

OFFICIAL

Workforce Development Agency (WDA)

Policy Issuance (PI) 13-06

E-mailed 7-15-2013 (tk)

Date: July 15, 2013

To: Michigan Works! Agency (MWA) Directors

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

Subject: Statewide Activities Funding for Program Year (PY) 2013
(July 1, 2013 through June 30, 2014) 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 (BWP) PI 02-11, issued April 2, 2002, and subsequent changes

Background: The WDA has identified \$500,000 in Appropriation Year (AY) 2013 WIA Statewide Activity funds to be used in support of Michigan Works! Service Centers (MWSCs). The allocation for each MWA was based on a formula derived from the relative size of the MWA area labor force. However, the number of persons served by the service center(s), and the number of service centers in the MWA area, full and satellite, were taken into account in the determination of the final award. The \$500,000 is the initial allocation for PY 2013 WIA MWSC operations. Additional funding, in an indeterminate amount, will be provided to support service centers, commensurate with the level of Statewide Activity funds available during the Program Year.

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.

Carry-forward funding from PY 2013 into PY 2014 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 Awards to Recipients System (MARS), will be used to determine the percent of carry-in funds.

Funding for local administration is ***not authorized*** for PY 2013 WIA MWSC funding.

Unexpended funds as of June 30, 2015, will be recaptured by the WDA.

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 WDA 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
201 N. Washington Square, 5th Floor
Lansing, Michigan 48913
ATTN: Ms. Teresa Keyton

The WDA will issue a Grant Action Notice (GAN) for the WIA program allocation. The GAN will be effective July 1, 2013, and will award MWAs their total allocation in this policy issuance.

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 WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the 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 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.

Profit Limitations

Please refer to the WDASOM Procurement Policy, PI 12-29, issued March 5, 2013, or any policy replacing WDASOM PI 12-29, for further information regarding profit and corresponding limitations.

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, 2015

GC:LS:tk

Service Center Operations
Program Year 2013
July 1, 2013 – June 30, 2014

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).

Service Center Operations
 Program Year 2013
 July 1, 2013 – June 30, 2014
APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): PY 2013 MWSC Funding	
4. Policy Issuance Number: 13-06	6. 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 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.

Service Center Operations
Program Year 2013
July 1, 2013 – June 30, 2014
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., 07/01/13 to 06/30/14.
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

Service Center Operations
 Program Year 2013
 July 1, 2013 – June 30, 2014
BUDGET INFORMATION SUMMARY

SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name:		2. MWA Number:	
3. Policy Issuance Number: 13-06		4. Plan Period: July 1, 2013 – June 30, 2014	
7. Grant Name: AY 13 WIA Statewide Activities		6. Project Name: PY 2013 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)

The Workforce Development Agency 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.

Service Center Operations
Program Year 2013
July 1, 2013 – June 30, 2014

Michigan Works! Agency	PY 2013 WIA SWA Funding
ACSET	\$31,759
Berrien/Cass/Van Buren	\$14,000
Calhoun ISD	\$14,000
Capital Area	\$20,898
Career Alliance	\$19,490
Central Area	\$14,000
City of Detroit	\$30,092
Eastern U.P.	\$14,000
Kalamazoo-St. Joseph	\$14,332
The Job Force	\$14,000
Livingston County	\$14,000
Macomb/St. Clair	\$41,913
Muskegon County	\$14,000
Northeast	\$14,000
Northwest	\$14,000
Oakland County	\$51,483
Ottawa County	\$14,000
Region 7B	\$14,000
Great Lakes Bay	\$16,411
South Central	\$14,000
SEMCA	\$47,345
Thumb Area	\$14,000
Washtenaw County	\$16,277
West Central	\$14,000
Western U.P.	\$14,000
Total	\$500,000

Allocation of the \$500,000 among the MWAs is based on the criteria stated in the “**BACKGROUND**” section with a minimum allocation of \$14,000

WDA June 11, 2013