

Appendix 1: Letter of Outline Approval from DCLG



Department for
Communities and
Local Government



European Union
European Regional
Development Fund

Nicola Farrin
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15 August 2016

Dear Ms Farrin

Outcome of ERDF Outline Application assessment

Open Call: Priority Axis 6: Preserving and Protecting the Environment and Promoting Resource

Project: Natural Rivers - Improving ecological condition and habitat connectivity on the River Rea catchment

Thank you for submitting an Outline Application in response to the above Call for applications.

Your application has been subject to an assessment against the project selection criteria by the Managing Authority for the European Regional Development Fund Programme in England, informed by advice on strategic fit from the Local European Structural and Investment Funds Sub-Committee.

This letter confirms that your application has been accepted at outline stage and may progress to the submission of a Full Application subject to the conditions set out at Annex A being met in full.

The invitation to develop and submit a Full Application does not in any way imply or guarantee that ERDF investment will be approved.

The Managing Authority is continuing to assess applications and your Full Application will be subject to a detailed appraisal.

Your Full Application should be submitted by **30 September 2016**, however we would encourage you to submit the application as soon as you are able, provided it is fully

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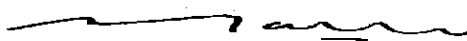
complete and with all relevant information included.

The Full Application should be completed in Word format and submitted to WM.ERDFenquiries@communities.gsi.gov.uk. Please note that the Managing Authority may de-select any project where the application deadline is not met or where the information provided is incomplete. In developing your full application you **must** refer to the relevant ERDF guidance; failure to do so could affect your application (see **Useful Links** below). You must also ensure that you are able to enter in to the appropriate Funding Agreement.

An appraiser will be appointed for the next stage of your application. They will contact you to set up a meeting to explain the Full Application conditions and any other relevant information regarding the submission of your Full Application. Please note that DCLG as Managing Authority cannot assist you in the development of your project and/or Full Application, however detailed guidance is available at GOV.UK (see Useful Links below). Whilst a project may capture eligible and compliant project expenditure from the date of this letter, Applicants are strongly advised to give very careful consideration to incurring any expenditure prior to receipt of a Funding Agreement. Any expenditure incurred is entirely at your own risk. ERDF will not be paid out until a Funding Agreement has been executed by both parties. Managing Authority agreement to the inclusion of expenditure from the date of this letter will be required, the Full Application should explicitly request and identify the costs as set out in the National Eligibility Rules (Section 7, Effective Date for Expenditure refers)

We look forward to receiving your Full application by **30 September 2016**

Yours sincerely



Mark Foley

Head of Local Growth Delivery

Useful Links:

ERDF Guidance:

<https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds#programme-guidance-forms-and-performance-information>

Full Application Form:

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-full-application>

Procurement Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514119/ESIF-GN-1-001_Procurement_Law_ESIF_Guidance_Note_V3.pdf

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www.gov.uk/european-growth-funding

Annex A (ERDF only): Conditions/issues to be addressed in the Full Application

Project	Natural Rivers - Improving ecological condition and habitat connectivity on the River Rea catchment
Applicant	Birmingham City Council
Reference	N/A

The Full Application should explicitly and fully address each of the issues and conditions set out below in order for the technical appraisal to be conducted. The conditions are intended to provide clarity on any outstanding issues and ensure that there is sufficient detail to enable a full appraisal to be conducted.

Condition / Issue
<p>1. Procurement Conditions</p> <p>1a. Attention is drawn to compliance with Procurement Law and in particular the Public Contracts Regulations 2015 (http://www.legislation.gov.uk/ukSI/2015/102/contents/made) Applicants must refer to the Procurement Law ESIF Compliance Note in the development of the Full Application and in considering/applying its procurement processes (Useful Links, covering letter refers).</p> <p>The Managing Authority reserves the right not to take forward the Full Application if any aspects of procurement are identified as non - compliant at the Full Application stage. Applicants should note that procurements will be tested in detail in the lifetime of a project and by different independent bodies. In the event of non - compliance/irregularity financial penalty will be imposed in line with EU guidance. This can be up to 100% of the procurement expenditure. The Managing Authority therefore recommends that applicants seek appropriate legal and/or technical advice to ensure compliance.</p> <p>1b. The Applicant should prepare and submit with the Full Application, a Procurement Plan. <i>As a minimum</i>, this should set out in respect of each procurement to be undertaken:</p> <ul style="list-style-type: none"> • Timescales for each stage of the process • The process being followed • Person responsible for day to day delivery of the procurement • Person responsible for gateway checks at each stage of the process • Details of how you will ensure that contracts are procured compliantly – particularly where the procurement is being carried out by a team outside of the proposed project delivery team <p>1c. The Applicant must provide all core procurement documentation to the Managing Authority as soon as it is available. Where procurements have already been undertaken, the Applicant should submit all relevant documentation with the Full</p>

Application including:

1. OJEU Contract Notice and any amendments
2. Pre Qualification Questionnaire (PQQ) Template including selection criteria
3. Signed PQQ Tender Receipt Log (showing the time and date of all PQQs)
4. PQQ Scoring Matrix
5. Moderated PQQ Summary Score Sheet
6. Invitation to Tender (ITT) specification including clear award criteria
7. Signed Tender Receipt Log (showing the date and time of all tenders)
8. Tender Scoring/Evaluation matrix
9. Moderated Tender Summary Score Sheet
10. Tender Evaluation Report
11. Example of Standstill Letter
12. Copy of Award Letter and Contract Award Notice

Frameworks

Where an OJEU level contract has been let under a framework, the documentation set out above is required along with the following additional documents:

13. OJEU Contract Notice for the Framework
14. Details of the agreed Methodology for awarding contracts from the Framework

This is not an exhaustive list and the MA may request additional information at any point. The Applicant will be required to retain a full procurement audit trail in line with the ESIF Compliance Procurement Law Guidance Note.

2. Details of match funding to be provided with evidence.
3. Estimated quarterly outputs to be reviewed and confirmed in a full application.
4. Project milestones need to be reviewed and expanded to include timescales for all elements of the project.
5. A detailed breakdown of salary costs will be required alongside the application
6. The full application should include more information on the procurement process to confirm that all project partners are fully aware of the process.
7. Publicity arrangements made by the Environment Agency and WTBBC should be included in any full application to ensure the partners are aware of EU requirements.
8. The full application should include information on how the delivery partners will build sustainability into their activities.
9. The full application should include reference to the EA and WTBBC's awareness of their obligations under the Equality & Diversity agenda and how they will be met.
10. Applicant to provide details of an outline for an environmental report to be conducted in cooperation with the Environment Agency. This will monitor the environmental impact of the project and measure new or an increase in species and monitor biodiversity. (GATEWAY)
11. The case for additionality needs to be strengthened to confirm activity is above and beyond statutory requirements and maintenance such as controlling evasive species; and more emphasis needs to be placed on biodiversity. (GATEWAY)