

<i>Date of Notice:</i>	4/27/2023
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**Notice of Grant Award/Fund Availability
General Information**

Subrecipient Name:	LWDB09 – North Central Florida Workforce Development Board	
Universal Entity Identification Number (UEI #):	HDF7SP48NSA7	
Federal Award Name:	WIOA Youth/Adult/Dislocated Workers Formula Combined	
Grantor:	United States Department of Labor	
Federal Award Identification Number (FAIN):	AA-36313-21-55-A-12	
Federal Award Year:	PY2021/FY2022	
CFDA/CSFA Title and Number:	WIOA Formula Dislocated Worker	17.278
Award for Research & Development (Y/N):	No	
Action being Taken:	Increase Award and Release	

Award Information

Program Year in SERA:	PY2021
Program Group in SERA:	WIOA
Program Name in SERA:	WIOA State-Level
Project in SERA:	Rapid Response
FLAIR Contract #:	RWB09
NFA ID #:	040349
FLAIR Grant #:	WIR22
Award Period Begin Date:	July 1, 2021
Award Period End Date:	June 30, 2023
Close Out Due by:	August 31, 2023

Award and Fund Availability

	Award	Funds Available / Release (Maximum cash available for draw)
Current Award/Release:	\$93,710	\$93,710
This Action:	\$9,500	\$9,500
Revised Award/Release:	\$103,210	\$103,210

AWARD TERMS & CONDITIONS AND OTHER INSTRUCTIONS

General Conditions: The Department of Economic Opportunity 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 the Department of Economic Opportunity (DEO) 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 DEO 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 DEO 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 PY2021 Annual Funding Agreement (between USDOL and DEO). The WIOA PY2021 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@deo.myflorida.com. Program policy questions should be addressed to Isabelle Potts at 850-921-3148 or via e-mail at isabelle.potts@deo.myflorida.com. Subrecipient Enterprise Resource Application (SERA) questions should be sent to the SERA Help Desk via email at serahelpdesk@deo.myflorida.com.

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 the Florida Department of Economic Opportunity. 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.

**FLORIDA DEPARTMENT *of*
ECONOMIC OPPORTUNITY**