

Exhibit 900A: LWDB Request For Rapid Response Funding

Rapid Response Policy Section 911 LWDB Request For Rapid Response Funding

Purpose – When local WIOA Title I Dislocated Worker formula funds are insufficient to assist workers impacted by a dislocation event, Local Workforce Development Boards (LWDBs) may request state Rapid Response funds.

The State Rapid Response Coordinator (SRRC) will consult with the DERS fiscal team to review requests received from LWDBs and provide determination of the funds no later than three business days after the request is received. The State Rapid Response Coordinator will notify the LWDB of the determination and may also request the LWDB utilize other allowable funds to support the request until DERS can provide reimbursement.

Reference: Rapid Response Policy Section 911 Rapid Response Policy - Issued 07.25.2022

Step 1: LWDB Submits Request for Actual Reimbursable Costs to ADES: Using the template and form below, the LWDB submits a request for Rapid Response funding to Arizona Department of Economic Security (ADES)

Requests for Rapid Response funds should include details on the Rapid Response event, planned services (including client supports and caps), and other costs appropriately allocated to Rapid Response (e.g., LWDB staff/travel costs).

- a) LWDB completes the Rapid Response Expenditures Reimbursement Cost Sheet template: [LWDB Request For Rapid Response Funding Reimbursement Cost](#)
- b) LWDB fills in the [LWDB Request For Rapid Response Funding - submission form](#) and attaches the completed Reimbursement Cost Sheet template and all supporting documentation.
- c) The submission form is submitted and sent to ADES via electronic submission; a confirmation email of receipt is sent to the LWDB.

Step 2: ADES will review the submitted request:

- a) If the request has errors or additional information is needed, the SRRC will notify the Local Area/LWDB of the necessary revisions.
- b) If the SRCC approves the request, the request will be sent to the DERS Business Administrator (BA) for review and approval:
 - i) If the request has errors or additional information is needed, the DERS BA will notify the SRRC of the necessary revisions.
 - (1) The SRRC will coordinate with the LWDB on any necessary revisions.
 - ii) With the approval from the DERS BA, the approved funds will be transferred to the LWDB.