

Job Creation Partnerships Program Guidelines

Department of Labour and Advanced Education/
Employment Nova Scotia LAE/ENS

Version 2.0
February 10, 2011

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1 Job Creation Partnerships (JCP) Introduction

The Job Creation Partnerships (JCP) employment program is designed to support projects that will provide eligible participants with opportunities to gain work experience that will improve their employment prospects. While project activities should benefit both the participant and the community, the focus of JCP is to aid participants in acquiring work experience, leading to the acquisition of new employment related skills. Project activities are incremental to and not part of the sponsor's normal operations and are not-for-profit activities. Financial Assistance to participants is not insurable earnings. Eligible sponsors include: Businesses, Federal Crown Corporations and comparable Provincial Crown Corporations, Organizations, Individuals, Municipal governments, Band/tribal councils, Public Health and Educational Institutions. The Service Provider must also comply with the program guidelines as set out in this document.

Program Guiding Principles

- participants will gain recent and/or new work experience
- financial assistance for income support under JCP EI Part II funds and/or Employment Insurance Benefits for those participants who are active EI claimants up to a maximum EI rate(non-insurable)
- participants may receive an additional wage top up from the sponsor/employer
- enables activities that benefit the community that normally would not take place
- project activities are incremental to and not part of the sponsor's normal operations, are not-for-profit activities and will be finite in nature

Roles and Responsibilities

Employment Nova Scotia (ENS)

Defines the program and sets baseline standards for service delivery and quality by:

- Designing the program and setting program policy
- Developing reporting requirements and tools
- Providing advice and guidance in relation to the delivery of the JCP program
- Ensuring transparency and accountability by monitoring and evaluating delivery performance against agreement commitments and guideline compliance

Organizations/Employers

- Provide a valuable work experience to an eligible client

- Supervise and mentor the client
- Provide financial and/or activity reports to Employment Nova Scotia

Overview of Application Process

Employers who wish to apply for funding must be registered LaMPSS users, complete and submit the application form in its entirety, along with required supporting documents and be eligible as per Organization eligibility requirements. Please call 1-877-223-0888 for information on how to become a LaMPSS user. (Registered as a LaMPSS Organization)

Participant eligibility requirements

The JCP program must only be used to assist eligible individuals who:

- are Canadian citizens or permanent residents legally entitled to work in Canada
- meet the definition of an insured participant
- are approved by Labour and Workforce Development under Section 25 of the EI Act as insured participants who are active EI claimants (Labour and Workforce Development has retained approval authority under Section 25 for JCP; it has not been delegated to Community Coordinators) and
- have a Return to Work Action Plan that identifies that the JCP work experience being considered supports a reasonable occupational goal for them

When participant eligibility has been confirmed the final decision on participant selection rests with the project sponsor.

Please read this entire Program Guidelines Document. The information contained in this Program Guideline document will become part of an agreement with the Province for delivery of Labour Market Programs.

2 Applying for Job Creation Partnership Program Funding

Applying Online Using LaMPSS Self Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self service capability. To apply on line go to: <http://www.gov.ns.ca/lampss>.

Applying Using a Paper Application Form

Please Contact 1-877-223-0888 to obtain information on obtaining a paper form.

Applications will be submitted electronically or to a local Employment Nova Scotia office by mail, fax, or dropped off at an Employment Nova Scotia Office and are subject to all of the terms of this document.

Completing an Application Form

This section provides supporting information required in completing the application form contents for LWD/ENS/JCP Program.

Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

If your organization name or mailing address has changed, please contact your Provincial contact to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title relevant to the position(s)
Agreement Start Date	Provide the proposed start date for position.
Agreement End Date	Provide the proposed end date for position.

Past Agreements

Please provide information relating to past agreements. Enter previous agreement number if applicable.

Project Description

Please provide a brief outline of the project. You should include the following information: plans for supervision, partnership and community support, goal of the project etc

Attach a detailed project description / proposal to the application

You can attach any other relevant information; this is not a mandatory section.

Agreement Contact

Provide the appropriate contact for your organization. Please note that this contact should be an individual empowered to negotiate all or some portions of the agreement.

Language Preference

Provide your language preference.

Project Location(s)

Please provide the address information for the location of the activities. If you have not yet secured a location, please enter your main organization address.

Project Activities

The tables below outline the required information for each eligible activity for the JCP Program. This is the complete set of eligible activities.

Work Experience	
Brief Description	Provide work experience for one or more participants. Please describe the project with timelines, skills participant will gain
Expected Results	Improved skills and increased likelihood of finding employment. Please describe any other intended outcomes. (if there is an impact to community as well as participant, please describe)
Where does this activity take place	Identify the location for each activity.
Expected number of participants	Provide the expected number of participants for this activity.

Project Budget

You must provide a project budget IF you are requesting overhead costs. The table below outlines possible budget categories. On the application enter the complete project costs and requested amounts by budget category. HST should be included in each category. You must also provide the rationale and details for each requested amount in the “Itemized Budget Breakdown” template. This can be downloaded from the ENS website at <http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/Updated-Template-ItemizedBudgetBreakdown.doc>

This worksheet must be attached to your application as a Supporting Document.

Participant wages are NOT to be included in the project budget, please include the proposed wage in the Itemized Budget Breakdown

If you are not applying for overhead costs, leave this section blank.

Budget Category	Eligible Costs
Program Delivery	
Salaries and Benefits	
Salaries	Required to deliver project activities (hourly rate x hours per week x number of weeks = annual salary per position requested)
MERC	Includes non participant mandatory employer related costs (EI, CPP, vacation pay). Please consult CRA for rates.
Participant Program Delivery	
Participant	
Incremental Supports	Includes dependent care, travel (In limited and exceptional circumstances and subject to negotiation and approval).
Disability Supports	Includes participant supports such as: note takers, sign interpreters, incremental costs, adaptive technology, applicable staff training.

<i>Program Materials</i>	Includes participant program-related materials, supplies, books.
<i>Program Professional Fees</i>	Includes participant program-related guest speakers, vocation/needs, assessments (in limited and exceptional circumstances)
<i>Operational Standard</i>	
<i>Recurring</i>	Banking, utilities, telephone, fax, internet, postage, courier, printing, photocopier
<i>Professional Fees</i>	Includes Building Maintenance, Bookkeeping, Equipment Maintenance, Security, Required Membership fees for staff, business licenses, permits, IT, legal fees
<i>Equipment</i>	Includes purchase /lease/repairs/rent of computers, fax machines, photocopiers, software, furniture, other
<i>Facility Lease/Rent</i>	Includes applicable lease/rent costs for both non-applicant owned and applicant owned premises) For applicant-owned premises, the following formula will be applied: <i>85% x fair market value</i> Although the applicant may use a variety of calculations to determine an amount to include in the proposal, in all cases the negotiated cost cannot be higher than the value of lost opportunity.
<i>Advertising/Promotion</i>	Includes advertising, promotion, signage, brochures
<i>Office Supplies</i>	Includes paper, pens, pencils, binders, subscriptions
<i>Travel</i>	Travel for staff directly delivering the project includes transportation costs, taxi, kilometric charges, etc., as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel must be negotiated with ENS in advance. Provide details within the financial submission e.g., mileage rate, reason for travel, number of trips, accommodation and meals, etc. Mileage and meal allowances must not exceed provincial rates.
<i>Insurance</i>	Includes fire, theft, liability, accidental
<i>Exceptional Capital</i>	Items in excess of \$1000 including HST Subject to negotiation on disposition of asset at agreement end

Project Cash Flow

Provide a monthly cash flow estimate of the requested project expenses.

Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

Supporting Documentation

The table below outlines documents that must be included with the JCP Program application.

If overhead is being requested please also attach an Itemized Budget Breakdown

Document	Requirements
<i>Job Descriptions</i>	Please provide job descriptions for all positions funded or partially funded by agreement. Include hrs of work, suggested wage rate, position title, description of duties.
<i>Organization Overview</i>	Please provide following information about your organization: years in business, bookkeeping and financial controls.
<i>Itemized Budget Breakdown</i>	ONLY required when overhead is requested. Include requested amounts in each category and rationale http://www.gov.ns.ca/employmentnovascotia/forms-resources/documents/Updated-Template-ItemizedBudgetBreakdown.doc

3 Job Creation Partnership Services Program Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for JCP are outlined in the agreement. Reports should be submitted online using LaMPSS self serve functionality.

Completing an Activity Report

This section provides supporting information required to complete the activity report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the JCP Program. Provide this information for each activity in your Labour Market Agreement.

<i>Work Experience</i>	
Update / Status this Period	Please provide information about the participant's progress to date, achievements, issues, concerns and progress of activities, positive feedback
Number of unique participants	Provide the actual number of participants for this activity during this reporting period. <i>Please enter the number of participants that begin the work experience in the first report submitted. For each subsequent report please enter a 0.</i>

Supporting Documentation

You can attach any supporting documents with your activity report.

Reporting Notes

Provide any additional information.

Financial Report

This section of the application enables submission of supporting information required to complete the financial report. If your agreement does not contain funding for overhead costs, you will not be required to submit a financial report.

Sponsors may adjust spending within a cost category without prior Employment Nova Scotia (ENS) discussion or approval as long as the total budget amount for the cost category is not altered. ***The exception is the Salaries and Benefits category as the wage category has its own “Wage Policy”.***

Budget Flexibility

Sponsors may adjust the Operational Costs /Standard and Exceptional/Capital Assets categories by up to 10% without ENS discussion or approval.

Sponsors may move funds from the Operational Cost Categories to increase the Participant Program Delivery Cost categories by up to 10% without prior ENS discussion or approval. Sponsors must notify the department in writing of any adjustments to the Project Budget under this category.

Any adjustments to the Project Budget other than those noted above must be approved by ENS prior to the adjustment being made.

With prior written consent of Employment Nova Scotia sponsors may also exercise budget flexibility beyond 10%, so long as the total agreement value is not affected, and project activities are not impacted. ***The exception is the Salaries and Benefits category as the wage category has its own “Wage Policy”.***

Sponsors may not make adjustments if those adjustments result in any increase in the amount of total contribution from Employment Nova Scotia. Any increase to the agreement value requires a request for an amendment.

Project Costs

Provide the actual costs being reported for each eligible expense for this reporting period.

Project Cash Flow

Please provide any updates to your Cash Flow.

Supporting Documentation

You can attach any supporting documents with your financial report.

Reporting Notes

Provide any additional information.

Submitting Your Reports

Once your organization has finalized the report, it may be submitted to the Department using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered in LaMPSS:

Enter your organization's ID, username and password and "submit." This will connect you with the LaMPSS system to submit the report.

4 Job Creation Partnership Program Terms & Conditions

The maximum duration of an agreement for a JCP project is 52 weeks.

Hours of work should be based on the number of hours normally considered to be full time for the occupation.

In the case of participants with disabilities, part-time work can be acceptable as long as it is substantial enough for the participant to gain valuable work experience.

The number of hours of work per week must not exceed that allowed under provincial labour legislation and may be dictated by local guidelines or labour market information.

JCP activities:

- Must provide insured participants with opportunities to gain work experience that will improve their ability to gain new employment.
- Must be supported by a Return to Work Action Plan (RTWAP) that identifies that the JCP work experience being considered supports a reasonable occupational goal for the insured participant.
- Must be finite in nature and have a defined start and finish date. The defined start and end date are determined on the basis of the work required to complete the activity.
- Must be incremental and discrete and not part of the sponsor's normal operations. Incremental activities normally must be specific to an additional undertaking of the organization.
- Must be of a not-for-profit nature. A not-for-profit activity is an activity whose reason for being and first purpose is not to make a profit.
- The intent of JCP is to assist participants in successfully finding ongoing employment, therefore the sponsor should allow participants reasonable time off to attend job interviews.

JCP Activities must not:

- Displace existing employees and/or volunteers.
- Replace any employee on lay-off and/or awaiting notice of recall.
- Replace an employee absent as a result of a labour stoppage or labour-management dispute.
- Create a dependency, either for the sponsor or a beneficiary of a service delivered with JCP funding that cannot be addressed when the project is over.
- Enable a business to improve its position in the marketplace or result in personal or private financial gain.

- Be in direct competition with local businesses whose revenue comes from similar activities.

Insurance

The Employer will ensure that it has adequate liability insurance coverage including all participants engaging in activities related to this agreement. Employment Nova Scotia does maintain insurance coverage for JCP participants. Please contact your ENS officer for more information.

If a JCP participant is injured doing activities that are not part of the project, the sponsor might be liable. Please contact ENS for additional information.

Workers Compensation

Employers are responsible to protect their workers from injury or illness in the workplace. Most employers must have workplace insurance coverage by law through Provincial Workers' Compensation (WCB). **Only workers being paid wages authorized as a project cost under section "Staff Wages" are eligible for WCB.** If they are not on the sponsors' payroll, there is no mechanism to have premiums paid for them.

Please note that JCP participants are normally not eligible for WCB coverage, because there is no Employer/Employee working relationship and their support is not insurable. Therefore they would be covered under the insurance for participants maintained by the province. If the sponsor feels that additional coverage is required and secures such insurance for the participants through other means, such as a private insurance policy, this would be an eligible cost under the JCP project.

5 Contact Information

For further information please contact 1-877-223-0888.