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Republic of Latvia
Cabinet
Regulation No. 645
Adopted 25 June 2009

Regulations of the Open Tender *Increase of Energy Efficiency in Municipal Buildings* for the Projects Financed by the Climate Change Financial Instrument

*Issued pursuant to
Section 10, Paragraph three, Clause 1 of
the Law On Participation of the Republic of Latvia
in the Flexible Mechanisms of the Kyoto Protocol*

I. General Provisions

1. These Regulations prescribe the regulations of the open tender “Increase of Energy Efficiency in Municipal Buildings” (hereinafter – tender) for the projects financed by the climate change financial instrument (hereinafter – financial instrument), evaluation criteria and the procedures for project application, examination, approval and granting of financing.
2. The objective of the tender is the reduction of carbon dioxide emissions by reducing the heat energy consumption in municipal public buildings of the Republic of Latvia and in buildings necessary for ensuring autonomous functions of municipalities.
3. The financing available within the framework of the tender shall be LVL 17 570 000. The financing shall be formed by the financial instrument.
4. The minimum financing available within the framework of the tender for one project shall be LVL 50 000, the maximum financing – LVL 2 000 000.
5. The financing available for the project within the framework of the tender shall not exceed 85% of total eligible costs of the project. Other eligible costs (not less than 15% of total eligible costs) shall be covered by the submitter of project application (hereinafter – the project applicant) who has entered into a contract regarding implementation of the project (hereinafter – project contract).
6. After implementation of the project in each building in which project activities have been implemented, reduction in consumption of heat energy per year in relation to the average heat energy consumption during the time period from 2006 to 2008 shall not be less than 25 %. The heat energy consumption per year shall be calculated in accordance with regulatory enactments regarding the methodology for calculation of energy efficiency.
7. The efficiency indicator for reduction of carbon dioxide emissions (hereinafter – efficiency indicator) which characterises the reduction of carbon dioxide emission in relation to the requested financing of the financial instrument shall not be less than 0,25 kgCO₂/LVL per

year. The reduction of carbon dioxide emission shall be calculated in accordance with Annex 1 to these Regulations.

8. The activities provided for in the projects approved within the framework of the tender shall be implemented until 1 December 2010.

9. The preparation, entering into, amending and termination of contracts regarding implementation of the projects financed by the financial instrument, examination of project implementation reports and the procedures for project implementation control shall be determined by the Cabinet in regulatory enactments regarding the implementation of projects financed by the financial instrument, submission and examination of reports.

II. Requirements for Project Applicants

10. A project applicant shall be a city or county municipality.

11. One project applicant may submit not more than two project applications.

12. A project applicant may not apply for the receipt of financing, if:

12.1. the project applicant has provided false or misleading information in the project application, annexes thereto or in communication with the Ministry of the Environment (hereinafter – responsible authority);

12.2. the project applicant has received or intends to receive a co-financing within the framework of other financing programmes from other financial instruments, European Union or foreign financial assistance resources for eligible costs financed by the financial instrument for the project; or

12.3. the project applicant has tried to obtain a restricted access information at his or her disposal or to affect the assessment of project applications, including the commission for assessment of project applications, the responsible authority or other officials and experts involved in the tender assessment during the course of assessment of the project application.

III. Project Activities to be Supported Within the Framework of the Tender, Eligible and Ineligible Costs

13. Such projects which include activities intended for implementation in the buildings complying with the following main requirements may apply for the financing within the framework of the tender:

13.1. the building is the property of the project applicant;

13.2. the building is used for the provision of autonomous functions of municipalities;

13.3. an energy audit which complies with Annex 2 to these Regulations has been performed in the building in accordance with regulatory enactments regarding the energy efficiency of buildings; and

13.4. the building has a technical design in respect of the activities included in the project application (if it is applicable in accordance with regulatory enactments).

14. One project application may include activities which are intended for implementation in several buildings. Only one project application may be submitted for one building.

15. The following project activities shall be supported within the framework of the tender:

15.1. preparation of the energy audit and technical design of the project;

15.2. construction supervision of the project implementation;

15.3. supervision by author of the project implementation;

15.4. investments in reduction of heat energy consumption; and
15.5. informing of the public regarding the results of project implementation and socio-economic impact thereof.

16. The following project activities shall not be supported within the framework of the tender:

- 16.1. reconstruction of heat energy production sources or internal networks thereof;
- 16.2. construction of new heat supply networks; and
- 16.3. development or change of electrical installations.

17. The following costs shall be eligible within the framework of the tender:

17.1. the costs of an energy audit of the project, if the energy audit is performed in accordance with regulatory enactments regarding the energy efficiency of the buildings and complies with Annex 2 to these Regulations;

17.2. the costs for preparation of technical design;

17.3. the construction supervision costs, if a service contract has been entered into with the performer of construction supervision;

17.4. the costs for supervision by author, if a service contract has been entered into with the performer of supervision by author;

17.5. the construction work costs for renovation of a building, if such construction works have been included in the energy audit report as measures to be performed and if they ensure reduction in consumption of heat energy:

17.5.1. measures for building envelopes (renovation or change of external walls, roof, attic, basement covering, windows and doors, renovation of stairs, internal and external corridors, premises and groups of premises, entrances and facade) in accordance with the Latvian Construction Standard LBN 002-01;

17.5.2. renovation or construction of a ventilation system allowing to reduce the energy consumption by reducing the amount of outdoor air infiltration to the requirements specified in regulatory enactments;

17.5.3. measures for heat insulation of heat supply and hot water supply systems which allow to reduce the consumption of heat energy;

17.5.4. purchase and installation of temperature control and adjustment devices in premises, if it is implemented together with other measures for reduction of heat energy consumption;

17.6. other renovation works of the building included in the energy audit report which reduce the consumption of heat energy;

17.7. the costs related to information and publicity measures during introduction of the project;

17.8. additional costs which are not indicated in the energy audit, but are provided for in the technical design; and

17.9. taxes and fees directly related to the project implementation, if recovery thereof is not possible in accordance with regulatory enactments (value added tax, personal income tax, social security payments).

18. The costs shall be deemed eligible if they:

18.1. comply with the costs referred to in Paragraph 17 of these Regulations;

18.2. are necessary for introduction of the project and have been included in the project application and project contract;

18.3. have occurred after announcement of the tender (except the costs for preparation of the energy audit and technical design) but not later than until the expiry of the project contract;

18.4. have actually been performed and have been performed taking into account the principles of financial management, economy and efficiency;

18.5. are indicated in the accounting records of the project applicant, are identifiable, separated from other costs, can be checked, as well as are attested with originals of the relevant corroborative documents;

18.6. are indicated in the interim report or final report of the project, appending copies of the documents (for contracts entered into within the framework of the project, the deeds of transfer and acceptance of works, invoices, payment orders); and

18.7. are included in the assets of the project applicant as depreciable long-term investments and remain in the property of the project applicant for at least five years.

19. The amount of costs for performance of an energy audit and preparation of technical design (if applicable) shall not exceed 5% of total eligible costs of the project.

20. The amount of costs for construction supervision and supervision by author shall not exceed 5% of total eligible costs of the project.

21. The project costs related to information and publicity measures during introduction of the project shall not exceed 0,5% of total eligible costs of the project.

22. Additional costs included in the project budget, which are not indicated in the energy audit report but which are provided for in the technical design, shall not exceed 5% of total eligible costs of the project.

23. The following costs shall be ineligible within the framework of the tender:

23.1. the costs which do not comply with the costs referred to in Paragraphs 17 or 18 of these Regulations;

23.2. the costs which exceed the limitations of costs specified in Paragraphs 19, 20, 21 or 22 of these Regulations;

23.3. the costs which have occurred before announcement of the tender (except the costs for preparation of the energy audit and technical design) or after the expiry of the project contract;

23.4. the costs of change or repair of electrical equipment (for example, purchase or repair of washing machines, television sets or refrigerators);

23.5. the costs which include the change or development of new technical installations of the building

23.6. the costs which are not related to the energy efficiency measures specified in the energy audit report, except the additional costs provided for in the technical design;

23.7. the reconstruction costs of the building or individual parts thereof;

23.8. the current subsistence costs of the project applicant;

23.9. the costs for acquisition of current assets;

23.10. the costs for leasing and lease transactions;

23.11. payment for examination, drawing up and reservation of a loan, interest payments, penalty interest, payments for money transfers, commission, losses due to currency exchange and other direct financial expenses;

23.12. payments of taxes and fees not included in Sub-paragraph 17.9 of these Regulations;

23.13. the costs related to preparation of the project, including consultancy services and other services, except the costs referred to in Paragraph 17 of these Regulations;

23.14. the costs that have occurred when a procurement has not been performed in accordance with the requirements of the Public Procurement Law;

23.15. the costs for territory development and greening;

23.16. the costs for acquisition of any type of mobile equipment and vehicles;

23.17. the costs related to the purchase, lease or repair of such facilities, which are intended for transportation of people or which are used for loading, unloading, reloading or transportation; and

23.18. the costs for purchase of second-hand goods and equipment.

IV. Procedures for Announcement of the Tender

24. The tender shall be announced within 15 working days after the coming into force of these Regulations for the whole financing specified in Paragraph 3 of these Regulations.

25. The responsible authority shall announce the tender by placing an advertisement in the newspaper *Latvijas Vēstnesis* [the official Gazette of the Government of Latvia] and in one of the largest daily newspapers of Latvia according to the amount of subscription, as well as on the website of the responsible authority (www.vidm.gov.lv).

26. The title of the tender, the deadline (the date and time) and the place (the address of the responsible authority) for submission of project applications shall be indicated in the advertisement.

27. The deadline for submission of project applications shall not be shorter than 20 working days from the day of announcing the tender.

V. Content of Project Application and Procedures for Submission Thereof

28. In order to participate in the tender, a project applicant shall submit a project application to the responsible authority. The project application shall include the following:

28.1. a completed project application form (Annex 3);

28.2. the documents to be submitted additionally:

28.2.1. an extract from a municipality decision regarding introduction of the project in which the total costs of the project and amount of the municipality co-financing is indicated;

28.2.2. reports on an energy audit performed for buildings, in which implementation of project activities is intended, in accordance with regulatory enactments regarding the energy efficiency of buildings;

28.2.3. the documents attesting the ownership or jurisdiction (a copy of the Land Registry certificate or a statement from the municipality balance sheet; for other fixed assets – a statement from the municipality balance sheet) for buildings, in which implementation of project activities is intended;

28.2.4. a copy of the technical design (if it is applicable in accordance with regulatory enactments);

28.2.5. a copy of the notification regarding results of the procurement procedure (if the procurement has been performed until the submission of the project application); and

28.2.6. an estimate for construction costs of the project.

29. A project application may be submitted in printed form or in the form of an electronic document. A project application in printed form may be submitted in person or sent by mail in two copies (the original and a copy attested in accordance with the procedures specified in regulatory enactments), attaching the project application form in electronic form. A project application in the form of an electronic document shall be sent by electronic mail.

30. The responsible authority shall determine the deadline for submission of a project application in accordance with the following conditions:

30.1. if the project application is sent by mail, the mailing date indicated on the postmark shall be considered as the submission date thereof. If there are any disagreements, the project applicant shall be able to prove the time when the consignment was handed over in the post office;

30.2. if the project application is submitted in person, the submission date thereof shall be deemed the date of receipt of the project application indicated on the stamp of the responsible authority, as well as the notes made on the registration sheet (the project applicant, the date and time, signature and full name of the project applicant or representative thereof);

30.3. if the project application is submitted in the form of an electronic document, the submission time shall be deemed the time when the project application was sent by electronic mail. If there are any disagreements, the project applicant shall be able to prove the time when the project application was sent. If the responsible authority states that the project application has not been received, it shall justify the referred to statement.

31. A project applicant, in drawing up a project application, shall observe the following conditions:

31.1. the project application shall be prepared and drawn up in accordance with the requirements specified in regulatory enactments regulating record-keeping;

31.2. the project application form shall be prepared, using computer typing in Latvian, except Sub-paragraph 2.2.2 of the project application form;

31.3. documents to be submitted additionally shall be prepared, using computer typing in Latvian. If it is not possible, such translations of documents shall be appended, which have been attested in accordance with the procedures specified in regulatory enactments;

31.4. the currency – lat – shall be used in all calculations of the project application form;

31.5. the project application shall be completed without unstipulated deletions, erasures, block-outs, corrections and additions;

31.6. the originals or copies of documents to be submitted additionally, on which there is the attestation of the relevant authority regarding the compliance of the copy with original, shall be added to the project application;

31.7. the project application shall be signed by the official of the authority of the project applicant with the right to sign or the authorised representative thereof;

31.8. if the project application is submitted in printed form:

31.8.1. the copies of the project application shall be submitted bound together (sewn together) with numbered pages, the ends of the string shall be glued on the back of the last page, sealed with the stamp of the project applicant, and an indication regarding the number of pages numbered and bound together (sewn together), an attestation regarding the correctness of the copies of the documents, the name of the document author, the date, the place of preparation and a signature shall be present on the adhesive label;

31.8.2. the project application form shall be identical with the project application form appended to the project application in electronic form;

31.8.3. the project application form in electronic form shall be drawn up in *DOC*, *DOCX*, *XLS*, *XLSX* or *PDF* file format;

31.9. if the project application is submitted in the form of electronic document:

31.9.1. it shall be drawn up in accordance with the requirements of regulatory enactments regulating the development, drawing up, storing and circulation of electronic documents;

31.9.2. it shall be prepared in *DOC*, *DOCX*, *XLS*, *XLSX*, *PDF* or *JPG* file format; and

31.9.3. it shall be signed with a secure electronic signature, the originals of the documents to be submitted additionally shall be signed each individually with a secure electronic signature of the author and attested with a time-stamp before the end of the deadline for acceptance of project applications. If the documents to be submitted additionally are copies of documents, they shall be attested with a secure electronic signature of the project applicant and a time-stamp before the end of the deadline for acceptance of project applications.

32. In sending a project application by mail, it shall be inserted in a sealed packaging bearing an indication “Konkursam “Energoefektivitātes paaugstināšana pašvaldību ēkās”” [For the Tender “Increase of Energy Efficiency in Municipal Buildings”] and “Neatvērt pirms projektu vērtēšanas uzsākšanas” [Do not open prior to the commencement of project assessment].

33. The responsible authority shall register project applications, assign identification numbers thereto and notify the project applicant in writing regarding the application registration number within 10 working days after the end of the deadline for submission of applications.

VI. Assessment of Project Applications and the Taking of a Decision Regarding Granting of Financing

34. Project applications shall be assessed by the Commission for Assessment of Project Applications (hereinafter – Assessment Commission).

35. The procedures for establishment and operation of the Assessment Commission shall be determined by the by-law of the Commission. The by-law of the Commission and the composition of the Assessment Commission shall be approved by the order of the responsible authority.

36. The Assessment Commission shall be managed by the Deputy State Secretary of the Ministry of the Environment. Three representatives of the Ministry of Environment and one representative from the Ministry of Economics and one from the Ministry of Regional Development and Municipalities shall be included in the Assessment Commission.

37. The administrative assessment of project applications shall be performed in accordance with the administrative assessment criteria specified in Annex 4 to these Regulations. The conformity with the administrative assessment criteria shall be assessed with “Yes”, “No” or “NA” (“Yes” – conforms, “No” – does not conform, “NA” – not applicable).

38. If a non-conformity with one or several administrative assessment criteria is determined and this non-conformity does not apply to the whole project, but to one or several buildings in which performance of project activities is intended, the responsible authority shall offer the project applicant in writing to exclude the project activities planned in the relevant buildings from a project application and to adjust the project application accordingly. The time period for adjustment of the project application shall not be longer than seven working days.

39. If a project applicant submits an adjusted project application, from which the activities planned in the relevant buildings have been excluded, within the time period specified by the responsible authority, the project application shall be reassessed pursuant to the administrative assessment criteria.

40. If a project applicant fails to submit an adjusted project application within the time period specified by the responsible authority or the project application fails to comply with several

administrative assessment criteria after the assessment, the responsible authority shall take a decision regarding the non-conformity of the project application with the administrative assessment criteria and a refusal of the project application.

41. The quality assessment of a project application shall be performed in accordance with the quality assessment criteria specified in Annex 5 to these Regulations. Maximum number of points to be granted to one project shall be 34 points.

42. The Assessment Commission shall examine the conformity of the expected reduction of carbon dioxide emissions specified in the project application with the activities planned in the project, by inviting independent experts. If necessary, the experts shall survey the project implementation sites – the buildings in which implementation of the project activities is intended – within the framework of the examination, and a project applicant shall ensure complete access to them.

43. If arithmetical errors are detected during the assessment process of a project application, the Assessment Commission shall perform recalculation and adopt the result by which it is possible to save the resources of the financial instrument.

44. If it is determined during examination that a project applicant has provided false or misleading information in the project application, annexes thereto or in communication with the responsible authority, the responsible authority has the right to take a decision regarding refusal of the project application.

45. After the assessment of project applications the Assessment Commission shall rank them in descending order pursuant to the quality assessment criteria and in accordance with the number of points acquired in the quality assessment criteria.

46. If several project applications have received the same number of points, in taking a decision regarding approval of a project application, the preference shall be given to the project application with a higher efficiency indicator.

47. The responsible authority shall decide regarding the approval of a project application on the basis of the assessment of the Assessment Commission, if the following conditions are met:

47.1. the project application complies with all the administrative assessment criteria;
and

47.2. sufficient financing is available for the implementation of the project activities intended in the project application after ranking in the order referred to in Paragraph 45 of these Regulations.

48. The responsible authority shall, within 10 working days after taking of a decision regarding the approval of the project application, send a letter to a project applicant regarding the approval of a project application and invite the project applicant to enter into a project contract.

49. A project applicant shall, within 30 days after receipt of the letter from the responsible authority regarding the approval of the project application, enter into a project contract with the responsible authority. If the project applicant does not enter into the project contract within 30 days, the project applicant shall lose the right to enter into the referred to contract.

50. If a project contract is not entered into due to the reasons referred to in Paragraph 49 of these Regulations, the responsible authority shall enter into a project contract with the project applicant, whose application has obtained the next highest number of points pursuant to the quality assessment criteria.

VII. Conditions for Implementation of Project Contract

51. So that a project applicant who has entered into a project contract with the responsible authority (hereinafter – beneficiary) could receive the financing, as well as in order to make all the payments related to the project implementation, he or she shall open an account in the Treasury (hereinafter – project account).

52. When the account referred to in Paragraph 51 of these Regulations is opened, a beneficiary shall draw up a card of signature samples, which attests the authorisation of the persons to act with the financial resources in the account, and submit a copy thereof to the responsible authority prior to making the payments.

53. A beneficiary shall, within a month after entering into a project contract, submit to the responsible authority a procurement plan in accordance with the conditions of the project contract.

54. If a beneficiary has not announced a procurement before entering into a project contract, the first procurement shall be announced within six months after entering into the project contract. If the tender is not announced within the referred to time period, the responsible authority is entitled to take a decision regarding discontinuation of the project contract.

55. A beneficiary may perform a public procurement, applying the requirements of green procurement for implementation of the project activities.

56. A beneficiary shall substantiate all the expenses performed within the framework of the project with legally binding contracts and accounting records.

57. In order to ensure the project publicity, a beneficiary shall:

57.1. during implementation of the project, not less than once a year prepare information regarding the activities and results, including the impact on the environment and energy efficiency at large, and send it to the responsible authority, as well as publish in the local newspaper;

57.2. place the information regarding the project implementation, utilisation of the financing and the achieved environmental quality improvement on his or her website, if such exists;

57.3. during implementation of the project, organise at least one event, during which he or she informs the society regarding the project activities and results, including the impact on the environment and energy efficiency at large;

57.4. after completion of the project, attach an informative plaque pursuant to the requirements specified in the project contract to each building in which the project activities have been performed,.

58. If during implementation of the project a beneficiary anticipates any deviations from the conditions of the project contract, the project applicant shall submit a request for amendments to the project contract to the responsible authority, substantiating the necessity of amendments.

59. Each quarter of the calendar year during implementation of the project until the twentieth date of the month following the quarter, a beneficiary shall submit to the responsible authority a report on the progress of the project implementation (hereinafter – progress report), which is prepared pursuant to the form attached to the project contract.

60. A beneficiary shall submit to the responsible authority a prepared final report, which has been prepared in accordance with the form attached to the project contract regarding all implementation period of the project (hereinafter – final report) within a month after expiry of the project contract.

61. Five years after expiry of the project contract, a beneficiary shall each year perform the monitoring of the project results and by 31 January of the next year submit to the responsible authority a monitoring report on the project results (hereinafter – monitoring report) prepared pursuant to Annex 6 to these Regulations.

62. A beneficiary shall keep the originals of the project documentation (for example, a project contract and amendments thereto, other contracts entered into within the framework of the project, the deeds of transfer and acceptance of works, payment orders, interim reports and final report, monitoring reports) or derivatives thereof with legal force for at least 10 years after expiry of the project contract.

VIII. Payments Available for Beneficiaries and Conditions for Receipt Thereof

63. The following types of payments shall be available for a beneficiary:

63.1. an advance payment up to 50% of the total amount of financing approved for the project;

63.2. one or several interim payments the total amount of which is up to 40% of the total amount of financing approved for the project; and

63.3. a final payment which does not exceed the amount of financing approved for the project, taking into account the advance payment and interim payments disbursed to the beneficiary.

64. A beneficiary may receive an advance payment if he or she:

64.1. has submitted a request for advance payment;

64.2. has entered into a project contract with the responsible authority;

64.3. has opened a project account and submitted a copy of the card of signature samples to the responsible authority; and

64.4. has submitted a procurement plan to the responsible authority.

65. A beneficiary may receive interim payments not more than once per quarter. An interim payment may be received if:

65.1. the beneficiary has submitted a request for interim payment to the responsible authority and appended documents attesting the performance of works (contracts, the deeds of transfer and acceptance of works, invoices, bills of lading);

65.2. the beneficiary has submitted an interim report regarding the previous quarter to the responsible authority;

65.3. the beneficiary has fulfilled the conditions referred to in Sub-paragraphs 64.2, 64.3 and 64.4 of these Regulations;

65.4. the beneficiary has made and received all the payments related to the project in the project account, except the costs that have occurred during the time period from the announcement of the tender until entering into a contract; and

65.5. the costs included in the request for interim payment are eligible and comply with the requirements referred to in Paragraph 18 of these Regulations.

66. A beneficiary may receive the final payment if:

66.1. he or she has submitted a request for final payment to the responsible authority and appended the documents attesting the performance of works (contracts, the deeds of transfer and acceptance of works, invoices, bills of lading);

66.2. he or she has submitted a final report to the responsible authority;

66.3. he or she has fulfilled the conditions referred to in Sub-paragraphs 64.2, 64.3 and 64.4 of these Regulations;

66.4. he or she has made and received all the payments related to the project in the project account, except the project preparation costs and costs that have occurred during the time period from the announcement of the tender until entering into a contract; and

66.5. the costs included in the request for final payment are eligible and comply with the requirements referred to in Paragraph 18 of these Regulations.

IX. Liability of the Beneficiary Regarding the Project Results

67. A beneficiary shall be responsible for achievement of results, including reduction of carbon dioxide emissions, specified in the project application and project contract.

68. If after completion of the project the responsible authority determines that the planned reduction of carbon dioxide emissions per year specified in the project application has not been achieved in comparison with the average reduction indicated in the monitoring report pursuant to the monitoring reports submitted by the beneficiary regarding the first and second year of life of the building, the responsible authority shall calculate the scope of non-conformity (hereinafter – non-conformity of reduction of carbon dioxide emissions) in accordance with regulatory enactments regarding the methodology for calculation of energy efficiency and notify the beneficiary in writing thereof.

69. A beneficiary shall, within 30 working days after the receipt of information referred to in Paragraph 68 of these Regulations, submit the plan for elimination of non-conformity of reduction of carbon dioxide emissions to the responsible authority (hereinafter – plan). The responsible authority shall take the plan into consideration and, if necessary, provide the appropriate recommendations.

70. A beneficiary shall include reasoned organisational and technical measures for reduction of heat energy consumption and measures for temperature control and adjustment in the premises and, if necessary, other measures included in the energy audit which had not been performed within the framework of the project or had not been performed in sufficient quality.

71. A plan shall be developed and implemented individually for each building included in the project for which non-conformity of reduction of carbon dioxide emissions has been determined.

72. A beneficiary shall implement the plan, using his or her own resources, within a time period of one year after receipt of the information referred to in Paragraph 68 of these Regulations.

73. If after completion of the project the responsible authority determines repeatedly that the planned reduction of carbon dioxide emissions per year specified in the project application

has not been achieved in comparison with the average reduction indicated in the monitoring report pursuant to the monitoring report submitted by the beneficiary regarding the third and fourth year of life of the building, the responsible authority shall calculate the scope of non-conformity of reduction of carbon dioxide emissions and has the right to take a decision regarding recognition of resources of the financial instrument disbursed for the project as ineligible and commence recovery of the resources of the financial instrument.

74. In order to determine the amount of ineligible resources to be recovered pursuant to the detected non-conformity of reduction of carbon dioxide emissions, the average reduction of carbon dioxide emissions of two years shall be divided by the efficiency indicator specified in the project application and the refinancing rate of the European Central bank, which is in force at the time when the decision regarding recovery of resources is taken, shall be applied to the result.

X. Closing Provision

75. If a beneficiary has not implemented the activities provided for in the project contract until 1 December 2010, he or she may request the responsible authority to extend the project contract by submitting an application in which the objective circumstances suspending the implementation of the contract are indicated. If the responsible authority recognizes the indicated conditions as substantiated, it shall extend the contract, but not more than once and not more than by one year.

Prime Minister

V. Dombrovskis

Minister for the Environment

R. Vējonis

Calculation of Reduction of Carbon Dioxide Emission

I. Carbon Dioxide (hereinafter – CO₂) Emission Factor

1. Carbon dioxide (hereinafter – CO₂) saving, which is achieved due to reduction of heat energy consumption of public buildings, shall be determined pursuant to the CO₂ emission factor – 264 g/kWh (hereinafter – average emission factor).
2. The average emission factor represents the average extent of saving of CO₂ per year in order to produce 1 kWh heat energy. The average emission factor is calculated pursuant to the total emissions in Latvia in the conversion sector (boiler houses and cogeneration units), which are applied against the final consumption of the centralised heat energy – the average value during the time period from 2000 until 2007 – by correcting the indicator value by the amount of heating fuel used in cogeneration units and which has been consumed for the generation of electricity, i.e. not taking into account the CO₂ emissions that have occurred during electricity generation process.
3. If autonomous heating of a particular building or the centralised heat supply is ensured by a heating fuel with a higher emission factor than the average value of emission factor specified, a project applicant may use the CO₂ emission factor of the relevant heating fuel pursuant to the table of this Annex.
4. The average emission factor shall be applied to buildings which are heated using biomass (for example, wood, chipped wood, granules) or which are connected to the centralised heating system, in which the biomass is used for the heat production.

II. Other Emission Factors

5. Actual emissions shall be calculated, using the following formula:

$$E = E_f \times Q, \text{ where}$$

E – emissions (Gg);

E_f – emission factor (Gg/PJ). Emission factor is indicated in the table;

Q – heat consumption (PJ).

Emission Factors (Gg/PJ)

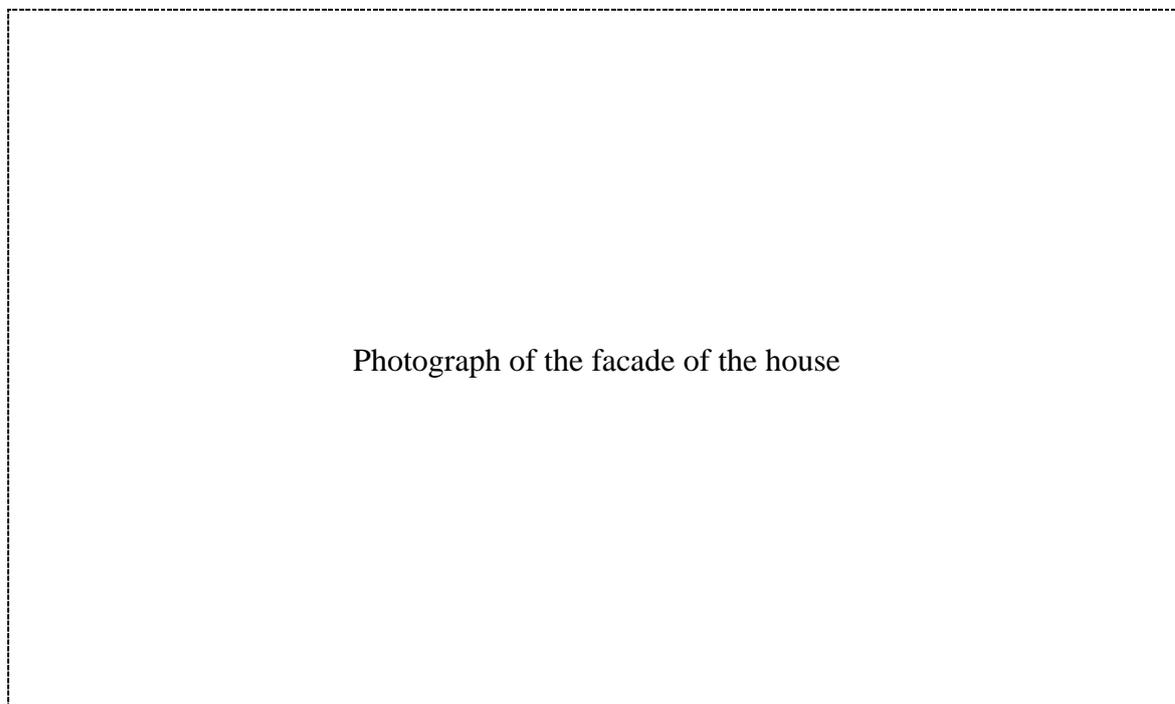
No.	Type of heating fuel	CO ₂	CH ₄	N ₂ O	NO _x	CO	VOC
5.1.	Automotive petrol	68,6	0,05	0,002	0,21	27	1
5.2.	Diesel fuel	74	0,003	0,0006	0,2	0,015	0,005
5.3.	Fuel oil	76,59	0,003	0,0006	0,2	0,015	0,005
5.4.	Liquefied gas (propane, butane)	62,44	0,003	0,0006	0,2	0,015	0,005
5.5.	Kerosene	71,52	0,003	0,0006	0,2	0,015	0,005
5.6.	Shale oil	75,43	0,003	0,0006	0,2	0,015	0,005
5.7.	Coal	92,2	0,001	0,0014	0,3	0,02	0,005
5.8.	Coke	86,98	0,01	0,0014	0,3	0,15	0,02
5.9.	Peat briquettes	95,06	0,03	0,004	0,1	1	0,05
5.10.	Peat (40 % humidity)	103,87	0,03	0,004	0,1	1	0,05
5.11.	Natural gas	55,82	0,001	0,0001	0,15	0,02	0,005
5.12.	Wood (55 % humidity)	107,78	0,03	0,004	0,1	1	0,05

Minister for the Environment

R. Vējonis

Energy Audit Report of a Building

Photograph of the facade of the house



ADDRESS of the BUILDING

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Identification of the building	address	
	building classification	In accordance with Section 9, Paragraph one of the Law on the Energy Efficiency of Buildings
	cadastre number of the building	
	total area of the building	
	part of the building	Specify if evaluation is performed for a part of the building
Energy auditor	given name, surname	
	organisation	
	registration number of the organisation	
	telephone number	
	signature	
	certificate issuing authority	
Dates	certificate number	
	date of preparation of the report	
	building survey date	

Part 1. Basic Information Regarding the Supervisor

1.	Name	
2.	Registration number	
3.	Legal address	
4.	Contact person	
5.	Contact telephone	

Part 2. Survey Report

1.	Profile of the building (construction, size, construction year, etc.).	
2.	Opinion regarding the general technical condition of the building.	
3.	Opinion regarding the general thermo-technical condition and the conformity thereof with the requirements of Latvian construction standards.	
4.	Type of heating, description of the system and consumption control.	
5.	Opinion regarding the level of energy consumption of the building for heating and preparation of hot water, taking into account the climate conditions of the location of the building.	
6.	Opinion regarding the climate and the level of thermal comfort of internal premises of the building.	
7.	Information regarding the initiatives or measures implemented hitherto in the field of economy of thermal energy.	
8.	Substantiation of the recommended energy efficiency complex for the building (benefits) and evaluation of economic advantageousness.	
9.	Foreseeable consequences if measures are not performed.	
10.	Opinion regarding management and energy management of the building, recommendations.	
11.	Proposals for further action in relation to implementation of the recommended energy efficiency measures.	

Part 3. Basic Information Regarding the Object Audited

A. Building

3.1. General Information:		
1.	Building	constructive solution
2.	Total number of stories (the existence of a roof storey, mezzanine floor, basement floor and technical floor shall be indicated in addition to the standard stories)	
3.	Premises	Total area (m ²)
		height of premises (m)
		calculation temperature, (°C)
5.	Calculation area (m ²)	
6.	Year of putting into service	
7.	Reconstruction year (the last)	
8.	Total dimensions of the building	length (m)
		width (m)
		height (m)
9.	Other information (for example, inspection of a boiler or an air-conditioning system)*	

3.2. External Walls					
1.	Name	Construction materials	Layer thickness (mm)	Total area (m ²)	Heat transmission coefficient (W/(m ² K))
	1.1.				
	1.2.				
	...				
2.	Length of thermal bridges of the construction (m)				
3.	Heat transmission coefficient of thermal bridges of the construction W/(m x K)				
4.	Other information				

* In the case of inspection fill in and append Annex 4 or 5 to Cabinet Regulation No. 40 of 13 January 2009, Regulations Regarding Energy Certification of Buildings.

3.3. Attic (if any)	
1.	Materials, thickness (mm) of the covering construction and thermal insulation existent under the attic
2.	Heat transmission coefficient of the covering ($W/(m^2K)$)
3.	Area (m^2)
4.	Height of a room (m)
5.	Calculation temperature ($^{\circ}C$)
6.	Length of thermal bridges of the construction (m)
7.	Heat transmission coefficient of thermal bridges of the construction $W/(m)$
8.	Other information

3.4. Roof	
1.	Solution of roof covering (combined, gabled)
2.	Materials, thickness (mm) of thermal insulation of the covering (if there is no attic)
3.	Heat transmission coefficient of the covering ($W/(m^2K)$)
4.	Area (m^2)
5.	Length of thermal bridges of the construction (m)
6.	Heat transmission coefficient of thermal bridges of the construction $W/(m \times K)$
7.	Other information

3.5. Windows and Doors of Loggias/Balconies				
1.	Types, constructive solution	Heat transmission coefficient ($W/(m^2K)$)	Number (pieces)	Total area (m^2)
	1.1.			
	1.2.			
	...			
2.	Length of thermal bridges of the construction (m)			
3.	Heat transmission coefficient of thermal bridges of the construction $W/(m \times K)$			
4.	Other information			

3.6. Doors				
1.	Types, constructive solution	Heat transmission coefficient (W/(m ² K))	Number (pieces)	Total area (m ²)
	1.1.			
	1.2.			
	...			
2.	Length of thermal bridges of the construction (m)			
3.	Heat transmission coefficient of thermal bridges of the construction W/(m ² K)			
4.	Other information			

3.7. Basement and Thoroughfares (if any)			
1.	Dimensions of the basement	area (m ²)	
		height (m)	
2.	Technical condition of the basement		
3.	Covering construction of the basement, thickness of materials (mm)		
4.	Heat transmission coefficient of the basement covering (W/(m ² K))		
5.	Classification of the basement floor construction		
6.	Material of the basement floor construction (if to be heated)		
7.	Material of the construction of the basement walls (if to be heated)		
8.	Material of the construction of the basement walls (if to be heated)		
9.	Calculation temperature, (°C)		
10.	Length of thermal bridges of the constructions (m)		
11.	Heat transmission coefficient of thermal bridges of the construction W/(m ² K)		
12.	Dimensions of the thoroughfare	area (m ²)	
		height (m)	
13.	Technical condition of the thoroughfare		
14.	Other information		

3.8. Conformity of Building Envelopes with the Standard LBN 002-01	
Heat transmission coefficient of the building envelopes H_T	_____ [W/K] present
	_____ [W/K] standard calculated in accordance with the Cabinet Regulation No 495 of 27 November 2001, Regulations Regarding Latvian Construction Standard LBN 002-01 Thermotechnics of Building Envelopes

B. Supply and Distribution of Heat and Hot Water

3.9. Supply/Production of Heat	
Thermal energy supply system	
<input type="checkbox"/> centralised heat supply	
<input type="checkbox"/> local heat supply	
	model
	year of production
	type of heating fuel
	efficiency coefficient

3.10. Heat Distribution – Heating System

1.	Heating system	one pipe
		two pipes
2.	Type of heating point	conditional connection scheme
		independent connection scheme
3.	Technical state of the pipe insulation	
4.	Other information	

3.11. Hot Water Distribution System

1.	Average temperature of the hot water supply (°C)	
2.	Cold water inflow temperature (°C)	
3.	Preparation of hot water	<input type="checkbox"/> preparation in the heating point
		<input type="checkbox"/> centralised supply
4.	Type of the hot water distribution system	<input type="checkbox"/> without circulation
		<input type="checkbox"/> with circulation
5.	Technical state of the pipe insulation	
6.	Other information	

3.12. Ventilation

1.	Type of the ventilation system	<input type="checkbox"/> natural
		<input type="checkbox"/> forced
2.	Other information	

3.13. Air Conditioning (Cooling)

1.	Type of the cooling system	
2.	Other information	

3.14. Lighting

1.	Characterisation of lighting equipment	
2.	Other information	

3.15. Meters

1.	Thermal energy meter	<input type="checkbox"/> yes, <input type="checkbox"/> no
2.	Total hot water consumption meter	<input type="checkbox"/> yes, <input type="checkbox"/> no
	Total cold water consumption meter	<input type="checkbox"/> yes, <input type="checkbox"/> no
3.	Separate hot water meters in the work/training premises or public non-residential premises of the public building	number:
4.	Separate cold water meters in the work/training premises or public non-residential premises of the public building	number:
5.	Other information	

3.16. Tariffs and Collection of Payments

Expenses	Tariff (LVL/MWh)		Average payment, LVL/m ² per month	
	present	3 year average*	present	3 year average
1. Heating				
2. Hot water				
3. Electricity				

* Data of 2006, 2007 and 2008 shall be taken into account in calculations.

C. Data on the Amount of Energy Consumption and Carbon Dioxide Emission

Note: The amount of carbon dioxide (CO₂) emission shall be calculated in accordance with Annex 1 to these Regulations.

3.17. Energy consumption data regarding the previous years (total)

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

3.18. Energy consumption data regarding the previous years

3.18.1. Thermal energy consumption for heating of premises

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

3.18.2. Thermal energy consumption for preparation of hot water

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

3.18.3. Energy consumption for air conditioning of premises (cooling)

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

3.18.4. Energy consumption for ventilation of premises

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

3.18.5. Energy consumption for lighting

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
2006	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2007	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														
2008	Total energy consumption, MWh														
	Specific energy consumption, kWh/m ² *														
	Amount of CO ₂ emission, t**														

** Calculate by multiplying the total energy consumption by CO₂ emission factor (t CO₂/MWh).

Part 4. Photographic Documentation of the Survey of the Building or Thermograms

--

Part 5. Proposal for Renovation Project of the Building (recommended complex of measures)

Evaluation of energy efficiency measured in the building (kWh/m ² per year)	
Evaluation of energy efficiency calculated for the building (kWh/m ² per year)	

No.	Measure	Investments, LVL ¹	Energy and carbon dioxide savings				Priority of the performance of a measure ⁴
			Specific savings of the supplied energy, kWh/m ² per year	Specific savings of the primary energy, kWh/m ² per year	% of the present evaluation of energy efficiency measured for the building ²	reduction of CO ₂ emission, kg/m ² per year ³	
1.							
2.							
3.							
...							

¹ The total approximate price of measures on the basis of the estimate prepared or estimate submitted by the contract holder, including value added tax;

⁴ Priority of the performance of measures: A – to be performed as soon as possible in order to reduce the dangerousness of the **building**, to stop damage or to achieve noticeable savings; B – to be performed within the next few years (other damage is possible if carried out later); or C – to be considered within the following 5-10 years.

² Evaluation of energy efficiency measured for the building – evaluation of energy efficiency which is performed on the basis of the measured amounts of the supplied and exported energy;

³ Carbon dioxide (CO₂) originates in the combustion process of fossil fuel for the production of energy, including for heating, air conditioning (cooling), preparation of hot water, ventilation and lighting of the building. It is calculated from the specific savings of the supplied energy;

Part 6. Energy Rating of the Building and the Forecast of Changes Therein

	2006	2007	2008	On average from 2006- 2008	Prognosis after implementation of the energy efficiency measures		
					priority A	priority A and B	priority A, B and C
Evaluation of energy efficiency measured in the building per year (kWh/m ²)							
Evaluation of energy efficiency calculated in the building per year (kWh/m ²)							
Evaluation of the measured CO ₂ emission per year (kgCO ₂)							
Evaluation of the calculated CO ₂ emission per year (kgCO ₂)							

Note. Energy resource savings shall be estimated in accordance with recommendations of the energy audit, proposal section of the renovation project of the building and they shall be determined as the measured energy consumption after the performance of measures.

Minister for the Environment

R. Vējonis

Application Form of the Open Tender *Increase of Energy Efficiency in Municipal Buildings* Projects Financed by Climate Change Financial Instrument

Title of the project:	
Project applicant:	
Filled in by the responsible authority	
Project identification number:	- - -
Date of submission of the project:	
Date of approval of the project:	

1.1.1.	Name of the municipality:	
1.1.2.	VAT payer	Yes No
1.1.3.	Taxpayer registration number	
1.1.4.	Legal address	<i>Street, house No.</i>
		<i>City, district</i>
		<i>Postal code</i>

Section 1 – Basic information regarding project applicant

1.1. Project applicant

1.2. Responsible person of the project applicant

1.2.1.	Given name, surname	
1.2.2.	Position held	
1.2.3.	Telephone	
1.2.4.	Fax	
1.2.5.	E-mail	

1.3. Contact person of the project applicant:

1.3.1.	Given name, surname	
1.3.2.	Position held	
1.3.3.	Telephone	
1.3.4.	Fax	
1.3.5.	E-mail	

Section 2 – Description of the project

2.1. Project objective

Formulate the project objective (up to 500 characters).

--

2.2. Project summary

2.2.1. Project summary in Latvian

Provide a short description of the necessity of the project and the most important project activities and results (up to 1500 characters).

--

2.2.1. Project summary in English

Provide a short description of the project objective, necessity and most important project activities in English (up to 1500 characters).

--

2.3. Substantiation for necessity of the project

Specify the most significant problems which will be solved by the project and substantiate the urgency for solving thereof, as well as describe the measures taken hitherto for solving the identified problems and the expected contribution of the project (up to 3000 characters).

--

2.4. Substantiation of suitability of project activities

Specify the most important project activities, characterise technologies and materials to be used in the project, indicating the advantages and deficiencies thereof and substantiating the suitability thereof for achievement of objectives of the project (up to 3000 characters).

2.5. Procurements to be used for the implementation of project activities

Specify the public procurements planned within the framework of the project, the criteria to be used therein, including requirements for green procurement if such is applied (not more than 1000 characters)

2.6. Buildings in which project activities are to be implemented

See Annex 1 to application form

2.7. Time period for implementation of the project

2.7.1. Duration of the project implementation

Planned time period for implementation of the project in full months

3.6. Time schedule for implementation of the project

Specify all project activities (project result oriented activity) and the time period when the implementation thereof is planned. Commencement of the project may be planned starting from July 2009.

No.	Project activity	Time period for introduction of project																
		2009 by months						2010 by months										
		7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
1.	Name of activity No. 1																	
2.	Name of activity No. 2																	
3.	Name of activity No. 3																	
...																		

2.8. Results to be achieved by the project

2.8.1. Summary regarding the planned results within the framework of activities

Table of the summary shall be filled in for all buildings included in the project application

Project activity*	Name of the project activity	Result	Result in numerical expression	
			Unit of measurement**	Number
1.				
2.				
3.				
...				

* Activities shall conform with those indicated in the time schedule for introduction of the project (Sub-paragraph 2.7.2.). One activity may have several results.

** CO₂ saving per year is calculated in accordance with Annex 1 to these Regulations. Reduction of other emissions from heating fuel saving need also be indicated in the results accordingly pursuant to Annex 1, Paragraph 2 of these Regulations.

2.8.2. Information regarding the planned results in each building

See Annex 2 to application form

2.8.3. Socio-economic impact of the project

Characterise the socio-economic impact of the project (up to 1500 characters).

2.9. Maintaining of the project results after completion of the project

Describe how the relevant objects of the project – buildings in which construction works have been performed or goods for long-term use have been supplied within the framework of the project – will be used in accordance with the project objectives not less than 5 years after the end of project (not more than 1000 characters).

2.10. Project classification

Please indicate the NACE code of General Classification of Economic Activities corresponding to the content of the project:

<i>code</i>

<i>name</i>

Section 3 – Description of the project

3.1. Capacity of implementation and management of the project

Characterise the experience of the project participants in implementation of projects of similar scale and specificity, as well as in organisation and management of construction works. Indicate the experience in implementation of measures for the increase of energy efficiency and organisation of environment friendly construction works, if any (not more than 2000 characters).

3.2. Project implementation risks

Identify and characterise the possible project implementation risks (not more than 1000 characters).

3.3. Measures for reduction of project implementation risks

Characterise preventive measures for reduction of project implementation risks (not more than 1000 characters).

3.4. Advance and interim payments provided for in the project

3.4.1. Advance payments

Would the project applicant like to receive an advance payment within the framework of the project?

Yes

No

3.4.2. Interim payments

Would the project applicant like to receive an interim payment within the framework of the project (interim payments may be received not more than once per quarter):

Yes

No

Section 4 – Publicity

4.1. Types of publicity measures

Note what kind of publicity measures will be performed during implementation of the project.

Placement of information near buildings where energy efficiency measures have been performed (for example, a plaque, stand, poster)

Placement of information on websites

Publication of information in newspapers

Publication of information in magazines

Information dissemination using television

Information dissemination using radio

Information on the website of the project implementer

Other (please specify)

4.2. Plan for publicity measures

Provide a short description of the plan for implementation of publicity measures, specifying the target audience, the time of implementation and most important elements of the content. (not more than 1000 characters):

--

Section 5 – Information regarding project financing

5.1. Project financing indicators

No.	Financing indicators	Unit of measurement	Data
1.	Amount of eligible costs	LVL	
2.	Financing of the financial instrument	LVL	
3.	Support intensity of the financial instrument (not more than 85 % of eligible costs of the project)	%	
4.	Co-financing of the project applicant	LVL	
5.	Support intensity of the project applicant (not less than 15% of eligible costs of the project)	%	
6.	Amount of ineligible costs	LVL	
7.	Total financing of the project (1+6), including	LVL	
	Co-financing of the project applicant (4+6)	LVL	
	Financing of the financial instrument (2)	LVL	

5.2. Project financing plan:

See Annex 3 to application form []

5.3. Estimate for project costs

See Annex 4 to application form []

6. Documents to be submitted additionally

6.1. an extract from a municipality decision regarding implementation of the project in which total costs of the project and amount of municipality co-financing is indicated; []

6.2. energy audit reports for buildings, in which implementation of project activities is planned, prepared pursuant to energy audits carried out in accordance with the procedures specified in regulatory enactments; []

6.3. documents attesting the possession or jurisdiction of the **building** in which performance of project activities is intended: a copy of the Land Register certificate or a statement from a municipality balance sheet; for other fixed assets – a statement from a municipality balance sheet; []

6.4. a copy of technical design (if it is applicable in accordance with regulatory enactments); []

6.5. a copy of the Notification regarding results of the procurement procedure (if the procurement has been performed at the time of submitting the project application); []

SECTION 7 – CERTIFICATION

I, the undersigned,

the responsible official

name of the project applicant

of the project applicant

given name, surname

title of the position

certify that on the day of submitting the project application

_____:

dd/mm/yyyy

information included in the project application and annexes thereof is true and co-financing of the financial instrument requested for implementation of the project will be used pursuant to the description of the project application;

- activities intended under the project are not and will not be co-financed within the framework of other financing programmes from **other financial instruments**, resources of **the financial assistance of the European Union or foreign states**;

certify that *in case of approval of the project*:

- activities intended under the project will not be submitted for co-financing within the framework of other financing programmes from other financial instruments, resources of the **financial assistance of the European Union or foreign states**;
- eligible costs indicated in the project application will not have arisen before **the announcement of the tender**, except the costs of energy audit and preparation of the technical design;
- during implementation of the project publicity measures will be carried out in accordance with the requirements of these Regulations;
- procurement procedures will be performed under the competition conditions without secret agreements;
- eligible costs provided for in the project application will be performed and accounted for in the accounting of the beneficiary, will be identifiable, separated from other costs and verifiable, and they will be attested by the originals of the relevant corroborative documents;
- any increase which will occur during the project implementation will be financed from the resources of the project applicant;

- the buildings specified in the project application will only be used for provision of municipality functions and will not be rented out to third persons for performance of economic activities;
- the buildings specified in the project application will not be transferred for privatisation at least for five years;

certify that after *implementation of the project*:

- if, within the scope of the project, construction works or the supply of goods for long-term use is being financed, objects of the relevant project will be operated in accordance with the aims of the project not less than five years after completion of the project;
- the type of use will not be changed for at least five years after implementation of the project for a building regarding which a project application has been submitted or it will not be dismantled;
- each year by 31 January, the project applicant or his or her authorised person shall submit a **report on the monitoring of project results** for subsequent five years.

I understand that it is possible that the project may not be approved for co-financing from the financial instrument if the project application, including this section, is not completely and qualitatively completed, as well as if the co-financing planned in regulatory enactments regarding introduction of the financial instrument has been utilised when the project is approved.

I understand that in case if false information is provided in the certification, sanctions of administrative and financial nature may be initiated against the abovementioned project applicant.

I confirm that the copies appended to the project application comply with the originals of the documents at my disposal and the copies and electronic version of the project application comply with the original of the submitted project application.

Signature:

Date:

dd/mm/yyyy

Place for seal

(Details “Date” and “Signature” of the document shall not be completed if the electronic document has been drawn up in conformity with the requirements specified by regulatory enactments for the drawing up of an electronic document.)

Buildings in Which Project Activities are to be Implemented

Provide information regarding each of the buildings in which project activities will be implemented.

No.	Address	Function of the building *	Standard design No.**	Year of putting into service	Number of storeys, including basement	Total area to be heated m ²
1.						
2.						
3.						
...						

* For example, *school, kindergarten, municipal building.*

** *If a standard design number is not available, indicate the constructive solution.*

**Results Planned within the Framework of Activities
Regarding Each Building Included in the Project**

Table shall be completed regarding each building included in the project application

Activity No.*	Name of the project activity	Result	Result in numerical expression	
			Unit of measurement**	Number
Building No. 1 - address _____				
1.				
2.				
3.				
...				
Building No. 2 - address _____				
1.				
2.				
3.				
...				

* Activities shall conform with those indicated in the time schedule for implementation of the project (Sub-paragraph 2.7.2). One activity may have several results.

** CO₂ saving per year is calculated in accordance with Annex 1 to these Regulations. The reduction of other emissions from savings of heating fuel shall also be indicated in the results in accordance with Annex 1, Paragraph 2 of these Regulations.

Financing Plan of the Project, LVL

Year	Total costs	Ineligible costs	Total eligible costs	Total eligible costs		Public eligible costs										
				Public eligible costs	Private eligible costs	Financial instrument financing	Other financing									
							Financing of the State budget	Subsidy from the State budget for municipalities	Financing of a municipality budget		Other public financing					
							%		%		%		%		%	
	1=2+3	2	3=4+5	4=6+8+10+12+14	5	6	7=6/3	8	9=8/3	10	11=10/3	12	13=12/3	14	15=14/3	
2009																
2010																
<i>In total</i>																

Project Cost Estimate

Title of the position of costs	Name of the unit	Number of units	Costs of a unit, LVL (including VAT)	Costs in total, LVL (including VAT)	Costs, LVL				
					Eligible			Ineligible	
					Without VAT	VAT (to be completed if is not recoverable)	% of total eligible costs	Without VAT	VAT
1. Costs of preparation of energy audit and technical design:									
1.1. costs of preparation of energy audit									
1.2. costs of preparation of technical design									
2. Costs of construction supervision and supervision by author of the project									
2.1. costs of construction supervision									
2.2. costs of supervision by author									
3. Costs of construction works:									
3.1. heat insulation and change of construction elements of external building envelopes									
3.2. heat insulation of the basement covering									
3.3. repair of the stairwell in case if energy efficiency works are performed in the stairwell									
3.5. renovation or reconstruction of ventilation system									

Title of the position of costs	Name of the unit	Number of units	Costs of a unit, LVL (including VAT)	Costs in total, LVL (including VAT)	Costs, LVL				
					Eligible			Ineligible	
					Without VAT	VAT (to be completed if is not recoverable)	% of total eligible costs	Without VAT	VAT
3.6. other renovation works which improve the energy efficiency and are included in the energy audit as measures to be performed									
3.7. restoration of the structural parts of the building necessary for carrying out of energy efficiency measures of the building included in the project application									
4. Costs of the information and publicity measures:									
4.1.									
4.2.									
<i>IN TOTAL:</i>							100%		

In case of necessity the project applicant may supplement columns for costs positions.

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Administrative Assessment Criteria

1. Conformity of Submitting the Project Application

No.	Criterion	Assessment		
		Yes	No	NA *
1.1.	The project application is submitted in the specified form:			
1.1.1.	In printed form, sending by mail or in person			
1.1.2.	In the form of electronic document			
1.2.	The project application is submitted within the time period specified by the responsible authority			
1.3.	The project application consists of the specified documents:			
1.3.1.	Project application form			
1.3.2.	Documents to be submitted additionally			
1.3.2.1.	an extract from a municipality decision regarding implementation of the project, in which the total costs of the project and amount of municipality co-financing is indicated			
1.3.2.3.	energy audit reports for buildings, in which implementation of project activities is planned			
1.3.2.4.	the documents attesting the possession or jurisdiction of the building in which performance of project activities is intended: a copy of the Land Registry certificate or a statement from a municipality balance sheet; for other fixed assets – a statement from a municipality balance sheet			
1.3.2.5.	a copy of the technical design (if it is applicable in accordance with regulatory enactments)			
1.3.2.6.	estimate for construction costs of the project if construction is intended within the framework of the project			

* Not applicable

No.	Criterion	Assessment		
		Yes	No	NA*
1.4.	The project application has been drawn up in accordance with the specified requirements:			
1.4.1.	The project application is drawn up using a computer			
1.4.2.	The project application form is drawn up in Latvian, except Sub-paragraph 2.2.2 of the project application form			
1.4.3.	Documents to be submitted additionally are drawn up in Latvian or, if they are not in Latvian, the certified translation in Latvian is appended thereto			
1.4.4.	The currency used in the project application is lat			
1.4.5.	The project application form is filled in completely			
1.4.6.	The project application is signed by the authorised person			
1.4.7.	Documents to be submitted additionally are original copies or also copies thereof drawn up and certified in accordance with the procedures specified in regulatory enactments			
1.4.8.	There are no unjustified corrections (erasures, deletions, block-outs and additions) in the project application			
1.5.A Requirements applicable only to those project applications which are submitted in printed form				
1.5.A.1	The specified number of copies of the project application (one original and one copy) is submitted			
1.5.A.2	A compact disc (CD) is appended to the project application with the project application form in the form of electronic document prepared in DOC, DOCX, XLS, XLSX or PDF file format.			
1.5.A.3	The original copy of the project application complies with the copy thereof and the compliance of the copy with the original has been certified in accordance with the procedures specified in regulatory enactments			
1.5.A.4	The project application form in printed form is identical with the electronic document form of project application forms			
1.5.A.5	The project application is inserted in a sealed packaging (in an envelope or a box)			
1.5.A.6	The original of the project application is sewn together (bound together with a string)			
1.5.A.7.	All pages of the original of the project application are numbered			
1.5.B Requirements applicable only to project applications which have been submitted in the form of electronic documents				
1.5.B.1	The electronic document contains a safe electronic signature			
1.5.B.2	The electronic document contains a time-stamp			
1.5.B.3	The electronic document is prepared in DOC, DOCX, XLS, XLSX, PDF or JPG file format			

2. Compliance of the Submitter of the Project Application

No.	Criterion	Assessment		
		Yes	No	NA*
2.1.	The project applicant is a city or county municipality			

3. Compliance of the Project

No.	Criterion	Assessment		
		Yes	No	NA*
3.1.	The project complies with the objective of the tender			
3.2.	The substantiation of the necessity of the project is provided			
3.3.	The total co-financing requested for the project is not less than LVL 50,000			
3.4.	The total co-financing requested for the project is not more than LVL 2,000,000			
3.5.	The co-financing requested for the project does not exceed 85% of the total eligible costs of the project			
3.6.	The submitter of the project application has attested his or her readiness to cover not less than 15% of the total eligible costs of the project			
3.7.	Activities of one building in the project application are not planned within the framework of another project application			
3.8.	It is intended to implement the activities provided for in the project by 1 December 2010 in accordance with Paragraph 8 of these Regulations			
3.9.	Activities planned under the project comply with the specified activities to be supported in accordance with Paragraph 15 of these Regulations			
3.10.	The eligible costs included in the project comply with the specified eligible costs in accordance with Paragraph 18 of these Regulations			

* Not applicable

No.	Criterion	Assessment		
		Yes	No	NA*
3.11.	As a result of the project implementation the expected reduction in the heat energy consumption is not less than 25% in each building where project activities have been implemented			
3.12.	As a result of the project implementation the expected efficiency indicator (as a result of the project implementation the planned reduction of carbon dioxide emission in respect of the financing of the financial instrument requested for the project) is not less than 0,25 kgCO ₂ /LVL per year.			
3.13.	At the time of submitting the project, it is not and will not be financed from other financing within the framework of programmes of other financial instruments, financial assistance resources of the European Union or foreign states			
3.14.	The possible project implementation risks are identified and characterised and preventive measures for reduction of the risks related to implementation of the project are characterised in the project application			
3.15.	The publicity measures for implementation of the project are indicated and described in the project application			

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Quality Assessment Criteria

No.	Criterion	Possible number of points	Actual assessment
1.	Application of the requirements for green procurement to implementation of project activities* :		
1.A	On the level of basic criteria, including the requirements for energy efficiency and construction materials, as well as water-saving installations in technical specifications and the conditions for fulfilment of a contract on waste management	3	
1.B	On the level of basic criteria, including the requirements for energy efficiency and construction materials in technical specifications	2	
1.C	On the level of basic criteria, including the requirements only for energy efficiency in technical specifications	1	
1.D	On the level of basic criteria, not applicable	0	
2.	Capacity of implementation and management of the project. The project applicant has qualified specialists and it has implemented projects in the field of energy efficiency:		
2 A	More than five projects have been implemented	3	
2.B	Two to five projects have been implemented	2	
2.C	One project has been implemented	1	
3.C	No projects have been implemented	0	
3.	Socio-economic importance of the project results. It is intended to implement the project:		
3 A	100% of the project buildings are educational institutions	3	
3.B	60% to 100% of the project buildings are educational institutions	2	
3.C	30% to 60% of the project buildings are educational institutions	1	
3.D	0% to 30% of the project buildings are educational institutions	0	

* Pursuant to the informative report on recommendations for facilitating the green public procurement in State and municipal institutions and recommendations for facilitating environment friendly construction (noted in the Cabinet meeting of 22 December 2008).

No.	Criterion	Possible number of points	Actual assessment
4.	Documentation of the project:		
4.A	Procurement procedure has been completed	5	
4.B	Procurement procedure has not been completed	0	
5.	Proportion of the co-financing of the project applicant (% of the total eligible costs of the project)		
5.A	Co-financing of the project applicant 25 to 30% or more of the total eligible costs of the project	10	
5.B	Co-financing of the project applicant 20 to 25% of the total eligible costs of the project	5	
5.C	Co-financing of the project applicant 15 to 20% of the total eligible costs of the project	3	
6.	The expected efficiency indicator of the project:		
6.A	Efficiency indicator 0.45 to 0.55 or more kgCO ₂ /LVL per year	10	
6.B	Efficiency indicator 0.35 to 0.45 kgCO ₂ /LVL per year	5	
6.C	Efficiency indicator 0.25 to 0.45 kgCO ₂ /LVL per year	3	

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Form of the Monitoring Report on Project Results for _____ (year)

Beneficiary _____
Project title _____
Project number _____

1. Information regarding the buildings in which the project activities have been performed

No.	Address	Function of the building*	Standard design No.**	When the building was put into service (year)	Number of storeys, including basement	Total area to be heated (m ²)	Person drawing up the report	
							given name, surname	telephone number
1	2	3	4	5	6	7	8	9
1.								
2.								
3.								
...								

2. Summary regarding the consumption of heat energy in the buildings in which project activities have been performed

(If project activities have been performed in several buildings within the framework of the project, a separate table shall be filled in regarding each building.)

Sequence number and address of the building (pursuant to the Table of Paragraph 1 of this Annex) _____

The type of heating fuel used for heat supply in the building _____

* For example, school, kindergarten, municipal building.

** If standard design number is not available, indicate the constructive solution.

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
Average indicators in 2006-2008	The average air temperature °C														
	Total consumption of heat energy, MWh														
	Specific consumption of heat energy, kWh/m ² *														
	Amount of CO ₂ emissions, t**														
Indicators for the accounting year —————	The average air temperature, °C														
	Total consumption of heat energy, MWh														
	Specific consumption of heat energy, kWh/m ² *														
	Amount of CO ₂ emissions, t**														

		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
Difference (reduction or increase)	The average air temperature °C														
	Total consumption of heat energy, MWh														
	Specific consumption of heat energy, kWh/m ² *														
	Amount of CO ₂ emissions, t**														

Notes.

3. Summary regarding reduction of CO₂ emissions in the accounting year in the buildings where project activities have been performed.

* Calculate in dividing Column 7 of the Table of Paragraph 1 by the total consumption of heat energy.

** Calculate in multiplying the total consumption of heat energy with CO₂ emission factor (t CO₂/MWh).

Information regarding the building		January	February	March	April	May	June	July	August	September	October	November	December	Average per month	In total
No.	address of the building														
1.															
2.															
3.															
...															

Note.

Reduction of CO₂ emissions shall be calculated by subtracting the amount of CO₂ emissions included in the Table from the average indicator of the amount of CO₂ emissions in 2006-2008.

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