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Policy Issuance (PI): 18-18

Date: May 29, 2018

To: Michigan Works! Agency (MWA) Directors

From: Stephanie Beckhorn, Director **SIGNED**
Workforce Development Agency

Subject: Guidelines for Submitting Pilot or Demonstration Project Proposals

Programs Affected: All Programs Funded Through the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA)

Rescissions: PI 06-28

References: Food and Nutrition Act of 2008
Public Act No. 491 of 2006
Social Welfare Act
Trade Act of 1974, as amended
Trade Act of 2002
Trade and Globalization Adjustment Assistance Act of 2009
Trade Adjustment Assistance Extension Act of 2011
Trade Adjustment Assistance Reversion 2014
Trade Adjustment Assistance Reauthorization Act of 2015
Workforce Innovation and Opportunity Act of 2014

Background: Public Act No. 491 of 2006 outlines activities that MWAs may engage in to fulfill the intent of the act, including conducting pilot and demonstration projects. This policy provides guidelines for the submission of pilot or demonstration project proposals.

Policy:

In accordance with Public Act No. 491 of 2006, Section 408.129; 19(1)(c), the MWAs may propose the establishment of innovative pilot or demonstration projects for approval by the WDA in order to:

1. Achieve more efficient and effective use of funds.
2. Reduce public assistance dependency.
3. Reduce unemployment.
4. Improve assessment, training, or other service delivery.
5. Support projects that meet employer needs for talent.

The MWAs will inform the WDA of their intent to conduct a pilot or demonstration project. In cases where the project may reasonably be interpreted to involve policies different than those currently required by state policy for the work involved, the WDA's prior approval is required before the pilot or demonstration project can be established and implemented.

The WDA will not approve any proposed pilot or demonstration project that violates federal statute or state law. The pilot and demonstration projects should be developed and implemented in a manner to test the applicability of statewide implementation.

The proposal to implement a pilot or demonstration project must include:

1. A written project proposal indicating which policy(ies) are being changed, how they differ from existing policies, and a listing of all parties that will be impacted by the proposal if enacted.
2. A recommended timeframe to conduct a reasonable test of the policy or innovation being evaluated. Rationale for the recommended timeframe must be given. The department may agree to renew or extend a project for additional periods of time if such renewal or extension serves public purposes of research, innovation, or excellent service delivery.
3. An outline of the goals and objectives of the pilot or demonstration project.
4. The following criteria to describe how the pilot or demonstration will be evaluated:
 - a. Outcome Measures – The specific participant and/or administrative outcomes to be measured. Outcomes should be based on readily available data and information. The MWAs must explain how each measure relates to the pilot or demonstration project and the anticipated goals and objectives.

- b. Data Collection – The MWAs must indicate each of the data and the data sources that will be used to monitor each of the outcome measures.
5. The MWAs must submit quarterly reports. The quarterly reports must contain all participant and/or administrative outcome measures identified in the original proposal for each reporting period.
6. The quarterly reports must also include input from those impacted by the pilot or demonstration. For example, MWA staff, service provider staff, community-based agencies, clients/customers of the program(s) being piloted, and other impacted parties in the community or state.
7. The proposal must specify who will prepare the quarterly reports. Quarterly reports will be due the 20th day following the end of each quarter.

In addition to the quarterly reports, a final report is due no later than 45 days **after** the expiration date of the pilot or demonstration project. This report must summarize project activities, including all measured outcomes identified in the original proposal, how well the goals and objectives of relevant statutes and the pilot or demonstration project were met, any related project results, identification of best practices, and whether or not the MWA seeks a renewal or extension of the project.

The required quarterly reports and the final report must be submitted to your designated state coordinator.

The quarterly reports and the final report will be evaluated, and a recommendation developed regarding the future of the pilot or demonstration project. That is, as appropriate, adoption as a statewide policy, modification before statewide implementation, or discontinuation of the pilot or demonstration.

The WDA will provide the MWA written approval of the pilot proposal, provisional approval with appropriate qualifications, request for additional requirements not included in the proposal, or denial of the proposal.

Action:

The MWAs interested in implementing a pilot or demonstration project shall adhere to the requirements outlined in this policy.

Pilot or Demonstration Project Proposals are to be submitted to:

Mr. Joe Billig, Division Administrator
Targeted Services Division
Workforce Development Agency
201 North Washington Square, 5th floor
Lansing, MI 48913

OR

billigj@michigan.gov

Quarterly reports are due the 20th day of the month following the end of the quarter. Those dates are October 20, January 20, April 20, and July 20.

The final report is due no later than 45 days **after** the expiration date of the pilot or demonstration project.

Inquiries:

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

This policy is available on the [WDA website](#). Please contact Ms. Pam Vance by telephone at 517-373-6234 or via email at vancep1@michigan.gov if you require assistance.

In accordance with the American with Disabilities Act, the information contained in this policy will be made available in an alternative format (large type, audiotape, etc.) upon request to Ms. Pam Vance at 517-373-6234 or by email at vancep1@michigan.gov.

**Expiration
Date:**

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