



EUROPEAN CITY FACILITY

Deliverable D 2.3

Methodology and criteria for scoring/rating of applications



<i>Eligibility criteria, Evaluation process of full applications, Feedback report</i>			
Version number	Date	Organisation name	Comments
V0.1	17/09/2019	adelphi	Draft <i>Eligibility criteria</i> and <i>Evaluation process of full applications</i>
V0.2	02/10/2019	adelphi	Incorporation of comments from EASME and Consortium from Kick-off Meeting
V0.3	19/11/2019	adelphi	<ul style="list-style-type: none"> - Incorporation of comments from EASME and Consortium on <i>Eligibility criteria</i> and <i>Evaluation process of full applications</i> - Draft <i>Feedback report</i>
V0.4	03/12/2019	adelphi	Incorporation of comments from Consortium on <i>Eligibility criteria</i> , <i>Evaluation process of full applications</i> and <i>Feedback report</i>
V0.5	11/12/2019	adelphi	Incorporation of comments from Consortium on <i>Evaluation process of full applications</i>
V0.6	09/01/2020	adelphi	Incorporation of comments from EASME on <i>Eligibility Criteria</i> , <i>Evaluation process of full applications</i> and <i>Feedback report</i>
V0.7	13/01/2020	adelphi	Incorporation of comments from Energy Cities on <i>Evaluation process of full applications</i> and <i>Feedback report</i>
V0.8	24/01/2020	adelphi	Incorporation of decisions from Startegic Board meeting on <i>Eligibility Criteria</i> , <i>Evaluation process of full applications</i> and <i>Feedback report</i>
V0.9	31/01/2020	adelphi	Incorporation of comments from EASME on <i>Eligibility Criteria</i> , <i>Evaluation process of full applications</i> and <i>Feedback report</i>
V0.10	10/02/2020	adelphi	Incorporation of final comments from EASME

<i>Internal evaluation report</i>			
Version number	Date	Organisation name	Comments
V0.1	11/03/2020	adelphi	Draft
V0.2	25/03/2020	adelphi	Incorporation of comments from Enviros, Climate Alliance and FEDARENE
V0.3	20/05/2020	adelphi	Incorporation of comments from EASME

Quality check	Status	Date	Comments
Quality Manager ENC			
Project Coordinator ENC			

The Purpose: The purpose of the methodology and criteria for scoring/rating of applications is to develop and define the framework and procedures of the EUCF application and evaluation process, including the following key components:

- The *Eligibility criteria* set the requirements that need to be met by applicants to receive EUCF support.
- The *Evaluation process of full applications* establishes the methodology for the evaluation of the EUCF applications, including the evaluation process, evaluation criteria and scoring method.
- The *Internal Evaluation Report* provides the framework for evaluators to assess the EUCF applications according to the evaluation criteria.
- The *Feedback Report* informs the EUCF applicants about the final evaluation results and provides feedback on their applications in a transparent and clear manner.

Definitions:

EASME – Executive Agency for Small and Medium-sized Enterprises

EU – European Union

EUCF – European City Facility

LAU - Local Administrative Units

NUTS - Nomenclature of Territorial Units for Statistics

SEAP - Sustainable Energy Action Plan

SECAP - Sustainable Energy and Climate Action Plan

UK – United Kingdom

Disclaimer:

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Eligibility Criteria



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Eligibility check of applicants

The eligibility check corresponds to stage one of the application process and verifies whether an applicant is eligible to apply for financial support from the EUCF. To be eligible, applicants must answer YES to all questions of the check. Supporting documents are not required at this stage. The result of the eligibility check will be automatically determined based on the YES/NO answers. If the applicant has successfully passed the eligibility check, she/he receives login details to complete the full application in the login space of the EUCF website. If the applicant fails to pass the eligibility check, she/he is re-directed to the EUCF helpdesk.

Criteria	Requirement	Question for applicant	Evaluation
Characteristics of the applicant	Applicant is a municipality/local authority or grouping of municipalities/local authorities	Are you a municipality/local authority or grouping of municipalities/local authorities? YES/NO Please note that a self-declaration form is required for the full application.	✓ Automatic check The applicant must answer YES to the question.
	Applicant must be from EU-27 and the UK	Is your municipality/local authority or grouping located entirely in the EU-27 Member States and the UK? YES/NO Please note that the LAU and NUTS 3 Code for the municipality/local authority or for each municipality/local authority of a grouping has to be provided in the full application. <i>[Drop down lists will be available in the application form.]</i>	✓ Automatic check The applicant must answer YES to the question.
Existence of energy and climate plans	Applicant has politically approved SEAP, SECAP or plan of similar ambition	Does your municipality/local authority have a politically approved SEAP, SECAP or plan of similar ambition? YES/NO Please note that the SEAP, SECAP or plan of similar ambition has to be provided in the full application.	✓ Automatic check The applicant must answer YES to the question.
Political commitment	Applicant must be able to demonstrate political commitment to the project	Will you be able to provide a proof of political commitment to develop the investment concept by your mayor or other relevant political representative? YES/NO Please note that a letter of support is required for the full application.	✓ Automatic check The applicant must answer YES to the question.
Commitment to monitoring period	Applicant must demonstrate commitment to the monitoring period of two years	Do you commit to the EUCF monitoring period of two years? YES/NO Please note that this requirement will be part of the EUCF Grant Agreement for awarded municipalities/local authorities.	✓ Automatic check The applicant must answer YES to the question.



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Evaluation process of full applications



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Document check and evaluation of full applications by dedicated evaluation team

After successfully passing the eligibility check, the applicant completes the full application form in the EUCF website user zone. The application form consists of a simple set of questions and a section to upload required documents (see also document *Online Application Form*). The following five documents have to be submitted as annexes to the application:

- 1) Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) or plan of similar ambition¹ and corresponding summary of energy and climate targets;
- 2) Letter of support to the project by the mayor or other relevant political representative;
- 3) Self-declaration form by a representative of the municipality/local authority or its groupings;
- 4) Calculation log - Estimation of Energy Savings;
- 5) Calculation log - Estimation of Investment Size.

Once the application is submitted, the respective evaluator verifies if all five documents have been uploaded and contain the required content. To facilitate this process, templates for the documents are available on the EUCF website (e.g. a template to depict the energy and climate targets included in a SEAP/SECAP or plan of similar ambition). In this way, evaluators are able to check the content rapidly. In case of difficulties (e.g. non-standardised information provided in national language), the evaluation team can address the respective Country Expert for clarification and support. In case of incomplete documents, the application cannot be further considered and the applicant is informed immediately through the EUCF website user zone.

The evaluation of full applications is conducted by a dedicated evaluation team, composed by evaluators from adelphi and Enviro. The total number of submitted applications is divided equally between the evaluation teams. adelphi and Enviro, respectively, will not be involved in the evaluation process of the applications from countries to whom they provide support as Country Experts. Thus, the other organisation without a Country Expert will perform the evaluations of the respective applications.

Each application is evaluated individually by two different evaluators from the same organisation. Within the evaluation teams, the evaluators will always rotate (applications are assigned through the EUCF website user zone). To generate the final result, the median of the scores given by the evaluators for each criterion is used. In case there is a significant discrepancy between the two scores, i.e. two points difference, a third evaluator will evaluate the application. Again, the median of the scores from the three evaluations will be used to determine the final score.

Applications are evaluated based on the following five evaluation criteria (quantitative & qualitative – Category A and qualitative – Category B). For each of the five criteria, a score ranging from 0 to 5 (half point scores may be given) is awarded. The quality threshold of each criterion is 3 out of 5. An overview of the criteria is provided below.

¹ Plan of similar ambition is considered equivalent if it includes energy and climate targets at least for the year 2020.

Evaluation criteria	Requirement	Weightage
Category A – Weightage 60%		
A1. Investment size	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • <u>Quantitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected size of investment of the planned investment project in relation to the other submitted applications in the regional call; • <u>Qualitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected size of investment of the planned investment project in relation to the local context (e.g. population number of municipality/local authority); ○ Appreciation of bundling/pooling of investments; ○ Overall coherence and plausibility of the elements. 	50%
A2. Energy savings	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • <u>Quantitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected energy savings generated by the planned investment project in relation to the other submitted applications in the regional call; • <u>Qualitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected energy savings generated by the planned investment project in relation to the local context (e.g. baseline, population number of municipality/local authority); ○ Overall coherence and plausibility of the elements. 	50%
Category B – Weightage 40%		
B1. Governance structure	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Appropriate and robust internal organisational structure for the development of the investment concept; including • Clearly defined roles and responsibilities of all actors involved; appointment of person(s) in charge for the investment concept development; • Clearly defined decision-making processes, indicating people with decision-making power and process how decisions are taken; 	20%

	<ul style="list-style-type: none"> • Good understanding whether internal capacities are sufficient for the successful development of an investment concept or how external experts can be involved in the process to provide a value added/build capacities. • Overall coherence and plausibility of the elements. 	
B2. Stakeholder engagement	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Clear identification of important stakeholders and good understanding of their needs and expectations towards the planned investment project; • Appropriate strategy to involve identified stakeholders in the investment concept development process; including • Adequate activities of engagement (and their intended timing and objectives); • Adequate instruments for communication to reach the different stakeholders. • Overall coherence and plausibility of the elements. 	40%
B3. Alignment with EUCF objectives	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Alignment of the proposal with the ultimate objective of the EUCF, i.e. to build a substantial pipeline of sustainable energy investment projects across cities in Europe by providing targeted financial, technical, legal and capacity building support. • Demonstration of potential to develop a sound (and new) investment concept, considering the information available at this stage, including • (Initial) estimations of additional impacts (e.g. avoided CO₂ emissions, renewable energy production) and consideration of the investment project's potential for replication and/or up-scaling; • Overall coherence and plausibility of the elements. 	40%
Evaluation result – Scoring logic		
$60\% * (50\% * \mathbf{A1.} * 5 + 50\% * \mathbf{A2.} * 5) + 40\% * (20\% * \mathbf{B1.} * 5 + 40\% * \mathbf{B2.} * 5 + 40\% * \mathbf{B3.} * 5)$		

For the evaluation criteria A1. + A2., i.e. investment size and energy savings, initial automatic scores are awarded by setting all applications of a regional call into relation with each other in order to encourage comparability. In case ranges instead of specific values are provided, the minimum value is used for the calculation.

The evaluators receive the applications together with the initial scores for the two criteria and evaluate them qualitatively (together with the other evaluation criteria) by verifying the calculation log and support documents used for estimating the energy savings and investment size. Moreover, the ambition/impact of the figures will be evaluated in terms of the local context and potential pooling/bundling of investments. Based on the qualitative evaluation, the evaluators are able to raise (e.g. in case of high ambition level considering the scale of the municipality/local authority) or lower the initial scores (e.g. in case of incoherent/unrealistic values), if required.

Overall, the scoring follows the following logic:

Points	Overall guidance for scoring
5	Excellent – The application addresses all relevant aspects of the criterion in an outstanding manner; any shortcomings are minor.
4	Very good – The application addresses the criterion very well , but with a small number of shortcomings.
3	Good – The application addresses the criterion in a satisfactory manner, but with a number of shortcomings.
2	Fair – The application broadly addresses the criterion, but with significant weaknesses.
1	Poor – The application addresses the criterion in an inadequate manner with serious inherent weaknesses.
0	The application fails to address the criterion or cannot be assessed due to missing information.

Moreover, a detailed overview on the scoring of each criteria can be found in the table below:

Evaluation criteria	Question in application form	Justification for scoring	Points
A1. Investment size	3.3. Please indicate the expected investment size (approximate amount) and attach the corresponding support documents and/or calculation log.	The expected size of investment of the planned investment project is highly ambitious in relation to the other submitted applications in the regional call. The information provided in the support documents/calculation log(s) is highly comprehensible and plausible. Also when taking into account the local context, such as the population number of the municipality/local authority, the investment size is highly ambitious. Moreover, the pooling/bundling of smaller investments is proposed, if feasible to the context.	5
		The expected size of investment of the planned investment project is very ambitious in relation to the other submitted applications in the regional call. The information provided in the support documents/calculation log(s) is largely comprehensible and plausible. Also when taking into account the local context, such as the population number of the municipality/local authority, the investment size is very ambitious. Moreover, the pooling/bundling of smaller investments is proposed, if feasible to the context.	4
		The expected size of investment of the planned investment project is ambitious in relation to the other submitted applications in the regional call. The information provided in the support documents/calculation log(s) is comprehensible and plausible. Also when taking into account the local context, such as the population number of the municipality/local authority, the investment size is ambitious.	3
		The expected size of investment of the planned investment project is comparatively small in relation to the other submitted applications in the regional call. The information provided in the support documents/calculation log(s) is comprehensible and plausible. Also when taking into account the local context, such as the population number of the municipality/local authority, the investment size is less ambitious.	2
		The expected size of investment of the planned investment project is very small in relation to the other submitted applications in the regional call. The information provided in the support documents/calculation log(s) is generally comprehensible and plausible. Also when taking into account the local context, such as the population number of the municipality/local authority, the investment size is fairly small.	1
		No information is provided OR the amount provided is not realistic and/or inconsistent with other responses.	0
A2. Energy savings	3.4. Please indicate the expected energy savings generated by the project	The expected energy savings generated by the planned investment project are highly ambitious in relation to the other submitted applications in the regional call. The method and results in the calculation log(s) are highly comprehensible and plausible (in line with corresponding benchmarks). Also when taking into account the local context, such as the baseline and population number of the municipality/local authority, the amount of energy savings generated is highly ambitious.	5

Evaluation criteria	Question in application form	Justification for scoring	Points
	(approximate amount) and attach the corresponding calculation log.	The expected energy savings generated by the planned investment project are very ambitious in relation to the other submitted applications in the regional call. The method and results in the calculation log(s) are largely comprehensible and plausible (in line with corresponding benchmarks). Also when taking into account the local context, such as the baseline and population number of the municipality/local authority, the amount of energy savings generated is very ambitious.	4
		The expected energy savings generated by the planned investment project are ambitious in relation to the other submitted applications in the regional call. The method and results in the calculation log(s) are comprehensible and plausible (in line with corresponding benchmarks). Also when taking into account the local context, such as the baseline and population number of the municipality/local authority, the amount of energy savings is ambitious.	3
		The expected energy savings generated by the planned investment project are comparatively low in relation to the other submitted applications in the regional call. The method and results in the calculation log(s) are comprehensible and plausible (in line with corresponding benchmarks). Also when taking into account the local context, such as the baseline and population number of the municipality/local authority, the amount of energy savings is less ambitious.	2
		The expected energy savings generated by the planned investment project are very low in relation to the other submitted applications in the regional call. The method and results in the calculation log(s) are generally comprehensible and plausible (in line with corresponding benchmarks). Also when taking into account the local context, such as the baseline and population number of the municipality/local authority, the amount of energy savings is fairly small.	1
		No information is provided OR the amount provided is not realistic and/or incomprehensible based on the calculation log.	0
B1. Governance structure	2.4. Please describe the internal organisational structure (roles and responsibilities of the people involved) and decision-making processes for the development of the	The application presents the internal organisational structure and decision-making processes for the development of the investment concept in an outstanding manner ; any shortcomings are minor: The roles and responsibilities of all people involved are very clearly defined (e.g. including the presentation of names, positions and departments, identification of the person(s) in charge for the development of the investment concept, comprehensible explanation/illustration of relations/interactions between the people involved, illustration of organisational structure through an organigram). The application clearly highlights the people with decision-making power and explains the process and format how decisions are taken. Moreover, it is clearly explained if internal capacities are sufficient and how the internal team ensures the successful development of the investment concept or if external experts should be involved and how they are able to provide a value added (including possible roles, potential activities and areas for capacity building, e.g. technical, financial support). Overall, the elements provided are highly coherent and plausible.	5

Evaluation criteria	Question in application form	Justification for scoring	Points
	investment concept, indicating also if internal capacities are sufficient or if external experts should be involved and how they can provide a value added (e.g. areas with need for capacity building).	The application presents the internal organisational structure and decision-making processes for the development of the investment concept very well , but with a small number of shortcomings: The roles and responsibilities of all people involved are explained (e.g. including the identification of the person(s) in charge for the development of the investment concept, brief explanation of relations/interactions between the people involved). The application briefly explains the process how decisions are taken and by whom. Moreover, it is stated if internal capacities are sufficient and how the internal team can develop the investment concept or if external experts should be involved and provide a value added (including possible roles and areas for capacity building). Overall, the elements provided are very coherent and plausible.	4
		The application presents the internal organisational structure and decision-making processes for the development of the investment concept in a satisfactory manner , but with a number of shortcomings: An overview of the roles and responsibilities of the different actors involved is provided (including the identification of the person(s) in charge for the development of the investment concept). The application shortly outlines how decisions are taken (people able to take decisions are identifiable through the roles and responsibilities overview). It is stated if internal capacities are sufficient (with reasoning) to develop the investment concept or if external experts should be involved and provide a value added (including possible areas for capacity building). Overall, the elements provided are coherent and plausible.	3
		The application broadly presents the internal organisational structure and decision-making processes for the development of the investment concept, but with significant weaknesses: The roles and responsibilities of all people involved are only partly presented. Based on the information provided, the person(s) in charge for the development of the investment concept is identifiable. The application only partly describes the decision-making processes (e.g. process is not clear/not described or people able to take decisions are not described/not identifiable). It is stated if internal capacities are sufficient to develop the investment concept or if external experts should be involved. Overall, the elements provided are fairly coherent and plausible.	2
		The application presents the internal organisational structure and decision-making processes for the development of the investment concept in an inadequate manner , with serious inherent weaknesses: The roles and responsibilities of all people involved are not clearly presented and the person(s) in charge is not clearly identifiable. The application only poorly describes the decision-making processes (e.g. process and people able to take decisions are not described). It is not clearly stated if internal capacities are sufficient to develop the investment concept or if external experts should be involved. Overall, the elements provided have a low degree of coherence and plausibility.	1
		No information is provided OR the proposal completely fails to address the criterion.	0

Evaluation criteria	Question in application form	Justification for scoring	Points
B2. Stakeholder engagement	2.5. Please briefly highlight important stakeholders (e.g. civil society, economic actors) and their needs and expectations towards the envisaged investment project. Please explain how they are planned to be involved in the process of the investment concept development (e.g. engagement activities and communication instruments with corresponding timings and objectives).	The application addresses the strategy for the engagement of important stakeholders in the course of the investment concept development in an outstanding manner ; any shortcomings are minor: The main stakeholders have been clearly identified (e.g. including the description of the stakeholder groups and their relation to the planned investment project, the corresponding needs, expectations and importance of success towards the planned investment project, the illustration through a stakeholder map). The application very well describes the stakeholder involvement strategy, including specific activities planned for engagement (e.g. visualised in an activity plan with time schedule and objectives of the measures). Moreover, it highlights suitable instruments that will be used for communication purposes (e.g. including a list of online and offline instruments with timings and objectives). Overall, the elements provided are highly coherent and plausible.	5
		The application addresses the strategy for the engagement of important stakeholders in the course of the investment concept development very well , but with a small number of shortcomings: The main stakeholders have been identified (e.g. including the description of the stakeholder groups, the corresponding needs, expectations and importance of success towards the planned investment project). The application well describes the stakeholder involvement strategy, including a set of activities (e.g. presented in an activity plan/list with time schedule) and indicates a set of instruments that will be used for communication purposes (e.g. including a list of instruments with timings). Overall, the elements provided are very coherent and plausible.	4
		The application addresses the strategy for the engagement of important stakeholders in the course of the investment concept development in a satisfactory manner , but with a number of shortcomings: The main stakeholders have been identified (e.g. including the description of their needs and expectations towards the planned investment project). The application presents the stakeholder involvement strategy, including a selection of the activities for engagement and some possible instruments for communication purposes. Overall, the elements provided are coherent and plausible.	3
		The application broadly addresses the strategy for the engagement of important stakeholders in the course of the investment concept development, but with significant weaknesses: The main stakeholders have only been broadly identified (e.g. without presentation of their needs and expectations towards the planned investment project). The stakeholder involvement strategy is presented but with some shortcomings (e.g. concept is only broadly presented with only a few/without identified activities or instruments for communication). Overall, the elements provided are fairly coherent and plausible.	2
		The application addresses the strategy for the engagement of important stakeholders in the course of the investment concept development in an inadequate manner , with serious inherent weaknesses: The main stakeholders have only been vaguely/poorly identified (e.g. no differentiation between different stakeholder groups, no clear connection towards the planned investment project). The stakeholder involvement strategy is presented but with significant weaknesses (e.g. activities are not feasible, instruments for communication are inadequate). Overall, the elements provided have a low degree of coherence and plausibility.	1

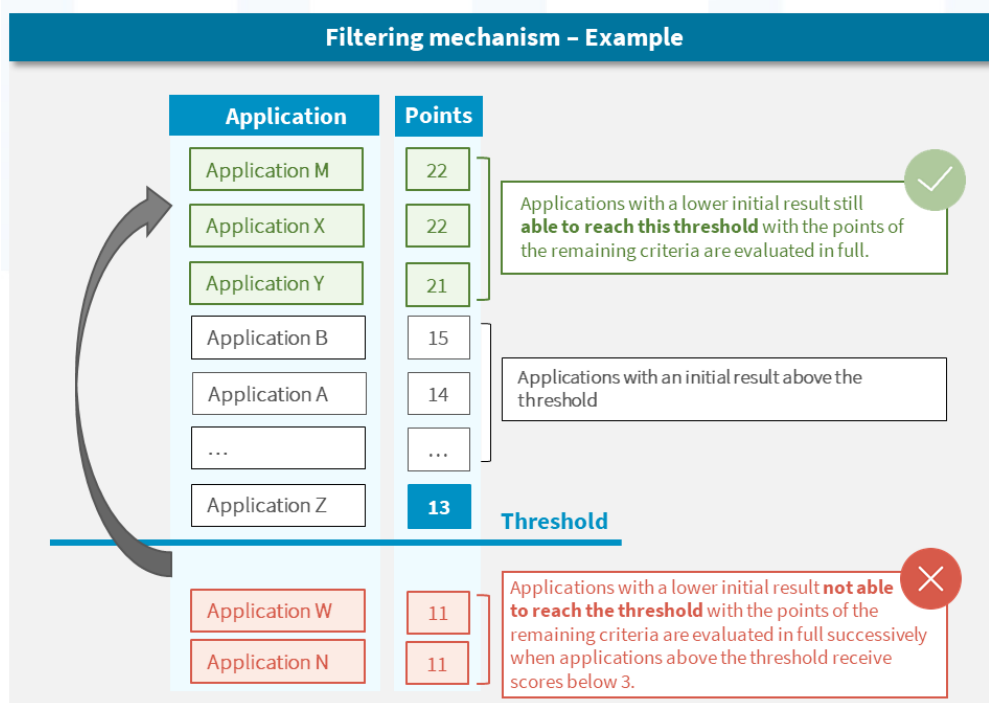
Evaluation criteria	Question in application form	Justification for scoring	Points
		No information is provided OR the proposal completely fails to address the criterion.	0
B3. Alignment with EUCF objectives <u>Ultimate objective:</u> To build a substantial pipeline of sustainable energy investment projects across cities in Europe by providing targeted financial, technical, legal and capacity building support. <u>Specific objectives:</u> - To provide hands-on locally rooted technical and financial expertise to cities to deliver credible and scalable investment concepts; - To build capacity of public authority staff to develop substantial project pipelines and provide them with tools, networking and knowledge transfer opportunities, which will facilitate and accelerate the investment concept implementation. - To facilitate access, especially for small and medium municipalities to private finance, EU funding streams and similar facilities. - To use the successful IC and knowledge of EUCF beneficiaries to reach out to cities and communities, encourage replication and catalyse further action across European cities.	Overarching criterion	The application is aligned with the EUCF objectives in an outstanding manner . Considering all elements provided, the outline has great potential to result in a sound investment concept. Throughout the information provided, the approach for the investment concept development is very clearly understandable and realistic without any contradictions. The application also very well describes the replication and/or up-scaling potential of the envisaged investment project. First estimations for additional impacts generated by the project have been made and are described.	5
		The application is very well aligned with the EUCF objectives. Considering all elements provided, the outline has good potential to result in a sound investment concept. Throughout the information provided, the approach for the investment concept development is very understandable and realistic without any contradictions. The application also states how the project could potentially be replicated in other contexts and/or up-scaled. Additional impacts possibly generated by the project are described.	4
		The application is well aligned with the EUCF objectives. Considering all elements provided, the outline is able to result in a sound investment concept. Throughout the information provided, the overall approach for the investment concept development is understandable and realistic without major contradictions. The application gives an idea how the project could be potentially replicated and/or up-scaled and which additional impacts could be generated.	3
		The application is fairly aligned with the EUCF objectives. Considering all elements provided, the outline could result in a sound investment concept. Throughout the information provided, the overall approach for the investment concept development is fairly understandable and realistic but with a number of shortcomings (e.g. vague and imprecise answers that miss out on details required). Replication/up-scaling potential and additional impacts are only partly/very broadly presented.	2
		The application is poorly aligned with the EUCF objectives. Considering all elements provided, the outline is unlikely to result in a sound investment concept. Throughout the information provided, the overall approach for the investment concept development is understandable and realistic but with significant weaknesses (e.g. opposing answers, inconsistencies, ambiguous or confusing information). Replication/up-scaling potential and additional impacts are not clearly/very vaguely presented.	1
		The application fails to align with the EUCF objectives. The outline is very unlikely to result in a sound investment concept due to major weaknesses across all elements provided. The information provided has severe inconsistencies and/or unrealistic assumptions and does not support a clear and distinct overall approach for the investment concept development.	0

All applications are evaluated qualitatively up to a limit of 70 applications² per call per region. Above this limit, a filtering methodology “*flexible threshold*” applies. Under this methodology, the applications are listed according to the evaluation criteria A1. + A2., i.e. investment size and energy savings, considering the following calculation logic.

Calculation logic

$$\text{Category A} = 60\% * (50\% * \mathbf{A1}.* 5 + 50\% * \mathbf{A2}.* 5)$$

A threshold is set at the last application that fits into the available budget + 20% buffer. All applicants above the threshold as well as all applicants with a lower initial result still able to reach this threshold with the points of the remaining criteria are evaluated in full. The applications that are not able to meet this threshold are put on an internal waiting list. If an evaluator identifies unrealistic or incomprehensible values or information in the course of the qualitative assessment and lowers the score below 3, this applicant does not meet the quality threshold and the successive applicant on the internal waiting list is evaluated. The following illustration gives an example of the filtering mechanism in case of a high number of applications:



In this example, after the listing of all applications according to the total score of the evaluation criteria A1. + A2., the threshold is set at the last application that fits into the available budget + 20% buffer (i.e. Application Z). All applicants with an initial result above the threshold (i.e. Application B, A, Z) and all applicants with a lower initial result still able to

² Considering applications expected from about 500 cities (as planned and described in the project call of EUCF) and an average duration of 2.5 hours per application (mean duration required by two and three evaluators), a max. total of 1600 applications, equivalent to a max. of 133 applications per call per region can be evaluated based on the available internal budget. The limit is set to 70 applications per call per region to ensure a balance between the max. number of applications able to receive funding (i.e. 22 on average) and max. number of applications able to be evaluated (i.e. 133). Above the limit of 70, the flexible threshold methodology applies.

reach this threshold with the points of the remaining criteria (i.e. Application M, X, Y) are evaluated in full. Those applications with a lower initial result not able to reach the threshold with the points of the remaining criteria (i.e. Application W, N) are evaluated successively when applications above the threshold receive scores below 3.

Overall, despite a high amount of submitted applications, this flexible threshold allows a certain number of applications to be evaluated qualitatively even though they have a comparatively lower ambition level in terms of energy savings and investment size.



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Internal Evaluation Report



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Internal Evaluation Report *[will be integrated in EUCF website user zone]*

Document check and evaluation of full application

Name of evaluator	
Date of evaluation	

1. Identification of the applicant	
Application number	<i>[automatically completed based on application form]</i>
Title of proposed investment concept	<i>[automatically completed based on application form]</i>
Name of the municipality/local authority	<i>[automatically completed based on application form]</i>
Organisation	<i>[automatically completed based on application form]</i>
Type of applicant	<input type="checkbox"/> Municipality/local authority <input type="checkbox"/> Grouping of municipalities/local authorities

2. Document check	
A) SEAP, SECAP or plan of similar ambition	
Check of submission:	Check of content:
<input type="checkbox"/> SEAP <input type="checkbox"/> SECAP <input type="checkbox"/> Plan of similar ambition <input type="checkbox"/> SEAP, SECAP or plan of similar ambition-Summary <input type="checkbox"/> Document missing	<input type="checkbox"/> Submitted without any content issues <input type="checkbox"/> Submitted with following content issues: Please state any issues identified in the submitted document and provide a justification for accepting or rejecting the application. In case of “plan of similar ambition”, please state the title.
B) Letter of support to the project by the mayor or other relevant political representative	
Check of submission:	Check of content:
<input type="checkbox"/> Submitted <input type="checkbox"/> Document missing	<input type="checkbox"/> Submitted without any content issues <input type="checkbox"/> Submitted with following content issues: Please state any issues identified in the submitted document and provide a justification for accepting or rejecting the application.
C) Self-declaration form by a representative of the municipality/local authority	
Check of submission:	Check of content:
<input type="checkbox"/> Submitted <input type="checkbox"/> Document missing	<input type="checkbox"/> Submitted without any content issues <input type="checkbox"/> Submitted with following content issues: Please state any issues identified in the submitted document and provide a justification for accepting or rejecting the application.
D) Calculation log – Estimation of energy savings	
Check of submission:	Check of content:
<input type="checkbox"/> Submitted <input type="checkbox"/> Document missing	<input type="checkbox"/> Submitted without any content issues <input type="checkbox"/> Submitted with following content issues: Please state any issues identified in the submitted document and provide a justification for accepting or rejecting the application.

E) Calculation log – Estimation of investment size		
Check of submission:	Check of content:	
<input type="checkbox"/> Submitted <input type="checkbox"/> Document missing	<input type="checkbox"/> Submitted without any content issues <input type="checkbox"/> Submitted with following content issues: Please state any issues identified in the submitted document and provide a justification for accepting or rejecting the application.	
F) Additional submitted documents		
Please state further submitted supporting documents, if any.		
3. Evaluation of full application		
Category A (weight 60%)		
Evaluation criteria	Score (Threshold 3/5)	Justification for scoring
A1. Investment size (weight 50%)	0-5	Please provide a justification for the score.
A2. Energy savings (weight 50%)	0-5	Please provide a justification for the score.
Category B (weight 40%)		
Evaluation criteria	Score (Threshold 3/5)	Justification for scoring
B1. Governance structure (weight 20%)	0-5	Please provide a justification for the score.
B2. Stakeholder engagement (weight 40%)	0-5	Please provide a justification for the score.
B3. Alignment with the EUCF objectives (weight 40%)	0-5	Please provide a justification for the score.

Evaluation result	
TOTAL SCORE (considering weightage factors)	/ 25
Overall feedback Overall justification for evaluation result and potential areas for improvement, if any.	
Outstanding achievements Justification why certain parts or the entire application have been prepared in an outstanding manner, if applicable.	

I declare that, to the best of my knowledge, I have no direct or indirect conflict of interest in the evaluation of this application.

Name	
Signature	
Date	



EUROPEAN CITY FACILITY

Feedback Report



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Feedback report – European City Facility	
Application number	
Title of proposed investment concept	
Name of the municipality/local authority	
Organisation	

Evaluation result
TOTAL SCORE (considering weightage factors)
/ 25

INTERPRETATION OF THE SCORE:

5 - Excellent – The application addresses all relevant aspects of the criterion in an **outstanding** manner; any shortcomings are minor.

4 - Very good – The application addresses the criterion **very well**, but with a small number of shortcomings.

3 - Good – The application addresses the criterion in a **satisfactory** manner, but with a number of shortcomings.

2 - Fair – The application **broadly** addresses the criterion, but with significant weaknesses.

1 - Poor – The application addresses the criterion in an **inadequate** manner with serious inherent weaknesses.

0 - The application **fails** to address the criterion or cannot be assessed due to missing information.

OVERALL FEEDBACK:

[Overall justification for evaluation result and potential areas for improvement, if any.]
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Evaluation results per criterion	
Category A – Weightage 60%	
A1. Investment size	
<p>SCORE:</p> <p>/ 5</p> <p>Threshold 3/5</p> <p>Weighting: 50%</p>	<p>The following aspects are taken into account:</p> <ul style="list-style-type: none"> • <u>Quantitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected size of investment of the planned investment project in relation to the other submitted applications in the regional call; • <u>Qualitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected size of investment of the planned investment project in relation to the local context (e.g. population number of municipality/local authority); ○ Appreciation of bundling/pooling of investments; ○ Overall coherence and plausibility of the elements.
A2. Energy savings	
<p>SCORE:</p> <p>/ 5</p> <p>Threshold 3/5</p> <p>Weighting: 50%</p>	<p>The following aspects are taken into account:</p> <ul style="list-style-type: none"> • <u>Quantitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected energy savings generated by the planned investment project in relation to the other submitted applications in the regional call; • <u>Qualitative assessment:</u> <ul style="list-style-type: none"> ○ Level of ambition of the expected energy savings generated by the planned investment project in relation to the local context (e.g. baseline, population number of municipality/local authority); ○ Overall coherence and plausibility of the elements.
Category B – Weightage 40%	
B1. Governance structure	
<p>SCORE:</p> <p>/ 5</p> <p>Threshold 3/5</p> <p>Weighting: 20%</p>	<p>The following aspects are taken into account:</p> <ul style="list-style-type: none"> • Appropriate and robust internal organisational structure for the development of the investment concept; including • Clearly defined roles and responsibilities of all actors involved; appointment of person(s) in charge for the investment concept development; • Clearly defined decision-making processes, indicating people with decision-making power and process how decisions are taken; • Good understanding whether internal capacities are sufficient for the successful development of an investment concept or how external experts can be involved in the process to provide a value added/build capacities. • Overall coherence and plausibility of the elements.
B2. Stakeholder engagement	
<p>SCORE:</p> <p>/ 5</p> <p>Threshold 3/5</p>	<p>The following aspects are taken into account:</p> <ul style="list-style-type: none"> • Clear identification of important stakeholders and good understanding of their needs and expectations towards the planned investment project;

<i>Weighting: 40%</i>	<ul style="list-style-type: none"> • Appropriate strategy to involve identified stakeholders in the investment concept development process; including • Adequate activities of engagement (and their intended timing and objectives); • Adequate instruments for communication to reach the different stakeholders. • Overall coherence and plausibility of the elements.
B3. Alignment with EUCF objectives	
<p>SCORE:</p> <p>/ 5</p> <p><i>Threshold 3/5</i></p> <p><i>Weighting: 40%</i></p>	<p><i>The following aspects are taken into account:</i></p> <ul style="list-style-type: none"> • Alignment of the proposal with the ultimate objective of the EUCF, i.e. to build a substantial pipeline of sustainable energy investment projects across cities in Europe by providing targeted financial, technical, legal and capacity building support. • Demonstration of potential to develop a sound (and new) investment concept, considering the information available at this stage, including • (Initial) estimations of additional impacts (e.g. avoided CO₂ emissions, renewable energy production) and consideration of the investment project's potential for replication and/or up-scaling; • Overall coherence and plausibility of the elements.