

Registration No/Date: 403/05.02.2019.

<b>In attention of:</b>	Mr. Čedomir Janjić
<b>Institution:</b>	City of Zrenjanin
<b>Contact:</b>	jovan.vukanovic@grad.zrenjanin.rs
<b>From:</b>	Regional Office for Cross Border Cooperation Timișoara
<b>Tel./Fax:</b>	+40-356-426360 ; +40-356-426361
<b>Reference:</b>	Joint Monitoring Committee – decision regarding the projects submitted within the INTERREG-IPA CBC Romania-Serbia, Call for Proposals no 2
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### Notification letter

Dear Mr. Čedomir Janjić,

We are pleased to inform you that the Joint Monitoring Committee of the Interreg - IPA Cross-border Cooperation Romania-Serbia Programme has approved for financing, your project **"Smart And Sustainable Energy Consumption"**, e-MS no. **RORS-300**.

Please be advised that the contracts for the selected projects will be signed only after the European Commission Decision for approving the Programme modification is issued and the revised financial allocations are approved.

In the next period, the Joint Secretariat within RO CBC Timisoara will start the pre-contracting phase for the projects proposed for financing. In this regard we kindly asking you to submit the following documents in accordance with the Applicant's Guide – Call for proposals No 1, section 2.3.3. Electronic Monitoring System (e-MS):

- 1. Urban planning/ constructions and works permit (for infrastructure actions) – Lead Partner, City of Zrenjanin;**  
In case the project involves construction/rehabilitation/modernization of infrastructure, the applicant must present the Urban planning/ constructions and works permit or, according to national legislation in force, approval/consent from the relevant authority to perform works for which building permit is not required (except in cases when, according to national legislation in force, such approval/consent is not needed).
- 2. Environment agreement (for infrastructure actions) – Lead Partner, City of Zrenjanin;**  
The applicants must present an official act from the competent environment authority stating that the project observes the legal provisions of environment protection. The Serbian applicants must submit a suitable Environmental Impact Assessment (Statement) covering the proposed development or a written confirmation from the environmental Office of the Local authority that such a document is not required.



3. **Documents which are the object of the own responsibility statements;**  
For Serbian Beneficiaries two documents are to be submitted: Tax Certificate issued by Tax Administration of Ministry of Finance for Legal Entities Regarding Fees and Taxes and Tax Certificate for Legal Entities Regarding Local Fees and Taxes. (Uverenje Poreske uprave Ministarstva finansija da je izmirio dospele poreze i doprinose I Uverenje nadlezne uprave lokalne samouprave da je izmirio obaveze po osnovu izvornih lokalnih javnih prihoda).
4. **Bank accounts especially opened for the implementation of the project;**
5. **Partnership agreement signed by all project partners (see Annex E of the Applicant Guide Model Partnership Agreement);**
6. **The decisions of the empowered bodies (county council, board of directors etc.) regarding the availability of own resources (including non-eligible expenditure), temporary availability of funds for their activities until reimbursement (according to model of Annex 8 of the Applicant Guide) and appointing their representatives in the project management team must be provided by each Partner. This would include copies of the original documents appointing the employees to work on the project and its English translation.**
7. **For the Romanian public authorities must be also submitted the proof (budgetary substantiation sheet- "fisa de fundamentare") that the budget of the Romanian Beneficiary, is financed from the state budget, from the state social insurance budget or from the special funds budgets and the amounts necessary for financing in that year of the value corresponding to the part of the project, within the entire cross border cooperation project, including the national cofinancing and own contribution are foreseen, in accordance with the provisions of Ordinance 29/2015, and the norms for the application of Government Ordinance no. 29/2015. These documents must be provided in the pre-contractual phase.**
8. **Criminal record (for both the institution and legal representative/ person empowered to sign the contract), which shows that the beneficiary and legal representative/person empowered to sign the contract was/ is not convicted or was/ is not in one of the situations presented in the Applicant Guide under eligibility of applicants. For beneficiaries in Serbia Criminal record consists of two documents, one is issued by relevant Basic Court and the other by Higher Court in Belgrade, Special Department (for organized crime). If Criminal record cannot be issued according to national legislation of the Republic of Serbia, having in mind Law on the Liability of Legal Entities for Criminal Offences ("Official Gazette of the Republic of Serbia" No. 97/08 of 27 October 2008) that defines Exclusion and Limitation of Liability and according to which the Republic of Serbia, the autonomous province and the local-self government unit, that is, government authorities and authorities of the autonomous province and local-self government unit cannot be liable for criminal offences, nor other legal entities vested with public powers by virtue of law can be liable for criminal offences committed when exercising such public powers,**

then beneficiaries must sign a declaration certifying that they do not fall into any of the exclusion situations cited under sections 2.3.3.1 and 2.3.3.2 of PRAG.

**9. Financial identification forms (EUR and RON/ RSD accounts) and account balance;**  
The euro account identification form must be accompanied by a bank statement regarding the balance of the account which must be 0,00 euro.

**10. Declaration of gratuitousness (Annex 7- of the Applicant Guide);**  
In order to satisfy itself of the sound management of the contracting process, at any stage the MA may request additional documents from the beneficiary. The JS must ensure that the documents are submitted to the MA in due time according to specific MA requirements.

**11. CVs of the project management team (the positions that have a role in the implementation of the project).**

Furthermore, according to section 2.5 of the Applicant's Guide – The selection of projects – Pre-contractual conditions (“During the preparation phase of the on-site visits recommendations (conditions) of Evaluation Committee / Joint Monitoring Committee for the selection phase, shall be introduced (e.g. recommendations of the Evaluation Committee regarding the project, budget cuts, correction of arithmetical errors etc.)”) we would like to inform you that the following changes to the Application Form must be made:

- *Correct quantification of the contribution to PA2.O11 Infrastructure, equipment built/ installed/ modernized in the field of cross border services for environmental protection.*

The supporting documents submitted by the beneficiaries which are in the national language of the applicant shall be accompanied by the appropriate translation in English.

Considering the above, we kindly ask you to submit to the Joint Secretariat 1 original and 1 copy (which must bear on each page “according to the original”, applied by the beneficiaries) on paper of the entire application form, including its annexes and supporting documents.

Please be advised that the above-mentioned documents must be provided for all project partners if not mentioned otherwise and that the deadline for submitting all the above- mentioned documents is **10 working days since receiving this letter** and these documents must also be uploaded in the e-MS within the same deadline.

Thank you for your support and cooperation.

Sincerely yours,

Anca Lolescu

Executive Director

RO CBC Timisoara



Catalin Radu

Head of JS

RO CBC Timisoara