



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL

Policy Issuance (PI): 19-18

Date: July 2, 2019

To: Michigan Works! Agency (MWA) Directors

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

Subject: Capacity Building and Professional Development (CBPD) Allocations for Program Year (PY) 2019, the Period of July 1, 2019 through June 30, 2020

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 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 Workforce Development Agency (WDA) has identified \$700,000 in Appropriation Year 2017 WIOA Statewide Activity funds to be used in support of CBPD activities for PY 2019.

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, 2019 through June 30, 2020. The CBPD funding unexpended as of June 30, 2020, 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 517-241-6742.

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. Please copy your assigned Adult Services State Coordinator on your email submission. The required Approval Request form should be submitted to:

Workforce Development Agency
Targeted Services Division
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Prior to the 20th 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 the MWA, where applicable.

The Michigan Works! Association or the MWA officials shall submit Quarterly Narrative Reports electronically to TED-TSDIV@michigan.gov.

Inquiries: Questions regarding this policy should be directed to your Adult Services 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

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 (PI) Number: Enter the PI number that the Approval Request form pertains to. "*19-18*" has been entered for you.
4. Plan Period: Identify the time period covered by the plan. "*July 1, 2019 - June 30, 2020*" has been entered for you.

The required signatories are designated in accordance with PI 19-01, issued February 5, 2019. 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): **Capacity Building and Professional Development**

3. Policy Issuance Number: **19-18**

4. Plan Period: **July 1, 2019 – June 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
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. "19-18" has been entered for you.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY17 WIOA Statewide Activities" has been entered for you.

Project Name: Enter the name of the project associated with the funding being awarded. "Capacity Building (PY19)" has been entered for you.

Plan Period: Enter the start and end dates of the plan period. "7-1-2019 thru 6-30-2020" 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 2019 Allocations**

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