been informed about the opportunity to receive funding for the preparation of the energy audit report, and subsequently for the execution of the energy renovation works of the house and on my own responsibility I refuse this funding opportunity.

Date _____

(Name, Surname, Signature of Owner)

EVALUATION REPORT
(Component I - Energy Audit)

I. GENERAL INFORMATION:

Application/File No	
Address of the individual house for which the energy audit will be carried out:	
Name and surname of the owner of the house	
Contact No	
Email address	

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

1	<input checked="" type="checkbox"/>	Letter of intent;
2	<input checked="" type="checkbox"/>	Copy of ID
3	<input checked="" type="checkbox"/>	Copy of the document confirming the ownership of the house
4	<input checked="" type="checkbox"/>	Copy of utility bills
5	<input checked="" type="checkbox"/>	Agreement on the processing of personal data;
6	<input checked="" type="checkbox"/>	Neighbors' agreement if the house is located at a distance of less than 60 cm from the boundary with the neighbors (only required in cases where this situation is attested)
7	<input type="checkbox"/>	Other (please specify)

III. MANDATORY CONDITIONS:

Criteria	Requirement	Compliance (YES/NO)
Lack of legal proceedings initiated that would jeopardise the energy renovation project of the house	I'm not	
Lack of debts to pay the bills for the utilities of the house	I'm not	
Technical condition of the house (Individual House Examination Sheet No. _____ from	Hello	

IV. CONCLUSIONS AND RECOMMENDATIONS:

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* If the file does not meet the conditions and criteria, the reason will be indicated.

Senior Specialist, Dossier Receipt,
Compliance Assessment and Pre-Financing
Risks Section

(Signature)

(date of signature of the
document)

Head, Dossier Reception, Compliance
Assessment and Risk Pre-financing Section

(Signature)

(date of signature of the
document)

Deputy Director, IP CNED

(Signature)

(date of signature of the
document)

Energy Audit Assessment Sheet

1. GENERAL INFORMATION

Name of service company:	
Name of energy auditors:	
Name, first name owner of the house:	
Address of the house for which the energy audit was carried out:	

2. CONFORMITY

No.	Main stages of the audit of public buildings	Information submitted in accordance with the approved template			Comments for the auditor
		Yes	Partially	No	
1	The energy audit report is presented in accordance with the formal structure of the audit template				
2	Sufficient description of the building was provided, including definitions of destination, occupancy				
3	Sufficient description of the building envelope has been provided, including photographs of the building (including numerical values)				
4	The information provided is suitable for carrying out the indicative test on the correctness of thermal properties				
5	The report provides a sufficient description (including numerical values) of the building's engineering systems providing heating, cooling, ventilation and hot water services.				
6	Visual representation of the existing building included in the audit report				
7	The information provided is suitable for carrying out the indicative test on the consistency of the building geometry				
8	Energy consumption data for the last three years				
9	The information provided is suitable for carrying out the indicative specific energy consumption test				
10	Duration in days of heating/cooling seasons				
11	List of energy consumption assumptions within the building that have been used to determine, divide and aggregate energy consumption				
12	The graphical representation of energy consumption was included in the audit report				
13	Description of the purpose of the measurements and of the type of unknown information to be obtained by means of the measurements				
14	List of devices used to measure the energy parameters that have been used				
15	Results of energy parameters measurements in graphs and tables (temporary measurements) (if applicable)				

16	Analysis of the energy parameters obtained by means of temporary measurements (if applicable)				
17	Technical analysis of energy consumption, indicating the aspects that have the highest and lowest impact on consumption				
18	Provision of electricity consumption balance				
19	Provision of heat consumption balance				
20	Provision of fuel consumption balance (if applicable)				
21	Thermal energy balance recalculated for the standard heating season				
22	Attribution of energy losses to a specific element of the building envelope				
23	Assessment of the current state of engineering systems, determining energy losses within the system				
24	Recalculation of the current consumption of heat used to heat the room in a standard heating season				
25	Technical measures to reduce energy consumption have been selected				
26	Organizational measures (energy management) to reduce energy consumption have been proposed				
27	Arguments for recommending specific energy saving measures were presented in the report				
28	Calculation of potential savings of selected energy saving measures				
29	Investments for energy saving measures. Market prices for construction resources, commercial offers				
30	The economic properties of energy saving measures were presented in the report				
31	The information provided is suitable for carrying out the indicative fair investment test				
32	The audit report provides a list of methodologies and regulations in place to perform the energy audit				
33	Declare that the energy audit report is submitted in accordance with the Regulation on to the energy auditors and the energy audit approved by Government Decision No 676/2020				
Total					

3. CONCLUSIONS ON THE COMPLIANCE OF THE ENERGY AUDIT REPORT WITH THE APPROVED SCHEDULE

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Developed:

Senior Specialist Policy Implementation and Monitoring Directorate

Name, Surname, Signature

Date

Targeted:

Head of Policy Implementation and Monitoring Directorate

Name, Surname, Signature

Date

Coordinated: Deputy Director

Name, Surname, Signature

Date

Compliance Report of the Energy Audit Report

4. GENERAL INFORMATION

Name of service company:	
Name, surname of energy auditors:	
Name, first name owner of the house:	
Address of the house for which the energy audit was carried out:	

5. CONCLUSIONS ON THE COMPLIANCE OF THE ENERGY AUDIT REPORT WITH THE APPROVED CHAPTER (FROM THE AUDIT ASSESSMENT SHEET):

--

6. COMPLIANCE OF THE ENERGY AUDIT REPORT WITH THE FINANCING PRODUCT REQUIREMENTS:

Requirement	Compliance (YES/NO)	Comments
b) The measures proposed for implementation can be found in the types of measures eligible for funding specified in point 1.12.		
c) The measures proposed for implementation comply with the specific eligibility requirements for energy renovation measures for houses set out in point 1.12 of the financing product;		
d) The measures proposed for implementation correspond to the main project indicators for each category of measures in Table 2 of point 2.2 of the funding product;		
e) The type and characteristics of the proposed materials and equipment correspond to the minimum technical requirements specified in the Minimum technical requirements and specifications for energy efficiency works and promotion of renewable energy sources.		

7. CONCLUSIONS AND RECOMMENDATIONS:

Senior Specialist, Dossier Receipt, Compliance Assessment and Pre-Financing Risks Section

(Signature)

(date of signature of the document)

Head, Dossier Reception, Compliance Assessment and Risk Pre-financing Section

(Signature)

(date of signature of the document)

APPLICATION FOR FINANCING

To: National Center for Sustainable Energy

Subject: Accessing funding for Component II – Construction works

[Date]

1. Information about the owner and the house:

Surname, applicant first name:	
Address of the house for which the financing of the implementation of the energy rehabilitation measures of the house is requested:	
Contact details of the applicant	
Email address	

2. The applicant is a beneficiary of component I – energy audit (ERDF)

YES

NO

3. Measures for the energy rehabilitation of the house proposed for implementation (at most 3 measures from those recommended in the energy audit report of the house):

Name of measures	Areas/volumes

4. Estimated cost of implementing the energy renovation project of the house (based on those specified in the energy audit report):

Estimated total cost of project implementation, MDL:	
Requested amount of financial incentives, MDL [95% of total project cost]	
Estimated value of the Applicant's contribution for the implementation of the project, MDL [5% of the total project cost]	
How to cover the contribution:	

5. Declaration on the lack of arrears to the national public budget

I hereby declare, as owner of the house located at the above-mentioned address, that at the time of submitting the Application I have no arrears to the national public budget.

6. Statement on the confirmation of the commitment to pay the contribution

I hereby declare that, as owner of the house located at the address mentioned above, I will pay my contribution as owner of the house located at the address mentioned above, amounting to 5% of the total cost of the energy renovation project of the house.

Annexes (only for applicants with an energy audit financed from sources other than those offered by the CNED IP):

- Energy audit report;

With respect, _____

(surname, first name, position)

Signature _____

**Evaluation report
(Component II – Construction work)**

1. GENERAL INFORMATION

1.1. Requesting information

Funding Application Number	
Surname, applicant first name:	
Address of the house for which the granting of financial incentives from the EMFAF for the implementation of energy renovation measures of the house is requested:	
Contact phone:	
Email address:	

1.2. Is the applicant a beneficiary of component I – energy audit?

YES

NO

2. GENERAL BUILDING DATA

Characteristic	Value/Information
Year of construction	
Number of levels	
House surface, m ²	
The heating source of the house	
Domestic hot water preparation and supply system	
Ventilation and conditioning system	
Lighting system (types of light bulbs)	
Annual electricity consumption of the house, kWh/year	
Annual natural gas consumption of the house, m ³ /year	
Annual consumption of wood for heating the house, m ³ /year	

3. LIST OF DOCUMENTS

1	<input checked="" type="checkbox"/>	Application for funding;
2	<input checked="" type="checkbox"/>	Energy audit report;
5	<input type="checkbox"/>	Other (please specify)

4. ELIGIBILITY ASSESSMENT OF THE ENERGY HOUSE REHABILITY PROJECT:

4.1. Technical feasibility assessment

4.1.1. Measures proposed for implementation and estimated energy savings to be achieved if implemented:

Name of measure	Information from the Energy Audit Report			Requirement from the funding product	
	Installation area/power/etc.	Energy savings (based on standardised)	Energy savings (based on standardised)	Energy savings (based on standardised conditions, %	Product Compliance [Yes/No]

		conditions, kWh/year	conditions , %		

4.1.2. Relevance of the proposed solutions (measures):

No	Requirement	Yes/No	Comments
1	The proposed solutions are relevant to the specific needs of the house		
2	The proposed solutions can be found in the types of measures eligible for funding specified in point 1.12 of the funding product.		
3	The solutions promoted demonstrate a minimum level of energy savings depending on the category of measures proposed for implementation		

4.1.3. Appropriateness of Materials and Equipment:

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

3.1.4. Is the project technically feasible?

YES

NO

3.1.5. Recommendations: _____

4.2. Assessment of economic and financial feasibility

4.2.1. Project economic indicators for categories of measures:

Measure name	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)

4.2.2. Compliance of the assurance of the Beneficiary's contribution:

Estimated total cost of project implementation, MDL:	
Requested amount of financial incentives, MDL [95% of total project cost]	
Estimated amount of the Beneficiary Contribution for the implementation of the project, MDL [5% of the total project cost]	
Source of the beneficiary's contribution: [personal funds, credit, etc.]	

4.2.3. Is the project economically and financially feasible?

YES

NO

4.2.4. Recommendations:

4.3. Assessment of social responsibility, environmental and governance requirements

4.3.1. 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 in CO2 emissions (YES/NO)
Total		

4.3.2. Is the project socially, **environmentally and governancely** feasible?

YES

NO

4.3.3. Recommendations:

5. FINAL CONCLUSIONS AND RECOMMENDATIONS:

Senior Specialist, Dossier Receipt, Compliance
Assessment and Pre-Financing Risks Section

(Signature)

(date of signature of the
document)

Head, Dossier Reception, Compliance
Assessment and Risk Pre-financing Section

(Signature)

(date of signature of the
document)

Deputy Director, IP CNED

(Signature)

(date of signature of the
document)

Annex 13: Project Documentation Compliance Report

Project Documentation Compliance Report

1. GENERAL INFORMATION

Name of design services company	
Surname, first name of beneficiary	
Address of the houses for which the project documentation was prepared:	

2. CONFORMITY OF THE DRAFT DOCUMENTATION WITH THE FINANCIAL PRODUCT REQUIREMENTS:

Requirement	Compliance (YES/NO)	Comments
a) Compliance with the provisions included in the tender specifications for the procurement of project documentation development services		
b) compliance with the provisions of the Urban Planning and Construction Code No 434/2023;		
c) compliance with Law No 163/2010 on the authorisation of construction works;		
d) compliance with the provisions of Construction Regulatory Document NCM A. 07.02-2012 'Procedure for the development, approval, approval and framework content of project documentation for construction. Main requirements and provisions';		
compliance, where appropriate, with the minimum technical requirements and specifications for energy efficiency works and the promotion of renewable energy sources.		

3. CONCLUSIONS AND RECOMMENDATIONS:

 Senior Specialist, Energy Efficiency Fund Section
 in the Residential Sector

 (Signature)

 (date of signature of the
 document)

 Head, Section Energy Efficiency Fund in the
 Residential Sector

 (Signature)

 (date of signature of the
 document)

Financing contract - SEAC

[in development]

REPORT ON THIRD-LAND VISIT 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:

- | | |
|--|---|
| <input type="checkbox"/> Planning for the start of work | <input type="checkbox"/> Verification of works (on-going) |
| <input type="checkbox"/> Verification of completion of certain phase | <input type="checkbox"/> Extraordinary visit (ad hoc) |
| <input type="checkbox"/> Final verification | <input type="checkbox"/> Other (Exclusion) |

Volume of work carried out 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

(Signature)

(Name/First name)

Acknowledged: FEERM Specialist

(Signature)

(Name/First name)

Acknowledged: Beneficiar

(Signature)

(Name/First name)

FORMULAR DE APROBARE A PLĂȚII

"APROB":

Director executiv :

Data

Depunere documente (antreprenor):

Avizare Specialist FEESR:

Avizare Șef FEESR:

Avizare Specialist SMCRP:

Avizare Șef SMCRP:

Avizare Direcția Juridică și achiziții:

Avizare Director adjunct:

Aprobare Director:

Rețineri (lei):

Îndreptat spre plată (lei):

A - Informații generale

Denumire Antreprenor	
Denumire obiectiv	
Contract antrepriză	
Numărul de înregistrare a cererii	
Valoarea totală a proiectului	lei
Valoarea angajamentelor aprobate anterior	lei
Valoarea angajamentelor prezentate	lei
Valoarea angajamentelor aprobate (la cerere)	lei

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

Verificat și confirmat de către =>	Specialist SMCRP	Specialist FEESR (verificare conformitate)
Cerere privind aprobarea etapelor proiectului		
Proces-verbal de recepție a lucrărilor executate		
Certificarea materialelor și echipamentelor utilizate și acumulate		
Facturi eliberate în adresa Beneficiarului		
Fotografii de la locul executării lucrărilor		
Proces-verbal privind finalizarea lucrărilor		

C - Conformitatea/concordanța cu prevederile Contractului de finanțare

Verificat și confirmat de către =>	Specialist FEESR	Specialist SMCRP	Jurist
Volumul lucrărilor (cantitativ) (*)			
Calitatea lucrărilor (*)			
Valoarea lucrărilor (costuri unitare)			
Detalierea corespunzătoare și corectitudinea informațiilor prezentate			
Corespondere cu graficul de implementare			
Existența documentelor justificative			
Concordanța între documentele prezentate			
Valabilitatea Contractului de antrepriză			
Respectarea condițiilor Contractului de antrepriză			
Statut proiect (semnătură și culoare atribuită)			

* - Rapoartele Consultantului 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 pentru autorizarea plății

Specialist SMCRP	Specialist FEESR	Director adjunct:
Șef SMCRP	Șef FEESR	Direcția Juridică și achiziții

REPORT OF THE NATIONAL SUSTAINABLE ENERGY CENTRE ON THE APPROVAL OF THE IMPLEMENTATION OF PROJECT STAGES

Entrepreneur:	
Headquarters:	
Surname, beneficiary first name	
Address of the house	
Total value of stage(s):	
Value of the project stage(s), by category of expenditure, proposed for approval:	
The value of the project stage(s), by category of expenditure, established by the CNED when implementing the Project:	
Reference to the approval by the NED of the project phase(s) as implemented and their total value:	

Executor

Head of FEERM Section

Countersigned DJA

Countersigned Director - Deputy

Approved/Contrasigned Director

APPROVAL REQUEST FOR PROJECT STAGES

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

Annexes: *Confirmatory acts to be attached*

Date, signature of the authorized person and imprint of the stamp of the Beneficiary

REPORT CERTIFICATION OF MATERIALS AND EQUIPMENT USED AND ACUMULATED

Contract No: _____

Name of economic operator: _____

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

Representative of the economic operator: _____

(Signature, Surname, First Name)

(L.S.)

Technical Officer: _____

(Signature, Surname, First Name)