

**NORTEC  
POLICY STATEMENT  
NATIONAL DISLOCATED WORKER GRANT (NDWG)  
SEVERE WINTER STORMS - 2019**

*Effective Date: May 1, 2019*

**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 2019 Severe Winter Storms National Dislocated Worker Grant (NDWG).

**PARTICIPANT ELIGIBILITY**

In order to be enrolled as a Severe Winter Storms 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 experienced 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: \$2,500,000
- Period of Performance: May 1, 2019 – June 30, 2021
- Minimum number of participants to be enrolled: 125
- Average Cost Per Participant: \$19,000

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 in contracts between NoRTEC and the Service Providers will be done incrementally, based upon allocations from the State to NoRTEC. NDWG disaster projects are usually funded in a minimum of three increments. The State will request the next increment once the entire first increment is 70% expended<sup>1</sup>.

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

1. Worksites – Worksites and related work under this project must be attributable to the following:
  - a. Damage from the February 13-15 2019, severe storms in Modoc, Shasta, and Trinity Counties (based upon the May 1, 2019, federal disaster declaration) OR
  - b. Damage from the February 24-March 1, 2019, severe storms in Del Norte and Trinity Counties (based upon the May 18, 2019, federal disaster declaration).
2. Maximum Hours/Time – The maximum time/hours for a temporary job assignment is 2,080 hours or 12 months, whichever comes first.

---

<sup>1</sup> The 70% expenditure requirement applies to the entire amount received by the State from DOL, not just the amount of the increment allocated to NoRTEC. This may cause delays in the receipt of the second and third increments of funding if NoRTEC expends its funding at a faster rate than other local areas that are also participating in the project.

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. (Note: *It is recommended that each Service Provider solicit NoRTEC input/review before extending any participant’s work assignment beyond the 12 calendar months, regardless of the reason for the extension.*)

3. Allowable Activities – Participants may perform clean-up and repair, due to the damage from the storms, of public or private non-profit facilities (work on private property is not allowed). Supportive Services may be provided if a participant’s financial need is documented in accordance with NoRTEC Policy and the supportive service is allowable under State policy<sup>2</sup>.
4. Prohibited Activities – Restoration, hazard mitigation, renovation, reconstruction, and training.
5. Storm/Fire/Carr Fire/Camp Fire Project Participants – Participants enrolled under the a previously conducted NDWG disaster project may be transferred into the Severe Storms Project under the same WIOA application. The months/hours the participant works under a previous NDWG disaster project will be reset at 12 months or 2,080 hours, whichever comes first. If an individual was a previous NDWG disaster project participant and has exited the program, he/she may only participate in the Severe Storms Project if a new WIOA application is filled out, and the individual meets Serve Storms Project eligibility requirements<sup>3</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 1160 – 2019 Severe Winter Storms NDWG**.

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

- **Activity Code 227 – Disaster Relief Employment/Temporary Job**
- **Activity Code 180 – Supportive Service: Child/Depending Care**
- **Activity Code 181 – Supportive Service: Transportation Assistance**
- **Activity Code 182 – Supportive Service: Medical<sup>4</sup>**

---

<sup>2</sup> NoRTEC’s Supportive Service Policy Statement is available at:

<http://ncen.org/images/documents/policies/Supportive-Services-WIOA.pdf>

<sup>3</sup> Previous NDWG disaster project work counts as employment for purposes of eligibility under the Severe Storms Project.

<sup>4</sup> Medical Expenses such as employer required physicals, immunizations, etc.

- **Activity Code 185 – Supportive Service: Other<sup>5</sup>**
- **Activity Code 186 – Supportive Service: Seminar/Workshop Allowance<sup>6</sup>**
- **Activity Code 188 – Supportive Service: Tools/Clothing**

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 Severe Winter Storms project work must be transferred/co-enrolled in either the Adult or Dislocated Worker programs.

Note: Enrollment into the Severe Winter Storms 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 fifteenth (15<sup>th</sup>) 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.*

Monthly reports are required for the duration of the project.

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.

#### **POLICY EXCEPTIONS**

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

---

<sup>5</sup> This code may be used for employer-required drug screening and background checks. If this code is utilized, it is required that the supportive service be case noted and include information on what the supportive service is and why it is needed.

<sup>6</sup> This code must be used for safety training, including specific training on tools (e.g. chainsaws or other tools that require safety instruction).