



Southwest Georgia Workforce Development Board
Policy/Procedure Name: **Disaster Response Plan**
Policy/Procedure #: **WIOA-2018-070**
Effective Date: February 28, 2018

PURPOSE

Southwest Georgia may sometimes be vulnerable to natural disasters such as tornadoes and flooding. However, there are other forms of disasters like drought or fire that could have a profound effect on the region's economy. A major disaster or emergency can also cause the loss of an individual's livelihood and impact the local economic infrastructure. Although major natural disasters do not occur every day the workforce system should be prepared to meet the responsibility when they do.

Rapid Response funds may be used to plan for disaster response before a disaster strikes. This plan establishes a process and structure for the systematic, coordinated, and effective delivery of our local and State assistance in response to a major disaster or emergency as required in 20 CFR §682.330.

STATE POLICY

Georgia Department of Economic Development – Workforce Division Policy and Procedure 5.9

LOCAL POLICY

A. Disaster Response Agencies

Emergency situations can come in numerous forms and vary greatly in their magnitude. Different types of disasters require a different response. Southwest Georgia's disaster response partners consist of government and non-government agencies and organizations.

Some external agencies include Federal Emergency Management Agency (FEMA), Georgia Emergency Management and Homeland Security Agency (GEMHSA), Chief Elected Officials (CEO), U.S. Department of Labor (USDOL), Georgia Department of Labor (GDOL), Chambers of Commerce and the Small Business Administration (SBA).

Internal agencies consist of the Georgia Department of Economic Development (GDEcD), Workforce Development Boards (WDB), Local Workforce Development Areas (LWDA), and WorkSource Georgia offices. Other partnerships include non-profit and private agencies such as labor and industry organizations, United Way, Goodwill, American Red Cross, Salvation Army and other appropriate organizations.



B. Connectivity and Mobility

The State Rapid Response staff shall maintain an updated list of primary contacts, telephone numbers and locations of relief/resource and remedial locations. This list shall be stored at www.Workforce.Georgia.org. WorkSource Southwest Georgia shall maintain an updated list of local contacts, telephone numbers, emails and locations for relief/resource and remedial locations on the website that will allow team member access if the agency servers are down. This list shall be stored at www.worksourcesouthwestgeorgia.org.

C. Communication

In the aftermath of a disaster or emergency situation, the State Rapid Response Team (RRT) or WorkSource Southwest Georgia will reach out to the local jurisdiction to ascertain the impact to the affected area and to determine how the State and WorkSource Southwest Georgia can leverage resources. WorkSource Southwest Georgia will have necessary office equipment available for Rapid Response activities which will be housed at the Camilla administrative office for any upcoming events. If there is power loss, internet connectivity loss, or damage of cell phone towers, staff shall be prepared to manually register or assist individuals with paper forms if needed. A supply of forms will be stored at the one-stop and affiliate service locations.

The State Rapid Response Coordinator (RRC) will work with WorkSource Southwest Georgia to organize meetings to assess the needs and plan appropriate Rapid Response activities and recovery efforts. Additional meetings may be planned to ensure progress and to identify other needs, as appropriate.

As with Rapid Response services in general, coordinated services for an emergency or disaster situation will be customized to meet the specific needs of the affected individuals. In addition, enrolled participants are eligible to receive the full array of workforce development services as outlined in the State Policies and Procedures Guide § 5.3-5.6. Our local area shall plan and facilitate these services. The disaster response plan shall be disseminated to all team members and partner agencies for review of roles, responsibilities, tasks and reference information when the team is activated.

D. Recovery Assistance

If needed, a coordinated response may include the completion and submission of an application for National Dislocated Worker Grants (NDWG) for discretionary funds. The application must demonstrate that Rapid Response activities have been or are in the process of being carried out, state and local funds have been used to initiate appropriate services to eligible workers and there is a need for additional funds to effectively respond to the needs of affected workers.



Additionally, the application must show that if there has been a declared emergency or natural disaster, the community has demonstrated a need and an application has been developed in conjunction with the CEO in the area of which the proposed project will take place. These grants temporarily expand training and employment services to dislocated workers impacted by unexpected economic events or a natural disaster with the objective to employ laid-off workers and enhance their employability and earning. The objective is to create temporary job opportunities to assist with clean-up and recovery efforts of the affected community. The State or WorkSource Southwest Georgia can apply for NDWG as outlined in TEG 02-15: Operational Guidance for National Dislocated Workers Grant, and Training and Employment Notice (TEN) 32-10: Revised National Emergency Grant Application Submission and Review Process.

E. Finance and Grant Administration

Rapid Response funds can be used as a gap filler for a NDWG. Activities can be expended as a one hundred percent (100%) programmatic cost. Funds can also be utilized for additional assistance for events that substantially increase the number of unemployed individuals.

F. Rapid Response Budget Allocations

Rapid Response funds are provided to WorkSource Southwest Georgia in a separate grant award.

Allocations are made using the dislocated worker allocation formula used for funding in the same program year. Separate drawdowns and financial tracking must be completed for these awards. These funds can be used for expenses such as printing of materials to be shared at Rapid Response events, payment of employee time directly related to Rapid Response events, establishment of a transition center with prior State Workforce Division approval, employee time dedicated to collaborating with business and industry to identify potential layoffs and provide information about layoff aversion opportunities, and travel incurred while traveling to and from Rapid Response events.

Rapid Response administration funds should not be expended to cover the cost of subsidizing dislocated worker events that are already occurring, or to subsidize the other operational duties that staff would generally incur should no Rapid Response event be present within the WorkSource Southwest Georgia.

G. Allowable Costs

Activities provided in response to disaster situations are considered normal Rapid Response activities and should follow the same guidelines for the use of Rapid Response funds.

In the event of a disaster or emergency situation, all items under the normal supportive services are an allowable expense. Some supportive services expenses incurred during previous disasters are safety equipment worn by workers (gloves, steel-toed boots, hard hats, protective goggles, reflective vests and protective overalls), participant wages, case



management salaries of staff who performed intake, assessment and placement in addition to other programmatic costs.

Additionally, other allowable expenses have included the salaries of financial services staff, grant management staff and fringe benefits and other costs associated with the day to day operations of the grant and supplies. If declared an emergency or disaster by the Governor or the President, any supportive services expended during that emergency period which is directed towards affected participants will be exempt from the supportive services cap in the Policies and Procedures Guide §3.4.8.

H. Emergency Procurement

In the event of an emergency, the State Workforce Division may engage in Sole Source procurement in accordance with OCGA § 50-5-71. The State Workforce Division follows all emergency sole source procurement procedures found in the DOAS Georgia Procurement Manual which may be reviewed here:

http://pur.doas.ga.gov/gpm/MyWebHelp/GPM_Main_File.htm.

If WorkSource Southwest Georgia is engaging in sole source procurement in the event of an emergency, then we must follow all applicable emergency procurement guidelines found in 2 CFR 200.320(f) as well as any local procurement procedures applicable to sole source procurement. WorkSource Southwest Georgia should ensure that appropriate documentation is maintained to support the emergency need for the purchase. Documentation should be attached to the receipt/purchase order when submitted for payment. A copy of all purchases should be kept in a file labeled with the grant information number for easy access for future audits along with documentation of need for the purchase. In the event of a State or FEMA declared emergency, WorkSource Southwest Georgia must confer with the State in order to expedite procurement and expenditure requests which are made in response to identified disaster response activities, if needed.

I. Monitoring

All costs and activities associated with the declared emergency will be monitored by WorkSource Southwest Georgia during the grant period. WIOA staff as necessary will be assigned in the region to oversee the applicants and participants to provide services through the SWGA One-Stop Delivery System. The staff will take applications, review applications for completeness, schedule appointments and approve applicants for services. Staff will also maintain all applicant/participant files in a secure location.

All costs and activities associated with Rapid Response are monitored during the annual on-site monitoring process. Files should be maintained for easy access during the audits. Files should be alphabetized and sorted according to county or city. The State Workforce Division includes all Rapid Response grant awards (administrative and emergency reserve) within the scope of annual on-site financial monitoring. Financial sample selection includes samples of



all Rapid Response expenditures, contracts, employee time allocations, and other costs allocations. All State Workforce Division financial policies and procedures apply to Rapid Response grant awards, and the same corrective actions and sanctions also apply. In the case of a National Dislocated Worker Grant (NDWG), planned fiscal and program monitoring will be conducted by the State Workforce Division accordingly to ensure worksites and related activities are consistent with the provisions of applicable federal statutes, regulations, and the terms and conditions of the grant award letter.

Southwest Georgia Workforce Development Board
Policy/Procedure Name: **Disaster Response Plan**
Policy/Procedure #: **WIOA-2018-070**
Effective Date: February 28, 2018