

Community Workforce Response Grant (CWRG)

User Guides and Reference Documents

User Guides

Application and contract management for CWRG funding is facilitated through an online portal called the [Skills Training Grant system](#) (STG). The STG is used to apply for funding, accepting an agreement, submitting claims and completion reports, as well as other tasks as required.

To access this system, you need to have a business level [BCeID account](#).

Below is a list of ten guides to assist you in navigating the STG. While applying, or after you receive an agreement, you may need to access the STG to perform certain functions such as changing a third-party training provider or submitting a claim for reimbursement.

- [Applying for CWRG funding](#) – If you are a first-time user of the STG, ensure you have an active business level BCeID. In applying for CWRG funding, you will need to upload documents at the time of application including a detailed project description, letters of support, and a certificate of insurance – as well as course outlines and instructor qualifications, if required.
- [Changing Grant Streams](#) – You can change grant streams if you applied under the wrong stream or if a Program Manager has instructed you do so.
- [Withdrawing Applications](#) – If you withdraw an application, it remains in the STG in case you wish to apply at a later date.
- [Accepting Agreements](#) – After your application has been evaluated by a CWRG Program Manager, it will be recommended for approval, denial, or you will be requested to withdraw it. If your application is approved for funding, the CWRG will issue an offer for funding. Accepting the offer electronically online acknowledges acceptance of the agreement and its obligations.
- [Submitting Reimbursement Claims](#) – If you hold a CWRG agreement, you must submit a claim. To submit a claim, you will need to upload receipts from the third-party training providers (skills training and Employment Assistance Services providers only). You may claim for a full or partial reimbursement amount, up to the total as stated in Schedule A of your agreement.
- [Completion Reporting](#) – If you hold a CWRG agreement, you must submit a completion report 30 days after the program delivery end date. This report is only accessible on the STG after the project delivery end date.
- [Training Provider Change Requests](#) – For many reasons, the third-party training provider (skills training and Employment Assistance Services) you engaged at time of application may need to change. Changes to the training provider must first be approved by CWRG before the change is entered into the STG. To support your training provider change request, please submit the course or program outline and instructor credentials to your Program Manager. Changes should be made before the training start-date.

- [Cancelling Agreements](#) – An agreement holder may have to cancel their agreement due to circumstances beyond their control. Once an agreement is cancelled, it cannot be reactivated.
- [Updating NAICS codes](#) – If the North American Industry Classification System (NAICS) code you submitted at the time of application does not match your program description or you've changed the type of training provided in your project, the NAICS codes may need to be updated.
- [Participant Information Reporting](#) – During the recruitment period, Agreement Holders are responsible for sending each participant an email with a link that invites the participant to complete a Participant Information Form (PIF). The PIF is completed confidentially by the participant and submitted online directly to the CWRG. It is important that confirmed start and end dates of training are communicated clearly to the participants. Communicating incorrect dates could negatively impact those participants currently collecting Employment Insurance or Income Assistance. The guide also has instructions for those situations where the participant is unable to complete the PIF online.

CWRG Sample Agreement

A CWRG agreement consists of three sections. Listed below are samples of each section. Applicants should review the sample contract to understand the obligations and conditions included in the agreement.

- [Approval Letter](#) – Acknowledges approval of the application for funding, describes the requirements and conditions of the agreement.
- [Schedule A](#) – States the project and training start and end dates, the third-party service providers, and the amount of funding available for the skills training costs and administrative costs. It also indicates the maximum funding amount available for Employment Assistance Services and Participant Financial Supports, if applicable.
- [Schedule B](#) – Defines all terms used in the agreement and sets out the general terms of the agreement.

Participant Information Form (PIF) Samples

- [Participant Information Form \(PIF\) Sample when Submitted by Participant](#) – During the recruitment period, Agreement Holders must forward an email invitation and secure link to each participant. Due to the confidential information involved, participants must complete the PIF found in the secure link and submit it directly to the CWRG. The Agreement Holder does not have access to these forms once completed by the participant. All PIFs should be submitted by the participant five days prior to the training start date and no later than seven days after the training start date. Agreement Holders should be aware of any participants currently receiving Employment Insurance or Income Assistance benefits and provide them with the necessary instructions to maintain their benefits during the training period. Refer to Appendix A in the criteria for the stream in which the application was submitted.
- [Participant Information Form \(PIF\) Sample when Submitted by Agreement Holder](#) – An Agreement Holder may be required to upload a PIF on behalf of a participant when, for example, there are connectivity issues, or the participant does not have access to a computer. The Agreement Holder must contact the CWRG when this option is required. The Agreement Holder must complete all steps of the procedure indicated on the attached form for each participant they are assisting. There is no option to exit and return to complete reporting for a participant.