

**NORTEC
POLICY STATEMENT
NATIONAL DISLOCATED WORKER GRANT (NDWG)
MEGAFIRE PROJECT - 2018**

Last Update: July 22, 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 2018 Megafire¹ National Dislocated Worker Grant (NDWG).

PARTICIPANT ELIGIBILITY

In order to be enrolled as a Megafire 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;

¹ The Megafire Project is also known as the Campfire Project.

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 Levels/Grant Codes

Two separate funding sources are available to provide services to eligible job seekers under this NDWG disaster project. Grant codes for the sources of funding are:

1. Temporary Job Creation (TJ) Funding – Grant Code 1143
2. Workforce Development Funding – Grant Code 1140

Each of these funding sources have their own rules and limitations for the provision of services to job seekers which are outlined in sections C and D below, but the eligibility criteria for both projects is the same.

Funding will be awarded in three increments. Each subsequent increment will be requested from DOL once State level expenditures in the grant reaches a minimum of 70% of funding that has been previously awarded.

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

The funding and period of performance are as follows:

1. Temporary Jobs

- Funding Amount: \$5,833,334 (includes receipt of second increment funding)
- Period of Performance: December 6, 2018 – December 31, 2020
- Average Cost Per Participant: \$23,680

2. Workforce Development

- Funding Amount: \$5,833,334 (includes receipt of second increment funding)
- Period of Performance: December 6, 2018 – December 31, 2020
- Average Cost Per Participant: \$18,945

The funding amount and period of performance will likely change upon receipt of the third increment of funding. 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.

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 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. It is recommended that NoRTEC be contacted to 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 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 Policy².
3. Prohibited Activities – Restoration, hazard mitigation, renovation, reconstruction, and training.
4. NDWG Disaster Participants – Participants enrolled under a previous NDWG Disaster Project may be transferred into the MegaFire Project under the same WIOA application. The months/hours the participant works under MegaFire 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 MegaFire Project if a new WIOA application is filled out, and the individual meets MegaFire Project eligibility requirements³.

D. Workforce Development Requirements

Allowable activities for the Workforce Development component are similar to those that are allowable for on-going WIOA Dislocated Worker projects. The activities must, however, be pre-approved by the State before being utilized. See Attachment A for a list of currently approved WIOA activities for the Workforce Development Program.

There is no requirement that an individual be enrolled in the Temporary Jobs component before being enrolled in the Workforce Development component. Concurrent or subsequent enrollment in the Temporary Jobs component is allowable and encouraged.

E. MIS Data Entry

1. Temporary Jobs - Upon completion of a WIOA application and eligibility determination,

² NoRTEC’s Supportive Service Policy Statement is available at:
<http://ncen.org/images/documents/policies/Supportive-Services-WIOA.pdf>

³ Any work under a previous NDWG contract counts as employment for purposes of eligibility under the MegaFire Project.

individuals served under the MegaFire Project grant must be enrolled in CalJOBS under **Grant Code 1143**.

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 Workforce Development component of this grant or an Adult or Dislocated Worker program.

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.

2. Workforce Development - Upon completion of a WIOA application and eligibility determination, individuals served under the MegaFire Project grant in the Workforce Development component must be enrolled in CalJOBS under **Grant Code 1140**.

Activities allowable under this project component are the same as for on-going Dislocated Worker projects.

F. 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.*
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.

APPROVED ACTIVITIES FOR WORKFORCE DEVELOPMENT PROGRAM

Basic Career Services

(For definitions of activities listed below, click on “Basic Career Services” link above)

CalJOBS SM Activity Code	Description of Basic Career Services
101	Orientation
102	Initial Assessment
103	Provision of Information on Training Providers /Performance outcomes
107	Provision of Labor Market Research
114	Job Referral: Federal Contractor Job Listing (FCJL)
115	Resume Preparation Assistance
118	UI Claims Assistance
120	Use of AJCC Resource Room
121	Job Referral: Job Outside CalJOBS (non-Federal)
122	Job Referral: Federal
123	Job Development Contacts
125	Job Search and Placement Assistance
131	Testing as Request by Employer
132	Resume Writing Workshop
133	Job Search Workshop
134	Workshop
179	Job Referral: Outside Web-Link

Individual Career Services

(For definitions of activities listed below, click on “Individual Career Services” link above)

CalJOBS SM Activity Code	Description of Individual Career Services
200	Individual Counseling
201	Group Counseling
202	Career Guidance/Planning
203	Objective Assessment
204	Interest and Aptitude Testing
205	Development of IEP/ISS/EDP
206	Referred to Registered Apprenticeship Program

213	Mentorship
214	Adult Literacy, Basic Skills or GED Preparation
215	Short Term Pre-Vocational Services
218	Referred to Internship
219	Work Experience
221	Financial Literacy Education
222	English Language Learner (ELL)
224	Pre-Apprenticeship Training
226	Reading and/or Math Testing

[Training Services](#)

(For definitions of activities listed below, click on "Training Services" link above)

CalJOBS SM Activity Code	Description of Training Services
300	Occupational Skills Training (Approved ETPL Provider)
301	On-the-Job Training
302	Entrepreneurial Training
304	Customized Training
305	Skills Upgrading and Retraining
306	WIOA Prerequisite Training
307	Pre-Apprenticeship program with Occupational Skill Training (ITA)
320	Private Sector Training
322	Job Readiness Training
323	Workplace Training & Cooperative Education
324	Adult Education with Training Services
328	Occupational Skills Training (non-ETPL provider, non-formula)