

EMPLOYMENT ONTARIO

Guidelines and Requirements

SKILLS TRAINING INFRASTRUCTURE PROGRAM

2007-08

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SKILLS TRAINING INFRASTRUCTURE PROGRAM

1. BACKGROUND

The Ministry of Training, Colleges and Universities recognizes the need to respond to a growing need for new and upgraded equipment to support industry requirements for enhanced occupational skills in the workplace.

In the March 2007 Ontario Budget, a one-time investment of \$25 million in the Skills Training Infrastructure Program was announced for union-employer training centres in Ontario to replace existing or purchase additional/new training equipment to expand skills training capacity and training to industry standards.

2. ALLOCATIONS FOR INDIVIDUAL CENTRES/TRAINING SITES

Up to \$25 million may be awarded using a call for proposal process.

3. SKILLS TRAINING INFRASTRUCTURE PROGRAM OBJECTIVES

The Skills Training Infrastructure Program is being provided to respond to a growing need for new and upgraded equipment to meet the skills training and apprenticeship needs of the economy.

The Skills Training Infrastructure Program will increase training capacity and allow for the modernization of hands-on equipment for training individuals in up-to-date occupational skills, apprenticeships and trades updating.

This investment will increase the number of workers, trainees, apprentices and journeypersons who develop or upgrade their workplace skills to industry standards and requirements. It is designed to leverage increased investments by unions and employers in purchasing up-to-date training equipment.

The Skills Training Infrastructure Program encourages the collaboration of unions, employers and the broader training community in the development of skilled workers by requiring proponents to contribute 25% of the equipment purchase cost, and have industry support for the expanded training capacity or upgrade.

Eligibility

The Skills Training Infrastructure Program is available to union-employer training centres and/or mobile training units operated by union-employer training centres in Ontario. Union-employer training centres mean union training centres, employer training centres, and union-employer partnered training centres.

The training site/mobile training unit may submit only one proposal, but the proposal can include requests for multiple equipment purchases.

Financial Contributions

The Skills Training Infrastructure Program is a cost-shared program. To leverage industry support and spread benefits of the program, a contribution of 25% towards eligible costs is

required.

- Successful proponents must contribute 25% towards eligible costs.
- The 25% contribution cannot be sourced from other government funds.
- Proponents must demonstrate that they are able to finance their contribution of eligible costs and that purchase and delivery of any equipment will occur between April 1, 2007 and March 31, 2008.

All eligible costs will be approved by the ministry through the call for proposal process. The disposition or reallocation of Skills Training Infrastructure Program funding to unapproved costs is not permitted. The use of Skills Training Infrastructure Program funds for unapproved expenditures may result in the cancellation of the agreement referred to in section 10 Additional Information, recovery of funds, the deduction of these funds from future payments and/or the exclusion of the centre from participating in this or other ministry programs.

Questions regarding the call for proposals are to be directed in writing by mail, fax or email to:

Skills Training Infrastructure Program
Program Coordinator
Ministry of Training, Colleges and Universities
Service Delivery Branch
900 Bay Street
17th Floor Mowat Block
Toronto ON M7A 1L2

FAX no. 416-326-5445
Email: stip@ontario.ca

Technical Briefing

A technical briefing will be held on Friday, September 7, 2007 from 10:30 to 11:30am in:

Ontario Room North
2nd Floor, Macdonald Block
900 Bay Street
Toronto, ON M7A 1L2

If attending, please RSVP to stip@ontario.ca or by fax to 416-326-5445.

Eligible Costs

Costs eligible for consideration are:

1. The purchase of new or used equipment to update training capacity to industry standards.
2. The direct costs related to the purchase, such as shipping, delivery and installation.
3. The purchase or replacement of existing equipment to meet industry standards and support enrolment growth.

4. Facility improvements related to the removal of accessibility barriers to the equipment for persons with disabilities.
5. Facility improvements that are critical to the placement of purchased equipment, such as ventilation.

Notes:

- i. The funds may only be used to purchase new or used equipment used in leased facilities if the proponent identifies how the equipment will continue to be used for skills training upon the expiry of the lease.
- ii. The funds must be used for training individuals in up-to-date occupational skills, apprenticeships and trades updating. The funds may not be used for any other purpose including trainee residences, automobile parking, recreational facilities, instructor/staff space and classrooms.
- iii. The proponent may not receive any funding or support related to eligible costs from other government sources.
- iv. Funds must be used towards eligible costs that are purchased and delivered between April 1, 2007 and March 31, 2008.

The Ministry reserves the right to provide partial funding for the selected proposals.

4. PROPOSAL REQUIREMENTS
Closing Date: September 28, 2007

Up to \$25 million may be awarded using a call for proposal process.

- The proposals will be evaluated based on the evaluation criteria referred to in section 4.3 Evaluation Criteria.
- The union-employer training centre may submit one proposal per training site.
- The evaluation criteria supports proposals that demonstrate:
 - B The proposed equipment upgrade meets industry standards and requirements
 - B The costs and the improved/expanded training capacity provide value for the investment
 - B The proposed purchase will increase/maximize the number of people who will receive training
 - B Improved training in skilled occupations or trades that have undergone technological change, are new, whose scope has broadened, have new curricula, are construction trades or are in the Interprovincial Red Seal Program
 - B Evidence of broad industry support
 - B The capacity to support other costs related to the successful purchase and use of this equipment that are not eligible for Skills Training Infrastructure Program funding

The Skills Training Infrastructure Program is an in-year capital acquisition program. Multi-year lease purchases do not fit within the scope of the Program. Purchase and delivery of equipment must occur between April 1, 2007 and March 31, 2008.

4.1 Submission Structure

An electronic template has been provided.

Union-Employer Training Centre Name

Project Contact

- Contact person and back-up
- Contact information - Fax, email, telephone

A. Project Description/Overview

This section should include a description of

- The union-employer training centre
- The intent of the project including which skill needs and demands the proposal addresses
- How the proposal supports the objectives of the Skills Training Infrastructure Program
- How the proposal will enhance the quality of current training offerings and/or enable new training offerings.

B. How the Proposal Supports Industry Requirements and Builds Capacity

- Increase in training capacity in existing and new trades and occupational skills
- Modernization of hands-on equipment to meet industry standards and requirements
- Meeting unmet demand
- Improved training in skilled occupations or trades that have undergone technological changes, are new, whose scope has broadened, have new curricula, are construction trades or are in the Interprovincial Red Seal Program.

C. Projected Costs

This section must provide a detailed breakdown of the costs and the trades/occupations that will benefit.

D. Industry Profile/Impact

- A demonstration of industry support
- Current/projected training opportunities/trends for the trade, occupation, sector

E. Funding Contributions

Union-employer training centres are required to contribute 25% towards eligible costs. Indicate how much funding will be contributed:

- s Total funding to be provided
- s Identify and provide a brief description of each contributor, the nature of their contribution, and their role
- s Identify any unique aspects of the proposal/funding (e.g. shared use of space) that will impact on the trainees' ability to utilize the equipment.

Note: The union-employer training centre's contribution cannot be sourced from other government funds.

F. Partnerships with Industry and/or Colleges

If partnership is an element of your proposal, identify the nature of the partnership, the role of each partner, the benefit to enhancing workplace skills and provide an overview of how the partnerships combine the strengths of all partners.

4.2 Submission Requirements

Each proponent must submit an electronic version in Microsoft Word (disk or CD) plus (4) four hard copies of each proposal. The union-employer training centre may submit **one** proposal per training site/mobile training unit. The proposal must be submitted in a sealed envelope and received at the address below no later than September 28, 2007 at 17:00 hours.

Submissions **must** be delivered to:

Skills Training Infrastructure Program
Program Coordinator
Ministry of Training, Colleges and Universities
Service Delivery Branch
900 Bay St
17th Floor, Mowat Block
Toronto ON M7A 1L2

Any proposal received after September 28, 2007, 17:00 hours, will not be accepted.

4.3 Evaluation Criteria

The evaluation process will be based on the following:

Viability of the Proposal (20%)

- i. How the proposal will improve current training offerings and/or enable new training offerings (15%)
- ii. The capacity to support other costs related to the use of this equipment that are not eligible for STIP funding (5%)

How the Proposal Supports Industry Requirements and Builds Capacity (50%)

- iii. Increase/maximize training capacity in existing and new trades and occupational skills (20%)
- iv. Modernization of hands-on equipment to meet industry standards and requirements (10%)
- v. Meeting unmet demand - new skills training spaces and training offerings to meet existing and future demand (10%)
- vi. Improved training in skilled occupations or trades that have undergone technological change, are new, whose scope has broadened, have new curricula, are construction trades or are in the Interprovincial Red Seal Program (10%)

Project Costs (25%)

- vii. Costs must be appropriate to outlined purchases (15%)
- viii. Cost-effective use of funds (10%)

Partnerships (5%)

- ix. Strengthening the process through partnership

4.4 Reporting Requirements / Payment Schedule

Details concerning the reporting requirements, payment schedule, etc. will be provided to successful proponents in the legal agreement referred to in Section 10, Additional Information.

5. SCHEDULE OF EVENTS

EVENT	DATE
Questions in writing submitted to the Ministry	By September 10, 2007, 17:00 hours
Questions and responses to be posted to the Ministry's website	By September 19, 2007
Closing Date	September 28, 2007, 17:00 hours

Please note: Amendments to the Schedule of Events may be made only at the discretion of the Ministry of Training, Colleges and Universities.

6. CONDITIONS

Proponents must comply with the Fire Code (Retrofit Section) while undertaking projects funded under this program.

Proponents must use a fair and transparent process and ensure value for money for all products or services acquired with the funding.

7. PAYMENT SCHEDULE

The Skills Training Infrastructure Program is an in-year program. Funds allocated will normally be flowed to successful proponents in two instalments: 90% on signing of the legal agreement; 10% released upon proof of the receipt of equipment. Details concerning the payment schedule will be provided to successful proponents in their legal agreement referred to in Section 10, Additional Information. Payments to individual centres are conditional upon compliance with the Skills Training Infrastructure Program Guidelines and Requirements.

8. PERFORMANCE MEASURES

Performance measures are an essential management tool for the provincial government. Performance information helps to determine which programs and services are providing value and making a measurable difference with stakeholders.

Under the Skills Training Infrastructure Program, one such measure is increased training capacity. All proponents are required to participate in any performance measurement exercises undertaken by the ministry.

9. ACKNOWLEDGEMENT OF ONTARIO GOVERNMENT SUPPORT

It is expected that full acknowledgement of Ontario government support will be provided in all published material and on proponent websites. The proponents shall not make any public announcement concerning the Skills Training Infrastructure Program without the expressed

written consent of the Ministry.

10. ADDITIONAL INFORMATION

The program guidelines may be amended or cancelled at any time at the sole discretion of the Ministry.

All proponents that submit proposals will be advised of the outcome. The successful proponents will be announced in a news release. Successful proponents must not make any announcements about their approved funding prior to the Ministry news release.

Prior to receiving any funds or commencing any portion of the project, the successful proponents will be required to enter into a legal agreement with the Ministry in a form and content satisfactory to the Ministry.

The Ministry may not award the entire \$25 million in this Call for Proposals process and may distribute the remainder of the funds at its sole discretion including issuing a future call for proposal if necessary. Future call for proposals will be open to all proponents.

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