

February 28, 2018

2017 California Wildfires

National Dislocated Worker Grant (NDWG)

Project Launch Webinar

Grant Codes: 1114 and 1125

Presented by: Yvette Quevedo & Louella Dietrich

An Adobe Connect Webinar

Audio Conference Line: (888) 240-3210

Passcode: 727826

Please use the chat feature for questions or to interact

Housekeeping

- Type the following into the Chat field:
 - First and Last Name, Agency/Organization, email
 - Any questions
- A copy of the PPT will be sent after this webinar
- Subject line for any email correspondence:
 - Organization name (3-letter Abbreviation) - 2017 CA Wildfires NDWG - Topic
 - **Example:** Employment Development Department (EDD) - 2017 CA Wildfires NDWG – Worksite Question

Agenda

- Project Overview
- Temporary Jobs
- Roles & Responsibilities
- Project Budget
- Timeline
- Reports
- Project Exhibit Package
- Project Statement of Work
- Resources
- Contact Information

Project Overview

- Training and Employment Guidance Letters (TEGL) 2-15
 - Attachment II: Disaster NDWGs
- FEMA Declarations
 - FEMA-4344-DR = October Fires (GC 1114)
 - Counties: Butte, Lake, Mendocino, Napa, Nevada, Sonoma, Yuba, Solano, Orange
 - FEMA-3396-EM & FEMA-5353-DR = December Fires (GC 1125)
 - Counties: Los Angeles, Riverside, San Diego, Santa Barbara, Ventura

Project Overview (cont'd)

- Each NDWG has specific “Terms & Conditions”
- No Core, Career, or Intensive Services - only some Supportive Services allowed
- Temporary Jobs only
- No Training allowed

Temporary Jobs: Eligible Participants

- TEGL 2-15, Attachment II, Page 14

Eligible Participants

Participants must be determined eligible as defined in WIOA Sec. 170(d)(2). The following eligibility requirements apply to the following individuals residing within the declared disaster area, or who are forced to relocate due to the disaster or emergency event:

1. Individuals who are temporarily or permanently laid off as a consequence of the disaster;
2. Other eligible dislocated workers as defined in WIOA Section 3(15);
3. Long-term unemployed workers, as defined by the state; and
4. Self-employed individuals who become unemployed or significantly underemployed as a result of the emergency or disaster.

Outreach efforts should emphasize workers who lost employment as a result of the disaster. Veterans' preference applies within these eligible groups.

Temporary Jobs: Policy

- Applicable to CA Wildfires NDWG
- Job Duration
 - Maximum of 12 months or 2,080 hours
- Allowable Job Activities
 - **Clean-up** and **Repair** of Public or Private non-profit facilities of damage caused by the disaster
- Prohibited Job Activities
 - Restoration, renovation, erosion control, mitigation, demolition, (re)paint, (re)build, cutting, mowing, weeding, (re)construction

Temporary Jobs: Policy (cont'd)

CalJOBSSM Participant Activity Codes

- Allowable Codes
 - Enrollment in Grant, and then:
 - 227 Disaster Relief Employment/Temporary Job
 - Supportive Services:
 - 181, 184, 185, 188
- Prohibited Codes
 - No Core, Intensive, or Career Services
 - May co-enroll into WIOA or in another grant, but NOT under the NDWG
 - Examples of activity codes that are NOT allowable:
 - 125, 219, 300, 301, 302, 303

Roles and Responsibilities

Department of Labor

- * Awards NDWGs and Releases Incremental Funds
 - * Requires Quarterly Reports
 - * Conducts Monitoring Visits
- * Requests Important Time-Sensitive Info/Data



Employment Development Department: Project Manager

- * Provides Technical Assistance
- * Requires Monthly and Quarterly Reports
 - * Troubleshoots CalJOBSSM Issues
- * Requests Additional Increments - when applicable
 - * Conducts Monitoring Visits



Project Operator/Subrecipient

- * Enrolls participants in CalJOBSSM - Activity Code 227
 - * Coordinates and Tracks Worksites
- * Completes Monthly Report and Worksite List by 5th of Each Month
 - * Completes Expenditure Report by 20th of Each Month
- * Completes Quarterly Reports by 20th of Month After Quarter-End

Project Budget

- Total EDD Award Amount is up to \$28,951,941
- October Fires:
 - 1st Increment to Project Operators: \$5 million
- December Fires:
 - 1st Increment to Project Operators: \$5 million
- Subsequent increments can only be requested once the Project as a whole has reached 70% expenditure

Timeline

- Project Term/Period of Performance

October Fires	10/18/17 – 12/31/18
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December Fires	01/24/18 – 12/31/18
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- Exhibits and Statements of Work

October Fires	Received - revisions may be requested
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December Fires	Due on or before 03/14/18
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Reports

Report	Due Date*
Monthly Narrative With Updated Worksite List	5 th of the following month <i>Ex: February reports are due March 5th</i>
CalJOBS SM Expenditures	20 th of the following month
Quarterly Report	20 th of the month following quarter-end
Closeout & End of Project Report	60 days from project end date

**If the due date falls on a weekend, the report is due the Friday before that date.*

CalJOBSSM Reports

- A \$0 Expenditure Report must be submitted monthly until you have accrued expenses/expenditures.
- Participant Data should be entered as updates occur, such as enrollment and supportive services.

EDD Project Management Group - Required Reports



Workforce Services Branch
PO Box 826880, MIC 50
Sacramento, CA 94280-0001

Project Manager(s): Yvette Quevedo Yvette.Quevedo@edd.ca.gov
Louella Dietrich Louella.Dietrich@edd.ca.gov

National Dislocated Worker Grant (NDWG) Monthly Narrative Report

Email reports (Monthly Narrative & Updated Worksite List) to WSBProjectManagement@edd.ca.gov
on or before the 5th of the month, following the reporting period.

Please note that late submissions could negatively impact the release of future funding increments.

This is a Performance Based Grant.

Project Operator: _____

Grant Name: _____

- ☐ 2017 CA Wildfires/October (1114)
☐ 2017 CA Wildfires/December (1125)

Contact Name: _____

Email: _____

Contact Title: _____

Telephone: _____

Date of Report: _____

Reporting
Period: _____

(mm/dd/yyyy)

(Cumulative through mm/yyyy)

1. Please complete the following table:

Performance Factor	Plan	Actual in CalJOBS SM	% of Plan
Activity Code 227-Employed in Temporary Disaster Relief Assistance			
Received Supportive Services			
Completed NDWG Services			
Employed at Completion of NDWG Services			
Total Amount Expended to Date			

*% of Plan = $\frac{\text{Actual in CalJOBS}^{\text{SM}}}{\text{Plan}}$

EDD Project Management Group - Required Reports

Worksite List								
Project Operator:								
	Site Name	Location/Address	County	Worksite Lead Agency Name (Public or Non-Profit Entity)	Agency Contact Person & Job Title (approves Worksite & Activities)	Job Titles of Participants & Number to be hired for each title (must match #7 in Line Item Budget tab)	# of Crews per site	# of Participant Workers per crew (excludes supervisors)
1								

Exhibit: E					
Initiative Name: 2017 California Wildfires NDWG (December) - GC 1125					
# of Participant Supervisors per crew	Worker to Supervisor Ratio	Total workers per worksite	Weeks to complete work	Status: Active, Completed, or Future	Temporary Job Activities to be performed at site (Clean-up and Repair are the only allowable activities) (Include specifics of what, where, and why)
		0			

EDD Project Management Group - Required Reports

Quarterly Report Form

Please update or fill-in areas highlighted in yellow.

Report is due on or before the 20th of the month.

Date of Report:

Grantee: California Employment Development Department

Project Type: Disaster

Project Name: 2017 CA Wildfires NDWG

Grant Code:

Grant Quarter: January 1, 2018 - March 31, 2018

Project Operator:

Performance Period Covered by this Report:

PERFORMANCE FACTOR	Quarter Ending 3/31/18
Employed in Temporary Disaster Relief Assistance	
Received Supportive Services	
Completed NDWG Services	
Employed at Completion of NDWG Services	
TOTAL PLANNED PARTICIPANTS	
Total Actual vs. Planned Participants Percentage	#DIV/0!
Supportive Services Expenditures	
Total Expenditures	

Summary of Expenditures

- Subgrantee Type: Summary
- Subgrantee: **POR Project Operator Resource**
- Grant Code Type: Summary
- Grant Code: **1114 California Wildfires 2017**
- YOA: 2017
- Revision Number: 99
- ReportingPeriod: 201801
- As-Of Date: 01/25/2018

User ID: #####

Date Generated: 01/25/2018

Subgrantee Code: **ABC ABC Company**

Grant Type: Version 2 - N.E.G.

Grant Code: **1114 California Wildfires 2017**

Report Type: SS

Grant Term: **10/18/2017-12/31/2018**

Report Period: **01/2018**

I. SUBGRANT INFORMATION

1. Year of Appropriation	2016
2. Report Revision Number	0
3. Subgrant Number	K.....
4. Subgrant Term	
5. Total Allotment	\$ 0.00
6. Closeout Report? (Y/N)	N

II. TOTAL EXPENDITURES (Admin + Program)

\$ 0.00

III. ADMINISTRATIVE EXPENDITURES

1. Administrative Cash Expenditures	\$ 0.00
2. Administrative Accrued Expenditures	\$ 0.00
3. Total Administrative Expenditures	\$ 0.00

IV. OTHER REPORTABLE ITEMS (ADMIN)

1. Non-Federal Support (Stand-in)	\$ 0.00
2. Unliquidated Obligations	\$ 0.00
3. Program Income Earned	\$ 0.00
4. Program Income Expended	\$ 0.00

V. CUMULATIVE EXPENDITURES (Program)

	Cash Expenditures	Accrued Expenditures	Total Expenditures
1. Core Self Services			\$ 0.00
2. Core Registration/WIOA Career Services Basic			\$ 0.00
3. Intensive Services/WIOA Career Services Ind.			\$ 0.00
4. Career Services Follow-Up			\$ 0.00
5. WIOA Training Services			\$ 0.00
a. WIOA Training Payments			\$ 0.00

Not allowed
Not allowed
Not allowed
Not allowed
Not allowed
Not allowed

b. WIOA Other Training Services			\$	0.00	Not allowed
6.	Other		\$	0.00	
7.	Total Program Expenditures	\$	\$		
VI. OTHER REPORTABLE ITEMS (PROGRAM)		Total Expenditures			
1.	Non-Federal Support (Stand-in)		\$	0.00	
2.	Unliquidated Obligations		\$	0.00	
a.	Unliquidated Obligations – Core and Intensive Services/Career		\$	0.00	
b.	Unliquidated Obligations-Training Services		\$	0.00	
c.	Unliquidated Obligations - Other		\$	0.00	
3.	Program Income Earned		\$	0.00	
4.	Program Income Expended		\$	0.00	
5.	Incentive Funds Expended		\$	0.00	
VII. MISCELLANEOUS ITEMS (Admin and/or Program)		Cash Contributions	In-Kind Contributions	Total	
1.	Federal Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	
2.	State Mandated Match	\$ 0.00	\$ 0.00	\$ 0.00	
3.	Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	
4.	Non-Federal Leveraged Resources	\$ 0.00	\$ 0.00	\$ 0.00	
5.	Transitional jobs Expenditures			\$ 0.00	
	Total Miscellaneous Items			\$ 0.00	
VIII. 9130 – RECIPIENT SHARE OF EXPENDITURES					
1.	Total Recipient Share of Expenditures		\$	0.00	
2.	Total Program Income Earned		\$	0.00	
3.	Total Program Income Expended		\$	0.00	
IX. NDWG EXPENDITURES: PROJECT OPERATOR LEVEL					
1.	Participant Wages		\$	0.00	
2.	Participant Fringe Benefits		\$	0.00	
3.	Core and Intensive Services/WIOA Careers Svcs Basic & Individualized		\$	0.00	Not allowed
4.	NEG/NDWG - Funding Training		\$	0.00	Not allowed
5.	Career Services Follow-Up		\$	0.00	Not allowed
6.	NEG/NDWG - Funded Supportive Services		\$	0.00	
7.	Needs-Related Payments (NRP)		\$	0.00	Not allowed
8.	Program Management and Oversight		\$	0.00	
a.	Administrative, excl NRP Processing		\$	0.00	
b.	Other		\$	0.00	
9.	Other		\$	0.00	Not allowed
	Total NDWG Expenditures		\$	0.00	
X. COMMENTS					

Services Provided Individuals - by Grant

- Region/Lwia: [Training Sample](#)

- State: California

- Grant Type: National DW Grant (NDWG)

- Grant: 558 - [1114 - California Wildfires 2017](#)

- Veteran Information From: Both

- Date Field: Actual Begin Date

- Start Date: 10/01/2017

- End Date: [12/31/2017](#)

SAMPLE

Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
1114	1114- California Wildfires 2017	181	Support Service: Transportation Assistance	8	10
1114	1114- California Wildfires 2017	185	Support Service: Other	1	1
1114	1114- California Wildfires 2017	188	Supportive Service: Tools/Clothing	6	6
1114	1114- California Wildfires 2017	227	Disaster Relief Employment/Temporary Job	7	9
Grant Number	Grant Description	Activity	Activity Description	Distinct Users	Total
				22	26
Total Rows: 4					

Project Exhibit Package

Exhibit: A

LINE ITEM BUDGET

Please fill in the applicable yellow cells. Note: All blue text will populate through additional exhibits.

Project Name: 2017 California Wildfires NDWG (December) - GC 1125

Project Operator: _Select from Dropdown_

Prepared By: Staff Member Name

Line Item	Expense Item	Administration	Program	Total
1	a. Administration Staff Salaries			\$0.00
	b. Administration Staff Fringe Benefits	% of Salaries: #DIV/0!		\$0.00
2	Administration Staff Travel			\$0.00
3	Administration Staff Communications			\$0.00
4	Administration Facilities (Rent, utilities, maintenance)			\$0.00
5	Administration Office Supplies			\$0.00
6	Equipment			\$0.00
7	a. Participant Wages			\$0.00
	b. Participant Fringe Benefits			\$0.00
8	Support Services			\$0.00
9	Indirect Costs			\$0.00
10	Other Program Costs (List below in 10a-10h)		\$0.00	\$0.00
	TOTAL	\$0.00	\$0.00	\$0.00

Please note:

Line items 1 through 5: Up to 10% of the Project Operators full allotment may be allocated to Administration costs.

Line items 6 through 9: The only "Program" costs that are allowable are line items 6-9.

Line item 10a-10h: List job titles for Project Operator Program Staff, along with salaries, fringe benefits, and travel in one row per position. Also itemize any additional program costs.

Project Exhibit Package (cont'd)

6. Equipment *Please note: Additional information and authorization required prior to purchase or lease.	List the desired equipment for the use of project "Clean-up and Repair", lease or purchase and estimated cost.		
<i>Equipment Item</i>	<i>Purchase or Lease</i>	<i>Months Requested</i>	<i>Item cost</i>
Line Item 6 TOTALS			\$0.00

7. Participant Wages	List the Job Title & amount to be hired for each job title. As well as the hourly wage, total wage & fringe benefit cost.		
<i>Participant - Job Titles & Number to be hired</i>	<i>Hourly Wage</i>	<i>a. Total Wages</i>	<i>b. Fringe Benefits</i>
Line Item 7 TOTALS	#DIV/0!	\$0.00	\$0.00

Project Statement of Work

STATE USE Only	SoW
Subgrant Number	
Grant Code	
Initial Plan	
Mod Approval Date	

Statement of Work

2017 California Wildfires National Dislocated Worker Grant (December)

2017 California Wildfires NDWG is a **temporary jobs only** project and does not include a workforce development component (career and training services).

Please complete and return to your Project Managers, Yvette Quevedo and Louella Dietrich, along with the exhibit package on or before **COB, Wednesday, March 14, 2018** to WSBProjectManagement@edd.ca.gov, Yvette.Quevedo@edd.ca.gov, and Louella.Dietrich@edd.ca.gov.

Project Operator:

Date:

1. Briefly describe:

a. How this disaster has impacted your area(s) that require National Dislocated Worker Grant (NDWG) funded repair and clean-up.

.

b. The clean-up and repair work to be performed at the damaged sites identified as potential worksites.

Please refer to the [Training and Employment Guidance Letter WIOA No. 2-15](#) for general guidance on allowable disaster-related activities.

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c. Your agency and any experience with the operation of disaster grants.

.

d. Your agency's infrastructure to operate a NDWG.

Payroll: .

Worker's compensation: .

Reporting: .

Resources

- EDD Website
 - Resources for Grant Subrecipients (Project Operators)
[www.edd.ca.gov/Jobs and Training/Grant Subrecipient Resources.htm](http://www.edd.ca.gov/Jobs_and_Training/Grant_Subrecipient_Resources.htm)
 - CalJOBSSM
www.caljobs.ca.gov
- DOL
 - TEGL 2-15
www.doleta.gov/directives/corr_doc.cfm?DOCN=4439

EDD Policy

- Information Notices

WSIN 17-09 CalJOBSSM Activity Codes

- Active Directives

WSD 10-14 Request Form to Change Previously Submitted Data

WSD 12-10 Procurement

WSD 13-11 CalJOBSSM Participant Reporting

WSD 16-03 Unilateral De-Obligation

WSD 16-05 WIOA Closeout Requirements

WSD 16-13 Monthly and Quarterly Financial Reporting Requirements

WSD 16-16: Allowable Costs and Prior Written Approval

WSD 16-17: CalJOBSSM Cash Request

EDD Contacts

- Project Managers

- Yvette Quevedo 916-654-4654

- Yvette.Quevedo@edd.ca.gov

- Louella Dietrich 916-651-6064

- Louella.Dietrich@edd.ca.gov

- Project Management Mailbox

- WSBProjectManagement@edd.ca.gov

- Financial Management Unit

- Wai Tin Wong 916-653-8213

- WaiTin.Wong@edd.ca.gov

QUESTIONS

