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National Center for Sustainable Energy,  
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# **OPERATIONAL MANUAL**

**ENERGY EFFICIENCY FUND IN THE RESIDENTIAL SECTOR**

**FINANCING PRODUCT**

**ENERGY EFFICIENCY OF APARTMENT BUILDINGS**

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## CONTENTS

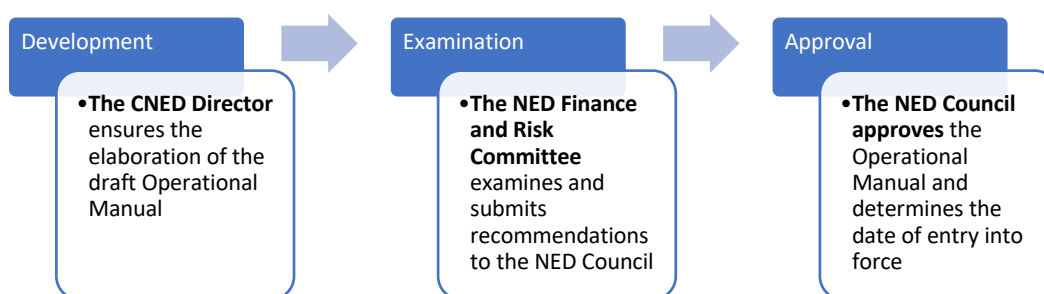
I. GENERAL PROVISIONS .....	4
1.1. Regulatory framework .....	4
1.2. Concepts .....	5
1.3. Acronyms .....	6
II. FINANCING PRODUCT .....	7
2.1. Principles applied to the implementation of the Funding Product.....	7
2.2. Energy refurbishment measures for the housing unit.....	7
2.3. Components of the Funding Product.....	8
III. INFORMATION, PROMOTION, COMMUNICATION ACTIVITIES .....	8
IV. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component I .....	9
4.1. Submission and processing of files for component I – energy audit .....	9
4.2. Evaluation of files for component I – energy audit.....	10
4.3. Review by CFR of files for component I – energy audit .....	10
4.4. Contracting of energy audit services .....	11
V. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component II .....	12
5.1. Submission and processing of files for component II .....	12
5.2. Evaluation of files for component II.....	13
5.3. Examination of files for component II by CFR.....	15
5.4. Contracting design services .....	16
VI. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component III .....	17
6.1. Submission and processing of files for component III .....	17
6.2. Evaluation of files for component III.....	18
6.3. Examination of CFR Component III files.....	19
6.4. Contracting of construction works.....	20
VII. SIGNATURE OF THE FUNDING CONTRACT.....	20
7.1. Signature of the pre-contract .....	20
7.2. General provisions of the Grant Agreement.....	21
7.3. Signature of the financing contract – component II .....	21
7.4. Signature of the grant agreement for FPAs submitting directly to – Component III. ....	21
7.5. Procedure for amending the Grant Agreement.....	22
7.6. Completion of the Grant Agreement .....	22
VIII. MONITORING OF THE BENEFICIARY’S COMMITMENTS.....	23
8.1. Monitoring the payment of the beneficiary’s contribution .....	23
8.2. Payment steps of the beneficiary’s contribution – component II.....	23
8.3. Payment steps of the beneficiary’s contribution – component III.....	23
IX. MONITORING OF CONSTRUCTION WORKS.....	24

9.1. General provisions .....	24
9.2. Field visits.....	26
9.3. Procedure for reviewing documents confirming the investment made.....	26
9.4. Payment document processing cycle.....	27
9.5. Stop processing of payment documents .....	29
9.6. Stop rejection of payment documents .....	30
X. MONITORING, ARCHIVING AND POST-FINANCE EVALUATION.....	30
10.1. Procedure for monitoring the Grant Agreement.....	30
10.2. Post-implementation monitoring .....	31
10.3. File archiving procedure.....	32
XI. FINANCIAL MANAGEMENT .....	33
11.1. Transfer of funds.....	33
11.2. Administrative financial procedures .....	33
11.3. Procedures for transmission of investment costs.....	33
11.4. Financial control.....	33
XII. FINAL PROVISIONS .....	33
ANNEXES .....	36
Annex 1: Letter of intent – Component I Blocks .....	37
Annex 2: Application form – Component I blocks.....	38
Annex 3: Evaluation report (Component I) .....	42
Annex 4: Energy Audit Assessment Sheet.....	44
Annex 5: Compliance Report of the Energy Audit Report.....	46
Annex 6: Application Blocks .....	47
Annex 7: Evaluation report (Component II) .....	49
Annex 8: Project Documentation Compliance Report .....	53
Annex 9: Model Antecontract.....	54
Annex 10: Model Financing Contract - Blocks.....	55
Annex 11: Report on the field visit .....	56
Annex 12: Payment approval form .....	57
Annex 13: Phase Approval Report .....	58
Annex 14: Application for approval of the phase .....	59
Annex 15: Report Certification of Used and Accumulated Materials and Equipment.....	60

## 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 Housing Blocks’.
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. The purpose of this Operational Manual is to regulate the principles, procedures and rules for the implementation of the Financing Product ‘Energy Efficiency of Housing Blocks’.
8. The Operational Manual is a procedural and working guidance tool related to the implementation of the Financing Product ‘Energy Efficiency of Housing Blocks’ 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 Housing Blocks’, this Operational Manual and other legislative 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) *association of owners of the condominium (hereinafter – association)* – as defined in Law No 187/2022 on the condominium (legal person governed by private law organised as an association for the purpose of managing the condominium, with only the owners of the condominium as members);
  - d) *beneficiary* – association of owners from the condominium, which obtained financial incentives from the financial means related to the Financing Product;
  - 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 or loans, from development partners/donors, local public administration authorities, etc. and used to co-finance the project for the implementation of energy efficiency measures and the recovery of renewable energy sources, 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 implementing energy efficiency measures and renewable energy sources 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 energy efficiency and renewables projects in accordance with the Funding 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 housing unit* – energy efficiency measures and the recovery of renewable energy sources, as well as repair or installation works, which are strictly necessary to protect or facilitate the implementation of the measures identified on the basis of the energy audit report and the detailed 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 efficiency 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 energy efficiency impact as a whole;

- n) *energy service provider* – a natural or legal person, registered in the Republic of Moldova as an enterprise, which provides energy services or implements energy efficiency measures at the installations or buildings of the final consumer;
- o) *financing product* – ‘Energy Efficiency of Housing Blocks’ financing product;
- p) *investment project* – business intention involving the allocation of financial means for the purchase of goods, the execution of works or the provision of services according to a well-established plan;
- q) *centralised heat supply system* – a set of generating installations, thermal networks and installations for the use of heat in a locality or part of a locality, linked by a common operating process, intended for the production, distribution and use of heat in the form of steam or hot water;
- r) *applicant* – association of condominium owners seeking financial incentives from the financial means allocated to the Funding Product;
- s) *financial incentives* – non-repayable financial support, in the form of a grant and allocation, granted to beneficiaries from the financial means allocated to the Financing Product, to finance or co-finance energy efficiency and renewable energy sources projects;
- t) *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;
- u) *confirmed income* – income actually received, which can be documentary confirmed from official sources held by public authorities, banks, non-bank financial entities and/or credit histories offices, including remittances that can be documentary confirmed, as well as income confirmed on the basis of primary documents with special regime provided for in Government Decision No 294/1998 on the execution of Decree No 406-II/1997 of the President of the Republic of Moldova.

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;
APC	- Association of condominium owners;
CFR	- the Finance and Risk Committee;
FRVE	- Energy Vulnerability Reduction Fund;
CP	- Common parts: the land and the parts of the condominium building which are intended for the use of all the owners of the condominium, as well as other goods which, according to the law or the act establishing the condominium, are intended for the common use of all the owners of the condominium;
PTI	- individual thermal point;
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
FEESR	- Energy Efficiency Fund in the Residential Sector (Section)

## II. FINANCING PRODUCT

12. The financing product 'Energy efficiency of residential blocks' is intended for accessing and granting financial incentives from the financial means of the FEERM Programme to finance energy efficiency measures and the recovery of renewable energy sources in residential blocks in the Republic of Moldova.
13. 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.
14. 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

15. 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 refurbishment measures for the housing unit

16. Energy efficiency measures and measures for the recovery of renewable energy sources eligible for financing are set out in the Financing Product and may be applied subject to compliance/implementation of special measures, up to or at the same time as the basic measures. The way in which they are combined is set out in Table 1.

**Table 1. Energy rehabilitation measures for housing blocks and how to combine them**



Grupa de măsuri	Codul măsurii de bază	Denumirea măsurilor de bază	Măsuri speciale care urmează a fi realizate până sau concomitent cu măsurile de bază										
			A acoperiș	D distribuție energie termică	E stație electrică încălzire auto	F fotovoltaică	I iluminat	L lifturi	P pereți	S subsol	T tâmplărie	SACET	
A - acoperiș	A1	Isolarea termică a acoperișului (toate tipurile);											v**
	A2	Isolarea termică a pardoselii etajului tehnic.											v
D - distribuție energie termică	D1	Instalarea sistemului de încălzire și alimentare cu apă caldă menajeră cu distribuție orizontală a agentului termic și contorizarea individuală a apartamentelor (pentru consumul de energie termică pentru încălzire și de apă caldă menajeră);											v
	D2	Instalarea sistemului de producere a energiei termice de către APC pe bază de colectoare solare.											v
	D3	Instalarea pompelor de căldură				v							v
E - stație electrică încălzire auto	E1	Instalarea stațiilor electrice de încălzire auto de uz comun.	v							v			
F - fotovoltaică	F1	Instalarea sistemului de panouri solare fotovoltaice (producerea energiei electrice pentru iluminatul PC și lifturi), inclusiv cu baterii de stocare a energiei.	v				v	v	v		v		
I - iluminat	I1	Modernizarea/renovarea sistemului de iluminat interior în PC.											
L - lifturi	L1	Modernizarea lifturilor pentru eficientizarea consumului de energie electrică.	v							v	v		
P - pereți	P1	Isolare termică a pereților exteriori;	v*									v	v**
	P2	Isolarea pereților fundației și soclului clădirii deasupra nivelului solului.	v*									v	v**
	P3	Isolare termică a pereților dintre apartamente și casa scării (neîncălzită).	v*										v**
S - subsol	S1	Isolare termică subsol neîncălzit (pe intrados).	v*										v**
T - tâmplărie	T1	Înlocuirea ușilor și/sau geamurilor exterioare (din PC).	v*										v**

Note: \* în situația în care, neimplementarea măsurilor din grupa A, prezintă un risc privind durabilitatea măsurilor din grupele P, T și S  
\*\* – dacă clădirea dispune de PTI, sau măsura se implementează împreună cu instalarea PTI  
(PTI se implementează din surse de finanțare, altele decât cele oferite de Programul FEERMI)

## 2.3. Components of the Funding Product

17. The financing product consists of 3 distinct and consecutive components, namely:

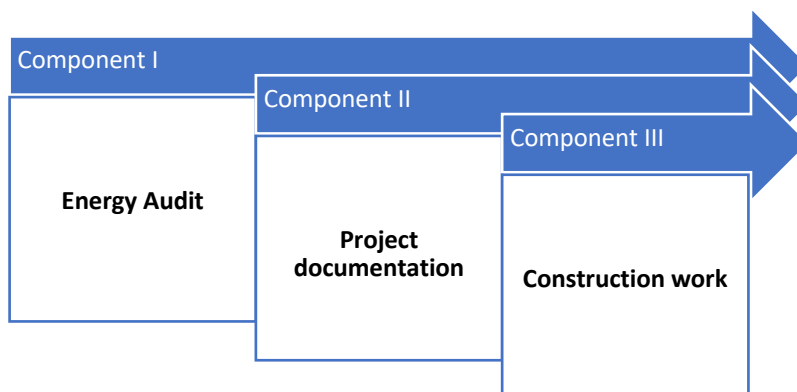


Figure 1. Components of the Funding Product

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 housing blocks;

20. The subdivisions responsible for the implementation of the Financing Product shall provide informational support to PCAs in order to facilitate their application to the implementation of energy renovation measures for residential blocks;

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 website of the CNED;
  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.
24. The NED shall draw up an Application Guide to the Funding Product and publish it on the NED website.

## IV. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component I

### 4.1. Submission and processing of files for component I – energy audit

25. The CNED launches, with the approval of the Council and the coordination of the CFR, an Appeal for the collection of applications for financing the performance of energy audits, with a predetermined deadline for submission. The call documentation shall consist of the application guide and the templates of the application forms. The call shall be published on the website of the CNED.
26. Applicants for funding must submit to the NED a file containing the following documents:
- Letter of intent, modelled in [Annex 1](#) of the MO.
  - Completed application form conforming to the model in [Annex 2](#) to the MO.
  - Decision of the Board of Directors of the PCA or Decision of the General Assembly of the PCA on the approval of the decision on energy rehabilitation of the housing block.
  - Financial report of the CSA for the last reporting year.
  - Extract from the State Register of Legal Entities/Units of Law.
  - Decision on the registration of changes made in the acts establishing the CPA and in the data entered in the State Register of Legal Entities (statutes, composition of the members of the management bodies: administrator, board of directors).
  - Bank statement on the existence and balance of the Reserve/Savings/Development and Repair Fund of the PCA, or other document demonstrating this fact.
27. Application files shall be submitted by applicants via the electronic platform developed for this purpose or in electronic format 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.
28. When the application file is sent by email, a message is sent confirming the receipt of the file by the CNED. For all received application files, a file registration number is provided.
29. The received application files shall be registered by the SPDECRP specialists in the Register of Applications for Component 1, which shall contain at least the following information:
- File registration number;
  - Name and contact details of the applicant;
  - Address of the housing block(s);
  - Name, first name APC administrator;

30. SPDECRP specialists provide informational and advisory support to all applicants and stakeholders interested in the application process to the funding product.

#### 4.2. Evaluation of files for component I – energy audit

31. The evaluation of the files is done in terms of determining the compliance of the file, the eligibility of the applicant who applied and the calculation of the score accumulated by him, in accordance with the evaluation criteria for Component I, specified in the financing product.
32. 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 CNED Director, at the proposal of the Deputy Director. The order shall be issued no later than 5 days from the date of the conclusion of the Appeal.
33. 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 evaluation period for SPDECRP specialists is suspended until the applicants submit the missing information or until the deadline for submitting it expires.
34. If the missing information requested is not submitted within the deadline, the file will be further assessed on the basis of the available information.
35. 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), according to the model in [Annex 3](#) to the MO. The report is signed by the specialist who prepared it, after which it is sent to the leaders for endorsement. The report is verified and endorsed by the head of SPDECRP within 2 days and endorsed by the deputy director within 1 day.
36. At the same time as completing the dossier evaluation report, SPDECRP specialists complete the General Database of dossier evaluation for component I, which must contain at least the following information about:
  - File registration number;
  - Name and contact details of the applicant;
  - Address of the housing unit;
  - Composition of the set of documents submitted in the file;
  - Compliance of the applicant with the eligibility criteria;
  - Accumulated score, with details for each evaluation criterion (According to the data in the Evaluation Report - Component I).
37. If there are partners/donors financing the preparation of the energy audit for specific applicants, the name of the partner/donor will be indicated in the General File Evaluation Database for Component I.
38. After the completion of the evaluation of all the submitted files 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.

#### 4.3. Review by CFR of files for component I – energy audit

39. 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 Evaluation Reports (Component 1) evaluation of the files.
40. CFR, within 10 days from the receipt of the files from the Director of the CNED, examines the files and their evaluation reports, after which it meets in a meeting to examine and evaluate the financing files for component I - energy audit.

41. The decision to approve or reject the financing is recorded in the Minutes of the CFR meeting, where for each applicant the decision taken is specified. In case of rejection of funding, the reason for rejection shall be indicated. The CFR Minutes for approving or rejecting funding must contain at least information on:
  - File registration number;
  - Name and contact details of the applicant;
  - Address of the housing unit;
  - Completeness of the set of documents submitted in the file;
  - Compliance of the applicant with the eligibility criteria;
  - Accumulated score with details for each evaluation criterion;
  - Decision of acceptance or decision and reason for rejection of funding.
42. In the case of applicants who benefit from financial support from partners or donors in the preparation of the energy audit, the name of the partner or donor company will be specified in the CFR Report, with the mention that the Notification of Acceptance of Financing, sent to the beneficiaries, will specify the name of the company that will cover the financing of the preparation of the energy audit.
43. The approval of the beneficiaries of the financing for Component I must respect the order of priority according to the score accumulated in the result of the evaluation of the files submitted by them and must be within the limit of the budget allocated for Component I of the financing. The costs of preparing energy audits funded by partners or donors will not be included within the budget allocated for component I.
44. After the decision taken by the CFR, the CNED informs applicants of the acceptance or rejection of funding for component I. The notifications are prepared by SPDECRP and signed by the Director of the CNED.
45. 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.
46. If applicants are not accepted for funding under Component 1, the NED issues a Notification of Rejection of Funding to Component I: Energy audit within 5 days of the decision taken by CFR, specifying the reason for rejection.

#### 4.4. Contracting of energy audit services

47. Within 5 days after submitting the notifications to the beneficiaries of financing for component I - energy audit, the SPDECRP specialists draw up the technical specifications necessary for contracting the energy audit services of the housing blocks, 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.
48. 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.
49. 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 legislative/regulatory acts in the field of public procurement. The procedure is completed by designating the winner and signing the energy audit services contract.

50. After designating the winning company and establishing the final cost of performing the energy audit, the Director will inform and submit for approval to CFR the exact amount of the financial support in the form of a grant offered to the beneficiaries.
51. 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.
52. Within 5 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 Rapid Assessment Sheet shall be drawn up in accordance with the model in [Annex 4](#) to the MO;
  - 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, following the template in [Annex 5](#) of the MO.
53. 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.
54. 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.
55. Within 2 days from the acceptance of the Energy Audit Report, SPDECRP specialists draw up a Notification on the results of the energy audit, which is signed by the CNED Director and sent to the beneficiary of the financing. The letter attaches the Energy Audit Report and details the next steps to be taken by the beneficiary of the funding. 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

56. The NED launches the Call for the collection of applications for financing the elaboration of the Project Documentation. The call documentation shall consist of the application guide and the templates of the application forms. The call shall be published on the CNED website.
57. Considering the results of the energy audit, the applicants decide on the eligible measures for the energy rehabilitation of the housing unit (from those specified in the energy audit report according to the provisions of the financing product), which are required to be implemented, the amount of the applicants' contribution, separately for the project documentation and for the works for the implementation of the energy rehabilitation measures, as well as the method of financing/coverage of the contribution considering the specific conditions of eligibility of the measures.
58. Applicants with energy audit reports drawn up from sources other than those of the NED are eligible for Component II, provided that the applicants and the housing blocks managed by them meet the eligibility conditions for beneficiaries of the funding product.
59. Applicants for component II funding must submit to the NED a file containing the following documents:
  - Application for funding, following the model in [Annex 6 to the MO](#)

- Energy audit report (if drawn up from the beneficiary's account);
  - Decision of the General Assembly of the PCA on the approval of the implementation of the list of energy rehabilitation measures for the housing block for which it is requested to provide financial incentives under the EMFAF, the amount of the beneficiary's contribution (separately for the technical project and for the works for the implementation of energy rehabilitation measures), as well as the method of its financing (equity/property funds, bank or non-bank credit, by development partners, local public administration authorities, other sources not prohibited by legislation and financing products);
  - Proof of the availability of the contribution at least for the preparation of the project documentation (bank statement on the available financial resources of the association (repair and development fund, other availability of financial means in the accounts), loan agreement, credit agreement, confirmatory document on the coverage of the contribution from the account of development partners, local public administration authorities, etc.);
  - Other updated documents presented under Component I (at the request of the CNED)
60. Applicants who have energy audit reports drawn up from sources other than those of the CNED, in addition to the documents specified in paragraph above, submit the following documents (on the basis of which the eligibility of applicants will be examined):
- Completed application form conforming to the model in Annex 2 to the MO.
  - Financial report of the CSA for the last reporting year.
  - Extract from the State Register of Legal Entities/Units of Law.
  - Decision on the registration of changes made in the acts establishing the CPA and in the data entered in the State Register of Legal Entities (statutes, composition of the members of the management bodies: administrator, board of directors).
61. Application files shall be submitted by applicants via the electronic platform developed for this purpose or in electronic format 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.
62. When sending the application file by email, a message confirming the receipt of the file is sent. For all received application files, a file registration number shall be provided.
63. Application files shall be recorded by SPDECRP specialists in the Register of Applications for Component II, which shall contain at least the following information:
- File registration number;
  - Name and contact details of the applicant;
  - Address of the housing block(s);
  - Name, first name APC administrator;
  - Composition of the file;
  - Energy rehabilitation measures approved by the PCA for implementation;
  - Estimated total cost of implementing energy renovation measures (based on the costs specified in the energy audit report);
  - Amount of the NED contribution;
  - Amount of the beneficiary's contribution.
64. SPDECRP specialists provide informational and advisory support to all applicants and stakeholders interested in applying to the funding product.

## 5.2. Evaluation of files for component II

65. The evaluation of the files for component II shall be carried out by applying the criteria defined in the funding product, namely:
- Compliance and completeness of files;

- Eligibility of applicants (only for FPAs applying for Component II funding and having energy audits financed from financial sources other than the FFERM programme);
  - 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.
66. The evaluation of the files will be carried out by SPDECRP specialists, within 15 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, 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.
67. Simultaneously with the distribution of the files to the SPDECRP specialists, the Director of the CNED sends the list of files to the DJA for verification of the criterion 'lack of arrears to the national public budget'. The DJA sends, within 5 days, the generalised information on all the files submitted to SPDECRP, this information being annexed to the evaluation file.
68. In case of submission of an incomplete file, SPDECRP specialists can request the filling in of the missing information by the applicants, formally, either by e-mail or postal address depending on the way of submission of the file, indicating a deadline of 15 days to submit the missing information. The evaluation period for SPDECRP specialists is suspended until the applicants submit the missing information, or until the deadline for submitting it expires.
69. In case of failure to submit the requested information in due time, the assessment will be continued based on the available information.
70. The evaluation results for component II, with recommendation for funding or rejection, are included in the Dossier Evaluation Report (Component II), following the template in [Annex 7](#) of the MO. The report shall include information on:
- a) the completeness and correctness of the file submitted,
  - b) the findings regarding the compliance of the energy rehabilitation measures of the block, for which the PCA requests financing for Component II, with the technical, economic-financial and environmental feasibility requirements;
  - c) conclusions and recommendations on the approval/rejection of the financing of the PCA for Component II.
71. 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.
72. After the completion of the evaluation of all the submitted files 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
73. 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) Assessment of the energy rehabilitation measures of the block, with the preparation of the File Assessment Report (Component II).
74. At the same time as completing the dossier evaluation report (component II), SPDECRP specialists complete the General Database of dossier evaluation for component II, which must contain at least the following information about:
- 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 designing and 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.
75. If there are partners/donors financing project documentation development services for specific applicants, the name of the partner/donor company will be indicated in the General File Evaluation Database for Component II.

### 5.3. Examination of files for component II by CFR

76. After the endorsement of the Generalised Evaluation List, within 2 days, the Director of the CNED shall submit to the CFR, for examination and approval, or rejection of funding, the files submitted by the applicants together with the Evaluation Reports (Component II), and for those submitted by applicants who have energy audits financed from financial sources other than those from the FEERM and the Evaluation Reports (Component I). The CFR shall, within 10 days from the receipt of the files from the Director of the CNED, examine the files and the Reports for the evaluation of the file for Component II and shall meet in a meeting on the examination and evaluation of the files of the applicants for financing for Component II.
77. The decision to approve or reject the financing is recorded in the Minutes of the CFR meeting, where for each applicant the decision taken is specified. In case of rejection of funding, the reason for rejection shall be specified. The CFR Verbal process related to the approval or rejection of the funding must contain at least information about:
- Applicant and building;
  - Completeness of the set of documents submitted in the file;
  - Compliance of the applicant with 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 designing and implementing the measures for which financing is requested;
  - Decision of acceptance or decision and reason for rejection of funding.
78. In the case of applicants benefiting from financial support from partners or donors when preparing the project documentation, the name of the partner/donor company will be specified in the CFR Report, with the mention that the Notification of Acceptance of Funding, which will be sent to the beneficiaries, will specify the partner/donor covering this funding.
79. The approval by the CFR of the beneficiaries for component II is made in the order in which their files were submitted to the CNED for component II, within the limits of the budget allocated for component II of the financing. The costs of preparing project documentation funded by partners or donors will not be included within the limits of the budget available for Component II.
80. Where applications for funding will exceed the budget available for component II, priority will be given to applicants who:



- are connected to SACET;
  - does not register or registers the lowest disconnection rate of apartments from SACET.
81. 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.
  82. If applicants are accepted for funding under component II, the CNED sends a Notification of Acceptance within 2 days of the decision taken by the CFR. The notification shall specify the need to sign the Pre-contract to the Financing Contract.
  83. If applicants are not accepted for funding under component II, the CNED issues a Rejection Notification within 2 days of the decision taken by the CFR, specifying the reason for the rejection of the funding.

#### 5.4. Contracting design services

84. Within 5 days after signing the Pre-contract to the Financing Contract, FEESR specialists shall draw up the technical specifications necessary for contracting the services of drafting the project documentation and estimation and technical expertise of the housing unit (hereinafter - design services), considering the Energy Audit Report and the measures included in the financing application. Specifications are submitted to the DJA in order to initiate and organise the tendering procedure for contracting the services of drafting the project documentation.
85. Minimum requirements for the design services company:
  - Company with legal capacity to execute design services. The services of elaboration of the estimate documentation and technical expertise of the building can be subcontracted by the company;
  - The company must have experience in developing at least 1 building thermal insulation project in the last 3 years.
  - The personnel involved in the provision of services must hold the appropriate certifications for the types of services provided, in accordance with the requirements of the relevant legislation in force.
86. Within 10 days of receiving the Technical Specifications, DJA undertakes the necessary activities to initiate the public procurement for contracting the design services. 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 designating the winner and signing the contract for the provision of design services. The signing of the service contract for the elaboration of the project documentation is carried out only after the signing of the financing contract with the beneficiary.
87. After designating the winning company and establishing the final cost of carrying out the project documentation, the Director will inform and submit for approval to CFR the exact amount of the financial support in the form of a grant offered to the beneficiaries.
88. After finalizing the development of the project documentation, estimate and technical expertise of the housing unit, the service company sends to the CNED the documentation developed for the examination of compliance with the specifications and the Financing Product. The documentation is submitted by the company in electronic format by e-mail to the address of the CNED secretariat.
89. FEESR specialists shall examine and review the Project and Estimate Documentation within 14 days of its receipt. FEESR specialists examine whether the Project Documentation is carried out in accordance with the requirements of the technical specifications and the funding product. The results of the assessment shall be included in a Compliance Report of the Design Documentation, following the template in [Annex 9](#) of the MO.
90. Based on the recommendations from the Compliance Report of the Project Documentation, the head of FEESR communicates, by e-mail, to the service provider company one of the following decisions:

- Acceptance of the project and estimate documentation and initiation by the provider of the procedure for its verification according to the normative framework;
  - The need to review the project documentation and/or estimate according to the observations/objections submitted, within 14 days from the date of receipt of the observations/objections.
91. If the service provider does not remedy the documentation drawn up within the requested time limit, or submits it without remedying the observations/objections submitted, the head of FEESR shall inform the DJA in order to apply the clauses of the service contract.
  92. After completing the verification procedure of the project documentation according to the normative framework, the service company sends to the CNED the project documentation, the estimate and the technical expert report of the housing unit, on paper and in electronic version (editable).
  93. Depending on the findings made, the CNED will accept or reject the project documentation. If the NED accepts the project and estimate documentation, it will then be sent to the beneficiary in accordance with the provisions of the regulatory framework.
  94. Within 2 days of receipt of the Project Documentation, the Verification Report of the Project Documentation, FEESR specialists draw up a Notification on 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. ACCESS TO NON-REMOVEABLE FINANCIAL SUPPORT - Component III

### 6.1. Submission and processing of files for component III

95. The CNED launches a Call for Collection of Applications for Construction Works, including the Application Guide, the Model Application Forms. The call is published on the CNED website.
96. This Call is dedicated to funding applicants who have an Energy Audit Report and project documentation drawn up from funding sources other than financial incentives granted by the NEDF from EMFAF means, drawn up in accordance with the requirements of the regulatory framework and those laid down in the funding product and MO. These applicants are eligible for Component 3 – Construction works, provided that the housing blocks managed by these FPAs meet the eligibility conditions for the beneficiaries of this product and the measures proposed to be financed comply with the technical, economic-financial and environmental feasibility requirements specified in the financing product.
97. For energy efficiency measures involving interventions inside flats in blocks of flats, an application for financing may be submitted under component III, including component II – design documentation. In this case, the applicant must comply with all the conditions, including those for payment of the own contribution, described in component III.
98. Applicants for component III funding must submit to the NED a file containing the following documents:
  - Application for funding, following the model in [Annex 6](#) to the MO
  - Completed application form conforming to the model in [Annex 2](#) to the MO.
  - Financial report of the CSA for the last reporting year.
  - Extract from the State Register of Legal Entities/Units of Law.
  - Decision on the registration of changes made in the acts establishing the CPA and in the data entered in the State Register of Legal Entities (statutes, composition of the members of the management bodies: administrator, board of directors).
  - Energy audit report of the housing unit;
  - Project documentation and expenditure estimates checked in accordance with the provisions of the normative acts;
  - The building's technical expertise report.

- Proof of the cost of developing the project documentation and estimate, and the technical expertise of the housing unit;
  - Decision of the General Assembly of the CPA on the approval of the implementation of the list of energy rehabilitation measures for the housing block for which it is requested to provide financial incentives for component III, within the EMFAF, of the amount of the beneficiary's contribution, as well as of its financing method (equity/property funds, bank or non-bank credit, by development partners, local public administration authorities, other sources not prohibited by legislation and financing products);
  - Proof of availability of at least 30% of the contribution amount (bank statement on the available financial resources of the association (repair and development fund, other availability of financial means in the accounts), loan agreement, credit agreement, confirmatory document on the coverage of the contribution from the account of development partners, local public administration authorities, etc.);
  - Information on the submission of the Letter of Intent under Components I and II.
99. Application files shall be submitted by applicants via the electronic platform developed for this purpose or in electronic format by e-mail or to the address of the NED Secretariat indicated in the application guide or to the NED headquarters indicated in the application guide.
100. When sent by e-mail, a message confirming receipt of the file is sent, and in the case of submission in physical form, a file registration number is provided.
101. Application files shall be recorded by SPDECRP in the Register of Applications for Component III, which shall contain at least the following information:
- File registration number
  - Applicant and building;
  - Address, contact details
  - Total cost of the project
  - Amount of the NED contribution
  - Amount of the beneficiary's contribution
102. SPDECRP specialists provide informational and advisory support to all applicants and stakeholders interested in applying to the funding product.

## 6.2. Evaluation of files for component III

103. The evaluation of the files submitted under the Call for Component III will be carried out by SPDECRP specialists, within 20 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 CNED Director, at the proposal of the Deputy Director. If the number of SPDECRP specialists is not sufficient for the evaluation within the specified deadline of all the files submitted in an appeal, specialists from FEESR may be delegated for evaluation by order of the CNED Director.
104. In case of submission of incomplete files, 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 way of submission of the file, indicating a deadline of 15 days for submission of the missing information. The evaluation period for SPDECRP specialists is suspended until the missing information is submitted, or until the deadline for submitting it expires.
105. In case of failure to submit the requested information within the deadline, the assessment will continue based on the available information.
106. The evaluation results for component III, with recommendation for funding or rejection, are included in the Evaluation Report (Component I), following the template in [Annex 3](#), the Evaluation Report

(Component II), following the template in [Annex 7](#). The reports are signed by the specialist who prepared them, endorsed by the head of SPDECRP within 2 days, by the deputy director within 1 day.

107. Simultaneously with the completion of the Evaluation Reports, SPDECRP specialists complete the General Database of dossier evaluation, which must contain at least the following information about:
  - Applicant and building;
  - The set of documents submitted in the file;
  - Compliance of applicants with the eligibility criteria;
  - Correspondence of the energy rehabilitation measures of the housing block for which financing is requested for Component III, the technical, economic-financial and environmental feasibility requirements of the financing product;
  - The estimated values of the construction works, the financial incentives provided by the CNED, the Beneficiary's contribution.
108. After the completion of the evaluation of all the submitted files 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

### 6.3. Examination of CFR Component III files

109. After the endorsement of the Generalized Evaluation List, within 2 days, the Director of the CNED shall send the applicants' files to the CFR for examination and approval or rejection of the financing for Component III, the files being composed of:
  - The file submitted by each applicant.
  - Evaluation reports, for 2 components.
110. The CFR shall, within 10 days from the receipt of the files from the Director of the CNED, examine the files and the evaluation reports for each applicant, and shall meet in a meeting on the examination and evaluation of the financing files for component III.
111. The decision to approve or reject the financing is recorded in the Minutes of the CFR meeting, where the decision taken is specified for each applicant. In case of rejection of funding, the reason for rejection shall be specified. The CFR Verbal process related to the approval or rejection of grants must contain at least the following information about:
  - Applicant and building;
  - Completeness of the set of documents submitted in the file;
  - the applicant's compliance with the eligibility criteria in the funding product;
  - Correspondence of the energy rehabilitation measures of the housing block for which financing is requested for Component III, the technical, economic-financial and environmental feasibility requirements of the financing product;
  - The estimated values of the construction works, the financial incentives provided by the CNED, the Beneficiary's contribution.
  - Decision of acceptance or decision and reason for rejection of funding.
112. The approval of the files must be within the limits of the budget allocated for component III of the financing.
113. If applications for funding exceed the available budget, priority will be given to applicants who:
  - are connected to SACET;
  - does not register or registers the lowest disconnection rate of apartments from SACET.
114. After the decision taken by the CFR, the CNED informs applicants of the acceptance or rejection of funding for component III. Notifications are prepared by SPDECRP and signed by the Director of the CNED.

115. If applicants are accepted for funding under component III, the CNED sends a Notification of Acceptance within 2 days of the decision taken by the CFR. The notification shall specify the need to sign the Grant Agreement.
116. If applicants are not accepted for funding under component III, the CNED issues a Rejection Notification within 2 days of the decision taken by the CFR, specifying the reason for the rejection.

#### 6.4. Contracting of construction works

117. After signing the Financing Contract, or the Additional Agreement in the case where funding was obtained from the EERF funds for the preparation of the project documentation, and after receiving confirmation from the SMCRP that the beneficiary has paid the share of the contribution specified in the Contract, within 5 days, the EERF specialists shall draw up the technical specifications necessary for contracting the construction works, considering the Project Documentation (for the PCAs that benefited from the financing of the design services under the EERF Programme) and the measures included in the financing application (for the beneficiary PCAs, which requested the financing for Component III). The specifications are sent to the DJA in order to initiate and organise the tender procedure for contracting the construction works.
118. 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;
  - Turnover;
  - Possession of qualified personnel;
  - Technical endowment.
119. Within 10 days of receiving the Technical Specifications, DJA launches the public procurement procedure for contracting construction works. The procedure shall comply with internal procurement regulations and procedures. The procedure ends with the signing of the contract.
120. After designating the winning company and establishing the final cost of the works, the Director will inform and submit for approval to CFR the exact amount of the financial support in the form of a grant offered to the beneficiaries.
121. In parallel with contracting the construction works, DJA will announce the tender for contracting the services of the technical manager.

## VII. SIGNATURE OF THE FUNDING CONTRACT

### 7.1. Signature of the pre-contract

122. Pre-contract is a preliminary agreement between the parties, by which they express their intention to conclude a contract in the future, under certain conditions set out above. The purpose of this document is to lay down the main conditions of the final contract and to ensure the commitment of the parties to conclude it. The provisions on the signing of pre-contracts are stipulated in accordance with Article 999 of the Civil Code no. 1107/2002.
123. Within 2 days after the CFR decision approving the financing for Component II, the head of SPDECRP informs the DJA of the need to draw up the Pre-contracts to the Financing Contracts (Annex [9](#)). The preparation of the Ante-Contracts is carried out within 5 days from the receipt of the request for their preparation. DJA organizes the conclusion of the Pre-contracts between the CNED and the beneficiaries accepted for financing for Component II, within 14 days. The pre-contract shall be signed by the Director of the CNED and the beneficiary.
124. The signing of the pre-contract will allow the CNED to have grounds to initiate the tendering procedure for Project Documentation Services.

## 7.2. General provisions of the Grant Agreement

125. The grant agreement shall include, but not be limited to:
- Components of the contract: Energy audit component and/or project documentation fully financed by the NED, without the beneficiary's contribution; Project documentation and construction works component – with the contribution of the beneficiary;
  - Cost for drafting the project documentation (based on the winning bid);
  - Estimated cost of implementing the energy renovation measures of the block (based on the costs indicated in the energy audit report);
  - The value of the beneficiary's contribution, the equivalent in lei of 10% for the elaboration of the project documentation;
  - Estimated amount of the total contribution of the beneficiary. The contribution of the beneficiary shall be at least 30% of the value of the eligible investment, calculated on the basis of the costs in the Energy Audit Report (cost of services for the design and execution of construction works).
  - The beneficiary's contribution to the project documentation shall be included in the total amount of the beneficiary's contribution.
  - Timetable for payment of the contribution by the beneficiary.
  - Sustainability plan of the financed measures

## 7.3. Signature of the financing contract – component II

126. Within 5 days after the completion of the tender procedure for contracting the services for the elaboration of the project documentation, based on the winning tender, the DJA completes the Financing Contract (according to the model in [Annex 10](#) to the MO) and informs the beneficiaries of the need to sign it. The financing contract shall be signed by the Director of the CNED and the representative of the beneficiary. DJA organizes the procedure for concluding the Financing Contracts within 30 days.

127. After signing the financing contract, DJA registers the Contract in the Register of Financing Contracts.

128. After receiving the verified Project Documentation, DJA completes the Additional Agreement to the Grant Agreement and informs the beneficiary of the need to sign it. The Additional Agreement shall indicate:

- The value of the works for the implementation of the energy rehabilitation measures of the block, based on the costs specified in the cost estimates drawn up as a result of the project documentation (including the costs for the Technical Supervision of the works and the author's supervision);
- Amount of the total contribution of the beneficiary, including the outstanding amount to be paid by the beneficiary;
- Deadlines for payment to the CNED IP of the beneficiary's contribution to the financial investment.

129. PCAs participating in component II are also required to participate in component III – Construction works. PCAs not participating in Component III – Construction works shall pay the remaining value of the cost of the project documentation, after deducting from the total cost of the project documentation the beneficiary's contribution paid for the project documentation. In this case, the IP CNED will send the project documentation to the beneficiary in accordance with the provisions of the normative and legislative framework.

## 7.4. Signature of the grant agreement for FPAs submitting directly to – Component III.

130. These provisions are attributed to the beneficiaries accepted for funding directly under component III, who had the Energy Audit Report and project documentation drawn up from funding sources other than the financial incentives granted by the NEDF from the EMFAF.

131. On the basis of the CFR decision approving the financing for the beneficiaries who have directly submitted files to Component III, the DJA supplements the Financing Contract (in accordance with the

model in Annex 21 to the MO) and informs the beneficiaries of the need to sign it. The financing contract shall be signed by the Director of the CNED and the representative of the beneficiary.

132. After signing the financing contract, DJA registers the Contract in the Register of Financing Contracts.

## 7.5. Procedure for amending the Grant Agreement

133. 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 IP 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.

134. 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.

135. The FEESR will appreciate the reasons for the change set out and 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.

136. If the amendment of the financing contract is approved by the Financing and Risk Committee, an additional period of 1 month will be granted for carrying out the project. Changes will be made by concluding an additional agreement according to the approved model management.

137. If the Beneficiary/Executor requests a non-substantial modification of the provisions of the financing contract/investment project, the FEESR shall draw up an information note to the Director of the CNED, setting out its opinion on the appropriateness of the modification of the Contract.

138. 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 of the non-reimbursable financial support;
- 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.

139. 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.

140. If the amendment of the financing contract is approved, it will be done by concluding an additional agreement.

## 7.6. Completion of the Grant Agreement

141. 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 will be initiated.

142. CNED specialists will prepare the 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 Director's Order) which will be coordinated by DJA, Accounting and Financial Reporting Service, Deputy Director.
143. 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.
144. The information note on the finalization of the financing contract coordinated by the responsible persons will be sent to the DJA.
145. On the basis of the Information Note on the finalisation of the Grant Agreement,. The DJA will draw up the Additional Agreement on the completion of the Financing Contract in which the final data on the financed project will be included, and will ensure the signing of the Final Agreement by the Parties.

## VIII. MONITORING OF THE BENEFICIARY'S COMMITMENTS

### 8.1. Monitoring the payment of the beneficiary's contribution

146. 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 degree of execution of the works;
  - information on the instalments of the contribution paid by the beneficiary;
  - data on the completion of the works.
147. 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.

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

148. The beneficiary's contribution for the elaboration of the project documentation constitutes 10% of the value of the cost of the elaboration of this documentation.
149. The contribution for project documentation development services shall be paid by the beneficiary to the NED within 10 days from the date of signature of the financing contract between the NED and the beneficiary.
150. If the beneficiary's contribution is not paid within the 10-day period, the CNED agrees with the PCA on another period not exceeding 3 months, the commitment being formalised by a letter from the beneficiary. In case of non-compliance with this deadline, the CNED may terminate the financing contract.

### 8.3. Payment steps of the beneficiary's contribution – component III

151. The deadlines for paying the beneficiary's contribution to the CNED for the eligible investment are:



- 30% of the amount of the contribution in the form of an advance within 10 days from the date of signature of the additional agreement to the financing contract, or for the beneficiaries who applied directly to stage III from 10 days after the signature of the financing contract. The payment made by the Beneficiary to Component II is considered to be part of the advance, in case financing was obtained from the NEDF from the EMFAF means for the project documentation.
  - 30% of the value of the contribution within 10 days from the date of signing the acceptance report at the end of the works;
  - 40% of the value of the contribution, flat-rate or within a maximum of 2 (two) years from the date of signing the acceptance report at the end of the works.
152. Until the public works procurement procedure has been carried out, the CNED verifies the receipt from the APC of the payment in the amount of 30% of the contribution in the form of an advance. If it is found that the contribution of the CSA has not been received in accordance with the commitments made in the financing contract and the additional agreement to this contract, the NED may decide to terminate the financing contract.
153. The CNED will provide additional time for payment of the contribution, which will not exceed 12 months from the date of signature of the additional agreement to the financing contract.
154. If a significant difference will be identified between the value of the works included in the Financing Contract and the cost estimates attached to the project documentation, the NED may agree with the beneficiary an additional period to ensure the collection of its own contribution, provided that the beneficiary will provide supporting and binding evidence to this effect.
155. In case of notification by the CNED IP of the non-compliance of the PCA with the contractual commitments, the CNED IP may request the termination of the contract and the recovery of the financial incentives granted to the PCA, as well as the recovery of the material damages.

## IX. MONITORING OF CONSTRUCTION WORKS

### 9.1. General provisions

156. The beneficiary is obliged to provide the company with access to the building where the works for the implementation of energy efficiency measures are to be carried out.
157. The contractor is obliged to properly ensure the works, to provide cleaning works after the works have been carried out.
158. If the implementation of energy efficiency measures involves preparatory works, then after carrying them out the contractor shall submit to the CNED a notification on the performance of the works, to which the proof shall be attached: Sketches, pictures, etc.
159. The CNED verifies the submitted information and informs the contractor about the continuation of the works or presents recommendations for compliance.
160. 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.
161. The NED, where appropriate, may carry out field visits to verify the implementation of the project.
162. The basic objectives of monitoring the execution of the provisions of the Contracts for Contracts are:
- Ensure that works are implemented in accordance with the requirements of the CNED;

- The "4-eye" principle will be followed when monitoring the work. Respectively, verification will be ensured by both the Certified Technical Officer and the FEESR 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;
163. The FEESR shall be responsible for monitoring the execution of the works provided for in the Contract for Contractors.
164. The Director of the CNED, at the proposal of the Deputy Director, designates, by order, FEESR and SMCPR specialists responsible for monitoring the implementation of the provisions of the Contract for Contracts, processing the information from the reports and documents submitted by the contractor to the CNED, as well as designates = RCT, who will be responsible for verifying the execution of the works by carrying out field visits.
165. If FEESR and/or SMCPR specialists find certain inaccuracies or non-conformities, it 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.
166. FEESR specialists are responsible for:
- Verification and 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 specified in the project (correspondence of project implementation with the volumes of works specified in the Contract for Works) of CPAEC submitted to ICNED 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;
167. FCMRP 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 Entrepreneurship;
168. After the actual completion of all the works, a Acceptance Report will be signed at the end of the works by the Contractor, the Designer (as the case may be), the Representative of the Project Beneficiary, the Technical Responsible, the RCT 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).
169. If it is necessary to complete certain outstanding works or remove some defects, a separate list of them will be drawn up according to 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.
170. The list of works requiring corrections 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 economic operator, the technical responsible and the Project Beneficiary. The absence of persons from 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 will be indicated by him in the mentioned document.
171. 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).

172. Once the guarantee period has elapsed, which will begin when the acceptance report is signed at the end of the works, the CNED will sign the final acceptance report, a procedure drawn up in accordance with Government Decision No 285/1996 approving the Regulation on the acceptance of buildings and related installations.

## 9.2. Field visits

173. 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.

174. 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 Agreement or Contract for Contracts.

175. During the visits will be present RFT, the representative of the economic agent, the site supervisor, the technical responsible, as the case may be, the designer.

176. 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): this visit verifies the implementation of the project implementation, in which case the EDCN 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.

177. 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 1 to the MO](#).

178. 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.

## 9.3. Procedure for reviewing documents confirming the investment made

179. 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 in the Contract for Contracts.

180. 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.

181. Full set of payment documents confirming the acceptance by the CNED of the documents submitted by the entrepreneur:

- Payment Approval Form (FAP), in accordance with the model in [Annex 12](#) to 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 13](#) to the MO.
182. In order to confirm that the works were carried out in accordance with the provisions of the Contract for Contracts, all the necessary documents duly signed and approved in accordance with the provisions of the legislative and regulatory framework in the field of construction shall be attached to the FAP.
183. 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 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.
184. 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.

#### 9.4. Payment document processing cycle

Step one.	<p>The entrepreneur submits in the letter of the CNED, the application for approval of the stages of the project accompanied by payment documents, according to the model in <a href="#">Annex 14</a> to the MO (including the relevant supporting documents), which will be registered in the Register of Payment Documents related to Contracts for Contracts, according to the procedure for keeping incoming and outgoing correspondence. Payment and other supporting documents</p> <ul style="list-style-type: none"> <li>• Minutes of acceptance of works (Standard interdepartmental form no. C2n), in original;</li> <li>• Local resource estimate / Resource list in original (Form no. 3, Practical code in construction CP L.01.01-2012)</li> <li>• Catalogue of unit prices in original (Form no. 5, Practical Code in Construction CP L.01.01-2012,</li> <li>• Tax invoices;</li> <li>• Narrative report on the quality of the work performed prepared and endorsed by the Technical Responsible</li> <li>• The report Certification of used and accumulated materials and equipment, according to the model in <a href="#">Annex 15</a> to the MO;</li> <li>• Photographs from the site of the execution of the works (full coverage of the facades concerned);</li> <li>• Minutes verifying the quality of works that become hidden, duly signed;</li> <li>• Excerpt from the technical book, in copy, for the works performed during the invoiced period</li> <li>• Detailed drawings of all facades related to the project objective where all dimensions necessary for the calculation of the volumes of works executed are indicated, including the presentation of the replaced carpentry items as well as those that have not been replaced, related to the project objective;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Other necessary documents.</li> </ul> <p>Responsible for receiving payment documents are FEESR 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>
<p>Step three.</p>	<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 shall carry out the visit to the site with the participation of the FEESR specialist. After each field visit, the RCT completes the Report on the field visit according to the model presented in the Annex and the Instructions for the contractor to the project (if necessary) according to the model presented in the Annex to this MO.</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>
<p>Step 4.</p>	<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>
<p>Step 5.</p>	<p>The SMCRP specialist examines the documents received from the Project Specialist and 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>
<p>Step 5.</p>	<p>The head of the SMCRP examines the documents received from the head of the SFEESR and approves 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>
<p>Step 6.</p>	<p>The DJA examines the documents received from the SMCRP, completes the FAP with an indication of the results of the examination of the payment documents and, after confirming their compliance, forwards them together with the FAP to the</p>

	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 sends the full set of SCRF documents to the Center <i>Processing time – 1 calendar day</i>
Step 8.	SCRF completes the FAP and draws up a Payment Order in order to carry out the transfer of funds to the bank account of the Contractor (the Contractor, as the case may be), according to the requisites indicated in the Contract of Contract and sends the information to the Ministry of Energy <i>Processing time – 2 calendar days</i>

185. 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
<b>TOTAL calendar days of the 30-day processing cycle</b>		

### 9.5. Stop processing of payment documents

186. 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.

187. 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.

188. 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 project 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.

189. 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.

## 9.6. Stop rejection of payment documents

190. If the payment documents submitted by the Entrepreneur do not meet all the requirements described in this manual 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.

191. 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.

192. 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 Deputy Director and approved by the 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.

193. 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'.

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

## X. MONITORING, ARCHIVING AND POST-FINANCE EVALUATION

### 10.1. Procedure for monitoring the Grant Agreement

195. 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.

196. 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.

197. 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.

198. 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.

199. The CNED specialists will prepare at the end of each month a totalizing Report on the volumes of the works executed to date, in which the information on the projects will be reflected, with the beneficiaries of which the Financing Contracts have been signed.

200. 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 Grant Agreement 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.

201. 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.

202. Monitoring may take place without going to the place where the works are carried out, provided that there is sufficient information and evidence to determine the fulfilment of the obligations assumed by the beneficiary under the grant contract.

203. 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.

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

## 10.2. Post-implementation monitoring

205. 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. The detailed procedure is to be developed into a Post-Implementation Monitoring Regulation.



206. Also, the compliance with the beneficiary's obligations to pay 40% of the contribution amount is monitored, flat-rate or within 2 (two) years from the date of signing the acceptance report at the end of the works, in accordance with the conditions of the Financing Contract.
207. If the beneficiary does not pay on terms, the CNED will make a pre-emptive notification.
208. In order to ensure the achievement of the projected energy efficiency indicators for the projects within the Project Collection Calls, the CNED will include in the Financing Contract provisions regarding the energy efficiency indicators obtained following the implementation of the project compared to the energy efficiency indicators forecasted until the implementation of the project;
209. 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.
210. 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.
211. The post-implementation monitoring covers the actions carried out after the acceptance of the works or 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.
212. After the completion of the construction works and the completion of the transmission procedure of the investment costs/goods/equipment (as the case may be), the project beneficiaries will assume the responsibility of ensuring the sustainability of the implemented projects, allocating annually financial resources for the maintenance and operation of the created goods.
213. Project sustainability plans will be developed by the beneficiaries with the support of the NED.

### 10.3. File archiving procedure

214. 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.
215. 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.
216. 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.
217. 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.
218. All documents included in the financing file will be checked for correctness and compliance with the evidence resulting from the relationship with the beneficiary.
219. 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.
220. Once archived, the financing files can be taken over only by handover-receipt act approved by the Director.
221. Persons who have access to archived financing files are responsible for their physical integrity.
222. The archiving procedure also refers to the rejected files in the process of implementing the Funding Product.

## XI. FINANCIAL MANAGEMENT

### 11.1. Transfer of funds

223. 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).
224. 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.
225. 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.

### 11.2. Administrative financial procedures

226. The NED shall keep records of each individual funding project in the Register of funded projects.
227. 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:
- a) the application for funding, together with the documents relating to it;
  - b) the grant agreement with its annexes and all subsequent amendments,
  - c) procurement contracts concluded with economic operators, as well as all payment requests submitted by them and approved by the Centre;
  - d) transfers/payments made by the CNED;
  - e) correspondence between the NED and the recipient of financial incentives,
  - f) the monitoring reports of the financing project;
228. 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.

### 11.3. Procedures for transmission of investment costs

229. 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.

### 11.4. Financial control

230. 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.

## XII. FINAL PROVISIONS

231. 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.

232. 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.
233. 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.
234. 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.).
235. 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.
236. 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.
237. 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.
238. 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.
239. 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.
240. 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.
241. 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.
242. This MO shall enter into force on the date of approval by the Board of the CNED.



## ANNEXES

**INTENTION LETTER**

Mr \_\_\_\_\_

Public Institution National Centre for Sustainable Energy

**Dear Director,**

With reference to the Call for proposals for the identification of tenants' associations that will benefit from energy audit launched by the Public Institution National Centre for Sustainable Energy (IP CNED), Condominium Owners' Association \_\_\_\_\_, IDNO \_\_\_\_\_, located at

\_\_\_\_\_, represented by Ms/Mr

\_\_\_\_\_, expresses its interest in participating as the applicant in this call.

We request support for the preparation of an energy audit of the housing unit located at the address

At the same time, we undertake to provide access to the premises of the housing block and apartments, as well as additional information necessary for the elaboration of the energy audit.

We confirm that the email address for communication with the representatives of the Association is:

\_\_\_\_\_.

Hoping for a positive answer from you, we remain available for possible clarifications.

With respect,

\_\_\_\_\_  
(surname, first name, position)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL INFORMATION**

**Full name of the applicant (tenant association):**

**Address of the multi-storey housing block for which the energy audit report will be drawn up:**

Does the association have a building audit report? \_\_\_\_ (yes/no)

**ORGANISATIONAL FORM (tick the correct option, APC – if you have this status, other forms of organisation – if you are in the process of reorganisation in APC)**

<input type="checkbox"/>	Association of Condominium Co-owners (ACC)
<input type="checkbox"/>	Condominium Owners' Association (APC)
<input type="checkbox"/>	Housing Construction Cooperative (CCL)
<input type="checkbox"/>	Association of Privatised Homeowners (APLP)
	Other (please specify)

**Contact persons among the members of the board of directors of the association**

Name, Surname	Function	Mobile phone	e-mail

**Information on the Housing Association:**

Description	Reply
Number of housing blocks managed by the association	
Total number of owners in the condominium	

**II. INFORMATION ABOUT THE LOCATIONAL BLOCK FOR WHICH ENERGY AUDIT IS REQUESTED:**

Description		Data		
Total number of units				
Invoice payment discipline (%) (Invoice payment rate)	Thermal energy	2021	2022	2023
	Other invoices issued by the Association			
Total number of apartments				
Number of apartments rented out				
Number of apartments not inhabited				
Total number of tenants				
Number of persons with disabilities				

**1. Information about the building**

	Unit of measurement	Value	Comments
Year of construction	Year		
Year of placing in service	An.		
Number of floors	One.		
Number of stairs	One.		
Existence of elevator	Yes/No		
Total area of apartments (excluding common areas)	m <sup>2</sup>		

Number of self-heating apartments	One.		
Surface area of apartments with self-heating	m <sup>2</sup>		
Subsoil/semi-soil existence	Yes/No		
Attic/cerdac existence	Yes/No		
Existence of technical floor	Yes/No		

**2. Energy efficiency measures required for the housing unit (tick the options you consider necessary):**

<input type="checkbox"/>	Thermal insulation of external walls
<input type="checkbox"/>	Insulation of the walls of the foundation and socket of the building above ground level
<input type="checkbox"/>	Thermal insulation of the basement
<input type="checkbox"/>	Thermal insulation of the roof (all types)
<input type="checkbox"/>	Thermal insulation of the floor of the technical floor
<input type="checkbox"/>	Replacement of external doors and/or windows (common-use spaces)
<input type="checkbox"/>	Upgrading elevators to make energy consumption more efficient
<input type="checkbox"/>	Renovation of lighting in common areas of the building
<input type="checkbox"/>	Installation of the heating system with horizontal distribution of heat
<input type="checkbox"/>	Installation or upgrading of the Individual Thermal Point (ITP)
<input type="checkbox"/>	Installation of photovoltaic/thermal solar panels on the roof
<input type="checkbox"/>	Installation of car charging stations
<input type="checkbox"/>	Other (please specify)

**3. Information on adjacent/annexed constructions of the building (reconstructions of apartments/units) managed by the association:**

Number of adjacent buildings	
Surface area of adjacent buildings	
Destination of construction	
Legal status	
Cadastral number assigned to the construction	
No. of ongoing litigations related to adjacent constructions	
No. of concluded litigations related to adjacent constructions	

**4. Information about the building envelope:**

Features	Reply	Comments
Exterior wall area (without windows), m <sup>2</sup>		
External wall material		
Exterior wall thickness, mm		
Thermal insulation of external walls Yes/partial/No		If partially – around %
Surface area of all windows from apartments, m <sup>2</sup>		
The surface of new double glazing windows from apartments, m <sup>2</sup>		If partially – around %
Surface area of all windows in common areas, m <sup>2</sup>		
The surface of double glazing windows in common areas, m <sup>2</sup>		If partially – around %
Roof surface (flat surface), m <sup>2</sup>		
Roof condition good / satisfactory / bad		
Basement area, m <sup>2</sup>		

**5. Thermal power supply and domestic hot water (ACM) system:**



- Heat source: \_\_\_\_\_ (centralised heat supply system (SACET), natural gas boiler at building level, individual natural gas boilers in apartments)
- For buildings connected to SACET:
  - Is it an individual thermal point? \_\_\_\_\_ (yes/no)
  - Is the heating system horizontally distributed? \_\_\_\_\_ (yes/no)
- Is there an ACM supply system in the building? \_\_\_\_\_ (yes/no)
- Is the building-level ACM system functional/used? \_\_\_\_\_ (yes/no)
- Is there an ACM recirculation pipe? \_\_\_\_\_ (yes/no)
- Source of ACM: \_\_\_\_\_ (central heating point, individual heating point, block heating plant, electric heaters installed at apartment level, solar collectors).

**6. Information on communal service providers:**

	Service type	Supplier name
	Electricity	
	Natural gas	
	Thermal energy	
	Domestic hot water	

**7. Projects implemented by the Association, with a value of more than 50 thousand lei within the condominium (association), in the last 7 years**

No	Project name	Beneficiar	Project amount (MDL)	Contribution of the association to the Project, MDL	Implementation period (years)	Describe the main problems you encountered during the project implementation process, if any
1						
Etc.						

**8. Information on the economic activity of the association (data to be presented from the balance sheet):**

No	Year	Income, MDL	Expenses, MDL	Owner debts, MDL
1	2021			
2	2022			
3	2023			

**9. Indicate the amount available in the Reserve Fund of the Tenants' Association at the end of February 2024 \_\_\_\_\_.**

Indicate the amount of the monthly contribution to the Association's development and repair fund/savings fund/reserve fund \_\_\_\_\_ lei or lei/m2

Person responsible for filling in the form:

Surname, first  
name

Contact  
number

Date

Signature

\_\_\_\_\_



**EVALUATION REPORT**
**(Component I – Energy Audit)**
**2. GENERAL INFORMATION**

Project No	
Full name of the applicant (tenant association):	
Address of the multi-storey housing block for which the energy audit will be carried out:	
Name of the Administrator	
Contact No	
Email address	

**II. LIST OF DOCUMENTS**

1	<input checked="" type="checkbox"/>	Letter of intent
2	<input checked="" type="checkbox"/>	Completed application form
3	<input checked="" type="checkbox"/>	<u>The decision of the board of directors of the association</u> or the decision of the general meeting of the association on the approval of the decision by at least 2/3 of the members of the condominium to participate in this call in order to benefit from the energy audit of the building;
4	<input checked="" type="checkbox"/>	Financial Report for the year 2023 (Annexes to the “Methodical Indications on the Particularities of Accounting in Non-Commercial Organisations” Approved by OMF 188 of 30.12.2014) to which the Financial Balance for the year 2023 is attached;
5	<input checked="" type="checkbox"/>	Extract from the State Register of Legal Entities;
6	<input checked="" type="checkbox"/>	Decision on registration of changes in the data in the State Register of Legal Entities (composition of members of the Board of Directors);
7	<input checked="" type="checkbox"/>	Bank statement on the existence and balance of the Reserve/Savings/Development and Repair Fund, or other document demonstrating this fact.
8	<input type="checkbox"/>	Other (please specify)

**III. ASSESSMENT GRILL**

Criteria	References	Brief description	Score
Form of organization	APC/CCL/APLP/ACC		
Proof of initiation of the reorganisation process (for ACC/CCL/APLP)	Yes/No/Not applicable		
The level of payment of thermal energy bills and other bills issued by the association (average over the last 3 years)	%		
Experience in implementing projects larger than 50 thousand MDL	No.		
Existence within the association of monthly contributions to the reserve fund	Yes/No (RON/apartment)		
Decision of the General Assembly of the Association on energy renovation of the building	Yes/No		
The building connected to the central heating supply system (SACET)	Yes/No		
Existence of Individual Thermal Point within the heating system of the multi-storey housing block	Yes/No		
Year of putting into service of the block	Not later than 2005		
Illegal constructions in the housing block	Existence/missing		

<b>Total</b>	
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**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)*

## Assessment sheet

## 1. GENERAL INFORMATION

Name of service company	
Name of energy auditors	
Full name of the tenant's association	
Address of multi-storey housing block(s) 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**

--

**Developed:**

Senior Specialist Policy Implementation and Monitoring Directorate

Gadiac Ivan

Name, Surname, Signature

Date

**Targeted:**

Head of Policy Implementation and Monitoring Directorate

Name, Surname, Signature

Date

**Coordinated: Deputy Director**

Balan Manole

Annex 5: Compliance Report of the Energy Audit Report

Compliance Report of the Energy Audit Report

4. GENERAL INFORMATION

Name of service company	
Name, first name energy auditors	
Full name of the tenant association	
Address of multi-storey housing block(s) 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
a) The measures proposed for implementation can be found in the types of measures eligible for funding specified in point 1.12.		
b) The measures proposed for implementation comply with the specific eligibility requirements for energy renovation measures in the housing unit set out in point 1.12 of the financing product;		
c) 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;		
d) Corresponds to the type and characteristics of the proposed materials and equipment 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 – Project documentation

**[Date]**

**1. Information about the APC and the housing block:**

Full name of the applicant (tenant association):	
Address of the multi-storey housing block for which the financing of the development of the project documentation and the implementation of the energy rehabilitation measures is requested:	
Name of the Administrator	
Contact details of the Administrator	
Email address	

**2. Beneficiary of component I – energy audit**

YES

NO

**3. Measures for the energy rehabilitation of the housing unit proposed for implementation (from those recommended in the energy audit report of the housing unit):**

Name of measures	Areas/volumes

**4. Estimated cost of project implementation (based on those specified in the energy audit report):**

<b>Estimated total cost of project implementation, MDL:</b>	
<b>Requested amount of financial incentives, MDL [70% of total project cost]</b>	
<b>Estimated APC Contribution for project implementation, MDL [30% of total project cost]</b>	
<b>Including: Estimated value of the APC Contribution for the elaboration of the project documentation, MDL: [10% of the total cost of preparing the project documentation]</b>	
<b>Source of CSA contribution: [PCA Repair and Development Fund, personal contributions of PCA members, etc.]</b>	

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

I hereby declare that the PCA referred to above at the time of submission of the Application has no arrears to the national public budget.

**6. Declaration on social responsibility**



I hereby declare that the CSA referred to above at the time of submission of the Application:

- No cases of forced labour were recorded.
- We respect the freedom of assembly within the Association, ensuring that the meetings of the General Assembly and the Council are carried out in accordance with the legislation, and the right to assemble the members of the Association is respected.
- We ensure equal pay for women and men doing work of equal value, preventing any form of discrimination.
- We use the work of minors under legal and regulatory conditions.
- We respect the health and safety of our employees and members.
- We accept the employment of persons with disabilities and take steps to create favourable mobility conditions for these persons.
- We do not violate the rights of disadvantaged individuals or families.

## **7. Corporate Governance Statement**

I hereby declare that under the said PCA:

- All management bodies shall be established and operational in accordance with the Statutes, including:
  - General Assembly/Assembly with Special Interest (functional or not)
  - Council
  - The Censor or the Commission of Censors
- The rules of participation and decision-making are complied with in accordance with the provisions of the law and the Statute.

### **Annexes:**

- Energy audit report;
- Decision of the General Assembly of the PCA on the approval of the implementation of the list of energy rehabilitation measures for the housing block for which it is requested to provide financial incentives under the EMFAF, the amount of the beneficiary's contribution (separately for the technical project and for the works for the implementation of energy rehabilitation measures), as well as the method of its financing (equity/property funds, bank or non-bank credit, by development partners, local public administration authorities, other sources not prohibited by legislation and financing products);
- Proof of the availability of the contribution at least for the preparation of the project documentation (bank statement on the available financial resources of the association (repair and development fund, other availability of financial means in the accounts), loan agreement, credit agreement, confirmatory document on the coverage of the contribution from the account of development partners, local public administration authorities, etc.). Hoping for a positive response from you, we remain available for possible clarifications.

With respect,

\_\_\_\_\_  
(surname, first name, position)

Signature \_\_\_\_\_

**Evaluation report  
(Component II – Project documentation)**

**1. GENERAL INFORMATION**

1.1.

File number	
Full name of the applicant (tenant association):	
Address of multi-storey housing block for which financial incentives from the EMFAF are requested for the development of project documentation and the implementation of energy renovation measures:	
Name and surname of the Administrator:	
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	
Number of apartments	
Heating source of apartments	
Domestic hot water preparation and supply system	
Ventilation and conditioning system	
Lighting system in common use spaces	
Lifts	
Annual consumption by type of energy resource, kWh	

**3. LIST OF DOCUMENTS**

1	<input checked="" type="checkbox"/>	Application for funding (Annex 10);
2	<input checked="" type="checkbox"/>	Energy audit report;
3	<input checked="" type="checkbox"/>	Decision of the General Assembly of the PCA on the approval of the implementation of the list of energy rehabilitation measures for the housing block for which it is requested to provide financial incentives under the EMFAF, the amount of the beneficiary's contribution (separately for the technical project and for the works for the implementation of energy rehabilitation measures), as well as the method of its financing (equity/property funds, bank or non-bank credit, by development partners, local public administration authorities, other sources not prohibited by legislation and financing products);
4	<input checked="" type="checkbox"/>	Proof of the availability of the contribution at least for the preparation of the project documentation (bank statement on the available financial resources of the association (repair and development fund, other availability of financial means in the accounts), loan agreement,

		credit agreement, confirmatory document on the coverage of the contribution from the account of development partners, local public administration authorities, etc.).
5	<input type="checkbox"/>	Other (please specify)

#### 4. ELIGIBILITY ASSESSMENT OF THE ENERGY REABILITY PROJECT OF THE LUCTATIVE BLOCK:

##### 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 conditions, kWh/year	Energy savings (based on standardised conditions , %	Energy savings (based on standardised conditions, %	Product Compliance [Yes/No]

4.1.2. Relevance of the proposed solutions (measures):

No	Requirement	Yes/No	Commentators
1	The proposed solutions are relevant to the specific needs of the building(s)		
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	Commentators
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:

Name of measure	NAV determined at discount rate $i=4\%$ (lei)			DRI (years)		
	According to the Energy	According to the	Compliance (YES/NO)	According to the Energy	According to the	Compliance (YES/NO)

	Audit Report	financing product		Audit Report	financing product	

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 [70% of total project cost]	
Estimated APC Contribution for project implementation, MDL [30% of total project cost]	
Including: Estimated value of the APC Contribution for the elaboration of the project documentation, MDL: [10% of the total cost of preparing the project documentation]	
Source of CSA contribution: [PCA Repair and Development Fund, personal contributions of PCA members, 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. Social Responsibility Requirements

•demonstrating the observance of social rights and in the decision-making process of the association, according to the normative framework and the agreements with the development partners, according to the affidavit or other known information:

No cases of forced labour were recorded	Yes/No (Yes – positive, No – negative)
Respects the freedom of assembly within the Association (the meetings of the General Assembly and the Council are carried out according to the legislation, the right to assemble the members of the Association is respected)	Yes/No (Yes – positive, No – negative)
Equal pay for women and men performing work of equal value (discrimination)	Yes/No (Yes – positive, No – negative)
The work of minors is used.	Yes/No (No – positive, Yes – negative)
Respect for the health and safety of employees and members	Yes/No (Yes – positive, No – negative)
Employment of persons with disabilities is allowed	Yes/No

	(Yes – positive, No – negative)
Take measures to create favourable mobility conditions for persons with disabilities	Yes/No (Yes – positive, No – negative)
Does not violate the rights of disadvantaged persons or families	Yes/No (No – positive, Yes – negative)

#### 4.3.3. Corporate Governance Requirements

- compliance of the governance structure of associations with the provisions of Law No 1987/2022 on the condominium:

The condominium is registered in the state register of legal entities according to Law no. 220/2007 on the state registration of legal entities and individual entrepreneurs. (to ASP)	Yes/No
All management bodies are established and functional (according to the Statutes): - general assembly/meeting with special interest (functional or not); - the Council; - censor or commission of censors	Yes/No Yes/No Yes/No
Compliance with the rules of participation and decision-making according to the provisions of the legislation (according to the Statute)	Yes/No

Measure name	Yes/No
Correspondence of the governance structure of associations with the provisions of Law no.187/2022 on the condominium;	

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

YES

NO

#### 4.3.5. 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)

Project Documentation Compliance Report

1. GENERAL INFORMATION

Name of service company	
Full name of the tenant association	
Address of multi-storey housing block(s) for which the energy audit was carried out:	

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)

Model Antecontract

*[in development]*

Model Financing contract - blocks

*[in development]*



**REPORT ON THE INTERNATIONAL VISIT N°XX**

**Representative of the Centre for Field Visits: XXXXXXXX**

<b>Date of preparation of the Report:</b>	
<b>Date and time of visit:</b>	
<b>Financing contract:</b>	No ___ of ___
<b>Objective name:</b>	
<b>Address of works:</b>	

**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: Project Specialist**

\_\_\_\_\_  
(Signature)


\_\_\_\_\_  
(Name/First name)

**Acknowledged: Beneficiar**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name/First name)

**PAYMENT APPROVAL FORM**



Instituția Publică  
**Centrul Național pentru  
Energie Durabilă**

**FORMULAR DE APROBARE A PLĂȚII**

**"APROB":**  
Director executiv : \_\_\_\_\_

**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 Consultanțului tehnic se anexează

**D - Sistare / Respingere**

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

**E - Comentarii**

**F - Persoane responsabile pentru autorizarea plății**

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

Retineri (lei):

Îndreptat spre plată (lei):

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

Entrepreneur:	
Headquarters:	
Full name of the applicant (tenant association):	
Address of multi-storey housing block	
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 STAGES**

Entrepreneur:	
Headquarters:	
Basis for the request:	
Full name of the applicant (tenant association):	
Address of multi-storey housing block:	
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*

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*Date, signature of the authorized person and imprint of the Entrepreneur's stamp*

**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)