

ESSENTIAL PROPERTY MAINTENANCE PROGRAMME

*ZOOM MEETINGS
9/10 AUGUST 2021*

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KEY POINTS ABOUT ESSENTIAL PROPERTY MAINTENANCE PROGRAMME (EPMP)

- Settlement agreed between APIS and Minister of Education
 - \$52.8M
 - Paid in two tranches (Aug 2021/Aug 2022)
 - \$50,000 min
 - \$400,000 max
 - Per student rate of \$644.00 (based on MoE Policy One roll as at 1 July 2020).
- EPMP funding is like the state system SIP but has some differences.
- Funds paid to Proprietors as legal owners of land and buildings

KEY POINTS ABOUT ESSENTIAL PROPERTY MAINTENANCE PROGRAMME (EPMP)

- Projects must fit one of three broad priority categories:
 1. Health and Safety (P1)
 2. Essential Infrastructure (P2)
 3. Quality Learning Environments (internal or external) (P3)
- Funds can be spent on several projects
- Proprietors can top up EPMP funds with Policy One funds for example

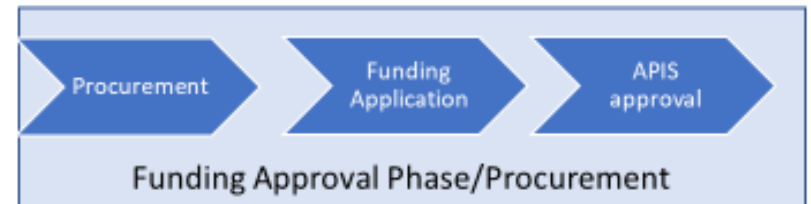
KEY POINTS

- The Proprietor is in control of the process.
 - Proprietor and Board acceptance of projects required
 - Proprietor and Board need to talk through the plan together
 - APIS is not involved in negotiating about project selection. This is between the Proprietor and School Boards.
- The role of APIS is to:
 - Ensure selected projects meet criteria
 - Release funds to Proprietors
 - Report to Minister

DELIVERY DEADLINES

- All project pre approval to be completed by Aug 2022
- Projects must be completed within 24 months
 - by 30 August 2023 for schools receiving funding in the first tranche
 - by 30 August 2024 for schools receiving funding in the second tranche.
- Proprietors are responsible for project delivery.
- APIS to report to MoE on delivery status on quarterly basis.

EPMP PROCESS



REPORTING TO MINISTER

- # Projects approved
- EPMPrgme Forecast spend
- Funding allocated
- Funding spent
- Project progress by phase
- Projects by type
- Regional spread
- Top ten projects in flight/delivery
- # projects completed

FAQ'S

QUESTION	ANSWER
Can the EPMP allocation for a school be spent on 2 or 3 projects rather than just 1?	Yes, it can be spent on several projects
Can I apply for a P3 project instead of P1 project?	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: 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.
Can a shade structure be built to enable covered outdoor gatherings or play for schools that experience climate extremes?	Need to show how this would fit in to priority category (external learning environment or H&S)
Can EPMP funds be spent on replacement of existing school fences – would this be considered part of essential infrastructure?	Need to show how this would fit in to priority category (eg H&S)
Can EPMP funds be spent on school swimming pools – eg. painting of the pool surface, replacement filter, pump, changing room upgrade, etc.	No, not a priority for swimming pool (upgrade to changing rooms – maybe)
If EPMP funds can contribute towards an essential infrastructure project like structural strengthening and modernisation of a classroom block, that is already a planned Policy 1 project, how will we confirm what exactly the EPMP funds have been spent on?	Provide prorata details

FAQ'S

QUESTION	ANSWER
Is there a MOE timeframe in which all the funds held by APIS are required to be spent by?	Aug 2024
Is there a timeframe in which Proprietors must spend the funds allocated to them for approved work?	24 Months from release of funds
Is there a timeframe for lodging of application to approval and from work finished to payment?	Aug 2022
Can APIS confirm if each school will have a pool of funds to draw down on or is it the 1st in 1st approved/ received as indicated in previous correspondence?	Funds will not be pooled per proprietor. Funds will be released based on approved projects with signed contracts to commence work.
Will the money have to be spent on maintenance projects as identified in the 10YrPP?	This is preferable however the exceptions are: 1).Where the 10YrPP work required exceeds the value of the EPMP allocation 2).Where the 10YrPP work cannot be delivered within the EPMP timeframes.
Our 10 YrPP says we have roofing which is due for replacement - shouldn't this come out of the 'normal' funding pool and not this maintenance money?	There is significant flexibility in using the EPMP funds. EPMP is focussed on accelerating the completion of major maintenance projects. Policy One and EPMP funds can be used together to get a project finished. The criteria for Policy One projects and EPMP projects are the same.
Does the 10YPP maintenance plan need to be fully up to date before the EPMP project?	The 10YrPP should be reviewed and updated on a regular basis. However, it does not have to be updated specifically for the EPMP funding.

FAQ'S

QUESTION	ANSWER
Is the the per student rate based on student roll Aug 2021 for the payment in Aug 2021, and then the Aug 22 roll for the Aug 2022 payment, or todays student roll?	Funding is calculated based on the 1 July 2020 Policy One funding roll with a minimum of \$50,000 and a maximum of \$400,000.
What if your pool is integrated?	Projects must be prioritised based on the Policy One priorities. If the proprietor and the BoT believe there are no other higher priority projects then a project on an existing integrated pool could be considered. The proprietor would need to demonstrate in the application that there were no other higher priority projects.
Funds received based on 1 July 2020 roll? Our roll has increased 40% since then. Is there an opportunity for a review for a school in significant growth?	The per student rate is based on the MoE Policy One roll as at 1 July 2020. There is no mechanism to change this. The total funding is a fixed amount. See "Per student funding rate" on page 1 of the EPMP Guidelines.
Can the funds be used so that the non integrated space can become integrated?	No. The space would already need to be integrated. EPMP funding for capital maintenance not new footprint.
Would building a new classroom block be an acceptable project covered under the EPMP funding?	Replacement of existing classroom footprint would be considered for this funding. Brand new footprint is not eligible for EPMP funding.
I have been told it is not for building or extending out from existing classrooms. Is this correct?	Replacement of existing classroom footprint would be considered for this funding. Brand new footprint is not eligible for EPMP funding.
Is there any discretion by proprietor on how much each school actually gets? Or is it exactly \$644 per child as of July 1st 2020?	No. Each school has a calculated amount of funding.
Can proprietor funds be pooled and accessed over time	No, Funds will not be pooled per proprietor. Funds will be released based on approved projects with signed contracts to commence work.

FAQ'S

QUESTION	ANSWER
Can we get quotes for multiple subcontractors works on one overall project?	It depends on the size of the project. Please see the section on Procurement on page 4 of the EPMP Guidelines.
Will EPMP funding be used for Priority One work that has been approved but not completed?	EPMP funding can be used to top up Policy One funding for projects commenced after 30 June 2021, if the Proprietor and the BoT agree.
So we apply for \$xx based on quotes received for a particular project but funding is limited to \$644 per student (per roll at 1st July)?	Yes. Funding is calculated based on the 1 July 2020 Policy One funding roll with a minimum of \$50,000 and a maximum of \$400,000.
So we get a quote and send it in. Do we have to talk through our plan with anyone first?	The Proprietor and BoT must agree on the project to be funded by EPMP prior to submitting a funding application. See "Applying for pre-approval of eligible projects" on page 2 of the EPMP Guidelines.
If we already have projects approved under Policy One funding but projects not started yet – can we prioritise the EPMP funds for an additional project or will this automatically be used for the already approved projects?	EPMP funding can be used to top up Policy One funding for projects commenced after 30 June 2021, if the Proprietor and the BoT agree. If an existing project is already fully funded by Policy One funds then EPMP can be applied to a different project. The Proprietor and BoT must agree on the EPMP projects together.
How soon can we apply?	Completed Applications will be considered from 11 August 2021. See page 2 of the EPMP Guidelines for details of application requirements.

FAQ'S

QUESTION	ANSWER
If the final cost comes in less than the quote, can we apply again to use the remaining funds on another eligible project.	Yes. A new application form will need to be submitted for any additional projects. However, the total of all EPMP funding provided is capped at each school's calculated maximum funding.
Can the funds be used for earthquake strengthening?	Yes. The Proprietor and BoT must agree that this is the highest priority and most suitable project for that school. See "Eligible projects" on page 2 of the EPMP Guidelines.
Are the funds for the Proprietor to spend, or are the funds for each schools Board of Trustees.	Funds will be paid to Proprietors
We would like to know if we can claim for works we are undertaking now or whether they have to be 'new' works from the date we can start applying?	Anything started after 30 June 2021
How many quotes will we have to obtain?	See page 4 in the EPMP Guidelines.
Will the BoT and BoP sign off be adequate, or do the decisions need to be minuted?	There is a form to be completed and signed by both parties which will provide sufficient documentation of the agreement between them. It is good practice to minute all decisions between the BoT and the Proprietor.
I'm still a little confused about prioritising tasks - my current thinking is to do the most needy items first regardless of 10YPP?	Yes. See page 2 in the EPMP Guidelines.

FAQ'S

QUESTION	ANSWER
How will we find out if we are in tranche 1 or 2?	Projects will be approved on a first in first served basis. Only applications with complete documentation can be approved. There is \$26.4M available for projects started from 1 July 2021 until 31 July 2022. The second tranche of \$26.4M will be available after 31 July 2022. Please note that all EPMP project applications must be received by APIS prior to 31 August 2022.
Will 'normal' maintenance projects be carrying on? For example - If we have a roof replacement due in our 10YPP will this continue as per the existing 10YPP or does that work now become a priority or this new funding?	Normal' Policy One projects on the 10YPP will continue as planned. EPMP funding is available to accelerate property maintenance over the next two years. However, EPMP funding gives the flexibility for some of these projects to be completed more quickly or for more projects to be completed than initially planned.
There is a mention of an EPMP Entitlement by School spreadsheet. I can't see that anywhere on the website. Could a link for that be sent out please.	The link will be posted after the completion of the webinars on 11 August 2021.
Can we use the funding to replace existing matting under an existing playground?	Yes. Landscape maintenance. H&S. As long as it is on integrated land.
What happens if we cannot get builders within the next two year timeframe?	We acknowledge that the building market is tight at the moment. However, it should still be a reasonable timeframe given the size of the projects (max \$400,000). If a project cannot be completed within the two year timeframe, then you should consider a different project.
What does started mean? Is it a contract signed with a builder or starting to look at architect plans and options?	The starting date is the date a contract is signed.

FAQ'S

QUESTION	ANSWER
<p>A two year completion time frame is tight especially when planning and council sign offs are in play. Then there is the possibility of other external interruptions like Covid, etc. Is there a penalty if a project is not completed within the 24 months?</p>	<p>The key is to get the project started. The application must show that the project can be completed within a 24 month timeframe. If a significant external interruption occurs, then we will negotiate timelines with MoE.</p>
<p>Are these projects part of or over and above what is in our 10YPP/5YA?</p>	<p>This EPMP funding is provided to accelerate Policy One (major maintenance) projects. These projects may have already been identified in your 10YPP. See 'Policy One funding' on page 1 in the EPMP Guidelines. 'Normal' Policy One projects on the 10YPP will continue as planned. EPMP funding is available to accelerate property maintenance over the next two years. However, EPMP funding gives the flexibility for some of these projects to be completed more quickly or for more projects to be completed than initially planned.</p>
<p>Is it possible to get an indication that a project may be eligible before completing the Pre-approval form. Obviously if it is a NO then there is no point in continuing with Pre-approval.</p>	<p>No. APIS expects all proprietors will submit a Project Pre-Approval form for each project to determine eligibility. Any questions about eligibility can be sent to our APIS.EPMP@nzceo.org.nz email. The Pre-approval process ensures that proprietors don't spend time planning and obtaining quotes for non eligible projects. It also ensures that all Proprietors and BoT have agreed on the project to be put forward for funding.</p>
<p>An Adventure Playground that is owned by the Proprietor needs replacing and is a H&S issue. Would the replacement be considered an eligible project being a H&S issue?</p>	<p>Ownership of the playground structure is not the key determinant for eligibility. EPMP funds can only be spent on integrated property. The Adventure Playground would need to be identified on the school's integration agreement in order to qualify as integrated property. For the avoidance of doubt, playground equipment situated on integrated land is not necessarily integrated property. The Proprietor and BoT must agree that this is the highest priority and most suitable project for that school. See "Eligible projects" on page 2 of the EPMP Guidelines.</p>
<p>How are APIS costs being covered as it must be a costly exercise for you? I appreciate the effort put in already with all the forms etc. Well done team.</p>	<p>APIS was given 0.4% of the total EPMP funding towards administration and reporting costs over the next three years. There are significant costs involved in administering the EPMP funding allocation process. We are grateful to the MoE for providing this financial support.</p>

FAQ'S

QUESTION	ANSWER
So we could spend funds currently held within the school accounts on playgrounds outside this EPMP programme?	Yes. The BoT could decide to use their own funds to provide playground equipment.
Can these funds be used for maintenance that has fallen behind? Something that really is the responsibility of the BoT?	Where ongoing day to day maintenance has fallen behind resulting in a major capital maintenance issue, then the Proprietor can use their capital maintenance funds to assist the BoT. EPMP funds could be used in this case, if both the Proprietor and the BoT agreed that this was the highest priority project. The Proprietor and the BoT should work together to ensure that the day to day maintenance is completed by the BoT from their operational funding.
Is the 30 Aug 2022 deadline for the completion of Phase 1 only?	The deadline for the pre-approval of all projects is 30 August 2022 regardless of funding tranche and project start date. Projects that are started in the second tranche post June 30 2022 still have 24 months to be completed. See 'Delivery Deadlines' on page 1 of the EPMP Guidelines.
What if your project costs exceed the predicted costs? Are we able to draw down more funding (if there is some left) to finish it?	Each school has been allocated a maximum EPMP funding amount. Projects will only be given pre-approval up to the maximum EPMP funding amount. Where this amount is exceeded, projects will need to be completed with other Proprietor funding (e.g. Policy One). If the pre-approved amount of the project was less than the maximum EPMP funding amount, then any cost overruns up to the maximum EPMP funding amount can be covered by EPMP funding.

FAQ'S

QUESTION	ANSWER
What is the turn around time for the pre approval application?	Our aim is a 5 day turn around from the date of the receipt of the Pre-Application form. See Page 3 of the EPMP guidance.
If tranche 1 is undersubscribed, is APIS allowed to carry any unallocated balance and add it to the tranche 2 funding?	Yes. APIS will ensure that all funds are available to be used by proprietors for eligible EPMP projects.
Can some of this funding be used for providing a new classroom (not a rebuild of an existing classroom)?	EPMP funding is for major capital maintenance projects. New classrooms would not normally qualify for maintenance funding. New SPG classrooms would normally be funded by Attendance Dues.

CONTACT DETAILS

- For more information and clarification:
 - Visit APIS website – [EPMP page](#)
 - Email the EPMP [mailbox](mailto:mailbox_APIS.EPMP@nzceo.org.nz) APIS.EPMP@nzceo.org.nz
- Submit all applications and documentation to EPMP mailbox
- Phone NZCEO office - 04 496 1739