

EFFETTO BEWARE

ACQUA, RESILIENZA, TERRITORIO



Comune di Santorso

CONTESTO COMUNE DI SANTORSO



Comune di Santorso

- 5656 ABITANTI
- 13 Km²
- PARZIALMENTE MONTANO
- 30 DIPENDENTI
- 4 AREE (AFFARI GENERALI – TECNICA – URBANISTICA – FINANZIARIA)
- BILANCIO DA 10MLN

UFFICIO PROGETTI AMBITO SOCIO/CULTURALE _ DAL 2014 avviata formazione personale

FINANZIAMENTI MINISTERIALI (SPRAR) REGIONALI (INVECCHIAMENTO ATTIVO – POLITICHE GIOVANILI) ,
FONDAZIONE (SERVIZI SOCIALI)

FINANZIAMENTI EUROPEI : AMBITO SOCIALE/DEMOCRAZIA (ass. Alda) AMIF – TURISMO INCLUSIVO (PARTNER
DOLOMITI UNESCO – INTERREG ITALIA AUSTRIA «GATE»

GENESI PROGETTO



Comune di Santorso



La Commissione Europea co-finanzia il progetto **'LIFE BEWARE'**, <http://www.lifebeware.eu/progetto/> progetto che intende elaborare interventi di carattere tecnico e sociale per migliorare la sicurezza e la resilienza idraulica del territorio, affrontando le conseguenze del cambiamento climatico in modo efficace, promuovendo un approccio partecipativo, e favorendo l'azione dei singoli individui alla mitigazione del rischio idraulico per la collettività;



DURATA : 3 settembre 2018 - 30 giugno 2022 (46 MESI)

- IMPORTO COMPLESSIVO PROGETTO: € 2.103.964,00

- IMPORTO COMPLESSIVO FINANZIAMENTO EUROPA: € 1.188.160,00

- IMPORTO COMPLESSIVO COFINANZIAMENTO PARTNER: € 731.987,00

- l'Amministrazione Comunale di Santorso è soggetto capofila del partenariato composto dal Consorzio di bonifica Alta Pianura Veneta, il Comune di Marano Vicentino, il Dipartimento Territorio e Sistemi Agro-Forestali - TESAF (Università di Padova), l'Agenzia Veneta per l'Innovazione nel Settore Primario - Veneto Agricoltura e ALDA - Associazione Europea per la Democrazia Locale;

- l'Amministrazione Comunale di Santorso è titolare del coordinamento del progetto ed è coinvolto direttamente in alcuni interventi e azioni promozionali e disseminazione nell'ambito del progetto;

- Che il progetto BEWARE prevede le seguenti due linee di intervento:

1) Realizzazione di opere idrauliche strutturali con valore dimostrativo

2) Organizzazione di interventi ed eventi di informazione, comunicazione, sensibilizzazione e disseminazione

PROGETTO BEWARE

3 SETTEMBRE 2018 AL 30.06.2022 46 MESI



LIFE17 GIC IT 000091

VOCE	TOTALE	EUROPA	COMUNE
PERSONALE	€ 469.592,00	€ 281.755,20	€ 187.836,80
PERSONALE COMUNALE	€ 292.542,00		
PERSONALE AGGIUNTIVO	€ 177.050,00		
VIAGGI	€ 3.700,00		
SERVIZI ESTERNI	€ 25.650,00	€ 2.220,00	€ 1.480,00
INFRASTRUTTURE	€ 80.636,00	€ 15.390,00	€ 10.260,00
ATTREZZATURE	€ 9.100,00	€ 12.095,40	€ 68.540,60
CONSUMABILI	€ 46.100,00	€ 2.730,00	€ 6.370,00
ALTRI COSTI	€ 140.800,00	€ 27.660,00	€ 18.440,00
INDIRETTI	€ 49.738,00	€ 84.480,00	€ 56.320,00
TOTALE	€ 825.318,00	€ 456.173,00	€ 366.233,00

EFFETTO PERSONALE



10 DIPENDENTI IN ORGANICO COINVOLTI IN AZIONI PROGETTO

AREA AMMINISTRATIVA (RESPONSABILE + 1 AMM.VO)

AREA TECNICA (RESPONSABILE + 4 OPERAI + 1 AMM.VO)

AREA URBANISTICA (RESPONSABILE + 1 AMM.VO)

+ PERSONALE AGGIUNTIVO (A TEMPO DETERMINATO)

SPESA DEL PERSONALE (COMUNE 60% - UE 40%)

NO PERSONALE UFFICIO
FINANZIARIO
(NON AMMESSO DA UE)

TOTALE SPESA PERSONALE COMUNALE € 469.592,00

VALORE COPERTO DA UE € 281.755,20

VALORE COPERTO DA COMUNE € 187.836,80



Annex X to the Model LIFE Grant Agreement Financial and Administrative Guidelines



Employing incomplete, inappropriate or unreliable timesheets or time registration systems may jeopardize the eligibility of the personnel costs reported, resulting in a reduction in the eligible costs which may lead to a reduced payment amount or a recovery of payments previously made.

In practice, every coordinating and associated beneficiary must establish a time registration system that, as a minimum, includes at least the following elements:

- a) Clear identification or reference to the LIFE project.*
- b) Clear identification of the beneficiary and employee.*
- c) Clear identification of the year, month and day.*
- d) Number of working time units worked for the LIFE project.*
- e) Number of working time units worked for other EU-funded projects.*
- f) Number of working time units worked in total by the person.*
- g) Date and signature of the employee.*
- h) Date and signature of the supervisor.*



The beneficiary shall ensure that the project file contains a short description of the time registration system employed in particular for the registration and submission routines for the employees and the validation procedure for the supervisor/line manager. The timesheet should be updated in a timely manner – ideally every working day.

EFFETTO BILANCIO

CUP TOTALE PROGETTO PRESO DA CAPOFILA

CUP E26FF18000040002 - € 2.103.964,00

ANNI GESTIONE FINANZIARIA 2018 – 2022

5 BILANCI – 5 CONSUNTIVI – 5 PEG

GESTIONE DEI TRASFERIMENTI UE A PARTNER (DETERMINE LIQUIDAZIONE)



%	TOTALE	TRASFERIRE PARTNER	SANTORSO
ANTICIPO 30% SETTEMBRE 2018	€ 356.448,00	€ 219.596,10	€ 136.851,90
40% A 18 MESI: ANNO 2020	€ 475.264,00	€ 292.794,80	€ 182.469,20
SALDO 30% ANNO 2022 (?)	€ 356.448,00	€ 219.596,10	€ 136.851,90
TOTALE TRASFERIMENTI PER PROGETTO	€ 1.188.160,00	€ 731.987,00	€ 456.173,00

EFFETTO BILANCIO –allineamento PEG

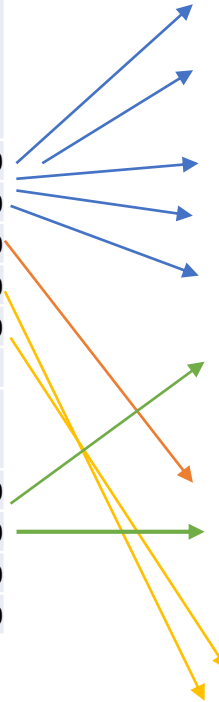


LE VOCI DI PROGETTO TRASFORMATE IN CAPITOLI

	Budget ELIGIBLE
C1	€ 42.825,00
C2	€ 24.220,00
C3	€ 1.460,00
C4	€ 84.081,00
C5	€ 4.350,00
C6	€ 53.980,00
D1	€ 6.285,00
D2	€ 6.285,00
D3	€ 4.795,00
D4	€ 7.300,00
E1	€ 110.570,00
E2	€ 131.580,00
E3	€ 19.510,00
E4	€ 6.550,00
F1	€ 206.760,00
Overheads	€ 49.738,00
TOTALI	€ 760.289,00

	Budget ELIGIBLE
1. Personnel	€ 469.592,00
2. Travel and subsistence	€ 3.700,00
3. External assistance	€ 25.650,00
4a. Infrastructure	€ 20.159,00
4b. Equipment	€ 4.550,00
4c. Prototype	
5. Land/rights purchase/lease	
6. Consumables	€ 46.100,00
7. Other costs	€ 140.800,00
8. Overheads	€ 49.738,00
TOTALI	€ 760.289,00

E	20104.01.0001	LIFE 17 GIC/IT/00091 TRASFERIMENTI DA PRIVATI per progetto "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
E	20105.01.0005	LIFE 17 GIC/IT/00091 FINANZIAMENTO EUROPEO per progetto "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
E	40200.05.0001	LIFE 17 GIC/IT/00091 FINANZIAMENTO EUROPEO c/to CAPITALE per progetto "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
U	09021.01.0001	LIFE 17 GIC/IT/00091 SPESE PERSONALE assegnato al "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
U	09021.01.0002	LIFE 17 GIC/IT/00091 CONTRIBUTI PREV.LI D ASS.LI BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
U	09021.01.0003	LIFE 17 GIC/IT/00091 SPESE PERSONALE A TEMPO DETERMINATO assegnato al "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE (PROJECT MANAGER)
	09021.01.0004	SPESE PERSONALE
	09021.01.0005	CONTRIBUTI PERSONALE
U	09021.02.0001	IRAP SU SPESE PERSONALE BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
U	09021.03.9638	LIFE 17 GIC/IT/00091 MATERIALE DIVERSO "BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE - CONSUMABILI
U	09021.03.9639	LIFE 17 GIC/IT/00091 ORGANIZZAZ. E PARTECIPAZ. CONVEGNI - BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE - VIAGGI
U	09021.03.9640	LIFE 17 GIC/IT/00091 PRESTAZ. SERVIZI per BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE-SERVIZI ESTERNI
	09021.03.9641	ALTRI COSTI
	09021.03.9642	COSTI INDIRETTI
U	09021.04.0043	LIFE 17 GIC/IT/00091 TRASFERIMENTI AI PARTNER - BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE
	09022.02.7913	ATTREZZATURE
U	09022.02.1073	LIFE 17 GIC/IT/00091 INFRASTRUTTURE - BEWARE "BETter Water-manegement for advancing Resilient-communities in Europe" PROGRAMMA COMUNITARIO LIFE



EFFETTO BILANCIO – DOCUMENTALE

LIQUIDAZIONI

MANDATI – REVERSALI

ESTRATTI DA GESTIONALE PER CENTRI DI COSTO

CERTIFICAZIONI DA TESORERIA

DOCUMENTAZIONE INERENTE IVA

F24

CEDOLINI

CEDOLONE

COSTI ORARI PERSONALE PER CAT.

TIMESHEET MENSILI INDIVIDUALI

DICHIARAZIONI SU GESTIONE AMMORTAMENTO IMM

!!! CONTROLLO DOCUMENTALE

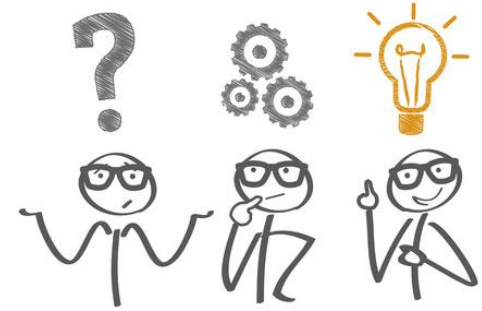
CONTABILE ANNUALE DA MONITOR

EU –CARTELLA DRIVE CONDIVISA

FINANCIAL STATEMENT CONSOLIDATED

CONSOLIDATED FINANCIAL STATEMENT				
PROJECT reference :	LIFE17 GIC IT 000091 – BEWARE	PERIOD (FROM) :	03/09/2018	
Strand type :	CLIMA – GIC	PERIOD (TO) :	31/12/2021	
Name of COORDINATING beneficiary :	Comune di Santorso			
Statement of EXPENDITURES	Total ELIGIBLE costs with non-recoverable VAT (in €)	Statement of INCOME (to cover the total cost)	€	% of eligible costs
PERSONNEL	1.012.868,31	Requested Union contribution	862.454,47	60%
TRAVEL	5.740,50	Beneficiary's own contribution	681.547,00	47%
EXTERNAL ASSISTANCE	151.059,30	Co-financer's contribution	2.912,00	0%
Durable goods - INFRASTRUCTURE	29.161,29	Direct income of the project	0,00	0%
Durable goods - EQUIPMENT	10.748,05			
Durable goods - PROTOTYPES	0,00			
LAND PURCHASE/LEASE/ONE-OFF COMPENSATION	0,00			
CONSUMABLES	60.367,45			
OTHER direct costs	73.442,99			
OVERHEADS	94.036,23			
TOTAL ELIGIBLE costs	1.437.424,12	TOTAL INCOME	1.546.913,47	
TOTAL COSTS with non-recoverable VAT (in €)	1.546.913,34	TOTAL INCOME	1.546.913,47	Budget MUST be in balance !
<p>We certify that the information contained in this payment request is full, reliable and true. We also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that:</p> <ul style="list-style-type: none"> - the above costs correspond to the resources employed for the work under the agreement and that those resources were necessary for the work, - the costs were incurred and fall within the definition of eligible costs, - where necessary, authorisations have been obtained from the EASME, and - all the documents supporting the eligible costs reported above, including the time records are available for the purposes of audit by the EASME and its authorised representatives or the Court of Auditors and reflect the costs actually incurred. 				
Name of the Person(s) Authorised to sign this Financial Statement		Date and signature		
Frida De Michele, Head of the financial sector		20th April 2022		

EFFETTO PROCEDIMENTALE



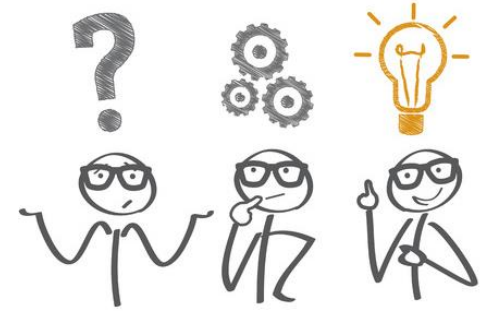
ATTI CONSIGLIO COMUNALE

- APPROVAZIONE GRANT AGREEMENT (testo in inglese proposto da UE con progetto completo)
- ADOZIONE VARIANTE P.I. PER INSERIMENTO ART. 68 REGOLAMENTO EDILIZIO
- APPROVAZIONE VARIANTE P.I. PER INSERIMENTO ART. 68 REGOLAMENTO EDILIZIO

ATTI GIUNTA COMUNALE

- APPROVAZIONE PARTNERSHIP AGREEMENT (contenuto elaborato da comune con partner)
- INDIVIDUAZIONE PERSONALE COMUNALE ASSEGNATO AD AZIONI PROGETTO
- INSERIMENTO IN PROGETTI OBIETTIVI INDIVIDUALI E DI AREA AI FINI PERFORMANCE

EFFETTO PROCEDIMENTALE



DETERMINAZIONI AREA TECNICA per dare attuazione a azioni progettuali

(fuori da ordinaria programmazione comunale)

- Affidamento contratti di forniture – servizi
- Coordinamento operai per esecuzione interventi – allestimento e posizionamento tabelle

DETERMINAZIONI AREA AMMINISTRATIVA

- Provvedimenti inerenti gestione coordinamento

(grant agreement – partnership agreement – trasferimento partner – assunzione Project Manager – affidamento EPC società esterna per supporto contabile – relazione con monitor eu)

- Affidamento contratti di forniture – servizi per dare attuazione ad azioni progetto (es. sito Beware, pannelli, giornalista)

(ambiti extra ordinaria attività comune: didattica scuola, videogioco, cartone animato, itinerari digitali organizzazione meeting di progetto e di controllo, organizzazione eventi/festival tema, viaggi anche bruxelles)

DETERMINAZIONI AREA EDILIZIA – URBANISTICA

- Gestione Paes
- Previsione regolamentare incentivi per esecuzione interventi Beware in ambito edilizio

EFFETTO PROCEDIMENTALE

53 DETERMINAZIONI /PROCEDIMENTI

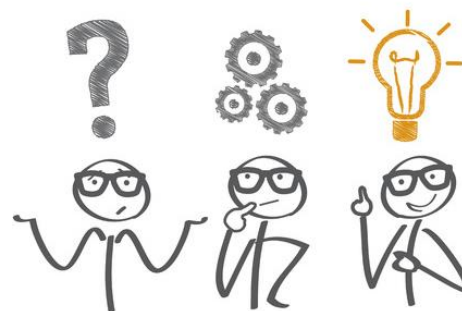
9 SERVIZI ESTERNI - 18.000,00€

12 INFRASTRUTTURE – 63.000,00€

6 EQUIPMENT – 7.000,00€

13 CONSUMABILES - 23.000,00€

13 ALTRI COSTI – 42.000,00€



IMPATTO PER GESTIONE DOCUMENTALE

Provvedimenti, contratti, atti di liquidazione, mandati devono essere inviati a Monitor Eu per controllo

RIPORTARE CUP E DICITURA PROGETTO BEWARE

FINANCIAL STATEMENT of the INDIVIDUAL Beneficiary

PROJECT reference : LIFE 17 GIC/IT/000091 LIFE BEWARE PERIOD (FROM) : 03/09/2018
 COUNTRY CODE : Italy IT PERIOD (TO) : 31/12/2021

NAME OF BENEFICIARY : COMUNE DI SANTORSO (VI)
 Type of Beneficiary ? COORDINATING beneficiary Local currency applied? EUR Euro
 Legal status ? Public body Strand type ? CLIMA - GIC

Statement of EXPENDITURES	Total costs with non-recoverable VAT (in €)	Total ELIGIBLE costs with non-recoverable VAT (in €)	Statement of INCOME (to cover the total cost)	€	% of eligible costs
PERSONNEL	361.544,44	361.544,44	Requested Union contribution	298.330,32	60%
Additional salary costs	95.774,96	95.774,96	Beneficiary's own contribution	248.871,34	50%
Non additional salary costs	265.769,49	265.769,49	Co-financer's contribution	2.912,00	1%
TRAVEL	970,25	970,25	Direct income of the project	0,00	0%
EXTERNAL ASSISTANCE	18.478,44	18.478,44			
Durable goods - INFRASTRUCTURE	63.062,20	15.713,64			
Durable goods - EQUIPMENT	7.766,69	2.218,79			
Durable goods - PROTOTYPES	0,00	0,00			
LAND PURCHASE/LEASE/ONE-OFF COMPENSATION	0,00	0,00			
CONSUMABLES	23.119,77	23.119,77			
OTHER direct costs	42.643,64	42.643,64			
OVERHEADS	32.528,23	32.528,23			
TOTAL	550.113,67	497.217,21	TOTAL	550.113,67	

Exchange rate option used to convert national currency into EURO: Not applicable (all costs in EURO)

A Given that the option "1st day after the end of reporting period" is selected, please encode the exchange rate:

We certify that that the information contained in this payment request is full, reliable and true. We also certify that the costs incurred can be considered eligible in accordance with the grant agreement and that: - the above costs correspond to the resources employed for the work under the agreement and that those resources were necessary for the work, - the costs were incurred and fall within the definition of eligible costs, - where necessary, authorisations have been obtained from the EASME, and- all the documents supporting the eligible costs reported above, including the time records are available for the purposes of audit by the EASME and its authorised representatives or the Court of Auditors and reflect the costs actually incurred.

Name of the Person(s) Authorised to sign this Financial Statement Date and signature
 De Michele Mrs Frida SANTORSO



Annex X to the Model LIFE Grant Agreement Financial and Administrative Guidelines



VII. AWARD OF CONTRACTS

As mentioned in the grant agreement (Art. II.9 for 2014-2016 grants and Art. II.10 as of 2017 grants), if the project requires the procurement of goods, works or services, the beneficiaries shall award the contract to the **tender offering best value for money** or, as appropriate, to the tender offering the **lowest price**. In doing so, they shall **avoid any conflict of interests**.

Please note that the Agency/Commission is not imposing the EU public procurement rules on non-public beneficiaries. Unless otherwise stipulated in the grant agreement, beneficiaries are in principle free to organise the procurement in their usual way as long as they respect the criteria on 'best value for money or lowest price' and 'absence of conflict of interest'. However, beneficiaries should keep in their project file a short description of the tender rules (including their internal guidelines for selecting contractors if any) and the regulatory references used within the project.

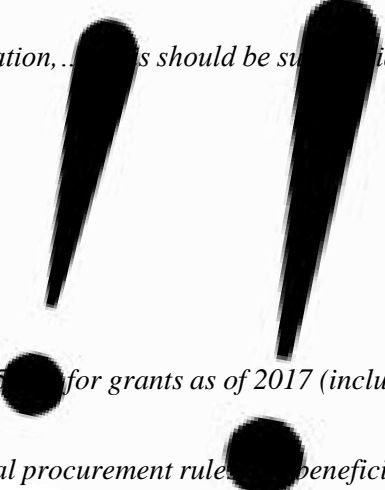
In all cases, including cases where according to a beneficiary it does not make sense to organise a formal tendering process (e.g. monopoly situation, ...), beneficiaries should be supported with supporting documents in the project file.

Beneficiaries should ensure and be able to demonstrate that their tender procedures for the selection of suppliers/subcontractors comply with :

- - the principles of 'best value for money' and 'no conflict of interest'
 - - the principles of transparency, proportionality, equal treatment and non-discrimination of potential contractors
 - - the EU public procurement rules (if beneficiary is 'public')
 - - the requirement to use an open tendering procedure when the value of a contract exceeds EUR 130,000 for 2014-2016 grants and EUR 135,000 for grants as of 2017 (including publication of the call for tender in the relevant media, such as e.g. the official journal, newspapers, ...).
- Below the threshold of EUR 130,000 for 2014-2016 grants and 135,000 as of 2017 grants, the threshold set out in the applicable public national procurement rules, the beneficiary shall award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price, while avoiding any conflict of interests and maintain written evidence of how the criterion of best value for money was met in accordance with the usual procurement policy and/or practise of the beneficiary.

It should be noted that contracts may not be split in smaller contracts ("saucissonage") only for the purpose of avoiding the requirement of asking for competitive price offers.

Beneficiaries should ensure that the awarded contract is back-to-back with the grant agreement (i.e. that certain conditions – see Art. II.9.3 for 2014-2016 grants & Art. II.10.2 – are also applicable to the contractor).

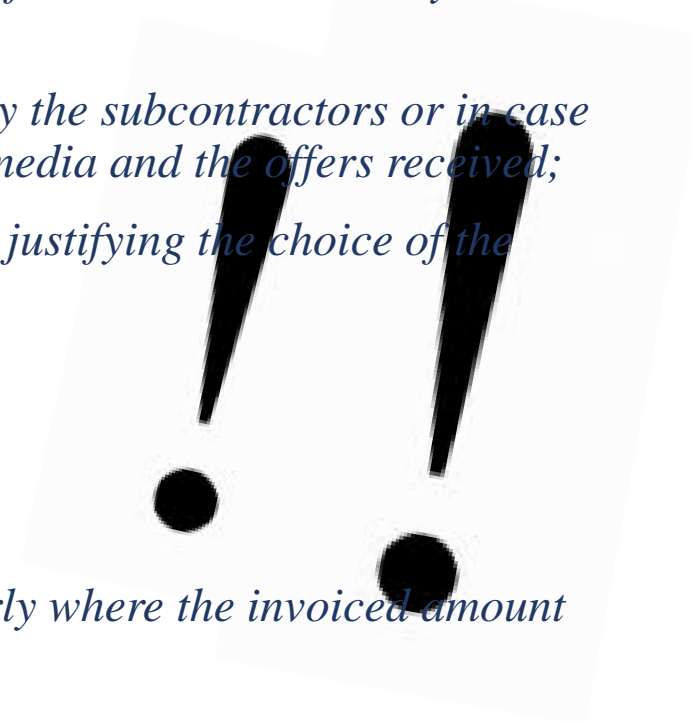




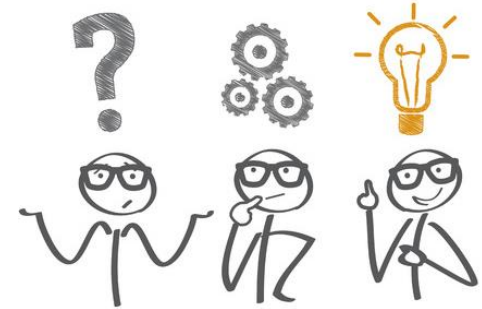
Annex X to the Model LIFE Grant Agreement Financial and Administrative Guidelines



● *TIP : For each contract involving significant expenditures, it is recommended to keep in the project file the following:*

- Short description and justification of the selection procedure employed with reference to the statutory documents, if applicable,*
 - Copy of the requests of offers sent by the beneficiary and the offers received by the subcontractors or in case of tender, a copy the publication of the call for tender published in the relevant media and the offers received;*
 - Copy of the report from the selection committee, if relevant, or internal memo justifying the choice of the contractor,*
 - Copy of the contract,*
 - Short description of the service/item purchased,*
 - Approval of the item/service purchased by the project manager,*
 - Explanation if invoice amounts differ from the contractual amount (particularly where the invoiced amount exceeds contracted amounts),*
 - Justification for any unusual tendering procedures.*
- 

EFFETTO ADEMPIMENTI «FUORI DA COMUNE»



- VIAGGIO A BRUXELLES AVVIO PROGETTO – FINE?
- RELAZIONE CON MONITOR UE

Selezione pubblica per Project Manager – Gestione procedura MEPA Servizio Esterno supporto Management
Predisposizione relazioni periodiche (anche in inglese!) su azioni e CRONOPROGRAMMA

- COORDINAMENTO DELLE ATTIVITA', SPESE , CRONOPROGRAMMA DI TUTTO IL PROGETTO ANCHE DI ALTRI PARTNER

Riunioni periodiche monitoraggio documenti, spese di tutti

- PRESIDIO EFFETTIVO DEGLI AFFIDAMENTI (RIUNIONI CON APPALTATORI , RACCOLTA FOTO, DATI, ELABORARE NUMERI, MISURARE RISULTATI)

EFFETTO



Comune di Santorso

