

**Improvement Programme of
Elderly Centres (IPEC) / cum
Jockey Club Elderly Facilities
Modernisation Scheme (JCEFMS)**

31 August 2012

Social Welfare Department

Rundown of Sharing Session

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Background (1)

The 2012-13 Budget has announced that the Government will allocate **\$900 million** under Lotteries Fund (LF) to implement the **Improvement Programme of Elderly Centres (IPEC)** [長者中心設施改善計劃] aiming at improving the physical setting and facilities of as many as 250 Elderly Centres (EC) across the territory.

The Hong Kong Jockey Club Charities Trust (HKJCCT) also announce to donate **\$110 million** to all elderly centres that join IPEC to procure some upgraded Furniture & Equipment (F&E) as well as replacement of existing F&E items under the **Jockey Club Elderly Facilities Modernisation Scheme** [賽馬會智安健計劃]



Background (2)

- ★ Invitation letters were sent to operating NGOs on 23.4.2012 inviting participation in IPEC cum JCEFMS and indication of the preferred phasing

Progress (1)

Total 72 NGOs involving 237 ECs indicated their interest to join IPEC or IPEC cum JCEFMS

	No. of Centres joining IPEC / IPEC cum JCEFMS
DECC	41
NEC	114
SE / SF	82
Total	237



Progress (2)

- Schedule for improvement works for individual centres worked out with consideration given to :
 - previous renovation record
 - distribution of no. of centres in the district
 - re-development and reprovision plan
 - preference of centres
- Notification letters informing the schedule were issued to NGOs on 8.8.2012
- Schedule is subject to change (e.g. change of re-development and reprovision plan)

Progress (3)

Distribution of Centres in respective phases

	IPEC cum JCEFMS	IPEC only	Total
2012-13	26	6	32
2013-14	41	8	49
2014-15	33	12	45
2015-16	32	9	41
2016-17	34	7	41
2017-18	26	3	29
Total	192	45	237

Progress (4)

- Submission to LFAC for seeking funding allocation is required for each individual centre.
- Grants from LF have been allocated to 7 centres already while the remaining 3 are pending approval from the Financial Services and the Treasury Bureau.

Timeline for Funding Application (2012-2013)

Schedule of submission to LFAC for funding application in 2012-13:



May 2012	July 2012	Sept 2012	Nov 2012	Jan 2013	Total
3	7	5	9	8	32

Timeline for Funding Application (2013 -2014)

- Schedule of submission to LFAC for funding application will be by 3 batches
- i.e. May and September 2013, January 2014

	May 2013	Sept 2013	Jan 2014	Total
DECC	3	3	2	8
NEC	7	7	8	22
SE+SF	7	6	6	19

Timeline for Action Taken (1)

Description	Time required
<ul style="list-style-type: none"> ■ Documents required for funding application , including <ul style="list-style-type: none"> ● Supporting documents of the area size of the premises included in IPEC (i.e. Tenancy Agreement, rental receipts) ● Existing layout plan ● Sketch of proposed layout plan ● Schedule of Accommodation (SoA) excel table (attached in notification letter) ● plan for contingency for service provision in fitting-out period ● Undertaking <ul style="list-style-type: none"> ◆ for SF (attached in notification letter) ◆ for acknowledgment of LF ◆ for continuation of service for five years – applicable to centres locating at leased commercial premises 	<p style="text-align: center;">2 months before LFAC Meeting</p>



Timeline for Action Taken (2)

Description		Time required
<ul style="list-style-type: none"> ■ endorsement at LFAC Meeting ■ further approval from the Financial Services and the Treasury Bureau (FSTB) for grant over \$4 million ■ allocation letter issued 		1 week to 2 months
IPEC	IPEC cum JCEFMS	
<ul style="list-style-type: none"> ■ Appoint Authorized Person (AP) ■ Tendering for works ■ Seek approval from landlord / government departments to conduct improvement works, as appropriate 	<ul style="list-style-type: none"> ■ Same as IPEC ■ Submit application form for purchase of F&E under JCEFMS within 5 months from the allocation letter issued 	Around 4 months



Timeline for Action Taken (3)

Description	Time required
IPEC/cum JCEFMS	
■ Project commencement and monitoring	Around 2 months
■ Project completion (Application for extension of time is required if the works could not be completed within six months from the grant allocated. Strong justification with supporting documents are needed.)	

Timeline for Action Taken (4)

During and after the project ...

Description		Time required
IPEC	IPEC cum JCEFMS	
<ul style="list-style-type: none"> Payment claim for fitting-out (F/O) and F&E under LF 	<ul style="list-style-type: none"> Payment claim for F/O under LF and F&E under HKJCCT 	Follow the time as required in LF manual if applicable
	<ul style="list-style-type: none"> Submit report upon project completion, photos before and after 	Within 3 months
	<ul style="list-style-type: none"> Submit report on the service output of the upgraded centre for the first twelve months 	After 12 months



Contingency plan (1)

Suggestions for preparation & **precautionary measures**:

■ Before works

- inform members and service users on the improvement works in advance (e.g. posters, routine meetings, regular publication)
- liaison with other NGOs, local bodies etc. in the district to explore feasibility of alternative venue and/or other back-up arrangements

Contingency plan (2)

Suggestions for preparation and **precautionary measures**:

■ During works

- guarantee contractor to execute insurance policies
- adopt precautionary measures to safeguard the safety of staff, service users and public

Contingency plan (3)



Suggested ways for **maintaining services** to minimize disruption to service users :

- more non-centre based services
- joint activities with other organisations taken place at venue of partner agencies
- usage of premises of nearby centres/agencies
- separate F/O schedule of main & sub-base if practicable
- to maintain essential services such as counter for enquiry

Key Features of Lotteries Fund for IPEC



Mode of Grant

IPEC only

- The grant would be allocated as **two** separate portions in **one lump sum**, one for F/O and one for purchase of upgraded F&E.
- To allow greater flexibility and room for innovative ideas, organisation may **vire** from the allocation of F/O works an amount not exceeding **5%** of the total allocation for the centre for the purpose of purchasing additional F&E.

IPEC cum JCEFMS

- A lump sum grant from the LF for F/O works



Example of Virement for joining IPEC only

Amount (\$ million)		5 % virement
F/O (100% of standard cost for a NEC)	\$ 3.519	\$ 3.438
F&E	\$ 0.100	\$ 0.181
Total	\$ 3.619	\$ 3.619

Points to Note

- Supplementary grant will not be provided
- Centre should NOT enter into any form of related financial commitment with the Authorized Persons/contract or proceed with any purchase related to the application before formal approval of the application is given by the SWD
- The grant should appear as a separate item in the audited financial statements - for accounting purpose



Payment Arrangement(1)

- required to submit all original invoices/receipts to designated parties within the period as specify

	Parties	Time Frame
IPEC		
F/O	To Arch /SWD via <u>Lotteries Fund Unit</u> <u>Finance Branch/SWD</u>	within 3 months after the defect liability period
F&E	Lotteries Fund Unit Finance Branch/SWD	within 3 months after practical completion of works
IPEC cum JCEFMS		
F/O	To Arch /SWD via <u>Lotteries Fund Unit</u> <u>Finance Branch/SWD</u>	within 3 months after the defect liability period
F&E	Elderly Branch /SWD	within 18 months when the application is endorsed by SWD



Payment Arrangement(2)

- NGOs are preferably to submit claims by batches, especially for F&E; and
- Advance payment can be made in accordance with para. 3.5.3 of the LF Manual.



Acknowledgement of LF

- To recognise LF in usual manner in accordance with para. 7.2 of the LF Manual – install a commemorative plaque in a prominent place within the premises of the facility
- Size requirement and reference wordings are stipulated in LF manual
- Individual request for exemption from making acknowledgement will be dealt with under para.7.2.6 of the LF Manual.

Key Features of Technical Aspect



Lump Sum Fitting-out Procedures (1)

1. Compliance of Schedule of Accommodation (SoA) and others
2. Submissions
3. Quotation and tender ceilings (LF Manual Paragraph 6.2)

Lump Sum Fitting-out Procedures (2)

1. Compliance of Schedule of Accommodation (SoA) and others

- a) The layout plan shall comply with SoA unless otherwise agreed with SWD;
- b) The given *Technical Schedule (TS) shall only serve as reference or minimal standard.
- c) Compliance to current statutory requirements.

* **TS and other related technical reference would be issued together with the allocation letter.**

Lump Sum Fitting-out Procedures (3)

2. Submissions

a) Prior to commencement of fitting-out (F/O) works

- i. Authorized Person (AP) consultancy agreement, AP registration certificate – On time submission to facilitate LF reimbursement processing.
- ii. Proposed Preliminary Programme – To facilitate project monitoring.
- iii. Layout Plan – Submission of layout plan before tendering for agreeing or settling changes in agreed layout plan.



Lump Sum Fitting-out Procedures (4)

2. Submissions (Cont'd)

a) Prior to commencement of fitting-out (F/O) works

- v. Subsequent amendments in the layout / standard requirement – Should be cleared before carrying out works.
- vi. Contract Document – To facilitate on site monitoring.

b) Applying for interim payment reimbursement

- i. AP undertaking for the compliance of TS, claim form, consultants / contractor receipts – On time submission to facilitate LF reimbursement.



Lump Sum Fitting-out Procedures (5)

2. Submissions (Cont'd)

c) Upon completion of works

- i. As built Drawings – To facilitate completion inspection.
- ii. Evidence of landlord's consent to the completed F/O works.

d) Within 3 months from the date of expiry of the Defect Liability Period (see para. 3.3.3, LF Manual)

- i. All outstanding payment claims for the project.
- ii. Final account prepared and endorsed by the AP.



Lump Sum Fitting-out Procedures (6)

3. Quotation and tender ceilings

a) Works Contract

- i. Not exceeding \$0.05M – Not less than 2 Written Quotations
- ii. \$0.05M to \$1M – Not less than 5 Written Quotations.
- iii. Exceeding \$1M – Tendering with complete documentation (Recommend not less than 10 Tenders)

Lump Sum Fitting-out Procedures (7)

3. Quotation and tender ceilings (Cont'd)

b) Appointment of AP – Maximum 10% of the total cost of works

1. Not exceeding \$0.05M – Not less than 2 Written Quotations
2. \$0.05M to \$0.5M – Not less than 5 Written Quotations.
3. Exceeding \$0.5M – Fee Tendering (Procedure to be advised)
4. For LSG F/O Works, NGO may exercise LF Manual paragraph 6.6.9 provision to engage the AP directly but to note the Principle of Fairness and Avoidance of Conflict of Interest Upheld.

Key Features of JCEFMS



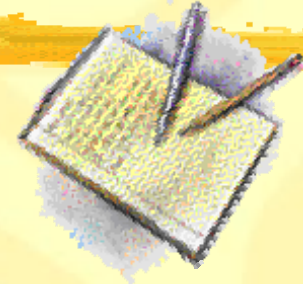
Scope of JCEFMS (1)

- Upgraded F&E under four thematic categories
 - Promotion of health
 - Promotion of continuous learning
 - Prevention of dementia/cognitive impairment
 - Strengthening carer support and home safety demonstration
- Replacement of existing worn-out F&E

Scope of JCEFMS (2)

- **Reference List** of upgraded F&E items, with suggested amount of funding of individual theme and amount of replacement of existing F&E items are provided

Application, allocation and payment procedure (1)



■ Step 1

- Complete Application Form
- Prepare the floor plan and photos showing proposed location and the surroundings with indication of suggested material to be used for the commemorative plaque

Submit to SWD for vetting within **5** months from the allocation letter issued

Application, allocation and payment procedure (2)

Points to note in filling the application form and purchasing F&E:

- Indicate estimate amount of F&E under four themes within the reference list
- Fill in the proposed items which are out of the reference list
- At least **two** among four thematic categories chosen
- Ceiling amount of each category should not be more than **60%** of the sum of the four thematic categories
- Total amount should not exceed the ceiling amount set for each type of centre



Application, allocation and payment procedure (3)

■ Step 2

Purchase of F&E when the formal approval is given by SWD

■ Step 3

Apply for reimbursement from HKJCCT by submitting original copy of receipts to SWD via a claim form with at least one thematic category completed for each claim and replacement.

Application, allocation and payment procedure (4)

■ Step 4

Cheques would be issued by HKJCCT directly to NGOs. Application for reimbursement should be made within **18 months** from the date when the application is endorsed by SWD.

Terms and conditions under JCEFMS (1)

- Erection of a commemorative plaque at a prominent location with reference to the specifications.
- Acknowledgment in all promotional materials and events related to this project
- No objection to publicity arrangements by HKJCCT
- Bearing any and all cost overrun, including all future recurrent costs incurred from the use of F&E items procured under this project

Terms and conditions under JCEFMS (2)

- Spending donation in a publicly accountable manner with transparent, open and fair competition principles of procurement.
- Showing the amount received from HKJCCT in NGOs' audited accounts as a donation.
- Submit a report via SWD within 3 months upon project completion, photographs of before-and-after of the enhancement and report on service output of the upgraded centre for the first 12 months.
- No objection to the arrangement that HKJCCT wish to conduct an audit of the use of the donation.

Remarks : executive director of NGOs is required to accept the terms and conditions by signing Part II of the application form



Overall timeline for IPEC/cum JCEFMS

Month

1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
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Invited to submit documents /information for funding application

- supporting documents of the area size of the existing premises (i.e. Tenancy Agreement, rental receipts)
- existing layout plan
- sketch proposed layout plan
- SoA excel table (attached with notification letter)
- plan for contingency for service provision in fitting-out period
- undertaking for
 - SF (form attached with notification letter)
 - acknowledging LF
 - continuation of service for five years – applicable to those centres at leased commercial premises

Funding application

- LFAC meeting (tentative : Jan, May, September)
- Seeking approval from the financial Services and the Treasury Bureau (FSTB) for grant over \$4 million

Allocation Letter received

- Appointment of Authorized Person (AP)
- Submission of application form for purchase of F&E under JCEFMS within 5 mths

Tendering for works > Commencement of works and Purchase of F&E > Project completion

Payment Claim

- IPEC
 - F/O : within 3 months after the defect liability period
 - F&E : within 3 months after practical completion of works
- IPEC cum JCEFMS
 - F/O : within 3 months after the defect liability period
 - F&E : within 18 months when the application is endorsed by SWD

IPEC cum JCEFMS

- Submit a report within three months upon *project completion, including photographs of the elderly centre before and after the enhancement
 - Submit report on the service output of the upgraded centre for the first twelve months upon *project completion
- *when the centre had submitted all the receipts for reimbursement



Thank You



Q & A

