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## **APPLICATION**

### **RAPID-RESPONSE LAYOFF AVERSION – MICRO-GRANT**

The purpose of this application process is to identify qualified respondents within the Northwest Region of Connecticut to receive Rapid-Response Layoff Aversion grant funding. The goal of this funding is to support initiatives that prevent or minimize the impact of layoffs through innovative solutions. All respondents must demonstrate the capacity to implement strategies and programs that effectively avert layoffs and stabilize businesses at risk. This process aims to ensure that all interested and qualified entities are identified as potential recipients of the rapid-response layoff aversion grant, supporting the CT Department of Labor's efforts in maintaining employment.

### **SECTION I. RAPID RESPONSE MICRO-GRANT OVERVIEW & REQUIRED INFORMATION:**

The NRWIB "Rapid Response" micro-grant program aims to establish clear criteria and guidelines for eligibility and evaluation. This program will review and assess applications from small businesses, prioritizing women-owned, veteran-owned, and minority-owned enterprises, as well as those serving priority populations (such as re-entry support or disability-friendly practices). Additionally, it will focus on businesses pursuing Recovery Friendly Certification, participants in the Shared Work program, active members of the Northwest Regional Sector Partnership, and those meeting the "Good Jobs" challenge criteria outlined in TEGl 07-22, which includes offering competitive wages and predictable scheduling.

Eligible and favorably awarded businesses will receive micro development grants specifically designed to combat layoffs and support layoff aversion measures. The program's scope of work aims to enhance the marketability of small businesses, prevent layoffs, and facilitate recruitment or training efforts, in accordance with § 682.320. Funds utilized under this grant should directly benefit participants served under Title I WIOA programming, encompassing Adult, Youth, and Dislocated Worker funding streams.

### **INTRODUCTION TO THE NRWIB:**

The Northwest Regional Workforce Investment Board, Inc. (NRWIB) is a private, not-forprofit 501(c) (3) corporation that coordinates job training, employment and educational services in forty-one (41) communities throughout Northwest Connecticut. It develops working partnerships with local community leaders, elected officials, business, labor, and education leaders to create a competitive economic environment by improving the area's workforce education, employment and training opportunities. The NRWIB is the administrative entity for the Workforce Innovation and Opportunity Act (WIOA), serves more than 20,000 individuals each year (age 18 and older). The Northwest Connecticut Regional Workforce Investment "system" is comprised of three (3) geographically dispersed American Job/One-Stop Centers. These centers are currently located at the following locations: Waterbury- 249 Thomaston Avenue ; Danbury- 182 Main Street and; Torrington- 62 Commercial Blvd, Unit 1.

## **ELIGIBILITY:**

### **The micro-grant award is available to qualified businesses within Northwest Regional Workforce Investment Board's designated region:**

Barkhamsted, Bethlehem, Bethel, Bridgewater, Brookfield, Canaan, Cheshire, Colebrook, Cornwall, Danbury, Goshen, Hartland, Harwinton, Kent, Litchfield, Middlebury, Morris, Newtown, New Fairfield, New Milford, New Hartford, Naugatuck, Norfolk, North Canaan, Prospect, Redding, Ridgefield, Roxbury, Salisbury, Sharon, Sherman, Southbury, Thomaston, Torrington, Warren, Washington, Waterbury, Watertown, Winchester, Wolcott, Woodbury.

### **Required Compliance:**

1. Be in compliance with Occupational Safety and Health Administration (OSHA), Unemployment Insurance (UI) tax requirements, and Wage and Workplace Standards.
2. Comply with Non-discrimination provisions and Section 188 of the Workforce Innovation and Opportunity Act (WIOA).
3. Do not present a conflict of interest in accordance with WDB and established WIOA State Plan Conflict of Interest Assurances.

### **Priority Groups for Eligibility:**

1. Women-owned, veteran-owned, and minority-owned small businesses.
2. Employers that serve other priority populations such as employers that re-entry or disability-friendly practices.
3. Employers that are interested in becoming Certified as Recovery Friendly.
4. Employers that have participated or are participating in the Shared Work.
5. Businesses that meet criteria outlined in the "Good Jobs" challenge in [TEGL 07-22](#), which includes paying a competitive wage and providing predictable scheduling.

### **Maximum Award:**

The maximum award available under this grant is \$10,000.00. Application budgets should reflect this limit.

## **DOCUMENTATION, ALLOWABLE & UNALLOWABLE ACTIVITIES:**

### **Layoff aversion activities may include:**

1. Applying funding to manage reductions in force, which may include early identification of positions at risk of layoffs, assessment of the needs of and options for positions, and the delivery of services to address these needs, as provided by WIOA sec. 134(d)(1)(A)(ix)(II)(cc);
2. Engagement, partnership, and relationship-building activities in the community, in order to create an environment for successful layoff aversion efforts and to enable the provision of assistance to dislocated workers in obtaining reemployment as soon as possible;
3. Funding feasibility studies to determine if a company's operations may be sustained through a buyout or other means to avoid or minimize layoffs;
4. Funding for incumbent worker training programs or other worker upskilling approaches as part of a layoff aversion strategy or activity;
5. Applying funding to:
  - a) Short-time compensation or other programs designed to prevent layoffs or to reemploy dislocated workers quickly, available under Unemployment Insurance programs;
  - b) Employee skill upgrading; and
  - c) Other Federal, State, and local resources as necessary to address other business needs that cannot be funded with resources provided under this title;
6. Establishing linkages with economic development activities at the Federal, State, and local levels, including Federal Department of Commerce programs and available State and local business retention and expansion activities;
7. Partnering or contracting with business-focused organizations to assess risks to companies, propose strategies to address those risks, implement services, and measure impacts of services delivered;
8. Conducting analyses of the suppliers to assess their risks and vulnerabilities from a potential closing or shift in production of their major customer;
9. Engaging in proactive measures to identify opportunities for potential economic transition and training needs in growing industry sectors or expanding businesses; and
10. Connecting workers to short-term, on-the-job, or customized training programs and registered apprenticeships before or after layoff to help facilitate rapid reemployment.

**Unallowable Expenses and Activities:**

1. Legal expenses including court-ordered fines, fees, or debts.
2. Construction costs or capital expenditures for land or building improvements.
3. Foreign travel or first-class airline tickets.
4. Entertainment costs including amusement, social activities, sports events, lodging, gratuities.
5. Promotional items such as souvenirs or gifts.
6. Alcohol or affiliation with any activities related to marijuana or other substances federally disallowed.

**Required Documentation & Reporting:**

1. Awardee must:
  - a. Register in CTHires and provide insight and feedback from on how CTHires had an impact on recruitment efforts.
  - b. Maintain accurate records of invoices and outcomes associated with grant activities.
  - c. Prepare and submit reports summarizing utilization of grant funding, including financial activities, program activities, achievements, challenges, and recommendations for improvement to the NRWIB with every invoice submitted.
    - i. Including: impact on layoff aversion, marketability enhancement, recruitment/training facilitation



## CTHires Employer Registration and Job Posting Guide

To Log into CTHires go to [www.CTHires.com](http://www.CTHires.com)

### If you don't have an account:

1. On the CTHires home page, click on the Sign In button.
2. Under Option 3-Create a User Account, click on the **Employers and Agents** link.
3. Read the Employer Use Policy and click the I agree button.
4. Under **Representative Type**, select Direct Representative of your Organization.
5. Select **Recruiting**, then click on the Continue Registration button.
6. Follow the remaining steps and fill in all required (\*) fields. Make sure you enter the correct FEIN and SEIN (U.I. Tax ID) for your company.

### If you have an account:

1. On the CTHires home page, click on the **Sign In** button. Enter your User Name and Password, check the I'm not a robot and then click on Sign In button.
2. If you forgot your User Name and/or Password, click on the **Retrieve User Name and/or Password** link.
3. Select from the three options to retrieve User Name and/or Password.

### To Post a Job Order:

1. Once logged into CTHires, click on the **Menu** link located in the blue bar in the upper left area of the screen.
2. Under the Quick Menu tab, click on **Manage Jobs**.
3. At the bottom of the next screen, click on **Add New Job Order**.
4. Follow the remaining steps and fill in all required (\*) fields.
5. Once required fields are complete, click on **Create Job**.
6. Note: The Jobs for Veterans Act mandates priority of service to veterans seeking employment and training opportunities. To ensure compliance with this law, job postings will be available only to veterans for up to 24 hours. After that period, the job posting will be released to all job seekers.

### To Edit an Existing Job Order

1. On the CTHires home page, under the Quick Menu tab, click on **Manage Jobs**.
2. Once the job posting displays, click on the **Edit** link under the Action column for the job order you wish to edit.
3. Edit the applicable section by clicking on the Edit links in the section you wish to update.
4. Update the desired fields and click on **Save**.

**REQUIRED APPLICANT INFORMATION:**

Name of Company: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

FEIN#: \_\_\_\_\_

Fax #: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

O-NET\* Code: \_\_\_\_\_

\*CT-HIRES ID: \_\_\_\_\_

Are you recipient of any federal funding? \_\_\_\_\_

Provide a description of the services you offer: \_\_\_\_\_

**Provide a description of your company history:**

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**Provide the reason for your application:**

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## **SECTION II. SCOPE OF WORK**

Applicant shall provide a project plan / narrative for the expense of grant award funding, consisting of allowable activities as previously defined.

### **1. Reduction in Force / Risk Assessment:**

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### **2. Engagement, Partnership, Relationship Building:**

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### **3. Feasibility Studies**

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### **4. Incumbent Worker Training**

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### **5. Short-Term Compensation / Skill Upgrading**

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**6. Economic Development**

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**7. Service Delivery Assessment**

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**8. Supplier / Risk Assessment**

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**9. Industry Sector Transition Identification**

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**10. On-The-Job Training / Customized Training**

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### SECTION III. BUDGET NARRATIVE & REPORTING REQUIREMENTS

Layoff Aversion Activities	Line-Item Narrative / Details	Total
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
GRAND TOTAL		

#### **Monitoring, Invoicing and Reporting**

EMPLOYER shall conform to all program monitoring and data reporting requirements as may be required and/or requested by NRWIB, including clauses Performance Goals, Standards, and Measurements; Documentation and Records; Impasse Resolutions; Contract Monitoring; Audits, Records & Compliance; in addition to requirements which may be further defined with any award agreement.

NRWIB agrees to a 30-day turnaround payment on all invoices from the date submitted by EMPLOYER, contingent on availability of funds, and shall deliver payment upon the satisfactory completion of services rendered as determined by NRWIB's Agreement executor. **EMPLOYER shall submit invoices by the 5th of each month** and shall include a brief executive summary of work/services performed/rendered during the invoice period and the signature of the EMPLOYER executor of the Agreement. Invoices submitted shall bill for "services completed through the end of the billing period" (per month). **All invoices shall include the "contract number" shown on the cover page of this Agreement.**

## **SECTION IV. INQUIRIES, PERTINENT DATES & SUBMISSIONS**

Responses to, and questions regarding, this Application may be directed to:

**Helen Brickfield**  
**Good Jobs Challenge Program Manager**  
**Northwest Regional Workforce Investment Board**  
**249 Thomaston Avenue**  
**Waterbury, CT 06702**  
**Email: [helen.brickfield@nrwib.org](mailto:helen.brickfield@nrwib.org)**

Entities will be evaluated for award based on the information submitted and if the expressed proposal meets the requirements of the Rapid Response Layoff Aversion Grant (in terms of program design, curriculum, flexible availability, outcomes, and cost). To qualify, all requested information must be provided, all Federal, State, and Local taxes must be current, the entity must not have been debarred by any federal or state agency, and the entity must be a legal entity registered with the State of Connecticut.

Submission does not guarantee funding. The NRWIB reserves the right to contract with entities that meet the initial eligibility criteria, align with program parameters, and are cost-effective.

**\*\*\* Applications remain open until funds are distributed and shall be awarded on a first-come-first serve basis upon satisfactory review by the NRWIB award panel.**  
**Funding expires 12/31/25. All awarded grant activities must conclude by 12/31/25\*\*\***