



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-22, Change 1

Date: July 2, 2019

To: Michigan Works! Agency (MWA) Directors

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

Subject: The Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Additional Allocations for Allocation Year (AY) 2018, the time period of July 1, 2018 through June 30, 2020

Programs Affected: The WIOA Adult, DW, and Youth Programs Administered by the MWAs

Rescissions: None

References: The U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 16-17, Change 2, issued May 22, 2019

PI 15-12, issued July 17, 2015

The Michigan Industry Cluster Approach Guidelines, issued July 26, 2012

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.

The WIOA Manual, issued January 29, 2018

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 job seekers 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, job seekers 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 USDOL awards states annual allocations by formula for the WIOA Title I programs—Adult, DW, and Youth—and the states, in turn, distribute, by formula, allocations to the local areas for the three programs for the provision of employment, education, and training services.

Policy:

The Workforce Development Agency (WDA) plans to distribute an additional \$228,185 in WIOA formula funding for AY 2018, which is comprised of \$66,240 in Adult funding, \$74,437 in DW funding, and \$87,508 in Youth funding.

All other provisions of PI 18-22 not specifically altered by this policy change remain unchanged and in effect.

Action:

Local areas must complete and submit a Budget Information Summary (BIS) using the revised allocations listed in the Attachment to this policy.

The revised BIS must be submitted electronically to the WDA at TED-TSDIV@michigan.gov within 30 days of the issuance of this policy.

Inquiries:

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

This policy is available for downloading from the [WDA's website](#).

The WDA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach at 517-241-3678 or by email at HengesbachP@michigan.gov for details.

The WDA is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/WDA.

Expiration**Date:**

June 30, 2020

JB:KP:ph
Attachments

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (DW) Programs**

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. "18-22, Change 1" has been pre-printed.

Grant Names: Enter the name of the grants associated with the funding being awarded. "AY18 WIOA Adult and AY18 WIOA Dislocated Worker" has been pre-printed.

Project Names: Enter the name of the projects associated with the funding being awarded. "WIOA Adult and Dislocated Worker" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2018 – 6/30/2020" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA numbers associated with these grants. "17.258; 17.278" has been pre-printed.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the initial allocation.

Additional Allocation: Enter the amount of any additional funds allocated.

Total Funds Available: The total allocation awarded. The Excel spreadsheet will automatically calculate this field.

Section III - Intertitle Transfers

Enter the amount, if applicable, of intertitle transfers. Please be sure to enter amounts in both the Adult and DW columns. For example, if transferring \$200,000 from the DW program to the Adult program, the entry would reflect the following:

Adult	DW
\$200,000	-\$200,000

Section IV - Current Allocation Year Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for both the Adult and DW programs. Not more than 10 percent of the total allocation may be used for administration for each program.

Career Services: Enter the amount of the allocation planned for Career Services for the Adult and DW programs.

Training Services: Enter the amount of the allocation planned for Training Services for the Adult and DW programs. (Not included in the next two training cost categories).

Training Services-Incumbent Worker: Enter the amount of the allocation planned for Adult and DW incumbent worker training programs. Not more than 20 percent of the combined Adult and DW allocations may be used to support incumbent worker training programs.

Career Services-Transitional Jobs: Enter the amount of the allocation planned for Adult and DW transitional jobs. Not more than 10 percent of the combined Adult and DW allocations may be used for transitional jobs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for both the Adult and DW programs.

Adult/DW Adjusted Award: The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the cost of administration plus or minus intertitle transfers.

Section V – Limitation Percentages

This section was developed to assist the MWA staff and state coordinators with reviewing expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Youth Program**

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. "18-22, Change 1" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY18 WIOA Youth" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "WIOA Youth" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2018 – 6/30/2020" has been pre-printed.

Catalog of Federal Domestic Assistance Number (CFDA) Number: Enter the CFDA number associated with this grant. "17.259" has been pre-printed.

Section II - Total Funds Available

July (Base) Allocation: Enter the amount of the July allocation.

Additional Allocation: Enter the amount of the additional allocation.

Total Appropriation Year (AY) Funding: The total allocation. The Excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for the Youth program. Not more than 10 percent of the total allocation may be used for administration.

In-School Youth (ISY): Enter the amount of the allocation planned for ISY.

Out-of-School Youth (OSY): Enter the amount of the allocation planned for OSY. At least 50 percent of the adjusted award* must be used to provide services to OSY.

Paid and Unpaid Work Experiences: Enter the amount of the allocation planned for Paid and Unpaid Work Experiences. At least 20 percent of the adjusted award* must be used to provide Paid and Unpaid Work Experiences. The 20 percent minimum is not applied separately for ISY and OSY.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the Youth program.

Youth Adjusted Award: The Excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

Section IV - Limitation Percentages

This section was developed to assist the MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

*The Adjusted Award. The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the costs of administration.

**Workforce Innovation and Opportunity Act (WIOA) Adult
Program Year 2018 Allocations**

MWA Number	Michigan Works! Agency (MWA)	WIOA Adult July Allocation	WIOA Adult October Allocation	WIOA Adult Additional Allocation	WIOA Adult Total Allocation
5	Berrien/Cass/Van Buren	97,213	516,051	1,829	615,093
17	Capital Area	104,247	553,386	1,962	659,595
7	Detroit Emp Solutions	741,012	3,933,617	13,943	4,688,572
13	GST Michigan Works!	296,073	1,571,689	5,571	1,873,333
4	Great Lakes Bay	180,352	957,385	3,393	1,141,130
19	Macomb/St. Clair	373,974	1,985,217	7,037	2,366,228
21	Northeast	78,187	415,049	1,471	494,707
22	Northwest	109,366	580,562	2,058	691,986
23	Oakland County	305,439	1,621,406	5,747	1,932,592
2	Region 7B	83,059	440,911	1,563	525,533
30	SE Michigan Consortium	192,140	1,019,965	3,615	1,215,720
31	SEMCA	296,662	1,574,814	5,582	1,877,058
14	Southwest	137,396	729,357	2,585	869,338
6	UPWARD Talent Council	163,892	870,010	3,084	1,036,986
16	West Central	68,904	365,776	1,296	435,976
33	West Michigan Works!	292,500	1,552,722	5,504	1,850,726
	TOTAL	\$3,520,416	\$18,687,917	\$66,240	\$22,274,573

**Workforce Innovation and Opportunity Act (WIOA)
Dislocated Worker (DW)
Program Year 2018 Allocations**

MWA Number	Michigan Works! Agency (MWA)	WIOA DW July Allocation	WIOA DW October Allocation	WIOA DW Additional Allocation	WIOA DW Total Allocation
5	Berrien/Cass/Van Buren	102,433	450,450	1,719	554,602
17	Capital Area	169,411	744,987	2,843	917,241
7	Detroit Emp Solutions	900,990	3,962,108	15,121	4,878,219
13	GST Michigan Works!	374,427	1,646,544	6,284	2,027,255
4	Great Lakes Bay	213,405	938,451	3,582	1,155,438
19	Macomb/St. Clair	428,674	1,885,095	7,194	2,320,963
21	Northeast	127,947	562,648	2,147	692,742
22	Northwest	147,971	650,702	2,483	801,156
23	Oakland County	367,950	1,618,064	6,175	1,992,189
2	Region 7B	119,889	527,213	2,012	649,114
30	SE Michigan Consortium	244,107	1,073,460	4,097	1,321,664
31	SEMCA	383,093	1,684,653	6,429	2,074,175
14	Southwest	162,965	716,638	2,735	882,338
6	UPWARD Talent Council	234,477	1,031,116	3,935	1,269,528
16	West Central	104,325	458,772	1,751	564,848
33	West Michigan Works!	353,352	1,553,865	5,930	1,913,147
	TOTAL	\$4,435,416	\$19,504,766	\$74,437	\$24,014,619

**Workforce Innovation and Opportunity Act (WIOA) Youth
Program Year 2018 Allocations**

MWA Number	Michigan Works! Agency (MWA)	WIOA Youth Allocation	WIOA Youth Additional Allocation	WIOA Youth Total Allocation
5	Berrien/Cass/Van Buren	644,830	2,320	647,150
17	Capital Area	1,069,598	3,849	1,073,447
7	Detroit Emp Solutions	4,975,507	17,903	4,993,410
13	GST Michigan Works!	1,926,038	6,930	1,932,968
4	Great Lakes Bay	1,455,867	5,238	1,461,105
19	Macomb/St. Clair	2,457,928	8,844	2,466,772
21	Northeast	507,130	1,825	508,955
22	Northwest	685,911	2,468	688,379
23	Oakland County	1,950,398	7,018	1,957,416
2	Region 7B	523,815	1,885	525,700
30	SE Michigan Consortium	1,437,526	5,172	1,442,698
31	SEMCA	1,902,630	6,846	1,909,476
14	Southwest	1,063,044	3,825	1,066,869
6	UPWARD Talent Council	1,111,712	4,000	1,115,712
16	West Central	504,049	1,814	505,863
33	West Michigan Works!	2,104,228	7,571	2,111,799
	TOTAL	\$24,320,211	\$87,508	\$24,407,719