



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

OFFICIAL
Policy Issuance (PI): 21-19

Date: June 29, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Appropriation Year (AY) 2019 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding Allocations for Program Year (PY) 2021 Customer Relationship Management (CRM), for the Period of July 1, 2021 through June 30, 2022

Programs Affected: WIOA Title I Programs

References: The WIOA of 2014, Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

The WIOA Final Rule 20 Code of Federal Regulations (CFR) Part 682, et al.

The WIOA Manual, issued May 5, 2020

Rescissions: None

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.

WD is awarding WIOA Statewide Activities funding to provide assistance to local areas and One-Stop partners to coordinate and align data systems used to carry out the requirements of the Act.

Policy:

For PY 2021, WD has identified \$85,000 of Appropriation Year 2019 WIOA Statewide Activities funds to be used in support of electronic systems for CRM.

The funding is to be used to support existing CRM systems or for the purchase or renewal of software licenses that will aid in the identification of and information gathering for potential layoffs or opportunities for layoff aversion. This funding is being made available as the WD works on integrating CRM functionality into the State's data system. Using data systems to identify and gather information allows the local areas to provide assistance to employers in managing reductions in force, which may include early identification of firms at risk of layoffs, assessment of the needs of and options for at-risk firms, and the delivery of services to address those needs. An electronic CRM system will allow for a more proactive approach to assist employers at risk of having a layoff or to identify where layoffs have already occurred.

Funds allocated in this policy are available for expenditure through June 30, 2022. Unexpended funding as of June 30, 2022, will be recaptured by the WD. Use of the funds allocated in this policy for costs associated with local administration is not allowed.

Action:

All MWAs shall prepare and submit a signed Approval Request form (Attachment A) and a Budget Information Summary (BIS) to WD within 30 days from the issue date of this policy. The requested Approval Request Form and BIS (Attachment B) should be submitted electronically to the Talent Development Division at LEO-TSDIV@michigan.gov. Please copy your assigned WIOA State Coordinator on your email submission.

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 appropriate documentation to support each cash draw on file.

The U.S. Department of Labor 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 WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WD no later than the 20th calendar day after the end of the calendar

quarter. The final close-out report is due to the WD 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 contact Mr. Michael LaCharite at lacharitem1@michigan.gov.

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:KJ:ph

Attachments

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. *“PY 2021 Customer Relationship Management”* has been pre-printed.
3. Policy Issuance Number: Enter the policy issuance number. *“21-19”* has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. *“07-01-2021 through 06-30-2022”* has been pre-printed.

The required signatories are designated in accordance with the Workforce Development Policy Issuance 21-02, issued January 5, 2021. 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): PY 2021 Customer Relationship Management
3. Policy Issuance Number: 21-19
4. Plan Period: 07-01-2021 through 06-30-2022

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:	

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
Statewide Activities Allocations for Customer Relationship Management (CRM)**

Section I - Identification Information

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

Policy Issuance: Enter the policy number applicable to the BIS. "21-19" has been pre-printed.

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

Project Name: Enter the name of the project associated with the funding being awarded. "CRM (PY21)" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "07-01-2021 through 06-30-2022" has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number(s): Enter the CFDA number(s) associated with this grant. The numbers "17.258; 17.259; 17.278" have been pre-printed.

Section II - Total Funds Available

Allocation: The total amount of funding being awarded.

Section III - Planned Expenditures by Cost Category

Program: Enter the amount of the grant to be used for program costs.

Note: None of the allocation awarded in this policy may be used for administration.

**CUSTOMER RELATIONSHIP MANAGEMENT ALLOCATIONS
 APPROPRIATION YEAR 2019 WIOA STATEWIDE ACTIVITIES FUNDING
 FOR PROGRAM YEAR 2021
 July 1, 2021 – June 30, 2022**

MWA	Allocation \$
Berrien/Cass/Van Buren	2,368
Capital Area	3,777
Detroit Employment Solutions Corporation	4,925
GST Michigan Works!	6,041
Great Lakes Bay	6,610
Macomb/St. Clair	4,677
Northeast	1,879
Northwest	2,572
Oakland	12,665
Region 7B	5,948
Southeast	6,131
SEMCA	7,062
Southwest	4,173
Upper Peninsula	3,901
West Central	4,708
West Michigan Works!	7,563
Total	85,000

Allocations are based on the number of previously reported local customer relationship management licensure agreements.