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(SN 23)

**WIOA BULLETIN NO. 23-18 Change 1**

**DATE:** October 18, 2018

**TO:** WIOA Partners

**SUBJECT:** Revised Kauai Disaster Dislocated Worker Grant (DWG) Policies and Procedures

**Purpose**

The purpose of this WIOA Bulletin 23-18 Change 1 is to clarify and update enrollment policy and procedure for the Kauai Disaster Dislocated Worker Grant (DWG). The timeline of this grant is September 25, 2018 – June 30, 2020. The last day to enroll participants is March 31, 2020.

**Background**

In July 2018, the US Department of Labor (USDOL) awarded the Workforce Development Council (WDC) a \$500,000 Disaster Dislocated Worker Grant (DWG) to facilitate cleanup and recovery activity following the April 2018 flooding. This WIOA bulletin transmits federal and state requirements for Eligibility and Grant Activities for Disaster Dislocated Worker Funding under the Workforce Innovation and Opportunity Act (WIOA) Section 170 and USDOL Training and Employment Guidance Letter (TEGL) 2-15.

**Disaster DWG Description**

Disaster DWG projects create temporary jobs for eligible individuals to assist with clean-up, recovery, and humanitarian efforts in areas impacted by disasters or emergency situations as outlined in WIOA §170(d)(4). Where needed, these projects also provide funds for employment and training services to help impacted individuals return to full employment as quickly as possible.

## **Eligible Participants**

The following eligibility requirements apply to individuals residing within the declared disaster area, or individuals who are forced to relocate due to the disaster or emergency event [WIOA §170(d)(2)]:

1. Temporarily or permanently laid off as a consequence of the disaster;
2. Other eligible dislocated workers as defined in WIOA §3(15);
3. Long-term unemployed workers; and
4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.

Outreach efforts should focus on workers who lost employment as a result of the disaster.

## **Allowable Grant Activity**

Disaster DWGs provide funding for the creation of Disaster Relief Employment, or temporary jobs, and are restricted to the following activities (TEGL 2-15):

1. Clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster.
2. The distribution of food, clothing, and other humanitarian assistance for disaster victims. DWG funds allocated for wages should cover the activities related to humanitarian work and must not cover the actual humanitarian aid itself. Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of emergencies.

Eligible dislocated workers must be enrolled in a Disaster DWG project by March 31, 2020 and begin employment no later than April 1, 2020.

## **Allowable Worksites**

Generally, worksites are limited to public and private non-profit facilities. As defined in TEGL 2-15, the highest priority is given to public facilities that have been most severely damaged, consistent with the strategic plans of the community. Every effort should be made to prevent duplication of services.

## **Policy**

Effective immediately, instructions in Attachment 1, *Disaster Dislocated Worker Grant (DWG) Funding Policies and Procedures* shall be applied by the Kauai American Job Center Hawaii (AJCH) to enroll individuals and businesses in accordance with priority of service provisions.

## **Procedures**

The Kauai American Job Center Hawaii (AJCH) shall determine eligibility of individuals and businesses that want to participate in this Disaster DWG. After making eligibility determinations, the AJCH will refer eligible participants to HiEmployment, the staffing agency contracted by the WDC to provide payroll services. HiEmployment also shall match eligible dislocated workers with approved Businesses of Record (BOR).

## **Inquiries**

Inquiries regarding this bulletin may be directed to Kayla Rosenfeld at (808) 586-9283 or [Kayla.C.Rosenfeld@hawaii.gov](mailto:Kayla.C.Rosenfeld@hawaii.gov).

## **Attachments**

- Attachment 1, Disaster Dislocated Worker Grant (DWG) Funding Policies and Procedures
- Attachment 2, Individual Applicant Check list
- Attachment 3, Self-Employed Attestation & Checklist
- Attachment 4, Farmer/Rancher/Fisher Attestation Form
- Attachment 5, Worker Attestation Form
- Attachment 6, Business of Record Checklist
- Attachment 7, HireNet Enrollment Procedure
- Attachment 8, Public Entity Form

## **References**

- TEGL 2-15, Operational Guidance for National Dislocated Worker Grants, pursuant to the Workforce Innovation and Opportunity Act  
[https://wdr.doleta.gov/directives/attach/TEGL\\_02-15.pdf](https://wdr.doleta.gov/directives/attach/TEGL_02-15.pdf)
- TEGL 17-14 "National Emergency Grant Revised Modification Process"  
<https://wdr.doleta.gov/directives/attach/tegl/TEGL-17-14.pdf>
- TEGL 10-09, Guidance on Implementing Priority of Service, pursuant to the Workforce Innovation and Opportunity Act [https://wdr.doleta.gov/directives/attach\\_TEGL\\_10-09.pdf](https://wdr.doleta.gov/directives/attach_TEGL_10-09.pdf)
- TEGL 28-10, Federal Financial Management and Reporting Definitions, updated to include changes affected by the release of the Uniform Guidance at 2 CFR Part 200 and the DOL exceptions at 2 CFR Part 2900  
[https://wdr.doleta.gov/directives/attach/tegl/TEGL28-1\\_OACC.pdf](https://wdr.doleta.gov/directives/attach/tegl/TEGL28-1_OACC.pdf)
- WIOA Sec. 3(1), Administrative Costs
- WIOA Section 3(15), Definitions of Dislocated Worker
- WIOA Sec.170(d)(2), Participant Eligibility
- WIOA Sec.170(d)(4), Eligible Temporary Jobs
- WIOA Sec. 181(a)(1)(A), Participant Wages
- WIOA Section 181(b)(4), Health and Safety Standards
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, paragraphs (1) and (2) of section 102, Emergencies and major disasters declared eligible for public

assistance by the Federal Emergency Management Agency (FEMA)  
<https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>

- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 38 U.S.C. 4215, Priority of Service to Veterans and Eligible Spouses



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Allicyn C.H. Tasaka, Executive Director

cc: ASO WIOA Unit

**Attachment 1**  
**Disaster Dislocated Worker Grant**  
**Kauai County**

**Disaster Dislocated Worker Grant (DWG) Funding Policies and Procedures**

National Disaster Dislocated Worker Grant (DWG) projects create temporary jobs for eligible individuals to assist with clean-up, recovery, and humanitarian efforts in areas impacted by disasters or emergency situations as outlined in the Workforce Innovation and Opportunity Act (WIOA), (P.L. 113-128), §170(d)(1-4).

Disaster DWG funds may be used to provide disaster relief employment on projects that provide food, clothing, shelter, and other humanitarian assistance for emergency disaster victims, and projects regarding demolition, cleaning, repair, renovation, and reconstruction of damage and destroyed structures, facilities, and lands located within the disaster area and in offshore areas related to the emergency or disaster.

To receive temporary employment under this grant, individuals first must be determined eligible by their local American Job Center Hawaii (AJCH). Once determined eligible, the AJCH shall refer the participant to HiEmployment Services, Inc., the staffing agency contracted by the WDC to provide payroll services. HiEmployment also shall match eligible grant participants with approved Businesses of Record (BOR).

The AJCH shall maintain oversight of all Disaster DWG participants' case files.

**Eligibility Requirements for Individual Enrollment in Disaster DWG**

Individual Participants

Prior to being placed in temporary employment, the local AJCH must determine eligibility as defined in WIOA §170(d)(2). The following eligibility requirements apply to individuals residing within the declared disaster area, or who are forced to relocate due to the disaster or emergency event:

1. Temporarily or permanently laid off as a consequence of the disaster;
2. Other eligible dislocated workers as defined in WIOA §3(15);
3. Long-term unemployed workers; and
4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster, including fishers, farmers and ranchers.

Required Documentation for Individuals

The process for enrolling participants in this Disaster DWG is the same as enrolling Dislocated Worker (DW) participants in work experience. Documentation is required, including proof of layoff or termination. Refer to the attached appropriate checklist to ensure all required documentation is collected for each individual.

1. If an applicant is receiving Disaster Unemployment Assistance (DUA), no other documentation is required. A DUA claim is the most solid documentation possible. The Kauai DUA application deadline was Aug. 2, 2018.

2. If the applicant does not have DUA or a regular Unemployment Compensation claim, the applicant must provide other documentation to prove employment prior to April 2018. Paystubs or other payroll records are valid proof of previous employment. Attachment 2, *Individual Applicant Checklist*, details the required documents.

3. Self-certification

The participant file must document participant's eligibility. Because of circumstances surrounding the disaster, documentation of eligibility may be difficult to obtain during the initial stages. The USDOL and WDC will accept an individual's signed certification that they meet the eligibility criteria. A self-attestation menu is accessible on HireNet. The AJCH must verify eligibility once better data are available. The applicant is not permitted to begin work until required documentation is received by the AJCH.

Self-employed individuals seeking assistance under this Disaster DWG, including farmers, ranchers, and fishers, must submit at least one of the below documents to the AJCH within 45 days of their initial application:

- a) General Excise Tax (GET) forms; OR
- b) Federal tax returns; OR
- c) Federal agency declaration other than FEMA, such as Small Business Association (SBA), United States Department of Agriculture (USDA) or Department of Commerce; OR
- d) Attachment 3, *Individual Attestation Form*; OR
- e) Attachment 4, *Farmer / Rancher / Fisher Attestation Form*; OR
- f) Attachment 5, *Worker Attestation Form*

**Individual Enrollment into HireNet**

To enroll an eligible individual into a Disaster DWG project via HireNet, AJCH staff shall complete the standard WIOA application for DW program, with four additional steps as outlined in Attachment 7, *HireNet Enrollment Procedure*.

After eligibility is determined and the individual enrolled in the Disaster DWG program, the AJCH staff shall refer the dislocated worker to HiEmployment for placement on an approved worksite. The AJCH will contact Scott Lever at HiEmployment to notify him of the referral. His contact information is:

Scott Lever, HiEmployment  
2970 Kele Street, Suite 213  
Lihue, HI 96766  
Office: 808-482-3900  
After hours: 808-492-6244  
[SLever@hi-employment.com](mailto:SLever@hi-employment.com)

## **Additional AJCH Services for Individuals**

If a grant participant wants career training, then other enrollment will be required. Participants should be enrolled in the appropriate WIOA program for which they are eligible, as well as Wagner-Peyser.

Career and Training Services - Dislocated Worker Program funds may provide career and training services concurrently with participation in the temporary jobs component for those who are unlikely to return to their prior employment. Clean-up and recovery activities take precedence when offered in conjunction with Career and Training activities.

Supportive Services - For Disaster DWGs, supportive services are allowable for participants to participate in disaster relief employment and Career and Training services, including reimbursement or payment for such costs as child care and transportation to and from the job site.

### Relocated Individuals

Generally, Disaster DWGs serving individuals relocated from a disaster area will provide Career and Training services as the primary service, because participants are relocated outside of the disaster area. These grants may also include disaster relief employment or humanitarian assistance.

## **Business of Record Requirements**

An approved BOR supports this Disaster DWG project by 1) employing eligible dislocated workers to perform disaster-related clean up and recovery activity, and 2) providing worksites that need disaster-related clean up and recovery. See Attachment 6, *Business of Record Checklist* for participation requirements.

The Certificate of Vendor Compliance for each approved business of record must be placed in both the AJCH and HiEmployment case files.

After a business has submitted its Certificate of Vendor Compliance to the AJCH, the AJCH shall refer the business owner to the staffing agency. HiEmployment will register the business as a BOR, and then assign qualified eligible dislocated workers for temporary employment up to 2,080 hours.

### County and State Exemptions

County and State departments, including the University of Hawaii (UH) System, are exempt from the Hawaii Compliance Express. See Attachment 8, *Public Entity Form*, for details.

### Civil Service Exemptions

County agencies should determine whether Hawaii Revised Statutes, Section 76-77(5) on "positions filled through federally funded programs which provide temporary employment" provides civil service and union exemptions.

The WDC contracted HiEmployment to provide payroll services including benefits, insurance, taxes, and worker's compensation to dislocated workers placed at approved BOR worksites. HiEmployment Services, Inc. is the legal Employer of Record for all dislocated workers and businesses of record.

## **Allowable Grant Activities**

Disaster DWGs provide funding for the creation of Disaster Relief Employment, or temporary jobs, and are restricted to the following activities:

1. Clean-up and recovery efforts including demolition, repair, renovation and reconstruction of damaged and destroyed structures, facilities and lands located within the disaster area and in offshore areas related to the emergency or disaster.
2. The distribution of food, clothing, and other humanitarian assistance for disaster victims. DWG funds allocated for wages should cover the activities related to humanitarian work and must not cover the actual humanitarian aid itself. Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of emergencies.

## **Temporary Jobs Policies**

The timeline of this grant is September 25, 2018 – June 30, 2020. The last day to enroll participants is March 31, 2020.

No individual shall be employed in Disaster Relief Employment for more than 12 months or 2,080 hours during a single emergency or disaster project [WIOA §170(d)(3)(A)]. If clean-up work remains in the project after the participants reach their temporary employment limit, generally the state must bring in additional new eligible workers to replace those who have worked 12 months. It is possible for individuals to be cycled in and out of the project for longer than 12 months, with participants working intermittently over an extended time period that does not exceed 2,080 hours.

Through a jobs first approach, it is imperative the individual be told and understand the type of work (s)he is expressing interest in. (i.e. Debris worker position will work in high temperatures and rain; lift 20 pounds, etc.)

## **Worksite Selection**

Generally, worksites will be limited to public and private non-profit facilities. As defined in TEGl 2-15, worksites for temporary jobs must be prioritized so that the highest priority is given to public facilities which have been most severely damaged, consistent with the strategic plans of the community. The geographic areas where the worksites are located must be located in the geographic area covered by a FEMA declaration eligible for public assistance or within the area subject to another Federal agency's declaration of an emergency or disaster situation of national significance.

## **Work on Private Property**

Under certain circumstances, work on private property is authorized to the extent that it achieves a greater positive benefit for the workers and the community being assisted. Work on private property must meet the requirements outlined below. As defined in TEGl 2-15 section 2d, work on private property is limited to the following two circumstances:

1. Clean-up activities on private property may be performed by Disaster DWG participants if workers from units of general local government are also:



- a. authorized to conduct such work; and
  - b. are performing such work.
2. As determined by the extenuating circumstances of the disaster for which Title 1 funds are being provided, repair and restoration activities are authorized on the private property of economically disadvantaged individuals, under the following specific conditions. To be authorized, all the following conditions must be met:
- a) Work can only be performed on the homes of economically disadvantaged individuals who are eligible for the federally funded Weatherization program; and
  - b) Work may be performed on private land or homes of such individuals if the non-WIOA employees of the employing unit or state or local government workers are authorized to do the same work and are in fact engaged in performing the work using non-WIOA funds; and
  - c) Work on private land or buildings is performed to remove health and safety hazards to the larger community; and
  - d) The work is limited to returning a home to a safe and habitable level-not to make home improvements; and
  - e) Priority is given for service to the elderly and individuals with disabilities; and
  - f) WIOA funds cannot be used for the cost of materials to do repairs; and
  - g) Work must be disaster-related and not related to general home improvements authorized under the Federal Weatherization program; and
  - h) Work is coordinated with or supervised by the local agency responsible for the Federal Weatherization program.

Fish and Wildlife Service (FWS) - To ensure compliance with the National Environmental Policy Act (NEPA) and the Endangered Species Act (ESA) and to protect valuable habitats and endangered species, all disaster projects where participants will be entering or impacting natural areas must ensure that activities are not negatively affecting endangered species or their habitats. NEPA and ESA require NDWG projects to either affirm to FWS that there are no endangered species or habitats within the project area, or to consult with FWS to mitigate negative impacts where there are endangered species or protected habitats before beginning any work in those areas. For more information, contact a local FWS field office at [www.fws.gov/offices](http://www.fws.gov/offices).

### **Participant Compensation**

In accordance with WIOA §181(a)(1)(A), generally, participants shall be compensated at the same rates, including periodic increases, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills, and such rates shall be in accordance with applicable law, but in no event less than the higher of the rate specified in 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable State or local minimum wage law.

## Overtime

Participants may work overtime (subject to regulations of the Fair Labor Standards Act with respect to level of compensation), provided that this is part of the design of the project and regular employees of the employer in question are also working overtime, subject to the limit on duration of participation for workers under this project.

Fair Labor Standards Act Amendment for Major Disasters-Pursuant to P.L. 115- 141, Division H, Title I, Section 109, additional language will be applied to the Fair Labor Standards Act of 1938 in the "Maximum Hours Worked" section.

## **Benefits and Working Conditions**

All participants shall be provided benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work [WIOA §181(b)(5)]. If the employer has different policies for temporary employees than for full-time employees, these policies may apply to these participants since the jobs under this grant are classified as temporary.

## Fringe Benefits

Benefits shall be paid in accordance with the policies of the employer of record, HiEmployment. Where the local project operator or another approved worksite employer hires temporary workers for positions for which wage levels have not been established and supervision of the temporary workers is performed by another agency, the agency performing the supervisory responsibilities could be considered the worksite employer for purposes of determining the appropriate wage for the temporary worker. In such a case, the temporary worker's wage could be established based on similar or same work performance by employees of the worksite employer.

## Health and Safety Standards

Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees shall be equally applicable to working conditions of participants engaged in specified activities. To the extent that a State workers' compensation law applies, workers' compensation shall be provided to participants on the same basis as the compensation is provided to other individuals in the State in similar employment [WIOA 181(b)(4)]. Where a participant is not covered under a state workers' compensation law, the participant shall be provided with adequate on-site medical and accident insurance for work-related activities.

## Safety Training

To ensure compliance with the Occupational Safety and Health Act of 1970, and to assure safe working conditions for all temporary job participants, the BOR must ensure that temporary job participants receive appropriate safety training.

## Equipment

FEMA or other federal, state, or local agencies provide assistance in obtaining equipment needed for temporary jobs participants to conduct clean up, renovation, restoration, and other allowable activities. In situations where the state is unable to obtain funding or equipment from another source, DWG funds may be used to lease or buy necessary equipment for worksites

where Disaster DWG participants are employed to support clean-up and recovery activities. Purchase of equipment is subject to prior approval of the WDC and disposition requirements in 2 CFR 200 and 2 CFR 2900.

**Attachment 2**

**ELIGIBLE INDIVIDUAL CHECKLIST  
Disaster Dislocated Worker Grant  
Kauai County**

Applicant Name \_\_\_\_\_

**1. The eligible dislocated worker is - Category (select one):**

- Permanently laid off by employer
- Temporarily laid off by employer

**2. Eligible Individual – Documentation (check all that apply)**

- Disaster Unemployment Assistance (DUA) (*best documentation*) OR
- Regular Unemployment Record OR
- Paystubs or other payroll records OR
- Self- Attestation
  - Signed commitment to provide valid documentation within 45 days
  - Cannot begin work until required documentation received
- Selective Service Verification (males 18-24 years old)

**3. Eligible Individual – Placement**

- As needed in the community
- With previous employer (Business Name) \_\_\_\_\_  
Industry sector
  - Agriculture
  - Construction/Demolition
  - Renovation
  - Emergency Case Management
  - Parks and Trail Restoration
  - Coastal Waters

Attachment 3

**SELF-EMPLOYED ATTESTATION  
Disaster Dislocated Worker Grant  
Kauai County**

Business Owner (Applicant) \_\_\_\_\_

Business Name \_\_\_\_\_

**1. As a result of the April 2018 flooding:**

- Business closed
- Loss of Business Income
- Laid off workers
- Received disaster relief from (circle all that apply):
  - SBA
  - USDA
  - Other \_\_\_\_\_
- I am willing and able to accept temporarily employment with a different business that is hiring dislocated workers.

**2. TO BE COMPLETED BY CUSTOMER(S) OF THE DISASTER DWG APPLICANT**

This letter is to confirm that (*Business Name & Owner*

\_\_\_\_\_ )

has been my contractor / provider / supplier of (*type of product(s)*

\_\_\_\_\_ )

(*since month/year*) \_\_\_\_\_ )

Following the April 2018 Kauai Flood, (*business name* \_\_\_\_\_ )

has been unable to provide (*describe service(s)*

\_\_\_\_\_ )

because \_\_\_\_\_ )

\_\_\_\_\_ )

Name of Client / Customer \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Signature of Customer \_\_\_\_\_

EIN \_\_\_\_\_

Date Signed \_\_\_\_\_

**3. APPLICANT CONFIRMATION**

Applicant Name \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**RETURN THIS FORM TO AMERICAN JOB CENTER HAWAII (AJCH)**

Kauai AJCH  
4444 Rice Street, Suite 302  
Lihue, HI 96766  
(808) 274-3056  
[www.workwisekauai.com](http://www.workwisekauai.com)

**Attachment 4**

**FARMER / RANCHER / FISHER ATTESTATION  
Disaster Dislocated Worker Grant  
Kauai County**

1. Disaster DWG Applicant Name \_\_\_\_\_

2. This letter is to confirm that (name of farmer / rancher / fisher  
\_\_\_\_\_) )  
has been providing (weight/volume \_\_\_\_\_ of (type of product(s)  
\_\_\_\_\_) )  
(since month/year) \_\_\_\_\_  
on a daily/weekly/monthly basis (*circle one*).

Following the April 2018 Kauai Flood, production decreased by \_\_\_\_\_ percent  
because \_\_\_\_\_  
\_\_\_\_\_) )

3. Name of Distributor \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Signature of Distributor \_\_\_\_\_

EIN \_\_\_\_\_

Date Signed \_\_\_\_\_

**4. APPLICANT CONFIRMATION**

Applicant Name \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**RETURN THIS FORM TO AMERICAN JOB CENTER HAWAII (AJCH)**

Kauai County AJCH  
4444 Rice Street, Suite 302  
Lihue, HI 96766  
(808) 274-3056  
[www.hirenethawaii.com](http://www.hirenethawaii.com)



Attachment 5

**WORKER ATTESTATION - Eligibility Documentation  
Disaster Dislocated Worker Grant  
Kauai County**

This letter is to confirm that (name of employee/worker \_\_\_\_\_)  
was employed at (Business Name \_\_\_\_\_)  
starting (start work date) \_\_\_\_\_  
as a (permanent OR seasonal) worker on a (part OR full) time basis (circle one each)  
in the position of (job title \_\_\_\_\_)  
and performed the following work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/She was paid \$\_\_\_\_\_ per (hour, month, etc.) and worked \_\_\_\_\_ hours per week.

After the April 2018 flooding on Kauai's north shore, the work schedule for employee (name \_\_\_\_\_) was reduced by \_\_\_\_\_ hours per week

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_

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

Email \_\_\_\_\_

Signature of Employer \_\_\_\_\_

EIN \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature of Employee (Disaster DWG Applicant) \_\_\_\_\_

**RETURN THIS FORM TO THE AMERICAN JOB CENTER HAWAII (AJCH)**

Kauai County AJCH  
4444 Rice Street, Suite 302  
Lihue, HI 96766  
(808) 274-3056  
[www.workwisekauai.com](http://www.workwisekauai.com)

Attachment 6

**BUSINESS OF RECORD CHECKLIST**  
**Disaster Dislocated Worker Grant**  
**Kauai County**

**Business Owner** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**1. The Business of Record is – Category (choose one):**

- County or State Government Entity
- Not-for profit organization (community non-profit)
- Private for-profit entity

**2. Business of Record Candidate – Documentation & Information**

- Registered and Compliant with Hawaii Compliance Express  
(<https://vendors.ehawaii.gov/hce/splash/welcome.html>)
- Recovery Project Plan
- Recovery Work Job Descriptions
- Recovery Work Job Titles
- Monthly Wage per Job Title
- List of Worksites and Descriptions
- Number of workers requested per worksite \_\_\_\_\_
- List of requested workers (names and contact info)

Businesses of Record (BOR) for temporary workers are limited to public entities, not-for-profit organizations, and private for-profit entities, such as outplacement or staffing agencies, that are compliant with the Hawaii Compliance Express (HCE) and all state and county requirements. The HCE Certificate of Vendor Compliance provides proof of compliance with HRS 103D-310(c) and eliminates the need to obtain individual copies of clearances with the IRS, Department of Labor, DCCA, and State tax offices.

Visit <https://vendors.ehawaii.gov/hce/splash/welcome.html> to check HCE status, apply for certification, and download compliance certificates, business owners can. The online service includes real time monitoring of compliance with each agency and automatically notifies the applicant by email any time compliance status is changed.

**Attachment 7**  
**HIRENET ENROLLMENT PROCEDURE**  
**Disaster Dislocated Worker Grant**  
**Kauai County**

**Procedure**

To enroll an eligible participant into this Disaster DWG, AJCH staff complete the standard WIOA application for the individual. On the last tab of the application "Eligibility Summary," there are four additional steps required for Disaster DWG enrollment.

1. Under the "WIOA Grant Eligibility" heading, select "Yes" for the National Dislocated Worker Grant (see below).

**WIOA Grant Eligibility**

*Changes in this section will create immediate updates to the record.*

**Incumbent Worker Eligibility:**                       Yes    No    Not Applicable

Applicant does not meet the requirements for Incumbent Worker eligibility.

**National Dislocated Worker Grant NDWG:**    Yes    No    Not Applicable

After "Yes" is selected for National Dislocated Worker Grant, the designated grant should appear under the "Grants" heading.

2. To add the designated grant, select "Add" on the far right under the Action heading (please see below). The Kauai Grant Name is **HI-Disaster~April 2018 Rainstorm and Flooding**.

Grant Type	Grant ID	Grant Name	Local Grant Code	Date Added	Action
National DW Grant (NDWG)	13	HI-Disaster~April 2018 Rainstorm and Flooding	HI999		<a href="#">Add</a>

3. When entering activities for Disaster DWG participants, under the General Information tab, staff must select "80 – National Dislocated Worker Grant" for the Customer Program Group (please see below).

\* **Customer Program Group:**

**80 - National Dislocated Worker Grant (NDWG)**

Customer program group cannot be modified.

4. In addition, in the next heading below "Enrollment Information," staff must select the grant name under Grant (please see below).

Enrollment Information

**Grant:**

If NDWG participants want to receive training, then dual enrollment will be required. Participants will need to be enrolled in the WIOA program that are eligible for, as well as Wagner-Peyser.

**Attachment 8**

**Public Entity Form  
Disaster Dislocated Worker Grant  
Kauai County**

County and State departments, including the University of Hawaii (UH) System,  
are exempt from the Hawaii Compliance Express

Date of application:

**Public Entity Information**

1. Name of Public Entity:
2. Department Name:
3. Address:                      Address line 1:  
   Address line 2:  
   City:  
   State:  
   Zip Code:
4. DUNS Number
5. General Excise Tax Number
6. Federal Employer Identification Number
7. Department Website:
8. Department Contact:                      Name:  
   Title:  
   Phone:  
   Email:
9. Description of Recovery Work to be Conducted