



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
LANSING

STANLEY "SKIP" PRUSS
DIRECTOR

Memorandum

DATE: January 15, 2009
TO: Michigan Works! Agencies (MWAs) and Other Interested Parties
FROM: Liza Estlund Olson, Director, Bureau of Workforce Transformation
SUBJECT: 2009 Southwest Michigan Pilot Request For Proposal (RFP) Revision

The Southwest Michigan Pilot Request for Proposal that was posted on December 16, 2008 is hereby revised. The pilot will be funded utilizing Workforce Investment Act/Statewide Activity (WIA/SWA) funding. Attached is a summary of revisions to the original RFP. The Southwest Michigan Pilot will operate for the period approximately February 17, 2009, through September 30, 2009.

Your proposal must meet all requirements outlined in the original RFP and its revision. The proposal must be designed to work in conjunction with a Michigan Works! Agency (MWA) One-Stop center located in Southwest Michigan.

Proposals may be submitted at any time, but must be received by 5:00 p.m. on **January 22, 2009**. Proposals received after this date and time will not be considered for funding.

Written copies of this RFP are available upon request by calling the DELEG at (517) 335-5858. Thank you for your interest and response to this RFP.

LEO:YH

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

BUREAU OF WORKFORCE TRANSFORMATION
VICTOR OFFICE CENTER • 201 N. WASHINGTON SQUARE, 5TH FLOOR • LANSING, MICHIGAN 48913
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SOUTHWEST MICHIGAN EMPLOYER-LEAD
WORKFORCE DEVELOPMENT PILOT
REQUEST FOR PROPOSAL (RFP) AMENDMENT
1/15/2009

Section I (Page1)

IA Purpose

The paragraph is replaced by:

The purpose of the RFP is to solicit grant proposals for expansion of an existing innovative, employer-lead, private/public workforce development pilot located in Southwest Michigan under the guidelines of the **Workforce Investment Act/Statewide Activity (WIA/SWA)** funds previously identified as Temporary Assistance for Needy Families (TANF). All references to TANF are hereby removed and replaced with WIA/SWA.

I B General

The third paragraph is replaced by:

A total of \$200,000 of WIA/SWA funding is available to be awarded for an employer-lead pilot program in Southwest Michigan. This program will operate for the period beginning approximately February 17, 2009 through September 30, 2009. The grant will be administered through a Michigan Works! Agency in Southwest Michigan.

The fourth paragraph is replaced by:

Administration costs between the Michigan Works! Agency (MWA) and the program provider are limited to ten percent (10%).

I-C - Issuing Office (Page 2)

The last paragraph is hereby removed: "Copies of the TANF rules and regulations may be obtained by contacting the U.S. Department of Health and Human Services at <http://www.hhs.gov>."

I-E Term of Grant (Page 2)

The paragraph is replaced by:

The project will be competitively bid for Fiscal Year 2009 (10/1 – 9/30). WIA/SWA funds are allocated on a Program Year (7/1 – 6/30) and allows for carry-forward of any remaining funds. An annual settlement will be due July 1, 2009, in order to carry-forward unexpended funds for use through September 30, 2009. All funds must be expended by September 30, 2009.

I-M Audit (Page 4)

The third paragraph is replaced by:

If the Grantee is a commercial or for profit organization which is a recipient of Workforce Investment Act Title I funds and expends more than the minimum level specified in Office of Management and Budget (OMB) Circular A-133 (\$500,000 as of June 27, 2003), then the Grantee must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit conducted. Section 320(a) of OMB Circular A-133 states the Single Audit report must be submitted to the Grantor within thirty (30) days after the completion of the audit, but no later than nine (9) months after the end of the Grantee's fiscal year.

Section II (Page 10)

II-A Background/Overview

The first paragraph is replaced by:

The Southwest Michigan pilot project is a service delivery strategy designed to address barriers of **participants** that prevent many from entering training that leads to career employment and workplace stability. The pilot will provide services to participants in Southwest Michigan targeting the counties of Calhoun, Kent, Ottawa and Muskegon.

The second paragraph is replaced by:

The DELEG is interested in funding a provider located in Southwest Michigan for the period beginning approximately February 17, 2009 through September 30, 2009. Grant funds for the successful applicant will be awards to the recipient.

II-B Purpose/Objectives

The second paragraph is replaced by:

The following services/outcomes are expected to be delivered during the grant period:

- Provide training to a minimum of 250 participants
- Provide supportive services support to a minimum of 250 participants
- Provide counseling and case management services to a minimum of 250 participants

Section III (Page 14)

III-F Proposal Receipt

The paragraph is replaced by:

The DELEG's Bureau of Workforce Transformation – Welfare Reform Section must receive proposals by 5:00 pm on January 22, 2009. Fax proposals will not be accepted. Applicants are responsible for timely receipt of their proposal. Proposals which are received after the specified due date and time will not be considered for funding.

Section IV (Page 15)

IV-C Management Summary

The sub-section (f) is replaced by:

f. Participant data must be reported on the DELEG/Management Information System (MIS) through the Michigan Works! agency selected as the fiduciary. It may be necessary for the Grantee to enter into a contractual arrangement with a MWA. Describe how participant data will be reported on the DELEG/MIS through the local MWA.

IV-E Budget

The sub-section 2 is replaced by:

2. Program Budget

Attachment 3 has been revised to reflect a WIA/SWA budget. See attached.

Appendix A (Page 18)

The sub-section 2 – first bullet is hereby removed:

Although inability to fully expend previous TANF grant funds is not a weighted factor, the DELEG reserves the right to consider such an occurrence during the most recently completed grant period as a factor in its evaluation and approval process for funding.

Attachment 1 – Cover/Signature Page – Dates in title are revised as follows:
February 17, 2009 through September 30, 2009

Attachment 2 – Replace with attached
Attachment 4 – Deleted

ATTACHMENT 1

COVER/SIGNATURE PAGE
SOUTHWEST MICHIGAN EMPLOYER-LEAD PROGRAM
February 17, 2009 through September 30, 2009

Applicant Agency: _____

Address: _____

Proposal Contact Person: _____ Title: _____

Telephone No.: () _____ Fax No.: () _____

E-mail

Address: _____

—

Type of Organization (Check One):

Private-for-Profit Private-Nonprofit Public-Nonprofit
 Governmental School District Other (Please Specify)

Amount of Funds Requested: _____ Number of Participants to be Served: _____

PLANNED PERFORMANCE MEASURES (See definitions in Section II-B)

1. _____ 2. _____

3. _____

I hereby attest that the applicant agency, as described above, has no outstanding liability or debts with the Michigan Department of Labor & Economic Growth.

Authorized Official _____ Title: _____
(Type or Print)

Authorized Official _____ Date: _____
(Signature)

ATTACHMENT 2

**SOUTHWEST MICHIGAN PILOT BUDGET
Michigan Department of Energy, Labor & Economic Growth
Bureau of Workforce Transformation
201 N. Washington Square, 5th Floor
Lansing, Michigan 48913**

AUTHORITY: RELEVANT U.S. AND MICHIGAN STATUTES	THE MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH, IN COMPLIANCE WITH APPLICABLE FEDERAL AND STATE LAWS, DOES NOT DISCRIMINATE IN EMPLOYMENT OR IN THE PROVISION OF SERVICES BASED ON RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, HEIGHT, WEIGHT, GENETIC INFORMATION, MARITAL STATUS, ARREST WITHOUT CONVICTION, POLITICAL AFFILIATION OR BELIEF, AND FOR BENEFICIARIES ONLY, CITIZENSHIP OR PARTICIPATION IN ANY FEDERALLY ASSISTED PROGRAM OR ACTIVITY.
COMPLETION: MANDATORY	
PENALTY: NONE	

I. IDENTIFICATION

NAME			GRANT NUMBER TBD
ADDRESS (Street Number and Name)			MODIFICATION NUMBER TBD
CITY	STATE	ZIP CODE	GRANT INCLUSIVE DATE FROM: 2/17/2009 through 09/30/2009

II. PLANNED EXPENDITURES BY COUNTY

SOUTHWEST MI PILOT		TOTAL FUNDS AVAILABLE
1. TOTAL		\$200,000

SOUTHWEST MICHIGAN EMPLOYER-LEAD PILOT				
BUDGET				
2/17/2009 – 9/30/2009				
CURRENT BUDGET				WIA/SWA
	Total Cost			\$
Salaries and Wages				
		Training and Education		
		Candidates		
		Fringe Benefits		
		Total Training & Education Salaries/Wages		
Equipment and Supplies				
		Equip Maintenance & Repair		
		Books and Supplies		
		Total Equipment and Supplies		
Services				
		Contractual Services		
		Communication Services		
		University Services		
		Total Services		
Facilities Costs				
Allocated Overhead For Administrative Services				
Total				