

Government of Newfoundland and Labrador

# Workforce Relief Fund

Program Guidelines



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**Available in alternate formats.**

Please contact Employment and Training Programs Division

Email: [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca)

Phone: 1-800-563-6600

**Please read this entire Program Guidelines Document. The information contained in this guide will become part of the agreement with the Province of Newfoundland and Labrador for the delivery of the program.**

## **1.0 Introduction**

The Workforce Relief Fund is designed to support organizations (employers or industry associations) that demonstrate a need to retain, upskill, or retrain workers due to the direct or indirect impacts of tariffs placed on Canadian goods and/or the associated Canadian retaliatory response.

Tariffs can disrupt operations, shift market dynamics, and create new demand for businesses. To remain competitive and resilient, companies may need to invest in wage supports, cross-training, up-skilling, and other skills development supports.

Funding for the WRF Program is provided by the Canada-Newfoundland and Labrador Labour Market Development Agreement.

## **2.0 Eligibility**

### **2.1 Eligible Applicants**

WRF applicants shall be one of the following:

1. Private Sector Employer including sole proprietorships, partnerships and incorporated businesses
2. Federal Crown corporation
3. Provincial or Territorial Crown corporation
4. Public health organization
5. Educational institution
6. Indigenous Government or Organization
7. City, Town, or Local Service District
8. Employer Organization or Industry Association
9. Group that represents more than one business or organization (such as a Chamber of Commerce or a labour union)

**Applicants must demonstrate either direct or indirect impacts of tariffs to their business and show that proactive efforts are being made to diversify export markets.**

Employers shall:

- Have a Canada Revenue Agency business number.
- Be in good standing with the provincial Registry of Companies and Deeds Online (exceptions may be made for sole proprietorships).
- Have both an office location **and** operate in Newfoundland and Labrador.

### **2.2 Organizations representing more than one party**

Many organizations by their very nature represent more than one party. Examples include Chambers of Commerce, Community Business Development Corporations (CBDC), employee professional associations and/or organized labour unions and employer associations. If such an organization can demonstrate the required need of its members to

retain, upskill, or retrain workers to mitigate the impacts of imposed tariffs, it can be considered for funding under WRF.

### **2.3 Eligible Employees**

All employees shall be a:

1. A resident of the province.
2. Canadian citizen, permanent resident (which includes Government Assisted Refugees), or a temporary resident with a valid work permit (and the work permit conditions continue to be met).
3. In need of retention, upskilling, or retraining due to the impacts of tariffs and associated Canadian retaliatory tariffs.

This program is available to EI and Non-EI eligible participants.

### **2.4 Eligible Activities**

As a result of imposed tariffs and/or the associated Canadian retaliatory response, there may be a need for wage supports, cross-training, up-skilling, and other skills development supports. Companies may need to invest in cross-training employees to handle new roles to enhance operational flexibility. These wage and training supports must have the potential to help workers adapt to changing job requirements and reduce the risk of layoffs.

Eligible activities may include, but not be limited to:

- Providing training and education to help workers transition to new industries or roles that are less affected by tariffs. These efforts may include vocational training, apprenticeships, and continuing education programs. Training may also include upskilling to adjust business systems and processes and prevent layoffs.
- Providing wage supports to employers to provide financial stability for workers who would otherwise lose their jobs due to tariffs. The Department of Jobs, Immigration and Growth (JIG) will consider whether the Employment Insurance Work-Sharing Program could assist the employer, before provincial funds for wage supports will be approved.
- Providing training or wage subsidies to support economic diversification in regions heavily dependent on industries affected by tariffs to create new job opportunities and reduce reliance on a single industry. JIG would provide supports of this nature in consultation with the Departments of Industry, Energy and Technology (IET), Regional and Economic Development (RED), and Tourism, Culture, Arts and Recreation (TCAR) to ensure no duplication of economic diversification expenses.

The Workforce Relief Fund would not be used to subsidize an organization or a business in any way, other than to assist with planning for human resource requirements and assisting employees facing job loss due to the direct or indirect impacts of tariffs.

## **2.5 Ineligible Activities**

The WRF would not be used to subsidize an organization or a business in any way, other than to assist with planning for human resource requirements and assisting employees facing job loss due to the direct or indirect impacts of tariffs.

Ineligible activities include:

1. Normal business operations.
2. Obtaining ISO certification.
3. Activities to address union-management collective bargaining issues

## **2.6 Eligible Funding**

Eligible employers/organizations may be eligible for funding sourced from the LMDA of **up to \$250,000 per organization** under the WRF to cover costs associated with the retention (such as wage subsidies) and training of workers impacted by tariffs.

Applicants to the WRF must outline the direct and indirect impact of tariffs on their operations, and the necessary program response, such as wage support, training for individuals to be hired or upskilled in organizations, or gaps not supported through other government programming. Current costs that can be covered through existing government programs (e.g., programs through JIG, IET, FFA, RED, ACOA) will be **ineligible** through WRF.

Consideration for funding will only be given when tariff impacts that dampen a business are clearly demonstrated. Examples may include:

- Changes to staffing (documentation must be provided);
- Changes in sales from 2024 to 2025 (documentation must be provided).

## **2.7 Eligible Costs**

Eligible costs include, but are not limited to:

1. Costs associated with employees participating in training.
2. Capital costs including building renovations intended to establish or upgrade infrastructure and equipment
3. Wages and salaries for highly qualified personnel: researchers, research assistants, graduate student researchers, post-doctoral fellows, technical support staff, technical project managers, and project related personnel that support innovation ecosystem initiatives.
4. Other direct operating funds related to materials, equipment, and maintenance.

## **3.0 Labour Market Programs Support System (LaMPSS)**

The WRF is administered by JIG using the Labour Market Programs Support System (LaMPSS) application. LaMPSS is the common method for administering Labour Market Programs in Newfoundland and Labrador. LaMPSS is focused on providing consistency in processes and improving services to labour market program agreement holders.

The functionality of LaMPSS provides employers with self-serve capability, enabling the employer to apply for funding online for labour market programs and submitting required financial and activity reports online.

All employers are required to be set-up as a government vendor so payment can be issued. Vendor set-up and LaMPSS registration are initiated once you register here: <https://www.gov.nl.ca/ipgs/employer-registration/>.

After registering, a LaMPSS password and user ID (if you do not have one already) will be emailed to you at the address provided on your application (Employer Registration form). Please ensure you check your email (including junk mail) regularly. You can then log into the [LaMPSS](#) system and complete your online application.

If you have forgotten your password, please reset it in LaMPSS by clicking on **Forgot Password**. Enter Organization ID and User ID. Click submit, and a new password will be emailed to you. If your password cannot be reset, please contact our Support Team by email at [extorhelp@gov.nl.ca](mailto:extorhelp@gov.nl.ca) during government business hours or call 1-844-2526777. Visit the following website for more information on LaMPSS, including system requirements: [Labour Market Programs Support System \(LaMPSS\) - Jobs, Immigration and Growth](#). This webpage provides details on which internet browsers work with the LaMPSS application and what version of Adobe is required. Should you require assistance with using LaMPSS, please contact our Support Group by email at [extorhelp@gov.nl.ca](mailto:extorhelp@gov.nl.ca) during government business hours, or you can call 1-844-252-6777.

## 4.0 Applying for Program Funding

### 4.1 Applying Online

Once you are registered as a LaMPSS user, organizations or employers can apply for funding online using the self-serve capability. Go to [LaMPSS home page](#) to log in and apply.

Once you have logged into LaMPSS:

1. Click on **Programs and Services** under **Apply for Funding** on the left menu bar.
2. Locate the **Workforce Relief Fund – OFA** from the list of available programs.
3. Click **Apply**.

You will see the introduction page for the application. It will provide a list of any **mandatory** documents that are required for submission with your application. To initiate the application process, click **Start Now**.

If you are having difficulty with the process or unable to complete an application for funding online, please contact 1-800-563-6600 or [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

### 4.2 Completing an Application Form

#### **4.2.1 Organization Information**

Enter the name and complete mailing address for your organization. Several fields may be pre-filled based on your information in LaMPSS.

#### **4.2.2 Project Details**

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Workforce Relief Fund
Contact Person	Name, title, telephone number and email address of person(s) to contact for additional information
Agreement Start Date	Provide the proposed start date for project
Agreement End Date	Provide the proposed end date for project

#### **4.2.3 Past Agreements**

Please identify if you have had any past agreements with the department and identify the agreement number.

#### **4.2.4 Project Description**

Please provide a brief outline of the project detailing the activities (limit 300 words). Please include the following in the project description:

1. Outline the direct and indirect impact of tariffs on organization's operations.
2. Identify the necessary program response, such as:
  - a. Wage support
  - b. Cross-training
  - c. Upskilling
  - d. Other skills development supports
3. Project activities to be carried out and timelines.
4. Expected Results.

#### **4.2.5 Agreement Contact**

Specify a person in your organization who can be contacted to further discuss your application (if required).

#### **4.2.6 Language Preference**

Provide your official language preference: English or French

#### **4.2.7 Participants**

Please enter the total number of participants you anticipate will be availing of program funding.

#### **4.2.8 Project Location**

Please provide the address information for the location(s) where the project activities will be delivered. If you have not yet secured a location, please enter your main organization address and advise the Department later of the project address.

#### **4.2.9 Project Activities**

Please indicate what activities participants will complete as part of the project.

#### **4.2.10 Project Budget**

On your Application Form, enter the total project costs and the amount of funding requested per participant, per activity.

#### **4.2.11 Supporting Documentation**

The following documents must be included with your project application:

1. Detailed project description.
2. Itemized budget breakdown.

#### **4.2.12 Submitting Your Application**

Once you have completed the application including the attachment of all required documentation, the application will be submitted to the Department using the LaMPSS Self-Serve system. In this section of the application enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS System and your application will be submitted.

### **4.3 Workforce Relief Fund Reporting Requirements**

The requirements for Activity and Financial reports for WRF will be outlined in your agreement contract. Reports should be completed online using LaMPSS Self-serve functionality. If you require a paper form, contact your Agreement Manager.

#### **4.4 Completing an Activity Report**

This section provides supporting information that you will need to complete the Activity Report.

##### **4.4.1 Reporting Period Dates**

Please enter the start and end date for the period this report covers.

##### **4.4.2 Organization Information**

Enter the name and complete mailing address for your organization.

##### **4.4.3 Project Activities**

For each WRF project activity, please provide the following information for each activity in your Project Agreement:

1. Start Date – Enter the start date of this activity in your project.
2. End Date – Enter the end date of this activity in your project.
3. Activity Description – Enter the description of the activity in your project.
4. Update/ Status This Period – Describe what activities have occurred during the reporting period.

##### **4.4.4 Participants**

Please enter the total number of participants that began activities during this reporting period.

#### **4.4.5 Supporting Documentation**

There are no mandatory documents required; however, if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Activity Report.

#### **4.4.6 Reporting Notes**

Provide any additional information for this reporting period

### **4.5 Completing a Financial Report**

This section provides supporting information required to complete the Financial Report.

#### **4.5.1 Reporting Period Dates**

Please enter the start and end date for the period this report covers.

#### **4.5.2 Organization Information**

Enter the name and complete mailing address for your organization.

#### **4.5.3 Project Costs**

Provide the actual costs for each eligible expense for this reporting period. For each approved cost for your project please provide the approved budget, the amount reported and approved in previous financial reports and the amount being reported for this period.

#### **4.5.4 Project Cash Flow**

Along with your Financial Report, please provide an updated cash flow estimate for the remainder of the agreement. The Cash Flow worksheet can be located at Cash Flow Template.

Please use this template to provide an updated monthly cash flow estimate for the remainder of the project. Attach the completed worksheet to your Financial Report

#### **4.5.5 Supporting Documentation**

There are no mandatory documents required; however, if you have supporting documents, or if the Department requests specific supporting documents, attach them to your Financial Report.

#### **4.5.6 Reporting Notes**

Provide any additional information for this reporting period.

### **4.6 Submitting Your Reports**

Once you have completed the Activity and Financial reports, they can be submitted to the Department using the LaMPSS Self-Serve system. Enter the information that was provided when your organization was registered in LaMPSS – your Organizations ID, Username and Password. Click the submit box. You will be connected with the LaMPSS

System and your reports will be submitted.

## **4.7 Contact Information**

### **4.7.1 Program Support**

For any program clarification or additional information, please contact your Agreement Manager directly, or call 1- 800- 563-6600 or email [EmploymentPrograms@gov.nl.ca](mailto:EmploymentPrograms@gov.nl.ca).

### **4.7.2 User Technical Support**

Should you require assistance with using LaMPSS, please email [extorghelp@gov.nl.ca](mailto:extorghelp@gov.nl.ca) or call 1-844-252-6777.