



The Department of Commerce & Economic Opportunity has made some funds available for your local WorkNet offices throughout Illinois to **prevent essential, small businesses from laying off or furloughing employees**. They are looking for businesses for whom these potential grant dollars would make the difference between keeping workers on or having to layoff/furlough. Here are some sample scenarios that qualifying businesses (“essential” per the Governor’s order and “small” by the SBA’s definition) can apply to cover—

- A small business needs their employees to be at work, on-site, but cannot afford frequent deep cleaning to help prevent potential exposure to COVID-19. Layoff aversion funds could be used to pay for a cleaning/sanitization service.
- A small business whose employees use specific software or computer applications asks their employees to work from home/remotely in order to support social distancing and limit potential exposure to COVID-19. Layoff aversion funding could be used to purchase the software programs and/or hardware (computers) that the employee would need to use from home to support their work.
- A call center environment needs to have their employees work from home/remotely in order to support social distancing and limit potential exposure to COVID-19. Layoff aversion funding could be used to purchase remote access supplies, including laptop computers and/or smart phones, that the employee would need to use from home to support their work.
- In order to support social distancing and limit potential exposure to COVID-19, a company that usually runs two shifts of workers adds a third shift, so that fewer employees are on onsite at any given time. Layoff aversion funding could be used to offset related costs to the employer or workers, excluding wages and benefits.
- Incumbent worker training to redirect and reassign existing employees on critical business needs. Layoff aversion funding can help pay for projects to support the production of goods and services that are needed to address COVID-19 National Health Emergency and/or preserve critical business operations to stay in business.

Please note that this list is not all inclusive. **Employee payroll and benefits cannot, however, be covered through this funding opportunity.** Upcoming costs as well as expenses incurred already since the start of the Governor’s stay-at-home order (March 20) can be reimbursed through this grant. The amount that can be awarded per company is \$5,000-\$50,000.

There is a **very brief application** document (attached) that companies in need should complete and submit to your local WorkNet office by close of business **Wednesday, May 6**. We ask that you share this information with your businesses who may potentially qualify. You can also assist with the brief application if you so desire. We are looking for companies for which this type of funding will truly be a game changer!



The key for your members and their member companies to keep in mind is the money is going to the local workforce areas. The chambers / businesses interested in receiving assistance must connect with their respective local workforce area.

You may wish to coordinate a request (or at least a request for info) for your companies to their respective LWIA (recommended), or have the businesses work directly with the local areas.

If a chamber is interested but does not know how to connect with the local area, please let me know and I'll connect you with [Mike Baker/DCEO](#).

APPLICATION

FUNDING REQUEST	\$
EMPLOYER INFORMATION	
Employer Name	
Employer Address	
Employer Identification #	
Number of Employees	
PROJECTED OUTCOMES	
Number of Jobs Saved	
Annual Wages Saved	

BACKGROUND: Provide a brief description of the company including the products and services, industry and occupations and any other relevant background information:

LAYOFF AVERSION PLAN: Provide a brief narrative of the layoff aversion plan including information on the specific needs of the employer, the layoff aversion activities, the timeline for the project and any other relevant information:

BUDGET: Complete the budget table and provide a brief narrative of the funding request. Please make sure to provide enough detail to justify the reasonableness of the cost.

Line Item	Amount	Provide a detailed explanation and the basis for the budget amount requested. Include Vendor and Description of Item
GRAND TOTAL		

COMPANY CERTIFICATIONS AND COMMITMENTS

The participating companies must be in compliance, or agree to comply, with the following federal and state laws and related regulations (as applicable) in order to be considered for an award:

- Workforce Innovation and Opportunity Act (Public Law 113-128) and applicable regulations;
- Equal Employment Opportunity/Nondiscrimination Provision and will comply with the physical, programmatic and accessibility requirements;
- Protection of Personally Identifiable Information;
- Jobs for Veteran Act (Public Law 107-288);
- Flood Disaster Protection Act of 1973 as amended (42 U.S.C 4001);
- Architectural Barriers Act of 1968 as amended (42 USC 4151);
- Drug-Free Workplace Act of 1988 (41 USC 702 et seq., and 2 CFR § 182);
- Hotel Motel Fire Safety Act (15 USC 2225a);
- Buy American Act (41 U.S.C 10a);
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USC 276c);
- Davis-Bacon Act, as amended (40 USC 276a to a-7);
- Contract Work Hours and Safety Standards Act (40 USC 327-333);
- Rights to Inventions Made Under a Contract or Agreement;
- Clean Air Act (42 USC 7401 et seq.) and the Federal Water Pollution Control Act (33 USC 1251 et seq.), as amended;
- Byrd Anti-Lobbying Amendment (31 USC 1352);
- Uniform Administrative Requirements found at 2 CFR Part 200 and the US Department of Labor Exceptions found at 2 CFR Part 2900;
- Applicable State of Illinois Laws;
- State Workforce Innovation and Opportunity Act Policies;
- Illinois Executive Order 2020-10 (COVID-19 Stay-at-Home Order); and
- Commitment to keep employees on staff through 45 calendar days from the date of the grant award.

[TO BE COMPLETED BY EMPLOYER]

Typed Name	
Signature	
Title	
Date	

[TO BE COMPLETED BY THE LOCAL WORKFORCE AREA STAFF]

LWIA # / Director	
LWIA Signature	
Date	

LAYOFF AVERSION RISK FACTORS

Check the layoff aversion “at-risk” indicator(s) below that are applicable for this company:
(LWIA staff, please check as many as applicable and provide additional information as needed).

- Declining sales** - A company has undergone or will undergo (must be confirmed) a significant loss in sales that puts part of their workforce in threat of layoff. Declining sales must be expressed in terms of X dollars or Y units for Z period of time (months or years), along with information that provides known or suspected reasons for the decline.

- Supply chain issues** - A company loses a supplier or consumer that threatens the employment of part of their workforce, or acquired a new supplier that requires new skills to maintain the workforce. Supply chain issues must be accompanied by an explanation as to why the change occurred.

- Industry /market trends** - The industry / market standards have changed to the point where new training is needed to retain the current workforce. For example, have the employer’s customers asked for production or delivery of products to be handled in a specific way that requires skill upgrade training?

- Changes in management philosophy or ownership** - A company has undergone a new approach to conducting business or new ownership requires new skills to maintain the employment of part of the workforce. Changes in ownership are generally the result of a lack of profitability, but may also occur where a company is profitable, but not profitable enough (this level of profit may meet the profit requirements of another owner) or the current owners do not have the resources to take advantage of new business strategies

- Worker does not have necessary skills** - A worker’s skills or functions are no longer relevant to the employer’s production process and the worker is at risk of losing their employment without undergoing training to acquire new skills.

- Strong possibility of a job if a worker attains new skills** - The worker is in a position that is subject to layoff, and by acquiring new skills training he / she can move into a position that is not subject to layoff. New skills attainment may avert a layoff for individuals within a company or may make them more attractive to other companies.

- Other “at-risk” indicators** - Additional causes for potential layoffs may exist that the company and local area need to outline in making a case for assistance for incumbent workers. These may be other criteria that the Local Workforce Investment Area (LWIA) can gather with the consultation of the employer that puts part of their workforce “at-risk” for layoff (e.g., trend in company layoffs).