



OFFICIAL

E-mailed: 06/29/12 (tk)

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI) 12-05

Date: June 29, 2012

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Service
Workforce Development Agency, State of Michigan
SIGNED

Subject: Statewide Activities Funding for Program Year (PY) 2012
(July 1, 2012 through June 30, 2013) Service Center Operations

Programs Affected: Michigan Works! Service Center (MWSC) Operations

Rescissions: None

References: The Workforce Investment Act (WIA) of 1998
The WIA Final Rule 20 CFR Part 652 et al.
Michigan Department of Labor & Economic Growth (DLEG)/Bureau of
Workforce Programs PI 02-11, issued April 2, 2002, and subsequent
changes

Background: The WDASOM has identified \$2,276,476 in Appropriation Year (AY)
2012 WIA Statewide Activity funds to be used in support of MWSCs.

Policy: Service center operation funds may be used in support of all activities to
improve customer service, inform and educate the public about the service
centers, and upgrade facilities. Service Center funding may not be utilized
to purchase or maintain participant reporting systems or job matching
systems that duplicate those provided by the state.

As a condition to receive MWSC funding, each MWA is required to submit a spending plan, either as a Word document or an Excel spreadsheet, which describes in detail how the MWSC operations funding will be used at the local level. Cost should be broken down, and reported by activity.



Workforce Development Agency, State of Michigan

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Carry-forward funding from PY 2012 into PY 2013 for the allocations detailed in this policy issuance is subject to a 15 percent limitation of total current year allocations. The June 30th Accrued Expenditure Report, as reported in the Management of Award for Recipients System (MARS), will be used to determine the percent of carry-in funds.

Funding for local administration is limited to 5 percent of the allocation.

Unexpended funds as of June 30, 2014, will be recaptured by the WDASOM.

Action:

MWA officials must adhere to state procurement and administrative policies when expending statewide activity funding.

The WIA Budget Information Summary (BIS) and the required spending plan are to be submitted electronically to the WDASOM within 30 calendar days from the issue date of this policy issuance to Ms. Teresa Keyton at keytont@michigan.gov.

The required, original signed Approval Request form must be submitted within 30 calendar days from the issue date of this policy issuance to:

Office of Talent Development Services
Workforce Development Agency, State of Michigan
201 N. Washington Square, 5th Floor
Lansing, Michigan 48913
ATTN: Ms. Teresa Keyton

The WDASOM will issue a Grant Action Notice (GAN) for the WIA program allocation. The GAN will be effective July 1, and will award MWAs their total allocation.

Cash Requests/Financial Reporting:

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

All reporting of fiscal expenditures of the funds provided through this grant must be reported to the WDASOM on a quarterly basis. All quarterly financial expenditure reports are due to the WDASOM no later than the 20th calendar day after the end of the calendar quarter. 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 any questions, please call Mr. Kerry Trierweiler at (517) 241-1788.

Profit Limitations

Profit under this award, including sub-awards, is an allowable cost. However, profit is payable only to commercial organizations and must be negotiated as a separate element of each contract's price. Profit rates can be negotiated from zero percent up to a maximum of ten percent. Profit rates can only be applied against the commercial

organization's personnel-related costs (i.e., salaries, wages, and benefits) for the staff that contributed to the organization's unique capacity to manage and achieve the performance of the contract.

Factors to consider when negotiating profit are the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. Under cost reimbursement contracts there is little to no risk to the commercial organization, therefore profit is usually not warranted. Profit must be tied to performance and cannot be paid as a guaranteed fixed fee. Profit is earned when performance outcomes are attained and is disbursed when those outcomes are validated. Profit cannot be paid in addition to performance payments or incentive payments.

Inquiries: Questions regarding this policy issuance should be directed to your WIA state coordinator.

This policy issuance is available from the Internet system at http://web.michworks.org/OWD/index_wp.htm. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

Expiration

Date: June 30, 2014

GC:LS:tk

Plan/Modification Approval Request Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the appropriate title(s) for the plan being submitted.
4. Plan/Modification Number: Each plan number will begin with the calendar year, e.g., 12. The modification will begin with 00, and subsequent changes will be next in sequence from 00, i.e., 12-01, 12-02, etc.
5. Program Period: Identify the program period covered by this plan.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs PI 07-13, issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): PY 2012 MWSC Funding	
4. Policy Issuance Number: 12-XX	6. Plan Period: July 1, 2012 – June 30, 2013

THE CHIEF ELECTED OFFICIAL (S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date

BWT-344 (5/09)

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.

Budget Information Summary (BIS) Instructions

Section I - Identification Information

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
4. Plan Period: Enter the start and end dates of the plan period, i.e., 07/01/12 to 06/30/13.
5. Grant Name: Enter the name of the grant associated with the funding being awarded.
6. Project Name: Enter the name of the project associated with the funding being awarded.

Section II - Total Funds Available

1. Appropriation Year (AY) Funding
 - a. Enter the current AY allocated funding.
 - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
 - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
 - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.

Section III - Current AY Planned Expenditures by Cost Category

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.

If Youth:
 - a. Enter amount of allocation planned for in-school youth.
 - b. Enter amount of allocation planned for out-of-school youth

BUDGET INFORMATION SUMMARY

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name:	2. MWA Number:
3. Policy Issuance Number: 12-XX	4. Plan Period: July 1, 2012 – June 30, 2013
7. Grant Name: AY 12 WIA Statewide Activities	6. Project Name: PY 2012 MWA SVSC CTR OPS

SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$
b. Transfer in from: Adult [] Dislocated Worker []	\$
c. Transfer out to: Adult [] Dislocated Worker []	\$
d. Total Current AY funding	\$

SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

BWT-345 (5/09)

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Service Center Operation

PY 2012 (July 1, 2012 - June 30, 2013)

Michigan Works! Agency	Allocations (\$)
ACSET	143,271
Berrien/Cass/Van Buren	55,220
Calhoun ISD	50,000
Capital Area	96,130
Career Alliance	86,730
Central Area	50,000
City of Detroit	333,683
Eastern U.P.	50,000
Kalamazoo-St. Joseph	62,570
The Job Force	50,000
Livingston County	50,000
Macomb/St. Clair	189,139
Muskegon County	50,000
Northeast	50,000
Northwest	57,694
Oakland County	233,853
Ottawa County	50,959
Region 7B	50,000
Saginaw/Midland/Bay	74,173
South Central	54,123
SEMCA	216,969
Thumb Area	50,000
Washtenaw County	71,962
West Central	50,000
Western U.P.	50,000
Total	2,276,476

Distribution of funds based on the relative size of the labor force with a minimum allocation of \$50,000.

WDA June 12, 2012.