

**Ministry of Education**

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**2021: B**

**Date:** September , 2021

**Memorandum to:** Directors of Education  
Senior Business Officials  
Secretary/Treasurers of School Authorities

**From:** Didem Proulx  
Assistant Deputy Minister of Education  
Capital and Business Support Division

**Subject:** COVID-19 Resilience Infrastructure Stream: Education Related  
(CVRIS-EDU) Projects – Updates and Next Steps

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This memo is a follow-up to memorandum [2021: B12 COVID-19 Resilience Infrastructure Stream: Education Related \(CVRIS-EDU\) Projects- Approvals](#). This memo is intended to provide an update on:

1. ICIP Bilateral Agreement Amendment
2. Reporting Requirements
3. Signage Requirements

## **1. ICIP Bilateral Agreement Amendment**

The Ontario Ministry of Infrastructure and Infrastructure Canada recently amended the Integrated Bilateral Agreement (IBA) for the Investing in Canada Program (ICIP) – which provides for up to two additional years for completion timelines - December 31, 2024 for approved projects designated as rural and December 2023 for all other approved projects under ICIP-CVRIS.

Projects funded through ICIP-CVRIS are providing critical infrastructure upgrades to protect students and staff from COVID-19 in the province's schools, with the majority of funding supporting ventilation projects to improve air quality.

While the amended agreement introduces flexibility with respect to project completion timelines, it is imperative that school board projects continue to plan to complete the ICIP-CVRIS projects soon as possible to maximize the health and safety benefits for students and staff – by the original approved completion date of December 31, 2021 (projects designated as rural to be completed by December 31, 2022).

We understand that there may be challenges in completing some projects by the original approved completion dates. To determine the extent of these challenges and delays, please provide a revised timeline and a rationale in the comments section of the project when you report the project through VFA. facility (as noted below). All projects, regardless of their progress, will need to be reported through VFA. facility to support overall tracking.

## 2. Reporting Requirements

The amendment to the bilateral agreement has also reduced the frequency of reporting on the status of the approved ICIP-CVRIS projects. School boards will now be required to complete semi-annual reports – **for all projects until they are complete** – instead of quarterly reports to support the administration of the program. Reporting details will be loaded to EFIS and payments will be made based on the most recent progress reports received. Please remember to lock projects to support uploads.

Report	Progress Report for the Period Covering	Due to the Ministry to support allocation of funds
Report #1	April 1 to August 31	October 31
Report #2	September 1 to March 31	April 30

### Reporting Fields

Please note that a project report will be required for each project item number in column 9 in [Appendix A of memo 2021:B12](#). Reporting will be through VFA. facility where buildings and buildings systems will need to be identified (similar to other renewal programs) with the following additional requirements.

Field	Description
<b>Project Number</b>	Identify the project number as provided in column 9 of Appendix A of memo 2021:B12.
<b>Description</b>	A brief description of the project (aligned with original approval)
<b>Estimated Total Cost</b>	Total estimated cost of the project completion.

<b>Actual Cost</b>	Cost incurred for current reporting cycle (aligned with financial reporting requirements), which would be the basis for reimbursement under current reporting cycle.
<b>Cost Incurred to-date (other source)</b>	Amount of total project cost attributed to other funding sources.
<b>Project Start Date</b>	When project was initiated
<b>Project End Date</b>	Estimated date of project completion (or Actual Date of completion if the project is already complete)
<b>Completion %</b>	Percent currently complete.
<b>Project Status</b>	Identify if the project is completed, planned or underway
<b>Digital Signage – Date Uploaded</b>	Date digital signage is uploaded
<b>Digital Signage – Date Removed</b>	Date digital signage is removed [Note: Two digital graphics (federal/provincial) should be posted on the school’s website two days before work starts. Digital signs should remain on these websites for 30 days after the work has been completed.]
<b>Digital Signage – Link</b>	Link for digital signage
<b>Quantities / Units</b>	Under system information please identify quantities and units of measure (this is aligned with VFA.facility system library)
<b>Capital vs. Operating</b>	Projects will need to be classified as capital or operating, which will allow the expenditure data to be correctly uploaded in EFIS (please refer to the Tangible Capital Asset Guidelines for capitalization requirements).
<b>Attestation (under projects module)</b>	Confirmation (Manager / SBO level) that the information provided is accurate and that (1) the funding provided by Canada has only been used towards approved projects, and (2) that all projects meet the conditions of the CVRIS Program and Agreement.

## Reporting Support and Deadline

The reporting requirements are to be completed by **October 15, 2021**. For technical support related to VFA.facility, please contact [s.bimo@gordian.com](mailto:s.bimo@gordian.com).

## 3. SIGNAGE

As part of the Government of Canada’s *Investing in Canada Infrastructure Plan* (ICIP), all Ministry of Education capital projects must feature two digital signs of the same size on the recipient school board and schools’ websites; one digital sign will follow [the visual identity as specified by the Government of Canada](#), the other should remain in line with the [visual identity](#) that has been established by Ontario’s Ministry of Education for Ontario Builds signage. Further details can be found in memorandum **2021 B:12**.

If you have any questions or require additional information, please contact:

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Thanking you in advance for your help as we roll out this new initiative and we look forward to continuing to work with your school board.

Sincerely,

Didem Proulx  
Assistant Deputy Minister  
Capital and Business Support Division