



**Overview:** Clackamas Workforce Partnership (CWP), the local nonprofit workforce development board serving Clackamas County has secured funding from the Department of Labor (DOL), through the State of Oregon Higher Education Coordinating Commission (HECC), to provide temporary COVID-19 related layoff aversion assistance to nonprofit organizations serving Clackamas County.

**Core Eligibility:**

Only 501(c)3 organizations with services available in Clackamas County are eligible to apply for lay-off aversion funds currently.

**Requirements:**

- Applicants must use the funds to help avert lay-offs or furloughs as a result of the COVID-19 economic crisis, or to bring back workers who have been laid off or furloughed as a result of the COVID-19 economic crisis. Lay-offs or furloughs must have happened after March 15, 2020 or be otherwise imminent.
- Requests must be directly related to business/organization impacts from COVID-19.
- Funds can be spent on supplies or equipment, including items which assist employees in working remotely; these items must directly address circumstances related to COVID-19.
- Funds can be spent on wages/benefits related to COVID-19 impacts.
- There is a maximum of \$5,000 per application.
- Only one application may be submitted per organization.

**Priority Criteria:**

In keeping with the CWP identified [priority populations](#), the following organizations will receive priority:

- Community-based organizations connected to the public workforce system through partnership with CWP.
- Organizations that focus on serving Veterans, communities of color, people with disabilities, justice-involved individuals, individuals that are low income, and marginalized populations.
- Organizations with 50 or less employees.
- Organizations that want to create a new role or expand existing roles to function as community navigators to better serve individuals who have been impacted by the COVID-19 crisis and who are receiving services from multiple systems (ie – Unemployment Insurance, SNAP benefits, OHP health insurance, etc.) A community navigator is defined as: someone supporting individuals to move between multiple systems with the ability to use funds to directly meet immediate individual and community needs (housing, hunger, employment, etc.).

**Application process:**

- Please fill out the following application and return it to [partnerships@clackamasworkforce.org](mailto:partnerships@clackamasworkforce.org) – subject line: “(Organization Name) Lay-off Aversion Project Application”



**Clackamas  
Workforce  
Partnership**  
WORKFORCE DEVELOPMENT BOARD

365 Warner Milne Rd, Suite 202  
Oregon City, OR 97045  
(503) 657-6644  
[www.clackamasworkforce.org](http://www.clackamasworkforce.org)

- Applications will be accepted between **April 28, 2020 at 8:00am PST to April 30, 2020 at 5:00pm PST.**
- CWP staff will review the applications and contact all respondents on May 5, 2020 to inform you on the award decision.

<b>Clackamas Area Lay-off Aversion Project Application</b>	
Organization Legal Name	
Mailing Address Including City, State & Zip	
Website Address	
Federal Tax ID	
Oregon Business ID	
Number of employees prior to March 15, 2020	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email Address	
Project Description (20 words or less)	
<b>In order to review and make funding determinations as quickly as possible, we are asking that you keep your answers to the following questions brief.</b>	
Number of employees affected by the COVID-19 crisis? Those that have been laid off or furloughed or are at risk of being laid off or furloughed.	
In what ways do you explicitly focus on serving communities of color?	
Does your organization focus on any other priority populations such as people with disabilities, justice-involved individuals, low income, and marginalized populations?	
Describe your connection to the public workforce system.	



Do you participate in the Clackamas Workforce Partner Network?		
Do you have a navigator position within your organization?		
Will this funding allow you to support individuals in a navigator capacity or your current navigator position?		
<p>The Federal Workforce Innovation and Opportunity Act fund for layoff aversion activities is designed to prevent, or minimize the duration of, unemployment resulting from layoffs. To this end, Clackamas Workforce Partnership will distribute Layoff Aversion Funds in Clackamas County within the following parameters:</p> <ul style="list-style-type: none"> <li>▪ Requests must be directly related to business impacts from COVID-19. Layoffs or furloughs must have happened after March 15, 2020 or be otherwise imminent.</li> <li>▪ Funds can be spent on staff tools, supplies or staff wage/benefit to support ongoing work as a result of the COVID-19 emergency.</li> <li>▪ CWP has 60,000 available – award amounts will average \$5,000 per organization.</li> <li>▪ Expenditure timeline – funds must be spent by June 30, 2020.</li> </ul>		
<p><b>Additional Information:</b></p> <ul style="list-style-type: none"> <li>▪ Navigator role – If awarded, we will explore how navigator roles might connect to other similar project proposals.</li> <li>▪ Reporting – Recipients will be asked to complete project reporting in June of 2020. Details to be provided after award determination.</li> <li>▪ Success stories and testimonials – HECC is requiring that businesses or organizations that receive Lay-off Aversion funding submit stories or testimonials so that they can provide a clear picture to the Governor the impact of these funds.</li> </ul>		
<p>The costs outlined below will help the organization support staff working from home to comply with State and Local orders and will allow the agency to remain available to clients during the COVID-19 emergency. <b>Please attach a brief budget detail and narrative of the requested costs.</b></p>		
<b>Type of Cost</b>	<b>Payee</b>	<b>Amount</b>
Remote access tools for staff (laptops, monitors, internet service, software, worktables, etc.)		\$
Tools to allow for on-site service delivery in compliance with social distancing rules		\$



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Staff wage/benefit to support layoff aversion		\$
Other (describe)		\$
	<b>Total Request</b>	\$

CERTIFICATION: I certify that the organization named above is a 501(c)(3) non-profit, and the information is true and correct to the best of my knowledge. I attest that I have authority to report on costs listed for my organization.

Authorized Signature	Print Name	Date

**\*\*\* Clackamas Workforce Partnership Review and Approval Only \*\*\***

<b>Organization Name</b>	
<b>Organization Contact Name</b>	
Verification phone call date/time	

Narrative Description of Services Provided Approval:

Reviewed By:		Approved By:
Signature/Name/Title		Signature/Name/Title
Date:		Date: