



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
WANDA M. STOKES  
DIRECTOR

ROGER CURTIS  
DIRECTOR

**Official  
Policy Issuance (PI): 17-14 Change 1**

**Date:** May 9, 2018

**To:** Michigan Works! Agency (MWA) Directors

**From:** Stephanie Beckhorn, Director **SIGNED**  
Workforce Development Agency

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

**Programs  
Affected:** MWSCs

**Rescissions:** None

**References:** U.S. Department of Labor Training and Employment Guidance Letter 29-14,  
issued April 27, 2015

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 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, in addition to the previously awarded funding, the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) has identified \$975,388 in WIOA Statewide Activities funds to be used in support of MWSC 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 is required to submit a revised spending plan**, as a condition to receive MWSC operations funding, 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 Appropriation Year (AY) 2015 funding** allocated in this policy from Program Year (PY) 2017 into PY 2018 **is not allowed due to the expiration of the funds. Unexpended AY 2015 funds** as of June 30, 2018, **will be recaptured** by the TIA/WDA.

**Carry-forward of the AY 2016 funding** allocated in this policy from PY 2017 into PY 2018 **is not subject to a limitation**. The June 30<sup>th</sup> Accrued Expenditure Report, as reported in the Management of Awards to Recipients System, should be used to determine the amount of carry-forward.

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

**Action:** Local areas shall prepare and submit the required, revised spending plan along with a Budget Information Summary (BIS) to the TIA/WDA within 30 days from the issue date of this policy. The requested, revised spending plan and BIS should be submitted electronically to Ms. Pam Vance at [vancep1@michigan.gov](mailto:vancep1@michigan.gov). Please copy your assigned Youth Services state coordinator on your email submission.

All other requirements of PI 17-14 remain in effect.

**Inquiries:** Questions regarding this policy should be directed to your state coordinator.

This policy is available on the [TIA/WDA website](#). Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or via email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov) if you require assistance.

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Vance for details.

**Expiration  
Date:**

June 30, 2018

SB:CA:ww  
Attachments

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act  
Michigan Works! Service Center 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., 07/01/17 to 06/30/18.

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

**Section II - Total Funds Available**

*Allocation:* Enter the total amount of funding allocated.

**Section III - Current Appropriation Year 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  
Program Year 2017 Allocations  
(Additional \$975,388)**

<b>Michigan Works! Agency</b>	<b>Original Allocation AY15 (\$)</b>	<b>Additional Allocation AY16 (\$)</b>	<b>Total Allocation (\$)</b>
Berrien/Cass/Van Buren	\$48,137	\$28,055	\$76,192
Capital Area	\$73,706	\$42,956	\$116,662
Detroit Emp Solutions	\$73,364	\$42,757	\$116,121
GST Michigan Works	\$105,236	\$61,332	\$166,568
Great Lakes Bay	\$86,037	\$50,142	\$136,179
Macomb/St. Clair	\$146,822	\$85,569	\$232,391
Northeast	\$54,257	\$31,621	\$85,878
Northwest	\$63,579	\$37,054	\$100,633
Oakland County	\$194,034	\$113,084	\$307,118
Region 7B	\$41,489	\$24,180	\$65,669
SE Michigan Consortium	\$128,975	\$75,167	\$204,142
SEMCA	\$180,533	\$105,215	\$285,748
Southwest	\$84,542	\$49,271	\$133,813
UPWARD Talent Council	\$116,541	\$67,920	\$184,461
West Central	\$48,597	\$28,323	\$76,920
West Michigan Works	\$227,763	\$132,742	\$360,505
<b>MWA Total</b>	<b>\$ 1,673,612</b>	<b>\$975,388</b>	<b>\$ 2,649,000</b>

Allocation Run Date: April 5, 2018

File: PY2017 Allocations Worksheet\_v11\_040518.xlsx

Factors: 70 percent Labor Force, 20 percent One-Stop Service Centers, 10 percent One-Stop Satellite Centers