

Ministry of Education
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Direction de la politique d'immobilisations
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2009: SB30

MEMORANDUM TO: **School Business Officials**

FROM: **Karen Maxwell**
Director, Capital Policy Branch

DATE: **July 27, 2009**

SUBJECT: **Application Process re Green Schools Pilot Initiative**

I am writing to provide you with the criteria and application process for the Green Schools Pilot Initiative.

In April 2009, Memorandum 2009: SB14 provided details of this joint initiative between the Ministries of Education and Research and Innovation. The Ministry of Research and Innovation (MRI) has completed its two-stage evaluation of companies that develop, manufacture, market and/or use innovative green technologies/products. Based on the response to MRI's initial Expression of Interest and subsequent invitation for detailed Business Plans, there are thirty-two companies that are eligible to participate in the Green Schools Pilot Initiative.

The Green Schools Pilot Initiative was specifically developed to identify, demonstrate and test green products and technologies by school boards. This \$20M initiative will be funded through the Grant for Student Needs regulation (GSN). Changes to the regulation will be proposed for approval by the Lieutenant Governor in Council. As with many capital allocations under the GSN, the funding will be subject to conditions, including the condition that the funding is used to purchase technology from an approved group of companies.

Pilot Application Proposal Timelines

The Green Schools Pilot Initiative has a three-stage application process:

- **August 14, 2009** (Project Priorities Identification) – Preliminary indication of a board's interest in submitting an application (single board lead, multi-board project lead or multi-board project participant)
- **September 11, 2009** (Project Definition) – Provision of further details on project proposal(s)
- **September 30, 2009** – Pilot Project Application deadline

The Ministry will review and approve pilot projects by October 2009. Once the Ministry has approved the pilots, successful boards will be required to negotiate and enter into an appropriate contract directly with the company.

Eligible Pilot Projects

To be eligible for consideration under the Green Schools Pilot Initiative, a Board must meet the following criteria:

- Company must provide details on how its product/technology differs from any competitors' products/technologies in the Ontario marketplace
- Product /technology must be in less than 200 Ontario schools
- Total project cost must not exceed \$2M
- Product/technology must be operational by September 2010
- Product/technology must meet the Ministry of Education's definition of "capital" (i.e. depreciable asset)
- Any school identified in a proposal must have a minimum ten-year life span
- Board must agree to report regularly throughout the 2-year pilot project on specific performance metrics in order to assess the environmental and operational cost impacts of the product/technology

Joint board proposals are encouraged, particularly if this increases the potential to generate data on comparative environmental impacts.

Accessing the Green Schools Pilot Initiative On-line Database

Given the nature of this Pilot, we are testing a paperless, online technology to provide detailed information on the companies and their products/technologies and to manage the application process. This electronic platform is supplied by ProGrid Ventures Inc. We apologize in advance that the on-line information is not available in French and will be happy to assist in translation of material upon request.

ProGrid has developed two online services for boards:

- "Information and Priorities" Service - provides details on the companies, products/technologies and assists boards in identifying projects of greatest potential interest. It also includes interactive features that calculate the potential environmental and operating benefits offered by each product/technology
- "On-line Application" Service - allows a board to apply for one or more pilot projects and conduct an initial assessment of its application(s) based on the eligibility criteria

Detailed on-line instructions for registering and accessing the database are available at:

<https://secure.benchmarkaction.com/Docs/GreenSchoolsSBInstructions.html>

As a security feature, board staff will be required to register for access to the system. To activate an account, please send the name(s), telephone numbers and e-mail addresses of staff who will be reviewing and/or applying to the Green Schools Pilot Initiative to greenschools@benchmarkaction.com. Staff will be notified by email when their accounts have been activated, which will normally occur within 24 hours.

Once an account has been activated, staff will be able to log onto the system and review the list of companies, their products/technologies, detailed business plans and other pertinent information about each potential pilot.

We are pleased to launch the Green Schools Pilot Initiative and anticipate positive results in assisting school boards in their efforts to lower the carbon footprint of schools. If you have any questions, please contact Fiona Menzies at (416) 212-4444 or Fiona.Menzies@ontario.ca



Karen Maxwell

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