**Public calls for infrastructure project proposals**

**CFP-01; CFP-02; CFP-03; CFP-04**

**Questions and answers**

1. **Q:** Can the project - formulation of detailed regulation plan be implemented without conducting the Public Procurement procedure in case the local self-government entrusted formulation of planning documentation to a local company / institute in charge of urban planning affairs?

**A:** Yes. In this case, the local self-government shall submit a decision on entrusted affairs as a proof and evidence of the capacities of the company (licenses, number of employees, etc.).

1. **Q:** Can detailed regulation plans whose formulation has already begun be financed?

**A:** No.

1. **Q:** Is a pre-feasibility study required for detailed regulation plans?

**A:** For the purpose of submission a project proposal it is not mandatory, but as an additional element that gives information about the potential of the area covered by the plan, it is a subject of the evaluation in the part referring to the relevance under the number 2.3, and carries 5 points based on the criteria for evaluation.

1. **Q:** Does the thematic area of valorisation and the creation of high-quality public spaces scores the same as other areas within the public call for detailed regulation plans?

**A:** Yes. The selection of thematic area has no impact on the application scoring.

1. **Q:** Can a public procurement procedure conducted before submitting a project proposal be accepted?

**A:** No.

1. **Q:** Can project activity related to visibility be envisaged by project budget?

**A:** Yes.

1. **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.

1. **Q:** In case the separate permits have been issued for specific segments of the infrastructure (electricity, water supply, etc.) are they acceptable?

**A:** Yes.

1. **Q:** Does the co-funding of local governments appear on each invoice?

**A:** No.

1. **Q:** Can the participation of the Public Investment Management Office be considered as co-funding?

**A:** Yes.

1. **Q:** Why is the status of local self-government according to the degree of development the criterion?

**A:** The degree of development criterion is defined by the Programme document and transferred to the criteria of the call.

1. **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.

1. **Q:** A spatial plan as a higher-order plan already contains an environmental impact assessment, which is why the decision on starting formulation of detailed regulation plan does not require formulation of the strategic environmental impact assessment. Is this sufficient, or is it necessary to modify the decision?

**A:** It is necessary to modify the decision and prepare strategic environmental impact assessment during the project implementation, regardless the strategic environmental impact assessment was prepared within the spatial plan.

1. **Q:** Is the decision to initiate the procedure for the development of a detailed regulation plan before the publication of the call valid for the application?

**A:** Yes.

**Note 1:** In case that a strategic environmental impact assessment (SEIA) is not envisaged by the decision, the decision must be corrected during the project implementation, as this is a mandatory Programme request defined within public call.

**Note 2:** The exemption from mandatory formulation of a strategic environmental impact assessment can only be made in case of detailed regulation plans related to the improvement of public spaces or central urban areas, where there is no real need for the development of the SEIA. In other cases is mandatory.

1. **Q:** When will the results of the call be announced?

**A:** In accordance with the indicative schedule given in the guidelines for preparing the project proposal.

1. **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.

1. **Q:** Can a project proposal for construction be submitted without a permit?

**A:** No.

1. **Q:** Is construction of the public lighting can be considered an economic infrastructure?

**A:** Only in case if refers to improvement of the business zone or if it is within the business zone.

1. **Q:** To what the criterion - number of jobs in the economic infrastructure refers: direct or indirect employees?

**A:** The criterion refers to the number of generated jobs.

1. **Q:** Can the Regional Development Agencies be partners on multiple projects?

**A:** Yes.

1. **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.

1. **Q:** If a consortium is created with the Regional Development Agency, can the agency's costs be justified?

**A:** No.

1. **Q:** Is it necessary to appoint a project team when applying?

**A:** It is necessary only to list positions in the team and attach only CV of the person who will lead the team.

1. **Q:** Is the economic project the road to the bio-mass heating plant?

**A:** No.

1. **Q:** Do good governance activities have to be presented in the logical matrix?

**A:** Yes.

1. **Q:** Are the costs of development studies, surveys, and similar eligible for DRP formulation?

**A:** All additional elements (studies for protection, demining, etc.) which may contribute to improvement of the quality of the planning document and fit in proposed project budget are allowed.

1. **Q:** Can local government co-funding be bigger than 49%?

**A:** Yes, in accordance with the published corrigendum.

1. **Q:** Is the co-funding from local self-government exempt from value added tax?

**A:** No.

1. **Q:** Is the establishment of dedicated web page for a detailed regulation plan mandatory?

**A:** Yes. Detailed instructions are listed in section 1.6 of the application form.

1. **Q:** Does the application have to be in English?

**A:** Application forms must be in English, while supporting documents do not have to.

1. **Q:** How many applications are allowed?

**A:** Each local government can apply with one application for each of the four public calls.

1. **Q:** Can the secondary irrigation network for agricultural land be considered an economic infrastructure?

**A:** Yes.

1. **Q:** Can land purchase be considered as eligible?

**A:** No.

1. **Q:** Is it possible to apply with the reconstruction project?

**A:** Yes.

1. **Q:** Can the co-funding from ministries be considered as co-funding?

 **A:** Yes.

1. **Q:** Is it possible to finance the construction of a wastewater treatment plant worth less than 300,000 euros under the call for local infrastructure projects?

**A:** Yes.

1. **Q:** Is it necessary in case of infrastructure projects to include the institutions for which project is related as a partner in the project?

**A:** Yes, if the building permit is issued to the institution as the “investor”.

1. **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 to the minimum required percentage indicated by public call.

1. **Q:** Will the project ranking list be established in case of permanently open calls at the first cut-off date?

 **A:** Yes.

1. **Q:** Can the construction of an anti-corruption facility be considered an economic project?

**A:** No.

1. **Q:** Does the number of points from the first cut-off date remains by the end?

**A:** Yes.

1. **Q:** The proof of ownership in the case of linear infrastructure – does agreements with owners have to be certified by a notary?

**A:** No.

1. **Q:** Is it possible to apply with the project for construction of road infrastructure to the industrial facility?

**A:** It is possible only in case of the access road to the location.

1. **Q:** Is there an evaluation criterion for the number of unemployed?

**A:** No. There is only a criterion for the degree of development.

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

**A:** No.

1. **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.

1. **Q:** How the costs of the municipal planning commission can be estimated?

**A:** Based on the decision of the local self-government on the fee level for the members of the planning commission.

1. **Q:** The formulation/the term "decision of the council" on starting formulation of detailed regulation plan is wrong.

**A:** The correct term is **proposal** of a city/municipal council decision.

1. **Q:** Can the letter of intent with the investor be considered as sufficient evidence?

**A:** Yes.

1. **P:** Are the costs for project manager allowed?

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

1. **Q:** At what intervals are the cut-off dates for calls that are permanently open?

**A:** For permanently open calls, cut-off dates are quarterly (June 2018, September 2018, December 2018, etc.).

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

**A:** Yes.

1. **Q:** What is meant by a tourist destination?

**A:** By definition, the tourist destination is:

* Determined narrow or wider spatial area in which tourism activities are realized, and that area can be any that has tourist capacities, as well as each region where several tourist centres are located.
* Complex of various recreational and social contents situated in one locality.
* Destination can be a vacation spot or business centre that tourists are visiting and staying. It can be one area or even the country within which they travel. The most effective definition of the destination: one or more places/locations in which tourists come and stay, and which are the main goal of their movement.
1. **Q:** Can we apply with the same project with which we already applied to the ministry?

**A:** Yes.

1. **Q:** Is it possible to apply with the new project on permanently open calls for the second cut-off date?

**A:** Yes.

1. **Q:** Is it possible to apply with the same project to permanently open calls for a second cut-off date if correction is made?

**A:** No. In this case, the project has already been evaluated and cannot be changed.

1. **Q:** Will the reserve list be formed after the first milestone?

**A:** No. There will be only a ranking list of projects.

1. **Q:** Is it possible to apply for the reconstruction of part of the facility within the call for economic infrastructure, in the part of the zone where the investor exists?

**A:** Yes.

1. **Q:** What is the allowed file size for sending the application?

**A:** 20 MB. In case the documentation exceeds 20 MB, it is necessary to send it through several separate e-mails.

1. **Q:** Is it necessary to provide confirmation that the development of a detailed regulation plan is defined by a higher-level planning document?

**A:** Yes. It is necessary to attach an excerpt of the higher-order planning document or related link.

1. **Q:** If the relevant strategy with the connection to the project proposal expired, is it accepted in this case?

**A:** Yes. Unless a new strategy is adopted, the existing one with expired deadline specified in the document will be considered acceptable.

1. **Q:** What proves that team members come from local administration?

**A:** Acceptable evidence is the attached systematization of jobs.

1. **Q**: Can the existing functioning business zone be considered as an investor?

**A**: No. The business zone that operates as a company manages the resources of the zone and enables the investors to lease or sell the resources of the zone to investors according to the prescribed criteria.

1. **Q:** Can the contract between the local self-government and the local development agency registered as LLC and would like to be an investor to build a training centre be considered as valid?

**A:** No. This type of activity is not related to economic infrastructure, but to programme activities related to organizations that provide support to businesses, which is not the subject of this call.

1. **Q:** If all the funds are spent in the first cycle, will there be a second call?

**A:** No.

1. **Q:** Is it mandatory to submit Location Conditions for designing for technical documentation project?

**A:** Not. The requested supporting documentation is an excerpt from the cadastre and from the planning document.

1. **Q:** Can equipping be eligible costs?

**A:** Yes, up to 30% of the total project value.

1. **Q:** Are the reconstructions of administrative buildings (courts, municipalities) eligible projects?

**A:** No.

1. **Q:** Is it mandatory to submit the building permit with the application?

**A:** Yes.

1. **Q:** Can solar power plant for the supply of wastewater treatment plant (WWTP) be considered as economic project?

**A:** No, it can be considered as communal project.

1. **Q:** Is it mandatory to submit a design for a building permit with the application?

**A:** No.

1. **Q:** Is the building permit valid without a validity stamp?

**A:** Yes.

1. **Q:** Concerning section "Types of actions-only actions that include all mandatory activities will be considered eligible." Should these activities be undertaken at the stage of application, preparation of project proposals, or before obtaining funds for the project, or only after the funds are approved?

**A:** The mentioned activities must be carried out after the funds are approved.

1. **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, faecal 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.

1. **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 the cost even if the funds were co-financed from co-funding.

1. **Q:** Whether the supporting documentation should be provided with the application as it is written in 2.4 NOTE: ALL supporting documents must be submitted together with the Application, or given by invitation for pre-selected applications as described in section 2.3: step 2: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS " The eligibility verification, based on the supporting documents requested by the Programme (see Section 2.4) will only be performed for applications that have been selected according to their score and within the available funds."

**A:** It is expected from applicant to submit complete documentation including "supporting documents" electronically scanned in the original format during the call. Therefore, the answer to the question is as it appears in Note in section 2.4. As an additional clarification, "Step 2: Verification of the Eligibility of the Applicants" describes how evaluation will run and that the same attention should be paid to both the technical, qualification as well as the administrative details of the application. Otherwise, if the application does not meet the administrative criteria, the commission will no longer evaluate the application.

1. **Q:** We are asking for a clarification regarding the published calls in the field of local and economic infrastructure, which refers to the presentation of the costs, as follows: Are the costs for the execution of works and the purchase of equipment stated with VAT or without VAT?

**A:** Costs should be presented without VAT. The only exception is human resources where salaries must be expressed in gross amount (NETO + tax / contribution) if the applicant decides to include that item in the budget, with the condition that an individual is not employed by a local self-government, but is engaged under a part time contract, etc. If the municipality / city receives a donation, it will be awarded by contract, where during the project for the costs incurred separately (within the amount of the contract) tax exemptions are made at the head office of the Tax Administration in Belgrade. The costs that the municipality / city finances are subject to VAT.

1. **Q:** What will happen if the proposed grant manager is hired on another EU funded project and exceeds 100% of the working time, is it possible to replace the grant manager later?

 **A:** It is possible to replace the grant manager during implementation with the prior approval of the programme.

1. **Q:** is it possible to include a specialist or engineer from a public company or other public institution in the implementation team and, if yes, should that institution be a formal partner?

 **A:** A member of the implementation team may be a specialist or engineer from a public company or other public institution, but this institution does not have to be a project partner.

1. **Q:** Whether a member of the public procurement team must be licensed for that job, or it may be a person who is regularly engaged in a local government or a public procurement company?

**A:** It can be a person who is regularly responsible for public procurement, cannot be licensed.

1. **Q:** Is the project of a city wastewater treatment plant that is servicing the industrial zone acceptable?

**A:** No, this is the subject of calls for local communal infrastructure.

1. **Q:** Are the priority sectors identified in or others in the evaluation table "sectors that were identified as a priority by the RS Government" are the priorities identified in the Serbian Industrial Development Strategy 2011-2020.

 **A:** Yes, these sectors refer to those identified in Serbia's Industrial Development Strategy.

1. **Q:** Since the contract with the investor is mostly confidential, is it sufficient to submit a statement (list of investors signed by the mayor / president of the municipality) that will indicate the number and date of the contract, the name of the investor and the excerpt from the BRA if the investor is already at the site.

**A:** Yes, a statement with mentioned data is sufficient.

1. **Q:** Will existing investors who intend to expand production within the zone also be taken into account during the evaluation.

 **A:** Yes.

1. **Q:** Is it necessary to plan the costs of an independent external audit of the project?

**A:** No.