

The COJG assessment tool is for use by both ministry and COJG service provider staff.

**Expectations:**

The assessment document is a tool that can be used by MTCU and COJG service providers to prioritize the COJG funding applications and manage budget. The tool was designed to translate programs strategic priorities as outlined in the COJG guidelines.

The MTCU and service providers have the flexibility to use other relevant information to help with the assessment of the COJG funding applications.

Service providers are expected to manage their COJG allocation to ensure that COJG funding is equally available for the duration of their agreement.

Applications within tiers 1, 2 and 3 are eligible for COJG funding. Which applications get approved will be dependent upon demand for the program within each community.

**Purpose:**

Each application received for funding under the Canada-Ontario Job Grant will be assessed to determine eligibility. Each application **must** meet all the eligibility requirements to be considered for funding.

**It is important to note that meeting all eligibility requirements does not necessarily guarantee funding of the application.**

The ministry is projecting that for **2015/16 fiscal the funding requests will far exceed the budget.** The ministry and the **COJG service providers can use the following assessment tool** to assist in determining **priority for funding.**

The highest priority will be given to the applicants in Tier 1 seeking training support for new or better job and training for employees on notice of lay-off.

For applicants in Tier 2, funding consideration will be given if there is available budget, as the training is for incumbent employees and employers who have received prior COJG in funding in last 6 months.

For applicants in Tier 3, consideration will be only given if there are no pending applications in Tier 1 & 2, and availability of COJG budget. Given the current demand for COJG funding, it is very unlikely the Tier 3 applications can be considered for funding.

**COJG Assessment Tool**

Tiers		Consideration	Calculations						
<p><b>Tier 1:</b></p> <ul style="list-style-type: none"> <li>• New or better job (includes retaining employees who have received a formal notice of layoff)</li> <li>• First approved application for the employer in last 6 months*</li> </ul> <p><i>For the application to be considered under tier 1, all of the above conditions should be met.</i></p> <ul style="list-style-type: none"> <li>• If the employer does not meet tier 1 requirement they will automatically be considered for tier 2.</li> </ul> <p>* applications approved prior to April 20<sup>th</sup> 2015 are exempt from this requirement</p>	<ul style="list-style-type: none"> <li>• Impact of training on trainees</li> </ul>	<b>Trainee Status</b>				<b># of Trainees</b>	<b>x</b>	<b>Score</b>	
		Unemployed to full time employed				5			
		Notice of lay-off to retained				4			
		Part time to full time				3			
		Seasonal to year round				3			
		Unemployed to part time				2			
		Increase in wages due to training				1			
		Incumbent trainee with no increase in wages				0			0
		Completion of training leads to an industry recognized certification (project management, six sigma, mechatronics, etc.)				1			
		<b>Total Score</b>							
<p align="center">Total Score ÷ Total # of trainees on application = Average Points Per Trainee                      For Tier 1 applications will be prioritized base on the "average points per trainee."</p>									
<p><b>Tier 2:</b></p> <ol style="list-style-type: none"> <li>1. Training will lead to new or better job, but;                             <ul style="list-style-type: none"> <li>▪ employer has had a COJG funding application approved in the past 6 months or</li> </ul> </li> <li>2. Incumbent employee with no increase in wage or change in position.</li> </ol>	<p>Training is for new hires or employees on notice of lay-off</p> <p>Training leads to increase in wages or number of hours trainee is currently working</p> <p>Positive outcome of the previous COJG funded training</p> <p>Cost of training for each trainee is greater than \$1,000</p> <p>Training length is greater than 2 weeks or 60 hours</p> <p>Completion of training leads to an industry recognized certification. (project management, six sigma, mechatronics, etc.)</p> <p align="center"><i>For Tier 2 applications will be prioritized based on the number of "Yes" employer receives.</i></p>	<b>Yes</b>		<b>No</b>					
		Training is for new hires or employees on notice of lay-off		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Training leads to increase in wages or number of hours trainee is currently working		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Positive outcome of the previous COJG funded training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Cost of training for each trainee is greater than \$1,000		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Training length is greater than 2 weeks or 60 hours		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<p><b>Tier 3:</b></p> <p>Training is for incumbent employees:</p> <ul style="list-style-type: none"> <li>• training cost for each trainee is less than \$500 and under 1 week (25 hours) in duration or,</li> <li>• employer is required to provide the training due to legislation, regulation, or policy.</li> </ul>	<p>N/A</p>								
<p><b>Tier 4:</b></p> <ul style="list-style-type: none"> <li>• Employer is ineligible for COJG funding</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship training</li> <li>• Employer cannot make the 1/3 required contribution</li> <li>• Employer is Crown Corporation or a government agency</li> </ul>	<b>Trainer is not eligible</b>		<b>Trainer is not eligible</b>					
		<b>Training commenced prior to receiving approval</b>		<b>Training commenced prior to receiving approval</b>					
		<b>Other government funding already approved for the same trainee/training</b>		<b>Other government funding already approved for the same trainee/training</b>					