**National Dislocated Worker Grant**

**Worksite Selection Checklist**

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| **When selecting DWG worksites, consideration should be given to the following criteria\*:**  | **Yes/No** |
| The worksite is in the geographic disaster area covered by the qualifying disaster declaration.  |[ ]
| The worksite is a public facility as discussed in State Instruction 20-05.  |[ ]
| The worksite is in an area severely damaged by the disaster or economically disadvantaged.  |[ ]
| The worksite employer is current on all Federal and state tax obligations.  |[ ]
| The worksite employer has current, applicable, and adequate insurance coverage, including Workers Compensation.  |[ ]
| The worksite is current and in compliance with health and safety requirements.  |[ ]
| The worksite employer demonstrates an understanding of the DWG program, allowable activities, limitations, and its responsibilities as a worksite employer **and** agrees to comply with requirements of the program. Responsibilities include (but are not limited to):* Payment of wages and fringe benefits: the worksite employer must pay disaster-relief participants the higher of the Federal, state, or local minimum wage, or the comparable rates of pay for other individuals employed in similar occupations by the same employer.
* Health and safety training: the worksite employer must provide appropriate safety training to disaster-relief participants and ensure safe working conditions, which includes the provision of Personal Protective Equipment (PPE).
* Monitoring: worksite employers must submit regular activity reports and participate in onsite and virtual monitoring reviews conducted by the Project Operator, DEW, and DOL.
* Recordkeeping: worksite employers must maintain all records, including timesheets or timecards, absences, disciplinary records, dates and types of training provided, etc., related to disaster-relief employment.
* Other duties: the worksite employer may be expected to accept additional responsibilities depending on local policies or future state and/or Federal guidance.
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