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STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
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DIRECTOR

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**OFFICIAL**  
**Policy Issuance (PI): 18-28**

**Date:** August 13, 2018

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

**From:** Marcia Black-Watson, Division Administrator  
Industry Engagement Division  
Workforce Development Agency

**Subject:** Michigan Advanced Technician Training (MAT<sup>2</sup>) Employer Training Grant  
Fiscal Year (FY) 2018, the period of October 1, 2017 through  
September 30, 2018

**Programs  
Affected:** MAT<sup>2</sup> Program FY 2018

**Rescissions:** None

**References:** MAT<sup>2</sup> Employer Program Training Grant Process Guide

**Background:** The MAT<sup>2</sup> Program began in fall 2013 with the Mechatronics Technician Training program at Henry Ford College and Oakland Community College. The program was created as a result of requests made to the Governor for a competency-based, industry-driven technical training program, based on the German dual-education apprenticeship program.

The purpose of the MAT<sup>2</sup> Employer Training Grant is to increase the number of MAT<sup>2</sup> companies registering their programs with the United States Department of Labor (USDOL) Office of Apprenticeship, and to better integrate MAT<sup>2</sup> with the broader workforce and talent system.

**Policy:** Eligible grantees are MAT<sup>2</sup> employers who have students enrolled at a MAT<sup>2</sup> academic partner in an approved MAT<sup>2</sup> training program.

The MWAs will submit grant applications on behalf of companies. Applications for MAT<sup>2</sup> Employer Training Grants may be submitted beginning October 1, 2017 until September 30, 2018 – dependent upon eligible funding. Individual MWA FY 2018 maximum Employer Training Grant awards are included as Attachment C to this policy.

### 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 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 Talent Investment Agency/Workforce Development Agency (TIA/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. If 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. The MWAs 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.

In the MARS, FY 2018 MAT<sup>2</sup> Employer Training Grant expenditures shall be reported under:

**Grant – FY18 Michigan Advanced Technician  
Training (MAT<sup>2</sup>) Training Grant**

**Project – MAT<sup>2</sup>**

### Eligible Businesses

The goal of the MAT<sup>2</sup> grant program is to increase the number of the USDOL Registered Apprentices. Businesses eligible for the program are any MAT<sup>2</sup> employer who is sponsoring a MAT<sup>2</sup> student by paying the student's college tuition at an approved MAT<sup>2</sup> academic provider, paying a stipend during the work period, providing the student an increase in wages as the student gains a higher skill level, and registers the student as an apprentice with the USDOL.

### Eligible Trainees

Eligible trainees are MAT<sup>2</sup> students who are being sponsored by their employer, are attending a MAT<sup>2</sup> college, and have been registered as a USDOL apprentice.

### Allowable Training

Allowable training includes any of the four MAT<sup>2</sup> training programs at the applicable college. Training programs include Computer Numerically Controlled (CNC), Information Technology (IT), Mechatronics, and Technical Product Design (TPD). The employer must include a company training plan for the student's work periods during the three-year MAT<sup>2</sup> training period. The training plan reinforces the skills and competencies the student learns during each of the academic periods. A template for a company training plan is available from the WDA.

### Allowable Expenses

Grant funds are designed to incentivize MAT<sup>2</sup> employers who register a new USDOL apprentice. The amount of the MAT<sup>2</sup> Employer Training Grant will vary depending on the student's current training year. The grant is made on a one-time only basis and is not available for all three years of the MAT<sup>2</sup> training program. Companies may be eligible for a grant based on the following:

- \$5,000 per new employee to establish USDOL Registered Apprenticeships for MAT<sup>2</sup> companies willing to sponsor an employee(s) in one of the targeted MAT<sup>2</sup> occupational programs for cohort year 2016, 2017 and 2018.
- \$3,000 per employee for MAT<sup>2</sup> companies with MAT<sup>2</sup> employees, in cohort 2015, who are not yet registered for a USDOL Apprenticeship, and are in the third program year.

### Administrative Funds

Up to five percent of total program expenditures may be used to support the local administration.

### Submissions

The WDA shall review all submissions for programmatic and fiscal requirements as outlined in the approved application, training plan and award documents. Reviews will be conducted on each cash request through MARS. Prior to entering a cash request in MARS, MWAs will need to submit required documents to [mat2@michigan.gov](mailto:mat2@michigan.gov) for approval. Required documents include:

- MAT<sup>2</sup> Employer Training Grant Application (Attachment D)
- MAT<sup>2</sup> Reservation Form (Attachment E)
- Copy of Company Training Plan

- Copy of USDOL Apprenticeship Certification Letter or Certificate
- MAT<sup>2</sup> Invoice

**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 (ARF) (Attachment A) and a Budget Information Summary (BIS) to the TIA within 30 days from the issue date of this policy. The required ARF (Attachment A) and BIS (Attachment B) should be submitted electronically to: [mat2@michigan.gov](mailto:mat2@michigan.gov).

**Inquiries:** Questions regarding this policy should be directed to [mat2@michigan.gov](mailto:mat2@michigan.gov).

This policy is available on the [TIA's website](#). Please contact Ms. Denise Flannery at 517-373-4238 or via email at [FlanneryD1@michigan.gov](mailto:FlanneryD1@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. Denise Flannery for details.

**Expiration Date:** September 30, 2018

MBW:DF:as  
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): **Michigan Advanced Technician Training Employer Training Grant**

3. Policy Issuance Number: **18-XX**

4. Plan Period: **October 1, 2017 – September 30, 2018**

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  
Michigan Advanced Technician Training Program Employer Training Grants**

**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-XX” has been entered.)

Grant Name: Enter the name of the grant associated with the funding being awarded. (“FY18” MAT<sup>2</sup> Employer Training Grant Training Fund” has been entered.)

Project Name: Enter the name of the project associated with the funding being awarded. (“Michigan Advanced Technician Training Employer Training Grant” 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 veteran’s incentive funding.

Administration-MWA Level: Enter the amount planned for administration. Up to five 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 five 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 MAT<sup>2</sup> Employer Training Grant) can be found as an Excel document, Attachment B.**

Budget Information Summary	
Fiscal Year 18 Michigan Advanced Technician Training (MAT <sup>2</sup> ) Employer Training Grant	
<b>SECTION I - IDENTIFICATION INFORMATION</b>	
Michigan Works! Agency (MWA) Name:	
Policy Issuance Number: 18-XX	
Grant Name: FY18 (MAT <sup>2</sup> ) Employer Training Grant	Project Name: (MAT <sup>2</sup> ) Employer Training Grant
Plan Period: 10/1/2017 - 9/30/2018	
<b>SECTION II - TOTAL FUNDS AVAILABLE</b>	
Award Amount	
Administration-MWA Level	5% of Award Amount
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ -</b>
<b>SECTION III - PLANNED EXPENDITURES BY COST CATEGORIES</b>	
Program	Amounts
Administration	5% of Award Amount
<b>TOTAL PLANNED EXPENDITURES</b>	<b>\$ -</b>
The Talent Investment Agency (TIA) is an equal opportunity employer/program.	
Auxiliary aids, services, and other reasonable accommodations are available upon request for individuals with disabilities.	
The TIA, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.	

**Michigan Advanced Technician Training (MAT<sup>2</sup>) Training Grant  
Fiscal Year 2018 AWARDS**

<b>Michigan Works! Agency</b>	<b>Total Award Funding</b>
<b>Detroit Employment Solutions Corp.</b>	\$5,250
<b>Oakland County</b>	\$99,750
<b>SEMCA</b>	\$47,250
<b>Michigan Works! Southwest</b>	\$63,000
<b>Michigan Works! Southeast</b>	\$26,250
<b>West Michigan Works!</b>	\$47,250
<b>Northwest Michigan Council of Governments</b>	\$36,750
<b>MWA Total</b>	<b>\$325,500</b>



## Michigan Advanced Technician Training (MAT<sup>2</sup>) Grant Application

Completion of this application does not guarantee funding. Reimbursement is subject to available funding.

***Sections 1, 2, and 3 are to be completed by the company that is applying for the MAT<sup>2</sup> grant.***

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**SECTION 1: COMPANY INFORMATION**

<b>1a.</b> Company name:			
<b>1b.</b> Company street address:			
<b>1c.</b> City:	, Michigan	<b>1d.</b> Zip Code:	<b>1e.</b> County:
<b>1f.</b> Contact for the company:		<b>1g.</b> Title:	
<b>1h.</b> Contact phone number:	<b>1i.</b> Ext:	<b>1j.</b> Email:	
<b>1k.</b> Alternate contact for the company:		<b>1l.</b> Title:	
<b>1m.</b> Phone number:	<b>1n.</b> Ext:	<b>1o.</b> Email:	
<b>1p.</b> Company website:		<b>1q.</b> Years in business:	
<b>1r.</b> Total number of full-time employees (at this site):			
Provide the following numbers:			
<b>1s.</b> Unemployment Comp ID:		<b>1t.</b> Federal Tax ID:	
<b>1u.</b> Sales Tax License:		<b>1v.</b> Primary NAICS:	
<b>1w.</b> Is your company current on all State of Michigan tax obligations?			Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 2: MAT<sup>2</sup> ENROLLMENT INFORMATION**

**2a.** Please confirm the college and program area where the MAT<sup>2</sup> apprentice is enrolled.

CNC:  
Delta College   
Kalamazoo Valley Community College   
Henry Ford College

Mechatronics:  
Baker College of Cadillac   
Henry Ford College   
Macomb Community College   
Oakland Community College

IT:  
Lansing Community College   
Oakland Community College

Technical Product Design:  
Mott Community College   
Macomb Community College



**SECTION 4: TO BE COMPLETED BY MICHIGAN WORKS!**

<b>4a.</b> Prosperity Region where the company is located (provide the number)?	
<b>4b.</b> Provide the results of your fact-finding indicating your support or non-support of the application.	
<b>4c.</b> Name of Michigan Works! representative that conducted the fact-finding:	
<b>4d.</b> Email:	<b>4e.</b> Phone number:
<b>4f.</b> I have shared a copy of this application with Michigan Economic Development Corporation Business Development Manager for my region, the referring partner, and other applicable local partners.	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4g.</b> I certify that a fact-finding of the above application for the MAT <sup>2</sup> Employer Grants program has been completed and recommend that the above application be:	Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>
<i>As an authorized representative of the MWA, I hereby certify that the information in Section 4 c this application is true and accurate.</i>	
Michigan Works! Agency:	
MWA Key Contact Name:	Title:
Email:	Date:
Phone number:	

**Be sure to include the MAT<sup>2</sup> Employer Training Plan, a copy of the cashed tuition payment check or credit card proof of payment receipt, and a copy of the USDOL Apprenticeship Certification Letter or Certificate when submitting the application.**

**Please submit this application to: [MAT2@michigan.gov](mailto:MAT2@michigan.gov).**



## MAT<sup>2</sup> Employer Reservation Form Fall 2018

Please complete the information below to reserve space for your company in an upcoming MAT<sup>2</sup> cohort.

<b>Company Name:</b>	Click here to enter text.				
<b>Primary Contact:</b>					
<b>Mailing Address:</b>					
<b>E-mail</b>	Click here to enter text.				
<b>Office Phone</b>	Click here to enter text.				
<b>Cell Phone:</b>					
<b>Occupation</b> <i>(check one):</i>	Baker College of Cadillac, Oakland Community College, and Henry Ford College	<input type="checkbox"/>	<b>Mechatronics</b>	<input type="text"/>	<b># of students</b>
	Delta College, Henry Ford College, and Kalamazoo Valley Community College	<input type="checkbox"/>	<b>CNC</b>	<input type="text"/>	<b># of students</b>
<b>Trainee's work location</b> (please enter full address, if different from the address above) where student(s) will be completing work assignments:		Click here to enter text.			
<b>*Preferred location (college) for classroom training:</b>		Click here to enter text.			

### Company Mentor/Instructor Information:

The person who will work with the student. Complete only if different than the Primary Contact.

**Name:**

**Address:**

**Phone:**

**Cell:**

**Email:**

This reservation is not a binding agreement; it allows the MAT<sup>2</sup> program administration to reserve trainee slots for your company. In order to help ensure access to more candidates, please post your **MAT<sup>2</sup> Technician** job as soon as possible on [mitalent.org](http://mitalent.org).

\* This reservation does not guarantee these occupations will be offered in the timeframe or locations requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Upon completion, please e-mail this page to [mat2@michigan.gov](mailto:mat2@michigan.gov). Thank you!