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E-mailed: 06/26/12 (fd)
**Workforce Development Agency, State of Michigan (WDASOM)**
**Policy Issuance (PI): 11-42**

**Date:** June 26, 2012

**To:** Genesee/Shiawassee Michigan Works! Career Alliance Inc., Great Lakes Bay Michigan Works!, Macomb/St. Clair Workforce Development Board

**From:** Marcia Black-Watson, Energy Market Talent Director
Workforce Development Agency, State of Michigan
**SIGNED**

**Subject:** State Energy Sector Partnership (SESP) and Training Grant

**Programs Affected:** WDA SESP Training Grants

**Rescissions:** None

**References:** The WIA of 1998
Recovery Act Data (RAD) System User Guide
PI Office of Workforce Development (OWD) 04-03, dated 3/1/04
Confirmation of Equipment OWD Form-7
Training and Employment Guidance Letter (TEGL) 11-11 Change 2

**Background:** In 2010, the State of Michigan was awarded $5.8 million from the U.S Department of Labor (DOL) for the implementation of a State Energy Sector Partnership (SESP) and Training Grant. Michigan's SESP grant activities are designed to expand and enhance educational programs in energy sectors and develop a coordinated approach to meeting employer demand. Four local project teams from three Michigan Works! regions were competitively selected for participation in the grant including:

- Genesee/Shiawassee Michigan Works! Career Alliance Inc. – Energy Efficient Construction Project Team
- Great Lakes Bay Michigan Works! – Solar Project Team
- Southeast Michigan Workforce Area Consortium – Advanced Energy Storage Project Team
- Southeast Michigan Workforce Area Consortium – Solar Project Team


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

The following policy outlines the processes and requirements of each project team recruiting, registering, and training SESP participants, selecting eligible training providers, purchasing equipment, and reporting training benchmarks and outcomes.

**Policy:**

**SESP Eligible Training Providers**

SESP designated training providers are listed in WDA's official grant proposal and grant documentation with DOL. Any deviation from those listed training providers by local project teams requires prior approval from WDA and competitive procurement.

All training provided under the SESP grant must be listed on the Career Education Consumer Report (CECR) which can be found at http://www.mycareereducation.org/training.asp. For assistance with getting a training program listed on the CECR, send a request to cecr@publicpolicy.com.

**SESP Participant Registration**

SESP participants must be registered with the Michigan Works! Agency (MWA) using the attached State Energy Sector Partnership (SESP) Training Program Participant Registration Form (Attachment 1.) This completed and signed form must reside in each participant's file.

Target Populations:

Project teams must give priority for training and other services provided through the SESP grant to the following target populations:

- Workers impacted by national energy and environmental policy.
- Individuals in need of updated training related to the energy efficiency and renewable energy industries.
- Veterans or past and present members of reserve components of the Armed Forces.
- Unemployed individuals.
- Individuals, including at-risk youth, seeking employment pathways out of poverty and into economic self-sufficiency.
- Individuals with a criminal record.
- Disadvantaged workers within areas of high poverty.
- Individuals impacted by automotive-related restructuring.
- Other individuals, such as untapped labor pools and entry-level and incumbent workers that do not fit into the categories above.

Selective Service:

The Workforce Investment Act (WIA) requires that a determination of Selective Service registration be made prior to enrollment in WIA funded programs or activities, including SESP. Only those male SESP participants that are in compliance with registration requirements are eligible to participate in WIA and grant funded activities. Types of documentation for determining Selective Service registration include:

- Acknowledgement letter
- Form DD-214
- Screen printout of the Selective Service Verification Internet Site: www.sss.gov/RegVer/wfverification.aspx
    - This site allows individuals to confirm a male participant's Selective Service number as well as the date of registration by entering a last name, social security number, and date of birth.
- Selective Service Registration Card
- Selective Service Verification Form
- Stamped Post Office Receipt of Registration

Males ages 18 to 25 who have not yet registered with Selective Service but are being served with grant funds must register as soon as possible at www.sss.gov to verify compliance with registration requirements. If individuals under the age of 26 do not meet Selective Service registration requirements, WIA and SESP funded activities and services must be denied and any expenses already provided to them are considered unallowable.

Before enrolling in WIA Title I-funded services, all males, 26 years of age or older, must provide (1) documentation of compliance with the Selective Service registration requirement; (2) documentation showing they were not required to register; or (3) if they were required to but did not register, documentation establishing that their failure to register was not knowing and willful. For more information regarding determining knowing and willful failure to register, please see TEGL 11-11 Change 2. Status on selective service and/or failure to register must be maintained in the participant's case file.

**SESP Equipment Purchases**

For equipment purchases under the SESP grant in excess of $5,000, prior approval from both WDA and DOL is needed in the form of an executed grant modification. Once the grant modification is granted, project teams must competitively procure the required equipment in accordance with PI OWD 04-03. Within thirty days of equipment acquisition, project teams must submit OWD Form-7 to WDA and Michigan Strategic Fund

Finance. The equipment must then be included in the local MWA's current equipment inventory list. An updated list must be submitted to WDA annually. Any equipment purchased with DOL funds must be properly tagged and labeled indicating DOL ownership. The MWA is responsible for all other equipment management procedures outlined in PI OWD 04-03.

**SESP Training Outcome Reporting**

SESP participants must be entered into the One Stop Management Information System (OSMIS) as well as the RAD System. Enrollment, tracking, and exiting an individual participating in the State Energy Sector Partnership program are outlined below. Any individual determined eligible for use of these funds from the date of this policy issuance must be entered into both OSMIS and RAD. SESP participants registered prior to this policy issuance are not required to be entered into OSMIS unless they are dually enrolled in another WIA program. If a project team has difficulty with either the RAD System or OSMIS, please contact WDA staff for technical assistance.

<u>OSMIS Reporting Requirements:</u>

MWAs must ensure participant data is entered into the OSMIS as soon as training begins and all follow-up participant data is entered in a timely manner.

Enter the individual in the appropriate WIA program in OSMIS (Adult or Dislocated Worker), completing all necessary data fields on the registration screen. Under Recovery Act Information, select "Yes" for "Recovery Funds Participant."

On the "Funding Source/Programs" screen, go to "Other MWA Programs" and select "State Energy Sector Partnership." Leave all funding sources blank unless other types of funds are used to provide service to the participant. Selecting any other type of funding may result in the participant being included in local performance and in federally mandated WIA data validation. If "State Energy Sector Partnership" is the only funding type selected, the participant will be excluded from State and local WIA performance requirements and data validation.

In order to enter training services information, each participant must have a core service and an intensive service. You may select appropriate services, or at a minimum enter a core service (select "Program Information/Basic Assessment" and then "WIA Eligibility Determination" as service provided) and an intensive service (select "Case Management".)

At the completion of the training activity, appropriate training results must be completed including:

"Completed Training"
"Credential Received"
"Employment Resulting from Training"
"Employer Name"
"Employer Address, City, State and Zip"

Use the Comments box on the training activities screen to enter any additional information about the program.

Requirements for inputting exit information:

Enter information, as appropriate, for the fields shown on the "Enter/Update WIA participation Status" screen. This includes the participant's hourly wage at time of exit and receipt of a credential or certificate, if achieved. The customer satisfaction survey for participants does not have to be completed. If employer information is entered into the OSMIS, follow existing instructions to exclude employers from the employer customer satisfaction survey.

Requirements for entering outcome information:

Use the "Enter/Update WIA Outcome" screen to enter information regarding employment six months after exit from the program. If the participant is employed, hourly wage information is required.

Specific RAD guidance for Online Reporting:

RAD is a system created, managed, and provided by the DOL. All individuals funded with SESP resources must be entered into RAD and properly coded to indicate specific training start and end dates, project team, degree/certification received, services provided, etc. If an individual is "auto exited" by the system, please contact WDA staff to reactivate the individual's account. Project team account managers must go into RAD on the day of reactivation to enter case notes into the individual's file, or they may be auto exited again. For detailed information regarding RAD and entering participant data, please review the attached RAD System User Guide (Attachment 2.)

Project teams must enter participant data into the RAD System and OSMIS in a timely fashion. DOL reviews data from RAD on a regular basis to determine grantees progress toward meeting performance and expenditure benchmarks and outcomes and uses this information to evaluate grantees likelihood of success. Each local project team must

reconcile training and participant outcomes in the RAD System and OSMIS with their Quarterly Narrative Progress Reports to ensure consistent reporting.

Quarterly Narrative Progress Reporting:

Within twenty days after the end of the program quarter, local project teams must submit SESP Quarterly Narrative Progress Reports to WDA that include the following information:

- Summary of grant activities including a brief description of work accomplished during the reporting period, major activities, significant results, and key outcomes.
- Status of leveraged resources including cash and in-kind sources.
- Status of strategic partnership activities including how partners have been engaged during the quarter and specific partner roles and responsibilities.
- Timeline for grant activities that took place during the quarter.
- Status of deliverables including training activities and performance outcomes that took place during the quarter.
- Key issues or problems encountered during the quarter and any technical assistance needed to overcome these issues.
- Best practices and success stories including promising approaches and innovative training implementation.

In addition, each project team must update Corrective Action plans on a quarterly basis for submission with their Quarterly Narrative Progress Report. Updated Corrective Action plans must show current performance and expenditure levels and projected performance and expenditure levels for the remainder of the grant period. For detailed information regarding the elements above as well as reporting templates and format, please see the attached Quarterly Narrative Progress Report template (Attachment 3.)

**SESP Incumbent Worker Placement Verification**

Incumbent workers are eligible training participants under the SESP grant. DOL's definition of entered employment includes individuals who are employed when they begin training and enter a new position of employment after program completion. Even if the new position is with the same employer, the individual can be counted as a placement as long as that individual utilizes the competencies they acquired through grant-funded training to obtain or acquire their new position.

In order for an incumbent worker to positively count toward the worker placement outcome or entered employment, one of the following criteria must be met following completion of training:

- Change in job title of the training individual
- Change in position description of trained individual
- Change in employer as a result of training
- Change in functional job duties

For incumbent workers that have met one of the above criteria and will be counted as positive worker placement, documentation validating the criteria must be included in the individual's case file through case notes.

If incumbent workers complete grant-funded education and job training activities and retain employment but do not meet the above DOL definition of Entered Employment, then these outcomes should be reported in the Quarterly Narrative Progress Report.

**SESP Program Income**

Program income is defined in 29 CFR Part 97.25 as, "income from fees for services performed, from the use of rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement, and from payments of principal and interest on loans made with grant funds. Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period." Program Income is an allowable activity under the SESP grant. Project teams that are earning program income need to ensure proper recording and documentation of that income. Program income must be reported on the project team's Quarterly Financial Report and submitted to WDA. Any program income acquired by the project team must be expended on additional grant activities to further program outcomes and benchmarks. Any activities funded by program income must be reported as such.

**SESP Leveraged Resources**

Program leveraged resources and match is not a grant requirement of the DOL. However, each local project team indicated both leverage and resource contributions as part of their SESP work plan and grant documentation. Leveraged resources include both federal and non-federal funds and may be either cash or in-kind contributions. In-kind contributions include but are not limited to: personnel services provided by volunteers or non-grantee staff, donated equipment, supplies, meeting or training space, etc.

Any leverage resources contributed by any partner in the local project needs to be tracked and reported. Reporting of this information should occur in the project team's Quarterly Narrative Progress Reports to WDA

as well as the quarterly financial reports. WDA will compile leveraged resources across the grant project teams for reporting to DOL. For more detailed information regarding leveraged resources, please see the SESP Quarterly Narrative Progress Report template (Attachment 3.)

**SESP Grant Modification Requests**

Local project teams must submit grant modification requests to WDA when there is a need for changes in scope of work, budget line items, or performance targets and outcomes. Modification requests must include a formal letter outlining the request including how the modification will affect benchmarks and outcomes, an updated budget document showing any changes to budget line items, and an updated budget narrative describing those changes. Modification requests can be submitted directly to Mr. Matt Shields at ShieldsM1@michigan.gov. Once a modification request is received, WDA will review the request and respond with a decision or a request for additional information.

**Technical Assistance**

In order to ensure Michigan's SESP performance outcomes are met, WDA coordinates quarterly SESP Team conference calls and periodic individual project on site visits and desk reviews with project teams to discuss performance outcomes; funding; expenditures; financial perforce and narrative reporting; and identify common issues between project teams. A representative from each project team must participate on all WDA SESP conference calls and attend site visits. Technical assistance is available for support in meeting performance benchmarks and, outcomes, and ensuring expenditures.

Technical assistance or program questions regarding the RAD System or other DOL specific requirements will be directed to Michigan's Federal Project Officer by WDA. Please contact
Mr. Matt Shields at Shieldsm1@michigan.gov or (517) 335-0840 with specific technical assistance needs.

**Action:** This policy issuance is effective immediately and must be followed for the remainder of the SESP grant period. This includes all new and updated reporting requirements as outlined earlier in this policy issuance. If you have been incompliant with one or more of the above SESP policy areas, please contact WDA staff to discuss any corrective action necessary.

**Inquiries:** Questions regarding this policy issuance should be directed to
Mr. Matt Shields, Energy Market Talent Manager
ShieldsM1@michigan.gov or (517) 335-0840.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

**Expiration:** January 29, 2013

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Attachments

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**State Energy Sector Partnership (SESP) Training Program**
**Participant Registration Form**

This information is required to meet federal reporting requirements under the State Energy Sector Partnership (SESP) Training grant for participants entering into training between April 7th, 2010 and January 28th, 2013.

**Last Name:** _____ **First Name:** _____ **MI:** _____

**Address:** _____ **City:** _____ **State:** _____ **Zip:** _____

**Phone:** (____)____-_____ **Alternate Phone:** (____) ____-____ **Email:** _____

**Birth Date:** ____/____/_____ **Social Security #:** _____-____-_____ **Gender**: □ M □ F

**Ethnicity/Race (check one):**
□ Hispanic/Latino □ American Indian or Alaska Native □ Black or African American
□ Hawaiian Native or Other Pacific Islander □ Asian □ White □ More Than One Race

**Education Level (check one):**
□ 8th grade and under □ 9th grade – 12th grade □ High School graduate or equivalent
□ 1-3 years of college, or full-time technical or vocational school □ 4 years college or more

**Age (check one):**
□ Participants Younger than 18 □ 18-24 □ 25-34 □ 35-44 □ 45-54 □ 55 or older

**Other Demographics (check all that apply):**
□ Eligible Veterans
□ Limited English Proficient
□ Persons with a Disability
□ Unemployed Individuals
□ Dislocated Workers
□ Incumbent Workers
□ Workers Impacted by National Energy and Environmental Policy
□ Individuals in Need of Updated Training Related to the Energy Efficiency and Renewable Energy Industries
□ Individuals Seeking Employment Pathways Out of Poverty and into Self-Sufficiency
□ Individuals with a Criminal Record
□ Disadvantaged Workers within Areas of High Poverty
□ Individuals Impacted by Automotive-related Restructuring
□ High School Dropouts

**Employment Status:**
□ Employed □ Not Employed □ Employed but received Notice of Termination

**Intake Date**: _____ **Program Start Date:** _____

I certify that I have reviewed this application and that the information given is true to the best of my knowledge. I am aware that the information I have provided is subject to review and certification and I may have to provide documents to support this application. I understand the refusal to provide requested documents may result in my termination from the program. I am also aware that I am subject to immediate termination if I am found ineligible after enrollment and may be prosecuted for fraud or perjury. I allow release of this information for verification purposes and understand it will be used to determine eligibility.

**Applicant Signature:** _____ **Date:** _____

**Intake Signature:** _____ **Date:** _____

# Quarterly Narrative Progress Report
# State Energy Sector Partnership and Training Grant

**General Information**

**Project Name:** **(INSERT PROJECT TEAM)**
**Report Quarter Ending:** **(INSERT DATE)**
**Date of Submission:** **(INSERT DATE)**
**Program Contact:** **(INSERT NAME, EMAIL ADDRESS, AND PHONE)**

## 1. Summary of Grant Activities

*Provide a summary of grant activities that took place during the quarter. This should include a brief description of the work accomplished during the reporting period, major activities, significant results, key outcomes, or other achievements. This section should also describe efforts to accelerate progress toward grant outcomes, including (1) adding training classes; (2) offering services or training in additional locations; and (3) efforts to secure additional placement locations for participants.*

## 2. Status Update on Leveraged Resources

*Provide a narrative report on the cumulative amount of leveraged resources provided by the partners each quarter. Leveraged resources include both Federal and non-Federal funds and may take the form of cash or in-kind contributions. Examples of in-kind contributions include personnel services provided by volunteers or non-grantee staff, donated equipment, supplies, or space. Please use the chart below to specify the organization or program that contributed the resources and the value of the resources provided.*

| Leveraged Resources | Value |
|---|---|
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## 3. Status Update on Strategic Partnership Activities

*This section should be used to: (1) discuss how partners have been engaged during the current phase of the project; (2) outline specific roles and contributions of each partner during this quarter; (3) identify any challenges encountered/resolved in the development and management of partnership; and (4) report new partners that may have been brought into the project.*

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## 4. Timeline for Grant Activities

*Use the chart below to identify activities and meetings that took place during the quarter. Following the chart, narratively describe the outcomes of each of items identified in the chart.*

| Key Activities and Meetings | Date |
|---|---|
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## 5. Status of Deliverables

*Use the chart below to identify training activities that took place during the quarter. The chart should include training activities that started or were on-going during the quarter. For training that will complete in a future quarter, please indicate the projected completion date. Following the chart, narratively describe the outcomes of each of the training activities that completed during the quarter (i.e. number of participants, number of completions, number of placements, etc.). Additionally, please use this section to describe how well the programs are meeting the training needs of the targeted industries and the impact on industry partners.*

| Training Activities and Deliverables | Start Date | Completion Date |
|---|---|---|
| | | |
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## 6. Key Issues and Technical Assistance Needs

*Summarize any significant issues or problems encountered during the quarter and resolution of issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues, any question you have for DOL, and any need for assistance from DOL, technical assistance providers, or others. If project teams have nothing to report, that should be specified.*

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**7. Best Practices and Success Stories**

*Describe promising approaches, innovative processes, and grant-level and/or participant level success stories. Examples may include developing and implementing an outreach campaign, developing new or enhancing existing curriculum, and creating new career assistance tools and resources. Grantees may also describe lessons learned and how those lessons will be implemented.*

**8. Additional Information**

*This section allows project teams to report any grant-specific outcomes not captured in the Recovery Act Data System (RAD) or other sections of the narrative report. This includes reporting (1) layoff aversion as a result of incumbent worker training; (2) wage gains by incumbent workers (not associated with a change in job title or job description); and outcomes for participants that enter training related employment without completing the training. Additionally, project teams should describe any sustainability efforts underway. Project teams should use the table below to provide incumbent worker employment and related outcomes for individuals that* ***DO NOT*** *meet the requirements for the "Entered Employment" outcome in RAD.*

| **Incumbent Workers who Retained Position of Employment After Completion** | | **Incumbent Workers who Retained Position of Employment in the 1st and 2nd Quarters Following Quarter of Initial Retained Position** | | **Incumbent Workers who Experienced Wage Gains as a Result of Training** | |
|---|---|---|---|---|---|
| **Current Quarter** | **Cumulative Grant-to-date** | **Current Quarter** | **Cumulative Grant-to-date** | **Cumulative Grant-to-date** | **Average Amount of Wage Increase** |
| | | | | | |
| *Data reported is not duplicative of outcomes reported in RAD | | | | | |