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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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INTERIM DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-38, Change 1**

**Date:** Revised October 25, 2018

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

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

**Subject:** Statewide Allocations for Employer Engagement Activities for Fiscal Year (FY) 2019, the Period of October 1, 2018 through September 30, 2019

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

**Rescissions:** None

**References:** The Workforce Innovation and Opportunity Act (WIOA) of 2014  
20 CFR 679.370 of the WIOA Final Regulations as Published in the Federal Register on August 19, 2016  
A Demand-Driven Workforce Development System in Michigan, Adopted by the Michigan Works! Directors' Council – April 26, 2012

**Background:** WIOA envisions a high-performance workforce development system – a seamless system that is results oriented, flexible and continuously improving. WIOA speaks of a comprehensive workforce development system that places an emphasis on the role of business as a primary customer in the One-Stop Delivery System. The delivery of services to businesses is value added to employers, job seekers, and the community.

Specifically, WIOA Section 107(d)(4) references the local workforce development board (WDB) leading efforts to engage with a diverse range of employers and with entities in the region to develop and implement proven or promising strategies for meeting the employment and skill requirements of workers and employers based on business and industry needs.

Employer engagement is key for local WDBs to meet regional workforce needs. In a demand-driven system, employer engagement results in:

Employers identifying industry demand and vacancies

- Employers providing direct input into the design of education and training program offerings that directly respond to industry identified demand and curriculum that addresses occupational skill requirements (work-based learning)
- State and local services and programs aligned with industry's need for workers and skills

**Revisions:**

Revisions to this policy reflect adding a fillable Budget Information Summary (BIS) Excel Spreadsheet to allow flexibility as to how the funding is being expended for either Administration or Program cost categories.

The change also identifies in the Fiscal Information Action Section that a Plan Narrative is required. The Plan Narrative should include a brief narrative of how the funds will be expended. Examples of allowable activities under this policy are including but not limited to those outlined in the Use of Funds Section.

This policy establishes a statewide funding allocation in support of employer engagement activities delivered by the MWAs.

**Policy:**

For FY 2019, the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA) has identified \$320,000 of Appropriation Year 2019 WIOA Statewide Activities funding to be used in support of employer engagement and outreach activities for the 16 MWAs to ensure that Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs.

**Use of Funds**

The funding may be used to support outreach to and engagement of employers for activities including but not limited to:

- Industry cluster employer collaborations for sector partnerships, the Marshall Plan for Talent, etc.
- Career awareness and exploration planning and preparation for Get into Energy Week, Manufacturing Week, Mi Career Quest, National Apprenticeship Week, Talent Tours, etc.
- Request for Proposals and applications for the Going Pro Talent Fund, Pre-Apprenticeship Grants, Apprenticeship Grants, etc.

Funds allocated in this policy are available for expenditure October 1, 2018 through September 30, 2019. Unexpended funding as of September 30, 2019, may be reallocated by the TIA/WDA.

**Action:**

**Fiscal Information**

The MWA officials receiving funding shall prepare and submit a signed Approval Request form, a Plan Narrative, and BIS forms within 30 days of the official date of this policy to TDL@michigan.gov or by hardcopy to:

Michigan Talent Investment Agency  
Industry Engagement Division  
Ms. Florine Davis, Executive Secretary  
201 North Washington Square, 3<sup>rd</sup> Floor  
Lansing, Michigan 48933

The TIA/WDA will not accept documents prior to the official date of the policy.

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 United States 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, subcontractors, 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.
- 4) 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/WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the TIA/WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the TIA/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 submission of expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

**Inquiries:** Questions regarding this policy should be directed to your Talent Development Liaison at 517-335-6461.

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

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. Florine Davis by telephone at 517-335-6461 or by email at [davisf@michigan.gov](mailto:davisf@michigan.gov) for details.

**Expiration**

**Date:** September 30, 2019

MBW:RT:fd  
Attachments

## Approval Request Form Instructions

1. *Michigan Works! Agency (MWA) Name and Number:* Enter the name of the MWA submitting the form.
2. *MWA Number:* Enter the number assigned to the MWA
3. *Plan Title(s):* "Statewide Allocations for Employer Engagement Activities for Fiscal Year (FY) 2019, the Period of October 1, 2018 through September 30, 2019" has been pre-filled.
4. *Policy Issuance Number:* Enter the policy issuance number. "18-38" has been pre-filled.
5. *Plan Period:* "October 1, 2018 through September 30, 2019" has been pre-filled.

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 Name and Number:

2. Plan Title(s): Michigan Works! Service Center Operations

3. Policy Issuance Number: 18-38, Change 1

4. Plan Period: October 1, 2018 through September 30, 2019

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  
Statewide Allocations for Employer Engagement Activities for Fiscal Year (FY) 2019,  
the Period of October 1, 2018 through September 30, 2019**

**Budget Information Summary  
Employer Engagement**

**SECTION I - IDENTIFICATION INFORMATION**

Michigan Works! Agency (MWA) Name:	
Policy Issuance Number: 18-38, Change 1	
Grant Name: AY18 WIOA Statewide Activities	Project Name: Employer Engagement
Plan Period: 10/1/18 - 09/30/19	CFDA Numbers: 17.258,17.259, 17.278

**SECTION II - TOTAL FUNDS AVAILABLE**

Award	\$ 20,000.00
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**SECTION III - CURRENT FY PLANNED EXPENDITURES BY COST CATEGORY**

<b>Cost Category</b>	
Administration	\$ -
Program	\$
<b>Grand Total Expenditures</b>	<b>\$20,000.00</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.*

**STATEWIDE EMPLOYER ENGAGEMENT ACTIVITIES ALLOCATION**

October 1, 2018 – September 30, 2019

<b>Michigan Works! Agency</b>	<b>Allocation \$</b>
Michigan Works! Berrien/Cass/Van Buren	20,000
Capital Area Michigan Works!	20,000
Detroit Employment Solutions Corporation	20,000
Genesee, Shiawassee, Thumb (GST) Michigan Works!	20,000
Great Lakes Bay Michigan Works!	20,000
Michigan Works! Macomb/St. Clair Workforce Development Board	20,000
Michigan Works! Northeast Consortium	20,000
Northwest Michigan Works!	20,000
Oakland County Michigan Works!	20,000
Michigan Works! Region 7B Employment and Training Consortium	20,000
Michigan Works! Southeast Consortium	20,000
Southeast Michigan Community Alliance (SEMCA) Michigan Works!	20,000
Michigan Works! Southwest	20,000
UPWARD Talent Council Michigan Works!	20,000
Michigan Works! West Central	20,000
West Michigan Works!	20,000
<b>Total</b>	<b>\$320,000</b>