



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
ACTING DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 20-04, Change 1**

**Date:** April 19, 2021

**To:** Michigan Works! Agency (MWA) Directors

**From:** Marcia Black-Watson, Division Administrator  
Industry Engagement

**SIGNED**

**Subject:** Going PRO Apprenticeships (GPA)

**Programs  
Affected:** Apprenticeship Success Coordinators (ASCs)

**References:** The National Apprenticeship Act, 50 Stat. 664; 29 U.S.C. 50

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

WIOA Final Rule, 20 Code of Federal Regulations Parts 603, 651-654, 658,  
675, and 679-688, Published August 19, 2016

Training and Employment Guidance Letter No. 13-16, Guidance on Registered  
Apprenticeship Provisions and Opportunities in the WIOA

Training and Employment Guidance Letter No. 17-18, Availability of Program  
Year 18 Funding for Apprenticeship State Expansion (ASE)

Training and Employment Notice No. 13-12, Defining a Quality Pre-  
Apprenticeship Program and Related Tools and Resources.

PI: 19-16, Apprenticeship Success Coordinators (ASCs) Continuation Funding  
and Innovation Grants, issued May 29, 2019

Going PRO Talent Fund Process Guide

Public Act 107 of 2017 (FY 2017-18 General Omnibus Appropriation Act)

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

Michigan Registered Apprenticeships Funding and Resources Guide

PI:15-12 Procurement

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.  
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**Rescissions:** None

**Background:** Michigan is among the national leaders in Registered Apprenticeships (RAs) and the state's apprenticeship network continues to work to grow the number of opportunities to ensure more students and jobseekers gain in-demand skills without extensive tuition debt, while employers get the talent they need to grow and thrive, creating more and better jobs. RA is a proven catalyst in addressing the skilled workforce talent gap. Apprenticeships provide an exceptional career path that addresses unique employer needs while offering training, income, and a credential to employees, which is in direct alignment with the Governor's new statewide goal to increase the number of Michiganders with a postsecondary credential (a high-quality industry certificate, associate degree or higher) from 45 to 60 percent by 2030.

In partnership with the U.S. Department of Labor (USDOL) Office of Apprenticeship (OA), the State of Michigan has contributed to apprenticeship expansion through support of (1) sector partnerships; (2) employer incentives; and (3) the establishment of the Apprenticeship Success Coordinator function within the Michigan Works! System, all cultivating new RA opportunities across the state. Building on the foundation and momentum of these statewide RA best practices, the State of Michigan is dedicating the USDOL Employment and Training Administration's recent discretionary grants to states for continued RA expansion through Going PRO Apprenticeships. The State of Michigan is leveraging the existing Apprenticeship Success Coordinator function to expand RA, primarily through RA policy guidance and the allocation of dedicated RA funding provided under Training and Employment Guidance Letter (TEGL) 17-18, Availability of Program Year 18 (PY18) Funding for Apprenticeship State Expansion (ASE). This funding source is not WIOA, it is through TEGL No. 17-18 and is PY18 funding awarded to States to increase the number of apprentices in Registered Apprenticeship Programs (RAPs). This guidance announces the phasing out of State Apprenticeship Expansion grants (FOA-ETA-16-13) and plans to further support statewide apprenticeship expansion by granting PY18 apprenticeship funds appropriated under the Consolidated Appropriations Act of 2018 (Public Law 115-141) to States, as defined at 29 CFR Section 29 .2.

The objective of GPA is to ingrain RAs into the fabric and service delivery of local labor markets. This approach is both a comprehensive and systemic RA expansion solution across workforce development, economic development, and education. GPA, which arms Michigan's ASC network with specific funding to offset the employer's cost of the apprenticeship training model to bolster RA cultivation and expansion in Michigan, will rapidly increase the number of apprentices in Registered Apprenticeship Programs (RAPs) by 800 statewide through March 31, 2022.

**Policy:** This policy change includes additional information regarding managing and handling Personally Identifiable Information (PII). This policy change also

revises the Quarterly Narrative Report Template, Attachment E, to streamline report content for submission.

PI 20-04 provides \$2,521,716.99 in support of GPA for direct participant services utilizing training incentives and reimbursement to employers for the extraordinary costs of RA training through March 31, 2022.

GPA was designed with the intent to expand an RA expansion best practice from the Going PRO Talent Fund. The state-funded Talent Fund has been heralded as one of the most powerful tools in Michigan's toolkit to address in-demand skill growth and employer talent needs. The program allows for the establishment of new USDOL RAs up to \$3,000 per trainee to offset costs related to training.

The Talent Fund's leveraged resource approach was launched in 2013 and given the impact the program has had on advancing Michigan's residents into high-skill, high-wage careers, including more than 3,500 new registered apprentices, it was codified into law in 2018. The Talent Fund produced nearly 1,500 new Registered Apprentices program in 2019 alone.

Except for Industry-led Collaboratives (ILCs), the opportunity to support RAs through the Talent Fund occurs once annually. This policy provides for year-round RA support based on demand and an opportunity to scale the proven Talent Fund RA expansion best practice. Via this policy, the Department of Labor and Economic Opportunity-Workforce Development (LEO-WD) allocates ASE funding to all 16 MWAs, with accompanying RA expansion policy guidance. The ASE funding provides the Michigan Works! ASCs with additional RA resources, and an expanded window of time, beyond the fall Talent Fund award period, to work with employers to expand RA.

Using the general framework of the Talent Fund program, GPA is designed to make awards to employers to assist in training, developing, and retaining current and newly hired employees entering a new RA. Training funded by GPA must:

- Demonstrate a talent need experienced by the employer.
- Lead to a credential for a skill that is transferable and recognized by industry.

**Allocations:** In order to support the intent of GPA activities, training incentives, and reimbursement to employers, this policy distributes \$2,521,716.99 in Program Year 2018 ASE funding.

Please see Attachment A for the formula funding allocations. All funds must be fully expended by March 31, 2022. No carry-forward of any unexpended GPA funds is allowed. The LEO-WD reserves the right to recapture any unspent funds.

**Eligible Participants:** Participants must:

- Be 16 years of age and older.

- Be enrolled in a RAP which began July 1, 2019, or after.
- Benefit from assistance funded in whole or in part by this grant award.
- Not benefit from assistance funded in whole or in part from another USDOL SAE grant award; in other words, no state expansion grants co-enrollment.

Eligibility criteria above helps ensure grant funds are generating new apprenticeship expansion opportunities.

**Use of Funds:** Using the general framework of the Talent Fund program, the extraordinary cost associated with direct participant services including program costs, training reimbursements and/or incentive costs, administrative costs, and supportive services costs are allowable under GPA as follows:

Program Costs:

The costs associated with the direct provision of services to program participants are program costs. Strategies must help address the talent pipeline needs of target industries with evidence of projected demand through the use of data references such as Bureau of Labor Statistics or other USDOL sources, employers, or other real-time labor market information provided by employers or other knowledgeable sources. These activities may include but are not limited to:

- The provision of real-time local labor market information regarding middle-to high-skill job data via the Michigan Bureau of Labor Market Information and Strategic Initiatives.
- Outreach and recruitment including specific approaches to increase apprenticeship opportunities for low-income individuals and underrepresented populations including youth, women, communities of color, Native Americans, Veterans, persons with disabilities, and ex-offenders.
- Program level activities, which must address individual participant training needs and lead to job placement in middle-to high-skilled jobs upon completion of the apprenticeship program. Placements and enrollment in RAPs are to be accomplished with ASC/USDOL Michigan OA collaboration.

Training Reimbursements and/or Incentive Costs:

A minimum of 50 percent of the award must be spent on training reimbursements and/or incentive costs. The allocated funds must be used to support participant apprentices in On-the-Job Learning and/or Related Technical Instruction.

- Necessary and reasonable training reimbursements and/or incentives must not surpass \$3,000 per registered apprentice.
  - Reimbursement can be calculated up to 50 percent of the apprentice wage or a maximum \$3,000.

- Grant funds may not be used to directly pay individual participants wages.
- Reimbursements with RA sponsors and employers must be developed in such a way as to support the employment retention of apprentices after the training period has ended.

MWAs must document, via Attachment H – MWA GPA Plan, the guidelines for Training Reimbursements and/or Incentive Costs process to maximize the effectiveness of training funds and employment outcomes detailing:

- The terms of reimbursement, including the length of time (start and end dates) reimbursements will occur.

Administrative Costs:

MWAs may charge up to 7 percent 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, 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.

Supportive Services Costs:

To ensure the success of participants completing RA programs, MWAs will evaluate participants for WIOA supportive services eligibility.

MWAs may expend up to 10 percent to provide supportive services to enrolled participants. To further integrate apprenticeship with the workforce system, MWAs are strongly encouraged to leverage WIOA and other funding sources wherever possible to coordinate the provision of supportive services. Supportive and referral services, based on individual assessment and career counseling, through access to all available workforce development program resources such as: WIOA, and the Trade Adjustment Act for assistance with, including but not limited:

- Transportation
- Child Care Services
- Community Services

MWAs must document, via Attachment H – MWA GPA Plan, the methodology for ascertaining participant need for supportive services and how those needs will be met, up to and including co-enrollment.

Disclosure of Federal Money Used to Fund Public Communications:

In accordance with Public Law 114-113, Division H, Title V, Section 505, all statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, must include the following:

1. the percentage of the total cost of the program or project which will be financed with Federal money,
2. the dollar amount of the Federal funds for the project or program, and
3. the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Product Statement Requirement:

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the USDOL’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the USDOL. The USDOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.”

**Funding Restrictions:** Funding restrictions apply to the following costs/activities categories:

Pre-Apprenticeship:

Any pre-apprenticeship activities funded with these grant funds must conform to the framework established through Training and Employment Notice No.13-12 Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, while expenditures may be made on pre-apprenticeship programs, pre-apprentices shall not be considered participants for the purposes of this grant.

Equipment:

Equipment purchases, and other capital expenditures are not an allowable cost under this grant funding.

Publicity:

No funds provided under this PI shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local

legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature, or local legislative body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local, or tribal government in policymaking and administrative processes within the executive branch of that government.

Ineligible Expenditures:

The following is a list of ineligible training expenditures. Although these expenditures are not eligible for reimbursement, employers may include these costs as a part of any leveraged funds the MWA may require:

- Purchase of tools or other equipment including laptops/computers
- Licensing fees
- Testing fees
- Curriculum development
- Travel costs to send trainee(s) to training
- Online training subscriptions

Profit

Please refer to the Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

**Target GPA Goals:**

Statewide GPA goals for expanding RA in Michigan and increasing the engagement of underrepresented populations (women, youth, communities of color, Native Americans, veterans, ex-offenders, persons with disabilities and WIOA eligible participants) in RA by March 31, 2022 are:

- Increase the number of underrepresented populations engaged in RA by at least 15 percent, specifically:
  - Increase the number of women engaged in RA at least 15 percent or 85 more women;
  - Increase the number of youths engaged in RA at least 15 percent or 350 more youth;
  - Increase the number of veterans engaged in RA at least 15 percent or 70 more veterans;

- Increase the number of persons from communities of color engaged in RA at least 15 percent or 110 more persons of color;
- Increase the statewide number of WIOA customers with “Apprenticeship Training” activities by at least 41 more customers.
- Increase the statewide number of new RAs by 800.

Total New Registered Apprentices	
Year 1: 2019 – 2020	100
Year 2: 2020 – 2021	400
Year 3: 2021 – 2022	300

- Increase and diversify RAPs by 112 across industry sectors including non-traditional industries (Agriculture, Education, Energy, Health Care, Information Technology, Other Professional Trades, and Business and Other).

Total New Registered Apprenticeship Programs	
Year 1: 2019 – 2020	28
Year 2: 2020 – 2021	56
Year 3: 2021 – 2022	28

Please see Attachment D for Target GPA Goals by Michigan Works! Agency.

MWAs must document, via Attachment H – MWA GPA Plan, the recruitment strategy for employer sponsors and participants, particularly non-traditional RAPs and underrepresented populations.

National Apprenticeship Week

National Apprenticeship Week (NAW) is a country-wide celebration that offers leaders in business, labor, education, and other critical partners a chance to demonstrate their support for Registered Apprenticeship. NAW also gives apprenticeship sponsors the opportunity to showcase their programs, facilities, and apprentices in their community. The week-long event highlights the benefits of apprenticeship in preparing a highly skilled workforce to meet the talent needs of employers across diverse industries.

ASCs are to host or participate in two (2) or more events during NAW. Examples of ways to host or participate include:

- Apprentice Graduations
- High School Career Fairs
- Skills Competitions
- Virtual Webinars
- Business Open Houses
- Apprenticeship Signing Days
- Industry Roundtables

**Monitoring:**

LEO-WD shall monitor performance to assure that time schedules are being met and projected work, by time period, is being accomplished. Monitoring shall include an on-site visit to assess GPA performance.



**Reporting:**

Bi-Monthly ASC Conference Calls

In partnership with the USDOL/OA, the LEO-WD convenes bi-monthly conference calls with the ASCs to discuss state and local performance; federal, state, and local updates, highlight promising and best practices, and deliver technical assistance information. ASCs should attend each bi-monthly conference call. The schedule is as follows:

<b>Bi-Monthly ASC Conference Call Schedule</b>	
<i>(All calls are scheduled from 2:00 – 3:00 p.m. on the second Tuesday of every other month.)</i>	
<b>DATE</b>	<b>TIME</b>
Tuesday, April 14, 2020	2:00 – 3:00 p.m.
Tuesday, June 9, 2020	2:00 – 3:00 p.m.
Tuesday, August 11, 2020	2:00 – 3:00 p.m.
Tuesday, October 13, 2020	2:00 – 3:00 p.m.
Tuesday, December 15, 2020	2:00 – 3:00 p.m.
Tuesday, February 9, 2021	2:00 – 3:00 p.m.
Tuesday, April 13, 2021	2:00 – 3:00 p.m.
Tuesday, June 8, 2021	2:00 – 3:00 p.m.
Tuesday, August 10, 2021	2:00 – 3:00 p.m.
Tuesday, October 12, 2021	2:00 – 3:00 p.m.
Tuesday, December 14, 2021	2:00 – 3:00 p.m.
Tuesday, February 8, 2022	2:00 – 3:00 p.m.

ASC Quarterly Performance Report

MWAs must complete and submit the ASC Quarterly Narrative Report (QNR) and Quarterly Performance Report (QPR) electronically to the Industry Engagement Team at [Apprenticeship@michigan.gov](mailto:Apprenticeship@michigan.gov), within 25 days after the end of the reporting quarter. Subsequent QNRs and QPRs are due as follows:

<b>ASC Quarterly Performance Report Schedule</b>	
<i>(QPRs are due within 25 days after the end of the reporting quarter.)</i>	
<b>DUE DATE</b>	<b>PERIOD COVERING</b>
July 25, 2020	April 1 – June 30, 2020
October 25, 2020	July 1 – September 30, 2020
January 25, 2021	October 1 – December 31, 2020
April 25, 2021	January 1 – March 31, 2021
July 25, 2021	April 1 – June 30, 2021
October 25, 2021	July 1 – September 30, 2021
January 25, 2022	October 1 – December 31, 2021
April 25, 2022	January 1 – March 31, 2022

The last QNR, QPR and Final Report for the quarter ending March 31, 2022, must be submitted no later than 60 calendar days after the policy expiration date. The Final Report should include a summary of performance activities and RA expansion impact within each local workforce area.

The QNR must focus on quarterly progress toward the expansion of RA, including:

- New Registered Apprentices;
- Increased engagement of underrepresented populations in RA;

- Employer engagement efforts as described in the Apprenticeship Outreach Reporting section below; and
- Overall accomplishments of the ASCs during the reporting period.

Please see Attachment E for the QNR and Attachment F for the QPR.

**Submission of Individual Participant Information in OSMIS**

ASCs must demonstrate performance in providing support to establish new Registered Apprentices by recording individual participant information in the One-Stop Management Information System (OSMIS). Participants in the OSMIS Apprenticeship Participant Program are excluded from WIOA performance measures both local and statewide unless they are co-enrolled in local WIOA funded programs in OSMIS.

Update WIOA Registration

Participant Name	Customer ID	Program	Registration Date	Status	Performance Inclusion	Participation Date
TEST BENTLEY, SD	TESSD1225	Adult	10/05/2018	Active	Participant (Yes)	10/10/2018
Manual Exit Date	Exit Reason	Last Staff-Assisted Activity End Date	# Open Activities	Anticipated Exit	Co-Enrolled?	Common Measures
-	-	-	5	-	WP	<a href="#">Performance Summary</a>

[View PIRL Record Status](#)

**Special Initiatives**

Going PRO Apprenticeships:

Skilled Trades Training Fund Participant:

Jobs for America's Graduates (JAG):

Talent Tour(s):  Date:

Earn and Learn Participant:

Community Ventures/Business Resource Network Participant:

Navigator Referred:

SEP Family Member:

Industry Cluster:

DESC Demo Grant 2015:

Adult Education, Integrated Education and Training:

**Screenshot of the Going PRO Apprenticeship OSMIS Indicator**

The LEO-WD anticipates additional USDOL data requirements will be released during the performance period of this grant to enable the integration of OSMIS with the USDOL Workforce Integrated Performance System (WIPS), which will streamline the submission process in the future.

Until these requirements are released and system integration is complete, ASCs must follow an interim process using a Going PRO Apprenticeship OSMIS Indicator (screen capture above) within the WIOA Adult Program section of OSMIS to record individual participant information for each new Registered Apprentice.

Technical assistance for ASCs, and appropriate MWA OSMIS users, on the interim process using the Going PRO Apprenticeship OSMIS Indicator will be provided through webinar training sessions within 90 days following policy release, and upon request.

An overview of the interim process for using the Going PRO Apprenticeship OSMIS Indicator, for reference only, includes:

1. Every participant, whether WIOA eligible, or not, must be registered in the WIOA Adult Program section within OSMIS following standard WIOA Adult registration guidelines. This registration provides some of the required individual participant information for grant reporting:
  - First name
  - Last name
  - Date of Birth
  - Address
  - Social Security Number
  - Gender
  - Disability status
  - Veteran status
  - Ethnicity and Race
  - Preferred Language
  - Citizenship
  - Selective Service Status
  - Veteran Status
  - Education Level and Status
  - Employment Status at Participation
  - ONET Code of Most Recent Employment
  - Unemployment Compensation Program Status
  - Migrant and Seasonal Farmworker Designation
  - Supportive Services provided to the participant and the Supportive Services Funding
  - Assistance information including Annual Income, Family size, TANF status, SSI/SSDI status, Refugee Cash Assistance, Food Assistance, and Pell Grant status.
  - Barrier information (Long Term Unemployed, English Language Learner, Single Parent, Homelessness, Offender, etc.)
2. In addition to the standard WIOA Adult registration, every participant, whether WIOA eligible, or not, must also be indicated by a “Yes” on the Going PRO Apprenticeship OSMIS Indicator. This designation provides additional individual participant information required for reporting.
  - a. Users must select “Yes” in the WIOA Adult Program registration section, on the “Special” tab (Special Initiatives), in the “Going PRO Apprenticeships” drop-down menu.
  - b. And, under the “Funding Source”, in the “Adult Statewide 15% Activities” field, users must enter the Contract Number: 72019  
NOTE: This designation (72019) enables the following required information to be entered for the “Type of Training” (c) below.
  - c. Also, under “On-the-Job-Training” in the “Type of Training” field, users must manually enter one of the following labels (verbatim) to indicate the type of training provided (enter only one):
    - i. “Pre-Apprenticeship Training”
    - ii. “Related Technical Instruction”
    - iii. “On-the-Job Learning”

The overview of the interim process using the Going PRO Apprenticeship OSMIS Indicator, is for reference only and included to better explain data collection. The interim process is developed to ensure individual participant information is not included in MWA WIOA performance reports but is included for grant reporting.

Additional QPR Data Fields (not captured in OSMIS)

These fields must be tracked separately and reported by MWAs on Attachment F:

- Pre-Apprenticeship Status
- Apprenticeship Program Status
- Type of Apprenticeship Program Enrollment
- Type of Apprenticeship Program Training Approach
- Source of On-the-Job Training (OJT) Funding
- Source of Related Technical Instruction (RTI) Funding
- Type of RTI Provider

Apprenticeship Outreach Reporting

Through industry and employer engagement efforts, ASCs must work to identify formalized RA and unregistered apprenticeship programs (i.e., those employer apprenticeship programs not formally recognized by USDOL and associated apprentices in the state) and include a description of these efforts as part of their QPR submissions. This information will help create new leads for Michigan Works! Agencies and support the USDOL's broader efforts to document the overall apprenticeship footprint nationally and within states. Please see Attachment G, Apprenticeship Outreach Reporting Template to be submitted with the QPRs, which are due 25 days after the end of each reporting period.

Participant Documentation Requirements

Upon enrollment, ASCs must ensure that each participant enrolled in the grant program has provided proper documentation showing their eligibility to work in the United States. A copy of the documentation must be placed in their case files. This action must be completed for all individuals enrolled.

Each participant file must have the following items in its contents:

- Equal Opportunity (EO) is the Law Notices,
- Selective Service Registration for males over the age of 18,
- Eligibility for Veteran's Benefits,
- Right to Work in the U.S. documentation including a copy of participant's birth certificate, passport, and/or social security card.

The implementation requirements for EO notices are found at Code of Federal Regulations (29 CFR 37), which details who must be provided with the notice (29 CFR 37.29); what specific wording the notice must contain (29 CFR 37.30); where proof of service should be included (29 CFR 37.31); and what type of notice must be included in publications, broadcasts, and other communications (29 CFR 37.34).

WIOA, Section 189(h) Enforcement of Military Selective Service Act states “the Secretary shall ensure that each individual participating in any program or activity established under this title, or receiving any assistance or benefit under this title, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section.” Before being enrolled in WIOA Title 1-funded services, all males who are not registered with the Selective Service and have not reached their 26th birthday must register through the Selective Service website at [www.sss.gov](http://www.sss.gov). In order to participate in a program established by or receiving assistance under Title 1 of WIOA, all males born on or after January 1, 1960, must present documentation showing compliance with the Selective Service registration requirement.

The Uniform Guidance, 200.403, Factors affecting allowability of costs requires that “except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a) Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles; and
- (b) Be adequately documented. See also §§200.300 Statutory and national policy requirements through 200.309 Period of performance of this part.”

It is necessary and reasonable to require documentation of participant eligibility to work in the United States as this grant provides direct funding to the apprenticeship training program that will support the participant’s goal to obtain employment in the U.S.

#### Personally Identifiable Information

MWAs must recognize and safeguard PII except where disclosure is allowed by prior written approval of the LEO-WD or by court order. MWAs must meet the requirements in Training and Employment Guidance letter (TEGL) 39-11, Guidance on the Handling and Protection of PII, found at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=7872](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7872).

#### **Fiscal Information:**

MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA 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 costs incurred by the MWA 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, sub-contractors, 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 LEO-WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the LEO-WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the LEO-WD no later than 60 days after the end of the grant period. In the event 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.

MWAs must submit reports in the MARS (<http://www.michigan.delegmars.org>). If there are any questions regarding cash requests or the submission of required expenditure reports, please contact Mr. Michael LaCharite at [LaChariteM1@michigan.gov](mailto:LaChariteM1@michigan.gov) or 517-335-6051.

#### Disclosure of Federal Money Used to Fund Public Communications

In accordance with Public Law 114-113, Division H, Title V, Section 505, all statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, must include the following:

- 1) the percentage of the total cost of the program or project which will be financed with Federal money,
- 2) the dollar amount of the Federal funds for the project or program, and
- 3) the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**Action:** Within 30 days from the issue date of this policy, MWAs shall prepare and submit electronically to the LEO-WD at [Apprenticeship@michigan.gov](mailto:Apprenticeship@michigan.gov):

- MWA GPA Plan (Attachment F)
- Signed Approval Request Form (Attachment B)
- Budget Information Summary (BIS) (Attachment C)

Upon receipt of these documents, the LEO-WD will issue Grant Action Notices as detailed in this policy.

**Inquiries:** Questions regarding this policy should be directed to the State Apprenticeship Expansion Team at [Apprenticeship@michigan.gov](mailto:Apprenticeship@michigan.gov).

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

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Anita Scott by telephone at 517-927-4356 or by email at [ScottA23@michigan.gov](mailto:ScottA23@michigan.gov) for details.

**Expiration:** March 31, 2022

MBW:SJ:as

**GPA ACTIVITIES, TRAINING INCENTIVES AND REIMBURSEMENT TO EMPLOYERS'  
ALLOCATIONS**

<b>Michigan Works! Agency</b>	<b>Total GPA Activities, Training Incentives and Reimbursement to Employers Allocations</b>
<b>Berrien/Cass/Van Buren</b>	\$124,194.57
<b>Capital Area</b>	\$155,115.02
<b>Detroit Employment Solutions Corp.</b>	\$173,927.03
<b>Genesee Shiawassee Thumb</b>	\$180,449.86
<b>Great Lakes Bay</b>	\$140,417.60
<b>Macomb/St. Clair</b>	\$186,821.40
<b>Northeast</b>	\$114,654.07
<b>Northwest</b>	\$128,952.19
<b>Oakland County</b>	\$239,365.57
<b>Region 7B</b>	\$113,452.05
<b>Southeast Michigan Consortium</b>	\$168,513.74
<b>Southeast Michigan Community Alliance</b>	\$186,001.85
<b>Southwest</b>	\$148,932.61
<b>UPward Talent Council</b>	\$127,140.76
<b>West Central</b>	\$116,196.51
<b>West Michigan</b>	\$217,582.16
<b>Total</b>	<b>\$2,521,716.99</b>

Allocations are based upon a weighted average of the number of Active Apprentices, Employer Establishments, the Labor Force, and the Unemployment Rate for each region.

**Approval Request Form Instructions**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name of the MWA submitting the form.
2. Plan Title(s): Enter the appropriate title for the plan being submitted “Going PRO Apprenticeships (GPA)” has been pre-printed.
3. Policy Issuance (PI) Number: Enter the policy number. “20-04” has been pre-printed
4. Plan Period: Identify the time period covered by the plan. “07/01/2019 through 03/31/2022” has been pre-printed

The required signatories are designated in accordance with PI 07-13, issued August 29, 2007. 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): Going PRO Apprenticeships (GPA)
3. Policy Issuance Number: 20-04
4. Plan Period: 07/01/2019 through 03/31/2022

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:	

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## Budget Information Summary (BIS) Instructions Going PRO Apprenticeships (GPA)

### Section I - Identification Information

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance: Enter the policy number applicable to the BIS “20-04” has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. “Program Year 2018 State Apprenticeship Expansion Grant,” has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. “Going PRO Apprenticeships (GPA)” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “07/01/2019 through 03/31/2022” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number(s) associated with this grant. “17.285” has been pre-printed.

### Section II - Total Funds Available

Allocation: The total amount of funding being awarded.

### Section III - Planned Expenditures by Cost Category

Program: Enter the amount of the grant to be used for Program costs.

Training Reimbursements and/or Incentives: Enter the amount of the grant to be used for Training Reimbursements and/or Incentives costs.

Administration: Enter the amount of the grant to be used for Administrative costs.

Supportive Services: Enter the amount of the grant to be used for Supportive Services costs.

**TARGET GPA GOALS BY MICHIGAN WORKS! AGENCY**

<b>MWA</b>	<b>Number of New RA</b>	<b>Number of New RA Programs</b>	<b>Number of Women in New RA</b>	<b>Number of Youth in New RA</b>	<b>Number of Veterans in New RA</b>	<b>Number of Persons of Color in New RA</b>	<b>Number of WIOA Customers with “Apprenticeship Training” Activities</b>
<b>Berrien/Cass/Van Buren</b>	40	6	4	17	3	5	2
<b>Capital Area</b>	49	7	5	22	4	7	2
<b>Detroit Employment Solutions Corp.</b>	55	8	6	24	5	8	3
<b>GST</b>	57	8	6	25	5	8	3
<b>Great Lakes Bay</b>	45	6	5	19	4	6	2
<b>Macomb/St. Clair</b>	59	8	6	26	5	8	3
<b>Northeast</b>	36	5	4	16	3	5	2
<b>Northwest</b>	41	6	5	18	4	6	2
<b>Oakland County</b>	76	10	8	33	7	11	4
<b>Region 7B</b>	36	5	4	16	3	5	2
<b>SE Michigan Consortium</b>	53	7	6	23	5	7	3
<b>SEMCA</b>	59	8	6	26	5	8	3
<b>Southwest</b>	47	7	5	21	4	6	2
<b>UPward Talent Council</b>	40	6	4	18	4	6	2
<b>West Central</b>	37	5	4	16	3	5	2
<b>West Michigan</b>	70	10	7	30	6	9	4
<b>TOTAL</b>	800	112	85	350	70	110	41

Target GPA Goals are based upon a 15 percent increase of the FY 15 base RA statistics proportioned by a weighted average of the number of Active Apprentices, Employer Establishments, the Labor Force, and the Unemployment Rate for each region.

Statistics Source: Michigan Department of Technology, Management, and Budget, Bureau of Labor Market Information and Strategic Initiatives, October 13, 2016.

## Policy Issuance 20-04: Going PRO Apprenticeship Quarterly Narrative Report

Report Due Date: **Report is due within twenty-five (25) days after the end of each quarter.**

Quarter End Date:

Date Report Submitted:

Michigan Works! Agency Name:	
Policy Issuance Name:	PI 20-04, <i>Change 1</i> Going PRO Apprenticeships
Period of Performance:	07/01/19 – 3/31/2022
Point of Contact Information:	NAME:
	PHONE NUMBER:
	EMAIL:

**INSTRUCTIONS: Please report on each item in sections below for the prior quarter in the grant period of performance:**

- **Unless specified, report progress and activities completed, not planned.**
- **Grantees who have no progress to report on an item should indicate so.**

### **Section I. Summary of Grant Progress**

A. Provide a summary of grant activities, describing planned and actual progress for:

- Services supported by the grant and key activities completed.
- Performance improvements to meet goals if projected goals were not met.

B. In accordance with the grant award, Michigan Works! Agencies (MWA) that are providing supportive services and specialized participant services, should:

- Describe the types of services offered in the quarter and how they were delivered.
- Explain how they contributed to a participant's ability to fully participate.

### **Section II. Developed and Implemented Program Model Strategies**

A. Describe how your program model worked towards, or realized, the grant program's intended purposes.

Examples may include:

- Developing and implementing an outreach campaign for industries or employers.
- Designing education and training programs or career assistance tools/resources.

B. Describe alignment of policies and programs, and practices for "braided" funding.

## **Policy Issuance 20-04: Going PRO Apprenticeship Quarterly Narrative Report**

### **Section III. Strategic Grant Partnership Activities**

- A. Provide an update on strategic grant partnership activities.
  - Discuss how grant partners were engaged.
  - Outline specific roles and contributions of each grant partner.
  - Identify challenges encountered/resolved in partnership development/management.
  
- B. Report on new grant partners engaged in the program.
  
- C. Report on grant partners that have left the program.

### **Section IV. Employer Engagement**

- A. Report on efforts to engage and support local area employers to:
  - Identify employee pipeline needs.
  - Interview, assess, train, and/or hire program participants.
  
- B. Report on new employer partnerships (e.g. increased number of program employers).
  
- C. Report on positive employment outcomes for program participants (e.g., employers supported the hiring and advancement of program participants).

### **Section V. Significant Activities, Accomplishments, and Success Stories**

- A. Report on any other significant activities and accomplishments, including other grant-specific information considered to be important yet not captured in other sections.
  
- B. Describe in detail promising approaches, innovative processes, effective practices, effective or new uses of data, and/or lessons learned.
  
- C. Provide a grant level, partner, employer, and/or participant level success story.

### **Section VI. Key Issues and Technical Assistance Needs**

- A. Summarize significant opportunities, issues, or challenges (e.g. under-enrollment) encountered in the quarter and resolutions, actions taken, or plans set to address issues.
  
- B. Summarize any resolution(s) for issues and challenges identified in previous quarters.
  
- C. Share any other concerns, comments, or needs for Technical Assistance.

### **Michigan Works! Agency Going PRO Apprenticeship Plan**

Document the guidelines of the Going PRO Apprenticeships (GPA) approach in your Michigan Works! Agency area to maximize the effectiveness of training funds and employment outcomes:

1. Detail the terms of reimbursement, including the length of time (start and end dates) the reimbursements will occur.

Note: Necessary and reasonable training reimbursements and/or incentives must not surpass \$3,000 per registered apprentice. Reimbursement can be calculated up to 50 percent of the apprentice wage or a maximum \$3,000.

A minimum of 50 percent of the award must be spent on training reimbursements and/or incentive costs. The allocated funds must be used to support participant apprentices in On-the-Job Learning and/or Related Technical Instruction.

2. Describe the recruitment strategy for employer sponsors and participants, particularly non-traditional Registered Apprenticeship Programs (RAPs) and underrepresented populations.

Note: Statewide GPA goals for expanding RA in Michigan is at least a 15 percent increase in underrepresented populations engaged in RA including women, youth, communities of color, Native Americans, Veterans, ex-offenders, and persons with disabilities.

Statewide GPA goals also include increases in Workforce Innovation and Opportunity Act participants with RA activities and RAPs in non-traditional industries.

3. Outline the MWAs methodology for ascertaining participant need for supportive services and how those needs will be met, up to and including co-enrollment.

Note: MWAs may expend up to 10 percent to provide supportive services to enrolled participants.