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

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E-mailed: 6/17/10 (csd)

Bureau of Workforce Transformation (BWT)
Policy Issuance (PI): 09-11, Change 1

Date: June 17, 2010

To: Michigan Works! Agency (MWA) Directors

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

Subject: Workforce Investment Act (WIA) – American Recovery and Reinvestment Act (ARRA) Funding to Support the Michigan Registered Apprenticeship Pilot (MRAP), for the Time Period August 1, 2009 through June 30, 2011

Programs Affected: WIA Programs Administered by MWAs

Rescissions: None

References: American Recovery and Reinvestment Act (ARRA) of 2009
Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs (BWP) PI 02-19, issued May 23, 2002
Michigan Department of Energy, Labor & Economic Growth (DELEG)/Fiscal Reporting PI 08-01, issued March 19, 2008

Background: Enabling workers to acquire the skills necessary to succeed in today's 21st Century knowledge economy is central to Michigan's strategy for economic transformation and is the foundation for the Governor's No Worker Left Behind (NWLB) initiative. The NWLB initiative aligns all federal workforce dollars used for worker training, including instructional

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

BUREAU OF WORKFORCE TRANSFORMATION
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costs, books, materials, and fees, into a unified workforce development strategy.

MRAP supports the state's efforts to promote training that will lead to career employment in occupations that meet current and emerging industry needs. It is a component of our comprehensive strategy to expand Registered Apprenticeships (RAs). MRAP will help to ensure that Michigan's employers will have access to skilled workers that will allow them to survive and grow in an increasingly competitive global economy.

Policy:

MRAP may provide funding to employers or Joint Apprenticeship Training Committees (JATCs) who sponsor new apprentices registered with the U.S. Department of Labor-Office of Apprenticeship (USDOL-OA). **A participating employer or JATC must be registered as a sponsor by the USDOL-OA. An employer or JATC will hereby be referred to as a "sponsor" throughout this policy issuance.**

A sponsor looking to enroll or seeking assistance in identifying candidates for the RA program is required to have the candidate register at an MWA. From either the BWT's or MWA's website a sponsor will download and complete the ***MRAP–Eligibility/Related Technical Instruction Reimbursement Form*** for each candidate referred to an MWA office. Sponsors may download the MRAP–Eligibility/Related Technical Instruction Reimbursement Form from the BWT's website at <http://www.michigan.gov/mrap>. The MWA will complete an Eligibility/Related Technical Instruction Reimbursement form for candidates they refer to an apprenticeship program. Candidates must meet the associated WIA eligibility requirements for a sponsor to take advantage of the MRAP reimbursement. A sponsor must maintain a file that includes all applicable entries of the MRAP–Eligibility/Related Technical Instruction Reimbursement Form.

If a candidate is WIA eligible, the MWA will e-mail the approved MRAP–Eligibility/Reimbursement Form to the USDOL-OA Representative, Mr. Dave Jackson, at jackson.dave@dol.gov. USDOL-OA shall verify and approve the validity of the apprentices by generating a *USDOL-OA Apprenticeship Certification*. The USDOL-OA representative shall forward the apprenticeship certification, the MRAP–Eligibility/Related Technical Instruction Reimbursement Form, and any supportive documentation via e-mail to the MWA, sponsor, and the state's RA Coordinator, Ms. Michele Walker at WalkerM8@michigan.gov.

The approved MRAP–Eligibility/Related Technical Instruction Reimbursement Form and documentation will be forwarded to the DELEG/Federal Finance Section (FFS). Funds will be available within three State of Michigan working business days after receipt of the form. The DELEG/FFS will make the second entry to load funds into the MARS

for the MWA to access reimbursement funds. The FFS will send an e-mail notification to the identified MWA representative that funds are available to be drawn down.

Employer Incentive Award

The MWA will work in partnership with a sponsor to make available WIA-ARRA funds to off-set some of the cost of wages or related technical instruction provided to apprentices. The maximum amount of wage subsidy or related technical instruction reimbursement to a sponsor, per apprentice, is \$2,000. A sponsor receives reimbursements in two parts. One-half of the amount (\$1000) will be provided when USDOL-OA certifies the start of the apprenticeship. No funds will be released until after WIA registration occurs by the MWA. These funds will be retroactive from the date of application. Sponsors are eligible for the second payment (\$1000) after the apprentice has completed six-months of related technical instruction (which could be delivered in the classroom or on the job) and USDOL-OA re-certifies the apprentice's continued participation. To initiate the second reimbursement payment, a sponsor must resubmit the MRAP-Eligibility/Related Technical Instruction Reimbursement Form, by sending the document to the MWA for processing. Note – Sponsors may request retroactive Employer Incentive Awards for apprentices that were certified into MRAP from August 1, 2009 through June 15, 2010 by submitting a MRAP-Eligibility/Related Technical Instruction Reimbursement Form to the MWA for processing.

Related Technical Instruction Award

The MWA will work in partnership with a sponsor to make available WIA-ARRA funds to off-set costs associated with related technical instruction for apprentices. The maximum amount of technical instruction assistance is up to \$3,000 per person. Apprenticeships provided under MRAP are supported using WIA Statewide Activities funds, thus related technical instruction under the MRAP does not require the apprenticeship program to be listed on the Career Education Consumer Report (CECR).

Tuition Cap: The related technical instruction incentive of \$3,000 paid to employers will apply toward the NWLB tuition cap of up to \$5,000 per year for two years, for a total of up to \$10,000 per person.

A sponsor must submit the MRAP-Eligibility/Related Technical Instruction Reimbursement Form and the training provider invoice to the MWA for payment processing. The MWA shall forward a copy of the documentation to USDOL-OA Representative, Mr. Dave Jackson, at jackson.dave@dol.gov. USDOL-OA shall verify and approve the validity of the related technical instruction curriculum and forward the documentation for state approval to the state's RA Coordinator,

Ms. Michele Walker at WalkerM8@michigan.gov. The approved MRAP–Eligibility/Related Technical Instruction Reimbursement Form will be forwarded to the DELEG/FFS. Funds will be available within three State of Michigan working business days after receipt of the form. The DELEG/FFS will make an entry to load funds into the Management of Award to Recipients System (MARS) for the MWA to access reimbursement funds. The FFS will send an e-mail notification to the identified MWA representative that funds are available to be drawn down.

The MWA should prepare and submit financial expenditure reports (quarterly and closeouts) through the MARS system. The MWA will process all cash requests through the MARS, per the MARS User Manual. The MWA must have on file applicable participant documentation to support each cash draw. The Grant Action Notice system process and documentation will not be utilized for the MRAP.

The MWA should prepare and submit financial expenditure reports as identified in the Cash Requests/Financial Reporting section below.

Action:

WIA–ARRA funds require normal participant registration in the One-Stop Management Information System in the appropriate WIA program. On the WIA Registration Page, register participants by adhering to the following tracking steps:

- Under Recovery Act Information
 - Select “Yes” for Recovery Funds Participant,
- Under Special Initiative Indicators
 - Select Michigan Registered Apprenticeship Pilot Participant drop-down box,
 - Select First Payment, Second Payment, RTI Payment, First Payment and RTI Payment, or Second Payment and RTI Payment (Error message will display if “Yes” has not been selected for Recovery Funds Participant)

Cash Requests/Financial Reporting

The MWA will process all cash requests through MARS in accordance with the MARS Manual. The MWA must have on file applicable participant documentation to support each cash draw. The Grant Action Notice system process and documentation will not be utilized for MRAP.

All reporting of fiscal expenditures of the funds provided through this grant must be reported to DELEG on a quarterly basis. All quarterly financial expenditure reports are due to DELEG no later than the 20th calendar day after the end of the calendar quarter. In the event that the due

date falls on a weekend or state government holiday, the report is due on the last business day prior to the 20th. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org/>. If there any questions, please call Mr. Kerry Trierweiler at (517) 241-1788 or Ms. Marilyn Carey at (517) 335-1198.

Also, since this grant is funded with ARRA funds, the MWA must complete Section 1512 reporting of ARRA funds on a quarterly basis. The schedule is as follows:

Through June 25, 2010 due July 2, 2010
Through September 24 2010 due October 1, 2010
Through December 24, 2010 due January 3, 2011
Through March 25, 2011 due April 1, 2011

The MWA will receive an e-mail from DELEG Federal Finance on the Monday following the final reporting date of the quarter (indicated above) containing spreadsheets that should be used for the ARRA reporting. MWA's may obtain a schedule of their funds from the MARS system by using the following report: viewing Data/Project Draw and Balance entering ARRA (in the grant name) and the Draw Date Range.

The MWA should complete the spreadsheet in accordance with the instructions that are attached to the spreadsheet. Most of the information will be completed. The MWA will need to complete the fields highlighted in yellow. The information related to Number of Jobs Created/Retained, Narrative Description of the Jobs created/retained, and Expenditure Detail will need to be updated on a quarterly basis.

The reports can be either transmitted by fax to (517) 241-2026 or e-mailed to careym@michigan.gov. Due to the limited time that is available for reporting, please **DO NOT MAIL** your reports.

PLEASE NOTE this reporting cannot be entered in MARS. This information is specific to section 1512 requirements and is IN ADDITION to all previous reporting requirements.

Inquiries:

Questions regarding this policy issuance should be directed to the RA Coordinator, Ms. Michele Walker, BWT, at (517) 241-7337. Questions regarding registering a sponsor or an apprentice should be directed to the USDOL-OA at (517) 377-1746.

This policy issuance is available from the Internet system. 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.

For more information contact Ms. Chanda Donnan at
(517) 241-2430.

Expiration

Date:

June 30, 2011

LEO:JH:mw
Attachments

**Michigan Registered Apprenticeship Program (MRAP)
Eligibility/Related Technical Instruction (RTI) Reimbursement Form**

CANDIDATE SECTION		
Date:		
Apprentice Name and Address:		Telephone Number and E-mail Address:
Trade:		Training Start Date/End Date:
*SPONSOR SECTION (see note below)		
Name and Address:		Telephone Number:
Representative Name:		E-mail Address:
MICHIGAN WORKS! AGENCY (MWA)SECTION		
MWA Name and Address:		Representative Name:
Telephone Number:		E-mail Address:
WIA Eligible (Y/N):		
1st Reimbursement	\$	Date:
2nd Reimbursement	\$	Date:
RTI Reimbursement	\$	Date:
Retroactive Employer Incentive Award	\$	Date:
USDOL-OA Apprenticeship Six Month Verification Approval	USDOL-OA RTI Approval	
DELEG/BWT Payment Approval	DELEG/FEDERAL FINANCE - MARS Entry	
Employer Award: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Retro	Employer Award: <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> Retro	
RTI Approval:	RTI - MARS Entry:	

*A sponsor must submit to the MWA the MRAP-Eligibility/Related Technical Instruction Reimbursement Form to initiate reimbursement payments for the second employer award, RTI and retroactive award.

**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION**

{Recipient Name}
{R-Address 1}
{R-Address 2}
{R-City, State Zip}

**The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of
Program Number
{Program Sponsor}:**

{Program Sponsor}
{Program Sponsor Address}
{City, State Zip}

APPRENTICE ID	SSN	APPRENTICE NAME	TRADE	DATE REGISTERED	DATE APPRENTICESHIP BEGAN	DATE CANCELLED (If applicable)	DATE COMPLETED (If applicable)
MI09N000000	*****1803	{Appr. Name}	{Occupation}	MM/DD/YYYY	MM/DD/YYYY		

CERTIFIED BY:

DATE ISSUED:

DAVE JACKSON (MI007)
Apprenticeship Representative

07/17/2009

*****VOID 90 DAYS FROM ISSUE DATE*****

**USDOL - Office of Apprenticeship
Staff County Assignments**

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[Iosco](#), [Macomb](#), [Midland](#), [Ogemaw](#)
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[Charlevoix](#), [Cheboygan](#), [Chippewa](#), [Crawford](#)
[Delta](#), [Dickinson](#), [Emmet](#), [Gogebic](#), [Houghton](#)
[Huron](#), [Iron](#), [Kalkaska](#), [Keweenaw](#), [Lapeer](#)
[Luce](#), [Mackinac](#), [Manistee](#), [Marquette](#), [Montmorency](#)
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