



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-08, Change 2

Date: January 11, 2021

To: Michigan Works! Agency (MWA) Directors

From: Krista Johnson, Division Administrator **SIGNED**
Talent Development Division
Workforce Development

Subject: Appropriation Year (AY) 2019 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for the Summer Young Professionals 2020 Initiative (March 1, 2020 through February 28, 2021)

Programs Affected: WIOA Youth Programs Administered by MWAs

References: The WIOA of 2014, Public Law 113-128

The WIOA Final Regulations as published in the Federal Register on August 19, 2016

The WIOA Manual, issued January 29, 2018, and subsequent updates

Summer Young Professionals Request for Proposals, issued December 2, 2019

Policy Issuance: 19-30 Procurement, issued October 25, 2019

Training and Employment Notice 22-19, issued April 3, 2020

Employment and Training Administration (ETA's) COVID-19 Frequently Asked Questions Resource

Michigan Employment Security Act of 1936

Rescissions: None

Background: The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), in partnership with the MWAs, assists job seekers in obtaining and advancing in employment, education, training, and supportive services to foster individual success in the labor market. WD's

state and federally funded job seeker and business services are designed to strengthen and improve our public workforce system, help equip our citizens to enter high-quality jobs and careers, and help employers hire and retain skilled workers.

WD has identified the Summer Young Professionals initiative as a way to not only maintain compliance with the WIOA, but to strive for continuous improvement of young adult programming in alignment with the WIOA's focus on providing valuable work experience to those who are between the ages of 14 and 24.

Policy:

In accordance with the WIOA, WD allocated WIOA Statewide Activities funding to support the Summer Young Professionals initiative for the timeline of March 1, 2020 through February 28, 2021. This policy change adjusts funding levels in accordance with accrued and expected levels of expenditures and extends the project end date. Additionally, all MWAs must submit a final report, as detailed in the Action section of this policy.

The funds allocated via this policy are available for expenditure through February 28, 2021. Any funding unexpended as of March 1, 2021 will be recaptured by the WD. The MWAs that will have their award adjusted include Capital Area, GST, Oakland County, SEMCA, and West Central.

All other provisions of PI 20-08, and PI 20-08, Change 1, not specifically altered by this policy change remain unchanged and in effect.

Action:

MWAs that want to extend the project end date to February 28, 2021 as well as the MWAs referenced in the policy section of this PI: Capital Area, GST, Oakland County, SEMCA, and West Central shall prepare and submit a revised Budget Information Summary (BIS) to the WD within 30 days from the issue date of this policy.

The requested BIS (Attachment A) shall be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov. Please copy your assigned WIOA State Coordinator on your email submission. A new Approval Request form is not required.

All MWAs must submit a final report detailing the following elements within 30 days from the conclusion of the grant period:

- Number of young adults who received workforce preparation services.
- Number of young adults who entered a work experience.
- Number of young adults who completed their work experience.
- Number of participating employers.
- Description of changes to service delivery model due to COVID-19.
- Description of how program activities resulted in desired outcomes appropriate for the target population.

- Description of how financial literacy was incorporated into work experiences, including assistance with the Free Application for Federal Student Aid for those who are approaching post-secondary enrollment.
- Description of how the program was used to inform young adults of local labor market information, including how their work experience may be incorporated into a career pathway.
- Description of how your program supported Governor Whitmer's statewide post-secondary education goal of 60 percent of Michigan residents completing a post-secondary certificate or degree by the year 2030.

The report shall be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov. Please copy your assigned WIOA State Coordinator on your email submission.

Inquiries: Questions regarding this policy should be directed to your WIOA State Coordinator.

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

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach by telephone at 989-388-3272 or by email at HengesbachP@michigan.gov for details.

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

Expiration

Date: February 28, 2021

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Attachments

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Summer Young Professionals 2020**

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. "20-08, Change 2" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 WIOA Statewide Activities" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "Summer Young Professionals 2020" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "03/01/2020 - 02/28/2021" has been pre-printed.

Section II - Total Funds Available

Base Allocation: Enter the amount of the allocation.

Total Appropriation Year Funding: The total allocation. The Excel spreadsheet will automatically calculate.

Section III - Current Appropriation Year Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for local administration. Not more than ten percent of the total allocation may be used for administration.

Adult: Enter the amount of the allocation planned for Adults.

In-School Youth: Enter the amount of the allocation planned for In-School Youth.

Out-of-School Youth: Enter the amount of the allocation planned for Out-of-School Youth.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

Section IV - Limitation Percentages

This section was developed to assist the MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

* The Excel spreadsheet will automatically calculate the adjusted award based upon the total allocation minus funds reserved for the costs of administration.

**Summer Young Professionals 2020 Allocations
(March 1, 2020 – February 28, 2021)**

Michigan Works! Agency	Allocation (\$)	De- Obligation	Additional Allocation (\$)	Total Allocation (\$)
Berrien/Cass/Van Buren	\$103,203			\$103,203
Capital Area	\$160,894	(\$5,000)		\$155,894
Detroit Employment Solutions	\$250,000			\$250,000
GST Michigan Works!	\$196,148	(\$70,000)		\$126,148
Great Lakes Bay	\$174,128			\$174,128
Macomb/St. Clair	\$95,938			\$95,938
Northeast	\$54,294			\$54,294
Northwest	\$65,339			\$65,339
Oakland County	\$153,128		\$25,000	\$178,128
Region 7B	\$85,614			\$85,614
SEMCA	\$186,263	(\$78,000)		\$108,263
Southeast Consortium	\$97,249			\$97,249
Southwest	\$108,294			\$108,294
UPWARD Talent Council	\$75,249			\$75,249
West Central	\$52,934	(\$12,000)		\$40,934
West Michigan Works!	\$141,325			\$141,325
Total	\$2,000,000	(\$165,000)	\$25,000	\$1,860,000