

**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 12-01, Change 2**

E-mailed: 11/19/2014 (tk)

**Date:** November 19, 2014

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

**From:** Stephanie Beckhorn, Director (**SIGNED**)  
Office of Workforce Policy and Strategic Planning

**Subject:** Workforce Investment Act (WIA) Additional Dislocated Worker (DW)  
Program Allocations for Program Year (PY) 2012

**Programs Affected:** WIA DW Programs Administered by the MWAs

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL), Training and Employment Guidance  
Letter (TEGL) 19-11, issued March 16, 2012

Workforce Development Agency, State of Michigan (WDASOM) PI 12-  
19, issued October 15, 2012

WDASOM PI 12-22, issued December 11, 2012

WDA PI 13-21, issued February 21, 2014

The WIA Act of 1998

The WIA Final Rule 20 Code of Federal Regulation (CFR) Part 652, et al.

**Background:** The WIA funds are allocated by formula to the MWAs in support of  
Adult, DW, and Youth workforce investment activities. A portion of the  
State's annual WIA DW funding allotment may be reserved at the state  
level to support Rapid Response activities. If not utilized for this purpose,  
the funding must be distributed via formula to the MWAs.



**Policy:**

This policy issuance distributes additional Allocation Year (AY) 2012 WIA DW funding in the amount of \$3,391,139 for use by MWAs through March 31, 2015. Funding not expended by this date may be subject to recapture by the WDA.

Funding for local administration is limited to ten percent of the allocation for each program. The WIA funding must be expended using the first-in, first-out accounting method. The MWAs may transfer up to 30 percent of funding between the WIA Adult and DW funding streams.

All other requirements of WDASOM PI 12-01, issued July 1, 2012, and Change 1, remain unchanged and in effect.

**Action:**

The MWAs are required to submit a Budget Information Summary for the DW program only within 30 days from the issue date of this policy to Ms. Teresa Keyton at [keytont@michigan.gov](mailto:keytont@michigan.gov). Please copy your WIA state coordinator on the e-mail submission as well.

The WDA will issue a Grant Action Notice (GAN) for the additional WIA Dislocated Worker program allocation. The GAN will be effective from July 1, 2012 through March 31, 2015.

Fiscal Information

The MWA 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 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 of the funds provided through this grant must be reported to the WDA on a quarterly basis. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. 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. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org/>. Please contact Mr. Kerry Trierweiler at (517) 241-1788 with any questions.

### Profit

Please refer to the WDASOM Procurement Policy, PI 12-29, issued March 5, 2013, or any policy replacing WDASOM PI 12-29, for further information regarding profit and corresponding limitations.

### **Inquiries:**

Questions regarding this policy issuance should be directed to your WIA state coordinator.

This policy issuance is available for downloading from the Internet system. Please contact Ms. Teresa Keyton at (517) 335-5858 for details.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office.

### **Expiration**

#### **Date:**

March 31, 2015

SB:KJ:tk

## **Budget Information Summary (BIS) Instructions**

### **Section I - Identification Information**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program name. For example, Workforce Investment Act.
4. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
5. Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/12 to 06/30/13.
6. Grant Name: Enter the name of the grant associated with the funding being awarded.
7. Project Name: Enter the name of the project associated with the funding being awarded.

### **Section II - Total Funds Available**

1. Appropriation Year (AY) Funding:
  - a. Enter the current AY allocated funding.
  - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
  - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
  - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.

### **Section III - Current AY Planned Expenditures by Cost Category**

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.  
  
If Youth:
  - a. Enter amount of allocation planned for in-school youth.
  - b. Enter amount of allocation planned for out-of-school youth.

## BUDGET INFORMATION SUMMARY

### SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA) Name:	2. MWA Number:
3. Program Title: WIA	4. Policy Issuance Number: 12-01, Change 2
5. Plan Period: July 1, 2012 – March 31, 2015	6. Grant Name: AY12 WIA DISLOCATED WORKER
7. Project Name: WIA DISLOCATED WORKER	

### SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$
b. Transfer in from:   Adult [   ]   Dislocated Worker [   ]	\$
c. Transfer out to:    Adult [   ]   Dislocated Worker [   ]	\$
d. Total Current AY Funding	\$

### SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

BWT-345 (5/09)

The Workforce Development Agency, State of Michigan, 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.

## WIA Dislocated Worker Allocations

PY 2012 (July 1, 2012 - June 30, 2013)

Michigan Works! Agency	PI 12-01, Change 1 Allocation (\$)	Additional Allocation (\$)	Total Allocation (\$)
ACSET	1,828,354	220,138	2,048,492
Berrien/Cass/Van Buren	884,528	98,799	983,327
Calhoun ISD	662,991	0	662,991
Capital Area	1,084,655	121,153	1,205,808
Genesee/Shiawassee	1,508,338	168,477	1,676,815
Central Area	673,727	75,253	748,980
DESC	4,072,783	454,917	4,527,700
Eastern U.P.	196,408	21,938	218,346
Great Lakes Bay	1,022,038	114,158	1,136,196
The Job Force	446,330	49,854	496,184
Upjohn Institute	782,619	145,553	928,172
Livingston County	453,538	50,659	504,197
Macomb/St. Clair	3,360,988	375,412	3,736,400
Muskegon County	605,611	67,645	673,256
Northeast	480,205	53,637	533,842
Northwest	1,142,147	127,574	1,269,721
Oakland County	3,279,775	366,341	3,646,116
Ottawa County	767,103	85,683	852,786
Region 7B	473,157	52,850	526,007
South Central	878,040	98,074	976,114
SEMCA	3,599,024	402,000	4,001,024
Thumb Area	846,727	94,577	941,304
Washtenaw County	586,398	65,499	651,897
West Central	480,264	53,644	533,908
Western U.P.	244,447	27,304	271,751
<b>Total</b>	<b>30,360,195</b>	<b>3,391,139</b>	<b>33,751,334</b>

November 7, 2014