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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
LANSING

SUSAN CORBIN  
DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 19-20, Change 3**

**Date:** November 8, 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 Adjusted Allocations for Allocation Year (AY) 2019

**Programs Affected:** WIOA Youth Programs Administered by the MWAs

**Rescissions:** None

**References:** U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 16-18, issued April 10, 2019  
  
Section 3515, H.R. 748 Coronavirus Aid, Relief, and Economic Security (CARES) Act  
  
PI 19-30, Change 1, issued October 8, 2021  
  
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 (CFR) Part 682, et al.  
  
WIOA Manual, January 29, 2018, and subsequent issuances

**Background:**

The WIOA, which supersedes the Workforce Investment Act of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and job seekers 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, job seekers, 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 USDOL awards states annual allocations by formula for the WIOA Title I programs—Adult, DW, and Youth—and the states, in turn, distribute, by formula, allocations to the local areas for the three programs for the provision of employment, education, and training services.

**Policy:**

The Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) previously awarded \$80,250,393 in WIOA formula funding for AY 2019, which was comprised of \$27,331,944 in Adult funding, \$23,184,200 in DW funding, and \$29,734,249 in Youth funding.

In accordance with the WIOA Section 20 CFR 683.110(c)(1)(i), funds allocated by a state to a local area under WIOA secs. 128(b) and 133(b) for any program year are available for expenditure only during that program year and the succeeding program year; and

Per the WIOA Section 20 CFR 683.110(c)(2), funds which are not expended by a local area(s) in the 2-year period described in paragraph (c)(1)(i), must be returned to the state. Funds so returned are available for expenditure by state and local recipients and subrecipients only during the third program year of availability in accordance with WIOA secs. 128(c) and 132(c). These funds are available for only the following purposes:

- i. For statewide projects; or
- ii. For distribution to local areas which had fully expended their allocation of funds for the same program year within the 2-year period.

This policy change redistributes unexpended AY 2019 WIOA Youth funding to all MWAs that have fully expended their allocation and extends the funding award period for these MWAs to December 31, 2021. There is no change to the previously awarded funding or grant period for the AY 2019 WIOA Adult and Dislocated Worker programs.

The MWAs that will receive additional funding and have their award period extended include: Berrien/Cass/Van Buren, Capital Area, Detroit Employment Solutions Corporation, Great Lakes Bay, Macomb/St. Clair, Northeast, Northwest, Oakland County, Region 7B, Michigan Works! Southeast, Southeast Michigan Community Alliance (SEMCA), Southwest, Upper Peninsula, West Central, and West Michigan Works!

The funding awarded in this policy must be expended in accordance with the requirements of this policy, as well as PI 19-20, PI 19-20, Change 1, and PI 19-20, Change 2.

In accordance with Section 3515 of the CARES Act, allowable funding for **local administration is limited to 20 percent of the allocation for each program**. This applies to AY19 WIOA Title I formula funding only. Local administration expenditures over 10 percent must be recorded as a direct result of addressing the ongoing COVID-19 crisis. The MWAs will account for these COVID-19 related local administration expenditures in the Management of Awards to Recipients System under the subcategory of 'Admin-COVID' in anticipation of WD being required to report this information to the USDOL.

All other provisions of PI 19-20, 19-20, Change 1, and 19-20, Change 2 not specifically altered by this policy change remain unchanged and in effect.

**Action:**

Berrien/Cass/Van Buren, Capital Area, Detroit Employment Solutions Corporation, Great Lakes Bay, Macomb/St. Clair, Northeast, Northwest, Oakland County, Region 7B, Michigan Works! Southeast, SEMCA, Southwest, Upper Peninsula Michigan Works!, West Central, and West Michigan Works! must complete and submit a Budget Information Summary (BIS) using the revised allocations listed in the Youth Allocation chart of this policy.

The revised BIS must be submitted electronically to WD at [LEO-TSDIV@michigan.gov](mailto:LEO-TSDIV@michigan.gov) within 30 days of the issuance of this policy.

**Inquiries:**

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

This policy is available for downloading from the [WD 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](mailto: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](http://www.michigan.gov/workforce).

**Expiration**

**Date:**

December 31, 2021

KJ:KP:ph

Attachments

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

**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. "19-20, Change 3" has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. "AY19 WIOA Youth" has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. "WIOA Youth" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "7/1/2019 – 12/31/2021" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number associated with this grant. "17.259" has been pre-printed.

**Section II - Total Funds Available**

Allocation: Enter the amount of the original allocation.

Additional Allocation: Enter the amount of any additional funds allocated for the program.

Total Appropriation Year (AY) Funding: The total allocation. The Excel spreadsheet will automatically calculate.

**Section III - Current AY Planned Expenditures by Cost Category**

Administration: Enter the amount transferred to local administration for the Youth program. Not more than 20 percent of the total allocation may be used for administration.

In-School Youth (ISY): Enter the amount of the allocation planned for ISY.

Out-of-School Youth (OSY): Enter the amount of the allocation planned for OSY. At least 50 percent of the adjusted award\* must be used to provide services to OSY.

Paid and Unpaid Work Experiences: Enter the amount of the allocation planned for Paid and Unpaid Work Experiences. At least 20 percent of the adjusted award\* must be used to provide Paid and Unpaid Work Experiences. The 20 percent minimum is not applied separately for ISY and OSY.

Total Planned Costs: The Excel spreadsheet will automatically calculate all of the total planned costs entered for the Youth program.

Youth Adjusted Award: The Excel spreadsheet will automatically calculate. It is based upon the total allocation minus funds reserved for the costs of administration.

#### **Section IV - Limitation Percentages**

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

\*The Adjusted Award. The Excel spreadsheet will automatically calculate this based upon the total allocation minus funds reserved for the costs of administration.

**Workforce Innovation and Opportunity Act (WIOA) Youth  
Program Year 2019 Allocations**

<b>MWA Number</b>	<b>Michigan Works! Agency</b>	<b>WIOA Youth Beginning Allocation</b>	<b>WIOA Youth Additional Allocation</b>	<b>WIOA Youth Deobligation/ Additional Allocation</b>	<b>WIOA Youth Total Allocation</b>
5	Berrien/Cass/ Van Buren	\$886,768	\$2,624	\$5,125	\$894,517
17	Capital Area	\$1,507,730	\$4,461	\$8,610	\$1,520,801
7	Detroit Employment Solutions	\$5,373,558	\$15,897	\$30,545	\$5,420,000
13	GST Michigan Works!	\$2,505,353	\$7,412	(\$155,307)	\$2,357,458
4	Great Lakes Bay	\$1,909,210	\$5,648	\$10,973	\$1,925,831
19	Macomb/St. Clair	\$2,845,041	\$8,417	\$16,171	\$2,869,629
21	Northeast	\$676,352	\$2,001	\$3,932	\$682,285
22	Northwest	\$946,346	\$2,800	\$5,493	\$954,639
23	Oakland County	\$2,225,397	\$6,584	\$12,649	\$2,244,630
2	Region 7B	\$672,649	\$1,990	\$3,902	\$678,541
30	Southeast	\$1,724,006	\$5,100	\$9,892	\$1,738,998
31	SEMCA	\$2,067,086	\$6,115	\$11,750	\$2,084,951
14	Southwest	\$1,391,644	\$4,117	\$7,980	\$1,403,741
6	Upper Peninsula	\$1,350,399	\$3,995	\$7,813	\$1,362,207
16	West Central	\$689,995	\$2,041	\$3,979	\$696,015
33	West Michigan Works!	\$2,875,007	\$8,506	\$16,493	\$2,900,006
	<b>TOTAL</b>	<b>\$29,646,541</b>	<b>\$87,708</b>	<b>\$0</b>	<b>\$29,734,249</b>