



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 19-20, Change 2

Date: June 8, 2020

To: Michigan Works! Agency (MWA) Directors

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

Subject: The Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Additional Allocations for Allocation Year (AY) 2019, the time period of July 1, 2019 through June 30, 2021

Programs Affected: The WIOA Adult, DW, and Youth Programs Administered by the MWAs

Rescissions: None

References: The U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 19-19, issued April 29, 2020

Section 3515, H.R. 748 CARES Act

PI 19-30, issued October 25, 2019

The Michigan Industry Cluster Approach (MICA) Guidelines, issued July 26, 2012

The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

The WIOA Final Rule 20 Code of Federal Regulation Part 682, et al.

The WIOA Manual, issued January 29, 2018, and subsequent issuances

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 USDOL awards states annual allocations by formula for the WIOA Title I programs—Adult, DW, and Youth—and the states, in turn, distribute, by formula, allocations to the local areas for the three programs for the provision of employment, education, and training services.

Policy:

The Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) is distributing an additional \$642,560 in WIOA DW funding for AY 2019.

Local areas **may carry-forward up to 100 percent of the funds awarded in this policy** from Program Year (PY) 2019 into PY 2020. **However, at least 85 percent of the funds must be expended by December 31, 2020**, or the excess unspent funds will be subject to recapture by WD. The December 31st Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with the aforementioned limitation.

Under normal circumstances, in accordance with the WIOA Sections 128(c) and 133(c), respectively, **local areas must ensure that a minimum of 80 percent of each of their AY 2019 WIOA formula funding allocations are obligated by June 30, 2020**. However, for the AY 2019 WIOA funds awarded in PI 19-20 and subsequent changes, local areas with obligations below the required 80 percent threshold will not be subject to the recapture of funds.

In accordance with Section 3515 of the CARES Act, allowable funding for **local administration is limited to 20 percent of the allocation for each program**. This applies to AY19 WIOA Title I formula funding only. Local administration expenditures over 10 percent must be recorded as a direct result of addressing the ongoing COVID-19 crisis. The MWAs will account for these COVID-19 related local administration expenditures in MARS under the subcategory of 'Admin-COVID' in anticipation of WD being required to report this information to the USDOL.

All other provisions of PI 19-20 and Change 1 not specifically altered by this policy change remain unchanged and in effect.

Action:

Local areas must complete and submit a Budget Information Summary (BIS) using the revised allocations listed in the DW Allocation chart of this policy.

The revised BIS must be submitted electronically to WD at LEO-TSDIV@michigan.gov within 30 days of the issuance of this policy.

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 by telephone at 517-241-3678 or by email at 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.

Expiration

Date:

June 30, 2021

KJ:KP:ph
Attachments

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (DW) Programs**

Section I - Identification Information

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

Policy Issuance: Enter the Policy Issuance number applicable to the BIS. *“19-20, Change 2”* has been pre-printed.

Grant Name: Enter the name of the grants associated with the funding being awarded. *“AY19 WIOA Adult and “AY19 WIOA Dislocated Worker”* has been pre-printed.

Project Name: Enter the name of the projects associated with the funding being awarded. *“WIOA Adult and Dislocated Worker”* has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. *“7/1/2019 – 6/30/2021”* has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA numbers associated with these grants. *“17.258; 17.278”* have been pre-printed.

Section II - Total Funds Available

July (Base) Allocation: Enter the amount of the July allocation.

October (Advance) Allocation: Enter the amount of the October allocation.

Additional Allocation: Enter the amount of the additional allocation.

Total Adult and Dislocated Worker (DW) Allocations: The aggregate total of the Adult and DW allocations. The Excel spreadsheet will automatically calculate.

Section III - Intertitle Transfers

Enter the amount, if applicable, of intertitle transfers. Please be sure to enter amounts in both the Adult and DW columns. For example, if transferring \$200,000 from the DW program to the Adult program, the entry would reflect the following:

Adult	DW
\$200,000	-\$200,000

Section IV - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for both the Adult and DW programs. Not more than 20 percent of the total allocation may be used for administration for each program.

Career Services: Enter the amount of the allocation planned for Career Services for the Adult and DW programs. (Don't include amount for Career Services – Transitional Jobs.)

Training Services: Enter the amount of the allocation planned for Training Services for the Adult and DW programs. (Don't include amount for Training Services – Incumbent Worker.)

Training Services-Incumbent Worker: Enter the amount of the allocation planned for Adult and DW incumbent worker training programs. Not more than 20 percent of the combined Adult and DW allocations may be used to support incumbent worker training programs.

Career Services-Transitional Jobs: Enter the amount of the allocation planned for Adult and DW transitional jobs. Not more than 10 percent of the combined Adult and DW allocations may be used for transitional jobs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for both the Adult and the DW programs.

Adult/DW Adjusted Award: The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the cost of administration plus or minus intertitle transfers.

Section V – Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Youth Program**

Section I - Identification Information

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

Policy Issuance: Enter the Policy Issuance number applicable to the BIS. "19-20, Change 2" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 WIOA Youth" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "WIOA Youth" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2019 – 6/30/2021" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number associated with this grant. "17.259" has been pre-printed.

Section II - Total Funds Available

Allocation: Enter the amount of the July allocation.

Additional Allocation: Enter the amount of any additional funds allocated for the program.

Total Appropriation Year (AY) Funding: The total allocation. The Excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for the Youth program. Not more than 20 percent of the total allocation may be used for administration.

In-School Youth (ISY): Enter the amount of the allocation planned for ISY.

Out-of-School Youth (OSY): Enter the amount of the allocation planned for OSY. At least 50 percent of the adjusted award* must be used to provide services to OSY.

Paid and Unpaid Work Experiences: Enter the amount of the allocation planned for Paid and Unpaid Work Experiences. At least 20 percent of the adjusted award* must be used to provide Paid and Unpaid Work Experiences. The 20 percent minimum is not applied separately for ISY and OSY.

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

Youth Adjusted Award: The Excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

Section IV - Limitation Percentages

This section was developed to assist the MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

*The Adjusted Award. The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the costs of administration.

**Workforce Innovation and Opportunity Act (WIOA) Adult
Program Year 2019 Allocations**

MWA Number	Michigan Works! Agency	WIOA Adult July Allocation	WIOA Adult October Allocation	WIOA Adult Additional Allocation 19-20c1	WIOA Adult Total Allocation
5	Berrien/Cass/Van Buren	\$133,769	\$711,065	\$2,072	\$846,906
17	Capital Area	\$161,842	\$860,287	\$2,507	\$1,024,636
7	Detroit Employment Solutions	\$799,600	\$4,250,356	\$12,387	\$5,062,343
13	GST Michigan Works!	\$385,193	\$2,047,534	\$5,968	\$2,438,695
4	Great Lakes Bay	\$243,557	\$1,294,652	\$3,773	\$1,541,982
19	Macomb/St. Clair	\$434,014	\$2,307,046	\$6,724	\$2,747,784
21	Northeast	\$104,121	\$553,464	\$1,613	\$659,198
22	Northwest	\$149,580	\$795,112	\$2,317	\$947,009
23	Oakland County	\$348,642	\$1,853,241	\$5,401	\$2,207,284
2	Region 7B	\$106,398	\$565,572	\$1,649	\$673,619
30	SE Michigan Consortium	\$236,655	\$1,257,967	\$3,666	\$1,498,288
31	SEMCA	\$331,147	\$1,760,246	\$5,130	\$2,096,523
14	Southwest	\$184,036	\$978,263	\$2,851	\$1,165,150
6	UPWARD Talent Council	\$200,336	\$1,064,907	\$3,104	\$1,268,347
16	West Central	\$96,322	\$512,008	\$1,492	\$609,822
33	West Michigan Works!	\$401,883	\$2,136,249	\$6,226	\$2,544,358
	TOTAL	\$4,317,095	\$22,947,969	\$66,880	\$27,331,944

**Workforce Innovation and Opportunity Act (WIOA)
Dislocated Worker (DW)
Program Year 2019 Allocations**

MWA Number	Michigan Works! Agency	WIOA DW July Allocation	WIOA DW October Allocation	WIOA DW Additional Allocation 19-20c1	WIOA DW Additional Allocation 19-20c2	WIOA DW Total Allocation
5	Berrien/Cass/Van Buren	\$95,846	\$409,115	\$296	\$14,403	\$519,660
17	Capital Area	\$139,852	\$596,951	\$432	\$21,015	\$758,250
7	Detroit Employment Solutions	\$954,766	\$4,075,354	\$2,950	\$143,470	\$5,176,540
13	GST Michigan Works!	\$368,907	\$1,574,655	\$1,140	\$55,435	\$2,000,137
4	Great Lakes Bay	\$214,974	\$917,602	\$664	\$32,303	\$1,165,543
19	Macomb/St. Clair	\$397,594	\$1,697,105	\$1,228	\$59,745	\$2,155,672
21	Northeast	\$148,098	\$632,146	\$458	\$22,254	\$802,956
22	Northwest	\$145,783	\$622,265	\$451	\$21,906	\$790,405
23	Oakland County	\$331,061	\$1,413,113	\$1,023	\$49,748	\$1,794,945
2	Region 7B	\$127,884	\$545,863	\$395	\$19,216	\$693,358
30	SE Michigan Consortium	\$222,328	\$948,993	\$687	\$33,409	\$1,205,417
31	SEMCA	\$344,766	\$1,471,611	\$1,065	\$51,807	\$1,869,249
14	Southwest	\$136,310	\$581,832	\$421	\$20,483	\$739,046
6	UPWARD Talent Council	\$231,190	\$986,817	\$714	\$34,740	\$1,253,461
16	West Central	\$95,902	\$409,349	\$296	\$14,411	\$519,958
33	West Michigan Works!	\$320,854	\$1,369,542	\$992	\$48,215	\$1,739,603
	TOTAL	\$4,276,115	\$18,252,313	\$13,212	\$642,560	\$23,184,200

**Workforce Innovation and Opportunity Act (WIOA) Youth
Program Year 2019 Allocations**

MWA Number	Michigan Works! Agency	WIOA Youth Beginning Allocation	WIOA Youth Additional Allocation 19-20c1	WIOA Youth Total Allocation
5	Berrien/Cass/Van Buren	\$886,768	\$2,624	\$889,392
17	Capital Area	\$1,507,730	\$4,461	\$1,512,191
7	Detroit Employment Solutions	\$5,373,558	\$15,897	\$5,389,455
13	GST Michigan Works!	\$2,505,353	\$7,412	\$2,512,765
4	Great Lakes Bay	\$1,909,210	\$5,648	\$1,914,858
19	Macomb/St. Clair	\$2,845,041	\$8,417	\$2,853,458
21	Northeast	\$676,352	\$2,001	\$678,353
22	Northwest	\$946,346	\$2,800	\$949,146
23	Oakland County	\$2,225,397	\$6,584	\$2,231,981
2	Region 7B	\$672,649	\$1,990	\$674,639
30	SE Michigan Consortium	\$1,724,006	\$5,100	\$1,729,106
31	SEMCA	\$2,067,086	\$6,115	\$2,073,201
14	Southwest	\$1,391,644	\$4,117	\$1,395,761
6	UPWARD Talent Council	\$1,350,399	\$3,995	\$1,354,394
16	West Central	\$689,995	\$2,041	\$692,036
33	West Michigan Works!	\$2,875,007	\$8,506	\$2,883,513
	TOTAL	\$29,646,541	\$87,708	\$29,734,249