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E-mailed: 09/03/15 (pv)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 15-19**

**Date:** September 3, 2015

**To:** Michigan Works! Agency (MWA) Directors

**From:** Joe Billig, Director  
Office of Talent Policy and Planning  
**SIGNED**

**Subject:** Fiscal Year (FY) 2015 Trade Adjustment Assistance (TAA) Administrative Grant Funding

**Programs  
Affected:**

Trade Act of 1974, as amended

Trade Act of 2002

Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009

Trade Adjustment Assistance Extension Act (TAAEA) of 2011

Trade Adjustment Assistance Reversion 2014

Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015

**References:**

The Trade Act of 1974, Public Law (PL) 93-618, as amended

The Trade Act of 2002, PL 107-210

The TGAAA of 2009, PL 111-520

The TAAEA of 2011, PL 112-40

The TAARA 2015, PL 114-27



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Bureau of Transformation (BWT) PI 10-21, Merit Staffing Requirements  
WDA State of Michigan PI 13-33, Change 1, TAA Funds Management

**Rescissions:** None

**Background:** A demand-driven workforce system is the State of Michigan's primary workforce development strategy. Local Workforce Development Boards must identify priority industries and develop and implement appropriate services based on input received from employers and other key partners. To assist in the development of this demand-driven system in Michigan, the WDA has identified additional TAA Administrative funding, to be utilized by MWAs, for FY 2015.

**Policy:** TAA administrative funding can be used for the following:

- Salaries and benefits for staff:
  - Providing program services
  - Providing program oversight
  - Monitoring and reviewing program operations
  - Providing outreach and education to employers and eligible workers
  - Collecting, validating, and reporting required information
  - Establishing and maintaining benchmarks
- Labor Market Information analysis to align with local employer needs
- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space
- One-Stop infrastructure costs (as part of the MWA's current cost allocation plan)
- Integration of the TAA program into the One-Stop (local coordination)
- Business Services that contribute to the employment of TAA customers

Please refer to BWT PI 10-21 for TAA Merit Staffing policies.

The funding awarded through this policy issuance cannot be directly utilized to support TAA program services. Funding for TAA participant activities may be requested through the Management of Awards for Recipients System (MARS) utilizing the existing process.

Each local area, as a condition to receive additional TAA Administrative funding, is required to submit a narrative and detailed spending plan, either as a Word document or an Excel spreadsheet, which describes in detail how the funding will be used at the local level. Costs should be broken down by activity.

## Profit

Please refer to the WDA's Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing WDA PI 15-12, for further information regarding profit and corresponding limitations.

## Fiscal Information

The funding expenditure period awarded in this policy is October 1, 2014 through September 30, 2015. No extensions will be granted for the expenditure deadline.

Funds awarded in this policy issuance will not count against the MWA's TAA five percent administrative funding limitation.

The local area will process all cash requests through the MARS in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

The U.S. Department of Labor Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

All reporting of fiscal expenditures for the funds provided in this policy issuance 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. Local areas must submit reports in the MARS located at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Kerry Trierweiler at (517) 241-1788.

## Fiscal Reporting

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

**Grant:** FY 2015 Trade Adjustment Assistance

**Project:** TAA Administrative Grant

**Action:** Local areas shall prepare the narrative and detailed spending plan and send to the WDA within 10 days from the issue date of this policy. The requested narrative and spending plan should be submitted electronically to Ms. Tammy Flynn at [flynnt@michigan.gov](mailto:flynnt@michigan.gov). Please copy your assigned TAA state coordinator on your e-mail submission.

**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 an 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:** September 30, 2015

JB:TF:pv  
Attachment

**FY 2015 TAA Administrative Funding**  
(October 1, 2014 – September 30, 2015)

<b>Michigan Works! Agency</b>	<b>Allocations</b> <b>(\$)</b>
ACSET	\$0
Ottawa County	\$12,000
Berrien/Cass/Van Buren	\$176,240
Capital Area	\$0
Genesee/Shiawassee	\$0
Great Lakes Bay	\$44,500
MW Southwest	\$10,000
Region 7B	\$0
Thumb Area	\$0
Central Area	\$0
Eastern UP	\$0
Job Force	\$302,116
Muskegon/Oceana	\$11,000
Northeast	\$20,000
Northwest	\$75,000
West Central	\$22,000
Western UP	\$0
DESC	\$100,000
Livingston county	\$20,000
Macomb/St. Clair	\$114,000
Oakland County	\$103,000
SEMCA	\$118,225
South Central	\$0
Washtenaw County	\$3,000
<b>TOTAL</b>	<b>\$1,131,081</b>