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Conditions for the Measure “Development of Local Public Services” and Procedure for Drawing up a Local Government Investment Assistance Plan for 2007-2013

Passed by Regulation No. 8 of the Minister for Regional Affairs of 22 October 2007 (RTL¹ 2007, 81, 1390), entered into force 1.11.2007

Amended by the following Regulation (date, number, published in the State Gazette, date of entry into force):

28.11.2007 No. 9 (RTL 2007, 92, 1524) 7.12.2007 (applies as of 1.11.2007)

The Regulation is established on the basis of subsections 12 (4) and 19 (4) of the Structural Assistance Act for 2007-2013.

Chapter 1 GENERAL PROVISIONS

§ 1. Scope of application of Regulation

(1) The Regulation establishes the procedure for drawing up a local government investment assistance plan and the conditions and procedure for the submission and processing of applications for and the use of the structural assistance (hereinafter *assistance*) under the measure “Development of Local Public Services” (hereinafter *measure*) of priority axis “Integral and Balanced Development of Regions” of the “Operational Programme for the Development of the Living Environment” (hereinafter *operational programme*) approved by the Government of the Republic and confirmed by the European Commission on the basis of subsection 3 (3) of the Structural Assistance Act for 2007-2013.

(2) The eligible target area of the measure shall be the whole territory of Estonia, except the City of Tallinn, the City of Saue, the City of Maardu, Viimsi Rural Municipality, the City of Tartu, the City of Pärnu, the City of Narva and the City of Kohtla-Järve.

§ 2. Definitions

In the Regulation, the following definitions are used:

- 1) **construction work** means building in the meaning of subsection 2 (6) of the Building Act;
- 2) **structural design work** means design work in the meaning of subsection 2 (4) of the Building Act;
- 3) **cofinancier** means another local government participating in the project, a person in public law, a state authority, a non-profit association or a foundation who contributes to the project financially for covering the eligible self-financing;
- 4) **primary health care service** means family physician, dental, care and independent nursing service.

[RTL 2007, 92, 1524 – entered into force 7.12.2007] – applies as of 1.11.2007

§ 3. Measure implementing authority and implementing agency

(1) The measure implementing authority shall be, in accordance with Government of the Republic Regulation No. 111 of 19 April 2007 Appointment of Authorities Organising Grant of Structural Assistance for 2007-2013, the Ministry of the Interior.

(2) The measure implementing agency shall be, in accordance with Government of the Republic Regulation No. 111 of 19 April 2007 Appointment of Authorities Organising Grant of Structural Assistance for 2007-2013, the Enterprise Estonia (hereinafter EE).

§ 4. Objective of measure

The objectives of the measure shall be:

- 1) availability of high-quality and competitive public services in county and local centres;
- 2) improvement of the efficiency of use of the infrastructure related to local public services in rural areas.

Chapter 2

BASES FOR GRANTING ASSISTANCE

§ 5. Operations to be supported

(1) Within the framework of the measure, the following infrastructure investments required for provision of local public services shall be supported:

- 1) investments in developing comprehensive schools (incl. sports and boarding facilities);
- 2) investments in developing pre-school child care institutions (crèches, nursery schools, nursery schools for children with special needs);
- 3) investments in recreation and sports facilities (incl. community houses, hobby centres, libraries, gyms, sports grounds, neighbourhood sports facilities, etc.);
- 4) investments in developing infrastructure required for the provision of primary health care services and social services (incl. rehabilitation, activation and distance working centres, day centres, welfare homes, social houses, children's homes);
- 5) investments in improving access to public transport (incl. passenger terminals, bus stations, shelters, stopping points).

(2) Within the framework of the measure, investments in expanding the functions of the existing public infrastructure and readjusting the existing public infrastructure for the purpose of diversifying public services (community centres, multifunctional buildings) shall be supported.

(3) Within the framework of the measure the following shall be eligible operations:

- 1) the construction work of the objects provided for in subsections (1) and (2);
- 2) conduct of geotechnical and geodetic explorations, structural design work, making expert assessments of construction designs, owner supervision, management of construction projects, author supervision, making expert assessments of construction designs and construction works with regard to the objects provided for in subsections (1) and (2) and purchasing the furniture and equipment required for performance of the functions of the object.

(4) Within the framework of the measure the following operations shall not be supported:

- 1) maintenance repairs (periodic maintenance work to ensure normal functioning of the construction works and extend the service life of the construction works);
- 2) acquisition of means of transport;
- 3) investments in objects which are owned or possessed on the basis of contracts of use or concession by companies, profit-making authorities or natural persons, except if the possessor of the object is on the basis of a contract of use or concession a primary health care service provider.

[RTL 2007, 92, 1524 – entered into force 7.12.2007] – applies as of 1.11.2007

(5) The project operations shall arise directly from the applicable local government development plan and be in agreement with the regional and field-specific development plans and spatial plans.

§ 6. Eligible and non-eligible expenditure

(1) Within the framework of the measure, eligible expenditure shall include such expenditure of the recipient or of the cofinancier which are directly required for carrying out the eligible operations specified in subsection 5 (3) on the infrastructure objects specified in subsections 5 (1) and (2) in the eligible target region specified in subsection 1 (2) (incl. liabilities arising from subsection 2 (1) of Government of the Republic Regulation No. 211 of 30 August 2007 Conditions and Procedure for Notification and Disclosure of Grant and Use of Structural Assistance, Marking Objects Financed out of the Assistance and Reference to Contribution of the European Union).

(2) Investments in objects located outside the eligible target region shall be eligible if not less than 50% of the eligible self-financing of the project has been ensured by local governments of the location of the eligible target region.

(3) The following restrictions have been imposed on the expenditure to be financed:

- 1) the purchase of an immovable may form up to 10% of the total volume of the eligible expenditure of the project;
- 2) the expenditure of structural design work, geotechnical and geodetic explorations or expert assessments of construction designs may form up to 10% of the total volume of the eligible expenditure of the project.

(4) The following shall be non-eligible expenditure:

- 1) the overhead and staff costs of the project;
- 2) penalties, fines for delay and other pecuniary punishments and legal costs;
- 3) costs related to services of insurance companies;
- 4) representation costs and gifts (incl. souvenirs and keepsakes);
- 5) interest and currency exchange fees;
- 6) loan, leasing and bank guarantee;
- 7) expenditure compensated for earlier from the state budget, European Union or foreign assistance grants;
- 8) other expenditure not related to eligible operations and not justified and insignificant from the point of view of implementing the project.

(5) Value added tax shall be eligible if it can be certified that the person who incurred the eligible expenditure is not entitled, in accordance with the legislation regulating value added tax, to deduct the value added tax paid within the framework of the project from their taxable supply or to claim a refund of the value

added tax and the value added tax is not compensated to the person in any other manner. If it is not possible to attain certainty with regard to the aforementioned, value added tax shall be treated as non-eligible expenditure.

(6) Eligible expenditure shall not include transactions between associated persons in the meaning of § 8 of the Income Tax Act, except if this is strictly necessary from the point of view of implementing the project.

(7) The eligibility period of a project shall commence as of registration of an application or as of a later term established by a resolution on approval of the application. The maximum duration of the eligibility period of a project shall be 36 months. The final date of project eligibility may not be later than 31 August 2015.

(8) The expenditure to be supported, except the expenditure of structural design work, geotechnical and geodetic explorations, expert assessments of construction designs or purchase of immovable property, may include only such eligible expenditure incurred after registration of the application in EE or as of a later term established by a resolution on approval of the application until the final date of project eligibility.

(9) With regard to the expenditure of structural design work, geotechnical and geodetic explorations, expert assessments of construction designs or purchase of immovable property the resolution on approval of the application may provide a date of commencement of eligibility which is up to 36 months earlier than the date of registration of the application or than a later term established by a resolution on approval of the application, but not earlier than 1 January 2007. If EE adopts a resolution on denial of the application, the expenditure incurred by the applicant shall not be covered from the assistance.

(10) The minimum amount of assistance per project shall be EEK 5,000,000.

§ 7. Rate of assistance and self-financing

(1) The rate of assistance shall be up to 85% of the eligible expenditure of the project.

(2) Self-financing shall form, in total, not less than 15% of the eligible expenditure of the project.

(3) Self-financing shall mean the recipient's or cofinancier's eligible financial contribution to the project.

(4) The cofinancier's eligible financial contribution must be allocated for the purpose of implementation of the project.

(5) The eligible cofinancier's contribution shall not include the contribution made by natural persons or companies.

Chapter 3 REQUIREMENTS FOR APPLICANTS

§ 8. Requirements for applicants

(1) Within the framework of the measure, applicants can be the following:

1) local governments;

2) foundations and non-profit associations (incl. religious associations in the meaning of subsection 2 (1) of the Churches and Congregations Act) if the operations planned in the project are the operations specified in the articles of association of the organisations.

(2) The following general requirements shall be applicable with regard to applicants:

- 1) the applicant does not have any unstaggered tax arrears upon registration of the application;
- 2) the applicant has repaid earlier in due course an amount received from the state budget, European Union or foreign assistance funds and subject to repayment or, upon staggering of the repayment of the assistance, made the repayments at the prescribed term and amount;
- 3) if assistance is applied for the project or for single operations of the project from several measures or other state budget, European Union or foreign assistance funds at the same time, the applicant shall submit the respective information;
- 4) the applicant shall certify the existence of the required funds for self-financing of the project in accordance with the rates and conditions provided for in § 7 and subsection 6 (2);
- 5) the applicant has sufficient experience and knowledge for implementing the project;
- 6) if the applicant is a local government, it must have the applicable development plan in accordance with subsection 37 (3) of the Local Government Organisation Act. If local governments submit a joint project, all local governments must have an applicable development plan;
- 7) the applicant must be an owner or a possessor, or one of the owners or possessors, of the infrastructure object which is to be established or reconstructed under the project. In case a joint project involves several legal persons, the applicant must be the owner of at least one of the infrastructure objects to be established or reconstructed under the project. In the case of land and construction works whose owner is the state an agreement must be concluded between a local government and the applicant which provides, inter alia, the obligation to preserve the infrastructure object to be established or reconstructed under the project for the objective specified in the project during not less than five years as of the end of the project;
- 8) the applicant need not be the owner or possessor or one of the owners or possessors of the infrastructure object which is to be established or reconstructed under the project if in the case of a joint project involving several local governments the applicant is a foundation or a non-profit association whose operations specified in the articles of association include implementation of joint projects of local governments and whose founder or member is a county government, a county union of municipalities or a local government or if the project involves local governments who are cofinanciers.

(3) The provisions specified in clauses (2) 1)-4) shall be extended with regard to the cofinancier.

Chapter 4 LOCAL GOVERNMENT INVESTMENT ASSISTANCE PLAN

§ 9. Local government investment assistance plan

(1) The local government investment assistance plan (hereinafter *LGIA plan*) shall serve as a basis for applying for assistance from the measure.

(2) The LGIA plan shall be approved by the Government of the Republic.

(3) The LGIA plan shall be prepared separately for two periods – for 2007-2010 and 2010-2013. The distribution of the measure funds with regard to the LGIA plans of the two periods shall be established by a directive of the Minister for Regional Affairs.

(4) The LGIA plan shall consist of a list of eligible projects specified in § 5 and submitted by the eligible applicants specified in § 8.

(5) The LGIA plan shall be drawn up as a priority list specifying projects in terms of counties along with the maximum amount of assistance and minimum self-financing rate with regard to which the eligible applicant specified in the plan may apply for assistance during the period in relation to which the plan has been drawn up. The LGIA plan classifies the projects into projects subject to application during the first three years and projects subject to application on the fourth year.

(6) Drawing up the LGIA plan shall be organised by the Ministry of the Interior. The Ministry of the Interior shall involve county governments and EE in drawing up the LGIA plan and the respective county priority lists.

§ 10. Drawing up the LGIA plan

(1) Initiation of drawing up the LGIA plan:

1) Initiation of the LGIA plan shall be notified of through county newspapers and the website of the Ministry of the Interior.

2) Pre-applications shall be submitted to the county government of the location of the object with regard to the projects to which assistance is applied on the pre-application form specified in annex 1. The applicant shall also submit the pre-application form along with the budget and schedule electronically. The due date of submission of pre-applications shall be established in the notification specified in clause 1).

(2) The pre-application shall include the following information in the extent that allows for assessment of the project eligibility and expediency in accordance with subsections (3) and (4):

1) project schedule, incl. the anticipated due date in terms of quarter for submission of applications to EE;

2) information about the submitter of the pre-application with regard to the requirements specified in § 8;

3) project relevance arising from the local government development plan;

4) project objectives and the relation thereof to the measure objectives;

5) project justification (incl. change in the condition and purpose of use of the infrastructure object as compared to the present situation) and the potential project beneficiaries;

6) specification of the infrastructure object along with a list of the planned operations and the anticipated result along with the building design documentation at least at the draft level;

7) project budget (expected eligible and non-eligible expenditure) that has been prepared on the basis of justified pricing;

8) planned sources of financing of the project;

9) calculations related to average annual expenditure and possible revenue related to management of objects and sources for covering the expenditure;

10) maturity of the project for implementation thereof (incl. operations required for achieving the maturity along with the approximate schedule);

11) list of the financial liabilities assumed and financial guarantees issued by the applicant and the planned investments with regard to the period covered by the plan;

12) in the case of applicants specified in clause 8 (1) 2) a covering letter of a local government of the location of the infrastructure object to be created or reconstructed and the annual report on the financial year preceding the application.

(3) The LGIA plan may include projects which are in conformity with the requirements specified in §§ 5-8.

(4) Upon assessment of pre-applications of the LGIA plan, the following selection criteria shall be taken into consideration:

1) project relevance arising from the local government development plan;

2) project relevance arising from the county development documents;

- 3) agreement of the project with field-specific strategies and development plans;
- 4) sustainability of the results of the planned operations;
- 5) impact of the planned operations on achievement of the objectives of the measure;
- 6) regional scope of the impact of the planned operations;
- 7) project complementarity in the context of the existing infrastructure and relevance of the planned operations from the point of view of the principle of balanced development;
- 8) assistance granted to the applicant earlier and received from other sources;
- 9) conformity of the project to the joint interests of local governments;
- 10) maturity of the project for implementation thereof (incl. the ability to ensure the required self-financing and existence of the required analyses of the feasibility and profitability of the project);
- 11) the operations planned in the project follow as complex solution of the problem as possible;
- 12) balance between the infrastructure investments specified in subsections 5 (1) and (2).

(5) Instructions on assessment of pre-applications of the LGIA plan along with the assessment sheet form shall be approved by a directive of the Minister for Regional Affairs.

(6) The rate of the indicative amount of assistance of a county shall be calculated on the basis of the following:

- 1) upon calculation of the rate of the indicative amount of assistance of a county, the total volume of the structural assistance prescribed for the measure shall serve as a basis;
- 2) the funds to be allocated by the LGIA plan shall be distributed between the counties taking into consideration the number of residents in the eligible target region in the respective county. Upon calculation of the total amount of a county in the case of Saue Rural Municipality, Saku Rural Municipality, Jõelähtme Rural Municipality, Harku Rural Municipality, Kiili Rural Municipality, Rae Rural Municipality and Jõhvi Rural Municipality, 50% of the total number of the residents thereof shall serve as a basis.

§ 11. Processing of pre-applications of the LGIA plan

(1) The pre-applications that have been received by the due date shall be registered in a county government pursuant to general procedure. The received pre-application forms along with the budget and schedule shall be sent by the county government electronically to the Ministry of the Interior.

(2) The county government shall open a file with regard to the pre-applications to which the pre-application form along with the annexes thereto, verification of conformity of the pre-application and the applicant and the results of the assessment of the pre-application, copies of correspondence with the applicant and other documents related to processing of the pre-application shall be attached.

(3) The county governor shall appoint a responsible person who shall carry out verification of conformity of the applicant and the pre-application to the requirements with regard to the received pre-applications.

(4) The responsible person shall be entitled:

- 1) to conduct on-the-spot verification on the object specified in the pre-application and gain access to the premises and territory related to the object;
- 2) to ask for additional information and documents related to the pre-application.

(5) If the pre-application is not in conformity with the requirements established in the conditions for the measure or if additional information is required with regard to the project, the county government shall make a proposal for bringing the pre-application into conformity with the requirements established in the

conditions for the measure or for providing information or for making amendments to the operations specified in the pre-application as a rule within 7 business days.

(6) The responsible person shall fill in a checklist established by the Minister for Regional Affairs along with the comments about the conformity or non-conformity of the pre-application and submit these to the Ministry of the Interior for approval within 20 business days as of the due date of submission of pre-applications. The Ministry of the Interior shall approve the submitted checklists within 5 business days.

(7) Members of a county assessment committee shall be approved by a directive of the Minister for Regional Affairs within 25 business days as of the due date of submission of pre-applications taking into consideration the proposal of the county governor. The committee shall include at least 1 representative of a county union of municipalities and at least 1 representative of citizens' associations.

(8) The county assessment committee shall assess the pre-applications that have been declared to be in conformity in accordance with the assessment methods established by the Minister for Regional Affairs.

(9) In reasoned cases the county assessment committee may make proposals for amendment of projects entered in the county priority list. Such proposals shall be referred to as comments in the county priority list.

(10) The county governor shall submit to the Ministry of the Interior a county priority list along with the minutes and assessment sheets of the county assessment committee not later than within 40 business days as of the due date of submission of pre-applications. The county priority list of the LGIA plan shall consist of projects which have been sorted on the basis of the assessment results, along with the rate of self-financing, the amount of the assistance being applied for and the anticipated implementation period.

(11) In accordance with the assessment results of the county assessment committee the county governor shall submit the county priority list to the county union of municipalities for approval.

(12) The county union of municipalities shall forward the local priority list to the Ministry of the Interior and the county governor, attaching its proposals, if any, or in the case of a dissenting opinion, justifications as well.

(13) The Ministry of the Interior shall ask for a standpoint of relevant ministries about the pertinence of the pre-applications arising from the field-specific development plans and strategies and related to their field as specified in the county priority lists as well as about the technical and economic expediency of the investment.

(14) In accordance with the received county priority lists and the standpoint of the relevant ministries the Ministry of the Interior shall draw up a selection, in the justified extent, of the pre-applications to be submitted to EE for expert assessment.

(15) EE shall verify the validity of the information included in the pre-application and give an assessment of the pre-application with regard to conformity to the criteria specified in clauses 10 (4) 10) and 11). EE shall be entitled to ask from the applicants, county governments and tenderers for additional information and conduct on-the-spot verification on the objects specified in the pre-application.

(16) The Minister for Regional Affairs shall form an expert committee which includes representatives of the Ministry of the Interior, relevant ministries, national unions of municipalities, umbrella organisations of relevant non-profit associations and experts of the regional field. The task of the expert committee shall be,

based on the county priority lists, to make its assessment of the projects being included in the draft LGIA plan taking into consideration the proposals of the county unions of municipalities, standpoints of the relevant ministries and expert assessments of EE.

(17) The Ministry of the Interior shall be entitled, based on the assessments of the expert committee, to propose to the applicant amendment proposals with regard to the project included in the county priority lists if:

- 1) the project or a part of the project to be planned by the pre-application is not eligible pursuant to §§ 5-8;
- 2) the relevant ministry has submitted a motivated negative standpoint about the project planned by the pre-application proceeding from the principle provided for in subsection (13);
- 3) the information specified in the pre-application is not in conformity with the actual situation;
- 4) the project planned in the pre-application does not ensure maximum achievement of the objectives of the measure and the complexity of the planned operations.

(18) The Ministry of the Interior shall be entitled, based on the assessments of the expert committee, to make amendments with regard to the draft LGIA plan in comparison with the county priority list in the following cases:

- 1) the project or a part of the project to be planned by the pre-application is not eligible pursuant to §§ 5-8;
- 2) the relevant ministry has submitted a motivated negative standpoint about the project planned by the pre-application proceeding from the conditions for the measure provided for in the Regulation;
- 3) The procedure for drawing up the county priority list of the LGIA plan has been contested;
- 4) the county union of municipalities has submitted justified amendment proposals for or a dissenting opinion about the projects of the county priority list or the conditions for inclusion thereof in the plan;
- 5) the committee formed for assessment of pre-applications has not followed the assessment instructions upon drawing up the priority list;
- 6) the information specified in the pre-application is not in conformity with the actual situation;
- 7) the project planned in the pre-application does not ensure maximum achievement of the objectives of the measure and the complexity of the planned operations.

(19) The Ministry of the Interior shall be entitled, based on the assessments of the expert committee, to make amendments with regard to the draft LGIA plan taking into consideration the indicative financing rates at the county level, the time distribution of the funds being distributed as the assistance within the framework of the measure and possible alternative sources of financing of the projects.

(20) If any county has waived the assistance with regard to the specific projects included in the LGIA plan for 2004-2006 for objective reasons and notified thereof in due course, upon the approval of the monitoring committee of the priority axis, supplementary funds may be added to the indicative rate at the county level in the partial or full extent of the respective funds. The released funds shall be used for successful implementation of projects of another county.

(21) The draft LGIA plan shall be approved by the monitoring committee of the priority axis.

(22) The Ministry of the Interior shall submit the draft LGIA plan as approved by the monitoring committee of the priority axis to the Government of the Republic for the approval thereof.

§ 12. Amendment of the LGIA plan

(1) In reasoned cases the Ministry of the Interior may initiate amendment of the LGIA plan if the circumstances specified in subsection 13 (2) have become evident or it comes out that implementation of the project specified in the pre-application is not possible under the conditions fixed in the LGIA plan.

(2) The Ministry of the Interior shall submit a proposal to the Government of the Republic for amendment of the LGIA plan that has been approved by the monitoring committee of the priority axis.

Chapter 5

SUBMISSION AND PROCESSING OF APPLICATIONS, REQUIREMENTS FOR APPLICATIONS

§ 13. Submission of and requirements for applications

(1) The applications with regard to the 2007-2009 projects of the LGIA plan for 2007-2010 may be submitted in accordance with the schedule specified in clause 10 (2) 1).

(2) If any circumstances become evident with regard to the 2007-2009 projects of the LGIA plan for 2007-2010 due to which the application is not submitted within three months as of the term specified in subsection (1), immediately after such circumstances become evident or by the due date specified in subsection (1) the applicant shall submit to EE a new realistic schedule with regard to submission of the application. If the applicant does not submit a new schedule by the due date, the Ministry of the Interior may initiate amendment of the LGIA plan.

(3) If the applicant wishes to submit an application earlier than the term specified in subsection (1), the applicant shall submit to EE a new schedule with regard to submission of the application not later than three months before the term specified in subsection (1).

(4) With regard to the 2010 project as planned in the LGIA plan the applicant may submit an application from 1 January 2010 or an earlier date established by a directive of the Minister for Regional Affairs.

(5) An application for assistance shall be submitted to EE on the application form specified in annex 2.

(6) The project included in the application must comply with the objectives and conditions for the measure provided for in the Regulation. The operations included in the project must be eligible in accordance with the requirements specified in §§ 5-8.

(7) EE shall start to receive applications upon entry into force of the LGIA plan. EE shall disclose a respective notice on its website.

(8) The following shall be appended to the application form:

- 1) a project specification;
- 2) a project budget;
- 3) a project schedule;
- 4) documents certifying self-financing of the project;
- 5) background information about the applicant and the cofinancier(s) (not required in the case of local governments);
- 6) a curriculum vitae (CV) of the project manager;
- 7) justified pricing forming a basis for the budget or comparable price offers;
- 8) a confirmation of the following: the applicant shall ensure preservation and public use of the property created or acquired as a result of the project for the objectives and under the conditions specified in the

application and resolution on approval of the application within five years as of the expiry of the project and shall not conduct with the property any transactions that give an unjustified advantage to any person or authority during the aforementioned term or any transactions as a result of which the applicant earns net revenue from letting the property;

9) a project implementation report submission schedule along with the forecast payments, taking into consideration the requirement specified in subsection 18 (4).

(9) Depending on the nature of the project the following shall be attached to the application:

- 1) the cooperation agreements between the persons participating in the project;
- 2) permits (incl. the building permit) and approvals required for implementing the project;
- 3) building design documentation: in the case of buildings in accordance with the applicable Building Act and the stage of the basic design in accordance with the EVS 811:2006 standard and in the case of national cultural monuments in accordance with the requirements of Regulation No. 9 of the Minister of Culture of 30 June 2003 Conditions and Procedure for Preparation of Conservation, Restoration, Repair and Construction Designs of Monuments and Construction Works Located in Heritage Conservation Area and Conduct of Prior Studies Therein and Procedure for Preparation of Special Conditions of Heritage Conservation; in the case of structures construction design in accordance with the requirements of Regulation No. 70 of the Minister of Economic Affairs and Communications of 27 December 2002 Requirements for Construction Design to Be Submitted upon Applying for Building Permit;
- 4) documents certifying the right of ownership or use of the object, whose value is to be increased as a result of the project, during the project period and five years as of the expiry thereof;
- 5) an analysis for the profitability and feasibility of the project and the annual expenditure and revenue related to management of the object;
- 6) in the case of purchasing construction works and used equipment the seller's certificate of the following: no internal or European Community grants have been provided with regard to the construction works as well as the used equipment during the previous 10 and 7 years, respectively, and an appraisal report drawn up by a certified real estate appraiser;
- 7) the environmental impact assessment in accordance with the Environmental Impact Assessment and Environmental Management System Act;
- 8) procurement documentation if a procurement has been made.

(10) EE may require, if necessary, additional information about the documentation specified in subsections (8) and (9).

(11) The application shall be submitted in writing on paper or electronically in the digitally signed format. If the application is submitted on paper, an electronic application form, project, budget and schedule shall be attached in addition.

(12) The Ministry of Finance, the Ministry of the Interior, EE or the county government of location of an object shall be entitled to submit inquiries to the applicants for the project planned in the LGIA plan about the progress of drawing up the application. If an applicant becomes aware of any circumstances which hinder or cast doubt on submission of the application, the applicant shall be required to inform EE thereof immediately.

§ 14. Registration of applications, declaration of conformity of applications and applicants

(1) The applications shall be processed and the resolution on approval or denial of the application shall be adopted by EE.

- (2) All applications shall be registered.
- (3) The applications shall be accepted on a continuous basis in the order they are received.
- (4) The period of processing of applications shall be, as a rule, up to 25 business days as of registration thereof. The applicant shall be notified of the resolution on approval or denial of the application or of the current status of processing of the application not later than in 25 business days. If any additional circumstances become evident, EE shall be entitled to extend the term of processing of the application by up to 25 business days.
- (5) The conformity of applicants and registered applications to the requirements shall be verified as follows:
 - 1) the conformity of applications and applicants shall be verified by EE. EE shall be entitled to require submission of missing information or additional materials;
 - 2) the applicant shall be required to reply to all the questions asked with regard to the application and permit verification of compliance of the application and the applicant to the requirements;
 - 3) if any inaccuracies are detected upon verification of conformity of the application and the applicant, the applicant shall be notified thereof immediately and a term shall be set out for elimination of the deficiencies. As a rule, up to 10 business days shall be granted for eliminating the deficiencies and the term of processing of the application shall extend by the number of the days;
 - 4) if the operations planned within the project differ in terms of the content thereof substantially from the objectives specified in the pre-application submitted for the LGIA plan or the realisation of the output is not ensured through the operations specified in the application, EE shall ask from the Ministry of the Interior an assessment of the expediency of the amendments or conformity of the operations to the criteria serving as a basis for drawing up the LGIA plan. In the case of a negative assessment of the Ministry of the Interior the application shall not be approved.
- (6) An applicant and an application shall be declared to be conforming if all the requirements specified in §§ 5-8 and 13 have been fulfilled and the amount of assistance being applied for does not exceed the maximum amount of assistance of the projects specified in the LGIA plan.
- (7) EE shall be entitled to use independent experts in the conformity declaration process.
- (8) An applicant or an application shall not be declared to be conforming if any of the following circumstances exist:
 - 1) the application contains inaccurate or incomplete information or the applicant attempts to influence the decision-making process through fraud or threats or in any other unlawful manner;
 - 2) the applicant fails to provide an opportunity for verification of conformity of the application to the requirements;
 - 3) the requirements imposed on the applicant or application in this Regulation have not been fulfilled;
 - 4) the applicant fails to eliminate the deficiencies in the application during the term set out on the basis of clause (5) 3).
- (9) The applicants and applications shall be declared to be conforming or non-conforming by EE. Upon declaration of non-conformity of the applicants or applications, EE shall adopt a resolution on denial of the application.

§ 15. Resolution on approval or denial of application and notification of resolution

(1) EE shall adopt a resolution on approval of an application with regard to all the applications that have been declared to be conforming.

(2) A separate resolution shall be adopted by EE with regard to approval or denial of the application. EE shall agree on the form of the resolution with the Minister for Regional Affairs. The resolution on denial of the application shall specify reasons for the denial. The resolution on approval of the application shall specify the rights and obligations of the recipient and establish conditions. The resolution shall provide, inter alia, the following:

- 1) the recipient;
- 2) the amount of the assistance in Estonian kroons;
- 3) the amount of self-financing of the project in Estonian kroons;
- 4) the project eligibility period;
- 5) the obligations of the recipient;
- 6) the conditions for payment of the assistance;
- 7) the submission of the reporting;
- 8) bases for reclamation of assistance.

(3) The resolution on approval or denial of the application shall be announced to the applicant either in writing or electronically within 10 business days as of the adoption of the resolution.

§ 16. Amendment or repeal of resolution on approval of application

(1) The amendment of a resolution on approval of an application shall be asked from EE in the following cases:

- 1) if the budget line volume prescribed for a specific operation in the project budget changes on the account of another budget line volume by more than 10%;
- 2) if the project implementation term included in the application is to be extended or suspended or the operations or objectives thereof are to be amended.

(2) EE may refuse to approve the amendment of a resolution on approval of an application submitted by the recipient if:

- 1) the amendments are not in compliance with the content and objectives of the project;
- 2) the amendments are not in compliance with the requirement specified in the Regulation;
- 3) in the event of amendment of the resolution, the implementation of the project would not be completed by 31 August 2015;
- 4) the budget of the financing of the measure does not allow for the amendment;
- 5) the amendments are not justified.

(3) As a rule, EE shall decide on amendment of the resolution on approval of an application within up to 65 business days as of registration of the respective application. If any additional circumstances become evident, EE shall be entitled to extend processing of the application by up to 21 business days.

(4) A resolution on approval of the application may be repealed if any of the following circumstances exist:

- 1) such circumstances become evident which preclude approval of the application if EE had only been aware of these earlier;
- 2) the recipient has not begun to use the assistance during the term set out in the resolution on approval of the application;
- 3) the recipient fails to comply with the provisions of the resolution on approval of the application or to use the assistance under the prescribed conditions;

- 4) the project cannot be completed by 31 August 2015;
- 5) the application of the recipient concerning the amendment of the resolution on approval of the application is not approved and the recipient cannot continue to use the assistance under the prescribed conditions;
- 6) the recipient submits an application for repeal of the resolution on approval of the application.

§ 17. Submission and review of challenges

A challenge may be submitted against a resolution on the basis provided for in § 34 of the Structural Assistance Act for 2007-2013 and the challenge shall be reviewed in accordance with the procedure provided for in the Administrative Procedure Act.

Chapter 6

CONDITIONS FOR MAKING PAYMENTS OF ASSISTANCE, RIGHTS AND OBLIGATIONS OF RECIPIENT AND EE

§ 18. Conditions for making payments of assistance

- (1) The assistance shall be paid to the recipient.
- (2) Payment of the assistance shall be made on the basis of the ratio of the assistance and the total eligible expenditure of the project and the amount of the payable assistance cannot exceed the amount of assistance specified in the resolution on approval.
- (3) The recipient shall submit to EE a respective application for payment of the assistance (hereinafter *payment claim*) along with copies of the expense receipts and documents certifying payment of the expense receipts.
- (4) The payments shall be made in accordance with the procedure provided for in Regulation No. 15 of the Minister of Finance of 1 March 2007 Conditions and Procedure for Payment of Structural Assistance for 2007-2013 after approval by EE of the interim or final report on the use of the assistance in accordance with the actual certified eligible expenditure recorded in the payment claim attached to the report.
- (5) Payments on the basis of partially paid expense receipts can be made only in reasoned cases and in accordance with the procedure provided for in subsections 6 (2), (3) and (5)-(9) of Regulation No. 15 of the Minister of Finance of 1 March 2007 Conditions and Procedure for Payment of Structural Assistance for 2007-2013.
- (6) The recipient may submit a payment claim every three months or less often.
- (7) EE shall process payment claims not later than within 16 business days after EE has approved the interim or final report submitted by the recipient and has received a payment claim from the recipient. Payment of assistance shall be made to the recipient in the case of correct information on the 5th business day after the end of verification by EE of the payment claim in accordance with Regulation No. 15 of the Minister of Finance of 1 March 2007 General Conditions and Procedure for Payment of Structural Assistance for 2007-2013.
- (8) EE shall adopt a resolution on partial or full refusal of payment of the assistance if:
 - 1) the submitted payment claim or expense receipts do not correspond to the prescribed requirements;

- 2) the assistance is applied for in order to cover non-eligible expenditure;
- 3) the project is related to repayment until final refund of the reclaimable amount.

§ 19. Obligations of recipient

The recipient shall be required:

- 1) to ensure the existence of the self-financing prescribed in the resolution on approval of the application;
- 2) to use the assistance in compliance with the submitted application and resolution on approval of the application;
- 3) to return to EE the assistance in the cases specified in subsection 26 (1) of the Structural Assistance Act for 2007-2013 or if so required by EE in accordance with the cases specified in subsection 26 (2) of the aforementioned Act;
- 4) to submit, on the form, in the manner and within the term prescribed by EE, the required information and reports;
- 5) to keep separate accounts on the use of the assistance and self-financing. In the accounting of the recipient the project expenditure and the expense receipts and payment documents recording the aforementioned must be clearly distinguishable from other expenditure, expense receipts and payment documents of the recipient;
- 6) to enable supervisory operations or audits to be carried out with regard to the expense receipts and payment documents recording use of the assistance and the self-financing, acquired equipment, materials and performed work, incl. enable access for inspectors to premises and territory related to the assistance and being owned, rented or used by the recipient in any other manner;
- 7) to seek consent from EE for amendment of the budget if the budget line volume prescribed for a specific operation in the project budget changes on the account of another budget line volume by more than 10%;
- 8) to seek consent from EE for changing the project period;
- 9) to seek consent from EE for changing the operations or objectives;
- 10) to give all the required information and documents related to the assistance to the disposal of the inspector within five business days as of the receipt of a respective notice;
- 11) to render all possible assistance for carrying out supervisory operations and audit;
- 12) to observe all the precepts issued as a result of supervisory operations and audits;
- 13) as a subject of the Public Procurement Act to observe, upon making procurements, the requirements established in the Public Procurement Act;
- 14) upon the use of the assistance, to indicate in the manner prescribed by EE that the project is implemented with the aid of the assistance;
- 15) to preserve the documentation relating to the application, assistance and implementation of the project in accordance with § 5 of the Structural Assistance Act for 2007-2013 until 31 December 2025;
- 16) to immediately notify EE in writing of all the changes in the presented information or of circumstances which affect or may affect discharge by the recipient of its obligations, incl. changes in the name or address or arising from the statutes or articles of association or changes in the authorised representatives, transformation, declaration of bankruptcy or appointment of liquidators, dissolution, etc., also in the case the aforementioned changes have been registered in a public register or disclosed through the media, during the project and within five years as of the expiry of the project;
- 17) to immediately notify EE in writing of the high probability or inevitability of the negative result of the project that has become evident during implementation of the project and of the questionable expediency of further continuation of the project;
- 18) to immediately notify EE in writing of adoption of a resolution on transfer of a business entity or a part of a business entity forming a single entity and being a basis for implementation of the project or on transfer of objects or rights belonging thereto, during the project and within five years as of the expiry of the project;

- 19) to ensure preservation and public use of the property created or acquired as a result of the project for the objectives and under the conditions specified in the application and resolution on approval of the application during the project period and within five years as of the expiry of the project and not to conduct with the property any transactions that give an unjustified advantage to any person or authority during the aforementioned term;
- 20) in the case of transfer of rights with regard to the property created and acquired for the assistance to agree with EE on the conditions of transfer and further liability for the purposeful use of the property during the project and within five years as of the expiry of the project;
- 21) to refund the assistance reclaimed by EE in the amount and by the due date provided for in the resolution on reclamation;
- 22) to discharge any other obligations provided for in legislation;
- 23) to ensure discharge by other persons participating in the project of the obligations imposed in the cooperation agreement specified in clause 13 (9) 1) and by other relevant orders in clauses 1), 2), 5), 6) and 10)-22).

§ 20. Rights of recipient

The recipient shall be entitled:

- 1) to change the project budget or operations approved by the resolution on approval of the application without submitting to EE an application for amendment of the resolution on approval of the application if the project budget decreases and the objectives and volume of the operations prescribed in the project do not change or if the budget line volume prescribed in the project budget for a specific operation changes on the account of another budget line volume not more than 10% and the objectives and operations of the project do not change. In such case EE must be notified of the changes in advance;
- 2) to obtain information and advice from EE related to discharge of the obligations specified in § 19.

§ 21. Obligations of EE

EE shall be required:

- 1) to make the application and report forms and relevant instructional materials available on its website;
- 2) to review, as a rule, the applications specified in clauses 19 7)-9) not later than within 25 business days. In the case of the changes specified in clause 19 9) the position of the Ministry of the Interior about the expediency of the change must be asked for. An application for amendment shall be approved by amending the existing resolution on approval of the application;
- 3) to approve or reject the reports specified in clause 19 4) not later than within 25 business days as of the receipt thereof. EE shall be required to immediately notify the recipient of the resolution on approval or rejection of the reports specified in clause 19 4) and the payment claim specified in subsection 18 3);
- 4) after adoption of a resolution on approval of the application to make the following information available on its website: name of the recipient, name of the project, total volume of the assistance and the project, objectives and operations of the project and project period;
- 5) not to disclose, in accordance with subsection 25 (6) of the Structural Assistance Act for 2007-2013, the information (except the information specified in clause 4)) or documents obtained about applicants in the course of processing;
- 6) to store the documentation related to the application and implementation of the projects not less than until 31 December 2025.

§ 22. Rights of EE

EE shall be entitled:

- 1) to carry out supervisory operations or audits with regard to the expense receipts and payment documents recording use of the assistance and self-financing, acquired equipment, materials and performed work;
- 2) to require submission of additional relevant information and documents with regard to the project operations and expenditure included in the application;
- 3) to refuse to pay the assistance either in full or in part in the cases provided for in subsection 18 (8);
- 4) to repeal the resolution on approval of the application in compliance with the provisions of the Structural Assistance Act for 2007-2013 and legislation issued on the basis thereof;
- 5) to reclaim the assistance either in part or in full in compliance with the provisions of the Structural Assistance Act for 2007-2013 and legislation issued on the basis thereof.

The annexes to the Regulation have been published in the electronic *Riigi Teataja*². Basis: Subsection 4 (2) of the *Riigi Teataja* Act and Resolution No. 17-1/0505738 of the State Secretary as of 29 June 2005.

to Regulation No. 8 of the Minister for Regional Affairs of 22 October 2007 Conditions for the Measure
**“Development of Local Public Services” and Procedure for Drawing up a Local Government
Investment Assistance Plan for 2007-2013**

**PRE-APPLICATION FORM of the Measure “DEVELOPMENT OF LOCAL PUBLIC SERVICES”
FOR DRAWING UP A LOCAL GOVERNMENT INVESTMENT ASSISTANCE PLAN**

This pre-application form shall be submitted in writing in the signed form and electronically.

I INFORMATION IDENTIFYING THE APPLICANT

| | | | |
|---|--------------------------|------------------------------|--------------------------|
| Name of applicant | | Legal form | |
| | | Local government | <input type="checkbox"/> |
| | | Non-profit association | <input type="checkbox"/> |
| | | Foundation | <input type="checkbox"/> |
| Registry code | | | |
| | | | |
| Postal address of applicant | | | |
| | | | |
| Telephone | Fax | E-mail | Web address |
| | | | |
| The applicant is a VAT-payer | | | |
| Yes | <input type="checkbox"/> | Reg. no..... | |
| No | <input type="checkbox"/> | | |
| The representative person of applicant on the basis of statutes / articles of association / power of attorney (please specify) | | | |
| Name: | Telephone: | | |
| Personal identification code: | E-mail: | | |
| Position: | | | |

II INFORMATION IDENTIFYING THE PLANNED PROJECT

| | | |
|---|--|---|
| Name of project | | |
| | | |
| Expected total cost of the project (along with non-eligible expenditure) | | |
| | | |
| Expected eligible expenditure of the project | Sources of financing non-eligible expenditure | |
| | | |
| Amount to be applied for assistance | % of eligible expenditure (not more than 85%) | |
| | | |
| Amount of self-financing | % of eligible expenditure (in total not less than 15% of the eligible expenditure of the project) | |
| | | |
| Amount of the applicant's self-financing | Source of covering the financing | |
| | | |
| Eligible cofinancier | Cofinancier's contribution | Source of covering the financing |
| | | |
| | | |
| | | |

III PROJECT SPECIFICATION

| Planned commencement of the project (year and quarter) | Planned expiry of the project (year and quarter) | Planned deadline for submission of the application to EE (year and quarter) |
|---|--|---|
| | | |
| Derivation from legal applicable and updated local government development plan (submit an extract from the document and reference to the respective chapter or subchapter) | | |
| Relevance arising from the general development strategy of the county and the county plan and compliance with the field-specific strategies and development plans | | |
| Ownership relation of the applicant with the land and construction works related to the project | | |
| Project justification (need or demand for objects of the type; description of the incomplete infrastructure or the unsatisfactory condition thereof) | | |
| Planned operations and output of the project (in the case of new construction works – volume of the object and the required basic functional characteristics; in the case of a reconstruction project – main work to be performed and the functional characteristics to be achieved thereby). | | |

| Compliance of the project to the objectives of the measure | | |
|---|---|----------------|
| Objective | Contribution of the project to achieving the objective | |
| 1. Availability of high-quality and competitive public services in county and local centres | | |
| 2. Improvement of efficiency of use of infrastructure related to local public services in rural areas | | |
| Project beneficiaries (who, how much, in which regard) | | |
| Direct beneficiaries: | | |
| Indirect beneficiaries: | | |
| Related operations or projects (regardless of the source of financing thereof) | | |
| Operation or project | Years | Brief overview |
| | | |
| | | |
| | | |
| | | |
| Assessment of the annual management costs of the object to be incurred following the investment project | Planned covering of the annual management costs of the object to be incurred following the investment project | |
| | Source | Amount |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |
| Sustainability of the project results (preservation of the critical mass of the beneficiaries, existence of financial resources ensuring purposeful use, probability of other external risks which cast doubt on the sustainability of the project results) | | |
| Project impact on the state of the environment: | | |
| Project impact on ensuring equal opportunities | | |
| Maturity (incl. the operations required for achieving the maturity (required spatial plans, project, construction drawings, permits and approvals, existence of the required analyses of the feasibility and profitability of the project) along with the approximate schedule) | | |

IV SUBMITTED OBLIGATORY INFORMATION (specify which)

- | | | |
|----|---|--------------------------|
| 1) | copies of documents certifying the right of ownership and possession of the land and construction works related to the project | <input type="checkbox"/> |
| 2) | a specification of the infrastructure object along with a list of the planned operations and the anticipated result (building design documentation at least at the draft level) | <input type="checkbox"/> |
| 3) | a project budget (expected eligible and non-eligible expenditure); | |
| 4) | calculations, expert assessments and/or price offers substantiating the cost, extracts from design documents, etc. | <input type="checkbox"/> |
| 5) | a list of the financial liabilities and financial guarantees issued with regard to 2007-2013 (in the case of local governments) | |
| 6) | the latest approved annual report (in the case of non-profit associations and foundations) | <input type="checkbox"/> |
| 7) | a list of the investment projects that have been implemented by the applicant during the last five years along with specification of the financial volumes thereof (in the case of non-profit associations and foundations) | <input type="checkbox"/> |
| 8) | a covering letter of a local government of the location of the planned investment object certifying its support for the planned investment project (in the case of non-profit associations and foundations) | <input type="checkbox"/> |

V OTHER RELEVANT INFORMATION (specify which)

| |
|--|
| |
|--|

VI CONFIRMATION OF PRE-APPLICATION

| | | |
|--|------------------|-------------|
| I confirm that all the information presented in this pre-application is correct. | | |
| Name of representative of applicant | Signature | Date |
| | | |

VII REGISTRATION OF PRE-APPLICATION IN COUNTY GOVERNMENT

| | |
|-----------------------------|--|
| County government | |
| Registration number of pre- | |

| | | |
|-----------------------|------|-----------|
| application: | | |
| Date of registration: | | |
| Employee | Date | Signature |

to Regulation No. 8 of the Minister for Regional Affairs of 22 October 2007 Conditions for the Measure
**“Development of Local Public Services” and Procedure for Drawing up a Local Government
Investment Assistance Plan for 2007-2013**

APPLICATION FORM

of the Measure “DEVELOPMENT OF LOCAL PUBLIC SERVICES”

I INFORMATION IDENTIFYING THE APPLICANT

| | | | |
|---|------------|---|--------------------------|
| Name of applicant | | | |
| | | Local government (hereinafter LG)..... | <input type="checkbox"/> |
| | | Non-profit association | <input type="checkbox"/> |
| | | Foundation | <input type="checkbox"/> |
| Representative of applicant (if the applicant is an LG, specify the name of the local government body) | | | |
| | | | |
| Registry code (in the case of an LG the registry code of a public authority of the city or rural municipality) | | VAT number if the applicant is a VAT payer | |
| | | | |
| Postal address of applicant | | | |
| | | | |
| Telephone | Fax | E-mail | Web address |
| | | | |
| Bank requisites of applicant | | | |
| Legal person (to whose bank account the assistance is paid if the application is approved) | | | |
| Bank account no. | | | |
| Representative person of applicant | | Project manager | |
| Name: | | Name: | |
| Personal identification code: | | Position: | |
| Position: | | Telephone: | |
| Telephone: | | E-mail: | |
| E-mail: | | | |
| Basis for representation: | | | |

II INFORMATION IDENTIFYING THE PROJECT

| | |
|--|--|
| Name of project | |
| | |
| Date of commencement of project eligibility period | Final date of project eligibility period (up to 36 months as of the date of commencement of the project, but not later than 31 August 2015) |
| | |
| Date of commencement of operations related to conducting geotechnical and geodetic explorations, making expert assessments of construction designs or purchasing immovable property if the applicant has commenced the operations | |
| | |
| Project implementation area | Location of project* (name of county, local government, settlement) |
| <input type="checkbox"/> City <input type="checkbox"/> Rural area <input type="checkbox"/> Islands <input type="checkbox"/> Regionally non-specific | |

* If the project is implemented in more than one location, specify all the locations

| | | | |
|---|----------------------------------|-------------------------|--|
| Derivation from development plans (development plan of a local government, county plan, thematic development plan, operational programmes) (submit an extract from the respective document and a reference to the respective document) | | | |
| | | | |
| Specificities of the application as compared to the pre-application included in the LGIA plan (if any) | | | |
| | | | |
| Problem specification | | | |
| | | | |
| Summary of project objectives (specify the project objective and its anticipated impact) | | | |
| | | | |
| Summary of project operations | | | |
| Operation (must coincide with the types of expenditure specified in the budget) | Commencement of operation | End of operation | Result of operation (specify briefly the measurable result achieved as a result of the operation) |
| | | | |
| | | | |
| Project beneficiaries (who, if possible in numbers, incl. direct and indirect; in which regard) | | | |
| | | | |

III PROJECT BUDGET

| Project financing | Amount (EEK along with VAT*) | % of the total cost of the project |
|--|------------------------------|---|
| Total cost of the project | | 100% |
| Assistance to be applied for | | |
| Total self-financing | | |
| Applicant's self-financing | | |
| Cofinancier's contribution | | |
| Cofinancier's contribution | | |
| Other non-eligible financing | | Not included in the project calculation |
| Project expenditure in terms of operations (a detailed budget) are to be submitted as an obligatory additional document on a form established by EE | | |

* If the person who incurred the eligible expenditure is entitled, in accordance with the legislation regulating value added tax, to deduct the value added tax paid within the framework of the project from their taxable supply or to claim a refund of the value added tax and the value added tax is compensated to the person in any other manner, the amounts shall be specified without the value added tax.

Other sources from which financing for the project or related project(s) has been applied for. Specify also the applications which have been submitted but with regard to which no financing resolutions have been adopted yet.

| Support grantor (name of the organisation granting the support) | Date of adoption of a resolution on receipt of support / date of submission if no resolutions have been adopted yet | Amount of support / amount of application if no resolutions have been adopted yet | Name of the supported/submitted project |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

IV PLANNED RESULTS OF PROJECT

| Planned results and impacts of project | |
|---|--|
| Number of infrastructure objects in a qualitatively improved condition at the end of the project | |
| Number of infrastructure objects with diversified use at the end of the project (in addition, specify the areas of use of the object) | |
| Number of public services qualitatively improved at the end of the project | |
| Number of new public services at the end of the project | |
| Number of people who have benefited directly from the investments at the end of the project (choose the most suitable column): | |
| Projects related to developing comprehensive schools and pre-school child care institutions | |
| Projects related to developing recreation and sports | |

| | |
|--|--|
| facilities | |
| Projects related to developing infrastructure required for provision of general medical care and social services | |
| Projects related to improving access to public transport | |

VI OBLIGATORY ADDITIONAL DOCUMENTS

- 1) a project specification (on a form established by EE)
- 2) a project budget (on a form established by EE)
- 3) a project schedule (on a form established by EE)
- 4) documents certifying self-financing of the project
- 5) background information about the applicant and the cofinancier(s) (not required in the case of local governments)
- 6) a curriculum vitae (CV) of the project manager
- 7) procurement documentation of the construction work and/or acquisition of equipment
- 8) a confirmation of preservation and public use of the property created or acquired as a result of the project
- 9) a project implementation report submission schedule along with the forecast payments

VII SUPPLEMENTARY ADDITIONAL DOCUMENTS

Depending on the nature of the project the following shall be attached to the application:

- 1) a cooperation agreement between the persons participating in the project
- 2) a cofinancier's consent for making inquiries to a competent body
- 3) permits and approvals required for implementing the project
- 4) building design documentation: in the case of buildings in accordance with the applicable Building Act and the stage of the basic design in accordance with the EVS 811:2006 standard; in the case of structures construction design in accordance with the requirements of Regulation No. 70 of the Minister of Economic Affairs and Communications of 27 December 2002 Requirements for Construction Design to Be Submitted upon Applying for Building Permit;
- 5) documents certifying the right of ownership or use of the object, whose value is to be increased, during the project period and five years as of the expiry thereof;
- 6) an analysis for the profitability and feasibility of the project and the annual expenditure and revenue related to management of the object
- 7) in the case of purchasing construction works and used equipment the seller's certificate of the following: no internal or European Community grants have been provided with regard to the equipment or the building during the previous 10 and 7 years, respectively, and a certificate of the real estate appraisal
- 8) the environmental impact assessment in accordance with the Environmental Impact Assessment and Environmental Management System Act

VIII CONFIRMATION OF APPLICATION

By signature of the application I shall confirm the following:

- all the information presented in this application is correct and the submitted documents are effective and authentic;
- no liquidation proceedings have been commenced or bankruptcy orders have been issued with regard to the applicant or a person under whose control the applicant is;
- the applicant has the required funds to ensure the self-financing of the project in accordance with the requirements specified in § 7 and sub-clause 19 (1) of the Regulation;
- the applicant does not have any unstaggered tax arrears with regard to the state taxes;
- if the applicant has received from the foundation earlier any assistance from the state budget funds or in accordance with the procedure provided for in the Structural Assistance Act that has been subject to refund, the payments have been made in due course and in the required amount;

By signature I shall grant my consent to the foundation for:

- making inquiries to a competent body;
- exercising/realising/ensuring the rights with regard to the applicant which arise from the Structural Assistance Act for 2007-2013 and legislation issued on the basis thereof.

Please notify of the resolution

by e-mail by post

| Name of representative person of applicant | Signature | Date |
|--|-----------|------|
| | | |

IX REGISTRATION OF APPLICATION IN EE

| | | |
|---|-------------|------------------|
| Registration number of application: | | |
| Date of registration of application: | | |
| Code of field of intervention: | | |
| Name of employee | Date | Signature |

¹ RTL = *Riigi Teataja Lisa* = Appendix to the State Gazette

² *Riigi Teataja* = State Gazette