

Government of Newfoundland and Labrador

# Job Creation Partnership (JCP)

Program Guidelines

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### Available in alternate formats.

Please contact Employment and Training Programs Division:

Email: [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

Phone: 1-800-563-6600

**Please read this entire Program Guidelines document. The information contained in this guide will become part of the agreement with the province of Newfoundland and Labrador for the delivery of the Job Creation Partnerships Program.**

## **1.0 Introduction**

The **Job Creation Partnership** program is designed to support projects that will provide participants, who are EI-eligible, with opportunities to gain work experience that will improve their employment prospects. Project activities should benefit both the participant and the community. The primary focus of the Job Creation Partnership program is helping insured participants who need work experience to increase their chances of successfully finding ongoing employment.

**Job Creation Partnership** projects can support community based, not-for-profit capital, infrastructure, and renovation projects. Generally, these types of projects involve broad community support and partnership contributions. Projects will benefit the community, while providing work experience for participants, and would not likely take place without the support of the **Job Creation Partnership** program (or other public funding).

## **2.0 New for 2024-25**

In 2024-25, the department has implemented the following changes:

1. The application deadline will be June 30, 2024.
2. Participant allowances have increased. See Section 2.4.1 Eligible Financial Assistance for Participants for an outline of the maximum weekly rates.

## **3.0 Labour Market Programs Support System**

The Job Creation Partnership (JCP) is administered by the department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador. LaMPSS is focused on providing consistency in processes and improving services to labour market program agreement holders.

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs and submitting required financial and activity reports online.

All employers are required to be set-up as a government vendor so payment can be issued. Vendor set-up and LaMPSS registration are initiated once you register here: [Employer Registration](#).

**It is recommended employers complete registration as soon as possible to avoid delays.**

After registering, an organization number, user ID and LaMPSS password is provided to the employer (if they do not have one already) at the email address provided on your Employer Registration form. This information is used to log into the LaMPSS System. Please ensure you check your email, including junk mail, regularly. You can then log into the LaMPSS system and complete your online application.

If you have forgotten your password, please reset it in LaMPSS by clicking on **Forgot Password**. Enter Organization ID and User ID. Click submit and a new password will be emailed to you. If your password cannot be reset, please contact our Support Team by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours or call 1-844-252-6777.

Visit the [Labour Market Programs Support System](#) webpage for more information on LaMPSS, including system requirements. This webpage provides details on which internet browsers work with the LaMPSS application and what version of Adobe is required. Should you require assistance with using LaMPSS, please contact our Support Team by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.

## **4.0 Eligibility**

### **4.1 Eligible Sponsors**

The Job Creation Partnership program shall only be used to assist eligible organizations that are either:

3. Businesses;
4. Federal crown corporations and comparable provincial or territorial crown corporations;
5. Organizations;
6. Individuals;
7. Municipal governments;
8. Band/tribal councils; and
9. Public health and educational institutions.

All not-for-profit organizations that apply for funding are encouraged to have Director's Liability Insurance.

Sponsors will only be deemed eligible for the Job Creation Partnership program funding support if their project activities meet the terms and conditions for the Job Creation Partnership projects as outlined in this document.

Applicants are responsible for ensuring, where applicable, that they adhere to the requirements for registration with Digital Government and Service NL pursuant to the [Lobbyist Registration Act](#). Details with respect to the requirements for Lobbyist registration can be found online at [Registry of Lobbyists- Digital Government and Service NL](#).

### **4.2 Eligible Participants**

The Job Creation Partnership program shall only be used to assist eligible individuals who:

1. Are a resident of the province;
2. Are Canadian citizens or permanent residents legally entitled to work in Canada;
3. Meet the definition of EI-eligible;
4. Are approved by the department under Section 25 of the Employment Insurance Act as insured participants who are active EI claimants; and
5. Have an employment plan that identifies that the Job Creation Partnership project work experience being considered supports a reasonable occupational goal. When the above participant criteria have been met, the final decision on participant selection rests with the project sponsor.

While the department is responsible for determining participant eligibility as part of the Job Creation Partnership project, the recruitment, hiring, management, and supervision of the employee are the responsibility of the employer.

All Participants must have their eligibility confirmed through the department prior to commencement of an approved Job Creation Partnership project. Sponsors can contact the department to request referrals of participants. If you are aware of potential eligible participants who would benefit from your Job Creation Partnership project, you should encourage them to contact the department to confirm their eligibility.

If the Sponsor chooses to top-up the Participant supports to the prevailing wage rate, the difference between the allowance provided by the department and the wage is considered insurable earnings. In these cases, the mandatory employment related costs must also be provided by the Sponsor.

### **4.3 Eligible Activities**

Eligible Job Creation Partnership activities shall:

1. Provide insured participants with opportunities to gain work experience that will improve their ability to gain new employment;
2. Be finite in nature, have defined start, and finish dates. The defined start and end dates are determined because of the work required to complete the activity;
3. Not result in a competitive advantage for the sponsor or improve any business's position in the competitive marketplace;
4. Offer full-time hours for participants. In the case of participants with disabilities, part-time work may be considered an eligible activity if it is demonstrated that there is still a substantial opportunity for the individual to gain valuable work experience and skills;
5. Offer work opportunities in accordance with provincial labour legislation;
6. Demonstrate benefits for the community, or support local economic development.
7. Be of a maximum duration of 52 weeks;
8. Be supported in partnership with other agencies, organizations and contributors where possible;
9. Be incremental and discrete and not part of the sponsor's normal operations. Typically, incremental activities shall be specific to an additional undertaking of the organization; and
10. Be of a not-for-profit for which there is no profit motive.

Projects that occur on an annual basis may be considered eligible for financial assistance under the Job Creation Partnership program if:

1. All program eligibility criteria for the Job Creation Partnership program are met; and
2. There are different Job Creation Partnership participants for each project and each year.

Job Creation Partnership activities shall not:

1. Displace existing employees and/or volunteers;
2. Replace any employee on lay-off and/or awaiting notice of recall;
3. Replace an employee absent because of a labour stoppage or labour-management dispute.
4. Create a dependency, either for the sponsor or a beneficiary, on a service delivered with Job Creation Partnership funding that cannot be addressed when the

- project is over;
5. Enable a business to improve its position in the marketplace or result in personal or private financial gain; or
  6. Be in direct competition with local businesses whose revenue comes from similar activities.

The Project Sponsor is responsible for obtaining all required permits and licenses. The Project Sponsor is responsible for ensuring an environmental assessment of the project is completed, should it be required by legislation. The Sponsor must ensure that the work activities satisfy all applicable federal, provincial and municipal legislation and bylaws. If the applicant has a unionized worksite, the union must concur with the proposed activity and a letter of support from the union must accompany the application.

#### **4.4 Eligible Costs**

Job Creation Partnership Project Sponsors may be eligible to receive support for participants as well as project implementation costs.

##### **4.4.1 Eligible Financial Assistance for Participants**

The primary focus of a Job Creation Partnership project is to provide work experience opportunities for eligible participants. As such, the core support provided to Project Sponsors is approval to hire project participants.

Employment Insurance Regulation 7(f) excludes employment on Job Creation Partnership projects from insurable employment. As a result, all income from employment under Job Creation Partnership is non- insurable (with the exception of employer paid overtime). In addition, Section 26 of the **Employment Insurance Act** provides that any Part I benefits paid to a claimant while employed under employment benefits (including participation in a Job Creation Partnership project) is not earnings from employment for the purposes of the **Employment Insurance Act**, the **Income Tax Act, 2000** and the Canada Pension Plan. As well, the Canada Revenue Agency has determined that Employment Insurance Part II funding paid to Job Creation Partnership participants is not earnings for the purpose of the Canada Pension Plan. All Allowance income received by participants during the project is taxable (Aboriginal peoples, or anyone else who may receive tax exemptions need to inform the sponsor prior to starting work on the project). Any questions regarding tax laws should be directed to the Canada Revenue Agency.

Participants who are active claimants in receipt of Employment Insurance Part I benefits continue to receive these benefits until the end of their benefit period. Benefits may be enhanced (topped- up) by the department, with financial assistance in the form of grants under the Job Creation Partnership (Employment Insurance Part II funds), depending on the prevailing wage rate for the work being performed.

The department determines the financial assistance rate for participants, based on the skill/supervisory level of the position and prevailing wage rates. The department updates the rates periodically. The current weekly allowance are:

1. Supervisory, coordinator or high skilled positions is \$668.

- Examples of this position include Project Supervisor Qualified Carpenter, or Program Manager.
- 2. Moderately skilled positions is \$646.
  - Examples of this position include Museum Interpreter, Administrator or Program Coordinator.
- 3. Labourer or lower skilled positions is \$624.
  - Examples of this position include Labourer, Office Clerk, or Maintenance Worker.

All financial assistance provided to participants for a Job Creation Partnership project is administered directly by the department.

#### **4.4.2 Support for Project Costs**

Project Sponsors may receive financial assistance for project overhead costs in the form of a contribution that is funded from Employment Insurance Part II. The maximum contribution to project overhead costs is 40 per cent of the approved participant costs for construction projects. This could include (but is not limited to) activities such as building renovations and construction, and trail construction. The maximum contribution for non-construction projects is 30 per cent of the approved participant costs.

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item, the following are three considerations:

1. Does it comply with the program terms and conditions?
2. Does it contribute to the success of the project?
3. To what extent can it be considered reasonable?

Eligible costs may include (but are not limited to) items such as:

1. Staff costs including wages and Mandatory Employment Related Costs (MERC) directly related to the administration of the JCP project;
2. Professional Fees;
3. Travel;
4. Telecommunications;
5. Audit;
6. Rent;
7. Utilities;
8. Furniture;
9. Advertising;
10. Postage/Courier;
11. Bank Charges;
12. Insurance;
13. Printing; and
14. Office Supplies.

The eligible cost categories is not an exhaustive list. Additional costs may be assessed and negotiated, if deemed reasonable and appropriate.



Ineligible project costs include:

1. Costs associated with fundraising activities;
2. Canada Revenue Agency or payroll penalties;
3. Parking tickets;
4. Legal fees and court awards for inappropriate dismissal or other inappropriate/illegal activity;
5. Membership fees for private clubs (e.g., golf clubs, gyms);
6. Staff salary bonuses;
7. Purchase of alcoholic beverages;
8. Purchase of any illegal substances;
9. Non-incremental costs: This includes costs that the applicant would incur whether the agreement was entered in to or not, and include those which are required to support the proposed activities;
10. Gifts or unreasonable payments for recognition; and
11. Other costs ineligible as per program the terms and conditions and program policy.

#### **4.4.3 Participant Wage Top-Up**

Sponsors may top-up the benefits paid to participants if the prevailing wage rate is higher than the maximum EI rate. A wage top-up may be appropriate when the job requires a specific skillset, work experience, or educational credential that demands a higher wage in order to attract participants to the project.

The following conditions apply to participant wage top-up:

1. As wage rates are set for JCP participants, the department does not contribute towards the top-up and associated costs. Costs associated with top-up benefits are not eligible for reimbursement under the JCP; and
2. If overhead is used to top-up JCP Participants, all wages would continue to be uninsurable hours. However, if top-up is paid by organization outside of JCP project funding, a participant on an active EI claim will have to report the top-up as earnings to Service Canada as it is insurable earnings.

#### **5.0 Conflict of Interest**

The department has the following conflict of interest policy designed to enhance public confidence in the integrity and fairness of the administration of employment service offerings.

This policy ensures that all eligible individuals for employment or participation on a project are treated fairly and are given equal opportunities to apply for and obtain employment as permitted by law.

Should an immediate family member of a board member of a project applicant want to be considered as a participant of a project, in consultation with IPGS, the staff member or board member shall remove themselves from the participant selection process.

1. No federal or provincial governments, government crown corporations or agencies, boards and commissions are eligible for a subsidy;
2. No member of the House of Commons or Member of the House of Assembly of Newfoundland and Labrador will be admitted to any share or part of an agreement or to any benefit arising there from;



3. No public employee of the province of Newfoundland and Labrador shall be admitted to any part or share of the payments made pursuant to an agreement or to any benefits arising therefrom except in accordance with the [Conflict of Interest Act, 1995](#);
4. No current or former public office holder or public servant who is not in compliance with the [Values and Ethics Code for the Public Service](#) or the [Conflict of Interest and Post-employment Code for Public Office Holders](#) shall derive a direct benefit from an agreement; and
5. No cost incurred in relation to wages paid to a third-party (e.g., participant, administrative staff, research subject or any other party) who is an immediate family member of the employer who is eligible for reimbursement under an agreement.

They will only be considered for participation if the department is satisfied that the sponsor has made significant effort to recruit participants and that no eligible individuals are available. If they are the successful candidate, they must remove themselves from the board for the duration of the project.

An immediate family is defined as father, mother, stepfather, stepmother, foster parent, brother sister, spouse or common-law partner, child (including child of common-law partner), stepchild, ward, father-in-law, mother-in-law, or other individual residing in the employer's household.

## **6.0 Applying for the Job Creation Partnership Program Funding**

Once registered as a LaMPSS user, organizations can apply for funding online using the self-serve capability. Simply go to the [LaMPSS](#) home page to log in and apply.

Once you have logged into LaMPSS,

1. Click on **Programs and Services** under **Apply for Funding** on the left menu bar
2. Locate **Job Creation Partnership** from the list of available programs in the center of the page
3. Click **Apply**

You will see the introduction page for the application. It will provide a list of any **mandatory** documents that are required for submission with your application.

To initiate the application process, click **Start Now**

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600 or [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

## **6.1 Completing an Application Form**

This section provides the specific information that you will need to complete the application form outlining required content.

### **6.1.1 Organization Information**

The name and complete mailing address for your organization will be pre-populated from the information submitted in the LaMPSS registration process.

### 6.1.2 Project Details Please provide the following:

<b>Project Title</b>	Provide a title specific to this project. For example: "Your Organization's Name – Job Creation Partnership"
<b>Contact Person</b>	Name, title, telephone number and email address of person(s) to contact for additional information
<b>Agreement Start Date</b>	Provide the proposed start date for project
<b>Agreement End Date</b>	Provide the proposed end date for project

### 6.1.3 Past Agreements

If you have had past agreements with the department, please provide information relating to them. Include previous agreement number, if available.

### 6.1.4 Project Description

In this section provide a brief outline of the project. Please include the following in the project description:

1. Description of the project activities;
2. [Detailed Workplan](#);
3. [Organization Information](#); and
4. [Rationale or Links to Development Strategies](#)

#### 6.1.4.1 Detailed Workplan

The project description should include a detailed workplan that identifies **activities by week**. The workplan should provide a breakdown of tasks for each activity for each week, outline persons responsible for those tasks, and the length of time it will take to complete each task.

#### 6.1.4.2 Organization Information

1. Briefly describe the primary service or product offered by your organization. Indicate your organization type, number of employees, business number, accounting practices, insurance coverage and union concurrence;
2. Include information about your organization, such as its organizational structure; history; mandate; membership; the industry or sector in which it operates; the financial stability of your organization; and the qualifications/experience of the individual(s) or company that will perform payroll and bookkeeping for the agreement. This will allow for a better understanding of the organization overall;
3. Provide a brief job description for the person(s) who will be supervising the participants.
4. Discuss the status of any previous or current projects that are or have been supported by the department. This includes information on achievements or relevant information about how your proposed project will benefit from the Job Creation Partnership program; and
5. The proposal should include answers to the following:
  - a. Do you currently have any employees on layoff and/or awaiting recall?
  - b. Is there a labour stoppage or labour management dispute in progress?
  - c. Will the proposed activities result in the displacement of existing employees or volunteers?

#### 6.1.4.3 Rationale or Links to Development Strategies

1. Explain how the experience will benefit unemployed participants. Provide information on skills and/or experience the participants will gain and discuss how working on the project may improve future employability of the participants;
2. Explain why the project is needed by your organization and/or community. Projects should support community plans and local priorities. While not all Job Creation Partnership projects are part of community plans, the community should benefit in some way from the project;
3. Include any supporting documentation such as consultation reports, research reports, and/or a reference list of sources of labour market information;
4. Describe how the project may relate to provincial and regional priorities and/or strategies. Some examples may be:
  - a. Supporting a growth industry or sector in your area;
  - b. Contributing to the enhancement of your community; or
  - c. Responding to workforce adjustment in your area.

#### 6.1.5 Agreement Contact

If the appropriate primary contact for your organization is not pre-populated in this section of the application, please provide. Please note the contact(s) should be an individual(s) empowered to negotiate this agreement on behalf of your organization and can be contacted to further discuss your application. If the default information is correct, please click the **Save and Continue** button. If you need to include additional contacts, click **Add New Contact** and enter the requested information..

#### 6.1.6 Language Preference

Provide your language preference - English or French.

#### 6.1.7 Project Location(s)

Please provide the address information for the location(s) where the project activities will occur. If you have not yet secured a location, please enter your main organization address and advise the department later of the project address.

#### 6.18 Participants

Enter the total number of Project Participants (clients) expected to be part of this project.

#### 6.1.9 Project Activities

On your application form, provide details of the activities that you plan to deliver as part of your project. The table below outlines the required information for the eligible activity of the Work Experience.

<b>Work Experience</b>	
<b>Brief Description of Activities</b>	<p>Provide the start and end date for the activity. Describe the plan to deliver this activity as part of the project agreement. Please include what will be done, how it will be done, why it will be done, by whom, and how long it will take to complete. Include a breakdown of the hours or weeks of work expected to be required from participants to reach project completion.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>By the end of month three, participants will have completed the design of the survey on community services and will be able to respond to customer enquiries.</li> </ul>
<b>Expected Results</b>	<p>Describe how the success of the project will be measured.</p> <p>Explain how the work experience provided to participants will assist them in finding future employment after the project has ended.</p> <p>Describe how the progress of the participants will be evaluated. Examples:</p> <ul style="list-style-type: none"> <li>As a result of this project, four individuals will have gained or maintained carpentry skills to improve their employability and the community will have upgraded its recreational facility.</li> <li>As a result of this project, the participants will have gained experience and skills in planning and organizing a community event which will improve their employability, and the community will have held an event that supported its economic development.</li> </ul>
<b>Where Does This Activity Take Place</b>	Identify the location for this activity.
<b>Expected Number of Participants</b>	Please provide the expected total number of individuals that will participate in this activity.

#### **6.1.10 Sector**

To determine the North American Industry Classification System (NAICS) associated with your company, click the drop-down menu and select the three-digit sector for your organization/business.

#### **6.1.11 Project Budget**

The following table outlines all of the eligible cost categories and items for the Job Creation Partnership program along with a brief description. On your Application Form, enter the total project costs and the amount of funding requested for each category for this project. HST should be calculated and included in each category.

<b>Budget Category</b>	<b>Eligible Costs</b>
<b>Operational</b>	
<b>Professional Fees</b>	This category refers to fees paid to professionals who provide service to the project for the benefit of the participants. A breakdown of expected fees is required.
<b>Equipment</b>	This would include those items essential to the project, for the benefit of the participants, and costing less than \$1,000. If the cost of the equipment exceeds \$1,000, it must be listed under Capital Assets.
<b>Facility Lease / Rent</b>	Please include cost per square foot and comparison to other facilities in the area. Provide a copy of the lease agreement, if applicable. Remember to show clearly how the costs of shared space were determined.
<b>Materials and Supplies</b>	Please ensure all materials and supplies to be used on the project are included and relevant to the project's activities. Costs could include supplies and materials, bank charges, licenses, permits, leasing of equipment, evaluations and assessments, bank interest and insurance.
<b>Travel</b>	Project travel rates must be consistent with general travel rates in your organization, up to a maximum of the Provincial Government in- province travel rates. If applicable, please provide a breakdown of travel according to participant.
<b>Exceptional</b>	
In exceptional cases, funding may be provided for overhead costs, such as a Project Supervisor. A detailed explanation must be provided to support this rationale.	

<b>Budget Category</b>	<b>Eligible Cost</b>
<b>Capital Costs</b>	<p><b>Definition:</b> A capital asset is defined as any single item that has a purchase value of more than \$1,000 (before taxes), will not be physically incorporated into another product, and remains functional at the end of the project (e.g., computers, video equipment, tools).</p> <p><b>Requirement:</b> Capital cost items must be essential to the achievement of the objectives of the JCP project and directly related to participants' activities. A strong rationale for the need for a capital item is a required component of the application.</p> <p><b>Cost-sharing</b> Assistance provided for all capital costs will be on a cost shared basis only, under the following conditions:</p> <ol style="list-style-type: none"> <li>1. Cost sharing does not equate to a 50/50 split of the cost between the department and the sponsor or other partners. <ol style="list-style-type: none"> <li>a. The cost sharing will be dependent on the cost of the capital asset and its significance to the project.</li> <li>b. The cost-sharing amount will be agreed upon between the department and the sponsor or other partners and documented in the agreement.</li> <li>c. Disposition of any purchased capital assets at the end of the project will be negotiated between the department and the sponsor or other partners and documented in the agreement.</li> </ol> </li> <li>2. Equipment purchased at \$1,000, or more, to assist a person(s) with disabilities who will be working on a JCP project is considered a capital asset and would be included in this section.</li> </ol> <p><b>Capital Assets - Examples</b></p> <ol style="list-style-type: none"> <li>1. A piece of equipment that exceeds \$1,000 is a capital asset.</li> <li>2. Transferable software of \$1,000 or more is considered a capital asset.</li> <li>3. Four \$200 chairs are not capital assets because each chair is functional on its own and its total value is less than \$1,000.</li> </ol>
<b>Utilities</b>	Rationale should include recent actual amounts.

#### **6.1.12 Project Cash Flow**

Please provide an estimate of the monthly cash flow (e.g., anticipated cost for wages) for the requested project expenses based on the Agreement Start and End Dates you provided

under Project Details.

### 6.1.13 Legal Signing Officers

Provide the appropriate signing officers for your organization. These signing officers must have legal signing authority for your organization.

Enter the number of legal signing officers based on how many and what combination of persons' signatures are required on a legal document.

### 6.1.14 Supporting Documentation

The following sections outline the list of mandatory documents for your application and how to add additional documents.

#### 6.1.14.1 Mandatory Documents

The table below outlines the mandatory documents that organizations are required to submit with their application as part of the review and assessment of your proposal.

Document	Content
<b>Workplan</b>	Provide a breakdown of tasks for each activity for each week over the course of the project, outline persons responsible for those tasks, and the length of time it will take to complete each task.
<b>Job Description</b>	Attach a description of the position.
<b>Annual General Meeting Minutes</b>	A copy of the minutes of your most recent Annual General Meeting (AGM) and the financial report tabled at that meeting.
<b>Letter of Support</b>	Project Proposal Letters of Support from Contributing Partners, where appropriate.
<b>Itemized Budget Template</b>	<p>Please include the budget details on the Itemized Budget Breakdown worksheet located at <a href="#">Proposal Budget Template</a>.</p> <p>Attach this worksheet with your application providing sufficient details and rationale for the requested funds for each cost item.</p>

To attach the documents, select a document type from the drop-down menu, click **Add** then attach the appropriate file from your computer's directory, and click **Save and Continue**.

#### 6.1.14.2 Additional Documentation

Organizations can provide additional documents in support of their application.

To attach documents, select document type from the drop-down menu, click **Add** then attach the appropriate file from your computer's directory, and click **Save and Continue**.

**Note:**



Each mandatory or additional document must have a unique filename. Individual files cannot exceed **1MB**, or LaMPSS will generate an error message. **The overall submission, including all attachments, cannot exceed 5MB.**

#### 6.1.15 Application Summary and Submission

Once you have completed the online application, employers can view the View/Download summary button to view or download the application.

If you have completed the application, including the attachment of all required documentation, click the **Submit** button and the application is then submitted to the department for review.

#### NOTE:

Once you have submitted the application, the following messages **may** appear:



All errors must be corrected before submission can occur.



Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

Once submitted, a message will appear to confirm submission was successful and will provide you with a six-digit agreement number. This number will enable you to check on the status of your application in LaMPSS.

Employers can check the status of their application by logging into [LaMPSS](#). Click on **Organization Home** on the left menu bar. There you will see a list of agreements for your organization. Click on the blue hyperlink (agreement number), this will bring you to the agreement homepage where you can review details.

Should you require additional information, please e-mail [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

### 7.0 Job Creation Partnership Reporting Requirements

The requirements for Activity and Financial reports for the Job Creation Partnership program are outlined in your agreement contract. Reports should be completed online using LaMPSS. If you require a paper form, contact your Agreement Manager.

#### 7.1 Completing an Activity Report

This section provides supporting information that you will need to complete the Activity Report.

**Organization Information** - this section is for information purposes only and no action is required.

**Agreement Detail** – this section is for information purposes only and no action is required.

<b>Agreement Title</b>	Agreement Title is pre-populated, no action required
<b>Activity Start Date</b>	Activity Start Date is pre-populated, no action required
<b>Activity End Date</b>	Activity End Date is pre-populated, no action required

### 7.1.1 Agreement Activity Update

The table below outlines the reporting requirements for the eligible activity for the JCP program.

<b>Activity Type</b>	Activity Type is pre-populated with Work Experience, no action required
<b>Activity Start Date</b>	Activity Start Date is pre-populated, no action required
<b>Activity End Date</b>	Activity End Date is pre-populated, no action required
<b>Location</b>	Location is pre-populated, no action required
<b>Activity Description</b>	Activity Description is pre-populated, no action required
<b>Expected Results</b>	Expected Results is pre-populated, no action required
<b>Reporting Requirements</b>	Reporting Requirements is pre-populated, no action required
<b>Update/Status this period</b>	Describe the activities that the student has been involved with and indicate whether or not they are still employed with your organization.
<b>Update Actuals</b>	Enter the number of <b>new</b> participants hired during this reporting this period. Do not include any students reported on previous activity reports.

### 7.1.2 Participants

Please provide an update on new project participants for this reporting period.

### 7.1.3 Supporting Documentation

#### 7.1.3.1 Mandatory Documents

Mandatory documents are not required for the submission of your activity reports.

#### 7.1.3.2 Additional Documents

If you would like to provide additional documents in support of your activity report, select the type of document from the drop-down menu and click **Add** to select and attach the appropriate file from your computer's directory. Click **Save and Continue**.

### 7.1.4 Reporting Notes

Provide any additional information for this reporting period.

### 7.1.5 Summary and Submission

Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on the Summary and Submission page if your activity report is complete.

#### NOTE:

Once the activity report is submitted, the following messages may appear:



All errors must be corrected before submission can occur.



Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section List** hyperlink.

## 7.2 Completing a Financial Report

This section provides supporting information required to complete the Financial Report.

**Organization Information** - this section is for information purposes only and no action is required.

**Agreement Detail** – this section in the report is for information purposes only and no action is required.

<b>Agreement Title</b>	Agreement Title is pre-populated, no action required
<b>Agreement Start Date</b>	Agreement Start Date is pre-populated, no action required
<b>Agreement End Date</b>	Agreement End Date is pre-populated, no action required

### 7.2.1 Agreement Budget Update

Enter the expenditures that have been incurred for this reporting period

### 7.2.2 Project Cash Flow Update

Provide the actual costs for each eligible expense for this reporting period.

#### NOTE:

Once the Project Cash Flow is entered and saved, the following message **may** appear:

- ❗ Cash Flow amounts indicate that the project will be under or over budget. Please add a Reporting Note to clarify.

### 7.2.3 Reporting Notes

Provide any additional information for this reporting period.

### 7.2.4 Supporting Documentation

#### 7.2.4.1 Mandatory Documents

Mandatory documents are not required for the submission of your financial reports.

#### 7.2.4.2 Additional Documents

If you would like to provide additional documents in support of your activity report, select the type of document from the drop-down menu and click **Add** to select and attach the appropriate file from your computer's directory. Click **Save and Continue**.

### 7.2.5 Summary and Submission

Review all information carefully to ensure the required information has been provided.

To view or print a copy, click **View/Download Summary**.

Click **Submit** on if your financial report is complete.

**NOTE:** Once the financial report is submitted, the following messages may appear:



All errors must be corrected before submission can occur.



Warnings are for informational purposes and do not necessarily need to be corrected.

To add or change any of the information, return to the specific section by clicking on **Return to Section** List hyperlink.

## **8.0 User Technical Support**

Should you require assistance with using LaMPSS, please contact our Support Group by email at [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.