

The SkillSource Group, Inc.
Northern Virginia Rapid Response COVID-19 Business Support Initiative
Frequently Asked Questions - As of March 23, 2020

What is Rapid Response funding?

In March 2020, Virginia Governor Northam authorized Rapid Response funding, through the Workforce Innovation and Opportunity Act, for employers eligible to remain open during the COVID-19 emergency. Funds may be used to clean facilities and support emergency needs. Layoff aversion strategies and activities are designed to prevent, or minimize the duration of, unemployment resulting from layoffs due to COVID-19. In addition to being designed to mitigate or minimize potential job losses, the most important aspect of a proposed layoff aversion project is that it is *intentional*, and includes a deliberate, planned strategy with expected outcomes. When additional assistance funds are limited, priority must be given to layoff aversion projects that support the Northern Virginia region's targeted industry sectors, and, where possible, make use of other funding sources and leveraged resources.

What are the requirements an employer must meet in order to be considered eligible?

Eligible employers must be:

- Private for profit or non-profit businesses with 250 or fewer employees
- Operating in Virginia for entire twelve month period prior to application date
- Current on all Virginia tax obligations
- Proposing funding for impacted employees in a Virginia facility

What kind of strategies can my company apply for?

These grants are intended to assist employers with keeping their workers on the payroll and to be productive. Examples of layoff aversion projects that use innovative strategies to address COVID-19-related effects on small businesses (250 or fewer employees) and workers include:

- A small business needs their employees to be at work, on site, but cannot afford frequent deep cleaning to help prevent potential exposure to COVID-19. Layoff aversion funds could be used to pay for a cleaning/sanitization service.
- A small business whose employees use specific software or computer applications asks their employees to work from home/remotely in order to support social distancing and limit potential exposure to COVID-19. Layoff aversion funding could be used to purchase the software/programs that the employee would need to use from home to support their work.
- A call center environment needs to have their employees work from home/remotely in order to support social distancing and limit potential exposure to COVID-19. Layoff aversion funding could be used to purchase remote access supplies, including laptop computers and/or smart phones, which the employee would need to use from home to support their work.

What is the maximum amount a company can receive?

Grants will be capped at \$25,000 per company. An important measure will be the number of workers impacted by each grant award and the grant cost per job saved. Smaller requests are encouraged.

What activities cannot be funded through this grant program?

- Employee payroll and fringe benefit expenses
- Employee travel, lodging or meal expenses
- Federal, State or Local taxes or penalties
- Non Profit Organization Indirect Costs
- Equipment costs over \$5,000

How do I apply for Rapid Response funding?

Employers interested in applying need to fill out an application form (can be found on www.vcwnorthern.com/covid19-rapid-response) that provides detailed information on the funding request, including an estimate of the number of jobs saved and amount of annual wages saved with the funding request, a description of leveraged resources, and total costs per impacted worker funded by the grant project. Employers may attach additional information to the application form. Additionally, employers need to include a line-item budget on the Rapid Response COVID-19 Budget Spreadsheet. Funds must be expended by August 31, 2020.

Once completed, the application and the letter should be submitted to Seema Jain at seema.jain@vcwnorthern.com. All applications will be reviewed and recommended for approval by a review panel. Employers should expect the approval process to take between 1-2 business days.

If my application is approved, what happens next?

Once the application has been approved by the **SkillSource** and VCWN Review Panel, **SkillSource** will enter into an agreement with the employer. All approved employers must submit their business license, a [W-9 Form](#), and proof that they are current on all Virginia tax obligations.

The above documentation should be sent to Seema Jain at seema.jain@vcwnorthern.com. The strategies eligible for Rapid Response funding cannot begin until this information is received and the agreement is finalized.

How does the reimbursement process work?

For all grant contracts, **SkillSource** will reimburse the company for expenses, up to the approved contract amount. Companies may invoice **SkillSource** for reimbursement after the expenses have been incurred, and must also attach a copy of any receipts for all purchases and payments made, that are eligible for grant funding, and proof of payment by the company for these expenses. These documents can be sent to Seema Jain at seema.jain@vcwnorthern.com. **SkillSource** will issue payment within 7 business days.

All grant funds must be expended by August 31, 2020.