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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT  
TALENT INVESTMENT AGENCY  
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**OFFICIAL**  
**Talent Investment Agency (TIA)**  
**Policy Issuance (PI): 17-02**

**Date:** January 12, 2017

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

**From:** Wanda M. Stokes, Director **SIGNED**  
Michigan Talent Investment Agency (TIA)

**Subject:** Funding and Requirements for Apprenticeship Success Coordinators

**Programs Affected:** All programs and grants administered by the TIA

**References:** Workforce Innovation and Opportunity Act (WIOA) 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, 652, 653,  
654, 658, 675, 679, 680, 681, 682, 683, 684, 685, 686, 687, and 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 2016, Congress appropriated \$90 million for use through the  
ApprenticeshipUSA initiative. ApprenticeshipUSA is a national campaign  
bringing together a broad range of stakeholders, including employers, labor  
organizations, states, and education and workforce partners to expand and  
diversify Registered Apprenticeship (RA) in the United States.

The funding is intended to assist states and their partners develop and  
implement comprehensive strategies to support RA expansion; engage  
employers, industry and workforce intermediaries, and other collaborators to  
expand and market RA to new sectors and underserved populations;

enhance state capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in RA through state innovations, incentives, and system reforms.

The TIA is making Program Year 2016 WIOA Statewide Activities Funds available for distribution to MWAs, as well as United States Department of Labor (USDOL) ApprenticeshipUSA State Accelerator Grant funding to support increased use of RA throughout Michigan's workforce development system.

MWAs are to use the funding allocated in this PI to support activities of one or more staff members who will function as Apprenticeship Success Coordinators (ASC). ASC will assist employers with local projects to effectively launch, register, conduct, report on and ensure successful completion of new RA.

**Policy:**

In Michigan, the TIA recognizes RA as a key driver of transformational workforce and economic development activity. Employers with job opportunities requiring high-skill levels can use RA to connect with qualified job seekers who have potential to obtain the required high-skill levels.

Raising the visibility of the state's overall RA brand, MI-AIM (Michigan Apprenticeships, Internships, and Mentoring): The Path to Work-Based Learning Career Opportunities in Michigan is a key driver of RA expansion. The state established MI-AIM in 2014, in collaboration with more than 70 stakeholders including the workforce system, community colleges, universities, secondary education institutions, business associations, labor organizations, USDOL Office of Apprenticeship (OA), and other partners. In Fiscal Year 2015, 78 new RA programs were registered and Michigan had 11,785 active registered apprentices. Through MI-AIM, collaborators work to increase capacity for RA expansion in the workforce development system statewide.

In order to enhance the state's RA expansion, TIA and MI-AIM collaborators will mobilize successful sector strategies, expand existing state initiatives that support RA, establish ASCs, and launch the Apprenticeship Learning Network (ALN). These efforts will disseminate information, resources, and tools that assist in building state capacity through the Michigan ApprenticeshipUSA Industry Cluster Approach (MAICA). MAICA will assist potential employers, sponsors and apprentices with effectively exploring, partnering, developing, registering, launching, and operating new opportunities for apprenticeship readiness, pre-apprenticeship and RA. Successful program completion and required reporting will also be assured.

MAICA supports quality and innovative RA training programs that align with WIOA. Major areas of alignment include: high-quality career exploration and career pathway development, continued support for educational attainment, and opportunities for skills training in high-demand occupations. The emphasis on industry or sector partnerships related to in-demand industry sectors or occupations, demand-driven decision making to inform local Workforce Development Boards, regional coordination/ planning, and employer engagement is consistent with the broader vision that supports an

integrated service delivery system and provides the framework through which state and local areas can leverage federal, state, and local resources for RA. MAICA will implement and operate successful sector strategies that result in RA expansion.

Through the Apprenticeship Learning Network (ALN), the TIA, in partnership with the USDOL/OA and the Michigan Works! Association will provide ASC and other stakeholders with vital information, resources, tactics, and tools for RA expansion using a multi-module learning network. Modules will begin in Winter 2017 and end in Winter/Spring 2018.

To enhance the current efforts of USDOL/OA and avoid any duplication of effort, the ASC will maintain a high level of coordination and communication with Michigan's USDOL/OA. ASC will serve as an extension of Michigan's USDOL/OA while adhering to agreed upon guidelines and protocol. Michigan USDOL/OA State Director and Apprenticeship Training Representatives will provide training including: standards of RA, types of RA, reporting, data tracking, and marketing to all ASC to ensure there is consistency across all regions and projects. ASC will schedule joint employer visits with Michigan USDOL/OA Apprenticeship Training Representatives, invite them to present to prospective employer sponsors at regional forums, and facilitate company referrals when escalated technical assistance is warranted.

### **Allocations**

In order to support ASC activities, this policy distributes \$500,000 in WIOA Statewide Activities Funding equally to all MWAs. This policy also distributes \$100,000 of USDOL ApprenticeshipUSA State Accelerator Grant funding equally to all MWAs to support RA expansion. Please see Attachment E for funding allocations.

The TIA encourages Michigan's local Workforce Development Boards to leverage, where allowable and applicable, all local workforce funding to support the goals and objectives of the MAICA.

### **Use of Funds**

All funds shall be fully expended by May 31, 2018. No carry-forward of any unexpended ASC funds is allowed. TIA reserves the right to recapture any unspent funds.

Funding for ASC must be used for enhanced RA expansion activities and services. ASC funds may not be utilized for any One-Stop Service System costs that are unrelated to RA expansion activities.

### *Profit*

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

## Apprenticeship Success Coordinator Activities

MWAs must use funding to develop and implement comprehensive strategies to support RA expansion; engage industry and workforce intermediaries, employers, and other partners to expand and market RA to new sectors and underserved populations; enhance capacity to conduct outreach and work with employers to start new programs; and expand and diversify participation in RA through innovations, incentives, and system reforms.

MWAs are expected to:

- Identify/support local ASC functions. The primary role of ASC will be to cultivate new RA opportunities which will result in the expansion and establishment of new USDOL RA in high-wage, in-demand industries and occupations;
- Lead local industry cluster groups in the development and implementation of broader RA expansion strategies;
- Establish on-ramping/apprenticeship readiness/pre-apprenticeship efforts and strategies to ensure easier access for underrepresented populations to RA opportunities and better outcomes, through career coaching, work readiness, and experiential learning;
- Partner with their region's employers and local industry-led collaboratives to assist with RA identification, enrollment, placement and completion, through coaching, mentoring, shared resources and wrap-around services especially for underrepresented populations; and
- Collect and input RA information into the Registered Apprenticeship Partners Information Data System (RAPIDS) to support data-driven decision making and customer awareness of RA opportunities. Data elements will include but are not limited to: employer sponsors, active RA programs, length of RA programs, number of Registered Apprentices in each program, related technical instruction providers, and total Registered Apprentices. When Registered Apprentices are dual-enrolled as customers in other workforce development system programs, all data required for One-Stop Management Information System (OSMIS) registration and tracking must be entered.

ASC will cultivate new RA in high-wage, in-demand industries and occupations. Their work will accelerate apprentices' ability to reach full proficiency in their chosen skill through reduced time and effort (and thus costs) expended by the employer on registration, recruitment and administration. This model of utilizing ASC will also help alleviate employers' and sponsors' previously articulated apprehension and concerns about familiarity with the training model and the capacity to administer RA. Specifically, ASC have the following primary responsibilities:

- Foster and establish sustainable RA programs in their areas;

- Assist employers and industry-led collaboratives from varying sectors in expanding RA programs, starting new programs, and working together to create a pipeline of skilled workers;
- Identify, develop and disseminate tools and strategies that increase access, entry, and retention in RA for underrepresented populations;
- Increase the diversity of workers entering and successfully completing RA programs through the development, implementation, and scaling of diversity and inclusion plans and practices;
- Facilitate workforce development system customers' placement into RA opportunities;
- Help to coordinate and/or become involved in a wrap-around approach across workforce development systems to address multiple employment and training needs for RA participants and sponsors;
- Act as intermediaries between job-seekers and employers providing job-coaching, mentoring, and conflict-resolution as needed;
- Remain sufficiently autonomous within the One-Stop Service System in order to function effectively as a resource to the One-Stop Service System staff. ASC must function as facilitators, problem solvers, systems change agents, and relationship builders in support of RA expansion;
- Promote access to and use of all available workforce development resources to support RA expansion, especially from the Skilled Trades Training Fund (STTF); Michigan Advanced Technician Training Program (MAT<sup>2</sup>); Veteran Affairs approved RA; WIOA Adult, Dislocated Worker, and Youth Programs; Trade Adjustment Assistance; Partnership. Accountability. Training. Hope.; and Food Assistance Employment and Training;
- Ensure Veterans are provided access to the same RA opportunities as the general population, screen eligible Veterans for referral to Disabled Veterans' Outreach Program Specialists for case management services, and apply the priority of services for Veterans and eligible spouses in the delivery of all RA expansion activities;
- Participate in training, meetings, and conference calls convened by the state RA leads from TIA;
- Attend all ALN modules. The ALN will provide ASC with relevant training and knowledge to assist them in performing their duties; and
- Coordinate and align all RA expansion activities with local Workforce Development Board and Education and Career Advisory Council strategies and approaches.

While ASC primarily focus on assisting employers with their RA needs, ASC will also seamlessly engage local service providers to identify and engage potential Registered Apprentices. Recruiting under-represented populations (women, youth, and persons from communities of color) consists of referrals, intake, facilitating leveraged funding, registration, assessment, and eligibility determination including potential dual-enrollment in WIOA or other federal and state workforce development programs.

### **Target ASC Goals**

Statewide ASC goals for expanding RA in Michigan, and increasing the engagement of underrepresented populations (especially women, youth, and persons from communities of color) in RA by April 30, 2018 are:

- Increase the statewide number of new RA by at least five percent or 590 more new Registered Apprentices;
- Increase the number of underrepresented populations engaged in RA by at least 5 percent, specifically:
  - Increase the number of women engaged in RA at least five percent or 50 more women;
  - Increase the number of youth engaged in RA at least five percent or 225 more youth;
  - Increase the number of persons from communities of color engaged in RA at least five percent or 54 more persons of color;
- Increase the statewide number of WIOA customers with “Apprenticeship Training” activities by at least 35 more customers.

Please see Attachment F for baseline RA data and statistical figures from Fiscal Year 2015.

### **Reporting**

#### **ASC Quarterly Narrative Report (QNR) with RA Performance Data**

MWAs must complete and submit the ASC QNR with RA Performance Data electronically via email to the Marcia Black-Watson, Industry Talent Director, via email at [Black-watsonm@michigan.gov](mailto:Black-watsonm@michigan.gov) by the 20<sup>th</sup> 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 last QNR for April 1 through May 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 for a QNR with RA Performance Data template.

**Action:**

MWA Directors must submit an ASC Plan Narrative, and Budget Information Summary within 30 days of the official date of this policy issuance to the MICA mailbox ([MICA@michigan.gov](mailto:MICA@michigan.gov).)

One hard copy of the original signed Plan Approval Request form must be submitted within 30 days of the official date of this policy issuance to:

Ms. Florine Davis, Administrative Assistant  
 Office of Michigan Industry Cluster Approach  
 Talent Investment Agency  
 201 North Washington Square, 4<sup>th</sup> Floor  
 Lansing, Michigan 48913

**Fiscal Information**

MWAs will process all cash requests through the Management of Awards to Recipients System (MARS) in accordance with the MARS Manual. The MWA must have on file appropriate documentation to support each cash draw. Grantees are required to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred for goods and services received but not yet paid during the reporting period.

All reporting of fiscal expenditures of the funds provided through this policy issuance must be reported to the TIA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the TIA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the TIA 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, reports are due on the last business

day prior to the due date.

Submit reports in [MARS](http://www.michigan.deleg-mars.org) (<http://www.michigan.deleg-mars.org>). If there are any questions regarding cash requests or submission of expenditure reports; please call Mr. Kerry Trierweiler at 517-241-1788.

**Inquiries:**

Questions regarding this policy issuance should be directed to the MICA Team at 517-335-6461 or [MICA@michigan.gov](mailto:MICA@michigan.gov). The information contained in this policy issuance will be made available in an alternative format (large type, audio tape, etc.) upon request to the TIA.

**Expiration**

**Date: June 30, 2018**

WMS:NO:fd



### **Plan Approval Request Form Instructions**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title(s): Enter the appropriate title for the plan being submitted. “Apprenticeship Success Coordinator” has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. “17-02” has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. “1/1/2017 through 06/30/2018” has been pre-printed.

The required signatories are designated in accordance with the Michigan Department of Labor & Economic Growth/Bureau of Workforce Programs 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).

### Plan Approval Request

1. Michigan Works! Agency (MWA):	
2. Plan Title(s): Apprenticeship Success Coordinator	
3. Policy Issuance Number: 17-02	4. Plan Period: 1/1/2017 through 06/30/2018

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document.

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Workforce Development Board Chairperson	Date

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.

**Apprenticeship Success Coordinator  
Plan Narrative Instructions**

A. Michigan Works! Agency (MWA) Identification Information

Registered Apprenticeship Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the Apprenticeship Success Coordinator (ASC) plan contents.

B. Design/Description of Activities and Services to be Provided

The plan narrative is to provide a description of the ASC functions and activities. At a minimum, the following elements must be included:

1. A description of the planned ASC activities that will be available to all customers (employers, intermediaries and job seekers.) The narrative should include a summary of how the activities relate to the need for Registered Apprenticeship (RA) expansion, and how the barriers to this expansion will be addressed.
2. A description of the ongoing assistance services being provided. At a minimum, provide a description of the procedures for reviewing the progress of each RA expansion activity conducted. The description should include how the MWA will oversee the ASC to ensure the stated goals are being met and how problems will be resolved.
3. A description of how the ASC will collaborate closely with the United States Department of Labor Office of Apprenticeships to identify opportunities for RA expansion, develop Standards of Apprenticeship with employers and Sponsors, complete Registration of new Apprenticeship programs, and assist with all required reporting.
4. A description of how RA expansion activities will be coordinated with ongoing workforce development programs (i.e., the Workforce Innovation and Opportunity Act; Trade Adjustment Assistance; Employment Services; Partnership. Accountability. Training. Hope. Food Assistance Employment and Training; Skilled Trades Training Fund; Michigan Advanced Technician Training Program Employer Training Grants) and other services within the MWA's geographical area.

Explain how the MWA will ensure Veterans will be provided access to RA opportunities. Describe the screening process the MWA uses to refer eligible Veterans to Disabled Veterans' Outreach Program Specialists for case management services; and, how the priority of services for Veterans and eligible spouses will be applied in the delivery of Apprenticeship Success Coordinator activities.

5. A description of how braided funding from new and ongoing workforce development programs will be used as leverage and sustainability sources for RA expansion;
6. A description of the promotion, outreach, and marketing activities that will be provided to increase awareness and use of RA.
7. A description of other business and employer services available to support RA Expansion.

**Budget Information Summary (BIS) Instructions  
Workforce Innovation and Opportunity Act (WIOA)**

**Statewide Activities Allocations for Apprenticeship Success Coordinators**

**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.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period, e.g., 1/1/2017 to 06/30/2018

CFDA Number: Catalog of Federal Domestic Assistance (CFDA) numbers 17.258, 17.259 and 17.278 are entered

**Section II - Total Funds Available**

Award: The total amount of funding being awarded.

**Section III - Current AY 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.

**Note: Budget Information Summary form titled “17-02 WIOA\_SWA\_BIS Apprenticeship Success Coordinator.xlsx” is attached to this draft policy email.**

**Budget Information Summary (BIS) Instructions  
ApprenticeshipUSA State Accelerator Grants**

**Allocations for Apprenticeship Success Coordinators**

**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.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded.

Plan Period: Enter the start and end dates of the plan period, e.g., 1/1/2017 to 5/31/2018

CFDA Number: Catalog of Federal Domestic Assistance (CFDA) number 17.285 is entered

**Section II - Total Funds Available**

Award: The total amount of funding being awarded.

**Section III - Current AY 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.

**Note: Budget Information Summary form titled “17-02 ApprenticeshipUSA State Accelerator Grant\_BIS.xlsx” is attached to this draft policy email.**

**APPRENTICESHIP SUCCESS COORDINATOR ALLOCATIONS**

<b>MWA</b>	<b>Program Year 2016 WIOA Statewide Activities Allocations</b>	<b>Apprenticeship USA State Accelerator Grant Allocations</b>	<b>Total Apprenticeship Success Coordinator Allocations</b>
Berrien/Cass/Van Buren	31,250	6,250	37,500
Capital Area	31,250	6,250	37,500
Detroit Employment Solutions	31,250	6,250	37,500
GST Michigan Works!	31,250	6,250	37,500
Great Lakes Bay	31,250	6,250	37,500
Macomb/St. Clair	31,250	6,250	37,500
Northeast	31,250	6,250	37,500
Northwest	31,250	6,250	37,500
Oakland County	31,250	6,250	37,500
Region 7B	31,250	6,250	37,500
SE Michigan Consortium	31,250	6,250	37,500
SEMCA	31,250	6,250	37,500
Southwest	31,250	6,250	37,500
UPWARD Talent Council	31,250	6,250	37,500
West Central	31,250	6,250	37,500
West Michigan Works!	31,250	6,250	37,500
<b>Total</b>	<b>\$500,000</b>	<b>\$100,000</b>	<b>\$600,000</b>

**BASELINE MICHIGAN PROSPERITY REGION  
REGISTERED APPRENTICESHIP (RA)  
2015 STATISTICS**

<b>Prosperity Region</b>	<b>Number of Registered Apprentices</b>	<b>Number of Women in New RA</b>	<b>Number of Youth in New RA</b>	<b>Number of Veterans in RA</b>	<b>Number of Persons of Color in New RA</b>	<b>Number of PY 2015 WIOA Customers with Apprenticeship Training Activities on OSMIS</b>
Region 1	147	7	45	20	8	2
Region 2	179	4	72	14	1	0
Region 3	26	5	5	0	0	0
Region 4	1,688	37	637	120	20	9
Region 5	330	8	95	20	13	0
Region 6	2,089	97	759	55	305	0
Region 7	497	5	100	32	12	1
Region 8	529	10	179	37	29	3
Region 9	667	33	207	58	54	10
Region 10	4,902	667	1,571	294	621	0

Source: Michigan Department of Technology, Management, and Budget, Bureau of Labor Market Information and Strategic Initiatives, October 13, 2016



### Apprenticeship Success Coordinator Quarterly Narrative Report Template

APPRENTICESHIP SUCCESS COORDINATOR (ASC) QUARTERLY NARRATIVE REPORT (QNR)		
MWA:		
Area(s) Served:		
ASC Contact(s):		
E-mail address:		Phone:
ASC QNR for Quarter Ending March 31, 2017	Date ASC QNR Submitted:	April 20, 2017
<p><b>Providing Meaningful and Effective Registered Apprenticeship Expansion Activities and Services</b></p> <p>The purpose of this report is to try to evaluate success and cause and effect between ASC activities and the ultimate impact on Registered Apprenticeship (RA) expansion.</p> <p>Please describe specific activities that have been conducted over the course of the reporting period that involved activities and services for: improved access for underrepresented populations; on-ramping/apprenticeship readiness/pre-apprenticeship; education or training; promotion and outreach; intermediary activities; completion of new Standards of Apprenticeship/Registration of a new Apprenticeship Program; and leverage of new or existing workforce development program funds to support RA expansion, etc.</p>		

### APPRENTICESHIP SUCCESS COORDINATOR (ASC) QUARTERLY NARRATIVE REPORT (QNR)

#### REGISTERED APPRENTICESHIP PERFORMANCE DATA TEMPLATE

APPRENTICESHIP SUCCESS COORDINATOR (ASC) QUARTERLY NARRATIVE REPORT (QNR)		
MWA:		
Area(s) Served:		
ASC Contact(s):		
E-mail address:		Phone:
ASC QNR for Quarter Ending March 31, 2016	Date ASC QNR Submitted:	April 20, 2017

<b>Reporting Period</b>	<b>Number of New Apprentices Placed in Registered Apprenticeships</b>	<b>Number of Women Placed in New Registered Apprenticeships</b>	<b>Number of Youth Placed in New Registered Apprenticeships</b>	<b>Number of Veterans Placed in New Registered Apprenticeships</b>	<b>Number of Persons of Color Placed in New Registered Apprenticeships</b>	<b>Number of WIOA Customers with Apprenticeship Training Activities on OSMIS</b>
Quarter Ending March 31, 2017						
Total Since November 1, 2016						