



PROGRAMME OPERATOR



CALL FOR PROJECT PROPOSALS

PROGRAMME OF EEA FM 2014-2021

(EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM)

“GR-ENERGY”

Programme Area:

Renewable Energy, Energy Efficiency, Energy Security

Annex A.1.: Guide for Submitting Project Proposals

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1. Expenditure eligibility

1.1 General rules on eligibility of expenditure

Eligible expenditures are those actually incurred by the Project Promoter or project partners that meet the following criteria:

- they are incurred between the first and final dates (30 April 2024) of eligibility of a project as specified in the project contract (Decision of Project Inclusion);
- they are connected with the scope of the project contract and they are included in the detailed budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles; and
- they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

1.2 Eligible direct expenditures

The eligible expenditure categories and expenditure limits per category are described in Table 1.

Table 1: Budget breakdown per expenditure category.

Nr.	Expenditure category	Maximum eligible percentage (%)
1	Interventions	90.5 – 95.5
2	Metering and monitoring equipment	1.5
3	Communication actions	3.0
4	Consulting services	5.0 – 10.0

More specifically, these costs are analysed as follows:

Interventions (procurement, contracting)

This category refers to costs of interventions contributing to the general programme objectives stated in Article 1 of the Call.

Interventions should entail energy generation from Renewable Energy Sources (RES) and energy upgrading in public social infrastructure (e.g. schools, universities, courts, prisons, universities, libraries, transport networks, pumping stations, swimming pools, any public building / infrastructure accessible to the community, etc.).

Indicative eligible activities are the following:

- building energy upgrade,
- energy upgrade of building electromechanical equipment,
- installation of RES generation systems (e.g. solar energy, geothermal energy, etc.) using energy metering,
- installation of passive and active DHW production systems (e.g. solar thermal systems, etc.),
- installation of geothermal systems,

- energy upgrade of pumping stations,
- installation of on-site and online measuring, monitoring, recording, processing and display systems for operational data of the energy systems installed in buildings,
- installation of passive natural lighting systems,
- Installation of RES generation systems for self-consumption and creation of local electricity distribution networks, etc.

Equipment and materials used must be recyclable and environmentally friendly.

In accordance with Article 8.2 of the Regulation, where new equipment is purchased, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered eligible expenditure.

In case the Programme Operator determines that the project equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase cost of that equipment may be eligible. If the entire purchase amount of the equipment is eligible, the Project Promoter must comply with the following conditions:

1. To keep the equipment in their ownership for a period of at least **five (5) years** following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
2. To keep the equipment properly **insured** against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least **five (5) years** following the completion of the project; and
3. To set aside appropriate resources for the **maintenance** of the equipment for at least **five (5) years** following the completion of the project.

For interventions in public buildings, energy upgrading should aim at implementing interventions that meet and/or exceed the minimum required energy efficiency levels, i.e. upgrading the buildings to energy category B +', A ', A +', or to nearly zero-energy Buildings (nZEBs).

For proposals involving RES interventions in public social infrastructures, their financing is eligible if the Project Promoter certifies that (declaration of ANNEX 6):

- a) the project feasibility is adequately substantiated by a relevant cost-benefit analysis;
- b) no economic activity occurs (sale of electricity);
- c) the project achieves energy savings, in combination with other building interventions.

Metering and Monitoring equipment

This category is **mandatory** and includes the cost of purchasing and installing measuring, monitoring, and recording equipment to verify the results of the project.

Communication actions

These **mandatory** actions include promotional actions with respect to the Project's objective and benefits such as informing and raising awareness of the local community, planning together with citizen and social groups during the preparation of Project's implementation. Communication actions should be consistent with the EEA Communication and Design Manual 2014-2021 and include but not be limited to the following: *website development, production of information material in accessible formats, such as large print, Braille prints, easy-to-read prints, organisation of events, use of social media, press conferences, press releases, newsletters, etc.* In addition, the visual identity guidelines of the EEA FM 2014 - 2021 should be followed (see Communication and Design Manual).

Consulting services

This category includes the remuneration of a Consultant (natural person, company or partnership) for providing support services to the Project Promoters to ensure smooth project implementation. It is noted that the consultant services must be in full compliance with the legal framework for public procurement. The Consultant must be highly experienced and specialised in the field of RES technologies and Energy Efficiency improvement, so that he/she can meet the overall and multifaceted requirements of the Project. Indicatively, consulting services may include:

- Support in the final design of the Project systems and subsystems.
- Support in assuring the necessary approvals and authorisations that are directly linked to the Project implementation requirements.
- Specialised surveys and measurements of all forms related to the Project.
- Reporting, recording and evaluation BEFORE and AFTER the implementation of the Project.

- Issuing Energy Certificates for buildings following the implementation of interventions according to KENAK and certification of the achievement of the energy objectives of the Project.
- Support in the management and closing of the Project.

1.3 Non-eligible expenditure

In accordance with article 8.7, paragraph 2 of the Regulation, the following expenditure shall not be considered eligible:

- (a) interest on debt, debt service charges and late payment charges;
- (b) charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- (c) provisions for losses or potential future liabilities;
- (d) exchange losses;
- (e) recoverable VAT;
- (f) costs that are covered by other sources;
- (g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- (h) excessive or reckless expenditure.

1.4 Compliance with State Aid Rules

The Projects that will be selected will be financed up to 100% of the Programme budget in full compliance with the competition and state aid rules in effect and in conjunction with existing regulations on unauthorised revenue generation during the project operation period. In particular:

1. Projects **without State aid elements** will be examined in accordance with the Commission Communication on the concept of State aid as referred to in Article 107 par. 1 of the Treaty on the Functioning of the European Union (2016/C 262/01). In such cases, for the total of public funding of the proposed action not to fall under State aid rules, it should be ensured that the funding provided for the construction of the infrastructure concerned cannot be used to subsidise or indirectly subsidise other economic activities, including the operation of the infrastructure.
2. Projects relating to the economic and commercial exploitation of provided services that **contain State aid elements** are examined in accordance with the institutional framework for state aid (General block exemption Regulation, guidelines, etc.). Where the proposed project or section of project is considered to fall within the above institutional framework, it may be financed publicly up to the level of aid determined with the use of the General block exemption Regulation or the De Minimis Regulation, on a case by case basis. It should be noted that in the case of State aid, the amount of the non-approved public co-financed expenditure in relation to the total cost of the Project is covered by the beneficiary's own resources.

2. Preparing and submitting a Proposal

2.1 Terms and Conditions

The typical requirements that must be met by the proposals, are the following:

- Compatibility with the legislative and regulatory framework of the EEA FM 2014-2021.
- The proposal must be submitted by an eligible Project Promoter (according to **Article 4 of the call**) that is the legal owner and possessor of the property, on which project interventions will be implemented. All interventions should be implemented on properties with the necessary licenses and no legal or proprietary obstacles.
- The Project Promoter's, as well as the project partners' – where applicable -, capability to implement the project must be demonstrated in the Technical Annex of the Project (**ANNEX A.3**) and the relevant documents (*paragraph 2.2, Content of the Project Proposal*).
- The **relevance** of the proposed project to the categories, objectives and indicators of the present Call for Proposals (**Article 3** of the Call).

- Implementation of the proposed project **within the timetable** set out in **Article 6** of the Call.
- The budget of the proposed project must respect the minimum and maximum acceptable budget limits as set out in **Article 5** of the Call.
- The standard forms and accompanying documents of the project proposal must be filled in appropriately, signed and sealed. They must be signed (electronically or not), sealed and all pages must be initialed by the legal representative of the Project Promoter.

In the case of documents not technically possible to attach / submit (e.g. maps, plans, etc.), the potential Project Promoter is obliged to send them as hardcopies to CRES within 10 working days from the electronic submission date on the EEA – MIS to the address stated in **Article 7** of the Call.

Upon receipt of the project proposal, the Programme Operator informs the potential Project Promoter of its receipt through the EAA - MIS application (incoming document protocol number).

2.2 Content of the Project Proposal

The proposal is submitted electronically through the EEA – MIS application and includes the following:

1. Proposed **Technical Annex of the Project** as it is produced by the EEA – MIS, along with all attached required documents . The template is included in **Annex A.3**, while instructions for completing the Technical Annex are included in **Annex A.2**.
2. **The Partnership Agreement, if required.** The template is included in **Annex A.4**. Moreover, in case the responsibility for the implementation and/or operation of the project is delegated to another organization or body, a programming contract or relevant Board of Directors' decisions of the contracting parties shall be submitted¹ for the approval of a draft Partnership Agreement and the submission of the Project Proposal (in accordance with Articles 12 and 44 of Law 4412/2016 on public procurement of Works, Supplies and Services (OJ A 147/08.08.2016)).
3. **Documents for substantiating the capability of the Project Promoter/ Partnership:**
 - Documentation that the Project Promoter submitting the proposal has the competence to submit the Project proposal, such as statutes, programme agreement, constitution act, etc.



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¹ According to Articles 12 and 44 of Law 4412/2016 on public procurement of Works, Supplies and Services (OJ A 147/08.08.2016).

- Decision of the authorised administrative body (City Council, Regional Council, Rector's Council, Board of Directors, Decision of the General Secretary of a Ministry, Region etc.) on accepting the call terms and approving participation in the Programme.
 - Decision of the competent collective body on appointing the Project Manager.
 - Proof that both the Project Promoter and Partners reserve the right to realise interventions in the properties/facilities, supporting documents of ownership, as well as relevant licenses (building permits, others), i.e. ownership titles (transfer of existing properties to the competent land registry, Engineering Professional Certificate according to law 4495/2017, etc.).
 - Social security and tax clearance certificates of the Project Promoter.
 - Template documenting the administrative, financial and operational capacity of the Project Promoter, attached electronically on the EEA – MIS application. A relevant template is included in **ANNEX A.5**.
- 4. Declaration of not generating revenues.** The template is included in **Annex A.6**.
 - 5. Declaration of the Project Promoter on the non-double financing of the project from other funds (Structural Funds of the EE, Cohesion Fund, INTERREG, PIP, national resources, etc.).** The template is included in **Annex A.7**.
 - 6. Legal Entity form.** The template is included in **Annex A.8**.
 - 7. Solemn Declaration of the legal representative of the Project Promoter that he/she will comply with national and EU rules and EEA legal framework.**
 - 8. Solemn Declaration of the legal representative of the Project Promoter that for the property on which the interventions are to implemented, the expenditure of additional static reinforcement – if any - is borne by the Project Promoter.**
 - 9. Solemn Declaration of the legal representative of the Project Promoter that if notified by Programme Operator CRES, he/she will provide within three (3) months all the required licensing and approvals for the realisation of the Project, as well as the necessary tender documents.**
 - 10. Any other relevant decision** of a competent collective body or supervisory authority that is required.

11. Solemn Declaration /Confirmation by the potential Project Promoter that the proposed project proposal does not include a part of an infrastructure investment or a productive investment that has been ceased or relocated outside the programme area within five years of the final payment to the Project Promoter.

12. Certificates / Documentation Material regarding compliance with the **State Aid** institutional framework (income calculation methodology documents in case of State aid, instructions for calculating the net operating income of the projects, and a Declaration form issued pursuant to the Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union concerning de minimis aid, are enclosed in **ANNEX A.9.)**:

- For projects including interventions that do NOT contain State aid elements, as defined in the Commission Communication on the concept of State aid as referred to in Article 107 paragraph 1 of the Treaty on the Functioning of the European Union (2016 / C 262 / 01), it is necessary to include in the proposal sufficient evidence to document the absence of State aid pursuant to a specific provision of the Regulation.
- For projects that include interventions containing State aid elements and will be examined according to Regulation (EU) No 651/2014 of the Commission, of 17 June 2014, the proposal should include relevant documentation in order to examine the fulfillment of the requirements of the General block exemption Regulation and in particular:
 - ✓ Compliance or non-compliance with the cumulative conditions for the existence of State aid (undertaking performing an economic activity, economic advantage, preferential treatment, State resources, distortion of competition and disturbance of intra-Community trade),
 - ✓ Motivation documentation,
 - ✓ Exclusion of problematic companies (based on Article 2 not. 18 of the General block exemption Regulation),

- ✓ Exclusion of companies affected by the Deggendorf rule by submitting a Solemn Declaration that no recovery order is pending following a previous European Commission decision declaring the aid unlawful and incompatible, and that the proposal does not relate to *ad hoc* aid of such a company,
- ✓ Exclusion of aid measures in breach of European Union law.
- ✓ Documentation of non-cumulation of aid taking into account that exempt aid cannot be cumulated with any other aid for the same eligible costs, which overlap fully or partially, if the effect exceeds the highest intensity aid / highest aid amount applied.
- ✓ Accepting the publication of aid data by submitting a declaration of accepting the publication of data concerning each grant of individual aid exceeding EUR 500,000.

All data concerning the fulfillment of the requirements of the relevant General block exemption Regulation article - on the basis of which each submitted proposal will be examined - will be included in the proposal.

13. Technical Data Sheet of the Project (the template is included in Annex A.10.), which includes the following sections:

- Technical Description of the proposed project.
- Detailed Budget of the proposed project.
- Timetable for the implementation of the proposed project.
- Evidence of the maturity of the proposed project.
- Documentation of the project contribution to the achievement of the Programme objectives.
- Communication Plan of the proposed project.

The project proposals are submitted in Greek.

The potential Project Promoters can be informed through the Programme's dedicated website <http://eeares.cres.gr/index.htm>. The forms required for submission as part of the project proposal are posted on the same website.

To facilitate potential Project Promoters, CRES will operate a Helpdesk to inform potential Project Promoters and provide them with specific information shortly after the call for proposals is launched.

For more detailed information on the submission of proposals, and further clarifications, please contact Programme Operator CRES, e-mail: xm-eox@cres.gr, *in the attention of the Information Officer /Coordinator (Dr. Konstantinos Patlitzianas, tel.: 2106603300)*. CRES will respond to any clarifications or question addressed no later than 15 days before the deadline for the submission of proposals.

3. Proposal Evaluation

3.1 General principles

The evaluation of proposals submitted by Potential Project Promoters aims to ensure the typical and substantial documentation of the adequacy of each proposal in relation to the objectives and the procedures of implementation, monitoring, management and auditing of the EEA FM 2014-2021 Programme.

The evaluation process comprises the following stages:

- **Eligibility and administrative verification of the project proposals** submitted to the Programme Operator based on the eligibility criteria (as analysed below in Evaluation Stage A).
- **Assessment of the project proposals based on the evaluation criteria**, performed by independent experts (as analysed below in Evaluation Stage B).

The evaluation process is supervised by the **Executive Selection Team**, which proposes the project proposals that will be financed by the programme. The Financial Mechanism Office and the National Focal Point may attend the meetings of the Executive Selection Team as observers. The Executive Selection Team will keep minutes of its meetings, and a summary of these will be provided to the Financial Mechanism Committee in English at the latest two weeks after each meeting.

The main responsibilities of the Executive Selection Team are the following:

- Upon completion of Evaluation Stage A, the Executive Selection Team will be informed of the project proposals submitted and the Evaluation Stage A results. The findings of the eligibility and administrative verification are presented to the members of the Executive Selection Team, which decides how to address any problems identified.
- If any deficiencies arise during the examination of each project proposal, the Executive Selection Team decides whether supplementary material will be requested, in the case of documents that were requested by the competent authorities prior to the call deadline, but were not issued in time. The applicant will be required to submit the supplementary material by email within two weeks.
- The Executive Selection Team proposes - through the Programme Manager and Programme Coordinator - the Proposal Rejection Decision to the Board of Directors of CRES for the project proposals rejected due to negative evaluation in Stage A.
- Upon completion of Evaluation Stage B, the Executive Selection Team is informed of the proposals submitted and the results of the evaluation process. It is noted that the Independent Experts are assigned with proposals through a ballot performed in a public meeting under the responsibility of the Executive Selection Team.
- If the Executive Selection Team needs clarification or has any questions on the scores of project proposals in Evaluation Stage B, the results of the evaluation are returned to the Independent Experts. The Executive Selection Team may amend the classification of the proposed projects in duly justified cases, the documentation of which shall be included in its minutes.
- The Executive Selection Team performs the final evaluation of the projects as set out in the Provisional Ranking Table of evaluated project proposals in terms of compliance with competition and State Aid rules with the contribution of the Programme Operator's Legal Service and in co-operation/consultation with the Special Service for State Aid of the Ministry of Development and Investments.

The evaluation shall commence after the project proposal submission period. The total period of evaluation of the project proposals shall last no more than 120 working days. The duration of the evaluation may be extended by up to thirty (30) working days in well-documented cases, after a relevant recommendation of CRES to the National Focal Point and the Financial Mechanism Office 2014-2021 and a subsequent approval.

3.2 Stage A - Administrative and eligibility verification of the project proposals

The Programme Operator will review the project proposals in terms of compliance with the administrative and eligibility criteria. This stage is carried out by the members of the Subteam of Project Inclusion, who are responsible for checking the necessary supporting documents and whether the proposed projects meet the eligibility requirements.

The compatibility of each project proposal with the terms and conditions of this call, particularly with paragraph 2.1 of this Guide, will be checked.

In particular, the following criteria are considered at this stage:

A. Administrative criteria that include at least the following:

- The proposed Technical Annex of the Project has been submitted within the deadline set by the Call (date and time).
- The proposed Technical Annex of the Project has been submitted in accordance with the rules of the call and the rules of electronic submission (Annexes A.1. and A.2).
- All required documents of the project proposal were submitted (paragraph 2.2 of the present Guide).

B. Eligibility Criteria which include at least the following:

- Eligibility of the Project Promoter according to the provisions of Article 4 of the Call and Article 7.2 of the EEA-FM Regulation and any restrictions determined in the Programme Agreement.
- Eligibility of the Project Partner according to the provisions of article 7.2 of the Management and Control System and any restrictions determined in the Programme Agreement.
- Eligibility of the project proposal taking into consideration if:
 - ✓ The proposal budget amount is within the limits determined in the call.
 - ✓ The proposed period of implementation of the project is within the limits determined in the call.
 - ✓ No more than one project proposal has been submitted under the same call by a Project Promoter or Partner.

It is noted that all of the above checks of Evaluation Stage A correspond to the **administrative and eligibility criteria** which receive binary values (YES / NO). **For a proposal to receive a positive evaluation in Stage A, it must receive a YES value in all the above checks.**

The findings of the screening are presented to the members of the Executive Selection Team, which decides how to address any problems that may be identified. In particular:

- If a lack of supporting documents is discovered when reviewing the project proposal, the Executive Selection Team decides whether Supplementary material will be requested, in the case of documents that were requested by the competent authorities prior to the call deadline, but were not issued in time. During the process of reviewing the project proposals, the Executive Selection Team may invite in writing potential Project Promoters to provide clarifications or complete the documents or supporting documents they have submitted. Any clarification or supplementary material submitted by the Project Promoters, without the request of the Executive Selection Team, shall not be taken into account.
- The above clarification or supplementation concerns only ambiguities, minor irregularities or obvious typical errors that may be corrected or supplemented, particularly omission of initials, intermittent numbering, defects in packaging and marking of the proposal folder and subfolders, deficiencies in the legal elements, irregular marking of copies of translations and other certificates issued, in accordance with the provisions of article 1 of Law 4250/2014 (A '74), structure differentiations from the templates, mandatory or not, established by law, regulatory acts or the contract documents. The supplementation or clarification referred to in the first subparagraph may not entail a subsequent replacement or submission of documents in compliance with the terms of the call, but only clarification or supplementation of documents or supporting documents already submitted, even with new documents.
- Provision of clarifications or supplementation should not entail discrimination or result in favorable treatment of a particular Project Promoter in the proposal review process.

Supplementary information is requested via email and each potential Project Promoter is required to submit its response within five (5) days of the request made by CRES.

Applications for issuing the supporting documents or material are a prerequisite.

Upon completion of the review, the Provisional Ranking Table of evaluated project proposals is produced by the EEA-MIS and is sent signed by the Programme Operator's Legal Representative to all potential Project Promoters having submitted a project proposal.

All proposals that receive a negative evaluation in Stage A are rejected. The Board of Directors of CRES approves then the Project Proposal Rejection Decision and authorises the Legal Representative to sign it. Subsequently, the Project Proposal Rejection Decision is sent to the potential Project Promoter, signed by the Legal Representative of Programme Operator CRES. Rejected Project Promoters shall have the opportunity to appeal such a decision within five (5) days, in accordance with the provisions of paragraph 3.5 "Appeals" following relevant national legislation (OJ A '167 / 17-9-1987, Presidential Decree No. 375 on the Establishment of a Legal Entity under Private Law entitled "Center for Renewable Energy Sources" and OJ B '314 / 27-4-1989, Ministerial Decision No. 2325, Operation Regulation of CRES).

If a Project Proposal receives a positive evaluation in Stage A, its evaluation is continued in Stage B.

Table 2: Stage A evaluation criteria.

No.	Description	Type of grading ¹
	A. ADMINISTRATIVE CRITERIA	
A.1	The Project Proposal and the Proposed Technical Annex of the Project have been submitted within the deadline determined in the Call (date and time).	Binary
A.2	The Proposed Technical Annex of the Project has been submitted in accordance with the rules of the call and the rules of electronic submission (ANNEXES A.1. and A.2).	Binary
A.3	All required documents of the project proposal have been submitted (paragraph 2.2 of the present Guide).	Binary
A.4	Technical Annex of the Project (ANNEX A.3.)	Binary
A.5	Partnership Agreement for the realisation of the proposed project (ANNEX A.4.)	Binary
A.6	Documents for substantiating the capability of the Project Promoter/ Partnership	Binary
A.6.1	Documentation that the Project Promoter submitting the proposal has the competence to submit the Project proposal, such as statutes, programme agreement, constituent act, etc.	Binary
A.6.2	Decision of the authorised administrative body (City Council, Regional Council, Rector's Council, Board of Directors, Decision of the General Secretary of a Ministry, Region etc.) on accepting the call terms and approving the participation in the Programme.	Binary
A.6.3	Decision of the competent collective body on appointing the Project Manager.	Binary

A.6.4	Evidence that both the Project Promoter and Partners reserve the right to realise interventions in the properties/facilities, supporting documents of ownership, as well as relevant licenses (building permits, others), i.e. ownership titles (transfer of existing properties to the competent land registry, Engineering Professional Certificate according to law 4495/2017, transfer of existing buildings at the relevant mortgage or property registryetc.).	Binary
A.6.5	Social security and tax clearance certificates of the Project Promoter.	Binary
A.6.6	Template documenting the administrative, financial and operational capacity of the Project Promoter, attached electronically on the EEA – MIS application (Template included in ANNEX A.5.).	Binary
A.6.7	If the implementation and/or operation of the project is procured to another organisation or body, a programme agreement or relevant decisions of the Board of Directors of the Contracting Parties for the approval of a draft programme agreement and the submission of a project proposal are submitted. (according Articles 12 and 44 of Law 4412/2016 on public procurement of Works, Supplies and Services public supply contracts and public service contracts (OJ A 147/08.08.2016).	Binary
A.7	Declaration of not generating revenues (ANNEX A.6.).	Binary
A.8	Declaration of the non-double financing of the project from other funds (Structural Funds of the EE, Cohesion Fund, INTERREG, PIP, national resources, etc.) (ANNEX A.7.).	Binary
A.9	Legal Entity form (ANNEX A.8.).	Binary
A.10	Solemn Declaration of the legal representative of the Project Promoter that he/she will comply with national and EU rules.	Binary

A.11	Solemn Declaration of the legal representative of the Project Promoter that for the property on which the interventions are to implemented, the expenditure for additional static reinforcement – if any - is borne by the Project Promoter.	Binary
A.12	Solemn Declaration of the legal representative of the Project Promoter that if notified by Programme Operator CRES, he/she will provide within three (3) months all the required licensing and approvals for the realisation of the Project, as well as the necessary tender documents.	Binary
A.13	Any other relevant decision of a competent collective body or supervisory authority that is required.	Binary
A.14	Declaration of the Project Promoter that the project proposal does not include a part of an infrastructure investment or a productive investment that has been ceased or relocated outside the programme area within five years of the final payment to the Project Promoter.	Binary
A.15	Certificates / Documentation Material regarding compliance with the State Aid institutional framework (income calculation methodology documents in case of State aid are enclosed in ANNEX A.9.)	Binary
A.15.1	Declaration issued under Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (ANNEX A.9.).	Binary
A.15.2	For projects including interventions that do NOT contain State aid elements: sufficient evidence is included in the proposal to substantiate the absence of State aid under a specific provision of the Regulation.	Binary
A.15.3	For projects that include interventions containing State aid elements: The proposal includes relevant documentation in order to examine the fulfillment of the requirements of the General block exemption Regulation.	Binary
A.15.4	For projects that include interventions containing State aid elements: Income calculation methodology documents in case of State aid (ANNEX A.9.).	Binary

A.16	Technical Data Sheet of the Project (ANNEX A.10.).	Binary
	B. ELIGIBILITY CRITERIA	
B.1	Eligibility of the Project Promoter according to the provisions of Article 4 of the Call and Article 7.2 of the Regulation and any restrictions determined in the Programme Agreement.	Binary
B.2	Eligibility of the Project Partner according to the provisions of article 7.2 of the Management and Control System and any restrictions determined in the Programme Agreement.	Binary
B.3	Eligibility of the project proposal.	Binary
B.4	The proposal budget amount is within the limits determined in the call.	Binary
B.5	The proposed period of implementation of the project proposal is within the limits determined in the call.	Binary
B.6	No more than one project proposal has been submitted under the same call by a Project Promoter or Partner.	Binary
B.7	The proposed equipment to be applied in the public buildings and infrastructures is new or significantly improved.	Binary

¹ Binary Grading: Each criterion receives a YES or NO value.

3.3 Stage B – Proposals evaluation per group of criteria

Evaluation Stage B begins with the completion of Evaluation Stage A. Only proposals that meet the administrative and eligibility criteria are evaluated in Stage B. The evaluation criteria form the basis of the scoring of each project proposal.

Project proposals will be evaluated by **Independent Experts**. To ensure that the project proposal evaluation process is conducted with the necessary techno-economic thoroughness, credibility and transparency, a Registry of Experts is established. It is noted that the members of the Executive Selection Team cannot be members of the Registry.

The specific objectives of the establishment and operation of the Registry of Experts are the following:

- Optimal selection of the suitable Experts with objective and meritocratic criteria based on their qualifications and experience and the type of interventions of the proposed projects.
- The valid, reliable and impartial evaluation of the proposed projects.
- The effective, efficient and fast completion of the evaluation process.

A Registry Management Team (RMT) is set up under the responsibility of Programme Operator CRES for the management and operation of the Registry.

The RMT will ensure (through the obligation to sign a Solemn Declaration for all applicants) that the experts are impartial and have no direct or indirect relationship with Programme Operator CRES, the Executive Selection Team, any potential Project Promoter or their Consultant for the preparation of the project proposal. The qualifications of the Experts are specified in the call of CRES for the establishment of the Registry of Experts. All relevant details will be finalised in the call. The Programme Operator will inform the selected experts on the process and the specialised evaluation criteria.

The evaluation process is carried out by the experts of the Registry at the facilities of CRES, under the supervision and planning of Programme Operator CRES.

The work of the Experts is supervised by the Subteam of Project Inclusion of Programme Operator CRES, under the responsibility of a competent executive, who can provide guidelines and clarifications on the programme and the assessment method. Prior to the start of the evaluation, a training seminar is held for the experts, who are provided with the appropriate information material.

During the evaluations, any communication of the experts with third parties other than those designated to support and supervise the process is prohibited.

The Programme Operator will provide the Executive Selection Team with a list of the project proposals ranked according to their evaluation score.

Each project proposal is evaluated **in comparison** with the others. The Project Evaluation Sheet is used for the evaluation and is completed in the MIS by the Programme Operator.

The proposals are evaluated based on the following groups of criteria:

- **Evaluation Criteria Category A - Completeness, clarity and feasibility of the proposal.**

- **Evaluation Criteria Category B - Compliance with national and EU rules.**
- **Evaluation Criteria Category C - Project maturity.**

The evaluation criteria of the aforementioned groups of criteria will be used to screen the proposals to be funded under the Programme. The subcriteria of the criteria groups are given in summary, in the table below.

Table 3: Evaluation Stage B criteria.

No.	Description	Grading type	Weighting (Scale 0-20)
	Category A - Completeness, clarity and feasibility of the proposal		
A1	Project contribution in achieving the objectives of the Programme GR-Energy.	Binary ¹	
A2	Project contribution in achieving the objectives of EEA FM 2014-2021.	Scale	10
A3	Realistic project implementation timetable.	Scale	20
A4	Project contribution in achieving the Indicators of the Programme GR-Energy related to the "hard" measures (such as EE-investments, RES, monitoring equipment, resulting savings)	Scale ²	20
A5	Project contribution in achieving the Indicators of the Programme GR-Energy related to the "soft" measures (such as awareness-raising, training)	Scale	10
A6	Comparative contribution to the innovation and needs for modern monitoring equipment	Scale	10
A7	Comparative cost effectiveness of the proposal.	Scale	20
A8	Comparative contribution to the benefits of citizens of the proposed target groups.	Scale	10
	Category B - Compliance with national and EU rules		

No.	Description	Grading type	Weighting (Scale 0-20)
B1	Compliance with national and EU legislation concerning public works contracts, studies, procurements and services, as well as state aid.	Binary	
B2	Compliance with the principles of gender equality, equal opportunities and non-discrimination in employment.	Binary	
B3	Compliance with the rules for ensuring access for people with disabilities.	Binary	
	Category C - Project maturity		
C1	Description and documentation of the required licensing process of the proposed project.	Binary	
C2	Operation plan of the proposed project.	Binary	
	Total		100

¹Binary grading: In this type of grading, the value taken by each individual criterion is either YES or NO.

²Scale-based grading: In this type of grading, the criteria are scored based on a numerical scale.

The criteria of Evaluation Stage B are specified below:

Category A - Completeness, clarity and feasibility of the proposal

In Category A criterion A1 is qualitative and receives binary values (YES / NO). The proposal gets a positive evaluation in this criterion when the value entered is "YES". If the proposal gets a negative value (NO) in this criterion, it is rejected.

The rest of criteria of Category A (A2-A8) represent quantitative criteria having scale scores. The respective range and scale is specified at the “Project Evaluation Sheet” in Annex A.11. The grade B_A that a proposal receives in relation to the criteria of Category A, is the sum of the values of the category A subcriteria:

$$B_A = (\text{Criterion value A2}) + (\text{Criterion value A3}) + (\text{Criterion value A4}) + (\text{Criterion value A5}) + (\text{Criterion value A6}) + (\text{Criterion value A7}) + (\text{Criterion value A8})$$

The analysis of the criteria is presented below:

A.1 Project contribution in achieving the objectives of the Programme GR-Energy (BINARY)

It is examined whether the project proposal contributes to the fulfillment of the objective of the Call as set out in Article 3 of the Call, as well as of the four (4) activity categories (interventions, metering equipment, communication actions and consulting services) analysed in par. 1.2 of Annex 1.

A.2 Project contribution in achieving the objectives of EEA FM 2014-2021 (SCALE)

It should be well justified that the project serves the achievement of objectives of the Programme EEA FM 2014-2021 and the GR-Energy Programme (Article 2 of the Call), namely:

- The reduction of the economic and social disparities within the European Economic Area,
- The optimal exploitation of resources through technically adequate, efficient and well-functioning administrative structures,
- Ensuring the quality of interventions, the effectiveness, efficiency and proper management of project implementation under the conditions of transparency and good governance.

The value of this criterion ranges between **0 and 10**.

A.3 Realistic project implementation timetable (SCALE)

The feasibility of the project implementation timetable of the proposal may be examined in relation to:

- (a) the scope;
- (b) the chosen method of implementation (own means, contracting, etc.);
- (c) the potential risks associated with the implementation of the project (e.g. specific local conditions).

The value of this criterion ranges between **0 and 20**.

A.4 Project contribution in achieving the Indicators of the Programme GR-Energy related to the "hard" measures (such as EE-investments, RES, monitoring equipment, resulting savings) (SCALE)

The criticality and the extent of covering the Project Promoter's needs through the implementation of the proposed project are evaluated. In particular, the achievement of the following programme indicators is assessed:

- Estimated annual CO₂-emissions reduction,
- Estimated energy savings,
- Estimated increase in renewable energy production,
- Estimated monetary savings,
- Number of jobs created,

The value of this criterion ranges between **0 and 20**.

A.5 Project contribution in achieving the Indicators of the Programme GR-Energy related to the "soft" measures (such as awareness-raising, training) (SCALE)

The criticality and the extent of covering the Project Promoter's needs through the implementation of the proposed project are evaluated. In particular, the achievement of the following programme indicators is assessed:

- Number of people who declare that they benefited from improved public social infrastructure,
- Installed capacity for production of renewable energy,

- Number of people trained in energy efficiency and renewable energy,
- Number of awareness raising campaigns carried out,
- Number of people reached by awareness campaigns.
- Number of conferences/workshops held related to results from projects.

The value of this criterion ranges between **0 and 10**.

A.6 Comparative contribution to the innovation (SCALE)

The proposal may be examined in relation to the innovation character of the proposed implementations.

(Innovation: Implementation of a new or significantly improved product (goods or services), or a process, a new marketing method, or a new organizational method in business practices, work place organization or an external relation. Innovation can be on enterprise level, sector level, national level or international level.)

The value of this criterion ranges between **0 and 10**.

A.7 Comparative cost effectiveness of the proposal (SCALE)

The criterion score is derived from the result of the following indicator:

$$\text{Project Proposal Budget (€) / Estimated Total Energy Benefit (MWh)}$$

where the Estimated Total Energy Benefit (MWh) = Annual electricity saving + Annual Electricity Generation from RES + Annual Thermal Energy Generation from RES + Annual Auto-production from RES with Net Metering.

This indicator estimates the cost per estimated total energy benefit (€/MWh). The grading method is analysed in Annex A.11.

The value of this criterion ranges between **0 and 20**.

The value 20 is given to the proposal with the lowest indicator score.

A.8 Comparative contribution to the benefits of citizens of the proposed target groups (SCALE)

The score of criterion is derived from the estimation of the Social Benefit Indicator:

Project Proposal Budget (€) / Number of Citizens who declare that they benefited by the improvement of the public social infrastructure

This indicator calculates the cost for each citizen of the target groups having immediate benefits from the implementation of the RES / energy efficiency interventions in buildings, premises, facilities (e.g. users, visitors, etc.), as documented in the Technical Data Sheet. The grading method is analysed in ANNEX A.11.

The value of this criterion ranges between **0 and 10**.

The value 10 is given to the proposal with the lowest indicator score.

Category B - Compliance with national and EU rules

Group B criteria are **qualitative** and receive binary values (YES / NO).

The project proposal receives a positive evaluation in the Group B criteria when it receives a (YES) value in each of the Group B criteria (B1, B2 and B3). If the Proposal receives a negative evaluation, it is rejected. If a B criterion does not apply to the proposed project, then it is treated as positively evaluated.

B.1 Compliance with national and EU legislation concerning public works contracts, studies, procurements and services, as well as state aid (BINARY)

Depending on the development stage of the proposal, it is examined whether the Project Promoter has complied with national and EU legislation by the time of the proposal submission (e.g. at the stage of auction, contracting and possible amendments of the project contract). The examination shall be based on the checklists of the management and control system for the approval of the development stages of the project's public procurements.

In particular, the compliance with competition and state aid rules is evaluated.

It is examined whether the institutional framework proposed in the Technical Annex of the Project for the implementation of the subprojects is in line with national and EU law. In cases in which relevant actions have been taken prior to the submission of the project proposal, it shall be examined whether the potential Project Promoter has complied with the national and EU rules applicable to the proposed project by the time of the proposal submission, according to the foreseen procurement procedures (ΔII_2 , ΔII_3 , ΔII_4) of the MCS Procedures Manual. Where deviations from the rules are observed, the Programme Operator may accept the project proposal by applying a proportionate or flat-rate reduction rate in the co-financed public expenditure.

B.2 Compliance with the principles of gender equality, equal opportunities and non-discrimination in employment (BINARY)

Compliance / Commitment of the Project Promoter and its contractors for the implementation and operation of the project applying a regulatory framework that is not contrary to the principles of gender equality and non-discrimination on grounds of sex, race or ethnic origin, religion or beliefs, disability, age or sexual orientation.

B.3 Compliance with the rules for ensuring access for people with disabilities (BINARY)

The way in which the project will ensure access for people with disabilities in accordance with the current institutional framework is examined. In cases where a project has already been contracted and no provision has been made for people with disabilities, if required by the nature of the project and the applicable legislation, the positive evaluation should be substantiated by the potential Project Promoter's commitment to undertake all adjustment costs to ensure access for people with disabilities at its own expense. In the assessment of this criterion it is specified that the affirmative answer ("YES") covers the following cases:

- The Project meets all requirements, in accordance with the current institutional framework, for ensuring access for people with disabilities.

- There are no requirements for ensuring access for people with disabilities, taking into account the nature of the project, which does not impede access for people with disabilities (e.g. pavement carpet reconstruction etc.) or does not require access for people with disabilities (e.g. programmes such as Energy Saving at home”).

Category C - Project maturity

Group C criteria are **qualitative criteria** and receive binary values (YES / NO).

The project proposal receives a positive evaluation in the criteria of group C when it receives a “YES” value in the criteria of the group (C1, C2). If the project proposal receives a negative evaluation in the Group C criteria, the evaluation of the proposal is terminated. If the proposal receives a “NO” value in the C2 criterion, the project contract (Decision of Project Inclusion) should include the binding term of the specification of the criterion and the evaluation of the proposal continues as in the case of the positive evaluation.

C.1 Description and documentation of the required licensing process of the proposed project (BINARY)

Based on the Technical Data Sheet (ANNEX A.10), the maturity of the proposal in terms of the development of the required preparatory actions (studies, surveys, licenses, approvals, tender documents, etc.) for the start of implementation, is examined.

In addition, the progress of specific administrative or other actions that are necessary for the implementation of the project proposal, other than those considered under the above criterion (e.g. approval by councils, etc.), shall be assessed based on the call.

C.2 Operation plan of the proposed project (BINARY)

In the absence of a body responsible for the operation of the project, the Project Promoter should ensure, prior to completion of the project, that a sufficiently adequate structure or service is in place for the smooth operation of the project at least 5 years after the date of project completion and start of its operation. This commitment should be included in the project contract (Decision of Project Inclusion).

The overall score of each sentence is as follows:

$$B_{oA} = B_A$$

Project proposals are evaluated independently of the order in which they are submitted to the Programme Operator.

3.4. Evaluation result

The Provisional Ranking Table of evaluated project proposals is submitted to the Executive Selection Team. The Executive Selection Team conducts the review of projects regarding compliance with competition and state aid regulations with the assistance of the Programme Manager's Legal Service, in coordination with the Special Service for State Aid of the Ministry of Development and Investments. Subsequently, the Provisional Ranking Table of evaluated project proposals is sent to the potential Project Promoters signed by the Legal Representative of CRES. Potential Project Promoters may submit an objection to the Appeals Committee within **seven (7) business days**.

Upon completion of the examination of the objections, the **Final Ranking Table of the evaluated project proposals** is issued, approved by the Board of Directors of CRES and sent to all potential Project Promoters signed by the Legal Representative of CRES. Proposals are classified in descending order on the Table based on their score. The evaluation of the proposal is characterised as:

- **Positive** (It has been accepted for funding under the programme).

The evaluation of a proposal is positive when the proposal has received positive values in all the criteria:

Criteria	Positive values
A1, B1-3 and C1-2	Positive value "YES"
A2-A8	Score of at least 10 in each of the criteria A3, A4, A7 and a score of at least 5 in each of the criteria A2, A5, A6, A8.

- **Negative** (It has not been accepted for funding under the programme).

The evaluation of a proposal is negative when the proposal has received the following values, in at least one criterion:

Criteria	Values
A1, B1-3 and C1-2	Negative value "NO" (in at least one criterion)
A2-A8	Score of less than 10 in each of the criteria A3, A4, A7 and a score of less than 5 in each of the criteria A2, A5, A6, A8.

Once the ranking of the project proposals has been finalised, the necessary actions will be taken through the EEA-MIS:

- In the event of a negative evaluation, a **Project Proposal Rejection Decision** that fully substantiates the reasons for the rejection is produced. The Board of Directors of CRES approves the Project Proposal Rejection Decisions, which are sent afterwards to the potential Project Promoters signed by the Legal Representative of CRES.

- In the event of a positive evaluation, the **Proposition for the Inclusion of a Project**, the **project contract (Decision of Project Inclusion)** and the finalised **Technical Annex of the Project** are produced. The Legal Representative of CRES proposes the project contract (Decision of Project Inclusion) to the Minister of Environment and Energy, who in turn, issues it. The project contract (Decision of Project Inclusion) shall be notified to the Project Promoters.

Finally, the Final Ranking Table of evaluated project proposals is posted on the programme website.

3.5. Appeals

Objections shall be submitted once in each of the evaluation stages, within seven (7) business days following the day of the communication of the evaluation results to the potential Project Promoters, namely:

- (a) the Project Proposal Rejection Decision issued in Stage A of the evaluation,
- (b) the Provisional Ranking Table of evaluated project proposals issued during Stage B of the evaluation.

The appeal should be justified and signed by the Project Promoter and, where required, signed by the principal partner, in case it is a different body from the beneficiary.

Appeals will be examined by a three-member Appeals Committee with the assistance of the Legal Service of CRES within five (5) business days of the deadline for submitting an appeal. The Appeals Committee is established by decision of the Legal Representative of the Programme Operator.

The results of the appeals examination are communicated to the potential Project Promoters within fifteen (15) business days and posted on the Diavgeia Programme.

If the appeal concerning the results of Stage A is accepted by the Appeals Committee, it shall be submitted for approval to the Board of Directors or CRES. If approved, the Programme Operator will proceed to the evaluation Stage B of the proposal.

If the submitted appeal refers to stage B of the evaluation, the Appeals Committee shall decide on it, and after the approval of the Committee's proposition by the Board of Directors of CRES, the Proposals with accepted appeals are added to the ranking table in the order in which they are scored, in order to obtain the Final Ranking Table of the evaluated project proposals.

According to the EEA GRANTS Management and Control System , AFCOS (i Anti-Fraud Coordination Service) – AFCOS s designated the competent body in Greece ,for assessing any complaints for fraude or mismanagement. Details of how to submit a complaint to AFCOS are presented in the web page www.eeagrants.gr

Complaints to AFCOS are submitted in the following manners:

- a) Online
- b) by mail
- c) by FAX
- d) in person (or through a legally authorised representative) to the AFCOS premises on working days and during working hours (8.30-16.30)

4. Payment model

The main features of the payment model are presented below:

Payments of the project grant to the Project Promoters will take the form of advance payments, interim payments and payments of the final balance. The advance payments and interim payments will be based on a pre-financing model.

Following the signature of the Project Contract, the Project Promoter will be asked to submit an implementation timetable for the realisation of the project and state the relevant financing needs.

Interim payments shall be paid to Project Promoters after assessing project implementation progress and any possible deviations from the implementation timetable.

The advance payment is to be paid up to 40 days after the date of project start according to the project contract.

Interim payments are to be paid up to 40 days after the approval of each interim financial report, taking into consideration that there will not be any disbursement delays due to factors that CRES has no control over (e.g. bureaucracy-related delays) and that there will be more than one interim payments during the reporting period (semester)".

Final balance payments are to be paid up to one month after the date of acceptance of the final narrative report and the final financial report.

Within the first 10 days of each month, the Project Promoter shall declare on the EEA-MIS the amount required for covering the expenditures of the current month. The Programme Operator will examine whether the request of the Project Promoter is reasonable in relation to the project contract (Decision of Project Inclusion) and any progress made in the implementation of the project, the inadequacy or exhaustion of prior fund balances and the fulfillment of the Project Promoter's obligations.

Subsequently, the relevant actions are taken through the application of the EEA - MIS.

Where there are other Partners in the Project, the Project Promoter shall be responsible for payments in accordance with the project contract (Decision of Project Inclusion) and its attachments, as well as the signed Partnership Agreement.

The Project Promoter shall submit on a monthly basis to the Programme Operator on the EEA-MIS, and until the financial clearance of the project, a statement of expenditure incurred within the reporting month.

The Programme Operator will check 100% of the declared expenditure and perform on-the-spot verifications on all projects. The eligibility and regularity of expenditure will be checked in accordance with the eligibility principles foreseen in Article 8.3 of the EEA FM 2014-2021 Regulation.

All costs will be documented with paid invoices or alternatively, accounting documents of equivalent value.