

**NORTEC  
POLICY STATEMENT  
NATIONAL DISLOCATED WORKER GRANT (NDWG)  
QUALITY JOBS, EQUITY, STRATEGY AND TRAINING (QUEST)**

*Effective Date: July 1, 2023*

**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 Quality Jobs, Equity, Strategy, and Training (QUEST) National Dislocated Worker Grant (NDWG). This grant addresses various economic inequities exacerbated by the COVID pandemic, emphasizing special populations.

**PARTICIPANT ELIGIBILITY**

To be enrolled as a QUEST NDWG participant, each individual must:

- Be at least 18 on the date of participation and provide documentation of their 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 or quit as a consequence of the COVID-19 pandemic;
2. Long-term unemployed individuals who meet all the criteria in one of the following four groups:
  - a. An individual who is not employed at application, has not been employed for the four weeks prior to application, has actively looked for work during the four weeks prior to application, and is currently available for work; OR
  - b. An individual who is not employed at application, has not been employed for the four weeks prior to application, has or had a barrier<sup>1</sup> to actively looking for work during the previous four weeks, and is currently available for work or will be available for work once the barrier is addressed; OR
  - c. An individual is not employed at application, was unemployed for at least 15 of the previous 26 weeks prior to application, was employed for at least

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<sup>1</sup> The barrier must be identified and explained, and this identification/explanation must be included in the participant file in the section containing eligibility documentation. Examples of barriers include incarceration, illness, temporary or permanent disability, homelessness, or discouragement from workforce participation from family or friends. Other barriers are allowable, but if they are not included in this initial list, prior NORTEC written approval is required.

one day in the four weeks prior to application, exited the last employment for reasons other than being dismissed for misconduct, and is currently available for work; OR

- d. An individual who is not employed at the application, has no prior work history and is currently available for work.

***Note:** Additional data collection is required if the criteria under Category 2 is utilized to determine eligibility<sup>2</sup>. Service Provider staff must report monthly on how many individuals were determined eligible under categories a-d. In addition, if category a is used, the Service Provider must report monthly on how many **category a** participants were unemployed for 4-14 months prior to application and how many were unemployed for 15 or more weeks prior to application. Additional information will be provided to Service Provider staff when NoRTEC sends the monthly reporting template.*

- 3. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster, defined as an individual who meets one of the following criteria:
  - a. Is highly skilled but is working in a low-paying job; OR
  - b. Is highly skilled but is working in a low-skill job; OR
  - c. Is working part-time but would prefer to work full time and whose under-employment represents the loss of at least 25% of their pre-disaster income.
- 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 fisherman) but are unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;

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<sup>2</sup> This additional request for data collection is temporary and requested by the State to provide data to DOL to show this definition will result in more participants being eligible to be enrolled in these grants in the future. NoRTEC will notify Service Provider staff when this additional data collection is no longer required on monthly reports.

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 the 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 Statement for definitions of acceptable documentation of eligibility indicators:

<https://www.ncen.org/images/documents/policies/Adult-DW-Policy-WIOA.pdf>

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

### **PRIORITY OF SERVICE**

The QUEST NDWG is intended to serve special populations often missed by workforce services, including but not limited to the justice-involved, veterans, women, housing-insecure, immigrants, low-wage workers, people of color, and people with disabilities.

NoRTEC has identified the following populations for an emphasis on outreach for the QUEST NDWG (in no particular order):

1. Low-wage workers
2. Veterans
3. People of color (emphasizing the Latinx community)
4. Women
5. Justice-involved individuals

Each participant enrolled in the program should have the Target Populations [Attachment A](#) completed and located in the file. Additional reporting on these categories will be included in the monthly report.

### **GENERAL INFORMATION**

#### **A. Funding Levels**

NoRTEC has been awarded \$500,000 for this grant.

The actual amount awarded to each Service Provider and the minimum number of participants to be served shall be noted in a contract between NoRTEC and the Service Provider.

#### **B. Period of Performance**

The performance period for these projects is **July 1, 2023, through September 30, 2024**. The project's funding amount and performance period 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.

#### **C. MIS Data Entry**

Upon completing a WIOA application and eligibility determination, individuals served under the QUEST NDWG project in the Workforce Development component must be enrolled in CalJOBS under **Grant Code 1262**. Activities allowable under this project are similar to those under regular Dislocated Worker programs, but some codes may not be used. See [Attachment B](#) of this policy statement for the career and training activities allowed under this project.

#### D. Reporting

- a. 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.*

- b. Data Entry in CalJOBS – To the extent practicable, data entered in CalJOBS must match what is reported on the monthly report submissions outlined in category a.

#### E. Project Goals

- a. [Attachment C](#) details the project goals and associated timelines for this grant. Each goal should be addressed in the monthly report; if project goals cannot be met by the stated timeline, technical assistance from NoRTEC will be required.

#### F. Stevens Amendment Requirements

The Stevens Amendment requires that language is utilized in all public communications regarding federally funded programs. The amendment states: “When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all non-Federal entities receiving Federal funds shall clearly state:

1. The percentage of the total costs of the program or project which will be financed with Federal money;
2. The dollar amount of Federal funds for the project or program; and
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.”

Public communications include outreach materials, recruiting advertisements, and any other advertisement related to the project, along with the examples provided in the required language itself. The description can be a prominent part of the communication or a disclaimer at the bottom of a flyer; whatever works best for the specific communication is acceptable, so long as the required language is present.

For entities relying on co-enrollment to support grants, the requirements relate to more than just specific grant funds but all federal funds. This means that

individuals co-enrolled into WIOA formula funds will still count as receiving Federal funds, so the percentage funded by federal funds remains 100%.

## **PROJECT ACTIVITIES**

### **A. Workforce Development Requirements**

Allowable activities for the Workforce Development component are similar to those that are allowable for ongoing WIOA Dislocated Worker projects. The activities must, however, be pre-approved by the State before being utilized. See [Attachment B](#) for a list of currently approved WIOA activities for the Workforce Development Program under this grant.

### **B. Supportive Services**

Supportive Services may be provided if a participant's financial need is documented in accordance with NoRTEC Policy<sup>3</sup>. See [Attachment A](#) for a list of approved supportive services for this grant.

## **POLICY EXCEPTIONS**

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

Note: If EDD releases a Workforce Services Directive, this policy statement may be revised to incorporate any additional requirements as stated by EDD.

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<sup>3</sup> <https://www.ncen.org/images/documents/policies/Supportive-Services-WIOA.pdf>

**TARGET POPULATIONS**  
**QUEST NDWG**

This individual is part of the target population group for services for the Quality Jobs, Equity, Strategy and Training (QUEST) National Dislocated Worker Grant due to the following (check all that apply):

**Low-Wage Worker**

- This individual's most recent job had a pay range of less than \$18.02 an hour.

**Veteran**

- This individual is a veteran as defined by NoRTEC's Adult and Dislocated Worker Policy.

**Person of Color**

- This individual self-identifies as a person of color.
- This individual self-identifies as Latinx.

**Woman**

- This individual self-identifies their gender as a woman.

**Justice-Involved Individual**

- This individual was formally incarcerated in a federal, state or county facility.
- This individual is currently on parole, probation, or a diversion program.

*Signed and dated narrative outlining staff observation(s) or other documentation supporting any of the boxes checked:*

**APPROVED ACTIVITIES FOR QUEST NDWG****Basic Career Services**

<i>CalJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
102	Initial Assessment
107	Provision of Labor Market Research
115	Resume Preparation Assistance
125	Job Search and Placement Assistance
134	Workshop

**Follow-Up Career Services**

<i>CalJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
F01	Referral to Community Resources
F03	Tracking Progress on the Job
F06	Career Development and Further Education Planning
F07	Assistance with Work-Related Problems

**Individual Career Services***Excluding Work-Based Learning*

<i>CalJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
200	Individual Counseling
202	Career Guidance/Planning
203	Objective Assessment
204	Interest and Aptitude Testing
205	Development of IEP/ISS/EDP
215	Short-Term Prevocational Services

*Work-Based Learning ONLY*

<i>CalJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
219	Work Experience
321	Transitional Job

**Training Services***Excluding Work-Based Learning*

<i>CaJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
300	Occupational Skills Training (Approved ETPL Provider)

*Work-Based Learning ONLY*

<i>CaJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
301	On-the-Job Training

**Supportive Services**

<i>CaJOBS Activity Code</i>	<i>Description of Basic Career Services</i>
181	Transportation Assistance
185	Other
188	Tools/Clothing
189	Housing Assistance
190	Utilities
191	Educational Testing
192	Post-Secondary Academic Materials



## **PROJECT IMPLEMENTATION PLAN**

Goal #1 – Publish grant policy

- Project Timeline
  - July 1, 2023 – August 31, 2023
- Objectives
  - Review policies, directives, and guidance
  - Attend training sessions and technical assistance meetings
  - Publish policy

Goal #2 – Implement outreach plan

- Project Timeline
  - July 1, 2023 – December 31, 2023
- Objectives
  - Develop outreach materials to include flyers, social media, press releases, etc. Materials will be targeted toward the identified target populations.
  - Distribute and post materials, specifically targeting partner organizations and other organizations/locations that the target populations utilize.
  - Use ongoing social media and other means to promote the program, recruit and engage participants.

Goal #3 – Recruit employers offering high-quality positions in critical and in-demand industry sectors for WEX and OJT positions.

- Project Timeline
  - July 1, 2023 – December 31, 2023
- Objectives
  - Develop a comprehensive list of resources, partners, and employer worksites. Industry sector priorities are Healthcare, Agriculture, Education, Manufacturing, Construction and Transportation.
  - Schedule and host in-person and virtual information sessions with employers to discuss program objectives and solicit commitments.
  - Obtain necessary approvals from employer worksites to ensure participant work experience placements and on-the-job training opportunities.

Goal #4 – Recruit and enroll eligible participants and provide services.

- Project Timeline
  - July 1, 2023 – June 30, 2024
- Objectives
  - Connect with partner agencies, community-based organizations (CBOs), and other networks to obtain referrals for potential participants.
  - Coordinate and conduct orientation meetings to provide program information and answer questions.

- Schedule and facilitate one-on-one meetings for eligibility assessment and enrollment, assigning each participant to a dedicated case manager.
- Conduct comprehensive assessments to determine participants' needs and facilitate appropriate services tailored to their individual circumstances.
- Provide ongoing follow-up services and support to participants even after they have exited the program.