



**FEBRUARY 17, 2025**

**TO:** All Western Piedmont Workforce Development NCWorks Career Center Staff

**SUBJECT:** National Dislocated Worker Grant for Hurricane Helene Disaster Recovery Policy

**EFFECTIVE DATE:** Immediately

**EXPIRATION DATE:** Indefinite

**CONTACT:** Workforce Development Program Manager

  
Charity Patterson Hamber (Feb 21, 2025 08:43 EST)

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Charity Patterson Hamber  
Workforce Development Director

# NATIONAL DISLOCATED WORKER GRANT FOR HURRICANE HELENE DISASTER RECOVERY POLICY

**PURPOSE:** To provide guidance to Western Piedmont Workforce Development NCWorks Career Center Staff on the appropriate use of National Dislocated Worker Grant (NDWG) Disaster Funds for Hurricane Helene Disaster Recovery. *To Rescind the National Dislocated Worker Grant for Hurricane Helene Disaster Recovery Policy dated February 3, 2025.*

**BACKGROUND:** On October 11, 2024, USDOL announced the conditional approval of \$10 million National Dislocated Worker Grant (NDWG) funding for N.C. Hurricane Helene Disaster Recovery. With the initial award amount of \$2 million in Dislocated Worker Grant funding. The Department of Commerce, Division of Workforce Solutions awarded the Western Piedmont Workforce Development Board the amount of \$250,000.00 for the period October 11, 2024 – October 10, 2026. Additional funds will be available as funding is received from USDOL.

Disaster Recovery NDWGs provide temporary disaster-recovery employment, as well as employment and training activities, as appropriate, to minimize the employment and economic impact of declared disasters and emergency situations, in disaster-declared areas as defined in 20 CFR 687.110(b).

Disaster Recovery NDWGs are valuable resources that help communities address and recover from the impacts of an emergency or disaster, and the State Workforce Agency or NDWG grant recipient plays an important role in not only connecting the NDWG to larger disaster recovery efforts but also bringing a workforce development perspective to disaster response. For instance, the grant recipient can raise awareness of workforce preparation needs common across recurring disasters, provide perspective on the range of talent that can fill needed disaster recovery positions, and can train workers in the skills necessary to respond to the current disaster and future disasters. All grant recipients should maximize their resources by making meaningful connections with other one-stop partners and organizations to ensure a streamlined and efficient delivery of services for the participant. It is important that Disaster Recovery NDWGs should begin operating and provide benefits to participants as quickly as possible after receiving a grant award.

**PROCEDURE:** **QUALIFYING EVENTS**

A qualifying event is required to be eligible for NDWG funds. Qualifying events defined below:

1. Emergencies and major disasters, as defined under Section 102 of the Stafford Act (42 U.S.C. 5122), declared by FEMA as eligible for Public Assistance.
2. 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.

Note: Not every Federal declaration of a disaster qualifies for Disaster Recovery NDWG assistance. Applicants must demonstrate that a potentially large loss of employment could result from disaster or emergency. ETA defines this as the potential loss of at least 50 jobs within the disaster area covered by the relevant declaration within the jurisdiction of the applicant. WIOA does not allow declarations by a governor to qualify an applicant for Disaster Recovery NDWG assistance.

3. Relocation of a substantial number of individuals from a state, tribal area, or outlying area affected by a disaster or emergency to other states, tribal areas, or outlying areas outside the disaster or emergency area. ETA will determine whether a relocation is “substantial” based on the information provided in the NDWG application, which includes the number of individuals relocating.

### **ELIGIBLE PARTICIPANTS**

Eligibility must be determined for participants receiving services funded by the NDWG Grant for Hurricane Helene Recover Recovery. Eligibility criteria are listed below:

1. Individuals temporarily or permanently laid off as a consequence of the emergency or disaster. [See the State’s Operational Guidance OG 01-2025 for Long-Term Unemployed and Significantly Underemployed Definitions \(Attachment G\).](#)
2. Dislocated workers as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16); see TEG 19-16 for more specific information on the flexibilities that WIOA provides to Governors with regard to establishing procedures for interpreting and applying the definition of dislocated workers to individuals.
3. Long-term unemployed individuals. [See the State’s Operational Guidance OG 01-2025 for Long-Term Unemployed and Significantly Underemployed Definitions \(Attachment G\)](#) or
4. Self-employed individuals who became unemployed or significantly underemployed. [See the State’s Operational Guidance OG 01-2025 for Long-Term Unemployed and Significantly Underemployed Definitions \(Attachment G\)](#) because of the disaster or emergency.

Note: The Western Piedmont Workforce Development Board [recognizes those who have been unemployed due to Hurricane Helene on September 27, 2024 because of damages to or lack of work at their place of employment, loss of employment with businesses that have since closed due to the lingering effects of Helene, experienced displacement from their homes, or relocation due to loss of personal property or employment.](#) A potential participant may be eligible for the grant if they have taken a job immediately where they are significantly underemployed and not making a livable wage.

### **ENROLLMENT PROCESS**

Those who meet the requirements to receive a Disaster NDWG due to Hurricane Helene should follow the following steps:

1. Review the Hurricane Helene Disaster Recovery Employment Grant Fact Sheet.

2. If eligible and interested, the participant must complete a Wagner-Peyser application in NCWorks.
3. If the prospective participant has their required documents, they should take them to the enrollment meeting. If they are unable to provide the required documents due to Hurricane Helene, we can move forward with enrollment based on self-attestation while trying to assist the participant with obtaining the required documents after enrollment. These documents may also be required for employment and other services; therefore, we will assist them with obtaining necessary documents.
4. Participants must complete and sign the Western Piedmont Workforce Development Written Self-Attest Form for National Dislocated Worker Grant for Hurricane Helene Disaster Recovery (Attachment A) and provide documents if or when available. Self-Attest is the requirement for eligibility and staff will work with the participant to obtain necessary documents.
5. Then participants should complete a WIOA application/enrollment according to the NDWG for Hurricane Helene instructions in the Staff Resources section of ncworks.gov under Grants and go to page 11 Creating the WIOA Enrollment section.
6. The NDWG for Hurricane Helene Disaster Recovery participants will be eligible for assistance listed below. Should other items be needed that are not discussed below, contact the program manager for approval.

Allowed supportive services:

- Childcare - Childcare services are provided according to the Support Services Policy located at <https://www.wpcog.org/policy-statements>
  - Mileage – NDWG participants in disaster recovery employment or training will be provided with an initial \$50 gas card to assist with getting to work or training. They will receive an additional \$50 gas card for each month in which they submit a full month's timesheets or their monthly Western Piedmont Workforce Development Board National Dislocated Worker Grant Training Attendance Sheet (Attachment H). Any participant that quits their worksite or drops out of their training will not receive a gas card for the final month.
  - Tools of the trade:
    - a. Disaster Recovery Employment: - Participants in disaster recovery employment will be provided with required equipment/tools of trade necessary such as work boots, gloves, etc. If there is a request beyond these general needs, the program manager must give approval.
    - b. Employment and Training Activities – Tools of the trade needs for employment and training participants will follow the Support Services Policy.
  - Assistance with lost documents required for work, school, transportation etc. which may have been lost in the disaster – NDWG funds can assist with the cost of acquiring these documents.
7. There is no Objective Assessment or IEP required for participants in the NDWG. This will be the case for any disaster recovery employment and short-term training that will be completed by the end of the grant. If there is a

chance that the participant will not complete, they will need to be co-enrolled in the regular Title I program to continue beyond the grant, they must be eligible and complete the normal enrollment process for the program in which they are enrolling.

8. Mental health could be a concern for NDWG participants due to the disaster and tragedy that occurred. The NDWG grant can assist with mental health costs if assistance is not available through other partner agencies. Staff will assist with making these connections when necessary.
9. NDWG participants are eligible for Disaster Recovery Employment (DRE) and/or employment and training assistance.
10. Payroll services for DRE participants will be provided by Accuforce Staffing. Staff will provide information for the participant to get signed up with Accuforce Staffing for payroll purposes.
11. Participants will complete a WPWDB Disaster Recovery Employment (DRE) Time Sheet (Attachment B). The hours should be accurate and completed according to instructions on the time sheet. The Worksite Supervisor, Participant, and Staff signatures are required for payment and signatures indicate accuracy of time submitted.
12. Timesheets will be submitted to the WPWDA Program Coordinator who will then submit time to Accuforce Staffing for payment.

NOTE: NDWG performance is reported to USDOL but is not part of negotiated performance reporting for the Local Workforce Development Boards. If a participant is co-enrolled into an Adult, DW or Youth program, they will then be a part of that local area's performance for selected program. Therefore, it is important to ensure that the Dislocated Worker program is made inactive when enrolling participants in the NDWG only.

## **ALLOWABLE GRANT ACTIVITIES**

All allowable activities under this grant are subject to the availability of funding under the NDW Disaster Grant for Hurricane Helene.

**Disaster Recovery Employment** – Disaster Recovery DWGs provide funding for the creation of disaster recovery employment, which is temporary employment of individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), as well as 20 CFR 687.180(b) and (c). It provides participants with immediate employment opportunities and private businesses, non-profits and governments get needed assistance with clean-up, demolition, repair and reconstruction help. Also, those organizations that need help to deliver humanitarian assistance needed following Hurricane Helene.

Disaster recovery employment must align with the following categories:

1. Cleanup and recovery efforts including demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area; or
2. Employment related to the delivery of appropriate humanitarian assistance in the aftermath of Hurricane Helene; more information is provided below.

Cleanup activities must be designed to address, mitigate, or otherwise limit the damage or the health and safety impacts of the disaster and not be solely designed to prevent future disasters. Repairs and reconstruction must be of facilities and lands damaged because of Hurricane Helene. WIOA prohibits the use of these funds for new construction or other activities aimed at preventing future disasters.

Humanitarian assistance generally includes actions designed to save lives, alleviate suffering and maintain human dignity in the aftermath of the disaster. This may include the provision of food, clothing, and shelter. Assistance provided by the disaster recovery workers must address the needs resulting from Hurricane Helene. WIOA limits the use of NDWG funds to provide disaster recovery positions that deliver humanitarian assistance. NDWG funds are prohibited from purchasing material goods to be delivered to individuals impacted by Hurricane Helene.

Due to the variable nature of disasters declared across federal agencies, humanitarian assistance activities are considered on a case-by-case basis. Humanitarian assistance must demonstrate that it meets the following criteria:

1. The proposed employment project addresses a specific humanitarian assistance need created by the disaster, including identifying how the disaster created the need; and
2. The proposed employment helps mitigate the impacts of the declared disaster by addressing humanitarian needs.

The provision of general humanitarian assistance that solely focuses on prevention and planning of future disaster events is not an allowable activity under a Disaster Recovery NDWG. The Division of Workforce Solutions (DWS) and the Employment and Training Administration (ETA) of the Department of Labor will be available to provide technical assistance as needed. As with all costs charged to a federal grant, any assistance must meet the standards of reasonableness, allowability and allocability. For example, where the disaster event is the contamination of local water supply, an allowable humanitarian assistance activity could be installation of water filters to ensure access to clean water. These filters could protect the affected population from future contaminations, but NDWG funds could be used to cover the installation because this disaster recovery employment activity addresses a need caused by the current disaster event – lack of access to clean water.

When an employer has an interest in being a DRE employer because of Hurricane Helene for clean-up or humanitarian services, they should complete a Hurricane Helene Disaster Recovery Employment Program Preliminary Interest/Needs Assessment (Attachment C) with the Business Services Representative. There are no limitations on the type of employment for DRE employers. Private business, public, non-profit or faith-based organizations may serve as DRE employers. Once interest and need are determined, then the site visit can be made and DRE employees can be placed.

Disaster Recovery Employment will be implemented like work experience under WIOA Title I. A site visit must be completed prior to the placement of a DRE employee. On or following this visit, staff will evaluate the worksite as with work experience and complete a DRE worksite agreement to be signed by the employer, employee and the business services representative. Regular site visits should be made by service provider staff and/or workforce board staff. Site visits could include staff from the Division of Workforce Solutions (DWS) and/or the US Department of Labor.

The DRE Worksite Agreement (Attachment D) requirements:

1. DRE Worksite Agreement requires that the wages paid to DRE employees be at least the prevailing wage for any specific occupation in the community. The minimum wage allowed under DRE employment is \$15.00/hour.
2. The employer must comply with the requirements of the Civil Rights Act with respect to equal opportunity in employment for the DRE position, as well as comply with all federal, state and local laws.
3. The Western Piedmont Workforce Development Board will contract with Accuforce Staffing agency for payrolling purposes. The selected agency will provide Worker's Compensation Insurance coverage and make federal and state tax withholdings as required by law, as applicable. In addition, the individual trainee payroll tax records must be maintained and available for review for a minimum period of 5 years after the end of the training period. (North Carolina Worker's Compensation Act requires all businesses that employ three or more employees, including those operating as corporations, sole proprietorships, limited liability companies and partnerships, obtain Worker's Compensation Insurance or qualify as a self-insured employer).
4. Conditions of employment and training will be in full accordance with all applicable federal, state and local laws (including but not limited to health and safety laws) and be appropriate and reasonable regarding the type of work undertaken and the proficiency of the participants. Worksites should provide general liability coverage.
5. The DRE employer will agree to adhere to WPWDA grievance process if a complaint arises in connection with the DRE participant and or the placement.
6. The service provider must certify that neither the DRE employer nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation by any federal department or agency.
7. The DRE should be initially set for 60-90 days with opportunity to extend and is limited to 12 months or 2,080 hours, whichever is longer given adequate work last for the entirety or the maximum time.

A job description will be agreed upon by the worksite employer/supervisor, participant and the NCWorks staff and included on the DRE Worksite Agreement or as a separate document. The DRE Worksite Agreement should include:

- A description of the cleanup and recovery duties
- Wage to be paid to the employee
- The days and hours to be worked (up to 40 hours)

The participant should agree to:

1. Report on time and dress appropriately as instructed by the supervisor.
2. Should the need arise for time off, the participant should follow the company policy.
3. When a participant is sick or going to be late to work, the participant will call a supervisor as soon as they know they will not be in or be late.
4. Participants will take directions from their supervisor and complete all tasks in a timely manner.
5. The participant will be a team player, demonstrating respect for his/her fellow workers.
6. Participants will ask questions or seek advice from a supervisor should questions occur on the job.
7. Participants will follow company policy regarding smoking, breaks and use of cell phones and electronic devices.
8. Participants will complete all paperwork legibly, accurately, and submit timesheets in a timely manner as required.
9. Participants should contact the staff at any time regarding questions or concerns related to the DRE placement.

All paperwork related to the DRE should be uploaded into the participants file in ncworks.gov, including the Western Piedmont Workforce Development Board Disaster Recovery Employment Worksite Agreement (Attachment D) herein referred to as DRE Worksite Agreement (Attachment D), These attachments must have original signatures by the participant, employer & Business Services Representative (BSR). Electronically generated signatures will not be accepted, unless there is widespread reason that participants are not allowed to enter an NCWorks Career Center or meet in person. BSR/Career Advisor shall complete the Western Piedmont Workforce Development Board Disaster Recovery Employment Program Information form (Attachment E) herein referred to as DRE Program Information form (Attachment E) and submit to the WPWDA Program Coordinator for the DRE program to be set up in ncworks.gov. If the worksite business is not listed in ncworks.gov as a provider, the BSR/Career Advisor shall complete the Western Piedmont Workforce Development Board NCWorks Disaster Recovery Employment New Provider Request (Attachment F) herein referred to as NCWorks New Provider Request (Attachment F) and submit it to the WPWDA Program Coordinator to set up.

**Disaster Recovery NDWG projects must include disaster-recovery employment in response to the federally-declared disaster event.**

**Exceptions to this requirement are described below.** DWS and ETA encourage enrolling participants in both disaster-recovery employment and employment and training activities, and to provide supportive services for both components as applicable. Individual employment is limited to 12 months (or 2,080 hours, whichever is longer). This limitation is the same for one placement or multiple DRE placements.

Individuals participating in a DRE opportunity must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar



training, experience, and skills. The rates may not be lower than \$15.00/hour for DRE placements.

A flat rate wage applied to all individuals participating in a paid DRE opportunity would not be allowed if there are trainees or employees who are similarly situated in similar occupations with the same employer who receive wages that differ from the flat rate wage.

Wage requirements under the Fair Labor Standards Act (FLSA) apply to all participants employed under WIOA. FLSA applies to the extent that the activities performed in a DRE constitute employment.

While all Disaster Recovery NDWG projects must include disaster-recovery employment, not all participants in a Disaster Recovery NDWG project are required to participate in disaster-recovery employment. Employment and training activities may be provided to participants not in disaster-recovery employment. Participants may enroll in:

- Disaster-recovery employment only;
- Employment and training activities only; or
- Both disaster-recovery employment and employment and training activities.

These activities may occur concurrently, or one may occur prior to the other. The individual needs of each participant must be assessed and considered when enrolling the participant in disaster-recovery employment, employment and training activities, or both, in a manner that is most likely to result in successful outcomes. As a general goal, employment and training activities should be designed to allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported activities. In alignment with both 20 CFR 687.180 and the Uniform Guidance, grant recipients must develop and follow policies to effectively carry out disaster-recovery employment activities.

In the Western Piedmont Workforce Development Area (WPWDA), we will provide both disaster-recovery employment and employment and training activities to those found eligible under the Disaster recovery NDWG received for Hurricane Helene.

**Employment and Training Activities** – NDWG projects may provide employment and training activities to eligible participants following a qualifying disaster per WIOA Section 170(d)(1)(C). As noted above, NDWG funds may provide employment and training activities regardless of an individual's participation in disaster recovery employment.

In alignment with both 20 CFR 687.180 and the Uniform Guidance, policies must be developed and followed to effectively carry out employment and training services.

Payroll services for DRE positions will be provided by Accuforce Staffing.

DRE participants will be required to sign up with the temporary agency for payment. Additional information will be provided by staff to get this done as quickly as possible.

### Western Piedmont Workforce Development Written Self-Attest Form for National Dislocated Worker Grant for Hurricane Helene Disaster Recovery

Name of Applicant: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_  
Date (should match intake date): \_\_\_\_\_

Do you have your Social Security Card? If not, please clearly print your number here: \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_ What is your birthdate? \_\_\_\_\_

Where were you born? \_\_\_\_\_

What is your physical address: \_\_\_\_\_

What is your mailing address (if different): \_\_\_\_\_

Have you been affected by Hurricane Helene? \_\_\_\_\_

Have you relocated to this area due to losses from Hurricane Helene? \_\_\_\_\_

Were you employed prior to Hurricane Helene? \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_ Number in family: \_\_\_\_\_ Monthly Family Income: \_\_\_\_\_

Were you attending school prior to Hurricane Helene? \_\_\_\_\_ Have you returned to school? \_\_\_\_\_

What was your highest grade completed? 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_ HS Diploma \_\_\_  
GED or Equivalent \_\_\_ Certificate \_\_\_ Associates Degree \_\_\_ Other Post-Secondary Degree \_\_\_ 1 yr. College \_\_\_  
2 yrs. College \_\_\_ 3 yrs. College \_\_\_ Bachelor's Degree \_\_\_ Education beyond Bachelor's Degree \_\_\_

Date of Dislocation: \_\_\_\_\_ (Must be September 27<sup>th</sup> or after and due to Hurricane Helene or the lingering effects of Helene)

Reason for the Dislocation: \_\_\_\_\_

***I certify that the information provided on this document is true and accurate to the best of my knowledge and belief. I understand that such information is subject to verification and further understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination from any WIOA program and/or penalties as specified by law.***

\_\_\_\_\_  
Applicant Signature Date

***I certify that there is no evidence known to contradict this self-attestation and in that sense, I corroborate the applicant's statement.***

\_\_\_\_\_  
Career Advisor Signature Date

## Western Piedmont Workforce Development Board Disaster Recovery Employment (DRE) Time Sheet

Name: \_\_\_\_\_ Week # : \_\_\_\_\_

Worksite: \_\_\_\_\_

Pay Period: From: \_\_\_\_\_ To: \_\_\_\_\_

	Date	Start Time	Less Lunch Break	End Time	Daily Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
<b>Total Hours for the Week:</b>					

Timesheet should be completed in **INK not PENCIL**. Timesheet with **WHITE-OUT** will not be accepted.

**Note: Participant will not be paid for time not engaged in work duties including absences, lunch breaks, vacation or holidays. Participants who are in DRE will be employed through AccruForce Staffing and will have access to benefits through them. DRE payments are based on availability of National Dislocated Worker Grant funds.**

**I certify the above entries are an accurate representation of the participant's time worked in this pay period.**

\_\_\_\_\_  
Worksite Supervisor Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Participant's Signature\_\_\_\_\_  
Date

**I have reviewed this time sheet and certify the hours worked appear reasonable and the entries have been computed correctly.**

\_\_\_\_\_  
NCWorks BSR Signature\_\_\_\_\_  
Date

## Hurricane Helene Disaster Recovery Employment Program Preliminary Interest/Needs Assessment

<b>Entity/Agency Name:</b>	
<b>Contact Person:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Address:</b>	
<b>County:</b>	

Listed below are *sample* position titles and brief job descriptions. These descriptions are meant to be expansive categories for planning and application purposes only. Prior to placement more detailed job descriptions and agreements will be needed for all positions. Please complete the chart as follows:

1. Include the number needed in each category.
2. List the hourly wage that your agency would normally pay to an employee in your organization working in this position based on your hiring standards (minimum \$15 per hour).
3. If there are other positions needed, please list the position title, brief job description, number needed, and hourly wage in the sections labeled 'Other'.

**All requests must be related to recovery and response needs due to the impact of Hurricane Helene.**

Position Title	Brief Description	Number Needed	Current Hourly Wage
Building & Grounds General Maintenance	Assist in all maintenance repair and cleanup issues. Performs groundskeeping and building maintenance duties. Complete all debris removal and disaster-related projects. Clean ditches, gutters, culverts, and drainage structures. Provide debris removal for town parks and other town-owned facilities such as lift stations, cemeteries, and right of way.		
Disaster Services Assistant	Answer questions about records or files as it relates to services provided for disaster recovery efforts; data entry; documentation, etc. Sort information received and file as requested by staff. Provide humanitarian assistance to disaster victims, provide information or refer individuals to public or private agencies or community services for assistance, and greet visitors and callers. Provide disaster-related duties for shelter facilities and grounds.		

<b>Position Title</b>	<b>Brief Description</b>	<b>Number Needed</b>	<b>Current Hourly Wage</b>
Disaster Case Manager	Work with those impacted by the hurricane to assess needs, develop a recovery plan, and identify resources needed to meet recovery goals.		
Disaster Donation/Shelter Specialist	Organize donation receiving areas, inspect donations for damages or expiration, and coordinate donations, pickups, or disbursements. Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, and stack cargo.		
General Laborer	Perform various semiskilled and skilled tasks in construction; repairing streets and sidewalks. Clean right of way and other municipal property; clear and trim fallen trees. Work may involve using power mowers or bush hogs to cut grass and underbrush. Perform routine unskilled and semi-skilled work in the clean-up and maintenance of parks, lawns, grounds, and recreation areas.		
Heavy Equipment Operator	Under general supervision, operate various equipment including graders, tractors, backhoes, front-end loaders, dump trucks, and trash trucks. May also include forklifts and front skid steer loaders.		
Maintenance Mechanic	Make repairs to units such as painting; make structural hardware repairs (replace broken windows, door locks, doors); clean out units and remove debris from outside.		
Other:			
Other:			
Other:			
Other:			

## Western Piedmont Workforce Development Board Disaster Recovery Employment (DRE) Worksite Agreement

This agreement is between the Western Piedmont Workforce Development Board Title I Service Provider (herein referred to as Service Provider) and the Worksite Business to **provide disaster recovery employment** to \_\_\_\_\_. This Disaster Recovery Employment is funded under the National Dislocated Worker Disaster Grant (NDWG) Hurricane Helene. Under this agreement, NDWG participants are provided with temporary employment to assist with disaster recovery. The DRE is to help businesses who need additional assistance with recovery or for humanitarian organizations providing aide to those individuals and families who suffered loss from Hurricane Helene. Employment is to be offered at rates paid to any individual doing the same or similar work with a minimum of \$15.00 per hour. **DRE is set for 60-90 days and then evaluated for additional 60 to 90 day extensions up to the maximum length of 2,080 hours or 12 months, whichever is longer.**

This agreement provides the following assurances:

1. There should be enough work to keep the DRE employees occupied during work hours.
2. Work will be conducted in a safe and sanitary working environment.
3. There will be adequate supervision of the participant by a qualified supervisor.
4. Worker's Compensation Insurance will be provided through the payroll agency under contract with the Western Piedmont Workforce Development Board.
5. The participating worksite will notify the staff if difficulties arise which the worksite supervisor and participant are unable to resolve. Staff will attempt to find a mutually satisfactory solution. The staff and/or worksite supervisor may recommend termination or transfer of the participant if the situation or problem is not resolved.
6. There will be adequate accountability for participant time and attendance.
7. There will be sufficient equipment and/or materials provided to carry out assignments.
8. This agreement will be maintained at the worksite and available for review by federal, state, and Western Piedmont Workforce Development Board representatives.
9. All rules and regulations governing the Workforce Innovation and Opportunity Act (WIOA) will be upheld.
10. Worksite supervisors will adhere to existing state and federal labor standards.
11. The participating worksite has not relocated this establishment and commenced operations in the past 120 days, where the relocation resulted in the loss of employment at the original location.
12. Equal Employment Opportunity and Nondiscrimination: The worksite assures that no person on the grounds of race, creed, color, disability, national origin, sex, age, political affiliation, or beliefs will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under WIOA.
13. Individuals participating in DRE employment must be compensated at the same rates, including periodic increases, as trainees, or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. The rates may not be lower than the higher of the federal or state minimum wage.
14. Time sheets for DRE employees are to be submitted (emailed or faxed) to staff on the last day worked for the week.

**Detailed Job Description (copy of job description may be attached to the agreement):**

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**Training Outline/Specific tasks to be learned:**

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Supervision: Worksite supervisors will be responsible for day-to-day supervision of the DRE employees. Staff will be responsible for verifying the participant and worksite progress and satisfaction. Staff will make regular visits to the worksite to assure satisfaction. These visits may be made as often as necessary as needs arise by either the worksite business or the participant. The worksite supervisor agrees to contact staff for any participant issues, enabling the staff to intercede on behalf of all parties.

**Participant Work Goals:**

1. Report to work on time, dressed appropriately as directed by work supervisor.
2. Should the need arise for time off; the participant should follow the company policy.
3. When participant is sick or going to arrive late to work, participant will call the supervisor as soon as they know that they will not be in or be late.
4. Participants will take directions from their supervisor and complete all tasks as assigned in a timely manner.
5. The participant will be a team player, demonstrating respect for his/her fellow workers.
6. Participant will ask questions or seek advice from a supervisor if questions occur on the job.
7. Participants will follow company policy regarding smoking, breaks and use of cell phones and electronic devices.



8. Participants will complete all paperwork legibly, accurately and will submit timesheets in a timely manner as required by staff.
9. Participants should contact staff at any time regarding questions or concerns relating to the DRE

This worksite agreement has been read and discussed by the worksite supervisor, participant and the staff. All parties agree to adhere to the North Carolina Labor Laws, including Child Labor Statutes, if applicable. All worksites must comply with Federal Equal Opportunity regulations.

DRE payments are based on the availability of NDWG funds.

**TERM: This agreement will take effect on \_\_\_\_\_ and terminate upon the individual completing the work or when they reach 2,080 hours or 12 months whichever is longest. (If for Humanitarian work, 400 hours will be the maximum with extensions available if necessary)**

**Hourly Starting Wage:** \_\_\_\_\_

**Maximum Training Time:** \_\_\_\_\_  
(2,080 for disaster recovery or 400 for humanitarian)

\_\_\_\_\_  
Worksite Supervisor

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
NCWorks BSR

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Date

**Worksite Organization and Address:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Worksite Representative

\_\_\_\_\_  
City, State

## Western Piedmont Workforce Development Board Disaster Recovery Employment (DRE) Worksite Agreement Modification

Worksite Agreements may require changes for which a modification is necessary. Reasons for a modification include but are not limited to:

- **Extend the initial hours in the agreement.**
- End the job due to work ending.
- For **humanitarian work only**, an extension of work is available beyond 400 hours.
- To correct changes in the description of the job duties.
- Cancellation.
- Participant dropped out of activity.

The Worksite and the NCWorks BSR staff agree this DRE Worksite Agreement shall be modified as stated:

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Except as hereby modified, all other terms and conditions of this DRE remain unchanged and in full force and effect. The effective date of this modification is \_\_\_\_\_.

The Worksite & NCWorks BSR staff mutually agree to abide by the terms and conditions stated and do hereby execute this modification in keeping with our respective authority.

Worksite Supervisor	Contact Phone Number	Date
Participant	Contact Phone Number	Date
NCWorks BSR Staff	Contact Phone Number	Date

## Western Piedmont Workforce Development Board Disaster Recovery Employment Program Information

Participant Name: \_\_\_\_\_

NCWorks State Id: \_\_\_\_\_

Dislocated Worker \_\_\_\_\_

Worksite: \_\_\_\_\_

Job Title: \_\_\_\_\_

O\*NET Code: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Total Work Hours: \_\_\_\_\_

Contract Signature Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Hourly Wage: \_\_\_\_\_

Designated Pay Period: \_\_\_\_\_

Internship Career Advisor \_\_\_\_\_

**Return to Elizabeth Hilliard at [elizabeth.hilliard@wpcog.org](mailto:elizabeth.hilliard@wpcog.org)**

**Western Piedmont Workforce Development Board  
NCWorks Disaster Recovery Employment New Provider Request**

**Provider Name**

Company Name:

Federal Tax ID:

Physical Address:

Mailing Address:

**Contact Information**

Contact Person:

Job Title:

Primary Phone:

Email Address:

Company Website:

**Provider Information**

Type of Business:                     Health Care                     Federal Government Agency  
    Church                             State Government Agency  
    College/University            Local Government Agency  
    Non-Profit                        Education (Higher)  
    One-Stop Office                 Education (K-12)  
    Private Employer               Post Secondary Education

Career Advisor:

\_\_\_\_\_  
Signature

Submitted:

\_\_\_\_\_  
Date

**Return form to Elizabeth Hilliard at [elizabeth.hilliard@wpcog.org](mailto:elizabeth.hilliard@wpcog.org)**

## **LONG-TERM UNEMPLOYED AND SIGNIFICANTLY UNDEREMPLOYED DEFINITIONS**

### **I. LONG-TERM UNEMPLOYED DEFINITION**

A long-term unemployed individual is a person who has made specific efforts to find employment and is:

- a) An unemployed adult, 18 or older, who has been unemployed for 13 consecutive weeks or more; or
- b) An unemployed adult, 18 or older, who has been unemployed for 13 out of the last 27 weeks; or
- c) An unemployed adult, 18 or older, with a sporadic work history such as a history of temporary/seasonal employment, multiple terminations, or multiple quits; or
- d) An unemployed adult, 18 or older, who has never had a job and is seeking employment.

### **II. SELF-EMPLOYED INDIVIDUAL WHO BECAME SIGNIFICANTLY UNDEREMPLOYED**

A self-employed individual, who is no longer self-employed due to the disaster event, must meet one of the categories below to be determined as significantly underemployed:

- a) Individual, 18 or older, employed less than full-time for 13 consecutive weeks or more and is seeking full-time employment; or
- b) Individual, 18 or older, who is employed but meets the definition of low-income individuals in WIOA sec. 3(36); or
- c) Individual who is employed but whose current job earnings is not comparable to his or her last job.

### **III. TEMPORARILY OR PERMANENTLY LAID OFF AS A CONSEQUENCE OF THE EMERGENCY OR DISASTER**

An individual, which includes those who were self-employed, may be determined to have been “temporarily or permanently laid off as a consequence of the emergency or disaster” if one or more of the following criteria are met:

- a) An individual, 18 or older, who was employed prior to the disaster event and experienced temporary unemployment caused by the impacts of the emergency or disaster event; or
- b) An individual, 18 or older, who was employed prior to the declared emergency or disaster and lost employment or experienced work, living, or family conditions that led to unemployment due to the impacts of the emergency or disaster.

### **IV. ELIGIBILITY DOCUMENTATION**

Grant recipients must demonstrate that they have made a reasonable effort to collect the additional documentation necessary to ensure each participant is eligible during and after the emergency or disaster.

<b>Long-Term Unemployed</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Long-Term Unemployed	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• UI Records*</li> </ul>
<b>Self-Employed Individual Who Became Significantly Underemployed</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Individual employed less than full-time who is seeking full-time employment	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• UI Records*</li> </ul>
Individual who is employed but meets the definition of a low-income individual in WIOA sec. 3(36)	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• Allowable source documentation for low-income status (<i>Refer to WIOA and Wagner-Peyser Act Participant Eligibility Reference Guide</i>)</li> </ul>
Individual who is employed but whose current job earnings are not sufficient compared to their previous job earnings from their previous employment	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation; or</li> <li>• Supporting documentation to document the difference in wages such as: <ul style="list-style-type: none"> <li>○ previous and current check stubs; or</li> <li>○ quarterly estimated tax for self-employed persons (Schedule C); or</li> <li>○ bank statements to show direct deposit differences</li> </ul> </li> </ul>
<b>Temporarily or Permanently Laid Off as a Consequence of the Emergency or Disaster</b>	
<b>Eligibility Category</b>	<b>Required Source Documentation</b>
Temporarily or Permanently Laid Off as a Consequence of the Emergency or Disaster	<ul style="list-style-type: none"> <li>• Written Customer Self-Attestation indicating how the individual has been temporarily or permanently laid off; or</li> <li>• Supporting documentation showing employment prior to the emergency or disaster event such as: <ul style="list-style-type: none"> <li>○ UI Records*; or</li> <li>○ Separation Notice.</li> </ul> </li> </ul>

**\*Staff is not allowed to print or upload UI information from the UI reporting system. Staff may review the UI information and record the appropriate data in the participants' case notes in NCWorks Online.**

**WESTERN PIEDMONT WORKFORCE DEVELOPMENT BOARD  
NATIONAL DISLOCATED WORKER GRANT  
TRAINING ATTENDANCE SHEET**

Career Center: \_\_\_\_\_  
Participant Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_  
Training Location: \_\_\_\_\_

**School Official:** This student is enrolled in the Workforce Innovation and Opportunity Act (WIOA) approved training and is receiving financial aid. WIOA policy mandates that classroom attendance be verified. Please complete the Attendance Record below in ink using the following codes:  
√ = Attended Class    A = Absent from Class    NC = No Class Scheduled

**Your signature in the far right column indicates the attendance information is correct to the best of your knowledge and serves as verification for payment purposes.**

**Attendance Record**

CourseTitle	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Certification Signature & Date				

Clinical	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Signature & Date					

**Online Classes:** Participant needs to check the days they were in attendance and submit a copy of their grade screen showing assignments submitted and graded as verification for the time period stated on the attendance sheet.

**I certify the above attendance is correct and understand that it may be verified. I understand if I knowingly falsify or withhold information to qualify for transportation and/or childcare assistance for which I am not entitled, services will be denied and legal action will be taken to recoup WIOA federal funds. I understand a gas card will be issued for transportation assistance and it is my responsibility to work out gas card reimbursement if a third party driver provides transportation for me. I understand transportation and/or childcare assistance are based on funding availability.**

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WIOA Staff to Complete**

Support Services Received:     Transportation     Childcare

**This document serves as authorization for transportation and/or childcare assistance. I have reviewed the information provided by the participant, and the training provider which appears to be an accurate representation of the participant's participation during the period.**

Career Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_






# NDWG\_Disaster\_Relief\_Grant\_Hurricane\_Helene\_Policy\_Final\_02172025

Final Audit Report

2025-02-21

Created:	2025-02-17
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