

# **Illinois National Dislocated Worker Grant Program**

## **DWG Project Manual**

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**ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY**

**Office of Employment and Training**

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# TABLE OF CONTENTS

|                                                                |           |
|----------------------------------------------------------------|-----------|
| <b>SECTION 1: INTRODUCTION.....</b>                            | <b>3</b>  |
| <b>SECTION 2: TYPES OF DWGS .....</b>                          | <b>3</b>  |
| <b>A. Disaster Recovery DWGs .....</b>                         | <b>3</b>  |
| Description .....                                              | 3         |
| Qualifying Disaster/Emergency Events .....                     | 4         |
| Eligible Participants .....                                    | 4         |
| Participant Eligibility Documentation .....                    | 5         |
| Allowable Disaster Recovery Grant Activities .....             | 5         |
| Definitions and General Policies: Disaster Recovery DWGs ..... | 7         |
| <b>B. Employment Recovery DWGs .....</b>                       | <b>9</b>  |
| Description .....                                              | 9         |
| Qualifying Layoff Events .....                                 | 9         |
| Eligible Participants .....                                    | 10        |
| Allowable Employment Recovery Activities.....                  | 11        |
| <b>SECTION 3: DWG GRANT ADMINISTRATION .....</b>               | <b>12</b> |
| <b>A. Administrative Costs .....</b>                           | <b>12</b> |
| <b>B. Management, Oversight, And Reporting.....</b>            | <b>12</b> |
| <b>C. Reporting .....</b>                                      | <b>12</b> |
| <b>D. WIOA Participant Tracking .....</b>                      | <b>12</b> |
| <b>E. Program Development And Evaluation. ....</b>             | <b>13</b> |
| <b>F. Branding and Funding Disclosure Statement.....</b>       | <b>13</b> |
| <b>G. Grant Modification .....</b>                             | <b>13</b> |

## SECTION 1: INTRODUCTION

The National Dislocated Worker Grant (DWG) Program helps states and communities respond to and recover from sizeable, unexpected dislocation events by providing supplemental, time-limited funding. These events exceed the capacity of existing formula funds and other relevant resources. This document guides an implementation framework on the policies, priorities, and requirements for the two DWG Disaster Recovery and Employment Recovery categories.

Applying for a DWG grant may be in response to a specific disaster/emergency, layoff event, or a U.S. Department of Labor (USDOL) targeted dislocated worker initiative. In the latter, USDOL outlines requirements in a separate Training and Employment Guidance Letter (TEGL). Commerce, in turn, will provide application and project design requirements, including timelines and templates necessary for application submittal.

Furthermore, projects funded with DWG resources must be consistent with Local Workforce Innovation Board (LWIB) policies and aligned with existing state and local strategic priorities, focused on returning dislocated workers and other eligible individuals to sustainable, quality, family-supporting employment.

Finally, DWG Grantees (Grantees) are responsible for all Grant Award administrative and service-related activities, including participant outreach and recruitment, eligibility, assessment, enrollment, and service delivery; partnership development; business engagement; reporting, performance, and management and oversight. A Project Operator is considered a subrecipient of Federal funds and must adhere to the same provisions applicable to the DWG grant recipient, the Illinois Department of Commerce and Economic Opportunity (Commerce).

Note: Early intervention or layoff aversion activities are critical components of any dislocation event. These activities are carried out by State or local Rapid Response teams. They have been shown to be essential in helping workers affected by dislocations to return to new employment as quickly as possible. For Employment Recovery DWGs, early intervention is necessary to identify the workers' needs and interests and to help inform the development of a DWG project plan. It should be noted that DWG grants do not fund these early intervention and layoff aversion activities.

## SECTION 2: DWG CATEGORIES

### A. Disaster Recovery DWGs

#### Description

Disaster Recovery DWGs are valuable resources that help communities address and recover from the impacts of an emergency or disaster. They provide temporary Disaster Relief Employment opportunities and employment and training activities, as appropriate, to minimize the employment and economic impact of disasters and emergencies in disaster-declared areas. DWGs in response to the opioid crisis are a specific type of Disaster Recovery DWG, where the qualifying event is an active declaration by the Department of Health and Human Services (HHS) designating the opioid crisis as a Public Health Emergency.

Grantees are to maximize their resources by making meaningful connections with other one-stop partners to ensure streamlined and efficient service delivery for project participants. Partnership in the one-stop system benefits the partner organization, and participants served by the DWG, including access to a wide variety of services and resources, outreach and recruitment, connections to businesses, access to labor market information, and participation in a regional economic partnership.

Once approved by DCEO, Disaster Recovery DWGs must begin operating and providing benefits to participants as quickly as possible. Therefore, Grantees should establish relationships with potential partners and subrecipients during the planning stage.

### **Qualifying Disaster/Emergency Events**

The following events are eligible for Disaster Recovery DWGs:

1. Emergencies and major disasters, as defined under Section 102 of the Stafford Act (42 U.S.C. 5122), declared by FEMA as eligible for Public Assistance.
2. Emergencies or disaster situations of national significance, natural or man-made, could result in a potentially significant loss of employment, as declared or otherwise recognized and issued in writing by the chief official of a Federal agency with jurisdiction over the Federal response to the disaster or emergency. Federal agency declarations might be made by the Department of Health and Human Services, the Environmental Protection Agency, the Small Business Administration, Economic Development Administration, or others. In some cases, these declarations, such as the public health emergency declarations for COVID-19 or the opioid epidemic, established a new qualifying event that remains in effect until the qualifying declaration is rescinded or expires.

Not every Federal emergency or disaster declaration will automatically meet the standard for “national significance” as required by WIOA. States requesting a Disaster Recovery DWG for an emergency or disaster of national significance must demonstrate that a potentially large loss of employment could result from a disaster or emergency. ETA defines “potentially large” in this context as the potential loss of at least fifty (50) jobs within the disaster area covered by the relevant declaration within the jurisdiction of the applicant.

3. Relocation of a substantial number of individuals from a state, tribal area, or outlying area affected by a disaster or emergency to other states, tribal areas, or outlying areas outside the disaster or emergency area. USDOL will determine whether relocation is “substantial” based on the information provided in the DWG application, which includes the number of individuals relocating.

### **Eligible Participants**

Individuals eligible to enroll in allowable activities and receive services provided through an Illinois Disaster Recovery DWG must meet one of the eligibility criteria listed below. If a client's dislocated worker eligibility falls within Category 1, then certify the individual as a dislocated

worker rather than one of the alternative eligibility criteria.

1. A dislocated worker as defined by WIOA Section 3(15);
2. A long-term unemployed<sup>1</sup> individual, defined by the State for Disaster Recovery disasters or emergencies 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-involved history, etc.); 2.) has an employment barrier (as defined by the State<sup>2</sup> or the local Board) and is unemployed; or 3.) is underemployed<sup>3</sup>, including working or needing to work multiple jobs or earning less than \$15/hour;
3. 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.).

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<sup>1</sup> *Long-term Unemployed* as defined by the State for Disaster Recovery grant-specified disasters/emergencies; not tied to the U.S. Bureau of Labor Statistics (BLS) definition of *long-term unemployed*.

<sup>2</sup> *Employment Barrier* as defined by the State includes the following populations: displaced homemakers; low-income individuals; Indian, Alaska Native, and Native Hawaiian individuals; individuals with a disability; older individuals (age 55 or over); justice-involved individuals; homeless individuals; individuals who are in or have aged out of the foster care system; individuals who are English language learners, have low levels of literacy, or face substantial cultural barriers; eligible migrant and seasonal farmworkers; individuals within 2 years of exhausting TANF lifetime eligibility; single parents (including single pregnant women); long-term unemployed individuals (at least 27 consecutive weeks per BLS definition); individuals who reside in a Qualified Census Tract (QCT) or a Disproportionately Impacted Area (DIA); and individuals who are basic skills deficient.

<sup>3</sup> *Underemployed*: An individual who is working part-time but desires full-time employment; who is working in employment not commensurate with the individual's demonstrated level of educational and/or skill achievement; who is employed and meets the definition of a low-income individual as defined in WIOA Sec. 3(36); who is employed but their current earnings are not sufficient compared to their previous job's earnings from their previous employment; or who is employed in a job lacking employer-provided health care benefits.

4. A self-employed individual who became unemployed or significantly underemployed as a result of the emergency or disaster, including significantly underemployed individuals who experienced a substantial change in the need or demand for, or the ability to deliver their product or service, were unable to find or retain adequate staffing, suppliers, or vendors resulting in significant impact to operations; or experienced a substantial change in their costs or pricing because of the disaster/emergency.

### **Participant Eligibility Documentation**

Grantees must have a protocol for verifying participant eligibility and for collecting and validating participant data in alignment with WIOA core programs and Section 4 of TEGL No. 23-19, Change 3, which removed self-attestation as an acceptable form of source documentation for one participant eligibility-related data element, date of birth. While self-attestation may be used as source documentation for some required participant eligibility data elements, Grantees should use other forms of source documentation whenever possible. Grantees must retain documentation of self-attestations provided by participants.

### **Allowable Disaster Recovery Grant Activities**

#### **Disaster Relief Employment**

Disaster Recovery DWGs provide funding for the creation of Disaster Relief Employment (DRE), which is the temporary employment of eligible individuals aligned with the following categories:

1. Cleanup and recovery efforts, including demolition, cleaning, repair, renovation, and reconstruction of damaged and destroyed structures, facilities, and lands located within the disaster area and in offshore areas related to the emergency or disaster; or
2. Employment related to the delivery of appropriate humanitarian assistance in the aftermath of the disaster or emergency.

#### **DRE Cleanup and Recovery Efforts**

Cleanup and recovery efforts include a broad set of activities focusing on demolition, cleaning, repair, renovation, and reconstruction. Such activities may address damaged facilities or lands, as appropriate, within the declared disaster area, developed in response to specific disaster events. For public health emergencies or other events declared by Federal agencies other than FEMA, cleanup and recovery activities may be challenging to identify as there may not be physical damage from the reported event.

Cleanup activities must be designed to address, mitigate, or otherwise limit the current disaster's damage or the health and safety impacts, not solely to prevent future disasters. Repairs and reconstruction must be done on facilities or lands damaged due to a declared disaster event. WIOA prohibits using these funds for new construction or other activities to prevent future disasters. For example, for a Disaster Recovery DWG awarded following a tornado, DWG funds can cover the repair of a damaged storm shelter but cannot cover the construction of new shelters.

#### **DRE Humanitarian Assistance**

Humanitarian assistance includes actions designed to save lives, alleviate suffering, and maintain human dignity in the aftermath of disasters or emergencies. This assistance includes activities such as providing food, clothing, shelter and other humanitarian assistance. The humanitarian aid provided by disaster relief workers must address the impacts or needs resulting from the declared disaster. Examples of humanitarian assistance in a public health emergency such as the opioid crisis include providing support for addiction treatment services and serving as peer recovery navigators or in other peer-focused

positions that support individuals struggling with opioid addiction or recovery from opioid addiction.

WIOA limits DWG funds' use to provide disaster relief positions that deliver humanitarian assistance. Disaster DWG Grantees are prohibited from using DWG funds to purchase the material goods delivered to individuals impacted by the disaster. For example, in a public health emergency, funds can cover the positions providing homebound residents with food and supplies. Funds cannot be used to purchase the food and supplies to be delivered.

Due to the variable nature of disasters declared across Federal agencies, Commerce will consider humanitarian assistance activities on a case-by-case basis. Grantees will be expected to demonstrate that any proposed humanitarian assistance DRE position meets the following criteria:

1. The proposed employment project addresses specific humanitarian assistance created by the declared disaster, including identifying how the disaster created the need; and
2. The proposed employment helps mitigate the impacts caused by the declared disaster by addressing the humanitarian need.

Unless Commerce grants an exception, projects must address the Disaster Relief Employment component in the project plan in response to the federally declared disaster/emergency event. Not all Disaster Recovery DWG project participants are required to participate in Disaster Relief Employment. Grantees may provide employment and training activities to participants not in Disaster Relief Employment. Grantees may enroll Disaster Recovery DWG participants in:

- Disaster Relief Employment only;
- Employment and training activities only; or
- Both Disaster Relief Employment and employment and training activities.

Grantees should assess the specific needs of each participant, and consider the needs and priorities created by the declared emergency or disaster event, to determine the appropriate disaster recovery activity for participants: disaster relief employment, employment and training activities, or both. These activities may occur concurrently, or one may occur before the other. Participants receiving disaster relief employment should also receive basic career services described in WIOA Section 134(c)(2)(A)(i)-(xi), such as initial assessment of skill level, labor exchange services, and provision of information and assistance to file for unemployment compensation.

Exception to Disaster Relief Employment for Opioid Disaster Recovery DWGs: For Disaster Recovery DWGs responding to the opioid crisis, DOL will consider projects whether they propose Disaster Relief Employment or do not propose Disaster Relief Employment. Opioid projects should only provide Disaster Relief Employment if that is the most significant workforce need related to the opioid public health emergency and would be the most effective use of funds.

Commerce encourages Grantees to enroll participants in both Disaster Relief Employment and employment and training activities and provide necessary support services for both components, as applicable. Grantees must assess and determine each participant's specific needs and enroll them in activities that will result in successful employment outcomes. These activities may occur concurrently or before the other. As a general goal, employment and training activities should allow participants to obtain unsubsidized, sustainable, and quality employment following the conclusion of grant-supported

activities.

### Employment and Training Activities

DWG projects may provide employment and training activities consistent with local policies to eligible participants following a qualifying disaster or emergency. As noted above, DWG funds may provide employment and training activities regardless of an individual's participation in Disaster Relief Employment. As a general goal, employment and training activities should be designed to allow participants to obtain unsubsidized employment following the conclusion of grant-supported activities.

Opioid Disaster Recovery Employment and Training Emphasis: For Opioid Disaster Recovery DWGs, DOL encourages projects that emphasize provision of employment and training participant services focused on increasing the number of qualified professionals in fields mitigating the opioid crisis. Professional fields may include addiction treatment and related services; pain therapy and pain management services that could reduce or prevent dependence on prescription painkillers; mental health care treatment services for disorders and issues that could lead to or exacerbate opioid abuse and addiction, law enforcement and first responders.

### Supportive Services

Supportive Services provide participants of WIOA activities with resources or payments beyond career and training services necessary to achieve success. These services, such as assistance with transportation or childcare, allow participants to remain enrolled and to achieve success in the services in which they are enrolled.

Supportive services are allowable under Disaster Recovery DWGs to enable individuals to participate in Disaster Relief Employment and Employment and Training Activities. There are two ways to utilize supportive services for Disaster Recovery DWGs:

- Supportive services provided to participants in Disaster Relief Employment must be designed to enable the participant to safely and effectively carry out the DRE job for which they have been hired; or
- Supportive services provided to participants in employment and training activities must align with a Grantee's existing local supportive services policies and enable the individual to participate in grant-funded employment and training activities.

### Definitions and General Policies: Disaster Recovery DWGs

#### Disaster Relief Employer

Disaster DWG Grantees designate disaster relief Employers to carry out the day-to-day human resources and payroll activities of a Disaster Recovery DWG (also known as the employer of record).

Commerce encourages DWG Grantees to identify appropriate Disaster Relief Employers based on the nature and scope of the disaster and the types of disaster relief activities projects will carry out. These include employment activities, participant eligibility, participant safety and health (including OSHA safety and work condition standards), pay and benefits, unemployment insurance, workers' compensation, and any Federal, State, or local requirements.

Contracts with a Disaster Relief Employer or Worksite must ensure that negotiations, pricing, and any fees charged to the grant are fair and adhere to local procurement policies. Grantees must have a worksite agreement with each Disaster Relief Employer or Worksite to ensure they comply with all DWG and other relevant rules and requirements. This requirement applies to non-profit and for-profit entities

(including staffing agencies).

### Limit on Disaster Relief Employment Duration

Participants in Disaster Relief Employment positions may be employed for a maximum of twelve (12) months or two thousand eighty (2,080) hours, whichever is longer. Additional consideration of Disaster Relief Employment duration limitations may apply, as determined by Commerce, in cases where the Grantee is operating more than one Disaster Recovery DWG. Grantees may submit a modification request to Commerce to extend the period of employment for specific DRE positions for up to twelve (12) months in a format and timeline specified by Commerce.

### Participant Wages

Grantees must compensate disaster relief employment participants at the same rates, including periodic increases, shift differential, benefits, or overtime pay, as any employees who are similarly situated working in similar positions at the same employer and who have similar training, experience, and skills. In cases where the Disaster Relief Employer does not have any other temporary employees working in similar positions with similar training, experience and skills as the grant participants, DOL interprets this section to require that the employer pay the DRE employees the same as the employer's permanent employees who are working in similar positions. Such rates must be in accordance with applicable laws but must not be less than the higher of the rate specified in Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29 U.S.C. 206(a)(1)) or the applicable state or local minimum wage law. Where applicable, fringe benefits should be paid in accordance with the benefits that the Disaster Relief Employer offers its own employees.

In cases where the Disaster Relief Employer does not have non-participant employees doing the same or similar work and with similar training, experience, and skills, grant recipients must ensure that the wages that they will pay to participants align with the industry standard for that type of work in the area where the work is to be performed, supported by documentation in the application.

### Worksite Selection

Disaster relief worksites must be in the geographic disaster area covered by the qualifying declaration for the Disaster Recovery DWG (a disaster or emergency declaration under the Stafford Act or other Federal agency's declaration of a disaster or emergency of national significance).

Grantees must prioritize the cleanup of the disaster areas' most severely damaged public communities, facilities, and property and the cleanup and humanitarian assistance to economically disadvantaged areas within the disaster area. Grantees should prioritize enrollment of eligible participants who need economic support or workforce development services where possible.

Projects may perform work on private property with prior Commerce approval where the following conditions are met:

1. The work must be intended to remove health and safety hazards to the larger community or to address or alleviate specific economic or employment-related impacts of the disaster, such as cleanup work needed for disaster-affected employers to resume or continue operations;
2. The activities are necessary to remove health and safety hazards on private lands or around homes or other structures and may only return the land or structure(s) to a safe and habitable level or operational status and will not improve the original land or structure(s); and

3. Grant recipients may not use Disaster Recovery DWG funds to cover the cost of materials for repairs.

Grantees are expected to maintain documentation for the Disaster Recovery DWG project for all worksites, including the dates and hours worked by each participant, the determination of the appropriate hourly rate for each position, and Worksite Agreements for each Disaster Relief Employer/worksite, updated or amended as appropriate.

### Prevention of Future Disaster Impacts

DWG activities help mitigate the ongoing effects of the declared disaster for which they were awarded. Generally, Disaster Relief Employment under Disaster Recovery DWGs will not be authorized for activities designed primarily to prevent or address the impacts of future disasters. Activities that may prevent future disasters or their impacts are permissible only where such activities are incidental to addressing the impacts of the current disaster or emergency.

### Coordination with Emergency Management Agencies

Grantees play an essential role in disaster response strategic planning in their communities. Therefore, Grantees must coordinate the funded activities with the appropriate emergency management agencies (e.g., IEMA, County Highway Department(s), etc.). This coordination is essential to avoid duplication of efforts and to ensure that the project activities appropriately respond to the affected community's needs after a disaster.

Coordinating with the appropriate partner agencies ensures that the workforce development perspective is included for short-term recovery activities and longer-term resilience.

### Health and Safety Standards

DWG Grantees must ensure project participants receive the same health and safety standards established under Federal and state law applicable to the working conditions of permanent employees. Grantees must also ensure that project participants receive appropriate safety training and ensure safe working conditions per the Occupational Safety and Health (OSH) Act of 1970. To the extent that state workers' compensation law applies, Disaster Relief Employers must provide workers' compensation to project participants on the same basis as individuals in similar employment. DWG Grantees will provide DRE Safety Training customized to the participant's work environment and work tasks.

### Requirements for Unemployment Insurance (UI) Coverage

In some cases, temporary Disaster Relief Employment participants may be eligible for unemployment benefits after their employment. Unemployment Insurance eligibility is based on state laws and the participant's employer. Additionally, state UI laws indicate which employers must pay relevant UI taxes. Commerce will provide guidance, allowing Dislocated Worker Grant funds to be used to pay required taxes. However, the grant may not pay penalties for failure to remit employment taxes or provide unemployment insurance coverage where the law requires.

## B. Employment Recovery DWGs

### Description

Employment Recovery DWGs provide states and local areas resources to respond to major economic dislocations. Examples of dislocations include plant closures and mass layoffs, as well as closures and realignments of military installations, which cause significant job losses. The Secretary of Labor can

award DWGs to eligible entities that demonstrate a qualifying event needs additional funds to provide eligible participants with allowable employment and training assistance. Note that Disaster Relief Employment is prohibited with Employment Recovery DWGs.

Employment Recovery DWGs provide resources when WIOA formula funds are insufficient to respond to major economic dislocations and their associated economic impacts. Major economic dislocations include plant closures and mass layoffs, closures and realignments of military installations, and other economic events that cause significant job losses.

Employment Recovery DWGs help support economic and employment-related recovery after mass layoffs or other instances of large-scale job loss and the associated employment impacts that these losses may generate. When such events occur, the economic and other impacts can be widespread and negatively affect workers, businesses, and communities, as well as the ability of the public workforce system to effectively serve dislocated workers. Employment Recovery DWGs enable the delivery of critical career, training, and other resources to support reemployment efforts.

Employment Recovery DWGs must be operated by Grantees consistent with State and local Dislocated Worker policies and procedures and must align with existing state and local strategic priorities, focusing on preparing dislocated workers for in-demand jobs with family-supporting wages.

### Qualifying Layoff Events

The following dislocation scenarios could qualify for a USDOL Employment Recovery DWG.

- **Mass Layoff or Plant Closure**  
Layoffs or plant closures affecting fifty (50) or more workers from at least one employer within the Grantee's service area may qualify for Mass Layoff or Plant Closure Employment Recovery DWGs. Applicants are not required to demonstrate more than one layoff of fifty (50) or more workers for the qualifying event. However, additional information on layoffs or other data may be necessary to substantiate the funding request. This information includes the planned number of participants as part of an application.
- **Community Impact**  
Multiple small dislocations occurring over a period of up to twelve (12) months that have significantly increased the number of unemployed individuals in a state, regional, or local workforce area or areas, often in rural areas, may qualify for an Employment Recovery DWG. These community impact events might not reach fifty (50) affected workers but create a substantial economic impact.
- **Higher-than-Average Demand for Services from Dislocated Service Members**  
USDOL expects that existing WIOA formula funds are available to provide transition assistance services for most separating service members. Additionally, these services are provided with resources made available through the Jobs for Veterans State Grants program and transition assistance programs administered by the Department of Labor's Veterans' Employment and Training Service (VETS), the Department of Veterans Affairs, and the Department of Defense. However, Employment Recovery DWG funding is available to communities that experience a higher-than-average demand for services for dislocated members of the Armed Forces and dislocated military spouses.

## Eligible Participants

**The following individuals are eligible to receive employment and training assistance regardless if their layoff employer is included as part of the qualifying event:**

1. Dislocated worker as defined in WIOA Section 3(15), including displaced homemakers as defined in WIOA Section 3(16); dislocated members of the Armed Forces (service members who are transitioning to the civilian workforce) and recently separated veterans who are dislocated. This includes all members of the Armed Forces who were discharged under conditions other than dishonorable.
2. Other members of the Armed Forces. A member of the Armed Forces who was on active duty or full-time National Guard duty (as defined in 10 U.S.C. 1141) and is involuntarily separated, or is separated under the special separation benefits program at 10 U.S.C. 1174(a) or the voluntary separation incentive program at 10 U.S.C. 1175; is not entitled to retired retained pay incident to the separation; and applies for employment and training assistance within one hundred eighty (180) days of separation, is eligible to receive services under an Employment Recovery DWG.
3. An individual who is employed in a non-managerial position with a Department of Defense contractor, who is determined by the Secretary of Defense to be at risk of termination from employment as a result of reductions in defense expenditures, and whose employer is converting operations from defense to nondefense applications to prevent worker layoffs.
4. In the case of the passage of a formal Base Realignment and Closure (BRAC) law, additional Employment Recovery DWG participant eligibility may exist. DOL will issue special program guidance in such cases.

Grantees must have a protocol for verifying participant eligibility and for collecting and validating participant data in alignment with WIOA core programs and Section 4 of TEGL No. 23-19, Change 3, which removed self-attestation as an acceptable form of source documentation for one participant eligibility-related data element, date of birth. While self-attestation may be used as source documentation for some required participant eligibility data elements, Grantees should use other forms of source documentation whenever possible. Grantees must retain documentation of self-attestations provided by participants.

## Allowable Employment Recovery Activities

### Employment and Training Assistance

For Employment Recovery DWGs, the terms “employment and training assistance” and “employment and training activities” are used interchangeably and include career, training, and supportive services, as described below. All employment and training services are to be provided consistent with State and local policies.

### Career Services

Career services are described in WIOA Section 134(c)(2), 20 CFR Part 680, and TEGL 19-16. Career services may include, but are not limited to, outreach, intake, labor exchange services, initial and comprehensive assessments, development of an individual employment plan, referral, provision of labor market information, and information on eligible training providers and the availability of supportive services. These activities help dislocated workers make informed decisions to achieve reemployment and education goals.

### Training Services

As described in WIOA Section 134(c)(3)(D), training services are allowable under Employment Recovery DWGs. They may include occupational training, work-based learning such as on-the-job training and Registered Apprenticeships, entrepreneurial training, and customized training. Grantees may use DWG funds to reimburse up to fifty (50) percent of the wage rate for on-the-job training. If applicable, the reimbursement rate may be higher if determined by the Governor or the local WDB. See the criteria outlined in WIOA Section 134(c)(3)(H) and 20 CFR 680.730. If a state has a waiver to reimburse on-the-job training at higher rates, that waiver may be applied to the DWG.

### **Supportive Services**

Supportive services are often essential to participants' success. They are allowable whenever needed to enable individuals to participate in employment and training activities. Supportive services offered to participants under an Employment Recovery DWG have the exact requirements and features of supportive services delivered in the WIOA Dislocated Worker formula program. DWG supportive services must align with the state or local area supportive service policy and have the exact requirements applicable to the WIOA Dislocated Worker formula program in 20 CFR part 680 and TEGL 19-16.

## **SECTION 3: DWG GRANT ADMINISTRATION**

### **A. Administrative Costs**

Commerce will approve Grantee administrative costs consistent with USDOL TEGLs and other guidance. The amount of allowable administrative costs a DWG Grantee may charge is determined by actual program expenditures at the end of the grant. Therefore, Grantees may only charge administrative costs proportional to the program costs charged to the grant. Administrative costs include both direct and indirect costs.

### **B. Management, Oversight, And Reporting**

DWG Grantees will provide management and oversight of the project to ensure steady progress in achieving participant enrollment and expenditure goals, timely submittal of all required reports, completion of all project activities by the end of the grant period, and identification and resolution of project problems and concerns, consistent with WIOA Regulations, TEGLs, and other USDOL and State guidance, and State and local policies.

### **C. Reporting**

DWG Grantees are responsible for the quarterly submittal of a financial trial balance report generated by the Grantee's electronic accounting system. Costs incurred and payment requests must be reported in the Grant Reporting System (GRS) monthly by the twentieth (20<sup>th</sup>) of each month for costs incurred during the preceding month, along with the reporting of grant obligations. As with all costs charged to a Federal grant, any assistance must meet the standards of reasonableness, allowability, and allocability. Grantees will also submit quarterly and monthly narrative progress reports, a Project Implementation Plan, and project success stories in the format and schedule provided by Commerce. Grantees will respond to Commerce inquiries for project information, including but not limited to project evaluations and project data in a form and timeline as requested by Commerce.

### **D. WIOA Participant Tracking**

DWG Grantees are responsible for tracking WIOA-eligible clients by entering all required project

data into the Illinois Workforce Development System 2.0 (IWDS 2.0) within the time frame required and as directed by Commerce, including entry of comprehensive case notes to support grant eligibility and service delivery strategies and decisions; interactions with participants; and progress made toward participant goals with periodic review and updates or revisions as necessary. DWG clients require WIOA-eligible determinations, case management, and reporting in IWDS 2.0. Grantees are responsible for WIOA-eligible enrollment, application completion, and collection of needed WIOA documentation. Grantees will enter customers in the official WIOA case management system(s) to determine eligibility and enroll in training.

#### **E. Program Development and Evaluation**

DWG Grantees will participate in a community of practice, project evaluation, technical assistance, and program development meetings as requested by Commerce.

#### **F. Branding and Funding Disclosure Statement**

DWG Grantees will follow all WIOA branding requirements. When issuing statements, press releases, marketing materials, requests for proposals, bid solicitations, and other documents describing the DWG project to the public, Grantees 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 non-governmental sources will finance.

#### **G. Grant Modification**

DWG Grantees will submit grant modification requests to Commerce as necessary, including requests to deobligate grant funds in an amount determined to be unspent by the end of the grant period in consultation with Commerce.