

**NATIONAL EMERGENCY GRANTS**  
**Questions and Answers**  
**2008**

10/24/2008

1. **Question:** Is a church or school exempt from the requirement to have an existing Unemployment Compensation (UC) account?

**Answer:** No. Every small business (including a church or a school) must have an existing UC account.

2. **Question:** If a business has fewer than 25 employees locally, but is a branch office of a larger company, is it only the branch employees that count?

**Answer:** The 25 or fewer employee requirement applies to the business not the branch office of a business. The purpose of the program is to assist small businesses. A small business is defined as a business that has 25 or fewer employees.

3. **Question:** I am an owner operated business with no other employees and I do not have a UC account. Can I qualify for a small business recovery grant?

**Answer:** No, the approval from the USDOL for this program includes the requirement that the business has 25 or fewer employees, be in existence at least one year, and has an established UC account. The purpose of the federal grant that funds this program is to assist "dislocated workers". Helping the business re-open is only the means to achieve the end of quickly re-employing business employees after a natural disaster. An established UC account validates the business and documents that there are affected workers.

4. **Question:** Can the Small Business Recovery Grant Program be used to assist faith-based organizations repair structures damaged by Tropical Storm Fay?

**Answer:** USDOL stated the following in TEGl 1-05:

**Faith-based organizations, like all organizations receiving USDOL financial assistance, must not use direct USDOL financial assistance to support any inherently religious activities. Inherently religious activities include, for example, worship, religious instruction, or proselytization.**

Small Business Recovery Grants may not, therefore, be used to repair facilities in support of inherently religious activities. However, facilities associated with faith-based organizations which are not used for inherently religious activities may be eligible for the program. Such facilities include those used for child care, youth programs or humanitarian assistance. To be eligible for the program, faith-based organizations must meet the requirements applicable to all other organizations.

5. **Question:** The costs to the NEG grant to conduct the marketing and needs assessment for the business recovery grants may end up being more than the actual cost of the grants provided to businesses. Will this be an issue?

**Answer:** No. We understand that the number of businesses that will qualify for grant assistance will be fewer than if the program had been available immediately after the storm. Expenditures related to conducting outreach and needs assessment with the business (and any associated overhead costs) are allowable costs that can be charged to the NEG grant.

6. **Question:** A small landscape business could not work because of the storm and temporarily had to lay off its workers. Can the grant be used to help offset losses incurred by the business because of the storm?

**Answer:** No. Grant funds may not be used to reimburse a business for lost income.

7. **Question:** What if the business indicated that they would hire additional workers who qualify as NEG dislocated workers. Would that justify assistance from this program?

**Answer:** No, this is not consistent with the purpose of the waiver to help a business reemploy its workers (not hire new workers). A region could certainly help that business through the region's regular WIA funding and reimburse them for OJT costs and any other related type training to help that dislocated worker obtain a job. At this time, the use of the NEG grant for training has not been approved.

8. **Question:** If a business tells us that they had to use their own capital to cover expenses needed to re-open and reemploy their workers and that capital was intended to go for business expansion and to hire more workers; would that be considered justification to give that business grant assistance?

**Answer:** No, the scenario described here would constitute economic development and that is not consistent with the purpose of the NEG grant.

9. **Question:** A business has reopened and returned to its pre-disaster employment levels and has requested grant assistance to reimburse the business for expenses the business has already paid for through other avenues?

**Answer:** The answer is that we probably cannot help this business unless there are extraordinary circumstances that would present a "reasonable" case for providing the business financial assistance for an expense already covered and how that assistance furthers the goal of the NEG to reemploy workers. The Agency is prepared to assist workforce regions in evaluating these circumstances.

10. **Question** Is a written self-attestation from the employer sufficient to document the employer's situation that is used to justify grant assistance? For example, an employer has expenses related to the storm that have not been paid and the employer states that without grant assistance one or

more employees would have to be laid off.

**Answer:** Yes, we do not believe it is reasonable to expect the business owner to have to provide financial statements, etc. to try to support the assertion that the business and its workers are at risk. It is expected that the self-attestation would clearly include the assertion damage was done to the business as a direct result of Tropical Storm Fay, expenses incurred have not been paid and that absent the grant assistance one or more employees would have to be laid off. Additional supporting documentation would help demonstrate that the RWB exercised due diligence in attempting to document the rationale for the grant assistance.

11. **Question:** Can you help a business that has reopened and returned to its pre-disaster employment levels but has pending expenses related to the storm that have not been paid.

**Answer:** If workers are at risk of being laid off if the business does not cover these expenses then grant assistance could be provided. The RWB would need to describe the circumstances and make the case that failure to help puts those workers at risk of not being able to continue employment.

12. **Question:** Can you help a business that has re-opened but has not been able to fully re-employ its workforce at pre-storm levels?

**Answer:** The full range of services available through this program can be offered to that business needing help so it can re-employ at its pre-disaster employment level.

13. **Question:** How do we track participants who are interested in the NEG temporary jobs?

**Answer:** As with all of our customers we should ensure that they are introduced to and are registered in the Employ Florida Marketplace. After which, the case manager should quickly screen the participant to see if they meet the NEG eligibility criteria. If they appear to be eligible, the case manager should then complete the WIA Application, obtain all necessary documentation for eligibility purposes, complete the NEG eligibility, and continue the process by following the participant reporting instructions.

14. **Question:** If a participant is currently enrolled in EFM in the Workforce Investment Act, can we make them eligible for the Tropical Storm Fay NEG temporary jobs? (9/19/08)

**Answer:** Yes. The participant's WIA application will need to be edited to make them (statewide eligible) for the NEG by selecting the TS/FayNEG grant. The case manager should be able to do this (unless this was a converted case from OSMIS) and then they can assign new activities funded by the NEG dollars. Please refer to the Tropical Storm Fay participant reporting instructions.

15. **Question:** Can NEG funds be used to pay for business's equipment damaged by Tropical Storm Fay? (9/19/08)

**Answer:** Please refer to question and answers number 1 – 8.

16. **Question:** Can NEG funds be used for a down payment for car insurance for an individual who wishes to participate in the NEG program? (9/19/08)

**Answer:** Yes. This would be considered a supportive service. The RWB should have a supportive services policy that outlines the type and amount of supportive services that can be provided and the RWB must make sure that a cost such as this has been determined both necessary and reasonable in order for the individual to participate in the program.

17. **Question:** Are we limited to 8% for administrative costs? (9/19/08)

**Answer:** Yes. At the present time, the grant agreement with USDOL limits us to no more than 8% in administrative costs. You should, however, include in your detailed project plan and budget all estimated administrative costs even if those costs exceed 8%. Your detailed budget narrative should contain enough information to describe and justify the need for those costs. The State will include in its final detailed plan and budget to the USDOL our estimated administrative costs and, if more than 8%, request an increase to the limit. Until an increase is granted however, all RWBs must adhere to the 8% limitation.

18. **Question:** If someone has completed their temporary job and wants to go into the training phase, do we technically have to wait until we submit our fully documented plan and get it approved before they can get training? (9/15/08)

**Answer:** Yes. Per TEG 16-03, the primary purpose of a disaster project is to create temporary jobs to assist with clean-up activities. Specifically, the TEG says a state may include in its "fully-documented plan, or modification request," a component for workforce development-related services. This workforce development component is for workers involved in the clean-up work who will not return to their prior employment. Your plan must demonstrate that the participants need employment-related assistance to return to work and that non-NEG resources are not available to provide such services. The workforce development component must provide information on the number of participants that require assistance, the type of assistance and the duration and planned performance goals. The application must also include the outcomes of those who will not require employment-related assistance through the NEG project. Formula funds, if available, could be also used in coordination with the NEG to provide any employment-related assistance such as training that may be needed by a NEG temporary worker.

19. **Question:** Are OPS employees eligible for overtime? (9/10/08)

**Answer:** Yes

20. **Question:** Can temporary jobs be created that address mitigation efforts? (9/10/08)

**Answer:** No. The National Emergency Grant (NEG) only allows for temporary jobs for clean up or humanitarian services related to the storm declared in the FEMA declaration, not for future storms.

21. **Question:** Can temporary jobs be created to backfill positions that have been shifted to address the restoration efforts. (9/10/08)

**Answer:** Refer to the below Q&A stated by USDOL:

**Question:** Where municipal governments have diverted regular work crews to work on disaster-related activities, can temporary job participants work on work assignments that would normally be performed by the regular workforce?

**Answer:** Those "regular" activities performed by the employer's permanent workforce may only be performed by temporary Disaster Relief workers to the extent to which the duties are **specifically related to the community's recovery from the covered disaster**, e.g., clean-up, reconstruction and restoration of damaged public facilities and projects that provide humanitarian assistance to disaster victims. Regular maintenance or customer service activities, such as cutting grass, clerical support for municipal governments, responding to constituents' inquiries regarding auto licensing, etc., **are not allowable activities under NEG disaster grants.**

22. **Question:** Must a local board exhaust their formula dislocated worker funding prior to using NEG funding for the retraining phase of the NEG Hurricane Project?

**Answer:** No. We can find no reference in the regulations or the grant document that requires a local board to expend its formula funds before using NEG funding for retraining. TEGL 16-03 describes the policy and priority framework for the use of NEG funds and states that NEG funds are not available to replenish general formula funds. It goes on to state that maintaining adequate rates of expenditure of available formula funds (both state and local level funding) will be a major criterion in evaluating the need for NEG funding. Although a factor in whether the USDOL awards an NEG grant or allows an emergency NEG grant to pay for training services, there is no requirement that the state or a local board exhaust their local dollars before they can use available NEG grant dollars to pay for training. We encourage regional boards that have available formula funding to use those funds to begin the retraining phase of the NEG project until approval to use NEG funding is granted. NEG is intended to SUPPLEMENT local and state DW funds, not SUPPLANT use of local and state funds. Regional boards should have a plan to show that you are using both simultaneously, not using all NEG first and "banking" local/state reserves.

The new NEG regulations state that where "there are not sufficient formula funds to provide needed assistance to transition them into permanent employment" the USDOL will consider a request for additional NEG funding or to use available unexpended NEG award for that reemployment assistance. The TEGL describes an expectation that 70% of available funding (prior year and current year) is expended at the end of the program year (June 30) to demonstrate the need for NEG funding assistance. Regional Workforce Boards should review their expenditure and obligation rates for the local formula dislocated worker funds and determine that the USDOL expectation that 70% of the funding will be expended at the end of the current program year will be met before requesting additional NEG funding to pay for retraining services for NEG participants.

23. **Question:** FEMA currently provides funding to the county through a third party contract (private contractor) to assist the county with clean-up activities. FEMA reimburses the county 75% for the workforce costs, and the county must provide the other 25% to cover the remaining salary costs. Can NEG funds be used to pay for the 25% not covered by the FEMA, for the county, if the workforce meets the temporary jobs eligibility requirements?

**Answer:** No. FEMA requires that the county or public entity provide a 25% match for the 75% FEMA funds. According to the USDOL questions and answers provided with the NEG Award Letter, they state: "The WIA funds will not be accepted for the FEMA 25% State and local match requirement." Therefore, based upon the USDOL Q&A, WIA (in this case NEG) funds cannot be used to pay the 25% costs incurred by the county and/or other entity who is receiving FEMA dollars for workforce costs.

24. **Question:** How do we know what FEMA will pay for versus what NEG funds will pay for the clean-up and restoration efforts?

**Answer:** As FEMA and NEG funds can pay for similar services, the best way to insure that the RWB is not supplanting FEMA funding is to obtain from the county, city and/or non-profit a written statement as to what services and/or funding FEMA is supplying to the entity. This will provide documentation to show that NEG funds were not duplicated nor supplanted by FEMA funded services/activities. The written statement should include a brief description of what staff, equipment, supplies, etc., are being paid through FEMA dollars.

25. **Question:** FEMA currently provides funding to the county through a third party contract (private contractor) to assist the county with clean-up activities. FEMA reimburses the county for the costs of the workforce supplied by the third party contractor at 75% of the cost; the county provides the other 25% as match, to cover a 100% of the cost of the workforce. Can the individual covered under the FEMA funding be transferred to the temporary jobs program under NEG, so that 100% of the wages can be covered and the county does not have to supply the 25% match.

**Answer:** No. NEG funds cannot be used to supplant FEMA funding. The RWB may supply additional temporary workers to the county to perform the same kind of work and/or different tasks at different locations, etc., especially when there are more clean-up requirements than either source can supply alone. However, NEG funds cannot be used to supplant FEMA funding provided to counties, cities, and non-profits for clean-up activities.

26. **Question:** Can NEG grant funds be used to purchase a second rider for Workers Compensation if the RWB serves as the employer of record for temp job participants?

**Answer:** Yes, as long as the regional workforce board or other participant employer of record, is the employer of record. They cannot purchase a waiver for another employer of record.

27. **Question:** How should we record a temporary "subsidized" job in the

State MIS?

**Answer:** Temporary subsidized jobs are to be recorded as a "Work Experience" activity, which is an intensive service for both Adults and Dislocated Workers; upon completion or termination of the job, the activity is to be closed with the effective date being the same as the last day of temporary work. Additionally, specific data such as the employer's name, contact info, job title, rate of pay, etc. should be recorded under the "**Entered Employment Link**" in EFM. All details should be listed as this information will be vital for reporting purposes. **Note:** The temporary employment being offered in the disaster NEG is considered subsidized and therefore does not constitute a job placement for exiting purposes in WIA.

28. **Question:** When a participant is employed in a subsidized temporary job using NEG funds and then moves to a different subsidized temporary job, how should this be coded in the State MIS?

**Answer:** The participant should remain in the same activity "Work Experience", the activity should remain open and the new subsidized job placement should be entered showing the new employer, start date, title, wage etc. This information is recorded under the **Entered Employment Link** in EFM.

29. **Question:** If a participant was determined eligible as "Long-term Unemployed (now unemployed 6 out of the past 13 weeks)" and subsequently served with NEG funds for temporary disaster clean up employment, can the participant also be served using local funds?

**Answer:** Yes, as long as the participant is determined eligible under the appropriate program, i.e. adult, dislocated worker, etc. or any combination and the proper eligibility documentation is obtained and placed in the file.

**Note: "Long-term unemployed" is not an eligible criteria for regular WIA dislocated funds.** The individual must have been determined eligible in accordance with WIA guidelines for the appropriate funding category.

30. **Question:** Is there a time period (deadline) for non-profits to apply for NEG temporary jobs from the RWB's.

**Answer:** No, there is no deadline for non-profits to apply for temporary jobs from the RWB's. However, the initial award restricts the clean-up period and temporary jobs to six months from the date of the grant award. If there is justification to extend the temporary jobs beyond six months, the State may include a request in the fully documented modification which will be sent to the USDOL the end of October.

31. **Question:** A participant voluntarily leaves a job and relocates to Florida and begins to look for a job. The hurricane (s) cause "inability to work as a result of disruption of business activities." Can he become a temporary worker?

**Answer:** Yes. It is recommended that the RWB obtain information regarding the individual's skill/education background and document that there are no jobs available with those individuals' skills in their region, due to the disaster.

32. **Question:** The RWB's can pay the "prevailing wage" for temporary jobs associated with the NEG hurricanes. Is it necessary to document how the prevailing wage was determined and, if so, what form of documentation is recommended?

**Answer:** There is nothing in writing requiring documentation of the prevailing wage but it is suggested that you document how you came up with the prevailing wage. Per the NEG award letter "Participants should be paid the higher of the federal, state or local minimum wage or the prevailing rates of pay for other individuals employed in similar occupations by the same employer".

33. **Question:** Does a participant have to be paid the prevailing wage for the type of work he is doing in that labor market?

**Answer:** Participants should be paid the higher of the federal, state or local minimum wage, or the prevailing rates of pay for other individuals employed in similar occupations by the same employer.

34. **Question:** It is my understanding that those eligible persons who work under NEG will not have their UI affected by the earnings from this temporary employment. How does the participant report these earnings and not have it affect their UI?

**Answer:** There are no provisions in Florida law or the federal regulations that would allow earned income to be exempt from being deducted from Unemployment Compensation Benefits regardless of the funding source.

35. **Question:** Can a youth participating in subsidized employment that loses this job due to a Hurricane become eligible for the temporary "clean up" employment under the NEG?

**Answer:** Yes, a youth who is in subsidized employment and loses his/her employment due to a hurricane meets the eligibility definition of being "dislocated, either permanently or temporarily as a result of the disaster event" and therefore may participate in the temporary "clean up" jobs associated with the NEG.

36. **Question:** Can we purchase equipment for program activities under the NEG grant?

**Answer:** Yes, however, whenever possible, RWBs should lease equipment if at all possible. The NEG grant's main focus is to create temporary jobs for individuals affected by the disaster. It is understood that to do this, sometimes the RWBs must acquire equipment (i.e., portable copier, printers, etc.) to perform intake/eligibility certification, alternative sites, and other similar program activity requirements. If the RWB must purchase equipment, the RWB should attempt to keep equipment purchases below their inventory cost threshold and should limit the purchasing of equipment. RWB's should do a cost price analysis to determine if purchasing equipment is more cost effective than leasing and documentation should be kept in the files. At the conclusion of the NEG, the equipment will need to be used in formula WIA programs.

37. **Question:** How should the Regional Workforce Board (RWB) handle a situation where a National Emergency Grant (NEG) potential employee's background screening results in a disqualifying criminal history (meaning that the employee is not qualified under the employer's background screening criteria) and the RWB becomes aware of the screening result?

**Answer:** If a NEG potential employee's background screening results in a disqualifying criminal history and the RWB becomes aware of the screening results, the following is the suggested method for dealing with the issue: **First**, using the Wagner-Peyser approach, the RWB/one-stop center should continue to have a basic understanding with the employers that in referring any applicant for a job, the RWB/one-stop center is not certifying that it has done a criminal background check, educational credentials verification or any other experience/qualifications check. **Second**, if the RWB/one-stop center has procedures already in place for handling such cases outside of the NEG situation, those procedures should be followed. **Third**, if the RWB/one-stop center has no established procedures, then the RWB/one-stop center should obtain a release from the "disqualified" employee. The release should indicate that in order to continue to seek NEG employment, the employee gives the RWB/one-stop center the authority to disclose the results of any background screening that has been made known to the RWB/one-stop center to any NEG potential employer. (This release preferably should be on an initial document (application) when the potential employee first applies for NEG employment.) **Fourth**, in the NEG situation when the employer of record (RWB, staffing company, etc.) has initially hired the person, without a background check, but then one of the worksites requires a background check that produces a disqualifying offense so that the worker is barred from that worksite, the RWB/one-stop center should obtain the waiver (if not initially obtained) from the worker so that the RWB/one-stop center can make known the disqualifying background check to another worksite to which the employee may be referred; thus, each particular worksite will make the determination if the employee is disqualified to work at that worksite.

38. **Question:** Are we limited to the types of jobs listed in the participant reporting instructions?

**Answer:** No. Laborer, driver, office worker and humanitarian and social service aides are merely examples of typical job classifications. The primary purpose of a disaster project is to create temporary employment to assist with clean-up activities and humanitarian activities. Clean up includes demolition, cleaning, repair, renovation and reconstruction of damaged and destroyed public and not-for-profit structures located within the disaster area. Humanitarian assistance includes distribution of food, clothing, and other assistance to disaster victims. Humanitarian assistance may be provided through temporary workers assigned to community-based and faith-based organizations as well as public agencies. As long as the job title/description can be tied back to the purpose the job is acceptable.

39. **Question:** Are we required to do follow-up on these NEG participants?

**Answer:** If only NEG funds are used to fund the participant then follow-up is not required but optional. When local funds are used the participant is subject to normal WIA policy and therefore follow-up becomes mandatory. Whether served by NEG dollars alone, formula dollars alone, or dually

enrolled, all existing WIA participants are subject to the WIA Core performance measures, including Entered Rate into unsubsidized jobs, etc.

40. **Question:** Are farm workers coming in from other states eligible to participate in the temporary jobs program?

**Answer:** Yes, there are no residency requirements for the NEG grant.

41. **Question:** If farm workers are currently unemployed and return to the State and there are no jobs here as a result of the hurricane, are they eligible to participate in the temporary jobs program?

**Answer:** Yes

42. **Question:** What are the services available for farm workers under UC?

**Answer:** All claims that are filed following disasters are first screened for eligibility for a Florida claim. If the eligibility requirements for a Florida claim are not met, a Disaster Unemployment Assistance (DUA) claim is filed and the claim is reviewed to determine if the DUA eligibility requirements are met.

43. **Question:** Can participants hired as temporary workers under the NEG provide "clean-up" work on a damaged non-profit property/facility?

**Answer:** Yes. The grant states under "Eligible Activities", "The jobs may be designed to assist in clean-up, repair and reconstruction of public and private non-profit property in order to enable the resumption of regular business activities and employment disrupted by the disaster event."

44. **Question:** Can participants hired as temporary workers under the NEG provide "clean-up work on damaged private, for-profit business property/facilities?

**Answer:** No. The grant states under "Eligible Worksites" in regard to private property, "#4, work may only be performed on the homes of economically disadvantaged individuals who are eligible for the federally funded weatherization program".

45. **Question:** Can participants hired as temporary workers under the NEG provide clean-up work on private property?

**Answer:** Yes, but only under the following two circumstances:

1.) Clean-up activities on private property may be performed by NEG Disaster 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 I funds are being provided, repair and restoration activities are authorized on the private property of **economically disadvantaged individuals**, under the following specific conditions. **In order to be authorized, all of the following conditions must be met:**

- Work can only be performed on the homes of economically disadvantaged individuals who are eligible for the federally-funded Weatherization program; **and**
- Work may be performed on private land or homes of such individuals if the non-WIA 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-WIA funds: **and**
- Work on private land or buildings is performed to remove health and safety hazards to the larger community; **and**
- The work is limited to returning a home to a safe and habitable level-not to make home improvements; **and**
- Priority is given for service to the elderly and individuals with disabilities; **and**
- WIA funds cannot be used for the cost of materials to do repairs; **and**
- Work must be disaster-related and not related to general home improvements authorized under the Federal Weatherization program; **and**
- Work is coordinated with or supervised by the local agency responsible for the Federal Weatherization program.

**In addition**, the grantee must have in place procedures to ensure compliance with non-duplication and maintenance of effort as required by the WIA statute. The State must have in place a plan to recover WIA funds which have been expended for activities or services for which other funds are available. This includes, but is not limited to: HUD, FEMA, **public or private insurance**, donated time and construction workers employed by private for profit firms where resources are available to provide for such employment.

46. **Question:** Can individuals hired as temporary workers under the NEG assist in conducting surveys of businesses to determine workforce needs of employers affected by the disaster?

**Answer:** Yes. The NEG states under “Eligible Activities” that the state may propose use of grant funds for other activities which are allowable under WIA. As surveying employers to determine workforce needs is allowable, this activity would also be allowable under the NEG.

47. **Questions:** We have been asked to hire temporary workers for FEMA to assist their staff in determining eligibility for FEMA assistance. In other words, a FEMA eligibility staff person, not someone who is assisting with clean-up and recovery activities. Is this possible?

**Answer:** No. The temporary jobs must be to assist with clean-up, restoration and recovery assistance. FEMA should fund staff to determine

FEMA eligibility assistance.

48. **Question:** We have had a request for 100 temporary workers to identify debris sites throughout the county. This would require the temporary workers to drive through the county and note debris site locations so that the county can schedule clean-up timelines. Some of the temporary workers do not have cars. Can we lease cars for the temporary workers?

**Answer:** Yes, transportation assistance is an allowed support service; however, the RWB should insure and determine reasonableness of cost for this support service. The RWB should insure that the cost for leasing the car does not exceed what would normally be paid for transportation, support services, under the RWBs local policy. In addition, it is suggested that the RWB proceed cautiously with liability issues and insurance regarding this practice.

49. **Question:** Can a staffing agency be the employer of record?

**Answer:** Yes

50. **Question:** The County has moved their monitoring employees to a private contracted corporation. Is there any restriction on paying for the wages of the temp workers even though their employer of record is no longer the county but is now a private contracted corporation?

**Answer:** There is no problem with the shift if the county stands by the site agreement and assures us that the NEGs are still going to be doing cleanup directed by the County, or you can get another site agreement with the contractor providing similar assurance, and possibly co-signed by the County.

51. **Question:** Can staff that coordinates the temporary jobs program be charged against the program cost category?

**Answer:** Yes. **(Cost Category and Financial Guidance)**

52. **Question:** Can the participant exit as entered employment once they are placed into the temporary employment?

**Answer:** No, the temporary employment being offered in the disaster NEG is considered subsidized employment and therefore does not constitute a job placement for exiting purposes in WIA. Furthermore, these NEG participants are to be served just like regular WIA participants with the end result being on unsubsidized employment.

53. **Question:** The Army Corps of Engineers has requested temp job orders for data entry clerks. Is there any restriction on providing these positions to them under NEG?

**Answer:** If clerical help is needed due to the Corps disaster response, with their assurance that this is the case, then you could consider assignment of NEG temps to help with the cleanup mission, which would be within the scope of the NEG award. However, it is normally used to assist local/state government entities, not federal. You may wish to contact FEMA to see if they are aware of any alternative help available for

the Corps, or whether they see a problem with assigning NEG temps.

54. **Question:** Will the fees associated with contracted staffing agency services be considered a programmatic cost for purposes of processing payrolls for temporary workers?

**Answer:** The NEG grant agreement requires that we use the definition of "administrative costs" contained in the WIA regulations at 20 CFR.667.220 (c)(1). This regulation states that an *award to a subrecipient or vendor that is solely for the performance of administrative functions is classified as an administrative cost*. For example: If your contract with the temporary employment agency is only for that agency to perform payroll functions for the NEG temporary workers, then those costs would be administrative costs. If, however, your contract with the temporary employment agency is for additional functions such as determining eligibility for the NEG program; determining suitability for a temporary job; selecting and assigning participants to worksites, and other similar non-administrative activities, then all costs for that contract would be classified as program costs in accordance with 20 CFR 667.220(c)(4).

55. **Question:** Will pooled One-Stop and Board costs be considered an allocable cost for NEG?

**Answer:** Pooled One-Stop and Board costs in support of the NEG Temporary Jobs program can and should be allocated to the NEG grant consistent with your approved cost allocation plan. These costs could be either administrative or program. Administrative costs are defined at 667.220 in the WIA rule.

56. **Question:** In the participant reporting instructions "Total Credentials Attained" is listed under performance reporting. Are these participants required to earn credentials?

**Answer:** Although it is not a requirement for the employment phase of this NEG grant, any credential attained by the participant should always be entered into State MIS as this information is reported to USDOL.

57. **Question:** Are we required to record ITA information?

**Answer:** No, there are no ITA reporting requirements when using NEG funds, however, when local funds are used for training the participant is subject to WIA policy and therefore the ITA becomes mandatory unless it is subject to one of the exceptions listed in WIA section 134(4)(g)(ii).

58. **Question:** Is it possible to provide (Disaster Unemployment Assistance) DUA affected Dislocated Workers who are only seeking basic Core Services with Supportive Services (i.e. gas cards, bus passes) out of the NEG grant dollar allocation without having them be involved in temporary subsidized employment?

**Answer:** No