

P.O. Box 995  
1550 Gadsden Street  
Columbia, SC 29202  
dew.sc.gov



Henry McMaster  
Governor  
  
William H. Floyd, III  
Executive Director

---

## STATE INSTRUCTION NUMBER 24-12

**To:** Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators  
DEW Area Directors  
DEW Regional Managers

**Subject:** Disaster Recovery DWG

**Issuance Date:** July 7, 2025

**Effective Date:** July 7, 2025

**Purpose:** To provide guidance on Disaster Recovery National Dislocated Worker Grants (DWGs), outlining eligibility requirements, application procedures, and project management and monitoring processes. **This guidance replaces State Instruction 20-05, Change 1.**

### **References:**

- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128 §§ 3(15), 170
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Public Law 93-288, as amended, § 102(6), (10)
- 2 CFR Part 200; 20 CFR §§ 687.110, 687.170(b), 687.180(b)-(c)
- TEGLs 10-09; 12-19, Change 1; 14-18; 23-19, Change 1 and 2; 09-24

**Background:** DWGs are discretionary grants awarded by the Department of Labor (DOL) under WIOA Section 170 to provide employment-related services for dislocated workers and other eligible individuals. DWGs are supplemental, time-limited funding assistance in response to major economic dislocations or other events that cause significant impact on states and local areas that exceed the capacity of existing formula funds and other relevant resources.

Disaster Recovery DWGs provide temporary disaster-relief and humanitarian assistance, as

well as employment and training activities, as appropriate, in response to applicable emergency or disaster declarations as defined in 20 CFR § 687.110(b), including public health emergencies. Disaster Recovery DWGs help communities address and recover from the impact of a disaster or emergency, and to help develop a workforce better equipped for resiliency to disaster events in the future.

DWG projects should align with other state and local programs, including Rapid Response, layoff aversion, and the WIOA Title I Dislocated Worker Program, and should focus on addressing employment and training needs in states and local areas.

DOL requirements are available at [www.grants.gov/search-results-detail/357771](https://www.grants.gov/search-results-detail/357771). Navigate to the *Related Documents* tab and expand the folder titled *Folder: Other Supporting Documents – Suggested Applications*. Within the list, locate the file named *Disaster Recovery DWG Requirements*, with an accompanying attachment titled *Disaster Recovery DWG Required Documents and Information.pdf*. The complete guidance is titled *Disaster Recovery DWG Application: Required Application Elements and Instructions*.

### **Policy:**

### **Requirements For Disaster Recovery DWGs**

See TEGL 09-24, Attachment I – National Dislocated Worker Grant Program Guidance and Application Information, for detailed guidance on operating a Disaster Recovery DWG.

### **Eligible Applicants**

Eligible applicants for Disaster Recovery DWGs are the state, outlying area, or Indian tribal governments as defined by the Stafford Act § 102.

*Eligible Participants.* The following are eligible to receive services provided through a Disaster Recovery DWG, per 20 CFR § 687.170(b):

1. Individuals temporarily or permanently laid off due to the emergency or disaster
2. Dislocated workers as defined in WIOA Section 3(15)
3. Long-term unemployed individuals, defined below
4. Self-employed individuals who became unemployed or significantly underemployed, defined below, due to the emergency or disaster

*Long-term Unemployed Worker.* A long-term unemployed worker is unemployed at the time of eligibility determination and meets any one of the following:

- No employment history
- Incarcerated previously or within 180 days of release from incarceration
- Unemployed for 11 or more nonconsecutive weeks over the last 26 weeks

*Significantly Underemployed.* A self-employed individual is significantly underemployed at the time of eligibility determination if any of the following apply:

- Employed less than full-time (less than 30 hours per week), but seeking full-time employment
- Employed in a position that is inadequate with respect to their skills and training
- Employed, but meets the definition of a low-income individual in WIOA § 3(36)
- Employed, but current earnings are not sufficient compared to their earnings before the disaster or emergency

*Subrecipients and Subawards.* Where applicable, DWG applicants must identify any subrecipients that will support grant activities. A subrecipient is an entity that receives a subaward to carry out part of a federal grant but does not include an individual who is a beneficiary of such award. Subawards are awards provided by a pass-through entity to a subrecipient to carry out part of a federal award received by the pass-through entity.

Grant recipients may subaward funds to Local Workforce Development Boards (LWDBs) or other entities such as public and private agencies and organizations that were previously engaged in projects consistent with DWG cost limitations. Subrecipients are to adhere to the same terms and conditions applicable to the DWG grant recipient.

*Priority Enrollment.* Veterans and eligible spouses who meet DWG eligibility will receive priority of service for training under DWGs as described in TEGL 10-09, *Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the US Department of Labor*.

*Self-Attestation and Eligibility Documentation.* In situations when disaster events impact the availability of eligibility documentation, self-attestation is acceptable as an eligibility determinant. Where self-attestation is listed as an option for source documentation in TEGL 23-19, Change 2, Attachment II, grant recipients do not need to obtain any additional document to validate the self-attested source documentations.

Subrecipients must demonstrate that they have a process for determining eligibility, which can include self-attestation of characteristics when other documentation is unavailable.

## **General Policies for Disaster Recovery DWGs**

*Limit on Disaster-Relief Employment Duration.* Participants in disaster-relief employment positions may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. Grant recipients may request a grant amendment to extend the existing participants' employment period for up to an additional 12 months. This amendment must justify extending participants' disaster-relief employment.

**NOTE:** The limit on employment duration is determined by an *individual participant's* hours worked, not by the start date of the grant, or the date of an award of a contract to a Disaster-Relief Employer.

*Disaster-Relief Employment Locations.* Grant recipients must prioritize cleaning up the most severely damaged public communities, facilities, and property in disaster zones, and focus on providing humanitarian aid to economically disadvantaged areas within those zones. Where possible, grantees must prioritize enrollment of eligible participants most in need of economic support or workforce development services, such as, but not limited to individuals with disabilities, aging workers, and workers in rural communities. The **DWG Worksite Selection Checklist** (attached) should be used when determining disaster-relief employment location eligibility.

**NOTE:** Work may also be conducted on private property when the conditions described in TEGl 09-24, Attachment I are met.

*Participant Wages.* Generally, participants must be compensated at the same rates as comparable employees at the same employer, including periodic increases, shift differential, benefits, and overtime pay. Disaster-relief workers must receive pay equal to permanent employees in similar roles. All wages must comply with applicable laws and meet or exceed the higher of the rate specified in 29 USC § 209(a)(1) or the relevant state or local minimum wage.

When a disaster-relief employer does not have comparable employees doing the same or similar work, grant recipients must ensure that wages paid to participants:

1. are in line with industry standards for that type of work in the area where the work is to be performed, supported by documentation in the application, OR
2. are at least \$15 per hour.

*Unemployment Insurance (UI) Coverage.* Temporary disaster-relief employment participants may be eligible for unemployment benefits at the conclusion of their employment. UI eligibility for such individuals will be determined using the same factors as any standard claimant, including combined wages and last liable employer.

DWG funds may be used to pay required state UI taxes; however, it cannot be used to pay penalties for failure to remit employer taxes or provide UI coverage where required by law.

## **Application Information and Requirements**

*Application Submission.* Applications must comply with WIOA Section 170, 20 CFR Part 687, TEGL 09-24, Attachment I, and address any additional information from the Grant Officer. For detailed guidance, see DOL's How to Apply webpage: <https://www.dol.gov/agencies/eta/grants/apply>.

For Disaster Recovery DWGs, submit a complete application package through Grants.gov at: <https://grants.gov/search-results-detail/357771>. The package must follow TEGL 09-24, as well as the Suggested Grant Application and Budget Narrative Instructions.

### Emergency Application

As an eligible applicant, the Department of Employment and Workforce (DEW) may submit an abbreviated Emergency Application for Disaster Recovery DWG Funds immediately after a qualifying emergency or disaster declaration.

The full funding request is not identified when submitting an emergency application. DOL awards an initial funding allotment of no more than \$1 million to begin grant activities while DEW assess the full impact and develops a full Disaster Recovery DWG application.

Generally, DOL accepts emergency applications as follows:

1. When a qualifying disaster is declared by Federal Emergency Management Agency (FEMA) or a Federal agency with jurisdiction over the disaster within 45 business days of the emergency or disaster event.
2. When an emergency application is submitted within 15 business days of the qualifying declaration.

*Before Emergency Application.* Upon the declaration of an emergency by FEMA or another Federal agency with jurisdiction, DEW will work together with the Local Workforce Development Areas (LWDAs) to collect the following information on local conditions:

- The qualifying declaration (a citation, attachment, reference number, and link)
- An assessment of the damages of the qualifying emergency or disaster event on the communities covered by the declaration
- If the qualifying declaration is issued by a federal agency *other than* FEMA, attestation

that the emergency or disaster event may cause 50 or more layoffs

- A list of communities to be included in the grant
- If known, job titles and job descriptions for any disaster-relief employment that may begin prior to submission of the full application

Upon receiving the Disaster Recovery DWG funding under an emergency application, DEW will begin serving eligible participants as quickly as possible to support economic and employment-related recovery in the disaster area(s).

### Full Application

*Before Full Application.* Within 30 days from receiving emergency funding, the LWDA(s) must submit a request to DEW for disaster recovery assistance. DEW uses this information to complete the full application, based on DOL's *Disaster Recovery DWG Application: Required Application Elements and Instructions*. A local request must include:

- The counties included in the proposed projects' service area
- A detailed Community Needs Assessment, which details the following:
  - The impacts of the Qualifying Event on the Proposed Service Area
  - A description of Disaster-Relief Employment Needs
  - The proposed Disaster-Relief Employment to Address Identified Needs
  - The Employment and Training Priorities
  - A description of Employment and Training Activities
- Employment location information, including:
  - The list of worksites
  - A description of the process to identify worksites
  - A description of the monitoring and oversight process of the proposed projects and worksites
- Estimated enrollment projections in each of the following categories:
  - The total number of planned participants
  - Participants anticipated to ONLY receive disaster-relief employment services
  - Participants anticipated to ONLY receive employment and training services
  - Participants anticipated to receive BOTH employment and training services AND are engaged in disaster-relief employment
- A budget and a detailed budget narrative
- The current negotiated indirect cost rate agreement
- Projected Costs for the following:
  - Disaster-Relief Employment Activities
  - Disaster Relief Employment Positions
  - The expected grant spending for employment and training programs.

- The projected timeline of proposed goals and objectives over the performance period

Local funding requests must include Disaster-Relief Employment as a recovery strategy. LWDAs must coordinate with local emergency management agencies to avoid duplication of efforts and to ensure activities appropriately respond to the affected community's needs.

*Application Checklist.* Applications are evaluated using the **DWG Application Checklist** (attached) to ensure overall compliance with federal guidance and that the disaster recovery activities closely align with and articulate the necessary assistance. DEW may request additional information or clarification on any part of a LWDA's application.

A full application for a Disaster Recovery DWG is expected to reflect the results of the following activities, as described in 20 CFR § 687.140(b):

1. Assess initial clean-up and humanitarian needs of the affected areas
2. Confirm that enough eligible individuals are available to conduct the planned work
3. Coordinate with LWDB(s) and chief elected official(s) of the LWDA(s) where the proposed project will operate

Within 60 business days following the notification of a Disaster Recovery DWG request via an emergency application, DEW must submit a full application, including a funding request. If the timeline cannot be met, grant recipients must notify DOL for technical assistance or to request an extension of no more than 30 business days.

*Community Needs Assessment.* The Community Needs Assessment describes the qualifying event and its associated impacts and sets the scope of the planned response. See the **DWG Application Checklist** and DOL's *Disaster Recovery DWG Application: Required Application Elements and Instructions* for more information.

## **Grant Awards**

*Allowability of Costs.* DOL reviews DWG applications to ensure the proposed activities' costs are allowable (i.e., necessary, reasonable, and allocable) based on the information provided in the application. Generally, applications must explain how the estimated costs are determined using existing fiscal policies or costs for comparable programs, in alignment with the project's activities and Community Needs Assessment.

Within 45 calendar days of submitting the full application, DOL determines the approval for funding. DOL will issue a notice of award for successful applications no later than 10 days following the approval.

## **Grant Funding Approach**

### DOL Funding Approach

DOL aims to award all DWGs in-full, with funding limitations described below. Applications are evaluated case-by-case, with funding given in-full or incrementally based on several factors, including:

- Availability of funds
- Severity of the qualifying event, shown in the application or as determined by DOL
- The viability of a proposed project
- Prior performance or demonstrated capacity to effectively manage a DWG

Disaster Recovery DWG awards will generally not exceed the following limits:

- \$5 million: For FEMA-declared emergencies or disasters.
  - If a disaster affects multiple large population centers within a state or the applicant demonstrates the impacts require higher funding levels, DOL may award up to \$10 million.
- \$1.5 million: For emergencies or disasters of national significance, such as the public health emergency declaration for the opioid epidemic.
  - This can be adjusted for extraordinary circumstances that indicate a higher award amount is appropriate.

DOL may approve a funding amount lower than requested for situations such as:

- Applications requests that exceed fund availability or published funding limitations
- Evolving qualifying events where determining the full impact requires additional time
- Where applicants have not demonstrated experience or performance with DWGs
- Based on other circumstances as determined by DOL

### South Carolina Funding Approach

DEW will follow the new DOL funding approach and aim to fulfill each LWDA funding request in-full. The information that the LWDA(s) submit to DEW for the DWG Full Application will determine the availability and allocation of funds.

**NOTE:** DEW reserves the right to grant funds incrementally to each LWDA, approve a funding amount lower than requested, or withhold funding all together.



## **Management, Oversight, and Monitoring**

*Project Implementation Plan.* Unless otherwise specified by the regional office, grant recipients must develop a Project Implementation Plan based on the approved project design and funding details in the grant award. This plan must include timelines, anticipated outcomes, challenges, and other relevant information to enable DOL to provide support. Recipients have 60 business days from the grant award to complete the plan and submit it to the Federal Project Officer.

**NOTE:** DEW reserves the right to seek out and employ a Project Manager for the duration of any Disaster Recovery DWG project.

### Required Policies and Procedures

*Participant Eligibility.* Grant recipients must develop and follow written policies and procedures when determining participant eligibility, including a protocol for verifying participant eligibility in alignment with WIOA.

*Worksite Selection and Management.* Grant recipients must establish written policies specifying that Disaster-Relief Employers will ensure the same health and safety standards for the working conditions of the project participants and the permanent employees.

*Employment and Training Services.* Grant recipients must develop and follow policies to effectively carry out both A.) disaster-relief employment activities and B.) employment and training activities, including career services, training services, and supportive services.

### Performance

*Performance Measures.* For DEW, negotiated performance measures for the WIOA Title I Dislocated Worker program serve as a basis for DWG's performance goals. Applicants may request additional considerations to set performance measures for an individual grant.

*Reporting.* DWG recipients must submit Quarterly Performance Reports (QPR) and Quarterly Narrative Reports (QNR) in accordance with TEGL 14-18, Attachment 6. See further resources and information on the DWG performance website: <https://www.dol.gov/agencies/eta/dislocated-workers/performance>. Performance data may be posted publicly on DOL's website.

Financial reports must be submitted using the ETA-9130(G) Financial Report, including training expenditures under Section 11c. See guidance and instructions at the Financial Reporting website: <https://www.dol.gov/agencies/eta/grants/management/reporting>.

*Monitoring Grant Recipients.* DEW regularly reviews quarterly progress reports, monthly Financial Status Reports (FSRs) and Request for Payment (RFPs), and SC Works Online Services (SCWOS) participant file reviews. Annual programmatic and financial compliance monitoring of each LWDA extends to discretionary grants like DWGs. Monitoring of the Disaster Recovery DWG program include a combination of desktop and on-site visits.

Subrecipients must oversee sub-grantee, sub-contractor, and disaster-relief worksite activities to ensure DWGs follow regulations and contract terms. At a minimum, the monitoring review should cover:

- Participant eligibility
- Assessment
- Individual Employment Plans (IEPs)
- Expenditures, including disaster employment wages and fringe benefits
- SCWOS data entry
- Activity reports submitted by worksite employers/supervisors

Monitoring also involves interviews with worksite employers and participants. The attached **Worksite Inspection Checklist** should be used. Sub-recipients must submit written reports of any findings, observations, and corrective action to DEW.

**Action:** Please ensure that all appropriate staff receive and understand this policy.

**Inquiries:** Questions may be directed to [WorkforcePolicy@dew.sc.gov](mailto:WorkforcePolicy@dew.sc.gov).

*Nina Staggars*

---

Nina Staggars, Assistant Executive Director  
Workforce Development Division

Attachment:

- DWG Application Checklist
- DWG Worksite Inspection Checklist
- DWG Worksite Selection Checklist

**National Dislocated Worker Grant  
Application Checklist**

**Application Reviewed By:** Click or tap here to enter text.

**Date of Review:** Click or tap to enter a date.

Application Requirement	Requirement Met?
<b>EMERGENCY APPLICATION</b>	
<p><b><u>Application is Complete:</u></b></p> <ul style="list-style-type: none"> <li>• The following criteria is met:               <ul style="list-style-type: none"> <li>○ Declaration of a qualifying disaster is made by FEMA or other Federal agency with jurisdiction within 45 business days of the emergency or disaster event</li> <li>○ Submission is within 15 business days of qualifying disaster</li> </ul> </li> <li>• SF-424 form, version 4.0</li> <li>• Cover Letter, including:               <ul style="list-style-type: none"> <li>○ The qualifying declaration</li> <li>○ Brief description of the impact on the community</li> <li>○ If the declaration is made by a Federal agency other than FEMA, attest that the emergency or disaster event may cause 50 or more layoffs</li> <li>○ A list of communities to be included in the grant</li> <li>○ If known, job titles and job descriptions for any disaster-relief employment that may begin prior to submission of the full application</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>FULL APPLICATION</b>	
<p><b><u>Application is Complete:</u></b></p> <ul style="list-style-type: none"> <li>• General Information:               <ul style="list-style-type: none"> <li>○ Applicant Information</li> <li>○ Primary Project Point of Contact</li> <li>○ Identification of Qualifying Event</li> <li>○ Funding Request</li> <li>○ Emergency Management Agency Coordination</li> <li>○ Project Start Date and Period of Performance</li> </ul> </li> <li>• Statement of Work               <ul style="list-style-type: none"> <li>○ Project Overview</li> <li>○ Community Needs Assessment</li> </ul> </li> <li>• Projected Enrollment and Costs               <ul style="list-style-type: none"> <li>○ Projected Enrollment Breakdown: Types of Activities</li> <li>○ Projected Costs: Disaster-Relief Employment Activities</li> <li>○ Projected Costs: Disaster-Relief Employment Positions</li> <li>○ Projected Expenditures: Employment and Training Activities</li> </ul> </li> <li>• Application Narrative, including:               <ul style="list-style-type: none"> <li>○ Process for worksite management</li> <li>○ Process for worksite monitoring and oversight</li> </ul> </li> <li>• Budget and budget narrative</li> <li>• Current Negotiated Indirect Cost Rate Agreement</li> <li>• Project Timeline</li> <li>• Abstract</li> </ul>	<input type="checkbox"/>

<p><b><u>Community Needs Assessment describes at a minimum:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Impact:</i> The impacts of the declared emergency or disaster event, prioritizing communities and individuals most at-need due to the disaster/emergency, or economic/other disadvantages.</li> <li>• <i>Description of Employment Needs:</i> The cleanup/humanitarian needs directly resulting from the declared emergency or disaster event.</li> <li>• <i>Proposed Employment:</i> How the proposed disaster-relief employment will address the needs and help mitigate the effects of the declared emergency or disaster event and promote community recovery.</li> <li>• <i>Employment and Training Priorities:</i> How to recruit/enroll eligible individuals and ensure that participants can successfully complete their grant-funded activities.</li> <li>• <i>Employment and Training Activities:</i> How DWG funds will provide opportunities for individuals to return to unsubsidized employment because of grant activities.</li> </ul>	<input type="checkbox"/>
<p><b><u>Review of Proposed Disaster-Relief Jobs:</u></b></p> <ul style="list-style-type: none"> <li>• Proposed jobs align with humanitarian assistance and clean-up needs.</li> <li>• Project Activities are consistent with those specified for the proposed service area.</li> <li>• Requirements for disaster-relief positions and project activities align with details in the Community Needs Assessment, Budget, and Budget Narrative.</li> <li>• The list or table of disaster-relief jobs does not introduce new needs or ideas beyond the Community Needs Assessment.</li> </ul>	<input type="checkbox"/>
<p><b><u>Review Description of Worksite Management and Monitoring/Oversight Plan:</u></b></p> <ul style="list-style-type: none"> <li>• A timeline guides enrollment and worksite reviews, while the application outlines general worksite oversight.</li> <li>• Procedures ensure worksite agreements are established, reviewed, and updated, with priority given to clean-up and humanitarian aid for disadvantaged areas.</li> <li>• New worksites and disaster-relief jobs align with the approved grant agreement and scope of work.</li> <li>• Policies and internal controls manage worksites, covering worksite establishment, identification of temporary jobs, supervision, and oversight—including payroll, wages, and employment duration.</li> <li>• Procedures address emerging challenges, such as employment duration limits, wages, worksite selection, work on private property, and health and safety standards.</li> </ul>	<input type="checkbox"/>
<p><b><u>Review of Projected Enrollment and Costs:</u></b></p> <ul style="list-style-type: none"> <li>• An estimate of the enrollment and the average hourly wage for each job type is projected for each category: <ul style="list-style-type: none"> <li>○ Total number of projected participants</li> <li>○ Participants ONLY receiving disaster-relief employment services</li> <li>○ Participants ONLY receiving employment and training services</li> <li>○ Participants receiving BOTH employment and training services AND are engaged in disaster-relief employment</li> </ul> </li> <li>• Only eligible participants are enrolled, and employers comply with the disaster-relief employment requirements.</li> <li>• Planned enrollments and expenditures for disaster-relief employment and employment and training services align with Community Needs Assessment, Budget, and Budget Narrative.</li> </ul>	<input type="checkbox"/>
<p><b><u>Review of Overall Project Management Plan:</u></b></p> <ul style="list-style-type: none"> <li>• A project timeline reflects major proposed goals an objective over the project performance period.</li> </ul>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Policies and internal controls are in place to manage the project overall and ensure compliance with general policies for disaster recovery under TEGl 12-19, Change 1.</li> <li>• Internal controls are in place to ensure corrective action, where required, to ensure adherence to the project goals.</li> </ul>	
<p><b><u>Abstract Includes At Least The Following:</u></b></p> <ul style="list-style-type: none"> <li>• A summary of the impacts of the qualifying emergency or disaster event, including areas covered by the declaration.</li> <li>• An overview of the activities that are likely to be included in the grant.</li> <li>• A description of the types of participants to be enrolled</li> <li>• A list of the subrecipients likely under the grant, and a summary of the kinds of activities they will carry out.</li> <li>• Any deliverables or expected outcomes.</li> </ul>	

<b>Reviewer Notes/Comments:</b>	<b>Recommended for Funding?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Click or tap here to enter text.</p>	

**National Dislocated Worker Grant  
Worksite Inspection Checklist**

<b>Inspection Completed By:</b> Click or tap here to enter text.	<b>Date of Inspection:</b> Click or tap to enter a date.
--	--

Worksite Inspection Activities	Completed
<b>Document Collection and Review</b>	
Review participant timesheets.	<input type="checkbox"/>
Review documentation of participant wages and fringe benefits.	<input type="checkbox"/>
Review applicable worksite policies and procedures.	<input type="checkbox"/>
Review documentation of safety training and any other training provided to the participant.	<input type="checkbox"/>
Review worksite progress reports to ensure that allowable clean-up/recovery activity is occurring.	<input type="checkbox"/>
<b>Tour Worksite and Conduct Interviews*</b>	
Tour/inspect worksite to ensure that the environment is safe.	<input type="checkbox"/>
Interview participant(s): <ul style="list-style-type: none"> <li>• Suggested participant questions:               <ul style="list-style-type: none"> <li>○ What is your work schedule?</li> <li>○ How many hours per week do you work?</li> <li>○ Where do you clock-in/clock-out for work?</li> <li>○ What is the process for requesting time off from work?</li> <li>○ Have you received any training? If yes, describe the training you received.</li> <li>○ Are you provided with protective equipment as needed to perform your job duties?</li> <li>○ Describe your job duties and what you are expected to do each day?</li> <li>○ What happens if there isn't any work for you to do?</li> <li>○ Is your work environment safe?</li> <li>○ To whom do you report issues or concerns?</li> </ul> </li> </ul>	<input type="checkbox"/>
Interview worksite supervisor(s): <ul style="list-style-type: none"> <li>• Suggested employer/worksite supervisor questions:               <ul style="list-style-type: none"> <li>○ What is the participant's work schedule?</li> <li>○ How many hours per week does the participant work?</li> <li>○ What is the process for clocking-in/clocking-out for work?</li> <li>○ What is the process for requesting time off from work?</li> <li>○ Where and how is documentation of time, wages, and benefits maintained?</li> <li>○ Describe the participant's job duties and what they are expected to do each day.</li> <li>○ What happens if there isn't any work for the participant to do?</li> <li>○ Have you provided the participant with safety training as required by OSHA?                   <ul style="list-style-type: none"> <li>▪ Describe the training.</li> <li>▪ When did the training occur?</li> <li>▪ How long did the training last?</li> <li>▪ Did the participant receive a certificate of completion or another type of credential?</li> </ul> </li> <li>○ What type of protective equipment has the participant received in order to safely perform their job duties?</li> <li>○ Is the worksite still current on all Federal and state tax obligations?</li> <li>○ Does the worksite have a current and applicable insurance policy?</li> <li>○ Is the worksite still compliant with Federal and state health and safety standards?</li> </ul> </li> </ul>	<input type="checkbox"/>

\*The list of participant and employer questions is not intended to be exhaustive. Additional criteria may be added at the discretion of the LWDA/Subrecipient or based on future state and/or Federal guidance.

**Comments:** Click or tap here to enter text.

\*The list of participant and employer questions is not intended to be exhaustive. Additional criteria may be added at the discretion of the LWDA/Subrecipient or based on future state and/or Federal guidance.

*Version July 2025*

**National Dislocated Worker Grant  
Worksite Selection Checklist**

<b>When selecting DWG worksites, consideration should be given to the following criteria*:</b>	<b>Yes/No</b>
The disaster-relief employment is in the geographic disaster area covered by the qualifying disaster declaration.	<input type="checkbox"/>
The employment location is public property as discussed in State Instruction 24-12.	<input type="checkbox"/>
The worksite is in an area severely damaged by the disaster or economically disadvantaged.	<input type="checkbox"/>
The worksite employer is current on all Federal and state tax obligations.	<input type="checkbox"/>
The worksite employer has current, applicable, and adequate insurance coverage, including Workers Compensation.	<input type="checkbox"/>
The worksite is current and in compliance with Health and Safety Standards.	<input type="checkbox"/>
<p>The worksite employer demonstrates an understanding of the DWG program, allowable activities, limitations, and its responsibilities as a worksite employer <b>and</b> agrees to comply with requirements of the program.</p> <p>Responsibilities include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Payment of wages and fringe benefits: the worksite employer must pay disaster-relief participants the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer.</li> <li>• Health and safety training: the worksite employer must provide appropriate safety training to disaster-relief participants and ensure safe working conditions, which includes the provision of Personal Protective Equipment (PPE).</li> <li>• Monitoring: worksite employers must submit regular activity reports and participate in onsite and virtual monitoring reviews conducted by the Subrecipient, DEW, and DOL.</li> <li>• Recordkeeping: worksite employers must maintain all records, including timesheets or timecards, absences, disciplinary records, dates and types of training provided, etc., related to disaster-relief employment.</li> <li>• Other duties: the worksite employer may be expected to accept additional responsibilities depending on local policies or future state and/or Federal guidance.</li> </ul>	<input type="checkbox"/>

**Comments:** Click or tap here to enter text.

\*The list of criteria is not intended to be exhaustive. Additional criteria may be added at the discretion of the LWDA or based on future state and/or Federal guidance.

Version July 2025