

**2023 Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grants (DWGs) Suggested Grant Application**

**2023 QUEST DWG Suggested Application Form**

**Instructions:** The information in this form must be submitted along with other required application materials as described in the 2023 QUEST DWG Training and Employment Guidance Letter (TEGL) No. 2-22 Change 2. This attachment replaces the Suggested Application, Attachment B, to TEGL No. 2-22. If more space is required than this form provides, please attach up to five additional pages of information. Note that ETA will not review any information that exceeds five additional pages.

**A. Applicant Contact Information**

**B. Instructions:** Provide the information requested below that mirrors the information provided on the SF-424.

**i. Legal Name of Grant Applicant (SF-424, line 8a)**

**ii. Authorized Representative (SF-424, line 21)**

Name		Phone	
Title		Email	

**iii. Other Project Point of Contact (SF-424, line 8f)**

Name		Phone	
Title		Email	

**iv. Type of Applicant (Reference [TEGL 16-21](#), Attachment I, page 4)**

**Instructions.** Select the box for the eligible entity type below.

- State
- Outlying area
- [Federally-Recognized Indian tribal governments](#) as defined by the Robert T. Stafford Disaster Relief and Emergency Assistance [Act](#) (42 U.S.C. 5122(6))

**C. Experience with National Dislocated Worker Grants**

**Instructions.** Mark the box below that reflects the applicant's experience as a direct DWG grantee.

- The applicant is currently or has been a direct recipient of a DWG award within the past five years.
- The applicant has not been a direct recipient of a DWG award.

**D. Planned Participants**

**Instructions.** Provide the number of participants expected to be enrolled in the project during the period of performance and identify the eligible individuals or populations to be prioritized for recruitment and enrollment as requested below.

**Number of Participants Projected to be Served by the Proposed Project** At right, provide the number of participants planned for the total funding request and period of performance.

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<p>Please note: Planned participant totals may not be decreased after a grant is awarded.</p>	
<p><b>Priority Participants.</b> At right, identify those individuals or populations of eligible participants who will be prioritized for participation in the QUEST DWG, including individuals from historically marginalized or underserved communities. Please also describe why these populations were chosen.</p>	
<p><b>E. Industries and Geographic Areas to be Served</b></p>	
<p><b>Priority Industries.</b> At right, indicate which industries the project will engage by checking the relevant boxes and providing additional information as necessary.</p>	<p><input type="checkbox"/> Infrastructure</p> <p><input type="checkbox"/> Care Economy</p> <p><input type="checkbox"/> Climate and Environment</p> <p><input type="checkbox"/> Hospitality</p> <p><input type="checkbox"/> Other Growth Industry (Please name):</p>
<p><b>Project Service Area.</b> At right, indicate the geographic areas to be served by the proposed grant. <i>See section 4.d.iii of TEGL 2-22 for additional information.</i></p>	<p><input type="checkbox"/> Outlying Area</p> <p><input type="checkbox"/> A subset of the state’s Local Workforce Development Areas (list the LWDA’s):</p> <p><input type="checkbox"/> Counties/Parishes (list the counties/parishes):</p> <p><input type="checkbox"/> Other geographic areas such as Statewide and Native American Employment and Training areas (please define):</p>

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<p><b>The rationale for Project Service Area:</b> At right, provide a brief (<i>no more than 250 words</i>) description of why the service area for this proposed project was chosen, including how providing services in the areas will address the goal of the QUEST DWG.</p>	
<p><b>F. Project Summary: Alignment with QUEST DWG Goal</b>          Instructions: Per section 4.d.iii of TEGL 2-22, applicants must briefly describe their proposed project and how it will achieve the goal of the QUEST DWG. Please address:</p> <ul style="list-style-type: none"> <li>• The strategic partners who have or will inform a successful project design.</li> <li>• The individuals, communities, industries, and companies the project will engage or serve.</li> <li>• The required, and any allowable, activities that will be used.</li> <li>• How the proposed project will achieve the QUEST DWG goal.</li> </ul> <p>Please limit the Project Summary length to no more than 500 words using the space below or include it as an attachment.</p>	
Empty space for project summary	

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**G. Required Grant Activity: Developing Strategic Partnerships**

Instructions: Briefly describe existing and planned partnerships that will inform the project design and ensure successful outcomes. Please note each partner’s area of expertise (business, training and education, community service provider, other), and their expected contribution to the QUEST DWG project’s successful design, implementation, and outcomes.

Please limit this description to no more than 300 words using the space below or as an attachment.

Instructions: Per section 4.d.iv of TEGl 2-22, applicants must provide the name of each partner (organization or individual) and their anticipated role in grant activities. Where applicable, applicants should also include a plan for how new partners are identified and included in the project as needed. Please provide the requested information using the table below or as an attachment.

<b>Partner Name</b>	<b>Partner Type (Employer/industry, education, economic development, community organization, etcetera.)</b>	<b>Partner Role(s) In Proposed Project</b>
<i>Ex. Community Health Association</i>	<i>Community organization</i>	<i>Outreach to potential participants</i>
<p><b>Strategic Partner Commitment Letters:</b></p> <p>Select the relevant box at right to indicate whether commitment letters from at least two of the Strategic Partners are included in the grant application.</p>		<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

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<b>G. Required Grant Activity: Community and Potential Participant Outreach</b> Instructions. In the space below, or as an attachment, insert your preliminary <b>Community and Potential Participant Outreach Plan</b> including objectives to attain the identified goals; timelines; expected outcomes; any anticipated challenges to reaching goals; and other information that will enable ETA to support the grant recipient. An example is provided.			
<b>A. <u>Outreach Goals and Objective(s)</u></b>	<b>B. <u>Project Timeline</u></b>	<b>C. <u>Anticipated Outcome(s)</u></b>	<b>D. <u>Potential Challenge(s) and Solutions</u></b>
<p><u>Goal #1:</u> Develop a focused outreach campaign with partners to reach historically marginalized communities within 50 days of grant application submission.</p> <p><u>Objectives for Goal #1:</u></p> <ol style="list-style-type: none"> <li>1. Identify potential outreach partners.</li> <li>2. Create and send planning meeting invitations to potential outreach partners.</li> <li>3. Host a planning meeting and outline 2023 QUEST DWG goals, potential partner roles and tasks, and obtain initial commitments to collaborate on participant outreach.</li> <li>4. Draft partner agreements to delineate roles, activities, timelines, communication frequency, and communication channels.</li> <li>5. Host follow-up planning meeting with partner meeting to finalize partner commitments and refine next steps as needed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Start Date – Completion Date</li> <li>2. Start Date – Completion Date</li> <li>3. Start Date – Completion Date</li> <li>4. Start Date – Completion Date</li> <li>5. Start Date – Completion Date</li> </ol>	<p>Obtain commitment of community partners with expertise in and capacity for quickly engaging the targeted participant populations in a culturally appropriate manner in the 2023 QUEST DWG.</p>	<p><i>Challenge: A partner may not be able to quickly focus resources as described in the partner agreement creating a delay in project startup.</i></p> <p><i>Solution: Renegotiate the partner’s role and tasks and move tasks to other, more able partners.</i></p>

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<b>A. <u>Outreach Goals and Objective(s)</u></b>	<b>B. <u>Project Timeline</u></b>	<b>C. <u>Anticipated Outcome(s)</u></b>	<b>D. <u>Potential Challenge(s) and Solutions</u></b>

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**H. Required Grant Activity: Business Engagement**

Instructions: Per section 4.d.iv of TEGL 02-22, please

- Describe the business engagement strategy including how the project will identify business needs and provide examples of the services and solutions the QUEST DWG will offer.
- Note how business engagement activities (both strategic and operational) support the goal of the QUEST DWG project.
- Highlight how the business engagement strategy aligns with any existing business engagement strategies and activities underway in the proposed project's geographic area.
- Identify any employers or industries that the QUEST DWG project anticipates engaging, and why they were selected.
- Note which, if any of the employers, currently offer good jobs (as described in TEGL No. 7-22).

Please limit the following narrative to no more than 300 words using the space below or as an attachment.

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**I. Required Grant Activity: Employment & Training Activities**

Applicants must describe the employment and training activities included in the proposed QUEST project design. These activities should enable participants impacted by the COVID-19 pandemic including its social and economic inequities to gain the skills and experience necessary to qualify for, obtain, and advance in safe and sustainable jobs, particularly good jobs (as defined in TEGL No. 7-22) in infrastructure, care, hospitality, climate and environment, and other growth industry sectors. This information must also include the applicant's approach to providing comprehensive, necessary supportive services, including childcare, transportation, housing, mental health supports, and other allowable services, to program participants to enable them to successfully complete grant activities and meet their planned employment and training goals.

Please limit the narrative description to no more than 250 words using the space below or as an attachment.



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**J. Allowable Grant Activity: Disaster-Relief Employment**

Instructions: If the applicant’s project design includes allowable disaster-relief employment, the application must include a description of:

- the disaster-relief employment that will be created;
- impacts of the COVID-19 pandemic that created the need for these jobs;
- how the work done in each job will directly address the health, employment, or economic impacts of the pandemic; and
- how the wage, employment duration, and other requirements defined in Training and Employment Guidance Letter 16-21 published on June 16, 2022, will be met.

Please limit the following narrative to no more than 300 words using the space below or as an attachment.

Empty box for narrative input.

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Instructions. Applicants must demonstrate that proposed projects will achieve the goal of the QUEST DWG and enable participants adversely affected by the COVID-19 pandemic and the social and economic inequities that the pandemic exacerbated, to enter, return to, or advance in good jobs (as defined in TEGL No. 7-22) in growth industries including Infrastructure, the Care Economy, Hospitality, Climate and Environment, and other growth sectors defined by the applicant. The TEGL's characteristics of good jobs align with The Good Jobs Principles, a shared federal vision of job quality published in 2022 by the Departments of Labor and Commerce. ETA recommends each applicant frame their project's job quality components using these Principles as they document how the activities of the proposed QUEST DWG project should result in improved individual and community resilience to the ongoing effects of the COVID-19 pandemic.

Please limit the following narrative to no more than 300 words using the space below or as an attachment.

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<p><b>L. Attestations for Project Implementation – All grant recipients must comply with WIOA statute and regulations (including DWG regulations at 20 CFR part 687), TEGL 16-21, grant award terms and conditions, and Uniform Guidance (2 CFR parts 200 and 2900). Below are some, but not all, of the requirements relevant to project implementation. Select the appropriate box to confirm understanding of and compliance with specified requirements. If selecting “no”, provide additional information to support the response.</b></p>	
<p><b>i. Participant Eligibility</b></p>	
<p>Check the appropriate box to the right to acknowledge that QUEST DWG projects will <i>only</i> serve eligible individuals described below and in section 4.b.iii of TEGL 2-22.</p> <ul style="list-style-type: none"> <li>Dislocated workers as defined by WIOA Section 3(15) including workers who were adversely affected (i.e., workers who become unemployed or are threatened with job loss) by foreign trade.</li> <li>Individuals temporarily or permanently laid off because of the COVID-19 pandemic disaster.</li> <li>Long-term unemployed individuals, as defined by the applicant.</li> <li>Self-employed individuals who became unemployed or significantly underemployed due to the COVID-19 pandemic disaster.</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>ii. Policies and Procedures</b></p> <p>Instructions. DWG applicants must have policies and procedures in accordance with 20 CFR 687.170(b) and TEGL 19-16 to support the allowability of project activities. For each element below, check the appropriate box. (<b>Reference <a href="#">TEGL 16-21</a>, Attachment I, Section 5</b>)</p> <p>Note: A response of “no” to any element below will not be disqualifying for a 2023 QUEST DWG award, but a recipient will be required to resolve any issues following an award.</p>	
<p>Participant Eligibility: Participant eligibility determinations follow existing policies.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Employment and Training Services: Employment and training activities follow existing policies.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Supportive Services: Supportive services, including childcare, will be provided as described in existing policies.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Worksite Selection and Management (including Health and Safety Standards): Activities related to disaster-relief employment and worksite management (including health and safety standards, and other relevant factors) follow existing policies and are in compliance with DWG requirements.</p> <p><i>Check “N/A” if no disaster-relief employment is planned.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>

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<p>Subrecipient Monitoring: Subrecipient monitoring to ensure that subrecipients (where applicable) are meeting grant terms and conditions, applicable guidance and regulations, and follow existing policies.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>As appropriate, include additional narrative regarding policies &amp; procedures affecting DWG project activities below.</p>	
<p> </p>	
<p><b>iii. Grant-funded Activities (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 2 – 12)</b></p>	
<p>The highest priority will be given to the cleanup of the disaster areas’ most severely damaged public communities, facilities, and property, and to the cleanup and the provision of humanitarian assistance to economically disadvantaged areas. Where possible, grant recipients should prioritize enrollment of eligible participants most in need of economic support or workforce development services.</p> <p><i>Check “N/A” if no Disaster Relief Employment is planned.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>Documentation will be maintained for all worksites, including the dates and hours worked by each participant. For work on private property, documentation will include the rationale for the determination that such work was allowable under this guidance.</p> <p><i>Check “N/A” if no Disaster Relief Employment is planned.</i></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
<p>As appropriate, include additional narrative regarding grant-funded activities below.</p>	
<p> </p>	
<p><b>iv. Partnership in the American Job Center (AJC) Network (Reference <a href="#">TEGL 16-21</a>, Attachment I, pages 21 - 22)</b></p>	
<p>DWG grants are funded through Title I of WIOA and are considered <u>required</u> partners in the local AJC network.<sup>1</sup> Grant recipients other than Indian tribal governments are required to be existing or become new one-stop partners.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>As appropriate, include additional narrative regarding AJC partnership activities below.</p>	

<sup>1</sup> Guidance related to required WIOA partners, MOUs, and IFAs can be found in [TEGL 16-16](#) and [TEGL 17-16](#).

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<b>v. Performance Accountability. (Reference <a href="#">TEGL 16-21</a>, Attachment I, page 26)</b>	
2023 QUEST DWG grantee performance goals will mirror the relevant state's current WIOA State Negotiated Levels of Performance for the title I Dislocated Worker Program.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2023 QUEST DWG grant recipients must submit Quarterly Performance and Quarterly Narrative Reports in accordance with TEGL 14-18.	<input type="checkbox"/> Yes <input type="checkbox"/> No