

Funding and Service Agreement¹**Extended Service in Rehabilitation
and Training Centre for the Visually Impaired
(Additional Allocation commenced in October 2001)**

This is a supplementary Funding and Service Agreement applicable to the service of Rehabilitation and Training Centre for the Visually Impaired. 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 visually impaired persons. Extended rehabilitation and training services to the visually impaired as one of such services, has been identified for the additional allocation to gain synergy.

II Service Definition**Purpose and objectives**

2. Rehabilitation and Training Centre (RTC) provides comprehensive rehabilitation training programme for visually impaired persons, aged 16 and above, particularly to those newly blind, in order to develop their independent living skills and help them regain self-confidence for reintegrating into the community.

3. Extended service in rehabilitation and training serves the same service objectives of RTC for the Visually Impaired, i.e. to help needy visually impaired persons to restore independent living skills for integration into the community. It is particularly geared to serve the visually impaired in the New Territories (NT) including Tuen Mun, Yuen Long and Tin Shui Wai districts.

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

Nature of the service

4. A mixed mode of outreaching services and centre-based rehabilitation and training will be adopted in service delivery on the followings:

- a) Training in orientation and mobility skills
- b) Training in communication skills
- c) Training in home management skills
- d) Training in social skills
- e) Providing interest groups
- f) Counselling

(Note: As outreaching will be adopted and the present allocation does not cover bus operation, centre transportation will not be provided.)

Target group

5. Visually impaired persons, aged 16 and above, in particular those living in the NT.

Eligibility Criteria

6. Certified visually impaired persons who are physically and mentally fit for training.

III Performance Standards

7. The service operator will meet the following performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Enrolment rate within a period of 1 year	
	● Rehabilitation & Training Centre	95%
	● Orientation & Mobility Training	90%

2	Rate of Conducting Individual Assessment within a period of 6 months	
	● Rehabilitation & Training Centre	95%
	● Orientation & Mobility Training	90%
3	Rate of achieving individual training programme within a period of 1 year	
	● Rehabilitation & Training Centre	95%
	● Orientation & Mobility Training	90%
4	Rate of completion of training course within a period of 1 year	
	● Rehabilitation & Training Centre	95%
	● Orientation & Mobility Training	90%

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 Funding and Service Agreement (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 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 recognised 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.