
Reporting of school space allocations for calculation of Operations and Maintenance (O&M) Grant guidelines

School Capital Manual | Reporting of School Space Allocations for Calculation of the Operations and Maintenance (O&M) Grant

Alberta Infrastructure | Alberta Education

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Reporting of school space allocations for calculation of the operations and maintenance (O&M) grant

[School Capital Manual]

Important note

There is a minor change that has been made to how some designated spaces are reported for 2022 and there is a new form associated with this change. Please review the “New for 2022” section below to ensure that you are using the correct form.

Background

There is a variety of data used to calculate the School Space Allocation component of the O&M Grant, which was implemented as part of the Education Funding Model for Budget 2020/21. Please refer to the *Funding Manual for School Authorities 2022-23 School Year* available [online](#) for further information regarding this portion of that grant.

To ensure that the School Space Allocation is calculated correctly, it is critical to ensure that the data on file with the Alberta government is accurate and up-to-date. Some of this data is managed by Alberta Education and some of it is managed by Alberta Infrastructure. The specific data that contributes directly or indirectly to the O&M Grant calculation includes:

- The gross area of each facility as reported to and on record at Alberta Infrastructure.
- Designated Spaces for Leases or other purposes – as reported to and on record at Alberta Infrastructure. Changes were made to the processes and form for reporting this information in 2021 and remain in place for 2022.
- The Instructional Area Data as reported to and on record at Alberta Education through your Instructional Area Forms (IAF). Since 2021, minor changes have been made to the processes and form for reporting this information.
- The Small Scale Plans (SSP) that support the gross area, exempt area and instructional area data above.
- The September 30 enrolment data as entered into PASI and maintained through Alberta Education.

Guideline for updating Gross Area and Instructional Area Records

There are several different activities that trigger the need to change (or confirm) area data on record with Alberta Infrastructure and Alberta Education. Most of these activities affect both the Gross Area Data and the Instructional Area data. They are the:

- opening of a new school building;
- closing of an existing building and the movement of students into a newly constructed replacement facility or an already existing facility;
- modernization of an existing school building;
- addition or removal of modular classrooms to or from an existing building;
- receipt of small scale plans relative to the completion of any capital project;
- addition of internal walls or relocation of internal walls that changes the dimensions of instructional and non-instructional areas within the facility (affects instructional area only);
- initiation or cancellation of any lease that fits the definition of a lease in a designated lease space;
- location of decentralized school administration activities into an active school building; and
- relocation of an outreach program into an active school or a closed school.

With the implementation of the funding model and subsequent changes, there are a few critical factors and key timelines to keep in mind.

It is the responsibility of each school authority to ensure that up-to-date data is provided to the appropriate ministry for each of the activities mentioned above.

The calculation of the School Space Allocation portion of the O&M Grant for a given year is based on area and enrolment data for the previous school year and reported by December of that same year. For example, the calculation being done in

December 2022 is for funding for the O&M Grant for the 2023/24 fiscal year and is based on the area and utilization data for the 2022/23 school year as reported in the fall of 2022. For this year, any changes to area, leasing arrangement and enrolment will need to have been in effect by October 1, 2022 and reported by the school authorities to Capital Planning and/or Learning Facilities by the stated deadlines in October.

In addition, a calculation will be made for any new schools scheduled to open in the following school year (i.e., from October 2, 2022 – October 1, 2023). Since these facilities will not have enrolments at September 30, 2022, they will not be part of the 2022/23 Area Capacity Utilization (ACU) reporting. As outlined in the Funding Manual, calculations for these facilities will have an assumed 50 per cent utilized space and 50 per cent under-utilized space and will use the gross area of the facility at the time of project approval.

The attached appendix indicates the triggering event, the type of document that must be submitted, to whom it needs to be submitted and how to submit. Alberta Education and Alberta Infrastructure are committed to ensuring that change forms submitted on or before the submission deadline will be incorporated into your data for the upcoming calculation. As there are over 1,500 active schools in the province and a fixed deadline for Capital Planning to report the O&M Grant data, **we will not be able to guarantee any updates to data from late submissions**. We recognize that this could have financial implications to your jurisdiction and have attempted to build appropriate timelines and notifications into the process.

If you have a facility that has been approved for the addition or removal of modulars through the annual modular program funding, and those units will be installed or removed before October 1 of the year approved, but the SSPs will not be available by the IAF submission deadline, to support the required changes to the IAF, you may still submit a revised, approximated IAF, with a copy of the approval letter as backup in place of the SSP. This will ensure that your funding includes the per metre calculation on the area added for that school year or that your utilization reflects the removal of the surplus space. Once the SSP are completed, you can submit them with a revised IAF using the actual measurements.

If you have an approved project for a replacement facility or a modernization project that is scheduled to be completed between October 2, 2022 and Oct 1, 2023, your 2022 data will be based on the original facility data and any changes to area and resulting changes to utilization will be reflected in the 2023 data.

New for 2022

If you have an approved project for a replacement facility or a modernization project that is scheduled to be completed between October 2, 2022 and Oct 1, 2023, your 2022 data will be based on the original facility data and any changes to area and resulting changes to utilization will be reflected in the 2023 data.

The addition of Decentralized Administration Space as a designated space within the Instructional Classroom Area table of the Instructional Area Form is new this year. For information on this change, [click here](#).

Any Instructional Area Form submitted in 2022 must be completed using the most recent version of Form 18 available [here](#) and must be named as identified in the Form 18 instructions.

Definitions of instructional spaces

Designated Outreach Space

- The current funding model, permits school authorities to locate outreach programs within school facilities that have an active K-12 regular program.
- The instructional areas within the facility that are dedicated to the outreach program are called Designated Outreach Space.
- A new or revised Instructional Area Form must be submitted for any facility into which a school authority has relocated an outreach program.
- The most recent version of the Instructional Area Form allows instructional area within any of the four tables to be designated for Outreach using the *Outreach option* from the drop-down.
- The Designated Outreach Space will be removed from the available Instructional Space for the K-12 program and will cause the rated capacity of the facility to decrease. This will result in an overall increase to the utilization rate for that facility.
- Designated Outreach Spaces will remain within the 'Gross Area' for both the Infrastructure Maintenance and Renewal (IMR) and O&M Space Allocation Grant Funding.
- Designated Outreach Spaces is also reported to Infrastructure on the revised Form 4 – Reporting Designated Space in School Buildings.

- Note: While outreach programs can be operated from previously closed school buildings or board-owned administrative buildings, these facilities do not qualify for the space allocation portion of the O&M Grant.

Designated Lease Space

Clearer definitions of Leased Space have been developed and improvements to the alignment and reporting of Leased Data have been implemented.

- A **Temporary or Part-Time Lease in Non-Designated Space** is defined as: Instructional area in a facility that is most often used by the school authority for the delivery of regular K-12 program delivery but may also be used part-time or after hours by either a For Profit or Not-for-Profit organization (e.g. Before and after school care providers or Boys & Girls Clubs).
 - Starting in 2021, Temporary or Part-Time Leases in Non-Designated Space were not to be reported to Alberta Infrastructure. If any of these leases still exist in the current data on file, they need to be deleted.
- **Designated Lease Space – Not for Profit** - is now a defined space category in the revised Instructional Area Form.
 - This instructional area is removed from the available instructional area and causes the rated capacity of the facility to decrease – and will result in an increase to the utilization rate.
 - This space is NOT removed from the 'gross area' for the calculation of the IMR or the O&M space allocation grant. This space was previously noted in the IAF by using the drop down in column E to define the area as Exempt.
 - NOTE: If there is no change to the Not-for-Profit Leased area in a facility, a new IAF is not required for 2021 as the previous form will still accurately reflect the situation.
 - This space must be reported in the revised Form 4 – Reporting Designated Space in School Buildings.
- **Designated Lease Space – For Profit** – is now a defined space category in the Instructional Area Form.
 - This instructional area is not removed from the available instructional area and does not cause the rated capacity of the facility to decrease – and therefore will not result in an increase to the utilization rate.
 - This space is removed from the 'gross area' for the calculation of the IMR or the O&M space allocation grant.
 - For schools with a For-Profit lease in instructional area, a new IAF form will need to be completed for that facility as this type of space was reported in previous versions of the IAF.
 - This space must also be reported in the revised Form 4 – Reporting Designated Space in School Buildings.

Decentralized Administration Space

- Since the implementation of the Instructional Area Model, school authorities have been allowed to use instructional area in active but underutilized schools for the purposes of decentralized administration. Until 2022, there was not a clear and consistent methodology for reporting these spaces.
- A new version of the Instructional Area Form (Form 18) is now available online and provides the opportunity to consistently report these spaces. The table called Classroom Instructional Space now includes an option in the drop-down menu abbreviated as *Dec Admin* to identify these designated areas in Column E. There is also a row in the summary table above it (Row 16) that will sum the area in square metres that are being used for decentralized administration purposes.
- The area used for decentralized administration is removed from the Total Classroom Instructional Area before the Rated Capacity of the facility is calculated. This will result in an increase to the utilization of the facility.
- As identified in Appendix D, these areas are not included in the area used to calculate the Space Allocation portion of O&M funding.

Form 4 – Reporting Designated Space in School Buildings

Form 4 – Leasing of School Space was revised in 2021. It is now called Form 4 – Reporting Designated Space in School Buildings.

- Additional fields were added to this document to facilitate reporting of Designated Outreach Spaces and to improve the accuracy of lease data reported from one year to the next.
- The ability to delete leases will ensure that area does not remain designated for leases that have expired.
- The ability to copy the previous year's report and amend it where required should streamline the process for school authorities.

Form 18 – Instructional Area Form (IAF)

Form 18 – Instructional Area Form has been revised again in 2022. The name has not been changed but the new form has the capacity to support an additional definition for designated spaces.

- Complete instructions for using the form are contained in the Instructions tab of the new form. The form:
 - was reformatted in 2021. The input spaces are tables that will expand automatically as you enter data and will allow the copying of data from the previous version of the completed form into the current version.
 - has new drop-down options to define Designated Outreach Spaces, Designated Lease – Not-for-Profit and Designated Lease – For Profit spaces as well as Decentralized Admin;
 - has a macro button that will allow you to name and save the file in a consistent format with the push of a single button.
- It is not necessary to complete a new IAF for all school facilities. New IAFs for a school are required if:
 - the school authority has moved an outreach program into the school;
 - a lease had been reported in the previous version of the IAF that does not fit the definition of a Designated Lease Space and needs to be corrected;
 - there is an area used for Decentralized Administration that is not properly reflected in the most recently submitted version; or
 - there is a Designated Lease Space to a For-Profit organization in the school facility that is being renewed for the 2022-23 school year. Previous to 2021-22, these areas were not reported in the IAF, but including them is now required.

Gross Area Details report

As a significant component of the O&M Grant is based on the Gross Area and Designated Spaces within your facilities, it will be necessary to ensure that area changes are communicated to Alberta Infrastructure within the timelines outlined below. The Gross Area Details report that you will receive for your school authority will be effective October 1. Please verify that the report:

- includes all school buildings running regular active school programs – including those being operated from leased facilities;
- includes schools that have been closed, and are operating an outreach program, are entirely leased to another school authority, are leased to a third party or are used for administrative purposes;
- reflects the building footprints, including all modular classrooms that have been added or removed;
- reflects any other changes to area that your jurisdiction has made since the last review; and
- reflects the correct data regarding Designated Lease Space, Designated Outreach Space and decentralized administration spaces as submitted in your most recent submission of Form 4 – Reporting Designated Space in School Buildings.
- School authorities ought to carefully check their Gross Area Data Report to ensure that all expired leases or part-time leases in non-designated areas have been removed and that Designated Outreach Spaces and Decentralized Administration Spaces have been properly reflected and that this data aligns with the data provided in the corresponding Instructional Area Forms for each facility.

While the timelines may seem tight to communicate and validate the facility area, the majority of this work does not need to wait until the October deadlines are approaching. Corrections to both Gross Area and Instructional Area data can be submitted throughout the year, whenever changes are made to the facilities.

Important O&M grant calculation timelines for fall 2022

Note: Where a submission deadline falls on a weekend or statutory holiday, the deadline is the end of the last working day BEFORE the stated deadline.

October 1, 2022 – Cut-off for substantial completion of construction activity ^{NOTE 1} to be complete in order to be included in the 2022 data used for O&M grant calculation.

October 1, 2022 – Deadline for submission, to Infrastructure, of all changes to data for Gross Area and Exempt Area

October 15, 2022 – Deadline for submission, to Education, of all new and revised Instructional Area Forms and Small Scale Plans for construction activity ^{NOTE 2} completed on or before October 1, 2022

October 22, 2022 - Deadline for ensuring enrolment data submitted into PASI is accurate October 26, 2022 – Distribution of Preliminary Enrolment Snapshot to school authorities

November 12, 2022 - Draft ACU Reports, Gross Area Report and draft O&M Grant Report will be distributed to school authorities

December 1, 2022 - Deadline for corrections, errors and omissions to be returned to Capital Planning and Learning Facilities

December 20, 2022 - Distribution of Final ACU Reports to school authorities

Note 1 – While substantial completion of construction activity by October 1 is required, warranty work and financial wrap-up may still be outstanding.

Note 2 – For every school building where instructional area has been defined as Designated Lease Space, there would need to be an entry on the corresponding annual Form 4 – Reporting Designated Space in School Buildings. While a single Form 4 is required annually for each school authority, a revised Form 4 should be provided whenever an existing lease has expired or been renewed. On Form 4, the total leased area matches the lease agreement and will include non-instructional area if that is included as part of the lease. For this reason, the designated leased space from the IAF will be equal to or less than the Exempt Gross Area.

Appendix 1

Triggering Activity	Method to Report Change	Who to submit to and how to submit	Date that the triggering activity must have been done in order to be included in the 2023/24 O&M Grant calculation	Deadline for form submission to ensure change is included in the 2023/24 O&M Grant calculation
The original opening of a new school building	Form 18 - Initial Instructional Area Form	Alberta Education EDC.CPData@gov.ab.ca	School opened by October 1, 2022 - If the SSP is not yet available, use the IAF from the pre-tender phase	October 15, 2022
The receipt of small scale plans relative to a major capital project	Form 18 - Revised Instructional Area Form & copy of small scale plans	Alberta Education EDC.CPData@gov.ab.ca	Receipt of any plans for changes that were made to area prior to October 1, 2022	October 15, 2022
The closing of an existing building and the movement of students into a newly constructed replacement facility	Form 18 - Initial Instructional Area Form for new building Revised Instructional Area Form for building being closed	Alberta Education EDC.CPData@gov.ab.ca	Replacement school opened by October 1, 2022 - If the SSP is not yet available, use the IAF from the pre-tender phase. The IAF for the closed building should be submitted at the same time to ensure that excess space is not counted.	October 15, 2022
The addition to or modernization of an existing school building	Form 18 - Revised Instructional Area Form & copy of revised small scale plans	Alberta Education EDC.CPData@gov.ab.ca	October 1, 2022	October 15, 2022
The addition or removal of modulars to an	Form 18 - Revised	Alberta Education	October 1, 2022	October 15, 2022

existing building The addition or removal of modulars to an existing building	Instructional Area Form & copy of revised small scale plans	EDC.CPData@gov.ab.ca		
	Confirmation of changes to gross area	Alberta Infrastructure Gary.tran@gov.ab.ca	October 1, 2022	October 1, 2022
The addition of internal walls or relocation of internal walls that change the dimensions of instructional and non-instructional areas within the facility or result in reclassification of space	Form 18 - Revised	Alberta Education	October 1, 2021	October 15, 2022
	Instructional Area Form & copy of revised small scale plans	EDC.CPData@gov.ab.ca		
The initiation or cancellation of any lease to an entity that qualifies for an Area Exemption as outlined In Appendix D of the <i>School Capital Manual</i>	Form 4 – Reporting Designated Space in School Buildings	Alberta Infrastructure Gary.tran@gov.ab.ca	The initiation or cancellation of the lease must become effective by October 1, 2022 in order to be included in the calculations for the 2022/23 area.	October 1, 2022