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April 27, 2020

Dear Small Business Owner:

RE: COVID-19 RESPONSE GRANT FUNDING

We are writing to let you know about newly released Emergency Assistance funding available to support small businesses facing the financial impacts from the COVID-19 national health emergency. Grant funds are now available to support your business with a number of layoff aversion activities. Funds must be used to mitigate layoffs and adhere to social distancing provisions established by federal and state public health entities. This grant program is funded by the U.S. Department of Labor under the Workforce Innovation and Opportunity Act (WIOA).

The funding range for COVID-19 Layoff Aversion grant funding is **\$5,000 to \$50,000** per employer/physical location. In order to receive funding, you must document the impact of the COVID-19 emergency on your business and the associated layoff risk factors.

Some examples of allowable layoff aversion projects that use innovative strategies to address COVID-19-related effects on businesses and workers include:

- Cleaning and sanitation services
- Purchase of computer hardware and software to support telework
- Purchase of call center/remote work environment supplies and equipment; i.e., laptops, printers
- Production of essential goods and services needed to support COVID-19 response and/or preserve critical business operations in order to stay in business
- Support of cross-functional and/or transitional training
- Support of industry sector strategic partnerships in response to COVID-19
- Offset of the costs of worker wages and benefits during the shelter-in-place shutdown

All funded projects must produce measurable outcomes including the number of jobs saved, estimated amount of annual wages saved, and other relevant project-specific results. Our staff are available to assist with application preparation and submission. Inquiries should be directed to Kathy Larson - [klarson@ccrpc.org](mailto:klarson@ccrpc.org) or Sukanya Sharma - [ssharma@ccrpc.org](mailto:ssharma@ccrpc.org). Please include your name and call back number and we will return your call within 48 hours.

The policy and application can be found under "Notices" in Attachment A below:

<https://apps.il-work-net.com/WIOAPolicy/Policy/Index/103>  
**19-NOT-02 Attachment A Emergency (1E) Assistance Application.**

Please return completed applications to [klarson@ccrpc.org](mailto:klarson@ccrpc.org) or [ssharma@ccrpc.org](mailto:ssharma@ccrpc.org) for final processing and submission to the Illinois Department of Commerce and Economic Opportunity. We look forward to helping you retain workers and prevent layoffs during this emergency crisis.

Regards,

Elizabeth Murphy  
Chief Operating Officer



**Champaign County Regional Planning Commission**  
**A Workforce Connection Partner**

1307 N. Mattis Ave, Champaign, IL 61821  
P 217.531.8282 F 217.398.9641  
TTY 217.384.3862 [CCRPC.ORG](http://CCRPC.ORG)

**people.possibilities.**

## Allowable Activities

- Cleaning Sanitation Services
- Computer Software and Hardware (Computers)
- Call Center/Remote Work Environments
- Cross-Functional and/or Transitional Training
- Production of Essential Goods and Services Needed to Support COVID 19 Response
- Industry Sector Strategy Partnership COVID-19 Response Activities

## Prohibited Activities

- Employee Wages/Benefits Including Hazard Pay
- Support Services Childcare, Transportation, Lodging Expenses, or Meals
- Equipment with a per Unit Value over \$5000
- Political or Religious Activities
- Branding and Marketing Projects
- Fundraising, Fines, Penalties, Donations
- Individual Memberships Subscriptions
- Unnecessary costs that are not directly related to the purpose of the project

## Funding

- Funding available amounts: **\$5,000 to \$50,000 per employer/ physical location.**
- DCEO may consider proposals that exceed this cap if extenuating circumstances warrant.
- The applicant (East Central Illinois workNet) must document the impact of the COVID-19 on the employers and the layoff risk factors for each project in the application.
- Consideration will be given to the geographic distributions of awards.
- Note that the funding will be provided on a reimbursement basis.

## General Process



**Small Businesses**

Priority given to small businesses as defined by the U.S. Small Business Administration  
Request funding through East Central Illinois workNet



**East Central Illinois workNet- Submission Includes**

Number of employees affected  
Brief business profile  
Brief Layoff aversion plan and time  
Funds requested and brief budget  
Commitment to keep employees on staff through 45 calendar days from award date  
Commitment of the employer to adhere to the required certifications



**DCEO - Applications reviewed based upon**

Regional and Local Need  
Size of Business  
Impact of the Project - Number of Layoffs Avoided  
Targeted Industries and Occupations  
Economic Impact to Community  
Geographic Distribution of Awards