

## Memorandum

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

**From:** David Cronin  
Director, Program Delivery Support Branch, Employment and  
Training Division  
Ministry of Labour, Training and Skills Development

**Date:** February 5, 2021

**Subject:** Business planning for the six-month contract extension for  
eligible Ontario Bridge Training Program (OBTP) projects

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### Objective

The purpose of this memorandum is to advise OBTP service providers on the release of the business planning process for the six-month agreement extension available for category one (“Getting a License”) and category two (“Getting a Job”) projects.

### What is happening?

The ministry is requesting service providers to complete a business planning exercise in order to proceed with the administration of a six-month contract extension, [announced in August 2020](#). The business planning document allows service providers to submit information on the activity commitments and funding they require during the extension period.

### Who is affected?

Category one and category two OBTP service providers

### What should be done now?

Service providers should collaborate with their respective Employment Training Consultant (ETC) to complete the business planning exercise and help determine their activities and funding levels for April 1 – September 30, 2021. Business plans are due back to the ministry on February 19, 2021. The ministry will provide ETCs with detailed instructions on the business planning exercise.

### **What should be done later?**

The ministry will review and discuss submitted proposals with service providers to determine activity and funding commitments for the extension period. An amended contract will be made available in March 2020.

### **Background**

Due to the COVID-19 pandemic, a number of OBTP service providers were required to temporarily put services on hold. As such, timelines to complete training and meet targets as set in their agreements may have been difficult to achieve. Participants in the program may have been negatively impacted by having an incomplete or shortened program.

Current projects are scheduled to end March 31, 2021. In order to complete training, achieve targets and support program participants, an extension to current agreements is being offered. The contract end date for OBTP projects will be extended to September 30, 2021.

### **Contact Information**

For further clarification, please contact your Ministry representative.

Sincerely,

David Cronin

Director

Program Delivery Support Branch