

## Public Call for Proposals for Local Self-Governments For Local Infrastructure Projects CFP 11-2018

*This document serves as a record of clarifications provided to interested parties related to the Public Call CFP 11-2018 in response to their inquiries received verbally through phone calls and on Norway for You info sessions related to the Call, as well as clarifications provided in writing in response to emails received through channels defined by the Call. The answers to received questions are summarised in this document.*

### Questions and answers

- Q:** Can an infrastructure project be applied for the adaptation of an object intended for tourism (accommodation capacities and other sports and recreation facilities)? Is there a requirement for a detailed regulation plan to be made or can the procedure be in progress?

**A:** Based on the call for Proposal eligible activities can be: construction, reconstruction: buildings for education, health, social care, culture and sports. The Applicant should provide a building Permit or Approval for construction works where applicable issued by relevant Authority. You have to check with the relevant authority if a detailed regulation plan is needed. In order to be eligible for a grant, the applicant must be a local self-government unit.
- Q:** Do project for building a shelter for abandoned animals, in principle, be acceptable to donors? Addressing the problem of abandoned animals will be one of the priorities of the Municipality in 2019 and will significantly improve local communal infrastructure

**A:** Eligible actions are all public infrastructure that contributes to environment protection, improvement of solid waste management, communal infrastructure, reduction of pollution and enhancement of energy efficiency.
- Q:** It is stated (under 2.1.2. of Call for Proposals number (CFP 11-2018)) that equipment costs cannot exceed 30% of the grant amount. Does that mean that Public Utility Companies (PUCs or JKP in Serbian) cannot apply for vehicles (garbage trucks, backhoe loaders. etc.)?

**A:** This Call for Proposals does not exclude procurement of vehicles as long as this cost does not exceed 30% of the total grant value.
- Q:** Can the co-applicants be individuals or companies acting as project managers (external consultants hired by the Applicant)? If yes, can fee for such services be covered with the Project funds? I understand how this impacts the scoring.

**A:** The co-applicants cannot be individuals or companies acting as project managers, but the Applicant can hire a project manager for such services and this cost can be covered by the budget of the project.

5. Q: Can only the local Municipality be an applicant, and PUC, HDI, or any other eligible institution must be a co-applicant? In other words, institutions directly responsible for implementation (PUC or school) should not apply directly?  
A: Yes, in order to be eligible for a grant, the applicant must be a local self-government unit, a city or a municipality.
6. Q: One Applicant (Municipality) can only apply for one institution, i.e. Elementary School? It is not possible for one Municipality to apply for projects for Elementary School and Public Utility Company? It is understood that only one project would be selected.  
A: Yes, this is correct. One Municipality can apply only for one project.
7. Q: Is the number of project partners limited? ie, can the project be submitted by the consortium consisted of 3 local self-governments and 1 Regional Development Agency?  
A: The number of project partners is not limited, but only one application can be submitted by one local self-government (Applicant).
8. Q: Is the number of persons in Grant Management Team limited to three persons/positions (grant manager, engineer and employee with experience in public procurement) as specified in Evaluation Grid? Or it is possible to have more Grant Management Team members, in accordance with the proposed activities?  
A: Yes. The number of Grant Management Team members is not limited.
9. Q: Is it possible to anticipate other activities by the project that are not listed as Eligible activities in Guidelines (such as: educations, workshops, round tables, media campaign activities, etc.), considering that the participation of other types of organizations as Partners, such as HEI, tourist organization, educational and training institutions, are also eligible?  
A: Yes. However, these activities must be related to Good Governance or visibility.
10. Q: Was there a mistake made in formulating the text of the Call in which Article 145 was omitted?  
A: Yes, article 145 was omitted. Legitimate projects are the ones that have „Approval for construction works” issued according to Article 145.
11. Q: If applicant on the project will be local self-government and in the same time financier of the construction works on the project; Ownership of the location presented in the sheets from the Cadastre Registry - Cadastral Topographic Plan would be on Republic of Serbia or the Autonomous Province of Vojvodina – state property; According to justification presented above and concrete case mentioned, would such documentation be acceptable?  
A: Yes this documentation will be acceptable, according to the justification you presented. Nevertheless, in order to be eligible for a grant, the applicant must be a local self-government unit, a city or a municipality.
12. Q: We are addressing you with a Request for clarification refers to potential partnership of more municipalities on the same project proposal. According to our previous experience, If awarded the Grant Contract, the Applicant will become Beneficiary and the

awarded funds should be transferred on the account of the Applicant/Beneficiary. Afterwards, on the basis of a Partnership Agreement signed between Applicant/Beneficiary and Co-Applicant/Co-Beneficiary, funds will be transferred on accounts of the Co-Applicant/Co-Beneficiary, according to activities and the budget proposed of each partner on the project. Each partner further implements and finances its activities during the implementation of the project. Our question relates to justified assumption above, i.e. whether the proposed procedure is in accordance with the rules of the Call for Proposals?

A: Partnership is possible within this Call for proposals but based on UNOPS Grant methodology, Grant Agreement is signed only with the Grant Applicant.

Funds are transferred to a municipal joint sub-account in RSD only to the Grantee (Applicant), which is responsible for project implementation in accordance with Serbian legislation and Law on public procurement of Serbia. It is not allowed to transfer funds to Co-Applicant or partner.

13. Q: Should the systematization be translated into English?

A: No, it is not necessary.

14. Q: Should the approval for construction works under Article 145 be translated into English?

A: No, it is not necessary.

15. Q: Should the proof of ownership - cadastre list be translated into English?

A: No, it is not necessary.

16. Q: Is it needed to submit the whole Strategy for Sustainable Development or only the extract that shows that the proposed project proposal is on the list of priority projects?

A: It is not necessary to submit the whole strategy, but only the extract where it is seen that the proposed project proposal is on the list of priority projects.

17. Q: Is it necessary to translate the whole strategy into English (the strategy has 150 pages) or just a part?

A: No, It is not necessary to provide any translation.

18. Q: The proposal that we consider to apply with, is the Reconstruction of the facade of one elementary school and we have issued approval for construction works Article 145 of the Planning and Construction Law. Is this an acceptable proposal?

A: Yes.

19. Q: Can two types of works be covered within one application? For example, Reconstruction of the façade under Article 145, and establishing a computer network at school with purchasing computer equipment (computer monitors) for which it is also needed conceptual and main design?

A: Yes. This is acceptable.

20. Q: In Annex A on the first page "Dossier No", is it our entry number or yours?

A: This is not a requirement for the applicants.

21. Q: Is there a pro forma budget for the purchase of equipment or computer for the computer room, smartboards or video surveillance?  
A: For the purchase of the abovementioned equipment, detailed descriptions, detailed specifications and estimated values need to be prepared by an expert technical person.
22. Q: For a project about energy efficiency, the largest part in the supply are boilers. Are these boilers considered as an equipment, because of the limitations?  
A: The application requirement is a building permit or approval for construction works done on the basis of project technical documentation (Preliminary Design, PGD, PZI). The limitation applies to equipment that is outside the scope of works of the project technical documentation.
23. Q: Can a public procurement procedure conducted before submitting a project proposal be accepted?  
A: No, this is not acceptable.
24. Q: Can project activity related to visibility be envisaged by project budget?  
A: Yes, this is acceptable.
25. Q: Can a project proposal be submitted when some of the works on the facility have already been carried out in the previous phase?  
A: Yes, but the project proposal must refer to the final stage of construction.
26. Q: In case the separate permits have been issued for specific segments of the infrastructure (electricity, water supply, etc.) are they acceptable?  
A: Yes, this is acceptable.
27. Q: According to which Law the public procurement procedure should be conducted?  
A: According to the Law on Public Procurement of the Republic of Serbia.
28. Q: How can the connection between the project and the strategies be proven?  
A: It is necessary to provide a link with the indication of the page in the document or an excerpt from the document in which the connection with the project is indicated.
29. Q: Can a project proposal for construction be submitted without a permit or approval for construction works?  
A: No, this is not acceptable.
30. Q: Can the project team's costs be considered as eligible?  
A: If the members of the team are local government services employees, their salaries are not eligible costs. If they are employed for the project needs under separate contracts then the costs of such a team member can be considered as eligible.
31. Q: Does the application have to be in English?  
A: Application forms must be in English, while supporting documents do not have to.
32. Q: How many applications are allowed?  
A: Each local government can apply with one application for each of the two public calls.
33. Q: What happens to the co-funding ratio if a lower price is achieved through public procurement?

A: In that case, the budget has to be revised, the Programme share remains unchanged, while the share of local self-government decreases.

34. Q: Is there a requirement for a FIDIC type of public procurement contract?

A: No, it is not necessary

35. Q: Is it possible to get consultations for good governance aspect during development of an application or to get consultations for preparation of application form in general?

A: No.

36. Q: Are the costs for project manager allowed?

A: Yes, but it will have a negative impact on the scoring of local government capacity to implement the project.

37. Q: Can decisions issued under Article 145 of the Law on Planning and Construction be accepted beside the building permit?

A: Yes, this is acceptable

38. Q: Can we apply with the same project with which we already applied to the ministry?

A: Yes.

39. Q: In section 2.4 of public call for local infrastructure, as part of supporting documentation, the evidence from the property cadastre for the site is required. In case of applying for the construction of a line infrastructure (e.g. atmospheric, fecal sewage, water supply network), is it required that the local self-government must be owner of all land parcels through which such an object passes, or just proof of ownership must be submitted regardless of right holder of land?

A: The municipality does not have to own the land for line infrastructure but must submit the consent of the parcel owner with the application.

40. Q: Is the co-funding exclusively financial, in the sense that it is necessary to provide concrete financial resources or can be partially justified by the salaries of the employees who are engaged in the implementation of the project.

A: Salaries of employees are not eligible for co-funding.

41. Q: The total value of the project is not defined. Are there any limitations regarding the maximum co-funding of the applicant for the project proposal?

A: No, there is no limitation

42. Q: Is financial participation in the project (co-financing) considered an advantage? Does it bring additional points?

A: The applicant has to check the evaluation grid

43. Q: In the case of an energy efficiency project, is the activity of obtaining an energy passport acceptable?

A: Yes, this is acceptable

44. Q: If an Applicant received funds from the EU PRO, is this elimination?

A: No, it is not elimination

45. Q: Should the budget be in dollars?

A: Yes

46. Q: When the funds from this program can be expected  
A: Base on the public call for local infrastructure projects it is envisages as an indicative date for signing grants is end April 2019.
47. Q: Considering that the Regional Agency is supporting in the writing of project proposals to local governments in the region, for your invitation Call for Proposals number (CFP-11-2018), we are asking you to respond on the following question. Namely, in the Guidelines for grant applicants, the percentage of the local government's Financial Contribution is not stated, so we are kindly asking you for this clarification, for the purpose of budget planning, ie. to what percentage is acceptable?  
A: Maximum amount that can be awarded per applicant is 112,500 USD. The contribution from the Applicant is not needed for project value lest than 112.500,00 USD.
48. Q: Whether the applicant can be a cultural arts society or a local community in whose territory is certain Cultural center?  
A: In order to be eligible for a grant, the applicant must be a local self-government unit.
49. Q: Is it necessary to submit the Cadastral Topographic Plan (KTP)?  
A: Yes
50. Q: Application form Annex a, on page 4 "Reference of the Call for Proposals": Should the applicant fill in with "CFP 11-2018"?  
A: Yes
51. Q: Application form Annex a, on page 4 " Title of the Call for Proposals", should the applicant fill in with "Proposals for Local Infrastructure Projects"?  
A: In the "Title of the Call for Proposals" the applicant should write in: "Public Call for Proposals for Local Self-Governments for Local Infrastructure Projects"
52. Q: Application form Annex a, on page 4, "Number of the proposal", should the applicant fill in with "CFP 11-2018"?  
A: No, the applicant does not fill in the "Number of the proposal".