

Government of Newfoundland and Labrador

Labour Market Partnership Tariff Response

Program Guidelines



Employment and Training Division
Labour Market Partnership Tariff Response Guidelines

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1.0 Introduction

The Labour Market Partnership Tariff Response (LMPTR) Program provides funding support for employers and workers in steel, softwood lumber, and other directly and indirectly affected tariff sectors including workers on Work Sharing agreements. The objectives of the Workforce Tariff Response funding are to support rapid reattachment of tariff-affected workers to the labour force and retention of workers in tariff-affected sectors. Investments made under this funding must be targeted, responsive and aligned with labour market needs. These strategies are designed to address workforce adjustments and support human resource needs, in sectors experiencing disruption due to tariffs, global market shifts, or their supply chains, or from communities that rely heavily on those companies e.g. Single-industry communities.

Under this enhanced approach, the LMPTR Program will support training, reskilling, and upskilling for employed workers, including those at risk of job loss due to the impacts of tariffs, to help stabilize employment and support business continuity and recovery. All agreement-related activities must align with federal requirements established by the Government of Canada. All applications will be assessed on a case-by-case basis, including consultation with the Government of Canada.

2.0 Eligibility

2.1 Eligible Applicants

LMPTR applicants shall be one of the following:

1. Private sector/for-profit businesses (including sole proprietorships);
2. Not-for-profit Organizations;
3. Municipal governments;
4. Band or Tribal Councils;
5. Cooperatives; and,
6. Public Health and Educational institutions.

Ineligible Applicants include:

1. Federal government departments;
2. Self-employed individuals applying for assistance for their own training; and,
3. Any employer whose business activities are interrupted by a labour dispute at the time of their application.

2.11 Work Sharing (WS) Participants

Employers with active Federal WS agreements are encouraged to leverage LMPTR funding to support training and upskilling initiatives that promote job retention. Training activities for WS participants must be clearly connected to maintaining a firm's viability, supporting job retention or enhancing employment opportunities for workers in sectors impacted by tariffs and global market shifts.

As with other employed workers described above, training for those on WS agreements need to be delivered through the LMPTR support measure. Wage subsidies are not available for workers on WS agreements. WS participants could be eligible for specific wrap-around supports related to dependent care, travel, commuting, and allowance for living away from home or disability, subject to prior consultation with Canada to minimize impacts on an employee's WS Employment Insurance benefits.

2.2 Eligible Employers/Employees

In addition to being an eligible applicant as outlined above in section 2.1, applicants must also meet the following employer/employee criteria:

1. Steel-sector workers and employers classified under North American Industry Classification System (NAICS) codes 3311 and 3312.
2. Softwood lumber workers and employers in sectors classified under NAICS codes 113, 321, 322, and 1153.
3. Workers and employers directly or indirectly impacted by tariffs and global market shifts, defined as:
 - a. those from companies directly affected by tariffs and global market shifts or their supply chains;
 - b. those from communities heavily reliant on such companies (e.g. single-industry communities); or
 - c. those experiencing indirect economic effects stemming from tariffs and global market shifts.
4. Eligible employed workers who are deemed at risk of job loss or in need of support to maintain their employment , including workers on WS agreements.

Applicants must demonstrate either direct or indirect impacts of tariffs on their business.

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.

2.3 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.
4. All employees on the employer's payroll, regardless of the length of time of their employment or whether they are employed full-time or part-time may participate in LMPTR - funded training activities.
5. Employees who are in the course of completing a registered apprenticeship, as well as journeypersons, may participate in LMPTR-funded training activities, provided that such activities are outside the scope of their registered apprenticeship training and are identified as necessary to sustain their employment.
6. Term employees may be included in the training activities if the training will prevent them from losing their employment. Students hired only for periods covering school breaks would not typically be eligible nor would students in full-time Post-Secondary Education (PSE).
7. When all employees in a similar situation (e.g. performing similar duties, members of a work unit or subject to a plant closure) are not targeted for participation in training activities, the employer must provide an acceptable explanation of why certain employees are to be included or excluded. For unionized workplaces, the union should support the employer's targeting of employees. This must be confirmed directly with the union.

2.4 Ineligible Employees

1. Consultants and other self-employed contract workers engaged by the employer are not employees of the business and therefore are not eligible to participate in LMPTR funded training activities.

2.5 Eligible Activities

As a result of tariff-related workforce disruptions, the LMPTR supports collaborative strategies that help sectors adapt to changing economic conditions. Imposed tariffs and related Canadian retaliatory measures may create a need for cross-training, up-skilling, and other skills-development initiatives to help companies adjust. These measures enable employers to retrain staff for new or expanded roles, strengthen operational

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flexibility, and reduce the risk of layoffs by helping workers adapt to evolving job requirements.

Eligible activities may include, but not be limited to:

- Providing integrated training and education supports help workers transition to industries or roles less affected by tariffs. This includes vocational training, apprenticeships, continuing education, and targeted upskilling to help businesses adapt their systems and processes while preventing layoffs. Wage subsidies would be directly tied to participation in training initiatives, supporting both workers and employers during periods of transition. In addition, these supports would contribute to economic diversification in regions heavily reliant on tariff-affected industries by enabling the development of new skills and job opportunities, reducing dependence on a single sector. Eligible training activities may include any combination of the following:
 - established classroom courses offered by public or private training institutions (not full-time PSE);
 - customized classroom training, in-house or off-site;
 - formal on-the-job instruction and coaching;
 - supervised distance education, web-based or correspondence courses;
 - occupational training;
 - management training;
 - literacy and essential skills training; or
 - training for trainers.
- Where a collective agreement is in effect in the workplace, the union must support the proposed training activities and agree to the targeting of employees. A union may provide financial or in-kind contributions
- Funding may support full-time or part-time training activities offered either during or outside working hours. Please note that this funding is not intended to support full-time post-secondary students in degree-granting institutions, e.g. universities. It is explicitly intended to support skills training for workforce development, and not to subsidize post-secondary academic pathways.
- Providing wage supports to employers to provide financial stability for workers who are in approved training that would otherwise lose their jobs due to tariffs, excluding WS participants. (see section 2.11 on WS participants)

The LMPTR program is not intended to subsidize organizations or businesses beyond supporting human-resource planning and assisting employees facing job loss resulting from the direct or indirect impacts of tariffs. As part of this mandate, wage subsidies may

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be used to help staff reskill or upskill to prevent displacement and strengthen overall business resiliency. However, the Fund should not be used as short-term liquidity support; any wage or training assistance must be tied to a clear training or a transitional plan that enhances productivity, supports operational resilience, or enables companies to pivot to new opportunities or business lines.

2.6 Ineligible Activities

The LMPTR 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; or
3. Activities to address union-management collective bargaining issues

2.7 Eligible Funding

Eligible employers/organizations may be eligible for funding under the LMPTR program to cover costs associated with the retention and training of workers impacted by tariffs.

Applicants to the LMPTR program must outline the direct and indirect impact of tariffs on their operations, and the necessary program response, such as wage support linked to 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 JGRD, FA, EM ACOA) will be ineligible through LMPTR program.

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

2.8 Eligible Costs

Financial assistance for LMPTR must be for a finite period of time and for a specific activity directly related to the approved activities of the project.

Project costs will be assessed to determine if they are reasonable and appropriate in relation to the proposed project and activities. Depending on assessment, costs will be included or disallowed. When assessing a cost item there are three considerations:

1. Compliance to the program terms and conditions
2. Does it contribute to the success of the project
3. To what extent can it be considered reasonable

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Eligible costs include, but are not limited to:

1. Costs associated with employees participating in training.

2.9 Labour Market Programs Support System (LaMPSS)

The LMPTR is administered by JGRD using the 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 extorghelp@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 extorghelp@gov.nl.ca during government business hours, or you can call 1-844-252-6777.

3.0 Applying for Program Funding

3.1 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.

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Once you have logged into LaMPSS:

1. Click on **Programs and Services** under **Apply for Funding** on the left menu bar.
2. Locate the **Labour Market Partnership Tariff Response – 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.

3.2 Completing an Application Form

3.2.1 Organization Information

Enter the name and complete mailing address for your organization. Several fields may be

pre-filled based on your information in LaMPSS.

3.2.2 Project Details

Please provide the following:

Project Title	Provide a title specific to this project. For example: "Your Organization's Name – Labour Market Partnership Tariff Response"
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

3.2.3 Past Agreements

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

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3.2.4 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 linked to training
 - B. Cross-training
 - C. Upskilling
 - D. Other skills development supports
3. Project activities to be carried out and timelines.
4. Expected Results.

3.2.5 Agreement Contact

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

3.2.6 Language Preference

Provide your official language preference: English or French

3.2.7 Participants

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

If approved, employers must track all training funds for each participant, and every employee accessing training must complete a Request for Service through the Department, as this is required to meet federal accountability obligations. The employer will submit the forms directly to the agreement manager.

3.2.8 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.

3.2.9 Project Activities

Brief description; Please indicate what activities participants will complete as part of the project. (Who, What, Where, When and Why)

For each activity LMPTR please provide the following information:

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- Start Date – Enter the start date of this activity in your project
- End Date – Enter the end date of this activity in your project.
- Activity Description – Enter the description of the activity in your project.
Expected results , describe expected results of this activity. Where does this activity take place, identify location of this activity.
- Update/ Status This Period – Describe what activities have occurred during the reporting period.

3.2.10 Project Budget

On your Application Form, enter the total project costs and the amount of funding requested per participant per activity. HST should be calculated and included in each category.

3.2.11 Supporting Documentation

The following documents must be included with your project application:

1. Detailed project description: Include a detailed project description along with the completed application form, outline your objectives , activities with timeline and expected results.
2. Itemized budget breakdown.

3.2.12 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.

4.1 Reporting Requirements

The requirements for Activity and Financial reports for LMPTR 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.

4.2 Completing an Activity Report

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

4.3.1 Reporting Period Dates

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

4.3.2 Organization Information

Enter the name and complete mailing address for your organization.

4.3.3 Project Activities

For each LMPTR 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.

4.3.4 Participants

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

4.3.5 Supporting Documentation

No mandatory documents are required at submission; however, applicants are encouraged to include relevant supporting materials, and additional documentation may be requested.

Under the Canada–Newfoundland and Labrador Tariff Response Funding, the Province must collect individual client data. All participants are required to complete a Request for Service and Consent Form to enable information sharing with the Government of Canada.

Where employees receive training-related wraparound supports, employers or organizations must provide detailed financial information for each participant.

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.

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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

Under the Canada–Newfoundland and Labrador Tariff Response Funding, the Province must collect individual client data. All participants are required to complete a Request for Service and Consent Form to enable information sharing with the Government of Canada.

Where employees receive training-related wraparound supports, employers or organizations must provide detailed financial information for each participant. Attach supporting documentation 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.

4.7.2 User Technical Support

Should you require assistance with using LaMPSS, please email extorghelp@gov.nl.ca or call 1-844-252-6777.