

Internal Worksite Monitoring Requirements for the Flood Recovery Jobs Program

Worksite Review

- Every worksite must be monitored every two months by the local workforce region (project operator).
- Each new worksite needs to be monitored no later than 1 month after work begins at the worksite.
- The local workforce center must use the *bi-monthly worksite monitoring visit* template, which is available on e-Colorado in the “NEG – Flooding Disaster 2013” team room.

Worksite Supervisor Interviews and Timesheet Reviews

- All supervisors must be interviewed every two months, whether the supervisor is a Disaster NEG (DNEG) participant or not. *It is expected that the supervisor interviews will be conducted at the time of each worksite monitoring visit.*
- As part of the supervisor’s review, monitoring must include a review of participant timesheets:
 - No less than 50% of all DNEG participant timesheets must be reviewed at each worksite.
 - All participant timesheets must be reviewed at any worksite with three or less participants.
 - No participant timesheet needs to be reviewed more than once in their temporary job assignment.

Note: The bi-monthly worksite supervisor interview template and the NEG temporary job timesheet template (available on e-Colorado in the “NEG- Flooding Disaster 2013” team room) must be used for this monitoring exercise.

Worksite Participant Surveys

- During each worksite monitoring visit, the participants will be given a DNEG participant survey form to complete in person and the time to complete it. They will be returned to the State NEG Coordinator during that visit unless other arrangements are made. If someone is absent from work that day or unavailable to complete the survey, that should be included in the worksite visit notes, but it is not required that a further attempt be made for the participant to complete the survey prior to the next worksite visit in 2 months. These surveys should be kept confidential from the worksite operator and/or supervisor.

Note: The bi-monthly worksite participant interview form (available on e-Colorado in the “NEG – Flooding Disaster 2013” team room) must be used for this monitoring exercise.

Employer of Record Review

- Conduct on-site review within 2 months of the signed contract/agreement.
- Ensure contract/agreement is in place between the Employer of Record and Project Operator (local workforce region and worksite operator when they are separate entities).

- Ensure Unemployment Insurance (UI) and Worker's Compensation is covered for all participants.
- Ensure internal controls are in place to monitor compliance with wage and hourly caps for participants.
- Ensure timely and accurate processing of participant timesheets.
- Review Worksite Agreement.

Reports and Documentation

- Every completed worksite monitoring document must be kept at the local level and available for review upon request.
- Monthly DNEG Progress Reports must include:
 - Worksites visited
 - Any significant areas of concern
- An Annual Comprehensive Report of the DNEG is required (see "Annual Internal Compliance Monitoring" below) and must be submitted to the State NEG Coordinator and Regional Liaison at CDLE and must also be shared with the Local Workforce Investment Board (LWIB).

*Note: Any compliance items identified at the worksite must be forwarded to the State NEG Coordinator and Regional Liaison immediately. **Region must include a plan of action to address compliance item(s).***

Annual Internal Compliance Monitoring

A comprehensive annual internal monitoring review and report is required of the Project Operator. This must be completed within the first 12 months of the project start date and must be submitted within 30 days of project completion. The internal monitoring report must be received by the State NEG Coordinator and Regional Liaison absolutely no later than October 30, 2014 (30 days past the end of the grant's period of performance).

This report must include a section regarding the progress of the stated project scope of work and goals (worksites, participant enrollments, and expenditures), and a summary of all worksite monitoring conducted throughout the year. The worksite monitoring documents must be available upon request.