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2010: SB32

**MEMORANDUM TO:** School Business Officials

**FROM:** Grant Osborn  
Director (A)  
Capital Policy Branch

**DATE:** June 21, 2010

**SUBJECT:** Green Schools Pilot Initiative – Report Back Requirements

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I am writing to provide you with the report back requirements for all approved projects under the Green Schools Pilot Initiative (GSPI).

As announced in **Memorandum 2009: SB45 Approved Green Schools Pilot Initiative**, all boards receiving funding under the Green Schools Pilot Initiative are required to report quarterly to the Ministry on specific metrics that assess the performance of the pilot technologies, including associated environmental and operational cost impacts, on a school by school basis.

Reports are to be submitted through the GSPI module within the School Facilities Inventory System (SFIS). The module will be available to boards beginning on July 5, 2010. An email reminder will be sent out to all boards participating in this initiative closer to that date.

Attached (Appendix 1) is the GSPI Module User Guide which provides detailed instructions on submitting the quarterly reports, as well as a list of performance metrics that must be reported on by all boards for each participating school.

Only registered SFIS users will have access to the GSPI module. As such, we ask board staff who will be overseeing the projects, but who do not have SFIS access, to work with their colleagues to ensure that quarterly reports are submitted accurately and on a timely basis. To facilitate this, the reporting module does accommodate exporting of the reporting template to an Excel worksheet. The GSPI Module User Guide provides more information on this feature.

It is important that lead boards submit the "User Defined Fields", or indicate that no additional fields are required, as participating boards will not be able to submit their quarterly reports until this is completed. More information on "User Defined Fields" can be found in the GSPI Module User Guide.

Although all projects are required to be operational by September 2010, some technologies may be installed and operating prior to this date. In these cases, boards are required to commence their quarterly reporting as soon as their technology is installed and operating.

Quarterly reports are due according to the following schedule:

<b>Reports Due Date</b>	<b>Reporting Period</b>
July 30, 2010	January 1 – June 30, 2010
October 30, 2010	July 1 – September 30, 2010
January 31, 2011	October 1 – December 31, 2010
April 29, 2011	January 1 – March 31, 2011
July 29, 2011	April 1 – June 30, 2011
October 30, 2011	July 1 – September 30, 2011

Thank you again for your interest in participating in the Green Schools Pilot Initiative. We look forward to reviewing the performance measures related to the pilot projects and how they may assist in greening our schools. If you have any questions, please contact the GSPI Team at [GSPI@ontario.ca](mailto:GSPI@ontario.ca) or the Ministry's analyst for your project (Appendix 2).



Grant Osborn  
Director (A)  
Capital Policy Branch

Copy: Directors of Education  
Superintendents of Plant  
Superintendents of Planning