

**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI) 13-03**

**Date:** July 1, 2013 E-mailed: 5/31/2013 (tk)

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

**From:** Gary Clark, Director, Office of Talent Development Services (**SIGNED**)  
Workforce Development Agency (WDA)

**Subject:** Capacity Building and Professional Development (CBPD) Allocations for  
Program Year (PY) 2013, the period of July 1, 2013 through June 30,  
2014

**Programs  
Affected:** Workforce Investment Act (WIA) Program

**Rescissions:** None

**References:** The WIA of 1998  
  
WIA Final Rule 20 CFR Part 652 et al.

**Background:** The WDA has identified \$300,000 in Appropriation Year (AY) 2012 WIA  
Statewide Activity funds to be used in support of Local Area Capacity  
Building and Professional Development for Program Year (PY) 2013.

**Policy:** Capacity Building and Professional Development (CBPD) funding may be  
utilized for, but not limited to, supporting state and local partnerships,  
developing and improving local program performance and goals, and  
assisting ongoing system development and proficiency, including  
professional development and technical assistance. In addition to the  
aforementioned, a dedicated portion of the funding awarded in this Policy  
is to be used to support Lean training.

Activities supported by this funding will assist in addressing the goals of  
local strategic plans and the needs of local employers for a trained  
workforce.



Given the reductions in WIA funding to the State, it is necessary to streamline project implementation and administrative oversight wherever possible. To this end, CBPD funding, which will benefit the entire Michigan Works! system, will be allocated using a regional approach. Four MWAs will be awarded the CBPD funding of \$300,000 in four equal allotments of \$75,000, and serve as regional project managers.

The four MWAs are Kalamazoo/St. Joseph, the Macomb/St. Clair Workforce Development Board (WDB), Region 7B, and South Central.

CBPD funds allocated in this policy issuance are available for expenditure for a one-year period, July 1, 2013 through June 30, 2014. CBPD funding unexpended as of June 30, 2014, will be reclaimed by the WDA.

*Administrative funding for the CBPD is not allowed.*

**Action:**

The four MWAs identified in this policy issuance shall prepare and submit a signed Approval Request Form (BWT 344, 5/09) and a Budget Information Summary (BIS) Form (BWT 345, 5/09) to the WDA within 30 days from the date of this policy issuance.

Prior to the 20<sup>th</sup> calendar day of the month following the end of the quarter, a Quarterly Narrative Report containing the following information must be submitted:

- Identification of Capacity Building and Professional Development goals.
- Identification of the programs supported by the funding.
- Description of the types of training provided.
- Number of staff receiving each type of training.
- Identification of barriers to achieving goals (if any).
- Statement and/or statistics indicating whether goals were met.
- Other performance related information.

In the event that the due date falls on a weekend or state government holiday, the Quarterly Narrative Report is due on the last business day prior to the 20th.

The Michigan Works! Association may submit the Quarterly Narrative Report on behalf of the selected MWAs, as long as the information is broken down by MWA, where applicable.

The Michigan Works! Association or MWA officials shall submit Quarterly Narrative Reports electronically to Ms. Teresa Keyton at [keytont@michigan.gov](mailto:keytont@michigan.gov).

One hard copy of the Approval Request Form, with original signatures, along with a BIS Form must be submitted within 30 days from the date of this policy issuance to:

Workforce Development Agency  
Office of Talent Development Services  
Workforce Investment Act Section  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**Cash Requests/Financial Reporting:**

The MWA will process all cash requests through the Management of Awards to Recipients System (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 WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to 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 or Ms. Lori Schomisch at (517) 241-0672.

**Inquiries:**

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

This policy issuance is available for downloading from the internet system. Please contact Ms. Teresa Keyton at (517) 335-7418 for details.

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  
Attachments

## 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., 13. The modification will begin with 00, and subsequent changes will be next in sequence from 00, i.e., 13-01, 13-02, 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): Capacity Building and Professional Development	
4. Policy Issuance number: 13-03	5. Plan Period: July 1, 2013 – June 30, 2014

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 (WDA) 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) Form 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. Program Title: Enter the program name. For example, Workforce Investment Act.
4. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
5. Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/11 to 06/30/12.
6. Grant Name: Enter the name of the grant associated with the funding being awarded.
7. 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. Program Title: Workforce Investment Act (WIA)		4. Policy Issuance Number: 13-03X	
5. Plan Period: July 1, 2013- June 30, 2014		6. Grant Name: AY 2012 WIA Statewide Activities	
7. Project Name: PY13 Capacity Building and Professional Development (CBPD)			

### 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)

The Workforce Development Agency (WDA) 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.

WIA Capacity Building	
PY 2013 (July 1, 2013 - June 30, 2014)	
Michigan Works! Agency	Total Allocation (\$)
ACSET	
Berrien/Cass/Van Buren	
Calhoun ISD	
Capital Area	
Career Alliance	
Central Area	
City of Detroit	
Eastern U.P.	
Great Lakes Bay	
Kalamazoo-St. Joseph	\$75,000
The Job Force	
Livingston County	
Macomb/St. Clair	\$75,000
Muskegon County	
Northeast	
Northwest	
Oakland County	
Ottawa County	
Region 7B	\$75,000
South Central	\$75,000
SEMCA	
Thumb Area	
Washtenaw County	
West Central	
Western U.P.	
Total	\$300,000