

**NORTEC  
POLICY STATEMENT  
NATIONAL DISLOCATED WORKER GRANT (NDWG)  
FIRE PROJECT - 2017**

*Last Update: September 2, 2018*

**PURPOSE**

The purpose of this policy is to provide guidelines to the Service Providers (NORTEC Subcontractors) in the provision of services to dislocated workers and other individuals who are eligible for, and enrolled in, the 2017 Fire National Dislocated Worker Grant (NDWG).

**PARTICIPANT ELIGIBILITY**

In order to be enrolled as a Fire NDWG participant, each individual must:

- Be at least 18 on the date of participation and provide documentation of his/her age;
- Provide evidence of the individual's right to work in the United States; and
- Provide evidence of selective service registration if the individual is a male and was born on or after January 1, 1960.

In addition to providing documentation for the three eligibility indicators noted above, the individual must also fall under one of the categories listed below:

1. Individuals who are temporarily or permanently laid off as a consequence of the disaster;
2. Long-term unemployed individuals who have been unemployed for more than 15 of the 26 weeks prior to application;
3. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster;
4. Individuals who (1) have been terminated or laid-off, or who have received a notice of termination or layoff from employment, and (2) are eligible for or have exhausted entitlement to unemployment compensation, or have been employed for a duration sufficient to demonstrate attachment to the workforce, but are not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law, and (3) are unlikely to return to a previous industry or occupation;
5. Individuals who (1) have been terminated or laid off, or have received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility or enterprise, or (2) are employed at a facility at which the employer has made a general announcement that such facility will close in 180 days;
6. Individuals who were self-employed (including employment as a farmer, rancher or a fisherman) but are unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
7. Individuals who are displaced homemakers;
8. Individuals who (1) are the spouse of a member of the Armed Forces on active duty, and

who have experience a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member, or (2) are the spouse of a member of the Armed Forces on active duty and who meets the criteria of a displaced homemaker.

See NoRTEC's Adult and Dislocated Worker Programs Policy for definitions of acceptable documentation of eligibility indicators: <http://ncen.org/images/documents/policies/Adult-DW-Policy-WIOA.pdf>)

## **GENERAL INFORMATION**

### **A. Funding Level/Period of Performance/Number of Participants**

The funding and period of performance are as follows:

- Funding Amount: \$1,000,000
- Period of Performance: October 18, 2017 – December 31, 2019
- Minimum number of participants to be enrolled: 70
- Average Cost Per Participant: \$14,285

Periods of performance shown above may change if the term of the project is extended by the State. In the event of a project extension, all eligibility and program terms outlined in this policy shall remain in effect unless otherwise stated.

The actual amount awarded shall be notated in a contract between NoRTEC and the Service Provider and may be modified, if necessary.

### **B. Temporary Jobs Requirements**

1. Maximum Hours/Time – The maximum time/hours for a temporary job assignment is 2,080 hours or 12 months, whichever comes first.

Note: If a participant's worksite is shut down because of weather or inadequate supervision by the partner agency or because a particular project has been completed and the participant is waiting for another assignment, and this shutdown lasted more than one work week, the temporary job assignment may be extended for the number of working days of the shutdown (up to a total of 90 calendar days), provided the 2,080 hour maximum has not been reached.

The reason for the extension beyond 12 calendar months must be clearly documented in the case notes in the participant file.

2. Allowable Activities – Participants may perform clean-up and repair, due to the fire, of public or private non-profit facilities. Supportive Services may be provided if a participant's financial need is documented in accordance with NoRTEC Policy<sup>1</sup>.
3. Prohibited Activities – Restoration, hazard mitigation, renovation, reconstruction, and training.

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<sup>1</sup> NoRTEC's Supportive Service Policy Statement is available at:  
<http://ncen.org/images/documents/policies/Supportive-Services-WIOA.pdf>

4. Drought and Storm Project Participants – Participants enrolled under the Drought and/or Storm Project may be transferred into the Fire Project under the same WIOA application. The months/hours the participant works under Fire Project funding will be reset at 12 months or 2,080 hours, whichever comes first. If an individual was a Drought and/or Storm Project participant and has exited the program, he/she may only participate in the Fire Project if a new WIOA application is filled out, and the individual meets Fire Project eligibility requirements<sup>2</sup>.

C. MIS Data Entry

Upon completion of a WIOA application and eligibility determination, individuals served under the Storm Project grant must be enrolled in CalJOBS under **Grant Code 1114 (2017 Fire NDWG)**.

The only activities that apply to participants under this grant are:

- **Activity Code 227 – Disaster Relief Employment/Temporary Job**
- **Activity Codes 180-182, 188 – Supportive Service**

Participants shall not be enrolled in Activity Code 227 until he/she actually begins the work assignment.

Enhanced Career Services and Training Services are not allowable activities under this grant. Participants who request these services after completion of fire project work must be transferred/co-enrolled in either the Adult or Dislocated Worker programs.

Note: Enrollment into the Fire Project must occur within 45 days of the date on the WIOA application. If more than 45 days lapse before the individual is to be enrolled, the application must be updated. To update the application, a new application date must be entered, and all documentation used to establish eligibility must be relevant as of the “updated” date.

D. Reporting

1. Monthly Reporting Requirements – Monthly narrative and worksite reports are due on the first day of each month, reporting cumulative information through the end of the previous month. *Note: If the first day of the month falls on a weekend or holiday, the report is due by 5:00 pm on the previous business day.*

The first report will be due December 1, 2017 and it will cover all activity from October 18, 2017, through November 30, 2017.

The report forms will be sent via e-mail before December 1, 2017.

2. Data Entry in CalJOBS – To the extent practicable, data entered in CalJOBS must match what is reported on the monthly report submissions outlined in Number 1 above.
3. Expenditure Reporting

The State has not formally requested that expenditures be broken out by county for the Storm Project, as was required under the Drought Project. NoRTEC was informed this

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<sup>2</sup> Drought and Storm Project work counts as employment for purposes of eligibility under the Fire Project.

was a possibility, however, so it is recommended that multi-county entities track expenditures by county in case this request is made at a future date. Initially, NoRTEC will not request a breakout of expenditures by county.

**POLICY EXCEPTIONS**

Service Providers (NoRTEC Subcontractors) may make exceptions to this policy only with prior written authorization from the NoRTEC Administrative Entity.