



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

**OFFICIAL
Policy Issuance (PI): 19-17**

Date: June 28, 2019

To: Michigan Works! Agency (MWA) Directors

From: Marcia Black-Watson, Division Administrator **SIGNED**
Industry Engagement
Workforce Development Agency (WDA)

Subject: Michigan Advanced Technician Training (MAT²) Employer Training Grant
Fiscal Year (FY) 2019, the period of July 1, 2019 through
December 31, 2019

**Programs
Affected:** MAT² Program

Rescissions: None

References: MAT² Employer Program Training Grant Process Guide
WDA Procurement Policy, PI 15-12, issued July 17, 2015

Background: The MAT² Program began in fall 2013 with the Mechatronics Technician Training program at Henry Ford College and Oakland Community College. The program was created as a result of requests made to the Governor for a competency-based, industry-driven technical training program, based on the German dual-education apprenticeship program.

The purpose of the MAT² Employer Training Grant is to increase the number of MAT² companies registering their programs with the United States Department of Labor (USDOL) Office of Apprenticeship, and to better integrate MAT² with the broader workforce and talent system.

Policy: Eligible grantees are MAT² employers who have students enrolled at a MAT² academic partner in an approved MAT² training program.

The MWAs will submit grant applications on behalf of companies. Applications for MAT² Employer Training Grants may be submitted beginning July 1, 2019 until December 31, 2019 – dependent upon eligible funding. Individual MWA FY 2019 maximum Employer Training Grant awards are included as Attachment C to this policy.

Fiscal Information

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

The MWAs are required 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, sub-contractors, 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 Talent Investment Agency/Workforce Development Agency (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. If 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. The MWAs 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 517-241-6742.

In the MARS, FY 2019 MAT² Employer Training Grant expenditures shall be reported under:

Grant – FY19 Michigan Advanced Technician
Training (MAT²) Training Grant
Project – MAT²

Eligible Businesses

The goal of the MAT² grant program is to increase the number of USDOL Registered Apprentices. Businesses eligible for the program are any MAT² employer who is sponsoring a MAT² student by paying the student's college tuition to an approved MAT² academic provider, paying a stipend during the work period, providing the student an increase in wages as the student gains a higher skill level, and registers the student as an apprentice with the USDOL.

Eligible Trainees

Eligible trainees are MAT² students who are being sponsored by their employer, are attending a MAT² college, and have been registered as a USDOL apprentice.

Allowable Training

Allowable training includes any of the five MAT² training programs at the applicable college. Training programs include Computer Numerically Controlled (CNC) Machining, Information Technology (IT), Mechatronics, and Technical Product Design (TPD). The employer must include a company training plan for the student's work periods during the three-year MAT² training period. The training plan reinforces the skills and competencies the student learns during each of the academic periods. A template for a company training plan is available from the WDA.

Allowable Expenses

Grant funds are designed to incentivize MAT² employers who register a new USDOL apprentice. The amount of the MAT² Employer Training Grant will vary depending on the student's current training year. The grant is made on a one-time only basis and is not available for all three years of the MAT² training program. Companies may be eligible for a grant based on the following:

- \$5,000 per new employee to establish USDOL Registered Apprenticeships for MAT² companies willing to sponsor an employee(s) in one of the targeted MAT² occupational programs for cohort year 2016, 2017, 2018 and 2019.

Administrative Funds

Up to five percent of total program expenditures may be used to support the local administration.

Submissions

The WDA shall review all submissions for programmatic and fiscal requirements as outlined in the approved application, training plan and award documents. Reviews will be conducted on each cash request through MARS. Prior to entering a cash request in MARS, MWAs will need to submit required documents to mat2@michigan.gov for approval. Required documents include:

- MAT² Employer Training Grant Application (Attachment D)
- Copy of Company Training Plan
- Copy of USDOL Apprenticeship Certification Letter or Certificate
- MAT² Invoice

Profit

Please refer to the WDA's Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit and corresponding limitations.

Action: All MWAs shall prepare and submit a signed Approval Request Form (ARF) (Attachment A) and a Budget Information Summary (BIS) (Attachment B) to the WDA within 30 days from the issue date of this policy. The required ARF and BIS should be submitted electronically to: mat2@michigan.gov.

Inquiries: Questions regarding this policy should be directed to mat2@michigan.gov.

This policy is available on the [WDA's website](#). Please contact Ms. Denise Flannery by phone 517-897-4871 or email at FlanneryD1@michigan.gov if you require assistance.

WDA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WDA is funded by State and Federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/WDA.

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 517-241-9873 for assistance.

Expiration Date: December 31, 2019

MBW:DF:as
Attachments

**Approval
Request Form Instructions**

1. Michigan Works! Agency (MWA) Name and Number: Enter the name and assigned number of the MWA.
2. Plan Title(s): Enter the appropriate title(s) for the plan being submitted.
3. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request Form corresponds to, i.e., 17-01, 17-02, etc.
4. Plan Period: Identify the time-period covered by the plan.

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 (MWA) Name and Number:

2. Plan Title(s): **Michigan Advanced Technician Training Employer Training Grant**

3. Policy Issuance Number: **19-XX**

4. Plan Period: **July 1, 2019 – December 31, 2019**

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:	

**Michigan Advanced Technician Training (MAT²) Training Grant
Fiscal Year 2019 AWARDS**

Michigan Works! Agency	Total Award Funding
Detroit Employment Solutions Corp.	\$5,250
Oakland County	\$131,250
SEMCA	\$99,750
Michigan Works! Southeast	\$10,500
West Michigan Works!	\$52,500
Northwest Michigan Council of Governments	\$26,250
MWA Total	\$325,500

**Budget Information Summary (BIS) Instructions
Michigan Advanced Technician Training Program Employer Training Grants**

Section I - Identification Information

Michigan Works! Agency (MWA) Name: Enter the name of the MWA.

Policy Issuance Number: Enter the Policy Issuance number applicable to the BIS. (“19-XX” has been entered.)

Grant Name: Enter the name of the grant associated with the funding being awarded. (“FY19” MAT² Employer Training Grant Training Fund” has been entered.)

Project Name: Enter the name of the project associated with the funding being awarded. (“Michigan Advanced Technician Training Employer Training Grant” has been entered.)

Plan Period: Enter the start and end dates of the plan period. (“7/1/2019 - 12/31/2019” has been entered.)

Section II - Total Funds Available

Award Amount: Enter the amount of funding awarded for this grant. The amount includes program and veteran’s incentive funding.

Administration-MWA Level: Enter the amount planned for administration. Up to five percent of the Award Amount may be used to support the local administration.

Total Funds Available: The Excel spreadsheet will automatically calculate the sum of Section II.

Section III - Planned Expenditures by Cost Categories

Administration: Enter the amount of the grant planned for administrative-related expenditures. Up to five percent of total expenditures may be used to support the local administration.

Total Planned Expenditures: The Excel spreadsheet will automatically calculate the sum of Section III.

The Budget Information Summary (FY19 MAT² Employer Training Grant) can be found as an Excel document, Attachment B.

Budget Information Summary		
Fiscal Year 19 Michigan Advanced Technician Training (MAT²) Employer Training Grant		
SECTION I - IDENTIFICATION INFORMATION		
Michigan Works! Agency (MWA) Name:		
Policy Issuance Number: 19-XX		
Grant Name: FY19 (MAT ²) Training Grant	Project Name: MAT ²	
Plan Period: 7/1/2019 - 12/31/2019		
SECTION II - TOTAL FUNDS AVAILABLE		
Award Amount		
Administration-MWA Level	5% of Award Amount	
TOTAL FUNDS AVAILABLE		\$ -
SECTION III - PLANNED EXPENDITURES BY COST CATEGORIES		
Cost Category		Amounts
Program		
Administration	5% of Award Amount	
TOTAL PLANNED EXPENDITURES		\$ -
<i>The Talent Investment Agency (TIA) is an equal opportunity employer/program. Auxiliary aids, services, and other reasonable accommodations are available upon request for individuals with disabilities.</i>		
<i>The TIA, 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.</i>		