

**RAPID RESPONSE 121 REPORT
LINE ITEM INSTRUCTIONS**

The Excel 121 Report spreadsheet is designed to collect data to be considered as a factor in the process of allocating Rapid Response funds to Local Workforce Investment Areas (local areas). Activities reported on the Rapid Response 121 Report are those relating to employer contacts in response to layoffs or closures, as defined by the California Workforce Investment Board. Reportable employer contacts include Worker Adjustment and Retraining Notification (WARN) and non-WARN events. The Rapid Response 121 Report must be completed to report employer contacts by local area staff when conducting layoff/closure orientations with 10 or more affected workers ONLY, and/or layoff or closure planning meetings. Planning meetings are for information only and will not be used in the calculation of the dislocation-based formula funding factor.

Complete a separate line item entry for each employer contact occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, for a single employer with the note of how many multiple orientations were made that day.

The Rapid Response 121 Report must be completed quarterly and submitted via e-mail by the 20th of the month following the quarter’s end to the assigned Regional Advisor, with a “cc” to the local area administrator.

Date of Employer Contact	Date on which the local area staff provided Rapid Response planning services to a company where workers are being laid off or date that orientation was provided to affected workers. If the services span more than one day or extend to more than one site, complete a separate line item entry for each day and/or site.
Reason for Contact	Enter “OR” for an orientation provided to “affected workers” or “PLAN” for an employer planning meeting.
Industry Sector (NAICS Code)	Select item from drop down menu.
Local Area Priority Sector? (Yes/No)	Select item from drop down menu.
Company Name	Name of the company.
Street Address	Street address of company, which is the location where Rapid Response services were provided.
City	City of company.
Zip Code	Zip code of company.
Date of Layoff	Date of first layoff.
Total number of affected employees	Enter the total number of employees affected by the layoff/closure.
Number of affected employees who attended	Enter number of employees who attended the orientation.
Comments	Additional comments, notes, explanations.