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OFFICIAL
Policy Issuance (PI): 17-02 Change 3

Date: December 4, 2018

To: Michigan Works! Agency (MWA) Directors

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

Subject: Apprenticeship Success Coordinators Quarterly Narrative Report Schedule Update

Programs Affected: Workforce Innovation and Opportunity Act (WIOA) funding for Apprenticeship Success Coordinators

References: PI: 17-02, issued January 12, 2017
PI: 17-02, Change 1, issued March 15, 2017
PI: 17-02, Change 2, issued May 15, 2018
Workforce Innovation and Opportunity Act 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
Michigan Industry Cluster Approach (MICA) Guidelines, issued July 26, 2012
Michigan Registered Apprenticeships Funding and Resources Guide
PI: 15-12 Procurement

Rescissions: None

Background: In order to support Michigan's Registered Apprenticeship Expansion, PI: 17-02, dated January 12, 2017, allocated \$500,000 in WIOA Statewide Activities Funding equally to all MWAs for Apprenticeship Success Coordinator functions. That policy also allocated \$100,000 of United States Department of Labor ApprenticeshipUSA State Accelerator Grant funding equally to all MWAs.

Policy: PI 17-02, Change 2 extended the availability of PY 2016 WIOA Statewide Activities Funding to December 31, 2018. This policy change updates the Quarterly Narrative Report Schedule through the PI expiration date.

All other requirements from PI: 17-02, dated January 12, 2017, remain in effect.

Reporting

ASC Quarterly Narrative Report (QNR) with RA Performance Data

MWAs must complete and submit the ASC QNR with RA Performance Data electronically by email to the Industry Engagement Team by email at MICA@michigan.gov by the 20th calendar day of the month following the end of the report quarter. Subsequent QNR are due as follows:

- The QNR for the quarter ending March 31, 2017, is due by April 20, 2017;
- The QNR for the quarter ending June 30, 2017, is due by July 20, 2017;
- The QNR for the quarter ending September 30, 2017, is due by October 20, 2017;
- The QNR for the quarter ending December 31, 2017 is due by January 20, 2018;
- The QNR for the quarter ending March 31, 2018 is due by April 20, 2018;
- The QNR for the quarter ending June 30, 2018 is due by July 20, 2018;
- The QNR for the quarter ending September 30, 2018 is due by October 20, 2018;
- The last QNR for the quarter ending December 31, 2018, including Final Narrative Report information, must be submitted no later than 60 days after the end of the spending period.

The QNR must focus on expansion of RA, increased engagement of underrepresented populations in RA, quarterly progress, and general accomplishments of the ASC. Please see Attachment G of PI 17-02, issued January 12, 2017 for the QNR with RA Performance Data template.

Action: This policy issuance change is effective immediately and must be followed for the duration of the spending period.

Inquiries: Questions regarding this policy change should be directed to the Industry Engagement Team at 517-335-6461 or MICA@michigan.gov.

In accordance with the Americans with Disabilities Act, the information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to the Michigan Talent Investment Agency. Please contact the Industry Engagement Team at 517-335-6461 for assistance.

Expiration

Date: December 31, 2018

MBW:mbw:as