



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
DIRECTOR

**OFFICIAL**

**Policy Issuance (PI): 21-09, Change 1**

**Date:** November 15, 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 Career Exploration and Experience Events (March 1, 2021 through June 30, 2022)

**Programs Affected:** WIOA Programs Funded through the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD)

**References:** WIOA of 2014, Public Law 113-128  
  
WIOA Final Regulations as Published in the Federal Register on August 19, 2016  
  
PI 18-14, Change 2, issued July 22, 2021  
  
PI 21-02, issued January 5, 2021

**Rescissions:** None

**Background:** WD supports Talent Tours that introduce young adults, parents, and educators to available career paths in their region by offering a behind-the-scenes look into in-demand businesses and industries. Talent Tours provide real-time information regarding employer, education, and training requirements necessary to secure employment. Impacts include relationship building, establishing a talent pipeline, talent retention, and the opportunity to see real life application of coursework. This policy supports similar career exploration and experience of multiple businesses and industries at a single, coordinated location instead of individual, on-site efforts at single institutions.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
WORKFORCE DEVELOPMENT, 201 N. WASHINGTON SQ., LANSING, MI 48913 • [www.michigan.gov/workforce](http://www.michigan.gov/workforce) • 517-335-5858

**Policy:**

This policy change extends the expiration date of the validity period of the previously awarded funding to June 30, 2022, and describes the allowability of the use of these funds for transportation costs.

To comply with this policy, the MWAs will organize and coordinate multiple business and industry representatives at a single location or virtual platform, similar to “MiCareerQuest™” style career exploration and experience events. Existing or currently planned career exploration and experience events that meet the same criteria may also be supported. Additionally, due to ongoing safety concerns resulting from the COVID-19 pandemic, virtual events are allowable.

If an MWA believes and can demonstrate that transporting participants and individuals (including those not enrolled in WIOA programming) is an activity/strategy that will benefit local employers as prescribed in WIOA sec. 134(a)(3)(A)(i), then transportation costs may be covered with funding awarded in this policy.

For example, an MWA may bus a class from a local high school to a location where multiple employers from the region have gathered to highlight available job opportunities for the young attendees, or bussing could be provided to transport young attendees to a series of local manufacturing facilities for tours and hands-on experiences.

As with any cost charged to a federal grant, it must be evident (through supporting documentation) that the costs are reasonable, allowable, allocable, and necessary to achieve the program’s goals or objectives and must meet the factors of allowability as prescribed in the Uniform Guidance. If other programs benefit from these services, then a share equivalent to relative benefit received must be charged and allocated to that program.

Please note, per U.S. Department of Labor correspondence, this allowance is only permitted in this application.

All other provisions of PI 21-09 not specifically altered by this policy change remain unchanged and in effect.

**Action:**

MWAs that want to extend the project end date to June 30, 2022, 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](mailto:LEO-TSDIV@michigan.gov). Please copy your assigned WIOA State Coordinator on your email submission. A new Approval Request form is not required.

Post-event reports are due 30 days after the completion of the event, but no later than 30 days from the expiration of the validity period of the awarded funding, June 30, 2022. These reports must meet the criteria outlined in PI 21-09 and be submitted electronically to the Talent Development Division at [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov). Please copy your assigned Workforce Innovation Team State Coordinator.

**Inquiries:** Questions regarding this policy should be directed to your Workforce Innovation Team State Coordinator.

This policy is available for downloading from the [WD 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](mailto: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](http://www.michigan.gov/workforce).

**Expiration**

**Date:** June 30, 2022

KJ:ED:ph  
Attachments

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act  
Michigan Works! Career Exploration and Experience Events**

**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. "21-09, Change 1" 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. "Career Exploration and Experience Events" has been pre-printed.

*Plan Period:* Enter the start and end dates of the plan period. "03/01/2021– 06/30/2022" has been pre-printed.

*Catalog of Federal Domestic Assistance Number (CFDA):* Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" have been pre-printed.

**Section II - Total Funds Available**

*Allocation:* Enter the total amount of funding allocated.

**Section III - 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 the total planned costs entered for the grant.**