

WORKFORCE IMPLEMENTATION GUIDANCE (WIG) LETTER

DATE: October 20, 2022
NO: PS-21-003
TO: LOCAL WORKFORCE SYSTEM STAKEHOLDERS
FROM: Karen Kirchler, OWD Deputy Commissioner
SUBJECT: Georgia QUEST Dislocated Worker Grant Guidance

1. **Purpose.** To provide guidance for QUEST National Dislocated Worker Grant.

2. **References.**
[TEGL 16-21](#)
[TEGL 02-22](#)

3. **Definitions.**
USDOL – United States Department of Labor
WIOA – Workforce Innovation and Opportunity Act
LWDB – Local Workforce Development Board
LWDA – Local Workforce Development Area
TEGL – Training and Employment Guidance Letter
OWD – Office of Workforce Development
DWG – Dislocated Worker Grant
QUEST - Quality Jobs, Equity, Strategy, and Training

4. **Background.** DWGs are discretionary grants awarded by the Secretary of Labor under Section 170 of WIOA to provide employment-related services for dislocated workers. The Department funds two types of DWGs: Disaster Recovery and Employment Recovery.

On July 5, 2022. The USDOL announced available DWG funding to support 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 State’s full application, which outlines needs and the intended scope of work, can be found in Attachment V. Georgia received an initial award of \$15 million on September 26, 2022. This

award supports LWDAs' ability to serve dislocated workers affected by COVID-19 through temporary disaster employment opportunities and employment and training services; however, primary focus will be given to the latter.

This WIG is intended to provide additional and ongoing guidance for the administration of the DWGs.

5. Allowable Grant Activities.

Employment and Training Services. DWG projects provide employment and training services to dislocated workers and other eligible participants affected by the COVID-19 pandemic. DWG funds may provide employment and training services regardless of an individual's participation in disaster relief employment. Training services shall prioritize critical in-demand industries such as manufacturing, transportation, healthcare, etc.

Disaster Relief Employment. DWGs provide funding for the creation of disaster-relief employment, which is temporary employment of eligible individuals. While Disaster Relief Employment is allowable under QUEST, primary efforts are dedicated towards employment and training services. Furthermore, all disaster relief employment under QUEST requires prior approval from OWD before participants are to be enrolled. If approved, LWDAs must submit worksite agreements related to each disaster worksite to TCSG OWD. Attachment II and III of [WIG PS-20-002R](#) may be used as templates for worksite agreements with employers and participants.

Participant Wages. Participant wages for disaster-relief employment must be at least \$15.00 per hour. Wages must be consistent with local and regional industry wages of work performed by the participant.

Supportive Services. Supportive services are allowable when they are needed to enable individuals to participate in disaster relief employment and employment and training services and when supportive services cannot be obtained through other programs. Supportive service policies for a disaster project must align with the state or local area supportive service policy; any supportive services provided must be consistent with WIOA.

Follow-up Services. Follow-up services help facilitate sustained re-employment and career advancement for dislocated workers after exiting the program. Follow-up services are required to be provided for a minimum of 12 months for dislocated workers who have received

Employment and Training Services under the DWGs. Dislocated workers who have received only Disaster Relief Employment are not required to receive follow-up services; however, it is strongly recommended they be provided.

6. **Eligibility.** An individual eligible to receive services through the QUEST DWG must be one of the following, per 20 CFR 687.170(b):
 - a. Individuals temporarily or permanently laid off as a consequence of the COVID-19 pandemic disaster.
 - b. Long-term unemployed individuals, defined as an individual who has been unemployed for at least 12 weeks of the most recent 15 week period;
 - c. Dislocated workers as defined by WIOA Section 3(15)
 - d. Self-employed individuals who became unemployed or significantly underemployed due to the COVID-19 pandemic disaster.

While not a required factor when assessing eligibility, DWG emphasizes services for individuals from special populations and marginalized communities.

7. **Application.** In order to receive DWG funds, LWDAs must apply by submitting a completed application (Attachment I) during the application period. Only proposed project responsive to and aligned with the grant programmatic requirements will be successful.
8. **Period of Performance.** The period of performance for Georgia's QUEST DWG is September 26, 2022 – September 30, 2024.
9. **Cash Draw Downs.** Cash Draw Downs for the DWG must be made using Attachment IV. The draw down requests must include details of spend down in each category detailed in the budget narrative, which is an attachment to each LWDAs grant award.
10. **Monthly Reporting.** LWDAs will submit monthly reports each month. The report will be due on the 10th calendar day of each month. The report will provide information on the progress of grant activities and provide an opportunity for technical assistance requests. The report will be submitted electronically through the TCSG OWD Helpdesk. The report can be found here: <https://tcsgeu.org/worksource/resources-for-practitioners/helpdesk/>
11. **Action Requested.** OWD requests that LWDAs utilize this guidance letter as a reference document for the administration of the QUEST DWG. Please note all WIOA assurances are required to be included in

agreements under this grant. LWDAs must apply for DWG funds as required in Attachment I.

12. Inquiries. Inquiries regarding this guidance should be directed to the TCSG OWD Business Services Director.

13. Attachment.

Attachment I – QUEST DWG TCSG OWD Request for Application

Attachment II – QUEST DWG Frequently Asked Questions

Attachment III – State of Georgia QUEST Application

14. Expiration. Continuing.

15. Authorization.