

## **Layoff Aversion / Business Retention Request for Support (2012 Demonstration Project)**

### **What is the purpose of these funds?**

The purpose of layoff aversion funds is to retrain private sector employees who are at risk of layoff due to a) the company phasing out a function/service or product and/or b) the company's workforce faces a significant change in skill requirements as a result of external economic or market forces. Training funds can be used for the affected employees only. The employer must certify that these jobs are at risk of layoff and make a commitment to the best of their ability that trained employees will be relocated to another job within the company after retraining.

### **Who is an incumbent worker?**

An incumbent Worker is:

- A paid employee of the applicant business, or a person working for the business as a staffing agency employee, working at least 40 hours per week (part-time staff can be supported if the training will lead to full-time employment with the same employer);
- At least 18 years of age;
- A citizen of the United States or a non-citizen whose status permits employment in the United States;
- Employed on or before the signature date of the application; and,
- Incumbent worker must need skill upgrading or retraining, completion of GED or High School Diploma, basic skills upgrade, etc. to retain employment, be promoted and/or be successful in their employment with the company.

Volunteers and board members of businesses are not eligible for training under this grant.

### **What is the Application Process?**

Business Organizations eligible for layoff aversion / business assistance grant funds should work with a local workforce investment board to complete the attached application for first review by the Regional Rapid Response Coordinator. Contact information can be found at: (insert link to RR regional Contact sheet). Final signed application should be submitted by mail or email to:

State Dislocated Worker Unit

*Felecia McClenny  
Virginia Community College System  
Monroe Building  
101 N. 14<sup>th</sup> St 17<sup>th</sup> Floor  
Richmond, VA  
Telephone: 804-819-4946  
Fax: 804-819-1691  
E-Mail: fmccclenny@vccs.edu*

### **What amount of funds are available?**

There is no minimum award amount but there is a maximum award amount of \$25,000 per application.

### **Who is eligible to apply for funds?**

Under this demonstration project, Virginia *for-profit businesses/entities* that have been in operation for a minimum of one year prior to the application date:

Employers must be:

- Operating in the Commonwealth of Virginia during the entire twelve month period prior to the application date, with at least one employee other than the owner if the employer entity a private business;
- Current on all Virginia tax obligations, including all applicable county, city and local taxes; and
- Proposing to deliver the training for employees based within Virginia.

The following employers are not eligible to participate:

A business that has a history or pattern of failing to provide WIA participants with continued employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

A business or part of a business that has relocated from any location in the United States, until the company has operated for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

Pursuant to WIA Section 667.268(a)(2)(b)(1)(92), a new or expanding business must verify whether it has relocated employment from another area, and must indicate whether any employee lost a job in the previous location as a result of the relocation.

- Must demonstrate financial viability by providing the most recent filed IRS Form 941 if your business is a corporation or a most recent filed copy of your 1040 Income Tax Return with Schedule SE if your business is a Sole Proprietorship []. Additionally, you must provide a letter of (Tax) Clearance from the Virginia Department of Taxation dated within 45 days of your application; and,
- Must comply with the non-discrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and with 29 C.F.R. Parts 37.

### **Can a business apply for state funds if it is eligible for other types of training resources?**

Support from local Workforce Investment Boards must be requested before state funding will be considered. Leveraging of resources is a requirement under Virginia's consideration for funding incumbent worker projects.

### **What is the timeline of this process?**

Grants will be awarded to applicants who meet the criteria until funds are depleted. Proposals are accepted on a rolling basis. Applicants will be advised of the status of their application within 30 days of receipt of a completed application. Applicants will be contacted within 5 days if their application is incomplete.

**What is the period of performance?**

Training projects must be completed within 12 months of award.

**What is the proposal evaluation and award process?**

Each proposal will be scored based on the criteria detailed in the following matrix and must meet a minimum award score of 45 points to be considered for funding. Even though a proposal may meet the minimum score, a revision to the proposal may be required before final review and recommendation. Additional revisions of the proposals and budgets may be required before releasing funds. A narrative project description is required. The right to reject without penalty any or all proposals received at any point in the review is reserved. Awards will be made to those proposals that best meet the requirements set forth in this announcement and that support Virginia's economic and workforce needs.

LAYOFF AVERSION / BUSINESS RETENTION  
SUPPORT REQUEST CRITERIA AND SCORING PROCESS

Meets or Exceeds Median Wage  10 pts	Career Pathways  10 pts	Technology Enhancements/ Innovation/Process Improvement  10 pts	Credential Attainment  5 pts	High Demand Occupation/ Skill Set 10 pts	Leveraging of other Funding Sources  5 pts
Use of Existing Curricula  5pts	Retains Jobs  10 pts	Rural Investment  5 pts	Small Business  5 pts	Focus on Veterans or Eligible Spouses  15 pts	TOTAL  90 pts

Applications must meet required criteria and score a minimum of **45** points for consideration.

**CRITERIA DEFINED:**

**Meets or Exceeds Median Wage:** Training of workers who are paid wages that meet or exceed the median hourly wage in the city or county in which they are trained, or result in wage gain. The 2012 median wage in Virginia can be located on the Bureau of Labor Statistics [website](#).

**Career Pathways:** Training of workers results in career development or individual movement on a career pathway.

**Technology Enhancements/Innovation/Process Improvement:** Training in skills necessary to permit companies to advance their technological capabilities or level of innovation.

**Credential Attainment:** Training that leads to industry certification or credential based on demonstrated proficiency (cannot be merely a certificate of attendance).

**High Demand Occupation/Skill Set:** Training is for occupation or skill set that is in high demand. Evidence of this must be provided in the application. A list of these occupations can be found here ([VA site](#)).

**Use of Existing Curricula:** Projects that make a conscious attempt to utilize existing curricula/training programs/resources, when available, and develop new curricula only when it will not duplicate other work.

**Retains Jobs:** The number of jobs at the time of application that will be retained throughout the contract term.

**Rural Investment:** Training benefits the population of rural communities.

**Small Business:** Business employs 25 or fewer workers.

**Focus on Service to Veterans or Eligible Military Spouses**

**Proof of leveraged funding**

**Does the employer need to match the grant funds? Businesses must provide a minimum of 50/50 fund match of the training-related costs. Funds provided through this effort are not intended to supplant training normally provided by employers. Local areas are encouraged to leverage resources from multiple public and private resources within the community; however, activities funded by these WIA dollars cannot duplicate efforts funded by other such sources.**

### **How can the funds be used?**

The funds may be used for job-attached training for incumbent, private sector workers. **Training funds may only be used for entry to mid-level management positions, not executive management.**

Examples of allowable activities and expenses:

- Training for participants for productive, high demand employment;
- Work-site-based learning strategies using cutting-edge technology and equipment;
- Training programs incorporating technological changes in the workplace;
- Training programs designed to impart learning to meet employer-specified or industry-specific skills;
- Train-the trainer instruction to build the capacity of businesses to effectively respond to the challenges of an increasingly diverse workforce
- Consumable training materials and supplies
- Textbooks
- Off-site facility rental expense directly related to an necessary for the training
- Rental of tools and equipment critical to the project
- Travel expense and per diem of instructor
- Instructor/trainer fees

### **The funds may not be used for:**

- a) Training of public sector employees
- b) Recruitment of non-Virginia based businesses or workers
- c) Wages for trainees
- d) Construction or purchase of facilities or buildings
- e) Business relocation expense
- f) Employment or training in sectarian activities
- g) Lobbying activities
- h) Purchase of equipment
- i) Travel or food
- j) Compensation or consultant fees not directly related to training
- k) Costs incurred prior to the approval date
- l) Company web site design and development, web site hosting, and maintenance, software upgrade,

### **How is the budget evaluated?**

The budget must be explained using the attached form (Attachment B) followed by a complete description of all expenditures and match requirements. The budget will be evaluated using the criteria listed below:

- Expenses are reasonable, necessary and reflect current cost trends to complete the proposed scope of work
- Expenditures are clearly described and reflect all project activities
- Expenditures described in the budget narrative clarify the budget figures

**What are the reporting requirements?**

Each grant recipient will be required, at a minimum, to submit a quarterly progress report until project completion (short-term projects will require a monthly progress report). Special consideration will be given for short-term projects. The format for reports will be prescribed in the contract, based on the applicant's proposal. The reports are designed to measure grantee success at meeting or exceeding their project targets. All reports are considered public information.

**What are the contract requirements?**

Grant recipients must comply with all applicable federal, state and local statutes and rules governing the operations of the projects and with all other terms in the contract.

All contract requirements concerning proof of insurance must be met, including: comprehensive liability, fidelity bonding and workers' compensation coverage. Automobile insurance is required if participants are transported, or a vehicle is used in conducting agency business under the contract. Professional liability insurance is required if services are provided by licensed staff. Insurance certificates must be kept current to demonstrate that the specific insurance is in place for the entire contract period.

**What procedure is used if I wish to appeal the outcome of a proposal?**

The protest procedure is as follows: You must state your protest in writing and submit it no later than 30 days after the awards are announced:

You will receive a response to your protest within 7 days. All appeals must be in writing. Any oral responses provided shall be considered unofficial.

**Where can I get technical assistance, if needed?**

For further technical assistance please contact the regional Rapid Response Coordinator and/or the State Dislocated Worker Unit.

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Request for Support**

**APPLICATION INSTRUCTIONS**

**Please mail or deliver proposals (after review by the regional Rapid Response Coordinator) to Virginia's Dislocated Worker Unit.**

**A. Signed Application**

Applicants must use the application form provided (*Attachment A*). Part 1 and Part 2 must be completed.

**B. Project Budget**

Please detail what it will cost to carry out this project. Clarify what costs will come from the grant and which will be cash or in-kind match from the applicant. Use the budget form (*Attachment B*) to develop the budget.

*The use of grant funds for capital outlays or equipment is not allowed. Please note that federal law prohibits the use of these grant funds for wages or stipends for workers while in training.*

The budget proposal will be evaluated based on the following criteria:

- Expenses are reasonable, necessary and reflect current cost trends to complete the proposed scope of work
- Expenditures are clearly described
- Expenditures reflect all project activities
- Expenditures described in the budget narrative clarify the budget figures



**ATTACHMENT A  
Layoff Aversion / Business Retention  
Request for Support  
PART 1**

Company/Organization:	Project Name:
Address:	Anticipated Project Start Date:
Address:	Project End Date (must be complete by 9/30/11):
Company Representative Name	Funds Requested:
Title:	Federal Tax ID Number:
Email:	Year Established:
Phone: (     )     -     Fax: (     )     -	Have any employees been laid off at any location within the United States in the last 120 days due to relocation of your business or part of your business? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Category**

- Single Company                       Private Non-Profit  
 Business Association                 Labor Organization  
 Consortium – Please list all businesses participating (add separate page if necessary):

Company Name:	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:
Company Name:	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:
Company Name:	Total # of Employees at Company:
Company Representative Name:	Employer Tax ID Number:

Total Number of Employees at Business:
Unduplicated Number of Employees to be Trained in this Project:
Number of Employees to Receive a Credential or Certification as a Result of this Training:
Number of Jobs Retained as a Result of Training:
Number of Jobs Created as a Result of Training:

**TRAINING INFORMATION**

Type of Training	Vendor	Estimated Dates	Type of Certificate or Credential if applicable

\_\_\_\_\_  
**Signature of applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Typed name and Title



## ATTACHMENT A

**Project Summary:** Please provide a description of the training project.

Criteria Summary	Possible Points
Trainees Meet or Exceed Median Wage (\$ /hr): Trainee Median Wage: \$ /hr	10
Training Results in Career Pathway—Does your company/industry have established career pathways? <input type="checkbox"/> Yes <input type="checkbox"/> No How will the training enable employees to advance their careers?	10
Technology Enhancements/Innovation/Process Improvement—Briefly describe how the training focuses on skills necessary to permit companies and workers to advance their technological capabilities and/or supports innovation/process improvement:	10
Will Employees Receive Certification after Training?: <input type="checkbox"/> Yes <input type="checkbox"/> No List industry recognized credentials or certificates received as a result of training a. # of employees receiving: b. # of employees receiving: c. # of employees receiving: d. # of employees receiving:	5
<b>Additional Criteria:</b>	
Training related to high demand occupation/skill sets—Does the training address local skills in demand or occupation shortages? Please describe:	10
Will the Training Utilize Existing Curricula?: <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Training will Retain Jobs—Describe how the training will allow you to retain your current workforce:	10
Rural Business: <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Small Business (25 employees or fewer): <input type="checkbox"/> Yes <input type="checkbox"/> No	5
Is your organization in a Demand Industry Cluster? <input type="checkbox"/> Manufacturing <input type="checkbox"/> Healthcare/Life Sciences <input type="checkbox"/> Computer/Software Design <input type="checkbox"/>	15
Total Points Possible	85

Describe how this training project meets the following grant criteria. Enter “n/a” for criteria that do not apply. Please see application cover for definitions of the criteria.

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**PART 2**

The purpose of layoff aversion funds is to retrain employees who are a) at risk of layoff due to the company phasing out a function/service or product and/or b) the company's workforce faces a significant change in skill requirements as a result of external economic or market forces. Training funds can be used for employees at risk of layoff only. The employer must certify that these jobs are at risk of layoff and make a commitment to the best of their ability that trained employees will be relocated to another job within the company after retraining.

Please explain how your project meets the above "layoff aversion" definition:

Please initial *at least one* of these statements that apply to your proposed use of layoff aversion training funds:

- I have employees that are at risk of layoff due to my company phasing out a function, service or project.
- I have employees that are at risk of layoff due to a significant change in skill requirements due to economic or market forces.

In addition, all of the following must be true and initialed to qualify for layoff aversion funds:

- After employees successfully complete training, I am committed to placing them in another position within my company
- I will only use grant funds to train employees threatened with layoff due to my company phasing out a function, service or project.
- The training provided with these grant funds is not part of my company's regular training plan for employees

I certify that the above is true to the best of my knowledge.

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Signature

Title

Date

**ATTACHMENT B**

**Layoff Aversion / Business Retention  
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**Budget**

Applicant Name:		Source of Funding	
		Funds Requested	Value of Match Contributed
Costs (list all project related costs)			
Training:	Tuition/Training Costs		
	Training Materials & Supplies		
Other Training Related Costs (provide description)			
Salaries & Benefits	Staff Time in Training		
	Supervisory Staff Time		
	Other:		
Other Materials & Services: (provide descriptions)	Office Supplies		
	Facilities Costs		
	Equipment Usage		
<b>Total Grant Funds Requested</b>			
<b>Total Match Funds Provided</b>			*
<b>Total Project Funds (Grant + Match)</b>			