



COVID-19 Emergency Assistance Program Guidelines

Background and Purpose

In order to support small businesses facing financial impacts from the COVID-19 emergency, the Illinois Department of Commerce and Economic Opportunity (DCEO) has identified Statewide WIOA Rapid Response funds to reinforce Layoff Aversion activities due to the Illinois [Executive Order 2020-10](#) and [Executive Order 2020-32](#) (COVID-19 Stay-at-Home Orders).

The Kane County Workforce Development Division (WDD) is administering the **COVID-19 Emergency Assistance (Layoff Aversion) Program** to assist local businesses in *Kane, Kendall, and DeKalb County* with accessing these funds in order to mitigate layoffs and adhere to “social distancing” provisions established by state and federal public health entities, including Illinois Executive Orders 2020-10 and 2020-32.

IMPORTANT NOTES:

- Completed program applications will be reviewed for eligibility by Kane County WDD. Eligible applications will then be submitted to DCEO for approval consideration on a first come, first served basis until all available funds have been committed.
- Funding will be provided on a reimbursement basis; therefore, adequate documentation will be required to substantiate allowable costs incurred and paid by the employer.
- Employee wages and benefits (including Hazard Pay) are NOT allowable/reimbursable costs under the terms of this grant funding. Please see below for allowable activities/costs.
- Non-Essential businesses may not use this funding opportunity to operate in violation of the COVID-19 Stay-at-Home Order during the duration of the Illinois Gubernatorial Disaster Proclamation.

Allowable Activities/Costs

The following are examples of allowable activities/costs that Layoff Aversion funds can be used for to address COVID-19-related effects on essential employers and workers:

- Cost of a cleaning/sanitization service to perform deep cleaning of a small business that needs their employees to be at work, on-site.
- Purchase of specific software program(s) and/or hardware (computers) that employee(s) would need to work from home/remotely in order to support “social distancing” and limit potential exposure to COVID-19.
- A call center environment requiring the purchase of remote access supplies, including laptop computers and/or smart phones, that employee(s) would need to support working from home/remotely.
- Layoff Aversion funding could be used to offset related costs, excluding employee wages and benefits, for a company adding an additional shift(s) so that fewer employees are on-site at any given time.
- A company implements training to redirect/reassign existing employees (Incumbent Workers) to support the production of goods and services that are needed to address COVID-19 and to preserve critical business operations. Layoff aversion funding could be used to help pay for this type of Incumbent Worker Training project.

This is not an all-inclusive list. Additional allowable activities that support layoff aversion for small businesses may be considered.

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Prohibited Costs

Resources from the COVID-19 Layoff Aversion Fund may **not** be used for the following:

- Employee wages/benefits including Hazard Pay;
- Support services such as childcare, transportation costs, lodging expenses, or meals;
- Equipment with a per unit value over \$5,000;
- Political or religious activities;
- Branding and marketing projects;
- Fundraising, Fines, Penalties, Donations;
- Individual memberships subscriptions; or
- Costs that are not reasonable, necessary, and directly related to the purpose of the approved COVID-19 Layoff Aversion project.

Employer Eligibility Requirements

An employer must meet the following general criteria to be considered for local funding:

- Be located within Kane, Kendall, or DeKalb Counties;
- Be in good standing with the State of Illinois;
- Can demonstrate a need for layoff aversion support due to the impacts of COVID-19; and,
- Can enter into an agreement with Kane County that includes the conditions outlined in the application.

Program Funding

- The range for COVID-19 Layoff Aversion funding is \$5,000 - \$50,000 per employer/physical location.
- The employer must document the impact of the COVID-19 National Health Emergency on the company, and they should work with Kane County WDD staff to identify the appropriate Layoff Aversion Risk Factor(s) for the project/application.
- Applications will be accepted by Kane County WDD and reviewed for approval consideration by DCEO on a rolling, first-come, first-served basis until funds are exhausted.
- Consideration will be given to the geographic distributions of awards.
- Funding will be provided on a reimbursement basis.

Application Submission

For consideration, eligible employers must complete a program application (found on WDD website page) through Kane County WDD and submit it to: WIOAProgram@countyofkane.org

At a minimum, a completed application must provide:

- The number of employees affected;
- A brief profile of the business including industry, occupation, and physical location(s);
- A brief narrative describing the layoff aversion plan, timeline and need for funds;
- The amount of funds requested and brief budget description;
- A commitment to keep employees on staff through 45 calendar days from the date of the grant award; and,
- A commitment of the employer to adhere to the required certifications.

Incomplete applications will not be accepted and will be returned for further review/completion.

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Application Review

Completed applications will be reviewed by Kane County WDD for eligibility and submitted to DCEO for approval consideration. A team of staff from their Office of Employment and Training will review and approve applications on a first come, first served basis until all of the available funds have been committed.

Applications will be reviewed based on the following criteria:

- Regional and Local Need;
- Size of Business (*Priority will be given to [small businesses](#), as defined by the U.S. Small Business Administration (SBA). Please visit the [SBA website](#) for more information.*)
- Impact of the Project; and
 - Number of Layoffs Avoided
 - Targeted Industries and Occupations (as outlined in the Regional Workforce Plan)
 - Economic Impact to Community
- Geographic Distribution of Awards.

Reporting Requirements, Fiscal Management, and Monitoring

- The outcome measures for these grants include the number of jobs saved, estimated amount of annual wages saved, and other relevant project specific results.
- Kane County will be required to gather specific information regarding each employer project under this grant and report program activity (quarterly) and final outcomes to DCEO.
- This program is funded by the U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA) and grantees must follow all applicable WIOA regulations.
- The funding for this grant will be provided on a [reimbursement basis](#) and pre-award costs will be allowed if it was incurred while the Illinois Executive Order 2020-10 was in place.
- All costs must be documented in accordance with the eligible layoff aversion activities and must be documented in accordance with the Uniform Administrative Requirements, cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200.
- This grant will be included in Local Workforce Area Monitoring by DCEO.