

**EMERGENCY (1E) ASSISTANCE APPLICATION IN RESPONSE TO COVID-19**

<b>FUNDING REQUEST</b>	\$
<b>EMPLOYER INFORMATION</b>	
Employer Name	
Employer Address	
Employer Identification #	
Number of Employees	
<b>PROJECTED OUTCOMES</b>	
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.
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>GRAND TOTAL</b>	<b>\$</b>	

**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]**

<b>Typed Name</b>	
<b>Signature</b>	

<b>Title</b>	
<b>Date</b>	

**[TO BE COMPLETED BY THE LOCAL WORKFORCE AREA STAFF]**

<b>LWIA #/Director</b>	
<b>LWIA Signature</b>	
<b>Date</b>	

**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).