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OFFICIAL
Policy Issuance (PI): 15-17 Change 1

Date: May 25, 2017

To: Michigan Works! Agency (MWA) Directors

From: Wanda M. Stokes, Director **SIGNED**
Michigan Talent Investment Agency

Subject: Sector Partnership (SP) National Emergency Grant (NEG)

Programs Affected: Workforce Innovation and Opportunity Act (WIOA) Programs

Rescissions: None

References: The WIOA of 2014, Public Law 113-128, enacted July 22, 2014
The WIOA Final Rule, effective October 18, 2016
The U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 31-14, issued April 29, 2015
PI 15-12 issued July 16, 2015
PI 15-29 issued December 1, 2015
The Michigan Industry Cluster Approach Guidelines issued July 26, 2012

Background: NEGs are discretionary grants awarded by the Secretary of Labor (the Secretary) under Section 173 of the Workforce Investment Act (WIA). NEGs are intended to temporarily expand service capacity and meet increased demand for employment and training services, with the goal of quickly reemploying laid off workers and enhancing their employability and earnings. Most provisions of the WIOA, the WIA's successor, went into effect on July 1, 2015; and, as such, this NEG funding is to be utilized consistent with the WIOA's requirements.

Policy:

On June 25, 2015, the USDOL awarded the Talent Investment Agency (TIA) SP NEG funds to provide employment-related services for dislocated workers. Of the award, \$6,481,181 was distributed in PI 15-17 to the various Prosperity Regions.

The change to PI 15-17 includes an extension of the project to March 31, 2018, as well as additional monitoring and reporting guidelines. All other requirements and guidance put forth in PI 15-17 remain unchanged.

Monitoring

The deadline for full expenditure of SP NEG funds is March 31, 2018. Quarterly review of expenditures and enrollments will be completed by the TIA. Concerns regarding enrollment and expenditure levels will be addressed by the assigned Dislocated Services state coordinator. WIOA programmatic reviews will incorporate a review of the SP NEG project, including file review.

Any MWA that does not fully utilize their monies by June 30, 2017, must submit a narrative report due to the TIA no later than 30 days after the end of the calendar quarter and each quarter thereafter until fully expended.

The quarterly narrative report must include:

- A discussion of the circumstances, challenges, and problems that created a need to extend the period of performance.
- A discussion of the efforts to address the challenges identified. Identify the corrective actions or changes that have been or will be made to ensure grant success.
- Identify the specific activities that have been accomplished to date.
- Outline specific activities that will be accomplished in the extended period of performance. Reference the approximate number of participants still requiring reemployment services, and the types of services to be provided. If applicable, summarize continuing efforts regarding other SP NEG allowable activities, such as the development of partnerships, regional planning efforts, sector strategies, etc.
- Provide an updated timeline of grant activities and include outcomes and deliverables that will be achieved.

A final narrative report is due to the TIA no later than 60 days after the end of the grant period or 60 days after the quarter end when funds are fully expended. The final report will take the place of a quarterly report and must include:

- A discussion of the circumstances, challenges, and problems that created a need to extend the period of performance.

- A discussion of the efforts to address the challenges identified. Identify the corrective actions or changes that have been made to ensure grant success.
- A summary of specific activities accomplished, noting how the SP NEG funds helped accomplish those activities.

To ensure expenditure by the March 31, 2018, deadline and to meet demand, the TIA retains the right to recapture and reallocate unexpended SP NEG funds at any time after January 31, 2018, based on enrollment and expenditure trends.

Action: Regional fiduciaries are required to submit a revised (with a new end date) Budget Information Summary within 30 days from the issue date of this policy to WDA-WR-WP@michigan.gov.

Please copy your assigned Dislocated Worker state coordinator on your email submission.

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

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. Vance at 517-373-6234 for details.

Expiration Date: March 31, 2018

WMS:MS:pv
Attachments

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Sector Partnership (SP) National Emergency Grant (NEG)**

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. "15-17c1" has been entered for you.

Grant Name: Enter the name of the grant associated with the funding being awarded. "FY15 WIOA Dis Workers NR-EMEG - Sector Partnership" has been entered for you.

Project Name: Enter the name of the project associated with the funding being awarded. "Sector Partnership NEG" has been entered for you.

Plan Period: Enter the start and end dates of the plan period. "07/01/15 to 03/31/2018" has been entered for you.

Catalog of Federal Domestic Assistance (CFDA): Enter the CFDA number(s) associated with this grant. "17.277" has been entered for you.

Section II - Total Funds Available

Allocation: Enter the amount of the SP NEG funding allocation for the region.

Section III - Current NEG Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for local administration.

Enhanced Career Services: Enter the amount of the grant to be used for enhanced career services.

Regional Planning: Enter the amount of the grant to be used for regional planning.

Training and Work-Based Training: Enter the amount of the grant to be used for training, including work-based training.

Supportive Services: Enter the amount of the grant to be used for supportive services.

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

Planned Costs Equal Total Allocation: The Excel spreadsheet will automatically calculate and enter "Yes" or "No."

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.