

# MassWorkforce Issuance

---

**Workforce Issuance No. 10-69**

☒ **Policy**   ☐ **Information**

---

**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** August 2, 2010

**Subject:** **Rapid Response Set-Aside Funds Application & Review Process, Revision III**

---

**Purpose:** To provide revised guidance to Local Workforce Investment Boards (LWIBs), One-Stop Career Center Operators and other local workforce investment partners with respect to the Commonwealth's policy regarding the local Rapid Response Set-Aside Funding application and review process. This policy replaces MassWorkforce Issuance No. 06-72, Rapid Response Set-Aside Funding Proposal and Review Process, Revision II (11/7/06).

**Background:** Rapid Response Set-Aside (RRSA) funds represent a portion of the Commonwealth's allotment of WIA Dislocated Worker funds that are reserved at the state level (25%). RRSA funds are specifically held aside for layoff or plant closing events:

- too small to warrant submission of an application for a National Emergency Grant (NEG);
- for which a high number of Trade Adjustment Assistance (TAA)-related layoffs require additional funds; or
- for which RRSA funds are needed as a bridge while awaiting the award of a requested NEG.

This policy issuance covers the introduction of the revised RRSA Grant Application form, the use of a RRSA grant to conduct an employee buyout feasibility study, the revised composition of the Set-Aside Review Committee, clarifies bridge funding and describes provisions that allow local workforce investment areas to call for an

emergency session of the committee by requesting a waiver of the standard two week reviewing period.

**Policy:** Massachusetts' RRSA funds may be requested by an LWIB when the level of local layoff and/or plant closing activity is such that current resources are insufficient to meet the needs of the adversely affected workers. RRSA funds may be requested for the following purposes, only:

1. To provide intensive re-employment services to workers who have been or will be adversely affected by an announced layoff or plant closing event. The program of services may include, but is not limited to such re-employment activities as:

- in-depth assessment and career counseling,
- job search-related workshops,
- occupational skill training,
- basic skills training, and
- supportive services.

RRSA funds used for this purpose may be used to contract specific services (such as training and supportive service) to qualified third-party providers or to cover the cost of added staffing when current staffing resources is insufficient to meet local needs.

2. To conduct a study to determine the feasibility of either a full or partial buyout of the company by members of the workforce as part of an overall layoff aversion strategy. In conjunction with a feasibility study, RRSA funds may be used to:

- identify the size and potential of the market that must be captured,
- determine management structure and skills that need to be obtained by the new company,
- determine the structure of a potential financing package, and
- develop and submit preliminary financial projections for the new company.

**NOTE:** RRSA funds may be used only to supplement, and not supplant, a local area's current Workforce Investment Act (WIA) resources. Additionally, in accordance with limits described in Office of Management and Budget (OMB) Circular No. A-122 (revised 8/10/04), RRSA funds *may not* be used to cover the cost of any administrative/fiscal function.

All local workforce investment areas requesting RRSA funding will adhere to the Commonwealth's application and review policy and procedures as delineated herein and in Attachments A, B, C and D.

**Action Required:** Please assure that all relevant local policies and procedures are consistent with the requirements described in this policy issuance.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.