



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-29

Date: October 12, 2020

To: Michigan Works! Agency (MWA) Directors

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

Subject: Trade Adjustment Assistance (TAA) Appropriation Year (AY) 2019/Fiscal Year (FY) 2021 Allocations for the Time Period of October 1, 2020 through September 30, 2021, TAA Plan, and Merit Staff Certification for FY 2021

Programs Affected:

- Trade Act of 1974, as amended
- Trade Act of 2002
- Trade and Globalization Adjustment Assistance Act (TGAAA) of 2009
- Trade Adjustment Assistance Extension Act (TAAEA) of 2011
- Trade Adjustment Assistance Reversion 2014
- Trade Adjustment Assistance Reauthorization Act (TAARA) of 2015

Rescissions: None

References:

- Trade Act of 1974, Public Law (PL) 93-618, as amended
- Trade Act of 2002, PL 107-210
- TGAAA of 2009, PL 111-520
- TAAEA of 2011, PL 112-40
- TAARA of 2015, PL 114-27

United States Department of Labor Training and Employment Guidance Letters (TEGLs) 11-02 and subsequent changes, 22-08 and subsequent changes, 10-11 and subsequent changes, 07-13, and 05-15

PI 19-30, issued October 25, 2019

TAA Comprehensive Manual, modified May 19, 2019

Training and Employment Notice (TEN) 2-20, issued August 21, 2020

TAA Final Rule 20 Code of Federal Regulation (CFR) Part 618, et al.

Background: TAA is a federal program that assists workers, referred to as adversely affected workers, in the United States who have lost their jobs as a result of the impacts of foreign trade. The TAA program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

Policy: This policy provides MWAs with administrative and fiscal requirements, guidance, and funding allocations for implementation of the TAA Program during AY19/FY21.

TAA Program Funds

The AY19/FY21 Program funds allocated to MWAs in this policy must be used to support the following TAA services (and allowable additional benefits and materials that accompany such services):

- Classroom Training
- On-the-Job Training
- Customized Training
- Registered Apprenticeship Training
- Job Search Allowances
- Relocation Allowances

Examples of additional benefits and materials that may accompany these services include (but are not limited to):

- Supplies, tools, equipment, technology devices, or services etc., deemed “highly encouraged,” “imperative,” or otherwise without the purchase of necessary materials for a TAA approved training program, would hinder the success of the training participant. ¹
- Travel and/or subsistence costs

¹The purchase of additional training materials need not be “required,” however, supporting justification from the training provider is required to be included in the participant file.

- Books
- Education and school supplies
- Course and assessment fees

TAA Local Administration Funds

The AY19/FY21 TAA Local Administration funds allocated to MWAs in this policy are limited to up to five (5) percent of total AY19/FY21 TAA Program funding expenditures. The AY19/FY21 TAA Case Management expenditures cannot be considered in the calculation of the TAA Local Administration funding limitation.

TAA Local Administration funds must be used to support the administration and operation of the TAA Program, which includes the following activities (but not limited to):

- Salaries and benefits for staff who provide:
 - TAA program services
 - TAA program oversight
 - TAA monitoring of program operations
 - Outreach and education to TAA-certified employers and TAA-eligible workers
 - The collection, validation, and reporting of TAA data
- Supplies, equipment, travel, postage, utilities, rental, and maintenance of office space related to the administration of the TAA program
- Administrative activities for re-engagement of TAA workers' efforts
- One-Stop infrastructure costs (as part of the MWA's current cost allocation plan)
- Integration of the TAA program into the One-Stop Service Center (local coordination)

TAA Case Management Funds

The AY19/FY21 TAA Case Management funds allocated to MWAs in this policy must be used to support Employment and Case Management services. Employment and Case Management services are required to be offered and made available to adversely affected workers and adversely affected incumbent workers eligible under TGAAA of 2009, TAAEA of 2011, and TAARA of 2015.

The AY19/FY21 TAA Case Management funds cannot be used to support activities for adversely affected workers eligible for TAA of 2002 benefits.

Note: TEGL 5-15 requires states to use at least five (5) percent of fiscal year funds to provide Employment and Case Management services.

In an effort to maximize TAA Employment and Case Management benefits, MWAs are encouraged to develop innovative practices to utilize AY19/FY21 Case Management funds to the fullest extent, but proportionate and reasonable to the number of adversely affected workers served.

The AY19/FY21 Employment and Case Management funds allocated to MWAs in this policy must be used to support the following eight Employment and Case Management services (and allowable additional benefits that accompany the services):

- Comprehensive assessments
- Individual Service Strategies
- Training information
- Financial aid information
- Employability skills assistance
- Career counseling
- Labor market information
- Supportive service information

Examples of additional benefits that may accompany these services include (but are not limited to):

- TAA worker notification efforts
 - Social Media advertisements
 - Billboards
 - Radio announcements
- TAA marketing materials
- TAA promotional and/or informational videos
- Activities engaged in efforts to increase Employer-Based Training
- Maintenance and enhancement of electronic case management systems to improve case management services
- Upgrade of Information Technology equipment
- Specialized assessments for individual participants
- Staff time spent:
 - Conducting TAA program monitoring/auditing
 - Participant data-entry into the One-Stop Management Information System (OSMIS), including entry of case notes
 - Efforts to collect/review TAA Training Benchmarks
 - The development and tracking of training plans

- The removal of employment barriers
- Issuance, continuation, extension, and revocation of waivers from training
- Follow-up services and outcomes
- Skills transferability analysis
- Peer counselors
- Costs associated with TAA program training of TAA staff, including activities and services available to TAA participants
- Rent and utilities for the support of TAA staff
- One-Stop infrastructure costs (as part of the MWA's current cost allocation plan)
- Business Service activities that contribute to the employment of TAA participants

Note: In cases where costs may be applied to one or more funding source(s), the MWA must charge costs in accordance with their local existing policy, which requires consistent treatment across programs, as well as adherence to the period of performance in which the funds were authorized.

Funding Allocations

The funding allocation factors used to determine the MWA awards considers a 33.3 percent weighted average on TAA participants for the previous four quarters, a 33.3 percent weighted average on TAA participants in training for the last four quarters, and 33.3 percent of total TAA expenditures from the previous fiscal year. Case Management funding awards in this policy were determined by calculating 35 percent of the AY19/FY21 program award.

The AY19/FY21 TAA Allocations Table is included in this policy.

Fiscal Policies and Procedures

There will be no carry-forward of unexpended funding awarded in this policy.

Grantees are required to report all financial transactions on a full accrual basis.

The MWAs must process and access all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must maintain appropriate documentation to support each cash draw.

All reporting of fiscal expenditures for funds provided through this grant must be reported to the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) on a quarterly basis. A final closeout report is also due. All quarterly financial expenditure reports are due

to the WD no later than the 20th calendar day after the end of the fiscal quarter. The final close-out report is due to the 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 20th. Please submit reports via 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.

In the MARS, AY19/FY21 TAA expenditures shall be reported under:

Grant – AY19 Trade Adjustment Assistance

Project – Trade

Note: Specific cost categories include Local Administration, Case Management, Training, Job Search Allowances, and Relocation Allowances.

In addition to the quarterly reporting of fiscal expenditures in the MARS, the MWA is required to enter all individual TAA Training, Job Search, and Relocation Allowance costs into the OSMIS. It is advised such expenditures be entered into the MARS and the OSMIS concurrently to maintain accurate fiscal reporting.

The MWAs may request additional TAA funds by contacting Ms. Jimelle Howard, Administrative Manager, by email at howardj24@michigan.gov or by telephone at 517-930-4169.

Please refer to the Procurement PI: 19-30 or any policy replacing PI 19-30, for further information regarding profit and corresponding limitations.

Effective September 21, 2020, in accordance with CFR 618.325, MWAs must co-enroll all TAA participants who are eligible for the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program. Additionally, to ensure TAA eligible participants are provided all necessary and appropriate services, including supportive services, the MWA must all consider co-enrollment of all other applicable programs.

TAA Merit Staff Requirement

MWA staff who make determinations of TAA program eligibility must meet the definition of a TAA Merit Staff employee. The definition of a merit staff employee is one who is employed by an eligible local government that follows a merit system of personnel administration in accordance with 5 CFR 900.603. To prove verification of TAA Merit Staff employees, Attachment C, provides merit staff certification for TAA service providers.

Effective September 21, 2020, all staff conducting TAA activities, including those who do not meet the merit staff definition, may be supported by TAA funds. Please note, MWA staff who make determinations of program eligibility including training, job search,

relocation allowances, etc., must meet the merit staff definition, described above.

MWA Direct Delivery of TAA Services

A local MWA may submit, through the TAA Plan (Attachment B), a plan to deliver TAA services if it is determined there is value and cost savings when providing direct delivery of these services. This plan does not relieve a MWA from the Merit Staff requirement previously described. If the MWA requests to convert to direct delivery during the fiscal year, a change to the TAA Plan narrative must be submitted by email to LEO-TSDIV@michigan.gov.

To direct deliver TAA services, the MWA must include the TAA staffing plan, including the number of program manager(s) and case manager(s), and a description of the value and cost savings of providing direct delivery of TAA services.

Action: Local areas are required to submit the following documents within 30 calendar days from the issuance date of this policy: Budget Information Summary (Attachment A), response to the local TAA Plan (Attachment B), and the Merit Staff Certification (Attachment C). These required documents should be sent via email to LEO-TSDIV@michigan.gov.

Local areas are also 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), in accordance with PI 19-38. The Approval Request Forms must be submitted within 30 calendar days from the issue date of this policy to:

Michigan Department of Labor and Economic Opportunity
Workforce Development
Talent Development Division
Ms. Carla Burdick, Executive Secretary
201 North Washington Square, 4th Floor
Lansing, Michigan 48933

WD will not accept documents prior to the official date of the policy.

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

This policy issuance is available for download 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. Carla Burdick by telephone at 517-241-9852 or by email at BurdickC@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:**

September 30, 2021

KJ:MB:ph
Attachments

**Trade Adjustment Assistance (TAA)
Approval Request Form Instructions**

Identifying Information

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and number of the MWA.
2. Plan Title(s): Enter the appropriate plan or program title. "AY19/FY21 TAA Program" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate Policy Issuance number. "20-29" has been pre-printed.
4. Plan Period: Identify the plan's time period covered. "10/01/2020 - 09/30/2021" has been pre-printed.

The required signatories are designated in accordance with PI 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).

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 (MWA) Name and Number:
2. Plan Title(s): AY19/FY21 TAA Program
3. Policy Issuance Number: 20-29
4. Plan Period: 10/01/2020 – 09/30/2021

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:	

WD, 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.

**Trade Adjustment Assistance (TAA)
Budget Information Summary (BIS) Instructions**

Section I - Identification Information

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

Policy Issuance Number: Enter the Policy Issuance number applicable for the BIS. "20-29" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 Trade Adjustment Assistance" has been pre-printed.

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

Plan Period: Enter the start and end dates of the plan period. "10/01/2020 - 09/30/2021" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the appropriate CFDA number for the funding being awarded. "17.245" has been pre-printed.

Section II - Total Funds Available

Program Award: Enter the amount of the program allocation.

Administrative Funds: Enter the amount of allocation planned for administration. The MWAs may not expend more than five percent of total expenditures on administrative activities.

Case Management Award: Enter the amount of the allocation planned for case management activities.

Total Funds Available: Enter the total sum of Program Funds, Case Management Funds, and Administrative Funds.

Section III - Current Appropriation Year (AY) Planned Expenditures by Cost Category

Job Search Allowances: Enter amount of allocation planned for Job Search Allowance activities.

Relocation Allowances: Enter amount of allocation planned for Relocation Allowance activities.

Training Expenditures: Enter amount of allocation planned for Training activities (and related costs).

Total Planned Program Expenditures: Enter the total of Job Search, Relocation, and Training Award.

The Budget Information Summary (20-XX_BIS_AY19_TAA) can be found as an attachment to this email.

**Trade Adjustment Assistance Allocations
Appropriation Year 2019/Fiscal Year 2021**

Michigan Works! Agency	Program Award (Job Search, Relocation, Training)	Administrative Funds*	Case Management Award	Total Funding**
West Michigan Works!	\$783,608	\$39,180	\$274,263	\$1,097,051
Berrien/Cass/Van Buren	\$56,977	\$2,849	\$19,942	\$79,768
Capital Area	\$141,097	\$7,055	\$49,384	\$197,536
DESC	\$1,023,222	\$51,161	\$358,128	\$1,432,511
Great Lakes Bay	\$767,419	\$38,371	\$268,597	\$1,074,387
GST Michigan Works!	\$104,725	\$5,236	\$36,654	\$146,615
Macomb/St. Clair	\$1,816,415	\$90,821	\$635,745	\$2,542,981
Northeast***	\$10,000	\$500	\$3,500	\$14,000
Northwest	\$19,666	\$983	\$6,883	\$27,532
Oakland	\$1,037,952	\$51,898	\$363,283	\$1,453,133
Region 7B	\$33,989	\$1,699	\$11,896	\$47,584
Southeast	\$261,444	\$13,072	\$91,505	\$366,021
SEMCA	\$532,388	\$26,619	\$186,336	\$745,343
Southwest	\$487,634	\$24,382	\$170,672	\$682,688
UPWARD Talent Council	\$139,187	\$6,959	\$48,716	\$194,862
West Central***	\$10,000	\$500	\$3,500	\$14,000
State Total	\$7,225,723	\$361,285	\$2,529,004	\$10,116,012

*TAA Administrative Funds are for set aside funds only and are limited to 5% of programmatic expenditures.

**Funding awarded in this policy is Appropriation Year 2019/Fiscal Year 2021 funding (for expenditure October 1, 2020 through September 30, 2021.)

***Minimum program award has been set to \$10,000 for Fiscal Year 2021