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**OFFICIAL**

**Workforce Development Agency (WDA)**  
**Policy Issuance (PI): 13-01, Change 1**

E-mailed: 4/11/2014 (tk)

**Date:** April 11, 2014

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

**From:** Stephanie Beckhorn, Director (**SIGNED**)  
Office of Workforce Policy and Strategic Planning

**Subject:** Workforce Investment Act (WIA) Additional Dislocated Worker (DW)  
Allocations for Program Year (PY) 2013, the Time Period of July 1, 2013  
through June 30, 2014

**Programs Affected:** WIA DW Programs Administered by the MWAs

**Rescissions:** None

**References:** The WIA of 1998

The WIA Final Rule 20 Code of Federal Regulation Part 652, et al.

U.S. Department of Labor (USDOL), Training and Employment Guidance  
Letter (TEGL) 25-12, issued May 1, 2013

WDASOM Michigan Industry Cluster Approach (MICA) Guidelines,  
issued July 26, 2012

WDASOM PI 12-19, issued October 15, 2012

WDASOM PI 12-29, issued March 5, 2013

The WDA PI 13-04, Change 1, issued November 15, 2013

The WDA PI 13-21, issued February 10, 2014



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**Background:** The WIA funds are allocated annually by formula to MWAs in support of Adult, DW, and Youth employment and training activities, including core, intensive, training, and support services.

**Policy:** This policy issuance distributes \$1,591,598 in additional Appropriation Year (AY) 2013 WIA DW funding to the MWAs by formula for PY 2013.

- Funding for local administration is limited to ten (10) percent of the allocation for each program.
- Funding awarded in this policy issuance is subject to a carry-forward limitation of 30 percent of the total allocation for each funding source into PY 2014. The June 30<sup>th</sup> Accrued Expenditure Report, as reported in the Management of Awards to Recipients System (MARS), will be used to determine the percentage of carry-in funds. (Note: WDA PI 13-28, issued March 31, 2014, allows for up to 100 percent carry-forward from PY 2013 into PY 2014. Please see PI 13-28 for further information.)
- Per federal law, MWAs must ensure that a minimum of 80 percent of local PY 2013 WIA Adult, DW, and Youth allocations are obligated by June 30, 2014. MWAs with obligations below the required 80 percent threshold as of June 30, 2014, are subject to the recapture of funding.
- The WIA funding must be expended using the first-in, first-out accounting method.

The MWAs may transfer up to 30 percent of funding between the Adult and DW funding streams. The MWAs may request an increase in percentage of transferable funds up to 75 percent for PY 2013 by submitting a waiver request per WDA Policy Issuance 13-04, Change 1 and the WDA notification letter of November 1, 2013.

Profit:

Please refer to the WDASOM Procurement Policy, PI 12-29, issued March 5, 2013, or any policy replacing WDASOM PI 12-29, for further information regarding profit and corresponding limitations.

All other WIA program and fiscal requirements outlined in WDA PI 13-01, issued July 1, 2013, unless modified, superseded, or rescinded by this policy issuance remain unchanged and in effect.

**Action:** The MWAs are required to submit a revised Budget Information Summary incorporating the additional DW allocations awarded in this policy issuance within 30 days from the issue date of this policy to Ms. Teresa Keyton at [keytont@michigan.gov](mailto:keytont@michigan.gov). Please copy your designated WIA state coordinator on the e-mail submission.

**The MWAs are not required to submit a signed Approval Request form for the additional DW allocation awarded in this policy issuance.**

Fiscal Information

The MWAs will process all cash requests through the MARS in accordance with the MARS Manual. The MWAs must have on file appropriate documentation to support each cash draw.

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 of the funds provided through this PI must be reported to 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. 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. Submit reports to the MARS system at <http://www.michigan.deleg-mars.org>. If there are any questions regarding cash requests or submission of expenditure reports, please call Kerry Trierweiler at (517) 241-1788 or Lori Schomisch at (517) 241-0672.

**Inquiries:**

Questions regarding this policy issuance should be directed to your WIA state coordinator.

This policy issuance is available for downloading from the Internet system. Please contact Ms. Teresa Keyton at (517) 335-5858 for details.

The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Keyton at (517) 335-5858 for details.

**Expiration**

**Date:**

June 30, 2015

SB:LS:tk

## **Budget Information Summary (BIS) Instructions**

### **Section I - Identification Information**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program name. For example, Workforce Investment Act.
4. Policy Issuance Number: Enter the Policy Issuance number that the Budget Information Summary covers.
5. Plan Period: Enter the start and end dates of the plan period, e.g., 07/01/12 to 06/30/13.
6. Grant Name: Enter the name of the grant associated with the funding being awarded.
7. Project Name: Enter the name of the project associated with the funding being awarded.

### **Section II - Total Funds Available**

1. Appropriation Year (AY) Funding:
  - a. Enter the current AY allocated funding.
  - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
  - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
  - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.

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

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.

If Youth:

  - a. Enter amount of allocation planned for in-school youth.
  - b. Enter amount of allocation planned for out-of-school youth.

**BUDGET INFORMATION SUMMARY**

**SECTION I – IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA) Name:		2. MWA Number:	
3. Program Title: WIA		4. Policy Issuance Number: 13-01, Change 1	
5. Plan Period: July 1, 2013 – June 30, 2015		6. Grant Name:	
7. Project Name:			

**SECTION II – TOTAL FUNDS AVAILABLE**

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$
b. Transfer in from:   Adult [   ]   Dislocated Worker [   ]	\$
c. Transfer out to:    Adult [   ]   Dislocated Worker [   ]	\$
d. Total Current AY Funding	\$

**SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY**

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

BWT-345 (5/09)

The Workforce Development Agency, State of Michigan, 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.

## WIA Dislocated Worker Allocations

PY 2013 (July 1, 2013 - June 30, 2014)

Michigan Works! Agency	PI 13-01 Allocation (\$)	Additional Allocation (\$)	Total Allocation (\$)
ACSET	1,271,237	84,749	1,355,986
Berrien/Cass/Van Buren	707,234	47,149	754,383
Calhoun ISD	472,467	31,498	503,965
Capital Area	877,751	58,517	936,268
Genesee-Shiawassee	1,178,662	78,577	1,257,239
Central Area	626,895	41,793	668,688
DESC	3,636,310	242,421	3,878,731
Eastern U.P.	165,617	11,041	176,658
Great Lakes Bay	884,841	58,989	943,830
Job Force Board	354,158	23,611	377,769
Kalamazoo-St. Joseph	620,678	41,379	662,057
Livingston County	351,895	23,460	375,355
Macomb/St. Clair	2,631,247	175,416	2,806,663
Muskegon County	487,505	32,500	520,005
Northeast	437,960	29,197	467,157
Northwest	761,573	50,771	812,344
Oakland County	2,704,249	180,283	2,884,532
Ottawa County	427,603	28,507	456,110
Region 7B	405,510	27,034	432,544
South Central	664,799	44,320	709,119
SEMCA	2,377,389	158,493	2,535,882
Thumb Area	655,782	43,719	699,501
Washtenaw County	508,067	33,871	541,938
West Central	423,290	28,219	451,509
Western U.P.	241,254	16,084	257,338
<b>MWA Total</b>	<b>23,873,973</b>	<b>1,591,598</b>	<b>25,465,571</b>

WDA March 18, 2014