



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): 18-05**

**Date:** January 30, 2018  
**To:** Michigan Works! Agency  
(MWA) Directors

**From:** Wanda M. Stokes  
Director **SIGNED**

**Subject:** Skilled Trades Training Fund (STTF) Program Administration  
Fiscal Year (FY) 2018, the Period of October 1, 2017 through  
September 30, 2018

**Programs**  
**Affected:** Skilled Trades Training Fund (STTF) FY 2018

**Rescissions:** None

**References:** STTF Process Guide Fiscal Year 2018-Revised  
TIA Procurement Policy, PI 15-12, issued July 17, 2015

**Background:** The STTF provides competitive awards for employer responsive training that enhances talent, productivity and employment retention while increasing the quality and competitiveness of Michigan's employers. The STTF helps to ensure Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

As a catalyst for talent development, the STTF encourages increased collaboration between Michigan businesses, the workforce system and workforce training partners for the development and implementation of short-term training that place workers in long-term positions with opportunities for professional growth and economic advancement.

Training is customized to meet employee skill requirements and is short-term in duration, preferably less than three months, with no training extending more than six months unless otherwise approved by the TIA.

**Policy:** The TIA awards funding to the Michigan Works! Agency. All funding is reimbursed upon completion of training and/or retention. MWAs receive an award of STTF funding based on the total number of applications approved for funding. The individual MWA FY 2018 awards are included as Attachment D to this Policy Issuance.

MWAs shall oversee the implementation of STTF employer training awards as approved by the TIA. This includes employer training plans approved with the initial application and any subsequent approved modifications. All STTF policy and stipulations per the TIA STTF Process Guide Fiscal Year 2018-Revised and all other TIA STTF guidance given to MWAs apply.

### Fiscal Information

The local area will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

MWAs are required 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, sub-contractors, 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 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. MWAs must submit reports in the [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Marilyn Carey at 517-373-7243.

In the MARS, FY 2018 STTF expenditures shall be reported under:

**Grant – FY18 Skilled Trades Training Fund  
Project – STTF**

**Note:** Specific cost categories that are available include Program, Administration and Veterans Incentive.

Please refer to the TIA's Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

### Allowable Uses of Program Funds

Training funded by the STTF must fill a demonstrated talent need experienced by an eligible participating employer. Training must lead to a credential for a skill that is transferable and recognized by industry.

Allowable training includes:

- Classroom or customized training
- On-site training with wage reimbursement for individuals to be hired
- Apprenticeships for **new** USDOL Registered Apprentices

#### Cost of Training

- Classroom training should not exceed \$1,500 per person
- On-site training with wage reimbursement for individuals to be hired should not exceed \$1,500 per person
  - Reimbursement is based upon retention
    - 50% reimbursement employed 30 days post-training
    - 75% reimbursement employed 60 days post-training
    - 100% reimbursement employed 90 days post-training
- USDOL Registered Apprenticeships should not exceed \$3,000 per person

#### Veterans Incentive

The company may be reimbursed an additional \$500 for each new hire who is a veteran. The incentive must be used to help offset the new hire training cost.

The TIA will monitor MWA award balances to ensure that training activities and veterans incentives are fully funded.

#### Administrative Funds

Up to 5 percent of total program expenditures may be used to support the local administration. It is prohibited to take administrative funds from the expenditure of program training funds.

Program expenditures include:

- Classroom/customized training
- On-site training with wage reimbursement for individuals to be hired
- Registered Apprenticeship training
- New hire veterans incentive

#### Monitoring

The TIA shall monitor for programmatic and fiscal compliance. Monitoring will be conducted according to a planned schedule for the fiscal year and will be accomplished through a combination of desk reviews and on-site reviews.

Monitoring includes a review of programmatic and fiscal requirements as outlined in the approved application, training plan and award documents. Reviews may also be conducted on an as-needed basis, should issues arise that require immediate attention.

### Modifications

MWAs must submit all requests to modify approved employer training plans in accordance to STTF modification requirements stated in the STTF Process Guide Fiscal Year 2018-Revised. Prior TIA approval is needed before implementation of any modification request.

### Profit

Please refer to the TIA's Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

#### **Action:**

All MWAs shall prepare and submit 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 required Approval Request Form (Attachment A) and BIS (Attachment B) should be submitted electronically to: [skilled@michigan.gov](mailto:skilled@michigan.gov).

### Reporting

No later than the 20<sup>th</sup> calendar day after the last day of the previous month, MWAs shall submit an STTF Monthly Activity Report (Attachment C), which includes a summary of activity listed by individual grant award. Report submissions are via email to [skilled@michigan.gov](mailto:skilled@michigan.gov).

In the event that the due date falls on a weekend or state government holiday, the STTF Monthly Activity Report is due on the last business day prior to the 20th.

A fillable version of the STTF Monthly Activity Report can be found as an Excel document, Attachment C.

#### **Inquiries:**

Questions regarding this policy should be directed to [skilled@michigan.gov](mailto:skilled@michigan.gov).

This policy is available on the [TIA's website](#). Please contact Anita Scott at 517-335-3630 or via email at [ScottA23@michigan.gov](mailto:ScottA23@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 Anita Scott for details.

#### **Expiration Date:**

September 30, 2018

WS:MA:fd  
Attachments

### **Approval Request Form Instructions**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and assigned number of the MWA.
2. Plan Title(s): Enter the appropriate title(s) for the plan being submitted.
3. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form corresponds to, i.e., 17-01, 17-02, etc.
4. Plan Period: Identify the time period covered by the 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 Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): <b>Skilled Trades Training Fund (STTF)</b>
3. Policy Issuance Number: <b>18-05</b>
4. Plan Period: <b>October 1, 2017 – September 30, 2018</b>

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

**Budget Information Summary (BIS) Instructions  
Skilled Trades Training Fund (STTF)**

**Section I - Identification Information**

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

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS. (“18-05” has been entered.)

Grant Name: Enter the name of the grant associated with the funding being awarded. (“FY18 Skilled Trades Training Fund” has been entered.)

Project Name: Enter the name of the project associated with the funding being awarded. (“STTF” has been entered.)

Plan Period: Enter the start and end dates of the plan period. (“10/01/2017 - 9/30/2018” has been entered.)

**Section II - Total Funds Available**

Award Amount: Enter the amount of funding awarded for this grant. The amount includes program and veterans incentive funding.

Administration-MWA Level: Enter the amount planned for administration. Up to 5 percent of the Award Amount may be used to support the local administration.

Total Funds Available: The Excel spreadsheet will automatically calculate the sum of Section II.

**Section III - Planned Expenditures by Cost Categories**

Program and Veterans Incentive: Enter the amount for the planned program-related expenditures and veterans incentive-related expenditures combined. The combined amount should equal the Award Amount.

Administration: Enter the amount of the grant planned for administrative-related expenditures. Up to 5 percent of total expenditures may be used to support the local administration.

Total Planned Expenditures: The Excel spreadsheet will automatically calculate the sum of Section III.

**The Budget Information Summary (FY18 Skilled Trades Training Fund) can be found as an Excel document, Attachment B.**



**SKILLED TRADES TRAINING FUND  
FY 2018 AWARDS**

<b>Michigan Works! Agency</b>	<b>Award Amount (Program &amp; Veterans Incentive)</b>	<b>Administrative Funds</b>	<b>Total Award Funding</b>
Berrien/Cass/Van Buren	\$1,208,983.00	\$60,449.15	\$1,269,432.15
Capital Area	\$3,475,131.00	\$173,756.55	\$3,648,887.55
Detroit Employment Solutions Corp.	\$141,466.00	\$7,073.30	\$148,539.30
GST Michigan Works!	\$685,052.00	\$34,252.60	\$719,304.60
Great Lakes Bay	\$2,143,036.00	\$107,151.80	\$2,250,187.80
Macomb/St. Clair	\$1,211,367.00	\$60,568.35	\$1,271,935.35
Northeast	\$517,898.00	\$25,894.90	\$543,792.90
Northwest	\$1,325,814.00	\$66,290.70	\$1,392,104.70
Oakland County	\$2,154,025.00	\$107,701.25	\$2,261,726.25
Region 7B	\$495,604.00	\$24,780.20	\$520,384.20
SEMCA	\$2,655,118.00	\$132,755.90	\$2,787,873.90
Southeast	\$2,746,724.00	\$137,336.20	\$2,884,060.20
Southwest	\$1,479,121.00	\$73,956.05	\$1,553,077.05
UPWARD Talent Council	\$685,097.00	\$34,254.85	\$719,351.85
West Central	\$886,561.00	\$44,328.05	\$930,889.05
West Michigan Works!	\$8,521,511.00	\$426,075.55	\$8,947,586.55
<b>MWA Total</b>	<b>\$30,332,508.00</b>	<b>\$1,516,625.40</b>	<b>\$31,849,133.40</b>