



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

JEFF DONOFRIO  
DIRECTOR

**OFFICIAL**

**Policy Issuance (PI): 18-45, Change 1**

**Date:** May 4, 2020

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

**From:** Krista Johnson, Division Administrator **SIGNED**  
Talent Development Division  
Workforce Development

**Subject:** Workforce Innovation and Opportunity Act (WIOA) Statewide Activities  
Allocations to Support Integrated Education and Training (IET) Programs

**Programs  
Affected:** WIOA Title I and Title II Programs

**Rescissions:** None

**References:** The WIOA of 2014, Public Law 113-128 (29 United States Code  
Section 3101, *et. seq.*)  
  
The WIOA Final Regulations as Published in the Federal Register on  
August 19, 2016 (20 Code of Federal Regulation Part 675 et al.)  
  
PI 18-44, issued December 7, 2018  
  
PI 18-45, issued December 14, 2018  
  
PI 19-30, issued October 25, 2019

**Background:** The WIOA, which supersedes the Workforce Investment Act of 1998,  
presents an extraordinary opportunity to improve job and career options  
for our nation's workers and job seekers through an integrated, job-driven  
public workforce system that links diverse talent to businesses.  
  
The WIOA supports the development of strong, vibrant regional  
economies where businesses thrive, and people want to live and work.  
This revitalized workforce system will be characterized by three critical  
hallmarks of excellence:

(1) The needs of business and workers drive workforce solutions.

- (2) One-Stop centers provide excellent customer service to workers, job seekers and employers, and focus on continuous improvement.
- (3) The workforce system supports strong regional economies and plays an active role in community, economic, and workforce development.

The Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) previously identified \$1,000,000 in Appropriation Year 2017 WIOA Statewide Activity funds to be used in support of IET programs. This policy change extends the funding award period for select MWAs to May 31, 2020 and adjusts funding levels in accordance with accrued and expected levels of expenditures.

**Policy:**

The funding awarded in this policy must be expended in accordance with the requirements of this policy, as well as PI 18-44 and 18-45. Funding allocations for each MWA were determined by applying a formula that took into account the number of IET programs currently in operation in the local area and the number of adult education providers in the local area required by WIOA Title II to offer the IET programs. All other provisions of PI 18-45 not specifically altered by this policy change remain unchanged and in effect.

The funds allocated via this policy are available for expenditure through May 31, 2020. Any funding unexpended as of May 31, 2020, will be recaptured by the WD. The MWAs that will have their award period extended include West Michigan Works!, Capital Area Michigan Works!, Detroit Employment Solutions Corporation, Michigan Works! Southwest, Northwest Michigan Council of Governments, Oakland, Southeast Michigan Community Alliance, and UPWARD Talent Council.

Profit

Please refer to the agency's Procurement Policy, PI 19-30, issued October 25, 2019, or any policy replacing PI 19-30, for further information regarding profit and corresponding limitations.

Fiscal Information

The local area will process all cash requests through the Management of Awards to Recipients System (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, sub-contractors, 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 must be reported to the WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WD 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](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Michael LaCharite at 517-335-6051.

**Action:** The MWAs referenced in the policy section of this PI: West Michigan Works!, Capital Area Michigan Works!, Detroit Employment Solutions Corporation, Michigan Works! Southwest, Northwest Michigan Council of Governments, Oakland, Southeast Michigan Community Alliance, and UPWARD Talent Council shall prepare and submit a revised Budget Information Summary (BIS) to the WD within 30 days from the issue date of this policy. The requested BIS (Attachment A) should be submitted electronically to the Talent Development Division at [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov). Please copy your assigned WIOA State Coordinator on your email submission.

**Inquiries:** Questions regarding this policy should be directed to your WIOA State Coordinator.

This policy is available for downloading from the [WD's website](#).

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach at 517-241-3678 or by email at [HengesbachP@michigan.gov](mailto:HengesbachP@michigan.gov) for details.

WD is funded by State and Federal funds; more details are available on the Legal Disclaimer page at [www.michigan.gov/workforce](http://www.michigan.gov/workforce).

**Expiration  
Date:**

May 31, 2020

KJ:GT:ph  
Attachments

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act  
Integrated Education and Training (IET)**

**Section I - Identification Information**

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

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS.  
"18-45, Change 1" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY17  
WIOA Statewide Activities" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded.  
"Integrated Education and Training (IET)" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period.  
"10-1-2018 through 5-31-2020" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA number(s)  
associated with this grant. "17.258; 17.259; 17.278" have been pre-printed.

**Section II - Total Funds Available**

Allocation: Enter the amount of funding allocated for this grant.

Total Allocation: The total amount of funding allocated for this grant. The excel spreadsheet will automatically calculate.

**Section III - Current Allocation Year Planned Expenditures by Cost Category**

Administration: Enter the amount of funding planned for administrative costs.

Supportive Services: Enter the amount of funding planned for supportive service costs.

Training: Enter the amount of funding planned for training costs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

**Integrated Education and Training (IET) Allocations  
(October 1, 2018 - May 31, 2020)**

<b>Michigan Works! Agency</b>	<b>Allocation (\$)</b>	<b>De- Obligation</b>	<b>Additional Allocation (\$)</b>	<b>Total Allocation (\$)</b>
Berrien/Cass/Van Buren	\$25,000	(\$25,000)		\$0
Capital Area	\$25,000			\$25,000
Detroit Employment Solutions	\$75,000			\$75,000
GST Michigan Works!	\$25,000	(\$25,000)		\$0
Great Lakes Bay	\$25,000	(\$25,000)		\$0
Macomb/St. Clair	\$75,000	(\$75,000)		\$0
Northeast	\$25,000	(\$25,000)		\$0
Northwest	\$25,000			\$25,000
Oakland County	\$75,000		\$25,000	\$100,000
Region 7B	\$25,000	(\$25,000)		\$0
Southeast MI Consortium	\$25,000	(\$25,000)		\$0
SEMCA	\$175,000	(\$41,317)		\$133,683
Southwest	\$125,000	(\$63,210)		\$61,790
UPWARD Talent Council	\$25,000			\$25,000
West Central	\$25,000	(\$25,000)		\$0
West Michigan Works!	\$225,000		\$20,000	\$245,000
<b>Total</b>	<b>\$1,000,000</b>	<b>(\$354,527)</b>	<b>\$45,000</b>	<b>\$690,473</b>