

**OFFICIAL**

E-mailed: 07/20/2015 (tk)

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI) 15-16**

**Date:** July 20, 2015

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

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

**Subject:** Capacity Building and Professional Development Allocations for Program Year (PY) 2015, the Period of July 1, 2015 through June 30, 2016

**Programs Affected:** Workforce Innovation and Opportunity Act (WIOA) Title I Programs

**Rescissions:** None

**References:** 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

**Background:** The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. The WIOA supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work. This revitalized workforce system will be characterized by three critical hallmarks of excellence:

- (1) The needs of business and workers drive workforce solutions;
- (2) One-Stop Centers provide excellent customer service to workers, jobseekers and employers, and focus on continuous improvement;



- (3) The workforce system supports strong regional economies and plays an active role in community, economic and workforce development.

The WDA has identified \$600,000 in Appropriation Year (AY) 2015 WIOA Statewide Activity funds to be used in support of Capacity Building and Professional Development (CBPD) activities for PY 2015.

**Policy:**

The CBPD funding may be utilized for, but not limited to, supporting state and local partnerships, enhancing system capacity to provide opportunities for individuals with barriers to employment to enter in-demand industry sectors or occupations and nontraditional occupations, developing and improving local program performance and goals, and assisting ongoing system development and proficiency, including professional development and technical assistance. In addition to the aforementioned, a dedicated portion of the funding awarded in this policy must be used to support Lean training.

Activities supported by this funding will assist in addressing the goals of local and/or regional strategic plans, and the needs of local and regional employers for a skilled workforce.

To most efficiently and effectively utilize funding awarded to the State, it is necessary to streamline project implementation and administrative oversight wherever possible. To this end, CBPD funding, which will benefit the entire Michigan Works! system, will be allocated using a regional approach. Four MWAs will be awarded CBPD funding in the amount of \$600,000 in four equal allotments of \$150,000 and serve as regional project managers.

The four MWAs are the Area Community Services Employment and Training Council (ACSET), Michigan Works! Southwest, the Northwest Michigan Council of Governments, and the Southeast Michigan Community Alliance (SEMCA).

The CBPD funds allocated in this policy issuance are available for expenditure for a one-year period, July 1, 2015 through June 30, 2016. CBPD funding unexpended as of June 30, 2016, will be recaptured by the WDA.

***The use of CBPD funds for local administration is not allowed.***

Profit:

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

## Fiscal Information

The local area will process all cash requests through the Management of Awards to Recipients (MARS) system in accordance with the MARS Manual. The local area must have on file appropriate documentation to support each cash draw.

The U.S. Department of Labor (USDOL) Employment and Training Administration (ETA) 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 issuance 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 due date. Local areas must submit reports in the MARS located at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Kerry Trierweiler at (517) 241-1788.

### **Action:**

The four MWAs identified in this policy issuance shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to the WDA within 30 days from the issue date of this policy. The requested BIS (Attachment B) should be submitted electronically to Ms. Teresa Keyton at [KeytonT@michigan.gov](mailto:KeytonT@michigan.gov). Please copy your assigned WIOA state coordinator on your email submission. The required Approval Request form should be submitted to:

Workforce Development Agency  
Office of Talent Policy and Planning  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

Prior to the 20<sup>th</sup> calendar day of the month following the end of the quarter, a Quarterly Narrative Report containing the following information must be submitted to the WDA:

- Identification of CBPD goals.
- Identification of the programs supported by the funding.
- Description of the types of training provided.
- Number of staff receiving each type of training.
- Identification of barriers to achieving goals (if any).
- Statement and/or statistics indicating whether goals were met.
- Other performance related information.

In the event that the due date falls on a weekend or state government holiday, the Quarterly Narrative Report is due on the last business day prior to the 20th. The Michigan Works! Association may submit the required Quarterly Narrative Report on behalf of the selected MWAs, as long as the information is broken down by MWA, where applicable.

The Michigan Works! Association or MWA officials shall submit Quarterly Narrative Reports electronically to Ms. Keyton.

**Inquiries:**

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

This policy issuance is available on the WDA's website at <http://www.michigan.gov/wda/0,5303,7-304-67992---,00.html>. Please contact Ms. Teresa Keyton at (517) 335-5858 or via email if you require assistance.

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. Keyton for details.

**Expiration**

**Date:**

June 30, 2016

SB:KJ:tk

Attachments

### **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 Approval Request form corresponds to, i.e., 15-01, 15-02, 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), or their authorized designee(s).

## APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): Capacity Building and Professional Development	
4. Policy Issuance number: 15-16	5. Plan Period: July 1, 2015 – June 30, 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 (WDA), 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)  
Capacity Building and Professional Development (CBPD)**

**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.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/15 to 06/30/16.

CFDA Number: Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) associated with this grant.

**Section II - Total Funds Available**

July (Base) Allocation: Enter the amount of the July allocation.

October (Advance) Allocation: Enter the amount of the October allocation.

Total Appropriation Year (AY) Funding: The aggregate total of the July and October allocations. The excel spreadsheet will automatically calculate.

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

Administration: Enter the amount of the grant to be used for local administration. Note: None of the CBPD allocation awarded in this policy issuance may be used for administration.

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

Total Planned Costs: The excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

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

Capacity Building  
and Professional Development

PY 2015  
(July 1, 2015 - June 30, 2016)

Michigan Works! Agency	Allocations (\$)
ACSET	150,000
Berrien/Cass/Van Buren	
Capital Area	
Central Area	
Detroit Emp Solutions	
Eastern U.P.	
Genesee/Shiawassee	
Great Lakes Bay	
Livingston	
Macomb/St. Clair	
Muskegon/Oceana	
MW! Southwest	150,000
Northeast	
Northwest	150,000
Oakland	
Ottawa	
Region 7B	
SEMCA	150,000
South Central	
The Job Force	
Thumb Area	
Washtenaw	
West Central	
Western U.P.	
<b>Total</b>	<b>600,000</b>

July 8, 2015