



COUNTY ADMINISTRATOR

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TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Director
Employment Training/Community Services

DATE: September 2, 1998

SUBJECT: 1998 Master Grant application to the Michigan Jobs Commission for the Emergency
Basic Readjustment Grant (EBRG) Program

Board Action Requested:

The ETCS Group is requesting the Ratification of the Signature of the Chair of the Board on the 1998 Master Grant for the EBRG Program. The grant application is being made to the MJC for the period of July 1, 1998 through June 30, 1999.

Background:

This is the third year that Washtenaw County will be participating in the EBRG program. Last year there were 753 individuals affected from 5 different dislocation events including Motor Wheel (267), Woodbridge (83), Zantop (153), Spring Arbor (65) and HQ (185).

Discussion:

The ratification of the signature of the Chair of the Board on the PY 1998 Master Grant for the EBRG Program will allow the ETCS Group to participate in the program. The EBRG program is designed to enable the ETCS Group, through the State, to provide a rapid response in the event of a large dislocation event, such as permanent closure or substantial layoff. Washtenaw County will enter into a contract with Work Skills for direct services.

Rapid response specialists may use funds to establish on-site contact with employer and employee representatives in order

to provide emergency assistance adapted to the particular permanent closure or substantial layoff; such as arranging for the provision of early intervention services and other appropriate forms of immediate assistance in response to the dislocation event.

The EBRG program can provide the ETCS Group with up to \$25,000 for early intervention in a dislocation event within 48 hours of the initial on-site visit by the rapid response team. Administration costs may not exceed 10% of the total grant expenditures. Funds may not be used for supportive services, needs related payments, or retraining. This early intervention includes, among others, the following forms:

- Outreach/intake
- Early readjustment assistance
- Crisis counseling
- Initial assessment
- Pre layoff assistance
- Labor market information

Eligibility:

Eligibility is determined using the Job Training Partnership Act (JTPA)- Management Information System (MIS) Participant Management Information Guide (PMIG) as described below:

Formal Eligibility Determination for JTPA Programs

A formal eligibility determination occurs when during an interview between the applicant and the JTPA intake worker, the applicant presents sufficient documentation to complete the determination of eligibility or ineligibility. The process includes the following actions:

1. Completion of a JTPA Application form or the local forms designed to capture the minimum requirements for JTPA eligibility determination, including family income and work history information,
2. Presentation of sufficient documentation to complete the determination of eligibility or ineligibility. If a local group has implemented the use of a common application form and the required JTPA information has previously been collected and recorded, it will not be necessary to obtain duplicate information on MJC forms. Upon completion of the eligibility determination, all applicants who are determined eligible become eligible applicants.

Eligible applicants must be enrolled within 45 days of the date of eligibility determination. If more than 45 days elapse between the date of eligibility determination and JTPA enrollment, a copy of the application data must be updated and resigned or a new application must be taken. If the applicant applies to another cooperating agency, the Service Delivery Area (SDA) /SubState Grantee (SSG) should consider reviewing and recertifying information on the common application to allow for the maximum of 45 days from eligibility determination to enrollment into JTPA.

Initial participation is defined as the date on which objective assessment begins.

If the application is recertified, the recertification date becomes the date of application for all purposes including documentation of eligibility. A formal determination of eligibility must be completed. Parents/guardians of minors must sign the recertification as well as the minor.

If an individual who was originally determined ineligible for JTPA reapplies, a new application must be completed, regardless of the length of time between applications.

If a Certificate of Continuing Eligibility (CCE) is redeemed, the applicant must be enrolled within 45 days of the date of certificate redemption. The 45 days includes the date the CCE is redeemed.

Title III EDWAAA Dislocated Worker Eligibility Requirements

1. Eligibility Criteria [Act 167(a)(5), 301, 604]

To be eligible for participation in the JTPA Title III EDWAAA dislocated worker program, the applicant must:

a. Be a citizen of the United States, or an eligible non-citizen; and, [Act 167(a)(5)]

b. Be registered with selective service (if applicable); [Act 604] and,

c. i. Have been terminated or laid off or have received a notice of termination or layoff from employment; be eligible for or have exhausted his/her entitlement to unemployment compensation; and be unlikely to return to his/her previous industry or occupation. For military personnel see Chapter III, Appendix C. Eligible for unemployment compensation includes any individual whose wages from employment would be considered in determining eligibility for unemployment compensation under federal or state unemployment compensation laws. This is limited to wages earned by individuals within one year of the date of application who have worked one or more hours in such employment. (Services for which wages would not be considered in determining eligibility for unemployment compensation are listed in Appendix A of this chapter.)

- or -

ii. have been terminated, or have received a notice of termination of employment, as a result of any permanent closure of or any substantial layoff at a plant, facility, or enterprise.

a. Workers who have not received an individual notice

of termination but who are employed at a facility for which the employer has made a public announcement of planned closure shall be considered eligible dislocated workers with respect to the provision of basic readjustment services specifically identified in section 314(c) of the JTPA with the exception of supportive services and relocation assistance. Such identified individuals shall be eligible to receive all services authorized in section 314 of the JTPA after a date which is 180 days prior to the scheduled closure date of the facility subject to the provisions for needs related payments (section 631.20 of the regulations) and other applicable provisions regarding receipt of supportive services. This provision shall not apply to individuals who are likely to remain employed with the employer or to retire instead of seeking new employment.

b. "Substantial layoff" means any reduction-in-force which is not the result of a plant closing and which results in an employment loss at a single site of employment during any 30-day period for:

- (a) (1) At least 33 percent of the employees excluding employees regularly working less than 20 hours per week); and
- (2) At least 50 employees (excluding employees regularly working less than 20 hours per week);

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or
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- (b) At least 500 employees (excluding employees regularly working less than 20 hours per week).

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or
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iii. be long-term unemployed and have limited opportunities for employment or reemployment in the same or a similar occupation in the area in which such individual resides, including older individuals who may have substantial barriers to employment by reason of age. **NOTE:** State selected service providers for EDWAAA programs shall not serve individuals who are EDWAAA eligible solely on the basis of meeting the criteria for long-term unemployed unless a waiver is granted by the Michigan Jobs Commission prior to enrollment.

- or -

iv. be eligible to participate as unemployed self-employed individuals because they were self-employed and are currently unemployed or in the process of going out of business due to the following conditions:

natural disasters, such as but not limited to, any hurricane, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, drought, fire, explosion, or other catastrophe, or

general economic conditions of the community such as but not limited to:

- failure of one or more businesses to which the self-employed individual supplied a substantial proportion of products or services; OR

- failure of one or more businesses from which the self-employed individual obtained a substantial proportion of products or services; OR

- substantial layoff(s) from, or permanent closure(s) of, one or more plants or facilities that support a significant portion of the state or local economy.

- or -

Be eligible to participate as a self-employed individual in the process of going out of business because of the failure of one or more business to which the self-employed individual supplied a substantial proportion of products or services and the SDA/SSG has determined that the farm, ranch, or business operations are likely to terminate. (REGS 631.3 (R) (2))

NOTE: SDAs/SSGs shall establish uniform criteria for determining a "substantial proportion of products or services to a farm, ranch, or business operation and that the farm, ranch or business operation is likely to terminate." These criteria shall remain on file for review.

or

- i. Family members and farm or ranch hands of self-employed individuals who are unemployed because of general economic conditions or who are employed by an individual in Section 1.c.v above whose contributions to the farm, ranch or business meet minimum requirements defined by the SDA/SSG.

NOTE: SDAs/SSGs shall establish uniform criteria for determining

minimum requirements for contributions to a farm, ranch, or a business." This criteria shall remain on file for review.

2 Certificates of Continuing Eligibility

Substate grantees choosing to issue CCEs may utilize the sample of a CERTIFICATE OF CONTINUING ELIGIBILITY contained in Chapter X or develop a certificate, which contains the same information.

If a Certificate of Continuing Eligibility (CCE) is redeemed, the applicant must be enrolled within 45 days of the date of certificate redemption. The 45 days includes the date the CCE is redeemed.

3 Temporary Employment

If an eligible dislocated worker has not been issued a Certificate of Continuing Eligibility (CCE) and has obtained temporary employment for purposes of income maintenance, the SDA/SSG shall obtain written certification from the applicant which established that he/she is temporarily employed with the intention of ending such temporary employment at the completion of the training and entry into permanent unsubsidized employment as a result of the training and that the temporary employment is not with the employer from whom the worker was dislocated.

Funds will be available within 48 hours of signing the Negotiated Adjustment Recommendation. Will have 90 calendar days to provide these activities in response to a specific dislocation event. Unexpended funds for each dislocation event will be deobligated at the end of the 90 calendar days.

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The unexpended obligation for a dislocation event project will be deobligated after 90 days. Notice of deobligation will be made by a unilateral GAN issued upon receipt of the expenditure report for the month during which the project ending date occurs. For example, deobligation for a project grant with a 90-day period ending September 18 will be made subsequent to receipt of the September expenditure report that is due by October 20.

All expenditures must be tracked by total and by individual dislocation event project 90-day obligation. MWAs are responsible for maintaining local records that relate expenditures to specific 90-day projects. Records should be maintained at the MWA level for monitoring and audit purposes.

A quarterly expenditure report is due on the 20th day of the following month. Regular program year and appropriation year reporting requirements apply. Included in the expenditure report, is the combined cumulative expenditures for all 90-day projects during the program year. Also included in the expenditure report, the ETCS Group will provide detail of current and cumulative expenditures for each 90-day project by project name, as shown on the Grant Action Notice form. When a project dislocation event(s) crosses over a program year, the July expenditure report for the new program year must be zero based. Amounts will automatically carry over into the new program year.

This Resolution is being processed as a ratification due to the fact that final Instructions were not received until July 15, 1998. Under current policy, Board Action Requests are required to be submitted two (2) weeks prior to the Ways and Means Committee meeting. Given this fact, the next possible Board Action Request submission date was August 20, 1998. Having submitted a Board Action Request on August 20, 1998 results in the matter going to the Ways and Means Committee on September 2, 1998 and Board of Commissioners on September 16, 1998. Due to the fact that the State requires the submission of the signed plan by August 15, 1998, this Resolution is being processed as ratification.

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Impact on Human Resources:

The requested Board action has no impact on Washtenaw County positions, personnel policies or procedures.

Impact on the Budget:

There are no County funds nor match required for this program. Administration costs may not exceed 10% of the total grant expenditures. The EBRG program can provide the ETCS Group with up to \$25,000 for early intervention per dislocation event.

Impact on Indirect Costs:

There are no indirect costs associated with this action.

Impact on other County Departments or Outside Agencies:

The requested Board action has no impact on other County departments or outside agencies.

Conformity to County Policies:

This matter has been reviewed by the Washtenaw County Workforce Development Board, the County Administrator's Office, Corporation Counsel, Finance, Human Resources, and the Ways and Means Committee. The requested Board action is in conformity with County Policies.

Attachments/Appendices:

PY 1998 EBRG Grant Application

Prepared by:

Trenda Rusher, Director

Employment Training and Community Services Group

A RESOLUTION RATIFYING THE SIGNATURE OF THE CHAIR OF THE BOARD ON PROGRAM YEAR (PY) 1998 MASTER GRANT APPLICATION TO THE MICHIGAN JOBS COMMISSION (MJC) FOR THE EMERGENCY BASIC READJUSTMENT GRANT (EBRG) PROGRAM FOR THE EMPLOYMENT TRAINING/COMMUNITY SERVICES GROUP FOR THE PERIOD JULY 1, 1998 THROUGH JUNE 30, 1999; AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN SUBSEQUENT EBRG APPLICATIONS FOR FUNDING

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 16, 1998

WHEREAS, the ETCS Group has made application to the MJC for the EBRG Program for the period of July 1, 1998 through June 30, 1999; and

WHEREAS, the EBRG Program can provide the ETCS Group with up to \$25,000 per dislocation event, such as permanent closure or substantial layoff; and

WHEREAS, the EBRG Program is designed to enable the ETCS Group, through the State of Michigan, to provide a rapid response in the event of a large dislocation event; and

WHEREAS, direct services will be provided by Work Skills; and

WHEREAS, the services provided by the ETCS Group through the EBRG Program include, but are not limited to: Outreach/intake; Early readjustment assistance; Crisis counseling; Initial assessment; Pre layoff assistance; Orientation and Labor market information; and

WHEREAS, the EBRG Program serves those eligible individuals adversely affected by a large dislocation event; and

WHEREAS, this matter has been reviewed by the Workforce Development Board, Corporation Counsel, Finance, Human Resources, the County Administrator's Office, and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the Program Year 1998 Master Grant application to the Michigan Jobs Commission for the Emergency Basic Readjustment Grant Program for the Employment Training/Community Services Group for the period July 1, 1998 through June 30, 1999, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the Administrator to sign the Notice of Grant Award/Contract
2. Authorizing the Administrator to sign the EBRG applications for funding upon the notification of a dislocation event to be filed with the County Clerk
3. Authorizing the Administrator to amend the budget
4. Authorizing the Administrator to sign the delegate contracts upon review and approval of Corporation Counsel

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