



2017-18 Low-Carbon Building Skills Training Fund for Publically Assisted Universities and Colleges

CALL FOR PROPOSALS AND APPLICATION GUIDE

Apprenticeship Enhancement Fund Stream
Supporting equipment and training facilities

+

Course, Resource & Professional Development Stream
Supporting instructors to enhance understanding
and provide training and education

Ministry of Advanced Education and Skills Development
Program Delivery Support Branch
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1. Overview

In support of Ontario's Climate Change Action Plan, the Ministry of Advanced Education and Skills Development (MAESD) is advancing a strategy to strengthen training, workforce and technical capacity in low-carbon building skills.

As part of this strategy, the Low-Carbon Building Skills Training Fund for Universities and Colleges has an allocation of \$10 million in 2017-18 offered through two competitive funding streams:

Low-Carbon Building Skills –Apprenticeship Enhancement Fund Stream (LCBS-AEF)

Gives College Training Delivery Agents (TDAs) the opportunity to acquire state-of-the-art equipment and/or update facilities to enhance training and education on low-carbon building skills.

Eligibility

Ontario College TDAs providing low-carbon building skills training in apprenticeship to apprentices in the construction and industrial sectors. College TDAs must be approved and have delivered the trade associated with the project in the last full fiscal year of seat purchase activity, or 2016-17.

Low-Carbon Building Skills – Course, Resource & Professional Development Stream (LCBS-CRPD)

Gives universities and colleges the opportunity to receive funding to support development of new courses, curriculum materials and professional development programs that will enhance students' low-carbon building skills and knowledge.

Eligibility

Publicly-funded Ontario universities and colleges.

Applications must clearly demonstrate how expenditures will lead to enhancing students' low carbon building skills. Applicants must have the ability and the proposed activities must demonstrably raise the TDA ability to provide training in Low-Carbon Building Skills. Project activities should align with or build upon the learning outcomes in the curriculum standards developed by the Ontario College of Trades (OCOT). A maximum of \$200,000 will be allocated per application: \$200,000 for AEF and \$200,000 for CRPD.

It is anticipated that applicants will be notified of the outcome of their submission by February 5, 2018 with successful projects to start before March 31, 2018. Project activities must be completed by December 31, 2018.

2. Background

On June 8, 2016, the Ministry of Environment and Climate Change (MOECC) released Ontario's first five year [Climate Change Action Plan \(CCAP\) for 2016-2020](#). This plan identifies government actions that build on the October 2015 Climate Change strategy. As a part of Ontario's efforts to reduce Greenhouse Gas (GHG) emissions, the Ministry of Advanced Education and Skills Development (MAESD) is advancing a strategy to strengthen training, workforce and technical capacity in low-carbon building skills.

Low-carbon or "green" or "sustainable" building is the practice of designing, constructing, operating, maintaining, and removing buildings in ways that conserve natural resources and reduce Greenhouse Gases (GHGs). This approach is important for three reasons.

- First, buildings affect land use, energy use, communities, and the indoor and outdoor environment. Using sustainable principles in buildings can reduce these impacts and also improve worker conditions and productivity, increase energy, water, and material efficiency, and reduce costs and risks.
- Second, low-carbon buildings can be showcases to educate people about environmental issues, possible solutions, partnerships, creativity, and opportunities for reducing environmental impacts in our everyday lives.
- Third, low-carbon buildings represent the application in one place of many of the sustainable concepts governments are working on such as environmental management systems, waste prevention and recycling, and green product purchases.

As per the [August 10 2017 announcement of the LCBS Strategy](#), in 2017-18 the government will invest \$24 million in increasing the system's capacity to train current and future workers in low-carbon building skills through the proceeds of the province's carbon market and via multiple funding streams, including support for:

- Comprehensive research and engagement to determine Ontario's skills training and postsecondary education needed to support low-carbon building;
- Unions, colleges and universities to acquire new equipment, develop materials, and increase capacity to train apprentices and students in low-carbon building skills; and
- Development of partnerships among employers, labour organizations, training providers, and others to collaborate and develop solutions that support the CCAP.

3. Goals and Objectives

The goal of the LCBS Training Fund is to support Ontario's CCAP commitment to train the workforce for a low-carbon building sector. Ontario will be working with its global partners to keep global average temperature increases below 2 C, by eliminating GHG in new buildings by 2030, and eliminating the GHG emissions all buildings by 2050. To successfully shift towards a low-carbon economy, the province will require people who are involved in the design, construction maintenance and operation of buildings, who are also tradespeople in the industrial and construction sectors to be trained in low-carbon building skills. This includes:

- understanding interrelated building issues in order to provide building occupants with a more comfortable, safe, durable, and energy-efficient home
- the installation of low-emission mechanical systems, including heating, cooling, ventilation, and air conditioning,
- practices for specifying, installing, and maintaining furnaces, boilers, on-demand water heaters, geo-exchange systems, solar PV systems, solar thermal systems, heat pumps, low GHG insulation, or advanced, high efficiency lighting technologies.
- ¹better understanding not only of a buildings operational efficiency, but of the embedded energy in building materials and life-cycle data so designers, architects and tradespeople can make better choices regarding low GHG materials options

These skills represent a starting place for moving forward. At the same time, to maximize strategic action in the Ontario context, the research and engagement stream of funding is focused on developing a more comprehensive picture of the current landscape and a shared understanding around low-carbon building needs among all stakeholders.

4. Alignment with Ontario's Talent and Skills Agenda

In June 2016, the province received the Premier's Highly Skilled Workforce (HSW) Expert Panel's report [Building the Workplace of Tomorrow: A Shared Responsibility](#). Budget 2017 highlighted the resulting Highly Skilled Workforce Strategy as being designed to ensure everyone "finds a place in an evolving economy that is becoming more technology-driven and knowledge-based every day."

The recommendations of the HSW Expert Panel have informed the government's talent and skills agenda, which seeks to ensure that people of all abilities and backgrounds can develop their talents, knowledge and skills to benefit from, and contribute to, an evolving economy. This includes a greater focus on partnership in workforce development, engaging employers, labour organizations, educators and other actors in the labour market around ensuring a highly skilled workforce that meets Ontario's current and future needs.

¹ Adapted from Building an Ontario Green Jobs Strategy: Ensuring the Climate Change Action Plan Creates Good Jobs Where They Are Needed Most, report released by Environmental Defense, Blue Green Canada, and the Clean Economy Alliance, April 2017

[Budget 2017](#) also committed to working with key partners to identify opportunities to modernize the apprenticeship system, focusing on simplifying the experience for apprentices, enhancing access and awareness of apprenticeship as a career pathway, and increasing completions.

5. Apprenticeship Enhancement Fund Stream (LCBS-AEF)

Through the Low-Carbon Building Skills Apprenticeship Enhancement Fund (LCBS-AEF), the Ministry recognizes the need for College TDAs training apprentices in the industrial and construction trade sectors to update their equipment and improve their facilities in order deliver effective training programs which focus on the design, construction maintenance and operation of buildings which have a low-carbon environmental impact.

The LCBS-AEF offers competitive funding to support College TDAs in:

- Purchasing updated equipment needed to deliver effective low-carbon building skills training that focuses on the design, construction maintenance, and operation of buildings to ensure they have a low carbon impact.
 - Examples include, but are not limited to: air tightness kits, passive house construction demonstration models, thermal imaging/acoustic equipment, photovoltaics, biomass boilers, ground source heat pumps, simulator equipment.
- Updating training labs or other classroom facilities, including mobile units, to better accommodate training in low-carbon building skills, as long as the renovations are not funded through other Ministry programs.

Proposals must clearly demonstrate how the capital expenditures improve knowledge of low carbon building skills and are aligned with or build upon the learning outcomes identified in the applicable OCOT-authored apprenticeship curriculum standards.

Preference will be given to proposals that:

- Create partnerships and/or with Ontario industry partners who are invested in and committed to increasing the low carbon performance of the province's building stock,
- Demonstrate how the new equipment/updated facilities will advance the capacity of the sector e.g. through sharing agreements or through opportunities to leverage the equipment/facilities to support up-skilling of current workers.
- Explain how the training provided enables future reduction of carbon intensity

5.1 LCBS-AEF Eligibility

Ontario College TDAs providing low-carbon building skills training in apprenticeship to apprentices in the construction and industrial sectors are eligible to apply. College TDAs must be approved and have delivered the trade associated with the project in the last full fiscal year of seat purchase activity, i.e. 2016-17.

5.2 LCBS-AEF Eligible Costs

Proposals must clearly demonstrate how expenditures will lead to enhancing students' low carbon building skills. Eligible costs include:

- Replacement of existing equipment to meet industry standards and support growth in apprenticeship enrolment and completions in any trade in the industrial or construction sectors that provides training in low-carbon building skills;
- Purchase of new equipment to support training capacity growth related to low-carbon building skills;
- Purchase of new equipment resulting in program delivery efficiencies, i.e., affecting more than one training program; and
- Alterations and renovations to existing facilities to improve the condition and efficiency of apprenticeship instruction for low-carbon building skills (i.e. classrooms and mobile apprenticeship training units). If the project activities anticipate the renovation of facilities, the application must clearly outline a plan to have the renovations completed by the end of the agreement.

Examples of AEF ineligible costs include:

- Financing projects in areas that are not used for hands-on apprenticeship training (e.g., student residences, automobile parking, recreation facilities, faculty space, classrooms not used for apprenticeship training) 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 College TDA unless special approval is granted by the Ministry;
- Auditing costs; and,
- Costs eligible under the seat purchase plan.

5.3 LCBS-AEF Specific Requirements

Accessibility

College TDAs approved for LCBS-AEF Stream support are responsible for ensuring 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.

Fire Code

College TDAs approved for approved for LCBS-AEF Stream support must comply with the Fire Code (Retrofit Section) while undertaking projects funded under this program. Please note that this code currently exempts College TDAs approved for LCBS-AEF Stream support from the requirement to renovate all existing buildings to comply with the code, but does not exempt institutions from the need to comply with the Fire Code when renovations and alterations are made to existing buildings.

5.4 LCBS-AEF Application Form

The [application is available online](#) on the Employment Ontario Partners' Gateway.

6. Course, Resource and Professional Development Stream (LCBS-CRPD)

The Ministry recognizes the need for universities and colleges to 1) create new courses that incorporate low-carbon building skills and knowledge into existing programs and/or provide opportunities for a wide range of students to increase their low-carbon building skills and knowledge, and 2) enhance their capacity to promote low-carbon building skills and knowledge through the creation of new curriculum resources and through providing professional development for instructors. Enhancing training and education on low-carbon building skills will support the workforce development Ontario needs to move towards a low-carbon economy.

The Low Carbon Building Skills-Course, Resource and Professional Development Stream (LCBS-CRPD) gives universities and colleges the opportunity to receive funding to support development of new courses, curriculum materials and professional development programs that will enhance students' low-carbon building skills and knowledge.

The LCBS-CRPD Stream will provide funding to support universities and colleges in:

- Development and implementation of new courses, modules, case studies and other curriculum materials that enhance students' low-carbon building skills and knowledge.
 - Proposals across a wide range of subject areas that relate to low-carbon building skills and knowledge (e.g. construction, industry, accounting, business, leadership, engineering, architecture) and/or that involve the creation of multi-purpose materials that can be shared across a wide range of programs will be considered.
- Professional development programs for instructors to support their ability to train students on low-carbon building skills.

Proposals must clearly demonstrate how expenditures will support enhancing students' low-carbon building skills and knowledge. New materials must be aligned with current program standards, as applicable.

The Ministry encourages that any material created (modules and content) as a result of the LCBS Training Fund be made available [under a Creative Commons Noncommercial Attribution license](#).

Preference will be given to proposals that create partnerships among multiple institutions and/or with industry and that demonstrate how project will advance the capacity of the sector e.g. through sharing agreements or other collaborations.

6.1 LCBS-CRPD Applicant Eligibility

Publicly-funded Ontario universities and colleges are eligible to apply.

6.2 LCBS-CRPD Eligible Costs

Proposals must clearly demonstrate how expenditures will lead to enhancing students' low-carbon building skills. LCBS-CRPD eligible costs include:

- Professor, instructor, teaching assistant, or research assistant service time if specifically used to develop open source low-carbon building skills resources;
- Equipment to support the development and implementation of new courses and curriculum materials that enhance students' low-carbon building skills;
- Consultants, including resource developers;
- Meeting/workshop/focus group costs (e.g., catering, travel, materials);
- Evaluation costs (e.g. data collection, analysis);
- Software licensing; and
- Training costs, including hiring external trainers

Examples of LCBS-CRPD ineligible costs include:

- Capital expenses, such as renovations;
- Expenses associated with changes in future staff complement needs;
- Proposed activities in or in support of international settings;
- Duplication of already-funded activities or replacement of non-Ontario Government funding sources already committed to such projects; and
- Costs eligible under the seat purchase plan.

The funding provided to all successful applicants shall only be used for the intended purposes of developing courses and curriculum resources for low-carbon building skills and supporting instructor professional development in low-carbon building skills.

6.3 LCBS-CRPD Application Form

The [application is available online](#) on the Employment Ontario Partners' Gateway.

7. Application process and requirements

To apply, universities and colleges eligible for the LCBS Training Fund must submit an application to the Ministry by the application deadline of January 15, 2018 at 11:59 pm (EST) using the required application forms.

Each applicant can submit a **maximum** of one (1) application detailing one project for each funding stream (i.e. one application for LCBS-AEF and one application for LCBS-CRPD). **A separate application is required for each stream.**

Applications for the two streams can be related, although this is not required.

Application assessment, approvals, notifications, and agreement administration will occur independently for each stream.

It is anticipated that applicants will be notified of the outcome of their submission by February 5, 2018 with successful projects to start before March 31, 2018. Project activities must be completed by December 31, 2018.

7.1 Eligibility

Specific eligibility requirements for each stream are outlined in sections 5.1 (LCBS-AEF) and 6.1 (LCBS-CRPD) above.

Organizations can work together to submit the LCBS Training Fund application and deliver the project, however only one organization can sign the agreement with the Ministry. That organization must be a legal entity with the authority to enter into an agreement. Each organization can be the lead applicant and submit one application for each of:

- AEF-LCBS Training Fund (for Colleges/Universities or non-college TDAs, whichever is applicable);
- CRPD/RPD-LCBS Training Fund (for Colleges/Universities or non-college TDAs, whichever is applicable); and,
- LCBS Partnership Fund.

An organization can submit no more than 3 LCBS applications. An organization can be the lead for only one project but can be a partner for others. As such, an organization can submit collaborative applications as a partner in addition to a limit of one application where it acts as a lead.

7.2 Roles and Responsibilities

Role of the Ministry

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

- Review and approve proposed projects in accordance with the LCBS Training Fund Call for Proposals and Application Guide;
- Confirm receipt of applications and approval of LCBS projects;
- Release LCBS funding to successful applicants upon signing of the agreement by both parties;
- Administer Agreements with the successful applicants against and activities and outcomes;
- Collect and review reports and outcome data to evaluate the project, and
- Provide direction on reporting; and
- Conduct financial and activity monitoring to ensure the project is implemented as per the agreement.

Role of the Successful Applicants

The role of the successful applicants of the LCBS project is to:

- Oversee project activities to ensure completion by the agreement end date. Project activities must be completed by December 31, 2018;
- 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; and,

- Manage the agreement with the Ministry, submitting required reports and participating in monitoring and project evaluation.

7.3 Timelines/Schedule of Delivery

Event	Date
Call for Proposals and Application Guidelines Issued	November 27, 2017
Teleconference to answer additional questions	December 5, 2017
Deadline to e-mail questions for ministry response	December 8, 2017
Ministry issues official responses to questions	December 29, 2018
Applications Closing Date	January 15, 2018
Applicants notified of the outcome of their submission	February 5, 2018

Note: Amendments to the timelines may be made at the discretion of MAESD.

Applicant Questions

The Ministry will conduct a teleconference with all interested proponents and address any questions about the LCBS Funds on December 5, 2017. Proponents may also submit questions via email to LCBS.training@ontario.ca from 11:59 pm (EST) on November 27, 2017 to December 8, 2017 at 11:59 pm (EST).

In order to ensure consistent and accurate information is provided, formal responses to both the teleconference and emailed questions will be posted online at [Employment Ontario Partner's Gateway](#) on December 29, 2017.

Only questions received at the above email address will be considered an official submission; please do not submit questions directly to Ministry staff.

7.4 Budgets and Accounting

Each successful application will result in a separate agreement with separate reporting requirements.

Budgets must include the line items in the form and must be signed and dated by a person with authority to bind the Applicant in an agreement.

All goods and services, including capital, must be acquired through a fair and competitive process that promotes best value for money.

All projects totaling \$100,000 and over (the combined value of all projects with one Applicant under this contract) will be required to submit a final detailed accounting statement that has been independently audited. Audit costs are not an eligible expense and are not to be included.

The maximum budget for a successful application under this fund will be \$200,000 for AEF and \$200,000 for CRPD (considered separately).

The Ministry will not reimburse any expenditure that occurs outside of the contract period.

Further guidance regarding the budget information to be provided for the specific funding streams is included with the application forms below.

7.5 Proposal Assessment

The objective of the assessment process is for the Ministry to select applicants' projects in a manner that is fair, transparent and well documented. The Ministry will establish an Assessment Team to complete the assessment using prescribed steps in order to ensure the above-listed principles are met.

The application for each LCBS Training Fund (AEF or CRPD) stream will be assessed and approval decisions made independently.

The assessment process will include two stages:

Stage 1:

The initial review of the proposal will ensure compliance with the program application guide and funding stream priorities. **Proposals that do not clearly meet the funding criteria, are late, or are incomplete, will be disqualified.**

Stage 2:

The proposals will be assessed and selected based on the weighted evaluation criteria listed below. A comprehensive assessment of the proposal will be conducted. Proposals must clearly demonstrate how funded activities will lead to enhanced delivery of apprenticeship training for low-carbon building skills.

Criteria	Weighting (AEF)	Weighting (CRPD)
Proposal Details and Rationale		
Applicants must have the ability to provide training in low-carbon building skills and demonstrate alignment with the training they currently provide	15%	40%
Applicant must demonstrate how the project leads to lower carbon or GHG emissions in the future	25%	
Partnerships		

Applicants must create partnerships with groups such as: <ul style="list-style-type: none"> • Industry and community members or employers (Apprenticeship Enhancement Fund stream); or • other postsecondary institutions and/or industry (Course Resource and Professional Development stream) 	15%	15%
Priority will be given to: <ul style="list-style-type: none"> • Partners qualified to support projects dedicated to lowering GHG emissions (Apprenticeship Enhancement Fund stream) • Those projects that improve the overall capacity of the postsecondary education sector to provide training in low carbon building skills (Course Resource and Professional Development stream) 	10%	15%
Alignment		
Applicants must demonstrate alignment with OCOT authored curriculum standards where applicable	15%	10%
Project Management and Evaluation Plan		
Applicants must include a detailed project management plan and a plan to monitor the project to ensure objectives are achieved	10%	10%
Budget		
Applicants must provide a breakdown of costs for the proposed project	10%	10%

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

Stage 3: Notification of Successful Applicants

Applications will be ranked based on score, and successful applicants will be invited to enter into an agreement with the Ministry. All applicants will be notified of the Ministry's decisions.

Upon notification from the Ministry, successful applicants will be required to provide the following supporting documents (in PDF format):

- Your organization's Certificate of Insurance

- A void cheque along with a completed [Electronic Funds Transfer Form](#)
- Articles of Incorporation or Letters Patent (if applicable)

Late submission of these documents may delay the start of the Agreement.

It is anticipated that Applicants will be notified of the outcome of their submission by February 5 2018 with successful projects to start before March 31, 2018. Project activities must be completed by December 31, 2018.

7.6 Prohibited Communications

Applicants must not attempt to communicate directly or indirectly with any representatives of the Province, including the assessment committee about the application requirements described in this CFP, other than through the Questions and Answers and Teleconference processes described in this document.

7.7 Conflict of Interest

Each applicant must declare if there is an actual, perceived or potential Conflict of Interest.

If, at the sole and absolute discretion of the Ministry, the Applicant is found to be in a Conflict of Interest, the Ministry may, in addition to any other remedies available at law or in equity, determine that it will not further consider Applicant's Application.

The applicant, by submitting the application, warrants that to its best knowledge and belief no actual or potential Conflict of Interest exists with respect to the submission of the proposal or performance of the contemplated contract. Where the Ministry discovers an applicant's failure to disclose all actual or potential Conflicts of Interest, the Ministry may determine that it will not further consider the application or terminate any agreement entered into with that applicant pursuant to this CFP process.

7.8 Visual Identity and Communications

All projects must comply with the Visual Identity and Communications Guidelines for Employment Ontario Service Providers, which may be amended from time to time at the sole discretion of the Ministry, available on the [Employment Ontario Partners' Gateway](#).

7.9 Reporting Requirements

The successful applicants will be subject to reporting requirements on its project. Activity and financial reports will provide the Ministry with the opportunity to determine how effectively the agreement recipient is completing the Project as

outlined in their signed agreement with the Ministry. The overall success of the Project will be determined through ongoing monitoring, submission of reports and completion of risk assessment(s) if necessary.

All applicants that receive funding under the LCBS Training Fund must submit the reports stipulated in the agreement. There will be separate reporting requirements for each stream of the LCBS Training Fund (AEF or CRPD).

The Senior Financial Officer will also be required to verify that the appropriate internal approvals were received for the project expenditures.

7.10 Payment Schedule

Universities and colleges approved for LCBS Training Fund support 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 LCBS Training Funding to universities and colleges upon signing of the Agreement by both parties.

All costs and expenditures for approved competitive 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 with the schedule in the agreement.

Payment Period	Proportion	Requirement
February 6, 2018 to March 31, 2018	30%	<ul style="list-style-type: none"> • agreement signed • proof of insurance provided • void cheque/electronic funds transfer form • articles of incorporation • framework that outlines the goals of the project, the outputs, short-term and long-term anticipated outcomes
April 1, 2018 to June 30, 2018	20%	<ul style="list-style-type: none"> • The interim report should include a description of the project to date as well as a summary of the results from the monitoring of the short-term outcomes.
July 1, 2018 to September 30, 2018	20%	As above
October 1, 2018 to Dec 31, 2018	20%	As above
Jan 1, 2019 to March 31, 2019	10%	<ul style="list-style-type: none"> • Holdback pending final report • The final report should contain a summary of the project, the intended goals and objectives, a detailed description of the activities, and the final monitoring and evaluation results (e.g. best practices, challenges, and participant outcomes)

7.11 Application Instructions

Applicants must submit an electronic copy of the required application form with supplemental information as one complete PDF document. Please do not submit multiple letters/attachments – all components must be combined into one PDF per submission. **A separate application is required for each stream.**

Send submissions to LCBS.training@ontario.ca. Hard copy applications will not be accepted. The subject line of the e-mail should include the following:

- LCBS Training Fund for Colleges and Universities – AEF or CRPD Stream;
and,
- Applicant Name

All electronic applications must be received by no later than 11:59 p.m. (EST) on Monday January 15, 2018.

All evidence of support must accompany proposals, and will not be accepted after the closing date. If funding contributions or partnerships are an element of the application, evidence of support should also be included in the application.

Updates to the LCBS Training Fund can be found on [the Employment Ontario Partners' Gateway](#).

NOTE: The Ministry of Advanced Education and Skills Development is subject to the *Freedom of Information and Protection of Privacy Act*. Any information submitted in confidence should be clearly marked.