

Essential Property Maintenance Programme Guidelines

INFORMATION FOR PROPRIETORS, BOARDS AND PRINCIPALS

For more information, forms, examples please visit the APIS website:
WWW.APIS.ORG.NZ/ | EMAIL: APIS.EPMP@nzceo.org.nz

Essential Property Maintenance Programme Guidelines

GENERAL	
TOPIC	GUIDELINE
Age of School	State-integrated schools built before 2015 are eligible for funding
Integrated property	Proprietors may only apply for projects that will maintain integrated school property as set out in the school's Integration Agreement
School viability	Schools at risk of closing, merging, or relocating within 5 years are not eligible. Proprietors to provide a self-assessment in their application.
Boarding facilities	Boarding facilities are not included
Tranches	Funding will be provided to APIS in two tranches of \$26.4m, the first in August 2021 and the second in August 2022.
Eligible Project Approval	All projects must be approved by 30 August 2022, regardless of funding tranche.
Per student funding rate	<p>APIS and the Minister of Education agreed to a settlement of \$52.8M. The per student rate is \$644.00 (Excl GST). The minimum of \$50,000 (Excl GST) will be paid to all schools whose roll would not generate this amount. (For example, roll generates \$28,600 the payment will be \$50,000) Maximum allocation is \$400,000 (Excl GST). Funds can be spent on one project or multiple projects within an allocation.</p> <ul style="list-style-type: none"> • The per student rate is based on the published MoE Policy One roll as at 1 July 2020. • All funds will be paid to the Proprietor.
Delivery deadlines	<p>Projects must be completed within 24 months</p> <ul style="list-style-type: none"> • by 30 August 2023 for schools receiving funding in the first tranche • and by 30 August 2024 for schools receiving funding in the second tranche <p>Proprietors are responsible for project delivery and required to sign a declaration committing to delivery timeframes.</p>
Pooling funds	Funds will not be pooled per proprietor. Funds will be released based on approved projects with signed contracts to commence work.
Using Policy One funds to top up	<p>Policy One funding can be used to top up the EPMP funds required to complete a capital works project.</p> <p>EPMP funding can be used instead of Policy One funds for a project if it meets the priority category.</p>
Policy One funding	<p>Policy One funding is often referred to as either major maintenance or capital replacement funding. Policy One funding can be used to upgrade and modernise existing grounds, building and associated facilities that have been integrated. Similar to 5YA funds in the state education system, Policy One funds in the state integrated sector are prioritised to;</p> <ol style="list-style-type: none"> 1) address health and safety matters; 2) maintain essential infrastructure; and 3) provide modern learning environments.
GST	The published EPMP entitlement by school is GST exempt. The amount of approved funding for each project will be confirmed to proprietors on a GST exclusive basis. All EPMP funding payments to proprietors will be for the approved amount plus GST.

Impact to School Property Guide (SPG)	There should be no impact to SPG as footprint extensions will be approved on a case by case basis and only if it's within the schools' SPG.
Assumptions	Please refer to Appendix One for assumptions made by APIS during this process.

PHASE ONE: PRE-APPROVAL OF ELIGIBLE PROJECTS	
TOPIC	GUIDELINE
Project Eligibility Application	Proprietors will complete a Pre-approval of Eligible Projects form for each school they have responsibility for per project. (see form on website)
Eligible projects	<p>Projects must fit one of three broad priority categories:</p> <ol style="list-style-type: none"> i. Health and Safety (P1) ii. Essential Infrastructure (P2) iii. Quality Learning Environments (internal or external) (P3) <p>If project relates to several priorities, select the priority most closely related to the project.</p> <p>It would not be expected for a Proprietor to identify a P3 project where there is a need for P1 or P2 work. However, exceptions to this would be made:</p> <ol style="list-style-type: none"> 1. Where the P1 or P2 work required exceeds the value of the EPMP allocation 2. Where the P1 or P2 work cannot be delivered within the EPMP timeframes. <p>(See Appendix One for examples of projects)</p> <p>The Ministry of Education requires a strong focus on the first three priorities before assessing any discretionary projects.</p>
Applying for pre-approval of eligible projects	Proprietors to complete Eligible Project Approval form and include for each project: <ol style="list-style-type: none"> iv. Estimate of costs (include scope) v. Estimate of timeframe vi. Signed agreement from Board vii. Signed off by Proprietor
Estimate of project costs	This needs to be from a reliable source such as a professional project manager, property manager etc.
Proprietors to top up funding shortfall	Proprietors to include amount of funding they will provide to top up any shortfall to ensure project completed.
Projected/estimated timeframe	This needs to be from a reliable source such as a professional project manager, property manager etc. A commitment from Proprietors to meet the 24 month timeframe is required.
Site plan	A Site Plan Update should not be necessary as most projects will not be extending the footprint. However, internal net area changes in square metres and usage classification should be noted on the project documentation
Declaration	<p>The application must have:</p> <ol style="list-style-type: none"> 1. Signed attestation that Board consulted and accepts 2. Signed attestation by Proprietor as to priority of project 3. Signed commitment from Proprietor to meet timeframe (within their control)

Submitting applications	<p>All project preapproval applications are to be sent to APIS.EPMP@nzceo.org.nz. Applications with all documentation and signed declarations will be accepted. Incomplete applications will be declined and proprietors asked to resubmit.</p> <p>Applications will be dated, allocated a project identification number, and tracked on a tracking sheet.</p> <p>Proprietors will receive an acknowledgement email informing them of acceptance/decline of application, their project identification number and estimated approval date within 5 working days.</p>
Approval to proceed to funding release process	<p>The APIS EPMP Office will notify the proprietor of the outcome of their application.</p> <p>If unsuccessful the APIS Office will advise the Proprietor of what is required to ensure a successful application, or the application will be declined. If the application is declined a reason will be provided.</p>

PHASE TWO: RELEASE OF FUNDS		
TOPIC	GUIDELINE	
Funding Release Application	<p>Proprietors will complete Funding Release Application form once a contract has been signed to deliver the approved projects. (see form on website). Application and documentation to be emailed to APIS at APIS.EPMP@nzceo.org.nz</p>	
Project Identification	<p>This is the project Identification number provided at Pre-approval phase.</p>	
Procurement	<p>A robust procurement process must be undertaken before selecting a contractor to deliver the approved project. The process needs to be transparent and well understood by all parties.</p> <p>Conflict of interest: Anyone involved in the procurement process who has an actual, potential, or perceived conflict of interest must declare this and sign the declaration.(see website for an example).</p> <p>Awarding contracts: Proprietors to please provide an explanation as to why the contract was awarded eg,</p> <ul style="list-style-type: none"> • Only one quote received, and due to time constraints would put delivery at risk if attempted to pursue further quotes • guarantee of meeting delivery deadline • materials available now • only contractor available in area • only supplier capable of delivery of project • offered best public value over whole life of works 	
Procurement thresholds	<p>This would be as follows:</p>	
	<p>Up to \$150,000 and rural schools</p>	<p>One quote or if master service agreement in place uses preferred supplier (such as consultancy firm on Ministry approved panel for state school projects)</p>
	<p>\$150,000 to \$400,000</p>	<p>Two quotes (one could be preferred supplier)</p>
Quotes to be retained	<p>Proprietors to keep quotes in case requested for audit.</p>	

Signed Contract	A covering memo needs to confirm scope, cost of project, timeline, and signatures of Proprietor and Contractor.
Confirm delivery timeline	Proprietors need to confirm they will manage the project to ensure the 24 month deadline can still be met by the contracted supplier.
Declaration remains current	Proprietors to attest that the declaration made during the pre-approval stage is still valid/current.
Approval to release funds	The APIS EPMP Office will notify the proprietor of the approval to release funds. Turn around time on decisions will depend on the complexity of the application.
Release of funds for approved projects	APIS will release funds for approved projects to the bank account provided by the Proprietor. Payments will be made on the 18 th of each month. 10% of the approved funding will be held back pending receipt of Project Completion Form.

PHASE THREE: PROJECT MANAGEMENT	
TOPIC	GUIDELINE
Project initiation	Proprietors will initiate projects and manage all interactions with suppliers and boards/school
Project closure	On completion of projects Proprietor to complete "Project completion" form and provide documentation. On receipt of project completion form APIS will release remaining 10% of the approved funding to Proprietors.

REPORTING	
TOPIC	GUIDELINE
Quarterly reporting to Minister of Education	APIS is required to report quarterly to MoE for the Minister. This will require APIS requesting Proprietors to update on project start dates, delivery progress, completion dates and total spend. APIS will provide more details to Proprietors in due course.

APPENDIX ONE

ASSUMPTIONS -APIS have made the following assumptions when assessing applications:

- Proprietors have carried out all due diligence before signing declarations and contracts
- Proprietors have used professional commercial processes where required
- Proprietors will manage the procurement process and ensure transparency of decision making
- Proprietors will manage the delivery of projects to the timeframes and monitor spending to a budget
- All GST to be paid by the Proprietor

FURTHER EXAMPLES OF PROJECTS

Projects will vary from school to school, but examples of planned works may include:

- Create more collaborative space by modifying the configuration of existing teaching spaces
- Resurfacing outdoor courts and paved areas to ensure safety and promote physical education and health
- Upgrading the school's storm water drainage systems to prevent flooding
- Bringing forward or expanding classroom upgrades, to improve lighting, acoustics and ventilation
- Science Laboratories and technology rooms that have not been updated to meet curriculum changes since the 1970s.
- Upgrade toilet block
- Create modern learning environment in accordance with 2030 standard including, double glazing, heating, cooling and insulation.
- Remodelled administration block to create whanau room and modernise reception (P4)
- General landscaping and signage works to ensure area safe (P4)

PROCUREMENT REQUIREMENTS

In procurement, we need to make sure all suppliers and providers have a fair opportunity, and that the process is transparent, accountable, impartial, and equitable. All steps in the procurement need to be clear, open, well understood and applied equally to all parties who are engaged in the process.

Proprietors are required to state why a contract was awarded eg, due to time constraints that would put delivery at risk it was decided to award contract to X as they responded within timeframe with quote.