



JENNIFER M. GRANHOLM  
GOVERNOR

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

ANDREW S. LEVIN  
ACTING DIRECTOR

**OFFICIAL**

e-mailed to MWAs on 09/29/10 (pv)

**Department of Energy, Labor & Economic Growth (DELEG)**  
**Bureau of Workforce Transformation (BWT)**  
**Policy Issuance (PI): 08-01, Change 1**

**Date:** September 29, 2010

**To:** Michigan Works! Agency (MWA) Directors

**From:** Liza Estlund Olson, Director, Bureau of Workforce Transformation  
**(SIGNED)**

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

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

**Rescissions:** BWP PI 03-02, issued January 8, 2003  
BWP PI 05-25, issued February 2, 2006, and subsequent changes

**Background:** Enabling workers to acquire the skills necessary to succeed in today's 21<sup>st</sup> Century knowledge-based economy is central to Michigan's strategy for economic transformation and is the foundation for the Governor's No Worker Left Behind (NWLB) initiative.

Rapid Response funds may be reserved for the Governor's discretionary use under the WIA. SAGs, previously titled "Negotiated Adjustment Grants," 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 unemployed individuals seeking dislocated worker services. Activities funded by these grants must be consistent with WIA Dislocated Worker guidelines.

**Policy:** Due to increased requests for additional funds, it is imperative for the Department of Energy, Labor & Economic Growth to document planned expenditures for SAGs (dislocated worker discretionary funding). MWAs

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

requesting additional funding for a single or multiple dislocation event(s) via a SAG must utilize the attached SAG Application form

(Attachment A) and the Obligation and Wait List (OWL) reports (Attachment B). MWAs must document the estimated cost of all participant obligations and estimated costs associated with serving members of a waiting list on a monthly basis. Please refer to the attached OWL report templates and instructions.

**Wait List** reports must contain a list of individuals that are ready to sign a contract to enter into training but cannot because of lack of funding.

**Obligation List** reports must contain a list of participants that have signed contractual obligations. The report must document at minimum the monthly, signed contractual obligations for each participant through the end of the current program year. Detailed instructions for completing the Obligation and Wait List reports accompany the attached report forms in Attachment B.

Incomplete applications will not be considered. Complete applications must include the following:

1. A completed SAG Application form.
2. A complete and up-to-date Obligation report.
3. A complete and up-to-date Wait List report (if applicable).

**Funding Award Schedule:** If the SAG is awarded prior to January 1 of the current program year, 40 percent of the approved grant award will be distributed to the grantee initially, and the other 60 percent will be released after the grantee demonstrates that at least 50 percent of all available adult and dislocated worker funding has been expended on an accrued basis and/or can demonstrate that 85 percent of all available adult and dislocated worker funding is obligated.

To request the balance, or a portion of the balance of remaining SAG funding, the MWA must submit a written request outlining the aforementioned information to their assigned Rapid Response Workforce Consultant. If the BWT awards a SAG after January 1 of the current program year, 100 percent of the approved grant amount will be distributed to the grant recipient.

BWT prioritizes SAG requests for funding that support the continuation of training for current participants and that demonstrate that the grantee will expend awarded funds by the end of the current program year.

All program requirements outlined in DLEG PI 08-01 and not referenced in this policy remain in effect.

**Action:**

MWAs requiring additional Rapid Response funding shall submit requests in accordance with this policy issuance. If an application meets all requirements and funds are available, an MWA may receive a SAG for allowable activities. Applicants should submit requests for SAGs by e-mail to the attention of their assigned Rapid Response Workforce Consultant at [DELEG-RR@michigan.gov](mailto:DELEG-RR@michigan.gov) or by U.S. mail to:

Michigan Department of Energy, Labor & Economic Growth  
Bureau of Workforce Transformation  
Rapid Response Section  
Victor Office Center  
201 North Washington Square, 3<sup>rd</sup> Floor  
Lansing, Michigan 48913

**Inquiries:**

Please direct questions regarding this policy issuance to Ms. Margaret Sayles, Workforce Consultant, Rapid Response Section, by telephone at (517) 335-0686 or by e-mail at [saylesm1@michigan.gov](mailto:saylesm1@michigan.gov).

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. It is also available for transmission on the e-mail system. Call Ms. Pam Vance, at (517) 373-6234, for details.

**Expiration:**

Continuing

LEO:CAC:pv  
Attachments



ATTACHMENT A  
 MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
 STATE ADJUSTMENT GRANT APPLICATION

|   |  |  |
|---|--|--|
| 1 MICHIGAN WORKS! AGENCY:   | 2 ADDRESS:   |  |
| 3 COMPANY NAME: (If more than one employer, please list.)   | 4 TYPE OF DISLOCATION:<br>(Mass Layoff or Closure.)<br><br>Select One Mass Layoff  | 5 NUMBER OF EMPLOYEES AFFECTED AT DISLOCATION SITE(S): |
| 6 PURPOSE/BUSINESS CASE – WHY ARE THESE FUNDS BEING REQUESTED? (Please provide a short narrative.)  |  |  |
| 7 HOW MANY DOLLARS IN DISLOCATED WORKER FUNDS HAS THE MWA EXPENDED TO DATE?<br><br>\$   | 8 HOW MANY DOLLARS IN DISLOCATED WORKER FUNDS HAS THE MWA OBLIGATED TO DATE?<br><br>\$<br><input type="checkbox"/> Obligation Report Included      |  |
| 9 HOW MANY <u>CURRENTLY ENROLLED</u> PARTICIPANTS (LISTED IN OBLIGATION REPORT) WILL BE SERVED WITH THE FUNDS BEING REQUESTED?  | 10 HOW MANY <u>WAIT LIST</u> PARTICIPANTS WILL BE SERVED WITH THE FUNDS BEING REQUESTED?<br><br><input type="checkbox"/> Wait List Report Included |  |
| 11 PROJECTED LINE ITEM BUDGET   | 12 WILL ALL RAPID RESPONSE FUNDS REQUESTED BE <u>EXPENDED</u> BY JUNE 30 OF THE PROGRAM YEAR?  |  |
| 13 Check services to be provided:<br><br><input type="checkbox"/> Core Services (registration not required)<br><input type="checkbox"/> Core Services (registration required)<br><input type="checkbox"/> Intensive Services<br><input type="checkbox"/> Retraining<br><input type="checkbox"/> Supportive Services/Needs Related Payments<br><input type="checkbox"/> TAA/NAFTA-TAA Participant Services | 14 PROGRAM COST: \$  |  |
|   | 15 ADMINISTRATION: \$  |  |
|   | 16 TOTAL GRANT: \$   |  |

THE UNDERSIGNED CERTIFIES THAT ALL THE REQUESTED DOCUMENTATION, REQUIRED BY THE DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH-BUREAU OF WORKFORCE TRANSFORMATION-RAPID RESPONSE SECTION HAS BEEN OBTAINED.

MWA Director or Designee:

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

I have discussed the Rapid Response funding request with the MWA Director, or his/her designee, and we agree that the MWA has insufficient funds available to provide services to the dislocated worker population in this area.

RR Director:

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

BWT Director

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|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

**ATTACHMENT B  
STATE ADJUSTMENT GRANT OBLIGATION REPORT**

- 1. Michigan Works! Agency:
- 2. Fiscal Year:
- 3. Date Prepared:
- 4. Contact Person:
- 5. Phone Number:

Obligation List

| Participant Name or ID Code                                      | Participant # |  |             | Jun-10      | Jul-10      | Aug-10      | Sep-10      | Oct-10      | Nov-10      | Dec-10      | Jan-11      | Feb-11      | Mar-11      | Apr-11      | May-11      | Jun-11      | Jul-11      | Aug-11      | Sep-11      | Oct-11      | Nov-11      | Dec-11      | Anticipated Customer Obligations |             |
|--|---------------|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------------------|-------------|
|  |               |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  |             |
|  | 1             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 2             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 3             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 4             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 5             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 6             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 7             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 8             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 9             |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 10            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 11            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 12            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 13            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 14            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 15            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 16            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 17            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 18            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 19            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 20            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 21            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 22            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 23            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 24            |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
| <b>All Expenditures from beginning of the current PY to Date</b> |               |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  |             |
| Anticipated Monthly Obligations                                  |               |  |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  |             |
| Total Training Costs   |               |  | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Core & Intensive   |               |  | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Supportive Services  |               |  | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Administration   |               |  | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Other  |               |  | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| <b>Grand Total</b>   |               |  | <b>0.00</b>                      | <b>0.00</b> |

Please send completed form with your SAG application to Rapid Response via email to your assigned workforce consultant.

**ATTACHMENT B  
STATE ADJUSTMENT GRANT OBLIGATION REPORT**

**State Adjustment Grant (SAG) Monthly Obligation Report Instructions**

The State Adjustment Grant (SAG) Obligation and Wait List reports are on Excel spreadsheets on two separate tabs. The following instructions will assist with the completion of the reports.

**SAG Monthly Obligation Report**

**Identification Information**

1. Enter Michigan Works! Agency (MWA) name.
2. Enter Program Year.
3. Enter date Monthly Obligations Report was prepared.
4. Enter person to contact with questions about this report.
5. Enter contact person's phone number.
6. Check box if the report information contains participants on the Obligation List.

**Table**

**Participant name or code number:** Enter participant name or code number.

**In each monthly column:** Enter the anticipated accrued obligation per month, as appropriate from present to the end of the current program year. Total these costs at the bottom in the Total Training Costs row.

**Total Administration, Core and Intensive, Supportive Services and Other:** Enter monthly estimates for core and intensive, supportive services, administration and include other costs as applicable.

**Expenditures to Date:** Enter total expenditures to date for Adult and DW funding streams from program year start to present, as appropriate.

Once you enter the data for a customer, the Excel worksheet will automatically calculate the Total Anticipated Customer Obligations for those on the obligation list.

**ATTACHMENT B  
STATE ADJUSTMENT GRANT WAIT LIST REPORT**

- 1. Michigan Works! Agency:
- 2. Fiscal Year:
- 3. Date Prepared:
- 4. Contact Person:
- 5. Phone Number:

Wait List

| Participant Name or ID Code                                      | Participant # | Jun-10      | Jul-10      | Aug-10      | Sep-10      | Oct-10      | Nov-10      | Dec-10      | Jan-11      | Feb-11      | Mar-11      | Apr-11      | May-11      | Jun-11      | Jul-11      | Aug-11      | Sep-11      | Oct-11      | Nov-11      | Dec-11      | Anticipated Customer Obligations |             |
|--|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------------------|-------------|
|  | 1             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 2             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 3             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 4             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 5             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 6             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 7             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 8             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 9             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 10            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 11            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 12            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 13            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 14            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 15            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 16            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 17            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 18            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 19            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 20            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 21            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 22            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 23            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
|  | 24            |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  | 0.00        |
| <b>All Expenditures from beginning of the current PY to Date</b> |               |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  |             |
| Anticipated Monthly Obligations                                  |               |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |             |                                  |             |
| Total Training Costs   |               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Core & Intensive   |               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Supportive Services  |               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Total Administration   |               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| Other  |               | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00                             | 0.00        |
| <b>Grand Total</b>   |               | <b>0.00</b>                      | <b>0.00</b> |

**ATTACHMENT B  
STATE ADJUSTMENT GRANT WAIT LIST REPORT**

**State Adjustment Grant (SAG) Monthly Wait List Report Instructions**

The State Adjustment Grant (SAG) Obligation and Wait List reports are on Excel spreadsheets on two separate tabs. The following instructions will assist with the completion of the reports.

**SAG Monthly Wait List Report**

**Identification Information**

1. Enter MWA name.
2. Enter Program Year.
3. Enter Date Wait List Report was prepared.
4. Enter person to contact with questions about this report.
5. Enter contact person's phone number.
6. Check box if the report information contains participants on the Waiting List.

**Table**

**Participant name or code number:** Enter participant name or code number for each eligible individual who is ready to sign a contract to enter into training, but cannot due to a lack of available funding for the current program year.

**In each monthly column:** Enter the anticipated accrued obligation per month, as appropriate. These costs should be totaled at the bottom in the Total Training Costs row.

**Total Administration, Core and Intensive and Other:** Enter monthly estimates for core and intensive, supportive services, administration and include other costs as applicable.

**Expenditures to Date:** Enter total expenditures to date for Adult and DW funding streams from program year start to present, as appropriate.

Once you enter the data for a customer, the Excel worksheet will automatically calculate the Total Anticipated Customer Obligations for those on the obligation list.