



OFFICIAL

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Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI):12-32

Date: March 26, 2013

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency, State of Michigan (**SIGNED**)

Subject: Rapid Response State Adjustment Grant (SAG)
Application Instructions

Programs Affected: Workforce Investment Act (WIA) Rapid Response Program

References: The WIA of 1998

WDASOM PI 12-23, Rapid Response Process and Procedures for Responding to Notifications of Plant Closings and Mass Layoffs issued December 11, 2012.

Michigan Industry Cluster Approach (MICA) Guidelines issued July 26, 2012

The WDASOM PI 12-21, Implementation of MICA Cluster Readiness Index and Commitment to Cluster Approach, issued December 5, 2012

Rescissions: Department Labor & Economic Growth PI 08-01, issued December 4, 2008, and subsequent changes; Bureau of Workforce Programs (BWP) PI 03-02, issued January 8, 2003; and BWP PI 05-25, issued February 2, 2006, and subsequent changes

Background: A demand-driven workforce system is the State of Michigan's primary workforce development strategy. Locally Workforce Development Boards must identify priority industries and develop



Workforce Development Agency, State of Michigan

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The WDASOM is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

and implement appropriate services based upon input received from employers and other key partners.

Rapid Response funds may be reserved for the Governor's discretionary use under the WIA. Discretionary Rapid Response funds, and SAGs, may be used for statewide Rapid Response activities to provide additional assistance to local areas that experience mass layoffs, plant closings, or other events that precipitate increases in the number of individuals seeking dislocated worker services. Activities funded by these grants must be consistent with the WIA Dislocated Worker (DW) guidelines and the MICA Guidelines.

Policy:

Awards through this policy are to support significant dislocation events with temporary time-limited funding. These funds are not intended to replenish general formula shortfalls or fluctuations in annual allocations. Rather, they support services for those dislocation events that have been reported and documented at the State level.

As necessary, MWAs may request SAG funding for a single or multiple dislocation event(s) using the SAG Application form (Attachment A). In addition to the SAG Application form, MWAs must complete the Project Plan form (Attachment B), which outlines the number of planned participants and services. For those individuals supported with SAG funded training, MWAs must target the training to industries identified under the MICA or locally defined priority industries, consistent with the WDASOM PI 12-21, Implementation of MICA Cluster Readiness Index and Commitment to Cluster Approach. The SAG requests totaling \$500,000 or more shall be submitted by the WDASOM to the U.S. Department of Labor (USDOL) as a National Emergency Grant (NEG).

Funding for local administration is limited to a maximum of ten (10) percent.

Funding Award Schedule: Typically, SAGs will not be awarded in the first quarter of the program year. However, requests submitted during the first quarter will be evaluated on a case-by-case basis.

SAG Approval Process: The WDASOM will review SAG applications and award funding using the following criteria:

- Prior year expenditures and draw-downs of WIA Adult and DW funding
- Current year WIA Adult and DW expenditures and draw-downs
- Amount of WIA Adult and DW prior year funds carried into the current Program Year (PY)
- Analysis of funding transferred from the DW program to the Adult program for the prior and current PY
- Current and prior year WIA performance measure outcomes

- Prior year Data Validation (DV) outcomes
- Number of WIA DW participants dual enrolled in Trade Adjustment Assistance (TAA), where appropriate
- Analysis of prior SAGs comparing planned participants and activities provided to actual participants and activities
- MWA's adoption and implementation of MICA guidelines, consistent with the WDASOM PI 12-21
- Assurance that SAG funded training shall be targeted to industries identified under the MICA or locally defined priority industries (See the WDASOM PI 12-21)
- Assurance that the funding will be expended by the end of the current Program Year

Participant Reporting: MWAs are required to identify and track participants that are served with SAG funding in the One-Stop Management Information System (OSMIS) through the use of an indicator and a unique contract number assigned to the SAG. When SAG funding is awarded, the award letter will include specific OSMIS instructions. The WDASOM will utilize SAG information from the OSMIS to analyze the activities provided with SAG funding.

Fiscal Reporting: All reporting of fiscal expenditures of SAG funds must be reported to the WDASOM on a quarterly basis. All quarterly financial expenditure reports are due to the WDASOM no later than the 20th calendar day after the end of the calendar quarter. In the event that the due date falls on a weekend or State government holiday, the report is due on the last business day prior to the 20th. Submit reports to the Management of Awards for Recipients System (MARS) at: <http://www.michigan.deleg-mars.org/>. If there are any questions, please call Mr. Kerry Trierweiler at (517) 241-1788.

Final Narrative Report: A final narrative report will be due to the WDASOM 30 days after the end of the PY. Please include planned versus actual quarterly and total enrollments and services provided. The narrative should give an overview of how the funds were expended, how participants benefited from the funds, and any other information that can be used for continuous improvement of future SAG awards.

Action: MWAs requiring additional Rapid Response funding shall submit requests in accordance with this policy issuance. If an application meets all requirements and SAG funds are available, an MWA may receive a SAG for allowable DW activities. Applicants should submit requests for SAGs by e-mail **to the attention** of their WIA Rapid Response Coordinator or by U.S. mail to the attention of their WIA Rapid Response Coordinator at:

Workforce Development Agency, State of Michigan
Office of Talent Development Services
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your WIA Rapid Response State coordinator at (517) 335-5858.

In accordance with the Americans with Disabilities Act, information contained in this policy issuance will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office. This policy is also available for downloading from the internet system. Please call Ms. Teresa Keyton at (517) 335-7418 for details.

Expiration: Continuing

GC:SB:tk
Attachments

**STATE ADJUSTMENT GRANT APPLICATION
WORKFORCE DEVELOPMENT AGENCY, STATE OF MICHIGAN**

| | |
|--|---|
| DATE OF REQUEST: | |
| 1. MICHIGAN WORKS! AGENCY: | 2. ADDRESS: |
| 3. COMPANY NAME: (If more than one employer, please list.) | 3.a. Are any impacted employers TAA certified? If yes, provide company name(s). |
| 4. TYPE OF DISLOCATION (Mass Layoff or Closure) and a description of Rapid Response services that were provided. | 5. NUMBER OF EMPLOYEES IMPACTED AT DISLOCATION SITE(S) |
| 6. WHY ARE THESE FUNDS BEING REQUESTED? (Please provide a narrative to justify the funding request, including data obtained from DW surveys. The narrative may be used as an implementation plan if granted. Add additional pages as necessary.) | |
| 7. AMOUNT OF PRIOR PROGRAM YEAR DISLOCATED WORKER FUNDING UNEXPENDED TO DATE? \$ | 8. AMOUNT OF CURRENT PROGRAM YEAR DISLOCATED WORKER FUNDING UNEXPENDED TO DATE? \$ |
| 9. NUMBER OF PARTICIPANTS TO BE SERVED WITH THE REQUESTED FUNDING: | 10. DATE THAT REQUESTED DISLOCATED WORKER FUNDING WILL BE EXPENDED: |
| 11 Check all services to be provided: <input type="checkbox"/> Core Services <input type="checkbox"/> Intensive Services <input type="checkbox"/> Training Services- Indicate targeted industries: <input type="checkbox"/> Supportive Services/Needs Related Payments (NPRs) <input type="checkbox"/> TAA/NAFTA-TAA Participant Services | 12 PROGRAM COST: \$ |
| | 13 ADMINISTRATION COST: \$ |
| | 14 TOTAL GRANT REQUEST: \$ |

THE UNDERSIGNED CERTIFIES THAT ALL REQUESTED DOCUMENTATION REQUIRED BY THE WORKFORCE DEVELOPMENT AGENCY, STATE OF MICHIGAN-WIA SECTION HAS BEEN OBTAINED. FURTHERMORE, THE UNDERSIGNED ASSURES THAT ALL TRAINING SUPPORTED WITH SAG FUNDING WILL BE TARGETED TO INDUSTRIES IDENTIFIED UNDER THE MICA OR LOCALLY DEFINED PRIORITY INDUSTRIES AND ALL SAG FUNDING WILL BE EXPENDED DURING THE CURRENT PROGRAM YEAR.

MWA Director:

Signature

Date

Project Plan Participant Form

The Planned Participant Report is the enrollment implementation schedule for the SAG. The format of the Report is quarterly by Program Year (July 1 to June 30). The number of quarters is determined by the actual SAG award date.

All quarterly entries are **cumulative**. For each item, the entry in each subsequent quarter must be equal to, or greater than, the entry in the preceding quarter.

| Planned Participant Report | | | | | |
|--------------------------------------|------------------|------------------|------------------|------------------|--------------|
| Program Year: | | | | | |
| | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
| Receiving Core Services | | | | | |
| Receiving Intensive Service | | | | | |
| Enrolled in Training | | | | | |
| Receiving Supportive Services | | | | | |
| Receiving NPRs | | | | | |
| Total | | | | | |

List sectors that will be targeted for training:

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Planned Participant definitions are:

Receiving Core Services: The cumulative number of grant participants who will receive core services that have been paid, in whole or in part, with funds provided by the SAG.

Receiving Intensive Services: The cumulative number of grant participants who will receive intensive services that have been paid, in whole or in part, with funds provided by the SAG.

Enrolled in SAG-Funded Training: The cumulative number of grant participants who will receive training funded, in whole or in part, by the SAG. For Dual Enrollment projects do not include any grant participants whose training is funded exclusively through the Trade Adjustment Assistance program.

Receiving SAG-Funded Supportive Services: The cumulative number of grant participants who have received supportive services funded, in whole or in part, by the SAG.

Receiving NRPs: The cumulative number of grant participants who have received NRPs funded, in whole or in part, by the SAG.

Total: The cumulative number of eligible individuals to receive services funded by this SAG. This number will not necessarily equal the sum of the number receiving each service (since the same individual may receive more than one service). Any individual who is included in the count for a specific service should be included in the Total.