European Commission

CEF 2 - Transport

Practical information, Submission and evaluation process

EUROPEAN CLIMATE, INFRASTRUCTURE AND ENVIRONMENT EXECUTIVE AGENCY

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European Climate, Infrastructure and Environment Executive Agency

Agenda

1. Practical information for applying
2. The evaluation and award process
3. Cost-Benefit Analysis
4. Budget requirements for proposals

1. Practical information for applying

Reference documents

- From CEF1 to CEF2: https://cinea.ec.europa.eu/connecting-europe-facility/transport-infrastructure/cef-transport-templates-forms-reporting_en
- Available on Funding and Tenders portal: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents

- ❑ CEF2 Regulation
- ❑ Work Programme on the financing of the CEF-T sector for 2021-2027
- ❑ Call documents: 13 in total covering 77 topics
- ❑ Model GA (for General and Unit contributions) & guidance
- ❑ Templates and forms for application forms and GA preparation

Application forms

- Application Form Part A - contains administrative information about the participants and the budget per cost category for the project
- Application Form Part B - contains the technical description of the project
- Detailed budget table per work packages, applicant and reporting period
- Agreement by the concerned Member States (letter of support)
- Timetable Gantt Chart
- Depending on a topic requirements the following might be required (non-exhaustive):
  - Environmental compliance file
  - (simplified)cost-benefit analysis (CBA)
  - Implementing Partner financial approval letter / Non-implementing financial approval letter
  - Military network map declaration

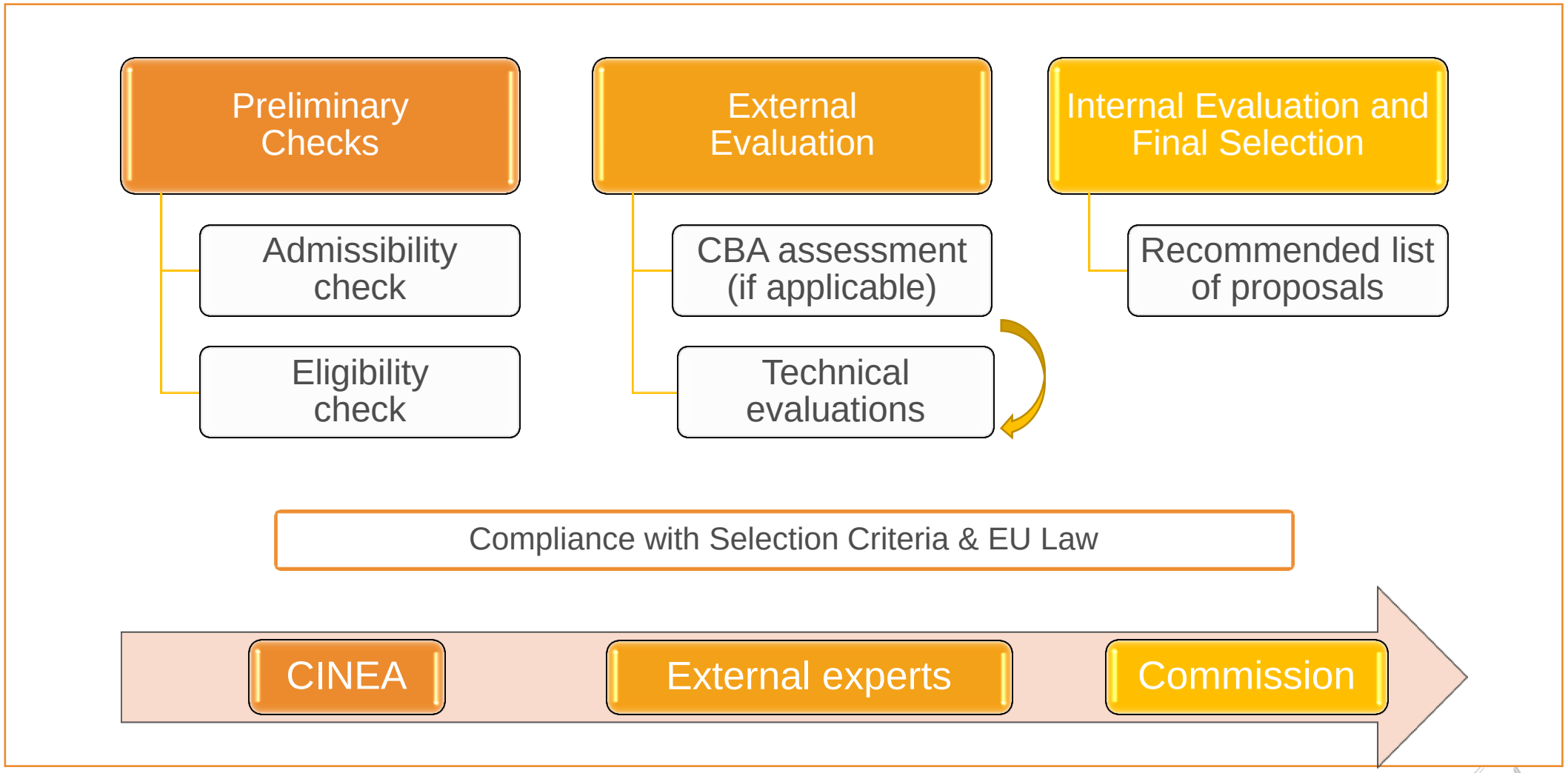
Tips for the preparation phase (1/2)

- Read carefully the workprogramme, call text, FAQs, etc.
- Clarify any outstanding questions: CINEA-CEF-TRANSPORT-CALLS@ec.europa.eu
- Contact Member State early to seek their agreement (and advice)
- Changes between CEF1 and CEF2 (IT support system, no administrative follow-up during admissibility checks, budgetary information, no implementing bodies, ranking of proposals, changes in terminology, e.g. action/project)
- Timing and duration
  - Costs under calls 2021 can be eligible from 1 January 2021
  - Duration of projects: 2/3 years for studies and 4/5 years for works or mixed, max. until 31 December 2026

Tips for an application (2/2)

- Get acquainted with the eGrant submission tool
- Timely preparation and submission
- Fulfilment of call’s conditions
- Adequate level of information in all required sections
- Part B: Page restriction of 120 pages (exceeding pages are cut)
- To facilitate the evaluation provide the requested information in a clear, factual and concise manner

2. The evaluation and award process



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Preliminary checks

Verification of compliance with:

- admissibility requirements such as submission on time, signature by applicants and completeness
- eligibility criteria for participants and activities
- selection criteria:
  - operational capacity: i.e. professional competencies and appropriate qualifications to successfully complete the proposed project
  - financial capacity: i.e. stable and sufficient resources to successfully complete the proposed project

Admissibility & Eligibility

- To be admissible proposals must be:
  - Submitted before the call deadline through the Funding & Tenders Portal Electronic Submission System. Paper submissions are NOT possible;
  - Readable, accessible and printable;
  - Complete and contain all the requested information and all required annexes and supporting documents. **There will be no follow-up for missing elements.**
- To be eligible :
  - Participants (beneficiaries and affiliated entities) must be legal entities (public or private bodies) established in one of the eligible countries
  - The proposed project must be located on the respective TEN-T network (location) and relevant to call priorities (activities)

Operational & Financial Capacity

- Operational capacity:
  - Applicants must demonstrate they have know-how, qualifications and resources to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).
  - Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.
- Financial capacity:
  - Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.
  - A financial capacity check will be carried out for all beneficiaries, except public bodies (entities established as public body under national law, including local, regional or national authorities); international organisations or if the individual requested grant amount is not more than EUR 60 000. The result may lead to a request for a financial guarantee.

Award criteria

Award criteria	Minimum pass score	Maximum score
Priority and urgency	3	5
Maturity	3	5
Quality	3	5
Impact	3	5
Catalytic effect	3	5
Overall (pass) scores	**15**	**25**

Award criteria 1/2

- **Priority and urgency:** evaluating the correspondence of the proposal with the sectoral policy objectives and priorities, measuring its EU added-value and where applicable assessing the possible synergies with other sectors; (5 points)

- **Maturity:** assessing the maturity of the action in the project development. The criterion will measure, among others: i) the readiness/ability of the project to start by the proposed start date and to complete by the proposed end date, ii) the status of the contracting procedures and of the necessary permits, and iii) information on the financial availability needed to complement the CEF investment; (5 points)

- **Quality:** evaluating the soundness of the implementation plan proposed, both from the technical and financial point of view, the architecture and design approach, the organisational structures put in place (or foreseen) for the implementation, the risk analysis, the control procedures and quality management and the communication strategy of the applicant. Moreover, when applicable, it will also assess the information related to the maintenance strategy proposed for the completed project; (5 points)

Award criteria 2/2

- **Impact:** assessing, when applicable, the economic, social and environmental impact, including the climate impact, and other relevant externalities. This criterion may be substantiated by a Cost Benefit Analysis (CBA) or, in the absence of such tools, other forecast of end-user take-up, in which case the evaluation will look at the soundness, comprehensiveness, and transparency of the analysis as well as proposed means to monitor its impact. Moreover, when applicable, the criterion will assess, among others, the innovation and digitalisation, safety and interoperability and accessibility aspects of the proposal, as well as its cross-border dimension, effect/contribution to the network territorial accessibility; (5 points)
- **Catalytic effect:** evaluating the financial gap (for instance the need to overcome financial obstacles generated by insufficient commercial viability, high upfront costs or the lack of market finance), the capacity to mobilise different investments sources, the capacity to trigger important overall investments with limited EU support and when appropriate the extent to which externalities justify the CEF financial support. It shall assess the catalytic effect of the EU financial support and determine whenever possible the actual co-funding rate to be granted. (5 points)

To note 1/2

- Read carefully the workprogramme, call text, etc.
  - Contact Member State early to seek their agreement (and advice)
  - Part B: Page restriction of 120 pages (exceeding pages are cut)
  - Some changes in terminology, e.g. action/project
- To facilitate the evaluation provide the requested information (where it is requested) in a clear, factual and concise manner
  - Ask somebody to review the application
- Deliverables and milestones: Continuous reporting

To note 2/2

- Timing and duration
  - Costs under calls 2021 can be eligible from 1 January 2021
  - Duration of actions: 2/3 years for studies and 4/5 years for works or mixed, max. until 31 December 2026
- Applications including works and for which an **EIA is mandatory**:
  - By the date of application, key steps of the EIA have to be completed: an EIA report prepared by the project promoter and consultations carried out under the EIA directive. Development consent procedure may be completed after the submission of the application.

Selected proposals - grant preparation

- Successful applicants will be invited by CINEA to prepare the Grant Agreement via eGrants tool together with the EU Project Manager
- Grant preparation involves a dialogue in fine-tuning of technical and financial aspects, such as milestones, deliverables, etc., and implementation of recommendations from evaluation if applicable
- Grant Agreement provisions are defined in the Model Grant Agreement (MGA) and are not-negotiable
- The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on Portal Reference Documents

Grant implementation

- Payments:
  - Pre-financing, Interim (mostly) and Payment of the Balance (final payment)
- Reporting:
  - Periodic reports (technical with/without payment) and continous via deliverables and milestones
- Suspension, termination and reduction:
  - Breach of obligations, e.g. the project does not start as planned or signifiant delays/changes
- Amendments
  - Possible but may not put into question the award of the grant
- Communication and visibility
  - Guidelines are available and must be followed

3. Cost-Benefit Analysis

- The requirement for socio economic assessment has been streamlined in this programming period to take account of the added value of the tool for each priority
- There are now **three levels** of granularity of information
  - Full CBA
  - Simplified CBA
  - For some categories no CBA is required
- No more Cost Effectiveness Analysis (CEA)

Full CBA

- As for the previous programming period, “full CBA” is composed of:
  - a standalone text document (with a minimum length of 20 pages)
  - the CBA Cash Flow template filled in to present the results of the CBA in a harmonized format.

Simplified CBA

- The simplification consists in:
  - dropping the requirement for the standalone text document, and
  - replacing the CBA Cash Flow template with the simplified CBA excel calculator
- The simplified CBA calculator requires fewer inputs to produce the output indicators by automating the calculation of externalities and the monetisation of time saving.
- When a simplified CBA is required applicants may always submit a full CBA if they wish so (but then they have to respect those requirements).

Simplified CBA calculator 1/2

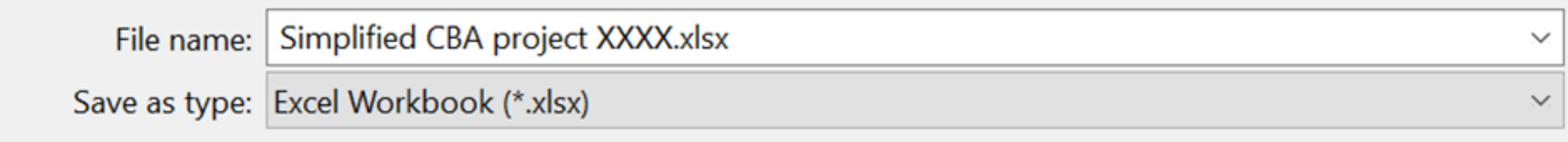
- It is important to configure correctly the calculator for CEF Transport calls.
- In this respect, please make sure to choose the <u>following 3 settings</u> in the general assumption sheet (“G.Asm”).

	Cell	Appearance
Select “Transport sector”	F11	Sector *Transport*
Select “Cost Benefit Analysis”	F13	Economic appraisal method *Cost-benefit analysis*
Activate “Financial analysis”	F75	Do you want to calculate the financial performance indicators? Yes

Simplified CBA calculator 2/2

- The tool comes as “Excel Macro-Enabled Workbook (*.xlsm)” file but the evaluation environment applies limitations to this file format.

➢ Before submitting the Simplified CBA calculator, Applicants must save it as “Excel Workbook (*.**xlsx**)”. This will remove the Visual Basic project (i.e. the code of the Macros)



* The threshold applies to eligible costs

CBA requirement by priority

Work programme "Objectives"	Priorities	Requirement
6.1 Projects related to the efficient, interconnected, interoperable and multimodal networks		
	Railways	Full CBA / Simplified < 10 m€ *
	Inland waterways and inland ports	Full CBA / Simplified < 10 m€ *
	Maritime ports	Full CBA / Simplified < 10 m€ *
	Roads, rail-road terminals, connections to airports and multimodal logistics platforms	Full CBA / Simplified < 10 m€ *
6.2 Projects relating to smart, interoperable, sustainable, multimodal, inclusive, accessible, safe and secure mobility		
6.2.1 Projects related to smart and interoperable mobility	ERTMS	No CBA
	ITS	No CBA
	RIS	No CBA
	SESAR common projects	No CBA
	SESAR other projects	No CBA
	Transport interoperability	No CBA
6.2.2 Projects related to sustainable and multimodal mobility	Alternative fuels infrastructure	Implementing Partner: No CBA Others: Simplified CBA
	Motorways of the Seas	Full CBA / Simplified < 10 m€ *
	Multimodal passenger hubs	Full CBA / Simplified < 10 m€ *
	Reduction of rail freight noise	No CBA
6.2.3 Projects related to safe and secure mobility	Safe and secure parking infrastructure	Full CBA / Simplified < 10 m€ *
	Road safety	Full CBA / Simplified < 10 m€ *
	Projects improving transport infrastructure resilience	Full CBA / Simplified < 10 m€ *
	External border checks	Full CBA / Simplified < 10 m€ *
6.3 Military mobility		
	Military mobility	No CBA

Grandfathering

- Applications relating to a new phase of a project under construction and already supported by CEF may re-submit the CBA originally submitted if
  - the new project was already included in the scope of the original CBA
  - no significant changes have occurred (nature, scale and scope of the project or its context/background) that may impair the value of the original CBA (e.g. new competition, technological breakthrough, new normative constraint, social conditions, uses and customs).
- If applicants decide to re-submit the original CBA they must confirm that these two conditions are met and explain their arguments in Application Form part B section 4.2 also indicating to reference/code of the original proposal.

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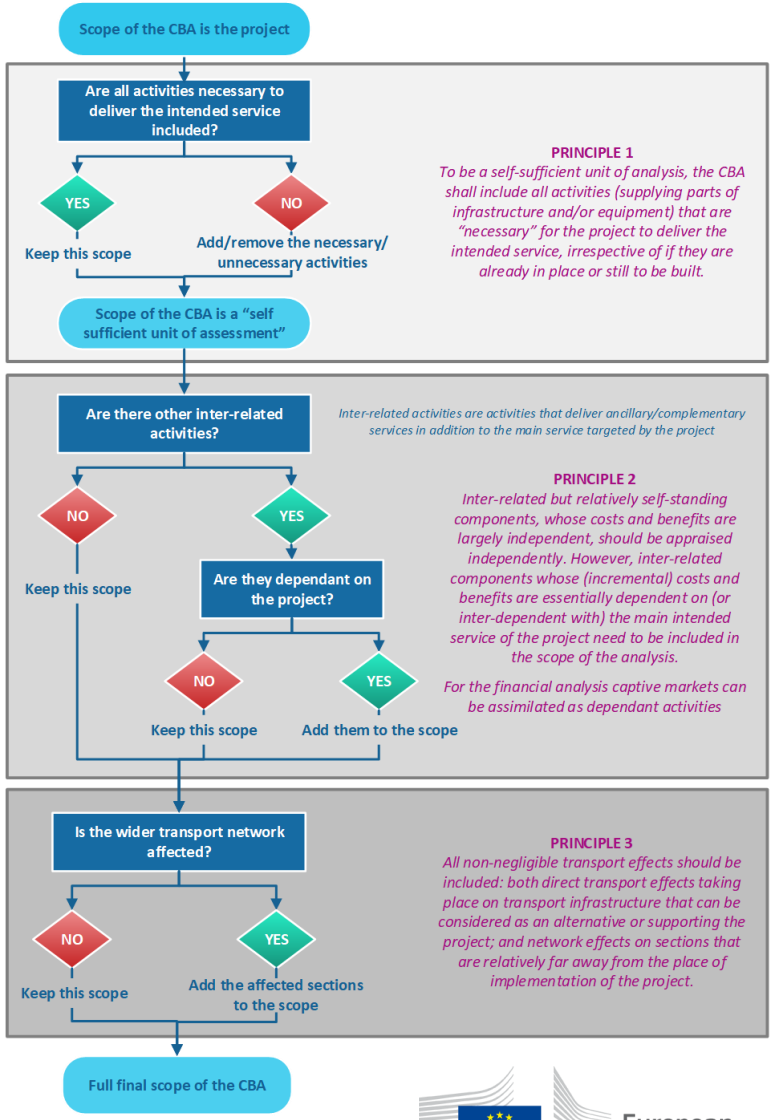
Note on Scope of Socio-Economic Assessment

Three principal steps to undertake in order to determine the correct scope of the CBA:

- All "necessary" components are added (unnecessary ones are removed)
- All inter-related dependant activities are added
- Effects on the wider transport network are added



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4. Budget requirements for proposals

I. Detailed budget breakdown (based on cost category) – eGrants

II. Detailed budget table per work package (for standard costs - same concept as under CEF1) (Excel file)

III. Detailed budget table and calculator (for unit contributions) (Excel file)

I and either II or III are mandatory submitted with each proposal.

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Budget requirements for proposals

I) Detailed budget breakdown per cost category – 1/3

- Structured financial information – encoded directly via the Funding & Tenders portal
- In principle one funding rate per proposal, which could be increased ("top-up") under certain conditions as explained in the calls.
- Based on five cost categories: A. personnel, B. subcontracting, C. purchase, D. other cost categories and E. indirect costs (not eligible).
- To be encoded per participant.
- **NOTE**: category E. indirect costs are ineligible under CEF! Category E only is listed due to IT system constraints in the eGrant environment.

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Budget requirements for proposals

I) Detailed budget breakdown per cost category - 2/3

- Two exceptions for mixed funding rates in one proposal: category ‘D.2 studies’ in mixed proposals (works & studies) and ‘D.4 works in outermost regions’ (if applicable) with respective funding rates.

  If either D.2 or D.4 is applicable, all respective eligible costs are to be reported in this category, irrespective of their actual nature.

- Two possibilities to extend the base of eligible costs: category ‘D.3 Synergetic elements’ (depending on the call provisions) and ‘D.5 Land purchase’ (only eligible for cohesion call topics). They do not imply a funding rate different to the entire proposal.

Budget requirements for proposals

I) Detailed budget breakdown cost category – 3/3

- A. Personnel cost
- B. Subcontracting costs: contracts for goods, works or services that are part of the action tasks
- C. Purchase costs: contracts for goods, works or services needed to carry out the action (e.g. equipment, consumables and supplies) but which are not part of the action tasks

- REMINDER: procurement principles to be respected

Budget requirements for proposals

I) Detailed budget breakdown cost category - works

30% Funding Rate
50% Funding rate for cross border links
55% Funding rate for cross border links with integrated management
85% Funding rate for railway links between cohesion countries
90% Funding rate for railway links between cohesion countries with integrated management

Application forms

Proposal ID **SEP-210784515**

Acronym [redacted]

3 - Budget

?

If your proposal fulfils the criteria specified in the call documents, you can select below a different reimbursement rate (the standard rate is selected by default):

50% Funding Rate

Possible higher funding rate for (only) works under certain conditions

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers /EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR Special Funding rate 0	Synergetic elements/ EUR	Works in outermost regions/ EUR Special Funding rate 70	Land purchases/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/EUR	Requested EU contribution to eligible costs/EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/EUR	Financial contributions/EUR	Own resources/ EUR	Total estimated project income/ EUR
1	Charalampos Xenogiannis	BE	Coordinator											0,00	0,00		0	50	0,00		0,00					0,00
			Total	0	0	0	0	0	0	0	0	0	0	0,00	0,00	0	0	50	0,00	0,00	0,00	0	0	0	0	0,00

Cost category D.3 allows to extend the base of eligible cost to elements of other CEF sector, same funding rate as other cost categories

Cost category D.4: Costs in this category have a dedicated funding rate

Cost category D.5: Land purchase only eligible under cohesion calls

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Budget requirements for proposals

II) Detailed budget table per work package

- Encoded in an Excel file available for download and to be uploaded after completion (unstructured financial information)
- No differentiation per cost category whatsoever.
- Based on costs per work package and allows encoding a different funding rate per work package.
- To be encoded as totals per work package and per applicant (several applicants per work package are possible) and per reporting period.
- Calculates the totals per work package and per participants for each reporting period

Budget requirements for proposals

1.

START (BUDGET FORECAST PER WP)	
PROJECT DATA	
Project number:	
Project acronym:	

2.

Work package name	Funding Rate
WP name 1	0%
WP name 2	0%
WP name 3	0%
WP name 4	0%

3.

Participant name
Participant name1
Participant name2

4.

DETAILED BUDGET TABLE PER WP

PROJECT DATA	
Project number:	0
Project acronym:	0

BUDGET BREAKDOWN PER WORK PACKAGE AND PARTICIPANT
Reporting period can be added/deleted as needed

Work Package	Participant	Reporting period 1	Reporting period 2	Reporting period 3	Reporting period 4	Reporting period 5	Total costs	Funding rate (for work package)	EU contribution
WP name 1	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 1	Participant name2	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 2	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 3	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
WP name 4	Participant name1	0.00	0.00	0.00	0.00	0.00	0.00	0%	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00		0.00

5.

#	EU CONTRIBUTION	TOTAL COSTS
ENCODE VALUE FROM EGRANTS	0	0
DIFFERENCE	0	0

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Budget requirements for proposals

III) Detailed budget table and calculator (unit contribution topic only)

- Calculated in an Excel file available for download and to be uploaded after completion (unstructured financial information)
- One Excel template for each of the unit costs types (RFN, ERTMS, AFIF), which allows encoding the unit numbers per category of unit costs and calculates the total funding.
- Result of calculation to be encoded in the “requested funding” column of the standard budget table.
- No differentiation per cost category or funding rates are applicable for unit costs topics.

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Budget requirements for proposals

Consequences for budget planning and structure – 1/2

- Total costs must match between the budget tables per cost category (structured) and per work package (unstructured financial information)
- In case of divergences, the information in the structured data will prevail.
- Plan and prepare your accounting: Any cost foreseen to be claimed for reimbursement in the future must be clearly attributable under both approaches (cost categories and work packages) (except unit cost!)
- Special cost categories leading to mixed funding rates: Define according activities as homogenous work packages for simplicity's sake!

Budget requirements for proposals

Consequences for budget planning and structure – 2/2

- Using special cost categories ‘D.2 studies’ or ‘D.4 works in outermost regions’ leading to mixed funding rates per proposal:

  Define work packages with homogenous activities of category D.2/4 only under a single funding rate to avoid complexity of financial reporting!

- Using special cost categories ‘D.3 Synergetic elements’ or ‘D.5 Land purchase’:

  Less complexity as long as costs under these categories are attributable to work packages AND their respective cost category.

Alternative Fuels Infrastructure Facility

Main differences:

- Applications with support of implementing partner or other financial institutions
- Different cut-off days
  - Eligibility of costs as from 01.01.2021 only for the first cut-off date: i.e. 19.01.2021
- Internal evaluation
- Advisory Hub for financial and technical support

Thank you

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