

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 01-18, Revision B

Date Released: February 20, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: February 20, 2018

Subject: EPA Special Project Process Flow

Applicable Program: EPA Environmental Workforce Development and Job Training Grant

Revision History: Initial Release – 1/3/18

This Revision B adds additional training opportunities available through the EPA grant.

This Operational Directive (OD) references OD 15-08 Rev B, Special Grants Fast Track Customer Flow; PB 01-11 Professional Driver Training – Job Seeker Requirements; OD 26-07, Monthly Financial Invoices Submission Process.

The purpose of this project is to provide training to eligible Fresno County residents under the EPA grant.

Population to be served:

- Adult
- Dislocated Worker
- Youth

Eligibility Requirements:

- Must be a Fresno County resident, **and**
- 18 years or older, **and**
- Legal right-to-work in the United States, **and**
- Selective Services Registration (males only).

Assessment Requirements:

See CASAS and WorkKeys® assessment requirements specified for each training or activity.

Grant Codes to Be Used:

All participants must be enrolled in EPA grant code 919.

EPA/WIOA Co-enrollments

- Adult – 201/919 **or**
- Dislocated Worker – 501/919 **or**

- Youth – 301/919.

Data Entry Requirements:

Grant Codes

- EPA enrolled only – 919
 - Service Code 312 will be used for all training funded under EPA
- WIOA co-enrolled – 201, 501, or 301, as appropriate

Process Changes for this Project:

- Job Track is waived,
- SRT not required, special Orientation conducted,
- Scholarship Panel and School Visit processes are waived.

Training Requirements:

For all training programs, participants must complete the 40-hour HAZWOPER 40 training.

Hazardous Waste Operations and Emergency Response (HAZWOPER 40) Training

- No assessments required.

Water Distribution (D1&2) and Treatment (T1&2) Operator Training

- CASAS and WorkKeys assessments required.
 - WorkKeys and WinSolutions, if needed, may be taken simultaneously with training. (Applied Math – 4 and Workplace Documents – 4)
 - Must have a minimum CASAS grade level of 9th for reading and math
- Initial enrollment will be EPA grant code 919 for D1 and T1 training. All participants will be co-enrolled into WIOA to continue training to obtain D2 and T2 certifications.
- Must have a minimum level of 9th grade reading and math.
- Provider Staff must work with participants to complete registration with Sacramento State Office of Water Programs on-line program and
- Participants must register for the required state exams by the following registration dates:
 - D1 – December 31, 2017
 - T1 – February 26, 2018.
 - D2 – June 28, 2018
 - T2 – August 30, 2018
- Participants must complete the required applications for the exam and submit application via U.S. mail to the address listed on the State Water Resource Control Board application [Attachment A](#) (Distribution) & [Attachment B](#) (Treatment)). All applications must be submitted no later than the deadline dates listed above. A copy of the exam process for all certifications has been attached ([Attachment C](#) (Distribution) and [Attachment D](#) (Treatment)).
- Participants must apply for certification upon notice of successful examination results.

Truck Driver Training

- CASAS and WorkKeys assessments required.
 - WorkKeys and WinSolutions, if needed, may be taken simultaneously with training. (Applied Math – 3 and Workplace Documents – 4)
 - Must have a minimum CASAS grade level of 6th for reading and math
- All participants must be co-enrolled into WIOA to fund the training.
- Providers must follow the WIOA process for Professional Driver as outlined in Policy Bulletin # 01-11.

Forklift Training

- CASAS and WorkKeys assessment required.
 - WorkKeys and WinSolutions, if needed, may be taken simultaneously with training (Applied Math – 3 and Workplace Documents – 3).
 - Must have a minimum CASAS grade level of 6th for reading and math

Pesticide, Asbestos and Lead Awareness Workshops

- No assessments required.
- Participants not attending Water Distribution (D1&2) and Treatment (T1&2) Operator Training, Truck Driver Training, Forklift Training must attend at least one of the following workshops:
 - Pesticide, or
 - Asbestos, or
 - Lead Awareness.

Solar Installation

- CASAS and WorkKeys assessment required.
 - WorkKeys and WinSolutions, if needed, may be taken simultaneously with training (Applied Math – 5 and Workplace Documents – 5).
 - Must have a minimum CASAS grade level of 9th for reading and math

See individual outreach material for additional prerequisites that may be required for each of the trainings listed above.

Leveraged Funds

Providers will utilize WIOA grant funds for required leverage for the EPA grant as follows:

- All WIOA funded training
- Supportive services cost for all participants.
- All staff costs not funded under an EPA grant contract.

Providers must follow the process outlined in Operational Directive # 26-07 to submit a monthly In-kind/Match invoice identifying all leverage funds utilized for the previous month.

All other processes must be followed as outlined in local Policies and Operational Directives.

If you have any questions, contact the FRWDB Special Projects Program Coordinator.