



Skills Link

Housing Internship Initiative For First Nations and Inuit Youth (HIIFNIY) 2016/2017 Application Guide

Application Checklist

Who can be a Sponsor?

Use the following list to determine who can be a sponsor. All criteria must be met.

- you are a First Nation Band Council, Tribal Council, Inuit community or business organization
- you offer housing related employment, have the time and staff to provide on-the-job training (i.e. construction, renovation, administration, finance, property management, etc.)
- you have an office located on a First Nation reserve, Inuit community, within commuting distance for the youth, or else you are willing to cover the travel and accommodation costs for the youth
- you will cover the cost of administration related to the youth intern position (i.e. supervisors time, office or other related tools and safety equipment etc.)

Who can be an Intern?

Use the following list to determine who can be an intern. All criteria must be met.

- the youth are Aboriginal
- their primary residence is on a First Nation reserve or in an Inuit community
- they are between the ages of 15 and 30 (inclusive) - youth under the age of 17 will only be considered if they have completed high school or are not legally required to be in school
- they are out of school and have not been employed for at least six months
- they are not in receipt of Employment Insurance benefits or agree to discontinue the benefits before the start of the internship

Note:

1. As a sponsor, you should consider giving priority to youth who also face additional challenges such as being a single parent, low literacy level or having a disability.
2. Sponsors may apply for one or more youth interns.
3. Part time or full time employment can be considered.

What types of projects are eligible?

Use the following list to determine if your project is eligible.

- your project provides work related experience with on-the-job training in the area of housing and you can demonstrate that you have time and staff resources available to provide on-the-job training. Internships related to these projects can be for a period of up to 1 year, with a **minimum duration of 12 weeks**. The HIIFNIY program operates on a fiscal year; therefore, all projects must end on or before March 31, 2017.
- internships in connection with a valid residential construction trades apprenticeship program are also eligible

How much assistance is provided?

CMHC will provide wage subsidies to a maximum of \$10.00 per hour or \$400.00 per week. This amount includes all mandatory expenses such as Employment Insurance, Canada and/or Quebec Pension Plans, Workman's Compensation premiums and vacation pay. A sponsor must pay their intern(s) at least the minimum wage for their province or territory.

Because safety of youth working on construction and renovation sites is of utmost importance, CMHC will contribute a one time amount of up to \$250.00 per youth towards the cost of safety equipment which includes but is not limited to: safety footwear; hardhat; safety glasses; gloves; etc. It is the sponsor's responsibility to ensure youth have and use all required safety equipment and apparel when working on a construction or renovation site.

Your project may require more financial assistance than CMHC is able to provide. Sponsors are encouraged to identify additional financial partnerships with local business, community organizations, and other government departments. As mentioned prior, the HIFNIY Program operates on a fiscal year basis ending March 31st, 2017. Funds must be expended by this date. Approvals and funding agreements will reflect this requirement.

How does the Program work?

Step 1

Complete the application form contained in this package and forward it to the CMHC office address shown in the covering letter.

Step 2

When your application is received by CMHC, it will be assessed according to CMHC's criteria. You will be notified of the approval or rejection of your application in writing. Once you receive written notice that your application has been approved, you may recruit and hire interns if you have not already done so.

Step 3

Following approval of your application and the hiring of youth interns, you will be asked to sign a contribution agreement, which outlines your responsibilities as a Sponsor throughout the program. This document must be completed and signed in order to receive funding. You must also complete a Youth Profile (to be provided to successful applicants with the approval letter and contribution agreement) for each youth you hire.

Step 4

CMHC will forward the funding for this initiative to you, the Sponsor, and you are responsible for the financial management of the project, including payment of the wages to the youth interns.

Note: *Funding will not be advanced until CMHC receives the Youth Profile(s) and the signed contribution agreement mentioned in Step 3 above. CMHC is not responsible for any cost incurred by the sponsor prior to approval.*

Step 5

When internships are nearing completion, you must complete an Internship Completion Profile (be provided to successful applicants with the approval letter and contribution agreement) for each youth and forward it to CMHC.

Note: *The final advance of funds will not be forwarded to you until CMHC receives the Completion Profile(s).*

Step 6

CMHC may monitor and/or evaluate approved projects.

For more information about other Youth Employment Strategy Programs, contact Service Canada at 1-800-935-5555.

CMHC offers a wide range of housing-related information. For details, call 1-800-668-2642 or visit our home page at www.cmhc.ca

Housing Internship Initiative for First Nations and Inuit Youth (HIIFNIY)

SPONSORSHIP APPLICATION – 2016/2017

Section 1: Sponsor Identification

Category (please check box):
First Nation Inuit Community Other

Name:

_____ name of tribal/band/community council or business organization that will hire youth intern

Address:

_____ mailing address of sponsor

Contact Person:

Telephone:

Fax:

Section 2: Community Profile

Community/Reserve:

Province/Territory:

_____ name of community where the intern lives

Total Community Population:

indicate how many people live there

Total Number of Youth in Community:

how many are considered youth ages 17 - 29

Total Number of Youth Out of School and Unemployed:

Community/Reserve geographical classification (please check box):

Urban

Rural

Remote

Special Access

***** Your application will be evaluated based on your responses to the below questions. Provide thorough answers in a word processed, separate attached document in order to submit a complete application.**

Section 3: Project Information

- 1) Describe the proposed HIIFNIY project. Identify what area of housing the intern(s) will be working in (i.e. construction, renovation, administration, finance, property management, etc.).
- 2) Name the position title and describe the duties the intern(s) will be responsible for during the project.
- 3) Explain how the project will improve housing management and/or housing condition in your community.

Section 4: Recruitment, Selection and Training Process

- 4) Describe the process by which you will or have selected your intern(s). Explain your advertising, interviewing and selection process.
- 5) Describe what staffing resources you will provide to support the intern(s) throughout the project (i.e. the amount of supervision and coaching provided).
- 6) Identify what physical resources you will provide to support the intern(s) (i.e. office space, computer, telephone, special tools and equipment, etc.).
- 7) Explain the training you will provide to orientate the intern(s) to their new position(s) and work environment.

Section 5: Long-term Employment Opportunities

- 8) Is there a possibility of employment and/or training after the internship? Do you have the required resources to do so (i.e. funding, staffing and physical resources)? Please explain.

Section 6: Linkage to Improving Operations

- 9) Has your community signed a current Plan to Improve Operations (PTIO) with CMHC? Please answer yes or no and provide the date that it was signed.
- 10) Explain how the proposed HIIFNIY project is relevant to improving operations as per the signed PTIO.

Section 7: Project Cost Table

Youth	Name or Position	Hourly Wage Per Youth	Weekly Hours Per Youth	How Many Weeks Youth Will Be Employed	Total Per Youth
1					
2					
3					
Total Wages					\$
Total Safety Equipment Costs					\$
Total Project Cost					\$
Sponsor Contribution					
Total Request from CMHC					\$

Instructions for Project Cost Table

- Name:** enter the name of youth/intern or if intern has not been selected yet, enter the position title
- Hourly wage per position:** enter the hourly wage you intend on paying the youth. This amount may vary for each intern or position. Keep in mind that CMHC will pay a maximum of \$10.00 per hour and you must pay at least the minimum wage in your province or territory. Any amount over \$10.00 per hour will be considered your contribution to the training.
- Estimated weekly hours:** enter the amount of hours per week you will be expecting the intern to work to a maximum of 40.
- Number of weeks:** enter the number of weeks you expect the internship to last. Keep in mind that the minimum is 12 weeks and the internship must end on or before March 31, 2017.
- Total wages:** for each internship position, multiply the hourly rate by the estimated hours per week by the number of weeks and enter the total.
- Total Safety Equipment Costs:** for each youth working on a construction or renovation site, enter the total cost of safety equipment such as safety shoes/boots, hardhats, safety glasses etc. This amount cannot exceed \$250.00 per youth. Please note that any safety equipment costs claimed are taken off your total approved funding amount from CMHC.
- Total Project Cost:** add up the Totals for each of the internship positions plus the Total Safety Equipment cost and enter the amount as the Total Project Cost.
- Sponsor Contribution:** enter the amount that you as sponsor may/can contribute towards the Total Project Cost.
- Total request from CMHC:** enter the difference between the Total Project Cost and the Sponsor Contribution.