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OFFICIAL
Talent Investment Agency (TIA)
Policy Issuance (PI): 17-02 Change 1

Date: March 15, 2017

To: Michigan Works! Agency (MWA) Directors

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

Subject: Administrative Cost Allowances for Apprenticeship Success Coordinator Funding

Programs Affected: Workforce Innovation and Opportunity Act (WIOA) funding for Apprenticeship Success Coordinators

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

WIOA Final Rule, 20 Code of Federal Regulations Parts 603, 651, 652, 653, 654, 658, 675, 679, 680, 681, 682, 683, 684, 685, 686, 687, and 688,
Published August 19, 2016

Michigan Industry Cluster Approach (MICA) Guidelines, Issued July 26, 2012

Michigan Registered Apprenticeships Funding and Resources Guide

PI: 15-12 Procurement

PI: 17-02 Apprenticeship Success Coordinators

Rescissions: None

Background: In order to support Michigan's Registered Apprenticeship Expansion, Policy Issuance 17-02, dated January 12, 2017, allocated \$500,000 in WIOA Statewide Activities Funding equally to all MWAs for Apprenticeship Success Coordinator (ASC) functions. That policy also allocated \$100,000 of USDOL ApprenticeshipUSA State Accelerator Grant funding equally to all MWAs.

Policy: This Policy Change allows MWAs to charge up to five percent administrative costs on the WIOA Statewide Activities Funding allocations. Administrative costs are not allowed for the allocations of USDOL ApprenticeshipUSA State Accelerator Grant funding.
All other requirements from PI 17-02, dated January 12, 2017, remain in effect.

Action: MWA officials shall prepare a revised Budget Information Summary (BIS) using the Instructions in Attachment A. The revised BIS must be submitted within 30 days of the official date of this policy issuance to the Michigan Industry Cluster Approach (MICA) mailbox (MICA@michigan.gov).

Inquiries: Questions regarding this policy issuance should be directed to the MICA Team at 517-335-6461 or MICA@michigan.gov.

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to the TIA.

Expiration

Date: June 30, 2018

WMS:NO:fd

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Statewide Activities Allocations for Apprenticeship Success Coordinators**

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., 1/1/2017 to 06/30/2018

CFDA Number: Catalog of Federal Domestic Assistance (CFDA) numbers 17.258, 17.259 and 17.278 are entered

Section II - Total Funds Available

Award: The total amount of funding being awarded.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount of funding being used for local administrative costs. Up to a maximum of five percent (5%) of the total allocation 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.

Note: Budget Information Summary form titled “17-02 Change 1_WIOA_SWA_BIS Apprenticeship Success Coordinator.xlsx” is attached to this draft policy email.