

**MEMORANDUM TO:** ES Service Providers

**FROM:** Director

**DATE:** November 18, 2011

**SUBJECT:** **Additional One-Time 2011-12 Transition Enhancement Funding for the Employment Service (ES)**

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**OBJECTIVE:**

The purpose of this memorandum is to provide your organization with information about additional one-time funds which are available to support transition-related objectives in 2011-12.

**BACKGROUND:**

The Ministry is making additional, one-time Transition Enhancement Funding available to ES service delivery sites within 2011-12 to strategically address urgent and incomplete transition objectives which may have arisen due to unforeseen circumstances, as well as to support demonstrable and sustainable improvements in service delivery.

All ES service delivery sites are eligible to request funds through this process.

In order to be considered for funding, requests must fall within three of the four original cost categories used to support ES transition:

- **Purchase of Infrastructure for Direct Client Service:** One-time costs associated with the purchase of equipment used directly by clients accessing ES.
- **Moving Costs:** ES transition may require a realignment of a service provider's existing organizational infrastructure in the community. In those exceptional circumstances where ES sites have not yet been able to finalize their moves, as directed by the Ministry, additional moving costs related to this realignment may be considered eligible.

- **Leasehold Improvements:** Leasehold improvements related to alterations or renovations of new or existing ES funded site locations, only if such alterations or renovations support full ES delivery at the required service levels, and the new ES funded site location was required was part of the Ministry's transition plan for ES implementation. In those exceptional circumstances where ES sites have not yet been able to finalize their leasehold improvements, additional costs related to this work may be considered eligible.

Requests for certain types of expenditures will not be considered by the Ministry through this process. These have been defined through the ES Audit and Accountability Requirements, and include:

- Employment and Training Incentives for Employers
- Employment and Training Support for Clients/Participants
- Operating Funds

**Any approved one-time Transition Enhancement Funds allocated for 2011-2012 must be expended by March 31, 2012.**

#### **ASSESSMENT AND APPROVAL OF REQUESTS:**

Requests will be assessed based on the following principles:

- 1) **Completion of Disrupted Transition Objectives** – priority will be given to requests where the completion of a site's transition objectives were compromised in such a way that the service provider could not have *reasonably* foreseen at the start of the 2010-2012 business planning process.
- 2) **Improvement in Client Service** – priority will be given to requests which will result in a demonstrable and sustainable improvement in client service.
- 3) **Fiscal Responsibility** – priority will be given to requests where the service provider has demonstrated that they have taken steps to minimize or avoid the cost associated with the additional one-time transition funding request, and where the use of Operating Funds to support the request would have an attributable and negative impact on client service.
- 4) **Long Term Sustainability** – the service provider must demonstrate that funding will be used on infrastructure or other expenditures that can be sustained in future years through the site's regular Operating Funds as of the 2012-2013 fiscal year.

Approval of any requested Transition Enhancement Funding requests will be dependent on the availability of funds and will be approved at the Ministry's discretion.

Any approved funds will be flowed through the Other Funding 3 line of the service provider's ES Agreement, and which sites will be required to report on through the Estimate of Expenditure (Appendix I) and Statement of Revenue and Expenditure (Appendix III) Reports.

## HOW TO APPLY:

Service delivery sites interested in accessing additional, one-time funds should complete the Transition Enhancement Funding Request Form posted on the EOPG and submit as directed.

Please note that the ***Transition Enhancement Funding Request Form that will be posted on Friday, November 18, 2011 is for information purposes only.*** The fillable PDF versions that you will need to submit to the Ministry will be posted to the EOPG shortly and the Ministry will notify you once this occurs.

***The deadline for submission of all Transition Enhancement Funding requests is 5:00 p.m. on Friday, December 2, 2011.***

The Ministry will not consider applications that are incomplete or received after the application deadline.

If you have any questions or concerns, please contact your Employment and Training Consultant (ETC).