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OFFICIAL

E-mailed: 10/5/2015 (tk)

Workforce Development Agency (WDA)
Policy Issuance (PI): 14-07, Change 1

Date: October 5, 2015

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director (**SIGNED**)
Office of Talent Policy and Planning

Subject: Workforce Investment Act (WIA) Statewide Activities (SWA) Funding for Jobs for Michigan's Graduates (JMG) for the Time Period of July 1, 2014 through March 31, 2016

Programs Affected: WIA and Workforce Innovation and Opportunity Act (WIOA) Youth Programs Administered by the MWAs

Rescissions: None

References: The WIA of 1998
The WIA Final Rule 20 Code of Federal Regulation (CFR) Part 652 et al.
The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)
The WIOA Notices of Proposed Rulemaking (Proposed Rules) as Published in the Federal Register on April 16, 2015
WDA PI 15-12, issued July 16, 2015
WDA PI 12-19, issued October 15, 2012

Background: The WDA previously awarded WIA SWA funding to support JMG in PI 14-07, issued on September 11, 2014. As a result of unexpended funding originally awarded pursuant to the WDA PI 14-07, the WDA has identified \$98,573 in Appropriation Year 2013 WIA SWA funding to be reallocated in support of the JMG program. JMG, a state affiliate of the national Job's for America's Graduates (JAG) program, is committed to helping Michigan resolve dropout and transition challenges by supporting new and expanding



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preexisting local programs that help young people greatest at risk in overcoming barriers to graduation from high school. The JAG Model consists of a comprehensive array of services designed to keep young people in school through graduation and improve the rate of success in achieving educational and career goals. JAG is in alignment with Governor Snyder's plan to reinvent Michigan by keeping our youth – our future – here and revitalizing our educational system.

Policy:

All participants served with this funding must be WIA (enrolled prior to July 1, 2015) or WIOA (enrolled on or after July 1, 2015) eligible, enrolled youth.

JMG is working to raise Michigan's high school graduation rate by expanding mentoring, job readiness, leadership development, and other academic support for students either at-risk of dropping out or those who already have dropped out. The program's core components include:

1. **Classroom Instruction:** A trained JAG Specialist provides individual and group instruction to approximately 25-45 students during the school day for elective course credit. The instructional piece can also be offered in an alternative setting and/or as part of out-of-school programming in a structured environment.
2. **Competency-Based Curriculum:** The Specialist uses the JAG National curriculum to equip students with a minimum of 37 employability competencies and intensive career exploration/developmental opportunities.
3. **Adult Mentoring/Advisement:** Specialists provide individual attention to students to overcome barriers, serving as a "one-stop connection" to help students complete high school and transition into post-secondary education and/or employment.
4. **Summer Employment Training:** Job placement is provided during summer months to support year-long learning.
5. **Student-led Leadership Development:** The JAG National Career Association provides opportunities for students to refine their leadership and team membership skills. Students are also actively engaged in service learning activities throughout the year.
6. **Job and Post-Secondary Education Placement Services:** Specialists identify entry-level job opportunities for graduates and assist graduates in the exploration of post-secondary education, including navigating applications and financial aid.
7. **Follow-up Services:** JAG includes 12 months of follow-up post-graduation. Specialists are actively involved in intensive one-on-one employer marketing and job development activities on behalf of students.

Examples of 'at-risk of dropping out' include students who:

- Are credit deficient
- Have repeated a class
- Maintain a GPA at or below a cumulative 1.5
- Score poorly on assessment tests
- Are often truant from school
- Are involved in the court system
- Are currently involved in gang activity, or are likely to join a gang as defined by local authorities

JMG activities may also include recovery efforts focused on reengaging those not currently enrolled in education.

The ultimate goal is for participants to receive a high school diploma (or General Education Diploma [GED] if a diploma is not feasible), secure a quality entry-level job in the workforce, pursue a postsecondary education, and/or seek career advancement opportunities.

The WDA has recaptured unexpended funding awarded in the WDA PI 14-07, and is redistributing a portion of the funding, \$98,573, to Michigan Works! Berrien-Cass-Van Buren. Michigan Works! Berrien-Cass-Van Buren will in turn distribute some of this funding to sub-recipients.

By accepting this funding, Michigan Works! Berrien-Cass-Van Buren assumes fiscal and programmatic monitoring responsibility for its sub-recipients.

Michigan Works! Berrien-Cass-Van Buren and all sub-recipients must leverage funding awarded in this policy with an equal or greater amount of local funding. If the total amount of funding prescribed is not leveraged as required, the State will maintain the balance for other purposes.

The funding awarded in this policy issuance is intended to expand participant enrollment in JAG programs in Michigan, whether those programs are new or existing. Funding provided in this PI shall be used to support any JAG Model program application that serves WIOA eligible youth, or previously enrolled WIA eligible youth. Information on alternate JAG Model program applications may be found at <http://www.jag.org/jag-model>.

Program Year 2015 second quarter expenditure reports will be reviewed to determine sufficient expenditure of funding awarded in this PI. Should expenditures not be satisfactory, as determined by the WDA, funding may be recaptured.

Unexpended funds as of March 31, 2016, will be recaptured by the WDA.

Administrative funding is limited to a maximum of five percent of the allocation.

Monitoring and Reporting Program Performance

- A. All JMG participants, regardless of funding source, must be entered into the One-Stop Management Information System (OSMIS). All corresponding WIA and WIOA Youth reporting and performance requirements remain in effect. These participants are subject to Data Validation, unless “Other” is the only funding source selected.
- B. Fiscal reporting of the funds awarded in this policy shall be independent from WIA and WIOA Youth formula funding. The funds awarded in this PI are to be identified by selecting the ‘Jobs for America’s Graduates (JAG)’ indicator on the Registration Screen of the OSMIS.
- C. MWAs are required to identify and track participants that are served with JAG funding in the OSMIS. The WDA requires that all JMG participant information be reported in the OSMIS, including eligibility, goals (as applicable), activities, status, outcome and follow-up information, as is done with traditional WIA and WIOA Youth participants.

Instructions for enrolling and tracking JMG participants are outlined below.

- i. Enter the individual as a Youth in the WIOA component of the OSMIS, completing all necessary data fields on the registration screen.
- ii. From the “WIOA Registration” screen, specify the individual as a JAG participant by indicating “Yes” in the “Jobs for America’s Graduates (JAG)” box in the Special Initiative Indicator section.
- iii. From the “Funding Source/Program” screen:
 - 1. Select “Yes” for “Youth (Local) WIOA” if the individual is funded all or in part with local youth formula funds. Selecting “Youth (Local) WIOA” will include the participant in local performance.
 - 2. Select “Yes” for “Youth (Statewide (15%)) WIOA” if the individual is funded all or in part with statewide formula funds. If “Youth (Statewide (15%)) WIOA” is the only funding source selected, the participant will be included in statewide performance.
 - 3. Select “Other” from the “Other MWA Programs” field if the individual is funded all or in part with non-WIOA (foundations, school districts, etc.) funds.

Performance Scenarios

- a) If “Other” is the only funding source selected, the individual will not be included in either local or statewide performance.
- b) If both “Other” and “Youth (Statewide (15%)) WIA or WIOA” are selected, then the participant will be included in statewide performance.

- c) If both “Other” and “Youth (Local) WIA or WIOA” are selected, then the participant will be included in local performance.

D. A final report is required. The submission of this report is due to the WDA no later than April 20, 2016.

The final report will include the following information:

1. A summary of the project implementation plan and any deviations from the original project as proposed.
2. Accomplishments and problems experienced while carrying out the project activities.
3. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
4. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
5. Number of cumulative youth participants served. Please indicate new or existing.
6. Number of schools served. Please indicate new or existing.
7. Number of staff supported. Please indicate new or existing.
8. Two success stories accompanied with media release documentation, as described in the WDA PI 13-09.

As a reminder, significant changes in local policy, including operating a JAG program, require a modification to a local area’s Comprehensive Five-Year Local Plan, as provided under the WDA PI 12-19, issued October 15, 2012. Thus, JAG program implementation is to be incorporated into the Comprehensive Five-Year Youth Local Plan and filed with the WDA within 90 days of implementation. If your MWA has not done so, please submit the modified plan to:

Ms. Krista Johnson, Manager
Workforce Innovation and Opportunity Act Title 1 Section
Office of Talent Policy and Planning
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, Michigan 48913

Action:

Revised affiliate agreements must be submitted to Michigan Works! Berrien-Cass-Van Buren, on or prior to October 5, 2015, to confirm commitment to comply with this policy, including the minimum amount and ratio of leveraged funding, prior to the award of funding. Following receipt and signature of each MWA affiliate agreement, Michigan Works! Berrien-Cass-Van Buren must submit a copy of each finalized document to the WDA.

Michigan Works! Berrien-Cass-Van Buren shall prepare a revised narrative detailing planned outcomes, including additional students, schools, and specialists to be supported with this funding and a detailed description of leveraged funding, including source(s) and amount(s).

A Budget Information Summary (BIS) and Approval Request Form with original signatures are also required to be submitted by Michigan Works! Berrien-Cass-Van Buren.

The revised plan narrative and BIS are required to be submitted electronically to the WDA within 30 calendar days from the issue date of this policy issuance to Ms. Teresa Keyton at keytont@michigan.gov. Please copy Ms. Chelsea L. Mates at matesc@michigan.gov on your submission as well.

The required Approval Request Form, with original signatures for this plan, must be submitted within 30 days from the date of this policy issuance to:

Office of Talent Policy and Planning
Workforce Development Agency
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

Cash Requests/Financial Reporting:

Michigan Works! Berrien-Cass-Van Buren will process all cash requests through the Management of Awards to Recipient System (MARS) in accordance with the MARS Manual. Michigan Works! Berrien-Cass-Van Buren must have on file appropriate documentation to support each cash draw. All reporting of fiscal expenditures for the funds provided through this grant must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA 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. Submit reports to the MARS system at: <http://www.michigan.deleg-mars.org/>. If there are any questions, please call Mr. Kerry Trierweiler at (517) 241-1788.

Leveraged Funding

As detailed earlier within the policy, Michigan Works! Berrien-Cass-Van Buren and all sub-recipients must leverage funding awarded in this policy with an equal or greater amount of local funding.

Michigan Works! Berrien-Cass-Van Buren shall report the leveraged funding in the MARS in the quarterly and closeout reports.

- i. Under “Main Menu” click on the “Reporting Expenditure” link;
- ii. Locate the Appropriation Year (AY) 13 WIA SWA/JAG Expansion and proper reporting period; and
- iii. Click “Select” in the left column.

The MWA shall enter the amount of leveraged funding within the Non-Federal Funds Expended and/or Other Federal Funds Expended tabs. Each section must be filled out completely.

REMEMBER: You must click the “Save” button at the bottom of **each** of the completed forms before moving on to the next tab.

Review the report to confirm that all of the information you have entered is complete. If all information is complete, click the “Post” button at the bottom of the page. The WDA will utilize this information to confirm leveraged funds at the local level.

Profit Limitations

Please refer to the WDA Procurement Policy, PI 15-12, issued July 16, 2015 for further information regarding profit and corresponding limitations.

Inquiries:

Questions regarding this policy issuance should be directed to your WIOA Title I State Coordinator. 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. Please contact Ms. Teresa Keyton at KeytonT@michigan.gov for details.

Expiration Date:

March 31, 2016

SB:CM:tk

Approval Request Form Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the appropriate title(s) for the plan being submitted.
4. Policy Issuance Number: Enter the Policy Issuance number that the form corresponds to, i.e., 14-01, 14-02, etc.
5. Plan Period: Identify the time period covered by the plan.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs PI 07-13, issued August 29, 2007. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): PY 2014 and PY 2015 JAG - Michigan Funding	
4. Policy Issuance Number: 14-07, Change 1	6. Plan Period: July 1, 2014 – March 31, 2016

THE CHIEF ELECTED OFFICIAL (S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency 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

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. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
4. Plan Period: Enter the start and end dates of the plan period, i.e., 07/01/14 to 06/30/15.
5. Grant Name: Enter the name of the grant associated with the funding being awarded.
6. 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. Policy Issuance Number: 14-07, Change 1		4. Plan Period: July 1, 2014 – March 31, 2016	
7. Grant Name: AY 13 WIA Statewide Activities		6. Project Name: PY 2014 and PY 2015 JAG - Michigan	

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 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.

JAG - Michigan

PY 2014 and PY 2015
(July 1, 2014 – March 31, 2016)

Michigan Works! Agency	Allocations * (\$)
ACSET	
Berrien/Cass/Van Buren	\$98,573
Detroit Emp Solutions	
Eastern U.P.	
Genesee/Shiawassee	
Great Lakes Bay	
The Job Force	
Livingston County	
Macomb/St. Clair	
Muskegon County	
Northeast	
Northwest	
Oakland County	
Ottawa County	
SEMCA	
South Central	
Southwest	
Thumb Area	
Washtenaw County	
West Central	
Western U.P.	
Total	\$98,573

*Allocations require local leveraged funds consistent with the policy.