

<i>Date of Notice:</i>	7/26/2023
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Notice of Grant Award/Fund Availability
General Information

Subrecipient Name:	See Attachment	
Universal Entity Identification Number (UEI #):	See Attachment	
Federal Award Name:	WIOA Youth/Adult/Dislocated Workers Formula Combined	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	23A55AW000012	
Federal Award Year:	PY2023/FY2024	
CFDA/CSFA Title and Number:	WIOA Formula Dislocated Worker	17.278
Award for Research & Development (Y/N):	No	
Action being Taken:	Issue Award and Release	

Award Information

Program Year in SERA:	PY2023
Program Group in SERA:	WIOA
Program Name in SERA:	WIOA State-Level
Project in SERA:	Rapid Response
FLAIR Contract #:	See Attachment
NFA ID #:	See Attachment
FLAIR Grant #:	WIR24
Award Period Begin Date:	July 1, 2023
Award Period End Date:	June 30, 2024
Close Out Due by:	August 31, 2024

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	See Attachment	See Attachment
This Action:	See Attachment	See Attachment
Revised Award/Release:	See Attachment	See Attachment

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: FloridaCommerce has approved a grant award for your local workforce development board. These funds will be available for cash draws under the Subrecipient Enterprise Resource Application (SERA) Program Year and Program Title/Project in SERA described on page one of this notice. Expenditures utilizing these funds must be consistent with the Grantee/Subgrantee Agreement executed between the Board and FloridaCommerce and in compliance with the Board's approved plan and all federal and state rules, regulations, policies and grant conditions applicable to the grant program described on page one. The indirect cost rate or indirect cost method for this subaward, whether federal or non-federal, will be the federally recognized indirect cost rate negotiated between the Board and the federal government or, if no such rate exists, either a rate negotiated between FloridaCommerce and the Board, or if optionally elected by the Board, the de minimis rate or cost allocation method.

Special Grant Conditions: The purpose of this award is to provide support for staff engaged in rapid response activities as defined in [Code of Federal Regulations \(CFR\) 682.330](#) and [Administrative Policy 114 Rapid Response Program Administration](#), and establishing a local Rapid Response system in accordance with [Strategic Policy 2021.06.09.A.2](#).

Using the awarded funds, the Local Workforce Development Boards (LWDBs) are responsible for implementing a comprehensive, proactive Rapid Response system with an emphasis on layoff aversion activities that dedicate resources and efforts to the following:

- Strategic planning, business intelligence data gathering, and analysis designed to predict, prepare for, and mitigate layoff events.
- Strategies designed to maintain effective business engagement with companies of all sizes and industries within the community.
- Outreach and education regarding the provision of comprehensive, employer-based Layoff Aversion services to include Short-Time Compensation, federal emergency grant and loan programs, local and community assistance programs, and incumbent worker training to avert layoffs and facilitate connections to other support services.
- Establishing early warning systems to identify businesses that may be at risk of closing, so that immediate support may be provided to avoid layoffs. Establishing local points of contact within the early warning system network to communicate and be accountable for Rapid Response services.
- Defining quantitative outcomes sought including but not limited to return on investment, employees retained, or positions filled, business market penetration, and number of established partnerships.

Additionally, LWDBs must designate, at minimum, one (1) full-time Local Rapid Response Coordinator as the primary point of contact for Rapid Response. The Local Rapid Response Coordinator is responsible for:

1. Communicating with FloridaCommerce and the State Rapid Response Coordinator;
2. Serving as lead contact for affected employers and dislocated workers;
3. Leading the LWDB's Rapid Response team; and

4. Ensuring Rapid Response activities are reported accurately and timely in Employ Florida.

The LWDBs shall designate a Business Development Representative (BDR) as their Local Rapid Response Coordinator or at a minimum, develop a local integration strategy that includes BDRs as early as possible in the process. Including the BDR at the earliest stage in the process is an effective strategy to foster talent transfer.

Locally driven layoff aversion strategies and activities are a required component of Rapid Response and a requirement of accepting this award. The LWDB shall determine which strategies and activities are applicable in each situation. See Administrative Policy No. 114 for the list of recommended layoff aversion strategies. No participant costs will be funded with this award.

Use of these funds must be compliant with all WIOA laws, rules, and regulations and must be consistent with the WIOA PY2023 Annual Funding Agreement (between USDOL and FloridaCommerce). The WIOA PY2023 Annual Funding Agreement is located at:

<http://floridajobs.org/grants-management/grants-management/lwdb-grant-resources>

Program/Participant Reporting Requirements: N/A

Financial Reporting Requirements: All cash draws and expenditures must be recorded in accordance with the SERA Business Rules. Expenditures must be reported within established timelines and by the following cost categories. The cost category definitions are located at:

http://www.floridajobs.org/docs/default-source/lwdb-resources/lwdb-grants-management/other-resources/wioa-cost-category-guide---20200611.pptx?sfvrsn=8f7e46b0_2

Add-Up Cost Categories:

- Local Administration
- Business Layoff Aversion Strategy

Closeout Procedures: Awards must be closed out and all obligations liquidated by the close out date indicated under Award Information. Only liquidated expenditures resulting from obligations incurred during the award period are allowable.

Other Notes/Comments:

Questions: Fiscal questions regarding these funds should be addressed to Carolyn Bishop at (850) 245-7489 or via email at carolyn.bishop@commerce.fl.gov. Program policy questions should be addressed to Isabelle Potts at 850-921-3148 or via e-mail at isabelle.potts@commerce.fl.gov. Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at serahelpdesk@commerce.fl.gov.

ATTACHMENT

PROGRAM AND PARTICIPANT REPORTING INSTRUCTIONS

Participant, Organization & Employer Eligibility

- U.S. Citizen, National, or Employment Authorization Documented Immigrant threatened with layoff, partially laid-off (e.g., reduction in hours or wages), or fully laid-off.
- Adversely affected employers conducting or threatened with layoffs or closures.
- Adversely affected employers following a natural or other disaster.
- Employer associations, local agencies, technical councils, other industry business councils, labor organizations, and other public and private organizations, as applicable.

EMPLOY FLORIDA DATA ENTRY INFORMATION:

- Document the employer and organizational outreach and services authorized under Administrative Policy 114: Rapid Response Program Administration, in Employ Florida in accordance with the Virtual One-Stop User Guide for Staff, Section 16 Manage Employers. Rapid Response activities provided to employers and organizations must be recorded using service codes as directed by the State Rapid Response Coordinator, to include, but not limited to:
 - Rapid Response/Dislocated Worker Assistance – E42
 - Code indicates resources, assistance plans, and/or referral information were provided to the employer's leadership.
 - Short-Time Compensation – E43
 - Rapid Response Initial Employer Visit & Needs Screening– E70
 - Rapid Response Orientation – E74
 - Provision of a Layoff Aversion Plan – E71
 - Referral to Small Business Development Center SBDC – E72
 - Provision of Incumbent Worker Training Information – E73
- Rapid Response activities provided to affected employees must be reported in the affected employee's Employ Florida Wagner-Peyser, TAA or WIOA program application(s), as applicable dependent upon which application is active at the time-of-service delivery, in accordance with the Employ Florida Virtual One-Stop User Guide for Staff and Employ Florida Service Code Guide. Record affected employee rapid response activities using service code 110 (Attended Rapid Response Orientation).

CASE NOTES TO BE ENTERED IN EMPLOY FLORIDA FOR THIS GRANT:

- 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.
- Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses.
- Placement in training through partner programs, as appropriate, and referrals to workforce programs, community services, and other assistance.

- Placement and retention in employment. Provision of information on workshops and job fairs and/or the Local Rapid Response Coordinator organizing and hosting such events.
- Detailed information on the Rapid Response Informational Session, including the event location, date, information and partner program referrals provided, the employer's key points of contact, and other relevant information.
- Partnering or contracting with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered.
- Referrals and the provision of information regarding the State's Short-Time Compensation Programs.
- Referrals and the provision of information regarding Incumbent Worker Training.

Data Input deadline: It is critical that participant and employer service data be entered into Employ Florida as quickly as possible and on a continual basis due the almost daily demands from local, state, and federal entities for accurate and detailed participation information. Service activities shall be entered in Employ Florida within fifteen (15) days of providing Rapid Response services or activities.

DEVELOPMENT OF LOCAL IMPLEMENTATION PLAN & MONITORING

Rapid Response services and activities shall be monitored annually for compliance with requirements by FloridaCommerce. The Local Workforce Development Board (LWDB) shall establish a Rapid Response local operating procedure. LWDBs must establish monitoring policies and procedures that include, at minimum:

- Roles and duties of the Local Rapid Response Coordinator;
- Roles and duties of all other LWDB supporting staff; and
- Local monitoring procedures for the implementation of Administrative Policy No. 114.

PY2023 WIOA Rapid Response

Local Workforce Development Boards	UEI #	FLAIR Contract ID	NFA ID	AWARD			RELEASE		
				Current Award	This Action	Revised Award	Current Release	This Action	Revised Release
LWDB01 - Workforce Escarosa, Inc. (DBA CareerSource Escarosa)	QLDTNNF9GMF5	RWB01	042815		\$110,000	\$110,000		\$110,000	\$110,000
LWDB02 - Okaloosa-Walton Jobs and Education Partnership, Inc. (DBA CareerSource Okaloosa Walton)	CRQKHBVMD835	RWB02	042816		\$75,000	\$75,000		\$75,000	\$75,000
LWDB03 - Chipola Regional Workforce Development Board, Inc. (DBA CareerSource Chipola)	GJ8ML6XGYGR6	RWB03	042817		\$50,000	\$50,000		\$50,000	\$50,000
LWDB04 - Gulf Coast Workforce Development Board, Inc. (DBA CareerSource Gulf Coast)	C5BFCHKTGVF5	RWB04	042818		\$50,000	\$50,000		\$50,000	\$50,000
LWDB05 - Big Bend Jobs and Education Council, Inc. (DBA CareerSource Capital Region)	JXBJD7SZSLU7	RWB05	042819		\$75,000	\$75,000		\$75,000	\$75,000
LWDB06 - North Florida Workforce Development Board, Inc. (DBA CareerSource North Florida)	RLLFJXR4NR43	RWB06	042820		\$50,000	\$50,000		\$50,000	\$50,000
LWDB07 - Florida Crown Workforce Board, Inc. (DBA CareerSource Florida Crown)	SXAJBQHD73L4	RWB07	042821		\$65,000	\$65,000		\$65,000	\$65,000
LWDB08 - First Coast Workforce Development, Inc. (DBA CareerSource Northeast Florida)	N69QHEEPS84	RWB08	042822		\$300,000	\$300,000		\$300,000	\$300,000
LWDB09 - North Central Florida Workforce Development Board	HDF7SP48NSA7	RWB09	042823		\$50,000	\$50,000		\$50,000	\$50,000
LWDB10 - Citrus Levy Marion Regional Workforce Development Board, Inc. (DBA CareerSource Citrus Levy Marion)	F317N2U1V8B4	RWB10	042824		\$125,000	\$125,000		\$125,000	\$125,000
LWDB11 - Workforce Development Board of Flagler and Volusia Counties, Inc. (DBA CareerSource Flagler Volusia)	JVBAUAV8MZE6	RWB11	042825		\$125,000	\$125,000		\$125,000	\$125,000
LWDB12 - Central Florida Regional Workforce Development Board, Inc. (DBA CareerSource Central Florida)	YHKMM6MT7CA7	RWB12	042826		\$275,000	\$275,000		\$275,000	\$275,000
LWDB13 - Brevard Workforce Development Board, Inc. (DBA CareerSource Brevard)	SJ5CYQ7UYAW9	RWB13	042827		\$100,000	\$100,000		\$100,000	\$100,000
LWDB14 - WorkNet Pinellas, Inc. (DBA CareerSource Pinellas)	K1EJJN9UNLJ5	RWB14	042828		\$75,000	\$75,000		\$75,000	\$75,000
LWDB15 - Tampa Bay Workforce Alliance, Inc. (DBA CareerSource Tampa Bay)	KSRPXNJLBK99	RWB15	042829		\$275,000	\$275,000		\$275,000	\$275,000
LWDB16 - Pasco-Hernando Workforce Board, Inc. (DBA CareerSource Pasco Hernando)	YWBYNKTKK5W8	RWB16	042830		\$80,000	\$80,000		\$80,000	\$80,000
LWDB17 - Polk County Workforce Development Board, Inc. (DBA CareerSource Polk)	H5P3WBX8KMK8	RWB17	042831		\$125,000	\$125,000		\$125,000	\$125,000
LWDB18 - Suncoast Workforce Board, Inc. (DBA CareerSource Suncoast)	D2U6C81AN1W8	RWB18	042832		\$125,000	\$125,000		\$125,000	\$125,000
LWDB19 - Heartland Workforce Investment Board, Inc. (DBA CareerSource Heartland)	M14KJLY12JN4	RWB19	042833		\$40,000	\$40,000		\$40,000	\$40,000
LWDB20 - Workforce Development Board of the Treasure Coast, Inc. (DBA CareerSource Research Coast)	PNKUKLTD7MC6	RWB20	042834		\$75,000	\$75,000		\$75,000	\$75,000
LWDB21 - CareerSource Palm Beach County, Inc.	HSFYCWE457X4	RWB21	042835		\$300,000	\$300,000		\$300,000	\$300,000
LWDB22 - CareerSource Broward	HL9AA84QLED4	RWB22	042836		\$300,000	\$300,000		\$300,000	\$300,000
LWDB23 - South Florida Workforce Investment Board (DBA CareerSource South Florida)	MY3JJU46PLT3	RWB23	042837		\$300,000	\$300,000		\$300,000	\$300,000
LWDB24 - Southwest Florida Workforce Development Board, Inc. (DBA CareerSource Southwest Florida)	HSFYCWE457X4	RWB24	042838		\$275,000	\$275,000		\$275,000	\$275,000
				\$0	\$3,420,000	\$3,420,000	\$0	\$3,420,000	\$3,420,000