

## **ANNEX I** **to Ministry of the Environment Directive No. 9/2009**

### **on the provision of financial resources from the State Environmental Fund of the CR under the Green Savings programme for measures leading to energy savings and the use of renewable energy resources in residential buildings**

The aim of the Green Savings programme (hereinafter the "Programme"), announced by Annexes to Ministry of the Environment Directive No. 9/2009 (hereinafter the "Directive") on the provision of financial resources from the State Environmental Fund of the CR (hereinafter the "Fund") is to ensure the implementation of measures leading to energy savings and the use of renewable energy resources in residential buildings (family and multiple-dwelling houses). The subsidy only applies to measures implemented within the area of the Czech Republic and completed on or after 1<sup>st</sup> April 2009.

Annex I regulates the procedure of granting subsidies under the Programme and comes into force on the day of its signing by the Minister of the Environment and into effect on 17<sup>th</sup> August 2009.

#### **List of annexes:**

- Annex No. I/1** Basic definitions and the list of subsidised areas under the Programme
- Annex No. I/2** Conditions for granting subsidies in individual areas
- Annex No. I/3** Rules and conditions for granting financial resources from the Fund
- Annex No. I/4** Submitting applications for a subsidy and administration thereof
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- Annex No. I/8** List of Qualified Suppliers (in electronic format only)
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- Annex No. I/11** Specification cover sheet
- Annex No. I/12** Technical and energy requirements for passive standard attainment

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Minister

## Annex No. I/1

# Basic definitions and list of subsidised areas under the Programme

### For the purposes of the Programme:

- **Authorised entity** is an entity authorised to administer applications for subsidies under the Programme;
- **Residential house**, within the meaning of Decree No. 137/1998 Coll. on general technical requirements for construction, is a family house as a dwelling building, the layout of which meets the requirements for a family dwelling, and in which more than half of the floor area of rooms and spaces is intended for dwelling, or a multiple-dwelling house as a dwelling building primarily used for dwelling.
- **Family House (FH)** is a building in which more than half of the floor area meets the requirements for a permanent family dwelling and is intended for this purpose, consists of no more than three separate dwelling units and has no more than two above-ground and one underground floors and an attic; family houses do not include other buildings such as buildings intended for individual recreation or industrial buildings, even if the applicant has his/her permanent residence there;
- **Multiple-Dwelling House (MDH)** is a building for dwelling in which more than half of the floor area meets the requirements for a permanent family dwelling and is intended for this purpose, and is not a family house;
- **Multiple-dwelling panel house** is a multiple-dwelling house built in some of the unit-type construction systems listed in Annex No. 1 to Government Regulation No. 299/2001 Coll., as amended;
- **Floor area** is the total internal floor area of all building floors delimited by the inner side of external walls, exclusive of uninhabited cellars and separated unheated spaces (Act No. 406/2006 Coll., Section 2, Subsection p);
- **Specific heat demand for heating** is the net heat design requirement for spatial heating without the influence of heating system and heating source efficiencies;
- **Biomass-fired source** is exclusively a major local source connected to the heating system of the building that only uses biomass energy and supplies heat for residential house heating and/or hot water preparation;
- **Heat pump** is a source of energy that removes low-potential heat from external environment and transmits it for further use to the heat transfer medium in local systems connected to the heating system of a residential building; it supplies heat for residential house heating and/or hot water preparation;

- **Solar-thermal collector** is a system designed for year-round hot water preparation or for the combination of year-round hot water preparation and pre-heating;
- **Non-panel technology** is building workmanship in respect of materials and layout that is not on the list of unit-type construction systems listed in the annex to GR No. 299/2001 Coll., as amended. Such buildings have an individual layout executed in masonry technology using bricks, blocks, block-panels and/or prefabricated structures based on laminated silicate or wooden components and elements.

#### **Subsidised areas:**

##### **A. Energy savings in heating**

- A.1 Complex insulation
- A.2 Partial thermal insulation

##### **B. Construction in the passive energy standard**

##### **C. Use of renewable energy sources for heating and hot water preparation**

- C.1 Replacement of environment unfriendly heating for low-emission biomass-fired sources and efficient heat pumps
- C.2 Installation of low-emission biomass-fired sources and efficient heat pumps in new buildings
- C.3 Installation of solar-thermal collectors

##### **D. Subsidy bonus for selected combinations of measures**

## **Annex No. I/2**

# **Conditions for granting subsidies in individual areas**

## **A. Energy savings in heating**

### **A.1 Complex insulation**

This section supports measures such as thermal insulation of perimeter or inner structures, and replacement or modification of windows, leading to the building's attainment of low-energy standards. The condition for granting the subsidy is the attainment of calculated specific annual heat demand for heating (without the influence of the heating system efficiency) of no more than 70 kWh per square metre of floor area for family houses, and no more than 55 kWh per square metre of floor area for multiple-dwelling houses. In addition, the calculated specific annual heat demand for heating after thermal insulation must be reduced by at least 40% compared with the situation before insulation is required.

A higher subsidy is granted if the calculated specific annual heat demand for heating of no more than 40 kWh per square metre of floor area is attained for family houses, and no more than 30 kWh per square metre of floor area for multiple-dwelling houses. In most buildings, these values can only be attained using the forced ventilation system with waste heat recovery.

Before submitting the application in this subsidised area, a building survey of the multiple-dwelling houses is required. Refer to Annex I/3 for further requirements. The support is allocated in the form of a subsidy as a fixed amount per square metre of floor area of all or part of the insulated building. The support shall be granted for not more than 350 square metres of floor area for family houses and for not more than 120 square metres per dwelling unit for multiple-dwelling houses.

If a subsidy for partial insulation has been granted for the same building (subsidised sub-area A.2), the granted subsidy shall be equal to the difference between the full subsidy for thermal insulation in Sub-area A.1 and the previously granted subsidy for partial thermal insulation. In this case, the requirement for specific annual heat demand for heating reduction of at least 40% shall be calculated against the situation before partial thermal insulation.

In this subsidised area, family and multiple-dwelling houses-owners may apply for a subsidy.

Projects for thermal insulation of multiple-dwelling houses built in some of the unit-type construction systems listed in Annex No. 1 to Government Regulation No. 299/2001 Coll., as amended, require the opinion of consulting and information centres set up pursuant to Section 3, Paragraph 4 of Government Regulation No. 299/2001 Coll., as amended. The consulting and information centres shall validate whether conditions set out by Section 3, Paragraph 1, Paragraph 2, Paragraph 3 Subsections a) and b), and Paragraph 4 of Government Regulation No. 299/2001 Coll., as amended, have been met (Nový PANEL (the New PANEL programme)). Additional conditions for granting subsidies for multiple-dwelling panel houses insulation, and deviations in requests for presenting documents are listed in Annex No. I/13.

## A.2 Partial thermal insulation

In this area, measures leading to heating energy savings are subsidised. The condition for subsidy granting is the attainment of at least a 20% reduction in the calculated specific annual heat demand for heating after the implementation of these measures against the situation before their implementation. A higher subsidy is granted if at least a 30% reduction in the calculated specific annual heat demand for heating is attained.

Each of the measures contributing to the attainment of the requirement for the reduction in calculated specific annual heat demand for heating (thermal insulation of selected building shell parts – outer walls, roof, floor, or parts thereof, replacement or modification of selected windows, forced ventilation system with waste heat recovery installation) shall meet the following parameters:

a) Recommended value of the coefficient of heat transfer (UN) through the specific building shell part according to ČSN 73 0540-2 (April 2007 version) for thermal insulation of building shell parts and replacement of windows; the values for the main building elements are as follows:

- Outer wall insulation  $UN \leq 0.25 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Roof or highest ceiling insulation  $UN \leq 0.16 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Floor adjacent to the ground insulation  $UN \leq 0.30 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Insulation of an unheated cellar ceiling, floor above an unheated space or walls between heated and unheated space:  $UN \leq 0.40 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Replacement or modification of windows:  $UW \leq 1.2 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Doors between heated and unheated space  $UD \leq 1.2 \text{ W}/(\text{m}^2 \cdot \text{K})$
- Doors between heated and partially heated space attaining  $UD \leq 2.3 \text{ W}/(\text{m}^2 \cdot \text{K})$ .

b) Minimum waste heat recovery efficiency of at least 75% and compliance with the conditions that well-sealed windows with peripheral fittings and well sealed outer doors are installed in the building (maximum air permeability of window and door joints of  $iLV = 0.1.10^{-4} \text{ m}^3/(\text{s} \cdot \text{m} \cdot \text{Pa}^{0.67})$ ) for the installation of a forced ventilation system with waste heat recovery.

Before submitting an application in this subsidised area, a building survey of the multiple-dwelling houses is required. Refer to Annex No. I/3 for further requirements.

The support is allocated in the form of a subsidy as a fixed amount per square metre of floor area of the family or multiple-dwelling house. The subsidy shall be granted for not more than 350 square metres of floor area for family houses and for not more than 120 square metres per dwelling unit for multiple-dwelling houses.

Buildings with partial insulation may be fully insulated at a later stage and the owner may apply for a subsidy from subsidised sub-area A.1. The house owner may apply for a subsidy from the subsidised sub-area A.2 only for one building and once for the duration of the Programme.

Owners of family and multiple-dwelling houses built using non-panel technology are eligible for this subsidised area.

## **Procedure in concurrent thermal insulation and building an annex or additional storey**

If a family or multiple-dwelling house owner installs thermal insulation in addition to building an annex or additional storey, specific annual heat demands for heating and the subsidy relate to the floor area as follows:

- Specific annual heat demand for heating before implementing the measure is calculated for the original shape of the building's floor area;
- Specific annual heat demand for heating after implementing the measure is calculated for the building's floor area inclusive of the annex or additional storey;
- The amount of subsidy is determined for the building's floor area inclusive of the annex or additional storey, but for no more than 1.5 times the building's floor area of the original shape.

If the house owner builds a separate annex, the owner may apply for a subsidy from Subsidised Area B if the passive standard is attained. In this case, if the owner applies for a subsidy for original building thermal insulation, the annex floor area or heat demand for heating is not included in the calculations for the subsidy from Subsidised Area A.

## **B. Construction in the passive energy standard**

This area supports construction or modification of new or existing residential houses that comply with the passive energy standard. The condition is the attainment of calculated specific annual heat demand for heating of no more than 20 kWh per square metre of floor area for family houses and 15 kWh per square metre of floor area for multiple-dwelling houses. Additional conditions for the attainment of the passive energy standard in family and multiple-dwelling houses are specified in Annex No. I/12.

The support is granted in the form of a subsidy as a fixed amount per family house or per dwelling unit in a multiple-dwelling house. For a new building, the beneficiary is the first owner of the passive family house or flat in a passive multiple-dwelling house. For a modification, the beneficiary is the owner.

## **C. Use of renewable energy sources for heating and hot water preparation**

### **C.1 Replacement of environment unfriendly heating for low-emission biomass-fired sources and efficient heat pumps**

This area supports the replacement of solid and liquid fossil fuel-fired sources and electric heating with efficient low-emission biomass sources (C.1.1) and heat pumps (C.1.2) with the specified performance factor.

#### **C.1.1 Biomass sources**

Only new efficient biomass sources with low emissions of local pollutants into the atmosphere are supported.

Requirements for source efficiency and emission parameters are summarised in the following table:

Fuel Supply	Rated Heat Input* [kW]	Minimum Efficiency [%] **	Emission Concentration Limits**		
			CO	TOC	PM
			[in mg.m <sup>-3</sup> at 10% O <sub>2</sub> ; in brackets in mg/kWh of fuel calorific value] ***		
Manual and automatic	≤ 50	82	2200 (4210)	80 (160)	70 (140)
	> 50 ≤ 300	85	1250 (2400)	70 (140)	70 (140)

\* The rated heat input of the source is computed as a ratio of normal rated heat output to efficiency of the source.

\*\* At the rated heat output for sources with automatic fuel supply and at partial heat output corresponding to 0.3 times the rated heat output.

\*\*\* At the uniform reference calorific value of 4.3 kWh/kg (15.5 MJ/kg).

The installation of sources with rated heat inputs higher than 300 kW must comply with the guideline of the Ministry of the Environment for the definition of low-emission source of combustion (No. 2/2009).

Compliance of biomass sources with the emission concentration limits and minimum efficiency is tested by the direct method in accordance with applicable standards for the respective source (ČSN EN303-5, ČSN EN 13-229 or ČSN EN 13-240).

All sources must be installed in accordance with accompanying technical documents. The beneficiary binds itself through a statutory declaration to use only such fuels for the source, for which the manufacturer guarantees the required efficiency and required emission concentration limits.\* (\* The Ministry of the Environment is aware of the missing certification of alternative (vegetable) pellets and the determination of a reference fuel of this type for the measurement of source emission characteristics. The Ministry will initiate processes rectifying this situation to be able to determine source emission characteristics for this fuel type in later stages.)

Installation of biomass sources with manual fuel supply where a storage tank is installed with a volume of at least 50 litres per kilowatt of rated heat input, and the installation biomass sources with automatic fuel supply are granted a higher subsidy compared with biomass sources with manual fuel supply and a smaller storage tank or without the storage tank.

Installation of biomass sources with manual fuel supply and a storage tank smaller than 50 litres per kilowatt of the rated heat input of the source or without the storage tank is only possible as a replacement of a solid or liquid fossil fuel-fired source.

### **C.1.2 Heat pumps**

The only subsidised heat pumps are those whose performance factors determined under EN 14511 meet the following values at a specific thermal characteristic, depending on the type of technology:

- Soil-to-water technology: 4.1 at thermal characteristic S0/W35;
- Air-to-water technology: 3.0 at thermal characteristic A2/W35;
- Water-to-water technology: 4.7 at thermal characteristic W10/W35;

Other heat pump technologies are not subsidised. The heating system in the heat pump heated building must be equipped with operation controls that respond to the external and internal temperatures.

Air-to-water heat pumps are subsidised with a lower amount than soil-to-water and water-to-water heat pumps as the investment cost is lower and the performance factor is lower.

### **Common regulations for sub-area C.1**

The applicant must submit a statutory declaration stating that the new source of energy replaces the original solid or liquid fossil fuel-fired source or the original electric heating (storage-type or electric heating). The applicant must undertake to operate and maintain the source subsidised from the Programme for 15 years or replace it with a source with the same or better environmental parameters.

The support is allocated in the form of a subsidy as a fixed amount to purchase a new source, accessories and connection to the heating system.

Family and multiple-dwelling house owners may apply for a subsidy in this area.

### **C. 2 Installation of low-emission biomass-fired sources and efficient heat pumps in new buildings**

This area supports the installation of efficient low-emission biomass sources (C.2.1) and heat pumps (C.2.2) with a prescribed minimum performance factor in new residential buildings.

Requirements for technical quality of new sources are equal to those for Subsidised Sub-area C.1. In Subsidised Sub-area C.2 the subsidy is not intended for installations of biomass sources with manual fuel supply with a storage tank smaller than 50 litres per kilowatt of the rated heat input of the boiler or without the storage tank.

If a biomass source is purchased, the beneficiary shall undertake to use only such fuels for the source that the manufacturer guarantees the required efficiency and required emission concentration limits.

With respect to both subsidised source types, the applicant shall bind itself through a statutory declaration to operate and maintain the new source subsidised from this Programme for 15 years, or replace it with a source with the same or better environmental parameters.

For biomass sources and heat pumps installed in new buildings the calculated specific annual heat demand for heating must not exceed 55 kWh per square metre of the floor area. This requirement does not apply to buildings completed before 1 January 2011. The support is allocated in the form of a subsidy as a fixed amount to purchase a new source, accessories and connection to the heating system.

Family and multiple-dwelling house owners may apply for a subsidy in this area.

### **C.3 Installation of solar-thermal collectors**

This area supports installations of solar-thermal collectors for hot water preparation and pre-heating in family and multiple-dwelling houses.

The condition for subsidy granting is the attainment of calculated annual solar yield of at least 350 kWh per square metre of collector absorption area and a total of 1500 kWh for installations on family houses, or a total of 1000 kWh per dwelling unit connected to the system for installations on multiple-dwelling houses. The required values of the calculated annual solar yield are increased 1.3 times for installations that are also used for pre-heating.

The support is allocated in the form of a subsidy as a fixed amount to purchase solar-thermal collectors, their accessories and their connection to the hot water preparation system and/or heating system.

The applicant shall bind itself through a statutory declaration to operate and maintain the equipment subsidised from this Programme for 15 years or replace it with equipment with the same or better environmental parameters.

Family and multiple-dwelling house owners may apply for a subsidy in this area.

### **D. Subsidy bonus for selected combinations of measures**

The following combinations of measures are given a subsidy bonus (only when an application is submitted at the same time and no more than once per building, even if more than one of the listed combinations is used):

- **A.1/A.2** (complex or partial thermal insulation) + **C.1** (biomass-fired source or heat pump)
- **A.1/A.2** (complex or partial thermal insulation) + **C.3** (solar-thermal collectors)
- **B** (passive building) + **C.3** (solar-thermal collectors)
- **C.2** (biomass-fired source or heat pump in a new building) + **C.3** (solar-thermal collectors, pre-heating system only).

## **Annex No. I/3**

# **Rules and conditions of granting financial resources from the Fund**

### **1. Basic rules**

1. The support is granted based on a Decision to Grant Financial Resources from the Fund signed by the Minister (hereinafter the "Decision"), following which the Fund signs a Subsidy Agreement with the applicant (hereinafter the "Agreement").
2. The subsidy only applies to measures implemented on or after 1 April 2009. Applications for a subsidy for equipment extension or reconstruction that has been subsidised from the Fund before Programme announcement shall not be admitted.
3. The application submission and administration procedures are laid out in Annex No. I/4.
4. In Subsidised Areas A and C, the only supported systems and products are those that comply with Act No. 22/1997 Coll. on technical requirements for products, and Implementing Government Decree No. 190/2002 Coll., providing that the requirements for systems and products can be specified according to these regulations, Directive 89/106/EEC, and are listed in the List of Products and Technologies (hereinafter as the "LPT") in Annex No. I/9.
5. The applicant shall bind itself through a statutory declaration to operate and maintain the equipment subsidised from this Programme for 15 years or replace it with equipment with equal or greater environmental parameters, or bind itself to use the building in which the subsidised measures in areas A or B have been implemented, for living for 15 years.
6. Applicants for the subsidy are owners and builders of buildings intended for residential purposes, both natural persons and legal entities. Only a person subject to tax liability under Act No. 338/1992 Coll. on real estate tax (including owners listed in Section 9 thereof) may apply for the subsidy.
7. The subsidised measure in Subsidised Areas A and C may only be implemented by a person listed in the List of Qualified Suppliers. The List of Qualified Suppliers in Annex No. I/8 (hereinafter the "LQS") lists persons meeting the requirements for qualifications required by the manufacturer or supplier, having a Trade Licence under Trades Licensing Act No. 455/1991 Coll., as amended, and trained in selected professional activities.
8. The Fund reserves the right to physical inspection of the subsidised measure and fulfilment of conditions specified in the application for subsidy. In addition, the Fund may ask for additional specific documents when administering the application, particularly documents concerning the subsidised measure, financial basis for subsidy calculation and the amount and form of the support.

9. The building survey required for multiple-dwelling houses is evidenced by an opinion prepared by an authorised body in civil engineering, building environment technology or dynamics, having at least five years' practice in building construction or design and building modifications. If such building survey recommends improving the structure and repairing the building shell, the house owner is obliged to take all recommended measures necessary for quality implementation of the subsidised measure. The provisions of Annex I/13 apply to the application for a subsidy for general multiple-dwelling panel house insulation.

## **2. Direct financial support**

The amount of the direct financial support (subsidy) for each measure implementation is specified in Table No. 3.1.

### **Subsidy amounts (Table 3.1)**

<i>Supported Measures</i>	<i>Subsidy Unit</i>	<i>Subsidy Amount</i>
<b>Family Houses</b>		
<b>A.1</b> Complex insulation, attainment of specific annual heat demand for heating 70 kWh/m <sup>2</sup>	CZK/m <sup>2</sup>	<b>1,550</b>
<b>A.1</b> Complex insulation, attainment of specific annual heat demand for heating 40 kWh/m <sup>2</sup>	CZK/m <sup>2</sup>	<b>2,200</b>
<b>A.2</b> Partial thermal insulation, 20% reduction in specific annual heat demand for heating	CZK/m <sup>2</sup>	<b>650</b>
<b>A.2</b> Partial thermal insulation, 30% reduction in specific annual heat demand for heating	CZK/m <sup>2</sup>	<b>850</b>
<b>B</b> Passive standard FHs	CZK	<b>250,000</b>
<b>C.1</b> Biomass-fired source with manual fuel supply without storage tank	CZK	<b>50,000</b>
<b>C.1/C.2</b> Biomass-fired source with manual fuel supply with storage tank of required volume	CZK	<b>80,000</b>
<b>C.1/C.2</b> Biomass-fired source with automatic fuel supply	CZK	<b>95,000</b>
<b>C.1/C.2</b> Soil-to-water, water-to-water heat pump	CZK	<b>75,000</b>
<b>C.1/C.2</b> Air-to-water heat pump	CZK	<b>50,000</b>
<b>C.3</b> Solar-thermal collectors, hot water preparation only	CZK	<b>55,000</b>
<b>C.3</b> Solar-thermal collectors, hot water preparation and pre-heating	CZK	<b>80,000</b>
<b>D</b> Subsidy bonus for selected combinations of FH measures	CZK	<b>20,000</b>
<b>Multiple Dwelling Houses</b>		
<b>A.1</b> Complex insulation, attainment of specific annual heat demand for heating 55 kWh/m <sup>2</sup>	CZK/m <sup>2</sup>	<b>1,050</b>
<b>A.1</b> Complex insulation, attainment of specific annual heat demand for heating 30 kWh/m <sup>2</sup>	CZK/m <sup>2</sup>	<b>1,500</b>
<b>A.2</b> Partial thermal insulation, 20% reduction in specific annual heat demand for heating	CZK/m <sup>2</sup>	<b>450</b>
<b>A.2</b> Partial thermal insulation, 30 % reduction in specific annual heat demand for heating	CZK/m <sup>2</sup>	<b>600</b>
<b>B</b> Passive standard MDHs	CZK/dw.u.	<b>150,000</b>
<b>C.1/C.2</b> Biomass-fired source	CZK/dw.u.	<b>25,000</b>
<b>C.1/C.2</b> Soil-to-water, water-to-water heat pump	CZK/dw.u.	<b>20,000</b>
<b>C.1/C.2</b> Air-to-water heat pump	CZK/dw.u.	<b>15,000</b>
<b>C.3</b> Solar-thermal collectors, hot water preparation only	CZK/dw.u.	<b>25,000</b>
<b>C.3</b> Solar-thermal collectors, hot water preparation and pre-heating	CZK/dw.u.	<b>35,000</b>
<b>D</b> Subsidy bonus for selected combinations of MDH measures	CZK/MDH	<b>50,000</b>

***dw.u.*** - dwelling unit (for source installations, this is a dwelling unit connected to the heating system or a hot water preparation system where only a subsidised source is connected)

### **3. Public support**

A public support subsidy shall be granted in accordance with legal regulations for public support, either in *de minimis* form or as a block exemption under Commission Regulation (EC) No. 800/2008, Article 21 (energy saving measures), and Article 23 (renewable energy sources).

### **4. Maximum support amount per entity**

The maximum support amount per entity throughout the Programme is CZK 100 million.

## **5. Contemporaneous support from the Fund and state budget**

Fund support may also be granted for measures implemented in a building for which an individual subsidy from the state budget or a subsidy under programmes covered from the state budget was granted. A single measure shall not be granted support from more than one public fund at a time.

## **6. Change of beneficiary**

If there is a justified change of the support beneficiary based on a change in the ownership title to the house with installed subsidised equipment or thermally insulated or newly acquired house after the decision to grant the support, the Fund may approve such a change if the new beneficiary is eligible for the given type of support under the applicable principles, and the attainment of the required purpose or other prescribed conditions is not endangered thereby. The change of beneficiary shall be made in the form of a change of Application or an amendment to the Contract.

## **Annex No. I/4**

# **Submitting applications for a subsidy and administration thereof**

## **1. Administration of applications**

### **A. Energy savings in heating**

Applications shall be submitted before, during or after the measure implementation within 12 months of completion (from the notice of building use or from the issue of occupancy permit or certificate of acceptance). The support shall be finally granted after the measure completion and evidence has been provided that the required conditions under Annex No. I/2, Section A have been met.

The project shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application will then be submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (e.g., notice of building use, occupancy permit or certificate of acceptance), invoice for material and works (specifying the data under Annex No. I/10) and a document of payment for the material and works. The submitted documents submitted shall be provided to the Fund for filing.

It is required in Subsidised Area A to register systems and products used for measure implementation in the List of Products and Technologies. This is not necessary for repairs of existing windows and doors. In such case, the project author shall document a calculation of the coefficient of heat transfer through these window and door panels.

The measure must be implemented by companies registered in the List of Qualified Suppliers.

### **B. Support for buildings in the passive energy standard**

Applications shall be submitted before or during the measure implementation based on the issued building permit or notice of construction, or after the measure implementation within 12 months from the notice of building use or from the issue of occupancy permit. The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Section B have been met.

The project shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application will then be submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (notice of building use, occupancy permit), invoice for material and works (see the sample in Annex No. I/10) and a document of payment for the material and works. The submitted documents shall be provided to the Fund for filing.

### **C. Use of renewable energy sources for heating and hot water preparation**

Applications for the subsidy shall be submitted before or during the measure implementation or within 12 months from completion by putting the equipment into permanent service as evidenced by the relevant certificate. The support shall be finally granted after the measure has been completed and evidence has been provided that the required conditions under Annex No. I/2, Section C have been met.

Permanent operation starts on the day the work is put into permanent operation as evidenced by the certificate of putting into permanent operation issued by the supplier. For new buildings not registered in the Land Register at the time of submitting the application, a statement of the Building Authority (e.g., occupancy permit) shall be presented under Act No. 183/2006 Coll., stating that the building is used for permanent habitation. The application will be submitted to the entity responsible for further administration of the application. The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, the document of measure completion (e.g., notice of building use, occupancy permit, certificate of acceptance, certificate of permanent operation), an invoice for material and works specifying the data under Annex No. I/10 and a document of payment for the material and works. The submitted documents shall be provided to the Fund for filing.

In Subsidised Area C it is necessary to register systems and products used for measure implementation in the List of Products and Technologies. The equipment must be installed by companies registered in the List of Qualified Suppliers.

### **D. Subsidy bonus for selected combinations of measures**

An application for increased support in the form of a bonus is to be submitted together with a combination of applications subject to the subsidy bonus under Annex No. I/2, Section D. The support shall be finally granted after the measure completion and evidence has been provided that the required conditions under Annex No. I/2, Sections A, B, C have been met.

## **2. General provisions**

The authorised entity or Fund shall pay the granted subsidy to the account specified in the Contract based on the Contract, document of measure completion (notice of building use, occupancy permit, certificate of acceptance or certificate of permanent operation), an invoice for material and works (see sample in Annex No. I/10) and a document of payment for the material and works. The submitted documents shall be provided to the Fund for filing.

The period of effect of the Decision for applications lodged before or in the course of the measure implementation has been set out as follows for each subsidised area:

- Subsidised Area A: 18 months
- Subsidised Area B: 24 months,
- Subsidised Area C: 9 months,

in all cases before 31<sup>st</sup> December 2012. For combinations of measures the longer period of decision effect shall always apply to both measures.

Applications for subsidies will be accepted until 31<sup>st</sup> December 2012 or until the Programme funds are drawn down.

Applications for subsidies under the Programme shall follow the samples published on the Programme's website and shall include all required documents specified in Annex No. I/5. Application acceptance is conditional upon receipt of evidence of all specified information for each announced subsidised area.

For the purposes of the Programme, an expert opinion is the project scope as specified in Annex No. I/7 or documents of the subsidised product installation in the building and its technical systems.

The Fund reserves the right to request additional necessary documents for further specification of the application in the course of its administration, if the scope and contents of the presented documents are not sufficient for direct handling of the application. This right shall also apply to entities charged with the Programme administration.

Notices with up-to-date points for lodging the applications for a subsidy in the sub-areas are published on the Programme's website.

If the prescribed parameters and criteria are met, subsidy applications will be handled continually and subsidies will be granted up to the financial limits for the specified Programme period.

Based on evaluation of the Programme's success, conditions for granting the subsidies may be adjusted in order to make their use more effective and to improve the expected benefit level.

## Annex No. I/5

# Documents required for submitting applications for a subsidy

**The application** is to be submitted on an application form (refer to sample applications on the Programme's website) together with all required documents in Czech (the exchange rate as of the date of honouring the invoice must be documented for invoices for amounts in foreign currency) to the authorised entity for non-entrepreneurial natural persons, and to regional Fund branches for entrepreneurial natural persons. The applicant is a person registered in the extract from the Land Register ("Ownership Certificate") as an owner or co-owner of the building subject to the measures being implemented. If the applicant is not the only property owner registered on the Ownership Certificate, consent of the other building owners with the measure implementation or equipment installation shall be submitted. If the measure or equipment relates to a part of the property owned solely by the applicant, consent is required from the other property co-owners that the part of property for which the subsidy is requested is owned solely by the applicant.

**For subsidy combinations**, the applicant may submit the application for support for the installation of equipment using energy from Subsidised Area C in combination with other announced measures. The application shall be submitted for assessment to the regional branch of the Fund. If the Fund's opinion is positive, the application will be submitted to the entity responsible for further administration of the application.

A separate application shall be submitted for each measure in Areas A and B in combination with a measure in Area C. For combinations of two Area C measures, a separate application for each measure shall be submitted.

### Documents required as an attachment to the application:

1. **Expert opinion** worked out according to Annex No. I/7.
2. **Power of attorney** in accordance with Section 31 of the Civil Code for the person authorised to take actions if the application is arranged by a person authorised by the applicant.
3. **Project** – Drawings and description characterising the scope and method of the subsidised measures or installation of subsidised equipment, technology or products prepared on the basis of project and technical materials of the installed equipment manufacturer/supplier. The "Specification cover sheet" (hereinafter the "Cover Sheet") specified in Annex No. I/11 is an essential part of the documentation.

### Documents submitted after implementation completion:

1. Invoices (documents showing that the costs have been covered) – proof of payment of the subsidised measure (originals or certified copies of invoices) issued solely in the name of the applicant for subsidy or other co-owner, specifying the work (refer to Annex No. I/10), delivery note with an itemised budget signed by the applicant and the supplier,

and proof that the invoices were honoured, in the form of a bank statement, cash voucher or a written supplier's confirmation of receipt of the invoiced payment.

2. A protocol for putting the equipment into permanent operation by the supplier company, for renovations or, for new buildings, a statement of the Building Authority under Act No. 183/2006 Coll. (notice of building use or occupancy permit) that the building is used for permanent habitation. In specific subsidised areas, the Fund may set additional requirements for proof of information specified in the application with specific documents.

## **Annex No. I/7**

# **Evidencing compliance with energy and environmental requirements for the subsidised measure**

For the purposes of the Programme, the following documents represent the expert opinion for the following subsidised areas:

### **A. Energy savings in heating**

#### **A.1**

- Calculation of specific annual heat demand for heating according to harmonised technical standards, optionally using the calculation method and boundary conditions under TNI 73 0329 (family houses) and TNI 73 0330 (multiple-dwelling houses), and the attained level of reduction in this value;
- Cover sheet (refer to Annex No. I/11) with completed information about the building and implemented measure.

#### **A.2**

- Assessment of thermal and technical properties of building structures (coefficient of heat transfer through structures);
- Calculation of specific annual heat demand for heating according to harmonised technical standards, optionally using the calculation method and boundary conditions under TNI 73 0329 (family houses) and TNI 73 0330 (multiple-dwelling houses), and the attained level of reduction in this value;
- Cover sheet (refer to Annex No. I/11) with completed information about the building and implemented measure.

For Subsidised Area A, these requirements are documented by an authorised civil engineer, building environment and building process equipment engineer (design engineer), authorised architect (selected authorised persons under Act No. 360/1992 Coll. on authorisations to practice design and engineering activities in construction engineering, as amended), energy auditor or building heat demand certificate issuer (within the scope of competencies set out by Act No. 406/2000 Coll. on energy management).

### **B. Construction in the passive energy standard**

- Assessment of thermal and technical properties of building structures

- Calculation of specific annual heat demand for heating according to harmonised technical standards, optionally using the calculation method and boundary conditions under TNI 73 0329 (family houses) and TNI 73 0330 (multiple-dwelling houses)
- Proof of calculation of all parameters specified in Annex No. I/12;
- Cover sheet (refer to Annex No. I/11) with completed information about the building and implemented measure.

For Subsidised Area B, these requirements are documented by an authorised civil engineer, building environment and building process equipment engineer (design engineer), authorised architect (selected authorised persons under Act No. 360/1992 Coll. on authorisations to practice design and engineering activities in construction engineering, as amended), energy auditor or building heat demand certificate issuer (within the scope of competencies set out by Act No. 406/2000 Coll. on energy management).

### **C. Use of renewable energy sources for heating and hot water preparation**

For Subsidised Sub-areas C.1, C.2 and C.3 (only in respect of solar-thermal collectors also used for pre-heating), calculation of specific annual heat demand for heating according to harmonised technical standards, optionally using the calculation method and boundary conditions under TNI 73 0329 (family houses) and TNI 73 0330 (multiple-dwelling houses);

- For Subsidised Area C.3, calculated heat demand for hot water preparation
- For Subsidised Area C.3, calculation of solar yields of solar-thermal collectors using the method published by the Fund on the Programme's website. The same method shall also be used for the computed usable solar system energy.
- Cover sheet (Annex No. I/11) with completed information about the building and implemented measure.

For Subsidised Area C, these requirements are documented by an authorised civil engineer or technician, building environment and building process equipment engineer (design engineer), authorised architect (selected authorised persons under Act No. 360/1992 Coll. on authorisations to practice design and engineering activities in construction engineering, as amended), energy auditor or building heat demand certificate issuer (within the scope of competencies set out by Act No. 406/2000 Coll. on energy management). For Subsidised Area C.3, the calculated solar yields and usable energy may also be provided by the supplier company.

### **General provision**

The preparation, implementation and use of measures subsidised under the Programme are regulated by current versions of all legal regulations such as Act No. 183/2006 Coll., Building Act, or Act No. 20/1987 Coll. on the preservation of national heritage.

**Annex No. I/12****Technical and energy requirements for passive standard attainment**

A detailed description of required and recommended properties and commentaries on the method of calculation and declaration of results thereof are specified in TNI 73 0329 and TNI 73 0330 issued by the Czech Office for Standards, Metrology and Testing. The overview shown in Tables 1 and 2 further refers to the set of Czech technical standards, in particular ČSN 73 0540 and ČSN EN ISO 13790, ČSN EN 13829.

**Table 1: Passive family house**

	<i>Phenomenon, Variable</i>	<i>Designation</i>	<i>Unit</i>	<i>Requirement</i>	<i>Method of Evidence</i>	<i>Comment</i>
<b>Heat Transfer</b>						
1a	Heat transfer coefficient through all structures at system limit	U	W/(m <sup>2</sup> K)	Meeting the requirement for recommended values under ČSN 73 0540-2, unless specified otherwise in exceptional and justified cases (for more details see TNI 73 0329)	Calculation according to ČSN 73 0540-4	Depending on specific conditions meeting 2/3 to 3/4 of values recommended in ČSN 73 0540-2 is recommended
1b	Mean heat transfer coefficient	U <sub>em</sub>	W/(m <sup>2</sup> K)	U <sub>em</sub> ≤ 0.22	Calculation according to ČSN 73 0540-2	Recommended value depending on specific conditions: U <sub>em</sub> ≤ 0.15 – 0.18
<b>Air quality and Heat Loss Due to Air Renewal</b>						
2	Fresh air supply to all residential rooms	--	--	Ensured	Project documentation review, descriptive evaluation	

3	Efficiency of heat recovery from discharged air	$\eta$	%	$\eta \geq 75$	Based on verified documents of technical equipment (recuperator) manufacturer	Value reduced by 10 percentage points shall be used in energy balance calculations.
4	Building shell non-permeability <i>A. At building preparation stage</i>	$n_{50}$	[1/h]	$n_{50} = 0.6$	Check of project documentation, in particular complete integrity of the air-sealing system.	Project condition
	<i>B: After building completion</i>	$n_{50}$	[1/h]	$n_{50} \leq 0.6$	Measurement using the pressure gradient method and $n_{50}$ calculation according to ČSN EN 13829, Method B.	$n_{50} \leq 0.8$ is accepted in exceptions according to TNI 73 0329 under certain conditions but not after 31 December, 2009.
<b>Environmental Comfort Assurance in Summer</b>						
5	Highest air temperature in residential room	$\theta_i$	°C	$\leq 27$	Calculation according to ČSN 73 0540-4	Mechanical refrigeration is not assumed
<b>Heat Demand for Heating</b>						
6	Specific heat demand for heating	$E_A$	kWh/(m <sup>2</sup> a)	$\leq 20$	Calculation according to ČSN EN ISO 13790 and other standards, specification according to TNI 73 0329	Recommended value: $\leq 15$
<b>Primary Energy Demand</b>						
7	Primary energy demand from non-renewable energy sources for heating, hot water preparation and technical systems of the building	$PE_A$	kWh/(m <sup>2</sup> a)	$\leq 60$	Calculation according to TNI 73 0329	

**Table 2: Passive multiple-dwelling house**

	<i>Phenomenon, Variable</i>	<i>Designation</i>	<i>Unit</i>	<i>Requirement</i>	<i>Method of Evidencing</i>	<i>Comment</i>
<b>Heat Transfer</b>						
1a	Heat transfer coefficient through structures at system limit	U	W/(m <sup>2</sup> K)	Meeting requirement for recommended values under ČSN 73 0540-2, unless specified otherwise in exceptional and justified cases (for more details see TNI 73 0330)	Calculation according to ČSN 73 0540-4	Depending on specific conditions meeting 2/3 to 3/4 of values recommended in ČSN 73 0540-2 is recommended
1b	Mean heat transfer coefficient	U <sub>em</sub>	W/(m <sup>2</sup> K)	U <sub>em</sub> ≤ 0.30	Calculation according to ČSN 73 0540-2	Recommended value depending on specific conditions: U <sub>em</sub> ≤ 0.25
<b>Air quality and Heat Loss Due to Air Renewal</b>						
2	Fresh air supply to all residential rooms	--	--	Ensured	Project documentation review, descriptive evaluation	
3	Efficiency of heat recovery from discharged air	η	%	η ≥ 70	Based on verified documents of technical equipment (recuperator) manufacturer	Value reduced by 10 percentage points shall be used in energy balance calculations.
4	Building shell non-permeability <i>A. At building preparation stage</i>	n <sub>50</sub>	[1/h]	n <sub>50</sub> = 0.6	Check of project documentation, in particular complete integrity of the air-sealing system.	Project condition

	<i>B: After building completion</i>	$n_{50}$	[1/h]	$n_{50} \leq 0.6$	Measurement using the pressure gradient method and $n_{50}$ calculation according to ČSN EN 13829, Method B. For more details see TNI 73 0330	
<b>Environmental Comfort Assurance in Summer</b>						
5	Highest air temperature in residential room	$\theta_i$	°C	$\leq 27$	Calculation according to ČSN 73 0540-4	Mechanical refrigeration is not assumed
<b>Heat Demand for Heating</b>						
6	Specific heat demand for heating	$E_A$	kWh/(m <sup>2</sup> a)	$\leq 15$	Calculation according to ČSN EN ISO 13790 and other standards.	
<b>Primary Energy Demand</b>						
7	Primary energy demand from non-renewable energy sources for heating, hot water preparation and technical systems of the building	$PE_A$	kWh/(m <sup>2</sup> a)	$\leq 60$	Calculation according to TNI 73 0330	

## **Annex No. I/13**

# **Conditions for granting subsidies for multiple-dwelling panel house insulation in Subsidised Area A.1**

Subsidies from the Programme shall be granted to multiple-dwelling panel house insulation projects, provided that the applicant presents an opinion of the consulting and information centre set up pursuant to Section 3, Paragraph 4 of Government Regulation No. 299/2001 Coll., as amended (hereinafter the "Consulting Centre"), declaring that the conditions set out by the provisions of Section 3, Paragraph 1, Paragraph 2, Paragraph 3 Subsections a) and b), and Paragraph 4 of Government Regulation No. 299/2001 Coll., as amended, have been met (Nový PANEL (the New PANEL programme)).

Before submitting the application for subsidy in Subsidised Area A.1, the building survey is not required for multiple-dwelling panel houses, if the building survey had been submitted to the Consulting Centre as a material for issuing their opinion.

The project attached to the application in the scope set out by Annex No. I/5 may be replaced by project documents prepared for the purposes of Nový PANEL (the New PANEL programme).

The expert opinion pursuant to Annex I/7, Section A shall not be changed for the purposes of the Programme.

Unless regulated by this Annex No. I/13, the provisions of the MoE Directive on the provision of financial resources from the State Environmental Fund of the CR under the Green Savings programme and Annexes I thereto shall fully apply to granting subsidies from the Fund under the Multiple-Dwelling Panel House Insulation Programme.