

2021-22 EXCELLENCE IN EDUCATION ADMINISTRATION FUND (EEAF)
APPENDIX F - GENERAL PROGRAM REQUIREMENTS SUMMARY

As school boards are completing their EEAF projects, the ministry would like to remind them of the following program and/or reporting requirements.

Participation

- In school year 2021-22, all school boards are required to submit a report to the ministry on administration efficiency reviews or the implementation of recommendations of a previously conducted review.
- The Preliminary Checklists are not subject to approval. School boards may proceed with their projects as long as they are compliant with the program requirements included in the 2021-22 EEAF Program Guidelines.

Reimbursements and funding

- The multi-project PPF transfer payment agreements (TPAs) were released to all school boards via TPON on September 10, 2021.
- For the reimbursement of expenses, boards are eligible for up to either \$150,000 for the consultant **OR** \$50,000 for temporary staffing costs.
 - The specific wording in the transfer payment agreements is clear and there can be no combination of the two options, even if the combined amount is \$150,000 or less.
- Only consultant **OR** temporary staffing costs will be reimbursed.
 - Any software, hardware, equipment, or other internal staffing costs will not be reimbursed.
- Travel expenditures will not be reimbursed. Under section 4.6 of Broader Public Sector Expenses Directive, hospitality, incidental or food expenses are not allowable expenses for consultants.
 - Please refer to the BPS Directive for further details:
<https://www.ontario.ca/page/broader-public-sector-expenses-directive-2020>.
- School boards will be reimbursed after they submit all the reporting requirements specified in the program guidelines including the final report which is due on August 31, 2022.

Reporting requirements

- If the final report includes recommendations, the report must include an executive summary outlining the estimated costs, risks and cost savings or efficiencies (e.g., improvements to service delivery) associated with implementing each recommendation.
- If the final report includes the implementation of previously developed recommendations, the final report must outline an executive summary of the implementation including its expected savings.
- As per the 2021-22 EEAF program guidelines, the board must provide the ministry with a copy of any previously developed recommendations to be implemented. If this report is not available, the final report should include the following:
 - review/assessment that led to the recommendation to implement
 - an executive summary outlining the estimated costs, risks, and cost savings.As your project(s) may also include the implementation of the recommendation, the final report must outline an executive summary of the implementation including the expected savings or efficiencies.
- If the school board is conducting multiple EEAF projects in 2021-22, it must submit a final report and invoices for each project.

Procurement

- School boards should use an existing Ministry of Government and Consumer Services (MGCS) Vendor of Record (VOR) arrangement.
- Should a VOR not be used, then a Procurement Rationale Report Form must be submitted to the ministry, unless the school board is using an existing OECM agreement.
- A school board must submit a Procurement Rationale Report if a VOR does not exist for the services to be procured.