

Q & A for Sharing Session
Improvement Programme of Elderly Centres (IPEC) cum
Jockey Club Elderly Facilities Modernisation Scheme (JCEFMS)
(31.8.2012)

Funding allocation

- 1. When will the centres be informed of the schedule of submission to the Lotteries Fund Advisory Committee (LFAC) for funding application?**

Those centres joining IPEC in 2013-2014 would be informed of the schedule of submission application to LFAC in late 2012. The centres are required to submit the relevant documents (as listed in submission checklist of the Notification Letters to NGOs) and information to Elderly Branch / Social Welfare Department (SWD) two months before the LFAC meeting.

Project grant – for fitting-out works (F/O) and purchase of furniture and equipment (F&E)

- 2. How and when non-governmental organisations (NGOs) apply for the reimbursement from the Lotteries Fund (LF) for F/O and F&E?**

For F/O under IPEC

NGOs should submit duly completed claim form (Annex 5.3 of the LF Manual) signed by the AP of the NGOs and all the invoices / receipts (the original plus one copy) relating to works to Lotteries Fund Unit, Finance Branch / SWD which would then pass the payment claim to the Architectural Section (Arch Section) / SWD for vetting. Final payment claims and the final contract account should be submitted within three months after the expiry of defect liability period.

For purchase of F&E under IPEC

NGOs should submit duly completed claim form and all the invoices / receipts (the original plus one copy) relating to purchase of F&E, preferably by batches, to Lotteries Fund Unit, Finance Branch / SWD. All payment claims should be submitted within three months after practical completion of the F/O works.

- 3. How and when non-governmental organisations (NGOs) apply for funding support and reimbursement from the Hong Kong Jockey Club Charities Trust (HKJCCT) for F&E under JCEFMS?**

For funding support for F&E under HKJCCT, NGOs need to submit an application

form (attached with the allocation letter), listing out the estimated amount for F&E purchased within the reference list or/and the proposed items out of the reference list for each centre to SWD for vetting. NGOs could start the purchase after the formal approval given by SWD. Then, NGOs will apply for reimbursement from HKJCCT via SWD by submitting a claim form (would be attached when the approval is given by SWD) and the related invoices / receipts (the original plus one copy). SWD will vet against the items purchased and receipts. HKJCCT would issue cheque directly to the NGOs for reimbursement upon SWD's recommendation. The procurement and application for reimbursement should be completed within 18 months from the date of approval for the application.

4. Can NGO use donations or other funding to top up the project grant? Would the amount of the grant under IPEC be affected?

NGO may go for higher standards of provision through its own topping-up funds or donations 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. The amount of LF grant under IPEC would normally not be affected.

5. Since IPEC lasts for a long period of time, would the cost estimation for the F/O for respective service unit be adjusted due to inflation?

The Arch Section and Elderly Branch of SWD will review the standard F/O costs of each service type before implementation of the second phase (2014-2016) and the third phase (2016-2018) of IPEC.

6. Would there be any adjustment of the cost of F&E under IPEC and JCEFMS?

The cost of F&E under IPEC would be updated annually since 2013-14 according to the updated Price List of Common Furniture and Equipment issued by Lotteries Fund Projects Section (LFPS).

Taken inflation factor into consideration, the price of F&E under JCEFMS would be adjusted annually since 2014-15. The actual adjustment would be deliberated at the beginning of each year.

7. Can elderly centres adopt a new layout for IPEC?

Yes. Elderly centres have the flexibility in adopting a new layout so as to improve the service delivery, attractiveness to elders as well as safety for the elders. Yet,

the proposed new layout should be endorsed by the Elderly Branch and Arch Section.

Technical Aspect

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

Applicant NGOs are required to provide sketch proposed layout plan showing the location of functional areas and complete the Schedule of Accommodation (SoA) template listing the area size of respective rooms for main-base and/or sub-base(s) indicating the total area size of the centre as one service unit with reference to the proposed SoA for IPEC. They are not expected to provide detailed layout plan before funding secured from LFAC meeting. 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.

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

NGOs should refer to Chapter 6 of the LF Manual for the procurement procedure of works including engagement of AP. The points to be noted in the selection of AP are detailed at Annex 6.5 of LF Manual.

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

During the construction period, the Arch Section of SWD will carry out periodic inspections to monitor the programme of the F/O works for the purpose of timely delivery of services. The Arch 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.

11. Is it necessary to engage AP in the improvement works even no change of layout is involved?

In general, the employment of an AP / Consultant is normally not considered necessary if the work is simple, straightforward and involves only a fairly small sum of money (Paragraph 6.6.3 of the LF manual). For F/O under IPEC, NGOs are encouraged to employ APs / Consultants to prepare design and tender documents, to ensure compliance with statutory requirement and to supervise the

project work. Provisions for professional fees are already included in the grant allocations.

12. What is the normal procedure in AP engagement?

Although NGOs are encouraged to use competitive bidding to select APs, where necessary NGOs may directly engage an appropriate AP / Consultant for a project under IPEC provided that all the other procurement requirements and payment arrangements are complied with and principles of fairness and avoidance of conflict of interest upheld. The justifications for the exercise of the exceptional authority by the Board of NGOs must be properly documented on each occasion.

13. What is the requirement of quotation and tender ceilings for works?

The requirement of quotation and tender ceiling is laid down at paragraph 6.2 of the LF Manual. As a good practice, for those works projects exceeding \$1M, it is recommended to have not less than 10 tenders with complete documentation.

14. Is it necessary for NGOs to obtain any prior approval from SWD or submit any required documents before starting F/O works of IPEC?

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

15. Can NGOs apply for extending the deadline for completion of the project?

Any delay in completion of project might cause disturbances to the service users. NGOs therefore should exercise close supervision on the project so as to comply with the deadline of completion. If slippage is unavoidable, NGOs should seek approval for the extension of the deadline from LFPS, stating the proposed time and aspects required extension, i.e. either works or procurement of F&E (for JCEFMS, approval for the extension of F&E purchase should be sought from Elderly Branch). Supportive documents for extension should be provided. Approval would be considered if the causes are arising from factors beyond NGO's control, e.g. complications arising from seeking approval from the authority concerned.

Maintaining the Service during Project Works

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

Similar to other F/O works and renovation works arrangement, NGOs need to make use of their own resources to cover expenses incurred, in a broader sense, any additional expenses incurred, such as renting a temporary premises. However, we would support welfare rental for temporary office located in the public housing estate if required.

17. Can the centre be closed temporarily while the improvement works is in progress?

While service operation may somehow be affected by the improvement works, the centre should maintain its service as far as possible. The centre is required to state its contingency plan in the application proposal on maintaining the service and minimizing disruption to service users during the improvement works in progress.

18. Will there be special consideration on lowering the output / outcome level under FSA in view of service disruption caused by the IPEC?

Centres have to meet the output/ outcome requirements under the FSAs. In case such situation occurs, we would examine case-by-case prudently.

19. One of the suggested ways for maintaining services to minimize disruption to service users is to explore usage of premises of nearby centres/agencies. How could the centres know the schedule of works of other centres within the district?

Centres are suggested to liaise with concerned PCT about the schedule of improvement works of centres in the respective districts.

Evaluation and Acknowledgement of LF and HKJCCT

20. Are the beneficiary centres required to submit any evaluation and progress report to SWD?

For self-financing centres applying for LF under IPEC, they are required to submit an annual service report to SWD on service outputs of the membership and centre attendance for three years after completion of the improvement works and undertake to continue its operation for at least five years after completion of the improvement works.

Elderly centres joining JCEFMS are required to submit a report within three

months upon project completion (i.e. after the centres had submitted all the receipts for reimbursement), including photographs of elderly centre before and after the JCEFMS, and will report on the service output of the upgraded centre (i.e. average membership, average centre attendance and no. of carers served [for DECC and NEC only] for the first twelve months.

Elderly Branch

Updated in August 2012