

**Aboriginal Skills and Employment Training Strategy (ASETS)  
Annual Operating Plan : 2017-2018  
Budget and Activity Template Summary**

Organization Name:	ISETP ASETS
CRF #:	123456
EI #:	678910
Child Care #:	111213

Category	Funding Stream			TOTAL
	CRF (A)	EI (B)	Child Care (C.)	
<b>FUNDS AVAILABLE</b>				
Annual Allocation	\$ 3,000,000	\$ 1,500,000	\$ 400,000	\$ 4,900,000
Contributions from Other Sources	\$ -	\$ -	\$ -	\$ -
Approved Carry-Forward	\$ 20,000	\$ -	\$ -	\$ 20,000
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 3,020,000</b>	<b>\$ 1,500,000</b>	<b>\$ 400,000</b>	<b>\$ 4,920,000</b>
Total Funded Program Activities	\$ 1,530,500	\$ 794,550		\$ 2,325,050
Total Core Program Services	\$ 1,021,500	\$ 494,500		\$ 1,516,000
Total Partnership Development	\$ 79,000	\$ 33,000		\$ 112,000
Total Child Care Costs			\$ 361,000	\$ 361,000
Total Administration Costs	\$ 389,000	\$ 177,950	\$ 39,000	\$ 605,950
<b>TOTAL PLANNED EXPENDITURES</b>	<b>\$ 3,020,000</b>	<b>\$ 1,500,000</b>	<b>\$ 400,000</b>	<b>\$ 4,920,000</b>

CHILD CARE	OVERALL ADMINISTRATIVE %		
Total Cost per Child Care Seat <i>(Subtotal Child Care Costs / Total Number of Funded Seats)</i>	\$6,304	Total Administrative Costs	\$ 605,950
			12%

Prepared By:		Date (yyyy-mm-dd) :	
ASETS Agreement Holder Signature:		Date (yyyy-mm-dd) :	
ASETS Agreement Holder Signature:		Date (yyyy-mm-dd) :	
SC / ESDC Official /Signature:		Date (yyyy-mm-dd) :	

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Budget and Activity Template - WORKING SHEET**

Organization Name:	ISETP ASETS
CRF #:	123456
EI #:	678910
Child Care #:	111213

Category		Funding Stream		
		CRF	EI	Child Care
Funds Available	Annual Allocation	\$ 3,000,000	\$ 1,500,000	\$ 400,000
	Contributions from Other Sources			
	Approved Carry-Forward	\$ 20,000		
<b>Total Funds Available</b>		<b>\$ 3,020,000</b>	<b>\$ 1,500,000</b>	<b>\$ 400,000</b>

Funded Program Activities (Projects to support clients in improving their employability).				
<p><b>Description and costs of Program Activities to be implemented this fiscal year.</b> E.g.: <i>Targeted Wage Subsidy; Skills Development such as Individual Course Seat purchase and Industry/Sector-specific; Group Training program such as Trades, Health fields; Summer Student Work Experience, etc.</i></p> <p><b>Please also indicate the types of supports that will be provided to participants as part of the description.</b> E.g.: <i>Tuition; books and supplies such as binders, pens; living allowance; client travel cost. etc.</i></p> <p><b>Add additional rows as required.</b></p>				<p><b>Please indicate who will be delivering proposed activities (E.g. Agreement Holder and/or Sub-Agreement, Third party).</b></p> <p><b>If the project is to be delivered by a Sub-Agreement Holder or Third party, please ensure to specify Sub-Agreement Holder/Third Party name</b></p>
Summer Student Career Placement Program: assisting youth (15-30) in developing valid work experience and training opportunities for a 3 month period (June to Sept). As part of the recruitment process, youth will be assessed to determine current employability skills and potential career interests. The organization will look to provide work experience placements with employers/areas of interest and cover wages (up to minimum wage) and Mandatory Employment-Related Costs of successful candidates. Target: 45 youth placements.	\$ 200,000	\$ 50,000		Agreement Holder, Sub-Agreement Holder 1, Sub-Agreement Holder 2
Direct Course Seat Purchase: provide funding support to participants enrolled in an accredited college and university program (e.g. tuition and books) for various demand-driven disciplines for years 3 or 4 of an university/college degree or 2 year diploma program. Depending on individual needs, participants also may be eligible to receive monthly living allowance, travel (within TB guidelines) and other accessibility subsidies as per established organizational guidelines. Target: supporting 85 requests.	\$ 700,000	\$ 429,550		Agreement Holder, Sub-Agreement Holder 1, Sub-Agreement Holder 2

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Targeted Wage Subsidy program: wage subsidies offered to employers to assist participants in gaining relevant work experience for a period of up to 12 months. The organization will provide up to 50% wage match plus applicable MERCs subsidy to employers from various industries/sectors such as: customer service, First Nation band council offices, trades, etc. Target: 35 placements	\$ 320,000	\$ 200,000		Agreement Holder, Sub-Agreement Holder 1, Sub-Agreement Holder 2
Introduction to Trades program (Group-based): 10 month group-based introductory trades program. Curriculum will include components to assist participant with upgrading their math and english skills, lifeskills and financial budgeting. The format will also include a combination of classroom and hands-on skills development training in various trades including carpentry, plumbing, welding. Participants will be provided with a 4 week practicum with local employers upon conclusion to the project. Target: 24 participants (with 2 intakes).	\$ 275,500	\$ 100,000		Agreement Holder in partnership with STU institution
Job-readiness supports: offers financial assistance (up to maximum of \$1,000) to participants in supporting their entry into a new job. Supports include: assistance with travel costs (e.g. bus ticket), work supplies (e.g. tools, workboots), etc. Target: supporting 50 requests	\$ 35,000	\$ 15,000		Agreement Holder
<b>Total Funded Program Activities</b>	<b>\$ 1,530,500</b>	<b>\$ 794,550</b>		

Core Program Services				
Description and costs of the core program services (i.e. staff providing a direct service to clients) provided by the ASETS Agreement Holder and Sub-Agreement Holder/Third Parties and the associated non-operating costs. E.g.: Employment Assistance Services office rental and associated utilities such as telephone, internet; office supplies; computer(s)/printer for resume development and job-search.	Total Staff required for each position.			
<b>Add additional row as required.</b>				
Salaries and Related Costs (e.g. Mandatory Employment-Related Costs and related benefits) - Program	\$ 285,000	\$ 160,000		1 ASETS Manager; 4 Employment Assistance Site staff (Full-time); 2 office assistants (Full-time); 2 outreach EAS staff (Full-time).
Agreement Holder operates 2 Employment Assistance Sites for the communities of QWE and PDO. Outreach services are also provided to the communities of OUI, ARH, and VSB (which includes part-time hours per community).				

**Aboriginal Skills and Employment Training Strategy (ASETS)  
Annual Operational Plan : 2017-2018  
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Non-salary operating costs: includes office rental and utilities such as telephone and internet; office supplies.	\$ 150,000	\$ 50,000		
Capacity building (for core and program-related staff): Case management training for 2 Employment counsellors	\$ 9,000	\$ 6,000		
Staff Travel: outreach services, attending of local career fairs/conferences, monitoring purposes, etc.	\$ 20,000	\$ 8,500		
<b>Sub-Agreement Holder and/or Third party Employment Assistance Sites (please provide name of Sub-Agreement Holder or Third Party):</b>				
<i>NOTE: Services provided by all Employment Assistance Sites (Agreement Holder, Sub-Agreements and Third Party) include participant access to computer and internet, job boards, career counselling, resume writing sessions, etc.</i>				
Sub-Agreement Holder 1 - ABC EAS: serves communities of LMN, JKL, and NBO. Costs includes portion of wages/MERCs, office rent/utilities and office supplies.	\$ 250,000	\$ 150,000		1.5 Employment Counsellors; 1 office assistant (Full-time)
Sub-Agreement Holder 2- TWD EAS: serves communities of UIO, OLI and WST. Costs include portion of wages/MERCs, office rent/utilities and office supplies.	\$ 200,000	\$ 100,000		1.5 Employment Counsellors; 1 office assistant (Part-time)
Third Party - EYG EAS: serves community of QSY. Costs include portion of wages/MERCs and office supplies.	\$ 100,000	\$ 20,000		.5 Employment Counsellor (Part-time)
<b>Description and costs of all project-specific capital purchases with a single or composite cost of more than \$5,000 planned for the coming year. (i.e. capital purchases directly related to program activities).</b>				
Indicate if project-specific capital assets is for the ASETS Agreement Holder or for a Sub-Agreement Holder/Third Party (please ensure to specify name of Sub-Agreement Holder/Third Party).				
<b>Add additional rows as required</b>				
Filing cabinet (replacement) for Sub-Agreement Holder 1 (prior one purchased before start of ASETS)	\$ 7,500			
Project-specific Capital 2				
<b>Total Core Program Services</b>	<b>\$ 1,021,500</b>	<b>\$ 494,500</b>		

**Planned Partnership Development Activities**

**Aboriginal Skills and Employment Training Strategy (ASETS)  
Annual Operational Plan : 2017-2018  
Budget and Activity Template - WORKING SHEET**

Description and costs of partnership development activities. E.g.: Memorandum of Understanding (MOU) development, development of training initiatives, advisory committee, etc.			
<i>Please ensure to specify the name of Sub-Agreement Holder.</i>			
<b>Add additional rows as required.</b>			
Salaries and Related Costs (e.g. Mandatory Employment-Related Costs and related benefits) - Partnership	\$ 45,000	\$ 20,000	
Partnership Coordinator (100%)			
Existing Partnership Activities: various meeting with existing partners including other ASETS AHs such as ABC and XYZ.; local employers such as XXX, educational institutions such as: STU and provincial/municipal governments for renegotiation of existing MOU terms and conditions, development of training initiatives, etc. Costs include travel for Partnership Co-ordinator and other AH admin staff.	\$ 20,000	\$ 5,000	
New Partnership Activities: AH also plans to develop 2 new partnerships with the following employer/organizations: WDT and FGN towards the establishment of a MOU for hiring of clients, wage subsidy opportunities, development of training initiatives, etc. Activities will also include establishment of industry and trades working group. Costs include travel for Partnership Co-ordinator and other AH admin staff.	\$ 10,000	\$ 5,000	
SAH1 Partnership Activities: various meetings with existing partners including other FN bands such as: QSY and LMN and local employers such as XXX, educational institutions such as STU and provincial/municipal governments towards major forestry project occurring within their region.	\$ 2,000	\$ 1,500	
SAH2 Partnership Activities: various meetings with existing partners including local municipal/provincial governments towards the new mine opening within their region and development of a working group with industry partners for potential hiring and training opportunities.	\$ 2,000	\$ 1,500	
<b>Total Partnership Development</b>	<b>\$ 79,000</b>	<b>\$ 33,000</b>	

**Child Care (for Sub-Agreements and/or Third Party costs)**

**Aboriginal Skills and Employment Training Strategy (ASETS)  
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Budget and Activity Template - WORKING SHEET**

<p>Description and costs of child care services provided through First Nations and Inuit Child Care Initiative (FNICCI).</p> <p>Indicate if these services are provided by the ASETS Agreement Holder or if it is provided by a Sub-Agreement Holder/Third Party (indicate name of Sub-Agreement Holder/Third Party).</p> <p>Add additional rows as required.</p>				<p>Total Number of Funded Child Care Seats</p> <p>The maximum cost per full-time child care seat is \$6,500 and consists of core operating costs only. Capital costs, training, start-up, eligible food and program support and development costs are in addition to the \$6,500 maximum.</p>
ABC Daycare: costs includes portion of daycare staff wages (50%) and rent (30%)			\$ 100,000	15
DEF Daycare: costs includes portion of daycare staff wages (50%) and language training program(100%)			\$ 150,000	25
GHI Daycare: costs includes portion of daycare staff wages (50%)			\$ 78,000	12
JKL Daycare: costs includes portion of daycare staff wages (30%)			\$ 25,000	4
<b>Subtotal Child Care Costs</b>			<b>\$ 353,000</b>	<b>56</b>

<p>Description and costs of all childcare capital purchases with a single or composite cost of more than \$5,000 planned for the coming year (i.e. renovations to daycare centres).</p> <p>Indicate if Child Care capital assets is for the ASETS Agreement Holder or for a Sub-Agreement Holder/Third Party (please ensure to specify name of Sub-Agreement Holder/Third Party).</p> <p>Add additional rows as required.</p>			
Child Care Capital 1: Playground equipment - portion of costs for replacement playground set for LMN Daycare (20%); remainder of costs provided from provincial grant and the LMN First Nation Band			\$ 8,000
Child Care Capital 2			
<b>Total Child Care Costs</b>			<b>\$ 361,000</b>

<b>Administration Costs</b>
<p>Description and costs of overall activities related to the management and administration of the agreement (i.e. staff activities not providing direct services).</p> <p>Add additional rows as required.</p>

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Salaries and Related Costs (e.g. Mandatory Employment-Related Costs and related benefits)	\$ 155,000	\$ 60,000	\$ 25,000
Administration staff (5) includes: Executive Director (25%); Finance Manager (80%); ASETS Director (100%); Data Entry Clerk (50%); FNICCI Co-ordinator (30%)			
Non-Salary Operating Costs: include portion of Agreement Holder office rental space (25%), utilities including telephone, internet; insurance, office supplies, ARMS; monthly banking fees	\$ 165,000	\$ 80,000	\$ 10,000
Contracting and Professional Services: Professional Fees - audit, legal, IT, janitorial services	\$ 20,000	\$ 9,000	\$ 1,000
Capacity building and staff training for (admin staff): costs include bi-annual all-staff meetings, budgeting course for finance manager	\$ 9,000	\$ 3,000	\$ 3,000
Communication and marketing activities: maintenance of organization website; printing of brochures/newsletters for distribution of communities and all funders; quarterly radio ads, promotional items such as pens, keychains, etc. to distribute at local career fairs and conferences.	\$ 7,000	\$ 5,000	
Administrative staff travel: Quarterly Board of Directors meetings; industry conferences; bi-annual ASETS AHs labour market meetings	\$ 8,000	\$ 5,500	
<b>SAH and/or Third party administration costs (please provide name of Sub-Agreement Holder or Third Party):</b>			
Sub-Agreement Holder 1 Administration costs: costs include portion of Band manager's and Finance department wages towards supervision and administration of sub-agreement; travel	\$ 14,000	\$ 6,000	
Sub-Agreement Holder 2 Administration costs: costs include portion of Executive Director's and Finance department wages towards supervision and administration of sub-agreement	\$ 8,000	\$ 7,000	
<b>Description and cost of all administration capital purchases with a single or composite cost of more than \$5,000 planned for the coming year. (i.e. increased accessibility for participants with disabilities, capital purchases).</b>			
<b>Indicate if admin capital assets is for the ASETS Agreement Holder or for a Sub-Agreement Holder/Third Party (please ensure to specify name of Sub-Agreement Holder/Third Party).</b>			
<b>Add additional rows as required.</b>			

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Admin Capital 1: printer for common room (Agreement Holder)	\$ 3,000	\$ 2,450	
Admin Capital 2			
<b>Total Admin Costs</b>	<b>\$ 389,000</b>	<b>\$ 177,950</b>	<b>\$ 39,000</b>

<b>TOTAL FUNDING STREAM COSTS</b>	<b>\$ 3,020,000</b>	<b>\$ 1,500,000</b>	<b>\$ 400,000</b>
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<b>Total Number of Funded Child Care Seats</b>	56
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<b>TARGET SETTING</b> <i>(set targets on number of clients that will be assisted during the year and the expected results that will be achieved)</i>				
<b>Clients Served</b> <i>(number of clients in an action plan who will complete a minimum of one intervention)</i>		<b>Clients Employed or Self-Employed</b> <i>(number of clients who will complete a minimum of one intervention and report an employment outcome within 24 weeks)</i>		<b>Returned to School</b> <i>(number of clients who will complete a minimum of one intervention and report a returned to school outcome within 24 weeks)</i>
EI	CRF	EI	CRF	Total (EI and CRF)
100	200	30	90	90

<b>OVERALL TARGETS</b>	
Total Client Served:	300
Total Clients Employed, Self-Employed and RTS:	210
Success Rate %	70%



**Aboriginal Skills and Employment Training Strategy (ASETS)  
Forecast of Projected Expenditures 2017-2018**

<b>Organization Name:</b>	<b>ISETP ASETS</b>
<b>CRF #:</b>	<b>123456</b>
<b>EI #:</b>	<b>678910</b>
<b>Child Care #:</b>	<b>111213</b>

CRF - Cost Categories	Total Allocation	Q1	Q2	Q3	Q4	Variance <i>(balances if amount is ZERO)</i>
Annual Allocation	\$ 3,000,000	\$ 522,375	\$ 582,875	\$ 1,372,375	\$ 522,375	\$ -
Funding from Other Sources	\$ -					\$ -
Approved Carry-Forward	\$ 20,000		\$ 20,000			\$ -
<b>Total Funds Available</b>	<b>\$ 3,020,000</b>	<b>\$ 522,375</b>	<b>\$ 602,875</b>	<b>\$ 1,372,375</b>	<b>\$ 522,375</b>	<b>\$ -</b>
Total Funded Program Activities	\$ 1,530,500	\$ 150,000	\$ 230,500	\$ 1,000,000	\$ 150,000	\$ -
Total Core Program Services	\$ 1,021,500	\$ 255,375	\$ 255,375	\$ 255,375	\$ 255,375	\$ -
Total Partnership Development	\$ 79,000	\$ 19,750	\$ 19,750	\$ 19,750	\$ 19,750	\$ -
Total Administration Costs	\$ 389,000	\$ 97,250	\$ 97,250	\$ 97,250	\$ 97,250	\$ -
<b>Total CRF</b>	<b>\$ 3,020,000</b>	<b>\$ 522,375</b>	<b>\$ 602,875</b>	<b>\$ 1,372,375</b>	<b>\$ 522,375</b>	<b>\$ -</b>

EI - Cost Categories	Total Allocation	Q1	Q2	Q3	Q4	Variance <i>(balances if amount is ZERO)</i>
Annual Allocation	\$ 1,500,000	\$ 276,875	\$ 321,425	\$ 626,875	\$ 274,825	\$ -
Funding from Other Sources	\$ -					\$ -
Approved Carry-Forward	\$ -					\$ -
<b>Total Funds Available</b>	<b>\$ 1,500,000</b>	<b>\$ 276,362</b>	<b>\$ 320,913</b>	<b>\$ 626,362</b>	<b>\$ 276,363</b>	<b>\$ -</b>
Total Funded Program Activities	\$ 794,550	\$ 100,000	\$ 144,550	\$ 450,000	\$ 100,000	\$ -
Total Core Program Services	\$ 494,500	\$ 123,625	\$ 123,625	\$ 123,625	\$ 123,625	\$ -
Total Partnership Development	\$ 33,000	\$ 8,250	\$ 8,250	\$ 8,250	\$ 8,250	\$ -
Total Administration Costs	\$ 177,950	\$ 44,487	\$ 44,488	\$ 44,487	\$ 44,488	\$ -
<b>Total EI</b>	<b>\$ 1,500,000</b>	<b>\$ 276,362</b>	<b>\$ 320,913</b>	<b>\$ 626,362</b>	<b>\$ 276,363</b>	<b>\$ -</b>

Child Care - Cost Categories	Total Allocation	Q1	Q2	Q3	Q4	Variance <i>(balances if amount is ZERO)</i>
Annual Allocation	\$ 400,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Funding from Other Sources	\$ -					\$ -
Approved Carry-Forward	\$ -					\$ -
<b>Total Funds Available</b>	<b>\$ 400,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
Total Child Care Costs	\$ 361,000	\$ 90,250	\$ 90,250	\$ 90,250	\$ 90,250	\$ -
Total Administration Costs	\$ 39,000	\$ 9,750	\$ 9,750	\$ 9,750	\$ 9,750	\$ -
<b>Total Child Care</b>	<b>\$ 400,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>

<b>TOTAL (CRF+EI+CC)</b>	<b>\$ 4,920,000</b>	<b>\$ 898,737</b>	<b>\$ 1,023,788</b>	<b>\$ 2,098,737</b>	<b>\$ 898,738</b>	<b>\$ -</b>
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<b>Prepared By:</b>		<b>Date</b> <i>(yyyy-mm-dd)</i>	
<b>ASETS Agreement Holder Signature:</b>		<b>Date</b> <i>(yyyy-mm-dd)</i>	
<b>ASETS Agreement Holder Signature:</b>		<b>Date</b> <i>(yyyy-mm-dd)</i>	
<b>SC / ESDC Official Signature:</b>		<b>Date</b> <i>(yyyy-mm-dd)</i>	