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GOVERNOR

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

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DIRECTOR

**OFFICIAL**

**Policy Issuance (PI) 18-21**

**Date:** July 12, 2018

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

**From:** Joe Billig, Division Administrator      **SIGNED**  
Targeted Services Division  
Workforce Development Agency

**Subject:** Capacity Building and Professional Development Allocations (CBPD) for Program Year (PY) 2018, the Period of July 1, 2018 through June 30, 2019

**Programs Affected:** Workforce Innovation and Opportunity Act (WIOA) Title I Programs

**Rescissions:** None

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

The WIOA Final Regulations as Published in the Federal Register on August 19, 2016 (20 Code of Federal Regulation Part 675 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.
- (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 Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) has identified \$700,000 in Appropriation Year 2016 WIOA Statewide Activity funds to be used in support of CBPD activities for PY 2018.

**Policy:**

The CBPD funding may be utilized for, but not limited to, supporting state and local partnerships, enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations, developing and improving local program performance and goals, and assisting ongoing system development and proficiency, including professional development and technical assistance.

Activities supported by this funding will assist in addressing the goals of local and/or regional strategic plans, and the needs of local and regional employers for a skilled workforce.

The CBPD funds allocated in this policy are available for expenditure for a one-year period, July 1, 2018 through June 30, 2019. The CBPD funding unexpended as of June 30, 2019, will be recaptured by the WDA.

***The use of CBPD funds for local administration is not allowed.***

Profit

Please refer to 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 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.

The U.S. Department of Labor 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, 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 WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA 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 Ms. Marilyn Carey at 517-373-7243.

**Action:**

All MWAs shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to the WDA within 30 days from the issue date of this policy. The requested BIS (Attachment B) should be submitted electronically to the Targeted Services Division at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov). Please copy your assigned Adult Services State Coordinator on your email submission. The required Approval Request form should be submitted to:

Michigan Talent Investment Agency  
Targeted Services Division  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Prior to the 20<sup>th</sup> calendar day of the month following the end of the quarter, a Quarterly Narrative Report containing the following information must be submitted to the WDA:

- Identification of CBPD goals.
- Identification of the programs supported by the funding.
- Description of the types of training provided.
- Number of staff receiving each type of training.
- Identification of barriers to achieving goals (if any).
- Statement and/or statistics indicating whether goals were met.
- Other performance related information.

In the event that the due date falls on a weekend or state government holiday, the Quarterly Narrative Report is due on the last business day prior to the 20th. The Michigan Works! Association may submit the required Quarterly Narrative Report on behalf of the MWAs, as long as the information is broken down by MWA, where applicable.

The Michigan Works! Association or MWA officials shall submit Quarterly Narrative Reports electronically to [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov).

**Inquiries:**

Questions regarding this policy should be directed to your Adult Services State Coordinator.

This policy is available on the [TIA's website](#). Please contact Ms. Whitney Wasser 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. Wasser for details.

**Expiration****Date:**

June 30, 2019

JB:KP:ww

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. *“Capacity Building and Professional Development” has been entered for you.*
3. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form corresponds to, i.e., 17-01, 17-02, etc. *“18-21” has been entered for you.*
4. Plan Period: Identify the time period covered by the plan. *“July 1, 2018 - June 30, 2019” has been entered for you.*

The required signatories are designated in accordance with PI 18-17, issued May 17, 2018. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s), or their authorized designee(s).

Note: Approval Request Forms are only required for initial grant allocations. Subsequent allocations for the same grant or deobligations of funds will not require another signed form.

### Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): <b>Capacity Building and Professional Development</b>
3. Policy Issuance Number: <b>18-21</b>
4. Plan Period: <b>July 1, 2018 – June 30, 2019</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  
Workforce Innovation and Opportunity Act  
Capacity Building and Professional Development**

**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. "18-21" has been entered for you.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY16 WIOA Statewide Activities" has been entered for you.

Project Name: Enter the name of the project associated with the funding being awarded. "Capacity Building (PY18)" has been entered for you.

Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/18 to 06/30/19. "7-1-2018 thru 6-30-2019" has been entered for you.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" has been entered for you.

**Section II - Total Funds Available**

Allocation: Enter the amount of funding allocated for the grant.

Total Allocation: The total amount of funding allocated for this grant. The excel spreadsheet will automatically calculate.

**Section III - Current Annual 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.

**Capacity Building and Professional Development  
Program Year 2018 Allocation**

Michigan Works! Agency (MWA)	Allocation (\$)
Berrien/Cass/Van Buren	<b>19,991</b>
Capital Area	<b>33,699</b>
Detroit Employment Solutions	<b>54,621</b>
GST Michigan Works	<b>50,174</b>
Great Lakes Bay	<b>35,260</b>
Macomb/St. Clair	<b>73,134</b>
Northeast	<b>10,636</b>
Northwest	<b>23,378</b>
Oakland County	<b>83,581</b>
Region 7B	<b>10,153</b>
SE Michigan Consortium	<b>57,446</b>
SEMCA	<b>81,091</b>
Southwest	<b>33,931</b>
UPWARD Talent Council	<b>23,606</b>
West Central	<b>13,429</b>
West Michigan Works	<b>95,870</b>
<b>MWA Total</b>	<b>\$700,000</b>