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**QUEST BULLETIN NO. 03-23**

**TO:** QUEST Partners

**FROM:** Maricar Pilotin-Freitas, Administrator  
Workforce Development Division

**SUBJECT:** QUEST Allocations

**PURPOSE**

The purpose of this Bulletin is to provide the allocations for program services and administration under Quality Jobs, Equity, Strategy, and Training (QUEST) Disaster Recovery National Dislocated Worker Grant (DWG).

**BACKGROUND**

The U.S. Department of Labor awarded a QUEST grant of \$10,595,171 to State Department of Labor and Industrial Relations (DLIR) for a two-year period beginning September 26, 2022 and ending September 30, 2024. The QUEST grant identified entities to carry out specific facets of the program. These entities will become subrecipients of DLIR following execution of written agreements.

**POLICY**

The allocations by entities with number of QUEST participants to be served are below.

<b>Subrecipients &amp; Grantee</b>	<b>No. of Participants</b>	<b>Sub-allocation</b>	<b>Allocation</b>
DLIR (State Grantee)			\$ 729,292.00
City and County of Honolulu	100		\$ 2,766,000.00
County of Hawaii	35		\$ 965,600.00
County of Maui	40		\$ 1,106,400.00
DLIR Workforce Development Division Branches	125		\$ 3,719,760.00
Oahu	50	\$ 1,473,025.00	
Hawaii	27	\$ 819,074.00	
Maui	28	\$ 848,448.00	
Kauai	20	\$ 579,213.00	
Chamber of Commerce of Hawaii			\$ 808,119.00
Outreach (to be procured)			\$ 500,000.00
<b>TOTAL</b>	<b>300</b>		<b>\$ 10,595,171.00</b>

As subrecipients, the Counties, Chamber of Commerce, and the Outreach entity to be procured will be subject to a maximum 10% limit on administrative costs.

Administrative costs are defined in 20 CFR § 683.215 of federal regulations.

The Workforce Development Division Branches will be subject to lower cost limits for administration due to their limited procurement activity and a portion of their administrative cost functions being assumed by the State grantee. Their detailed budgets will be provided to them separately.

For other subrecipients, the allocations are broken out by the maximum administrative cost and minimum program cost.

<b>Subrecipients</b>	<b>Allocation</b>	<b>Maximum 10% Admin Budget</b>	<b>Minimum 90% Program Budget</b>
City and County of Honolulu	\$2,766,000.00	\$276,600.00	\$2,489,400.00
County of Hawaii	\$ 965,600.00	\$ 96,560.00	\$ 869,040.00
County of Maui	\$1,106,400.00	\$110,640.00	\$ 995,760.00
Chamber of Commerce of Hawaii	\$ 808,119.00	\$ 80,812.00	\$ 727,307.00
Outreach (to be procured)	\$ 500,000.00	\$ 50,000.00	\$ 450,000.00
<b>TOTAL</b>	<b>\$6,146,119.00</b>	<b>\$614,612.00</b>	<b>\$5,531,507.00</b>

Counties are to prepare budgets using the Workforce Innovation and Opportunity Act (WIOA) DW budget forms found at <https://labor.hawaii.gov/wdc/wia-docs/>. Allowing time for the development of the subrecipient contracts, the projected budget period is March 16, 2023 to September 15, 2024. Completed budget forms are due to DLIR Workforce Development Division by **February 21, 2023**.

The Chamber of Commerce of Hawaii and the Outreach entity to be procured will have customized budget forms and timelines for submittal that will be provided separately to them.

## **INQUIRIES**

Inquiries regarding this bulletin may be directed to Ms. Carol Kanayama by email at [Carol.H.Kanayama@hawaii.gov](mailto:Carol.H.Kanayama@hawaii.gov)

## **REFERENCES**

- Training and Employment Guidance Letter (TEGL) No. 2-22, QUEST Disaster Recovery National DWG
- TEGL No. 16-21, Updated National Dislocated Worker Grant Program Guidance
- TEGL No. 19-16, Guidance on Services provided through the Adult and Dislocated Worker Programs under the WIOA and the Wagner-Peyser Act Employment Service, as amended by Title III of WIOA, and for Implementation of the WIOA Final Rules
- TEGL No. 7-22, Increasing Employer and Workforce System Customer Access to Good Jobs