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## Guide to Completing the 2018-19 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 and to comply with all project administration guidelines.** If a sponsor does not comply with these guidelines, they may be issued a non-compliance letter from the Department of Municipal Affairs and Environment. Please note that non-compliance issues may jeopardize a portion of the final release payment and potentially loss of eligibility for future funding
- 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.mae.gov.nl.ca/emp\\_support/ceep.html](http://www.mae.gov.nl.ca/emp_support/ceep.html)

## **Program Overview**

The Community Enhancement Employment Program (CEEP) is a provincially-funded program that provides short-term employment. Individuals in rural areas are employed by local governments or community organizations for up to 400 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 individuals 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.**

### **1. Eligibility Requirements**

Each project must have a project sponsor. Sponsors are responsible for the overall administration of the project and must understand the program criteria and their specific roles and responsibilities. Sponsors and individuals must meet all program eligibility requirements in order to be considered for funding or employment.

#### **1.A. Project Sponsors**

##### **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.

##### **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. This individual cannot be a worker on the project.

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, monitoring requirements, and/or penalties.

#### **1.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 and generally do not start before October 1<sup>st</sup>. Project sponsors should ensure 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:

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

If your organization has any concerns related to the potential eligibility of proposed project activities, please contact Employment Support at 1.866.508.5500 in advance of the application deadline.

### Additional Project Information

- **Funding Amounts:** The annual budget for the CEEP is \$4.9 million, from which the Department typically funds approximately 200 to 250 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 and/or maintenance, ensure you review the Trail Guidelines Information Sheet from the Department of Tourism, Culture, Industry and Innovation, available on the CEEP Website:  
[http://www.mae.gov.nl.ca/emp\\_support/ceep.html](http://www.mae.gov.nl.ca/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

- **Workplace NL:** As an employer, the project sponsor must register with WorkplaceNL, pay the appropriate assessment rate and submit a copy of the WorkplaceNL statement or invoice with their Final Report. All sponsors are responsible for making and arranging these payments. **All Provincial Government Funded Projects must register under the Newfoundland Industry Classification (NIC) Code of 8275 – Provincial Government Funded Projects.** Contact WorkplaceNL @ 1-800-563-9000 or 778-1291 for more information. **Please ensure CEEP projects are registered with WorkplaceNL under NIC Code of 8275.** The WHSCC rate for 2018 is 1.99%.
- **Liability Insurance:** Any liability arising from this employment shall be the sole and absolute responsibility of the project sponsor. The Department recommends that the sponsor obtain general liability insurance coverage for any damages to third parties or their property.

## 1.C. Eligible Workers

### EI Eligibility

All Individuals hired for the project **must be unemployed (casual, part-time, and call-in applicants are not eligible)**, and not have been successful in securing enough insurable hours to qualify for Employment Insurance (EI) benefits during the current year. NOTE, workers must be eligible for EI benefits after project employment and cannot receive more than 400 hours of project employment. Individuals requiring more than 400 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, provided they require 400 hours or less of project employment toward their new claim (individuals requiring more than 400 hours of project employment for EI eligibility cannot be hired). These individuals should contact Service Canada regarding the interruption of their claim.

Individuals must be laid off for a period of 14 calendar days if they are being hired on a CEEP project by the same sponsor.

To be considered for employment, applicants are required to submit to the sponsor their Record of Employment from their previous employer(s). The Record of Employment(s) and the completed Employee Declaration Form must be submitted to the Department **seven calendar days prior to the individual starting work on the project**. The Department will notify the sponsor in writing whether or not the individual is eligible to participate in the CEEP project. Sponsors cannot hire individuals without written Departmental approval. Labour costs incurred prior to receiving written Departmental approval will not be reimbursed.

### Hours of Employment

Individuals may be employed on a project for a maximum of 400 hours. Insurable hours of employment already worked during the current year for the purpose of establishing Employment Insurance benefits are to be deducted from the 420 hours required for EI eligibility.

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

Individuals cannot combine previous years CEEP hours with current CEEP hours for EI eligibility.

## 2. Application Requirements

Organizations must complete the CEEP Application form and fax, e-mail or mail it to the Department by **July 27, 2018**. Explanatory text is provided below for sections B and C of the application.

**Please note:** Sections B.3 – B.8 of the application deal specifically with the factors the Department uses to assess applications. Sponsors should allow adequate time and should take particular 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.*

## **B. Project Information**

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

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

### **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**

- The Department is seeking applications for projects that contribute directly to economic development, tourism development, community/municipal infrastructure, or community services.
- The Department encourages the development of projects that support regional economic development. If sponsors have a project that is regional in nature and meets the employment needs of a group of communities, details should be provided in this section.
- Provide details of each activity your organization plans to undertake, including the specific location.
- 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.
- Summarize what you want to do clearly and concisely.
- Avoid using general terms such as routine maintenance, repairs, upgrades and “etc.”
- List the materials and site that the workers will require to perform the project activities.

### **B.4 Working Conditions**

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

### **B.5 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.6 Involving Women and Older Workers**

- Sponsors are expected to employ both women and men; past experience indicates that many project workers are women or older workers (aged 55 or older).
- Sponsors are required to indicate the following:
  - a) Whether or not all workers will be equally considered for supervisory roles and wage premium positions. Special measures to reduce gender bias in filling wage premium positions include such things as; having projects that include the need for specialized skills that are not in traditionally male dominated occupations and ensuring that both men and women are considered for supervisory roles.
  - b) Whether or not workers will have access to separate male and female washrooms. Occupational Health and Safety Regulations require employers, including project sponsors, to ensure there are appropriate washroom facilities for both male and female workers. This can include, for example access to municipal or other public facilities.
  - c) Whether or not orientation training/respectful workplace training will be provided to workers.

## **B.7 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.8 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 an existing environmental problem, this should be noted.
- Project sponsors must also indicate how waste from their project sites will be managed in an environmentally responsible manner. For additional information, sponsors may contact the Multi Materials Stewardship Board toll free at 1.800.901.6672.
- Project sponsors should contact the Department of Municipal Affairs and Environment (1.800.563.6181) 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 hazardous substances such as pesticides.

### ***Project Costs***

The Department requires project sponsors to calculate the total funding requested for their project. The Department supports only that funding which is necessary for the project workers to carry out the project activities. Information on each line of the Project Costs section is detailed below.

### **Wage Rates**

**Regular Wage Rate:** The regular wage rate paid by the Department under the program is the provincial minimum wage rate (\$11.15 / hour). 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, 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** written approval from the Department of Municipal Affairs and Environment before paying the specialized wage rate. To qualify for supervisor only rate there must be at least 6 workers employed on the project. The rate paid for a supervisor must be adjusted if at any point during the project the amount of hired workers reduces and does not meet the qualifying requirements. Limit of one specialized position per project.

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

- Since the hours required by project workers will vary, the project sponsor should estimate the total number of work hours at the regular wage rate required to complete the project.

**Line B - Regular Direct Labour Cost**

- Line A multiplied by the minimum wage rate

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

- The project sponsor should estimate the total number of work hours at the specialized wage rate required to complete the project.
- Sponsors should provide details of their Specialized Wage Rate request in the space below Line D.

**Line D - Specialized Direct Labour Cost**

- Line C multiplied by the minimum wage rate plus \$2.00

**Line E - Total Direct Labour Cost**

- Line B plus Line D.

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

- Line E multiplied by 14 percent (%).
- Sponsors are able to claim MERC; i.e. CPP, EI, Vacation Pay, WorkplaceNL Rate. These costs are estimated at 14%. 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 (Total Labour Cost) multiplied by 25 percent (%).
- Sponsors are permitted to claim a maximum of 25% of total eligible labour costs (including MERC) for materials expenses. Official invoices, receipts and/or other supporting documentation are required for all materials costs related to the project. These documents will be reviewed for eligibility.

**Line I – Administration Cost**

- Line G (Total Labour Cost) multiplied by 10 percent (%).
- Sponsors will receive 10% of total eligible labour costs for project administration.

**Line J – Total Funding Requested**

- Line G (Total Labour Cost) plus Line H plus Line I.

### **3. Application Approval Process**

If a project is approved for funding, the project sponsor will receive a letter outlining the terms of funding. This Offer of Funding must be signed by the project sponsor and sent back to Employment Support via fax at 709.729.2019 or e-mail at [employmentsupport@gov.nl.ca](mailto:employmentsupport@gov.nl.ca). Once this is received by Employment Support, the initial 75 percent advance of project funding will be processed and the sponsor will receive the funding within 10 to 14 business days.

***Please note:** delays in your initial payment will occur if you have not provided a valid Business Number from Canada Revenue Agency (CRA), you are “not in good standing” with the Registry of Companies, and/or you have not arranged direct deposit with the provincial Department of Finance.*

The contact information for these agencies is:

- Canada Revenue Agency - 1.800.959.5525
- Registry of Companies - 709.729.3317
- Department of Finance - 1.888.729.6199

If the project is approved for an amount other than originally requested, the project sponsor will be required to complete an Application Amendment form, as well as sign and return the Offer of Funding for the revised funding amount. Project funding is contingent upon the Department’s review and acceptance of the information provided in the Application Amendment form.

Projects must start within 30 calendar days after the approval letter has been signed by the Department. If the project has not started within 30 calendar days, the project may be CANCELLED at the Department’s discretion.

**All projects must be completed by March 8, 2019.**

### **4. Application Submission Process**

The **deadline for applications is July 27, 2018**, and can be submitted by mail, e-mail or fax to Employment Support (see Contact Information below).

Further information is available through the Department’s website at [http://www.mae.gov.nl.ca/emp\\_support/ceep.html](http://www.mae.gov.nl.ca/emp_support/ceep.html) or by calling 1.866.508.5500 (toll-free).

#### **Contact Information:**

Employment Support  
Department of Municipal Affairs and Environment  
4<sup>th</sup> Floor, West Block  
Confederation Building  
P.O. Box 8700  
St. John’s, NL A1B 4J6

**E-mail:** [employmentsupport@gov.nl.ca](mailto:employmentsupport@gov.nl.ca)  
**Fax:** 709.729.2019  
**Toll Free:** 1.866.508.5500