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OFFICIAL

E-mailed: 7/20/2015 (tk)

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

Date: July 20, 2015

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director (**SIGNED**)
Office of Talent Policy and Planning

Subject: Allocation Year (AY) 2015 Workforce Innovation and Opportunity Act (WIOA)
Statewide Activities Funding for Michigan Works! Service Center Operations

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

Rescissions: None

References: The Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

The WIOA Notices of Proposed Rulemaking (Proposed Rules) as Published in the Federal Register on April 16, 2015

Background: The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;



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- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

The WIOA Section 134(a)(3)(A) permits states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that support and enhance the one-stop service delivery system.

To this end, the WDA has identified \$600,000 in Appropriation Year (AY) 2015 WIOA Statewide Activities funds to be used in support of Michigan Works! Service Center (MWSC) operations. 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 customers 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 \$600,000 represents the initial allocation for this year for MWSC operations and additional funding, in an indeterminate amount, may be provided to support service centers commensurate with the level of Statewide Activities funds available this 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.

Each local area, as a condition to receive MWSC operations funding, **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 of the funding allocated in this policy issuance from Program Year (PY) 2015 into PY 2016 **is subject to a 15 percent limitation**. The June 30th Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with this limitation. Funds carried forward in excess of this limitation may be recaptured by the WDA.

The use of MWSC operations funding for local administration is not allowed.

Unexpended funds as of June 30, 2017, **will be recaptured** by the WDA.

Profit

Please refer to the WDA's Procurement Policy, PI 15-12, issued July 16, 2015, or any policy replacing WDA PI 15-12, for further information regarding profit and corresponding limitations.

Fiscal Information

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

The United States Department of Labor Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made.

All reporting of fiscal expenditures for the funds provided in this policy issuance 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 due date. Local areas must submit reports in the MARS located at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Kerry Trierweiler at (517) 241-1788.

Action:

Local areas shall prepare and submit the required spending plan, along with a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS), to the WDA within 30 days from the issue date of this policy. The requested spending plan and BIS (Attachment B) should be submitted electronically to Ms. Teresa Keyton at KeytonT@michigan.gov. Please copy your assigned WIOA state coordinator on your email submission. The required Approval Request form, with original signatures, should be submitted to:

Workforce Development Agency
Office of Talent Policy and Planning
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Inquiries:

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

This policy issuance is available on the WDA's website at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>. Please contact Ms. Teresa Keyton at (517) 335-5858 or via email if you require assistance.

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. Please contact Ms. Keyton for details.

Expiration**Date:**

June 30, 2017

SB:KJ:tk

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 Approval Request form corresponds to, i.e., 15-01, 15-02, etc.
5. Plan Period: Identify the time period covered by the 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), or their authorized designee(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): AY 2015 MWSC Operations	
4. Policy Issuance Number: 15-15	6. Plan Period: July 1, 2015 – June 30, 2017

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.

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Michigan Works! Service Center (MWSC) Operations**

Section I - Identification Information

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the Policy Issuance number applicable to the BIS.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/15 to 06/30/17.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) associated with this grant.

Section II - Total Funds Available

July (Base) Allocation: Enter the amount of the July allocation.

October (Advance) Allocation: Enter the amount of the October allocation.

Total Appropriation Year (AY) Funding: The aggregate total of the July and October allocations. The excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for local administration. Note: None of the MWSC operations funds awarded in this policy issuance may be used for administration.

Program: Enter the amount of the grant to be used for program related costs.

Total Planned Costs: The excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

Adjusted Award: The excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

Section IV - Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

Michigan Works! Service Center Operations

Michigan Works! Agency		MWA (\$)
ACSET		48,302
	Allegan	6,473
	Barry	3,560
	Kent	38,269
Berrien/Cass/Van Buren		15,299
	Berrien	8,292
	Cass	2,936
	Van Buren	4,071
Capital Area		27,480
	Clinton	4,434
	Eaton	6,439
	Ingham	16,607
Central Area		14,000
	Gratiot	2,295
	Ionia	3,851
	Isabella	4,686
	Montcalm	3,168
Detroit Emp Solutions		28,922
Eastern U.P.		14,000
	Chippewa	9,227
	Luce	1,455
	Mackinac	3,318
Genesee/Shiawassee		25,067
	Genesee	21,322
	Shiawassee	3,745
Great Lakes Bay		21,425
	Bay	6,012
	Midland	4,847
	Saginaw	10,566
Livingston		14,000
Macomb/St. Clair		55,140
	Macomb	46,593
	St. Clair	8,547

Muskegon/Oceana		14,000
	Muskegon	12,049
	Oceana	1,951
Northeast		14,000
	Alcona	941
	Alpena	3,262
	Cheboygan	2,693
	Crawford	1,447
	Montmorency	852
	Oscoda	775
	Otsego	2,672
	Presque Isle	1,358
Northwest		16,844
	Antrim	1,188
	Benzie	963
	Charlevoix	1,474
	Emmet	2,204
	Grand Traverse	5,434
	Kalkaska	933
	Leelanau	1,214
	Manistee	1,229
	Missaukee	679
	Wexford	1,526
Oakland		68,811
Ottawa		15,690
Region 7B		14,000
	Arenac	1,715
	Clare	2,925
	Gladwin	2,332
	Iosco	2,517
	Ogemaw	2,250
	Roscommon	2,261
SEMCA		72,191
	Monroe	7,933
	Wayne	64,258
South Central		15,480
	Hillsdale	2,220
	Jackson	8,114
	Lenawee	5,146

Southwest		27,816
Branch	2,264	
Calhoun	7,559	
Kalamazoo	14,605	
St. Joseph	3,388	
The Job Force		14,000
Alger	628	
Delta	2,951	
Dickinson	2,166	
Marquette	5,631	
Menominee	2,034	
Schoolcraft	590	
Thumb Area		14,000
Huron	2,165	
Lapeer	5,560	
Sanilac	2,677	
Tuscola	3,598	
Washtenaw		21,533
West Central		14,000
Lake	765	
Mason	2,948	
Mecosta	3,926	
Newaygo	4,528	
Osceola	1,833	
Western U.P.		14,000
Baraga	1,396	
Gogebic	2,667	
Houghton	6,501	
Iron	2,116	
Keweenaw	382	
Ontonagon	938	
		600,000

Distribution of funds based on the relative size of the labor force, with a minimum allocation of \$14,000.