

Administrative Assessment Criteria

No.	Criterion	Yes	No	NA*
1.	<u>Project compliance basic criteria:</u>			
1.1.	The project application has been submitted (in compliance to Annex No. 3 of these Regulations)			
1.2.	The project applicant is:			
1.2.1.	an owner of a private house			
1.2.2.	a person authorised by apartment owners of an apartment house			
1.2.3.	an association representing apartment owners of an apartment house			
1.3	The project application has been submitted:			
1.3.1.	as a printed document and it has been signed by the responsible official or a person authorised by him/her with the rights to sign			
1.3.2	as an electronic document bearing a secure electronic signature and time stamp			
1.3.3.	The project application has been placed in a closed envelope			
1.4.	The project application has been submitted within the term stipulated by the responsible authority			
2.	<u>Compliance criteria of the form of the project application:</u>			
2.1.	The project application has been prepared using computer typing			
2.2.	The project application form has been completely filled in			
2.3.	The project application is without unstipulated modifications (deletions, erasures, block-outs, corrections and additions)			
2.4.	The project application form has been drafted in Latvian			
2.5.	Documents to be submitted additionally are originals or their copies, which have been prepared and certified in compliance to the			

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	procedure stipulated in regulatory enactments			
2.6.	The currency – lat – has been used in all calculations of the project application form			
2.7.	Requirements, which apply only to project applications submitted as printed documents:			
2.7.1.	one original, as well as one copy certified by the project applicant or another original of project application have been submitted			
2.7.2.	a compact disc (CD) with the project application form in an electronic form prepared in DOC, DOCX, XLS, XLSX or PDF file format has been appended to the project application			
2.7.3.	the project application form in the printed form is identical to the project application form in the electronic form			
2.7.4.	the original of the project application has been bound together (sewn together), and the copy of the original has been bound together (sewn together)			
2.7.5.	all pages of the original and copy of the project application have been numbered			
2.8.	Requirements, which apply only to project applications submitted as electronic documents:			
2.8.1.	the electronic document has been prepared in DOC, DOCX, XLS, XLSX, PDF or JPG file format			
3.	<u>Project compliance criteria:</u>			
3.1.	Summary description of the project has been provided			
3.2.	Activities planned within the project comply with the defined activities to be supported			
3.3.	Price survey of offers of at least three suppliers of microgeneration technological equipment and installation organisations has been described			
3.4.	Specification of the basic equipment of the selected supplier of microgeneration technological equipment has been included			

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3.5.	Buildings, to which thermal energy from a reconstructed or replaced thermal energy source is supplied, have been described			
3.6.	Total thermal energy consumption for space heating does not exceed 130 kWh/year (if applicable)			
3.7.	Installed capacity of solar batteries or wind power plan does not exceed 120% of the own consumption capacity (if applicable)			
3.8.	It is planned to implement activities provided for in the project within a period of one year following the moment of signature of the contract, however, latest until July 1, 2012			
3.9.	Co-financing:			
3.9.1.	Eligible costs included in the project comply with the defined eligible costs			
3.9.2.	Eligible costs comply with the activities planned within the project			
3.9.3.	Co-financing of the financial instrument requested for the project does not exceed the maximum limit (of the total eligible costs of the project)			
3.9.4.	The maximum permitted intensity of support of the financial instrument from the total eligible costs of the project within the framework of the tender does not exceed 50%			
4.	<u>Documents to be submitted additionally:</u>			
4.1.	The authorisation contract on the rights to sign of the authorised person of apartment owners of the apartment house, where the list of apartment owners of the apartment house is included (name, surname, Personal ID code, apartment number, signature), if the project applicant is the authorised person of apartment owners of an apartment house			
4.2.	The protocol-decision of the association representing apartment owners of the apartment house on implementation of the project, where			

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	the percentage proportion of apartment owners of the apartment house, who support submission of the project application for tender, is stated, as well as the total project eligible costs and the amount of co-financing of the project applicant, if the project applicant is an association representing house owners of an apartment house			

Notes:

* NA – not applicable.

Prime Minister

V.Dombrovskis

Minister of the Environment

R.Vējonis

Approved:
State Secretary

G.Puķītis