

Contract / Leases / Agreements / Grants Form

This is	New	<input checked="" type="checkbox"/>	Renewal		Filling this out on a computer? Please type an X into the appropriate box.
This is a Grant	Yes	<input checked="" type="checkbox"/>	No		If you marked YES this needs to go through Grant Review.
This is an	Agreement _____ Contract _____ Lease _____ Other _____:				
Name of Entity who Contract / Lease / Agreement / Grant is with	Michigan Works				
Project Name	Michigan Advanced Assessing officer				
Attorney Review	All Contracts / Leases / Agreements / Grants must have Attorney Review and approval through the Commissioner's Office.				
Insurance Review	All Contracts / Leases / Agreements / Grants must have appropriate insurance coverage per the attached list. It is the Department Heads responsibility to make sure that all requirements are met and listed on the insurance certificate.				
Total Amount	\$ 1000.00				
Organization Match	\$ -0-				
County Match	\$ -0-				

I have reviewed and approved this Contract / Lease / Agreement / Grant and attached appropriate insurance:

Alpena County Equalization office The Department Head Requesting	2-16-2024 Date Signed
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GRANT REVIEW COMMITTEE APPROVAL:

County Clerk: 	Date Signed: 2-22-24	I am requesting a meeting
County Treasurer: 	Date Signed: 2-16-24	I am requesting a meeting
Finance Chairman: 	Date Signed: 2-21-24	I am requesting a meeting
^{Interim} County Administrator: 	Date Signed: 2.26.24	I am requesting a meeting

Please do NOT mark below this line

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INTEROFFICE USE ONLY

Date Received:	Date Sent for Attorney Review:
Attorney Approval Received:	Insurance Received:



ALPENA COUNTY

EQUALIZATION DEPARTMENT

720 W Chisholm Suite #5
Alpena, MI 49707

Office (989)354-9560
Email: equalizationoffice@alpenacounty.org

TO: Alpena County Finance Committee

FROM: Ted Somers, Alpena County Equalization Director

DATE: February 16, 2024

RE: Continuing Education

Greetings,

The purpose of this correspondence is to request approval to apply for a course reimbursement from Michigan Works Talent Fund.

Jon Kohart an employee of the Alpena County Equalization Department is seeking to advance his level of assessing license through the State of Michigan. Jon has been employed with Alpena County for three years and is currently certified as a Michigan Certified Assessing Officer and has applied for acceptance into the Michigan Advanced Assessing Officer Class being offered in April of 2024.

The course offered is a one year class at a cost of \$1,000.00 if approved, the talent fund through Michigan Works, if approved will reimburse for the cost of the class. There will be travel costs associated with the class that have been budgeted for in the equalization office 2024 budget. No additional funds will be requested.

This will be a reimbursement request and will be paid upon completion of the class, the in-kind contribution from Alpena County will be paid by the travel and lodging expenses.

Sincerely,
Ted Somers, Director
Alpena County Equalization Department

Michigan Advanced Assessing Officer (MAAO) April 2024 Program Application

This form is issued under the authority of the General Property Tax Act, PA 206 of 1893. Filing is mandatory.

The State Tax Commission is accepting applications for the Michigan Advanced Assessing Officer April 2024 Program. The cost of the program is \$1,000 and is due **after** acceptance into the program. The program is limited to a maximum of 35 students. Additional program information is provided in the *MAAO Program Summary*.

Instructions: To submit an MAAO Application for the April 2024 Program, an individual who holds the Michigan Certified Assessing Officer (MCAO) certification for one year prior to beginning the STC online/lecture hybrid program or the Self-Paced courses must mail to the State Tax Commission a fully completed application and attach an explanation of why you are applying to the program. A complete application must be received no later than March 1, 2024. Applications that are not received by the due date and incomplete applications will be returned to the applicant unprocessed. Applications must be received by the due date, postmarks are not acceptable. Timely received applications will be reviewed according to the STC MAAO Application Review Process.

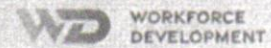
Written notification of acceptance or denial into the MAAO April 2024 Program will be emailed to applicants after the application deadline.

Submit the completed application to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

PART 1: APPLICANT INFORMATION			
Name (First, Middle Initial, Last)		MCAO Certificate Number	Date Certified
Street Address			Daytime Telephone Number
City	State	ZIP Code	E-mail Address
Current Place of Employment		Job Title	Number of Years at Current Position
PART 2: MAAO APRIL 2024 MANDATORY ATTENDANCE PROGRAM DATES			
Mandatory Classroom Dates: May 11, 2024; June 22, 2024; August 3, 2024; September 14, 2024; October 18, 2024; December 7, 2024; February 8, 2025; February 15, 2025.			
Mandatory Orientation Session: March 22, 2024.			
Mandatory Exam Dates: May 13, 2024; June 24, 2024; August 5, 2024; September 16, 2024; October 21, 2024; December 9, 2024; February 10, 2025. (Retake opportunities will be provided the following week).			
I can attend all Mandatory Attendance Program Dates:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
PART 3: APPLICANT CERTIFICATION			
Have you ever been convicted of a felony, or a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged?			
<input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, must attach a letter of explanation.)			
<i>I hereby certify that all the information contained within, and attached to, this application is true and accurate to the best of my knowledge, information and belief. I agree to participate in the MAAO April 2024 Program as described in the MAAO Program Summary, which I acknowledge that I have read and understand, and I agree to attend the Mandatory Program Dates listed in Part 2.</i>			
Signature			Date

Going PRO Talent Fund



The Going PRO Talent Fund (Talent Fund) makes awards to employers to assist in training, developing and retaining current and newly hired employees. Training funded by the Talent Fund must be short-term and fill a demonstrated talent need experienced by the employer. Training must lead to a credential for a skill that is transferable and recognized by industry.

What is the application process for employers?

The Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) awards funds to employers through Michigan Works! Agencies (MWA). MWA Business Services staff conduct fact-finding sessions with employers to assess their talent skill gaps, suitable training providers and availability of federal funding sources. If they determine Talent Fund awards are appropriate, they grant the employers access to a convenient online application submission process. Interested employers should engage their local MWA early to allow ample time to complete the fact-finding process to ensure applications are submitted in time for review prior to established annual deadlines.

Which employees are eligible to participate?

Employees, current or new, must meet each of the following criteria:

- Permanent, full-time employee of the employer when the approved training begins.
- Works primarily in Michigan, and for whom the employer pays all applicable taxes to the State of Michigan, regardless of where the employee lives.
- 18 years of age or older.
- Citizen or legally authorized to work in the U.S.

What kind of training programs are approved as part of this program?

All training must fill a demonstrated talent need experienced by the employer, be short term and lead to a credential for a skill that is transferable and recognized by industry. The amount requested cannot exceed \$2,000 per person or \$3,500 per U.S. Department of Labor (USDOL) Registered Apprentice. It must also meet at least one of the following criteria:

- Classroom or customized training
- New employee on-the-job training
- Training for USDOL Registered Apprentices

What support are employers expected to provide?

Employers play an integral role in defining their key training needs, then work with the local MWA and other partners to develop an appropriate, realistic training plan. Among other responsibilities, employers are expected to:

- Sign and adhere to a contract/training agreement with the MWA outlining their role and responsibilities.
- Provide cash or in-kind contribution/leverage in support of the training project.
- Use Pure Michigan Talent Connect (MiTalent.org) and Michigan Works! to recruit for job openings.

Why was the Talent Fund developed?

The Talent Fund brings many benefits to Michigan's employers and employees. The Talent Fund:

- Helps ensure Michigan's employers have the talent they need to compete and grow, while also ensuring individuals have the skills they need for in-demand jobs.
- Expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement.
- Addresses skills shortages by reskilling and upskilling Michigan workers based on employers' needs.
- Supports an increase in credentials, certificates and degrees through employer-responsive training that enhances talent attraction, productivity and retention.

Where is more information available?

To learn more about the Going PRO Talent Fund, please visit Michigan.gov/TalentFund.