

Immigration Labour Market Integration Program Guidelines (2023-2026)

Immigration and Population Growth Branch
Department of Labour, Skills and Immigration

A program funded by the
Canada-Nova Scotia Workforce Development Agreement

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1 Preamble

Nova Scotia Government has set a goal to reach a provincial population of 2 million by 2060 through increased international immigration and in-migration from across Canada. There are many reasons impacting a newcomer's decision to settle in Nova Scotia but often decisions are made based on economic reasons (this includes employment for themselves and their partner). Settlement programming that focuses on a newcomer's labour market participation is an important element in the retention and integration of immigrants and refugees who have chosen to come to Nova Scotia.

Given the importance of settlement programming, the Immigration and Population Growth Branch (IPG) of the Department of Labour, Skills and Immigration (LSI) completed a review of settlement services to strengthen the delivery model and better understand immigrant settlement priorities. The review was extensive and will need to be carefully reviewed to determine how best to incorporate the results. At the same time, there are immediate changes that can be made. For instance, the agreement term has been extended to three years with an option to renew for an additional year and permitting salary increases to reflect cost-of-living,

The review also provided an opportunity for newcomers to identify areas that are a primary concern when making their settlement decisions. Concerns include:

- Mental health and wellness initiatives and resources
- Collaboration and events with communities and cultural groups
- Programs providing services for high-skilled immigrants
- Diversity, Equity and Inclusion and anti-racism initiatives

Although the Immigration Labour Market Integration program focuses on activities to support labour market attachment, the concerns identified above should be considered when proposing activities for ILMI funding.

The past two years have seen a significant increase in the number of people welcomed to Nova Scotia through immigration and in-migration. The 2023-2026 settlement funding agreements will build on this momentum by creating connections with community and pathways to employment that are key drivers of the decision to stay.

2 Immigration Labour Market Integration Program Introduction

Please read this entire document. The information contained in the Program Guidelines will become part

of an agreement with the Province for delivery of labour market programs.

The purpose of this guide is to inform applicants about the goals of the Immigration Labour Market Integration Program and its terms and conditions with respect to funding applications. It is also intended to serve as a key resource for completing the 2023-2025 program application form and other reporting documents.

Agreements will be in place for three years with a possible extension of up to one year. The agreement is subject to periodic review, possible amendment, and/or termination per the agreement and program policy details.

The Labour Market Integration Program is administered by the Immigration and Population Growth Branch (IPG) of the Department of Labour, Skills and Immigration. The program assists organizations in the provision of services to increase the participation of immigrants and refugees in the workforce, enhance the quality of skills development programs available to immigrants and refugees, facilitate upward workforce mobility for immigrants and refugees, and provide the information necessary for them to make informed labour market choices.

This program is funded under the [Canada-Nova Scotia Workforce Development Agreement \(WDA\)](#) supported by the Government of Canada and the Province of Nova Scotia. The Government of Canada will provide annual funding to the Province of Nova Scotia for programs and services for low-skilled employed workers and unemployed Nova Scotians.

Under the Integrated Labour Market Agreement, immigrants and refugees have been identified as a targeted population group who may benefit from funded interventions.

Skilled immigrant workers and refugees arrive in Nova Scotia with significant education and work experience but continue to face specific challenges such as credential recognition and language ability, that impede successful workplace integration, which prevents them from reaching their full potential.

Programs are available to immigrants and refugees with higher levels of education and work experience who are employed in low-skilled occupations because their credentials are not recognized in Nova Scotia or language barriers prevent employment in their chosen field.

All proposals will be evaluated against established criteria and additional priorities identified in this guide. However, IPG is under no obligation to fund any application submitted through this call for proposals.

It is also important to understand that prior government support does not guarantee future support for the same or a similar program. Furthermore, IPG will not guarantee deficit funding of an organization resulting from programs or services delivered to immigrants and refugees.

Once evaluations have been completed, all applicants will receive an email from IPG communicating the decision to approve or deny the proposal. Applicants must not assume the application is approved until receiving the email communication from IPG.

This call for proposals covers a 36-month period commencing on April 1, 2023, ending March 31, 2026. All submitted applications must fit within, and not exceed, this timeframe.

All partners in the funding process share responsibility for outcomes.

Applicants interested in submitting a proposal must use the Immigration Labour Market Integration Program Application form online in Labour Market Programs Support System (LaMPSS). Applications submitted in any other format will not be considered.

Guiding Principles

The funding process will be guided by the following principles:

- Maximum benefits to immigrants and refugees: Successful proposals will maximize benefits to immigrants and refugees in the area of settlement and integration; provide support to communities and other services to increase their diversity and welcoming; as well as support local employers;
- Organizational appropriateness: Organization/agency/business delivering the program/project is experienced in providing similar programs to immigrants and refugees;
- Demonstrated need: Successful proposal will target needs of immigrants and refugees that are not already met by another program/project, and will complement, not duplicate, existing services. If your project is building on a previously funded initiative, previously achieved results and the rationale of complementarity must be provided;
- Fairness and transparency: Clear, published criteria are intended to give all eligible organizations an equal opportunity to access funding;
- Balance: Proposals sought will benefit urban and rural areas, as well as Acadian and Francophone communities; and
- Clear accountability: Accountability measures will ensure that public funds are invested wisely and results are achieved.
- Innovation: Proposals that incorporate the introduction of new or more efficient service delivery models, technology, and activities addressing gaps in service.

Priorities

Priority will be awarded to projects which:

- Demonstrate best practices in, and/or innovative approaches to, employment programming and/or employer engagement;
- Build on existing community resources and services and do not create duplication or overlap including under the Labour Market Development Agreement (LMDA);
- Have significant geographic scope and broad impacts for immigration in Nova Scotia;
- Provide access to services to a wide range of immigrants and refugees;
- Show extensive collaboration from a variety of organizations and partners;
- Link to the retention of immigrants including refugees; and
- Demonstrate other sources of sustainable funding and have multiple funding partners, including in-kind contributions such as volunteer time or the donation of facilities, services, materials or equipment. Organizations submitting proposals will need to demonstrate significant and sustainable funding from at least one other funding source.

General Application Requirements

All applications need to demonstrate:

- Significant and sustainable funding from at least one other funding source, along with in-kind contributions. A letter indicating significant and sustainable funding must be included with the application, otherwise the application will not be considered for funding by IPG.
- Responsiveness to local settlement service needs, including community identified priorities, adhering to at least one programming theme.
- Proven experience in designing and delivering quality and cost-effective settlement and integration programs and services that build on the existing infrastructure.
- Measurable outputs and outcomes affecting a wide range of immigrants and refugees.
- Evidence that the program/project is not a duplication of another program/project.
- Partnership creation, which results in effective, coordinated and integrated approach to service delivery. Participation of at least one partner is viewed as an asset.

Roles and Responsibilities

Organizations submitting proposals will:

- Have the organizational capacity to handle project's financial management complexity as well as proposed agreement activities;
- Follow the guidelines in preparing proposals, which includes submitting all required information and forms;
- If approved, actively work with the IPG to clarify or enhance proposals (including providing answers to questions from submitted documentation, as well as implementing any suggestions for improvement from IPG);
- Meet mandatory Service Registration data entry and reporting requirements and deadlines;
- Be accountable for using the funding for its intended purpose, by allocating funds as outlined in the agreement and responsibly managing resources to support the outlined activities;
- Collaborate and form partnerships with other appropriate and eligible partners and submit joint proposals that would further extend the benefits of the services to immigrants and refugees. Multi-sectoral partnerships engaging other non-immigrant serving organizations, businesses and municipalities are viewed as an asset.

IPG will:

- Establish and communicate criteria for program approval;
- Lead a fair assessment process of application and funding proposals;
- Finalize and communicate decisions in a timely manner;
- Distribute funding;
- Monitor and evaluate programs and services;
- Provide guidance and feedback to enhance programming
- Develop or coordinate joint proposals or projects to avoid duplication and to maximize benefits for immigrants and refugees with funding available from all partners; and

- Make enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, and collect and share information with them, as deemed necessary in order to reach a decision on an application, to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.

3 Eligibility Criteria

Eligible Applicants

The applicant must be

- an established not-for-profit community organization,
- charity (registered under the Societies Act), or
- other public or non-governmental organizations (e.g., public educational institution, libraries, regulatory bodies).
- private language schools (corporations registered under Registry of Joint Stock Companies).

Applicants must demonstrate other significant sources of sustainable funding and have multiple funding partners, including core and/or project/program funding, in-kind contributions such as volunteer time or the donation of facilities, services, materials, or equipment.

Participants should not be subject to fees as a result of their participation in the project. The Province can approve some fees to participants under exceptional circumstances where a strong rationale is demonstrated; in this case, all fees must be subtracted from financial claims submitted to the Province.

Ineligible Applicants

The following list includes groups that are NOT eligible to apply. Any application received will not be considered. These include:

- Individuals
- Businesses/private organizations or companies other than language training institutions
- Funding bodies whose sole mandate is to award grants or funding; and
- Immigration agents, consultants or recruiters.

Eligible Participants

The Immigration Labour Market Integration Program supports programs and services for the

participants who meet the following criteria:

- Must have barriers to employment.
- Cannot be eligible for service or support through the Nova Scotia public school system.

Each participant must be defined by selection of any of the two categories combined: a) immigration, and b) employment.

Services to recent immigrants and refugees settling in Nova Scotia (initial five years of settlement, as per Pan-Canadian Framework for Settlement Outcomes, 2013) will be given priority.

Participants living in Canada but outside of Nova Scotia are ineligible to receive programming under this funding program.

The identification for each is also included.

To avoid double counting, participant identification should be obtained during the initial contact only. As part of Service Registration, all participants will have to complete an Intake Form and a Consent Form to be entered in LaMPSS as a unique participant.

Detailed information on eligible participant categories is provided in Appendix A.

Eligible Programming

Intervention Types

There are five categories of intervention that are eligible programming. Project activities must fall under one of these categories to be considered for funding.

1. Employment Services

Projects must not duplicate the services provided by Nova Scotia Works Centres which are already eligible under the Labour Market Development Agreement (LMDA). The LMDA provides funding for employment services for all unemployed Nova Scotians.

IPG will consider proposals that include activities delivering:

- employment services targeting low-skilled employed participants,
- employment services that are a required component of a larger project.

Examples of activities that will be considered include but are not limited to:

- Job finding activities (resume development, interview techniques, informational interviews, networking).
- Business development counselling for participants to successfully start businesses.

2. Skills Development and Upgrading

Formal training or education interventions aimed at helping participants obtain and/or enhance employment skills. Support may also include income support payments.

Interventions may include but are not limited to:

- Customized skill development partnerships with employers
- Bridging experiences between training and sector-specific employment
- Adult learning programs
- Literacy and essential skills training
- Language training (Canadian Language Benchmark (CLB) literacy to 8) in English and/or French which supports labour market participation

Funding for language training will focus on the gaps in current services, such as expanding access to core language programs (CLB literacy to 8) to immigrants outside of Halifax Regional Municipality (HRM) as well as occupation, sector, and employment-specific language training that will help a participant enter the workforce within HRM.

3. Work Experience

Interventions that create opportunities for participants to join the workforce and gain work experience or experiential learning (i.e., on-the-job training). Services may include but are not limited to:

- On-the-job employment supports
- Community-based work experiences
- Job development services

The principal focus of this category is employment. However, the intervention may also include a short training component, such as Workplace Hazardous Materials Information System (WHMIS) training, that is prerequisite for the job in question.

4. Combined Skill Development and Work Experience

Interventions that incorporate skill development and work experience. Services may include but are not limited to:

- Work placements or internships

- Mentorships
- Sector specific training programs with work experience components
- Employer based training programs with job shadowing or work experience components

5. Workplace-Based Skill Development and Training for Employed Participants

Interventions that incorporate training and work, and that enable participants who are employed to upgrade their skills while they continue working. Experiential learning (i.e., on-the-job) and formal training opportunities may be offered through the employer. Interventions may include but are not limited to:

- Workplace education and essential skills training
- Short-term occupation specific program supports to assist vulnerable workers in maintaining their employment
- Language training in the workplace

Eligible Activities

The eligible intervention types can be further broken down into particular types of activity. When completing your application, you will be asked to indicate which of these activities will be part of your project. Below is a list of eligible activities and brief definitions for each.

1. Assessment

Services that determine an individual's aptitudes, needs and/or barriers using predefined tools and techniques or in-depth evaluation and counseling. Includes, but is not limited to activities such as individual needs assessment, recognition of prior learning, diagnostic services, and employment counseling.

2. Awareness

Services that create awareness of programs, services or issues in the community. **Note** this should be part of a larger project delivered to eligible participants and should not be a stand-alone project.

3. Participant Management

Services that focus on connecting the participant to services and interventions and/or following up to ensure success. Includes, but is not limited to, activities such as job development and job placement.

4. Research and Planning

Services that conduct research or investigations in order to create new knowledge and/or findings and

recommendations. **Note** this should be part of a larger project delivered to eligible participants and should not be a stand-alone project.

5. Skill Enhancement – Additional Language – English or French

Basic proficiency and/or fluency in a language other than your primary language.

6. Skill Enhancement – Essential Skills

Provides the foundation for learning all other skills and enables participants to evolve with their jobs and adapt to workplace change. Essential skills include: reading text, document use, numeracy, writing, oral communication, working with others, continuous learning, cognitive skills, and computer use.

7. Skill Enhancement – Job Search

Skills needed to conduct a successful job search, such as resume writing, interviewing, job search strategies, and networking.

8. Skill Enhancement – Job Specific

Specialized skills that are needed to perform a specific job.

9. Skill Enhancement – Pre-Employment

Self-management and interpersonal abilities needed to function effectively within society and the workplace, such as punctuality, grooming, etiquette, and personal responsibility.

10. Skill Enhancement – Self Employment

Provide a learning experience of any kind to enhance self-employment skills - the skills needed to start and run your own business, such as: business plan creation; financing; bookkeeping and accounting; and marketing.

11. Skill Enhancement – Entrepreneurship

Skills needed to start and run a business, such as idea generation and assessment, business planning, buying or starting a new business, day-to-day management and expansion.

12. Skill Enhancement – Skilled Trades

Designated trades for which defined technical training, apprenticeship, licensing and/or certification is either compulsory or recommended. Includes, but is not limited to, activities such as technical training, technical upgrading, and practical upgrading.

13. Work Experience

Services that provide work experience to the participant. Examples of how this may be achieved include: volunteering, job shadowing or simulation. Other services will also be considered.

4 Applying for the Program

The Immigration and Population Growth Branch administers funding through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering programs in Nova Scotia focused on providing consistency in processes and improving services to agreement holders. It deals primarily, but not exclusively, with Labour Market Programs.

LaMPSS provides organizations with self-serve capability, enabling applications for funding to be submitted online as well as financial and activity reports.

All applicants must be registered users of LaMPSS in order to apply for funding. If your organization is not registered, please call 902-424-1075 (1-877-404-7074 toll free) or email LaMPSS@novascotia.ca to receive assistance.

Application Deadline

Funding covers the period of April 1, 2023, to March 31, 2026. The application deadline is January 13, 2023, at midnight.

Applying Online Using LaMPSS Self-Serve

Once you are a registered LaMPSS user, you can apply for funding online using the self-service capability. To apply online go to <https://lampss.gov.ns.ca>

Completing an Application Form

This section provides supporting information required in completing the application form for the Immigration Labour Market Integration Program. Note that:

- Incomplete submissions will delay the application review
- Immigration and Population Growth Branch reserves the right to request additional information
- You should keep a copy of the completed application for your records

Organization Information

This information will be pre-populated in LaMPSS. If your organization name or mailing address has changed, please call 902-424-1075 (1-877-404-7074 toll free) or email LaMPSS@novascotia.ca to receive assistance.

Project Details

Provide the following:

Project Title	A title specific to this project
Agreement Start Date	A start date no earlier than April 1, 2023
Agreement End Date	Must end by March 31, 2026

Past Agreements

If this application is a renewal, check “Yes” in the appropriate box and then provide the project name or agreement number for that previous agreement.

Project Description

Provide an executive summary of approximately 300 words (2,000-character limit) that serves as an overview of the project and clearly describes its objectives. These should be:

- **Specific:** The summary must demonstrate how the project will assist with the employment, settlement and integration needs of immigrants and refugees to facilitate staying in the province.
- **Measurable:** Provide details on how project success will be determined.
- **Achievable and realistic:** Describe how organizational constraints, timeframes, and resources will be addressed to support project success.
- **Timebound:** Include timelines for stakeholders to know when the results are expected.
- **Related:** Include evidence the project is meeting identified community needs.

If relevant, specify whether a specific group of immigrants will be the focus of the project (e.g., Francophone community, immigrant women, refugees, entrepreneurs, etc.) and describe whether this links to community economic development strategies and activities.

If your application is approved, this description will be used to summarize your project in the signed agreement with the Province.

Agreement Contact

Provide the name and contact information for a person in your organization who is authorized to negotiate and sign on behalf of the organization to enter into an agreement with the Province.

Language Preference

Indicate whether you prefer English or French as your language for service and correspondence.

Project Location(s)

Provide the civic address where the project activities will be carried out. If the project is to be carried

out in various locations, the civic addresses are required for each location. To enter more than one location, click the “Add Another Location” button after entering the first location to provide details on the next one.

In the “Care Of” field, enter the location or building name. For example, NSCC Institute of Technology Campus, or YMCA of Pictou County.

If the exact address for a project activity is not yet known, you may wish to enter “to be determined” in the “street address” field. This will ensure all locations are listed when indicating the locations of project activities later in this application.

This information will be used in the “Project Activities” section of this application.

Participants

Enter the total number of participants expected for this project. Next, enter the number of participants expected for each participant group. For the Immigration Labour Market Integration Program, the participants will be described by both immigration status and employment status.

The total number of participants in the five immigration status categories should equal the total expected number of project participants. The categories are:

- Canadian Citizens born outside Canada
- Permanent Residents of Canada
- Permanent Residents of Canada – Nova Scotia Nominees
- Permanent Residents of Canada - Refugees
- Protected persons described under [Section 95 of the Immigration and Refugee Protection Act](#)

Likewise, the total expected number of participants in the two employment status categories should equal the total expected number of project participants. The categories are:

- Unemployed: Pre-Intervention – Employment Status = Unemployed
- Under Employed: Pre-Intervention – Employment Details = Under Employed

Immigration and employment eligibility criteria can be further broken down to include participants who belong to the following groups: African Nova Scotians, Francophone/Acadian, Persons with Disabilities or Youth. It is not mandatory but, if possible, please note clients that identify as belonging to any of these groups.

Project Activities

The table below lists the categories to be completed on the application form for each project activity and a brief description of the type of information required.

These activities will appear directly in the contract and project reporting will be focused on these activities. It is recommended the project be arranged in logical activity units that are well defined for reporting purposes as you may have multiple instances of a particular activity type.

For example, a project teaching English as a Second Language with three separate classes for Level 4, 5, and 6, would have three separate entries using the same activity type “Skill Enhancement – Additional Language – English”. Therefore, each entry would reference the class level to simplify reporting.

Activity Type	
Brief Description <i>(maximum approx. 300 words)</i>	<p>In this section, describe the objective, and the projected outputs or direct products of the activity.</p> <p>For classroom-based projects, also include:</p> <ul style="list-style-type: none"> • Model of delivery (In person, virtual or online training) • Description of curriculum and level (if applicable) • Frequency: numbers of weeks x days per week x hours per day (e.g., 3 weeks x 5 days/week x 3 hours/day) • If delivered during the daytime or in the evening
Expected Results <i>(maximum approx. 300 words)</i>	<p>This includes both planned outputs and expected outcomes that are planned.</p> <p>Outputs could include number of:</p> <ul style="list-style-type: none"> • workshops provided • participants served • materials distributed <p>Outcomes expected could include the:</p> <ul style="list-style-type: none"> • # of obtained employments, • # of businesses opened, • # of obtained credential milestones achieved, • # of participants that moved up on CLB scale and • other (for more details refer to Appendix B). <p>Reporting must include the update on the planned outputs and expected outcomes as outlined in the application.</p>
Where does this activity take place?	<p>Identify the location for each activity by selecting from a drop-down list populated with the project locations you previously identified.</p>

<i>Expected number of participants</i>	Provide the expected number of participants for this activity. This field does not apply to the project activities “Awareness” and “Research and Planning”.
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Eligible Costs and Project Budget

Funding is provided to organizations for costs directly related to implementation of the outlined activities and related administration of the funded agreement only. All costs incurred and reasonable expenses must be deemed necessary to carry out the agreement activities and achieve set outcomes.

Agreement holders must manage their projects within the approved budget. Project costs and expenses will be monitored regularly for eligibility and any identified slippage or unused funds will be re-allocated or returned if necessary. If there is an incurred overage, the amount must be reported and returned to the Province or in some instances, upcoming payments could be reduced to account for the overage.

The following outlines the eligible costs and specific instructions for each budget category funded by the Immigration Labour Market Integration Program. **Note** that all expenses should be entered in the budget **without HST** included as there is an independent HST category.

In LaMPSS, if the total project costs and requested amount under budget column totals do not equal each other, the budget total lines change to red and the message, “Total requested amount must equal the project cost less your cash and in-kind contributions” will appear until the corrected amounts are entered. To resolve this problem, either change the individual budget category field values if they were entered incorrectly, or, if the values were entered correctly, enter the differences (project costs less requested amount) in the appropriate fields for contributions (i.e., “less: cash contributions” and/or “less in-kind contributions”). The following provides the formula for this budget line:

$$\text{Total project cost} - \text{cash contributions} - \text{in-kind} = \text{requested amount}$$

In addition to filling in the requested information in the LaMPSS application, you must also provide a detailed cost breakdown in the “Itemized Budget Breakdown” form available at: novascotiainmigration.com/live-here/program-funding/labour-market. Attach the completed budget breakdown to your application in the Supporting Documentation section after selecting the document type “Itemized Budget Breakdown” from the dropdown list. **This is a mandatory attachment, and your application cannot be submitted without it.**

When completing the Itemized Budget Breakdown, add the total project cost items and then enter cash contributions and in-kind contributions amounts. Subtract the latter from the total project cost. See the following example:

Office supplies			
The total amount must be provided on your application form or financial report in the <u>Operational – Standard Costs – Office Supplies Budget</u>			
Description	Amount	Breakdown	Notes
Stationery, paper, printer cartridges, note pads	\$2,400	\$200 x 12 months	Total project cost for this item
Cash contribution/in-kind	(\$800)		
Total	\$1,600		

Salary Policy

The following approach will be used to identify salaries as negotiated. Salaries will continue to be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly rate. However, once the salaries are negotiated and approved, the Financial Schedule will no longer show this detailed breakdown. The organization must supply further details of how the salaries are calculated (if not by hourly rate), including the frequency and dates of the pay in the month (for example every two weeks, or twice a month, etc.).

Specific clauses will be inserted in the financial schedule of the agreement, identifying specific conditions required when exercising flexibility.

Any salary adjustments, including temporary acting pay or temporary replacements will be guided by the following limitations:

- While position salaries may be adjusted based on operational requirements, the total salaries per annum cannot exceed the maximum amounts specified. Based on the programming needs, the profiles of positions might be adjusted (for example, if coordinator position is removed and instructor position is added), however the number of positions should remain as initially negotiated.
- Changes must not result in additional funds being added to the total annual salary budget or overall budget.
- Project activities must remain consistent with original project objectives.
- Salary change decisions must not negatively impact project performance, expected targets or service to clients.
- Reallocation of salaries from vacant positions to other positions will not warrant permanent salary increases to other positions. No positions can be eliminated without IPGs prior approval and a corresponding decrease in the budget as approved by IPG.
- Salary increases outside the negotiated approved amounts will not be considered for future negotiation purposes. IPG salary contributions and any increases will be based on the approved amount of the last previous agreement. Retroactive salary adjustments are not eligible, unless warranted by IPG. IPG is not required to support the total amount of salary set by the organization’s HR policy or a union.

- A cost-of-living increase in salaries may be included. IPG will allow a 3 percent increase in year 1 and a subsequent 2 percent in years 2 and 3. Additional cost-of-living increases if the agreement is extended will be determined at the time of negotiation.

In addition to the salaries, IPG is setting limits on the contribution toward employee pension, RRSP and other HR benefits and medical plans. The common contribution for most private & public pension plans is 50% paid by the employer. IPG has determined that this is a reasonable contribution and has set this as a maximum. Also note, that if the contribution is for a private RRSP rather than a registered pension plan the employer’s contribution is included in the employees overall income and may be subject to income tax and MERC. Please verify with CRA how to report and tax this income.

The following details eligible costs under the Immigration Labour Market Integration Program.

LaMPSS Budget Categories	Eligible Costs
Program Delivery Costs	
Program Delivery Salaries	<p>Staff salaries (please refer to Salary Policy)</p> <p>Details about each position should be included in the Itemized Budget Breakdown Workbook.</p> <p>Project staff salaries may be calculated based on the last negotiated funding agreement. If a previous agreement does not exist, salaries should be based on the organization’s internal human resource policies and will be negotiated at the time of evaluation.</p> <p>Where salary costs are shared with other funders and/or projects, the percentage of the Province’s contribution for each position should be provided in the <i>Itemized Budget Breakdown</i> form or a separate document.</p> <p>Staff must be directly involved in the delivery of project activities. Administrative salaries are not covered in this category, as they are included under the ‘Administrative Costs’ category.</p> <p>Salary increases outside of the salary policy will not be considered for any position, regardless of organizations’ internal human resource and/or wage policies. The exception being that IPG will allow a cost-of-living increase of 3 percent in year 1 and 2 percent in years 2 and year 3 according to the salary policy.</p> <p>Funds can not be re-allocated from other categories to Salaries.</p>

LaMPSS Budget Categories	Eligible Costs
<p>Benefits</p> <p>a) MERC</p> <p>b) Other HR Related Benefits</p>	<p>a) Includes the following benefits only: Canada Pension Plan (CPP), employment insurance (EI), Worker’s Compensation (WCB), and vacation pay based on wages (in the absence of paid vacation). As per Nova Scotia Labour Standards, vacation pay of 4 per cent of gross wages (6 per cent for employees after 8 years) will be supported.</p> <p>b) Includes health, dental, insurance premiums, RRSPs and pension.</p> <p>NOTE: maximum 50% employer contribution will be supported for pensions and medical plans.</p> <p>If your organization has a human resource policy referring to all types of leave and employment benefits, please submit as a supplementary document.</p> <p>Funds can not be re-allocated from other categories to Benefits.</p>

<p>Professional Development</p>	<p>Program staff funded by the agreement should have the skills required to perform their duties at the point of hire. Professional development funds can be proposed for training to help program delivery staff improve their capacity to perform their duties. This may include conferences and short-term training programs/courses. However post-secondary education diploma and degree programs are not applicable.</p> <p>All professional development must be deemed reasonable according to the duration of the project and must be relevant to the program activities to be delivered.</p> <p>For example, a project delivered over 12 weeks that includes professional development opportunities or a project focused on gaining employment and offering workshops to staff on teaching would not be considered.</p> <p>Proposals must also include how the professional development opportunity is relevant to the program activities to be delivered and provide the name and types of proposed professional development.</p>
<p>Travel</p>	<p>Reimbursement of travel costs are only applicable to project staff directly associated with the delivery of the program and must be made according to the organizations current human resource policies.</p>

	<p>Travel cost reimbursement will not exceed Provincial Government travel rates. Details can be found on the Province of Nova Scotia website_</p> <p>https://novascotia.ca/treasuryboard/manuals/PDF/200/22601-07.pdf</p> <p>https://beta.novascotia.ca/documents/reimbursement-rates-and-transportation-allowances-employees-government-and-public-sector-bodies</p> <p>Organizations must provide details of how many individuals are travelling, where and when, and reason for travel (i.e., meetings etc.). This information may be requested by IPG prior to approving a proposal for funding.</p> <p>Due diligence must be demonstrated in reimbursing for overnight accommodation, airfare, and costs associated with out-of-province travel must be negotiated with your Agreement Manager in advance.</p>
<i>Participant Program Delivery</i>	
<i>Participant Costs</i>	<p>Participant-related project costs should only be considered if it is determined that without such supports they would not be able to participate in the intervention (i.e., supports are required to overcome a barrier).</p>
<i>Incidental Supports</i>	<p>It is recognized that participants attending a program inevitably incur costs outside of those described above. A per diem rate of \$7, up to a maximum of \$150/month, may be offered to participants who are actively participating in a group intervention; these amounts are considered taxable, non-insurable, non-pensionable earnings.</p> <p>Note: Incidentals cannot be offered in conjunction with training allowances, as described later. Participants receiving incidental support can also receive childcare and/or travel.</p>
<i>Tuition</i>	<p>Public and private post-secondary courses are permitted except university. Up to \$5,000 per individual per funding year is eligible.</p> <p>Provide details of the course name, amount of tuition payment and number of participants.</p>

<p><i>Child Care</i></p>	<p>Dependent care costs are a form of financial support or assistance which is provided to eligible participants if required, while they are participating in a group intervention (an employment intervention delivered in a group format and lasting a minimum of one week, offering a minimum of 25 hours per week of instruction). Dependent care costs are considered to be incremental costs incurred for the care of a child or other person who is dependent upon the participant for care. A dependent must reside with the participant or be under the participant’s care, be wholly or partially dependent on the participant for support and either be mentally or physically disabled, or be a child under 14 years of age.</p> <p>Financial assistance should not be provided for dependent care provided by family members unless this arrangement had previously been in place, or there is a rationale to support it.</p> <p>Participants in receipt of financial support for dependent care will substantiate this cost by submitting regular receipts to the third party or department administering the intervention. The receipt will clearly identify the recipient, the time period for which care was provided and the amount paid.</p> <p>The current rate to be paid for dependent care will be based on actual cost up to a maximum of \$400 per month.</p> <p>Participants requesting support for dependent care will be required to sign a form advising the third party and/or department whether or not they will be receiving any other sources of income for dependent care (details required) for the duration of their intervention.</p> <p>Note: The participant should be informed about the Universal Child Care Benefit (UCCB).</p>
<p><i>Training Allowance</i></p>	<p>A training allowance is a form of income assistance or support which is provided to eligible participants for participating in an approved program intervention; earnings are taxable, non-insurable, and non-</p>

	<p>pensionable. Allowances should not exceed \$170/wk and should not be for more than 3 months in duration.</p>
<p><i>Participant Special Needs</i></p>	<p>Includes disability related costs and job coaching.</p> <p>Disability-related costs will be reimbursed for eligible participants, if required, while they are participating in a group intervention. These incremental costs may include the cost of a special device, aid or special assistance or special equipment essential to overcome a disability and allow the participant to actively participate in a program intervention. Examples include: computers, special transportation costs (excluding modifications to vehicles), the cost of adapting materials and the costs of interpretation or transcription of documents into 26 Braille. Individuals should be encouraged to explore all alternate sources of funding available to assist them to cover these costs.</p> <p>Before a special device/equipment is provided, an assessment (e.g., medical assessment, learning disability assessment, vocational assessment) must take place to demonstrate a need. The cost of required assessments is included in this category. This includes support for persons with disabilities.</p>
<p><i>Program Materials</i></p>	<p>Includes tools of the trade, books, and anything the participant keeps at the end of the intervention.</p>
<p><i>Travel</i></p>	<p>Travel costs are a form of financial support or assistance which is provided to eligible participants if required, while they are participating in a group intervention. Travel costs are those costs that may be incurred for incremental daily commuting to and from the location of an intervention (such as car/bus/taxi/carpool/train). The current rate to be paid for travel costs will be based on actual cost up to a maximum of \$150 per month. Participants will be required to submit completed mileage forms that allow for no more than 0.20 cents per kilometer reimbursement.</p> <p>If a participant is using a reasonable means for travel to and from an intervention and the cost associated with their travel exceeds the</p>

	<p>monthly maximum, the participant’s Settlement Worker will have the ability to negotiate for additional funds to help overcome this barrier. These types of situations will be decided on a case-by-case basis.</p> <p>Participants requesting support for travel will be required to sign a form advising the third party and/or department whether or not they will be receiving any other sources of income for travel for the duration of their intervention.</p>
<i>Graduation</i>	For graduation ceremonies for participants.
<i>Other Participant Costs</i>	Costs related to exams, and other expenses linked to the process of credential recognition and achieving regulatory body requirements, may be considered.

<i>Operational Costs</i>	
<i>Operational – Standard Costs</i>	Funds can be re-allocated within standard operational cost categories listed below.
<i>Recurring</i>	Heat, electricity, telephone, internet, photocopier lease, cell phone, photocopying charge and/or printing charge from external company, webhosting without additional services, etc. Provide average expense per month for each item.
<i>Professional Fees</i>	Fees to third party via contract to obtain a service, for example, IT/web maintenance, janitorial services, security, webhosting with additional services, and resource people. If available, provide average expense per month for each professional fee.
<i>Honoraria</i>	For guest speakers, at a reasonable market price. No travel, air fare or accommodation is allowed.
<i>Equipment Repairs</i>	Equipment repair services. Please provide an explanation of each equipment repair service and amount.
<i>Facility Lease/Rent</i>	Project office space, meeting rooms, etc.
<i>Facility Repairs</i>	Building repairs. Repairs should be discussed with the Agreement Manager on a case-by-case basis.
<i>Advertising and Promotion</i>	Advertising, signage, catalogs, etc.
<i>Office Supplies</i>	Supplies used to run the day-to-day operations of the project, such as stationery, postage, paper, photocopying supplies (i.e., cartridge), printing supplies, etc. Provide average expense per month for each category.
<i>Resource Materials</i>	Includes books, videos, instructional guides, etc., for both staff and participants. Can also include the production of resources.
<i>Insurance</i>	Includes fire, theft, and liability insurance for the organization not directors.
<i>HST</i>	If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund. Note that all other budget expenses should be entered without HST.
<i>Other Operational Costs</i>	The following may be considered, such as food, refreshments, rental space for conferences and workshops, membership fees, website renewal, renewal of software license purchases, copyright fees, etc.

	Eligibility of legal fees will be considered, and decisions made on a case-by-case basis.
<i>Exceptional Operational</i>	
<i>Capital Items</i>	<p>Capital items are defined as those tangible physical items or equipment that have a lifespan beyond the end of the project and can include office furniture, computers, printers, external hardware, monitors, laptops, keyboards, software, cell phones, iPad/tablets, cameras, electronic devices, etc. All capital item expenditures must be directly linked to the project activities, negotiated in advance, and tracked separately from activity-related project non-capital costs. There is no minimum threshold for capital costs. Capital costs are for program delivery staff only. Assigning a percentage of the purchase of a capital item to the project is not acceptable practice. All purchases need to be submitted in full within the project period. Serial numbers must be kept on file for monitoring purposes. A plan for disposal of capital items must be outlined.</p>
<i>Administrative Costs</i>	
<i>Administrative</i>	<p>These are expenses incurred for ‘main office’, ‘head office’, or ‘administrative office’ type costs, which guide and enable effective program delivery and contribute to the success of the project by providing support through overall organization governance, management, planning, finance, communications, human resources, and information technology.</p> <p>These costs will be reimbursed at a negotiated rate and of no more than 15% of total program delivery costs reimbursement, excluding all capital costs.</p> <p>Please note that some “administrative costs” are also in the operations category. Please determine whether the cost is incremental to regular operations in determining where the cost should lie.</p> <p>Examples of Administrative Costs:</p> <ul style="list-style-type: none"> • Bookkeeping and auditing. • Travel - This includes reimbursement for direct administrative

	<p>staff involvement in the project. Any costs to be reimbursed must adhere to the criteria for program staff travel cost reimbursement listed above and include a rationale as to why it is required.</p> <ul style="list-style-type: none"> • Professional development - Professional development – This includes courses required by administrative staff to better enable them to perform their duties. Any costs must follow the criteria for program staff professional development listed above and include a rationale as to why it is required. • Administrative staff costs. • Legal costs if project related.
<p><i>Administrative Staff Salary</i></p>	<p>Administrative salaries are covered in this category (please refer to Salary Policy). Top up of the program delivery staff salaries through administrative staff salaries is not permitted.</p> <p>Administrative salaries may be calculated based on a previous settlement agreement. If a previous agreement does not exist, salaries should be based on the organization’s internal human resource policies and will be negotiated at the time of evaluation</p> <p>Salary increases outside of the Salary Policy will not be considered for any position regardless of organizations’ internal human resource and/or wage policies</p> <p>The exception being that IPG will allow a cost-of-living increase of 3 percent in year 1 and 2 percent in years 2 and year 3 according to the salary policy.</p> <p>Funds can not be re-allocated from other categories to Salaries.</p>
<p><i>Benefits</i></p> <p><i>a) MERC</i></p> <p><i>b) Other HR Related Benefits</i></p>	<p>a) Includes the following benefits only: Canada Pension Plan (CPP), employment insurance (EI), Worker’s Compensation (WCB), and vacation pay based on wages (in the absence of paid vacation).</p> <p>b) Includes health, dental, insurance premiums, pension. NOTE: Maximum 50% employer contribution will be supported for such things as pensions and medical plans.</p> <p>If your organization has a human resource policy referring to all types of leave and employment benefits, please submit it as a supplementary document.</p>

	Funds can not be re-allocated from other categories to Benefits.
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Ineligible Costs and Activities

The following are examples of ineligible costs and activities;

- Costs that cannot be directly linked to the project.
- Any costs for participants living in Canada but outside of Nova Scotia.
- Capital infrastructure (e.g., new construction, land/building purchase, renovation of building(s) or monument(s), etc.)
- Financial losses/deficits incurred by the organization, as well as building organization's reserve funds
- Lobbying/advocacy activities.
- Sponsorships.
- Renting or leasing of storage space.
- Recreational programs.
- Cultural or social activities.
- Fundraising activities.
- Costs associated with Canada Revenue Agency or payroll penalties.
- Parking tickets.
- Staff travel to and from work, including parking passes.
- Staff salary bonuses.
- Wage subsidies.
- Alcoholic beverages.
- Illegal substances.
- Illegal activities.
- Membership fees for private clubs (includes for example gyms, golf courses, etc.)
- Any costs associated with unreasonable gifts for recognition.
- Passive income support for participants (i.e., payment to participants while NOT in a group intervention).
- Costs incurred before or after the start and end dates of the project as per the signed agreement.
- Language training for children and youth attending public education unless otherwise specified.
- Annual general meetings or regular board meetings of an organization or association, including travel.

Legal Signing Officers

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

Supporting Documentation

You can attach supporting documents with your application. Open documents cannot be attached, and individual attachments cannot exceed five megabytes in size. In addition, there is a five-megabyte limit on the combined size of all attachments. If you have an attachment that cannot be submitted due to these size restrictions, contact the Agreement Manager, to discuss other means of submission for the attachment, or ways to reduce the file size.

The table below outlines documents that may be included with the Immigration Labour Market Integration Program application. In some cases, documents, such as letters of support or financial statements, may only be available in hard copy; if so, make note of this in your submission and send via mail. Some documents are available as templates at <https://novascotiainmigration.com/live-here/settlement-providers/labour-market/>

Document	Mandatory	Document Topic	Requirements
<i>Itemized Budget Breakdown</i>	Yes	Itemized Budget Breakdown	Complete Itemized Budget Breakdown Workbook template available at: https://novascotiainmigration.com/live-here/settlement-providers/labour-market/
<i>Cash flow Forecast Spreadsheet</i>	Yes	Cash flow Forecast Spreadsheet	Submit a cashflow forecast for each fiscal year that outlines the total monthly expenditures.
<i>Financial Statement</i>	Yes	Financial Statement (may also be requested within each fiscal year)	A reviewed financial statement is an evaluation of financial statements by an accountant. An audited financial statement consists of a critical evaluation and selected independent verification of financial information by an accountant.
<i>Letters of Support (funding confirmation)</i>	Yes	Letter of Support	You must provide letter(s) of support from funders to demonstrate other significant sources of funding. If the program is new to IPG or the program involves other partners, provide a letter of support from those partners. You may wish to provide up to two letters of support for the proposal, particularly if the application is for a new project or for established projects with new elements.

<i>HR Policy</i>	No	Supplementary Info	Submit your HR policy referring to all types of leave and employment benefits as a supplementary document.
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Submitting Your Application

Once your organization has finalized the application, including the attachment of all the required templates, and project costs less cash and in-kind contributions, it may be submitted to the Immigration and Population Growth Branch using the LaMPSS self-serve system.

In this section of the application, enter the following information that would have been received when your organization was registered in LaMPSS: Organization ID, username, and password. After ensuring you have an active internet connection, click the “Submit Application” button. This will connect you with the LaMPSS system to submit the application.

Organizations should ensure the submitted application remains in an electronic state (i.e., saved on your computer) for your records. However, if you are asked to make any edits or to re-submit an application already received by LaMPSS, best practice is to log in to your self-serve account and retrieve that version of the application to work from.

5 Reporting Requirements

Activity Reports and Financial Reports are required as per Agreement Schedule. Additional reporting might also be necessary. The specific requirements for Activity and Financial Reports will be outlined in your agreement. The Nova Scotia Office of Immigration will require notification by email of any changes within budget lines from the approved budget (see Salary Policy).

5.1 Service Registration

5.2 Introduction

Service Registration is an addition to LaMPSS that allows organizations to register uniquely identified participants and register the services they have provided to them.

LaMPSS includes a set of functions to help your organization manage the services to be delivered under your agreement, register participants in those services, and track their outputs and outcomes.

LaMPSS Service Registration enables federal accountability, program evaluation and transformational initiatives by:

- Providing a means for organizations to configure and maintain services;

- Providing a means to register uniquely identified clients, indicate what services they received and capture client characteristics;
- Providing automated reports and analysis tools that reduce the complexity and effort required to compile program participation data.

5.3 Service Setup

Once you have an active agreement in LaMPSS you can define your service offerings. Services your organization provides to participants, such as workshops or one-on-one counselling, training, events, etc., need to be set-up within the LaMPSS system. During the reporting period, these services will match exactly or roll-up to your current agreement activities.

The authority to set-up the service will be initially granted to the organizations' current primary LaMPSS contact. This primary contact has the authority to add other users to the system. In order to provide flexibility to organizations, the Nova Scotia Office of Immigration requires that the information be up to date for each quarterly report. It is recommended that organizations review their internal business processing and determine data collection methods prior to providing additional access to LaMPSS. Immigration Labour Market Integration agreement holders will no longer need to provide additional Excel/Word data tables. Additional information may be mandatory depending on the program area. For example, language programs need to collect baseline and post-intervention CLB, while employment programs need to collect pre-and-post intervention employment status.

User Service Registration functions:

Define each of the services you will be offering over the course of your funding agreement. This includes elements such as:

- Service format (Group vs Individual)
- Service Name
- Service Type (select service types that align with activities in your agreement)

5.4 Service Format

There are two formats available, a group format and an individual format. A group format should be chosen with services that have more than one participant, such as training workshops or language groups. A *fixed* group service has a defined start and end date. This could be for a day, week, month, semester, etc. *Continuous* group service enables continuous enrollment of participants with dates reflecting their enter and exit from the service.

Individual service is one-one-one service. An individual service is ongoing; participation is recorded each

time the participant attends. Examples include counselling, assessment, individual job search, etc. The client may participate in this service one or more times while the service is being offered by the organization.

5.5 Service Naming Convention

Each service name needs to indicate the method/time of delivery, as well as the name. Please use this format and abbreviation before the service name:

Distance	Dist
In-Class	Class
Pre-arrival	PreA
Un-facilitated	Unfac
Day	Day
Evening	Eve

Examples:

“Job Search Workshop: Dist-PreA-Unfac”

“EAL for Daily Living: Class-Day”

5.6 Service Types

There are several Service Types (similar to current activity types) for both individual and group services that can be selected in order to best describe the service. The services you define and deliver should align with the activities that have been specified in your agreement. Please note: “Awareness” and “Research and Planning” activity types are not tied to participants (in target groups) but to the public and partners and will not be included in service registration, however, they will remain in your application and the agreement as a stand-alone activity. Those activities tied to school age participants are also not recorded as part of Service Registration. You will still be able to report on these activities in your LaMPSS generated Activity Report.

Select Service Types for the services your organization is providing based on the Activity Types that are in your funding agreement:

- Assessment
- Information Access
- Job search
- SelfEmployment
- SelfEmployment-Entrepreneurship

- SkillEnhancement-AdditionalLanguage- English
- SkillEnhancement-AdditionalLanguage-French
- SkillEnhancement-CulturalDiversityAndInclusion
- SkillEnhancement-EsentialSkills
- SkillEnhancement-JobSpecific
- SkillEnhancement-PreEmployment
- SkillEnhancement-SkilledTrades
- WorkExperience

5.7 Registering Participants in Services

5.8 Intake form and Notice of Collection, Use, and Disclosure

Service providers are required to collect personal information from individuals in order to verify their eligibility as participants, as well as to enable the Nova Scotia Office of Immigration to evaluate the effectiveness of the services being delivered.

Prior to receiving the services, each participant needs to be registered in LaMPSS. The required participant information includes tombstone, pre-and-post intervention data, as well as applicable outcomes.

Service providers are also responsible for informing individuals of the purposes for which their personal information is being collected and obtaining consent for the sharing of that information with the province. They must also inform clients of their rights under the provincial Privacy Act to view their personal information when it is held by the province as a result of the disclosure. It must be documented also that the individual consents to the use and sharing of that information.

The downloadable (LaMPSS) intake form containing all required fields (including Collection, Use and Disclosure Notice) needs to be completed and signed by each participant.

Service providers are required to treat all information about the participants that it collects or compiles as confidential and ensure that all necessary measures have been taken to protect the information against unauthorized release or disclosure. This includes appropriate care in their use of electronic forms of information record keeping, information sharing, and the disposition of computers and similar electronic storage devices when being replaced or no longer used for project purposes.

A signed original consent form should be kept on file (not attached to LaMPSS).

5.9 Participant Data

Information that the service provider will collect from participants includes:

- **Tombstone information: person information and address. Immigration Labour Market Integration service providers are required to ask clients for Social insurance Number (SIN). This is mandatory.**
- **Pre-intervention information:** intake information; pre-intervention employment, education, and language status.
- **Post-intervention information:** outcomes that relate to areas of service such as: earned training certification, change of employment status, change of language level, change in qualifications recognition, or business start-up.

The required information is included in the downloadable LaMPSS intake form. **Data must be kept up-to-date commensurate with activity reports due dates, or as per Agreement Manager's instructions.**

5.10 Reporting

After the provision of service, completion and outcomes information needs to be updated as soon as possible (if and when is attainable); at a minimum, this will occur according to the reporting schedule and commensurate with activity reports due dates in order for it to serve as data feeding into these reports. If the activities in the agreements correspond exactly with Service Registration types, then the total count of the services represent the number of participants in the activity. If an activity is a roll-up of several Service Registration types, then the total number of participants in that activity is the total number of service types that pertain to that activity. Immigration Labour Market Integration agreement holders will no longer need to submit separate Excel/Word reporting sheets.

LaMPSS Forms Portal

Activity and financial reports for your agreement can be submitted online using the LaMPSS Forms Portal. Refer to the self-serve guides at <https://novascotia.ca/lae/lampss/lampss.asp> for details on how to access and submit these reports.

Completing an Activity Report

The Quarterly Activity Reports require submission of the achieved outputs and outcomes previously outlined for each activity. The following section provides further supporting information required to complete the Activity Report.

Project Activities

The table below outlines the information reporting requirements for each eligible activity for the Nova Scotia Office of Immigration Labour Market Funding Program.

<i>Activity Type</i>

<p><i>Update / Status this Period (2,000 character limit)</i></p>	<p>Provide achievements update for all planned outcomes and outputs related to this project activity (outputs and outcomes must correspond to the proposed ones). Please include details on any adjustments and unexpected outputs and/or outcomes. Use Service Registration as a source of data.</p> <p>If you have a waiting list for this activity, please provide the number of people on the list and how long, on average, participants remain on the list before being able to access the activity.</p> <p>If this is a final Activity Report, for each participant who has completed the activity you must also detail the number who are now:</p> <ul style="list-style-type: none"> • Employed full-time • Employed part-time • Self-employed • Unemployed • In further training • Status unknown
<p><i>Number of unique participants</i></p>	<p>Provide the actual number of participants for this activity during this reporting period. This number should include any participants who have completed the activity and should not include any participants who have withdrawn. This field does not apply to the project activities “Awareness” and “Research and Planning”.</p>

Participants

Enter the actual number of participants overall during this reporting period for all activities. Also enter the actual number of participants during this reporting period in five immigration and three employment status categories:

- Canadian Citizens born outside Canada
- Permanent Residents of Canada
- Permanent Residents of Canada – Nova Scotia Nominees
- Permanent Residents of Canada - Refugees
- Protected persons (Section 95 of IRPA)
- Unemployed and non-EI eligible
- Low skilled employed
- Employed in low-skilled occupation

Immigration and employment eligibility criteria can be further broken down to participants who belong

to the following groups: African Nova Scotians, Francophone/Acadian, Persons with Disabilities or Youth. Please identify and report your clients within these groups if possible (not mandatory).

Reporting Notes

Provide any additional information not already reported at the individual activity level on new relationships established, number of volunteers, or other relevant outputs or outcomes.

Completing a Financial Report

This section provides supporting information required to complete the Financial Report. Financial Report templates are available through LaMPSS self-serve functionality at <https://lampss.gov.ns.ca>.

Project Costs

Provide the actual costs for each eligible expense for this reporting period in the “Reported amount this period” column.

Reporting Notes

Provide any additional information.

5.11 Agreement Closing

At the end of the agreement, an Agreement Manager prepares the Closing Summary that is shared with the organization. The areas that are assessed during the closeout process are:

- Management of budget variance
- Overall quality of financial management
- Achievement of expected results and targets
- Overall quality of project activities, and the scores for each of these areas

This assessment might have an impact on the funding decisions related to applicant’s future applications.

Please note that all agreements will have a mandatory 10% holdback on advancing remaining funds until the final reports are received.

6 Terms and Conditions

Participant Privacy

Participants must be informed that funding for the project has been provided under the Canada-Nova Scotia Workforce Development Agreement, and that Canada and Nova Scotia will use information collected solely for the purpose of evaluating the initiative.

The following information on each participant will need to be collected (as part of Service Registration):

- Name
- Address
- Phone number
- Email address
- SIN
- Pre-Intervention Employment Status
- Age
- Gender
- Designated Group

There will be a follow up survey at 3 months and 12 months.

Participants must be informed that the information, when provided to Canada, will be collected, used, and disclosed in accordance with Canada's Privacy Act and as per section 38 and 39 of the Employment Social Development Canada Act. Participants have a right under the Privacy Act to obtain access to and request correction of their personal information held by the federal government.

The participant must be informed that any personal information which is provided to the Project Sponsor or Nova Scotia will be collected, used, and disclosed in accordance with the Nova Scotia Freedom of Information and Protection of Privacy [FOIPOP] Act and the Nova Scotia Personal Information International Disclosure Protection [PIIDPA] Act, and that participants have a right to access their personal information, and a right to request correction of their personal information.

Project sponsors must protect the personal information of participants and are required to only use personal information for the purpose for which it is collected. Any disclosure of the personal information of participants by project sponsors must be in keeping with this agreement and the provisions of the Nova Scotia Freedom of Information and Protection of Privacy [FOIPOP] Act and the Nova Scotia Personal Information International Disclosure Protection [PIIDPA] Act.

Any questions regarding the collection, use, and disclosure of personal information may be directed to the Information Access and Privacy Manager by email at LWDaccess@novascotia.ca or by phone at 902-424-8472.

Communications Requirements

The Governments of Canada and Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with Nova Scotia Office of Immigration's Communications Advisor (902)424-4312.

Communications activities can be generally defined as, but not limited to, the following:

- News releases;
- Public events such as funding announcements, official openings, press conferences;
- Written or electronic communications material;
- Program products such as brochures, program descriptions, forms for the use of participants, annual plans and reports;
- Advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the programs/services provided are funded in whole or in part by the Government of Canada and the Province of Nova Scotia. Bilingual notices are required in designated bilingual offices. Please note that the project will be made public on the Nova Scotia Office of Immigration's website.

Watermarks, wordmarks, signage and/or logos can be obtained from Nova Scotia Office of Immigration's Communications Advisor.

Funding Announcements

Please contact the Nova Scotia Office of Immigration's Communications Advisor if you are contacted by the media about a project or as soon as your organization starts to discuss:

- A funding announcement or event;
- A news release or feature;
- A radio or television spot;
- An advertisement;
- A poster or brochure.

Nova Scotia Office of Immigration Contact Information

Any notice or correspondence to the Nova Scotia Office of Immigration for the purposes of this Agreement shall be addressed to Immigration Settlement Funding Program.

Information about the Immigration Settlement Funding Program can be obtained through the Immigration and Population Growth Branch by contacting the Agreement Manager, or via e-mail at settlement@novascotia.ca or at 902-424-5230, or 1 (877) 292-9597 or by mail at:

Immigration Settlement Funding Program
Immigration and Population Growth Branch
Department of Labour, Skills and Immigration
1469 Brenton Street, 3rd Floor
PO Box 1535
Halifax, NS B3J 2Y3

Website: novascotiainmigration.com/live-here/program-funding/labour-market.

APPENDIX A

Eligible Participants

a) Immigration		
Participant Category	LaMPSS: Project Participants by Target Group	Identification
Canadian citizens born outside Canada: services to recent Canadian citizens born outside Canada will be given priority.	Immigr-Canadian Citizens born outside Canada	<ul style="list-style-type: none"> • Citizenship card, OR • Canadian passport
Permanent Residents of Canada: other than Nominees – Permanent Residents of Canada and Refugees – Permanent Residents of Canada. Services to recent Permanent Residents of Canada to Nova Scotia will be given priority.	Immigr-Permanent Residents of Canada	<ul style="list-style-type: none"> • Permanent resident card
Permanent Residents of Canada- Nova Scotia Nominees: foreign nationals and their dependents who have been nominated under the Nova Scotia Nominee Program and have become Permanent Residents.	Immigr – PR – Nova Scotia Nominees	<ul style="list-style-type: none"> • Permanent resident card
Permanent Residents of Canada – Refugees: Convention refugees and protected persons overseas who have been selected for resettlement in Canada by Citizenship and Immigration Canada and have obtained Permanent Resident status.	Immigr- PR – Refugees	<ul style="list-style-type: none"> • Permanent resident card
Protected Persons: as defined in Section 95 of the Immigration and Refugee Protection Act (IRPA).	Immigr- Protected Persons (Section 95 of IRPA)	<ul style="list-style-type: none"> • Notification letter from the Immigration and Refugee Board of Canada noting their protected status is conferred.
b) Employment		
Participants who are unemployed and non-EI-eligible.	Unemployed and non-EI eligible	n/a

Participants who are employed and low-skilled (low-skilled is defined as having less than grade 12, no certificates (as recognized within Nova Scotia), and/or low literacy and/or lacking essential skills).	Low-skilled employed	n/a
Participants who are employed in low-skilled occupations because their credentials are not recognized in Nova Scotia or language barriers prevent employment in their chosen field.	Employed in low-skilled occupations	n/a