



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

**OFFICIAL
Policy Issuance (PI): 19-21**

Date: July 9, 2019

To: Michigan Works! Agency (MWA) Directors

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

Subject: Allocation Year (AY) 2019, Wagner-Peyser Employment Service (ES) funding
for Michigan Works! Service Center (MWSC) Operations

**Programs
Affected:** MWSCs

Rescissions: None

References: U.S. Department of Labor (USDOL) Training and Employment Guidance
Letter 29-14, issued April 27, 2015

PI 15-29, issued December 1, 2015

PI 15-12, issued July 16, 2015

The Workforce Innovation and Opportunity Act (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.*

Background: The WIOA presents an extraordinary opportunity to improve job and career
options for our nation's workers and jobseekers 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, jobseekers 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 WIOA permits states to support additional workforce development activities, including activities that support and enhance the One-Stop service delivery system.

To this end, the Workforce Development Agency (WDA) has initially identified \$2,649,000 in AY 2019 Wagner-Peyser ES funds to be used in support of MWSC Operations. Additional funding may be allocated in the future based on need and funding availability. The allocation for each MWA was based on a formula derived from the relative size of the local area's labor force; however, the number of customers served by the service center(s) and the number of service centers in the local area, full and satellite, were taken into account in the determination of the final award.

Policy:

Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities. Service center funding **may not** be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state. Wagner-Peyser ES funding may only be used to support merit-based staff.

Each local area is required to submit a spending plan, as a condition to receive MWSC operations funding, either as a Word document or an Excel spreadsheet, which describes *in detail* how the MWSC operations funding will be used at the local level. Cost should be broken down and reported by activity.

Carry-forward of the funding allocated in this policy from PY 2019 into PY 2020 **is subject to a 15 percent limitation**. The June 30 Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with this limitation. Funds carried forward in excess of this limitation will be recaptured by the WDA.

The use of MWSC operations funding for local administration is not allowed.

Unexpended funds as of June 30, 2021, **will be recaptured** by the WDA.

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 MARS in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

The USDOL 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. 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 517-241-8221.

Action: Local areas shall prepare and submit the required spending plan along with 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 spending plan and BIS (Attachment B) should be submitted electronically to the Targeted Services Division email box at TED-TSDIV@michigan.gov. Please copy your assigned Youth Services state coordinator on your email submission. The required Approval Request form, with original signatures, should be submitted to:

State of Michigan
Workforce Development Agency
Youth Services Section
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

Inquiries: Questions regarding this policy should be directed to your Youth Services state coordinator.

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

The WDA is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at wasserw@michigan.gov for details.

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

Expiration

Date: June 30, 2021

JB:CA:ww

Attachments

Approval Request Form Instructions

1. *Michigan Works! Agency (MWA)*: Enter the name of the MWA.
2. *MWA Number*: Enter the number assigned to the MWA
3. *Plan Title(s)*: Enter the appropriate title(s) for the plan being submitted. "Michigan Works! Service Center Operations" has been pre-filled.
4. *Policy Issuance (PI) Number*: Enter the PI number that the Approval Request form covers. "19-21" has been pre-filled.
5. *Plan Period*: Identify the program period covered by this plan. "July 1, 2019 – June 30, 2021" has been pre-filled.

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).

Approval Request Form

1. Michigan Works! Agency Name and Number:
2. Plan Title(s): Michigan Works! Service Center Operations
3. Policy Issuance Number: 19-21
4. Plan Period: July 1, 2019 - June 30, 2021

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
Michigan Works! Service Center Operations**

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. "19-21" has been pre-filled.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 Wagner-Peyser Employment Service" has been pre-filled.

Project Name: Enter the name of the project associated with the funding being awarded. "MWSC PY19" has been pre-filled.

Plan Period: Enter the start and end dates of the plan period. "7/1/2019 – 6/30/2021" has been pre-filled.

Catalog of Federal Domestic Assistance Number (CFDA): Enter the CFDA number associated with this grant. "17.207" has been pre-filled.

Section II - Total Funds Available

Allocation: Enter the total amount of funding allocated.

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.

Michigan Works! Service Center Operations
Program Year 2019

PY 2019 Service Center Operations Allocations		
MWA Number	Michigan Works! Agency	Service Center Operations Allocation
5	Berrien/Cass/Van Buren	\$ 75,185
17	Capital Area	\$ 120,058
7	Detroit Emp Solutions	\$ 134,934
13	GST Michigan Works	\$ 172,204
4	Great Lakes Bay	\$ 130,577
19	Macomb/St. Clair	\$ 237,949
21	Northeast	\$ 74,091
22	Northwest	\$ 88,610
23	Oakland County	\$ 314,516
2	Region 7B	\$ 72,460
30	SE Michigan Consortium	\$ 209,630
31	SEMCA	\$ 287,131
14	Southwest	\$ 124,255
6	UPWARD Talent Council	\$ 156,208
16	West Central	\$ 83,407
33	West Michigan Works	\$ 367,785
	TOTAL	\$ 2,649,000

Allocation Run Date: June 24, 2019

File: PY2019 Allocations Worksheet_v3_062419.xlsx