



*A cross-border region where rivers  
connect, not divide*



Project CO-EMEP – Improvement of cooperation for better energy management and  
reduction of energy poverty in HU-HR cross-border area

(HUHR/1901/3.1.1/0019)

**Public call for collecting applications of interested citizens  
– private house owners or co-owners in order to assess  
their energy poverty risk and/or energy poverty stage  
– Terms of the public call and guidelines for applicants –**

Zala County Government

\*This document has been produced with the financial assistance of the European Union. The content of the document is the sole responsibility of Zala County Government and can under no circumstances be regarded as reflecting the position of the European Union and/or the Managing Authority.

**April, 2021**

## 1. Introduction

Medjimurje Energy Agency Ltd. from Croatia as lead partner and Zala County Government from Hungary as project partner implement the project CO-EMEP – Improvement of cooperation for better energy management and reduction of energy poverty in HU-HR cross-border area, ID: HUHR/1901/3.1.1/0019 funded by Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020. Total project budget is 173.450,13 €. The project is co-financed by the European Union (through European Regional Development Fund), and the allocated funds amount to € 147,432.61. Implementation of the project began in July 2020 and will last until the end of February 2022. The main goal of the project is to improve the cooperation of all relevant stakeholders to jointly address the problem of energy poverty and to increase the capacity and skills of all involved local and regional public institutions in order to reduce energy poverty in the HU-HR cross-border area.

One of the project activities which will be implemented within the projects refers to the implementation of **pilot actions** by developing energy audits and measurements of general building characteristics (thermographic measurements, blower door testing and U-value measurement) for **10 identified energy poor households in cross-border area – 5 in Medjimurje County and 5 in Zala County**. Based on results of energy audits and implemented measurements the detailed plans for enhancing energy efficiency with defined measures with relevant technical solutions and financial possibilities for each relevant household, i.e., private house will be developed.

In order to select 10 households which will be included in the implementation of project actions, project partners will publish a public call for interested households where the owners and co-owners of family houses in Medjimurje County and Zala County will have a chance to apply and thus get involved in the implementation of the project actions. Accordingly, Zala County Government published **Public call for collecting applications of interested citizens – private house owners or co-owners in order to assess their energy poverty risk and/or energy poverty stage** by implementing pilot actions (in further text: Public call).

The subject and conditions of the Public call, which interested households, i.e., potential applicants should meet in order to be able to participate in the implementation of pilot actions are defined below in the text.

## 2. The subject of the Public call

The subject of this public call is to **collect applications of citizens – owners and co-owners of private houses in Zala County which are facing the problem of energy poverty or are at risk to become energy poor in order to include them in the implementation of pilot actions. The pilot actions include development of energy audits and measurements of general building characteristics (thermographic measurements, blower door testing and U-value measurement) for identified energy poor households.**

Based on results of energy audits and implemented measurements the **detailed plans for enhancing energy efficiency** with defined measures including relevant technical solutions for their implementation and financial possibilities for each relevant private house will be developed.

### 3. Conditions of the Public call

Applicants according to this Public call are **adult, natural persons – citizens of Zala County who are owners or co-owners of a private house in Zala County and have a residence at the address of the private house for which the application is submitted** (in further text: Applicants).

A private (family) house according to this Public call is a building:

1. **which is legally built** – constructed on the basis of the dwelling registration sheet<sup>1</sup>, based on 109/1999. (XII. 29.) FVM government decree for the implementation of law CXLI. Of year 1997;
2. which has not been upgraded or changed in relation to an act proving its legality;
3. in which more than 50% of the gross floor area is intended for housing;
4. which meets the following two conditions:
  - **has a primary heat source for heating and domestic hot water preparation with a rated power less than 30 kW,**
  - **has a construction gross floor area less than or equal to 250 m<sup>2</sup>.**

The subject of the Public call isn't the following:

1. the building which operates under condominiums and housing cooperatives according to the Act of Condominiums in Hungary,
2. the private (family) house:
  - which has not been brought to use in accordance with the act permitting its construction,
  - in which the owner or co-owner is a legal entity,
  - which mechanical resistance and stability of the structural elements are disrupted,
  - **which has an energy certificate.**

### 4. The manner of submission of the application

The application under this Public call can be submitted by filling in the online **Application form for interested citizens – private house owners or co-owners in**

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<sup>1</sup> „Tulajdoni lap” in Hungarian. Can be requested on-line, for free from the Government Portal

**order to assess their energy poverty risk and/or energy poverty stage as part of the implementation of the project CO-EMEP** (further in text: Application form).

The Application form contains basic information about the Applicant, the household members and the characteristics of the building (private house) for which the application is submitted. The Application form is available via the following link:

[https://docs.google.com/forms/d/e/1FAIpQLSdfIQombgByyYMZwTkP8HslQnoYCDbN\\_umF3ntA-2cw5vtZHw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdfIQombgByyYMZwTkP8HslQnoYCDbN_umF3ntA-2cw5vtZHw/viewform)

For the purposes of verifying the truthfulness and accuracy of the data from the filled Application form, Zala County Government will request additional documentation from the Applicant after all received applications will be evaluated and scored. Additional documentation will be required for **5 best ranked applications according to the earned scoring points by relevant criteria** which are further elaborated in Section 5 of the Public call.

The additional documentation by which the truthfulness and accuracy of the data contained in the applications, i.e., Application form will subsequently be verified is as follows:

1. **Double-sided copy of the identity card or Electronic record of residence or Certificate of residence** for the Applicant and all household members who have a residence at the address of the private (family) house for which the application is submitted;
2. **The last valid proof of the legality of the private (family) house** in accordance with the relevant act where the year of construction of the private (family) house and the year of the last reconstruction/upgrade and the construction gross floor area are visible;
3. **The certificate on income and revenues for the period from January to March 2021** for the Applicant and other household members who have income and revenues from wages or other income of any kind as well as **Certificates on income and revenues for other unemployed household members** (pensions, including personal income, child benefits, unemployment benefits, social assistance, insurance benefits, etc.) in order to check the total monthly net income of the household;
4. **Photo documentation of the primary heat source for heating and preparation of domestic hot water** in order to check its actual power which should be less than 30 kW.

*Explanation: data on the power of the primary heat source (stove, boiler, etc.) expressed in kW can be found on data plate or in the guarantee sheet.*

## 5. Application submission deadline

The Application form, in accordance with the above defined conditions, should be filled in and submitted no later than 18th of June 2021, by 3:00 p.m.

Applications that don't contain a fully completed Application form as well as applications submitted after the deadline will not be considered.

Interested Applicants can obtain additional information and explanations about the Public call by sending an inquiry to the e-mail address [porkolab.judit@zalamegye.hu](mailto:porkolab.judit@zalamegye.hu), whereas in the title of the e-mail should be stated the following "**Inquiry – Public call for households – CO-EMEP project**" or by calling the number +36 92 500-711 no later than **15th of June 2021 by 3:00 p.m.**

Responses to inquiries submitted electronically will be returned within 2 days of receipt.

## 6. Evaluation and scoring of applications

Zala County Government will verify all the data stated in the Application form and will not consider applications submitted by persons who have not been identified as potential Applicants by the Public call.

All complete and on time submitted applications will be scored in accordance with the scoring system described below. **If two or more applications are scored with the same number of points, applications with an earlier date and time of receipt will have priority in the selection process.**

*Table 1. Scoring system*

Name of the criteria	Scoring	
Household income	< 570,00 €	6
	570,00 € – 1.140,00 € (+ 200,00 € by each subsequent household member)	10
	> 1.140,00 € (+ 200,00 € by each subsequent household member)	0
Year of construction	before 1987	10
	between 1987 - 2008	6
	after 2008	0

<b>Type of energy source</b>	Electricity	10
	Fuel oil	8
	Natural gas	6
	Firewood/biomass	4
	Renewables	0

After scoring all received applications, a **ranking list of applications** based on earned scoring points will be prepared, after which Zala County Government will, as stated in Section 4 of this Public call, for 5 best ranked applications, **request the submission of additional documentation in order to check and prove the truthfulness and accuracy of the data contained in the Application form.**

If the Applicant does not submit one or more of the required additional documents proving the truthfulness and accuracy of the data from the Application form, his application will be considered incomplete and will be excluded from further selection process.

Furthermore, in case certain irregularities in relation to the data from the Application form are found during inspecting subsequently submitted documentation, Zala County Government reserves the right to reject the application/s.

In case of exclusion of the selected application/s on the basis of one or both previously mentioned reasons, Zala County Government will request the submission of additional documentation and continue to check truthfulness and accuracy of the data in Application form for the next best ranked application/s until the moment when 5 applications that meet all the conditions of the Public call are identified.

## **7. Realization of accepted applications**

Based on this Public call, **5 private houses in Zala County will be selected to be included in the implementation of pilot actions** within project CO-EMEP.

In order to establish cooperation between the selected Applicants (owners or co-owners of the private house) and Zala County Government an **agreement** will be signed in order to define mutual rights and obligations before and during the implementation of pilot actions.

## 8. Other information

The public invitation was published on **27<sup>th</sup> of May 2021** on Zala County Government official website.

Zala County Government will collect, process and store personal data of the Applicants in the prescribed manner and make them available to third parties due to the necessity of performing the contract between Zala County Government as a beneficiary of European Union and Contracting Authority from Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020 in accordance with:

- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);
- National personal data protection act (2018.07.26. update of law number CXII. of ear 2011.)

Personal data to be collected on the basis of the applications submitted under this Public call are the following: name and surname, address and contact information (telephone number or e-mail address) of the Applicant as well as other information relevant to verify the truthfulness and accuracy of information contained in applications, i.e., Application form.

The collected personal data will be used exclusively for the implementation of the project CO-EMEP – Improvement of cooperation for better energy management and reduction of energy poverty in HU-HR cross-border area for the purpose of collecting applications, i.e., filling in the Application form for interested citizens – private house owners or co-owners in order to assess their risk of energy poverty and/or identify the energy poverty stage and for further communication in case of acceptance of the application/s and their involvement in the implementation of pilot actions.

The Applicant's personal data will be processed during the project implementation period until 28 February 2022 and kept for three years from the end of the project implementation or until the moment of withdrawal of consent for personal data processing by Applicants, whichever is shorter. The period for personal data storage may be longer as stated, depending on the provisions of Interreg V-A Hungary-Croatia Co-operation Programme 2014-2020.

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## **9. Annex**

Annex 1: Application form for interested citizens – private house owners or co-owners in order to assess the risk of energy poverty and/or identify the energy poverty stage

Zala County Government