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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
WANDA M. STOKES  
DIRECTOR

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DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-24**

**Date:** July 13, 2018

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

**From:** Joe Billig, Division Administrator **SIGNED**  
Targeted Services Division  
Workforce Development Agency

**Subject:** Allocation Year (AY) 2017, Program Year (PY) 2018 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Michigan Works! Service Center (MWSC) Operations

**Programs Affected:** MWSCs

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL) Training and Employment Guidance Letter 29-14, issued April 27, 2015  
  
PI 15-29, issued December 1, 2015  
  
PI 15-12, issued July 16, 2015  
  
The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)  
  
The WIOA Final Rule 20 Code of Federal Regulation Part 682, *et al.*

**Background:** The WIOA 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 WIOA Section 134(a)(3)(A) permits states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that support and enhance the One-Stop service delivery system.

To this end, the Workforce Development Agency/Michigan Talent Investment Agency (WDA/TIA) has initially identified \$2,649,000 in AY 2017 WIOA Statewide Activities funds to be used in support of MWSC Operations. Additional funding may be allocated in the future based on need and funding availability. The allocation for each MWA was based on a formula derived from the relative size of the local area's labor force; however, the number of customers served by the service center(s) and the number of service centers in the local area, full and satellite, were taken into account in the determination of the final award.

**Policy:**

Service center operation funds may be used in support of all activities to improve customer service, inform and educate the public about the service centers, and upgrade facilities. Service center funding **may not** be utilized to purchase or maintain participant reporting systems or job matching systems that duplicate those provided by the state.

**Each local area is required to submit a spending plan**, as a condition to receive MWSC operations funding, either as a Word document or an Excel spreadsheet, which describes *in detail* how the MWSC operations funding will be used at the local level. Cost should be broken down and reported by activity.

**Carry-forward of the funding** allocated in this policy from PY 2018 into PY 2019 **is subject to a 15 percent limitation**. The June 30<sup>th</sup> Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with this limitation. Funds carried forward in excess of this limitation will be recaptured by the WDA.

***The use of MWSC operations funding for local administration is not allowed.***

**Unexpended funds** as of June 30, 2020, **will be recaptured** by the WDA.

**Profit**

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

## **Fiscal Information**

The local area will process all cash requests through the MARS in accordance with the MARS Manual. The local area 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 for the funds provided in this policy 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](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Ms. Marilyn Carey at 517-373-7243.

**Action:** Local areas shall prepare and submit the required spending plan along with 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 spending plan and BIS (Attachment B) should be submitted electronically to the Targeted Services Division email box at [TED-TSDIV@michigan.gov](mailto:TED-TSDIV@michigan.gov). Please copy your assigned Youth Services state coordinator on your email submission. The required Approval Request form, with original signatures, should be submitted to:

Michigan Talent Investment Agency  
Youth Services Section  
Victor Office Center  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913

**Inquiries:** Questions regarding this policy should be directed to your state coordinator.

This policy is available on the [TIA's website](#). Please contact Ms. Whitney Wasser by telephone at 517-335-5858 or via email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov) if you require assistance.

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Wasser for details.

**Expiration  
Date:**

June 30, 2020

JB:CA:ww  
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(s)*: Enter the appropriate title(s) for the plan being submitted. "Michigan Works! Service Center Operations" has been pre-filled.
4. *Policy Issuance Number*: Enter the Policy Issuance number that the Approval Request form covers. "18-XX" has been pre-filled.
5. *Plan Period*: Identify the program period covered by this plan. "July 1, 2018 – June 30, 2018" has been pre-filled.

The required signatories are designated in accordance with 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 Form

1. Michigan Works! Agency Name and Number:
2. Plan Title(s): Michigan Works! Service Center Operations
3. Policy Issuance Number: 18-XX
4. Plan Period: July 1, 2018 - June 30, 2020

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

The Talent Investment 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  
Workforce Innovation and Opportunity Act  
Michigan Works! Service Center Operations**

**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. "18-XX" has been pre-filled.

*Grant Name:* Enter the name of the grant associated with the funding being awarded. "AY17 WIOA Statewide Activities" has been pre-filled.

*Project Name:* Enter the name of the project associated with the funding being awarded. "MWSC (PY18" has been pre-filled.

*Plan Period:* Enter the start and end dates of the plan period, e.g., 07/01/18 to 06/30/20. "7/1/2018 – 6/30/2020" has been pre-filled.

*Catalog of Federal Domestic Assistance Number (CFDA):* Enter the CFDA number(s) associated with this grant. "17.258; 17.259; 17.278" has been pre-filled.

**Section II - Total Funds Available**

*Allocation:* Enter the total amount of funding allocated.

**Section III - Current Annual Year Planned Expenditures by Cost Category**

*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.

**Michigan Works! Service Center Operations  
Program Year 2018**

Allocation Run Date: May 31, 2018  
 Factors: Labor Force (70%); One Stop Service Centers (20%);  
 Satellite Centers (10%)

<b>Michigan Works! Agency</b>	<b>Allocation</b>
Berrien/Cass/Van Buren	\$67,972
Capital Area	\$120,062
Detroit Employment Solutions Corporation	\$119,529
Great Lakes Bay	\$139,287
GST Michigan Works	\$166,796
Macomb/St. Clair	\$235,966
Northeast	\$75,574
Northwest	\$97,017
Oakland County	\$318,774
Region 7B	\$71,847
SE Michigan Consortium	\$209,101
SEMCA	\$292,590
Southwest	\$125,838
UPWARD Talent Council	\$159,642
West Central	\$82,995
West Michigan Works	\$366,010
<b>Total</b>	<b>\$2,649,000</b>