Aboriginal Community Based Training Partnerships (ACBTP) 2017/18 Call for Proposals Teleconference - Questions and Answers February 22, 2017

TIMELINE AND APPLICATION PROCESS

1. **Qu:** When will final decisions be made as to which proposals will be funded?

   Answer: Proposals will be evaluated between the close of the call for proposals (May 24, 2017) and September 2017. Successful proponents will be notified at that time.

2. **Qu:** How is the Ministry ensuring equity of access?

   Answer: All proposals received on or before the May 24, 2017 deadline will be reviewed according to the criteria set out in the Application Guide.

3. **Qu:** Does the 25-page limit for proposal length include things like the labour market information, support letters, budget, etc.?

   Answer: No. The 25-page limit is for the Proposal Form only.

4. **Qu:** Will there be a new Call for Proposals in 2019?

   Answer: The Canada-BC Jobs Fund agreement runs until 2020, which is the end of the current Call for Proposals funding period. Any future iterations of the ACBTP program are subject to a new or extended funding agreement between the Province of British Columbia and the Federal Government.

QUALIFICATION UNDER THE 2017/18 ACBTP

5. **Qu:** Are there opportunities to train educators through ACBTP programs?

   Answer: The Ministry requires proponents to identify programs that lead to a credential or credit from a public post-secondary institution and align with the local labour market. It does not place restrictions on the nature of the training.

6. **Qu:** Does Continuing Education count as a credential if it is offered through a public post-secondary institution?

   Answer: No. The training offered through ACBTP must lead to a longer-term credential, credits which are transferable to a credential program (e.g. diploma, certificate, and degree programs), or an Adult Dogwood.

7. **Qu:** Do pilot programs which do not presently offer a recognized credential but will do so by the program's end qualify under the credential criteria?

   Answer: ACBTP proposals for education or training for specific occupations must be accompanied by a letter from the public post-secondary institution confirming past success in delivering this program.

8. **Qu:** Does the proposal need to articulate the transferability of a credential? For example, does the credential need to be transferable to other public post-secondary institutions, or only the partner institution?

   Answer: So long as the credential is recognized by the partnering public post-secondary institution or transferrable within that institution, it does not need to be transferable to other institutions.

9. **Qu:** Could a modified program combine a trade, such as carpentry, with a cultural component, such as Aboriginal art?

   Answer: The Ministry requires proponents to identify programs that lead to a credential or credit from a public post-secondary institution and align with the local labour market. It does not place restrictions on the nature of the training.

10. **Qu:** Could a program include a phase of pre-requisites followed by a phase of core content which is recognized as providing or leading to a post-secondary credential or Adult Dogwood?

    Answer: Yes, many past programs have used this model.

11. **Qu:** Can an AVED participant be employed full time/seasonal?

    Answer: Yes, but an AVED participant will have to be an Aboriginal person as per page 18 of the Application Guide.

PROGRAM STRUCTURE/PROGRAM ASSESSMENT

12. **Qu:** Is there is a limit to the number of proposals that can be submitted per institution?

    Answer: There is no limit to the number of proposals, provided each one follows the Application Guide. The Ministry will consider regional distribution and duplication with other programming in its decisions.

13. Qu: If multiple proposals are received from stakeholders in a single territory or region, how are assessments of these proposals prioritized?

Answer: Proposals are individually assessed primarily on their strength according to the criteria set out in the Application Guide (see page 13). However, as indicated, the Ministry will consider regional distribution and duplication with other programming in its decisions.

14. Qu: Is ACBTP funding allocated or prioritized by region?

Answer: No, although proposals are given extra points if they plan to serve communities which are located far away from their nearest public post-secondary institution (see Application Guide, page 13).

15. Qu: Can a single proposal include a program planned for and delivered in multiple communities?

Answer: Yes, this has been done successfully in the past. However, the Ministry would anticipate that these communities would be located within the same Development Region and within close proximity to one another.

16. Can programs run the full two years but contain multiple cohorts on shorter program lengths?

Answer: Yes. On one proposal, the same program can be offered across multiple cohorts. If a separate stand-alone program is delivered to a second cohort, a separate proposal is required.

17. Qu: Do communities need to submit multiple proposals for "phased" programs, where the same cohort is delivered two separate pieces of a larger program? For example, a program which contains adult upgrading as the first phase and specialized content as a second phase.

Answer: Proposed programs can contain multiple phases for the same cohort.

18. Qu: Is there a requirement for a minimum number of participants?

Answer: There is no minimum or maximum in terms of the number of participants. One of the criteria the Ministry will assess programs on is the total cost to student ratio. Programs with fewer participants typically have a higher cost-to student ratio.

19. Qu: If the program content provider lacks the capacity or the expertise to provide cultural components, can proposals include a second partnership to provide it?

Answer: The primary partnership agreement should be between the public post-secondary institution and the Aboriginal community. However, a third party could be contracted for components of the program.

20. Qu: If a Post-Secondary program is currently under development and not yet approved (but highly likely to be approved), can pre-requisites for that program be included in an ACBTP proposal?

Answer: Institutions will need to confirm information related to the success of their ACBTP proposal at the time of submission. ACBTP proposals for education or training for specific occupations must be accompanied by a letter from the public post-secondary institution confirming past success in delivering this program.

21. Qu: Given the long recruitment phase, partnerships may not know how many Employment Services and Supports (ESS) and AVED participants they will have. Does the Ministry require any particular evidence to support the anticipated ratio?

Answer: The Ministry expects that through the recruitment process and community engagement that the partnerships would be able to develop estimated enrolment targets for both ESS and AVED participants.

22. Qu: If a program gets fewer participants than anticipated, or a different ratio of participants, is that an issue?

Answer: 80% of ACBTP program funding is for ESS participants and 20% is for AVED participants (see page 5 of the Application Guide). If the program recruits fewer participants than anticipated, or a different ratio of participants, then this could result in reductions to the program budget and/or cohort/program cancellation.

23. Qu: Will the proposals be adjudicated against other proposals received? Would a proposal stand less chances of being accepted if it is with a community that another PSI also wishes to partner with?

Answer: Proposals are not adjudicated against other proposals; a proposal would not be penalized if it involved a community that is seeking to partner with another PSI on a different ACBTP proposal. We will base funding decisions on the quality of the proposal as determined by the assessment process, although we will take into consideration duplication with other federal and provincial programming, as well as distribution across communities and regions.

24. Qu: Would a program that doesn't currently have a recognized credential or the opportunity for credit with either the ITA or a public post-secondary institution qualify under ACBTP?

Answer: No. As indicated on page 2 of the Application Guide, programs must have graduates receive either a recognized credential, or credit towards further study at a public post-secondary institution.

25. **Qu:** Is there preference given to Mining, Technology, or Liquefied Natural Gas (LNG) focussed programming?

    Answer: No. Proponents should conduct labour market research to determine what occupations are in demand in their region.

26. **Qu:** Could a language and culture themed program be submitted under the ACBTP?

    Answer: A language and culture themed program could be submitted if it will lead to a post-secondary credential or credit and meet local labour market demand.

27. **Qu:** If a majority of the proposed participants are not long-term unemployed, is this a suitable program? We have received much interest from young Aboriginal learners about potential future offerings who do not meet the definition of "ESS Participant," but who still face many barriers to education and employment. Will applications be considered that request a higher ratio of "AVED Participants?"

    Answer: ACBTP proposals are funded jointly through the ESS stream of the Canada-BC Job Fund Agreement and the Province of British Columbia, with approximately 80% of program funding though the ESS Stream. Participants funded under the ESS stream must be long-term unemployed (see page 5 of the Application Guide for further details). The Application Guide notes that proposals should aim for approximately 4 out of 5 of their participants to fall under this umbrella.

DEFINITIONS

28. **Qu:** How is "Aboriginal community" defined?

    Answer: Please note the definition on page 1 of the ACBTP Application Guide.

29. **Qu:** Do self-governing Aboriginal communities qualify under the "Aboriginal Community" definition?

    Answer: Yes.

30. **Qu:** Please clarify what is meant by "in-community delivery" as it applies to both on and off-reserve communities.

Answer: In the case of on-reserve Aboriginal communities, the program should be delivered within the territory of the Aboriginal community and in a facility within that community, as opposed to on-campus. In the case of urban communities, some flexibility exists, but the programs should **not** be delivered primarily at the public post-secondary institution.

31. Qu: In the case of Métis Nation BC as the community partner, what constitutes "in-community delivery?"

Answer: In this case the Métis charter community should be articulated in the proposal and the program delivery should occur in that community.

32. Qu: In one section of the guide, cultural components are mentioned. In another section, cultural supports are mentioned. Please differentiate between these two terms. Which of these are required for the proposal?

Answer: Cultural components are elements of the training which include or reflect cultural knowledge and practices, such as Indigenous ecological knowledge in an environmental course. Cultural supports are program elements indirectly related to the training which help learners to succeed, such as Elder supports. Ideally, both will be included in the proposal.

LABOUR MARKET

33. Qu: Labour Market criteria stress the desire for graduates to find full-time employment with an employer in the region. Is self-employment an option? What labour market information would need to be submitted for programs which train for typically self-employed occupations?

Answer: Any occupational based training must show it leads to a post-secondary credential or credit and meets local labour market demand, as outlined on page 15 of the Application Guide.

34. Qu: Do proposals need to include every type of example from the labour market information section on page 15 of the Application Guide?

Answer: Proposals for occupational programming should provide as much information related to the labour market information section on page 15 of the Application Guide as it is possible to give. The Ministry will consider alternate examples of Labour Market Demand not referenced.

35. Qu: How does the labour market information included in the proposals factor in the assessment process? For example, this information does not typically address the barriers that exist in rural and remote communities.

Answer: Labour market information can include job postings, letters from band officials, or any other evidence which demonstrates a need for qualified workers in a given region or community. The Ministry is open to seeing examples not explicitly mentioned in the Application Guide.

36. Qu: If the community itself needs the workers who will be trained as part of the program, how is this labour market information communicated in the application?

Answer: This information could be provided through a letter from the band or community administration.

37. Qu: Does labour market information need to be supplied for Adult Upgrading programming?

Answer: Labour market information applies only to occupation-specific training programs.

38. Qu: Some of our graduates relocate to urban centres to find work, or work short term on 'project based' activities. Would this qualify under the labour market criteria of the ACBTP?

Answer: Yes, if the proponent can demonstrate that their graduates will be able to find ongoing work in the region in which they are going to live.

PARTNERSHIPS

39. Qu: Can a public post-secondary institution partner with more than one community?

Answer: Yes. A public post-secondary institution can partner with multiple communities to deliver a single program via one proposal, or they can partner with additional communities to deliver separate programs via additional proposals. There is no fixed limit to the number of partnerships a community or public post-secondary institution can submit proposals for. However, the Ministry would anticipate that partnering communities would be located within the same Development Region and within close proximity to one another.

40. Qu: Are partnerships where one of the parties is out-of-province eligible?

Answer: No. Both the partnering communities and the public post-secondary institution must be located in B.C.

41. Qu: Do proponents need to use the nearest ASETS holder, or can others be used if they are deemed more suitable for the type of training on offer?

Answer: This decision can be made at the discretion of the partnering community and public post-secondary institution. If the nearest ASET holder is not a participant in the proposal, the Application guide (pg. 3) requires the proponent to provide an explanation for this approach.

42. Qu: Are standing partnership agreements valid in terms of submitting new proposals?

Answer: Yes, so long as the standing partnership covers the scope of the proposed program. This has been done in past years.

43. Qu: Can an ASETS agreement holder be the partner that submits a proposal?

Answer: No. The 2017/18 ACBTP Application Guide notes that the ACBTP Program requires that all proposals are jointly submitted by a B.C. Public Post-Secondary Institution and an Aboriginal Community – which does not include an organization like an ASETS whose primary purpose is to provide training.

The Ministry does encourage partnerships to include an ASETS holder as stated in the Application Guide.

44. Qu: Where a Partner is identified to deliver part of the program through a Partnership agreement (versus a subcontract), which entity is held accountable for the expenditures of the Partner?

Answer: The Ministry's contract will be with the public post-secondary institution – so the public post-secondary institution will be held accountable.

BUDGET

45. Qu: Why are so many things excluded from eligible participant costs, such as those which help with the concrete needs of participants? For example, lack of funds for childcare, rent, living allowances for students etc.

Answer: Section 3(b) of the Application Guide notes that participant support costs may be requested for extenuating circumstances only. While transportation and child care costs may be eligible in some cases and there is some flexibility for meal costs, other noted participant costs are deemed ineligible through the ESS stream in order to allow a limited budget to fund a greater number of programs overall. Federal funding may be available for on-reserve participants through Indigenous and Northern Affairs Canada (INAC) to cover some of the costs which are ineligible through the ACBTP program.

46. Qu: Paid Work experience – will this include wage subsidies whereby employers will be required to contribute?

Answer: As the Budget is limited, wage subsidies aren't typically a part of the ACBTP.

47. Can proposals make use of other federal funding sources?

Answer: The Ministry encourages applicants to seek external funding sources for their proposed programming.

48. Qu: Will there be a mechanism to deal with delays in first funding payments for getting programs ready in time to deliver in early 2018?

Answer: The Ministry has structured the process so that contracts should be finalized with an adequate amount of time for partnering institutions and communities to prepare for program delivery.

49. Qu: Is there a cost-per-participant benchmark that proposals should aim for?

Answer: No. There are a number of factors which constitute a program's overall cost which are variable such as the program type and program region. Given this variability, there is no target benchmark, since programs are not directly comparable.

50. Qu: With respect to eligible costs, would a community coordinator hired to manage the program fall under direct service delivery or administration costs?

Answer: Direct service delivery costs.

51. Qu: Can proponents add multiple line items to the budget template?

Answer: Yes. The Ministry asks that proponents do not alter column and section headings and ensure that all calculations are reviewed and correct prior to submission.

52. Qu: Can proponents change the composition of the 10% dedicated to administration costs as necessary?

Answer: Yes. If the costs associated with administration vary to the administration cost list provided in the budget template, the proponent can change their composition to match the program being proposed provided the administration costs follow the criteria of the 2017/18 ACBTP Application Guide and are a maximum of 10% of the total costs.

53. Qu: How soon will funding be provided once a contract is finalized?

Answer: ACBTP funding has typically been provided within weeks of finalizing the contract.

54. Qu: Is the public post-secondary institution responsible for all the financial tasks involved in the program?

Answer: Yes.

55. Qu: Are proponents allowed to sub-contract for services, e.g. instructors?

Answer: Yes.

56. Qu: How much detail needs to be in the budget for in-kind contributions?

Answer: Please provide as much detail as you reasonably can. Where possible, use dollar value or value-for-money.

57. Qu: How do the ACBTP funds get transferred? Does it go directly to the public post-secondary institution, or to the community?

Answer: The ACBTP funding would get transferred from the Ministry to the public post-secondary institution. It would be up to the public post-secondary institution and the community to negotiate whatever service agreements are necessary for any funding to flow from the public post-secondary institution to the community.

58. Qu: On the budget template, do in-kind contributions count towards the total requested by fiscal year?

Answer: No. These sections are tallied after the Program Total calculations.

59. Qu: Is there flexibility to accommodate honoraria for cultural knowledge keepers in the budget?

Answer: There are no strict guidelines for honoraria. The Ministry would be open to honoraria for cultural knowledge keepers as a budget item. This can be listed in the salaries section under direct service delivery costs.

60. Qu: Are there rate caps on salaries for traditional knowledge keepers?

Answer: The proponent determines the value of these services. However, as part of the proposal assessment process the Ministry will determine the reasonableness of such salaries.

MISCELANEOUS

61. Qu: What is the protocol for dealing with the Federal nation-to-nation policy?

Answer: Questions regarding the federal government's commitments regarding a nation-to-nation relationship with Indigenous Peoples should be directed to the Department of Indigenous and Northern Affairs Canada - see contact information under question #65 below.

62. Qu: Why is B.C. only contributing 20% of the ACBTP funding?

Answer: The funding for ACBTP comes from a negotiated agreement between the Province and the Federal Government.

63. Qu: Can partnering organizations negotiate with the government for exceptions with respect to social assistance? For example, keeping existing social assistance funding would be critical for some prospective learners to participate in the program as it allows them to pay rent.

Answer: Employment Assistance and Employment Assistance for Persons with Disabilities Regulation (and policy) applies to all clients. It is not negotiated by clients or by programs.

People who receive Income Assistance are **NOT** eligible for assistance when an adult in the family unit is a full-time student enrolled in one of the following:
- a funded program of studies
- an unfunded program of studies without the prior approval from ministry staff (this is typically the employment and assistance worker)

This restriction does not apply to:
- applicants or recipients of Disability Assistance and their dependants
- dependent children (less than 19 years of age - typically on their parents file)
- sole recipients in receipt of income assistance with dependent children or supported children approved for the Single Parent Employment Initiative through the Employment Program of BC (EPBC).

Part-time students may remain eligible for income assistance provided other eligibility requirements, including employment obligations (i.e. can continue to search for a job), are met.

Definitions:
Funded programs of study include:
- Post-secondary education that is eligible for Student Financial Assistance.

Unfunded programs of study include:

- high school completion
- Adult Basic Education (ABE) through the Adult Upgrading Grant (AUG)
- those whose training is under a federal or provincial government training program (for example, through the EPBC or Aboriginal Skills and Employment Training Strategy (ASETS)) but the training program is not eligible for funding from Student Financial Assistance (StudentAid BC)
- English as a Second Language (ESL)
- Developmental Programs (e.g. Sheltered Work Programs)

64. Qu: In some past cases, INAC funding has replaced existing social assistance funding, which defeats the purpose of applying for it. How do we mitigate this problem?

Answer:
- The Ministry of Social Development and Social Innovation provides income assistance and disability assistance for low income people living off-reserve
- INAC provides income assistance and disability assistance for people living on-reserve.
- The programs are comparable and income tested.
- Individuals cannot collect income assistance or disability assistance from both jurisdictions at the same time.

65. Qu: Can the Ministry post contact information for its federal partners?

Answer: The contact information for Indigenous and Northern Affairs Canada is:

Phone: (local) (604) 775-5100
Phone: (toll-free) 1-800-567-9604
Fax: (604) 775-7149
TTY: (toll-free) 1-866-553-0554

E-mail: Infopubs@aandc-aadnc.gc.ca

Aboriginal Affairs and Northern Development Canada
British Columbia Region
1138 Melville Street, Suite 600
Vancouver, BC
V6E 4S3

66. Qu: Will there be opportunities to see updated lists of questions which have been answered?

Answer: The Ministry will commit to updating the questions periodically as they are received.

67. Qu: How can contact information be submitted to the Ministry for inclusion on the ACBTP distribution list?

Answer: Please email ACBTP@gov.bc.ca and ask to be added to the distribution list.

68. Qu: Do you have any success stories or reports on other bands that were successful with past ACBTP opportunities?

Answer: the **AVED** website provides a link to information on ACBTP projects from past years. This does not specifically focus on project success.

69. Qu: Does the new 2017/18 ACBTP Request for Proposals negate or alter any past ACBTP contracts, or other program related agreements?

Answer: The 2017/18 ACBTP RFP is a call for new proposals, and does not nullify or alter any existing contracts.

70. Qu: The preamble on page one references several other program types under ESS... "training for entrepreneurial skills, industry, and trades for youth." What are the other programs that are available?

Answer: These other programs are defined by the Industry Training Authority and the Ministry of Jobs, Tourism and Skills Training. Please use the **BCBid** site for any proposals that arise from these programs.