



**POLICY
NUMBER
113**

Administrative Policy

Title:	Disaster Recovery Dislocated Worker Grants Program Administration		
Program:	National Dislocated Worker Grants		
Effective:	06/09/2021	Revised:	08/16/2023

I. PURPOSE AND SCOPE

The purpose of this policy is to provide Local Workforce Development Boards (LWDBs) with the minimum requirements for administering Disaster Recovery Dislocated Worker Grants (DWGs).

II. BACKGROUND

Disaster Recovery DWGs, authorized by the Workforce Innovation and Opportunity Act (WIOA), temporarily expand the service capacity of employment and training programs to respond to declared disasters and emergency situations which cause significant job loss. Disaster Recovery DWGs provide funding to states, outlying areas, or Indian tribal governments (as defined by the Stafford Act, 42 United States Code (U.S.C.) 5122(6)) for disaster-relief employment and to quickly reemploy laid-off workers by offering employment and training services.

Disaster Recovery DWGs are meant to address situations beyond those that are the focus of WIOA formula funds.

III. AUTHORITY

[WIOA Sections 3\(15\); 134; 170; 181; 184; 185; 188; 189](#)

[20 Code of Federal Regulations \(CFR\) Part 687, National Dislocated Worker Grants](#)

[Training and Employment Guidance Letter \(TEGL\) 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and](#)

Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules

[TEGL 16-21](#), *Updated National Dislocated Worker Grant Program Guidance*

IV. POLICIES AND PROCEDURES

A. Qualifying Events

Qualifying events for Disaster Recovery DWGs are:

- a) Emergencies and major disasters, as defined by the Stafford Act, 42 U.S.C. 5122(6), which have been declared by the Federal Emergency Management Agency (FEMA) as eligible for public assistance;
- b) Emergencies or disaster situations of national significance, natural or man-made, that could result in a potentially large loss of employment, as declared or otherwise recognized and issued in writing by the chief official of a federal agency with jurisdiction over the federal response to the disaster or emergency; and
- c) Relocation of a substantial number of individuals from a state, tribal area, or outlying area in which a disaster or emergency has occurred, to other states, tribal areas, or outlying areas.

The state becomes eligible to apply for a Disaster Recovery DWG after a federal disaster declaration¹. The most common declaration is issued by FEMA which designates certain areas within the state as eligible for Public Assistance. Other federal agencies may also issue disaster declarations².

B. Determining a Need for a Disaster Recovery DWG

The Florida Department of Commerce (FloridaCommerce) will coordinate with the impacted LWDBs to assess the need for disaster-relief employment, ascertain the availability of eligible individuals to perform the disaster-relief work, determine funding needs, and provide technical assistance on the Disaster Recovery DWG application process and operational considerations.

1. Disaster Recovery DWG Application Submittal

If a need for Disaster Recovery DWG funding is identified, FloridaCommerce will work with impacted LWDBs that are interested in participating to submit either:

¹ WIOA does not allow declarations by a governor to qualify a state for Disaster Recovery DWG assistance.

² Examples of agencies, other than FEMA, that recently issued disaster declarations affecting Florida include the U.S. Department of Commerce and the U.S. Department of Health and Human Services.

- a) An emergency application within 15 business days of the disaster declaration using an abbreviated format established by the United States Department of Labor (USDOL) to facilitate rapid implementation of services (followed by a full application within 60 business days of award notification if funding is approved); or
- b) A full application which must include a narrative describing the project and services (including proposed disaster relief jobs to be created), a community needs assessment, an implementation plan, and a line-item budget.

2. Community Needs Assessment

FloridaCommerce submits a Community Needs Assessment to USDOL as part of a Disaster Recovery DWG full application, as required by TEGl 16-21. The assessment provides the context for the effects of the qualifying event and sets the scope of the planned response.

For Disaster Recovery DWG applications, the Community Needs Assessment describes:

- a) The impacts of the declared emergency or disaster event, including how the proposed grant will prioritize communities and individuals most in need due to the effects of the declared disaster or emergency situation, or due to economic or other disadvantage;
- b) The cleanup or humanitarian needs that stem from the impacts of the declared emergency or disaster; and
- c) How proposed disaster-relief employment will address the needs and help mitigate the effects of the declared emergency or disaster event, and promote community recovery, including through creating high-quality employment opportunities.

For emergencies or disasters of national significance, the Community Needs Assessment should also demonstrate that the declared emergency or disaster could result in the loss of at least 50 jobs in the area covered by the declaration.

For Disaster Recovery DWGs that include employment and training activities in addition to disaster-relief employment, the Community Needs Assessment:

- a) Provides an overview of the economic situation or layoff impacts on the communities to be included in the project;
- b) Addresses the workforce or employment-related needs in the communities impacted;
- c) Identifies populations to be targeted for services including those who have been historically marginalized; and

- d) Describes how Disaster Recovery DWG funds will support the goal of enabling individuals to return to high-quality employment that includes a living wage and benefits, promotion potential, and other factors, as a result of grant activities.

LWDBs affected by a declared disaster must also conduct a Community Needs Assessment, in coordination with county and city emergency management offices and other agencies involved in disaster recovery in the affected areas³.

C. Funding of Disaster Recovery DWGs

USDOL issues its funding decision within 45 calendar days of receiving a valid application. If the application is approved, USDOL will issue Disaster Recovery DWG funds to FloridaCommerce incrementally.

After the initial release, FloridaCommerce may request the next increment of DWG funds from USDOL when:

- a) Expenditures or obligations have reached, or are within 45 days of reaching, approximately 70 percent of the total grant funds awarded to date;
- b) The Community Needs Assessment demonstrates continued need for the funds. The obligation of subsequent funding increments is based on justification for the additional resources and continued demonstrated need, as evidenced by enrollments, expenditures, and performance measure outcomes, as applicable; and
- c) Reports and documentation demonstrate the LWDB is making a reasonable effort to achieve program goals.

FloridaCommerce will distribute funds to participating LWDBs based on identified needs and availability of funds. Funds are released to LWDBs by FloridaCommerce through Notices of Grant Award/Fund Availability (NFAs) which describe special grant conditions.

Requests for additional funds must be submitted by LWDBs to FloridaCommerce when needed and must be supported by information that details enrollments, completion of work goals, remaining program activities, and expenditures. FloridaCommerce is responsible for ensuring that funds are expended in compliance with Disaster Recovery DWG requirements and for the de-obligation and re-obligation of funds to meet ongoing needs.

D. Participant Eligibility

LWDBs must ensure that individuals receiving services funded by a Disaster Recovery DWG meet at least one of the following eligibility requirements:

³ Such agencies will include FEMA, Small Business Administration, voluntary organizations active in disaster recovery in the affected area, and others.

- a) Temporarily or permanently laid off⁴ as a consequence of the emergency or disaster;
- b) A dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16);
- c) A long-term unemployed individual; or
- d) A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster.

1. Eligibility Documentation

LWDBs must document eligibility in the participant's Employ Florida program application, including, but not limited to the participant's:

- a) Citizenship or right to work⁵;
- b) Compliance with the Selective Service Act; and
- c) One of the four grant-specific eligibility requirements listed above⁶.

Each LWDB is required to collect supporting eligibility documentation used to determine eligibility and retain such documentation in the participants' electronic and/or hard-copy case files, in accordance with local operating procedures. LWDBs must establish a local process for collecting and maintaining eligibility verification documentation and ensure the documentation collected is made available for review by auditors and federal, state, and local representatives. LWDBs must obtain and maintain documentation that supports the determination for eligibility and continuous participation, including utilizing the E-Verify system pursuant to section 448.095, F.S.

Self-attestation is an allowable method for documenting employment-related eligibility requirements when other documentation is not available. For example, self-attestation may be the only feasible method for documenting that a person was unemployed for six out of the previous 13 weeks or for self-employment.

Additionally, circumstances surrounding the disaster may make documentation of eligibility difficult for participants to obtain during the initial stages following the disaster. In such cases, LWDBs may initially obtain self-attestation and must later

⁴ The term laid off, as used in this subsection, may include individuals who were forced to leave their employment following the disaster due to reductions in time or wages, as well as external circumstances caused by the disaster that prevents them from remaining at their pre-disaster job. For example, a worker may have to leave a job to take care of problems caused by the emergency or disaster, to take care of themselves or a relative during the emergency or disaster, or dealing with temporary or permanent homelessness due to the emergency or disaster.

⁵ A copy of the completed Form I-9 and E-Verify documentation must be maintained in the file of a participant placed into a temporary disaster-relief position.

⁶ Such documentation may include a notice of separation from previous employer; documentation of Reemployment Assistance benefits or other unemployment compensation; federal income tax returns; business ledgers; and client information for self-employed individuals.

conduct a reverification review within two quarters following a participant's enrollment. As part of the reverification review process, LWDBs are required to work with the participant to obtain additional documentation necessary to ensure the participant is eligible. If the LWDB discovers that it has served an ineligible participant, the participant must be terminated from the program and a case note must be recorded in Employ Florida describing the review process and subsequent determination of ineligibility. This situation will not result in disallowed costs.

2. Veterans and Eligible Spouse Priority of Service

Covered persons (veterans and eligible spouses) determined eligible for services under a Disaster Recovery DWG must receive priority over non-covered persons in accordance with [Administrative Policy 111: Priority of Service for Veterans and Eligible Spouses](#).

E. Allowable Activities

In most cases, Disaster Recovery DWG projects must include a disaster-relief employment component⁷. Participants may be enrolled in disaster-relief employment activities, as well as employment and training activities, concurrently, sequentially, or as stand-alone services. However, certain Disaster Recovery DWGs may limit the availability of certain activities as specified within the accompanying NFA.

Prioritization of types of services must be determined in coordination with local emergency planning and recovery agencies as further discussed in **Section IV.H** of this policy.

1. Disaster-Relief Employment

LWDBs must demonstrate that disaster-relief employment created under a Disaster Recovery DWG aligns with the following categories:

- a) Cleanup and recovery efforts; or
- b) Delivery of appropriate humanitarian assistance in the aftermath of the emergency or disaster.

Post-disaster response and recovery activities address needs associated with mass care/sheltering, public health and health care, (re)housing, debris/infrastructure removal and repair, support to business owners, emotional/psychological support, public health and health care, and mitigation activities. Allowable mitigation activities are those that are directed at correcting existing damage.

⁷ Disaster Recovery DWGs awarded due to an influx of individuals relocated from a disaster-affected area to another geographic area may not require a temporary disaster-relief employment component.

Humanitarian assistance provided by temporary disaster-relief workers generally includes actions designed to alleviate suffering and maintain human dignity in the aftermath ⁸ of disasters. The humanitarian assistance provided by disaster-relief workers must relate directly to needs created by the disaster or emergency, and physical, emotional, and economic consequences of the disaster or emergency.

a) Disaster-Relief Employment Duration

Eligible participants may be enrolled into disaster-relief employment under a Disaster Recovery DWG for up to 12 months or 2,080 hours (whichever is longer). USDOL may approve an extension for up to an additional 12 months through a grant modification submitted by FloridaCommerce. When an extension is granted, FloridaCommerce modifies the impacted LWDBs' NFAs to reflect the extension.

b) Participant Wages and Fringe Benefits

Participants must be paid the greater of the federal or state minimum wage, or \$15 per hour. In accordance with WIOA Section 181(a)(1)(A), participants must be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations doing the same type of work, and who have similar training, experience, and skills. However, in cases where the worksite does not have employees doing the same or similar work and with similar training, experience, and skills, LWDBs must ensure the wages paid to participants are in line with the industry standard for that type of work in the area where the work is to be performed.

Where applicable, fringe benefits must be paid in accordance with the policies of the Disaster-Relief Employer⁹. If employees at the worksite are doing similar work and receiving hazard pay, disaster-relief workers may also be paid hazard pay rates for their work¹⁰.

c) Training and Pre-vocational Activities

To meet the disaster-recovery needs of affected areas, LWDBs may provide short-term training and pre-vocational activities that allow a disaster-relief worker to obtain the skills needed to conduct the disaster-relief work¹¹. For example, this may include training in the use of heavy equipment. During these activities, for a

⁸ The aftermath involves time and causality. With every declared disaster, there will be physical damage which results in the dislocation of individuals, families, and businesses, as well as economic and emotional damage. Temporary disaster-relief workers may be provided to help deal with these crises since they are the consequence of the disaster for the time necessary to help affected individuals recover.

⁹ The role of the Disaster-Relief Employer is described in Section IV.H. and defined in Section V.

¹⁰ Overtime is allowable.

¹¹ Such training is not required to be included in state or local eligible training provider/program list, nor is the occupation required to be on the local targeted occupation list.

participant who has been hired in a disaster-relief position that requires specific skills, the participant may receive wages under the Disaster Recovery DWG.

2. Employment and Training Activities

Pursuant to WIOA Section 170(d)(1)(C), LWDBs may use Disaster Recovery DWG funding to provide employment and training activities to participants to help them obtain (re)employment that leads to self-sufficiency when they are unlikely to return to their prior employment. These services may include, job search/job readiness activities, literacy instruction, including English as a Second Language (ESL) instruction, and occupational skills training and/or work-based training for career pathways that lead to high-demand jobs in high-growth industries.

An Individual Employability Plan must be developed and detail the need for training services as well as certain individualized career services, such as work experiences, literacy/GED prep/ESL instruction, short-term pre-vocational services, and out-of-area job searches/relocation.

3. Supportive Services

LWDBs must provide supportive services when needed to enable individuals to participate in disaster-relief employment and employment and training activities. Supportive services provided to participants in disaster-relief employment must be designed to enable the participant to safely and effectively carry out the job for which they have been hired. Any supportive service provided must enable the individuals to participate in grant-funded employment and training activities. Any supportive services provided must be consistent with WIOA and applicable regulations, as well as [Administrative Policy 109: Supportive Services and Needs Related Payments](#). LWDBs must ensure their local operating procedures governing supportive services and needs-related payments include the provision of such services to individuals participating in disaster-relief employment and employment and training activities.

Note: Participants who receive wages from disaster-relief employment are not eligible for Needs Related Payments.

F. Disallowed Activities

The following activities are not allowable uses of Disaster Recovery DWG funds:

- a) Activities that are in preparation for future disasters.
- b) Disaster-relief employment positions that deliver humanitarian assistance to address humanitarian needs cannot be used to fund the actual humanitarian aid. For example, funding could be used to support food delivery workers at food shelters but not to purchase the food itself.
- c) Cost of materials to do repairs.

- d) May not be used to match FEMA funds.

G. Disaster-Relief Employers and Worksites

LWDBs are encouraged to identify appropriate Disaster-Relief Employers based on the nature and scope of the disaster or emergency and the types of disaster-relief activities that projects will be carrying out. LWDBs must have contracts or agreements in place with Disaster-Relief Employers to ensure that they comply with all Disaster Recovery DWG and other relevant rules and requirements, including with regard to employment activities, participant eligibility, participant safety and health (including Occupational Safety and Health Administration (OSHA) safety and work condition standards), supervision and attendance, and any other worksite requirements.

1. Eligible Disaster-Relief Employers

Each disaster-relief worker must have an employer of record, referred to as the Disaster-Relief Employer. There is no limitation on what type of entity or organization may be a Disaster-Relief Employer. The LWDB, a staffing agency, or another entity may be the Disaster-Relief Employer. The Disaster-Relief Employer is responsible for maintaining all personnel and payroll records related to the employment of disaster-relief workers, including employer and employee withholdings, and other benefits, if applicable. The Disaster-Relief Employer may be responsible for unemployment claims filed by temporary disaster-relief workers when their assignment ends.

When LWDBs contract with an entity as the Disaster-Relief Employer, including either a non-profit or for-profit entity, they must ensure that negotiations, pricing, and any fees contained in the contract and charged to the Disaster Recovery DWG are reasonable and fair, and that any competition is full and open. Additional guidance for contracting and procurement may be found in the Procurement Standards at 2 CFR Part 200 and the applicable state procurement policies. FloridaCommerce may procure a contract with a staffing agency to be the employer of record for disaster-relief workers. Such a contract is available to LWDBs; however, LWDBs may make their own arrangements for selecting an employer of record for their Disaster Recovery DWG. LWDBs may issue purchase orders with the FloridaCommerce-procured staffing agency for the placement of disaster relief workers in a Disaster Recovery DWG project pursuant to FloridaCommerce's contract with the staffing agency.

2. Worksite Selection

Disaster-relief worksites must be located in the geographic area covered by the qualifying event for the Disaster Recovery DWG and within the LWDB's jurisdiction. LWDBs must give the highest priority to cleanup of the disaster area's most severely damaged public communities, facilities, and property, and to the cleanup of and

provision of humanitarian assistance to economically disadvantaged portions of the disaster area.

The administration of Disaster Recovery DWG funds must be in coordination with projects administered by emergency management and disaster recovery agencies. The funding of temporary disaster-relief positions shall not duplicate or supplant other funding.

Projects may perform work on private property when the following conditions are met:

- a) The work must be intended to remove health and safety hazards to the larger community, or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations;
- b) The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level, or operational status, and will not improve the original land or structure(s); and
- c) The LWDB establishes a priority of disaster-relief activities in coordination with the local area's disaster-recovery team¹² that identifies the need for and use of private for-profit worksites, as applicable.

3. Health and Safety Standards

In all Disaster Recovery DWG projects, LWDBs must establish written policies specifying that Disaster-Relief Employers ensure that project participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of permanent employees. LWDBs must also ensure that participants receive appropriate safety training and assure safe working conditions in accordance with the OSHA Act of 1970, as amended. LWDBs are responsible for ensuring and maintaining documentation that worker orientation and OSHA/safety training has occurred.

4. Prioritizing Disaster-Relief Worksites

LWDBs must be prepared to deploy the most appropriate disaster-relief jobs based on the criteria listed in TEGL 16-21, as well as through consultation with local government, community and faith-based organizations, economic development and industry stakeholders, etc. Priorities for the types of disaster-relief jobs should be based on an assessment of the following factors:

¹² In some communities, groups are sanctioned by the County Emergency Operations Center, and any number or type of non-profits could be the county's proxy for disaster-relief activities. (This may include the Red Cross, Salvation Army, United Way, faith-based groups, and others.)

- a) Physical impact on public properties;
- b) Physical and human impact on the elderly, people with disabilities, low-income and other special needs populations;
- c) Impact on organizations that are needed to respond to the disaster or emergency (governmental, community and faith-based); and
- d) Impact on local businesses, industry sectors, and the overall economic health of the area.

5. Approval and Tracking of Worksites

LWDBs are responsible for approving temporary disaster-relief worksites and job duties for disaster-relief workers. Worksite and job description information must be maintained and reported to FloridaCommerce according to a schedule and in a format provided by FloridaCommerce for each Disaster Recovery DWG. Worksite files must include:

- a) The agreement between the LWDB, the worksite, and the Disaster-Relief Employer including non-duplication requirements (see subsection IV.H below);
- b) Approved job descriptions;
- c) Evidence of appropriate OSHA/safety training;
- d) Evidence that supervisor orientation¹³ has taken place at the worksite;
- e) Description of supplies and equipment needed and responsibility for providing such¹⁴; and
- f) Copies of attendance records.

6. Use of Equipment for Temporary Disaster-Relief Workers

Generally, Disaster Recovery DWG funds may not be used to purchase equipment¹⁵. [Administrative Policy 87: Prior Approval Administrative Policy for Local Workforce Development Boards](#) requires prior approval from FloridaCommerce before funds awarded to a LWDB may be used to purchase equipment for such cases which may be subject to exception.

If equipment needed for the temporary disaster-relief workers to complete their assigned task is not available at the worksite, such equipment may be rented. Equipment rental expenses must be detailed as a separate line item in the budget(s) submitted by the LWDB to FloridaCommerce.

¹³ Worksite supervisor orientation includes an overview of their responsibilities under the grant, allowable activities, timekeeping, discipline, etc.

¹⁴ The worksite file identifies the supplies and equipment that will be needed for the temporary disaster-relief worker(s) to fulfill their job duties. As supplies are provided to individual participants, these are recorded as supportive services in Employ Florida.

¹⁵ Equipment means tangible [personal property](#) (including information technology systems) having a useful life of more than one year and a per-unit [acquisition cost](#) which equals or exceeds the lesser of the capitalization level established by the [non-Federal entity](#) for financial statement purposes, or \$5,000 (2 CFR 200.1).

H. Coordination with FEMA and Non-Duplication of Funds

Disaster-relief activities must be coordinated with the appropriate local emergency management agencies to avoid duplication of benefits¹⁶ and ensure that grant activities appropriately respond to the affected community's needs after a disaster. LWDBs must also coordinate with federal agencies responding to the disaster either through direct contact or through state or local agencies working with the federal agencies.

As FEMA and Disaster Recovery DWG funds can pay for similar services, the best way to ensure that the LWDB is not duplicating FEMA funding is to obtain a written statement from the county, city, and/or non-profit as to what services and/or funding FEMA is or will be supplying to the entity and what disaster-recovery services will be provided by disaster-relief temporary workers. This will provide documentation to show that Disaster Recovery DWG funds are not duplicated with FEMA funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA vs. Disaster Recovery DWGs. When a Disaster Recovery DWG funded disaster-relief temporary job participant works at a site which is later approved for FEMA reimbursement, and it is time for FEMA to reimburse the costs of the project, the wages of the temporary job participants must be deducted from the cost of the project before FEMA reimburses 75% of the cost of the project to the local government.

LWDBs must establish policies and procedures that describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities. The established policies and procedures must also address a plan to recover grant funds expended for activities or services for which other funds become available from FEMA, public or private insurance, or other available resources.

I. Performance Targets and Reporting

The negotiated performance measures for the WIOA Dislocated Worker program serve as the performance measures for the Disaster Recovery DWG program. FloridaCommerce may propose additional performance measures regarding levels and types of services in its application to USDOL.

For participants who only receive disaster-relief employment, the same performance data collection requirements apply as for other DWG participants. However, participants who receive only disaster-relief employment are not included in the WIOA primary indicators of performance unless they receive other allowable career and training services provided through the grant or through co-enrollment in another WIOA core or partner program that shares a common exit. Performance outcomes are measured for individuals enrolled in employment and training activities through the Disaster Recovery DWG or through co-

¹⁶ Duplication occurs when a beneficiary receives assistance from multiple sources for a total that exceeds the need.

enrollment in another WIOA or partner program that shares a common exit. Consequently, LWDBs are responsible for performance outcomes for any Disaster Recovery DWG-funded participant who receives employment and training services through workforce-funded activities.

Please refer to [Administrative Policy 115: Common Exit](#) for additional information.

LWDB Goals and Milestones

LWDBs must provide measurable goals with milestones and timelines in the following areas:

- a) Planned number of participants to be served in temporary disaster-relief employment.
- b) Planned worksites with description of worksites, tasks, length of time needed, and number of workers needed ¹⁷ (and, for modifications, percentage of work completed).
- c) Planned number of participants to be enrolled in training, including on-the-job training, targeted industries and occupations, anticipated length of training.
- d) Planned number of participants to be enrolled in work experiences, types of work experience sites, anticipated length of activity.
- e) Planned number of participants to receive supportive services, types of supportive services.
- f) Planned number of participants to be placed in employment upon completion of grant activities.
- g) Planned other outcomes, such as continuation in training/other WIOA services after the grant ends.

Additionally, LWDBs must provide information to FloridaCommerce to describe their planned expenditures. Progress is tracked monthly through a review of participant data in Employ Florida and financial information entered in FloridaCommerce's financial management systems. LWDBs must also provide planned worksite information and submit updates to FloridaCommerce at a frequency established by FloridaCommerce. Such information is to be submitted to FloridaCommerce's Disaster Recovery DWG program team at DWG@commerce.fl.gov.

LWDBs are responsible for the placement of Disaster Recovery DWG participants into suitable, unsubsidized employment and must conduct quarterly follow-up through the fourth quarter after exit to document post-exit outcomes in the participant's Employ Florida WIOA program application.

¹⁷ For example, City of XX Parks & Recreation, debris cleanup for 12 city parks, anticipated time frame 12 months, number of workers: 12 laborers and two supervisors.

J. Local Operating Procedures

Local Operating Procedures (LOPs) help local areas further define and clarify how programs will operate locally and are unique to each LWDB. LOPs govern procedures for the Disaster Recovery DWG program and must specifically address how the program will be administered locally. The LOPs must align with this policy. LWDBs must develop LOPS that:

- a) Define what constitutes a participant as being “unlikely to return to previous employment.”
- b) Establish a local process for collecting and maintaining eligibility verification documentation; to include the process for conducting reverification reviews, when necessary.
- c) Outline how the LWDB will ensure the wages paid to participants enrolled in the disaster-relief employment are in line with the industry standard for that type of work in the area where the work is to be performed.
- d) Ensure that supportive services are provided when needed to enable individuals to participate in disaster-relief employment and employment and training activities.
- e) Specify that Disaster-Relief Employers must ensure that participants are afforded the same health and safety standards established under federal and state law applicable to working conditions of other employees at the worksite.
- f) Describe how the LWDB will assess the availability of other resources, such as assistance from FEMA, private insurance, etc., to ensure non-duplication of funds and recover grant funds when other funds become available for the same activities.

LWDBs must also ensure that LOPs related to the provision of supportive services and needs related payments include how these services will be provided to Disaster Recovery DWG participants.

K. Monitoring

LWDBs must adopt local policies and procedures to implement and monitor the state and federal requirements.

Each worksite must be monitored by the LWDB as part of its formal programmatic and fiscal monitoring plan. The formal monitoring must be conducted by an independent person or entity not engaged in worksite development/management or case management. The worksite monitor must engage with worksite supervisors and temporary disaster-relief workers on-site¹⁸. Monitoring visits must be documented in a written report and address corrective actions, as needed.

If at any time, the LWDB becomes aware of temporary disaster-relief workers being employed in activities that are not disaster-relief activities, immediate action must be taken to remedy the finding and/or terminate the agreement.

¹⁸ A virtual meeting via video and audio conferencing must be conducted when on-site visits are not safe.

V. DEFINITIONS

- (1) **Disaster-Relief Employer** – Entities designated by FloridaCommerce or LWDBs to carry out day-to-day human resources and payroll activities of a Disaster Recovery DWG.
- (2) **Long-term Unemployed Individual** – An individual who has been unemployed for six (6) out of the last 13 weeks. An individual is considered unemployed if they were not employed during the weeks in question or were employed in irregular jobs, such as day labor, or in part-time positions, (i.e., an average of 20 hours or less for the six weeks).
- (3) **Significantly Underemployed** – A self-employed individual whose income from self-employment is no longer adequate to maintain self-sufficiency or meet living expenses.
- (4) **Worksite** – Entity with which participants are placed to engage in disaster-relief employment as described in section IV.G.2.
- (5) **Worksite Supervisor** – Individual at a temporary disaster-recovery worksite who is responsible for overseeing the day-to-day work of temporary disaster-relief workers assigned to the worksite.

VI. RESOURCES

[National Dislocated Worker Grants – WIOA Desk Reference](#)

[National Voluntary Organizations Active in Disaster Resource Center](#)

VII. REVISION HISTORY

Date	Description
6/9/2021	Approved by CareerSource Florida Board of Directors.
6/10/2021	Issued by Florida Department of Economic Opportunity.
8/16/2023	Updated to conform to TEGL 16-21 and re-issued by the Florida Department of Commerce.