

Memorandum

To: Skills Development Fund (SDF) Training Stream
Transfer Payment Recipients

From: Annette Huton, Director
Program Delivery Support Branch

Date: November 10, 2023

Subject: Skills Development Fund Activity and Financial Reports

I am writing to remind you about the Skills Development Fund (SDF) Training Stream Round 3 Recipient reporting and financial responsibilities, as outlined in the Transfer Payment Agreement (TPA).

SDF Training Stream Round 3 TPA Recipients **must** submit the reports described in Schedule “F” to the Province on or before the dates listed.

Section A7.2 of the TPA states the Recipient will:

- a. Submit to the Province at the address set out in Schedule “B”:
 - i. all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
 - ii. any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

These forms are **mandatory** for all SDF Training Stream projects. SDF Training Stream Round 3 TPAs are subject to a 15% holdback of maximum funds under the TPA. The holdback will be released by the province following project completion. The project is

considered complete when the province has received, reviewed, and approved all reports.

Key Performance Indicators:

Please note that completion and employment targets for projects supporting vulnerable groups are 65%. This lower KPI is applicable in circumstances where the project is serving a **minimum of 65%** of total participants identified from one or more of the following vulnerable groups:

- Persons with Disabilities (PwD)
- Justice involved
- Indigenous, Black, and other racialized groups
- Francophone
- Newcomers including Ukrainians under the Emergency Act
- 2SLGBTQ+

Organization's SDF Training Stream Round 3 TPAs will not be amended to reflect this change however staff monitoring SDF Round 3 Recipient project performance have been made aware of the target reduction.

The Ministry of Labour, Immigration, Training and Skills Development continues to be grateful to all service delivery partners for their commitment and adaptability in supporting the employment and training needs of Ontarians.

Should you have any questions about the information in this memo, please feel free to reach out to the Employment and Training Consultant managing your TPA.

Sincerely,

Annette Huton
Director

cc: Charles Bongomin, Regional Director, Central West Region
Laura Loveridge, Regional Director, Central East Region
Heather Cross, Regional Director, Western Region
Nicole Pereira, A/Regional Director, Northern Region
Jennifer Galloway, A/Regional Director, Eastern Region