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# Wage Subsidy – Community Coordinator

## Program Guidelines

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Advanced Education and Skills  
Government of Newfoundland and Labrador

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## 1. Wage Subsidy – Community Coordinator Introduction

The Wage Subsidy – Community Coordinator Program provides funding to organizations to support the costs of a project designed to encourage employers to hire insured participants by offering incentives, such as temporary wage subsidies, to the employers.

## 2. Labour Market Programs Support System (LaMPSS)

The Wage Subsidy – Community Coordinator Program is administered by the Advanced Education and Skills Department using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is a common method for administering Labour Market Programs in Newfoundland and Labrador, focused on providing consistency in processes and improving services to labour market program agreement holders.

All organizations entering into an agreement for delivering Labour Market Programs in Newfoundland and Labrador must first be registered as a LaMPSS organization. This is a one-time registration process. If your organization has not previously registered with LaMPSS, you can obtain a LaMPSS registration form at [http://www.aes.gov.nl.ca/lmda/forms\\_and\\_resources.html](http://www.aes.gov.nl.ca/lmda/forms_and_resources.html).

In the spring of 2014, the functionality of LaMPSS will be expanded to provide organizations with self-serve capability, enabling you to apply for funding online for some labour market programs, as well as submitting required financial and activity reports online. Once available, we will provide you with user access enabling the ability to utilize the LaMPSS self-service capabilities.

Please read this entire Program Guidelines Document. The information contained in this Guide will become part of the contract/agreement with the Province of Newfoundland and Labrador for the delivery of Labour Market Programs.

## 3. Applying for Program Funding

### Applying Online

Once you are a registered LaMPSS user, you can apply for funding online using the self-serve capability. To apply online go to: [http://www.aes.gov.nl.ca/lampss\\_public/index.html](http://www.aes.gov.nl.ca/lampss_public/index.html)

### Applying Using a Paper Application Form

Please contact 1-800-563-6600 to obtain a paper application form.

Completed paper applications and any required additional documentation should be sent to your local Advanced Education and Skills office. Office locations can be found at:

[http://www.aes.gov.nl.ca/empservices/AES\\_Employment\\_Centres.pdf](http://www.aes.gov.nl.ca/empservices/AES_Employment_Centres.pdf)

### Completing an Application Form

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

### Organization Information

Enter the name and complete mailing address for your organization. If you are applying online, this information will be pre-populated.

## Project Details

Please provide the following:

<b>Project Title</b>	Provide a title specific to this project. For example: "Your Organization's Name – Wage Subsidy – Community Coordinator".
<b>Agreement Start Date</b>	Provide the proposed start date for project.
<b>Agreement End Date</b>	Provide the proposed end date for project.

## Past Agreements

Please provide information relating to past agreements. Include previous agreement number, if available.

## Project Description

This section is limited to ~300 words.

Proposals from organizations seeking funding to carry out community coordinator activities under the Wage Subsidy Community Coordinator program should:

- Demonstrate knowledge, ability and capacity to carry out the project;
- Demonstrate knowledge of the community and of client group needs;
- Identify how your organization's mandate is compatible with that of the objectives to be achieved;
- Demonstrate your organization has the skills needed to attain the stated objectives and goals;
- Demonstrate support from the community represented;
- Identify other sources of funding for the same activities;
- Ensure activities outlined do not duplicate an existing service;
- Identify partnerships established and potential cost sharing;
- How the project supports the AES business plan and its priorities;
- Needs of the community e.g. geographic/demographic/target groups/existing barriers, etc.
- Include participation targets
- Include a detailed budget breakdown for operating expenses and wage subsidy agreements to be managed.
- Include a Promotional strategy for employers and participants.
- Include a plan for ensuring employer and participant eligibility.

Attach a detailed project description / proposal to the application

You must include a detailed proposal with your application

## Agreement Contact

Provide the appropriate primary contact for your organization including the title and contact information. Please note that this contact should be an individual empowered to negotiate this agreement on behalf of your organization.

## Language Preference

Provide your language preference.

### Project Location(s)

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

### Participants

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

Enter the number of participants expected for each participant group. Include participants in all relevant participant groups (i.e. a participant may be part of more than one participant group).

### Project Activities

The table below outlines the required information for each eligible activity for the Wage Subsidy – Community Coordinator Program. This is the complete set of eligible activities.

On your Application Form provide the required information for the activities that you plan to deliver as part of your project.

<b>Work Experience</b>	
<b>Brief Description</b>	Administration of Wage Subsidy Agreements with Employers  Describe how you plan to deliver this activity as part of your project agreement. This should include information on the employers and individuals to be targeted, how the administration of agreements will occur and detail on the project budget.
<b>Expected Results</b>	You must indicate whom you will be targeting as participants and the number of wage subsidy agreements you plan on entering into.
<b>Where does this activity take place</b>	Identify the location for this activity.
<b>Expected number of Project Participants</b>	Leave this field blank
<b>Expected number who achieve employment</b>	Please provide the expected total number of clients that will achieve employment as a result of this activity.

### Project Budget

The following table outlines all of the eligible cost categories and items for Wage Subsidy Community Coordinator 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.

Please include the budget details on the Itemized Budget Breakdown worksheet located at: [http://www.aes.gov.nl.ca/lmda/forms\\_and\\_resources.html](http://www.aes.gov.nl.ca/lmda/forms_and_resources.html) . Attach this worksheet with your application providing sufficient details and rationale for requested funds to support the request for each cost item. HST should be calculated and included in each category.

Budget Category	Eligible Costs
<b>Program Delivery</b>	
<b>Salaries and Benefits</b>	
Salaries	
MERC	El, CPP and Vacation Pay -includes benefits; CPP, El, Vacation Pay based on wages and non-locked-in RRSP employer contributions where applicable, considering maximum yearly contributions.
Other HR Related	Includes health, dental, insurance premiums, pension (RRSP). NOTE: Maximum 50% employer contribution will be supported for such things as pensions and medical plans
Workers Compensation	Cost of Worker's Compensation Premiums for project staff
<b>Participant Program Delivery</b>	
<b>Participant</b>	
Wages	Funds to be reimbursed to employers for the subsidized wages
<b>Operational</b>	
<b>Standard</b>	
Professional Fees	Building maintenance, bookkeeping, equipment maintenance, security, required membership fees for staff, business license, permits, IT, snow removal and legal fees.
Honoraria	
Consulting Services	
Staff Training / Dev	
Equipment	Includes purchase, lease, repairs, rent of computers, fax machines, photocopiers, furniture, software including renewals, staff accommodation disability supports.
Equipment Repairs	
Facility Lease / Rent	
Facility Repairs	
Advertising and Promotion	Includes advertising, promotion, signage, brochures.
Office Supplies	Includes materials and supplies used to run the day to day operations of the project such as paper, pens, pencils, binders, subscriptions.
Resource materials	Materials required for the delivery of the project

Budget Category	Eligible Costs
Travel	Travel for staff directly delivering the project, includes transportation costs, taxi, kilometric charges, etc., as per staff travel claims. Due diligence must be demonstrated in reimbursing for overnight accommodations and costs associated with out-of-province travel. These must be negotiated with AES in advance. Provide details within the financial submission e.g., mileage rate, reason for travel, number of trips, accommodation and meals, etc. Mileage and meal allowances must not exceed provincial rates.
Insurance	Includes fire, theft, liability, accidental,
<b>Exceptional Costs</b>	The following costs may be eligible for reimbursement provided they are <b>directly related</b> to the successful operation of the project.
Capital Costs	Items that exceed \$1,000 including HST. Subject to negotiation on disposition of asset at agreement end.
Leasehold improvements	
Memberships	
Postage and Courier	
Banking Charges	
Legal fees	
Telephone / Fax / Internet	
Utilities	
Audit Costs	
Furniture	
Printing	
Conf Reg. / Attendance Fees	

### Project Cash Flow

A Cash Flow is required for all applications. The Cash Flow worksheet can be located at [http://www.aes.gov.nl.ca/lmda/forms\\_and\\_resources.html](http://www.aes.gov.nl.ca/lmda/forms_and_resources.html) . Please use this template to provide a monthly cash flow estimate of the requested project expenses. Attach the completed worksheet to your application.

### Legal Signing Officers

Provide the appropriate signing officers for this project as well as the legal signing requirements for your organization.



### Supporting Documentation

The table below outlines documents that must be included with the project application. Please attach these documents to your application form.

Document	Content
Itemized Budget Breakdown	Please include the budget details on the Itemized Budget Breakdown worksheet located at: <a href="http://www.aes.gov.nl.ca/lmda/forms_and_resources.html">http://www.aes.gov.nl.ca/lmda/forms_and_resources.html</a> .
Cash Flow	Please include a monthly cash flow details on the Cash Flow worksheet located at: <a href="http://www.aes.gov.nl.ca/lmda/forms_and_resources.html">http://www.aes.gov.nl.ca/lmda/forms_and_resources.html</a> .
Detail Project Description	Please include a detailed project description that includes Objectives, Activities, Targets and Expected Results

### Submitting Your Application

Once you have completed the application including the attachment of all required documentation, the application may be submitted to AES using the LaMPSS Self-Serve system.

In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

If you have completed the application form on paper, mail your completed application form and the required attachments to the local AES office. Office locations can be found at:  
[http://www.aes.gov.nl.ca/empservices/AES\\_Employment\\_Centres.pdf](http://www.aes.gov.nl.ca/empservices/AES_Employment_Centres.pdf)

## 4. Wage Subsidy – Community Coordinator Reporting Requirements

The requirements for Activity and Financial reports for your Labour Market Agreement for Wage Subsidy – Community Coordinator are outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

### Completing an Activity Report

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

### Project Activities

The table below outlines the information reporting requirements for each eligible activity for the Wage Subsidy – Community Coordinator Program. Provide this information for each activity in your Project Agreement.

Activity Type	Work Experience
Start Date	Enter the start date of this activity in your project.
End Date	Enter the end date of this activity in your project.
Activity Description	Enter the description of the activity in your project.
Update / Status this Period	Please provide a report on project activities and the number of new Wage Subsidy Agreements started for the reporting period.
Number of Project Participants	Please provide the number of clients that participated in this activity during this period, the total participants to date and the number of clients expected for the remainder of the project.
Number who achieved employment	Please provide the total number of clients that achieved employment as a result of this activity during this period, the total participants employed to date and the number of clients expected to gain employments as a result of this activity for the remainder of the project.
Activity costs incurred	Leave these fields blank.

### Participants

Enter the actual number of participants served during this reporting period across all activities, the actual to date and the expected for the remainder of the project.

Provide this information for each participant group. Include participants in all relevant participant groups. I.e. a participant may be part of more than one participant group.

### Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if AES requests specific supporting documents, attach them to your Activity Report.

### Reporting Notes

Provide any additional information for this reporting period.

### Completing a Financial Report

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

#### Project Costs

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

#### Project Cash Flow

Along with your Financial Report, please provide an updated cash flow estimate for the remainder of the agreement. The Cash Flow worksheet can be located at [http://www.aes.gov.nl.ca/lmda/forms\\_and\\_resources.html](http://www.aes.gov.nl.ca/lmda/forms_and_resources.html) . Please use this template to provide an updated monthly cash flow estimate for the remainder of the project. Attach the completed worksheet to your Financial Report.

### Supporting Documentation

There are no mandatory documents required; however if you have supporting documents, or if AES requests specific supporting documents, attach them to your Financial Report.

### Reporting Notes

Provide any additional information for this reporting period.

### Submitting Your Reports

Once you organization has finalized your reports, submit them using LaMPSS Self-serve.

Once you have completed the Activity and Financial reports they can be submitted to AES using the LaMPSS Self-Serve system.

Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your reports will be submitted.

If you have completed the Activity and Financial reports on paper, mail your completed reports to the local AES office. Office locations can be found at:

[http://www.aes.gov.nl.ca/empservices/AES\\_Employment\\_Centres.pdf](http://www.aes.gov.nl.ca/empservices/AES_Employment_Centres.pdf)

## 5. Wage Subsidy – Community Coordinator Program - Additional Terms & Conditions

In administering a project, the community coordinator is solely responsible for:

- implementing the project as set out in the Articles of Agreements and Schedules of the Agreement and in accordance with approved annual workplans;
- promoting its particular project activities in a community, making them known to employers and/or insured participants;
- collecting, tracking and reporting accountability data to AES;
- providing an independent financial audit on a yearly basis;
- making any and all payments and deductions required by law with respect to the staff employed to administer the project including those required for Canada Pension Plan, Employment Insurance, Workers' Compensation and income tax;
- ensuring fair access to assistance under the Project by applicants;
- establishing a review process that will provide applicants who are refused assistance and who think that the refusal was not justified, with an opportunity to have the decision of the Community Coordinator reviewed; and
- maintaining all appeal letters and decisions of evaluators on file and making them available for review upon request.

## 6. Contact Information

For any clarification or additional information, please contact your Agreement Manager directly or call 1-800-563-6600.

## 7. Definitions

Term	Definition
Project Overhead Costs	The majority of project funds should be used to directly assist participants; therefore, overhead costs should be kept to a minimum. As a guide, overhead costs would normally not be more than 25% or 30% of the total value of the agreement.
Capital Costs	Capital costs on a cost-shared basis can be provided where and to the extent that such costs are essential to the achievement of objectives.