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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEVE ARWOOD
DIRECTOR

OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 16-07

Date: April 19, 2016

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director, Office of Talent Policy and Planning (**SIGNED**)
Workforce Development Agency

Subject: Trade Adjustment Assistance (TAA) Business Services Employer-Based
Training 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 Reauthorization Act (TAARA) of 2015

Rescissions: None

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

The Trade Act of 2002, PL 107-210

The Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009, PL
111-520

The Trade Adjustment Assistance Extension Act (TAAEA) of 2011, PL 112-40

The Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015, PL
114-27
U.S. Department of Labor Training and Employment Guidance Letters
(TEGLs) No. 11-02 (and subsequent changes), 22-08 (and subsequent
changes), 10-11 (and subsequent changes), and 05-15

WDA State of Michigan PI 11-23, issued March 12, 2012

Bureau of Workforce Transformation (BWT) PI 10-21, issued January 26, 2011

BWT PI 09-21, issued November 23, 2009

Bureau of Workforce Programs PI 07-18, Change 2, issued December 22, 2008

WDA PI 15-23 (and subsequent changes)

Background: TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

To assist in the development of a demand-driven system in Michigan, the WDA has identified \$497,500 in TAA Administrative funding to support the development or expansion of comprehensive TAA Employer-Based Training programs. Furthermore, additional Administrative funding will be provided to MWAs for the placement of TAA participants into 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 should identify existing demand-driven programs and processes within the MWA, including efforts to establish or expand local industry cluster groups through 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.

Allocations

MWAs will receive an initial allocation of Business Services Employer-Based Training funding, determined by formula, based on the number of current active TAA participants.

MWAs will receive an additional \$5,000 of TAA Administrative funds for each placement of a TAA participant into an Employer-Based Training program (up to a maximum of \$100,000 awarded statewide).

Allowable Uses of Funding

Allowable funding uses include, but are not limited to:

- Collaboration with industry partners to identify workforce needs and skill gaps or mismatches;
- Business Services staff coordination;

- Labor Market Information analysis to align with local employer needs; and,
- Collaborating with employers to design training programs.

Please reference WDA PI 15-21 for a complete list of allowable TAA Administrative funding.

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 Business Services Employer-Based Training funding. Additional funding for TAA participant activities may be requested as stated in PI 15-21.

The TAA Business Services Employer-Based Training 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 of 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 employment and a combination of on-the-job learning and related instruction to workers. Apprentices are employed at the start of their apprenticeship and work through a series of defined curricula until the completion of their apprenticeship programs.

Merit Staffing

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

Fiscal Policies and Procedures

There will be no carry-forward of unexpended funding awarded in this policy issuance.

Grantees are required to report all financial transactions on a full accrual basis.

MWAs must process and access all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must maintain appropriate documentation to support each cash draw.

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDA on a quarterly basis. A final closeout report is also due. 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 20th. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org/>. If there are any questions, please call Mr. Kerry Trierweiler at 517-241-1788.

In the MARS, TAA Business Services Employer-Based Training Funding expenditures shall be reported under:

Grant – AY14 Trade Busn Svcs EBT
Project - Business Services EBT

Note: This project will use TAA Administrative funding. Therefore, an additional Administrative percentage will not be allowed.

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

To maximize Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funding, MWAs should continually evaluate WIOA Dislocated Worker training participants to ensure TAA-eligible individuals are funded by TAA, when appropriate. The WDA encourages continual dual-enrollment of TAA participants into the WIOA programs.

Instructions

To receive the initial (TAA) Business Services Employer-Based Training Funding, MWAs will submit a Budget Information Summary (Attachment A) and a signed Approval Request form (Attachment B).

To receive the placement award, MWAs must submit a signed TAA Employer-Based Training contract on or after the begin date of training, along with a revised Budget Information Summary to TAA@michigan.gov.

Action: Local areas are required to submit one Budget Information Summary within 30 calendar days from the issue date of this policy issuance to TAA@michigan.gov.

Local areas are also required to submit one signed Approval Request

form, with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s) in accordance with WDA PI 14-14 and WDA PI 14-14, Change 1. Approval Request forms must be submitted within 30 calendar days from the issue date of this policy issuance to:

Ms. Pam Vance
Workforce Development Agency
Office of Talent Policy and Planning
TAA Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

Inquiries: Questions regarding this policy issuance should be directed to your TAA State Coordinator at 517-335-5858. The information contained in this policy issuance will be made available in an alternative format (large type, audio tape, etc.) upon request to this office.

Expiration

Date: September 30, 2016

JB:TF:pv
Attachments

TAA
Plan Approval/Modification Request
Instructions

Identifying Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter MWA number.
3. Program Title: Enter the appropriate program title. "TAA Business Services Employer-Based Training Funding" has been preprinted.
4. Policy Issuance (PI) Number: Enter the appropriate PI number. "16-07" has been preprinted.
5. Plan Period: Identify the plan's time period covered. "10/01/14 through 09/30/16" has been preprinted.

TAA

Plan Approval/Modification Request

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title(s): TAA Business Services Employer-Based Training Funding	
4. Policy Issuance Number: 16-07	5. Plan Period: 10/01/14 through 09/30/16

The Chief Elected Official (CEO[s]) and WDB hereby approve the TAA Program plan on file at the MWA.

Signatures	Date Signed
Authorized CEO	Date
Authorized CEO	Date
Authorized CEO	Date
WDB Chairperson	Date

08-08 (Revised)

The Workforce Development Agency State of Michigan, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

**TAA Business Services Employer-Based Training Funding
Budget Information Summary Instructions**

Section I - Identification Information

Michigan Works! Agency (MWA): Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable for the BIS. ("16-07" has been entered.)

Grant Name: Enter the name of the grant associated with the funding being awarded. ("AY14 Trade Busn Svcs EBT" has been entered.)

Project Name: Enter the name of the project associated with the funding being awarded. ("Business Services EBT" has been entered.)

Plan Period: Enter the start and end dates of the plan period. ("10/01/14 to 09/30/16" has been entered.)

Section II - Total Funds Available

Program Award: Not applicable, do not enter an amount

Case Management Award: Not applicable, do not enter an amount

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter amount of allocation.

Case Management: Not applicable, do not enter an amount

Job Search: Not applicable, do not enter an amount

Relocation: Not applicable, do not enter an amount

Training: Not applicable, do not enter an amount

Section IV – Limitation Percentages

Not applicable to this funding.

**Fiscal Year 2016 TAA Business Services Employer-Based Training
Funding
Initial Awards**

Allocation Year 2014 TAA Funds

<i>Michigan Works! Agency</i>	<i>Allocation (\$)</i>
Berrien/Cass/Van Buren	\$10,000
Capital Area	\$10,000
DESC	\$42,500
Great Lakes Bay	\$44,250
GST Michigan Works!	\$20,500
Macomb/St. Clair	\$36,000
Michigan Works! Southwest	\$21,000
Northeast	\$10,000
Northwest	\$10,000
Oakland County	\$112,250
Region 7B	\$10,000
SEMCA	\$46,250
Southeast MI Consortium	\$28,500
UPWARD Talent Council	\$10,000
West Central	\$10,000
West Michigan Works!	\$76,250
Total	\$497,500