



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). Funds from this reimbursement-based program will be used to help eligible businesses mitigate layoffs and adhere to “social distancing” provisions established by state and federal public health entities.

URGENT

GRANT OPPORTUNITY TO SUPPORT SMALL BUSINESSES

Kane, Kendall, and DeKalb Counties

COVID-19 Emergency Assistance Program!



*Please note: Employee wages and benefits (including Hazard Pay) are **NOT** allowable/reimbursable costs under the terms of this grant funding. Please see Program Guidelines document for allowable activities/costs.*

The Kane County Workforce Development Division (WDD) will accept completed applications submitted to:

[**WIOAProgram@countyofkane.org**](mailto:WIOAProgram@countyofkane.org)

Once eligibility has been confirmed for the business/project, Kane County will then submit program applications to DCEO for review and approval consideration on a first come, first served basis until all available funds have been committed.

Please review the links below for important program information and documents:

[COVID-19 Emergency Assistance Program Guidelines](#)

[COVID-19 Emergency Assistant Program Application](#)

[DCEO Essential Business FAQ - updated 05.02.2020](#)



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.

COVID-19 Emergency Assistance Program Guidelines

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.

COVID-19 Emergency Assistance Program Guidelines

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.



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

Essential Businesses & Operations Frequently Asked Questions

UPDATED 5/6/20

[Executive Order 2020-32](#) issued a new Stay at Home Order effective May 1.

Summary of New Order

Businesses and activities that may increase services and operations:

- Non-essential retail stores may reopen to fulfill telephone and online orders through pickup outside the store and delivery. Employees working in these stores must follow the Social Distancing Requirements and must wear a face covering when they are unable to keep six feet distance from another employee or a customer.
- Greenhouses, garden centers and nurseries may operate as essential businesses, following the distancing requirements for essential stores.
- Pet Groomers are essential businesses.
- Golf courses can reopen if these [guidelines](#) are followed.
- Fishing and boating is permissible if these [guidelines](#) are followed.

Social Distancing Requirements for Essential Stores

Retail stores (including, but not limited to, stores that sell groceries and medicine, hardware stores, greenhouses, garden centers, and nurseries) designated as Essential Businesses and Operations under this Order shall to the greatest extent possible:

- provide face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
- cap occupancy at 50 percent of store capacity, or, alternatively, at the occupancy limits based on store square footage set by the Department of Commerce and Economic Opportunity;
- If possible, set up store aisles to be one-way to maximize spacing between customers and identify the one-way aisles with conspicuous signage and/or floor markings. The exception to one-way aisles is for front, back, and middle aisles;
- communicate with customers through in-store signage, and public service announcements and advertisements, about the social distancing requirements and requirement to wear a face covering as set forth in this Order (Social Distancing Requirements); and
- discontinue use of reusable bags.

Requirements for Essential Manufacturing

Manufacturers that continue to operate pursuant to this Order must follow Social Distancing Requirements and take appropriate precautions, which may include:

- providing face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times;
- staggering shifts;
- reducing line speeds;
- operating only essential lines, while shutting down non-essential lines;
- ensuring that all spaces where employees may gather, including locker rooms and lunchrooms, allow for social distancing; and
- downsizing operations to the extent necessary to allow for social distancing and to provide a safe workplace in response to the COVID-19 emergency.

Requirements for all Businesses

All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible. All businesses that have employees physically reporting to a work-site must post the [guidance](#) from the Illinois Department of Public Health (IDPH) regarding workplace safety during the COVID-19 emergency.

What businesses and operations are considered essential?

EO 2020-32 identifies the following as essential businesses and operations:

- Healthcare and Public Health Operations (includes businesses in the supply chain)
- Animal care and grooming
- Human Services Operations
- Essential Infrastructure
 - Food production, distribution and sale; construction, building management and maintenance, airports, utilities, distribution centers, transportation.
- Essential Government Functions
 - First responders, emergency personnel, law enforcement, safety and welfare.
- Stores that sell groceries and medicine
- Garden centers, greenhouses and nurseries
- Food, beverage and cannabis production and agriculture
- Charitable and social services
- Media
- Critical trades
 - Plumbers, electricians, exterminators, cleaning and janitorial staff, security, etc.
- Mail, post, shipping, logistics, delivery and pick-up services
- Educational institutions
- Laundry services
- Restaurants for consumption off-premises
- Supplies to work from home
- Supplies for essential businesses and operations
- Transportation (airlines, taxis, ride-sharing)
- Home-based care and services
- Residential facilities and shelters
- Professional services (legal, accounting, insurance, real estate)
- Day care centers for employees exempted by the Executive Order

- Gas stations and businesses needed for transportation
- Financial institutions
- Hardware and supply stores
- Manufacture, distribution, and supply chain for critical products and industries
- Critical labor union functions
- Hotels and motels
- Funeral services

My business is essential. Can I require my employees come to work?

- All businesses must evaluate which employees are able to work from home and are encouraged to facilitate remote work from home when possible.
- All businesses that have employees physically reporting to a work-site must post the [guidance](#) from the Illinois Department of Public Health (IDPH) regarding workplace safety during the COVID-19 emergency.
- The intent of the EO is to ensure that the maximum number of people stay home to avoid risk of infection to themselves and others. Even essential businesses and operations should promote telecommuting whenever possible.
- Consider alternating work schedules to minimize the number of employees in the office at the same time.
- To the greatest extent feasible, essential businesses and operations shall comply with social distancing requirements, including maintaining six-foot social distancing for both employees and members of the public at all times. They must also take the following practice measures wherever possible:
 - Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
 - Having hand sanitizer and sanitizing products readily available for employees and customers;
 - Implementing separate operating hours for elderly and vulnerable customers;
 - Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

I'm not sure if my business falls within one of those categories

Please read the Executive Order as it provides much more information of what businesses and operations are essential. If after this review you still are not sure, you can reach out to DCEO at 1-800-252-2923 or CEO.support@illinois.gov. Please be prepared to answer the following questions:

- What general industry are you in?
- What products do you make/what services do you perform?
 - What is the end use and who are the end users of your products or services?
 - Which specific medical or other essential business do you supply products or provide services to?
 - Is there a pending order or a routine schedule for shipments?
 - If you produce durable equipment, has demand for that equipment by essential businesses increased?
- Can any of your business functions be performed remotely?
- How many employees do you have?

- Can your employees work remotely?
- If some or all of the employees must be at the place of business, can operations be modified so that employees work in shifts (one week at home; one week at the place of business)?
- What is the physical layout of the facility where people work?
 - How will you be able to ensure proper distancing?
 - Do you have hand sanitizer available?
 - Are restrooms cleaned frequently and stocked with soap?
 - Where do employees eat? Is that cleaned frequently and is there room to social distance?
- Explain why you believe your business falls within one of the essential business categories.

General Questions

My business is not considered an “Essential Business,” does this order require the business to shut down my facility?

You and your employees are allowed to perform “Minimum Basic Operations” at your work place, so long as employees maintain a distance of six feet from one another to the greatest extent feasible. Minimum Basic Operations include maintaining the value of inventory, payroll, ensuring security, and ensuring that employees can work remotely. Additionally, retail stores not designated as Essential Businesses and Operations may re-open for the purposes of fulfilling telephone and online orders through pick-up outside the store and delivery.

Are there requirements for how to implement curbside pick-up and drop-off?

Non-essential retail stores may re-open for the purpose of fulfilling telephone and online orders through pick-up outside the store and delivery. To the extent feasible and to minimize contact, these orders should also be paid for online or over the telephone. Businesses are encouraged to schedule a pick-up or drop-off to ensure compliance with social distancing requirements. Staff within the business or facility should be limited to the minimum number of staff required to fulfill orders, and to the number that can safely practice social distancing. Customers should not enter the business or facility.

Can beauty salons and barbershops reopen under the new executive order?

No. These businesses cannot maintain the six-foot social distancing guidelines set forth in the Executive Order and should remain closed. However, these businesses may sell consumer products through online and telephone orders for curbside pickup or delivery.

My technology company provides products and services that the public needs to access critical services. Is my company being completely shut down?

No. However, most employees of such companies will need to work from home. Anyone who must work onsite to maintain “Essential Infrastructure” for the community or to maintain “Minimum Basic Operations” as described in the Order may continue to work in the workplace so long as they are maintaining social distancing.

Are tobacco/vape/CBD shops considered essential?

No. Retail tobacco, CBD and vape stores are not considered essential under the Executive Order.

Are stores that sell primarily vitamins and supplements but not medicine or other medications not requiring a prescription, considered essential businesses?

No. Stores that primarily sell vitamins and supplements, like GNC, do not fall within Section 12(a). These stores generally do not sell the types of food identified in that section, and vitamins and supplements are generally not considered medicine, or medications that do not require a medical prescription.

Are florists considered essential?

Florists are non-essential businesses, but they can process online and phone orders for curbside pickup and delivery.

Can people who reside in Illinois but perform manufacturing or supply chain work outside the state (where there is no such order in place) be able to travel to their jobs?

Yes. This order covers businesses in Illinois and their operations; it does not cover businesses that are located outside of Illinois.

Is photography an essential business?

Photography businesses will be permitted to operate in outdoor settings only. These outdoor shoots shall not exceed the 10-person limit. Photographers must ensure that they are maintaining 6-foot social distancing with clients during the photoshoot. Photography businesses may not have indoor photo shoots during the shelter-in-place order. There is no exception for special occasions, only gatherings of 10 people or less are permitted.

What are Minimum Basic Operations for a marina?

Minimum number of workers necessary to open marinas and harbors to boat owners. Workers necessary for the operation of safe harbors and marinas to provide refuge for boaters when conditions making boating on open water unsafe and operations related to safety services such as fuel, emergency dockage and sanitary pump-out stations and workers providing tender or boat transportation services. If there is a restaurant or other facilities that prepare and serve food, they may operate utilizing the restrictions contained in Section 12(l).

Are drive-in movie theatres permissible?

Drive-in movie theatres can operate on a limited basis. Cars must be parked in every-other spot to ensure a minimum six-foot distance between cars. Patrons are not allowed to sit outside of their vehicles to view the movie. To the extent possible, reservations and payments for the theatre should be made in advance online or over the phone. To the extent possible, concessions should be ordered online or over the phone and be available for curbside pickup. Restrooms should have sufficient soap and hand sanitizer, and shall be regularly sanitized. Drive-in theatres should also follow the social distancing guidelines set forth in the order.

May a horse that is boarded at a facility separate from where the owner lives be visited by the owner of said horse? Can they ride the horse for exercise?

Yes. Horses need exercise and to be “worked out” to keep their muscle. Minimum activity, such as riding the horses, is allowed. But, the stables should not be open as a business for sales or recreational opportunities.

Is a watch/jewelry repair store essential?

Watch and jewelry repair stores can operate in a similar fashion to non-essential retail stores. Customers can drop off the jewelry curbside to be repaired.

My business is non-essential. Can I have an employee come to the building each day to pick up the mail?

Yes. Retrieving mail is considered a minimum basic operation that non-essential businesses can continue to perform.

Would manufacturers that produce products for the transportation and construction sectors qualify under Sec. 12(t) of Essential Businesses? (e.g. supply products or parts for street/highway signs and construction sites)

This depends on how directly and closely linked the manufactured products are to critical infrastructure, public health, and/or essential businesses. You will need to answer additional questions such as: what products are you producing? Do you currently have orders to supply an essential business such as a restaurant, grocery store, or health care facility? Do you currently have orders to supply firms or governments that are building or maintaining critical infrastructure such as roads, railroads, airports, or electrical power plants? If after conducting an analysis guided by the questions above you are still not sure, you can reach out to DCEO at 1-800-252-2923 or CEO.support@illinois.gov.

Are car dealerships considered essential businesses?

Car dealerships can remain open for repair services. They can also remain open for car sales on an appointment-only basis. Showrooms must remain closed.

Can residential and commercial lawn service remain open?

Yes. Many landscape projects will fit under an exemption such as construction, agriculture, or public works. Outdoor landscape projects generally will provide for good social distancing that poses little risk of transmission, but it still is important to ensure the ability to wash or sanitize hands and take other precautions.

Is residential remodeling an essential business?

Generally yes, residential remodeling falls within Section 9 of the Executive Order. However, residential remodeling companies must ensure social distancing compliance during their work.

Are car washes considered an essential business?

Car washes where workers and customers are able to safely social distance, and following the other requirements of the Executive Order, are permissible.

Are moving companies considered essential?

Yes. They fall under Section 12(i) as shipping, delivery and pick-up services.

Are sprinkler contractors considered “essential business”?

Yes. Sprinkler contractors fall within Section 9 of the Executive Order as essential infrastructure (construction and building maintenance).

Are fire alarm system contractors and fire protection/suppression system contractors considered “essential businesses”?

Yes. Fire alarm and fire protection/suppression systems are deemed critical trades under Section 12(h) of the Executive Order as they ensure the safety of residences, Essential Activities and Essential Businesses and Operations

Are building security systems contractors considered “essential businesses.”

Yes. Building security systems contractors are deemed critical trades under Section 12(h) of the Executive Order as they ensure the safety of residences, Essential Activities and Essential Businesses and Operations.

Are businesses licensed under the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act deemed essential?

Yes. Section 12(h) provides that "security staff" is a critical trade and an essential business and operation that may continue in operation and is not subject to the stay-at-home directive. The Department deems private detectives, private detective PERCs, private alarm contractors, private alarm contractor PERCs, private security contractors, private security contractor PERCs, fingerprint vendors, canine handlers, locksmiths, locksmith PERCs, and security officers of a registered armed proprietary security force holding active licenses under the Private Detective, Private Alarm, Private Security, Fingerprint Vendor and Locksmith Act to be "security staff" as referenced in Section 12h of the Executive Order and not subject to the stay-at-home directive.

Are bicycle shops considered essential?

Yes. Bicycle shops are deemed essential under 12(e) of the Executive Order.

Can doggy daycares remain open?

Yes. Kennels are deemed essential under section 12(b) of the Executive Order and doggy daycares, by extension, are also deemed essential.

Are real estate open houses and showings permitted?

It depends. Open houses are not permitted. Showings of occupied rental properties are not permitted. Showings of vacant or owner-occupied units are permitted if necessary and scheduled in advance (virtual showings are preferred) but limited to no more than 4 people. For additional guidance for Real Estate Licensees, [click here](#).

Are stores that sell primarily cosmetics and beauty supply stores considered essential?

No. Stores that sell primarily personal care products are not considered essential under Section 12(a). These stores can fulfill online and telephone orders for curbside pickup and delivery

Are campgrounds and KOAs deemed essential?

Generally no. Campgrounds and RV parks (example: Kampgrounds of America) are considered recreational activities and are not essential. However, if a campground or RV park is your primary residence, then the campground or RV park can remain open as lodging (if sole or primary residence).

Are power washing businesses permitted?

Yes. Power washing businesses are considered essential. The business assists with sanitation of structures for owners.

Can I alternate my “staying at home” between my primary home and my vacation property?

No – traveling back-and-forth to a vacation home is not Essential Travel.

Are chiropractors considered essential?

Yes. Chiropractors are included in Section 7 of the Executive Order (Healthcare and Public Health Operations).

Are massage therapists considered essential?

No, unless the massage treatment is being performed pursuant to a physician’s order.

Who is responsible for enforcing the Executive Order?

State and local law enforcement are charged with enforcing the Executive Order.

Are fire fighting and EMT trainings essential services?

Yes.

Can ecological restoration be performed, contracted, or managed by a government agency, like a forest preserve district, conservation district or park district under the executive order?

Yes. Ecological restoration projects will fit under an exemption such as construction, agriculture, landscaping or public works. Ecological restoration projects generally will provide for good social distancing that poses little risk of transmission to staff or the public, but it still is important to follow all recommend protocols, including but not limited to wearing a mask, wash or sanitize hands and maintain social distancing.

Energy Sector FAQs

Will public utilities and other utility service providers be subject to movement and business operations restrictions?

- The energy sector maintains multiple types of facilities that must remain operational for the remainder of the duration of the Gubernatorial Disaster Proclamation.
- Individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair “Essential Infrastructure,” including the operations and maintenance of electrical generation, provided that they carry out those services or that work in compliance with Social Distancing Requirements.
- The definition of Essential Businesses and Operations in Governor Pritzker’s Executive Order is meant to encompass the workers identified in the Memorandum issued by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency, on March 19, 2020, which can be found here: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- Utilities should prioritize essential services and use best judgement when deciding to proceed with infrastructure upgrades and movement and business operations.

How should essential employees identify themselves? Will they be able to present their company badges to law enforcement and allowed to proceed home or to work? How will this be communicated to local law enforcement?

- Law enforcement officials should not stop residents who are on their way to or from work.
- To preserve public health and safety throughout the state and ensure that our healthcare delivery system is capable of serving those who are sick, we recommend that utilities identify absolutely essential staff – those who ensure basic power plant operations and cannot do their work remotely.
- Individuals that are not subject to movement and business operations restrictions should wear appropriate badging (where available) and carry company identification (if available).
- Individuals may also display other documentation or orders that clearly indicate their role or purpose matches the exceptions to any movement and business operations restrictions.

Is the state prioritizing power plants with supply chain needs, for items such as cleaning supplies and surgical masks?

- The state's reserve of personal protective equipment (PPE) is currently prioritized for health care workers and first responders.

What is the protocol for commercial transportation if mechanical equipment is needed for power plant operations?

- “Essential Travel” includes any travel related to the provision of or access to Essential Activities.
- Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in the Executive Order.
- Transportation of mechanical equipment necessary for plant operations will still be allowed.

Will rail carriers be subject to the movement and business restrictions?

- Individuals employed by, contracted with, or operating on behalf of railroads are not subject to the movement and business operations restrictions when providing products and services necessary to maintain safe and efficient train operations in the furtherance of community relief and sustained supply chains.

Will the vendors or contractors relied upon by public utilities and other utility service providers be subject to movement and business operations restrictions?

- Individuals employed by or working on behalf of establishments that provide parts, repair and service, fuel, security, or other products or services necessary for the operation of “Essential Infrastructure” or electrical generation are not subject to these restrictions.
- This includes, but is not limited to, individuals employed by entities that sell any of the following to essential businesses or infrastructure: IT and telecommunication equipment; electrical, plumbing and heating material; automotive fuel; domestic fuel.

What other guidance do you have for utility companies and their workers?

- If you must do work at a customer’s home, practice social distancing.
- If you are sick and have respiratory symptoms, such as fever, cough, and shortness of breath, stay home unless you need medical attention. Remain in your home until you feel better and have no symptoms.
- Keep in mind there is no treatment for COVID-19 and people who are mildly ill can isolate at home. While at home, as much as possible, stay in a specific room and away from other people.
- Those who need medical attention should contact their health care provider who will evaluate whether they can be cared for at home or need to be hospitalized.
- Additional guidance can be found on IDPH's site: <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>

Will collateral recovery agencies be subject to the movement and business restrictions?

- Yes. Under the Governor’s Executive Order 2020-16, repossession of vehicles has been deemed contrary to the interest of preserving public health and should be suspended while the Order is in effect.

Will relocation towing be subject to the movement and business restrictions?

- Relocation towing from private property may only occur in relation to maintaining the essential operation of residences, activities, and businesses and operations as defined under the Executive Order.

Will safety towing of damaged or disabled vehicles from public roadways be subject to the movement and business restrictions?

- No. Towing damaged or disabled vehicles from public roadways is necessary for essential travel.

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

Please submit completed applications to: WIOAProgram@countyofkane.org

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	\$	

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

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	

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

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).