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**2015: SB37**

**MEMORANDUM TO:** Superintendents of Business  
Superintendents of Facilities

**FROM:** Grant Osborn  
Director  
Capital Policy and Programs Branch

**DATE:** **December 18, 2015**

**SUBJECT:** **Reporting Renewal Expenditures and an Update on  
the School Condition Assessment Program**

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This memorandum is intended to provide school boards with a reminder of upcoming reporting deadlines for renewal expenditures and an update on the Ministry's School Condition Assessment Program.

## Highlights

1. Reporting of School Condition Improvement (SCI) Expenditures:
  - All 2011-12 to 2013-14 school year SCI expenditures must be reported in TCPS by January 29, 2016. Boards that fail to meet this deadline will be unable to access their 2016-17 SCI allocation.
  - All 2014-15 school year SCI expenditures must be reported in TCPS/VFA.facility by August 31, 2016. Boards that fail to meet this deadline will be unable to access their 2016-17 School Renewal Allocation.
2. Reporting of School Renewal Allocation Expenditures:
  - All capital expenditures funded by the School Renewal Allocation must be reported in VFA.facility beginning in the 2016-17 school year.
3. Next condition assessment cycle begins in 2016
4. Information about migration to VFA.facility and school board training

The reporting of renewal expenditures in TCPS (and then VFA.facility once available) provides critical data about the deferred maintenance backlog in the school board sector. As you are aware, the Ministry was able to increase SCI funding to \$500 million for the current school year, however, as the reliance on evidence-based decision-making grows within the Government, it is important that the Ministry and school boards work together to compile and report complete and accurate school renewal data on a timely basis.

In this regard, the Ministry has implemented the following requirements for the reporting of SCI expenditures:

## 1. Reporting of School Condition Improvement (SCI) Expenditures

### A. SCI Expenditures from 2011-12 to 2013-14 School Years

As noted in memorandum **2015: SB4 – “Update on the School Condition Improvement Funding Program and the Condition Assessment Program”**, which was released on March 26, 2015, all expenditures funded through School Condition Improvement (SCI) must be reported in the TCPS database (and then VFA.facility once available). All reported expenditures in TCPS must be “archived” in the database and match the reported expenditures in EFIS. Boards are expected to report any such outstanding expenditures made between the 2011-12 and 2013-14 school years by January 29, 2016.

**School boards that fail to report these expenditures by January 29, 2016 will be unable to access their 2016-17 SCI allocation.** While the Ministry would still calculate a notional 2016-17 SCI funding allocation for boards in this situation, the Ministry would table a nil SCI funding allocation amount in the 2016-17 Grants for Student Needs (GSN). Once the board complies with this reporting requirement, the Ministry would then seek an in-year amendment to the 2016-17 GSN by the Lieutenant Governor in Council. Please note Appendix A for School Boards that have not reported their 2011-12 to 2013-14 SCI expenditures in TCPS.

SCI Expenditure Reporting	Deadline
2011-12 SY, 2012-13 SY and 2013-14 SY	January 29, 2016

### B. SCI Expenditures for 2014-15 School Year

The Ministry is also requiring school boards to report all 2014-15 SCI funding program expenditures in TCPS (and then VFA.facility once available) **by August 31, 2016.** **School boards that do not comply with this reporting requirement will be unable to access their 2016-17 School Renewal Allocation.** Once the board complies with this reporting requirement, the Ministry would then release the board’s annual School Renewal Allocation.

SCI Expenditure Reporting	Deadline
2014-15 SY	August 31, 2016

### **C. SCI Expenditures for 2015-16 School Year**

As was communicated in memorandum **2015:SB4**, cash flow payments for SCI, beginning in the 2015-16 school year, are being made twice a year. This is consistent with how we flow funds for other capital programs including funding short-term interest costs related to these expenditures (reflecting that SCI payments will occur bi-annually).

School boards with SCI funds in deferred revenue (from 2011-12 to 2014-15) are required to deplete these reserves prior to accessing their 2015-16 allocation. All expenditure from deferred revenues must be accounted for in VFA.facility. Unspent funds from a board's 2015-16 allocation will be carried forward and be available to the board in addition to the board's 2016-17 allocation.

SCI expenditures made by boards will only be reimbursed after expenditures are reported as "archived" in TCPS/VFA.facility. The amounts reported in TCPS/VFA.facility will then be uploaded by the Ministry directly into EFIS. Boards are advised to review the expenditure information and make any corrections in TCPS/VFA.facility before the deadlines posted below.

SCI Expenditure Reporting	Reporting Deadline	Cash Payment
Expenditures from September 1, 2015 to March 31, 2016	April 15, 2016	June 2016
Expenditures from April 1 to August 31, 2016	September 30, 2016	February 2017

### **D. Reporting of SCI Expenditures during Migration**

During the software migration effort from TCPS to VFA.facility, first announced in memorandum 2015:SB4, school boards will be required to transition reporting of SCI expenditures from TCPS to VFA.facility based on the following timelines:

- Up to and including January 29, 2016: All reporting of renewal expenditures must be completed in TCPS.
- After January 29, 2016: All reporting is to be completed in VFA.facility if your board has already migrated to the new platform (or once that has occurs). If your board's data has not been migrated to the new platform, your board must continue to report in TCPS.

### ***E. Reporting of Expenditures for Facilities during Assessments***

During the assessment of a facility, school boards can potentially be locked from reporting expenditures on that facility. To ensure that expenditures are accurately captured in the system, school boards are requested to review – prior to the assessment – the asset and ensure that all completed or planned/active projects are accurately reflected in the system. Entering these projects into the system prior to assessment is generally good practice, as it ensures that assessors have accurate information upon arriving on site. Reporting planned/active projects prior to the assessment ensures that the asset is accessible for reporting purposes during the assessment period.

## **2. Reporting of School Renewal Allocation Expenditures**

School boards are also strongly encouraged to report their 2015-16 School Renewal Allocation capital expenditures in TCPS/VFA.facility (for buildings and other non-moveable type assets). The Ministry will be moving to mandatory reporting for boards of all School Renewal Allocation expenditures that are capital in nature, as described above, in VFA.facility for the 2016-17 school year.

## **3. Next Condition Assessment Cycle**

As was previously announced in memorandum **2015:SB4**, the Ministry will continue the Condition Assessment Program for another five year cycle beyond 2015. This means that all eligible schools across Ontario will be assessed between 2016 and 2020. The Ministry intends to keep the overall distribution of facility condition assessments across the province between 2016 and 2020 as consistent as possible with the 2011 to 2015 assessment cycle. For example, this means that schools assessed in 2011 should be assessed again in 2016. VFA will be working with school boards to schedule facility condition assessments with a view to keeping eligible facilities on a regular five-year assessment cycle where possible. The Ministry recognizes that there may be instances where substitutions will be required; however, these should be kept to a minimum. The Ministry will share more details about the next five year assessment cycle in early 2016.

Also, for the next assessment cycle, 50 sites will be selected by the Ministry each year for review of their reported on the ground capacity (OTG) in the Ministry's School Facilities Inventory System (SFIS). As always, school boards are required to ensure that room loading information is accurately captured in SFIS.

## **4. Migration to VFA.facility and Training**

To provide ongoing support for capital planning and management, the Ministry is pleased to announce that it has arranged with VFA to support boards with their capital planning and management needs through its VFA.facility asset management database. VFA.facility offers new reporting, benchmarking and forecasting tools and an improved user interface, with more robust management reporting capabilities. VFA.facility will be fully operational for all boards in time for the beginning of the next cycle of assessments in 2016.

All data currently hosted in TCPS will be migrated to the VFA.facility asset management database over the next several months. The migration of data from TCPS to VFA.facility will be phased to be completed by mid-2016. School boards will be migrated to the new platform once all their assessments are completed.

School boards in Group 1 – set out in Appendix B – will be migrated first, while school boards in Group 4 will be migrated last to allow for the completion of their 2015 assessments.

To support the migration effort, VFA is offering a two day training session (on VFA.facility) twice a month at its Vaughan office. All boards are encouraged to participate in these training sessions. To register for training please visit the following portal: [www.edu-vfa.com](http://www.edu-vfa.com). VFA will also continue to provide support and assistance on TCPS.

## **5. Key Contacts**

For questions about any of the information included in this memorandum, please contact Hitesh Chopra, Team Lead, Policy, Capital Policy and Programs Branch, at (416) 325-1887 or [Hitesh.Chopra@ontario.ca](mailto:Hitesh.Chopra@ontario.ca).

For questions relating to TCPS/VFA.facility, please contact VFA: or any of the following individuals from VFA:

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*Original signed by*

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**Appendix A: School Boards that have not reported SCI expenditures (from 2011-12 SY to 2013-14 SY) in TCPS, as of December 9, 2015.**

DSB #	DSB Name
2	Algoma DSB
5.2	Rainy River DSB
6.1	Lakehead DSB
14	Kawartha Pine Ridge DSB
17	Simcoe County DSB
23	Grand Erie DSB
27	Limestone DSB
29	Hastings and Prince Edward DSB
33.1	Northwest Catholic DSB
39	St. Clair Catholic DSB
50	Niagara Catholic DSB
51	Brant Haldimand Norfolk Catholic DSB
54	Renfrew County Catholic DSB
55	Algonquin and Lakeshore Catholic DSB
57	CSD du Grand Nord de l'Ontario
59	CÉP de l'Est de l'Ontario
60.2	CSD catholique Franco-Nord
66	CSD catholique du Centre-Est de l'Ontario

## Appendix B: Proposed VFA.facility Migration Groups

	<b>Board Name and Nr of Boards by Group</b>	<b>Nr. of Assets</b>
<b>Group I</b>	<b>27 Boards (October to November)</b>	<b>587</b>
1	DSB Ontario North East	29
2	Algoma DSB	50
4	Near North DSB	41
5.1	Keewatin-Patricia DSB	24
5.2	Rainy River DSB	12
6.1	Lakehead DSB	31
6.2	Superior-Greenstone DSB	16
7	Bluewater DSB	47
8	Avon Maitland DSB	37
31	Huron-Superior Catholic DSB	23
32	Sudbury Catholic DSB	16
33.1	Northwest Catholic DSB	7
33.2	Kenora Catholic DSB	6
34.1	Thunder Bay Catholic DSB	21
34.2	Superior North Catholic DSB	10
35	Bruce-Grey Catholic DSB	14
36	Huron-Perth Catholic DSB	19
48	Wellington Catholic DSB	20
54	Renfrew County Catholic DSB	22
55	Algonquin and Lakeshore Catholic DSB	37
56	CSD du Nord-Est de l'Ontario	9
57	CSD du Grand Nord de l'Ontario	14
60.2	CSD catholique Franco-Nord	11
61	CSD catholique du Nouvel-Ontario	33
62	CSD catholique des Aurores boréales	5
63	CS catholique Providence	28
99	School Authorities	5
<b>Group II</b>	<b>11 Boards (November to January)</b>	<b>558</b>
9	Greater Essex County DSB	73
27	Limestone DSB	54
28	Renfrew County DSB	27
29	Hastings and Prince Edward DSB	47

	<b>Board Name and Nr of Boards by Group</b>	<b>Nr. of Assets</b>
37	Windsor-Essex Catholic DSB	51
44	Simcoe Muskoka Catholic DSB	49
45	Durham Catholic DSB	49
53	Ottawa Catholic DSB	84
59	CÉP de l'Est de l'Ontario	32
60.1	CSD catholique des Grandes Rivières	40
64	CSD catholique Centre-Sud	52
<b>Group III</b>	<b>8 Boards (January to March)</b>	<b>696</b>
11	Thames Valley DSB	169
15	Trillium Lakelands DSB	54
17	Simcoe County DSB	107
21	Hamilton-Wentworth DSB	110
24	Waterloo Region DSB	115
26	Upper Canada DSB	92
46	Halton Catholic DSB	49
<b>Group IV</b>	<b>27 Boards (March to May)</b>	<b>2755</b>
3	Rainbow DSB	44
10	Lambton Kent DSB	66
12	Toronto DSB	559
13	Durham DSB	123
14	Kawartha Pine Ridge DSB	90
16	York Region DSB	195
18	Upper Grand DSB	70
19	Peel DSB	232
20	Halton DSB	95
22	DSB of Niagara	114
23	Grand Erie DSB	73
25	Ottawa-Carleton DSB	146
30.1	Northeastern Catholic DSB	16
30.2	Nipissing-Parry Sound Catholic DSB	14
38	London District Catholic School Board	53
39	St. Clair Catholic DSB	28
40	Toronto Catholic DSB	200
41	Peterborough V N C Catholic DSB	37



	<b>Board Name and Nr of Boards by Group</b>	<b>Nr. of Assets</b>
42	York Catholic DSB	100
43	Dufferin-Peel Catholic DSB	146
47	Hamilton-Wentworth Catholic DSB	55
49	Waterloo Catholic DSB	55
50	Niagara Catholic DSB	56
51	Brant Haldimand Norfolk Catholic DSB	32
52	Catholic DSB of Eastern Ontario	43
58	CS Viamonde	41
65	CSD catholique de l'Est ontarien	37
66	CSD catholique du Centre-Est de l'Ontario	35