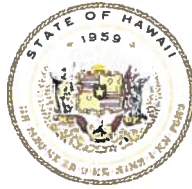


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(SN 42)

**WIOA BULLETIN NO. 42-20**

**DATE:** December 23, 2020

**TO:** Hawaii County, Maui County, and Oahu Workforce Development Boards and WIOA Partners

**SUBJECT:** COVID-19 Disaster Recovery Dislocated Worker Grant (DWG) Policies and Procedures

**I. Purpose**

The National Dislocated Worker Grant (DWG), "COVID-19-HI-Disaster Recovery," (Disaster Recovery DWG) was awarded to the Workforce Development Council (WDC) from the U.S. Department of Labor (USDOL). The grant can be reference by Federal Award Identification Number: DW-34826-20-60-A-15. Disaster Recovery DWG funds are available for the local areas: County of Hawaii, the City and County of Honolulu, and the County of Maui. This bulletin transmits Federal and State requirements for worker eligibility, worksite qualification, and allowable activities under the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, Section 170.

**II. Background**

In November 2020, the USDOL issued Training and Employment Guidance Letter (TEGL) No. 12-19, Change-1 to guide the implementation of the National Dislocated Worker Grant Program.

The Disaster Recovery DWG provides disaster-relief and humanitarian assistance employment 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-relief employment is the temporary employment of eligible individuals for the purposes described in WIOA Section 170(b)(1)(B) and (d), as well as 20 CFR 687.180(b) and (c).

Highest priority must be given to the cleanup of the disaster area's most severely damaged public facilities and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas within the disaster area. To the extent feasible, administering funds according to these priorities must be in coordination with any projects administered by State emergency management agencies and other appropriate organizations, to avoid duplication of

efforts and to ensure that Disaster Recovery DWG activities appropriately respond to the affected community's needs after a disaster.

### **III. Policy**

Instructions in Attachment 1, "Disaster Recovery DWG Policies and Procedures" are to be applied by the Hawaii County Workforce Development Board, the Maui County Workforce Development Board, the Oahu Workforce Development Board, and the American Job Centers Hawaii (AJCH) to enroll individuals in accordance with WIOA priority of service provisions.

### **IV. COVID-19 Disaster Recovery DWG Contracts**

Each Local Workforce Development Board (LWDB) through its respective administrative entity shall enter into a contract with the WDC for reimbursement of expenditures associated with the implementation of the Disaster Recovery DWG in the local area. Each LWDB shall designate a single point of contact who will be responsible for coordinating and communicating all activities associated with the Disaster Recovery DWG. This point of contact will coordinate and communicate activities with the WDC Statewide Rapid Response Coordinator.

### **V. Procurement**

All local areas must have and use documented procurement procedures, consistent with State and local laws and regulations and the standards of 2 CFR § 200.318, for the acquisition of property or services required under the DWG. The local area's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327. Local areas must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Local areas will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327.

### **VI. Inquiries**

Inquiries regarding this bulletin may be directed to David Morihara by telephone at (808) 586-9283 or by e-mail at [david.m.morihara@hawaii.gov](mailto:david.m.morihara@hawaii.gov).

### **VII. References**

- Training and Employment Guidance Letter (TEGL) No. 12-19, Change 1, *Change 1 to TEGL 12-19, National Dislocated Worker Grant Program Guidance*, November 2, 2020
- Training and Employment Guidance Letter (TEGL) No. 12-19, *National Dislocated Worker Grant Program Guidance*, March 18, 2020
- Training and Employment Guidance Letter (TEGL) No. 28-10, *Federal Financial Management and Reporting Definitions*, May 27, 2011

- Training and Employment Guidance Letter (TEGL) No. 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 U.S. Department of Labor (USDOL)*, November 10, 2009
- WIOA Bulletin 41-20, HireNet Hawaii National Dislocated Worker Grant Attachment procedures for case managers at the AJC, December 16, 2020
- 20 CFR § 687.110 – What are major economic dislocations or other events which may qualify for a National Dislocated Worker Grant?
- 20 CFR § 687.180 – What are the allowable activities under National Dislocated Worker Grants?
- 2 CFR § 200.317 – Procurements by States
- 2 CFR § 200.318 – General Procurement Standards
- 2 CFR § 200.327 – Financial Reporting

**VIII. Attachments**

Sample forms may be modified to meet the needs and policies of each LWDB. Attachment 2 – Employee Checklist should include the proper contact information as determined by the LWDB.

Attachment 1: Policies and Procedures COVID-19 Disaster Recovery DWG

Attachment 2: Sample - Employee Checklist COVID-19 Disaster Recovery DWG

Attachment 3: Sample - Self-Employed Attestation COVID-19 Disaster Recovery DWG

Attachment 4: Sample - Worksite Proposal Checklist COVID-19 Disaster Recovery DWG




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Executive Director

C: ASO WIOA Unit