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**OFFICIAL**  
**Policy Issuance (PI): 18-16, Change 1**

**Date:** December 4, 2018

**To:** Area Community Services Employment and Training Council (ACSET),  
Automation Alley, Michigan Works! Southwest, Networks Northwest,  
Southeast Michigan Community Alliance, UPWARD Talent Council Michigan  
Works!

**From:** Marcia Black-Watson, Division Administrator **SIGNED**  
Industry Engagement

**Subject:** State ApprenticeshipUSA Expansion (SAE) Grant

**Programs**  
**Affected:** Michigan ApprenticeshipUSA Industry Cluster Approach

**References:** PI: 18-16, issued May 11, 2018  
  
National Apprenticeship Act 29 U.S.C. §50; and 29 C.F.R. Part 29  
  
Workforce Innovation and Opportunity Act (WIOA) of 2014  
  
Michigan Industry Cluster Approach (MICA) Guidelines, Issued July 26, 2012  
  
Procurement; PI: 15-12, Issued July 17, 2015  
  
PI: 17-02, Funding and Requirements for Apprenticeship Success  
Coordinators; Issued January 12, 2017  
  
PI: 17-02, Change 1, issued March 15, 2017  
  
PI: 17-02, Change 2, issued May 15, 2018  
  
PI: 17-02, Change 3, issued December 4, 2018

**Rescissions:** None

**Background:** In November 2016, The Talent Investment Agency/Workforce Development Agency (TIA/WDA) received two of the three available U.S. Department of Labor (USDOL) SAE grants: \$1.3 million for the Base Proposal and \$1,199,520 for the Industry Cap Breaker. Grant activities will result in 1,004 new Registered Apprentices in Michigan through April 30, 2019. Six sub-grantees, across seven projects, were competitively selected after responding to a Request for Proposals issued by TIA/WDA. This policy change clarifies requirements for participant documentation and the provision of information on federal money used to fund public communications.

**Policy: Performance, Documentation, and Reporting**

**Participant Documentation Requirements**

Upon enrollment, sub-grantees must ensure that each participant enrolled in the grant has provided proper documentation showing their eligibility to work in the U.S. and place a copy in their case files. This action must be completed for all individuals enrolled since the beginning of the SAE grant period.

Each participant file must have the following items in its contents:

- Individual Participant Form (IPF; outlined below)
- Equal Opportunity (EO) is the Law Notices
- Selective Service Registration for males over the age of 18
- Eligibility Documentation that provides determination of legal status to work in the U.S.
- Eligibility for Veteran's Benefits (if IPF indicates veteran status)
- Right to Work in the U.S. documentation including a copy of participants birth certificate, passport, and/or social security card.

The implementation requirements for EO notices are found at 29 CFR 37. They detail who must be provided with the notice (29 CFR 37.29); what specific wording the notice must contain (29 CFR 37.30); where proof of service should be included (29 CFR 37.31); and what type of notice must be included in publications, broadcasts and other communications (29 CFR 37.34).

WIOA Section 189(h) Enforcement of Military Selective Service Act states "the Secretary shall ensure that each individual participating in any program or activity established under this title, or receiving any assistance or benefit under this title, has not violated section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section." Before being enrolled in WIOA Title 1-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). In order to participate in a program established by or receiving assistance under Title 1 of WIOA, all males born on or after January 1, 1960 must present documentation showing compliance with the Selective Service registration requirement.

The Uniform Guidance, 200.403, Factors affecting allowability of costs requires that “except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles; and
- (g) Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.”

It is necessary and reasonable to require documentation of participant eligibility to work in the United States as this grant provides direct funding to the apprenticeship training program that will support the participant’s goal to obtain employment in the U.S.

**Disclosure of Federal Money Used to Fund Public Communications**

In accordance with Public Law 114-113, Division H, Title V, Section 505, all statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, must include the following:

- 1) the percentage of the total cost of the program or project which will be financed with Federal money,
- 2) the dollar amount of the Federal funds for the project or program, and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**Action:** This policy issuance change is effective immediately and must be followed for the remainder of the SAE Grant period. If there are instances of non-compliance with one or more of the above SAE policy areas, please contact the Industry Engagement Team to discuss any corrective action necessary.

**Inquiries:** Questions regarding this policy issuance change should be directed to the Industry Engagement Team at 517-335-6461 or [MICA@michigan.gov](mailto:MICA@michigan.gov).

The information contained in this policy issuance will be made available in an alternative format (large type, audio take, etc.) upon request to TIA/WDA.

**Expiration  
Date:**

June 14, 2019

MBW:mbw:as