

## Memorandum

**To:** Apprenticeship Capital Grant Recipients

**From:** David Cronin  
Director, Program Delivery Support Branch, Employment and Training  
Division  
Ministry of Labour, Training and Skills Development

**Date:** **March 4, 2022**

**Subject:** **Apprenticeship Capital Grant Administration Process for Current  
Agreement Recipients**

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I am writing to inform you that effective 2021-22, Apprenticeship Capital Grant (ACG) regular and competitive agreement monitoring processes, including project expenditure and activity reporting, are managed via the Employment Ontario Information System-Service Provider Connect (EOIS-SP Connect) system. As a result, all signed agreements, and related activity reporting tools and monitoring documents for ACG funding recipients, are now available via EOIS-SP Connect.

Please note that this does not impact or relate to ACG Call for Proposals application submissions that were due to the ministry on December 21, 2021.

Information on EOIS-SP Connect based monitoring processes and tools can be found in the following chapters of the EOIS-SP Connect Service Provider User Guide (available at [myEOIS](#)):

- Chapter 3: Monitoring
- Chapter 7: Monitoring Questionnaire

Please review these resources to familiarize yourselves with the new processes. Please be advised that ACG reporting tools no longer in use will be removed from the Employment Ontario Partners' Gateway site as they are now available in EOIS-SP Connect.

If you have any questions, please contact your local Employment and Training Consultant.

Thank you again for your continued partnership in helping Ontarians during these times.

Sincerely,

David Cronin  
Director

cc: Heather Cross, Western Region – Regional Director  
Luc Desbiens, Northern Region – A/Regional Director  
Tariq Ismati, Eastern Region – Regional Director  
Charles Bongomin, Central Region – A/Regional Director