

Applications for Capital Subventions to carry out Major Repairs / Slope Repairs from Schools under the Direct Subsidy Scheme

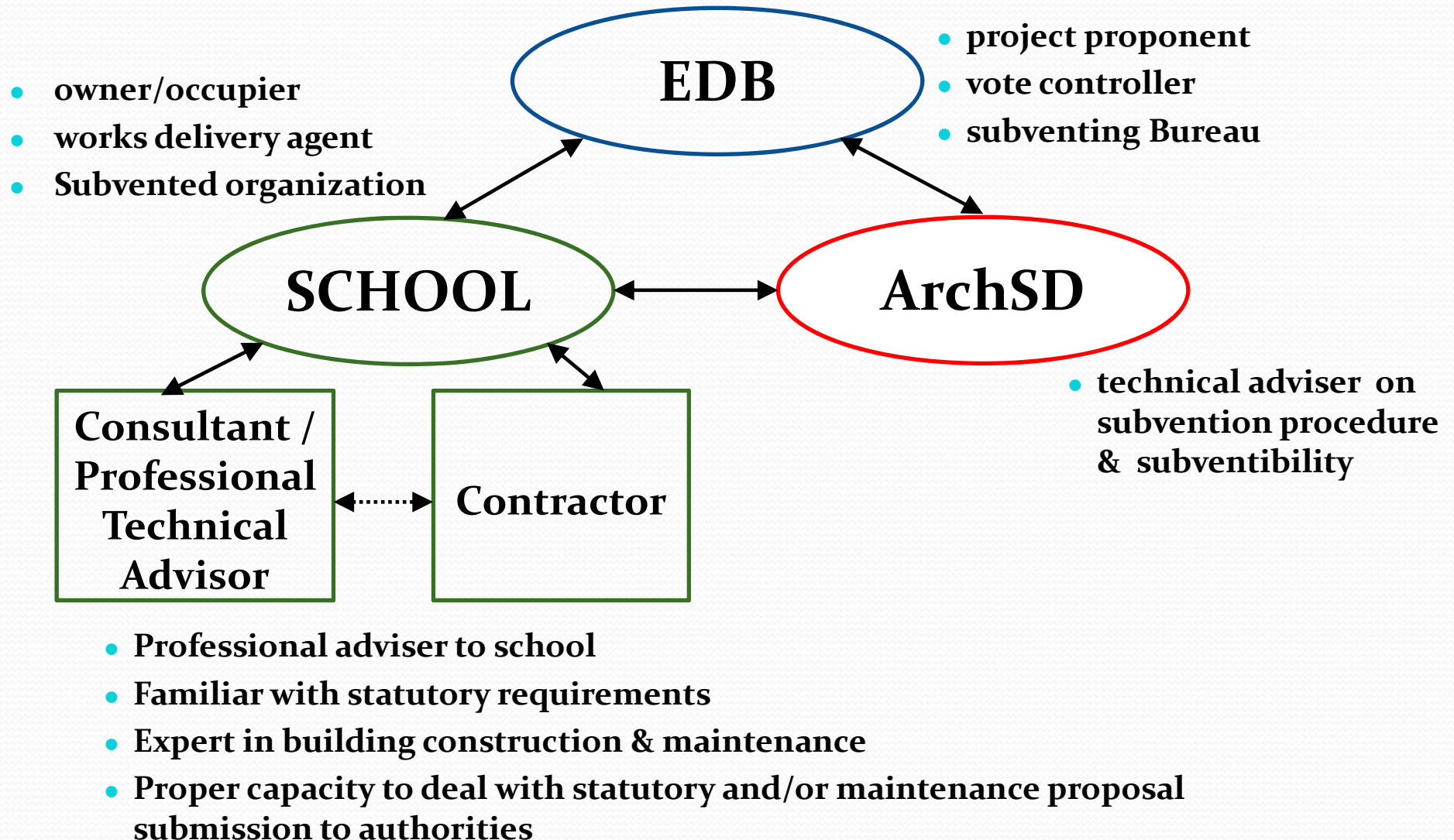
11.3.2019



Run-down

- A. Parties Involved**
- B. Important Points to Note**
- C. Key Procedures**
- D. Conclusion**

A. Parties Involved





B. Important Points to Note

- Schools, being the owner / occupier, are required to take prompt actions in order to keep school premises in a good condition.

B. Important Points to Note (cont'd)

- Schools should arrange general repairs costing < \$2 million by using the existing DSS subsidy.
- Schools may apply for capital subventions to carry out the following repairs:-
 - ◆ Major repairs (MR) > \$2 million
 - ◆ Slope repairs (SR) > \$2 million (not involving DHOs)
 - ◆ Repairs for discharging Dangerous Hillside Orders (DHOs)

B. Important Points to Note (cont'd)

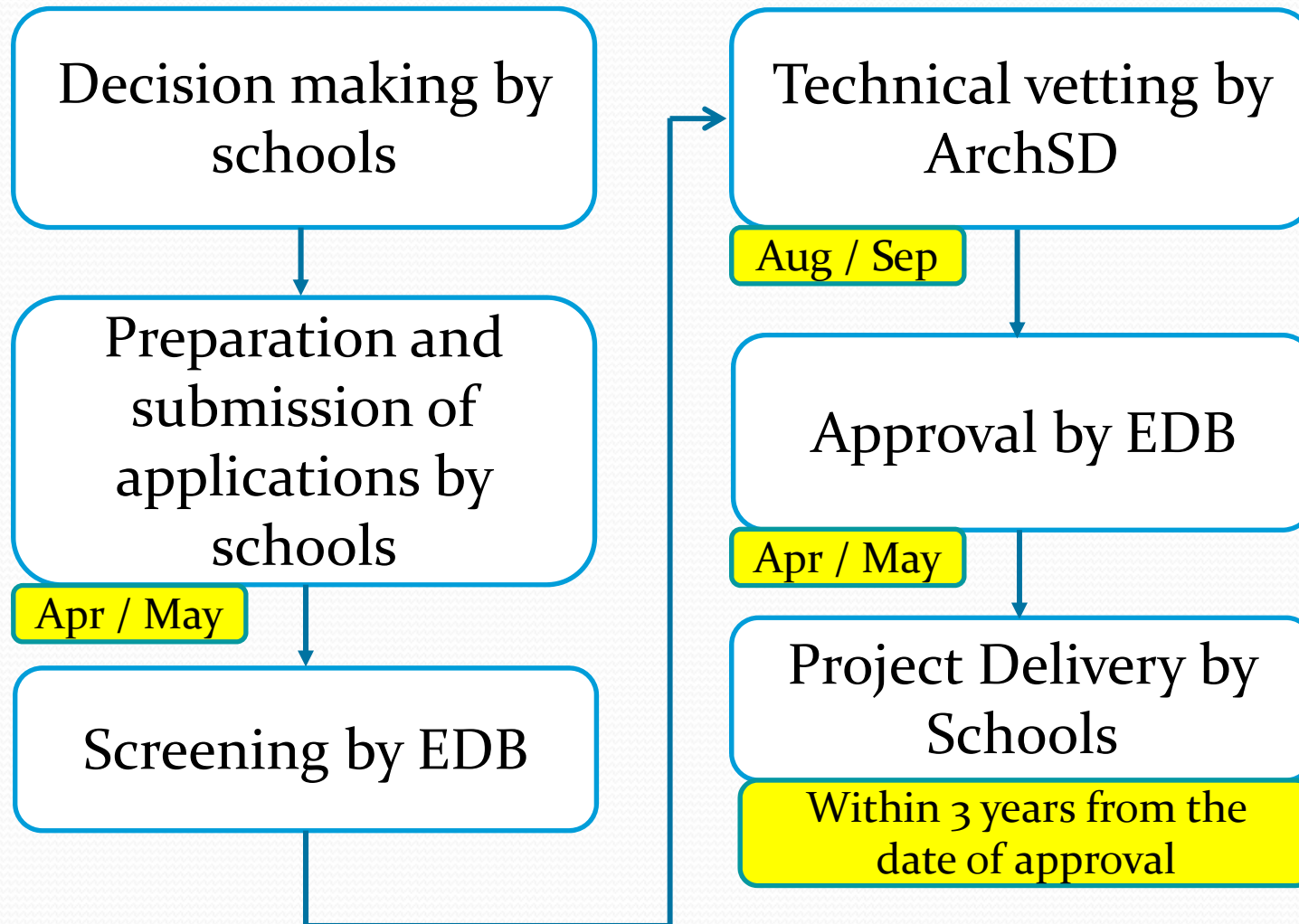
- Differentiation of school portions (EDB funded) and non-school portions (non-EDB funded)
- Church / Swimming Pool
- 2017 Policy Address initiative on air-conditioning in schools (in EDB's letter to DSS schools dated 7 Dec 2017: regarding maintenance and repairs of air-conditioning systems in standard teaching facilities, DSS schools may arrange carrying out the required works via the established mechanism for school premises maintenance, including applying MR costing more than \$2 million.)

B. Important Points to Note (cont'd)

Common Issues

- **Tight schedule** on processing requests from schools
- **Quality of submissions** from schools, subsequent clarifications / provision of further supporting documents will affect the processing rate

C. Key Procedures – Overview



C. Decision by Schools

- Any need to carry out the repairs?
(may seek advice from consultants/professional technical advisors, e.g. carry out inspections / prepare inspection reports)
- Are the necessary repairs within the scope of the capital subventions?
(Do not include items which are non-school portion / F&E items, or any items which are not catered by the MR exercise)

C. Decision by Schools (cont'd)

- Whether the school would have sufficient resources (time and manpower) to handle and complete all the within-scope-necessary-repairs within the coming 3 years, if approval is given?
- Too many items in one go?
- Too complicated for tender calling?
- Too much workload on school staff?
(may seek advice from consultants/professional technical advisors)

C. Preparation and submission of applications

- In principle, funding for inspection / routine maintenance / emergency works are to be arranged by schools. The exercise is mainly seeking capital subventions for planned repairs works to school premises.
- Separate application forms should be submitted for major repairs and slope repairs, if necessary.

C. Preparation and submission of applications (cont'd)

- Describe and give justification for the proposed works
- Inspection reports/Dimensioned drawings/sketches and preliminary design proposal as appropriate should be provided.

C. Preparation and submission of applications (cont'd)

- A completed application includes -
 1. Breakdown and details of the proposed works items with estimated cost of the individual applied items by provision of quantity and unit rate.
 2. Copies of approval letters (together with the list of approved items) of all applications within the past 5 years.

C. Preparation and submission of applications (cont'd)

3. Information required on “Checklists” for “Builder’s Work” and “Building Services Installation”
 4. One set of documents to EDB and two sets of document to ArchSD (accompanying with a duly completed form in softcopy)
- Application endorsed by School Supervisor should reach EDB before deadline (no more than 1 month from the date of invitation)

C. Screening by EDB

- Sufficiency of Information in the DSS Applications, as required in the Guidelines
- Identify non-subventible items such as F&E, non-school portion, etc.
- Liaise with schools for further information.
- Advise ArchSD on applied works items that are not supported by EDB in the initial screening.



C. Technical Vetting by ArchSD

- Technical comment on subvention procedure and subventibility by ArchSD
- Supplementary information / clarification by schools, if necessary

C. Approval by EDB

- Only applications with supported work cost exceeding \$2 million each will be included in the annual resource allocation exercise
- The expenditure position for the previous approved items of individual school
- Approval for the proposed works is subject to, amongst others, amount of funding available for the year

C. Project Delivery by Schools

- Upon approval of the proposed works, school will be responsible for undertaking the repair works and monitoring its progress
- Schools are required to commence the works the soonest possible and spend the approved subsidy in 3 years' time after approval.
- After 3 years there is no guarantee that the under-spending subsidy can be revoted.

C. Project Delivery by Schools (cont'd)

- Works on each approved item should start within six months of the date of approval.
- Slow spending of approved subsidy will held up the available commitment for new projects and this has profound implication for approving new items.
- Schools will be required to report the financial and progress status of the approved projects to EDB (by invitation) for onward planning in financial resources.

C. Project delivery by Schools (cont'd)

- Schools are accountable for the proper use of the grant and has to refund any money which has been improperly spent
- ArchSD's technical advice in the subsequent final level of subvention to safeguard the proper use of government funding

D. Conclusion

Factors to be considered in determining the amount to be approved for eligible items:

- Whether there is a genuine need for the school to carry out the works
 - Professional Technical Advisor's professional advice on whether the work items are essential with strong justifications
 - ArchSD's technical advice on subventibility of specific items

D. Conclusion (cont'd)

- Amount of available resources approved by the Legislative Council (hint: school to indicate the most preferable items(maximum: 3) in order of priority)
- Comparatively prioritized works - Items involving safety, health, security, law compliance



Thank you