

WorkForce West Virginia Guidance Notice No. 02-13-01, Change 1 Disaster National Dislocated Worker Grant (NDWG)

TO: NDWG Project Operator

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(Change 1 - Updated March 23, 2018 to change WIA to WIOA and referenced excerpt from TEGl 2-15 regarding Obtaining Equipment))

SUBJECT: Disaster National Dislocated Worker Grant (NDWG) Program Tool Inventory/Maintenance/Storage Guidance

EFFECTIVE DATE: February 1, 2013

- I. **REFERENCE(S):** TEGl 2-15 National Dislocated Worker Grant (NDWG) Policy Guidance. Workforce Innovation and Opportunity Act, Public Law Sec. 170, National Dislocated Worker Grants.
- II. **PURPOSE:** Guidance regarding disaster grant tool inventory/maintenance/storage. Based upon USDOL's recommendation during their December 2012 on-site review of the 2012 Severe Storm/Flood National Dislocated Worker Grant (NDWG), this notice is to assist the Project Operators with guidance on the proper inventory/maintenance/storage of the tools purchased by the grant.
- III. **BACKGROUND:** NDWGs are the discretionary grants awarded by the Secretary of Labor (the secretary), pursuant to Section 170 of WIOA, as amended. In response to a natural disaster, special tools for the clean-up and removal of debris are necessary and this Guidance Notice is to give the Project Operators guidance on how to inventory, maintenance, and store these tools during the project and after the project ends.
- IV. **PROCESS:** Crew members remove debris and large trees from FEMA-approved local area streams, creeks, parks, etc. utilizing tools, such as: shovels, rakes, mattocks, loppers, bow saws, come-a-longs, chain saws, etc. As a sizeable expense to the disaster grant budget, these tools must be inventoried, maintained and stored properly in a secure shelved facility with appropriate lighting.

V.

Tool Inventory/Maintenance

Daily site visits with the crews are needed to ensure enough supplies and tools are available and to assess and resolve any problems. Tools should be checked out by the crew leader using the attached Equipment Sign-Out/In Log. This log will document any non-operative tools that need to be reported to the Project Supervisor for maintenance/repair or replacement

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needs. At the end of each day these tools should be checked in by the crew leader or Project Supervisor and an assessment completed to safeguard that these tools are in working order or noted that they will be pulled for maintenance. This assessment ensures the safety of the NDWG participant and decreases down time due to non-operative tools.

Collection of Tools After the Program Ends

At the end of the program, the Project Operator will inventory all tools, tag the damaged or discarded broken tools, and report this information in the close-out package submitted with the State at the end of the grant. The inventory documentation should include for future reference which tools were the more utilized and which tools were the least used. Maintenance/repairs should be completed for any tools that can be reused for future NDWG disaster projects, and they must be stored in a locked facility with adequate lighting and proper shelving/hangers for safe storage.

Tool Transfer to Municipalities or Other NDWG Project Operator

If the Project Operator does not have adequate storage facilities to store these tools for future use, the tools may be transferred to another Project Operator or to local municipalities who would benefit from these tools and have proper storage facilities. The cost of these tools must be recorded, and the cost must not exceed \$5,000.00 in accordance with State fiscal policies. The inventory list and a signed transfer receipt of these tools must be retained as a part of the NDWG disaster grant documentation and reported in the grant close-out package.

See excerpt below following TEG 2-15 Obtaining Equipment:

Obtaining Equipment – FEMA or other federal, state, or local agencies provide assistance in obtaining equipment needed for temporary jobs participants to conduct clean-up, renovation, restoration, and other allowable activities. In situations where the state is unable to obtain funding or equipment from another source, DWG funds may be used to lease or buy necessary equipment for worksites where Disaster DWG participants are employed to support clean-up and recovery activities. Purchase of equipment is subject to prior approval and disposition requirements in 2 CFR 200 and 2 CFR 2900.

A grantee must request approval for all equipment purchases with a cost of \$5,000. Equipment at 2 CFR 200.33 is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. When obtaining equipment, grantees are advised to follow the appropriate procurement procedures as defined by state procurement policies; subrecipients, unless a state government, must follow the procurement requirements in 2 CFR 200.