**LWIA #:**

**Completed By:**

**Date:**

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| **DISASTER RECOVERY (DR)** | **EMPLOYMENT RECOVERY (ER)** |
| Funding Request:       | Funding Request:       |
| Total Number of Participants:       | Total Number of Participants:       |
| Eligible Disaster Counties: All counties | Counties To Be Served: LWIA-wide |
| Grant Period: June 1, 2020-March 31, 2022 | Grant Period: anticipated June 1, 2020-TBD |
| Disaster Declaration: FEMA-4489-DR-IL |  |
| Disaster Incident Period: January 20, 2020- continuing |  |

1. Local Disaster Description: Summarize the impact COVID-19 has had on the service area. Describe the damage and loss that necessitates humanitarian assistance and/or clean-up, and also employment recovery efforts (assisting businesses and laid off workers).

1. Local Area Needs Assessment: Provide information on the process of determining needs that will be addressed by DWG funding:

2a) Related to Disaster Recovery (DR): List specific entities and agencies that were contacted in order to assess/survey the local government and non-profit need for humanitarian assistance and clean-up/recovery efforts, including such entities as Regional IEMA, County Emergency Management, local Elected Officials, community-based organizations/social service agencies, community stakeholders, etc. Discuss any prioritization strategy for selecting worksites.

2b) Related to Employment Recovery:

1. Describe the layoff event(s) impacting dislocated workers and the effect it has had on the service area. What efforts have been taken to communicate with businesses that are laying off workers to determine worker needs—discuss employer outreach activities, including Rapid Response, to establish the projected participant number, the planned career and training services to address the specific needs of the affected workers, and the requested funding amount. *Complete Employer Worksheet.*

1. If you plan to serve trade-impacted layoffs, provide the status of the Trade Adjustment Assistance (TAA) petition. Have the layoffs been certified as eligible for TAA? Is a determination pending? Do you anticipate new filings?

1. Coordination with Partners: Discuss communication to coordinate outreach and project services with partners:

3a) Disaster Relief Employment: 1. Discuss communication with FEMA/IEMA/County Emergency Management, local government worksites, and other appropriate organizations to ensure coordination and non-duplication of services/costs, especially for those entities awarded a FEMA Public Assistance grant. 2. Discuss steps that have been or will be taking place to ensure compliance with the Endangered Species Act (DNR) if workers will be entering or impacting natural areas so that activities do not negatively affect endangered species or their habitats. (DR)

3b) Employment and Training Services: Discuss partnerships with Employers, industry organizations, AJC partners, education institutions, CBOs, faith-based organizations, etc. (DR & ER)

1. Aligning DR and ER Services: If utilizing both DR and ER funding, discuss how you will align and coordinate the two grants to maximize service delivery. (DR and ER participant eligibility provided below.)

1. Participant Outreach and Recruitment Strategies: Describe your plans and strategies to recruit an adequate number of eligible\* and qualified individuals willing to participate in:

5a) Disaster Recovery grant outreach/recruitment:

5b) Employment Recovery grant outreach/recruitment:

1. Participant Assessments: Discuss what assessments will be utilized to identify challenges participants will need to address and what are the anticipated challenges the agency is prepared to alleviate. Discuss what assessments will be utilized to identify appropriate placement in education and work placement opportunities.

1. Barriers to Employment: Provide a description of anticipated employment barriers of project participants.

1. Employment and Training Services: Describe IEP development and describe the types of comprehensive reemployment services to be provided to participants that result in achieving the goal of permanent employment. Include any plans to co-enroll participants in other WIOA grants if eligible (note that DR long-term unemployed participants may not meet formula eligibility for co-enrollment). Discuss plans to provide follow-up services following participant placement into permanent employment. (Note that DR Participants may receive disaster relief employment services ONLY, or they may receive employment and training services ONLY, or they may receive both disaster relief employment and employment and training services.)

1. Work-Based Training: Work-based training (e.g., OJT, customized training, transitional jobs, work experience/internships, apprenticeships; note that Incumbent Worker Training is NOT allowed in DWG grants) is available for both DR and ER. Identify what types/categories of work-based training will be offered and the outreach activities undertaken to identify worksites/employers.

1. Disaster Relief Employment: DRE is only available for DR. Please address the following:

10a) Participant Job Match: Explain how you will match up participants with specific DRE slots/jobs taking into considering participant skills, qualifications and interest in the job duties. Also discuss any plans to conduct targeted recruitment to identify individuals who possess specific skills required by a particular worksite.

10b) DRE Participant Pre-Enrollment Activities: Discuss requirements for background checks, drug screening, tetanus shot, physicals, etc. for DRE candidates before they can report to a disaster worksite.

10c) Disaster Relief Employment—Qualified/Trained Workers: For all DRE jobs, describe how you will ensure that temporary workers are qualified and well trained to successfully and safely carry out job responsibilities, including any plans for training eligible participants who lack qualifications or past experience.

10d) DRE Participant Orientation: Discuss DRE participant orientation and/or onboarding to demonstrate the conveyance of worksite rules and general employment policies, job expectations, safety requirements—including COVID-19 related safety requirements, supervision, work hours and schedule, pay, timesheets, job descriptions that are written specifically for humanitarian assistance and/or disaster recovery tasks, performance evaluation, etc.

10e) DRE Participant Supervision and Evaluation: Discuss planned supervisor-to-worker ratio or some other indicator of supervision to demonstrate adequate oversight, guidance, and supervision of all DRE participants. Discuss supervision of worksite to ensure COVID-19 related safety requirements are being followed. Discuss plans for worker evaluation/performance reviews and the sharing of that information with the worker allowing an opportunity for improvement and growth.

10f) Disaster Worksite Needs: Describe how specific disaster worksite needs were determined in terms of: work to be performed; number of workers needed; number of months needed; skills required; job titles/categories. Discuss how the appropriate wage for each job title was determined.

1. Employer of Record; Use of Employment Agency: Discuss your plans for identifying/ determining the employer of record for worksites and any plans to use an Employment Agency for this role. (Note: The employer of record provides the mechanism for hiring, insuring, overseeing, and paying the temporary workforce.)

1. Safety Training:

12a) In light of the COVID-19 crisis, discuss how participants will be kept safe, trained in safety standards and procedures, and provided appropriate protective clothing and gear.

12b) Discuss plans for initial and ongoing or periodic workplace safety training for workers in terms of content/topics and timeline. Training should include the safe use of tools and equipment as appropriate.

1. Supportive Services and Needs-Related Payments:

13a) Describe supportive services that will be provided to project participants (e.g., transportation, child care, emergency services, etc.). Describe support services that will be provided on-the-job through either work experience or DRE, for example tools, protective clothing and safety equipment, work clothing, etc. that will be purchased for workers to safely and effectively perform their humanitarian assistance and disaster recovery work tasks.

13b) Discuss plans to offer Needs-Related Payments to eligible training participants for DR and/or ER grants.

13c) Supportive Services and Needs-Related Payments must be provided consistent with local policies. Discuss any plans under consideration to revise current policies to address anticipated participant need in light of the COVID-19 pandemic.

1. Permanent Employment Placement Services: Discuss what services will be provided to assist participants in gaining employment or reemployment and how these services will assist participants in gaining unsubsidized, sustainable employment in demand occupations.

1. Project Oversight, Management and Monitoring: Describe the day-to-day oversight and management of the project including:
	1. Tracking training service attendance and completion;
	2. Tracking work-based training and/or disaster relief employment:
		1. Evaluating worksites and establishing a worksite agreement per labor standards;
		2. Addressing any work-related issues/problems with either the worksite or employee;
		3. Tracking of participant work hours (for DRE 2,080-hour limit cannot be exceeded for any participant);
		4. Reviewing the work being performed at worksites to ensure that work activities are relevant to the training opportunity and that DRE worksites continue to perform work related to the disaster and NOT ongoing maintenance or improvements; and
		5. Observing worksite safety in terms of workers and supervisors following CDC and local Health Department requirements related to COVID-19 health and safety precautions.
	3. Reviewing actual-to-planned performance in terms of expenditures, number of participants in training, number of participants at worksites, work progress, etc. and making adjustments as necessary;
	4. Oversight of contractors including contracted worksite placement;
	5. Monitoring of grant, including worksites; and
	6. The development and implementation of corrective action plans as appropriate.

1. Project Implementation Plan and Timeline: Provide adequate detail to show the various major activities that will be undertaken to start up/implement and manage the project(s). (If an activity is specifically related to DR or ER identify as such.)

*(add an additional page as needed)*

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# \*Eligible Participants

# Disaster Recovery Grants

Eligible project participants must be one of the following:

1. An eligible dislocated worker;
2. An individual temporarily or permanently laid off as a consequence of the disaster or emergency;
3. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster; or
4. A long-term unemployed individual as defined by the State below:
	* An individual with a work history who is seeking employment and has been unemployed or underemployed for 10 non-consecutive weeks out of the last 26 weeks; or
	* An individual without a work history or with a sporadic work history (e.g., temporary or seasonal employment, multiple terminations, etc.) who is seeking employment.

Priority is to be given to workers dislocated (temporarily or permanently) as a result of the disaster. If a person is eligible as a Dislocated Worker and also one of the other three categories above, they are to be certified/enrolled/served as a Dislocated Worker which will allow a project participant to be co-enrolled under other Dislocated Worker grants (e.g., formula) as appropriate.

Employment Recovery Grants

Eligible project participants are eligible dislocated workers.