**Workforce Development Board Name:** Choose an item.

**Submitted by:**       **Date Submitted:** Click or tap to enter a date.

The purpose of this survey is to ensure we have the most current information about your agency in advance of monitoring. This desk review will be used to review existing information prior to conducting the monitoring review. Please provide the most current in-use information and documents; do not provide documents that are in draft format or pending Board approval.

Please complete the entireDesk Review Survey and upload the survey and supporting documentation or policies, etc. to your [WDA's folder on SharePoint](https://dwd-sps.wisconsin.gov/wijcb/WDA%20Documents/Forms/AllItems.aspx) at least **twenty (20) business days** prior to the scheduled monitoring visit:

Submit questions to:

* Monitoring Lead- Jolina Priesgen- Jolina.priesgen@dwd.wisconsin.gov

**Planning & Program Design**

1. Submit all active local policies, locally driven project plan, processes and procedures, project timeline, organizational charts including staffing plans related to QUEST provision of services, including but not limited to the below.
	1. Training services, if different from Title 1 policy
	2. Career services, if different from Title 1 policy
	3. Supportive Services – including enhanced supportive services
	4. System for Award Management (SAM) registration updated every 12 months
	5. Records related to the WDB's monitoring of its QUEST service provider(s), if applicable

For any of the above that the WDB does not have, please state that in your reply.

**Implementation**

1. Provide a detailed explanation of outreach activities conducted during the period of this grant, if applicable. Provide a copy of any outreach documents (e.g., flyers, mailers) developed.
2. Describe any key activities completed during the period of this grant, including partnership development and coordination with other organizations involved in addressing childcare deficiencies. Where applicable, include how new partners are identified and included in the project as needed.
3. Using the table below, list and describe the partners that are currently involved in this project and the specific roles and contributions of each partner. Table may also be completed and submitted on SharePoint.

|  |  |  |
| --- | --- | --- |
| Community Partner Name | Role | Contributions |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Business Services and Employer Engagement**

1. Describe the business engagement activities, both at the strategic and operational levels, that are carried out to support achieving the goals of the grant.

**Participant Services**

1. Provide a detailed explanation on the number of individuals enrolled and participating in disaster relief employment and the type of work they performed during the period of the grant.
2. Explain what tools staff use to gather eligibility documentation and make decisions about eligibility.
3. Provide a detailed explanation on supportive services provided during the period of this grant, and how the services contributed to a participant's ability to fully participate in project-funded activities.
4. Describe the types of demand-driven employment and training activities that were prioritized that will enable participants impacted by the COVID-19 pandemic to gain the skills and experience necessary to qualify for, obtain, and advance in safe and sustainable jobs.
5. Provide an update of the WDB's project's progress during the period of the grant. Include a description of key accomplishments and outcomes achieved.

**Innovation: The "I" in WIOA**

As part of DWD-DET's ongoing goal to highlight WDB innovations, we provide this opportunity for the WDB to make us aware of any innovative and outstanding projects, programs, and practices that we may not otherwise be aware of. This will allow DWD-DET to further assess this information to potentially include those areas in the monitoring report as an Area of Strength or Promising Practice.

1. Please use this opportunity to highlight the great activities your WDB is accomplishing with QUEST so DWD-DET can review, evaluate, and potentially share with other relevant stakeholders.