



FAAE, INCORPORATED

Professional Engineering and Financial Assistance Program (PEFAP) Guidelines

A. INTRODUCTION:

The FAAE INCORPORATED (Association) recognizes the engineering skills and experiences of its members who are committed to sharing their expertise in various engineering fields with the communities in the Philippines by supporting minor engineering projects they wish to pursue to be able to help the people in the area improve their quality of life and protect the environment. The Association has developed a program called as “Professional Engineering and Financial Assistance Program” (PEFAP) to allow a bona fide member of the Association to sponsor an engineering project, provide pro bono professional engineering services and offer financial assistance through subsidization of the partial project cost. Each year, the Association will allocate funds solely for use to finance minor engineering projects that meet the applicable requirements described in this document. In order to maximize the number of projects that the PEFAP will cover, the Association will subsidize 50% of the total project cost up to \$1,000 (maximum amount). The Project Sponsor (PS), who is a bona fide member of the Association, shall work closely with the Project Owner/Representative (POR) to secure the necessary funds to cover the difference of the cost to successfully complete the project.

This PEFAP is strictly **100% reimbursement** program of eligible project costs pursuant to applicable provisions identified in this document. This means that the PS, in collaboration with the POR, shall initially cover the total project cost needed to successfully complete the construction work. Following project completion, the PS must submit the requirements to the Project Review Committee (PRC) pursuant to Section G.7 of these guidelines in order to release the funds approved for a particular project.

B. OBJECTIVES:

1. To provide pro bono professional engineering services to qualified proponents such as: Communities, Schools, Churches, Day Care Centers, and other publicly owned facilities by sponsoring minor engineering improvement projects to alleviate the way of living of the people in the project area; and
2. To provide funding assistance through subsidization of the partial cost of minor engineering improvement projects.

C. PROGRAM DESCRIPTION:

PEFAP is designed to support particular engineering projects in the Philippines specifically in areas most in need to allow the affected people to prosper their way of living and address their basic engineering needs. The PEFAP will also support any project that a PS wishes to implement in the US. The Association will provide subsidization to cover the partial cost of the project not to exceed \$1,000.00 per project



FAAE, INCORPORATED

Professional Engineering and Financial Assistance Program (PEFAP) Guidelines

provided that all applicable provisions outlined in this guidance document are met. Example of projects that FAAE, Inc. members will sponsor include: drilling/development of an artesian well as a source for domestic water supply, Installation of sanitary facilities, minor drainage system to address flooding, minor lightning of a public area, sidewalk/walkway concreting/improvement, playground development/improvement, sports or recreational area improvement/upgrade, and other similar engineering projects that will benefit the general public. Projects that are related to routine operation and maintenance of a facility such as purchase of spare parts of an equipment or machinery (i.e., tractor, air conditioning unit, vehicle, tricycle, boat, etc.) are ineligible for funding from this PEFAP.

D. PROJECT ELIGIBILITY CRITERIA:

In order for a particular project to be eligible for funding subsidization from this PEFAP, it shall meet all the criteria identified below:

1. Population served of at least 25 people;
2. Strictly for engineering improvement work and public use only;
3. Completed within 180 days from date of Authorization to Award Work Agreement;
4. Minimal or no permitting requirements;
5. No conflicts with project ownership; and
6. Project location is free and clear from liabilities, protest, and other conflicts.

E. PROJECT SPONSORSHIP ELIGIBILITY REQUIREMENTS:

Each bona fide member of the Association is eligible to sponsor a project relative to engineering work that would provide positive results to the public. In order to provide all members of the Association opportunities to participate in this PEFAP, each member is allowed to sponsor **only one project**. In the event that there are no or insufficient eligibility applications submitted during the project sponsorship selection process described in Section F, a member may be allowed to submit another project eligibility for funding consideration, provided that the previous project he/she sponsored, if any, has been successfully completed and project records are completely closed. Exception to this rule will be discussed by the Board of Directors (BOD) on a project case by case basis. The PS shall be committed to work closely with the POR from project conceptualization up to completion to ensure that the project goal/objective is achieved.

F. PROJECT SPONSORSHIP SELECTION PROCESS:

Every year following conclusion of the Association technical seminar (normally in November), drawing of names of Association members will be made to select the project sponsorship who will work with the community of his/her choice where a minor



FAAE, INCORPORATED

Professional Engineering and Financial Assistance Program (PEFAP) Guidelines

engineering improvement project will be implemented. The number of project sponsorships will depend on the availability of funds allocated by the Budget Director for this program. Any Association member who wishes to participate in this program shall notify any PRC member, in writing or verbal, prior to the start of the selection process to be able to include his/her name in the raffle draw. In the event that no entry is submitted at the time of the selection process, the PRC can reschedule another time to draw/select any interested PS. The PRC is allowed to solicit project sponsorship directly from the members.

G. PROJECT IMPLEMENTATION PROCESS:

1. An Association member(s) selected to sponsor an engineering project as discussed in Section F of this document shall immediately begin initiating project conceptualization. Within 3 months following project sponsorship selection, the PS shall submit a completed Project Eligibility Application Form (PEAF) to the PRC for review. Once the PEAFF submittals are received, the PRC shall promptly initiate the review of the documents and make a determination whether the proposed project meet the criteria described in Section D of this guidance document. If the PEAFF submittals are incomplete, the PRC shall contact the PS requesting revisions to the proposals and resubmit the package for consideration.

Upon successful review of the information contained in the PEAFF, the PRC shall immediately notify the PS, in writing, that the project proposal is eligible for subsidization from PEFAP. Upon receipt of the notification letter, the PS shall then contact the POR informing them that the PEAFF has been approved for potential subsidization by PEFAP.

2. To facilitate the project implementation, the PS may assign or select a local Project Counterpart (PC) to assist the PS in all project activities. The PS and PC, in coordination with the POR, shall initiate drafting of the necessary project plans/sketch and general specifications based on the approved PEAFF. The finalized project plans and specifications shall be submitted to PRC for confirmation on the original intent of the project. Upon confirmation of completeness of the project documents, the PRC will issue a Notice of Project Acceptance (NOPA) advising the PS to proceed with the solicitation of Price Quotations (PQs).
3. Upon receipt of NOPA, the PS shall coordinate with the PC/POR to proceed with the process to secure the necessary PQs. Copy of finalized project plans and specifications shall be provided to the prospective licensed contractors/bidders for their use to prepare the PQs. Each PQ shall include cost of each item identified in the project bid form. The PQ shall include the breakdown of the cost of materials, labor, and tax, as appropriate. A minimum of three PQs must be obtained for



FAAE, INCORPORATED

Professional Engineering and Financial Assistance Program (PEFAP) Guidelines

comparison of project costs. The PS/PC/POR shall review all PQs received and confirm the veracity of the information contained in the submittals.

4. The PS shall submit all PQs to the PRC along with a written request to award the work to the contractor with lowest price quote. If the contract was to be awarded to a contractor who is not the lowest PQ, then the PS shall submit a document justifying the selection of the contractor. Once the request and submittal are deemed acceptable, the PRC shall issue an Authorization to Award Work Agreement (AAWA) to a selected contractor. The amount approved by PRC to support the cost of the project must be identified in the AAWA.
5. Upon receipt of AAWA, the project construction shall start immediately and be completed within schedule in accordance with Section D.3 of this document.
6. The PS shall monitor the progress of the project on a regular basis and provide an update status including photos showing the progress of the project to the PRC monthly.
7. If there are any revisions to the project design, the PS must discuss the proposed changes with PC/POR and determine the need for the revisions. Once the changes to the project design has been finalized and accepted for implementation, the PS shall notify the PRC of the changes including the any price adjustments. Any additional cost associated with the project design revisions or Change Orders (COs) may be covered by PEFAP provided that the maximum amount of \$1,000 allowed to subsidize the project is not exceeded. Any additional project cost as a result of the COs must be reviewed and approved by PRC.
8. If there is any extension to complete the project as a result of the project design revisions, the PS shall immediately notify the PRC and submit an updated project completion schedule.
9. Following project completion and prior to project occupancy/placing the project into active use, a written Certification of Project Completion (CPC) using the approved template signed by the PC/POR and attested by the PS shall be submitted to the PRC for documentation. Photos showing the completed project shall also be submitted to the PRC to document that the project is substantially complete and ready for use. The PRC shall issue an Acknowledgement of Project Completion (APC) upon confirmation that the project is substantially complete and ready for use.

H. PROJECT COST REIMBURSEMENT PROCEDURE:

1. The PS shall submit copies of all invoices of expenses associated with the project to PRC for review and verification of cost eligibility. Upon determination by the PRC that the expenses shown in the invoices submitted for reimbursement are eligible for



FAAE, INCORPORATED

Professional Engineering and Financial Assistance Program (PEFAP) Guidelines

payment, a check with an amount approved by PRC payable to the PS will be issued. Note that the amount to be reimbursed to the project shall not be over of the amount identified in the AAWA including any amount approved for the COs.

I. ENGINEERING PROJECT REVIEW COMMITTEE:

1. The Project Review Committee (PRC) shall comprise of: one Chairperson and three Co-Chairpersons. The Chairperson shall be the current FAAE, Inc. President and current Vice President from each FAAE Chapter (NY, NJ, and CT) to serve as Co-Chairpersons. The PRC may delegate their duties to authorized representatives should they wish to do so. The PRC shall be responsible for administering this PEFAP and must submit a report to the Association's BODs yearly (December at the Christmas Party).

J. PROJECT SPONSORSHIP BYPASS PROCEDURE:

1. The project(s) approved for subsidization shall be successfully completed according to the project schedule identified in the PEFAP. If the project approved to receive subsidy is not proceeding based on the approved project schedule, the funds allocated for that project may be withdrawn and will be offered to another PS who has an eligible project that is ready to proceed. The PRC shall submit a report to the Association's BOD recommending the action to be taken when a project approved to receive subsidy is not moving forward.

H. PROJECT RECORDS CLOSURE:

1. Following completion of the project and the check for the reimbursement of project expenses has been successfully processed, all hard copies of the project records shall be scanned and saved it electronically. Complete project files shall be accessible to all Association members and supporters for transparency. The project records may be posted on the Association's website. It is also recommended that a video recording or photo clippings of a completed project selected by PRC be shown during the Annual Induction of FAAE, Inc. Officers to show case the project accomplishments of the PEFAP.

DISCLAIMER:

Upon issuance of Acknowledgement of Project Completion, the FAAE, Inc. and the Project Sponsor assume no liability or whatsoever for any issues/concerns that the Project Owner/Representative including all users/beneficiaries of this project that they may have. The Association's involvement for this project terminates at the date of the APC.



FAAE, INC.
Professional Engineering and Financial
Assistance Program (PEFAP)
Project Eligibility Application Form

NOTE:

This Project Eligibility Application Form (PEAF) must be completed and submitted to the FAAE, Inc. Project Review Committee for review and determination if a proposed project qualifies for the PEFAP. This PEFAP is strictly 100% reimbursement program of eligible project costs pursuant to applicable provisions identified in the PEFAP guidance document.

Applicant Information (Must be a Bona fide FAAE, Inc. Member)	
Name:	
Mailing address:	
Telephone #:	Email Address:
Project Owner/Representative Information	
Name:	
Mailing address:	
Telephone #:	Email Address:
Proposed Project Information	
Project Name/Title:	
Project Location:	
Will the project to be located on property free from any legal issues? <input type="checkbox"/> Yes <input type="checkbox"/> No If no please provide appropriate legal easement documentation, otherwise the project is ineligible for PEFAP consideration.	
Estimated population served by the proposed project:	
Anticipated Project Start Date:	
Anticipated Substantial Project Completion Date:	
Brief description of the proposed project:	



FAAE, INC.
Professional Engineering and Financial
Assistance Program (PEFAP)
Project Eligibility Application Form

Project Components and Associated Costs:	
Project Equipment or Components (material purchase only)	\$
Installation/labor cost	\$
Permit fees	\$
Other Costs (please specify)	\$
Estimated Total Project Cost (In dollars)	\$
Note: The PEFAP will subsidize 50% of the estimated total project cost up to \$1,000 (maximum amount). The remainder of the project cost shall be covered by the FAAE, Inc. project sponsor or the Project Owner/Representative.	

I hereby certify that I have examined the information contained in this application as submitted to the PEFAP and found it to be accurate to the best of my knowledge:

Applicant's Signature: _____ Date: _____

Submit an electronic copy of all application materials via email to faamembers@googlegroups.com.