



QUEST DWG PROJECT IMPLEMENTATION PLAN

Department of Workforce Development

Division of Employment and Training

Bureau of Workforce Training

10 May 2023

Revised: 01 August 2024



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Overview

Background and Purpose

On July 5, 2022, the United States Department of Labor issued [TEGL 02-22](#) announcing a funding opportunity for the Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster-Recovery National Dislocated Worker Grant to help address known economic issues arising from the COVID-19 pandemic.

On September 26, 2022, DOL issued an award for \$15M to serve 500 individuals seeking employment and training in childcare occupations and create 500 additional childcare slots for Wisconsin's workers. Wisconsin's QUEST DWG project seeks to address known deficiencies in the childcare economy related to access, quality, affordability, and wages through the provision of employment and training services, supportive services, business engagement, microenterprise and entrepreneurial skills development, and the creation of disaster-recovery employment.

Period of Performance

The period of performance for the QUEST DWG is September 26, 2022 – September 30, 2024. Grant periods for individual subawards may vary.

Defined Roles

- **Wisconsin Department of Workforce Development, Division of Employment and Training (DWD-DET)** is the lead agency on the grant. DWD-DET will conduct periodic monitoring of grant subrecipients to ensure compliance and performance standards are being met. DWD-DET will also provide technical assistance, as needed, to ensure successful grant outcomes.
- **Wisconsin Department of Children and Families (DCF)** is a subrecipient of the grant and will lead the "employer engagement" component of the grant through the expansion of their existing PartnerUp! Initiative.
- **Wisconsin Community Action Program Association (WISCAP)** is a subrecipient of the grant and will provide entrepreneurial skills training and microenterprise development services to grant-eligible individuals seeking to own and operate their own childcare businesses.
- **Local Workforce Development Boards (WDBs)** are *project operators* of the grant and will provide employment and training services and disaster-relief employment opportunities to grant-eligible individuals.
- **Service Provider:** An entity that the local WDB (project operator) contracts with to provide QUEST DWG services.
- **Employer of Record:** The entity responsible for paying the QUEST DWG participant wages, taxes, and any applicable fringe benefits for disaster-relief employment services. The employer of record may be the project operator, a service provider, or another entity the project operator contracts with to serve in that capacity (e.g., a staffing agency). There may be more than one employer of record under one subaward.
- **Placement Site:** A physical location where temporary disaster-relief employment is performed.

- *Participant*: An individual who has been determined eligible for the QUEST DWG project and has received at least one participation-causing service funded by the QUEST DWG.

All partners will assist with outreach and recruitment activities and will make appropriate referrals to grant partners and other community resources, as needed.

Subawards

Funding Distribution

Funding will be distributed as outlined in the QUEST budget approved by the U.S. Department of Labor (DOL):

| Contractual Category | Unit Cost | Quantity | Amount Funded by Program |
|---|-----------|----------|--------------------------|
| Wisconsin Department of Children and Families | | 2 years | 5,500,000 |
| Wisconsin's eleven Workforce Development Boards | | 2 years | 6,305,275 |
| Wisconsin Community Action Program Association | | 2 years | 2,500,000 |
| Third party vendor for statewide outreach campaign | | 1 | 250,000 |
| Third party vendor for development of employer education videos | | 1 | 100,000 |
| TOTAL CONTRACTUAL COST | | | 14,655,275 |

The funding allotted to the eleven local Workforce Development Boards was divided using an average of Wisconsin's WIOA Title I Adult program and Dislocated Worker program annual funding allocation formulas and resulted in the following award amounts:

| Local WDB | Percent Shares | Amount Funded | Participant Enrollments |
|---|----------------|---------------|-------------------------|
| 1 – Southeastern Wisconsin Workforce Development Board | 9.45% | \$595,848 | 38 |
| 2 – Employ Milwaukee, Inc. | 28.00% | \$1,765,477 | 112 |
| 3 – Waukesha, Ozaukee, Washington Workforce Dev Board | 4.50% | \$283,737 | 18 |
| 4 – Fox Valley Workforce Development Board | 4.75% | \$299,501 | 19 |
| 5 – Bay Area Workforce Development Board | 10.75% | \$677,817 | 43 |
| 6 – North Central Wisconsin Workforce Development Board | 7.60% | \$479,201 | 30 |
| 7 – Northwest Wisconsin Workforce Investment Board | 5.65% | \$356,248 | 23 |
| 8 – West Central Wisconsin Workforce Development Board | 7.75% | \$488,659 | 31 |
| 9 – Western Wisconsin Workforce Development Board | 4.90% | \$308,958 | 20 |
| 10 – Workforce Development Board of South Central Wisconsin | 11.85% | \$747,175 | 47 |
| 11 – Southwest Wisconsin Workforce Development Board | 4.80% | \$302,653 | 19 |

Participants

Eligible Participants

Any individual interested in being considered for the QUEST DWG must be allowed to apply. All applicants must receive an eligibility determination.

Individuals are eligible for the QUEST DWG program if they:

- are **authorized to work in the United States**;
- are **registered with Selective Service** (if applicable); and
- meet the requirements for at least one of the following QUEST DWG eligibility categories:
 1. **Dislocated workers, as defined in WIOA section 3(15).**
 2. **Individuals temporarily or permanently laid off as a consequence of the COVID-19 pandemic.** For the purpose of this eligibility category, DWD-DET defines "laid off" to include individuals who:
 - a. Experienced a temporary or permanent full separation from employment due to the COVID-19 pandemic;
 - b. Experienced a temporary or permanent reduction in work hours from full-time (32+ hours per week) to part-time (fewer than 32 hours per week); or
 - c. Left the workforce voluntarily or involuntarily, including retirees, due to familial or health-related concerns, including mental health/burnout, as a consequence of the COVID-19 pandemic. This may include, but is not limited to, individuals who separated from employment due to expanded health and safety regulations, such as mandatory masking and/or vaccination requirements, and/or individuals who were terminated from employment due to attendance issues resulting from the COVID-19 pandemic.
 3. **Individuals who are long-term unemployed.** For the purpose of this eligibility category, DWD-DET defines "long-term unemployed" to include individuals who satisfy at least one of the following criteria:
 - a. has not been employed in unsubsidized employment for 4 weeks or longer;
 - b. has not been employed for any length of time due to incarceration;
 - c. has not been employed for any length of time due to institutionalization;
 - d. has become justice-involved, and the nature of their justice-involvement resulted in a separation from employment and/or precludes them from returning to their previous employment, occupation, and/or industry;
 - e. is a student engaged in secondary and/or postsecondary education or other training program(s) and is not engaged in full-time unsubsidized employment;
 - f. has no work history and is entering the workforce for the first time; or
 - g. has received a full or partial Unemployment Insurance (UI) payment for 4 consecutive weeks. This includes, but is not limited to, individuals who are working part-time, but actively seeking full-time employment, and receiving partial UI payments.

4. **Self-employed individuals who became unemployed or significantly underemployed as a result of the COVID-19 pandemic.** For the purpose of this eligibility category, DWD-DET defines significantly underemployed as any individual who(se):
- a. is/was fully self-employed, but whose business revenue is/was reduced and/or expenses are/were increased as a result of the COVID-19 pandemic;
 - b. is/was fully self-employed, but whose income does not lead to economic self-sufficiency (ESS) based on a CEPT ESS calculation;
 - c. business has closed or reduced hours operation as a result of the COVID-19 pandemic and/or resulting economic crisis, including the inability to obtain goods and materials due to supply chain limitations and/or the inability to maintain adequate staffing;
 - d. was solely self-employed prior to the COVID-19 pandemic, but has since obtained secondary employment to supplement their income as a result of the COVID-19 pandemic;
 - e. qualified for Pandemic Unemployment Assistance (PUA) and/or Mixed Earners Unemployment Compensation (MEUC) based on their self-employment;
 - f. business received Paycheck Protection Program (PPP) loan assistance or other pandemic-related business subsidies;
 - g. business was negatively impacted by the termination of contracts due to the COVID-19 pandemic; or
 - h. became self-employed providing pandemic-related goods and/or services, and whose business has since been closed or reduced its hours of operation.

Eligibility Documentation and ASSET Data Entry

Individuals who are determined eligible under criterion #1 in Section C.I above must be entered in ASSET using the Dislocated Worker program screens and eligibility must be documented as outlined in the WIOA Title I-A & I-B Policy & Procedure Manual, Chapters [12.4.1](#) and [12.4.2](#).

Individuals who are determined eligible under criteria #2, 3, or 4 must be entered in ASSET using the Adult program screens.

Authorization to work in the United States and Selective Service registration must be documented as outlined in the WIOA Title I-A & I-B Policy & Procedure Manual, Chapter [12.3.1](#).

Additionally, the career planner must enter a "QUEST Eligibility" case note in ASSET that clearly identifies which eligibility criterion applies to the individual.

[Self-attestation](#) is allowable documentation for any eligibility criterion not specifically addressed in Chapters 12.3.1, 12.4.1, and 12.4.2.

QUEST DWG participation will be tracked via ASSET service entries by selecting an appropriate funding source (DWG Funded Grant) and Grant Identifier in each individual service. Each local WDB has an assigned Grant ID:

| Local WDB | QUEST DWG Grant ID |
|-----------------------------|--------------------|
| 1 – Southeastern Wisconsin | 2201DWG-WI-50 |
| 2 – Employ Milwaukee | 2202DWG-WI-50 |
| 3 – W-O-W | 2203DWG-WI-50 |
| 4 – Fox Valley | 2204DWG-WI-50 |
| 5 – Bay Area | 2205DWG-WI-50 |
| 6 – North Central Wisconsin | 2206DWG-WI-50 |
| 7 – Northwest Wisconsin | 2207DWG-WI-50 |
| 8 – West Central | 2208DWG-WI-50 |
| 9 – Western Wisconsin | 2209DWG-WI-50 |
| 10 – South Central | 2210DWG-WI-50 |
| 11 – Southwest Wisconsin | 2211DWG-WI-50 |

For all services funded under the QUEST DWG grant staff must select "QUEST DWG" as the Qualifying Employer.

Co-enrollment in the Adult, Dislocated Worker, and/or Youth programs is allowable, and encouraged, but not required. In order to be considered co-enrolled, the individual must receive a participation-causing service funded by each "co-enrolled" program.

To allow QUEST services to start in alignment with the QUEST contract date a program for QUEST must first be created in ASSET for the participant. Once a program for QUEST has been created in ASSET for the participant, a staff request will need to be submitted. To facilitate ease of staff approving these staff request, we are providing language (see screenshot below) for your career planners to utilize.

Request Type: Date Change

Program: Title 1

Summary: Backdate Program Begin Date for QUEST

Reason: Allow QUEST services to start in alignment with QUEST contract date

Status: Pending

Description: Per DWD-DET instruction, submitting a staff request to backdate the [program] Begin Date to [date] to facilitate QUEST enrollment

Once the request has been completed and the program is backdated, services can be entered/updated as needed.

Participant Outreach and Recruitment

DWD-DET has retained \$250,000 to launch a statewide outreach campaign for this grant.

Grant subrecipients/project operators may use grant funding to conduct targeted outreach within their local service regions.

All outreach materials related to the QUEST DWG must contain:

- the required "a proud partner of the American Job Center network" [branding](#) statement;

- required Equal Opportunity and Civil Rights Compliance language
"[Project operator/service provider] is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact [phone number] to request free of charge information in an alternate format, including a translation to your preferred language."; and
- the following statement
"This workforce product was funded by a grant awarded by the U.S. Department of Labor (DOL)'s Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL/ETA. DOL/ETA makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it."
- language that states:
 - The percentage of the total costs of the program or project which will be financed with Federal money;
 - The dollar amount of Federal funds for the project or program; and
 - The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

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

Allowable Services

Disaster-Relief Employment

Disaster-relief employment is temporary employment of eligible individuals in jobs that help mitigate a disaster or emergency. This employment may not include activities that solely focus on preventing or planning for future events. The QUEST Disaster Recovery DWG allows disaster-relief jobs related to the delivery of humanitarian assistance that create jobs that respond to or address the ongoing health, employment or social impacts of the COVID-19 pandemic. For the purpose of Wisconsin's QUEST award, Disaster-Relief Employment may be used to place workers in childcare facilities.

Placement

Project operators will place eligible individuals in disaster-relief jobs at existing childcare businesses operating legally within the State of Wisconsin (placement sites). These sites may be identified by visiting <https://childcarefinder.wisconsin.gov/>.

Placement sites may require individuals to complete a separate selection or screening process before they accept the individual for placement. Before accepting disaster-relief employment, each participant must receive and sign a Participant Placement Agreement (found in Appendix A). This agreement is a signed agreement between the subrecipient, the participant, and the placement site.

Hours and Duration

Participants in disaster-relief jobs may be employed for a maximum of 12 months or 2,080 hours, whichever is longer. DWD-DET allows both part-time and full-time work schedules.

Wages and Benefits

The project operator is responsible for setting the rate of pay for QUEST DWG participants. The employer of record is responsible for paying participant wages and benefits. Participant wages must be comparable to wages paid to other individuals engaged in similar occupations at the placement site who have similar training, experience, and skills.

In no case may participant wages be lower than the federal, state, or local minimum wage, whichever is higher. Hourly wage must be recorded in ASSET in the "Comments" section of the Disaster-Relief Employment service.

Fringe benefits must be provided in accordance with the benefits that the employer of record offers its own employees working a similar length of time and doing the same type of work.

Overspending on Wages

DWD-DET requires project operators, through the employer of record, to pay for the wages and fringe benefits for hours worked by participants, even if there are no remaining subaward funds available to cover those expenses. Additionally, project operators, through the employer of record, are responsible for paying the wages and fringe benefits for hours worked by participants that exceed the maximum allowable hours or months worked (see Hours and Duration in this section of the PIP). Project operators cannot use funds from their WIOA Title I Adult and/or Dislocated Worker formula grants to pay for wages and/or fringe benefits that are provided under the QUEST DWG.

Placement Site Eligibility

To be eligible as a placement site under the QUEST DWG, an entity must:

1. Be located within the state of Wisconsin;
2. Be operating legally in the state of Wisconsin;
3. Receive written agreement addressing placement of the participants from any unions that represent workers at the placement site; and
4. Not be federally debarred, suspended, or otherwise excluded from or ineligible for participation in federal programs or activities.

Placement Site Responsibilities

The following placement site responsibilities are outlined in further detail in the Placement Site Agreement (Appendix B):

1. Adhere to the description of job tasks, hours per week, and schedule established in the Participant Placement Agreement(s). The placement site must notify the project operator, as soon as is practicable, about any changes that need to be made to the terms in the Participant Placement Agreement(s).
2. Provide participants with a placement site orientation. DWD-DET requires an orientation to, at minimum, allow the participant to familiarize themselves with the placement site, learn about their job duties, and meet their supervisor. The participant's supervisor at the placement site,

along with the participant, must complete and sign the Placement Site Orientation form (found in Appendix C).

3. Apply the same rules and working conditions to participants as regular employees or volunteers. The placement site must treat participants in the same manner as regular employees or volunteers, as applicable, regarding working conditions, breaks, background checks, drug testing, attendance policies, and other placement site rules and procedures.
4. Provide supervision. DWD-DET requires each participant to have an assigned supervisor at the placement site.
5. Track participants' time worked. DWD-DET requires placement sites to report participant work time to the employer of record.
6. Cooperate with monitoring activities. DWD-DET requires placement sites to agree to onsite visits by or information requests from the subrecipient and/or DWD or DOL for monitoring activities, if applicable.
7. Designate a point of contact. DWD-DET requires placement sites to designate at least one point of contact for communications from DWD-DET, the subrecipient, and/or the employer of record.

Placement Site Involvement in Selecting Participants

Placement sites may be involved in selecting participants to fill open jobs if they desire. Placement sites may reserve the right to accept or decline participant placement based on their regular policies and procedures.

Placement Site Termination

A placement site may have its eligibility terminated by the project operator and/or an employer of record when:

1. It becomes unable to provide the participant(s) sufficient work hours as determined by the subrecipient;
2. It requests, in writing to the project operator, to end its involvement with the QUEST DWG program;
3. It is discovered that the placement site is having participants engage in activities outside the scope of QUEST DWG authorized activities
4. It is discovered that the placement site has failed to meet any of the responsibilities outlined in "Placement Site Responsibilities" above;
5. There is a violation of any part of the Placement Site Agreement (Appendix B).

Placement Site Policies and Procedures

Participants must follow the established policies and procedures of the placement site. If there is a situation in which the participant is not following the established policies and procedures of the placement site, the placement site point of contact will notify the project operator contact, in writing, about the conduct. Placement sites reserve the right to end a participant's placement at their site. When appropriate, the project operator point of contact should work to resolve conflict between participants and appropriate staff with the placement site.

Project operators must document in an ASSET case note, in detail, any instances of disciplinary action and/or termination.

Placement at a Different Site After Termination

On a case-by-case basis, the project operator may opt to move a participant to a different placement site after termination at an initial site. The project operator must consider the circumstances of the situation (e.g., the participant has repetitively failed to follow work rules related to attendance, etc.). The project operator's determination must be consistent with WIOA's equal opportunity and nondiscrimination requirements.

Employer of Record Determination

The project operator is responsible for determining which entity(ies) to use as its employer(s) of record for disaster-relief employment. For the purposes of the QUEST DWG, an employer of record may be any one of the following:

1. The local WDB;
2. A service provider;
3. Another entity (e.g., staffing agency).

If the employer of record is an entity other than the local WDB, the subrecipient must have a signed Employer of Record Agreement with the entity (found in Appendix D).

Employer of Record Responsibilities

The employer of record is responsible for:

1. Paying participant wages;
2. Providing participants with worker's compensation insurance coverage, if applicable, OR if not applicable, providing some other form of adequate insurance for work-related activities;
3. Withholding, depositing, reporting, and paying employment taxes
4. Collecting all appropriate employment records from QUEST DWG participants, and retaining all appropriate employment records for at least three years;
5. Providing any fringe benefits as required by law and in accordance with the benefits that the employer of record offers its own employees working a similar length of time and doing the same type of work.; and
6. Cooperating with DOL, DWD-DET, and or subrecipient monitoring activities.

Depending on the employer of record, wages provided under this grant may be covered by an exclusion and therefore not subject to state unemployment taxes.

Employment and Training Services

Employment and training services may be provided to grant-eligible participants for the purpose(s) of helping individuals become qualified for, upskill within, obtain, and/or retain employment in occupations related to childcare and/or education. This includes any career services and/or training services allowable under WIOA. Project operators must coordinate training activities with other QUEST grant partners to ensure there is no duplication of efforts. Project operators are encouraged to partner with community-based organizations, training providers, employers, and/or other relevant entities to develop innovative solutions for expanding and improving the pipeline of skilled childcare and education workers.

The use of DWG funds for training is subject to the limitations or requirements as applicable in 20 CFR part 680 and TEGL 19-16.

Project operators may choose to apply their existing WIOA Title I-B training policies to QUEST DWG funds or may opt to establish training policies specific to the QUEST DWG. However, QUEST DWG grant funds spent on employment and training activities must not count towards any caps a local WDB may have for its WIOA Title I-B Dislocated Worker Program, Adult Program, or Youth Program.

In cases where training is provided using an Individual Training Account (ITA), the training program must be selected from [Wisconsin's Eligible Training Programs List \(ETPL\)](#). Training may be funded using a mechanism other than an ITA (e.g., contract) if the criteria identified at [20 CFR 680.320](#) is satisfied.

Supportive Services

Supportive services may be provided to participants who need them to enable participation in employment and training services and/or disaster-relief employment, when those supportive services are not available through other WIOA titles (not including Title I Adult, Dislocated Worker, and Youth programs), federal or state public assistance programs, or job center partners in the local WDA. "Not available" means not offered or not offered within the timeframe the participant needs. QUEST DWG funds should be spent prior to WIOA Title I Adult, Dislocated Worker, and/or Youth program funding.

Project operators may choose to apply their existing WIOA Title I-B supportive service policies to QUEST DWG funds or may opt to establish supportive service policies specific to the QUEST DWG. However, QUEST DWG grant funds spent on supportive services must not count towards any caps a local WDB may have for its WIOA Title I-B Dislocated Worker Program, Adult Program, or Youth Program.

DWD-DET's [Supportive Services Policy](#) also applies to services provided under the QUEST DWG. Please note the list of supportive services outlined in DWD-DET's [Policy 8.6.2](#) and the related [Supportive Services – Example and Resource Guide](#) are not intended to be exhaustive or all-inclusive. Project operators can, and are encouraged to, make available other types of supportive services as determined necessary based on individual assessment(s).

For participants whose career goals are entrepreneurship of a childcare business, DWD considers the items listed [here](#) as "work-related equipment/tools" and thus allowable per [8.6.2](#).

Reimbursement for mileage must not exceed the rates established for Federal employees.. Costs for grant-funded supportive services must be reasonable, as defined in DWD-DET's [8.6.2 Supportive Services Policy](#), and align with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Needs-Related Payments

Subrecipients are strongly encouraged to provide [Needs-Related Payments](#) to QUEST DWG participants when allowable and indicated as a need based on assessment.

Needs-related payments can be made to project participants to help them cover non-training expenses while participating in a training program. Without the help of needs-related payments, participants may be unable to successfully participate in training.

For the purposes of providing needs-related payments, project participants will be considered Adults and payments will be based on the Adult program needs-related payments criteria outlined in [20 CFR 680.940](#)

Needs-related payments are not taxable. Participants should not report them as income, and IRS Form 1099 does not apply.

Eligibility Criteria

To receive needs-related payments, participants must, at minimum, be:

- unemployed;
AND
- not receiving unemployment insurance (UI) benefits or **trade readjustment allowances (TRA)** because the individual does not qualify or is an exhaustee;
AND
- enrolled in a training program that has already begun or will begin within 30 calendar days.

Payment Levels

Consistent with [20 CFR 680.970\(a\)](#) DWD-DET has determined that payment levels for the statewide projects cannot exceed the federal poverty level at the time of the individual's project participation date. The Federal Annual Income Poverty Level should be divided by 52 weeks to obtain the maximum weekly rate.

[2023 Federal Poverty Level](#)

Communication & Technical Assistance

DWD-DET will host a monthly QUEST DWG conference call. All project operators are strongly encouraged to have at least one appropriate staff member participate in these calls. During these calls DWD-DET will answer questions, discuss progress, and facilitate discussion on challenges and successful practices.

DWD-DET reserves the right to cancel these calls on a case-by-case basis, or entirely if they are no longer needed.

Subrecipients may also request individualized technical assistance or reach out with project-related questions by emailing DETWIOAnalysts@dwd.wisconsin.gov.

Co-Enrollment

Co-enrollment between the QUEST DWG and other WIOA programs is allowable, and is strongly encouraged, but is not required.

Individuals are considered to be "co-enrolled" when they have received [participation-causing](#) services funded by the QUEST DWG and another program.

In cases where project eligible individuals are co-enrolled in programs that participate in Wisconsin's [Common Exit](#) policy performance outcomes will count towards all co-enrolled programs.

Monitoring

General Requirements

DWD-DET and its subrecipients must provide regular oversight and monitoring of QUEST DWG subawards to ensure:

1. Compliance with WIOA and its regulations, including the nondiscrimination, disability, and equal opportunity requirements;
2. Compliance with the terms and conditions of the subaward;
3. Expenditures are appropriate and accurately reported; and
4. Performance goals are on track to be achieved.

Monitoring by DWD-DET

DWD-DET will perform monthly desk monitoring of project enrollments and expenditures to evaluate if project operators are on track to meet goals; this may be reduced to quarterly monitoring as the grant period of performance progresses. DWD-DET will also monitor to ensure that participants served under the project are eligible. Monitoring will use information from ASSET and COMET. DWD-DET will take appropriate action to address any concerns (e.g., technical assistance, training, deobligation of funds, termination of subaward). Additionally, DWD-DET will perform compliance reviews of case files and fiscal files at least once during the grant period of performance. After the review, DWD-DET will issue a written evaluation of the results and a description of any required corrective action to the project operator(s). DWD-DET may determine that additional monitoring is required and reserves the right to perform monitoring activities at any time.

Monitoring by Project Operators

Project operators must review project enrollments and expenditures to ensure that the project is on track to meet goals. Additionally, project operators are responsible for monitoring their service providers, if applicable, at least once per program year, for the duration of the subaward. Monitoring must include a review of case files and fiscal files for compliance with the terms of the subaward and with federal, state, and local requirements.

Monitoring of Disaster-Relief Employment Placement Sites

In cases where disaster-relief employment services are provided, the project operator or its service provider(s) must monitor each placement site at least once during the participant(s) engagement at the placement site. At a minimum, this monitoring must evaluate:

- Whether work being performed by participants falls within the scope of work of the QUEST DWG, and
- Whether the terms and conditions of the Placement Site Agreement are being fulfilled.

Reporting

DWD-DET Federal Requirements

DWD-DET is required to submit quarterly financial reports (ETA-9130), performance reports, and narrative reports (ETA-9179) to U.S. DOL no later than 45 calendar days after the end of each reporting quarter.

Quarterly performance reports are submitted via the Workforce Integrated Performance System (WIPS) using data from the Participant Individual Record Layout (PIRL). Wisconsin's PIRL report is generated using data entered in DWD-DET's Automated System Support for Employment and Training (ASSET).

Subrecipient/Project Operator Requirements

DWD-DET requires QUEST DWG subrecipients and/or project operators to submit Financial Status Reports (FSRs) monthly via its Contract Management for Employment and Training (COMET) system.

DWD-DET also requires QUEST DWG subrecipients and/or project operators to submit Quarterly Narrative Reports no later than 30 days after the end of each reporting quarter using the format provided in Appendix E of this PIP. Quarter end dates are March 31, June 30, September 30, and December 31.

Grievance Procedures

Any grievances related to the QUEST DWG will be handled by the WDBs in compliance with [DWD Admin Memo 14-04](#).

APPENDIX A: PARTICIPANT PLACEMENT AGREEMENT

BACKGROUND

Wisconsin's Quality jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) funds disaster-relief jobs that provide humanitarian assistance to help mitigate the deficiency of childcare employees in Wisconsin. These are **temporary jobs** that allow eligible individuals (participants) to help at licensed/certified childcare centers. These disaster-relief jobs are limited to 12 months or 2,080 hours, whichever is longer.

The participant, identified below, will be assigned to a placement site to perform temporary work. The employer of record, listed below, is responsible for paying the participant's wages and, if applicable, fringe benefits; the employer of record is not necessarily the same as the placement site. The participant's compensation will be the same or similar to that paid to others who perform similar work for the same placement site and who have similar training and experience.

PURPOSE OF THE AGREEMENT

The purpose of this agreement is to define terms and conditions related to the participant's disaster-relief employment under the QUEST DWG. If, during the course of the temporary employment, any of the information found in this form changes, a new agreement must be completed and signed by all parties.

PARTICIPANT INFORMATION

| | |
|----------------------------|--|
| Participant's Name | |
| Participant's Address | |
| Participant's Email | |
| Participant's Phone Number | |

PARTICIPANT'S EMERGENCY CONTACT

In case of an emergency, the project operator or placement site staff will contact:

| | |
|-----------------------------|--|
| Contact Name | |
| Relationship to Participant | |
| Contact's Phone Number | |
| Contact's Address | |

EMPLOYER OF RECORD

The employer of record will pay the participant's wages and, if applicable, fringe benefits. If applicable, the employer of record will provide worker's compensation coverage for the participant, or, if not applicable, provide another adequate form of insurance coverage for work-related injuries. The employer of record will also pay unemployment insurance taxes, if applicable. The employer of record will file with the Social Security Administration and furnish to the participant Form W-2, Wage and Tax

Statement, showing the wages paid and taxes withheld for the year. For this disaster-relief job, the participant's employer of record is:

| | |
|-------------------------|--|
| Employer of Record Name | |
| Name of Contact Person | |
| Contact's Email | |
| Contact's Phone Number | |

PLACEMENT SITE RESPONSIBILITIES

As part of this agreement, and to be an eligible placement site under the QUEST DWG, the placement site will:

- Assign the participant a supervisor;
- Provide an orientation to the participant and ensure the Placement Site Orientation Checklist is completed;
- Cooperate with the employer of record's timesheet process to ensure accurate tracking of participant's work hours;
- Provide the same working conditions and apply the same policies to the participant as provided and applied to their regular employees and/or volunteers.

PARTICIPANT'S JOB TITLE: _____

JOB TASKS

Describe the **tasks** the participant will be expected to perform. (attach additional pages if needed)

| |
|--|
| |
|--|

WAGES, HOURS, AND WORK SCHEDULE

The information contained in this section only applies to work hours covered by the QUEST DWG.

| | |
|---------------------------------|---------------|
| Disaster-relief Job Rate of Pay | \$. per hour |
| Anticipated Start Date | |
| Estimated Hours per Week | |
| Anticipated Number of Weeks | |

| | | | |
|-----------|--|----|--|
| Monday | | to | |
| Tuesday | | to | |
| Wednesday | | to | |
| Thursday | | to | |
| Friday | | to | |
| Saturday | | to | |
| Sunday | | to | |

-OR-

☐ Variable work schedule

BENEFITS

In some cases, the employer of record will provide benefits, such as paid time off, health insurance, etc., to the participant.

Will the participant receive benefits? ☐ Yes ☐ No

If yes, list the benefits in detail here (attach an additional sheet, if necessary):

| |
|--|
| |
|--|

PROBLEMS AT THE WORKSITE

The placement site is required to notify the employer of record in writing of any situation that could result in termination of the participant's job placement.

The participant is encouraged to contact the project operator or service provider with any issues or concerns, including safety concerns or being asked to perform work not covered by this agreement. The project operator or its service provider will work with the participant and placement site to attempt to resolve the issues or concerns.

| | |
|---|--|
| Name of Project Operator/Service Provider Contact | |
| Contact's Email | |
| Contact's Phone Number | |

COPIES OF PARTICIPANT PLACEMENT AGREEMENT

The project operator must provide a copy of this agreement, including required attachments, to the participant and the placement site, and the project operator must retain a copy in the participant's case file. The placement site must ensure that the participant's placement site supervisor has access to this agreement.

ASSURANCES

QUEST DWG participants are protected from discrimination and guaranteed equal opportunity for programmatic access in accordance with:

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

SIGNATURES

By signing below, I agree to all of the terms, conditions, initialed acknowledgements, and responsibilities listed in this agreement, as they are applicable to me and/or my organization for the purpose of carrying out the QUEST DWG.

Participant

Date

Authorized Representative with Placement Site

Date

Authorized Representative with Project Operator or Service Provider

Date

APPENDIX B: PLACEMENT SITE AGREEMENT

BACKGROUND

Wisconsin's Quality jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG) will fund temporary disaster-relief jobs for project participants. QUEST DWG funds will be used to pay the wages and fringe benefits of participants. The **project operator** (or its **service provider**) oversees the administration of the grant, including the participant's placement at a **placement site**. The **employer of record** pays the participant wages and covers other employment-related costs. The employer of record may or may not be the same entity as the project operator.

PURPOSE OF THIS AGREEMENT

This agreement defines the terms and conditions for a placement site accepting QUEST DWG participants who will perform disaster-relief employment for and on behalf of the placement site.

PROJECT OPERATOR INFORMATION

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

SERVICE PROVIDER INFORMATION (IF APPLICABLE)

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

EMPLOYER OF RECORD INFORMATION

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

TERMS AND CONDITIONS

The placement site accepting QUEST DWG participants agrees to the following terms and conditions:

1. The placement site will adhere to the description of job tasks, hours per week, and schedule established in the Participant Placement Agreement for each participant and will notify the project operator, as soon as is practicable, about any changes that need to be made to these terms. The placement site is responsible for compensation owed to participants who work more than 40 hours in a week.
2. The placement site must assign a supervisor for all participants.
3. The placement site must provide an orientation to all participants and is responsible for having the participant and the participant's supervisor complete the Participant Orientation Form. The placement site must provide the project operator (or its service provider) the original signed form.
4. The placement site agrees to cooperate with any QUEST DWG monitoring activities, including onsite monitoring visits by, or information requests from, the U. S. Department of Labor, Wisconsin Department of Workforce Development and/or the project operator or its service provider.
5. QUEST DWG participants will be treated the same as the placement site's regular employees or volunteers, as applicable, regarding working conditions, breaks, background checks, drug tests, attendance policies, and other placement site rules and procedures.
6. The Placement Site assures that:
 - a. It has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
 - 1) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identify), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 - 2) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
 - 3) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - 4) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - 5) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - b. It will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.

7. The placement site agrees to notify the project operator (or its service provider) in writing of any situation that could result in disciplinary action and/or termination of the participant's job placement.
8. The placement site will cooperate with the employer of record's procedures to track and report participants' hours worked.
9. This agreement may be terminated by the project operator or the placement site at any time by providing written notice to the signatories of this agreement. Termination of this agreement terminates all QUEST DWG participant placements, current and future.
10. This agreement will end no later than September 30, 2024, the planned end date of the QUEST DWG.

SIGNATURES

By signing below, I agree to all of the terms and conditions included in this agreement.

Authorized Representative with the Placement Site

Date

Authorized Representative with the Project Operator

Date

APPENDIX C: PLACEMENT SITE ORIENTATION CHECKLIST

QUEST DWG participants must receive an orientation at the placement site. This checklist identifies the items that must be addressed in the orientation. This completed form must be returned to the project operator or its service provider.

(Mark each checkbox that the participant received)

- ☐ A review of the work schedule
- ☐ Placement site policies and procedures, as applicable, including:
 - ☐ Dress Code
 - ☐ Attendance
 - ☐ Breaks during work hours
 - ☐ Interactions with co-workers and the public
 - ☐ Accident Reports
 - ☐ Other (please list)

-
- ☐ Location of supplies and tools needed for work
 - ☐ Any required safety equipment and/or other safety requirements
 - ☐ How to report any issues or concerns related to the placement
 - ☐ How to complete and submit timesheets

SUPERVISOR NAME AND TITLE _____

SUPERVISOR PHONE NUMBER _____

SUPERVISOR SIGNATURE _____ **DATE** _____

By signing this, I attest that placement site staff reviewed the above information with me.

PARTICIPANT SIGNATURE _____ **DATE** _____

APPENDIX D: EMPLOYER OF RECORD AGREEMENT

BACKGROUND

Wisconsin's QUEST DWG will fund temporary disaster-relief jobs for project participants. The **project operator** (or its **service provider**) oversees the administration of the grant and provides the funds for the employer of record to cover allowable expenses. The **employer of record** pays the participant wages and covers the other employment-related costs listed in this agreement.

PURPOSE OF THIS AGREEMENT

This agreement designates an organization to serve as an employer of record and establishes the terms and conditions of that designation, for the purpose of carrying out the QUEST DWG.

PROJECT OPERATOR INFORMATION

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

SERVICE PROVIDER INFORMATION (IF APPLICABLE)

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

EMPLOYER OF RECORD INFORMATION

| | |
|------------------------|--|
| Organization Name | |
| Organization Address | |
| Name of Contact | |
| Contact's Email | |
| Contact's Phone Number | |

TERMS AND CONDITIONS

The employer of record for this grant agrees to the following terms and conditions:

1. The employer of record assures that:
 - a. It has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance:
 - 6) Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
 - 7) Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color, and national origin;
 - 8) Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
 - 9) The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
 - 10) Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
 - b. It will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above.
2. The employer of record will collect QUEST DWG timesheets and pay participant wages based on the hours recorded on the timesheet, at the rate of pay established in the Participant Placement Agreement.
3. The employer of record will pay fringe benefits to participants as required by law and in a manner that aligns with its existing policies, as applicable.
4. The employer of record will provide participants with worker's compensation insurance coverage, if applicable, or, if not applicable, will provide another adequate form of insurance coverage for work-related injuries.
5. The employer of record will pay unemployment insurance tax, if applicable, for the income earned by participants.
6. The employer of record will withhold, deposit, report, and pay employment taxes in line with the federal Internal Revenue Service and any applicable state taxation agency's guidelines. Furthermore, the employer of record will file with the Social Security Administration and furnish to the participant Form W-2, Wage and Tax Statement, showing the wages paid and taxes withheld for the year.

7. The project operator or its service provider will provide the employer of record the funds necessary to cover participant wages, fringe benefits (if applicable), worker's compensation coverage or other similar coverage, unemployment insurance taxes (if applicable), and employment taxes (e.g., Federal Insurance Contribution Act taxes) for work participants perform under the QUEST DWG.
8. The employer of record will collect all appropriate employment-related records for participants and retain all appropriate employment records for at least three years.
9. The employer of record agrees to cooperate with any QUEST DWG monitoring activities, including onsite monitoring visits by, or information requests from, the U. S. Department of Labor, Wisconsin Department of Workforce Development and/or the project operator or its service provider.
10. If the employer of record plans to temporarily close or does temporarily close for any reason, the employer of record must promptly notify the project operator or its service provider and indicate when it is anticipated that execution of this agreement will resume.
11. This agreement may be terminated by the project operator or the employer of record at any time by providing written notice to the signatories of this agreement.
12. This agreement will terminate no later than September 30, 2024, the planned end date of the QUEST DWG.

SIGNATURES

By signing below, I agree to all of the terms and conditions included in this agreement.

Authorized Representative with the Employer of Record

Date

Authorized Representative with the Project Operator

Date

APPENDIX E: QUEST DWG Subaward Quarterly Progress Report

DWD-DET will use the information from this quarterly report to monitor the progress of the subaward, help the subrecipients and/or project operators identify implementation challenges, and identify any promising practices to be shared with others. DWD-DET will also use the information to complete the ETA-9179 quarterly narrative report due to DOL.

Reports are due no later than 30 days after the last day of the calendar quarter. Submit progress reports to DETWIOAnalysts@dwd.wisconsin.gov.

SECTION I: PROJECT OPERATOR INFORMATION

- A. Project Operator:
- B. Subaward ID:
- C. Quarter Reporting (quarter end date):

SECTION II: PROGRESS OF SUBAWARD

- A. Provide an update of your project's progress for the quarter. Include a description of key accomplishments and outcomes achieved.
- B. Provide a detailed update of outreach activities conducted this quarter. Provide a copy of any outreach documents (e.g., flyers, mailers) developed this quarter.
- C. If applicable, provide a detailed update on the number of individuals participating in disaster-relief employment and the type of work they performed this quarter.
- D. Provide a detailed update on supportive services provided this quarter, and how the services contributed to a participant's ability to fully participate in project-funded activities.
- E. Describe any other key activities completed this quarter, including partnership development and coordination with other organizations involved in addressing childcare deficiencies.
- F. Provide a detailed update of any performance improvement efforts conducted this quarter including monitoring activities and training and technical assistance activities.
- G. Describe next steps or additional activities planned in the next quarter.
- H. If you have no updates for this section, explain why.

SECTION III: DEVELOPMENT AND IMPLEMENTATION OF EFFECTIVE PRACTICES AND PROGRAM MODEL STRATEGIES

- A. Describe how the QUEST DWG program model of addressing Wisconsin's childcare shortage through disaster-relief employment and employment and training activities has helped to address the needs of:
 - a. The community; and
 - b. The program participants.
- B. Describe any lessons learned this quarter and how you will integrate those lessons into ongoing project activities.
- C. If you have no updates for this section, explain why.

SECTION IV: STATUS UPDATE ON STRATEGIC PARTNERSHIP STRATEGIES

- A. Describe the partners that are currently involved in this project and the specific roles and contributions of each partner.
- B. Report any new partners that have been brought into the project or identify any previous partners that have left the project.
- C. Identify any challenges encountered and/or resolved in the development and management of the partnership(s).
- D. If you have no updates for this section, explain why.

SECTION V: KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

- A. Summarize any significant issues, or challenges encountered during the quarter and any resolution of issues or challenges identified in previous quarters. Describe actions taken or plans to address the identified issues or challenges.
- B. Describe any questions you have for DWD-DET and/or any technical assistance needs you have.

SECTION VI: SIGNIFICANT ACTIVITIES, ACCOMPLISHMENTS, AND SUCCESS STORIES

- A. Describe in detail any promising practices, innovative processes, and/or strategic partnerships your project developed or engaged in during this quarter.
- B. If available, please highlight one or two subaward- or participant-level success stories from this quarter. If providing a participant success story, ensure a release of information is on file. In documenting the success story, please describe:
 - a. background, problem, issue, or concern prior to the project involvement;
 - b. response or intervention provided by the project;
 - c. results and outcomes, including who benefited and what changed or improved; and
 - d. evidence of the success, including how the data was obtained and the methods used to measure success.

SECTION VII: EVIDENCE AND EVALUATION

- A. If applicable, describe how you are using or planning to use data, evidence, and evaluation findings to make improvements to the project. Include a discussion on accomplishments, strategies being implemented, and any barriers to success.
- B. If applicable, please include information on any studies or evaluations you are conducting related to your project, including any internal evaluations. Describe the study, data source(s), and whether a third party is managing this project.
- C. As part of the evaluation described above (if applicable), or as a separate project, are you using, or do you plan to use administrative data to better understand the QUEST DWG, your subaward, or the population you are serving? If so, what data sources are you using, or would you like to use? What research or management questions can this data help you answer?
- D. If you have no updates for this section, explain why.

SECTION VIII: ADDITIONAL INFORMATION

- A. Describe any leveraged resources provided to your project this quarter, if applicable. If leveraged resources were provided this quarter, please include the organization(s) that contributed the resources, ways in which the resources were used during the quarter, cumulative amount of leveraged resources, and type of leveraged resources (cash or in-kind).
- B. Provide other important project-specific information not yet captured in other sections of this report, including any products, outside of outreach materials, developed as part of this project.

SECTION IX: PROJECT DATA REPORT

A. Fill in the Data Report Table for the end of each reporting quarter:

| Participants | Cumulative Number |
|---|-------------------|
| Number Receiving Career Services | |
| Number Receiving Supportive Services | |
| Number Receiving Training Services | |
| Number Receiving Disaster-Relief Employment | |
| Total Number of Participants | |
| Exits | |
| Expenditures | Cumulative Amount |
| Career Services Amount | |
| Supportive Services Amount | |
| Training Services Amount | |
| Disaster-Relief Employment Amount | |
| Administrative Costs | |
| Total Expenditures | |