



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the  network

**National Dislocated Worker QUEST Grant
Quality Jobs, Equity, Strategy, and Training**

QUEST 2

November 6, 2023

Agenda



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

- A. Grant Overview and Background
- B. Program Design and Components
- C. Participant Eligibility
- D. Partnership Program Goals
- E. Program Budget
- F. Contract and Awards
- G. Disaster Recovery Work
- H. Reporting and Monitoring
- I. Communication
- J. Implementation Plan/Next Steps
- K. Resources and Meetings
- L. Questions and Answers

Grant Overview and Background



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

National Dislocated Worker Grants **QUEST 2**

- US Department of Labor issued National Dislocated Worker Grants COVID-19 Disaster
- State of Illinois received funds from USDOL and sub-granted to Local Workforce Areas including The Partnership
- **Grant #23- 671007**
- **The Partnership received \$ 1,500,000**
- **Contract Term: 10/1/23-9/30/25 (24 months)**
- The Partnership will sub grant to agencies to address the State's disaster recovery needs related to the coronavirus health emergency
- **New Agency Polish American Association (PAA)**



Grant Background Targets/Services



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

- ❑ Serving eligible individuals from **underserved and historically marginalized groups or communities including Ukrainian and Venezuelan refugees**
- ❑ Comprehensive employment & training services; creating Disaster Relief Employment (DRE) opportunities, including supportive services to address the economic and workforce impacts of the national health crisis
- ❑ Create targeted participant outreach strategies, developing and maintaining strategic/targeted partnerships, and implementing strong business engagement activities
- ❑ DRE jobs are not a regular work experience. **DRE jobs created should respond to or address the ongoing health, employment or social impacts of the Covid-19 pandemic; because the primary purpose is to provide labor to assist the community with the disaster; learning/training is a secondary benefit that benefits the worker**
 - ❑ DREs *Disaster Recovery Services* level of service is not a Career Service level activity. Must follow local policies (e.g. Supportive Services/Needs-Related Payments, ITAs, Work-Based Training, etc.)

Grant Purpose and Goals



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

- Assist in impacting the social, economic, and workforce inequities that COVID exacerbated by providing comprehensive reemployment services to eligible participants, resulting in participants entering, returning to, or advancing in good jobs.
- QUEST DWG funds will enhance the public workforce system's ongoing efforts to empower America's unemployed and underemployed workers through worker and business engagement, elevate equity, and connect jobseekers with high-quality jobs.
- The QUEST DWG program is to be aligned with existing state and local strategic priorities, resources, and programs and not operated as a stand-alone project. **The Grantee is to design and carry out the QUEST DWG project to operate in alignment with other state and local programs**, including Rapid Response, layoff aversion, other DWG grant awards, and the formula Dislocated Worker program, and to focus on returning dislocated workers and other eligible individuals to sustainable, quality, family-supporting employment.

Areas of Emphasis



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

DOL is emphasizing the following project areas on:

- ❑ Outreach to priority populations- including new or expanded strategies to reach the targeted populations of underserved and historically marginalized communities/groups.
- ❑ Participant demographic information to show who is being served in **marginalized communities and those who were most affected or disproportionately impacted areas qualified census tracts may be** obtained by searching the address at the following link: <https://www.illinoisworknet.com/qctdiamap>
- ❑ Practices to increase equity
- ❑ Streamline Processes
- ❑ Strong business engagement activities and results in high quality jobs
- ❑ Disaster Relief Employment work being performed



Employment and Training Services



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Career Services. Services and activities to help support dislocated workers in making informed decisions based on local and regional economic demand for the purpose of achieving reemployment and education goals. Activities include but are not limited to: outreach, intake, labor exchange services, initial and comprehensive assessments, IEP development with ongoing review/update, case management, referral, provision of labor market information, career planning and job coaching, provision of information on eligible training providers, soft skills training, provision of information on the availability of supportive services, and follow-up services.

Training and Work-Based Training Services. As described in WIOA Sec. 134(c)(3)(D), and may include: occupational training, on-the-job training, apprenticeships, entrepreneurial training, customized training, transitional jobs, and work experience/internships. **Incumbent Worker training is NOT allowed.**

Supportive Services. Supportive Services are allowable when they are needed to enable individuals to participate in employment and training activities and when Supportive Services cannot be obtained through other programs. Supportive services for a DWG must be provided consistent with local Supportive Services policies, with participant need assessed initially and periodically reviewed.

Participant Eligibility



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Individuals eligible to receive services through the QUEST DWG grant are underserved and historically marginalized individuals from one of the following Disaster Recovery DWG eligibility categories:

1. A dislocated worker;
2. **A long-term unemployed individual as defined by the Grantor;**
3. **An individual temporarily or permanently laid off as a consequence of the COVID-19 pandemic disaster;**
4. A self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 pandemic disaster.

* NOTE: If a person is eligible as a Dislocated Worker and, also one of the other three eligibility categories, they are to be certified eligible as a Dislocated Worker.



The QUEST application also stressed ways to streamline enrollment-
Self attestation!

Participant Eligibility continued



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

A **long-term unemployed** individual, defined by the State as an individual who:

1. has no work history; has not worked for an extended period of at least six weeks; or has an intermittent, erratic, or day-to-day employment work history (e.g., multiple terminations, employment gaps, temporary/seasonal/day labor employment, justice-touched history, etc.);
2. has an employment barrier (as defined by the State or the local Board) and is unemployed; or
3. is underemployed, including working or needing to work multiple jobs or earning less than \$15/hour;

Note: Participants can be co-enrolled in formula

Participant Eligibility continued



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

An individual temporarily or permanently laid off as a consequence of the disaster or emergency (e.g., flood, tornado, fire, COVID-19, etc.), including individuals who were fired or voluntarily left their job (quit, resigned) due to the disaster or emergency;

Examples of leaving a job due to the COVID-19 disaster/emergency include, but are not limited to, individuals who: contracted or were exposed to COVID and stayed home to quarantine/isolate or to care for a COVID-impacted individual or

a child schooling at home; were in an at-risk health category; lacked access to adequate daycare; no longer felt safe in their job/career, in their work environment, or during their work commute due to COVID; experienced a change in work hours or shifts due to reduced schedule of business operations; complied with CDC/State/local COVID requirements (e.g., required vaccinations; quarantine/isolation; testing; masking; etc.).

Overall Goals and Budget



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Grant Term: October 1, 2023- September 30, 2025
LWIA 7 Target Goals:



	# of People	\$ Budgeted
Total Participants	130	
Career Services (Other program Costs)	95	\$537,613
Total Training ITA (70) and OJTs (20)	90	\$580,000
Disaster Relief Employment (Wages and Fringe)	10	\$230,000
Support Services	45	\$19,506
Partnership Administration	N/A	\$132,881
Total		\$1,500,000

Awards & Service Plan



AJC/ Delegate Agency (Underlined currently have a Quest 1 Grant)	Program budget	Support Service	OJT	Disaster Recovery Wages/ Fringe	Total	Numbers to be Served
<u>CAIC</u> (Partnering with Lawrence Hall; enrolling participants offering support services)	\$75,000	\$4,000	\$75,000	N/A	\$154,000	25
Polish American Association	\$65,000	\$4,000	\$30,000	N/A	\$99,000	25
<u>West Suburban Cook County AJC</u>	\$50,000	\$2,000	\$50,000	N/A	\$102,000	20
<u>South Suburban Cook County AJC</u>	\$50,000	\$2,000	-	N/A	\$52,000	20
<u>North Suburban Cook County AJC (BCS).</u>	\$75,000	\$4,000	-	N/A	\$79,000	20
Northside AJC at Truman (Equus)	\$65,000	\$4,000	\$25,000	N/A	\$94,000	20
<u>Lawrence Hall</u> (Not enrolling; partnering with CAIC)	\$20,000	N/A	N/A	\$230,000	\$250,000	10*
Total	\$400,000	\$20,000	\$180,000	\$230,000	\$	140

DRE Job Descriptions



For each DRE job description, identify exactly how the position is impacting COVID in the community, describing job tasks as COVID-related **or**

Migrant/Refugee support:

- ❑ It must be clear to LWIA staff, participants, Disaster-Relief Employer, worksite supervisor, and Monitors (local and State) why each position is necessary—what are the expected outcomes and benefits related to fighting COVID? What happens if the job isn't performed?
- ❑ **Each job must have a Job Description written for the COVID work** to be performed, clearly indicating the outcomes and benefits of performing the work in terms of impacting COVID; cannot be a generic Job Description for the position.
- ❑ The Job Description will be part of the Worksite Agreement, Participant Orientation, Supervisor Orientation, and Monitoring.
- ❑ If the DRE work being performed transitions/evolves into work not impacting COVID then the DRE work is to be ended.

Disaster Relief Employment Component



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

DRE jobs respond to/address the ongoing health, employment, and social impacts of the COVID-19 pandemic.

DRE jobs address humanitarian needs (e.g., food and shelter) in the community and provide disaster recovery assistance (e.g., contact tracing, vaccination assistance, COVID mitigation).

DRE jobs are limited to 12 months or 2,080 hours, whichever is longer.

Partnership using COVID 19 CORPS Delegate Agency: Lawrence Hall

Must submit to DCEO for prior review and approval the following DRE documents: DRE Worksite Summaries, DRE Worksite Agreements, and DRE job descriptions.

Reporting, Monitoring and Oversight



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Required Reporting

Standard Quarterly reporting; Quarterly Performance Narrative; Monthly Project Status Report; target population statistics; other project information as requested
Project Implementation Plan (Pillar and Fiscal)

Monitoring

Expenditures will be monitored by OET monthly to determine rate of expenditure.
Performance will be monitored by OET monthly to determine progress towards meeting participant services and technology goals.

LWIAs will review and monitor their project. (Mike and Team)

Participation in Technical Assistance

Technical assistance will be provided by OET through webinars and one-on-one customized assistance throughout the grant period.

DRE Employer



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

Disaster-Relief Employer. Disaster-Relief Employers are entities designated by a Grantee or their subgrantee(s) to carry out day-to-day human resources and payroll activities of DRE.

Grantee must have a **Worksite Agreement with Disaster-Relief Employers** to ensure that they comply with all Disaster Recovery DWG and other relevant rules and requirements, including with regard to employment activities, participant eligibility, participant safety and health (including OSHA safety and work condition standards), pay and benefits, unemployment insurance, workers compensation, and state requirements.

DRE Participant Wages. Disaster Relief Employment participants must receive wages that are at minimum the higher of the federal, State, or local minimum wage. In accordance with WIOA Section 181(a)(1)(A), generally, participants must be compensated at the same rates, including periodic increases, shift differential, benefits, or overtime pay, as employees who are similarly situated in similar occupations by the same employer and who have similar training, experience, and skills.

Must comply with Health and Safety Standards:

Our Monitoring, Reporting, Oversight



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

- Grant Manager: **Pilar Trejo** ptrejo@chicookworks.org
 - Liaison to DCEO
 - Reviews your budget and scope
 - Conducts meetings with agencies on program goals
 - Weekly, monthly and quarterly reports to DCEO and DOL

- Monitoring: **Mike Balcsik**
 - Compliance: Eligibility, marginalized communities, case notes, IEPs

- Training (ITAs/OJT): **Anne Hogan** and **Rosa Marquez**
 - Ed Assist flip or direct – **important to select correct grant - #23- 671007**

- Fiscal: **Jacquelyn James** jjames@chicookworks.org
 - The Partnership must submit monthly and quarterly reports to DCEO with expenditures
 - Agencies must submit budgets on time and voucher on a monthly basis.

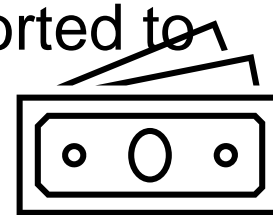
Fiscal Requirements



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter network

- Department of Labor wants funding to be spent down
- Spend down and proper tracking are crucial
- ITAs will be tracked and obligations reported to GRS system
- **On time monthly vouchering is a must!**



Communication Rules



DOL requires a statement in all DWG-funded public-facing documents, including outreach materials.

DCEO Grant Agreement Article 41.10:

Requirements to Provide Certain Information in Public Communications.

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. The requirements in this paragraph are separate from those in 2 CFR Part 200 and, when appropriate, both must be complied with.

Implementation Plan



CHICAGO COOK
WORKFORCE PARTNERSHIP

A proud partner of the AmericanJobCenter[®] network

Month	ACTIVITY/TASKS
November 2023	<ul style="list-style-type: none"> • Conduct Agency Introduction Meeting • Conduct AJC and delegate agency training, esp. PAA and Northside Budget Forms, Scopes and Worksite Agreement going out 11/8/23 • Budget Forms, Scopes and Worksite Agreement due to The Partnership, Friday, December 1, 2023 • Approved worksite agreements can start workers • Recruit COVID-19 Community Relief crew members for DRE worksite
December 2023	<ul style="list-style-type: none"> • Agencies start recruitment / enrolling • Lawrence Hall can not start new crew until CAIC enrolls participants in DRE services • Budgets submitted to Fiscal for approval • Monthly vouchering is due every 15th of the month starting in December
Monthly 2024	Hold meetings with AJCs and delegate agencies to review goals and expenditures
February, May, August, November 2024	Hold individual quarterly meetings with AJCs and delegate agencies (with DRE site supervisor, if applicable) to review goals and expenditures;
April - June 2024	Conduct monitoring visits with AJCs and delegate agencies



- **TEGL 19-16 Adult and Dislocated Worker Program Guidance**
<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-19-16>
- **TEGL 14-18 Performance; Attachment 6 DWGs**
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_14-18_Attachment-6_Acc.pdf
- **TEGL 16-21 National Dislocated Worker Grant Program Guidance**
<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-16-21>
- **TEGL 02-22 QUEST Disaster Recovery DWG Funding Announcement**
<https://www.dol.gov/agencies/eta/advisories/tegl-no-02-22>
- **TEGL 7-22, Increasing Employer and Workforce System Customer Access to Good Jobs (January 18, 2023)**
<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%2007-22/TEGL%2007-22%20%28Complete%20PDF%29.pdf>
- **TEGL 2-22, Change 2, 2023 QUEST Disaster Recovery National Dislocated Worker Grants Funding**
<https://www.dol.gov/sites/dolgov/files/ETA/advisories/TEGL/2022/TEGL%202-22%20Change%202/TEGL%202-22%20C%20Change%202%20%28Accessible%20PDF%29.pdf>



- **Illinois workNet DWG page with resources** <https://www.illinoisworknet.com/dwg>
- **Illinois Disaster Recovery Participant Eligibility Criteria and Definitions**
<https://www.illinoisworknet.com/partners/Documents/Disaster%20Recovery%20Participant%20Eligibility%202-1-2023.pdf>
- **Illinois National Dislocated Worker Program Website**
<https://www.illinoisworknet.com/dwg>
- **Department of Commerce and Department of Labor Good Jobs Principles site**
<https://www.dol.gov/general/good-jobs/principles>



Any
Questions

**Reminder: Budget
Form, and
Scope coming this
week and Need your
budgets by or before
December 1st**