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TALENT INVESTMENT AGENCY
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OFFICIAL
Policy Issuance (PI): 18-15

Date: May 4, 2018

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director **SIGNED**
Workforce Development Agency

Subject: Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker (DW)
Rapid Response State Adjustment Grant (SAG) Application and
Administration Instructions

Programs Affected: WIOA DW

References: The WIOA, 20 Code of Federal Regulations, Section 183.120

Rescissions: None

Background: The SAGs are discretionary funds available for issuance by the Michigan Talent Investment Agency/ Workforce Development Agency (TIA/WDA) when a requesting MWA faces a dislocation event, or events, exceeding their financial capacity to address with WIOA DW formula funding.

Policy: The SAGs are issued from the WIOA DW funds held in reserve by the TIA/WDA for use in situations where response to layoff activity exceeds the local capacity to handle it using formula funding, but does not rise to the level where a United States Department of Labor Dislocated Worker Grant (DWG) is the most appropriate response.

The SAG funds may be requested when an MWA determines that their current funding is insufficient to continue to serve DW customers for the balance of the program year. The SAG requests are discouraged in the first quarter of a program year because the majority of an MWA's formula funding is awarded on or about October 1st, making an infusion of non-formula funds unnecessary in all but the most extraordinary circumstances.

The SAG Request Form (Attachment A) is to be submitted when requesting funds. Upon receipt, the WIOA Dislocated Services Section coordinator

assigned to the MWA in question will prepare a recommendation for WDA management on whether to award the requested funds. The recommendation will be based on an analysis of the MWA's need versus available financial resources.

"Need" is broadly defined as the number of participants on wait lists for training (both DW and Adult), the total amount of remaining unexpended and unobligated current and prior-year DW funds, and unexpended/unobligated funds available via transfer from WIOA Adult and Local Administration. Analysis identifies the overall need versus resources on-hand to determine whether the additional funding is necessary to serve the participant population. The Dislocated Services coordinator's assessment of an MWA's need will include the availability of funds in current- and prior-year DW and Adult (via potential inter-title transfer), and remaining current- and prior-year Local Administration funding. Year-to-date expenditure information from the Management of Awards to Recipients System will be used to calculate the likelihood of fund exhaustion prior to June 30th. The One-Stop Management Information System (OSMIS) data on participant counts may also be pulled as part of the analysis, to help identify trends in the WIOA DW and Adult enrollment and training participation.

If any National DWGs are active, and funding is available to serve eligible participants within the MWA's service delivery area, the participants in question may not be served with a SAG, until all DWG funds are exhausted. In this instance, a narrative explanation as to why the participants in question continue to require assistance to successfully exit WIOA services must be included with the SAG application, and it must be supported by case notes and Individual Service Strategy entries in their OSMIS records.

The MWAs will identify the specific participants to be served and will use the SAG Request Form to provide a plan of service specifying how many are expected to receive career services, as well as how many of those will enter training. The information entered into the table on page one of the Project Plan Participant Form (Attachment B) will reflect the participants and what services they are expected to utilize, quarter by quarter, for the life of the project.

An additional factor that will be considered is the availability of Trade Adjustment Assistance funding to serve any planned participants with the WIOA DW "wrap-around" services via dual enrollment. The number of participants to be served with "wrap-around" services is to be recorded in the appropriate section of the Project Plan Participant Form.

The Dislocated Services Section coordinator assigned to the requesting MWA will complete a SAG Analysis and forward it to WDA management with a funding recommendation within five business days of receiving the request. Once a decision on funding the SAG request is made, the coordinator will communicate the same by letter or email to the requesting MWA. If a denial is issued, the requesting MWA may re-apply, citing additional, relevant information, as well as any dislocation events that have occurred after the initial

application, for the original or a lesser amount, and the process outlined above will be repeated.

When a SAG request is approved, the coordinator will obtain the appropriate program year and contract number to communicate to the requesting MWA when issuing their Grant Action Notice (GAN). Awarded SAG funds are to be tracked as specified in the GAN instructions (see below for sample text) that will be issued at the time of the award:

“This Grant Action Notice (GAN) approves an additional \$xxx,xxx in Appropriation Year 201X WIOA DW funding pursuant to the WDA’s approval of the State Adjustment Grant (SAG) request XXX Michigan Works! submitted on XX XX, 201X, and a revised Budget Information Summary (BIS) reflecting this award. This award is made in accordance with Policy Issuance 18-15, issued on May 15, 2018.” A separate GAN will transfer any funds earmarked for Local Administration (up to 10 percent of the total SAG award) pursuant to the amount listed on the revised BIS.”

The WDA requires that all WIOA SAG-funded participant information be reported in the OSMIS, including eligibility determination, activities, status, and outcome information.

Participants must be registered in the OSMIS under the WIOA DW program. All documentation requirements for the WIOA DW eligibility program determination and Data Validation remain in effect.

Participants must be recorded under the appropriate DW funding source on the OSMIS “Funding Sources/Programs” screen. Select “Dislocated Worker” on the funding screen under “Dislocated Worker (Local) WIOA.” Select “Yes” for “Rapid Response Additional Assistance” and enter the contract number assigned to the SAG award, as provided by the WDA, in the Rapid Response “Contract#” field.

The SAG funds are to be expended by June 30th of the program year in which they are awarded. No extensions will be granted, and no re-programming of funds for other purposes is permitted. As with all WIOA DW funding, a maximum of 10 percent may be earmarked for transfer to Local Administration.

Action: MWAs requiring additional Rapid Response funding shall submit requests in accordance with this policy. If an application meets all requirements and is approved, subject to SAG funding availability, an MWA may receive a SAG for allowable DW activities, as specified in their application. Applicants should submit requests for SAGs by

email or by U.S. mail to the attention of their WIOA Dislocated Services Coordinator at:

WDA-WR-WP@michigan.gov

OR

Workforce Development Agency
Dislocated Services Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy should be directed to your WIOA Dislocated Services Coordinator at 517-373-6234.

In accordance with the Americans with Disabilities Act, information contained in this policy 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. Please call Ms. Pamela Vance at 517-373-6234 for details.

Expiration

Date: Ongoing

SB:LC:pv
Attachments

STATE ADJUSTMENT GRANT (SAG) REQUEST FORM

Date of Request: MM/DD/YYYY

Michigan Works! Agency (MWA) Name: Click or tap here to enter text.

Enter MWA Address: Address
Address 2
City, State, ZIP

Employer Name: If more than one, please list

What Rapid Response services have been provided? Click or tap here to enter text.

Are any impacted employers Trade Adjustment Assisted (TAA)-certified? Yes/No

If yes, provide name(s)/TAA certification numbers: Click or tap here to enter text.

Number of workers affected per employer: Click or tap here to enter text.

Narrative justification for SAG funding request (please include data obtained from DW surveys; the narrative should conform to the proposed implementation plan): Click or tap here to enter text.

How much prior year Worker Innovation and Opportunity Act (WIOA) Dislocated Worker (DW) and Adult funding is currently **UNEXPENDED** and **UNOBLIGATED**?Current Year \$ Adult \$ DW \$
Prior Year \$ Adult \$ DW \$

Are any of the planned participants eligible to be served with currently operating Dislocated Worker Grants (formerly National Emergency Grants)? Yes/No

How many participants would be served with this funding, if granted? Enter number

When will all SAG funds awarded be expended (No later than June 30th of current program year)? MM/DD/YYYYCheck all services to be provided: Career Services Training Services
 Training Services – Indicate Targeted Sectors Click or tap here to enter text.
 Supportive Services - Needs Related Payments
 TAA/NAFTA-TAA Participant Wrap-Around Services

Current Training Wait List: Current Training Wait List

Adult: Adult Wait List

Dislocated Worker: Dislocated Worker Wait List

PROGRAM COST: \$\$\$

ADMINISTRATION COST (Not to Exceed 10%): \$\$\$

TOTAL GRANT REQUEST: \$\$\$

THE UNDERSIGNED CERTIFIES THAT ALL REQUESTED DOCUMENTATION REQUIRED BY THE MICHIGAN TALENT INVESTMENT AGENCY/WORKFORCE DEVELOPMENT AGENCY HAS BEEN OBTAINED. FURTHERMORE, THE UNDERSIGNED ASSURES THAT ALL TRAINING SUPPORTED WITH SAG FUNDING WILL BE TARGETED TO INDUSTRIES IDENTIFIED UNDER THE MICHIGAN INDUSTRY CLUSTER APPROACH OR LOCALLY DEFINED PRIORITY INDUSTRIES AND ALL SAG FUNDING WILL BE EXPENDED DURING THE CURRENT PROGRAM YEAR.

Michigan Works! Agency Director: [Click here to enter text.](#)

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** (left to right). 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 (Q1 through Q4, cumulative)
Receiving Career Services					
Receiving TAA “wrap-around” Service					
Enrolled in Training					
Receiving Supportive Services					
Receiving Needs-Related Payments (NPRs)					
Other (provide description)					

List the locally-defined, “in-demand” industry sectors that will be targeted for training:

Planned Participant definitions are:

Receiving Career 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 TAA "Wrap-Around" Services: For dual enrollment projects include any grant participants whose training is funded exclusively through the Trade Adjustment Assistance program and who will receive "wrap-around" WIOA services funded 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.

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 Needs-Related Payments (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 equal the total number of individuals served and receiving services in each of the categories above. Totals are cumulative left-to-right, not top-to-bottom.