

APPROVED

By the decision of the sole stakeholder 08-05-2020 No. 1/2020-05-08

PROCEDURE FOR RESOLVING ISSUES ARISING DURING THE QUARANTINE PERIOD IN THE GOOD WILL FOUNDATION

1. This *Procedure for Resolving Issues Arising during the Quarantine Period in the Good Will Foundation* (hereinafter - the Procedure) regulates, how procedural issues in the PE „The Foundation for Disposal of Good Will Compensation for the Immovable Property of Jewish Religious Communities“ (hereinafter – GWF) are addressed, raised to the Government of the Republic of Lithuania on March 14, 2020. by resolution No. 207 “On the announcement of quarantine in the territory of the Republic of Lithuania” after the announcement of quarantine in the entire territory of the Republic of Lithuania.

2. If due to quarantine the employee of the project executor is declared downtime, first the project executor must receive benefits (subsidies) from the state in accordance with the procedure established by legal acts, and then the part of the downtime benefit not covered by state subsidies (downtime "balance"), at the written request of the project executor, may be partially reimbursed by the GWF administration from the GWF funds allocated under the partial funding agreement for the implementation of the project (if the project includes specific payment lines, as well as if the project executor, even if later, reached the goals for the relevant period indicated in partial funding agreement).

If the project executor has not been granted a state subsidy due to the declared downtime of employees, it is presumed that the project executor has committed violations of law provided for by law, due to which he could not be granted the said subsidy from the state. In this case, no funding is available from the GWF for downtime of the project executor's staff.

The part of the project executor's downtime costs that was financed (paid) from Republic of Lithuania state budget and / or municipal budgets, other financial resources available to the state and / or municipalities are ineligible project costs and are not declared in the reports submitted to GWF.

3. Project executors wishing to cover the part of their staff downtime allowance not covered by state subsidies (downtime "balance") with the project funds allocated for the implementation of the project under the partial funding agreement must provide the GWF with the following documents and information:

- 1) a written reasoned request (stating why the employees could not be made redundant, justifying their necessity for the project, specific periods of employee downtime, as well as indicating the amounts of subsidies received from the state and the amount of downtime in percentage paid by the project executor to its employees);
- 2) internal regulations of the project executor related to the announcement of downtime to its employees and the salaries paid to its employees during the downtime (orders; requests to the Employment Service of the Republic of Lithuania; employee salary

- slips, journals, etc.); copies / statements from project executor bank accounts of subsidy received from the state payment orders; etc.);
- 3) other documents and information requested by the GWF related to the granting / payment of state subsidies to the project executor (if the GWF lacks it).
 4. If due to quarantine the project executor did not implement (did not perform) the project activities within the project deadline, the project implementation deadlines may be extended at the written request of the project executor by decision of GWF (project activities are postponed to later periods) and project cost estimates are adjusted accordingly – all these changes to project implementation must be formalized in writing by the GWF signing amendments to the partial funding agreement with the project executor.
 5. The total actual amount of project funding, including partial compensation for staff downtime from the project funds, may not exceed the amount specified in the project partial funding agreement.