



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 19-04

Date: March 13, 2019

To: Michigan Works! Agency (MWA) Directors

From: Marcia Black-Watson, Division Administrator **SIGNED**
Industry Engagement
Workforce Development Agency (WDA)

Subject: Going PRO Talent Fund (Talent Fund) Program Administration
Fiscal Year (FY) 2019, the Period of December 19, 2018 through
September 30, 2020

Programs

Affected: Going PRO Talent Fund (Talent Fund) FY 2019

Rescissions: None

References: Going PRO Talent Fund Process Guide Fiscal Year 2019
WDA Procurement Policy, PI 15-12, issued July 17, 2015

Background: The Going PRO Talent Fund provides competitive awards to employers to assist in training, developing and retaining current and new employees. It helps to ensure Michigan's employers have the talent they need to compete and grow, and individuals have the skills they need for in-demand jobs. Talent Fund-supported training expands and improves employees' skills and develops their opportunities for growth or promotion within the company and for economic advancement.

The Talent Fund is designed to create public-private partnerships with employers to develop training models that adapt in real time with changing employer demand. Training must be completed within one year from the date of the award and lead to a credential for a skill that is transferable and recognized by industry. Employers who request funding must actively participate in the development of the training and must commit to retaining individuals at the completion of training.

As a result of individuals being trained and promoted, vacancies should be filled by individuals recruited with the assistance of the local MWA.

Additionally, as it is becoming harder to find the skilled talent to fill jobs, employers are encouraged to expand their recruitment to include individuals within targeted populations, specifically, veterans, active military reservists, older workers and returning citizens.

Policy:

The WDA awards funding to the Michigan Works! Agency. All funding is reimbursed upon completion of training and/or retention. MWAs receive an award of Talent Fund funding based on the total number of applications approved for funding. The individual MWA FY 2019 awards are included as Attachment A to this Policy Issuance.

MWAs shall oversee the implementation of Talent Fund employer training awards as approved by the WDA. This includes employer training plans approved with the initial application and any subsequent approved modifications. All Talent Fund policy and stipulations per the WDA Talent Fund Process Guide Fiscal Year 2019 and all other WDA Talent Fund guidance given to MWAs apply.

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.

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 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. MWAs must submit reports in the [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Marilyn Carey at 517-373-7243.

In the MARS, FY 2019 Talent Fund expenditures shall be reported under:
Grant – FY19 Skilled Trades Training Fund
Project – Talent Fund

Note: Specific cost categories that are available include Program, Administration and Targeted Incentives.

Please refer to the WDA'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.

Allowable Uses of Program Funds

Training funded by the Talent Fund must fill a demonstrated talent need experienced by an eligible participating employer. Training must lead to a credential for a skill that is transferable and recognized by industry.

Allowable training includes:

- Classroom or customized training for current and new employees
- On-the-job training for new employees
- Apprenticeships for **new** (first-year) United States Department of Labor (USDOL) Registered Apprentices (current and new employees)

Cost of Training

- Classroom training should not exceed \$1,500 per person
- On-the-job training for new employees should not exceed \$1,500 per person
 - Reimbursement is based upon retention
 - 50% reimbursement employed 30 days post-training
 - 75% reimbursement employed 60 days post-training
 - 100% reimbursement employed 90 days post-training
- USDOL Registered Apprenticeships should not exceed \$3,000 per person

Targeted Incentives

Employers may be reimbursed an additional \$500 for each new hire who is a veteran, active military reservist, older worker, or returning citizen. The incentive must be used to help offset the new hire's training cost. To qualify for an incentive, the new employee must have been hired and completed training and the 90-day retention period. The maximum amount per new employee that an employer may receive an incentive funding is \$500, even if the employee meets the criteria in more than one target category.

The WDA will monitor MWA award balances to ensure that training activities and targeted incentives are fully funded.

Administrative Funds

Up to seven (7) percent of total program expenditures may be used to support local administration. It is prohibited to take administrative funds from the expenditure of program training funds.

Program expenditures include:

- Classroom/customized training
- On-the-job training for new employees
- Registered Apprenticeship training
- Targeted incentives

Monitoring

The WDA shall monitor for programmatic and fiscal compliance. Monitoring will be conducted according to a planned schedule for the fiscal year and will be accomplished through a combination of desk reviews and on-site reviews.

Monitoring includes a review of programmatic and fiscal requirements as outlined in the approved application, training plan, and award documents. Reviews may also be conducted on an as-needed basis, should issues arise that require immediate attention.

Modifications

MWAs must submit all requests to modify approved employer training plans in accordance to Talent Fund modification requirements stated in the Going PRO Talent Fund Process Guide Fiscal Year 2019. Prior WDA approval is needed before implementation of any modification request.

Profit

Please refer to the WDA'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 and a Budget Information Summary (BIS) to the WDA within 30 days from the issue date of this policy. The required Approval Request Form (Attachment B) and BIS (Attachment C) should be submitted electronically to: talentfund@michigan.gov.

Reporting

No later than the 7th calendar day after the last day of the previous month, MWAs shall submit a Talent Fund Monthly New Hires Report (Attachment D), which includes a summary of new hires listed by individual grant award. Report submissions are via email to talentfund@michigan.gov.

In the event that the due date falls on a weekend or state government holiday, the Talent Fund Monthly New Hires Report is due on the last business day prior to the 7th.

At the time the MWA notifies the WDA that an award has been closed out fiscally, the MWA shall submit a Closeout Fiscal Summary (Attachment E) and a Revised Employer-Partner Projected Contributions Form (Attachment F). The Closeout Fiscal Summary for each award includes a list of fiscal modifications, payments made by the MWA to the employer, including targeted incentives, and total de-obligation. Also, at the time of application, the employer, MWA and other partners provided projections of their cash and in-kind contributions. The Revised Employer and Partner Projected Contributions Form verifies and, as appropriate, revises, the original contribution projections. Submit reports via email to talentfund@michigan.gov.

A fillable version of the Talent Fund Monthly New Hires Report (Attachment D), the Closeout Fiscal Summary (Attachment E) and the Revised Employer and Partner Projected Contributions Form (Attachment F) can be found as Excel documents.

Inquiries: Questions regarding this policy should be directed to talentfund@michigan.gov.

This policy is available on 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 Anita Scott at 517-241-9873 or via email at ScottA23@michigan.gov for details.

Expiration

Date: September 30, 2020

MBW:MA:as
Attachments

**GOING PRO TALENT FUND
Fiscal Year 2019 AWARDS**

Michigan Works! Agency	Award Amount (Program & Targeted Incentives)	Administrative Funds	Total Award Funding
Capital Area	\$1,570,095	\$109,907	\$1,680,002
Detroit Employment Solutions Corp.	\$581,300	\$40,691	\$621,991
Great Lakes Bay	\$1,869,159	\$130,841	\$2,000,000
GST	\$864,485	\$60,514	\$924,999
Kinexus (Berrien-Cass-Van Buren)	\$1,962,600	\$137,382	\$2,099,982
Macomb/St. Clair	\$1,355,141	\$94,860	\$1,450,001
Northeast	\$378,120	\$26,468	\$404,588
Northwest	\$1,336,450	\$93,552	\$1,430,002
Oakland	\$1,831,776	\$128,224	\$1,960,000
Region 7B	\$233,645	\$16,355	\$250,000
SEMCA	\$2,500,812	\$175,057	\$2,675,869
Southeast	\$2,411,215	\$168,785	\$2,580,000
Southwest	\$1,672,898	\$117,103	\$1,790,001
UPWARD Talent Council	\$1,168,225	\$81,776	\$1,250,001
West Central	\$373,832	\$26,168	\$400,000
West Michigan	\$9,792,890	\$685,502	\$10,478,392
MWA Total	\$29,902,643	\$2,093,185	\$31,995,828

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. "Going PRO Talent Fund" has been pre-printed.
3. Policy Issuance Number: Enter the Policy Issuance number. "19-04" has been pre-printed.
4. Plan Period: Identify the time period covered by the plan. "December 19, 2018 - September 30, 2020" has been pre-printed.

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): Going PRO Talent Fund
3. Policy Issuance Number: 19-04
4. Plan Period: December 19, 2018 – September 30, 2020

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:	

The Workforce Development Agency, 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.

**Budget Information Summary (BIS) Instructions
Going PRO Talent Fund (Talent Fund)**

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. (“19-04” has been entered.)

Grant Name: Enter the name of the grant associated with the funding being awarded. (“FY19 Going PRO Talent Fund” has been entered.)

Project Name: Enter the name of the project associated with the funding being awarded. (“Talent Fund” has been entered.)

Plan Period: Enter the start and end dates of the plan period. (“12/19/2018 - 9/30/2020” has been entered.)

Section II - Total Funds Available

Award Amount: Enter the amount of funding awarded for this grant. The amount includes program and targeted incentives funding.

Administration-MWA Level: Enter the amount planned for administration. Up to seven (7) 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 Targeted Incentives: Enter the amount for the planned program-related expenditures and targeted incentives-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 seven (7) 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 (FY19 Going PRO Talent Fund) can be found as an Excel attachment.