

## **Memorandum**

**To:** Ontario Bridge Training Program Service Providers

**From:** David Cronin, A/Director, Program Delivery Support Branch, Employment and Training Division

**Date:** October 18, 2019

**Subject:** Amendments to the Ontario Bridge Training Program transfer payment agreement

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### **Objective**

The purpose of this memorandum is to advise service providers responsible for the delivery of the Ontario Bridge Training Program of upcoming changes to the existing transfer payment agreements.

### **What Is Happening?**

Since the Ontario Bridge Training Program was transferred to the Ministry of Training, Colleges and Universities in November 2018, the Ministry has taken steps to align the program with the accountability requirements outlined in the Employment Ontario Accountability Framework.

As a result, the Ministry will be working with all Ontario Bridge Training Program partners to implement amendments to the existing transfer payment agreements. These amendments will strengthen program delivery and accountability, streamline administrative processes, and better support our Ontario Bridge Training Program partners in the implementation of the transfer payment agreements. In addition, the Ministry has developed program-specific monitoring tools and resources to provide Ontario Bridge Training Program partners with ongoing support in 2019-20.

In the upcoming weeks, the Ministry will connect with you to walk through the proposed changes and will discuss amendments to effect the following changes:

### **1. Amend Schedule “D” Budget**

An amendment to the Schedule “D” Budget will be applied to all current agreements, replacing the “Maximum Funds” category with three main budget categories as follows:

- Salaries, Wages and Benefit Expenses,
- Project Expenses, and
- Administrative Expenses.

As part of a new Schedule “H” (see below), the Audit and Accountability Requirements will confirm eligible expenses for each budget category. Ministry approval will be required to move funds between the three categories mentioned above.

### **2. Amend Schedule “E” Payment Plan**

An amendment to Schedule “E” Payment Plan will be implemented to include a 15% holdback of the October 2020 and January 2021 payments. The funds subject to this hold back will be released once the Ministry has received and reviewed all reports upon Project completion and may be adjusted based on actual expenditures.

### **3. Amend Schedule “F” Reporting**

The Ministry has replaced the annual submission of the Statement of Revenue and Expenditure Reports, and Cashflow Reports with five Estimate of Expenditure Reports and one Statement of Revenue and Expenditure Report per fiscal. Progress Reports will be submitted twice per fiscal (October and April) and a Final Report will be submitted in April 2021.

### **4. New Schedule “H” Audit and Accountability Requirements**

The updated Audit and Accountability Requirements will form a part of the agreement under a new Schedule “H”.

### **5. New Agreement Expiry Date**

Ontario Bridge Training Program agreements with projects scheduled to end on March 31,

2021 with an expiration date of September 30, 2021, will be amended by the Ministry to expire on March 31, 2021.

### **Program Monitoring**

The Ministry has developed program-specific 2019-20 monitoring tools and resources, including a monitoring questionnaire, to:

- promote the effective and efficient use of resources,
- identify areas that may require enhanced support, and
- work with service providers to make improvements, if needed.

### **Who Is Affected?**

All Employment Ontario service providers who are responsible to for the delivery of the Ontario Bridge Training Program.

### **What Should Be Done Now?**

The Ministry will issue an amended transfer payment agreement reflecting the above changes in the coming weeks. Service providers are to familiarize themselves with the changes and processes moving forward.

Employment and Training Consultants will contact service providers to provide more information on monitoring activities and timelines in the upcoming weeks.

### **Contact Information**

For enquires or further clarifications service providers can speak directly with their regional Employment and Training Consultants.

C: Tariq Ismati, Central Region Director  
Jennifer Barton, Eastern Region Director  
Andrew Irvine, Northern Region Director  
Heather Cross, Western Region Director