

COVID-19 Relief Fund for Training Delivery Agents 2021-22

1. What is the COVID-19 Relief Fund for Training Delivery Agents (TDAs)?

The Ministry of Labour, Training and Skills Development (“the ministry”) is announcing a \$3M COVID-19 Relief Fund for TDAs to support apprenticeship training providers with operating expenses that they will incur as a result of the pandemic in 2021-22.

The provision of the fund aligns with the ministry’s objective of supporting apprenticeship progression and completion while maintaining the health and safety of the people of Ontario.

2. Are all TDAs eligible to apply for funding?

TDAs may only apply for funding if they have an In-Class Enhancement Fund agreement with the ministry to deliver classes to apprentices in 2021-22. Non-funded TDAs are ineligible to receive funding through the COVID-19 Relief Fund.

3. What are eligible expenses under the new fund?

Eligible operating expenses could include:

- **Online apprenticeship in-class training expenses** (e.g. licenses for learning software and videoconferencing; faculty salary for the development of digital content creation such as videos and learning modules that are consistent with approved Ontario College of Trades curriculum standards);
- **Cleaning and sterilization** products and services that are used to clean apprenticeship training classrooms and labs;
- **Medical supplies** (e.g. personal protective equipment such as gloves, masks and hand sanitizer); and
- **Other related COVID-19 operating expenses** (e.g. signage; structural barriers such as plexiglass; security to enforce physical distancing measures; additional tools to limit sharing between apprentices; mental health supports; etc.).

4. What types of expenses are ineligible under the new fund?

Ineligible expenses include:

- Capital expenses (e.g. laptops, iPads, software, major retrofits to training facilities);

- Expenses that have already been funded by other Government of Ontario programs and initiatives or are already covered in the TDA's In-Class Enhancement Fund agreement (e.g. faculty salary for the delivery of course curriculum, rental space, overhead); and
- Any costs that the service provider had planned to incur prior to COVID-19.

5. Can TDAs request retroactive payment for COVID-19 related expenses that they have incurred prior to the release of the fund?

TDAs may request payment for eligible COVID-19 expenses incurred between April 1, 2021 and March 31, 2022.

6. What if a TDA requires digital supports such as laptops to support the transition to online learning?

TDAs may speak with their local ministry office regarding amendments to their existing Apprenticeship Capital Grant (ACG) agreement for capital expenses related to set-up and delivery of online training.

The ACG can support the 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.

7. How much can a TDA receive from the COVID-19 Relief Fund?

Total funding requests may not exceed 3% of a TDA's 2021-22 maximum seat value as of April 1, 2021. Each TDA has received a memo from the ministry identifying their eligible amount. Approved requests will be followed by an amendment to a TDA's 2021-22 existing agreement in Service Provider (SP) Connect.

The 3% limit on funding requests ensures that every TDA has the potential to receive COVID-19 relief funding this fiscal year. The amount of eligible funding corresponds to the proportion of seats that is delivered by TDAs in 2021-22.

8. Why is the budget for the 2021-22 COVID-19 Relief Fund less than in 2020-21?

The \$3M budget allocation is based on the amount of COVID-19 relief funding that TDAs requested last fiscal, and the expectation that less funding will be needed in 2021-22 due to nonrecurring expenses. For example, TDAs that received funding for nonrecurring expenses last fiscal such as the installation of structural barriers in a

lab or the development of digital content for a trade program, would not require funds for the same purpose again in 2021-22.

9. Who should I contact if I have questions about the COVID-19 Relief Fund?

TDA's should contact their Employment and Training Consultant if they have questions regarding the COVID-19 Relief Fund.

10. Are there additional reporting requirements for TDAs that receive COVID relief funding?

TDA's will be required to report on their COVID-19 relief funding using the Statement of Revenue and Expenditure Report in SP Connect by June 30, 2022. Additional reports could be specified from time to time.

11. How can I access the COVID-19 Relief Fund for TDAs?

To request funds, a TDA must propose an allocation adjustment to the ministry in the EOIS SP Connect. More information on how to propose an allocation adjustment can be found in the [EOIS SP Connect Service Provider User Guide \(Chapter 2, Section 2.7.1\)](#).

The deadline for TDAs to submit a funding request through SP Connect is December 31, 2021. TDAs should contact their Employment and Training Consultant if they need assistance with submitting an allocation adjustment in SP Connect.

12. Can a TDA resubmit an allocation adjustment if their first request was not approved? Can a TDA submit more than one request?

Yes, TDAs may submit a revised allocation adjustment request to the ministry and may also submit more than one request. All requests must be submitted before the December 31, 2021 closing date.

13. What if a TDA needs more than 3% of their total agreement value to implement health and safety measures?

If needed, a TDA may submit an allocation adjustment in SP Connect later in the fiscal year to request to repurpose their in-class training underspending to support the implementation of health and safety measures. Allocation adjustment requests must be submitted in SP Connect no later than December 31, 2021.

14. What steps should a TDA take to complete a request for COVID-19 relief funding in SP Connect?

1. A TDA may request an allocation adjustment under the Agreement tab, View Targets and Allocations in SP Connect.

2. At the bottom of the View Targets and Allocations page is the propose adjustment button. This button does not appear if there is already a Target and Allocation adjustment in a status other than Active for that site.
2. On the New Adjustment Proposal page, TDAs must complete the Reason, Proposed Adjustment and Rationale fields in the Agreement Site Details panel. A new COVID-19 Relief Fund budget line has been added in SP Connect.
3. In the Rationale field, TDAs must provide:
 - a. A description of items to be purchased (please refer to the lists of eligible and ineligible expenses above when making your request);
 - b. The estimated cost of each item; and
 - c. A rationale for the requested items (e.g., how will the requested items support the delivery of apprenticeship in-class training).
4. Regional staff will assess the request and, if more information is required, the TDA's local office Employment and Training Consultant may contact the TDA for further details.
5. If the application is approved, your 2021-22 transfer payment agreement will be amended accordingly in SP Connect.

For more information, please refer to [myEOIS SP Connect Desk Aid](#) and the [EOIS-SP Connect Service Provider User Guide \(Chapter 2, Section 2.7.1\)](#).

15. Will the ministry launch a COVID-19 Relief Fund for Pre-Apprenticeship (Pre-App) Training Service Providers in 2021-22?

Pre-App service providers had the opportunity to request COVID-19 relief funding as part of the 2020-21 Pre-App Training Call for Proposals process. Through this process, Pre-App service providers have received the funds that they need to implement health and safety measures in 2021-22.