



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-15

Date: July 7, 2020

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 Program Year (PY) 2020 (July 1, 2020 through June 30, 2021) High Concentrations of WIOA Eligible Youth

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

U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 16-18, issued April 10, 2019

PI 20-14, issued July 1, 2020

PI 19-30, issued October 25, 2019

WIOA Manual, issued May 5, 2020

Rescissions: None

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 WIOA Section 129(b)(1) requires states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that specifically benefit youth.

Policy:

In accordance with the WIOA Section 129(b)(1)(F), the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) is allocating WIOA Statewide Activities funding to provide additional assistance to local areas that have a high concentration of WIOA eligible youth. The local areas selected to receive funding were chosen based upon an evaluation of American Community Survey census data comparing the percentage of WIOA eligible youth to the total population of youth in each local service delivery area. A statewide average was then determined, and any local area that exceeded the statewide average of eligible youth was selected to receive funding.

Fiscal reporting for the funds awarded in this policy shall be independent from the WIOA Youth formula funding allocated for PY 2020 in PI 20-14. Carry-forward of these funds from PY 2020 into PY 2021 will not be permitted. **Unexpended funds as of June 30, 2021, will be recaptured by the WD.** Administrative funding is limited to a maximum of **10 percent** of the allocations detailed in this policy.

Per waiver authority granted by the USDOL, **local areas are not subject to a minimum Out-of-School Youth (OSY) expenditure requirement for the funding awarded in this policy.** This waiver applies only to AY 2019 and AY 2020 WIOA Statewide Activities funding. This waiver is valid for the life of these funds.

When a youth is enrolled as an In-School or OSY, they maintain that designation throughout their participation, regardless of any change in enrollment status in education.

The 20 percent Work Experience minimum expenditure requirement does not apply to the WIOA Statewide Activities funding awarded in this policy issuance.

The funds awarded in this policy are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth to carry out the following:

- A. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for non-traditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program.
- B. Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in the WIOA Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, non-traditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program.
- C. Provide the following:
 - 1. Activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
 - 2. Preparation for post-secondary educational and training opportunities.
 - 3. Strong linkages between academic instruction (based on State academic content and student academic achievement standards established under Section 1111 of the Elementary and Secondary Education Act of 1965 [20 U.S.C. 6311]) and occupational education that leads to the attainment of recognized post-secondary credentials.
 - 4. Preparation for unsubsidized employment opportunities, in appropriate cases.
 - 5. Effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Further, local WIOA Youth programs must include each of the fourteen program elements listed in the WIOA Section 129(c)(2) as options available to youth participants.

Data Entry

When entering a youth into the One-Stop Management Information System using these funds, please select the "Youth Statewide (15%)" option. If regular Youth formula funds are also being used, the "Youth (Local)" option should also be selected.

Profit

Please refer to the WD Procurement Policy, PI 19-30, issued October 25, 2019, or any WD policy replacing PI 19-30, 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 USDOL Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures are 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 WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to WD 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 contact Mr. Michael LaCharite at 517-335-6051.

Action:

Local areas receiving an allocation as a result of this policy are required to submit the following within 30 days from the issue date of this policy:

1. A signed Approval Request form (Attachment A), with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s). Hard copies may be mailed to:

Michigan Department of Labor and Economic Opportunity
Workforce Development
Workforce Innovation Team
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

2. A Budget Information Summary (BIS) (Attachment B). The BIS should be submitted via email at LEO-TSDIV@michigan.gov. Please copy your assigned state coordinator on the email submission as well.
3. A plan narrative detailing the services to be provided, in accordance with the WIOA Youth program design and service delivery requirements, and a description of how the planned programming relates to, and supports, the local area's strategic plan.

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 517-241-3678 or by email at HengesbachP@michigan.gov for details.

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

**Expiration
Date:**

June 30, 2021

KJ:ED:ph

Approval Request Form Instructions

1. *Michigan Works! Agency (MWA) Name and Number.* Enter the name and the assigned number of the MWA.
2. *Plan Title(s):* Enter the appropriate title for the plan being submitted. “*PY 2020 High Concentrations of WIOA Eligible Youth*” has been pre-printed.
3. *Policy Issuance Number.* Enter the Policy Issuance number that the Approval Request form covers. “*20-15*” has been pre-printed.
4. *Plan Period:* The program period covered by this plan. “*July 1, 2020 through June 30, 2021*” has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 19-38, issued December 30, 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 (MWA) Name and Number:
2. Plan Title(s): PY 2020 High Concentrations of WIOA Eligible Youth
3. Policy Issuance Number: 20-15
4. Plan Period: July 1, 2020 through 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 (WIOA)
High Concentrations of WIOA Eligible Youth**

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. "20-15" 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. "PY20 High Concentrations of Youth" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "07/01/2020 - 06/30/2021" has been pre-printed.

Section II - Total Funds Available

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.

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.

Youth Adjusted Award: The Excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

Section IV - Limitation Percentages

This section was developed to assist 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.

**Program Year 2020 High Concentrations of WIOA Eligible Youth Allocations
Funding Source: Allocation Year 2019 WIOA Statewide Activities
July 1, 2020 – June 30, 2021**

Michigan Works! Agency	Allocation
Berrien/Cass/Van Buren	
Capital Area	\$17,512
Detroit Employment Solutions Corporation	\$34,398
GST Michigan Works!	
Great Lakes Bay	\$16,907
Macomb/St. Clair	
Northeast	
Northwest	
Oakland County	
Region 7B	\$3,492
SE Michigan Consortium	
SEMCA	
Southwest	\$14,218
UPWARD Talent Council	\$7,970
West Central	\$5,503
West Michigan Works!	
Total	\$100,000