

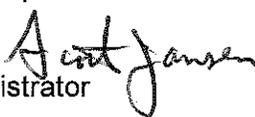
DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND TRAINING
ADMINISTRATOR'S MEMO SERIES

ACTION
 NOTICE 16-04

ISSUE DATE: 06/17/2016
DISPOSAL DATE: 06/30/2017

*PROGRAM CATEGORIES:
 AS FM LM TC
 CR IT ML TR
 FL JC TA WIA
 WIOA YA

TO: Workforce Development Board Directors
Workforce Development Board Fiscal
Local Rapid Response WDB Practitioners

FROM: Scott Jansen 
Division Administrator

RE: Announcement of Program Year 2016 Rapid Response Annual Allotment Grants

PURPOSE:

To provide Workforce Development Boards (WDBs) with a dedicated source of funding to support Rapid Response activities, provide guidance on the allowable uses of the funding, and describe the methodology used to determine grant amounts for each of the WDBs.

BACKGROUND:

Beginning in Program Year 2015 (PY15), the Department of Workforce Development, Division of Employment and Training (DWD-DET), established the Rapid Response Annual Allotment Grants. The purpose of the grants is to provide each WDB funding for building, maintaining and operating the local area's Rapid Response program, which includes staff and other costs for the planning, coordination, and provision of local Rapid Response activities. Prior to PY15, DWD-DET did not provide the WDBs with a dedicated source of funding to support local Rapid Response activities. It was observed during the course of PY15 that the WDBs did not fully realize DWD-DET's intent for flexibility regarding this fund source so additional guidance is provided as part of this memo.

*PROGRAM CATEGORIES:

| | | | |
|---------------------------------|---------------------------------------|------------------------------|--|
| AS--Apprenticeship Standards | FM--Financial Management Requirements | LM--Labor Market Information | WIA--Workforce Investment Act |
| CR--Civil Rights | IT--IT Systems | ML--Migrant Labor | WIOA--Workforce Innovation and Opportunity Act |
| FL--Foreign Labor Certification | JC--Job Center | TA--Trade Assistance | YA--Youth Apprenticeship |
| | | TC--Tax Credit Programs | |
| | | TR--Transportation | |

POLICY:

Sections 682.300 through 682.340 of the Workforce Innovation and Opportunity Act (WIOA) Proposed Rules for Titles I and III describe Rapid Response, its purpose, and required and allowable activities. Rapid Response is described as the strategies and activities necessary to plan for and respond to the announcement of permanent layoffs and deliver services to enable dislocated workers to transition to new employment as quickly as possible. The purpose of Rapid Response is to promote economic recovery and vitality by developing an ongoing, comprehensive approach to identifying, planning for, and responding to layoffs as well as preventing or minimizing the impacts of layoffs on workers, businesses, and communities. The Preamble of the Proposed Rules emphasizes that it is the U.S. Department of Labor's (DOL) intention that effective services are provided to as many affected workers and companies as possible and should not necessarily be reserved for layoff events of a certain size.

The Rapid Response Annual Allotment is not intended to supplement the WDB's Dislocated Worker annual formula allotments; other Rapid Response grants are available for that purpose. The focus of the Rapid Response Annual Allotment Grant is on "Rapid Response" activities as described in the Proposed Rules and ultimately the Final Rules, when issued by DOL. Accordingly, in no circumstances are these funds to be used for training and supportive services for WIOA Title I program participants.

The list of activities below illustrates some of the ways Rapid Response Annual Allotment Grant funds may be used, though the list is not meant to be all-inclusive. WDBs are encouraged to be innovative in the provision of Rapid Response strategies and activities so long as they are consistent with purpose of Rapid Response as set forth in this memo, the Proposed Rules, and ultimately the Final Rules. The following are examples of allowable activities for purposes of this grant:

- immediate onsite contact with employers, employee representatives, and the local community to assess and make plans to address
 - the employer's layoff plans and schedule
 - the affected workers' backgrounds and their likely assistance needs
 - the workers' prospects for reemployment
 - available resources to meet the workers' needs

- providing dislocated workers or potential dislocated workers access to pre-layoff and/or post-layoff Rapid Response assistance which may include:
 - information, access and/or referral to programs such as unemployment insurance benefits, the one-stop system and services, the Trade Adjustment Assistance program, Pell Grants, the GI Bill, and other resources
 - information on the impacts of layoff on health coverage or other benefits
 - financial literacy and budgeting assistance
 - topic-specific workshops (e.g., résumé writing, interviewing, conducting a job search, JobCenterofWisconsin.com registration, household budgeting, career planning, coping with job loss, etc.)
 - WIOA Title I Dislocated Worker Program registration sessions
 - delivery of labor market information tailored to the needs of a specific workforce based on geographic location, occupation titles, etc.
 - scheduled visits to the affected worksite(s) to provide group and/or one-on-one assistance to affected workers

- job fair(s) targeted to an affected workgroup or workgroups
 - transition center(s), on site or in close proximity to the affected worksite(s), designed to provide services dedicated to an affected workgroup or workgroups
 - addressing accommodation needs like translation and interpreting services
 - convening, brokering, and facilitating the connections, networks and partners needed to ensure the ability to provide assistance to dislocated workers and their families, including home heating assistance, legal aid, and financial advice
 - the delivery of other services and resources to support dislocated workers' reemployment efforts
- staff time for tracking information related to dislocation events and Rapid Response activities in the State's Rapid Response Events Tracking System (RRETS)
 - layoff aversion which consists of strategies and activities that either prevent layoffs from occurring or minimize the duration of unemployment resulting from layoffs which may include:
 - connecting businesses and workers to short-term, on-the-job, or customized training programs and apprenticeships before or after layoff to help facilitate rapid reemployment
 - providing assistance to businesses in managing reductions to their workforce
 - early identification of businesses at risk of layoffs
 - assessment of the needs of at-risk businesses and options for delivery of services
 - ongoing engagement, partnership and relationship-building activities with businesses in the community in order to create an environment for successful layoff aversion efforts and enable the provision of early reemployment assistance to workers impacted by layoffs
 - funding feasibility studies to determine if a business's operations may be sustained through a buyout or other means in order to avoid layoffs or minimize the impact of the layoffs
 - partnering or contracting with business-focused organizations to assess risks to businesses, propose strategies to address those risks, implement services, and measure impacts of services delivered
 - conducting supply chain analysis of an at-risk business to assess potential risks and vulnerabilities for other businesses that may be impacted by the closing or shift in production of their customer or supplier
 - engaging in proactive measures to identify opportunities for economic transition and training needs in growing industry sectors or expanding businesses
 - connecting at-risk employers to the State's short-time compensation program operated through the Division of Unemployment Insurance, as well as other federal, state and local programs / resources as necessary or appropriate
 - developing processes for identifying and gathering information for early warning of potential layoffs or opportunities for layoff aversion
 - analyzing and acting upon data and information on dislocation and other economic activity in order to anticipate, prepare for, and manage economic change
 - developing and maintaining a wide range of partnerships with Federal, State and local agencies/organizations as well as business associations, industry councils, labor

organizations and other public and private organizations in order to ensure the ability to deliver comprehensive services and resources to businesses, affected workers, and communities when the need arises

Conditions

As recipients of a grant funded wholly by the State's Rapid Response reserve, the WDBs agree to: (1) coordinate with DWD-DET Job Service in the planning and provision of Rapid Response activities, (2) offer a minimum level of Rapid Response services, as set forth by DWD-DET, in response to specific dislocation events, (3) adopt and use systems and materials related to the provision of Rapid Response as specified by DWD-DET, including the State's RRETS, and (4) comply with DWD-DET Rapid Response policies and procedures. Additional information regarding these conditions of the grant is provided in the grant agreement.

Grant Amounts

The PY16 Rapid Response Annual Allotment Grant amounts for each WDB are provided in the table below. Attachment A provides a description of the method used to calculate the grant amounts.

PY16 Annual Allotment Amounts

| Workforce Development Board | Total Allotment |
|------------------------------------|------------------------|
| Southeast | \$54,313 |
| Milwaukee | \$171,848 |
| WOW | \$61,574 |
| Fox Valley | \$64,569 |
| Bay Area | \$89,962 |
| North Central | \$49,168 |
| Northwest | \$38,660 |
| West Central | \$52,563 |
| Western | \$40,554 |
| South Central | \$88,129 |
| Southwest | \$38,660 |
| Total | \$750,000 |

Grant Period

The grant period is June 30, 2016, to June 30, 2017. Contracted amounts will not be decreased during the grant period.

Administrative Costs

No more than ten percent of total grant amount may be designated for and used towards administrative costs. If funds have not been fully expended during the grant period, administrative costs must not be more than ten percent of the total amount expended. Section 683.215 of the Proposed Rules delineates the following functions and activities as constituting administrative costs:

1. accounting, budgeting, financial and cash management functions;
2. procurement and purchasing functions;
3. property management functions;
4. personnel management functions;
5. payroll functions;
6. coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
7. audit functions;
8. general legal services functions;
9. developing systems and procedures, including information systems, required for carrying out administrative functions;
10. fiscal agent responsibilities;
11. performing oversight and monitoring responsibilities related to WIOA administrative functions;
12. costs of goods and services required for administrative functions of the program, including rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
13. travel costs incurred for official business in carrying out administrative activities or the overall management of the WIOA system; and
14. costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs; otherwise, all costs incurred for the functions and activities of subrecipients and contractors are program costs. Personnel and related non-personnel costs of staff who perform both administrative functions and programmatic services or activities must be allocated appropriately as program or administrative based on documented distributions of actual time worked or other equitable cost allocation methods. Any personnel and related non-personnel costs of staff dedicated to Rapid Response activities are considered program costs.

Specific costs charged to an overhead or indirect cost pool that can be identified directly as program costs are to be charged as program costs. Documentation of such charges must be maintained.

Action Summary Statement:

Upon receipt of the grant agreement, WDBs are to sign and return no later than June 30, 2016.

Contact(s):

For additional information or assistance with this policy, please contact the Adult and Dislocated Worker Program Coordinators.

Attachment(s):

Attachment A – PY16 Rapid Response Annual Allotment Calculation Methodology
PY16 Annual Allotment Grant Agreement