

RICK SNYDER
GOVERNOR



CHRISTINE QUINN
DIRECTOR

OFFICIAL

Workforce Development Agency (WDA)
Policy Issuance (PI): 15-06

E-mailed: 04/20/15 (pv)

Date: April 20, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director, Office of Talent Policy and Planning
Workforce Development Agency

SIGNED

Subject: Capacity Building and Professional Development (CBPD) Allocations for Fiscal Year (FY) 2015, for the time period October 1, 2014 through September 30, 2015

Programs Affected: Trade Adjustment Assistance (TAA) Program

Rescissions: None

References: The Trade Act of 1974, as amended

The Trade Act of 2002

The Trade and Globalization Adjustment Assistance Act of 2009

Trade Adjustment Assistance Extension Act of 2011

Trade Adjustment Assistance Reversion 2014

Background: To assist in the development of our demand-driven system, the WDA has identified \$42,000 in FY 2013 TAA Administrative funding to be utilized in support of local CBPD. Although the CBPD allocations will be utilized during FY 2015, they have been identified as FY 2013 funds.



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Policy:

A demand-driven workforce system is the State of Michigan’s primary workforce development strategy. Local Workforce Development Boards must identify priority industries and develop and implement appropriate services based upon input received from employers and other key partners. The TAA program can play a key part of the development of this system. The WDA is seeking an increase in the number of TAA Employer-Based Training activities offered in Michigan, focusing in particular on TAA Registered Apprenticeships. The TAA Registered Apprenticeships offer TAA-certified workers both employment and training opportunities, while offering employers assistance with the cost of related technical instruction. Funding awarded in this policy will assist in the effort to increase TAA Registered Apprenticeships.

The CBPD funding will be utilized for, but not limited to, training, meeting local program goals, and ongoing system development. Funds allocated in this policy issuance are available for expenditure for a one-year period, October 1, 2014, through September 30, 2015. Unexpended funding as of September 30, 2015, will be recaptured.

The TAA CBPD funding, which will benefit the entire Michigan Works! system, will be allocated using a regional approach. Four MWAs will be awarded the TAA CBPD funding in the amount of \$42,000, in four equal allotments of \$10,500, and serve as regional project managers. The four MWAs are Michigan Works! Southwest, the Northwest Michigan Council of Governments, Region 7B Consortium, and the Southeast Michigan Community Alliance (SEMCA).

Administrative funding for the CBPD is not allowed.

Action:

MWA officials shall prepare and submit the required Budget Information Summary within 30 days from the issue date of this policy. One hard copy of an Approval Request Form, with original signatures, must also be submitted within 30 days from the issue date of this policy to:

Workforce Development Agency
Office of Talent Policy and Planning
Attn: Ms. Tammy Flynn
Victor Office Center, 5th Floor
201 N. Washington Square
Lansing, Michigan 48913

Prior to the 20th calendar day of the month following the end of the quarter, a Quarterly Narrative Report containing the following information should 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.

MWA officials, or the Association, will submit Quarterly Narrative Reports to Ms. Tammy Flynn at flynnt@michigan.gov.

MWA officials, or the Association, will also submit the following fiscal reports:

- Detailed Annual Budget (Submit at onset of grant)
- Quarterly Expenditure Reports (Line item expenditures vs. budget)

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 for 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 system at: <http://www.michigan.deleg-mars.org/>. If there are any questions, please call Mr. Kerry Trierweiler at (517) 241-1788

Inquiries:

Questions regarding this policy issuance should be directed to Ms. Tammy Flynn, Manager, TAA Section, (517) 335-4267, flynnt@michigan.gov.

This policy issuance is available for downloading from the internet system. Please contact Ms. Pam Vance at (517) 373-6234 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:

September 30, 2015

SB:MB:pv

Attachments

Approval Request Form 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. Policy Issuance Number: Enter the policy issuance number that the form corresponds to, i.e., 14-01, 14-02, etc. Policy Issuance Number “15-06” has been entered for you.
5. Plan Period: Identify the time period covered by the plan. October 1, 2014 – September 1, 2015 has been entered for your convenience.

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): TAA Capacity Building and Professional Development	
4. Plan/Modification Number: 15-06	5. Plan Period: October 1, 2014 – September 30, 2015

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) 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 BIS covers.
5. Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/09 to 06/30/10.
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: Trade Adjustment Assistance	4. Policy Issuance Number: 15-06
5. Plan Period: October 1, 2014 – September 30, 2015	6. Grant Name: FY 13 Trade Capacity Building
7. Project Name: TAA FY15 Capacity Building and Professional Development	

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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