



**Apprenticeship Capital Grant Call for Proposal  
2021-22**

**Ministry of Labour, Training and Skills Development**

Apprenticeship Branch

315 Front Street West, 17th Floor

Toronto, ON M5V 3A4

Contents

- 1.0 Program Elements ..... 3
  - 1.1 Context ..... 3
  - 1.2 Overview and Purpose ..... 3
  - 1.3 Program Objectives ..... 3
  - 1.4 Applicant Eligibility ..... 4
  - 1.5 Eligible Expenditures..... 4
  - 1.6 Ineligible Expenditures..... 5
  - 1.7 Additions to Building Projects ..... 5
  - 1.8 Accessibility ..... 6
- 2.0 Program Activities ..... 6
  - 2.1 Funding Framework..... 6
  - 2.2 Payment Schedule ..... 6
  - 2.3 Reporting Requirements ..... 7
  - 2.4 Additional Considerations ..... 7
- 3.0 Accountability ..... 7
  - 3.1 Overview ..... 7
  - 3.2 Roles and Responsibilities ..... 7
  - 3.3 Schedule of Events ..... 8
  - 3.4 Performance Management..... 8
- 4.0 Program Evaluation ..... 9
- 5.0 Administration ..... 9
  - 5.1 Acknowledgement of Ontario Government Support ..... 9
  - 5.2 Additional Considerations ..... 9
- 6.0 Application Process..... 9
  - 6.1 Introduction..... 9
  - 6.2 Application requirements..... 9
  - 6.3 Application structure ..... 9
  - 6.4 Timelines/Schedule of Delivery ..... 10
  - 6.5 Question and Answer Process..... 10
  - 6.6 Proposal Evaluation ..... 10
- Appendix A: High-Volume Trades..... 13

## 1.0 Program Elements

### 1.1 Context

One of the Government’s key commitments in the 2019 Ontario Budget was to create a “client-focused apprenticeship and skilled trades system.” This vision includes improving the quality of apprenticeship in-class training that is delivered by Ministry-approved Training Delivery Agents (TDAs).

TDAs play an important role in Ontario’s apprenticeship system as they deliver the in-class portion of an apprenticeship, which represents approximately 10% to 15% of total apprenticeship training. The remaining 85% to 90% of apprenticeship training is on-the-job.

### 1.2 Overview and Purpose

Through the Apprenticeship Capital Grant, the Ministry of Labour, Training and Skills Development (“the Ministry”) recognizes the need for Colleges of Applied Arts and Technology (CAATs) TDAs and non-college TDAs to update their equipment and facilities in order to deliver relevant, high-quality training in support of Ontario’s workplace-based apprenticeship programs. This investment supports TDAs to meet the evolving needs of the workplace with innovative technology that increases training capacity, upgrades the skills of Ontario’s skilled trades workforce and contributes to an adequate supply of skilled journeypersons to meet demand and growth. Enhancing the apprenticeship system is essential to increasing the number of certified tradespersons Ontario needs to compete in today’s economy.

To provide a flexible model of funding that responds to the varying levels of support required by TDAs, to complement the \$18 million that will be allocated yearly from 2021-22 to 2023-24 through the ACG Program Guidelines, the Ministry will release a yearly Call for Proposal (CFP) for an additional \$6 million to provide additional support for capital investments. For 2021-22, this CFP will prioritize projects that:

- a. Increase capacity to deliver training for trades that are in demand;
- b. Support innovative approaches to apprenticeship in-class training delivery; and
- c. Include partnerships with employers/industry/sector.

This approach provides both flexibility for TDAs and stability for longer-term projects. These guidelines outline the parameters and priorities for the **2021-22 Apprenticeship Capital Grant Call for Proposal only**. Separate Program Guidelines are available for the 2021-2024 funding that is being distributed based on a funding formula.

### 1.3 Program Objectives

The objectives of the program are to support TDAs to deliver relevant, high-quality in-class training by:

- modernizing and/or expanding training equipment and facilities to enhance the apprenticeship in-class training experience and meet the needs of employers;

- increasing capacity to deliver training for trades that are in demand;
- improving the health and safety, condition and efficiency of apprenticeship instruction and/or facilities; and
- improving access to in-class training, including removing accessibility barriers and addressing gender equity.

#### 1.4 Applicant Eligibility

ACG funding is designated for Ministry-approved apprenticeship in-class training activities. CAAT and Non-CAAT TDAs that are approved and receive funding for apprenticeship in-class training may be eligible to apply to this Call for Proposal if they have:

- been approved to deliver in-class training for the trade(s) associated with the project in the last full year of in-class activity, or 2019-20; and
- a full year of in-class training activity in 2019-20 for the trade(s) associated with the project.

Multiple entities can partner together to apply. However, there must be one “lead” ministry-approved TDA. Applicants that enter into an agreement with the Ministry will assume accountability for the project.

#### 1.5 Eligible Expenditures

The ACG is a capital acquisition program. ACG-approved projects are meant to support apprenticeship in-class training, including Level 1 in-class training provided to Ontario Youth Apprenticeship Program (OYAP) and Pre-Apprenticeship Training Program participants. Eligible expenditures can include:

- construction of **additions to buildings** to accommodate additional training space (please refer to Section 1.7 for more detail);
- alterations, renovations and enhancements to existing facilities, including mobile apprenticeship training units, used for hands-on apprenticeship training purposes to improve the condition and efficiency of apprenticeship training facilities;
  - mobile training units should be used to deliver training that supports a TDA’s approved in-class training activity.
- purchase of equipment to support alternate delivery methods for in-class training, such as online and/or simulated training, including:
  - Purchase of online learning, simulator and/or virtual reality software;
  - Purchase of videoconferencing equipment and software
  - Purchase of hardware and software (e.g. servers, networking equipment) to operate Virtual Private Networks or other supports for online learning;
  - Purchase of externally created digital content, such as training videos, learning modules, etc.;
  - Purchase of hardware, such as laptops, videoconferencing equipment, equipment to support simulator/virtual reality training, etc.
- replacement of existing equipment to meet industry standards and support growth in apprenticeship enrolment and completions;

## Apprenticeship Capital Grant – Call for Proposal – 2021-2022

- purchase of new equipment to support training capacity growth;
- purchase of new equipment resulting in program delivery efficiencies, i.e., affecting more than one training program;
- improvements to remove accessibility barriers;
- purchase of new equipment that supports the inclusion of women in trades, e.g. proper fitting safety equipment and gear for women and gender appropriate washrooms/changerooms onsite.

ACG funding may be used to finance the purchase of equipment used in leased facilities, but the TDA must confirm the new location of the equipment prior to the expiry of the lease, and the equipment must continue to be used for apprenticeship training. Minor modifications to leased facilities to install equipment are permissible.

TDA's that also receive formula-based ACG funding under the ACG Program Guidelines, may apply to the CFP to top-up their program funding in order to invest in larger projects.

### 1.6 Ineligible Expenditures

Examples of ineligible expenditures include:

- financing projects in areas that are not used for hands-on apprenticeship in-class training (e.g., student residences, automobile parking, recreation facilities, faculty space, classrooms) or that primarily accommodate administrative functions;
- duplication of already-funded activities or replacement of non-Ontario Government funding sources already committed to such projects;
- replacement of any institutional or partnership contributions for projects previously approved for the TDA unless special approval is granted by the Ministry;
- funds cannot be used to purchase land, buildings or finance the construction of a **free-standing building** (i.e. constructing a new building from the ground up);
- operating expenses related to COVID-19 health and safety measures, such as:
  - cleaning and sterilization of apprenticeship training classrooms and labs;
  - medical supplies and
  - other related operating expenses (i.e. structural barriers such as plexiglass; security to enforce physical distancing measures; additional tools to limit sharing between apprentices; etc.).
- purchase of online learning software licenses.
- internal development of digital content such as online training videos, learning modules etc.;
- auditing costs;
- costs eligible under the apprenticeship in-class training agreement; and
- curriculum development.

### 1.7 Additions to Building Projects

In certain circumstances, TDAs can apply for funding for a project that involves the construction of an addition to a building to accommodate additional training space. An addition is a part added to an existing building and generally requires demolition, an architect, contractor and a building permit.

Due to the known risks associated with new construction projects, any TDA applying to ACG for the construction of additions to buildings must:

- **contribute 50% of total project costs;**
- do their due diligence to assess the building envelope and land involved in the project for potential risks that could cause cost or time overruns, e.g. asbestos in the walls, hidden oil tanks in the ground etc.;
- prior to signing an agreement with the Province provide proof of sufficient funding of the recipient share of the project budget;
- provide evidence of value for money; and
- make every effort to pay for and complete the project by March 31, 2022. The Ministry will not pay for any costs overruns nor make provisions for when the project is not completed or goes beyond March 31, 2022; provide a contingency plan to address cost or time delays should these occur including evidence that monies have been set aside to complete the project.

Please note, Ministry payments will be adjusted according to project billings.

## **1.8 Accessibility**

TDAs are expected to comply with all applicable federal, provincial and municipal statutes and codes.

## **2.0 Program Activities**

### **2.1 Funding Framework**

Starting in 2021-22, the Ministry will commit to three years of funding to college and non-college TDAs based on a funding formula, with a planned distribution of \$18 million per fiscal year. The funding formula is based on in-class training activity from the previous three fiscal years. The formula reflects the hours of apprenticeship training provided by each approved TDA and includes all delivery models. Each approved TDA will be advised of their allocation amount by letter. Please refer to the Apprenticeship Capital Grant Program Guidelines for more detail.

Additional funding will be awarded through this Call for Proposal (CFP), on an annual basis, and will be open to both college and non-college TDAs who meet the eligibility criteria. Separate CFP guidelines and application process for the CFP will be issued each year.

### **2.2 Payment Schedule**

TDAs approved for funding will receive written confirmation of approval and will be required to enter into a written agreement with the Ministry prior to receiving any funding or commencing any portion of their project. The Ministry will begin to release funds upon the signing of the

Transfer Payment Agreement by both parties. TDAs will be required to comply with all terms of the agreement. The project proposal requires the signature of the Senior Financial Officer of the TDA.

All costs and expenditures for approved projects must occur as per the approved delivery plan. The Ministry reserves the right to adjust the payment schedule if the project progress does not conform to the schedule in the agreement.

### **2.3 Reporting Requirements**

TDAs in receipt of ACG funding will be subject to reporting requirements on its project(s), expenditures and reports by the Ministry. This will provide the Ministry with the opportunity to determine how effectively the TDA is completing approved project(s) as outlined in their signed Transfer Payment Agreement with the Province. For projects that are additions to buildings payments will be adjusted to project billing and there will be no upfront payment.

The overall success of the project(s) will be determined through ongoing year-round monitoring, submission of reports and completion of risk assessment(s), if necessary.

The ACG Transfer Payment Agreements will contain further instructions about reporting requirements. Reports can be submitted prior to the due date if completed early.

### **2.4 Additional Considerations**

TDA use of funding for any project that has not received Ministry approval may result in the recovery of funding by the Ministry at its discretion, through a request for repayment. This may also affect the approval of funding in future years.

In situations of co-location of ACG with other programs and services, ACG funds must only be used to cover costs directly related to the delivery of ACG-approved projects; this must be managed by applying Project Accounting principles.

## **3.0 Accountability**

### **3.1 Overview**

TDAs approved for ACG must submit their project proposals to the Ministry for review and approval as per the ACG CFP 2021-22 Guidelines, using the ACG Application Template. Late applications will not be considered. If there is a proposal that affects multiple regions, please submit the proposal to the region in which the head office of the TDA is located.

TDAs can submit a maximum of one application/proposal per site. TDAs must acquire equipment or complete training facility/lab improvements, including any construction projects, through a process that promotes the best value for money.

### **3.2 Roles and Responsibilities**

**Role of the Successful Applicant** of the 2021-22 ACG CFP is to:

- oversee project activities to ensure completion within the timelines indicated in the proposal;
- make every effort to pay for and complete the project by March 31, 2022. The Ministry will not pay for any costs overruns nor make provisions for when the project is not completed or goes beyond March 31, 2022;
- for projects that are also funded under the ACG Program Guidelines, ensure CFP-approved project activities and costs are tracked and reported on separately;
- ensure that objectives and outcomes stated in the agreement are being met, keeping a record of progress and accomplishments to-date, and maintaining accurate financial records to ensure that funding is being used for its intended purpose;
- manage the agreement with the Ministry, submitting required reports and participating in monitoring and project evaluation;
- acquire equipment or complete training facility/lab improvements, including any construction project, through a process that promotes the best value for money;
- ensure their facilities are maintained in good repair, and that they provide a safe environment for faculty, staff, and students;
- ensure that their facilities are accessible to persons with disabilities and that they are in compliance with all applicable federal, provincial and municipal statutes and codes; and
- comply with the Fire Code (Retrofit Section) while undertaking projects funded under this program.

**The role of the Ministry** is to facilitate the ACG project by contributing funding, information about program guidelines, and requirements to the successful applicants. To this end, the Ministry will:

- review and approve proposed projects in accordance with the ACG CFP Guidelines;
- negotiate, complete and administer an agreement with approved TDAs. Administration will include
  - receiving and commenting on project reports; and
  - monitoring progress and performance against agreement activities and outcomes;
- collect and review reports and outcome data to evaluate the project; and
- provide direction on reporting.

### **3.3 Schedule of Events**

The ACG Transfer Payment Agreements will contain further instructions about reporting requirements. Reports can be submitted prior to the due date if completed early.

See [Employment Ontario Partners' Gateway](#) for a schedule of events.

### **3.4 Performance Management**

Performance management will be undertaken through monitoring and reporting updates which all TDA's are required to complete. Performance management for all TDAs will also be undertaken as part of the Apprenticeship In-Class Training program.

## **4.0 Program Evaluation**

The Ministry will analyse data related to capital investments and the delivery of in-class training. Data will be used for both internal reporting and public announcements. All TDAs approved for funding are required to participate in any performance measurement/program evaluation exercises undertaken by the Ministry.

## **5.0 Administration**

### **5.1 Acknowledgement of Ontario Government Support**

It is expected that full acknowledgement of Ontario government support will be provided in all published material and on TDA websites. Instructions on how to communicate using the [Visual Identity and Communications Guidelines for Employment Ontario Services](#).

### **5.2 Additional Considerations**

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

## **6.0 Application Process**

### **6.1 Introduction**

The Ministry is seeking proposals for the 2021-22 Apprenticeship Capital Grant CFP.

TDAs who wish to apply and that meet the eligibility criteria listed in Section 1.4 must complete and submit the ACG CFP Application Template to the Ministry for review and approval located on the [Employment Ontario Partners Gateway](#) (EOPG) webpage.

### **6.2 Application requirements**

Proponents must complete and submit the Application Template, and provide all required attachments, before the closing date in order to be considered for funding under this CFP. Electronic signatures are encouraged.

The completed application informs the Ministry as to how the TDA will use funding received under the Call for Proposals. This enables the Ministry to ensure that funds will be utilized for the intended purpose and that anticipated expenditures are captured. If funding contributions or partnerships are an element of the application, letters of support must also be included in the application.

TDAs can submit a maximum of one project per site, per region.

### **6.3 Application structure**

The ACG Application should include the following sections:

1. Applicant Information, including Contact Information and Signature

2. Project Summary
3. Project Description and Delivery Plan
4. Project Impact
5. Budget
6. Employer Support Letter, if applicable

#### 6.4 Timelines/Schedule of Delivery

Event	Date
CFP Guidelines and Application Template Issued	<b>December 23, 2020</b>
Deadline to submit questions to the Ministry	<b>January 8, 2021</b>
Teleconference response to questions by Ministry	<b>Week of January 18, 2021</b>
Responses to questions posted by Ministry	<b>February 5, 2021</b>
CFP Closing Date	<b>March 5, 2021</b>

Please note: Amendments to the timelines may be made at the discretion of the Ministry of Labour, Training and Skills Development.

It is anticipated that Applicants will be notified of the outcome of their submission in March/April 2021 and successful projects may start once contracts are signed.

#### 6.5 Question and Answer Process

In order to ensure consistent and accurate information is provided, formal responses to questions will be issued. TDAs interested in participating in the Q&A teleconference prior to the release of the written Q&As should contact their local office to register. Registration and questions should be submitted by e-mail by **January 8, 2021** to:

Northern Region mailbox: MLTSDNorthernRegion@ontario.ca  
Western Region mailbox: MLTSDWesternRegion@ontario.ca  
Eastern Region mailbox: EastRPU@ontario.ca  
Central Region mailbox: CentralRegionApprenticeship@ontario.ca

Responses to any questions submitted will be posted on the Employment Ontario Partner's Gateway by February 5, 2021.

Applicants must not attempt to communicate directly or indirectly with any representatives of the Province, including the evaluation committee about this project described in this CFP, other than through the **Questions and Answers** process included in this document.

#### 6.6 Proposal Evaluation

The objective of the evaluation process is for the Ministry to select projects in a manner that is fair, defensible, transparent and well documented. The Ministry will establish an

Evaluation Team to complete the evaluation using prescribed steps in order to ensure the principles are met for the evaluation of each application.

In order to receive full consideration during evaluation, the application must provide a clear and detailed response to all sections listed in the Application Template. Each section will be weighted in the evaluation, as indicated below in brackets, with 5% to be awarded for viability of project based on overall strength of the application.

**A. Applicant Information, including Contact Information and Signature**

**B. Project Summary**

**C. Project Description and Delivery Plan (20%)**

Part 3 of this section is only to be filled for projects involving the addition to a building. Parts 1 and 2 are for all other projects.

**D. Project Impact**

Eligible projects must meet at least **one objective and one priority**.

Part 1 Objectives of the Apprenticeship Capital Grant (30%)

1. Modernizing or expanding training equipment and/or facilities to enhance the apprenticeship in-class training experience and meet the needs of employers. This can include upgrades to mobile training facilities
2. Increasing capacity to deliver training for trades that are in demand, based on local labour market information and/or apprenticeship demand for in-class training
  - Please provide information about the labour market demand for the trade(s) associated with the project within your geographical area (i.e. has demand increased or remained stable).
3. Improving the health and safety, condition and efficiency of apprenticeship instruction and/or facilities
  - A [guidance document](#) for the reopening of in-person classroom training is available on the Health and Safety Association's website to assist you.
4. Improving access to in-class training, including removing accessibility barriers and addressing gender equity

Part 2: Priorities of the ACG CFP (30%)

Priority will be given to proposals that support the following:

1. Increase capacity to deliver training for trades that are in demand, based on the high-volume trades listed in Appendix A.
2. Support innovative approaches to in-class training delivery. Demonstrate how the new approach will improve upon existing methods.

## Apprenticeship Capital Grant – Call for Proposal – 2021-2022

- Projects may include, but not be limited to:
  - Investing in technology and/or equipment to improve access to in-class training
  - Online and/or virtual learning to accommodate social distancing in response to COVID-19.
- 3. Include partnerships with employers/industry/sector.
  - Demonstrate how the partnership(s) will benefit the apprenticeship system, for both employers and apprentices, as well as contribute to the project and strengthen the proposal.
  - Projects may include:
    - Financial and/or in-kind contributions from employers;
    - Collaboration and/or support from multiple TDAs delivering the applicable trades

### E. **Budget** (15%)

- Note, there is no funding cap for individual proposals, but the ministry does need to remain within the \$6 million budget allotted for this CFP

All Applicants will be notified of the results at the conclusion of the evaluation process.

## **Appendix A: High-Volume Trades**

310S Automotive Service Technician  
310B Auto Body and Collision Damage Repairer  
410A Brick and Stone Mason  
620C Child Development Practitioner  
450A Construction Craft Worker  
426A Construction Millwright  
415A Cook  
451A Drywall, Acoustic and Lathing Applicator  
309A Electrician – Construction and Maintenance  
636E Elevating Devices Mechanic  
403A General Carpenter  
429A General Machinist  
332A Hairstylist  
421A Heavy Duty Equipment Technician  
636C Heavy Equipment Operator - Dozer  
636B Heavy Equipment Operator - Excavator  
636A Heavy Equipment Operator – Tractor Loader Backhoe  
442A Industrial Electrician  
433A Industrial Mechanic Millwright  
420A Ironworker – Structural and Ornamental  
306A Plumber  
434A Powerline Technician  
313A Refrigeration and Air Conditioning Systems Mechanic  
313D Residential Air Conditioning Systems Mechanic  
308A Sheet Metal Worker  
427A Sprinkler and Fire Protection Installer  
307A Steamfitter  
430A Tool and Die Maker  
310T Truck and Coach Technician  
456A Welder