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DEPARTMENT OF LABOR & ECONOMIC GROWTH  
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**OFFICIAL**

e-mailed to MWAs on 3/12/07 (cg)

**Bureau of Workforce Programs (BWP)**  
**Policy Issuance (PI) No. 06-28**

**Date:** March 12, 2007

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

**From:** Brenda C. Njiwaji, Director, Bureau of Workforce Programs **SIGNED**

**Subject:** Guidelines for Submitting Pilot or Demonstration Project Proposals

**Programs Affected:** All Programs Funded Through the Department of Labor & Economic Growth (DLEG)/BWP

**Rescissions:** BWP PI 06-27

**References:** Food Stamp Act of 1977  
Public Act No. 491 of 2006  
Social Welfare Act  
Trade Act of 1974  
Workforce Investment Act of 1998

**Background:** Public Act No. 491 of 2006 outlines activities that MWAs may engage in to fulfill the intent of the act, including conducting pilot and demonstration projects. This PI provides guidelines for the submission of pilot or demonstration project proposals.

**Policy:** In accordance with Public Act No. 491 of 2006, Section 19(1)(c), MWAs may propose the establishment of innovative pilot or demonstration projects for approval by the DLEG in order to:

1. Achieve more efficient and effective use of funds for public assistance;
2. Reduce public assistance dependency;
3. Reduce unemployment; and/or
4. Improve assessment, training, or other service delivery.

In all cases, MWAs shall inform the DLEG of their intent to conduct a pilot or demonstration project. In cases where the project may reasonably be interpreted to involve policies different than those currently required by state policy for the work involved, DLEG's prior approval is required before the pilot or demonstration project is established and implemented.

The DLEG will not approve any proposed pilot or demonstration project that violates federal statute or state law. Pilot or demonstration projects will not have the benefit of revised automated systems' support. Additionally, as appropriate, pilot and demonstration projects should be developed and implemented in a manner to test the applicability of statewide implementation.

The proposal to implement a pilot or demonstration project must include:

1. A written project proposal indicating which policy(ies) are being changed, how they differ from existing policies, and a listing of all parties that will be impacted by the proposal if enacted.
2. A recommended timeframe to conduct the project that reflects the amount of time necessary to provide a reasonable test of the policy or innovation being evaluated. Rationale for the recommended timeframe must be given. The department may agree to renew or extend a project for additional periods of time if such renewal or extension serves public purposes of research, innovation, or excellent service delivery.
3. An outline of the goals and objectives of the pilot or demonstration project.
4. The following criteria to describe how the pilot or demonstration will be evaluated:
  - a. Outcome Measures – The specific participant and/or administrative outcomes to be measured. Outcomes should be based on readily available data and information. The MWAs must explain how each measure relates to the pilot or demonstration project and the anticipated goals and objectives.
  - b. Data Collection – The MWAs must indicate each of the data and the data sources that will be used to monitor each of the outcome measures.
5. The MWAs must submit quarterly reports. The quarterly reports must contain all participant and/or administrative outcome measures identified in the original proposal for each reporting period. The quarterly reports must also include input from those impacted by the pilot or demonstration. For example, MWA staff, service provider

staff, community-based agencies, clients/customers of the program(s) being piloted, and other impacted parties in the community or state. The proposal must specify who will prepare the quarterly reports. Quarterly reports will be due the 20<sup>th</sup> day following the end of each quarter.

In addition to the quarterly reports, a preliminary final report is due no later than 60 days **prior** to the expiration date of the pilot or demonstration project. A final report is due no later than 30 days **after** the expiration date of the pilot or demonstration project. This report must summarize project activities, including all measured outcomes identified in the original proposal, how well the goals and objectives of relevant statutes and of the pilot or demonstration project were met, any related project results, identification of best practices, and whether or not the MWA seeks a renewal or extension of the project.

The aforementioned proposal, required quarterly reports, and the final reports must be submitted to both the DLEG director and the BWP director.

The quarterly reports and the final reports will be evaluated and a recommendation developed regarding the future of the pilot or demonstration project. That is, as appropriate, adoption as a statewide policy, modification before statewide implementation, or discontinuation of the pilot or demonstration.

The DLEG will provide the MWA written approval of the pilot proposal, provisional approval with appropriate qualifications, request for additional requirements not included in the proposal, or denial of the proposal.

**Action:**

The MWAs interested in implementing a pilot or demonstration project shall adhere to the requirements outlined in this policy.

Pilot or Demonstration Project Proposals, quarterly reports, and the final report are to be submitted to:

Mr. Keith W. Cooley, Director  
Michigan Department of Labor & Economic Growth  
P.O. Box 30004  
Lansing, MI 48909

and

Ms. Brenda C. Njiwaji, Director  
Bureau of Workforce Programs  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

Quarterly reports are due the 20<sup>th</sup> day of the month following the end of the quarter. That is, October 20, January 20, April 20, and July 20.

The preliminary final report is due no later than 60 days **prior** to the expiration date of the pilot or demonstration project. The final report is due no later than 30 days **after** the expiration date of the pilot or demonstration project.

**Inquiries:**

Questions regarding this PI should be directed to Ms. Janet Howard, Deputy Director, BWP, at (517) 335-5858, or by e-mail at [howardj1@michigan.gov](mailto:howardj1@michigan.gov).

This PI is available from the Internet system. Call Ms. Cynthia Grostick at (517) 335-7418, for details. The information contained in this PI will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

**Expiration  
Date:**

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