

Arizona COVID-19 Rapid Employment Job Training Program Guidelines
May 21, 2020

WHEREAS, the Governor of the State of Arizona has declared a state of emergency pursuant to that certain Declaration of Emergency dated March 11, 2020 related to the COVID-19 outbreak (the “Emergency Order”); and,

WHEREAS, the Arizona Commerce Authority is empowered pursuant to A.R.S. §41-2706(B)(8) to “adopt policies, procedures, and practices...that are similar to and based on the policies and procedures prescribed by [the State of Arizona]...while accomplishing flexibility to achieve the authority’s statutory requirements”; and,

WHEREAS, the Director of the Arizona Department of Administration has waived all solicitation and award procedures as of March 30, 2020 pursuant to A.R.S. §41-2703(A) & (B); and,

WHEREAS, the Procurement and Grants Policy of the Authority allows its COO to waive grant requirements for good cause if the CEO determines that such compliance is impracticable, unnecessary, or contrary to the public interest, similar to the waiver of requirements set forth in A.R.S. §41-2703; and,

WHEREAS, the State of Arizona is facing an unprecedented employment crisis characterized by, *inter alia*, record filings for unemployment insurance, pursuant to which the CEO has determined that compliance with the terms of Section IX of the Procurement and Grants policy for the Job Training Fund is impracticable, unnecessary, or contrary to the public interest;

NOW THEREFORE, by virtue of my office as Chief Operating Officer, I, Ken Burns, hereby waive requirements set forth in Section IX of the Procurement and Grants Policy as they relate to the Arizona Job Training Fund set forth in A.R.S. §41-1544 and direct as follows, which provides for “competition that is practicable under the circumstances” (*see* Procurement and Grants Policy at Section IX(D)):

1. The Authority will review all Job Training Grant Program Agreements and, pursuant to its discretion regarding reimbursement requests, provide flexibility for remote training and other items as necessary to mitigate the negative effects of the COVID-19 outbreak on grant reimbursements to the extent allowable. In addition to other areas of flexibility, the Authority will determine net new employees to be the greater of (i) total employment achieved on March 1 and (ii) total employment at the time of request for reimbursement.
2. The Authority shall accept proposals for Employer participation in the Rapid Employment Job Training Program. Employers participating in the Program may be any public or private organization, entity, or sole proprietorship, whether for profit or otherwise, which provide hiring and training as quickly and substantially as is reasonably possible in the context of the economic consequences of the COVID-19 outbreak. Total grant award amounts remain capped at \$1.3 million (*see* A.R.S. §41-1516(H)).
3. Each proposal shall set forth terms for participation in the Rapid Employment Job Training Program that include some or all of the following:
 - a. Identity of the provider of training,
 - b. Expected number of new employees to be trained,
 - c. Estimated total training cost (\$5,000 maximum per employee will be allowed),

- d. Nature of the training,
 - e. Timeline for hiring and training,
 - f. Anticipated wage of employees following training, and
 - g. Any other terms requested by the Authority.
4. The Authority will accept or deny, in whole or in part, any such proposal based on evidence provided to the Authority that the hiring and training will effectively assist in mitigating as quickly and substantially as possible (when compared with other known hiring and training opportunities) the unprecedented unemployment levels in the State. Grant awards will be subject to availability of funds at all times.
 5. Grant awards for each proposal shall be disbursed on a reimbursement basis not more often than once per month; provided, however, that reimbursement shall not be provided for items set forth in A.R.S. §41-1544(I). Wages of trainees may be reimbursed, but only to the extent the training involves dedicated time by the trainee in a training setting. No trainee wages will be reimbursed for actual production time or on the job training by the trainee.
 6. These Guidelines shall continue for the duration of the Emergency Order and will be timely wound down thereafter in such a way as to minimize disruption to existing Employers, training programs, and effective management of the Job Training Fund.

SO AUTHORIZED.

A handwritten signature in cursive script that reads "Ken Burns".

Ken Burns
Chief Operating Officer/Chief Financial Officer