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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEVE ARWOOD
DIRECTOR

OFFICIAL
Michigan Talent Investment Agency (TIA)
Policy Issuance (PI): 16-20

Date: November 21, 2016

To: Michigan Works! Agency (MWA) Directors

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

Subject: Allocation Year (AY) 2016 Workforce Innovation and Opportunity Act (WIOA)
Statewide Activities Funding for Michigan Works! Service Center (MWSC)
Operations

Programs

Affected: Michigan Works! Service Center Operations

Rescissions: None

References: U.S. Department of Labor (USDOL) Training and Employment Guidance
Letter (TEGL) 17-15, issued April 5, 2016

PI 16-11, issued July 12, 2016

PI 15-29, issued December 1, 2015

PI 15-12, issued July 16, 2015

The WIOA of 2014, Public Law 113-128 (29 United States Code Section
3101, *et. seq.*)

The WIOA Final Rule 20 Code of Federal Regulation Part 682, *et al.*

Background: The WIOA, which supersedes the Workforce Investment Act 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;

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- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;
- (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 TIA has identified \$3,000,000 in Appropriation Year (AY) 2016 WIOA Statewide Activities funds to be used in support of Michigan Works! Service Center Operations. The allocation for each MWA was based on a formula derived from the relative size of the local area's labor force; however, the number of customers served by the service center(s) and the number of service centers in the local area, full and satellite, were taken into account in the determination of the final award.

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) 2016 into PY 2017 **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 TIA.

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

Unexpended funds as of June 30, 2018, **will be recaptured** by the TIA.

Profit

Please refer to the TIA's Procurement Policy, PI 15-12, issued July 16, 2015, or any policy replacing 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 USDOL 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 TIA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the TIA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the TIA 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](#). 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 TIA 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:

Michigan Talent Investment Agency
Office of Talent Policy and Planning
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 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](#). Please contact Ms. 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, 2018

WMS:KJ:tk
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(s): Enter the appropriate title(s) for the plan being submitted.
4. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form covers.
5. Plan Period: Identify the program period covered by this plan.

The required signatories are designated in accordance with 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): Michigan Works! Service Center (MWSC) Operations	
4. Policy Issuance Number: 16-20	5. Plan Period: July 1, 2016 - June 30, 2018

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 Michigan Talent Investment Agency (TIA), 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., 07/01/16 to 06/30/18.

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

Section II - Total Funds Available

Allocation: Enter the total amount of funding allocated.

Section III - Current AY Planned Expenditures by Cost Category

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.

**Michigan Works! Service Center Operations
Allocation Year 2016**

Michigan Works! Agency	Allocation
Berrien/Cass/Van Buren	\$86,683
Capital Area	\$132,249
Detroit Employment Solutions Corporation	\$132,364
Great Lakes Bay	\$155,797
GST Michigan Works	\$191,779
Macomb/St. Clair	\$260,139
Northeast	\$97,524
Northwest	\$114,664
Oakland County	\$343,891
Region 7B	\$74,943
SE Michigan Consortium	\$229,515
SEMCA	\$320,905
Southwest	\$151,833
UPWARD Talent Council	\$210,714
West Central	\$87,512
West Michigan Works	\$409,488
Total	\$3,000,000