

**Q & A for Briefing Session on 24.4.2012 for
Improvement Programme of Elderly Centres (IPEC) cum
Jockey Club Elderly Facilities Modernisation Scheme (EFMS)**

Q & A

Eligibility Criteria

1. Can centres with reprovisioning/redevelopment plan apply for IPEC?

Elderly centres with concrete reprovisioning/redevelopment plan, which fall within the implementation period of IPEC, i.e. before March 2018, would be arranged to conduct the improvement work upon the taking up of the new premises for the life span of five years being met.

2. Can centres with reprovisioning plan after March 2018 apply for the IPEC?

Since IPEC is a 6-year project to be implemented starting from 2012-13, centres with reprovisioning plan after March 2018, which is beyond the project period, will need to apply for LF grant under normal LF procedures for fitting-out / renovation works.

3. What is the criteria for phasing, i.e. the time phase for the centre to join IPEC?

NGOs operating elderly centres would be invited to indicate their preferred phase of fitting-out works. In deciding the time phase, duration since the centre's major renovation being funded by LF last time would be considered. Furthermore, views from district would be sought so that centre's improvement work in districts would be conducted in a co-ordinated manner to minimize disturbances towards the users.

4. Can elderly centres which have undergone major renovation within 5 years apply for JCEFMS only?

The JCEFMS is to upgrade and improve the facilities of elderly centres which join IPEC. We encourage the centre to grasp this valuable chance to apply for funding support from HKJCCT to upgrade the F&E to benefit the service users and the community at large together with IPEC. Funding support from HKJCCT only is not considered.

5. If the sub-base of the elderly centre had undergone major renovation in less than five years, would the centre be considered for IPEC?

If the previous major renovation was for sub-base only and the main base has not undergone any major renovation in the past five years, the main base is eligible for IPEC and the fitting-out cost under IPEC would be allocated according to the active size of the main base. The centre may apply IPEC for the whole centre later when the sub-base meets the five-year rule.

Project grant

6. Will the DECC cum IHCST entitle for funding of upgrading F& E for IHCST under IPEC?

The ambit of IPEC is to improve the physical setting and facilities of elderly centre services. For IHCST, a home-based service, attached in DECC, its F/O cost with one kitchen are included in the estimation using a bare shell approach. No funding for F&E of IHCST are further provided.

7. How and when NGO apply for the reimbursement of the project grant ?

NGO should submit duly completed claim form (see Annex 5.3 of the LF Manual) signed by the AP of the NGO and all the invoices / receipts (the original plus one copy) relating to the IPEC and purchase of F&E of each beneficiary centre to Arch Section (for works) and the Finance Branch (for F&E items) respectively for the arrangement of reimbursement. For details of the reimbursement procedure, please refer to paragraph 3.3.2 & 3.5.6 under Chapter 3 and Chapter 6 of LF Manual.

For funding support for F&E under HKJCCT, NGOs need to submit application form for each centre to SWD for vetting first. Then, NGOs need to procure the F&E items and apply for reimbursement afterwards from HKJCCT via SWD.

SWD would be responsible for the vetting of application, items purchased and receipts while HKJCCT would issue cheque direct to the NGOs for reimbursement. The procurement and application for reimbursement should be completed within 18 months from the date of approval for the application.

8. If the NGO has difficulties to pay for the expenses prior to the reimbursement, can centre apply for advance payment of grant?

As stipulated in paragraph 3.5.3 of LF manual, when the NGO is unable to meet the expenses first, it may apply for advance payment from the LF. Full justification must be given together with an undertaking that receipts of works and purchase would be submitted to SWD as soon as possible, and in any case not later than one month after the receipt of payment from LF.

9. Can NGO use donations or other funding to top up the project grant ?

NGO may go for higher standards of provision through its own topping-up funds or donations or when such higher standards could well be accommodated within the lump sum grant but it should note that neither the LF nor SWD would accept any liability, recurrent or capital, arising from, including but not limited to any subsequent renovation or replacement of those items.

10. If NGO can use donations to top up the project grant, can the centre be named after the donor ?

The approval of SWD is required if a NGO intends to name a project after a donor, whether the project is at the application stage, is in progress or has been completed. The person to be named after or the NGO making the proposal is required to contribute at least 20 % of the total capital cost of the LF project. An amount equals to 10% of the total capital cost is required to be contributed to the LF while NGO is allowed to retain the remaining sum of 10% or more for upgrading the LF project. The requirements for naming-after are stipulated in paragraph 7.3 of the LF Manual and the letter of 2 November 2009 to NGO on the subject.

11. Since IPEC lasts for a long period of time, would the cost estimation for the fitting out for respective service unit be adjusted due to inflation?

The Architectural Section of SWD will review the standard fitting-out costs of each services type before implementation of the second and third phases of IPEC. (EB notes: estimation would be worked on DECC and NEC while the costs for SE and SF will be adjusted according to the sliding scale).

12. Is virement allowed among the four thematic categories under JCEFMS?

The proposed F&E items and amount of funding for **each** of the thematic category under JCEFMS are for reference only. Considering the different area size, need of service users and work focus, elderly centre can purchase F&E for at least two out of four thematic categories is chosen and the amount of each category **should not exceed 60% of the total sum** of the four thematic categories.

Project Scope

13. Can project works cover self-financing area ?

IPEC only supported the recognized subvented/operating area of the premises while the cost for the works fall in self-financing areas should be borne by the NGO. NGO should delineate the boundary of the subvented and non-subvented portions at the layout plan submitted.

14. For some centres with integrated service, can the grant be used for all the area of the premises?

The ambit of IPEC is targeted to improve the physical setting and facilities of elderly centres. For one DECC and one SE are included as the service component of two Integrated Services Centres (ISCs), the standard size of DECC and SE would be adopted in calculating the fitting-out cost under IPEC.

15. Can target beneficiary units adopt a new layout for IPEC ?

Yes. The target beneficiary units has the flexibility in adopting a new layout. But the proposed new layout should be endorsed by the Elderly Branch and our Arch Section.

Technical Aspect

16. Is it necessary to involve Authorised Persons (APs) in preparing the proposed layout?

Applicant NGOs are not required to engage APs in drawing up their proposal. We do not expect them to provide detailed proposals on their IPEC. A brief write-up on

their respective proposals covering the main areas together with an initial layout showing the estimated size and location of various functional areas will be sufficient. According to paragraph 1.3.1 of the LF Manual, applicant NGOs should not enter into any financial commitment in respect of any projects before the LF grants concerned have been approved. SWD and LF will not be responsible for any financial commitment so made.

17. Any advice on how to select and appoint AP ?

The procurement procedure of works including engagement of AP should refer to Chapter 6 of the LF Manual. The points to be noted in the selection of AP are detailed at Annex 6.5 of LF Manual. Sharing session on implementation of IPEC and JCEFMS would be organized to NGOs at the start of each phase.

18. Any technical advice and support are available from SWD ?

During the construction period, the Architectural Section of SWD will carry out periodic inspections to monitor the programme of the fitting-out works for the purpose of timely delivery of services. The Architectural Section will also carry out handover inspections to ensure compliance with safety and other statutory requirements. It remains the operator / his AP's responsibility to ensure the minimum Technical Schedule standards are met.

19. Is it necessary for NGO to obtain any prior approval from SWD or submit any required documents before starting IPEC ?

Submission checklist of required documents will be attached in the approval letter. Paragraph 3.3 on Fitting-out works under Chapter 3 of LF Manual should be referred.

Maintaining the Service During Project Works

20. Will there be any additional funding for renting temporary office during renovation of the centre premises?

No. NGOs need to make use of their own resources to cover expenses incurred from renting temporary office during renovation of the centre premises. However, we would support welfare rental for temporary office located in the public housing estate if required under this IPEC.

Evaluation and Acknowledgement of LF and HKJCCT

21. Can NGOs with strong religious background apply for waiving of acknowledgement requirement of LF grant?

To recognise the contribution of LF, beneficiary NGOs are required to follow the acknowledgement requirements set out in paragraph 7.2 of the LF Manual. Individual NGO's request for waiving of acknowledgement of LF grants on very exceptional grounds will be dealt with under para.7.2.6 of the LF Manual.

The applicant NGO should specify the reasons of their request for waiving of acknowledgement of LF in the application together with supported documents. If the exemption is requested because the beneficiary NGO does not wish to associate its service with donation from gambling activities, the NGO concerned must be able to demonstrate or confirm that it has never acknowledged donation from similar activities.

For NGOs / elderly centre choose to apply for funding from HKJCCT to upgrade its F&E, they should comply with the requirement of erecting commemorative plaques within the premises of the centres to acknowledge HKJCCT's contribution as well as other terms and conditions.

22. Is it necessary for the beneficiary units to organise an opening ceremony after completion of IPEC?

No. It is up to the decision of the beneficiary units. Instead, they are reminded to follow the acknowledgement requirements as stipulated in paragraph 7.2.2. (a) of the LF Manual to install a commemorative plaque in a prominent place within the premises of the facility to publicize the welfare aspect of the LF.

Elderly Branch
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