

**Layoff Aversion/Rapid Response Program****Fund Allocation: \$50,000**

The purpose of the Rapid Response layoff aversion program is to **retain** employees by preventing or minimizing potential layoffs and business closures due to COVID-19. The Rapid Response fund will provide grants to small businesses experiencing economic distress. and must be reasonable, necessary, and directly related to mitigating lay-offs by adapting to the COVID-19 business environment.

Examples of permissible activities can include, but are not limited to:

- Purchasing remote access equipment or software that allows employees to work remotely (computers, printers, telephones, headsets, video conferencing software, etc.).
- Paying for services or tools for restaurants or retail establishments to convert to online sales or delivery because of shelter in place orders, or capacity reductions resulting from social distancing.
- Other creative approaches and strategies to reduce or eliminate potential layoffs.

CSRC will utilize the following scale to award grants to employers who **retain** current employees:

- Up to \$5,000 for business that **retain** 3–10 full-time employees (non-family)
- Up to \$7,500 for business that **retain** 11–25 full-time employees (non-family)
- Up to \$10,000 for business that **retain** 26–50 full-time employees (non-family)

**Program Eligibility**

Eligible applicants include businesses that meet each of the following conditions

- Have primary location(s) and operations in Indian River County.
- Must be fully licensed to operate a business and have been in business for a minimum of one year prior to application date.
- Business must be in recovery mode, open and operational in some fashion consistent with the Governor's guidelines, CDC guidance and market realities
- Have a minimum of three, non-familial, full-time employees apart from the owner.
- Provide documentation of economic loss directly related to COVID-19.

**Application Submission**

To apply, a business must submit to CSRC an electronic application which at a minimum, will include:

- Business information including name, address, and contact information.
- A brief narrative describing the layoff aversion plan, including the need for funding, and how it will avert potential layoffs, and the number of employees that will be retained as a result of the funding.
- The amount of funds requested and an itemized description of all costs.
- All supporting documentation.

**Funding Awards**

To expedite the release of funds to affected businesses, CSRC will require businesses to adhere to a strict timeline as follows. CSRC will inform applicants via email whether their application has been approved or denied with three business days of application receipt.

If approved, CSRC will provide the business a Grant Award Notification email which will include a Grant Contract to be executed by the business. Approved businesses must submit completed grant contracts to CSRC within five business of email notification of the grant. Upon execution of the grant agreement, CSRC shall directly pay or provide reimbursement to the business as warranted.

**Layoff Aversion/Incumbent Worker Training Program****Fund Amount: \$50,000**

The Incumbent Worker Training Program is a work-based training activity designed to meet the needs of private sector/for-profit business to **retrain or upskill and retrain** their workforce to avert layoffs and increase both affected workers' and businesses' competitiveness.

CSRC will utilize the following scale to award grants to employers who **retrain and retain** current employees:

- Up to \$5,000 for business that **retrain and retain** 3–10 full-time employees (non-family)
- Up to \$7,500 for business that **retrain and retain** 11–25 full-time employees (non-family)
- Up to \$10,000 for business that **retrain and retain** 26–50 full-time employees (non-family)

**Program Eligibility**

Eligible applicants include for-profit businesses that meet each of the following conditions

- Have primary location(s) and operations in Indian River County.
- Must be fully licensed to operate a business and have been in business for a minimum of one year prior to application date.
- Business must be in recovery mode, open and operational in some fashion consistent with the Governor's guidelines, CDC guidance and market realities
- Have a minimum of three, non-familial, full-time employees apart from the owner.
- Provide documentation of economic loss directly related to COVID-19, to include a loss or decline in competitiveness related to COVID-19.

Eligible IWTs must meet the following conditions:

- IWT participants must be part of a cohort in which the majority of those being trained have an established employment history with the business of six or more months. Employment history can include time spent as a temporary or contract worker.
- Delivered in person, or virtually, the IWT must result in an industry-recognized certification or credential for each participant and a copy must be provided to CSRC at the conclusion of the training.

**Application Submission**

To apply, a business must submit to CSRC an electronic application which at a minimum, will include:

- Business information including name, address, and contact information.
- The amount of funds requested and an itemized description of all costs, to include the training provider.
- A description of the IWT and how it will increase the company's competitiveness.
- The number of employees trained and retained because of the training.
- All supporting documentation.

**Funding Awards**

To expedite the release of funds to affected businesses, CSRC will require businesses to adhere to a strict timeline as follows. CSRC will inform applicants via email whether their application has been approved or denied with three business days of application receipt.

If approved, CSRC will provide the business a Grant Award Notification email which will include an IWT Contract to be executed by the business. Approved businesses must submit completed IWT contracts to CSRC within five business days of email notification of the IWT grant award. Upon execution of the grant agreement, CSRC shall directly pay or provide reimbursement to the business as warranted.

**On the Job Training Program****Fund Amount: \$150,000**

CSRC will provide On the Job Training Grants to eligible business to **hire and train displaced and/or dislocated workers** resulting from COVID-19. On the job training is paid subsidized job skill training that is provided by an employer during the initial term of employment and is designed to ensure affected workers acquire the employer specific job skills necessary to secure and maintain employment. Eligible employers may be reimbursed for 100% of the employee's wages during the OJT period and is designed to offset the employers' costs for providing job training and any necessary additional supervision.

CSRC will utilize the following scale, based on the size of the business, to award OJT grants:

- Up to \$5,000 for businesses with current **number of employees** (non-family) between three (3) and ten (10) full-time employees
- Up to \$7,500 for businesses with current **number of employees** (non-family) between eleven (11) and twenty-five (25) full-time employees
- Up to \$10,000 for businesses with current **number of employees** (non-family) between twenty-six (26) and fifty (50) full-time employees

**Program Eligibility**

The OJT must meet the following requirements:

- OJT is full-time, permanent, paid subsidized employment in which the employer teaches the participant to perform the skills required for the job. Full time employment is defined as an average of 30 hours per week.
- The OJT is for an in-demand occupation and limited in duration not to exceed six months.
- Wages paid to participants must be the same as wages paid to others performing a comparable job. All OJT participants must be covered by worker's compensation or liability insurance for the duration of the employment/training provided by the employer.
- The trainee's wage may not be less than \$12.00 per hour and must not be reduced after the conclusion of the OJT.
- OJT must have a training plan that identifies all skills a trainee will gain during the OJT period. The training plan will be developed by CSRC staff, in coordination with the employer.
- The training provided for participants must be above and beyond their current skill levels.
- In determining the length of the training, OJT awards will be based on the length of time an unskilled trainee will need to acquire the basic competencies needed for the job.
- The suitability of the employer work site for training must be assessed by CSRC staff as part of the OJT approval process and prior to final completion of the Agreement and placement of the participant at the work site

Eligible applicants include businesses that meet each of the following conditions:

- Have primary location(s) and operations in Indian River County.
- Must be fully licensed to operate a business and have been in business for a minimum of one year prior to application date.
- Business must be in recovery mode, open and operational in some fashion consistent with the Governor's guidelines, CDC guidance and market realities
- Have a minimum of three, non-familial, full-time employees apart from the owner.
- Provide documentation of economic loss directly related to COVID-19.
- OJTs may not be implemented with an employer who has exhibited a pattern of failing to provide OJT Trainees with continued long-term employment.
- OJT services must not be implemented with an employer who will be moving from the area.

Eligible OJT participants must meet the following requirements:

- Suffered economic injury due to COVID-19
- Be fully registered in Employ Florida

### **Application Submission**

To apply, a business must submit to CSRC an electronic application which at a minimum, will include:

- Business information including name, address, and contact information.
- Job description for each OJT position that must include the hiring wage and the skills/experience requirements.
- The current number of full-time workers employed at the business.
- All supporting documentation.

### **Funding Awards**

To expedite the release of funds to affected businesses, CSRC will require businesses to adhere to a strict timeline as follows. CSRC will inform applicants via email whether their application has been approved or denied with three business days of application receipt.

If approved, CSRC will provide the business a Grant Award Notification email which will include an OJT Pre-Award Review document to be completed by the business and returned within two business days of email notification. Upon CSRC's successful review of the OJT Pre-Award CSRC will begin sourcing candidates for the open positions(s). CSRC will develop and execute OJT Award contracts as candidates are identified and assigned to each worksite.

CSR will reimburse the employer the OJT participant's wages at the end of each pay period, upon receipt of the trainee's timesheet and supporting documentation.