

**EPWP INTEGRATED GRANT
MANUAL:
ANNEXURES**

2014/15

From the National Department of Public Works

Version 6, April
2014

TABLE OF CONTENTS: ANNEXURES

ANNEXURE A: SAMPLE OF AN EPWP PROJECT LIST	2
ANNEXURE B: DORA FRAMEWORKS FOR THE EPWP GRANT	3

Annexure A: Sample of an EPWP Project List

	Sector	Focus Area	Type of Work	Project Name	Project Number	Date of approval of project by Municipal Council / Head of Department	Physical address of project site
1	Infrastructure Sector	Development and Maintenance of Buildings	Routine Maintenance	Community Library/ Arts Assistance	ECAP0001	15 March 2014	34 Makou Street, Bisho
2	Infrastructure Sector	Development and Maintenance of Buildings	Routine Maintenance	Ablution maintenance in Bisho Sports ground	ECAP0008	01 February 2014	57 Odwa Road, Bisho

Short description of project	Project Budget in 2014/15	Amount of Funding from EPWP Integrated Conditional Grant (The total of these amounts must equal the allocation)	Funding used to complement Project (Verbal description of sources of funding)	Number of Work Opportunities to be created in 2014/15	Number of Full Time Equivalents (FTEs) to be created in 2014/15	Start date of project	End date of project
Maintenance of recreation and arts centres.	R 2 102 000	R 800 000	Equitable share	30	17,00	01 April 2014	30 March 2015
Maintenance of ablution blocks in sports grounds	R 850 000	R 500 000	Equitable share	20	15,00	01 April 2014	30 March 2015

Output description	Output metric	Specification of output metric (if Other)	Units in which output is measured	Specification of output units (if Other)	Output metric value	General Comments
Assets maintained	Other (specify)	Area of buildings maintained	Square meters		600	
Assets maintained	Other (specify)	Area of buildings maintained	Square meters		120	

Annexure B: DORA Frameworks for the EPWP Grant

Expanded Public Works Programme Integrated Grant for Provinces	
Transferring department	<ul style="list-style-type: none"> Public Works (Vote 7)
Strategic goal	<ul style="list-style-type: none"> To provide Expanded Public Works Programme (EPWP) funding to expand job creation efforts in specific focus areas, where labour intensive delivery methods can be maximised
Grant purpose	<ul style="list-style-type: none"> To incentivise provincial departments to expand work creation efforts through the use of labour intensive delivery methods in the following identified focus areas, in compliance with the EPWP guidelines: <ul style="list-style-type: none"> road maintenance and the maintenance of buildings low traffic volume roads and rural roads other economic and social infrastructure tourism and cultural industries sustainable land based livelihoods waste management
Outcome statements	<ul style="list-style-type: none"> Improved quality of life of poor people and increased social stability through engaging the previously unemployed in paid and productive activities Reduced levels of poverty Contribute towards increased levels of employment Improved opportunities for sustainable work through experience and learning gained
Outputs	<ul style="list-style-type: none"> Increased number of people employed and receiving income through the EPWP Increased average duration of the work opportunities created
Priority outcome(s) of government that this grant primarily contributes to	<ul style="list-style-type: none"> Outcome 4: Decent employment through inclusive economic growth
Details contained in the business plan	<ul style="list-style-type: none"> The programme is implemented through Municipalities using Incentive Agreements, project list, creation of FTEs and work opportunities
Conditions	<ul style="list-style-type: none"> Eligible provincial departments must submit a signed Incentive agreement containing the final EPWP Project List to the National Department of Public Works (DPW) by 30th April 2014 EPWP projects must comply with the project selection criteria determined in the EPWP Grant Manual, the EPWP Guidelines set by DPW and the Ministerial Determination. Eligible provincial departments must sign a funding agreement with their final EPWP Project List attached, with the DPW before the first grant disbursement Provincial departments must report quarterly on all EPWP projects via DPW's EPWP reporting system Reports must be loaded on the EPWP reporting system within 15 days after the end of every quarter in order for progress to be assessed Provincial departments must maintain beneficiary and payroll records as specified in the Audit Requirements in the EPWP Grant Manual The EPWP grant cannot be used for departmental personnel costs; however, a maximum of 5 per cent of the grant can be used to fund contract based capacity required to manage data capturing and on-site management costs related to the use of labour intensive methods The EPWP grant can only be utilised for EPWP purposes, for the projects approved in the Incentive agreement signed by each eligible provincial department. To receive the first planned grant disbursement, eligible provincial departments must: <ul style="list-style-type: none"> submit a final EPWP Project List by 30 April 2014 sign a grant agreement with DPW before the first grant disbursement Subsequent grant disbursements are conditional upon eligible provincial departments: <ul style="list-style-type: none"> reporting on EPWP performance quarterly within the required timeframes implementing their approved EPWP Project List as planned towards the agreed job creation targets
Allocation criteria	<ul style="list-style-type: none"> To be eligible for an EPWP grant allocation in the 2014/15, a provincial department must have reported EPWP performance (in either the infrastructure or environment and culture sector) by 15 October 2013 The EPWP grant allocations are based on EPWP performance in the past 18 months, number of FTEs per R million created and the duration of the created work opportunities
Reasons not incorporated in equitable share	<ul style="list-style-type: none"> This grant is intended to fund expansion in specific focus areas as well as incentivise increased EPWP performance. The grant is based on performance, the potential to expand and the need for EPWP work in key geographic regions
Past performance	<p>2012/13 audited financial outcomes</p> <ul style="list-style-type: none"> R292.8 million was disbursed to eligible provincial departments with reported expenditure of 90% of the allocation <p>2012/13 service delivery performance</p> <ul style="list-style-type: none"> 217 674 work opportunities were reported by provincial departments in the Infrastructure and, Environment and Culture sectors. 62 777 FTEs were reported by provincial departments in the Infrastructure sector and Environment and Culture sector.
Projected life	<ul style="list-style-type: none"> Grant continues until the end of 2018/19 financial year subject to review
MTEF allocations	<ul style="list-style-type: none"> 2014/15: R348.947 million, 2015/16: R356.574million and 2016/17:R411.798 million
Payment schedule	<ul style="list-style-type: none"> Three instalments per annum (15 May 2014, 15 August 2014 and 17 November 2014) <ul style="list-style-type: none"> 40 per cent of the allocation will be disbursed on 15 May 2014



Expanded Public Works Programme Integrated Grant for Provinces	
	<ul style="list-style-type: none"> - A further two (2) payments of 30 per cent each are planned for 15 August 2014 and 17 November 2014
Responsibilities of the transferring national officer and receiving officer	<p>Responsibilities of the national department of public works</p> <ul style="list-style-type: none"> • Determine eligibility and set grant allocations and FTE targets for eligible provincial departments • Publish on the EPWP website all documents relevant for provincial departments to understand and implement the grant, including a Grant Manual, the relevant EPWP Guidelines and the Ministerial Determination • Support provincial departments, in the manner agreed to in the funding agreement, to identify suitable EPWP projects, develop EPWP Project Lists in accordance with the EPWP project selection criteria, apply the EPWP project selection criteria and EPWP guidelines to project design, report using the EPWP reporting system • Monitor the performance and spending of provincial departments and assess progress towards implementing their EPWP Project Lists • Disburse the grant to eligible provinces • Report to National Treasury on a quarterly basis, progress against FTE targets and spending against the grant allocation • Conduct data quality assessments on a continuous basis, to support good governance and identify areas for administrative improvement • Manage the EPWP coordinating structures in collaboration with provincial coordinating departments to support implementation, identify blockages and facilitate innovative solutions • Support the sector to collect the required data, align monitoring and reporting frameworks and to report on key outputs on the EPWP Web Based System <p>Responsibilities of the eligible provincial departments</p> <ul style="list-style-type: none"> • Develop and submit an EPWP Project List to the National Department of Public Works (DPW) by 30 April 2014 • Sign the standard funding agreement with DPW agreeing to comply with the conditions of the grant before receiving any grant disbursement by 30th April 2014 • Agree on the areas requiring technical support from DPW upon signing the grant agreement • Report on all EPWP projects into the EPWP reporting system and update progress quarterly in accordance with the reporting requirements and timelines stipulated in the grant agreement • Provincial departments must maintain beneficiary and or payroll records as specified in the Audit Requirements in the EPWP Grant Manual, and make these available to DPW for data quality assessment tests
Process for approval of the 2015/16 business plans	<ul style="list-style-type: none"> • Provincial departments must report on performance of EPWP projects for the 2013/14 financial year by 15 April 2014; or report on 2014/15 performance by 15 October 2014 to be eligible for a grant allocation • Provincial departments must submit draft 2015/16 EPWP Project lists to DPW by the end of April 2015 • Eligible provincial departments must sign the standard funding agreement with an approved 2015 EPWP Project List by the end of April 2015



Expanded Public Works Programme Integrated Grant for Municipalities	
Transferring department	<ul style="list-style-type: none"> Public Works (Vote 7)
Strategic goal	<ul style="list-style-type: none"> To provide Expanded Public Works Programme (EPWP) incentive funding to expand job creation efforts in specific focus areas, where labour intensive delivery methods can be maximised
Grant purpose	<ul style="list-style-type: none"> To incentivise municipalities to expand work creation efforts through the use of labour intensive delivery methods in the following identified focus areas, in compliance with the EPWP Guidelines: <ul style="list-style-type: none"> road maintenance and the maintenance of buildings low traffic volume roads and rural roads basic services infrastructure, including water and sewer reticulation, sanitation, pipelines (excluding bulk infrastructure) other economic and social infrastructure tourism and cultural industries waste management parks and beautification sustainable land-based livelihoods social services programme health service programme community safety programme
Outcome statements	<ul style="list-style-type: none"> 54 534 FTEs to be created through the grant Reduced levels of poverty through employment of beneficiaries in paid and productive activities Contribute towards increased levels of employment Improved opportunities for sustainable work through experience and learning gained
Outputs	<ul style="list-style-type: none"> Increased number of people employed and receiving income through the EPWP Increased average duration of the work opportunities created Increased income per EPWP beneficiary
Priority outcome(s) of government that this grant primarily contributes to	<ul style="list-style-type: none"> Outcome 4: Decent employment through inclusive growth Outcome 9: A responsive, accountable, effective and efficient local government system
Details contained in the business plans	<ul style="list-style-type: none"> The programme is implemented through Municipalities using Incentive Agreements, project list, creation of FTEs and work opportunities
Conditions	<ul style="list-style-type: none"> EPWP projects must comply with the project selection criteria determined in the EPWP Grant Manual; the EPWP guidelines set by DPW and the Ministerial Determination updated annually on 1 November each year Eligible municipalities must sign a funding agreement with the DPW before the first grant disbursement, with their final EPWP project list attached Municipalities must report quarterly on all EPWP projects via DPW's EPWP reporting system Reports must be loaded on the EPWP reporting system within 15 days after the end of every quarter in order for progress to be assessed Municipalities must maintain beneficiary and payroll records as specified in the audit requirements in the EPWP grant manual The EPWP grant cannot be used to fund the costs of permanent municipal personnel; however, a maximum of 5 per cent of the grant can be used to fund contract based capacity required to manage data capturing and on-site management costs related to the use of labour intensive methods The EPWP grant can only be utilised for EPWP purposes, for the projects approved in each municipality's EPWP project list To receive the first planned grant disbursement, eligible municipalities must submit a signed Incentive Agreement with a project list by 6 June 2014 Subsequent grant disbursements are conditional upon eligible municipalities: <ul style="list-style-type: none"> reporting on EPWP performance quarterly within the required timeframes Municipalities must implement their approved EPWP project list and meet their agreed job creation targets
Allocation criteria	<ul style="list-style-type: none"> To be eligible for an EPWP grant allocation in 2014/15 financial year, a municipality must have reported EPWP performance by 15 October 2013. The EPWP grant allocations are based on: <ul style="list-style-type: none"> past EPWP performance the number of full time equivalent jobs created in the prior six quarters past performance with regard to labour intensity in the creation of EPWP work opportunities the need for EPWP work in a municipal area, indicated by levels of unemployment, poverty and service backlogs Allocation criteria includes rural bias. These municipalities will also be prioritised in terms of technical support for implementation provided by DPW
Reason not incorporated in equitable share	<ul style="list-style-type: none"> This grant is intended to fund expansion in specific focus areas as well as incentivise increased EPWP performance. The grant is based on performance, the potential to expand and the need for EPWP work in key geographic regions
Past performance	<p>2012/13 audited financial outcomes</p> <ul style="list-style-type: none"> 246 eligible municipalities earned the incentive grant and were paid a total of R 662.135 million which lead to an expenditure of R415. 641 million 62.8%



Expanded Public Works Programme Integrated Grant for Municipalities	
	<p>2012/13 municipal pre-audit outcome</p> <ul style="list-style-type: none"> R662.135 million was received by the municipality and R415.641million reported as spent by the municipalities <p>2012/13 service delivery performance</p> <ul style="list-style-type: none"> 234 405 work opportunities were reported by 272 municipalities and validated by the EPWP system 61 023 FTE jobs were reported by 272 municipalities and validated by the EPWP system
Projected life	<ul style="list-style-type: none"> Grant continues until 2015/16, subject to review
MTEF allocations	<ul style="list-style-type: none"> 2014/15: R594.575 million, 2015/16: R618.966 million and 2016/17: R705.997 million
Payment schedule	<ul style="list-style-type: none"> Transfers are made in accordance with a payment schedule approved by National Treasury
Responsibilities of the transferring national officer and receiving officer	<p>Responsibilities of the national Department of Public Works</p> <ul style="list-style-type: none"> Determine eligibility and set grant allocations and FTE targets for eligible municipalities Publish on the EPWP website all documents relevant for municipalities to understand and implement the grant, including a grant manual, the relevant EPWP guidelines and the Ministerial Determination Support municipalities, in the manner agreed to in the grant agreement, to: <ul style="list-style-type: none"> identify suitable EPWP projects and develop EPWP project lists in accordance with the EPWP project selection criteria apply the EPWP project selection criteria and EPWP guidelines to project design report using the EPWP reporting system Monitor the performance and spending of municipalities according to Incentive Agreement signed Disburse the grant to eligible municipalities Conduct data quality assessments on a continuous basis, to support good governance and identify areas for administrative improvement Manage the EPWP coordinating structures in collaboration with provincial coordinating departments to support implementation, identify blockages and facilitate innovative solutions Conduct site visits to identify where support is needed
	<p>Responsibilities of the eligible municipalities</p> <ul style="list-style-type: none"> Develop and submit an EPWP project list to DPW by 6 June 2014 Sign the standard funding agreement with DPW agreeing to comply with the conditions of the grant before receiving any grant disbursement Agree on the areas requiring technical support from DPW upon signing the grant agreement Ensure that reporting is done within the timelines stipulated in the grant agreement and that information is captured in the EPWP reporting system Municipalities must maintain beneficiary and payroll records as specified in the Audit Requirements in the EPWP grant manual, and make these available to DPW for data quality assessment tests
Process for approval of 2015 MTEF allocations	<ul style="list-style-type: none"> Municipalities must report performance on EPWP projects for the 2014/15 financial year by 15 October 2014 to be eligible for a grant allocation Municipalities must submit a signed Incentive Agreement with a project list by 5 June 2015