

Funding and Service Agreement¹

Extended Integrated Services to the Hearing Impaired At the Sub-base of Multi-service Centre for the Deaf

This is a supplementary Funding and Service Agreement applicable to the service of Multi-service Centre. It should be applied together with the Funding and Service Agreement of the related service.

I Background

1. In the Financial Secretary's 2001-02 budget speech, an allocation of \$30 Mn a year has been earmarked to provide continuous community support for persons with disabilities and their families. Part of this allocation was earmarked to strengthen existing community-based services to persons with disabilities and their families. Extended integrated services to the hearing impaired as one of such services, has been identified for the additional allocation to gain synergy.

II Service Definition

Purpose and objectives

2. In addition to the service objectives of respective services of the Multi-service Centre for the Deaf, the extended integrated services provide the hearing impaired living in the New Territories (NT) with opportunities to participate in and to organise a variety of activities which meet their social and developmental needs.

Nature of the service

3. In addition to the requirements of respective services of the Funding and Service Agreement (FSA) for Multi-service Centre for the Deaf, the extended integrated services provide organised social, educational, supportive, volunteer or developmental activities either within the centre or in the community.

Target group

4. The major target group is similar of those stipulated in the FSA of the Multi-service Centre for the Deaf, in particular those living in the NT.

¹ This Funding and Service Agreement is a sample document for reference only.

5. In line with the philosophy of integrating disabled persons into the community, family members and able-bodied persons are also encouraged to participate in social, educational, supportive, volunteer or developmental activities.

III Performance Standards

6. Given the additional allocation, the service operator will meet the following output and outcome performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Number of new counselling cases ² within one year	16
2	Number of sign language training sessions within one year	40
3	Number of audiological assessment within one year	120
4	Number of social, educational, supportive, volunteer and / or developmental groups ³ completed for the hearing impaired and their families within one year	40
5	Number of social, educational, supportive and / or developmental programmes ⁴ for the hearing impaired and their families or for promotion of inclusion, integration and community participation of hearing impaired people within one year	270

Outcome

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed Level</u>
1	Service users indicating satisfaction after receiving services	80%

² Output Standard 1 excludes those counselling cases that have received services from the centre within the last twelve months.

³ (a) Each group shall have at least 4 sessions of group activities.

(b) The activities organised by or for the social, educational, supportive, volunteer and / or developmental groups shall not be included in either Output Standard 5.

⁴ For Output Standard 5, at least **15%** of the social, educational, supportive and / or developmental programmes for the hearing impaired and their families or for promotion of inclusion, integration and community participation of hearing impaired people should be **jointly organised with other organisations**.

(including counselling, training, assessment, groups and programmes) from the Sub-base within one year

Essential Service Requirements

7. The service operator will meet the following essential service requirements:
- Open for at least 9 sessions with 36 hours per week.
 - Staffing requirement includes registered social worker.

Quality

- 8 The service operator will meet the requirements of the 16 Service Quality Standards (SQSs).

IV Obligations of SWD to the Service Operator

9. SWD will undertake the duties set out in the General Obligations of SWD to the service operator as specified in the FSA Generic Section.

V Basis of Subvention

10. The basis of subvention is set out in the offer and notification letters issued by SWD to the service operator.

Funding

11. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator for a time-defined period. This lump sum has taken into account personal emoluments, including provident fund for employing registered social workers, qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the project and recognised fee income, if any. Rent and rates in respect of premises recognized by SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

12. In receiving the LSG, the service operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual and the LSG Circulars in force on the use of subventions. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustment and other charges in line with government-wide price adjustment factor. The

Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

13. Upon your acceptance of the FSA, payment of the LSG subventions will be made on monthly basis.

14. The service operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control system and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.

15. The service operator has to submit annual financial report (AFR) and statements reviewed by a certified public accountant registered under the Professional Accountants Ordinance (Cap 50) in accordance with the requirements as stipulated in the latest LSG Manual and LSG Circulars in force. The AFR should be prepared on cash basis and non-cash items like depreciation, staff leave accrual etc. should not be included in the AFR. Special or major capital expenditure items should only be included in the AFR if they had been thoroughly discussed in management board, well justified and documented.

VI Validity Period

16. This FSA is valid for a time-defined period. Should the service operator be in breach of any terms of condition of the Agreement and fail to remedy the same in such manner and within such time as shall be specified in a written notice from SWD that the same be remedied, SWD may after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the service operator.

17. Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the service operator and the service operator will be required to achieve new requirements in accordance with the specified implementation schedule.

18. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the service operator. SWD reserves the right to reallocate the project.

VII Other References

19. Apart from this FSA, the service operator should also comply with the requirements / commitments set out in the respective Service Specification, and the service operator's proposals and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail. The service operator's compliance to all these documents will be closely monitored by SWD.