



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

**OFFICIAL
Policy Issuance (PI): 21-17**

Date: June 28, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Allocations for Allocation Year (AY) 2021, the time period of July 1, 2021 through June 30, 2023

Programs Affected: WIOA Adult, DW, and Youth Programs Administered by the MWAs

Rescissions: None

References: U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 19-20, issued April 27, 2021

PI 19-30, issued October 25, 2019

Michigan Industry Cluster Approach (MICA) Guidelines, issued July 26, 2012

WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

WIOA Final Rule 20 Code of Federal Regulation Part 682, et al.

WIOA Manual, issued May 5, 2020

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.

The USDOL awards states annual allocations by formula for the WIOA Title I Adult, DW, and Youth programs, and the states, in turn, distribute allocations by formula to the local areas for the three programs to fund the provision of employment, education, and training services.

Policy:

WD plans to distribute \$88,853,177 in WIOA formula funding for AY 2021, which is comprised of \$29,122,997 in Adult funding, \$28,172,485 in DW funding, and \$31,557,695 in Youth funding. **All local areas will receive their AY 2021 WIOA formula funding for the Adult and DW programs in two separate allotments.** A portion of the funds will be distributed on or after July 1, 2021, with the remainder of the funds to be distributed on or after October 1, 2021, pending approval of the USDOL's Fiscal Year (FY) 2022 budget. The October allocations for the Adult and DW programs are subject to change should the USDOL's approved FY 2022 budget modify the formula allocations currently detailed in the USDOL TEGE 19-20. **For the period of July 1, 2021 through September 30, 2021, local areas may not incur obligations or expenditures in excess of their July 1, 2021, allotments.**

The July allocations specified in this policy **for the WIOA Adult and DW programs** are based upon the availability of funds due to the nature of the federal funding cycle. As such, the **July allocations** for these two programs **cannot increase at this time.**

The allocations specified in this policy **for the WIOA Youth program** represent **all** of the funds anticipated to be available for distribution to local areas and **are available for distribution on or after July 1, 2021.**

Local areas **may carry-forward up to 100 percent of the funds awarded in this policy** from Program Year (PY) 2021 into PY 2022. **However, at least 85 percent of the funds** awarded in this policy, for each program, **must be expended by September 30, 2022**, or the excess unspent funds may be subject to recapture by WD. The September 30th Composite Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with the aforementioned limitation.

The WIOA funding must be expended using the first-in, first-out accounting method.

In accordance with the WIOA Sections 128(c) and 133(c), respectively, **local areas must ensure that a minimum of 80 percent of each of their AY 2021 WIOA formula funding allocations are obligated by June 30, 2022.** Local areas with obligations below the required 80 percent threshold are subject to the recapture of funds.

Allowable funding for **local administration is limited to 10 percent of the allocation for each program in this PI.** Allowable funding for **incumbent worker training is limited to 20 percent of the combined allocations** for the Adult and DW programs. Allowable funding for **transitional jobs is limited to 10 percent of the combined allocations** for the Adult and DW programs.

Local areas **may transfer up to 100 percent** of their AY21 allocations **between the Adult and DW programs** without a waiver. Local areas will need to submit Budget Information Summaries (BISs) to WD for any transfers between the Adult and DW programs. Intertitle transfers (those between Adult and Dislocated Worker) over 50 percent require written justification in addition to the BIS to support the need for the reprioritization of funding. Documentation of local board approval for intertitle transfers over 50 percent and supporting documentation must be maintained by the MWA, retained in-house, and made available upon request. Intertitle transfers up to 50 percent do not require written justification or internal approval unless local policy dictates otherwise.

Local areas must ensure that a minimum of **75 percent of AY21 WIOA Youth formula funds** are used to provide workforce investment activities to **Out-of-School Youth (OSY)**. WD is seeking a waiver from the USDOL to lower the OSY expenditure mandate to 50 percent. However, for planning purposes, MWAs should plan to expend 75 percent. **Local areas that fail to achieve minimum OSY expenditure requirements are subject to disallowed costs.**

Per the WIOA Section 129(c)(4), **local areas must spend a minimum of 20 percent of their Youth funds on paid and unpaid work experiences** as defined in the WIOA Section 129(c)(2)(C). Compliance with this requirement is based upon a local area's adjusted Youth award. More information on allowable work experience expenditures may be found in the WIOA Manual. **Local areas that fail to achieve minimum work experience expenditure requirements may be subject to disallowed costs.**

Demand-Driven Strategy

It is the expectation of the WD that the WIOA funds awarded in this policy are used in support of a demand-driven system. Locally defined priority industries must be identified by local Workforce Development Boards and appropriate services developed and provided based upon input received from employers and other key partners. Additional demand-driven guidance may be found in the MICA Guidelines.

Allowable WIOA Costs and Expenditures

Expenditures for the WIOA funds awarded in this policy are allowable only for those activities permitted by the WIOA and/or the WIOA Final Regulations. In general, to be an allowable WIOA expenditure, a cost must meet the following principles:

- Be necessary and reasonable for the performance of the award.
- Be allocable to the grant.
- Be authorized and not prohibited under federal, state, or local laws or regulations.
- Receive consistent treatment by the sub-recipient.
- Not be used to meet federal matching requirements.

- Be adequately documented.
- Conform to federal Employment and Training Administration grant exclusions and limitations.

Program Costs: The costs associated with the direct provision of services to program participants are program costs. Required program activities for the Adult and DW programs include career and training services as described in the WIOA Sections 134(c)(2) and (3). Permissible program activities, including supportive services, are described in the WIOA Section 134(d). Required and permissible program activities for the Youth program are described in the WIOA Section 129.

Administrative Costs: The costs associated with performing activities or functions that are not related to the direct provision of services to program participants are administrative costs. Examples include:

- Accounting, cash management, budget, procurement, personnel, payroll, property management, audit, and general legal services functions.
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports and developing systems and procedures, including information systems, required for those functions.
- Oversight and monitoring activities, depending on whether the activity being monitored is administrative or programmatic in nature.
- The costs of supplies and equipment used for administrative functions or activities and the cost of staff that performs and/or supervises administrative functions or activities.

Profit

Please refer to the agency's Procurement Policy, PI 19-30, issued October 25, 2019, or any 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 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 WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to 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 email Mr. Michael LaCharite at lacharitem1@michigan.gov.

Action: Local areas are required to submit **one** signed Approval Request form, with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s) and a BIS for each of the WIOA program allocations within 30 days of the issue date of this policy. Submissions should be sent electronically to WD at LEO-TSDIV@michigan.gov. Please copy your assigned WIOA State Coordinator on the e-mail submission.

WD will issue two separate Grant Action Notices (GANs) for the Adult and DW program allocations distributed via this policy. The first GAN will be effective July 1, 2021 and will award local areas a portion of their total allocation for each program. The second GAN will be effective October 1, 2021, and will award the remainder of the program allocation for each program. Youth program allocations will be awarded via one GAN effective July 1, 2021.

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: June 30, 2023

KJ:KP:ph
Attachments

Approval Request Form Instructions

1. **Michigan Works! Agency (MWA) Name and Number:** Enter the agency name and the number assigned to the MWA.
2. **Plan Title(s):** Enter the appropriate title(s) for the plan being submitted. *“WIOA Adult, DW, and Youth Program Allocations for AY 2021”* has been pre-printed.
3. **Policy Issuance (PI) Number:** Enter the PI number that the Approval Request form covers. *“21-17”* has been pre-printed.
4. **Plan Period:** Identify the program period covered by this plan. *“July 1, 2021 through June 30, 2023”* has been pre-printed.

The required signatories are designated in accordance with PI 21-02, issued January 5, 2021. 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 Name and Number:
2. Plan Title(s): WIOA Adult, DW, and Youth Program Allocations for AY 2021
3. Policy Issuance Number: 21-17
4. Plan Period: July 1, 2021 through June 30, 2023

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 Michigan Department of Labor and Economic Opportunity, Workforce Development, 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 (WIOA)
Adult and Dislocated Worker (DW) Programs**

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. "21-17" has been pre-printed.

Grant Names: Enter the name of the grants associated with the funding being awarded. "AY21 WIOA Adult and AY21 WIOA Dislocated Worker" has been pre-printed.

Project Names: Enter the name of the projects associated with the funding being awarded. "WIOA Adult and Dislocated Worker" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2021 – 6/30/2023" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA numbers associated with these grants. "17.258; 17.278" have been pre-printed.

Section II - Total Funds Available

July (Base) Allocation: Enter the amount of the July allocations for both the Adult and DW programs.

October (Advance) Allocation: Enter the amount of the October allocations for both the Adult and DW programs.

Total Adult and DW Allocations: The aggregate total of the Adult and DW allocations. The Excel spreadsheet will automatically calculate.

Section III - Intertitle Transfers

Enter the amount, if applicable, of intertitle transfers. Please be sure to enter amounts in both the Adult and DW columns. For example, if transferring \$200,000 from the DW program to the Adult program, the entry would reflect the following:

Adult	DW
\$200,000	-\$200,000

Section IV - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for both the Adult and DW programs. Not more than 10 percent of the total allocation may be used for administration for each program.

Career Services: Enter the amount of the allocation planned for Career Services for the Adult and DW programs. (Do not include amount for Career Services – Transitional Jobs.)

Training Services: Enter the amount of the allocation planned for Training Services for the Adult and DW programs. (Do not include amount for Training Services – Incumbent Worker.)

Training Services-Incumbent Worker: Enter the amount of the allocation planned for Adult and DW incumbent worker training programs. Not more than 20 percent of the combined Adult and DW allocations may be used to support incumbent worker training programs.

Career Services-Transitional Jobs: Enter the amount of the allocation planned for Adult and DW transitional jobs. Not more than 10 percent of the combined Adult and DW allocations may be used for transitional jobs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for both the Adult and DW programs.

Adult/DW Adjusted Award: The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the cost of administration plus or minus intertitle transfers.

Section V – Limitation Percentages

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

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Youth Program**

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. "21-17" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY21 WIOA Youth" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "WIOA Youth" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2021 – 6/30/2023" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number associated with this grant. "17.259" has been pre-printed.

Section II - Total Funds Available

Allocation: Enter the amount of the July allocation.

Additional Allocation: Enter the amount of any additional funds allocated for the program.

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

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for the Youth program. Not more than 10 percent of the total allocation may be used for administration.

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

Out-of-School Youth (OSY): Enter the amount of the allocation planned for OSY. At least 75 percent of the adjusted award* must be used to provide services to OSY.

Paid and Unpaid Work Experiences: Enter the amount of the allocation planned for Paid and Unpaid Work Experiences. At least 20 percent of the adjusted award* must be used to provide Paid and Unpaid Work Experiences. The 20 percent minimum is not applied separately for ISY and OSY.

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

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 the MWA staff and state coordinators with reviewing planned expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

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

**Workforce Innovation and Opportunity Act (WIOA) Adult
Program Year 2021 Allocations**

MWA Number	Michigan Works! Agency	WIOA Adult July Allocation	WIOA Adult October Allocation	WIOA Adult Total Allocation
5	Berrien/Cass/Van Buren	\$135,173	\$637,084	\$772,257
17	Capital Area	\$176,197	\$830,438	\$1,006,635
7	Detroit Employment Solutions	\$909,269	\$4,285,492	\$5,194,761
13	GST Michigan Works!	\$419,119	\$1,975,354	\$2,394,473
4	Great Lakes Bay	\$250,539	\$1,180,821	\$1,431,360
19	Macomb/St. Clair	\$548,902	\$2,587,039	\$3,135,941
21	Northeast	\$108,271	\$510,292	\$618,563
22	Northwest	\$148,366	\$699,269	\$847,635
23	Oakland County	\$450,189	\$2,121,791	\$2,571,980
2	Region 7B	\$112,397	\$529,738	\$642,135
30	Southeast	\$307,468	\$1,449,130	\$1,756,598
31	SEMCA	\$475,983	\$2,243,364	\$2,719,347
14	Southwest	\$208,161	\$981,084	\$1,189,245
6	Upper Peninsula	\$207,160	\$976,368	\$1,183,528
16	West Central	\$94,417	\$444,996	\$539,413
33	West Michigan Works!	\$545,958	\$2,573,168	\$3,119,126
	TOTAL	\$5,097,569	\$24,025,428	\$29,122,997

**Workforce Innovation and Opportunity Act (WIOA)
Dislocated Worker (DW)
Program Year 2021 Allocations**

MWA Number	Michigan Works! Agency	WIOA DW July Allocation	WIOA DW October Allocation	WIOA DW Total Allocation
5	Berrien/Cass/Van Buren	\$108,928	\$443,292	\$552,220
17	Capital Area	\$161,574	\$657,537	\$819,111
7	Detroit Employment Solutions	\$1,227,199	\$4,994,169	\$6,221,368
13	GST Michigan Works!	\$414,460	\$1,686,671	\$2,101,131
4	Great Lakes Bay	\$236,438	\$962,198	\$1,198,636
19	Macomb/St. Clair	\$540,875	\$2,201,129	\$2,742,004
21	Northeast	\$172,319	\$701,266	\$873,585
22	Northwest	\$161,164	\$655,865	\$817,029
23	Oakland County	\$511,048	\$2,079,744	\$2,590,792
2	Region 7B	\$143,198	\$582,752	\$725,950
30	Southeast	\$292,347	\$1,189,727	\$1,482,074
31	SEMCA	\$525,765	\$2,139,638	\$2,665,403
14	Southwest	\$185,178	\$753,594	\$938,772
6	Upper Peninsula	\$255,534	\$1,039,914	\$1,295,448
16	West Central	\$107,791	\$438,665	\$546,456
33	West Michigan Works!	\$513,359	\$2,089,147	\$2,602,506
	TOTAL	\$5,557,177	\$22,615,308	\$28,172,485

**Workforce Innovation and Opportunity Act (WIOA) Youth
Program Year 2021 Allocations**

MWA Number	Michigan Works! Agency	WIOA Youth Total Allocation
5	Berrien/Cass/Van Buren	\$806,011
17	Capital Area	\$1,518,136
7	Detroit Employment Solutions	\$5,489,582
13	GST Michigan Works!	\$2,458,095
4	Great Lakes Bay	\$1,787,633
19	Macomb/St. Clair	\$3,117,919
21	Northeast	\$632,511
22	Northwest	\$839,425
23	Oakland County	\$2,719,591
2	Region 7B	\$638,849
30	Southeast	\$2,019,527
31	SEMCA	\$2,705,925
14	Southwest	\$1,432,289
6	Upper Peninsula	\$1,258,536
16	West Central	\$611,690
33	West Michigan Works!	\$3,521,976
	TOTAL	\$31,557,695