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E-mailed: 06/04/13 (pv)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 12-38

Date: June 4, 2013

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
Workforce Development Agency, State of Michigan
SIGNED

Subject: Trade Adjustment Assistance (TAA) Employer-Based Training Foundation (EBTF) Funding

Programs Affected: TAA Program

References: Trade Act of 1974, as amended
TAA Reform Act of 2002
Trade and Globalization Adjustment Assistance Act of 2009
TAA Extension Act of 2011
Bureau of Workforce Programs (BWP) PI 06-17, and all subsequent changes,
Trade Act Participant Management Information Guide
BWP PI 07-30, and subsequent changes, TAA Fiscal Management

Rescissions: None

Background: A demand-driven workforce system is the State of Michigan's primary workforce development strategy. Local Workforce Development Boards (WDBs) must identify priority industries and develop and implement appropriate services based upon input received from employers and other key partners.



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To assist in the development of this demand-driven system in Michigan, the WDASOM has identified \$3,000,000 in TAA Administrative funding to support the development or expansion of comprehensive TAA Employer-Based Training programs.

Policy:

Funding awards made available through this policy issuance are to support the expansion or development of TAA Employer-Based Training programs with temporary time-limited funding.

MWAs may request TAA EBTF funding using the TAA EBTF Application form (Attachment A). MWAs should identify existing demand-driven programs and processes within the MWA, including those incorporating the Michigan Industry Cluster Approach (MICA), and expand or further develop those processes with the use of the TAA funds made available through this policy issuance.

The funding awarded through this policy issuance cannot be directly utilized to support the training of TAA program participants. However, it is anticipated that the development or expansion of employer-based training programs will positively impact the training opportunities available to TAA program participants. Funding for TAA participant activities may be requested through the Management of Awards for Recipients System (MARS) utilizing the existing process.

Allowable TAA Administrative functions include, but are not limited to:

- Building upon successful partnerships already in place with the Local WDBs collaborating with industry partners to identify workforce needs and skill gaps or mismatches;
- Business Services staff coordination;
- TAA Program staff participation;
- Labor Market Information analysis to align with local employer needs; and,
- Collaborating with employers to design training programs.

Funds awarded in this policy issuance may not be utilized for TAA participants. However, it is expected that the number of TAA participants in Employer-Based Training activities will increase as a result of the TAA EBTF funding. Funding for TAA participant activities may be requested through MARS utilizing the existing process.

The TAA EBTF funding must support the expansion or development of TAA Employer-Based Training programs. Allowable TAA Employer-

Based Training programs are: On-the-Job Training (OJT), Customized Training and Registered Apprenticeships.

OJT is training conducted while a participant is engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job. OJT provides reimbursement to the employer (up to 50 percent) for the costs associated with training the OJT trainee.

Customized Training is training designed to meet the special requirements for an employer or group of employers. This type of training may be conducted by a separate vendor, but with a commitment by the employer, or group of employers, to employ an individual upon successful completion of the training.

Registered Apprenticeships offer workers employment and a combination of on-the-job learning and related instruction. Apprentices are employed at the start of their apprenticeship and work through a series of defined curricula until the completion of their apprenticeship programs.

Funding Award Schedule

Funds awarded through this policy issuance will be available June 17, 2013, and must be expended by September 30, 2013. The actual award of funds will be dependent on when applications are submitted for WDA review and approval. Although they can be submitted earlier, plans and funding requests should be submitted by June 24, 2013. No extensions will be granted for the expenditure deadline. Please note that funds identified in this policy issuance are for the development of the Employer-Based Training initiative and must be spent by September 30, 2013. However, the actual Employer-Based Training for TAA participants can occur, and have expenditures that occur, after September 30, 2013.

Requests for funding under this policy issuance must clearly identify (utilizing Attachment A) **all** of the following:

- Funding Plan
- Timeline for Activities and Deliverables
- Outreach Efforts

In order for funds to be awarded by June 24, 2013, please submit the above information by June 17, 2013.

TAA Employer-Based Foundation Funding Approval Process

WDASOM will review applications and award funding using the following criteria:

- Review of application
- Prior and current year expenditures of TAA funds
- Number of TAA-eligible workers in the MWA's region, and
- Assurance that funds will be used to expand existing Demand-Driven programs supported by any other WDASOM funds.

Participant Reporting

Although funds awarded in this policy issuance may not be utilized for TAA participants, it is expected that TAA participants will be enrolled in Employer-Based Training activities as a result of the TAA EBTF funding.

MWAs are required to identify and track all TAA participants (including Employer-Based Training participants) that are served with standard TAA funding in the One-Stop Management Information System (OSMIS). MWAs must enter "1311" in the "Optional Data A" field on the Training Activity screen for any TAA participants enrolled in Employer-Based Training programs as a result of this initiative until September 30, 2015.

Fiscal Reporting

Funding awarded under this policy issuance will have a separate reporting code:

Grant: FY13 Trade Adjustment Assistance 2009/2011

Project: TAA Employer Based Training Foundation

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA no later than 60 days after the end of the grant period. 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 due date. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of quarterly expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

Action:

MWAs requesting funding shall submit an application in accordance with this policy issuance. Approved applications will be funded to the extent of

the request possible, based on total number of MWA applications, application requested funding amounts and available funding. Applicants should submit requests for TAA EBTF funds by e-mail to the attention of their TAA State Coordinator, or by U.S. mail, to the attention of their TAA State Coordinator at:

Workforce Development Agency, State of Michigan
Trade Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries: Questions regarding this policy issuance should be directed to your TAA State coordinator at (517) 335-5858.

In accordance with the Americans with Disabilities Act, information contained in this policy issuance will be made available in alternative format (large type, audio tapes, etc.) upon written requests received by this office. This policy is also available for downloading from the internet system. Please call Ms. Pam Vance at (517) 373-6234 for details.

Expiration: Continuing

GC:TF:pv
Attachment

**Workforce Development Agency
Trade Adjustment Assistance (TAA)
Employer-Based Training Foundation (EBTF)
Funding Application**

Michigan Works! Agency: _____

Date of Application: _____

Amount of Funding Requested: _____

Estimated Number of TAA Employer-Based Training Participants to Begin Training in Fiscal Years 2014 and 2015: _____

1. Funding Plan

Provide a summary of the goals to be achieved with the TAA EBTF funding. Include a summary of the project objectives and the work that will be accomplished during the funding time period. Include significant activities, expected results, key outcomes and other achievements.

2. Timeline for Activities and Deliverables

Use the chart below to indicate key activities and deliverables, their start date, and their real or anticipated completion date.

Key Activities and Deliverables	Estimated Start Date	Estimated Completion Date

3. Outreach Efforts

Provide a summary of planned outreach activities to employers, employer-based organizations and other community entities.

4. Additional Information

Provide any additional information that does not conveniently fit in one of the above categories or should be brought to the attention of the Grant Administrator.

Michigan Works! Agency Director:

Signature

Date