



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-14, Change 1

Date: June 28, 2021

To: Michigan Works! Agency (MWA) Directors

From: Krista Johnson, Division Administrator **SIGNED**
Talent Development Division
Workforce Development

Subject: Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker (DW), and Youth Program Additional Allocations for Allocation Year (AY) 2020, the time period of July 1, 2020 through June 30, 2022

Programs Affected: WIOA DW Programs Administered by the MWAs

Rescissions: None

References: U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 20-15, issued March 31, 2021
TEGL 16-19, issued April 23, 2020
PI 19-30, issued October 25, 2019
Michigan Industry Cluster Approach (MICA) Guidelines, issued July 26, 2012
WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)
WIOA Final Rule 20 Code of Federal Regulation Part 682, et al.
WIOA Manual, issued May 5, 2020

Background:

The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD), in partnership with the MWAs, assists job seekers in obtaining and advancing in employment, education, training, and supportive services to foster individual success in the labor market. WD's state and federally funded job seeker and business services are designed to strengthen and improve our public workforce system, help equip our citizens to enter high-quality jobs and careers, and help employers hire and retain skilled workers.

The USDOL awards states annual allocations by formula for the WIOA Title I Adult, DW, and Youth programs, and the states, in turn, distribute, by formula, allocations to the local areas for the three programs to fund the provision of employment, education, and training services.

Policy:

Per USDOL TEGL 20-15, issued March 31, 2021, WD is distributing an additional \$153,445 of WIOA DW funding for AY 2020.

Local areas **may carry-forward up to 100 percent of the funds awarded in this policy** from Program Year (PY) 2020 into PY 2021. **However, at least 85 percent of the funds** awarded in PI 20-14 and this change, for each program, **must be expended by December 31, 2021**, or the excess unspent funds may be subject to recapture by WD. The December 31st Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine compliance with the aforementioned limitation.

The WIOA funding must be expended using the first-in, first-out accounting method.

In accordance with the WIOA Sections 128(c) and 133(c), respectively, **local areas must ensure that a minimum of 80 percent of each of their AY 2020 WIOA formula funding allocations are obligated by June 30, 2021.** Local areas with obligations below the required 80 percent threshold are subject to the recapture of funds.

Local areas **may transfer up to 100 percent** of their AY20 allocations **between the Adult and DW programs** without a waiver. Local areas will need to submit Budget Information Summaries (BISs) to WD for any transfers between the Adult and DW programs. Intertitle transfers (those between Adult and Dislocated Worker) over 50 percent require written justification in addition to the Budget Information Summary to support the need for the reprioritization of funding. Documentation of local board approval for intertitle transfers over 50 percent and supporting documentation must be maintained by the MWA, retained in-house, and made available upon request. Intertitle transfers up to 50 percent do not require written justification or internal approval, unless local policy dictates otherwise.

All other provisions of PI 20-14, not specifically altered by this policy change remain unchanged and in effect.

Local areas that fail to achieve minimum Out-of-School Youth expenditure requirements are subject to disallowed costs.

Local areas that fail to achieve minimum work experience expenditure requirements may be subject to disallowed costs.

Action: Local areas must complete and submit a BIS using the revised allocations listed in the DW Allocation chart of this policy.

The revised BIS must be submitted electronically to WD at LEO-TSDIV@michigan.gov within 30 days of the issuance of this policy. Please copy your assigned WIOA State Coordinator on the email submission as well.

Inquiries: Questions regarding this policy should be directed to your WIOA State Coordinator.

This policy is available for downloading from the [WD's website](#).

WD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please contact Ms. Paula Hengesbach by telephone at 989-388-3272 or by email at HengesbachP@michigan.gov for details.

WD is funded by state and federal funds; more details are available on the Legal Disclaimer page at www.michigan.gov/workforce.

**Expiration
Date:**

June 30, 2022

KJ:KP:ph
Attachments

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Adult and Dislocated Worker (DW) Programs**

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. "20-14, Change 1" has been pre-printed.

Grant Names: Enter the name of the grants associated with the funding being awarded. "AY20 WIOA Adult and AY20 WIOA Dislocated Worker" has been pre-printed.

Project Names: Enter the name of the projects associated with the funding being awarded. "WIOA Adult and Dislocated Worker" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2020 – 6/30/2022" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Numbers: Enter the CFDA numbers associated with these grants. "17.258; 17.278" have been pre-printed.

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.

Additional Allocation: Enter the amount of the additional allocation.

Total Adult and Dislocated Worker (DW) Allocations: The aggregate total of the Adult and DW allocations. The Excel spreadsheet will automatically calculate.

Section III - Intertitle Transfers

Enter the amount, if applicable, of intertitle transfers. Please be sure to enter amounts in both the Adult and DW columns. For example, if transferring \$200,000 from the DW program to the Adult program, the entry would reflect the following:

Adult	DW
\$200,000	-\$200,000

Section IV - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount transferred to local administration for both the Adult and DW programs. Not more than 10 percent of the total allocation may be used for administration for each program.

Career Services: Enter the amount of the allocation planned for Career Services for the Adult and DW programs. (Do not include amount for Career Services – Transitional Jobs.)

Training Services: Enter the amount of the allocation planned for Training Services for the Adult and DW programs. (Do not include amount for Training Services – Incumbent Worker.)

Training Services-Incumbent Worker: Enter the amount of the allocation planned for Adult and DW incumbent worker training programs. Not more than 20 percent of the combined Adult and DW allocations may be used to support incumbent worker training programs.

Career Services-Transitional Jobs: Enter the amount of the allocation planned for Adult and DW transitional jobs. Not more than 10 percent of the combined Adult and DW allocations may be used for transitional jobs.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for both the Adult and DW programs.

Adult/DW Adjusted Award: The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the cost of administration plus or minus intertitle transfers.

Section V – Limitation Percentages

This section was developed to assist MWA staff and state coordinators with reviewing expenditures versus expenditure requirements and limitations. The cells will automatically calculate.

**Workforce Innovation and Opportunity Act (WIOA)
Dislocated Worker (DW)
Program Year 2020 Allocations**

MWA Number	Michigan Works! Agency	WIOA DW July Allocation	WIOA DW October Allocation	WIOA DW Additional Allocation	WIOA DW Total Allocation
5	Berrien/Cass/ Van Buren	\$89,332	\$371,085	\$3,142	\$463,559
17	Capital Area	\$139,174	\$578,136	\$4,896	\$722,206
7	Detroit Employment Solutions	\$1,166,680	\$4,846,429	\$41,040	\$6,054,149
13	GST Michigan Works!	\$346,631	\$1,439,915	\$12,193	\$1,798,739
4	Great Lakes Bay	\$193,129	\$802,265	\$6,794	\$1,002,188
19	Macomb/St. Clair	\$372,231	\$1,546,259	\$13,094	\$1,931,584
21	Northeast	\$149,507	\$621,055	\$5,259	\$775,821
22	Northwest	\$132,408	\$550,028	\$4,658	\$687,094
23	Oakland County	\$314,815	\$1,307,752	\$11,074	\$1,633,641
2	Region 7B	\$119,329	\$495,697	\$4,198	\$619,224
30	Southeast	\$210,092	\$872,731	\$7,390	\$1,090,213
31	SEMCA	\$390,329	\$1,621,441	\$13,730	\$2,025,500
14	Southwest	\$134,696	\$559,529	\$4,738	\$698,963
6	Upper Peninsula	\$209,899	\$871,926	\$7,384	\$1,089,209
16	West Central	\$90,194	\$374,670	\$3,173	\$468,037
33	West Michigan Works!	\$303,668	\$1,261,449	\$10,682	\$1,575,799
	TOTAL	\$4,362,114	\$18,120,367	\$153,445	\$22,635,926