

## **Annexes II**

### **to Ministry of the Environment Directive No. 9/2009 on the provision of financial sources from the State Environmental Fund of the CR under the Green Savings programme for the implementation of Technical Assistance measures**

The State Environmental Fund of the CR (hereinafter the "Fund") was established by Czech National Council Act No. 388/1991 Coll. on the State Environmental Fund of the CR as a significant means of supporting protection and improvement of the environment. The Fund is one of the basic economic tools for implementation of the State Environmental Policy.

Basic procedures in the provision of financial sources from the Fund under the Green Savings Programme are defined by Ministry of the Environment Directive No. 9/2009 on the provision of financial sources from the State Environmental Fund of the CR under the Green Savings Programme.

Annexes to the Directive mentioned above set out conditions for providing support for preparation, implementation, monitoring and control of Green Savings Programme operations.

#### **Allocation of financial sources for Technical Assistance under the Green Savings Programme**

The basic allocation of Technical Assistance (hereinafter "TA") under the Green Savings Programme (hereinafter the "Programme") has been set as 5% of funds from the sale of emission AAU surpluses and from the interest on deposits of these funds. From this basic allocation, 3/5 are earmarked for Programme administration and 2/5 for Programme promotion and publicity.

Monthly reports on TA Programme fund drawing are submitted to the Fund Management and Programme Steering Committee meetings at regular intervals as needed, but at least every three months.

#### **Annexes:**

**Annex No. II/1** List of subsidised areas of the Programme TA

**Annex No. II/2** Conditions for granting support

**Annex No. II/3** Principles and conditions for granting financial sources

**Annex No. II/4** Subsidies for preparation and implementation of supported measures under the Programme

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Minister

## **Annex No. II/1**

# **List of subsidised areas of the Programme TA**

The Programme's TA funds are earmarked for:

### **1. Preparation, implementation and administration, including:**

- costs of preparation, selection, evaluation and monitoring of support and activities connected with Programme implementation;
- costs of preparing documents, programme manuals, translation etc.;
- labour costs and other expenses for remuneration of Fund employees responsible for Programme administration and support;
- costs of external consultants and services for Programme administration;
- costs of seminars, workshops, training, etc.

### **2. Monitoring, including:**

- costs of monitoring committee and work group meetings (e.g., costs of leasing equipment and areas, translation and interpreting, travel and lodging, catering, copying, etc.);
- costs of expert and other entities participating at such meetings (e.g., flight costs, travel and accommodation costs, etc.);
- preparation of studies and the Programme progress report, including the preparation of materials for annual and final reports and training within the monitoring.

### **3. On-site audits and inspections, including:**

- costs of audits and internal control system support;
- costs of on-site inspection by an independent authority, public contract placement inspections, supervision of the rules of granting public support;
- costs of competitive bidding inspection and training within the audits and inspections.

### **4. Costs of promotion, including:**

- costs of information and organising promotional events, issuing promotional materials and analysis of event impact;

- costs related to the preparation of information materials for the communication action plan fulfilment (e.g., websites, information bulletins, published articles);
- costs of organising seminars and workshops. .

**5. Costs of evaluation, including:**

- costs of evaluations and analysis;
- costs of technical equipment acquisition (purchase and installation of software and hardware), equipment needed for efficient Programme administration;
- costs of ex-ante evaluations and environmental impact assessments;
- costs of purchase of databases, statistical documents etc.;
- costs of studies and training within the evaluation.

**6. Costs of the monitoring system, including:**

- costs of equipment acquisition (purchase and installation of software and hardware).

**7. Costs of consultancy for applicants for subsidies, including:**

- costs of Programme consulting and contact point operation;
- costs of training for people working in the consulting points.

**8. Costs of Programme partnership, including:**

- costs of supplementary measures to help increase the use of renewable energy sources and achieve additional energy savings by Programme applicants, including measures not directly subject to support.

**9. Costs of subsidised measure preparation and implementation support, including:**

- costs of energy evaluation and project or project documentation preparation for applicants that meet the conditions for granting a subsidy in Areas A, B and C.

## **Annex No. II/2**

# **Conditions for granting the support**

### **a) Programme publicity**

The Programme's TA project implementer is responsible for informing the public that the project has been implemented with the Programme's financial participation. The Programme's TA project publicity and promotion are governed by the Programme Publicity Manual (accessible from [www.sfzp.cz](http://www.sfzp.cz), section Instructions for Applicants and Beneficiaries) that contains binding specimens of information measures and principles of using the Programme symbol and Fund logo.

### **b) Technical properties of information and promotional measures**

All information and promotional measures must contain the following mandatory information:

- Programme symbol
- Statement emphasising the benefit of Programme involvement
- Fund logo.

This principle may not be used for small advertising items and where functionality or safety of advertising item use would be reduced.

Technical properties of information and promotional measures must also be assessed in terms of CO<sub>2</sub> emission reduction and increased use of renewable energy sources.

## **Annex No. II/3**

# **Principles and conditions for granting financial sources**

### **1. Financial plan for Programme TA drawing**

The TA financial plan is approved by the Programme Steering Committee. The Fund Director submits the financial plan from Programme TA drawing for the next year to the Steering Committee for approval.

### **2. Programme TA projects and their approval**

Suggestions for Programme TA projects valued at over CZK 500,000 will be discussed and approved by the Programme Steering Committee; smaller-budget projects will be discussed by the Fund Management at their meeting and approved by the Fund Director.

### **3. Drawing the funds**

The Programme TA may be drawn in three ways:

- Public contracts for the Fund
- Subsidies for projects within announced theme calls
- Subsidies for supported measure preparation and implementation support.

### **4. Public contracts for the Fund**

In the case of contracts for the Fund, suppliers will be selected in accordance with Act No. 137/2006 Coll. on public contracts, as amended, or in accordance with the applicable internal regulation of the Fund.

### **5. Subsidy projects**

**a)** In the case of subsidy projects, theme calls for project will be announced upon the decision of the Programme Steering Committee. These projects will be administered analogically according to guidelines set out in Annexes III to Ministry of the Environment Directive No. 13/2006 on the provision of financial resources from the State Environmental Fund of the CR effective from 17<sup>th</sup> September 2008.

If a subsidy is provided for the preparation and implementation of supported measures, administration will follow a similar procedure to that set out in Annexes I, but such subsidies are not subject to approval by the Fund Board and Minister. The subsidies will be paid by the Fund to the account specified by the applicant for support, either to the owner/builder's account or to the account of a designer identified by the applicant. The subsidy amount and conditions for granting subsidies are set out in Annex No. II/4. The Fund may issue a guideline regulating the necessary procedures.

### **6. Detailed Programme TA administration procedures**

Detailed working procedures are set out in an internal regulation of the Fund.

## **Annex No. II/4**

# **Subsidies for preparation and implementation of supported measures under the Programme**

Subsidies will be provided until the earmarked amount of CZK 50 million is drawn down but not after 31<sup>st</sup> March 2010. Any changes will be announced in an appendix to Annexes II.

### **I. Support will be provided as follows:**

**1. Subsidised Area A. Energy savings in heating** for an assessment of whether a saving in specific demand for heating was achieved in a thermally insulated family or multiple-dwelling house, including an assessment of existing thermal and technical properties of building structures and a proposal for their thermal insulation quality improvement. The Programme will also support preparation of the necessary project and project documentation to the extent needed to demonstrate that the Programme requirements have been fulfilled. The support may also be used for expert supervision over the supported measure implementation.

For family houses, the subsidy amount for preparation and implementation of the measure is a total of CZK 20,000 per building and application for support in Areas A.1 or A.2. When thermally insulating selected building parts in Area A.2, a subsidy may not be drawn repeatedly for each separately implemented measure.

For multiple-dwelling houses, the subsidy amount for preparation and implementation of the measure is CZK 15,000 for an assessment of whether a saving in specific heat demand for heating was achieved and an assessment of thermal and technical properties per building and application for support in Areas A.1 or A.2. When thermally insulating selected building parts in Area A.2, a subsidy may not be drawn repeatedly for each separately implemented measure. For the preparation of the necessary project and project documentation to the extent required to demonstrate that the Programme requirements have been fulfilled or for expert supervision, the subsidy amount is CZK 2,000 per dwelling unit in the house, but no more than 5% of the subsidy granted for the measure implementation. When thermally insulating selected building parts in Area A.2, a subsidy may not be drawn repeatedly for each separately implemented measure.

**2. Subsidised Area B. Construction in the passive energy standard** for calculations of required properties according to Annex No. I/12. At the same time, the Programme will support preparation of the necessary project and project documentation to the extent needed to demonstrate that the Programme requirements have been fulfilled. The support may also be used for expert supervision over the supported measure implementation.

The total subsidy amount is CZK 40,000 for preparation and implementation per family or multiple-dwelling house.

**3. Subsidised Area C. Use of renewable energy sources for heating and hot water preparation** for the calculation of specific demand for heating and hot water preparation as a

material for the design of adequate source output and the preparation of installation project for the supported measure, technology or product for the family or multiple-dwelling house.

For family houses, the subsidy amount for calculations leading to the design of adequate source output is CZK 10,000, and the subsidy for the preparation of installation and operation control project for the supported measure, technology or product or workmanship correctness check is CZK 5,000. For solar-thermal collectors for hot water preparation only, the subsidy is CZK 5,000 for the supported measure installation.

For multiple-dwelling houses, the subsidy amount for calculations leading to the design of adequate source output is CZK 15,000, and the subsidy for the preparation of installation and operation control project for the supported measure, technology or product or workmanship correctness check is CZK 15,000. For solar-thermal collectors for hot water preparation only, the subsidy is CZK 15,000 for the supported measure installation.

The support may also be used for expert supervision over the supported measure implementation.

## **II. Principles and conditions for granting financial sources:**

Subsidies for preparation and implementation of supported measures are granted for approved applications for support in Areas A, B and C.

Applications for support are only submitted on an appendix to the forms published on the Programme's website. The applicant must document the contractor's authorisation to make the required calculations. For projects, the applicant must document the contractor's authorisation to prepare the project pursuant to Act No. 360/1992 Coll. on authorisations to practice design and engineering activities in construction engineering, as amended, or Act No. 406/2000 Coll. on energy management, as amended.

The application for support will be administered together with the application for a subsidy for the measures being implemented.