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## Guide to Completing the 2011-12 Community Enhancement Employment Program Application

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**Note:**

- The information required for the CEEP application has changed this year. It is the responsibility of the sponsoring organization to review this application guide in detail.
- Project sponsors must include all necessary information on their application to ensure it can be effectively evaluated.
- As this program is not intended to fund roadside brush clearing, please ensure that such brush clearing is not included in the project description.
- If a project receives funding, the sponsor must also comply with all project administration requirements, detailed in the Project Administration Guidelines document available on the CEEP website:  
**[http://www.ma.gov.nl.ca/ma/emp\\_support/ceep.html](http://www.ma.gov.nl.ca/ma/emp_support/ceep.html)**

## **1. Program Overview**

The Community Enhancement Employment Program (CEEP) is a provincially-funded program that provides short-term employment. Workers in rural areas are employed by local governments or community organizations for up to 420 hours in order for them to become eligible for Employment Insurance benefits.

The Department provides funding for projects that contribute to tourism development, economic development, community/municipal infrastructure, and community services. The Department also encourages sponsors to develop projects that, through their work, provide skills development opportunities for workers and ongoing benefits to the region.

**As CEEP projects operate during the Fall and Winter months, sponsors are strongly encouraged to submit proposals for projects that involve indoor work to avoid having individuals work outside in bad weather conditions.**

## **2. Eligibility Requirements**

Each project must have a project sponsor. The sponsor is responsible for the overall administration of the project. Sponsors and workers must meet all program eligibility requirements in order to be considered for funding or employment.

### **2.A. Project Sponsors**

#### **2.A.1. Type of Organization**

Project sponsors must be local governments or established not-for-profit organizations. This includes towns, regional municipalities, Inuit community governments, local service districts, community or economic development organizations, and other not-for-profit organizations.

#### **2.A.2. Project Delivery**

Approved projects must be managed and delivered by sponsors, not contractors. A representative of the project sponsor must be available to monitor the general progress of the project and manage the project administration (e.g. payroll, project final reports). This does not have to be a full-time position and may be performed by a volunteer.

Sponsors who received funding in prior Community Enhancement Employment Programs and did not comply with all of the program requirements may not be eligible for funding or, if approved for funding, may have additional reporting and/or monitoring requirements.

### **2.B. Eligible Projects**

The Department funds projects that contribute to tourism development, economic development, community/municipal infrastructure, and community services.

**Please note that projects are funded for delivery in the fall and winter of the year and generally do not start before October 1<sup>st</sup>. Project sponsors should ensure that they will be able to successfully complete their work during this timeframe and are strongly encouraged to submit projects that are not weather-dependent.**

Relevant projects could include, but are not limited to:

- **Tourism Development/Economic Development:** infrastructure development (e.g., improvements to museums, arts facilities, libraries, heritage sites, tourist trails), agriculture development, etc.

- **Community/Municipal Infrastructure:** buildings/facilities owned by local governments or community organizations such as town halls, fire halls, community centres, or recreational facilities (e.g., sports facilities, fields, parks, playgrounds, recreational trails or bike paths).
- **Community Services:** Supports for municipal government or established not-for-profit groups including:
  - Assistance with general administration (e.g., office administration for town office)
  - Assistance for tourism/cultural-related services (e.g., museum interpretation, cataloguing, costume design, tourism research)
  - Recreation services (e.g., recreation centre staff, seniors' centre staff)
  - Cultural product development (e.g., craft development)
  - Other operational activities

If your organization has any concerns related to the potential eligibility of proposed project activities, please contact the Employment Support Programs Division in advance of the application deadline to discuss your plans. See Section 6 for contact details.

### 2.B.1. Additional Project Information

- **Funding Amounts:** The annual budget for the CEEP is \$4.5 million, from which the Department typically funds approximately 250 to 300 projects per year. Sponsors should consider the amount of funding they are requesting to ensure it is realistic given the overall provincial funding available through the program.
- **Trail Development:** If your project includes trail development or maintenance, ensure you review the Trail Guidelines Information Sheet from the Department of Tourism, Recreation and Culture, available on the CEEP Website: [http://www.ma.gov.nl.ca/ma/emp\\_support/ceep.html](http://www.ma.gov.nl.ca/ma/emp_support/ceep.html)
- **Collective Agreements:** If project sponsors have a collective agreement with other employees in their organization, they should ensure that the bargaining unit does not consider the project to be in conflict with bargaining unit work.
- **Workers' Compensation:** The Workplace Health, Safety and Compensation Act requires all employers performing work in Newfoundland and Labrador to register with the Commission and pay assessments based on their workers' earnings. All sponsors are responsible for making and arranging these payments. The WHSCC rate for 2011 is 2.63% for government sponsored projects.
- **Liability Insurance:** Any liability arising from this employment shall be the sole and absolute responsibility of the project sponsor. The Division recommends that the sponsor obtain general liability insurance coverage for any damages to third parties or their property.

### 2.C. Eligible Workers

#### 2.C.1. EI Eligibility

All workers hired for the project must be unemployed and not have been successful in getting enough insurable hours to qualify for Employment Insurance (EI) benefits during the current year. Workers must be eligible for EI benefits after project employment and cannot receive more than 420 hours of project employment. Individuals requiring more than 420 hours of project employment for EI eligibility cannot be hired.

Project sponsors are to offer equal opportunity employment and should welcome applications from all eligible candidates. Applications should be considered without discrimination in relation to any areas protected in the Newfoundland and Labrador Human Rights Act including, for example, age, sex, marital

status, disability, etc. Candidates who have support workers must be considered for employment together with all other eligible applicants.

Individuals currently receiving EI benefits and who are within the last nine weeks of their current claim are eligible. However, they should contact Service Canada regarding the interruption of their claim.

All workers are required to sign an employee declaration at the **beginning of the project** declaring the number of hours of employment they require for EI eligibility. The sponsor **must** then submit the employee declaration **immediately** to the division.

### **2.C.2. Hours of Employment**

Individuals may be employed on a project for a maximum of 420 hours less any insurable hours of employment they have already earned during the current year for the purpose of establishing Employment Insurance Benefits.

**Example:** If a worker has had 120 hours of other employment this year, they would only be eligible for 300 hours of project employment.

## **3. Application Requirements**

Organizations must complete the CEEP Application Form and fax or mail it to the Department by **July 29, 2011**. Explanatory text is provided below for each part of the application.

Please note that Sections B3 – B7 of the application deal specifically with the factors the Department uses to assess applications. Sponsors should take care to provide sufficient detail on each factor to permit evaluation of the application. You may attach additional information if necessary.

As this program is not intended to fund roadside brush clearing, please ensure that roadside brush clearing is not included in the project description.

### **A. Applicant Information**

#### **A.1. Name of Sponsoring Organization**

- Provide the legal name of the organization that will act as the project sponsor.

#### **A.2. Street Address or Post Office Box**

- Street Address or Post Office Box of mailing address of the organization.

#### **A.3. Town**

- Town of mailing address of the organization.

#### **A.4. Postal Code**

- Postal code of mailing address of the organization.

#### **A.5. Telephone Number (Organization)**

- Telephone number of the organization.

#### **A.6. Fax Number**

- Fax number of the organization. If you do not have a fax, please indicate 'Not Applicable'.

**A.7. E-mail Address**

- E-mail address for electronic correspondence. If the organization and its staff do not have e-mail addresses, please indicate 'Not Applicable'.

**A.8. Name and Title of Primary Contact Person**

- Name of the primary contact person for the application.
- Indicate the person's title/role within the organization.

**A.9. Telephone Number (Primary Contact Person)**

- Include a telephone number for the primary contact person where he or she may be reached during regular business hours (8:30 am to 4:30 pm, Monday to Friday). This may be different from the organization's telephone number.

**A.10. Name and Title of Alternate Contact Person**

- In some instances, Departmental staff may be unable to reach the primary contact person. Therefore, contact information for an alternate contact person is required.
- Indicate the person's name and title/role within the organization.

**A.11. Telephone Number (Alternate Contact Person)**

- Include a telephone number for the alternate contact person where he or she may be reached during regular business hours (8:30 am to 4:30 pm, Monday to Friday). This may be different from the organization's telephone number.

**A.12. Provincial District**

- The provincial electoral district for your organization.

**A.13. Type of Organization**

- Indicate which type best fits your organization.
- Please provide Incorporation Number for your organization where indicated.

**A.14. Registered Charity**

- Select yes or no to indicate if your organization is a registered charity with the Canada Revenue Agency
- Please provide your Registered Charity number in the box provided.

**A.15. Canada Revenue Agency (CRA) Business Number**

- Please provide the registered business number for your organization.

**A.16. Signing Authority**

- Please provide names and title of at least two (2) people with signing authority for your organization.

**A.17. Volunteers and Paid Staff**

- Please provide the number of volunteers, full-time staff and part-time staff involved with your organization.

## **B. Project Information**

### **B.1. Project Title**

- A brief description of the project (e.g., Town Hall Upgrading; Park Development; Museum Interpretation; Heritage Property Accessibility Ramp; Community Craft Development; Historic Site Restoration).

### **B.2. Project Community**

- Community where the project will be completed.
- If the project will take place in multiple communities, please list all of them.
- If the project does not take place in a community, provide details of the physical location in relation to the nearby communities (e.g., snowmobile trail between Community A and Community B).

### **B.3. Project Description**

#### **B3a: Project Description**

- The Department is seeking applications for projects that contribute directly to economic development, tourism development, community / municipal infrastructure, or community services.
- Provide details of the activities your organization plans to undertake if the Department provides project funding.
- Describe the objectives and expected results of the project.
- Where applicable, describe plans for maintaining the results of the project on a long-term basis.
- As this program is not intended to fund roadside brush clearing, please ensure that roadside brush clearing is not included in the project description.

#### **B3b: Working Conditions**

- In consideration of weather conditions possible during the fall and winter months, the Department is seeking applications that are not hampered by bad weather conditions.
- If the scope of work for your project includes outdoor activities, outline plans for alternate indoor work assignments in the event of bad weather.

**Regional Development:** The Department encourages the development of projects that support regional economic development. If project sponsors have a project that is regional in nature and meets the employment needs of a group of communities, they should provide details in this section of the application.

### **B.4. Skills Development Opportunities**

- The Department encourages projects that will provide workers with the opportunity to learn or enhance skills that are transferable to the regular labour market.
- Describe any skills that will be learned or enhanced during the project (e.g., basic carpentry techniques, museum cataloguing techniques, craft development skills).

### **B.5. Involving Women and Older Workers**

- Sponsors are expected to employ both women and men, and past experience indicates that many project workers are women or older workers (aged 55 or older).
- Your application should outline practical actions the sponsor will take to enable women and/or older workers to actively and meaningfully participate in the project. This includes measures to reduce gender bias in filling wage-premium positions (See Section C.1. for more information on wage premium positions). The application should include more detail than simply indicating that the sponsor

will hire both men and women or that the sponsor is an equal-opportunity employer. The application should indicate specific actions to support those statements.

- Special measures to reduce gender bias in filling wage-premium positions may include having projects that include the need for specialized skills that are not in traditionally male-dominated occupations, or ensuring that both men and women are considered for supervisory roles.
- Other special measures to support the involvement of women and older workers might include, for example, providing orientation training for various types of equipment used on the project, ensuring heavy lifting is divided into small loads and lifted by multiple workers, and ensuring that workers have a harassment-free workplace.
- Project sponsors should also be aware that Occupational Health and Safety Regulations require employers (including project sponsors) to ensure there are appropriate washroom facilities for male and female workers. This can include, for example, access to municipal or other public facilities.

#### **B.6. Occupational Health and Safety (OHS)**

- The Department is seeking applications that include clear plans to manage potential Occupational Health and Safety concerns presented by the project's scope of work.
- Project sponsors should provide details about any OHS issues related to their project and outline a clear and practical plan to manage these issues.
- As employers, project sponsors must ensure that they comply with all occupational health and safety legislation.

#### **B.7. Environmental Impacts**

- If a project creates any potential environmental concerns, the application should outline a clear and practical plan to deal with those concerns.
- If a project will help correct previously existing environmental problems, the application should note this fact.
- Project sponsors must also indicate how waste from their project sites will be managed in an environmentally responsible manner.
- Project sponsors should contact the Department of Environment and Conservation if any planned project activities:
  - change any features of the natural environment,
  - take place near ecological reserves, wildlife, plants, protected areas, or provincial parks,
  - take place within 50 feet of a natural body of water, or
  - use substances like oil, gas or pesticides.
- The Department of Environment and Conservation's toll-free general inquiries number is 1.800.563.6181.

### **C. Project Costs**

The Department requires project sponsors to calculate the total funding requested for their project. Information on each line of the Project Costs section is detailed below.

#### **C.1. Wage Rates**

**Regular Wage Rate:** The regular wage rate paid by the Department under the program is the provincial minimum wage rate (\$10.00 per hour) in effect during the course of the project. If sponsors have additional funding from other sources, the sponsor has the discretion to pay higher wages; however, these additional costs will not be reimbursed by the Department.

**Specialized Wage Rate:** If specialized or skilled labour (e.g., supervisor, heritage specialist, electrician, carpenter, or plumber) is required for a project, a wage premium of up to an additional \$2.00 per hour may

be paid. Project sponsors must receive **prior** approval from the Department of Municipal Affairs before paying the specialized wage rate.

**Line A - Estimated Work Weeks and Hours at Regular Wage Rate**

Since the hours and weeks required by project workers will vary, the project sponsor should estimate the total number of work weeks at the regular wage rate required to complete the project. The number of work weeks is then multiplied by 40 hours per week to provide the estimated number of work hours for the project.

**Line B - Regular Direct Labour Cost**

- Line A multiplied by \$10.00.

**Line C - Estimated Work Weeks and Hours at Specialized Wage Rate**

- The project sponsor should estimate the total number of work weeks at the specialized wage rate required to complete the project. The number of work weeks is then multiplied by 40 hours per week to provide the estimated number of work hours for the project.
- Sponsors should provide details of their Specialized Wage Rate request as indicated below the specialized wage rate calculations (between Line D and Line E).

**Line D - Specialized Direct Labour Cost**

- Line C multiplied by \$12.00.

**Line E - Total Direct Labour Cost**

- Line B plus Line D.

**Line F – Mandatory Employment Related Costs (MERC)**

- Line E multiplied by 13 percent.
- Sponsors are able to claim MERC; i.e. CPP, EI, Vacation Pay, WHSCC. These costs are estimated at 13 percent. However, sponsors will only be reimbursed for actual MERC incurred during the project.

**Line G - Total Labour Cost**

- Line E plus Line F.

**Line H – Maximum Materials Cost**

- Line G multiplied by 25 percent.
- Sponsors are permitted to claim a maximum of 25% of ACTUAL total labour costs (including MERC – Mandatory Employment-Related Costs) for materials expenses. Invoices, receipts and/or other supporting documentation are required for all materials costs related to the project and will be reviewed for eligibility.

**Line I – Administration Cost**

- Line G multiplied by 10 percent.
- Sponsors will receive 10 percent of ACTUAL total labour costs for project administration.

**Line J – Total Funding Requested**

- Line G plus Line H plus Line I.

#### **4. Application Approval Process**

If a project is approved for funding, the project sponsor will receive a letter outlining the terms of funding. This letter of offer must be signed by the project sponsor and faxed to the Employment Support Programs Division. Once this is received by the Division, the initial 75 percent advance of project funding will be processed and the sponsor will receive the funding within 10 to 14 business days.

If the project is approved for a lesser amount than originally requested, the project sponsor will be required to complete a Project Amendment form, as well as sign and return the Letter of Offer for the revised funding amount. Project funding is contingent upon review and acceptance by the Department of the information provided in the Project Amendment form.

Projects must start within 30 days after the letter of offer has been received by the Department. If the project has not started within 30 days, the project may be CANCELLED at the Department's discretion. Project sponsors will be contacted by phone by the Employment Support Division approximately 30 days after the letter of offer is received to ensure that the project has started.

All projects must be completed by March 9, 2012.

#### **5. Application Submission Process**

Applications can be submitted by mail or fax and the **application deadline is July 29, 2011**. Further information is available through the Department's website at [http://www.ma.gov.nl.ca/ma/emp\\_support/ceep.html](http://www.ma.gov.nl.ca/ma/emp_support/ceep.html) or by calling 1.866.508.5500 (toll-free).

##### **Contact Information:**

Employment Support Programs Division  
Department of Municipal Affairs  
Government of Newfoundland and Labrador  
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St. John's, NL A1B 4J6

Fax: 709.729.2019

1.866.508.5500 (toll-free)