

**Washtenaw County  
Michigan Works! Agency (MWA)/ETCS**

**Workforce Investment Act (WIA)  
National Emergency Grant (NEG)**

**Project Operating Plan**

**07/01/08 – 06/30/09**

***Status and results of all required Rapid Response activities, as applicable:***

The Washtenaw County Michigan Works! Agency (MWA)/ETCS will continue to have a major and proactive role in assisting workers in the case of layoff or a plant shutdown. The MWA will work with its local service provider and the Rapid Response Section (RRS) within the Department of Labor & Economic Growth (DLEG)/Bureau of Workforce Programs (BWP) to deliver quality services in response to a Worker Adjustment Retraining Notification (WARN) notice.

In the case of mass layoff or plant closing the MWA will go on-site and provide worker orientation covering the services available to workers. Once the workers access the system, service provider staff will assess individual skills experience and together with the customer develop an Individual Service Strategy (ISS) to chart out a plan of action for employment or retraining opportunities.

E. PLANNING FORM\* 1- Regular Projects

All quarterly entries are CUMULATIVE over all previous quarters

OMB Approval No. 1205-0439

Expiration Date: 01/31/07

Performance Factor	program year quarter													
	Admin	Program	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8	Qtr 9	Qtr 10	Qtr 11	Qtr 12
<b>Implementation Schedule</b>														
Total Planned Participants			3	6	10	10	10	10	10	10				
Receiving Intensive Services			3	6	10	10	10	10	10	10				
Enrolled in Training			3	6	10	10	10	10	10	10				
Receiving Supportive Services			3	6	10	10	10	10	10	10				
Receiving Needs Related Payments			0	0	0	0	0	0	0	0				
Exits			0	0	0	0	2	5	7	10				
Entering Employment at Exit			0	0	0	0	2	5	7	10				
<b>Total Expenditures: <u>Grantee Level</u></b>														
Supportive Services														
Program Management and Oversight														
• Admin Excluding NRP Processing*														
• NRP Processing														
• Other *														
Indirect														
Other*														
<b>Total Expenditures: <u>Project Operator Level</u></b>														
Core and Intensive Services		\$31,186												
Training		\$87,322												
Supportive Services		\$6,237												
NRPs														
Other*														
Program Management and Oversight														
• Admin Excluding NRP Processing*	\$13,861													
• NRP Processing														
• Other *														
<b>Total Expenditures: <u>Grantee and Project Operator Level</u></b>	\$13,861	\$124,745												

\*This form must be accompanied by an appropriate budget narrative which lists, for each \*ed line item, components of the costs, e.g. staff salaries, fringe benefits, equipment, travel, facilities, and the estimated cost amounts for each.

The reporting requirements are approved by OMB according to the Paperwork Reduction Act of 1995 under OMB approval No. 1205-0439. **NOTE:** Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondent's obligation to reply to these reporting requirements are mandatory (PL: 107-210). Public reporting burden for this collection of information is estimated at 15 minutes. Send comments regarding the burden estimate or any other aspect of this collection, including suggestions for reducing this burden to the U.S. Department of Labor, Office of National Response, Room N-5422, Washington D.C. 20210. (Paperwork Reduction Project 1205-0439)

## BUDGET INFORMATION SUMMARY

### SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Washtenaw County MWA/ETCS		2. MWA No.: 30	
3. Plan/Mod No.: 08-00		4. Plan Period: 07/01/08 – 06/30/09	
5. Funding Source:			
Adult	Youth	DW X	Statewide Activities
		Rapid Response	TAA

### SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$ 138,606
b. Transfer in from:   Adult [ <input type="checkbox"/> ]   Dislocated Worker [ <input type="checkbox"/> ]	\$
c. Transfer out to:    Adult [ <input type="checkbox"/> ]   Dislocated Worker [ <input type="checkbox"/> ]	\$
d. Total Current AY funding	\$ 138,606
2. Carry-In Funding	
a. Carry-in AY _____ Estimated [ <input type="checkbox"/> ] Final [ <input type="checkbox"/> ]	\$
b. State Level Carry-In Funding	\$
c. Total Carry-In Funding	\$
3. Total Funds Available	\$ 138,606

### SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$ 13,861
2. Program	\$ 124,745
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

OWD 162 (4/03)

The Michigan Department of Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.

***Staffing Plan that describes proposed staffing by job title, full-time equivalent staff to be assigned, salary, and benefits rates for each staff position:***

The staffing plan for this WIA NEG will utilize existing staff in the Workforce Development unit at the Washtenaw County Michigan Works! Agency (MWA)/ETCS. The staff by title includes:

Program Manager	0.05
Management Assistant	0.05
The FTE rate will equate to	0.10 FTE
Benefit and salary rate:	Approximate one (1) month rate: \$1000

The WIA NEG money will be utilized for training and the Washtenaw County MWA/ETCS will take 10% for local administration. The money will be available to all WIA NEG eligible customers as needed. Appropriate customers will be dual enrolled with WIA Dislocated worker program. Additionally, the No Worker Left Behind (NWLB) requirements will be applied, which will allow up to \$10,000 per individual for training.

***Listing of all sites and organizations that will provide services to participants, including a description of service coordination arrangements with One-Stop Center operators and partners:***

The Washtenaw County MWA currently has one (1) full service Michigan Works! Service Center operating. It is located in the 300 block of Harriet Street in Ypsilanti. Currently operating out of this center is the Workforce Investment Act (WIA) program, Jobs, Education and Training (JET) program, Employment Services, Veterans Employment, Trade Act and Michigan Rehabilitation Services (MRS). Services will be coordinated within the local One-Stop Center partners.

The Washtenaw County MWA also has two satellite One-Stops that offer workforce development services. They are located at Washtenaw County Community Corrections, 4010 Washtenaw Avenue, Ann Arbor and the Delonis Center (Shelter Association of Washtenaw County) 312 West Huron Street, Ann Arbor.

***Summary profile of the reemployment barriers that have been identified among the target group of participants and description of the implications of the profile on the project service design:***

The group to be targeted will be those that are unlikely to return to their previous occupation due to a decline in their specific occupation/industry. Targeted participants will be those individuals who are dislocated from the auto industry and individuals whose communities have been impacted by the restructuring of the auto industry. The project service design will be based on placing participants in unsubsidized employment as quickly as possible. To do this, dislocated workers will receive orientation, testing, certification and job seeking skills workshop services as deemed appropriate. Referrals will then be made to the most appropriate program activity: classroom training, customized training or on-the-job training. This effort will seek to solve the crucial dilemma of the dislocated worker, not only by focusing on job placement and/or job matching, but also by emphasizing the need for retraining.

***Description of the job placement strategy for the project, including services to be provided to both participants and employers:***

Services will be provided to both participants and employers through the Washtenaw County Michigan Works! Service Center, Corporate and Business Services Representatives, and its partners.

All eligible participants will have access to Workforce Investment Act (WIA) Core, Intensive and Training Services. The major activity each dislocated worker will utilize through the WIA NEG program will be retraining. Due to the changing nature of our economy, it is critical that people train for new skill sets for in-demand jobs.

Once training has been completed, each dislocated worker will work with a Corporate and Business Services Representative to assist with developing and implementing a job placement strategy. Some of the demand occupations in Washtenaw County include certain types of engineering, green jobs, accounting and healthcare.

The Washtenaw County MWA/ETCS has a core group of Corporate and Business Services Representative, including a Talent Enhancement Director, which works with business on a daily basis on hiring and other related needs. Our MWA also has job developers that constantly bring in open job orders to assist people with placement.

***Copy of local area service policies ('specifically training, supportive services and Needs Related Payments) that will be used on the project:***

Please see attached local policies.

***Description of the role to be played by the local Workforce Investment Board(s) in management and oversight of the project:***

The local Workforce Investment Board (WIB) will serve as the Administrator and fiduciary for these dollars. This includes contractor oversight, monitoring, and reporting.

***Description of the monitoring responsibilities and procedures that will be followed by the grantee:***

The Washtenaw County MWA/ETCS will monitor all service providers and activities to insure high quality services to clients, adequate documentation for audit purposes, and compliance with applicable laws and regulations. Areas of monitoring include:

- WIA participant eligibility is monitored on an on-going basis by ETCS MIS verification of each eligible applicant.
- Fiscal monitoring of major subcontractors is performed at a minimum of once a year.
- Programmatic monitoring will occur by either desk reviews at the ETCS Administrative Office or site visits performed by the ETCS Workforce Specialists, with reports submitted to the Workforce Development Manager.
- Monthly Contractor Progress Reports will be compiled to monitor participant activity and expenditure levels.

All contractors will be programmatically monitored a minimum of two (2) times a year. Additional issues will be monitored as needed. Monitoring may be conducted through the use of internal ETCS Administrative staff or an independent CPA firm. Service providers will be responsible for certain aspects of the monitoring.

In the event of a possible violation of federal, state or local requirements, a written request will be issued for corrective action from the organization or employer involved. The request for corrective action will specify a definite time frame for the submission of the corrective action plan. If the contractor is unable to submit an approved corrective action plan or bring the area in question into compliance, further action up to termination of contract may occur.

## APPROVAL REQUEST

1. Michigan Works! Agency (MWA): Washtenaw County MWA/ETCS	2. MWA Number: 30
3. Plan Title(s): Workforce Investment Act (WIA) National Emergency Grant (NEG)	
4. Plan/Modification Number: 08-00	5. Plan Period: 07/01/08 – 06/30/09

THE CHIEF ELECTED OFFICIAL (S) AND WORKFORCE DEVELOPMENT BOARD (WDB)  
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official  Jeff Irwin, Chair, Washtenaw County Board of Commissioners	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson  Keith Peters, Chair, Washtenaw County Workforce Development Board	Date

OWD-166 (4/03)

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