

Community Workforce Response Grant Community Response Stream Criteria Updated September 12, 2024

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Community Workforce Response Grant – Community Response Stream Criteria

INTENT

The Community Response stream (CR) supports communities either experiencing workforce challenges or presented with emerging opportunities as the result of labour disruptions caused by mill closures, curtailments and other events as a result of contraction in the forest industry. The intention of this stream is to assist impacted workers and communities to obtain skills training to transition to new opportunities for sustainable employment.

ELIGIBLE APPLICANTS	
Criteria	Interpretation
<p>Eligible applicants include:</p> <ul style="list-style-type: none"> Local Non-Profit service providers serving rural and remote communities* First Nations and local governments Unions certified to represent employees under the B.C. Labour Relations Code Major employer in a community with a single resource economy Industry, sector and employer associations Skills Training providers - may be considered an eligible applicant at the discretion of the CWRG. Communities must contact CWRG prior to applying. <p>Applicants must be able to demonstrate that they have the support of the impacted community (see Eligible Communities below).</p> <p>*Local non-profit organizations should be actively involved in their community with a history of service and whose mission closely aligns with the proposed training for their community.</p>	<p>This stream is intended to meet the immediate skills training needs of communities <i>directly</i> impacted by downturns in the forest sector as a result of—but not limited to—old-growth deferrals, mill closures and curtailments. The targets are not only impacted workers but those in the larger community directly affected by layoffs or job loss in a local forest-related industry. Funding will be prioritized toward job openings or business openings in the community or sector.</p> <p>If your community is considering a self-employment project, contact CWRG@gov.bc.ca prior to applying to discuss the project's eligibility for funding.</p> <p>The Ministry may request additional information from Applicants at any time during the evaluation process. Applicants will be requested to submit more detailed information for projects that do not fit the parameters of stream criteria and require Ministry discretion. In such circumstances, it is recommended Applicants contact CWRG@gov.bc.ca prior to applying.</p>
<p>Applicants must have a Business BCeID Account to apply.</p> <p>If requested, an applicant's organization will have to show proof of having at least \$2million in general commercial liability insurance that covers the duration of training.</p>	<p>The Ministry receives and administers grant applications through a web-based system at CommunityWorkforceResponseGrants.gov.bc.ca.</p> <p>A Business BCeID Account is required to create and submit a grant application. It may take up to two weeks to receive your BCeID. Review the Business BCeID Questions and Answers document for more information.</p> <p>After applying, if the training project is approved for funding, the applicant will be asked to submit a BC Certificate of Insurance (COI - FIN173) form that must be completed and signed by their broker. An offer to fund a training project will not be issued until a current COI has been submitted.</p>
<p>An Applicant must have met all obligations and program requirements for completed Projects previously funded through the Canada-B.C. Job Fund or the Workforce Development Agreement.</p>	<p>These obligations include but are not limited to:</p> <ul style="list-style-type: none"> All information provided on the application was found to be complete, true and correct

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	<ul style="list-style-type: none"> • All required forms, records and reports were submitted on time • Participants were sustainably employed because of training. <p>An Applicant may be ineligible to re-apply under the following circumstances:</p> <ul style="list-style-type: none"> • Has been approved for multiple grants in the past but has not completed training for several of those
	<p>agreements.</p> <ul style="list-style-type: none"> • Shown to have a conflict of interest; refer to Appendix B • See Appendix C for Applicant and Agreement holder Standard of Excellence
ELIGIBLE COMMUNITIES	
Criteria	Interpretation
<p>Impacted community is defined as a community that has experienced or will experience a significant shift in labour market throughout the community due to a disruption in the workforce caused by a change in the forestry industry.</p> <p>Eligible communities must be in receipt of transitional support provided by the Ministry of Jobs, Economic Development and Innovation.</p>	<p>Priority is given to those communities <i>directly</i> impacted by changes in the forest sector as a result of—but not limited to—old-growth deferrals, mill closures and curtailments.</p> <p>Only those communities where a community transition team has been activated by the Ministry of Jobs, Economic Development and Innovation will be eligible for CWRG funding through the Community Response Stream.</p>

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ELIGIBLE PARTICIPANTS	
Criteria	Interpretation
<p>Participants must be Canadian citizens, permanent residents or protected persons (as designated under the <i>Immigration and Refugee Protection Act</i>) entitled to work in Canada.</p>	<ul style="list-style-type: none"> • Temporary foreign workers, international students, working holiday visas or other temporary residents are NOT eligible to participate. • Permanent residents are persons who have immigrated permanently to Canada but have not become Canadian citizens. • Protected persons, as designated under the Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the Skills Training is longer than six months. • Protected persons can present the following documents as proof of their status: <ul style="list-style-type: none"> • A decision letter (Notice of Decision) from the Immigration and Refugee Board (IRB) or, • A Verification of Status document from the Department of Citizenship and Immigration Canada <p>*Some participants may be eligible to train without a study permit under a temporary public policy.</p>
<p>Participants must be:</p> <ul style="list-style-type: none"> • At least 16 years old • Residing in B.C. • Have a Social Insurance Number (SIN) • Training-ready 	<p>Intended participants include impacted workers and other community members residing in a community directly affected by old-growth deferrals or a downturn in the forestry sector.</p> <p>For employment status definitions including Unemployed, Full-Time, Seasonal, Casual, Part-time and Precarious) see Appendix D.</p>
<ul style="list-style-type: none"> • Unemployed, or employed Part- time, Seasonally, Casually, or Precariously employed 	<p>Participants who are employed Full-time are not eligible for training. It is the responsibility of the Agreement Holder when recruiting to verify the employment status of the participants and to ensure that they are eligible before the start of training. Please refer to the Participant Pre-Screen Checklist. For the training of full-time employed individuals, the Applicant may wish to apply to the BC Employer Training Grant Program.</p> <p>A Training-Ready participant is expected to have both the life and essentials skills required to enter training, as well as all prerequisites necessary to enter and complete a particular type of training.</p> <p>The goal of training is to assist British Columbians who are experiencing job loss, unemployment and precarious employment to move into Sustainable employment by participating in and completing occupational Skills Training.</p>

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<p>Participants must have completed their participation in other federally or provincially funded training programs before participating in the CWRG program.</p>	<p>Participants cannot be enrolled in another federally or provincially funded training program at the same time.</p> <p>For example, a Participant currently enrolled in a SkilledTradesBC, Women in Trades program is not eligible for a CWRG funded training Project at the same time.</p>
<p>Participants currently receiving regular Employment Insurance (EI) benefits, and those on Income Assistance (IA), are eligible to participate in a CWRG-funded training Project if the Ministry of Social Development and Poverty Reduction (SDPR) has been informed before the start of training.</p>	<p>During recruitment, CWRG Agreement Holders must identify those participants currently receiving either Employment Insurance (EI) or Income Assistance (IA). In both cases, special care must be taken to ensure that the Ministry of Social Development and Poverty Reduction has been informed of the person’s enrollment in training <i>before the start of training</i>.</p> <p>Please read carefully and follow the instructions located in Appendix A.</p>
<p>If a Participant has repeatedly not completed training in previous CWRG training Projects, that Participant is ineligible for funding.</p>	<p>It is the responsibility of the Applicant to ensure Participants are Training-ready as well as eligible, ready and capable of participating in the Project.</p> <p>It is the responsibility of the Participant to understand the purpose of the Project and to participate in good faith.</p>
<p>The cohort size should reflect the community’s immediate need and job availability,</p>	<p>The cohort size should reflect not only the community need and job availability, but also the applicant’s capacity to manage the participants and ensure their success in obtaining employment.</p>
<p>ELIGIBLE PROJECTS</p>	
<p>Criteria</p>	<p>Interpretation</p>
<p>Projects must be cohort based.</p>	<p>For CWRG funding, a Cohort is defined as a group of at least three (3) Participants with the same training needs to secure employment. An occupational Skills Training project cannot deliver different training for Participants in the same cohort.</p> <p>Cohorts as small as 2 participants will be considered. For small communities with small cohort numbers, separate applications should be submitted to meet the needs of the community. Contact CWRG@gov.bc.ca for more information.</p> <p>Cohorts will progress through the Project together as a group, taking the same occupational Skills Training. Participant. Financial Supports may vary for each Participant.</p> <p>If your Project will have multiple cohorts (multiple training start dates), you will be required to submit separate applications. Please contact CWRG (CWRG@gov.bc.ca) for more information</p>

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<p>Projects must not be longer than 52 weeks in duration and must lead to sustainable employment in the community.</p>	<p>All Projects should be time-limited, focused on occupational Skills Training for Training-ready Participants.</p> <p>Skills Training Projects that result in employer-recognized certifications or diplomas are eligible if they are not more than 52 weeks in duration.</p> <p>Training must start within the Intake period in which the application was approved. All funding claims must incur and be submitted within the fiscal year in which the application was approved.</p>
<p>Where training results in a certification regulated by a governing body, applicants must engage those training providers accredited or designated by the governing body.</p>	<p>Applicants will be required to demonstrate the need for the training in their community(ies), region(s) or province in the application.</p> <p>To demonstrate need, Applicants are required to submit letters of support for the Project at time of application.</p> <p>This could include letters of support from employers, sector/industry associations, Chambers of Commerce, and/or other relevant community stakeholders.</p> <p>Letters of support that include employer commitments to interview and potentially hire training graduates for available employment are especially important to demonstrate the need for proposed training.</p> <p>When writing letters of support, employers must be familiar with the proposed training and must indicate if:</p> <ul style="list-style-type: none"> • they recognize the credentialing and certification; and • the certification is required for employment in their organization; and • they are willing to hire or interview Participants who completed training; and • there are vacant positions the employer has available. <p>Letters of support should be on official letterhead, not templated, and dated no more than four (4) months before submission of the application. Letters must be uploaded and submitted at time of application. The CWRG may contact the employer while evaluating the project proposal.</p> <p>If letters of support from organizations or employers include the intention to offer work experience or practicums, the letter must state the number of participants the employer will accept into their organization or business, the number of hours, and whether the participants will be paid.</p> <p>In the detailed Project description, the Applicant should explain the type of certification the training Project will provide, indicating whether the certification is for regulated or non-regulated occupations. Priority will be given to those certificates that are employer-recognized or regulated by a governing body. Refer to WorkBC “Getting Certified to Work in B.C.” and the List of B.C. Regulatory Authorities.</p>

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	<p>For those projects wishing to include Short-Term Orientation and Certificate (STOC) training (e.g., <i>Emergency First Aid, SuperHost, Foodsafe, Serving It Right, WHMIS</i>, etc.) not already included in the approved course outline, please note:</p> <ul style="list-style-type: none"> • STOCs may be included in a Project only if such training directly supports the occupational Skills Training component. • STOC training cannot comprise the majority of training. • If the Third-Party Service Provider is providing a STOC(s)—either online or in-person—in addition to their skills training curriculum, the cost of each STOC should be stated separately in their quote required at time of application submission. • If a STOC(s) is being offered by an organization other than the designated Third-Party Service Provider, the STOC provider must be added as a separate service provider in the “Add Skills Training Provider” section of the application, and a quote for training costs must be submitted at time of application submission. <p>Preference will be given to those Projects that propose established Skills Training programs approved by the B.C. Private Training Institutions Branch. At time of application, the rationale must be submitted for Skills Training descriptions and course outlines that are customized or deviate in duration and content from existing and approved version.</p>
<p>If your community is considering a self-employment project, the applicant must contact CWRG@gov.bc.ca prior to applying to discuss the project’s eligibility for funding.</p> <p>Projects for self-employment training must demonstrate that possible products or services are customer focused and demand driven.</p> <p>Applications for self-employment training must clearly indicate the need for such training in the community and specify the goal of self-employment as one or more of:</p> <ul style="list-style-type: none"> • Self-employment to sell services • Self-employment to sell products • Self-employment to sell others’ products • Self-employment to provide consulting 	<p>Refer to the WorkBC website for possible options for self-employment skills training. The program description must identify what type of self-employment option(s) the Project will concentrate on. Priority will be given to those Projects that show how their Projects add value or distinguish themselves from education modules already provided by the Province or Small Business BC.</p> <p>Applicants will need to show that a community has the need for and the capacity to support the number of self-employed individuals. This must be done through a combination of letters of support from, for example, the Chamber of Commerce, local government, Band Councils, local business associations, Participant business plans, community planning models and community need assessments that demonstrate the need for self-employment capacity.</p> <p>Applications for self-employment Projects submitted without a pre-screening call with CWRG may be asked to withdraw.</p>
<p>This Project must not have started before being approved by the CWRG.</p>	<p>If the project begins before your application has been approved, you are responsible for all project costs should the application not be approved by the Province.</p>

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<p>Projects targeting the same participant groups in a previously funded CWRG funded project are not eligible.</p>	<p>Applicants will not receive funding for the same, or substantially the same, training previously funded under the CWRG program for the same Participants.</p> <p>The CWRG is a discretionary grant program; it does not guarantee continual funding to communities, organizations or sector associations within the same provincial fiscal year or following fiscal years.</p>
ELIGIBLE SERVICE PROVIDERS	
Criteria	Interpretation
<p>Eligible skills training providers include:</p> <ul style="list-style-type: none"> • B.C. public and private post-secondary institutions • SkilledTradesBC designated trade schools, including union-affiliated trainers recognized by SkilledTradesBC • Industry/sector associations • Aboriginal-controlled Institutes • B.C. private training institutions registered under the Private Training Act by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education and Skills Training <p>Costs for all training must be competitively priced whether provided by a public or private post- secondary institution.</p> <p>Where available, projects should engage local service providers.</p> <p>Skills Training Providers that are neither public nor private post-secondary institutions may be eligible if:</p> <ul style="list-style-type: none"> • costs of training are competitively priced with similar courses offered in the sector and by PTIB- certified institutions in B.C. • Skills Training Providers have the expertise, skills and experience to deliver occupational Skills Training. <p>The occupational Skills Training provider must be an independent Third-Party to the Applicant.</p> <p>For applications proposing skill training, where certification is regulated by a governing body, applicants may engage training providers that are accredited or designated by the governing body.</p>	<p>B.C. Public post-secondary institutions (PPSI) are not required to submit instructor qualifications and course outlines unless the proposed Project is a continuing education program.</p> <p>CWRG may reach out to PPSI to request further documentation to support the costs of training.</p> <p>To ensure costs for training are competitively priced, it is recommended that the applicant seek quotes from several different skills training providers. The Ministry may ask for a second quote during the evaluation of an application. All decisions for funding are at the discretion of the Province.</p> <p>Applicants engaging either a PTIB registered or designated private training institution, a PPSI continuing education program, or other organizations as training providers must include the following at the time of application:</p> <ul style="list-style-type: none"> • A course outline, including: <ul style="list-style-type: none"> ○ Instruction method (e.g., online, classroom) ○ Course duration ○ Course capacity (number of participants) ○ Training address location • An instructor resume or CV that demonstrates: <ul style="list-style-type: none"> ○ Trainers hold, at minimum, a diploma or recognized certification relevant to the subject matter being taught. ○ For training in trades or technology, instructors hold a certificate, diploma or post-secondary degree relevant to the subject matter and have two years of fulltime work experience in a career occupation relevant to the subject matter of the training, or 10 years of full-time work experience in the relevant subject matter. ○ A record of instructor experience recently providing a minimum of one year of the same or similar training may also be required <p>For projects providing training in professions where certification is required for employment, the skills training</p>

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<ul style="list-style-type: none"> Any training in the workplace must adhere to all Occupational Health and Safety Regulations. 	<p>provider must be on a list of qualified institutions designated by the regulatory body or approved by the regulatory body to deliver training in the proposed location. Instructor qualifications must meet the standards of the regulatory body.</p> <p>For projects including a practicum that is not part of an approved PTIB course, please include a practicum list at time of application.</p> <p>For those projects engaging a private training institution designated by the B.C. Private Training Institution Branch (PTIB), CWRG will only fund approved courses as indicated on the PTIB website. Courses designated as “employer provided programs” by PTIB are not eligible for CWRG funding.</p> <p>Only the costs of Skills Training providers whose names appear in Schedule A of the CWRG Agreement will be eligible for reimbursement. The Skills Training provider must not subcontract their services to another person or organization.</p> <p>If an Applicant is required to change Skills Training providers, they must obtain prior approval from the Ministry. Additional steps may be required if the new Skills Training provider is a private trainer.</p> <p>The ESS provider must not subcontract their services to another person or organization. Only ESS providers whose names appear in Schedule A of the CWRG Agreement will be eligible for reimbursement.</p>
<p>Eligible Employment Support Services (ESS) include:</p> <ul style="list-style-type: none"> B.C. Public Post-Secondary Institution Trades or technical school designated by SkilledTradesBC Private training institution registered by the Private Training Institute Branch Private training institution designated by the Private Training Institute Branch Social service organizations Indigenous training and employment organizations Employment or training organizations <p>All service providers must have the expertise, skills and experience to deliver this component of the Project.</p>	<p>Providing Employment Support Services (ESS) as part of the Project is optional. ESS are those basic services that meet the immediate needs of the Participant to prepare for, find and obtain employment including job search skills, resume writing and interview skills.</p> <p>Cohort-based ESS will typically be reimbursed up to a maximum of \$400 per Participant to be completed within the skills training dates with an expected instructional time of approximately 40 hours. See Eligible Costs below for details.</p> <p>Participants are expected to be Training-ready prior to receiving skills training.</p> <p>Some Essential skills may be included as a component of the ESS cohort training but not as a stand-alone component or separate cost.</p> <p>See Table 1 for details concerning essential skills.</p>

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<p>ESS services are to be delivered as a Cohort.</p> <p>Cost of-ESS services must be competitively priced within the industry.</p> <p>The Employment Support Services provider must be an independent Third-Party to the Applicant</p>	<p>English as a Second Language training is not an eligible ESS cost.</p> <p>While enrolled in training, if Participants require more individualized employment support, they should be directed to agencies providing employment and career services in the community.</p>
<p>.</p>	<p>Applicants that include ESS in their Project are asked to include the following at time of application:</p> <ul style="list-style-type: none"> • a rationale for providing ESS as part of the Skills Training Project. • a rationale for the choice of the ESS provider based on the expertise and experience of the provider; and <ul style="list-style-type: none"> ○ An instructor’s resume that demonstrates instructors hold a recognized certification relevant to the subject matter being taught. ○ A record of instructor experience providing same or similar training may also be requested. ○ Course Outline, that Indicates if the ESS service will take place concurrently with training or offered only at the end of training. • ESS Quote: <ul style="list-style-type: none"> ○ Total cost, including GST. ○ Detail number of hours for each topic covered. ○ Detail delivery method (online, in-person, blended). <p>The Ministry may request additional information from Applicants at any time during the evaluation process to determine ESS trainer eligibility. Assessment decisions may be delayed, or applications denied, if Applicants are unable to provide additional information in a timely manner.</p> <p>The ESS provider may not subcontract their services to another person or organization. Only ESS providers whose names appear in Schedule A of the CWRG agreement will be eligible for reimbursement</p>

ELIGIBLE COSTS	
Criteria	Interpretation
<p>An Applicant can apply for up to a maximum of \$20,000 per Participant in CWRG cumulative funding for training programs per fiscal year (April 1 to March 31) as follows:</p> <ul style="list-style-type: none"> • Up to \$10,000 for the Skills Training component. As the CWRG recognizes the higher cost of regulated training, exceptions will be considered for trades/industrial training, and 	<p>The total maximum funding for the Project must not exceed this amount for any reason.</p> <p>Maximum costs per Participant per component cannot exceed these amounts, even if there are less Participants in the Cohort(s) than projected.</p> <p>A CWRG funded project is expected to fully fund a</p>

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<p>regulated training, in accordance with industry standards.</p> <ul style="list-style-type: none"> Up to \$5000 for the following two components combined: <ul style="list-style-type: none"> Employment Support Services (ESS) Participant Financial Supports Up to \$5,000 for: <ul style="list-style-type: none"> Training Allowance <p>The combination of all supports must not exceed \$20,000 per participant.</p> <ul style="list-style-type: none"> The maximum funding per application is \$300,000. 	<p>participant’s skills training as stated in the CWRG agreement. A participant must not be required to pay additional funds to complete skills training.</p> <p>Occupational Skills Training costs may include tuition or training fees, examinations, certificates, books, training software and other course materials.</p> <p>Occupational Skills Training costs must be reasonable. Applicants may be required to submit quotes from potential training providers and provide a rationale for the Skills Training in their application if costs exceed sector norms.</p> <p>ESS must be competitively priced within the industry therefore seeking comparative quotes is recommended.</p> <p>If the PTIB-approved curriculum includes an ESS component, additional ESS training will not be funded.</p>
<p>Any portion of the total approved funding not spent in the completion of the training project must be returned to the province as a overpayment by the term end date of the agreement. Under no circumstances is an Agreement Holder permitted to withhold or retain grant funds for future projects, or, for participants who wish to defer training to another project.</p>	<p>Cohort-based ESS will typically be reimbursed up to a maximum of \$400 per Participant to be completed within the skills training dates with an expected instructional time of approximately 40 hours.</p> <p>Participant Financial Supports are to be allocated to participants at the discretion of the Agreement Holder only. The Third-party Training Provider engaged by the Agreement Holder is not permitted to disburse Participant Financial Supports to participants.</p> <p>Note: As part of Agreement reporting, costs for Participant Financial Supports must be supported by submission of forms for Reimbursement Verification, PFS Attestation and PFS Tracking. For additional information see definitions in Appendix D.</p> <p>Refer to Table 1 for all eligible services.</p> <p>EI recipients are ineligible for Training Allowances</p> <p>Participants are responsible for claiming income in accordance with CRA. Any questions relating to taxable income should be addressed to the CRA.</p>
<p>To support project administration, an applicant may apply to receive optional Administration Costs of up to 10% of all Project components (Skills Training + Employment Support Services + Participant Financial Supports).</p> <p>The total Project costs plus Administration Costs may not exceed the maximum funding permitted per application.</p>	<p>Cost associated with, for example, project management, outreach and recruitment of Participants, claims and reporting, room rentals, organizing job fairs and job placements are considered part of the administrative budget. Refer to “Administration Fees” in Appendix D for further details.</p> <p>Only approved Applicants whose name appear in the CWRG agreement are eligible to receive Administration Fees.</p>

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<p>An Applicant must not have received or be receiving funding from another source for any of the eligible Project delivery costs covered by the CWRG program. Applicants must specify, at time of application, which aspects of the Project will be paid for by other funding sources.</p>	<p>If there are multiple funders for the Project, the Applicant is required to report this information at the time of application and should not include these costs in the application.</p>
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Table 1

<p style="text-align: center;">ELIGIBLE SERVICES</p>	
<p>Skills Training: This provides Participants with the skills necessary to obtain Sustainable employment and be successful in the job. All training must be completed within 52 weeks.</p>	
<p>Occupational skills training</p>	<p>Skills Training related to a job. For example:</p> <ul style="list-style-type: none"> • training to develop the skills required to operate a particular machine or use a particular technology • sector-specific skills • Apprenticeship Foundation Programs
<p>Employment Support Services (ESS): These optional services are provided to Participants to increase their success in the Skills Training Project and employability at the end of training.</p>	
<p>Employment services and supports</p>	<p>Includes job-readiness skills such as job search, resume writing and interview skills.</p> <p>Essential skills training to develop one or more of the nine essential skills for the workplace as defined by: Employment and Skills Development Canada.</p>
<p>Participant Financial Supports: Optional financial supports for Participants, to remove barriers to the Participants' successful participation in and completion of the training.</p>	
<p>Childcare</p>	<p>For a Participant's child while the Participant is attending training or other Project related services.</p>
<p>Transportation</p>	<p>For the Participant's transportation to training, employment services or on-the-job training.</p> <p>Bus passes and mileage are eligible.</p>
<p>Other supports</p>	<ul style="list-style-type: none"> • Refreshments, food, or light meals provided during cohort training. • Supports provided to persons with disabilities to assist with participating while in training. • Hotel/motel accommodation while attending training. • Personal protective equipment. • Other – specific items should be identified in the program description.
<p>Training Allowance</p>	<p>Training allowances are intended to meet the needs of individuals without a source of income and those who are employed, part-time, seasonally, casually or precariously due to regional old-growth</p>

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	<p>deferrals in the forestry sector. To receive a training allowance, a participant must be attending and actively participating in the training project. Agreement Holders are required to receive a written receipt from the participant and to record disbursements and maintain documentation of allotment and receipt by participants. Records must be retained for up to seven years and may be subject to audit.</p> <ul style="list-style-type: none"> • EI recipients are ineligible for Training Allowances. • Participants are responsible for claiming income in accordance with CRA. Any questions relating to taxable income should be addressed to the CRA
<p>Administration Services: While optional, an Applicant can apply for up to 10 percent of the total costs of Project delivery to support Project administration. A list of Reporting Requirements is available in the FAQs</p>	
<p>Administration</p>	<ul style="list-style-type: none"> • Project management. • Outreach and recruitment of Participants. • Job fairs and job placement. • Administration of Participant Financial Supports (PFS) when required • Participant support during training and practicums • Monitoring the relationship between Participants and the Skills Training Provider and monitoring any concerns that may arise. • CWRG Claims and reporting.

APPENDIX A – REQUIREMENTS FOR EMPLOYMENT INSURANCE (EI) AND INCOME ASSISTANCE (IA)

CLIENTS PARTICIPATING IN THE CWRG PROGRAM

The goal of the CWRG program is to increase participation of British Columbians in the labour force by helping them develop the skills required in the current regional labour markets. It is a priority of the Province to support Unemployed individuals, including those on EI and IA, to obtain employment.

A CWRG Agreement Holder has the responsibility to:

- 1) Ensure Participants are eligible to participate in a CWRG-funded Project. Please use the [Participant Pre-screen Checklist](#) to check Participants for eligibility.
- 2) Identify which Participants currently receive Employment Insurance (EI) or Income Assistance (IA) benefits and inform CWRG as soon as possible. Failure to do so could severely impact the Participants' EI or IA benefits.

Agreement Holders training Participants receiving EI must:

- Ensure the training dates stated in the online application system are accurate.
- Communicate the correct and confirmed training dates to those Participants currently receiving EI benefits.
- Request the Participant indicate on the Participation Information Form (PIF) if they are “currently receiving” EI benefits.
- Inform the Participant that the Community Workforce Response Grant (CWRG) program, which funds the training, will contact the Ministry of Social Development and Poverty Reduction (SDPR) and submit a Section 25 EI referral on behalf of the Participant.
- Instruct the Participant to clearly indicate the **correct** training dates on their bi-weekly report.
- Contact the CWRG immediately when there is a break in training, or a Participant leaves the Project. Any break in training for a week or more needs to be reported as well as the last day of attendance for a Participant who leaves training early.
- If a participant becomes an EI recipient **after** training starts, the Agreement Holder must contact the CWRG immediately to initiate a Section 25 referral submission on behalf of the participant and ensure EI benefits are not terminated. Contact CWRG@gov.bc.ca

Agreement Holders training Participants receiving IA must:

- Ensure the training dates stated in the online portal are accurate.
- Identify during recruitment which potential participants are IA recipients.
- Communicate the correct and confirmed training dates to the IA recipients.
- Prior to enrolling an IA recipient as a participant in the training project, inform them that:
 - If they are not a WorkBC case-managed client, it is their responsibility to contact the Service Delivery Division (Ministry of Social Development and Poverty Reduction) at 1-866-866-0800 to give them the dates of training and have them approve their enrollment in CWRG training. Failure to do so could impact their IA benefits.
 - If they are a WorkBC case-managed client, the IA client must notify their WorkBC Manager about participating in CWRG training and give them the training dates. They do not have to call the Service Delivery Division directly.
- Once the IA recipient has confirmed approval from the Service Delivery Division or their WorkBC Manager to enroll, instruct the IA recipient to submit a Participant Information Form (PIF) with the correct training dates and remind them to indicate they are “currently receiving” IA benefits.
- Agreement Holders should always direct participants who are IA recipients and have questions about their benefits to contact the Service Delivery Division directly at 1 866-866-0800.
- Should a participant become an IA recipient while in training, instruct them to inform the Service Delivery Division of their training participation directly at 1 866-866-0800

Agreement Holders should not direct Participants to contact the CWRG Program.

APPENDIX B – CONFLICT OF INTEREST GUIDELINES

Where the Ministry determines that there is a real or perceived conflict of interest in the choice of a Participant, training provider or Employment Support Services provider, the Ministry reserves the right to deny an application or claim based on that conflict of interest. In the event that the Ministry becomes aware of a real conflict of interest, as determined by the Ministry in its sole discretion, the Ministry may revoke an Agreement.

The following are examples of situations where the Ministry may determine there is a real or perceived conflict of interest. **These examples include but are not limited to:**

- Where there is evidence that the training provider is not a Third-party, or adequately arm's length from the Applicant, and that the choice of the provider is based on other factors than having the best expertise and qualifications to provide the training. In streams where the Applicant is not supplying the training and Employment Support Services, the Skills Training provider and Employment Support Services provider must be Third-party to the Applicant.
- An Applicant chooses a particular training provider because the provider holds either a salaried or non-salaried position with the Applicant organization.
- The Applicant stands to gain financially from the choice of training provider or Employment Support Services provider. For example, the Applicant receives a fee from the Third-party training provider delivering training or Employment Support Services.
- The Third-party training provider or Employment Support Services provider assumes management of the CWRG Agreement from the original Applicant.
- Skills Training or Employment Support Services providers contact the Applicant with unsolicited phone calls, emails or direct mail offering to provide services not initially requested by the Applicant.

In recognition of the traditional role of Elders in supporting formal education of Indigenous learners, these conflict of interest guidelines may not apply.

APPENDIX C – APPLICANT AND AGREEMENT HOLDER STANDARD OF EXCELLENCE

CWRG expects all Applicants to submit applications that, in good faith, reflect labour needs, the current employment situation of Participants, and a quality of training that gives Participants the necessary credentials to step into the workplace with confidence.

The CWRG works with Applicants and Agreement Holders to maintain a standard of excellence at every stage of the CWRG program, from application submission through to completion reporting. If the Applicant or training provider has been previously funded by the CWRG, past performance (Participant outcomes, benefit to the community and labour force) will be considered in the evaluation of an application for funding.

For current Applicants and Agreement holders, this standard of excellence is met when Agreement Holders:

- Do not delegate the administration of the CWRG Agreement to a Third-party service provider or to anyone not legally bound by the CWRG Agreement.
- Exercise their due diligence in understanding the labour needs of their community or sector and base their training Project on those needs and those of the Participants.
- Collaborate with local employers to supply letters of support that recognize the training certificate as providing the necessary skills for employability.
- Engage the best qualified Third-party Service Providers available—at the best value for money—to ensure training meets the standards of potential employers and gives employer-recognized credentials to Participants.
- Meet all obligations to the Province under applicable legislation and regulations and under previous grant agreements.
- Ensure all information provided to the CWRG is found to be complete and accurate.
- Complete any repayment to the Province when required.
- Have shown diligence in ensuring Participants on EI and IA did not have their benefits put in jeopardy.
- Have received positive reports through Participant feedback, media reports, employer feedback or other means pointing to the usefulness and effectiveness of the training Project.
- Have demonstrated a commitment to ensuring Participants complete training and find employment.
- Have submitted [success stories](#) from Participants complete with signed consent forms.

An Agreement Holder may be ineligible to re-apply for CWRG funding under the following circumstances:

- The Agreement Holder did not maintain management/administration of the Agreement.
- There is evidence of any conflict of interest (refer to [Appendix B](#)).
- Information provided to the CWRG was inaccurate or untrue.
- The Agreement Holder does not correspond with the CWRG in a timely fashion, usually three business days.
- The Agreement Holder does not provide follow-up documents as required (e.g., proof of payment).
- Overpayments have not been remitted to the province.
- Contravention of BCeID regulation (i.e., sharing login credentials).
- There are hidden costs to Participants not revealed to CWRG at time of application.
- There is a misrepresentation of the type and quality of certifications offered.
- There is an inflation of positive outcomes in the completion reports.
- There is inaccurate reporting of training start/end dates.
- Failure to recruit Participants who meet eligibility requirements, resulting in low completion rates.
- Failure to link Participants to Sustainable employment upon completion of training.

APPENDIX D – DEFINITIONS

The following definitions are provided to assist Applicants in applying for CWRG funding. For the comprehensive list of definitions that define CWRG Agreements, refer to [Schedule B](#) of a standard CWRG Agreement.

Administration Fees: those costs directly related to Project management that include, but are not limited to, room rental costs, marketing, outreach and recruitment of Participants, orientation, overseeing Participant Financial Supports, managing Participant EI or IA issues, organizing job fairs and job placements, communication, and CWRG claims and reporting. Applicants can apply for up to 10 per cent of all Project Services (Skills Training + Employment Support Services + Participant Financial Supports). The total cost of Project Services plus Administration Fees may never exceed the maximum funding permitted per stream.

Applicant – the organization that applied for a grant under the CWRG Program.

Agreement Holder – the organization that applied for a grant under the CWRG Program and to whom an approval letter or CWRG Agreement has been addressed.

Apprenticeship Foundation Programs – a [foundation program](#) is one recognized by the B.C. Industrial Training Authority that provides the basic knowledge and skills required to enter a trade. Working with a sponsoring employer is not a prerequisite to participate in this type of Skills Training. The purpose of foundations training is to permit the Participant to gain familiarity and experience with a trade, thereby offering an advantage when the Participant seeks an employer to sponsor their apprenticeship.

Attestation – a document signed by the Agreement Holder attesting to the amount of Participant Financial Supports disbursed during training to participants. The PFS Attestation must be accompanied by a Participant Financial Support tracker available on the CWRG website.

Casual or on-call work employment – refers to persons working only when needed, often on short notice.

Cohort – a group of three (3) or more Participants with the same training needs to secure employment. Cohorts will progress through the Project together as a group, using the same Employment Support Services and taking the same occupational Skills Training. An occupational Skills Training Project cannot deliver different training to individual Participants in the same Cohort.

Community Support – evidence for a Skills Training Project that is directly provided by local, regional and provincial stakeholders that attests to the need for a particular type of Skills Training in a community, an industry or sector, or region. This support is usually in the form of letters on an organization's letterhead dated no more than four months prior to the submission of the CWRG application. Support may also be evidenced by current labour market data.

Employment Support Services or ESS – services presented to a Cohort that assist in securing employment, such as resume writing, interview skills, job search techniques and other essential skills.

Full-time – refers to those persons working 30 or more hours per week.

Local Non-Profit service provider - a local non-profit service organization that has been established and providing services to the community for a minimum of one year or more. Such organizations should be actively involved in their community with a history of service and whose mission closely aligns with the proposed training for their community.

Overpayment – any approved funding not expended during an approved training project is considered an overpayment and must be returned to the province within 14 days of the term end-date of the CWRG agreement. This includes funding approved for all four funded components, that is, Skills Training, Employment Support Services, Participant Financial Supports and Administration Fees.

Part-time – refers to those working less than 30 hours per week.

Participant – each individual that the Applicant has enrolled in the Project and who is receiving, or has received, CWRG- funded Project Services.

Participant Financial Supports – the financial supports component of the Project Services provided to Participants during their participation in the Project that are intended to remove barriers to their success in

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the Project, such as costs for childcare, transportation, personal protective gear, required uniforms, travel, accommodation and disability supports, in accordance with the CWRG Program Requirements.

Refer to [Table 1](#) above.

Participant Information Forms (PIF) – Participant personal information forms that are to be submitted directly by all Participants via the Community Workforce Response Grant online application system. PIFs must be submitted five days before the first day of training but no later than seven days after the training start date. Payment for Project Services is based on the number of valid PIFs in the online application system when the claim for payment is made.

Participant Reimbursement Form (RVF) - a [form](#) submitted by the participant to the Agreement Holder to receive reimbursement for any out-of-pocket expenses during training. The RVF certifies that the Agreement Holder has reimbursed the participant in full. The RVF must be submitted to the Agreement Holder with the receipt. As with all records of expenditures for a CWRG funded project, the Agreement Holder must retain all original documents related to the project for at least seven years after the end of the project for audit and verification purposes.

Practicum – practicums or work experience provide hands-on training in the workplace as a requirement to complete a course of training. In some types of training, practicums are mandatory because the training is regulated by an oversight body. Some examples of regulated training include certification for primary care paramedics, health care aides, early childhood education assistants, and dental assistants. Some examples of non-regulated credential training include administrative accounting and bookkeeping, supply chain management, network administrator training, electrical foundations, and hospitality operation training.

Precarious employment – employment that is unstable due to circumstances such as having just cause to leave one’s employment, having received a lay-off notice, self-employment income is below the poverty line, the job is likely to be replaced with automation, an industry shutdown is imminent or there have been changes in the marketplace due to a natural disaster like a pandemic.

Program Requirements – the general principles, intent, policy, criteria, requirements and Participant and Applicant obligations relating to the CWRG Program, as may be amended by the Province in its sole discretion from time to time. The Program Requirements can be viewed on the ‘Grant Overview’ page, or such other location as may be specified from time to time.

Project – the entire Project proposed by the Applicant and approved by the Province in accordance with the acceptance of a CWRG Agreement. The Project includes all activities that ensure the Project Services have been provided per the CWRG Agreement. These activities include, but are not limited to, marketing, recruitment, assisting participants with PIFs, organizing training spaces, Skills Training, including Employment Support Services if required, disbursing Participant Financial Supports if requested and completing all CWRG reporting requirements.

Project Services – all the Employment Support Services, Participant Financial Supports, and Skills Training to be provided to Participants as set out in a CWRG Agreement.

Seasonal – those persons working steady, possibly long hours for some but not all months of the year (e.g., landscaping, tree planting, wildland firefighting, etc.)

Skills Training – the mandatory Skills Training component of the Project Services and refers to occupational Skills Training. This training must enable Participants to develop skills required for a specific job or occupation in the labour market. All training must lead to a certificate or diploma that is recognized by educational institutions and/or industry and employers. Occupational Skills Training can only be provided for skills that are in-demand in the labour market and suitable to address an individual’s employment related needs where there is a good prospect of obtaining Sustainable employment as quickly as possible.

Sustainable employment – employment that provides an opportunity for growth by creating a pathway that secures a Participant’s long-term attachment to the workforce.

Third-party Service Provider – a provider that is eligible, in accordance with the CWRG Program

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Requirements, and at arm's length from the Applicant and is chosen by the Applicant.

Training-ready – a Participant with the basic life and essential skills, as well as any and all prerequisites necessary to enter and complete the Skills Training Project. Depending on the training, these prerequisites may include, but not limited to, a TB test, driving record, criminal record check and immunizations.

Unemployed – refers to persons with barriers to entering the workforce, persons currently receiving EI or IA but searching for work, or persons working less than 20 hours per week.

Work Experience – see Practicum.

