



# IOWA DISASTER RECOVERY EMPLOYMENT PROGRAM (DREP) APPLICATION INSTRUCTIONS



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## How to Apply

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Completed DREP Application Packages should be submitted by email to [NDWG@iwd.iowa.gov](mailto:NDWG@iwd.iowa.gov).

The Iowa DREP Application Package includes:

1. DREP Application Cover Sheet
2. Budget Worksheet
3. Worksite Worksheets (one per worksite)
4. Heavy Equipment Form (as applicable)

Instructions for each section are outlined below. The application includes basic subrecipient information, the nature and location of projects to be completed, the number of participants needed, the projected timeframe for completion, project equipment needs, projected budget and information regarding FEMA coordination. **A completed DREP Application Package must be submitted prior to receiving funds.**

IWD allocates funding based on project completion dates and regional needs. Since IWD must request the USDOL grant prior to these meetings, the total funding needed will often exceed the grant award amount. IWD can, when prudent, request additional funding from the USDOL once the statewide grant expenditures reach 70%. This additional funding is not guaranteed and is contingent upon availability and project scope.

After funding is allocated, the Region(s) must prioritize the projects. The NDWG Coordinator will assist the Region(s) in making these determinations after analyzing the overall cost-per-participant and local economic impact.

### Allowable Grant Activities

Disaster Recovery NDWGs provide funding for disaster relief employment, supportive services, and career and training services, depending on the need for the Region and what is requested in IWD's grant application to USDOL. Disaster relief employment is the priority under all Disaster Recovery NDWG applications for the State of Iowa. Employment is limited to temporary positions, which are disaster related, and must be classified as either "debris" or "humanitarian", depending on the nature of the work performed. These positions are restricted to the specific activities, as defined by Training and Employment Guidance Letter (TEGL) 02-15.

Debris positions, which include labor or conduct oversight of work in the devastated area(s), may include operating equipment, driving worksite vehicles, cleaning out and repairing culverts, performing rake/shovel/wheelbarrow work, repairing roads and levees, removing sandbags, restoring playgrounds and trails, and supervising crew.

Humanitarian positions, which provide direct aid to victims in the disaster, may include handing out food and water, managing emergency supplies, administering first aid, and other humanitarian assistance designed to alleviate suffering for disaster victims.

WIOA allows for career and training services to be provided concurrently with the disaster relief clean-up however, the state must have met the expenditure threshold (70% of the prior program year's Dislocated Worker formula funds) in order to request career and training services for a Disaster Recovery DWG. Clean-up and recovery activities take precedence when offered in conjunction with career and training services. Subrecipients will need to inform the NDWG Coordinator if they would like to seek funds to provide career and training services in the disaster grant application. Final determination will be made by IWD.

### Adhering to DREP Policies

All policies outlined in the Iowa DREP Manual must be adhered to by the participating Region(s) even if local policies contradict certain portions. These policies were defined to ensure the DREP is consistent statewide.

## Cover Sheet Instructions

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### Organization Information

Please enter your DUNS number along with the organization's legal name and address associated with the DUNS. The DUNS number is a unique entity identifier for your organization.

### Primary and Secondary Contacts

Identify the staff who will be responsible for the day-to-day management of the subaward and regional NDWG project activities. These individuals may be requested to provide updates on grant performance to IWD and the NDWG Coordinator throughout the period of performance.

### Number of Worksite Worksheets

Enter the number of Worksite Worksheets included in your DREP Application Package. A separate worksheet is required for each worksite; therefore, this should also equal your total number of proposed worksites.

### Heavy Equipment Form

Check "Yes" if you anticipate a need to support the rental or lease of heavy equipment with NDWG funds. Attach a copy of the Heavy Equipment Form to your application package submission. Check "No" if you do not anticipate a need to use grant funds to rent or lease heavy equipment.

### Total Budget Amount

Enter the total amount of grant funds requested. This must equal the total amount included on the Budget Worksheet.

### Indirect Costs

Check the applicable box to identify if you 1) plan to apply a federally approved Negotiated Indirect Cost Rate Agreement (NICRA) to the grant, 2) plan to utilize the 10% De Minimis Rate or 3) elect to not include indirect costs in the budget. If you check the first box, include a copy of the federally approved NICRA as an attachment with your application submission.

## Budget Worksheet Instructions

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### Administrative Costs

As defined in WIOA regulations at 20 CFR 667.220:

The definition is function-based; therefore, only the costs associated with performing the activities or functions listed in the regulations and ones that are not related to the direct provision of workforce investment services are considered to be administrative costs.

- Accounting, financial, cash management, budget activities, procurement, personnel, payroll, property management, audit, and general legal services functions are administrative in nature, as are coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports and developing systems and procedures, including information systems, required for these administrative functions.
- Oversight and monitoring activities are classified depending on whether the activity being monitored is administrative or programmatic in nature.

- The costs of supplies and equipment used for administrative functions or activities and the cost of staff that perform and/or supervise administrative functions or activities are considered administrative costs.
- This definition of administrative costs is different from facilities and administration costs referred to in 2 CFR Part 200.
- If the cost of a function or activity in question is not listed as an administrative cost in 20 CFR 667.220, then such cost can be considered a program cost and is not counted against the 8 percent limit.

### **Personnel and Fringe**

This includes salary and fringe for your organization's staff who will directly charge time to the grant. This does not include IWD staff time or subcontracted staff costs.

### **Staff Travel**

This includes allowable travel costs per local policy for staff.

### **Participant Wages (including FUTA/SUTA & FICA)**

This includes the participant wages paid and includes only those items actually within the temporary employee's pay check plus FUTA/SUTA, and FICA. If the employer of record also allows for fringe benefits (i.e. sick days, annual leave, etc.) for temporary employees, this will be recorded within this line item. If the employer of record allows for any retirement benefits for temporary employees, this is not allowable under the Disaster NDWG.

### **Supportive Services – Jobs**

This includes all Supportive Services during the temporary job assignment as outlined in the DREP Manual. While fitted gear for debris cleanup is considered expendable and does not count toward the \$1,800 limit, it is still considered a Supportive Service and is recorded within this line item and service notes.

### **Supportive Services – Workforce**

This includes all Supportive Services during the workforce development component as outlined in the DREP Manual. This is only after the temporary job has been successfully completed and the workforce development component has been added and approved for the Disaster NDWG. **Applicants should consult with the NDWG Coordinator prior to budgeting Disaster NDWG funds in this line item.**

### **Needs-Related Payments**

Needs-related payments are to be provided to DREP participants who successfully completed the temporary work in the program and have exhausted their UI benefits. These payments will enable the participant to start or continue training; and may also be provided to a participant who will begin a training program within 30 calendar days.

Needs-related payments for DREP participants is equal to the weekly UI compensation level previously received or \$175, whichever is less.

### **Needs-Related Processing**

This is the cost associated with processing needs-related payments and is required to be charged at \$3 per payment to the grant.

### **Career Services**

Generally, DREP participants can receive career services under the Wagner-Peyser program during their temporary employment to assist them with moving on to permanent work. Career services are not provided under the DREP unless specific funds were requested and approved by USDOL in the federal grant application. Career services may be during the temporary job or after the participant has completed the temporary job. **Applicants should consult with the NDWG Coordinator prior to budgeting Disaster NDWG funds in this line item.**

## **Training Services**

DREP participants may be eligible to receive training services under WIOA Dislocated Worker and Adult programs, if determined eligible and enrolled at the local level. Therefore, training services are generally not provided under the DREP unless specific funds were requested and approved by USDOL in the federal grant application. **Applicants should consult with the NDWG Coordinator prior to budgeting Disaster NDWG funds in this line item.**

## **Occupancy**

This line item is for occupancy costs allocated as direct costs to the grant and may include items such as rent, utilities, phone, internet, etc.

## **Office Supplies**

This line item includes general office supplies such as: staff computers (when necessary for NDWG-related functions and allocated based on a cost allocation plan), mailing supplies, pens, paper, cell phone usage, etc, attributable directly to the grant.

## **Outreach**

This line item includes NDWG-related program outreach. It does not include any outreach that is not targeted at the population eligible to participate in the grant. If only a portion of the outreach (i.e. a job fair) is for the NDWG, then this cost must be allocated appropriately.

## **Subcontracted Staff Costs**

This line item includes staff costs for positions supported by a subcontractor.

## **Worksite Supplies**

This line item includes items such as: chainsaws, rakes, shovels, computers for specific temporary employee positions, non-fitted gear (i.e. gloves, safety vests, protective eyewear, etc).

## **Safety Training**

This line item includes costs for the safety training for debris and restoration temporary jobs and any additional training required for local worksites (i.e. OSHA training, Skid-Loader Training, required safety training, etc).

## **Transportation Lease**

This line item includes the cost for any transportation leased – regardless of the cost. This includes fuel for the transportation and maintenance not covered under the contract. All transportation leased must be included on the Heavy Equipment Form request.

## **Small Equipment Lease**

This line item includes the cost for any small equipment rented or leased (i.e. power washer, concrete mixer, etc.). This includes fuel for the small equipment leased and maintenance not covered under the contract.

## **Heavy Equipment Lease**

This line item includes the cost of any heavy equipment leased. All heavy equipment requires approval by the USDOL. (i.e. bulldozers, dump trucks, excavators, etc.). This includes the fuel for the heavy equipment leased and maintenance not covered by the contract.

## **Workers' Compensation**

This line item includes the amount of workers' compensation paid on behalf of the participants.

## **Pre-employment**

This line item includes any pre-employment costs including: physicals, background checks, tetanus shots, and drug screenings. It also includes Supportive Services required to enable the participants to attend pre-employment activities (i.e. transportation reimbursement).

### **Indirect Costs**

Indirect costs are costs incurred for a common or joint purpose benefitting more than one cost objective and not readily and directly assignable to the cost objectives benefited without effort disproportionate to the results achieved. In accordance with 2 CFR 200, subrecipients may apply a federally approved Negotiated Indirect Cost Rate Agreement (NICRA) or the 10% De Minimis Rate to support indirect costs. The NICRA will outline the specific rate, base and methodology. The 10% De Minimis Rate applies a rate of 10% to a base of Modified Total Direct Costs (MTDC). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to \$25,000 of each subaward and/or subcontract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and/or subcontract over \$25,000. Subrecipients are only eligible to utilize the 10% De Minimis Rate if they have never received a NICRA.

***Please note:** All expenses charged to the grant (including through cost allocations) must be directly related to the specific grant functions and proper documentation must be on file.*

## **Worksite Worksheet Instructions**

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A separate worksheet is required for each proposed worksite.

### **Basic Information**

- **Worksite** = The public or non-profit entity responsible for the worksite. Examples include the Road & Bridge District, Levee District, County, City, Parks and Recreation, Red Cross, etc.
- **Projects** = The proposed title for the project. For example, Miller’s Road, Washington Park, etc.
- **Location** = Include an address or a description of the physical location. For example, County Road 514 from mile 32 to mile 75.
- **County** = Identify the Worksite’s county. As a reminder, to be eligible, the county must be included in FEMA’s disaster declaration.
- **Contact** = Identify the individual who will be responsible for the day-to-day management of the public or non-profit worksite and project activities.
- **Expected Duration** = Identify the project’s proposed duration in increments of days, weeks and/or months as applicable.

### **Description of Work Planned & Positions**

Provide a general description of the local need and proposed recovery activities.

Complete the table to include an estimated number of people, total number of labor hours and an hourly wage by position. Additional position titles not specified on the table may be included in “Other.” Per NDWG requirements, the estimated hourly wage should be similar to like positions in the local area.

### **Worksite Requirements, Additional Supplies and Equipment**

Check boxes to identify specific worksite requirements and basic Personal Protective Equipment (PPE) needed for the project that will be supported by NDWG grant funds.

As applicable, enter the number and type of additional shovels, rakes, chainsaws and other minor equipment required for the project that will be supported by NDWG grant funds.

As applicable, provide a description of any major equipment (heavy equipment) needs for your project. Include a brief description of the need and types of major equipment required. Please note, an additional justification will be required to approve the rental or leasing of major equipment with NDWG funds. Additional information and detail will be included on the Heavy Equipment Form.

### **Training Requirements**

Describe any additional training that will be required and provided by the worksite beyond the required safety training and worksite orientation.

### **FEMA Coordinator or Assistance**

Describe efforts to coordinate with and/or assistance received from FEMA in relation to the worksite and proposed project.

## **Heavy Equipment Form Instructions**

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Complete this form if you are requesting to use NDWG funds to rent or lease heavy equipment to complete the proposed projects. See Appendix A for examples. If additional space is needed, please attach additional forms.

IWD recognizes in certain situations, the worksite may not have and cannot afford heavy equipment to complete certain work. In these cases, NDWG funds may be used to rent or lease necessary equipment for worksites where DREP participants are employed to support clean up and recovery activities. Worksites may also require transportation from a central location (due to limited parking) or the need for leased vehicles to haul equipment. Per regulatory guidelines, this requires prior approval from USDOL. The NDWG Coordinator utilizes the information provided on the Heavy Equipment Form to prepare and submit requests to USDOL. Equipment is defined to have a per-unit acquisition cost which equals or exceeds \$5,000.

### **Justification**

Provide an overview of the need to justify the use NDWG funds to support the rental or lease of additional heavy equipment.

### **Procurement**

Describe your organization's policies and procedures as it relates to the procurement of heavy equipment.

### **Insurance**

Describe your organization's insurance coverage as it relates to the use of heavy equipment.

### **Heavy Equipment Details**

Complete the table to include the worksite, type of work, description of heavy equipment needs and any additional comments. Please include the estimated cost and quantity for each type of heavy equipment. For example, \$11,000 – 1 Dump Truck, \$15,500 – 2 Tracked Excavators. The cumulative total provided must match the corresponding Heavy Equipment and Transportation Lease line item totals on the Budget Worksheet.

## APPENDIX A: Heavy Equipment Form Examples

### EXAMPLE 1: Region Requesting Heavy Equipment: West Central Region

**Justification:** Heavy equipment must be leased or purchased in order to complete debris cleanup. The Counties in these areas do not have the equipment necessary to complete these projects. If the Counties do have some of the equipment, it is being used for regular maintenance and repair and not flood work. Therefore, without this equipment, these counties will not be able to complete flood work and utilize the Disaster Recovery Employment Program (DREP). FEMA is not reimbursing these equipment costs and if FEMA could provide the equipment with a match by the County, the counties cannot afford the up-front costs. There will not be duplication with FEMA as the Workforce Development Board (WDB) and not the county will procure the equipment. The DWD is requesting the WDBs be granted the ability to procure the equipment listed below through the NDWG.

**Procurement:** The West Central Region Workforce Development Board solicited bids from vendors per local procurement policies. Murphy Tractor Co., Victor L. Phillips Co., and Fabick Cat Rental were the three vendors originally chosen to supply the equipment based upon availability and price. As supply and demand changes for equipment other vendors may be necessary to ensure we receive all the equipment necessary. The costs associated with these items may vary slightly due to current estimates of fuel and repairs.

**Insurance:** The West Central Region Workforce Board will have insurance coverage through State Farm. Three separate bids were received and the contract with State Farm has been approved. This policy will cover any additional damage that is not covered in the rental agreement.

Worksite	Work	Heavy Equipment Needs	Comments
Cherry Valley Levee District	Flood & Storm Cleanup	\$ 5,296 Skid steer tracked loader	
		\$ 5,290 Skid steer tracked loader	
		\$ 8,134 Bulldozer	
		\$11,322 Dump Truck (20 ton)	
Wakenda Levee District	Flood & Storm Cleanup	\$13,098 Tracked Excavator	
		\$ 9,930 Track Skid Steer Loader	
		\$20,293 25 Ton Articulating Dump Truck \$20,293 25 Ton Articulating Dump Truck	
Malta Bend Levee District	Flood & Storm Cleanup	\$ 7,828 Tracked Excavator	
		\$ 7,828 Tracked Excavator	
		\$ 8,134 Bulldozer	
		\$ 8,134 Bulldozer	
Saline/Lafayette Levee District	Flood & Storm Cleanup	\$28,708 Tracked Excavator	
		\$28,708 Tracked Excavator	
		\$25,700 Dump Truck (20 ton)	
		\$25,700 Dump Truck (20 ton) \$25,700 Dump Truck (20 ton) \$25,699 Dump Truck (20 ton)	
City of Waverly	Flood & Storm Cleanup	\$10,828 Tracked Excavator	
		\$11,322 Dump Truck (20 ton)	
		\$ 7,749 Wheeled high loader	
	<b>TOTAL COST:</b>	<b>\$315,700</b>	

By signing this form the Region is verifying that:

- the Worksite(s) cannot pay for the equipment themselves
- the equipment was not requested to be reimbursed through FEMA
- no federal, state, or local agency is able to obtain equipment

Signature of Region Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**EXAMPLE 2: Region Requesting Heavy Equipment:** West Central Region

**Justification:** Heavy equipment must be leased or purchased in order to complete debris cleanup. The Counties in these areas do not have the equipment necessary to complete these projects. If the Counties do have some of the equipment, it is being used for regular maintenance and repair and not flood work. Therefore, without this equipment, these counties will not be able to complete flood work and utilize the Disaster Recovery Employment Program

(DREP). FEMA is not reimbursing these equipment costs and if FEMA could provide the equipment with a match by the County, the counties cannot afford the up-front costs. There will not be duplication with FEMA as the Workforce Development Board (WDB) and not the county will procure the equipment. The DWD is requesting the WDB be granted the ability to procure the equipment listed below through the NDWG.

**Procurement:** The Full Employment Council (FEC) solicited bids from vendors per local procurement policies. ADH, PRS, Hertz, John Deere and United Rental were the three vendors originally chosen to supply the equipment based upon availability and price. As supply and demand changes for equipment other vendors may be necessary to ensure we receive all the equipment necessary. The costs associated with these items may vary slightly due to current estimates of fuel and repairs.

**Insurance:** FEC solicited bids from vendors per local procurement policies. Farm Bureau will be holding the additional insurance to cover any costs not covered by the rental agreement.

Worksite	Work	Heavy Equipment Needs		Comments
English Landing Park (Platte County)	Flood Cleanup & Restoration	\$25,700	Skid Loader w/ Attachments	
		\$16,680	Dingo(s) w/ Attachments	
Platte Landing Park (Platte County)	Flood Cleanup & Restoration	\$11,920	Skid Loader w/ Attachments	New Worksite
		\$16,170	Dump Truck	
Kenney Creek (Ray County)	Flood & Storm Cleanup	\$75,920	Track Hoes	
		\$45,236	Skid Loader w/ Attachments	
		\$30,636	Dump Truck	
		\$12,160	12" Wood Chipper	
		\$12,285	15 Passenger Van	
Crooked River (Ray County)	Flood & Storm Cleanup	\$22,980	Track Hoe	New Worksite
		\$14,854	Skid Loader / Bucket	
		\$11,232	Dump Truck	
		\$ 6,080	12" Wood Chipper	
	<b>TOTAL COST:</b>	<b>\$301,853</b>		

By signing this form the Region is verifying that:

- the Worksite(s) cannot pay for the equipment themselves
- the equipment was not requested to be reimbursed through FEMA
- no federal, state, or local agency is able to obtain equipment

Signature of Region Representative: \_\_\_\_\_ Date: \_\_\_\_\_