



Local Initiatives

Project Information Guide and Proposal Template 2010

Table of Contents

1.0	Purpose.....	1
2.0	Background.....	1
3.0	Local Initiatives Overview.....	2
	3.1 Goal.....	2
	3.2 Description.....	2
	3.3 Scope of Work.....	3
	3.3.1 Expected Outcomes.....	3
	3.3.2 Essential Project Service Elements.....	3
	3.3.3 Time Frames.....	3
	3.3.4 Roles and Responsibilities.....	3
	3.3.4.1 For Toronto Employment and Social Services.....	3
	3.3.4.2 For Approved Organization.....	4
4.0	Performance Measures and Project Evaluation.....	4
5.0	Review Process.....	5
	5.1 Mandatory Organization Criteria.....	5
	5.2 Mandatory Project Criteria.....	5
	5.3 Essential Project Service Elements.....	5
	5.3.1 Screening.....	6
	5.3.2 Job Placement.....	6
	5.3.3 Post-hiring Support.....	6
	5.4 Site Visit.....	6
6.0	Ineligible Projects.....	7
7.0	Proposal Review Guide.....	7
8.0	Communication.....	7
9.0	Optional Project Service Elements.....	7
	9.1 Job Search Training.....	7
	9.2 Job Search Support Services.....	7
	9.3 Work Essential Skills Training.....	7
	9.4 Skill Training.....	8
	9.5 Practical Work Experience.....	8
	9.6 Life Skills Training.....	9
	9.7 Employer Financial Incentives.....	9
10.0	Cost and Fee Structure.....	9
11.0	Proposal Content.....	10
	11.1 Organization Overview.....	11
	11.2 Project Overview.....	11
	11.3 Mandatory Organizational Criteria.....	12
	11.4 Mandatory Project Criteria.....	12
	11.4.1 Partner Organization(s).....	13
	11.5 Organization Background.....	13
	11.6 Project Details.....	13
	11.6.1 Employment Information.....	13
	11.6.2 Delivery Site.....	13
	11.6.3 Service Description.....	14
	11.6.4 Screening.....	14
	11.6.5 Job Placement.....	14
	11.6.6 Post-hiring Supports.....	14
	11.6.7 Optional Project Service Elements.....	14
	11.6.8 Time Frames.....	15
	11.6.9 Staffing.....	15
	11.6.10 Outcomes and Self-Evaluation.....	15
	11.6.11 Costs.....	16
	Appendix 1 - Local Initiatives Proposal Review Guide.....	17

1.0 Purpose

Toronto Employment and Social Services is receiving proposals from organizations that have established exclusive partnerships with employers/sector councils for the development and delivery of employment services for Ontario Works (OW) clients geared to specific employer needs. Organizations can be registered private sector, non-profit and public sector organizations, including boards of education and unions.

Exclusive is defined as an organization having a sole relationship with an employer or group of employers for the purpose of delivering the proposed training. As such, the employer does not have a relationship with any other training organization to provide the proposed training or service.

These employment services will be provided within the TESS Purchase of Employment Services Framework under the component of Local Initiatives. Local Initiatives are one-time projects that will provide targeted employment services that respond to the hiring needs of specific employers within a particular geographic area and will result in the hiring of OW clients in that industry or sector.

2.0 Background

TESS delivers the OW program on behalf of the City and the Ministry of Community and Social Services. OW is a mandatory province-wide program delivered by municipalities under the OW Act and Regulations.

Under the auspices of OW, TESS provides Employment Assistance (EA) and income support to eligible Toronto residents, and delivers a wide range of programs and services aimed at promoting client independence. Delivery of EA program components necessitates close working relationships with hundreds of community agencies and organizations across the City. Underpinning the delivery of OW in Toronto is TESS' commitment to its vision, mission and values, which are as follows:

TESS is proud to be a vital part of the social safety net that makes Toronto a caring community. On behalf of the City, we manage and deliver employment, financial and social supports. As a leader, we work directly, and through our community and government partners, to ensure the services we deliver to those in need are appropriate, effective and accessible.

Vision

Our Vision is a future in which all of our clients are moving toward greater self-reliance and eventual independence.

Mission

Our Mission is to:

- Ensure a service and support system exists within the community and operates effectively to assist those in need.
- Support clients as they fulfill their obligations to pursue opportunities and programs that will enable them to become more self-sufficient.
- Advocate on behalf of those in the community who are most vulnerable and least able to obtain supports on their own.

Core Values

Toronto Employment and Social Services is committed to service. We are dedicated to building service relationships based on dignity, understanding and respect. The ultimate value of our contribution is the quality and effectiveness of these relationships, formed and sustained with clients, colleagues and partners.

Toronto Employment and Social Services takes its responsibility to the taxpayer very seriously. The integrity of our programs and our credibility depend on how well we manage the resources entrusted to us. This means Toronto Employment and Social Services will:

- Meet obligations to deliver service in a manner that is accountable, efficient and responsive.
- Ensure clients fulfill their agreements that accompany the supports we help them to obtain.
- Continue to improve performance, measure results and engage our community, enabling us to work in productive partnerships.

The key to our success is the energy, commitment and professionalism of all staff. By investing in staff, we will maximize the contribution to clients and the community. Through supporting staff to develop their skills and potential, our mission will be accomplished and our vision realized

Employment Assistance Background

EA provides opportunities for OW participants to engage in a variety of activities that lead to jobs or increase employment prospects. TESS is mandated to issue benefits on behalf of clients to cover employment-related expenses (e.g. tuition fees, transportation, training and job placement costs). TESS also supports clients to access services funded through other levels of government, including Service Canada and the Province of Ontario's Ministry of Training, Colleges and Universities (MTCU).

In 2002, TESS initiated a comprehensive review of its EA services under OW. The review was undertaken in response to the Division's need for a more flexible, responsive and timely process for providing employment services to its diverse clients and in response to changes in city by-laws governing the way goods and services are acquired. Based on the review and community consultations, a new Purchase of Employment Services Framework was developed. A report submitted to City Council regarding this new framework was adopted by City Council in February 2005. Additional information on TESS' Employment Assistance Renewal Strategy can be found in the following report to the City of Toronto's Community Services Committee:

Toronto Employment and Social Services Employment Assistance Renewal Strategy - <http://www.toronto.ca/legdocs/2004/agendas/committees/cms/cms040429/it013.pdf>

Purchase of Employment Services Framework Components

In order to realize the benefits described above, TESS Purchase of Employment Services Framework will be comprised of three components through which EA programs will be acquired by the Division and delivered to clients. These include:

- 1) Divisional Purchase of Employment Services – core employment programs, services and placements aimed at addressing the diverse needs of OW clients across the city;
- 2) Local Initiatives – employment programs and placements targeted to the needs of specific community / client / employer / group; and
- 3) Individualized Services and Supports – employment programs and services customized to the needs of an individual client;

A brief description of each component can be found in the following report to the City's Community Services Committee:

Toronto Employment and Social Services' Purchase of Employment Services Framework - <http://www.toronto.ca/legdocs/2004/agendas/committees/cms/cms041209/it005.pdf>

3.0 Local Initiatives Overview

3.1 Goal

Local initiatives are projects that assist Ontario Works (OW) clients to increase linkages to employment opportunities, increase their employability and enhance their skill levels.

3.2 Description

TESS will work with local employers, community organizations and clients to develop employment programs and services customized to meet the needs of employers and/or client groups in a particular geographic area. Projects can include a range of service elements including job placement, post-hiring supports, life skills, skill training and work placements. These projects are time limited and are intended to respond to emerging employment opportunities.

3.3 Scope of Work

All approved projects will be one-time in nature. The approved employment services provided to OW clients will respond to the hiring needs of the specific employer and will result in the hiring of OW clients in that industry or sector. All projects must achieve the following objectives:

- Link OW clients to emerging employment opportunities;
- Increase job retention;
- Improve the job readiness of OW clients; and
- Respond to the hiring needs of employers.

3.3.1 Expected Outcomes

The expected outcomes of Local Initiatives projects are:

- 70% of the graduates will be employed within 4 months of completing the program; and
- Clients, who become employed, will maintain employment for at least six (6) months.

3.3.2 Essential Project Service Elements

All projects **must** provide the following 3 service elements and 1 optional service element. A description of these elements is listed in section 5.3 and 9.0.

- Screening (see 5.3.1)
- Job Placement Services (see 5.3.2)
- Post-hiring support (see 5.3.3)
- Optional service element (see 9.3, 9.4, 9.5, or 9.6)

3.3.3 Time Frames

- The training portion of the project should be related to employer needs, and the length of the project will coincide with when the employer(s) anticipated employment start date. The total length of the project will not exceed 26 weeks. An additional 6 weeks can be added as practical work experience. The maximum length of the training is 32 weeks long.
- For clients not immediately placed into employment, organizations will have an additional 16 weeks to place the participant into employment.
- Six (6) months post-employment support.

3.3.4 Roles and Responsibilities

3.3.4.1 **For Toronto Employment and Social Services**

The roles and responsibilities for TESS are as follows:

- TESS staff is responsible for determining the client's ongoing eligibility for OW. Staff will work with OW clients to develop a service plan. This will include a review of the clients' educational background, employment history, job goals, skills and interests to make appropriate referrals to approved projects.
- TESS staff will develop mutually agreed to Service Plans with their clients that reflect the steps clients will take to become independent of social assistance. In addition to supporting clients through this process, staff will ensure employment related expenses and child care supports are provided to clients as permitted.
- TESS staff will monitor service agreements for compliance with the provincial guidelines and for the Approved Organization's performance according to the service agreement. This will include regular monitoring, auditing and quality assurance activities to ensure that performance outcomes and established benchmarks are being met. Part of this process will include soliciting feedback from clients on their participation in Local Initiatives projects.
- TESS staff will work with Approved Organizations to resolve problems / issues relating to clients' participation in the approved program or relating to the program itself. TESS will endeavor to resolve matters in a mutually agreeable and timely fashion.

- TESS is responsible for setting the fee schedules for payments made to Approved Organizations, and for verifying, approving and paying invoices based upon supporting documentation received. Payment will be made to Approved Organizations based on pre-determined payment schedules. TESS will not commit to pay program fees in advance of a client's participation, or where TESS staff has not made a formal client referral.

3.3.4.2 For Approved Organizations

The roles and responsibilities for Approved Organizations are as follows:

- Approved Organizations are to interview all clients referred by TESS to determine their suitability for the EA services provided by the Approved Organization.
- Approved Organizations are to provide the mutually agreed upon services within specified timeframes as indicated in the Service Agreement.
- Approved Organizations will co-operate and work with TESS staff to evaluate the organization's approved EA services.
- Approved Organizations are to maintain any and all licenses, permits and approvals required to deliver the approved program in accordance with the requirements of this Local Initiatives Information Guide and Proposal Template Package.
- Approved Organizations are required to obtain \$2,000,000.00 General Liability Insurance and provide a Certificate of Insurance naming the City of Toronto as a named insured.
- Approved Organizations shall submit reports on client participation and outcomes in a form specified by the General Manager of TESS.
- Approved Organizations are to assign a representative of the Approved Organization to liaise with TESS staff.
- Approved Organizations must comply with all instructions of the General Manager of TESS relating to the City's compliance with MFIPPA.
- All Approved Organizations entering into a Service Agreement must acknowledge that they have non-discrimination policies and procedures in place which prohibit discrimination based on race, creed, colour, national origin, religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability.
- Approved Organizations must notify TESS immediately of any accidents or incidents at the Approved Organization's premises involving a participant, and complete any documentation required by the City with respect to the accident.
- Approved Organizations cannot request payment of any charge or fee from OW participants who are participating in the approved program.
- Approved Organizations will also be asked to submit participant screening and outcome reports throughout their participation (and in some cases post-participation) in the program. Reporting requirements will be thoroughly reviewed with Approved Organizations.
- Approved Organizations must comply with all the City's Policies and Legislation set out on the City of Toronto website at <http://www.toronto.ca/tenders/index.htm#policy>

4.0 Performance Measures and Project Evaluation

Project service agreement negotiations will be linked to project outcomes. Expected outcomes are defined in section 3.3.1. In addition, project evaluation will be based on the following:

- Achievement of negotiated performance outcomes;
- Client satisfaction; and

- Administrative capability, including timely submission of required reports.

5.0 Review Process

In order to be considered for a Local Initiative project, an organization must meet all the required criteria in the following 5 categories:

- Mandatory Organizational Criteria
- Mandatory Project Criteria
- Essential Project Service Elements
- Optional Project Service Elements
- Site Visit

5.1 Mandatory Organization Criteria

To meet mandatory criteria, organizations must:

- Not have a Purchase of Employment Services agreement with the City of Toronto;
- Provide a copy of registration documentation that indicates they are a registered non-profit, private, public, union, or registered board of education and have been in operation for 1 year;
- State that the projects delivery site(s) are within the City of Toronto boundaries;
- Acknowledge that they are in compliance with all federal, provincial and municipal legislation, regulations and by-laws respecting the work place included but not limited to:
 - Employment Standards Act including all standards concerning hours of attendance, public and religious holidays, and pregnancy and parental leaves;
 - Occupational Health and Safety Act;
 - Pay Equity Act;
 - Workplace Safety and Insurance Act;
 - Ontario Human Rights Code; and
 - Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- State that they are willing to submit to audit by the City of Toronto;
- Acknowledge that they are in compliance with all of the City's policies and legislation set out on the City's website at <http://www.toronto.ca/tenders/index.htm#policy> ;and
- State that all partner organizations and sub-contractors meet the outlined mandatory organizational criteria in 5.1 (d and f).

5.2 Mandatory Project Criteria

In addition to meeting the Mandatory Organizational Criteria, the organization must meet the mandatory project criteria. To meet mandatory project criteria, organizations must provide the following:

- A signed letter from an employer or group of employers demonstrating there is an exclusive partnership and the employers are willing to hire the trained participants; or the employer(s) can provide a reliable forecast of emerging employment opportunities; and if applicable,
- A signed letter from all other partner organizations which outlines the partner's role and contribution to the project.

In addition, the project:

- Must serve a minimum of 5 clients; and
- Must specify anticipated employment outcomes.

Please Note: As part of the review process, TESS reserves the right to contact any of the partners named in the project as part of the verification and review process.

5.3 Essential Project Service Elements

The following three (3) project service elements must be provided. A description of each element is listed below.

5.3.1 Screening

The purpose of screening is to determine the client's suitability for the training program or service. The approved organization is responsible to contact referred participants to arrange an in-person screening interview. Pre-requisites need to be identified and a referral process must be developed.

5.3.2 Job Placement

The approved organization is responsible to match and refer all participants to job vacancies. Where employment is not gained immediately following the completion of the program, the approved organization must market and perform outreach activities to employers in order to secure job opportunities that match participant's skills and experience.

Eligible Jobs Criteria

Participants must secure employment that meets the following criteria:

- Jobs must pay the current market wage rate for the position hired. Minimally, the job must pay minimum wage with mandatory deductions such as CPP, EI and income taxes;
- Jobs can be in the private, public, non-profit sector;
- Jobs can be either full-time or part-time and/or contract positions; and
- Employment placement without a financial incentive must be for a minimum of three (3) months.
See section 9.7 – Employer Financial Incentives - for additional criteria for employment placement with financial incentive.

Non-Eligible Jobs and Employers

The following types of jobs are not eligible:

- Commission or other jobs where a base wage of at least minimum wage is not paid;
- Short-term temporary employment is not eligible for payment (this includes participants who are placed on a temporary agency's roster of staff for temporary assignments);
- Employers who are not paying participants negotiated wages;
- Employment that cannot be verified with supporting documentation (e.g. cash jobs where pay stub is not available);
- Where an approved provider is compensated for hiring, screening and matching from an employer, or other organization, they will not be compensated by TESS; and
- Self-employment positions are not eligible.

5.3.3 Post-hiring Support

For six (6) months from the date of hire, approved organizations must provide post-hiring supports to participants and employers. This includes:

- Referring participants to other employment opportunities if required; and
- Advocacy, referrals and short term counseling to ensure job retention.

5.3.4 Optional Project Service Element

Organizations must provide a minimum of 1 the following optional service element. Refer to section 9.0, specifically 9.3, 9.4, 9.5, or 9.6.

5.4 Site Visit

TESS will conduct a site visit only for those organizations that have met all mandatory criteria and have been successful in the initial review process; and will confirm standards documented in the proposal.

Final selection of proposed projects will be based on:

- Ability to meet mandatory organizational criteria;
- Ability to meet mandatory project criteria;
- Ability to provide 3 essential service elements and 1 optional service element;
- The suitability of the organization's facility to meet the needs of the participants;
- Successful negotiation of the fee structure and payment terms between TESS and the organization; and
- Ability to meet Fair Wage Review.

While TESS is prepared to receive proposals from any interested organization, the receipt of a proposal will not, in any way, obligate the City to enter into an agreement with an organization. Only those proposals that meet all of the criteria set out above, as determined by the City, in its absolute discretion, will be considered for approval. The City will have no obligation to an organization until such time as an agreement is signed by both parties. Any agreement between the parties will incorporate the relevant terms and conditions set out in this information guide. The signing of an agreement by the City will not guarantee that the City will make any minimum number of referrals to a project or guarantee any minimum funding for a project.

6.0 Ineligible Projects

The following types of programs will not be eligible under Local Initiatives:

- Programs currently funded by other levels of government where OW clients are eligible to attend, including Apprenticeship Training funded by Ministry of Training College and Universities (MTCU);
- Courses eligible for funding under Ontario Student Assistance Program (OSAP) – this includes a course of education or program of study that is of a similar nature to an OSAP eligible course, or program of study offered by the organization, or by another post-secondary institution (e.g. if a participant can take the same or a similar program at another institution where it is OSAP eligible, the program will not be considered);
- Basic education, academic upgrading, ESL and literacy programs;
- Self-employment training;
- Skill training without a placement to job; and
- Pre-employment development programs geared to determine participant career objective or vocation.

7.0 Proposal Review Guide

The projects will be evaluated based on the following attributes as indicated in Appendix 1.

8.0 Communication

Any questions regarding this proposal can be directed to:

Name of Manager, Community and Labour Market
Address
Phone number

9.0 Optional Project Service Elements

Organizations must provide a minimum of 1 the following optional service element, specifically 9.3, 9.4, 9.5, or 9.6. Other optional project elements may be incorporated dependent on the employer or client needs.

9.1 Job Search Training

- Planning and conducting an effective job search;
- Resume development (e.g. completing quality resumes, applications and cover letters, customized to each job the participant is applying for);
- Job search on the Internet and e-mail;
- Interviewing skills (e.g. mock interviewing);
- Labour market information and how to apply it to job search;
- Networking skills; and
- Job maintenance skills

9.2 Job Search Support Services

The approved organization can provide support for the job search activities of the participants while they are seeking employment. This can include maintaining regular contact and providing them access to resources free of charge. Resources can include:

- Telephone;
- Fax;
- Internet;
- Photocopying;
- Computers and printers; and

- Newspapers.

9.3 Work Essential Skills Training

- Reading text;
- Document use;
- Numeracy;
- Oral communication;
- Thinking skills (problem solving, decision making, critical thinking, job task planning and organizing etc.);
- Workplace safety;
- Working with others;
- Computer use; and
- Continuous learning

9.4 Skill Training

Organizations can provide occupation / job specific skill training based on the needs of the employers and participant.

The organization must demonstrate their knowledge of current industry standards for the specific training provided, and ensure their training program meets and continues to meet these standards.

Training characteristics:

- Must lead directly to specific occupations in the current labour market;
- Enable participants to acquire new skills, add existing skills or upgrade skills; and
- At the completion of the program, participants will receive a document that attests to the completion of the course and will be provided with any certification, license or other kind of credential that documents the acquisition of skills.

9.5 Practical Work Experience

The Approved Organization is responsible for educating the participants on the work environment where the participant will put their newly acquired skills into practice. Where appropriate, this may include providing On-the-Job Placements, Job Simulations or Volunteer Opportunities. Clients participating in On-the-Job-Placements or volunteer activities cannot displace any paid staff in the organization.

On-the-Job Placements are unpaid placements that occur off-site from the organization's delivery site. They can occur in the public, private, or not for profit sector. They include:

- Job Trials/Job Shadowing – An opportunity for participants to observe a specific workplace. In general, the approved time frames for Job Trials will be one (1) to four (4) days maximum.
- Work Experience – An opportunity for participants to gain 'on the job' experience using skills obtained during training. In general, the approved time frames for Work Experience will be one (1) to six (6) weeks.
- Job Simulations are on-site opportunities for participants to practice the job-specific skills they are learning or have learned. The simulated work-environments enable participants to gain a true understanding of the work place and provide them with the opportunity to put their newly acquired skills into practice.
- Volunteer Placements provide participants with the opportunity to obtain employment experience and practice their employability skills in a work environment. These placements may be offered on-site or at external organizations. These unpaid placements can only take place in non-profit or public sector organizations. Volunteer organizations must satisfy the prescribed Mandatory Organizational Criteria (section 5.1). Volunteer placements cannot exceed 70 hours per month and their duration must be relevant to the Skill Training element.

The duration spent in practical work experience will depend on the program. The type of skill training must be appropriate for the participant and must be proportionate to the length of the program.

Approved Organizations must provide details about the partners that will be utilized to deliver the practical work experience element. The specific criteria that must be met by these partners include:

- Ensuring that work experience sites meet specified Organizational Criteria;
- Ensuring that the work experience placement is relevant to the training being delivered and the participants' skills; and
- Ensuring appropriate supervision of participants during the work experience placement.

9.6 Life Skills Training

Increases participants' self-esteem and facilitates the pursuit of job opportunities by providing them with the skills and tools to address personal and/or family issues. Life skills training assists individuals with understanding and managing daily life stresses in order to participate more fully in the workforce.

9.7 Employer Financial Incentives

A financial incentive is available to an employer to assist placing participants into employment who require additional training and supports. The amount of the incentive is based on the wage rate. Approved organizations can promote financial incentives where required and appropriate.

The funds can be used for the following:

- to help offset costs associated with the training and supervision of the participant hired by the employer (these funds are paid over a six month period based on how long the participant remains employed);
- to help offset the costs of formal training purchased from a third party trainer that is provided to the participant;
- WSIB claims without affecting an employer's experience rating; and,
- ongoing issue resolution support for the employer and the participant for the 6 month incentive period.

Employers requesting financial incentives must meet the following criteria:

- Employers must have a valid business registration number;
- Employers must maintain at least \$2,000,000.00 general liability insurance.

In addition to the Eligible Jobs Criteria outlined in section 5.3.2, employment placements with employer financial incentives must meet the following criteria:

- Jobs must be full-time (minimum of 30 hours per week);
- Jobs must be a minimum of six (6) months in duration;
- Jobs into which participants are hired cannot displace existing staff, replace staff who have been laid off or result in the decrease of hours of work available to existing staff;
- Jobs cannot be filled by participants who are immediate family members; and
- Jobs must be located in Ontario.

Employer Financial Incentive Schedule

Wage Rate	Financial incentive available to employer	Additional incentive available to a third party trainer	Total amount available
Minimum Wage - \$11.99	\$2,500.00	Up to \$500.00	\$3,000.00
\$12- \$13.99	\$3,000.00	Up to \$500.00	\$3,500.00
\$14 - \$15.99	\$3,500.00	Up to \$500.00	\$4,000.00
\$16 or more	\$4,000.00	Up to \$500.00	\$4,500.00

10.0 Cost and Fee Structure

The cost of the course will be considered in conjunction with the course content and objectives. Organizations must specify the cost-per-person, including an explanation and breakdown of cost elements. In addition, organizations will be paid an additional incentive, in order to provide post-hiring supports for those clients who obtain employment.

Type of Fee	Explanation
Tuition Cost per person	This includes all costs associated with providing the training or service.
Post-hiring supports incentive	This fee is available only when a participant obtains employment and payable based on the following pre-set schedule. At 3 months of employment: \$150.00 At 6 months of employment: \$150.00
Materials	This cost element should include any materials required to participate in the program or service. Examples include: textbooks, or tools
Other	This cost element would include other items required such as exam fees, or licensing fees needed to obtain employment

11.0 Proposal Content

Please complete the following template.

LOCAL INITIATIVES PROPOSAL

11.1 Organization Overview

Organization Information	Organization Response
Organization Legal Name	
Operating Name (if different)	
Address (including postal code)	
Telephone Number	
Fax Number	
E-Mail Address	
Contact Name and Title	
Title of Duly Authorized Signatory	
Name of Duly Authorized Signatory	
Signature of Duly Authorized Signatory	
Date	

11.2 Project Overview

a. Project Name		
b. Project Start Date and End Date		
c. Cost per participant		
d. Amount of Funding Requested	Total cost of project	
	Other contributions or in-kind supports	
	Toronto Employment and Social Services contribution	
e. Total number of participants that will be accepted		
f. Number of anticipated graduates who will become employed within 4 months of completing program		

11.3 Mandatory Organizational Criteria

a. Select Organization Type and provide registration documentation that the organization has been in operation for a minimum of 1 year. (Letters patent, Incorporation papers or business registration number required)	<input type="checkbox"/> Public <input type="checkbox"/> Non-profit <input type="checkbox"/> Private <input type="checkbox"/> Union <input type="checkbox"/> Board of Education
b. Is the project delivered within the City of Toronto?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the organization operate in compliance with all federal, provincial and municipal legislation, regulations and by-laws respecting the work place, but not limited to the following: <ul style="list-style-type: none"> ▪ Employment Standards Act, including all standards concerning hours of attendance, public and religious holidays, and pregnancy and parental leaves ▪ Occupational Health and Safety Act ▪ Ontario Human Rights Code ▪ Pay Equity Act ▪ Workplace Safety and Insurance Act ▪ Municipal Freedom of Information and Protection of Privacy Act 	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is the organization willing to submit to an audit by the City of Toronto	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the organization state they are in compliance to all City Policies and Legislation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Do partner organizations and sub-contractors meet the outlined mandatory organizational criteria in 11.3 c and 11.3 e (statement required)	<input type="checkbox"/> Yes <input type="checkbox"/> No

11.4 Mandatory Project Criteria

Demonstrate one of the following:

- The organization has an exclusive partnership with an employer, group of employers or sector who are willing to hire the participants. A letter from the employer(s) confirming this information is required; or
- The organization has an exclusive relationship with an employer, group of employers or sector who can provide a reliable forecast of emerging employment opportunities in a particular sector. A letter from an employer(s) confirming this information is required.

Note: In either situation, the letter should include key contact information, as the employer may be contacted to verify information. In addition, the letter should include the types of positions, job descriptions, the number of anticipated vacancies and start dates, location, wages and whether employment is full-time or part-time.

11.4.1 Partner Organization(s)

- List all other organization(s) and employers involved with, the project. You may use a chart format to document the required information (see below).
- A letter of commitment is required from all partner organizations. This letter should outline their involvement and contribution to the project, and clearly outline the name, address, contact name and phone number. Partners may be contacted to verify commitment.

Name of Partner	Role (Partner, Sub-Contractor, Employer)	Service(s) Delivered	Contribution Amount	Letter Provided (√)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

11.5 Organization Background

- Provide a brief description of your organization's mandate, traditional ongoing activities, and experience in delivering this type of project.
- Provide an organization chart including names and titles of the corporate officers, senior managers and board of directors.

11.6 Project Details

11.6.1 Employment Information

- Identify the types of employment opportunities that will be available through the project.
- Include the anticipated number of jobs that will become available, the nature of the positions, (full-time or part-time), wages, location and anticipated start dates. Provide a job description for each type of position available.

11.6.2 Delivery Site

Provide the details outlined in the chart below for your delivery site.

Name of Delivery Site	
Address of Delivery Site (including postal code)	
Telephone Number	
Fax Number	

Name of Contact for Delivery Site	
E-mail address of contact	
Hours of operation	
Accessibility (proximity to parking and/or public transportation)	
Special services / accommodations (wheelchair facilities, parking etc.)	
Total number of paid staff at this delivery site	

11.6.3 Service Description

Provide a description demonstrating how the proposed project will be delivered, what project elements are included, how the elements will meet the needs of the employer(s) and participants. Include the following information. The essential project elements questions must be addressed.

- The learning objectives and outcomes;
- A description of project, including a daily schedule;
- Identification of the key skills/competencies the participants are expected to achieve and how they will achieve these competencies;
- How the program will be customized to meet the needs of the employer partner(s) or sector;
- If the project is geared to a specific target group, identify the group and explain how the project addresses their needs; and
- Class size and instructor to student ratio.

11.6.4 Screening - Essential Project Service Element (See 5.3.1)

Describe the screening process. Ensure the following information is addressed:

- Participant pre-requisites;
- Participant referral and screening processes; and
- Copies and descriptions of screening tools used.

11.6.5 Job Placement - Essential Project Service Element (See 5.3.2)

- Demonstrate how the organization markets and performs outreach activities to employers in order to ensure appropriate links and referrals; and
- Describe the job development element of the proposed project. Include all strategies that will assist the participant in becoming employed.

11.6.6 Post-hiring Supports - Essential Project Service Element (See 5.3.3)

- Outline the post-hiring supports that will be available to those who participate in the project and successfully secure employment. Include how employee/employer issues are identified and resolved.

11.6.7 Optional Project Service Elements (See 9.0)

Describe optional elements and include the following:

- Rationale for providing elements and how those elements meet the needs of the employer(s) and participants.
- **Note:** A minimum of 1 optional element must be provided.

11.6.8 Time Frames (See 3.3.3)

Outline the duration and schedule for the proposed project. Include the following:

- Number of hours/day;
- Number of days/week; and
- Total number of weeks.

11.6.9 Staffing

Provide the following:

- The number of paid staff that will be assigned to the project and the paid staff to student ratio;
- Job titles/roles and job descriptions for those assigned to the project; and
- Qualifications, including any professional certifications of those directly involved with the project.

11.6.10 Outcomes and Self-Evaluation

- Describe how the organization will track employment outcomes, including how the information will be obtained, at what intervals the information is gathered and any tools used to do so.