

Immigration Settlement Funding Program Guidelines (2023-2026)

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

Table of Contents

- 1 Preamble 4
- 2 Immigration Settlement Funding Program Introduction 4
 - Guiding Principles 6
 - Priorities 6
 - Roles and Responsibilities 8
 - Eligible Applicants 9
 - Ineligible Applicants 9
 - Eligible Programming 9
 - Eligible Themes and Expected Settlement Outcomes 9
 - 1. Assessment 9
 - 2. Orientation 9
 - 3. Language and Skills 10
 - 4. Labour Market Focus 10
 - 5. Welcoming Communities 10
 - 6. Research and Planning 11
 - Eligible Activities 11
 - Assessment 11
- 2 Applying for Funding 12
 - Applying Online Using LaMPSS Self-Serve 13
 - Completing an Application Form 13
 - Organization Information 13
 - Project Details 13
 - Past Agreements 14
 - Project Description 14
 - Agreement Contact 14
 - Language Preference 14
 - Project Location(s) 14
 - Participants 14
 - Project Activities 15
 - Eligible Costs and Project Budget 16
 - Salary Policy 17

	Ineligible Costs and Activities.....	23
	Legal Signing Officers	25
	Supporting Documentation	25
	Submitting Your Application	26
3	Immigration Settlement Funding Program Reporting Requirements	26
3.1	Service Registration	26
3.2	Introduction	26
3.3	Service Setup.....	27
3.4	Service Format	27
3.5	Service Naming Convention	27
3.6	Service Types.....	28
3.7	Registering Participants in Services	29
3.8	Intake form and Notice of Collection, Use, and Disclosure	29
3.9	Participant Data	29
3.10	Reporting.....	30
	Completing an Activity Report	30
	Participants	31
	Reporting Notes	31
	Completing a Financial Report	31
	Project Costs	31
	Reporting Notes	31
3.11	Agreement Closing.....	31
4	Access and Privacy	32
5	Communication Requirements	32
6	Contact Information.....	33

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. Settlement programming is critical to realizing population goals by focusing on 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 actions that can be taken to strengthen settlement programming including extending agreement cycle to three years and most importantly ensuring proposed activities reflect the priorities that have the greatest impact retention and integration of immigrants. These 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

Proposals received through this call for proposals will be evaluated to determine organizational capacity, alignment with established program priorities listed in the guideline. Proposals accepted will be negotiated to develop three-year funding agreements beginning April 1, 2023, ending March 31, 2026. The call for proposal process opens November 17, 2022, ending January 13, 2023.

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 Settlement Funding 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 settlement programs.

The purpose of this guide is to inform applicants about the goals of the Immigration Settlement Funding 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 – 2026 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 Immigration Settlement Funding Program is administered by the Immigration and Population Growth Branch (IPG) of the Department of Labour, Skills and Immigration. The program assists community organizations, other public or non-governmental organizations, and language schools to provide services that facilitate the integration and long-term residency of successful immigrants and refugees in Nova Scotia.

All proposals will be evaluated against the established program criteria and additional identified settlement priorities. 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 and ending on March 31, 2026. All submitted applications must fit within, and not exceed, this timeframe.

Applicants interested in submitting a proposal must use Immigration Settlement Funding 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 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;
- **Clear accountability:** Accountability measures will ensure that public funds are invested wisely and results are achieved; and
- **Innovation:** Proposals that incorporate the introduction of new or more efficient service delivery models, technology, and activities addressing gaps in service.

Priorities

The long-term desired outcome of the Immigration Settlement Funding Program is the retention of successful immigrants and refugees in Nova Scotia.

Priority Outcomes

The Immigration and Population Growth Branch will evaluate applications based on the timely delivery of program and settlement priorities.

Direct activities focused on:

- Immigrants and Atlantic Immigration Program participants including, but not limited to:
 - needs assessments
 - settlement plans
 - labour market language and communication training
 - employment support
 - credential recognition
 - business start-up and development
- Refugees including but not limited to:
 - settlement and integration services that promote civic participation
 - social and cultural connections
 - language training
 - employment support
 - raising community awareness
 - addressing isolation

Indirect activities are focused on:

- Employer activities related to Atlantic Immigration Program (AIP) that include:
 - raising awareness of AIP
 - working with employers who have a genuine labour market need
 - generating referrals to IPG
 - collaboration with key economic partners to enhance AIP
 - liaising with key economic partners
 - assisting with finding international workforce
 - engagement (providing information, raising awareness)
 - increasing cultural competence
 - creating welcoming workplaces
- Communities and partnerships that include
 - community and multi-sectoral partnerships to enhance cross-organizational and cross-sectoral engagement with SPOs, private sector, municipalities, Local Immigration Partnerships (LIPs), cultural groups, and other non-immigrant settlement organizations and agencies
 - other service providers accessed by immigrants and refugees to participate in activities that respond to settlement needs such as public and private institutions, community organizations and various sectors to be more welcoming and skilled in providing services to immigrants and refugees (training, guidelines, service negotiation, facilitating collaboration, etc.)
- Research and policy such as:
 - identification of barriers to successful settlement and integration
 - gaps in services
- Pre-arrival and distance services
- Province-wide coordinated approaches to settlement and integration services
- Successful integration of families and groups of individuals facing significant barriers
 - Children and youth settlement support and outreach services
 - Government assisted and privately sponsored refugees' language and labour market -- attachment services
 - Programming adapted to highly vulnerable individuals with complex needs (women, low skilled, seniors, members of LGBTQ community, those who live in small centres, and others)
 - Programming that fosters social inclusion, assist individuals to build private and professional networks, and access mainstream services

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

All partners in the funding process share responsibility for outcomes.

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, and
- Develop or coordinate joint proposals or projects to avoid duplication and to maximize benefits for immigrants and refugees with funding available from all partners
- 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.

Eligible Applicants

The applicant must be

- an established non-profit community organization
- charity (registered under the Societies Act) or
- other public or non-governmental organization (e.g., public educational institution, libraries, regulatory bodies).
- private language schools (established “corporations” registered under Registry of Joint Stock Companies).

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
- Immigration agents, consultants or recruiters

Eligible Participants

Eligible client categories include Canadian citizens born outside of Canada, individuals awaiting statutory checks, Nova Scotia nominees, permanent residents of Canada, refugees, permanent residence applicants with work permit, international post-secondary graduates, protected persons, and Atlantic Immigration Pilot applicants. Detailed information on eligible categories is provided in Appendix A.

Eligible Programming

Eligible Themes and Expected Settlement Outcomes

The following is an overview of six broad themes that constitute eligible programming and are aligned with expected settlement outcomes. Each theme could encompass one or more activities to achieve a range of expected settlement outcomes (Appendix B: Settlement Logic Model and Program Outcomes). These themes should be considered by applicants in identifying activities to be included in an application (see *Eligible Activities*).

1. Assessment

Assessment explores participants’ (and their families’) needs and assets, as well as their “wants” for future training and services. Assessment can include development of assessment tools (questionnaires, forms, etc.), administration of initial and repeated assessments, a settlement plan assessment, language assessments, pre-arrival assessments, etc.

2. Orientation

The settlement process for immigrants and refugees includes the successful orientation and integration of the principal applicants and their families. Eligible initiatives may include providing information and

referral services; volunteer programs; providing mental health and wellness resources, and community networking opportunities.

3. Language and Skills

Language acquisition is essential for immigrants and refugees. Language training for adults will focus on responding to settlement and integration needs of eligible participants. Consideration will be given to expanding access to core language programs (Canadian Language Benchmark (CLB) literacy up to 8) to immigrants and refugees outside of Halifax, as well as occupation-, sector-, and employment-specific communication and language training within Halifax. Examples of models for programming may include: volunteer tutor programs; on-line (distance) and in-classroom programs lead by a qualified instructor; and material and curriculum development. The preferred method for training/instruction is in a public space. Should this not be feasible, the service provider must provide to Nova Scotia Office of Immigration the risk assessment framework that will be used to ensure all safety measures are addressed.

Language training for public school students is under the jurisdiction of the Nova Scotia Department of Education and Early Childhood Development.

4. Labour Market Focus

Integration into the local labour market is an essential part of settlement for immigrants and refugees as it secures their economic independence and allows them to contribute to the local economy. This can be achieved through gaining employment, or through entrepreneurship and self-employment.

Another component of this theme is supporting Atlantic Immigration Program (AIP) through fostering collaboration with employers, business community and key economic partners to identify and address labour market challenges in Nova Scotia.

Activities might include employment counselling; training programs; recognition of academic credentials; services for highly-skilled immigrants, bridging programs; entrepreneurship and self-employment support; identification of sectors and employers with labour market challenges; raising awareness of AIP; working with employers who have a genuine labour market need and generating referrals to IPG; collaboration with key economic partners to enhance AIP, and other.

Employment supports should complement, and not duplicate employment services funded by other government programs.

5. Welcoming Communities

One of the important elements in retaining immigrants and refugees is the presence of welcoming communities and workplaces. This Welcoming Communities theme encompasses activities where diverse regional organizations and agencies work together to coordinate efforts to welcome immigrants and refugees destined to their community, and to strategically plan immigration initiatives. Under this category, priority will be awarded to proposals that show collaboration among relevant organizations and agencies serving a broad range of immigrants and refugees.

Examples of partnering organizations and agencies include but are not limited to settlement organizations, regional centres for education and the Francophone school board (Conseil scolaire acadien provincial), post-secondary institutions (universities, Nova Scotia Community College and private colleges), literacy organizations, libraries, professional and trade associations, ethno-cultural organizations and faith groups. Examples of initiatives should reflect diversity, equity and inclusion and anti-racism and include, but not limited to strengthening of local and/or regional awareness of immigration, engaging the community and employers, developing community and workplace welcoming initiatives, establishing regional work groups, and developing community plans for coordinating the delivery of integration services for immigrants and refugees.

6. Research and Planning

This theme focuses on conducting research or investigation to create new knowledge, findings and recommendations related to immigration and settlement of immigrants and refugees in Nova Scotia. Examples include, and are not limited to, community needs planning related research; market research or collection of needs assessments; research related to curriculum development to enhance existing or introduce new training opportunities; planning and research related to community needs; stakeholder consultations; strategic planning and development of partnerships.

Eligible Activities

Eligible themes can be further described as one or a set of activities. Activities are an integral part of your programming and the LaMPSS system. Depending on the project's scope, you will be using one or more activities and will need to provide details on each of them in your application. The following is an overview of eligible activities.

Assessment

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

Information Access

Services that provide self-serve information access to participants.

Awareness

Services that create awareness of settlement and integration programs and other services or issues in the community; assisting employers and working with key economic development partners.

Research and Planning

Services that conduct research or investigations to create new knowledge and/or findings and recommendations.

Skill Enhancement

This activity is further broken down into specific skills.

Essential skills

Provides the foundation for learning skills needed for work, learning and life. They enable people 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.

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.

Job search

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

Pre-employment

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

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.

Additional language – English

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

Additional language – French

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

Cultural diversity

Skills needed to adapt to Canadian/Nova Scotian culture.

Work experience

Services that provide work experience to the participant. This may be achieved, but is not limited to, volunteering, job shadowing, or simulation.

2 Applying for Funding

The Immigration and Population Growth Branch administers the Immigration Settlement Funding program 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.

LaMPSS provides organizations with self-serve capability, enabling applications for funding to be submitted online along with Financial and Activity Reports.

All applicants must be registered users of LaMPSS 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

The 2023-2026 Immigration Settlement Funding Program call for proposals will cover the period of April 1, 2023 to March 31, 2026. The application deadline is January 13, at midnight. Pending availability of funding, an additional opportunity to submit applications may occur.

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>. LaMPSS requires a computer running the free Adobe Reader 9.3.3 (or higher), and one of the following browsers - Internet Explorer 8 (or higher) and Safari 5 (or higher).

Completing an Application Form

This section provides supporting information required in completing the application form contents for the Immigration Settlement Funding Program. Please note:

- Incomplete submissions will delay the application review.
- Nova Scotia Office of Immigration reserves the right to request additional information.
- Keep a copy of the completed application for your records.

Organization Information

Organizational information will be pre-populated. If your organization name or mailing address has changed, please contact the Nova Scotia Office of Immigration Agreement Manager, to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please 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 and demonstrate the change the project will accomplish to assist with the employment, settlement and integration needs of successful immigrants and refugees for them to stay in the province;
- Measurable;
- Achievable and realistic given organizational constraints, timeframes, and resources;
- Timebound, so that readers know when the results are expected; and
- Related to identified community needs.

In addition, describe whether a specific group of immigrants will be targeted (e.g., Francophone community, immigrant women, refugees, entrepreneurs, etc.) and note whether this links to community economic development strategies and activities.

If your application is approved, this project 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 finalize your application.

Language Preference

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

Project Location(s)

In the “Care Of” field, enter the name of the location or the building name. For example, NSCC Institute of Technology Campus, or Halifax Club. Fill out the rest of the required information. “Location description/notes” field is not mandatory.

If the project is carried out in various locations, provide address details for each one. This information will be used in the “Project Activities” section of this application.

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 so that it is available as a choice when you are indicating the locations of project activities later in this application.

Participants

Enter the total number of unique participants expected for this project.

Enter the number of participants expected for each target group (note that the corresponding definitions of participant groups are provided under the “Eligible participants” section of this document, page 9):

1. Immigr - Canadian citizens born outside of Canada
2. Immigr – Individuals awaiting statutory CIC checks
3. Immigr – Nova Scotia Nominees
4. Immigr – Permanent Residents of Canada
5. Immigr – PR – Nova Scotia Nominees
6. Immigr – PR – Refugees
7. Immigr – PR – Applicants with Work Permit
8. Immigr - Protected persons (Section 95 of IRPA)
9. International Post-Secondary Graduates
10. Immigr – AIP PA High-skilled
11. Immigr – AIP PA intermediate-skilled
12. Immigr – AIP PA international graduate
13. Immigr – AIP dependent

Project Activities

The table below lists the details of the required LaMPSS information related to eligible activities. The activities you choose will appear directly in your contract.

Activity Type	Select the activity type.
Start Date	No earlier than April 1, 2023
End Date	No later than March 31, 2026
Brief Description (maximum approx. 300 words)	<p>In this section describe the overall goals of the activity and provide details of how it is going to assist with the settlement and integration needs of immigrants and refugees.</p> <p>For classroom-based projects, also include:</p> <ul style="list-style-type: none"> • Model of delivery (on-line, in-classroom 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 (maximum approx. 300 words)	List all planned outputs , including the # of workshops provided, # of participants served, # of materials distributed, as well as expected outcomes such as # 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). Reporting must include the update on the planned outputs and outcomes as outlined in the application.
<i>Where does this activity take place?</i>	Identify the location for each activity by selecting from a drop-down list populated with the project locations you previously identified.
<i>Expected number of participants</i>	Provide the actual (total) expected number of participants for this activity (all outputs together, if applicable). This field does not apply to the project activities “Awareness” and “Research and Planning.”

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 occurred costs must be necessary and reasonable expenses needed to carry out the agreement activities and achieve set outcomes.

Agreement holders must manage their projects within the approved budget. Expenses are regularly monitored for eligibility and slippage to ensure accountability and to re-allocate unused funds. If there is an occurred overage, the amount must be reported and returned to IPG. In some instances, upcoming payments might be reduced to account for the occurred overage.

The following outlines the eligible costs and specific instructions for each budget category. **Please 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 contributions fields (“less: cash contributions” and/or “less in-kind contributions”). The following is the formula for this budget line:

$$\text{Total project cost} - \text{cash contributions} - \text{in-kind} = \text{requested amount from Immigration and Population Growth}$$

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/settlement. **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, and 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 for identifying 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 IPG’s 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 2 percent increase in year 2 and a subsequent 2 percent in year 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 Canadian Revenue Agency (CRA) how to report and tax this income.

The following details eligible costs under the Immigration Settlement Funding 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.</p> <p>Project staff salaries may be calculated based on the last negotiated wage on the previous 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 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% of gross wages (6% for employees after 8 years) will be supported.</p> <p>b) Includes health, dental, insurance premiums, pension, and RRSPs. NOTE: A maximum 50% employer contribution will be supported. Where an employee is contributing to an RRSP and IPG is covering an employer’s contribution to that RRSP, the employee’s contribution must be reflected on their pay stub. For more information, please refer to the Salary Policy.</p> <p>If your organization has an HR policy referring to all types of leave and employment benefits, please submit as a supplementary document. 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 to improve their capacity to perform their duties. They may include conferences and short-term training programs/courses. However, post-secondary education diplomas 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 be considered.</p> <p>Proposals must also include how the professional development opportunity is relevant to the program activities to be delivered and provide names of types of proposed professional development.</p>
<p>Travel</p>	<p>Travel costs associated with the delivery of the program may be included and should not exceed Provincial Government travel rates.</p>

LaMPSS Budget Categories	Eligible Costs
	<p>Details can be found on the Province of Nova Scotia website. 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 accommodations, airfare, and costs associated with out-of-province travel must be negotiated with your Agreement Manager in advance.</p>
<i>Operational Costs</i>	
<i>Operational – Standard Costs</i>	Funds can be re-allocated within standard operational cost categories without prior approval from IPG.
<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 reasonable market price. No travel, airfare or accommodation is allowed.
<i>Equipment Repairs</i>	Equipment repair services. 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.

LaMPSS Budget Categories	Eligible Costs
<i>Advertising / 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. Provide average expense per month for each category.
<i>Resource Materials</i>	Includes books, videos, and instructional guides, 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>	<p>If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund.</p> <p>Note that all other budget expenses should be entered without HST.</p>
<i>Other Operational Costs</i>	May be considered, such as food, refreshments, rental space for conferences and workshops, membership fees, website renewal, software license purchases, copyright fees, etc. The Nova Scotia Office of Immigration will consider legal fees on a case-by-case basis.
<i>Operational – Exceptional Costs</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, iPads/tablets, cameras, electronic devices. 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 capital item to the project is not an acceptable practice. All purchases need to be submitted in full within the project. 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>	

LaMPSS Budget Categories	Eligible Costs
<p><i>Administrative</i></p>	<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 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. 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 Salaries</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>

LaMPSS Budget Categories	Eligible Costs
	<p>Salary increases outside of the IPG’s Salary Policy (see above) will not be considered for any position regardless of organizations’ internal HR and/or wage policies. The exception being that IPG will allow a cost-of-living increase of 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>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, pension, and RRSPs. NOTE: A maximum 50% employer contribution will be supported. Where an employee is contributing to an RRSP and Nova Scotia Office of Immigration is covering an employer’s contribution to that RRSP, the employee’s contribution must be reflected on their pay stub. For more information, please refer to the Salary Policy.</p> <p>If your organization has an HR policy referring to all types of leave and employment benefits, please submit as a supplementary document. Funds can not be re-allocated from other categories to Benefits.</p>

Ineligible Costs and Activities

The following lists ineligible costs and activities. IPG reserves the right to identify specific ineligible costs on individual basis.

Category	Description
Ineligible costs	
Participant related costs	<p>Any costs for participants living in Canada but outside of Nova Scotia are ineligible.</p> <p>Participant costs such as childcare, participants travel costs, tuition payments, disability related costs, employability related special needs costs, incidentals, wage subsidies, training allowances, gifts for participants, and other.</p>

<i>Unrelated costs</i>	Costs that cannot be directly linked to the project.
<i>Costs incurred before or after the start date of project</i>	Any costs incurred before or after the start date of the project.
<i>Capital infrastructure</i>	All capital infrastructure costs including construction or renovation of building(s) or monument(s) and similar.
<i>Financial losses/deficits incurred, or organizational reserves.</i>	Losses and deficits incurred by the funded organization, or building an organization's reserve funds
<i>Wage subsidies, training allowances or tuition payments</i>	Including payments to participants and/or employers.
<i>Staff salary bonuses or salary top-ups</i>	Bonuses for staff or salary top-ups.
<i>Language training for children and youth attending public education, unless otherwise specified</i>	Nova Scotia Office of Immigration directly provides funds to the Nova Scotia Department of Education and Early Childhood Development for language training in the public-school system.
<i>Sponsorships</i>	Such as financial sponsorship of another program, activity or event.
<i>Storage space</i>	The renting or leasing of storage space.
<i>Lobbying/advocacy activities</i>	Campaigning or activities related to the affiliation with political parties.
<i>Recreational programs</i>	Activities that are not related to the settlement, integration and retention of immigrants (and refugees) but are standalone events with a solely recreational purpose, such as sporting activities, trips, field excursions.
<i>Cultural activities</i>	Activities that are not related to the settlement, integration and retention of immigrants and refugees but are stand-alone events/activities with the focus on art, craft, musical or other culture related events/activities.
<i>Fundraisers</i>	Including all activities related to fundraising events.
<i>Social activities and gatherings</i>	Private parties, birthdays and celebrations that are not related to the settlement, integration and retention of immigrants (and refugees) but are stand-alone events.
<i>Board meetings</i>	Annual general meetings or regular board meetings of an organization or association, including travel.
<i>Canada Revenue Agency or payroll penalties</i>	Costs associated with Canada Revenue Agency or payroll penalties.
<i>Illegal activities</i>	Any activity that is illegal.
<i>Membership fees for private clubs</i>	Membership fees for private clubs includes for example gyms, golf courses, etc.
<i>Alcohol</i>	Purchase of alcohol beverages.
<i>Illegal substances</i>	Purchase of illegal substances.
<i>Unreasonable gifts for recognition</i>	Any costs associated with unreasonable gifts for recognition.

Legal Signing Officers

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

Supporting Documentation

Supporting documents can be added as attachments to your application. **Please note** that open documents cannot be attached, and that individual attachments cannot exceed one megabyte 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 application. In some cases, documents, such as letters of support or financial statements, may only be available in hard copy; if so, please make note of this in your submission and send via mail. Some documents are available as templates at novascotiainmigration.com/live-here/program-funding/settlement.

<i>Document</i>	<i>Mandatory</i>	<i>Document Topic</i>	<i>Requirements</i>
<i>Itemized Budget Breakdown</i>	Yes	Itemized Budget Breakdown	See the Itemized Budget Breakdown Workbook template at novascotiainmigration.com/live-here/program-funding/settlement
<i>Cash flow Forecast Spreadsheet</i>	Yes	Cash flow Forecast Spreadsheet	Submit a monthly cash flow 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>HR Policy</i>	No	Supplementary info	Submit your HR policy referring to all types of leave and employment benefits as a supplementary document.
<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.

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 Nova Scotia Office of Immigration 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 are connected to the internet, 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.

3 Immigration Settlement Funding Program Reporting Requirements

Activity Reports and Financial Reports are required as per Agreement Schedule. The specific requirements for Activity and Financial Reports will be outlined in your agreement. Additional reporting might also be necessary. The Immigration and Population Growth Branch will require notification by email of any changes within budget lines from the approved budget, particularly around staffing (see Salary Policy on page 21).

3.1 Service Registration

3.2 Introduction

Service Registration allows organizations to register uniquely identified participants, register the services they have provided to them and track their outputs and outcomes.

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 facilitate reporting requirements.

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.

3.3 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. To provide flexibility to organizations, the Immigration and Population Growth Branch 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 Canadian Language Benchmark (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)

3.4 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. *Continuous* group service enables continuous enrollment of participants with dates reflecting their entry and exit from the service.

Individual service is one-on-one service. An individual service is ongoing; participation is recorded each time the participant attends. Examples include counselling, assessment, individual job search. The client may participate in this service one or more times while the service is being offered by the organization.

3.5 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:”

3.6 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, employers 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

3.7 Registering Participants in Services

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

Service providers are required to collect personal information from individuals 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).

3.9 Participant Data

Information that the service provider will collect from participants includes:

- **Tombstone information:** person information and address.
- **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.**

3.10 Reporting

After the provision of service, completion and outcomes information needs to be updated as soon as possible; at a minimum, this will occur according to the reporting schedule and commensurate with activity reports due dates 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.

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.

The table below outlines the information reporting requirements for each eligible activity for the Immigration Settlement Funding Program.

<i>All Activity Types</i>	
Update / Status this Period (2,000-character limit)	<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 there is 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 there is insufficient room to report this within the LaMPSS reporting form, attach the list in a word processing or spreadsheet format in the Supporting Documentation section of the form. Select the document topic “Supplementary Info” and then click “Attach a Document.”</p>
Number of unique participants	<p>Provide the actual (total) number of participants for this activity (all outputs together, if applicable). This field does not apply to the project activities “Awareness” and “Research and Planning.”</p>

Participants

Enter the actual (total) number of participants during this reporting period for all activities. Include participants in all relevant target groups as follows:

1. Immigr - Canadian citizens born outside of Canada
2. Immigr – Individuals awaiting statutory CIC checks
3. Immigr – Nova Scotia Nominees
4. Immigr – Permanent Residents of Canada
5. Immigr – PR – Nova Scotia Nominees
6. Immigr – PR – Refugees
7. Immigr – PR – Applicants with Work Permit
8. Immigr - Protected persons (Section 95 of IRPA)
9. International post-secondary graduates
10. Immigr – AIP PA high-skilled
11. Immigr – AIP PA intermediate-skilled
12. Immigr – AIP PA international graduates
13. Immigr – AIP dependent

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.

3.11 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

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

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

4 Access and Privacy

The Immigration and Population Growth Branch reserves the right to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit economic development organizations, to collect and share information with them, as the Office deems necessary to administer and monitor the implementation of the subject project, and to evaluate the results of the project and this program after project completion.

Participants must be informed that funding for the project has been provided under this Service Agreement, and that the service provider will use information collected solely for evaluating the initiative. The participant must be informed that any personal information which is provided to the service provider 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.

The service provider 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 the service provider 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.

The collection, use and disclosure of information provided is subject to the provisions of the Nova Scotia Freedom of Information and Protection of Privacy [FOIPOP] Act, the Nova Scotia Personal Information International Disclosure Protection [PIIDPA] Act, and other relevant access and privacy legislation and policies. Personal information and confidential information (including financial) will be used for program administration and will only be disclosed in keeping with the provisions of legislation.

5 Communication Requirements

The Nova Scotia Office of Immigration must be acknowledged in all communications related to the Project. Logos can be obtained from the Nova Scotia Office of Immigration.

Any public communication of the project via news release or any other event must be coordinated with the Office's Communications Director as well. The project may be made public on the Office's website.

For the purposes of this document, 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; and
- 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 Nova Scotia Office of Immigration. Bilingual notices are required where appropriate.

6 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 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
Department of Labour, Skills and Immigration
Immigration and Population Growth Branch
1469 Brenton Street, 3rd Floor
PO Box 1535
Halifax, NS B3J 2Y3

Website: <https://novascotiainmigration.com/live-here/settlement-providers/settlement/>

APPENDIX A

Eligible Participants

Participant Category	LaMPSS: Project Participants by Target Group	Identification
The following participants are eligible to receive all settlement services funded by Nova Scotia Office of Immigration.		
Canadian citizens born outside Canada.	Immigr-Canadian Citizens born outside Canada	<ul style="list-style-type: none"> • Citizenship card, OR • Canadian passport
Individuals awaiting statutory checks: Individuals from all immigration categories except Nova Scotia Nominees, who have been selected, in Canada or overseas, to become permanent residents and intend to settle in Nova Scotia, pending completion of medical, security and criminal verifications, and who have been informed by a letter from Citizenship and Immigration Canada.	Immigr- Individuals awaiting statutory CIC checks	<ul style="list-style-type: none"> • Letter from Citizenship and Immigration Canada indicating that individuals are awaiting statutory CIC checks
Nova Scotia Nominees: foreign nationals and their dependents who have been nominated under the Nova Scotia Nominee Program but have not yet received Permanent Resident status.	Immigr- Nova Scotia Nominees	<ul style="list-style-type: none"> • Letter of Nomination from the Nova Scotia Office of Immigration
Permanent Residents of Canada other than: a) Permanent Residents of Canada - Nova Scotia Nominees b) Permanent Residents of Canada – Refugees	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

<p>PR Applicants with Work Permit: individuals (and their dependents) who have submitted an application for Permanent Resident status to the Nova Scotia Nominee Program or to Citizenship and Immigration Canada and intend to settle in Nova Scotia.</p> <p>Refugee claimants and off-campus work permit holders (i.e. full-time international students enrolled in post-secondary studies with a valid off-campus work permit) are excluded and hence, ineligible.</p>	Immigr- PR Applicants with Work Permit	<ul style="list-style-type: none"> • Valid temporary or post graduate work permit, AND <ul style="list-style-type: none"> ○ A letter from Nova Scotia Office of Immigration confirming the receipt of the application, OR a letter from Citizenship and Immigration Canada confirming the application, OR ○ An entrepreneur approval letter (ENT) from Nova Scotia Office of Immigration
<p>International post-secondary graduates (and their dependents) who have graduated from university or college in Canada and who are living in Nova Scotia and intend to settle in this province.</p>	International post-secondary graduates	<ul style="list-style-type: none"> • Valid temporary or post graduate work permit
<p>Protected Persons: as defined in Section 95 of the Immigration and Refugee Protection Act (IRPA).</p>	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
<p>Atlantic Immigration Pilot (AIP) Applicants and their immediate dependents who have been designated by IPG.</p>	Immigr – AIP PA high-skilled Immigr – AIP PA intermediate-skilled Immigr – AIP PA international graduates Immigr – AIP dependent	<ul style="list-style-type: none"> • Letter of Designation from IPG

As part of Service Registration, all participants must complete an Intake Form and a Consent Form to be entered in LaMPSS as a unique participant. Participants living in Canada but outside of Nova Scotia are ineligible to receive programming under the Immigration Settlement Funding Program. Services to recent immigrants and refugees settling in Nova Scotia (initial five years of settlement, as per Pan-Canadian Framework for Settlement Outcomes) are given a priority. If you experience and unique situation and are not sure of eligibility, contact your Agreement Manager.

APPENDIX B

Settlement Logic Model and Program Outcomes

THEMES	ACTIVITY TYPE (LaMPSS)	IMMEDIATE OUTCOMES	INTERMEDIATE OUTCOMES	BASELINE DATA SERVICE REGISTRATION: PRE-INTERVENTION MEASURES (LaMPSS)	LONG TERM SERVICE REGISTRATION: POST-INTERVENTION MEASURES
ASSESSMENT	Assessment Information Access Awareness	<ul style="list-style-type: none"> •Participants and service providers are aware of the participants' needs •Participants' settlement plans are based on assessed needs and wants 	n/a	n/a	n/a
ORIENTATION	Participant Management Research/Planning	<ul style="list-style-type: none"> •Participants are aware of the Nova Scotia Office of Immigration settlement services 	<ul style="list-style-type: none"> •Participants have timely, useful and accurate information needed to make informed settlement-related decisions •Participants understand life in Canada including laws, rights, responsibilities and how to access community resources 	n/a	n/a
LANGUAGE SKILLS	Skill Enhancement <ul style="list-style-type: none"> ○ Essential skills ○ Skilled trades ○ Job specific ○ Job search ○ Pre-employment ○ Self-employment ○ Entrepreneurship 	<ul style="list-style-type: none"> •Settlement services are timely, useful, appropriate and available in the official language of choice 	<ul style="list-style-type: none"> •Participants have the official language skills needed to function in Canadian society •Participants have the skills/life skills needed to function in Canadian society 	<ul style="list-style-type: none"> • CLB Listening • CLB Reading • CLB Writing • CLB Speaking • Each of the language skills is measured before the intervention occurred using Canadian Language Benchmarks scale of <1 to level 12. 	<ul style="list-style-type: none"> • CLB Listening • CLB Reading • CLB Writing • CLB Speaking • Each of the language skills is measured before the completion of the Canadian Language Benchmarks
LABOUR MARKET FOCUS	<ul style="list-style-type: none"> ○ Additional language – English ○ Additional language – French ○ Cultural diversity ○ Work experience 	<ul style="list-style-type: none"> •Participants access settlement services in a timely manner (as needed) 	<ul style="list-style-type: none"> •Participants have knowledge of the Canadian work environment and are connected to local labour markets •Participants have the skills to find and apply for employment in Canada, or other forms of labour market attachment 	Credentialing: <ul style="list-style-type: none"> • Target NOC • NOC Description Employment: <ul style="list-style-type: none"> • Employment Status • Employment Details • Hours Worked/Week • Avg. Weekly Earnings • Education Level 	Credentialing: <ul style="list-style-type: none"> • Passed Credential Assessment • Credential/Work Permit • Achieved Credential • Recognition of Prior Learning • Recognition of Prior Experience Employment: <ul style="list-style-type: none"> • Employer • Employment

					<ul style="list-style-type: none"> • Hours Worked • Avg. Weekly Hours
WELCOMING COMMUNITIES			<ul style="list-style-type: none"> • Participants are connected to the broader community and social networks • Program participants are aware of newcomers' needs and contributions and are engaged in newcomer settlement • Communities are increasing their capacity to attract, welcome and retain newcomers and build settlement networks 	n/a	Business: <ul style="list-style-type: none"> • Started a Business • Business Sector • # Business Started
RESEARCH AND PROGRAM PLANNING			<ul style="list-style-type: none"> • Programming and partnerships are aligned with the needs of participants and communities and reflect government priorities • Services delivered are appropriate, timely and cost effective • Programs are based on needs assessment and other evidence, informed by stakeholders 	• n/a	• n/a

Applicable themes and activities must result in one or more outcomes listed in the table. Immediate outcomes are commonly measuring change observed at the level of awareness, service uptake and availability of appropriate services. Intermediate outcomes measure change of individual's behavior such as using the learned information and skills to achieve the long-term outcome such as finding employment. LaMPSS' functionality (shaded columns) includes the choice of the activity type, intake, and pre-intervention measures as well as post-intervention measures. The last two are available via Service Registration. Reporting includes collecting pre-intervention (baseline data) and post-intervention (long term outcomes) data where applicable.