



# Workforce Tariff Response Program Program Funding Guidelines

Department of Labour, Skills and Immigration

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# Introduction

Please read this entire document. This information will become part of an agreement with the Province of Nova Scotia for the delivery of the Workforce Tariff Response Program funded through the Canada – Nova Scotia Workforce Tariff Response Fund. The purpose of this guide is to inform applicants about the goals and application process of the Workforce Tariff Response Program. The guide will cover all eligibility requirements along with assessment criteria that will be used in assessing applications to the Workforce Tariff Response Program. Note that Workforce Tariff Response Program applications must be submitted through the Labour Market Programs Support System (LaMPSS).

## What is the Workforce Tariff Response Program?

The [Canada - Nova Scotia Workforce Tariff Response Fund](#) is a time-limited investment (fiscal years 2025-2026 to 2027-2028, with reporting extending to 2029-2030) provided by the Province of Nova Scotia and the Government of Canada. This funding was announced by [Prime Minister Carney in September 2025](#) to support employers and workers who have been directly or indirectly affected by tariffs or global shifts, through a contribution to costs of Nova Scotia Benefits and Support Measures for Workers and Employers in the Steel Sector, Softwood Lumber Sector, and Other Workers and Employers Directly and Indirectly affected by Tariffs and Global Market Shifts.

Canada has announced a series of targeted investments through the Labour Market Development Agreements (LMDAs) to support workers affected by trade disruptions:

- On July 16, 2025, Canada committed \$70 million to support up to 10,000 workers in the steel industry with training and employment supports.
- On August 5, 2025, Canada announced \$50 million for upskilling, reskilling, and employment supports for over 6,000 workers in the softwood lumber industry.
- On September 5, 2025, Canada introduced a \$450 million reskilling package to retrain up to 50,000 workers affected by tariffs and global market shifts, using employer-based training and outreach initiatives.

## Program Objective

The funding will help employers and/or workers who have been directly or indirectly affected by tariffs or global market shifts in steel, softwood lumber, and others including fisheries and seafood, agri-food, manufacturing, and automotive (tires). Other sectors or industries may also be eligible where employers or workers can demonstrate direct or indirect impacts of tariffs or global market shifts, including impacts within their supply chains. Support is delivered through this funding program and focuses on training (retraining, reskilling, upskilling) so organizations and businesses can keep people working or help workers move into new roles in the same organization or business.

These measures aim to support workers across Nova Scotia, including mid-career and long-tenured individuals affected by tariffs and global market shifts, as well as underrepresented groups such as persons with disabilities, women, youth, and Indigenous Peoples and those with less work experience. Strong coordination between Canada and the Provinces and Territories is essential to address labour

market disruptions and foster a unified Canadian economy. The Canada – Nova Scotia Workforce Tariff Response Fund will help workers build new skills, strengthen local industries, keep communities strong, and maintain current employment or move into new roles in their same organizations/companies as markets shift.

All proposals will be considered; however, the Department of Labour, Skills and Immigration (LSI) is under no obligation to fund every application submitted. Please note that prior government support does not guarantee funding for the same or similar projects. LSI will not provide deficit funding (expenditures exceeding total approved funding allocation) for an organization resulting from projects delivered. Unless you receive an approval notification from LSI, or via the Labour Market Programs Support System (LaMPSS), your application is not considered to be approved and any work that may proceed is to be completed at the risk of the applicant.

Agreement contracts must be in place, and all associated activities and projects must be fully completed (not just initiated), by March 31, 2028.

## Eligibility Criteria

Eligible projects must demonstrate a clear link to tariff-related impacts or global market shifts affecting unemployed individuals, as well as employed workers (including those participating in Work-Sharing agreements) and employers. Proposed training must align with identified workforce needs and labour market demand, and should support upskilling, reskilling, job retention, re-employment, or workforce transition. Where appropriate, project design should be informed by engagement with employers, unions, and other relevant stakeholders.

### Eligible Employers

Eligible employers include:

- Private sector businesses (including sole proprietors with employees)
  - Sole proprietors and small businesses may apply only where training is provided to employees. Funding does not support training for business owners or self-employed individuals for their own personal upskilling.
- Not-for-profit organizations
- Municipal governments
- Indigenous organizations (e.g., band or tribal councils)
- Public sector organizations (e.g., health and educational institutions)

Ineligible employers include:

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

To be eligible for funding under the Workforce Tariff Response Program, employers must meet the following requirements:

- An employer or business that is directly or indirectly impacted negatively by tariffs and/or global market shifts (this includes an employer or business in a tariff-impacted sector with a Federal Work-Sharing agreement in place for their employees);
- The employer or business is seeking assistance for employed workers who are facing a loss of employment or to maintain their current employment or unemployed workers;
- Applicants must demonstrate that their organization or business is a Nova Scotia-based legal entity registered and in good standing with the Nova Scotia Registry of Joint Stock Companies.

## Eligible Participants

Eligible participants include individuals who are:

- Unemployed individuals who are eligible for Employment Insurance (EI), including active claimants, former claimants who received EI benefits within the previous five years, or individuals with recent labour force attachment through EI contributions;
- Employed and at risk of job loss;
- Participating in a Work-Sharing (WS) agreement.

This includes participants from:

- Steel and softwood lumber sectors (as defined by relevant NAICS codes); and
- Other sectors experiencing direct or indirect impacts from tariffs or global market shifts, including supply chains and affected communities.

## Sector Eligibility

The organization or business must be in one of these tariff-impacted industries, identified by the following North American Industry Classification System (NAICS) codes:

- Steel (NAICS 3311, 3312)
- Softwood Lumber (NAICS 113, 321, 322, 1153)
- Fisheries & Seafood (NAICS 1141, 11411, 11413, 3117, 31171, 311710)
- Agri-Food (NAICS 111, 112)
- Manufacturing (NAICS 311-316, 3111, 311814, 321, 32212, 323-325, 3252, 326, 32610, 327, 331-333, 333246, 334, 335, 3351, 336, 3364, 336390, 337, 339)
- Auto (Tires; NAICS 3262)

## Eligible Activities

The Workforce Tariff Response Program supports targeted training and capacity-building initiatives that strengthen workforce skills for organizations and businesses who have been directly or indirectly affected by tariffs or global market shifts to keep people working or help workers move into new roles in the same organization or business. Activities eligible for funding through the Workforce Tariff Response Program include but are not limited to:

- Training / retraining
- Skills development (upskilling / reskilling)
- Sector-specific training, such as:
  - industry certification and regulatory compliance;
  - workforce readiness and skills adaptation - training initiatives that help businesses and employees respond to industry shifts, emerging trends, or evolving business models;
  - customized training - programs designed to equip employees with the skills required to meet sector/workforce demands, etc.;
  - established classroom courses offered by public or private training institutions (not full-time post-secondary education);
  - 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.

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 individuals enrolled in full-time post-secondary academic programs leading to degrees, diplomas, or similar credentials (e.g., universities, colleges, or comparable institutions). It is explicitly intended to support short-term, skills-based training for workforce development, and not to subsidize longer-term academic or post-secondary education pathways.

## Eligible Wrap-Around Supports

Supports such as dependent care, travel, commuting, and allowance for living away from home or disability will be provided on an as needed basis if one of the following criteria are met:

- Unemployed worker;
- Employed workers on a Work-Sharing Agreement (subject to prior consultation with Canada to minimize impacts on an employee's Work-Sharing EI benefits);
- Employed workers **not** on Work-Sharing Agreement may receive wrap-around supports if they are at risk of job loss or require support to maintain employment.

Wrap-around supports for employed participants (including those on Work-Sharing agreements) must be delivered through a third party, such as an employer or service provider.

Wrap-around supports may be provided to address financial or logistical barriers that would otherwise prevent participant participation in training activities. All supports must be clearly justified as necessary, reasonable, and directly related to enabling participation in approved training or employment activities. Supports must not serve as income replacement or general living assistance and must be limited to the duration of the intervention.

## Prioritization of Participants

The objectives of the Workforce Tariff Response Program are to support rapid reattachment of tariff-affected workers to the labour force and retention of workers in tariff-affected sectors.

Priority for program support will be given to:

1. Unemployed workers, particularly those eligible for Employment Insurance (EI) and identified through federal referral processes;
2. Workers at risk of job loss, to support early intervention and job retention;
3. Workers in Work-Sharing arrangements, where training supports business sustainability and employment retention.

## Application Assessment Criteria

All applications submitted through LaMPSS to the Workforce Tariff Response Program will be assessed based on the following criteria. Applicants should ensure that their applications address all criteria.

### Assessment Criteria

#### 1. Alignment and Strategic Relevance

Purpose: Ensure projects directly support program intent and agreement requirements.

Sub-criteria:

- Tariff Impact Evidence
  - Clear evidence that the applicant is directly or indirectly impacted by tariffs/global shifts
  - Description of impact (e.g., layoffs, reduced hours, skills gaps)
- Alignment with Program Objectives
  - Supports reskilling/upskilling, employment retention, or reemployment
  - Aligns with LMDA / Tariff Response objectives (worker-focused, job outcomes)
- Sector and Eligibility Fit
  - Within eligible NAICS sectors or justified inclusion
  - Located in Nova Scotia and meets eligibility rules
- Strategic Workforce Alignment
  - Addresses labour market demands or skills shortages
  - Aligns with provincial economic/workforce priorities

#### 2. Equity, Diversity, Inclusion and Accessibility

Purpose: Meet federal/provincial inclusion expectations.

Sub-criteria:

- Support for Underrepresented Groups
  - Inclusion of women, Indigenous peoples, persons with disabilities, youth, etc.

- Barrier Reduction
  - Use of wrap-around supports (childcare, transport, etc.)
- Inclusive Design
  - Accessible training approaches
  - Consideration of language, disability, regional access
- Equity Outcomes
  - Clear benefits for targeted groups
- Official Language Minority Communities (OLMC)
  - Identified whether OLMCs are relevant to their project
  - Clear evidence of consultation with OLMCs

### 3. Accountability, Measurement & Reporting

Purpose: Ensure compliance with federal reporting requirements.

Sub-criteria:

- Performance Measurement Plan
  - Clear indicators and success metrics
- Data Collection Capacity
  - Ability to collect detailed participant-level data (demographics, outcomes, etc.)
- Outcome Tracking
  - Ability to track 6- and 12-month outcomes
- Reporting Readiness
  - Capacity to meet requirements

## Application Process

### Step 1: Application Submission

- You must register in LaMPSS online to apply for program funding. To learn how to do this please refer to: <https://novascotia.ca/lae/lampss/lampss.asp>. If your organization is not already registered with LaMPSS, you will need to register with LaMPSS to obtain an organization ID, to submit an application. The LaMPSS application is required to create a contract with LSI for the funding agreement.
- With your LaMPSS application, submit a detailed application including:
  - **Executive Summary**
    - **Overview:** Provide a summary highlighting the project’s purpose, objectives, and expected impact on workforce development.
    - **Alignment with Priorities:** Outline how your organization and/or employees are impacted directly or indirectly by tariffs and/or global market shifts etc.
  - **Project Objectives and Scope**

- **Specific Goals:** Clearly outline the primary goals of the project (e.g., upskilling, reskilling, meet workforce demand, etc.).
  - **Target Audience:** Describe who will benefit from the project (e.g., sectors, or individual business).
  - **Scope of Work:** Define the scope, including key activities, locations, and the number of participants.
- **Project Justification and Need**
  - **Problem Statement:** Address the impact of tariffs and/or global market shifts.
  - **Tariff Impact Evidence:** Provide evidence of direct or indirect impact by tariffs and/or global market shifts.
- **Detailed Project Description**
  - **Activities and Deliverables:** Outline planned activities, deliverables, and timelines.
  - **Trainer Qualifications and Expertise:** Outline trainers' educational qualifications, industry experience, certifications, and areas of expertise. Demonstrate that trainers have relevant experience with the specific skills and knowledge areas. Collect references from previous training engagements to demonstrate past performance and their ability to deliver impactful training.
  - **Training Methods:** Describe the training approach, such as on-site training, online learning, or workshops, and why these methods are suited to the project.
  - **Innovation Elements:** Highlight any innovative aspects, like the use of new technology, partnerships, or novel skill-building approaches.
- **Expected Outcomes and Impact**
  - **Measurable Outcomes:** Define specific outcomes (e.g., number of employees trained, job retention or attachment).
  - **Long-Term Impact:** Describe the anticipated impact on the organization, business or sector (e.g., fostering talent pipelines, enhancing workforce resilience, or supporting regional economic growth).
  - **Alignment with Program Objectives:** Link outcomes to the government's goals for addressing the impact of tariffs and global market shifts.
- **Evaluation and Measurement Plan**
  - **Accountability:** Outline the organization's ability to collect, retain, and report participant level data and outcome requirements.
  - **Data Collection:** Outline plan to collect participant data i.e. demographics, employment, participation details, and outcomes.

- **Evaluation Process:** Detail how outcomes will be tracked, including data collection methods, reporting timelines, and tools for measuring impact.
- **Project Timeline**
  - **Milestones:** List major milestones, deliverables, and a proposed project schedule.
  - **Start and End Dates:** Provide start and completion dates for activities and for the overall project/agreement.
- **Budget and Funding Requirements**
  - **Detailed Budget:** Break down the budget by line items (e.g., training costs, materials, instructor fees, travel expenses).
  - **Funding Request:** Specify the amount of funding requested and outline other sources of funding and contributions.
  - **Cost Justification:** Justify each budget item, showing how funds will support the project's goals and expected outcomes.
- **Organizational Capacity and Expertise**
  - **Project Management Plan:** Outline how the project will be managed, including team roles and responsibilities, to demonstrate the organization's ability to execute the project.

## Step 2: Assessment and Decision

- Applications are assessed based on defined program criteria, including eligibility, demonstrated tariff or labour market impact, organizational capacity to deliver the proposed project and meet program accountability requirements, and alignment with program objectives and expected outcomes.
- Once assessed a recommendation will be prepared for LSI senior leadership. Final funding decisions will be made by senior leadership to ensure transparency and strategic alignment.

## Step 3: Decision

Once the application has been assessed and a recommendation has been approved this will be communicated to the applicant and completed in LaMPSS.

Note: Not all applications will be recommended for approval, however, all organizations will be contacted and informed of decisions.

# Communications

## Communication Standards

All communications related to funded activities must comply with federal and provincial requirements and are subject to prior review and approval by the Province of Nova Scotia. Funded organizations must coordinate communications activities with government partners and must not publish, release, or distribute any communications materials, including websites, social media content, publications, announcements, or media-related activities, without approval. All materials must clearly acknowledge funding from the Government of Canada and the Province of Nova Scotia using approved wording and branding, and organizations are responsible for ensuring that any partners or third-party delivery agents adhere to these requirements.

## Accountability and Data Collection

Every agreement holder is required to collect data and submit reports on a regular basis. This section will outline what data and reports are required and on what frequency. The systems for data collection and reporting will be LaMPSS and Service Registration. This is a data-intensive, high-accountability funding program designed to demonstrate measurable results from tariff-response investments. Organizations funded through the Workforce Tariff Response Program are required to meet enhanced data collection and reporting requirements.

### Data collection

Organizations funded under the Workforce Tariff Response Program must meet enhanced reporting, data collection, and accountability requirements.

#### **Participant identification and demographics**

For each participant, organizations must collect core identification and demographic information, including:

- Social Insurance Number (SIN)
- Name and date of birth
- Gender (self-reported)
- Marital status and number of dependent children
- Preferred language of service
- Disability status (self-reported)
- Indigenous identity (self-reported)
- Immigration status and year of immigration (if applicable)
- Visible minority status (self-reported)
- Mailing address, municipality, province, postal code
- Telephone contact information
- Email address (optional)

## **Employment and labour market situation before participation**

Organizations must document each participant's labour market situation prior to receiving Tariff Response funded services, including:

- Employment status (e.g., unemployed, employed, self-employed, work sharing)
- Employer name (if applicable)
- Occupation (National Occupational Classification – NOC)
- Industry or sector (North American Industry Classification System – NAICS)
- Hours worked per week
- Wage or salary information
- Date last worked (for unemployed participants)
- Whether employment was precarious (self-reported, where applicable) (optional)

## **Action plan and training focus**

Organizations must record information linking the participant's activities to tariff response priorities, including:

- Tariff Response funding source (e.g., steel, softwood lumber, broader tariff impacts)
- Highest level of education completed
- Target industry or sector the participant is training for (NAICS)
- Start and end dates of the participant's training or service activities
- Result achieved at the end of participation (e.g., employed, returned to school)

## **Intervention and training activity details**

For each participant, organizations must record details about each intervention or service, including:

- Type of training or service provided (e.g., occupational skills training, essential skills, etc.)
- Start and end dates
- Completion status (e.g., completed, incomplete)
- Occupation related to the training (NOC)
- Whether a credential or certificate was earned
- Language of service and essential skills outcomes (where applicable)

## **Wrap-around supports and costs**

Where wrap-around supports are provided, organizations must record:

- Type of support (e.g., transportation, childcare, accommodation, disability support)
- Cost associated with each support
- Additional details if "other" supports are used

## **Outcome tracking**

Outcome tracking refers to collecting information after the participant completes training or services, to understand the longer-term impact of the intervention. Organizations must provide follow up data collection at:

- 6 months after the final intervention
- 12 months after the final intervention

Note: All client-level supplementary data must be updated at the time of 6- and 12-month outcomes follow-up is conducted.

Outcome information collected at 6- and 12-month follow up will include:

- Employment status
- Employer name (if employed)
- Occupation (NOC) and industry (NAICS)
- Hours worked per week
- Wage or salary information
- Whether the participant holds multiple jobs (optional)

Participants may be contacted directly to collect this information.

[Appendix A](#) has a data collection guide that can support organizations with what data to collect and when.

Note: Data collection requirements apply to all participants (unemployed, employed, and Work-Sharing), including those receiving minimal or “light-touch” services. **Agreement holders are required to maintain accurate and up-to-date participant data within Service Registration.**

## Reporting Requirements

After receiving a funding agreement, it is crucial to maintain regular communication with LSI throughout the lifecycle of the agreement. Activity and financial reports are required during the project life cycle and are required by specific due dates as indicated in the service agreement.

Activity reports should detail the progress of project activities, including milestones achieved, challenges encountered, and any adjustments made to the project plan. They should also include quantitative and qualitative data on participant engagement and outcomes.

Financial reports should provide a detailed account of all expenditures related to the project, as defined in the Itemized Budget Breakdown submitted with the application. They should demonstrate that funds are being used in accordance with the approved budget and highlight any variances.

Failure to complete and submit any of the required reports according to the agreement schedule will result in withholding funding support.

## Service Registration

The Labour Market Programs Support System (LaMPSS) is a common system developed to administer labour market programs in Nova Scotia. LaMPSS provides applicants with online self-serve applications for funding for labour market programs. Required financial and activity reports can also be submitted online.

Service Registration will be utilized to record data related to project participants. Service Registration is a term used in LaMPSS for the set of functions to help an organization manage the services delivered under their agreement(s) with government. It includes the ability to register uniquely identified clients, indicate what services they receive, capture key client characteristics, and generate reports. Personal information is required, from individuals, to verify their eligibility as participants as well as to enable government to understand the effectiveness of the services being delivered. All information about participants that is collected or compiled should be done confidentially, and all necessary measures should be in place to protect against unauthorized release or disclosure of that personal information.

Service Registration is accessed through LaMPSS and will require an Intake Form to be completed. Information on Service Registration can be found on the [LaMPSS resource website](#) (Service Registration Learning Module section).

**Note: All services must be established as group-based, fixed services. If an agreement includes multiple services, applicants must ensure that each service is delivered in distinct, non-overlapping time periods.**

## Contact Information

All questions, concerns, or inquiries related to the program, application process, or these guidelines should be directed to the program via the designated program email address, [TariffResponse@novascotia.ca](mailto:TariffResponse@novascotia.ca).

## Appendix A – Accountability Matrix

Organizations funded through the Canada–Nova Scotia Workforce Tariff Response Fund must meet enhanced participant level data collection and outcome tracking requirements. These requirements are mandatory.

Funding is conditional on an organization’s ability to collect, retain, and report this information.

What is participant level information?

Participant level information is detailed data collected for each individual participant, not just summary totals. This information allows Nova Scotia and Canada to understand who is being served, what supports are provided, and how participants’ employment outcomes change over time.

Funded organizations must collect information in four main areas:

### 1. Participant identification & demographics

Includes information such as:

- SIN, name, date of birth, contact details
- Gender, language of service
- Disability, Indigenous identity, immigration status
- Household information (e.g. dependent children)
- Mailing address and telephone number

### 2. Employment situation before participation

Includes:

- Employment status (unemployed, employed, work sharing, etc.)
- Employer name (if applicable)
- Occupation (NOC) and industry/sector (NAICS)
- Wages or salary and hours worked
- Date last worked (for unemployed participants)

### 3. Training, action plan & supports

Includes:

- Tariff funding source (steel, softwood lumber, broader tariffs)
- Highest level of education
- Type of training or service received
- Target industry/sector for employment
- Wrap around supports provided (e.g. childcare, transportation) and related costs
- Intervention start/end dates and completion status
- Whether a credential or certificate was earned

### 4. Outcome tracking after training

Organizations must provide follow up data collection at:

- 6 months after training completion
- 12 months after training completion

Outcome information includes:

- Employment status
- Employer name (if employed)
- Occupation (NOC) and industry (NAICS)
- Wages or salary and hours worked
- Whether the participant holds multiple jobs

### What You Collect vs. When You Collect It

Information Type	What is Collected	When It Is Collected
<b>Participant Identification &amp; Demographics</b>	SIN, name, DOB, contact info, gender, language, disability, Indigenous identity, immigration status, address	At intake / Service Registration
<b>Baseline Employment Information</b>	Employment status, employer name, NOC, NAICS, wages, hours worked, date last worked	At intake (before training starts)
<b>Education &amp; Action Plan Details</b>	Highest education level, tariff funding source, target industry (NAICS), action plan start/end	At intake and action plan creation
<b>Training &amp; Interventions</b>	Type of training, intervention dates, completion status, credential earned, language of service	During and at end of each intervention
<b>Wrap-Around Supports</b>	Type of support (e.g. childcare, transport), cost of each support	When supports are provided / at intervention outcome
<b>Immediate Results</b>	Result at end of action plan (e.g. employed, returned to school)	At completion of training/intervention
<b>Follow-Up Outcomes (6 months)</b>	Employment status, employer, NOC, NAICS, wages, hours	~6 months after training completion
<b>Follow-Up Outcomes (12 months)</b>	Same as 6-month outcomes	~12 months after training completion
<b>Quarterly Reporting</b>	All required participant-level data	Every quarter (within 30 days of quarter-end)