

**MEMORANDUM**

**DATE:** January 28, 2022

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Steven Gustafson, Workforce Administrator, Bureau of One-Stop and Program Support *Steve Gustafson*

**SUBJECT:** Allowable Rapid Response Expenditures

This memorandum provides guidance to Local Workforce Development Boards (LWDBs) regarding allowable expenditures in support of the local Rapid Response program administration.

Rapid Response services are provided when employers of any size submit a layoff or business closure notice, following a Trade Act petition filing or following a natural or other disaster. Layoff aversion services are provided to at-risk employers of any size to retain jobs, support economic development, and continue business operations. To execute these duties, Local Rapid Response Coordinators shall receive training, support, and resources.

Allowable expenditures in support of the local Rapid Response program administration may include:

- Translation services to serve foreign language or American Sign Language speaking employers and adversely affected workers.
- Laptops and other mobile presenting equipment such as projectors.
- A mobile career center station or vehicle equipped with WiFi to support incumbent worker job fairs and execute rapid reemployments following a layoff or closure notice at the working site.
- Qualified accountants and/or financial management consultants to evaluate the operations and financial standing of an at-risk business and provide estimates and recommendations to prevent layoffs.
- When appropriate and approved, travel for local business outreach and conferences and workshops that inform and improve local Rapid Response program administration.
- Small Business Administration, Federal Emergency Management Agency, and Housing and Urban Development training courses to learn about federal employer assistance resources and programs.

If you have any program expenditure questions, then please contact Christina Omran, State Trade and Rapid Response Program Coordinator, by email at [RapidResponse@DEO.myflorida.com](mailto:RapidResponse@DEO.myflorida.com) prior to approving the costs.

SKG/co

cc: Casey Penn, Keantha Moore, Christina Omran, Charles Williams