

**NORTEC
POLICY STATEMENT
NATIONAL DISLOCATED WORKER GRANT (NDWG)
COVID-19 PROJECT**

Last Update: December 1, 2020

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 COVID-19 National Dislocated Worker Grant (NDWG).

PARTICIPANT ELIGIBILITY

In order to be enrolled as a COVID-19 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 COVID-19 disaster;
2. Long-term unemployed individuals who have been unemployed for at least the 15 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>)

Copies of documentation utilized to establish eligibility shall be collected and maintained in the participant file.

GENERAL INFORMATION

A. Grant Code

Funding is available to provide temporary job creation services to eligible job seekers under this NDWG disaster project. The grant code for this funding source is 1195.

B. Funding Level/Period of Performance/Average Cost Per Participant

Full funding was awarded at the onset of the project¹. The period of performance for this project is April 1, 2020, through March 31, 2022, and the average cost per participant is \$18,095.

The funding amount and period of performance may change at a future date. 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.

NoRTEC's Service Providers will be contacted regarding their allocation of the funding and the minimum number of participants that must be enrolled.

C. 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 illness, 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. It is recommended that NoRTEC be contacted to

¹ Additional funding could be offered at a future date.

discuss the extension of a participant beyond 12 calendar months on a case-by-case basis.

2. Allowable Activities – Participants may perform clean-up and sanitation work (related to COVID-19) and humanitarian assistance (also related to COVID-19). Supportive Services may be provided if a participant’s financial need is documented in accordance with NoRTEC Policy².
3. Safety Training – Safety training for participants is mandatory under this project. The provision of this training must be documented by a case note entered into CalJOBS and either a copy of a certificate of completion or a sign-in sheet that must be maintained in the participant’s file.
4. Participant Compensation and Working Conditions – Participants shall be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills. Such rates shall be in accordance with applicable law, but may not be less than the higher of the rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 USC 206(a)(1)) or the applicable State or local minimum wage law.

Participants shall also be provided working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work. These working conditions shall meet health and safety standards established under Federal, State, and local law.

5. NDWG Disaster Participants – Participants enrolled under a previous NDWG Disaster Project may be transferred into the COVID-19 Project under the same WIOA application³. The months/hours the participant works under COVID-19 Project funding will be reset at 12 months or 2,080 hours, whichever comes first. If an individual was a previous NDWG disaster employment participant and has exited the program, he/she may only participate in the COVID-19 Project if a new WIOA application is filled out, and the individual meets COVID-19 Project eligibility requirements⁴.

D. Eligible Worksites

All worksites require prior approval from the State before any work can begin at the site. Eligible worksites⁵ include:

² NoRTEC’s Supportive Service Policy Statement is available at:

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

³ Note that the eligibility requirements under previous NDWG disaster projects may differ from those stated in this policy. In order to transfer from a previous NDWG disaster project to the COVID-19 project, the transferred participant must have met the eligibility requirements for the COVID-19 project on the date he/she was initially enrolled into the WIOA program.

⁴ Any work under a previous NDWG contract counts as employment for purposes of eligibility under the COVID-19 Project.

⁵ It is recommended that Service Providers work on developing sites that fall under categories 1 and 2 below as these can be approved by State personnel. Sites that fall into category 3 require DOL approval for each worksite requested and can take weeks or months to obtain.

1. Public lands/facilities impacted by the disaster (clean-up/sanitation work only).
2. Humanitarian assistance sites (priority for these sites must be provided to economically disadvantaged areas).
3. Private lands/facilities impacted by the disaster (this includes private non-profit lands/facilities).

E. MIS Data Entry

Upon completion of a WIOA application and eligibility determination, individuals served under the COVID-19 Project grant must be enrolled in CalJOBS under **Grant Code 1195**.

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 the COVID-19 project work may be transferred/co-enrolled in the Adult or Dislocated Worker program or in another special project.

Note: Enrollment into the COVID-19 Project must occur within 30 days of the date on the WIOA application. If more than 30 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.

F. Reporting

1. Monthly Reporting Requirements – Monthly narrative and worksite reports are due on the fifteenth (15th) day of each month, reporting cumulative information through the end of the previous month. *Note: If the due date for a report falls on a weekend or holiday, the report is due by 5:00 pm on the previous business day.*
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.