**Appendix E: Statewide Layoff Aversion Program Grant Action Plan**

General Instructions

The Action Plan template on the following page should be completed by addressing the guiding question: Does the action plan align with the goals of Statewide Layoff Aversion Program by:

* Identifying at-risk businesses?
* Performing outreach to at-risk businesses?
* Assessing, developing, and implementing individualized lay-off aversion plans for enrolled businesses?
* Connecting imminent layoff businesses to Rapid Response?
* Instituting capacity building activities?

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| **Goal 1:** |

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

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| **Goal 2:** |

Activity 1:

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

Activity 2 (etc., continue as needed):

Timeline (quarter(s)) of project in which the activity will take place:

Measurable indicators of progress:

Expected outcome(s) of activity:

Amount budgeted for activity (estimated; subject to change):

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| **Goal 3: (etc., continue as needed)** |